

SmartBase MP730/700 Photo

Quick Reference Guide



Read this guide first.

Please read this guide before operating this equipment.

After you finish reading this guide, store it in a safe place for future reference.

Copyright

Copyright © 2003 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.



This equipment conforms with the essential requirements of EC Directive 1999/5/EC.

We declare that this product conforms with the EMC requirements of EC Directive 1999/5/EC at nominal mains input 230V, 50Hz although the rated input of the product is 200V–240V, 50/60Hz. If you move to another EU country and are experiencing trouble please call the Canon Help Desk.

(For Europe Only)

Model Name

- H12269 (SmartBase MP730)
- H12270 (SmartBase MP700)

Trademarks

Canon and BJ are registered trademarks. BCI, SmartBase, UHQ, and ScanGear are trademarks of Canon Inc.

All other product and brand names are registered trademarks, trademarks or service marks of their respective owners.



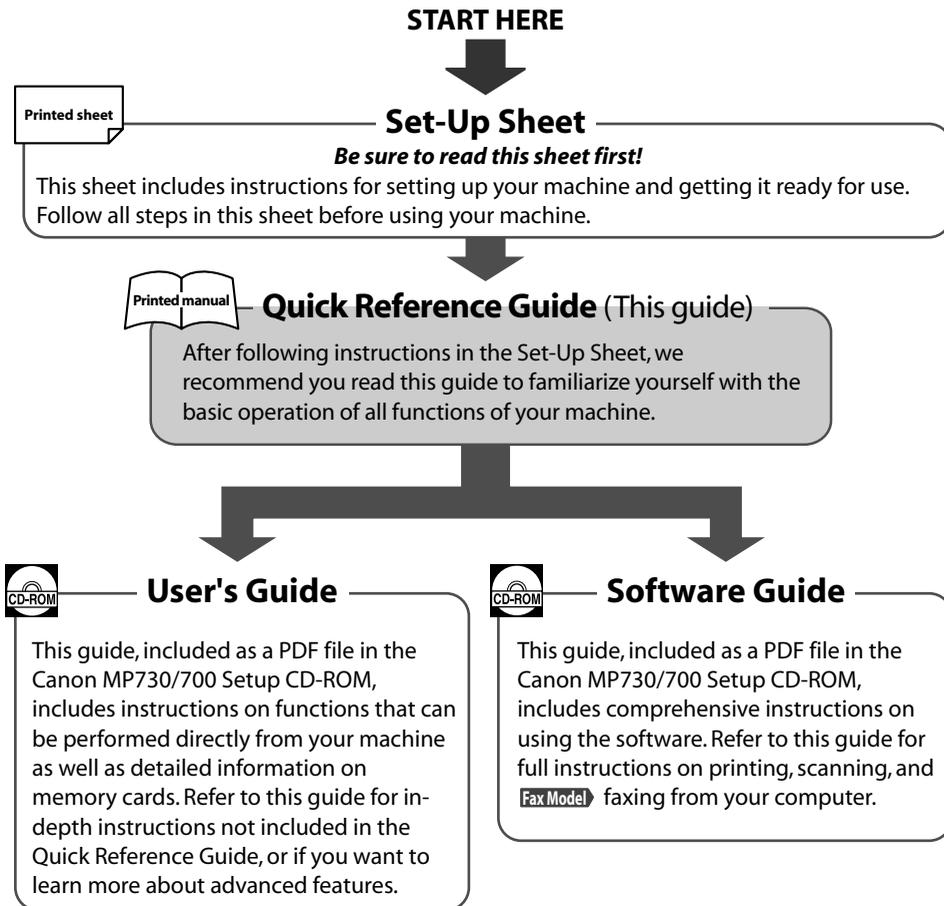
As an ENERGY STAR® Partner, Canon Inc. has determined that this product meets the ENERGY STAR® guidelines for energy efficiency.



Super G3 is a phrase used to describe the new generation of fax machines that use ITU-T V.34 standard 33.6 Kbps* modems. Super G3 High Speed Fax machines allow transmission time of approximately 3 seconds* per page which results in reduced telephone line charges.

* Approximately 3 seconds per page fax transmission time based on Canon FAX Standard Chart (Standard Mode) at 33.6 Kbps modem speed. The Public Switched Telephone Network (PSTN) currently supports 28.8 Kbps modem speeds or lower, depending on telephone line conditions.

► How to use the documentation provided



NOTE

- In addition to the above documentation, you can also refer to the online help in the software for online information about a window or dialog box, and for step by step instructions on performing software tasks. To access the online help, select or click [Help] in the software.

► Reading the documentation

Installing the Utility Software

To Install the Utility Software, in the [MP Setup] screen, click [Install Utility Software].

Software included in this CD-ROM:

- **Easy-WebPrint**

Easy-WebPrint is a plug-in program for Internet Explorer that allows you to print a whole web page without complicated settings.

- **Easy-PhotoPrint**

Easy-PhotoPrint is an application that allows you to print an image in your digital camera only by selecting the image and paper type. Easy-Photoprint also allows you to perform simple image modification such as rotating and trimming an image.

- **Scansoft OmniPage**

OmniPage is an application that converts PDF and paper documents– letters, contracts, tables, manuals– using OCR technology, into editable word processing and spreadsheet documents.

- **Presto! PageManager**

Presto! PageManager is an application that allows you to scan, share and organize photos and documents.

- **Adobe Acrobat Reader**

Adobe Acrobat Reader allows you to read Adobe Portable Document Format (PDF) files.

Viewing the documentation on the CD-ROM

1 Insert the MP730/700 Setup CD-ROM into the disk drive.

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



▲ CAUTION

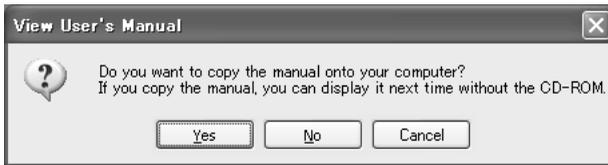
- **The documentation included in the CD-ROM is in PDF and HTML format.**
- **To view the documentation in PDF format, you will need to have Adobe Acrobat Reader installed. If you do not have installed Adobe Acrobat Reader, in the [MP Setup] screen, click [Install Utility Software] to install the software.**

2 In the [MP Setup] screen, click [View User's Manual].

3 In the [View User's Manual] screen, click the button of the guide you want to view.

- You can copy the documentation on your computer and display start-up icons for the "MP Software Guide" (PDF), "MP User's Guide" (PDF), and "Application Guide" (HTML) on the Windows desktop.

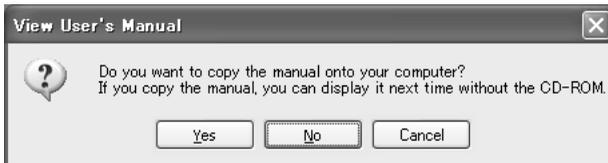
- **If you are copying the documentation on your computer**



Click [Yes].

The manual will be displayed after it is copied onto your computer's hard disk.

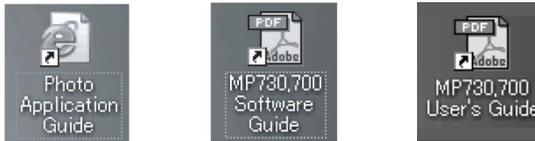
● If you are not copying the documentation on your computer



Click [No].

The manual will be displayed without being copied onto your computer's hard disk.

As you copy them, a start-up icon for each guide will be placed on the Windows desktop.



Double-click the icon of the guide you want to open.

NOTE

- Go to the following folder if you want to delete the installed documentation.
/Program Files/Canon/MP Drivers/MP730700

► Type conventions

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

 WARNING	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.
 CAUTION	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.
 IMPORTANT	Indicates operational warnings and restrictions. Be certain to read these items to operate the machine correctly, and to avoid damage to the machine.
 NOTE	Indicates notes for operation or additional explanations. Reading these is highly recommended.
 Fax Model	Indicates information exclusively for the SmartBase MP730 model.
(→ p. n-nn)	Indicates a page number where additional information can be found.
→ <i>Set-Up Sheet</i>	Refer to the Set-Up Sheet for more details.
→ <i>User's Guide</i>	Refer to the User's Guide (included in the CD-ROM) for more details.
→ <i>Software Guide</i>	Refer to the Software Guide (included in the CD-ROM) for more details.
machine	General term used to represent the SmartBase MP730 or SmartBase MP700.
default	A setting that remains in effect unless you change it.
document	The original sheet(s) of paper you copy or scan 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.
[key name]	Text enclosed in these brackets indicate a key name or item on the computer you have to click, double-click, or point to.
<message>	Text enclosed in these brackets indicate an LCD message.
click, double-click	Term used to select or choose a command or option on your computer, generally with a mouse.
<i>Fax model only:</i>	
fax or document	The original sheet(s) of paper you send or receive with the machine.
transaction number	A four-digit number assigned automatically to any document you send or receive.
TX/RX NO.	Denotes <i>Transaction number</i> .
TX	Denotes <i>Sending</i> .
RX	Denotes <i>Receiving</i> .

▶ Contents

1: Introduction

Unpacking your machine	1-1
System requirements	1-2
Main components of the machine	1-3
Operation panel of the machine	1-4

2: Document and print media handling

Documents	2-1
Document requirements	2-1
Loading documents	2-1
Using the platen glass	2-1
[Fax Model] Using the ADF	2-1
Print media	2-2
Loading requirements	2-2
Setting the paper thickness lever	2-3
Setting the print media size and type	2-3
Loading print media	2-4

3: Printing from your computer — Basic operation

Printing documents	3-1
Setting the paper type and print quality/[Main] tab	3-2
More information	3-3

4: Photo printing from a memory card — Basic operation

Before printing from a memory card	4-1
Inserting/removing a memory card	4-2
Inserting a memory card	4-2
Removing a memory card	4-3
Printing methods	4-4
Printing an index	4-5
Printing all frames	4-6
Printing a single frame	4-7
Reading from or writing to a memory card	4-9
Enabling/disabling overwriting memory card data	4-9
More information	4-10

5: Copying — Basic operation

Before copying	5-1
Making copies	5-1
Improving copied images	5-1
Setting color or black & white copying	5-1
Adjusting the image quality (resolution)	5-2
Adjusting the contrast (density)	5-2
More information	5-2

6: [Fax Model] Faxing from your computer — Basic operation

Sending a fax	6-1
Characters and symbols for fax numbers	6-2
More information	6-2

7: [Fax Model] Faxing with your machine — Basic operation

Sending faxes from your machine	7-1
Before sending faxes	7-1
Sending methods	7-3
Memory sending	7-3
Speed dialing	7-4
Registering one-touch speed dialing	7-4
Registering coded speed dialing	7-5
Using speed dialing	7-6
Receiving faxes to your machine	7-7
Setting the receive mode	7-7
Receiving faxes automatically:	
FAX ONLY MODE	7-7
Receiving faxes manually: MANUAL MODE	7-7
Receiving when an answering machine is connected: ANS.MACHINE MODE	7-8
Adjusting the answering machine	7-8
Receiving both faxes and voice calls automatically: FAX/TEL AUTO SW	7-8
Customizing FAX/TEL AUTO SW	7-8
Polling receiving	7-9
Canceling receiving	7-10
Reports and lists	7-10
Summary of reports and lists	7-10
Printing the ACTIVITY REPORT	7-11
Printing the USER'S DATA LIST	7-11
More information	7-11

8: Scanning — Basic operation

Scanning methods	8-1
Using the [Scan] key on the operation panel	8-1
More information	8-1

9: Maintenance

Maintaining the printhead.....	9-1
Flowchart of printhead maintenance.....	9-1
Replacing an ink tank.....	9-2
More information	9-2

10: Troubleshooting

Problems installing and removing software...	10-1
Problems turning on the computer.....	10-2
Problems printing from your computer.....	10-2
Copying problems.....	10-2
Problems scanning	10-3
Fax Model Problems receiving faxes.....	10-3
Fax Model Problems sending faxes	10-5
Fax Model Telephone problems	10-6
Problems using a memory card	10-7
If nothing displays in the LCD (if there is no power).....	10-9
Fax Model If the power disconnects unexpectedly.....	10-9
Removing jammed paper.....	10-10
Removing jams in the paper output tray .	10-10
Removing jams from the machine's interior	10-10
If there are repeated paper jams.....	10-11
Fax Model Removing jammed documents	10-11
If the nozzle check pattern does not print properly	10-12
Interpreting the messages.....	10-12
LCD messages	10-12
If you cannot solve the problem.....	10-13

11: Machine settings

Fax Model Printing a list to check the current settings	11-1
Accessing the machine settings.....	11-1
Settings	11-2
More information	11-2

► Safety information

Read this safety information thoroughly before using your machine, and keep it handy in case you need to refer to it later. Only the main points are described here. For detailed safety information, refer to the *User's Guide*.

⚠ WARNING

- 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.

⚠ CAUTION

- 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

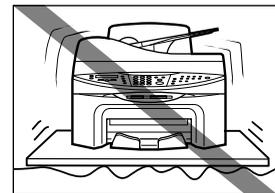
⚠ WARNING

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

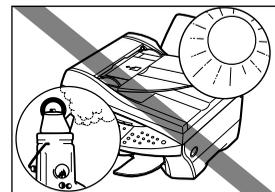


⚠ CAUTION

- Do not place the machine on top of a carpet or rug which has long pile. The threads may get inside the machine and cause a fire.
- Place the machine on a flat, stable, vibration-free surface that is strong enough to support its weight. (For the weight of the machine, see the User's Guide.)



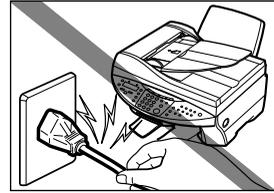
- Do not place objects around the power plug so that you are able to readily disconnect the power plug from the wall socket at any time. Otherwise you will be unable to disconnect the power plug in case of an emergency.
- Make sure the relative humidity of the area is between 20% and 80%.
- Keep the machine away from direct sunlight.



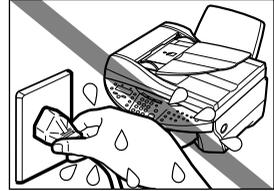
Power Supply

⚠ WARNING

- 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 fire or electrical shock.



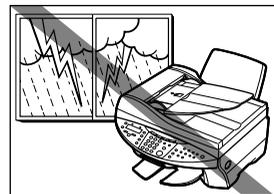
- Do not insert or unplug the power plug with wet hands, as this may result in electrical shock.



