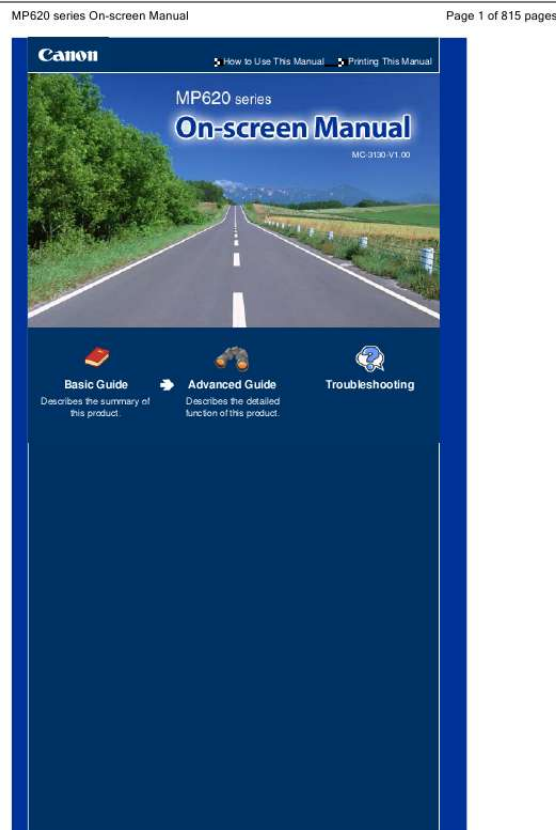




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You can read the recommendations in the user guide, the technical guide or the installation guide for CANON PIXMA MP620. You'll find the answers to all your questions on the CANON PIXMA MP620 in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

User manual CANON PIXMA MP620
User guide CANON PIXMA MP620
Operating instructions CANON PIXMA MP620
Instructions for use CANON PIXMA MP620
Instruction manual CANON PIXMA MP620



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Manual abstract:

Warning Do not connect any equipment other than PictBridge compliant devices, the optional Bluetooth Unit BU-30, and USB flash drives to the Direct Print Port of the machine. This may cause fire, electric shock, or damage to the machine. Caution Do not touch the metal casing. (9) Paper Output Tray Opens automatically when printing or copying starts and printed papers are ejected. (10) Output Tray Extension Open to support the printouts. Open it when printing or copying. (11) Platen Glass Load an original to copy or scan. (12) Cassette Load A4, B5, A5, or Letter-sized plain paper and insert it into the machine. Two or more sheets of the same size of paper can be loaded at the same time, and fed automatically one sheet at a time. See Loading Paper.

(13) Scanning Unit Detection button Locks the Scanning Unit (Cover) while the Document Cover is open. @@@@ Before turning on the power, make sure that the Document Cover is closed. 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 properly since the Print Head is not protected. (2) Buttons to use when navigating menus on the LCD See How to Navigate Menus on the LCD .

(3) Black button Starts black & white copying, scanning, etc. (4) Color button Starts color printing, copying, or scanning. (5) Stop button Cancels operation when a print job is in progress. (6) Alarm lamp Lights or flashes orange when an error, such as paper-out or ink-out, occurs. (7) [+] [-] buttons Specifies the number of copies to copy or print.

(8) Power lamp Lights green after flashing when the power is turned on. (9) OK button Selects a menu or setting item. See How to Navigate Menus on the LCD . Resolves an error when printing is in progress or resumes the machine's normal operation after removing jammed paper. Page top How to Navigate Menus on the LCD Advanced Guide Contents > Overview of the Machine > How to Navigate Menus on the LCD Page 8 of 815 pages Troubleshooting How to Navigate Menus on the LCD You can use the machine to make copies or various kinds of printings without a computer. You can (Left), (Up), (Right), (Down) button, or OK operate the machine, using the Easy-Scroll Wheel, button on the Operation Panel to navigate menus or select setting items on the LCD. This section describes the basic operation to navigate menus on the HOME screen and to select setting items necessary for printing. Selecting Menus on the HOME Screen The HOME screen appears when the power is turned on or when the HOME button is pressed. To start printing photos on a memory card, copying, or scanning, select menus on the HOME screen. 1.

Press the HOME button (A). The HOME screen appears. 2. Turn the Easy-Scroll Wheel (B) to select the menu to use, and press the OK button (C). You can also use the (Left) or (Right) button (D) to select the menu. The selected menu screen appears. The following menus are available on the HOME screen. Copy : You can change copy scale or copy in various layouts. See Copying. You can print photos saved on a memory card of How to Navigate Menus on the LCD Memory card Page 9 of 815 pages your digital camera.

See Printing from a Memory Card . : Easy photo reprint : You can scan printed photos and print them easily. You can also specify the number of copies for each photo. See Printing Photos from Printed Photos. You can maintain the condition of the machine, change settings of the machine, or print the notebook or graph paper.

