

Canon

FAX-B150

User's Guide

How to use this User's Guide

Before you use this user's guide, read this list of symbols, terms and abbreviations to become familiar with them. A complete glossary of terms is included at the end of this guide.

- **Document**

The original sheet(s) of paper you send, receive or copy with your fax.



- **Menu**

A list of options or features from which you select an item to set up or change.


- **Numeric buttons**

The round buttons on the operation panel with digits 0 through 9, ✱ and # on them.

- **Arrow buttons**

The buttons   used to display choices and change settings. These buttons also change the volume setting of the speaker.

- **STOP button**

Press  to cancel any operation or to cancel the selection of a menu item.

- **START/COPY button**

Press  to start an operation or register a setting.

- **Transaction number**

A number automatically assigned everytime you send or receive a fax. Transaction numbers are 4-digit numbers that can help you keep track of the documents you send and receive.

- **TX/RX NO. XXXX**

Represents the transaction number when displayed on the LCD, where XXXX is the 4-digit transaction number.

- **TX**

Stands for transmit or send.

- **RX**

Stands for receive.

- **NOTE**

A note describes important points and helpful hints, or how to avoid minor difficulties.



As an ENERGY STAR Partner, Canon has determined that the FAX-B150 meets the ENERGY STAR guidelines for energy efficiency.

Trademarks

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This CE Marking shows compliance of this equipment with Directive 73/23/EEC and Directive 89/336/EEC (as amended by Directive 92/31/EEC), both as amended by Directive 93/68/EEC.

Canon Inc./Canon Europa N.V.

Welcome

Thank you for choosing the Canon FAX-B150 Bubble Jet™ facsimile. The compact, upright design of the fax means it takes up less space in your work area. The bubble jet print mechanism uses cut-sheet plain paper, so you get crisp reproductions of your fax documents and copies. The FAX has a number of features that make it ideal for small to medium-sized offices with a single telephone line.

Features

Plain paper

The fax accepts A4, letter, and legal size cut-sheet plain paper for crisp reproduction and faxes that are flat and easy to write on.

Automatic switching between fax and voice calls

The fax recognises incoming fax calls, and automatically switches to receive mode.

Automatic dialling

A variety of dialling methods allows you to register frequently used fax numbers and phone numbers and access them by pressing one or a few buttons.

Error Correction Mode (ECM) Tx / Rx

Automatically helps correct transmission errors due to system and telephone line noise.

Delayed transmission

Sends a fax automatically at a later time, for example, at night when telephone rates are lower.

360 dpi copy mode

Lets you make copies at 360 × 360 dpi.

Notice for connection to telecommunication systems in the United Kingdom and the Republic of Ireland

Approval Number 607721 (UK)

Your Canon FAX-B150 has been approved against the requirements of NTR3 for use in the UK and complies with the requirements of 91/263 EEC. The CE mark is applied in respect of the requirements of 72/23 EEC and 89/336 EEC. (UK)

It is intended for connection to analogue two wire public telecommunication networks.



Connect the supplied cable to this socket first, then to the telephone line.

There are two auxiliary sockets to which equipment approved for direct connection to the network may be connected.

If required, a suitable adaptor, approved under Approval Number NS/G/23/L/100005 for direct and indirect connections between the fax machine and any piece of approved telecommunications apparatus, is available from your Canon supplier. (UK)



This socket is intended for connection of an answering machine or similar device.



This socket is intended for connection of a telephone.

Voltage and current available at these sockets is determined by the network to which the line cable is connected. They will not normally exceed the limits for TNV as described in EN60950.

Canon recommend that any additional equipment connected in the installation is connected to one of these sockets. Do not connect additional equipment through parallel sockets elsewhere on the telephone line.

This equipment is not intended or recommended for making calls to emergency services.

For your safety (Australia only)

To ensure safe operation the three-pin plug supplied must be inserted only into a standard three-pin power point which is effectively earthed through the normal household wiring.

Extension cords used with the equipment must be three-core and be correctly wired to provide connection to earth.

Wrongly wired extension cords are a major cause of fatalities. The power point shall be located near the equipment and shall be easily accessible.

The fact that the equipment operates satisfactorily does not imply that the power point is earthed and the installation is completely safe. For your safety, if in any doubt about the effective earthing of the power point, consult a qualified electrician.

