



# **MG5500 series Online Manual**

Printing  
Copying

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# Printing

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# Printing from a Computer

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

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

- Printing with Easy Setup 📌 **Basic**
- Various Printing Methods
- Changing the Print Quality and Correcting Image Data
- Overview of the Printer Driver
- Printer Driver Description
- Updating the MP Drivers

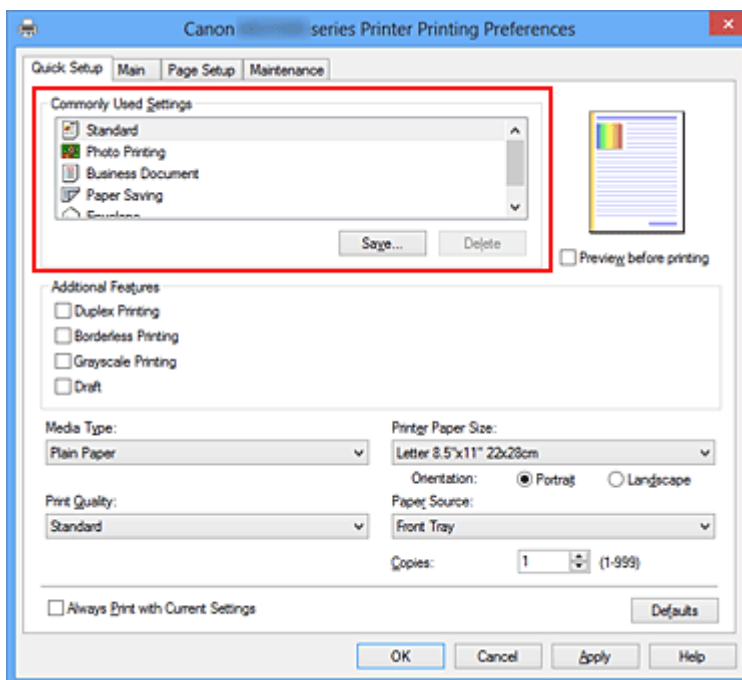
# Printing with Easy Setup

This section describes the simple procedure for setting the [Quick Setup tab](#) so that you can carry out appropriate printing on this machine.

1. Check that the machine is turned on
2. Load paper on the machine
3. Open the [printer driver setup window](#)
4. Select a frequently used profile

In **Commonly Used Settings** on the **Quick Setup** tab, select a printing profile suited for the purpose.

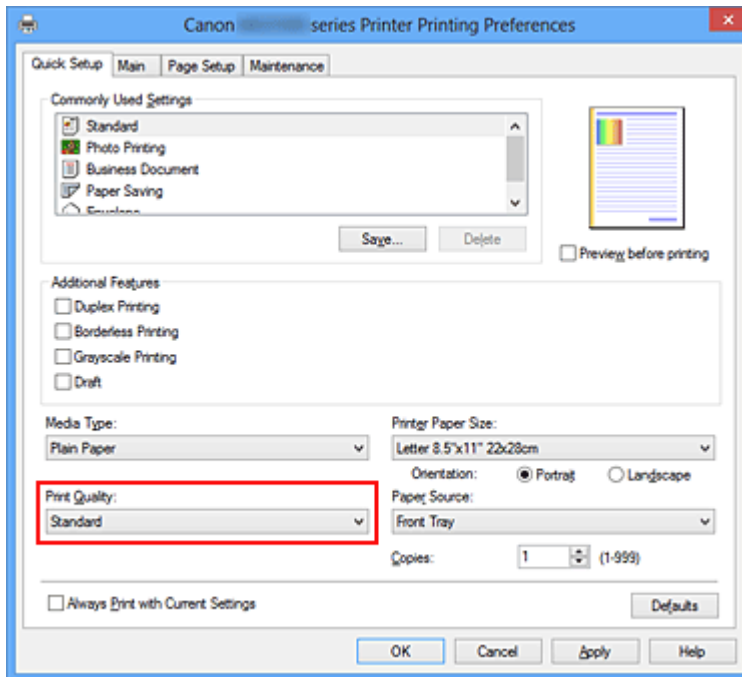
When you select a printing profile, the **Additional Features**, **Media Type**, and **Printer Paper Size** settings are automatically switched to the values that were preset.



5. Select the print quality

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





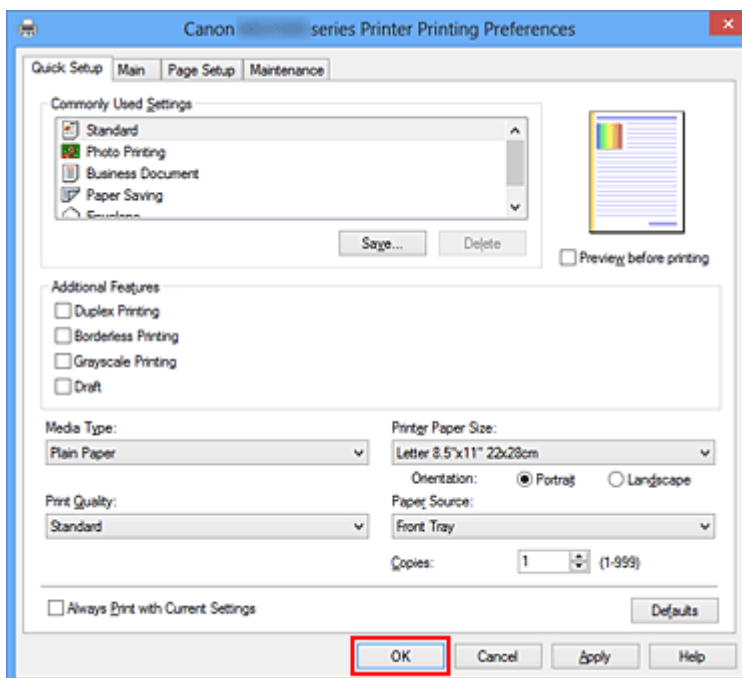
## »»» Important

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

## 6. Complete the setup

Click **OK**.

When you execute print, the document is printed with settings that match your purpose.



## »» Important

- When you select the **Always Print with Current Settings** check box, all settings specified on the **Quick Setup**, **Main**, and **Page Setup** tabs are saved, and you can print with the same settings from the next time as well.
- In the **Commonly Used Settings** window, click **Save...** to register the specified settings.

## Setting the Media Type with the Printer Driver

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

You can use the following media types on this machine.

### Commercially available papers

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

### Canon genuine papers (Photo Printing)

Media name <Model No.>	Media Type in the printer driver
Photo Paper Plus Glossy II <PP-201>	Photo Paper Plus Glossy II
Photo Paper Pro Platinum <PT-101>	Photo Paper Pro Platinum
Photo Paper Pro Luster <LU-101>	Photo Paper Pro Luster
Photo Paper Plus Semi-gloss <SG-201>	Photo Paper Plus Semi-gloss
Photo Paper Glossy <GP-501/GP-601>	Glossy Photo Paper
Matte Photo Paper <MP-101>	Matte Photo Paper

### Canon genuine papers (Business Letter Printing)

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

### Canon genuine papers (Original Products)

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

# Various Printing Methods

- [Setting a Page Size and Orientation](#)
- [Setting the Number of Copies and Printing Order](#)
- [Setting the Stapling Margin](#)
- [Execute Borderless Printing](#)
- [Fit-to-Page Printing](#)
- [Scaled Printing](#)
- [Page Layout Printing](#)
- [Tiling/Poster Printing](#)
- [Booklet Printing](#)
- [Duplex Printing](#)
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- [Setting Up Envelope Printing](#)
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- [Displaying the Print Results before Printing](#)
- [Setting Paper Dimensions \(Custom Size\)](#)
- [Editing the Print Document or Reprinting from the Print History](#)

# Setting a Page Size and Orientation

The paper size and orientation are essentially determined by the application software. When the page size and orientation set for **Page Size** and **Orientation** on the **Page Setup** tab are same as those set with the application software, you do not need to select them on the **Page Setup** tab.

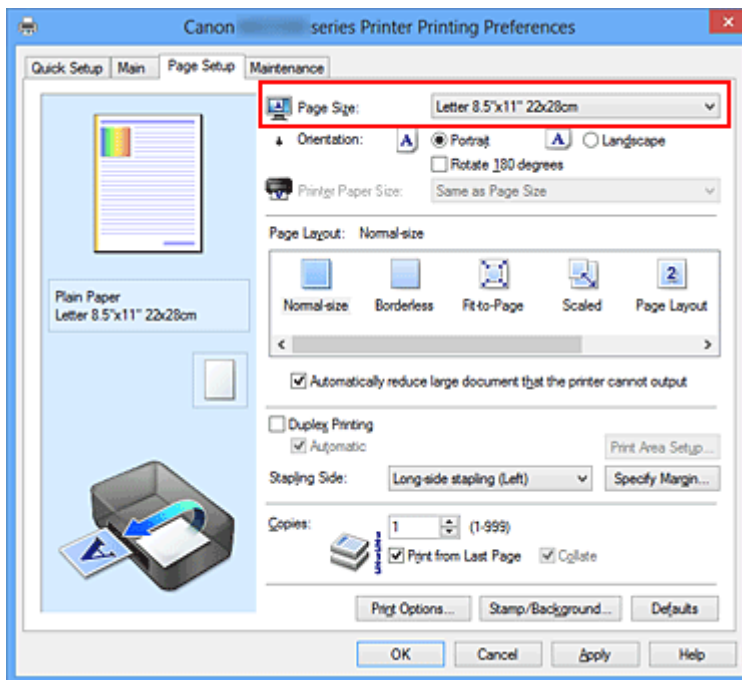
When you are not able to specify them with the application software, the procedure for selecting a page size and orientation is as follows:

You can also set page size and orientation on the **Quick Setup** tab.

1. Open the [printer driver setup window](#)

2. Select the paper size

Select a page size from the **Page Size** list on the **Page Setup** tab.



3. Set **Orientation**

Select **Portrait** or **Landscape** for **Orientation**. Check **Rotate 180 degrees** check box when you want to perform printing with the original being rotated 180 degrees.

4. Complete the setup

Click **OK**.

When you execute print, the document will be printed with the selected page size and the orientation.

## »» Note

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- If **Normal-size** is selected for **Page Layout**, then **Automatically reduce large document that the printer cannot output** is displayed.

Normally, you can leave the **Automatically reduce large document that the printer cannot output** check box checked. During printing, if you do not want to reduce large documents that cannot be printed on the printer, uncheck the check box.

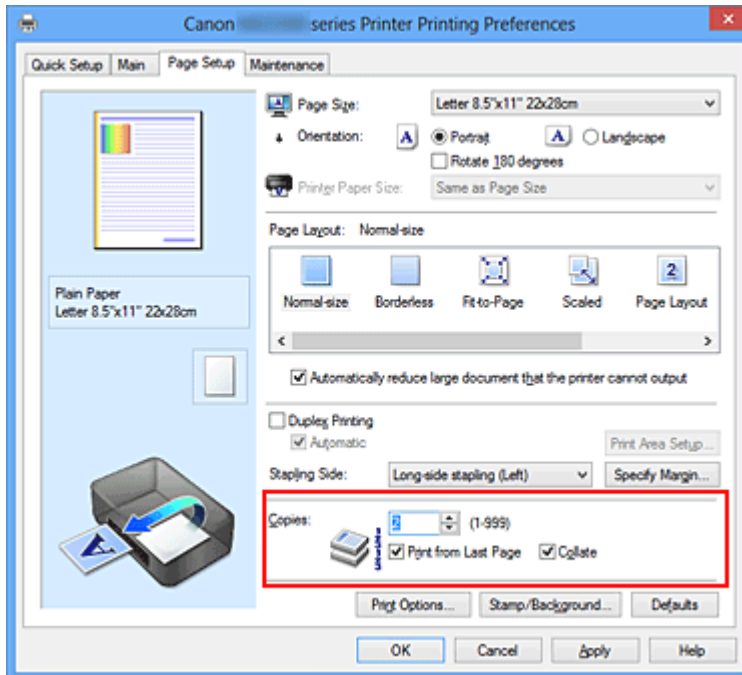
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# Setting the Number of Copies and Printing Order

The procedure for specifying the number of copies and printing order is as follows:  
You can also set the number of copies on the **Quick Setup** tab.

1. Open the [printer driver setup window](#)
2. Specify the number of copies to be printed

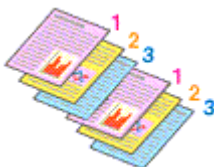
For **Copies** on the **Page Setup** tab, specify the number of copies to be printed.



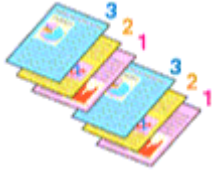
3. Specify the print order

Check the **Print from Last Page** check box when you want to print from the last page in order, and uncheck the check box when you want to print from the first page. Check the **Collate** check box when you are printing multiple copies of a document and want to print out all pages in each copy together. Uncheck this check box when you want to print all pages with the same page number together.

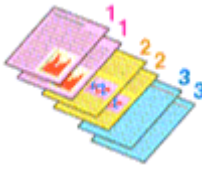
- **Print from Last Page:**  / **Collate:**



- **Print from Last Page:**  / **Collate:**



- **Print from Last Page:**  / **Collate:**



- **Print from Last Page:**  / **Collate:**



#### 4. Complete the setup

Click **OK**.

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

#### »» Important

- When the application software that you used to create the document has the same function, specify the settings on the printer driver. However, if the print results are not acceptable, specify the function settings on the application software. When you specify the number of copies and the printing order with both the application software and this printer driver, the number of copies may be multiplied numbers of the two settings or the specified printing order may not be enabled.
- **Print from Last Page** appears grayed out and is unavailable when **Tiling/Poster** is selected for **Page Layout**.
- When **Booklet** is selected for **Page Layout**, **Print from Last Page** and **Collate** appear grayed out and cannot be set.
- When **Duplex Printing** is selected, **Print from Last Page** appears grayed out and cannot be set.

#### »» Note

- By setting both **Print from Last Page** and **Collate**, you can perform printing so that papers are collated one by one starting from the last page.



These settings can be used in combination with **Normal-size, Borderless, Fit-to-Page, Scaled, Page Layout, and Duplex Printing.**

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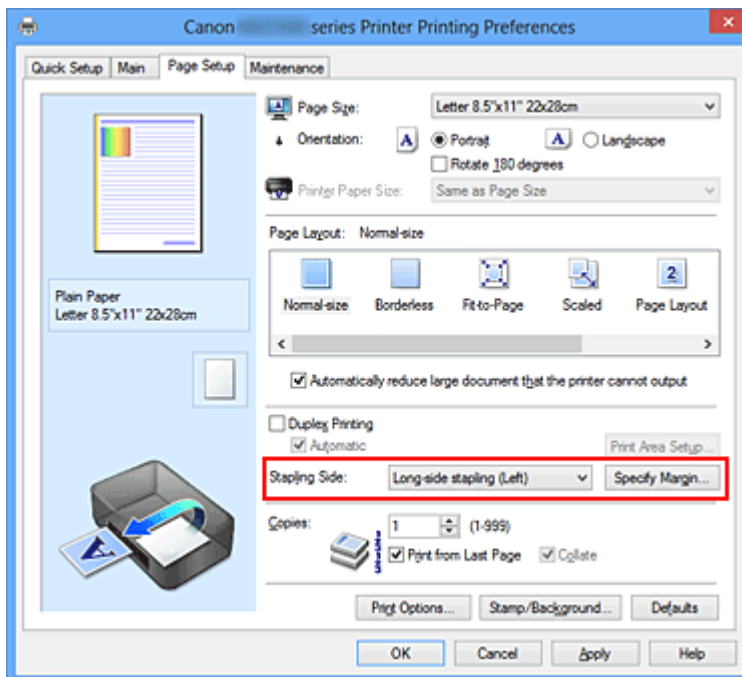
# Setting the Stapling Margin



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

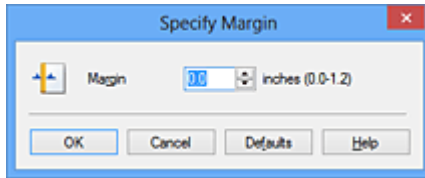
1. Open the [printer driver setup window](#)
2. Specify the side to be stapled

Check the position of the stapling margin from **Stapling Side** on the **Page Setup** tab. The printer analyzes the **Orientation** and **Page Layout** settings, and automatically selects the best staple position. When you want to change the setting, select from the list.



3. Set the margin width

If necessary, click **Specify Margin...** and set the margin width, and then click **OK**.



### »»» Note

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

#### 4. Complete the setup

Click **OK** on the **Page Setup** tab.

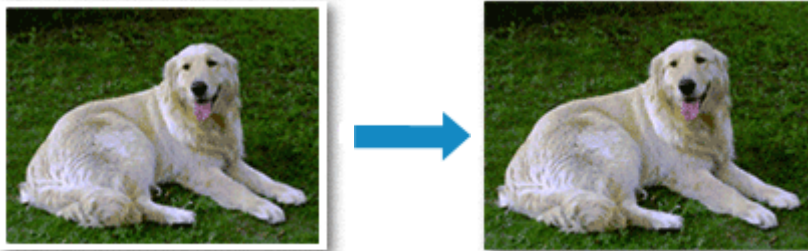
When you execute print, the data is printed with the specified staple side and margin width.

### »»» Important

- **Stapling Side** and **Specify Margin...** appear grayed out and are unavailable when:
  - **Borderless, Tiling/Poster, or Booklet** is selected for **Page Layout**
  - **Scaled** is selected for **Page Layout** (When **Duplex Printing** is also selected, only **Stapling Side** can be specified.)

# Execute Borderless Printing

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



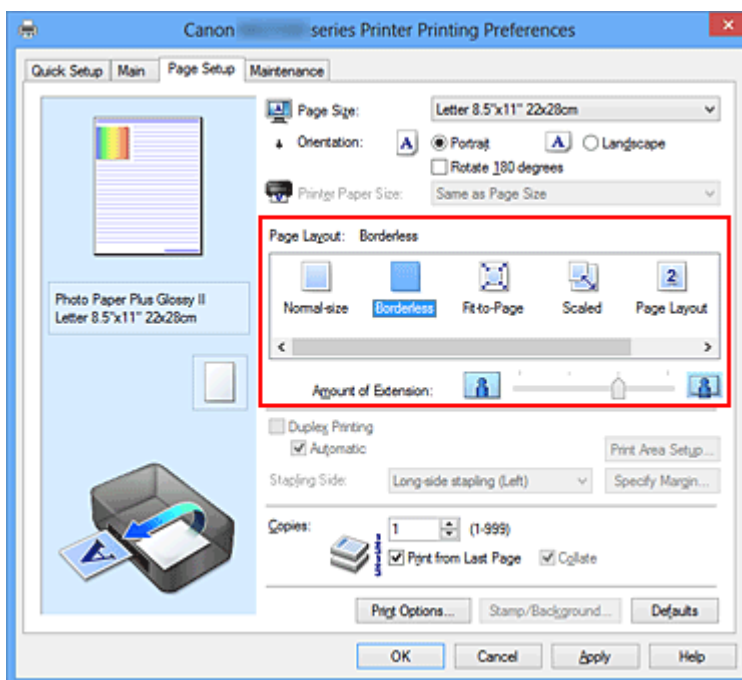
The procedure for performing borderless printing is as follows:

You can also set borderless printing in **Additional Features** on the **Quick Setup** tab.

## Setting Borderless Printing

1. Open the [printer driver setup window](#)
2. Set borderless printing

Select **Borderless** from the **Page Layout** list on the **Page Setup** tab.



Click **OK** when the confirmation message appears.

When a message prompting you to change the media type appears, select a media type from the list and click **OK**.

### 3. Check the paper size

Check the **Page Size** list. When you want to change it, select another page size from the list. The list displays only sizes that can be used for borderless printing.

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

If necessary, adjust the amount of extension using the **Amount of Extension** slider. Moving the slider to the right increases the amount extending off the paper, and moving the slider to the left decreases the amount.

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



#### »» Important

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

### 5. Complete the setup

Click **OK**.

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

#### »» Important

- When a page size that cannot be used for borderless printing is selected, the size is automatically changed to the valid page sizes for borderless printing.
- When **Borderless** is selected, the **Printer Paper Size**, **Duplex Printing**, **Stapling Side** settings, and the **Stamp/Background... (Stamp...)** button on the **Page Setup** tab appear grayed out and are unavailable.
- When **Envelope**, **High Resolution Paper**, or **T-Shirt Transfers** is selected from the **Media Type** list on the **Main** tab, you cannot perform borderless printing.
- Depending on the type of the media used during borderless printing, the print quality may deteriorate at the top and bottom of the sheet or stains may form.
- When the ratio of the height to the width differs from the image data, a portion of the image may not be printed depending on the size of the media used.

In this case, crop the image data with an application software according to the paper size.

## »» Note

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- When **Plain Paper** is selected for **Media Type** on the **Main** tab, borderless printing is not recommended. Therefore, the message for media selection appears.  
When you are using plain paper for test printing, select **Plain Paper**, and click **OK**.
- 

## Expanding the Range of the Document to Print

Setting a large amount of extension allows you to perform borderless printing with no problems. However, the portion of the document extending off the paper range will not be printed and for this reason, the subjects around the perimeter of a photo may not be printed. Try borderless printing once. When you are not satisfied with the result of borderless printing, reduce the amount of extension. The extension amount decreases as the **Amount of Extension** slider is moved to the left.

## »» Important

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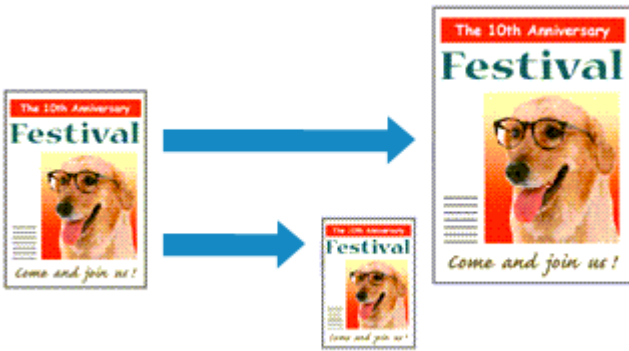
- When the amount of extension is decreased, an unexpected margin may be produced on the print, depending on the size of the paper.
- 

## »» Note

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- When the **Amount of Extension** slider is set to the leftmost position, image data will be printed in the full size. If you set this when printing the address side of a postcard, the postal code of the sender is printed in the correct position.
  - When **Preview before printing** is checked on the **Main** tab, you can confirm whether there will be no border before printing.
-

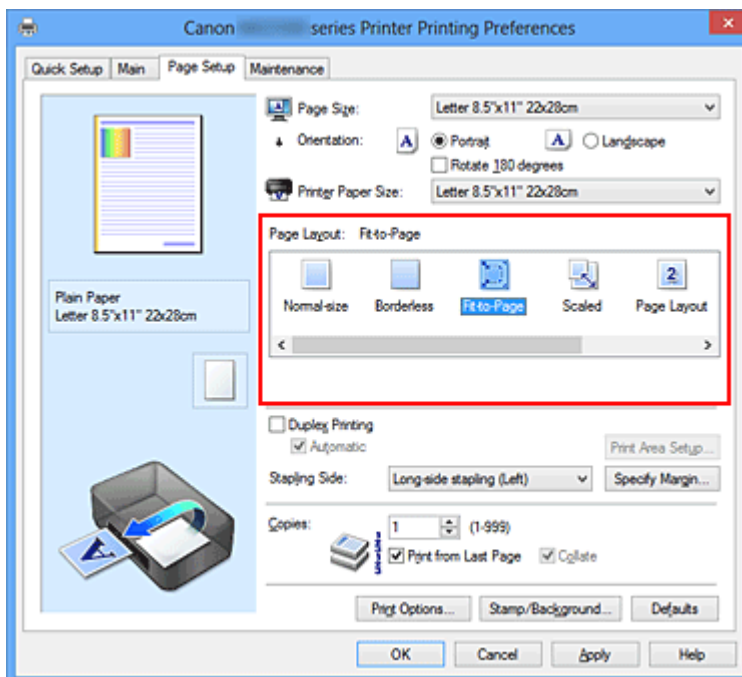
# Fit-to-Page Printing



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

1. Open the [printer driver setup window](#)
2. Set fit-to-page printing

Select **Fit-to-Page** from the **Page Layout** list on the **Page Setup** tab.



3. Select the paper size of the document

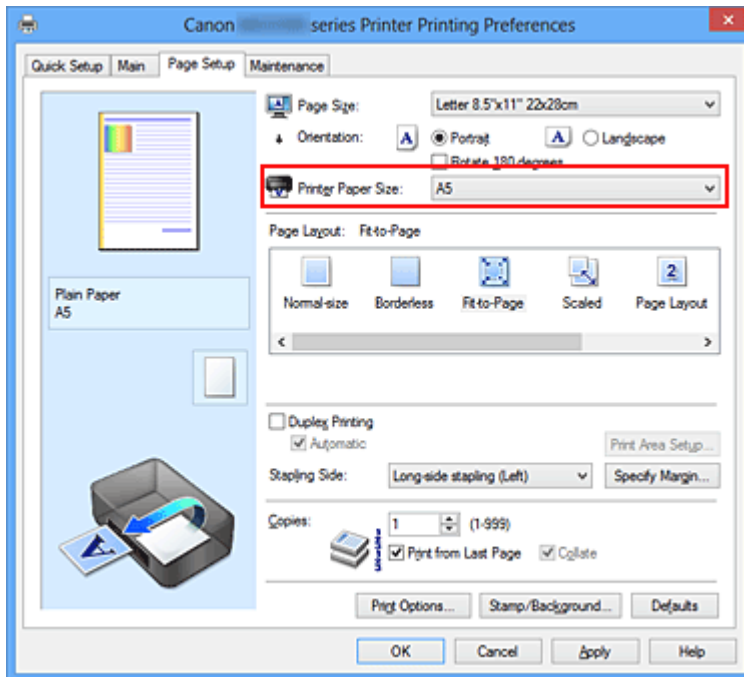
Using **Page Size**, select the page size that is set with your application software.

4. Select the print paper size

Select the size of the paper loaded in the machine from the **Printer Paper Size** list. When the **Printer Paper Size** is smaller than the **Page Size**, the page image will be

reduced. When the **Printer Paper Size** is larger than the **Page Size**, the page image will be enlarged.

The current settings are displayed in the settings preview on the left side of the printer driver.



## 5. Complete the setup

Click **OK**.

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



# Scaled Printing

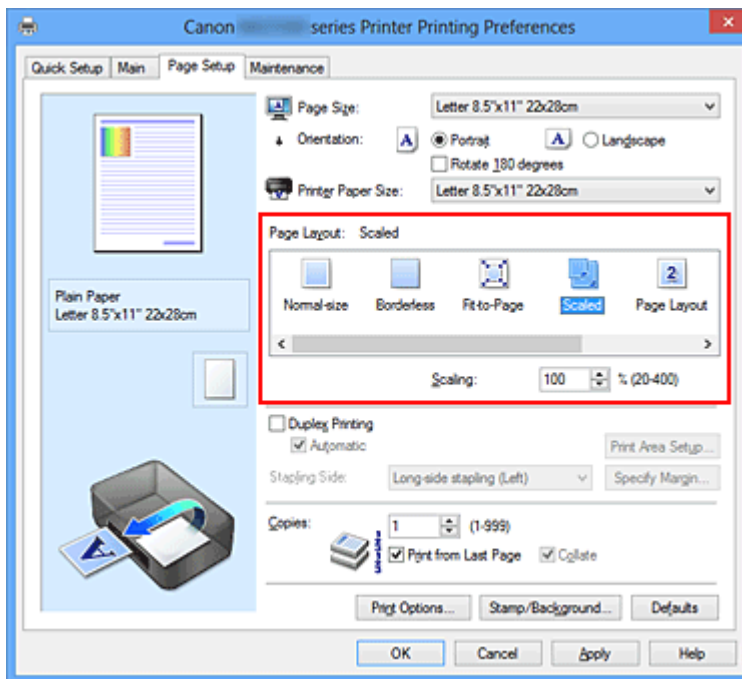


The procedure for printing a document with pages enlarged or reduced is as follows:

1. Open the [printer driver setup window](#)

2. Set scaled printing

Select **Scaled** from the **Page Layout** list on the **Page Setup** tab.



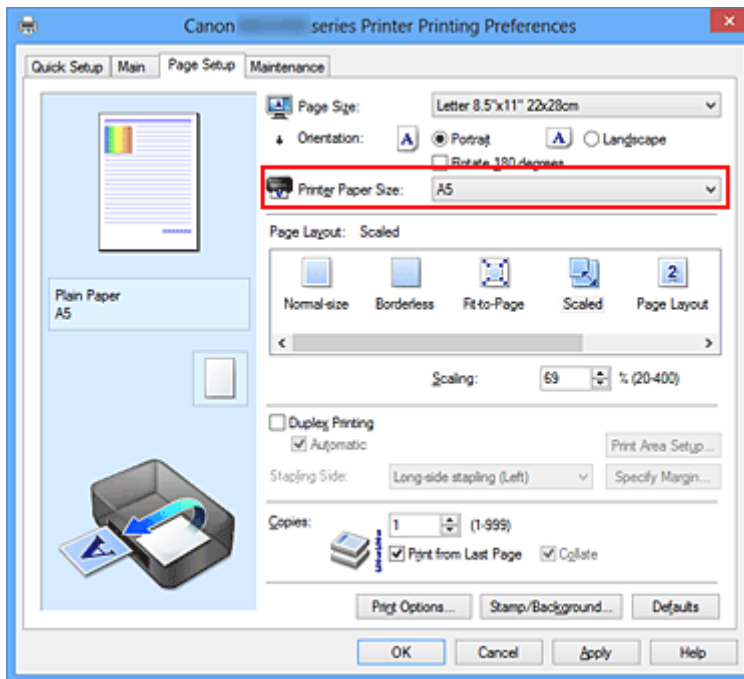
3. Select the paper size of the document

Using **Page Size**, select the page size that is set with your application software.

4. Set the scaling rate by using one of the following methods:

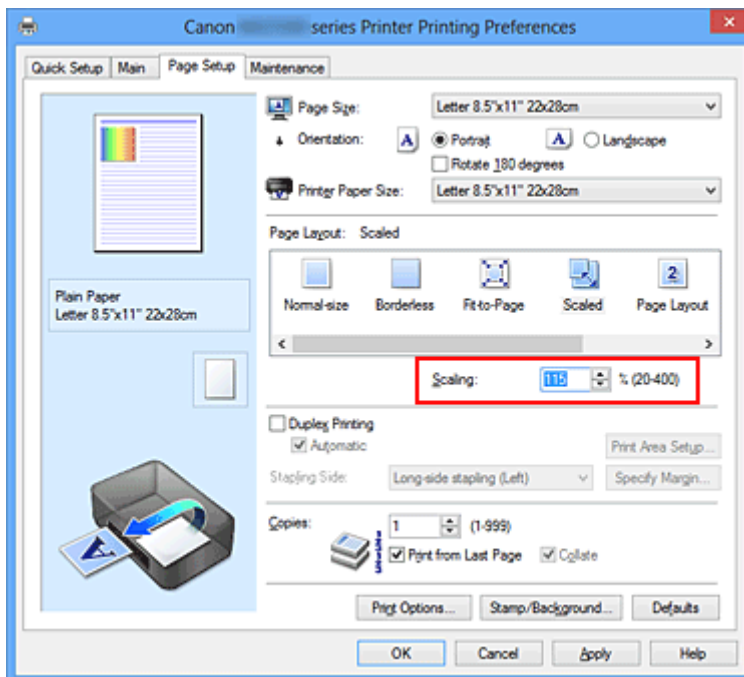
- **Select a Printer Paper Size**

When the printer paper size is smaller than the **Page Size**, the page image will be reduced. When the printer paper size is larger than the **Page Size**, the page image will be enlarged.



- **Specify a scaling factor**

Directly type in a value into the **Scaling** box.



The current settings are displayed in the settings preview on the left side of the printer driver.

## 5. Complete the setup

Click **OK**.

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

### »» Important

---

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

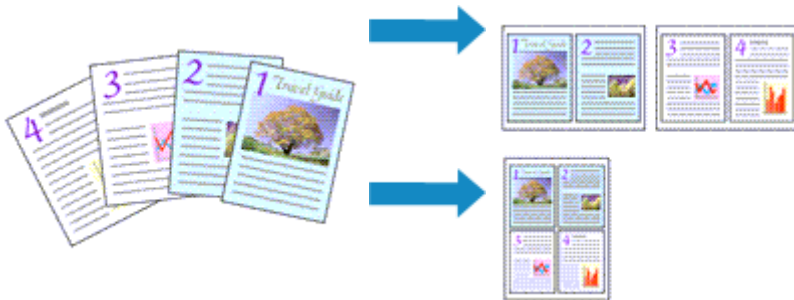
### »» Note

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- Selecting **Scaled** changes the printable area of the document.

# Page Layout Printing

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

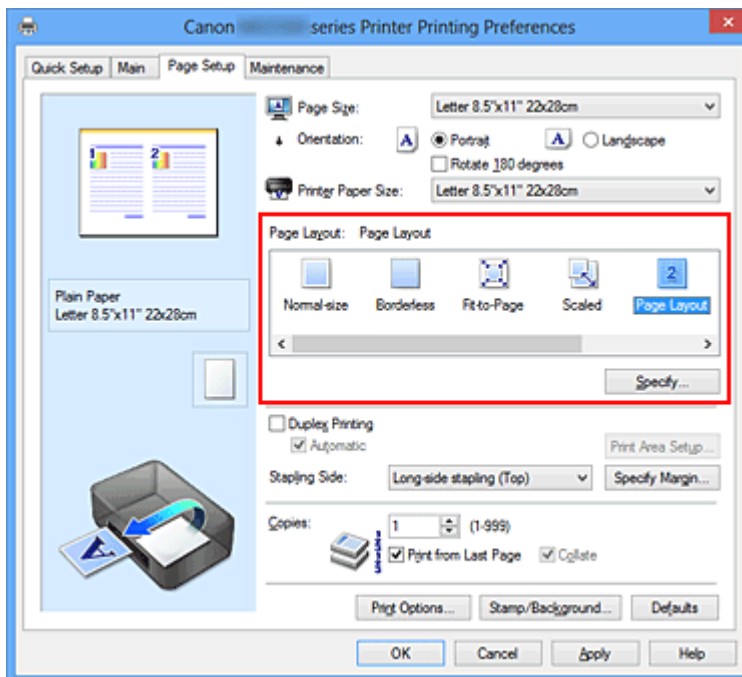


The procedure for performing page layout printing is as follows:

1. Open the [printer driver setup window](#)
2. Set page layout printing

Select **Page Layout** from the **Page Layout** list on the **Page Setup** tab.

The current settings are displayed in the settings preview on the left side of the printer driver.

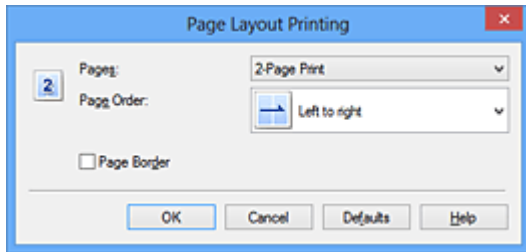


3. Select the print paper size

Select the size of the paper loaded in the machine from the **Printer Paper Size** list. Setting the layout of two pages of the document from left to right is complete.

4. Set the number of pages to be printed on one sheet and the page order

If necessary, click **Specify...**, specify the following settings in the **Page Layout Printing** dialog box, and click **OK**.



### **Pages**

To change the number of pages to be printed on a single sheet of paper, select the number of pages from the list.

### **Page Order**

To change the page arrangement order, select a placement method from the list.

### **Page Border**

To print a page border around each document page, check this check box.