See When Printing Becomes Faint or Colors Are Incorrect, Cleaning the Paper Feed Roller, Machine Settings, or Printing the Notebook or Graph Paper. Settings : Photo index sheet : You can easily print photos on a memory card using the Photo Index Sheet. See Using Photo Index Sheet to print. Scan : You can save scanned data on your computer, or on a memory card or USB flash drive inserted into the machine, using the Operation Panel. See Scanning. Note If you insert a memory card while the HOME screen or any screen of the Copy, Easy photo reprint, and Settings menus appears, the screen changes to the photo selection screen in Select and print of the Memory card menu. To select a function other than Select and print, press the HOME button and display the HOME screen. Selecting Setting Items The displayed screen varies depending on the menu you selected, but the operation is the same. This section describes how to change the print quality, using the example of the print confirmation screen in Select and print of the Memory card menu. 1. Use the Easy-Scroll Wheel (B) or the (Up) or print quality, and press the OK button (C). (Down) button (D) to select the 2. Use the Easy-Scroll Wheel or the quality, and press the OK button. (Up) or (Down) button to select another print The screen returns to the print confirmation screen in Select and print. How to Navigate Menus on the LCD Page 10 of 815 pages Other Operations Selecting Items at the Bottom of the LCD You can use the two Function buttons (E) to select items displayed at the bottom of the LCD.

You can press the right Function button to select the item on the right, and the left Function button to select the item on the left. The item displayed at the bottom of the LCD varies depending on the screen. Returning to the Previous Screen You can press the Back button (F) to return to the previous screen.

Performing the Frequently-Used Functions with Easy Operation You can use the NAVI button (G) to perform the frequently-used functions easily, just by following the instructions displayed on the screen. You can also display the information on the functions or instructions on how to load paper. 1. Press the NAVI button (G). The NAVI screen appears. Note When you press the Back button while the NAVI screen appears, the screen returns to the HOME screen. 2. Use the Easy-Scroll Wheel or the and press the OK button. Follow the instructions on the LCD. (Up) or (Down) button to select the item, Canceling Copying or Printing You can press the Stop button (H) to cancel a copy or print job in progress. How to Navigate Menus on the LCD Page 11 of 815 pages Page top Printing from a Memory Card Advanced Guide Contents > Printing from a Memory Card Page 12 of 815 pages Troubleshooting Printing from a Memory Card You can preview each shot of your photos taken with the digital camera on the LCD of the machine, and print the photos. There are also the useful functions to print thumbnails of photos saved on the memory card onto A4 or Letter-sized paper and select ones to print, and to print favorite photos in a specified layout.

Printing Photos Saved on the Memory Card Setting Items Using Various Functions Printing Photos in Various Layouts Changing the Display Cropping a Part of Photo / Searching Photos by a Specified Date Correcting Images Inserting the Memory Card Before Inserting the Memory Card Inserting the Memory Card Removing the Memory Card Page top Printing Photos Saved on the Memory Card Advanced Guide Contents > Printing from a Memory Card > Printing Photos Saved on the Memory Card Page 13 of 815 pages Troubleshooting Printing Photos Saved on the Memory Card Preview each shot of your photos saved on the Note You can correct photos automatically or manually, if you press the left Function button (A) to select Advanced.



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By default, the machine is set to correct photos automatically. See Using Various Functions . Printing Photos Saved on the Memory Card Press the Stop button to cancel printing. Printing does not start if you press the Black button.

You can display the Memory card menu and select other useful printing functions, if you press the Back button after printing is completed. If you press the HOME button or remove the memory card, the HOME screen appears. To remove the memory card, see Removing the Memory Card. Page 16 of 815 pages Setting Items The print confirmation screen in Select and print is shown as below: (1) Page size Select the page size of the paper to print: 4"x6" (10x15cm), A4, etc. (2) Media type Select the media type of the paper to print: Plus Glossy II, Plain paper, etc. Note If you do not select the page size and media type correctly, the machine may feed paper from the wrong paper source or may not print with the proper print quality. See Paper Source to Load Paper . (3) Print quality Adjust the print quality: High(quality-priority) or Standard. (4) Borderless print Select bordered or borderless print: Bordered or Borderless. Note When Plain paper is selected for Media type, you cannot select Borderless.

(5) Paper source The paper source for the selected page size and media type appears on the screen. When A4 or Letter-sized plain paper is selected, Cassette appears. When other sizes or types of paper are selected, Rear tray appears. Confirm that the selected paper is loaded in the paper source displayed on the screen. For details on the paper source setting, refer to the on-screen manual: Advanced Guide. Note The settings of the page size, media type, print quality, borderless print, image correction, etc. are retained, and these settings will appear next time when the Memory card menu is selected even if the power is turned off and on. Combination of some items cannot be specified depending on the function. Using Photo Index Sheet to print Thumbnails of photos on the memory card are printed on A4 or Letter-sized paper (this printed sheet is called Photo Index Sheet). You can select photos, number of copies, page size, etc. on this sheet, and print them. on the HOME screen, and Index sheet print Select Photo index sheet operation, refer to the on-screen manual: Advanced Guide .

. For details on the Printing Photos Saved on the Memory Card Page 17 of 815 pages Page top Using Various Functions Advanced Guide Contents > Printing from a Memory Card > Using Various Functions Page 18 of 815 pages Troubleshooting Using Various Functions This section describes a few of the useful functions of the Memory card menu. For details, refer to the on-screen manual: Advanced Guide .

Printing Photos in Various Layouts You can select various layouts on the Memory card menu screen. You can also select DPOF print. Layout print Sticker print Captured info print Photo index print Print all photos ID photo size print Calendar print Changing the Display You can change the display of photos by pressing the left Function button when Change display appears at the bottom of the screen. You can also select Slide show. Thumbnail display Full-screen display Enlarged display Cropping a Part of Photo / Searching Photos by a Specified Date You can specify the function by memory card varies depending on each type of memory card.

