

MP360/370/390

Software Guide

Throughout this guide, MP360/MP370 is referred to as the “machine,” and MP390 as the “fax model.”

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► About this guide


This guide assumes you have a basic understanding of working with Windows and starting your computer. You should be familiar with common Windows terms such as window, dialog box, point and drag. For assistance in familiarizing yourself with Windows terms, see your Microsoft Windows user documentation.


As a general rule, Windows XP dialog boxes are used in this guide, but if necessary Windows 2000/Me/98 dialog boxes are also used.

Please note that dialog boxes may differ slightly depending on the Windows version you are using. Control Panel operations in Windows XP appear in Category View.

Symbols used in this guide

The following symbols are used in this guide for safety measures, handling restrictions, and precautions:

 **IMPORTANT** Indicates important items or precautions that should always be observed when using the product. These should always be read to avoid damage to the product due to improper operation.

 **NOTE** Indicates items for reference or supplementary information. Reading these notes is highly recommended.

Conventions used in this guide

The following conventions are used in this guide.

- [] Dialog box and window names, items in dialog boxes, buttons and menu commands are surrounded by square brackets. Menu names are not surrounded by square brackets.
- / A slash is used when the OS and version names are used together. For example, Windows 2000/XP stands for Windows 2000 and Windows XP.

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Abbreviations used in this guide

In this guide, product and model names are abbreviated as follows:

Microsoft®Windows®98/98 Second Edition operating system:	Windows 98
Microsoft®Windows®Millennium Edition operating system:	Windows Me
Microsoft®Windows®2000 Professional operating system:	Windows 2000
Microsoft®Windows®XP Professional/Home Edition operating system:	Windows XP
Microsoft®Word:	Word

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Considerable effort has been made to ensure that this guide is free of inaccuracies and omissions. However, as we are constantly improving our products, if you need an exact specification, please contact Canon.

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Installing

► System requirements and software

To use the software, you will need the following hardware and software.

Computer

IBM PC/AT compatible computer

Other software

Internet Explorer 4.01 or later (Service Pack 2 or later)

Hard disk

Available space of 65 MB or more (150 MB or more recommended)

MP Drivers: 50 MB or more

MP Toolbox: 15 MB or more

Disk drive

CD-ROM drive, or access to one over a network connection

Monitor

256-color SVGA monitor or greater (High Color or above recommended)

Interface

USB 1.1 and 2.0 are supported.

• USB 2.0 High-Speed

In order to use the faster High-Speed mode, the machine must be connected to a computer equipped with a standard USB 2.0 High-Speed interface.

Use a cable supporting USB 2.0.

Operating system	CPU	Required RAM
Microsoft Windows 2000 Professional (Service Pack 4 or later)	Pentium/Celeron 566 MHz processor or higher	128 MB or more (256 MB or more recommended)
Microsoft Windows XP Professional/Home Edition (Service Pack 1 or later)		

NOTE

- Canon cannot guarantee the performance with all computers standard-equipped with a USB2.0 Hi-Speed interface. For the most up-to-date information, see the Canon home page.
- As a USB2.0 Hi-Speed interface is fully compatible with USB Full-Speed (USB1.1-equivalent), you can use it as a USB Full-Speed (USB1.1-equivalent) interface.

- This may not operate correctly with self-made computers, or store-brand computers.
- When installing the MP Drivers in Windows 2000, you must have Service Pack 4 or later version installed.
- When installing the MP Drivers in Windows XP, you must have Service Pack 1 or later version installed.
- USB Full-Speed (USB 1.1 equivalent)

In order to use the Full-Speed mode, the machine must be connected to a computer equipped with a standard USB Full-Speed interface.

Use a USB-IF-approved cable not longer than 16 3/8 feet (5 meters).

Operating system	CPU	Required RAM
Microsoft Windows 98	Pentium/Celeron 233 MHz processor or higher	64 MB or more (128 MB or more recommended)
Microsoft Windows Me		
Microsoft Windows 2000 Professional (Service Pack 1 or later)		
Microsoft Windows XP Professional/Home Edition	Pentium/Celeron 300 MHz processor or higher	

IMPORTANT

While the machine is printing from or scanning images to the computer, or the computer is in the sleep mode or standby mode, do not disconnect and connect the USB cable.

User privileges when using Windows 2000/XP

When installing, you must have Administrator privileges.

When using, you must have User privileges or greater.

Service packs

Service packs are updates that fix defects in Windows, and are released by Microsoft.

For how to obtain them, please consult Microsoft.

NOTE

To check which service pack is installed on your computer:

1. Right-click [My Computer], and select [Properties].
2. The currently installed service pack is displayed under [System].

► Installing the software

Run the setup screen

When you install the software, all the software you need is installed on your local hard disk drive.

🚫 IMPORTANT

- Do not install the software on the network drive.
- If you have an older version of the MultiPASS Suite software installed on your computer, delete this version before installing the new version.
- When installing the software in Windows 2000/XP, you must log on as Administrator or have Administrator privileges.

📎 NOTE

If there is a copy of the software on the local or network drive, you can install from the drive on which the software is copied without using the Setup CD-ROM.

1 Turn on the machine.

2 Turn on your computer.

🚫 IMPORTANT

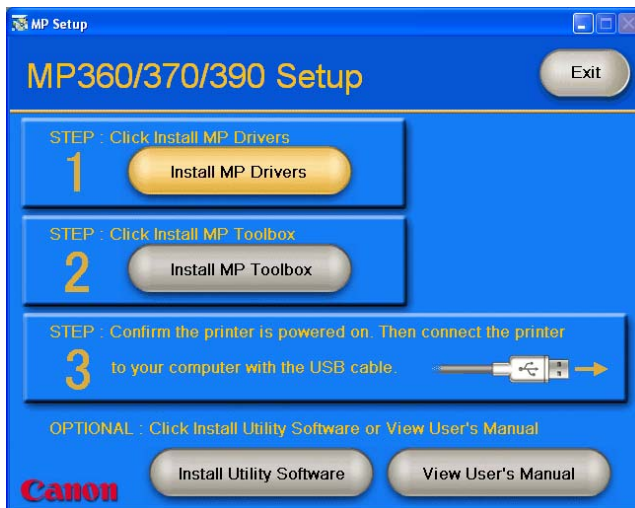
- Do not connect the machine to the computer with the USB cable until instructed to do so.
- If the machine is connected to your computer, the [New Hardware Found], [Device Driver Wizard], [Add New Hardware Wizard] etc. screen appears. In this case, disconnect the USB cable, then click [Cancel] on the screen.

3 Quit any applications (including virus checkers) that are currently running.

4 Insert the Setup CD-ROM into your disk drive.

The [Setup] screen is displayed.

Install the software by following in order steps 1, 2 and 3 as displayed in the [Setup] screen.

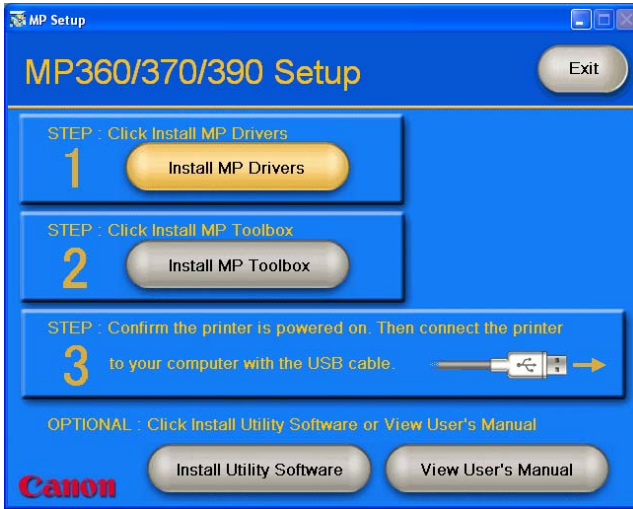


[Setup] screen

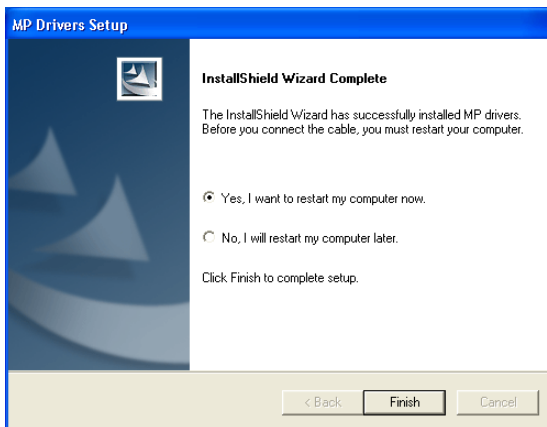
If this screen is not displayed, on the Windows desktop, double-click [My Computer] (Windows XP: Click [Start], then click [My Computer]). Open the CD-ROM icon, then double-click [Setup (Setup.exe)].

If you are installing from a copy saved on a network or hard disk, double-click [Setup (Setup.exe)] in the copy.

Step 1 Install MP Drivers

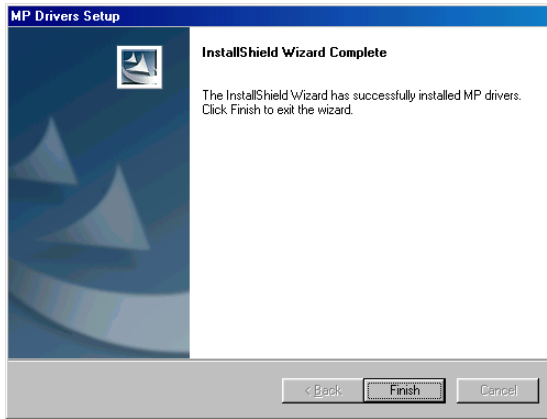


- 1 In the [Setup] screen, click [Install MP Drivers].
 - 2 Follow the on-screen instructions to install the software.
- When restarting your computer is necessary in the [InstallShield Wizard Complete] screen.



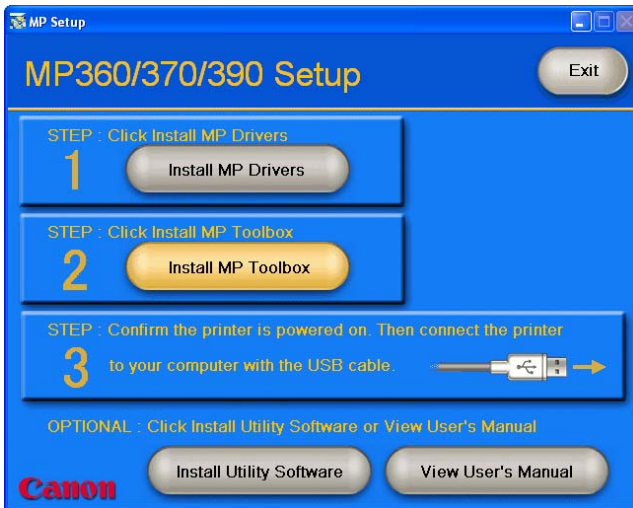
Leave the setting selected on [Yes, I want to restart my computer now.] (With the CD-ROM in the CD drive, clicking [Finish] will restart your computer).

- When restarting your computer is not necessary in the [InstallShield Wizard Complete] screen.



3 Click [Finish].

Step 2 Install MP Toolbox



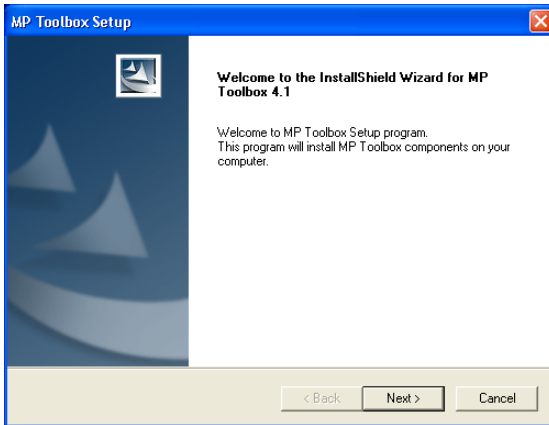
When you restart your computer and this screen is not displayed or you have closed it, on the Windows desktop, double-click [My Computer] (Windows XP: Click [Start], then click [My Computer]). Open the CD-ROM icon, then double-click [Setup (Setup.exe)].

If you are installing from a copy saved on a network or hard disk, double-click [Setup (Setup.exe)] in the copy.

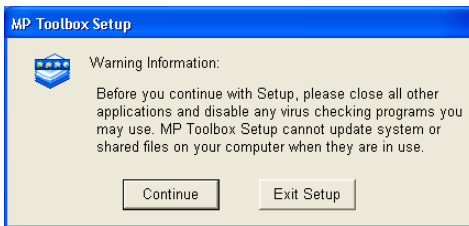
IMPORTANT

If the screen above is not displayed, installation of the MP Drivers is not complete. → “Problems installing and uninstalling software”

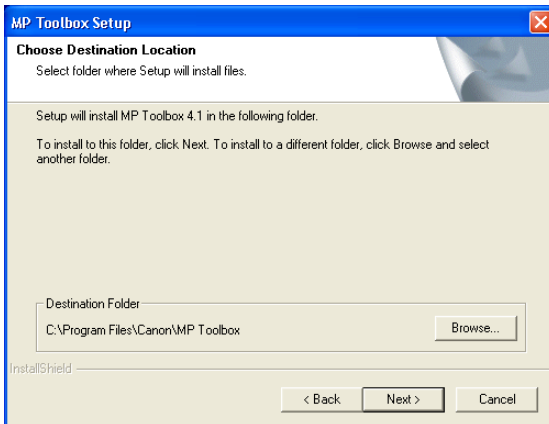
- 1 In the [Setup] screen, click [Install MP Toolbox].



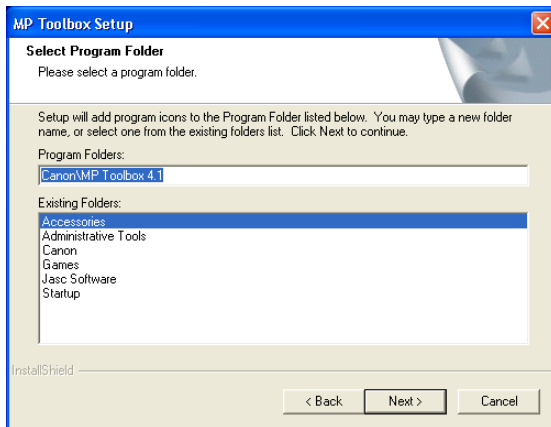
- 2 Click [Next].



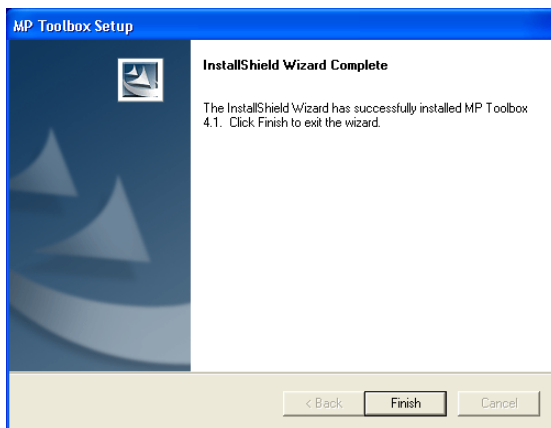
- 3 Click [Continue].
- 4 Follow the on-screen instructions to install the software.



- 5 When the [Choose Destination Location] dialog box appears, click [Next].

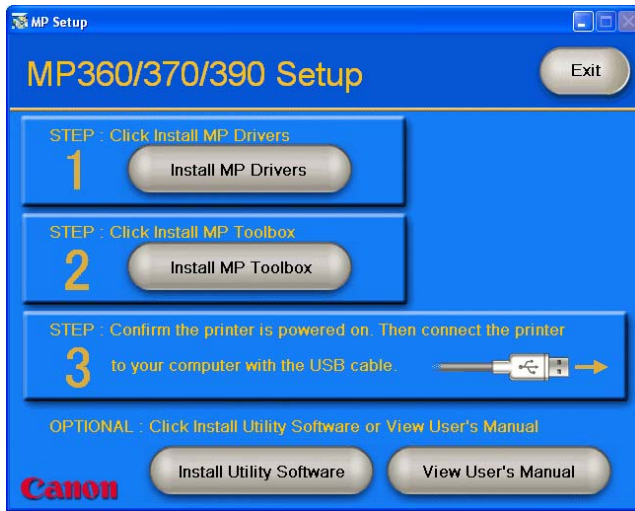


6 Click [Next].



7 Click [Finish].

Step 3 Connect the USB cable



IMPORTANT

If the screen above is not displayed, installation of the MP Drivers or MP Toolbox is not complete. → *“Problems installing and uninstalling software”*

- 1 **Check that the machine is turned on.**
- 2 **Connect the USB cable to the machine and computer USB ports.**

When you connect the USB cable to the computer, the machine is automatically detected, and the computer performs the various settings. Wait a while as your computer performs the various settings. Depending on your computer, a message may display asking you to restart your computer. If this is the case, restart your computer. After restarting your computer, wait a while for your computer to continue performing the various settings.

Install Utility Software

To install the Utility Software, in the [Setup] screen, click [Install Utility Software]. You can choose not to install the Utility Software at this stage and install it later.

View User's Manual

To read the manual on the CD-ROM, click [View User's Manual] on the [Setup] screen.

Installation is now complete. In the [Setup] screen, click [Exit] to close the screen. Then remove the CD-ROM from the disk drive.

If installation fails before completion

Remove the software and reinstall it.

→ *“Removing and reinstalling the software”*

► Checking installation

To check if installation has been successfully completed, do the following.

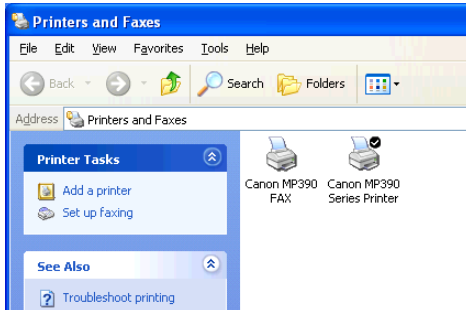
If installation has not been successful, remove and reinstall the software.

→ *“Removing and reinstalling the software”*

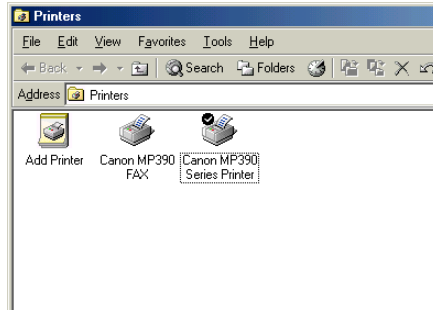
Printer driver and fax driver (fax model only)

On the Windows taskbar, click [Start], point to [Settings], then click [Printers] (Windows XP: On the Start menu, click [Printers and Faxes]).

In the open window, if the printer and fax icons for the machine is present, installation has been successful.



Windows XP window



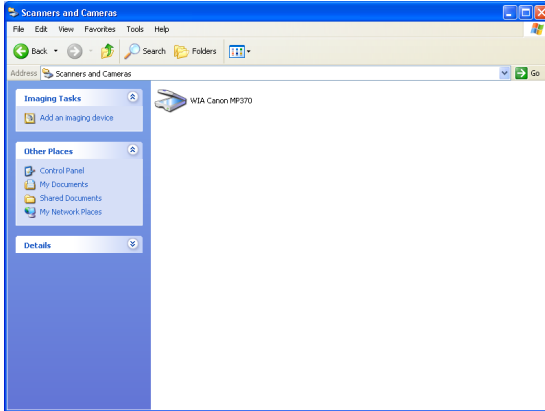
Windows 98/Me/2000 window

Scanner driver

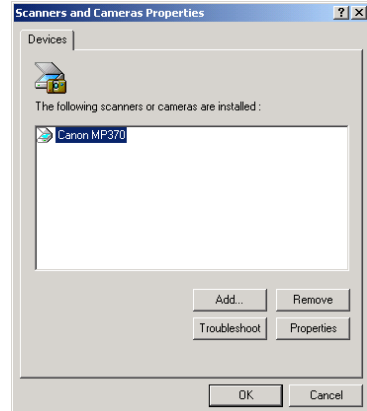
On the Windows taskbar, click [Start], point to [Settings], then click [Control Panel](Windows XP: Click [Start], then click [Control Panel]).

In the open window, double-click [Scanners and Cameras](Windows XP: Click [Printers and Other Hardware], then click [Scanners and Cameras]).

If the scanner icon for the machine is present, installation has been successful.



Example: Windows XP window



Example: Windows 2000 window

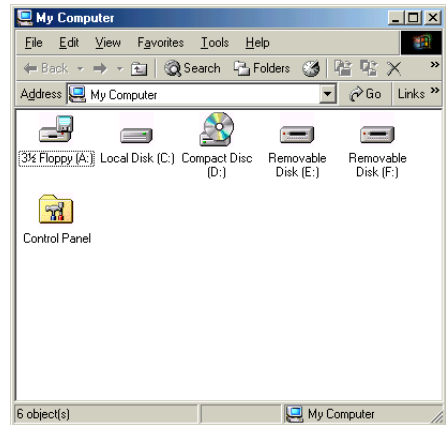
Memory card (storage device) driver

On the Windows desktop, double-click [My Computer] (Windows XP: On the Windows taskbar, click [Start], then click [My Computer]).

In the [My Computer] window, if the memory card icon for the machine is displayed as the [Removable Disk], installation has been successful.



Windows XP window



Windows 98/Me/2000 window

MP Toolbox

If the [Canon MP Toolbox 4.1] icon is displayed on the Windows desktop, installation has been successful.



Canon MP Toolbox 4.1

[Canon MP Toolbox 4.1] icon

► Reading from or writing to a memory card

When the machine is connected to a computer, the memory card drive (Removable Disk) will appear under [My Computer] on the Windows desktop.

By inserting a memory card in the machine, you can view photographs on the memory card by opening the [Removable Disk] on your computer. You can then copy the photographs to your computer's hard disk (similar to copying other files on the hard disk), or by changing the setting, can copy hard disk files onto the memory card.

IMPORTANT

- Do not put your computer in standby or sleep mode when a memory card is inserted in a card slot. Also, do not remove or switch memory cards when your computer is in standby or sleep mode.
- When switching memory cards, press [ON/OFF] to turn off the machine before removing the card.
- In Windows 2000, if you turn off the machine, the [Unsafe Removal of Device] screen will be displayed. In this case, click [OK]. This will not affect the machine or computer's operation.
- While accessing to the storage, do not remove the memory card, or do not disconnect the USB cable.

Enabling/disabling overwriting memory card data


You can enable or disable overwriting memory card data.

Follow the steps below to change the setting:

IMPORTANT

Windows 2000: If the <CARD PROTECT> setting for the machine is not recognized on your computer, a delayed write failed error may occur while you copy data to a memory card, and data may be broken.

- 1 Make sure there is no memory card inserted in the machine.
- 2 Press [Additional Functions].
- 3 Use [◀] or [▶] to select <5.CARD PROTECT> (MP390: <7. CARD PROTECT>).
- 4 Press [OK/Set].

A screenshot of a menu screen with a grey background. The text 'CARD PROTECT' is on the left, and 'ON' is on the right, indicating the current selection.
- 5 Use [◀] or [▶] to select <ON> or <OFF>.
- 6 Press [OK/Set].
Press [Stop/Reset] to switch to standby mode.
- 7 Press [COPY] or [SCAN] to select a mode.
You cannot overwrite in PHOTO mode.
- 8 Insert a memory card into the appropriate slot.

NOTE

If you change the above setting while a memory card is inserted in a card slot, disconnect and then reconnect the USB cable to apply the new setting. The new setting will not be activated until you do so.

► Setting the default printer

When you install the printer driver, that printer will become your default printer. When the [Set as Default Printer] setting is applied to the machine, the machine will be used to print from applications without configuring any other settings. In the [Print] dialog box, you will no longer need to select the machine. You can change the default printer setting as follows.

IMPORTANT

Windows 2000: Just installing the printer driver may not apply the [Set as Default Printer] setting to that printer. Be sure to follow the steps below to apply the [Set as Default Printer] setting.

- 1** On the Windows taskbar, click [Start], point to [Settings], then click [Printers] (Windows XP: On the Start menu, click [Printers and Faxes]).
- 2** In the [Printers] (Windows XP: [Printers and Faxes]) window, click the icon of the printer you want to set as the default printer.
- 3** On the [File] menu, click [Set as Default Printer].

► Removing and reinstalling the software

If you do not need the MP Toolbox or MP Drivers any longer, or if they are not installed correctly, remove them.

When removing the software from a Windows 2000/XP operating computer, you must log on the computer as an Administrator, or have Administrator privileges.

IMPORTANT

When removing the MP Drivers, first remove the MP Toolbox. If the MP Drivers are removed beforehand, the [Canon] folder may remain in [(All) Programs] on the Start menu.

To remove the MP Toolbox

1 Quit all of the open applications, including the MP Toolbox and virus checkers.

Click [X] at the upper-right of the screen to quit the MP Toolbox.

2 On the Windows taskbar, click [Start], point to [(All) Programs], [Canon], and [MP Toolbox 4.1] in order. Then click [Uninstall Toolbox].

3 Follow the on-screen instructions.

When the screen appears for repairing or removing the program, select the [Remove] check box, then click [Next].

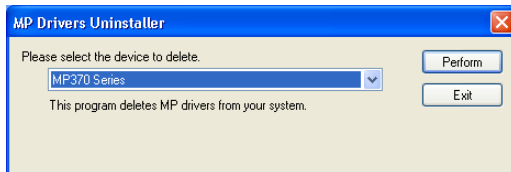
If a message appears confirming whether to remove the application, click [OK].

Select [Yes] and click [Finish], if you are prompted to restart your computer.

To remove the MP Drivers

1 Quit all of the open applications, including virus checkers.

2 On the Windows taskbar, click [Start], point to [(All) Programs], [Canon], then [MP Drivers]. Then click [Uninstall Drivers].



3 In [Please select the device to delete.], select the machine ([MP370 Series], [MP360 Series], or [MP390 Series]), then click [Perform].

If a message appears confirming whether to remove the application, click [Yes].

The [Finish] screen is displayed.

4 Restart your computer if a message asking you to do so appears.

5 Disconnect the USB cable from the computer and machine.

Windows 2000: The [Unsafe Removal of Device] screen appears. Click [OK]. This will not affect the machine or computer.

IMPORTANT

If you restarted your computer in step 4, disconnect the USB cable before the computer start.

To reinstall the software

After removing the MP Toolbox and MP Drivers, reinstall the software. → *“Installing the software”*

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Printing

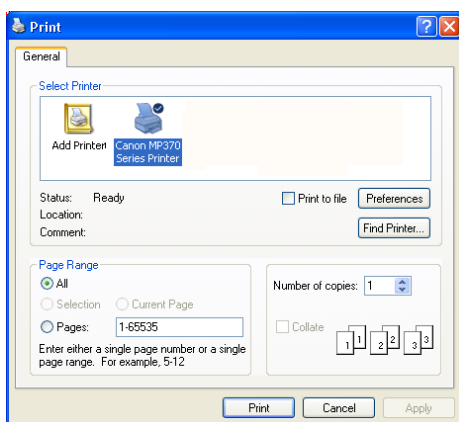
► Printing documents

The general steps for printing a document are set out below.

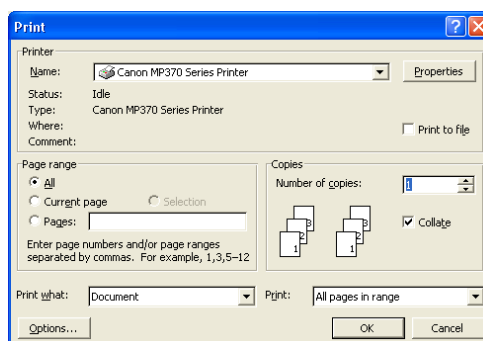
🔴 IMPORTANT

While the machine is printing from the computer, or the computer is in the sleep mode or standby mode, do not disconnect and connect the USB cable.

