

BUBBLE JET PRINTER

# S300

## Quick Start Guide

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## Canadian Radio Interference Regulations

This digital apparatus does not exceed the Class B limits for radio noise emissions from a digital apparatus as set out in the interference-causing equipment standard entitled “Digital Apparatus”, ICES-003 of the Industry Canada.

Cet appareil numérique respecte les limites de bruits radioélectriques applicables aux appareils numériques de Classe B prescrites dans la norme sur la matériel brouilleur: “Appareils Numériques”, NMB-003 édictée par l’Industrie Canada.

## FCC Regulations

Color Bubble Jet Printer, Model K10204 (S300)

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

Note: This equipment has been tested and found to comply with the limits for class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help. Use of shielded cable is required to comply with class B limits in Subpart B of Part 15 of FCC Rules.

Do not make any changes or modifications to the equipment unless other-wise specified in the manual. If such changes or modifications should be made, you could be required to stop operation of the equipment.

Canon U.S.A. Inc.  
One Canon Plaza, Lake Success, NY 11042, U.S.A.  
Tel No. (516) 328-5600

## International ENERGY STAR® Program

As an ENERGY STAR® Partner, Canon Inc. has determined that this product meets the ENERGY STAR guidelines for efficiency.



The International ENERGY STAR® Office Equipment Program is a global program that promotes energy saving through the use of computer and other office equipment. The program backs the development and dissemination of products with functions that effectively reduce energy consumption. It is an open system in which business can participate voluntarily. The targeted products are office equipment such as computers, monitors, printers, faxes and copiers.

Their standards and logos are uniform among participating nations.

## Power Requirements

Never use a power supply voltage other than that supplied in the country of purchase. Using the incorrect voltage could cause a fire or electric shock. The correct power supply voltages and frequencies are as follows:

Europe	AC 230V±10%, 50Hz
USA/Canada	AC 120V, 60Hz
Australia	AC 240V, 50Hz

# Preface

## **Shipping Materials**

Thank you for purchasing a Canon Bubble Jet Printer.

Check that all the following items are in the box. If anything is missing or is damaged, contact your Canon Authorised Dealer or Sales Representative.

- ☐ Printer
- ☐ Setup Software & User's Guide CD-ROM
- ☐ Quick Start Guide
- ☐ Print Head
- ☐ 2 Ink Tanks

\* A USB cable should be purchased separately according to your computer. For details on cable specifications, refer to page 3.

## **Introduction**

This Quick Start Guide uses the following symbols to indicate important information. Always observe the instructions indicated by these symbols.

### **Warning**

Instructions that, if ignored, could result in death or serious personal injury caused by incorrect operation of the equipment. These must be observed for safe operation.

### **Caution**

Instructions that, if ignored, could result in personal injury or material damage caused by incorrect operation of the equipment. These must be observed for safe operation.

Also read the Safety Precautions in the User's Guide. Observe the warnings and cautions to avoid personal injury or damage to the printer.

### **Trademark Notices**

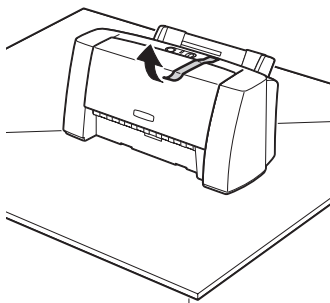
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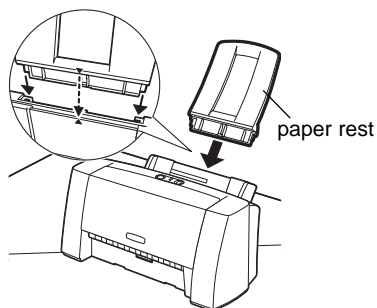
All rights reserved. No part of this publication may be transmitted or copied in any form whatsoever without the express written permission.

# Setting Up

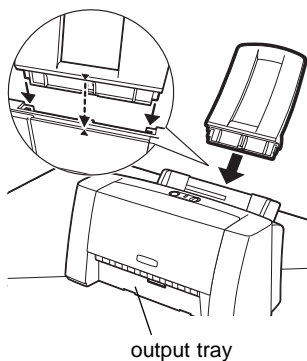
## 1 ■ *Preparing the Printer*



- 1** Place the printer on a flat surface.
- 2** Remove the tape from the printer as shown.



- 3** Attach the paper rest to the sheet feeder.

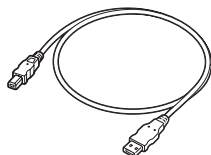


- 4** Attach the output tray as shown.

## 2 Connecting the Printer to the Computer

Use a USB cable.

### USB cable



Recommended: Canon or other computer manufacturer cable, up to 5 meters in length.

