

Using Your Documentation

Your machine includes the following documentation. This documentation has been designed so that you can easily use your machine to suit your particular needs.

Setting up the MultiPASS

Setting up paper

Installing the MultiPASS Suite



Quick Start Guide

Document and paper handling

Making copies

Maintenance

Troubleshooting feed and copy issues



**MultiPASS
Reference Guide**



Sending and receiving faxes

Speed dialing

Troubleshooting fax issues



**MultiPASS
Fax Guide**



F50 model only

Controlling the MultiPASS from
your PC.....



**MultiPASS Suite for
Windows® Software
User's Guide**



Documentation is included on the CD-ROM in PDF form.



• The machine shown in this guide is the F50 model.

NOTE

Copyright

Copyright © 2001 by Canon, Inc. All rights reserved. No part of this publication may be reproduced, transmitted, transcribed, stored in a retrieval system, or translated into any language or computer language in any form or by any means, electronic, mechanical, magnetic, optical, chemical, manual, or otherwise, without the prior written permission of Canon, Inc.

Trademarks

Canon and BJ are registered trademarks. BCI, Bubble Jet, and MultiPASS are trademarks of Canon Inc. All other product and brand names are registered trademarks, trademarks or service marks of their respective owners.



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

Contents

Chapter 1: Introduction

Customer Support	1-1
Important Safety Instructions	1-1
Main Components of the Machine	1-4
Operation Panel	1-5
Standby Display	1-6

Chapter 2: Document Handling

Document Requirements	2-1
Scanned Area of a Document	2-2
Setting Up Documents	2-3
Placing a Document on the Platen Glass	2-3
Loading Documents into the ADF (F50 Model Only)	2-4

Chapter 3: Paper Handling

Print Media Requirements	3-1
Paper Types and Sizes	3-1
Paper Guidelines	3-3
Printable Areas	3-4
Loading Paper	3-5
Loading Envelopes	3-5
Using Canon Specialty Print Media	3-7
Specialty Print Media Guidelines	3-7
Printing on Banner Paper	3-8

Chapter 4: Making Copies

Documents You Can Copy	4-1
Copying Documents	4-1
Making Multiple Copies	4-2
Setting Paper Size and Paper Type	4-2
Setting Enlarging/Reducing	4-3
Setting the Image Quality	4-4
Adjusting the Copy Exposure	4-4
Special Features	4-5
Repeating an Image over the Paper	4-5
Creating a Mirror Image	4-7
Shrinking an Image to Fit onto the Paper	4-8

Chapter 5: Maintenance

Periodic Cleaning	5-1
Cleaning the Exterior	5-1
Cleaning the Scanning Area	5-1
Cleaning Inside the Machine	5-2
Cleaning the Roller	5-3
Cleaning Inside the ADF (F50 Model Only)	5-3
Ink Tanks	5-4
Guidelines	5-4
When to Replace an Ink Tank	5-5
Replacing an Ink Tank	5-6
Testing and Cleaning the Printhead	5-7
Printing the Nozzle Check Pattern	5-8
Cleaning the Printhead	5-8

Chapter 6: Troubleshooting

Clearing Jams	6-1
Jams in the Multi-Purpose Tray	6-1
Jams in the ADF (F50 Model Only)	6-2
LCD Messages	6-4
Paper Feeding Problems	6-6
Copying Problems	6-7
Print Quality Problems	6-8
Printing Problems	6-9
General Problems	6-11
If You Cannot Solve the Problem	6-11

Chapter 7: Summary of Settings

Understanding the Menu System	7-1
Accessing the Menus	7-1
Menus in Copy Mode	7-2

Appendix: Specifications

General Specifications	A-1
Copier	A-1
Ink Tanks	A-1
Printer	A-2
Scanner	A-2

Index	I-1
-------------	-----

Type Conventions Used in This Guide

Please read the list below of symbols, terms, and abbreviations used in this guide.



- Indicates a warning concerning operations that may lead to death or injury to persons if not performed correctly. In order to use the machine safely, always pay attention to these warnings.



- Indicates a caution concerning operations that may lead to injury to persons or damage to property if not performed correctly. In order to use the machine safely, always pay attention to these cautions.



- Indicates operational warnings and restrictions. Be certain to read these items to operate the machine correctly, and to avoid damage to the machine.



- Indicates notes for operation or additional explanations. Reading these is highly recommended.

(→ p. n-nn)	A number preceded by an arrow and enclosed in parentheses references a page number in this guide which contains more information on the topic of the previous sentence.
→ Quick Start Guide	Refer to the Quick Start Guide for details on the topic of the previous sentence.
→ Fax Guide*	Refer to the MultiPASS Fax Guide for details on the topic of the previous sentence.
→ MultiPASS Suite User's Guide	Refer to the MultiPASS Suite for Windows® Software User's Guide for details on the topic of the previous sentence.
machine	The word "machine" is the general term used to represent the MultiPASS F50/F30.
default	A setting that remains in effect unless you change it.
document or fax*	The original sheet(s) of paper you copy, send or receive with the machine.
menu	A list of settings from which you select an item to set up or change. A menu has a title which appears in the LCD. Available menus and the display differ depending on the machine type (F50 or F30) and the current mode (Copy, Fax*, or Scan Mode). This guide shows the display of the F50 model in Copy Mode as an example.

In addition, this guide uses distinctive typefaces to identify buttons and information in the LCD:

- The buttons you press appear in this typeface: **Stop/Reset**.
- Information in the LCD appears in this typeface: PRINTER SETTINGS.

* F50 model only

Introduction

Customer Support

Your machine is designed with the latest technology to provide trouble-free operation. If you encounter a problem with the machine's operation, try to solve it by using the information in Chapter 6. If you cannot solve the problem or if you think your machine needs servicing, contact the Canon Customer Care Center. (1-800-423-2366)

Important Safety Instructions

Read these safety instructions thoroughly before using your machine, and keep them handy in case you need to refer to them later.



- **This product emits low level magnetic flux. If you use a cardiac pacemaker and feel abnormalities, please move away from this product and consult your doctor.**
- **Do not disassemble or modify. There are high-temperature and high-voltage components inside the machine which may result in a fire or electrical shock.**
- **Follow all warnings and instructions marked on the machine.**

■ Location

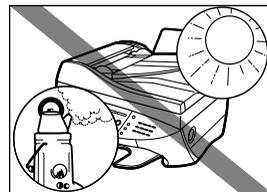
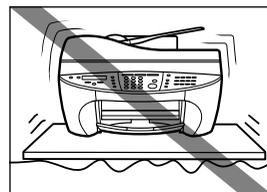


- **Do not place the machine near alcohol, paint thinner or other inflammable substances. If inflammable substances come into contact with electrical parts inside the machine, it may result in a fire or electrical shock.**



- **Do not block or cover the ventilation port or any openings on the machine with objects, as this may result in a fire.**
- **Place the machine on a flat, stable, vibration-free surface that is strong enough to support its weight (approx. 27.3 lb./12.4 kg [F50 model] / 22 lb./10 kg [F30 model]).**

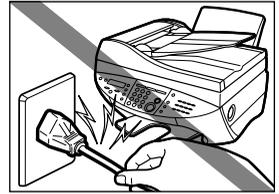
- Make sure the area is free from dust.
- Make sure the location is not affected by extreme temperature changes, and always stays between 50° and 90.5°F (10° and 32.5°C).
- Make sure the relative humidity of the area is between 20% and 85%.
- Keep the machine away from direct sunlight.
- Do not use or store the machine outdoors.
- Do not install the machine near devices that contain magnets or generate magnetic fields, such as speakers.
- Make sure the machine is approximately 4 inches (10 cm) away from walls and other equipment for proper ventilation.



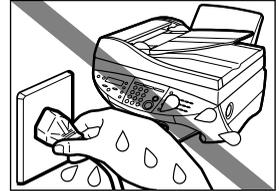
■ Power Supply



- Do not damage or modify the power cord and power plug. Also do not place heavy objects on the power cord, pull on it, or extensively bend it. These actions may cause electrical damage and result in a fire or electrical shock.



- Do not insert or unplug the power plug with wet hands, as this may result in electrical shock.

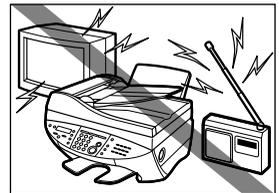


- During electrical storms, turn off the power and disconnect the power cord from the power outlet. (Please note that any documents stored in the machine's memory will be deleted when you turn off the power.)



- If dust accumulates around the plug of the power cord when it is connected to a power outlet, unplug the machine and wipe the plug with a clean, dry cloth.

- For using the F50 model, do not plug the machine into the same circuit with appliances such as an air conditioner, television, or copier. These devices generate an electrical noise, and this may interfere with your machine's ability.



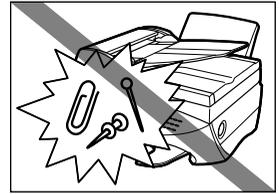
- Whenever you turn off the power and unplug the machine, wait at least five seconds before you plug it in again.

- Plug the machine into a standard 120V AC/60Hz, three-prong grounded outlet. Operate the machine only from the type of power source indicated on the machine's label. If you are not sure of the type of power available, consult your local power company.
- Use only the power cord that came with the machine.
- Turn off the power and unplug the machine in the following conditions:
 - When the power cord or plug is damaged or frayed.
 - If liquid has spilled into the machine.
 - If the machine has been exposed to rain or water.
 - If the machine does not operate normally when you have followed the instructions in the guides included with your machine. Adjust only those controls that are covered by the instructions in the guides since improper adjustment of other controls may result in damage and will often require extensive work by a qualified technician to restore the product to normal operation.
 - If the machine has been dropped or damaged.
 - If the machine exhibits a distinct change in performance, indicating a need for servicing.

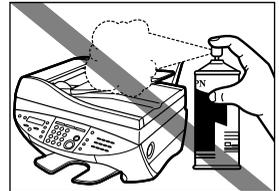
■ Handling



- Do not drop paper clips, staples, or other metal objects inside the machine. Also do not spill water, liquid or inflammable substances inside the machine. If these items come into contact with high-voltage parts inside the machine, it may result in a fire or electrical shock. If these items are dropped or spilled in the machine, turn off the power and unplug the power cord immediately with dry hands. Then, contact the Canon Customer Care Center.



- Do not use any highly flammable spray near the machine. If gas from a spray comes into contact with the electrical components inside the machine, it will result in a fire.



- Close the ADF, the platen glass cover, or the scanning unit gently to avoid catching your hand. Failing to do so may result in personal injury.

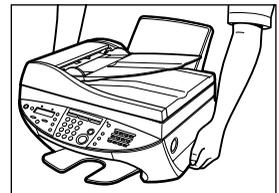


- Do not press down hard on the ADF or the platen glass cover when using the platen glass to scan thick books. This may damage the platen glass and/or result in personal injury.



- Do not fix your eyes on the luminous source while making copies and scanning, as this may result in personal injury.

- Do not subject the machine to strong physical shock or vibration.
- Turn off the power and unplug the machine before moving it.
- Do not lift the machine by any of its attachments.
- If the machine exhibits a distinct change in performance, this indicates a need for servicing.



■ Maintenance



- Do not service the machine yourself except as specifically described in this guide. If further servicing is required, contact the Canon Customer Care Center.

- Keep the machine clean. Dust accumulation may prevent the machine from operating properly.

Main Components of the Machine

This section describes the main components of the machine.

Front View

ADF (AUTOMATIC DOCUMENT FEEDER)*

Holds documents for copying, scanning and sending faxes and feeds them automatically into the machine.

FEEDER COVER

DOCUMENT GUIDES

Adjust to the width of the document.

MULTI-PURPOSE TRAY and TRAY COVER

Holds plain paper and other print media.

DOCUMENT OUTPUT SLOT

Documents come out here.

PLATEN GLASS COVER

Open to place a document on the platen glass.

SCANNING UNIT

Lift up to install the Printhead (Cartridge) and Ink Tanks.

OPEN BUTTON

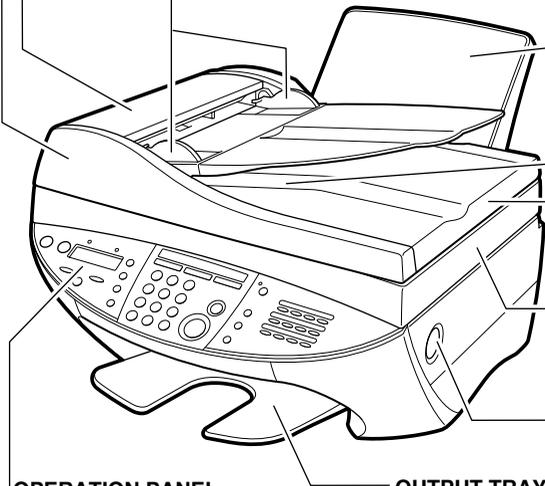
Push to lift up the scanning unit.

OPERATION PANEL

Controls the machine.

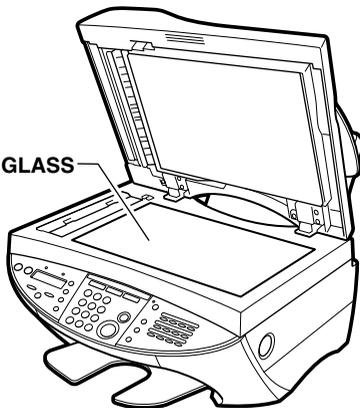
OUTPUT TRAY

Holds printed pages as they exit the machine.