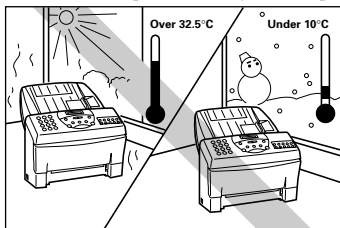
Caution (New Zealand only)

1. This equipment may not necessarily provide for the effective hand-over of a call to or from a telephone connected to the same line.
2. The Operation of this equipment on the same line as telephone or other equipment with audible warning devices or automatic ring detectors will give rise to bell rinkle or noise and may cause false tripping of the ring detector. Should such problems occur, the user is not to contact telecom faults service.
3. Should this equipment become physically damaged, disconnect immediately from the Telecom connection and power source and contact your nearest service agent.
4. To relocate this equipment please.
 - 1) Disconnect the equipment from the Telecom connection.
 - 2) Disconnect the equipment from the power source.
 - 3) Reconnect the equipment to the power source.
 - 4) Reconnect the equipment to the Telecom connection.
5. If the supply cord of this equipment is damaged, it must be replaced by the special cord (Parts No.:HH2-1910).
6. Not all standard telephones will respond to incoming ringing when connected to the extension socket.

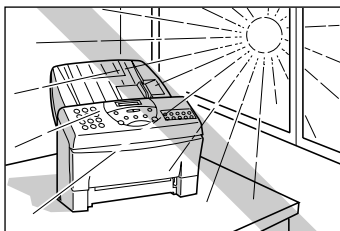
Precautions

General

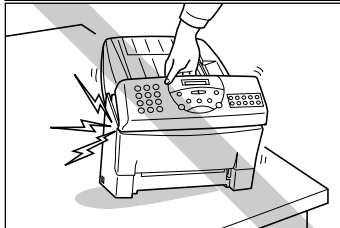
Make sure the place where you set up the fax satisfies the following conditions:



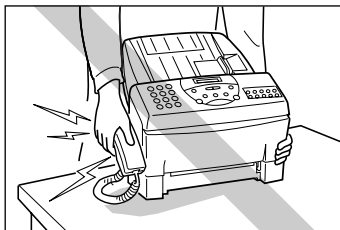
- Use the fax only within the following range of temperature and humidity ranges.
Ambient temperature:
10° to 32.5 C°
Ambient humidity:
10% to 80% RH (no condensation)



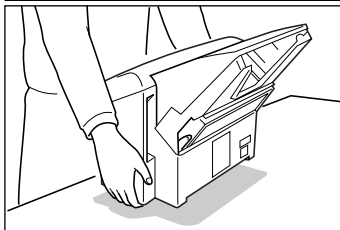
- Keep your fax out of direct sunlight, as this can damage the unit.



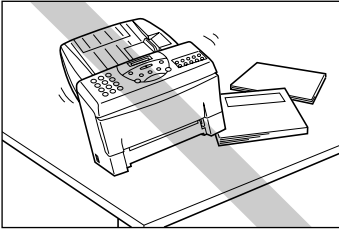
- Do not lift the fax by the operation panel.



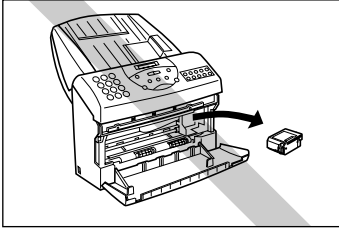
- If you have installed the optional handset, do not lift the fax by the handset cradle.



- Hold the fax as shown when transporting it.



- Place the fax on a level surface.



- Do not remove the BJ cartridge from the unit unless it needs to be replaced, or when transporting the fax. Removing the cartridge and leaving the print head unprotected will cause it to dry out and become unusable.

- Do not place the fax on the edge of a desk so as to prevent received documents falling onto the floor.
- Certain table surfaces may prevent received documents from sliding out smoothly, resulting in paper jams. Do not place the fax on these types of tables.
- Do not install the fax near devices which contain magnets or generate magnetic fields.
- Do not subject the fax to strong physical shock or vibration.
- Keep the fax clean. Dust accumulation can prevent the fax from operating properly.
- Before you transport your fax, make sure to remove the BJ cartridge and recover the print head with the orange tape. After moving the fax, remove the orange tape and reload the BJ cartridge.

Others

Here are some other general precautions when you are using or working around it.