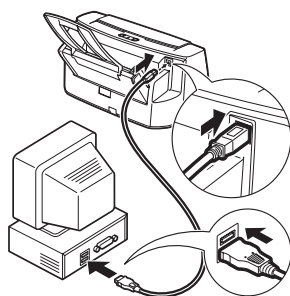
### ➡ Note

If the Add New Hardware Wizard or Found New Hardware Wizard screen appears when carrying out the following operations, click **Cancel** and turn off the computer.



**Follow the steps below to install the printer driver correctly.**

- 1** Ensure the printer and the computer are switched off.
- 2** Connect the cable.



### ➡ Notes

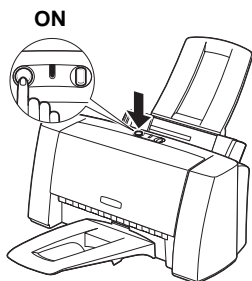
- If your computer has an earth connection, make sure that this is attached.
- If you do not intend to use the printer for a long period of time, unplug the power cord from the power outlet after turning off the printer.

## 3 ■ Installing the Print Head

### Warning

- Never attempt to plug the power cord into the power outlet or unplug the power cord when your hands are wet.
- Never damage, modify, stretch, or excessively bend or twist the power cord. Do not place heavy objects on the power cord.
- Never use any power supply other than the standard power supply available in the country of purchase. Using the incorrect voltage and frequency could cause a fire or electric shock.
- Always push the plug all the way into the power outlet.
- Install only the print head packed in the printer package. Do not install any other print head in any case. It will never work.

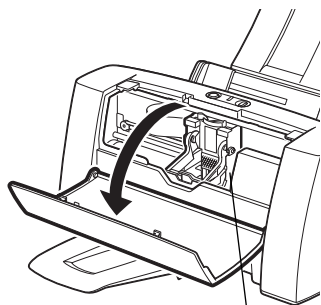
### ■ Installing the Print Head



**1** Plug the printer in.

**2** Turn on the printer. Do NOT turn on the computer yet.

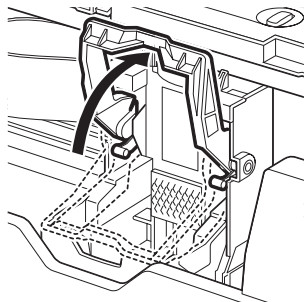
The POWER lamp flashes and the printer begins to operate. Wait until the POWER lamp remains fully lit.



print head holder

**3** Open the front cover.

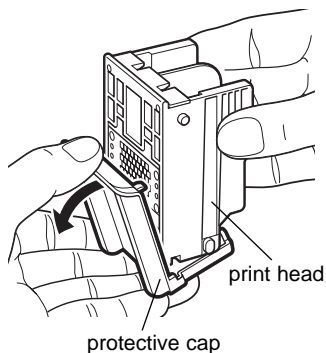
The print head holder moves to the centre.



**4** Raise the lock lever.

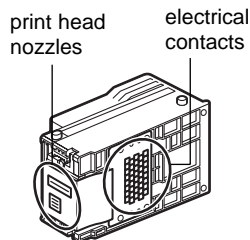
Do not touch the inside of the printer other than the lock lever.

## 5 Remove the protective cap from the print head.

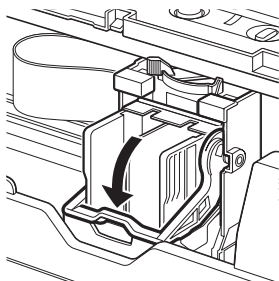
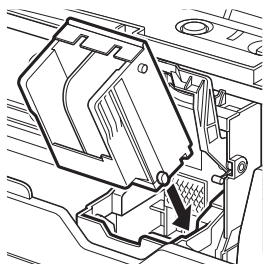


### Notes

- Do not touch the print head nozzles or electrical contacts.
- Do not attempt to reattach the protective cap once it has been removed.



## 6 Place the print head in the holder.



## 7 Lock the print head into place by lowering the lever.

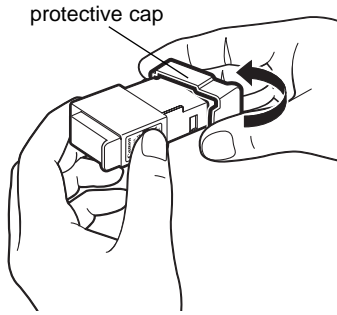
Do not touch the lock lever once the print head has been installed.

## ■ Installing the Ink Tanks

### Caution

- For safety reasons, store ink tanks out of the reach of small children.
- Do not drop or shake ink tanks.

