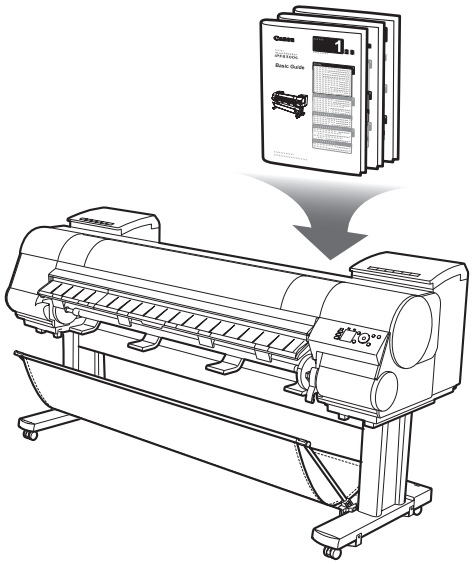
Canon

Large-Format Printers

imagePROGRAF

iPF8300S

Basic Guide



Please read the following electronic manuals also.
- User's Guide
- Paper Reference Guide

Printer Operations 1 2 3

This Basic Guide includes three booklets.
Read this manual first.

Printer Operations 1

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Read this manual before attempting to operate the printer.
Keep this manual in a handy location for future referencing.

ENG

⚠Safety Precautions

Follow the warnings and precautions below to use the printer safely. Do not perform any operations or procedures other than as described in this manual. Doing so may result in unexpected accidents and can cause a fire or electrical shocks.

⚠ Warning

Printer Location

- Do not set up the printer in any location exposed to alcohol, thinner, or other volatile liquids. If these substances come into contact with electrical components inside the printer, there is a risk of fire or electrical shock.

Power Supply

- Never handle the power cable with wet hands. Doing so may cause electrical shock.

- Insert the power cable securely and completely into the power source. If the power cable is not inserted completely, this could cause a fire or electrical shock.

- Do not use any power cable other than the one provided. This could cause a fire or electrical shock. Never use the power cable with any other electrical device.

- Never cut the power cable or attempt to modify it, and never stretch it or bend it forcefully. Never place a heavy object on the power cable. Damaged sections of the power cable could cause a short circuit and may cause a fire or electrical shock.

- Never connect the power cable to a power strip or any power source shared by other electrical devices. This could cause a fire or electrical shock.

- Never knot the power cable or wrap it around itself. This could cause a fire or electrical shock.

- Periodically disconnect the power cable and use a dry cloth to wipe away dust that has collected on the plug and the area around the power outlet. Leaving the power cable plugged in and not cleaned for a long period, especially in an area subject to dust, oil, and humidity, could cause the insulation material to deteriorate and lead to a fire.

In an Emergency

- If the printer emits smoke or strange odors, continuing to use the printer may cause a fire or electrical shock. Switch the printer off immediately and remove the power plug from the power outlet. Contact the nearest service center.

Cleaning the Printer

- For cleaning, use a cloth dampened in water. Never use flammable solvents such as alcohol, benzene, or thinner. If these substances come into contact with electrical components inside the printer, there is a risk of fire or electrical shock.

Pacemakers

- This printer generates a low-level magnetic field. Anyone wearing a pacemaker who experiences discomfort while working around the printer should leave the area. Consult a physician before continuing to work around the printer.

⚠ Caution

Printer Location

- Never install the printer on an unstable or vibrating surface. If it falls over, this could cause personal injury.

- Never set up the printer in a location that is exposed to high humidity or large amounts of dust, or exposed to direct sunlight, high temperature, or open flame. This could cause a fire or electrical shock. Use the printer location in an environment where temperature and humidity are within the ranges of 15°C to 30°C (59°F to 86°F) and 10 to 80% RH (with no condensation).

- Never place the printer on a heavy wool or shag carpet. The fibers may enter the printer and cause a fire.

- Keep the area around the power outlet clear of items so that you can disconnect the power cable immediately if the printer starts operating abnormally. In the event of a printer malfunction, remove the power cable from the outlet as soon as possible to prevent fire and electrical shocks.

- Do not install the printer near sources of strong electromagnetic fields, whether equipment that generates such fields or places where such fields occur. This could damage the printer or cause malfunction.

Moving the Printer

- The weights of main printer units are as follows:
  iPF8300S : Approx. 111 kg (244.7 lb)
- Moving the printer requires at least six people, holding it on both sides. Be careful to avoid back strain and other injuries.

- When moving the printer, firmly grasp the **Carrying Handles** under each side. The printer may be unsteady if you hold it at other positions, which poses a risk of injury from dropping the printer.

Power Supply

- Always grip the plug to remove the power cable from the power outlet. Pulling on the power cable could damage the cable and lead to a fire or electrical shock.

- Never use an extension cord. This could cause a fire or electrical shock.

- Never use any power source other than 100–120 / 220–240 V AC. This could cause a fire or electrical shock. The printer operating conditions are described below. Use the printer under the following conditions.
  Power supply voltage: 100–120 / 220–240 V AC
  Power supply frequency: 50 / 60 Hz

Cleaning the Printer

- Always disconnect the power cable from the outlet before cleaning the printer. If the printer is switched on accidentally, moving parts inside the printer may cause personal injuries.

Printhead, Ink Tanks, and Maintenance Cartridge

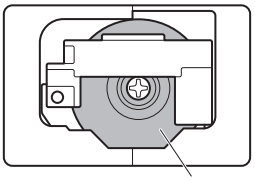
- Always store consumables in a safe location out of the reach of small children. If a child licks or ingests ink accidentally, seek medical assistance immediately.
- If ink accidentally gets in your eyes, immediately rinse with water.
  If ink gets on your skin, immediately clean it off with soap and water.
  If irritation persists in your eyes or on your skin, contact a physician immediately.

- Avoid dropping or shaking printheads, ink tanks, and maintenance cartridges. Spilled ink can stain clothing and the work area.

- Never touch the electrical contacts of the Printhead after printing. The contacts become extremely hot and can cause minor burns.

Other

- Never disassemble the printer or attempt repairs. There are high voltage parts inside the printer that can cause a fire or electrical shock.
- Never use flammable sprays around the printer. The gas of flammable sprays can cause a fire or electrical shock, if it contacts high voltage points inside the printer.
- Never insert your hand into the printer while it is printing. Moving parts inside the printer can cause injuries.
- Never place anything on the printer such as small metal objects (paper clips, staples), liquids, any type of liquid container that contains flammable liquids (alcohol, benzene, etc.). If such objects fall into the printer, this could cause a fire or electrical shock.
- After removing the **Cutter Unit**, never touch the cutting edge (a). This could cause personal injury.



- To prevent a fire hazard or dangerous electric shock, if a foreign object falls into or a liquid spills into the printer, press the Power button immediately to switch the printer off, unplug the printer power cable from the outlet, and then call for service. If you continue to use the printer, this could cause a fire or electrical shock.
- Connect the interface cable correctly. To avoid damage, before connection make sure that the shape of the cable connector matches the connection point on the printer.
- During printing, turn on the ventilation system in the room.
- We recommend ensuring ample space for installation.

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The Manuals Supplied with This Printer

Printed Manuals

Title	Details
Setup Guide	Instructions for unpacking and setting up the printer, and for installing the software and electronic manuals
1 Basic Guide 1 (this manual) Printer Operations	Descriptions of the paper loading methods, consumable replacement methods, control panel menus, etc.
2 Basic Guide 2 Troubleshooting	Troubleshooting tips and error messages
3 Basic Guide 3 Printer Relocation / Software Installation	Instructions for preparing to relocate the printer and for software and electronic manuals installation

Electronic manuals

The electronic manuals must be installed on your computer. For instructions on installing, refer to the Setup Guide or Basic Guide 3.

Title	Details
User's Guide	This guide describes advanced usage of the printer such as paper saving tips, how to print a poster and banner with the supplied software and print quality adjusting method, in addition to the basic instructions for printing on roll paper or cut sheet.
Paper Reference Guide	This guide describes about the types and specifications of the available media on the printer.

Updating the Paper Reference Guide

You can confirm the latest paper information by updating the **Paper Reference Guide**. By downloading the latest version of **Media Information File** from the imagePROGRAF website and installing it, you can update to the latest information of the Paper Reference Guide. If you cannot download file, contact your Canon dealer.

To view the electronic manuals and imagePROGRAF website

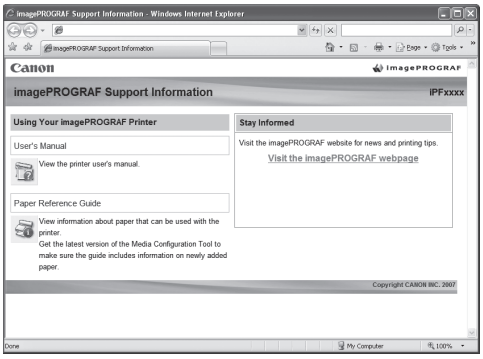
To view the electronic manuals and imagePROGRAF website, access the electronic manuals and imagePROGRAF website from imagePROGRAF Support Information as follows.

Windows

Double-click the **iPFxxxx Support** desktop icon. (iPFxxxx indicates the printer model.)

Mac OS X

Click the **iPF Support** icon in the Dock.



How to read the Basic Guides

Symbols

The following symbols are used in this document to indicate safety information and explanations of restrictions or precautions in use.

	Caution	Indicates caution items for which operating error poses a risk of injury or damage to equipment or property. To ensure safe use, always follow these precautions.
	Important	Indicates important information that must be followed when using the printer. Be sure to read this information to prevent printer damage or operating errors.
	MEMO	Indicates helpful reference information and supplemental information on particular topics.

Cross-reference

Additional sources of information are identified as follows in the documentation.

In the Basic Guides:	Guide number and section title Example: (→1, Attaching the Roll Holder to Rolls)
In the electronic manuals:	Manual name and title Example: (→"Selecting the Paper Type (Roll)," User's Guide)

Text conventions and illustrations

Button names and user interface elements

Key and button names on the control panel and user interface elements in software (such as menus and buttons) are indicated as follows in this document.

Control panel buttons	Example: Press the **OK** button.
Control panel messages	Example: **Head Cleaning** is displayed.
Software interface items (menus and buttons)	Example: Click **OK**.
Keyboard keys	Example: Press the Tab key.

Part names

Names of printer parts are indicated as follows in this document.

Printer part names	Example: Open the **Top Cover**.

Figures and software screens

- Screens depicted in this document for the printer driver or other software may look different from the actual screens because of subsequent updates.
- Windows XP screens are used in explanations of Windows operations.

FCC Regulations (U.S.A)

Canon Large Format Printer	iPF8300S

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.
Note: This equipment has been tested and found to comply with the limits for class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation.
This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications.
However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:
• Reorient or relocate the receiving antenna.
• Increase the separation between the equipment and receiver.
• Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
• Consult the dealer or an experienced radio/TV technician for help.
Use of shielded cable is required to comply with Class B limits in Subpart B of Part 15 of FCC Rules.
Do not make any changes or modifications to the equipment unless otherwise specified in the manual.
If such changes or modifications should be made, you could be required to stop operation of the equipment.
Canon U.S.A. Inc.
One Canon Plaza, Lake Success, NY 11042, U.S.A.
Tel No. 516-328-5600

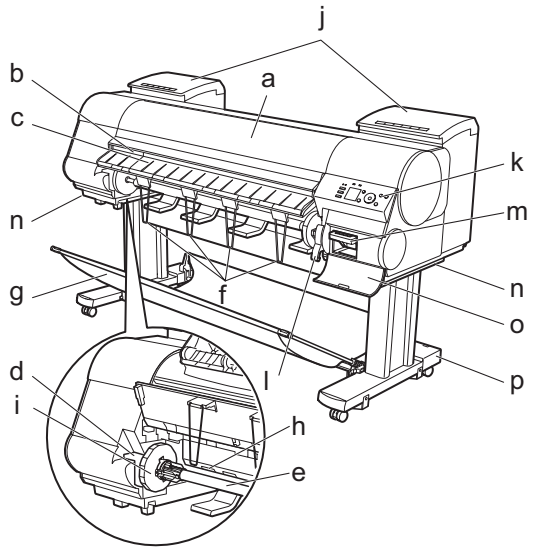
For CA, USA Only

Included battery contains Perchlorate Material - special handling may apply.
See http://www.dtsc.ca.gov/hazardouswaste/perchlorate/ for detail.

