Canon

LASER SHOT

Laser Beam Printer

LASER SHOT LBP3210

Automatic Image Refinement

CAPT Canon Advanced Printing Technology

User's Guide

IMPORTANT:

Read this manual carefully before using your printer.
Save this manual for future reference.

ENG

LBP3210
Laser Printer
User's Guide

Manuals for the Printer

The manuals for this printer are divided as follows. Please refer to them for detailed information.

Guides with this symbol are printed manuals.

Guides with this symbol are PDF manuals included on the accompanying CD-ROM.

- **Installation**
- **Connecting to a Computer**
- **Printing Methods**

Getting Started Guide

- **Basic Operations**
- **Troubleshooting**

User's Guide (This Manual)

- To view the manuals in PDF format, Adobe Reader/Adobe Acrobat Reader is required. If Adobe Reader/Adobe Acrobat Reader is not installed on your system, please download it from the Adobe Systems Incorporated website.
- The printer illustration on the cover may differ slightly from your printer.

How This Manual Is Organized

Chapter 1 **Before You Start Using This Printer**

Chapter 2 **Loading and Delivering Paper**

Chapter 3 **Setting Up the Printing Environment**

Chapter 4 **Printing a Document**

Chapter 5 **Routine Maintenance**

Chapter 6 **Troubleshooting**

Chapter 7 **Appendix**

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

Contents

Preface . . . . . **vii**
How To Use This Manual . . . . . **vii**
Symbols Used in This Manual vii
Buttons Used in This Manual vii
Operation Screens Used in This Manual viii
Abbreviations Used in This Manual viii
Legal Notices . . . . . **ix**
Trademarks. ix
Copyright ix
Disclaimers. ix
Legal Limitations on the Usage of Your Product and the Use of Images x
Important Safety Instructions . . . . . **xi**
Installation xi
Power Supply xii
Handling xiii
Maintenance and Inspections xiv
Consumables xvi
Others xvi

Chapter 1 Before You Start Using This Printer

Features and Benefits **1-2**
Parts and Their Functions **1-4**
Front View. 1-4
Rear View 1-5
Internal View. 1-6
Connecting the Power Cord **1-7**
Connecting the Power Cord 1-7
Turning the Printer ON/OFF **1-10**
Turning the Printer ON 1-10
Turning the Printer OFF 1-11
Connecting to a Computer **1-12**

Chapter 2 Loading and Delivering Paper

Paper Requirements **2-2**
Usable Paper 2-2
Paper Size 2-2

Paper Type 2-3
Abbreviations of Paper Sizes 2-5
Printable Area 2-6
Unusable Paper 2-7
Storing Paper 2-8
Storing Printouts 2-8
Paper Source 2-9
Paper Source Type 2-9
Paper Capacity for Paper Source 2-10
Paper Delivery Area 2-11
Paper Delivery Area Type 2-11
Face-down Delivery Area 2-11
Face-up Delivery Slot 2-12
Paper Capacity for Paper Delivery Area 2-13
Selecting the Paper Delivery Area 2-13
Switching to the Face-up Delivery Slot 2-13
Switching to the Face-down Delivery Area 2-14
Printing on Plain Paper/Heavy Paper/Label/Transparency 2-15
Loading Paper 2-15
Loading Paper in the Cassette 2-16
Loading Paper in the Manual Feed Slot 2-22
Setting Up the Printer Driver and Printing 2-25
Printing Envelopes 2-29
Loading Envelopes 2-29
Loading Envelopes in the Cassette 2-30
Loading an Envelope in the Manual Feed Slot 2-36
Setting Up the Printer Driver and Printing 2-39
Printing on Custom (Nonstandard) Paper Size 2-43
Loading Custom Paper Size 2-43
Setting Up the Printer Driver and Printing 2-46

Chapter 3 Setting Up the Printing Environment

Introduction 3-2
After Installing the Printer 3-2
Steps for Printing to Be Followed Each Time 3-2
Required System Environment 3-2
Installing the CAPT Software 3-4
For Windows 98/Me 3-5
Installing from CD-ROM Setup 3-5
Installing with Plug and Play 3-9
For Windows 2000 3-16
Installing from CD-ROM Setup 3-16
Installing with Plug and Play 3-20

For Windows XP/Server 2003 3-24
Installing from CD-ROM Setup 3-24
Installing with Plug and Play 3-29
After Completing Installation 3-33
Checking the Operations by Printer Status Print 3-35
Printing from a Network Computer by Sharing the Printer on a Network 3-38
Print Server Settings 3-39
For Windows 98/Me 3-39
For Windows 2000/XP/Server 2003 3-43
Installation on the Clients 3-49
Installing from CD-ROM Setup 3-50
Installing from [Add Printer Wizard] 3-55
Installing from [Windows Explorer] 3-57
Uninstalling the CAPT Software 3-59

Chapter 4 Printing a Document

Printing from an Application 4-2
Job Operations 4-6
Specifying the Printing Preferences 4-8
For Windows 98/Me 4-8
Displaying the [Document Properties] Dialog Box from an Application 4-8
Displaying the [Printer Properties] Dialog Box from the [Printers] Folder 4-10
For Windows 2000/XP/Server 2003 4-11
Displaying the [Document Properties] Dialog Box from an Application . . . 4-12
Displaying the [Document Properties] Dialog Box from the [Printers] Folder . . 4-13
Displaying the [Printer Properties] Dialog Box from the [Printers] Folder . . 4-15
Using the Printing Functions 4-17
Various Pages in the Printer Driver 4-17
[Page Setup] Sheet 4-18
[Finishing] Sheet 4-20
[Paper Source] Sheet 4-21
[Quality] Sheet 4-22
[General] Sheet 4-24
[Details] Sheet (Windows 98/Me only) 4-24
[Sharing] Sheet 4-24
[Ports] Sheet (Windows 2000/XP/Server 2003 only) 4-25
[Advanced] Sheet (Windows 2000/XP/Server 2003 only) 4-26
[Color Management] Sheet (Windows 2000/XP/Server 2003 only) 4-26
[Security] Sheet (Windows 2000/XP/Server 2003 only) 4-27
[Configuration]/[Device Settings] Sheet 4-27
[Profile] Sheet (Windows 2000/XP/Server 2003 only) 4-28
Preview 4-30
Printing Multiple Pages on One Sheet 4-31

Scaling Print Output 4-33
Scaling a Document Automatically 4-33
Scaling a Document Manually 4-34
Poster Printing 4-35
Printing on Custom (Nonstandard) Paper Size 4-36
Specifying the Finishing Method 4-38
Specifying the Print Quality 4-40
Grayscale Settings 4-42
Specifying Profiles 4-43
Adding a Profile 4-44
Editing/Deleting a Profile 4-46
PageComposer 4-47
Viewing the Printer Settings/Restoring the Default Settings 4-49
Viewing the Printer Settings 4-49
Restoring the Default Settings 4-50
Printer Status Window 4-51
Using the Printer Status Window 4-51
Displaying the Printer Status Window 4-53
Options Menu 4-54
Setting Preferences 4-54
Cleaning 4-56
Printer Status Window 4-56
[Refresh] 4-56
[Resolve Error] 4-56
Displaying Status When a Print Server is Used 4-57

Chapter 5 Routine Maintenance

Replacing the Toner Cartridge 5-2
Before Replacing the Toner Cartridge 5-2
Replacing the Toner Cartridge 5-6
Cleaning 5-12
Precautions for Handling Toner Cartridges 5-13
Storing the Toner Cartridge 5-15
Cleaning the Printer 5-16
Moving the Printer 5-18
Moving the Printer 5-19
Handling the Printer 5-23
Precautions for Handling the Printer 5-23
Precaution for Storing the Printer 5-24

Chapter 6 Troubleshooting

Trouble Shooting Map 6-2
Paper Jams 6-3

Service Call Display **6-15**
When a Fixing Unit Error Appears 6-16
When a Scanner Error or Service Error Appears 6-17
Print Quality Problems **6-19**
Paper Problems **6-22**
When Nothing is Printed **6-23**
Installation Problems **6-24**
When Uninstallation Fails 6-25
Uninstalling the USB Class Driver 6-27
Problems During Local Installation 6-30
Installation Problems When the Printer is Shared on a Network 6-30
Miscellaneous Problems **6-31**
Confirming the Printer Features **6-33**

Chapter 7 Appendix

Specifications **7-2**
Hardware Specifications 7-2
Software Specifications 7-3
Dimensions of Each Part **7-4**
Optional Accessories **7-5**
Network Adapter 7-5
NetSpot Device Installer **7-7**
Windows Firewall **7-8**
Configuring Windows Firewall to unblock communication with client computers 7-8
Configuring Windows Firewall to block communication with client computers 7-10
Index **7-12**
Locations of the Serial Number **7-15**

Preface

Thank you for purchasing the Canon LASER SHOT LBP3210. Please read this manual thoroughly before operating the printer in order to familiarize yourself with its capabilities, and to make the most of its many functions. After reading this manual, store it in a safe place for future reference.

How To Use This Manual

Symbols Used in This Manual

The following symbols are used in this manual to explain procedures, restrictions, handling precautions, and instructions that should be observed for safety.

WARNING	Indicates a warning concerning operations that may lead to death or injury to persons if not performed correctly. In order to use the printer 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 printer safely, always pay attention to these cautions.
IMPORTANT	Indicates operational requirements and restrictions. Be sure to read these items carefully in order to operate the printer correctly, and to avoid damage to the printer.
NOTE	Indicates a clarification of an operation, or contains additional explanations for a procedure. Reading these notes is highly recommended.

Buttons Used in This Manual

The following button names are a few examples of how buttons to be clicked are expressed in this manual:

- Buttons on Computer Operation Screens: [Button Name]

  Example: [OK]

  [Details]

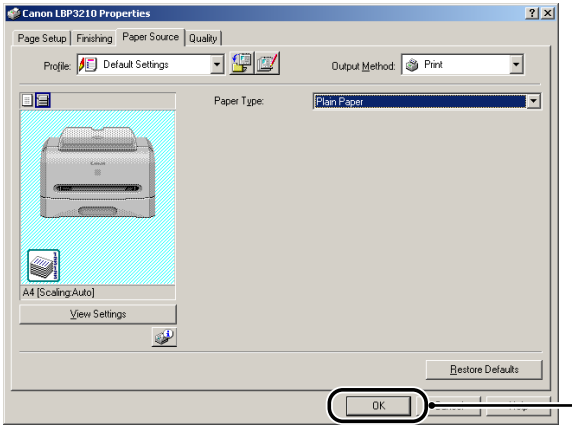
Operation Screens Used in This Manual

Operation screens used in this manual may differ from those on your computer depending on the system environment.

The button which you should click is marked with ⬭ as shown below.

When multiple buttons can be pressed on the screen shot of computer operation screen, all buttons are marked. Select the button which suits your needs.

5 **Click [OK] to close the Properties dialog box.**



Abbreviations Used in This Manual

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

Microsoft® Windows® 95 operating system:	Windows 95
Microsoft® Windows® 98 operating system:	Windows 98
Microsoft® Windows® Millennium Edition operating system:	Windows Me
Microsoft® Windows® 2000 operating system:	Windows 2000
Microsoft® Windows® XP operating system:	Windows XP
Microsoft® Windows Server™ 2003 operating system:	Windows Server 2003
Microsoft® Windows® operating system:	Windows
LASER SHOT LBP3210:	LBP3210

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- Paper Money
- Money Orders
- Certificates of Deposit
- Postage Stamps (canceled or uncanceled)
- Identifying Badges or Insignias
- Selective Service or Draft Papers
- Checks or Drafts Issued by Governmental Agencies
- Motor Vehicle Licenses and Certificates of Title
- Travelers Checks
- Food Stamps
- Passports
- Immigration Papers
- Internal Revenue Stamps (canceled or uncanceled)
- Bonds or Other Certificates of Indebtedness
- Stock Certificates
- Copyrighted Works/Works of Art without Permission of Copyright Owner

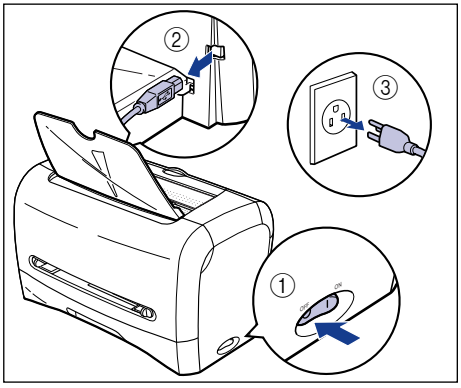
Important Safety Instructions

Please read these "Important Safety Instructions" thoroughly before operating the printer. As these instructions are intended to prevent injury to the user or other persons or destruction of property, always pay attention to these instructions. Also, since it may result in unexpected accidents or injuries, do not perform any operation unless otherwise specified in the manual.

Installation

WARNING

- **Do not install the printer near alcohol, paint thinner, or other flammable substances. If flammable substances come into contact with a high-voltage area inside the printer, this may result in a fire or electrical shock.**
- **Do not place the following items on the printer. If these items come into contact with a high-voltage area inside the printer, it may result in a fire or electrical shock. If these items are dropped or slipped inside the printer, immediately turn OFF the power switch ① and disconnect the USB cable ② if it is connected. Then, unplug the power plug from the AC power outlet ③, and contact your local authorized Canon dealer.**
  - **Necklaces and other metal objects**
  - **Cups, vases, flowerpots, and other containers filled with water or liquids**



CAUTION

- **Do not install the printer in unstable locations, such as unsteady platforms or inclined floors, or in locations subject to excessive vibrations, as this may cause the printer to fall or tip over, resulting in personal injury.**

- **Never block the ventilation slots on the printer. The ventilation slots are provided for proper ventilation of working parts inside the printer. Blocking the ventilation slots can cause the printer to overheat, resulting in a fire. Never place the printer on a soft surface, such as a sofa or rug.**
- **Do not install the printer in the following locations, as this may result in a fire or electrical shock:**
  - **A damp or dusty location**
  - **A location exposed to smoke and steam such as cookeries and humidifiers**
  - **A location exposed to rain or snow**
  - **A location near water faucets or water**
  - **A location exposed to direct sunlight**
  - **A location subject to high temperatures**
  - **A location near open flames**
- **When installing the printer, gently lower the printer onto the floor or other machine to avoid catching your hands, as this may result in personal injuries.**
- **When connecting the USB cable, connect it properly according to this manual. If not connected properly, this may result in malfunction or electrical shock.**
- **When moving the printer, follow the instructions in this manual to hold it correctly. Failure to do so may cause you to drop the printer, resulting in personal injury. (See "Moving the Printer," on p. 5-18)**

Power Supply

⚠ WARNING

- **Do not damage or modify the power cord. Also, do not place heavy objects on the power cord, or pull on or excessively bend it, as this could cause electrical damage and result in a fire or electrical shock.**
- **Keep the power cord away from a heat source; failure to do this may cause the power cord coating to melt, resulting in a fire or electrical shock.**
- **Do not plug or unplug the power plug with wet hands, as this may result in an electrical shock.**
- **Do not plug the power cord to a multiplug power strip, as this may cause a fire or electrical shock.**
- **Do not bundle up or tie the power cord in a knot, as this may result in a fire or electrical shock.**
- **Insert the power plug completely into the AC power outlet, as failure to do so may result in a fire or electrical shock.**
- **Do not use power cords other than the power cord provided, as this may result in a fire or electrical shock.**
- **As a general rule, do not use extension cords or plug extension cords to a multiple power strip. If extension cords must be used or plugged to a multiple power strip, however, use them observing the following points on user's own authority. If you use extension cords improperly, this may result in a fire or electrical shock.**
  - **Do not connect one extension cord to another.**

- Make sure that the voltage of the power plug is the one indicated in the rating label (attached on the back of the printer) when you use the printer.
- Use an extension cord that allows the current value greater than the necessary one indicated in the rating label (attached on the back of the printer).
- When you use an extension cord, untie the cord binding, and insert the power plug completely into the extension cord outlet to ensure a firm connection between the power cord and the extension cord.
- Periodically check that the extension cord is not overheated.

⚠ CAUTION

- Do not use power supplies with voltages other than those specified herein, as this may result in a fire or electrical shock.
- Always grasp the power plug when unplugging the power cord. Pulling on the power cord may expose or snap the core wire, or otherwise damage the power cord. If the power cord is damaged, this could cause current to leak, resulting in a fire or electrical shock.
- Leave sufficient space around the power plug so that it can be unplugged easily. If objects are placed around the power plug, you will be unable to unplug it in an emergency.

Handling

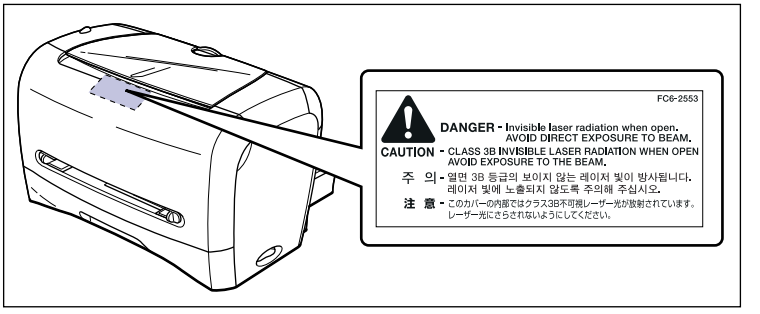
⚠ WARNING

- Do not attempt to disassemble or modify the printer. There are high-temperature and high-voltage components inside the printer which may result in a fire or electrical shock.
- Electrical equipment can be hazardous if not used properly. To avoid injury, do not allow children access to the interior of any electrical product and do not let them touch any electrical contacts or gears that are exposed.
- If the printer makes strange noises, or emits smoke, heat or unusual smells, immediately turn OFF the power switch, and disconnect the USB cable if it is connected. Then, unplug the power plug from the AC power outlet, and contact your local authorized Canon dealer.
- Do not use highly flammable sprays near the printer. If gas from these sprays comes into contact with the electrical components inside the printer, it may result in a fire or electrical shock.
- Always turn OFF the power switch, unplug the power plug, and disconnect the USB cable when moving the printer. Otherwise, the power cord or USB cable may be damaged, resulting in a fire or electrical shock.
- Do not drop paper clips, staples, or other metal objects inside the printer. Also, do not spill water, liquids, or flammable substances (alcohol, benzene, paint thinner, etc.) inside the printer. If these items come into contact with a high-voltage area inside the printer, it may result in a fire or electrical shock. If these items are dropped or slipped inside the printer, immediately turn OFF the power switch and disconnect the USB cable if it is connected. Then, unplug the power plug from the AC power outlet and contact your local authorized Canon dealer.

- **When connecting or disconnecting the USB cable while the power plug is plugged into the AC power outlet, do not touch the metal part of the connector. This may lead to an electrical shock.**

⚠ CAUTION

- **Do not place heavy objects on the printer, as they may tip over or fall resulting in personal injury.**
- **Turn OFF the power switch for safety when the printer will not be used for a long period of time such as overnight. Also, turn OFF the power switch on the right of the printer and unplug the power plug for safety when the printer will not be used for an extended period of time such as during consecutive holidays.**
- **The laser beam can be harmful to human bodies. Since radiation emitted inside the printer is completely confined within protective housings and external covers, the laser beam cannot escape from the printer during any phase of user operation. Read the following remarks and instructions for safety.**
  - **Never open covers other than those instructed in this manual.**
  - **Do not remove the caution label attached to the cover of the laser scanner unit.**



  - **If the laser beam escapes from the printer, exposure may cause serious damage to your eyes.**
  - **It is confirmed that the LBP3210 is a Class 1 laser product in compliance with IEC60825-1: 1993.**

Maintenance and Inspections

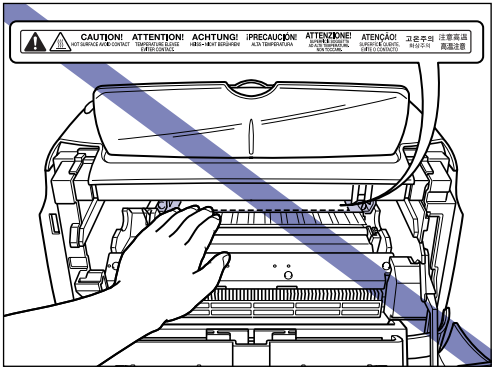
⚠ WARNING

- **When cleaning the printer, turn OFF the main power switch, disconnect the USB cable, then unplug the power plug. Failure to observe these steps may result in a fire or electrical shock.**
- **Clean the printer using a slightly dampened cloth with water or a mild detergent diluted with water. Do not use alcohol, benzene, paint thinner, or other flammable substances. If flammable substances come into contact with electrical parts inside the printer, this may result in a fire or electrical shock.**

- **There are some areas inside the printer which are subject to high-voltages. When removing jammed paper or when inspecting the inside of the printer, do not allow necklaces, bracelets, or other metal objects to touch the inside of the printer, as this may result in burns or an electrical shock.**
- **Do not burn or throw a used toner cartridge into open flames, as this may cause the toner remaining inside the cartridge to ignite, resulting in burns or a fire.**
- **Unplug the power plug from the AC power outlet regularly, and clean the area around the base of the power plug's metal pins and the AC power outlet with a dry cloth to ensure that all dust and grime is removed. If the power plug is plugged for a long period of time in a damp, dusty, or smoky location, dust can build up around the power plug and become damp. This may cause a short circuit and result in a fire.**

⚠ CAUTION

- **Never attempt to service this printer yourself, except as explained in this manual. There are no user serviceable parts inside the printer. Adjust only those controls that are covered in the operating instructions. Improper adjustment could result in personal injury and/or damage requiring extensive repair that may not be covered under your Limited Warranty.**
- **The fixing unit and its surroundings inside the printer may become hot during use. When removing jammed paper or when inspecting the inside of the printer, do not touch the fixing unit and its surroundings, as doing so may result in burns.**



- **When removing jammed paper or replacing a toner cartridge, take care not to allow the toner to come into contact with your hands or clothing, as this will dirty your hands or clothing. If they become dirty, wash them immediately with cold water. Washing with warm water will set the toner and make it impossible to remove the toner stains.**
- **When removing paper which has become jammed inside the printer, remove the jammed paper gently to prevent the toner on the paper from scattering and getting into your eyes or mouth. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.**
- **When loading paper or removing jammed paper, take care not to cut your hands with the edges of the paper.**

- **When removing a used toner cartridge from the toner cartridge guide, remove the cartridge carefully to prevent the toner from scattering and entering your eyes or mouth. If the toner enters your eyes or mouth, wash them immediately with cold water and immediately consult a physician.**

Consumables

⚠ WARNING

- **Do not throw a used toner cartridge into open flames, as this may cause toner remaining inside the cartridge to ignite and result in burns or a fire.**
- **Do not store a toner cartridge or copy paper in places exposed to open flames, as this may cause the toner or paper to ignite and result in burns or a fire.**

⚠ CAUTION

Keep toner and other consumables out of the reach of small children. If these items are ingested, consult a physician immediately.

Others

⚠ WARNING

The toner cartridge generates a low level magnetic field. If you use a cardiac pacemaker and feel abnormalities, please move away from the toner cartridge and consult your physician.

Before You Start Using This Printer

CHAPTER 1

This chapter describes the major features and basic functions of this printer.

Features and Benefits 1-2

Parts and Their Functions 1-4

- Front View 1-4
- Rear View 1-5
- Internal View 1-6

Connecting the Power Cord 1-7

- Connecting the Power Cord 1-7

Turning the Printer ON/OFF 1-10

- Turning the Printer ON 1-10
- Turning the Printer OFF 1-11

Connecting to a Computer 1-12

Features and Benefits

■ High Performance Printing System "CAPT"

LBP3210 is equipped with the latest CAPT (Canon Advanced Printing Technology) software supporting Windows operations systems. As this system batch-processes the print data in a computer instead of a printer, it enables high-speed printing, making full use of the features of a computer. It shortens the time period over which the computer is freed. The information, such as out of paper, the remaining time of printing and the estimated time of print completion, appears on the display in real time.

■ USB 2.0 High Speed Preinstalled

LBP3210 achieves high-speed transmission by supporting High-Speed I/F USB 2.0 that offers up to 480 Mbps transmission speeds.

■ High-speed Printing & Extra-High-definition Image Printing

20 pages per minute printing provides fast, stress-free printing at 600 dpi resolution. Canon's new Automatic Image Refinement provides 2400 x 600 dpi extra-high resolution images. Gray scale dithering produces detailed and clear images for photographs and graphics.

■ Supports Various Networks

If you use this printer as a network printer, the status is displayed in both the server and client computers. You can perform job operations from both of them.

■ Supports Various Types of Media

Various types of media, such as plain paper, envelopes (Envelope C5, Envelope COM10, Envelope DL, Envelope Monarch), labels, and transparencies, can be used for this printer. Although this printer is for A4 size paper, its reduction mode can reduce a document of larger size, such as A3 and B4, to A4 size to print.
You can also use custom paper sizes.

■ Low Power Consumption and Quick Startup

Canon's own "On-demand Fixing System" achieves low power consumption and quick startup. This innovative technology heats the fixing heater instantaneously only at printing, and reduces warm-up time. So, LBP3210 is always in standby status and ready to print. Furthermore, the average power consumption during standby status is only about 6 W.

■ Compact & Quiet Design

The compact design of this printer saves space in your home or office.

Quiet printing and noiseless standby status allow you to use this printer without concerning with neighborhood even at night.

■ Easy Maintenance & Printer Status Window

Uniting toner with a photosensitive drum, the toner cartridge for LBP3210 can be easily replaced.

The Printer Status Window that is displayed during print allows you to make exact judgments by graphics and sound, improving the operability of this printer.

Parts and Their Functions

This section describes the name and function of each part in order for you to use this printer properly to make full use of its functions.

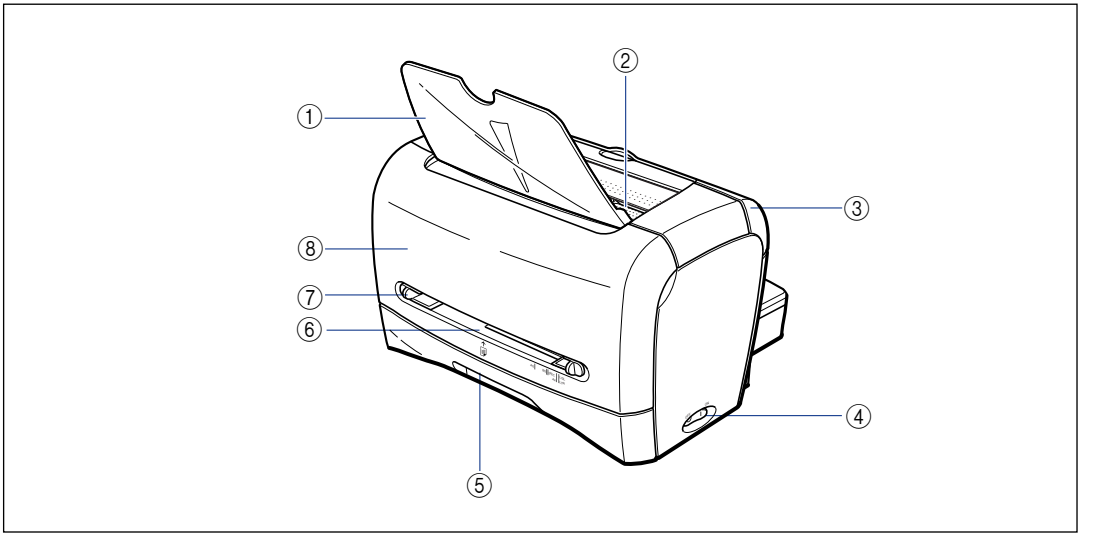
CAUTION

Do not block the ventilation slots on the printer. If any ventilation slot is blocked, the temperature inside the printer may rise, resulting in a fire.

NOTE

In case any part of the printer is damaged, contact your local authorized Canon dealer.

Front View



① Face-down Delivery Tray

Allows paper to be delivered.

② Face-down Delivery Area

Delivers paper with the printing side facing down. (See p. 2-11)

③ Delivery Selection Cover

Switches between face-up delivery and face-down delivery. (See p. 2-13)

④ Power Switch

Turns the power of the printer ON/OFF. (See p. 1-10)

⑤ Cassette

Allows you to load a maximum of 250 sheets of plain paper (64 g/m^2). (See p. 2-9)

⑥ Manual Feed Slot

Used when printing paper one by one manually. (See p. 2-9)

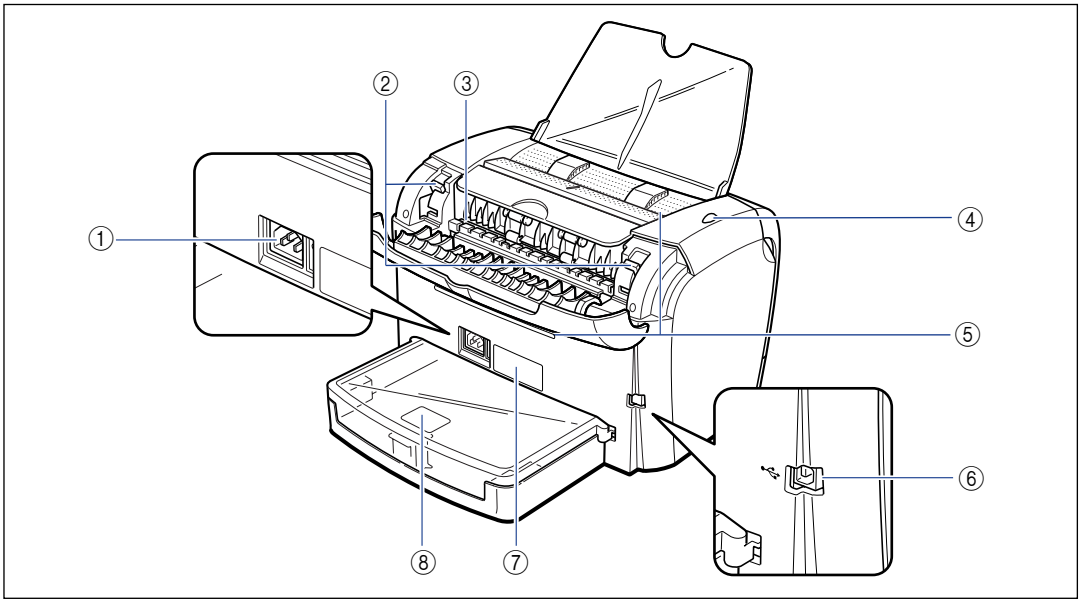
⑦ Paper Guide

Align this paper guide with the width of the paper so that paper is delivered straight.

⑧ Front Cover

Opened when replacing the toner cartridge or removing jammed paper.

Rear View



① Power Socket

Connected to the supplied power cord. (See p. 1-7)

② Pressure Release Levers

When a paper jam occurs, release the levers to release the pressure from the fixing unit. (See p. 6-6)

③ Face-up Delivery Slot

Delivers paper with the printing side facing up. (See p. 2-12)

④ Power Indicator

Lights up when the power is ON.

⑤ Ventilation Slot

Cools the insides of the printer. Do not block the ventilation slot.

⑥ USB Connector

Connected to the USB cable. The USB cable is connected to the USB port on the computer. (See p. 1-13)

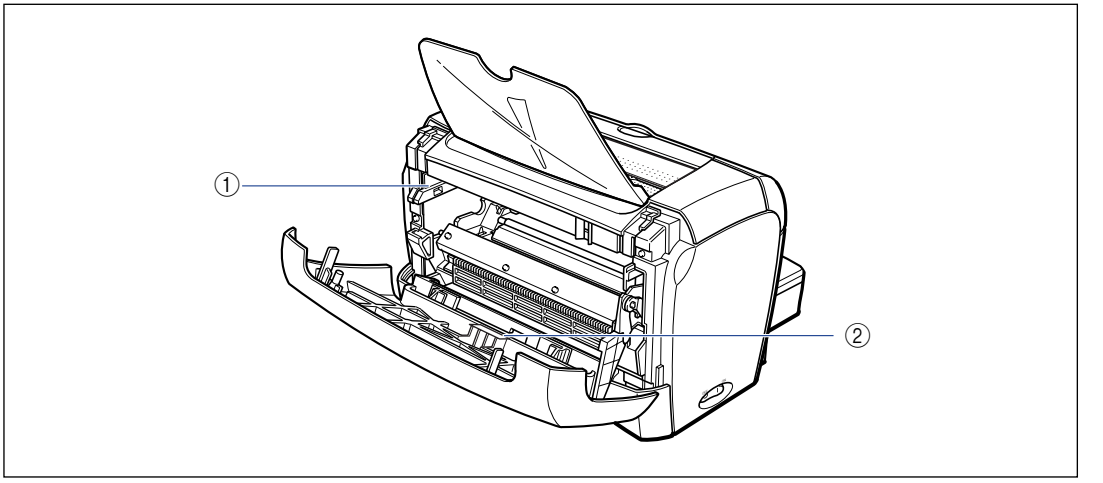
⑦ Rating Label

The serial number (Serial No.) for printer identification is indicated on this label. The number is required for receiving service or repairs. The current value indicated in this rating label shows the average power current consumption.

⑧ Cassette Protective Cover

Prevents dirt and dust from entering the cassette.

Internal View



① Toner Cartridge Guide

When setting the toner cartridge, push it while aligning the projections on each side of the toner cartridge with this guide. (See p. 5-5)

② Black Film

Do not peel off this film.

Connecting the Power Cord

This section describes the procedure for connecting the power cord. For details on connecting the cord, see "Important Safety Instructions," on p. xi.

Connecting the Power Cord

WARNING

- **Do not damage or modify the power cord. Also, do not place heavy objects on the power cord, or pull on or excessively bend it, as this could cause electrical damage and result in a fire or electrical shock.**
- **Keep the power cord away from a heat source; failure to do this may cause the power cord coating to melt, resulting in a fire or electrical shock.**
- **Do not plug or unplug the power plug with wet hands, as this may result in an electrical shock.**
- **Do not plug the power cord to a multiplug power strip, as this may cause a fire or electrical shock.**
- **Do not bundle up or tie the power cord in a knot, as this may result in a fire or electrical shock.**
- **Insert the power plug completely into the AC power outlet, as failure to do so may result in a fire or electrical shock.**
- **Do not use power cords other than the power cord provided, as this may result in a fire or electrical shock.**
- **As a general rule, do not use extension cords or plug extension cords to a multiple power strip. If extension cords must be used or plugged to a multiple power strip, however, use them observing the following points on user's own authority. If you use extension cords improperly, this may result in a fire or electrical shock.**
  - **Do not connect one extension cord to another.**
  - **Make sure that the voltage of the power plug is the one indicated in the rating label (attached on the back of the printer) when you use the printer.**
  - **Use an extension cord that allows the current value greater than the necessary one indicated in the rating label (attached on the back of the printer).**
  - **When you use an extension cord, untie the cord binding, and insert the power plug completely into the extension cord outlet to ensure a firm connection between the power cord and the extension cord.**
  - **Periodically check that the extension cord is not overheated.**

CAUTION

- **Do not use power supplies with voltages other than those specified herein, as this may result in a fire or electrical shock.**

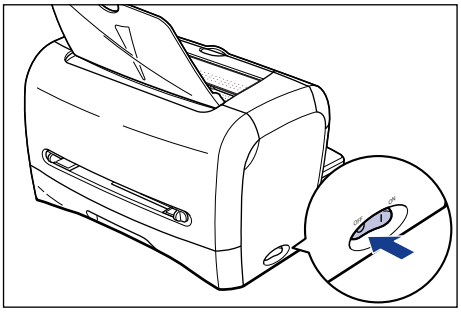
- **Always grasp the power plug when unplugging the power cord. Pulling on the power cord may expose or snap the core wire, or otherwise damage the power cord. If the power cord is damaged, this could cause current to leak, resulting in a fire or electrical shock.**
- **Leave sufficient space around the power plug so that it can be unplugged easily. If objects are placed around the power plug, you will be unable to unplug it in an emergency.**

IMPORTANT

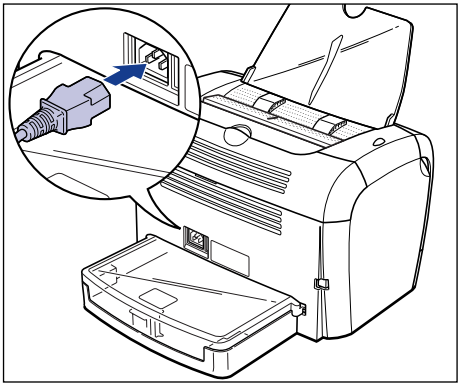
- Do not plug the power cord into the auxiliary outlet on a computer.
- One AC power outlet should be used exclusively for the printer.
- Do not connect this printer to an uninterruptible power source. This may cause printer malfunction or breakdown at the occurrence of a power failure.

1 Make sure that the power switch of the printer is turned OFF.

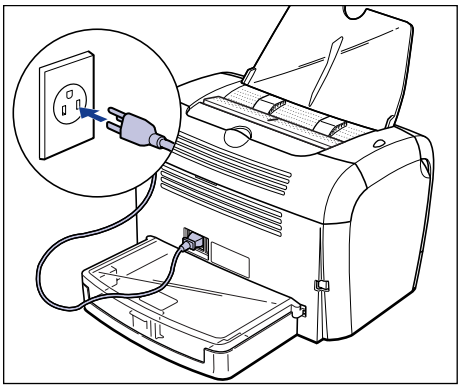
The printer is OFF when "○" of the power switch is pressed.



2 Plug the supplied power cord into the power socket.



3 **Plug the power plug into the AC power outlet.**



Turning the Printer ON/OFF

The power switch to turn the printer ON or OFF is located on the right side of the printer. Be sure to observe the following instructions in order to prevent unexpected problems.

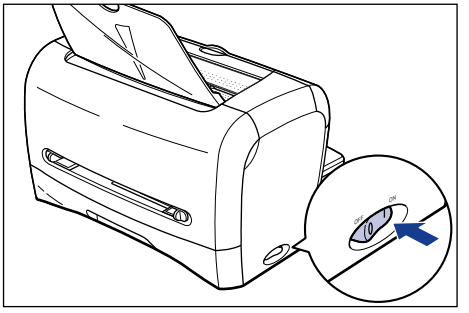
Turning the Printer ON

In order to use this printer, you should press "|" of the power switch to turn the printer ON. After running a self-diagnostic test, the printer will be ready to print.

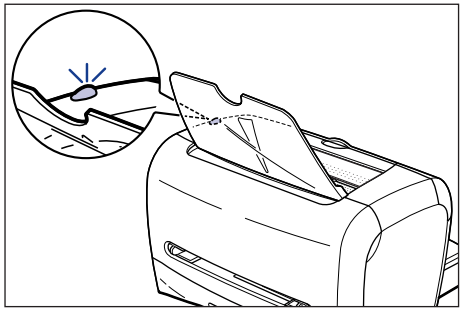
IMPORTANT

- Do not turn the power ON immediately after turning it OFF. When cycling the power of the printer, after turning the power OFF, wait for 10 seconds or longer before turning it ON again.
- If the printer does not operate properly, or an error message appears in the Printer Status Window, see "Troubleshooting," on p. 6-1.
- Before turning the power ON, make sure that paper is not loaded in the manual feed slot. If you turn the power ON when paper is loaded in the manual feed slot, this may cause paper jams.
- When you turn the power of the printer ON for the first time after you install the printer, a blank sheet may be delivered. However, this is not abnormal.

1 Press "|" of the power switch to turn the printer ON.



The power indicator lights up and the printer initiates a self-diagnostic test. If no abnormality is found during the self-diagnostic test, the printer is ready to print.



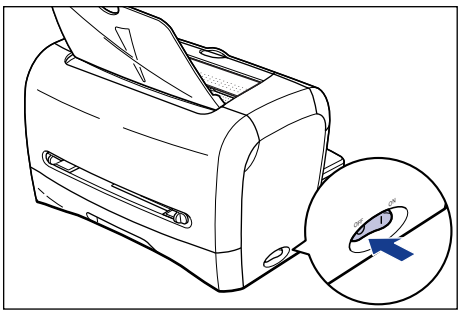
Turning the Printer OFF

Perform the following procedure to turn the power of the printer OFF.

IMPORTANT

- If the printer is used in a network, before turning the power OFF, make sure that any other computers are not sending printing data to the printer.
- If you turn the power of the printer OFF, all print data remaining in the printer memory will be erased. So, wait for the necessary print data to be printed before turning the power OFF.
- Do not turn the power OFF when the printer is in any of the following status:
  - During printing
  - While running a self-diagnostic test immediately after turning the power of the printer ON

1 Press "○" of the power switch to turn the printer OFF.



IMPORTANT

The power consumption of the printer with "○" of the power switch pressed is 0 W.

Connecting to a Computer

This section describes how to connect the printer to a computer.
As this printer is equipped with a USB connector, you can use a USB cable to connect to a computer.
By using a USB cable, this printer can be connected to a computer equipped with the USB port.

WARNING

When connecting or disconnecting the USB cable while the power plug is plugged into the AC power outlet, do not touch the metal part of the connector. This may lead to an electrical shock.

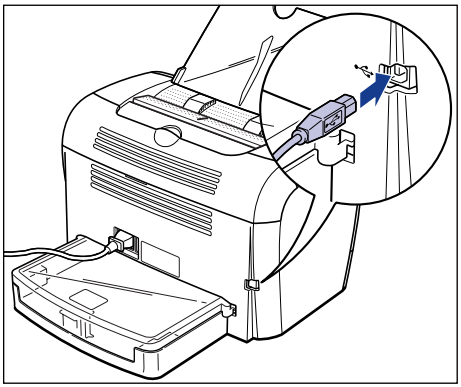
IMPORTANT

- You can connect or disconnect the USB cable even while the power of the computer or printer is turned ON. However, do not connect or disconnect the USB cable in the following situations, as this may result in a computer or printer error:
  - While the computer operating system is starting up immediately after the computer is turned on
  - During printing
- If you connect or disconnect the USB cable while the power of the computer and printer are turned ON, after disconnecting the USB cable, wait for 5 seconds or longer before connecting it again. If you connect the USB cable immediately after disconnecting it, this may result in a computer or printer error.
- This printer performs two-way communication during printing. If the printer is connected with a print server, a USB-hub switching device or others that require one-way communication, it may result in printer error.

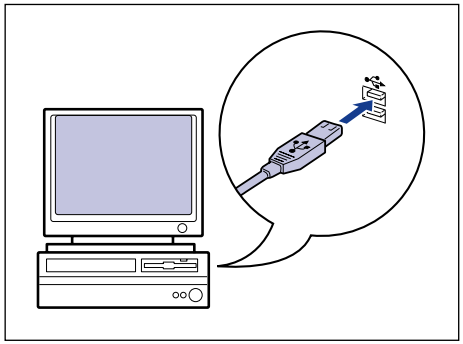
NOTE

- The appropriate USB interface differs depending on the operation system of the connected computer as follows. For more details, contact your local authorized Canon dealer.
  - Windows 98/Me: USB Full-Speed (USB1.1 equivalent)
  - Windows 2000/XP/Server 2003: USB 2.0 Hi-Speed/USB Full-Speed (USB1.1 equivalent)
- When you connect this printer to a computer with a USB cable, use a computer with manufacturer's guarantee of USB proper operation.
- This printer does not come with a USB cable. Have the appropriate one available for your computer.

1 **Connect the B-type (square) end of the USB cable to the USB connector on the rear side of the printer.**



2 **Connect the A-type (flat) end of the USB cable to the USB port on the computer.**



NOTE

- If a Wizard appears after connecting the USB cable by the Plug and Play automatic setup, install the software for this printer using the following procedure. For more details, see "Installing the CAPT Software," on p. 3-4.
  - Click [Cancel] and install the software from CD-ROM Setup.
  - Install using Plug and Play.
- If you are not sure about the USB cable that is supported by your computer, contact your local authorized Canon dealer.

Loading and Delivering Paper

CHAPTER 2

This chapter describes the types of paper that can be used with this printer, and how to load and deliver paper.

Paper Requirements 2-2
- Usable Paper 2-2
- Printable Area 2-6
- Unusable Paper 2-7
- Storing Paper 2-8
- Storing Printouts 2-8

Paper Source 2-9
- Paper Source Type 2-9
- Paper Capacity for Paper Source 2-10

Paper Delivery Area 2-11
- Paper Delivery Area Type 2-11
- Paper Capacity for Paper Delivery Area 2-13
- Selecting the Paper Delivery Area 2-13

Printing on Plain Paper/Heavy Paper/Label/Transparency 2-15
- Loading Paper 2-15
- Setting Up the Printer Driver and Printing 2-25

Printing Envelopes 2-29
- Loading Envelopes 2-29
- Setting Up the Printer Driver and Printing 2-39

Printing on Custom (Nonstandard) Paper Size 2-43
- Loading Custom Paper Size 2-43
- Setting Up the Printer Driver and Printing 2-46

Paper Requirements

Usable Paper

To ensure optimum performance, use only paper that falls within the specifications in the following lists. Inappropriate paper may result in deterioration in print quality or paper jams.

IMPORTANT

- In the following cases, the safety function that prevents damage caused by heat may slow the print speed down in stages.
  - For a continuous job on B5 or A5 size heavy paper, Envelope C5, Envelope COM10, Envelope DL, or Envelope Monarch, the print speed may drop down to 3 ppm.
  - For a continuous job on B5 or A5 size plain paper, the print speed may drop down to 4 ppm.
- When printing paper continuously, be sure that the amount of paper to be loaded at any one time does not exceed its paper capacity.

Paper Size

The following shows the paper sizes that can be used with this printer. A circle mark (○) indicates that the type can be used, and a cross mark (×) indicates that the type cannot be used.

Paper Size	Paper Source	
	Cassette	Manual Feed Slot
A4	○	○
B5	○	○
A5	○	○
Legal	×	○
Letter	○	○
Executive	○	○
Custom Paper Size Width: 76.2 mm - 215.9 mm Length: 127.0 mm - 355.6 mm	×	○
Envelope*2		
Envelope DL 110.0 mm x 220.0 mm	○	○
Envelope COM10 105.0 mm x 241.0 mm	○	○
Envelope C5 162.0 mm x 229.0 mm	○	○
Envelope Monarch 98.0 mm x 191.0 mm	○	○

Paper Type

The following shows the paper types that can be used with this printer. A circle mark (○) indicates that the type that can be used.

Paper Type		Printer Driver Setting	Paper Source	
			Cassette	Manual Feed Slot
Plain paper (64 - 80 g/m²)		[Plain Paper], [Plain Paper L] *1, [Heavy Paper] *2	○	○
Heavy Paper	81 - 105 g/m²	[Heavy Paper]	○	○
	106 - 163 g/m²	[Heavy Paper H]	○*5	○
Transparency		[Transparencies]	○	○
Label		[Heavy Paper] *3	○*6	○
Envelope		*4	○	○

*1 If paper curls excessively when printed with [Plain Paper] selected, select [Plain Paper L].

*2 If toner is not fixed on the paper well when printed with [Plain Paper] selected, select [Heavy Paper].

*3 For printing on labels, select [Heavy Paper] for the paper type. If toner is not fixed on the paper well when printed with [Heavy Paper] selected, select [Heavy Paper H].

*4 For printing on envelopes, select any of [Envelope C5], [Envelope COM10], [Envelope DL], or [Envelope Monarch] for the paper size. Then, printing is performed in the appropriate print mode automatically. You do not have to set the paper type.

*5 The heavy paper that you can load in the cassette is paper that weighs 128 g/m² or less. Load heavy paper that weighs 129 g/m² or over in the manual feed slot.

*6 Only standard type labels (label standard card) can be loaded in the cassette.

NOTE

The thickness of paper is indicated by the weight per 1 m², generally in units of g/m². For details on the thickness of paper, contact the paper maker.

■ Plain Paper

This printer can print on plain paper that is 76.2 to 215.9 mm wide, 127.0 to 355.6 mm long, and that weighs between 64 and 80 g/m², including the standard size paper sizes: A4, B5, A5, Legal, Letter, and Executive.

IMPORTANT

The paper source in which you can load Legal size paper is the manual feed slot only. You cannot load Legal size paper in the cassette.

■ Heavy Paper

This printer can print on heavy paper that is 76.2 to 215.9 mm wide, 127.0 to 355.6 mm long, and that weighs between 81 and 163 g/m², including the standard size paper sizes: A4, B5, A5, Legal, Letter, and Executive.

IMPORTANT

- The paper source in which you can load Legal size paper is the manual feed slot only. You cannot load Legal size paper in the cassette.
- The heavy paper that you can load in the cassette is paper that weighs 128 g/m^2 or less. Load heavy paper that weighs 129 g/m^2 or over in the manual feed slot.

■ Transparency

This printer can print A4 and Letter size transparencies.

IMPORTANT

Thoroughly fan the transparencies before loading them as they may stick to each other.

■ Label

This printer can print on A4 and Letter size labels.

IMPORTANT

Do not use the labels in the following conditions. Using inappropriate labels may result in paper jams that are difficult to clear or may result in damage to the printer.

- Peeled labels or partly used labels
- Coated labels that are easily peeled off from the backing sheet
- Labels with uneven adhesive

- Only standard type labels (label standard card) can be loaded in the cassette. Load labels other than the standard type (label standard card) in the manual feed slot.

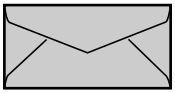
■ Envelope

This printer can print on Envelope C5, Envelope COM10, Envelope DL, and Envelope Monarch.

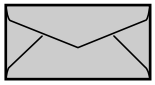
IMPORTANT

- The following shows the type of envelopes that can be used with this printer.

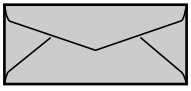
Envelope DL
110.0 mm x 220.0 mm
(4.33 in. x 8.66 in.)



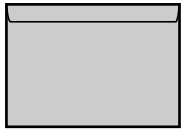
Envelope Monarch
98.5 mm x 190.5 mm
(3.88 in. x 7.50 in.)



Envelope COM10
104.9 mm x 241.3 mm
(4.13 in. x 9.50 in.)



Envelope C5
162.0 mm x 229.0 mm
(6.38 in. x 9.02 in.)



Envelopes with a flap on the short edge cannot be used.

- Do not use the following types of envelopes. Using inappropriate envelopes may result in paper jams that are difficult to clear or may result in damage to the printer.
  - Envelopes with fasteners or snaps
  - Envelopes with address windows
  - Envelopes with adhesive on the surface
  - Wrinkled or creased envelopes
  - Poorly manufactured envelopes in which the glued parts are uneven
  - Irregularly-shaped envelopes
- Before loading envelopes, flatten the stack of envelopes to release any remaining air, and press the fold lines along the edges tight.
- Do not print on the reverse side (glued side) of envelopes.
- Printing speed drops when printing on envelops.

NOTE

When printing envelopes, they may be creased.

Abbreviations of Paper Sizes

The following shows the abbreviations of envelope sizes that are indicated on the paper guide.