## 1 Take out the black ink tank.

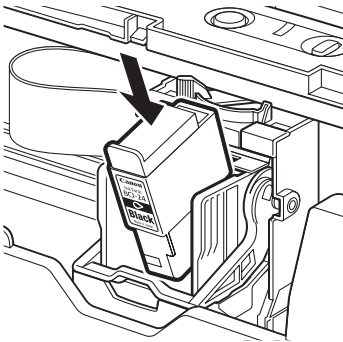
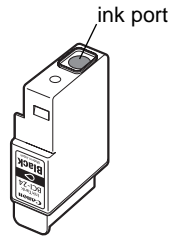


- 2** Hold the ink tank as shown in the diagram and remove the protective cap.

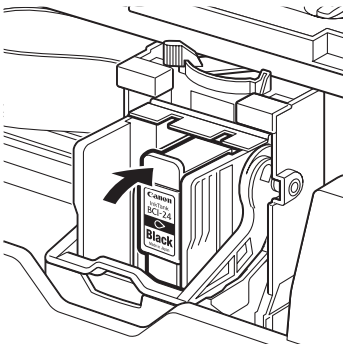
---

➡ **Notes**

- Do not shake or drop ink tanks as this may cause the ink to leak out and stain your clothes and hands.
- Do not touch the ink port.
- Do not attempt to reattach the protective cap once it has been removed.



- 3** Insert the black ink tank into the right-hand slot.



- 4** Press the top until it clicks into place.

- 5** Use the same procedure to install the colour ink tank in the left hand slot.

- 6** Close the front cover.

Wait until the POWER lamp remains fully lit (about 60 seconds).

---

➡ **Note**

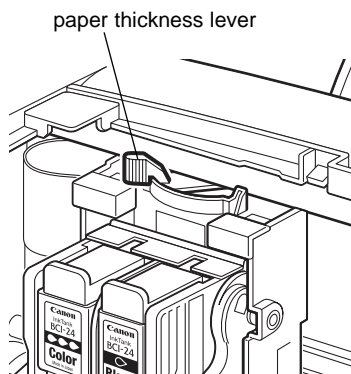
You will be notified when ink is low during printing if you enable a low ink warning. For more details about the low ink warning, refer to the User's Guide.

---



## 4 Loading Paper

### ■ Loading A4 (Letter) Size Plain Paper



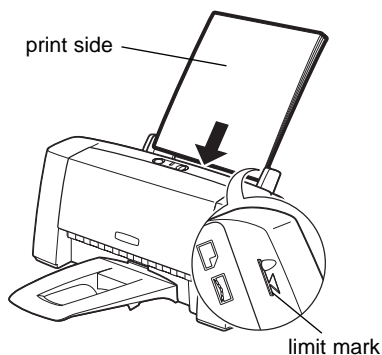
- 1 Open the front cover.
- 2 Move the paper thickness lever at the top of the print head holder to the left position. Close the front cover.

#### ↳ **Note**

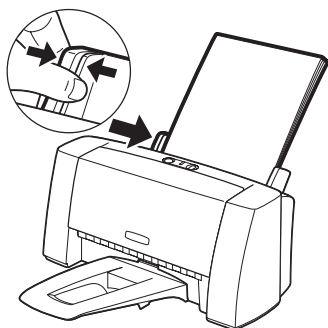
Set the paper thickness lever to the left when using plain paper, to the right when using thick paper. Refer to the User's Guide for information on loading envelopes and other media.

- 3 To avoid paper jams, fan the stack to remove static cling, then align the edges of the stack by tapping it on a flat surface.
- 4 Load the paper, aligning it with the right side of the sheet feeder.

You can load up to 100 sheets of plain paper. Do not exceed this limit.



- 5 Press the paper guide and slide it against the left side of the stack of paper.



You now need to install the printer driver:

Windows: Go to page 8

Macintosh: Go to page 10

## 5 ■ Installing the Printer Driver

### ■ Installing the Printer Driver - Windows

#### ↳ Notes

- Do not disconnect the cable or remove the CD-ROM during the installation. The driver cannot be correctly installed.
- The screens below refer to Windows Me installation. Screen may differ depending on the environment you are using.
- When installing the printer driver in Windows 2000 or Windows XP, log on to the system as a member of the **Administrators** group.

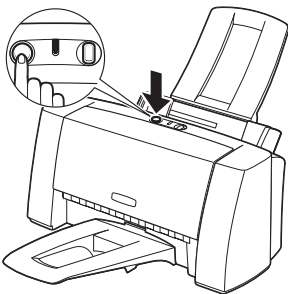
If the following screen appears automatically, click **Cancel** and carry out the installation following steps 1 to 7.



#### Special Notes for Windows 98 or Windows Me USB Users

Click **Cancel** to quit the screen and turn off the printer. Next, remove and replace the USB cable connected to your computer.