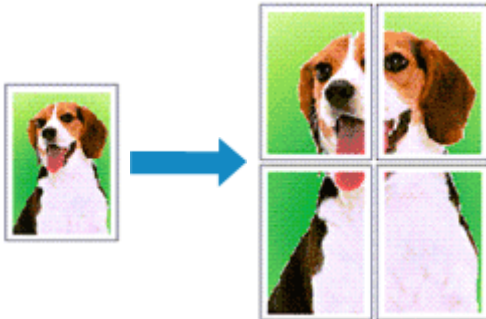
## **5. Complete the setup**

Click **OK** on the **Page Setup** tab.

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

## Tiling/Poster Printing

The tiling/poster printing function allows you to enlarge image data, divide it into several pages, and print these pages on separate sheets of paper. You can also paste the pages together to create a large print like a poster.



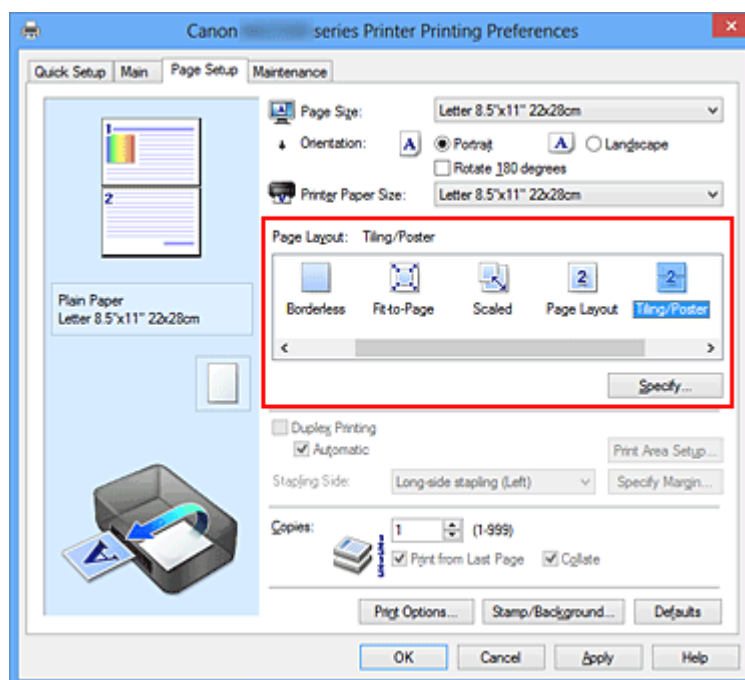
The procedure for performing tiling/poster printing is as follows:

### Setting Tiling/Poster Printing

1. Open the [printer driver setup window](#)
2. Set tiling/poster printing

Select **Tiling/Poster** from the **Page Layout** list on the **Page Setup** tab.

The current settings are displayed in the settings preview on the left side of the printer driver.

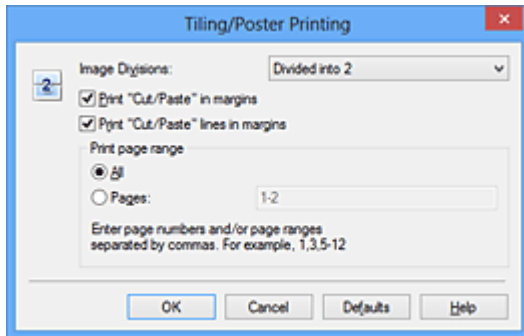


3. Select the print paper size

Select the size of the paper loaded in the machine from the **Printer Paper Size** list. This completes the setup for dividing the document into 2 and performing tiling/poster printing.

#### 4. Set the number of image divisions and the pages to be printed

If necessary, click **Specify...**, specify the following settings in the **Tiling/Poster Printing** dialog box, and then click **OK**.



### Image Divisions

Select the number of divisions (vertical x horizontal). As the number of divisions increases, the number of sheets used for printing increases. If you are pasting pages together to create a poster, increasing the number of divisions allow you to create a larger poster.

### Print "Cut/Paste" in margins

To leave out words "Cut" and "Paste", uncheck this check box.

### ►► Note

- This feature may be unavailable when certain printer drivers or operating environments are used.

### Print "Cut/Paste" lines in margins

To leave out cut lines, uncheck this check box.

### Print page range

Specifies the printing range. Select **All** under normal circumstances.

To reprint only a specific page, select **Pages** and enter the page number you want to print. To specify multiple pages, enter the page numbers by separating them with commas or by entering a hyphen between the page numbers.

### ►► Note

- You can also specify the print range by clicking the pages in the settings preview.

## 5. Complete the setup

Click **OK** on the **Page Setup** tab.

When you execute print, the document will be divided into several pages during printing.

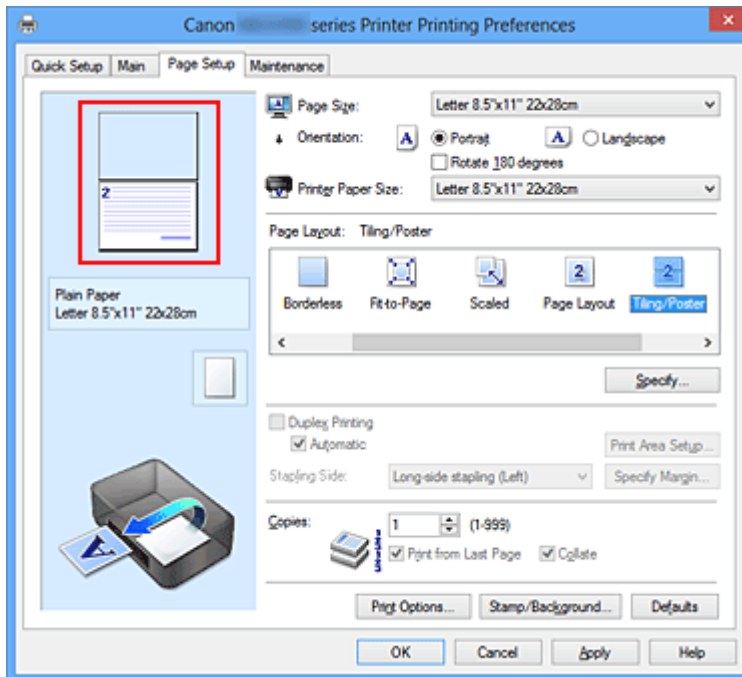
## Printing Only Specific Pages

If ink becomes faint or runs out during printing, you can reprint only the specific pages by following the procedure below:

### 1. Set the print range

In the settings preview on the left of the **Page Setup** tab, click the pages that do not need to be printed.

The pages that were clicked are deleted, and only the pages to be printed are displayed.



### ►►► Note

- Click the deleted pages to display them again.
- Right-click the settings preview to select **Print all pages** or **Delete all pages**.

### 2. Complete the setup

After completing the page selection, click **OK**.

When you execute print, only specified pages will be printed.

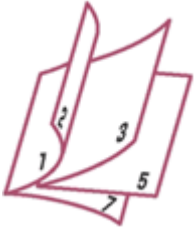


## »» Important

- Since tiling/poster printing enlarges the document when printing it, the print results may become coarse.

# Booklet Printing

The booklet printing function allows you to print data for a booklet. Data is printed on both sides of the paper. This type of printing ensures that pages can be collated properly, in page number order, when the printed sheets are folded and stapled at the center.



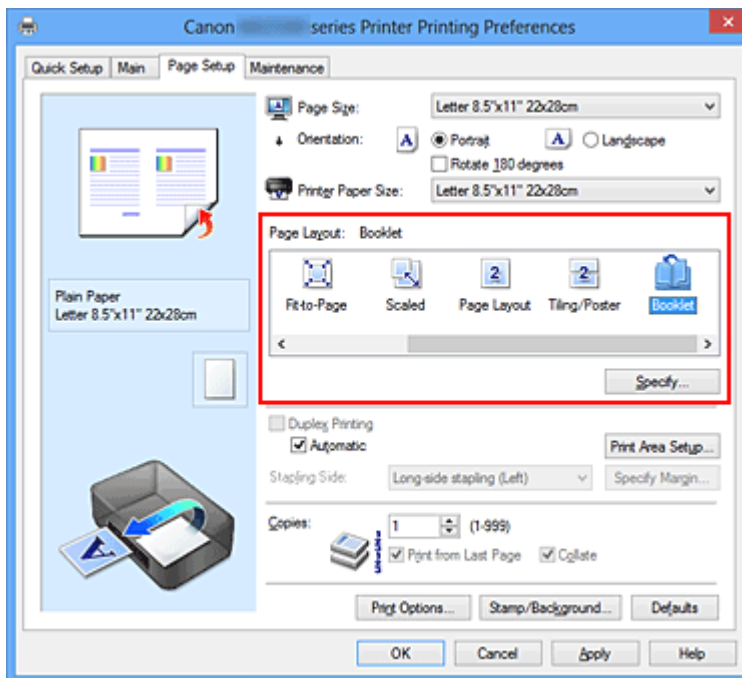
The procedure for performing booklet printing is as follows:

1. Open the [printer driver setup window](#)

2. Set booklet printing

Select **Booklet** from the **Page Layout** list on the **Page Setup** tab.

The current settings are displayed in the settings preview on the left side of the window.

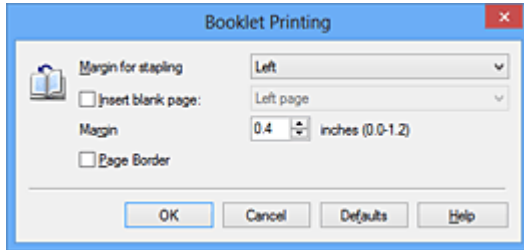


3. Select the print paper size

Select the size of the paper loaded in the machine from the **Printer Paper Size** list.

4. Set the margin for stapling and the margin width

Click **Specify...** and specify the following settings in the **Booklet Printing** dialog box, and then click **OK**.



### Margin for stapling

Select which side should the stapling margin be on when the booklet is completed.

### Insert blank page

To leave one side of a sheet blank, check the check box, and select the page to be left blank.

### Margin

Enter the margin width. The specified width from the center of the sheet becomes the margin width for one page.

### Page Border

To print a page border around each document page, check the check box.

## 5. Complete the setup

Click **OK** on the **Page Setup** tab.

When you execute print, the document is automatically printed first on one side of a sheet of paper and then on the opposite side.

When the printing is complete, fold the paper at the center of the margin and make a booklet.

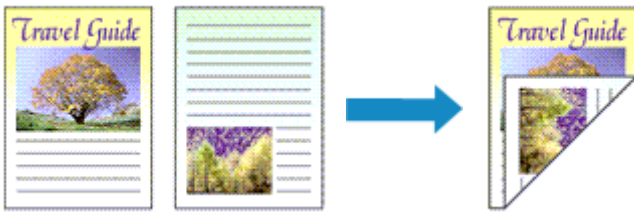
### »»» Important

- **Booklet** cannot be selected when a media type other than **Plain Paper** is selected for **Media Type** on the **Main** tab.

### »»» Note

- The stamp and background are not printed on the inserted blank sheets with the **Insert blank page** function of booklet printing.

# Duplex Printing



The procedure for printing data on both sides of a sheet of paper is as follows:  
You can also set duplex printing in **Additional Features** on the **Quick Setup** tab.

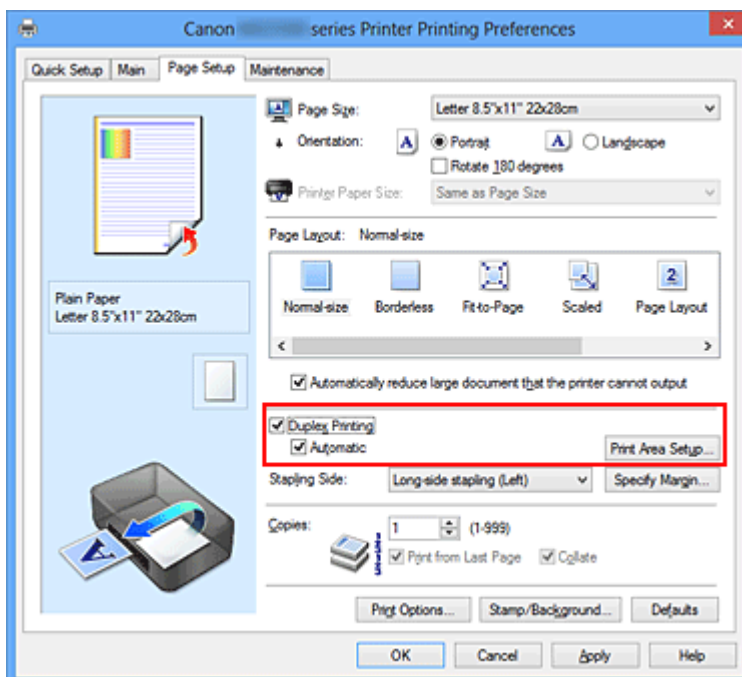
## Performing Automatic Duplex Printing

You can perform the duplex printing without having to turn over the paper.

### 1. Open the [printer driver setup window](#)

### 2. Set automatic duplex printing

Check the **Duplex Printing** check box on the **Page Setup** tab and confirm that **Automatic** is checked.



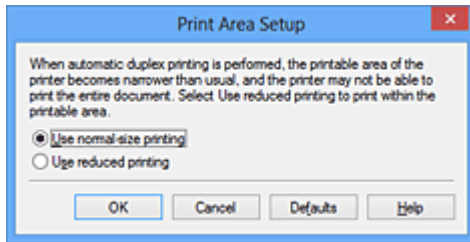
### 3. Select the layout

Select **Normal-size**, **Fit-to-Page**, **Scaled**, or **Page Layout** from the **Page Layout** list.

### 4. Set the print area

When you perform duplex printing, the print area of the document becomes slightly narrower than usual and the document may not fit on one page.

Click **Print Area Setup...**, select one of the following process methods, and then click **OK**.



### **Use normal-size printing**

Print without reducing the page.

### **Use reduced printing**

Reduce the page slightly during printing.

## **5. Specify the side to be stapled**

The best **Stapling Side** is selected automatically from the **Orientation** and **Page Layout** settings. To change the setting, select another stapling side from the list.

## **6. Set the margin width**

If necessary, click **Specify Margin...** and set the margin width, and then click **OK**.

## **7. Complete the setup**

Click **OK** on the **Page Setup** tab.

When you execute print, duplex printing will be started.

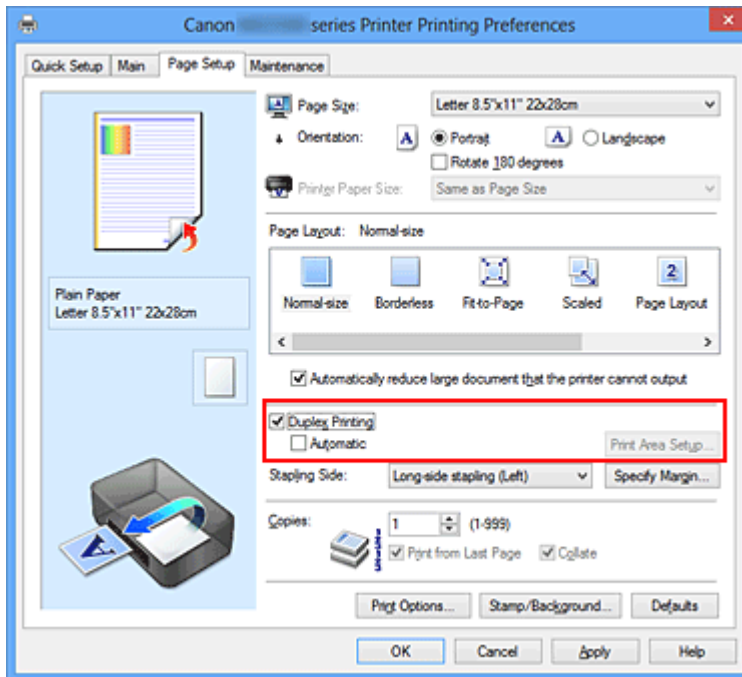
## **Performing Duplex Printing Manually**

You can perform the duplex printing manually.

### **1. Open the [printer driver setup window](#)**

### **2. Set duplex printing**

Check the **Duplex Printing** check box and uncheck the **Automatic** check box on the **Page Setup** tab.



### 3. Select the layout

Select **Normal-size**, **Fit-to-Page**, **Scaled**, or **Page Layout** from the **Page Layout** list.

### 4. Specify the side to be stapled

The best **Stapling Side** is selected automatically from the **Orientation** and **Page Layout** settings. To change the setting, select another stapling side from the list.

### 5. Set the margin width

If necessary, click **Specify Margin...** and set the margin width, and then click **OK**.

### 6. Complete the setup

Click **OK** on the **Page Setup** tab.

When you execute print, the document is first printed on one side of a sheet of paper. After one side is printed, reload the paper correctly according to the message. Then click **Start Printing** to print the opposite side.

## »»» Important

- **Duplex Printing** appears grayed out and is unavailable when:
  - A media type other than **Plain Paper** is selected from the **Media Type** list.
  - **Tiling/Poster** and **Borderless** are selected from the **Page Layout** list.
- When **Booklet** is selected from the **Page Layout** list, **Duplex Printing** and **Stapling Side** appear grayed out and are unavailable.

- **Duplex Printing** can be performed only when one of the following paper sizes is selected from **Page Size** on the **Page Setup** tab.
  - **Letter 8.5"x11" 22x28cm, A4**
- After printing the front page, there is an ink drying wait time before starting to print the back page (Operation stops temporarily). Do not touch the paper during this time. You can change the ink drying wait time at **Custom Settings** on the **Maintenance** tab.

---

### ▶▶▶ Note

- If the back side of the paper becomes smudged during duplex printing, perform **Bottom Plate Cleaning** in the **Maintenance** tab.

### Related Topics

- [Cleaning Inside the Machine](#)
- [Changing the Machine Operation Mode](#)

# Stamp/Background Printing

**Stamp** or **Background** may be unavailable when certain printer drivers or operating environments are used.

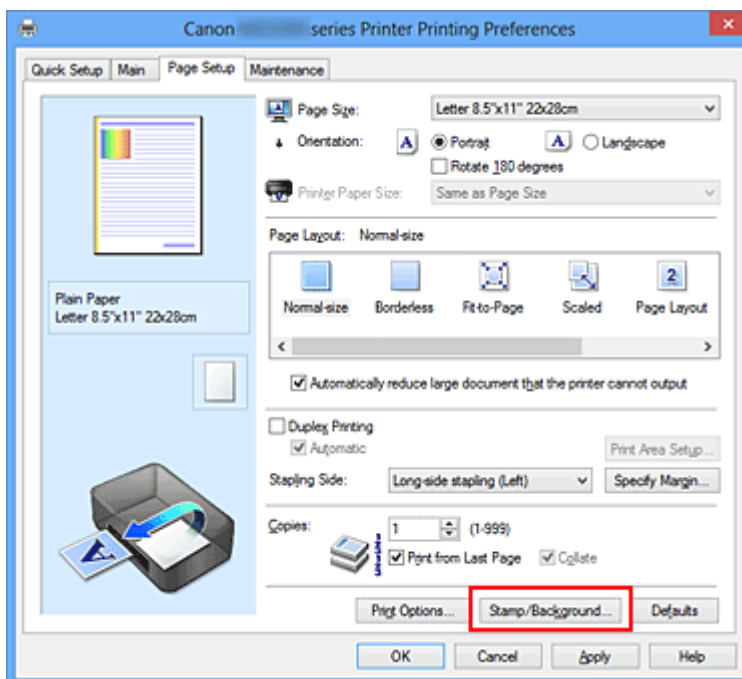
The **Stamp** function allows you to print a stamp text or a bitmap over or behind document data. It also allows you to print date, time and user name. The **Background** function allows you to print a light illustration behind the document data.

The procedure for performing stamp/background printing is as follows:

## Printing a Stamp

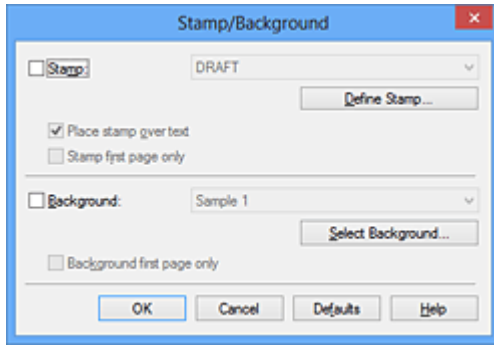
"CONFIDENTIAL," "IMPORTANT," and other stamps that are used often in companies are pre-registered.

1. Open the [printer driver setup window](#)
2. Click **Stamp/Background... (Stamp...)** on the **Page Setup** tab



The **Stamp/Background (Stamp)** dialog box opens.





### »»» Note

- With the XPS printer driver, the **Stamp/Background...** button has become the **Stamp...** button and only the stamp function can be used.

### 3. Select a stamp

Check the **Stamp** check box, and select the stamp to be used from the list.

The current settings are displayed in the settings preview on the left side of the **Page Setup** tab.

### 4. Set the stamp details

If necessary, specify the following settings, and then click **OK**.

#### **Define Stamp... button**

To [change the stamp text, bitmap, or position](#), click this.

#### **Place stamp over text**

To print the stamp on the front of the document, check this check box.

### »»» Note

- The stamp is given priority because the stamp is printed over the document data in the sections where the stamp and the document data overlap. When this check box is unchecked, the stamp is printed behind the document data and may be hidden in the overlapping sections depending on the application software used.
- **Place stamp over text** cannot be used when the XPS printer driver is used. When the XPS printer driver is used, the stamp is normally printed in the foreground of the document.

#### **Print semitransparent stamp**

Check this check box to print a semi-transparent stamp on the document.

This function is available only when the XPS printer driver is used.

#### **Stamp first page only**

To print the stamp only on the first page, check this check box.

## 5. Complete the setup

Click **OK** on the **Page Setup** tab.

When you execute print, the data is printed with the specified stamp.

## Printing a Background

Two bitmap files are pre-registered as samples.

### 1. Open the [printer driver setup window](#)

### 2. Click **Stamp/Background...** on the **Page Setup** tab

The **Stamp/Background** dialog box opens.

### 3. Select the background

Check the **Background** check box, and select the background to be used from the list.

The current settings are displayed in the settings preview on the left side of the **Page Setup** tab.

### 4. Set the background details

If necessary, complete the following settings, and then click **OK**.

#### **Select Background... button**

To [use another background or change the layout or density of a background](#), click this.

#### **Background first page only**

To print the background only on the first page, check this check box.

## 5. Complete the setup

Click **OK** on the **Page Setup** tab.

When you execute print, the data is printed with the specified background.

## »» Important

- When **Borderless** is selected, the **Stamp/Background... (Stamp...)** button appears grayed out and is unavailable.

## »» Note

- The stamp and background are not printed on blank sheets inserted with the **Insert blank page** function of booklet printing.

## Related Topics

- [Registering a Stamp](#)
- [Registering Image Data to be Used as a Background](#)

# Registering a Stamp

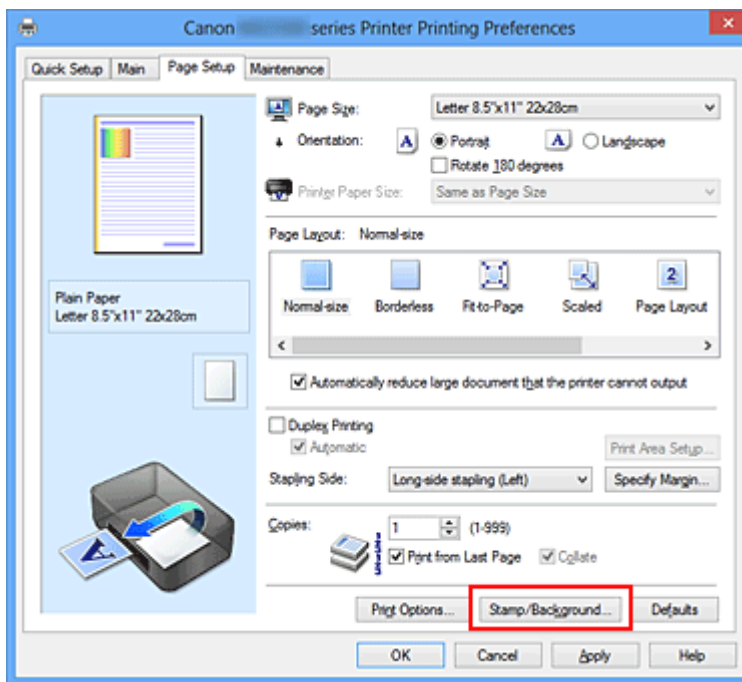
This feature may be unavailable when certain printer drivers or operating environments are used.

You can create and register a new stamp. You can also change and re-register some of the settings of an existing stamp. Unnecessary stamps can be deleted at any time.

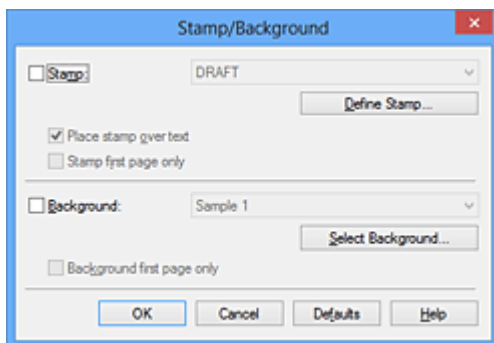
The procedure for registering a new stamp is as follows:

## Registering a New Stamp

1. Open the [printer driver setup window](#)
2. Click **Stamp/Background... (Stamp...)** on the **Page Setup** tab



The **Stamp/Background (Stamp)** dialog box opens.

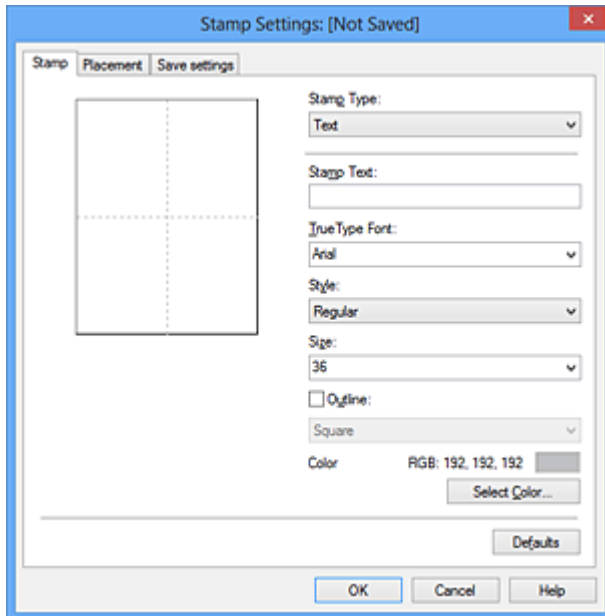


## ►►► Note

- With the XPS printer driver, the **Stamp/Background...** button has become the **Stamp...** button and only the stamp function can be used.

### 3. Click **Define Stamp...**

The **Stamp Settings** dialog box opens.



### 4. Configure the stamp while viewing the preview window

- **Stamp tab**

Select **Text**, **Bitmap**, or **Date/Time/User Name** that matches your purpose for **Stamp Type**.

- For **Text** registration, the characters must already be entered in **Stamp Text**. If necessary, change the **TrueType Font**, **Style**, **Size**, and **Outline** settings. You can select the color of the stamp by clicking **Select Color...**
- For **Bitmap**, click **Select File...** and select the bitmap file (.bmp) to be used. If necessary, change the settings of the **Size** and **Transparent white area**.
- For **Date/Time/User Name**, the creation date/time and user name of the printed object are displayed in **Stamp Text**. If necessary, change the settings of **TrueType Font**, **Style**, **Size**, and **Outline**. You can select the color of the stamp by clicking **Select Color....**

### »» Important

- **Stamp Text** appears grayed out and is unavailable when **Date/Time/User Name** is selected.

#### • Placement tab

Select the stamp position from the **Position** list. You can also select **Custom** from the **Position** list and specify coordinates for **X-Position** and **Y-Position**.

You can also change the stamp position by dragging the stamp in the preview window.

To change the stamp position angle, type a value in the **Orientation** box directly.

### »» Important

- **Orientation** cannot be changed when **Bitmap** is selected for **Stamp Type** on the **Stamp** tab.

## 5. Save the stamp

Click the **Save settings** tab and enter a title in the **Title** box, and then click **Save**. Click **OK** when the confirmation message appears.

### »» Note

- Spaces, tabs, and returns cannot be entered at the beginning or end of a title.

## 6. Complete the setup

Click **OK**. The **Stamp/Background (Stamp)** dialog box opens again. The registered title appears in the **Stamp** list.

## Changing and Registering Some of Stamp Settings

### 1. Select the stamp for which the settings are to be changed

Select the **Stamp** check box in the **Stamp/Background (Stamp)** dialog box. Then from the list, select the title of the stamp to be changed.

### 2. Click **Define Stamp...**

The **Stamp Settings** dialog box opens.

### 3. Configure the stamp while viewing the preview window

### 4. Overwrite save the stamp

Click **Save overwrite** on the **Save settings** tab.

When you want to save the stamp with a different title, type a new title in the **Title** box and click **Save**.

Click **OK** when the confirmation message appears.

## 5. Complete the setup

Click **OK**. The **Stamp/Background (Stamp)** dialog box opens again.

The registered title appears in the **Stamp** list.

## Deleting an Unnecessary Stamp

### 1. Click **Define Stamp...** in the **Stamp/Background (Stamp)** dialog box

The **Stamp Settings** dialog box opens.

### 2. Select the stamp to be deleted

Select the title of the stamp you want to delete from the **Stamps** list on the **Save settings** tab. Then click **Delete**.

Click **OK** when the confirmation message appears.

### 3. Complete the setup

Click **OK**. The **Stamp/Background (Stamp)** dialog box opens again.

# Registering Image Data to be Used as a Background

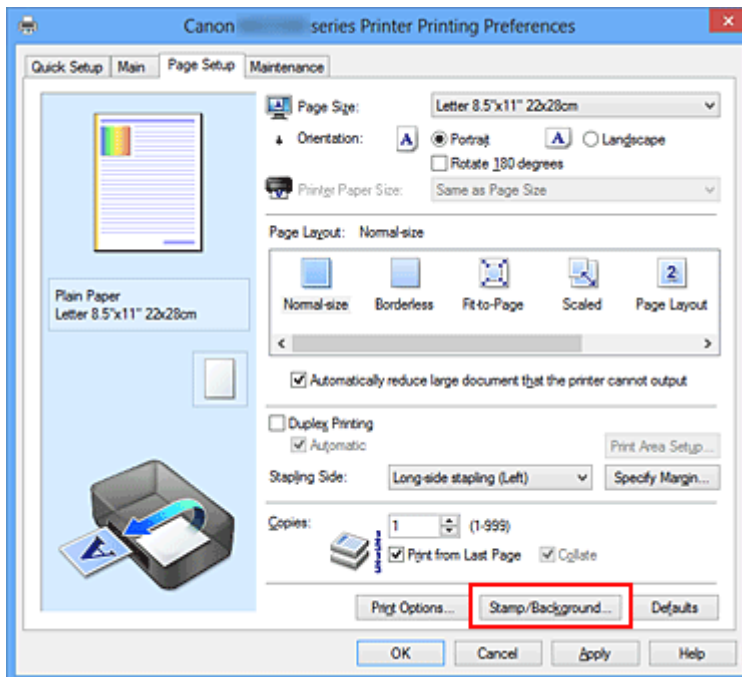
This feature may be unavailable when certain printer drivers or operating environments are used.

You can select a bitmap file (.bmp) and register it as a new background. You can also change and register some of the settings of an existing background. An unnecessary background can be deleted.

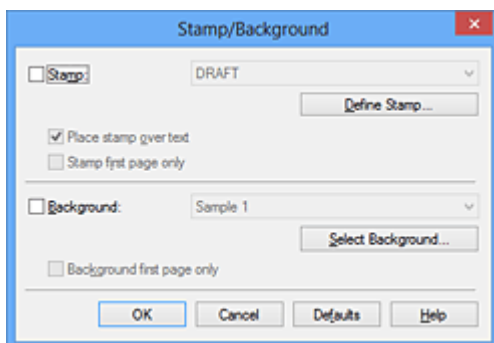
The procedure for registering image data to be used as a background is as follows:

## Registering New Background

1. Open the [printer driver setup window](#)
2. Click **Stamp/Background...** on the **Page Setup** tab



The **Stamp/Background** dialog box opens.



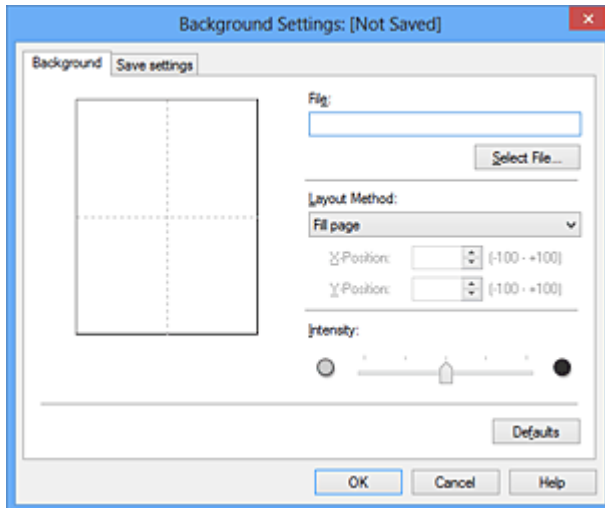


## ►►► Note

- With the XPS printer driver, the **Stamp/Background...** button has become the **Stamp...** button and **Background** cannot be used.

### 3. Click **Select Background...**

The **Background Settings** dialog box opens.



### 4. Select the image data to be registered to the background

Click **Select File...** Select the target bitmap file (.bmp), and then click **Open**.

### 5. Specify the following settings while viewing the preview window

#### **Layout Method**

Select how the background image data is to be placed.

When **Custom** is selected, you can set coordinates for **X-Position** and **Y-Position**. You can also change the background position by dragging the image in the preview window.

#### **Intensity**

Set the intensity of the background image data with the **Intensity** slider. Moving the slider to the right darkens the background, and moving the slider to the left lightens the background. To print the background at the original bitmap intensity, move the slider to the rightmost position.

### 6. Save the background

Click the **Save settings** tab and enter a title in the **Title** box, and then click **Save**. Click **OK** when the confirmation message appears.

## »» Note

- Spaces, tabs, and returns cannot be entered at the beginning or end of a title.

### 7. Complete the setup

Click **OK**, then it returns to **Stamp/Background** dialog box.

The registered title appears in the **Background** list.

## Changing and Registering Some Background Settings

### 1. Select the background for which the settings are to be changed

Select the **Background** check box in the **Stamp/Background** dialog box. Then from the list, select the title of the background you want to change.

### 2. Click **Select Background...**

The **Background Settings** dialog box opens.

### 3. Specify each item on the **Background** tab while viewing the preview window

### 4. Save the background

Click **Save overwrite** on the **Save settings** tab. When you want to save the background with a different title, enter a new title in the **Title** box and click **Save**. Click **OK** when the confirmation message appears.

### 5. Complete the setup

Click **OK**, then it returns to **Stamp/Background** dialog box.

The registered title appears in the **Background** list.

## Deleting an Unnecessary Background

### 1. Click **Select Background...** in the **Stamp/Background** dialog box

The **Background Settings** dialog box opens.

### 2. Select the background to be deleted

Select the title of the background you want to delete from the **Backgrounds** list on the **Save settings** tab, and then click **Delete**.

Click **OK** when the confirmation message appears.

### 3. Complete the setup

Click **OK**, then it returns to **Stamp/Background** dialog box.