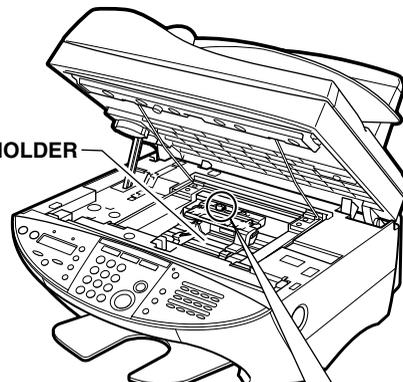


Inside View

PLATEN GLASS



HOLDER



PAPER THICKNESS LEVER

Adjusts the gap between the printhead and the surface of the printing paper. Set the paper thickness lever to the left when loading paper other than envelopes, Banner Paper, and T-Shirt Transfers.

* F50 model only

Operation Panel

This section describes buttons used when making copies and scanning.

- The operation panel shown below is the example for the F50 model.

ON/OFF Button

Turns the machine on/off.

Resume Button

Resumes printing after an error is corrected. Also ejects a jammed document from the ADF.*

LCD

Displays messages and prompts during operation. Also displays selections, text and numbers when setting information.

In Use/Memory Light*
Lights during copying and scanning.

Alarm Light
Flashes when an error occurs, or when the machine is out of paper or ink.

Enlarge/Reduce Button

Sets an enlargement or reduction of the document.

Paper Select Button

Selects paper size and paper type.

Copy Button

Switches standby display to Copy Mode.

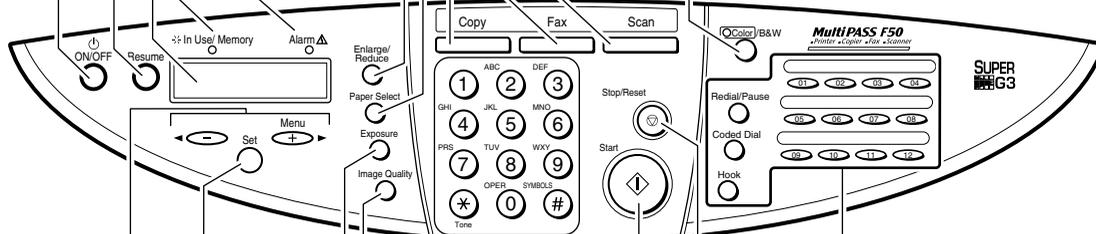
Fax Button, → Fax Guide*

Scan Button

Switches standby display to Scan Mode. When the machine is connected to your PC, pressing this button starts scanning and sends the scanned data to your PC. In Scan Mode, pressing **Start** starts scanning. For details of scanning, → MultiPASS Suite User's Guide.

Color/B&W Button

Sets the machine for color or black & white copying. For color copying, press this button to turn on its light.



Set Button
Selects and confirms the settings.

Exposure Button
Adjusts the copy exposure.

Image Quality Button
Selects the resolution setting the machine uses to copy.

Numeric Buttons
Enters copy quantity and other numerical values.

Stop/Reset Button
Cancels copying and other operations, and returns the machine to standby mode.

Start Button
Starts copying and scanning.

◀(-), ▶(+)(Menu) Buttons

Scroll through the selection so you can see other selections. ▶(+)(Menu) button also has a function to show the menu that customizes the way your machine operates.

* F50 model only

Standby Display

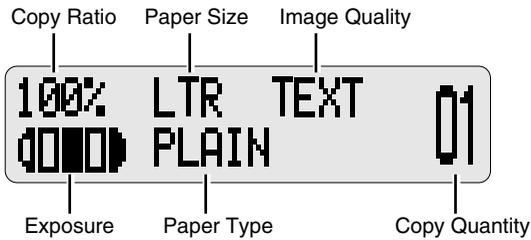
The standby display differs depending on which mode is selected. The standby display in Copy Mode and Scan Mode are as follows:



NOTE

- The standby display in Fax Mode is, → Fax Guide.

■ Copy Mode



NOTE

- When the machine is turned on, the Copy Mode standby display appears.

■ Scan Mode



NOTE

- When you start scanning by using your PC, the machine switches automatically to this mode if necessary.

Chapter 2

Document Handling

Document Requirements

The documents you place on the platen glass or load into the ADF must meet the requirements shown in the table below.

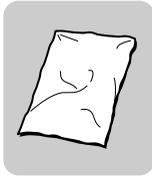
	Platen Glass	ADF (F50 model only)
Type of document	<ul style="list-style-type: none">- Thick paper- Documents with uneven surfaces- Photographs- Small documents (e.g. business cards, postcards)- Special types of paper- Book	Multipage documents of the same thickness and weight.
Size (W × L)	Max. 8.5 × 11.7 in. ** (Max. 216 × 297 mm)	Max. 8.5 × 39 in. (Max. 216 × 1 m) Min. 4.13 × 5.83 in. (Min. 105 × 148 mm)
Quantity	—	Max. 30 letter-, legal- or A4 size sheets* 1 sheet for sizes other than these.
Thickness	Max. 0.79 in. (20 mm)	0.002 to 0.005 in. (0.06 to 0.13 mm)
Weight	—	13 to 24 lb. (50 to 90 g/m ²)

* 20 lb. (75 g/m²) paper

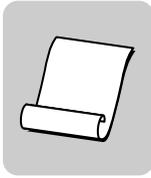
**14 in. (356 mm) for the F30 model
11 in. (279 mm) for sending faxes

Problem Documents

- Make sure any glue, ink, or correction fluid on the document is completely dry before placing it on the platen glass or loading it into the ADF.
- Remove all fasteners (staples, paper clips, etc.) before loading the document into the ADF.
- To prevent document jams in the ADF, do not use any of the following:



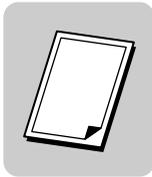
Wrinkled or creased paper



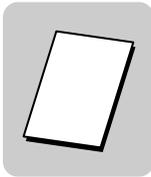
Curled or rolled paper



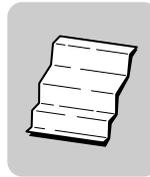
Torn paper



Carbon paper or carbon-backed paper



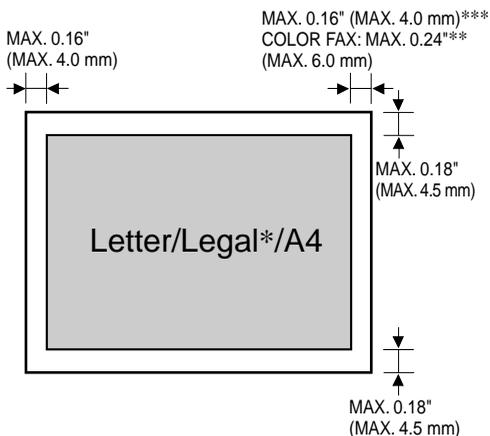
Coated paper



Onion skin or thin paper

■ Scanned Area of a Document

The shaded area in the illustration below shows the scanned area of a document. Make sure your document's text and graphics are within this area.



* When using legal-size documents with the F50 model, load them into the ADF.

** F50 model only

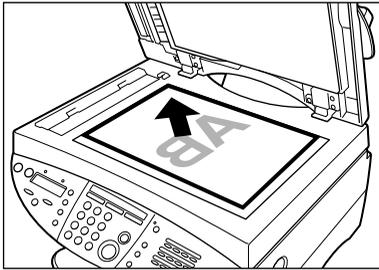
*** When using legal-size documents with the F30 model, the bottom margin is MAX. 0.32 in. (MAX 8.0 mm)

Setting Up Documents

For scanning, place your documents on the platen glass or load them into the ADF. Where you set up your documents depends on the size and type of documents you have, and the machine you are using. (→ p. 2-1)

■ Placing a Document on the Platen Glass

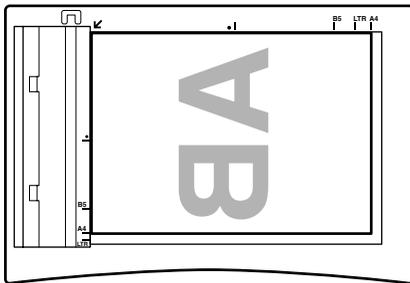
- 1 Open the ADF or the platen glass cover.
- 2 Place your document face down on the platen glass. Align the document with the appropriate paper size marks.
- 3 Gently lower the ADF or the platen glass cover.
The document is now ready for scanning.



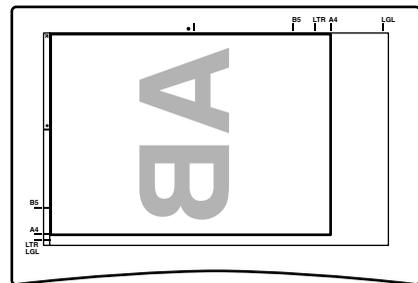
Positioning Documents

Align the upper left corner of your document with the  mark at the upper left corner of the guide plate. Use the guide plate on the upper side and left side of the platen glass to position a document.

■ F50 Model



■ F30 Model



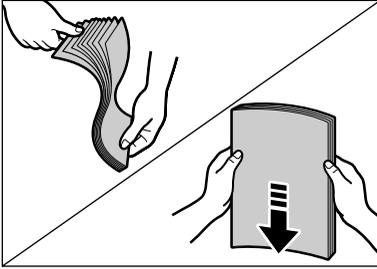
NOTE

- If your document is 4"×6" size, align the document with the  marks.

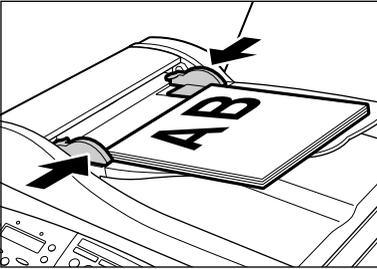
■ Loading Documents into the ADF (F50 Model Only)

1 Make sure there is no document on the platen glass.

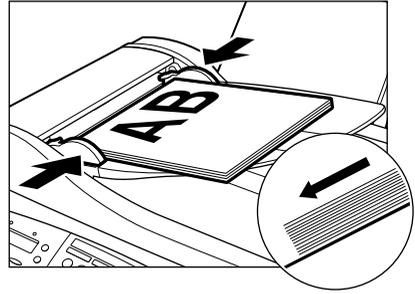
2 Fan the edge that will feed into the machine first then, tap the edge of multipage documents on a flat surface to even the stack.



3 Adjust the document guides to the width of the document.



4 Gently insert the top of the document, face up, into the ADF until you hear a beep.



The document is now ready for scanning.



NOTE

- For a multipage document, the pages are fed one by one from the top of the stack.
- Wait until all pages of your document have been scanned before starting a new job.



Chapter 3

Paper Handling

Print Media Requirements

Paper Types and Sizes

This section describes the different print media you can use with your machine. To achieve the best possible printing performance of your machine, be sure to select the correct print media.

Print Media	Size	Weight	Quantity
Plain paper	Letter (8.5 × 11 in. / 215.9 × 279.4 mm)	17 - 28 lb. (64 - 105 g/m ²)	Approx. 100 sheets* (Max. 0.4 in. (10 mm) stack)
	Legal (8.5 × 14 in. / 215.9 × 355.6 mm)	17 - 28 lb. (64 - 105 g/m ²)	Approx. 100 sheets* (Max. 0.4 in. (10 mm) stack)
	A4 (8.27 × 11.69 in. / 210 × 297 mm)	17 - 28 lb. (64 - 105 g/m ²)	Approx. 100 sheets* (Max. 0.4 in. (10 mm) stack)
Envelopes	U.S. Commercial No. 10 (9.5 × 4.1 in. / 241.3 × 104.1 mm) European DL (8.66 × 4.33 in. / 220 × 110 mm)		10 envelopes
Glossy Photo Paper	Letter and A4		10 sheets
Banner Paper	8.5 × 11 in. (215.9 × 279.4 mm) Max. length: 66 in. (1676 mm)		2 to 6 sheets (joined)
High Resolution Paper	Letter and A4		Approx. 80 sheets (Max. 0.4 in. (10 mm) stack)
Bubble Jet Paper	Letter and A4		Approx. 100 sheets (Max. 0.4 in. (10 mm) stack)
Transparencies	Letter and A4		30 sheets
High Gloss Photo Film	Letter and A4		1 sheet
Glossy Photo Cards			20 cards

* 20 lb. (75g/m²) paper

Print Media	Size	Weight	Quantity
Photo Paper Pro	4" × 6" and Letter		20 sheets (4" × 6") 1 sheet (Letter)
T-Shirt Transfers	Letter		1 sheet



NOTE

- Be sure to test print media before purchasing large quantities.
- For Canon print media, be sure to purchase the recommended print media types.
- Set the paper thickness lever to the left when loading paper other than envelopes, Banner Paper, and T-Shirt Transfers. (→ p. 1-4)

Description of print media

■ Plain Paper

The machine supports letter-, legal-, and A4-size paper in portrait orientation. You can use regular copier paper, cotton bond paper, or typical letterhead. Your machine does not require special ink jet paper. Always use paper without curls, folds, staples, or damaged edges. Look at the label on the package to see if the paper has a preferred side for printing.

■ Envelopes

The machine can print on U.S. Commercial No. 10 and European DL envelopes. You may be able to load other sizes, but Canon cannot guarantee consistent performance on these.