- Do not overload the wall outlet with too many electrical appliances, as this may result in fire or electrical shock.
- Plug the machine into a standard 200–240 V AC, 50/60 Hz, two-prong* outlet. Operate the machine only from the type of power source indicated on the machine's label or a fire, electrical shock or malfunction may occur. If you are not sure of the type of power available, consult your local power company.
- Do not allow the power cord to be near objects that emit heat. The outer cover of the power cord may melt resulting in fire or electrical shock.
- Make sure the power cord is fully extended and has no knots in it when electricity is running through it. Knots etc. in the cord may result in fire or electrical shock.

⚠ CAUTION

- 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.)

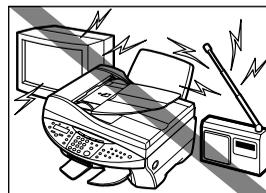


* The shape of the plug and outlet vary depending on the country of purchase.

- Turn off the power and disconnect the power cord if the machine will not be used for a long period such as during holidays.

ⓘ IMPORTANT

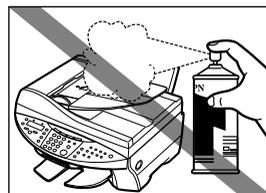
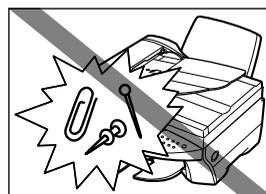
- If dust accumulates around the plug of the power cord when it is connected to a power outlet, unplug the machine and wipe the plug with a clean, dry cloth.
- **Fax Model** Do not plug the machine into the same circuit as appliances such as an air conditioner, television, or copier. These devices generate electrical noise which may interfere with your machine's operation.



Handling

⚠ WARNING

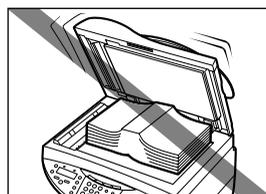
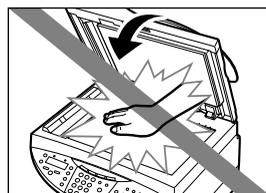
- Do not drop paper clips, staples, or other metal objects inside the machine. Also do not spill water, liquid, or flammable substances inside the machine. If these items come into contact with high-voltage parts inside the machine, it may result in fire or electrical shock. If these items are dropped or spilled in the machine, turn off the power and unplug the power cord immediately with dry hands. Then contact your local authorized Canon dealer or the Canon help line.
- Do not use any highly flammable sprays near the machine. If gas from a spray comes into contact with the electrical components inside the machine, it will result in fire.



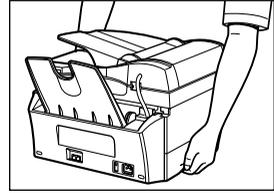
- There are high-voltage components inside the machine. If you are looking inside the machine to remove paper jams etc., do not allow metallic objects such as jewelry to come into contact with the inside of the machine. Contact may result in burns or electrical shock.

⚠ CAUTION

- Close the document cover and scanning unit gently to avoid catching your hand. Failing to do so may result in personal injury.
- Do not press down hard on the document cover or **Fax Model** ADF when using the platen glass to scan thick books. This may damage the platen glass and/or result in personal injury.



- Do not lift the machine by any of its attachments. Lift it by the recessed areas on the sides of the machine.



Maintenance

⚠ WARNING

- **Do not service the machine yourself except as specifically described in this guide. If further servicing is required, contact your local authorized Canon dealer or the Canon help line.**
- Keep the machine clean. Dust accumulation may prevent the machine from operating properly.

Introduction

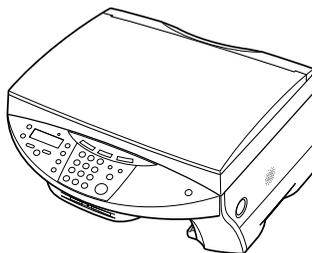
▶ Unpacking your machine

When you unpack your machine, check that you have the following components:

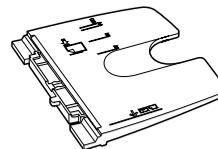


● **Fax Model** MP730

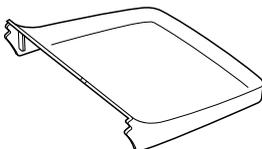
Machine



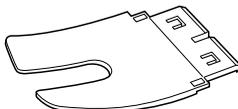
● MP700



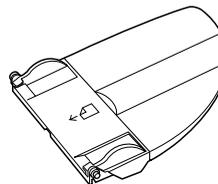
● Multi-purpose tray



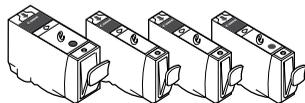
● Tray cover



● Paper output tray

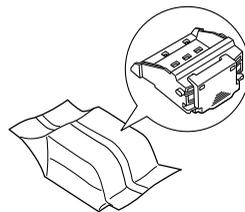


● **Fax Model** Document tray



● Ink tanks

(Black, cyan, magenta, yellow)



● Printhead

- Power cord
- Documentation
(Set-Up Sheet,
Quick Reference Guide)
- MP730/700 Setup CD-ROM
- **Fax Model** Telephone line cord
- **Fax Model** Destination labels

 **NOTE**

- A USB cable is not included. You must purchase a USB cable (less than 16.5 ft./5m) to connect your machine to a computer.

► System requirements

To successfully install and operate the software, your system must meet the following requirements:

- CD-ROM drive, or access to one over a network connection
- 256-color SVGA monitor or greater
- Microsoft Internet Explorer version 4.01 or later (Service Pack 2 or later)
- 65 MB of available hard disk space (150 MB recommended)
 - MP drivers : 50 MB
 - MP Toolbox : 15 MB
- USB cable 5 m (16.4 ft.) or shorter

● Windows 98

- IBM or compatible computer with a Pentium® 90 processor or higher
- 32 MB of RAM (64 MB or more recommended)

● Windows Me

- IBM or compatible computer with a Pentium® 150 processor or higher
- 32 MB of RAM (64 MB or more recommended)

● Windows 2000 (Service Pack 1 or later)

- IBM or compatible computer with a Pentium® 133 processor or higher
- 64 MB of RAM (128 MB or more recommended)

● Windows XP

- IBM or compatible computer with a Pentium® 300 processor or higher
- 64 MB of RAM (128 MB or more recommended)

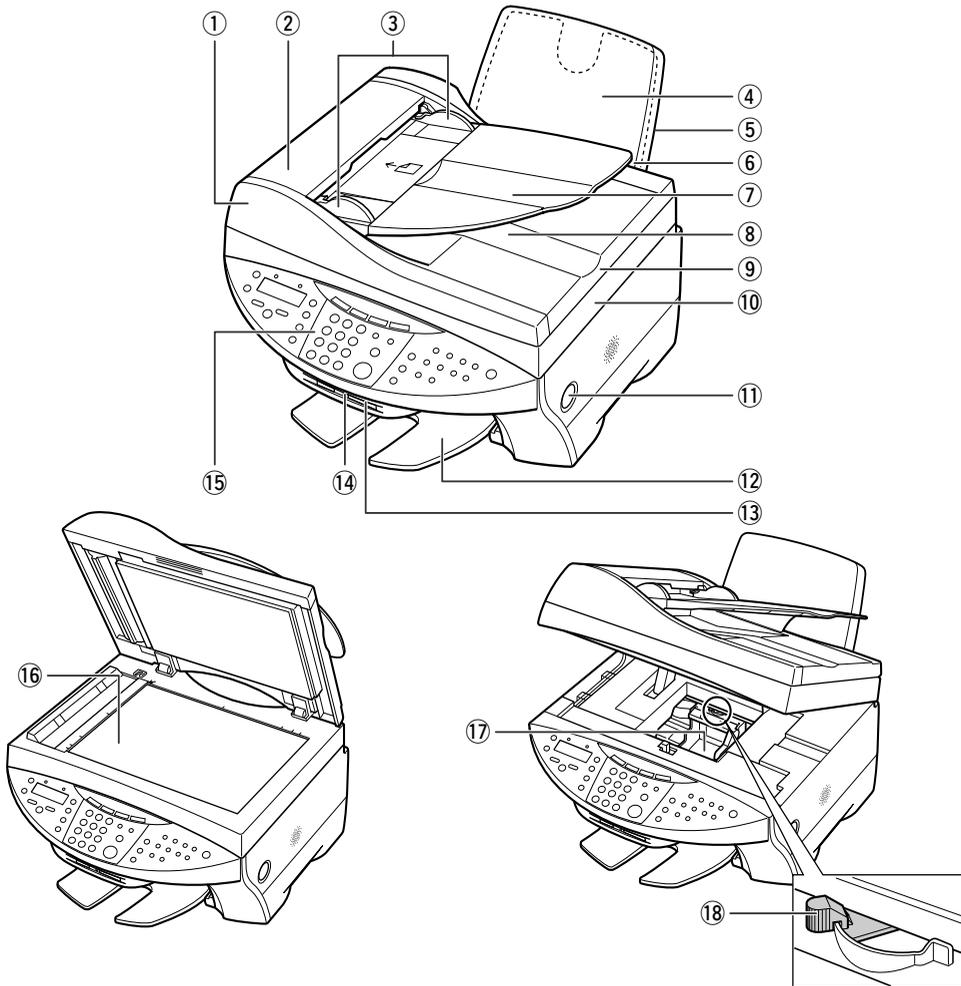
User privileges when using Windows 2000/XP

When installing, you must have Administrator privileges.

When using, you must have user privileges or greater.

► Main components of the machine

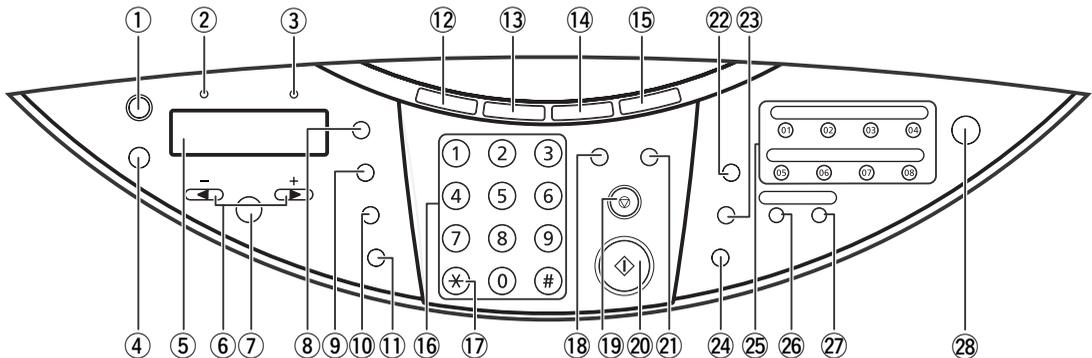
Fax model shown here.



- ① **Fax Model** ADF (Automatic Document Feeder)
- ② **Fax Model** Feeder cover
- ③ **Fax Model** Document guides
- ④ Multi-purpose tray
- ⑤ Tray cover
- ⑥ Automatic Sheet Feeder
- ⑦ **Fax Model** Document tray
- ⑧ **Fax Model** Document output slot
- ⑨ Document cover
- ⑩ Scanning unit (Printer Cover)
- ⑪ [Open] button
- ⑫ Paper output tray
- ⑬ Card slot
- ⑭ Indicator light
- ⑮ Operation panel
- ⑯ Platen glass
- ⑰ Printhead holder
- ⑱ Paper thickness lever

Operation panel of the machine

Fax model shown here.



- ① **[Resume] ([⏮]) key**
Resumes an operation after an error is corrected. **Fax Model** Also ejects a document remaining in the ADF.
- ② **Fax Model In Use/Memory light**
Blinks or lights during operation. Lights also when there are documents in the machine's memory.
- ③ **Alarm (⚠) light**
Blinks when an error occurs or when the machine needs attention.
- ④ **[Menu] ([☰]) key**
Accesses the settings to customize operation of your machine.
- ⑤ **LCD**
Displays messages and selections, and prompts during operation.
- ⑥ **[◀]([←]) and [▶]([→]) keys**
Scroll through selections, select the number of copies, and the photograph file number.
Fax Model [◀] also clears an entry and [▶] enters a space between characters.
- ⑦ **[OK] key**
Selects or confirms settings.
- ⑧ **[Enlarge/Reduce] ([📐]) key**
Sets the copy enlargement or reduction ratio.
- ⑨ **[Paper Select] ([📄/📄]) key**
Selects the paper size and paper type for copying and **Fax Model** received faxes.
- ⑩ **[Contrast] ([🔆]) key**
Selects the copy contrast and **Fax Model** fax contrast.
- ⑪ **[Image Quality] ([🖨]) key**
Selects the copy resolution and **Fax Model** fax resolution.
- ⑫ **[Copy] ([📄]) key**
Switches the machine to copy mode.
- ⑬ **Fax Model [Fax] ([📠]) key**
Switches the machine to fax mode.

- ⑭ **[Scan] ([]) key**
Scans a document to your computer according to the action selected.
- ⑮ **[Photo] ([]) key**
Switches the machine to photo card print mode.
- ⑯ **Numeric keys**
Enter numerical values as well as **Fax Model** fax/telephone numbers and characters.
- ⑰ ****Fax Model** [T] ([]) key**
Switches temporarily to tone dialing.
- ⑱ **[Color] ([]) key**
Sets the machine for color copying and **Fax Model** color sending.
- ⑲ **[Stop/Reset] ([]) key**
Cancels operations and returns the machine to standby mode.
- ⑳ **[Start] ([]) key**
Starts operations.
- ㉑ **[B&W] ([]) key**
Sets the machine for black & white copying and **Fax Model** black & white sending.
- ㉒ ****Fax Model** [Redial/Pause] key**
Redials the last number dialed with the numeric keys. Also enters pauses between or after numbers when dialing or registering numbers.
- ㉓ ****Fax Model** [Coded Dial] key**
Press this key and a two-digit code to dial a pre-registered fax/telephone number or group.
- ㉔ ****Fax Model** [Hook] key**
Engages or disengages the telephone line.
- ㉕ ****Fax Model** One-touch speed dialing keys**
Dial a pre-registered fax/telephone number or group.
- ㉖ ****Fax Model** [Polling] key**
Polls another fax machine.
- ㉗ ****Fax Model** [R] key**
Dials the outside line access number when the machine is connected to a switchboard (PBX).
- ㉘ **[ON/OFF] key**
Turns the machine on and off (keep pressed for a brief interval). **Before turning on the machine, make sure the document cover is closed.**

IMPORTANT

- To prevent the printhead from drying up, the machine automatically caps it when the power is turned off with the [ON/OFF]. If you need to disconnect the machine from the main power source (e.g. disconnect the power cord), be sure to turn off the machine first by pressing [ON/OFF] before disconnecting it.
- If you are not using the machine for a long period of time, we recommend that you print (in black and color) or clean the printhead approximately once a month to maintain the printhead in good working condition. The printhead contains high-precision nozzles that will become blocked if the printhead is not used for a long period of time.