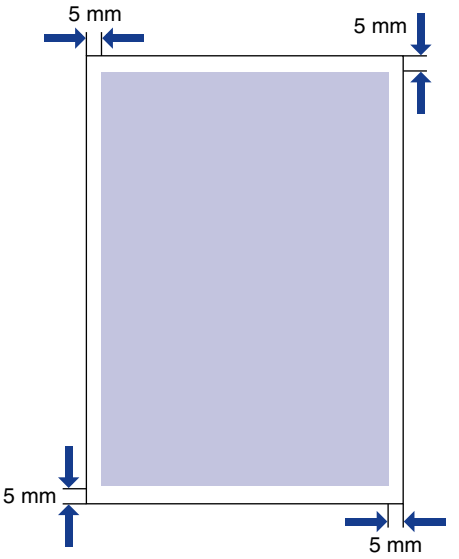
Paper Size	Paper Guide
Legal	LGL
Letter	LTR
Executive	EXEC

Printable Area

The following shows the printable area of this printer:

■ Plain Paper/Heavy Paper/Transparency/Label

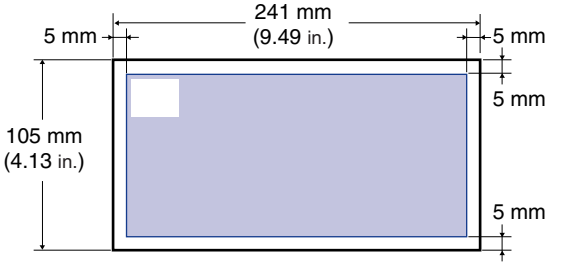
The areas within 5 mm from all sides of paper cannot be printed on.



■ Envelope

The areas within 5 mm from all sides of an envelope cannot be printed on.
You may have to change the printable area before printing, depending the application you use.

(Sample: Envelope COM 10)



Unusable Paper

To avoid problems such as paper jams and other malfunctions, the following types of paper should never be used:

IMPORTANT

- Paper that jams easily
  - Paper that is too thick or too thin
  - Irregularly-shaped paper
  - Wet or moist paper
  - Torn or damaged paper
  - Rough, extremely smooth, or glossy paper
  - Paper with binding holes or perforations
  - Curled or creased paper
  - Specially coated paper (coated paper for inkjet printers, etc.)
  - Labels with backing sheet that is easily peeled off
  - Paper that has been already printed by a copy machine, inkjet printer, or another laser printer (The reverse side of the paper is also unusable.)
  - Paper with jagged edges
  - Wrinkled paper
  - Paper with the corners folded
- Paper that changes its quality at a high temperature
  - Paper that contains ink that melts, burns, evaporates or emits harmful gases with the heat (approx. 170° C or 338° F) of the fixing unit
  - Heat-sensitive paper
  - Treated color paper
  - Specially coated paper (coated paper for inkjet printers, etc.)
  - Paper with adhesive on the surface
- Paper that causes printer malfunctions or damages the printer
  - Carbon paper
  - Paper with staples, clips, ribbons or tapes
  - Paper that has been already printed by a copy machine, inkjet printer, or another laser printer (The reverse side of the paper is also unusable.)
- Paper that is difficult for the toner to fix onto
  - Paper with rough surfaces
  - Specially coated paper (coated paper for inkjet printers, etc.)
  - Paper containing thick fibers

Storing Paper

The quality of paper may deteriorate if it is stored improperly even when the printer meets the normal specifications. Deteriorated paper may cause misfeeds, paper jams, or deterioration in print quality.

Observe the following guidelines for storing and handling paper:

IMPORTANT

- Store paper away from moisture since paper quality deteriorates in a moist environment.
- Paper wrappers help avoiding moisture and dryness. Keep paper in the wrapper until it is ready to be used. Store all unused paper in a wrapper.
- Store paper on a flat surface.
- Do not store paper on the floor where water and moisture can accumulate.
- Avoid physical damage to stored paper.
- Do not store paper vertically or store too many stacks of paper in one pile.
- Avoid direct sunlight and a humid or dry place when storing paper.
- If the paper storage room and work area differ from each other significantly in temperature or humidity, keep packed paper stack in the work area for at least one day prior to printing so that it can adapt to the new environment. When paper is moved to a location where the temperature or humidity differs significantly, the paper may curl or become creased.

Storing Printouts

When handling or storing printouts printed by this printer, be careful of the following points:

IMPORTANT

- Avoid storing printouts with PVC materials such as clear folders. Toner may melt and stick to the PVC material.
- Use insoluble adhesive when gluing printouts. Toner may melt when insoluble adhesive is used. Before using the adhesive, test it with paper that is no longer required.
  Confirm that the printouts are completely dry before placing one over another. Toner may melt if they are placed together half-dried.
- Store paper on a flat surface. Toner may peel when they are folded or creased.
- Avoid storing printouts at high temperatures. Otherwise toner may melt and blot.
- Put printouts in a binder when storing them for a long period of time (two years or longer). (Printouts may discolor when they are stored for a long period of time.)

Paper Source

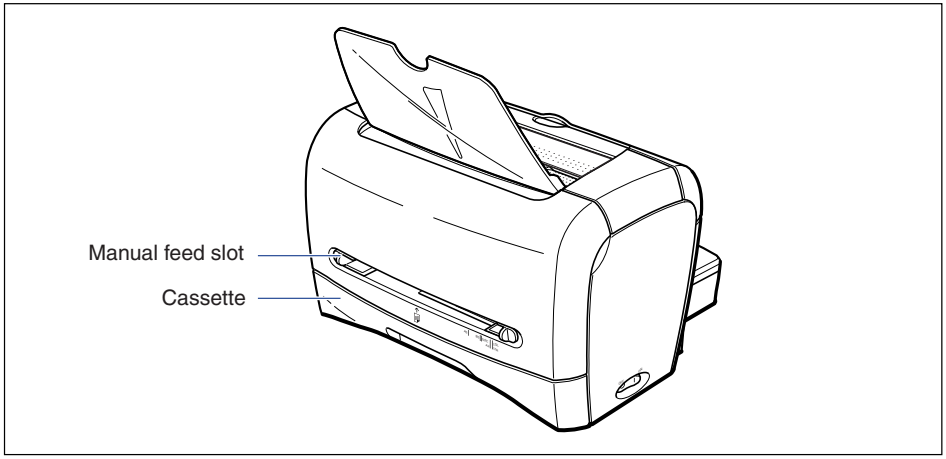
Paper Source Type

This printer has the following paper sources:

■ Paper Source/Capacity

Manual feed slot 1 sheet

Cassette Approx. 250 sheets (64 g/m^2)



IMPORTANT

Before printing on paper that is fed from the cassette, make sure that no paper is loaded in the manual feed slot. If any paper is loaded in the manual feed slot, the paper in the manual feed slot is fed first.

Paper Capacity for Paper Source

Paper Type	Paper Source	
	Cassette	Manual Feed Slot
Plain paper (64 g/m^2)	Approx. 250 sheets	1 sheet
Heavy paper (128 g/m^2)	Approx. 100 sheets	1 sheet
Transparency	Approx. 100 sheets	1 sheet
Label	Approx. 100 sheets	1 sheet
Envelope	Approx. 20 sheets	1 sheet

Paper Delivery Area

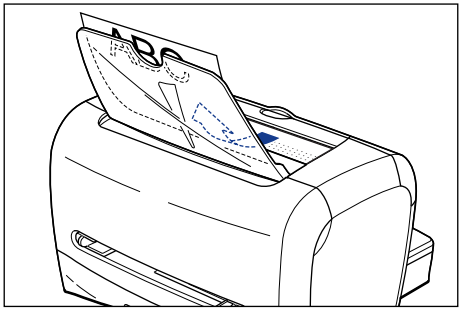
Paper Delivery Area Type

This printer has two paper delivery areas: "face-down delivery area" and "face-up delivery slot".

Do not switch the delivery area during printing. This may result in paper jams.

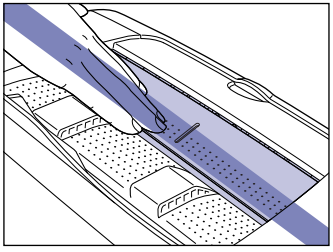
Face-down Delivery Area

Printouts are delivered to the face-down delivery area with the printing side facing down.
When delivering paper to the face-down delivery area, open the face-down delivery tray.



IMPORTANT

The face-down delivery area becomes extremely hot during printing or immediately after printing. When removing paper or paper jams, be careful not to touch the face-down delivery area and its surroundings.

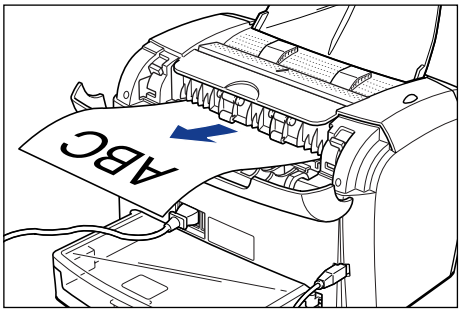


NOTE

Up to approximately 100 sheets of plain paper (64 g/m^2) can be loaded in the face-down delivery area. Paper capacity varies depending on the paper type or size. For more details, see "Paper Capacity for Paper Delivery Area" (See p. 2-13).

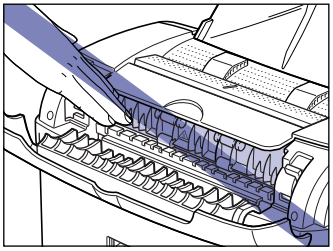
Face-up Delivery Slot

Prints are delivered to the face-up delivery slot with the printing side facing up. The face-up delivery slot is suitable for printing on transparencies, labels, or envelopes which tend to curl, as the face-up delivery slot delivers the printed media flat.



IMPORTANT

- Remove paper from the face-up delivery slot each time one sheet of paper is delivered.
- The face-up delivery slot becomes extremely hot during printing or immediately after printing. When removing paper or paper jams, be careful not to touch the face-up delivery slot and its surroundings.



Paper Capacity for Paper Delivery Area

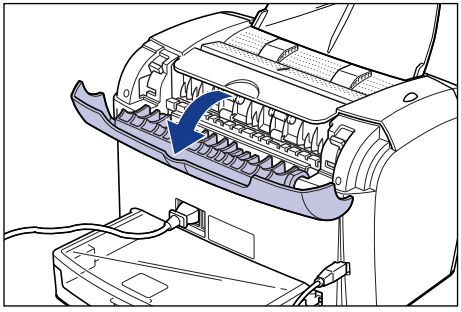
Paper Type	Paper Delivery Area*	
	Face-down Delivery Area	Face-up Delivery Slot
Plain paper (64 g/m^2)	Approx. 100 sheets	1 sheet
Heavy paper (128 g/m^2)	Approx. 30 sheets	1 sheet
Transparency	Approx. 5 sheets	1 sheet
Label	Approx. 10 sheets	1 sheet
Envelope	Approx. 10 sheets	1 sheet

*Actual paper capacity varies depending on the installation environment, paper type, or paper size.

Selecting the Paper Delivery Area

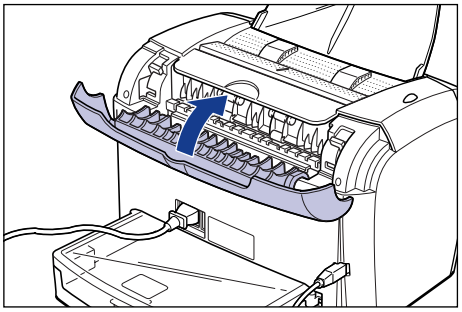
Switching to the Face-up Delivery Slot

To switch to the face-up delivery slot, open the delivery selection cover by holding the opening as shown in the figure.



Switching to the Face-down Delivery Area

To switch to the face-down delivery area, close the delivery selection cover by holding the opening as shown in the figure.



NOTE

If the face-down delivery tray is closed, open it.

Printing on Plain Paper/Heavy Paper/Label/ Transparency

This section describes the procedure for printing on plain paper, heavy paper, labels, and transparencies.

For instructions on printing on custom paper size, see "Printing on Custom (Nonstandard) Paper Size," on p. 2-43.

Loading Paper

You can load paper in the cassette and the manual feed slot. For a continuous job, load paper in the cassette.

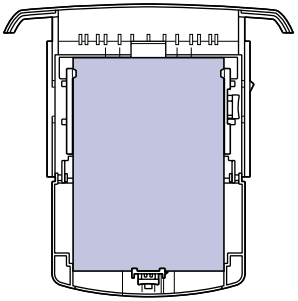
For printing on one sheet of paper that differs in size or type from paper in the cassette, load the paper in the manual feed slot.

IMPORTANT

- Before printing on paper that is fed from the cassette, make sure that no paper is loaded in the manual feed slot. If any paper is loaded in the manual feed slot, the paper in the manual feed slot is fed first.
- Do not load paper in the manual feed slot while printing on paper fed from the cassette. If you do so, the paper in the manual feed slot is fed, resulting in misfeeds or paper jams.
- Do not load paper with jagged edges, creased, or extremely curled paper. This may result in paper jams or printer malfunction.
- For more details on usable paper, see "Usable Paper," on p. 2-2.
- The paper source in which you can load Legal size paper is the manual feed slot only. You cannot load Legal size paper in the cassette.
- Do not use the labels in the following conditions. Using inappropriate labels may result in paper jams that are difficult to clear or may result in damage to the printer.
  - Peeled labels or partly used labels
  - Coated labels that are easily peeled off from the backing sheet
  - Labels with uneven adhesive
- Only standard type labels (label standard card) can be loaded in the cassette. Load labels other than the standard type (label standard card) in the manual feed slot.
- The heavy paper that you can load in the cassette is paper that weighs 128 g/m^2 or less. Load heavy paper that weighs 129 g/m^2 or over in the manual feed slot.

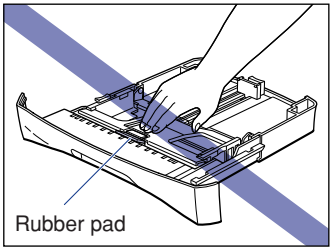
Loading Paper in the Cassette

Perform the following procedure to load paper in the cassette.
When loading paper in the cassette, be sure to load it in portrait orientation.

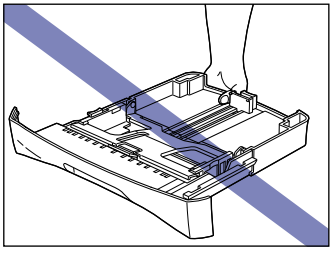


IMPORTANT

- Do not take the cassette out of the printer during printing. This may result in paper jams or printer malfunction.
- If you refill the cassette while there are still a few sheets of paper remaining in the cassette, remove the remaining sheets and align them with the new paper to be added to the cassette.
- Do not touch the black rubber pad in the cassette. If you touch it, this may result in misfeeds.

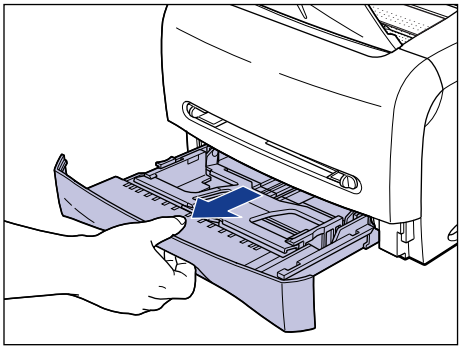


- Do not lift the cassette by holding only the rear part of the cassette. If you do so, the rear part of the cassette may come off.



- When printing paper continuously, be sure that the amount of paper to be loaded at any one time does not exceed its paper capacity.

1 Pull out the cassette.



CAUTION

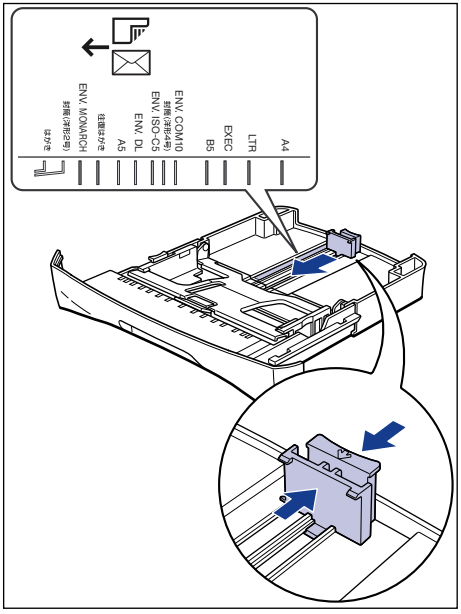
Be sure to take the paper cassette out of the printer before loading paper. If paper is loaded while the paper cassette is partially pulled out, the paper cassette may drop or the printer may become damaged resulting in personal injuries.

IMPORTANT

When pulling out the cassette, be sure to pull it out horizontally. If it is pulled out at an angle, it may result in damage to the printer.

2 When changing the size of the paper to be loaded, change the position of the paper guides.

❑ While holding the lock release lever on the paper guide at the rear of the cassette, slide the paper guide to the mark indicating the desired paper size.

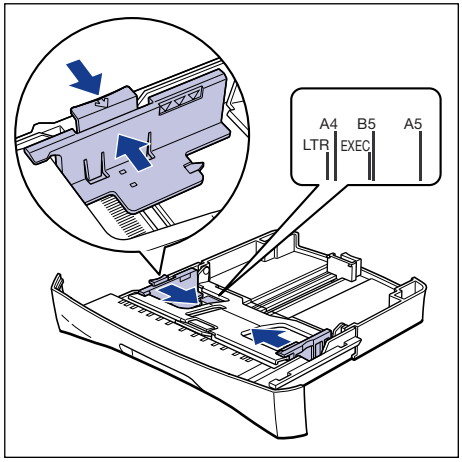


NOTE

"LTR" and "EXEC" marked in the cassette indicate Letter size and Executive size respectively.

❑ While holding the lock release lever on the paper guide on either side of the cassette, slide the paper guide to the mark indicating the desired paper size.

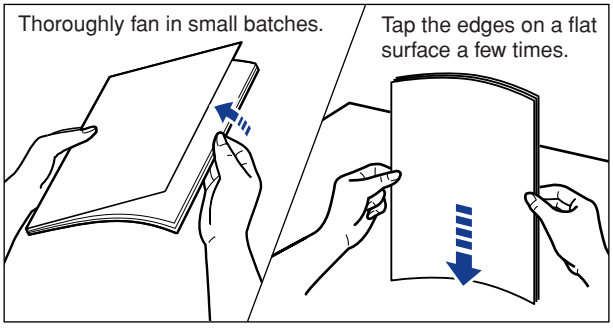
The side paper guides move together.



NOTE

"LTR" and "EXEC" marked in the cassette indicate Letter size and Executive size respectively.

3 Before loading transparencies or labels, fan them in small batches and align the edges.



CAUTION

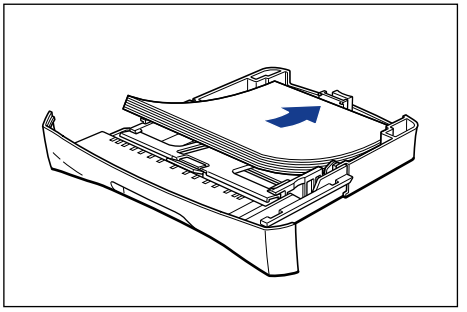
Be careful not to cut your hands with the edges of the transparencies or labels.

IMPORTANT

- Be sure to fan the transparencies or labels thoroughly before loading them. If they are not fanned enough, this may result in double-feeding or paper jams.

- When fanning or aligning the transparencies, try to hold the edges to avoid touching the printing surface.
- Take care not to mark or stain the printing surface of the transparencies with fingerprints, dust, or oil. This may result in poor print quality.
- Only standard type labels (label standard card) can be loaded in the cassette. Load labels other than the standard type (label standard card) in the manual feed slot.

4 Load the paper stack so that the rear edges touch the paper guide.

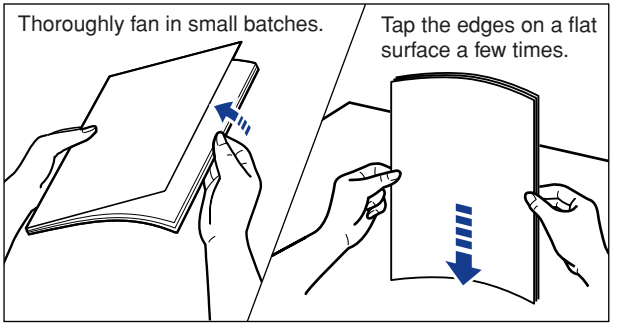


CAUTION

When loading paper, be careful not to cut your hands with the edges of the paper.

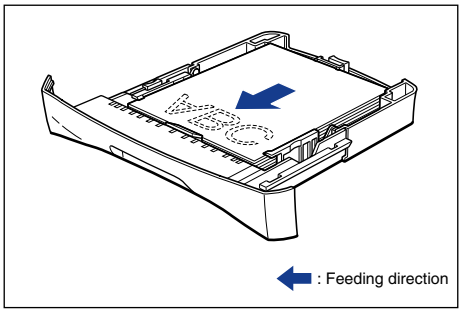
IMPORTANT

- Make sure that the paper guide is at the appropriate position of paper size. If the paper guide is not adjusted properly, this may result in misfeeds.
- Misfeeding may occur frequently if the cutting edges of the paper stack are not smooth. In this case, thoroughly fan the paper stack, and then align the edges of the paper stack on a flat surface.



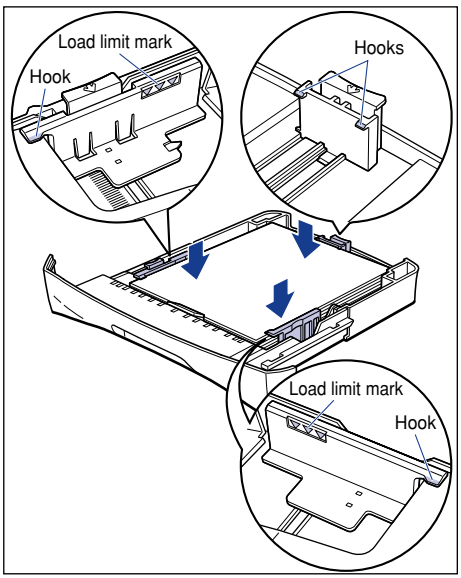
NOTE

To print on letterhead paper or paper printed with a logo, load the paper so that the printing side is facing down and the top edge is toward the front of the cassette.



5 Press down the paper stack as shown in the figure, then make sure that it does not exceed the load limit marks and that it is loaded under the hooks on the paper guides.

Make sure that there is sufficient space between the hooks and the paper stack. Remove any excess paper.



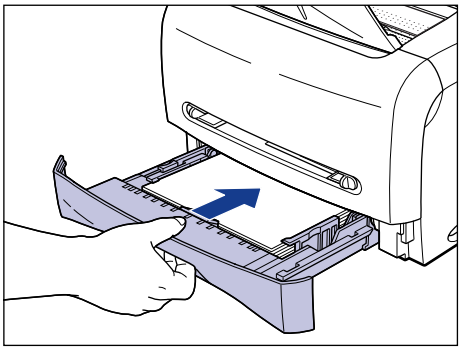
IMPORTANT

The following shows the cassette capacity. Be sure that the paper stack does not exceed the load limit marks of the paper guide. If the paper stack exceeds the load limit marks, this may result in misfeeds.

- Plain paper	Approx. 250 sheets (64 g/m^2)
- Heavy paper	Approx. 100 sheets (128 g/m^2)
- Transparency	Approx. 100 sheets
- Label (label standard card)	Approx. 100 sheets

6 Set the cassette in the printer.

Push the cassette into the printer firmly until the front surface of the cassette is flush with that of the printer.



IMPORTANT

When setting the cassette, be sure to push it in horizontally. If it is pushed in at an angle, it may result in damage to the printer.

Loading Paper in the Manual Feed Slot

Perform the following procedure to load paper in the manual feed slot.

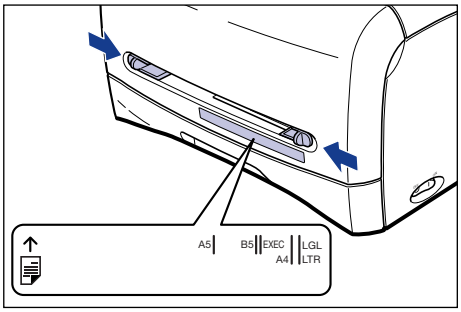
When loading paper in the manual feed slot, be sure to load it in portrait orientation.

IMPORTANT

- You can load only one sheet of paper at a time in the manual feed slot.
- You cannot specify multiple print copies or multiple pages when you use the manual feed slot. If you specify multiple print copies or multiple pages for using the manual feed slot, the second sheet thereafter is fed from the cassette regardless of paper size or type.
- Do not touch the paper in the manual feed slot or pull it out during printing. This may result in an error in the printer.
- If heavy paper that weighs 129 g/m^2 or over is printed on, the print quality may deteriorate.

1 Slide the paper guides to the mark of the desired paper size.

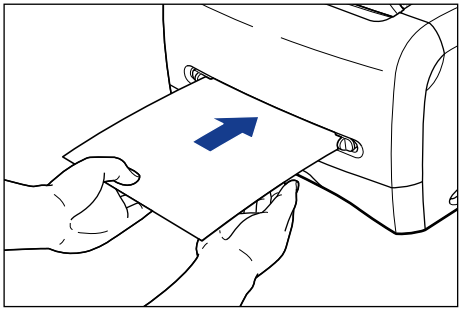
The paper guides move together.



NOTE

"LGL", "LTR", and "EXEC" marked below the manual feed slot indicate Legal size, Letter size, and Executive size respectively.

2 While holding the paper with your hands as shown in the figure, slowly insert the paper with the printing side facing up until it reaches the back of the manual feed slot.



After the paper has been loaded, it is fed slightly into the printer.

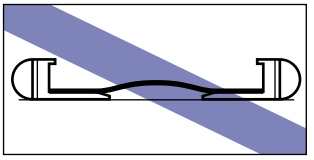
CAUTION

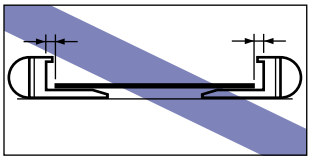
When loading paper, be careful not to cut your hands with the edges of the paper.

IMPORTANT

- Load the paper so that it is straight.
- If the paper is curled or folded at corners, flatten it before loading it in the printer.

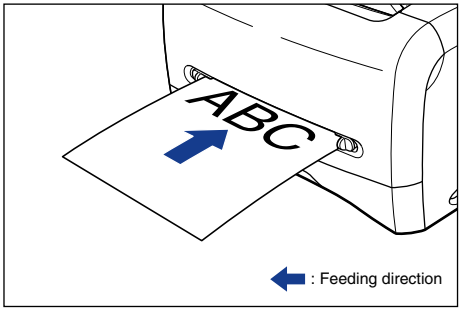
- Be sure to align the paper guides with the width of the paper. If the paper guide is too loose or too tight, this may result in misfeeds or paper jams.





NOTE

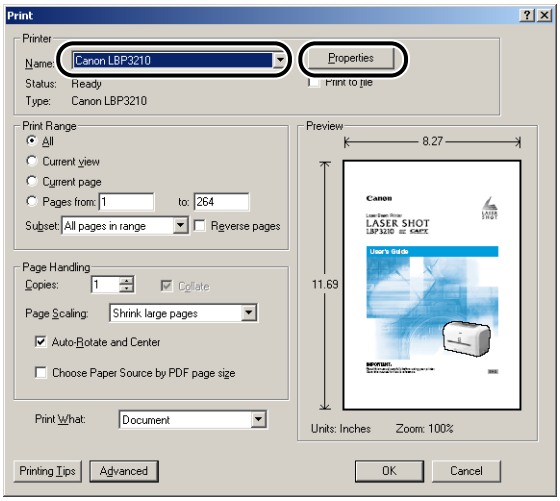
To print on letterhead paper or paper printed with a logo, load the paper so that the printing side is facing up and the top edge is toward the back of the manual feed slot.



Setting Up the Printer Driver and Printing

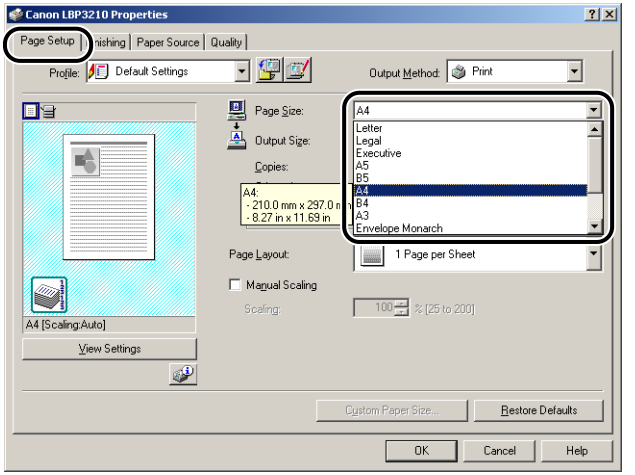
Perform the following procedure to set up the printer driver:

1 Select [Print] from the [File] menu in the application. Select this printer for [Name] or [Printer Name], and then click [Properties].



The Properties dialog box for the printer is displayed.

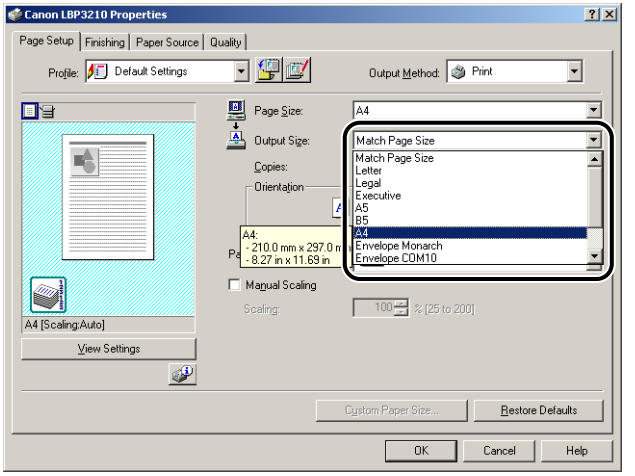
2 Display the [Page Setup] sheet, then from [Page Size], select the size of the document that you have created in the application.



3 From [Output Size], select the size of the loaded paper as needed.

Select [A4] or [Letter] for printing transparencies or labels.

Leave the setting at [Match Page Size] when the page size and the size of the paper loaded in the cassette or manual feed slot are the same, since there is no need to change the setting.

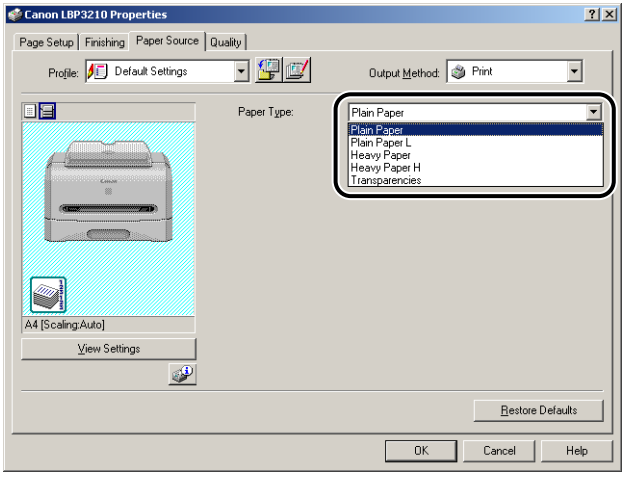


IMPORTANT

If the settings for [Page Size] and [Output Size] are different, the printer produces an enlarged or reduced print automatically.

4 Display the [Paper Source] sheet, then from [Paper Type], select the type of the paper loaded in the printer.

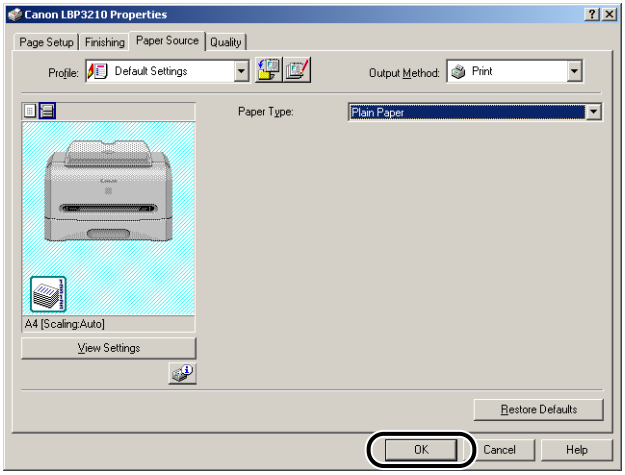
Select [Plain Paper] for plain paper, [Heavy Paper] for heavy paper (81 - 105 g/m^2) or labels, [Heavy Paper H] for heavy paper (106 - 163 g/m^2), and [Transparencies] for transparencies.



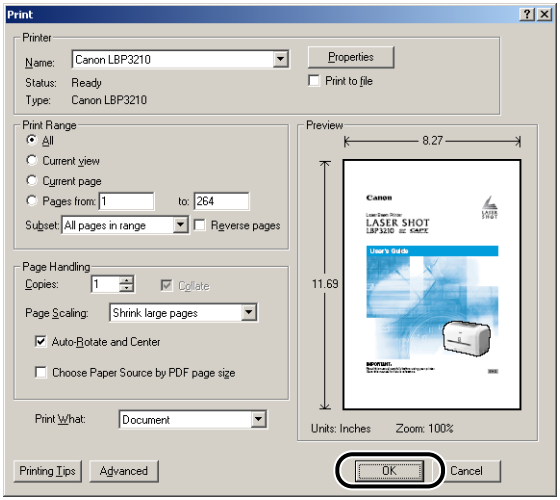
NOTE

- If paper curls excessively when printed with [Plain Paper] selected, select [Plain Paper L].
- If toner is not fixed on the paper well when printed with [Plain Paper] selected, select [Heavy Paper].

5 Click [OK] to close the Properties dialog box.



6 Click [OK] to start printing.



Printing Envelopes

This section describes the procedure for printing on envelopes.

Loading Envelopes

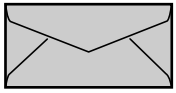
You can load envelopes in the cassette or an envelope in the manual feed slot. For a continuous job, load envelopes in the cassette.

For printing on an envelope that differs from the envelopes in the cassette, load it in the manual feed slot.

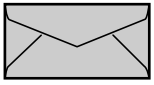
IMPORTANT

- Before printing on paper that is fed from the cassette, make sure that no paper is loaded in the manual feed slot. If any paper is loaded in the manual feed slot, the paper in the manual feed slot is fed first.
- Do not load paper in the manual feed slot while printing on envelopes fed from the cassette. If you do so, the paper in the manual feed slot is fed, resulting in misfeeds or paper jams.
- Printing speed drops when printing on envelops.
- The following shows the type of envelopes that can be used with this printer.

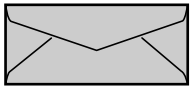
Envelope DL
110.0 mm x 220.0 mm
(4.33 in. x 8.66 in.)



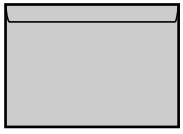
Envelope Monarch
98.5 mm x 190.5 mm
(3.88 in. x 7.50 in.)



Envelope COM10
104.9 mm x 241.3 mm
(4.13 in. x 9.50 in.)



Envelope C5
162.0 mm x 229.0 mm
(6.38 in. x 9.02 in.)



Envelopes with a flap on the short edge cannot be used.

- Do not use the following types of envelopes. Using inappropriate envelopes may result in paper jams that are difficult to clear or may result in damage to the printer.
  - Envelopes with fasteners or snaps
  - Envelopes with address windows
  - Envelopes with adhesive on the surface
  - Wrinkled or creased envelopes

- Poorly manufactured envelopes in which the glued parts are uneven
- Irregularly-shaped envelopes

- Before loading envelopes, flatten the stack of envelopes to release any remaining air, and press the fold lines along the edges tight.
- Do not print on the reverse side (glued side) of envelopes.

NOTE

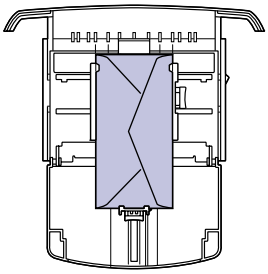
When printing envelopes, they may be creased.

Loading Envelopes in the Cassette

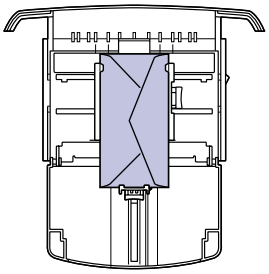
Perform the following procedure to load envelopes in the cassette.

When loading envelopes in the cassette, be sure to load them in portrait orientation.

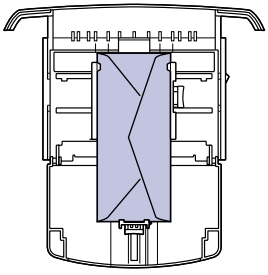
Envelope DL



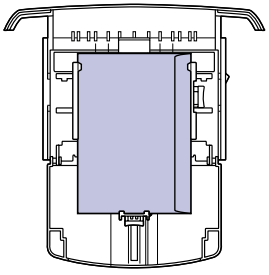
Envelope Monarch



Envelope COM10



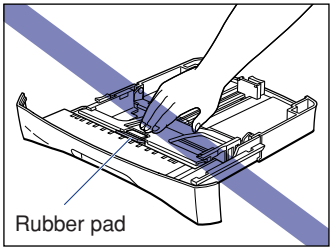
Envelope C5



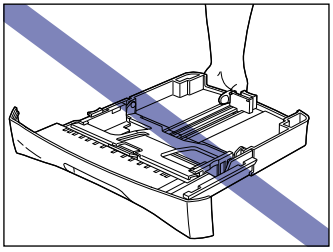
IMPORTANT

- Do not take the cassette out of the printer during printing. This may result in paper jams or printer malfunction.
- If you refill the cassette while there are still a few envelopes remaining in the cassette, remove the remaining envelopes and align them with the new envelopes to be added to the cassette.

- Do not touch the black rubber pad in the cassette. If you touch it, this may result in misfeeds.

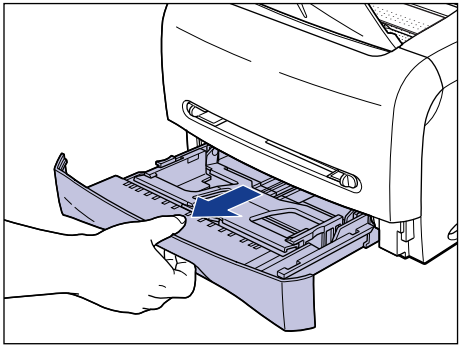


- Do not lift the cassette by holding only the rear part of the cassette. If you do so, the rear part of the cassette may come off.



- When printing paper continuously, be sure that the amount of paper to be loaded at any one time does not exceed its paper capacity.

1 Pull out the cassette.



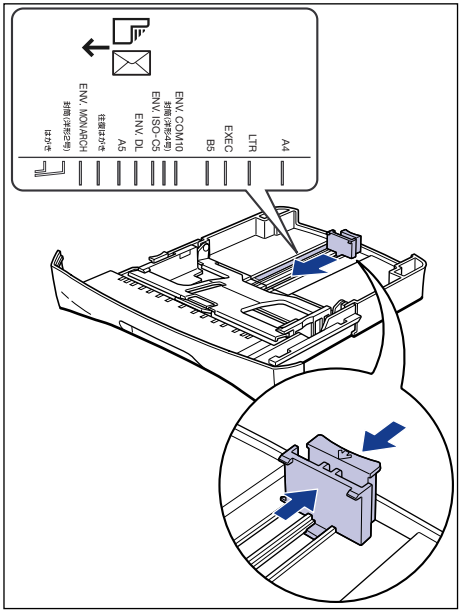
CAUTION

Be sure to take the paper cassette out of the printer before loading paper. If paper is loaded while the paper cassette is partially pulled out, the paper cassette may drop or the printer may become damaged resulting in personal injuries.

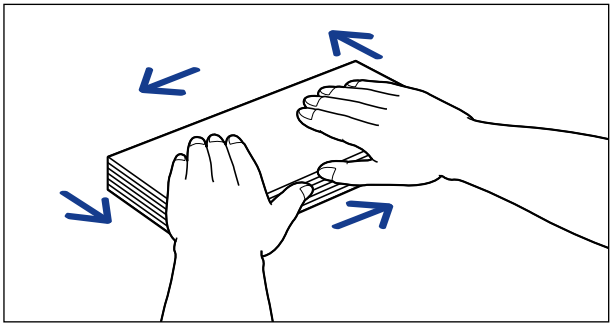
IMPORTANT

When pulling out the cassette, be sure to pull it out horizontally. If it is pulled out at an angle, it may result in damage to the printer.

2 While holding the lock release lever on the paper guide at the rear of the cassette, slide the paper guide to the mark indicating the desired envelope size.



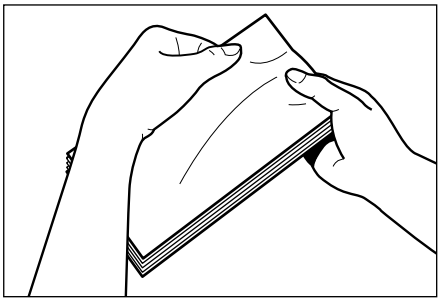
3 Place the stack of envelopes on a flat surface, flatten them to release any remaining air, and be sure that the edges are pressed tightly.



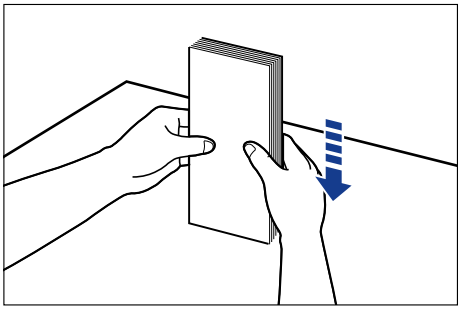
CAUTION

Be careful not to cut your hands with the edges of the envelopes.

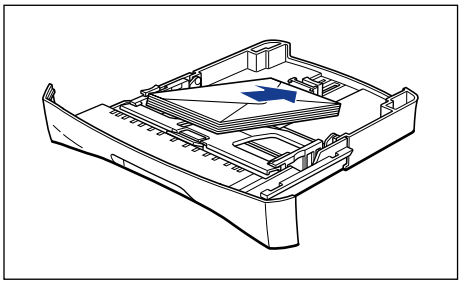
4 **Loosen any stiff corners of the envelopes and flatten curls as shown in the figure.**



5 **Align the edges of the envelopes on a flat surface.**



6 **Load the envelopes so that the rear edges of the envelopes touch the paper guide.**



CAUTION

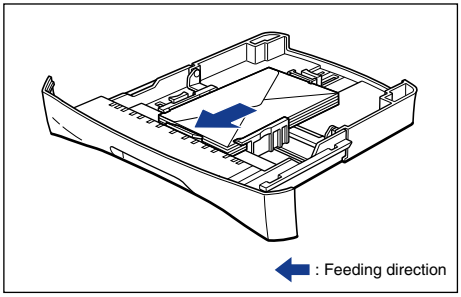
When loading envelopes, be careful not to cut your hands with the edges of the envelopes.

IMPORTANT

- Make sure that the paper guide is at the appropriate position of envelope size. If the paper guide is not adjusted properly, this may result in misfeeds.
- You cannot print on the reverse side (glued side) of envelopes.

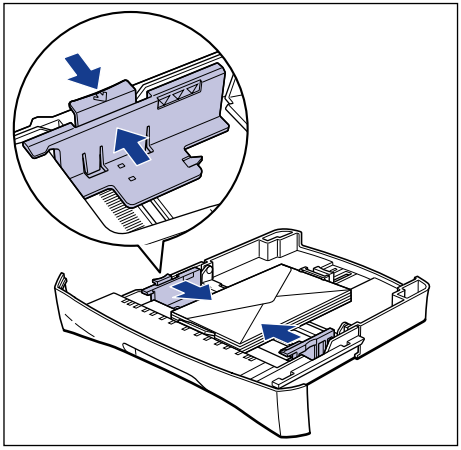
NOTE

To print on envelopes, load the envelopes so that the printing side is facing down and the flap is toward the left of the cassette.



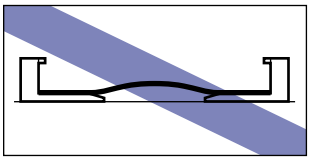
7 While holding the lock release lever on the paper guide, slide the paper guide to the mark indicating the desired envelope size.

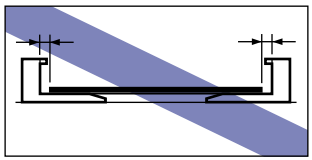
The side paper guides move together.



IMPORTANT

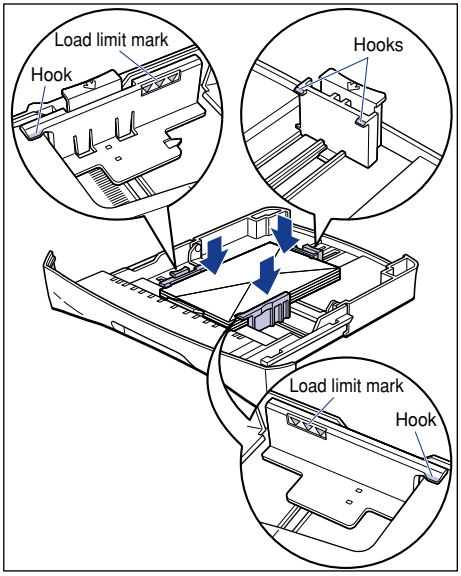
Be sure to align the paper guides with the width of the envelopes. If the paper guide is too loose or too tight, this may result in misfeeds or paper jams.





8 Press down the envelopes as shown in the figure, then make sure that they do not exceed the load limit marks and that they are loaded under the hooks on the paper guides.

Make sure that there is sufficient space between the hooks and envelopes. Remove any excess envelopes.

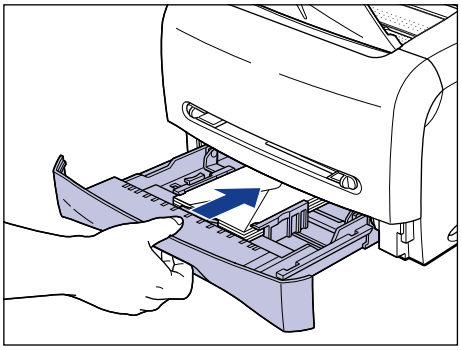


IMPORTANT

A maximum of approximately 20 envelopes can be loaded in the cassette. Be sure that the envelopes do not exceed the load limit marks of the paper guide. If the stack of envelopes exceeds the load limit marks, this may result in misfeeds.

9 Set the cassette in the printer.

Push the cassette into the printer firmly until the front surface of the cassette is flush with that of the printer.



IMPORTANT

When setting the cassette, be sure to push it in horizontally. If it is pushed in at an angle, it may result in damage to the printer.

Loading an Envelope in the Manual Feed Slot

Perform the following procedure to load an envelope in the manual feed slot.

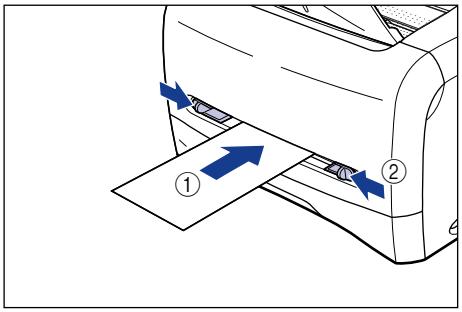
When loading paper in the manual feed slot, be sure to load it in portrait orientation.

IMPORTANT

- You can load only one envelope at a time in the manual feed slot.
- You cannot specify multiple print copies or multiple pages when you use the manual feed slot. If you specify multiple print copies or multiple pages for using the manual feed slot, the second sheet thereafter is fed from the cassette regardless of paper size or type.
- Do not touch the envelope in the manual feed slot or pull it out during printing. This may result in an error in the printer.

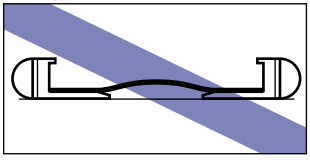
1 With the printing side facing up, insert about 2 cm of the edge of an envelope into the manual feed slot ①, then slide the paper guides so that they are aligned with the width of the envelope ②.

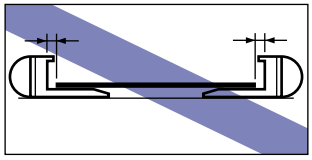
The paper guides move together.



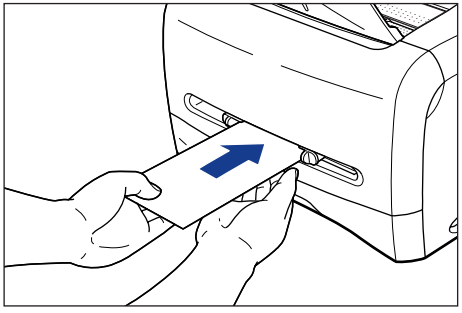
IMPORTANT

Be sure to align the paper guides with the width of the envelopes. If the paper guide is too loose or too tight, this may result in misfeeds or paper jams.





2 While holding the envelope with your hands as shown in the figure, slowly insert the envelope until it reaches the back of the manual feed slot.



After the envelope has been loaded, it is fed slightly into the printer.

CAUTION

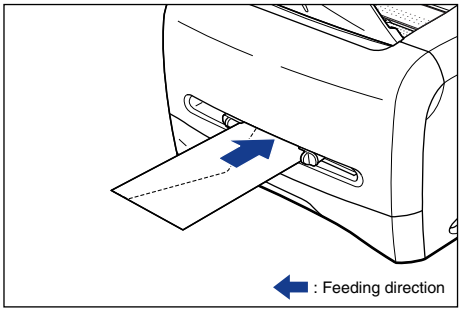
When loading envelopes, be careful not to cut your hands with the edges of the envelopes.

IMPORTANT

- Load the stack of envelopes straight.
- If the envelopes are curled or folded at corners, flatten them before loading them in the printer.
- You cannot print on the reverse side (glued side) of envelopes.

NOTE

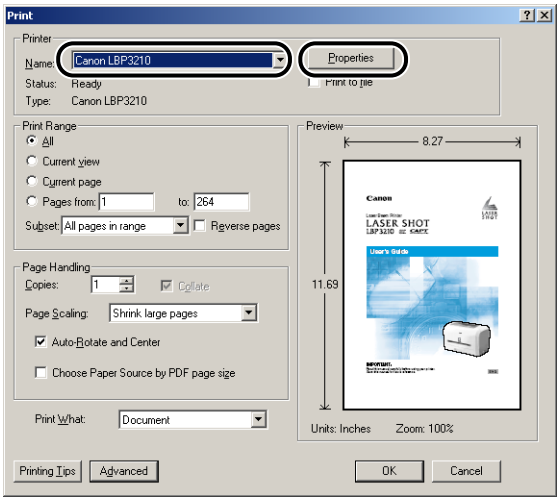
To print on an envelope, load the envelope so that the printing side is facing up and the flap is toward the left of the manual feed slot.



Setting Up the Printer Driver and Printing

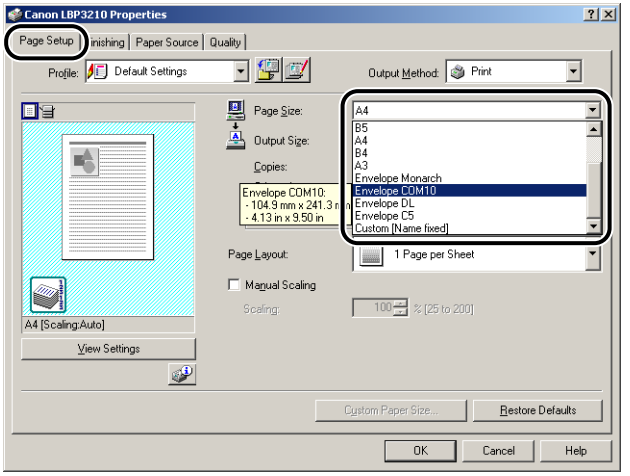
Perform the following procedure to set up the printer driver:

1 Select [Print] from the [File] menu in the application. Select this printer for [Name] or [Printer Name], and then click [Properties].



The Properties dialog box for the printer is displayed.

2 Display the [Page Setup] sheet, then from [Page Size], select the size of the document that you have created in the application.