Do not use the following types of envelopes since they may cause problems:

- Envelopes with windows, holes, perforations, cutouts, and double flaps.
- Envelopes made with special coated paper or deeply embossed paper.
- Envelopes with peel-off sealing strips.
- Envelopes with letters enclosed.

■ Glossy Photo Paper GP-301

A high gloss, thick paper that produces the look and feel of a photograph.

■ Banner Paper BP-101

Specifically designed for printing one continuous sheet in a banner format. The connected sheets are divided by perforations and you can print from two to six sheets at a time.

■ High Resolution Paper HR-101/HR-101N

Designed to produce near-photographic quality print output with sharp and vivid graphics.

■ Bubble Jet Paper LC-301

Developed for high quality printing with minimal or no smearing when in contact with water or damp surfaces. This specially coated paper produces bright and vivid colors and stands up to normal office highlighters.

■ Transparencies CF-102

Produce excellent contrast, sharpness, and color, creating crisp and professional overhead presentations. Do not use normal transparencies in the machine as they do not absorb ink and may cause ink to run.

■ High Gloss Photo Film HG-201

A bright white finish film that lends striking visual power to charts, graphs, and photographic images. It creates a sharper and more vivid color output than is possible with coated paper.

■ Glossy Photo Cards FM-101

Made from the same stock as Glossy Photo Paper, these cards allow you to print images over the entire area of the card. Print the image so that it extends beyond the perforations and then trim off the unwanted white margins.

■ Photo Paper Pro PR-101/ PC-101S

Photo Paper Pro PR-101 is thick paper with a treated surface that enhances gloss and provides superior color reproduction. It is ideal for printing high quality photographs.

Photo Paper Pro PC-101S is made of the same material as Photo Paper Pro PR-101, this photo-size paper is intended for printing images that cover the entire surface of the card, without a white border. To take full advantage of PC-101S, make the images slightly larger than the area indicated by the perforations. This paper is ideal for printing high quality photographs.

■ T-Shirt Transfers TR-201

This paper is used to produce iron-on transfers.

■ Paper Guidelines

- Store all print media wrapped and on a flat surface until ready to use. Keep opened packs in their original packaging, in a cool, dry location.
- Store paper at 64.4° - 75.2°F (18° - 24°C), 40% - 60% relative humidity.
- To avoid paper jams and poor print quality, do not print on damp, curled, wrinkled, or torn paper.
- Use cut-sheet paper only, not paper that comes on a roll.
- Do not use paper thicker than can be used for the machine (→ p. 3-1). Thick paper can cause damage to the printhead.
- Do not load paper beyond the paper limit mark (◀) or beyond the tabs on the multi-purpose tray. Doing so may cause problems. Also, make sure there are no gaps on either side of the paper stack.
- If the print media has a print side, set it in the multi-purpose tray with the print side facing upwards.
- The capacity of the output tray is 50 sheets of paper. To prevent paper jams, remove paper from the output tray before the count reaches 50.
- Let the paper run out before refilling the multi-purpose tray. Avoid mixing new stock with paper already loaded.
- Do not leave paper stacked in the multi-purpose tray for long periods of time since it may bend or curl and cause problems.
- Certain environmental conditions, such as extreme temperatures or humidity, can cause some print media to misfeed in the multi-purpose tray. If you have trouble, feed one sheet at a time.
- Depending on the density of the printed pages, the ink may need time to dry. Within two or three seconds, the ink becomes smudge resistant. After drying for several minutes, the ink becomes water-resistant.
- If your printed page contains a large amount of graphics, the ink on the page may be damp due to the print density. Leave the page in the output tray for 30 to 60 seconds to allow the ink to dry. Then remove the page carefully without touching any surfaces.
- Printing dense graphics on light paper stock may cause the paper to curl. Try using heavier stock.
- If paper curls after printing, remove it immediately; otherwise paper jams may occur.
- The platen (a roller inside the machine) may become inked if you print data beyond the width of the page. If this happens, clean inside the machine. (→ p. 5-2)

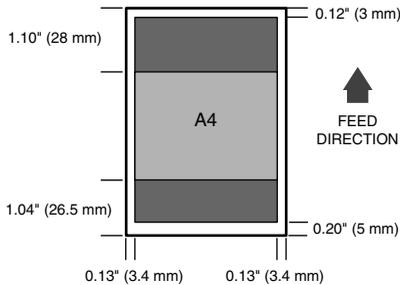
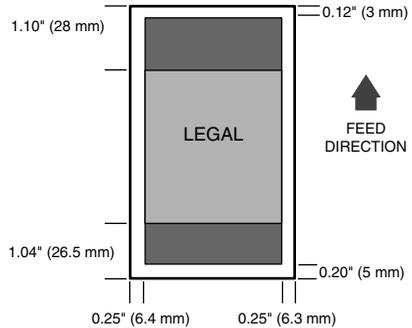
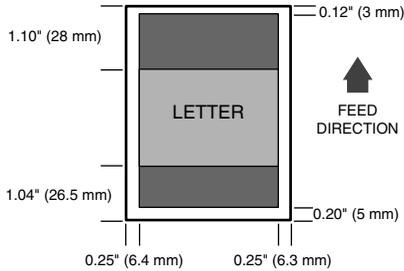
Printable Areas

Please note that the term “printing area” represents both the recommended area for optimum print quality and the entire area where the machine can technically print.

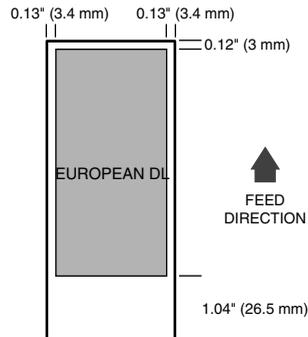
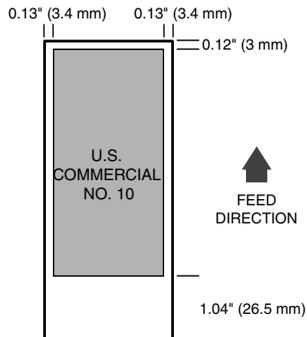
Printing area (light shade) : Canon recommends that you print within this area.

Printable area (dark shade): The area in which it is possible to print. However, printing in this area can adversely affect the print quality or the paper feed precision.

Paper



Envelope

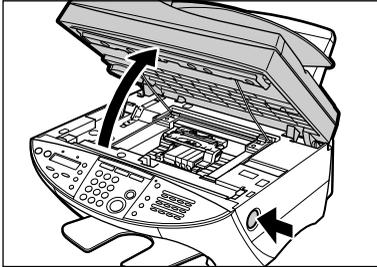


Loading Paper

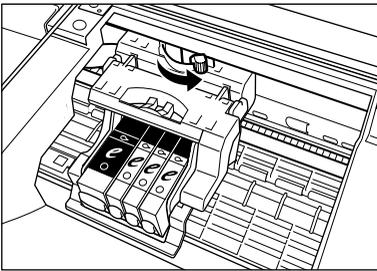
Refer to the Quick Start Guide to load plain paper in the multi-purpose tray.

Loading Envelopes

- 1 Push the Open button and lift up the scanning unit.

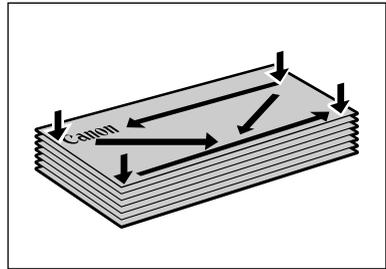


- 2 Move the paper thickness lever to the right and close the scanning unit.

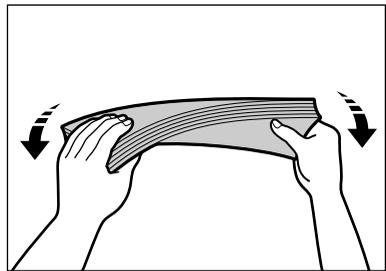


- 3 Arrange the stack of envelopes on a firm, clean surface, and press down firmly on the edges to make the folds crisp.

- Press all the way around the envelopes to remove any curls and expel air from inside the envelopes. Also, press firmly on the area that corresponds to the edges of the back flap.

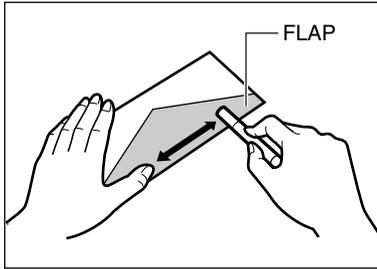


- 4 Remove any curling from the envelopes by holding the edges diagonally and bending them gently.



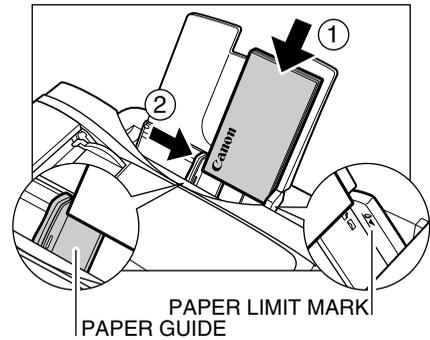
5 Run a pen or other rounded object along the back flaps to flatten them.

- The flaps should not bulge more than 0.2 inch (5 mm).



6 Insert the stack of envelopes into the multi-purpose tray ①, and align the right edge of the stack with the right side of the multi-purpose tray. Pinch the paper guide, then slide it snugly against the left edge of the stack ②.

- Insert the envelopes with the print side up (flaps should not be visible).
- Feed the left side of the envelope (return address portion) into the multi-purpose tray first.
- Make sure the stack does not exceed the paper limit mark (◀).



7 Place the tray cover on the multi-purpose tray.

The machine is now ready to print.



Using Canon Specialty Print Media

Specialty Print Media Guidelines

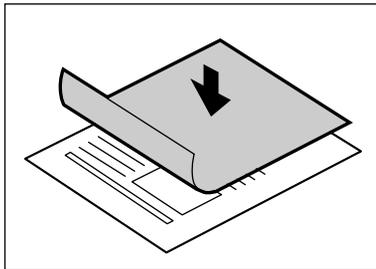


NOTE

- Be sure to read all instructions that come with your Canon specialty print media, as these provide important information on how to achieve the highest print quality.

Follow these guidelines:

- When feeding Transparencies, remove each sheet after it is delivered, being careful not to touch any surfaces. Do not allow film sheets to stack up in the output tray.
- Let the printed sheets of film or paper dry completely before storing them.
Drying time:
 - Canon High Gloss Photo Film HG-201, Canon Glossy Photo Paper GP-301, and Canon Glossy Photo Cards FM-101: 2 minutes
 - Canon Transparencies CF-102: 15 minutes
- When your printed sheets of film have dried completely, cover the printed sides with a sheet of plain (not coated) paper before storing. This is recommended even if you place the sheets in a clear file or plastic holder.



- When loading Transparencies, insert one sheet of plain paper as the last sheet in the stack.
- Do not leave film in the multi-purpose tray for long periods of time. Dust and dirt may accumulate on the film resulting in spotty printing.
- To avoid smudging caused by fingerprints, use a pair of thin cloth gloves while loading and handling film.
- To avoid fading, do not expose printed film to prolonged sunlight.
- Store all print media flat. Do not remove them from their protective packaging until you are ready to use them.
- Store unused film at temperatures between 59° and 86°F (15° and 30°C). The relative humidity should be between 10% and 70%.

■ Printing on Banner Paper

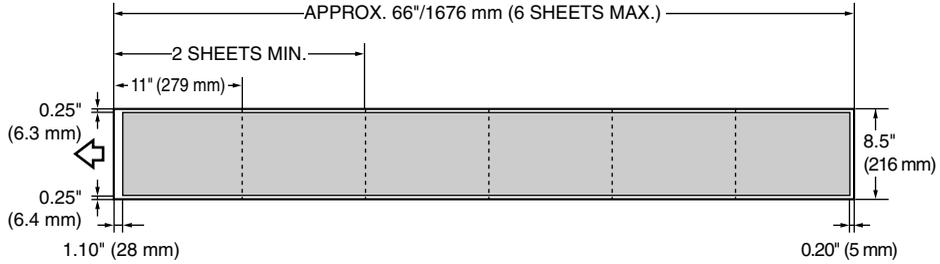
Banner Paper is a continuous sheet of paper with perforations at equal distances along its length, where it can be cut to the length required. For best results, use Canon Banner Paper. You can print banners from two to six sheets in length.



NOTE

- Always leave an extra sheet at the end of the banner—just in case the type runs over.

The shaded portion of the illustration below shows the maximum recommended printing area of Banner Paper.

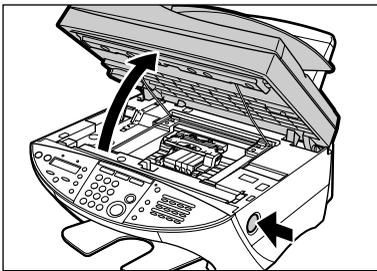


NOTE

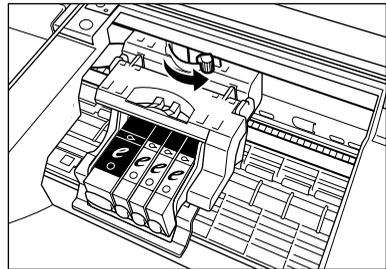
- To prevent ink from running over the edges of the sheet, print within the margins shown above.
- Printing on Banner Paper may require considerable amounts of ink, so use new Ink Tanks if necessary.
- For best print results on Banner Paper, use light design patterns.