Insert your memory card straightforward WITH THE LABELED SIDE FACING TO THE LEFT into the Card Slot, according to the insert location in the figure below. When the memory card is inserted properly, the Access lamp (A) will light up. Be sure to attach the card adapter to the memory card with the mark the Card Slot. (asterisk) below, and then insert it into : For Memory Stick Duo, Memory Stick PRO Duo, or Memory Stick Micro Inserting the Memory Card Page 22 of 815 pages For SD Secure Digital memory card, SDHC memory card, miniSD Card , miniSDHC Card , microSD Card , microSDHC Card , Memory Stick, Memory Stick PRO, MultiMediaCard (ver.4.1), MultiMediaCard Plus (ver.4.1), or RS-MMC (ver.4.1) : For Compact Flash (CF) Card, Microdrive, xD-Picture Card Card Type H : , xD-Picture Card Type M , or xD-Picture Caution Part of the memory card will stick out of the Card Slot, but do not force it into the slot any further.

This can damage the machine or the memory card. Make sure that the memory card is correctly oriented before inserting it into the Card Slot. If you force the memory card into the Card Slot in the wrong orientation, the memory card or the machine can be damaged. Important Do not insert more than one memory card at a time. 4. Close the Card Slot Cover. Removing the Memory Card Important If you used the Card Slot as the memory card drive of a computer, you must perform the "safe removal" operation on your computer before physically removing the memory card from the machine. - In Windows, if you are connecting the machine using the USB cable, right-click the removable disk icon and click Eject. If Eject does not appear on the screen, make sure that the Access lamp is lit, and then remove the memory card. - If you used the Card Slot via the wired LAN, you do not need the "safe removal" operation on your computer.

- In Macintosh, drag (Mount drive) into the Trash. 1. Open the Card Slot Cover. Inserting the Memory Card Page 23 of 815 pages 2. 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. Page top Copying Advanced Guide Contents > Copying Page 24 of 815 pages Troubleshooting Copying You can copy in the various methods such as enlarging/reducing or copying two original pages onto a single sheet of paper. Making Copies Setting Items Using Various Copy Functions Page top Making Copies Advanced Guide Contents > Copying > Making Copies Page 25 of 815 pages Troubleshooting Making Copies This section describes the basic operation, using the settings to copy a document of A4 size on plain paper as an example. 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. Making Copies (2) Load paper. See Loading Paper. Page 26 of 815 pages Here we load A4 plain paper in the Cassette. Note Load A4, B5, A5, or Letter-sized plain paper in the Cassette.



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Load other sizes or types of paper in the Rear Tray. (3) Open the Paper Output Tray gently, and open the Output Tray Extension. (4) Make sure that Copy button. is selected on the HOME screen, and press the OK See Selecting Menus on the HOME Screen.

(5) 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) Confirm the page size, media type, magnification, etc. Here we confirm that 100% is selected for Magnification, A4 for Page size, and Plain paper for Media type. To change the settings, use the Easy-Scroll Wheel or the change, and press the OK button. See Selecting Setting Items and Setting Items. (Up) or (Down) button to select the item to Note When Plain paper is selected for Media type and A4, B5, A5, or 8.

5"x11" (LTR) for Page size, Cassette appears for Paper source. When other sizes or types of paper are selected, Rear tray appears. Confirm that the selected paper is loaded in the correct paper source. You can check the preview of print result if you press the right Function button (B) to Making Copies select Preview. Refer to the on-screen manual: Advanced Guide. You can select various copy functions, such as Borderless copy, 2-on-1 copy, and Frame erase, if you press the left Function button (A) to select Special copy. See Using Various Copy Functions . Page 27 of 815 pages (2) Press the [+] or [-] button to specify the number of copies. (3) Press the Color button for color copying, or the Black button for black & white copying. The machine starts copying.

Remove the original on the Platen Glass after copying is completed. Important Do not open the Document Cover or move the loaded original until copying is completed. Note Press the Stop button to cancel copying. Repeat the procedures from (5) in step 1 to copy another original. You can exit the Copy menu and select another menu if you press the HOME button. Setting Items (1) Magnification Specify the enlargement/reduction manner. You can specify the copy scale by selecting the optional number or the page size: A4 to 8.5"x11", A4 to B5, etc. If you do not want to enlarge/reduce the page size, select 100%. For details, refer to the on-screen manual: Advanced Guide.

(2) Intensity Specify the intensity when you want to make the darkened/lightened copy. You can also set the intensity to automatically adjust according to the original. For details, refer to the on-screen manual: Advanced Guide. (3) Page size Select the page size of the paper to print: A4, 8.5"x11" (LTR), etc.

(4) Media type Select the media type of the paper to print: Plain paper, Plus Glossy II, etc. Note If you do not select the page size and media type correctly, the machine may feed paper from the wrong paper source or may not print with the proper print quality. See Paper Source to Load Paper . (5) Print quality Adjust the print quality according to the original to copy: High(quality-priority), Standard, etc. The available print quality settings depend on the paper selected in Media type.