 **NOTE**

- The power cannot be turned off when the machine is operating or when the In Use/Memory light is on or blinking.
- Your machine performs printhead cleaning every time you turn on the machine. This ensures optimum print quality, but also consumes a small amount of ink during the cleaning process. For this reason, it is recommended that you always leave your machine turned on, and only turn it off when instructed to do so in this guide, or when not using the machine for a long period of time (one month or more). This will avoid unnecessary ink consumption.

Document and print media handling

Documents

Document requirements

For details on the documents you can load on the platen glass or **Fax Model** ADF for copying, scanning, and **Fax Model** sending, refer to the *User's Guide*.

Loading documents

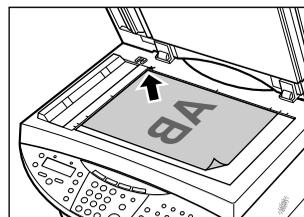
You can load your document on the platen glass or **Fax Model** ADF. Where you load it depends on the type of document and the machine you are using (→ *User's Guide*).

Using the platen glass

NOTE

- **Fax Model** Load legal-size documents in the ADF.

- 1 Lift the document cover.
- 2 Place your document face down on the platen glass. Align the upper left corner of your document with the alignment mark on the upper left corner of the platen glass.



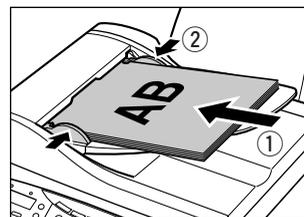
- 3 Gently lower the document cover.

Fax Model Using the ADF

NOTE

- For clearer scans, use the platen glass.

- 1 Check first that there is no document on the platen glass.
- 2 Insert the top of your document, face up, into the ADF until you hear a beep ①. Then adjust the document guides to the width of the document ②.



► Print media

Loading requirements

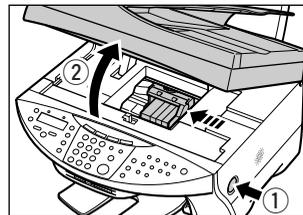
Print media	Maximum loading quantity	Paper thickness lever position	Printer driver setting ([Media Type])
Plain paper	Approx. 150 sheets (64 g/m ² or 17 lb.) or Maximum stack height of 13 mm (½ in.)	Left	[Plain Paper]
Envelopes	10 envelopes	Right	[Envelope]
High Resolution Paper HR-101N	Approx. 80 sheets or Maximum stack height of 13 mm (½ in.)	Left	[High Resolution Paper]
Glossy Photo Paper GP-301/GP301N	10 sheets	Left	[Glossy Photo Paper]
Matte Photo Paper MP-101	10 sheets	Left	[Matte Photo Paper]
Photo Paper Plus Glossy PP-101	<ul style="list-style-type: none">• A4, Letter: 10 sheets• 101.6 × 152.4 mm (4 × 6 in.): 20 sheets• 127.0 × 177.8 mm (5 × 7 in.): 10 sheets	Left	[Photo Paper Plus Glossy]
Photo Paper Pro PR-101	<ul style="list-style-type: none">• A4, Letter: 10 sheets• 101.6 × 152.4 mm (4 × 6 in.): 20 sheets• 127.0 × 177.8 mm (5 × 7 in.): 10 sheets	Left	[Photo Paper Pro]
Photo Paper Pro PC-101S	20 sheets	Left	[Photo Paper Pro]
Transparencies CF-102	30 sheets	Left	[Transparency]
T-Shirt Transfers TR-201	1 sheet	Right	[T-Shirt Transfer]

Setting the paper thickness lever

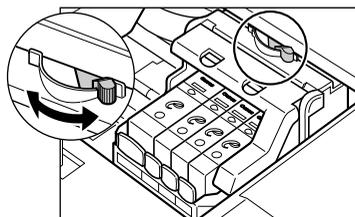
The paper thickness lever adjusts the gap between the printhead and the print media to suit the print media's thickness. Before printing, be sure to set the paper thickness lever.

Follow this procedure to set the paper thickness lever:

- 1 Press **[Open]** ① and lift up the scanning unit ②.



- 2 Move the paper thickness lever to the appropriate setting.
 - For details on which position to set for the print media you are using, see pp. 2-2 to 2-4.



- 3 Close the scanning unit until it locks into place.

Setting the print media size and type

For copying and **[Fax Model]** receiving faxes, you need to set the size and type of print media loaded in the multi-purpose tray.

NOTE

- For documents printed from your computer, specify the print media size and type on your computer (→ *Software Guide*).
- For photo printing, specify the print media size as described in Chapter 4.

Follow this procedure to set the print media size and type:

- 1 Press **[Copy]** or **[Fax Model]** **[Fax]**.
- 2 Press **[Paper Select]**.

Ex:

SIZE :	<	A4	>
TYPE :		PLAIN	

- 3 Use **[◀]** or **[▶]** to select the print media size.

- Select:
 - <A4> for A4-size print media.
 - <LTR> for letter-size print media.
 - <LGL> for legal-size print media.
 - <B5> for B5-size print media.
 - <A5> for A5-size print media.
 - <4" × 6"> for card-size print media.
 - <5" × 7"> for card-size print media.
- **[Fax Model]** For received faxes, select <A4>, <LTR>, or <LGL>.

4 Press [OK].

Ex:

SIZE :	A4
TYPE :	< PLAIN >

5 Use [◀] or [▶] to select the print media type.

- Select:
 - <PLAIN> for plain paper.
 - <GLOSSY> for glossy photo paper.
 - <H.RES.> for high resolution paper.
 - <TRANS.> for transparencies.
 - <PHOTO> for photo paper pro, photo paper plus glossy, matte photo paper.

6 Press [OK].

- If you are in copy mode, the LCD will display the print media size and type.

Loading print media

For details on loading print media in the multi-purpose tray, refer to the *Set-Up Sheet* or the *User's Guide*.

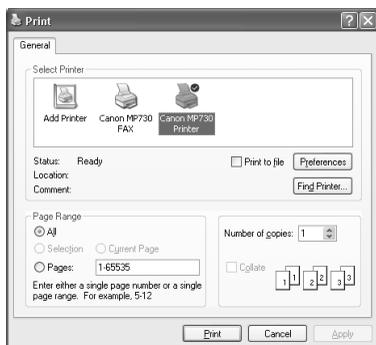
Printing from your computer

—Basic operation

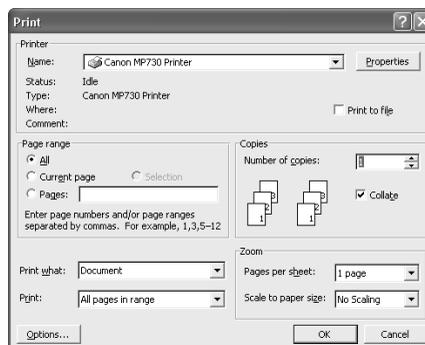
▶ Printing documents

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

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



[Print] dialog box

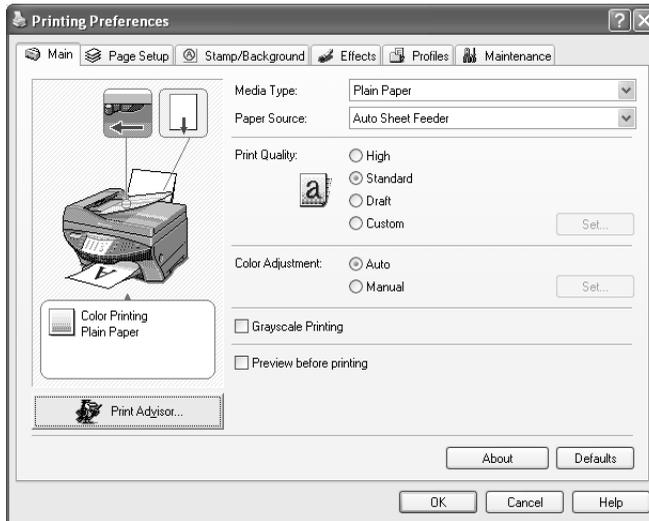


[Print] dialog box in Word

- 3 **In the [Print] dialog box, in [Select Printer] or [Name], select the printer, then click [Preferences] or [Properties].**
- 4 **Specify the required settings and click [OK] (→ p. 3-2).**
- 5 **Click [Print] or [OK] to begin printing.**

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

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



[Main] tab

[Media Type]

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

[Paper Source]

• Auto Sheet Feeder

Display the source from which paper is supplied.

[Print Quality]

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

• [High]

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

• [Standard]

For average printing speed and quality.

• [Draft]

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

• [Custom]

For selecting image quality and halftone settings individually (→ *Software Guide*).

[Color Adjustment]

Select the color adjustment method for printing.

- **[Auto]**

For automatic color correction by the printer driver.

- **[Manual]**

For adjusting color with detailed specifications (→ *Software Guide*).

[Grayscale Printing]

Select to print a color document in black and white.

[Preview before printing]

Select if you want to display a preview of your document before printing to check how it will print (→ *Software Guide*).

[Print Advisor]

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

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

► More information

For detailed information on all printing features, refer to the online help or the *Software Guide*.

Photo printing from a memory card

—Basic operation

This feature allows you to insert a memory card directly into your machine and print photographs from it. You can also read and write to a memory card from your computer.

► Before printing from a memory card

Before printing from a memory card, check the following:

● Is your digital camera's memory card compatible with the machine?

The following cards are compatible with the machine:

- Compact flash type I
- Compact flash type II (Except Microdrive memory cards)
- Memory stick
- Smart media
- Multimedia card
- SD memory card

▲ CAUTION

- You cannot use **Microdrive memory cards**.
- You cannot use **Smart media that has less than 2 MB of memory**.

✎ NOTE

- The above cards are acceptable for this machine. However, due to varying specifications, Canon cannot guarantee that all card brands will be fully compatible.
- The file format is compatible with the JPEG (DCF/Exif 2.2 or lower/JFIF) format.
- Some digital cameras are not compatible with 64 MB and 128 MB memory cards. Photographs on memory cards that are not compatible with the camera may be unreadable or the image data may be damaged.
- Format the memory card with a digital camera. The memory card may not be able to be used with the machine if formatted by a computer.
- For information on memory cards compatible with your digital camera, contact your digital camera manufacturer.
- If you have edited memory card data on your computer, be sure to print this data from your computer. Saving photographs edited on your computer onto a memory card and then printing them from your machine will not produce good results.

● Is the correct print media loaded in the multi-purpose tray?

Although you can use plain paper, Photo Paper Pro paper is recommended for high-quality images (→ p. 2-2).

▶ Inserting/removing a memory card

Inserting a memory card

Follow this procedure to insert a memory card into the machine:

🔔 IMPORTANT

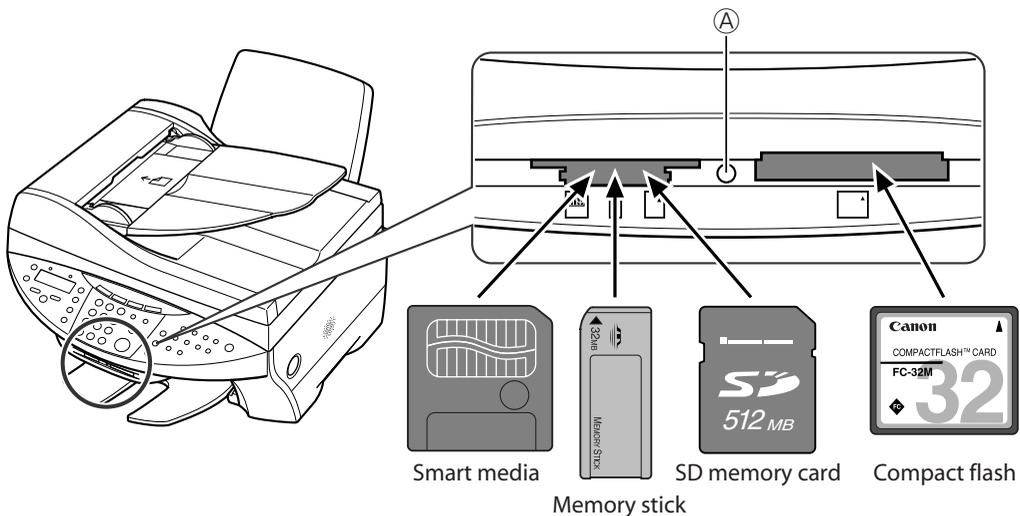
- The machine only recognizes one memory card at a time. Do not insert memory cards into both slots or the same slot at the same time as the machine will not recognize them.
- When switching between memory cards of the same type or inserting a memory card into a different card slot, press [ON/OFF] to turn off the power before removing the card. Once removed, press [ON/OFF] again to turn on the power before inserting the other memory card.
- In Windows 2000, if you turn off the machine, the [Unsafe Removal of Device] screen will be displayed. In this case, click [OK]. This will not affect your machine or computer's operation.
- If you insert memory cards into both slots, the compact flash card will be recognized.

1 Make sure the machine is on.

- If not, press [ON/OFF].

2 Insert a memory card into the appropriate slot.

- The indicator light (A) will be blinking when the memory card is being accessed.
- Insert the Multimedia card into the same slot as the SD memory card.



📎 NOTE

- If the memory card cannot be read, check that:
 - the memory card is inserted all the way into the card slot.
 - the memory card was not removed while being read.
 - you are using a compatible memory card.
 - your memory card contains photographs.

Removing a memory card

Follow this procedure to remove a memory card:

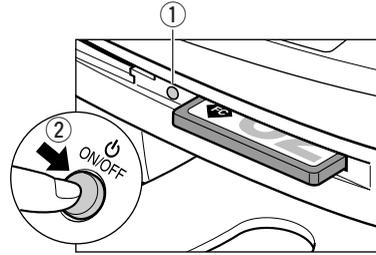
⚠ CAUTION

- Do not remove the memory card or turn off the machine when the indicator light is blinking as this may damage the data in the memory card.