CAUTION

- Avoid installing your fax in places exposed to direct sunlight, dust, vibration, high temperature or humidity, or on unstable surfaces.
- To assure proper electrical contact, make sure the fax is firmly plugged in.
- Never pull on the cord to unplug the fax. Pull on the plug itself.

WARNING

- **Do not overload the electrical outlet where the fax is plugged in.**
- **Never plug or unplug the fax when your hands are wet.**
- **For your safety, unplug the fax during electrical storms.**
- **If you have problems with the fax (smoke, odd smells or noises), immediately unplug the fax from the outlet. Keep the area around the outlet free from clutter so you can unplug the fax quickly in case of an emergency.**
- **Never use liquids or drink beverages around the fax. Liquids spilled on the fax can cause a fire or electrical shock. If you accidentally spill a liquid on the fax, unplug it immediately and call your Canon service representative.**
- **To avoid electrical shock from exposed power points, never disassemble the fax. There are no parts or switches in the fax that require adjustment.**

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SETTING UP

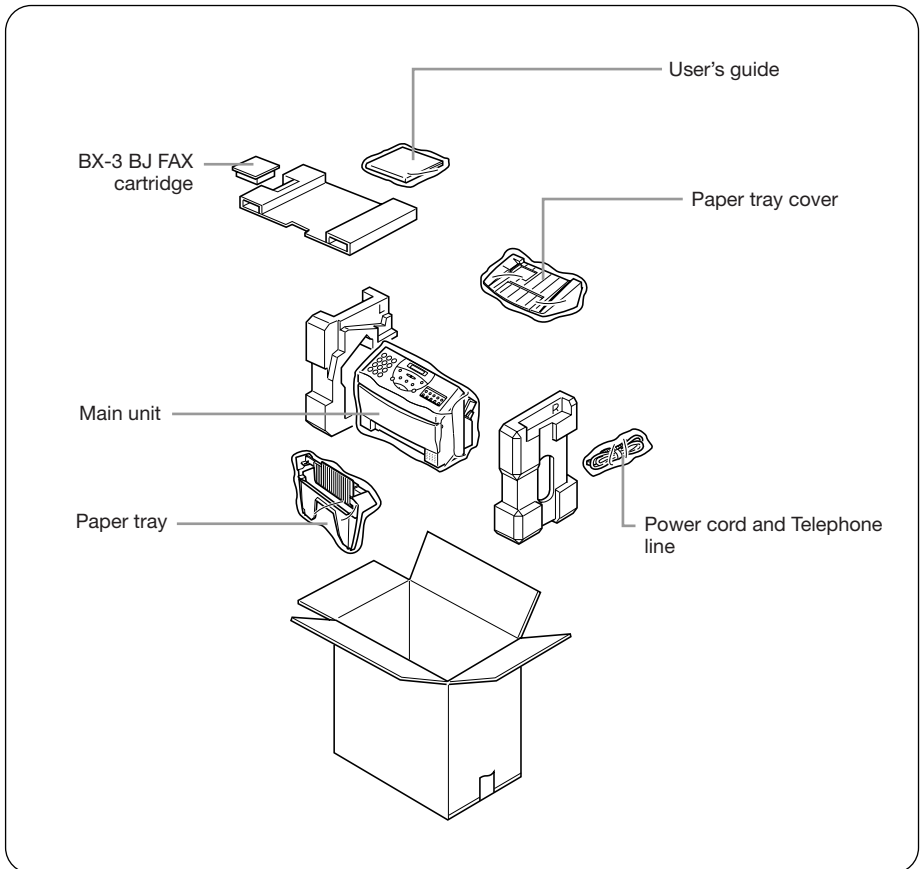
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Unpacking

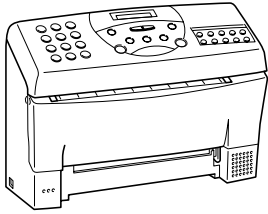
As you unpack the fax, save the carton and packing material in case you want to move or ship the unit in the future.

Carefully remove all items from the box.

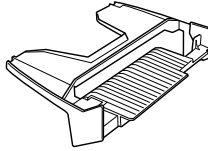
- It is best to have someone hold the box while you lift the fax and its protective packaging out of the carton.



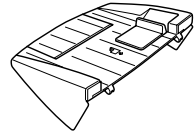
If any of these items are damaged or missing, notify your Canon dealer immediately.