(6) Paper source The paper source for the selected page size and media type appears on the screen. When A4, B5, A5, or Letter-sized plain paper is selected, Cassette appears. When other sizes or types of paper are selected, Rear tray appears. Confirm that the selected paper is loaded in the paper source displayed on the screen. For details on the paper source setting, refer to the on-screen manual: Advanced Guide. Note The settings of the page size, media type, print quality, automatic intensity, etc. are retained, Making Copies and these settings will appear next time when the Copy menu is selected even if the power is turned off and on. Combination of some items cannot be specified depending on the function. If you select Fast (speed-priority) with the media type set to Plain paper and the quality is not as good as expected, select Standard or High(quality-priority) and then try copying again. When you make black & white copies by pressing the Black button, select High(qualitypriority) for the print quality to copy in grayscale.

Grayscale renders tones in a range of grays instead of black or white. Page 28 of 815 pages Page top Using Various Copy Functions Advanced Guide Contents > Copying > Using Various Copy Functions Page 29 of 815 pages Troubleshooting Using Various Copy Functions You can make a copy using various functions if you press the left Function button to select Special copy at the bottom of the Copy screen. For details, refer to the on-screen manual: Advanced Guide . Borderless copy 2-on-1 copy 4-on-1 copy Image repeat Frame erase Trimming Masking Page top Printing Photos from Printed Photos Advanced Guide Contents > Printing Photos from Printed Photos Page 30 of 815 pages Troubleshooting Printing Photos from Printed Photos You can reprint printed photos in various layouts. Reprinting Printed Photos Using Various Functions Printing Photos in Various Layouts Correcting Images Page top Reprinting Printed Photos Advanced Guide Contents > Printing Photos from Printed Photos > Reprinting Printed Photos Page 31 of 815 pages Troubleshooting Reprinting Printed Photos Reprint printed photos. This section describes the basic operation, using the settings to print printed photos on 4" x 6" / 10 x 15 cm paper as an example. Note You cannot save scanned images with this function. Use the computer to scan images and save them. For details, refer to the on-screen manual: Advanced Guide. You need to prepare: Printed photos.

Paper for printing. See Media Types You Can Use . 1. Prepare for reprinting printed photos. (1) Turn on the power.

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. (3) Open the Paper Output Tray gently, and open the Output Tray Extension.

(4) Select Easy photo reprint on the HOME screen, and press the OK button. When the guidance screen appears, press the OK button again. 2. Load photos on the Platen Glass to scan. (1) Open the Document Cover. (2) Load the photo with the side to scan FACING DOWN on the Platen Glass. See Loading Originals to Copy or Scan . Reprinting Printed Photos Page 32 of 815 pages (A) To load four photos on the Platen Glass (B) To load two photos on the Platen Glass Note Place the photo(s) at least 0.4 inches / 10 mm away from and in square with the edges of the Platen Glass. When loading two or more photos at the same time, place them at least 0.

4 inches / 10 mm apart from each other. If photos are placed closer, they may be scanned as a single image. The Skew Correction function automatically compensates for photos placed at an angle of up to approximately 10 degrees. Slanted photos with a long edge of 7.



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1 inches / 180 mm or more cannot be corrected. If appears on the preview screen, check the followings and reset the photos properly to scan them again. - The slant is not too large. - The photos are not placed too close to the edge of the Platen Glass. Photos smaller than approximately 1 inch / 25 mm square will not be scanned properly. The types of photos listed below may not be scanned properly.

- Photos that are non-rectangular or irregular shaped (such as cut out photos) - Photos that are entirely white - Photos that have white surrounds The borders of bordered photos may not be scanned properly. Crop photos if necessary. Refer to the on-screen manual: Advanced Guide. (3) Close the Document Cover gently, and press the OK button. The machine starts scanning.

Important The photos are rescanned before printing starts. Do not open the Document Cover or move the loaded photos until printing is completed. 3. Specify the number of copies. (1) Make sure that Select and print Note is selected, and press the OK button.

You can also select useful printing functions other than Select and print. See Using Various Functions . (2) Use the Easy-Scroll Wheel or the photo to print. (Left) or (Right) button to display a (3) Press the [+] or [-] button to specify the number of copies. Note Reprinting Printed Photos If appears next to the photo on the screen, it may not have been scanned properly. Press the Back button, and press the left Function button to select Rescan. Confirm the message, and repeat the procedures from step 2 to scan the photo again. Page 33 of 815 pages Other options To change the display of photos, see Changing the Display . (You can also select Full-screen display and Enlarged display besides Normal screen display.) To crop a part of photo (Trimming), see Cropping a Part of Photo / Searching Photos by a Specified Date.

(4) Repeat the procedures of (2) and (3) to specify the number of copies for each photo. (5) Press the OK button. 4. Start printing. (1) Confirm the page size, media type, print quality, etc. Here we confirm that 4"x6" (10x15cm) is selected for Page size and the type of loaded photo paper for Media type. Note To change the settings, select each item, and press the OK button. See Setting Items. The settings of the page size, media type, print quality, borderless print, image correction, etc. are retained, and these settings will appear next time when the Easy photo reprint menu is selected even if the power is turned off and on.

(2) Confirm the number of sheets to be used for printing the selected photos. Note You can correct photos automatically or manually, if you press the left Function button to select Advanced. See Using Various Functions . (3) Press the Color button to print in color, or the Black button to print in black & white. The machine starts printing.

Remove the photos on the Platen Glass after printing is completed. Note Press the Stop button to cancel printing. You can exit the Easy photo reprint menu and select another menu, if you press the HOME button after printing is completed. Confirm the message and select Yes to delete the scanned image data.