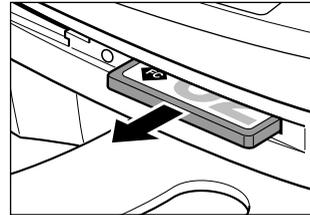
👉 IMPORTANT

- If an error occurs during printing (e.g. paper runs out), do not remove the memory card as this may damage the data in the memory card.

- 1** Check that the indicator light is not blinking ①, then press [ON/OFF] to turn the machine off ②.

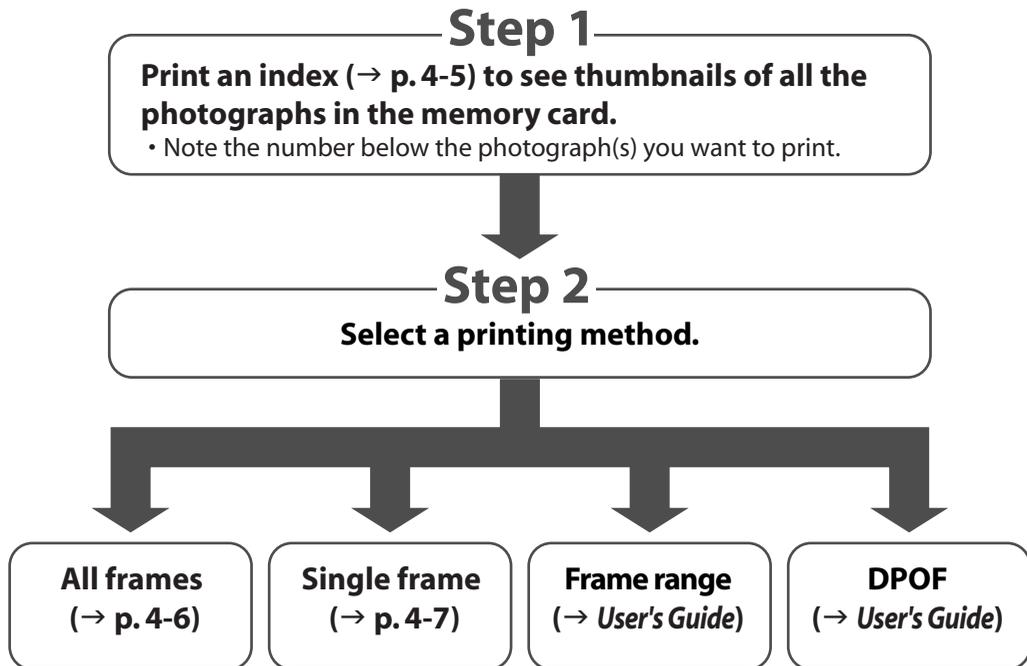


- 2** Pull out the memory card.



► Printing methods

There are different methods for printing photographs from a memory card. Follow this general procedure to print photographs:



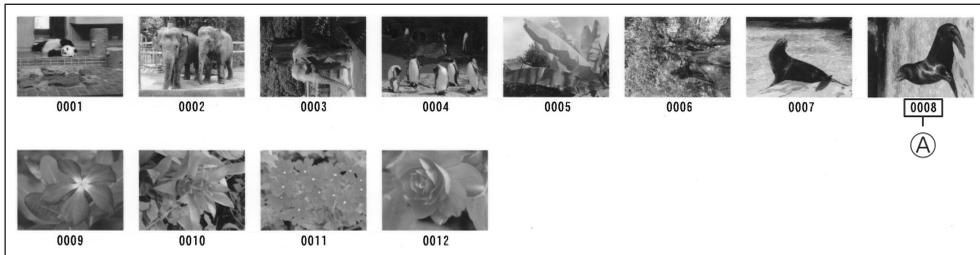
NOTE

- You may not be able to print photographs if their file sizes are too large.
- You can set vivid photo printing to make your photographs appear more vibrant. For details, see the *User's Guide*.
- For each printing method except DPOF, you can set date printing from the machine. For details, see the *User's Guide*.

Printing an index

This printing method prints thumbnails of the photographs in a memory card. An index is useful to see small versions of all photographs in a memory card without having to print each photograph individually.

When you print an index, a number (A) is assigned to each thumbnail. You will need these numbers to select the photographs you want to print in a larger format.



If “?” appears in the index, see p. 10-7.

Follow this procedure to print an index:

- 1 Load the correct print media in the multi-purpose tray.**
 - For details on print media, see p. 2-2, and how to load it, see the *Set-up Sheet* or *User's Guide*.
- 2 Insert the memory card as described on p. 4-2.**
- 3 Press [Photo].**
- 4 Press [Menu].**
- 5 Press [OK].**
Ex: 
- 6 Use [◀] or [▶] to select <INDEX>.**
- 7 Press [OK].**
Ex: 
- 8 Use [◀] or [▶] to select the print media size.**
 - Select:
 - <A4> for A4-size print media.
 - <LTR> for letter-size print media.
 - <4" × 6"> for card-size print media.
 - <5" × 7"> for card-size print media.
- 9 Press [OK].**
Ex: 
- 10 Use [◀] or [▶] to select the print media type.**
 - Select from the following:
 - <PHOTO PAPER PRO>

- <PLAIN PAPER>
- If you selected <4" × 6"> or <5" × 7"> in step 8, you can only select <PHOTO PAPER PRO>.

11 Press [OK].

Ex:

12 Press [Start].

- To cancel printing, press [Stop/Reset].

NOTE

- You can only print one index print at a time.
- The number assigned to each thumbnail on the index print is different from the ID numbers assigned by the digital camera.

Printing all frames

This printing method prints individually all photographs stored in a memory card.



Follow this procedure to print individually all photographs in a memory card:

1 Load the correct print media in the multi-purpose tray.

- For details on print media and how to load it, see the *User's Guide*.

2 Insert the memory card as described on p. 4-2.

3 Press [Photo].

4 Press [Menu].

5 Press [OK].

Ex:

6 Use [◀] or [▶] to select <ALL FRAMES>.

7 Press [OK].

Ex:

8 Use [◀] or [▶] to select the print media size.

- Select:
 - <A4> for A4-size print media.
 - <LTR> for letter-size print media.
 - <4" × 6"> for card-size print media.
 - <5" × 7"> for card-size print media.

9 Press [OK].

Ex:

SELECT PAPER TYPE PHOTO PAPER PRO

10 Use [◀] or [▶] to select the print media type.

- Select from the following:
 - <PHOTO PAPER PRO>
 - <PLAIN PAPER>
- If you selected <4" × 6"> or <5" × 7"> in step 8, you can only select <PHOTO PAPER PRO>.

● If you selected <PLAIN PAPER> in step 10:**11 Go to step 13.****● If you selected <PHOTO PAPER PRO> in step 10:****11 Press [OK].**

Ex:

BORDERLESS PRINT OFF

12 Use [◀] or [▶] to select borderless printing.

- Select:
 - <OFF> to print the photographs with borders.
 - <ON> to print the photographs without borders.

13 Press [OK].

Ex:

[ALL FRAMES] PHOTO A4

14 Press [Start]. **NOTE**

- Printing is enlarged or reduced automatically according the print media size. Depending on the print media type and whether borderless printing is selected, the photographs may be cropped.
- A margin may still appear even if you select borderless printing on letter-size print media.
- You can select the width cropped from the borders of the original image (→ <EXTENSION AMOUNT>, *User's Guide*).

Printing a single frame

This printing method prints a specified single photograph from a memory card. In order to select the photograph you want to print, you will need to print the index and note the number assigned to the photograph. To print an index, see p. 4-5.



Without a border



With a border

Follow this procedure to print a single photograph from a memory card:

1 Load the correct print media in the multi-purpose tray.

- For details on print media, see p. 2-2, and how to load it, see the *Set-up Sheet* or *User's Guide*.

2 Insert the memory card as described on p. 4-2.

3 Press [Photo].

4 Press [Menu].

5 Press [OK].

Ex:

PHOTO PRINT MODE INDEX

6 Use [◀] or [▶] to select <SINGLE FRAME>.

7 Press [OK].

FILE NO: 0001

8 Use the numeric keys to enter the frame number.

- You can also use [◀] or [▶] to select the frame number.
- To find the frame number, you will need to print the index beforehand (→ p. 4-5).

9 Press [OK].

NUMBER OF PRINTS 1COPIES

10 Use the numeric keys to enter the number of copies of the photograph you want.

- You can also use [◀] or [▶] to select the quantity.

11 Press [OK].

Ex:

SELECT PAPER SIZE A4

12 Use [◀] or [▶] to select the print media size.

- Select:
 - <A4> for A4-size print media.
 - <LTR> for letter-size print media.
 - <4" × 6"> for card-size print media.
 - <5" × 7"> for card-size print media.

13 Press [OK].

Ex:

SELECT PAPER TYPE PHOTO PAPER PRO

14 Use [◀] or [▶] to select the print media type.

- Select from the following:
 - <PHOTO PAPER PRO>
 - <PLAIN PAPER>
- If you selected <4" × 6"> or <5" × 7"> in step 12, you can only select <PHOTO PAPER PRO>.

- If you selected <PLAIN PAPER> in step 14:

15 Go to step 17.

- If you selected <PHOTO PAPER PRO> in step 14:

15 Press [OK].

Ex:

BORDERLESS PRINT
OFF

16 Use [◀] or [▶] to select borderless printing.

- Select:
 - <OFF> to print the photograph with a border.
 - <ON> to print the photograph without a border.

17 Press [OK].

- Use [◀] or [▶] to view your settings in the LCD.

Ex:

【 SINGLE FRAME 】	or	【 SINGLE FRAME 】
PHOTO A4		◀ NO.0002 01

18 Press [Start].

 **NOTE**

- Printing is enlarged or reduced automatically according the print media size. Depending on the print media type and whether borderless printing is selected, the photograph may be cropped.
- A margin may still appear even if you select borderless printing on letter-size print media.
- You can select the width cropped from the borders of the original image (→ <EXTENSION AMOUNT>, *User's Guide*).

▶ Reading from or writing to a memory card

When your machine is connected to a computer, the memory card drive (Removable Disk) will appear on your computer's "My Computer."

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

 **IMPORTANT**

- **Do not put your computer in standby or sleep mode when a memory card is inserted in a card slot. Also, do not remove or switch memory cards when your computer is in standby or sleep mode.**
- **Insert only one memory card at a time into the machine.**
- **When switching between memory cards of the same type or inserting a memory card into a different card slot, press [ON/OFF] to turn off the power before removing the card. Once removed, press [ON/OFF] again to turn on the power before inserting the other memory card.**
- In Windows 2000, if you turn off the machine, the [Unsafe Removal of Device] screen will be displayed. In this case, click [OK]. This will not affect your machine or computer's operation.
- If you insert memory cards into both slots, the compact flash card will be recognized.

Enabling/disabling overwriting memory card data

You can enable or disable overwriting memory card data. This setting is initially set to disable overwriting.

Follow this procedure to change the setting:

- 1 Make sure there is no memory card inserted in the machine.**
- 2 Press [Menu].**
- 3 Use [◀] or [▶] to select <USER DATA>.**
- 4 Press [OK].**

USER DATA
1.TEL REGISTRATION

- 5 Use [◀] or [▶] to select <SYSTEM SETTINGS>.**
- 6 Press [OK].**
- 7 Use [◀] or [▶] to select <CARD PROTECT>.**
- 8 Press [OK].**

CARD PROTECT
ON

- 9 Use [◀] or [▶] to select <ON> to disable overwriting or <OFF> to enable overwriting.**
- 10 Press [OK].**
- 11 Press [Stop/Reset] to return to standby mode.**
- 12 Press [Copy], [Fax], or [Scan] to select a mode other than photo print mode.**
 - To avoid damage to data being accessed on a memory card, you cannot overwrite in photo print mode.
- 13 Insert a memory card into the appropriate slot.**

📢 IMPORTANT

- If you change the above setting while a memory card is inserted in a card slot, turn the machine off then on again. The new setting will not be activated until you do so.

▶ More information

For detailed information on all photo printing features, refer to the *User's Guide*.

Copying

—Basic operation

► Before copying

Before copying, check the following:

- **Does the document you want to copy meet the requirements for loading on the platen glass or **Fax Model** ADF?**

For details, see the *User's Guide*.

- **Is the correct print media loaded in the multi-purpose tray?**

For details, see the *User's Guide*.

► Making copies

Follow this procedure to make color or black & white copies:

- 1 Load the document on the platen glass or **Fax Model** ADF.**
 - For details on how to load documents, see p. 2-1.
- 2 Press [Copy].**
- 3 Use the numeric keys to enter the number of copies.**
- 4 Adjust any necessary settings for your document.**
 - Press [Color] for color copying, or [B&W] for black & white copying (→ below).
 - Press [Paper Select] to select the print media size and type (→ p. 2-3).
 - Press [Image Quality] to select the scanning resolution (→ p. 5-2).
 - Press [Contrast] to select the scanning contrast (→ p. 5-2).
 - Press [Enlarge/Reduce] to select the copy ratio (→ *User's Guide*).
- 5 Press [Start].**
 - To cancel copying, press [Stop/Reset].

► Improving copied images

Setting color or black & white copying

Refer to *Making copies* above and in step 4, set color or black & white copying as follows:

For color copying: Press [Color] to turn on its light.

For black & white copying: Press [B&W] to turn on its light.

Adjusting the image quality (resolution)

Refer to *Making copies* on p. 5-1 and in step 4, adjust the image quality as follows:

- 1 Press [Image Quality].**
- 2 Use [◀] or [▶] to select the image quality.**
 - In black & white mode, select:
 - <B&W TEXT> for text-only documents.
 - <B&W PHOTO> for photographs.
 - <B&W DRAFT> for high-speed copying at a lower resolution.*
 - In color mode, select:
 - <COLOR NORMAL> for color text-only documents.**
 - <COLOR FINE> for color photographs.
 - <COLOR FAST> for high-speed color copying at a lower resolution.*
- 3 Press [OK].**

NOTE

- When using <COLOR FAST>, if the color output is different from that expected, select <COLOR NORMAL> or <COLOR FINE> and try copying again.

