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You can read the recommendations in the user guide, the technical guide or the installation guide for CANON PIXMA MX340. You'll find the answers to all your questions on the CANON PIXMA MX340 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 MX340
User guide CANON PIXMA MX340
Operating instructions CANON PIXMA MX340
Instructions for use CANON PIXMA MX340
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Manual abstract:

(7) Rear Tray Load various sizes or types of paper which you can use on the machine. Two or more sheets of the same size and type of paper can be loaded at the same time, and fed automatically one sheet at a time. See Loading Paper . (8) Paper Guides Slide to align with both sides of the paper stack. Main Components (9) Document Cover (10) Wi-Fi lamp Lights or flashes blue to indicate the wireless LAN status. Lights: Wireless LAN active is selected. Flashes: Printing or scanning over wireless LAN. Also flashes while searching for wireless LAN access point during setup and when connecting to the access point. Open to load an original on the Platen Glass. Page 5 of 973 pages (11) Paper Output Tray Opens automatically when printing or copying starts and printed paper is ejected.

(12) Operation Panel Use to change the settings of the machine or to operate it. See Operation Panel . (13) Scanning Unit Detection Button Locks the Scanning Unit (Cover) while the Document Cover is open. This button is pressed down when the Document Cover is closed, so that you can open the Scanning Unit (Cover). @@@@This may cause fire, electric shock, or damage to the machine.

Important Do not touch the metal casing. Do not use the USB cable longer than around 10 feet / 3 meters to connect any PictBridge compliant device to the machine since it may affect the operation of other peripheral devices. (15) Platen Glass Load an original to copy, scan, or fax. Main Components Page 6 of 973 pages Rear View (16) External Device Jack Connect an external device such as telephone, answering machine, or modem of a computer. Important Do not touch the metal casing.

Note Remove the Telephone connector cap to connect the external device. (17) Telephone Line Jack Connect the telephone line. Caution To avoid an electric shock, do not touch the metal casing. (18) USB Port Plug in the USB cable to connect the machine with a computer. Important Do not touch the metal casing.

Do not plug in or unplug the USB cable while the machine is printing or scanning originals with the computer. (19) Power Cord Connector Plug in the supplied power cord. Inside View Main Components Page 7 of 973 pages (20) Ink Cartridge Locking Covers Lock the FINE Cartridges into place. (21) FINE Cartridge Holder Install the FINE Cartridges. The Color FINE Cartridge should be installed into the left slot (installed into the right slot () and the Black FINE Cartridge should be).

(22) 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 . (23) 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. (24) Scanning Unit Support Holds the Scanning Unit (Cover) being opened. 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.

Operation Panel Main Components Page 8 of 973 pages (1) ON button (POWER lamp) Turns the power on or off. Lights or flashes green to indicate the power status. 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.

If the power plug is disconnected, the date/time settings will be reset and all documents stored in memory will be lost. Send or print a necessary document, or save it on the USB flash drive before disconnecting the power plug. Note The machine cannot receive faxes when the power is turned off. The power cannot be turned off while the machine is sending or receiving a fax, or when there are unsent faxes in the machine's memory. (2) FAX button Switches the machine to the fax mode.

See Selecting Mode . (3) COPY button Switches the machine to the copy mode. See Selecting Mode . (4) SCAN button Switches the machine to the scan mode. See Selecting Mode . (5) Menu button Displays the menu screen. See Selecting Menu Item from Specified Mode. (6) Settings button Used to change settings on the paper used for printing in the copy or fax mode, or scanning options for saving scanned data on a computer or a USB flash drive in the scan mode. See Basic Operation on the Setting Options . (7) LCD (Liquid Crystal Display) Displays messages, menu items, and the operational status.

Note The LCD will turn off if the machine is not operated for about 5 minutes. To restore the display, press any button except the ON button or perform the print operation. The display will be also restored when receiving faxes. (8) Numeric buttons Main Components Used to enter numerical values such as the number of copies, as well as fax/telephone numbers and characters. Page 9 of 973 pages (9) Redial/Pause button Used to select a number from those recently dialed with the Numeric buttons to redial. You can also use this button to enter pause time between or after numbers when dialing or registering numbers for example international calls. (10) Coded Dial button Used when sending a fax with a coded speed dial. Pressing this button displays the search coded speed dial screen or the search telephone number screen. You can switch screens by pressing the button. In the search coded speed dial screen, enter a two-digit code.

The recipient with that code will appear for selection. You can also use the (-) or (+) button to select a desired recipient. In the search telephone number screen, enter the first letter of a registered name. The first recipient with a (-) or (+) button to select the name beginning with that letter will appear for selection. Use the desired recipient from the search results.

(11) Black button Starts to make black & white copy, scan, fax transmission, etc. (12) Color button Starts to make color copy, scan, fax transmission, etc. (13) Stop button Cancels operation when copy, print, scan, or fax transmission/reception job is in progress. (14) Hook button Connects or disconnects the telephone line. (15) Tone button In the fax mode, switches to tone dialing temporarily or used to dial with the Numeric buttons, and also changes the input mode when entering characters.

(16) OK button Finalizes the selection of 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 or to eject documents remaining in the ADF.



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(17) (-) (+) buttons Used to increase/decrease a setting value such as the number of copies, and select a menu item or setting option. When entering numerical values such as a fax/telephone number, you can use the the entered character, and the (+) button to insert a space between characters. (-) button to cancel (+) button to move When entering characters such as a name for registration, you can use the the cursor. (-) or (18) Back button Returns the LCD to the previous screen. This button is also used to delete a character under the cursor when entering characters such as a name for registration. (19) FAX Quality button Selects the scan contrast and resolution of the fax you are sending. (20) Alarm lamp Lights or flashes orange when an error occurs, such as paper-out or ink-out.