Page top Using Various Functions Advanced Guide Contents > Printing Photos from Printed Photos > Using Various Functions Page 34 of 815 pages Troubleshooting Using Various Functions This section describes a few of the useful functions in the Easy photo reprint menu.

For details, refer to the on-screen manual: Advanced Guide . Printing Photos in Various Layouts You can select a layout and print photos other than Select and print. Sticker print Print all photos Correcting Images You can correct images by pressing the left Function button when Advanced appears at the bottom of the screen. You can correct images automatically or manually, such as adjusting brightness, contrast, and color hue, or apply the fade restoration.

Brightness Contrast Page top Scanning Advanced Guide Contents > Scanning Page 35 of 815 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 USB flash drive or memory card inserted into the machine. Saving Scanned Data Saving the Scanned Data on the USB Flash Drive Inserting the USB Flash Drive Removing the USB Flash Drive Page top Saving Scanned Data Advanced Guide Contents > Scanning > Saving Scanned Data Page 36 of 815 pages Troubleshooting Saving Scanned Data You can save the scanned documents or photos on a USB flash drive, a memory card, or a computer using the Operation Panel on the machine.

You can also scan originals using your computer. This section describes the operation to scan documents and save them on the USB flash drive in PDF data. For other operations, refer to the on-screen manual: Advanced Guide.

You can find the detailed procedures to correct scanned images or print them with various settings. **Important** We recommend that you make a backup of the data on the memory card or USB flash drive 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 the Scanned Data on the USB Flash Drive 1. Prepare for using a USB flash drive. (1) Turn on the power. See Operation Panel. (2) Insert a USB flash drive into the Direct Print Port. See Inserting the USB Flash Drive . 2.

Select the scan operation. (1) Select Scan on the HOME screen, and press the OK button. (Left) or (2) Use the Easy-Scroll Wheel or the flash drive , and press the OK button. The operation selection screen appears. (Right) button to select USB (Left) or (3) Use the Easy-Scroll Wheel or the USB flash , and press the OK button.

The scan settings screen appears. (Right) button to select Save to 3. Specify the scan settings. (1) Confirm the document type, scan size, scan resolution, etc. Here we confirm that Document is selected for Document type, A4 for Scan size, and PDF for Data format.

To change the settings, use the Easy-Scroll Wheel or the change, and press the OK button. (Up) or (Down) button to select the item to Note For details on the settings and Advanced of the Function button, refer to the on-screen manual: Advanced Guide. When PDF is selected, up to 100 pages can be saved in one file. Saving Scanned Data (2) Select Next, and press the OK button. Page 37 of 815 pages 4. Start scanning. (1) Confirm the message, press the OK button, then load an original on the Platen Glass. Originals to Copy or Scan . Loading See Note The sizes of originals that can be scanned are A4, 8.5"x11" (LTR), 4"x6" (10x15cm), and 5"x7" (13x18cm).

(2) Press the Color button for color scanning, or the Black button for black & white scanning.



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The machine starts scanning. (3) Check the preview of the scanned data on the screen. Note The preview screen will not appear if Preview OFF is selected in Advanced in the procedure of (1) in step 3. To rescans the original, press the left Function button to select Rescan. Confirm the message and scan the original again. To rotate the scanned data 90 degrees clockwise, press the right Function button to select Rotate. (4) Press the OK button to save the scanned data.

The message "End scanning?" appears when scanning is completed. (5) Select End, and press the OK button.

Remove the original on the Platen Glass after scanning is completed. Note To scan the multi-page document into one file, select Continue, and press the OK button. Then load the next page on the Platen Glass, and repeat the procedures from (2) in this step. Repeat the same procedure until you finish scanning all the pages. Important Do not remove the USB flash drive or turn off the power while the machine is operating.

Do not open the Document Cover or move the loaded original until scanning is completed. The scanned data will be saved in the folder "CANON_SC" on the USB flash drive. You cannot print the saved data using the Operation Panel on the machine. Insert the USB flash drive into a computer to view or print the saved data from the computer. Note To remove the USB flash drive after scanning is completed, see Removing the USB Flash Drive .

You can exit the Scan menu and select another menu, if you press the HOME button after scanning is completed. Deleting the Scanned Data Saving Scanned Data Page 38 of 815 pages 1. Prepare for using a USB flash drive. (1) Turn on the power. See Operation Panel. (2) Insert a USB flash drive into the Direct Print Port. See Inserting the USB Flash Drive . 2. Delete the scanned data. (1) Select Scan on the HOME screen, and press the OK button.

(Left) or (2) Use the Easy-Scroll Wheel or the flash drive , and press the OK button. The operation selection screen appears. (Right) button to select USB (3) Use the Easy-Scroll Wheel or the scanned data The data list screen appears. (Left) or (Right) button to select Delete , and press the OK button. (4) Use the Easy-Scroll Wheel or the (Up) or (Down) button to select the image data you want to delete, and press the OK button. Note Select the image data and press the left Function button to view the selected data on the screen. Press the right Function button to change the data list between PDF data and JPEG data. You can only delete the image data that have been scanned and saved using the machine. (5) When the message "Delete?" appears, select Yes and press the OK button. (6) When the message "Are you sure you want to delete?" appears, select Yes and press the OK button.

The selected image data will be deleted from the USB flash drive. Inserting the USB Flash Drive Important Before inserting the USB flash drive If your USB flash drive cannot be inserted into the Direct Print Port of the machine, you may be required to use an extension cable for the USB flash drive. Purchase it at electronics retail stores. For some USB flash drives, proper operation may not be guaranteed on the machine. You may not be able to use USB flash drives with security function.