Parts

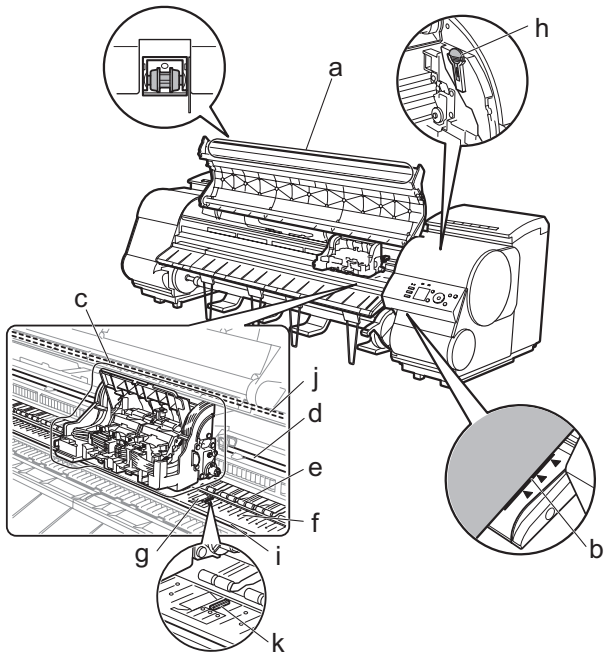
Names and functions of printer parts are as follows.

Front



	Name	Operation
a	**Top Cover**	Open this cover to install the Printhead, load paper, and remove any jammed paper from inside the printer as needed.
b	**Cutter Groove**	Paper is cut (using the cutter or manually with scissors) over this groove.
c	**Ejection Guide**	Guides printed documents as they are ejected. Raise the guide when loading a roll.
d	**Roll Holder Slot**	Slide the **Roll Holder** into this slot.
e	**Roll Holder**	Load the roll on this holder.
f	**Ejection Support**	Prevents printed documents from winding around the **Roll Holder** or being drawn into the **Paper Feed Slot**.
g	**Output Stacker**	A cloth tray that catches ejected documents.
h	**Paper Feed Slot**	When loading a roll, insert the edge of the roll paper here.
i	**Holder Stopper**	Secure rolls on the **Roll Holder** with this part.
j	**Ink Tank Cover**	Open this cover to replace an Ink Tank.
k	**Control Panel**	Use this panel to operate the printer and check the printer status.
l	**Release Lever**	Releases the **Paper Retainer**. Lift this lever toward the front of the printer when loading paper.
m	Maintenance Cartridge	Absorbs ink used for maintenance purposes such as head cleaning. (Replace the cartridge when it is full.)
n	**Carrying Handles**	When carrying the printer, have four people hold it by these handles under both sides.
o	**Maintenance Cartridge Cover**	Open this cover to replace the Maintenance Cartridge.
p	**Stand**	A stand that holds the printer. Equipped with casters to facilitate moving it.

Top Cover (Inside)

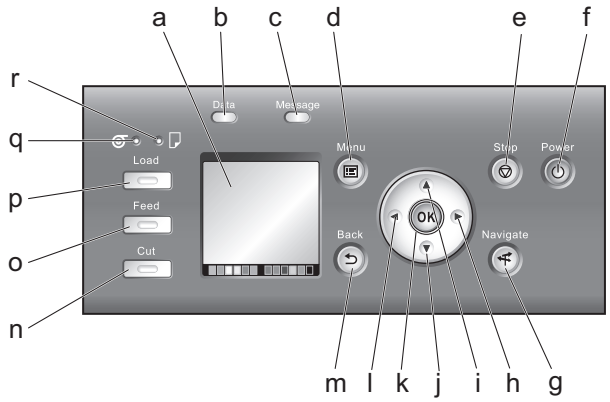


	Name	Operation
a	**Top Cover Roller**	Prevents paper from rising when ejected.
b	**Paper Alignment Line**	Align paper with this line when loading it.
c	**Carriage**	Moves the Printhead. The carriage serves a key role in printing.
d	**Carriage Shaft**	The **Carriage** slides along this shaft.
e	**Paper Retainer**	Important in supplying the paper. This retainer holds paper as it is fed.
f	**Platen**	The Printhead moves across the platen to print. **Vacuum holes** on the platen hold paper in place.
g	**Borderless Printing Ink Grooves**	For catching ink outside the edges of paper during borderless printing.
h	**Cleaning Brush**	When cleaning inside the printer under the **Top Cover**, use this brush to sweep away paper dust on the **Platen**. Also use the brush to move the blue **Switch** on the **Platen**.
i	**Fixed Blade**	The **Cutter Unit** passes over this rail to cut paper.
j	**Linear Scale**	The linear scale serves a key role in detecting the **Carriage** position. Be careful not to touch this part when cleaning inside the **Top Cover** or clearing paper jams.
k	**Switch**	Set the switch to the side opposite ● if the edges of printed images are blurred. Set the switch to the ● side before borderless printing.

Important

• Do not touch the **Carriage Shaft** (d), **Fixed Blade** (i), or **Linear Scale** (j). This may stain your hands and damage the printer.

Control Panel



	Name	Operation
a	**Display Screen**	Shows the printer menu, as well as the printer status and messages.
b	**Data Lamp** (green)	Indicates the status of print jobs or the printer firmware.
c	**Message lamp** (orange)	Lit or flashes when messages are displayed. When the lamp is off, the printer is operating normally or turned off.
d	**Menu** button	Displays the **Tab Selection screen**. (→ 1, Menu Map)
e	**Stop** button	Cancels print jobs in progress and ends the ink drying period.
f	**Power** button (green)	Turns the printer on and off. The power button is lit when the printer is on or in Sleep mode.
g	**Navigate** button	Enables you to check instructions for loading and removing paper or replacing ink tanks or printheads, as well as other operations.
h	► button	Press this button on the **Tab Selection screen** to move to another tab. In menu items requiring numerical input, press this button to move to another digit.
i	▲ button	Press this button when viewing menus to display the previous menu item or setting value.
j	▼ button	Press this button when viewing menus to display the next menu item or setting value.
k	**OK** button	Press this button on the **Tab Selection screen** to display the menu of the tab shown. Pressing this button in menu items of each tab for which ✚ is displayed at left will move to the lower level of the menu item, enabling you to execute menu commands or set menu values. Also press this button if the **Display Screen** indicates to press the **OK** button.
l	◄ button	Press this button on the **Tab Selection screen** to move to another tab. In menu items requiring numerical input, press this button to move to another digit.
m	**Back** button	Displays the screen before the current screen.
n	**Cut** button	Pressing this button when rolls are loaded cuts the paper.
o	**Feed** button	Pressing this button when rolls are loaded enables you to reposition the paper.
p	**Load** button	Press this button when loading or replacing paper. (→ 1, Loading Rolls in the Printer), (→ 1, Loading Sheets in the Printer)
q	**Roll Media lamp** (green)	Lit when rolls are selected as the paper source.
r	**Cut Sheet lamp** (green)	Lit when sheets are selected as the paper source.

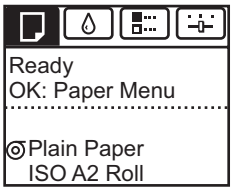
MEMO

• To recover from Sleep mode, any button can be pressed except the **Power** button.

Menu operations

Navigate and perform menu operations on the control panel as follows.

After the printer starts up, the **Tab Selection screen** is shown on the **Display Screen**.
Information is organized in four tabs, and you can press control panel buttons to access menus and set or execute items for each tab.
(→1, Menu Map)



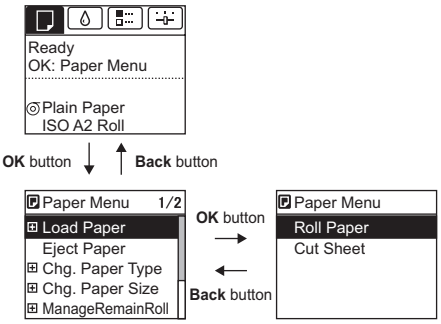
(**Paper tab**) •••••••••	A tab indicating status and showing menus related to paper.
(**Ink tab**) ••••••••••	A tab indicating status and showing menus related to ink.
(**Job tab**) ••••••••••	A tab indicating status and showing menus related to print jobs.
(**Settings/Adj. tab**) •••	A tab indicating status and showing menus related to settings and adjustment.

- Accessing tab menus

  To select tabs, press ◄ or ► on the **Tab Selection screen**, and then press the **OK** button.
  Tab menus are now displayed.

  To select a menu, press ▲ or ▼, and then press the **OK** button.
  The menu is selected, and menu items are now displayed.

  To access lower-level menus for menus labeled with ⊞ at left, select the menu and press the **OK** button.



- Specifying menu items

  Press ▲ or ▼ to select desired settings, and then press the **OK** button.
  The check box at left is selected, and the setting is confirmed.
  After two seconds, the display reverts to the upper-level menu.

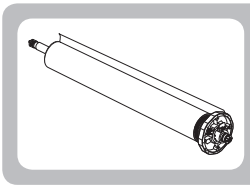
- Specifying numerical values

  Follow these steps to enter numbers. In this example, network settings items are entered.

  1. For numerical input, press ◄ or ► to move the cursor (shown as an underscore) to other fields.
  2. Press the ▲ or ▼ button to enter the value.
  3. Repeat steps 1 and 2, and when the settings are complete, press the **OK** button.

- Executing menu commands

  Press ▲ or ▼ to select the action to execute, and then press the **OK** button.
  The menu command is now executed.



Attaching the Roll Holder to Rolls

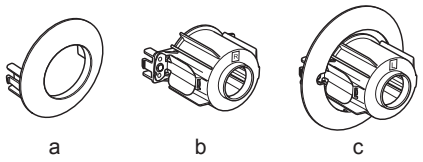
Attach the roll holder to rolls as follows.

When printing on rolls, attach the **Roll Holder** to the roll.

Rolls have a two- or three-inch paper core. Use the correct attachment for the paper core. The printer comes equipped with the **2-Inch Paper Core Attachment** installed.

Items to Prepare

- Using rolls with a 2-inch paper core
  2-Inch Paper Core Attachment (a)
- Using rolls with a 3-inch paper core
  3-Inch Paper Core Attachment #1 (b)
  3-Inch Paper Core Attachment #2 (c)

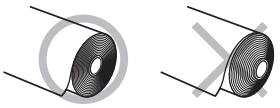


Caution

- Set the roll on a table or other flat surface so that it does not roll or fall. Rolls are heavy, and dropping a roll may cause injury.