(21) In Use/Memory lamp Flashes when sending or receiving faxes, and lights when there are documents saved in the machine's memory. Note The machine makes the beep sound when pressing buttons on the Operation Panel. To change the beep volume, see Machine Settings. Main Components Page 10 of 973 pages Page top How to Navigate Menus on the LCD Advanced Guide Contents > Overview of the Machine > How to Navigate Menus on the LCD Page 11 of 973 pages Troubleshooting How to Navigate Menus on the LCD You can use the machine to make copies, send/receive faxes, or scan originals without a computer. You can also make good use of the various functions of the machine with menus and setting items displayed on the LCD. This section describes the basic operation to change settings with menus displayed differently for each mode and the Settings button. Basic Operation in Each Mode Selecting Mode Selecting Menu Item from Specified Mode Basic Operation on the Setting Options Basic Operation in Each Mode Press the appropriate mode button (A) to switch the screen to the desired mode. Then, use the Menu button (B) to select functions available in each mode. To change settings on the paper used for printing in the copy or fax mode, or scanning options for saving scanned data on a computer or ags on the paper for printing or scanning options according to the mode you use. This section describes the procedure to change settings, taking the procedure to specify 4"x6"(10x15cm) for Page size in the copy mode as an example.

When printing from a computer, see Printing from Your Computer . Note To change the settings used when printing from a PictBridge compliant device or wireless communication device, refer to the on-screen manual: Advanced Guide . 1. Display the setting options. (1) Press the COPY button to switch to the copy mode.

(2) Press the Settings button repeatedly until Page size appears. 2. Change the setting option. (1) Use the (-) or (+) button to select a page size. Example: Select 4"x6"(10x15cm) here.

(2) Press the OK button. Note To change the settings other than Page size, press the desired option appears. Settings button repeatedly until the For details on the setting options available by pressing the Settings button For the settings in the copy mode, see Changing the Settings. For the settings in the fax mode, see Preparing for Receiving a Fax . You can also adjust the scan contrast and resolution of sending faxes with the FAX Quality button. For details, see step 2 in Sending a Fax with the Numeric Buttons . For details on the settings used for saving scanned data on a computer or a USB flash drive in the scan mode, refer to the on-screen manual: Advanced Guide . Page top Preparing for Faxing Advanced Guide Contents > Preparing for Faxing Page 15 of 973 pages Troubleshooting Preparing for Faxing This section describes typical examples of connecting and setting up the machine before using the faxing functions. Confirming the Telephone Line Connection Connecting Various Lines Setting the Telephone Line Type Specifying the Basic Settings for Faxing Sender Information Setting the Date and Time Setting Daylight Saving Time (Summer Time) Registering User Information Entering Numbers, Letters, and Symbols Other Basic Settings Setting the Receive Mode Page top Confirming the Telephone Line Connection Advanced Guide Contents > Preparing for Faxing > Confirming the Telephone Line Connection Page 16 of 973 pages Troubleshooting Confirming the Telephone Line Connection For the basic connection of the machine, refer to the printed manual: Getting Started. This guide describes other typical connections.

The machine cannot send/receive faxes if the connection is incorrect. Connect the machine correctly. Connecting Various Lines Setting the Telephone Line Type Important If the Power Disconnects Unexpectedly If there is a power failure or if you accidentally disconnect the power plug, the date/time settings as well as all documents stored in memory will be lost. The settings for user information, coded spese the button. (-) or (+) button to select FAX user settings, and press the OK The FAX user settings menu will appear. (-) or (+) button to select Telephone line type, and press the OK 2. Select the telephone line type.

(1) Use the (-) or (+) button to select the telephone line type. Rotary pulse: Suitable for pulse dialing. Touch tone: Suitable for tone dialing.

(2) Press the OK button. 3. Press the FAX button to return to the fax standby screen. Page top Specifying the Basic Settings for Faxing Advanced Guide Contents > Preparing for Faxing > Specifying the Basic Settings for Faxing Page 19 of 973 pages Troubleshooting Specifying the Basic Settings for Faxing This section describes the basic settings for faxing such as how to register the sender information, to enter numbers and letters, to set daylight saving time, etc. Sender Information Setting the Date and Time Setting Daylight Saving Time (Summer Time) Registering User Information Entering Numbers, Letters, and Symbols Other Basic Settings Page top Sender Information Advanced Guide Contents > Preparing for Faxing > Specifying the Basic Settings for Faxing > Sender Information Page 20 of 973 pages Troubleshooting Sender Information If the unit name and unit fax/telephone number are registered, they are printed with date and time as sender information on the recipient's fax.

(A) Date and time of transmission (B) Unit fax/telephone number (C) Unit name (D) The registered recipient's name is printed when sending faxes with the coded speed dial. (E) Page number Note You can print User's data list to confirm the sender information you have registered. For details, refer to the on-screen manual: Advanced Guide . Available sender information settings The following settings are available. - When sending faxes in black & white, you can select whether to print the sender information inside or outside the image area (TTI position in TX Terminal ID).



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- You can select FAX or TEL to be added in front of the unit fax/telephone number (FAX/TEL number mark in TX Terminal ID). - You can select the date print format from three formats: YYYY/MM/DD, MM/DD/YYYY, DD/MM/YYYY (Date display format in Device user settings). Page top Setting the Date and Time Advanced Guide Page 21 of 973 pages Troubleshooting Contents > Preparing for Faxing > Specifying the Basic Settings for Faxing > Setting the Date and Time Setting the Date and Time Note When the machine is connected to a computer with the MP Drivers installed, the date and time setting will be copied from the computer to the machine. As long as the date and time are set accurately on your computer, you do not need to set them on the machine. If you disconnect the power plug or when there is a power failure, the date and time setting on the machine will be reset. When you connect the machine to a computer with the MP Drivers installed, the setting may be copied to the machine once again. 1. Display the Date/time setting screen. (1) Press the Menu button repeatedly to display Device settings. The Device settings menu will appear.

(2) Use the button. (3) Use the button. (-) or (+) button to select Device user settings, and press the OK The Device user settings menu will appear. (-) or (+) button to select Date/time setting, and press the OK 2. Enter the date and time. (1) Use the Numeric buttons to enter the date and time (in 24-hour format). Enter only the last two digits of the year. Note If you misentered the date and time, use the (-) or (+) button to move the cursor under the wrong number, and reenter the correct number. (2) Press the OK button. Note The date display format can be selected from three formats: YYYY/MM/DD, MM/DD/YYYY, or DD/MM/YYYY (Date display format).

3. Press the FAX button to return to the fax standby screen. Page top Setting Daylight Saving Time (Summer Time) Advanced Guide Page 22 of 973 pages Troubleshooting Contents > Preparing for Faxing > Specifying the Basic Settings for Faxing > Setting Daylight Saving Time (Summer Time) Setting Daylight Saving Time (Summer Time) Some countries adopt the daylight saving time (summer time) system that shifts the clock time forward at certain periods of the year. You can set your machine to automatically change the time by registering the date and time that daylight saving time (summer time) begins and ends. Important Not all the latest information of all countries or regions is applied for Summer time setting by default.