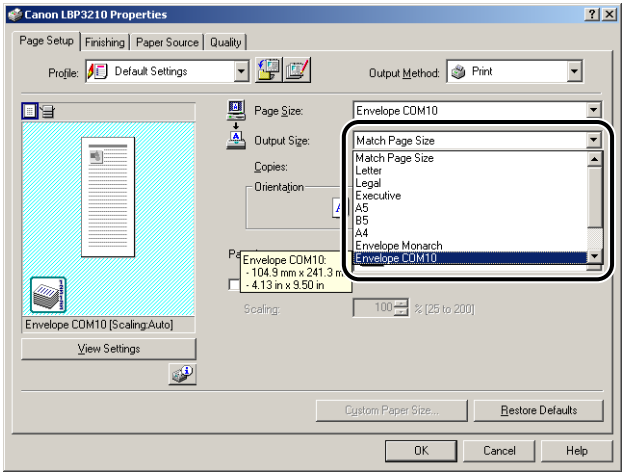


NOTE

If you select any of [Envelope C5], [Envelope COM10], [Envelope DL], or [Envelope Monarch] for the page size, a message appears and the appropriate paper type is automatically set.

3 From [Output Size], select the size of the loaded paper as needed.

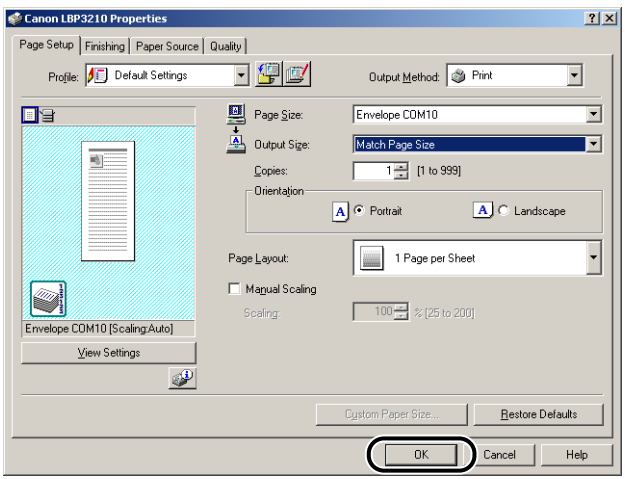
Leave the setting at [Match Page Size] when the page size and the size of the paper loaded in the cassette or manual feed slot are the same, since there is no need to change the setting.



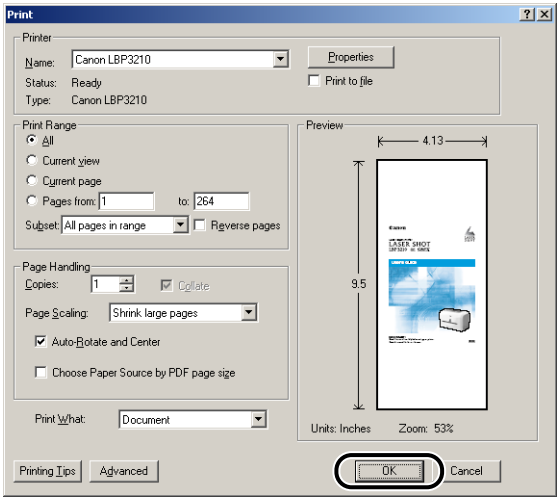
IMPORTANT

If the settings for [Page Size] and [Output Size] are different, the printer produces an enlarged or reduced print automatically.

4 Click [OK] to close the Properties dialog box.



5 Click [OK] to start printing.



Printing on Custom (Nonstandard) Paper Size

This section describes the procedure for printing on custom paper size.

Loading Custom Paper Size

Perform the following procedure to load custom paper size. You can load custom paper size that is 76.2 to 215.9 mm wide and 127.0 to 355.6 mm long in the manual feed slot.

The paper source in which you can load custom paper size is the manual feed slot only. You cannot load custom size paper in the cassette.

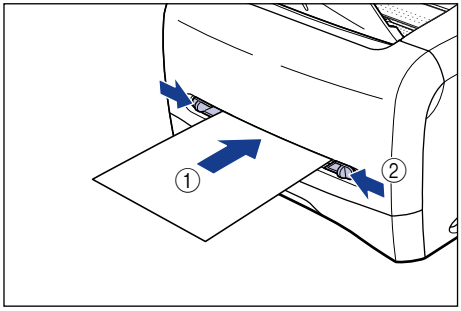
When loading paper in the manual feed slot, be sure to load it in portrait orientation.

IMPORTANT

- Do not load paper with jagged edges, creased, or extremely curled paper. This may result in paper jams or printer malfunction.
- For more details on usable paper, see "Usable Paper," on p. 2-2.
- You can load only one sheet of paper at a time in the manual feed slot.
- You cannot specify multiple print copies or multiple pages when you use the manual feed slot. If you specify multiple print copies or multiple pages for using the manual feed slot, the second sheet thereafter is fed from the cassette regardless of paper size or type.
- Do not touch the paper in the manual feed slot or pull it out during printing. This may result in an error in the printer.
- If heavy paper that weighs 129 g/m^2 or over is printed on, the print quality may deteriorate.

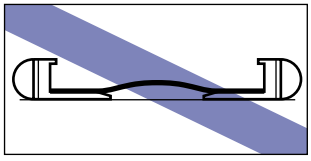
1 With the printing side facing up, insert about 2 cm of the edge of paper into the manual feed slot ①, then slide the paper guides so that they are aligned with the width of the paper ②.

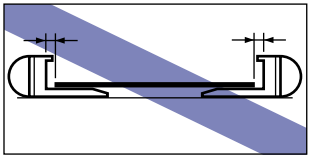
The paper guides move together.



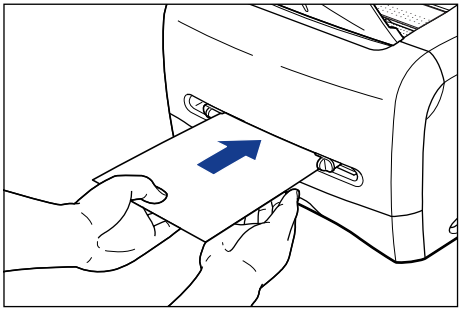
IMPORTANT

Be sure to align the paper guides with the width of the paper. If the paper guide is too loose or too tight, this may result in misfeeds or paper jams.





2 While holding the paper with your hands as shown in the figure, slowly insert the paper until it reaches the back of the manual feed slot.



After the paper has been loaded, it is fed slightly into the printer.

CAUTION

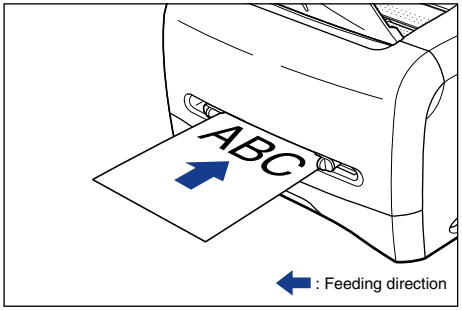
When loading paper, be careful not to cut your hands with the edges of the paper.

IMPORTANT

- Load the paper so that it is straight.
- If the paper is curled or folded at corners, flatten it before loading it in the printer.

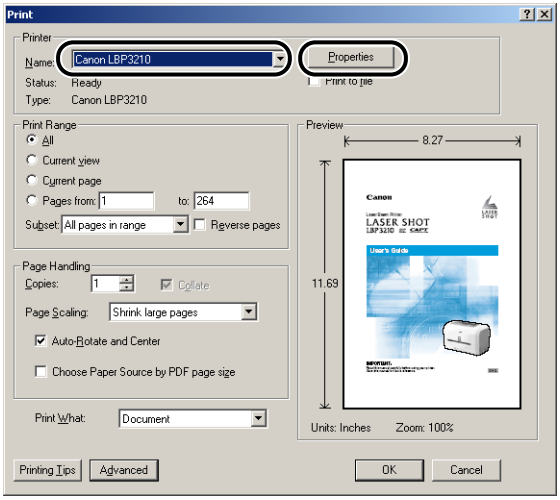
NOTE

To print on letterhead paper or paper printed with a logo, load the paper so that the printing side is facing up and the top edge is toward the back of the manual feed slot.



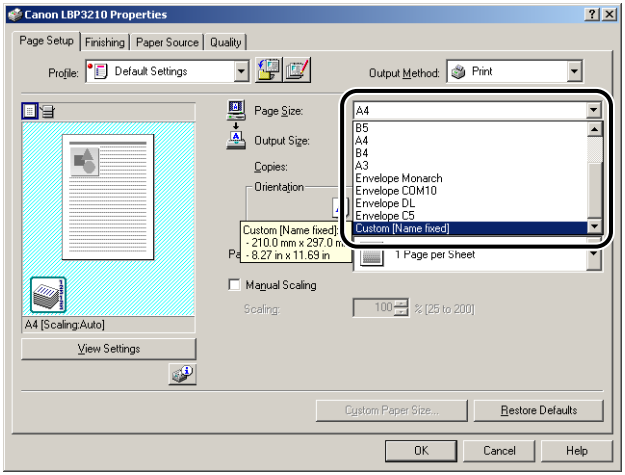
Perform the following procedure to set up the printer driver:

1 Select [Print] from the [File] menu in the application. Select this printer for [Name] or [Printer Name], and then click [Properties].



The Properties dialog box for the printer is displayed.

2 Display the [Page Setup] sheet, then from [Page Size], select the size of the document that you have created in the application.

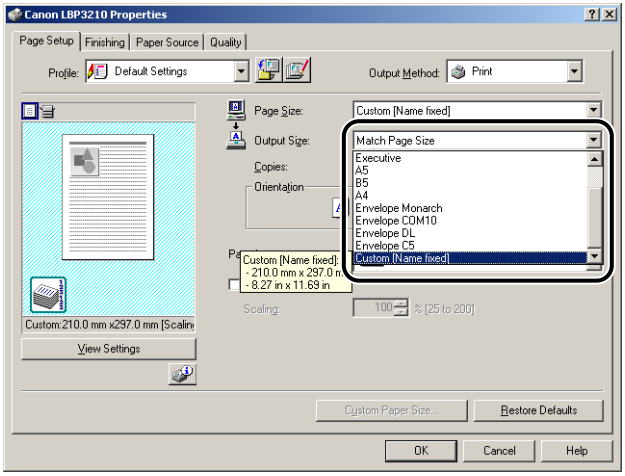


NOTE

In order to use a custom paper size, you need to add the custom paper size in advance. For instructions on registering the custom paper size, see "Printing on Custom (Nonstandard) Paper Size," on p. 4-36.

3 From [Output Size], select the name (size) of the loaded custom size paper as needed.

Leave the setting at [Match Page Size] when the page size and the size of the paper (the name of the custom paper size) loaded in the manual feed slot are the same, since there is no need to change the setting.

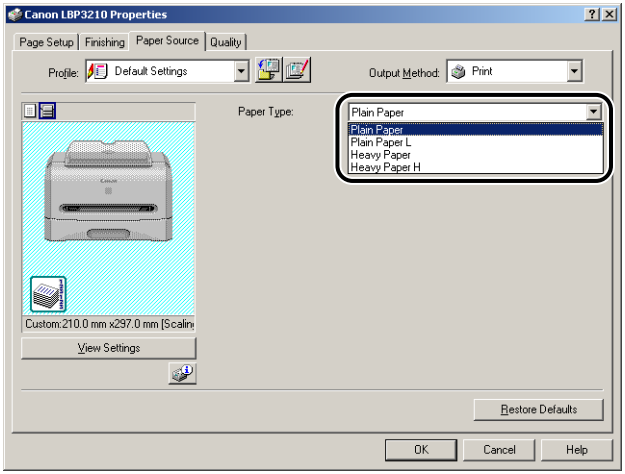


IMPORTANT

If the settings for [Page Size] and [Output Size] are different, the printer produces an enlarged or reduced print automatically.

4 Display the [Paper Source] sheet, then from [Paper Type], select the type of the paper loaded in the printer.

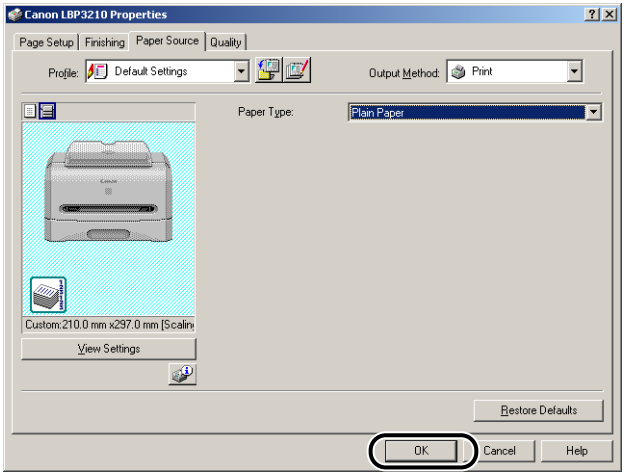
Select [Plain Paper] for plain paper, [Heavy Paper] for heavy paper (81 - 105 g/m^2), and [Heavy Paper H] for heavy paper (106 - 163 g/m^2).



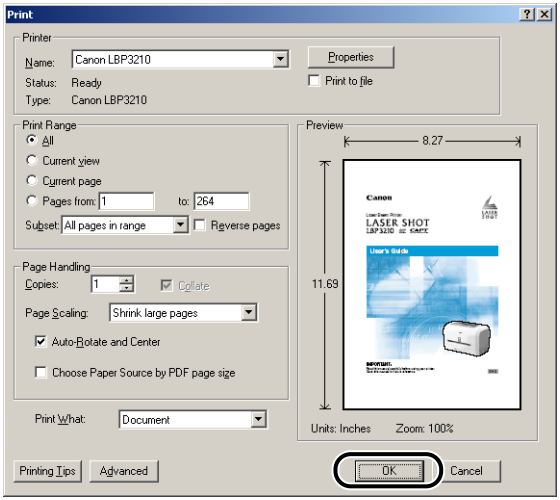
NOTE

- If paper curls excessively when printed with [Plain Paper] selected, select [Plain Paper L].
- If toner is not fixed on the paper well when printed with [Plain Paper] selected, select [Heavy Paper].

5 Click [OK] to close the Properties dialog box.



6 Click [OK] to start printing.



Setting Up the Printing Environment

CHAPTER 3

This chapter describes the procedure for installing the printer driver and specifying the settings for printing from a network computer by sharing the printer on the network.

Introduction 3-2
- After Installing the Printer 3-2
- Steps for Printing to Be Followed Each Time 3-2
- Required System Environment 3-2

Installing the CAPT Software 3-4
- For Windows 98/Me 3-5
- For Windows 2000 3-16
- For Windows XP/Server 2003 3-24

After Completing Installation 3-33

Checking the Operations by Printer Status Print 3-35

Printing from a Network Computer by Sharing the Printer on a Network 3-38
- Print Server Settings 3-39
- Installation on the Clients 3-49

Uninstalling the CAPT Software 3-59

Introduction

After Installing the Printer

The following shows the tasks that should be performed after installing the printer:

■ **Installing the printer driver (See p. 3-4)**
The printer driver is software required for printing from an application you use. Specify the print settings in the printer driver.

■ **Sharing the printer on a network (See p. 3-38)**
If you share this printer on a network and use it from a computer on the network, you must specify the settings for the computer and install the printer driver on the client computers.

Steps for Printing to Be Followed Each Time

The following shows the tasks that should be performed each time you print:

■ **Specifying printing preferences**
Specify the paper size, page size, and print copies in the printer driver. If you do not specify these printing preferences properly, you may not be able to obtain an accurate print.

■ **Performing printing**
Select the print menu from the application. This procedure differs depending on the application you use. See the instruction manual supplied with your application.

Required System Environment

The following system environment is required to use the printer driver:

■ **Operating system software environment**

- Microsoft Windows 98
- Microsoft Windows Me
- Microsoft Windows 2000 Server/Professional
- Microsoft Windows XP Professional/Home Edition
- Microsoft Windows Server 2003 (32-bit processor version only)

- System Requirements (minimum required)

	Windows 98/Me	Windows 2000/XP/Server 2003
CPU	Pentium II 300 MHz or more	Pentium II 300 MHz or more
Memory (RAM)*	64 MB or more	128 MB or more
Hard disk	30 MB or more	Windows 2000: 60 MB or more Windows XP/Server 2003: 70MB or more

(PC/AT Compatible)

* As the amount of memory that can be actually used differs depending on the system configuration of your computer or your application, the above environment does not guarantee printing in all cases.

- System Requirements (recommended)

	Windows 98/Me	Windows 2000/XP/Server 2003
CPU	Pentium III 600 MHz or more	Pentium III 600 MHz or more
Memory (RAM)	128 MB or more	256 MB or more

■ Interface Environment

- USB: USB 2.0 High-Speed (Windows 2000/XP/Server 2003 only), USB Full-Speed (USB1.1 equivalent)

NOTE

- When using Sound, a PC synthesizer (and the driver for PCM synthesizer) must be installed in your computer. Do not use a PC Speaker driver (speaker.drv).
- Your system environment is required to support two-way communication.

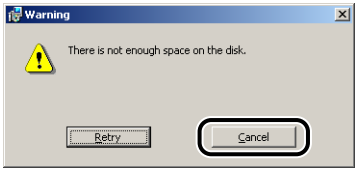
Installing the CAPT Software

This section describes the procedure for installing the CAPT software when connecting this printer to your computer directly.

- For Windows 98/Me (See p. 3-5)
- For Windows 2000 (See p. 3-16)
- For Windows XP/Server 2003 (See p. 3-24)

IMPORTANT

- The CAPT software is required for printing with this printer. Be sure to install the CAPT software.
- When there is not enough free hard disk space, the following dialog box will appear during the installation.
  In this case, click [OK] to stop the installation and increase the free space, and then install the CAPT software again.



NOTE

- For details on procedure for installing the software when sharing this printer on a network and printing from a computer on the network, see "Printing from a Network Computer by Sharing the Printer on a Network," on p. 3-38.
- This printer does not come with a USB cable. Have the appropriate one available for your computer.

For Windows 98/Me

The screen shots used in this section are from Windows Me.

Installing from CD-ROM Setup

1 Make sure that the printer is turned OFF and the computer and printer are not connected with a USB cable.

IMPORTANT

- Connect the USB cable at the appropriate point (Step 10 on p. 3-7) during the installation, and then turn the power ON.
- If a Wizard appears by the Plug and Play automatic setup, click [Cancel], and then install the CAPT software using this procedure.

2 Turn the power of the computer on and start up Windows 98/Me.

3 Insert the supplied "LBP3210 User Software" CD-ROM into the CD-ROM drive.

If the CD-ROM is already set in the drive, take it out and insert it into the drive again.

CD-ROM Setup appears automatically.

IMPORTANT

If CD-ROM Setup does not appear automatically, select [Run] from the [Start] menu, enter "D:\English\CNAB2MNU.exe", and then click [OK]. (The CD-ROM drive name is indicated as "D:" in this manual. The CD-ROM drive name may differ depending on the computer being used.)

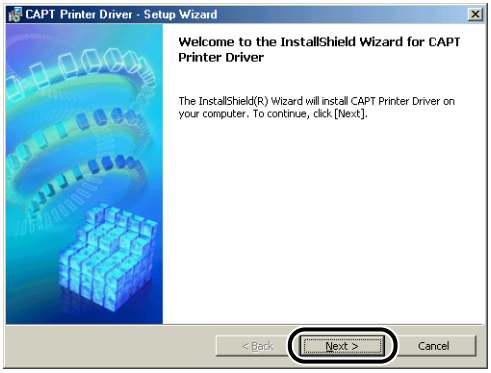
4 Click [Install].

The dialog box for confirming the language is displayed.

5 Confirm the language and click [Yes].

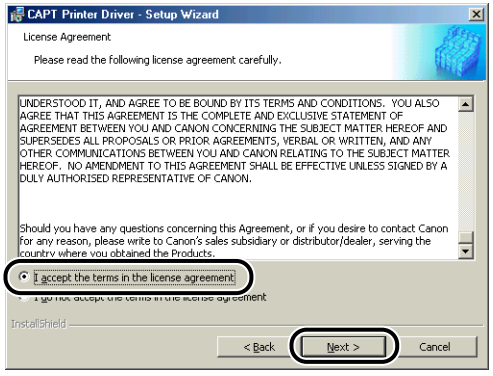
After the preparation for installation is completed, the CAPT (Canon Advanced Printing Technology) software installer starts up, and the [Setup Wizard] dialog box appears.

6 Click [Next].

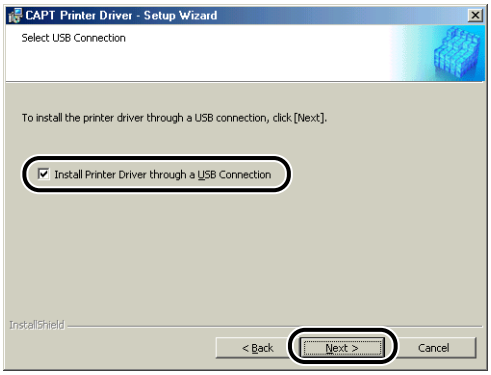


The [License Agreement] dialog box is displayed.

7 Confirm the contents and select [I accept the terms in the license agreement], and then click [Next].

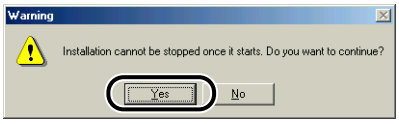


8 Make sure that [Install Printer Driver through a USB Connection] is checked, then click [Next].

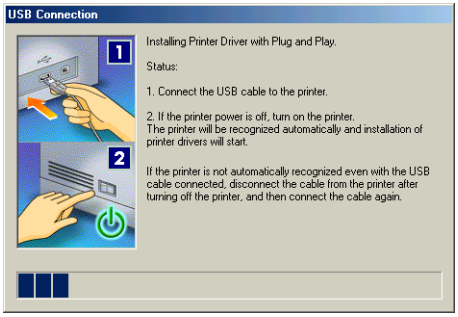


Depending on the environment, a message that prompts you to restart the computer may appear. In this case, restart the computer and continue the installation.

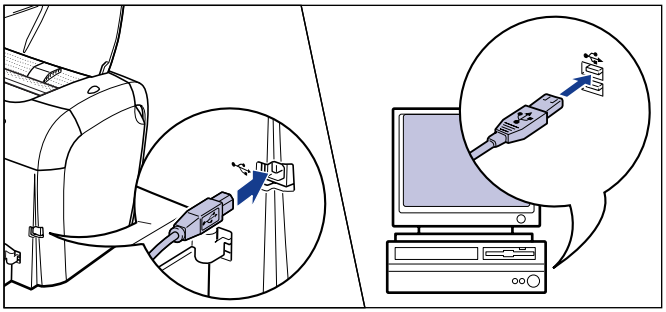
9 The message "Installation cannot be stopped once it starts. Do you want to continue?" is displayed. Click [Yes].



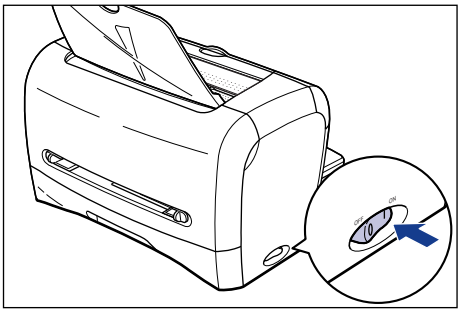
10 After the following window is displayed, connect the printer to the computer with the USB cable, then turn the power of the printer ON.



Connect the printer to the computer with the USB cable.



Press "|" of the power switch on the printer to turn the printer ON.

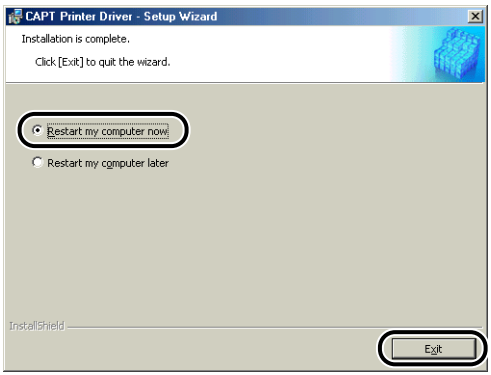


Installation of the USB class driver and the printer driver starts automatically.

NOTE

If the printer is not recognized automatically even after the USB cable is connected, see "Installation Problems," on p. 6-24.

11 The window that informs you the completion of the installation is displayed. Select [Restrart my computer now], then click [Exit].



Windows restarts.

The installation of the USB class driver and the printer driver is completed.

Installing with Plug and Play

IMPORTANT

Before installing the CAPT software with Plug and Play, make sure that the printer is properly connected to the computer and the power of the printer is turned ON.

1 Turn the power of the computer on and start up Windows 98/Me.

The [Add New Hardware Wizard] dialog box appears.

● For Windows Me

If the following dialog box appears, proceed to Step 2.

If the following dialog box appears, proceed to Step 9.

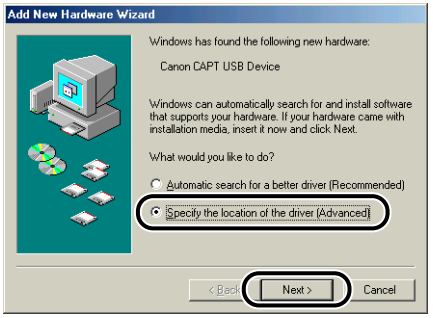
● **For Windows 98**

If the following dialog box appears, click [Next], then proceed to Step 2.

If the following dialog box appears, click [Next], then proceed to Step 9.

2 Select [Specify the location of the driver (Advanced)], then click [Next].

For Windows 98: Select [Search for the best driver for your device. (Recommended)], then click [Next].



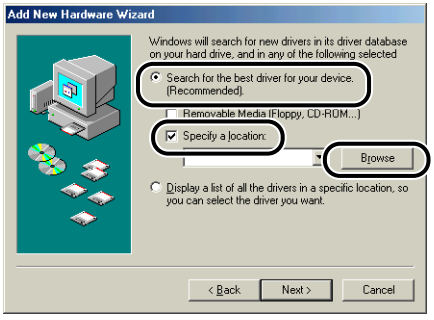
The dialog box for specifying the search location is displayed.

3 Insert the supplied "LBP3210 User Software" CD-ROM into the CD-ROM drive.

If CD-ROM Setup appears, click [Exit].

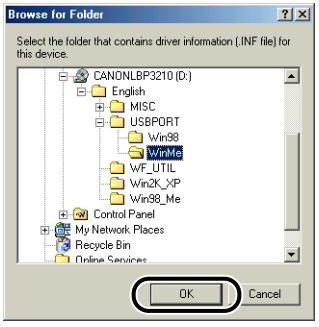
4 Select [Search for the best driver for your device. (Recommended).], remove the checkmark from [Removable Media (Floppy, CD-ROM...)], place a checkmark for [Specify a location], and then click [Browse].

For Windows 98: Remove the checkmarks from [Floppy disk drives] and [CD-ROM drive], place a checkmark for [Specify a location], and then click [Browse].



5 Select [D:\English\USBPORT\WinMe], and then click [OK].

For Windows 98: Select [D:\English\USBPORT\Win98], and then click [OK].
The CD-ROM drive name is indicated as "D:" in this manual. The CD-ROM drive name may differ depending on the computer being used.



6 Make sure that the folder to be browsed is displayed for [Specify a location], and then click [Next].

7 Click [Next].

Installation of the USB class driver starts.

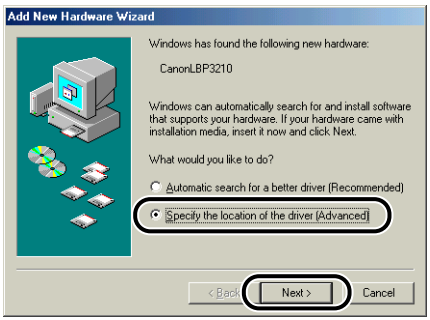
8 Click [Finish].

The printer is detected automatically. Please wait until it is completed.

The [Add New Hardware Wizard] dialog box appears.
For Windows 98, click [Next].

9 Select [Specify the location of the driver (Advanced)], then click [Next].

For Windows 98: Select [Search for the best driver for your device. (Recommended)], then click [Next].



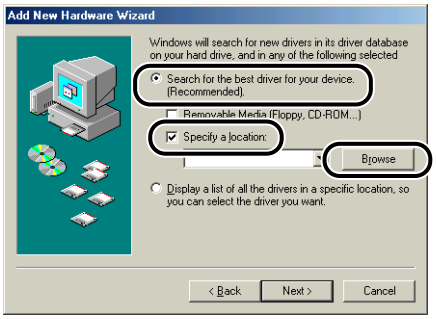
The dialog box for specifying the search location is displayed.

10 If the supplied "LBP3210 User Software" CD-ROM is not in the CD-ROM drive, insert the "LBP3210 User Software" CD-ROM into the CD-ROM drive.

If CD-ROM Setup appears, click [Exit].

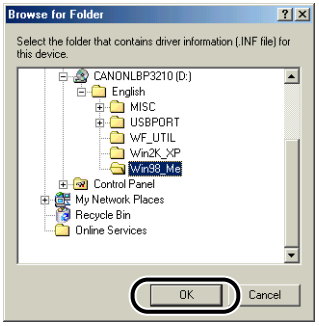
11 Select [Search for the best driver for your device. (Recommended).], remove the checkmark from [Removable Media (Floppy, CD-ROM...)], place a checkmark for [Specify a location], and then click [Browse].

For Windows 98: Remove the checkmarks from [Floppy disk drives] and [CD-ROM drive], place a checkmark for [Specify a location], and then click [Browse].

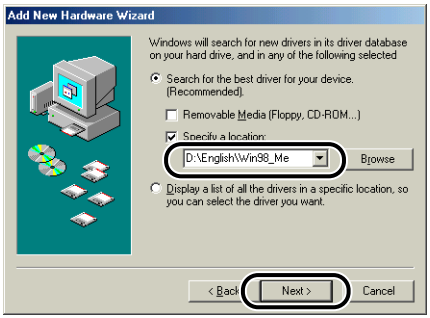


12 Select [D:\English\Win98_Me], and then click [OK].

The CD-ROM drive name is indicated as "D:" in this manual. The CD-ROM drive name may differ depending on the computer being used.



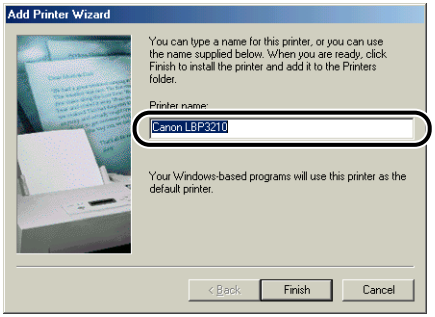
13 Make sure that the folder to be browsed is displayed for [Specify a location], and then click [Next].



14 Click [Next].

15 Enter a new name in [Printer name] if you want to change the printer name.

If another printer driver has been already installed in the computer, the message "Do you want your Windows-based programs to use this printer as the default printer?" appears. In this case, select [Yes] or [No].



16 Click [Finish].

Copying files is started.

17 When the dialog box for completing installation appears, click [OK].

18 Click [Finish].

The installation of the USB class driver and the printer driver is completed.

For Windows 2000

Installing from CD-ROM Setup

1 Make sure that the printer is turned OFF and the computer and printer are not connected with a USB cable.

IMPORTANT

- Connect the USB cable at the appropriate point (Step 11 on p. 3-19) during the installation, and then turn the power ON.
- If a Wizard appears by the Plug and Play automatic setup, click [Cancel], and then install the CAPT software using this procedure.

2 Turn the power of the computer on and start up Windows 2000.

3 Log on as a user who is a member of Administrators.

NOTE

Full Control Permission is required for the installation of the printer driver.

4 Insert the supplied "LBP3210 User Software" CD-ROM into the CD-ROM drive.

If the CD-ROM is already set in the drive, take it out and insert it into the drive again.

CD-ROM Setup appears automatically.

IMPORTANT

If CD-ROM Setup does not appear automatically, select [Run] from the [Start] menu, enter "D:\English\CNAB2MNU.exe", and then click [OK]. (The CD-ROM drive name is indicated as "D:" in this manual. The CD-ROM drive name may differ depending on the computer being used.)

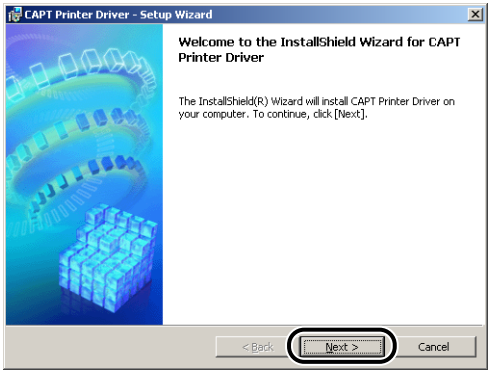
5 Click [Install].

The dialog box for confirming the language is displayed.

6 Confirm the language and click [Yes].

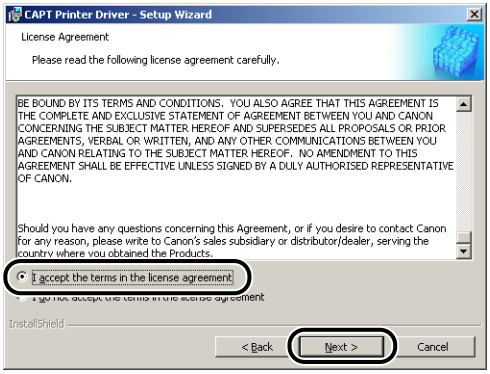
After the preparation for installation is completed, the CAPT (Canon Advanced Printing Technology) software installer starts up, and the [Setup Wizard] dialog box appears.

7 Click [Next].

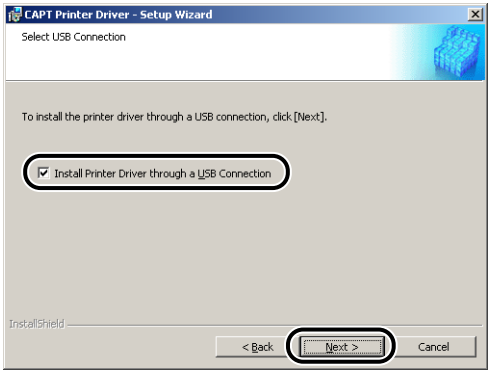


The [License Agreement] dialog box is displayed.

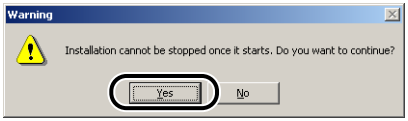
8 **Confirm the contents and select [I accept the terms in the license agreement], and then click [Next].**



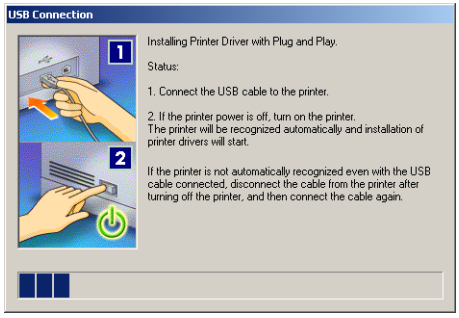
9 **Make sure that [Install Printer Driver through a USB Connection] is checked, then click [Next].**



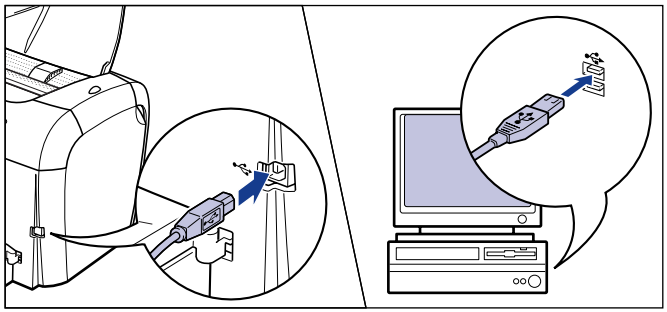
10 **The message "Installation cannot be stopped once it starts. Do you want to continue?" is displayed. Click [Yes].**



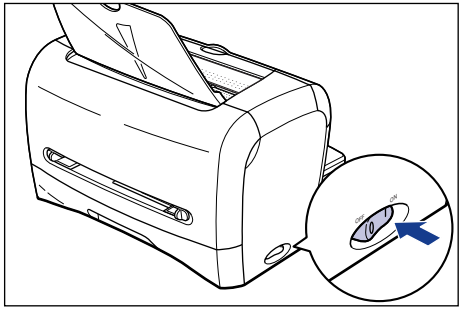
11 After the following window is displayed, connect the printer to the computer with the USB cable, then turn the power of the printer ON.



Connect the printer to the computer with the USB cable.



Press "|" of the power switch on the printer to turn the printer ON.

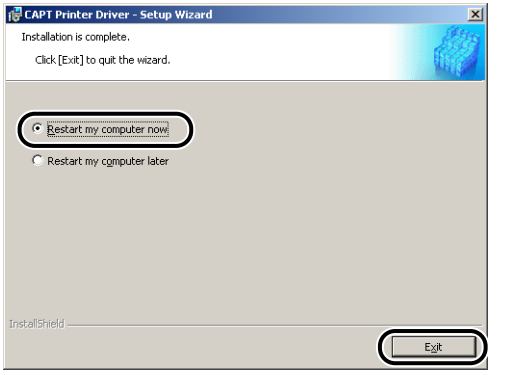


Installation of the USB class driver (supplied with OS) and the printer driver starts automatically.

NOTE

If the printer is not recognized automatically even after the USB cable is connected, see "Installation Problems," on p. 6-24.

12 **The window that informs you the completion of the installation is displayed. Select [Restart my computer now], then click [Exit].**



Windows restarts.

The installation of the USB class driver (supplied with OS) and the printer driver is completed.

Installing with Plug and Play

IMPORTANT

Before installing the CAPT software with Plug and Play, make sure that the printer is properly connected to the computer and the power of the printer is turned ON.

1 **Turn the power of the computer on and start up Windows 2000.**

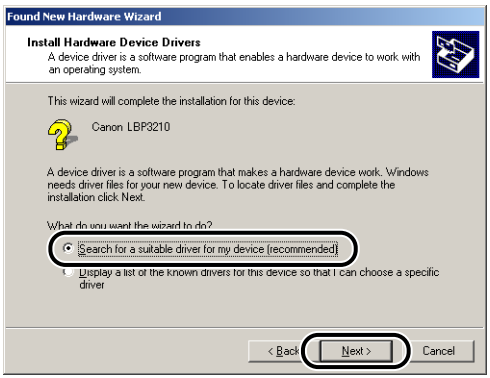
2 **Log on as a user who is a member of Administrators.**

NOTE

Full Control Permission is required for the installation of the printer driver.

3 Click [Next].

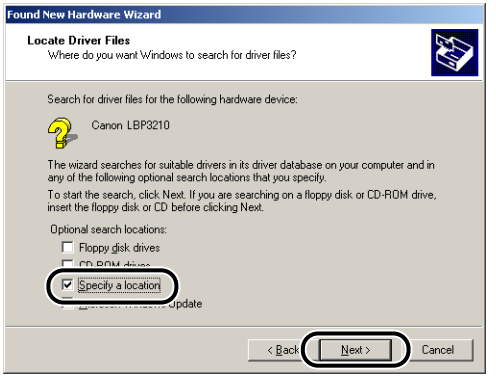
4 Select [Search for a suitable driver for my device (recommended)], then click [Next].



NOTE

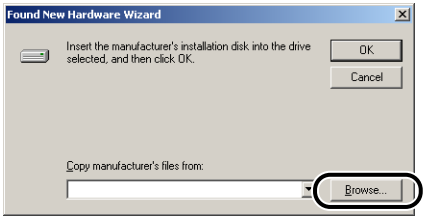
"Unknown" may be displayed as the name of the device.

5 **Remove the checkmarks from [Floppy disk drives] and [CD-ROM drives], place a checkmark for [Specify a location], and then click [Next].**



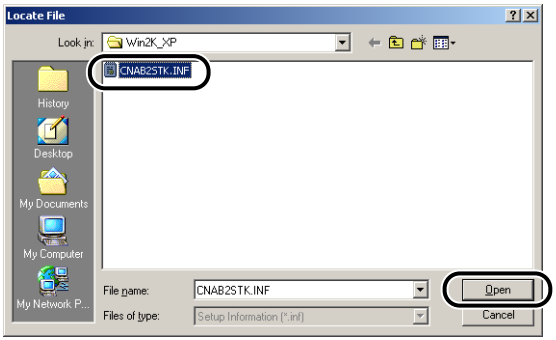
6 **Insert the supplied "LBP3210 User Software" CD-ROM into the CD-ROM drive, and then click [Browse].**

If CD-ROM Setup appears, click [Exit].



7 Select [D:\English\Win2K_XP]. Select [CNAB2STK.INF], then click [Open].

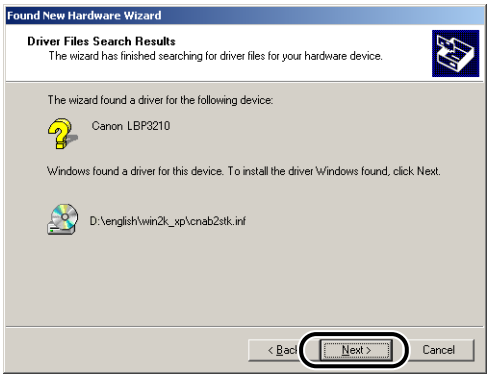
The CD-ROM drive name is indicated as "D:" in this manual. The CD-ROM drive name may differ depending on the computer being used.



8 Make sure that the folder to be browsed is displayed for [Copy manufacturer's files from], then click [OK].

The dialog box for completing the search for a driver file is displayed.

9 Click [Next].



Copying files is started.

Then, [Completing the Found New Hardware Wizard] appears.

NOTE

If the [Digital Signature Not Found] dialog box appears, click [Yes].

10 Click [Finish].

Installation of the USB class driver (supplied with OS) and the printer driver starts automatically.

For Windows XP/Server 2003

The screen shots used in this section are from Windows XP.

Installing from CD-ROM Setup

1 Make sure that the printer is turned OFF and the computer and printer are not connected with a USB cable.

IMPORTANT

- Connect the USB cable at the appropriate point (Step 11 on p. 3-28) during the installation, and then turn the power ON.
- If a Wizard appears by the Plug and Play automatic setup, click [Cancel], and then install the CAPT software using this procedure.

2 Turn the power of the computer on and start up Windows XP/ Server 2003.

3 Log on as a user who is a member of Administrators.

NOTE

Full Control Permission is required for the installation of the printer driver.

4 Insert the supplied "LBP3210 User Software" CD-ROM into the CD-ROM drive.

If the CD-ROM is already set in the drive, take it out and insert it into the drive again.

CD-ROM Setup appears automatically.

IMPORTANT

If CD-ROM Setup does not appear automatically, select [Run] from the [Start] menu, enter "D:\English\CNAB2MNU.exe", and then click [OK]. (The CD-ROM drive name is indicated as "D:" in this manual. The CD-ROM drive name may differ depending on the computer being used.)

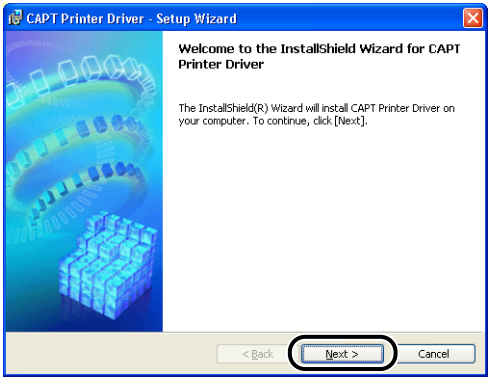
5 Click [Install].

The dialog box for confirming the language is displayed.

6 Confirm the language and click [Yes].

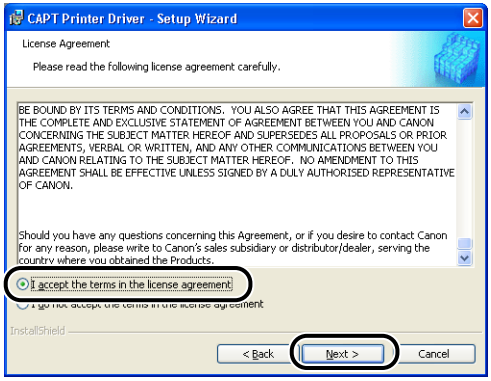
After the preparation for installation is completed, the CAPT (Canon Advanced Printing Technology) software installer starts up, and the [Setup Wizard] dialog box appears.

7 Click [Next].

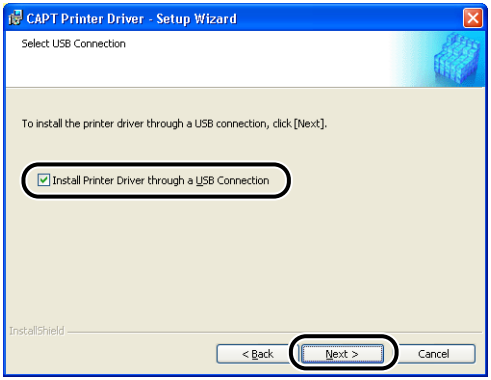


The [License Agreement] dialog box is displayed.

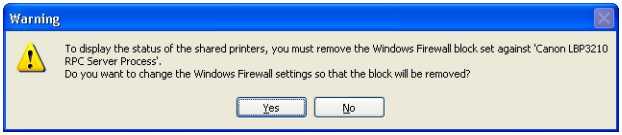
8 Confirm the contents and select [I accept the terms in the license agreement], and then click [Next].



9 Make sure that [Install Printer Driver through a USB Connection] is checked, then click [Next].



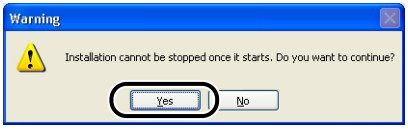
If you are using an operating system equipped with Windows Firewall, such as Windows XP Service Pack 2, the following window is displayed. Click [Yes] or [No].



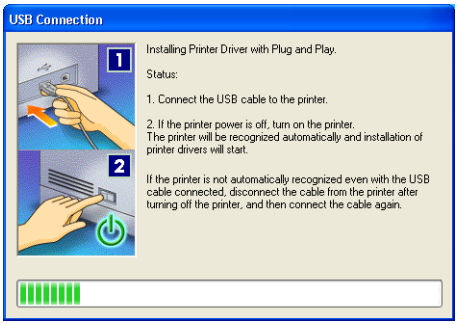
Click [Yes] to configure Windows Firewall to unblock communication with client computers. Select this option if the computer you are currently installing is a print server.

Click [No] to configure Windows Firewall to block communications with client computers.

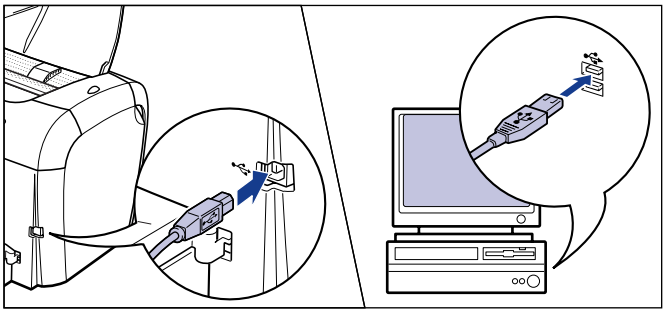
10 The message "Installation cannot be stopped once it starts. Do you want to continue?" is displayed. Click [Yes].



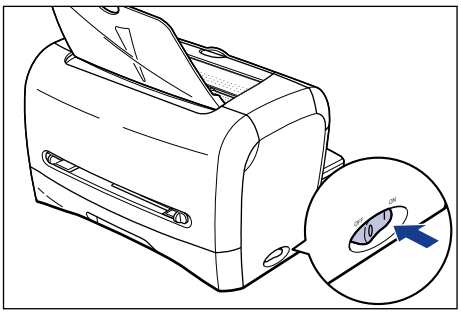
11 After the following window is displayed, connect the printer to the computer with the USB cable, then turn the power of the printer ON.



Connect the printer to the computer with the USB cable.



Press "|" of the power switch on the printer to turn the printer ON.

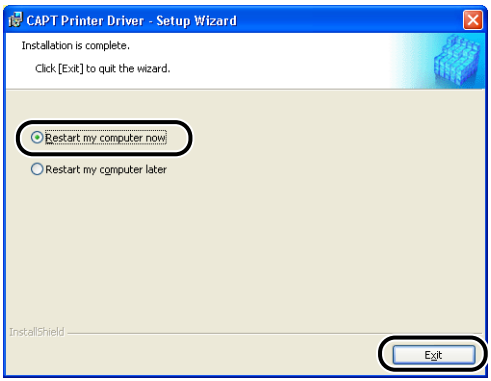


Installation of the USB class driver (supplied with OS) and the printer driver starts automatically.

NOTE

If the printer is not recognized automatically even after the USB cable is connected, see "Installation Problems," on p. 6-24.

12 **The window that informs you the completion of the installation is displayed. Select [Restart my computer now], then click [Exit].**



Windows restarts.

The installation of the USB class driver (supplied with OS) and the printer driver is completed.

Installing with Plug and Play

IMPORTANT

Before installing the CAPT software with Plug and Play, make sure that the printer is properly connected to the computer and the power of the printer is turned ON.

1 **Turn the power of the computer on and start up Windows XP/ Server 2003.**

2 **Log on as a user who is a member of Administrators.**

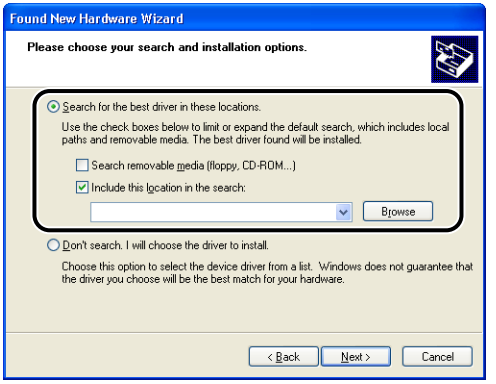
NOTE

Full Control Permission is required for the installation of the printer driver.

3 **Insert the "LBP3210 User Software" CD-ROM into the CD-ROM drive. Select [Install from a list or specific location (Advanced)], then click [Next].**

If CD-ROM Setup appears, click [Exit].

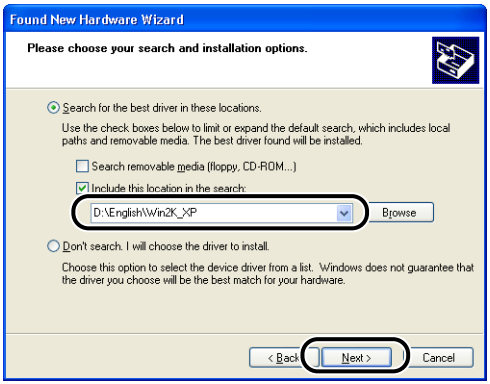
4 **Select [Search for the best driver in these locations.], remove the checkmark from [Search removable media (Floppy, CD-ROM...)], place a checkmark for [Include this location in the search], and then click [Browse].**



5 Select [D:\English\Win2K_XP], and then click [OK].

The CD-ROM drive name is indicated as "D:" in this manual. The CD-ROM drive name may differ depending on the computer being used.

6 Make sure that the folder to be browsed is displayed for [Include this location in the search], then click [Next].



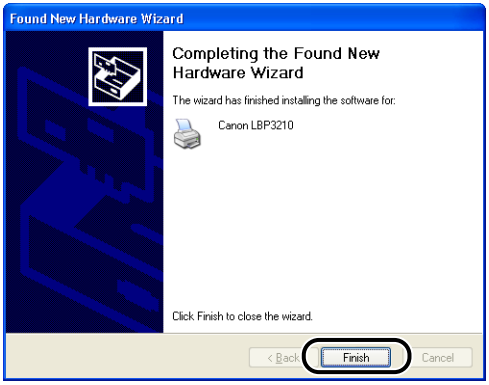
The installation process is displayed.