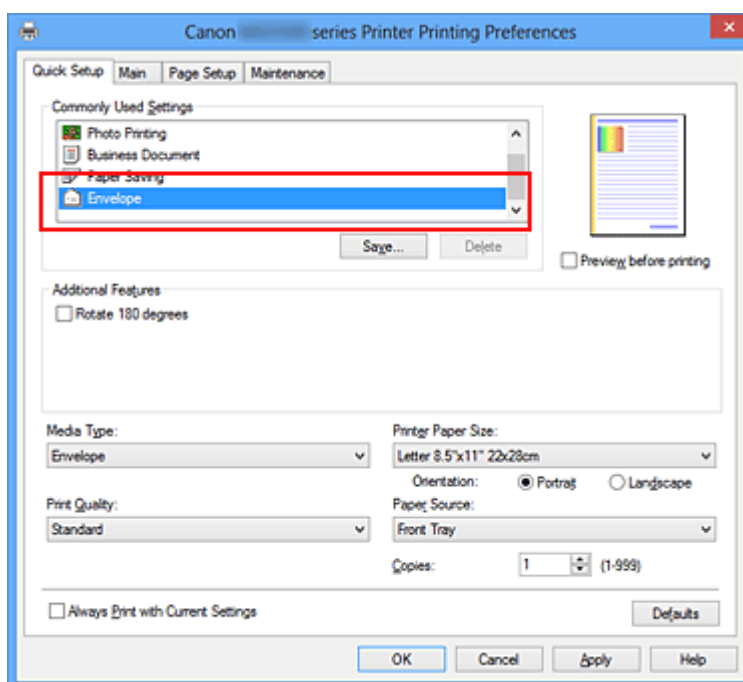
# Setting Up Envelope Printing

If you are using the XPS printer driver, replace "Canon IJ Status Monitor" with "Canon IJ XPS Status Monitor" when reading this information.

The procedure for performing envelope printing is as follows:

1. Load envelope on the machine
2. Open the [printer driver setup window](#)
3. Select the media type

Select **Envelope** from **Commonly Used Settings** on the **Quick Setup** tab.

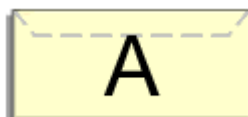


4. Select the paper size

When the **Envelope Size Setting** dialog box is displayed, select **Envelope Com 10**, **Envelope DL**, **Yougata 4 4.13"x9.25"**, or **Yougata 6 3.86"x7.48"**, and then click **OK**.

5. Set the orientation

To print the addressee horizontally, select **Landscape** for **Orientation**.



## 6. Select the print quality

Select **High** or **Standard** that matches your purpose for **Print Quality**.

## 7. Complete the setup

Click **OK**.

When you execute print, the information is printed on the envelope.

### »» Important

- When you execute envelope printing, guide messages are displayed.  
To hide the guide messages, check the **Do not show this message again** check box.  
To show the guide again, click the **View Printer Status** button on the **Maintenance** tab, and start the Canon IJ Status Monitor.  
Then click **Envelope Printing** from **Display Guide Message** of the **Option** menu to enable the setting.

# Printing on Postcards

This section describes the procedure for postcard printing.

## 1. Load postcard on the machine

## 2. Open the [printer driver setup window](#)

## 3. Select commonly used settings

Display the **Quick Setup** tab, and for **Commonly Used Settings**, select **Standard**.

## 4. Select the media type

For **Media Type**, select **Hagaki A**, **Ink Jet Hagaki**, **Hagaki K**, or **Hagaki**.

### »» Important

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

## 5. Select the paper size

For **Printer Paper Size**, select **Hagaki 100x148mm** or **Hagaki 2 200x148mm**.

### »» Important

- Return postcards can be used only when you print them from the computer.
- When printing a return postcard, always set the paper size to **Hagaki 2 200x148mm** from your application software or the printer driver.
- Do not fold the return postcard. If a crease is formed, the machine will not be able to feed the postcard properly, and this condition will cause line shifts or a paper jam.
- With return postcards, borderless printing cannot be used.

## 6. Set the print orientation

To print the address horizontally, set **Orientation** to **Landscape**.

## 7. Select the print quality

For **Print Quality**, select **High** or **Standard**, whichever best suits the purpose.

## 8. Complete the setup

Click **OK**.

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

### »» Important

- When you execute postcard printing, a guide message is displayed.

When the guide message is displayed, select **Do not show this message again** if you do not want any guide messages to be displayed.

To display guide messages again, open the **Maintenance** tab and click **View Printer Status** to start the Canon IJ status monitor.

On the **Option** menu, choose **Display Guide Message** and click **Hagaki Printing** to enable the setting.

- When printing on media other than postcards, load the media according to usage method of that media, and click **Start Printing**.

# Displaying the Print Results before Printing

If you are using the XPS printer driver, replace "Canon IJ Preview" with "Canon IJ XPS Preview" when reading this information.

You can display and check the print result before printing.

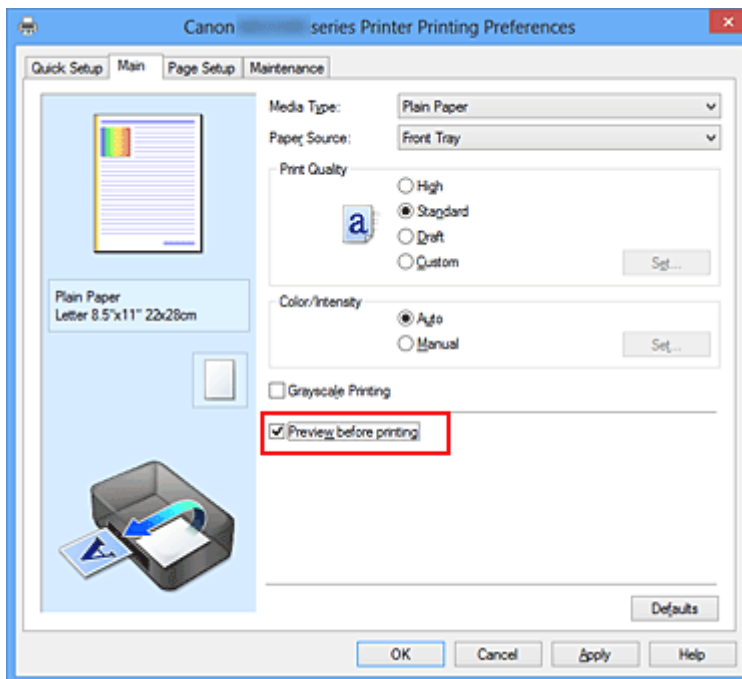
The procedure for displaying the print result before printing is as follows:

You can also set the print results display on the **Quick Setup** tab.

## 1. Open the printer driver setup window

## 2. Set the preview

Check the **Preview before printing** check box on the **Main** tab.



## 3. Complete the setup

Click **OK**.

When you execute print, the Canon IJ Preview opens and displays the print results.

## ►►► Important

- In the **Manual Color Adjustment** dialog box, the **Color Adjustment** tab contains the **Print a pattern for color adjustment** check box. When this check box is selected, the **Preview before printing** appears grayed out and is unavailable.

## Related Topic

- [Canon IJ Preview](#)



# Setting Paper Dimensions (Custom Size)

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

The procedure for specifying a custom size is as follows:

You can also set a custom size in **Printer Paper Size** on the **Quick Setup** tab.

## 1. Set the custom size in the application software

Specify the custom size in the paper size setting of your application software.

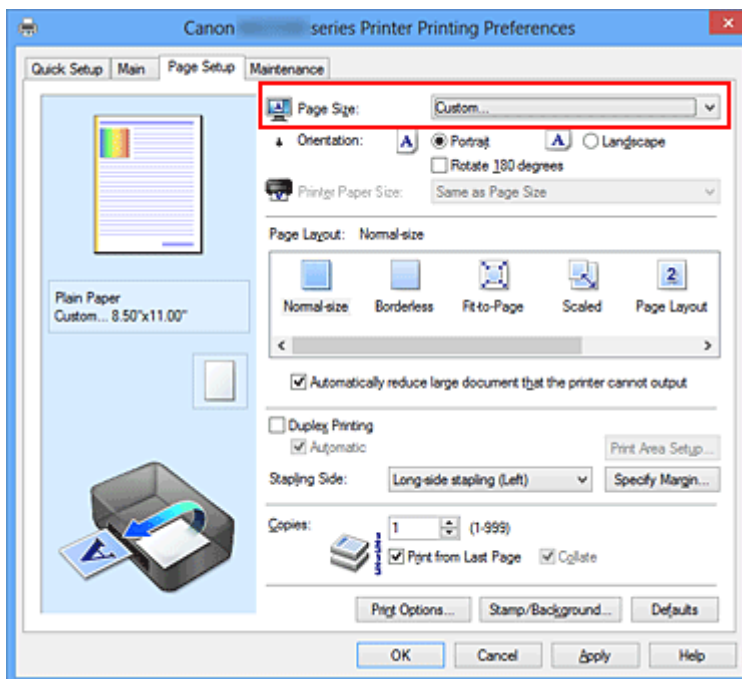
### »»» Important

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

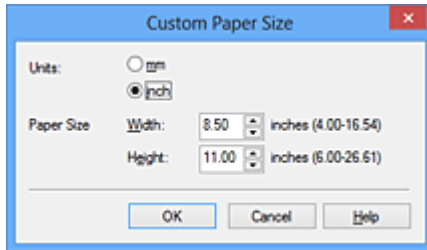
## 2. Open the [printer driver setup window](#)

## 3. Select the paper size

Select **Custom...** for **Page Size** on the **Page Setup** tab.



The **Custom Paper Size** dialog box opens.



#### 4. Set the custom paper size

Specify **Units**, and enter the **Width** and **Height** of the paper to be used. Then click **OK**.

#### 5. Complete the setup

Click **OK** on the **Page Setup** tab.

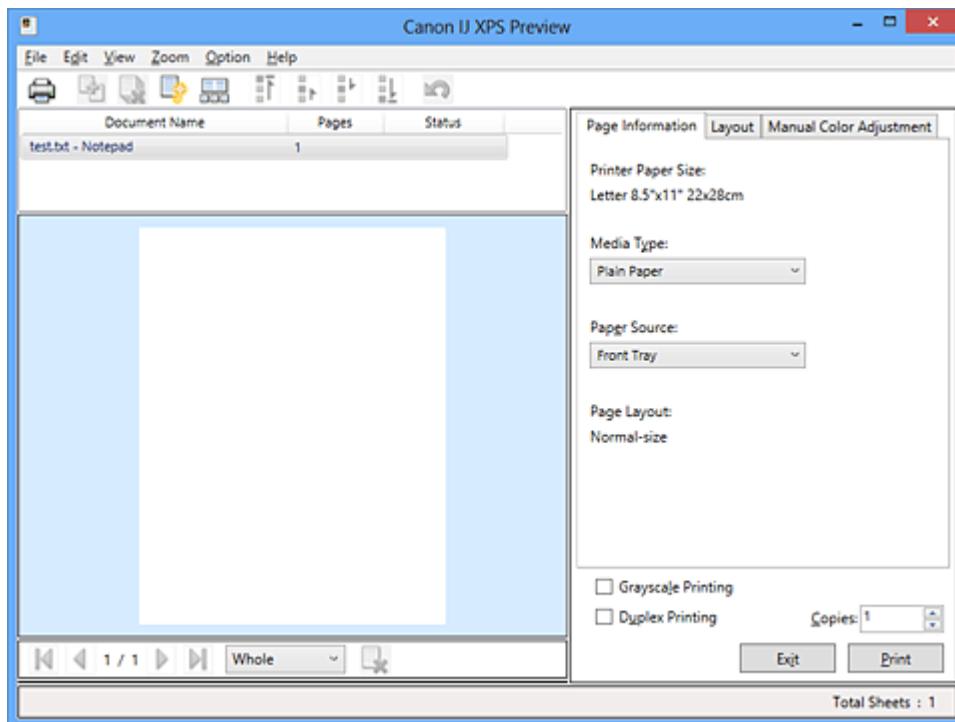
When you execute print, the data is printed with the specified paper size.

# Editing the Print Document or Reprinting from the Print History

This function is unavailable when the standard IJ printer driver is used.

In the Canon IJ XPS preview window, you can edit the print document or retrieve the document print history to print the document.

The procedure for using the Canon IJ XPS Preview is as follows:



**Print**



**Combine Documents**



**Delete Document**



**Reset Documents**



**View Thumbnails**



**Move Document**



**Undo**






**Move Page**



**Delete Page**

## »» Note

- Click  **View Thumbnails** to view all print pages of the print document selected from the **Document Name** list.  
To hide the print pages, click  **View Thumbnails** again.
- Clicking  **Undo** reverses the change that just performed.

## Editing and Printing a Print Document

When printing multiple documents or pages, you can combine documents, change the print sequence of the documents or pages, or delete documents or pages.

### 1. Open the [printer driver setup window](#)

### 2. Set the preview

Check the **Preview before printing** check box on the **Main** tab.

### 3. Complete the setup

Click **OK**.

The Canon IJ XPS Preview will start and the print result will be displayed before printing.

### 4. Editing print documents and print pages

#### • **Combining print documents**

You can combine multiple print documents to form a single document.

To select multiple print documents, hold down the Ctrl key and click the documents to be merged, or hold down the Shift key and press the upper arrow or lower arrow key.

You can also click a blank area in the document list and drag the mouse to select multiple documents.

By combining print documents, you can prevent blank pages from being inserted when you execute duplex printing or page layout printing.

From the **Document Name** list, select the documents to be combined. On the **Edit** menu, select **Combine Documents** from **Documents** to combine the documents in the listed sequence. When you combine documents, the documents selected before the combining are deleted from the list and the combined document is added to the list.

#### • **Changing the sequence of print documents or print pages**

- To change the sequence of the print documents, go to the **Document Name** list, and select the print document to be moved. Next, on the **Edit** menu, select **Move Document** from **Documents**, and select the appropriate item. You can also click and drag a print document to change the print sequence.

- To change the sequence of the print pages, click **View Thumbnails** from the **Option** menu, and select the print page to be moved. Next, on the **Edit** menu,

select **Move Page** from **Pages**, and select the appropriate item. You can also click and drag a print page to change the print sequence.

- **Deleting print documents and print pages**

- To delete a print document, select the target document from the **Document Name** list, and on the **Edit** menu, choose **Documents** and then **Delete Document**.
- To delete a print page, click **View Thumbnails** from the **Option** menu, and select the print page to be deleted. Next, on the **Edit** menu, select **Delete Page** from **Pages**.

- **Print page recovery**

You can recover pages that were deleted with **Delete Page**.

To recover pages, select the **View Deleted Pages** check box from the **Option** menu, and select the pages to be recovered from among the displayed thumbnail pages. Then from the **Edit** menu chose **Pages** and then **Restore Page**.

After editing the print documents or print pages, you can change the print settings on the **Page Information**, **Layout** and **Manual Color Adjustment** tabs as necessary.

### »» Important

- To display the multiple documents in the list, open the preview and execute print again.
- To return the print documents to their original condition before they were edited in the preview, on the **Edit** menu, select **Reset Documents** from **Documents**.
- If the documents to be combined have different print settings, a message may be displayed.

Check the contents of the displayed message before combining the documents.

- If the documents to be combined have different output paper sizes and duplex printing or page layout printing is to be performed, the printer may not produce the expected print results for certain print pages.

Check the preview before printing.

- Depending on the print settings of the print document, some functions may not be available in the Canon IJ XPS preview.

### »» Note

- You can rename **Document Name** to any name.

## 5. Executing print

Click **Print**.

When you execute print, the printer uses the specified settings to print the data.

## Reprinting from the Print History

When you click **Save Print History** on the **File** menu to enable the setting, the document printed from the preview is saved, and you can reprint the document with the same settings.

### 1. Displaying the print history

Open the [printer driver setup window](#). Then on the **Maintenance** tab, select **View Print History**.

The saved print document is displayed in the preview.

#### »» Important

- To limit the number of print history registrations, click **History Entry Limit** on the **File** menu.
- If the limit on the number of registration is exceeded, the print history registrations are deleted starting from the oldest one.

### 2. Selecting a print document

From the **Document Name** list, select the document to be printed.

### 3. Executing print

Click **Print**.

## Related Topic

- [Displaying the Print Results before Printing](#)

# Changing the Print Quality and Correcting Image Data

- Setting the Print Quality Level (Custom)
- Printing a Color Document in Monochrome
- Specifying Color Correction
- Optimal Photo Printing of Image Data
- Adjusting Colors with the Printer Driver
- Printing with ICC Profiles
- Interpreting the ICC Profile
- Adjusting Color Balance
- Adjusting Color Balance Using Sample Patterns (Printer Driver)
- Adjusting Brightness
- Adjusting Intensity
- Adjusting Contrast
- Adjusting Intensity/Contrast Using Sample Patterns (Printer Driver)

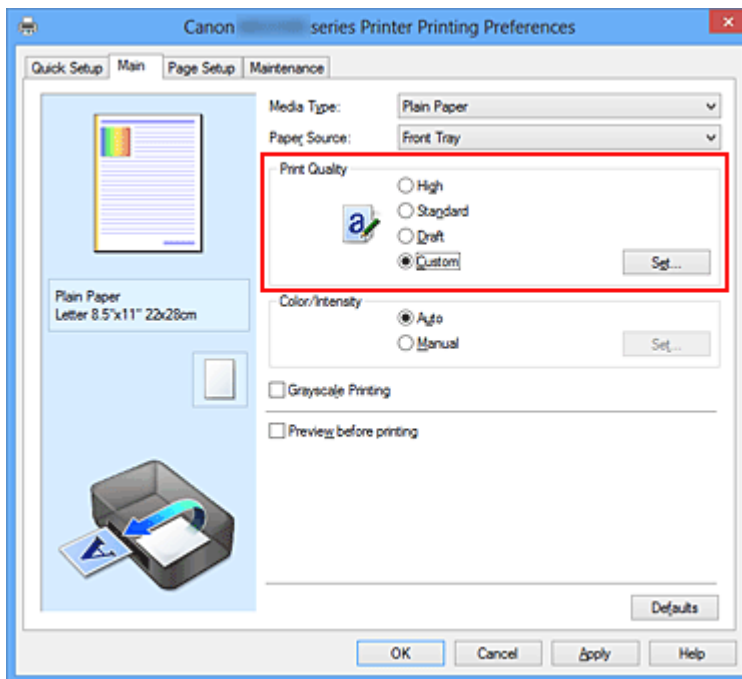
# Setting the Print Quality Level (Custom)

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

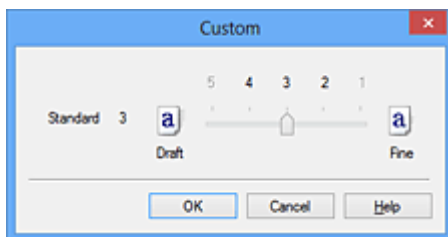
The procedure for setting the print quality level is as follows:

1. Open the [printer driver setup window](#)
2. Select the print quality

On the **Main** tab, select **Custom** for **Print Quality**, and click **Set...**



The **Custom** dialog box opens.



3. Setting the print quality level

Drag the slider bar to select the print quality level and click **OK**.

4. Complete the setup

Click **OK** on the **Main** tab.

When you execute print, the image data is printed with the selected print quality level.



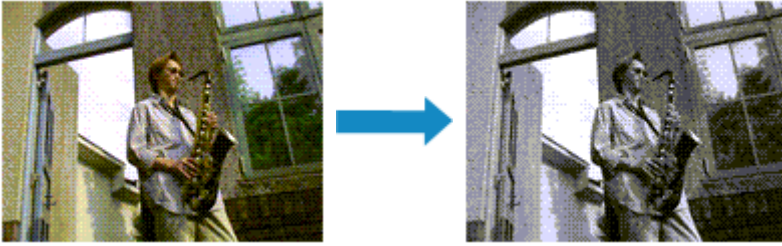
## »» Important

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

### Related Topics

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

# Printing a Color Document in Monochrome



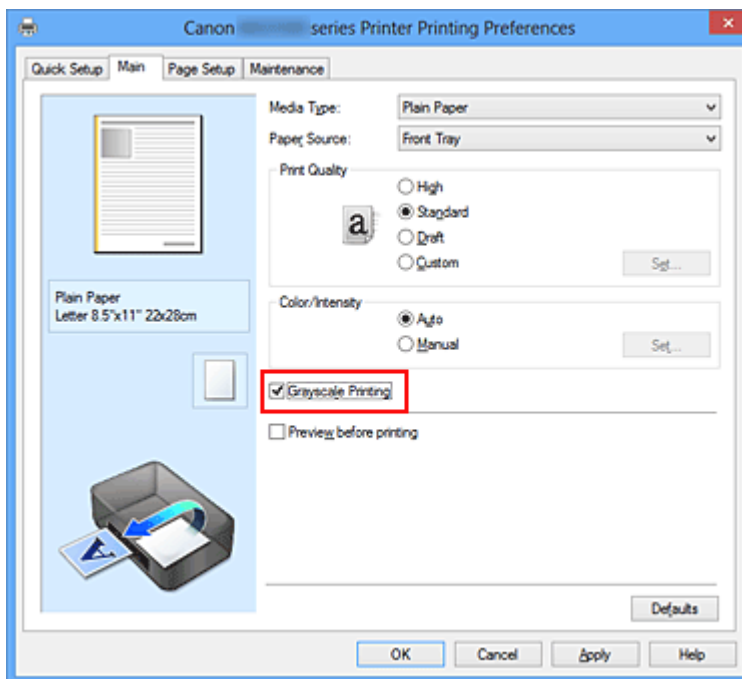
The procedure for printing a color document in monochrome is as follows:

You can also set a grayscale printing in **Additional Features** on the **Quick Setup** tab.

1. Open the [printer driver setup window](#)

2. Set grayscale printing

Check the **Grayscale Printing** check box on the **Main** tab.



3. Complete the setup

Click **OK**.

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

## »» Important

- When the **Grayscale Printing** check box is checked, the printer driver processes image data as sRGB data. In this case, actual colors printed may differ from those in the original image data.

When using the grayscale printing function to print Adobe RGB data, convert the data to sRGB data using an application software.

---

▶▶ **Note**

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

# Specifying Color Correction

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

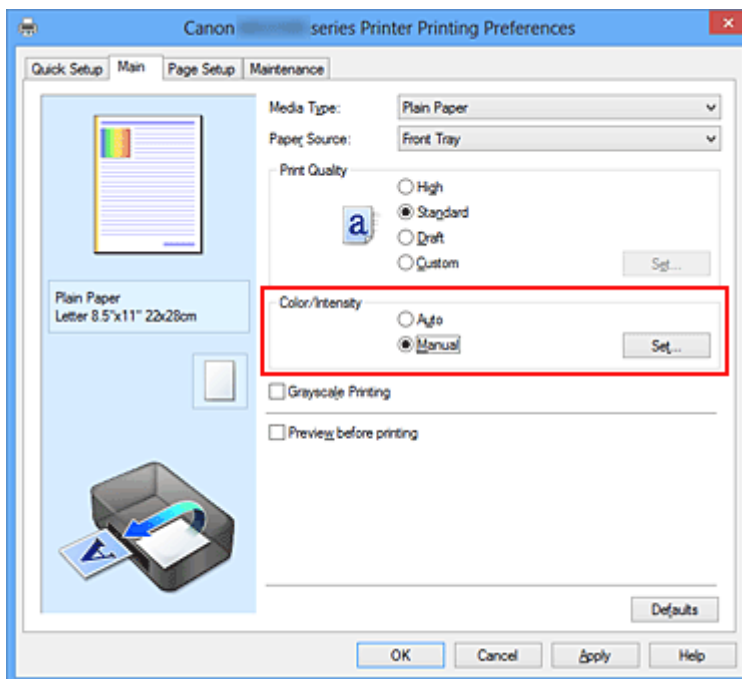
When you want to print by using the color space (Adobe RGB or sRGB) of the image data effectively, select **ICM (ICC Profile Matching)**. When you want to use an application software to specify a printing ICC profile, select **None**.

The procedure for specifying color correction is as follows:

You can also set color correction on the **Quick Setup** tab by choosing **Photo Printing** under **Commonly Used Settings**, and then choosing **Color/Intensity Manual Adjustment** under **Additional Features**.

1. Open the [printer driver setup window](#)
2. Select the manual color adjustment

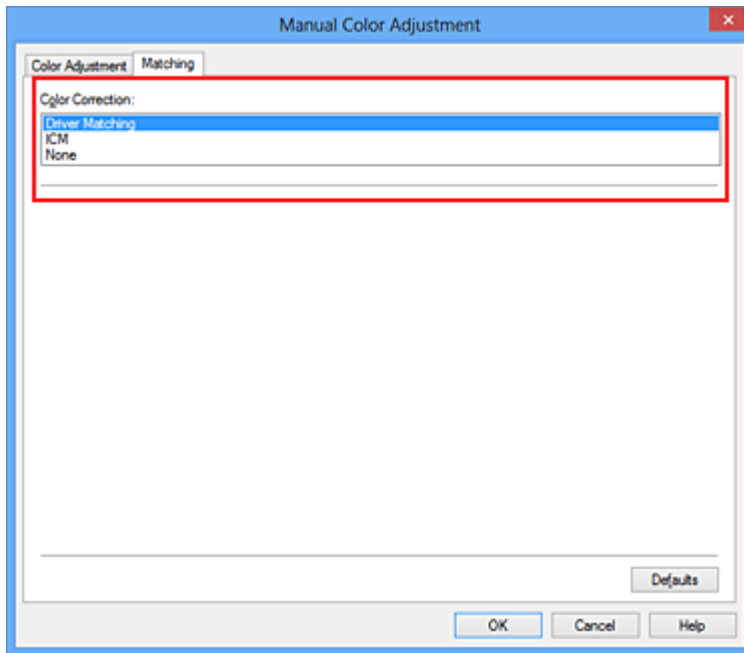
On the **Main** tab, select **Manual** for **Color/Intensity**, and click **Set....**



The **Manual Color Adjustment** dialog box opens.

3. Select color correction

Click **Matching** tab, select **Color Correction** setting that matches your purpose from the following, and click **OK**.



### Driver Matching

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

### ICM (ICC Profile Matching)

Adjusts the colors by using an ICC profile when printing.  
Specify the input profile or rendering intent to be used.

### None

The printer driver does not perform color correction. Select this value when you are specifying an individually created printing ICC profile or a printing ICC profile for special Canon paper in an application software to print data.

## 4. Complete the setup

Click **OK** on the **Main** tab.

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

### »»» Important

- When ICM is disabled in the application software, **ICM** is unavailable for **Color Correction** and the printer may not be able to print the image data properly.
- When the **Grayscale Printing** check box on the **Main** tab is checked, **Color Correction** appears grayed out and is unavailable.

## Related Topics

- [Optimal Photo Printing of Image Data](#)

- Adjusting Colors with the Printer Driver
- Printing with ICC Profiles
- Interpreting the ICC Profile

# Optimal Photo Printing of Image Data

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

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

## Color Management

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

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

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

## Selecting a Printing Method Suited to the Image Data

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

There are two typical printing methods.

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

### Adjusting Colors with the Printer Driver

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

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

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

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

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

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

## **Printing with ICC Profiles**

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

You can print with a common color space by setting up the application software and the printer driver so that the color management matches the input ICC profile of the image data. The method for setting up the printer driver differs depending on the application software to be used.

## **Related Topic**

- [Interpreting the ICC Profile](#)



# Adjusting Colors with the Printer Driver

You can specify the color correction function of the printer driver to print sRGB data with color tints that most people prefer through the use of Canon Digital Photo Color. When printing from an application software that can identify ICC profiles and allows you to specify them, use a printing ICC profile in the application software, and select settings for color management.

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

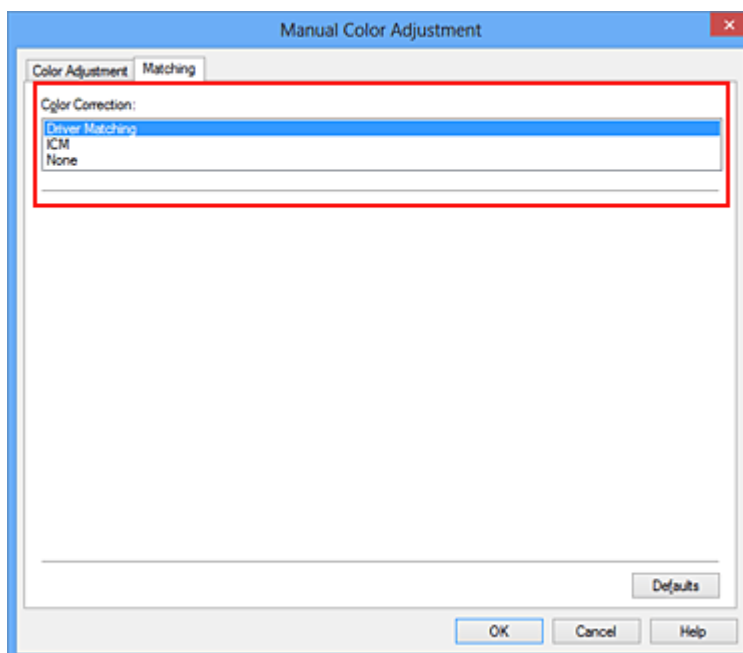
1. Open the [printer driver setup window](#)

2. Select the manual color adjustment

On the **Main** tab, select **Manual** for **Color/Intensity**, and click **Set...**  
The **Manual Color Adjustment** dialog box opens.

3. Select color correction

Click **Matching** tab, and select **Driver Matching** for **Color Correction**.



4. Set the other items

If necessary, click **Color Adjustment** tab, and adjust the color balance (**Cyan**, **Magenta**, **Yellow**) and adjust **Brightness**, **Intensity**, and **Contrast** settings, and then click **OK**.

5. Complete the setup

Click **OK** on the **Main** tab.

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

## **Related Topics**

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

# Printing with ICC Profiles

When the image data has a specified input ICC profile, you can print by using the color space (Adobe RGB or sRGB) of the data effectively.

The printer driver setting procedure varies depending on the application software used to print.

## Specify an ICC Profile from the Application Software and Print the Data

When you print the editing and touch-up results of Adobe Photoshop, Canon Digital Photo Professional, or any application software that allows you to specify input and printing ICC profiles, you print by effectively using the color space of the input ICC profile specified in the image data.

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

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

For instructions, refer to the manual of the application software you are using.

1. Open the [printer driver setup window](#)

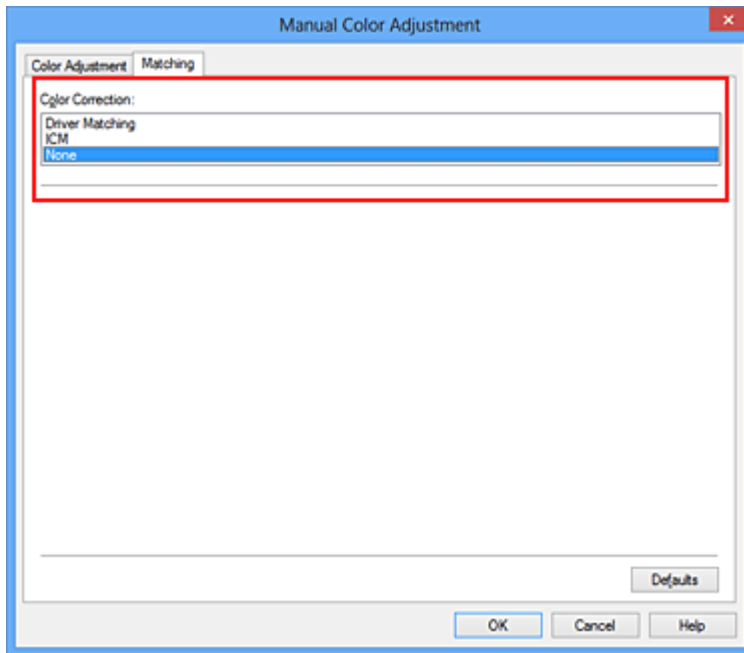
2. Select the manual color adjustment

On the **Main** tab, select **Manual** for **Color/Intensity**, and click **Set...**

The **Manual Color Adjustment** dialog box opens.

3. Select color correction

Click **Matching** tab, and select **None** for **Color Correction**.



#### 4. Set the other items

If necessary, click **Color Adjustment** tab, and adjust the color balance (**Cyan**, **Magenta**, **Yellow**) and adjust **Brightness**, **Intensity**, and **Contrast** settings, and then click **OK**.

#### 5. Complete the setup

Click **OK** on the **Main** tab.

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

### Specify an ICC Profile with the Printer Driver, and then Print

Print from an application software that cannot identify input ICC profiles or does allow you to specify one by using the color space of the input ICC profile (sRGB) found in the data. When printing Adobe RGB data, you can print the data with the Adobe RGB color space even if the application software does not support Adobe RGB.

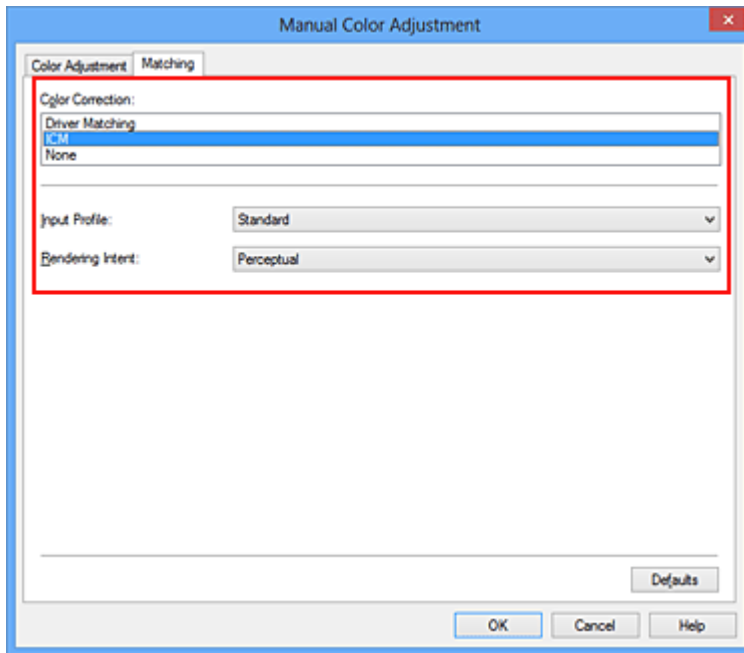
#### 1. Open the [printer driver setup window](#)

#### 2. Select the manual color adjustment

On the **Main** tab, select **Manual** for **Color/Intensity**, and click **Set...**  
The **Manual Color Adjustment** dialog box opens.

#### 3. Select color correction

Click **Matching** tab, and select **ICM (ICC Profile Matching)** for **Color Correction**.



#### 4. Select the input profile

Select an **Input Profile** that matches the color space of the image data.

- **For sRGB data or data without an input ICC profile:**  
Select **Standard**.
- **For Adobe RGB data:**  
Select **Adobe RGB (1998)**.

#### »»» Important

- When the application software specifies an input profile, the input profile setting of the printer driver becomes invalid.
- When no input ICC profiles are installed on your computer, **Adobe RGB (1998)** will not be displayed.

#### 5. Select the rendering intent

Select the coloring adjustment method in **Rendering Intent**.

- **Saturation**  
This method reproduces images even more vividly than the **Perceptual** method.
- **Perceptual**  
This method reproduces images by focusing on color tints that most people prefer. Select this method to print photos.
- **Relative Colorimetric**

When image data is converted to the color space of the printer, this method converts the image data so the color reproduction approximates the shared color regions. Select this method to print image data with colors that are close to the original colors.

- **Absolute Colorimetric**

When **Relative Colorimetric** is selected, white spots are reproduced as white spots of the paper (background color). However, when **Absolute Colorimetric** is selected, how the white spots are reproduced depends on the image data.

### »» Important

- When Windows XP SP2 or Windows XP SP3 is used, this function is disabled.

## 6. Set the other items

If necessary, click **Color Adjustment** tab, and adjust the color balance (**Cyan, Magenta, Yellow**) and adjust **Brightness, Intensity,** and **Contrast** settings, and then click **OK**.

## 7. Complete the setup

Click **OK** on the **Main** tab.

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

## Related Topics

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

## Interpreting the ICC Profile

When you need to specify the machine profile, select the ICC profile for the paper to print on.

The ICC profiles installed for this machine appear as follows.