1 Place the machine near the edge of a table so that the paper can flow over the edge as it exits the machine.

2 Push the Open button and lift up the scanning unit.

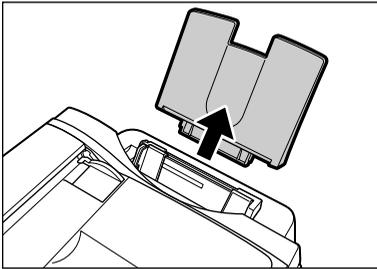


3 Move the paper thickness lever to the right and close the scanning unit.

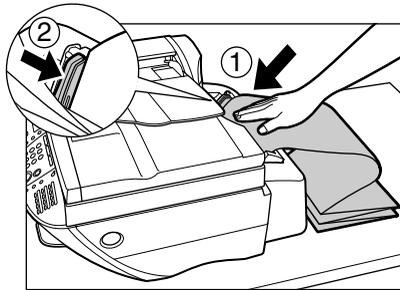


4 Cut the Banner Paper along one of the perforations to the length required.

5 Remove the tray cover and the multi-purpose tray.



6 Place the Banner Paper behind the machine on a flat surface. Then insert the first sheet and press gently down on the sheet ①. Pinch the paper guide, then slide it snugly against the left edge of the stack ②.

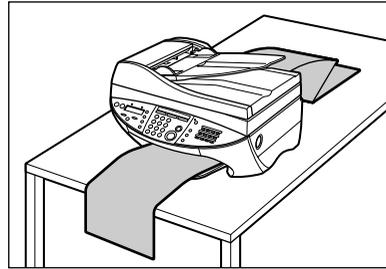


- Press gently down on the sheet until paper feeding starts.
- Make sure the sheets behind the machine are aligned with the direction in which the paper is fed.

 The machine is now ready to print.

7 Set your PC to print on the Banner Paper.

- Allow the paper to flow over the edge of the table as it exits the machine.



Chapter 4

Making Copies

Documents You Can Copy

For information on the types of documents you can copy, their requirements, and details on setting up documents, → Chapter 2.

Copying Documents

One of the machine's convenient features is its ability to make high-quality black & white and color copies.

1 Press **Copy** to set Copy Mode.

Ex:

100%	LTR	TEXT	01
□□■□	PLAIN		

2 Prepare the document and place it on the platen glass or load it into the ADF. (→ pp. 2-3, 2-4)

3 To make a black & white copy, make sure the **Color/B&W** light is off. To make a color copy, press **Color/B&W** to turn on its light.

4 Set copy features if you wish. You can set the features below.

- Copy quantity (→ p. 4-2)
- Paper size and paper type (→ p. 4-2)
- Enlarging/reducing (→ p. 4-3)
- Image quality (→ p. 4-4)
- Exposure (→ p. 4-4)



NOTE

- Please note that you cannot change settings during copying.

5 Press **Start** to begin copying.

COPYING 01

When the machine finishes copying, it beeps.

- To stop copying, press **Stop/Reset**. For the F50 model, you may need to remove the other documents from the ADF, and then press **Resume**. The jammed document in the ADF will be ejected automatically.
- If the paper in the multi-purpose tray runs out during copying, the LCD displays LOAD PAPER PRESS RESUME KEY. Load paper in the multi-purpose tray and then press **Resume**.



NOTE

- To copy multiple pages with a lot of graphics requires a lot of memory. So if you are copying such documents, separate the pages into smaller stacks or make the desired number of copies one at a time.
- For the F50 model, you will be unable to make multiple copies if MEMORY FULL appears in the LCD. Print or delete any documents stored in memory (→ Fax Guide) to free up space in the machine's memory, then start again.
- During copying, you cannot start copying another job.
- After the machine finishes copying, the setting will remain. However, if you press **Stop/Reset** or if no button is pressed for one minute, the machine will reset to the default setting excluding the paper size and paper type settings.

Making Multiple Copies

You can make multiple copies.

- 1 Use the numeric buttons to enter the number of copies you want.

Ex:

100%	LTR	TEXT	05
□□■□	PLAIN		

- ↗ • You can make up to 99 copies.



NOTE

- During copying, the LCD displays the remaining number of copies to be made.

Ex:

COPYING	05
---------	----

Setting Paper Size and Paper Type

You can make copies onto various types of paper. You must set the size and type of paper using the following procedure.

- 1 Press **Paper Select**.

Ex:

SIZE :	<	LTR	>
TYPE :		PLAIN	

- 2 Use ◀ or ▶ to select paper size.

Ex:

SIZE :	<	LGL	>
TYPE :		PLAIN	

- You can select from the following:
 - LTR
 - LGL
 - A4

- 3 Press **Set**.

Ex:

SIZE :		LGL	
TYPE :	<	PLAIN	>

- 4 Use ◀ or ▶ to select paper type.

Ex:

SIZE :		LGL	
TYPE :	<	GLOSSY	>

- You can select from the following:
 - PLAIN
For color copying on plain paper.
 - GLOSSY
For copying color photos onto Glossy Photo Paper.
 - H.RES.
For color copying onto High Resolution Paper.
 - TRANS.
For copying onto Transparencies.
 - PHOTO
For copying onto Photo Paper Pro. It is suitable for copying color photos.



NOTE

- You can only select the B&W DRAFT and COLOR FAST image quality settings when using PLAIN paper. (→ p. 4-4)

- 5 Press **Set**.

Ex:

100%	LGL	TEXT	01
□□■□	GLOSSY		

■ Setting Enlarging/Reducing

You can enlarge or reduce the copy size using preset copy ratios or using custom copy ratios.

■ Enlarging/Reducing using preset copy ratios

1 Press **Enlarge/Reduce**.

Ex:

PRESET RATIO
- 100% +

2 Use ◀ or ▶ to select the copy ratio.

Ex:

PRESET RATIO
- 78% LGL→LTR +

- You can select from the following:
 - 25% MIN.
 - 78% LGL → LTR
 - 95% A4 → LTR
 - 100%
 - 212% 4" × 6" → LTR
 - 400% MAX.



3 Press **Set**.

Ex:

78% LTR TEXT	01
□□■□▶ PLAIN	

■ Enlarging/Reducing using custom copy ratios

1 Press **Enlarge/Reduce** twice.

Ex:

PRESET RATIO
- 100% +

Ex:

ZOOM 25-400%
- 100% +

2 Use the numeric buttons to enter the copy ratio.

Ex:

ZOOM 25-400%
- 80% +

- You can enter the copy ratio from 25% to 400%, selectable in 1% increment.
- You can also use ◀ or ▶ to set the copy ratio. To increase the copy ratio, press ▶. To decrease the copy ratio, press ◀.



3 Press **Set**.

Ex:

80% LTR TEXT	01
□□■□▶ PLAIN	

■ Setting the Image Quality

To set the image quality, select the resolution the machine uses to copy. Resolution is a measure of the fineness or clarity of a printout. Low resolutions may cause text and graphics to have a jagged appearance, while higher resolutions provide smoother curves and lines, crisp text and graphics, and a better match to traditional typeface designs.

1 Press **Image Quality**.

Ex:

IMAGE QUALITY
B&W TEXT

(black & white mode)

Ex:

IMAGE QUALITY
COLOR NORMAL

(color mode)

2 Use ◀ or ▶ to select the image quality.

- In black & white mode, you can select from the following:
 - B&W TEXT
Suitable for most text-only documents.
 - B&W PHOTO
Suitable for documents that contain images such as photos. With this setting, areas of the document that contain photos are automatically scanned with 64 levels of gray, rather than just two (black & white).
 - B&W DRAFT*
Suitable for high-speed copying at a lower resolution.



- In color mode, you can select from the following:
 - COLOR NORMAL
Suitable for normal color copying.
 - COLOR FINE
Suitable for fine color copying.
 - COLOR FAST*
Suitable for high-speed color copying at a lower resolution.

* These settings are available when you select **PLAIN** in the paper type setting. (→ p. 4-2)

3 Press **Set**.

Ex:

100%	LTR	PHOTO	01
□□■□	PLAIN		

(black & white mode)

Ex:

100%	LTR	FINE	01
□□■□	PLAIN		

(color mode)



NOTE

- When using **COLOR FAST**, if the color of the output is different from that expected, please select **COLOR NORMAL** or **COLOR FINE** and copy again.

■ Adjusting the Copy Exposure

You can select the copy exposure the machine uses one of from nine levels. Select according to how light or dark your document is.

1 Press **Exposure**.

Ex:

DENSITY
-LT □□□□□■□□□□ DK+

2 Use ◀ or ▶ to adjust the copy exposure. For a lighter copy exposure, press ◀. For a darker copy exposure, press ▶.

Ex:

DENSITY
-LT □□□□□■□□□□ DK+



3 Press **Set**.

Ex:

100%	LTR	TEXT	01
□□■□	PLAIN		



NOTE

- When setting the exposure to be lighter, the LCD displays the left bar in reverse. When setting the exposure to be darker, the LCD displays the right bar in reverse.

Special Features

The machine has the following **SPECIAL COPY** features. These features allow you to create special copies easily by selecting from menus.

- **IMAGE REPEAT**: Repeating an image over the paper
- **MIRROR IMAGE**: Creating a mirror image
- **ENTIRE IMAGE**: Shrinking an image to fit onto the paper

These features are only available in Copy Mode.

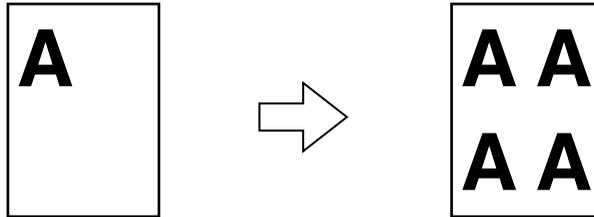


NOTE

- Please note that you cannot set the **SPECIAL COPY** features during copying.
- After the machine finishes copying, the current setting will remain. However, if you press **Stop/Reset** or if no button is pressed for one minute, the machine will reset to the default setting.

Repeating an Image over the Paper

Use **IMAGE REPEAT** to print multiple copies of an image on a single sheet. You can select the number of times you want to repeat the original image.

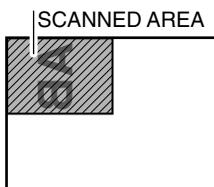


Scanned Area of a Document

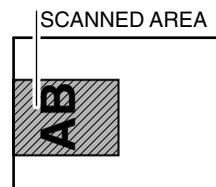
The scanned area of a document differs between documents placed on the platen glass and documents loaded into the ADF.

- The examples below show the scanned areas when copying a document on the same size of paper repeated 2 x 2 times.

Platen Glass (face down)



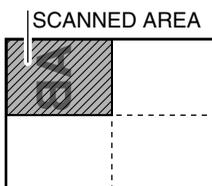
ADF (face up)



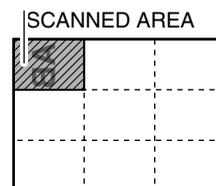
The scanned area of a document depends on the paper size to be printed on and the number of times which it is repeated.

- The examples below show the scanned areas when copying a document placed on the platen glass onto the same size of paper.

2X2



3X3



NOTE

- The scanned area of a document also depends on the enlargement/reduction ratio.

1 Press **Copy** to set Copy Mode.

2 Prepare the document and place it on the platen glass or load it into the ADF. (→ pp. 2-3, 2-4)

3 To make a black & white copy, make sure the **Color/B&W** light is off.
To make a color copy, press **Color/B&W** to turn on its light.

4 Set copy features if you wish. You can set the features below.

- Copy quantity (→ p. 4-2)
- Paper size and paper type (→ p. 4-2)
- Enlarging/reducing (→ p. 4-3)
- Image quality (→ p. 4-4)
- Exposure (→ p. 4-4)



NOTE

- Please note that you cannot change settings during copying.

5 Press **Menu**.

```
MENU
1 . SPECIAL COPY
```

6 Press **Set** twice.

```
SPECIAL COPY
1 . IMAGE REPEAT
```

```
VERTICAL      < 2 >
HORIZONTAL    2
```



7 Use ◀ or ▶ to select the number of vertical repetitions.

```
VERTICAL      < 3 >
HORIZONTAL    2
```

Ex:

- You can select from 1, 2, 3, 4.

8 Press **Set**.

```
VERTICAL      3
HORIZONTAL    < 2 >
```

Ex:

9 Use ◀ or ▶ to select the number of horizontal repetitions.

```
VERTICAL      3
HORIZONTAL    < 3 >
```

Ex:

- You can select from 1, 2, 3, 4.

10 Press **Set**.

```
100% LTR TEXT  01
REPEAT 3x3
```

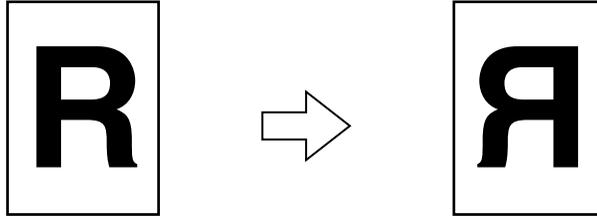
Ex:

11 Press **Start** to begin copying.

When the machine finishes copying, it beeps.

■ Creating a Mirror Image

Use MIRROR IMAGE to print a mirror image of the original.



1 Press **Copy** to set Copy Mode.

2 Prepare the document and place it on the platen glass or load it into the ADF. (→ pp. 2-3, 2-4)

3 To make a black & white copy, make sure the **Color/B&W** light is off.
To make a color copy, press **Color/B&W** to turn on its light.