Adjusting the contrast (density)

Contrast (density) is the degree of difference between light and dark. A high contrast setting will make blacks darker and whites brighter, whereas a low contrast setting will make the differences between black and white less marked.

Refer to *Making copies* on p. 5-1 and in step 4, adjust the contrast as follows:

- 1 Press [Contrast].**
- 2 Use [◀] or [▶] to select the contrast.**
- 3 Press [OK].**

More information

For detailed information on all copying features, refer to the *User's Guide*.

* This setting is only available when <PLAIN> is selected as the print media type (→ p. 2-3).

** This setting is not available when <GLOSSY> or <PHOTO> is selected as the print media type (→ p. 2-3).

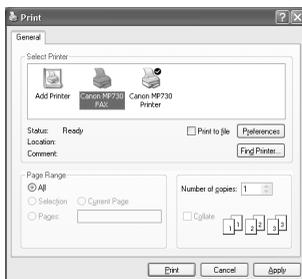
Faxing from your computer —Basic operation

► Sending a fax

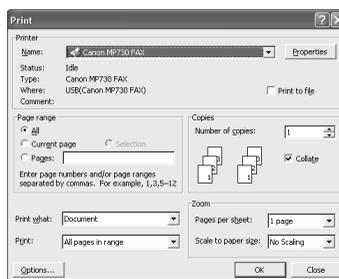
With the fax driver, you can send documents created in applications that support document printing.

You can only send to one recipient at a time.

- 1 **With the document you want to fax open in an application (such as Word), click the Print command. (In most Windows applications, the command is [Print] on the File menu.)**

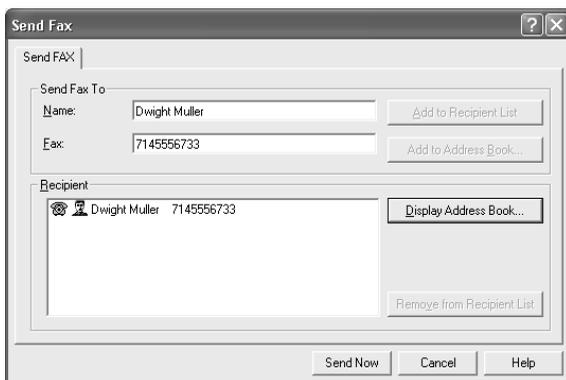


[Print] dialog box



[Print] dialog box in Word

- 2 **In the [Print] dialog box, in the [Select Printer] or [Name] list, select [Canon MP730 FAX], then click [Print] or [OK].**



[Send Fax] dialog box

- 3 In the [Send Fax] dialog box, enter the [Name] and [Fax] of the recipient, then click [Add to Recipient List].**
 - You can also send by just entering the [Fax] of the recipient.
 - You can only enter one recipient.
 - You can use 0 through 9, dash (-), and parentheses () etc. in fax numbers (→ below).
 - You can specify a recipient from the Address Book (→ *Software Guide*).
 - If you register a recipient in the Address Book, you can use the information the next time you send a fax to the same recipient (→ *Software Guide*).
- 4 Click [Send Now].**

Characters and symbols for fax numbers

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

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

More information

For detailed information on all faxing features that can be performed from your computer, refer to the online help or the *Software Guide*.

Faxing with your machine

—Basic operation

► Sending faxes from your machine

Before sending faxes

Before sending faxes from your machine, check the following:

- **Does the document you want to send meet the requirements for loading on the platen glass or ADF?**

For details, see the *User's Guide*.

- **Have you entered the sender information?**

Before sending faxes, you can register the date and time, your name and fax/telephone number so that they are printed at the top of faxes you send. For more details on what sender information is, see the *User's Guide*.

Follow this procedure to enter the sender information:

- 1 Press [Menu].
- 2 Use [◀] or [▶] to select <USER DATA>.
- 3 Press [OK].

```
USER DATA
1.TEL REGISTRATION
```

- 4 Use [◀] or [▶] to select <FAX SETTINGS>.
- 5 Press [OK] three times.

```
DATE & TIME
27/12 2003    15:10
```

- 6 Use the numeric keys to enter the date (day/month year) and time (in 24-hour format).
 - Enter only the last two digits of the year.

- 7 Press [OK].

```
USER SETTINGS
2.DATE SETUP
```

- 8 Use [◀] or [▶] to select <UNIT TELEPHONE #>.

9 Press [OK].

UNIT TELEPHONE #
TEL=

10 Use the numeric keys to enter your fax/telephone number (max. 20 digits, including spaces).

- To enter a plus sign (+) before the number, press [#].

11 Press [OK] twice.

UNIT NAME : A
_

12 Use the numeric keys to enter your name (max. 24 characters, including spaces).

Key	Uppercase letter mode	Lowercase letter mode	Number mode
[1]			1
[2]	ABCĂĂĂĂĂĂĂÆÇ	abcăăăăăăăæç	2
[3]	DEFĐĚĚĚĚ	defðěěěě	3
[4]	GHIİİİİ	ghiïïïï	4
[5]	JKL	jkl	5
[6]	MNOŃØÖÖÖÖ	mnoñøöóòóó	6
[7]	PQRSþ	pqrsp	7
[8]	TUVÜÚÚÚ	tuvüúúú	8
[9]	WXYZÝ	wxyzý	9
[0]			0
[#]	-.*#!",;:~^`=/?\$@%&+()[]{}<>		

[*] switches between uppercase letter mode, lowercase letter mode, and number mode.

- **To enter a space:** Press [▶].
- **To delete a character:** Press [◀].
- **To delete an entire entry:** Press and hold [◀].

13 Press [OK].

14 Press [Stop/Reset].

● Have you set the correct telephone line type?

Before using your machine, make sure you have set the correct telephone line type for your telephone line. If you are unsure of your telephone line type, contact your telephone company. For ISDN or ADSL connections, contact the telephone company or service provider to confirm your line type.

NOTE

- You can print the USER'S DATA LIST to check the current setting (→ *User's Guide*).

Follow this procedure to set the telephone line type:

1 Press [Menu].

2 Use [◀] or [▶] to select <USER DATA>.

3 Press [OK].

USER DATA
1.TEL REGISTRATION

4 Use [◀] or [▶] to select <FAX SETTINGS>.

5 Press [OK] twice.

USER SETTINGS
1.DATE & TIME

6 Use [◀] or [▶] to select <TEL LINE TYPE>.

7 Press [OK].

Ex: TEL LINE TYPE
TOUCH TONE

8 Use [◀] or [▶] to select the telephone line type.

- Select:
 - <TOUCH TONE> for tone dialing.
 - <ROTARY PULSE> for pulse dialing.

9 Press [OK].

10 Press [Stop/Reset].

Sending methods

There are two methods of sending faxes from your machine:

- Memory sending (→ below)
- Manual sending (→ *User's Guide*)

Memory sending

You should normally use memory sending to send documents fast and efficiently.

Follow this procedure for memory sending:

1 Load the document on the platen glass or ADF.

- For details on how to load documents, see p. 2-1.

2 Press [Fax].

3 Press [Color] for color sending, or [B&W] for black & white sending.

4 Press [Image Quality].

5 Use [◀] or [▶] to select the resolution.

- In black & white mode, select:
 - <B&W STANDARD> for text-only documents.
 - <B&W FINE> for fine-print documents.
 - <B&W PHOTO> for photographs.
- In color mode select:
 - <COLOR STANDARD> for normal color documents.
 - <COLOR FINE> for fine color documents.

- 6** Press [OK].
- 7** Press [Contrast].
- 8** Use [◀] or [▶] to select the contrast.
- 9** Press [OK].
- 10** Dial the recipient's number.
 - For details on the different dialing methods, see the *User's Guide*.
- 11** Press [Start].

If you are using the platen glass, you will be prompted when the page has been scanned. Load the next page (for a multipage document) and press [Start]. To start sending, press [OK].

To cancel memory sending: Press [Stop/Reset] and follow any instructions in the LCD.

Speed dialing

You can simplify dialing of fax/telephone numbers by registering numbers under speed dialing keys or codes.

Registering one-touch speed dialing

Before you can use one-touch speed dialing (→ p. 7-6), you need to register the recipients' numbers. Follow this procedure:

- 1** Press [Menu].
- 2** Use [◀] or [▶] to select <USER DATA>.
- 3** Press [OK] three times.

1-TOUCH SPD DIAL
 01=
- 4** Use [◀] or [▶] to select a one-touch speed dialing key (01 to 08).
 - You can also select a key by pressing the one-touch speed dialing key.
- 5** Press [OK] twice.

TELEPHONE NUMBER
 TEL= _

- 6** Use the numeric keys to enter the fax/telephone number you want to register (max. 120 digits, including spaces and pauses).
 - For details on how to enter or delete numbers, see p. 7-1.
- 7** Press [OK] twice.

NAME : A
 _
- 8** Use the numeric keys to enter a name for the one-touch speed dialing key (max. 16 characters, including spaces).
 - For details on how to enter or delete characters, see p. 7-1.
- 9** Press [OK].

10 To continue registering one-touch speed dialing keys, repeat the procedure from step 4.

-or-

Press [Stop/Reset] to return to standby mode.

 **NOTE**

- Use the destination labels provided with your machine to label the one-touch speed dialing keys with the recipients' names.
- For a list of the recipients you have registered, print the one-touch speed dialing list (→ *User's Guide*).

To change or delete an entry: Refer to the *User's Guide*.

Registering coded speed dialing

Before you can use coded speed dialing (→ p. 7-7), you need to register the recipients' numbers. Follow this procedure:

1 Press [Menu].

2 Use [◀] or [▶] to select <USER DATA>.

3 Press [OK] twice.

```
TEL REGISTRATION
1.1-TOUCH SPD DIAL
```

4 Use [◀] or [▶] to select <CODED SPEED DIAL>.

5 Press [OK].

```
CODED SPEED DIAL
*00=
```

6 Use [◀] or [▶] to select a coded speed dialing code (00 to 99).

- You can also select a code by pressing [Coded Dial] and then using the numeric keys to enter a two-digit code.

7 Press [OK] twice.

```
TELEPHONE NUMBER
TEL= _
```

8 Use the numeric keys to enter the fax/telephone number you want to register (max. 120 digits, including spaces and pauses).

- For details on how to enter or delete numbers, see p. 7-1.

9 Press [OK] twice.

```
NAME          : A
_
```

10 Use the numeric keys to enter a name for the coded speed dialing code (max. 16 characters, including spaces).

- For details on how to enter or delete characters, see p. 7-1.

11 Press [OK].

12 To continue registering coded speed dialing codes, repeat the procedure from step 6.

-or-

Press [Stop/Reset] to return to standby mode.

 **NOTE**

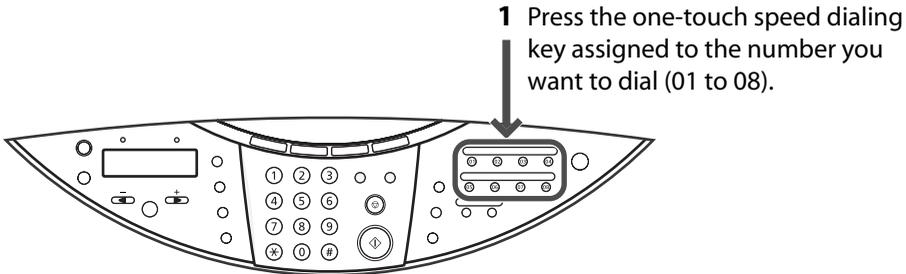
- For a list of the recipients you have registered, print the coded speed dialing list (→ *User's Guide*).

To change or delete an entry: Refer to the *User's Guide*.

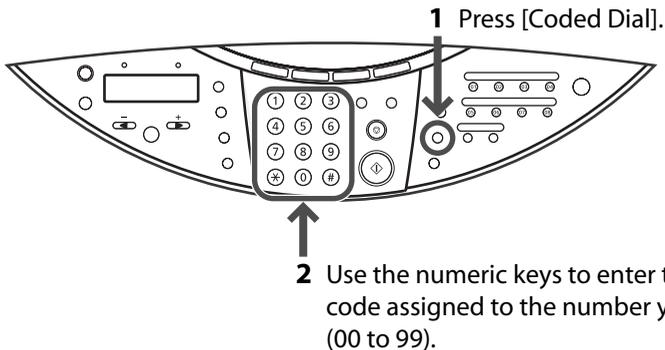
Using speed dialing

Follow this procedure to dial speed dialing number:

● One-touch speed dialing:



● Coded speed dialing:



If you use speed dialing to send a fax, press [Start] after dialing, or wait a few seconds for the machine to automatically begin scanning your document for sending. If you do not want the machine to begin scanning automatically, disable the <TIME OUT> setting (→ *User's Guide*).

► Receiving faxes to your machine

Setting the receive mode

Follow this procedure to set the receive mode:

- 1 Press [Fax].
- 2 Press [Menu].
- 3 Press [OK].



RECEIVE MODE
FAX ONLY MODE

- 4 Use [◀] or [▶] to select the receive mode:

- Select:
 - <FAX ONLY MODE> to automatically receive faxes only. Voice calls will be disconnected.
 - <MANUAL MODE> for the machine to ring for fax and voice calls. Fax calls must be answered manually.
 - <ANS.MACHINE MODE> to receive faxes automatically and route voice calls to an answering machine connected to your machine.
 - <FAX/TEL AUTO SW> to automatically switch between fax and voice calls. Faxes will be received automatically, and the machine will ring for voice calls. * A phone connected to your machine will not ring.

- 5 Press [OK].

- The receive mode will be displayed on the bottom left of the LCD.



27/12 2003 SAT 15:30
FaxOnly STANDARD

Receiving faxes automatically: FAX ONLY MODE

- **When you receive a fax call:** The machine will receive the fax automatically.
- **When you receive a voice call:** You will not be able to answer the call.

NOTE

- The machine does not ring when it receives a fax call. If you want it to ring, connect a telephone to your machine and enable the <INCOMING RING> setting (→ *User's Guide*). You can also select the number of rings before the machine answers (→ <RING COUNT>, *User's Guide*).

Receiving faxes manually: MANUAL MODE

- **When you receive a fax call:** The machine will ring. Pick up the handset and if you hear a beep, press [Start] on the machine to receive the fax. If you are far from your machine, dial 25 (the remote receiving ID) on your telephone and hang up.
- **When you receive a voice call:** The machine will ring. Pick up the handset to answer the call.