- 1 Load paper in the machine.
- 2 Open the application from which you will print the document, and select the command to print. (This in most cases will be [Print] in the File menu.)
To print with the current printer driver settings, click the print button on the Toolbar.



[Print] dialog box



Example: [Print] dialog box in Word

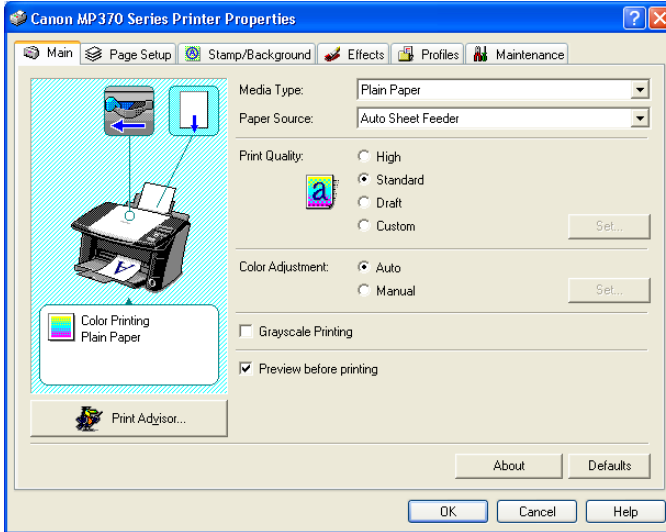
- 3 In the [Print] dialog box, in [Select Printer] or [Name], check that the machine you will be using is selected. If it is not, select the machine.
- 4 Click [Print] or [OK] to begin printing.

Previewing your document before printing

You can display a preview of your document before printing to check how it will be printed.

- 1 Load paper in the machine.
- 2 Open the application from which you will print the document, and select the command to print. (This in most cases will be [Print] in the File menu.)

- 3** In the [Print] dialog box, in [Select Printer] or [Name], select the machine, then click [Preferences] or [Properties].

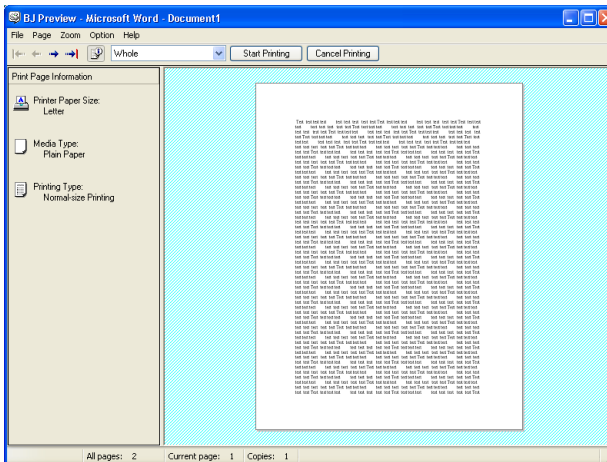


- 4** On the [Main] tab, select [Preview before printing].

- 5** Click [OK].

- 6** In the [Print] dialog box, click [Print] or [OK].

The preview will be displayed.



Example: [BJ Preview] dialog box

- 7** To print, click [Start Printing].

To close the preview and cancel printing, click [Cancel Printing].

► Changing print settings (Opening the settings dialog box)

You can change the settings for the particular document you will be printing.
You can change settings such as print media type, page setup and image quality.

To change settings for the current print job

If the [Print] dialog box is displayed from the application, the settings you change are applied only to the current print job. → *“Printing documents”*

- 1 **Load paper in the machine.**
- 2 **In the [Print] dialog box, in [Select Printer] or [Name], select the machine, then click [Preferences] or [Properties].**

The [Printer Properties] dialog box is displayed.

- 3 **Use one of the methods below to change settings.**

- **Use a previously-saved print profile**

On the [Profiles] tab, in [Printing Profiles], click the print profile you want to retrieve, then click [Retrieve from Profiles]. When asked to confirm, click [OK].

To register a print profile → *“Saving settings as a print profile/[Profiles] tab”*

- **Print Advisor**

In the [Printer Properties] dialog box, on the [Main] tab, click [Print Advisor] and follow the on-screen instructions.

 **NOTE**

You can configure the settings on the [Main] tab easier. Just answering some questions enables you to change settings such as [Media Type] properly.

- **Manually**

In the [Printer Properties] dialog box, change settings on each tab.

- *“Setting the paper type and print quality/[Main] tab”*
- *“Setting page size and number of copies/[Page Setup] tab”*
- *“Selecting a stamp/[Stamp/Background] tab”*
- *“Selecting a background/[Stamp/Background] tab”*
- *“Setting special effects/[Effects] tab”*
- *“Cleaning and machine settings/[Maintenance] tab”*

To revert to default settings, click [Defaults].

To confirm the changes and close the dialog box, click [OK].

To cancel the changes and close the dialog box, click [Cancel].

To change settings for all future print jobs

If the [Print] dialog box is displayed from the Windows taskbar, the settings you change are applied to all print jobs.

- 1 **On the Windows taskbar, click [Start], point to [Settings], then click [Printers] (Windows XP: On the Start menu, click [Printers and Faxes]).**

- 2 **Do one of the following.**

- **Windows 2000/XP:**

Right-click the printer icon for the machine, then click [Printing Preferences].

- **Windows 98/Me:**

Right-click the printer icon for the machine, then click [Properties].

The [Printer Properties] or [Printing Preferences] dialog box is displayed.

3 Use one of the methods below to change settings.

- **Use a previously-saved print profile**

On the [Profiles] tab, in [Printing Profiles], click the print profile you want to retrieve, then click [Retrieve from Profiles]. When asked to confirm, click [OK].

To register a print profile → *“Saving settings as a print profile/[Profiles] tab”*

- **Print Advisor**

In the [Printer Properties] or [Printing Preferences] dialog box, on the [Main] tab, click [Print Advisor] and follow the on-screen instructions.

- **Manually**

In the [Printer Properties] or [Printing Preferences] dialog box, change settings on each tab.

→ *“Setting the paper type and print quality/[Main] tab”*

→ *“Setting page size and number of copies/[Page Setup] tab”*

→ *“Selecting a stamp/[Stamp/Background] tab”*

→ *“Selecting a background/[Stamp/Background] tab”*

→ *“Setting special effects/[Effects] tab”*

→ *“Cleaning and machine settings/[Maintenance] tab”*

To revert to default settings, click [Defaults].

To confirm the changes and close the dialog box, click [OK].

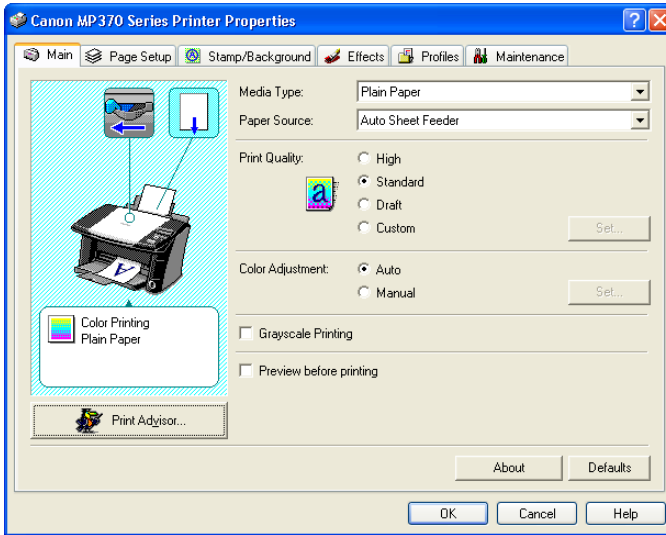
To confirm the changes without closing the dialog box, click [Apply].

To cancel the changes and close the dialog box, click [Cancel].

► Setting the paper type and print quality/[Main] tab

In the [Printer Properties] or [Printing Preferences] dialog box, on the [Main] tab, you can change settings such as print media type, paper source, and print quality.

To open the [Printer Properties] or [Printing Preferences] dialog box → *“Changing print settings (Opening the settings dialog box)”*



[Main] tab

[Media Type]

Select the print media type (e.g. plain paper) for printing. Depending on the print media you select, the choices available for the other items will change.

[Paper Source]

Displays the source from which paper is supplied. You can select [Auto Sheet Feeder] only.

[Print Quality]

Select a print quality suitable for the document to be printed.

- [High]

The print quality will be higher but printing speed will be slower.

- [Standard]

For average printing speed and quality.

- [Draft]

Printing quality will be reduced but the printing speed will be faster. This setting is suitable when printing multiple-page documents or printing drafts of documents.

- [Custom]

For selecting image quality and halftone settings individually. → *“Setting a custom print quality”*

[Color Adjustment]

Select the color adjustment method for printing.

- **[Auto]**

For automatic color correction by the printer driver.

- **[Manual]**

For color adjustment with detailed specifications. → *“Setting a custom color adjustment”*

[Grayscale Printing]

Select to print a color document in black and white.

[Preview before printing]

Select if you want to display a preview of your document before printing to check how it will print.

→ *“Previewing your document before printing”*

[Print Advisor]

Select to use the Print Advisor to help you configure printer driver settings by answering a series of questions.

Operation Preview

The printer illustration at the left of the [Main] tab shows the current settings.

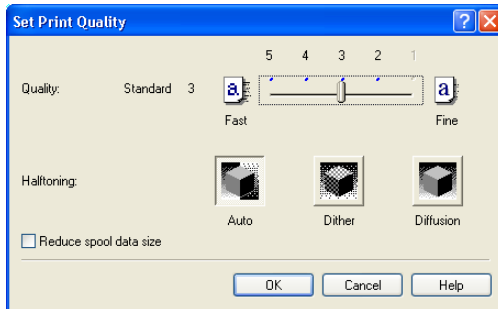
Setting a custom print quality

You can make fine adjustments to print quality and halftoning settings.

The following changes are made in the [Printer Properties] or [Printing Preferences] dialog box, on the [Main] tab.

To open the [Printer Properties] or [Printing Preferences] dialog box → *“Changing print settings (Opening the settings dialog box)”*

1 In [Print Quality], select [Custom], then click [Set].



2 In the [Set Print Quality] dialog box, adjust print quality and halftoning settings.

- **[Quality]**

Move the slider to the right for higher print quality and to the left for faster printing speed.

- **IMPORTANT**

With some [Media Type], certain quality levels cannot be selected.

- **[Halftoning]**

Select how the halftone parts of the image will be expressed.

- [Auto]**

- Automatically sets appropriate dither and diffusion according to the type of image.

[Dither]

–Dither creates halftones using pixels arranged in a fixed pattern. Dithering is suitable for graphs and charts with well-defined color boundaries.

[Diffusion]

–Diffusion creates halftones by arranging image pixels randomly. Diffusion is suitable for photographs and graphs that require a fine color gradation.

IMPORTANT

With some combination of [Media Type] and [Quality], certain halftoning methods cannot be selected.

● **[Reduce spool data size] (Windows 2000/XP only)**

You can reduce the size of printing data when spooling. Select this check box when the document is not printed properly (in such case as the image is not printed).

NOTE

You may not be able to see the effect of this setting depending on the application you are using.

3 Click [OK].

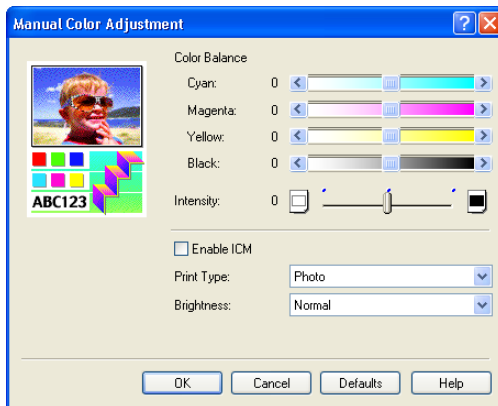
Setting a custom color adjustment

Normally color is adjusted in an application. To make finer adjustments, set up color balance in the dialog box below. In the photograph and illustration at the upper left of the dialog box, you can roughly check the changes made.

The following changes are made in the [Printer Properties] or [Printing Preferences] dialog box, on the [Main] tab.

To open the [Printer Properties] or [Printing Preferences] dialog box → *“Changing print settings (Opening the settings dialog box)”*

1 In [Color Adjustment], select [Manual], then click [Set].



2 In the [Manual Color Adjustment] dialog box, move the sliders to the left or right to adjust color balance and intensity.

3 Click [Enable ICM] to activate the color correction function built into Windows.

If you clear this setting, in [Print Type], select the document type to be printed, and in [Brightness], select a level of the brightness when printing.

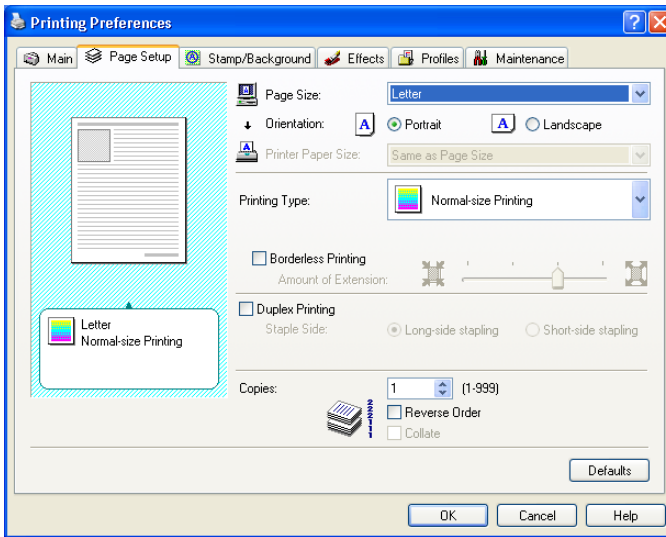
NOTE

ICM stands for Image Color Management.

4 Click [OK].

► Setting page size and number of copies/ [Page Setup] tab

In the [Printer Properties] or [Printing Preferences] dialog box, on the [Page Setup] tab, you can specify settings such as the page size, number of copies and print orientation.
To open the [Printer Properties] or [Printing Preferences] dialog box → *“Changing print settings (Opening the settings dialog box)”*



[Page Setup] tab

[Page Size]

Select the same page size as specified in the application. For custom page sizes, select [Custom].
→ *“Printing on a custom paper size”*

NOTE

- If you select a paper size that cannot be loaded in the machine, the following message will be displayed: "The selected paper size is not supported by your printer. [Fit-to-Page Printing] will be set in [Printing Type]." Click [OK] to automatically select fit-to-page printing. → *“Enlarging/reducing to fit the paper size (Fit-to-page printing)”*

[Orientation]

Select print orientation. Select [Portrait] to print the contents of your document vertically on the page, or [Landscape] to print it horizontally on the page.

[Printer Paper Size]

If you select a setting other than [Normal-size Printing] in [Printing Type], select the paper size loaded in the machine.

If the size you require is not in the list, select [Custom]. → *“Printing on a custom paper size”*

[Printing Type]

Select the print method.

● [Normal-size Printing]

Select for normal printing. For printing with original size.

● **[Fit-to-Page Printing]**

If the page size and printer paper size are different, this setting will automatically print your document to fit the printer paper size. → *“Enlarging/reducing to fit the paper size (Fit-to-page printing)”*

● **[Scaled Printing]**

For printing the document at an enlarged or reduced size. → *“Scaled printing”*

● **[Page Layout Printing]**

For printing multiple pages on a single sheet of paper (such as when you want to print a draft document with two pages on one sheet). → *“Printing multiple pages on one sheet (Page layout printing)”*

● **[Poster Printing]**

For printing at poster size divided across several sheets of paper. The sheets of paper are assembled after printing to form a poster. → *“Poster printing”*

● **[Booklet Printing]**

The document is printed on both sides with two pages each on both the front and reverse side of the paper, and is folded down the middle to create a booklet. → *“Duplex printing and binding a document into a booklet (Booklet printing)”*

[Scaling]

If you select [Scaled Printing], either select or enter a percentage.

[Borderless Printing]

Select to make your data larger than the paper size and print over the entire surface of the paper without any white borders.

If you select borderless printing, you cannot select the [Printer Paper Size], [Printing Type], or [Duplex Printing] setting on the [Page Setup] tab, or settings on the [Stamp/Background] tab. → *“Borderless printing”*

[Amount of Extension]

When you select [Borderless Printing], the sections that extend beyond the paper are not printed because the image is enlarged to a size larger than the paper size. Use the slider to adjust how much the image extends beyond the paper.

[Duplex Printing]

Select to print on both sides of a sheet of plain paper. → *“Duplex printing”*

[Staple Side]

If the long side of the paper is to be stapled, select [Long-side stapling]. If the short side is to be stapled, select [Short-side stapling].

[Copies]

Either select or enter the number of copies you want to print.

[Reverse Order]

Select to print a multiple-page document from the last page. The pages of the document are stacked in the correct order.

[Collate]

When printing multiple copies of a multiple-page document, select to print all pages of one document before the next copy is printed. If not selected, each page is printed for the specified number of copies before the next page is printed.

[Printer control] (Windows 98/Me only)

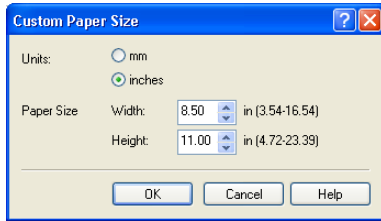
You can select the [Background printing] and [Print during spooling] settings. → *“Setting background printing (Windows 98/Me only)”*

Printing on a custom paper size

On the [Page Setup] tab, in [Page Size] or [Printer Paper Size], you can set a custom paper size. In the [Printer Properties] or [Printing Preferences] dialog box, on the [Page Setup] tab, follow the steps below.

To open the [Printer Properties] or [Printing Preferences] dialog box → *“Changing print settings (Opening the settings dialog box)”*

- 1 In [Page Size] or [Printer Paper Size], select [Custom].



- 2 In the [Custom Paper Size] dialog box, select the [Units] and specify the paper [Width] and [Height].
- 3 Click [OK].

Enlarging/reducing to fit the paper size (Fit-to-page printing)

By specifying the print media size you will be printing on and selecting the [Fit-to-Page Printing] setting, the printout will be automatically enlarged or reduced to fit the print media size.

In the [Printer Properties] or [Printing Preferences] dialog box, on the [Page Setup] tab, follow the steps below.

To open the [Printer Properties] or [Printing Preferences] dialog box → *“Changing print settings (Opening the settings dialog box)”*

IMPORTANT

You cannot use this setting with borderless printing. → *“Borderless printing”*

- 1 In [Printing Type], select [Fit-to-Page Printing].
- 2 In [Page Size], select the paper size specified in the application.
- 3 In [Orientation], select the same orientation as specified in the application.
- 4 In [Printer Paper Size], select the paper size loaded in the machine.
- 5 Click [OK].

Scaled printing

To enlarge or reduce a printing document by specifying a percentage, select [Scaled Printing].

In the [Printer Properties] or [Printing Preferences] dialog box, on the [Page Setup] tab, follow the steps below.

To open the [Printer Properties] or [Printing Preferences] dialog box → *“Changing print settings (Opening the settings dialog box)”*

IMPORTANT

You cannot use this setting with borderless printing. → *“Borderless printing”*

- 1 In [Printing Type], select [Scaled Printing].
- 2 In [Page Size], select the paper size specified in the application.
- 3 In [Orientation], select the same orientation as specified in the application.
- 4 In [Printer Paper Size], select the paper size loaded in the machine.
In [Scaling], the magnification at which the document will print so as to fit exactly on the output paper size will appear as a reference value.
- 5 In [Scaling], specify the percentage.
You can select from 20% to 400%.
- 6 Click [OK].

Printing multiple pages on one sheet (Page layout printing)

You can print multiple pages on one sheet of paper.

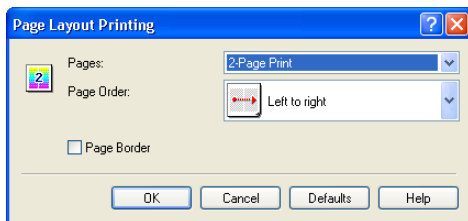
In the [Printer Properties] or [Printing Preferences] dialog box, on the [Page Setup] tab, follow the steps below.

To open the [Printer Properties] or [Printing Preferences] dialog box → *“Changing print settings (Opening the settings dialog box)”*

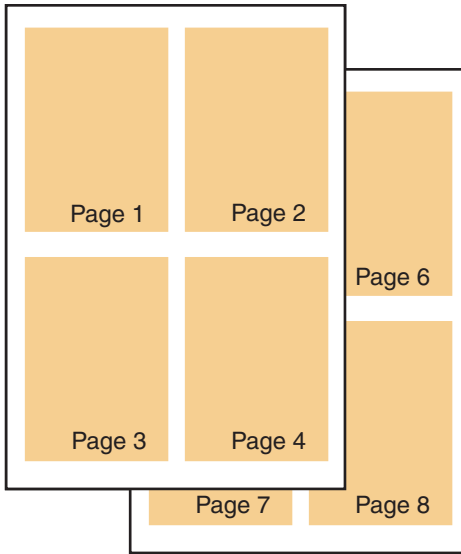
IMPORTANT

- You cannot use this setting with borderless printing. → *“Borderless printing”*
- Windows 98/Me: You cannot use this setting if background printing is not active. → *“Setting background printing (Windows 98/Me only)”*

- 1 In [Printing Type], select [Page Layout Printing].
- 2 In [Page Size], select the paper size specified in the application.
- 3 In [Orientation], select the same orientation as specified in the application.
- 4 In [Printer Paper Size], select the paper size loaded in the machine.
- 5 Click [Specify].



- 6 In the [Page Layout Printing] dialog box, in [Pages], select the number of pages to be printed on one sheet.
- 7 In [Page Order], select the order in which the pages are to be arranged.
- 8 To have a border around each page, select [Page Border].
- 9 Click [OK].



Example:
With [4-Page Print] and [Horizontally from top left]

Four pages of a document created on Letter/A4 paper will be printed on one sheet of Letter/A4 paper.

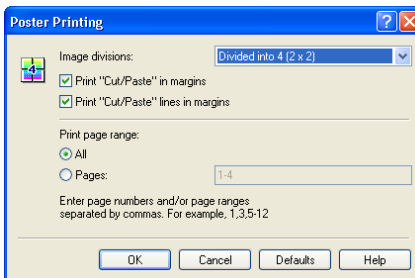
Poster printing

You can print a large image by dividing it across several sheets of paper. In [Image divisions] you can decide the number of pages over which you want to print the document. You can also print the words "cut" and "paste," cutting lines, or both in the margins as guidelines.

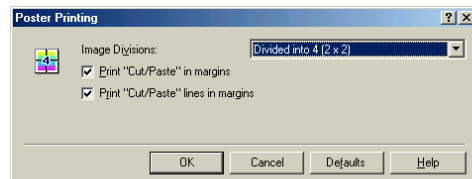
In the [Printer Properties] or [Printing Preferences] dialog box, on the [Page Setup] tab, follow the steps below.

To open the [Printer Properties] or [Printing Preferences] dialog box → *“Changing print settings (Opening the settings dialog box)”*

- 1 In [Printing Type], select [Poster Printing].
- 2 In [Page Size], select the paper size specified in the application.
- 3 In [Orientation], select the same orientation as specified in the application.
- 4 In [Printer Paper Size], select the paper size loaded in the machine.
- 5 Click [Specify].



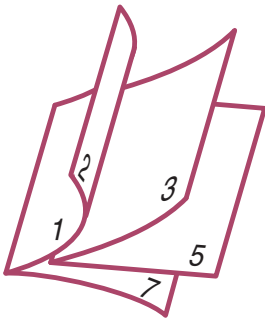
Windows XP dialog box



Windows Me dialog box

- 6 In the [Poster Printing] dialog box, in [Image divisions], select the number of pages on which to print the poster.
The image is enlarged according to the settings in [Printer Paper Size] and [Image divisions], and regardless of the document size.
- 7 To print cutting lines on the paper, select [Print "Cut/Paste" lines in margins].
To print the words "cut" and "paste," select [Print "Cut/Paste" in margins].
Windows 2000/XP: Specify the print range. To print all pages, click [All]. To print a range of pages, click [Pages], then enter the page numbers you want to print.
- 8 Click [OK].
- 9 If you do not want to print some pages, on the preview image on the left, click those pages to delete them. (The pages you clicked to delete can be displayed again by clicking them again.)

Duplex printing and binding a document into a booklet (Booklet printing)



Booklet with left-side binding

You can make a booklet by printing two pages on both the front and back of a sheet of paper using the duplex printing function and folding the document down the center.

The document size will be automatically adjusted and two pages of the document will be printed on one sheet of paper.

You can specify whether the booklet will open from the left or right side.

- 1 Load paper in the machine.
- 2 Open the [Printer Properties] or [Printing Preferences] dialog box.
→ "Changing print settings (Opening the settings dialog box)"
- 3 On the [Main] tab, in [Media Type], select [Plain Paper].
IMPORTANT
You cannot perform booklet printing if you do not select [Plain Paper].
- 4 On the [Page Setup] tab, in [Printing Type], select [Booklet Printing]. Then click [Specify].
- 5 In the [Booklet Printing] dialog box, adjust any settings, then click [OK].
 - [Margin for stapling]
If the booklet will open from right to left, select [Left] (see above illustration). If it will open from left to right, select [Right].

- **[Insert blank page]**

The document will only print on one side of the paper. Specify if the pages which will not be printed (blank pages) will be [Left page] or [Right page].

- **[Margin]**

Specify the width of binding margins in inches/millimeters.

- **[Page Border]**

For attaching a page border around each page of the document.

6 If necessary, adjust any other settings in the [Printer Properties] or [Printing Preferences] dialog box.

7 In the [Printer Properties] or [Printing Preferences] dialog box, click [OK].

8 In the [Print] dialog box, click [Print] or [OK].

The front sides will be printed first. When printing of all the front sides is completed, a dialog box will open informing you that printing on one side of the paper is completed.

9 Follow the on-screen instructions to turn the paper over and reload it in the machine.

10 Click [OK].

Printing on the reverse sides of the paper will begin.

Borderless printing

To print over the entire surface of the paper without leaving any margins, select [Borderless Printing]. The document is enlarged to fill the entire paper before being printed.

Paper you can use

Photo Paper Pro, Photo Paper Plus Glossy, Matte Photo Paper, Glossy Photo Paper.

Document settings in the application

- **Applications where margins can be specified**

Set the top, bottom, left and right margins to 0 inch (0 mm).

- **Applications where margins cannot be specified**

Set the size of the document to be printed to the same size as the paper, and position your photograph or illustration to fit the entire paper (so as not to leave any margins).

1 Load paper in the machine.

2 Open the [Printer Properties] or [Printing Preferences] dialog box.

→ *“Changing print settings (Opening the settings dialog box)”*

3 On the [Main] tab, in [Media Type], select the paper type.

4 On the [Page Setup] tab, select [Borderless Printing].

If a print media not compatible with borderless printing is selected, a dialog box asking you to confirm the print media type will be displayed. Select a different print media, then click [OK].

5 When a message asking you to confirm borderless printing appears, click [OK].

6 Adjust the [Amount of Extension].

When you select borderless printing, the image is enlarged to a size slightly larger than the paper size, and the area that extends over the paper is not printed. Move the slider to adjust the extension amount. It is recommended that the slider be set on the second stop from the right. Moving the slider to the left will reduce the extension amount and a white border may appear.

7 If necessary, adjust any other settings in the [Printer Properties] or [Printing

Preferences] dialog box.

- 8 In the [Printer Properties] or [Printing Preferences] dialog box, click [OK].

Duplex printing

You can print on both sides of a sheet of plain paper.

With some kinds of paper, the text on the reverse side of the paper may be visible. In such a case, select [Draft] in [Print Quality].