Canon XXXXX PR 1  
(1) (2) (3)

- (1) is the model name of the printer.
- (2) is the media type. This notation corresponds to the following media type:

GL: Photo Paper Plus Glossy II

PT: Photo Paper Pro Platinum

SG/LU: Photo Paper Plus Semi-gloss / Photo Paper Pro Luster

MP: Matte Photo Paper

- (3) is the print quality.  
The print quality is divided into 5 levels, ranging from high speed to high quality. As the number decreases, the print quality becomes higher. This value corresponds to the slider bar position in the **Custom** dialog box of the printer driver.

# Adjusting Color Balance

You can adjust the color tints when printing.

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

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



No adjustment Adjust color balance

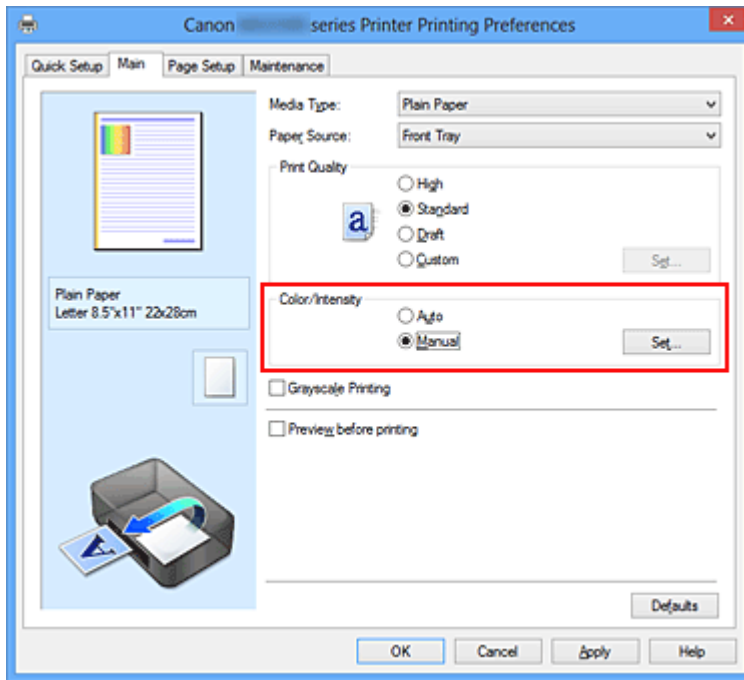
The procedure for adjusting color balance is as follows:

You can also set color balance on the **Quick Setup** tab by choosing **Photo Printing** under **Commonly Used Settings**, and then choosing **Color/Intensity Manual Adjustment** under **Additional Features**.

1. Open the [printer driver setup window](#)
2. Select the manual color adjustment

On the **Main** tab, select **Manual** for **Color/Intensity**, and click **Set....**





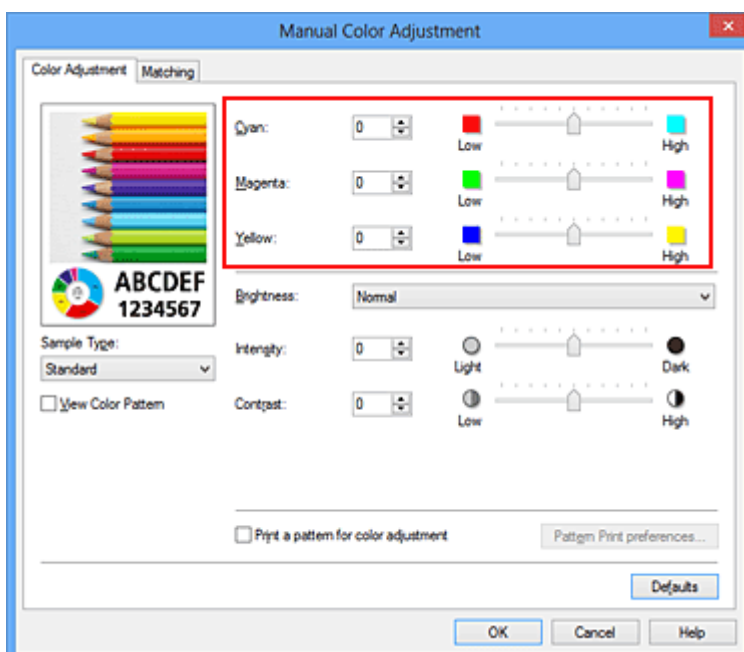
The **Manual Color Adjustment** dialog box opens.

### 3. Adjust color balance

There are individual sliders for **Cyan**, **Magenta**, and **Yellow**. Each color becomes stronger when the corresponding slider is moved to the right, and becomes weaker when the corresponding slider is moved to the left. For example, when cyan becomes weaker, the color red becomes stronger.

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

After adjusting each color, click **OK**.



## »» Important

- Adjust the slider gradually.

### 4. Complete the setup

Click **OK** on the **Main** tab.

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

## »» Important

- When the **Grayscale Printing** check box on the **Main** tab is checked, the color balance (**Cyan, Magenta, Yellow**) appear grayed out and are unavailable.

## Related Topics

- [Setting the Print Quality Level \(Custom\)](#)
- [Specifying Color Correction](#)
- [Adjusting Color Balance Using Sample Patterns \(Printer Driver\)](#)
- [Adjusting Brightness](#)
- [Adjusting Intensity](#)
- [Adjusting Contrast](#)
- [Adjusting Intensity/Contrast Using Sample Patterns \(Printer Driver\)](#)

# Adjusting Color Balance Using Sample Patterns (Printer Driver)

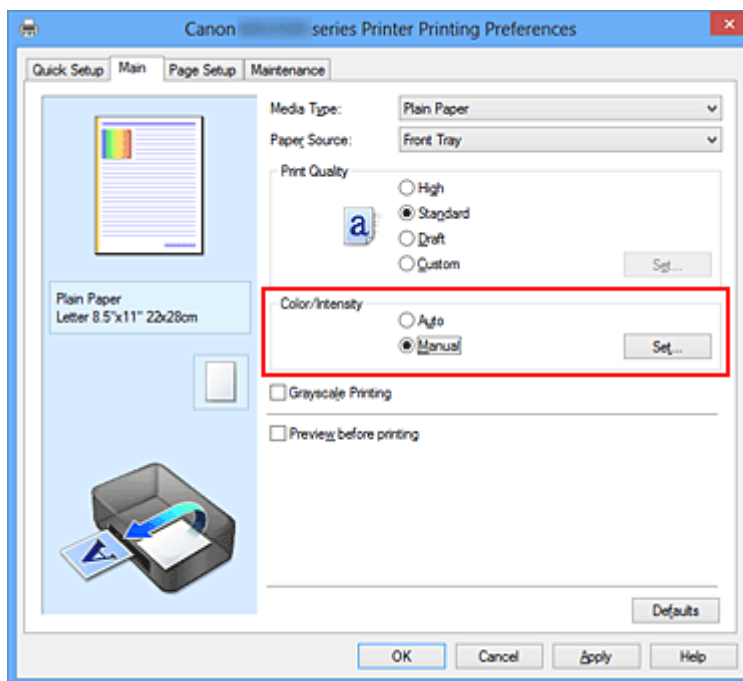
You can look at the print results of pattern print and adjust the color balance.

When you change the color balance or intensity/contrast of a document, the pattern print function prints the adjustment results in a list, together with the adjustment values.

Described below is the procedure for adjusting the color balance while looking at the pattern.

1. Open the [printer driver setup window](#)
2. Select the manual color adjustment

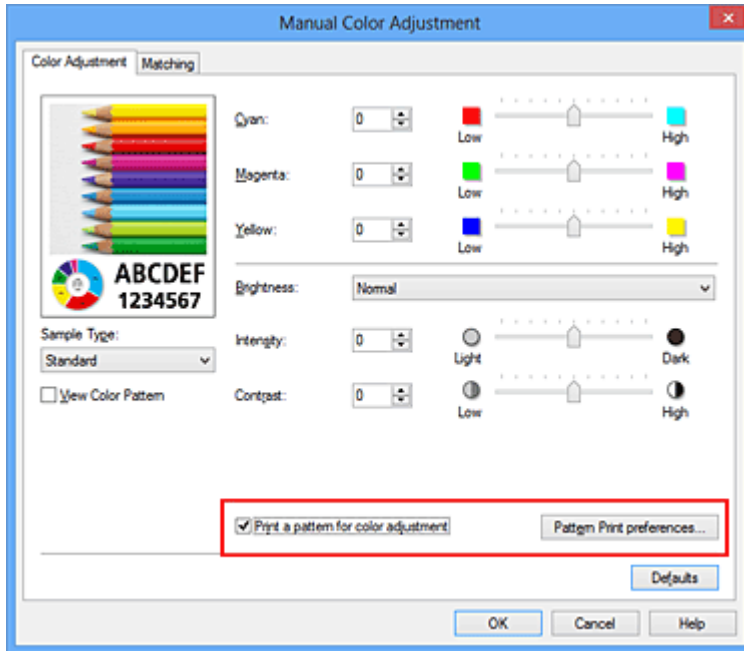
On the **Main** tab, select **Manual** for **Color/Intensity**, and click **Set...**



The **Manual Color Adjustment** dialog box opens.

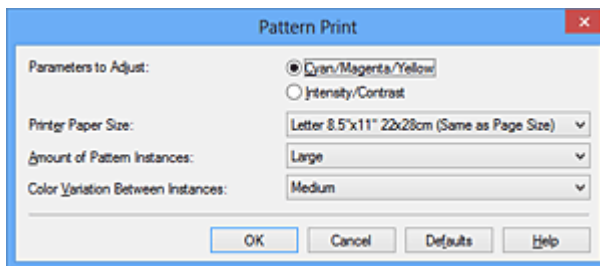
3. Selecting pattern print

On the **Color Adjustment** tab, select the **Print a pattern for color adjustment** check box, and click **Pattern Print preferences....**



#### 4. Setting pattern print

When the **Pattern Print** dialog box opens, set the following items, and then click **OK**.



#### Parameters to Adjust

Select **Cyan/Magenta/Yellow**.

#### »»» Important

- When the **Grayscale Printing** check box on the **Main** tab is checked, **Cyan/Magenta/Yellow** appear grayed out and are unavailable.

#### Printer Paper Size

Select the paper size to be used for pattern printing.

#### »»» Note

- Depending on the paper size selected on the **Page Setup** tab, there may be sizes that cannot be selected.

#### Amount of Pattern Instances

Select **Largest**, **Large**, or **Small** to set the number of patterns to be printed.

## ►► Note

- **Largest** and **Large** cannot be selected when certain paper sizes or output paper sizes are selected.

## Color Variation Between Instances

Set the amount of color change between neighboring patterns.

## ►► Note

- **Large** is about double the size of **Medium**, and **Small** is about half the size of **Medium**.

## 5. Checking the print results of pattern print

On the **Color Adjustment** tab, select **OK** to close the **Manual Color Adjustment** dialog box.

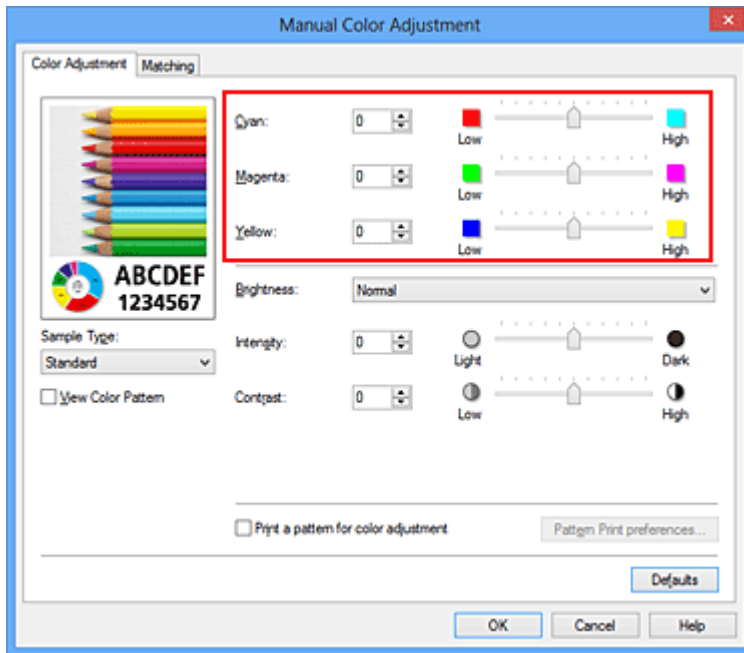
On the **Main** tab, select **OK**, and then execute printing. The machine then prints a pattern in which the color balance that you set is the center value.



## 6. Adjusting the color balance

Look at the print results and select the image that you like best. Then enter the color balance numbers indicated at the bottom of that image into the **Cyan**, **Magenta**, and **Yellow** fields on the **Color Adjustment** tab.

Clear the **Print a pattern for color adjustment** check box, and click **OK**.



### ►►► Note

- You can also set color balance on the **Quick Setup** tab by choosing **Photo Printing** under **Commonly Used Settings**, and then choosing **Color/Intensity Manual Adjustment** under **Additional Features**.

## 7. Complete the setup

Click **OK** on the **Main** tab.

Then when you execute printing, the document is printed with the color balance that was adjusted by the pattern print function.

### ►►► Important

- When **Print a pattern for color adjustment** is selected on the **Color Adjustment** tab, the following items are grayed out and cannot be set:
  - **Preview before printing** on the **Main** tab
  - **Stapling Side** and **Specify Margin...** on the **Page Setup** tab (When **Duplex Printing** is set, only **Stapling Side** can be set.)
- You can print a pattern only if the **Page Layout** setting on the **Page Setup** tab is **Normal-size** or **Borderless**.
- When the **Grayscale Printing** check box on the **Main** tab is checked, **Cyan**, **Magenta**, and **Yellow** appear grayed out and are unavailable.
- Depending on your application software, this function may not be available.

## Related Topics

- [Adjusting Color Balance](#)
- [Adjusting Intensity](#)

- Adjusting Contrast
- Adjusting Intensity/Contrast Using Sample Patterns (Printer Driver)

# Adjusting Brightness

You can change the brightness of the overall image data during printing.

This function does not change pure white or pure black but it changes the brightness of the intermediate colors.

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



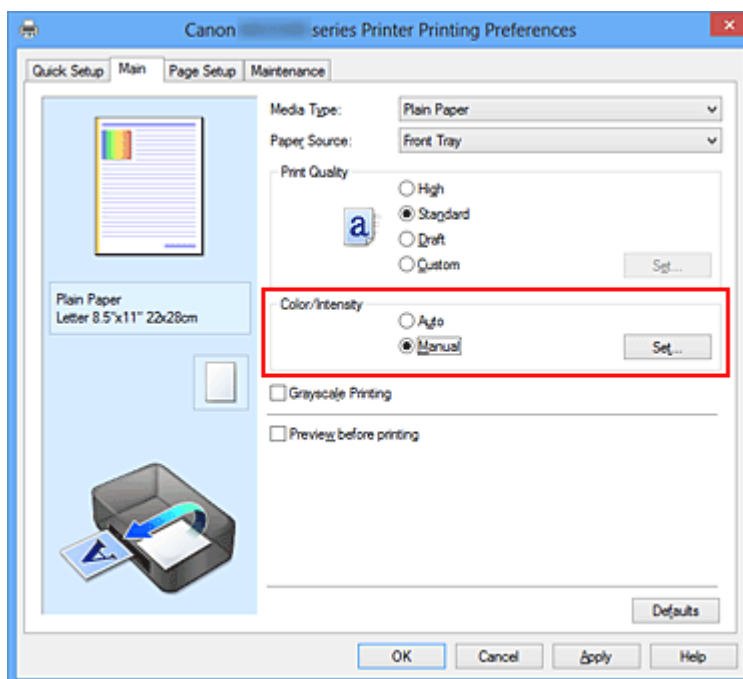
**Light** is selected    **Normal** is selected    **Dark** is selected

The procedure for adjusting brightness is as follows:

You can also set brightness on the **Quick Setup** tab by choosing **Photo Printing** under **Commonly Used Settings**, and then choosing **Color/Intensity Manual Adjustment** under **Additional Features**.

1. Open the [printer driver setup window](#)
2. Select the manual color adjustment

On the **Main** tab, select **Manual** for **Color/Intensity**, and click **Set...**

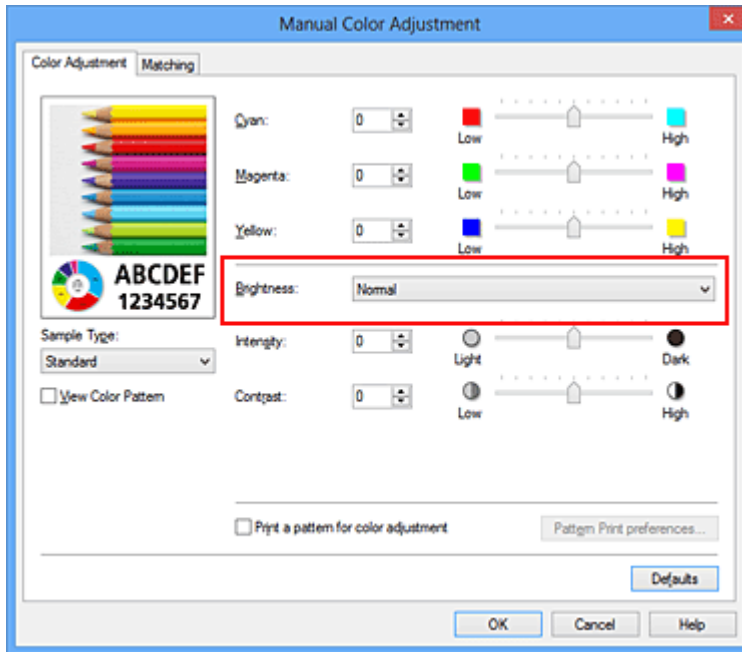


The **Manual Color Adjustment** dialog box opens.

3. Specify the brightness



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



#### 4. Complete the setup

Click **OK** on the **Main** tab.

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

### Related Topics

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

# Adjusting Intensity

You can dilute (brighten) or intensify (darken) the colors of the overall image data during printing.

The following sample shows the case when the intensity is increased so that all colors become more intense when the image data is printed.



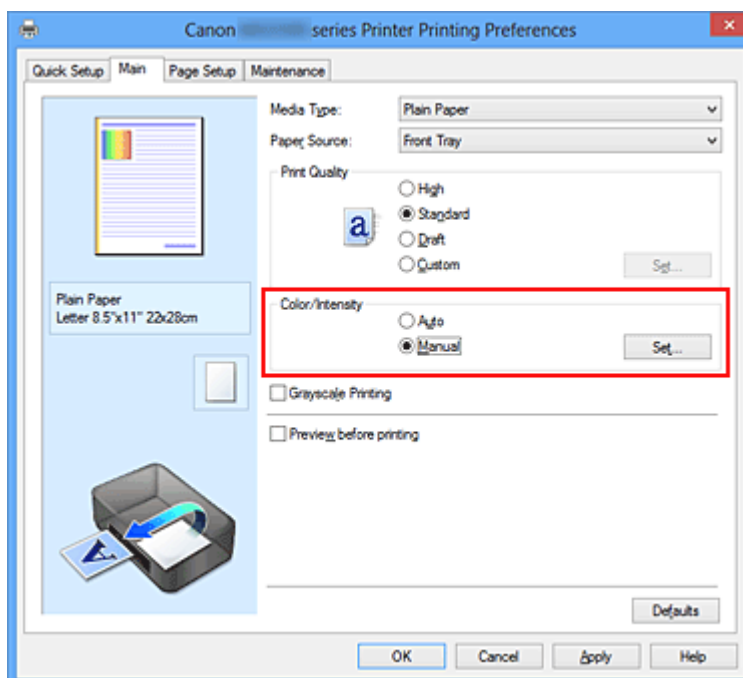
No adjustment      Higher intensity

The procedure for adjusting intensity is as follows:

You can also set intensity on the **Quick Setup** tab by choosing **Photo Printing** under **Commonly Used Settings**, and then choosing **Color/Intensity Manual Adjustment** under **Additional Features**.

1. Open the [printer driver setup window](#)
2. Select the manual color adjustment

On the **Main** tab, select **Manual** for **Color/Intensity**, and click **Set...**



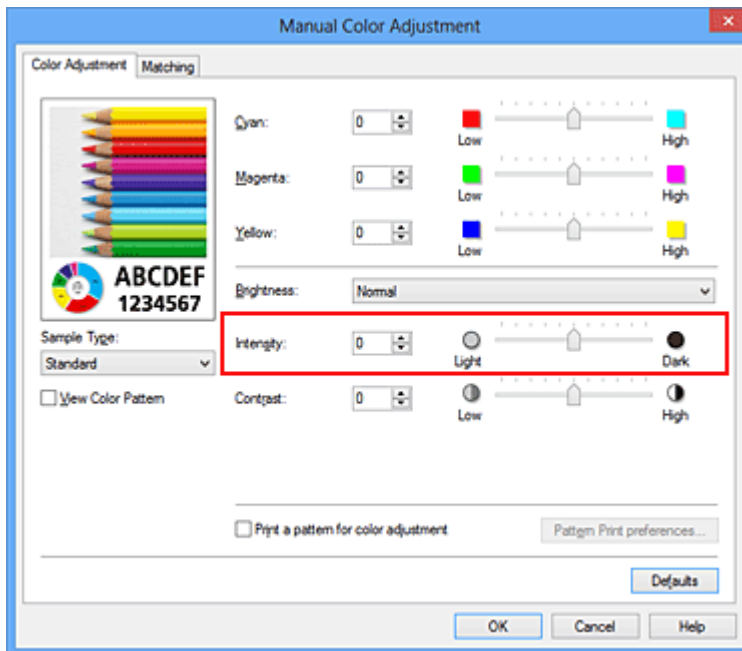
The **Manual Color Adjustment** dialog box opens.

3. Adjust intensity

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

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

After adjusting each color, click **OK**.



### ►►► Important

- Adjust the slider gradually.

#### 4. Complete the setup

Click **OK** on the **Main** tab.

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

### Related Topics

- [Setting the Print Quality Level \(Custom\)](#)
- [Specifying Color Correction](#)
- [Adjusting Color Balance](#)
- [Adjusting Color Balance Using Sample Patterns \(Printer Driver\)](#)
- [Adjusting Brightness](#)
- [Adjusting Contrast](#)
- [Adjusting Intensity/Contrast Using Sample Patterns \(Printer Driver\)](#)

# Adjusting Contrast

You can adjust the image contrast during printing.

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



No adjustment    Adjust the contrast

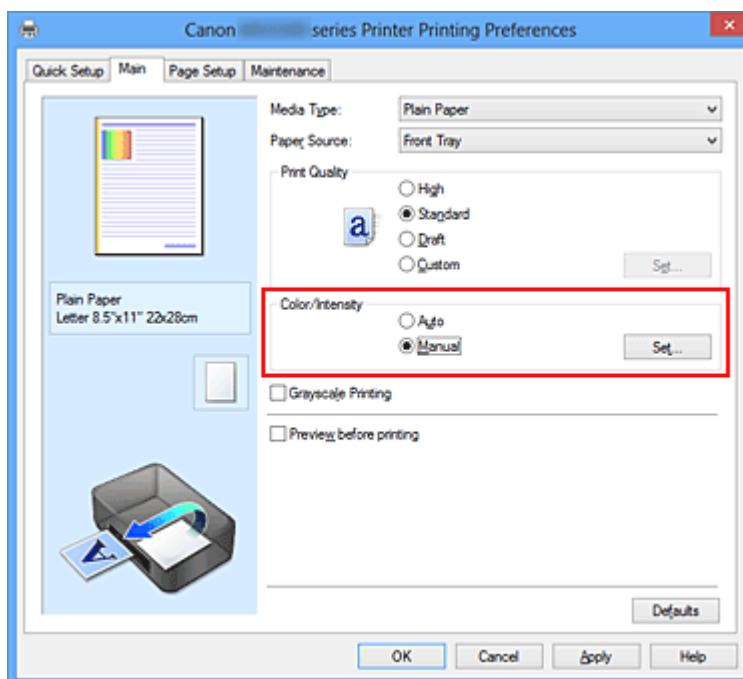
The procedure for adjusting contrast is as follows:

You can also set contrast on the **Quick Setup** tab by choosing **Photo Printing** under **Commonly Used Settings**, and then choosing **Color/Intensity Manual Adjustment** under **Additional Features**.

1. Open the [printer driver setup window](#)

2. Select the manual color adjustment

On the **Main** tab, select **Manual** for **Color/Intensity**, and click **Set...**



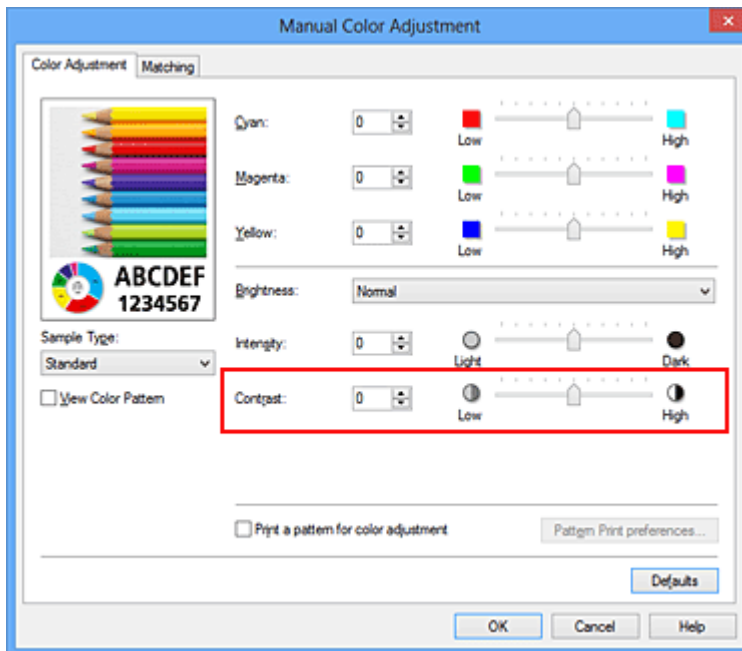
The **Manual Color Adjustment** dialog box opens.

3. Adjust the contrast

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

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

After adjusting each color, click **OK**.



### ►►► Important

- Adjust the slider gradually.

## 4. Complete the setup

Click **OK** on the **Main** tab.

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

## Related Topics

- [Setting the Print Quality Level \(Custom\)](#)
- [Specifying Color Correction](#)
- [Adjusting Color Balance](#)
- [Adjusting Color Balance Using Sample Patterns \(Printer Driver\)](#)
- [Adjusting Brightness](#)
- [Adjusting Intensity](#)
- [Adjusting Intensity/Contrast Using Sample Patterns \(Printer Driver\)](#)

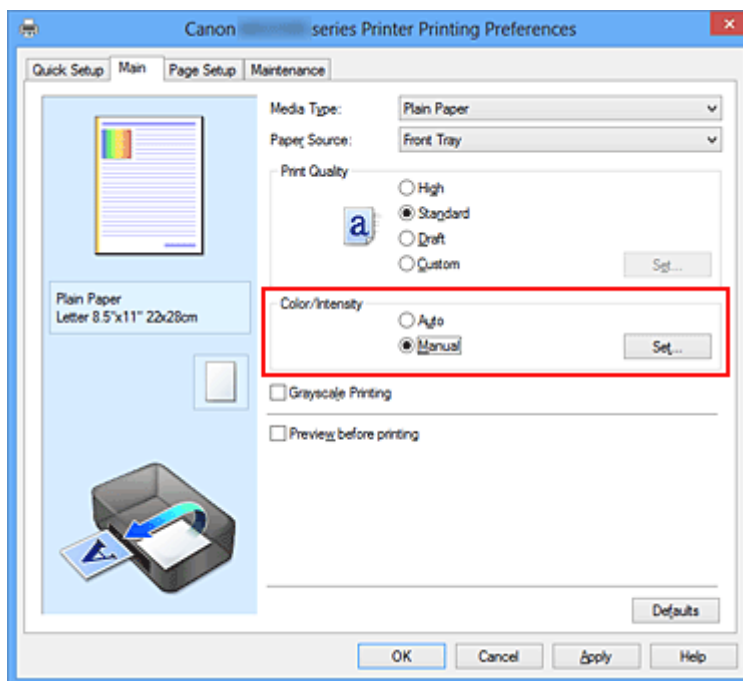
# Adjusting Intensity/Contrast Using Sample Patterns (Printer Driver)

You can look at the print results of pattern print and adjust the intensity/contrast. When you change the color balance or intensity/contrast of a document, the pattern print function prints the adjustment results in a list, together with the adjustment values.

Described below is the procedure for adjusting the intensity/contrast while looking at the pattern.

1. Open the [printer driver setup window](#)
2. Select the manual color adjustment

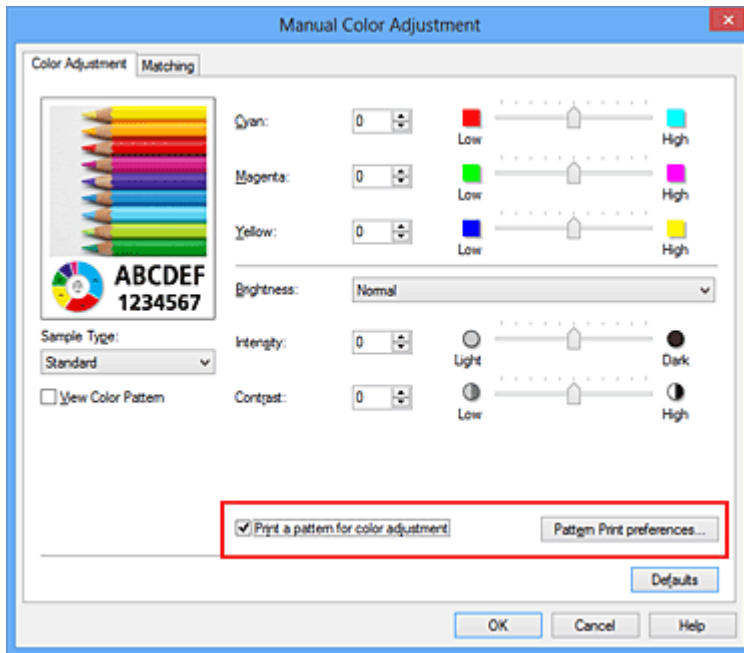
On the **Main** tab, select **Manual** for **Color/Intensity**, and click **Set...**



The **Manual Color Adjustment** dialog box opens.

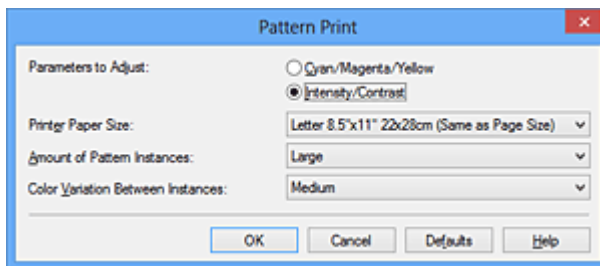
3. Selecting pattern print

On the **Color Adjustment** tab, select the **Print a pattern for color adjustment** check box, and click **Pattern Print preferences....**



#### 4. Setting pattern print

When the **Pattern Print** dialog box opens, set the following items, and then click **OK**.



#### Parameters to Adjust

Select **Intensity/Contrast**.

#### Printer Paper Size

Select the paper size to be used for pattern printing.

#### »»» Note

- Depending on the paper size selected on the **Page Setup** tab, there may be sizes that cannot be selected.

#### Amount of Pattern Instances

Select **Largest**, **Large**, or **Small** to set the number of patterns to be printed.

#### »»» Note

- **Largest** and **Large** cannot be selected when certain paper sizes or output paper sizes are selected.

## Color Variation Between Instances

Set the amount of color change between neighboring patterns.

### ►►► Note

- **Large** is about double the size of **Medium**, and **Small** is about half the size of **Medium**.

## 5. Checking the print results of pattern print

On the **Color Adjustment** tab, select **OK** to close the **Manual Color Adjustment** dialog box.

On the **Main** tab, select **OK**, and then execute printing. The machine then prints a pattern in which the intensity/contrast that you set is the center value.

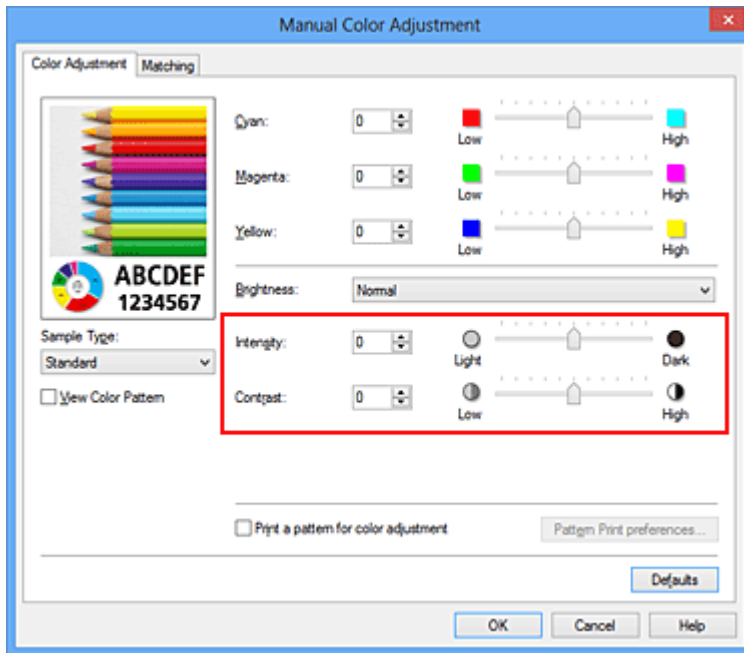


## 6. Adjusting the intensity/contrast

Look at the print results and select the image that you like best. Then enter the intensity/contrast numbers indicated at the bottom of that image into the **Intensity** and **Contrast** fields on the **Color Adjustment** tab.

Clear the **Print a pattern for color adjustment** check box, and click **OK**.





## ►►► Note

- You can also set intensity/contrast on the **Quick Setup** tab by choosing **Photo Printing** under **Commonly Used Settings**, and then choosing **Color/Intensity Manual Adjustment** under **Additional Features**.

## 7. Complete the setup

Click **OK** on the **Main** tab.

Then when you execute printing, the document is printed with the intensity/contrast that was adjusted by the pattern print function.

## ►►► Important

- When **Print a pattern for color adjustment** is selected on the **Color Adjustment** tab, the following items are grayed out and cannot be set:
  - **Preview before printing** on the **Main** tab
  - **Stapling Side** and **Specify Margin...** on the **Page Setup** tab (When **Duplex Printing** is set, only **Stapling Side** can be set.)
- You can print a pattern only if the **Page Layout** setting on the **Page Setup** tab is **Normal-size** or **Borderless**.
- Depending on your application software, this function may not be available.

## Related Topics

- [Adjusting Color Balance](#)
- [Adjusting Color Balance Using Sample Patterns \(Printer Driver\)](#)
- [Adjusting Intensity](#)
- [Adjusting Contrast](#)

# Overview of the Printer Driver

- [Canon IJ Printer Driver](#)
- [How to Open the Printer Driver Setup Window](#)
- [Canon IJ Status Monitor](#)
- [Checking the Ink Status from Your Computer](#)
- [Canon IJ Preview](#)
- [Deleting the Undesired Print Job](#)
- [Instructions for Use \(Printer Driver\)](#)

# Canon IJ Printer Driver

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

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

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

## Printer Driver Types

On Windows Vista SP1 or later, you can install the XPS printer driver in addition to the regular printer driver.

The XPS printer driver is suited to print from an application software that supports XPS printing.

### »» Important

- To use the XPS printer driver, the standard printer driver must already be installed on your computer.

## Installing the Printer Driver

- To install the regular printer driver, load the Setup CD-ROM that comes with the machine, and then install the driver from **Start Setup Again**.
- To install the XPS printer driver, load the Setup CD-ROM that comes with the machine, and then select **XPS Driver** from **Add Software**.

