

Canon TS6420 Printer

SET UP AND FEATURES GUIDE

Kayla Humphrey

CALIFORNIA STATE UNIVERSITY LONG BEACH | MAY 03, 2023

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Introduction

Congratulations on your purchase of your new Canon Printer. The Canon TS620 printer is an excellent tool for your personal office space that handles a variety of printing, copying, and scanning needs. The following instructions will show you how to set up and use the features of your new Canon printer. The instructions work for those who own a computer, an Android smartphone, or IOS smartphone.

Chapter 1: Overview

The following sections provide an overview of the Canon TS640 Printer, including displays of what should be contained in the box and a quick guide of its physical features.

Contents in Box

The following section displays what should be in the box upon purchase. Refer to figure 1 to see the contents.



Figure 1: Contents In Box

1. Printer Body
2. Power Cord
3. Black Ink Starter Cartridge
4. Colored Ink Starter Cartridge

Printer Parts

The following displays the physical parts of the printer. Refer to figure 2 to see the details of your Canon printer parts.

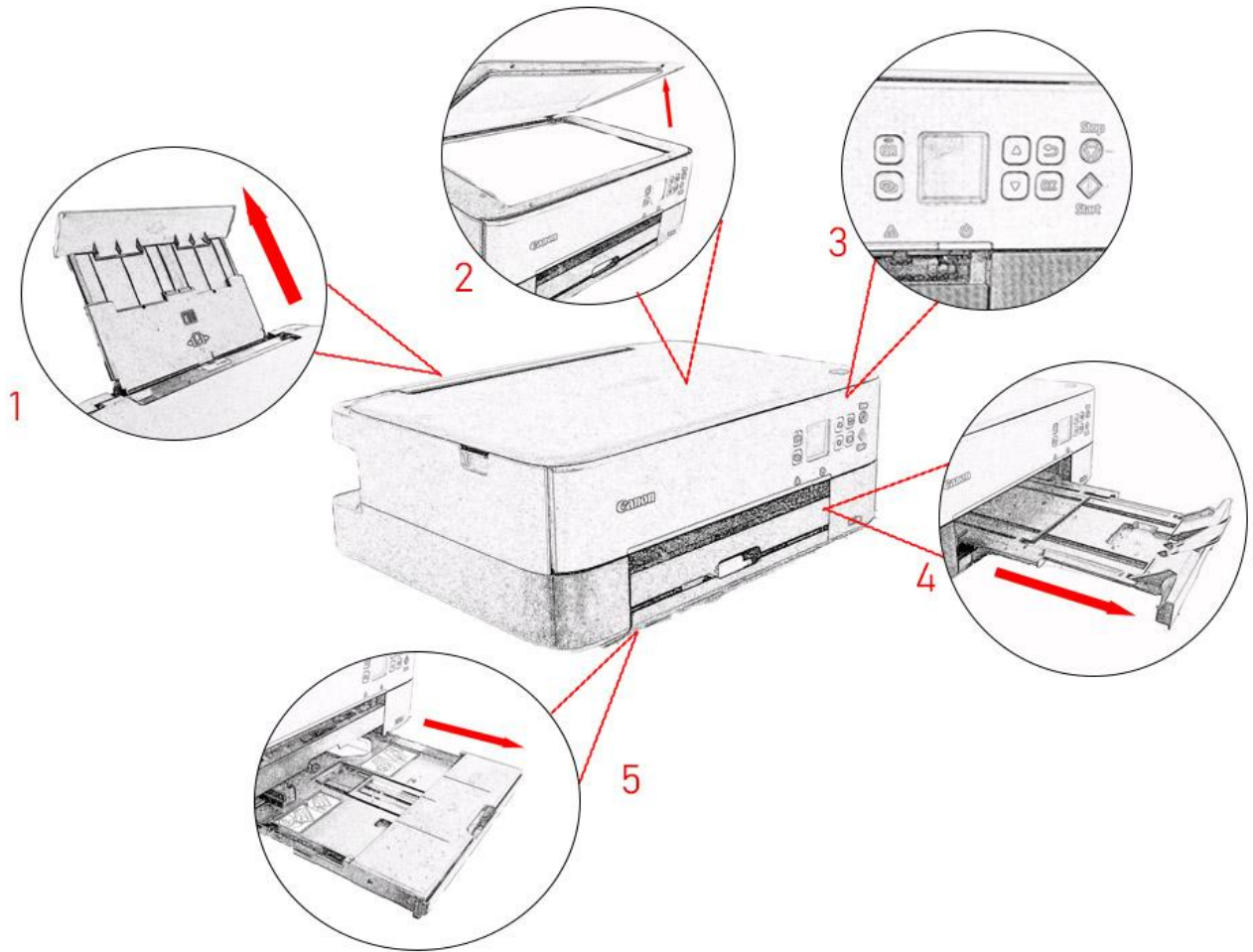


Figure 2: Printer Parts Display

1. Rear tray
2. Scanner
3. Printer Controls
4. Paper tray
5. Cassette

Chapter 2: Setup

The following section provides the steps needed to complete the physical setup of your Canon printer. This includes the physical setup and installation of programs to connect the printer to your PC or smartphone. To ensure all wireless capabilities, you will need a stable internet connection.

Setting up the Printer