You need to change the default setting according to the latest information of your country or region. Note This setting may not be available depending on the country or region of purchase. 1. Display the Summer time setting screen. (1) Press the Menu button repeatedly to display Device settings. The Device settings menu will appear. (2) Use the button. (-) or (+) button to select Device user settings, and press the OK The Device user settings menu will appear. (3) Use the button. (-) or (+) button to select Summer time setting, and press the OK 2. Enable summer time. (-) or (+) Use the the OK button. (+) button to select ON to enable summer time, and press To disable summer time, select OFF. 3. Set the date and time that summer time starts.

(1) Make sure that Start date/time is selected, and press the OK button. (2) Make sure that Set month is selected, and press the OK button. (-) or (+) button to select the month when summer time starts, (3) Use the and press the OK button. Setting Daylight Saving Time (Summer Time) Page 23 of 973 pages (4) Make sure that Set week is selected, and press the OK button. (-) or (+) button to select the week when summer time starts, and (5) Use the press the OK button. (6) Make sure that Set day of week is selected, and press the OK button. (-) or (+) button to select the day of the week when summer time (7) Use the starts, and press the OK button. (8) Make sure that Set shift time is selected, and press the OK button. (9) Use the Numeric buttons to enter the time (in 24-hour format) when summer time starts. Precede single digits with a zero.

(10) Press the OK button. The summer time start date/time will be set. 4. Set the date and time that summer time ends. (1) Make sure that End date/time is selected, and press the OK button.

(2) Make sure that Set month is selected, and press the OK button. (-) or (+) button to select the month when summer time ends, and (3) Use the press the OK button. (4) Make sure that Set week is selected, and press the OK button. (-) or (+) button to select the week when summer time ends, and (5) Use the press the OK button. (6) Make sure that Set day of week is selected, and press the OK button.

(-) or (+) button to select the day of the week when summer time (7) Use the ends, and press the OK button. Setting Daylight Saving Time (Summer Time) Page 24 of 973 pages (8) Make sure that Set shift time is selected, and press the OK button. (9) Use the Numeric buttons to enter the time (in 24-hour format) when summer time ends. Precede single digits with a zero. (10) Press the OK button. The summer time end date/time will be set. 5. Press the FAX button to return to the fax standby screen. Page top Registering User Information Advanced Guide Page 25 of 973 pages Troubleshooting Contents > Preparing for Faxing > Specifying the Basic Settings for Faxing > Registering User Information Registering User Information Important Before sending a fax, be sure to enter your fax/telephone number and name in Unit TEL no. registr.

and Unit name registr. in the FAX user settings screen (for US only). 1. Display the Unit TEL no. registr. screen. (1) Press the FAX button, and press the Menu button. The Fax settings menu will appear. (2) Use the button. (3) Use the button.

(-) or (+) button to select FAX user settings, and press the OK The FAX user settings menu will appear. (-) or (+) button to select Unit TEL. no. registr., and press the OK 2.

Enter the unit fax/telephone number. (1) Use the Numeric buttons to enter unit fax/telephone number (max.20 digits, including spaces). To enter a plus sign (+) before the number, press the button. Note For details on how to enter or delete numbers, see Entering Numbers, Letters, and Symbols.

(2) Press the OK button. 3. Enter a unit name. (1) Make sure that Unit name registr. is selected, and press the OK button. (2) Use the Numeric buttons to enter a unit name (max.24 characters, including spaces). Note For details on how to enter or delete characters, see Entering Numbers, Letters, and Symbols. (3) Press the OK button. Registering User Information Page 26 of 973 pages 4.

Press the FAX button to return to the fax standby screen. Page top Entering Numbers, Letters, and Symbols Advanced Guide Page 27 of 973 pages Troubleshooting Contents > Preparing for Faxing > Specifying the Basic Settings for Faxing > Entering Numbers, Letters, and Symbols Entering Numbers, Letters, and Symbols With the Numeric buttons on the machine, you can enter the unit name and the recipient's name for the coded speed dial.



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The machine has three input modes: uppercase mode, lowercase mode, and numeric mode. The table below shows the characters that can be entered in each mode. button For example, in the uppercase mode, press the button once to enter "A" and press the twice to enter "B". Thus, the characters in the table can be entered by pressing the appropriate button repeatedly. Uppercase mode (:A) Button Lowercase mode (:a) 1 Numeric mode (:1) Fax/Telephone no. 1 2 3 4 5 6 7 8 9 0 ABC DEF abc def gh i 2 3 4 5 6 7 8 9 0 GH I JKL MNO PQRS jkl mno pqr stu TUV WXYZ wxyz - . SP *1 #!";: ^ _ = A ' ? \$ @ % & + () [] { } < > \ * 2 ~ * 2 # button to switch to the uppercase Press the Tone mode (:A), lowercase mode (:a), or numeric mode (:1). *1 *2 "SP" indicates a space.

Displayed only when entering characters in the LAN settings. 1. Press the Tone button to switch the input mode. Each time the Tone button is pressed, the input mode will be switched to the uppercase mode (:A), lowercase mode (:a), then numeric mode (:1). The current input mode appears at the upper right corner of the LCD (:A, :a, :1).

Example: uppercase mode Entering Numbers, Letters, and Symbols Note Here describes the procedure to enter the unit name as example. To display the Unit name registr. screen, see Registering User Information. Page 28 of 973 pages 2. Use the Numeric buttons to enter characters.

Press the button repeatedly until the character you want to enter appears. To enter characters (ex., to enter "EU"): (1) Press the button twice. (2) Press the button twice. To enter a character that is assigned to the same button as the previous entry (ex., to enter "A" after "C"): (1) Press the button three times. (2) Press the (+) button, and press the button again. Note The following operations are available. - To enter a space button three times. Press the - To move the cursor Press the (-) or (+) button.