## Specifying the Printer Driver

To specify the printer driver, open the **Print** dialog box of the application software you are using, and select "XXX Printer" (where "XXX" is your model name) to specify the regular printer driver or select "XXX Printer XPS" (where "XXX" is your model name) to specify the XPS printer driver.

## Displaying the Manual from the Printer Driver

To display a description of a tab in the printer driver setup window, click the **Help** button found on the tab.

## Related Topic

- [How to Open the Printer Driver Setup Window](#)

# How to Open the Printer Driver Setup Window

You can display the printer driver setup window from the application software in use or from the printer icon.

## Open the Printer Driver Setup Window through the Application Software

Follow the procedure below to configure printing profile when printing.

1. Select the command that you perform printing on the application software

In general, select **Print** on the **File** menu to open the **Print** dialog box.

2. Select your model name and click **Preferences** (or **Properties**)

The printer driver setup window appears.

### »» Note

- Depending on application software you use, command names or menu names may vary and there may be more steps. For details, refer to the user's manual of your application software.

## Opening the Printer Driver Setup Window from the Printer Icon

Follow the procedure below to perform machine maintenance operations such as print head cleaning, or to configure a printing profile that is common to all application software.

1. Select as described below:

- If you are using Windows 8, from the Desktop charms, select **Settings** -> **Control Panel** -> **Hardware and Sound** -> **Devices and Printers**.
- If you are using Windows 7, select the **Start** menu -> **Devices and Printers**.
- If you are using Windows Vista, select the **Start** menu -> **Control Panel** -> **Hardware and Sound** -> **Printers**.
- If you are using Windows XP, select the **start** menu -> **Control Panel** -> **Printers and Other Hardware** -> **Printers and Faxes**.

2. Right-click your model name icon, and then select **Printing preferences** from the displayed menu

The printer driver setup window appears.

## »» Important

- Opening the printer driver setup window through **Printer properties** (Windows 8, Windows 7) or **Properties** (Windows Vista, Windows XP) displays such tabs regarding the Windows functions as the **Ports** (or **Advanced**) tab. Those tabs do not appear when opening through **Printing preferences** or application software. For tabs regarding Windows functions, refer to the user's manual for the Windows.

# Canon IJ Status Monitor

If you are using the XPS printer driver, replace "Canon IJ Status Monitor" with "Canon IJ XPS Status Monitor" when reading this information.

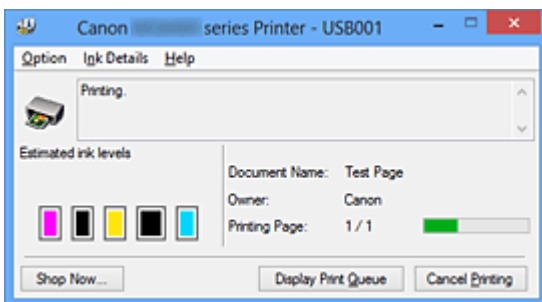
The Canon IJ Status Monitor is an application software that shows the status of the machine and the progress of printing. You will know the status of the machine with graphics, icons, and messages.

## Launching the Canon IJ Status Monitor

The Canon IJ Status Monitor launches automatically when print data is sent to the machine. When launched, the Canon IJ Status Monitor appears as a button on the task bar.



Click the button of the status monitor displayed on the task bar. The Canon IJ Status Monitor appears.

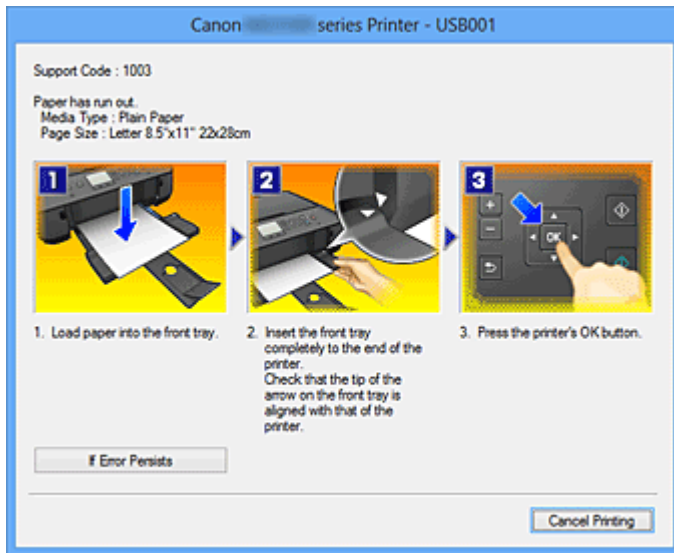


## ►►► Note

- To open the Canon IJ Status Monitor when the machine is not printing, open the [printer driver setup window](#) and click **View Printer Status** on the **Maintenance** tab.
- The information displayed on the Canon IJ Status Monitor may differ depending on the country or region where you are using your machine.

## When Errors Occur

The Canon IJ Status Monitor is automatically displayed if an error occurs (e.g., if the printer runs out of paper or if the ink is low).



In such cases, take the appropriate action as described.

# Checking the Ink Status from Your Computer

If you are using the XPS printer driver, replace "Canon IJ Status Monitor" with "Canon IJ XPS Status Monitor" when reading this information.

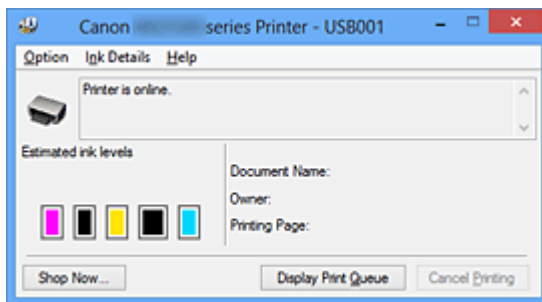
You can check the remaining ink level and the ink tank types for your model.

## 1. Open the [printer driver setup window](#)

## 2. Launching the Canon IJ Status Monitor

On the **Maintenance** tab, click **View Printer Status**.

The Canon IJ Status Monitor opens and displays an image of the ink status.



### ►►► Note

- The information displayed on the Canon IJ Status Monitor may differ depending on the country or region where you are using your machine.

## 3. If necessary, click **Ink Details**.

You can check the ink-related information.

If a warning or error related to the remaining ink amount occurs, a notification icon is displayed at the top of the image in the **Ink Details** dialog box.

In such cases, take the appropriate action as described on the screen.

### ►►► Note

- You can also display the **Ink Details** dialog box by selecting the ink icon on the Canon IJ Status Monitor.



# Canon IJ Preview

The Canon IJ Preview is an application software that displays what the print result will look like before a document is actually printed.

The preview reflects the information that is set within the printer driver and allows you to check the document layout, print order, and number of pages. You can also change the media type settings.

When you want to display a preview before printing, open the [printer driver setup window](#), click the **Main** tab, and check the **Preview before printing** check box.

When you do not want to display a preview before printing, uncheck the check box.

## »» Important

- If you are using the XPS printer driver, see "[Editing the Print Document or Reprinting from the Print History.](#)"

## Related Topic

- [Displaying the Print Results before Printing](#)

## Deleting the Undesired Print Job

If you are using the XPS printer driver, replace "Canon IJ Status Monitor" with "Canon IJ XPS Status Monitor" when reading this information.

If the printer does not start printing, canceled or failed print job data may be remaining. Delete the undesired print job by using the Canon IJ Status Monitor.

### 1. Display the Canon IJ Status Monitor

Click the button of the status monitor displayed on the task bar.  
The Canon IJ Status Monitor appears.

### 2. Display the print jobs

Click **Display Print Queue**.  
The print queue window opens.

### 3. Delete the print jobs

Select **Cancel All Documents** from the **Printer** menu.  
When the confirmation message appears, click **Yes**.  
The deletion of the print job is complete.

### ►► Important

- Users who have not been granted access permission for printer management cannot delete the print job of another user.

### ►► Note

- When you perform this operation, all print jobs are deleted. If the print queue list contained a necessary print job, start the printing process over from the beginning.

# Instructions for Use (Printer Driver)

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

## Restrictions on the Printer Driver

- With some applications, the **Copies** setting in the **Page Setup** tab of the printer driver may not be enabled.  
In this case, use the copies setting in the **Print** dialog box of the application software.
- If the selected **Language** in the **About** dialog box of the **Maintenance** tab does not match the operating system interface language, the printer driver setup window may not be displayed properly.
- Do not change the **Advanced** tab items of the printer properties. If you change any of the items, you will not be able to use the following functions correctly.  
Also, if **Print to file** is selected in the **Print** dialog box of the application software and with applications that prohibit EMF spooling, such as Adobe Photoshop LE and MS Photo Editor, the following functions will not operate.
  - **Preview before printing** on the **Main** tab
  - **Prevention of Print Data Loss** in the **Print Options** dialog box on the **Page Setup** tab
  - **Page Layout, Tiling/Poster, Booklet, Duplex Printing, Specify Margin..., Print from Last Page, Collate, and Stamp/Background... (Stamp...)** on the **Page Setup** tab
  - **Print a pattern for color adjustment** on the **Color Adjustment** tab in the **Manual Color Adjustment** dialog box
- Since the resolution in the preview display differs from the printing resolution, text and lines in the preview display may appear different from the actual print result.
- With some applications, the printing is divided into multiple print jobs.  
To cancel printing, delete all divided print jobs.
- If image data is not printed correctly, display the **Print Options** dialog box from the **Page Setup** tab and change the setting of **Disable ICM required from the application software**. This may solve the problem.

## »» Note

- **Disable ICM required from the application software** cannot be used when the XPS printer driver is used.

- Do not start up the Canon IJ Network Tool while printing.
- Do not print when the Canon IJ Network Tool is running.

## Points to Note About Applications with Restrictions

- There are following restrictions in Microsoft Word (Microsoft Corporation).
  - When Microsoft Word has the same printing functions as the printer driver, use Word to specify them.
  - When **Fit-to-Page**, **Scaled**, or **Page Layout** is used for **Page Layout** on the **Page Setup** tab of the printer driver, the document may not print normally in certain versions of Word.
  - When **Page Size** in Word is set to "XXX Enlarge/Reduce", the document may not print normally in certain versions of Word.

If this happens, follow the procedure below.

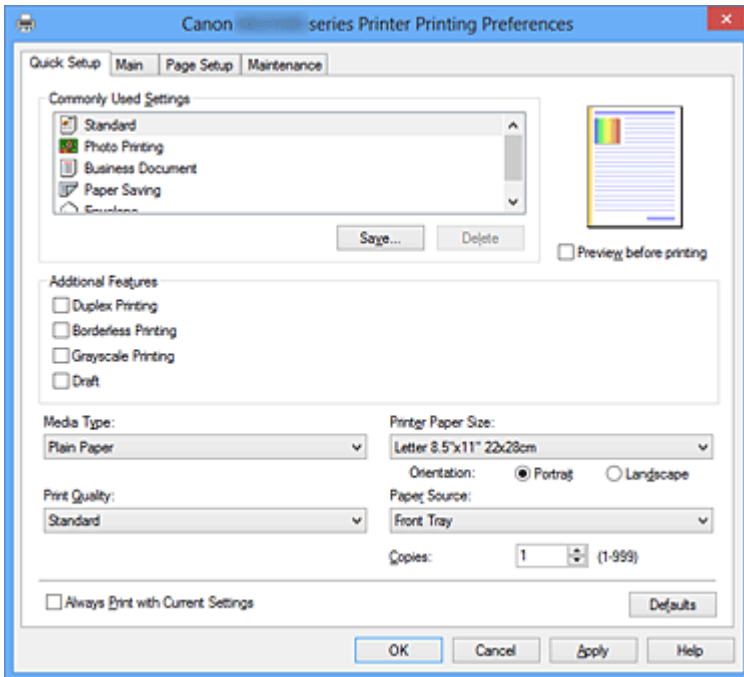
1. Open Word's **Print** dialog box.
  2. Open the [printer driver setup window](#), and on the **Page Setup** tab, set **Page Size** to the same paper size that you specified in Word.
  3. Set the **Page Layout** that you want, and then click **OK** to close the window.
  4. Without starting printing, close the **Print** dialog box.
  5. Open Word's **Print** dialog box again.
  6. Open the printer driver setup window and click **OK**.
  7. Start printing.
- If bitmap printing is enabled in Adobe Illustrator (Adobe Systems Incorporated), printing may take time or some data may not be printed. Print after unchecking the **Bitmap Printing** check box in the **Print** dialog box.

# Printer Driver Description

- [Quick Setup tab Description](#)
- [Main tab Description](#)
- [Page Setup tab Description](#)
- [Maintenance tab Description](#)
- [Canon IJ Preview Description](#)
- [Canon IJ XPS Preview Description](#)
- [Canon IJ Status Monitor Description](#)

# Quick Setup tab Description

The **Quick Setup** tab is for registering commonly used print settings. When you select a registered setting, the machine automatically switches to the preset items.



## Commonly Used Settings

The names and icons of frequently used printing profiles are registered. When you select a printing profile according to the purpose of the document, settings that match the purpose are applied.

In addition, functions that are thought to be useful for the selected printing profile are displayed in **Additional Features**.

You can also change a printing profile and register it under a new name. You can delete the registered printing profile.

You can rearrange the profiles either by dragging the individual profiles or by holding down the Ctrl key and pressing the up or down arrow keys.

### Standard

These are the factory settings.

If **Page Size**, **Orientation**, and **Copies** were set from the application software, those settings have priority.

### Photo Printing

If you select this setting when printing a photo, the photo paper and photo size generally used are set. The **Borderless Printing** check box is checked automatically.

If **Orientation** and **Copies** were set from the application software, those settings have priority.

## Business Document

Select this setting when printing a general document.

If **Page Size**, **Orientation**, and **Copies** were set from the application software, those settings have priority.

## Paper Saving

Select this setting to save paper when printing a general document. The **2-on-1 Printing** and **Duplex Printing** check boxes are checked automatically.

If **Page Size**, **Orientation**, and **Copies** were set from the application software, those settings have priority.

## Envelope

If you select this setting for printing an envelope, **Media Type** is set automatically to **Envelope**. In the **Envelope Size Setting** dialog box, select the size of the envelope to be used.

## ►► Note

- The combination of the **Additional Features** that was displayed for the printing profile that had been selected when the added printing profile was saved is also displayed when that added printing profile is selected.

## Save...

Displays the [Save Commonly Used Settings dialog box](#).

Click this button when you want to save the information that you set on the **Quick Setup**, **Main**, and **Page Setup** tabs to **Commonly Used Settings**.

## Save Commonly Used Settings dialog box

This dialog box allows you to save the information that you set on the **Quick Setup**, **Main**, and **Page Setup** tabs and add the information to the **Commonly Used Settings** list on the **Quick Setup** tab.

### Name

Enter the name for the printing profile you wish to save.

Up to 255 characters can be entered.

The name appears, with its associated icon, in the **Commonly Used Settings** list on the **Quick Setup** tab.

### Options...

Opens the [Save Commonly Used Settings dialog box](#).

Changes the details of printing profile to be saved.

## Save Commonly Used Settings dialog box

Select the icons of the printing profiles to be registered to **Commonly Used Settings**, and change the items to be saved in the printing profiles.

## Icon

Select the icon for the printing profile you wish to save.

The selected icon appears, with its name, in the **Commonly Used Settings** list on the **Quick Setup** tab.

## Save the paper size setting

Saves the paper size to the printing profile in **Commonly Used Settings**.

To apply the saved paper size when the printing profile is selected, check this check box.

If this check box is unchecked, the paper size is not saved, and consequently the paper size setting is not applied when the printing profile is selected. Instead the printer prints with the paper size specified with the application software.

## Save the orientation setting

Saves the **Orientation** to the printing profile in **Commonly Used Settings**.

To apply the saved print orientation when the printing profile is selected, check this check box.

If this check box is unchecked, the print orientation is not saved, and consequently the **Orientation** setting is not applied when the printing profile is selected. Instead the printer prints with the print orientation specified with the application software.

## Save the copies setting

Saves the **Copies** setting to the printing profile in **Commonly Used Settings**.

To apply the saved copies setting when the printing profile is selected, check this check box.

If this check box is unchecked, the copies setting is not saved, and consequently the **Copies** setting is not applied when the printing profile is selected. Instead the printer prints with the copies setting specified with the application software.

## Delete

Deletes a registered printing profile.

Select the name of the setting to be deleted from **Commonly Used Settings**, and click **Delete**. When a confirmation message is displayed, click **OK** to delete the specified printing profile.

## »» Note

- Printing profiles that are registered in the initial settings cannot be deleted.



## Settings Preview

The paper illustration shows how the original will be laid out on a sheet of paper. You can check an overall image of the layout.

## Preview before printing

Shows what the print result will look like before you actually print the data.

Check this check box to display a preview before printing.

Uncheck this check box if you do not want to display a preview.

## ►► Important

- To use the Canon IJ XPS Preview, you must have Microsoft .NET Framework 4 Client Profile installed on your computer.

## Additional Features

Displays the frequently used, convenient functions for the printing profile that you selected for **Commonly Used Settings** on the **Quick Setup** tab.

When you move the mouse pointer near a function that can be changed, a description of that function is displayed.

To enable a function, check the corresponding check box. To disable a function, uncheck the check box.

For some functions, you can set detailed settings from the **Main** and **Page Setup** tabs.

### 2-on-1 Printing

Prints two pages of the document, side by side, on one sheet of paper.

To change the page sequence, click the **Page Setup** tab, select **Page Layout** for **Page Layout**, and click **Specify...** Then in the [Page Layout Printing dialog box](#) that appears, specify the **Page Order**.

### 4-on-1 Printing

Prints four pages of the document, side by side, on one sheet of paper.

To change the page sequence, click the **Page Setup** tab, select **Page Layout** for **Page Layout**, and click **Specify...** Then in the [Page Layout Printing dialog box](#) that appears, specify the **Page Order**.

### Duplex Printing

Selects whether to print the document on both sides or one side of a sheet of paper.

To change the staple side or the margins, set the new values from the **Page Setup** tab.

### Borderless Printing

Performs borderless printing without any margins on the paper.

With the borderless printing function, the document to be printed is enlarged, so that it extends slightly off the paper. In other words, the document is printed without any margin.

To adjust the amount that the document extends beyond the paper, click the **Page Setup** tab, choose **Borderless**, and enter the value in **Amount of Extension**.

### Grayscale Printing

This function converts the data to monochrome data when printing your document.

### Draft

This setting is appropriate for test printing.

### Rotate 180 degrees

Prints the document by rotating it 180 degrees against the paper feed direction. The width of print area and the amount of extension that are configured in other application software will be reversed vertically and horizontally.

### Color/Intensity Manual Adjustment

Select when you set the **Color Correction** method and individual settings such as **Cyan, Magenta, Yellow, Brightness, Intensity, and Contrast**, etc.

## »» Important

- Depending on the printing profiles that were selected in **Commonly Used Settings**, certain function may be grayed out and you will not be able to change them.

### Media Type

Selects a type of printing paper.

Select a media type that matches the paper that is loaded in the printer. This ensures that printing is carried out properly for the specified paper.

### Printer Paper Size

Selects the size of paper actually loaded into the machine.

Normally, the paper size is set automatically according to the output paper size setting, and the document is printed with no scaling.

When you set **2-on-1 Printing** or **4-on-1 Printing** in **Additional Features**, you can manually set the paper size with **Page Size** on the **Page Setup** tab.

If you select a paper size that is smaller than the **Page Size**, the page image will be reduced.

If you select a paper size that is larger than the **Page Size**, the page image will be enlarged.

### Custom Paper Size dialog box

This dialog box allows you to specify the size (width and height) of the custom paper.

### Units

Select the unit for entering a user-defined paper size.

## Paper Size

Specifies the **Width** and the **Height** of the custom paper. Measurement is shown according to the units specified in **Units**.

## Orientation

Selects the printing orientation.

If the application used to create your document has a similar function, select the same orientation that you selected in that application.

### Portrait

Prints the document so that its top and bottom positions are unchanged relative to the paper feed direction. This is the default setting.

### Landscape

Prints the document by rotating it 90 degrees relative to the paper feed direction.

You can change the rotation direction by going to the **Maintenance** tab, opening the **Custom Settings** dialog box, and then using **Rotate 90 degrees left when orientation is [Landscape]** check box.

To rotate the document 90 degrees to the left when printing, select the **Rotate 90 degrees left when orientation is [Landscape]** check box.

To rotate the document 90 degrees to the right when printing, clear the **Rotate 90 degrees left when orientation is [Landscape]** check box.

## Print Quality

Selects your desired printing quality.

Select one of the following to set the print quality level that is appropriate for the purpose.

To set the print quality level individually, click the **Main** tab, and for **Print Quality**, select **Custom**. The **Set...** becomes enabled. Click **Set...** to open the [Custom dialog box](#), and then specify the desired settings.

### High

Gives priority to print quality over printing speed.

### Standard

Prints with average speed and quality.

### Draft

This setting is appropriate for test printing.

## Paper Source

Shows the source from which paper is supplied.

## Copies

Specifies the number of copies you want to print. You can specify a value from 1 to 999.

## »» Important

- When the application software that you used to create the document has the same function, specify the settings on the printer driver. However, if the print results are not acceptable, specify the function settings on the application software.

### Always Print with Current Settings

Prints documents with the current settings starting from the next print execution. When you select this function and then close the [printer driver setup window](#), the information that you set on the **Quick Setup**, **Main**, and **Page Setup** tabs are saved and printing with the same settings is possible starting from the next print execution.

## »» Important

- If you log on with a different user name, the settings that were set when this function was enabled are not reflected in the print settings.
- If a setting was specified on the application software, it has priority.

### Defaults

Restores all the settings you have changed to their default values. Click this button to return all settings on the **Quick Setup**, **Main**, and **Page Setup** tabs to their default values (factory settings).

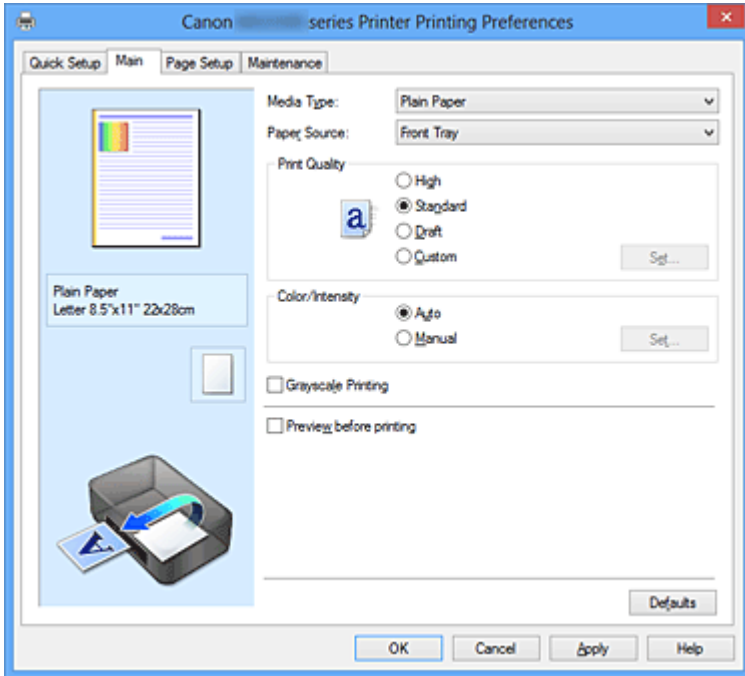
### Related Topics

- [Printing with Easy Setup](#)
- [Setting a Page Size and Orientation](#)
- [Setting the Number of Copies and Printing Order](#)
- [Execute Borderless Printing](#)
- [Duplex Printing](#)
- [Setting Up Envelope Printing](#)
- [Printing on Postcards](#)
- [Displaying the Print Results before Printing](#)
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- Adjusting Intensity/Contrast Using Sample Patterns (Printer Driver)
- Registering a Frequently Used Printing Profile

# Main tab Description

The **Main** tab allows you to create a basic print setup in accordance with the media type. Unless special printing is required, normal printing can be performed just by setting the items on this tab.



## Settings Preview

The paper illustration shows how the original will be laid out on a sheet of paper. You can check an overall image of the layout.

## Media Type

Selects a type of printing paper.

Select a media type that matches the paper that is loaded in the machine. This ensures that printing is carried out properly for the specified paper.

## Paper Source

Shows the source from which paper is supplied.

## Print Quality

Selects your desired printing quality.

Select one of the following to set the print quality level that is appropriate for the purpose.

### High

Gives priority to print quality over printing speed.

### Standard

Prints with average speed and quality.

## Draft

This setting is appropriate for test printing.

## Custom

Select this when you want to set the printing quality level individually.

**Set...** is enabled and you can open the [Custom dialog box](#) to specify custom settings.

## Set...

Open the **Custom** dialog box. You can then individually set the print quality level.

Select **Custom** for **Print Quality** to enable this button.

### Custom dialog box

Set the quality level, and select the desired print quality.

#### Quality

You can use the slider bar to adjust the print quality level.

#### ►► Important

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

#### ►► Note

- The **High**, **Standard**, or **Draft** print quality modes are linked with the slider bar. Therefore when the slider bar is moved, the corresponding quality and value are displayed on the left. This is the same as when the corresponding radio button is selected for **Print Quality** on the **Main** tab.

## Color/Intensity

Selects color adjustment method.

### Auto

**Cyan**, **Magenta**, **Yellow**, **Brightness**, **Intensity**, and **Contrast**, and so on are adjusted automatically.

### Manual

Select when you set the **Color Correction** method and individual settings such as **Cyan**, **Magenta**, **Yellow**, **Brightness**, **Intensity**, and **Contrast**, etc.

**Set...** is enabled and you can open the [Color Adjustment tab](#) and [Matching tab](#) of the **Manual Color Adjustment** dialog box to specify the desired settings.

### Set...

In the **Manual Color Adjustment** dialog box, you can adjust individual color settings such as **Cyan**, **Magenta**, **Yellow**, **Brightness**, **Intensity**, and **Contrast** on the **Color Adjustment** tab, and select the **Color Correction** method on the **Matching** tab.

## »» Note

- If you want to use an ICC profile to adjust colors, use the **Manual Color Adjustment** dialog box to set the profile.

### Color Adjustment Tab

This tab allows you to adjust the color balance by changing the settings of the **Cyan, Magenta, Yellow, Brightness, Intensity, and Contrast** options.

#### Preview

Shows the effect of color adjustment.

The color and brightness change when each item is adjusted. You can check the color adjustment status easily by changing the preview image to one similar to the results to be printed with **Sample Type**.

#### Sample Type

Selects a preview image displayed on the **Color Adjustment** tab.

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

#### View Color Pattern

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

If you want to display the preview image with a color pattern, check this check box.

If you want to display the preview image with a sample type, uncheck this check box.

## »» Note

- The graphic is in monochrome when the **Grayscale Printing** check box is checked.

### Cyan / Magenta / Yellow

Adjusts the strengths of **Cyan, Magenta, and Yellow**.

Moving the slider to the right makes a color stronger, and moving the slider to the left makes a color weaker.

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

This adjustment changes the relative amount of ink of each color used, which alters the total color balance of the document. Use your application if you want to change the total color balance significantly. Use the printer driver only if you want to adjust the color balance slightly.



## **Brightness**

Selects the brightness of your print.

You cannot change the levels of pure white and black. However, the brightness of the colors between white and black can be changed.

## **Intensity**

Adjusts the overall intensity of your print.

Moving the slider to the right increases the intensity, and moving the slider to the left decreases the intensity.

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

## **Contrast**

Adjusts the contrast between light and dark in the image to be printed.

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

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

## **»» Important**

- When **Grayscale Printing** is checked on the **Main** tab, **Cyan**, **Magenta**, and **Yellow** appear grayed out and are unavailable.

## **Print a pattern for color adjustment**

When the color balance or intensity/contrast is changed, the pattern printing function prints a list of the adjustment results along with the adjustment values. Select this function when printing a pattern for color adjustment. The **Pattern Print preferences...** becomes enabled, the [Pattern Print dialog box](#) opens, and a pattern can be set.

## **Pattern Print preferences...**

The **Pattern Print** dialog box opens and allows you to set adjustment items and pattern printing settings such as number of patterns.

### **Pattern Print dialog box**

Performs the setup for printing of patterns that allow you to check the color balance and intensity/contrast of documents.

### **Parameters to Adjust**

Select the item to be checked by pattern printing.

#### **Cyan/Magenta/Yellow**

Prints a pattern that allows you to check the cyan/magenta/yellow balance.

### **Intensity/Contrast**

Prints a pattern that allows you to check the intensity/contrast balance.

### **»» Important**

- When **Grayscale Printing** is checked on the **Main** tab, **Cyan/Magenta/Yellow** appear grayed out and are unavailable.

### **Printer Paper Size**

Selects the paper size to be used for pattern printing.

This setting is linked to **Printer Paper Size** on the **Page Setup** tab.

### **»» Note**

- Depending on the paper size selected on the **Page Setup** tab, there may be sizes that cannot be selected.

### **Amount of Pattern Instances**

Sets the number of patterns to be printed.

You can select from **Largest**, **Large**, and **Small**. When you select a pattern size, the number of patterns that can be printed is as follows:

#### **Largest**

**Cyan/Magenta/Yellow** 37

**Intensity/Contrast** 49

#### **Large**

**Cyan/Magenta/Yellow** 19

**Intensity/Contrast** 25

#### **Small**

**Cyan/Magenta/Yellow** 7

**Intensity/Contrast** 9

### **»» Note**

- **Largest** and **Large** cannot be selected when certain paper sizes or output paper sizes are selected.
- The setting preview on the **Main** tab displays an image that allows you to check the overall layout.

### **Color Variation Between Instances**

Sets the amount of color change between neighboring patterns.

Select from **Large**, **Medium**, and **Small**. **Large** produces a large amount of change, and **Small** produces a small amount of change.

## »» Note

- **Large** is about double the size of **Medium**, and **Small** is about half the size of **Medium**.

### Matching Tab

Allows you to select the method for adjusting colors to match the type of document to be printed.

#### Color Correction

Allows you to select **Driver Matching**, **ICM (ICC Profile Matching)**, or **None** to match the purpose of the print operation.

##### Driver Matching

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

##### ICM (ICC Profile Matching)

Adjusts the colors by using an ICC profile when printing. Specify the input profile and rendering intent to be used.

##### None

Disables color adjustment with the printer driver.

## »» Note

- In the XPS printer driver, **ICM** has become **ICC Profile Matching**.

### Input Profile

Specifies the input profile to be used when you select **ICM (ICC Profile Matching)** for **Color Correction**.

#### Standard

The standard printer profile (sRGB), which supports the color space of ICM, is used. This is the default setting.

#### Adobe RGB (1998)

The Adobe RGB profile, which supports a wider color space than sRGB, is used.

## »» Important

- **Adobe RGB (1998)** is not displayed when input profiles of Adobe RGB are not installed.

## »» Note

- In the XPS printer driver, **ICM** has become **ICC Profile Matching**.

### Rendering Intent

Specifies the matching method to be used when you select **ICM (ICC Profile Matching)** for **Color Correction**.

#### Saturation

This method reproduces images even more vividly than the **Perceptual** method.

#### Perceptual

This method reproduces images by focusing on colors that most people find desirable. Select this method to print photos.

#### Relative Colorimetric

When image data is converted to the color space of the printer, this method converts the image data so the color reproduction approximates the shared color regions. Select this method to print image data with colors that are close to the original colors.

#### Absolute Colorimetric

When Relative Colorimetric is selected, white spots are reproduced as white spots of the paper (background color). However, when **Absolute Colorimetric** is selected, how the white spots are reproduced depends on the image data.

## »» Note

- In the XPS printer driver, **ICM** has become **ICC Profile Matching**.

## »» Important

- If the application software is set so that ICM is disabled, **ICM** is unavailable for **Color Correction** and the printer may not be able to print the image data properly.
- When **Grayscale Printing** is checked on the **Main** tab, **Color Correction** appears grayed out and is unavailable.

### Grayscale Printing

This function converts the data to monochrome data when printing your document.

Check this check box to print a color document in monochrome.

Uncheck this check box to print a color document in color.

## »» Important

- Depending on the **Media Type** settings, the same print results may be produced even if the **Print Quality** is changed.

### Preview before printing

Shows what the print result will look like before you actually print the data.

Check this check box to display a preview before printing.

Uncheck this check box if you do not want to display a preview.

## »» Important

- To use the Canon IJ XPS Preview, you must have Microsoft .NET Framework 4 Client Profile installed on your computer.

### Defaults

Restores all the settings you have changed to their default values.

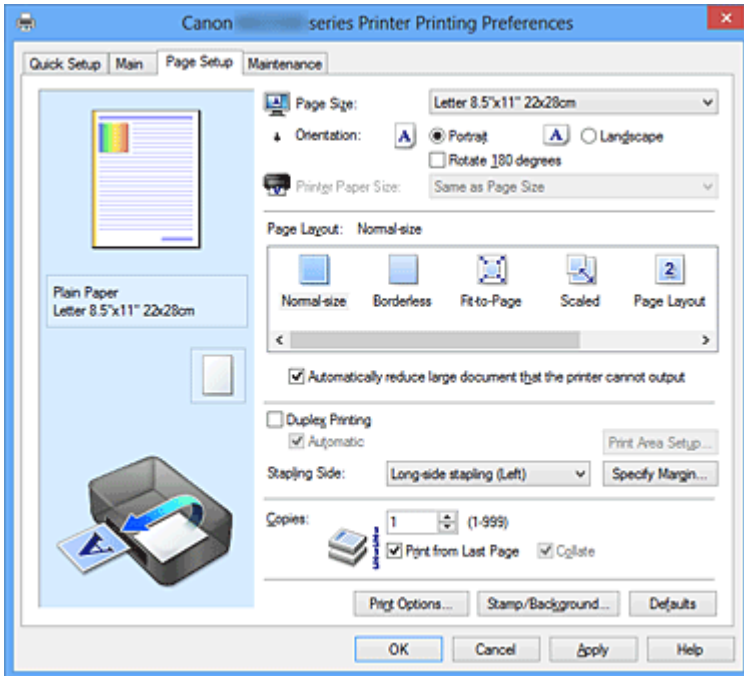
Clicking this button restores all the settings on the current screen to their default values (factory settings).

### Features

- [Setting the Print Quality Level \(Custom\)](#)
- [Adjusting Color Balance](#)
- [Adjusting Brightness](#)
- [Adjusting Intensity](#)
- [Adjusting Contrast](#)
- [Adjusting Color Balance Using Sample Patterns \(Printer Driver\)](#)
- [Adjusting Intensity/Contrast Using Sample Patterns \(Printer Driver\)](#)
- [Specifying Color Correction](#)
- [Adjusting Colors with the Printer Driver](#)
- [Printing with ICC Profiles](#)
- [Printing a Color Document in Monochrome](#)
- [Displaying the Print Results before Printing](#)

# Page Setup tab Description

The **Page Setup** tab allows you to determine how a document is to be arranged on the paper. Also, this tab allows you to set the number of copies and the order of printing. If the application which created the document has a similar function, set them with the application.



## Settings Preview

The paper illustration shows how the original will be laid out on a sheet of paper. You can check an overall image of the layout.

## Page Size

Selects a page size.

Ensure that you select the same page size as you selected within the application.

## Custom Paper Size dialog box

This dialog box allows you to specify the size (width and height) of the custom paper.

### Units

Select the unit for entering a user-defined paper size.

### Paper Size

Specifies the **Width** and the **Height** of the custom paper. Measurement is shown according to the units specified in **Units**.

## Orientation

Selects the printing orientation.

If the application used to create your document has a similar function, select the same orientation that you selected in that application.

### Portrait

Prints the document so that its top and bottom positions are unchanged relative to the paper feed direction. This is the default setting.

### Landscape

Prints the document by rotating it 90 degrees relative to the paper feed direction.

You can change the rotation direction by going to the **Maintenance** tab, opening the **Custom Settings** dialog box, and then using **Rotate 90 degrees left when orientation is [Landscape]** check box.

To rotate the document 90 degrees to the left when printing, select the **Rotate 90 degrees left when orientation is [Landscape]** check box.