If you wish to bind pages printed on both sides into a booklet, you can determine staple side and set binding margins. → *“Duplex printing and binding a document into a booklet (Booklet printing)”*

🚫 IMPORTANT

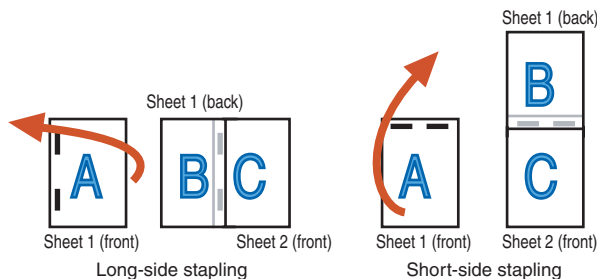
- You cannot use this setting with borderless printing. → *“Borderless printing”*
- You cannot use this setting with either of the following selected in [Printing Type]:
 - [Poster Printing] → *“Poster printing”*
 - [Booklet Printing] → *“Duplex printing and binding a document into a booklet (Booklet printing)”*
- Windows 98/Me: You cannot use this setting if background printing is not active. → *“Setting background printing (Windows 98/Me only)”*

- 1 Load paper in the machine.
- 2 Open the [Printer Properties] or [Printing Preferences] dialog box.
→ *“Changing print settings (Opening the settings dialog box)”*
- 3 On the [Main] tab, in [Media Type], select [Plain Paper].

🚫 IMPORTANT

You cannot perform duplex printing if you do not select [Plain Paper].

- 4 On the [Page Setup] tab, select [Duplex Printing]. If the long side of the paper is to be stapled, click [Long-side stapling]. If the short side is to be stapled, select [Short-side stapling].



- 5 If necessary, adjust any other settings in the [Printer Properties] or [Printing Preferences] dialog box.
- 6 In the [Printer Properties] or [Printing Preferences] dialog box, click [OK].
- 7 In the [Print] dialog box, click [Print] or [OK].

The front sides will be printed first. When printing of all the front sides is completed, a dialog box will open informing you that printing on one side of the paper is completed.

- 8 Follow the on-screen instructions to turn the paper over and reload it in the machine.

🚫 IMPORTANT

Depending on the relationship between [Staple side] and [Orientation], the procedure for turning

the paper over will differ. Follow the on-screen instructions for turning the paper over.

9 Click [OK].

Printing on the reverse sides of the paper will begin.

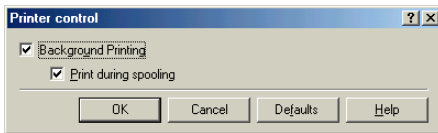
Setting background printing (Windows 98/Me only)

You can set the machine to perform background printing.

In the [Printer Properties] or [Printing Preferences] dialog box, on the [Page Setup] tab, follow the steps below.

To open the [Printer Properties] or [Printing Preferences] dialog box → *“Changing print settings (Opening the settings dialog box)”*

1 On the [Page Setup] tab, click [Printer control].

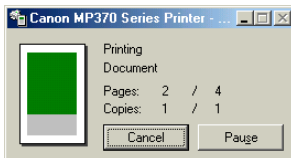


2 If you want the machine to continue printing in the background while you process other work on your computer, select [Background Printing].

3 If you want printing to begin while the document is being sent to the print queue, select [Print during spooling]. If cleared, printing will not begin until the entire document is sent to the print queue.

4 Click [OK].

If you select background printing, the background monitor will open at the bottom right of the Windows desktop.



► Selecting a stamp/[Stamp/Background] tab

You can add stamps to your printing document.

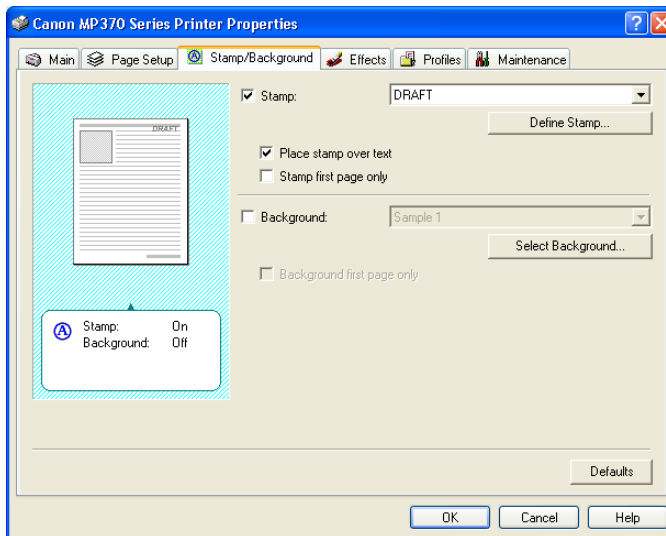
In the [Printer Properties] or [Printing Preferences] dialog box, on the [Stamp/Background] tab, follow the steps below.

To open the [Printer Properties] or [Printing Preferences] dialog box → *“Changing print settings (Opening the settings dialog box)”*

IMPORTANT

- You cannot use this setting with borderless printing. → *“Borderless printing”*
- Windows 98/Me: You cannot use this setting if background printing is not active. → *“Setting background printing (Windows 98/Me only)”*

1 Select [Stamp], then select a stamp from the list.



[Stamp/Background] tab

2 To print the stamp over the text in your document, select [Place stamp over text].

To preserve the readability of the document, clear this setting to print the text of your document over the stamp.

3 To print the stamp on the first page of your document only, select [Stamp first page only].

4 In the [Printer Properties] or [Printing Preferences] dialog box, click [OK].

The software includes some pre-defined stamps but you can also customize these or create new ones. → *“Creating or changing a stamp”*

Creating or changing a stamp

When creating a stamp, you can select settings such as the font type and size.
After defining stamp settings, you can save the stamp for later use.

In the [Printer Properties] or [Printing Preferences] dialog box, on the [Stamp/Background] tab, follow the steps below.

To open the [Printer Properties] or [Printing Preferences] dialog box → *“Changing print settings (Opening the settings dialog box)”*

1 On the [Stamp/Background] tab, do one of the following.

- **Change the settings of an already registered stamp**

Select [Stamp], then select the stamp you wish to change from the list.

- **Create a new stamp**

Clear the [Stamp] setting.

2 Click [Define Stamp].

3 In the [Stamp Settings] dialog box, adjust the setting.

- **Windows 2000/XP:**

- *“Specifying the text and color of a text stamp (Windows 2000/XP)”*
- *“Specifying an image for a graphic stamp (Windows 2000/XP)”*
- *“Changing the placement and rotation of a stamp”*
- *“Saving or deleting a stamp”*

- **Windows 98/Me:**

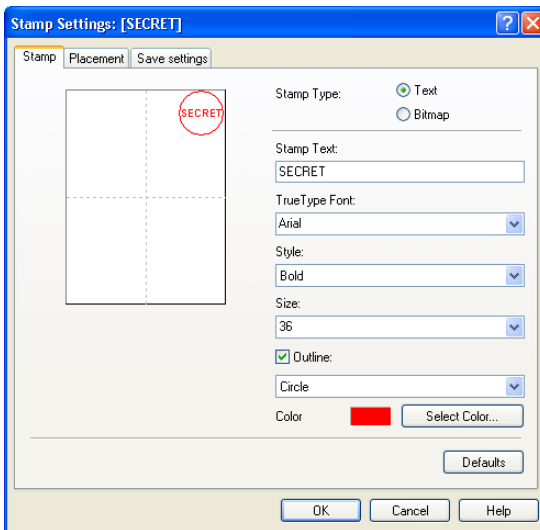
- *“Specifying the text and color of a stamp (Windows 98/Me)”*
- *“Changing the placement and rotation of a stamp”*
- *“Saving or deleting a stamp”*

Specifying the text and color of a text stamp (Windows 2000/XP)

In the [Stamp Settings] dialog box, follow the steps below.

To open the [Stamp Settings] dialog box → “*Creating or changing a stamp*”

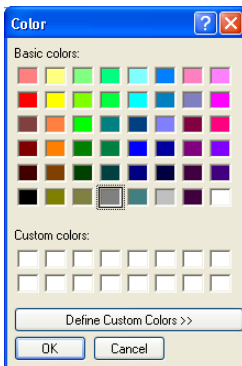
1 On the [Stamp] tab, select [Text].



2 In [Stamp Text], enter the text for the stamp.

3 Specify the font type, style, size and outline.

4 To change the color of the stamp, click [Select Color]. In the [Color] dialog box, select a color.



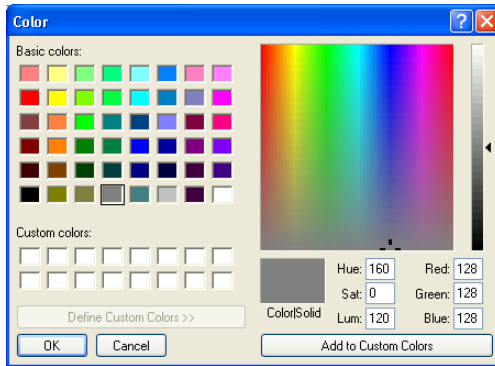
● To select a color in [Basic colors]

Click the color you want.

Click [OK].

● To define a custom stamp color

In [Basic colors], click a color in the palette closest to the color you want, then click [Define Custom Colors].



Move the slider or enter color values until you obtain the custom color you want.

To add the custom color in [Custom colors], click [Add to Custom Colors]. If [Custom colors] is full with other colors you created previously, the oldest custom color will be replaced with your new color.

Click [OK].

5 In the [Stamp Settings] dialog box, click [OK].

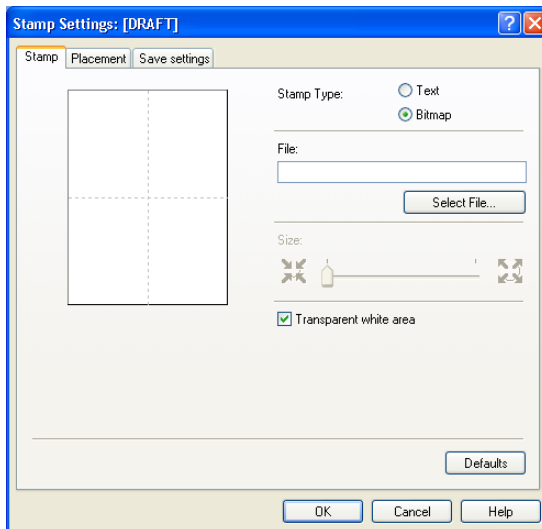
6 If asked to confirm, click [OK].

Specifying an image for a graphic stamp (Windows 2000/XP)

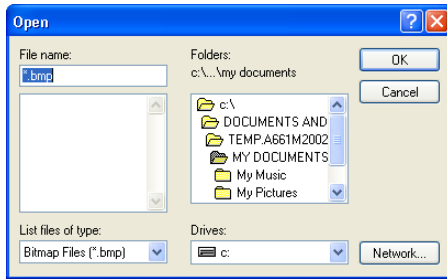
In the [Stamp Settings] dialog box, follow the steps below.

To open the [Stamp Settings] dialog box → *“Creating or changing a stamp”*

1 On the [Stamp] tab, select [Bitmap].



2 Click [Select File].



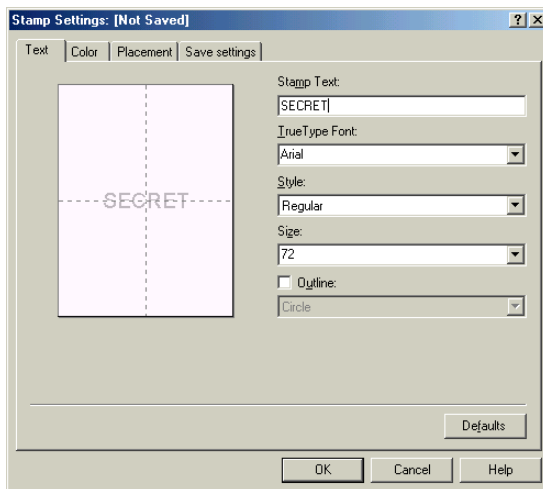
- 3 In the [Open] dialog box, specify folders and a file name for your image, then click [OK].
- 4 Move the [Size] slider to the left to decrease the image size or to the right to increase the size.
- 5 Select [Transparent white area] to make the white areas in the image transparent.
- 6 Click [OK].
- 7 If asked to confirm, click [OK].

Specifying the text and color of a stamp (Windows 98/Me)

In the [Stamp Settings] dialog box, follow the steps below.

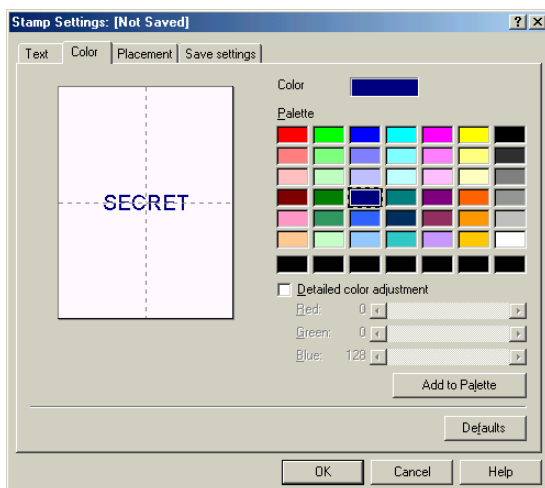
To open the [Stamp Settings] dialog box → *“Creating or changing a stamp”*

- 1 On the [Text] tab, in [Stamp Text], enter the text for the stamp.



- 2 Specify the font type, style, size and outline.

3 On the [Color] tab, select a color.



- **To select a color in [Palette]**

Click the color you want.

- **To define a custom stamp color**

Click a color in the palette closest to the color you want, then select [Detailed color adjustment].

Move the slider for each of the colors listed until you obtain the custom color you want.

To save the color in the palette, click [Add to Palette]. The new color will be added to the last row of [Palette]. If the last row is full with other colors you created previously, a previously created color will be replaced with your new color.

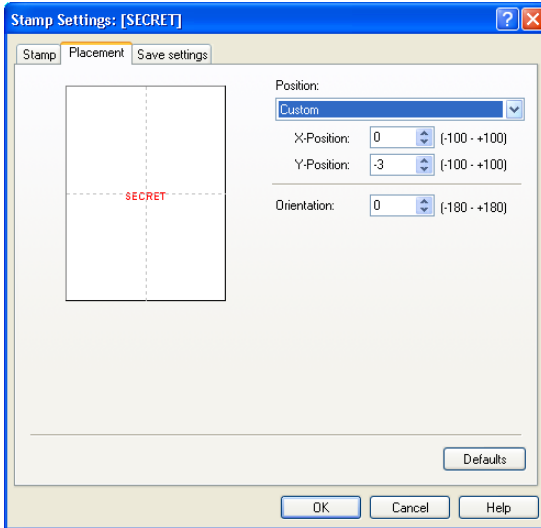
4 Click [OK].

5 If asked to confirm, click [OK].

Changing the placement and rotation of a stamp

To change the position of a stamp

In the [Stamp Settings] dialog box, on the [Placement] tab, do one of the following.
To open the [Stamp Settings] dialog box → *“Creating or changing a stamp”*



To change the position by dragging

Place your mouse pointer on the stamp displayed at the left of the [Placement] tab, then drag the stamp to the desired position.

To change the position by specifying coordinates

In [Position], select the desired position of the stamp on the page. To define a custom position, select [Custom], then select or enter the [X-Position] and [Y-Position] coordinates for the position of the stamp.

To rotate a text stamp

You can rotate a stamp.

IMPORTANT

Windows 2000/XP: You can only rotate a stamp when [Text] is selected in [Stamp Type] on the [Stamp] tab.

In [Orientation], select or enter the number of degrees to specify the angle of rotation of the stamp.

The stamp will rotate only the number of degrees you specify. A positive number of degrees will rotate the stamp counter clockwise and a negative number of degrees clockwise.

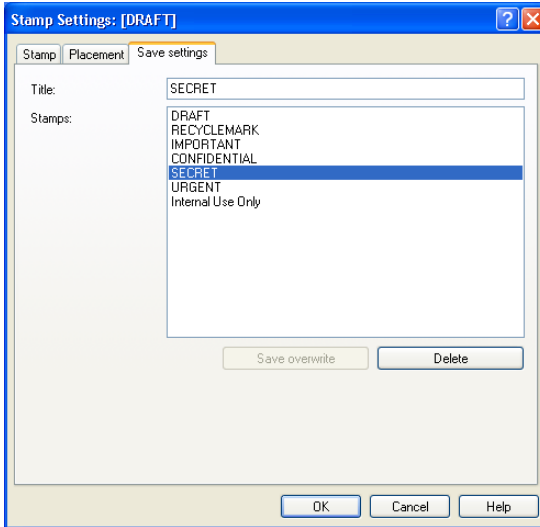
Saving or deleting a stamp

To save a stamp

In the [Stamp Settings] dialog box, follow the steps below.

To open the [Stamp Settings] dialog box → *“Creating or changing a stamp”*

- 1 On the [Save settings] tab, in [Title], enter a name for the stamp.



- 2 Click [Save] or [Save overwrite].

If you enter a name already listed in [Stamps], the [Save overwrite] will be displayed. If you click this button, the previous stamp will be overwritten.

- 3 When prompted to confirm that you want to save the stamp, click [OK].

- 4 In the [Stamp Settings] dialog box, click [OK].

To delete a stamp

In the [Stamp Settings] dialog box, follow the steps below.

To open the [Stamp Settings] dialog box → *“Creating or changing a stamp”*

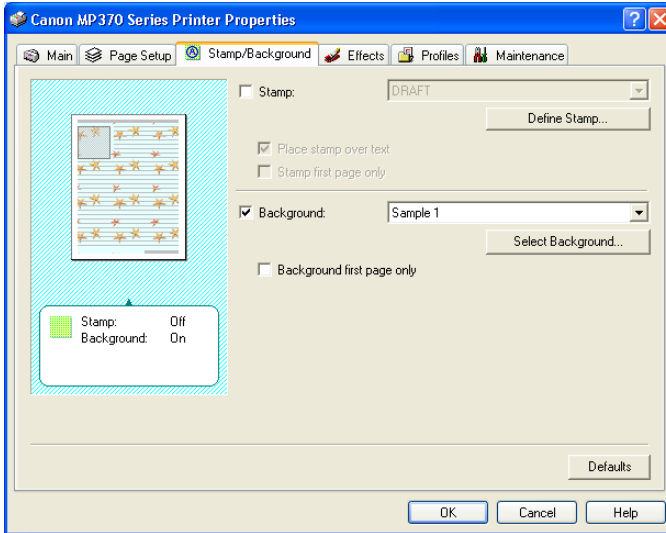
- 1 In the [Save settings] tab, click the stamp you wish to delete from the list.
- 2 Click [Delete].
- 3 When prompted to confirm that you want to delete the stamp, click [OK].
- 4 In the [Stamp Settings] dialog box, click [OK].

► Selecting a background/[Stamp/Background] tab

You can add a background to your printing document.

In the [Printer Properties] or [Printing Preferences] dialog box, on the [Stamp/Background] tab, follow the steps below.

To open the [Printer Properties] or [Printing Preferences] dialog box → *“Changing print settings (Opening the settings dialog box)”*



- 1 Select [Background], then select a background from the list.
- 2 To print the background on the first page of your document only, select [Background first page only].
- 3 In the [Printer Properties] or [Printing Preferences] dialog box, click [OK].

The software includes some pre-defined background images but you can customize these if necessary. → *“Saving a new image as a background/Deleting a background”*

Saving a new image as a background/Deleting a background

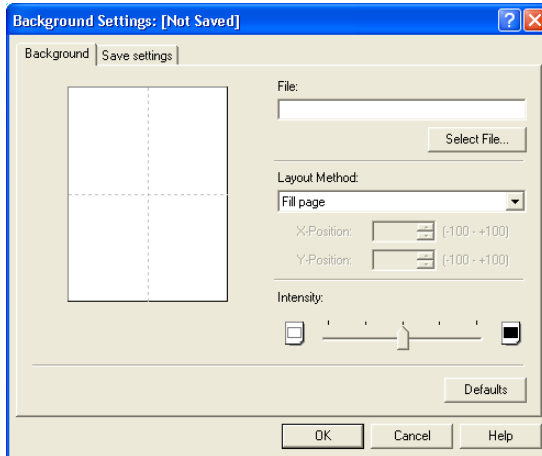
To save a new image as a background

You can import an image and save it as a background.

In the [Printer Properties] or [Printing Preferences] dialog box, on the [Stamp/Background] tab, follow the steps below.

To open the [Printer Properties] or [Printing Preferences] dialog box → *“Changing print settings (Opening the settings dialog box)”*

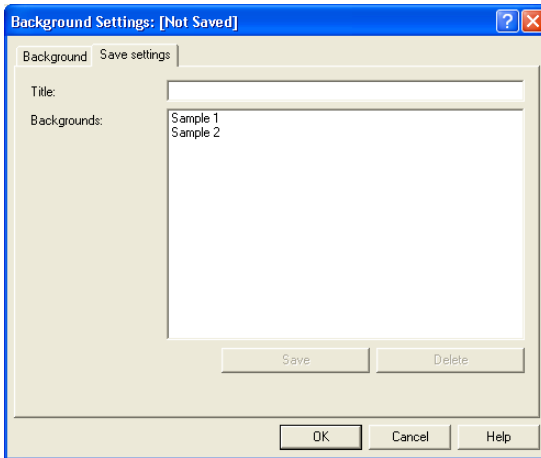
- 1 On the [Stamp/Background] tab, clear the [Background] setting.
- 2 Click [Select Background].



[Background Settings] dialog box

- 3 On the [Background] tab, click [Select File].
- 4 In the [Select image file] (Windows 2000/XP: [Open]) dialog box, specify folders and a file name for the image to be used as a background, then click [OK].
- 5 On the [Background] tab, in [Layout Method], select the layout for the image.
To select the position using coordinates, select [Custom], then select the coordinates in [X-Position] and [Y-Position]. If you select [Center], [Top Left], [Top Right], [Bottom Left], [Bottom Right] or [Custom], you can drag the background displayed at the left of the [Background] tab to the desired position to change the printing position.
- 6 Adjust the density of the background by moving the [Intensity] slider to the left or right.

7 Click the [Save settings] tab.



8 In [Title], enter a name for the background. Then click [Save] (or [Save overwrite]).

If you enter a name already listed in [Backgrounds], the [Save overwrite] will be displayed. If you click this button, the previous background will be overwritten.

9 When asked to confirm saving of the background, click [OK].

10 In the [Background Settings] dialog box, click [OK].

To delete a background

In the [Printer Properties] or [Printing Preferences] dialog box, on the [Stamp/Background] tab, follow the steps below.

To open the [Printer Properties] or [Printing Preferences] dialog box → *“Changing print settings (Opening the settings dialog box)”*

1 Click [Select Background].

2 On the [Save settings] tab, in [Backgrounds], select the background you want to delete, then click [Delete].

3 When asked to confirm deletion of the background, click [OK].

4 In the [Background Settings] dialog box, click [OK].

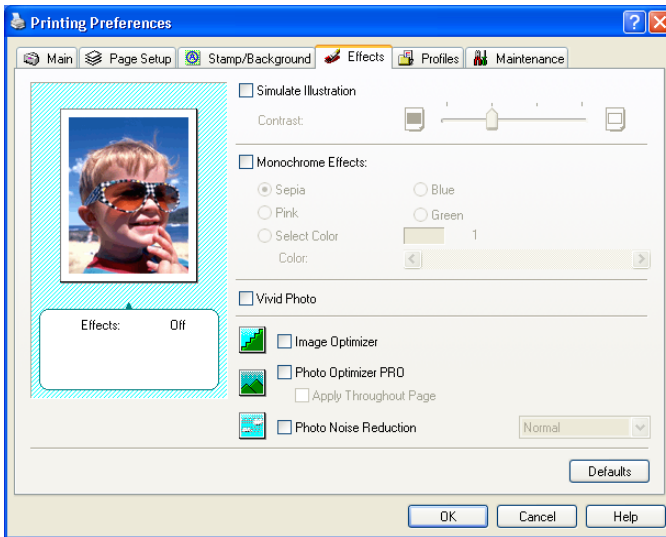
► Setting special effects/[Effects] tab

In the [Printer Properties] or [Printing Preferences] dialog box on the [Effects] tab, you can set up effects to make images appear more interesting such as making a photograph resemble a drawing or changing the colors of an image to monochrome.

IMPORTANT

Windows 98/Me: If the [Background Printing] setting is inactive, only the [Image Optimizer] setting on the [Effects] tab can be selected. All other settings cannot be adjusted. → *“Setting background printing (Windows 98/Me only)”*

To open the [Printer Properties] or [Printing Preferences] dialog box → *“Changing print settings (Opening the settings dialog box)”*



[Effects] tab

[Simulate Illustration]

Select to convert full-color and 256-color images into a simulated hand-drawn illustration. Use the [Contrast] slider to adjust contrast.

[Monochrome Effects]

For converting full-color and 256-color images into [Sepia], [Blue], [Pink] or [Green] monochromes. For colors other than the four above, select [Select Color] and move the slider to set a custom color.

IMPORTANT

You cannot use this setting with grayscale printing. → *“Setting the paper type and print quality/[Main] tab”*

[Vivid Photo]

Select to print an image in vivid color.

This setting vividly reproduces the blues and greens of fields, trees, ocean and sky while maintaining the natural skin tones of the people in the image.

[Image Optimizer]

Select to smooth the jagged edges in graphics and photos that have been enlarged by your application. This setting is useful when printing low-resolution images from Internet Web pages.

[Photo Optimizer PRO]

Select to connect images taken with a digital camera or acquired by a scanner. This setting is effective for use with images which have faded, or are under- or overexposed.

[Apply Throughout Page]

If there are several images on one page, click to apply the [Photo Optimizer PRO] effect to all the images.

[Photo Noise Reduction]

Select to print with noise reduction of photographs taken with a digital camera. This setting is particularly effective when printing blue and dark areas of an image.

[Normal] is recommended but if the effect is not obvious, try selecting [Strong].

 **NOTE**

- Depending on the resolution of the application or image data, the effect of the setting may not be obvious.
- The image quality may deteriorate if this setting is used with images not taken with a digital camera.

► Saving settings as a print profile/[Profiles] tab

If you use certain print settings frequently, you can save these settings as a print profile to use for printing future documents. A print profile can be easily retrieved for use at any time. The settings associated with the profile are then applied to the options on the [Main], [Page Setup], [Stamp/Background] and [Effects] tabs.

When a print profile is no longer needed, you can delete it. The factory predefined profiles [Current Settings] and [Default Settings] cannot be deleted.

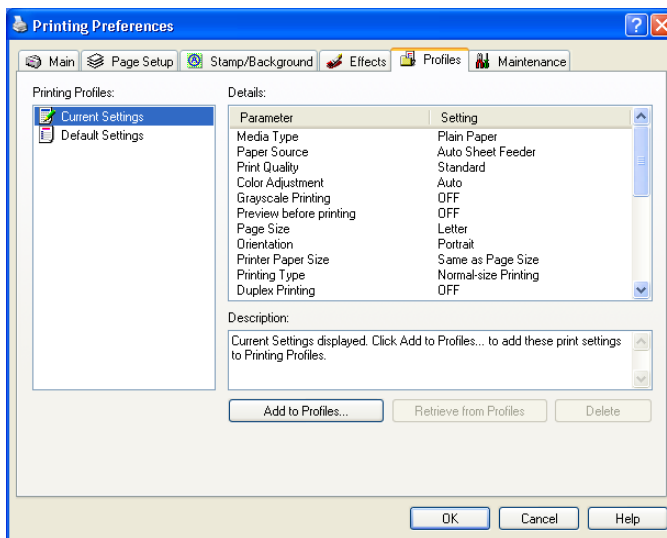
After using a custom print profile, you can restore the settings on the [Main], [Page Setup], [Stamp/Background] and [Effects] tabs to their factory predefined settings.

To save a print profile

In the [Printer Properties] or [Printing Preferences] dialog box, follow the steps below.