The following instructions cover the physical setup of the Canon TS6420 printer using the contents found in the box in which your product comes.

1. Remove all contents from the box.
2. Remove all security tape from the printer body.

Note: The orange tape should be found in the scanner area once you lift its cover. Another piece will be found in the ink loading area, which you can access by lifting the printer lid from its sides. The tape in the ink loading area will also remove an orange piece of security plastic which is safe to throw away.

3. Connect the power cord to the port on the back of the printer. Refer to figure 3 to see the location.



Figure 3: Power Cord Port

4. Plug the printer into a power source.
5. Press the power button to turn on the printer. Refer to figure 4 for the location.



Figure 4: The power button

Installing Ink Cartridges

These installation instructions will explain how to properly install the ink cartridges in your Canon printer.

1. To install the ink cartridges, lift the lid of the printer from the hinges on its sides. Refer to figure 5 for the location.

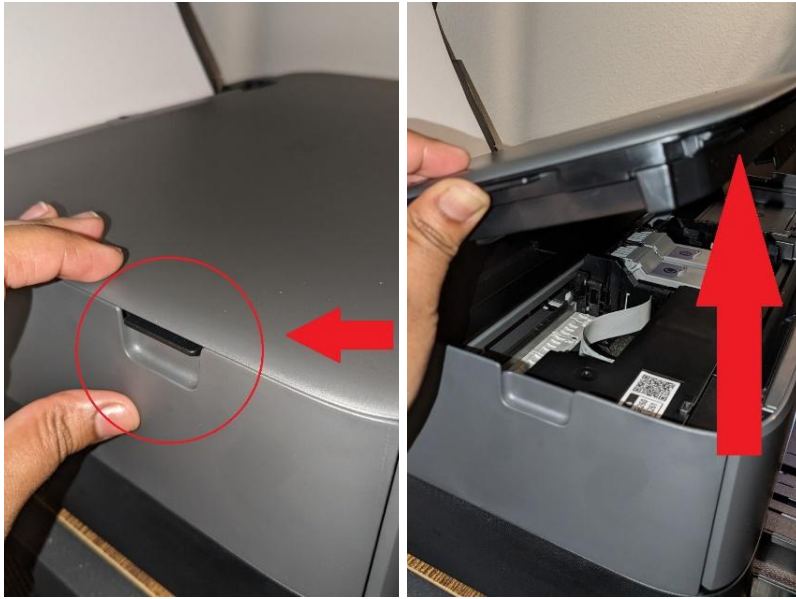


Figure 5: The Printer Lid

Warning: Risk of Injury. Do not stick your hand in the printer cartridge loading area. The slots will move on their own when the power is on, and the lid is lifted.

2. Unwrap each ink cartridge.

Note: Make sure to remove the security tape covering the ink port on each cartridge

3. In the printer, press the latch on the cover of each ink slot to open them. Refer to figure 6 to see how to open the ink ports.

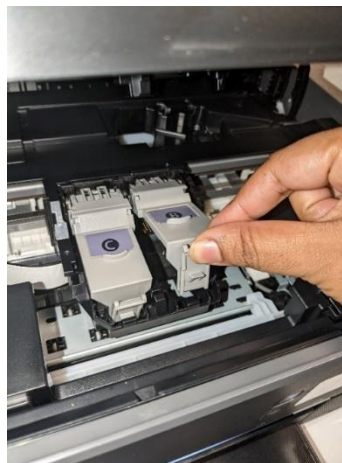


Figure 6: Ink Cartridge Port

Note: The slots will be marked to show where the ink cartridge goes.