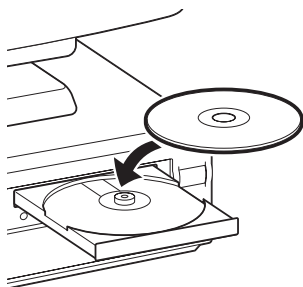
OFF



**1** Ensure the printer and computer are switched off.

**2** Turn on the computer and start Windows. If any applications automatically run, quit them.

Disable any virus detection programs.  
Do NOT turn the printer on at this stage.



- 3** Place the Setup Software & User's Guide CD-ROM in the CD-ROM drive.

#### ➡ **Notes**

- If the CD-ROM does not run automatically, double-click **My Computer** in the Windows screen, then double-click the CD-ROM icon.
- If the language selection screen appears, select a language, then click the **Next** button.



- 4** Follow the instructions displayed on screen. When the screen shown on the left is displayed, click **Install**.



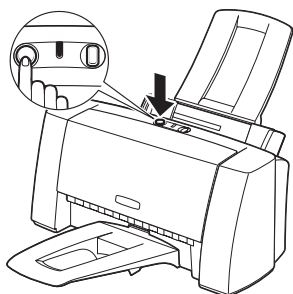
- 5** When the screen shown on the left appears, turn the printer on.

If the printer is recognised, the printer driver will be automatically installed.

#### ➡ **Note**

If the connection is not recognised, refer to the section "Notes on Handling the USB Interface (for Windows Users)" on page 21.

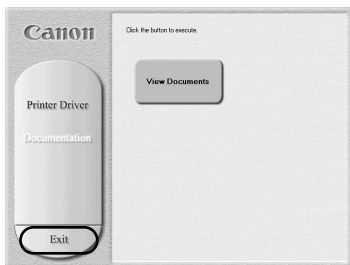
**ON**



- 6** Click **OK**.



Before you use the printer, you must carry out print head alignment on page 12.



- 7 When the screen shown on the left appears, click **Exit**.

#### ➡ **Note**

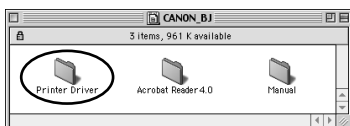
- To view the User's Guide, please refer to page 21.
- If a message prompting you to restart the computer appears, click **Yes**.

## ■ Installing the Printer Driver - Macintosh

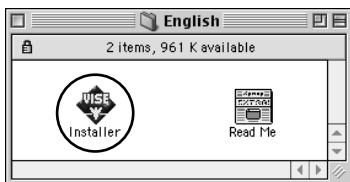
### ➡ **Notes**

- Do not remove or insert the USB cable during installation, as this may result in the computer or printer not operating normally.
- Before installing the driver, disable all virus detection programs and automatically loading programs or remove them from your system folder.

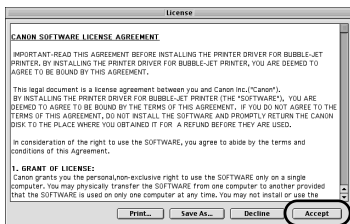
- 1 Turn on the Mac.
- 2 Place the Setup Software & User's Guide CD-ROM in the CD-ROM drive.
- 3 Double-click the printer driver folder, then select a language.



- 4 Double-click **Installer**.



- 5 Read the Licence Agreement and click **Accept** to continue.





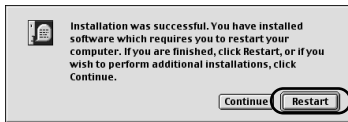
## 6 Click **Install**.

Wait for the installation to finish.

### ➔ **Note**

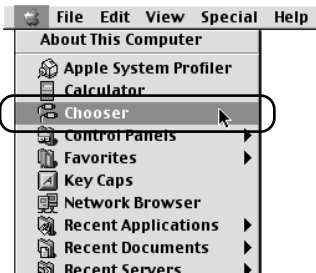


If the above message appears, check that there are no unsaved documents, then click the **Continue** button. If a document needs to be saved, click **Cancel** then save the document. After saving the document, begin again from Step 4.

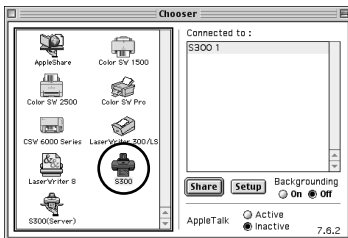


## 7 Click **Restart**.

The computer restarts.



## 8 Select **Chooser** in the Apple Menu.



## 9 Click the icon for the printer you are using and close **Chooser**.

Before you use the printer, you must carry out print head alignment on page 14.

### ➔ **Note**

Refer to the User's Guide when using this printer as a network printer.