NOTE

- You can customize remote receiving by enabling/disabling it, or by changing the remote receiving ID (→ <REMOTE RX>, *User's Guide*).
- If you have an answering machine connected to your machine that can carry out remote-control operations (controlling your answering machine from a remote telephone), the security code for this function may be the same as the remote receiving ID. If so, make sure you change the machine's remote receiving ID to make it distinct from the answering machine's security code (→ <REMOTE RX ID>, *User's Guide*).

Receiving when an answering machine is connected: ANS.MACHINE MODE

- **When you receive a fax call:** The machine will receive the fax automatically.
- **When you receive a voice call:** The answering machine will record any voice messages.

Adjusting the answering machine

Adjust your answering machine as follows:

- Set the answering machine to answer on the first or second ring.
- The entire message should be no longer than 15 seconds.
- In the message, tell your callers how to send a fax.

Receiving both faxes and voice calls automatically: FAX/TEL AUTO SW

- **When you receive a fax call:** The machine will receive the fax automatically.
- **When you receive a voice call:** The machine will ring. Pick up the handset to answer the call.

Customizing FAX/TEL AUTO SW

You can customize this mode to control precisely how your machine handles incoming calls. You can adjust the time the machine takes to check whether a call is a fax or voice call, the length of time the machine rings when it is a voice call, and the action the machine must take if no one answers a voice call.

Follow this procedure to customize <FAX/TEL AUTO SW>:

- 1 Press [Menu].**
- 2 Use [◀] or [▶] to select <USER DATA>.**
- 3 Press [OK].**

```
USER DATA
1.TEL REGISTRATION
```

- 4 Use [◀] or [▶] to select <FAX SETTINGS>.**
- 5 Press [OK].**

```
FAX SETTINGS
1.USER SETTINGS
```

- 6 Use [◀] or [▶] to select <RX SETTINGS>.**
- 7 Press [OK].**

```
RX SETTINGS
1.ECM RX
```

- 8 Use [◀] or [▶] to select <FAX/TEL AUTO SW>.**

9 Press [OK] twice.

RING START TIME
8SEC

10 Use [◀] or [▶] to select the time the machine takes to check whether a call is a fax or voice call.

11 Press [OK] twice.

F/T RING TIME
22SEC

12 Use [◀] or [▶] to select the length of time the machine rings when the call is a voice call.

13 Press [OK] twice.

DEFAULT ACTION
RECEIVE

14 Use [◀] or [▶] to select whether the machine switches to receive mode or disconnects the call if no one answers a voice call after the specified time in step 12.

- Select:
 - <RECEIVE> to switch to receive mode.
 - <DISCONNECT> to disconnect the call.

15 Press [OK].

16 Press [Stop/Reset].

Polling receiving

With this feature, your machine can call another fax machine and request that it sends a document to it; in other words, it “polls” that fax machine.

 **NOTE**

- Your machine can only poll fax machines that support polling.
- The document you want to retrieve must be ready to be polled on the other party's fax machine.
- If the other party is using a Canon fax machine that has the Polling ID feature, ask them to set the Polling ID of their fax to 255 (1111 1111 binary).
- You can poll several fax machines in one operation. Each polling operation can retrieve documents from as many as 109 fax numbers.

Follow this procedure to poll another fax machine(s):

1 Press [Fax].

2 Press [Polling].

3 Enter the fax numbers you want to poll using any of the following methods:

- **One-touch speed dialing:** Press the one-touch speed dialing key(s).
- **Coded speed dialing:** Press [Coded Dial], then use the numeric keys to enter the two-digit code(s).
- **Regular dialing:** Use the numeric keys to enter the fax number, then press [OK].
 - To delete an entry, press and hold [◀].
 - To review the numbers you have entered, use [◀] or [▶].

4 Press [Start].

To cancel polling receiving: Press [Stop/Reset] and follow any instructions in the LCD.

Canceling receiving

Press [Stop/Reset] and follow any instructions in the LCD.

► Reports and lists

Summary of reports and lists

The table below shows the reports and lists that can be printed from your machine. Refer to the pages or manual indicated for more details.

Report or List	Description	Details
USER'S DATA LIST	Lists the current settings of your machine and the registered sender information.	p. 7-11
ACTIVITY REPORT	Shows recent facsimile transactions performed by your machine. You can enable or disable automatic printing of this report after every 20 transactions.	p. 7-11
TX (Transmission) REPORT	Prints after transmission of a document.	User's Guide
RX (Reception) REPORT	Prints after reception of a document.	User's Guide
MULTI TX/RX (Transaction) REPORT	Prints after sequential broadcasting of a document.	
DOC. MEMORY LIST	Lists the documents currently stored in the machine's memory.	User's Guide
MEMORY CLEAR REPORT	Prints automatically when power is restored to the machine after a power failure. Lists the documents deleted from memory.	p. 10-9
1-TOUCH SPD DIAL LIST	Lists the numbers and names registered for one-touch speed dialing.	User's Guide
CODED SPEED DIAL LIST	Lists the numbers and names registered for coded speed dialing.	User's Guide
GROUP DIAL LIST	Lists groups registered for group dialing.	User's Guide

Printing the ACTIVITY REPORT

The machine is factory-set to print an ACTIVITY REPORT after every 20 transactions. If you want to print an ACTIVITY REPORT before it is automatically printed, follow this procedure:

- 1 Press [Fax].
- 2 Press [Menu].
- 3 Use [◀] or [▶] to select <REPORTS/LISTS>.
- 4 Press [OK] twice.

Printing the USER'S DATA LIST

The USER'S DATA LIST allows you to check the current settings of your machine as well as the registered sender information (→ p. 7-1).

Follow this procedure to print the USER'S DATA LIST:

- 1 Press [Fax].
- 2 Press [Menu].
- 3 Use [◀] or [▶] to select <REPORTS/LISTS>.
- 4 Press [OK].



```
REPORTS/LISTS
1. ACTIVITY REPORT
```

- 5 Use [◀] or [▶] to select <USER DATA LIST>.
- 6 Press [OK].

► More information

For detailed information on all faxing features that can be performed directly from your machine, refer to the *User's Guide*.

Scanning

—Basic operation

► Scanning methods

There are three methods of scanning images to your computer:

- Using the MultiPASS Toolbox
- Using a TWAIN- or WIA- (Windows XP) compliant Windows application
- Using the [Scan] key on the operation panel

This section explains how to scan using the [Scan] key on the operation panel.

Using the [Scan] key on the operation panel

By pressing the [Scan] key on the machine, you can scan documents to your computer. Pressing the [Scan] key has the same effect as clicking the [Save] key in the MP Toolbox.

1 Load the document on the platen glass or **FaxModel** ADF.

- For details on how to load documents, see p. 2-1.

2 Press the [Scan] key on the operation panel.

The document will be scanned.

The MP Toolbox and the MP Toolbox settings dialog box will open but the document will scan without you having to click [Scan].

Your document will be processed according to your settings.

When you use the [Scan] key for the first time, a folder with the scanning date will be created in the [My Pictures] folder in the [My Documents] folder, and your document will be saved in this folder. If there is no [My Pictures] folder, the folder with the scanning date will be created in the [My Documents] folder and your document saved in this folder.

► More information

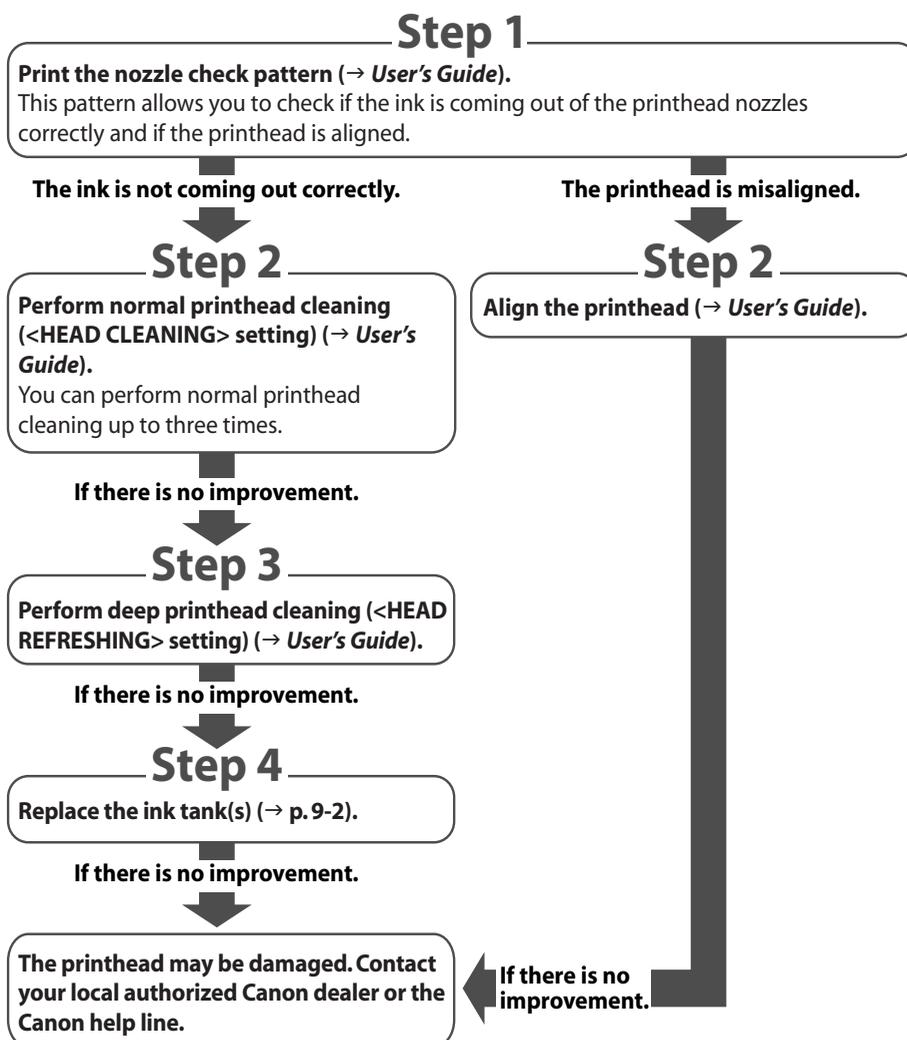
For detailed information on all scanning features, refer to the online help or the *Software Guide*.

Maintenance

► Maintaining the printhead

Flowchart of printhead maintenance

If print quality deteriorates, follow this procedure:



► Replacing an ink tank

▲ CAUTION

- Do not replace ink tanks while the machine is printing or performing another operation.

Follow this procedure to replace an ink tank:

- 1 Make sure the power is turned on.
- 2 Press [Open] ① and lift up the scanning unit ②.

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

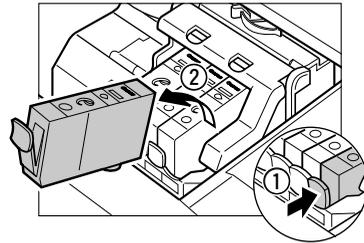
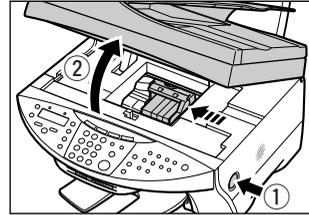
▲ CAUTION

- Do not try to manually move or stop the printhead holder.
- Do not touch any metal parts.

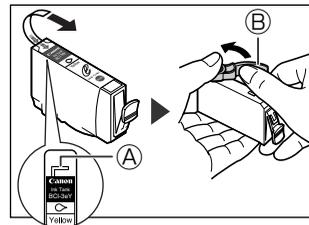
- 3 Press on the tab to release the empty ink tank ①, then remove it from its slot ②.

▲ CAUTION

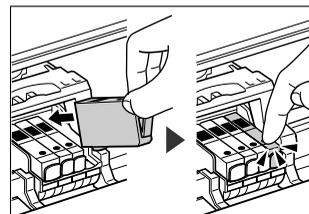
- Do not touch the lock lever ④.



- 4 On the new ink tank, pull the orange tape in the direction of the arrow and remove the plastic wrapper so you can see the air hole ④. Hold the ink tank as shown and remove the protective cap ⑤.



- 5 Insert the ink tank into the empty slot on the printhead. Press down gently on the ink tank until an audible click is heard.



- 6 Close the scanning unit until it locks into place.

► More information

For detailed information on maintaining your machine, refer to the *User's Guide*.

Troubleshooting

▶ Problems installing and removing software

See below if you were unable to install or remove the software.

[MP Drivers/MP Toolbox]

● Cannot install the software.

1. Have you followed the instructions in the Set-Up Sheet to install the software?

If you have not followed the installation procedure correctly, try reinstalling the software. If there was an error during installation and installation was not completed, restart your computer and try reinstalling the software.

2. Are any other applications open?

If you have other applications open, quit all of these and try reinstalling the software.

3. Have you installed an earlier version of the software (version 4.4 or earlier)? (Is Canon MultiPASS registered as the startup item in the Start menu program?)

Remove the old version of the software following the instructions in the Software Guide of that version and try reinstalling the new version.

[MP Toolbox only]

● Installation or removal of the MP Toolbox cannot be completed.

1. To prepare for forced re-installation, on the Windows desktop, double-click [My Computer]. Open the CD-ROM icon, then double-click [\\MP\English\Toolbox\Setup\Frclnst.exe].
2. Return to a folder a level above, then double-click [\\MP\English\Toolbox\Setup.exe] to re-install. (→ *Software Guide*)

[MP Drivers only]

● Removal of the MP drivers takes too long (Windows XP).

Removal of the software will take longer if an application such as a virus checker is running. Quit any applications (including virus checkers) before removing the software.

● Removal of the software was completed, but [Canon] remains.

When removing the software, if you remove the MP drivers before removing the MP Toolbox, [Canon] will remain displayed in [(All) Programs]. To remove [Canon], in the Start menu, open [Taskbar and Start Menu Properties] and remove from it here.

● The message <Version conflict> appears on your computer (Windows 98)

If the message <Version conflict> or <Windows 98 file language or ...> appears during installation, click [Yes] or [No]. Whichever you click, installation thereafter will continue trouble-free.

This message will appear if you have Photoshop installed on your computer.

- **Cannot use the software after upgrading to Windows XP.**

If the software was installed in Windows 98/Me/2000 and you upgraded to Windows XP without removing the software, the machine may not be able to be recognized. Remove the software and then reinstall it (→ *Software Guide*).