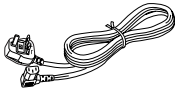
Main unit



Paper tray



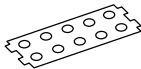
Paper tray cover



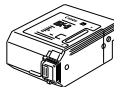
Power cord*



Telephone line**



Overlay



BX-3 BJ FAX cartridge

Miscellaneous

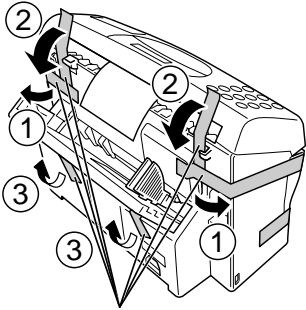
- User's Guide (This manual)
- M Label (UK only)

* The shape of the power cord varies depending on the country of purchase.

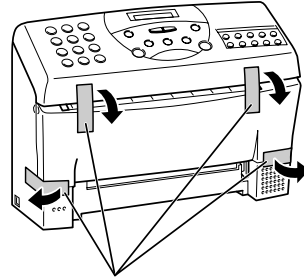
** The shape of the telephone line varies depending on the country of purchase.

Removing the shipping materials

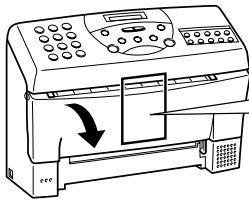
Remove the shipping materials as shown below.



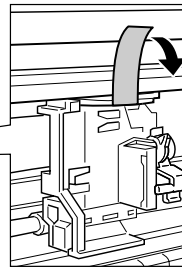
Remove these tapes



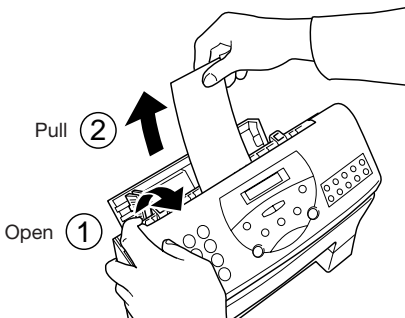
Remove these tapes



Open the front cover



Remove this tape



Pull ②

Open ①

Be sure to also remove any shipping materials from the paper tray cover and the paper tray.

Assembling the fax

To see how the fax looks fully assembled, see Main components of the fax, p. 24.

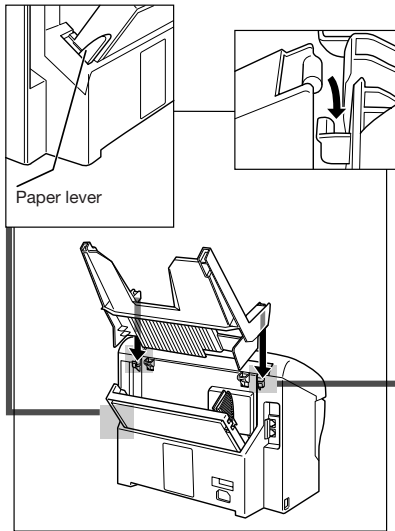
Attaching components

■ Paper Tray

Make sure the paper lever is in the position . Then place the paper tray into the fax, making sure the two knobs fit in the appropriate slots on the fax.

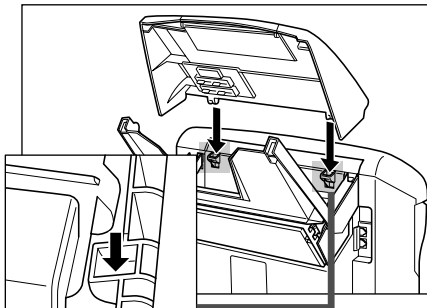


This symbol indicates the use of a function (envelope printing) not available with this model.



■ Paper Tray Cover

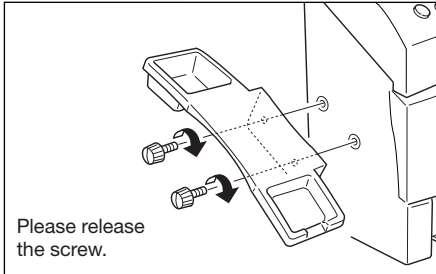
Place the paper tray cover over the paper tray, making sure the two tabs fit in the appropriate slots on the fax.