- To insert a character Move the cursor under the character to the right of the insertion position, and enter the character. - To delete a character Move the cursor under the character to delete, and press the Back button. In the fax/telephone number entry field, the following operations are available. - To enter a space Press the (+) button. - To delete the last number you entered (-) button. Press the - To enter a pause "P" Press the Redial/Pause button. Page top Other Basic Settings Advanced Guide Contents > Preparing for Faxing > Specifying the Basic Settings for Faxing > Other Basic Settings Page 29 of 973 pages Troubleshooting Other Basic Settings You can select the following items in FAX user settings of Fax settings. For details, refer to the on-screen manual: Advanced Guide. Auto print When ON is selected, a received fax or Activity report will be printed automatically when the machine received a fax. When OFF is selected, the received fax will not be printed but be stored in the memory and also TX/ RX reports, MULTI TX (Transmission) report, and Activity report will not be printed automatically.

TX Terminal ID For sending faxes in black & white, selects the position to print the sender information from outside or inside the image area. After selecting the print position, select FAX to print "FAX" or TEL to print "TEL" before your fax/ telephone number. When sending faxes in color, the sender information is printed inside the image area. Offhook alarm Selects whether to set off an alarm when the handset is off hook. Volume control Adjusts RX ring volume or Line monitor volume during the transmission.

RX ring level Selects the level of the ringing sound the machine makes. Activity report Prints the history of sent and received faxes. The machine is set to print an Activity report after every 20 transactions by default. You can also print it manually by pressing the FAX and Menu buttons successively, and selecting Print reports/lists in the FAX settings menu. Page top Setting the Receive Mode Advanced Guide Contents > Preparing for Faxing > Setting the Receive Mode Page 30 of 973 pages Troubleshooting Setting the Receive Mode There are four receive modes as follows.

TEL priority mode Fax priority mode Fax only mode DRPD*1 or Network switch *2 *1 This setting is only available in US and Canada. *2 This setting may not be available depending on the country or region of purchase. See Selecting a Receive Mode to select the appropriate mode. Note The receiving operation procedure varies depending on the selected receive mode. For the receiving method depending on each receive mode, see Receiving Faxes . If you want to use a single telephone line for faxes and voice calls, you need to connect a telephone or an answering machine to the External Device Jack of this machine. 1. Select the receive mode. (1) Press the FAX button, and press the Menu button. (-) or (+) button to select Receive mode set.

in the Fax settings (2) Use the menu, and press the OK button. (3) Use the button. (-) or (+) button to select a receive mode, and press the OK The screen will return to the fax standby screen. Note If DRPD is selected, the fax ring pattern can be selected on the DRPD: FAX ring pattern screen. See Setting the DRPD Ring Pattern (US and Canada only) . Setting the DRPD Ring Pattern (US and Canada only) If you have subscribed to a Distinctive Ring Pattern Detection (DRPD) service provided by your telephone company, your telephone company will assign two or more telephone numbers with distinctive ring patterns to your single telephone line, allowing you to have different numbers for fax calls and voice calls using only one telephone line. Your machine will automatically monitor the ring pattern, and will automatically receive the fax if the ring pattern is a fax call. To use DRPD, follow the procedure below to set the fax ring pattern that matches the pattern assigned by your telephone company. Note Contact your local telephone company for detailed information on this service. Setting the Receive Mode Page 31 of 973 pages 1.

Display the DRPD: Fax ring pat. screen. (1) Press the FAX button, and press the Menu button. (-) or (+) button to select Reception settings in the Fax settings (2) Use the menu, and press the OK button. (3) Use the button.

(-) or (+) button to select DRPD: Fax ring pat., and press the OK 2. Select the ring pattern. (+) button to select the ring pattern that your telephone (-) or (1) Use the company assigned to your fax number. Select from Normal ring, Double ring, Short-short-long, Short-long-short, or Other ring type.

(2) Press the OK button. 3. Press the FAX button to return to the fax standby screen. Selecting a Receive Mode You can select the receive mode suitable for your fax use conditions: whether or not you receive voice calls, and if you receive voice calls, how frequently you receive faxes or voice calls, etc.



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Select the receive mode according to the following procedure. Each mode has the option settings. Specify those settings if necessary. For details, refer to the on-screen manual: Advanced Guide . When receiving voice calls (with a telephone or answering machine connected to the machine): When mainly receiving a voice call: TEL priority mode When a call comes, the telephone will ring. *1 - If the call is a voice call, pick up the handset.

- If the call is a fax, pick up the handset. When the machine starts receiving the fax, hang up the handset. - If the answering machine is connected, the message will respond when you do not pick up the handset. Note Available settings for a fax *2 Set the machine to receive the fax automatically even if you do not pick up the handset. Manual/auto switch Change the number of seconds until the machine starts receiving the fax. RX start time in Manual/auto switch When mainly receiving a fax: Fax priority mode When a call comes, the telephone will ring. *1 The machine detects whether the call is a fax or voice call automatically. - If the call is a fax, the machine will receive the fax automatically. - If the call is a voice call, the machine will ring. Note Setting the Receive Mode Available settings for an incoming call *2 Change the number of times to ring the telephone.

Ring count Page 32 of 973 pages Available settings for a voice call *2 Change the number of seconds until the machine starts ringing. Ring start time in Fax priority mode Change the number of seconds that the machine rings. Telephone ring time in Fax priority mode Set the machine to receive the fax after the machine stops ringing. Default action in Fax priority mode When subscribing to a ring pattern detection service provided by your telephone company: DRPD or Network switch When a call comes, the telephone will ring. *1 The machine detects a fax call by the fax ring pattern.

- If the call is a fax, the machine will receive the fax automatically. - If the machine does not detect the fax ring pattern, the telephone will continue ringing. Note Available settings for a fax *2 Change the number of times to ring the telephone. Ring count Set the fax ring pattern to be used when a fax comes. DRPD: Fax ring pat.