Important

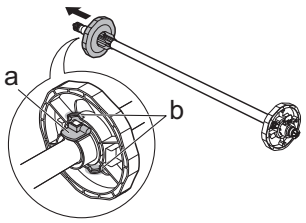
- When handling the roll, be careful not to soil the printing surface. This may affect the printing quality. We recommend wearing clean cloth gloves when handling rolls to protect the printing surface.
- Use scissors or a cutting tool to cut the edge of the roll paper if it is uneven, dirty, or has tape residue. Otherwise, it may cause feeding problems and affect the printing quality.
  Be careful not to cut through any barcodes printed on the roll.
- Align the edges of the paper on both ends of the roll. Misalignment may cause feeding problems.



MEMO

- For details on supported sizes and types of rolls, see "Paper Sizes" or the Paper Reference Guide.
  (→"Paper Sizes," User's Guide), (→"Types of Paper," User's Guide)
- To view instructions as you attach the **Roll Holder**, press the **Navigate** button.

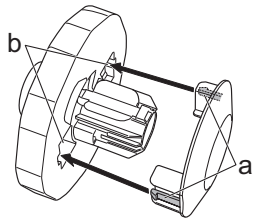
1 Lift the **Holder Stopper** lever (a) from the shaft side to unlock it. Holding the **Holder Stopper** at the position indicated (b), remove it from the **Roll Holder**.



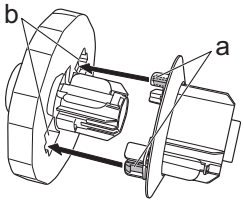
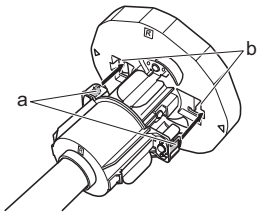
2

Insert the respective attachments for the roll paper core on the **Roll Holder** and **Holder Stopper**.

- **Using rolls with a 2-inch paper core**

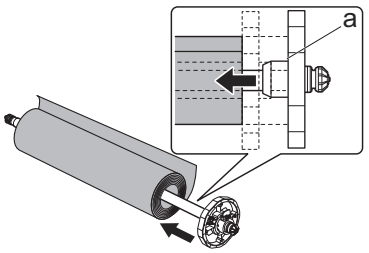
Holder Stopper Side	Roll Holder Side
Align the tips (a) of the **2-Inch Paper Core Attachment** with the holes (b) of the **Holder Stopper** and insert it firmly. 	No attachment is needed.

- **Using rolls with a 3-inch paper core**

Holder Stopper Side	Roll Holder Side
Align the tips (a) of **3-Inch Paper Core Attachment** #2 with the holes (b) of the **Holder Stopper** and insert it firmly. 	Align the tips (a) of **3-Inch Paper Core Attachment** #1 with the holes (b) of the **Roll Holder** and insert it firmly. 

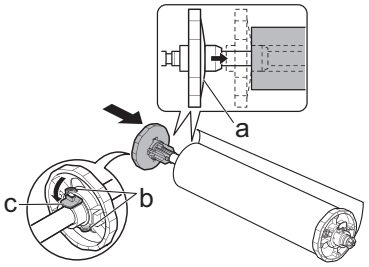
3

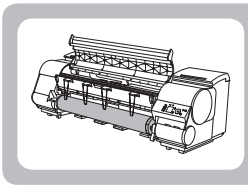
With the edge of the roll paper facing forward as shown, insert the **Roll Holder** from the right of the roll. Insert it firmly until the roll touches the flange (a) of the **Roll Holder**, leaving no gap.



4

Insert the **Holder Stopper** from the left in the **Roll Holder** as shown. Holding it at the position shown (b), push it firmly in until the flange (a) of the **Holder Stopper** touches the roll. Lock the **Holder Stopper** lever (c) by pushing it down toward the shaft side.





Loading Rolls in the Printer

Load rolls in the printer as follows.

Important

- Always load rolls when the printer is on. If the printer is off when you load a roll, the paper may not be advanced correctly when you turn the printer on.
- Before loading rolls, make sure the printer is clean inside the **Top Cover** and around the **Ejection Guide**. If these areas are dirty, we recommend cleaning them in advance. (→2, If Paper is Soiled)

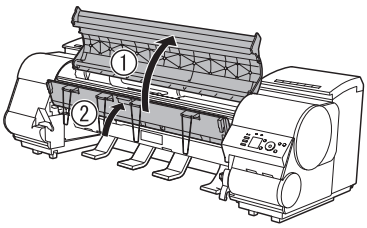
1 Press the **Load** button.

2 Press ▲ or ▼ to select **Load Roll Paper**, and then press the **OK** button.

MEMO

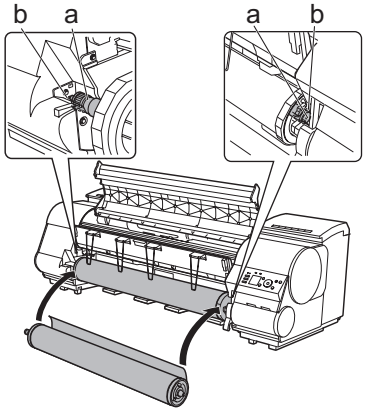
- If any paper has been advanced that will not be used, a message is shown requesting you to remove it. Press ▲ or ▼ to select **Yes**, and then press the **OK** button. Remove the paper and go to the next step.

3 Open the **Top Cover** and lift the **Ejection Guide**.



4

Holding the **Roll Holder** so that the side with the white gear faces the side of the **Roll Holder Slot** with a white gear, load the **Roll Holder** shaft (a) into the grooves (b) on both ends of the **Roll Holder Slot**, fully into the slot.

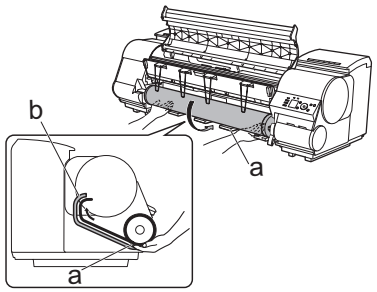


Caution

- Be careful not to drop the roll and hurt yourself when loading it.
- Be careful not to pinch your fingers between the **Roll Holder** shaft (a) and the guide grooves (b) when loading rolls.

5

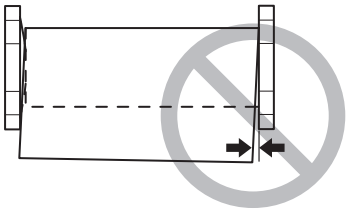
Pull out the roll evenly on both ends and insert it in the **Paper Feed Slot** (a). Advance the roll until it touches the **Paper Retainer** (b).



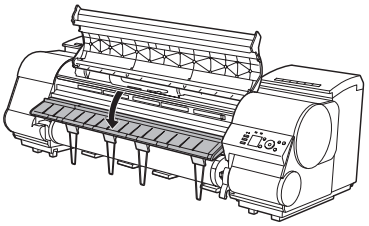
Once the roll reaches the **Paper Retainer**, it is automatically advanced over the **Platen**.

Important

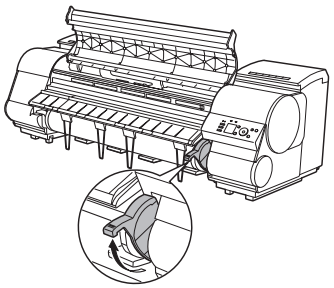
- Be careful not to soil the printing surface of roll paper as you insert it in the slot. This may affect the printing quality.
- If the paper is wrinkled or warped, straighten it out before loading it.
- For paper that tends to curl, lift the **Release Lever** and manually pull the roll paper over the **Platen**.
- Load paper straight so it is not fed askew.



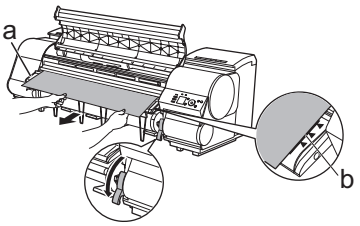
6 Lower the **Ejection Guide**.



7 Holding the edge of the roll paper, lift the **Release Lever**.



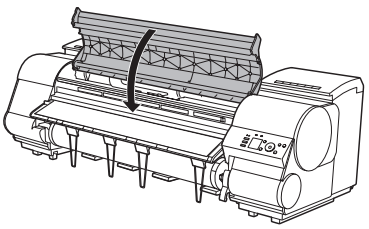
8 Hold the edge of the roll paper as you gently pull it evenly with both hands to the position of the **Ejection Guide** (a). Align the right side of the roll paper with the **Paper Alignment Line** (b), keeping this side parallel to the line, and then lower the **Release Lever**.



Important
- Do not omit steps 7 and 8. If paper cannot be advanced straight or if it wrinkles, it may jam or rub against the Printhead.
- Do not force the roll paper into alignment with the paper alignment line (b). This may prevent the paper from being advanced straight.

MEMO
- You can adjust the strength of suction holding paper against the **Platen** when the **Release Lever** is released. If it is difficult to load paper, press the ▲ or ▼ button on the **Control Panel** to adjust the strength. Set suction stronger by pressing the ▲ button or weaker with the ▼ button. Three settings are available.

9 Close the **Top Cover**.

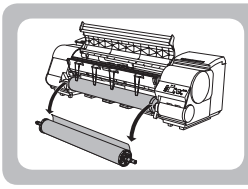


The paper is now advanced, and a menu for selection of the type of paper is automatically shown on the **Display Screen**.

10 Press ▲ or ▼ to select the type of paper, and then press the **OK** button.

MEMO

- For details on types of paper to select, see the Paper Reference Guide. (→1, The Manuals Supplied with This Printer)
- Adjusting the printhead alignment with the type of paper to be used in printing may enhance printing quality. (→2, If Vertical Lines are Warped or Colors are Misaligned)
- When paper leading edge detection is set to **Off** for Manual, printing will start at the position at which the roll was set in procedure 8. Thus, the margin of the paper leading edge will enlarge. (→"Specifying the Cutting Method for Rolls," User's Guide)

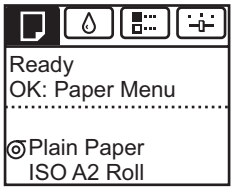


Removing the Roll from the Printer

Remove rolls from the printer as follows.

MEMO
- If you need to cut a roll, see the following procedure.
(→"Specifying the Cutting Method for Rolls," User's Guide)

1 On the **Tab Selection screen** of the **Control Panel**, press ◄ or ► to select the **Paper tab** ( ).



MEMO
- If the **Tab Selection screen** is not displayed, press the **Menu** button.

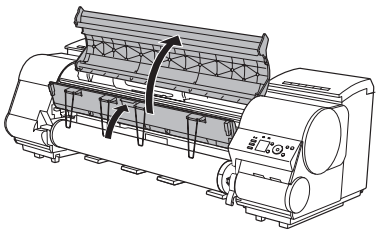
2 Press the **OK** button.
The **Paper Menu** is displayed.

3 Press ▲ or ▼ to select **Eject Paper**, and then press the **OK** button.

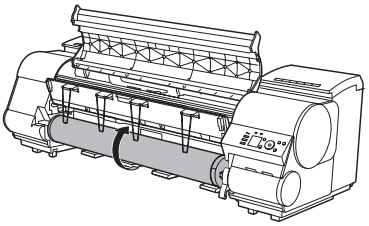
4 Press ▲ or ▼ to select **Yes**, and then press the **OK** button.
The roll is now rewound and ejected.