## 6 ■ Aligning the Print Head

This operation must be carried out when using the printer for the first time. Aligning the print head positions allows you to print without shifts in the colour registration.

### ■ Aligning the Print Head - Windows

- 1 Click **Start** and select **Printers in Settings**.

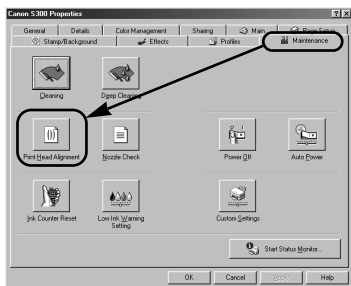
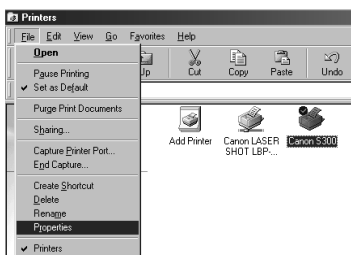
#### ➡ **Note**

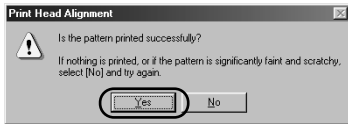
For Windows XP, click **Start** and select **Control Panel, Printers and Other Hardware**, and then **Printers and Faxes**.

- 2 Click the icon for your printer.
- 3 Open the **File** menu and select:
  - Windows 98/Windows Me → [Properties]
  - Windows 2000/Windows XP → [Printing Preferences...]to open the setting screen.
- 4 Click **OK**.

- 5 Click the **Maintenance** tab, and click the **Print Head Alignment** icon.

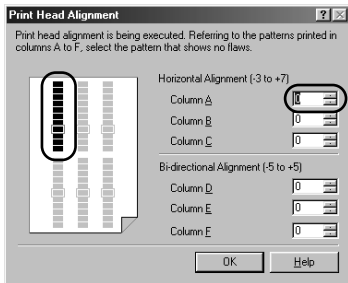
- 6 Check that paper is loaded in the printer and click **OK**. If a message warning you not to perform other operations appears, click **OK**.



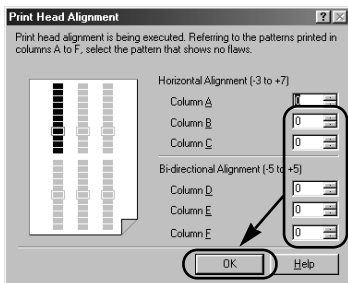


- 7** After the pattern is printed, click **Yes**.

If the pattern is not printed successfully, open the front cover and ensure that the ink tanks are correctly installed.



- 8** Look at the print-out. From the patterns in Column A, select the most even, least irregular pattern and enter the number.



- 9** In the same way, one by one, select the most even patterns printed with the least irregularities from each of Columns B to F, enter their numbers, and click **OK**.

If it is difficult to pick the best pattern on Column F, pick the setting that produces the least noticeable vertical white stripes.



Less noticeable  
white stripes



More noticeable  
white stripes



- 10** Click **OK**.

This completes the printer setup. The printer is now ready to use.

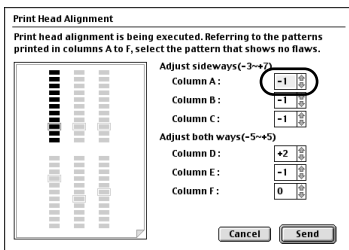
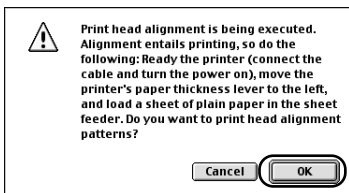
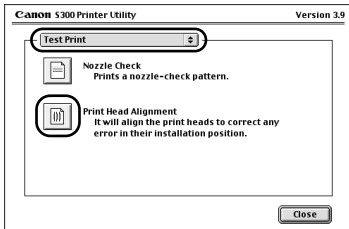
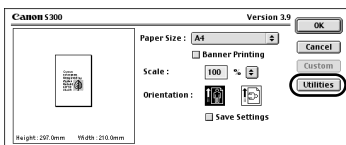
## ■ Aligning the Print Head - Macintosh

- 1 Select **Page Setup** in the **File** Menu.
- 2 Click **Utilities**.
- 3 Select **Test Print** from the menu and click the **Print Head Alignment** icon.

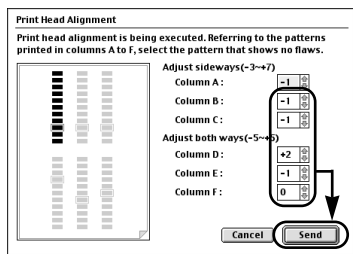
- 4 Check that paper is loaded in the printer and click **OK**.