When not receiving voice calls: When receiving a fax only: Fax only mode When a fax comes, the machine will receive the fax automatically. *1 The telephone may not ring when a call comes even if it is connected to the machine, depending on the type or settings of the telephone. *2 The settings can be changed from the Reception settings menu. To display the Reception settings menu, press the FAX and Menu buttons successively, and select Reception settings in the Fax settings menu. For details, refer to the on-screen manual: Advanced Guide . Page top Faxing Advanced Guide Contents > Faxing Page 33 of 973 pages Troubleshooting Faxing This section describes the basic operation to send or receive faxes with the fax functions of the machine. Sending Faxes Sending a Fax with the Numeric Buttons Redialing the Number Dialed with the Numeric Buttons Using Various Sending Functions Settings for Sending Faxes Receiving Faxes Preparing for Receiving a Fax Receiving a Fax Receiving a Fax Temporarily in the Memory of the Machine (Memory Receiving) Printing Documents in the Memory Using Various Receiving Functions Settings for Receiving Faxes Using Useful Fax Functions Page top Sending Faxes Advanced Guide Contents > Faxing > Sending Faxes Page 34 of 973 pages Troubleshooting Sending Faxes This section describes dialing and sending faxes directly using the Numeric buttons. For details on other ways to send faxes, see Using Various Sending Functions . Sending a Fax with the Numeric Buttons Redialing the Number Dialed with the Numeric Buttons Sending a Fax with the Numeric Buttons Important If you enter or register an incorrect fax/telephone number with the Numeric buttons, the fax will be sent to an unexpected recipient. When sending an important fax, we recommend sending the fax after confirming the recipient's condition.

For details, refer to "Sending a Fax after Speaking on Telephone" in the on-screen manual: Advanced Guide . You need to prepare: Originals to send. See Originals You Can Load . 1. Prepare for sending a fax. (1) Make sure that the power is turned on. See Operation Panel . (2) Load the original in the ADF or on the Platen Glass. See Loading Originals. Important When sending a double-sided document, load the document on the Platen Glass.

You cannot scan double-sided documents in the ADF. Note For details on the types and conditions of document which you can fax, see Loading Originals. Sending Faxes Page 35 of 973 pages (3) Press the FAX button. 2. Adjust the scan contrast and resolution as necessary.

(1) Press the FAX Quality button. The Scan contrast screen will appear. (2) Use the (-) or (+) button to select the scan contrast. The (-) button decreases the scan contrast, and the (+) button increases the scan contrast. (3) Press the OK button.

The Scan resolution screen will appear. (4) Use the (-) or (+) button to select the scan resolution. Standard: Suitable for text-only documents. Fine: Suitable for fine-print documents. Extra fine: Suitable for detailed illustration or fine-print quality documents. If the recipient's fax machine is not compatible with Extra fine (300x300dpi), the fax will be sent in the Standard or Fine resolution. Photo: Suitable for photographs. Note The color fax is sent with the resolution for Photo. (5) Press the OK button. 3.

Send the fax. (1) Use the Numeric buttons to dial the recipient's fax/telephone number. In the fax/telephone number entry field, the following operations are available. - Press a Numeric button to enter that number. - Press the - Press the - Press the (+) button to enter a space. (-) button to delete the last number you entered. button to enter "#", and the button to enter " ". - Press the Redial /Pause button to enter a pause "P". Sending Faxes Page 36 of 973 pages (2) Press the Color button for color sending, or the Black button for black & white sending. The machine starts scanning the original.

Important Color sending requires that the recipient's fax machine supports color faxing. If the recipient's fax machine does not support color faxing, you can set the machine to send a fax in black-and-white. For details, refer to the on-screen manual: Advanced Guide . Do not open the Document Cover until scanning is completed. (3) Start sending.

When the document was loaded in the ADF The machine scans the document automatically and starts sending the fax. Note To cancel sending the fax, press the Stop button, and follow the message on the LCD. If documents remain in the ADF after pressing the Stop button, follow the message and press the OK button.



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The remaining documents are automatically fed out. When the original was loaded on the Platen Glass The message will appear after scanning the original. To send the scanned page, press the OK button to start sending it. Note To send two or more pages, follow the message to load the next page, and press the Color or Black button. After scanning all pages, press the OK button to start sending. To cancel sending the fax, press the Stop button. Note When your machine is connected to a PBX (Private Branch Exchange) system, refer to the operating instructions of the system for details on dialing the recipient's fax/telephone number. Automatic redialing When the recipient's line is busy, the machine will redial the number after a specified interval. To disable the automatic redialing, or change the number of redialing times or the redialing interval, refer to the on-screen manual: Advanced Guide . Redialing the Number Dialed with the Numeric Buttons 1. Prepare for sending a fax. (1) Make sure that the power is turned on.

See Operation Panel . (2) Load the original in the ADF or on the Platen Glass. See Loading Originals. (3) Press the FAX button. 2. 3. Adjust the scan contrast and resolution as necessary. See step 2 in Sending a Fax with the Numeric Buttons . Select the recipient to redial. Sending Faxes (1) Press the Redial/Pause button.

The fax/telephone number last dialed with the Numeric buttons will be displayed. Page 37 of 973 pages (2) Use the (-) or (+) button to select the fax/telephone number to redial. (3) Press the OK button. The selected number will appear in the fax sending screen. 4.

Send the fax. (1) Press the Color button for color sending, or the Black button for black & white sending. The subsequent procedure varies depending on whether to load the original in the ADF or on the Platen Glass. For details, see (3) of step 3 in Sending a Fax with the Numeric Buttons . Page top Using Various Sending Functions Advanced Guide Contents > Faxing > Using Various Sending Functions Page 38 of 973 pages Troubleshooting Using Various Sending Functions You can send a fax in various ways as follows.

For details, refer to the on-screen manual: Advanced Guide. Sending a Fax after Speaking on Telephone You can send a fax manually after speaking on telephone if you want to talk to the recipient before sending a fax, or if the recipient has a fax machine that cannot receive fax automatically. You can dial with the telephone connected to the machine. Sending a Fax with Easy Operation by Registering Numbers Coded speed dial If the recipient's name and fax/telephone number are registered to the coded speed dial code, you can select the fax/telephone number from the list of the registered codes. Group dial If two or more recipients' fax/telephone numbers are registered to a coded speed dial as a group, you can send the same original to all the recipients in the group just by selecting its coded speed dial code. Note You can search by name for a fax/telephone number registered to a coded speed dial or group dial. Coded speed dial and group dial can be registered and edited on a computer using Speed Dial Utility supplied with the machine. For details, refer to the on-screen manual: Advanced Guide . Sending Same Documents to Several Recipients (Sequential Using Various Sending Functions Page 39 of 973 pages Broadcasting) You can send the same documents to two or more recipients with one operation. The recipients can be specified with the Numeric buttons, coded speed dial, and group dial in combination.