4 Set copy features if you wish. You can set the features below.

- Copy quantity (→ p. 4-2)
- Paper size and paper type (→ p. 4-2)
- Enlarging/reducing (→ p. 4-3)
- Image quality (→ p. 4-4)
- Exposure (→ p. 4-4)



NOTE

- Please note that you cannot change settings during copying.



5 Press **Menu**.

```
MENU  
1.SPECIAL COPY
```

6 Press **Set**.

```
SPECIAL COPY  
1.IMAGE REPEAT
```

7 Use ◀ or ▶ to select MIRROR IMAGE.

```
SPECIAL COPY  
2.MIRROR IMAGE
```

8 Press **Set**.

```
100% LTR TEXT 01  
Ex: MIRROR IMAGE
```

9 Press **Start** to begin copying.

When the machine finishes copying, it beeps.

■ Shrinking an Image to Fit onto the Paper

To copy an original document with an image occupying the entire page onto a page of the same size as the original, use **ENTIRE IMAGE** to fit the original image into the required paper size.



NOTE

- When using legal-size documents with the F30 model, the lowermost section of the document may not be copied.

1 Press **Copy** to set Copy Mode.

2 Prepare the document and place it on the platen glass or load it into the ADF. (→ pp. 2-3, 2-4)

3 To make a black & white copy, make sure the **Color/B&W** light is off.
To make a color copy, press **Color/B&W** to turn on its light.

4 Set copy features if you wish. You can set the features below.

- Copy quantity (→ p. 4-2)
- Paper size and paper type (→ p. 4-2)
- Image quality (→ p. 4-4)
- Exposure (→ p. 4-4)



NOTE

- Please note that you cannot change settings during copying.



Press **Menu**.

```
MENU
1 . SPECIAL COPY
```

6 Press **Set**.

```
SPECIAL COPY
1 . IMAGE REPEAT
```

7 Use ◀ or ▶ to select **ENTIRE IMAGE**.

```
SPECIAL COPY
3 . ENTIRE IMAGE
```

8 Press **Set**.

```
90% LTR TEXT 01
Ex: ENTIRE IMAGE
```



NOTE

- When enlarging/reducing is set in conjunction with **ENTIRE IMAGE**, only copy ratios less than 101% can be used.

9 Press **Start** to begin copying.

When the machine finishes copying, it beeps.

Chapter 5

Maintenance

Periodic Cleaning

Your machine requires little periodic maintenance. This section describes the necessary cleaning procedures for your machine.

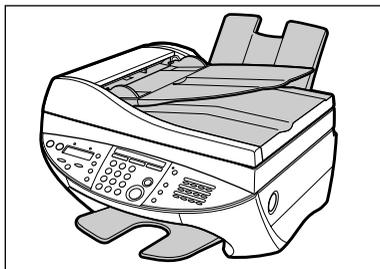
Turn off the power and disconnect the power cord before cleaning the machine. When you are finished, reconnect the power cord and turn on the power again.



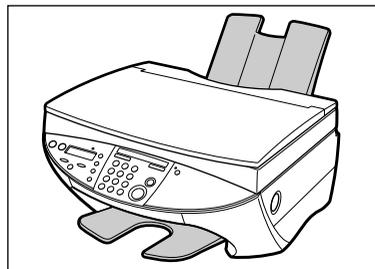
- Be sure to turn off the power and disconnect the power cord before cleaning the machine.
- For the F50 model, print any documents stored in memory before disconnecting the power cord, since documents in memory are erased when the power is disconnected. (→ Fax Guide)
- Do not use tissue paper, paper towels, or similar materials for cleaning; they can stick to the components or generate static charges. Use a soft cloth to avoid scratching the components.
- Never use volatile liquids such as thinners, benzene, acetone, or any other chemical cleaner to clean the interior of the machine; these can damage the machine's components.

Cleaning the Exterior

Wipe the machine's exterior (shaded area) with a clean, soft, lint-free cloth moistened with water or diluted dishwashing detergent solution.



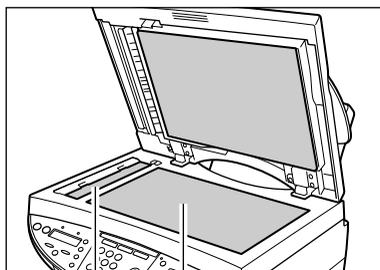
(F50 model)



(F30 model)

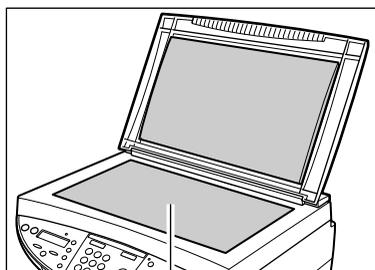
Cleaning the Scanning Area

Wipe the scanning area (shaded area) with a clean, soft, lint-free cloth moistened with water, then wipe with a clean, soft, dry, lint-free cloth.



PLATEN GLASS
TRANSPARENT SHEET

(F50 model)



PLATEN GLASS

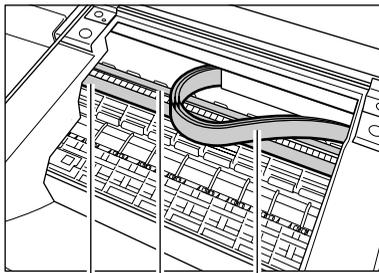
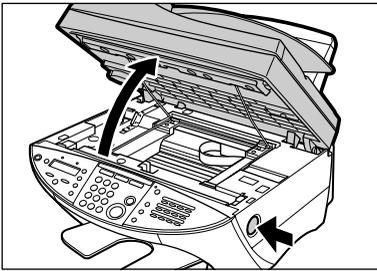
(F30 model)

■ Cleaning Inside the Machine

To prevent ink spots and paper dust from accumulating inside the machine and affecting print quality, clean the unit's print area periodically.

1 Turn off the power and disconnect the power cord from the machine.

2 Push the Open button and lift up the scanning unit.



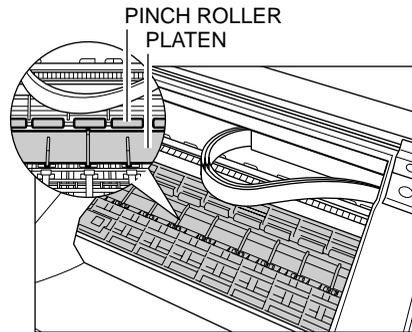
ROUND SHAFT RIBBON CABLE
TRANSPARENT FILM



- Do not touch the components shown or any metal parts since this may adversely affect operation of the machine and/or affect print quality.

3 Use a clean, soft, dry, lint-free cloth to remove any ink or paper debris from the machine's interior (shaded area), especially around the platen and pinch roller.

- Be careful not to touch the Printhead (Cartridge) or its holder.



4 When you are finished, close the scanning unit.

- Be sure to close the scanning unit until it locks into place, or the machine will not function properly.

5 Reconnect the power cord and turn on the power.

■ Cleaning the Roller

Clean the roller when envelopes do not feed correctly.

For best results, first clean the rollers three times without setting any paper. Then, set three sheets of letter- or A4-size paper and perform roller cleaning a further three times.

1 Press **Menu**.

2 Use ◀ or ▶ to select **PRINTER SETTINGS**.

Ex: MENU
7.PRINTER SETTINGS

3 Press **Set** twice.

PRINTER SETTINGS
1.CLEANING

CLEANING
1.NOZZLE CHECK



4 Use ◀ or ▶ to select **ROLLER CLEANING**.

CLEANING
4.ROLLER CLEANING

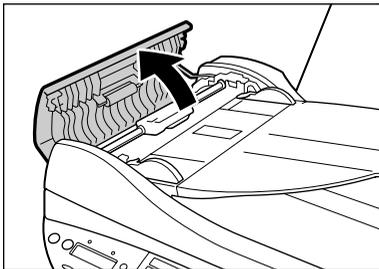
5 Press **Set**.

- The machine cleans the roller.

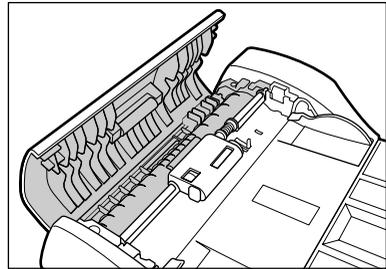
■ Cleaning Inside the ADF (F50 Model Only)

1 Turn off the power and disconnect the power cord from the machine.

2 Open the feeder cover.



3 Use a clean, soft, dry, lint-free cloth to wipe up paper dust from the shaded area.



NOTE

- If the scanner components are dirty, the documents you send or copy will also be dirty.

4 When you are finished, close the feeder cover by pressing it down.

- Be sure to close the feeder cover until it locks into place, or the machine will not function properly.

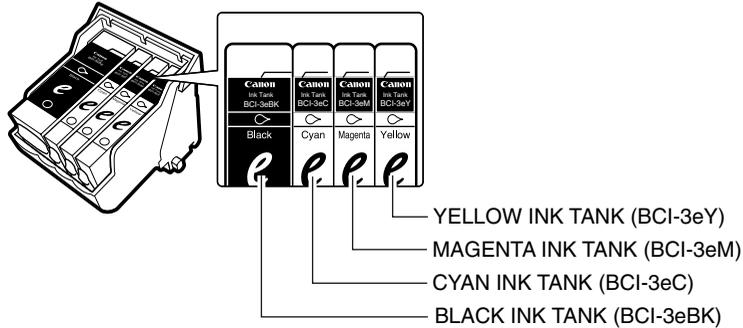
5 Reconnect the power cord and turn on the power.

Ink Tanks



- For optimum printing results and to avoid printing problems, Canon recommends that you only use the Canon Ink Tanks described in this guide.

There are four Ink Tanks: Black, cyan, magenta, and yellow.



Guidelines

- Store Ink Tanks at room temperature.
- Use Ink Tanks within a year after purchase. Once opened, use Ink Tanks within six months.
- Do not remove Ink Tanks from the machine unnecessarily, or the ink in them may harden.
- Do not leave empty Ink Tanks in a Printhead (Cartridge). Remove them immediately when they run out of ink, and replace them with new ones. Do not leave a Printhead (Cartridge) with any of its Ink Tanks missing as the ink in the Printhead (Cartridge) will dry and adversely affect print quality.
- Replace the Ink Tank with a new one. Replacing the Ink Tank with a used one causes trouble with the printhead. It will also make it difficult to determine the correct time to change the Ink Tanks.
- The ink in the Ink Tanks is difficult to clean up if spilled. Follow these precautions when handling:
 - Carefully remove Ink Tanks from packaging.
 - Do not attempt to disassemble or refill Ink Tanks.
 - Do not shake or drop Ink Tanks, or tip the printhead downwards.
- The ink in the Ink Tanks is soluble. Do not touch printed paper with wet hands, or spill any liquid onto it. It may cause an ink spread.



CAUTION

- **Keep Printhead (Cartridge) and Ink Tanks out of the reach of children. If a child inadvertently ingests ink, consult a physician immediately.**

■ When to Replace an Ink Tank

How frequently you need to replace an Ink Tank depends on how you use your machine. If you print a lot of graphics, halftones, or grayscales, you will need to replace them more often than if you print mainly text.

In general, you will need to replace an Ink Tank in the following situations:

- If you have been using an Ink Tank for over six months.
- If your output is blank.
- If your printouts appear to be missing a color.
- If one of the messages below appears in the LCD:
 - C INK EMPTY (Cyan Ink Tank is empty.)
 - M INK EMPTY (Magenta Ink Tank is empty.)
 - Y INK EMPTY (Yellow Ink Tank is empty.)
 - K INK EMPTY (Black Ink Tank is empty.)

If more than one Ink Tank is empty, several letters may appear (e.g. C Y INK EMPTY).

When one or more of the above messages appear in the LCD, replace the Ink Tank(s) as described later in this chapter. If no message appears, refer to the flow chart to determine the problem. (→ p. 5-7)

■ Replacing an Ink Tank

This section describes how to replace an Ink Tank in an installed Printhead (Cartridge). Before replacing an Ink Tank, be sure to read the section When to Replace an Ink Tank. (→ p. 5-5)

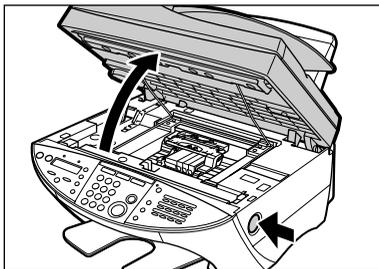


IMPORTANT

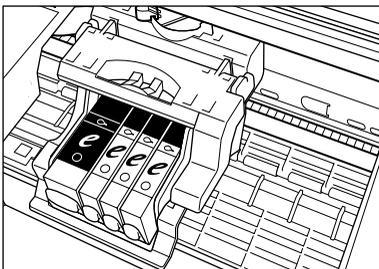
- Do not replace Ink Tanks while the machine is printing or performing another operation.

1 Make sure the power is turned on.

2 Push the Open button and lift up the scanning unit.



- The holder automatically moves to the center of the machine.



CAUTION

- Do not try to manually move or stop the holder since this may damage the machine.
- Do not touch any metal parts since this may adversely affect operation of the machine and/or affect print quality.



3 Press on the tab to release the empty Ink Tank, then remove it from its slot.



CAUTION

- Do not remove the Printhead (Cartridge) from the machine.
- Do not remove several Ink Tanks together. Remove and replace each one individually to ensure that they are inserted in the correct slot. Inserting them in the wrong slot will cause colors to print incorrectly.