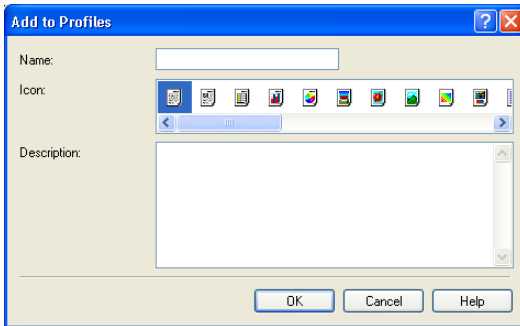
To open the [Printer Properties] or [Printing Preferences] dialog box → *“Changing print settings (Opening the settings dialog box)”*

- 1 On the [Main], [Page Setup], [Stamp/Background] and [Effects] tabs, specify your desired print settings.
- 2 Click the [Profiles] tab.



[Profiles] tab

- 3 Click [Add to Profiles].



- 4** In the [Add to Profiles] dialog box, in [Name], enter a name for the profile.
- 5** In [Icon], select an icon to associate with the profile.
- 6** In [Description], enter a description for the print profile, then click [OK]. When asked to confirm, click [OK].

To retrieve and use a print profile

- 1** On the [Profiles] tab, in [Printing Profiles], click the desired profile.
- 2** Click [Retrieve from Profiles]. When prompted to confirm, click [OK].

To delete a print profile

- 1** On the [Profiles] tab, in [Printing Profiles], click the profile you wish to delete.
- 2** Click [Delete]. When prompted to confirm, click [OK].

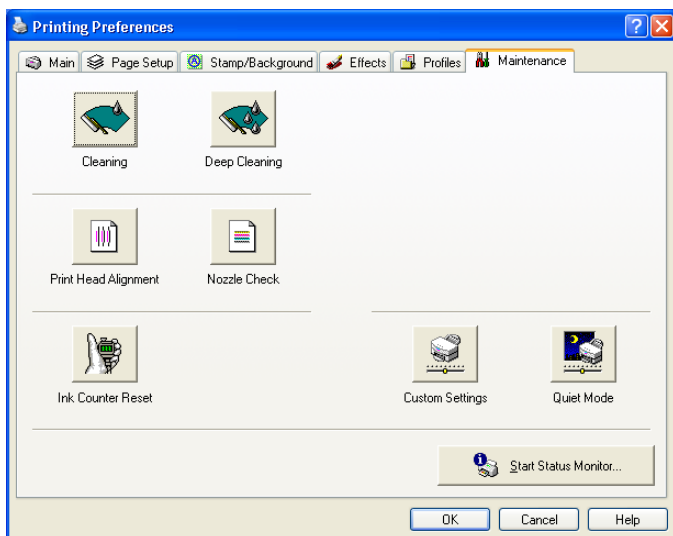
To restore the factory pre-defined settings

- 1** On the [Profiles] tab, in [Printing Profiles], click [Default Settings].
- 2** Click [Retrieve from Profiles]. When prompted to confirm, click [OK].

► Cleaning and machine settings/[Maintenance] tab

In the [Printer Properties] or [Printing Preferences] dialog box, on the [Maintenance] tab, you can clean the print head, print the nozzle check pattern, set quiet mode and other functions. The Status Monitor is also opened from this dialog box.

To open the [Printer Properties] or [Printing Preferences] dialog box → *“Changing print settings (Opening the settings dialog box)”*



[Maintenance] tab

For cleaning or deep cleaning → *“Cleaning the print head”*

For print head alignment → *“Aligning the print head”*

For printing the nozzle check pattern → *“Printing the nozzle check pattern”*

For ink counter reset → *“Resetting the ink counter”*

For custom settings → *“Setting for slow-drying paper (Custom Settings)”*

For quiet mode → *“Controlling operating noise (Quiet Mode)”*

To launch the Status Monitor → *“Checking the status of the machine with the BJ Status Monitor”*

Cleaning the print head

Cleaning removes blockages in the print head nozzles. Clean the print head if printing is blurred or a particular color is not printing even though there is enough ink.

Please note that if you clean the print head too often, the ink will be consumed quickly.

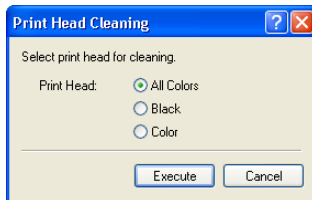
In the [Printer Properties] or [Printing Preferences] dialog box, on the [Maintenance] tab, follow the steps below.

To open the [Printer Properties] or [Printing Preferences] dialog box → *“Changing print settings (Opening the settings dialog box)”*

IMPORTANT

Do not perform another operation while the print head is being cleaned.

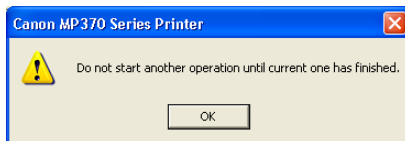
- 1 On the [Maintenance] tab, click [Cleaning].



- 2 In the [Print Head Cleaning] dialog box, select one of the following settings, then click [Execute].

- [All Colors]
Cleans both the black and color print heads.
- [Black]
Cleans the black print head only.
- [Color]
Cleans the color print head only.

- 3 Windows 98/Me: When a message asking whether to start print head cleaning is displayed, click [OK].



- 4 Click [OK].

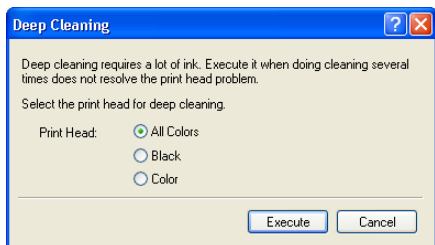
Deep cleaning

If you have tried cleaning several times and print quality does not improve, perform deep cleaning. [Deep Cleaning] will give the print head an even deeper clean than [Cleaning]. Please note that [Deep Cleaning] will consume more ink than [Cleaning].

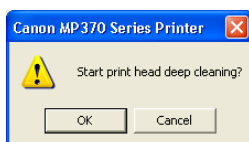
IMPORTANT

Do not perform another operation while the print head is being cleaned.

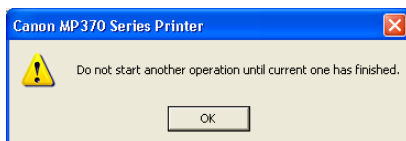
- 1 On the [Maintenance] tab, click [Deep Cleaning].



- 2** Similarly to [Cleaning], select [All Colors], [Black] or [Color], then click [Execute].



- 3** Click [OK].



- 4** Click [OK].

Aligning the print head

Align the print head if colors are uneven or if streaks appear in the nozzle check pattern.

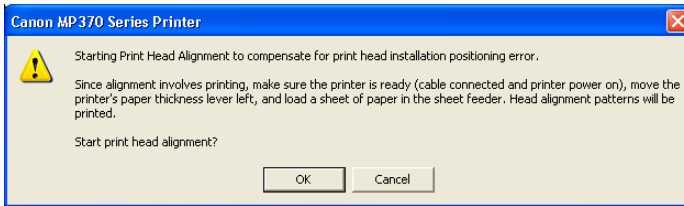
In the [Printer Properties] or [Printing Preferences] dialog box, on the [Maintenance] tab, follow the steps below.

To open the [Printer Properties] or [Printing Preferences] dialog box → *“Changing print settings (Opening the settings dialog box)”*

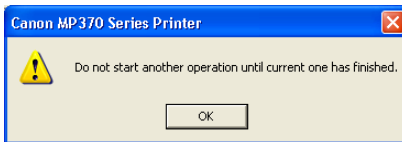
IMPORTANT

Do not perform another operation while the print head is being aligned.

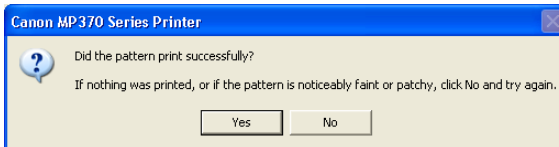
- 1 Load Letter/A4 paper in the machine.**
- 2 On the [Maintenance] tab, click [Print Head Alignment].**



- 3 Click [OK].**

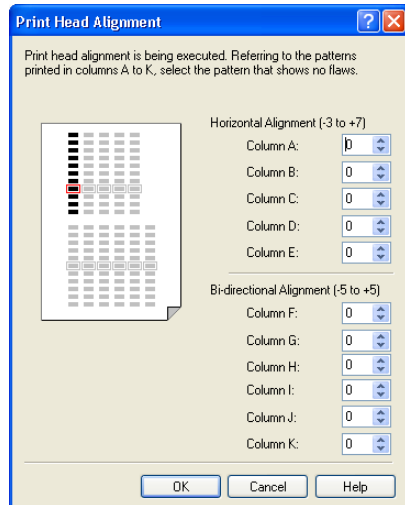
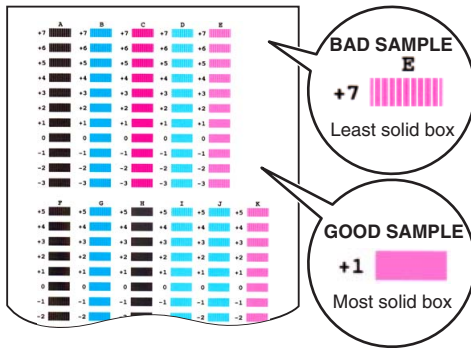


- 4 Click [OK].**

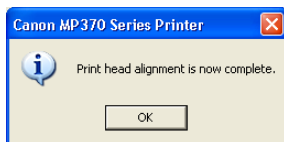


- 5 When printing of the pattern is completed, click [Yes].**

If the pattern does not print, check that the ink tanks are securely inserted.



- 6** In the samples of printed pattern A, find the one in which the vertical lines are least obvious, then enter the number.
- In the same way, enter the number of the B-K sample in which the vertical lines are least obvious, then finally click [OK].



- 7** Click [OK].

Printing the nozzle check pattern

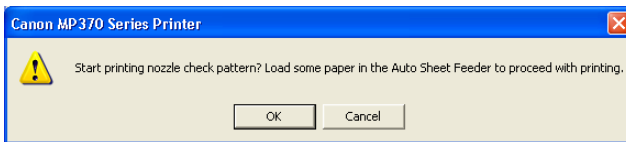
Print the nozzle check pattern if printing is blurred or if a particular color is not printing even though there is enough ink.

You can see the condition of the print head by looking at the nozzle check pattern.

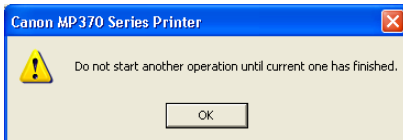
In the [Printer Properties] or [Printing Preferences] dialog box, on the [Maintenance] tab, follow the steps below.

To open the [Printer Properties] or [Printing Preferences] dialog box → *“Changing print settings (Opening the settings dialog box)”*

- 1 Load Letter/A4 paper in the machine.
- 2 On the [Maintenance] tab, click [Nozzle Check].



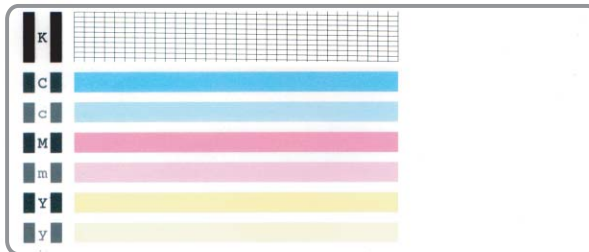
- 3 Click [OK].



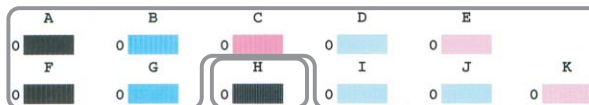
- 4 Click [OK].

Printing of the nozzle check pattern will begin.

The nozzle check pattern should appear as follows when ink is discharged properly.



If this section is faint and patchy, the print head requires cleaning.



If there is unevenness in the colors in this section, the print head requires alignment.

If you find conspicuous vertical lines in this section, the print head requires alignment.

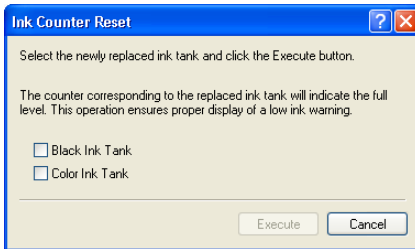
Resetting the ink counter

Reset the ink counter when you change the ink tank for a new one.

In the [Printer Properties] or [Printing Preferences] dialog box, on the [Maintenance] tab, follow the steps below.

To open the [Printer Properties] or [Printing Preferences] dialog box → *“Changing print settings (Opening the settings dialog box)”*

- 1 On the [Maintenance] tab, click [Ink Counter Reset].



- 2 Select the ink tank to reset the counter.
- 3 Confirm that the machine is turned on, then click [Execute].

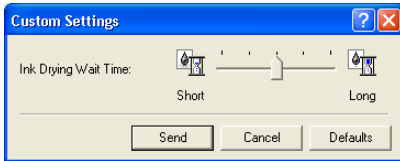
IMPORTANT

Make sure to reset the counter immediately after changing the ink tank. The warning may be displayed incorrectly if you reset the counter with the ink remained.

Setting for slow-drying paper (Custom Settings)

This function can only be used when the [Printer Properties] or [Printing Preferences] dialog box is opened from the printer icon. → “*Changing print settings (Opening the settings dialog box)*”

- 1 On the Windows taskbar, click [Start], point to [Settings], then click [Printers]. In the [Printers] window, right-click the printer icon for the machine, then click [Properties] (Windows 2000: [Printing Preferences]). (Windows XP: Click [Start], then click [Printers and Faxes]. In the [Printers and Faxes] window, right-click the printer icon, then click [Printing Preferences].)
- 2 On the [Maintenance] tab, click [Custom Settings].



- 3 Adjust the [Ink Drying Wait Time] settings.

If you are printing on paper that takes a long time for the ink to dry, or if you are printing at a high density, use the slider to adjust the time to print.

The further the slider is moved to the right, the more the machine will rest and rubbing of the print head against the paper will diminish.

The further the slider is moved to the left, the less the machine will rest and printing speed will be faster.

- 4 When you have adjusted your settings, check that the machine is turned on, then click [Send].

When asked to confirm, click [OK]. Your settings will be registered in the machine.

NOTE

To revert to the default setting in this dialog box, click [Defaults], then [Send]. When a message asking you to confirm appears, click [OK].

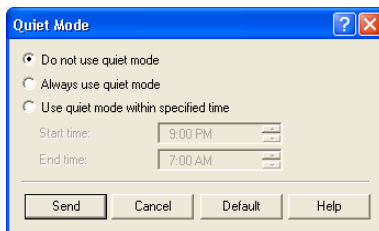
Controlling operating noise (Quiet Mode)

This function can only be used when the [Printer Properties] or [Printing Preferences] dialog box is opened from the printer icon. → *“Changing print settings (Opening the settings dialog box)”*

IMPORTANT

- Windows 2000/XP: Administrator privileges are required.
- When Quiet mode is active, the operating noise of the machine is reduced and printing speed will be slower than normal.

- 1 On the Windows taskbar, click [Start], point to [Settings], then click [Printers]. In the [Printers] window, right-click the printer icon for the machine, then click [Properties] (Windows 2000: [Printing Preferences]). (Windows XP: Click [Start], then click [Printers and Faxes]. In the [Printers and Faxes] window, right-click the printer icon, then click [Printing Preferences].)
- 2 On the [Maintenance] tab, click [Quiet Mode].



- 3 Adjust the following settings.

- **[Do not use quiet mode]**

Select if you do not wish to use quiet mode.
The machine is normally set on this setting.

- **[Always use quiet mode]**

Select if you wish to set the machine on quiet mode.
The machine will continue to use quiet mode regardless of the time.

- **[Use quiet mode within specified time]**

Select if you wish to automatically use quiet mode within certain times.
Select and you will be able to enter times in [Start time] and [End time] using the 24-hour clock.
For example, you can set up the machine on quiet mode at night-time.

- 4 When you have adjusted your settings, check that the machine is turned on, then click [Send].

When asked to confirm, click [OK]. The settings will be registered in the machine.

NOTE

To revert to the default setting in this dialog box, click [Defaults], then [Send]. When a message asking you to confirm appears, click [OK].

► Checking the status of the machine with the BJ Status Monitor

If you display the BJ Status Monitor, you can check the status of the machine and the progress of a printing job.

The status of the machine is displayed in real time and you can track the progress of individual print jobs.

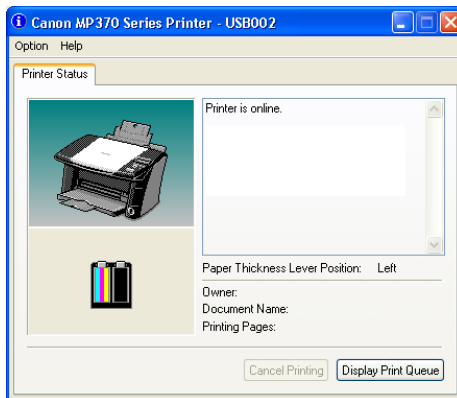
The Status Monitor will also tell you if an error has occurred, if ink is running low, and how you should fix problems.

To start the BJ Status Monitor

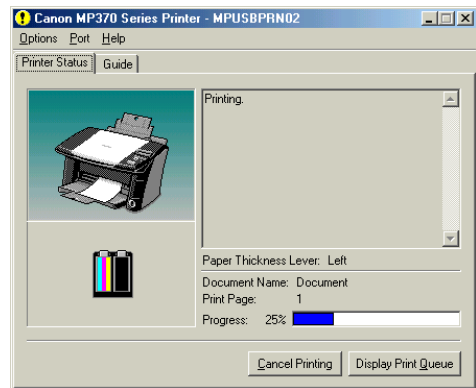
1 Open the [Printer Properties] or [Printing Preferences] dialog box.

To open the [Printer Properties] or [Printing Preferences] dialog box → *“Changing print settings (Opening the settings dialog box)”*

2 In the [Printer Properties] or [Printing Preferences] dialog box, on the [Maintenance] tab, click [Start Status Monitor].



Windows XP dialog box



Windows Me dialog box
(during printing)

In the [BJ Status Monitor] dialog box, the status of the machine and ink is displayed in pictures and messages.

During printing, the Status Monitor will display the information about and progress of printing jobs.

If an error occurs, the Status Monitor will display the details of the error and how to fix it.

Title bar

The name of the machine and the port the machine is using will be displayed. (If you change the name of the machine, the new name will appear.)

Top left (Guide)

The status of the machine and the required operations are displayed. The background is blue, yellow or red and you can determine from these colors if the machine is operating normally, or if a warning or an error has occurred.

● Blue

The machine is on-line and there are no warnings or errors.

- **Yellow**

A warning (operator call message) has been generated or the machine is mid-way through an operation. Read the explanation and take steps to fix the problem (Windows 98/Me: Refer to the [Guide] tab).

- **Red**

An error has occurred. Read the explanation and take steps to fix the problem (Windows 98/Me: Refer to the [Guide] tab).

Bottom left (ink information)

The ink tanks are displayed as a picture. An icon will warn you if there is a low-ink warning or if an error has occurred because there is no ink.



Ink is low.



The machine cannot detect the amount of ink properly.

Top right (messages)

The machine status and the required operations are displayed.

Middle right (Paper Thickness Lever)

The position of the paper thickness lever of the machine is displayed.

Bottom right

The name of the document, and the number of the pages and progress currently being printed are displayed.

Items on the [Options] menu (When selected, the following options are available.)

- **[Enable Status Monitor] (Windows XP/2000 only)**

The BJ Status Monitor will start only if a message related to the machine is generated.

- **[Always Display Current Job]**

The BJ Status Monitor will be always displayed during printing.

- **[Always Display on Top]**

The BJ Status Monitor will be always displayed on top of other windows. If it is all right for the Status Monitor to stay behind other windows, clear this option.

- **[Display Warning Automatically]-[When the Low Ink Warning Occurs]**

If there is a low-ink warning, the BJ Status Monitor will automatically open and will be displayed on top of other windows.

- **[Start when Windows is Started]**

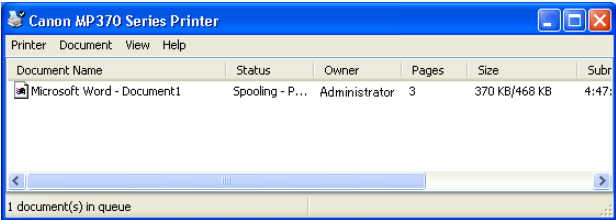
The BJ Status Monitor will automatically start when Windows is started.

To cancel printing

Click [Cancel Printing]. The [Cancel Printing] button is only active during printing a job. It will cease to be active once printing is completed.

To display a list of printing jobs

Click [Display Print Queue]. A list of jobs currently being printed or jobs waiting in the print queue will be displayed. You can temporarily halt or cancel printing jobs.



► Sharing the printer and using it on a network

Several computers connected to a network can share the printer connected to one of the computers.


To share the printer, set up the printer as a shared printer on the server or host (the computer connected to the printer) and install the printer driver on each client or remote system (computers other than the server).

Clients able to share the printer will vary depending on the version of Windows you are using.

Operating System(Server)	Operating System(Client)
Windows 98/Me	Windows 98/Me
Windows 2000/XP	Windows 98/Me/2000/XP

When a document is printed by the client system to a shared printer, a printing message (status or error message) will be displayed on the server system.

Setting up the printer for sharing

- 1 On the Server system, on the Windows taskbar, click [Start], point to [Settings], then click [Printers] (Windows XP: On the Start menu, click [Printers and Faxes]).**
- 2 In the [Printers] (Windows XP: [Printers and Faxes]) window, right-click the icon of the printer you want to share. On the displayed menu, click [Sharing].**
If [Sharing] is not displayed on the menu, you need to set up printer sharing in Windows. For details, see your Windows user documentation.
- 3 In the [Printer Properties] or [Printing Preferences] dialog box, on the [Sharing] tab, click [Shared as] or [Share this Printer].**
- 4 In [Share name] (Windows 2000: [Shared as]), enter a name for the shared printer.**
 **NOTE**
You can also set up a password which would then be required of the client system to use the shared printer.
- 5 If the server system is using Windows 2000/XP and the client system is using Windows 98/Me, install an additional driver.**
→ *"Sharing the printer in Windows 2000/XP"*
- 6 In the [Printer Properties] or [Printing Preferences] dialog box, click [OK].**

Installing the printer driver on a client system

You cannot install the printer driver on a client system that has an older version of the MultiPASS Suite installed. Remove the old version before installing the new printer driver.

- 1 Check that the server system is turned on.**
- 2 On the client system, on the Windows taskbar, click [Start], point to [Settings], then click [Printers] (Windows XP: On the Start menu, click [Printers and Faxes]).**
- 3 In the [Printers] window, double-click [Add Printer]. (Windows XP: In the [Printers and Faxes] window, click [Add a printer].)**
- 4 Follow the on-screen instructions.**

The printer driver is installed as a network printer, based on the name assigned to the shared printer.

Sharing the printer in Windows 2000/XP

Install an additional driver if the server system is using Windows 2000/XP and the client systems Windows 98/Me.

Have your Setup CD-ROM ready before you start.

- 1 On the server computer, on the Windows taskbar, click [Start], point to [Settings], then click [Printers] (Windows XP: On the Start menu, click [Printers and Faxes]).**
- 2 In the [Printers] (Windows XP: [Printers and Faxes]) window, click the printer icon.**
- 3 On the File menu, click [Sharing].**
- 4 In the [Printing Preferences] dialog box, on the [Sharing] tab, click [Shared as] or [Share this printer].**
- 5 In [Share name] (Windows 2000: [Shared as]), enter a name for the shared printer.**
- 6 Click [Additional Drivers].**
- 7 Follow the on-screen instructions.**
 - **In the [Additional Drivers] dialog box, when you are prompted to select the operating system you want supported, select the operating system of the client system.**
For Windows 2000, select [Windows 95 or 98].
For Windows XP, select [Windows 95, 98 and Me].
 - **Windows 2000: When you are prompted to insert the Windows 2000 CD-ROM, insert the Setup CD-ROM instead.**
 - **Windows XP: When a dialog box about the printer driver appears, insert the Setup CD-ROM.**
 - **If you are prompted to specify an INF file, specify the following file in the Setup CD-ROM.**
MP\English\Win98Me\Setup\Drv98Me\mp51prn.inf

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Scanning

► Scanning with the operation panel

By pressing the [Black Start] or [Color Start] key on the machine, you can scan documents to your computer.

Pressing the [Black Start] key has the same effect as clicking the [Save-1] button in the MP Toolbox. Pressing the [Color Start] key has the same effect as clicking the [Save-2] button in the MP Toolbox. You can change the settings for the [Save-1] or [Save-2] button, or you can set up the [Black Start] or [Color Start] key to perform the same operation as other buttons. → *“Setting the scanning method for the [Black Start] or [Color Start] key”*

IMPORTANT

- After turning the machine ON, or after recovering from Power Save mode, the image may not be correctly read by the machine. Wait at least one minute before scanning.
- While the machine is scanning images to the computer, or the computer is in the sleep mode or standby mode, do not disconnect and connect the USB cable.

1 Place the document face-down on the platen glass.

2 Press the [Scan] key.

The machine switches to scan mode.

3 Press the [Black Start] key for black-and-white scanning, or the [Color Start] key for color scanning.

The document will be scanned.

NOTE

- Although the MP Toolbox and the MP Toolbox settings dialog box open when the [Black Start] or [Color Start] key is pressed, the document will be scanned without clicking [Start] in the MP Toolbox.
- The scanned document will be saved in the following location depending on your computer environment.
 - If the [My Documents] folder contains the [My Pictures] folder, a folder with the scanning date will be created in the [My Pictures] folder, and your document will be saved in this folder.
 - If there is no [My Pictures] folder, a folder with the scanning date will be created in the [My Documents] folder, and your document will be saved in this folder.

Setting the scanning method for the [Black Start] or [Color Start] key

When you scan for the first time using the [Black Start] key, scanning will occur in the same way as when you click the [Save-1] button in the MP Toolbox. Similarly, when using the [Color Start] key, scanning will occur in the same way as when you click the [Save-2] button.

To set up in the [MP Toolbox] main screen

1 On the Windows desktop, double-click [Canon MP Toolbox 4.1].

Alternatively, on the Windows taskbar, click [Start], point to [(All) programs], [Canon], then [MP Toolbox 4.1]. Then click [Toolbox 4.1]. The MP Toolbox will open.



2 Drag ([Black Start] key) or ([Color Start] key) over the button you want to select.

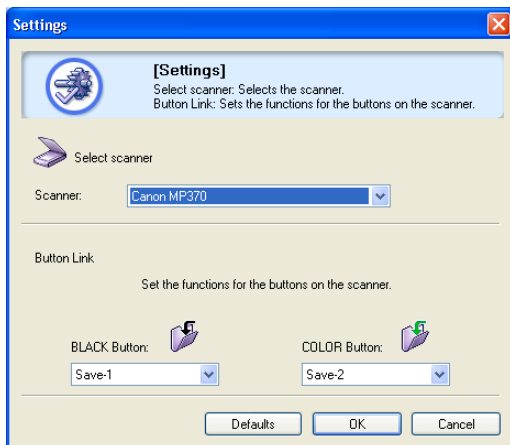


The dragged mark will be displayed above the button you select.



To set up in the [Settings] dialog box

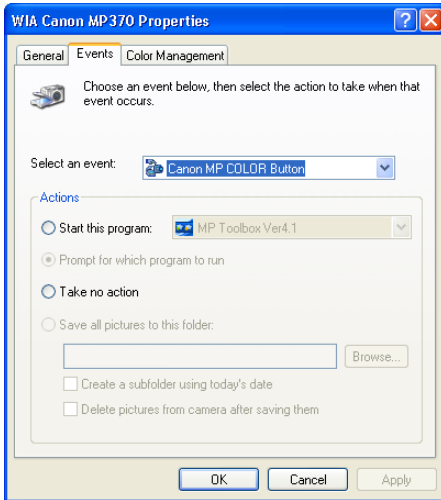
- 1 In the MP Toolbox, click [Settings].
- 2 In [BLACK Button] under [Button Link], select a function button for the operation of the [Black Start] key on the machine. Similarly, in [COLOR Button], select a function button for the [Color Start] key.