Preventing Dialing a Wrong Number (Fax number re-entry) To prevent dialing a wrong number, you enter the same number again for confirmation after entering the fax/telephone number with the Numeric buttons, and can send the fax only when the number is identical. Sending from Your Computer If the machine is connected to a computer, you can send faxes using the fax driver from any application software that has a printing function. Note Using information services You can use many information services such as banks, airline reservations, or hotel reservations. These services require tone dialing for their services, so that you need to temporarily switch to tone dialing if your machine is connected to a rotary pulse line. Settings for Sending Faxes The machine has various settings for sending faxes as follows. Change the settings as necessary. For details, refer to the on-screen manual: Advanced Guide.

Using Various Sending Functions Page 40 of 973 pages ECM TX Sends faxes in ECM (Error Correction Mode). When the recipient's fax machine is compatible with ECM, the machine resends the fax after correcting errors automatically. Pause time settings Sets the length of time paused for each press of the Redial/Pause button when entering fax/ telephone number.

TX start speed Selects the fax sending speed. Color transmission When faxing color documents using the ADF, the machine scans documents in black & white and send them if the recipient's fax machine does not support color faxing. TX report Prints a sending report automatically after the machine sends faxes. You can select Do not print, Print error only, or Print for each TX. Dial tone detect Sets the machine to send a fax after checking for the dial tone when operations for outgoing and incoming calls are required simultaneously, thus preventing incorrect transmission.

Note This setting may not be available depending on the country or region of purchase. Check RX fax info Checks whether the dialed fax/telephone number and the sender information of recipient's fax machine are the same. If not, stop sending faxes. Hook key setting Selects whether to enable or disable the Hook button on the machine to dial without picking up the handset of the telephone when sending a fax. Page top Receiving Faxes Advanced Guide Contents > Faxing > Receiving Faxes Page 41 of 973 pages Troubleshooting Receiving Faxes This section describes the operation to receive a fax with the machine depending on the receive mode.

This section also describes the operation to print documents stored in the memory of the machine such as when ink or paper runs out. Preparing for Receiving a Fax Receiving a Fax Receiving a Fax Temporarily in the Memory of the Machine (Memory Receiving) Printing Documents in the Memory Preparing for Receiving a Fax Prepare for receiving a fax according to the following procedure. 1. 2. Make sure that the power is turned on. See Operation Panel . Make sure of the receive mode setting. (1) Press the FAX button. (2) Confirm the receive mode. Note To change the receive mode, see Setting the Receive Mode.

3. Load paper. See Loading Plain Paper / Photo Paper . Here we make sure that the plain paper is loaded in the Rear Tray. 4. Specify the paper settings as necessary.



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(1) Press the Settings button. The Page size screen will appear. (2) Use the (-) or (+) button to specify Page size, and press the OK button. You can specify A4, 8.5"x11"(LTR), or Legal (or 8.5"x14"). (3) Confirm that Plain paper is selected for Media type, and press the OK button. Note If a media type other than Plain paper is selected, select Plain paper. Receiving Faxes Note The paper settings are shared among the copy mode, fax mode, and template print. After printing in other modes, confirm or change the paper settings. If page size other than A4, 8.5"x11" (LTR), or Legal (or 8.5"x14"), or a media type other than Plain paper is selected, faxes or reports cannot be printed. See Receiving a Fax Temporarily in the Memory of the Machine (Memory Receiving) . Page 42 of 973 pages Receiving a Fax Depending on the selected receive mode, the receive operation varies. For the receive mode, see Setting the Receive Mode. When TEL priority mode is selected: When the call is a fax: The telephone will ring when a call incomes. (1) Pick up the handset. If you hear the fax tone, wait for at least 5 seconds after it stops, then hang up the handset. The machine will receive the fax. Note If the machine will not switch to the fax, press the FAX button, then the Color or Black button to receive the fax. You can receive faxes only by picking up the handset under the conditions below. To receive a fax without picking up the handset, select ON for Manual/auto switch. - The telephone has no answering function.

- If the telephone has an answering function, it is deactivated. Other options Set the machine to receive the fax automatically even if you do not pick up the handset. See Settings for Receiving Faxes. Change the number of seconds until the machine starts receiving the fax. See Settings for Receiving Faxes. Set the machine to enable you to initiate fax reception from a connected telephone (remote reception). Receiving Faxes See Remote Reception. Page 43 of 973 pages When the call is a voice call: The telephone will ring when a call incomes. (1) Pick up the handset, and talk on the telephone. Note If you have subscribed to Duplex Ringing service in Hong Kong, the machine will receive faxes automatically even if you set the receive mode of the machine to TEL priority mode. When the answering machine is connected to the machine If you do not pick up the handset, the message will respond. If the call is a fax, the machine will receive the fax automatically. Set your answering machine to answering mode and adjust it as follows: - The entire message should be no longer than 15 seconds. - In the message, tell your callers how to send a fax. If Manual/auto switch is set to ON, set RX start time longer than the time before the answering machine starts playing the answering message.

After making this setting, we recommend that you confirm that messages are recorded successfully in the answering machine. When Fax priority mode is selected: When the call is a fax: The telephone will ring when a call incomes. The machine will receive the fax automatically. Receiving Faxes Page 44 of 973 pages Note Other options Change the number of times to ring the telephone. See Settings for Receiving Faxes.

When the call is a voice call: The telephone will ring when a call incomes. When the machine detects a voice call, the machine will ring. (1) Pick up the handset, and press the Stop button to talk on the telephone. Important When the machine rings, pick up the handset before pressing the Stop button. If the Stop button is pressed before picking up the handset, the telephone call will be disconnected. Note Other options Change the number of times to ring the telephone. Change the number of seconds until the machine starts ringing. Change the number of seconds that the machine rings. Set the machine to receive the fax after the machine stops ringing, even if you do not pick up the handset. See Settings for Receiving Faxes .

When Fax only mode is selected: When the call is a fax. The machine will receive the fax automatically. Receiving Faxes Page 45 of 973 pages Note If a telephone is connected to the machine, the telephone will ring when a call incomes. When DRPD or Network switch is selected: When the call is a fax: The telephone will ring when a call incomes. The machine will receive the fax automatically when the fax ring pattern is detected. Note Other options Change the number of times to ring the telephone. See Settings for Receiving Faxes. When the call is a voice call: The telephone will ring when a call incomes. When the machine does not detect the fax ring pattern, the telephone will continue ringing. (1) Pick up the handset, and talk on the telephone.