To rotate the document 90 degrees to the right when printing, clear the **Rotate 90 degrees left when orientation is [Landscape]** check box.

### Rotate 180 degrees

Prints the document by rotating it 180 degrees against the paper feed direction.

The width of print area and the amount of extension that are configured in other application software will be reversed vertically and horizontally.

## Printer Paper Size

Selects the size of paper actually loaded into the machine.

The default setting is **Same as Page Size** to perform normal-sized printing.

You can select a printer paper size when you select **Fit-to-Page**, **Scaled**, **Page Layout**, **Tiling/Poster**, or **Booklet** for **Page Layout**.

If you select a paper size that is smaller than the **Page Size**, the document size will be reduced. If you select a paper size that is larger than the **Page Size**, the document size will be enlarged.

## Page Layout

Selects the size of the document you want to print and the type of printing.

### Normal-size

This is the normal printing method. Select this when you do not specify any page layout.

### Automatically reduce large document that the printer cannot output

If the printer cannot print the paper size of a document, the machine can automatically reduce the size when it prints the document.

Check this check box to reduce the size when printing the document.

Uncheck this check box to print the document with the original document size.

### **Borderless**

Chooses whether you are printing on a full page without any page margins or printing with page margins.

In borderless printing, originals are enlarged to extend slightly off the paper. Thus, printing can be performed without any margins (border).

Use **Amount of Extension** to adjust how much of the document extends off the paper during borderless printing.

#### **Amount of Extension**

Adjusts how much of the document extends off the paper during borderless printing.

Moving the slider to the right increases the amount of extension and allows you to perform borderless printing with no problems.

Moving the slider to the left reduces the amount of extension and expands the range of the document to print.

### **Fit-to-Page**

This function enables you to automatically enlarge or reduce documents to fit to the paper size loaded in the printer without changing the paper size you specified in your application software.

### **Scaled**

Documents can be enlarged or reduced to be printed.

Specify the size in **Printer Paper Size**, or enter the scaling ratio in the **Scaling** box.

#### **Scaling**

Specifies an enlargement or reduction ratio for the document you want to print.

### **Page Layout**

Multiple pages of document can be printed on one sheet of paper.

Click **Specify...** to display the [Page Layout Printing dialog box](#) and specify how to allocate pages.

#### **Specify...**

Opens the **Page Layout Printing** dialog box.

Click this button to set details on page layout printing.

#### **Page Layout Printing dialog box**

This dialog box allows you to select the number of document pages to be placed on one sheet of paper, the page order, and whether a page border line is to be printed around each document page.



The settings specified in this dialog box can be confirmed in the settings preview on the printer driver.

### **Preview Icon**

Shows the settings made on the **Page Layout Printing** dialog box.

You can check what the print result will look like before you actually print the data.

### **Pages**

Specifies the number of document pages to fit on one sheet.

### **Page Order**

Specifies the document orientation to be printed on a sheet of paper.

### **Page Border**

Prints a page border line around each document page.

Check this check box to print the page border line.

Uncheck this check box if you do not want to print the line.

## **Tiling/Poster**

This function enables you to enlarge the image data and divide the enlarged data into several pages to be printed. You can also glue together these sheets of paper to create large printed matter, such as a poster.

Click **Specify...** to display the [Tiling/Poster Printing dialog box](#) and specify the number of pages that you want to divide the image data into.

### **Specify...**

Opens the **Tiling/Poster Printing** dialog box.

Click this button to set details on tiling/poster printing.

## **Tiling/Poster Printing dialog box**

This dialog box allows you to select the size of the image to be printed. You can also make settings for cut lines and paste markers which are convenient for pasting together the pages into a poster.

The settings specified in this dialog box can be confirmed in the settings preview on the printer driver.

### **Preview Icon**

Shows the settings of the **Tiling/Poster Printing** dialog box.

You can check what the print result will look like.

### **Image Divisions**

Select the number of divisions (vertical x horizontal).

As the number of divisions increases, the number of sheets used for printing

increases. If you are pasting pages together to create a poster, increasing the number of divisions allow you to create a larger poster.

### **Print "Cut/Paste" in margins**

Specifies whether to print the words "Cut" and "Paste" in the margins. These words serve as guidelines for pasting together the pages into a poster.

Check this check box to print the words.

Uncheck this check box if you do not want to print the words.

### **»» Note**

- Depending on the type of printer driver you are using and the environment, this function may not be available.

### **Print "Cut/Paste" lines in margins**

Specifies whether to print cut lines that serve as guidelines for pasting together the pages into a poster.

Check this check box to print the cut lines.

Uncheck this check box if you do not want to print the lines.

### **Print page range**

Specifies the printing range. Select **All** under normal circumstances.

Select **Pages** to specify a specific page or range.

### **»» Note**

- If some of the pages have not been printed well, specify the pages that do not need to be printed by clicking them in the settings preview of the **Page Setup** tab. Only the pages shown on the screen will be printed this time. You can also select **Pages** in the **Print page range** and enter the print page range.

## **Booklet**

Booklet printing is the convenient function to create a booklet. Data is printed on both sides of a sheet of paper. This type of printing ensures that pages can be collated properly, in page number order, when the printed sheets are folded and stapled at the center.

Click **Specify...** to display the [Booklet Printing dialog box](#) and specify how to fold.

### **Specify...**

Opens the **Booklet Printing** dialog box.

Click this button to set details on booklet printing.

## **Booklet Printing dialog box**

This dialog box allows you to set how to bind the document as a booklet. Printing only on one side and printing a page border, can also be set in this dialog box.

The settings specified in this dialog box can be confirmed in the settings preview on the printer driver.

### **Preview Icon**

Shows the settings made on the **Booklet Printing** dialog box.

You can check what the document will look like when printed as a booklet.

### **Margin for stapling**

Specifies which side of the booklet is to be stapled.

### **Insert blank page**

Selects whether to print the document on one side or both sides of the booklet.

Check this check box to print the document on one side of the booklet and select the side to be left blank from the list.

Uncheck this check box to print the document on both sides of the booklet.

### **Margin**

Specifies the width of the stapling margin.

The specified width becomes the stapling margin from the center of the sheet.

### **Page Border**

Prints a page border line around each document page.

Check this check box to print the page border line.

Uncheck this check box if you do not want to print the line.

## **Duplex Printing**

Selects whether to print the document automatically on both sides or one side of a sheet of paper.

Check this check box to print the document on both sides.

Uncheck this check box to print the document on one side only.

This function can be used only when **Plain Paper**, **Hagaki A**, or **Hagaki** is selected for Media Type and one of **Normal-size**, **Fit-to-Page**, **Scaled**, or **Page Layout** is selected.

### **Automatic**

Selects whether duplex printing is to be performed automatically or manually.

This check box will be enabled if **Booklet** is selected from the **Page Layout** list or the **Duplex Printing** check box is checked.

To perform duplex printing automatically, check this check box.

To perform duplex printing manually, uncheck this check box.

### **Print Area Setup...**

Opens the [Print Area Setup dialog box](#) in which you can configure the print area for automatic duplex printing.

This button will be enabled if automatic duplex printing is set when **Borderless** is not selected.

### **Print Area Setup dialog box**

When you perform duplex printing, the print area of the document becomes slightly narrower than usual. Therefore when a document that has small margins is printed, the document may not fit on one page.

This dialog box allows you to set whether the page is to be reduced when printed so that the document fits in one page.

#### **Use normal-size printing**

Prints the document pages without reducing them. This is the default setting.

#### **Use reduced printing**

Slightly reduces each document page so that it fits on one sheet of paper during printing.

Select this setting when using automatic duplex printing to print a document with small margins.

### **Stapling Side**

Selects the stapling margin position.

The printer analyzes the **Orientation** and **Page Layout** settings, and automatically selects the best stapling margin position. Check **Stapling Side**, and select from the list to change it.

You can specify the stapling margin width in the [Specify Margin dialog box](#) that is opened by clicking **Specify Margin....**

### **Specify Margin...**

Opens the **Specify Margin** dialog box.

You can specify the width of the margin.

### **Specify Margin dialog box**

This dialog box allows you to specify the margin width for the side to be stapled. If a document does not fit on one page, the document is reduced when printed.

#### **Margin**

Specifies the width of the stapling margin.

The width of the side specified by **Stapling Side** becomes the stapling margin.

## Copies

Specifies the number of copies you want to print. You can specify a value from 1 to 999.

### »» Important

- If the application used to create your document has a similar function, specify the number of copies with the application without specifying it here.

## Print from Last Page/Collate

Specifies the order in which to print document pages.

### Print from Last Page

Check this check box when you want to print from the last page in order. If you do this, you do not need to sort the pages into their correct order after printing.

Uncheck this check box to print your document in normal order, starting from the first page.

### Collate

Check this check box to group together the pages of each copy when you want to print multiple copies.

Uncheck this check box when you want to print with all pages of the same page number grouped together.

### »» Important

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

## Print Options...

Opens the [Print Options dialog box](#).

Changes detailed print driver settings for print data that is sent from applications.

### Print Options dialog box

Makes changes to print data that is sent to the printer.

Depending on the type of printer driver you are using and the environment, this function may not be available.

### Disable ICM required from the application software

Disables the ICM function required from the application software.

When an application software uses Windows ICM to print data, unexpected colors

may be produced or the printing speed may decrease. If these problems occur, checking this check box may resolve the problems.

### »» Important

- Uncheck this check box under normal circumstances.
- This function does not work when **ICM** is selected for **Color Correction** on the **Matching** tab of the **Manual Color Adjustment** dialog box.

### »» Note

- **Disable ICM required from the application software** tab cannot be used with the XPS printer driver.

### Disable the color profile setting of the application software

Checking this check box disables information in the color profile that was set on the application software.

When the information in the color profile set on the application software is output to the printer driver, the print result may contain unexpected colors. If this happens, checking this check box may resolve the problem.

### »» Important

- Even when this check box is checked, only some of the information in the color profile is disabled, and the color profile can still be used for printing.
- Uncheck this check box under normal circumstances.

### Ungroup Papers

Sets the display method of **Media Type**, **Page Size**, and **Printer Paper Size**.

To display the items separately, select the check box.

To display the items as a group, clear the check box.

### Do not allow application software to compress print data

Compression of the application software print data is prohibited.

If the print result has missing image data or unintended colors, selecting this check box may improve the condition.

### »» Important

- Uncheck this check box under normal circumstances.

### »» Note

- **Do not allow application software to compress print data** tab cannot be used with the XPS printer driver.

### **Print after creating print data by page**

The print data is created in page units, and printing starts after the processing of one page of print data is complete.

If a printed document contains unintended results such as streaks, selecting this check box may improve the results.

#### **»» Important**

- Uncheck this check box under normal circumstances.

### **Scale images using nearest-neighbor interpolation**

When an image is to be enlarged or reduced when printed, the printer uses a simple interpolation process to enlarge or reduce the image.

If the image data in a printed document is not printed clearly, selecting this check box may improve the results.

#### **»» Important**

- Uncheck this check box under normal circumstances.

#### **»» Note**

- **Scale images using nearest-neighbor interpolation** can be used only with the XPS printer driver.

### **Prevention of Print Data Loss**

You can reduce the size of the print data that was created with the application software and then print the data.

Depending on the application software being used, the image data may be cut off or may not be printed properly. In such cases, select **On**. If you will not be using this function, select **Off**.

#### **»» Important**

- When using this function, the print quality may drop depending on the print data.

### **Unit of Print Data Processing**

Selects the processing unit of the print data to be sent to the machine.

Select **Recommended** under normal circumstances.

#### **»» Important**

- A large amount of memory may be used for certain settings.  
Do not change the setting if your computer has a small amount of memory.

## »» Note

- **Unit of Print Data Processing** tab cannot be used with the XPS printer driver.

### Stamp/Background... (Stamp...)

Opens the [Stamp/Background \(Stamp\) dialog box](#).

The **Stamp** function allows you to print a stamp text or a bitmap over or behind document data. It also allows you to print date, time and user name. The **Background** function allows you to print a light illustration behind the document data.

## »» Note

- With the XPS printer driver, the **Stamp/Background...** button has become the **Stamp...** button and only the stamp function can be used.

Depending on the type of printer driver you are using and the environment, **Stamp** and **Background** may not be available.

### Stamp/Background (Stamp...) dialog box

The **Stamp/Background (Stamp...)** dialog box allows you to print a stamp and/or background over or behind the document pages. In addition to the pre-registered ones, you can register and use your original stamp or background.

## »» Note

- With the XPS printer driver, the **Stamp/Background...** button has become the **Stamp...** button and only the stamp function can be used.

### Stamp

Stamp printing is a function that prints a stamp over a document.

Check this check box and select a title from the list to print a stamp.

Click **Define Stamp...** to open the **Stamp Settings** dialog box, and then you can configure the details of the stamp.

Uncheck this check box if you do not want to print a stamp.

### Define Stamp...

Opens the **Stamp Settings** dialog box.

You can check the details of a selected stamp or save a new stamp.

### Stamp Tab

The Stamp tab allows you to set the text and bitmap file (.bmp) to be used for a stamp.

### Preview Window

Shows the status of the stamp configured in each tab.



## Stamp Type

Specifies the stamp type.

Select **Text** to create a stamp with characters. Select **Bitmap** to create with a bitmap file. Select **Date/Time/User Name** to display the creation date/time and user name of the printed document.

The setting items in the **Stamp** tab change depending on the selected type.

### When Stamp Type is Text or Date/Time/User Name

#### Stamp Text

Specifies the stamp text string.

Up to 64 characters can be entered.

For **Date/Time/User Name**, the creation date/time and user name of the printed object are displayed in **Stamp Text**.

#### »» Important

- **Stamp Text** appears grayed out and is unavailable if **Date/Time/User Name** is selected.

#### TrueType Font

Selects the font for the stamp text string.

#### Style

Selects the font style for the stamp text string.

#### Size

Selects the font size for the stamp text string.

#### Outline

Selects a frame that encloses the stamp text string.

If a large font size is selected for **Size**, characters may extend outside of the stamp border.

#### Color/Select Color...

Shows the current color for the stamp.

To select a different color, click **Select Color...** to open the **Color** dialog box, and select or create a color you wish to use as a stamp.

### When Stamp Type is Bitmap

#### File

Specifies the name of the bitmap file to be used as the stamp.

### Select File...

Opens the dialog box to open a file.

Click this button to select a bitmap file to be used as a stamp.

### Size

Adjusts the size of the bitmap file to be used as a stamp.

Moving the slider to the right increases the size, moving the slider to the left decreases the size.

### Transparent white area

Specifies whether to make white-filled areas of the bitmap transparent.

Check this check box to make white-filled areas of the bitmap transparent.

Uncheck this check box if you do not want to make white-filled areas of the bitmap transparent.

## »» Note

- Click **Defaults** to set **Stamp Type** to text, **Stamp Text** to blank, **TrueType Font** to Arial, **Style** to Regular, **Size** to 36 points, **Outline** unchecked, and **Color** to gray with the RGB values (192, 192, 192).

### Placement Tab

The Placement tab allows you to set the position where the stamp is to be printed.

#### Preview Window

Shows the status of the stamp configured in each tab.

#### Position

Specifies the stamp position on the page.

Selecting **Custom** from the list allows you to enter values for the **X-Position** and **Y-Position** coordinates directly.

#### Orientation

Specifies the angle of rotation for the stamp. The angle can be set by entering the number of degrees.

Negative values rotate the stamp clockwise.

## »» Note

- **Orientation** is enabled only when **Text** or **Date/Time/User Name** is selected for **Stamp Type** on the **Stamp** tab.

## »» Note

- Click **Defaults** to set the stamp position to **Center** and the orientation to 0.

## Save settings Tab

The **Save settings** tab allows you to register a new stamp or delete an unnecessary stamp.

### Title

Enter the title to save the stamp you created.

Up to 64 characters can be entered.

### »» Note

- Spaces, tabs, and returns cannot be entered at the beginning or end of a title.

### Stamps

Shows a list of saved stamp titles.

Specify a title to display the corresponding stamp in **Title**.

### Save/Save overwrite

Saves the stamp.

Enter a title in **Title**, and then click this button.

### Delete

Deletes an unnecessary stamp.

Specify the title of an unnecessary stamp from the **Stamps** list, and click this button.

## Place stamp over text

Sets how the stamp is to be printed over the document.

Check the **Stamp** check box to enable this.

Check this check box to print a stamp over the printed document page. The printed data may be hidden behind the stamp.

Uncheck this check box to print the document data over the stamp. The printed data will not be hidden behind the stamp.

### »» Note

- The stamp is given priority because the stamp is printed over the document data in the sections where the stamp and the document data overlap. When this check box is unchecked, the stamp is printed behind the document data and may be hidden in the overlapping sections depending on the application software used.

## Print semitransparent stamp

Sets how the stamp is to be printed over the document.

Check the **Stamp** check box to enable this.

Check this check box to print a semi-transparent stamp over the printed document page.

Uncheck this check box to print the stamp over the document data. The printed data may be hidden behind the stamp.

### ▶▶▶ Note

- You can use **Print semitransparent stamp** only with the XPS printer driver.

### **Stamp first page only**

Selects whether the stamp is to be printed on the first page only or on all pages when the document has two or more pages.

Check the **Stamp** check box to enable this.

Check this check box to print a stamp on the first page only.

Uncheck this check box to print a stamp on all pages.

### **Background**

Background printing is a function that allows you to print an illustration or a similar object (bitmap, etc.) behind the document.

Check this check box to print a background and select a title from the list.

Click **Select Background...** to open the **Background Settings** dialog box, and then you can configure the details of the background.

Uncheck this check box if you do not want to print a background.

### **Select Background...**

Opens the **Background Settings** dialog box.

You can register a bitmap as a background, and change layout method and intensity of the selected background.

### **Background Tab**

The Background tab allows you to select a bitmap file (.bmp) to be used as a background or determine how to print the selected background.

#### **Preview Window**

Shows the status of the bitmap set on the **Background** tab.

#### **File**

Specifies the name of the bitmap file to be used as the background.

#### **Select File...**

Opens the dialog box to open a file.

Click this button to select a bitmap file (.bmp) to be used as the background.

### **Layout Method**

Specifies how the background image is to be placed on the paper.

When **Custom** is selected, you can set coordinates for **X-Position** and **Y-Position**.

### **Intensity**

Adjusts the intensity of the bitmap to be used as a background.

Moving the slider to the right increases the intensity, and moving the slider to the left decreases the intensity. To print the background at the original bitmap intensity, move the slider to the rightmost position.

### **»» Note**

- Depending on the type of printer driver you are using and the environment, this function may not be available.
- Click **Defaults** to set **File** to blank, **Layout Method** to **Fill page**, and the **Intensity** slider to the middle.

### **Save settings Tab**

The **Save settings** tab allows you to register a new background or delete an unnecessary background.

#### **Title**

Enter the title to save the background image you specified.

Up to 64 characters can be entered.

### **»» Note**

- Spaces, tabs, and returns cannot be entered at the beginning or end of a title.

### **Backgrounds**

Shows a list of registered background titles.

Specify a title to display the corresponding background in **Title**.

#### **Save/Save overwrite**

Saves the image data as a background.

After inserting the **Title**, click this button.

#### **Delete**

Deletes an unnecessary background.

Specify the title of an unnecessary background from the **Backgrounds** list, and then click this button.

**Background first page only**

Selects whether to print the background on the first page only or print on all pages when the document has two or more pages.

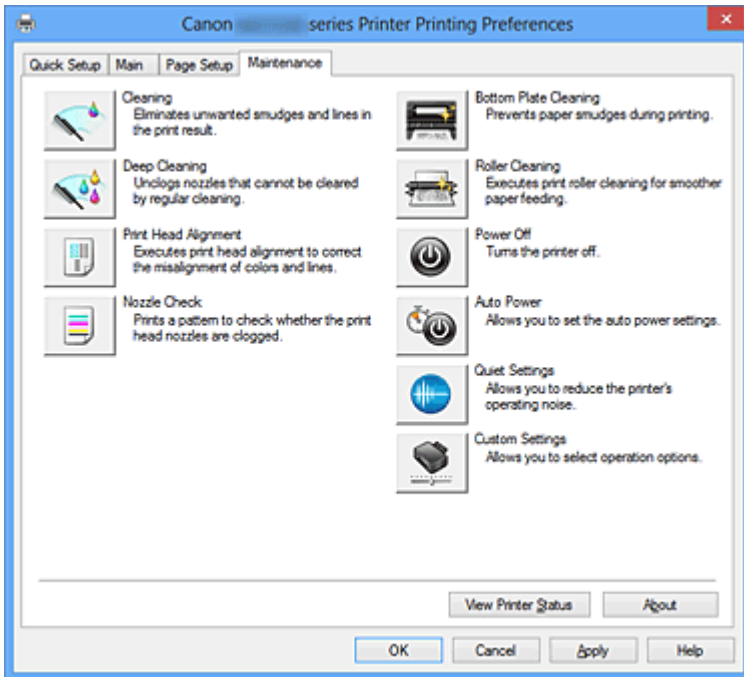
Check the **Background** check box to enable this.

Check this check box to print a background on the first page only.

Uncheck this check box to print a background on all pages.

# Maintenance tab Description

The **Maintenance** tab allows you to perform machine maintenance or change the settings of the machine.



## Cleaning

Performs print head cleaning.

Print head cleaning removes any blockage in the print head nozzles.

Perform cleaning when printing becomes faint, or a specific color fails to print, even though all ink levels are sufficiently high.



## Deep Cleaning

Performs deep cleaning.

Perform deep cleaning when two cleaning attempts do not resolve the print head problem.

## ►►► Note

- **Deep Cleaning** consumes a larger amount of ink than **Cleaning**.  
Cleaning the print heads frequently will rapidly deplete your printer's ink supply. Therefore, perform cleaning only when necessary.

## Ink Group

When you click **Cleaning** or **Deep Cleaning**, the **Ink Group** window is displayed.

Selects the ink group that you want to clean the print head for.

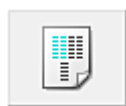
Click **Initial Check Items** to display the items that you need to check before you execute cleaning or deep cleaning.

### **Initial Check Items**

Check that the machine power is on, and open the cover of the machine.

Check the following items for each ink. Then, if necessary, perform **Nozzle Check** or **Cleaning**.

- [Check the amount of ink](#) remaining in the tank.
- Make sure that you push in the ink tank completely until you hear a clicking sound.
- If an orange tape is adhered to the ink tank, peel it off completely.  
Any remaining tape will hinder ink output.
- Check that the ink tanks are installed in their correct positions.



### **Print Head Alignment**

Print head alignment corrects the installation positions of the print head and improves deviated colors and lines.

Align the print head immediately after installing the print head.

#### **Start Print Head Alignment dialog box**

When you click **Print Head Alignment**, the **Start Print Head Alignment** dialog box is displayed.

This dialog box allows you to adjust the attachment position for the print head, or to print the current setting value for the print head position.

#### **Align Print Head**

Aligns the print head.

Print head alignment corrects the installation positions of the print head and improves deviated colors and lines.

Align the print head immediately after installing the print head.

#### **Print Alignment Value**

Click this button to check the current setting value of the print head position.

Prints the current setting value for the print head position.

#### **Print Head Alignment dialog box**

To adjust the print head position manually, click **Align Print Head** in the **Start Print Head Alignment** dialog box, and perform the operations instructed in the messages. The **Print Head Alignment** dialog box is then displayed.



This dialog box allows you to check the printed pattern and adjust the print head position.

### **Preview Window**

Displays the pattern of **Print Head Alignment**, and checks the position of the selected pattern.

You can also change the setting by clicking the pattern on the screen directly.

### **Select the Pattern Number**

Compare the printed adjustment patterns, and enter the pattern number of the pattern with the least visible streaks or horizontal stripes into the corresponding box.

### **»» Note**

- If you do not know how to analyze the printed pattern, see [Aligning the Print Head Position from Your Computer](#).



### **Nozzle Check**

Prints a nozzle check pattern.

Perform this function if printing becomes faint or a specific color fails to print. Print a nozzle check pattern, and check whether the print head is working properly. If the print result for a specific color is faded, or if there are any unprinted sections, click **Cleaning** to clean the print head.

To display a list of items that you should check before printing the nozzle check pattern, click **Initial Check Items**.

### **Print Check Pattern**

This function prints a pattern that allows you to check whether the any of the ink nozzles are clogged.

Click **Print Check Pattern**. When the confirmation message is displayed, click **OK**. The **Pattern Check** dialog box is then displayed.

#### **left-side bitmap(good)**

The print head nozzles are not clogged.

#### **right-side bitmap(bad)**

The print head nozzles may be clogged.

### **Exit**

Closes the **Pattern Check** dialog box, and returns to the **Maintenance** tab.

## Cleaning

Performs print head cleaning.

Print head cleaning removes any blockage in the print head nozzles.

Perform cleaning when printing becomes faint, or if a specific color fails to print, even though all ink levels are sufficiently high.

### Initial Check Items

Check that the machine power is on, and open the cover of the machine.

Check the following items for each ink. Then, if necessary, perform **Nozzle Check or Cleaning**.

- [Check the amount of ink](#) remaining in the tank.
- Make sure that you push in the ink tank completely until you hear a clicking sound.
- If an orange tape is adhered to the ink tank, peel it off completely. Any remaining tape will hinder ink output.
- Check that the ink tanks are installed in their correct positions.



### Bottom Plate Cleaning

Performs cleaning of the bottom plate of the machine.

To prevent smudges on the back side of a sheet of paper, perform **Bottom Plate Cleaning** before you perform duplex printing.

Also perform **Bottom Plate Cleaning** if ink smudges caused by something other than print data appear on the printed page.



### Roller Cleaning

Cleans the paper feed rollers.

Paper feeding may fail if paper dust has stuck to the printer's paper feed rollers. In this case, clean the paper feed rollers to improve the print result.



### Power Off

Turns off the printer from the machine driver.

Perform this function to turn off the machine when you cannot press the ON button (POWER button) on the printer because the machine is out of your reach.

You must press the ON button (POWER button) on the printer to turn the machine on again after clicking this button. When you use this function, you will not be able to turn the printer on from the printer driver.



## Auto Power

Opens the [Auto Power Settings dialog box](#).

Specify settings for operating the machine power automatically. Perform this function if you want to change the auto power settings.

### ►► Note

- If the machine is off or if communication between the machine and the computer is disabled, an error message may appear because the computer cannot collect the machine status.

If this happens, click **OK** to display the most recent settings specified on your computer.

### Auto Power Settings dialog box

When you click **Auto Power**, the **Auto Power Settings** dialog box is displayed.

This dialog box allows you to manage the machine power from the printer driver.

#### Auto Power On

Selects the auto power-on setting.

Specify **Disable** to prevent the machine from turning on automatically when print data is sent to it.

Make sure the printer is on and then click **OK** to change the machine settings.

Specify **Enable** to turn the machine on automatically when print data is sent to it.

#### Auto Power Off

Selects the auto power-off setting.

If a printer driver operation or a machine operation is not performed within the specified time, the machine turns off.



## Quiet Settings

Opens the [Quiet Settings dialog box](#).

**Quiet Settings** dialog box allows you to specify a setting that reduces the operating noise of the machine. This mode comes in handy when the operating noise of the machine becomes a concern, such when printing at night. Perform this operation when you want to change the quiet mode setting.

### Quiet Settings dialog box

When you click **Quiet Settings**, the **Quiet Settings** dialog box is displayed.

**Quiet Settings** dialog box allows you to specify a setting that reduces the operating noise of the machine.

Select when you wish to reduce the operating noise of the machine at night, etc.

Using this function may lower the print speed.

### **Do not use quiet mode**

Select this option when you wish to use the machine with volume of normal operating noise.

### **Always use quiet mode**

Select this option when you wish to reduce the operating noise of the machine.

### **Use quiet mode during specified hours**

Select this option when you wish to reduce the operating noise of the machine during a specified period of time.

Set the **Start time** and the **End time** of the quiet mode you wish to be activated. If both are set to the same time, the quiet mode will not function.

### **»» Important**

- You can set the quiet mode from the operation panel of the machine, the printer driver, or ScanGear (scanner driver).  
No matter how you use to set the quiet mode, the mode is applied when you perform operations from the operation panel of the machine or printing and scanning from the computer.
- If you specify a time for **Use quiet mode during specified hours**, quiet mode is not applied to operations (copy, direct print, etc.) performed directly from the machine.



### **Custom Settings**

Opens the [Custom Settings dialog box](#).

Perform this function to change the settings of this printer.

### **»» Note**

- If the printer is off or bi-directional communication is disabled, a message may appear because the computer cannot collect the printer status.  
If this happens, click **OK** to display the most recent settings specified on your computer.

### **Custom Settings dialog box**

When you click **Custom Settings**, the **Custom Settings** dialog box is displayed.

If necessary, switch between various modes of machine operation.

### **Prevent paper abrasion**

The printer can increase the gap between the print head and the paper during high-density printing to prevent paper abrasion.

Check this check box to enable this function.

Uncheck this check box if you do not want to enable this function.

### **Align heads manually**

Usually, the **Print Head Alignment** function on the **Maintenance** tab is set to automatic head alignment, but you can change it to manual head alignment. If the printing results are unsatisfactory even after you execute automatic head alignment, execute manual head alignment.

Check this check box to perform the manual head alignment.

Uncheck this check box to perform the automatic head alignment.

### **Prevent paper double-feed**

Select this check box only if the machine is feeding multiple sheets of plain paper at the same time.

### **»» Important**

- Using this function slows down the print speed.

### **Rotate 90 degrees left when orientation is [Landscape]**

On the **Page Setup** tab, you can change the rotation direction of the **Landscape** in the **Orientation**.

To rotate the document 90 degrees to the left when printing, select the check box.

To rotate the document 90 degrees to the right when printing, clear the check box.

### **Detect the paper width when printing from computer**

When you print from the computer, this function identifies the paper that was loaded into this machine.

When the paper width detected by the machine differ from the width of the paper specified in **Page Size** on the **Page Setup** tab, a message is displayed.

To use paper width detection when printing from the computer, select the check box.

### **»» Important**

- If you are using user-defined paper, use the **Custom Paper Size** to correctly set the size of the paper loaded in the machine.  
If an error message is displayed even though the same size that was set is loaded, clear the check box.

### **Ink Drying Wait Time**

The machine can pause before printing a subsequent page. Moving the slider to the right increases the pause time, and moving the slider to the left decreases the time.

If the paper gets stained because the next page is ejected before the ink on the printed page dries, increase the ink drying wait time.

Reducing the ink drying wait time speeds up printing.

## View Print History

This function starts the Canon IJ XPS preview, and displays the print history.

### »» Note

- You can use this function only with the XPS printer driver.

## View Printer Status

Starts the Canon IJ Status Monitor.

Perform this function when you want to check the printer status and how a print job is proceeding.

### »» Note

- If you are using the XPS printer driver, the "Canon IJ Status Monitor" becomes the "Canon IJ XPS Status Monitor".

## About

Opens the [About dialog box](#).

The version of the printer driver, plus a copyright notice, can be checked.

In addition, the language to be used can be switched.

### About dialog box

When you click **About**, the **About** dialog box is displayed.

This dialog box displays the version, copyright, and module list of the printer driver. You can select the language to be used and switch the language displayed in the setup window.

#### Modules

Lists the printer driver modules.

#### Language

Specifies the language you wish to use in the [printer driver setup window](#).

### »» Important

- If the font for displaying the language of your choice is not installed in your system, the characters will be garbled.

## Features

- Cleaning the Print Heads from Your Computer
- Aligning the Print Head Position from Your Computer
- Use Your Computer to Print a Nozzle Check Pattern
- Cleaning Inside the Machine

- [Cleaning the Paper Feed Rollers from Your Computer](#)
- [Managing the Machine Power](#)

## **Related Features**

- [Reducing the Machine Noise](#)
- [Changing the Machine Operation Mode](#)

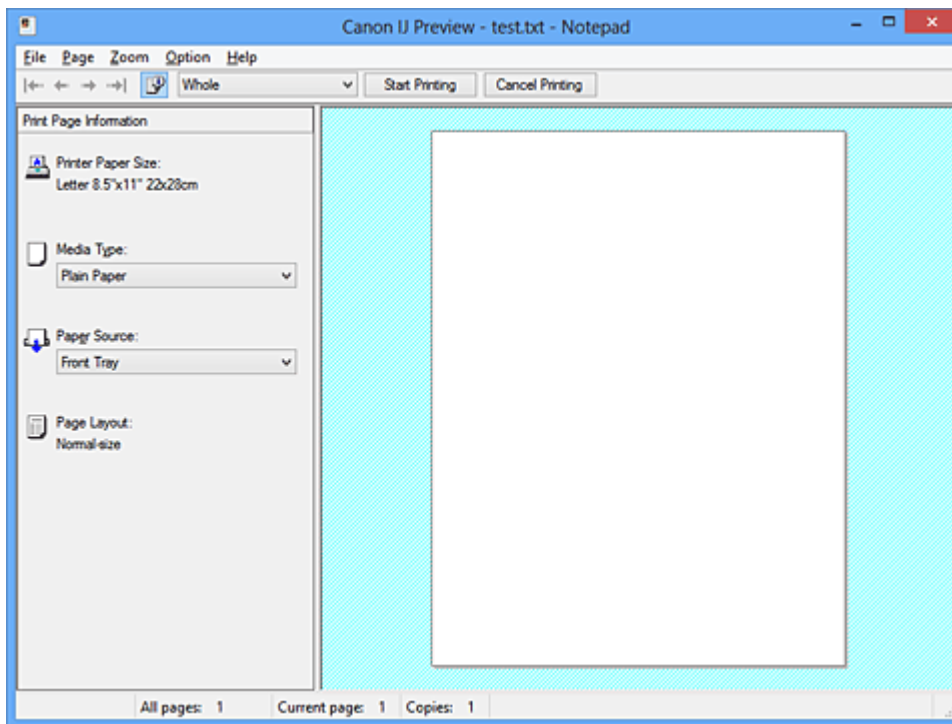
# Canon IJ Preview Description

Canon IJ Preview is an application software that displays what the print result will look like before a document is actually printed.

The preview reflects the information that is set within the printer driver and allows you to check the document layout, print order, and number of pages. You can also change the media type.

When you want to display a preview before printing, open the [printer driver setup window](#), and check the **Preview before printing** check box on the **Main** tab.

If you do not want to display a preview before printing, uncheck the check box.



## File Menu

Selects the print operation.

### Start Printing

Ends the Canon IJ Preview and then starts printing the document that is displayed on the preview screen.

This command has the same function as the **Start Printing** on the toolbar.

### Cancel Printing

Ends the Canon IJ Preview and cancels the printing of the document that is displayed on the preview screen.

This command has the same function as the **Cancel Printing** on the toolbar.

### Exit

Ends the Canon IJ Preview.



## Page Menu

This menu includes the following commands to select page to be displayed.

All of these commands except Select Page can also be selected from the toolbar.

### First Page

Displays the first page of the document.

If the currently displayed page is the first page, this command is grayed out and cannot be selected.

### Previous Page

Displays the page located before the currently displayed page.

If the currently displayed page is the first page, this command is grayed out and cannot be selected.

### Next Page

Displays the page located after the currently displayed page.

If the currently displayed page is the last page, this command is grayed out and cannot be selected.

### Last Page

Displays the last page of the document.

If the currently displayed page is the last page, this command is grayed out and cannot be selected.

### Page Selection...

Displays the **Page Selection** dialog box.

This command allows you to specify the page number of the page to be displayed.

## ►► Note

- If the pages are being spooled, the last spooled page becomes the last page.
- If the **Page Layout** setting on the **Page Setup** tab is specified to **Page Layout, Tiling/Poster**, or **Booklet**, the number of pages is the number of sheets to be used for printing, and not the number of pages in the original document created with the application software.
- If duplex printing manually has been set, the front pages which will be printed first are all displayed together, and then the back pages are displayed.

## Zoom Menu

Selects the ratio of the actual size printed on the paper to the preview display size.

You can also select the ratio from the drop-down list box located on the toolbar.