If the pattern is not printed successfully, open the front cover and ensure that the ink tanks are correctly installed.

- 5 Look at the print-out. From the patterns in Column A, select the most even, least irregular pattern and enter the number.





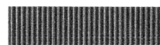


- 6** In the same way, one by one, select the most even patterns printed with the least irregularities from each of Columns B to F, enter their numbers and click **Send**.

If it is difficult to pick the best pattern on Column F, pick the setting that produces the least noticeable vertical white stripes.

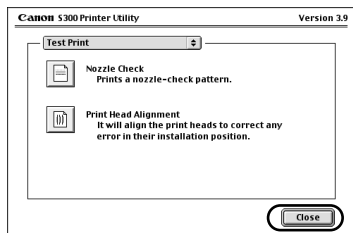


Less noticeable  
white stripes



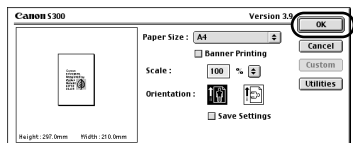
More noticeable  
white stripes

- 7** Click **Close**.



- 8** Click **OK**.

This completes the printer setup. The printer is now ready to use.



# Basic Operations

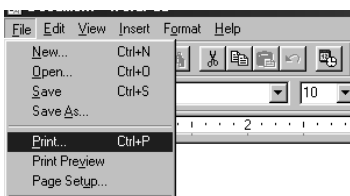
## Caution

- If you detect smoke, unusual smells or strange noises around the printer, immediately switch the printer off and always unplug the printer.
- To avoid injury, never put your hand or fingers inside the printer while it is printing.

## Printing with Windows

Adjusting the print settings according to your needs allows you to produce better quality prints. In this section, we will use WordPad for the purpose of explanation. The procedures you use and the screens that appear on your computer may differ according to the application that you use.

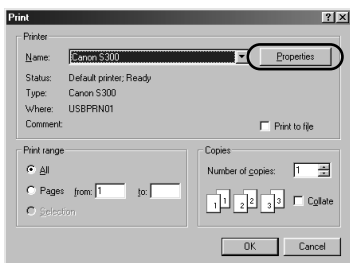
### ■ Printing



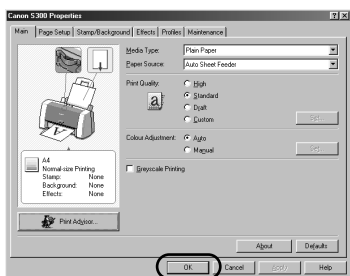
- 1 Print the document from the application.

On the **File** menu, click **Print**.

Check the application's users manual for the actual procedures.



- 2 Ensure your printer is selected, then click **Properties**.



- 3 Specify the required settings and click **OK**.

### Note

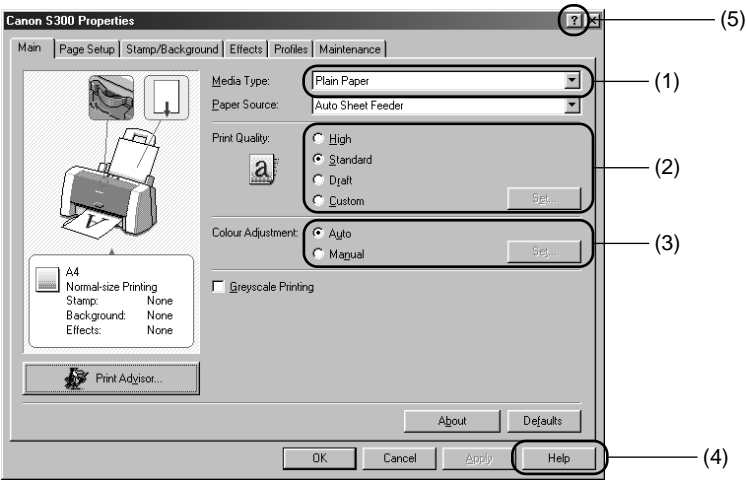
If you use anything other than plain paper, please refer to “Basic Print Settings” on page 17.

- 4 To start printing, click **OK**.

Printing will start in a few moments.

# ■ Basic Print Settings

For the best print quality, specify the minimum requirement settings in the **Main** tab. To get the best results, ensure you select the type of media loaded in the printer when printing on paper other than plain paper.