4. Insert each ink cartridge with the ink port facing down. Refer to figure 7 to see the proper installation of the ink cartridges.



Figure 7: Installing
The Ink Cartridges

5. Close the covers on each of the ink slots.
6. Close the lid of the printer.

Inserting Printer Paper

For standard print operations, the paper needs to be fed into the top paper tray. The following instructions will instruct you how to set up the top paper tray of your printer.

1. Pull up the flap behind the scanner cover to reveal the rear tray. Refer to figure 8 for the location.

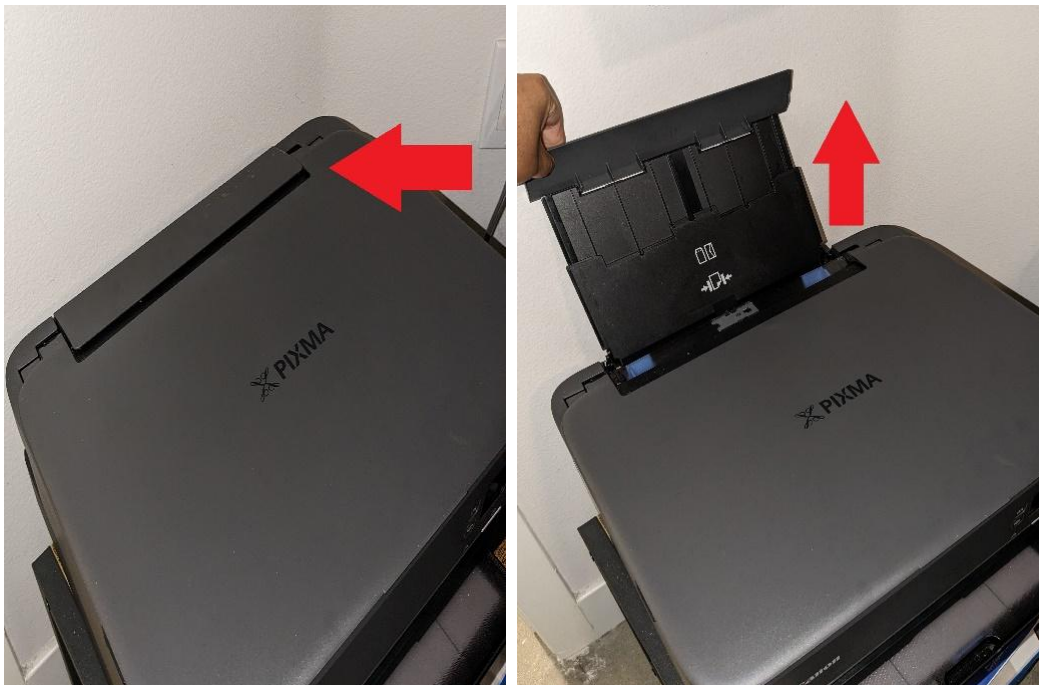


Figure 8: The Rear Tray

2. Lift the stabilizer of the rear tray.

3. Adjust the blue panels to fit the printer paper. Refer to figure 9 for the location.



Figure 9: Rear tray Adjustment Panels

4. Load printer paper into the rear tray. Refer to figure 10.



Figure 10: Loading Printer Paper

Note: Do not insert too much paper or it may jam the printer,

Aligning the ink for print

Before you begin printing with your new ink cartridges, it is highly recommended to ensure they function properly. An alignment test is a useful tool to ensure that it is printing accurately. The following instructions will help you prepare the printer to perform an ink alignment test.