Important
- If you have selected **ManageRemainRoll** > **On** in the **Control Panel** menu, a barcode is printed on the leading edge of the roll.
- Do not remove the roll before the barcode is printed. You will be unable to keep track of the amount of roll paper left. (→"Keeping Track of the Amount of Roll Paper Left," User's Guide)

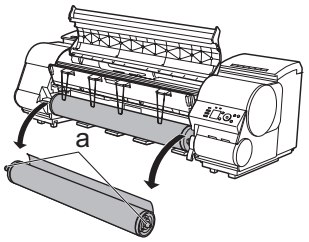
5 Open the **Top Cover** and lift the **Ejection Guide**.



6 Using both hands, rotate the **Roll Holder** in the direction of the arrow to rewind the roll.

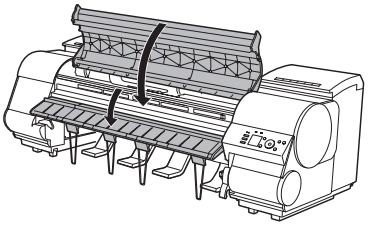


7 Holding the **Roll Holder** flange (a), remove the holder from the **Roll Holder Slot**.

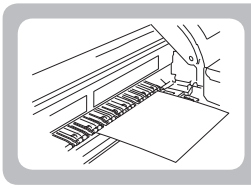


MEMO
- See the following procedure for instructions on removing the **Roll Holder** from the roll.
  (→"Removing Rolls From the Roll Holder," User's Guide)

8 Lower the **Ejection Guide** and close the **Top Cover**.



MEMO
- To load new paper in the printer at this point, see the following procedure.
  (→ 1, Loading Rolls in the Printer)
- Clean inside the top cover before loading paper.
  (→ 2, If Paper is Soiled)

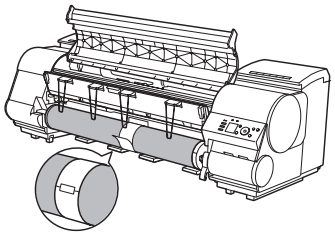


Loading Sheets in the Printer

Load sheets in the printer as follows.

Important
- Paper that is wrinkled or warped may jam. If necessary, straighten the paper and reload it.
- Load the paper straight. Loading paper askew will cause an error.

MEMO
- Loading sheets when a roll is already loaded in the printer may cause jams. We recommend removing rolls before loading sheets. (→ 1, Removing the Roll from the Printer)
  To prevent the roll from unwinding if you leave it loaded, wrap a sheet of paper around the roll and tape it.



- Before loading sheets, make sure the printer is clean inside the **Top Cover** and around the **Ejection Guide**. If these areas are dirty, we recommend cleaning them in advance. (→ 2, If Paper is Soiled)
- Store unused paper in the original package, away from high temperature, humidity, and direct sunlight.

1

Select sheets as the paper source.

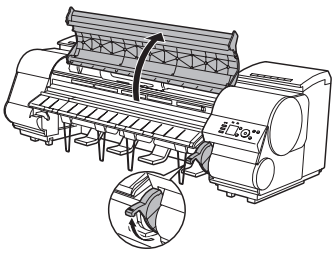
- If a print job was received
  Sheets are automatically selected, and the media type and size specified by the print job are shown on the **Display Screen**.
  Press ▲ or ▼ to select **Load Paper**, and then press the **OK** button.
- If no print job was received
  1. Press the **Load** button.

  2. Press ▲ or ▼ to select **Load Cut Sheet**, and then press the **OK** button.

MEMO
- If any paper has been advanced that will not be used, a message is shown requesting you to remove it. Press ▲ or ▼ to select **Yes**, and then press the **OK** button. Remove the paper and go to the next step.

2

Lift the **Release Lever** and open the **Top Cover**.

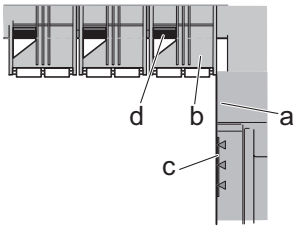


3

With a sheet lengthwise and printing-side up, insert it between the **Platen** (a) and the **Paper Retainer** (b). Align the edges of the sheet as follows.

1. Align the sheet with the **Paper Alignment Line** (c) at right.
2. Align the inserted edge of the sheet with the leading edge of the **Paper Alignment Line** (d), as shown.

When inserted, sheets are automatically held by suction against the **Platen**.



Important

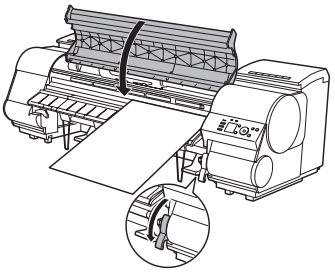
- Load a sheet so that it is parallel to the **Paper Alignment Line** at right (c). Loading paper askew will cause an error.
- Warped paper may rub against the Printhead. Straighten paper if it is warped before loading it.

MEMO

- You can adjust the strength of suction holding paper against the **Platen** when the **Release Lever** is up. If it is difficult to load paper, press the ▲ or ▼ button on the **Control Panel** to adjust the strength. Set suction stronger by pressing the ▲ button or weaker with the ▼ button. Three settings are available. However, even if you increase the suction, it may not be sufficient to hold some types of paper against the **Platen** well. In this case, use your hand to load the paper.
- Sheets are held in place by suction through holes on the **Platen**. Although the suction may produce a noise when paper is loaded in some positions, it does not indicate a problem. If the noise is distracting, try moving the paper over slightly to the left or right (up to 1 mm [0.039 in]) while keeping it parallel to the **Paper Alignment Line**.
- The suction remains on for about 30 seconds during loading. If you cannot finish loading a sheet during this time, pull the sheet away and reinsert it to start the suction again.

4

Lower the **Release Lever** and close the **Top Cover**.



- If a print job was received

  Pressing the **OK** button will advance the paper, and then printing will begin.

- If no print job was received

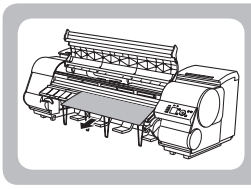
  A menu for selection of the type of paper is automatically shown on the **Display Screen**.

  Press ▲ or ▼ to select the type of paper, and then press the **OK** button.

  The printer now starts feeding the paper.

MEMO

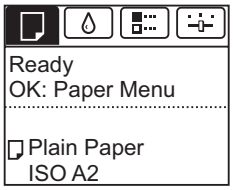
- For details on types of paper to select, see the Paper Reference Guide. (→ 1, The Manuals Supplied with This Printer)
- When using the **Output Stacker**, if you will print on large, stiff sheets, we recommend adjusting the **Output Stacker** into the lowest position to prevent printed sheets from being bent. (→"Using the Output Stacker," User's Guide)



Removing Sheets

This section describes how to remove sheets from the printer.

1 On the **Tab Selection screen** of the **Control Panel**, press ◄ or ► to select the **Paper tab** ( ).



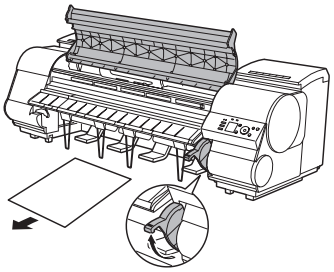
MEMO • If the **Tab Selection screen** is not displayed, press the **Menu** button.

2 Press the **OK** button.
The **Paper Menu** is displayed.

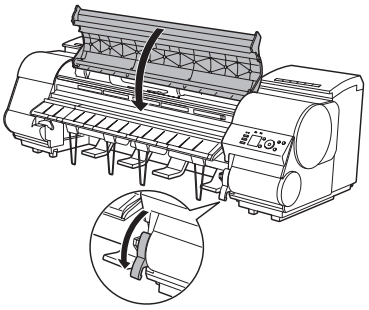
3 Press ▲ or ▼ to select **Eject Paper**, and then press the **OK** button.

4 Press ▲ or ▼ to select **Yes**, and then press the **OK** button.
The paper is ejected from the front of the printer.

5 Open the **Top Cover**, lift the **Release Lever**, and remove the sheet.



6 Lower the **Release Lever** and close the **Top Cover**.

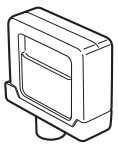


Consumables

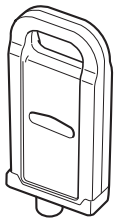
Ink Tanks

When purchasing ink tanks, make sure the following Ink Tank serial numbers are printed on the label.

330 ml (11.2 fl oz)
- MBK Ink Tank PFI-304MBK
- BK Ink Tank PFI-304BK
- C Ink Tank PFI-304C
- M Ink Tank PFI-304M
- Y Ink Tank PFI-304Y
- PC Ink Tank PFI-304PC
- PM Ink Tank PFI-304PM
- GY Ink Tank PFI-304GY

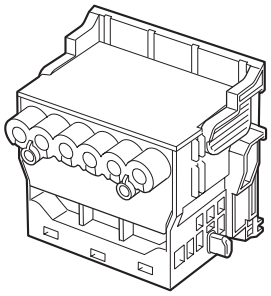


700 ml (23.7 fl oz)
- MBK Ink Tank PFI-704MBK
- BK Ink Tank PFI-704BK
- C Ink Tank PFI-704C
- M Ink Tank PFI-704M
- Y Ink Tank PFI-704Y
- PC Ink Tank PFI-704PC
- PM Ink Tank PFI-704PM
- GY Ink Tank PFI-704GY



Printhead

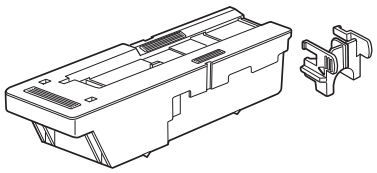
- Printhead PF-05



Maintenance Cartridge

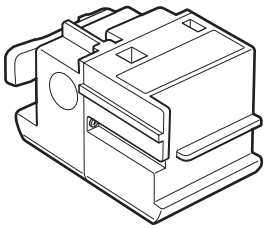
The maintenance cartridge is provided with a shaft cleaner.

- Maintenance Cartridge MC-08

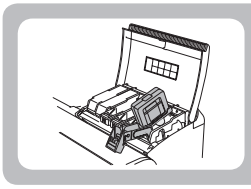


Cutter Unit

- Cutter Unit CT-06



MEMO
- For instructions on replacing the Cutter Unit, see the User's Guide. (→"Replacing the Cutter Unit," User's Guide)



Replacing Ink Tanks

Replace ink tanks as follows.

Compatible ink tanks

Replacement ink tanks in 330 ml (11.2 fl oz) and 700 ml (23.7 fl oz) capacities are supported.
(→1, Consumables)

Precautions when handling ink tanks

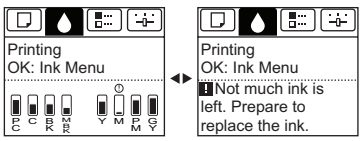
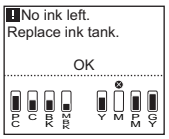
Take the following precautions when handling ink tanks.

Important

- There may be ink around the ink supply section of ink tanks you removed. Handle ink tanks carefully during replacement. The ink may stain clothing.
- Do not install used ink tanks in another model of printer.
  This will prevent correct ink level detection, which may damage the printer or cause other problems.
- We recommend using up an Ink Tank in the course of printing within six months after breaking the seal. Printing quality may be affected if you use older ink tanks.
- Do not leave the printer without ink tanks installed for extended periods (a month or more). Residual ink may become clogged inside the printer and affect printing quality.

Confirm the message

When the ink level becomes low, a message is displayed on the **Display Screen**.

According to the message, replace the ink tank or prepare a new ink tank.	
If a message requests you to replace an Ink Tank, press the **OK** button. In this case, you can skip the step "Access the menu for ink tank replacement." Follow the instructions in "Remove the ink tanks."	