Receiving Faxes Page 46 of 973 pages Note To use this feature, you need to subscribe to a compatible service provided by your telephone company. Contact your telephone company for details. For DRPD You need to select the appropriate ring pattern on the machine. For details, see Setting the DRPD Ring Pattern (US and Canada only) . For Network switch The name of this service varies depending on the country or region of purchase.

This setting may not be also available depending on the country or region of purchase. Receiving a Fax Temporarily in the Memory of the Machine (Memory Receiving) If the machine was not able to print a received fax, the machine stores the unprinted fax temporarily in its memory (memory receiving). An unsent fax is also stored in the memory. If an error occurred when sending a fax, it is not stored. When a fax is stored in the memory, the In Use/Memory lamp lights and the message "Received in memory" appears on the LCD.

Important If you disconnect the power plug, all the documents stored in memory are deleted. Send or print necessary documents, or save them on the USB flash drive before disconnecting the power plug. If the machine receives a fax under one of the following conditions, the machine will automatically store the received fax in its memory. Ink has run out. Replace the empty FINE Cartridge. The fax in memory will be automatically printed. Note You can set to print received faxes forcibly even if ink has run out. However, a part of contents or all contents of the fax may not be printed since ink has run out. And also, the contents of fax will not be stored in memory. In addition, if ink has already run out, it is recommended that OFF be selected for Auto print to store the received fax in memory while replacing an empty FINE Cartridge with a new one.

After replacing the FINE Cartridge, set Auto print back to ON. The received faxes in memory will be printed. See Other Basic Settings . Paper has run out. Load the paper and press the OK button. The fax in memory will be automatically printed. Paper of a size other than selected for Page size is loaded. Load paper of the same size as selected for Page size, and press the OK button.



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The fax in memory will be automatically printed. A page size other than A4, 8,

5"x11"(LTR), or Legal (or 8.5"x14") is selected for Page size. Select A4, 8.5"x11"(LTR), or Legal (or 8.5"x14") for Page size.

Receiving Faxes See Preparing for Receiving a Fax . Page 47 of 973 pages A media type other than Plain paper is selected for Media type. Select Plain paper for Media type. See Preparing for Receiving a Fax . You pressed the Stop button to cancel printing of a fax.

Press the FAX button to resume printing of the fax. Note The machine can store up to approximately 50 pages* (max.20 documents) of faxes in memory. * When using ITU-T No.1 chart (Standard mode) If the memory becomes full, the machine cannot receive any more faxes. Print or delete the documents stored in memory, then have the sender resend the faxes. See Printing Documents in the Memory. Printing Documents in the Memory You can print all documents in memory at once or select a document for printing on the Memory reference screen. You can also save the documents on the USB flash drive. This section describes the procedure to print all the received documents in the memory.

Note For the conditions the faxes are stored in the memory, see Memory of the Machine (Memory Receiving) . Receiving a Fax Temporarily in the 1. Load paper. See Loading Plain Paper / Photo Paper . Here we make sure that plain paper is loaded in the Rear Tray. 2. Specify the paper settings as necessary. If a page size other than A4, 8.5"x11" (LTR), or Legal (or 8.5"x14"), or a media type other than Plain paper is selected, faxes or reports cannot be printed. Confirm or change the paper settings. See Preparing for Receiving a Fax . 3. Display the Memory reference screen. (1) Press the FAX button, and press the Menu button.

(-) or (+) button to select Memory reference in the Fax settings (2) Use the menu, and press the OK button. 4. Print all the received documents in the memory. (1) Use the button. (-) or (+) button to select Print all RX docs, and press the OK Note Select Print memory list to print the list of documents in the memory.

Select Print specified doc. to print a specified document. Select Delete specified doc. to delete a specified document. Select Print all RX docs to print all documents in the memory at the same time. Select Delete all documents to delete all documents in the memory at the same time. Select Save specified doc. to save a specified document on the USB flash drive. Receiving Faxes Select Save all documents to save all documents in the memory on the USB flash drive.

Page 48 of 973 pages (2) Use the (-) or (+) button to select Yes, and press the OK button.

The machine starts printing documents in the memory one by one. (3) To delete the printed document, use the (-) or (+) button to select Yes. To keep the document in the memory, select No. (4) Press the OK button. Note The deletion confirmation screen will appear each time after one document is printed.

Repeat the same procedure until all documents are printed. Page top Using Various Receiving Functions Advanced Guide Contents > Faxing > Using Various Receiving Functions Page 49 of 973 pages Troubleshooting Using Various Receiving Functions The machine has various receiving functions as follows. For details, refer to the on-screen manual: Advanced Guide. Fax Reception Rejection The machine can be set to reject faxes from specific senders.

The fax reception rejection can be set for the faxes sent with no sender information, the numbers not registered to the coded speed dial, or the numbers registered to the rejected numbers.

Registration to Rejected numbers can be performed on a computer using Speed Dial Utility supplied with the machine. Remote Reception If the machine is located away from the telephone, pick up the handset of the telephone connected to the machine and dial 25 (the remote reception ID) to receive faxes (remote reception). The remote reception can be enabled or disabled with Remote RX. Select ON to change Remote RX ID (remote reception ID). Settings for Receiving Faxes The various settings of the machine for receiving faxes are listed below.

Change the settings as necessary. For details, refer to the on-screen manual: Advanced Guide. ECM RX Receives faxes in ECM (Error Correction Mode).

When the sender's fax machine is compatible with ECM, it resends the fax after correcting errors automatically. Select ON to receive a color fax.

Fax priority mode Selects the detailed settings such as the ring start time, telephone ring time, and default action when the receive mode is set to Fax priority mode. Ring count Selects the number of times to ring the external telephone when a call comes. Using Various Receiving Functions Page 50 of 973 pages Manual/auto switch Receives faxes automatically after the external telephone rings a specified length of time when the receive mode is set to TEL priority mode. RX image reduction Reduces to print received faxes automatically so that they fit in the selected page size. RX start speed Selects the fax receiving speed. RX report Prints a reception report automatically after the machine receives faxes. You can select Do not print, Print error only, or Print for each RX.