### Whole

Displays the entire page of data as one page.

**50%**

Reduces the displayed data to 50% of the actual size to be printed.

**100%**

Displays the data at the actual size to be printed.

**200%**

Enlarges the displayed data to 200% of the actual size to be printed.

**400%**

Enlarges the displayed data to 400% of the actual size to be printed.

**Option Menu**

This menu includes the following command:

**Displays Print Page Information**

Displays print setup information (including printer paper size, media type, and page layout) for each page at the left side of the preview screen.

This screen also allows you to change the media type and paper source settings.

**Help Menu**

When you select this menu item, the Help window for Canon IJ Preview is displayed, and you can check the version and copyright information.

**Start Printing button**

Prints the documents selected in the document list.

The printed documents are deleted from the list, and when all documents are printed, the Canon IJ XPS Preview closes.

**Cancel Printing button**

Ends the Canon IJ Preview, and cancels the printing of the document that is displayed on the preview screen.

You can click this button while spooling.

**Print Page Information Screen**

Displays print setup information for each page at the left side of the preview screen.

This screen also allows you to change the media type and paper source settings.

**Printer Paper Size**

Displays the paper size of the document to be printed.

**Media Type**

Displays the media type of the document to be printed.

**Paper Source**

Displays the paper source of the document to be printed.

## **Page Layout**

Displays the page layout of the document to be printed.

### **»» Important**

- If the media type and paper source are set from the application software, those settings have priority and the changed settings may become ineffective.

# Canon IJ XPS Preview Description

Canon IJ XPS Preview is an application software that displays what the print result will look like before a document is actually printed.

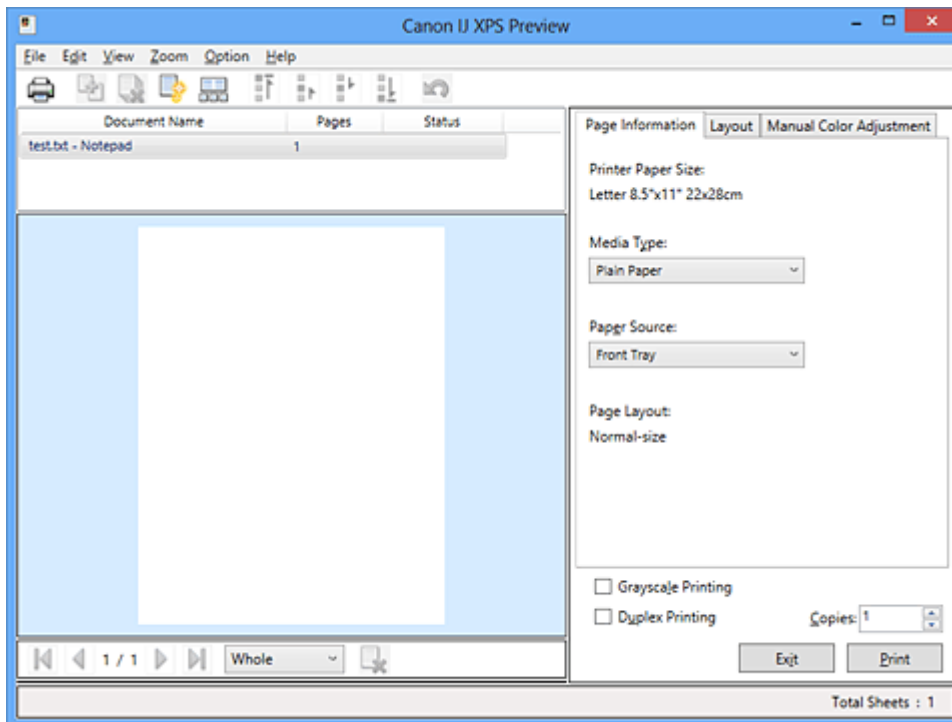
The preview reflects the information which is set within the printer driver and allows you to check the document layout, print order, and number of pages. The preview also allows you to edit the print document, edit the print pages, change the print settings, and perform other functions.

When you want to display a preview before printing, open the [printer driver setup window](#), and check the **Preview before printing** check box on the **Main** tab.

If you do not want to display a preview before printing, uncheck the check box.

## ►►► Important

- To use the Canon IJ XPS Preview, you must have Microsoft .NET Framework 4 Client Profile installed on your computer.




## File Menu

Selects print operation and print history settings:

### Print

Prints the documents selected in the document list.

The printed documents are deleted from the list, and when all documents are printed, the Canon IJ XPS Preview closes.

This command has the same function as the **Print** on the toolbar and  (Print) in the print settings area.

## Print All Documents

Prints all documents in the document list and closes the Canon IJ XPS Preview.

## Save Print History

Switches whether the documents printed from the Canon IJ XPS Preview are to be saved as print history entries.

## History Entry Limit

Switches the maximum number of print history registrations.

Select **10 Entries**, **30 Entries**, or **100 Entries**.

## »» Important

- If the limit on the number of registration is exceeded, the print history registrations are deleted starting from the oldest one.

## Add documents from history to the list

Adds the document saved in the print history to the document list.

## Exit

Ends the Canon IJ XPS Preview. The documents remaining in the document list will be deleted from the list.

This command has the same function as the **Exit** in the print settings area.

## Edit Menu

Selects the method for editing multiple documents or pages.

## Undo

Reverses the previous change.

If the change cannot be reversed, this function is grayed out and cannot be selected.

This command has the same function as the  (Undo) on the toolbar.


## Documents

Selects the method for editing print documents.

### Combine Documents


Combines the document selected in the document list into one document.

If only one document is selected, this command is grayed out and cannot be selected.

This command has the same function as the  (Combine Documents) on the toolbar.

### Reset Documents

Returns the document selected in the document list to their status before they were added to the Canon IJ XPS Preview.

The combined documents are separated, and the original documents are restored. This command has the same function as the  (Reset Documents) on the toolbar.

### **Move Document**

Use the following command to change the order of the documents selected in the document list.

#### **Move to First**

Moves the selected print document to the beginning of the document list.

If the currently selected document is the first document, this command is grayed out and cannot be selected.

#### **Move Up One**

Moves the selected print document one up from its current position.

If the currently selected document is the first document, this command is grayed out and cannot be selected.

#### **Move Down One**

Moves the selected print document one down from its current position.

If the currently selected document is the last document, this command is grayed out and cannot be selected.

#### **Move to Last**


Moves the selected print document to the end of the document list.

If the currently selected document is the last document, this command is grayed out and cannot be selected.

### **Delete Document**

Deletes the selected document from the document list.

If the document list contains only one document, the document is grayed out and cannot be selected.

This command has the same function as the  (Delete Document) on the toolbar.

### **Grayscale Printing**

Allows you to change the monochrome print settings.

This command has the same functionality as the **Grayscale Printing** check box in the print settings area.

### **Page Layout Printing...**

Opens the **Page Layout Printing** dialog box.

This dialog box allows you to set **Page Layout Printing**, **Pages**, **Page Order**, and **Page Border**.

### **Duplex Printing...**

Opens the **Duplex Printing** dialog box.

This dialog box allows you to set **Duplex Printing**, **Automatic**, **Stapling Side**, and **Margin**.

### **Copies...**

Opens the **Copies** dialog box.

This dialog box allows you to set **Copies**, **Collate**, and **Print from Last Page**.


## **Pages**

Selects the method for editing print pages.

### **Delete Page**

Deletes the currently selected page.

If page layout printing is set, the pages enclosed with red frame will be deleted.

This command has the same function as the  (Delete Page) on the toolbar.

### **Restore Page**

Restores pages that were deleted with the **Delete Page** function.

To restore pages, you must select the **View Deleted Pages** check box on the **Option** menu and display the deleted pages as thumbnails.

### **Move Page**

Use the following command to change the order of the currently selected pages.

#### **Move to First**

Moves the currently selected page to the beginning of the document.

If the currently selected page is the first page, this command is grayed out and cannot be selected.

#### **Move Forward One**

Moves the currently selected page one position in front of its current position.

If the currently selected page is the first page, this command is grayed out and cannot be selected.

#### **Move Backward One**

Moves the currently selected page one position after its current position.

If the currently selected page is the last page, this command is grayed out and cannot be selected.

#### **Move to Last**

Moves the currently selected page to the end of the document.

If the currently selected page is the last page, this command is grayed out and cannot be selected.

## **View Menu**

Selects the documents and pages to be displayed.

### **Documents**

Use the following command to select the document to display.

#### **First Document**

Displays the first document in the document list.

If the currently selected document is the first document, this command is grayed out and cannot be selected.

#### **Previous Document**

Displays the document located before the currently displayed document.

If the currently selected document is the first document, this command is grayed out and cannot be selected.

#### **Next Document**

Displays the document located after the currently displayed document.

If the currently selected document is the last document, this command is grayed out and cannot be selected.

#### **Last Document**

Displays the last document in the document list.

If the currently selected document is the last document, this command is grayed out and cannot be selected.

### **Pages**

Use the following command to select the page to be displayed.

#### **First Page**

Displays the first page of the document.

If the currently displayed page is the first page, this command is grayed out and cannot be selected.

#### **Previous Page**

Displays the page located before the currently displayed page.

If the currently displayed page is the first page, this command is grayed out and cannot be selected.

#### **Next Page**

Displays the page located after the currently displayed page.

If the currently displayed page is the last page, this command is grayed out and cannot be selected.



### **Last Page**

Displays the last page of the document.

If the currently displayed page is the last page, this command is grayed out and cannot be selected.

### **Page Selection...**

Displays the **Page Selection** dialog box.

This command allows you to specify the page number of the page to be displayed.

## **»» Note**

- If the **Page Layout** setting in the printer driver is specified to **Tiling/Poster**, or **Booklet**, the number of pages is the number of sheets to be used for printing, and not the number of pages in the original document created with the application software.

### **Zoom Menu**

Selects the ratio of the actual size printed on the paper to the preview display size.

You can also select the ratio from the drop-down list box located on the toolbar.

#### **Whole**

Displays the entire page of data as one page.

#### **50%**

Reduces the displayed data to 50% of the actual size to be printed.

#### **100%**

Displays the data at the actual size to be printed.

#### **200%**

Enlarges the displayed data to 200% of the actual size to be printed.

#### **400%**


Enlarges the displayed data to 400% of the actual size to be printed.

### **Option Menu**

Toggles the show / hide status of the following information.

#### **View Thumbnails**

Reduces all pages in the document selected in the document list and displays them at the bottom of the preview window.

This command has the same function as the  (View Thumbnails) on the toolbar.

#### **View Document List**

Displays the print document list at the top of the preview window.

### **View Print Settings Area**

Displays the print settings area at the right side of the preview window.

### **View Deleted Pages**

When the thumbnails are displayed, this function displays pages that were deleted with the **Delete Page** function.

To check deleted pages, you must first select the **View Thumbnails** check box.

### **Keep printed documents on the list**

Leaves the printed document in the document list.

### **Print Settings Displayed at Startup**

Switches the tab of the print settings area to be displayed when the Canon IJ XPS Preview is started.

Select **Page Information**, **Layout**, or **Manual Color Adjustment**.

### **Help Menu**

When you select this menu item, the Help window for Canon IJ XPS Preview is displayed, and you can check the version and copyright information.

#### **(Print)**

Prints the documents selected in the document list.

The printed documents are deleted from the list, and when all documents are printed, the Canon IJ XPS Preview closes.

#### **(Combine Documents)**

Combines the document selected in the document list into one document.

If only one document is selected, this command is grayed out and cannot be selected.

#### **(Delete Document)**

Deletes the selected document from the document list.

If the document list contains only one document, the document is grayed out and cannot be selected.

#### **(Reset Documents)**

Returns the document selected in the document list to their status before they were added to the Canon IJ XPS Preview.

The combined documents are separated, and the original documents are restored.

#### **(View Thumbnails)**

Reduces all pages in the document selected in the document list and displays them at the bottom of the preview window.

To hide the print pages, click **View Thumbnails** again.

## Move Document

Use the following command to change the order of the documents selected in the document list.

### (Move to First)

Moves the selected print document to the beginning of the document list.

If the currently selected document is the first document, this command is grayed out and cannot be selected.

### (Move Up One)

Moves the selected print document one up from its current position.

If the currently selected document is the first document, this command is grayed out and cannot be selected.

### (Move Down One)

Moves the selected print document one down from its current position.

If the currently selected document is the last document, this command is grayed out and cannot be selected.

### (Move to Last)

Moves the selected print document to the end of the document list.

If the currently selected document is the last document, this command is grayed out and cannot be selected.

### (Undo)

Reverses the previous change.

If the change cannot be reversed, this function is grayed out and cannot be selected.

### (Delete Page)

Deletes the currently selected page.

If page layout printing is set, the pages enclosed with red frame will be deleted.

## Document list

Displays the list of the print documents.

The document selected in the document list becomes the target for preview display and editing.

### Document Name

Displays the name of the print document.

If you click the name of the selected print document, a text box is displayed, and you can rename the document to any name.

### Pages

Displays the number of pages in the print document.

## »» Important

- The number displayed in **Pages** and the output page count are different.
- To check the output page count, check the status bar at the bottom of the preview window.

### Status

Displays the status of the print documents.

Documents that are undergoing data processing are displayed as **Processing data**.

## »» Important

- Documents showing **Processing data** cannot be printed or edited.  
Wait until the data processing ends.

### Print Settings Area Screen

Allows you to check and change the print settings of the documents selected in the document list.

Print Settings Area is displayed on the right side of the preview window.

#### Page Information tab

The print settings are displayed for each page.

You can change the media type and paper source settings.

##### Printer Paper Size

Displays the paper size of the document to be printed.

##### Media Type

Allows you to select the media type of the document to be printed.

##### Paper Source

Allows you to select the paper source of the document to be printed.

##### Page Layout

Displays the page layout of the document to be printed.

#### Layout tab

You can specify settings for page layout printing.

To apply the specified settings, click **Apply**.

If the page layout print settings cannot be changed for the print document, the individual items are grayed out and cannot be selected.

#### Manual Color Adjustment tab

This tab allows you to adjust the color balance by changing the settings of the **Cyan**, **Magenta**, **Yellow**, **Brightness**, **Intensity**, and **Contrast** options.

### **Cyan/Magenta/Yellow**

Adjusts the strengths of **Cyan**, **Magenta**, and **Yellow**.

Moving the slider to the right makes a color stronger, and moving the slider to the left makes a color weaker.

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

This adjustment changes the relative amount of ink of each color used, which alters the total color balance of the document. Use your application software if you want to change the total color balance significantly. Use the printer driver only if you want to adjust the color balance slightly.

### **Brightness**

Selects the brightness of your print.

Pure white and black will not change, but colors between white and black will change.

### **Intensity**

Adjusts the overall intensity of your print.

Moving the slider to the right increases the intensity, and moving the slider to the left decreases the intensity.

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

### **Contrast**

Adjusts the contrast between light and dark in the image to be printed.

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

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

### **Defaults**

Restores all the settings you have changed to their default values.

Clicking this button restores all the settings on this tab to their default values (factory settings).

## **»» Important**

- When **Grayscale Printing** is checked, **Cyan**, **Magenta**, and **Yellow** appear grayed out and are unavailable.

### **Grayscale Printing**

Allows you to change the monochrome print settings.

## Duplex Printing

Selects whether to print the document on both sides or one side of a sheet of paper. If the duplex print settings cannot be changed for the print document, this item is grayed out and is unavailable.

### »» Important

- When you select **Booklet** for **Page Layout**, **Duplex Printing** of the print settings area will be set automatically. In this case, **Duplex Printing** is grayed out and is unavailable.

## Copies

Specifies the number of copies you want to print. You can specify a value from 1 to 999. If the numbers of copies cannot be changed for the print document, this item is grayed out and is unavailable.

## Exit

Ends the Canon IJ XPS Preview.

The documents remaining in the document list will be deleted from the list.

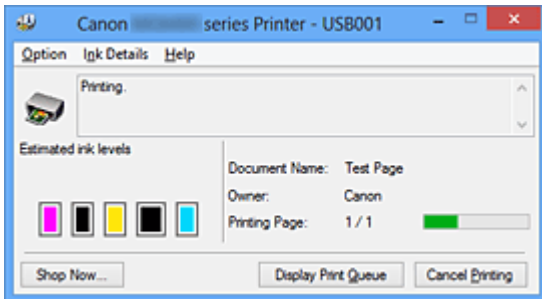
## Print

Prints the documents selected in the document list.

The printed documents are deleted from the list, and when all documents are printed, the Canon IJ XPS Preview closes.

# Canon IJ Status Monitor Description

The Canon IJ Status Monitor displays the status of the machine and the printing progress. The monitor uses graphics, icons, and messages to let you know the machine status.



## Canon IJ Status Monitor Features

The Canon IJ Status Monitor offers the following advantages:

### **You can check the status of the printer on the screen.**

The status of the machine is shown on the screen in real time.

You can check the printing progress of each printing document (print job).

### **Error types and solutions are shown on the screen.**

Shown when a machine error occurs.

You can immediately check how to respond.

### **You can check the ink status.**

This function displays graphics showing the ink tank type and the estimated ink levels.

Icons and messages are displayed when ink is running low (ink level warning).

## Canon IJ Status Monitor Overview

Canon IJ Status Monitor allows you to check the status of the machine and ink with graphics and messages.

You can check the information on the printing document and the printing progress during printing.

When a printer error occurs, it shows the cause and solution. Follow the instruction in the message.

### **Printer**

Canon IJ Status Monitor shows an icon when a warning or error occurs to the printer.

⚠: Indicates that a warning (operator call error) has occurred or the printer is working.

✖: There has been an error which requires a service.

## **Ink Tank**

Canon IJ Status Monitor shows an icon when a low ink warning or a no ink error occurs. In addition, this function displays graphics showing the estimated ink levels of the ink tank.

In this case, click the graphics to open the **Ink Details** dialog box. You can check the detail information such as the remaining ink level and the ink tank types for your printer.

## **Document Name**

Shows the name of the document to be printed.

## **Owner**

Shows the owner's name of the document to be printed.

## **Printing Page**

Shows the number of printing page and total printing pages.

## **Display Print Queue**

Shows the print window used to manage the print job that is being printed or being in the print queue.

## **Cancel Printing**

Cancels the current print job.

## **»» Important**

- The **Cancel Printing** button is enabled only while print data is being sent to the machine. Once the print data has been sent, the button is grayed out and becomes unavailable.

## **Option Menu**

If you select **Enable Status Monitor**, when a machine related message is generated the Canon IJ Status Monitor starts.

When **Enable Status Monitor** is selected, following commands are available.

### **Always Display Current Job**

Displays the Canon IJ Status Monitor during printing.

### **Always Display on Top**

Displays the Canon IJ Status Monitor in front of other windows.

### **Display Guide Message**

Displays the guide for operations in which how to set paper is complicated.

### **Envelope Printing**

Displays the guide message when envelope printing starts.

To hide this guide message, select the **Do not show this message again**



check box.

To display the guide messages again, click **Envelope Printing** on the **Display Guide Message** in the **Option** menu and enable this setting.

### **Hagaki Printing**

Displays the guide message before the printer begins hagaki printing.

To hide this guide message, select the **Do not show this message again** check box.

To display the guide messages again, click **Hagaki Printing** on the **Display Guide Message** in the **Option** menu and enable this setting.

## **Display Warning Automatically**

### **When a Low Ink Warning Occurs**

Starts the Canon IJ Status Monitor window automatically and displays it in front of the other windows when a low ink warning occurs.

### **Start when Windows is Started**

Starts the Canon IJ Status Monitor automatically when you start Windows.

## **Ink Details Menu**

Select this menu to display the **Ink Details** dialog box. Check the detail information such as the remaining ink level and the ink tank types for your machine.

### **Ink Details dialog box**

This function displays graphics and messages showing the ink tank type and the estimated ink levels.

#### **Ink Information (displayed at left)**

Shows the ink tank types with graphics.

If a warning or error related to the remaining ink level occurs, the print driver displays an icon to let you know.

If the icon is displayed, operate the printer according to the instructions displayed on the screen.

#### **Message (displayed at right)**

Shows information such as the ink status and ink colors with sentences.

#### **Ink Model Number button**

Shows the ink tank types for your machine.

#### **Close**

Closes the **Ink Details** dialog box to return to Canon IJ Status Monitor.

## **Help Menu**

When you select this menu item, the Help window for Canon IJ Status Monitor is displayed, and you can check the version and copyright information.

# Updating the MP Drivers

- [Obtaining the Latest MP Drivers](#)
- [Deleting the Unnecessary MP Drivers](#)
- [Before Installing the MP Drivers](#)
- [Installing the MP Drivers](#)

# Obtaining the Latest MP Drivers

The MP Drivers include a printer driver and ScanGear (scanner driver).

By updating the MP Drivers to the latest version of the MP Drivers, unresolved problems may be solved.

You can access our website and download the latest MP Drivers for your model.

## »» Important

- You can download the MP Drivers for free, but any Internet access charges incurred are your responsibility.
- Before installing the latest MP Drivers, [delete the previously installed version](#).

## Related Topics

- [Before Installing the MP Drivers](#)
- [Installing the MP Drivers](#)

# Deleting the Unnecessary MP Drivers

The MP Drivers which you no longer use can be deleted.

When deleting the MP Drivers, first exit all programs that are running.

The procedure to delete the unnecessary MP Drivers is as follows:

## 1. Start the uninstaller

- If you are using Windows 8, from the Desktop charms, select **Settings -> Control Panel -> Programs -> Programs and Features**.  
From the program list, select "XXX MP Drivers" (where "XXX" is your model name) and then click **Uninstall**.
- If you are using Windows 7 or Windows Vista, select **Start menu -> Control Panel -> Programs -> Programs and Features**.  
From the program list, select "XXX MP Drivers" (where "XXX" is your model name) and then click **Uninstall**.
- If you are using Windows XP, select **Start menu -> Control Panel -> Add or Remove Programs**.  
From the program list, select "XXX MP Drivers" (where "XXX" is your model name) and then click **Remove**.

The confirmation window for uninstalling the model appears.

### ►► Important

- In Windows 8, Windows 7, or Windows Vista, a confirmation/warning dialog box may appear when starting, installing or uninstalling software.  
This dialog box appears when administrative rights are required to perform a task. When you are logged on to an administrator account, click **Yes** (or **Continue**, **Allow**) to continue.  
Some applications require an administrator account to continue. When you are logged on to a standard account, switch to an administrator account, and restart the operation from the beginning.

## 2. Execute the uninstaller

Click **Execute**. When the confirmation message appears, click **Yes**.

When all the files have been deleted, click **Complete**.

The deletion of the MP Drivers is complete.

## »» Important

- Printer driver, XPS printer driver, and ScanGear (scanner driver) will be deleted when you uninstall the MP Drivers.

## Before Installing the MP Drivers

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

### Checking the Machine Status

- Turn off the machine.

### Checking the Personal Computer Settings

- Terminate all running applications.
- In Windows 8, Windows 7, or Windows Vista, log on as a user who has the administrator account.  
In Windows XP, log on as the computer administrator.

### »» Important

- Before installing the latest MP Drivers, [delete the previously installed version](#).

### Related Topics

- [Obtaining the Latest MP Drivers](#)
- [Installing the MP Drivers](#)

# Installing the MP Drivers

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

The procedure for installing the downloaded MP Drivers is as follows:

## 1. Turn off the machine

## 2. Start the installer

Double-click the icon of the downloaded file.

The installation program starts.

### »» Important

- In Windows 8, Windows 7, or Windows Vista, a confirmation/warning dialog box may appear when starting, installing or uninstalling software. This dialog box appears when administrative rights are required to perform a task. When you are logged on to an administrator account, click **Yes** (or **Continue**, **Allow**) to continue. Some applications require an administrator account to continue. When you are logged on to a standard account, switch to an administrator account, and restart the operation from the beginning.

## 3. Install the MP Drivers

Take the appropriate action as described on the screen.

## 4. Complete the installation

Click **Complete**.

When you are using a USB connection, the procedure for installing the MP Drivers is complete.

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

### »» Important

- You can install the XPS printer driver with the same procedure for installing the MP Drivers. However, when installing the XPS printer driver, first complete installation of the MP Drivers.
- You can download the MP Drivers and XPS printer driver for free, but any Internet access charges incurred are your responsibility.
- Before installing the latest MP Drivers, [delete the previously installed version](#).



## Related Topics

- [Obtaining the Latest MP Drivers](#)
- [Deleting the Unnecessary MP Drivers](#)
- [Before Installing the MP Drivers](#)

## Printing Using the Operation Panel of the Machine

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

# Printing Template Forms Such As Lined Paper or Graph Paper

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

➔ [Printable template forms](#)

➔ [Printing template forms](#)

## »» Note

- You use the Web service to download the template form and to print it.

➔ [Downloading and Printing Template Forms](#)

## Printable template forms

The following templates are available:

- **Notebook paper**



You can select three line spacing formats.

Setting on the LCD:

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

### »» Note

- You cannot print Notebook paper on B5 sized paper.

- **Graph paper**



You can select two square sizes.

Setting on the LCD:

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

### »» Note

- You cannot print Graph paper on B5 sized paper.

- **Checklist**

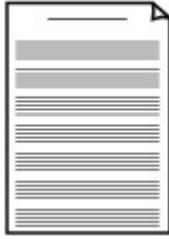


You can print a notepad with checkboxes.

Setting on the LCD:

**Checklist**

- **Staff paper**



You can print staff paper with 10 or 12 staves.

Setting on the LCD:

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

- **Handwriting paper**

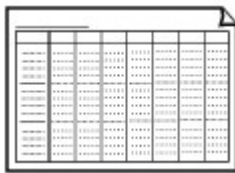


You can print handwriting paper.

Setting on the LCD:

**Handwriting paper**

- **Weekly schedule**

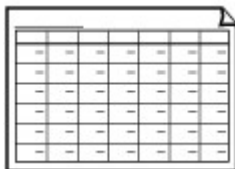


You can print a weekly schedule form.

Setting on the LCD:

**Weekly schedule**

- **Monthly schedule**




You can print a monthly schedule form.

Setting on the LCD:

**Monthly schedule**

## Printing template forms

Print template form following the procedure below.

1. Make sure that the machine is turned on.
2. Load A4, B5, or Letter-sized plain paper.
3. Select  **Advanced print** on the **HOME** screen.

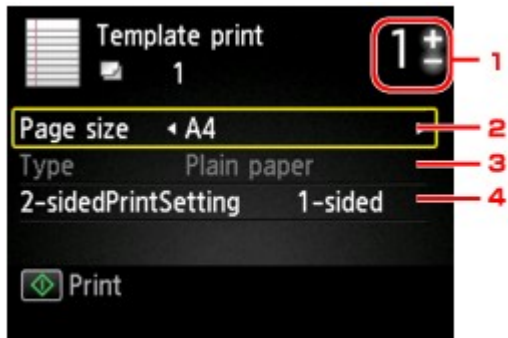
➡ LCD and Operation Panel

4. Select  **Template print**, then press the **OK** button.

5. Use the  button to select the template you want to print, then press the **OK** button.

➔ [Printable template forms](#)

6. Specify the settings as necessary.



1. **Number of copies**

Use the **+** or **-** button to specify the number of copies.

2. **Page size**

Select the page size depending on the loaded paper.

#### ➤➤➤ **Note**

- Depending on the form, some setting of page size cannot be specified. If it is selected, **Error details** is displayed on the LCD. In this case, press the left **Function** button to confirm the message, then change the setting.

3. **Type (Media type)**

The paper type is set to **Plain paper**.

4. **2-sidedPrintSetting**

Select two-sided printing or single-sided printing.

7. Start printing.

Press the **Color** button for printing the following forms.

**Notebook paper 1/Notebook paper 2/Notebook paper 3/Graph paper 1/Graph paper 2/  
Handwriting paper**

Press the **Black** button for printing the following forms.

**Checklist/Staff paper 1/Staff paper 2/Weekly schedule/Monthly schedule**

## Using Web Service Printing

- ➔ [Notice for Web Service Printing](#)
- ➔ [Printing Photos in Online Photo Album](#)
- ➔ [Downloading and Printing Template Forms](#)
- ➔ [Settings for Web Service](#)

# Notice for Web Service Printing

## When Using Web Service

- Canon does not guarantee the continuity and reliability of the web services provided, the availability of site access, or permission to download the materials.
- Canon may at any time update, change, or delete the information provided through the web service, or may suspend or discontinue the service without prior notice. Canon shall not be held responsible for any damages resulting from such actions.
- In no event shall Canon be liable for any damages whatsoever resulting from the use of the web services.
- User registration is necessary before using the photo sharing site.

When you use the photo sharing site, observe the conditions of use of the site and use the service within your own responsibility.

- All or part of the web service may not be available depending on the country or region you live in.
- Depending on your network environment, some functions on web service are not available. Even if they are available, it may take a while to print or display the contents, or communication may be interrupted while operation is in progress.
- When you use web service, your machine's name, information of your region or country, your selected language, and what kind of service you use (e.g. photo sharing site) are sent to and saved in our server. Canon is unable to identify specific customers using this information.
- Your login name and password for the photo sharing site are saved in the machine's memory (not encrypted).

If you hand over the machine to anyone or dispose of it, delete your login name and password from the machine's memory in advance.

- The account information will be sent to Canon Inc. server (located in Japan), then forwarded to the service provider's server.
- Canon handles your account information as follows:
  - Your account information will be used in personal identification process of the selected service.
  - Canon will not provide your account information to any third party without your consent, except for sending to the service provider or providing based on laws and regulations.
  - After the conclusion of non-disclosure agreement, Canon may deposit your account information to the contractor to achieve the purpose of use.
  - Canon endeavors to secure the safety of your account information.
  - It is at your option to enter and send your account information. However, the service that requires to enter your account information is not available unless you enter and send it.
  - Your account information does not remain in Canon Inc. server. At the latest, it will be deleted when you have disconnected your printer from LAN.
  - For details, contact a Canon-authorized sales representative in the country or region you live in.

## Copyrights and Rights of Publicity

**When printing from the photo sharing site:**

- Observe the conditions of use of the photo sharing site when you use photos on the site.
- It is unlawful to reproduce or edit the copyrighted work of another person without permission from the copyright holder, except for personal use, use within the home, or other use within the limited scope as defined by the copyright. Additionally, reproducing or editing photographs of people may infringe on Rights of Publicity.

**When printing downloaded template forms:**

1. The copyright of each material (photos, illustrations, logos, or documents: hereinafter referred to as "the materials") provided on the web template printing service belongs to their respective owners. Issues pertaining to Rights of Publicity may arise regarding the use of any of people or characters displayed on the web template printing service.

Except as otherwise permitted (please see "2" below), copying, modifying or distributing all or a portion of any of the materials contained on the web template printing service without prior consent of the respective rights (Rights of Publicity and Copyright) holder is strictly prohibited.

2. All of the materials provided on the web template printing service can be freely used for personal and non-commercial purposes.



## Printing Photos in Online Photo Album

You can access the internet photo sharing site using the operation panel of the machine and print the photo in online photo album (photos uploaded from devices such as computer).



### ▶▶▶ Important

- If the firmware of the machine is updated, the screen, the operating procedure, and the menu function will be changed.

For details on the operating after the firmware update:

- ▶ Use the Machine's Cloud Function

Before using the web service, see the terms of service.

#### ▶ [Notice for Web Service Printing](#)

To access the photo sharing site from the machine, you have to register the account on the photo sharing site to the machine. Refer to the following and register the account.

#### ▶ [Registering the Account on Photo Sharing Site](#)

### ▶▶▶ Important

- LAN connection with the machine and internet connection are required to use this function.
- Before you use this function, you have to get the account on the photo sharing site. For getting the account, refer to the photo sharing site.
- Depending on the type of the photo, the photo may not be displayed on the LCD or printed.

1. Make sure that the machine is turned on.

2. Load 4" x 6" / 10 x 15 cm photo paper.

3. Select  **Cloud** on the **HOME** screen.

▶ LCD and Operation Panel

### ▶▶▶ Important

- If the firmware of the machine can be updated, a message prompting you to update may appear.

Update the firmware according to the message that appears.

For details on the operating of **Cloud** menu after the firmware update:

➡ Use the Machine's Cloud Function

4. Select the photo sharing site to use, then press the **OK** button.

The machine accesses on the photo sharing site, then the online albums are displayed on the LCD.

▶▶▶ **Note**

- If you have not registered the account on the photo sharing site to the machine yet, the confirmation screen to register the account is displayed.

Use the ▲▼ button to select **Yes**, then press the **OK** button to register the account.

- For details on how to register the account, see [Registering the Account on Photo Sharing Site](#).
- After the account registration is complete, the confirmation screen to save the login name or e-mail address and password is displayed. Use the ▲▼ button to select the setting, then press the **OK** button. If you do not save the login name or e-mail address and password to the machine, select **Do not save** then press the **OK** button.
- If many online album are uploaded on the photo sharing site or the communication situation is poor, online albums may not be displayed on the LCD correctly.
- The created date display of the online album may differ between the LCD of the machine and the computer. Additionally, the display order may differ.

5. Use the ◀▶ button to select the online album, then press the **OK** button.

The photo in the online album is displayed.

▶▶▶ **Note**

- If many online album are uploaded on the photo sharing site or the communication situation is poor, the photo may not be displayed on the LCD correctly.
- The display order of photos in the online album may differ between the LCD of the machine and the computer.

6. Specify the settings as necessary.



1. Number of copies

Specify by using the + or - button.

## »» Note

- If you specify the number of copies for each photo, use the ◀▶ button to display the photo you want to print and use the + or - button to specify the number of copies when the desired photo is displayed.
- You can also display the screen to specify the number of copies by pressing the **OK** button when the desired photo is displayed. When the screen to specify the number of copies is displayed, specify the number of copies by using the + or - buttons. Press the **OK** button to display the photo selection screen.

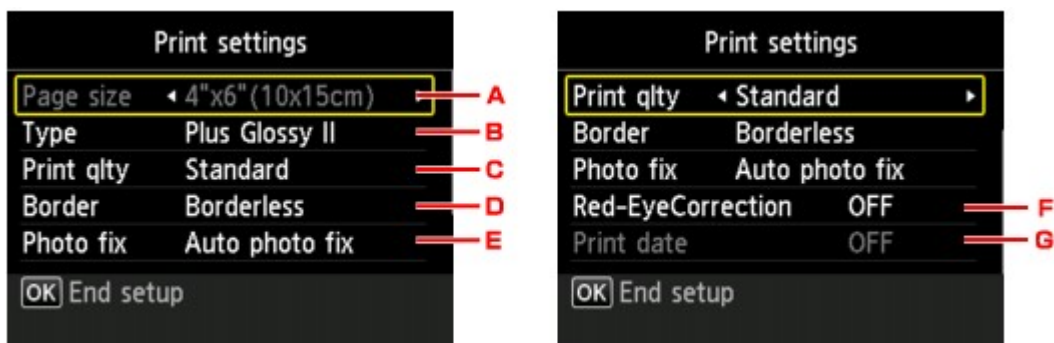
### 2. Selection photo

Select the photo you want to print by using the ◀▶ button.

### 3. Print settings

By pressing the right **Function** button, the print settings confirmation screen is displayed.

Use the ▲▼ button to change the setting item, use the ◀▶ button to change the setting, then use the **OK** button to confirm the selection.



#### A. Page size

The page size is set to **4"x6" (10x15cm)**.

#### B. Type (Media type)

Select the media type of the loaded paper.

#### C. Print qlty (Print quality)

Select print quality according to the photo.

#### D. Border (Bordered/Borderless print)

Select bordered or borderless print.

#### E. Photo fix

When **Auto photo fix** is selected, the scene or person's face of a shot photo is recognized and the most suitable correction for each photo is made automatically. It makes a darkened face by backlight brighter to print. It also analyzes a scene such as scenery, night scene, person, etc. and corrects each scene with the most suitable color, brightness, or contrasts automatically to print.

Depending on the type of the photo, the photo may not be corrected.

## »» Note

- As a default, photos on the photo sharing site are printed with auto correction applied.
- If **No correction** is selected, photos are printed without correction.