- Discard the old Ink Tank immediately according to the local laws and regulations for disposal of consumables. You may want to place it in a bag to keep any residual ink from spilling.
- Spilled ink can stain any surface; protect yourself and your work area.

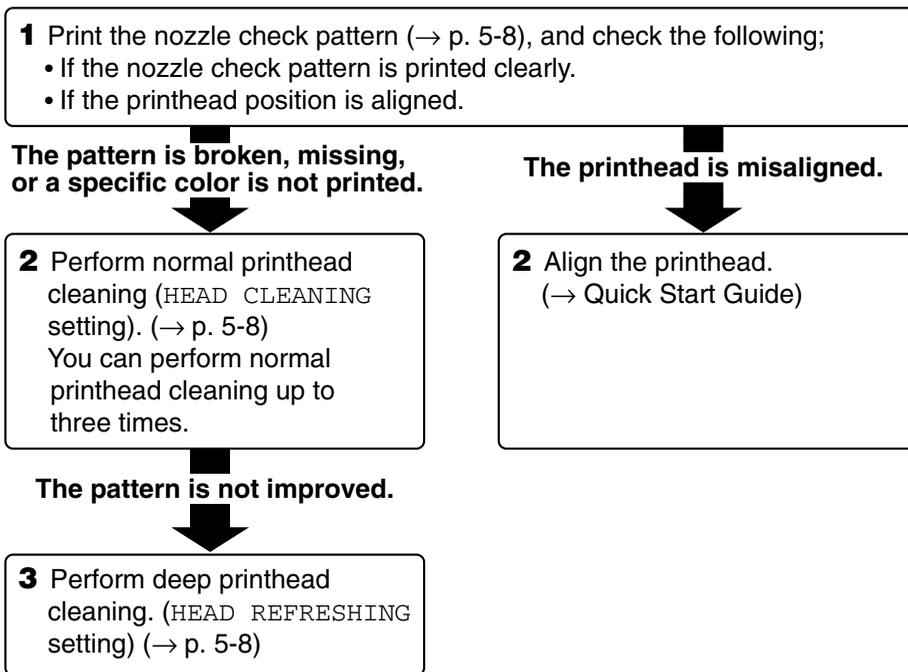
4

To install the new Ink Tank, → Quick Start Guide.

Testing and Cleaning the Printhead

The printhead contains nozzles through which ink is propelled onto the paper. To maintain the best possible print quality, these nozzles need to be cleaned from time to time. Your machine is equipped with a printhead cleaning function that does this.

■ Flow Chart of Printhead Maintenance



NOTE

- If the pattern does not improve even after performing HEAD REFRESHING, turn off the power and perform HEAD REFRESHING again after 24 hours. If the pattern still does not improve, the Printhead (Cartridge) may be damaged. Contact the Canon Customer Care Center to have the Printhead (Cartridge) replaced.

■ Printing the Nozzle Check Pattern

Print the nozzle check pattern to test the printhead installed in the machine. This test shows if each printhead nozzle is operating properly.

1 Press **Menu**.

2 Use ◀ or ▶ to select **PRINTER SETTINGS**.

Ex: MENU
7 . PRINTER SETTINGS

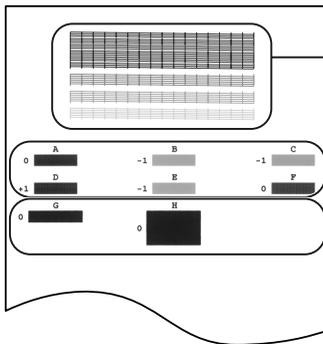


3 Press **Set** three times.

PRINTER SETTINGS
1 . CLEANING

CLEANING
1 . NOZZLE CHECK

- The machine prints the nozzle check pattern.



Nozzle Check Pattern

If the pattern is broken, missing, or a specific color is not printed, → Cleaning the Printhead, below.

Printhead Position

If the pattern is not uniform, → Quick Start Guide.

If lateral lines are visible, → Quick Start Guide.

■ Cleaning the Printhead

If the printed nozzle check pattern is broken, missing, or a specific color is not printed, clean the printhead.



NOTE

- Cleaning the printhead consumes a small amount of ink. Cleaning too often reduces the amount of ink in the Ink Tanks.

1 Press **Menu**.

2 Use ◀ or ▶ to select **PRINTER SETTINGS**.

Ex: MENU
7 . PRINTER SETTINGS

3 Press **Set** twice.

PRINTER SETTINGS
1 . CLEANING

CLEANING
1 . NOZZLE CHECK



4 Use ◀ or ▶ to select **HEAD CLEANING** (normal printhead cleaning) or **HEAD REFRESHING** (deep printhead cleaning).

Ex: CLEANING
2 . HEAD CLEANING

5 Press **Set**.

- The machine cleans the printhead which takes about 30 to 50 seconds.

Troubleshooting

Clearing Jams

Jams in the Multi-Purpose Tray

If print media jams in the multi-purpose tray, the LCD displays CLEAR PAPER JAM.

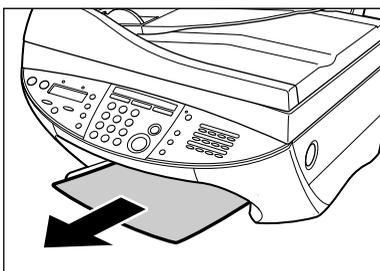


NOTE

- For the F50 model, if the paper jam occurred while a fax was being received into the machine's memory, that fax will be printed automatically when the jam is cleared and you press **Resume**.

Removing the Jammed Paper from the Paper Output

- 1 Gently pull any jammed paper out of the paper output.



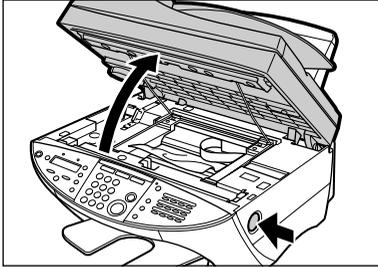
- If you cannot see any jammed paper in the paper output, remove it from the inside of the scanning unit. (→ p. 6-2)



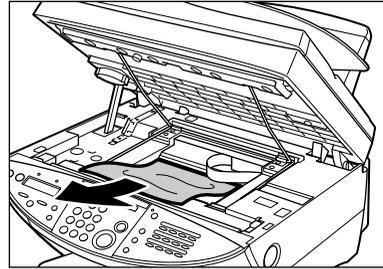
- 2 Press **Resume** to start the operation again.
 - If you are printing from a Windows® application, follow the instructions displayed by the software on your PC.

■ Removing the Jammed Paper from the Scanning Unit

- 1 Turn off the power.
- 2 Push the Open button and lift up the scanning unit.



- 3 Gently gather the jammed paper to the center of the opening, and then remove it.



- Be careful not to touch the components inside the machine.

- 4 Close the scanning unit and turn on the power.
- 5 Press **Resume** to start the operation again.
 - If you are printing from a Windows® application, follow the instructions displayed by the software on your PC.

■ Jams in the ADF (F50 Model Only)

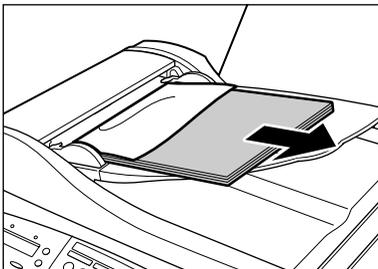
When a document is jammed or misfed in the ADF, the LCD displays DOC . TOO LONG .



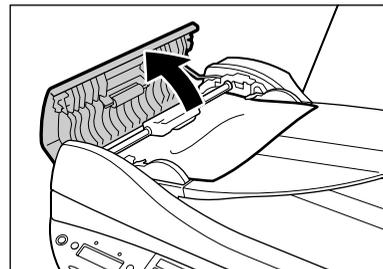
NOTE

- You do not need to turn off the power when you remove the jammed documents from the ADF.

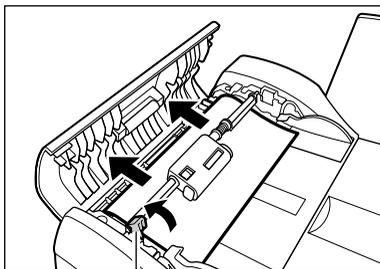
- 1 Press **Stop/Reset**.
- 2 If a multipage document is loaded, remove all document except for jammed page(s) from the ADF.



- 3 Open the feeder cover.

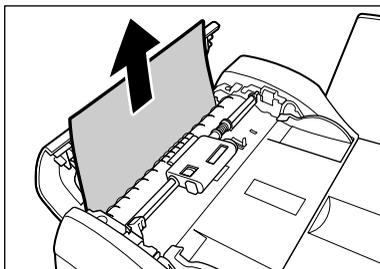


- 4 Raise the paper release lever and slide the paper under the roller toward the left of the machine.



PAPER RELEASE LEVER

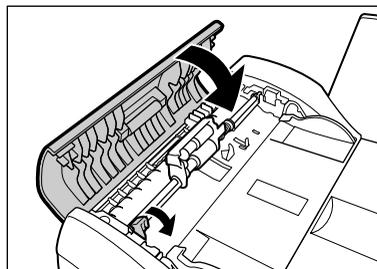
- 5 Pull out the jammed document from the ADF.



NOTE

- When a paper jam occurs by pressing **Stop/Reset** during copying or sending, remove the other documents from the ADF, and then press **Resume**. The jammed document in the ADF will be ejected automatically.

- 6 Lower the paper release lever and then close the feeder cover.



LCD Messages

The following messages are displayed in the LCD when the machine is performing a function or encounters an error. This section describes the general messages and ones related to copy functions. For the messages related to fax functions, → Fax Guide.

Message (Error Code)	Cause	Action
C INK EMPTY	The Cyan Ink Tank in the Printhead (Cartridge) is empty.	Replace the Ink Tank. (→ p. 5-6)
CARTRIDGE JAMMED	The holder cannot move. This is normally due to a paper jam.	Clear the paper jam or whatever is obstructing the holder and then press Resume . Do not attempt to move the holder manually.
CHECK PAPER SIZE	The size of the paper in the multi-purpose tray and that specified in the PAPER SIZE setting are different.	Load the correct paper size or change the PAPER SIZE setting. (→ p. 4-2)
CHECK PRINTER	There may be an obstruction that is not allowing the holder mechanism to move.	Check for any obstruction (paper clip, small object, etc.). Check also for a paper jam and clear the jam if necessary (→ pp. 6-1, 6-2). Then press Resume and start again.
	The Printhead (Cartridge) may be defective.	Press Resume . Reinstall the Printhead (Cartridge) (→ Quick Start Guide) and start again. In either case, if the error does not clear, try turning off the power. Wait several minutes, then turn on again.
	The waste ink tank (which holds the ink used for printhead cleaning) may be full.	Contact the Canon Customer Care Center to have the waste ink tank replaced immediately.
CLEAR ADF (F50 model only)	There is a paper jam in the ADF.	Remove the document you are trying to copy or send from the ADF and press Resume (→ p. 6-2). Then start again.
CLEAR PAPER JAM	There is a paper jam.	Clear the paper jam (→ pp. 6-1, 6-2) and reload paper in the multi-purpose tray. Then press Resume .
COVER OPEN	You opened the scanning unit during an operation.	Close the scanning unit.
K INK EMPTY	The Black Ink Tank in the Printhead (Cartridge) is empty.	Replace the Ink Tank. (→ p. 5-6)

Message (Error Code)	Cause	Action
LOAD PAPER (PRESS RESUME KEY)	The multi-purpose tray is empty.	Load paper in the multi-purpose tray (→ Quick Start Guide). Make sure the stack is below the paper limit mark (◀). Then press Resume .
M INK EMPTY	The Magenta Ink Tank in the Printhead (Cartridge) is empty.	Replace the Ink Tank. (→ p. 5-6)
MEMORY FULL (#037) (F50 model only)	The machine's memory is full because it has received too many documents, or a very long or detailed document.	Print any documents stored in memory (→ Fax Guide). Then start again.
	The machine's memory is full because you tried to send or copy too many pages at once, or a very long or detailed document.	Divide the document and send or copy each part separately. To free up space in the machine's memory, print or delete any documents in memory you no longer need. (→ Fax Guide)
WAIT COOLING	During printing, the printhead may have become too hot.	Allow the machine to cool down. The machine will resume printing when it has cooled down.
WRONG CARTRIDGE	The Printhead (Cartridge) isn't installed correctly.	Retry to install the Printhead (Cartridge).
Y INK EMPTY	The Yellow Ink Tank in the Printhead (Cartridge) is empty.	Replace the Ink Tank. (→ p. 5-6)

Paper Feeding Problems

■ Paper does not feed correctly.

The multi-purpose tray may contain too many sheets.

- Make sure the paper stack in the multi-purpose tray does not exceed the paper limit mark (◀). (→ Quick Start Guide)

Paper may not be loaded correctly.

- Make sure the paper stack is loaded properly in the multi-purpose tray, and that the paper guide is adjusted correctly. (→ Quick Start Guide)

■ Paper feeds skewed. (Printing is skewed.)

Paper may not be loaded correctly.

- Make sure the paper stack is loaded properly in the multi-purpose tray, and that the paper guide is adjusted correctly. (→ Quick Start Guide)
- Make sure the right edge of the paper stack is aligned with the right side of the multi-purpose tray and the paper guide is aligned with the left edge of the stack. (→ Quick Start Guide)
- Make sure the paper exit path is clear.