- 3 Click [OK].

To set up in the [Scanners and Cameras] dialog box

- 1** On the Windows taskbar, click [Start], point to [Settings], then click [Control Panel] (Windows XP: Click [Start], then click [Control Panel]).
- 2** In the open window, double-click [Scanners and Cameras] (Windows XP: Click [Printers and Other Hardware], then click [Scanners and Cameras]).
- 3** Right-click the printer icon for the machine, then click [Properties]. (Windows 98/2000: Click the printer icon for the machine, then click [Properties].)
- 4** On the [Events] tab, in [Send to this application] (Windows XP: [Actions]), select the operation when you press the [Black Start] or [Color Start] key.



In the following cases, ScanGear MP opens first when you press the [Black Start] or [Color Start] key on the machine:

- in case an application such as Imaging or Photoshop is configured to open.
- in case the MP Toolbox is configured to open and the [Use the scanner driver to make advanced settings] check box is selected in the MP Toolbox settings.

- 5** Click [OK].
- 6** Windows 2000 only: Restart your computer.

IMPORTANT

Windows 2000: The new settings are not applied until you restart your computer.

► Scanning with the MP Toolbox

You can scan a document using the buttons on the MP Toolbox.

1 Place the document face-down on the platen glass.

2 On the Windows desktop, double-click [Canon MP Toolbox 4.1].

Alternatively, on the Windows taskbar, click [Start], point to [(All) programs], [Canon], then [MP Toolbox 4.1]. Then click [Toolbox 4.1]. The MP Toolbox will open.



MP Toolbox

3 Click one of the scanning buttons below.

- **[Save-1], [Save-2]**

The document will be scanned and saved.

- **[File]**

The document will be scanned and saved as a PDF.

- **[Scan-1], [Scan-2]**

The document will be scanned and appear in the registered application. You can change the button name by directly entering a new name over the button name. The name can be up to 8 characters long.

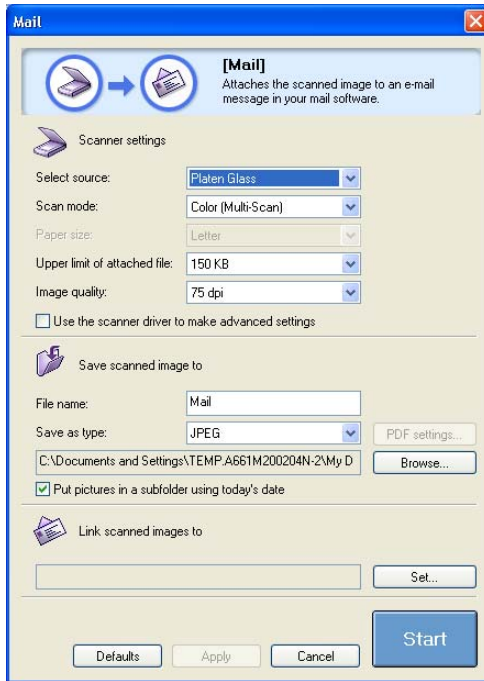
- **[Mail]**

The document will be scanned and attached to an e-mail message in your e-mail application.

- **[OCR]**

The document will be scanned and read by the OCR software.

A dialog box will appear for each of the buttons.



Example: [Mail] dialog box

4 Adjust the settings.

→ *“MP Toolbox settings”*

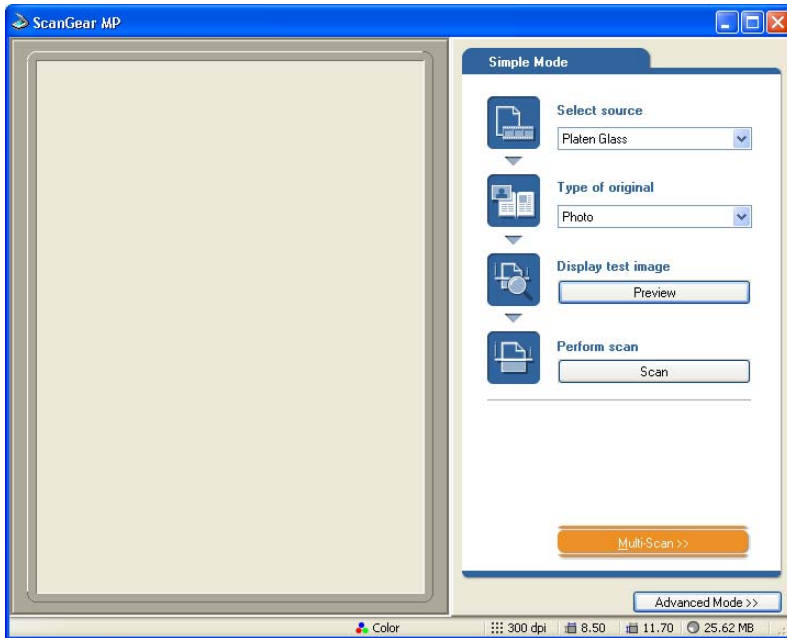
If you clicked a button other than [Save-1], [Save-2], or [File] and no application appears in [Link scanned images to], select an application.

If you want to keep the same settings for future scans, click [Apply].

5 Click [Start].

If you selected [Use the scanner driver to make advanced settings] in step 4, ScanGear MP will appear.

● When ScanGear MP is displayed



[ScanGear MP] dialog box

Adjust the settings, then click [Scan].

For settings → *“Setting preferences and scanning with ScanGear MP”*

Scanning will begin.

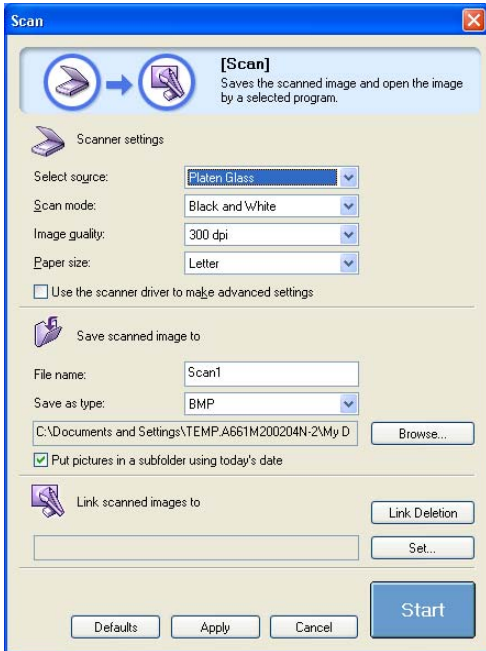
If you clicked [Save-1], [Save-2], or [File] in step 3, the scanned document will be saved in the following location depending on your computer environment.

If the [My Documents] folder contains the [My Pictures] folder, a folder with the scanning date will be created in the [My Pictures] folder, and your document will be saved in this folder.

If there is no [My Pictures] folder, a folder with the scanning date will be created in the [My Documents] folder, and your document will be saved in this folder.

If you clicked [File], [Scan-1], [Scan-2], [Mail], or [OCR] in step 3, the scanned image will be displayed in the application after scanning. Send the e-mail message or perform OCR conversion. (If you have not installed the application on the Setup CD-ROM, or if you have not configured the [Link scanned images to] setting, scanning stops and a dialog box prompting you to configure the application setting is displayed. Configure the application setting to continue scanning.)

► MP Toolbox settings



Example: [Scan] dialog box

You can adjust the following settings when scanning with the MP Toolbox.

Scanner settings

[Select source]

Displays where the document is placed. You can select [Platen Glass] only.

[Scan mode]

Select the scan mode. The scan modes you can select differ depending on the MP Toolbox button you click.

- **[Black and White]**

Scans a document as a black and white image.

- **[Black and White (OCR)] ([OCR] button only)**

Scans a document as a black and white image. Select this mode to scan texts crisply, particularly to process it with OCR software. The document is scanned in grayscale and then converted to black and white, therefore takes longer than the [Black and White] setting.

- **[Grayscale]**

Scans a document as a grayscale image (similar to a monochrome picture).

- **[Color (Magazine)]**

Scans a document as a color image with the Descreen function set to On. The Descreen function is designed to reduce as much as possible the distorted pattern (moire) which occasionally occurs when scanning printed materials. The scanning of a document will take longer if you use this function.

- **[Color (Photos)]**

Scans a document as a color image with the Descreen function set to Off.

- **[Color (Multi-Scan)]**

For scanning in multiple images placed on the platen glass, and creating a separate image file for each one.

For the [Mail] button, a new e-mail message with several images attached, or several new mail messages with an image attached will open.

For the [Scan-1] and [Scan-2] buttons, separate files of each image will be created in the linked application.

If you select [PDF] in [Save as type], and then click [Create multiple PDF] in the [PDF settings] dialog box, multiple documents will be saved as one PDF.

 **IMPORTANT**

Some applications may not accept multiple images.

- **[Color (Auto crop)]**

For automatic detection of the document size and color scanning of the document. Even if there are multiple documents on the platen glass, only one file will be created.

[Paper size]

Select the size of the document you will scan.

If you wish to specify the width and height with a value, select [Custom] to display the [Paper size settings] dialog box. Select the [Unit], enter the [Width] and [Height], then click [OK].

 **IMPORTANT**

You cannot select a paper size when [Color (Multi-Scan)] or [Color (Auto crop)] is selected in [Scan mode].

[Upper limit of attached file] ([Mail] button only)

Select an approximate upper size limit (after compression) for the image you will send. (Depending on the image, some file sizes after compression may be larger than the value set.)

For an ordinary mail message, a file size of [150KB] is recommended.

 **IMPORTANT**

You cannot set this item when [PDF] is selected in [Save as type].

[Image quality]

Select the scan quality (resolution). → *“Determining resolution”*

For the [Mail] button, the choices you can select will depend on your setting in [Upper limit of attached file].

If [Color (Multi-Scan)] or [Color (Auto crop)] is selected in [Scan mode], you will only be able to select [75 dpi], [150 dpi] or [300 dpi].

The maximum resolution when [PDF] is selected in [Save as type] is [400 dpi].

[Use the scanner driver to make advanced settings]

If you select this item and then click [Start], the ScanGear MP dialog box will appear and you can make advanced settings for scanning.

Configure [Scanner settings] such as [Scan mode] and [Paper size] in the ScanGear MP dialog box.

→ *“Setting preferences and scanning with ScanGear MP”*

If you clear this item, scanning will begin immediately with the settings displayed.

Save scanned image to

[File name]

Enter a file name for the scanned image.

If you try to save another file with the same name, four digits starting from 0001 will be attached after the file name.

[Save as type]

- **[BMP]** Bitmap format
- **[JPEG]** JPEG format. Select for grayscale or color images only.
- **[TIFF]** TIFF format
- **[PDF]** PDF format. You can make advanced settings with the [PDF settings].

The type of file which can be saved with each button is shown below. → *“Creating one PDF file from two or more pages”*

	BMP	JPEG	TIFF	PDF
[Mail]	-	○	-	○
[OCR]	○	-	○	-
[Save-1], [Save-2]	○	○	○	○
[File]	-	-	-	○
[Scan-1], [Scan-2]	○	○	○	-

IMPORTANT

If you select [PDF] in [Save as type], and select Color/Letter or A4-size/600 dpi or more in ScanGear MP, a warning message will appear and you will not be able to scan. Reduce the document size and lower the resolution.

Save to

The place the scanned image will be saved is displayed.

To change the folder in which the saved image is to be saved, click [Browse], select a folder for saving the image, then click [OK].

The scanned document will be saved in the following location depending on your computer environment.

- If the [My Documents] folder contains the [My Pictures] folder, a folder with the scanning date will be created in the [My Pictures] folder, and your document will be saved in this folder.
- If there is no [My Pictures] folder, a folder with the scanning date will be created in the [My Documents] folder, and your document will be saved in this folder.

[Put pictures in a subfolder using today's date]

You can either directly save an image in the specified folder or create a folder inside the specified folder with today's date (e.g. 04/04/2003) and select to save in this folder.

[Link scanned images to]

The name of the application to be used by the scanned image will appear. If no name appears or you wish to change the application, click [Set], select the application you wish to use, then click [Open].

If for the [Mail] button the name of the application you wish to use does not appear in the [Settings for E-mail program] dialog box, select [None (Attach Manually)]. In this case, the application will not open so you must open the image file in the application and attach the file.

 **IMPORTANT**

The software is compatible with the e-mail software Outlook Express, Microsoft Outlook, EUDORA, and Netscape Messenger.

If you do not want to assign an application, click [Link Deletion]. When asked to confirm, click [Yes].

► Scanning an image from an application

You can scan an image from a TWAIN or WIA-compliant application and use the image in that application. This procedure varies depending on the application. The following is only one example. For the detailed procedure, refer to the documentation of the application you are using.

- 1 Place the document face-down on the platen glass.**
- 2 In the application, click the command to scan a document ([Import], [Acquire image] etc.).**
- 3 Select the scanner driver.**
Windows XP: You can use the ScanGear MP or the WIA driver as the scanner driver.
 - To use ScanGear MP, select [Canon MP370], [Canon MP360], or [Canon MP390].
 - To use the WIA driver, select [WIA Canon MP370], [WIA Canon MP360], or [WIA Canon MP390].
- 4 If necessary, in the scanner driver dialog box, preview the scan and make adjustments.**
 - “*Setting preferences and scanning with ScanGear MP*”
 - “*Scanning with the WIA driver (Windows XP only)*”
- 5 Click [Scan].**
When scanning is completed, the scanned image will appear in the application’s display area.

► Creating one PDF file from two or more pages

You can scan two or more pages and make them into one PDF file.

1 Place the document face-down on the platen glass.

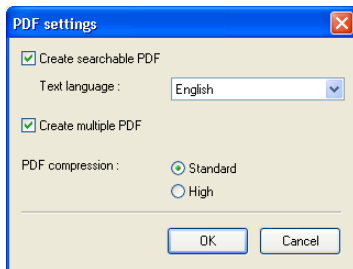
2 On the Windows desktop, double-click [Canon MP Toolbox 4.1].

Alternatively, on the Windows taskbar, click [Start], point to [(All) programs], [Canon], then [MP Toolbox 4.1]. Then click [Toolbox 4.1]. The MP Toolbox will open.

3 Click [File].

If necessary, adjust other settings.

4 Click [PDF settings].



5 Adjust the following settings, then click [OK].

● **[Create searchable PDF]**

Select to convert the characters in the document to text data and make the document searchable with simple keywords. In [Text language], select [English]. In [Scanner settings], in [Image quality], select [300 dpi] or greater.

⚠ IMPORTANT

All the characters in the document may not be accurately recognized.

● **[Create multiple PDF]**

Select to create one PDF file from several documents.

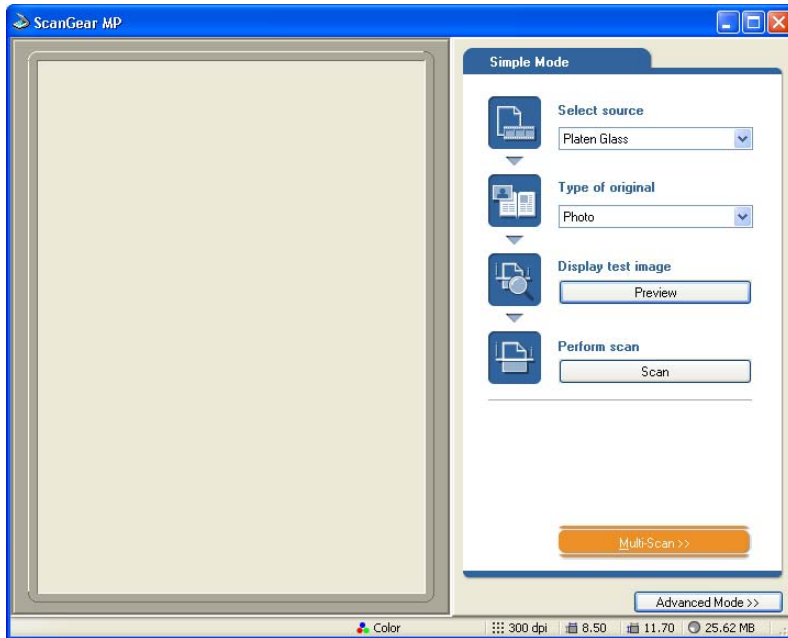
● **[PDF compression]**

Select [High] for images such as photos or illustrations to be further compressed, reducing the file size.

6 Click [Start].

ScanGear MP will open if you selected [Use the scanner driver to make advanced settings] in step 3.

● When ScanGear MP is displayed

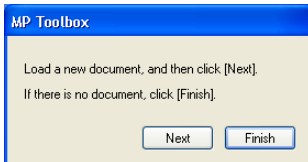


[ScanGear MP] dialog box

Adjust your settings, then click [Scan].

For settings → *“Setting preferences and scanning with ScanGear MP”*

As each document is scanned, the following dialog box will appear.



- 7** As you continue to scan, position the next document and click [Next]. Once scanning is completed, click [Finish].

IMPORTANT

The above dialog box is not displayed if you have set ScanGear MP to open, and selected [Automatically quit ScanGear MP after scanning] on the [Settings 1] tab in [Preferences] in Advanced Mode on the [Settings] tab.

Even if you have selected [Color (Multi-Scan)] in [Scan mode], if you have selected [Create multiple PDF], one PDF will be created from several documents placed on the platen glass. If you continue to scan multiple documents, they will also be created into one PDF.

NOTE

- For text documents or black-and-white documents, it is recommended you select either [Black and White] or [Grayscale] in [Scan mode].
- If making a multiple PDF with color documents ([Image quality] set to [300 dpi]), it is recommended that the PDF have fewer than 20 pages.

- The scanned document will be saved in the following location depending on your computer environment.
 - If the [My Documents] folder contains the [My Pictures] folder, a folder with the scanning date will be created in the [My Pictures] folder, and your document will be saved in this folder.
 - If there is no [My Pictures] folder, a folder with the scanning date will be created in the [My Documents] folder, and your document will be saved in this folder.

► Scanning two or more small documents at one time

You can scan two or more small documents (photographs etc.) at one time with the [Color (Multi-Scan)] in the MP Toolbox, or with the [Multi-Scan] (Simple Mode) or [Multi-Crop] (Advanced Mode) in ScanGear MP.

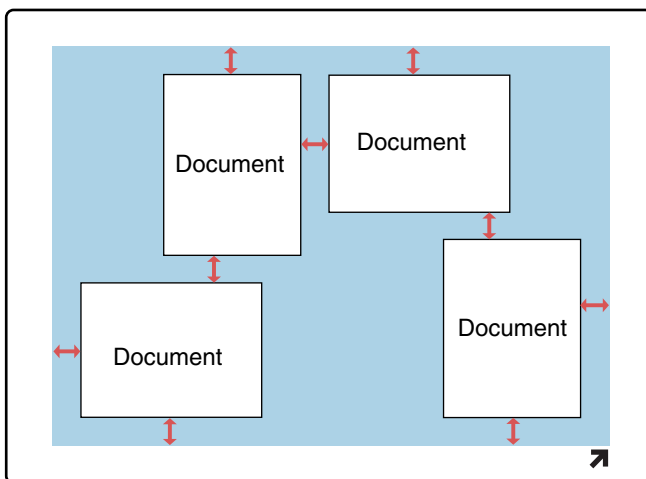
- “[Color (Multi-Scan)] in the MP Toolbox”
- “[Multi-Scan] in ScanGear MP (Simple Mode)”
- “[Multi-Crop] in ScanGear MP (Advanced Mode)”

🚫 IMPORTANT

- The following types of documents will not be cropped accurately.
 - Documents smaller than 3/8 inch (1 cm) x 3/8 inch (1 cm)
 - Long, narrow documents, the proportion of the long and short sides of which is larger than 4:1
- The following types of documents may not be cropped accurately.
 - Photos that have an overall whitish appearance
 - Photos that have a whitish border
 - Documents other than photos (particularly documents printed on white paper, hand-written text, business cards etc.)

Placing the document

You can place up to 10 documents.



- ↔ Keep more than 3/8 inch (1 cm) between the documents, or the document and the edge of the platen glass. There is automatic correction of documents that are not straight if they are off by less than 10 degrees.

[Color (Multi-Scan)] in the MP Toolbox

For each button of the MP Toolbox, you can scan two or more small documents (photographs etc.) at one time by selecting [Color (Multi-Scan)] in [Scan mode].

You will not be able to use this method for scanning multiple documents from an application. If you wish to scan from an application, please use the ScanGear MP [Multi-Scan] or [Multi-Crop] setting.

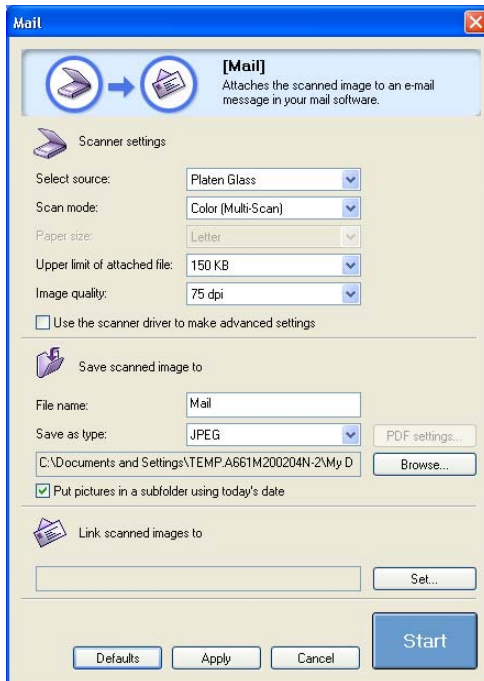
1 Place the document face-down on the platen glass.

For placement of the documents → *“Scanning two or more small documents at one time”*

2 On the Windows desktop, double-click [Canon MP Toolbox 4.1].

Alternatively, on the Windows taskbar, click [Start], point to [(All) programs], [Canon], then [MP Toolbox 4.1]. Then click [Toolbox 4.1]. The MP Toolbox will open.

3 Click one of the MP Toolbox buttons (Save-2, File, Scan-1, Scan-2, Mail).



Example: [Mail] dialog box

4 In [Scan mode], select [Color (Multi-Scan)].

If necessary, adjust other settings.

5 Click [Start].

Scanning of the multiple documents will begin.

[Multi-Scan] in ScanGear MP (Simple Mode)

To scan two or more small documents (photographs etc.) without specifying the scanning area etc., use the [Multi-Scan] setting in ScanGear MP (Simple Mode). Each document becomes one single image.

1 Place the document face-down on the platen glass.

For placement of the documents → *“Scanning two or more small documents at one time”*

2 Do one of the following.

● Use a button in the MP Toolbox

Click a button in the MP Toolbox, select [Use the scanner driver to make advanced settings], adjust other settings, then click [Start].

● Scan from an application

Windows XP: If the system is set up for the WIA driver, switch to ScanGear MP (→ *“Scanning an image from an application”*) and select the command for scanning a document in the application (e.g. [Import], [Acquire image]. See your application documentation).

The ScanGear MP dialog box will open.

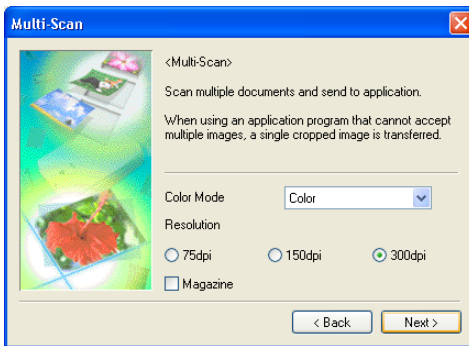
3 If the [<< Simple Mode] is displayed, click [<< Simple Mode].

→ *“Switching between Simple Mode and Advanced Mode”*

4 If you wish to see a preview, click [Preview].

The document will be provisionally scanned as a preview.

5 Click [Multi-Scan >>].



6 Select the color mode and resolution.

● [Color Mode]

Select from [Color], [Grayscale] and [Black and White].

● [Resolution]

Select from [75dpi], [150dpi] and [300dpi]. The higher the number, the more detail in your image; the lower the number, the less detail.

→ *“Determining resolution”*

● [Magazine]

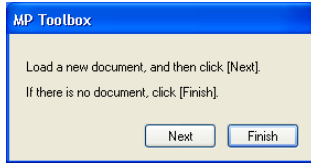
Suitable for scanning color magazines, with the Descreen function.

7 Click [Next].

Scanning of the multiple documents will begin.

● If you selected [PDF] in [Save as type] in the MP Toolbox settings

As each document is scanned, the following dialog box will appear.



As you continue to scan, position the next document and click [Next]. Once scanning is completed, click [Finish].

🔴 IMPORTANT

The above dialog box is not displayed if you have selected [Automatically quit ScanGear MP after scanning] on the [Settings 1] tab, in [Preferences] in Advanced Mode on the [Settings] tab.

[Multi-Crop] in ScanGear MP (Advanced Mode)

To specify detailed settings for scanning two or more small documents (photographs etc.), use the [Multi-Crop] in ScanGear MP (Advanced Mode).

Unlike the [Multi-Scan] in ScanGear (Simple Mode), you can set the scanning area etc.

1 Place the document face-down on the platen glass.

For placement of the documents → *“Scanning two or more small documents at one time”*

2 Do one of the following.

● Use a button in the MP Toolbox

Click a button in the MP Toolbox, select [Use the scanner driver to make advanced settings], adjust other settings, then click [Start].

● Scan from an application

Windows XP: If the system is set up for the WIA driver, switch to ScanGear MP (→ *“Scanning an image from an application”*) and select the command for scanning a document in the application (e.g. [Import], [Acquire image]. See your application documentation).

The ScanGear MP dialog box will open.

3 If the [Advanced Mode >>] is displayed, click [Advanced Mode >>].

→ *“Switching between Simple Mode and Advanced Mode”*

4 Click [Preview].

The document will be provisionally scanned as a preview.

5 If necessary, change the settings such as [Color Mode] or [Output Resolution].

→ *“Advanced Mode - [Main] tab settings”*

6 In [Multi-Crop], click [Apply].

Each of the preview documents is surrounded by dotted lines. Each of the documents is separated by its frame of dotted lines and is scanned as a separate document.

To delete all the dotted lines, click [Reset].

7 If you wish to adjust the frame of dotted lines drag the dotted lines.

If you wish to delete the frame, right-click the frame and then click [Delete].

8 Click [Scan].

Scanning of the multiple documents will begin.

► Setting preferences and scanning with ScanGear MP

With ScanGear MP, you can review with the preview image (provisional scan) how the final image will be scanned and make detailed adjustments for the size and color of the image. If the preview image is satisfactory, you can then scan the document properly.

If you wish to make settings with ScanGear MP when scanning a document, you can either select [Use the scanner driver to make advanced settings] in the MP Toolbox before scanning, or scan from an application.

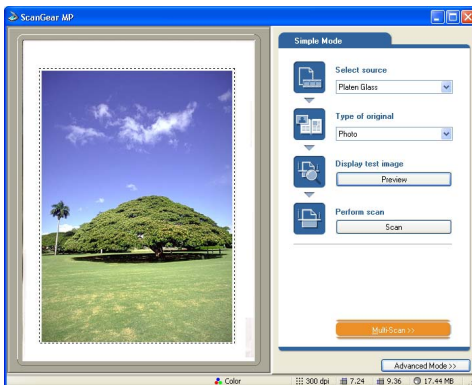
(If you are scanning from an application in Windows XP, select ScanGear MP in the application before scanning. → *“Scanning an image from an application”*)

Switching between Simple Mode and Advanced Mode

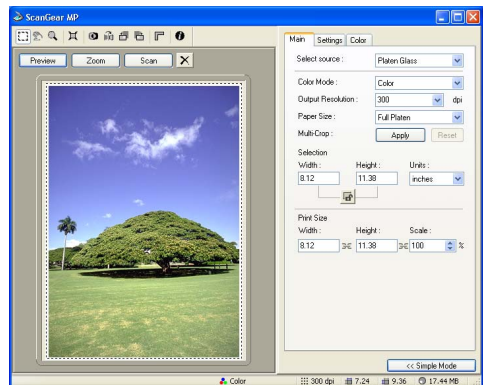
ScanGear MP has two modes: [Simple Mode] and [Advanced Mode]. Use [Simple Mode] if you want to scan without setting detailed preferences. With [Advanced Mode] you can set detailed preferences such as resolution and contrast.