Then, [Completing the Found New Hardware Wizard] appears.

NOTE

If the [Digital Signature Not Found] dialog box appears, click [Yes].

7 Click [Finish].



IMPORTANT

If you are using an operating system equipped with Windows Firewall, such as Windows XP Service Pack 2, as a print server, you need to configure Windows Firewall to unblock communication with the client computers. (See p. 7-8)

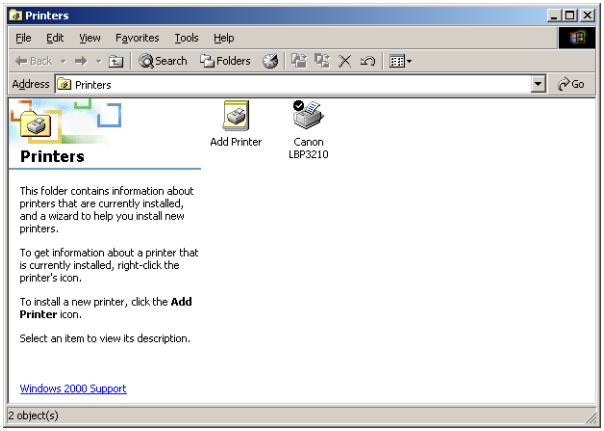
The installation of the USB class driver (supplied with OS) and the printer driver is completed.

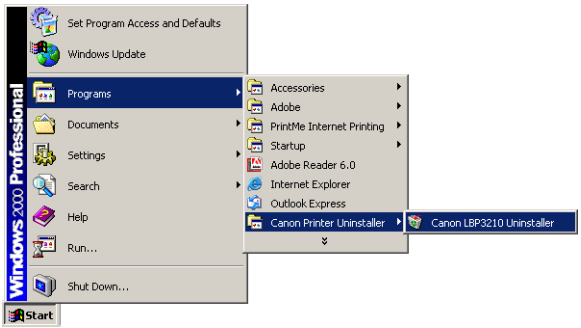
After Completing Installation

When the installation of the CAPT software is completed, the icon and folder for this printer will be created as follows.

■ For Windows 98/Me/2000

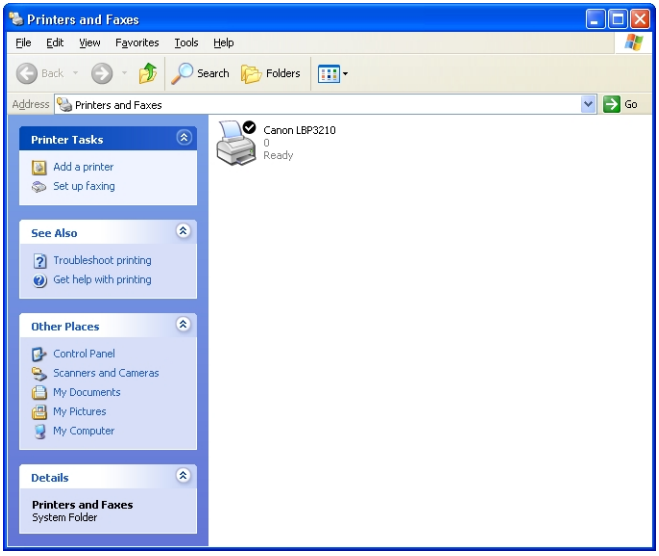
- The printer icon for this printer is displayed in the [Printers] folder.
- [Canon Printer Uninstaller] is added to [Programs] under the [Start] menu.

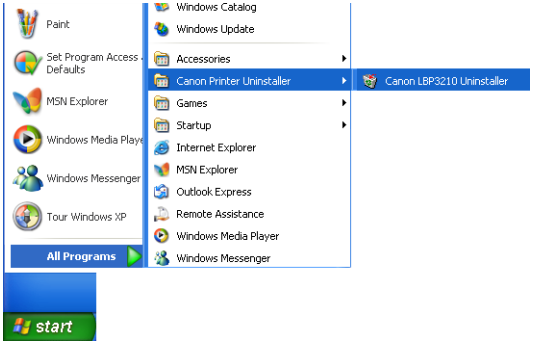




■ For Windows XP/Server 2003

- The printer icon for this printer is displayed in the [Printers and Faxes] folder.
- [Canon Printer Uninstaller] is added to [All Programs] under the [Start] menu.





Checking the Operations by Printer Status Print

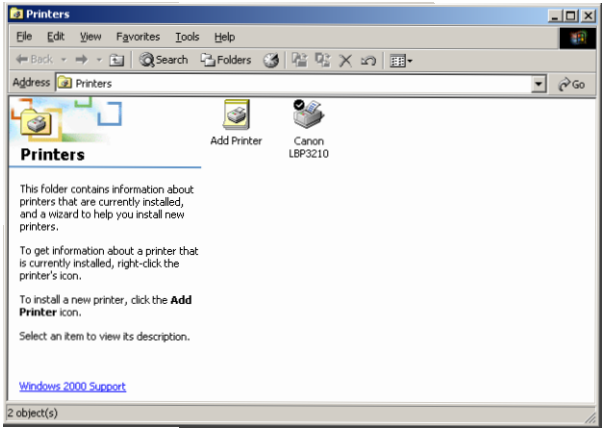
Before using the printer for the first time, be sure to print the printer status to check the operations using the following procedure. Printer Status Print prints information about the printer such as the driver version.

The screen shots used in this section are from Windows 2000.

1 Load a blank sheet of A4 (or Letter) size paper in the manual feed slot or cassette.

2 Display the [Printers] or [Printers and Faxes] folder.

For Windows 98/Me/2000: From the [Start] menu, select [Settings] → [Printers].
For Windows XP Professional/Server 2003: From the [Start] menu, select [Printers and Faxes].
For Windows XP Home Edition: From the [Start] menu, select [Control Panel], then click [Printers and Other Hardware] → [Printers and Faxes].

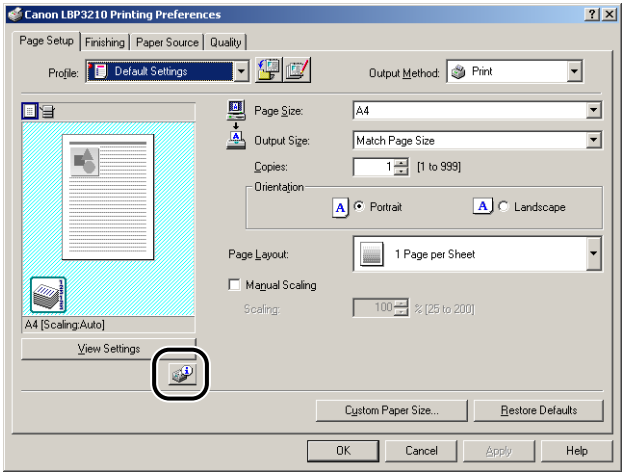


The [Printers] folder or the [Printers and Faxes] folder is displayed.

3 Select the icon for this printer, then select [Printing Preferences] from the [File] menu.

For Windows 98/Me: Select the icon for this printer, then select [Properties] from the [File] menu.

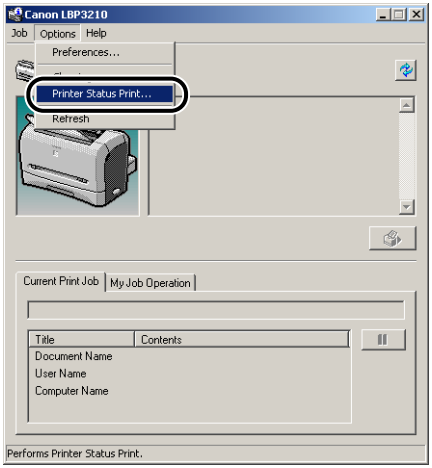
4 Display the [Page Setup] sheet, then click [ ] (Display Printer Status Window) to start up the Printer Status Window.



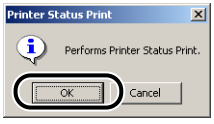
NOTE

For details on the Printer Status Window, see "Printer Status Window," on p. 4-51.

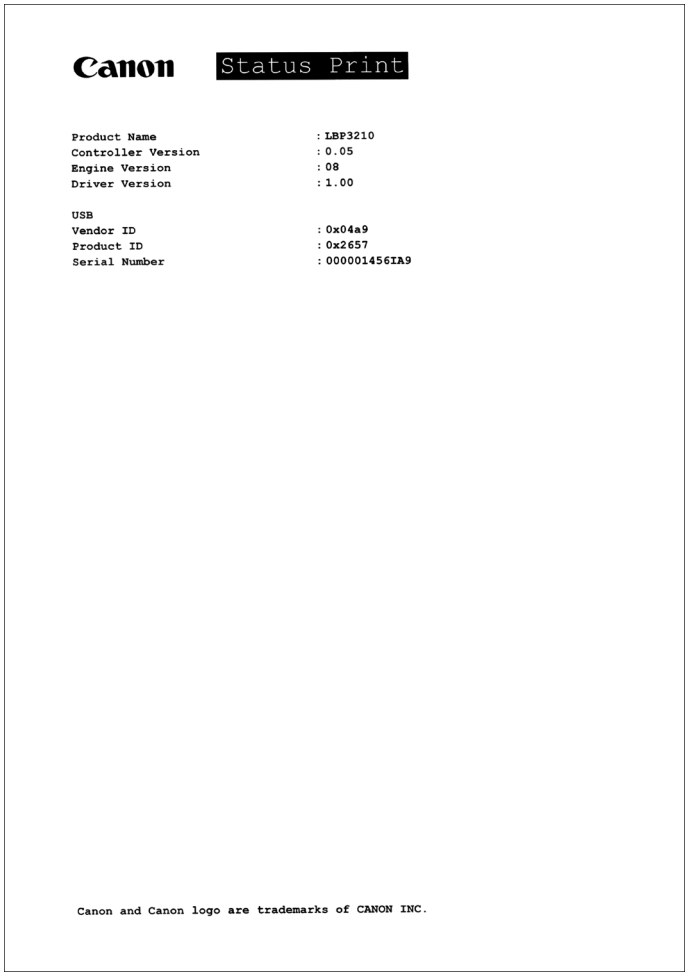
5 Select [Printer Status Print] from the [Options] menu.



6 Click [OK].



Printer Status Print is printed.



Canon Status Print

Product Name : LBP3210
Controller Version : 0.05
Engine Version : 08
Driver Version : 1.00

USB
Vendor ID : 0x04a9
Product ID : 0x2657
Serial Number : 000001456IA9

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IMPORTANT

This is a sample of Status Print. The contents may differ from the Status Print printed by your computer.

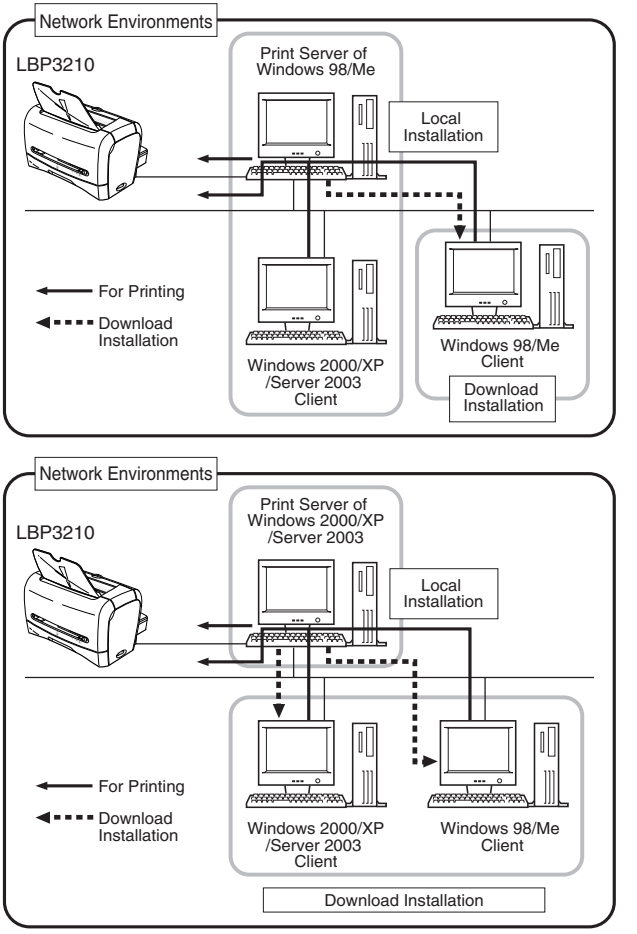
NOTE

If Printer Status Print is not printed properly, see "Chapter 6 Troubleshooting".

Printing from a Network Computer by Sharing the Printer on a Network

If you set this printer as a shared printer, you can use it from the computers to which the printer is not connected directly.

If this printer is going to be used by multiple computers on a network, specify the settings in the following procedure. In this manual, the computer that is directly connected to this printer is called the "print server", and the computers that can use this printer over the network are called "clients".



When using the print server environment, perform the following settings:

1. Installing the Printer Driver to the Print Server (For Windows 98/Me, see p. 3-5; for Windows 2000, see p. 3-16; for Windows XP/Server 2003, see p. 3-24)
2. Setting the Print Server (Network) (For Windows 98/Me, see p. 3-39; for Windows 2000/XP/Server 2003, see p. 3-43)
3. Setting the Print Server (Printer Sharing) (For Windows 98/Me, see p. 3-42; for Windows 2000/XP/Server 2003, see p. 3-45)
4. Installation on Clients (See p. 3-49)

NOTE

Using this printer on your network requires that both the print server and clients should be using Windows 98/Me or Windows 2000/XP/Server 2003.

Print Server Settings

For Windows 98/Me

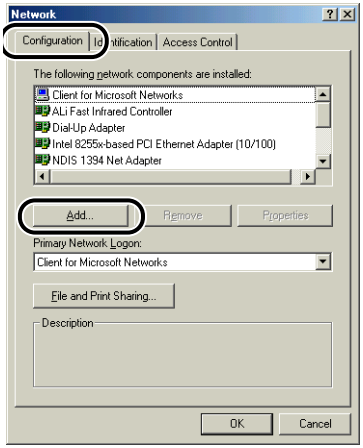
The screen shots used in this section are from Windows Me.

■ *Network Settings*

1 Double-click [My Computer] → [Control Panel] → the [Network] icon.

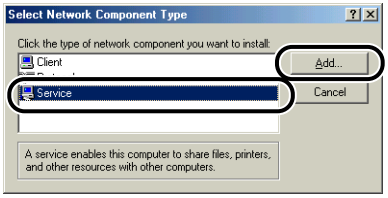
The [Network] dialog box is displayed.

2 Display the [Configuration] sheet, then click [Add].

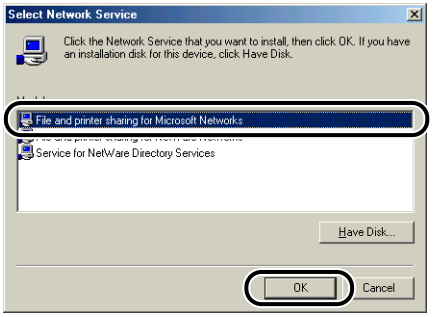


The [Select Network Component Type] dialog box appears.

3 Click the [Service] icon, then click [Add].

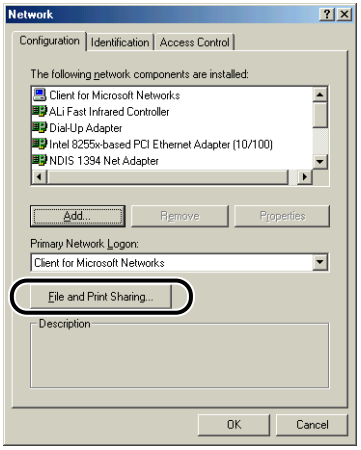


4 Select [File and printer sharing for Microsoft Networks], then click [OK].

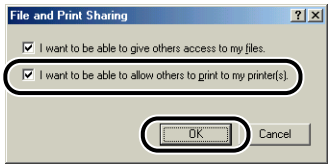


The [Select Network Component Type] dialog box appears first, then the [Network] dialog box reappears.

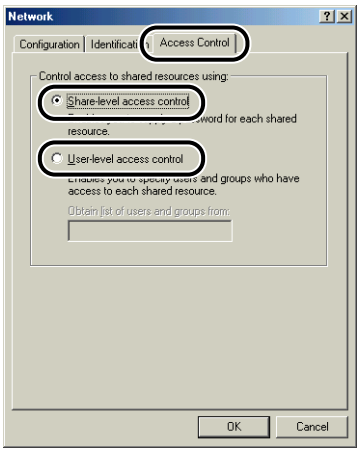
5 Click [File and Print Sharing].



6 **Make sure that [I want to be able to allow others to print to my printer(s).] is selected, then click [OK].**



7 **Display the [Access Control] sheet and select [Share-level access control] or [User-level access control].**



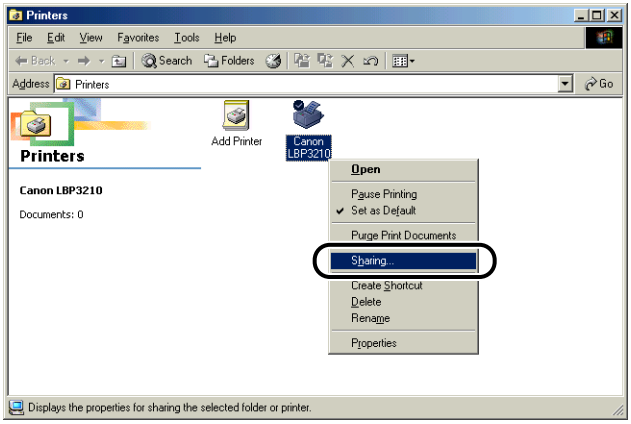
8 **Click [OK], then restart Windows.**

■ *Printer Sharing Settings*

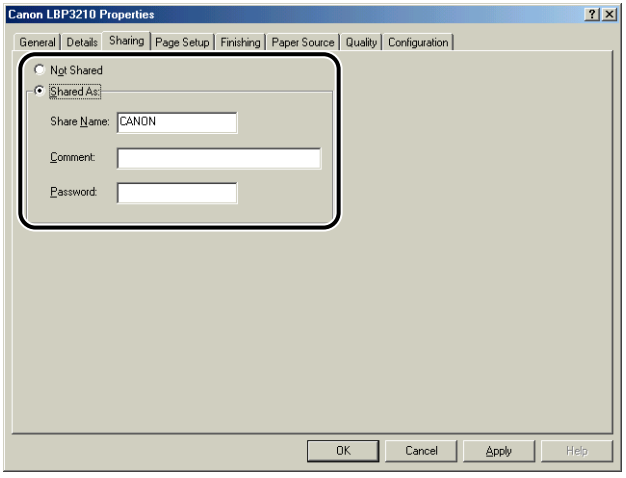
1 **From the [Start] menu, select [Settings] → [Printers].**

The [Printers] folder is displayed.

2 **Right-click the icon for this printer, then select [Sharing] from the pop-up menu.**



3 **Select [Shared As]. Change [Share Name] if you want to, then enter [Comment] and [Password] as needed.**



NOTE

- If you have selected [User-level access control] in Step 7 of "Network Settings" (See p. 3-41), click [Add] and select users who can use the printer.
- Do not enter blanks or special characters in [Share Name].
- If the password is specified, the port for the client may not be created.

4 Click [OK].

The printer icon changes to the printer sharing icon.

For Windows 2000/XP/Server 2003

The screen shots used in this section are from Windows 2000.

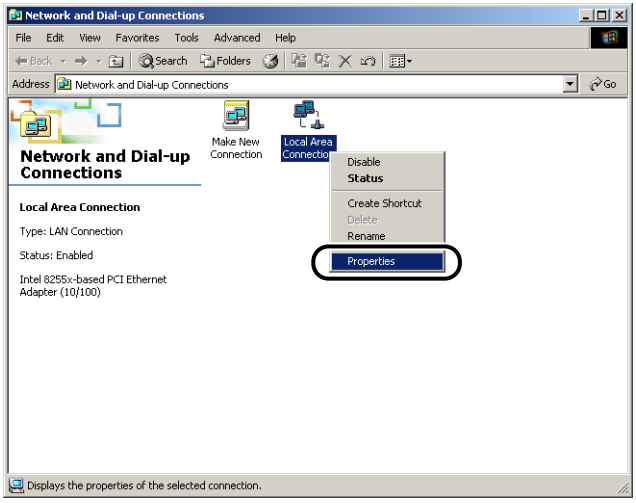
■ *Network Settings*

1 From the [Start] menu, select [Settings] → [Network and Dial-up Connections].

For Windows XP: From the [Start] menu, select [Control Panel], then click [Network and Internet Connections] → [Network Connections].
For Windows Server 2003: From the [Start] menu, select [Control Panel] → [Network Connections] → [Local Area Connection], and then proceed to Step 3.

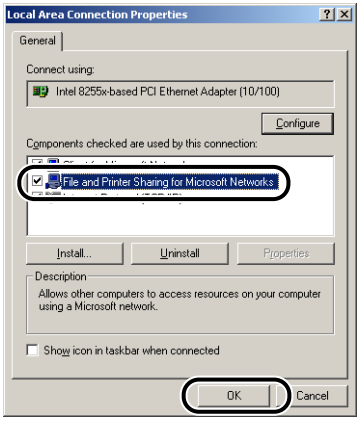
For Windows 2000: The [Network and Dial-up Connections] folder is displayed.
For Windows XP: The [Network Connections] folder is displayed.

2 Right-click the [Local Area Connection] icon, then select [Properties] from the pop-up menu.



The [Local Area Connection Properties] dialog box appears.

3 Make sure that [File and Printer Sharing for Microsoft Networks] is selected, then click [OK].



■ *Printer Sharing Settings*

NOTE

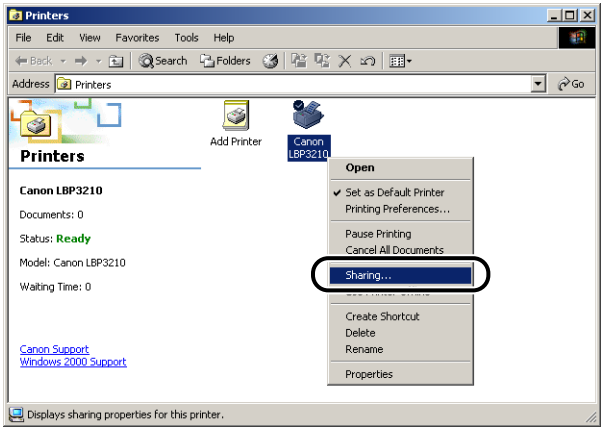
For Windows XP, the printer cannot be shared on a network at the default settings (the settings immediately after the installation).
Printer sharing settings require running [Network Setup Wizard] to enable the sharing settings.
For more details, see Online Help for Windows.

1 From the [Start] menu, select [Settings] → [Printers].

For Windows XP Professional/Server 2003: From the [Start] menu, select [Printers and Faxes].
For Windows XP Home Edition: From the [Start] menu, select [Control Panel], then click [Printers and Other Hardware] → [Printers and Faxes].

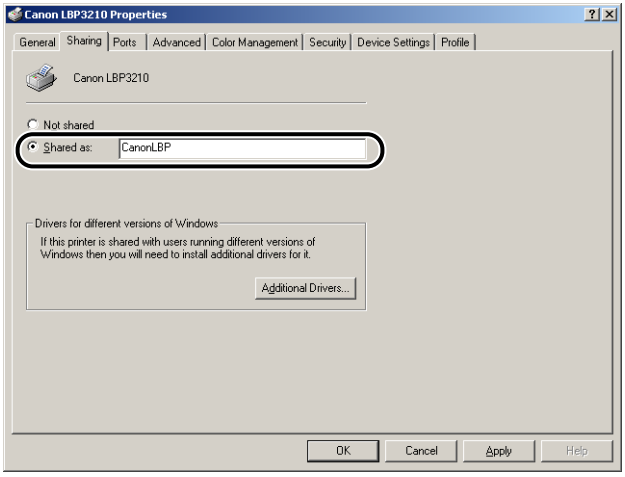
The [Printers] folder is displayed.

2 Right-click the icon for this printer, then select [Sharing] from the pop-up menu.



3 Select [Shared as]. Change the share name as needed.

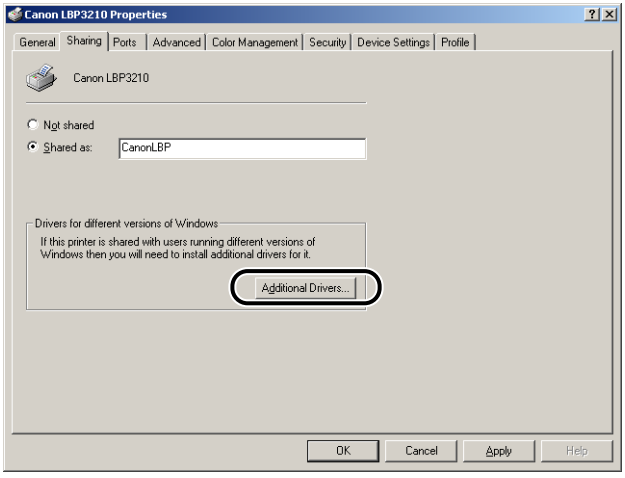
For Windows XP/Server 2003: Select [Share this printer].



NOTE

- You can also specify the sharing settings during the local installation.
- Do not enter blanks or special characters for the share name.

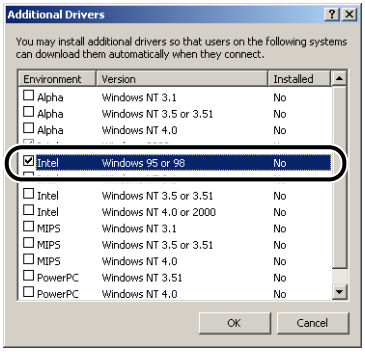
4 Click [Additional Drivers].



The [Additional Drivers] dialog is displayed.

5 Place a checkmark for [Windows 95 or 98], then click [OK].

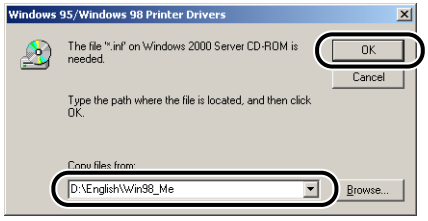
For Windows XP/Server 2003: Place a checkmark for [Windows 95, 98 and Me], and then click [OK].



6 Insert the supplied "LBP3210 User Software" CD-ROM into the CD-ROM drive.

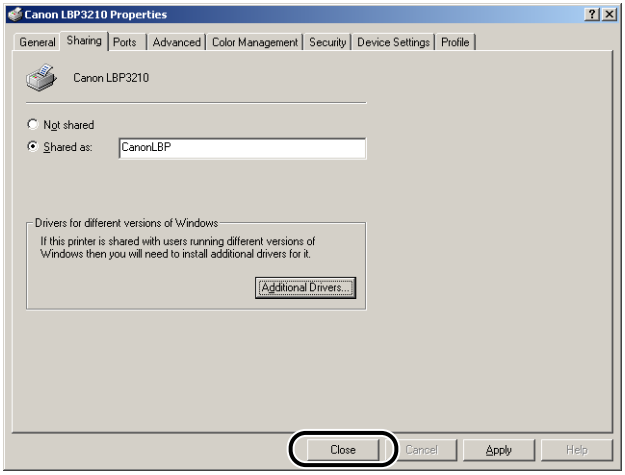
If the [Insert disk] dialog box appears, click [OK].

7 Click [Browse]. When your CD-ROM drive is drive [D:], select [D:\English\Win98_Me], and then click [OK].



Copying files is started.

8 Click [Close].



The printer icon changes to the printer sharing icon.

IMPORTANT

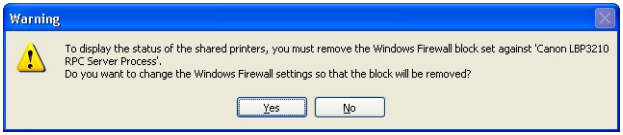
Select [Do not share this printer] on the [Sharing] sheet to clear the printer share settings. If you are clearing printer share settings on an operating system equipped with Windows Firewall, such as Windows XP Service Pack 2, you need to use the utility software to clear the settings that were previously registered with Windows Firewall. (See p. 7-10)

■ *Configuring Windows Firewall*

If you are using an operating system equipped with Windows Firewall, such as Windows XP Service Pack 2, as a print server, you need to configure Windows Firewall to unblock communication with the client computers.

Use the following procedure to ensure that Windows Firewall unblock this communication.

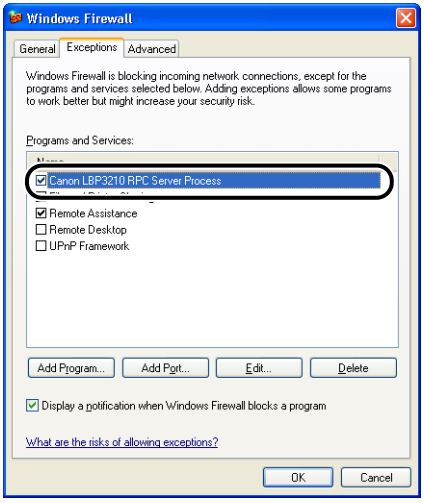
- If you installed the CAPT software from CD-ROM Setup, a [Warning] dialog box was displayed.



  - If you clicked [Yes], Windows Firewall was configured to unblock communication with the client computers.

- If you clicked [No], however, Windows Firewall was configured to block communication with the client computers, and you will need to use the following method to clear that block.

1. Select [Control Panel] from the [Start] menu, then click [Network and Internet Connections] → [Windows Firewall].
2. On the [Exceptions] sheet in the [Windows Firewall] dialog box, place a checkmark next to [Canon LBP3210 RPC Server Process], and click the [OK] button.



- If you installed the CAPT software by any method other than CD-ROM Setup, you need to use the utility software to configure Windows Firewall to unblock communication with the client computers. (See p. 7-8)

Installation on the Clients

This section describes the procedure for installing the printer driver on the client computers.

There are two ways to install the printer driver: local installation and download installation.

The screen shots used in this section are from Windows 2000.

■ Local Installation (See p. 3-50)

Installing the printer driver using the supplied CD-ROM.

■ Download Installation

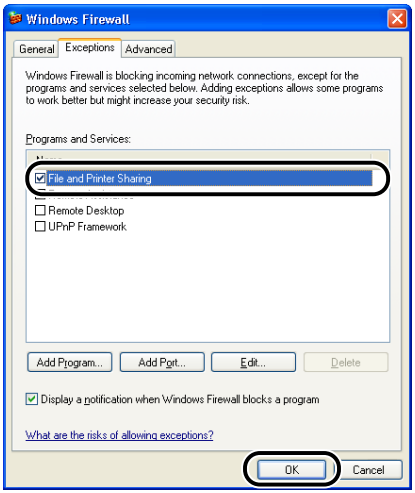
Installing the printer driver without using the supplied CD-ROM, but by downloading the printer driver from the print server. There are the following two ways of download installation:

- Installing from [Add Printer Wizard] (See p. 3-55)
- Installing from [Windows Explorer] (See p. 3-57)

IMPORTANT

- If you are using Windows 2000/XP/Server 2003, be sure to log on as a user who is a member of Administrators when starting up.
- If you are using Windows XP Service Pack 2 or another operating system equipped with Windows Firewall on the client side, configure the following settings. If you do not setup the following settings on the client side, the printer status may not display properly in the Printer Status Window and you may not be able to access some of the printer functions.

1. Select [Control Panel] from the [Start] menu, then click [Network and Internet Connections] then [Windows Firewall].
2. On the [Exceptions] sheet in the [Windows Firewall] dialog box, place a checkmark next to [File and Printer Sharing], and click the [OK] button.



NOTE

- Clients can use both Windows 98/Me and Windows 2000/XP/Server 2003.
- If your print server is Windows 98/Me, you cannot download and install the printer driver on Windows 2000/XP/Server 2003.

Installing from CD-ROM Setup

1 Insert the supplied "LBP3210 User Software" CD-ROM into the CD-ROM drive.

If the CD-ROM is already set in the drive, take it out and insert it into the drive again.

CD-ROM Setup appears automatically.

IMPORTANT

If CD-ROM Setup does not appear automatically, select [Run] from the [Start] menu, enter "D:\English\CNAB2MNU.exe", and then click [OK]. (The CD-ROM drive name is indicated as "D:" in this manual. The CD-ROM drive name may differ depending on the computer being used.)

2 Click [Install].

The dialog box for confirming the language is displayed.

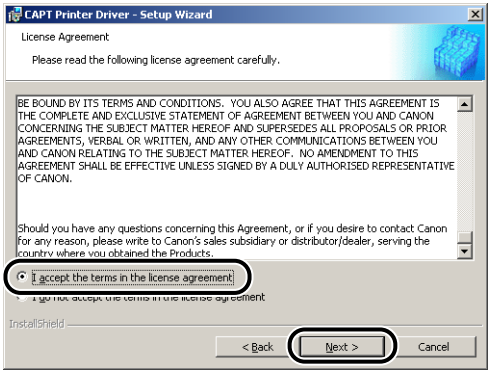
3 Confirm the language and click [Yes].

After the preparation for installation is completed, the CAPT (Canon Advanced Printing Technology) software installer starts up, and the [Setup Wizard] dialog box appears.

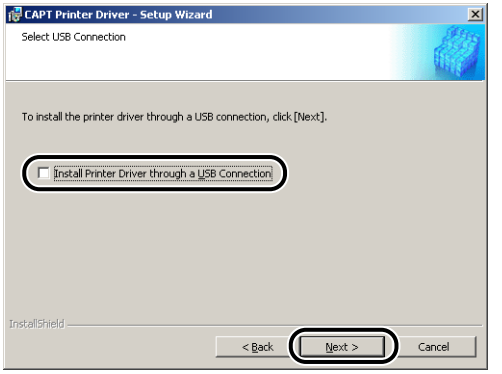
4 Click [Next].

The [License Agreement] dialog box is displayed.

5 Confirm the contents and select [I accept the terms in the license agreement], and then click [Next].



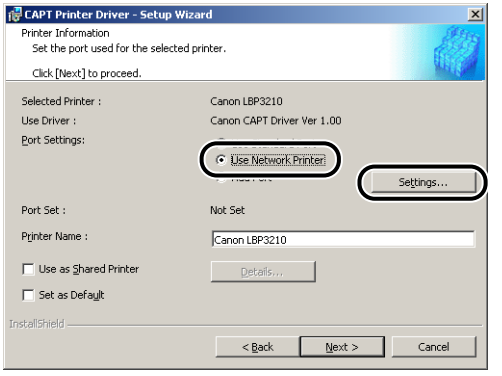
6 If [Install Printer Driver through a USB Connection] is checked, remove the checkmark, and then click [Next].



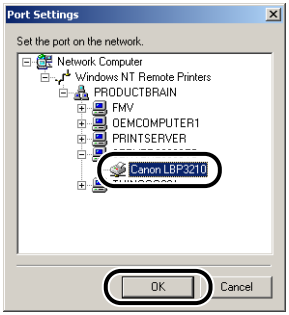
NOTE

Do not place a checkmark for [Install Printer Driver through a USB Connection].

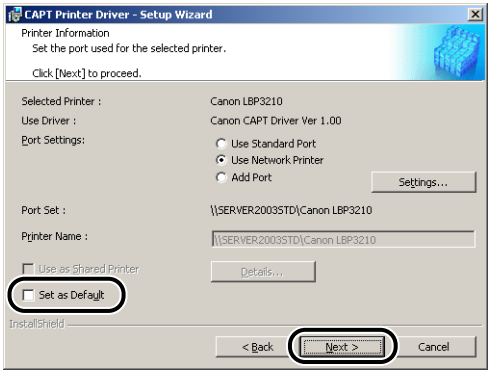
7 Select [Use Network Printer] for [Port Settings], then click [Settings].



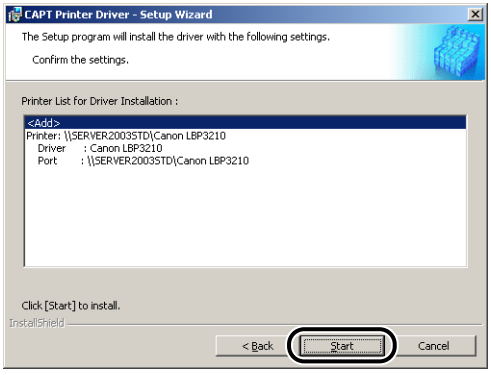
8 Select the directory of the print server, then click [OK].



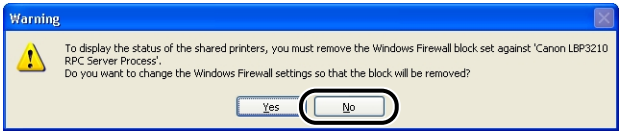
9 Select whether or not to use this printer as the default printer, then click [Next].



10 Click [Start].

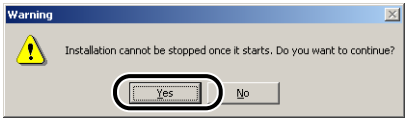


If you are using an operating system equipped with Windows Firewall, such as Windows XP Service Pack 2, the following window is displayed. Click [No].



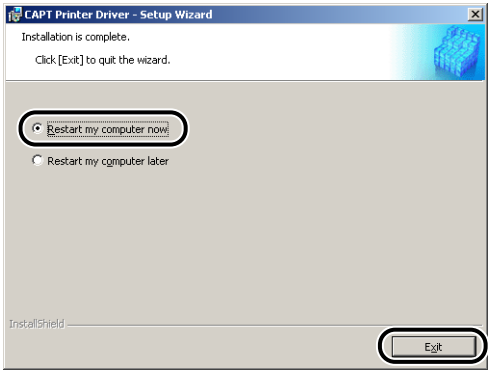
You should only choose [Yes] if the computer you are currently installing is a print server.

11 The message "Installation cannot be stopped once it starts. Do you want to continue?" is displayed. Click [Yes].



The installation of the printer driver starts.

12 The window that informs you the completion of the installation is displayed. Select [Restart my computer now], then click [Exit].



Windows restarts.

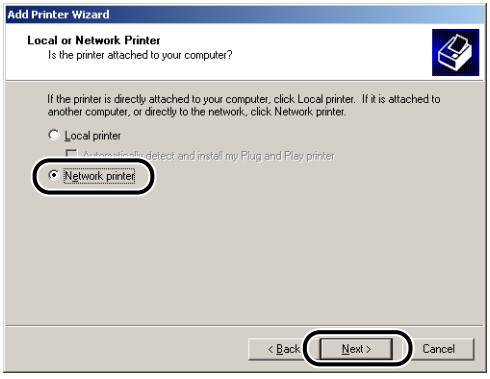
1 **From the [Start] menu, select [Settings] → [Printers] to open the [Printers] folder. Then, double-click the [Add Printer] icon.**

For Windows XP Professional: From the [Start] menu, select [Printers and Faxes] → [Add a printer].
For Windows XP Home Edition: From the [Start] menu, select [Control Panel], then click [Printers and Other Hardware] → [Printers and Faxes] → [Add a printer].
For Windows Server 2003: From the [Start] menu, select [Printers and Faxes], and then double-click [Add Printer].

The [Add Printer Wizard] dialog box is displayed.

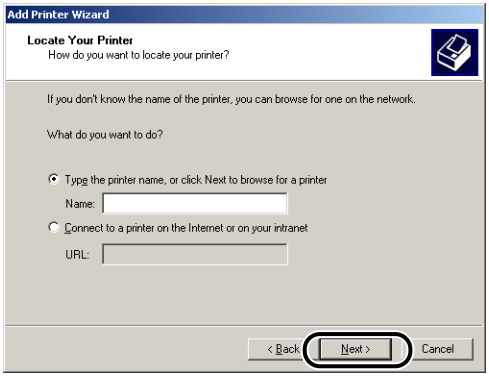
2 **Click [Next].**

3 **Select [Network printer] and click [Next].**

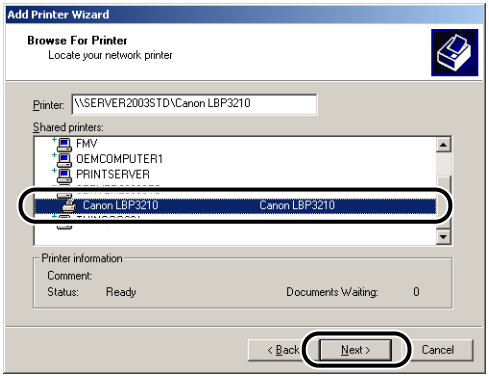


4 Click [Next].

For Windows 98/Me, click [Browse].

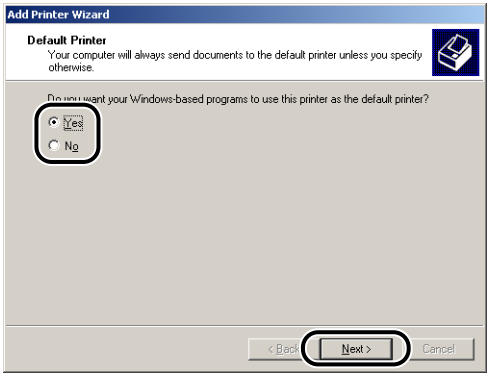


5 Select the directory of the print server, then click [Next].



For Windows 98/Me: Proceed to Step 7.

6 **Select whether or not to use this printer as the default printer, then click [Next].**



7 **Click [Finish].**

NOTE

If the [Digital Signature Not Found] dialog box appears, click [Yes].

Installing from [Windows Explorer]

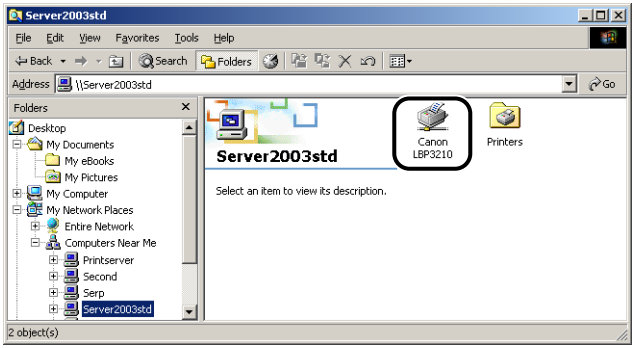
1 **From the [Start] menu, select [Programs] → [Accessories] → [Windows Explorer].**

For Windows XP/Server 2003: From the [Start] menu, select [All Programs] → [Accessories] → [Windows Explorer].
For Windows 98: From the [Start] menu, select [Programs] → [Windows Explorer].

The [Windows Explorer] dialog box is displayed.

2 **Select the computer name for the print server from [My Network Places] (from [Network Computer] for Windows 98), then double-click the icon for this printer.**

Or drag and drop the icon for this printer into the [Printers] folder.



3 **The [Printers] dialog box is displayed. Follow the instructions on the screen.**

Uninstalling the CAPT Software

Uninstalling removes software from your computer and restores the computer to the state before installing the software. The CAPT software can be uninstalled using the following procedure.

IMPORTANT

- If the printer driver was installed into Windows 2000/XP/Server 2003 logged on by a user who is a member of Administrators, it cannot be uninstalled from the computer logged on by anyone other than users who are the members of Administrators. Be sure to log in as a user who is a member of Administrators before the uninstallation.
- If you are using a computer with an operating system equipped with Windows Firewall, such as Windows XP Service Pack 2, the printer is registered in the [Exceptions] sheet in the [Windows Firewall] dialog box.
  When you uninstall the CAPT software using the uninstaller, the settings for this printer are removed from the [Exceptions] sheet in the [Windows Firewall] dialog box.

1 Make sure to close all the files and programs listed below:

- Help files
- Printer Status Window
- Control Panel
- Other applications

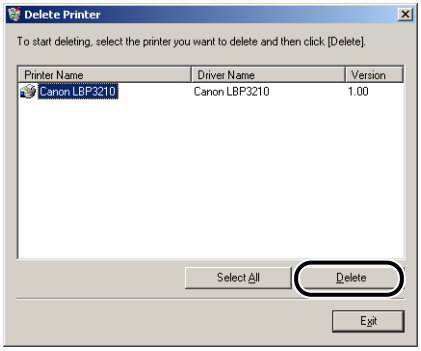
2 From the [Start] menu, select [Programs] → [Canon Printer Uninstaller] → [Canon LBP3210 Uninstaller].

For Windows XP/Server 2003: From the [Start] menu, select [All Programs] → [Canon Printer Uninstaller] → [Canon LBP3210 Uninstaller].

The [Delete Printer] dialog box is displayed.

3 Select the name for this printer.

4 Click [Delete].

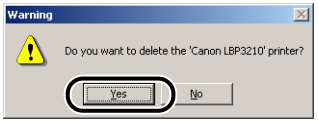


A confirmation message is displayed.

NOTE

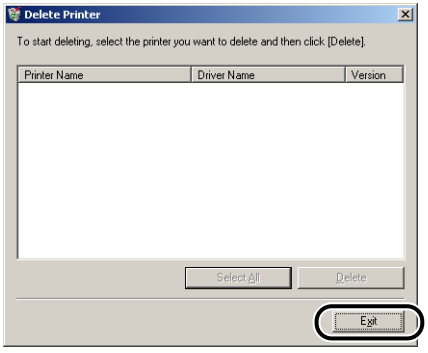
Even if [Canon LBP3210] is not on the list in the [Delete Printer] dialog box, you can delete the file and information related to this printer by clicking the [Delete] button.

5 Click [Yes].



Uninstallation starts. Please wait until it is completed.

6 Click [Exit].



The [Delete Printer] dialog box closes.

NOTE

If the CAPT software cannot be uninstalled, see "When Uninstallation Fails," on p. 6-25.

Printing a Document

4

CHAPTER

This chapter describes the printing procedures and the functions of this printer.

Printing from an Application 4-2

Job Operations 4-6

Specifying the Printing Preferences 4-8

- For Windows 98/Me 4-8
- For Windows 2000/XP/Server 2003 4-11

Using the Printing Functions 4-17

- Various Pages in the Printer Driver 4-17
- Preview 4-30
- Printing Multiple Pages on One Sheet 4-31
- Scaling Print Output 4-33
- Poster Printing 4-35
- Printing on Custom (Nonstandard) Paper Size 4-36
- Specifying the Finishing Method 4-38
- Specifying the Print Quality 4-40
- Grayscale Settings 4-42
- Specifying Profiles 4-43
- PageComposer 4-47
- Viewing the Printer Settings/Restoring the Default Settings 4-49

Printer Status Window 4-51

- Using the Printer Status Window 4-51
- Displaying the Printer Status Window 4-53
- Options Menu 4-54
- [Resolve Error] 4-56
- Displaying Status When a Print Server is Used 4-57

Printing from an Application

After installing the CAPT software, you can now print jobs on the printer.

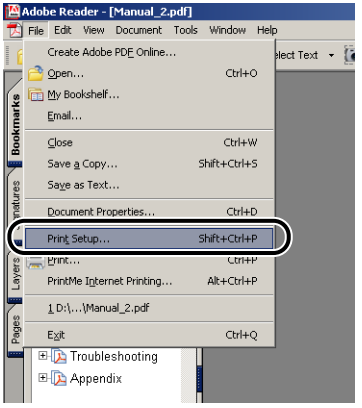
This section describes the procedure for printing from an application, taking Adobe Reader 6.0 as an example.

1 Load paper in the cassette or manual feed slot.

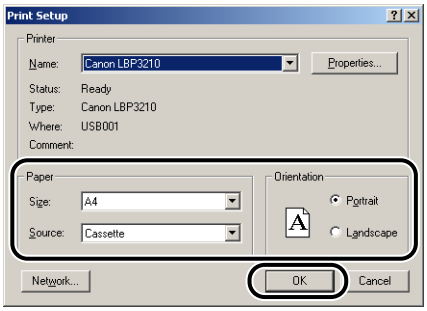
NOTE

For instructions on printing on plain paper, heavy paper, labels, and transparencies, see "Printing on Plain Paper/Heavy Paper/Label/Transparency," on p. 2-15; for envelopes, see "Printing Envelopes," on p. 2-29; for custom paper size, see "Printing on Custom (Nonstandard) Paper Size," on p. 2-43.

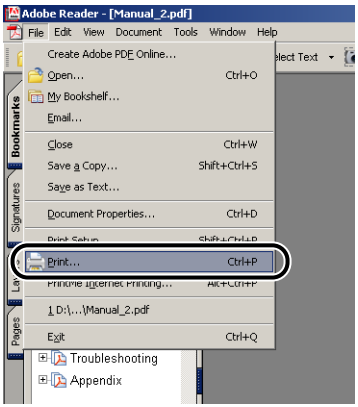
2 Open the PDF file to print with Adobe Reader, and then select [Print Setup] from the [File] menu.



3 Specify the paper size of the document and the printing orientation, then click [OK].

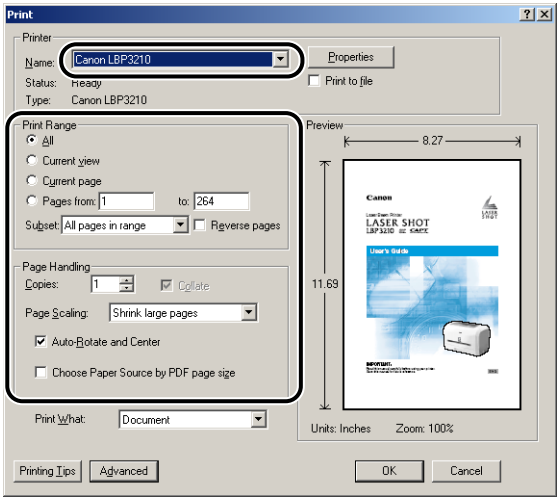


4 Select [Print] from the [File] menu.



The [Print] dialog box is displayed.

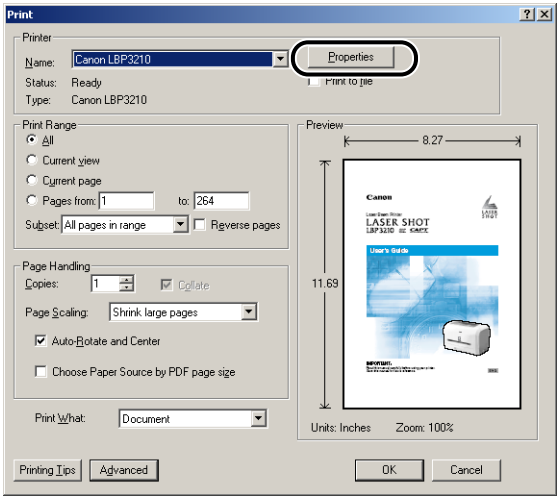
5 Select this printer for [Name] or [Printer Name] and specify the printing preferences.



NOTE

The printer name displayed in this dialog box can be changed in the [Printers] folder (the [Printers and Faxes] folder for Windows XP/Server 2003).