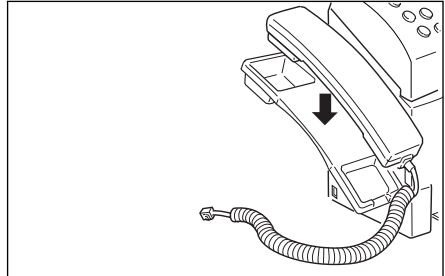
Attaching the optional handset*

* The handset is available as an optional in some countries.

1 Attach the handset cradle.



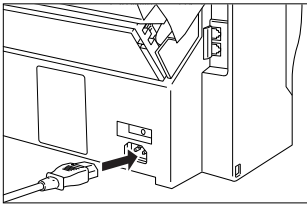
2 Place the handset on its cradle.



Connecting the AC power cord

Plug the fax into a 200 240 volt AC 50/60 Hz outlet.

1 Plug the power cord connector into the rear of the unit.



2 Plug the other end of the power cord into a properly grounded AC outlet.

There is no power switch on the fax. The power is on as long as the fax is plugged in.

Loading the paper

Selecting the right kind of paper

The quality of the paper you use affects the print quality of the fax. Using paper that meets the following specifications will ensure the best possible printing results.

Quality	Use plain bond, typewriter quality without curls, folds, or rough edges.
Weight	64-90 g/m ²
Thickness	0.08 mm-0.12 mm
Storage	18° to 24° C, 40% to 60% relative humidity.
Size	A4, Letter, Legal

Note

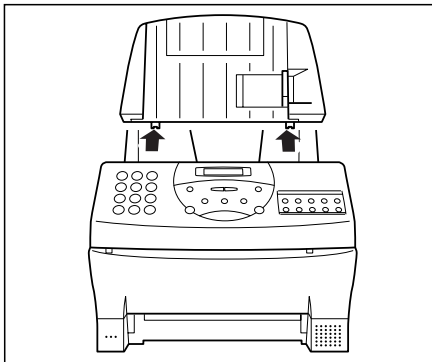
- Test the plain bond paper you intend to use first to make sure printing results are satisfactory.
- Do not use punched or coloured paper.
- Do not use glossy paper.
- Ink drying time will vary depending on the type of paper.
- Using paper other than the above may cause jamming and/or blurred printing.

■ Setting the paper size

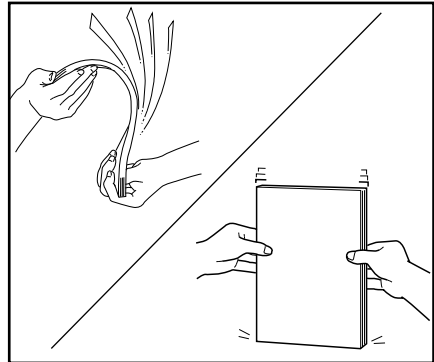
The paper size setting determines the size of the recording paper in the paper tray. The factory setting is A4 size. If you want to use a paper size other than A4, you must change the PAPER SIZE setting. See FAX PRINTER, p. 86.

Loading the paper

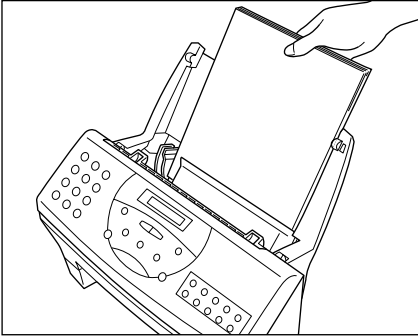
1 Remove the paper tray cover.



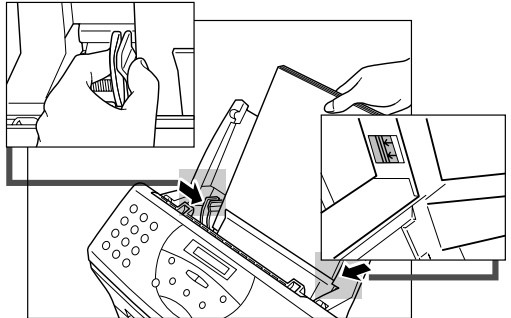
2 Fan a small stack of up to 100 sheets (up to 10 mm thick). Tap the edge of the stack on a flat surface to even the stack.



- 3** Align the right edge of the paper stack with the right edge of the paper tray and insert halfway into the paper tray.