Caller rejection Rejects the calls from the specific destinations if you have subscribed to the Caller ID service. Note This setting may not be available depending on the country or region of purchase. Page top Using Useful Fax Functions Advanced Guide Contents > Faxing > Using Useful Fax Functions

Page 51 of 973 pages Troubleshooting Using Useful Fax Functions The machine has various fax functions as follows.

For details, refer to the on-screen manual: Advanced Guide. Print reports/lists Press the FAX button, then the Menu button to display the Fax settings menu, and select Print reports/lists. The various kinds of reports or lists can be printed. This section shows a sample of the Activity report and Telephone number list. Activity report Prints the history of sent and received faxes. The machine prints an Activity report after every 20 transactions by default. TEL number list TEL no. registration The numbers below can be registered by pressing the FAX button, then the Menu button to select TEL no. registration in the Fax settings menu. Each registration can also be performed on a computer using Speed Dial Utility supplied with the machine.

For details, refer to the on-screen manual: Advanced Guide . Coded speed dial: Registers a frequently used fax/telephone number for a coded speed dial code. Group dial: Registers two or more fax/telephone numbers for a group dial. Rejected numbers: Registers a fax/telephone number for rejection. Page top Copying Advanced Guide Contents > Copying Page 52 of 973 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.



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Making Copies Changing the Settings Using Various Copy Functions Page top Making Copies Advanced Guide Contents > Copying > Making Copies Page 53 of 973 pages Troubleshooting Making Copies This section describes the procedure to copy a document of A4 size on plain paper. 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) Make sure that the power is turned on. See Operation Panel . (2) Press the COPY button to select the copy mode, if other than the copy mode has been selected. The copy standby screen will appear. (3) Load paper. See Loading Plain Paper / Photo Paper . Here we make sure that A4 plain paper is loaded in the Rear Tray.

(4) Open the Paper Output Tray gently. Making Copies Page 54 of 973 pages (5) Load an original on the Platen Glass or in the ADF. See Loading Originals. To load the original on the Platen Glass, align it with the alignment mark FACING DOWN as shown below. Then close the Document Cover gently. WITH THE SIDE TO COPY Note For details on the types and conditions of the original which can be copied, and how to load the original in the ADF, see Loading Originals. Characters and lines written with a light colored pen or highlight pen may not be copied properly. 2. Start copying. (-) or (1) Use the copies (D).

(+) button or the Numeric buttons to specify the number of (2) Confirm the page size, media type, and other settings. Here we confirm that 100% for Enlarge/Reduce (A), A4 for Page size (B), Plain paper for Media type (E), and Std (Standard) for Image quality (C) are specified. Note To change or confirm the page size, media type, or other settings, press the Settings button repeatedly until the desired setting item appears. See Changing the Settings. To make copies in various layout, press the Menu button to display the Special copy menu, and use the (+) button to select the functions.

(-) or See Using Various Copy Functions . Making Copies Page 55 of 973 pages (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 or the Document Output Slot 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. The machine can receive faxes even in the copy mode. Changing the Settings You can use the Settings button to change the print settings such as page size, media type, or image quality to print. Press the Settings button to display the setting items in the following order.

(-) or (+) button to select the option, To change the setting, display the desired item and use the and then press the OK button. The LCD returns to the copy standby screen when the setting is complete. For details, refer to the on-screen manual: Advanced Guide. Enlarge/Reduce Specify the enlargement/reduction manner. You can specify the copy scale by selecting the optional number or the page size: 86% A4 -> B5, 115% B5 -> A4, etc. If you do not want to enlarge/reduce the page size, select 100%.

Page size Select the page size of the paper to print: A4, 8.5"x11" (LTR), etc. Media type Select the media type of the paper to print: Plain paper, Plus Glossy II, etc. Note If you do not select the media type correctly, the machine may not print with the proper image quality. Copy 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. When Auto adjust (A) is selected, the ADF is not available. Image quality Specify the image quality according to the requirements of the original to copy: High, Standard, and Fast. The available image quality options vary depending on the paper selected for Media type. Note If 2-on-1 copy or 4-on-1 copy is selected, select A4 or 8.5"x11" (LTR) for Page size. If Borderless copy is selected, select 8.5"x11" (LTR), A4, 4"x6" (10x15cm), or 5"x7" (13x18cm) for Page size and any types of paper except Plain paper for Media type. You Making Copies cannot make a borderless copy of the document loaded in the ADF. Load the original on the Platen Glass.

If Borderless copy is selected, slight cropping may occur at the edges since the copied image is enlarged to fill the whole page. The settings of the print quality, automatic intensity adjustment, etc. are retained, and these settings will appear next time when the copy mode is selected even if the power is turned off and on. The settings of the page size and media type are retained and shared among the copy mode, fax mode, and template print. Combination of setting some items cannot be specified depending on the function.

If you select Fast with the media type set to Plain paper and the quality is not as good as expected, select Standard or High and then try copying again. Page

56 of 973 pages Page top Using Various Copy Functions Advanced Guide Contents > Copying > Using Various Copy Functions Page 57 of 973 pages Troubleshooting Using Various Copy Functions You can make various kinds of copies, such as making borderless copies or copying two pages onto a single sheet, by selecting Special copy in the copy mode. For details, refer to the on-screen manual: Advanced Guide. Frame erase Sticker copy Borderless copy Image repeat 2-on-1 copy 4-on-1 copy (A) Collated copy is not selected (B) Collated copy is selected Using Various Copy Functions Page 58 of 973 pages

Page top Scanning Advanced Guide Contents > Scanning Page 59 of 973 pages Troubleshooting Scanning You can save scanned data to your computer, and edit or process them with the supplied software application. You can also save scanned data on a USB flash drive inserted into the machine. Saving Scanned Data on the Computer Preparing for Scanning with the Operation Panel Saving Scanned Data on the Computer Using Various Scan Functions Page top

Saving Scanned Data on the Computer Advanced Guide Contents > Scanning > Saving Scanned Data on the Computer Page 60 of 973 pages

Troubleshooting Saving Scanned Data on the Computer You can save scanned data on the computer with the USB cable or via a network. This section describes the procedure to detect the type of original automatically with Auto scan, and save the scanned data on the computer connecting with the USB cable, according to the settings specified with MP Navigator EX. For operations to save scanned data on a USB flash drive and to scan originals from the computer, refer to the on-screen manual: Advanced Guide. Important 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.



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