If the [Simple Mode] tab is showing at the upper right of the dialog box, you are in Simple Mode. To switch to Advanced Mode, click [Advanced Mode >>] at the bottom right.

If the [<< Simple Mode] is showing at the bottom right of the dialog box, you are in Advanced Mode. If you want to switch to Simple Mode, click the [<< Simple Mode] at the bottom right.



[Simple Mode] dialog box



[Advanced Mode] dialog box

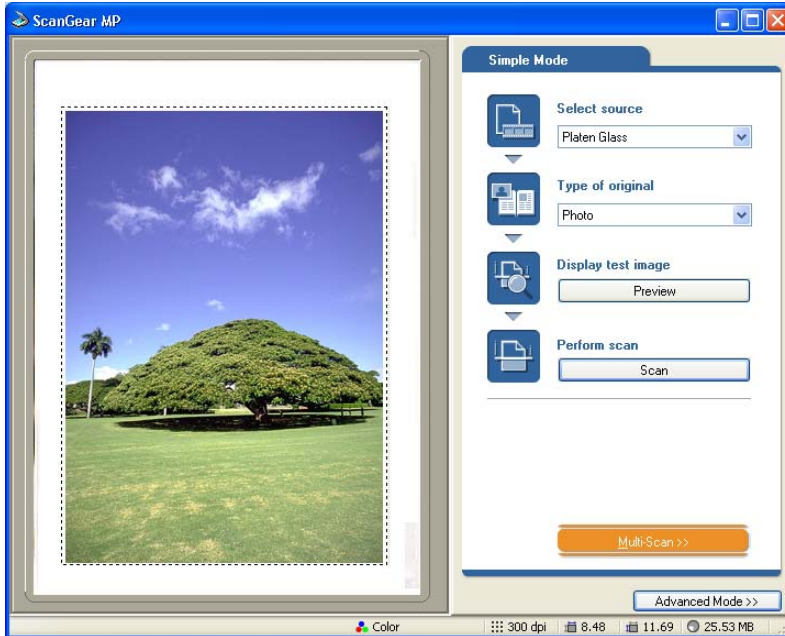
→ *“Using Simple Mode”*

→ *“Using Advanced Mode”*

Using Simple Mode

The Simple Mode dialog box is much simpler than the Advanced Mode dialog box.

The only settings you have to adjust are where the document is placed and what type of document it is. You can select [Platen Glass] only in [Select source].



[ScanGear MP] (Simple Mode) dialog box

1 Place the document face-down on the platen glass.

2 In [Type of original], select the document type.

- **[Photo]** To scan color photos (color, 300dpi)
- **[Magazine]** To scan color magazines (color, 150dpi, with the Descreen function)
- **[Newspaper]** To scan text and line drawings (black and white, 300dpi)
- **[Document]** To scan color image or text in monochrome. Especially appropriate, for scanning high-resolution monochrome image (grayscale, 300dpi)

If you select [Photo], [Magazine] or [Document], there will be automatic color correction. (To turn off automatic color correction, in Advanced Mode, on the [Settings] tab, click [Preferences]. On the [Settings 1] tab, clear [Always perform the auto tone].)

3 To see a preview image (provisional scan), click [Preview].

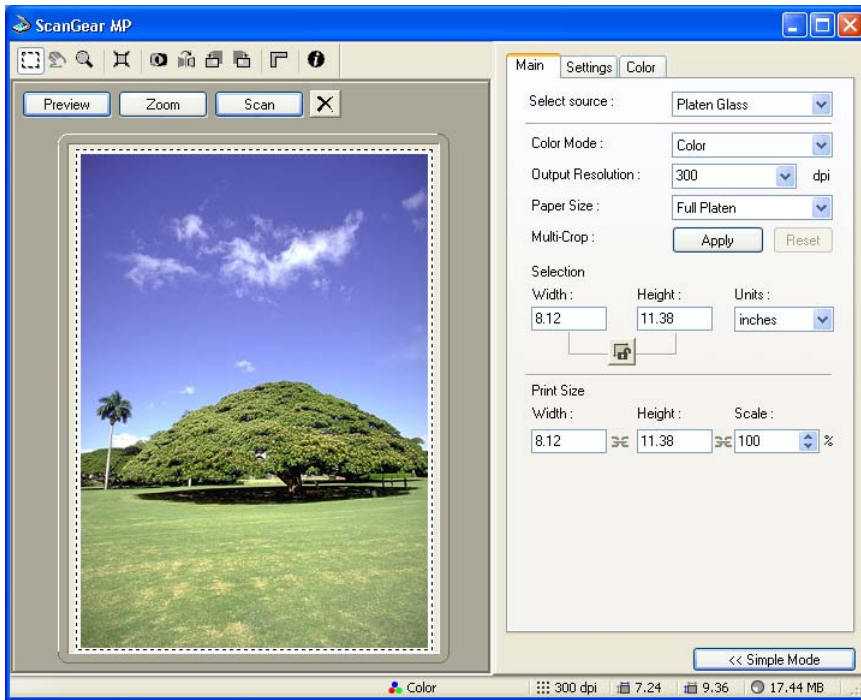
A preview of the document will be scanned and appear at the left of the dialog box.

4 Click [Scan].


Scanning of the document will begin.

Using Advanced Mode

In Advanced Mode, you can adjust settings such as brightness and contrast to the preview.



[ScanGear MP] (Advanced Mode) dialog box

- 1 Place the document face-down on the platen glass.**
- 2 Select settings for [Color Mode], [Output Resolution] and [Paper Size].**
→ “Advanced Mode - [Main] tab settings”
- 3 Click [Preview].**
 **NOTE**
Selecting the range in the preview area and clicking [Zoom] reloads the selected image to enlarge it. When enlarged image is displayed, the [Zoom] button changes to the [Undo] button. Clicking [Undo] displays the image in normal size.
- 4 If you want to scan only part of the document, specify the parameters.**
→ “Advanced Mode - Specifying the parameters of a scan”
- 5 If you want to print the document at a reduced or enlarged size, specify the [Print Size].**
→ “Advanced Mode - [Main] tab settings”
- 6 If necessary, rotate or flip the image, or apply settings such as [Descreen] and [Unsharp Mask].**
→ “Advanced Mode Toolbar”
→ “Advanced Mode - [Settings] tab settings”
- 7 If necessary, in the [Color] tab, adjust the brightness and contrast.**
→ “Advanced Mode - [Color] tab settings”
- 8 Click [Scan].**

Scanning of the image will begin.

Advanced Mode Toolbar


With the Advanced Mode Toolbar, you can make adjustments to the preview image and also select a part of the image displayed.



To enlarge or reduce the preview image

- 1 On the Toolbar, click  (Zoom button).
- 2 To enlarge, click on the image.
To reduce, right-click on the image.

To move the image

- 1 If the enlarged image is too large to fit on the screen, on the Toolbar, click  (Move image button). Then drag the image across the screen until the part you want to see is displayed.
You can move the image in the same way with the scroll bars.



To invert the color in the image

- 1 On the Toolbar, click  (Invert button).

To flip the image

- 1 On the Toolbar, click  (Mirror button).

To rotate the image

- 1 To rotate the image 90 degrees to the left, on the Toolbar, click  (Rotate Left button).
To rotate the image 90 degrees to the right, on the Toolbar, click  (Rotate Right button).

To show the ruler in the preview area

- 1 To display a ruler at the upper and left edges of the preview to make accurate measurements, on the Toolbar, click  (Rulers button).

To delete the preview displayed

- 1 On the Toolbar, click  (Clear button). When asked to confirm, click [OK].

To detach and move the Toolbar

- 1 To detach the Toolbar from the ScanGear MP dialog box, click and hold on the edge of the Toolbar, then drag the Toolbar.**

It will return to its original position if you double-click on the title of the Toolbar.

The Toolbar will adhere to a position if you drag it to the left or right of the preview area or the bottom frame.

Advanced Mode - Specifying the parameters of a scan

You can specify the parameters of a scan by selecting a part of the image. When you scan again, only the part of the image you have specified is scanned.

You can specify the parameters of a scan with one of the following methods.

To select the parameters of a scan automatically

- 1 After previewing, on the Toolbar, click  (Auto crop button). Every time you click this button, the parameters of the scan will gradually become smaller.**


With the following operation, you can adjust the size and position of the specified area.

To specify the parameters of a scan

- 1 To maintain the current width and height proportions set for the image even after selecting the parameters of the scan, on the [Main] tab, click  (Keep proportions button).**

- 2 Do one of the following.**

- **Specify by dragging**

Click  (Crop button). Then click and drag from the upper left corner of the parameter you wish to specify to the lower right of the parameter. To adjust even further, drag the corner or border of the selected parameters.

- **Specify size**

In [Width] and [Height], enter the parameters you want.

 **NOTE**

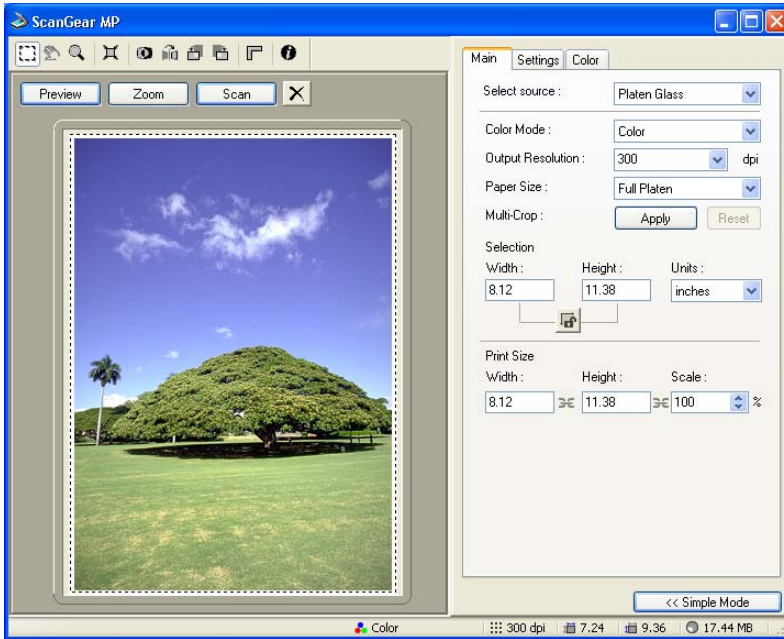
If you clicked the Keep proportions button in step 1, entering either [Width] or [Height] automatically decides the other parameter.

- 3 To move the crop border you have selected, place the mouse pointer inside the crop border, then drag.**

- 4 To preview the image, click [Preview].**

To delete the settings, click on an area outside of the crop border.

Advanced Mode - [Main] tab settings



[ScanGear MP] (Advanced Mode) dialog box

You can adjust the following settings in the [Main] tab.

[Select source]

Displays where the document is placed. You can select [Platen Glass] only.

[Color Mode]

Select the type of document and the way in which it will be scanned.

- [Black and White]

Select this mode when outputting photos and other documents to monochrome printer. The image is displayed in black and white. The contrast in the image is divided at certain levels (threshold values) into black and white and is displayed in two colors. Threshold can be set on the [Halftone] tab.

- [Grayscale]

Select this mode to scan black and white photos or monochrome images. The image is expressed in a 0-256 scale of black and white.

- [Color]

Select this mode to scan color documents. The image is expressed in 256 levels (8 bit) of R(ed), G(reen) and B(lue).

- [Text Enhanced]

Select this mode to scan texts crisply, particularly to process it with OCR software. The image is displayed in black and white. The document is scanned in grayscale and then converted to black and white, therefore takes longer than the [Black and White] setting.

[Output Resolution]

Select the resolution for the scan.

The higher the resolution (number), the more detail in your image; the lower the resolution (number), the less detail.

Either click or type a resolution between 25-2400 dpi (in 1 dpi increments), or enter one of the values 4800, 7200 or 9600 dpi.

→ *“Determining resolution”*

[Paper Size]

Select the size of the document to be scanned. When you select a size, the preview area size (height-to-width ratio) will change.

For setting up the machine not to scan beyond the parameters of the scan when previewing or if you are scanning without specifying the parameters of the scan. If you do not know the size of the document, your setting should be on the large size. You can specify the parameters after previewing. If you change the setting in [Paper Size] after previewing, the preview image will be deleted.



[Multi-Crop]

When the preview image is displayed, click [Apply] to crop individually two or more documents placed on the platen glass. Click [Scan] to scan the documents as separate ones.

To remove the cropping (specified parameters) around an image, right-click the image, then select [Delete]. To remove all the cropping, click [Reset].

→ *“[Multi-Crop] in ScanGear MP (Advanced Mode)”*

[Selection]

You can specify the width and height of the parameters of the scan by entering a value. After entering the value, either click on another area or press the Enter key, and the size of the cropping frame will change. Click  (Keep proportions button) to change the icon to  (Locked icon) and maintain the width and height proportions of the image.

IMPORTANT

- **Some applications have a limit to the amount of image data they can receive. If the parameters of a scan contain more than 21,000 x 30,000 pixels, the image will not be received.**
- **The values you can enter will be within the parameters of the document size you have selected.**
- **Minimum parameters of an image with [Output Resolution] set to [600] dpi are 96 x 96 pixels.**

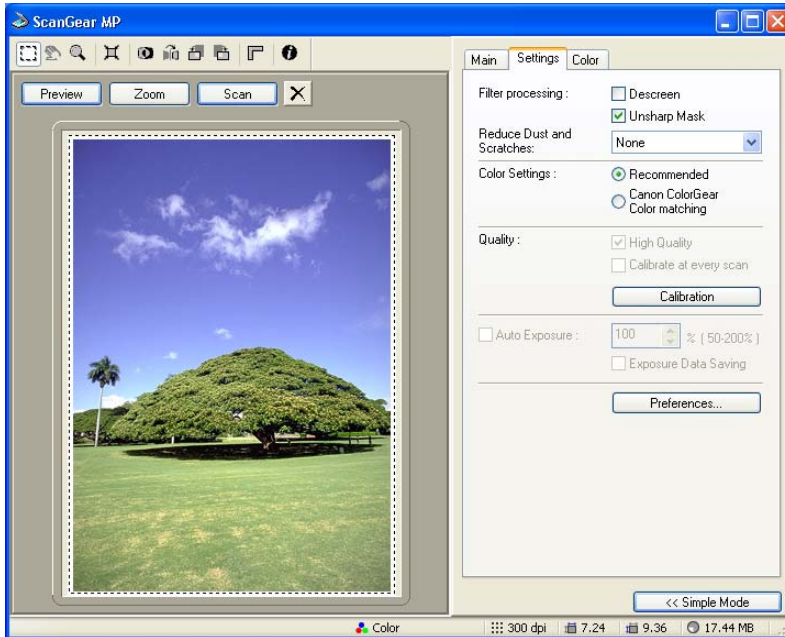
[Print Size]

For setting the print size (output size) of the scanning parameters you have specified.

Specify by entering a value in either [Width], [Height] or [Scale], or click a [Scale] value. After adjusting the settings, either click on another area or press the Enter key, and the other values linked to the input values will change. Even if you change these settings, the size of the cropping frame and the setting for [Output Resolution] will not change. The resolution when you actually scan will change in accordance with the percentage (%) entered in [Scale].

The ratio of [Width] and [Height] is linked to the [Width] and [Height] in [Selection]. You can make settings for [Scale] between 25 and 400 in increments of 1%. [Scale] is fixed to 100% if 4800, 7200 or 9600 dpi is entered in [Output Resolution].

Advanced Mode - [Settings] tab settings



[ScanGear MP] (Advanced Mode) dialog box

You can adjust the following settings on the [Settings] tab.

[Filter processing]

● [Descreen]

Click [Descreen] when scanning printed photographs and pictures. This setting is not selected by default.

🚫 IMPORTANT

- You cannot select [Descreen] if [Black and White] or [Text Enhanced] is selected in [Color Mode] on the [Main] tab, or if [Output Resolution] is greater than [600] dpi.
- Even if [Descreen] is selected, some moire effect may remain if [Unsharp Mask] is also selected. In this case, disable [Unsharp Mask].
- [Descreen] cannot be set when scanning from an application which will not display the ScanGear MP dialog box. If you are scanning from the MP Toolbox without using ScanGear MP, select [Color (Magazine)] in [Scan mode] to activate [Descreen].

📌 NOTE

- Printed photographs and pictures are displayed as a collection of fine dots. If you scan without descreen, the dots may interfere with each other and cause an unevenness of gradation and a striped pattern in the image. [Descreen] is the function for reducing this moire effect.
- Selecting [Magazine] in [Type of original] in Simple Mode has the same effect as selecting [Descreen] in [Filter processing] in Advanced Mode.

● [Unsharp mask]

Click to emphasize and make sharper the outline of an image. This setting is selected by default. It is effective for scanning photos etc. which have a soft focus.

[Reduce Dust and Scratches]

Scanned photos may contain white dots caused by dust and scratches. This setting reduces the dust and scratches on photos. Select from [Soft], [Normal] and [Hard]. [None] is selected by default.

- [None]

For no reduction of dust and scratches.

- [Soft]

For reducing small dust and scratch marks. With this setting, large dust or scratch marks may remain.

- [Normal]

Normally this setting is recommended.

- [Hard]

For reducing large dust and scratch marks but evidence of the reduction process may remain and may also remove delicate parts of the image.

IMPORTANT

- For scanning printed materials, the [None] setting is recommended.
- If [Output Resolution] is set to [600] dpi or less and [Descreen] is selected, you cannot select [Reduce Dust and Scratches]. (If you set [Output Resolution] to [601] dpi or more, the [Descreen] setting will be automatically disabled and you can then set [Reduce Dust and Scratches].)
- This setting may not be effective for some types of photos.

[Color Settings]

Click one of the following. The default setting is [Recommended].

- [Recommended]

Vividly reproduces the tone of a document on the screen. It is recommended that you normally select this setting.

- [Canon ColorGear Color matching]

Select to automatically match the scanner, monitor and color printer colors, thus reducing time and trouble to manually match the monitor and printer colors.

This setting is available when [Color] is selected in [Color Mode]. If color matching is selected, the settings on the [Color] tab will not be available (the [Color] tab will disappear).

[Calibration]

Calibrate the scanner if the colors in the preview image vary from those in the original document. Clicking the [Calibration] button starts the calibration process, which adjusts the scanned image to the proper coloration.

IMPORTANT

Do not open the document cover while the scanner is calibrating.

[Preferences]

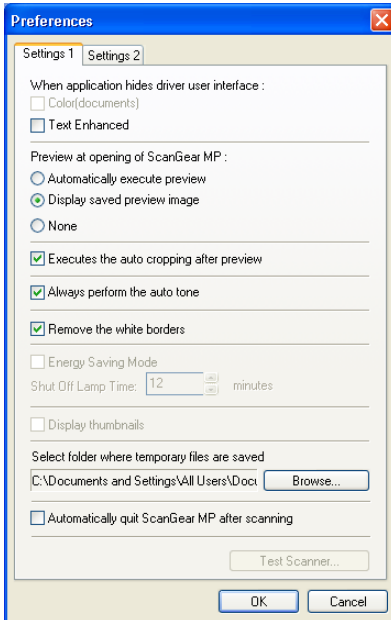
Click to display the [Preferences] dialog box. You can adjust settings for scanning and previewing.

→ *“Advanced Mode - [Settings 1] tab settings in the [Preferences] dialog box”*

→ *“Advanced Mode - [Settings 2] tab settings in the [Preferences] dialog box”*

Advanced Mode - [Settings 1] tab settings in the [Preferences] dialog box

To open the [Preferences] dialog box in Advanced Mode on the [Settings] tab, click [Preferences].



You can adjust the following settings on the [Settings 1] tab.

[When application hides driver user interface]

Color mode cannot be changed in applications such as OCR software which will not display the ScanGear MP dialog box (UI off mode), and consequently the document will be scanned with the settings in the application. To override the application settings and scan in a specific color mode, configure the settings here. Neither of these settings is selected by default.

- **[Color (documents)]**

You cannot select this setting.

- **[Text Enhanced]**

The document is scanned in [Text Enhanced] mode when the [Black and White] setting is configured in the application.

IMPORTANT

These settings will be invalid in UI mode (the mode in which the ScanGear MP dialog box is displayed).

[Preview at opening of ScanGear MP]

Select the preview operation when you open ScanGear MP. [Display saved preview image] is selected by default.

- **[Automatically execute preview]**

The preview scan will start automatically when you open ScanGear MP.

- **[Display saved preview image]**

Displays the image last previewed.

Settings on the [Color] tab, and the Flip, Left and Right Rotate, Reverse Color and Ruler buttons in the Toolbar will be reproduced.

- **[None]**

The preview image will not appear when you open ScanGear MP.

[Executes the auto cropping after preview]

If selected, the document will automatically be cropped to match the document size. This setting is selected by default.

[Always perform the auto tone]

If selected, the image color will always be automatically corrected. This setting is selected by default.

[Remove the white borders]

Automatically removes the white borders of a document when scanning with Multi-Scan or Multi-Crop. This setting is selected by default.

[Energy Saving Mode]

You cannot adjust this setting.

[Display thumbnails]

You cannot display thumbnails.

[Select folder where temporary files are saved]

Click [Browse] and specify the folder to which the file will be saved.

[Automatically quit ScanGear MP after scanning]

If selected, the ScanGear MP dialog box quits automatically after the image is scanned. This setting is not selected by default.

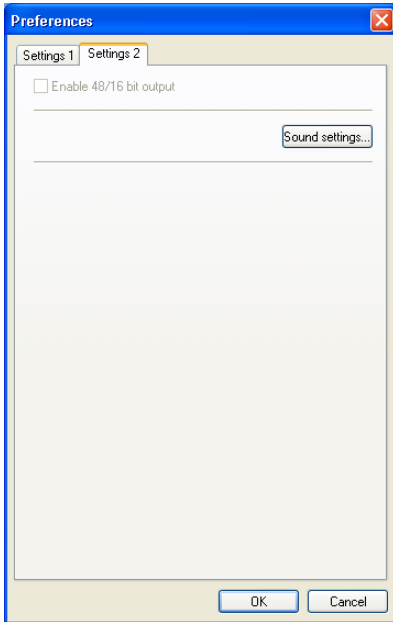
Some applications will automatically quit ScanGear MP after scanning irrespective of this setting.

[Test Scanner]

You cannot perform this test.

Advanced Mode - [Settings 2] tab settings in the [Preferences] dialog box

To open the [Preferences] dialog box in Advanced Mode on the [Settings] tab, click [Preferences].



You can adjust the following settings on the [Settings 2] tab.

[Enable 48/16 bit output]

You cannot select this setting.

[Sound settings]

You can set up the scanner to play music during scanning or play a sound when scanning is completed.

Click [Sound settings], then select [Play music during scanning] and/or [Play sound when scanning is completed]. Click [Browse], then specify a sound file.

You can specify the files below.

- **MIDI files (*.mid, *.rmi, *.midi)**
- **Audio files (*.wav, *.aiff)**
- **MP3 file (*.mp3)**

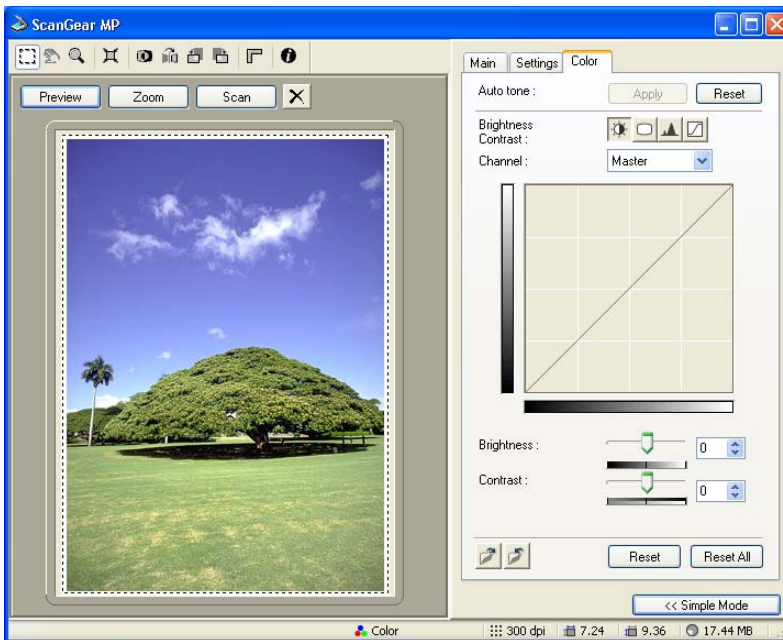
Advanced Mode - [Color] tab settings

On the [Color] tab, you can set preferences for brightness and tone of an image such as preferences for adjusting brightness and contrast of the whole image, for making adjustments to match the brightness of the monitor (gamma correction), for specifying highlights and shadows, and adjusting contrast and balance in an image (with the histogram and tone curve).

The [Color] tab will be displayed when [Color] or [Grayscale] is selected in [Color Mode] on the [Main] tab.

In [Black and White] mode, the [Color] tab will change to the [Halftone] tab but no tab will be displayed in [Text Enhanced] mode or when [Canon ColorGear Color matching] is selected.

When you adjust settings on the [Color] tab, your changes will be immediately reflected in the preview image or in the scan.



[ScanGear MP] (Advanced Mode) dialog box

To correct tone automatically

Specify the parameters of the adjustment and click [Apply] in [Auto tone].

The brightness of the image within the parameters you have specified will be automatically adjusted for best results.

The results of color adjustment are reflected in the whole image and when the image is actually scanned. You cannot apply this setting if the preview image is not displayed.

The default setting applies auto tone adjustment to the cropped image when previewing the image.

Consequently, when you preview the image, the [Apply] will not be available.

To view the preview image without auto tone adjustment, click [Reset]. The [Apply] will then become available and you will be able to re-apply auto tone adjustment if required.

To save settings to a color adjustment file

Click (Save button).

If you intend to scan the same image several times, you can save the settings for use in future scans with the same settings. The file suffix will be (.adc) for color and (.adg) for grayscale.

To scan with the settings in the saved color adjustment file

Click  (Load button).

The image will be scanned with the saved settings. The file suffix will be (.adc) for color and (.adg) for grayscale.

To revise the color adjustment settings currently on display or to return to default settings

Click [Reset].

To revise all color adjustment settings or to return to default settings

Click [Reset All].

[Master], [Red], [Green], [Blue] and all settings for contrast/brightness, gamma, histogram and tone curve will be suspended and will return to default settings. Images which have undergone automatic color correction will also return to their defaults.

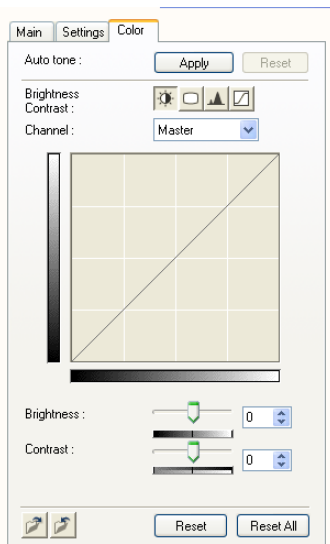
Advanced Mode - [Color] tab - Brightness and contrast

If the original image is too dark or too bright, or if the image quality is flat due to lack of contrast, you can adjust the levels of brightness and contrast.

The brightness and contrast are active if [Color] or [Grayscale] is selected in [Color Mode] on the [Main] tab.

In ScanGear MP Advanced Mode, follow the steps below.