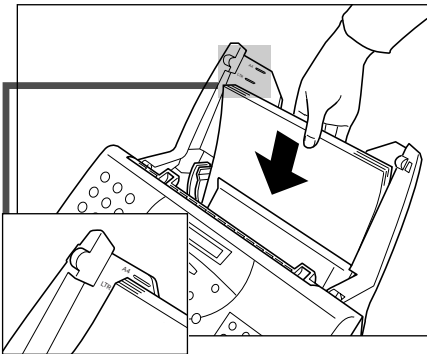


- 4** Holding the paper of stack, squeeze and slide the paper guide until it touches the left edge of the stack of paper.



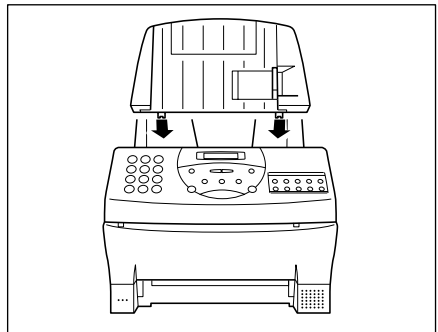
Make sure the stack of paper does not exceed the paper limit mark on the right side of the paper tray.

- 5** Insert the paper stack into the paper tray until it stops.



Do not force the paper down into the fax.

- 6** Replace the paper tray cover.



Note

- Make sure the stack of the paper is flat, held upright and aligned with the left paper guide.
- The top edge of the stack does not need to be even.

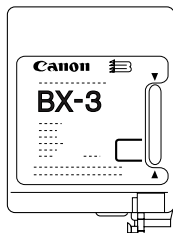
Installing the BJ cartridge

1

The first time you set up your fax, you have to install the BX-3 BJ FAX cartridge before you can begin receiving and copying documents.

BJ cartridge guidelines

Use only the Canon BX-3 BJ FAX cartridge with the FAX-B150.



The actual amount of ink that you use will vary depending on the print density of a page. If the majority of your printed output is graphics, you may need to change the ink cartridge more often than when you are receiving or copying text only.

You may need to replace the BJ cartridge when either of the following conditions exist:

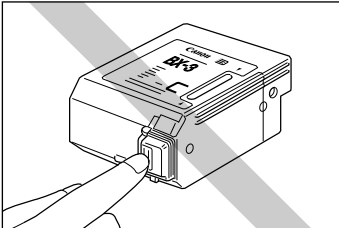
- Your printed output is not crisp and clear, and there are gaps in the characters (missing dots) even after you have cleaned the print head once or twice and you have removed and reinstalled the BJ cartridge.
- You have been using the BJ cartridge for over one year.

Note

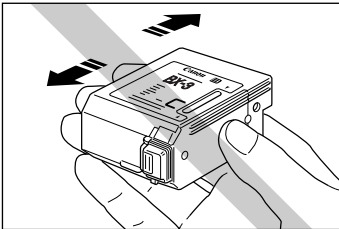
- To ensure optimum print quality, Canon recommends the use of the cartridges designated by Canon. Canon accepts no liability or responsibility for damages caused by the use of any cartridge other than those designated by Canon.
- Canon makes numerous ink cartridges; the BX-3 BJ FAX cartridge is the only one designed to be used with the FAX-B150.

Handling the BJ cartridge

- Leave the BJ cartridge in its packaging until you are ready to use it to prevent it from drying out.
- Store BJ cartridges out of the reach of children. The ink contains isopropyl alcohol 67-63-0.
- Replace the BJ cartridge after one year of use or if the print is not clear or is missing, even after trying five successive head cleanings.
- Never remove the BJ cartridge unless you are going to replace it. When left exposed, the cartridge print head dries out, making it unusable.



- Do not touch the print head area on the BJ cartridge. Ink may leak out and cause stains.

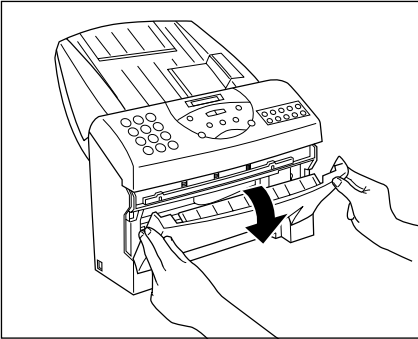


- Never shake the BJ cartridge, especially after removing the protective tape from the print head.