1. Insert the USB flash drive into the Direct Print Port. Make sure that the USB flash drive is correctly oriented before inserting it straightforward into the Direct Print Port. Saving Scanned Data Page 39 of 815 pages Removing the USB Flash Drive 1. Make sure that the machine is not reading or writing data from/to the USB flash drive.

Check if the reading or writing operation is completed on the LCD. Important Do not remove the USB flash drive or turn off the power while the machine is operating. Note If you use the USB flash drive with the access lamp, refer to the instruction manual supplied with the USB flash drive to check if the reading or writing operation is completed on the USB flash drive. 2. Remove the USB flash drive. Hold the USB flash drive and remove it from the machine straightforward. Page top Printing from Your Computer Advanced Guide Contents > Printing from Your Computer Page 40 of 815 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 41 of 815 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. Note Load A4 or Letter-sized plain paper in the Cassette and other sizes or types of paper such as photo paper in the Rear Tray. (3) Open the Paper Output Tray gently, and open the Output Tray Extension. 2. Start Easy-PhotoPrint EX, and select Photo Print. Printing Photos (Easy-PhotoPrint EX) Page 42 of 815 pages (1) Start Easy-PhotoPrint EX. Double-click (Easy-PhotoPrint EX) on the desktop. Click Here: Easy-PhotoPrint EX Select the Go menu, Applications, Canon Utilities, Easy-PhotoPrint EX, then double-click Easy-PhotoPrint 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 .



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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 (Up arrow) to change the number of copies. To print two or more copies, click To cancel the selection, click the image to cancel in the selected image area and click (Delete Imported Image). You can also use copies to zero. (Down arrow) to change the number of Printing Photos (Easy-PhotoPrint EX) You can also correct or enhance the selected image. See Using Various Functions of Easy-PhotoPrint EX.

Page 43 of 815 pages (3) Click Select Paper. 4. Select the loaded paper. (1) Make sure that your machine's name is selected in Printer. (2) Make sure that Automatically Select is selected in Paper Source. Note For details on other paper feeding, refer to the on-screen manual: Advanced Guide. (3) Select the size and type of the paper to print 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 A4 or Letter-sized plain paper when Automatically Select is selected in Paper Source, the machine feeds the paper from the Cassette. If you select other sizes or types of paper such as photo paper, the machine feeds the paper from the Rear Tray.

If you select the wrong page size or media type, the machine may feed paper from the wrong paper source or may not print with the proper print quality. (4) Click Layout/Print. 5. Select a layout and start printing. (1) Select the layout of the photo. Here we select Borderless [full]. 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.

Printing Photos (Easy-PhotoPrint EX) Note To cancel a print job in progress, press the Stop button on the machine or click Cancel Printing on the printer status monitor. After canceling the print job, blank sheets of paper may be ejected. 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.

After canceling the print job, blank sheets of paper may be ejected. Page 44 of 815 pages Page top Using Various Functions of Easy-PhotoPrint EX Advanced Guide Page 45 of 815 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. Brightness Page top Printing Documents (Windows) Advanced Guide Contents > Printing from Your Computer > Printing Documents (Windows) Page 46 of 815 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 operating system 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.

Note Load A4, B5, A5, or Letter-sized plain paper in the Cassette and other sizes or types of paper such as photo paper in the Rear Tray. 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 47 of 815 pages (1) Select the media type of the paper to print in Media Type.

Note If you select A4, B5, A5, or Letter-sized plain paper when Automatically Select is selected in Paper Source, the machine feeds the paper from the Cassette. If you select other sizes or types of paper such as photo paper, the machine feeds the paper from the Rear Tray. If you select the wrong page size or media type, the machine may feed paper from the wrong paper source or may not print with the proper print quality. (2) Make sure that Automatically Select is selected in Paper Source. Note For details on other paper feeding, refer to the on-screen manual: Advanced Guide.

(3) 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. (4) 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. Printing Documents (Windows) Note To cancel a print job in progress, press the Stop button on the machine or click Cancel Printing on the printer status monitor. After canceling the print job, blank sheets of paper may be ejected. 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 position. See Aligning the Print Head. Page 48 of 815 pages Page top Printing Documents (Macintosh) Advanced Guide Contents > Printing from Your Computer > Printing Documents (Macintosh) Page 49 of 815 pages Troubleshooting Printing Documents (Macintosh) Note Operations may vary depending on your software application.



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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.

Note Load A4, B5, A5, or Letter-sized plain paper in the Cassette and other sizes or types of paper such as photo paper in the Rear Tray. 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 50 of 815 pages (1) Make sure that your machine's name is selected in Printer. (2) Select the page size of the paper to print in Paper Size. (3) Select Quality & Media in the pop-up menu. (4) Select the media type of the paper to print in Media Type. Note If you select A4, B5, A5, or Letter-sized plain paper when Automatically Select is selected in Paper Source, the machine feeds the paper from the Cassette. If you select other sizes or types of paper such as photo paper, the machine feeds the paper from the Rear Tray. If you select the wrong page size or media type, the machine may feed paper from the wrong paper source or may not print with the proper print quality. (5) Make sure that

Automatically Select is selected in Paper Source.