■ Multiple sheets feed into the machine at the same time.

Paper may not be loaded correctly.

- Make sure the paper stack is loaded properly in the multi-purpose tray, and that the paper guide is adjusted correctly. (→ Quick Start Guide)

Sheets of paper may be sticking together.

- Be sure to fan the paper stack before loading it in the multi-purpose tray. This keeps the sheets of paper from sticking together. (→ Quick Start Guide)

The multi-purpose tray may contain too many sheets.

- Make sure the paper stack in the multi-purpose tray does not exceed the paper limit mark (◀). (→ Quick Start Guide)
- Do not exceed the maximum loading capacity of the multi-purpose tray. (→ p. 3-1)
- Do not force the paper stack into the multi-purpose tray.

Different types of paper may be loaded in the multi-purpose tray.

- Load only one type of paper.
- Make sure you load paper that meets the paper requirements for the machine. (→ Chapter 3)

■ Transparencies do not feed correctly.

The Transparencies may not be loaded correctly.

- Make sure they are loaded properly (→ Quick Start Guide). Do not load more than 30 Transparencies in the multi-purpose tray.

■ Repeated paper jams occur.

The paper you are using may be causing the jams.

- Be sure to fan the paper stack before loading it in the multi-purpose tray. This keeps the sheets of paper from sticking together. (→ Quick Start Guide)
- Check that the paper you are using and your printing environment are within the specifications of the machine. (→ Chapter 3)

■ Envelopes do not feed correctly.

Envelopes may not be loaded correctly.

- Make sure the envelopes are loaded properly (→ p. 3-5). Do not load more than 10 envelopes in the multi-purpose tray.
- Perform roller cleaning. (→ p. 5-3)

The envelopes you are using may not meet the requirements for the machine.

- Envelopes must be U.S. Commercial No. 10 or European DL envelopes. (→ p. 3-1)



NOTE

- For additional troubleshooting, → MultiPASS Suite User's Guide.

Copying Problems

■ The machine will not make a copy.

One or more Ink Tanks in the installed Printhead (Cartridge) may be empty.

- Check for an error message in the LCD (→ p. 6-4) and replace if necessary. (→ p. 5-6)

The document may not have been loaded correctly.

- Remove the document, stack it if necessary, and place it on the platen glass or load it into the ADF correctly. (→ p. 2-3)
- Make sure the feeder cover is closed.

The Printhead (Cartridge) or Ink Tanks may not be installed properly.

- Make sure the Printhead (Cartridge) and Ink Tanks are installed properly. (→ Quick Start Guide)
- Be sure to remove the orange protective cap from the Printhead (Cartridge) before you install it. (→ Quick Start Guide)

The machine may not be operating properly.

- Print the nozzle check pattern. (→ p. 5-8)

■ MEMORY FULL appears in the LCD when making multiple copies. (F50 model only)

The document you are copying may have too much graphics.

- If multiple pages are being copied, separate the pages into smaller stacks. If not, make the desired number of copies one at a time as needed.

The machine's memory is full.

- Print or delete any documents stored in memory (→ Fax Guide) to free up space in the machine's memory, then start again.



NOTE

- For additional troubleshooting, → Print Quality Problems.

Print Quality Problems

■ The print quality is not what you expect; print is not clear, is splashed, has missing dots or white streaks.

The print media you are using may not be supported by the machine.

- Make sure you are using the recommended print media. (→ p. 3-1)

You may be printing on the wrong side of the paper.

- Some papers have a “right” side for printing. If the print quality is not as clear as you would like it to be, try turning the paper over and printing on the other side.

The nozzles on the printhead may be clogged.

- Refer to the flow chart (→ p. 5-7) and clean the printhead if necessary. (→ p. 5-8)

The Printhead (Cartridge) or Ink Tanks may not be installed properly.

- Make sure the Printhead (Cartridge) and Ink Tanks are installed properly. (→ Quick Start Guide)
- Be sure to remove the orange protective cap from the Printhead (Cartridge) before you install it. (→ Quick Start Guide)

One or more Ink Tanks in the installed Printhead (Cartridge) may be empty.

- Check for an error message in the LCD (→ p. 6-4) and replace if necessary. (→ p. 5-6)

You may not have aligned the printhead after installing a new Printhead (Cartridge).

- Align the printhead. (→ Quick Start Guide)

■ The printout contains blurred or smudged ink.

The print media you are using may not be supported by the machine.

- Make sure you are using the recommended print media. (→ p. 3-1)

You may be printing on the wrong side of the paper.

- Some papers have a “right” side for printing. If the print quality is not as clear as you would like it to be, try turning the paper over and printing on the other side.

■ The print side is rubbed and stained.

The paper thickness lever is not set correctly.

- When you print images that contain large quantities of ink, the paper may curl and rub. Move the paper thickness lever to the right.

■ The machine prints only in black. (You are printing from an application that supports color printing but your output is black ink only.)

The Printhead (Cartridge) or Ink Tanks may not be installed properly.

- Make sure the Printhead (Cartridge) and Ink Tanks are installed properly. (→ Quick Start Guide)
- Be sure to remove the orange protective cap from the Printhead (Cartridge) before you install it. (→ Quick Start Guide)

The printhead may need cleaning.

- Refer to the flow chart (→ p. 5-7) and clean the printhead if necessary. (→ p. 5-8)

■ Colors are missing.

The printhead may need cleaning.

- Refer to the flow chart (→ p. 5-7) and clean the printhead if necessary. (→ p. 5-8)

■ Colors in a line are uneven or different from previous lines.

The print settings may not be the best for the images you are printing.

- Experiment with different settings and paper types.

■ Hue changes.

The nozzles on the printhead may be clogged.

- Refer to the flow chart (→ p. 5-7) and clean the printhead if necessary. (→ p. 5-8)

One or more Ink Tanks in the installed Printhead (Cartridge) may be empty.

- Check for an error message in the LCD (→ p. 6-4) and replace if necessary. (→ p. 5-6)



NOTE

- For additional troubleshooting, → MultiPASS Suite User's Guide.

Printing Problems

■ The Alarm light comes on and the machine beeps while printing.

The machine may have a paper jam.

- Clear the paper jam. (→ p. 6-1)
- If the machine has no paper jam, turn off and unplug the machine and wait five seconds, then plug and turn on the machine again. If the problem is fixed, the Alarm light will turn off, the holder will move to its home position on the right side of the machine, and the LCD will return to standby mode. If the Alarm light remains lit, contact the Canon Customer Care Center.

■ The Printhead (Cartridge) moves, but ink does not appear.

The Printhead (Cartridge) or Ink Tanks may not be installed properly.

- Make sure the Printhead (Cartridge) and Ink Tanks are installed properly. (→ Quick Start Guide)
- Be sure to remove the orange protective cap from the Printhead (Cartridge) before you install it. (→ Quick Start Guide)

The nozzles on the printhead may be clogged.

- Refer to the flow chart (→ p. 5-7) and clean the printhead if necessary. (→ p. 5-8)

One or more Ink Tanks in the installed Printhead (Cartridge) may be empty.

- Check for an error message in the LCD (→ p. 6-4) and replace if necessary. (→ p. 5-6)

■ The printed output is not what you expected.

The printer cable may not be securely connected to the machine and PC.

- Check the printer cable connection. (→ Quick Start Guide)

The printer cable may not be the correct type.

- Make sure you have the correct printer cable type. (→ Quick Start Guide)

The printer cable may be too long.

- Make sure you have the correct length cable. (→ Quick Start Guide)

■ Printout does not match paper size.

Paper may not be loaded and aligned correctly in the multi-purpose tray.

- Make sure the paper is loaded and aligned correctly. (→ Quick Start Guide)



- If the printhead prints on the platen, clean the ink off the platen by launching Notepad and setting the application to print 2 or 3 blank sheets of paper.

■ The machine suspends printing after each line.

The printhead may have become too hot. If this happens, the machine may be slowing its printing speed at the end of each line to protect the printhead.

- Stop your print operation and wait several minutes to allow the machine to cool. Then start your operation again.

■ The printout curls.

Your page may include a large amount of ink.

- Leave the page in the output tray for 30 to 60 seconds to allow the ink to dry. Then remove the page carefully without touching any surfaces.
- The paper you are using may be too thin. Printing dense graphics on light paper stock may cause the paper to curl. Try using heavier stock.



- For additional troubleshooting, refer to Print Quality Problems (→ p. 6-8) and the MultiPASS Suite User's Guide.

General Problems

■ The machine has no power.

The power cord may not be plugged in securely.

- Check that the power cord is plugged securely into the machine and into the wall outlet, and the power is turned on (→ Quick Start Guide). If the machine is plugged into a power strip, make sure the power strip is plugged in and turned on.

The power cord may not be supplying power.

- Check the power cord by substituting with another, or by using a voltmeter to test it for continuity.

■ The machine will not print reports.

The Black Ink Tank of the installed Printhead (Cartridge) may be empty.

- Check for an error message in the LCD (→ p. 6-4), and replace if necessary. (→ p. 5-6)

■ Nothing appears in the LCD.

The power cord may not be plugged in securely.

- Check that the power cord is plugged securely into the machine and into the wall outlet, and the power is turned on (→ Quick Start Guide). If the machine is plugged into a power strip, make sure the power strip is plugged in and turned on. If the LCD remains blank, turn off the power and unplug the machine, wait five seconds, then plug it in again.

If You Cannot Solve the Problem

If you have a problem with your machine and you cannot solve it by referring to the information in this chapter, contact the Canon Customer Care Center.

Canon's support personnel are trained in the technical support of Canon's products and should be able to help you with your problem.



- **If the machine makes strange noises, emits smoke or strange smells, turn off the power, unplug it immediately, and then contact the Canon Customer Care Center. Do not attempt to disassemble or repair the machine yourself.**



- Attempting to repair the machine yourself may void the limited warranty.

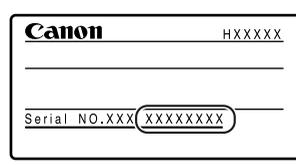
If you need to contact Canon directly, make sure you have the following information:

- **Product name**

MultiPASS F50/F30

- **Serial number**

The serial number is on the label located at the back of the machine.



- **MultiPASS Suite version number**

→ MultiPASS Suite User's Guide

- **Place of purchase**

- **Nature of problem**

- **Steps you have taken to solve the problem and the results**

Summary of Settings

Understanding the Menu System

The machine menu system allows you to customize the way your machine operates. It consists of various menus, each containing settings that control different functions of your machine.

Available menus and the LCD display differ depending on the machine type (F50 or F30 model) and the current mode (Copy, Fax, or Scan Mode). This section explains the procedure to access the menus related to all modes in common, and menus related only to the Copy and Scan Modes.

Press **Copy** or **Scan** to select each mode.



- For the menus related only to the Fax mode, → Fax Guide.

NOTE

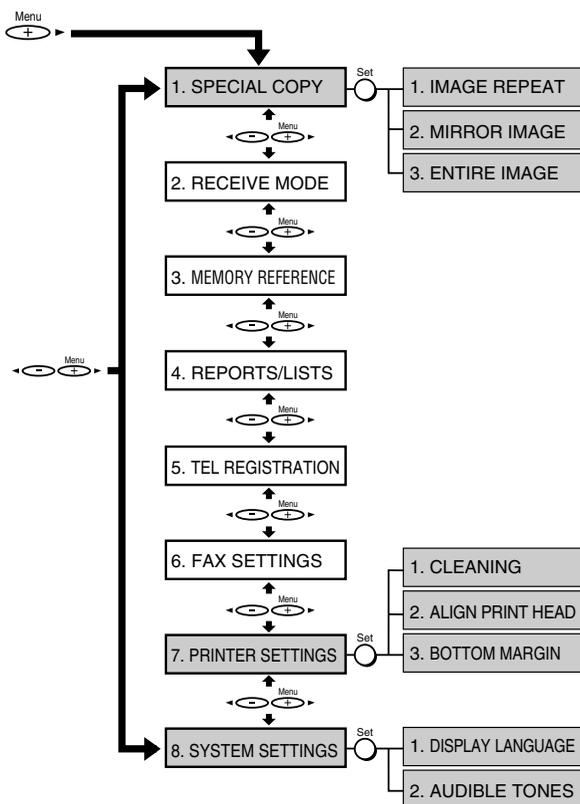
Accessing the Menus

The following illustrates the menu items in hierarchical order.



- The LCD displays shown below are the menus from the F50 model in the Copy Mode.

NOTE



To select the desired menu, complete the procedure as shown on the left.

1. Press **Menu** to display the menus.
2. Press ◀ or ▶ to select the menu you want to make a change.
3. Press **Set**.
4. Use ◀ or ▶ to select the sub menu you want to make a change.
5. Press **Set**.



- Details for sub menus, → p. 7-2.
- Press **Stop/Reset** to exit from menu system.

NOTE

For details on these menus, → following pages.

For details on these menus, → Fax Guide.

■ Menus in Copy Mode



NOTE

- Default settings are shown in bold type.

SPECIAL COPY*

Name	Description	Setting
1. IMAGE REPEAT	Prints multiple copies of an image on a single sheet. (→ p. 4-5)	—
VERTICAL	Selects the number of vertical repetitions.	1 / 2 / 3 / 4
HORIZONTAL	Selects the number of horizontal repetitions.	1 / 2 / 3 / 4
2. MIRROR IMAGE	Prints a mirror image of the original. (→ p. 4-7)	—
3. ENTIRE IMAGE	Prints the original image to fit the selected paper size. (→ p. 4-8)	—

* This menu is available only in the Copy Mode.