Important

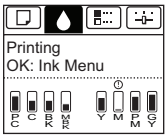
- Do not remove an Ink Tank during initialization immediately after turning on the printer, or during printhead cleaning. Ink may leak out.

MEMO

- Ink Tank replacement is possible even during printing, when print jobs are being canceled, or when paper is being advanced.

Access the menu for ink tank replacement

1 On the **Tab Selection screen** of the **Control Panel**, press ◄ or ► to select the **Ink tab** ( ).



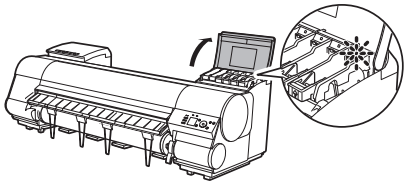
MEMO
- If the **Tab Selection screen** is not displayed, press the **Menu** button.

2 Press the **OK** button.
The **Ink Menu** is displayed.

3 Press ▲ or ▼ to select **Rep. Ink Tank**, and then press the **OK** button.
A message on the **Display Screen** requests you to open the **Ink Tank Cover**. Remove the Ink Tank at this point.

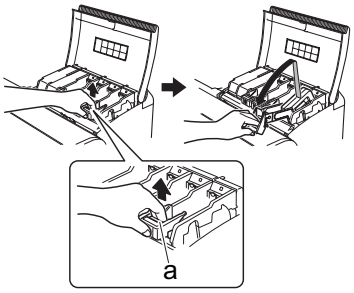
Remove the ink tanks

1 Open the **Ink Tank Cover** of the tank for replacement and check the **Ink Lamp**.
The **Ink Lamp** flashes quickly if there is no ink left.

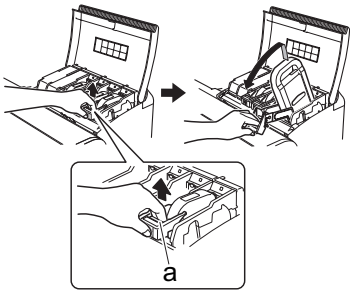


Important
- Avoid hitting the printer when replacing an Ink Tank. Handle the printer gently when replacing tanks. Jolting the printer during printing may deteriorate print quality.

2 Lift the stopper (a) of the **Ink Tank Lock Lever** for the color to replace. Lift the **Ink Tank Lock Lever** until it stops, and then push it down to the front.



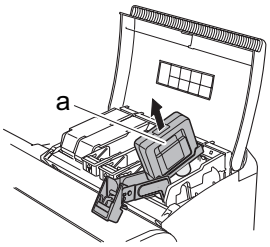
330 ml tanks



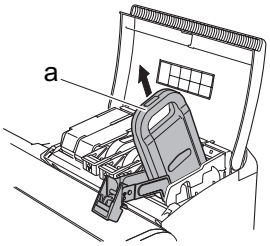
700 ml tanks

MEMO
- Push the **Ink Tank Lock Lever** down until it locks.
- Make sure the **Ink Tank Lock Lever** does not return to the original position.

3 Hold the Ink Tank by the grips (a) or handle (b) and remove it. Press the **OK** button.

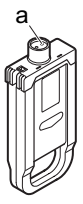


330 ml tanks



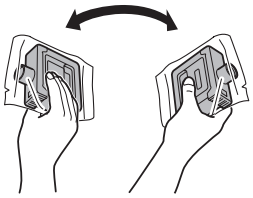
700 ml tanks

Important
- Store the Ink Tank you removed in the box with the ink hole (a) facing up. Otherwise, ink may leak and cause stains.

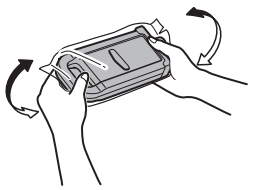


Install the ink tanks

1 Before opening the pouch, tilt the Ink Tank to the left and right gently seven or eight times. Hold 330 ml ink tanks in one hand and 700 ml ink tanks in two hands, as shown.



330 ml tanks

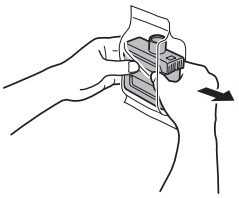


700 ml tanks

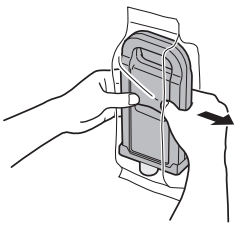
Caution
- 700 ml ink tanks are heavy, so use your whole arm to agitate it instead of just your wrist. If you agitate it using just your wrist, you may injure your wrist.

Important
- Do not remove and agitate ink tanks that have already been installed in the printer. Ink may leak out.
- If you do not agitate the Ink Tank, the ink may settle, which may affect printing quality.

2 Open the pouch and remove the Ink Tank.



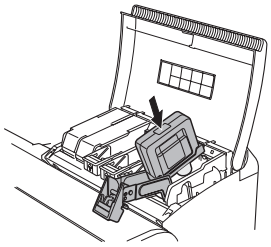
330 ml tanks



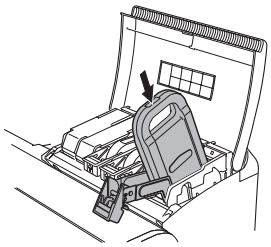
700 ml tanks

Important
- Never touch the ink hole or electrical contacts. This may cause stains, damage the Ink Tank, and affect printing quality.

3 Press the **OK** button and insert the Ink Tank into the holder with the ink hole facing down, as shown.



330 ml tanks

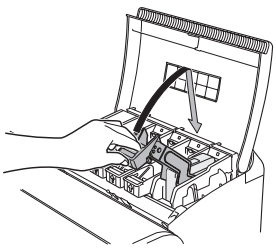


700 ml tanks

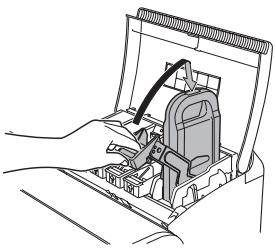
Important

- Ink tanks cannot be loaded in the holder if the color or orientation is incorrect.
  If the Ink Tank does not fit in the holder, do not force it into the holder. Make sure the color of the **Ink Tank Lock Lever** matches the color of the Ink Tank, and check the orientation of the Ink Tank before reloading it.

4 Lift the **Ink Tank Lock Lever** until it stops, and then push it down until it clicks into place.

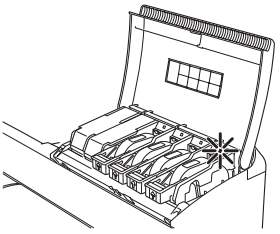


330 ml tanks



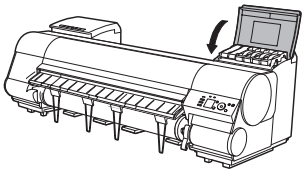
700 ml tanks

5 Make sure the **Ink Lamp** is lit.

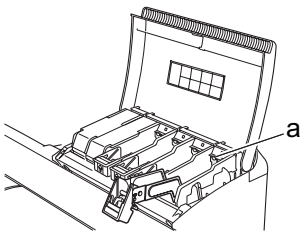


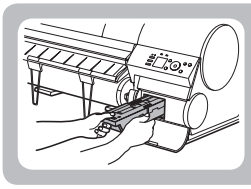
MEMO
- If the **Ink Lamp** is not lit, reload the tank.

6 Close the **Ink Tank Cover**.



Important
- After Ink Tank replacement, always close the **Ink Tank Cover**. If the **Ink Tank Cover** cannot close, some **Ink Tank Lock Lever** may not be closed completely. Make sure all ink tank lock levers are fully closed.
- To close the **Ink Tank Cover** when no Ink Tank is installed (as when moving the printer), push the release lever (a) as shown while returning the **Ink Tank Lock Lever** to the original position.





Replacing the Maintenance Cartridge

Replace the Maintenance Cartridge as follows.

Compatible maintenance cartridges

Use Maintenance Cartridge MC-08.

Precautions when handling the maintenance cartridge

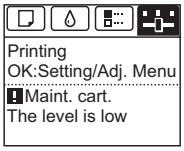
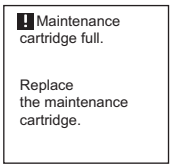
Take the following precautions when handling the Maintenance Cartridge.

Important

- Do not remove the Maintenance Cartridge except to replace it.
- To prevent ink from leaking from a used Maintenance Cartridge, avoid dropping the cartridge or storing it at an angle. Otherwise, ink may leak and cause stains.
- Ink adheres to the top of the Maintenance Cartridge after it has been used. Handle the Maintenance Cartridge carefully during replacement. The ink may stain clothing.

Confirm the message

When the Maintenance Cartridge is almost empty, a message is shown on the **Display Screen**.

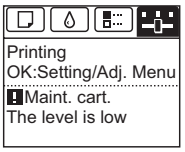
According to the message, replace the Maintenance Cartridge or prepare a new Maintenance Cartridge.	
If a message is displayed requesting Maintenance Cartridge replacement, you can skip the step "Access the menu for maintenance cartridge replacement." Follow the instructions in "Replace the maintenance cartridge."	

Important

- Do not replace the Maintenance Cartridge during initialization immediately after turning on the printer, during Printhead cleaning, or when ink is being absorbed. Ink may leak out.

Access the menu for maintenance cartridge replacement

1 On the **Tab Selection screen** of the **Control Panel**, press ◄ or ► to select the **Settings/Adj. tab** ( ).



MEMO • If the **Tab Selection screen** is not displayed, press the **Menu** button.

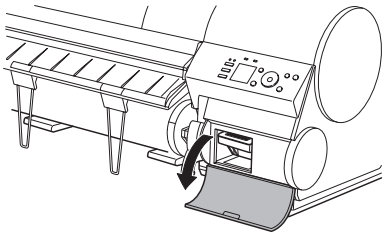
2 Press the **OK** button.
The **Set./Adj. Menu** is displayed.

3 Press ▲ or ▼ to select **Maintenance**, and then press the **OK** button.

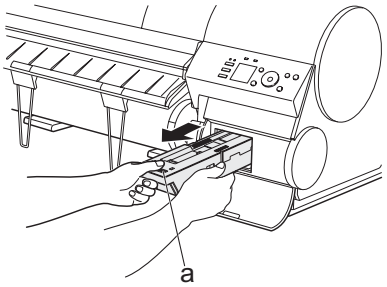
4 Press ▲ or ▼ to select **Repl. Maint. C**, and then press the **OK** button.
A message on the **Display Screen** advises you to open the **Maintenance Cartridge Cover**.

Replace the maintenance cartridge

1 Open the **Maintenance Cartridge Cover**.



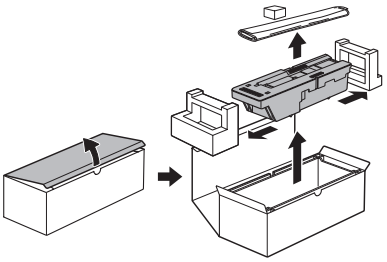
2 Hold the used Maintenance Cartridge by the grip (a) with one hand and put your other hand under the Maintenance Cartridge to hold it firmly on the bottom, keeping it level as you pull it out.



Important

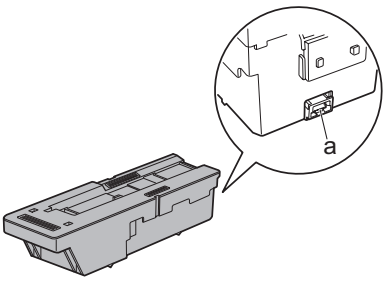
- Used maintenance cartridges are heavy. Always grasp the cartridge firmly and keep the cartridge level during removal and storage. If you drop a used Maintenance Cartridge or store it at an angle, ink may leak and cause stains.
- The remaining Maintenance Cartridge capacity is recorded on each printer. Do not install a used Maintenance Cartridge in another printer.