1. Remove the cassette from beneath the printer's paper tray. Refer to figure 11 for the location.



Figure 11: The Printer Cassette

2. Remove the base cover of the cassette. Refer to figure 12 for the location.

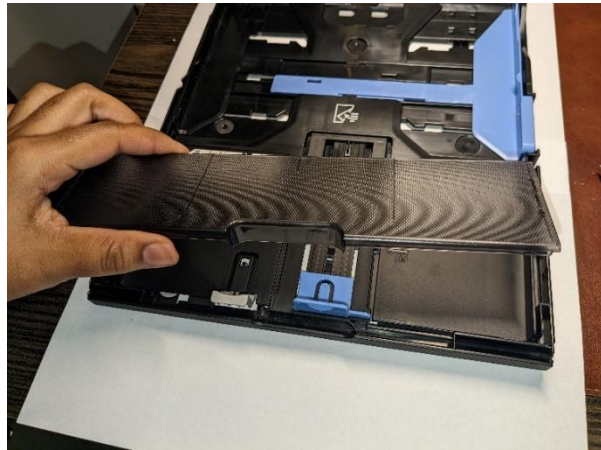


Figure 12: Removing The Cassette Base

3. Adjust the cassette panels to fit the printer paper. Refer to figure 13 for the location of the adjustment panels.



Figure 13: Cassette Adjustment Panels

Note: Illustrations on the cassette will show how to adjust all the panels properly so that it can fit the printer paper.

4. Insert printer paper into the cartridge.
5. Place the base cover back on the cassette.
6. Reinsert the cassette into the printer.



Figure 14: Reinserting The Cassette

Note: The adjusted cassette should no longer completely fit inside of the printer. In the correct position, the bottom should remain partially out of the slot.

7. Open the paper tray.
8. Press the OK button to the prompts on the printer until the alignment starts.

Connecting the Printer to the Computer

After the printer is set up and the ink is aligned, it is now ready to be connected to a computer. The following instructions will explain how to install the software that connects the printer to your computer.

1. On a computer, open your web browser and go to ij.start.canon/TS6420
2. Select "Connect to a Computer/Smartphone". Refer to figure 15 for the location of this option.

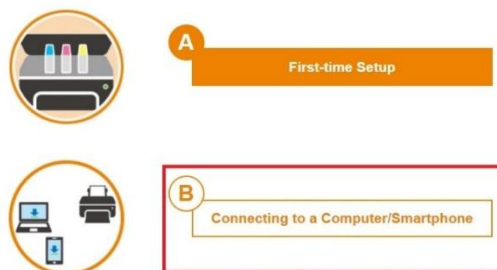


Figure 15: Connection Options

3. Select "Download".

4. Open the download software and select "yes" on the pop-up window.
5. In the new popup window, select "start setup."
6. Select "Next".
7. Select "Yes" to the license agreement.
8. Select "Agree" on the services page.
9. Select "Yes" to allow the printer to be set up through a Wi-Fi connection.
10. Select "Test print" to ensure the drivers are installed properly.
11. Select "Next".

Note: The setup will be complete, and you will be ready to begin printing from your computer.

Connecting the Printer to Smartphone

The Canon TS6420 printer is also able to print through your phone. However, getting to the option to differs slightly from doing it on the computer. The following instructions will help the user properly connect their phone to the printer. The instructions will work for both Android and iOS phones.

1. On your smartphone's web browser go to ij.start.canon
2. Select "Set Up". Refer to figure 16 for the location of this option.

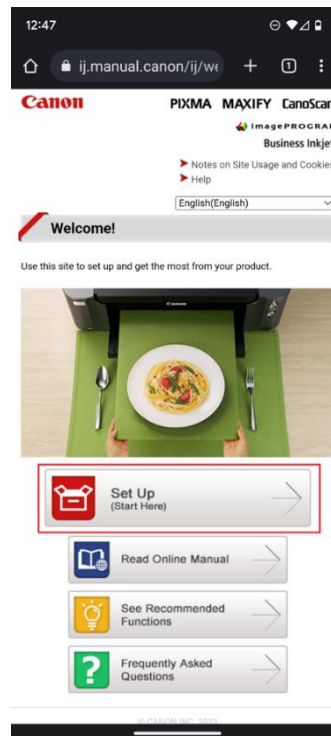


Figure 16:
Smartphone Setup
Option

3. On the "Select Product" page select the correct printer model
4. Select "Start".
5. Select "Connecting to a Computer/Smartphone". Refer to figure 17 for the location of this option.