6 If you want to specify more detailed printing preferences, click [Properties].

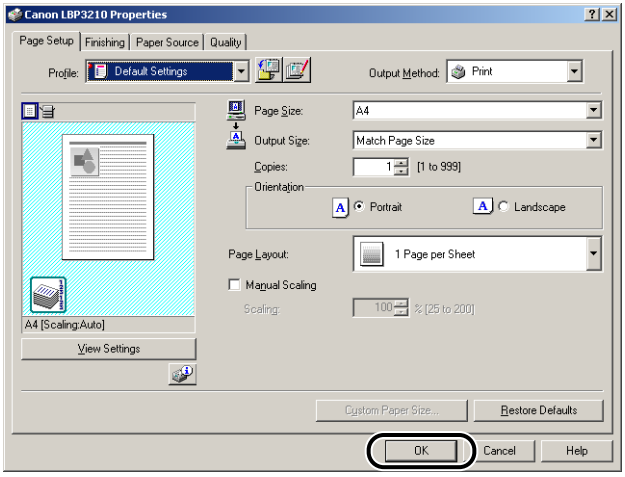


The [Canon LBP3210 Properties] dialog box is displayed.

NOTE

The procedure for displaying the Printer Properties dialog box may differ depending on the application being used.

7 Specify the printing preferences in the [Page Setup], [Finishing], [Paper Source], and [Quality] sheets, and then click [OK].



The [Print] dialog box reappears.

NOTE

It is recommended that you confirm the contents of the [Page Setup] sheet and the [Paper Source] sheet each time you print.

8 Click [OK].

The printer starts printing.

NOTE

- If you have any problems with printing, see "Chapter 6 Troubleshooting".
- "Using the Printing Functions" (See p. 4-17) describes how to use the various functions of the printer and printer driver. By specifying the settings for the printer and printer driver for each job, you can make the best use of the printer and its functions.

Job Operations

You can delete, pause, or resume a job in the Printer Status Window.

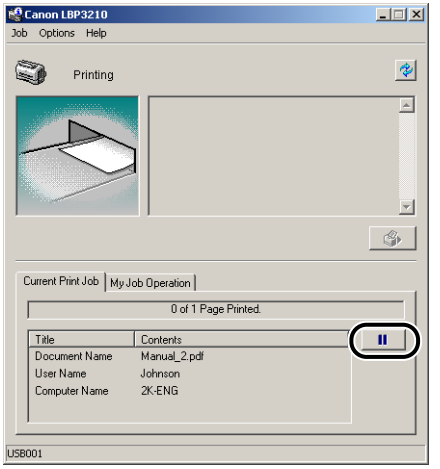
1 Start printing.

The Printer Status Window appears.

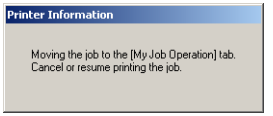
NOTE

The Printer Status Window may not appear depending on the settings for [Display Printer Status Window] in the [Preferences] menu in the Printer Status Window. (See "Setting Preferences," on p. 4-54)

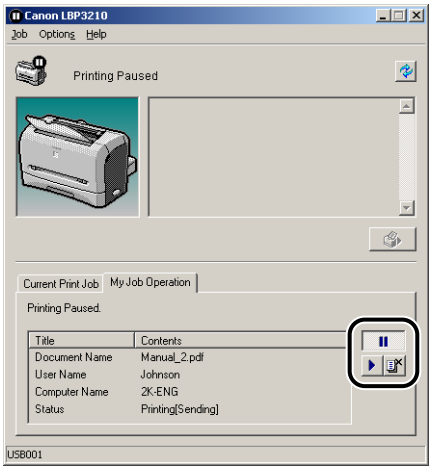
2 When deleting or pausing the job, click [ ] (Pause Job) in the [Current Print Job] tab or [My Job Operation] tab.



The following message is displayed and the [My Job Operation] tab is selected on the top by clicking [ ] (Pause Job) in the [Current Print Job] tab.



3 Click the button for the desired operation from among the [Job Operation] buttons.



● Deleting the job

❑ Click [ ] (Delete Job).

● Pausing the job

❑ Click [ ] (Pause Job).

● Resuming the job

❑ Click [ ] (Resume Job).

Specifying the Printing Preferences

The CAPT software for LBP3210 allows you to specify various printing preferences.

To specify the printing preferences, first display the [Printer Properties] dialog box or the [Document Properties] dialog box, and then specify the printing preferences in each sheet in each dialog box. Perform one of the following procedures that is suitable for your operating system to display the Properties dialog boxes.

For Windows 98/Me

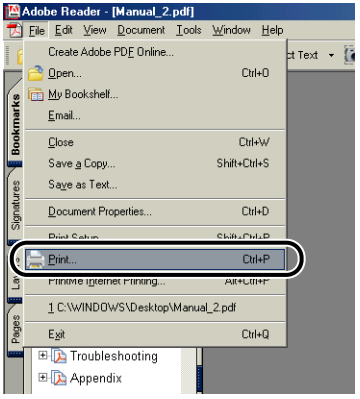
If you display the [Document Properties] dialog box from your application, you can specify the settings only for the job.

If you display the [Printer Properties] dialog box from the [Printers] folder, you can specify the default settings for all jobs.

Displaying the [Document Properties] Dialog Box from an Application

This section describes the procedure, taking Adobe Reader 6.0 as an example.

1 Select [Print] from the [File] menu in the application.

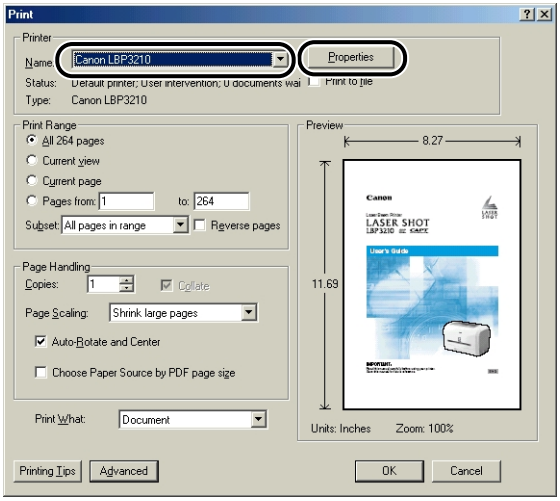


The [Print] dialog box is displayed.

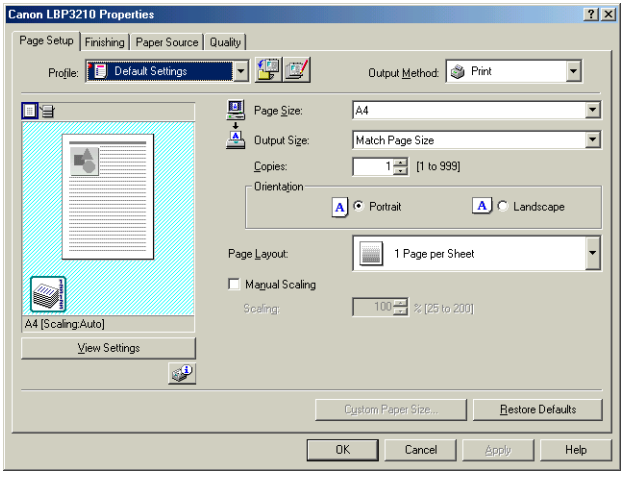
NOTE

Printing procedures differ depending on your application. For details on the printing procedures, see the instruction manual supplied with your application.

2 Make sure that the name for this printer is selected for [Name] or [Printer Name] and click [Properties].

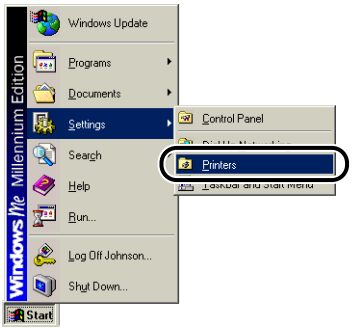


The [Document Properties] dialog box is displayed.



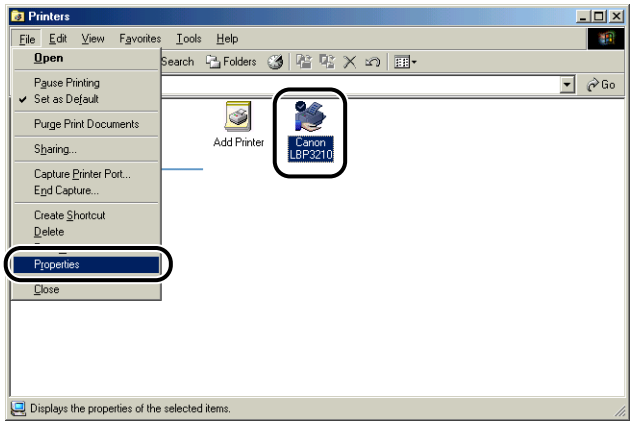
Displaying the [Printer Properties] Dialog Box from the [Printers] Folder

1 **From the [Start] menu, select [Settings] → [Printers].**

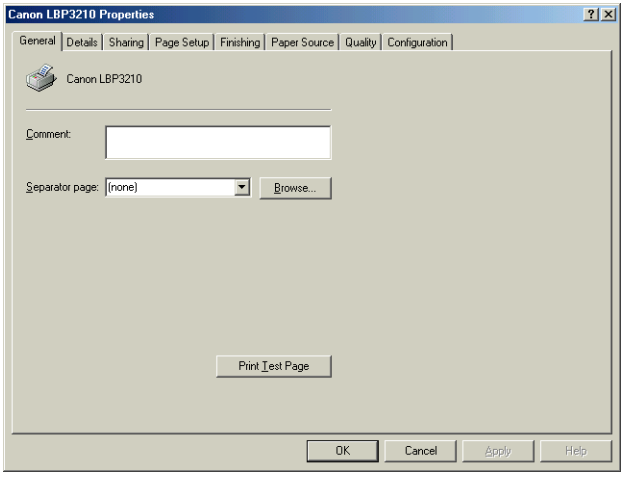


The [Printers] folder is displayed.

2 **Select the icon for this printer, then select [Properties] from the [File] menu.**



The [Printer Properties] dialog box is displayed.



NOTE

The [Printer Properties] dialog box can also be displayed by right-clicking the icon for this printer and selecting [Properties] from the pop-up menu.

For Windows 2000/XP/Server 2003

If you display the [Document Properties] dialog box from your application, you can specify the settings only for the job.

If you display the [Document Properties] dialog box from the [Printers] folder or the [Printers and Faxes] folder, you can specify the default settings for all jobs.

If you display the [Printer Properties] dialog box from the [Printers] folder or the [Printers and Faxes] folder, you can add the frequently used options as "Profiles".

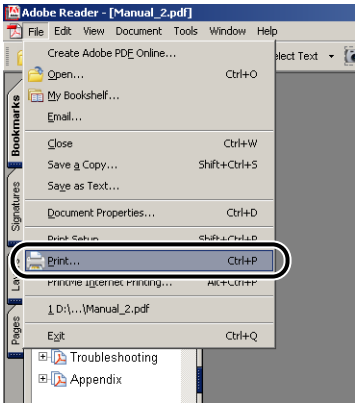
NOTE

Full Control Permission is required to specify the settings for the [Printers] folder or the [Printers and Faxes] folder. If you cannot display the [Document Properties] dialog box from the [Printers] folder or the [Printers and Faxes] folder, display the dialog box from the application.

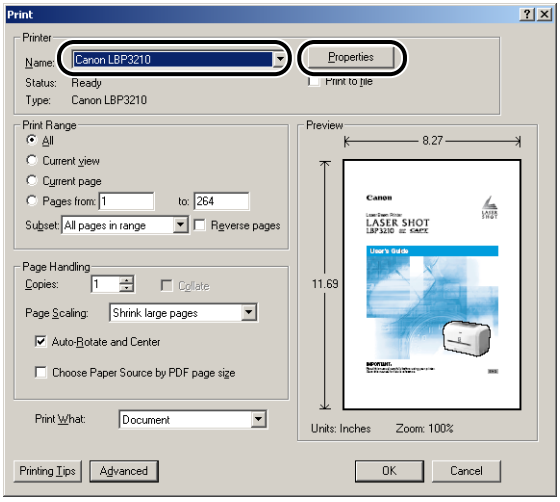
Displaying the [Document Properties] Dialog Box from an Application

This section describes the procedure, taking Adobe Reader 6.0 as an example.

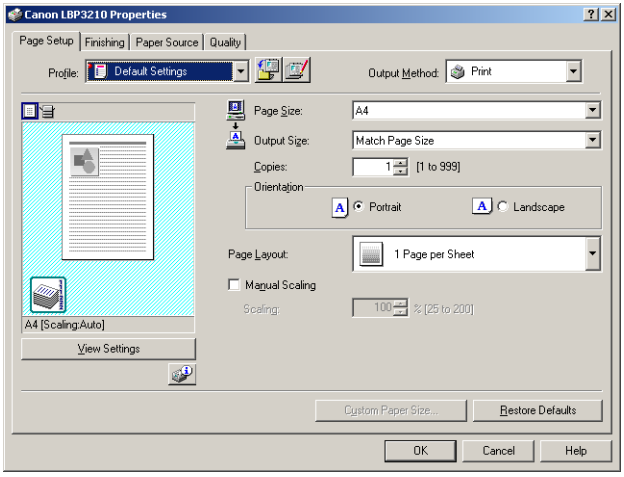
1 Select [Print] from the [File] menu in the application.



2 Confirm the printer name, then click [Properties].



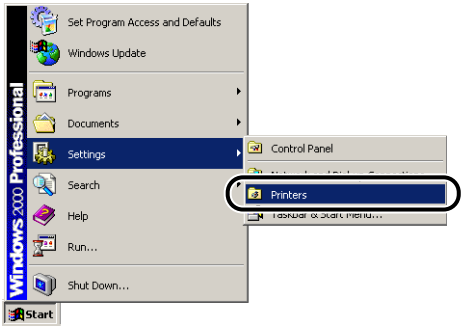
The [Document Properties] dialog box is displayed.



Displaying the [Document Properties] Dialog Box from the [Printers] Folder

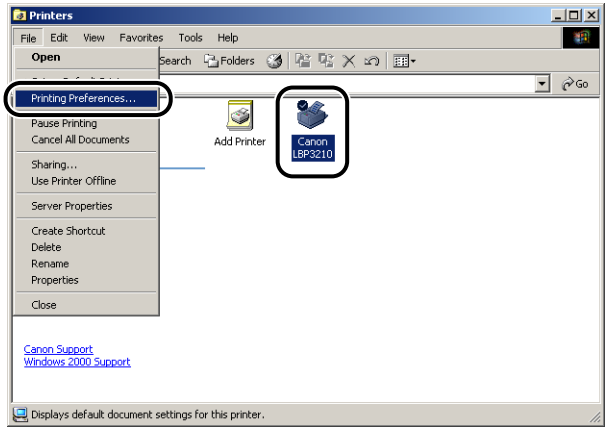
1 From the [Start] menu, select [Settings] → [Printers].

For Windows XP Professional/Server 2003: From the [Start] menu, select [Printers and Faxes].
For Windows XP Home Edition: From the [Start] menu, select [Control Panel], then click [Printers and Other Hardware] → [Printers and Faxes].

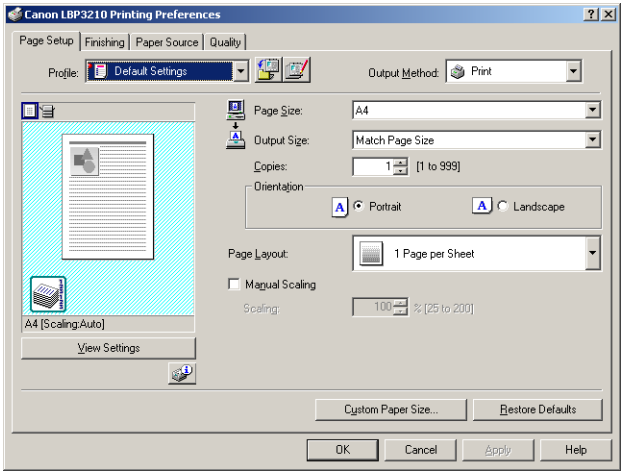


The [Printers] folder or the [Printers and Faxes] folder is displayed.

2 Select the icon for this printer, then select [Printing Preferences] from the [File] menu.



The [Document Properties] dialog box is displayed.



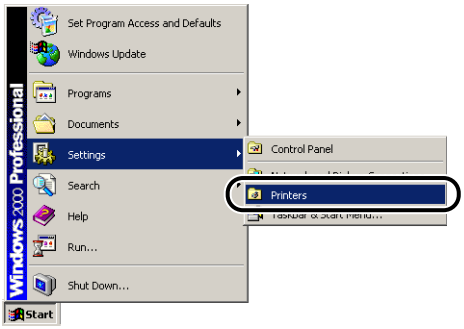
NOTE

The [Document Properties] dialog box can also be displayed by right-clicking the icon for this printer and selecting [Printing Preferences] from the pop-up menu.

Displaying the [Printer Properties] Dialog Box from the [Printers] Folder

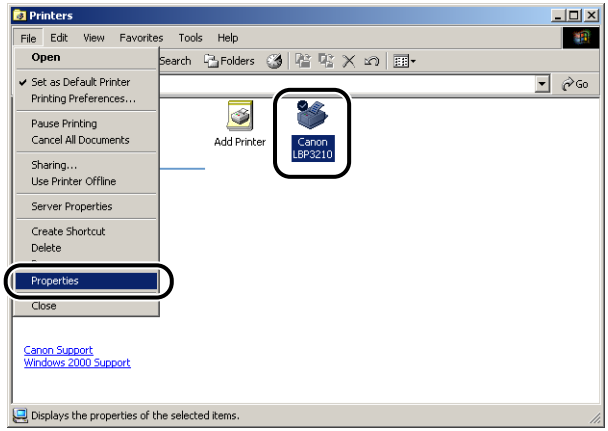
1 From the [Start] menu, select [Settings] → [Printers].

For Windows XP Professional/Server 2003: From the [Start] menu, select [Printers and Faxes].
For Windows XP Home Edition: From the [Start] menu, select [Control Panel], then click [Printers and Other Hardware] → [Printers and Faxes].

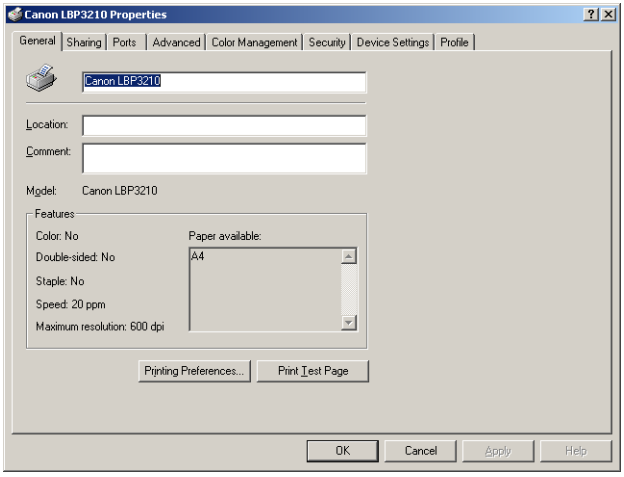


The [Printers] folder or the [Printers and Faxes] folder is displayed.

2 Select the icon for this printer, then select [Properties] from the [File] menu.



The [Printer Properties] dialog box is displayed.



NOTE

The [Printer Properties] dialog box can also be displayed by right-clicking the icon for this printer and selecting [Properties] from the pop-up menu.

Using the Printing Functions

Various Pages in the Printer Driver

The [Printer Properties] dialog box and the [Document Properties] dialog box contain the following sheets that allow you to specify the various printing functions. You can switch among the sheets by clicking the tabs across the top of the dialog box.

This section describes the types of printing preferences that can be specified in each sheet.

■ For Windows 98/Me

- [Document Properties] Dialog Box
  - [Page Setup] Sheet
  - [Finishing] Sheet
  - [Paper Source] Sheet
  - [Quality] Sheet
- [Printer Properties] Dialog Box
  - [General] Sheet
  - [Details] Sheet
  - [Sharing] Sheet
  - [Page Setup] Sheet
  - [Finishing] Sheet
  - [Paper Source] Sheet
  - [Quality] Sheet
  - [Configuration] Sheet

■ For Windows 2000/XP/Server 2003

- [Document Properties] Dialog Box
  - [Page Setup] Sheet
  - [Finishing] Sheet
  - [Paper Source] Sheet
  - [Quality] Sheet
- [Printer Properties] Dialog Box
  - [General] Sheet
  - [Sharing] Sheet
  - [Ports] Sheet

- [Advanced] Sheet
- [Security] Sheet
- [Device Settings] Sheet
- [Profile] Sheet

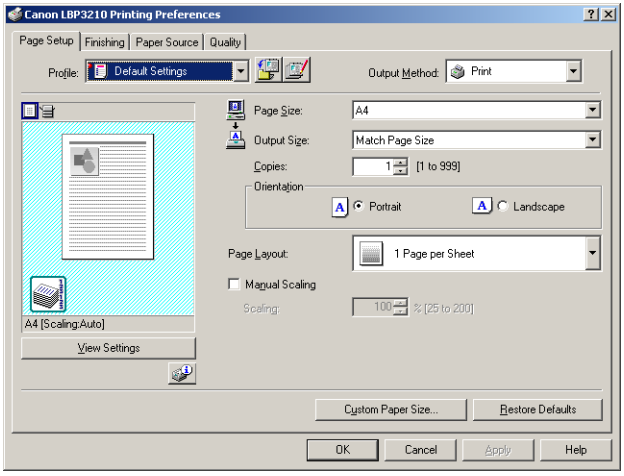
NOTE

For more details on operations, see Online Help.
Online Help can be displayed using the following procedure. To close the displayed Online Help, click within the Online Help window.

- Press the [Tab] key on your keyboard to select the item of which you want to display Help, then press the [F1] key.
- Right-click the item of which you want to display Help, then click [What's This?] from the pop-up menu.
- Click [?] (Help) on [Titlebar], move the [?]-attached cursor to the item of which you want to display Help, then click it.

[Page Setup] Sheet

The [Page Setup] sheet allows you to specify the following printing preferences:



■ Page Size

Display the [Page Size] pull-down menu, then select the desired page size by clicking it.

The page sizes that can be selected are as follows:

- Standard paper sizes (Sizes from A3 to A5; from Legal to Executive)
- Envelopes (Envelope C5, Envelope COM10, Envelope DL, Envelope Monarch)
- Custom Paper Size (See p. 4-36)

NOTE

When the paper size specified in [Page Size] is larger than the size that can be loaded in the printer and [Match Page Size] is selected for [Output Size], A3 and B4 sizes are printed on A4 size paper, reduced.

■ Output Size

Display the [Output Size] pull-down menu, then select the desired paper size.

The output sizes that can be selected are as follows:

- Match Page Size
- Standard paper sizes (Sizes from A4 to A5; from Legal to Executive)
- Envelopes (Envelope C5, Envelope COM10, Envelope DL, Envelope Monarch)
- Custom Paper Size (See p. 4-36)

NOTE

- When printing on paper that is of the same size as [Page Size], select [Match Page Size].
- If you select a paper size that differs from [Page Size], the print will be automatically reduced or enlarged to fit on the page.
- When printing data in which multiple paper sizes are specified in the application, you can print at the same size as you specified in [Output Size] in the printer driver.
- If you can specify the page size, print copies, and orientation in your application, you do not have to specify the settings in the [Page Setup] sheet.

■ Copies

Allows you to specify the number of copies to be printed.

Click the arrows for [Copies] or enter a number from the keypad. You can specify from 1 to 999 print copies.

■ Orientation

Allows you to select either portrait orientation or landscape orientation.

Click either [Portrait] or [Landscape] for [Orientation].

■ Page Layout (See p. 4-31)

- N Pages per Sheet
  Multiple pages can be printed on one sheet of paper.
  The number of pages that can be selected is 1, 2, 4, 8, 9, or 16 (Pages per Sheet).
  If you select 2, 4, 8, 9, or 16 (Pages per Sheet), the [Page Order] pull-down menu will appear, allowing you to specify the page order.
- Poster
  Magnifies a single page image and prints it out on several sheets of paper.
  The number of pages that can be selected is 2 x 2, 3 x 3, or 4 x 4.

■ Manual Scaling/Page Order (See p. 4-33)

When [1 Page per Sheet] is selected for [Page Layout], [Manual Scaling] appears. When 2, 4, 8, 9, or 16 (Pages per Sheet) is selected for [Page Layout], [Page Order] appears.

- Manual Scaling: The scaling is adjusted automatically when the values in [Page Size] and [Output Size] are different. If you want to specify the scale factor manually, select [Manual Scaling], then specify the value in the spin box. You can specify from 25 to 200 %.

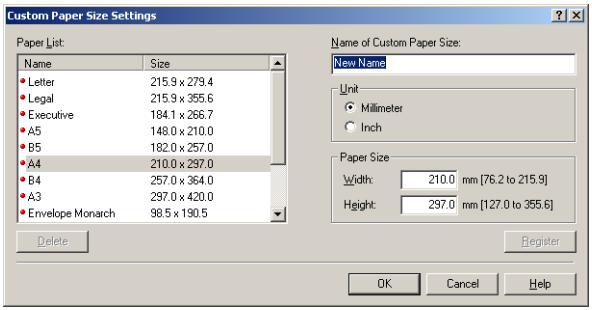
- Page Order: You can select the page order when printing multiple pages on one sheet of paper.

■ Custom Paper Size (See p. 4-36)

The following dialog box is displayed by clicking [Custom Paper Size].

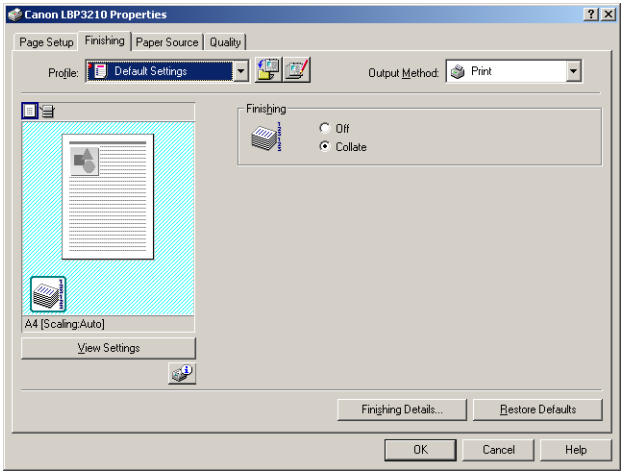
This dialog box allows you to specify the height and width of custom paper size, which is different from the standard paper sizes.

In Windows 98/Me, up to 30 custom paper sizes can be added. In Windows 2000/XP/Server 2003, the number depends on the system environment.



[Finishing] Sheet

The [Finishing] sheet allows you to specify the following printing preferences:



■ Finishing

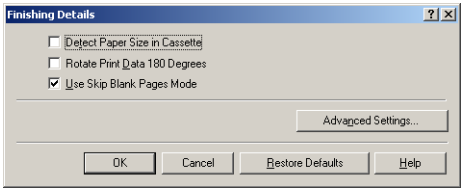
You can select the procedure for output from the following items:

- Off: Printouts of a complete job are grouped.
- Collate: Printouts of a complete job are collated.

■ Finishing Details (See p. 4-38)

The following dialog box is displayed by clicking [Finishing Details].

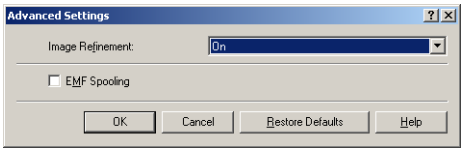
This dialog box allows you to specify the various options for job processing.



■ Advanced Settings (See p. 4-39)

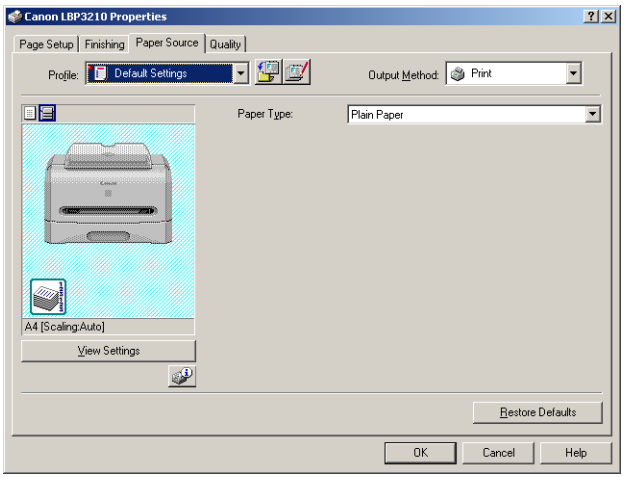
The following dialog box is displayed by clicking [Advanced Settings] in the [Finishing Details] dialog box.

This dialog box allows you to specify the finishing details.



[Paper Source] Sheet

You can specify the following printing preferences in the [Paper Source] sheet.



■ Paper Type

Specify the type of paper to be used.

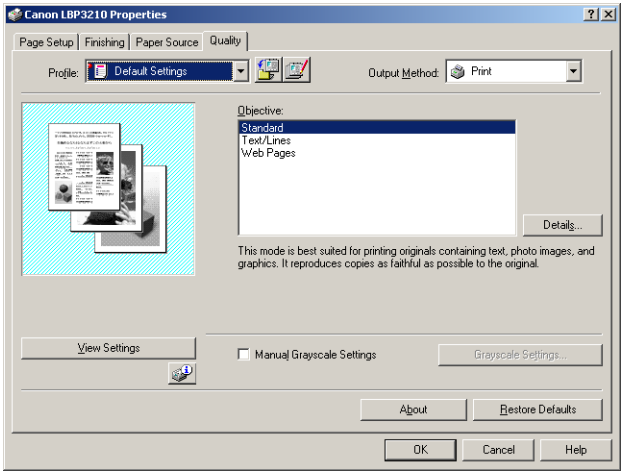
Specify as follows:

Printer Driver Setting	Paper Type
[Plain Paper]	Plain paper (64 - 80 g/m^2)
[Plain Paper L]	Select when paper is curled by selecting [Plain Paper].
[Heavy Paper]	Heavy paper (81 - 105 g/m^2), Labels Select [Heavy Paper] also when the toner fixing is weak by selecting [Plain Paper].
[Heavy Paper H]	Heavy paper (106 - 163 g/m^2)
[Transparencies]	Transparency

* When printing envelopes, the printer automatically applies the appropriate print mode to the envelope type by specifying [Output Size] in the [Page Setup] sheet.

[Quality] Sheet

The [Quality] sheet allows you to specify the following printing preferences:



■ Objective (See p. 4-40)

Selecting the appropriate objective for the contents of the job allows you to perform optimum printing.

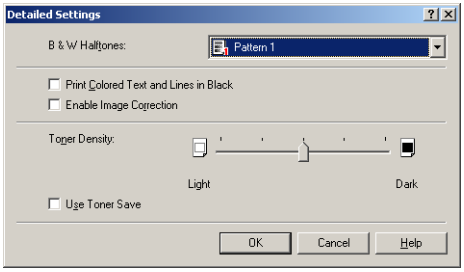
- Standard: Prints in the appropriate mode for printing documents that contain text, photographs, graphics, and others. You can produce printed colors that are close to those on the screen.
- Text/Lines: Prints in the appropriate mode for printing colored text or thin lines. You can print colored text and thin lines in black.

- Web Pages: Prints in the appropriate mode for printing illustrations on web sites. Prints low-resolution image data that is printed rough or jagged by normal printing more smoothly.

■ Details (See p. 4-40)

The following dialog box is displayed by clicking [Details].

This dialog box allows you to change the printing preferences.



IMPORTANT

Using the Toner Save mode may decrease print density making printed text look patchy.

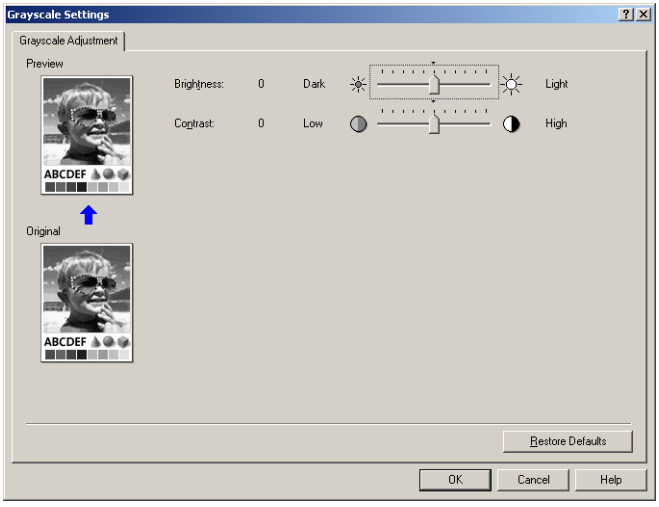
■ Manual Grayscale Settings (See p. 4-42)

Place a checkmark when customizing the grayscale. To specify the grayscale in detail, click [Grayscale Settings] to display the [Grayscale Settings] dialog box.

■ Grayscale Settings (See p. 4-42)

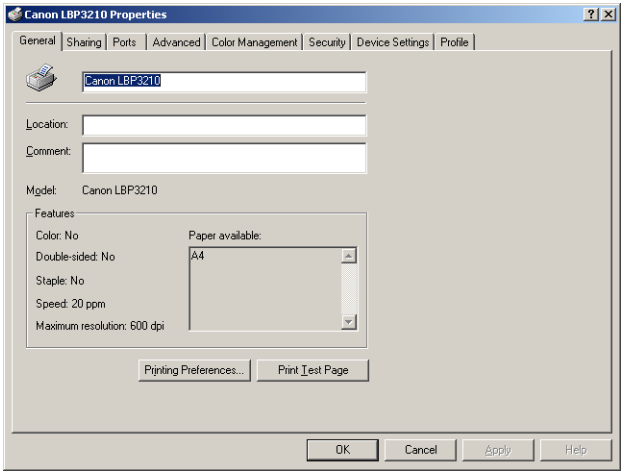
The following dialog box is displayed by clicking [Grayscale Settings].

This dialog box allows you to specify the brightness and contrast for printing.



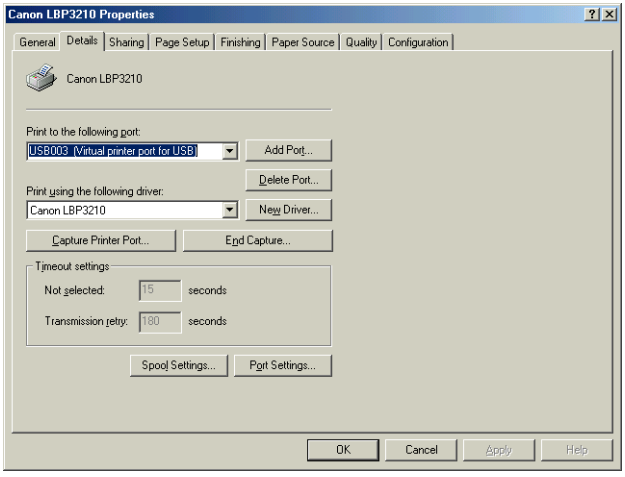
[General] Sheet

This sheet displays the printer name. Allows you to print a test page.



[Details] Sheet (Windows 98/Me only)

This sheet allows you to specify the settings for the printer port and install additional drivers.



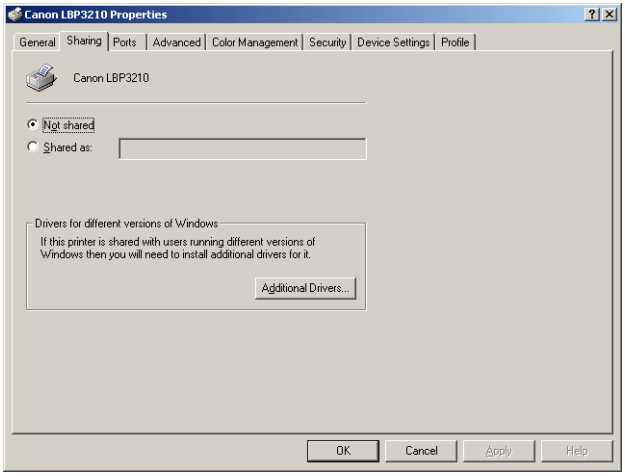
[Sharing] Sheet

This sheet allows you to specify whether or not to share the printer.

NOTE

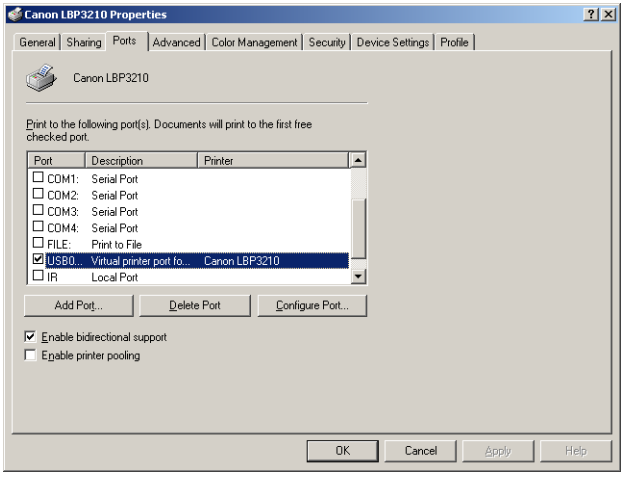
- For Windows 98/Me, the [Sharing] sheet does not appear if [File and printer sharing for Microsoft Networks] has not been added in the network settings. (See p. 3-39)

- For Windows 2000/XP/Server 2003, the [Sharing] sheet does not appear if the appropriate network settings have not been performed. (See p. 3-43)



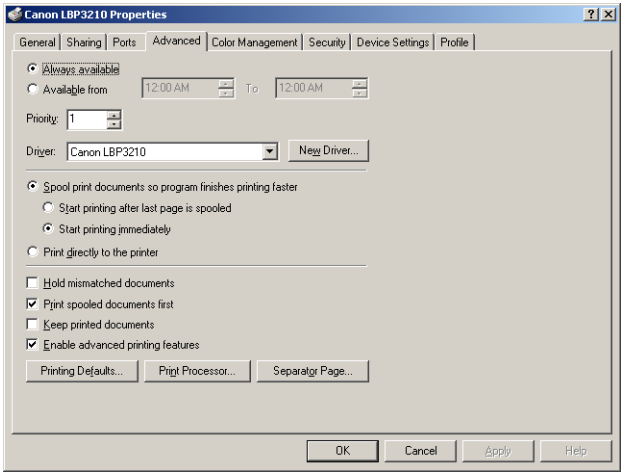
[Ports] Sheet (Windows 2000/XP/Server 2003 only)

This sheet allows you to add, delete, and configure the printer port.



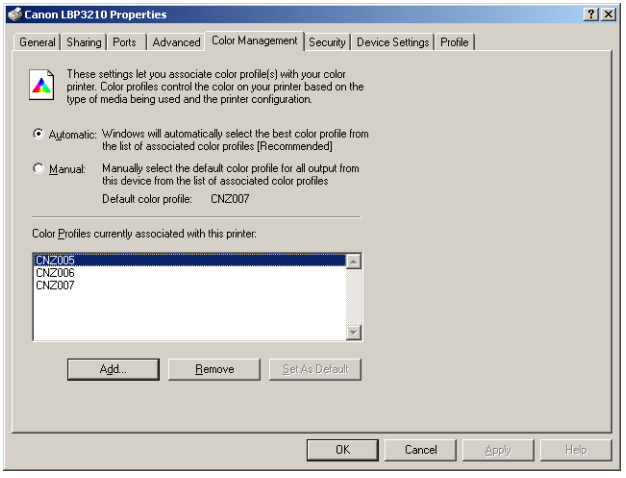
[Advanced] Sheet (Windows 2000/XP/Server 2003 only)

This sheet allows you to specify the detailed settings, such as available time of the printer and the spooling settings.



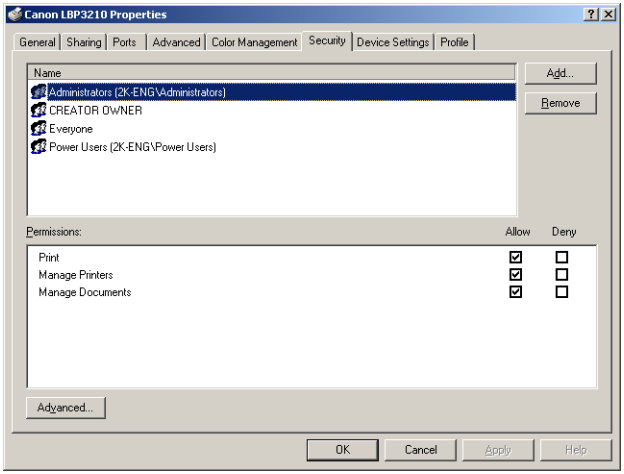
[Color Management] Sheet (Windows 2000/XP/Server 2003 only)

The [Color Management] sheet is not be used.



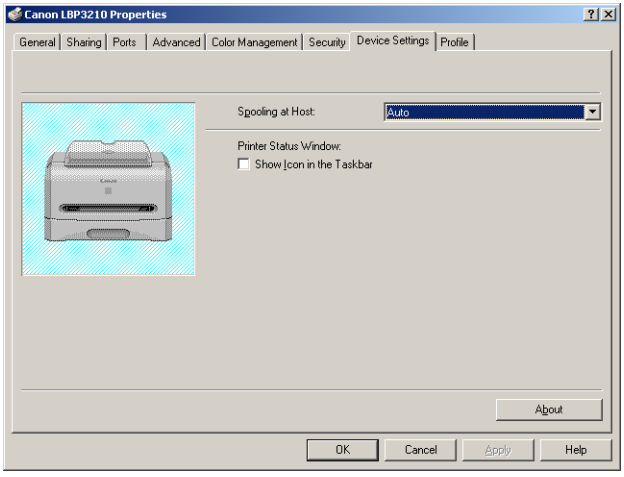
[Security] Sheet (Windows 2000/XP/Server 2003 only)

This sheet allows you to confirm the access permissions for each user.



[Configuration]/[Device Settings] Sheet

The [Configuration]/[Device Settings] sheet allows you to specify the procedure for displaying the Printer Status Window, and others.



■ Spooling at Host (Windows 2000/XP/Server 2003 only)

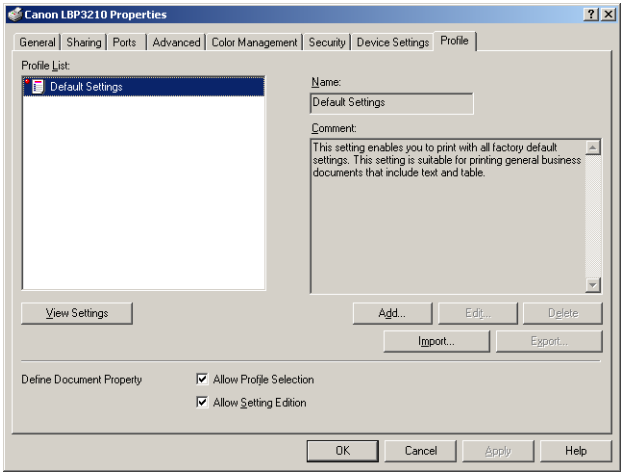
You can specify whether spooling is performed at the Host.

■ Show Icon in the Taskbar (See p. 4-53)

When this option is checked, an icon for displaying the Printer Status Window appears in the taskbar on the Windows screen.

[Profile] Sheet (Windows 2000/XP/Server 2003 only)

This sheet allows you to create and add new "Profiles" and edit the previously registered "Profiles".



■ Profile List

Lists the available "Profiles".

■ Name

Displays the name of the "Profile" selected in [Profile List].

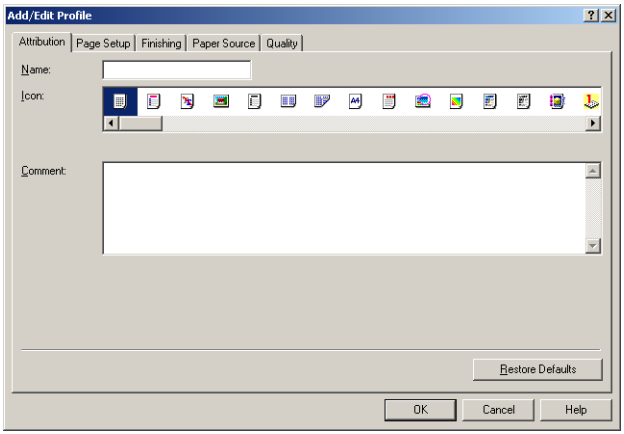
■ Comment

Displays a comment about the "Profile" selected in [Profile List].

■ Add (See p. 4-44)

The following dialog box is displayed by clicking [Add].

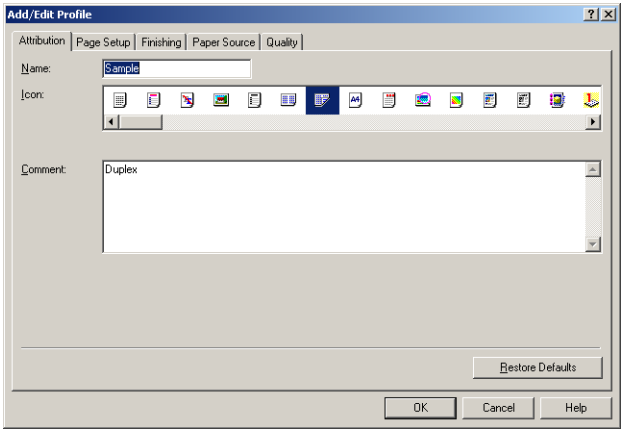
This dialog box allows you to enter [Name], [Icon], [Comment], and the printing preferences for the newly added "Profile" or the one that you want to edit.



■ Edit (See p. 4-46)

The following dialog box is displayed by clicking [Edit].

This dialog box allows you to enter [Name], [Icon], [Comment], and the printing preferences for the newly added "Profile" or the one that you want to edit.



■ Delete (See p. 4-46)

Allows you to delete an added "Profile".

■ Import (See p. 4-46)

Allows you to import a "Profile" saved as a file and add it in the printer driver.

■ Export (See p. 4-46)

Allows you to save an added or edited "Profile" as a file.

■ Allow Profile Selection

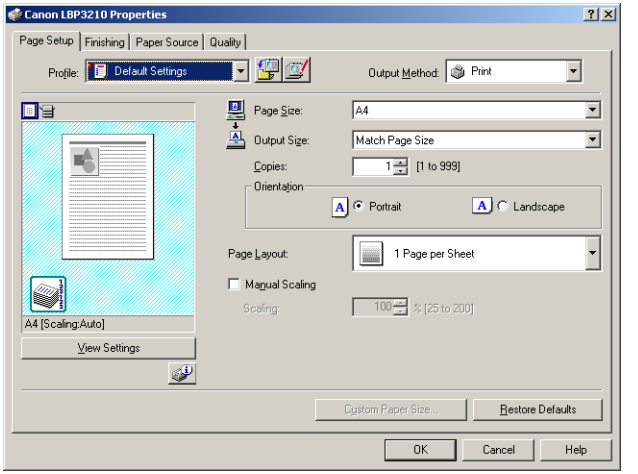
Allows you to select a "Profile" in the [Document Properties] dialog box.

■ Allow Setting Edition

Allows you to add a new "Profile" setting that is different from the "Profiles" previously registered in the [Document Properties] dialog box.

Preview

The current settings is displayed on Preview in the [Page Setup] sheet, the [Paper Source] sheet, and the [Finishing] sheet. You can specify the settings for [Page Layout] and [Finishing] by clicking Preview.



Depending on which icon at the upper left on Preview (or) is selected, the operating procedure of Preview differs as follows:

■ When is selected

You can specify [Page Layout].

The setting for [Page Layout] changes successively among [1 Page per Sheet], [2 Pages per Sheet], and [4 Pages per Sheet] by repeatedly left-clicking within the document image.

Also, right-clicking on Preview selects [1 Page per Sheet], [2 Pages per Sheet], or [4 Pages per Sheet].

■ When is selected

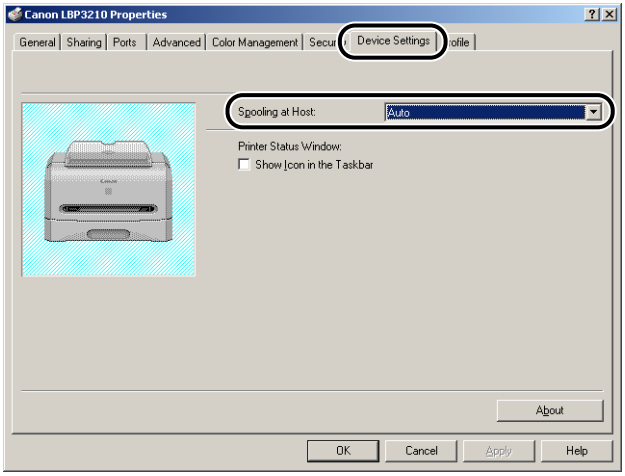
You can specify [Finishing].

Right-clicking on Preview selects [Off] or [Collate].

Printing Multiple Pages on One Sheet

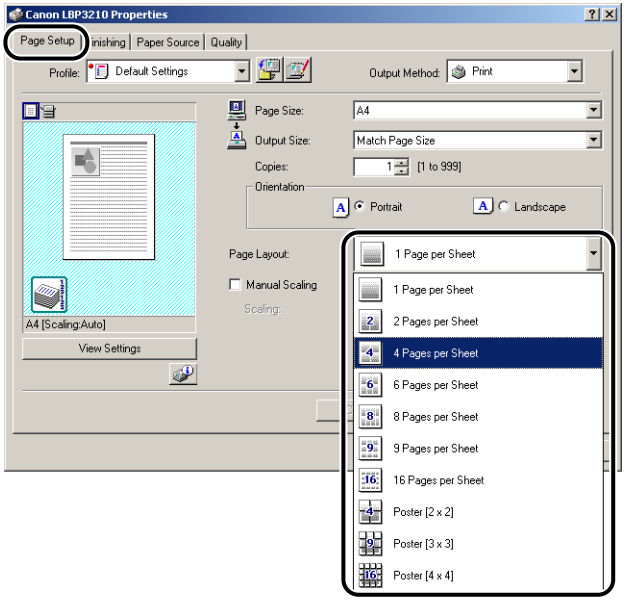
Multiple pages can be printed on one sheet of paper.

1 For Windows 2000/XP/Server 2003, display the [Device Settings] sheet and select [Auto] from [Spooling at Host].

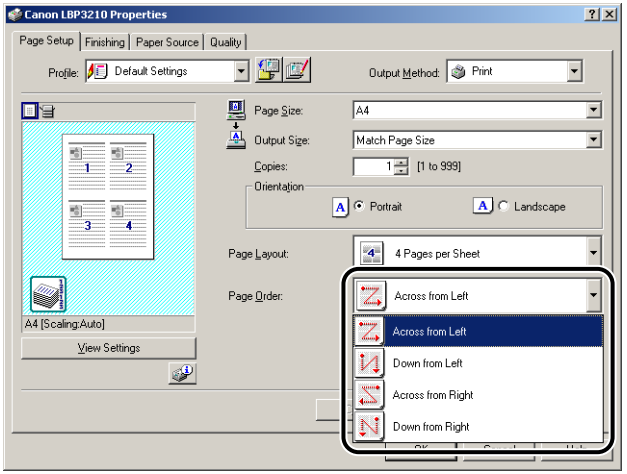


2 Display the [Page Setup] sheet, then select the number of the pages to be printed on one sheet from [Page Layout].

The number of pages that can be selected is 1, 2, 4, 6, 8, 9, or 16 (Pages per Sheet).



3 When 2, 4, 6, 8, 9, or 16 pages per sheet is selected, [Page Order] appears. Select the desired page order.



NOTE

The options under the [Page Order] pull-down menu differ depending on the printing orientation or the number of pages to be printed on one sheet.

4 Confirm the settings, then click [OK].

Scaling Print Output

You can select a scale when [1 Page per Sheet] is selected for [Page Layout].