3 Open the box, remove the plastic bag, packaging material, and **Shaft Cleaner**, and take out the Maintenance Cartridge.

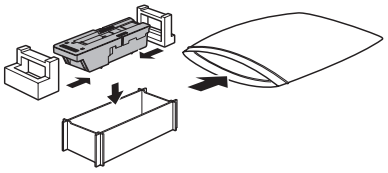


Important

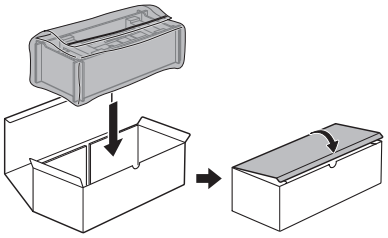
- Never touch the metal contacts (a). This may damage the Maintenance Cartridge.



4 Attach the packaging material to the used Maintenance Cartridge and put it in the box. Keep it level as you put it in the plastic bag. Expel excess air from the plastic bag and seal the zipper.

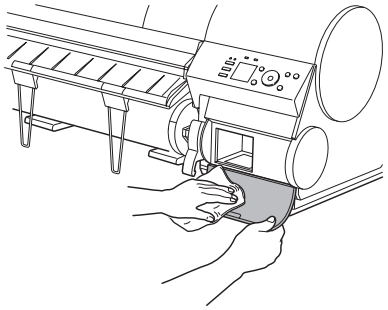


5 Confirm the Maintenance Cartridge is right-side up, put it in the box, and store it so that it stays level.



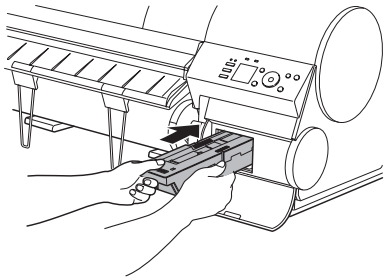
Important
- Always put the used Maintenance Cartridge back in the box and store the box on a flat surface. Otherwise, ink may leak and cause stains.

6 Wipe away any soiling on the **Maintenance Cartridge Cover**.

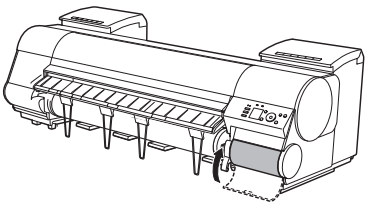


Important
- Support the **Maintenance Cartridge Cover** from underneath as you wipe it.

7 Keeping the new Maintenance Cartridge level, insert it all the way in.



8 Close the **Maintenance Cartridge Cover**.



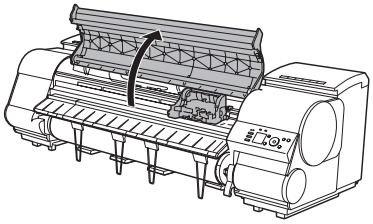
9 Press the **OK** button.

The printer now initializes the Maintenance Cartridge.
Next, replace the **Shaft Cleaner**.

Replace the shaft cleaner

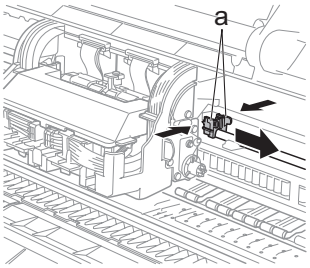
1 After the message is displayed regarding **Shaft Cleaner** replacement, press ▲ or ▼ to select **Yes**, and then press the **OK** button.
After the **Carriage** is moved, the **Display Screen** indicates **Open Upper Cover**.

2 Open the **Top Cover**.

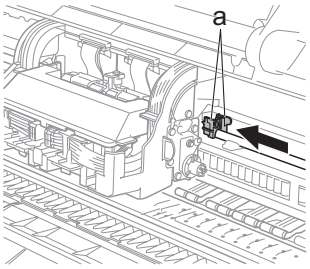


MEMO
- If you do not respond within two minutes, shaft cleaner replacement is canceled. In this case, repeat the procedure.

3 Hold the **Shaft Cleaner** on the right side of the **Carriage** by the grips (a) and pull it to the right to remove it.

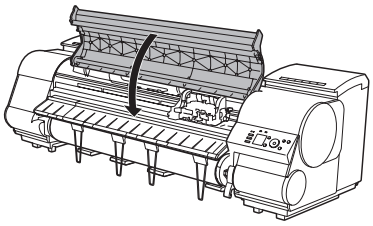


4 Holding the new **Shaft Cleaner** by the grips (a), attach it to the **Carriage**.

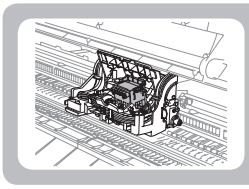


MEMO
- Be sure to put the used **Shaft Cleaner** in the small box before putting it in the larger box with the used Maintenance Cartridge for disposal.

5 Close the **Top Cover**.



The **Carriage** moves back into position.



Replacing the Printhead

Replace the Printhead as follows.

When to replace the printhead

This printer is equipped with two printheads.

Replace one or both printheads in the following situations.

- If the printing quality does not improve even after one or two cycles of **Head Cleaning B** from the printer menu
  Replace any printheads with poor printing performance.
- If the **Display Screen** indicates **Open top cover and replace the left printhead.**
  Replace the Printhead on the left side.
- If the **Display Screen** indicates **Open top cover and replace the right printhead.**
  Replace the Printhead on the right side.
- If the **Display Screen** indicates **Open top cover and replace the printhead.**
  Replace both printheads.
- If your Canon dealer has advised you to replace the Printhead
  Replace the Printhead as directed.

Compatible printheads

Use Printhead PF-05.

Precautions when handling the printhead

Take the following precautions when handling the Printhead.

Important

- There may be ink around the nozzles of the Printhead you remove. Handle the Printhead carefully during replacement. The ink may stain clothing.
- Do not open the Printhead pouch until immediately before installation. After removing the Printhead from the pouch, install it right away. If the Printhead is left after the pouch is opened, the nozzles may dry out, which may affect printing quality.

Access the menu for printhead replacement

Caution
- When replacing the Printhead immediately after printing, wait a few minutes before replacing it. The metal parts of the Printhead become hot during printing, and there is a risk of burns from touching these parts.

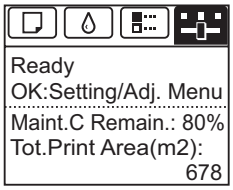
Important
- Your hands may become dirty during Printhead replacement. Use the gloves provided with the new Printhead for replacement.

MEMO
- Prepare a new Ink Tank when ink levels are low.
- When the remaining capacity of **Maintenance Cartridge** is low, prepare a new **Maintenance Cartridge**.

1 Remove any paper that has been advanced by selecting **Eject Paper** in the **Control Panel** menu.
- When using a roll, rewind it. (→1, Removing the Roll from the Printer)
- When using sheets, remove the sheet. (→1, Removing Sheets)

2 Clean inside the **Top Cover**. (→2, If Paper is Soiled)

3 On the **Tab Selection screen** of the **Control Panel**, press ◄ or ► to select the **Settings/Adj. tab** ( ).



MEMO
- If the **Tab Selection screen** is not displayed, press the **Menu** button.

4 Press the **OK** button.
The **Set./Adj. Menu** is displayed.

5 Press ▲ or ▼ to select **Maintenance**, and then press the **OK** button.

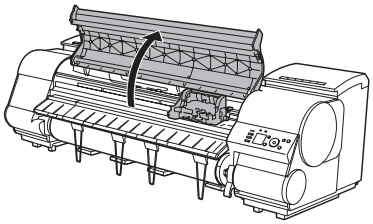
6 Press ▲ or ▼ to select **Replace P.head**, and then press the **OK** button.

7 Press ▲ or ▼ to select the Printhead for replacement. Select **Printhead L** when replacing the left printhead, **Printhead R** when replacing the right printhead, and **L & R Printheads** when replacing both. Make sure your selection is correct.

8 Press the **OK** button.
Ink is now filled.
After about three minutes, a message is shown on the **Display Screen** instructing you to open the **Top Cover**.

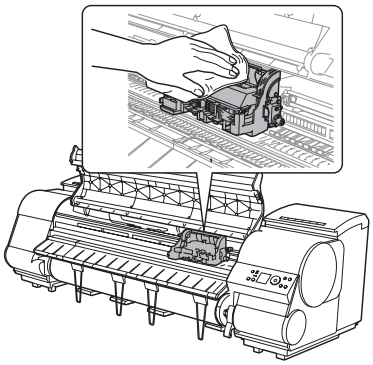
Replace the printhead

1 Open the **Top Cover**.



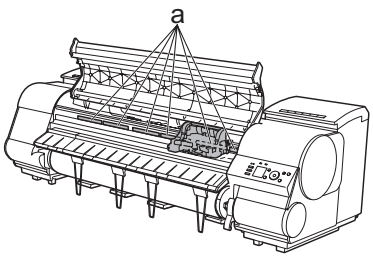
Instructions are now shown on the **Display Screen** regarding head replacement.

2 If the **Carriage Cover** is dirty, use a damp cloth that you have wrung out completely to wipe it clean.

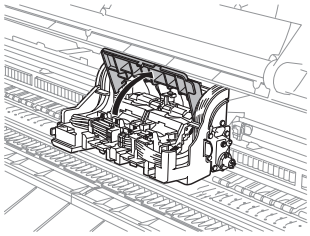


Important
• Never touch the metal contacts of the **Carriage**. This may damage the printer.

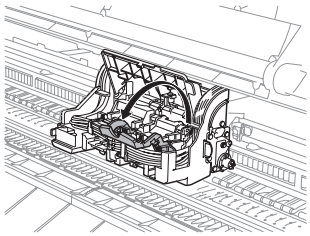
3 If the ventilation duct (a) is dirty, use a damp cloth that you have wrung out completely to wipe it clean.
Move the **Carriage** out of the way manually if the **Carriage** is concealing the ventilation duct, and then clean the duct.



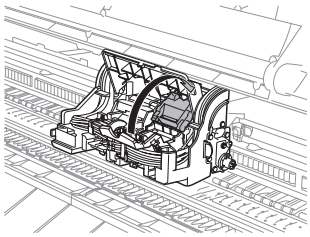
4 Pull up the **Carriage Cover** to open it completely.



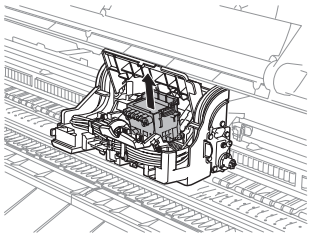
5 Pull the **Printhead Fixer Lever** forward all the way to open it completely.



6 Pull up the **Printhead Fixer Cover** to open it completely.



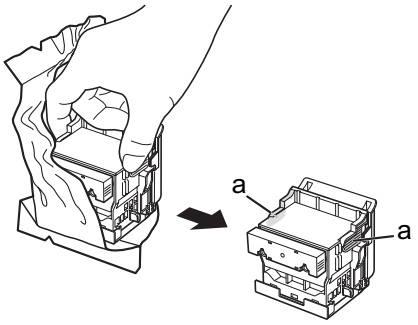
7 Remove the Printhead and press the **OK** button.