PRINTER SETTINGS

Name	Description	Setting
1. CLEANING	Selects a cleaning function.	—
1. NOZZLE CHECK	Prints the nozzle check pattern to see if the print head nozzles are operating properly. (→ p. 5-8)	—
2. HEAD CLEANING	Performs normal printhead cleaning. (→ p. 5-8)	—
3. HEAD REFRESHING	Performs deep printhead cleaning. (→ p. 5-8)	—
4. ROLLER CLEANING	Performs roller cleaning. (→ p. 5-3)	—
2. ALIGN PRINT HEAD	Aligns the vertical and lateral print position of the printhead. (→ Quick Start Guide)	—
VERT LINE PATTRN	Prints the vertical line pattern.	—
CHANGE V VALUE	Selects the pattern you want to use, for A to F.	A, B, C: -3 to +7 (0) D, E, F: -5 to +5 (0)
LAT LINE PATTERN	Prints the lateral line pattern.	—
CHANGE L VALUE	Selects the pattern you want to use, for G and H.	-3 to +3 (0)
3. BOTTOM MARGIN	Selects the length of the bottom margin for color copying and color reception.	NORMAL (5 mm) LONG (27 mm)

SYSTEM SETTINGS

Name	Description	Setting
1 . DISPLAY LANGUAGE	Selects the language of the LCD messages.	ENGLISH FRENCH SPANISH
2 . AUDIBLE TONES	Sets the volume of the machine's sounds.	—
1 . KEYPAD VOLUME	Selects the keypad touch beep volume.	0 (off) / 1 / 2 / 3
2 . ALARM VOLUME	Selects the alarm volume.	0 (off) / 1 / 2 / 3

Appendix:

Specifications

■ General Specifications

Power Source

120 V/60 Hz

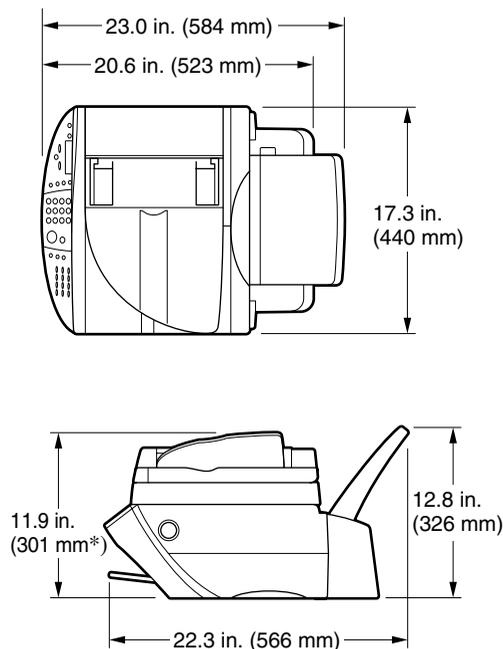
Power Consumption

- Maximum: Approx. 39.6 W
- Standby: Approx. 5.8 W

Weight

- F50 Model
27.3 lb./12.4 kg (With components attached)
- F30 Model
22.0 lb./10 kg (With components attached)

Dimensions



* 9.0 in. (228 mm) for the F30 model

Environmental Conditions

- Temperature: 50° – 90.5°F (10° – 32.5°C)
- Humidity: 20% – 85%

Applicable Standards

- Electrical Safety: UL, C-UL
- Radiation: FCC Part 15 Class B IC
- Other: FCC Part 68 IC, Energy Star compliant

ADF

→ p. 2-1

Multi-Purpose Tray Capacity

→ p. 3-1

Printable Areas

→ p. 3-4

Scanned Area

→ p. 2-2

■ Copier

Density Adjustment

9 levels

Reduction/Enlargement

25% – 400%

Copy Speed

- Black & White:
Letter size: Approx. 17 pages/minute
- Color:
COLOR FAST mode, letter size: Approx. 10 pages/minute

No. of Copies

Maximum 99 copies

■ Ink Tanks

Ink Tanks

Ink Colors: Black (BCI-3eBK), cyan (BCI-3eC), magenta (BCI-3eM), yellow (BCI-3eY)

Capacity:

Black (BCI-3eBK) approx. 695*¹, approx. 1250*²
Cyan (BCI-3eC) approx. 460*²
Magenta (BCI-3eM) approx. 395*²
Yellow (BCI-3eY) approx. 300*²

*¹ 1500 characters per page, normal text, at standard and plain paper mode with Windows 95/Windows 98/Windows Me.

*² Based on printing the ISO JIS-SCID No.5 pattern at standard and plain paper mode with Windows 95/Windows 98/Windows Me.

Print Head

Black: 320 nozzles (600 dpi)
Cyan, Magenta, Yellow: 256 nozzles (1200 dpi)

Printer

Printing Method

Bubble Jet ink on-demand

Paper Handling

Automatic feed

Print Media Size and Weight

→ p. 3-1

Recommended Print Media

→ p. 3-2

Print Speed*

- Color Printing, fast: 12 pages/minute
- Black Printing, fast: 17 pages/minute

* Based on Canon standard pattern.

Maximum Print Width

8 in. (203.2 mm)

Resolution

2400 (horizontal) × 1200 (vertical) dpi

Scanner

Scanning Image Processing

- Halftones: 256 levels of gray
- Color: 16,777,216 colors

Resolution

600 × 1200 dpi optical
9600 dpi enhanced

Effective Scanning Width

8.4 in. (214 mm) × 14 in. (355.6 mm)*
* 11.7 in. (297.2 mm) for the platen glass

Compatibility

TWAIN

Scanning Speed*

- B&W Text/Grayscale (30 – 150 dpi):
5 seconds/page
- B&W Text/Grayscale (151 – 300 dpi):
5 seconds/page
- B&W Text/Grayscale (301 – 600 dpi):
5 seconds/page
- Color (30 – 150 dpi): 15 seconds/page
- Color (151 – 300 dpi): 15 seconds/page
- Color (301 – 600 dpi): 15 seconds/page

* Letter size

◀ (–) button.....	1-5
▶ (+) (Menu) button	1-5
A	
ADF (Automatic Document Feeder)	1-4
capacity.....	2-1
jams in	6-2
loading documents into	2-4
Alarm light	1-5
ALARM VOLUME setting	7-3
ALIGN PRINT HEAD setting.....	7-2
Area	
printable	3-4, 3-8
scanned document	2-2
AUDIBLE TONES setting.....	7-3
B	
Banner Paper	3-2
printing	3-8
Black & white copying	4-1
Black Ink Tank	5-4
BOTTOM MARGIN setting.....	7-2
Bubble Jet Paper	3-2
C	
C INK EMPTY message.....	6-4
Canon specialty print media (See Specialty print media)	
Cartridge	
holder.....	1-4
maintenance.....	5-7
CARTRIDGE JAMMED message	6-4
CHECK PAPER SIZE message.....	6-4
CHECK PRINTER message.....	6-4
Cleaning	5-1
inside the ADF.....	5-3
inside the machine.....	5-2
machine's exterior	5-1
periodic.....	5-1
printhead	5-7, 5-8
roller	5-3
scanning area	5-1
CLEANING setting.....	7-2
CLEAR ADF message	6-4
CLEAR PAPER JAM message.....	6-4
Color copying.....	4-1
Color/B&W button.....	1-5
Components.....	1-4
Convention, type	iii
Copy button.....	1-5
Copy Mode.....	1-6
Copying	4-1
adjusting the copy exposure.....	4-4
copy ratio.....	4-3
document requirements	2-1
ENTIRE IMAGE.....	4-8
IMAGE REPEAT	4-5
MIRROR IMAGE	4-7
paper requirements	3-1
problems	6-7
setting enlarging/reducing	4-3
setting image quality	4-4
setting paper size	4-2
setting paper type	4-2
COVER OPEN message.....	6-4
Customer support	1-1
Cyan Ink Tank	5-4

D	
DISPLAY LANGUAGE setting	7-3
Document	
guides.....	1-4
jam	6-2
positioning	2-3
problem.....	2-2
quantity	2-1
requirements	2-1
scanned area	2-2
setting	2-3
size.....	2-1
thickness	2-1
type	2-1
weight	2-1
Document feed	
ADF.....	2-4
platen glass	2-3
Documentation, using.....	i
E	
Enlarge setting.....	4-3
Enlarge/Reduce button	1-5
ENTIRE IMAGE setting	4-8, 7-2
Envelopes.....	3-1, 3-2
loading	3-5
printable area	3-4
Exposure button	1-5
Exposure, setting.....	4-4
F	
Feeder Cover.....	1-4
Feeding, paper problems	6-6
Film (See individual film names)	
G	
Glossy	
Photo Cards	3-2
Photo Paper	3-2
Guide	
document	1-4
paper	3-6

H	
Handling, safety instructions	1-3
HEAD CLEANING setting	7-2
HEAD REFRESHING setting	7-2
High Gloss Photo Film	3-2
High Resolution Paper	3-2
I	
Image Quality button	1-5
Image Quality, setting	4-4
IMAGE REPEAT setting	4-5, 4-6, 7-2
In Use/Memory light.....	1-5
Ink Tank (See also individual Ink Tank names)	
guidelines.....	5-4
replacing	5-6
types.....	5-4
when to replace	5-5
J	
Jams.....	6-1
clearing	6-1
in ADF	6-2
in multi-purpose tray	6-1
K	
K INK EMPTY message.....	6-5
KEYPAD VOLUME setting	7-3
L	
LCD	1-5, 6-4
LOAD PAPER (PRESS RESUME KEY)	
message	6-5
Loading	
documents.....	2-4
envelopes	3-5
paper	3-5
Location, safety instructions	1-1

- M**
- M INK EMPTY message6-5
 - Magenta Ink Tank5-4
 - Maintenance
 - printhead5-7
 - safety instructions1-3
 - MEMORY FULL message6-5
 - Menu button1-5
 - Menu system, understanding7-1
 - Menus (See also individual menu names)
 - accessing7-1
 - Messages, LCD
 - (See also individual message names)6-4
 - MIRROR IMAGE setting4-7, 7-2
 - Multi-purpose tray1-4
 - capacity3-1
 - jams in6-1
 - loading paper3-5
 - MultiPASS Suite User's Guideiii
 - Multiple copying4-2
- N**
- Nozzle check pattern
 - printing5-8
 - when to print5-7
 - NOZZLE CHECK setting7-2
 - Numeric buttons1-5
- O**
- ON/OFF button1-5
 - Open Button1-4
 - Operation panel1-4
 - Output tray1-4
- P**
- Paper (See also individual paper names)
 - feeding problems6-6
 - guide3-6
 - guidelines3-3, 3-7
 - jam6-1
 - loading3-5
 - printable area3-4
 - requirements3-1
 - Paper Select button1-5
 - Paper size, setting4-2
 - Paper thickness lever1-4
 - Paper type, setting4-2
 - Photo film3-2
 - Photo Paper Pro3-3
 - Plain paper3-2
 - Platen glass1-4
 - cover1-4
 - Positioning document2-3
 - Power supply, safety instructions1-2
 - Print media (See also individual print media names)
 - description3-2
 - quantity3-1
 - requirements3-1
 - size3-1
 - specialty3-7 to 3-9
 - type3-1
 - weight3-1
 - Print quality problems6-8
 - Printer Settings menu7-1, 7-2
 - Printhead
 - cleaning5-7, 5-8
 - testing5-7, 5-8
 - Printing
 - area of banner paper3-8
 - area of envelopes3-4
 - area of paper3-4
 - banner paper3-8
 - nozzle check pattern5-8
 - problems6-9
 - Problems
 - cannot solve6-11
 - copying6-7
 - document2-2
 - general6-11
 - paper feeding6-6
 - print quality6-8
 - printing6-9

Q

Quality	
print problems	6-8
setting	4-4
Quantity	
document	2-1
print media.....	3-1

R

Reduce setting	4-3
Replacing Ink Tank	5-6
Resolution, setting.....	4-4
Resume button.....	1-5
ROLLER CLEANING.....	5-3

S

Safety instructions	
handling	1-3
location	1-1
maintenance.....	1-3
power supply	1-2
Scan button.....	1-5
Scan Mode.....	1-6
Scanned area	2-2, 4-5
Scanning	
document requirements	2-2
unit.....	1-4
Set button	1-5
Size	
document	2-1
print media.....	3-1
Software	
MultiPASS Suite User's Guide	iii
Specialty print media (See also individual print media names)	3-7 to 3-9
guidelines.....	3-7
Specifications	A-1
Standby display	1-6
Copy Mode	1-6
Scan Mode.....	1-6
Start button.....	1-5
Stop/Reset button	1-5
System Settings menu	7-3

T

T-shirt Transfers	3-3
Testing	
printhead.....	5-7
Thickness	
document	2-1
Transparencies.....	3-2
Tray	
cover	1-4
multi-purpose.....	1-4
output.....	1-4
Troubleshooting	6-1
Type conventions, this guide.....	iii

V

VERTICAL & HORIZONTAL setting	4-6
Volume	
ALARM VOLUME setting.....	7-3
KEYPAD VOLUME setting	7-3

W

WAIT COOLING message	6-5
Weight	
document	2-1
machine.....	A-1
print media.....	3-1
WRONG CARTRIDGE message	6-5

Y

Y INK EMPTY message.....	6-5
Yellow Ink Tank	5-4