- **In [Device Manager], green mark “?” is displayed (Windows Me).**

Under [Device Manager], green mark “?” is displayed on [USB Composite Device] in [USB (Universal Serial Bus) Controller] in Windows Me. However, this is not a problem so continue to use it as is.

▶ Problems turning on the computer

See below if you cannot start your computer.

- **Computer will not start.**

Did you turn on your computer with a memory card inserted in the printer?

If a memory card is inserted in the machine and the machine is connected to the computer, your computer may not start depending on its settings.

In the computer's BIOS settings, if you set up the order so that the hard disk that starts Windows starts before the USB device, your computer will start even with a memory card inserted in the machine. For details on BIOS settings, refer to your computer's documentation.

▶ Problems printing from your computer

For detailed information on “Problems printing from your computer”, refer to the *User's Guide* or the *Software Guide*.

▶ Copying problems

See below if you are having problems copying.

For printing-related problems, see the items marked with  in *Problems printing from your computer*, above.

- **Cannot make a copy (the document or paper will not feed into the machine).**

1. **Is there anything displayed in the LCD?**

If nothing is displayed, see p. 10-9.

2. **Is the Alarm light blinking?**

If it is blinking, see p. 10-12.

3. **Is the document loaded correctly?**

Check that the document is loaded correctly on the platen glass or  ADF (→ p. 2-1).

4. **See *Paper does not feed properly* on the *User's Guide*.**

5. **Are the ink tanks installed correctly?**

Press [open], and lift up the scanning unit. Press “PUSH” on the ink tank, and set the ink tank firmly.

6. **Print the nozzle check pattern (→ *Maintaining the printhead*, p. 9-1).**

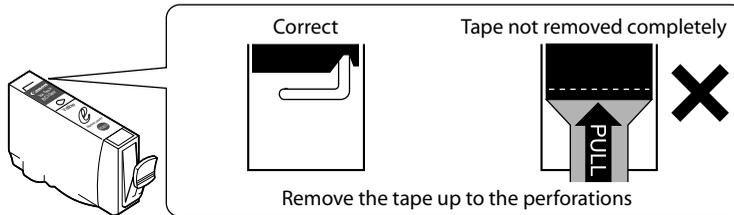
- **Paper comes out but there is nothing copied on it.**

1. **Is the document loaded correctly?**

If placing the document on the platen glass, the side to be copied should be face down.  If placing the document in the ADF, the side to be copied should be face up.

2. Has ink run out?

If nothing prints or one of the colors does not print, check if the ink tanks are empty. Replace the ink tank(s) if necessary. Also, make sure the orange tape has been completely removed from the ink tanks.



3. Print the nozzle check pattern (→ *Maintaining the printhead*, p. 9-1).

● Copy quality is poor (or documents are printed with streaks).

1. Are you copying a document or photograph printed from your machine?

Image quality may be poor when you copy a document or photograph printed from your machine. Try printing the photograph from the memory card, or the document from your computer.

2. Clean the scanning area (→ *User's Guide*) and the **Fax Model** ADF area (→ *User's Guide*).

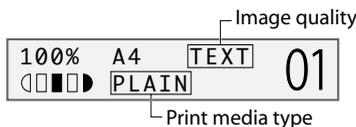
3. Clean the printhead (→ *User's Guide*).

4. Does the LCD show the correct type of print media loaded?

If not, set the print media type (→ p. 2-2).

5. Is the image quality displayed in the LCD suitable for the document?

If not, set an image quality suitable for the document (→ p. 5-2).



▶ Problems scanning

For detailed information on “Problems scanning”, refer to the *User's Guide* or the *Software Guide*.

▶ **Fax Model** Problems receiving faxes

See below if you are having problems receiving faxes.

● Cannot receive a fax, cannot print a fax.

1. Is there anything displayed in the LCD?

If nothing is displayed, see p. 10-9.

2. Is the Alarm light blinking?

If it is blinking, see p. 10-12.

3. Is the machine making a noise and is the In Use/Memory light blinking?

A telephone (or other peripheral device such as an answering machine or computer modem) is connected to the jack. Reconnect to the jack (→ *Set-Up Sheet*).

4. Nothing is printed on the printout.

Print the nozzle check pattern (→ *User's Guide*).

If the nozzle check pattern does not print properly, see *User's Guide*.

If the nozzle check pattern does print properly, see the items marked with  in *Problems printing from your computer*, p. 10-2.

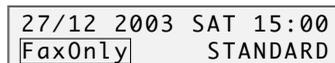
NOTE

- Once printed, received faxes are automatically deleted from the machine's memory. Accordingly make sure the printhead is cleaned periodically (→ *User's Guide*) to avoid clogging and potential loss of data.

5. In manual receive mode, did you pick up the handset to receive a fax and before replacing the handset, did you press [Start] or dial the remote receiving ID number?

If you replace the handset without doing either of these things, the call will disconnect.

6. Which receive mode is displayed on the bottom left of the LCD? Have you followed the procedure for that receive mode correctly?



└─ Receive mode

<FAX ONLY MODE>: The machine automatically receives faxes without ringing. You cannot manually answer calls.

<MANUAL MODE>: The machine rings for both voice and fax calls. If you hear the machine ring, pick up the handset and either press [Start] or dial the remote receiving ID to receive a fax.

<ANS.MACHINE MODE>: Fax calls are received automatically and voice calls are received by the answering machine connected to the machine. There are no procedures to follow for receiving faxes. The answering machine should be connected.

<FAX/TEL AUTO SW>: Fax calls are received automatically and the telephone rings for voice calls. There are no procedures to follow for receiving faxes. Ringing indicates a voice call so pick up the handset.

7. Are there documents in the machine's memory?

The memory may be full. Either print or delete documents (→ *User's Guide*) to free up memory. Then ask the sender to resend the fax.

8. Was there an error during reception?

Check the LCD for an error message (→ *User's Guide*).

Print the ACTIVITY REPORT and check for an error (→ *User's Guide*).

9. Is there a telephone line connected?

Check that the telephone line is correctly connected (→ *Set-Up Sheet*).

● Cannot receive faxes automatically.

1. Is <FaxOnly>, <AnsMode>, or <FaxTel> receive mode displayed on the bottom left of the LCD?

If <Manual> is displayed, you cannot receive faxes unless you pick up the handset and either press [Start] or dial the remote receiving ID.

If you want to receive faxes automatically which means not having to do anything when you are sent a fax, set the receive mode to <FAX ONLY MODE>, <ANS.MACHINE MODE>, or <FAX/TEL AUTO SW> (→ p. 7-7).

If set to <ANS.MACHINE MODE>, connect an answering machine to the machine (→ *Set-Up Sheet*) and check that a message plays when the answering machine answers.

● Machine does not switch automatically between voice and fax reception.

1. Is <FaxTel> or <AnsMode> receive mode displayed on the bottom left of the LCD?

There will be no automatic switching between voice and fax calls unless the receive mode is set to <ANS.MACHINE MODE> or <FAX/TEL AUTO SW>. If set to <ANS.MACHINE MODE>, connect an answering machine to the machine (→ *Set-Up Sheet*) and check that a message plays when the answering machine answers.

2. Is the sender's fax machine unable to send a CNG signal (the signal which indicates that the call is a fax call)?

Some fax machines are not able to send CNG signals. If so, receive the fax manually (→ p. 7-7).

● Quality of received fax is poor.

1. Are you using recommended print media?

For recommended print media, see p. 2-2.

2. Print the nozzle check pattern (→ *Maintaining the printhead*, p. 9-1).

Print the nozzle check pattern (→ *User's Guide*).

If the nozzle check pattern does not print properly (→ *User's Guide*).

3. Is <ECM RX> set to <OFF>?

Set <ECM RX> to <ON> (→ *User's Guide*).

4. The printed fax is poor quality.

See the items marked with  in *Problems printing from your computer*, p. 10-2.

5. Check whether the sender's fax machine is dirty.

The image quality of the fax is mainly determined by the sender's fax machine. Contact the sender and check whether the document cover and platen glass of his fax machine are dirty.

● Cannot receive a fax in ECM mode.

If you receive a fax in ECM mode, "ECM" will show on the ACTIVITY REPORT. If "ECM" is not shown, the fax was not received in ECM mode.

1. Is <ECM RX> set to <OFF>?

Set <ECM RX> to <ON> (→ *User's Guide*).

2. Is the sender's fax machine ECM-compatible?

If the sender's fax machine is not ECM-compatible, the fax will be received in standard mode without error correction.

● Repeated errors occur when you receive a fax.

If there is an error, a message will be displayed in the LCD. The ACTIVITY REPORT and RX REPORT will show "NG" and an error code.

1. Reduce the reception start speed (→ *User's Guide*).

If there is a bad line or connection, reducing the reception start speed may correct the error.

2. Check whether the sender's fax machine is operating normally.

Contact the sender and check whether his fax machine is operating normally.

Fax Model Problems sending faxes

See the items marked with  (machine) if you are having problems sending a fax from the machine.

See the items marked with  (computer) if you are having problems sending a fax from your computer.

● Cannot send a fax.

1. Is the machine making a noise and is the In Use/Memory light blinking?

The telephone line is connected to the  jack. Reconnect to the  jack (→ *Set-Up Sheet*).

2. Did you set the correct line type?

You can still receive faxes even if the telephone line type is not set correctly. If you can receive but cannot send, check the telephone line type setting (→ p. 7-2).

3. Is there anything displayed in the LCD?

If nothing is displayed, see p. 10-9.

4. Is the Alarm light blinking?

If it is blinking, see p. 10-12.

5. Is the telephone line cord connected properly?

Check that the telephone line cord is connected properly (→ *Set-Up Sheet*).

M C 6. Press [Hook] or pick up the handset of the telephone connected to the machine. Can you hear a tone?

If not, there is a problem with the telephone line. Contact your telephone company.

M 7. Is the document loaded correctly?

Check that the document is loaded correctly on the platen glass or ADF (→ p. 2-1).

M 8. Is one-touch or coded speed dialing registered with fax numbers?

If you are using one-touch or coded speed dialing, check that the fax number is correctly registered (→ p. 7-4).

M C 9. Is the number dialed correct?

Check the number and try dialing again.

M C 10. Is the In Use/Memory light blinking? Is the fax recipient shown in the LCD?

Another document is being sent from memory. Wait until the document has been finished sending.

M 11. Was there an error during transmission?

Print the ACTIVITY REPORT and check for an error (→ *User's Guide*).

M C 12. Is the recipient's fax machine G3-compatible?

Check that the recipient's fax machine is G3-compatible. If not, you will be unable to send faxes.

● Fax sent is dirty (or documents are printed with streaks).

M 1. Is the document loaded correctly?

Check that the document is loaded correctly on the platen glass or ADF (→ p. 2-1).

M 2. Try making a copy.

If you can make a clean copy, it is probably that the recipient's fax machine is the source of the problem. Contact the recipient to confirm.

If you are unable to make a clean copy, clean the machine (→ *User's Guide*).

● Cannot send a fax in ECM mode.

If you send a fax in ECM mode, "ECM" will show on the ACTIVITY REPORT. If "ECM" is not shown, the fax was not sent in ECM mode.

M C 1. Is <ECM TX> set to <OFF>?

Set <ECM TX> to <ON> (→ *User's Guide*).

2. Is the recipient's fax machine ECM-compatible?

If the recipient's fax machine is not ECM-compatible, the fax will be sent in standard mode without error correction.

● Repeated errors occur when you send a fax.

M C 1. Reduce the transmission start speed (→ *User's Guide*).

If there is a bad line or connection, reducing the transmission start speed may correct the error.

Fax Model Telephone problems

See below if you have problems using the telephone.

● Cannot dial.

1. Is there anything displayed in the LCD?

If nothing is displayed, see p. 10-9.

2. Is the Alarm light blinking?

If it is blinking, see p. 10-12.

3. Is there a telephone line correctly connected?

Check that the telephone line is correctly connected (→ *Set-Up Sheet*).

4. Did you set the correct telephone line type?

Make sure the machine is set for the correct telephone line type (→ p. 7-2).

● Telephone disconnects during a call.

This will happen if the power cord is not connected securely to the machine and wall outlet.

Check that the power cord is securely inserted into the machine and wall outlet, and that the power is on (→ *Set-Up Sheet*).

If the machine is connected to a table tap, OA tap or extension cord, make sure they are connected correctly and, if there is a power switch, that it is on.

▶ Problems using a memory card

See below if the memory card is not recognized when inserted into the machine's slot, or if the image data is not being read.

● Memory card is not recognized.

1. Is the memory card securely inserted into the machine's slot?

2. Is the memory card inserted into the correct slot?

For details on which slot to insert the memory card, see p. 4-2.

3. The memory card is not recognized although it is inserted securely into the machine's slot.

Remove and reinsert the memory card as explained on p. 4-3.

4. Are there any images on the memory card?

Check if there is any image data on the memory card using your digital camera or computer.

5. Is the image data valid?

If standby mode is displayed in photo print mode, there are valid images on the memory card. If a message is displayed, see the *User's Guide*.

6. Try again with another memory card.

If you can print without any problems using a different memory card, the first memory card may be damaged. In this case, reformatting the memory card with a digital camera may fix the problem. However, please note that when you reformat the memory card with a digital camera, all the data will be deleted. If you can read the image data on the computer, copy the image data to your computer before reformatting the memory card.

● "?" is printed in the index.

Yellow "?": The photograph data is large. Printing of this photograph may take a long time when printing in single frame, frame range, or all frame mode.

Red "?": The photograph data is damaged and cannot be printed on your machine.

● Cannot write to the memory card (write protect error displayed in Windows).

1. Is the machine in photo print mode and the <CARD PROTECT> setting set to <ON>?

Switch to a different mode and set the <CARD PROTECT> setting to <OFF> (→ p. 4-9). Then turn the machine off and on again.

2. If a delayed write failed error is displayed in Windows 2000. Is the machine in photo print mode and the <CARD PROTECT> setting set to <ON>?

Switch to a different mode and set the <CARD PROTECT> setting to <OFF> (→ p. 4-9). Then turn the machine off and on again.

If you want to enable card protection, set the <CARD PROTECT> setting to <ON> (→ p. 4-9). Then turn the machine off and on again.

▲ CAUTION

- In Windows 2000, if you set the <CARD PROTECT> setting to <ON>, turn the machine off then on again. If you copy data from the hard disk to the memory card and a delayed write failed error occurs, the original file may be lost.