Note For details on other paper feeding, refer to the on-screen manual: Advanced Guide. (6) 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.

Printing Documents (Macintosh) Click Print to start printing.

Page 51 of 815 pages 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. After canceling the print job, blank sheets of paper may be ejected. If printed ruled lines are misaligned or print results are unsatisfactory, adjust the print head position. See Aligning the Print Head. 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 with Mac OS X v.10.4.x. 1. Make sure that the machine is turned on. See Operation Panel.

2. Load paper. See Loading Paper. Note Load A4, B5, A5, or Letter-sized plain paper in the Cassette and other sizes or types of paper such as photo paper in the Rear Tray. 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. When using the machine over a network, your machine's name and MAC address are displayed in Format for. (3) Select the page size of the paper to print in Paper Size. (4) Click OK. Printing Documents (Macintosh) Page 52 of 815 pages 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 paper to print in Media Type. Note If you select A4, B5, A5, or Letter-sized plain paper when Automatically Select is selected in Paper Source, the machine feeds the paper from the Cassette. If you select other sizes or types of paper such as photo paper, the machine feeds the paper from the Rear Tray. If you select the wrong page size or media type, the machine may feed paper from the wrong paper source or may not print with the proper print quality. (5) Make sure that Automatically Select is selected in Paper Source. Note For details on other paper feeding, refer to the on-screen manual: Advanced Guide. (6) 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. After canceling the print job, blank sheets of paper may be ejected. 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 53 of 815 pages Page top Other Usages Advanced Guide Contents > Other Usages Page 54 of 815 pages Troubleshooting Other Usages This section describes the operation to print the notebook or graph paper, the setting items of the machine, and the function to print directly from a digital camera or mobile phone. This section also introduces other useful functions; Solution Menu and My Printer. Printing the Notebook or Graph Paper Printing the Various Template Forms Printing Photos Directly from Your Mobile Phone or Digital Camera Printing Photos from a PictBridge Compliant Device Printing Photos from a Wireless Communication Device Machine Settings Solution Menu and My Printer Page top Printing the Notebook or Graph Paper Advanced Guide Contents > Other Usages > Printing the Notebook or Graph Paper Page 55 of 815 pages Troubleshooting Printing the Notebook or Graph Paper This section describes the operation to select and print the template forms. You need to prepare: A4 or Letter-sized plain paper. See Media Types You Can Use . 1.

Prepare for printing. (1) Turn on the power. See Operation Panel.



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(2) Make sure that the A4 or Letter-sized plain paper is loaded in the Cassette. See Loading Paper. (3) Open the Paper Output Tray gently, and open the Output Tray Extension. 2. Select a template form. (1) Select Settings on the HOME screen, and press the OK button. (2) Select Template print, and press the OK button.

(Left) or (Right) button to select a (3) Use the Easy-Scroll Wheel or the template form you want to print, and press the OK button. Note For details on the available template forms, see Printing the Various Template Forms. Printing the Notebook or Graph Paper Page 56 of 815 pages 3. Start printing. (1) Confirm the page size.

To change the setting, use the Easy-Scroll Wheel or the change, and press the OK button. (Up) or (Down) button to select the item to Note You can only select A4 or 8.5"x11" (LTR) for Page size. The media type is limited to Plain paper and cannot be changed. (2) Press the [+] or [-] button to specify the number of copies.

(3) Press the Color button or the Black button. The machine starts printing. Printing the Various Template Forms This section describes the template forms you can select in Template print. Notebook paper 1 8 mm spacing Notebook paper 2 7 mm spacing Notebook paper 3 6 mm spacing Graph paper 1 Graph 5 mm Graph paper 2 Graph 3 mm Printing the Notebook or Graph Paper Page 57 of 815 pages Checklist List with checkboxes Staff paper Staff paper 10 staves Page top Printing Photos Directly from Your Mobile Phone or Digital Camera Advanced Guide Contents > Other Usages > Printing Photos Directly from Your Mobile Phone or Digital Camera Page 58 of 815 pages Troubleshooting Printing Photos Directly from Your Mobile Phone or Digital Camera Printing Photos from a PictBridge Compliant Device 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 accepts images* taken with a camera compliant with the Design rule for Camera File system and PNG files.

* Exif 2.2/2.21 compliant Note When printing from the PictBridge compliant device, set the print quality using the Operation Panel on the machine. You cannot set the print quality on the PictBridge compliant device. Printing Photos from a Wireless Communication Device If the optional Bluetooth Unit BU-30 is connected to the machine, you can print image data with wireless communication from Bluetooth compatible mobile phones or computers. For details on the operation, refer to the on-screen manual: Advanced Guide . Printing Photos Directly from Your Mobile Phone or Digital Camera Page 59 of 815 pages Page top Machine Settings Advanced Guide Contents > Other Usages > Machine Settings Page 60 of 815 pages Troubleshooting Machine Settings This section describes the items you can set or change in Device settings of the Settings menu. For details on setting or changing, refer to the on-screen manual: Advanced Guide . Plain paper feed settings Selects the paper source (Rear Tray or Cassette) in which you load plain paper. The machine feeds plain paper from the Cassette by default.

Use this setting to change the paper source for plain paper to the Rear Tray. Print settings Prevent paper abrasion Use this setting only if the print surface becomes smudged. Extended copy amount Selects the amount of image that extends off the paper when making borderless copies. LAN settings Change wireless/wired Switches between wireless LAN and wired LAN networks. Wireless LAN settings Configures the wireless LAN connection with WPS (Wi-Fi Protected Setup) or WCN (Windows Connect Now).