(1) [Media Type]	Select the type of media loaded in the printer.
(2) [Print Quality]	Select one option from <b>High</b> , <b>Standard</b> and <b>Draft</b> . Select <b>Custom</b> to set the print quality manually.
(3) [Colour Adjustment]/ [Color Adjustment]	If you wish to control the colour adjustment settings in more detail, select <b>Manual</b> .
(4) [Help] button	Click this for a more detailed explanation of the functions in this settings tab. (This may not appear when using Windows 2000 or Windows XP. If this happens, click <b>Start</b> then select <b>Programs</b> (or <b>All Programs</b> ) - <b>Canon S300 - Guide</b> ).
(5) [?] button	Click this to change the cursor shape to ?. By clicking on the item's name with this ? cursor, an explanation will be displayed.

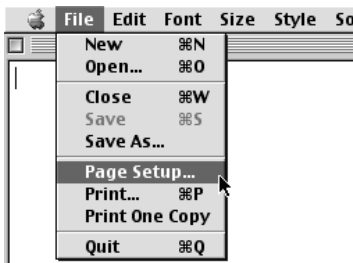
## ➡ Notes

- Clicking the **Print Advisor** allows you to change to the most appropriate print settings simply by answering questions when prompted.
- Use the application to set the paper size and paper orientation. Before printing, open the settings screen and check that the **Page Size** in the **Page Setup** tab is the same as that specified within application.
- Refer to the User's Guide for more information about printer driver functionality.

# Printing with Macintosh

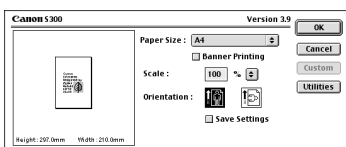
Adjusting the print settings according to your needs allows you to produce better quality prints.

## ■ Printing



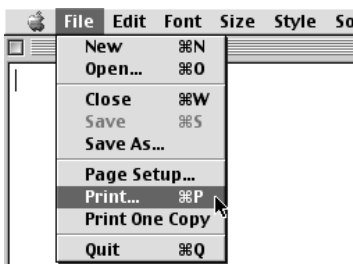
- 1 Open the **Page Setup** dialog box in your application.

On the **File** menu, click **Page Setup**. Check the application's users manual for the actual procedures.



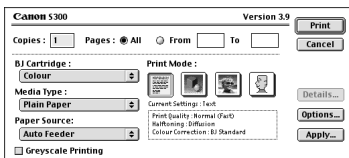
- 2 Specify the page setup.

For details, refer to "Page Setup" on page 19.



- 3 Open the Print dialog box in your application to print the document.

On the **File** menu, click **Print**. Check the application's users manual for the actual procedures.



- 4 Specify the print settings according to your requirements.

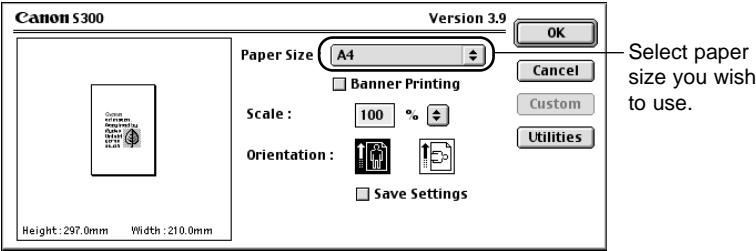
For details, refer to "Basic Print Settings" on page 19.

- 5 Click the **Print** button.

Printing will start in a few moments.

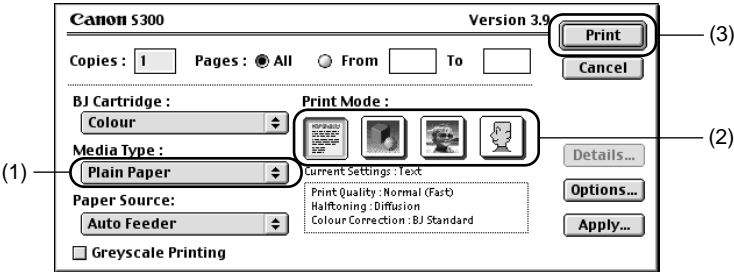
# ■ Page Setup


Use the **Page Setup** dialog box to specify the paper size settings.



# ■ Basic Print Settings

For the best print quality, specify the minimum requirement settings in the **Print** dialog box. To get the best results, ensure you select the type of media loaded in the printer when printing on paper other than plain paper.



(1) [Media Type]	Select the type of media loaded in the printer.
(2) [Print Mode]	Select the icon closest to the type of document you want to print. To specify more detailed settings for the print quality or colour, select Manual  and click <b>Details</b> .
(3) [Print] button	Click this to start printing.

## ➡ Notes

- See Balloon Help for more information about other printer driver functions. Select **Show Balloons** in the **Help** menu for an explanation of each of the items in the setting screen. To see the explanation, point to the item with the mouse.
- Refer to the User's Guide for more information about printer driver functionality.