MEMO

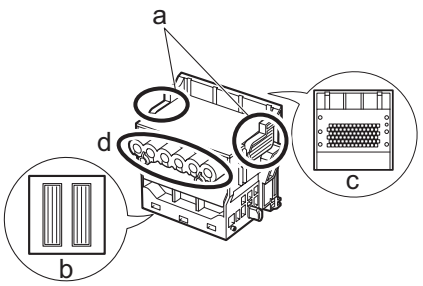
- Dispose of the used Printhead in accordance with local regulations.

8 Holding the new Printhead by the grips (a), remove it from the pouch.



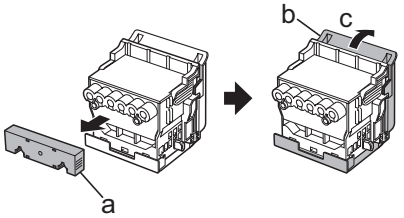
Important

- When handling the Printhead, always hold it by the grips (a). Never touch the nozzles (b) or metal contacts (c). This may damage the Printhead and affect printing quality.
- Never touch the ink supply section (d). This may cause printing problems.



- If you need to put a Printhead somewhere temporarily before installation, do not keep the nozzles and metal contacts facing down. If the nozzles or metal contacts are damaged, it may affect the printing quality.

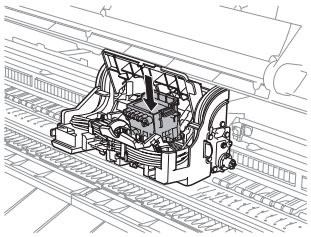
9 While firmly holding the Printhead you have removed, use your other hand to remove the orange Protective Part (a). Squeeze the grips (c) of Protective Part (b) and pull it down to remove it.



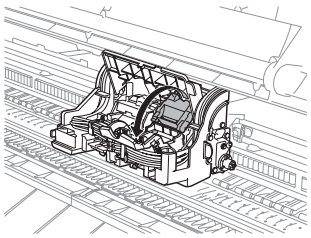
Important

- The inside surface of the Protective Part (a) and Protective Part (b) is coated with ink to protect the nozzles. Be careful not to touch these surfaces when removing the caps.
- The Printhead contains ink to protect the nozzles. We recommend removing Protective Part (b) as you hold it over the Printhead package or safely out of the way to avoid spilling ink and staining your clothes or the surrounding area. If ink accidentally spills, wipe off the ink with a dry cloth.
- Do not reattach the Protective Part or protective material. Dispose of these materials in accordance with local regulations.

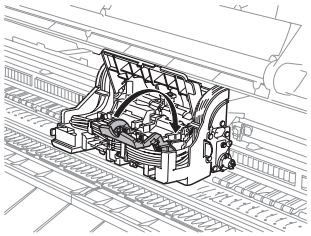
10 With the nozzles facing down and the metal contacts toward the back, tilt the Printhead slightly forward and insert it into the **Carriage**. Carefully push the printhead firmly into the **Carriage**, ensuring that the nozzles and metal contacts do not touch the carriage.



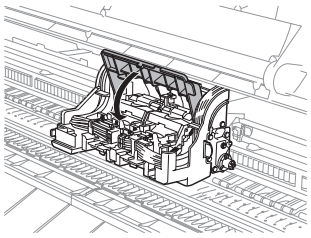
11 Pull the **Printhead Fixer Cover** down toward the front to lock the Printhead in place.



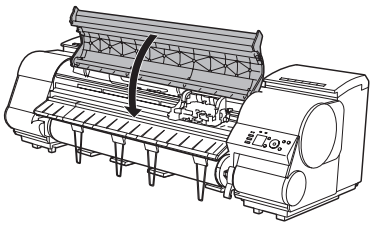
12 Push the **Printhead Fixer Lever** toward the back of the printer until it clicks.



13 Push the **Carriage Cover** down toward the front.



14 Close the **Top Cover**.



Ink now fills the system. It takes about 13 minutes for ink to fill the system.

Important
- Never remove an Ink Tank while the system is filling with ink.

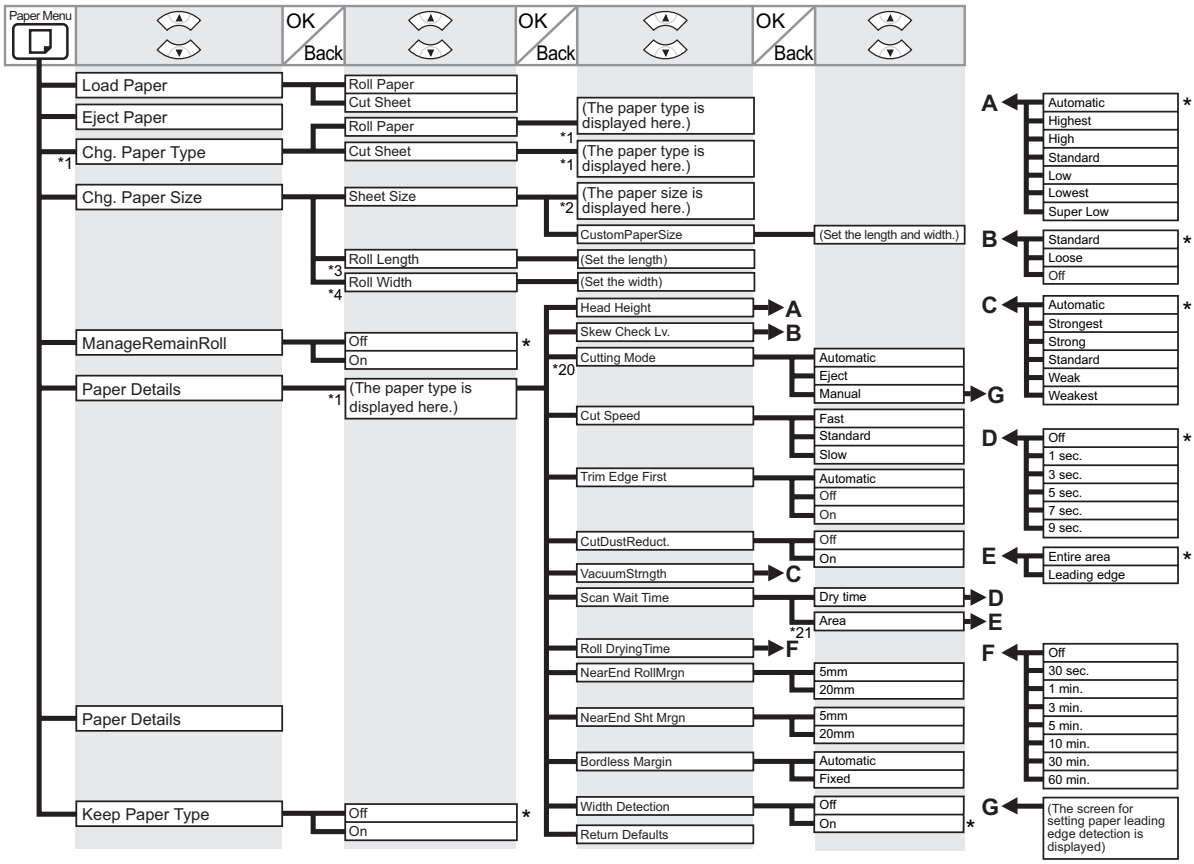
MEMO
- The procedure is now finished if you have set **Rep.P.head Print** to **Off** in the **Control Panel** menu. If so, execute **Head Posi. Adj.** > **Auto(Advanced)** in the **Control Panel** menu. (→2, If Vertical Lines are Warped or Colors are Misaligned)

15 Follow the instructions on the **Display Screen** and supply paper that you will use for printing. After the paper is advanced, **Head Posi. Adj.** will be executed automatically. (→2, If Vertical Lines are Warped or Colors are Misaligned)

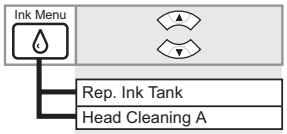
MEMO
- When printing fine lines or text at high precision on glossy or semi-glossy photo or proofing paper, set the optimal Printhead height before aligning the printhead. (→"Enhancing Printing Quality," User's Guide)

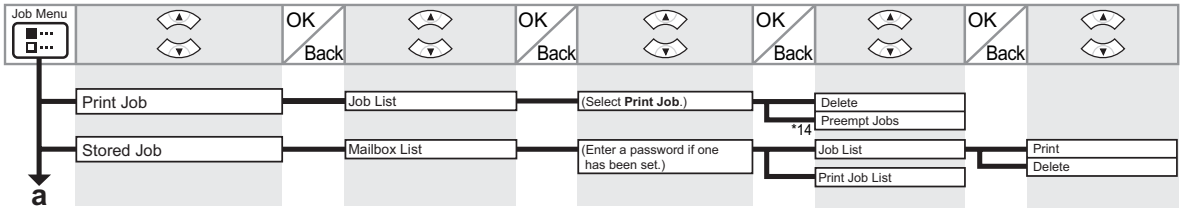
Menu Map

The structure of **Tab Selection screen** menus on the control panel is as follows. Values at right labeled with an asterisk (*) are the defaults. For details on settings values, refer to the User's Guide.
To access tab menus, press the Menu button to display the **Tab Selection screen**, press ◄ or ► to select the tab, and then press the **OK** button.