- 1 Click [Reset] in [Auto tone].
- 2 On the [Color] tab, click  (Brightness/Contrast).



- 3 For a color image, in [Channel], select a color to adjust either [Red], [Green], or [Blue], or select [Master] to adjust the three colors together.

- 4 Move the [Brightness] slider to the left to increase the darkness of the image, and to the right to increase the brightness of the image. You can also enter values (-127 to 127). Move the [Contrast] slider to the left to decrease the contrast of the image, and to the right to increase the contrast of the image. You can also enter values (-127 to 127).

Advanced Mode - [Color] tab - Gamma

The gamma allows you to adjust the brightness of the image viewed on the computer monitor to the brightness of the original document.

The default setting for gamma is 2.2. You will have to change this value if you are using a monitor with a different gamma value.

When you set the monitor's gamma value, the scanner's gamma value will automatically be displayed in the formula (reciprocal equation of the monitor gamma value) below.


$$1 / \text{monitor gamma value} = \text{scanner gamma value}$$

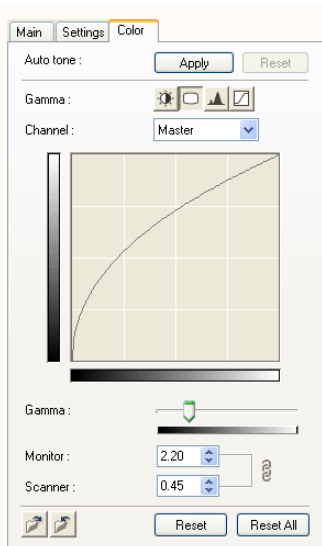
The gamma is active if [Color] or [Grayscale] is selected in [Color Mode] on the [Main] tab.

NOTE

- The monitor has characteristics (gamma values) for reproducing colors. The gamma value of an average monitor is between 1.4 and 2.2, and reproduces colors in a somewhat darker way than the original document. Consequently, to correct the difference between the color in the original image and the reproduction of the color by the monitor, you may need to correct the gamma value.
- For the monitor's gamma value, refer to the documentation of your monitor, or contact the manufacturer of your monitor.

In ScanGear MP Advanced Mode, follow the steps below.

- 1 Click [Reset] in [Auto tone].
- 2 On the [Color] tab, click  (Gamma).



- 3 For a color image, in [Channel], select a color to adjust either [Red], [Green], or [Blue], or select [Master] to adjust the three colors together.
- 4 Move the [Gamma] slider to the left to decrease or the right to increase the contrast

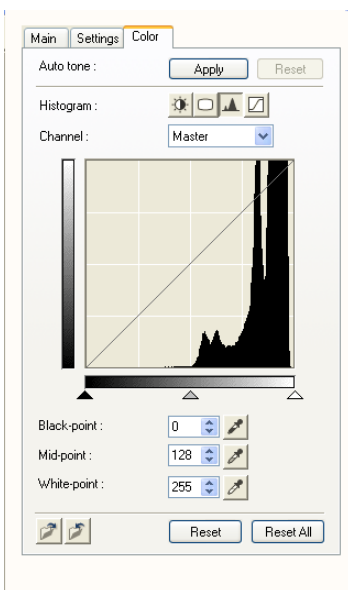
displayed in the middle of the tonal range (midtones) of the image. You can also enter values (0.10 to 10.00).




Advanced Mode - [Color] tab - Histogram

A histogram allows you to see the data concentration at each brightness level of an image. You can specify the darkest and brightest levels within an image, cut the levels and expand the middle of the tonal range of the image.

The histogram is active if [Color] or [Grayscale] is selected in [Color Mode] on the [Main] tab. In ScanGear MP Advanced Mode, follow the steps below.

- 1 Click [Reset] in [Auto tone].
- 2 On the [Color] tab, click  (Histogram).




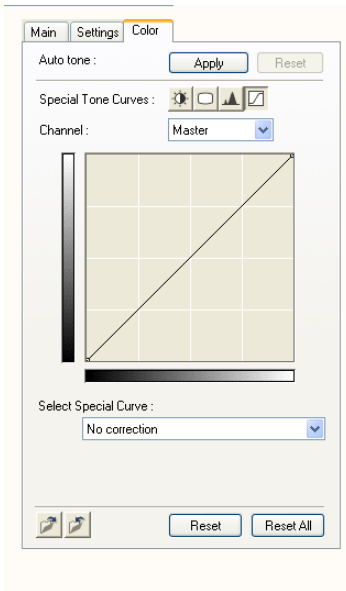
- 3 For a color image, in [Channel], select a color to adjust either [Red], [Green], or [Blue], or select [Master] to adjust the three colors together.
- 4 To change the black-point, mid-point or white-point, do one of the following.
 - Click  (Black-point) and specify the area to make the darkest in the preview image. You can also enter a value (0 to 245).
 - Click  (Mid-point) and specify the area to make the middle of the tonal range in the preview image. You can also enter a value (5 to 250).
 - Click  (White-point) and specify the area to make the brightest in the preview image. You can also enter a value (10 to 255).
 - Drag the triangles at the bottom of the histogram to an appropriate level. Parts to the left of ▲ (parts darker than the value specified in [Black-point]) will all turn black. The parts in ▲ (parts specified in [Mid-point]) will turn a color exactly between black-point and white-point. Parts to the right of △ (parts lighter than the value specified in [White-point]) will all turn white.

Advanced Mode - [Color] tab - Tone curve

You can make subtle adjustments to the brightness of a specific area of an image by selecting the type of the tone curve, a graph showing the balance of tone input and output.

The tone curve is active if [Color] or [Grayscale] is selected in [Color Mode] on the [Main] tab. In ScanGear MP Advanced Mode, follow the steps below.

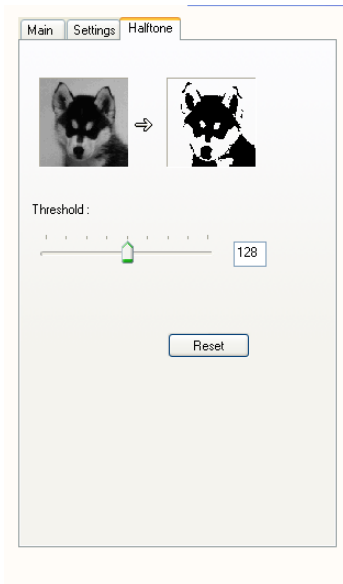
- 1 Click [Reset] in [Auto tone].
- 2 On the [Color] tab, click  (Tone curve).



- 3 For a color image, in [Channel], select a color to adjust either [Red], [Green], or [Blue], or select [Master] to adjust the three colors together.
- 4 In [Select Special Curve], select the tone curve.

Advanced Mode - [Halftone] tab

If [Black and White] is selected in [Color Mode], the [Color] tab will become the [Halftone] tab. On the [Halftone] tab, you can set threshold.



NOTE

- The brightness of color and grayscale images are expressed as a value between 0 and 255 but brightness of black and white images is expressed in terms of either black or white including the parts of an image which are a color between the two. The boundary at which black and white is divided is called Threshold.
- By adjusting the threshold, you can sharpen characters in a text document and reduce back-printing such as in newspapers.

In ScanGear MP Advanced Mode, follow the step below.

- 1 Move the [Threshold] slider to the right to increase the threshold value and thus reduce the white areas (black areas will increase). Move the slider to the left to decrease the threshold value and thus increase the white areas (black areas will reduce). You can also enter a value (0 to 255).**

Determining resolution

You can specify a resolution in [Image quality] in the MP Toolbox settings dialog box, or in [Output Resolution] in ScanGear MP.

NOTE

- The data in the image you have scanned is a collection of dots carrying information about brightness and color. The density of these dots is called "resolution," and "dpi" (dots per inch) refers to the number of dots in one inch. Resolution will determine the amount of detail your image contains. The higher the resolution (number), the more detail in your image; the lower the resolution (number), the less detail.
- As a general rule, you should select a scanning resolution that corresponds to your final output device such as a monitor or printer.

Images for display on a monitor

Images for display on a monitor should in general be scanned at a resolution of 75 dpi.

Images for printing

Images to be printed should be scanned at a resolution which corresponds to the resolution of the printer. For example, if you are using a 600 dpi black and white printer, you should scan your document at [600 dpi].

NOTE

With a color printer, the colors are expressed as a certain percentage of ink pigment so scanning your document at half the resolution of the printer should be fine. For example, if you are using a 600 dpi color printer, you should scan your document at [300 dpi].

Printing to scale

For example, if you want to print a document which is twice the size both vertically and horizontally, the resolution of your document will be reduced by half. If the resolution of the original document is 300 dpi, the resolution of the enlarged document will be 150 dpi. If you print the document with a 600 dpi color printer, the lack of detail in the image may be obvious. In such a case, if you scan at a resolution of 600 dpi, resolution will be 300 dpi even if you double the size of the document and you can print the document with sufficient quality. Conversely, if you want to print a document at a reduced size, it should be sufficient to scan at half the resolution.

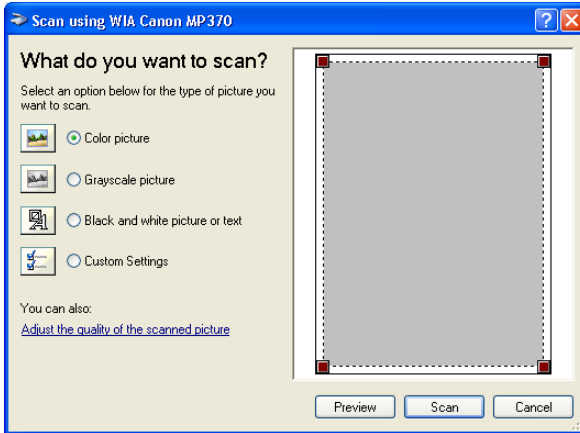
Resolution and data size


If you double the resolution, the image data will be four times greater. If the data is too large, processing speed will slow down significantly, and you may experience malfunctions such as lack of memory. Make sure the resolution corresponds to the purpose of use of the image and set at the lowest level possible.

► Scanning with the WIA driver (Windows XP only)

With the WIA driver dialog box open, follow the steps below.

To display the WIA driver → *“Scanning an image from an application”*



- 1 Depending on how you want to scan your document, click [Color picture], [Grayscale picture] or [Black and white picture or text].
To adjust settings in detail → *“Setting preferences in the WIA driver”*
- 2 To display a preview, click [Preview]. The preview will be displayed on the right. You can drag  to specify the area you want scanned.
- 3 Click [Scan].

Scanning from the [Scanners and Cameras] dialog box

- 1 On the Windows taskbar, click [Start], then click [Control Panel].
- 2 Click [Printers and Other Hardware], [Scanners and Cameras], then [WIA Canon MP370], [WIA Canon MP360], or [WIA Canon MP390].
- 3 Follow the instructions displayed in [Scanner and Camera Wizard].

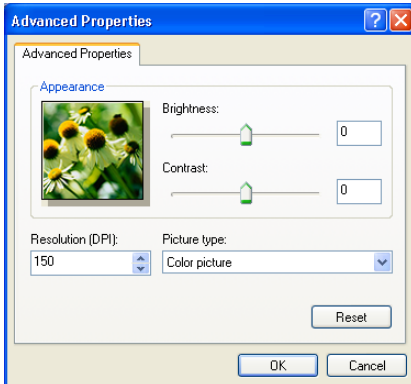
Setting preferences in the WIA driver

With the WIA driver dialog box open, follow the steps below.

→ *“Scanning with the WIA driver (Windows XP only)”*

1 Click [Adjust the quality of the scanned picture].

When you displayed the dialog box from the [Scanners and Cameras] dialog box, click [Custom settings].



2 In the [Advanced Properties] dialog box, adjust the scan settings.

- In [Picture type], select the type of scan you want for your document.
- Use the slider to adjust the brightness. Move the slider to the left to make the image darker, or to the right to make it brighter. You can also enter a value (-127 to 127).
- For a color or grayscale image, use the slider to adjust the contrast. Move the slider to the left to decrease the contrast, or to the right to increase it. You can also enter a value (-127 to 127).
- Enter a resolution between 50 and 600 dpi.
→ *“Determining resolution”*
- To revert to the original settings, click [Reset].

3 Click [OK] to activate the scan settings you specified and to close the [Advanced Properties] dialog box.

Click [Cancel] to cancel the scan settings you specified and close the [Advanced Properties] dialog box.

→ *“Scanning with the WIA driver (Windows XP only)”*

Faxing (Fax model only)

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Faxing (Fax model only)

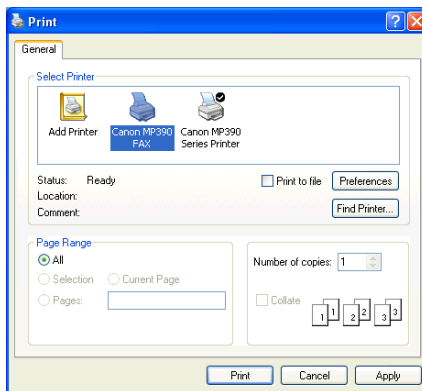
► Sending a fax

You can send faxes using the fax driver from applications that support document printing. You can only specify one fax recipient. You cannot send a fax to two or more recipients in one operation.

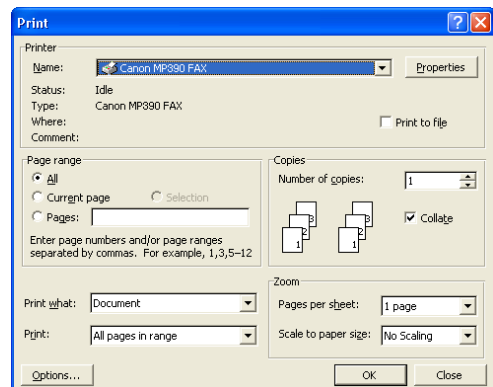
- 1 With the document you want to fax open in an application (such as Word), click the **Print** command.

NOTE

In most Windows applications, the command is [Print] on the File menu.

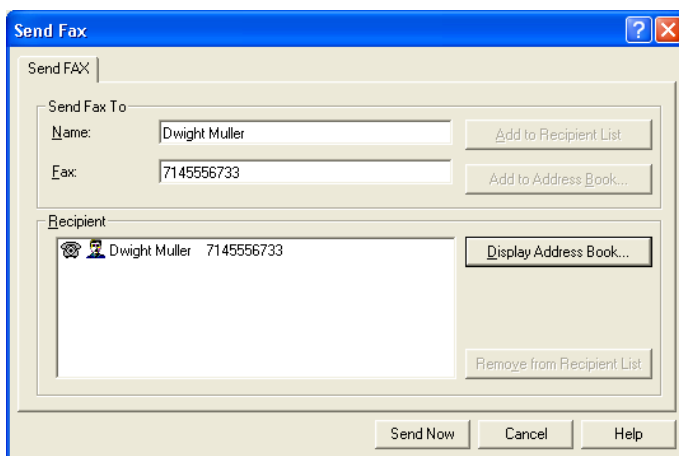


[Print] dialog box



(Example) [Print] dialog box in Word

- 2 In the [Print] dialog box, in the [Select Printer] or [Name] list, select [Canon MP390 FAX], then click [Print] or [OK].



[Send Fax] dialog box

3 Enter the [Name] and [Fax] of the recipient, then click [Add to Recipient List].

NOTE

- You can only enter one recipient.
- You can use 0 through 9, dash (–), and parenthesis () etc. in fax numbers. → *“Characters and symbols for fax numbers”*
- You can also specify a recipient from the Address Book. → *“Selecting a recipient from the Address Book”*
- If you register a recipient in the Address Book, you can use the information the next time you send a fax to the same recipient. → *“Adding a recipient to the Address Book”*

4 Click [Send Now].

Characters and symbols for fax numbers

You can use the following characters and symbols in the faxes you send from your computer or for a recipient you register in the Address Book.

Character/symbol	Explanation
0-9 * #	For use in telephone and fax numbers.
, p	To place a pause between numbers.
P	To place a pause at the end of an array of numbers.
T	Numbers after the T will be sent as a tone signal.
.	DT detection function (Europe).
R	PSTN/PBX switchover function (Europe).
+ - (), space	To make the number easier to read. You cannot insert a space at the front of a number.

Selecting a recipient from the Address Book

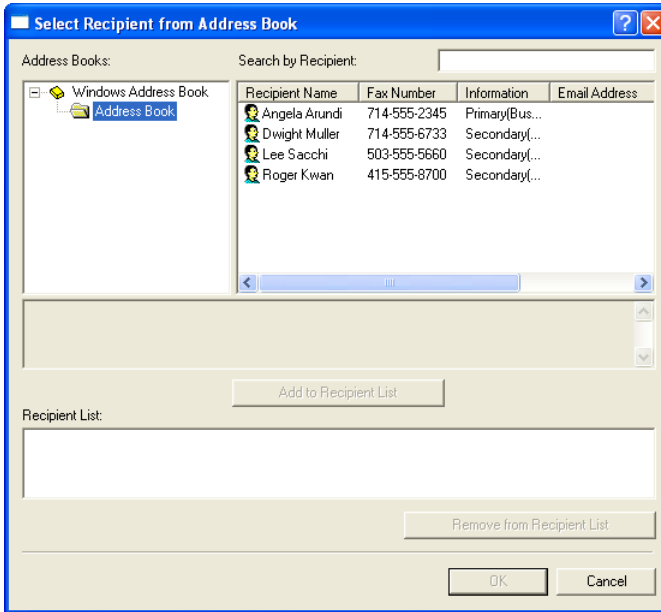
To select a recipient from the Address Book, you need to create an Address Book beforehand.

→ *“Registering or editing a recipient in the Address Book”*

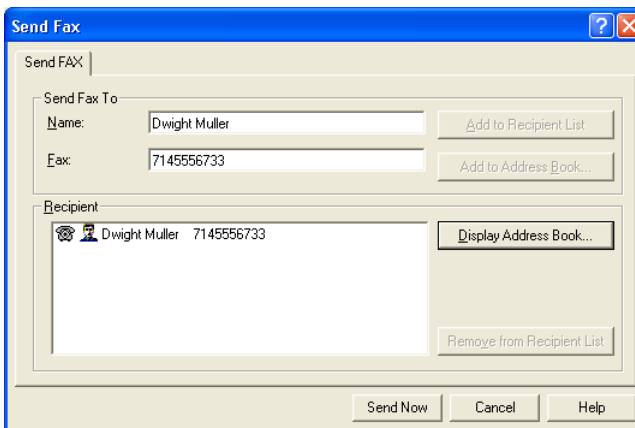
With the [Send Fax] dialog box displayed, follow the steps below.

→ *“Sending a fax”*

1 In the [Send Fax] dialog box, click [Display Address Book...].



2 In the [Select Recipient from Address Book] dialog box, choose a recipient from the Recipient List, click [Add to Recipient List], then click [OK].



[Send Fax] dialog box

The name in the Address Book will print at the top of the fax received by the recipient.

To add a recipient to the Address Book → *“Registering or editing a recipient in the Address Book”*

3 Follow the instructions in the [Send Fax] dialog box. → *“Sending a fax”*

Adding a recipient to the Address Book

By adding a recipient's information to the Address Book, you can use this information for faxes you send in the future.

With the [Send Fax] dialog box displayed, follow the steps below.

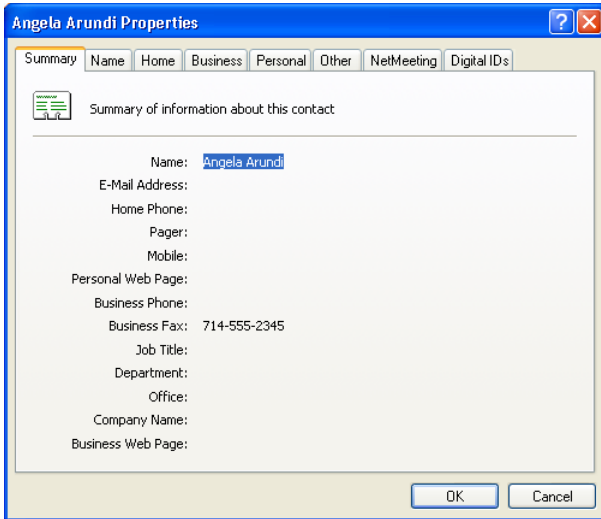
→ *"Sending a fax"*

1 In the [Send Fax] dialog box, enter the [Name] and [Fax] of the recipient.

2 Click [Add to Address Book].

If you are opening the Address Book for the first time, the [Setup Windows Address Book] dialog box will appear. → *"Opening the Address Book for the first time"*

If you have displayed the Address Book previously, the following dialog box will appear.



Recipient Properties dialog box

Information about the recipient you entered in the [Send Fax] dialog box will be shown in the [Properties] dialog box.

3 If necessary, enter other information, then click [OK].

For details on the Address Book settings → *"Registering a recipient (WAB contact) in the Address Book"*

4 Follow the instructions in the [Send Fax] dialog box .→ *"Sending a fax"*

Changing your fax settings

To change paper size and orientation for faxing, follow the steps below.

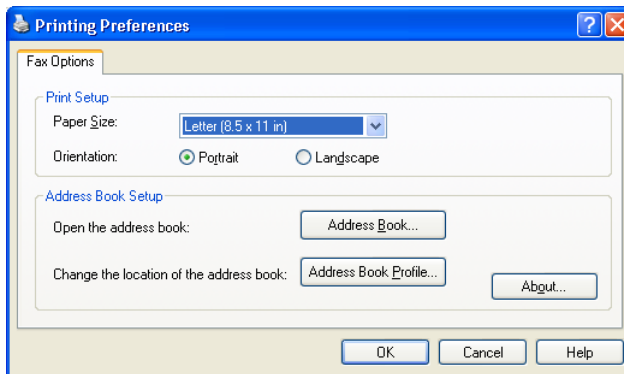
To change settings for the current fax (displaying from the [Print] dialog box method)

- 1 With the document you want to fax open in an application (such as Word), click the Print command.

NOTE

In most Windows applications, the command is [Print] on the File menu.

- 2 In the [Print] dialog box, in [Select Printer] or [Name], select [Canon MP390 FAX], then click one of the following: Windows XP: [Preferences]; Windows 2000: [Fax Options] tab; Windows 98/Me/2000/XP: [Properties].



Fax Options dialog box

- 3 Specify the paper size and orientation.
- 4 Click [OK].

To change settings for all future faxes (displaying from the printer icon method)

- 1 On the Windows taskbar, click [Start], point to [Settings], then click [Printers] (Windows XP: On the Start menu, click [Printers and Faxes]).
- 2 Windows 2000/XP:
Right-click the [Canon MP390 FAX] icon, then click [Printing Preferences].
Windows 98/Me:
Right-click the [Canon MP390 FAX] icon, then click [Properties].
In the [Properties] dialog box, on the [Details] tab, click [Setup].
- 3 Specify the paper size and orientation.
- 4 Click [OK].

► Registering or editing a recipient in the Address Book

By using the Address Book, you can send a fax by simply specifying a recipient from it. You can register the recipient's name, fax number and other information in the Address Book.

To register or edit a recipient, open the Address Book from the [Printer] dialog box.

To open the Address Book when sending a fax → *“Selecting a recipient from the Address Book”*

1 On the Windows taskbar, click [Start], point to [Settings], then click [Printers] (Windows XP: On the Start menu, click [Printers and Faxes]).

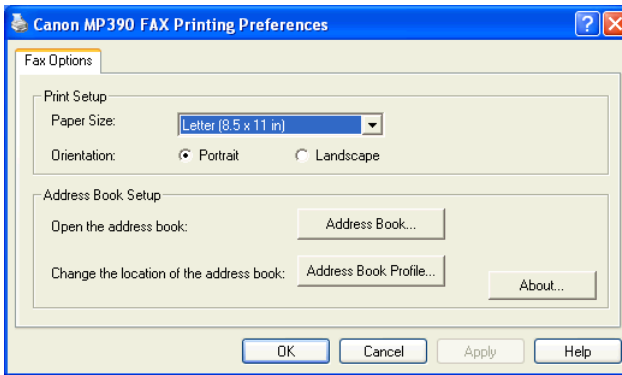
2 Do one of the following.

● **Windows 2000/XP:**

Right-click the [Canon MP390 FAX] icon, then click [Printing Preferences].

● **Windows 98/Me:**

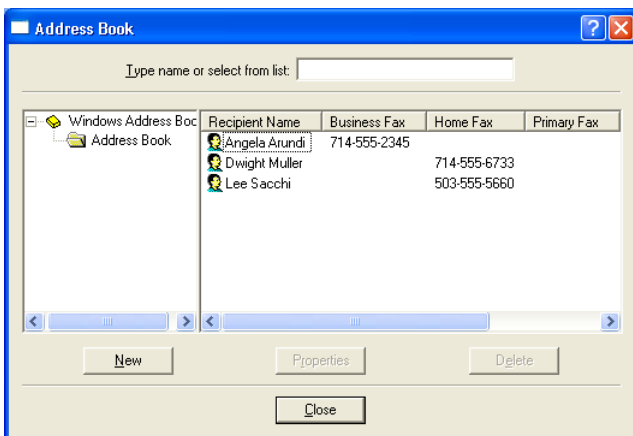
Right-click the [Canon MP390 FAX] icon, then click [Properties]. In the [Properties] dialog box, on the [Details] tab, click [Setup].



3 In the [Fax Options] dialog box, click [Address Book].

If you are opening the Address Book for the first time, the [Setup Windows Address Book] dialog box is displayed. → *“Opening the Address Book for the first time”*

If you are not opening the Address Book for the first time, the dialog box below will open.

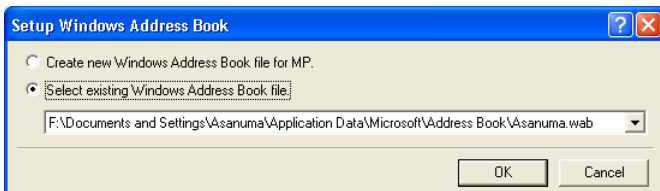


[Address Book] dialog box

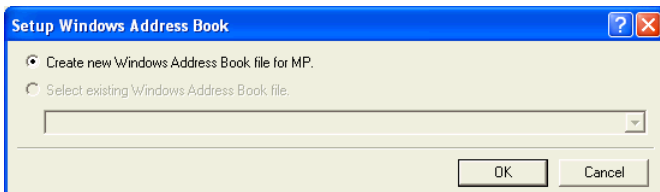
- “Registering a recipient (WAB contact) in the Address Book”
- “Searching and removing a recipient”
- “Designating a different Windows Address Book”
- “Importing an Address Book”

Opening the Address Book for the first time

When you open the Address Book for the first time, the [Setup Windows Address Book] dialog box will be displayed.



When recipients are registered in the Windows Address Book



When no recipients are registered in the Windows Address Book

● **To create a Windows Address Book (WAB file) for the MP (exclusively for this software)**
Click [Create new Windows Address Book file for MP], then click [OK].

You can always change the setting later so as to be able to use another Address Book.

→ “Designating a different Windows Address Book”

● **To use an existing Windows Address Book**

Click [Select existing Windows Address Book file], then click [OK].

By using an existing Windows Address Book, you can use it with other applications that use Windows Address Books. If you choose this option, you will not be able to later create a separate Address Book file of the MP (exclusively for this software).

When you click [OK], the [Address Book] dialog box, [Select Recipient from Address Book] dialog box, or the recipient [Properties] dialog box will be displayed.

For the [Address Book] dialog box → *“Registering or editing a recipient in the Address Book”*

For the [Select Recipient from the Address Book] dialog box → *“Selecting a recipient from the Address Book”*

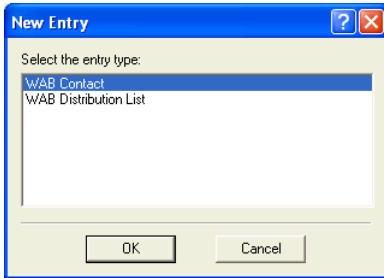
For the recipient [Properties] dialog box → *“Adding a recipient to the Address Book”*

Registering a recipient (WAB contact) in the Address Book

You can register an individual recipient (WAB contact) in the Address Book. A WAB contact is a recipient's contact information registered in a Windows Address Book.