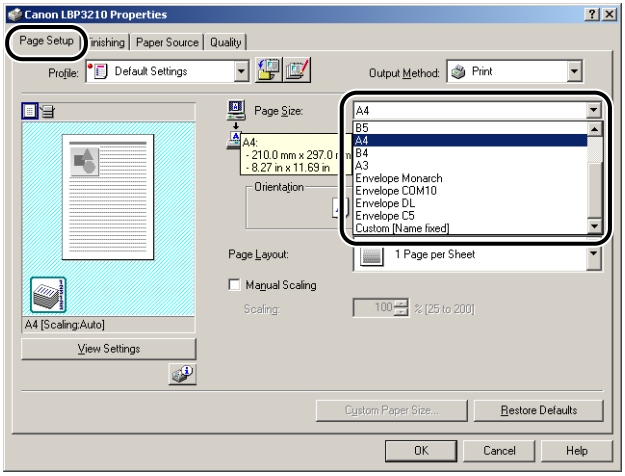
The scale factor will be adjusted automatically when [Page Size] and [Output Size] are different.

The scale factor can be specified manually.

You can specify from 25 to 200 %.

Scaling a Document Automatically

1 Display the [Page Setup] sheet, then specify the page size in [Page Size].



2 Specify the paper size in [Output Size].

3 Confirm the settings, then click [OK].

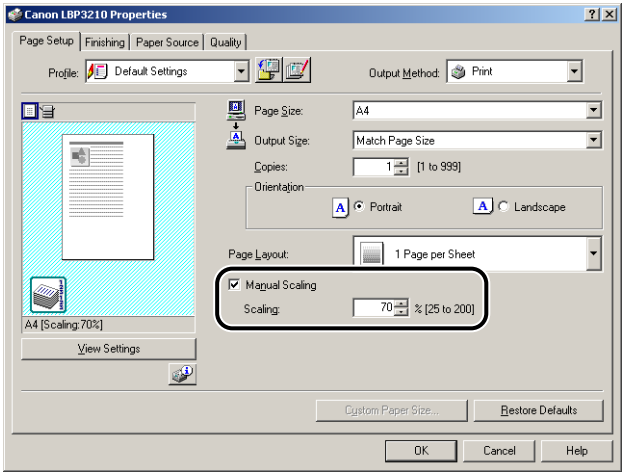
The scale factor is set automatically depending on the sizes specified in [Page Size] and [Output Size].

Scaling a Document Manually

1 **Display the [Page Setup] sheet, then specify the page size in [Page Size].**

2 **Specify the paper size in [Output Size].**

3 **Place a checkmark for [Manual Scaling], then specify the value in the spin box.**

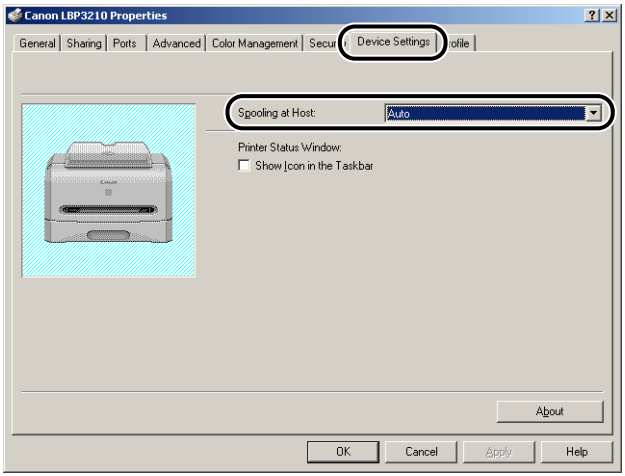


4 **Confirm the settings, then click [OK].**

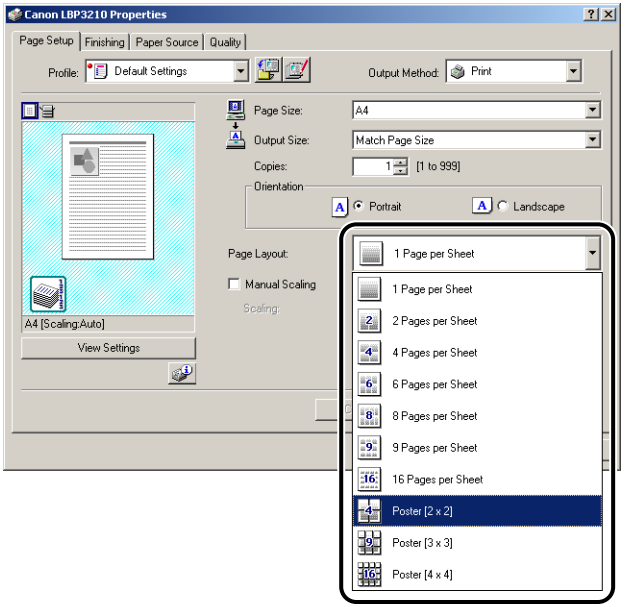
Poster Printing

You can magnify a single page image and print it out on more than one page. You can join these printouts together to make one large poster.

1 For Windows 2000/XP/Server 2003, display the [Device Settings] sheet and select [Auto] from [Spooling at Host].



2 Display the [Page Setup] sheet and select [Poster (N x N)] (N = 2, 3, 4) from [Page Layout].



A layout image of the printout appears on Preview.

3 Confirm the settings, then click [OK].

IMPORTANT

- The printing order of the printouts (separated into multiple pages) becomes "Upper Left to Right".
- When you perform poster printing, the setting for [Page Order] is disabled.

Printing on Custom (Nonstandard) Paper Size

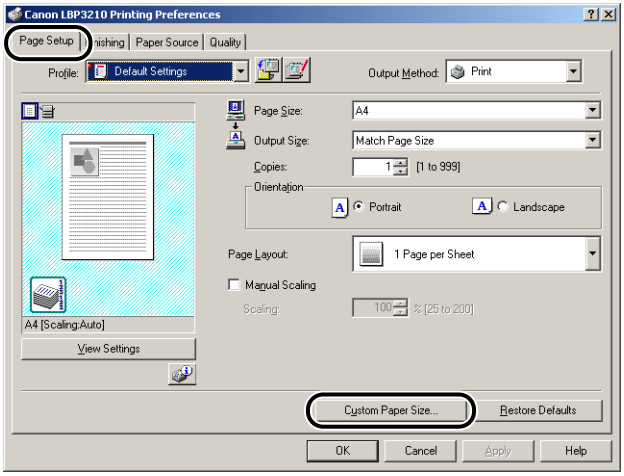
Perform the following procedure to specify a desired paper size:

NOTE

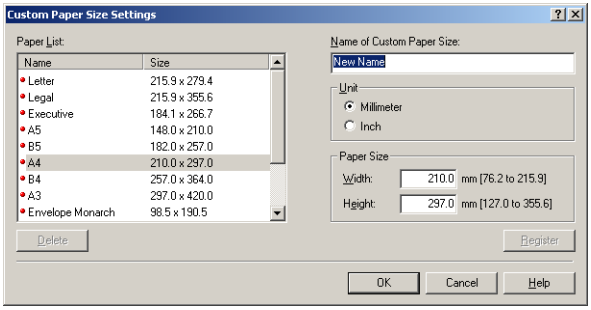
To specify a custom paper size, display either of the following dialog boxes.

- For Windows 2000/XP/Server 2003
  Display the [Document Properties] dialog box in the [Printers] folder (the [Printers and Faxes] folder for Windows XP/Server 2003).
- For Windows 98/Me
  Display the [Printer Properties] dialog box in the [Printers] folder.

1 Display the [Page Setup] sheet, then click [Custom Paper Size].



The [Custom Paper Size Settings] dialog box is displayed.



2 Specify the following items as needed:

[Paper List]: Displays the names and sizes of standard paper and previously registered custom paper.

[Name of Custom Paper Size]: Enter the name of the custom paper size to be registered. Up to 31 characters can be entered.

[Unit]: Specify the unit (Millimeter or Inch) to be used when setting the custom paper size.

[Paper Size]: Specify the height and width of the custom paper size (Height ≧ Width). Specify the custom paper size using portrait orientation (Height ≧ Width) within valid setting values.

3 Click [Register].

NOTE

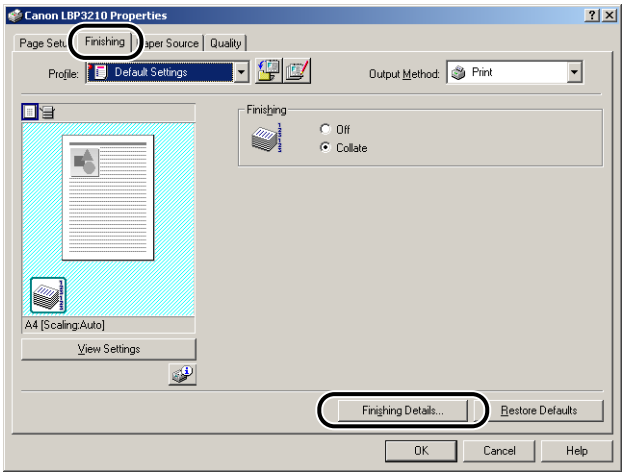
In Windows 98/Me, up to 30 custom paper sizes can be added. In Windows 2000/XP/Server 2003, the number depends on the system environment.

4 Confirm the settings, then click [OK].

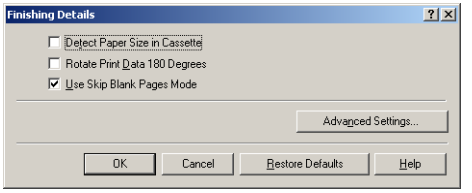
Specifying the Finishing Method

You can specify a variety of options for print processing.

1 Display the [Finishing] sheet, then click [Finishing Details].



The [Finishing Details] dialog box is displayed.



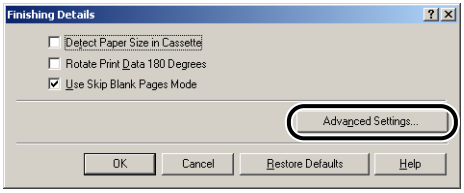
2 Specify the following items as needed:

[Detect Paper Size in Cassette]: When this option is checked, a message appears and the job is paused if the setting for [Output Size] in the [Page Setup] sheet for the current job is different from that for the previous job. To resume the job, click [ ] (Resolve Error) in the Printer Status Window or load the appropriate paper. However, for the job that takes place immediately after cycling the power or removing paper, a message does not appear, and the job uses the currently loaded paper regardless of the setting for [Output Size].

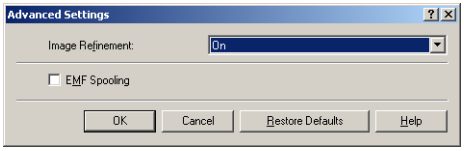
[Rotate Print Data 180 Degrees]: Prints by rotating the image 180 degrees. This option is useful for printing envelopes and index cards that can be fed only in specific orientations.

[Use Skip Blank Pages Mode]: When this option is checked, blank pages are not delivered if the job includes blank pages.

3 Click [Advanced Settings] in the [Finishing Details] dialog box.



The [Advanced Settings] dialog box is displayed.



4 Specify the following items as needed:

[Image Refinement]: Specify whether to apply Image Refinement. When Image Refinement is applied, jagged lines of text and graphics are printed smoothly.

[EMF Spooling] (Windows 2000/XP/Server 2003 only): Specify whether the print data is spooled in EMF (meta file) format. When this option is checked, the data is spooled in EMF format.

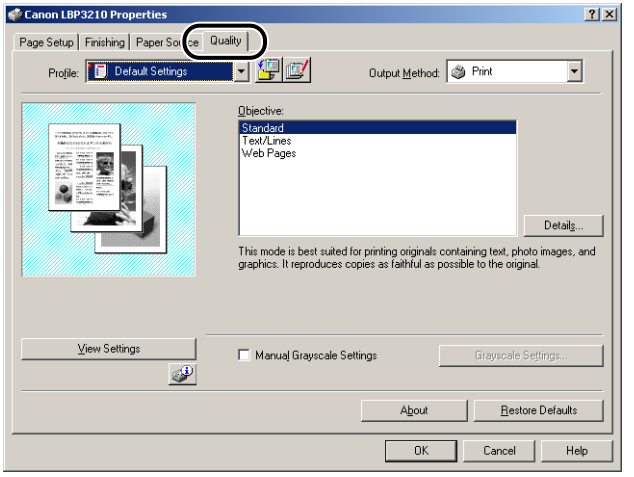
5 Confirm the settings, then click [OK].

The [Finishing Details] dialog box reappears.

Specifying the Print Quality

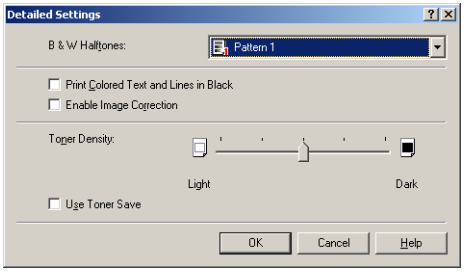
You can perform optimum printing by simply selecting the appropriate item from [Objective].

1 Display the [Quality] sheet, then specify the setting for [Objective].



For more detailed settings, click [Details].

The [Detailed Settings] dialog box is displayed.



2 Specify the following items as needed:

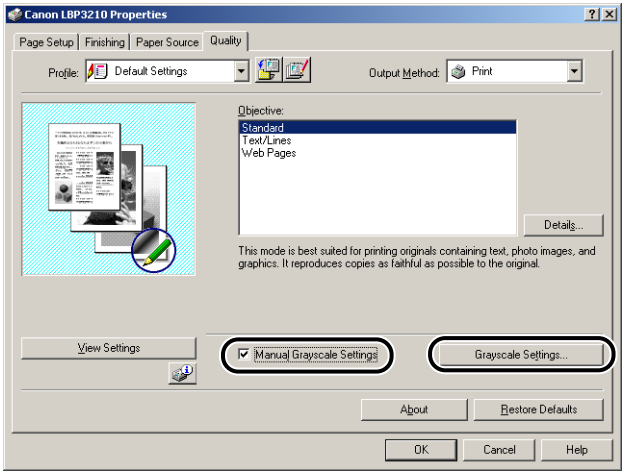
[B & W Halftones]:	Select the display pattern of subtle gradation (medium gradation) for black-and-white data. [Pattern 1]: Prints gray or colored text clearly and prints photographic images and graphics with smooth gradation. You can obtain relatively stable printout results. [Pattern 2]: Prints with the density of halftones appropriate to each text item, diagram, table, graphic, and photographic image. [Pattern 3]: Select when text items, diagrams, tables, or graphics appear too thin or do not appear by selecting [Pattern 1] or [Pattern 2]. However, the diagrams, tables, or graphics may appear darker than when [Pattern 1] or [Pattern 2] is selected or you may not be able to obtain smooth gradation. [None [Solid]]: Prints all colors in black, except for white.
[Print Colored Text and Lines in Black]:	Place a checkmark for this option when colored text or thin lines of CAD data etc. drop out or appear broken in printouts. You should be able to print thin lines finely.
[Enable Image Correction]:	When image data such as photographic images are printed at enlarged sizes in the application, the printed images can look rough or jagged. Specify the settings for smoothing the output of low-resolution image data.
[Toner Density]:	Adjust the toner density for the print data. Adjust the density by dragging the [Toner Density] slider from side to side.
[Use Toner Save]:	By using this function, you can save toner consumption, since some parts of the data are omitted from the job.

3 Confirm the settings, then click [OK].

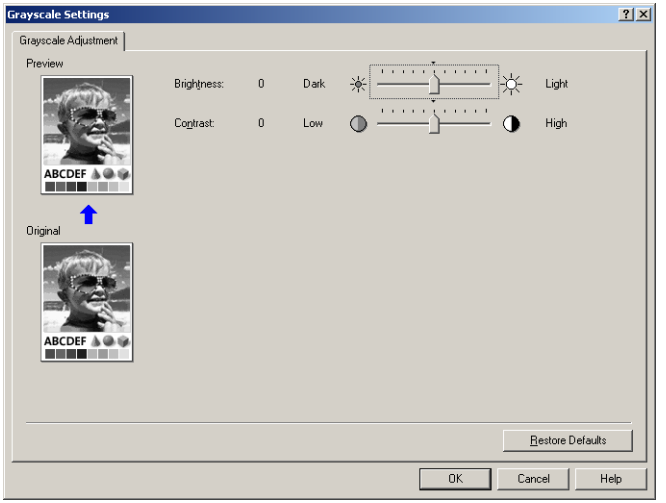
Grayscale Settings

You can customize the grayscale.

1 Display the [Quality] sheet, place a checkmark for [Manual Grayscale Settings], and then click [Grayscale Settings].



The [Grayscale Settings] dialog box is displayed.



2 Specify the following items as needed:

[Brightness]: Adjust the brightness for the print data. Adjust the brightness by dragging the [Brightness] slider from side to side.

[Contrast]: Adjust the contrast for the print data. Adjust the contrast by dragging the [Contrast] slider from side to side.

3 Confirm the settings, then click [OK].

The [Quality] sheet reappears.

Specifying Profiles

You can save or import all the printing preferences specified in the [Page Setup], [Finishing], [Paper Source], and [Quality] sheets at once. You can also add, edit or select the settings.

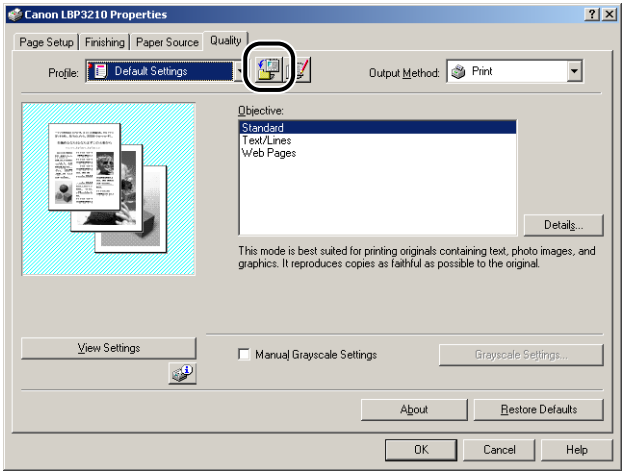
Save the printing preferences as a "Profile" using the following procedure.

Make sure that any one of the [Page Setup], [Finishing], [Paper Source] and [Quality] sheets is displayed, then perform the following procedure.

NOTE

- For Windows 98/Me, up to 50 "Profiles" can be added. To add up to 50 "Profiles" for each user account, double-click [My Computer] → [Control Panel] → [Passwords], display the [User Profiles] sheet, and then select [Users can customize their preferences and desktop settings. Windows switches to your personal settings when you log on.].
- For Windows 2000/XP/Server 2003, up to 50 "Profiles" for each user account can be added.
- If the printer name has been changed, any saved "Profiles" cannot be imported. To import the saved "Profiles", change the printer name to its previous one.
- Uninstallation of the printer driver does not delete the Profile information. The "Profiles" become available after re-installing the printer driver.
- The Profile information file saved on Windows 98/Me cannot be used on Windows 2000/XP/Server 2003 and vice versa.
- Selecting a "Profile" does not change the setting for [Page Size].

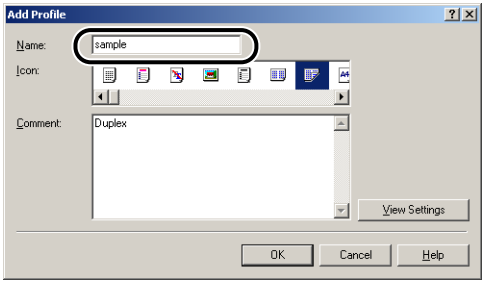
1 Click [ ] (Add Profile).



The [Add Profile] dialog box is displayed.

2 Enter the name of the "Profile" for [Name].

[Icon] allows you to select the icon for the "Profile". Enter any comments in [Comment] as needed.

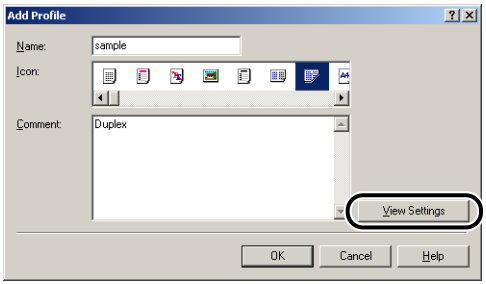


NOTE

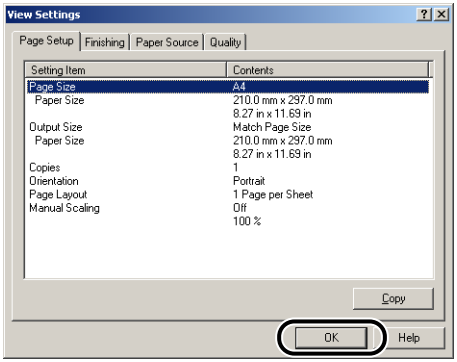
Up to 31 characters for [Name] and 255 characters for [Comment] can be entered.

● Confirming the Printer Settings

❑ Click [View Settings].



❑ When [OK] is clicked, the [Add Profile] dialog box reappears.



3 Click [OK].

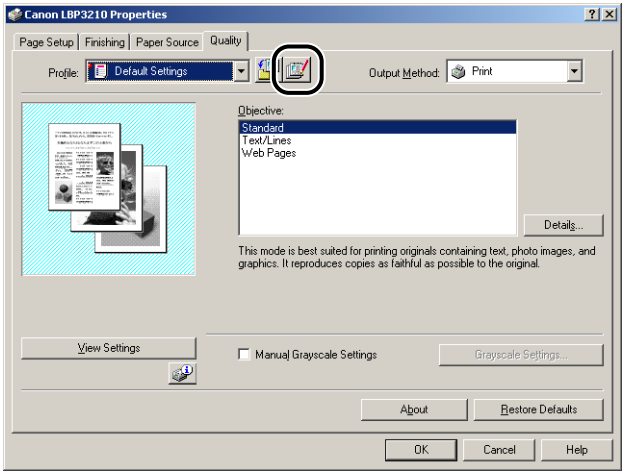
The Properties dialog box reappears.

Check if the name of the added "Profile" is on the [Profile] list.

Editing/Deleting a Profile

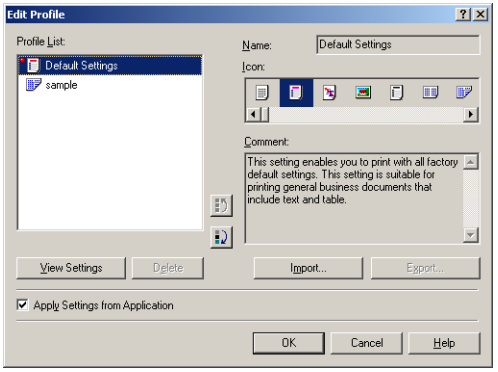
You can change or save the Profile information or delete it from [Profile List].

1 Click [ ] (Edit Profile).



The [Edit Profile] dialog box is displayed.

2 Edit the Profile information.



● **Editing a Profile**

- ❑ You can change the settings for [Name], [Icon], and [Comment].
- ❑ By clicking [ ] or [ ], you can change the order of the selected "Profile".
- ❑ When [Import] is clicked, the Profile information is imported from the previously saved file.

❑ When [Export] is clicked, the selected Profile information is saved into the file. The "Profile" saved in the file can be used again even if it is deleted from the list.

❑ When [Apply Settings from Application] is checked, the settings for [Page Size], [Orientation], and [Copies] specified in the application are applied to printing. The settings for these items in the application stay enabled even if the Profile is changed.

● Deleting a Profile

❑ When [Delete] is clicked, the "Profile" is deleted from the list.

IMPORTANT

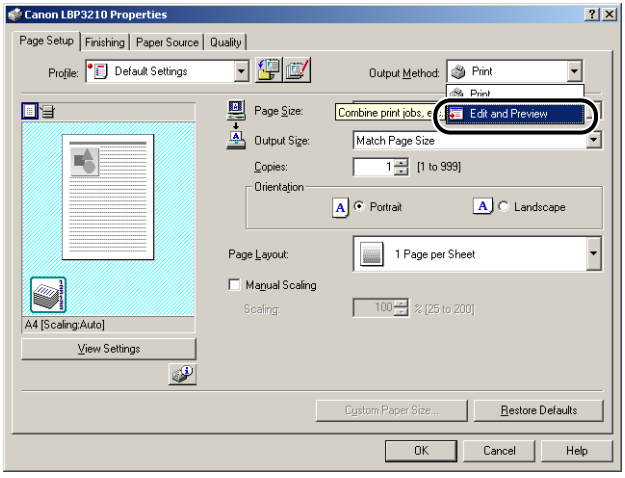
You can delete only custom "Profiles". You cannot delete default "Profiles". Also, you cannot delete the "Profile" currently selected in each sheet.

PageComposer

You can combine two jobs into one and change job settings for the combined job. You can edit a job in another application.
You can also preview the job.

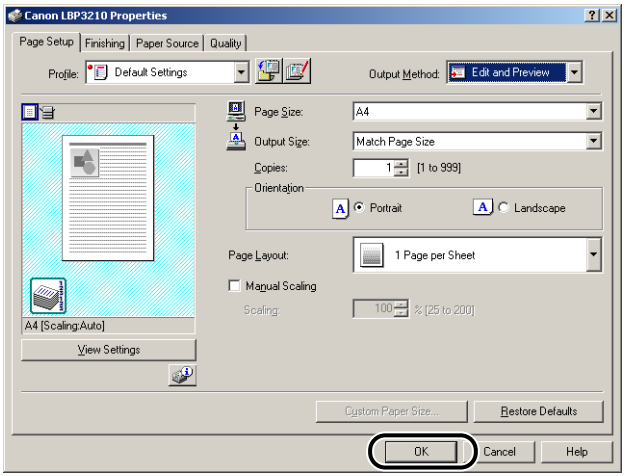
Make sure that any one of the [Page Setup], [Finishing], [Paper Source], or [Quality] sheet is displayed in the [Document Properties] dialog box, then perform the following procedure:

1 Select [Edit and Preview] from the list on the right of the [Profile] list.



2 **The message that the output method is going to be switched to the [Edit and Preview] mode is displayed. Click [OK].**

3 **Specify the printing preferences in each sheet, then click [OK].**



4 **Click [OK] or [Print].**

The [Canon PageComposer] dialog box is displayed and the job is displayed on a list.

5 **Repeat Step 1 to 4 for the jobs that you want to edit.**

6 **Edit the jobs on the list in the [Canon PageComposer] dialog box.**

NOTE

- For more details on the setting procedures for the [Canon PageComposer] dialog box, see Help for Canon PageComposer.
- When the [Edit and Preview] mode is selected in the [Printer Properties] dialog box and [ ] (Lock) is set, the [Canon PageComposer] dialog box appears each time you print.

Viewing the Printer Settings/Restoring the Default Settings

You can view or restore the default settings for all the printing preferences specified in the [Page Setup], [Finishing], [Paper Source], [Quality], and [Configuration]/[Device Settings] sheets at once.

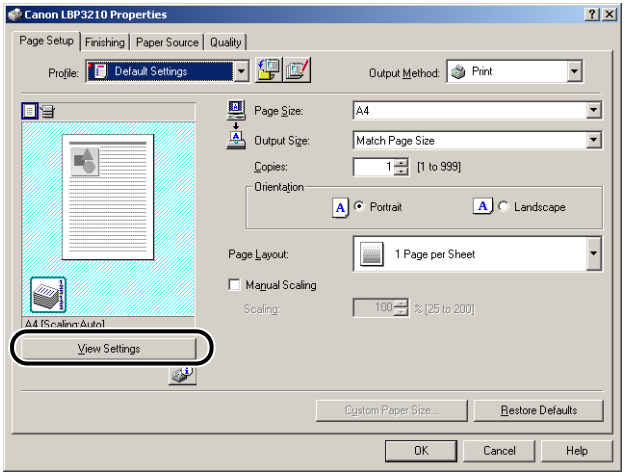
Make sure that any one of the [Page Setup], [Finishing], [Paper Source] and [Quality] sheets is displayed, then perform the following procedure.

NOTE

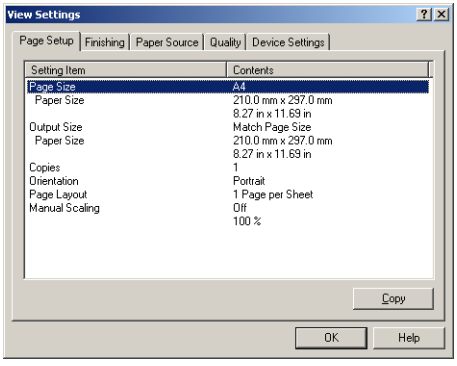
A preview of the settings is displayed on each sheet. This allows you to confirm the print image on Preview.

Viewing the Printer Settings

1 Click [View Settings].



The [View Settings] dialog box is displayed.



By clicking each of the [Page Setup], [Finishing], [Paper Source], [Quality], or [Configuration]/[Device Settings] tab, you can view the printing preferences specified in each sheet in a list.

2 Click [OK].

The previous sheet reappears.

Restoring the Default Settings

To restore the default settings, click [Restore Defaults].

You can restore the default settings only in the same sheet or dialog box as [Restore Defaults] displayed.

The settings in the [Page Setup], [Finishing], [Paper Source], [Quality] and [Configuration]/[Device Settings] sheets cannot be restored all at once to the default settings.

Printer Status Window

The Printer Status Window shows the printer status of LBP3210 (such as the operation status and job information) with messages, animations, sounds, and icons.

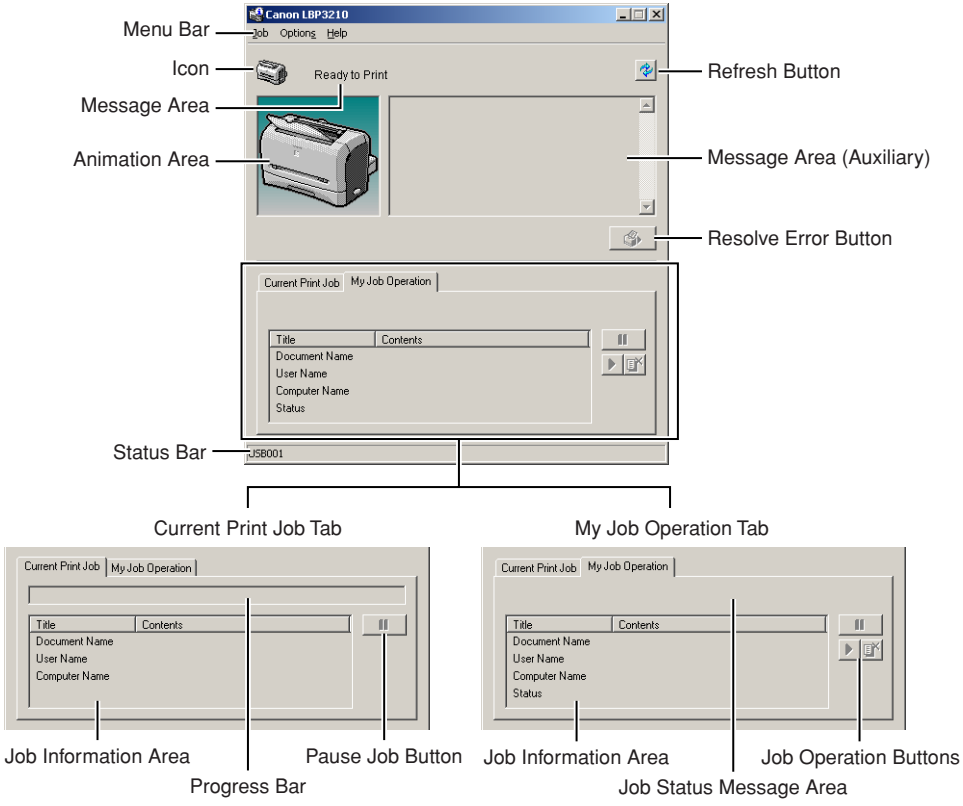
NOTE

To activate a sound, your computer must have a PCM sound generator and have a sound driver installed.

Using the Printer Status Window

The functions on the Printer Status Window are the same on both Windows 98/Me and Windows 2000/XP/Server 2003.

For more details on operations, see Online Help.



■ Menu Bar

Job Menu	Performs a job operation (pause, resume, or delete). Also, when a job is paused for some reason, you can resume the job by selecting [Resolve Error]. The current job for which you have no access permission is grayed out.
Options Menu	Allows you to specify the environment settings for the Printer Status Window and cleans the fixing roller.
Help Menu	Displays Online Help.

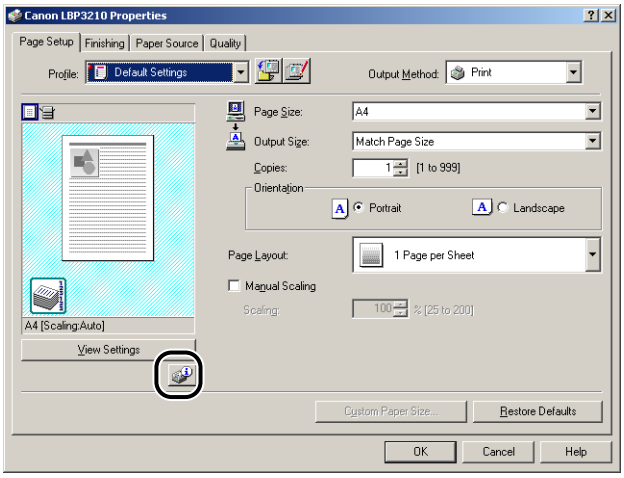
■ Other Functions

Icon	Displays the current printer status.
Message Area	Displays the current printer status with a short message.
Message Area (Auxiliary)	Displays additional information when an error etc. occurs.
Animation Area	Shows an animated graphic indicating the current printer status. The graphic background changes from blue (normal) to orange when some user action is required, or to red when a Warning is issued.
Refresh Button	Obtains the printer status and refreshes the Printer Status Window display.
Resolve Error Button	Allows you to resume a job when the job is paused for some reason.
Current Print Job Tab	Progress Bar: Indicates the progress of the current job by showing the number of printed pages or changing graphic background. Pause Job Button: Pauses the job temporarily. Job Information Area: Displays the document name, user name, and computer name for the job.
My Job Operation Tab	Job Status Message Area: Displays a message about the status of the job. Job Operation Buttons: Performs a job operation (pause, resume, or delete). The current job for which you have no access permission is grayed out. Job Information Area: Displays the document name, user name, computer name, and status of the job.
Status Bar	Indicates how the printer is connected (Local or Network). Instructions for operating the menu are displayed during menu operation.

Displaying the Printer Status Window

There are the following two ways to display the Printer Status Window:

- Start up by clicking [ ] (Display Printer Status Window) in locations such as in the [Page Setup] sheet in the [Printer Properties] dialog box.



- Display the [Printer Properties] dialog box and display the [Configuration]/[Device Settings] sheet, and then place a checkmark for [Show Icon in the Taskbar]. The icon for the Printer Status Window is displayed in the Windows taskbar. Click the icon, then click [Canon LBP3210] to start up.

The Printer Status Window appears automatically during printing or when an error occurs. If [When Starting Printing] is not selected in the [Preferences] dialog box in the [Options] menu, the Printer Status Window does not appear during printing.

Options Menu

The Options menu allows you to specify the environment settings for the Printer Status Window, cleans the fixing roller, performs Printer Status Print, and do other things.

Setting Preferences

The Preferences menu allows you to display the Printer Status Window automatically, specify Tone Settings, and make the Printer Status Window monitor the printer status.

■ [Display Printer Status Window] Group

- When Starting Printing
  The Printer Status Window appears automatically each time print starts.
- Only when Errors Occur
  The Printer Status Window appears automatically only when an error occurs during printing.
- Not Display Automatically
  The Printer Status Window does not appear automatically.
- Always Display on Top
  The Printer Status Window is always on top of all the other windows on the desktop.

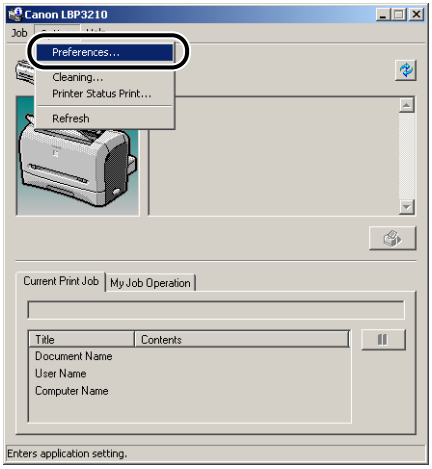
■ [Monitor Printer Status] Group

- Only while Displaying Printer Status Window
  The Printer Status Window monitors the printer status only while it is displayed.
- Only while Printing
  The Printer Status Window monitors the printer status only while printing.
- Always
  The Printer Status Window always monitors the printer status.

■ [Tone Settings] Group

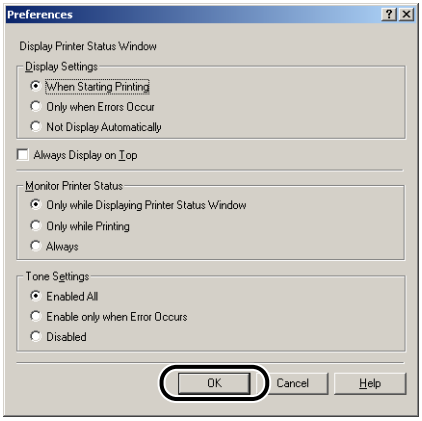
- Enabled All
  A sound is played with a message displayed.
- Enable only when Error Occurs
  A sound is played only when an error occurs.
- Disabled
  No sound is played.

1 Select [Preferences] from the [Options] menu.



The [Preferences] dialog box is displayed.

2 Confirm the contents of each setting, then click [OK].



NOTE

For detailed information on operations for the Printer Status Window, see Online Help.

Cleaning

Perform cleaning after replacing the toner cartridge or when the front or back of printouts has smudge marks. For more details, see "Cleaning," on p. 5-12.

Printer Status Window

Prints current information about the printer such as the driver version. For more details, see "Confirming the Printer Features," on p. 6-33.

[Refresh]

Selecting [Refresh] from the [Options] menu obtains the latest printer status and refreshes the Printer Status Window display.

You can obtain the same result by clicking [ ] (Refresh) in the Printer Status Window.

[Resolve Error]

When a job is paused for some reason, you can resume the job by selecting [Resolve Error] from the [Job] menu. Resuming a job by selecting [Resolve Error] may cause unexpected print results. [Resolve Error] is unavailable in any of the following cases:

- When the job is paused due to printer error such as a paper jam and paper-out condition
- When another user's job is paused ([Resolve Error] is available on the print server if the printer is shared on a network)

You can obtain the same result by clicking [ ] (Resolve Error) in the Printer Status Window.

IMPORTANT

If a message that says "Insufficient Disk Space" is displayed, delete unnecessary files, then select [Resolve Error].

Displaying Status When a Print Server is Used

The status of a network printer can be displayed on the client's Printer Status Window as well as on the print server's.

If the print server is not running when the Printer Status Window starts up, the status will appear automatically when the print server starts up.

- Printer Status of the Print Server
  - Displaying the Printer Status Window and Job Operation

[Current Print Job] Tab		[My Job Operation] Tab		Job Operation
[Job Information Area]	[Pause Job] Button	[Job Information Area]	[Job Operation] Buttons	
Displays the first job	Enabled*1	Displays the first job*2	Enabled	Pause Job: Pauses all the jobs Resume Job: Resumes all the jobs Delete Job: Deletes the first job

*1 The [My Job Operation] tab is displayed by clicking the [Pause Job] button.

*2 If any job is printed by the computer as the print server, the job is displayed.

  - Plays a sound.
  - If the print server is running Windows 2000/XP/Server 2003, the status is not displayed when no one is logged on.
- Client's Printer Status
  - Displaying the Printer Status Window and Job Operation

[Current Print Job] Tab		[My Job Operation] Tab		Job Operation
[Job Information Area]	[Pause Job] Button	[Job Information Area]	[Job Operation] Buttons	
Displays the first job in the print server	When your job is displayed in [Job Information Area]: Enabled* When another user's job is displayed in [Job Information Area]: Disabled	Displays your first job	Enabled	Pause Job: Pauses all your jobs Resume Job: Resumes all your jobs Delete Job: Deletes your first job

* The [My Job Operation] tab is displayed by clicking the [Pause Job] button.

- You cannot use [ ] (Resolve Error) when another user's job is paused.
- While another user's job is being printed, the progress bar is displayed in gray.
- A sound is played only from the client whose user name is verified by the print server.

NOTE

To display the status for a job that is requested via a network, an environment in which one of the following protocols can be used is required.

- TCP/IP
- NetBEUI

If the protocol you use is IPX/SPX only, the status is not displayed.

Routine Maintenance

CHAPTER 5

This chapter describes printer maintenance, such as how to replace the toner cartridge or how to clean the printer.

Replacing the Toner Cartridge 5-2
- Before Replacing the Toner Cartridge 5-2
- Replacing the Toner Cartridge 5-6
- Cleaning 5-12
- Precautions for Handling Toner Cartridges 5-13
- Storing the Toner Cartridge 5-15

Cleaning the Printer 5-16

Moving the Printer. 5-18
- Moving the Printer 5-19

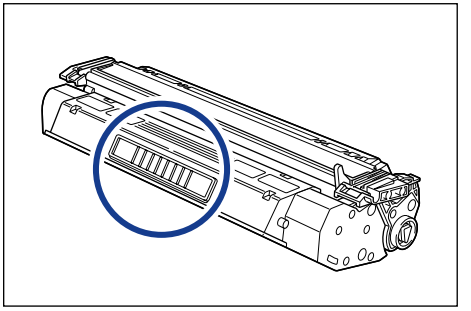
Handling the Printer 5-23
- Precautions for Handling the Printer 5-23
- Precaution for Storing the Printer 5-24

Replacing the Toner Cartridge

This section describes how to replace or handle a toner cartridge and precautions on storing it.

IMPORTANT

The product code of the toner cartridge is indicated on the location shown in the figure. Purchase a toner cartridge of the same product code when you need it.



NOTE

- With the toner cartridge for this printer, up to approx. 2500 sheets of paper (A4) can be printed. This number of sheets is calculated assuming that a typical document (with a printing ratio of approximately 5 % and print density set to default) is printed. The toner consumption differs depending on document contents. As a document with few blanks, such as graphics, consumes toner much, if you often print this type of documents, the life of the toner cartridge is shortened.
- Even when the toner cartridge has reached its lifetime, a message does not appear on your computer. Replace the toner cartridge approximately when white streaks appear in the vertical direction of the paper or the print becomes too thin or uneven.

Before Replacing the Toner Cartridge

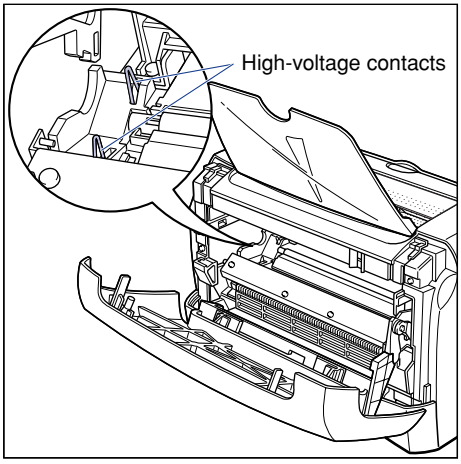
Toner cartridge is a consumable product. If there is not sufficient toner, white streaks may appear in the vertical direction of the paper or the print may be too thin or uneven. In this case, perform the following procedure before replacing the toner cartridge. You may be able to print for a while until toner runs out completely.

CAUTION

Take care not to allow the toner to come into contact with your hands or clothing, as this will dirty your hands or clothing. If they become dirty, wash them immediately with cold water. Washing with warm water will set the toner and make it impossible to remove the toner stains.

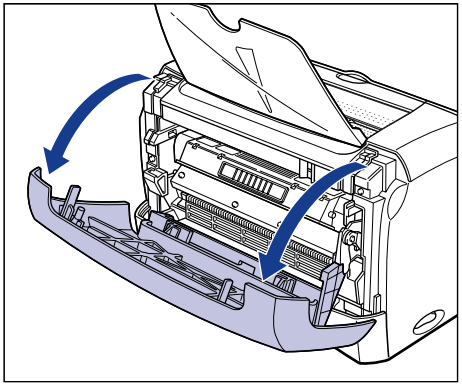
IMPORTANT

Do not touch the high-voltage contacts in the front cover, as this may result in damage to the printer.

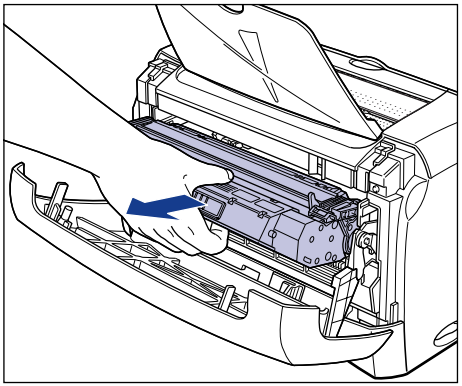


1 Open the front cover.

When opening the front cover, place your hands at the openings on both sides of the printer, then slowly and firmly pull down the front cover.

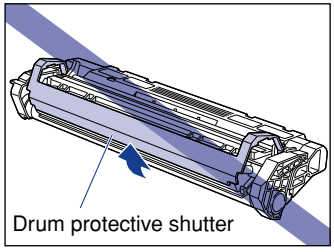


2 Take the toner cartridge out of the printer.

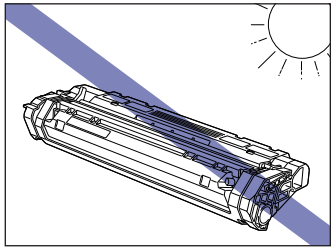


IMPORTANT

Print quality may deteriorate if you touch or damage the drum inside the toner cartridge. Be careful not to touch the drum or open the drum protective shutter. Be careful not to hold or touch areas that are not described in this procedure. This may result in damage to the printer.

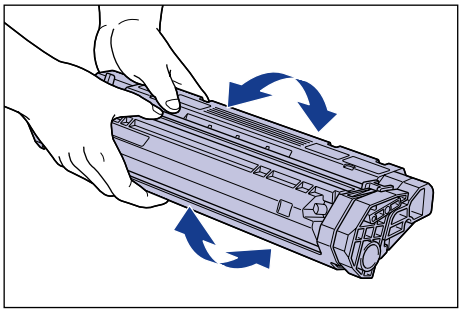


- Do not expose the toner cartridge to direct sunlight or strong light.



3 Hold the toner cartridge as shown in the figure, and gently shake it 5 or 6 times to evenly distribute the toner inside.

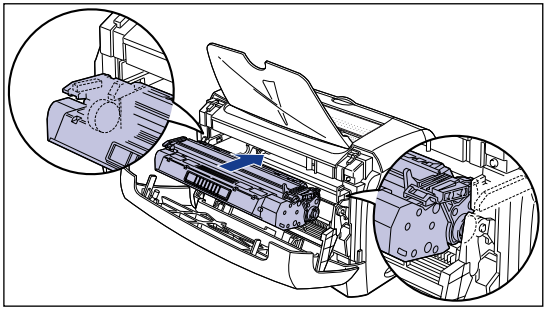
Be careful not to spill the toner.

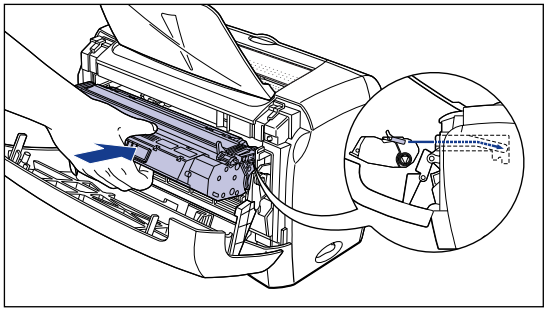


IMPORTANT

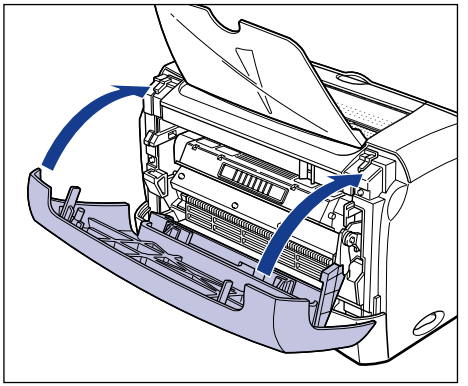
- If toner is not distributed evenly, this may result in deterioration in print quality. Be sure to carry out this procedure properly.
- Be sure to shake the toner cartridge gently; otherwise, the toner may spill out.

4 While aligning the projections on each side of the toner cartridge with the toner cartridge guide inside the printer, push the toner cartridge completely into the printer.





5 **Close the front cover.**



IMPORTANT

- If you cannot close the front cover, check that the toner cartridge is set properly. If you close the front cover forcefully, this may cause damage to the printer.
- Do not leave the front cover open for a long time after installing the toner cartridge.

If the print is too thin even after performing the operation above, replace the toner cartridge with a new one.

Replacing the Toner Cartridge

Perform the following procedure to replace the toner cartridge with a new one.

After replacing the toner cartridge, be sure to perform the cleaning operation. For instructions on how to perform the cleaning operation, see "Cleaning," on p. 5-12.

WARNING

Do not burn or throw a used toner cartridge into open flames, as this may cause the toner remaining inside the cartridge to ignite, resulting in burns or a fire.

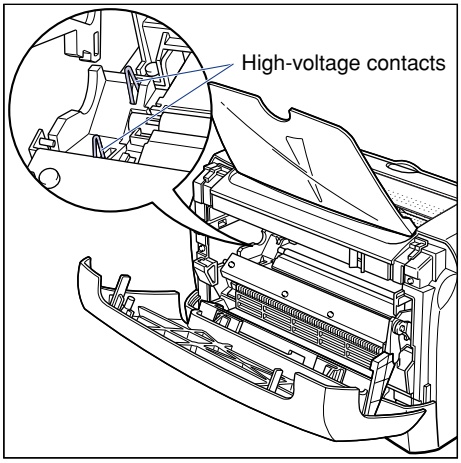
CAUTION

Take care not to allow the toner to come into contact with your hands or clothing, as this will dirty your hands or clothing. If they become dirty, wash them immediately with cold water. Washing with warm water will set the toner and make it impossible to remove the toner stains.

IMPORTANT

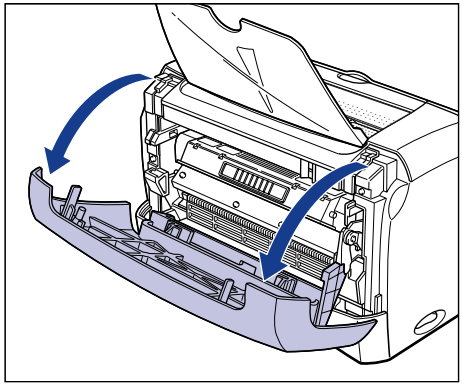
- Be sure to use only the toner cartridge designed for this printer.

- Do not touch the high-voltage contacts in the front cover, as this may result in damage to the printer.

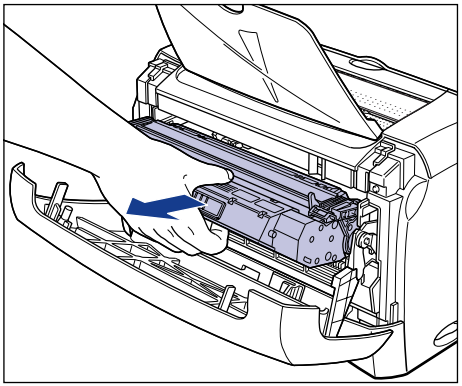


1 Open the front cover.

When opening the front cover, place your hands at the openings on both sides of the printer, then slowly and firmly pull down the front cover.