#### F. Red-EyeCorrection

Corrects red eyes in portraits caused by flash photography.

Depending on the type of the photo, red eyes may not be corrected or parts other than the eyes may be corrected.

G. **Print date**

This setting is not available.

7. Press the **Color** button.

The machine starts printing.

# Downloading and Printing Template Forms

You can download the template form you want to print from the web service.

Before using the web service, see the terms of service.

➔ [Notice for Web Service Printing](#)

## ▶▶▶ Important

- LAN connection with the machine and internet connection are required to use this function.

1. Make sure that the machine is turned on.



2. Select **Cloud** on the **HOME** screen.

➔ LCD and Operation Panel

## ▶▶▶ Important

- If the firmware of the machine can be updated, a message prompting you to update may appear. Update the firmware according to the message that appears.  
For details on the operating of **Cloud** menu after the firmware update:  
➔ Use the Machine's Cloud Function



3. Select **Web template print**, then press the **OK** button.

The category folders of the template form are displayed on the LCD.

4. Use the ◀▶ button to select the category folder of template form, then press the **OK** button.

The template forms in the category folder are displayed on the LCD.

5. Use the ◀▶ button to select the template form you want to print, then press the **OK** button.

6. Check the message that is displayed, then press the **OK** button.

7. Check the print settings.

The print settings are determined automatically according to the specified template form.

To change the print setting, use the ▲▼ button to select the setting item and use the ◀▶ button to change the settings.

## ▶▶▶ Note

- **2-sidedPrintSetting** is set to **1-sided**.
- Depending on the template form, some print setting cannot be specified. If it is selected, **Error details** is displayed on the LCD. In this case, press the left **Function** button to confirm the message, then change the setting.

8. Load paper according to the print settings.

9. Press the **Color** button.

The machine starts printing.

## Settings for Web Service

This section describes the machine's settings for web service.

➔ [Registering the Account on Photo Sharing Site](#)

➔ [Resetting the Web Service Settings](#)

Before using the web service, see the terms of service.

➔ [Notice for Web Service Printing](#)

### Registering the Account on Photo Sharing Site

Register the account on the photo sharing site to the machine following the procedure below.

#### ▶▶▶ Important

- LAN connection with the machine and internet connection are required to use this function.
  - Before you register the account to the machine, you have to get the account on the photo sharing site. For getting the account, refer to the photo sharing site.
  - You can register the login name or e-mail address up to 256 characters and register the password up to 80 characters. When you get the account on the photo sharing site, set the login name or e-mail address within 256 characters and set the password within 80 characters.
- Set the login name, e-mail address, and password in letters and figures can be entered on the LCD of the machine.

1. Make sure that the machine is turned on.

2. Select  **Setup** on the **HOME** screen.

➔ LCD and Operation Panel

3. Select  **Web service setup**, then press the **OK** button.

4. Use the ▲▼ button to select **Online Album connection setup**, then press the **OK** button.

5. Use the ▲▼ button to select **Register account**, then press the **OK** button.

#### ▶▶▶ Note

- When you delete the account, select **Delete account**, then press the **OK** button. After selecting the photo sharing site to delete the account and pressing the **OK** button, the confirmation screen to delete the account is displayed. To delete the account, select **Yes** and press the **OK** button.

6. Use the ▲▼ button to select the photo sharing site to register the account, then press the **OK** button.

The message for account information is displayed.

7. Check the message, then press the **OK** button.
8. When the confirmation screen for account management is displayed, press the left **Function** button.

▶▶▶ **Note**

- By pressing the **OK** button, you can display the message for account management policy.

9. Check that **User-ID** or **Email** is displayed, then press the **OK** button.

The screen to enter the login name or e-mail address is displayed.

▶▶▶ **Note**

- If you already have registered the account, the login name or e-mail address is displayed on the screen.

10. Enter the login name or e-mail address.

Use the following buttons to enter the login name or e-mail address.

**▲, ▼, ◀, and ▶ buttons:**

Select a letter, number, or symbol.

**OK button:**

Enter the selected character.

**Left Function button:**

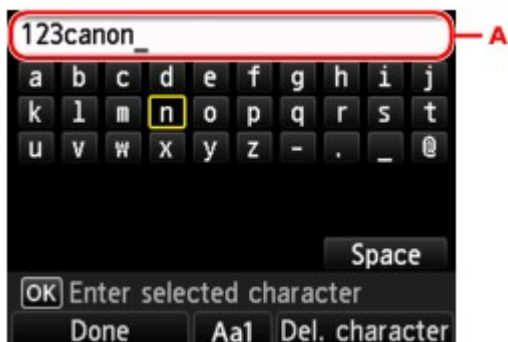
Press when entering the characters is complete.

**Center Function button:**

Switch the input mode; Lowercase mode (e.g., abc), Uppercase mode (e.g., ABC), then Numeric mode (number).

**Right Function button:**

Delete the entered character.



▶▶▶ **Note**

- To edit entered characters, select the entry column (A) with the ▲▼ button. Use the ◀▶ button to move the cursor under the position where you want to edit.

11. Check the entered login name or entered e-mail address, then press the left **Function** button.



12. Check that **Password** is displayed, then press the **OK** button.

The screen to enter the password is displayed.

13. Enter the password.

Enter the password as well as the login name or e-mail address.

**▶▶▶ Note**

- Depending on the setting on the photo sharing site, entering the password may not be necessary.

14. Press the left **Function** button.

The machine accesses on the photo sharing site, then your account is confirmed.

After the confirmation of account is complete, the confirmation screen to save the login name or e-mail address and password is displayed.

15. Use the **▲▼** button to select the setting, then press the **OK** button.

The account registration is complete.

## Resetting the Web Service Settings

This function resets all web service settings.

Reset the web service settings following the procedure below.

1. Make sure that the machine is turned on.



2. Select **Setup** on the **HOME** screen.

➡ LCD and Operation Panel



3. Select **Device settings**, then press the **OK** button.

4. Use the **▲▼** button to select **Reset setting**, then press the **OK** button.

5. Use the **▲▼** button to select **Web service setup only**, then press the **OK** button.

The confirmation screen is displayed.

**▶▶▶ Note**

- When you select **Reset all**, all settings you made including the web service settings are reverted to the machine back to default.

6. Use the **▲▼** button to select **Yes**, then press the **OK** button.

The web service setting is reset.

## Printing with the Access Point Mode

When the machine enters the access point mode, you can print from an external device such as a computer or a smartphone without involving an access point.

### ▶▶▶ Important

- Before you use the machine with the access point mode, be sure to specify the access point name of the machine and the security setting.
  - ▶ Before Using the Machine with the Access Point Mode

1. Make sure that the machine is turned on.

2. Select  **WLAN** on the **HOME** screen.

▶ LCD and Operation Panel

3. Use the ▲▼ button to select **Access point mode**, then press the **OK** button.

4. Check the message that is displayed, then press the **OK** button.

The machine enters the access point mode.

5. Connect an external device such as a computer or a smartphone to the machine via wireless LAN.

Perform wireless LAN settings with your external device, then assign the access point name specified for the machine as a destination.

### ▶▶▶ Note

- For details on how to perform wireless LAN settings with an external device, refer to the device's instruction manual.
- While the machine is in the access point mode, the access point name specified for the machine is displayed on the LCD.

When you specify the machine as a destination for wireless connection to an external device, assign the access point name specified for the machine.

- While the machine is in the access point mode, pressing the right **Function** button displays the details on the security setting.

When a WPA2-PSK (AES) passphrase is valid, entering the passphrase is required to connect an external device to the machine via wireless LAN. Enter the passphrase specified for the machine.

6. Load paper on the machine.

7. Start printing from an external device such as a computer or a smartphone.

Perform printing from the external device and specify the machine as a printer you use.

**▶▶▶ Note**


- For details on how to print from an external device such as a computer or a smartphone via wireless LAN, refer to the device's or application's instruction manual.
- You can also print using PIXMA Printing Solutions.

8. Press the left **Function** button when printing is completed.

The machine exits from the access point mode.

9. Press the **OK** button when the confirmation screen to end the access point mode is displayed.

# Copying

- ➔ [Making Copies](#)  **Basic**
- ➔ [Displaying the Preview Screen](#)
- ➔ [Setting Items](#)
- ➔ [Reducing or Enlarging a Copy](#)
- ➔ [Two-Sided Copying](#)
- ➔ [About Special Copy Menu](#)
- ➔ [Copying Two Pages to Fit onto a Single Page](#)
- ➔ [Copying Four Pages to Fit onto a Single Page](#)
- ➔ [Copying Thick Originals Such as Books](#)
- ➔ [Copying without Borders](#)
- ➔ [Copying Photos](#)

# Making Copies

Load the original on the platen glass to copy.

This section describes the procedure to copy with **Standard copy**.

1. Make sure that the machine is turned on.
2. Load paper.



3. Select **Copy** on the **HOME** screen.

➔ LCD and Operation Panel

The Copy standby screen is displayed.

4. Load the original on the platen glass.
5. Specify the settings as necessary.



1. Number of copies

Specify by using the + or - button.

2. **Print settings**

By pressing the right **Function** button, the print settings screen is displayed.

On the print settings screen, you can change the settings of page size, media type, and print quality and so on.

➔ [Setting Items](#)

3. **Preview**

By pressing the left **Function** button, you can preview an image of the printout on the preview screen.

➔ [Displaying the Preview Screen](#)

6. 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 complete.

### ▶▶▶ Important

- Do not open the document cover or remove the original from the platen glass until scanning is completed.

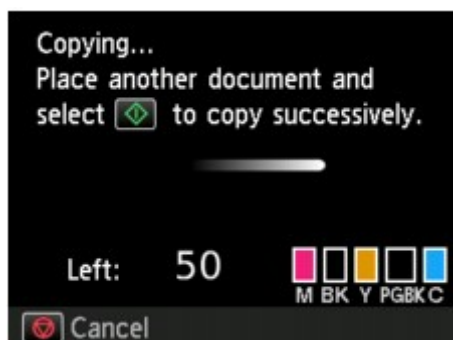
### ▶▶▶ Note

- To cancel copying, press the **Stop** button.

## Adding the Copying Job (Reserve copy)

You can add the copying job while printing (Reserve copy).

The screen below is displayed when you can add the copying job.



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

### ▶▶▶ Important

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

### ▶▶▶ Note

- When **Print qlty** (print quality) is set **High**, you cannot add the copying job.
- When you add the copying job, the number of copies or the settings such as the page size or media type cannot be changed.
- If you press the **Stop** button while reserve copying is in progress, the screen to select the method to cancel copying is displayed. If you select **Cancel all reservations** then press the **OK** button, you can cancel copying all scanned data. If you select **Cancel the last reservation**, then press the **OK** button, you can cancel the last copying job.
- If you set a document of too many pages to add the copying job, **Cannot add more copy jobs. Please wait a while and redo the operation.** may appear on the LCD. Press the **OK** button and wait a while, then try copying again.
- If **Failed to reserve the copy job. Start over from the beginning.** appears on the LCD when scanning, press the **OK** button, then press the **Stop** button to cancel copying. After that, copy the documents that have not been finished copying.

## Displaying the Preview Screen

When you load the original on the platen glass and select **Standard copy** or **Frame erase copy** in **Advanced print**, pressing a **Function** button allows you to preview an image of the printout on the preview screen.

When **Standard copy** is selected, press the left **Function** button on the Copy standby screen.

When **Frame erase copy** is selected, press the right **Function** button on the print settings screen.

### ▶▶▶ Important

- In the following conditions, you cannot use the left **Function** button when the Copy standby screen is displayed.

- **2-sided** is selected for **2-sidedPrintSetting**.
- **2-on-1 copy** or **4-on-1 copy** is selected for **Layout**.

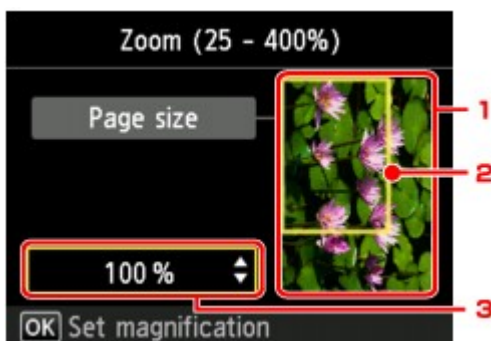
When either of the conditions above is selected, you can set to display the preview screen after scanning the original is finished.

➔ [Two-Sided Copying](#)

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

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

- The original will be scanned to display the preview image. Therefore, do not open the document cover until the preview screen is displayed.
- Originals are rescanned after displaying the preview screen and before copying starts. Therefore, do not open the document cover or remove the original from the platen glass while **Scanning document...** is displayed.



#### 1. Preview of the original

The original that is set on the platen glass is displayed. If the displayed image is skewed, refer to Loading Originals and reset the original properly, then display the preview screen again and preview the original.

#### 2. Page size

A frame showing the selected page size appears over the image. The inside of the frame will be printed.

#### 3. Magnification

The magnification setting, which was set when the preview screen was displayed, is displayed. If the setting other than **Fit to page** is selected, you can change the magnification setting using the ▲▼ button.

## Setting Items

You can change the copy settings such as magnification and intensity.

### Print Settings Screen

#### ▶▶▶ Note

- For details on the print setting screen or the setting item for **Photo copy**, see [Copying Photos](#).

How to display the print setting screen varies with the copy menu.

- In **Standard copy**:

The following screen is displayed by pressing the right **Function** button on the Copy standby screen.



- In **Borderless copy** or **Frame erase copy**:

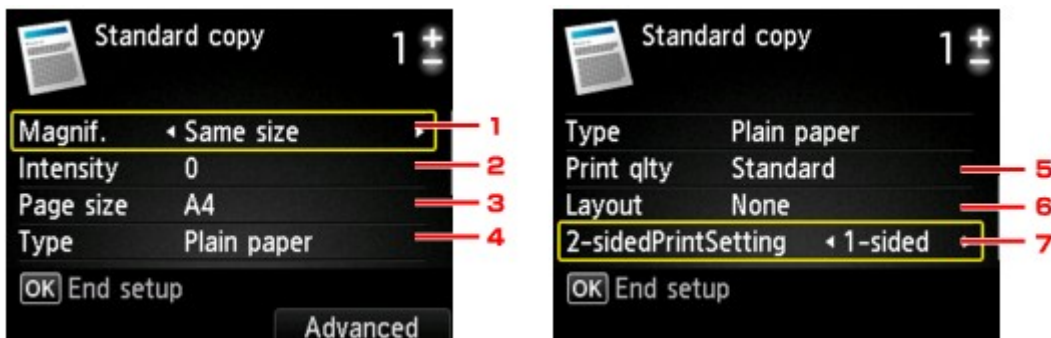
The following screen is displayed before copying.



## Setting Items

You can specify the following setting items.

Use the ▲▼ button to change the setting item and use the ◀▶ button to change the setting.





## »» Note

- Depending on the copy menu, some setting items cannot be selected. This section describes the setting items in **Standard copy**.  
The setting item which cannot be selected is displayed grayed out.  
For details on the setting items for **Photo copy**, see [Copying Photos](#).
- Some settings cannot be specified in combination with the setting of other setting item or the copy menu. If the setting which cannot be specified in combination is selected, **Error details** is displayed on the LCD. In this case, press the left **Function** button to confirm the message, then change the setting.
- The settings of the page size, media type, etc. are retained even if the machine is turned off.
- When copying starts in the copy menu that is not available with the specified setting, **The specified function is not available with current settings**. is displayed on the LCD. Change the setting, following the on-screen instructions.

### 1. **Magnif.** (Magnification)

Specify the reduction/enlargement method.

➔ [Reducing or Enlarging a Copy](#)

### 2. **Intensity**

Specify the intensity. When **Auto** is selected, the intensity is adjusted automatically according to the originals loaded on the platen glass. **Auto** is displayed on the Copy standby screen.



### 3. **Page size**

Select the page size of the loaded paper.

### 4. **Type** (Media type)

Select the media type of the loaded paper.

### 5. **Print qlty** (Print quality)

Adjust print quality according to the original.

## »» Important

- If you use **Draft** with **Type** set to **Plain paper** and the quality is not as good as expected, select **Standard** or **High** for **Print qlty** and try copying again.

- Select **High** for **Print qlty** to copy in grayscale. Grayscale renders tones in a range of grays instead of black or white.

## 6. **Layout**

Select the layout.

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

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

## 7. **2-sidedPrintSetting**

Select whether to perform two-sided copying.

➔ [Two-Sided Copying](#)

## Reducing or Enlarging a Copy

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

The LCD below is displayed when you press the right **Function** button in the Copy standby screen. Select the reduction/enlargement method from **Magnif.**.



### ▶▶▶ Note

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

- Fit to page

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



The setting in **Magnif.:** **Fit to page**

### ▶▶▶ Note

- When you select **Fit to page**, the page size may not be detected correctly depending on the original. In this case, select the setting other than **Fit to page**.

- Preset ratio

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



Select the appropriate ratio for size of original and page size.

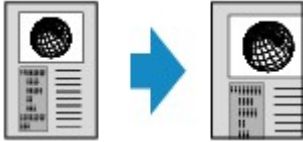
The setting in **Magnif.:** **70% A4->A5/86% A4->B5/94% A4->LTR/115% B5->A4/141% A5->A4/156% 5x7->LTR/183% 4x6->LTR**

### ▶▶▶ Note

- Some of the preset ratios are not available depending on the country or region of purchase.

- Ratio specified copy

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



If you select other than **Fit to page** and press the right **Function** button, **Magnification** screen is displayed. Use the ▲▼ button to specify the magnification.

#### ▶▶ Note

- **400% MAX** (maximum copy ratio) and **25% MIN** (minimum copy ratio) are selectable.
- If you make a copy at the same size as the original, select **Same size**.

## Two-Sided Copying

When you select **2-sided** for **2-sidedPrintSetting** in **Standard copy**, you can copy two original pages onto the both sides of a single sheet of paper.



Press the right **Function** button to select the orientation and the stapling side.

- When you select **Portrait** for **Orientation** and **Long-side stapling** for **Stapling side of print paper**:



- When you select **Portrait** for **Orientation** and **Short-side stapling** for **Stapling side of print paper**:



- When you select **Landscp.** for **Orientation** and **Long-side stapling** for **Stapling side of print paper**:



- When you select **Landscp.** for **Orientation** and **Short-side stapling** for **Stapling side of print paper**:



After selecting the stapling side and press the **OK** button, you can select whether you use the preview screen. If you select **ON**, the preview screen is displayed so that you can check the orientation.

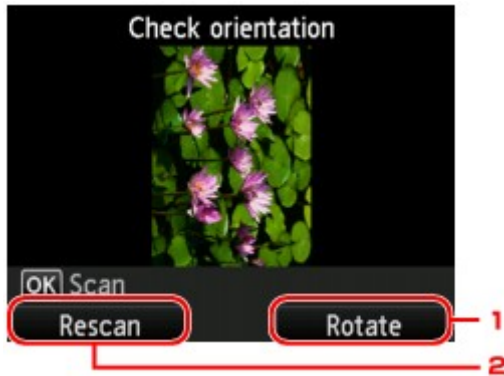
### ▶▶▶ Note

- If **Device memory is full. Cannot continue process.** appears on the LCD when scanning, set the print quality to **Standard**, then try copying again. If the problem is not resolved, set the print quality to **Draft** and try copying again.
- Two-sided copy setting can be used in combination with **2-on-1 copy** or **4-on-1 copy** when **Standard copy** is selected.
  - ➔ [Copying Two Pages to Fit onto a Single Page](#)
  - ➔ [Copying Four Pages to Fit onto a Single Page](#)

- If you are copying in black & white, print intensity of the Two-sided copy may differ from that of a single-sided copy.

## When checking the orientation:

When you are using the preview screen, the screen below is displayed before copying starts so that you can check the orientation.



### 1. Rotate

If you press the right **Function** button, the original rotates by 180 degrees.

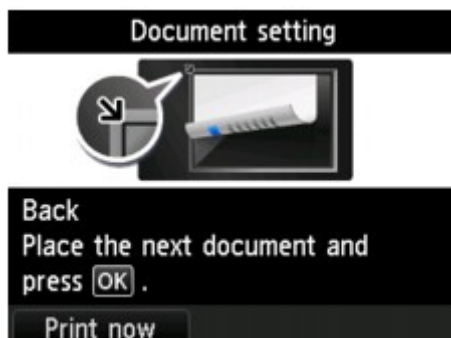
### 2. Rescan

If you press the left **Function** button, the original is rescanned.

Press the **OK** button to start scanning.

## When scanning is finished:

The **Document setting** screen appears on the LCD after scanning each sheet of original.



Remove the sheet of original from the platen glass after scanning and load the next sheet on the platen glass, then press the **OK** button.

### »» Note

- If you do not need more scanning, press the left **Function** button. The machine starts copying.
- You can add the copying job while printing.
  - ➔ [Adding the Copying Job \(Reserve copy\)](#)

# About Special Copy Menu

The following menus are selectable in the **Advanced print** menu to copy originals.



## Borderless copy

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

➔ [Copying without Borders](#)



## Frame erase copy

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

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



## Photo copy

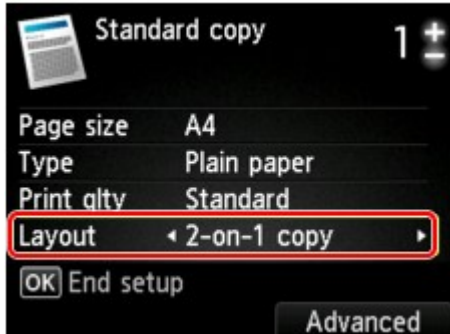
You can copy all photos you scanned.

➔ [Copying Photos](#)

## Copying Two Pages to Fit onto a Single Page

When you select **2-on-1 copy** for **Layout** in **Standard copy**, you can copy two original pages onto a single sheet of paper by reducing each image.

Press the right **Function** button on the Copy standby screen to display the print settings screen, then select **2-on-1 copy** for **Layout**.



Press the right **Function** button to specify the orientation and the advanced layout.

- When you select **Portrait** for **Orientation** and **Left to right** for **2-on-1 copy** layout:



- When you select **Portrait** for **Orientation** and **Right to left** for **2-on-1 copy** layout:



- When you select **Landscp.** for **Orientation** and **Top to bottom** for **2-on-1 copy** layout:



- When you select **Landscp.** for **Orientation** and **Bottom to top** for **2-on-1 copy** layout:



After selecting the layout and press the **OK** button, you can select whether you use the preview screen. If you select **ON**, the preview screen is displayed so that you can check the orientation.

### ▶▶▶ Note

- If **Device memory is full. Cannot continue process.** appears on the LCD when scanning, set the print quality to **Standard**, then try copying again. If the problem is not resolved, set the print quality to **Draft** and try copying again.
- This function can be used in combination with Two-sided copy.

If you use this function in combination, you can copy four original pages on one sheet of paper. In this case, two original pages are copied on each side of paper.

If you use this function in combination, select **2-sided** for **2-sidedPrintSetting**, then select the stapling side of print paper on the Print settings screen.

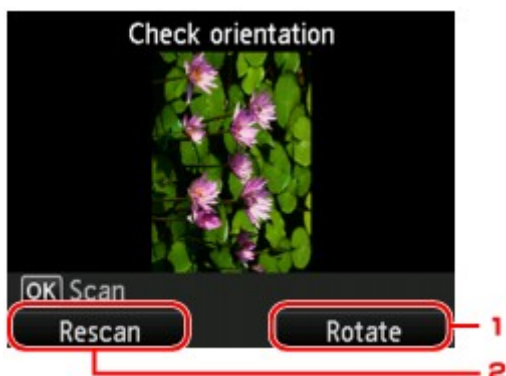


For details on two-sided copy function:

➔ [Two-Sided Copying](#)

## When checking the orientation:

When you are using the preview screen, the screen below is displayed before copying starts so that you can check the orientation.



### 1. Rotate

If you press the right **Function** button, the original rotates by 180 degrees.

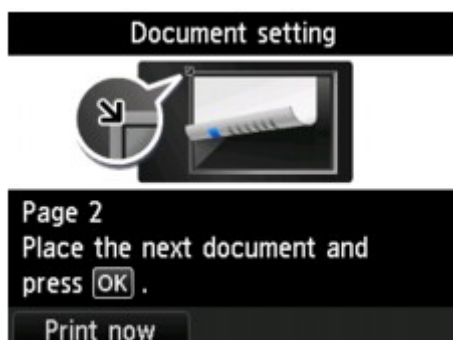
### 2. Rescan

If you press the left **Function** button, the original is rescanned.

Press the **OK** button to start scanning.

## When scanning is finished:

The **Document setting** screen appears on the LCD after scanning the first sheet of original.



Remove the first sheet of original from the platen glass and load the second sheet on the platen glass, then press the **OK** button.

The machine starts scanning the second sheet of original and copying.

### ➤➤➤ Note

- If you do not need more scanning, press the left **Function** button. The machine starts copying.
- You can add the copying job while printing.

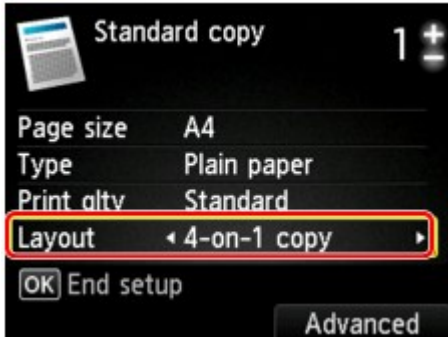
➔ [Adding the Copying Job \(Reserve copy\)](#)

- If you use this function in combination with Two-sided copy, the **Document setting** screen is displayed after scanning the second sheet of original is complete. Follow the on-screen instructions to scan the third and fourth sheet of original.
-

## Copying Four Pages to Fit onto a Single Page

When you select **4-on-1 copy** for **Layout** in **Standard copy**, you can copy four original pages onto a single sheet of paper by reducing each image. Four different layouts are available.

Press the right **Function** button on the Copy standby screen to display the print settings screen, then select **4-on-1 copy** for **Layout**.

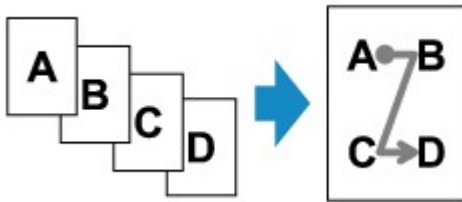


Press the right **Function** button to specify the orientation and the advanced layout.

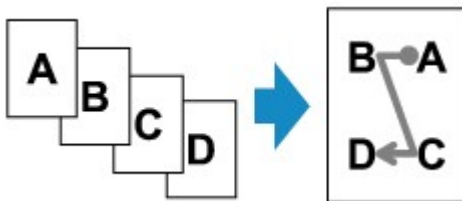
### ▶▶▶ Note

- The layout is the same regardless of the orientation.

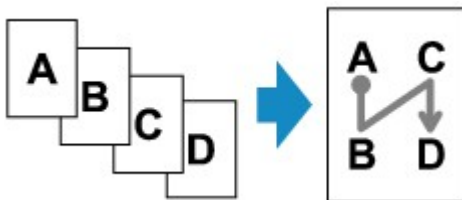
- When you select **Upper-left to right** for **4-on-1 copy** layout:



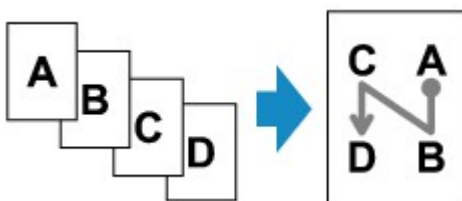
- When you select **Upper-right to left** for **4-on-1 copy** layout:



- When you select **Upper-left to bottom** for **4-on-1 copy** layout:



- When you select **Upper-right to bottom** for **4-on-1 copy** layout:



After selecting the layout and press the **OK** button, you can select whether you use the preview screen. If you select **ON**, the preview screen is displayed so that you can check the orientation.

### ▶▶▶ Note

- If **Device memory is full. Cannot continue process.** appears on the LCD when scanning, set the print quality to **Standard**, then try copying again. If the problem is not resolved, set the print quality to **Draft** and try copying again.
- This function can be used in combination with Two-sided copy.

If you use this function in combination, you can copy eight original pages on one sheet of paper. In this case, four original pages are copied on each side of paper.

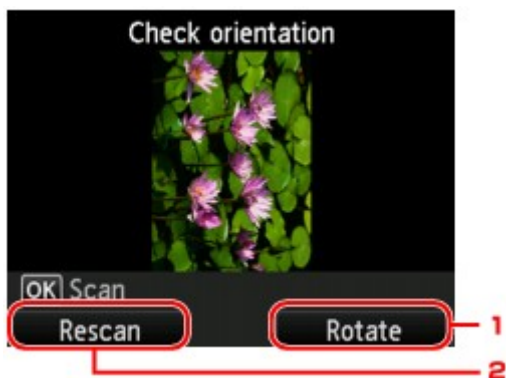
If you use this function in combination, select **2-sided** for **2-sidedPrintSetting**, then select the stapling side of print paper on the Print settings screen.

For details on two-sided copy function:

➔ [Two-Sided Copying](#)

### When checking the orientation:

When you are using the preview screen, the screen below is displayed before copying starts so that you can check the orientation.



#### 1. Rotate

If you press the right **Function** button, the original rotates by 180 degrees.

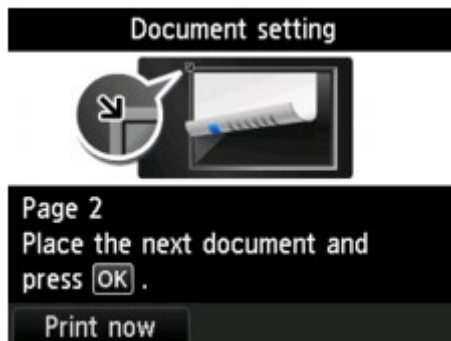
#### 2. Rescan

If you press the left **Function** button, the original is rescanned.

Press the **OK** button to start scanning.

### When scanning is finished:

The **Document setting** screen appears on the LCD after scanning each sheet of original.



Remove the sheet of original from the platen glass after scanning and load the next sheet on the platen glass, then press the **OK** button.

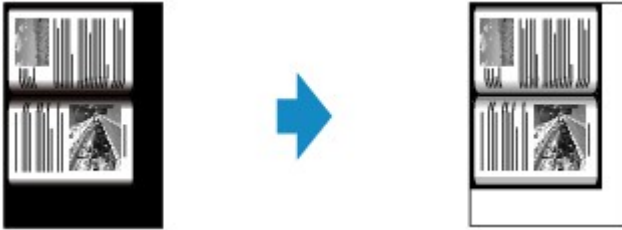
After scanning the fourth sheet of original, the machine starts copying.

### ▶▶ Note

- If you do not need more scanning, press the left **Function** button. The machine starts copying.
- You can add the copying job while printing.
  - ➡ [Adding the Copying Job \(Reserve copy\)](#)
- If you use this function in combination with Two-sided copy, the **Document setting** screen is displayed after scanning the fourth sheet of original is complete. Follow the on-screen instructions to scan the rest of originals.

## Copying Thick Originals Such as Books

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



1. Make sure that the machine is turned on.

2. Load paper.

3. Select  **Advanced print** on the **HOME** screen.

➔ LCD and Operation Panel

4. Select  **Frame erase copy**, then press the **OK** button.

5. Load the original on the platen glass.

6. Specify the number of copies by using the **+** or **-** button.

Change the print settings as necessary.

➔ [Setting Items](#)

### ➤➤➤ Note

- When the Copy standby screen is displayed, pressing the right **Function** button allows you to preview an image of the printout on the preview screen.

➔ [Displaying the Preview Screen](#)

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

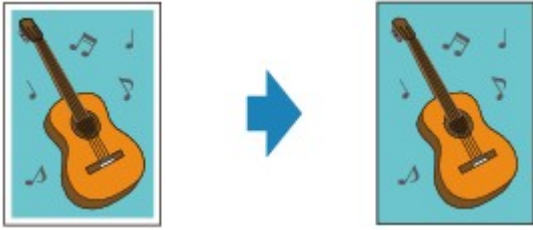
The machine starts copying.

### ➤➤➤ Note

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

## Copying without Borders

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



1. Make sure that the machine is turned on.

2. Load the photo paper.

3. Select  **Advanced print** on the **HOME** screen.

➔ LCD and Operation Panel

4. Select  **Borderless copy**, then press the **OK** button.

5. Load the original on the platen glass.

6. Specify the number of copies by using the **+** or **-** button.

Change the print settings as necessary.

➔ [Setting Items](#)

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

The machine starts copying.

### ▶▶▶ Note

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

For details:

- ➔ Extended copy amount
- For details on the paper size and the media type available for borderless copying:
  - ➔ Printing Area


# Copying Photos

You can scan printed photos and print them all at one time.

1. Make sure that the machine is turned on.
2. Load the photo paper.

3. Select  **Advanced print** on the **HOME** screen.

➔ LCD and Operation Panel

4. Select  **Photo copy**, then press the **OK** button.

5. Confirm the on-screen instructions, then press the **OK** button.

6. Load the printed photo on the platen glass following the on-screen instructions, then press the **OK** button.

## ➤➤➤ Note

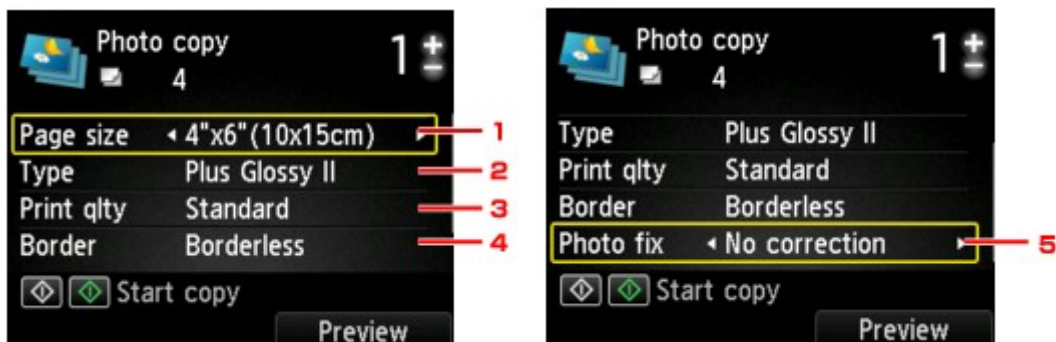
- For details on loading photos on the platen glass:

➔ Loading Originals

When scanning is complete, the print settings confirmation screen is displayed.

7. Specify the settings as necessary.

Use the ▲▼ button to change the setting item and use the ◀▶ button to change the setting.



## ➤➤➤ Note

- Depending on the setting item, some settings cannot be specified in combination with the setting of other setting items. If the setting cannot be specified in combination is selected, **Error details** is displayed on the LCD. In this case, press the left **Function** button to confirm the message, then change the setting.

### 1. Page size

Select the page size of the loaded paper.



2. **Type** (Media type)

Select the media type of the loaded paper.

3. **Print qlty** (Print quality)

Select print quality according to the original.

4. **Border** (Bordered/Borderless print)

Select bordered or borderless print.

5. **Photo fix**


Select **No correction**, **Auto photo fix**, or **Fade restoration**.

▶▶▶ **Note**

- When **No correction** is selected, the machine prints the scanned image without correction.
- When **Auto photo fix** is selected, the machine corrects the scanned image automatically.
- When **Fade restoration** is selected, the machine corrects the scanned image that have faded over time.

8. Specify the number of copies by using the **+** or **-** button.

▶▶▶ **Note**

- By pressing the right **Function** button, you can preview an image of the printout on the preview screen. Use the ◀▶ button to change the display.
- If  appears on the photo, the printed photo may not be scanned properly. Rescan the printed photo.

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

The machine starts printing.

▶▶▶ **Note**

- If the printed photo was not scanned properly, the confirmation screen asking you if you continue printing is displayed. By selecting **Yes**, the machine starts printing. If you rescan the photo, select **No** and scan the photo again.