With the [Address Book] dialog box displayed, follow the steps below. → *“Registering or editing a recipient in the Address Book”*

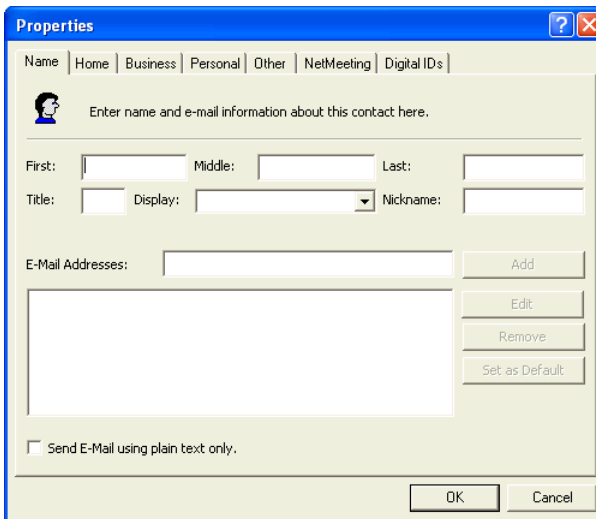
- 1 In the [Address Book] dialog box, click [New].



- 2 Click [WAB Contact], then [OK].

NOTE

To send a fax, you can only specify one recipient. You cannot specify a [WAB Distribution List].



- 3 On the [Name] tab, type the first, middle and last name of the contact.
- 4 On the [Home] or [Business] tab, enter the fax number.

The recipient's name will print at the top of the fax received by the recipient.

To edit a contact entry

With the [Address Book] dialog box displayed, follow the steps below. → *“Registering or editing a recipient in the Address Book”*

- 1** In the [Address Book] dialog box, click the entry to edit in the Recipient list, and then click [Properties].
- 2** In the [Properties] dialog box, make the desired changes, then click [OK].

Searching and removing a recipient

To search for a recipient in an Address Book

With the [Address Book] dialog box displayed, follow the steps below. → *“Registering or editing a recipient in the Address Book”*

- 1** In [Type name or select from list], enter the name.
If a recipient exists with that name, it will appear in the Recipients List and the recipient will be highlighted. You can search recipients by name only.

Removing a recipient from an Address Book

With the [Address Book] dialog box displayed, follow the steps below. → *“Registering or editing a recipient in the Address Book”*

- 1** In the Recipients list, click the name, then click [Delete].
- 2** If prompted to confirm that you want to remove the recipient, click [Yes].

Designating a different Windows Address Book

Follow the steps below to designate a different Address Book file from the one you are currently using.

1 On the Windows taskbar, click [Start], point to [Settings], then click [Printers] (Windows XP: On the Start menu, click [Printers and Faxes]).

2 Do one of the following.

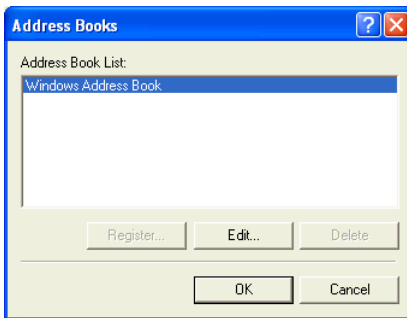
● **Windows 2000/XP:**

Right-click the [Canon MP390 FAX] icon, then click [Printing Preferences].

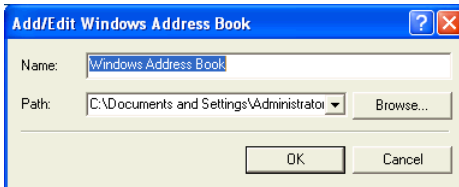
● **Windows 98/Me:**

Right-click the [Canon MP390 FAX] icon, then click [Properties]. In the [Properties] dialog box, on the [Details] tab, click [Setup].

3 In the [Fax Options] dialog box, click [Address Book Profile].



4 In the [Address Books] dialog box, click [Windows Address Book], then click [Edit].



5 In the [Add/Edit Windows Address Book] dialog box, enter a name for your WAB file, then click [Browse].

6 In the [Select WAB File] dialog box, select the WAB file, then click [Open].

7 In the [Add/Edit Windows Address Book] dialog box, click [OK].

8 In the [Address Books] dialog box, click [OK].

Importing an Address Book

You can import the entries from one Windows Address Book file into another, combining both sets of Address Book entries.

For example, you can import fax recipient contacts in an Address Book file to an existing Address Book file.

To import a Windows Address Book file containing fax recipient contacts into an existing Windows Address Book file, follow the steps below.

- 1 On the Windows taskbar, click [Start], point to [Search], then click [For Files and Folders] (Windows XP: Click [Start], click [Search], then click [All files and Folders]).**
- 2 In the file name box, enter ".wab," then click [Search Now] (Windows XP: Click [Search]).**
- 3 From the found Windows Address Book files, double-click an existing Windows Address Book file to open.**
- 4 In the File menu, in [Import], select [Address Book].**
- 5 Select the Windows Address Book containing fax recipient contacts, then click [Open].**
- 6 When a completion message appears, click [OK].**

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Troubleshooting

► Problems outputting

Cannot print at all, cannot print correctly

1. **The [Alarm] lamp is flashing.**
If it is flashing, (→ User's Guide).
2. **The ink tanks are not installed correctly.**
Lift the scan unit until it locks into place, and open the inner cover, then check that the ink tanks are securely inserted. Also, check that the ink tanks are inserted in the correct slots. (→ User's Guide)
3. **The ink is not ejecting correctly, or the print head is misaligned.**
Print the nozzle check pattern. (→ *"Printing the nozzle check pattern"*)
4. **The paper is too thick.**
Use 17 lb.-28 lb. (64 g/m²-105 g/m²) paper. (→ User's Guide)
5. **The paper stack exceeds the capacity of the multi-purpose tray.**
If the paper stack exceeds the paper limit mark, or exceeds the capacity of the multi-purpose tray, reduce the amount of paper. (→ User's Guide)
6. **The paper is not loaded correctly.**
Check that the paper has been loaded correctly and that the paper guide is properly adjusted. (→ User's Guide)
7. **The paper is creased or curled.**
You cannot use paper that is creased. Uncurl the paper, then load it into the multi-purpose tray.
8. **The roller is dirty.**
Clean the roller. (→ User's Guide)
9. **There is some foreign matter in the multi-purpose tray.**
Check and remove any foreign matter.
10. **Ink has run low or out.**
Check whether the ink tanks are empty. Replace the ink tanks if necessary.
11. **The paper thickness lever is not set correctly.**
When the paper thickness lever is set incorrectly and you print or copy documents with large quantities of ink such as documents with a lot of details, the printout may curl or smudge. Move the paper thickness lever to the correct position according to the print media type. (→ User's Guide)
12. **Recommended print media is not used.**
Use recommended print media. (→ User's Guide)
13. **The paper type set from the computer or operation panel of the machine differs from the type of paper loaded in the multi-purpose tray.**
Set to the print media type loaded. (→ User's Guide)
14. **The print head is dirty.**
Clean the print head. (→ *"Cleaning the print head"*)
15. **The machine's interior is dirty.**
If the machine's interior is dirty with ink or there is a build-up of paper dust, your printout may contain ink stains or be smudged. Clean the machine. (→ User's Guide)

Paper curls

1. **You are using thin paper to print.**
Use 17 lb.-28 lb. (64 g/m²-105 g/m²) paper. (→ User's Guide)
2. **You have set curled paper in the multi-purpose tray.**
Uncurl the paper, then load it into the multi-purpose tray.
3. **You are printing images that use a large quantity of ink such as photographs or pictures.**
Use thicker paper such as high resolution paper or glossy photo paper.

Outputting stops in-progress

1. **Paper does not feed properly.**
→ *"Cannot print at all, cannot print correctly"*
2. **The machine has been printing continuously over a long period.**
If so, the print head will overheat. To protect the print head, printing will stop temporarily and resume after a period of time. Interrupt printing when appropriate, turn OFF the machine, and wait at least 15 minutes.

IMPORTANT

- The area around the print head may become extremely hot. Do not under any circumstances touch it.

▶ Memory card problems (MP390/MP370)

Memory card is not recognized

1. **The memory card is not correctly inserted into the card slot.**
 - Reinsert the memory card into the card slot securely. (→ User's Guide)
 - Reinsert the memory card into the appropriate card slot. (→ User's Guide)
 - Reinsert the memory card into the card slot with its front side (labeled side) facing outside. (→ User's Guide)
2. **The xD Picture card is directly inserted into the card slot.**
Remove the memory card, insert it into the CF card adapter correctly, and insert the CF card adapter into the card slot. (→ User's Guide)
3. **The memory card or the CF card adapter (in case of xD Picture card) is defective.**
Try with another memory card and if you do not experience a problem, the first memory card may be damaged. In this case, reformat the memory card with the digital camera. When you reformat the memory card with the digital camera, all the data on the memory card will be deleted. If you can read image data on the computer, reformat the memory card after you have backed up the image data.
If you still have problems with another memory card, the CF card adapter may be defective, or the card is not operating correctly with the machine.

Images on the memory card are not recognized

1. **There is no image on the memory card.**
Check if there is any image data on the memory card using your digital camera or computer.
2. **There is some invalid image data on the memory card.**
If <NO FILES ON CARD> is displayed on the LCD, there are only invalid images on the memory card. If a message is displayed, (→ User's Guide).

Cannot print correctly from the memory card

1. **"?" is printed in the index.**
The image data does not comply with the DCF (Design Rule for Camera File System) standard, or the image data is not in JPEG format. Check the image data in your digital camera or computer. Or, the size of the image data may be too large. If you cannot print the photograph from the machine, print it from your computer.

Cannot write to a memory card

1. **<CARD PROTECT> is set to <ON>, or PHOTO mode is selected.**
Press [Additional Functions] and set <CARD PROTECT> to <OFF>. After switching to any mode other than PHOTO, disconnect and reconnect the USB cable.

2. Cannot write to an SD memory card.

If you are using an SD memory card, depending on how you insert it, the write protect lock occasionally may lock. If this occurs, release the SD memory card lock, and while being cautious not to engage the write protect lock, insert the memory card.

Removable disk does not appear in Windows Explorer

1. A drive following the local volumes and CD-ROM drives is assigned as a network drive.

If you experience this problem:

1. Assign the network drive to any other drive letter.
2. Restart your computer.

The [Unplug/Eject] icon does not appear (Windows 2000)

1. In the case of a multi-function machine, the [Unplug/Eject] icon does not appear even when you select [Show Unplug/Eject icon in the taskbar] in the [Unsafe Removal of Device] dialog box that is displayed when you turn OFF the machine or disconnect the USB cable.

You do not need to use the [Unplug/Eject] icon when you turn OFF the machine or disconnect the USB cable.

The machine does not appear in [Hardware devices] in the [Add/Remove Hardware] dialog box (Windows 2000)

1. In the case of a multi-function machine, the machine does not appear in [Hardware devices] in the [Add/Remove Hardware] dialog box.

The [Unsafe Removal of Device] dialog box will display the message [To safely unplug or eject any of the following devices, first use the Hardware wizard in the Control Panel to stop the device]. There is however no need to unplug a device with [Add/Remove Hardware] when you turn OFF the machine or disconnect the USB cable.

In Windows Explorer, you cannot display [Thumbnails] (Windows 2000)

1. <CARD PROTECT> is set to <ON>, or PHOTO mode is selected.

Press [Additional Functions] and set <CARD PROTECT> to <OFF>. After switching to any mode other than PHOTO, disconnect and reconnect the USB cable.

The memory card is recognized as a drive other than [Removable Disk]

1. You turned ON your computer with a memory card inserted in the machine.

Some computers may have this problem. Remove the memory card and restart your computer.

Computer cannot be started

1. You turned ON your computer with a memory card inserted in the machine.

Some computers may have this problem. If a memory card is inserted in the machine and the machine is connected to the computer, your computer may not start. Remove the memory card, then start the computer. In the computer's BIOS settings, if you set up the order so that the hard disk that starts Windows starts before the USB device, your computer will start even with a memory card inserted in the machine. For details on BIOS settings, refer to your computer's documentation.

Problems installing and uninstalling software

MP Drivers/MP Toolbox

1. You have not followed the instructions in the Set-Up Sheet to install the software.

If you have not followed the installation procedure correctly, reinstall the software. If there was an error during installation and installation was not completed, restart your computer and reinstall the software.

2. Other applications are open.

If you have other applications (including virus checkers) open, close all of them and reinstall the software.

3. The computer has an old version of the software installed. (Canon MultiPASS is registered as a startup item in the Start menu program.)

Uninstall the earlier version of the software following the instructions in the Software Guide of that version, and reinstall the new version.

MP Toolbox only

1. Installation did not complete for some reason, and unnecessary files remain.

Follow this procedure: (→ *“Installing the software”*)

1. To prepare for forced re-installation, on the Windows desktop, double-click [My Computer]. Open the CD-ROM icon, then double-click [\MP\English\Toolbox\Setup\FrcInst.exe].
2. Return to the folder a level above, then double-click [\MP\English\Toolbox\Setup.exe] to re-install.

MP Drivers only

1. Windows 2000 Service Pack 1 (SP1) is not installed on the computer.

Install Windows 2000 Service Pack 1 (SP1) or later. For how to acquire Service Pack, contact Microsoft Corporation.

● Uninstallation of the MP Drivers takes too long (Windows XP).

1. Other applications, such as a virus checker, are running.

Close any open applications (including virus checkers) before uninstalling the software.

● Uninstallation was completed, but the [Canon] folder remains in the [Start] menu.

1. You uninstalled the MP Drivers before uninstalling the MP Toolbox.

In the [Start] menu, open [Taskbar and Start Menu Properties] and remove [Canon] from here.

● The message <Version conflict> appears on your computer (Windows 98).

1. The computer has Photoshop installed.

If the message <Version conflict> or <Windows 98 file language or...> appears during installation, click [Yes] or [No]. Whichever you click, installation thereafter will continue trouble-free. Also, the installed MP Drivers can be used without problem.

● Cannot use the software after upgrading to Windows XP.

1. The software was installed in Windows 98/Me/2000 and you upgraded to Windows XP without uninstalling the software.

Uninstall the software and then reinstall it. (→ *“Removing and reinstalling the software”*)

● In [Device Manager], green mark [?] is displayed (Windows Me).

1. In [Device Manager], green mark [?] is displayed.

Under [Device Manager], the green mark [?] is displayed on [USB Composite Device] in [USB (Universal Serial Bus) Controller] in Windows Me. However, as this is not a problem, continue to use the machine as is.

● You installed the utility software, such as ArcSoft PhotoStudio or ScanSoft OmniPage SE, on the Setup CD-ROM but they were not registered in the MP Toolbox.

1. You installed the applications with the MP Toolbox open.

Click [Defaults] to register them. (→ *“Scanning with the MP Toolbox”*)

► Problems printing from your computer

1. The background of the BJ Status Monitor picture is yellow or red.

Follow the instructions in the BJ Status Monitor. (→ *“Checking the status of the machine with the BJ Status Monitor”*)

If <Service error 5100> appears:

Clear the paper jam or whatever is preventing the print head holder from moving, then cancel printing from your computer and press [OK/Set]. (→ User's Guide)

If the message remains, press [ON/OFF] to turn the machine OFF, then press again to turn it ON.

2. You are trying to print in DOS.

You can only print in Windows and not in DOS.

3. **An application error or <General Protection Fault> error is displayed on the computer.**
The application you are using to print with is not compatible with the operating system.
Refer to the application's documentation. If the application is not compatible with the operating system you are using, generally you will be unable to print.
4. **The application has not been allocated enough memory.**
If other applications are open, close them to increase the available memory. Refer to the application's documentation to check the amount of memory the application requires.
5. **The page setting or print setting on the application is incorrect.**
Correct the setting, then try to print again.
6. **The hard disk does not have enough available space.**
Delete unnecessary files to increase the available disk space.
7. **There is a problem with the printer driver.**
Uninstall the printer driver and reinstall it. (→ *"Removing and reinstalling the software"*)
8. **The printer cable is too long.**
Avoid using USB cables longer than 16 3/8 feet (5 m).
9. **Density is set too high.**
The printout may curl or smudge if density is set too high in the printer driver. In the Properties dialog box, on the [Main] tab, click [Manual] in [Color Adjustment], then click [Set]. In the [Manual Color Adjustment] dialog box, reduce the density with the Intensity slider. (→ *"Setting a custom color adjustment"*)
10. **When printing a specific document, meaningless characters and symbols are printed.**
Edit the document and try printing again. If this does not work, there is a problem with the application software. Contact the service center for the application software.
11. **You are printing on coated paper.**
In the Properties dialog box, on the [Main] tab, click [High] in [Print Quality].
12. **You are printing outside the printable area.**
Change the margin settings in the application to keep the document within the recommended printable area.
13. **The [Media Type] setting is incorrect.**
In the Properties dialog box, on the [Main] tab, set [Media Type] to the paper type to be printed.
Depending on the content printed, even if the setting is correct, the printout may smudge. (→ *"Setting the paper type and print quality/[Main] tab"*)
14. **A cause other than the above is suspected.**
Restart the computer.

Cannot print to a shared printer

1. **The server (the computer to which the machine is connected) is not turned ON.**
Turn ON the server.
2. **The server is not set up for printer sharing.**
Set up the server for printer sharing. (→ *"Sharing the printer and using it on a network"*)
3. **The server is not set up to allow your system access to the shared printer.**
Set up the server to allow your system access to the shared printer.

► Problems scanning

1. **The USB hub or repeater is defective.**
If you can scan documents successfully after connecting the USB cable directly to the computer, the USB hub or repeater may be broken. Replace if necessary.
2. **You cannot scan because the machine is connected to a USB hub.**
Connect the USB cable directly to the computer without using a USB hub. To connect to the computer via a USB-corresponding hub, overwrite the INI file by the following procedure. We recommend that you copy to another folder the files you open in 1, and save the files before overwriting them.

1. In Memo Pad or Text Editor, open the following files.
 - Windows 98/Me
Windows/System/CNCOMP51.ini
 - Windows 2000
Winnt/system32/CNCOMP51.ini
 - Windows XP
Windows/System32/CNCOMP51.ini
2. Below the last line, add the following two lines, and save the files.
Be careful not to overwrite any other portion of the file.
[Scan]
ReadSize=16
3. **After installing the MP Toolbox and MP Drivers, you installed a TWAIN-compliant application.**
After installing the software on the machine, if you install a TWAIN-compliant application, the TWAIN system files may not be correctly overwritten, and thus images may not be scanned correctly. Uninstall the software from the machine, then reinstall it. (→ *“Removing and reinstalling the software”*)
4. **The machine is not recognized in the [Scanners and Cameras] window of [Control Panel].**
Follow this procedure to check whether the machine icon is present in [Scanners and Cameras] of [Control Panel]:
 1. Confirm that the USB cable is connected, and start the computer.
 2. Click [Start] on the taskbar, point to [Settings], then click [Control Panel]. (Windows XP: Click [Start] on the taskbar, then [Control Panel].)
 3. Double-click [Scanners and Cameras]. (Windows XP: In the [Control Panel] window, click [Printers and Other Hardware], then [Scanners and Cameras].)
 4. In the [Scanners and Cameras] window, if [Canon MP370], [Canon MP360], or [Canon MP390] (Windows XP: [WIA Canon MP370], [WIA Canon MP360], or [WIA Canon MP390]) is present, the machine is recognized. If not, uninstall the software and install it. (→ *“Removing and reinstalling the software”*)
5. **Memory is insufficient.**
Close other open applications and try again.
6. **The hard disk does not have enough available memory.**
Check that the hard disk has enough available memory, in particular when scanning large documents at a high resolution. For example, a Letter/A4 document scanned at 600 dpi, color requires a minimum of 300 MB of memory. If you do not have enough available memory, scan the document at a lower resolution.
7. **The resolution is low.**
If the image looks grainy, increase the scan resolution. (→ *“Determining resolution”*)
8. **The image is not displayed at 100% magnification in the application.**
Display the image at 100% magnification. Some applications do not display an image well smaller.
9. **There is moire when you scan printed material.**
In ScanGear MP, click [Descreen]. (→ *“Advanced Mode - [Settings] tab settings”*)
10. **The monitor display colors are set too low.**
In [Display Properties], set the display colors to 16-bit color, 24-bit color or higher.
11. **The scanning area is not specified.**
In ScanGear MP, click [Multi-Scan>>] to automatically specify the scan area.
If there are white margins around documents such as photographs, or if you want to trim a document (i.e. you want to scan only one part of a document), specify the area of the scan manually. (→ *“Advanced Mode - Specifying the parameters of a scan”*)
12. **The scanned area does not cover the entire document.**
Place the document approximately 1/8 inch (3 mm) away from the front and right edges of the platen glass.
13. **The color tone displayed in the preview screen differs from that of the original.**
Perform calibration to scan the image with the correct color tone. (→ *“Advanced Mode - [Settings] tab settings”*)

14. A cause other than the above is suspected.

Restart the computer.

You tried to create a multi-page PDF, but were not able to scan several documents

1. **The ScanGear MP (Advanced Mode) setting in the [Preferences] dialog box is incorrect. (Because [Automatically quit ScanGear MP after scanning] is selected in [Preferences] of Advanced Mode, multiple documents cannot be scanned.)**

If you want to scan additional documents, follow the steps below to deselect [Automatically quit ScanGear MP after scanning] before scanning.

1. Click a button other than [Settings] on the MP Toolbox.
The respective setting dialog box is displayed.
2. Select [Use the scanner driver to make advanced settings]. Then click [Start] to open ScanGear MP.
3. Click the [Settings] tab, then click [Preferences].
The [Preferences] dialog box is displayed.
4. Remove the check mark from [Automatically quit ScanGear MP after scanning], then click [OK].
Scan documents.

When you click a button on the MP Toolbox, an unwanted application opens

1. **In the MP Toolbox, the application you want to open for that button is not registered.**

Click a button on the MP Toolbox, click [Set] on the screen displayed, and select the application you want to open for that button. (→ *"MP Toolbox settings"*)

You opened the Properties dialog box from the [Scanners and Cameras] icon and changed the settings, but the settings were not activated (Windows 2000)

1. **The settings are not activated because you have not restarted your computer.**

Once you have changed your settings, restart your computer.

Cannot scan correctly with Multi-Scan

1. **The position or orientation of the documents is incorrect.**

Place the documents so that the position and orientation of the documents meet the following requirements.

- There should be a gap of at least 3/8 inch (1 cm) between the edge of the platen glass and documents.
- There should be a gap of at least 3/8 inch (1 cm) between the edges of the documents.
- There should be no more than 10 documents.
- The documents should be straight (any tilting should be kept within 10 degrees).

2. **The document is not set flat on the platen glass.**

Press on the document cover with your hand when scanning.

3. **You are using an application that cannot scan multiple images successively.**

Check the application's manual or contact the application software manufacturer.

4. **You are scanning thick (max. 3/4 inch/20 mm) or curled document.**

Press on the document cover with your hand when scanning.

5. **The document is smaller than 3/8 inch (1cm) x 3/8 inch (1cm).**

You cannot use Multi-Scan for documents smaller than 3/8 inch (1cm) x 3/8 inch (1cm). Scan each document separately.

6. **You are scanning a document whose long side is four or more times longer than the short side.**

You cannot use Multi-Scan if the long side of the document is four or more times longer than the short side. Scan each document separately.

Scanned image is displayed large (small) on the computer screen

1. **The image is displayed large (small) in the application.**

Enlarge or reduce the image display in the application.

2. **The resolution is too high or too low.**

The image will be large if resolution is high. It will be small if resolution is low.

Set the resolution as necessary. (→ *"Determining resolution"*)

Glossary

A

application

Abbreviation of the phrase “application software”. Software designed for a specific purpose such as word processing software, spreadsheet software and database software or a combination of these.

Auto Sheet Feeder (ASF)

Part of a printer in which paper used for printing is placed. When printing, the ASF automatically feeds the paper into the printer.

B

Background printing

To print at the same time as you perform other operations on the computer.

For example, in a word-processing application, you can print while you edit the text of a document.

If your computer is not set to background printing, you will not be able to perform other operations on your computer until printing is completed.

C

Canon ColorGear color matching

Color management system for high-speed, high-precision color processing using Canon’s own color management technology. Canon ColorGear is compatible with the industry-standard format “ICC Profiles” and enables high-precision color management using the properties of color devices specified in color profiles. The system is used in many Canon products.

crop

Operation for selecting parts of an image within a rectangle. You can use the crop button in the ScanGear MP Toolbar to select a part of a preview image, preview again the part you have selected and scan.

D

dpi (dots per inch)

Number of dots per inch. Unit for measuring resolution of a monitor or printer.

G

gamma correction

Method for changing the brightness of an image. With gamma correction, the brightness of parts of an image in the middle of the tonal range is changed without changing the lightest or darkest areas of the image, which means you can change the brightness of an image while maintaining contrast.

graphic

An illustration or graph.

If you select graphics with a matching system, your document will print in distinct colors. You should choose graphics when printing illustrations, graphs or maps, for example. Graphics is not suitable for photographs etc. with a subtle tonal range.

grayscale

A method of presenting a black-and-white image using medium tones.

I

ICM

Image Color Management

Windows color management system to enable reproduction of the colors in a scanner, monitor and printer as closely as possible. Image Color Management can only be used when printing from an application which supports ICM.

import

To bring in information created in another application.

install

To copy software to a designated location on a computer's hard disk so that it can be used at any time.

M

multi-page PDF

Several scanned documents saved as one PDF. Each document will become one page of the PDF.

O

OCR (Optical Character Reader)

Device for reading characters optically. System for extracting information in a text format from information in the form of a graphic such as hand-written or printed characters which have been scanned with a scanner. You cannot edit text scanned with a scanner because it is in a graphic format, but with OCR software you can convert to a text file and then edit the text with word-processing software.

P

PDF (Portable Document Format)

Document format of Adobe Systems. Using the Acrobat Reader viewing software, the document always appears in the same way regardless of the viewer's computer environment.

The MP Toolbox can save a scanned document as a PDF document. The characters in a document are recognized as text information and held in the PDF file so that you can search a PDF with simple keywords.

preview

Display of the document you are about to print/scan before you actually print/scan it. If the preview looks different from what you want, you can change the settings, display the preview again and confirm before printing/scanning.

printer driver

Software for controlling the printer.

R

reinstall

To remove installed software and install again.

S

scanner driver

Software for controlling the scanner. The machine is provided with two drivers: The ScanGear MP and the WIA driver (for use with Windows XP).

T

TWAIN (Technology without an interested name)

Industry-standard protocol for transferring information from devices such as scanners and digital cameras to a computer.

Industry-standard protocol for an application programming interface (API) for input devices such as scanners. If both the device and the application comply with the standard, they will be compatible regardless of differences in manufacturer or model.

For example, with TWAIN-compatible image-processing software, you can start the scanner's TWAIN driver (ScanGear MP) from the software's menu, scan the document and return the scanned image to its original image-processing software.

U

uninstall

To remove software installed on a computer and return the computer to its condition before the software was installed.

USB

The Universal Serial Bus (USB) connects peripherals such as the keyboard, mouse and printer to the computer with a USB cable. The port to which the USB cable is connected is called the USB port.

W

WAB contact

Information about an individual in a Windows Address Book. One WAB contact is created for an individual. The data about several WAB contacts can be collected together into one set of data to create a WAB group.

WIA (Windows Image Acquisition)

Standard for downloading images from scanners or digital cameras. The printer includes a TWAIN-compliant driver (ScanGear MP) and a WIA-compliant driver. The WIA driver can only be used with Windows XP. With either driver, you can scan documents with the printer in applications which support the TWAIN interface (Photoshop etc.).

Windows Address Book (WAB)

The standard Windows address book for use in Outlook Express and Outlook.

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