3. Have you connected in Windows XP?

The date and time of access is written in the Windows XP preview, and if <CARD PROTECT> is set to <ON> or photo print mode is selected, a write protect error may be displayed. Turn the machine off then on again.

● Removable disk does not appear in Windows Explorer.

This behavior can occur if you map a network drive to the next available drive letter after the local volumes and CD-ROM drives have been assigned drive letters. Do the following if you experience this problem:

1. Assign the network drive to any other drive letters.
2. Restart your computer.

● The [Unplug/Eject] icon does not appear (Windows 2000)

In Windows 2000, the [Unplug/Eject] icon does not appear even when you select [Show Unplug/Eject icon on the taskbar] in the [Unsafe Removal of Device] dialog box that is displayed when you turn off the machine or disconnect the USB cable.

You do not need to use the [Unplug/Eject] icon when you turn off the machine or disconnect the USB cable.

● The machine does not appear in [Hardware devices] in the [Add/Remove Hardware] dialog box (Windows 2000)

In Windows 2000, the machine does not appear in [Hardware devices] in the [Select Device to Unplug] dialog box in [Add/Remove Hardware] of [Control Panel].

In Windows 2000, the [Unsafe Removal of Device] dialog box will appear when you turn off the machine or disconnect the USB cable, and the message [To safely unplug or eject any of the following devices, first use the Hardware wizard in the Control Panel to stop the device] will appear. There is however no need to unplug a device with [Add/Remove Hardware] when you turn off the machine or disconnect the USB cable.

● In Windows Explorer, you cannot display [Thumbnails] (Windows 2000)

In Windows 2000, if you display the contents of a memory card in Windows Explorer, and change the display to [Thumbnails] on the [View] menu, the images may not display and the computer may freeze. This is a problem that occurs with USB card readers in general, and not just with this machine.

If you want to change the display to [Thumbnails] in Windows Explorer, set the <CARD PROTECT> setting to <OFF> (→ p. 4-9). Then turn the machine off and on again.

● The memory card is recognized as a drive other than [Removable Disk].

Did you start your computer with a memory card inserted in a card slot?

Depending on your computer, this may occur if you start your computer with a memory card inserted in the machine.

Remove the memory card and restart your computer.

► If nothing displays in the LCD (if there is no power)

When you connect the power cord to the machine and wall outlet, and press [ON/OFF], the machine powers up and a message is displayed in the LCD.

While the Alarm light blinks, the machine is initializing and you will not be able to use it. Wait until the Alarm light stops blinking.

If nothing is displayed in the LCD, make the checks in the following order until something is displayed.

1. Is the power cord correctly connected?

Securely connect the power cord to the machine and wall outlet.

2. Have you pressed [ON/OFF]?

The machine will power up and the LCD will show a message when you connect the power cord and press [ON/OFF].

3. Check that the wall outlet is working normally.

Connect another electrical appliance to the wall outlet and check whether the wall outlet is working properly.

4. Connect the power cord directly to the wall outlet.

Disconnect the power cord from any table taps, OA taps or extension cords and connect directly to the wall outlet. If the machine powers up when the power cord is connected directly, the table taps, OA taps or extension cords are probably defective and should be replaced.

If they have a power switch, turn it on.

5. Check that the power cord is not defective.

Either replace the power cord with another, or using a tester, check whether the cord is defective.

► **Fax Model** If the power disconnects unexpectedly

User data and speed dialing settings are stored using the internal battery if there is a power failure or if you accidentally disconnect the power cord. However, all documents stored in memory will be deleted.

If the power disconnects, the following will apply:

- You will not be able to send or receive faxes or make copies.
- If a telephone is connected to the machine, you may be able to receive and/or make voice calls (depending on your telephone).

When power is restored, the MEMORY CLEAR REPORT will be printed automatically listing the documents deleted from memory. Note however that this report will not be printed if the print media size is set to a setting other than <A4>, <LTR>, or <LGL>, or if black ink or paper has run out.

► Removing jammed paper

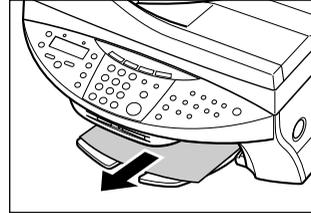
If <CLEAR PAPER JAM> is displayed in the LCD, follow this procedure to clear the paper jam.

Fax Model If a paper jam occurs when receiving a fax, that fax will be stored in memory and printed automatically when you clear the jam and press [Resume].

Removing jams in the paper output tray

Follow this procedure to remove jams from the paper output tray:

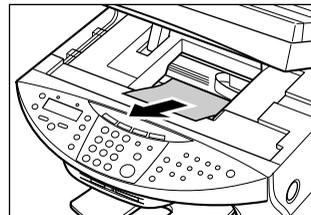
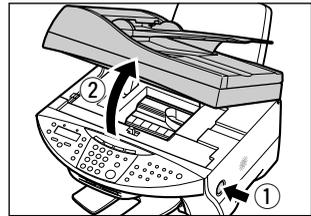
- 1 Gently pull any jammed paper out of the paper output tray.**
 - If you cannot see any jammed paper in the paper output tray, remove it from the machine's interior (→ below).
- 2 Press [Resume].**
 - If you are printing from a Windows application, follow the instructions displayed on your computer.



Removing jams from the machine's interior

Follow this procedure to remove jams from the machine's interior:

- 1 Press [Open] ① and lift up the scanning unit ②.**
- 2 Gently gather the jammed paper to the center of the opening and then remove it.**
 - ⚠ CAUTION**
 - Be careful not to touch the components inside the machine.
 - If the jammed paper tears while you are pulling and you cannot remove the torn pieces, turn the machine off then on with the [ON/OFF]. The jammed pieces will automatically be ejected.
- 3 Close the scanning unit until it locks into place.**
- 4 Press [Resume].**
 - If you are printing from a Windows application, follow the instructions displayed on your computer.



If there are repeated paper jams

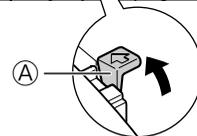
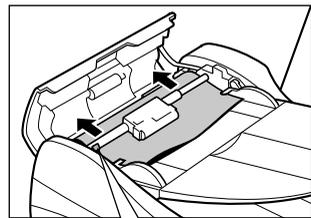
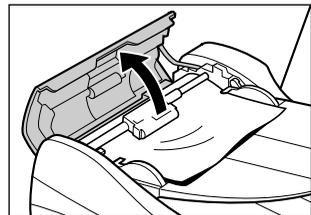
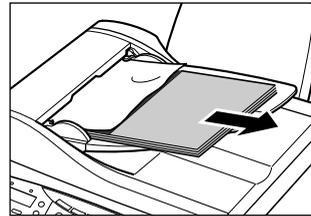
Paying attention to the following points, reload the paper.

1. Fan out the sheets of paper well so that they do not stick together.
2. Align the edges of the paper.
3. Adjust the paper guide correctly.
4. Make sure the paper stack does not exceed the paper limit mark (▶).
5. Make sure the paper loaded does not exceed the capacity of the multi-purpose tray (→ p. 2-2).
6. Do not force paper into the multi-purpose tray.
7. Only use the same type of paper.
8. Use recommended print media (→ p. 2-2).

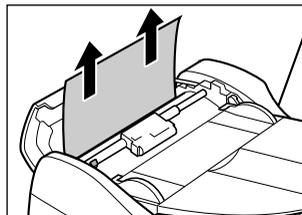
▶ Fax Model ▶ Removing jammed documents

If documents jam in the ADF or do not feed properly, <DOC. TOO LONG> is displayed in the LCD. You do not need to turn off the power when clearing document jams.

- 1 Press [Stop/Reset].
- 2 If a multipage document is loaded, remove from the ADF all pages except for the jammed page.
- 3 Open the feeder cover.
- 4 Raise the paper release lever (A) and slide the page under the roller towards the feeder cover.

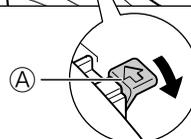
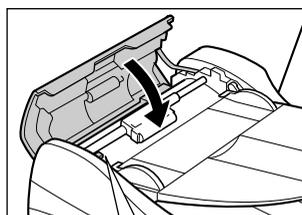


5 Pull out the jammed page from the ADF.



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

- If [Stop/Reset] is pressed during scanning and the document remains in the ADF, wait for the machine to return to standby mode, then press [Resume]. Documents left in the ADF will be ejected automatically.



► If the nozzle check pattern does not print properly

Refer to *Maintaining the printhead*, p. 9-1.

► Interpreting the messages

When the Alarm light blinks

Check the message in the LCD. If there is a message, follow the instructions and correct the error. Then to resume operation, press [Resume]. The Alarm light will turn off.

If the error remains, turn off the machine and disconnect the power cord. Wait 15 seconds, then reconnect the power cord and turn on the power.

If you cannot clear a paper jam

Turn off the machine and disconnect the power cord. Wait five seconds, reconnect the power cord and turn on the power. If the problem has been resolved, the Alarm light will turn off.

If the Alarm light still lights even after you have turned the power on again

Contact your local authorized Canon dealer or the Canon help line.

Error codes are printed in the ACTIVITY REPORT.

LCD messages

For detailed information on LCD messages, refer to the *User's Guide*.

► If you cannot solve the problem

If you have a problem with your machine that you cannot solve with the information provided in this chapter, contact your local authorized Canon dealer or the Canon help line.

⚠ CAUTION

- **If the machine makes strange noises, emits smoke or strange smells, unplug it immediately and contact your local authorized Canon dealer or the Canon help line. Do not attempt to disassemble or repair the machine yourself.**

📢 IMPORTANT

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

If you contact your local authorized Canon dealer or the Canon help line, make sure you have the following information ready:

- Product name: SmartBase MP730 or SmartBase MP700
- Serial number (located on the label located at the back of the machine)
- Details of the problem
- Steps taken to try to resolve the problem and the results

Machine settings

▶ **Fax Model** Printing a list to check the current settings

Before changing any settings, you can print the USER'S DATA LIST to check the current settings of your machine. For details, see the *User's Guide*.

▶ **Accessing the machine settings**

Follow this procedure to change a setting:

- 1** Press [Copy], [Scan], [Photo], or **Fax Model** [Fax] depending under which function key the setting is located.
- 2** Press [Menu].
- 3** Use [◀] or [▶] to select the menu under which the setting is located.
- 4** Press [OK].
 - You have now accessed the settings in the list.
- 5** Use [◀] or [▶] to select the setting you want.
- 6** Press [OK].
- 7** Follow these guidelines to scroll through and register settings:
 - Use [◀] or [▶] to scroll through settings.
 - To register a setting or access sub-settings, press [OK].
 - To return to a previous level, press [Menu].
- 8** When you have finished, press [Stop/Reset].

► Settings

[Copy] key	<small>Fax Model</small> [Fax] key	[Scan] key	[Photo] key
Menu: SPECIAL COPY	Menu: RECEIVE MODE	Menu: MAINTENANCE	Menu: PHOTO PRINT MODE
2 on 1	FAX ONLY MODE	NOZZLE CHECK	PHOTO PRINT MODE
BORDERLESS COPY	MANUAL MODE	HEAD CLEANING	VIVID PHOTO PRINT
IMAGE REPEAT	ANS.MACHINE MODE	HEAD REFRESHING	PRINT PHOTO DATE
MIRROR IMAGE	FAX/TEL AUTO SW	ALIGN PRINT HEAD	Menu: MAINTENANCE
ENTIRE IMAGE	Menu: MEMORY REFERENCE	ROLLER CLEANING	NOZZLE CHECK
Menu: MAINTENANCE	DOC. MEMORY LIST	Menu: USER DATA	HEAD CLEANING
NOZZLE CHECK	PRINT DOCUMENT	<small>Fax Model</small> TEL REGISTRATION	HEAD REFRESHING
HEAD CLEANING	DELETE DOCUMENT	<small>Fax Model</small> FAX SETTINGS	ALIGN PRINT HEAD
HEAD REFRESHING	Menu: REPORTS/LISTS	PRINTER SETTINGS	ROLLER CLEANING
ALIGN PRINT HEAD	ACTIVITY REPORT	SYSTEM SETTINGS	Menu: USER DATA
ROLLER CLEANING	SPEED DIAL LIST		<small>Fax Model</small> TEL REGISTRATION
Menu: USER DATA	USER DATA LIST		<small>Fax Model</small> FAX SETTINGS
<small>Fax Model</small> TEL REGISTRATION	DOC. MEMORY LIST		PRINTER SETTINGS
<small>Fax Model</small> FAX SETTINGS	Menu: MAINTENANCE		SYSTEM SETTINGS
PRINTER SETTINGS	NOZZLE CHECK		
SYSTEM SETTINGS	HEAD CLEANING		
	HEAD REFRESHING		
	ALIGN PRINT HEAD		
	ROLLER CLEANING		
	Menu: USER DATA		
	TEL REGISTRATION		
	FAX SETTINGS		
	PRINTER SETTINGS		
	SYSTEM SETTINGS		

► More information

For detailed information on all settings, refer to the *User's Guide*.

Canon

CANON INC.

30-2, Shimomaruko 3-chome, Ohta-ku, Tokyo 146-8501, Japan

CANON U.S.A., INC.

One Canon Plaza, Lake Success, NY 11042, U.S.A.

CANON CANADA INC.

6390 Dixie Road Mississauga, Ontario L5T 1P7, Canada

CANON EUROPA N.V.

Bovenkerkerweg 59-61 P.O. Box 2262, 1180 EG Amstelveen, The Netherlands

CANON FRANCE S.A.

17, quai du President Paul Doumer 92414 Courbevoie Cedex, France

CANON (U.K.) LTD.

Woodhatch, Reigate, Surrey, RH2 8BF, United Kingdom

CANON DEUTSCHLAND GmbH

Europark Fichtenhain A10, 47807 Krefeld, Germany

CANON ITALIA S.p.A.

Palazzo L Strada 6 20089 Milanofiori Rozzano (MI) Italy

CANON LATIN AMERICA, INC.

703 Waterford Way, Suite 400, Miami, Florida 33126, U.S.A.

CANON AUSTRALIA PTY. LTD

1 Thomas Holt Drive, North Ryde, Sydney, N.S.W. 2113, Australia

CANON SINGAPORE PTE. LTD.

79 Anson Road #09-01/06, Singapore 079906

CANON HONGKONG CO., LTD

9/F., The Hong Kong Club Building, 3A Chater Road, Central, Hong Kong