# Print Head Maintenance

## ■ If Blurring Occurs or If a Specific Colour Does Not Print

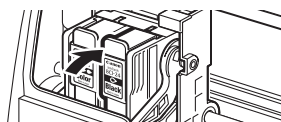
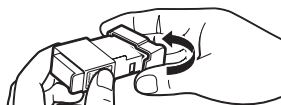
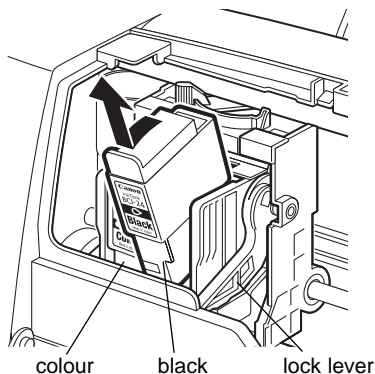
Perform print head cleaning to improve the print quality. Ensure that the printer is turned on and follow the instructions below.

- Windows  
Open the printer driver settings screen and click the **Maintenance** tab. Click the Cleaning icon. See page 12 for details on how to open the setting screen.
- Macintosh  
Open the **Page Setup** dialog box and click the **Utilities** button. Click the Cleaning icon.

## ■ When the Printer Runs out of Ink

Replace the empty ink tank with a new one.  
Specify the following ink tanks when purchasing.

Ink Tank BCI-24 Color  
Ink Tank BCI-24 Black



### 1 Open the front cover.

The print head holder moves to the left position.

### 2 Remove the empty ink tank.

Do not touch the lock lever. You do not need to remove the print head.

### 3 Install the new ink tank.

Close the front cover when finished.

---

#### ➡ **Note**

When you enable the low ink warning, reset the ink counter of the ink tank installed. Refer to the User's Guide for more detailed procedures and information about maintenance.

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# Notes on Handling the USB Interface (for Windows Users)

If installation of the printer driver does not proceed as instructed in this Quick Start Guide, there may be a problem with the USB driver installation. Try reinstalling the printer driver.

## ■ Reinstalling



If you cannot proceed beyond the **Printer Port** screen:

- 1** Click **Cancel**.
- 2** When the **Abort Installation** screen is displayed, click **Abort**.
- 3** When the **Terminate Installation** screen is displayed, click **OK**.
- 4** Turn the printer off.
- 5** Reinstall the printer driver (see page 8).

## For Further Details...

For more information, place the Setup Software & User's Guide CD-ROM in the CD-ROM drive.

## ■ User's Guide Contents

The "User's Guide" is in PDF format and can be found on the same CD-ROM as the printer driver. You can view this Guide on screen and print out any sections you require.

### Contents

- Printer parts and their functions
- Printer driver functions
- Routine maintenance
- Printing media
- Troubleshooting
- Specifications

## ■ How to View the User's Guide

### For Windows

- (1) Load the CD-ROM in your computer.
- (2) Click **Documentation** at the bottom left of the screen.
- (3) Click **View Documentation**.  
If Acrobat Reader is not installed or Acrobat Reader 4.0 is installed, a message appears. Click **Yes**. Follow the instructions on screen to install the program. The User's Guide will appear once installation is complete.

### For Macintosh

- (1) Load the CD-ROM in your computer.  
If Acrobat Reader 3.0 or later is not already installed, double-click the **Acrobat Reader 4.0** folder in the **CD-ROM** folder, then double-click **Reader 4.0 Installer**. Follow the instructions on the screen to install Acrobat Reader.
- (2) Double-click the **Manual** folder.
- (3) Select a language folder.
- (4) Double-click the icon for the **S300\_UG\_UK.pdf** file.

## ■ BJ Printer Driver Systems Requirements

### For Windows

- Windows 98, Windows Me, Windows 2000, Windows XP
- USB interface
  - \* Use a computer on which Windows 98, Windows Me, Windows 2000 or Windows XP has been preinstalled (including computers preinstalled with Windows 98, Windows Me upgraded to Windows 2000 or Windows XP).
- 15MB of available hard-disk space for Windows 98/Windows Me
- 25MB of available hard-disk space for Windows 2000/Windows XP
- 16MB of available RAM for Windows 98
- 32MB of available RAM for Windows Me/Windows 2000 Professional
- 64MB of available RAM for Windows 2000 Server
- 128MB of available RAM for Windows XP

### For Macintosh

- Macintosh series computer equipped with USB interface
- Preinstalled Mac OS 8.6 - Mac OS 9.X
- 30MB of available hard-disk space (including temporary storage space)
- 12MB of available RAM (unused block)

### Additional Systems Requirements for User's Guide

To install Adobe Acrobat Reader and view the User's Guide:

- 8MB of available hard-disk space for Windows
- 13MB of available hard-disk space for Mac OS
- 640 x 480 pixels or greater, minimum 256 colours video display





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