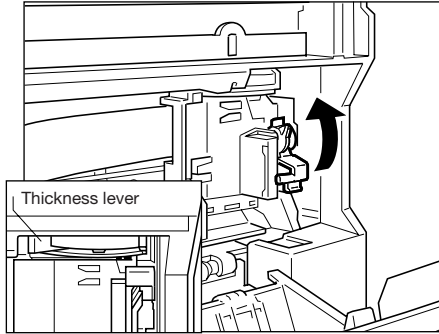
If spilled, the ink is very difficult to clean. Therefore, always follow the above precautions and carefully handle the BJ cartridge.

Installing the BJ cartridge

1 Open the front cover of the fax.

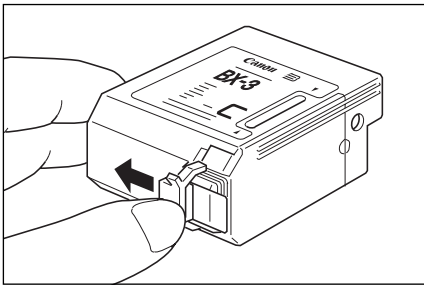


2 Raise the green cartridge release lever.

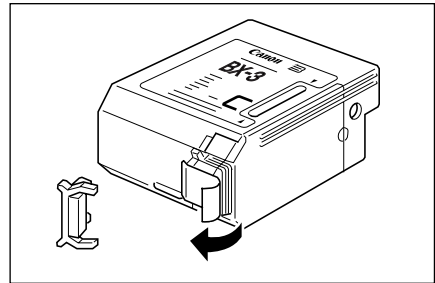


Make sure the paper thickness lever is set to the paper position (left position).

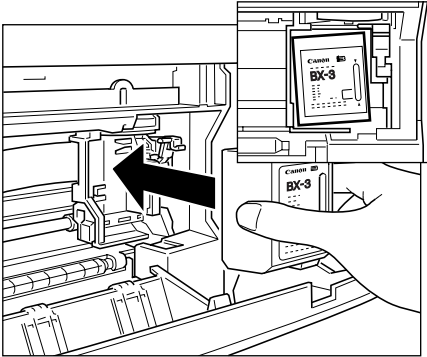
3 Remove the print head cap from the BJ cartridge.



4 Pull off the protective orange tape.

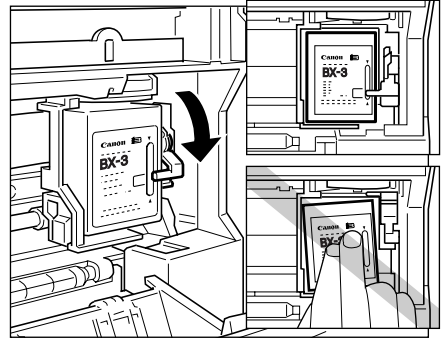


- 5** Insert the BJ cartridge. Align the slot in the cartridge with the yellow post in the fax.



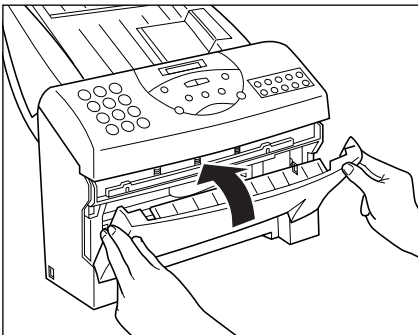
The yellow post (BJ cartridge guide) should be visible through the slot. The BJ cartridge tilts slightly to the left in the loaded position.

- 6** Lower the cartridge release lever down until you hear a click to lock the cartridge in place.