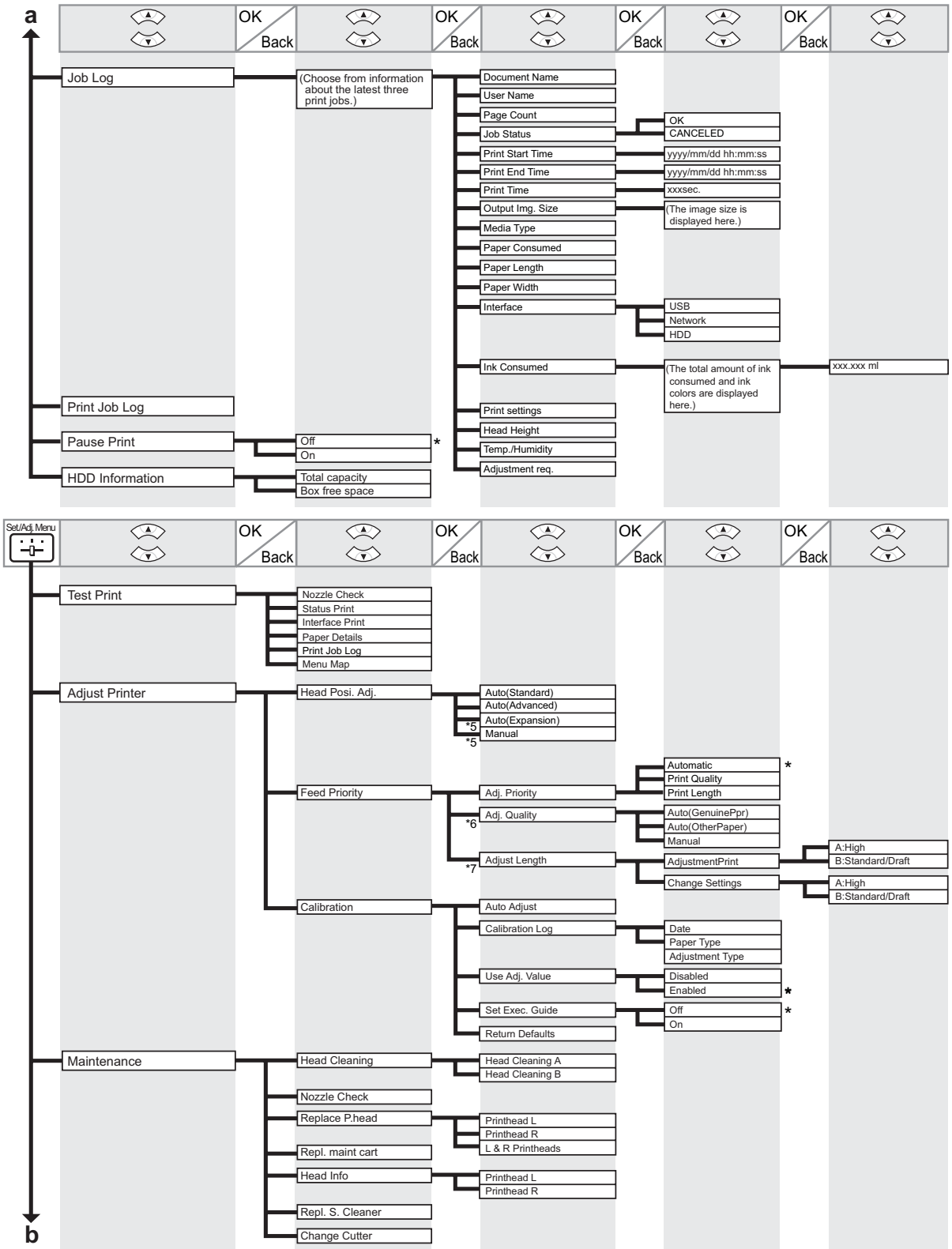


*1: For information on the types of paper the printer supports, refer to the Paper Reference Guide.
The paper type setting in the printer driver and related software (as well as on the **Control Panel**) is updated when you install the printer driver from the User Software CD-ROM or if you change paper information by using the Media Configuration Tool.
*2: For information on the sizes of paper the printer supports, refer to the User's Guide.
(→"Paper Sizes," User's Guide)
*3: Available only if **ManageRemainRoll** is **On**.
*4: Available only if **Width Detection** is set to **Off**.
*20: Refer to "Specifying the Cutting Method for Rolls". (→"Specifying the Cutting Method for Rolls," User's Guide)
*21: **Leading edge** is not available as a setting option in the **Paper Detailed Settings** dialog box of the printer driver.





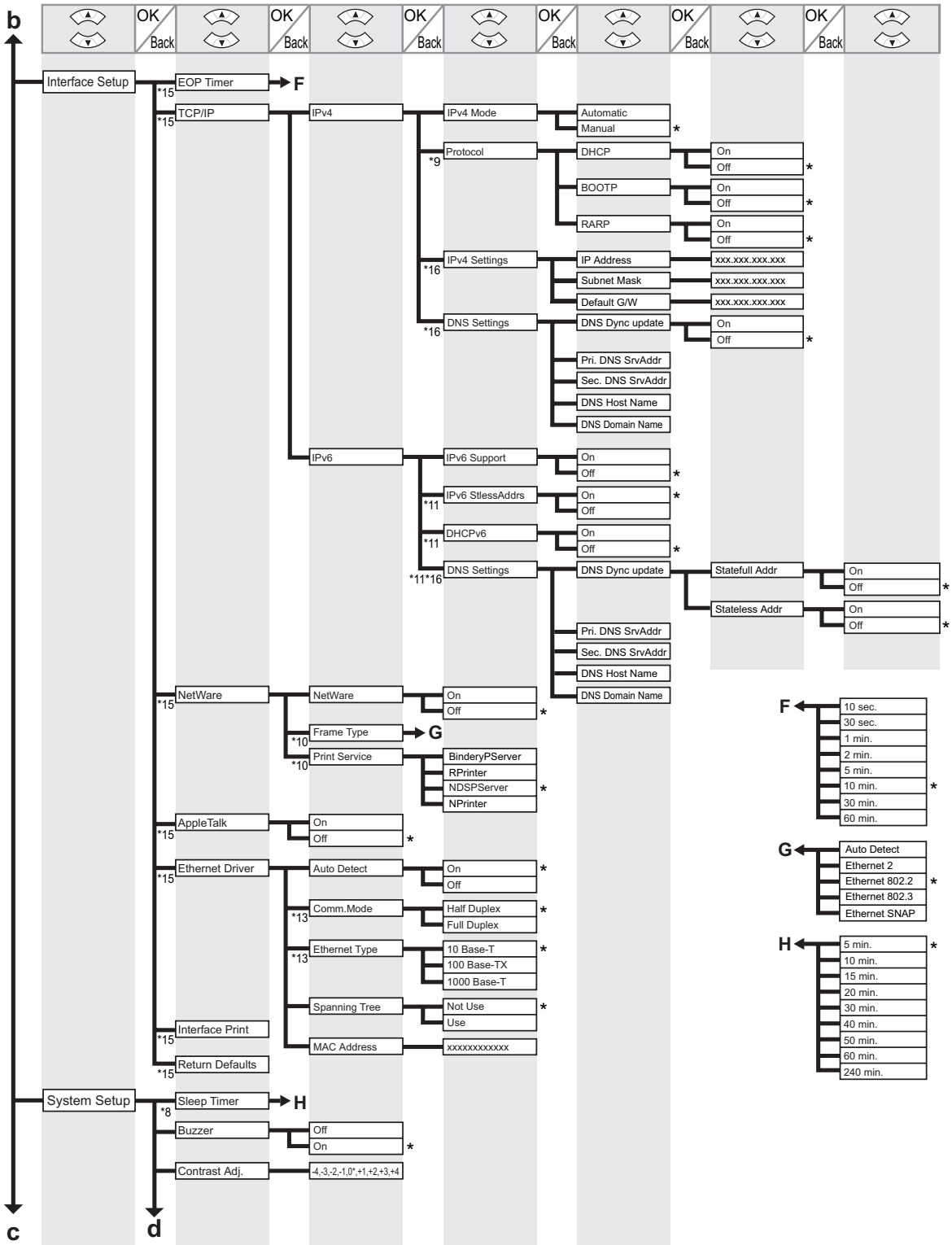
*14: **Print Anyway** is displayed when a job being held is selected.



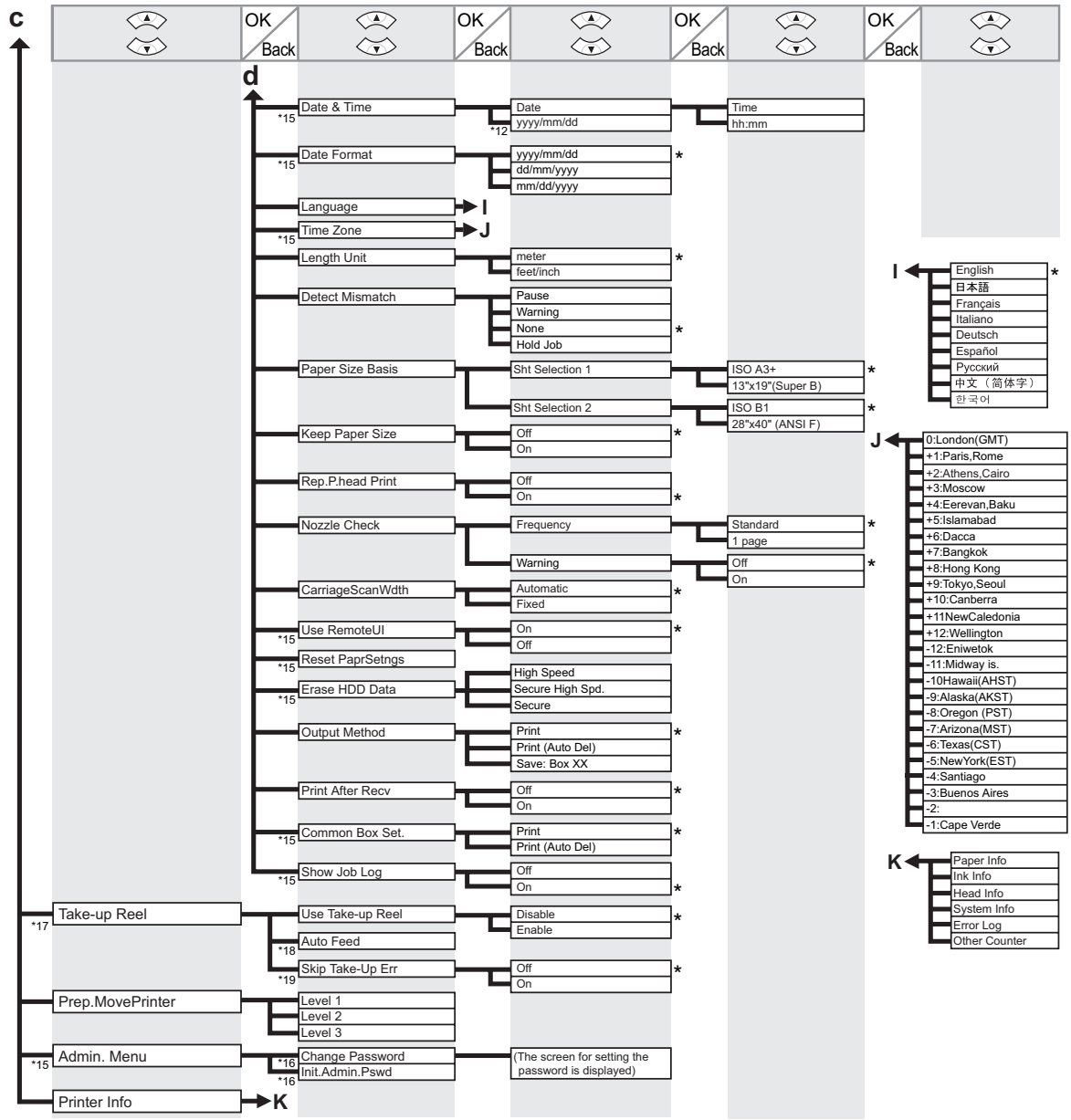
*5: Available after **Auto(Advanced)** in **Head Posi. Adj.** has been used once.

*6: Available when you have specified **Feed Priority** > **Adj. Priority** > **Automatic** or **Print Quality**.

*7: Available when you have specified **Feed Priority** > **Adj. Priority** > **Automatic** or **Print Length**.



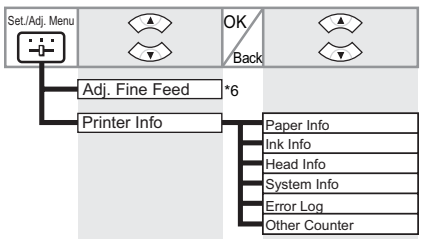
*8: Default setting for the time to enter the power save mode/Sleep mode is recommended.
*9: Not shown if you have set **IPv4 Mode** to **Manual**.
*10: Not shown if you have set **NetWare** to **Off**.
*11: Not displayed if **IPv6 Support** is **Off**.
*13: Not shown if you have set **Auto Detect** to **On**.
*15: Viewing and configuration is possible for administrators, and only viewing for other users.
*16: Viewing and configuration is possible for administrators only.



*12: Follows the setting in **Date Format**.
*15: Viewing and configuration is possible for administrators, and only viewing for other users.
*16: Viewing and configuration is possible for administrators only.
*17: Displayed only when the **Media Take-up Unit** is attached.
*18: Available if: (a) **Use Take-up Reel** is **Enable**, (b) roll paper is loaded, and (c) you have not executed **Auto Feed** for the loaded roll.
*19: Available when **Use Take-up Reel** is **Enable**.

Menu When Printing

The following operations are available from the menu during printing.



*6: Available when you have specified **Feed Priority** > **Adj. Priority** > **Automatic** or **Print Quality**.

The same menus as usual are shown in [Ink Menu] (**Ink Menu**) and [Job Menu] (**Job Menu**).

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