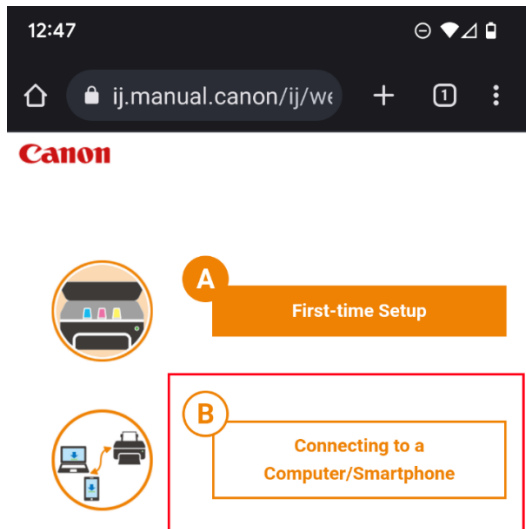


Figure 17: Smartphone Connection option

6. Select the link underneath "Install Canon PRINT inkjet/SELPHY". You will be redirected to your smartphone's app store. Refer to figure 18 for the location of this option.

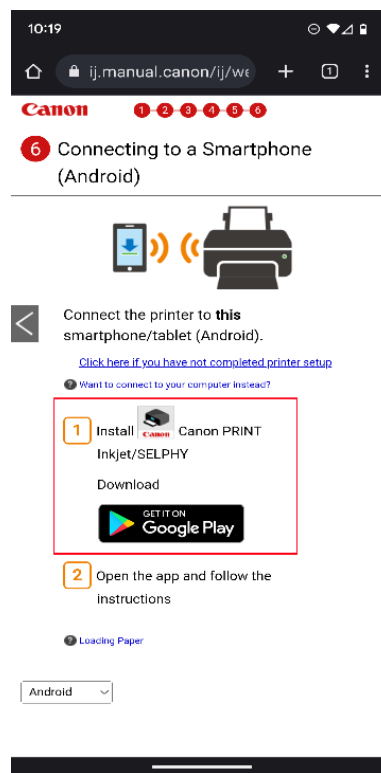


Figure 18: Installing The Printer App

7. Select "Install".
8. Open the app.
9. Follow the first-time setup prompts. A new window will open to search for available printers.

Note: Make sure the printer is on before you begin the search.

10. Select "Search".

Note: If the printer model does not appear on the phone, select "Can't find printer" and complete the prompts on the screen. After connecting the printer you'll be given the option to test print, but you can close the app since the setup is now complete.

Chapter 3: Features Guide

The following section will help you explore the different features of your Canon Printer from printing on both your computer and smartphone to using different scanner functions.

Printing from your Computer/ Laptop

When the Canon software is properly installed, you will be able to print from your computer wirelessly from any program that has the option to print. To guide you on how it is done the following instructions will show you how to print documents from using Microsoft Word as the program example.

1. Open the desired program from your laptop.
2. Select "File" from its top menu bar. Refer to figure 19 for the location of this option.

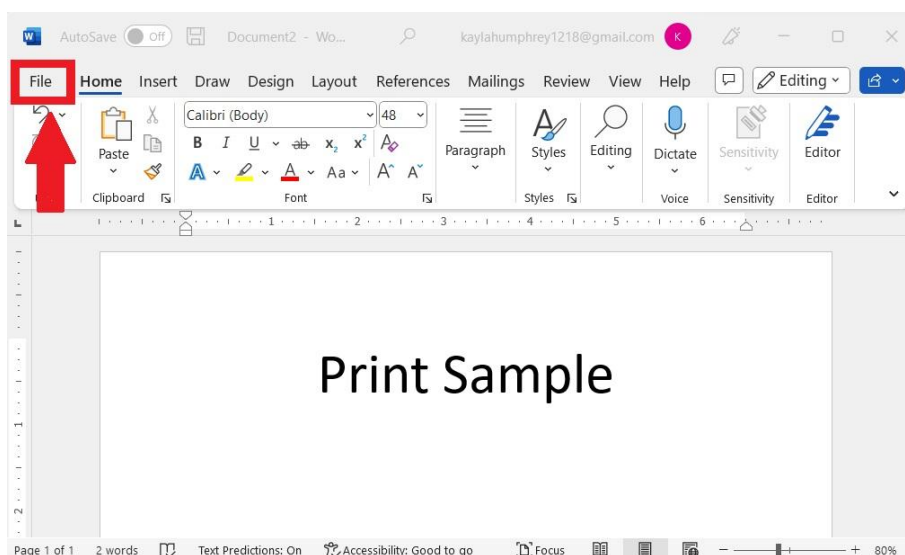


Figure 19: The Print Option Location.