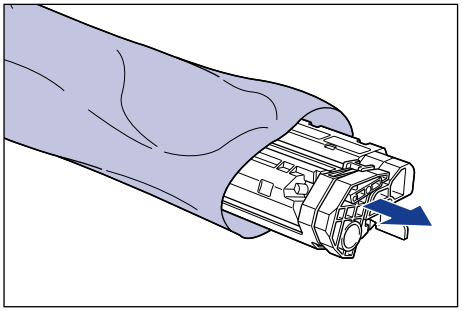


2 Take the toner cartridge out of the printer.



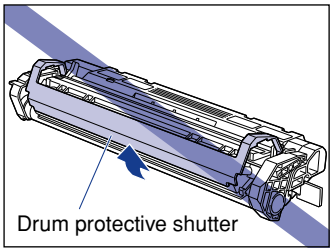
3 Take a new toner cartridge out of the protective bag.

Use scissors to open the protective bag so as not to damage the toner cartridge.

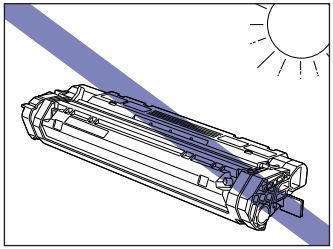


IMPORTANT

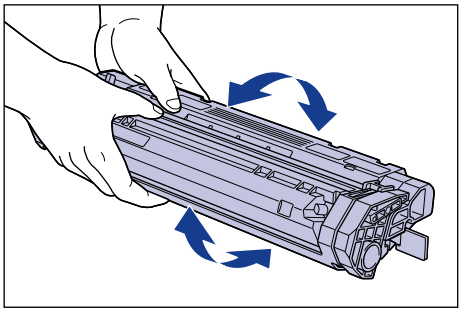
- Keep the protective bag for the toner cartridge. It may be required after taking out the toner cartridge for printer maintenance.
- Print quality may deteriorate if you touch or damage the drum inside the toner cartridge. Be careful not to touch the drum or open the drum protective shutter. Be careful not to hold or touch areas that are not described in this procedure. This may result in damage to the printer.



- Do not expose the toner cartridge to direct sunlight or strong light.



4 Hold the toner cartridge as shown in the figure, and gently shake it 5 or 6 times to evenly distribute the toner inside.

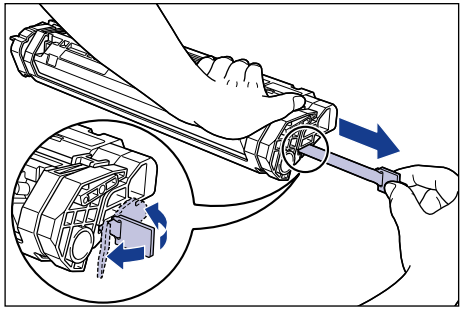


IMPORTANT

- If toner is not distributed evenly, this may result in deterioration in print quality. Be sure to carry out this procedure properly.
- Be sure to shake the toner cartridge gently; otherwise, the toner may spill out.

5 Place the toner cartridge on a flat surface, then pull out the sealing tape (approx. 45 cm in length) while supporting the toner cartridge.

Fold the tab on the sealing tape as shown in the figure, and pull it out straight.

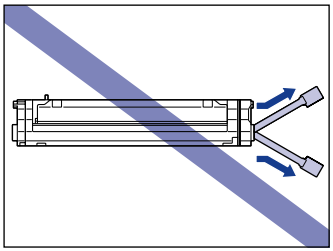


CAUTION

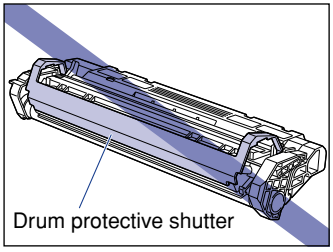
If the sealing tape is pulled out forcefully or stopped at midpoint, toner may spill out. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.

IMPORTANT

- Do not pull the sealing tape diagonally, upwards, or downwards. If the tape is severed, this may become difficult to pull it out completely.

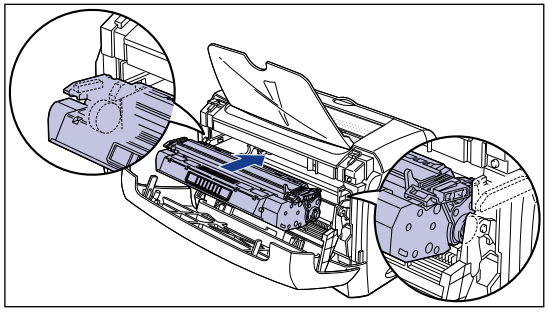


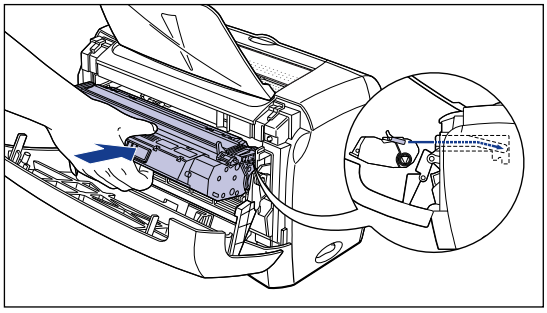
- Pull out the sealing tape completely from the toner cartridge. If any tape remains in the toner cartridge, this may result in poor print quality.
- When pulling out the sealing tape, be careful not to hold the drum protective shutter with your hands.



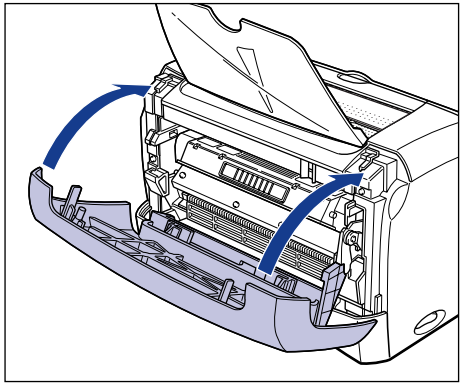
- Once you take the toner cartridge out of the protective bag, install it in the printer as soon as possible.
- Dispose of the sealing tape according to local regulations.

6 **While aligning the projections on each side of the toner cartridge with the toner cartridge guide inside the printer, push the toner cartridge completely into the printer.**





7 **Close the front cover.**



IMPORTANT

- If you cannot close the front cover, check that the toner cartridge is set properly. If you close the front cover forcefully, this may cause damage to the printer.
- Do not leave the front cover open for a long time after installing the toner cartridge.

Next, perform the cleaning operation. (See "Cleaning," on p. 5-12)

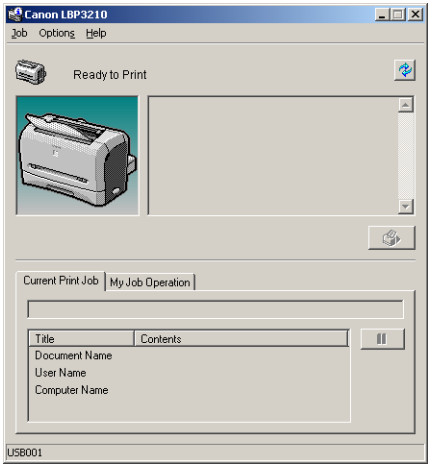
Cleaning

After replacing the toner cartridge, be sure to perform the cleaning operation.

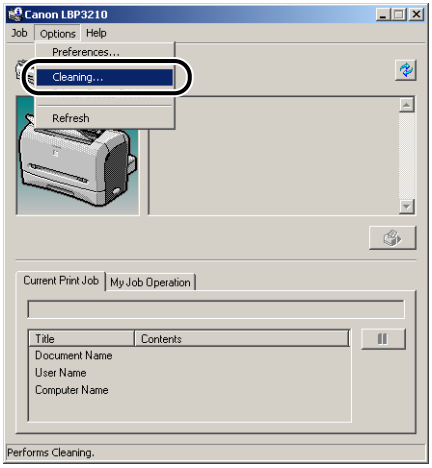
1 Load a blank sheet of A4 (or Letter) size paper in the manual feed slot or cassette.

2 Display the Printer Status Window.

For details on procedures for displaying the Printer Status Window, see "Displaying the Printer Status Window," on p. 4-53.



3 Select [Cleaning] from the [Options] menu.



4 Click [OK].

The message, "Cleaning" is displayed in the Printer Status Window, and the cleaning starts.

When the paper has been fed through the printer and the message disappears, cleaning is finished.

NOTE

- Cleaning takes approximately 3 minutes.
- The cleaning process cannot be canceled once it has been started. Please wait until it is completed.

Precautions for Handling Toner Cartridges

The toner cartridge consists of delicate parts. Handling the toner cartridge without due care may lead to damage to the toner cartridge or deterioration in print quality. Be careful of the following points when removing or installing the toner cartridge.

WARNING

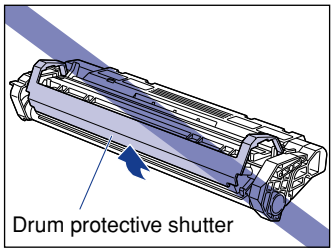
Do not burn or throw a used toner cartridge into open flames, as this may cause the toner remaining inside the cartridge to ignite, resulting in burns or a fire.

CAUTION

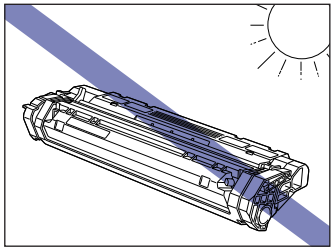
Take care not to allow the toner to come into contact with your hands or clothing, as this will dirty your hands or clothing. If they become dirty, wash them immediately with cold water. Washing with warm water will set the toner and make it impossible to remove the toner stains.

IMPORTANT

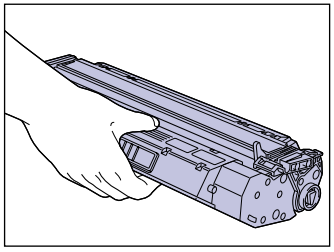
- Print quality may deteriorate if you touch or damage the drum inside the toner cartridge. Be careful not to touch the drum or open the drum protective shutter. Be careful not to hold or touch areas that are not described in this procedure. This may result in damage to the printer.

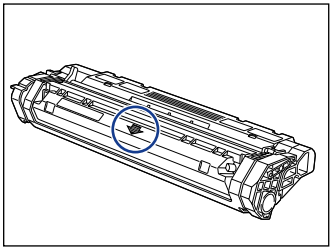


- Do not expose the toner cartridge to direct sunlight or strong light.



- When handling the toner cartridge, properly hold it with an arrow facing up as shown in the figure. Do not set it vertically or upside-down.





- Do not attempt to disassemble or modify the toner cartridge.
- Condensation may form in and on a toner cartridge if it is brought into an environment that exposes it to sudden changes in temperature and/or humidity. If you move the cartridge to a location that is warmer or has higher humidity, keep the toner cartridge in its protective bag and store it in the new location for about an hour to allow it to adjust to the new temperature.

- Be sure to use a new toner cartridge within the expiration date indicated on the package.
- Keep the toner cartridge away from products that generate magnetic waves, such as a display or computer.
- A toner cartridge is a magnetic product. Keep the toner cartridge away from products that may be damaged by magnetic waves, such as a floppy disk or disk drive. This may lead to damage to data.

Storing the Toner Cartridge

Be careful of the following points when storing a new toner cartridge or handling a toner cartridge that has been taken out of the printer for maintenance or moving the printer.

IMPORTANT

- Do not take a new toner cartridge out of the protective bag until it is ready to be used.
- If you take the toner cartridge out of the printer for servicing the printer or removing jammed paper, place the toner cartridge into the original protective bag, or wrap it with a thick cloth immediately.
- Do not place it vertically or upside-down. Store the toner cartridge in the same orientation as when installed in the printer.
- Do not store the toner cartridge in a place exposed to direct sunlight.
- Do not store the toner cartridge in a hot or humid place, or a place where the temperature and humidity can change significantly.
  - Storage temperature range: 0 to 35°C (32 to 95°F)
  - Storage humidity range: 35 to 85 % RH (no condensation)
- Do not store the toner cartridge in a place where corrosive gases, such as ammonia, are generated, or where a considerable amount of salt is contained in the air, or where there is a lot of dust.
- Keep the toner cartridge out of the reach of small children.
- Keep the toner cartridge away from products that may be damaged by magnetic waves, such as a floppy disk or disk drive.

■ Condensation

Even within the storable humidity range, water droplets may develop both inside and outside of the toner cartridge due to the difference in temperature. The development of water droplets is called condensation. Condensation will adversely affect the quality of the toner cartridge.

Cleaning the Printer

After you have used the printer for a long period of time, or when you find dust or dirt on the outer surfaces of the printer, clean the printer. When cleaning the printer, be careful of the following points in order to prevent an electrical shock or printer malfunctions.

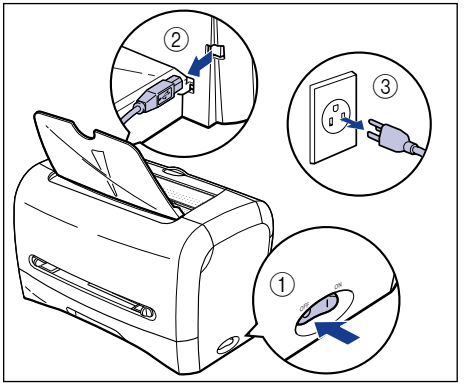
WARNING

- **When cleaning the printer, turn OFF the main power switch, then unplug the power plug. Failure to observe these steps may result in a fire or electrical shock.**
- **Do not use alcohol, benzene, paint thinner, or other flammable substances. If flammable substances come into contact with a high-voltage area inside the printer, this may result in a fire or electrical shock.**

IMPORTANT

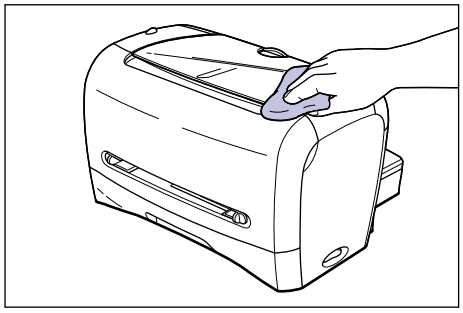
- Be careful not to use a cleaning agent other than water or a mild detergent diluted with water, as this may deform or crack the plastic materials in the printer.
- When using a mild detergent, be sure to dilute it with water.
- Grease or oil does not have to be applied to this printer. Be sure not to apply grease or oil.

1 Press "○" of the power switch to turn the printer OFF ①, disconnect the USB cable ②, then unplug the power plug from the AC power outlet ③.



2 **Firmly wring a soft cloth dampened with water or a mild detergent diluted with water, and wipe off the dirt.**

If you use a mild detergent for cleaning, be sure to wipe away the detergent with a soft cloth dampened with water.



3 **After wiping off the dirt, wipe the printer with a dry cloth.**

4 **When the printer is completely dry, plug the power plug into the AC power outlet, then connect the USB cable.**

Moving the Printer

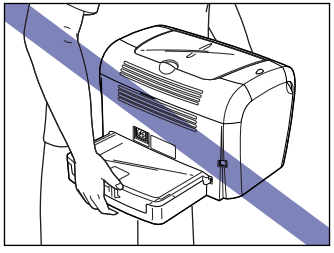
When changing the location of the printer or moving the printer for maintenance, be sure to perform the following procedure.

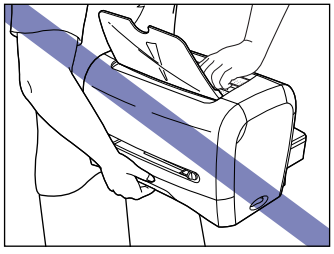
WARNING

To avoid damage to the power cord and creating a fire hazard, always turn the power OFF, and disconnect the USB cable when moving the printer. Otherwise, the power cord or USB cable may be damaged, resulting in a fire or electrical shock.

CAUTION

- **This printer weighs approximately 6.0 kg, without the cassette and the cassette protective cover set. Be careful not to hurt your back or other portions of your body when carrying the printer.**
- **Be sure not to hold areas (e.g. the front or back of the printer, or paper delivery area) other than the areas indicated when carrying the printer. If you do so, you may drop the printer, resulting in personal injuries.**

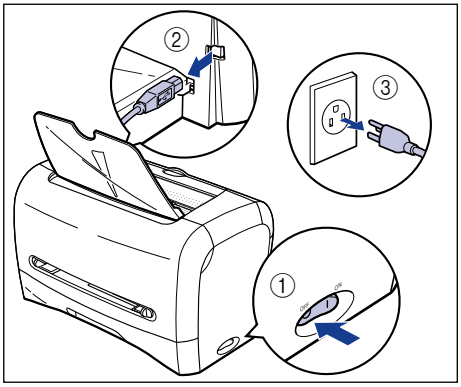




Moving the Printer

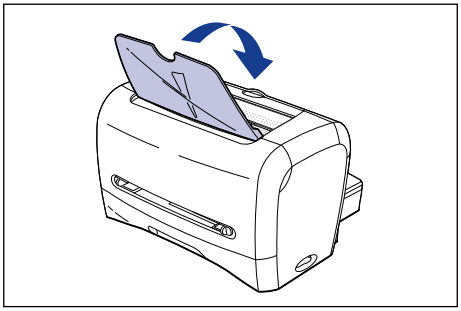
Transport the printer using the following procedure.

1 **Press "○" of the power switch to turn the printer OFF ①, disconnect the USB cable ②, then unplug the power plug from the AC power outlet ③.**

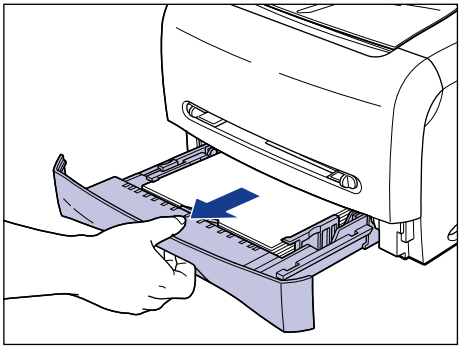


2 **Remove the power cord.**

3 **Close the face-down delivery tray if it is open.**



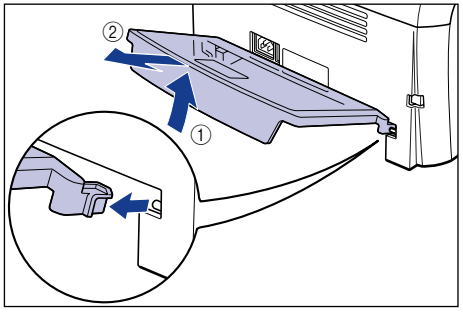
4 Pull out the cassette.



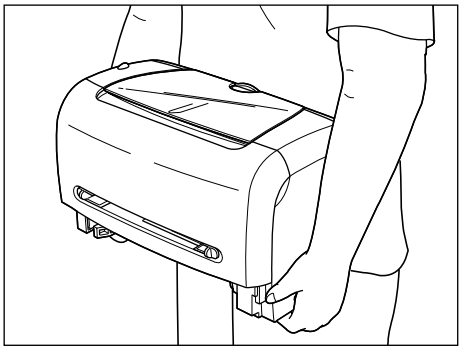
IMPORTANT

When pulling out the cassette, be sure to pull it out horizontally. If it is pulled out at an angle, it may result in damage to the printer.

5 Remove the cassette protective cover at the back of the printer.



6 **Hold the printer on both side as shown in the figure when carrying it.**

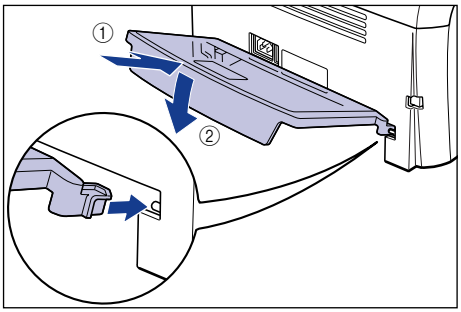


7 **Set the printer down carefully at the installation site.**

CAUTION

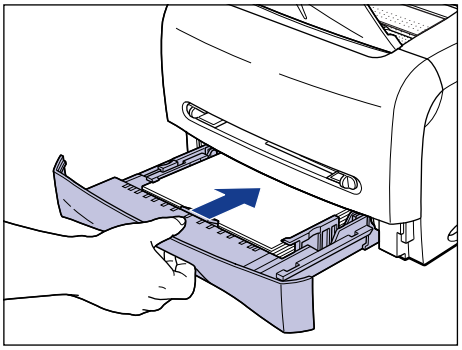
Set the printer down slowly and carefully. Be careful not to hurt your hands.

8 **Install the cassette protective cover on the back of the printer.**



9 Set the cassette in the printer.

Push the cassette into the printer firmly until the front surface of the cassette is flush with that of the printer.



IMPORTANT

When setting the cassette, be sure to push it in horizontally. If it is pushed in at an angle, it may result in damage to the printer.

10 Connect the power cord.

11 Plug the power plug into the AC power outlet.

12 Connect the USB cable.

● Transporting the Printer

When transporting the printer for reasons such as relocating, remove the toner cartridge and store the printer and the parts in the package that they came in with the protective materials attached in order to prevent them from being damaged while being transported.
If the original package and packing materials are not available, find an appropriate box and packing materials and pack the printer and the parts appropriately.

Handling the Printer

This printer consists of various electronic and precise optical parts. Read the following section so that you can handle the printer properly.

IMPORTANT

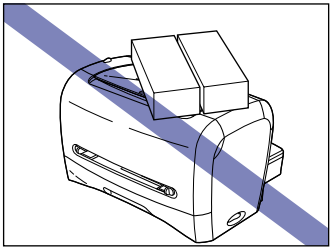
The procedures for handling the printer are also described in "Important Safety Instructions" (See p. xi).

Precautions for Handling the Printer

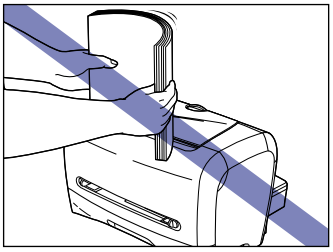
Observe the following precautions so that high-quality printing can be maintained constantly.

IMPORTANT

- Do not place any heavy objects on the printer, face-down delivery tray, or cassette protective cover, as this may cause damage to the printer.

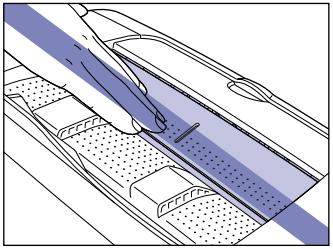


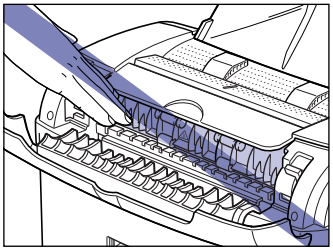
- Do not leave the front cover open longer than required. Exposing the printer to direct sunlight or strong light may result in a deterioration in print quality.
- Avoid vibration while the printer is printing. It may result in deterioration in print quality.



- Do not open the front cover during printing; otherwise, the printer may be damaged.
- Carefully handle the face-down delivery tray, delivery selection cover, and front cover when opening and closing them; otherwise, the printer may be damaged.

- If you want to spread a blanket on the printer to prevent dust from entering the printer, turn the power OFF and allow the printer to cool down sufficiently before covering the printer.
- If you do not plan to use the printer for a long period of time, unplug the power cord from the AC power outlet.
- Do not use or store the printer in a room where chemicals are used.
- The face-down delivery area and face-up delivery slot become extremely hot during printing or immediately after printing. When removing paper or paper jams, be careful not to touch the face-down delivery area, face-up delivery slot, and their surroundings.





Precaution for Storing the Printer

If you do not plan to use the printer for a long period of time, store it in the following environment:

- Storage temperature range: 0 to 35˚C (32 to 95°F)
- Storage humidity range: 35 to 85 % RH with no condensation

Troubleshooting

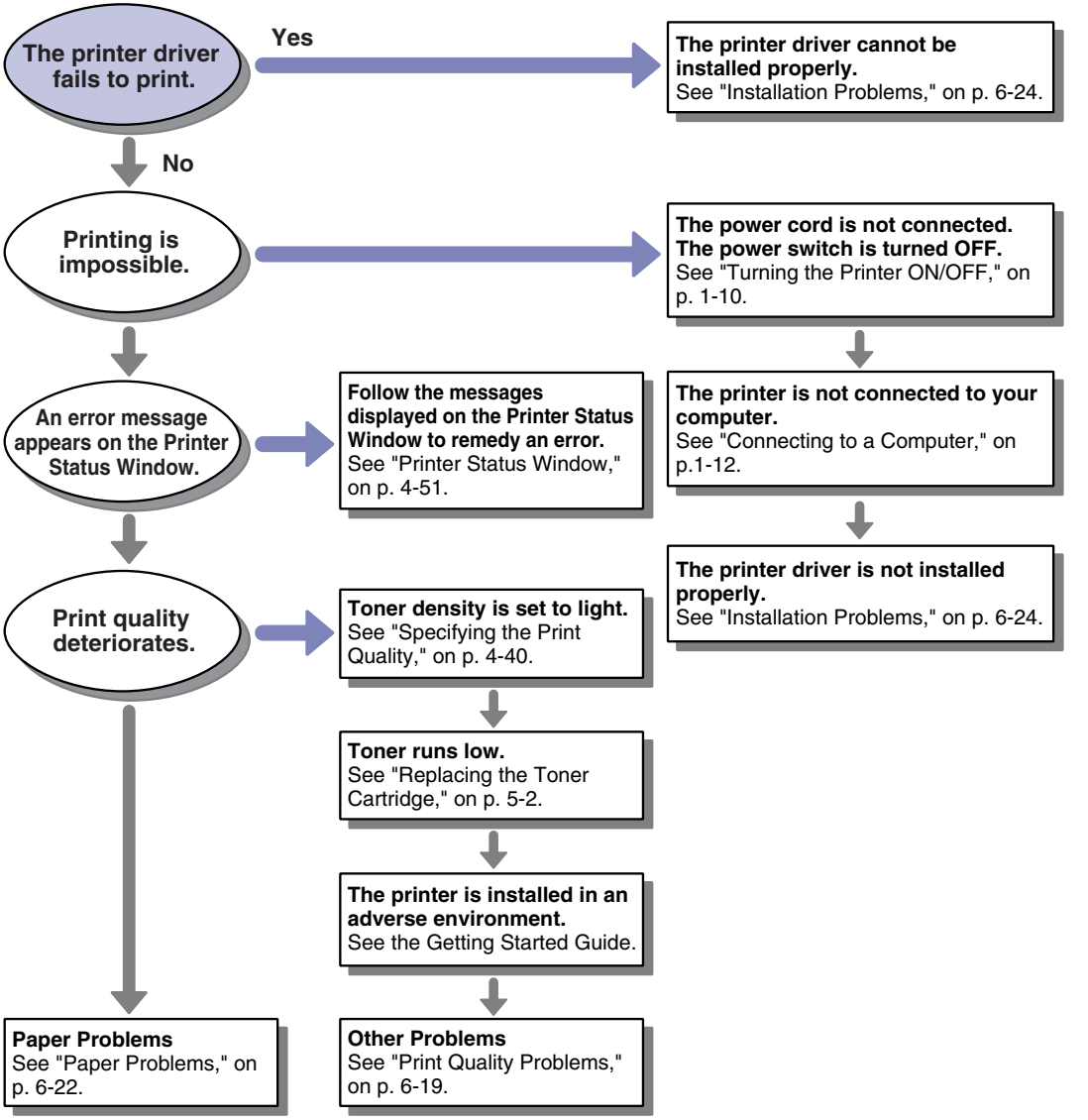
6
CHAPTER

This chapter describes the remedies for problems such as a paper jam or poor print quality.

Trouble Shooting Map 6-2
Paper Jams 6-3
Service Call Display 6-15
When a Fixing Unit Error Appears 6-16
When a Scanner Error or Service Error Appears 6-17
Print Quality Problems 6-19
Paper Problems 6-22
When Nothing is Printed 6-23
Installation Problems 6-24
When Uninstallation Fails 6-25
Uninstalling the USB Class Driver 6-27
Problems During Local Installation 6-30
Installation Problems When the Printer is Shared on a Network 6-30
Miscellaneous Problems 6-31
Confirming the Printer Features 6-33

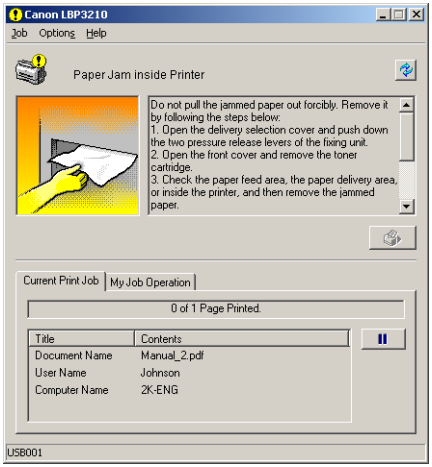
Trouble Shooting Map

If any problem occurs while you are using the printer, follow the flow chart shown below to check the problem.



Paper Jams

The messages shown below appears in the Printer Status Window when a paper jam occurs during printing.



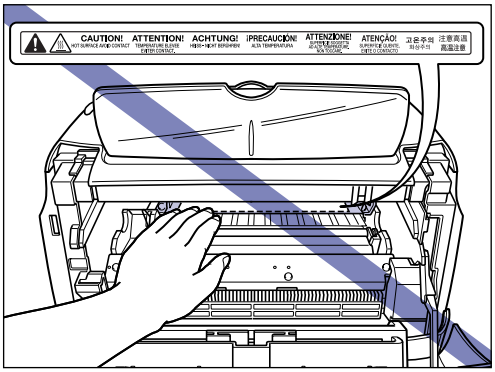
WARNING

There are some areas inside the printer which are subject to high-voltages. When removing jammed paper or when inspecting the inside of the printer, do not allow necklaces, bracelets, or other metal objects to touch the inside of the printer, as this may result in burns or an electrical shock.

CAUTION

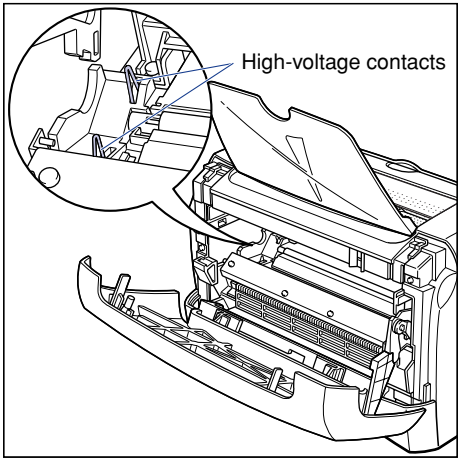
- **When removing jammed paper, take care not to allow the toner to come into contact with your hands or clothing, as this will dirty your hands or clothing. If they become dirty, wash them immediately with cold water. Washing with warm water will set the toner and make it impossible to remove the toner stains.**
- **When removing paper which has become jammed inside the printer, remove the jammed paper gently to prevent the toner on the paper from scattering and getting into your eyes or mouth. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.**
- **When removing jammed paper, take care not to cut your hands with the edges of the paper.**

- **The fixing unit and its surroundings inside the printer may become hot during use. When removing jammed paper or when inspecting the inside of the printer, do not touch the fixing unit and its surroundings, as doing so may result in burns.**



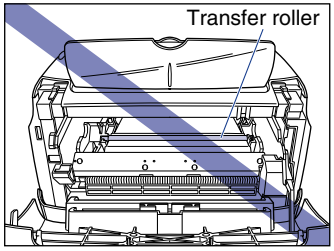
IMPORTANT

- Do not touch the high-voltage contacts in the front cover, as this may result in damage to the printer.

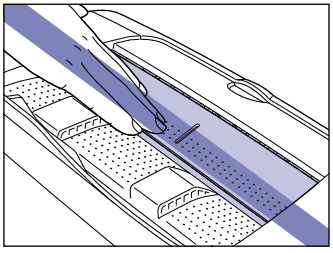


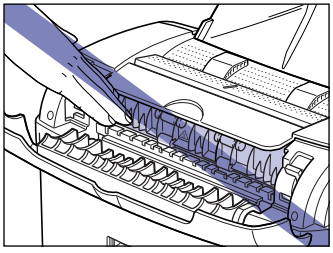
- Applying excess force may result in tearing paper or damaging the parts in the printer. When removing jammed paper, pull out the paper in the most appropriate direction, judging from the position of the paper.
- If paper is torn, be sure to find and remove any remaining pieces of paper.
- The error message may not disappear if you remove jammed paper without opening the front cover. In this case, open and close the front cover.

- Do not touch the transfer roller. It may result in deterioration in print quality.

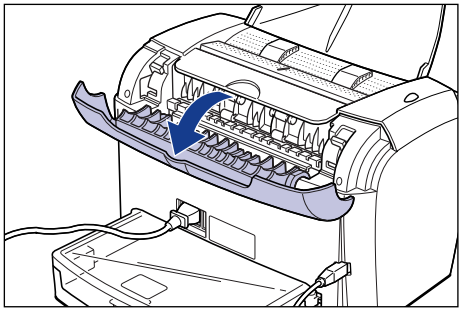


- The face-down delivery area and face-up delivery slot become extremely hot during printing or immediately after printing. When removing paper or paper jams, be careful not to touch the face-down delivery area, face-up delivery slot, and their surroundings.

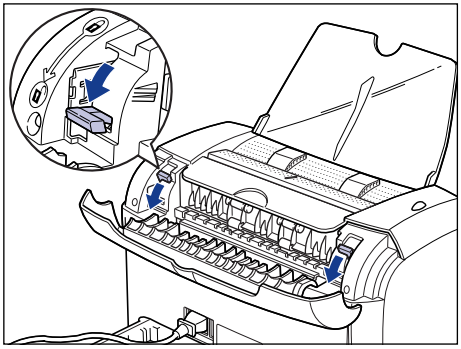




1 Open the delivery selection cover.



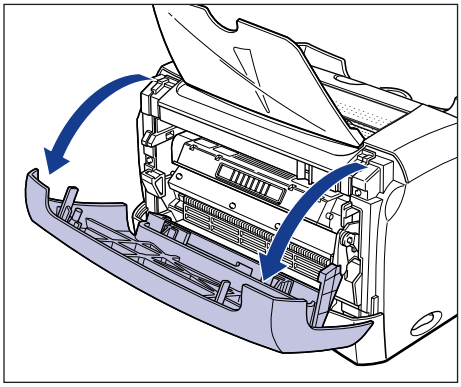
2 Tilt the green pressure release levers on each side of the fixing unit forward to release the pressure from the fixing unit.



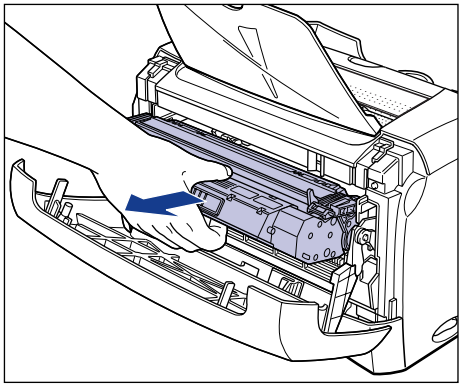
If you find any jammed paper at this point, do not remove it and proceed to the next step to check for other paper jams.

3 Open the front cover.

When opening the front cover, place your hands at the openings on both sides of the printer, then slowly and firmly pull down the front cover.



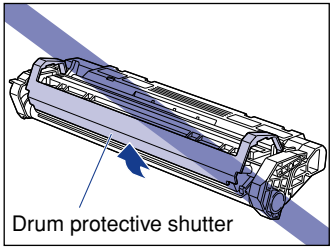
4 Take the toner cartridge out of the printer.



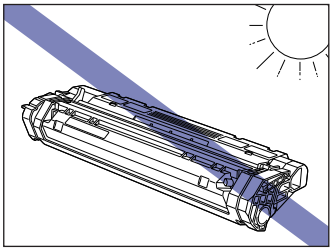
If you find any jammed paper at this point, do not remove it and proceed to the next step to check for other paper jams.

IMPORTANT

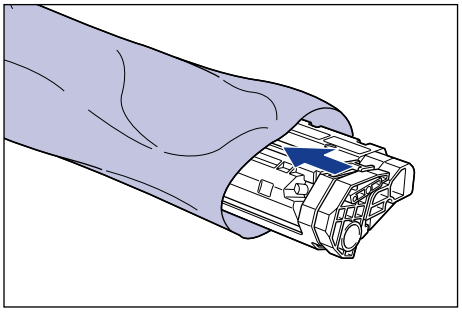
- Print quality may deteriorate if you touch or damage the drum inside the toner cartridge. Be careful not to touch the drum or open the drum protective shutter. Be careful not to hold or touch areas that are not described in this procedure. This may result in damage to the printer.



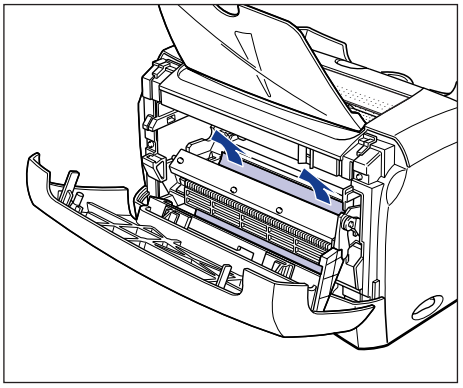
- Do not expose the toner cartridge to direct sunlight or strong light.

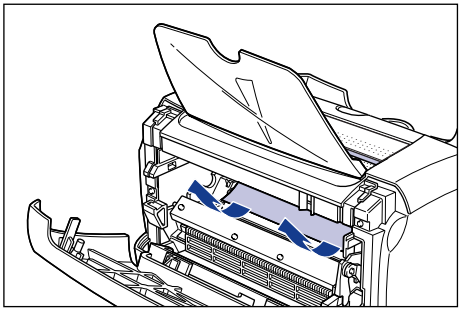


5 Place the toner cartridge into the protective bag.



6 Slowly pull out the paper jammed in the printer in the direction of the arrows.

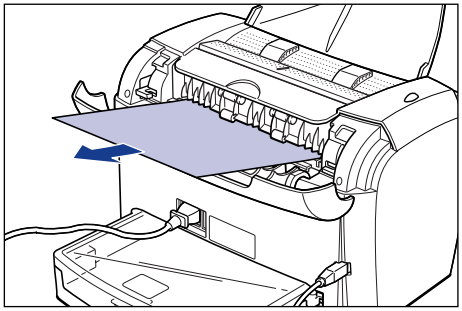




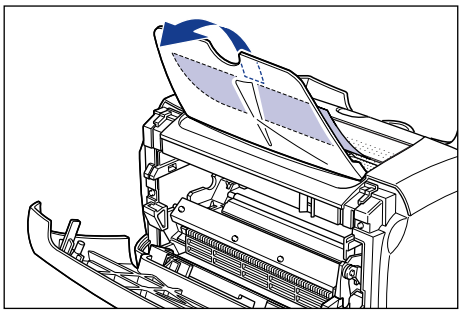
IMPORTANT

If you cannot remove jammed paper easily, proceed to the next step. Do not try to remove it forcefully.

7 **Slowly pull out the paper jammed in the face-up delivery slot in the direction of the arrow.**

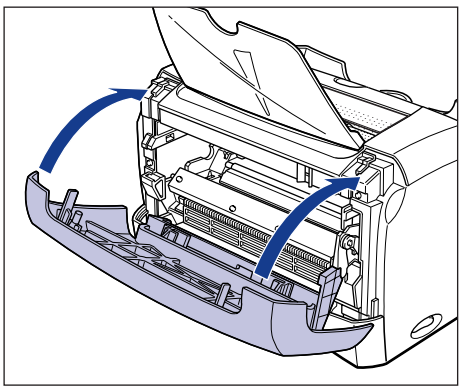


8 **Slowly pull out the paper jammed in the face-down delivery area in the direction of the arrow.**



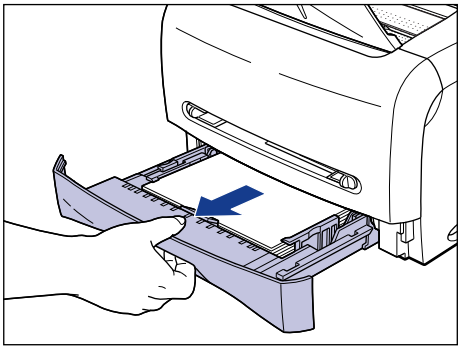
9 **Close the front cover.**

Do not install the toner cartridge yet at this point.



10 Pull out the cassette.

When pulling out the cassette, be sure to pull it out slowly and completely.



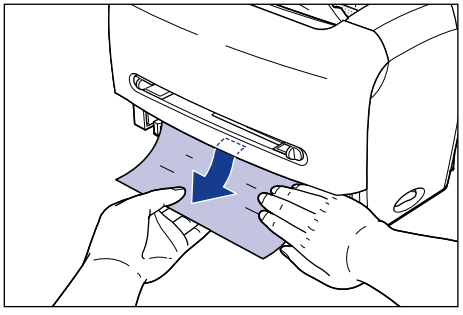
IMPORTANT

When pulling out the cassette, be sure to pull it out horizontally. If it is pulled out at an angle, it may result in damage to the printer.

11 Slowly pull out the jammed paper in the direction of the arrow.

● When paper has been fed from the cassette

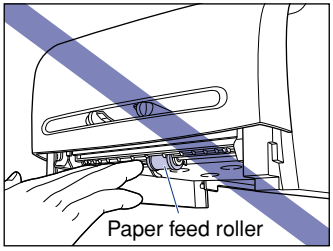
❑ While putting your hand on the paper as shown in the figure, slowly pull out the jammed paper in the direction of the arrow.



IMPORTANT

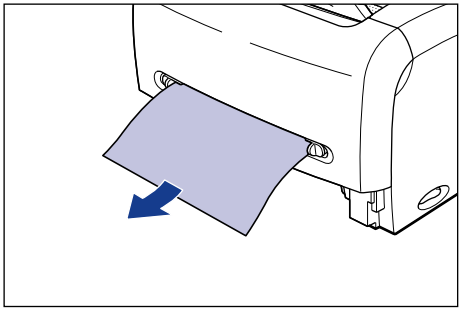
- When removing jammed paper, be sure to support it with your hand. If you remove jammed paper without supporting it with your hand, the paper may tear.

• Do not touch the paper feed roller. If you touch it, this may result in misfeeds.

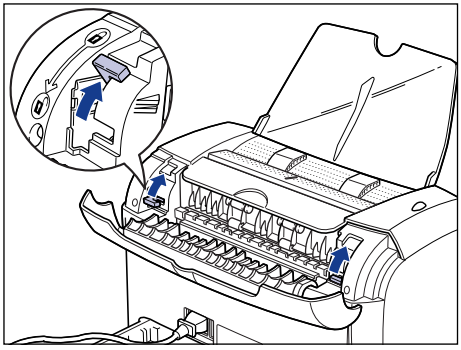


● **When paper has been fed from the manual feed slot**

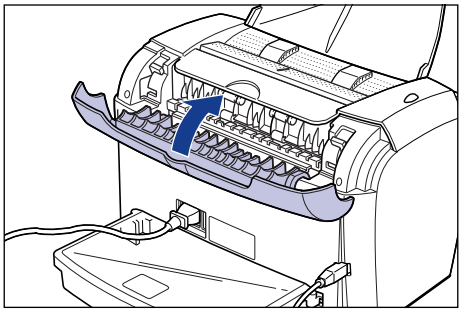
❑ Slowly pull out the jammed paper in the direction of the arrow.



12 Push back the green pressure release levers of the fixing unit to the original positions.

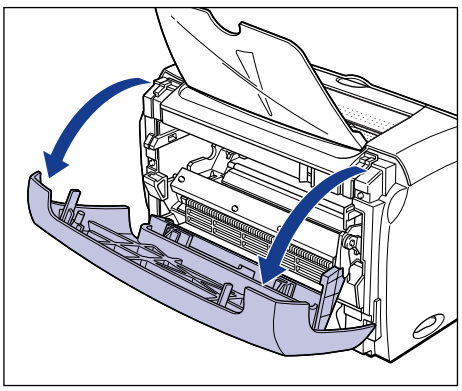


13 Close the delivery selection cover.

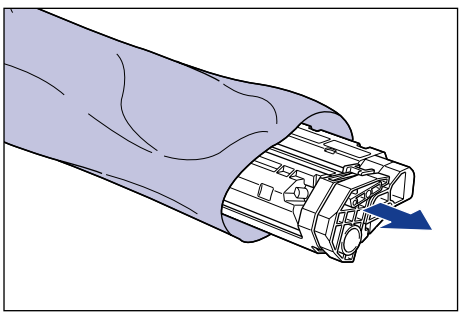


14 Open the front cover.

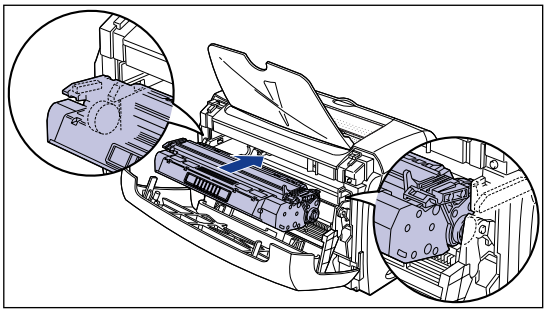
When opening the front cover, place your hands at the openings on both sides of the printer, then slowly and firmly pull down the front cover.

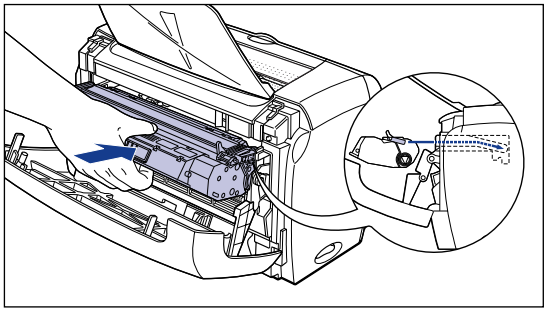


15 Take the toner cartridge out of the protective bag.

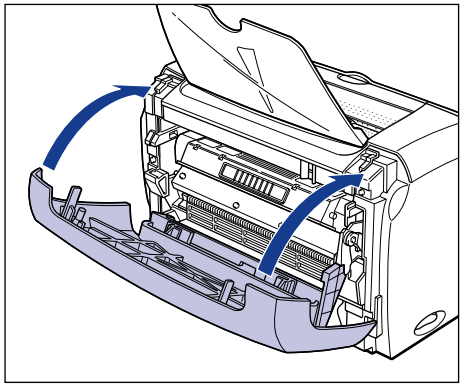


16 **While aligning the projections on each side of the toner cartridge with the toner cartridge guide inside the printer, push the toner cartridge completely into the printer.**





17 **Close the front cover.**



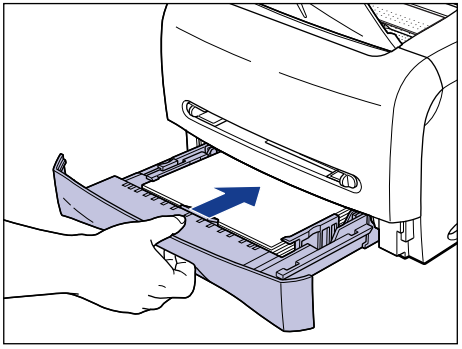
If the removed jammed paper was the one fed from the manual feed slot, load paper into the manual feed slot and print again at this point.

IMPORTANT

- If you cannot close the front cover, check that the toner cartridge is set properly. If you close the front cover forcefully, this may cause damage to the printer.
- Do not leave the front cover open for a long time after installing the toner cartridge.

18 Set the cassette in the printer.

Push the cassette into the printer firmly until the front surface of the cassette is flush with that of the printer.

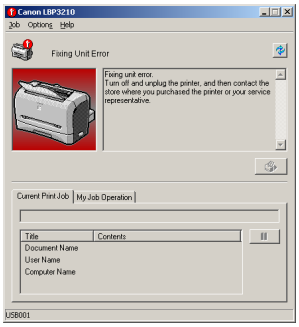
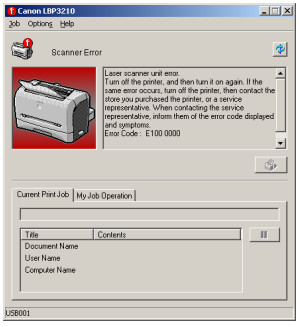
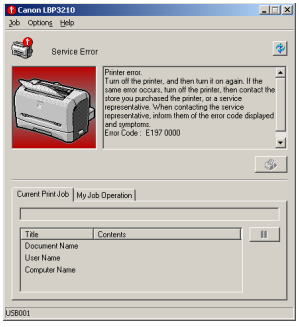


IMPORTANT

When setting the cassette, be sure to push it in horizontally. If it is pushed in at an angle, it may result in damage to the printer.

Service Call Display

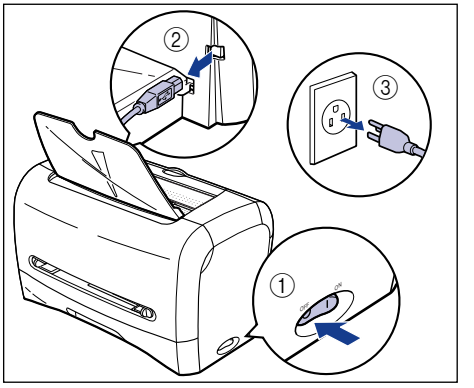
When a problem has occurred and the printer does not work properly, the following service call shown in the figure appears in the Printer Status Window:

Service Call	Cause	Remedy
	A problem has occurred in the fixing unit.	Follow the instructions in "When a Fixing Unit Error Appears" (See p. 6-16) and contact your local authorized Canon dealer.
	A problem has occurred in the scanner.	Follow the instructions in "When a Scanner Error or Service Error Appears" (See p. 6-17) to cycle the power of the printer.
	A problem has occurred in the printer.	Follow the instructions in "When a Scanner Error or Service Error Appears" (See p. 6-17) to cycle the power of the printer.

When a Fixing Unit Error Appears

If a fixing unit error appears, perform the following procedures and contact your local authorized Canon dealer.

1 Press "○" of the power switch to turn the printer OFF ①, disconnect the USB cable ②, then unplug the power plug from the AC power outlet ③.



IMPORTANT

After a fixing unit error appears and you turn the power switch OFF, do not turn the printer ON again.

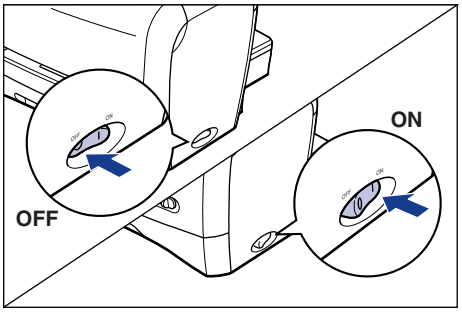
2 Contact your local authorized Canon dealer.

When you contact the store or service representative, inform them of the symptoms.

When a Scanner Error or Service Error Appears

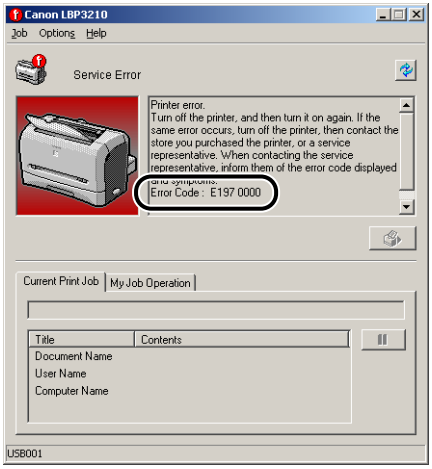
If a scanner error or service error appears, cycle the power of the printer using the following procedure. The message may disappear.