WCN setting is only available for Windows Vista. For details, refer to the printed manual: Getting Started . Wireless LAN setting list Displays the wireless LAN network configurations of the machine on the LCD. Wired LAN setting list Displays the wired LAN network configurations of the machine on the LCD. IPv4/IPv6 setting Configures the IP version (IPv4 or IPv6).

We recommend to select IPv4 for general use. WSD setting Switches the WSD (a network protocol supported by Windows Vista) configuration (Active or Inactive). Reset LAN settings Sets the network configurations on the machine back to the default. Advanced settings Date display Selects the format of date that is printed or displayed on the screen. Read/write attribute Selects whether to use the Card Slot of the machine as the memory card drive of a computer. Machine Settings Slide show setting Selects the image display quality of the slide show. Page 61 of 815 pages Quiet mode Enables this function if you want to reduce the operating noise of the machine, such as when using the machine at night (when copying, printing from the memory card, printing from the PictBridge compliant device, printing with wireless communication, etc.). Guide display settings Changes the time interval before the guide display, such as Change set. and Copy, appears at the top of the LCD, or hides the guide display.

Key repeat Enables to increase or decrease numbers rapidly by pressing and holding down the button when inputting numbers. When this setting is disabled, holding down the button is the same as pressing it once. Mobile phone print setting Specifies paper, layout, etc. when you print from the wireless communication device. This setting appears only when the optional Bluetooth Unit is connected to the machine. Bluetooth settings Changes the Bluetooth settings, such as the device name or passkey. This setting appears only when the optional Bluetooth Unit is connected to the machine. PictBridge print settings Specifies paper, print quality, etc. when you print from the PictBridge compliant device. Language selection Changes the language for LCD messages and menus.

Reset setting Sets the machine settings back to the default, except for the LCD language and the adjustment values of the print head position. Page top Solution Menu and My Printer Advanced Guide Contents > Other Usages > Solution Menu and My Printer Page 62 of 815 pages Troubleshooting Solution Menu and My Printer Using Solution Menu or My Printer, you can easily get the information on the machine or change the print settings by only clicking buttons on a screen.



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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 the button 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 63 of 815 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 64 of 815 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 or Cassette, and how to load originals to copy or scan. Loading Paper Paper Source to Load Paper Loading Paper Loading Envelopes Media Types You Can Use Media Types You Cannot Use 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 65 of 815 pages Troubleshooting Loading Paper Paper Source to Load Paper The machine has two paper sources to feed paper; Cassette and Rear Tray. You can load paper in either one of the paper sources, depending on the page size and media type of paper. If you select Automatically Select in Paper Source, paper is fed from the Cassette or Rear Tray depending on the selection of the page size or media type. See Media Types You Can Use . Note For details on Automatically Select, see Printing Documents (Windows) or Printing Documents (Macintosh) . For details on other paper feeding, refer to the on-screen manual: Advanced Guide. If you select A4, B5, A5, or Letter-sized plain paper when Automatically Select is selected in Paper Source, the machine feeds the paper from the Cassette.

If you select other sizes or types of paper such as photo paper, the machine feeds the paper from the Rear Tray. When printing, select the correct page size and media type. If you select the wrong page size or media type, the machine may feed paper from the wrong paper source or may not print with the proper print quality. For details on how to load paper in each paper source, see Loading Paper or Loading Envelopes . Loading Plain Paper in the Cassette When you use A4, B5, A5, or Letter-sized plain paper, load it in the Cassette.

The Cassette is inserted at the bottom of the machine. The machine feeds paper from the Cassette automatically by selecting plain paper (A4, B5, A5, or Letter size) in the print settings with the Operation Panel or the printer driver when printing. For details on how to change the paper source setting, refer to the on-screen manual: Advanced Guide . Loading Photo Paper in the Rear Tray When you use photo paper, load it in the Rear Tray. The machine feeds paper from the Rear Tray automatically by selecting the media types other than plain paper, such as photo paper, in the print settings with the Operation Panel or the printer driver when printing.

When you use plain paper other than A4, B5, A5, or Letter size, also load it in the Rear Tray. Loading Paper Page 66 of 815 pages Page top Loading Paper Advanced Guide Contents > Loading Paper / Originals > Loading Paper > Loading Paper Page 67 of 815 pages Troubleshooting Loading Paper Important 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 You can load only A4, B5, A5, or Letter-sized plain paper in the Cassette. Load other sizes or types of paper in the Rear Tray.

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 . Loading Paper in the Rear Tray 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.

For details on how to flatten curled paper, refer to " Troubleshooting " in the on-screen manual: Advanced Guide. 2. Prepare for loading paper. Loading Paper Page 68 of 815 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 (A) to open them, and load the paper in the center of the Rear Tray WITH THE PRINT SIDE FACING YOU. Important Always load paper in the portrait orientation (B). Loading paper in the landscape orientation (C) can cause paper jams.

Loading Paper Page 69 of 815 pages (2) Slide the Paper Guides (A) 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 (D). Note After loading paper When using the machine to copy or print without a computer, select the size and type of the loaded paper in Page size and Media type of the print settings in each menu of the HOME screen. See Setting Items in "Printing Photos Saved on the Memory Card" and Setting Items in "Making Copies". 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.



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