Note: Program interfaces will differ from each other. The menu leading to the print is generally located at the top of the page.

3. Select "Print" from the file menu options.

Note: Any program with the print option a new window will pop up for additional printing options you can select from.

4. Select the "Print" option from the options window to begin printing. Refer to Figure 20 for the location of this option.

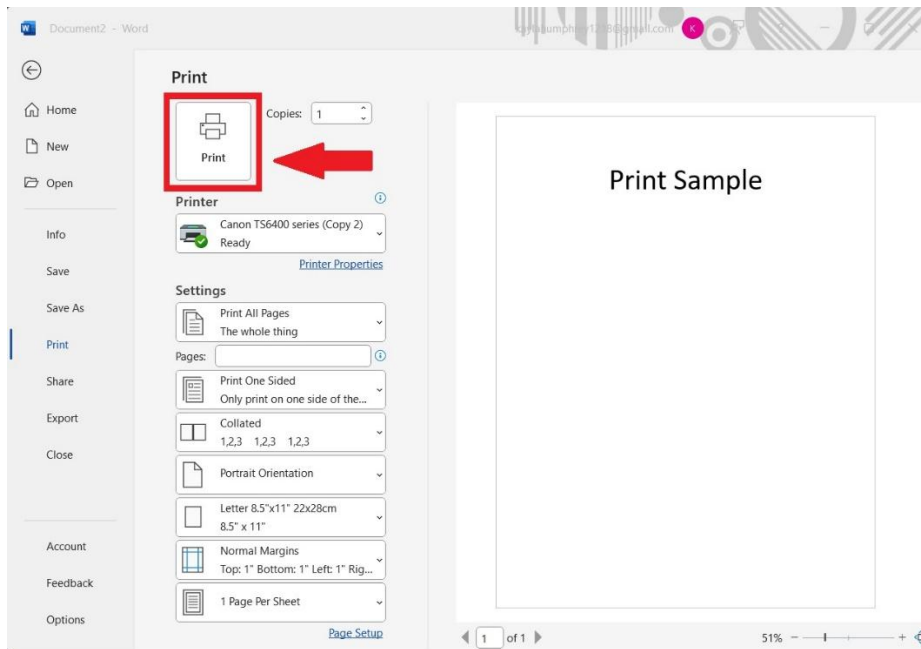


Figure 20: The Print Option

Note: This step will be necessary for any program you use to begin the printing process.

Printing Pictures from Phone Gallery

After connecting your smartphone to your printer, you can access the various printer functions. The following instructions will help you navigate the Canon Print app by learning to print pictures from your smartphone gallery.

1. Open the Print app on your smartphone.
2. Select the "Photo Print" option. It will open the "Select Images" page connected to your phone gallery. Refer to figure 21 for the location of this option.

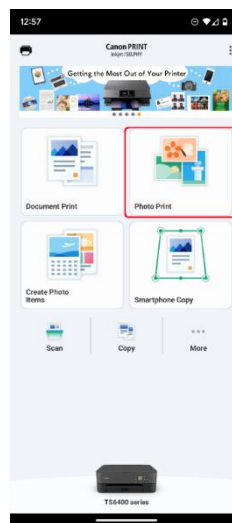


Figure 21: Printing With The Phone App.

3. Select the photo you wish to print and select “Next” at the bottom right corner of the screen. A print preview will pop up.
4. To adjust size or paper type, select print settings. Refer to figure 22 to see the location and options.