1 Turn the power OFF, wait for 10 seconds or longer, then turn it ON again.

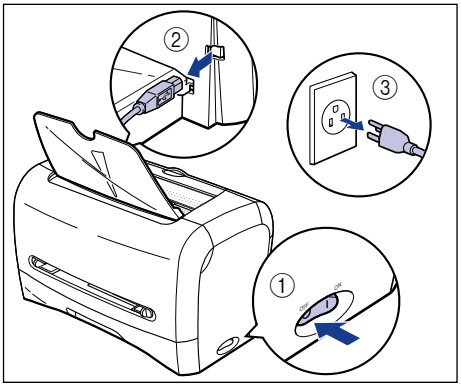


If the message does not reappear, the printer is functioning properly. If the error message still appears, proceed to the next step.

2 Note down the error code displayed in the Printer Status Window.



3 **Press "○" of the power switch to turn the printer OFF ①, disconnect the USB cable ②, then unplug the power plug from the AC power outlet ③.**



4 **Contact your local authorized Canon dealer.**

When contacting your Canon dealer, please inform them of the problems and the error code that you have noted.

Print Quality Problems

If any problem occurs while you are using the printer, take the following measures according to the symptoms.

IMPORTANT

- If any error message appears in the Printer Status Window, take measures according to the message.
- For details on removing paper jams, see "Paper Jams," on p. 6-3.
- If a symptom that is not indicated in this section occurs, if none of the indicated remedies do not solve the problem, or if you cannot determine the problem, contact your local authorized Canon dealer.

White streaks appear.

Cause The toner in the toner cartridge is running low.

Remedy Take the toner cartridge out of the printer, shake it gently 5 or 6 times to evenly distribute the toner, and then reinstall the toner cartridge. If this does not solve the problem, replace the toner cartridge with a new one. (See "Replacing the Toner Cartridge," on p. 5-2)

The overall print is too thin.

Cause 1 The setting for [Toner Density] is not appropriate.

Remedy Drag the [Toner Density] slider in the printer driver toward [Dark].
In order to specify the setting for [Toner Density], click [Details] in the [Quality] sheet to open the [Detailed Settings] dialog box.

Cause 2 [Use Toner Save] is selected.

Remedy Remove the checkmark from [Use Toner Save] in the printer driver.
In order to specify the setting for [Use Toner Save], click [Details] in the [Quality] sheet to open the [Detailed Settings] dialog box.

The overall print is too dark.

Cause 1 The setting for [Toner Density] is not appropriate.

Remedy Drag the [Toner Density] slider in the printer driver toward [Light].
In order to specify the setting for [Toner Density], click [Details] in the [Quality] sheet to open the [Detailed Settings] dialog box.

Cause 2 The printer is exposed to direct sunlight or strong light.

Remedy Move the printer to a place where it will not be exposed to direct sunlight or strong light. Alternatively, move the strong light source away from the printer.

A portion of a page is not printed.

Cause 1 The scale factor is incorrect.

Remedy 1 Remove the checkmark from [Manual Scaling] in the printer driver. If you remove the checkmark, the scale factor will be set according to [Page Size] and [Output Size] automatically.
In order to specify the setting for [Manual Scaling], open the [Page Setup] sheet.

Remedy 2 Place a checkmark for [Manual Scaling] in the printer driver and specify an appropriate scale factor according to the paper size to be used.
In order to specify the setting for [Manual Scaling], open the [Page Setup] sheet.

Cause 2 The position of the paper is incorrect.

Remedy Load the paper properly. (See "Printing on Plain Paper/Heavy Paper/Label/Transparency," on p. 2-15; "Printing Envelopes," on p. 2-29; "Printing on Custom (Nonstandard) Paper Size," on p. 2-43)

Cause 3 A document with no margins was printed.

Remedy The printable area of this printer is an area excluding 5 mm from the upper, bottom, right, and left of the paper sides. Therefore, you should secure a margin of 5 mm or more around the print data.

Front or back of the printouts is stained with black dots.

Cause The fixing unit is dirty.

Remedy Perform the cleaning operation. (See "Cleaning," on p. 5-12)

Print position is misaligned.

Cause "Top Margin" and "Paper Position" in the application are not specified properly.

Remedy Specify the settings for "Top Margin" and "Paper Position" in the application properly. (See the instruction manual supplied with your application)

The next page is printed from halfway through the previous page.

Cause "Line Spacing" or "Lines/Page" in the application is not specified properly.

Remedy Specify the settings for "Line Spacing" and "Lines/Page" in the application so that data fits in one page, and print again. (See the instruction manual supplied with your application)

Nothing is printed on paper.

Cause 1 The toner cartridge was installed with the sealing tape still attached.

Remedy Take the toner cartridge out of the printer, pull out the sealing tape, and reinstall the toner cartridge. (See "Replacing the Toner Cartridge," on p. 5-2)

Cause 2 A few sheets of paper were fed at a time.

Remedy Align the paper stack properly, then load it again. (See "Printing on Plain Paper/ Heavy Paper/Label/Transparency," on p. 2-15; "Printing Envelopes," on p. 2-29; "Printing on Custom (Nonstandard) Paper Size," on p. 2-43)

Cause 3 The front cover is not closed completely.

Remedy Close the front cover completely.

Paper comes out completely black.

Cause The drum in the toner cartridge is deteriorating.

Remedy Replace the toner cartridge with a new one. (See "Replacing the Toner Cartridge," on p. 5-2)

Printed pages have white specks.

Cause 1 Paper is inappropriate.

Remedy Replace the paper with a type that can be printed and print again. (See "Paper Requirements," on p. 2-2)

Cause 2 Paper is damp since the paper has been stored in unsuitable condition.

Remedy Change the paper with new one and print again.

Cause 3 The drum in the toner cartridge is deteriorating.

Remedy Replace the toner cartridge with a new one. (See "Replacing the Toner Cartridge," on p. 5-2)

Paper Problems

Paper comes out wrinkled.

Cause 1 Paper is not loaded in the paper cassette properly.

Remedy Load the paper in the paper cassette properly. (See "Printing on Plain Paper/ Heavy Paper/Label/Transparency," on p. 2-15; "Printing Envelopes," on p. 2-29; "Printing on Custom (Nonstandard) Paper Size," on p. 2-43)

Cause 2 Paper is loaded in the multi-purpose tray at an angle.

Remedy Load the paper in the multi-purpose tray straight. (See "Printing on Plain Paper/ Heavy Paper/Label/Transparency," on p. 2-15; "Printing Envelopes," on p. 2-29; "Printing on Custom (Nonstandard) Paper Size," on p. 2-43)

Cause 3 Paper is damp.

Remedy Replace paper with paper from a new stack.

Paper curls.

Cause 1 Paper is inappropriate.

Remedy Replace the paper with a type that can be used with this printer. (See "Paper Requirements," on p. 2-2)

Cause 2 The Paper Type setting does not match the loaded paper.

Remedy When using plain paper, select [Plain Paper L] for [Paper Type] in the printer driver.
Specify [Paper Type] in the [Paper Source] sheet.

White dust is attached to the printed transparencies.

Cause The transparencies were printed just after another type of paper was printed continuously.

Remedy If you print continuously on another type of paper before printing on transparencies, the transparencies may come out with chipped paper attached. In this case, wipe and remove the chipped paper with a soft cloth.

When Nothing is Printed

Check the following items if nothing is printed when performing printing from an application:

1 Check if any error message is displayed in the Printer Status Window.

If any error message is displayed in the Printer Status Window, take measures according to the message.

If no error message is displayed, proceed to the next step.

2 Print a test page.

Click [Print Test Page] in the [General] sheet in the [Printer Properties] dialog box.

■ **When the test page is printed correctly**

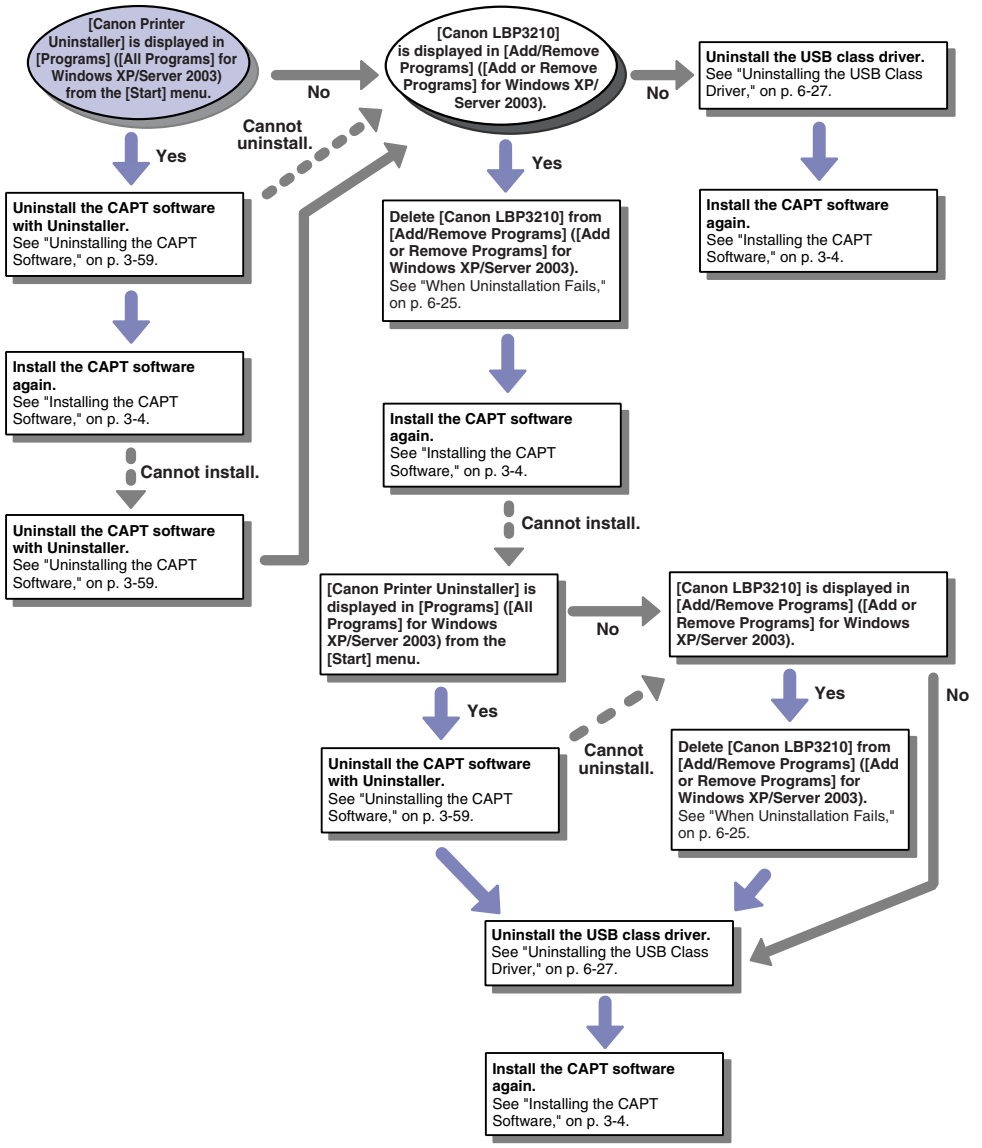
Printing can be performed from the CAPT software. Check your application to make sure that all the settings are specified properly.

■ **When the test page cannot be printed**

Uninstall the CAPT software, reinstall it, and print a test page again. (See "Uninstalling the CAPT Software," on p. 3-59)

Installation Problems

If "USB Class Driver" and "LBP3210 Printer Driver" cannot be installed properly, perform the following procedure to check for problems.



When Uninstallation Fails

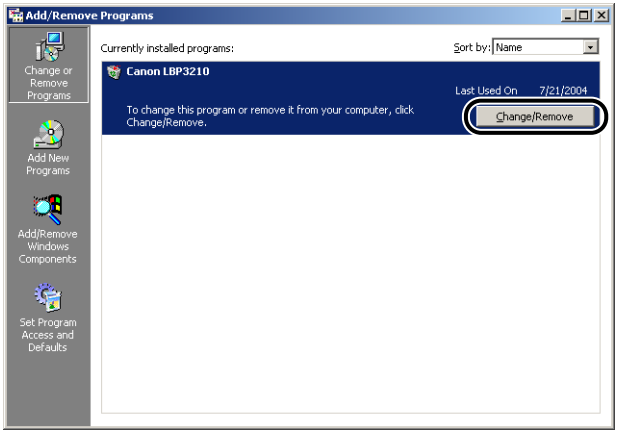
If you cannot uninstall the CAPT software with the Uninstaller that was created during installation, perform the following procedure to uninstall the CAPT software in [Add/Remove Programs] ([Add or Remove Programs] for Windows XP/Server 2003).

1 From the [Start] menu, select [Settings] → [Control Panel], and then double-click [Add/Remove Programs].

For Windows XP: From the [Start] menu, select [Control Panel], and then click [Add or Remove Programs].
For Windows Server 2003: From the [Start] menu, select [Control Panel] → [Add or Remove Programs].

2 Select [Canon LBP3210] in the [Add/Remove Programs] dialog box, then click [Change/Remove].

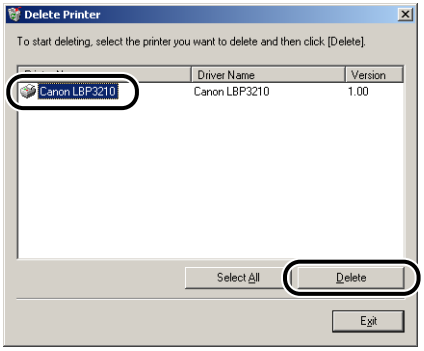
For Windows XP/Server 2003: Select [Canon LBP3210] in the [Add or Remove Programs] dialog box, then click [Change/Remove].
For Windows 98/Me: Select [Canon LBP3210] in the [Add/Remove Programs Properties] dialog box, then click [Add/Remove].



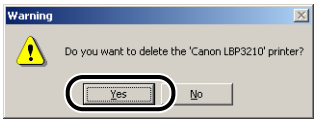
NOTE

If [Canon LBP3210] is not displayed in the [Add/Remove Programs] dialog box (the [Add or Remove Programs] dialog box for Windows XP/Server 2003), perform "Uninstalling the USB Class Driver" (See p. 6-27), then install the CAPT software again.

3 Select the name for this printer, then click [Delete].

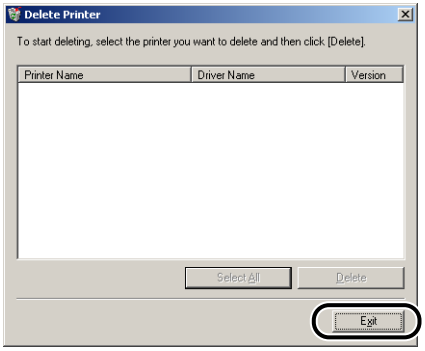


4 Click [Yes].



Uninstallation starts. Please wait until it is completed.

5 Click [Exit].



The [Delete Printer] dialog box closes.

6 Restart Windows.

Uninstalling the USB Class Driver

Uninstalling the USB class driver is required when you cannot install the CAPT software properly after uninstalling it once or when you cannot uninstall the CAPT software.

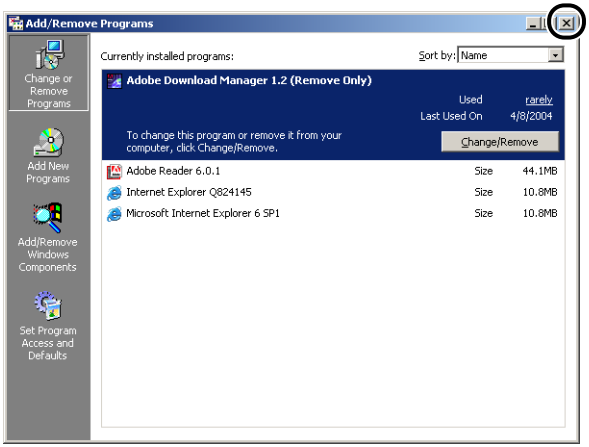
1 Make sure that the computer is connected to the printer with the USB cable and that the power of the printer is turned ON.

2 From the [Start] menu, select [Settings] → [Control Panel], and then double-click [Add/Remove Programs].

For Windows XP: From the [Start] menu, select [Control Panel], and then click [Add or Remove Programs].
For Windows Server 2003: From the [Start] menu, select [Control Panel] → [Add or Remove Programs].

3 Make sure that [Canon LBP3210] is not displayed in the [Add/Remove Programs] dialog box, and then click [ ].

For Windows XP/Server 2003: Make sure that [Canon LBP3210] is not displayed in the [Add or Remove Programs] dialog box, and then click [ ].

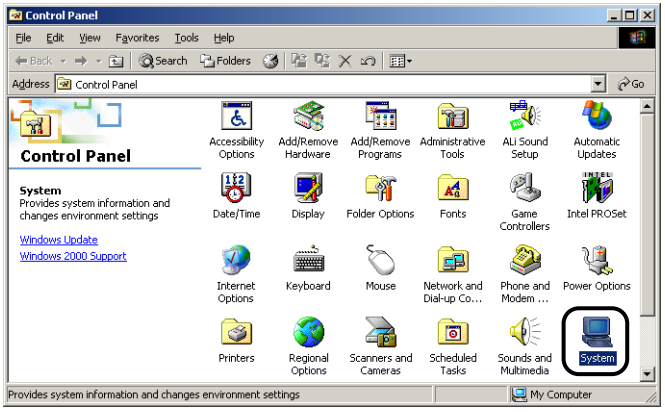


NOTE

If [Canon LBP3210] is displayed in the [Add/Remove Programs] dialog box (the [Add or Remove Programs] dialog box for Windows XP/Server 2003), see "When Uninstallation Fails," on p. 6-25 to delete [Canon LBP3210] in the [Add/Remove Programs] dialog box (the [Add or Remove Programs] dialog box for Windows XP/Server 2003).

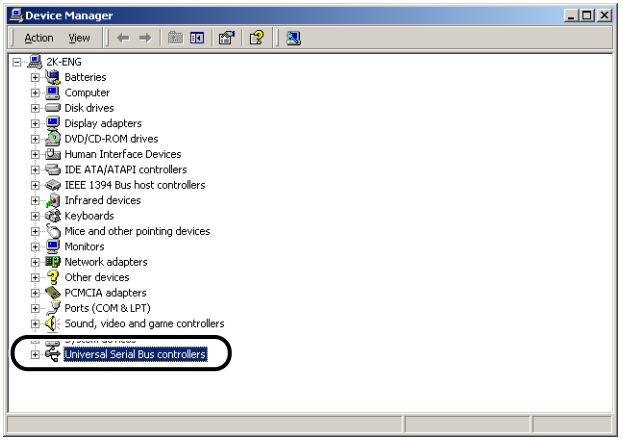
4 From the [Start] menu, select [Settings] → [Control Panel], and then double-click the [System] icon.

For Windows XP Professional/Server 2003: From the [Start] menu, select [Control Panel], and then click [System].
For Windows XP Home Edition: From the [Start] menu, select [Control Panel], and then click [Printers and Other Hardware] → [System].



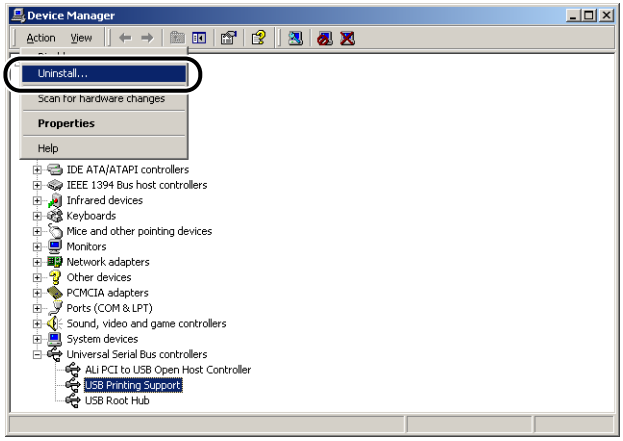
5 Click [Hardware] → [Device Manager], and then double-click [Universal Serial Bus controllers].

For Windows 98/Me: Display the [System Properties] dialog box, click the [Device Manager] tab, and then double-click [Universal Serial Bus controllers].



6 Select [USB Printing Support], then select [Uninstall] from the [Action] menu.

For Windows 98, select [Canon LBP3210], for Windows Me, select [Canon CAPT USB Printer], and then click [Remove].



IMPORTANT

- If the USB class driver is under [Other devices], the installation has not been performed properly. According to your operating system, select and delete any one of [Canon LBP3210], [Canon CAPT USB Printer], or [Unknown device].
- Never delete other devices or device drivers. If you delete them by mistake, Windows may not operate properly.
- If the USB class driver is not installed properly, [USB Printing Support] (for Windows 2000/XP/Server 2003), [Canon CAPT USB Printer] (for Windows Me), or [Canon LBP3210] (for Windows 98) is not displayed.

7 When the [Confirm Device Removal] dialog box appears, click [OK].

8 Click [Close].

[System Properties] closes.

9 **Disconnect the USB cable from the computer, then restart Windows.**

After Windows starts up again, reinstall the CAPT software. (See "Installing the CAPT Software," on p. 3-4)

Problems During Local Installation

When installing the printer driver from the CD-ROM, the printer is not recognized automatically even after the USB cable is connected.

Cause 1 The USB cable has already been connected and the printer is turned ON before installing the printer driver.

Remedy Turn the power of the printer OFF and disconnect the USB cable. Then, connect the USB cable again and turn the printer ON.

Cause 2 The power of the printer is turned OFF.

Remedy Turn the power of the printer ON.

Cause 3 The USB cable is not connected properly.

Remedy Make sure that the printer and computer are connected with the USB cable properly.

Cause 4 An inappropriate USB cable is being used.

Remedy Use a USB cable appropriate for the USB interface environment of this printer. The USB interface environment of this printer is USB 2.0 High-Speed (Windows 2000/XP/Server 2003 only) and USB Full-Speed (USB1.1 equivalent).

Installation Problems When the Printer is Shared on a Network

The print server to be connected cannot be found.

Cause 1 The print server has not been started up.

Remedy Start up the print server.

Cause 2 The printer is not specified as a shared printer.

Remedy Specify the printer as a shared printer in the [Printer Properties] dialog box in the print server.

Cause 3 The user does not have permission to access the print server or printer.

Remedy Ask your network administrator to change the user permissions.

Miscellaneous Problems

LBP3210 does not function properly.

Cause 1 LBP3210 is not specified as the default printer.

Remedy Specify it as the default printer.

Cause 2 The CAPT software may not be installed properly.

Remedy In order to check if the CAPT software is installed properly, print from the application. If you cannot print properly, uninstall the CAPT software and install it again (See "Uninstalling the CAPT Software," on p. 3-59; "Installing the CAPT Software," on p. 3-4).

Cannot use Adobe Type Manger (ATM) fonts.

Cause Adobe Type Manger (ATM) is not supported by this printer.

Remedy Use fonts that can be used with this printer.

CD-ROM Setup does not appear automatically.

Cause 1 [Always Display when CD is Inserted] in CD-ROM Setup is not selected.

Remedy Right-click the CD-ROM drive icon in [My Computer] and select [Open] to display CD-ROM Setup manually. Select [Always Display when CD is Inserted].

Cause 2 [Auto Insert Notification] is not selected. (Windows 98/Me only)

Remedy Display the properties for the CD-ROM drive from [Device Manager] and select [Auto Insert Notification] in the [Settings] sheet.

The error message "File not found on CD-ROM." appears when CD-ROM Setup starts up.

Cause The program is loaded from the hard disk.

Remedy Browse [CNAB2MNU.EXE] using the browse function of your computer, delete the CNAB2MNU.EXE file from the hard disk, and then start up CD-ROM Setup from the supplied CD-ROM "LBP3210 User Software".

"Specified Paper Incorrect" appears in the Printer Status Window.

Cause 1 The setting for [Output Size] for the job to be performed differs from the setting for [Output Size] for the job that has been performed most recently.

Remedy When printing on paper that is fed from the cassette, check the size of the paper that is loaded in the cassette, load the appropriate paper as needed, then set the cassette into the printer again (Printing starts automatically).
When printing on paper that is fed from the manual feed slot, check the size of the paper loaded in the manual feed slot, load the appropriate paper as needed, then click [ ] (Resolve Error) in the Printer Status Window.

Cause 2 [Detect Paper Size in Cassette] is checked.

Remedy If you remove the checkmark from [Detect Paper Size in Cassette], "Specified Paper Incorrect" is not displayed in the Printer Status Window, but the printer uses the currently loaded paper regardless of the setting for [Output Size].

When you are using a shared printer from your computer, it takes a long time to update the status on the Printer Status Window

Cause Your print server is installed with an operating system equipped with Windows Firewall, such as Windows XP Service Pack 2, and Windows Firewall is blocking communication with client computers.

Remedy Start the print server and configure Windows Firewall to unblock communication with the client computers. (See "Windows Firewall," on p. 7-8)

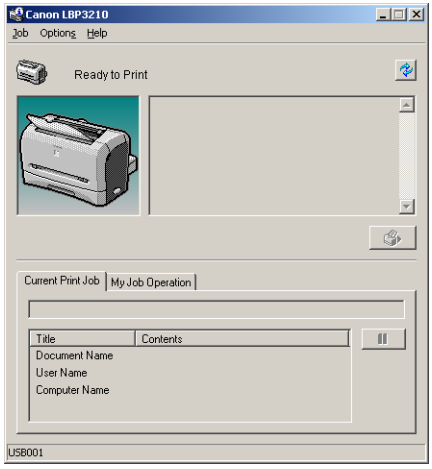
Confirming the Printer Features

This printer features Printer Status Print that allows you to confirm information about the printer such as the version number of the printer driver. Use this function when required after installing and connecting the printer, for example when you want to check the operation.

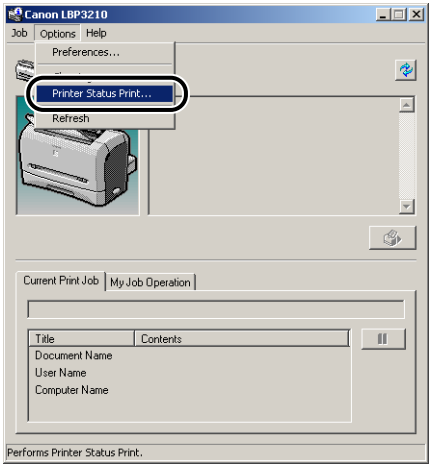
1 Load a blank sheet of A4 (or Letter) size paper in the manual feed slot or cassette.

2 Display the Printer Status Window.

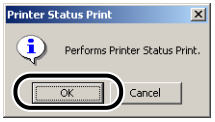
For details on procedures for displaying the Printer Status Window, see "Displaying the Printer Status Window," on p. 4-53.



3 Select [Printer Status Print] from the [Options] menu.



4 Click [OK].



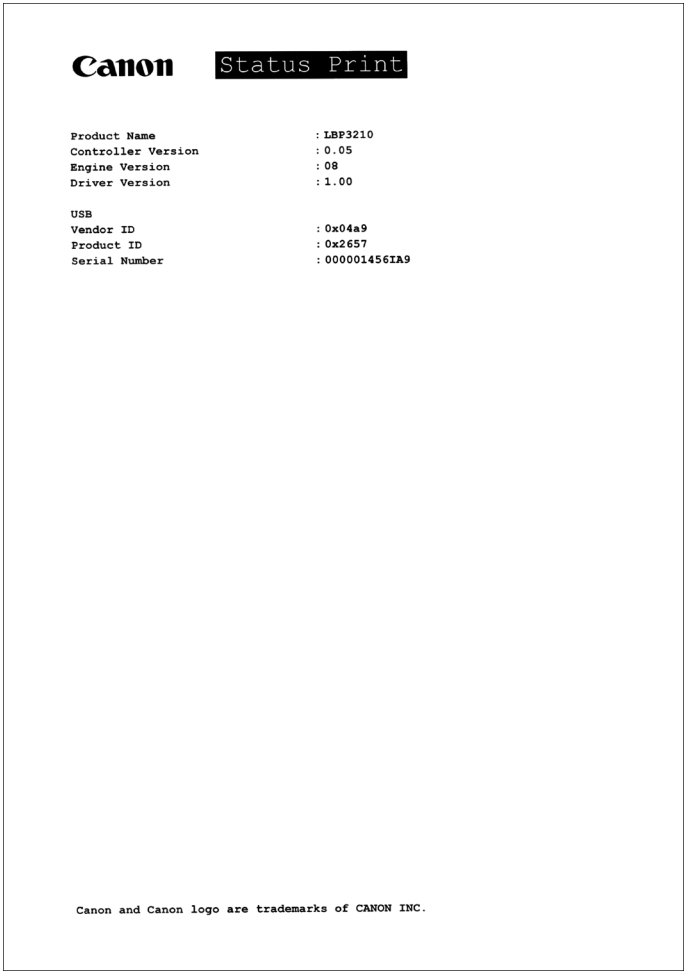
Printer Status Print is printed.

5 Confirm the contents of the Printer Status Print.

Printer Status Print prints information as shown in the following figure. You can confirm information about the printer such as the version number of the printer driver.

IMPORTANT

This is a sample of Status Print. The contents may differ from the Status Print printed by your computer.



Canon Status Print

Product Name	: LBP3210
Controller Version	: 0.05
Engine Version	: 08
Driver Version	: 1.00
USB	
Vendor ID	: 0x04a9
Product ID	: 0x2657
Serial Number	: 000001456IA9

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Appendix

7
CHAPTER

This chapter describes the printer specifications and index.

Specifications 7-2
Hardware Specifications 7-2
Software Specifications 7-3
Dimensions of Each Part 7-4
Optional Accessories 7-5
Network Adapter 7-5
NetSpot Device Installer 7-7
Windows Firewall 7-8
Configuring Windows Firewall to unblock communication with client computers 7-8
Configuring Windows Firewall to block communication with client computers 7-10
Index 7-12
Locations of the Serial Number 7-15

Specifications

Hardware Specifications

Type		Desk-top Page Printer
Printing method		Electrophoto Method (On-demand fixing)
Print speed Plain paper (64 to 80 g/m^2)		When printing A4 continuously: 20 pages/min. * Print speed may drop in stages depending on the paper size, paper type, print copies, and the settings of the fixing mode. (This is because the safety function that prevents damage caused by heat becomes active.)
Warm-up time		0 second (8 seconds or less when the printer is ON)
First print time		Face-down delivery: 10 seconds or less (20°C (68°F) A4 size) Face-up delivery: 9 seconds or less (20°C (68°F) A4 size) * A period of time from when the printer receives data.
Paper size	Cassette	A4, B5, A5, Letter, Executive, Envelope C5, Envelope COM10, Envelope DL, Envelope Monarch Paper capacity: approx. 250 sheets (64 g/m^2)
	Manual feed slot	A4, B5, A5, Legal, Letter, Executive, Envelope C5, Envelope COM10, Envelope DL, Envelope Monarch, Custom Paper Size (width: 76.2 to 215.9 mm, length: 127.0 to 355.6 mm) Paper capacity: 1 sheet
Output orientation		Face-down/Face-up
Output capacity		Face-down delivery area: approx. 100 sheets (64 g/m^2) Face-up delivery slot: 1 sheet
Noise level (Bystander position) (Noise rating number based on ISO9296)		During standby: Background noise level During printing: 49dB [A] or less
Operating environment (Printer unit only)		Operating environment temperature: 7.5 to 32.5°C (45.5 to 90.5°F) Humidity: 5 to 90 % RH (no condensation)
Storage environment (Printer unit only)		Storage environment temperature: 0 to 35°C (32 to 95°F) Humidity: 35 to 85% RH (no condensation)

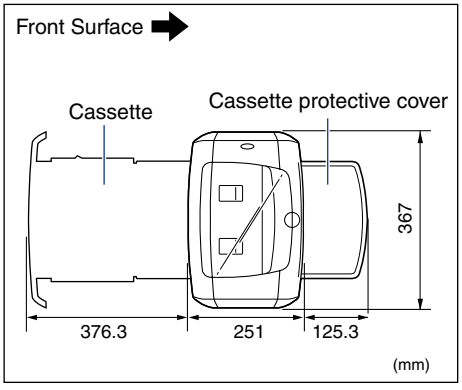
Host interface		Windows 98/Me: USB Full-Speed (USB1.1 equivalent) Windows 2000/XP/Server 2003: USB 2.0 Hi-Speed/USB Full-Speed (USB1.1 equivalent)
Power supply		AC 100 V ± 10 % (50/60 Hz ± 2 Hz)
Power consumption (at temperature of 20°C or 68°F)		Average during operation: approx. 370 W Average during standby: approx. 6 W Maximum: 640 W or less
Consumables	Toner cartridge	Toner Cartridge Printable pages: approx. 2500 pages * When performing printing on A4 or Letter size paper at 5 % printing ratio.
Weight		Printer unit: approx. 6.1 kg (Excluding the toner cartridge) Cassette: approx. 0.8 kg Toner cartridge: approx. 0.7 kg

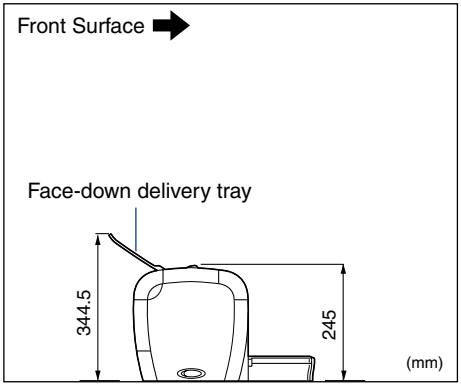
Software Specifications

Item	Specifications
Printing software	CAPT (Canon Advanced Printing Technology)
Printable area	Area excluding 5 mm from the upper, lower, right and left of the paper sides.

Dimensions of Each Part

■ Printer





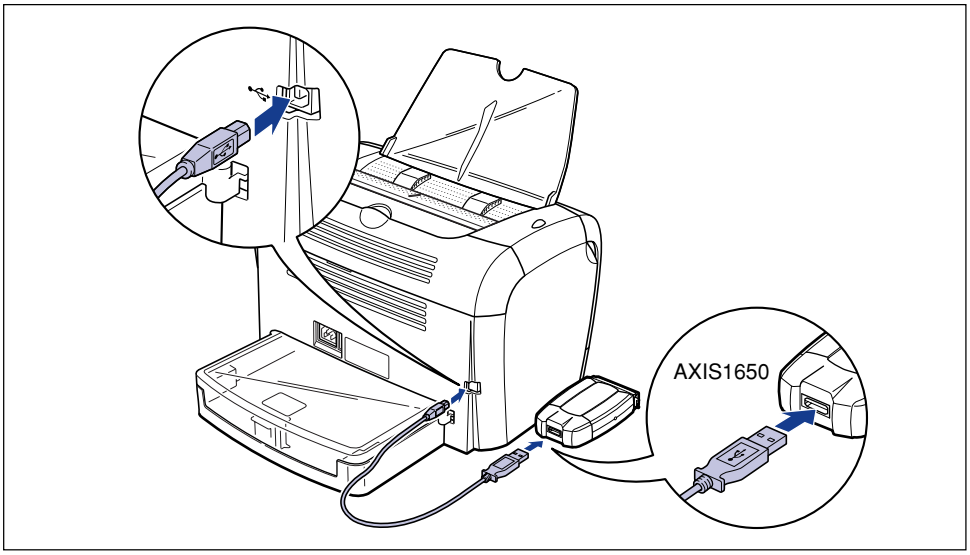
Optional Accessories

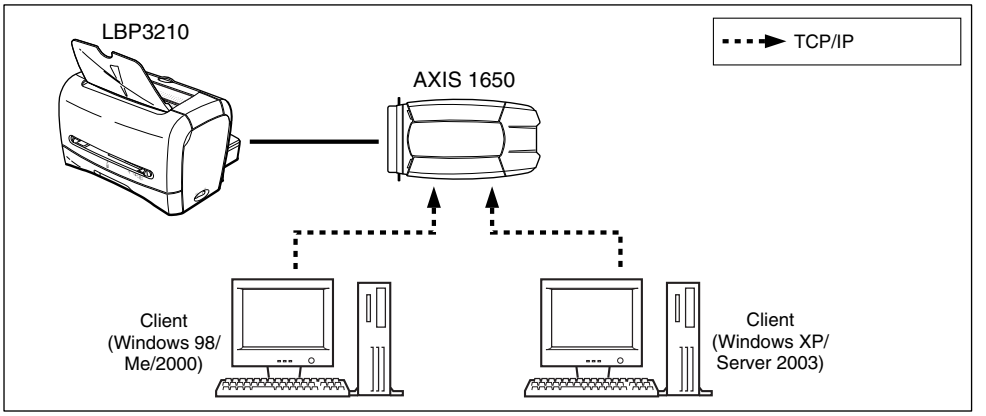
By using an optional network adapter (AXIS1650), you can use the LBP3210 printer directly connected to a network.

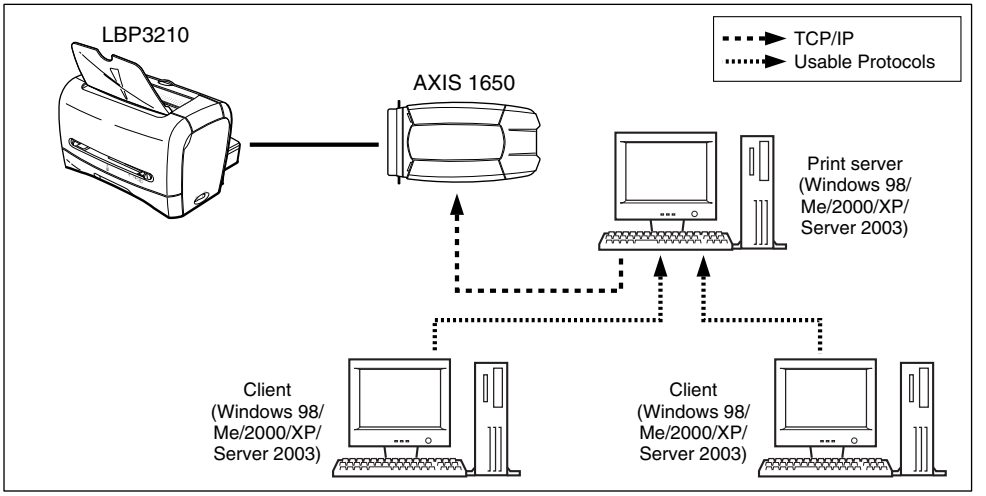
For details on AXIS1650, access the web site of Axis Communications (http://www.axis.com/).

Network Adapter

The optional network adapter can be connected to the LBP3210 printer with a USB cable. The network adapter and the computer are connected in peer to peer. Also, you can connect the printer to the computer via a print server.







NOTE

- When using the network adapter, you can use "NetSpot Device Installer" that is utility software for specifying the initial settings of a printer connected to a network.
- For details on the network adapter, see the instruction manual supplied with the network adapter.
- For more details on the network adapter, contact your local authorized Canon dealer where you purchased LBP3210.

NetSpot Device Installer

The supplied CD-ROM includes the printing software (CAPT) and "NetSpot Device Installer" that is utility software for specifying the initial settings of a printer connected to a network. NetSpot Device Installer can be accessed directly without being installed on a computer, allowing network administrators to quickly and easily specify the initial settings for the network connection of the printer.

For details on NetSpot Device Installer, see the instruction manual supplied with the network adapter (AXIS 1650).

NOTE

Depending on the CD-ROM being used, NetSpot Device Installer may not be included. In this case, access the website of Canon and download it.

Windows Firewall

Windows Firewall is a feature of Windows XP Service Pack 2 and other operating systems that protects your computer by blocking unauthorized access over the network.

If your print server is installed with an operating system equipped with Windows Firewall, you need to configure Windows Firewall to unblock communication between the print server and client computers.

This section explains how to use the [CAPT Windows Firewall Utility] to configure Windows Firewall to unblock or block communication with client computers.

IMPORTANT

If you want to copy the [CAPT Windows Firewall Utility] to your hard disk to run it, copy all of the files (CNAB2FW.EXE, CAPTRGFW.DLL, CNAB2FW.INI) from the [WF_UTIL] folder on the supplied "LBP3210 User Software" CD-ROM to your hard disk.

Configuring Windows Firewall to unblock communication with client computers

1 Insert the supplied "LBP3210 User Software" CD-ROM into the CD-ROM drive.

If CD-ROM Setup appears, click [Exit].

2 Select [My Computer] from the [Start] menu, then right-click on the CD-ROM icon and select [Open] from the popup menu.

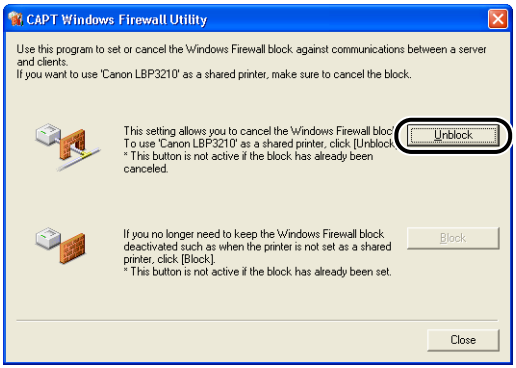
3 Double-click [English], then [WF_UTIL], then [CNAB2FW.EXE].

The [CAPT Windows Firewall Utility] starts.

IMPORTANT

You can also start the utility by selecting [Run] from the [Start] menu, then entering "D:\English\WF_UTIL\CNAB2FW.EXE" and clicking [OK]. (In this case the CD-ROM drive is assumed to be assigned to "D:". The actual CD-ROM drive letter may be different depending on the computer you are using.)

4 Click [Unblock].



NOTE

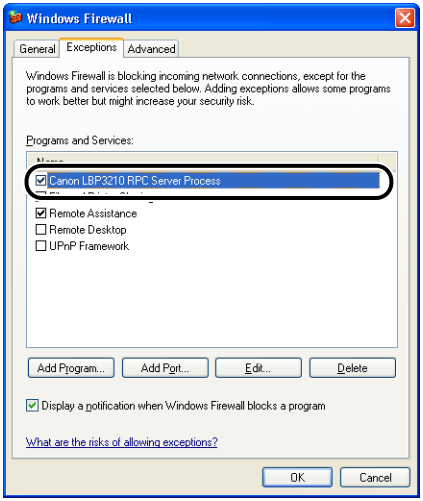
You cannot click [Unblock] if the firewall is already configured to unblock communication with client computers.

5 Click [OK].

NOTE

To verify that the Windows Firewall block has been properly cleared, select [Control Panel] from the [Start] menu, then click [Network and Internet Connections] → [Windows Firewall].

Confirm that there is a checkmark next to [Canon LBP3210 RPC Server Process] on the [Exceptions] sheet in the [Windows Firewall] dialog box.



Windows Firewall is now configured to unblock communication with client computers.

Configuring Windows Firewall to block communication with client computers

1 Insert the supplied "LBP3210 User Software" CD-ROM into the CD-ROM drive.

If CD-ROM Setup appears, click [Exit].

2 Select [My Computer] from the [Start] menu, then right-click on the CD-ROM icon and select [Open] from the popup menu.

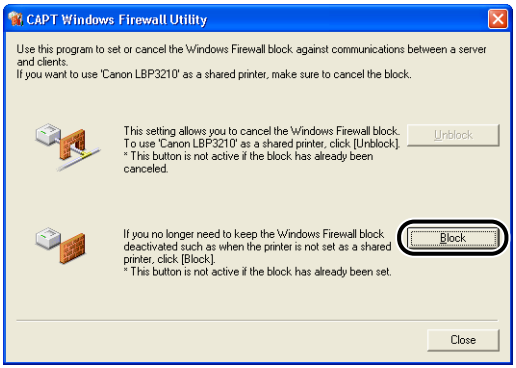
3 Double-click [English], then [WF_UTIL], then [CNAB2FW.EXE].

The [CAPT Windows Firewall Utility] starts.

IMPORTANT

You can also start the utility by selecting [Run] from the [Start] menu, then entering "D:\English\WF_UTIL\CNAB2FW.EXE" and clicking [OK]. (In this case the CD-ROM drive is assumed to be assigned to "D:". The actual CD-ROM drive letter may be different depending on the computer you are using.)

4 Click [Block].



NOTE

You cannot click [Block] if the firewall is already configured to block communication with client computers.

5 Click [OK].

Windows Firewall is now configured to block communication with client computers.

Index

A

Add Printer Wizard, 3-55
Administrators Permission, 3-20, 3-29
AXIS1650, 7-5

B

Black Film, 1-6

C

CAPT (Canon Advanced Printing Technology), 3-4
Cassette, 1-4, 2-16, 2-30
Cassette Protective Cover, 1-5
Cleaning
  Fixing Unit, 5-12
  Printer, 5-16
Client, 3-38, 3-49
Copies, 4-19
Custom Paper Size, 2-43, 4-20, 4-36

D

Delivery Selection Cover, 1-4
[Details] Sheet, 4-24
Dimensions of Each Part, 7-4

E

Envelope, 2-4, 2-6, 2-29

F

Face-down Delivery Area, 1-4, 2-11, 2-14
Face-down Delivery Tray, 1-4
Face-up Delivery Slot, 1-5, 2-12, 2-13
[Finishing] Sheet, 4-20
Firewall, 7-8
Fixing Unit, 6-4
Front Cover, 1-5

G

[General] Sheet, 4-24

H

Heavy Paper, 2-3, 2-6, 2-15

I

Important Safety Instructions, xi
Installation
  For Windows 2000, 3-16
  For Windows 98/Me, 3-5
  For Windows XP/Server 2003, 3-24
Installation Problems, 6-24
Installing the CAPT Software, 3-4

L

Label, 2-4, 2-6, 2-15
Loading Paper
  Custom Paper Size, 2-43
  Envelope, 2-29

Plain Paper, Heavy Paper, Label, Transparency, 2-15
Local Installation, 3-39

M

Manual Feed Slot, 1-4, 2-22, 2-36, 2-44
Manual Scaling, 4-19

N

NetSpot Device Installer, 7-7
Network Adapter, 7-5
Network Printer, 3-55

O

Online Help, 4-18
Optional Accessories, 7-5

P

Page Layout, 4-19
Page Order, 4-19
[Page Setup] Sheet, 4-18
Page Size, 4-18
Paper
  Printable Area, 2-6
  Storage, 2-8
Paper Capacity for Paper Delivery Area, 2-13
Paper Capacity for Paper Source, 2-10
Paper Delivery Area, 2-11
Paper Delivery Area Type, 2-11
Paper Feed Roller, 6-11
Paper Guide, 1-5, 2-18, 2-23, 2-32, 2-34, 2-37, 2-44
Paper Jams, 6-3
Paper Size
  Abbreviations of Paper Sizes, 2-5
  List, 2-2
  Setting, 2-26, 2-41, 2-48
Paper Source, 2-9
Paper Source Type, 2-9
Paper Type
  List, 2-3
  Setting, 2-27, 2-49
Parts and Their Functions, 1-4
Plug and Play
  Windows 2000, 3-20
  Windows 98/Me, 3-9
  Windows XP/Server 2003, 3-29
Power
  Indicators, 1-5, 1-11
  Power Cord, 1-7
  Power Socket, 1-5, 1-8
  Power Switch, 1-4
  Turning the Printer OFF, 1-11
  Turning the Printer ON, 1-10
Pressure Release Lever, 6-6, 6-11
Print Quality Problems, 6-19
Print Server, 3-38, 3-39
Printer
  Cleaning, 5-16
  Moving the Printer, 5-18
  Parts and Their Functions, 1-4
  Precautions for Handling, 5-23
  Storage, 5-24
Printer Driver
  Installation, 3-4
  Uninstallation, 3-59
Printer Port, 4-24
Printer Properties, 4-10, 4-15
Printer Status Window
  Display, 4-53
  Parts and Their Functions, 4-51
Printing, 2-15, 2-29, 2-43, 4-2
Printing Orientation, 4-19
Printing Preferences, 4-8
Problems
  Installation, 6-24
  Others, 6-31
  Print Quality, 6-19
  When Nothing is Printed, 6-23

Q

[Quality] Sheet, 4-22

R

Rating Label, 1-5

S

Scaling, 4-33
Selecting the Paper Delivery Area, 2-13
Serial Number, 7-15
Service Call Display, 6-15
Sharing Settings, 3-42, 3-45
[Sharing] Sheet, 4-24
Sound, 4-51
Specifications, 7-2
System Environment Required, 3-2

T

Toner Cartridge Guide, 1-6, 6-13
Transfer Roller, 6-5
Transparency, 2-4, 2-6, 2-15
Troubleshooting Map, 6-2

U

Uninstallation, 3-59
Unusable Paper, 2-7
Usable Paper, 2-2
USB
  Cable, 1-13
  Class Driver, 3-8, 3-12, 3-20, 3-29, 6-27
  Connector, 1-5, 1-13
  USB Connection, 1-12
  USB Port, 1-12

V

Ventilation Slot, 1-5

W

Windows Firewall, 7-8

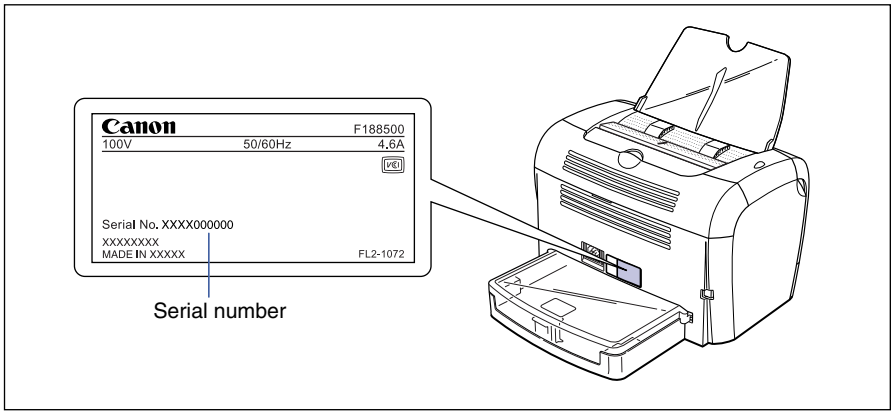
Locations of the Serial Number

A serial number consists of four-alphabetic characters and a six-digit number.

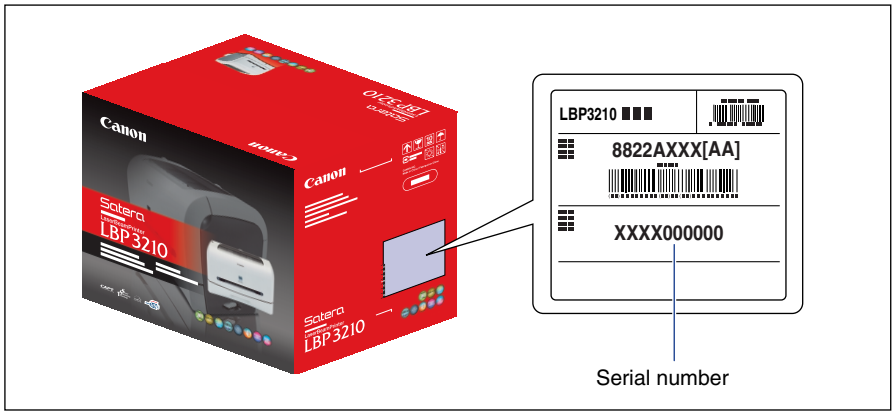
IMPORTANT

The labels are required for a service engineer to check the serial number for service or maintenance. Be sure not to peel them off.

■ Back of the printer



■ Packaging box (on the side)



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