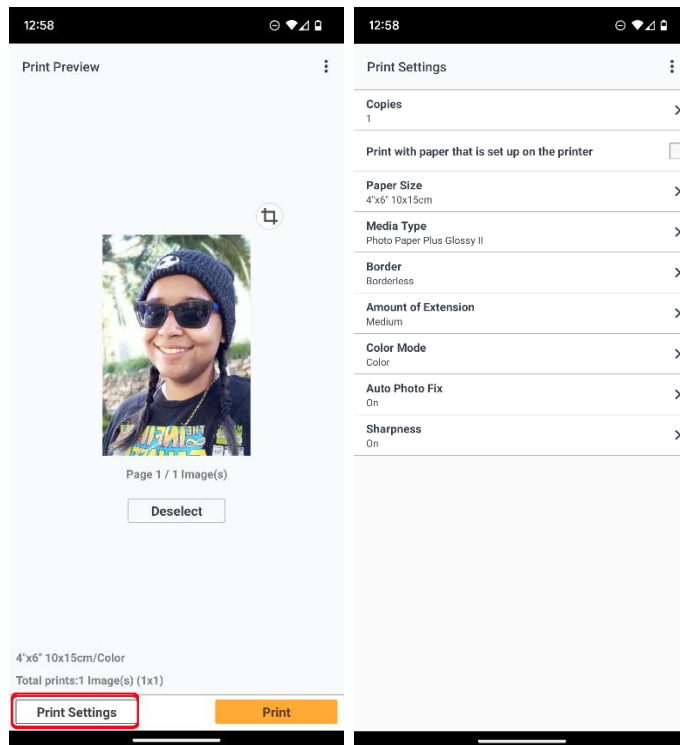


Figure 22: Print App Adjustment Options

5. On the printer, adjust the blue panels in the rear tray to the paper size you are using for your photo.
6. Select “Print”

Using the Scanner

The Canon TS6420 printer possesses a built-in scanner, adding versatility to your workspace. Scanning can be performed using two methods: scanning directly to print or scanning to save on your device.

Scanning to Print

The following instructions will show you how to use the scanner for direct printing. The paper for the scanner is fed from the cassette beneath the printer’s paper tray so make sure that it is loaded with paper,

1. Load printer paper into the cassette.

2. Lift the cover of the scanner.
Refer to figure 23 for the location of the scanner.



Figure 23: The Printer Scanner

3. Place the selected item you wish to scan onto the glass. Refer to figure 24 to see proper item placement on the scanner.

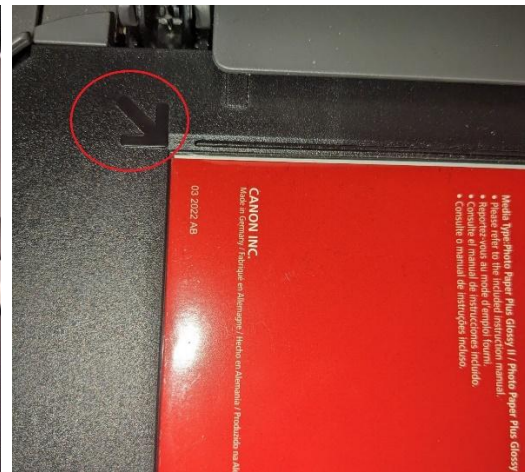


Figure 24: Scanner item placement

Note: Use the arrows along the edge of the glass to properly align your item in the frame.

4. Close the cover of the scanner.

Note: If the item is too thick for the cover to close then make it flush against the glass for the best quality.

5. Press the "Start" button on the printer to begin scanning.

Scanning to PDF

Downloading the printer drivers on your computer also installs the "IJ Scan Utility" program, a helpful tool to expand your printers' scanning abilities. The following instructions will show you how to find the program, use the scan function to build the document, and save the document as a pdf.

1. On your computer go to your taskbar and search for "IJ Scan Utility" in your program files.

Note: The search may also prompt the Canon Inkjet Print Utility. Do not select this option. It only leads to online resources.

2. Select "PDF editor". Refer to Figure 25 for the location of this option.

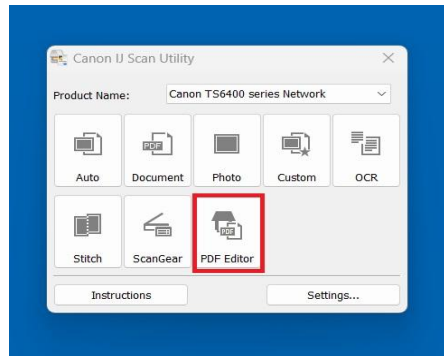


Figure 25: IJ Scan Utility Window

3. Place your items on the printer scanner glass.
4. In the editor tool bar, select the icon for "Scan originals as documents". Refer to figure 26 for the icon location.

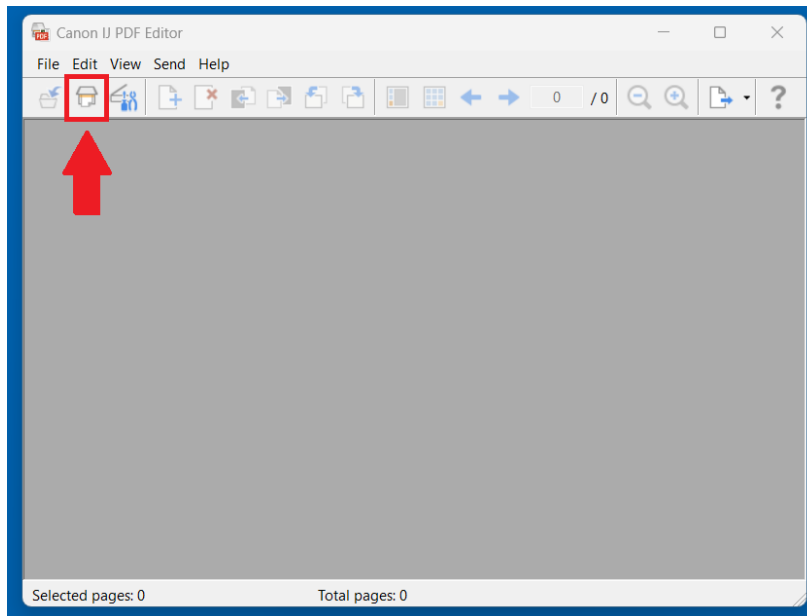


Figure 26: "Scan Originals As documents" Icon

Note: You can also select "File" in the top left corner of the window and select "Scan" from its menu.

5. Place the next item to be scanned on the printer and repeat the previous step.

Note: This option will add a page to the PDF.

6. When done, select "save as" from the File menu in the top left corner of the window. A new window will pop up allowing you to name your file and decide the location you want it to be saved.
7. Select "Save".

Chapter 4: Maintenance Guide

If you are ever experiencing problems with your printer, whether it is the ink or paper jam issues, all maintenance can be performed directly from your printer. The following section will show you how to navigate the maintenance options on your printer if you are experiencing printing problems or issues involving the paper feeder.

Performing a Nozzle Check and Cleaning

If you are experiencing a poor-quality print job (blurred images, missing colors, or alignment problems) then it may be time to perform maintenance on your printer. It involves a two-part process: a nozzle check and cleaning. The following instructions will instruct you on performing both and what to expect.

1. Turn on the Printer.
2. Press the OK button to enter the printer menu.
3. Select the "Maintenance" option from the printer menu by pressing the OK button. It will open a secondary menu. Refer to figure 27 for the location of this option.



Figure 27: Performing Printer Maintenance

4. Select the "Nozzle Check" option from the maintenance menu.
5. Load printer paper into the Cassette Tray.
6. Follow on screen-prompts to begin nozzle check. Two different patterns will be printed during this.

Note: It will print an even grid pattern and solid columns of different colors on the paper. If the grid is incomplete or the color columns have streaks, then cleaning is needed.

7. Select which pattern matches the pattern printed. Refer to figure 28 for the previews of the nozzle check results.



Figure 28: The Nozzle Check Results.

Note: If an incomplete grid is chosen when the printer will inform you that the nozzle is clogged and ask if you want to start cleaning.

8. Select "Yes" to begin cleaning the ink nozzles.

Note: This process will take several minutes.

9. Select "Yes" to recheck nozzle pattern.

Note: If the pattern is complete, no further cleaning is required.

Cleaning the Paper Rollers

If the paper is not feeding properly from the tray, then the roller may be dirty. The following instructions will guide you on how to clean the paper feed roller.

1. Make sure the printer is on.
2. Press the OK button to enter the printer menu.

3. In the printer menu, select "Maintenance". It will open a secondary menu.
4. Select "Cleaning" in the new menu by pressing the OK button. Refer to figure 29 to see the location of this option.



Figure 29: Cleaning The Printer Rollers

5. Select "Yes" by pressing the Ok button and cleaning location options will pop up.
6. Select the to clean either the Rear Tray or Cassette rollers depending on which is jammed.
7. Follow the remaining prompts the screen and the cleaning will begin.

Note: After the cleaning finishes, a prompt to load paper in your cleaning selection will appear.

8. Load paper in your cleaning selection and press "OK". The second part of the cleaning will begin.

Note: When the printer ejects the paper, then the cleaning is complete.

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