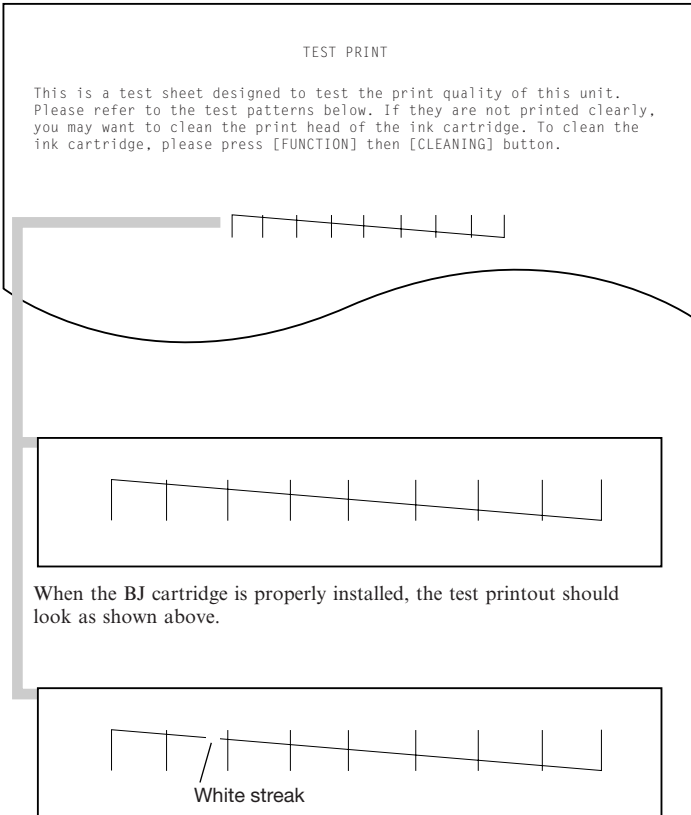


- Make sure the arm on the cartridge release lever aligns with the marking on the BJ cartridge.
- If the lever movement is not smooth, release the lever and reload it.
- To avoid cartridge misalignment and an error message appearing, do not press down on the cartridge or try to align it manually while raising and lowering the green lever.

- 7** Close the front cover of the fax.



- 8** The fax automatically prints a test page.
The fax prints a test page every time you insert a BJ cartridge.



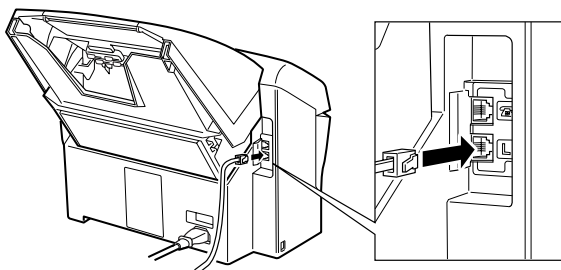
If the printout has white streaks as shown above, try cleaning the print head. See *Cleaning the BJ cartridge print head*, p. 100. If the problem persists after cleaning, try reinstalling the BJ cartridge.

- You can turn off automatic test printing by changing the AUTO TEST PRINT setting. See *SYSTEM SETTINGS*, p. 86.

Connecting the phone line

Connecting to the wall jack

- 1 Connect one end of the supplied telephone line to the jack marked  on the rear of the fax.



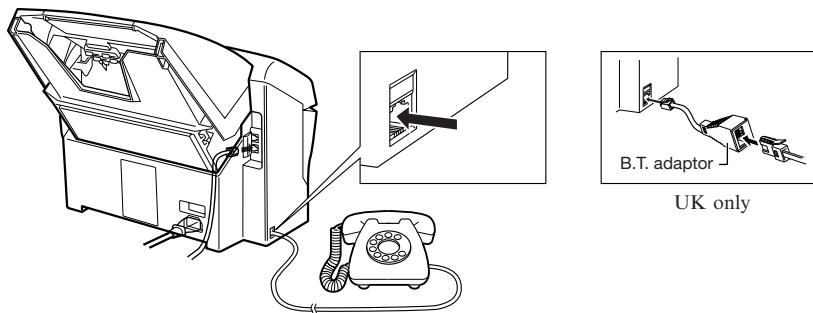
- 2 Connect the other end of the line to your wall telephone jack.

Note

- To avoid electrical shock, connect the telephone line to the fax first. Then connect the line to the wall telephone jack.

Connecting the telephone

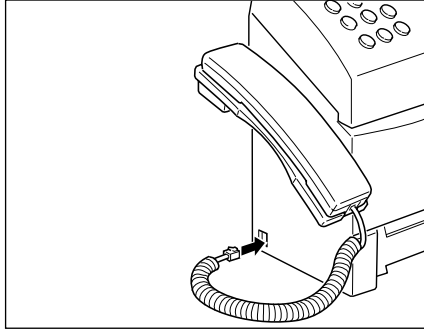
- 1 Connect the end of the telephone cord to the jack.




- *Users in the UK only:*
When you connect a telephone, be sure to connect the B.T. adaptor. Contact your Canon supplier for more information.

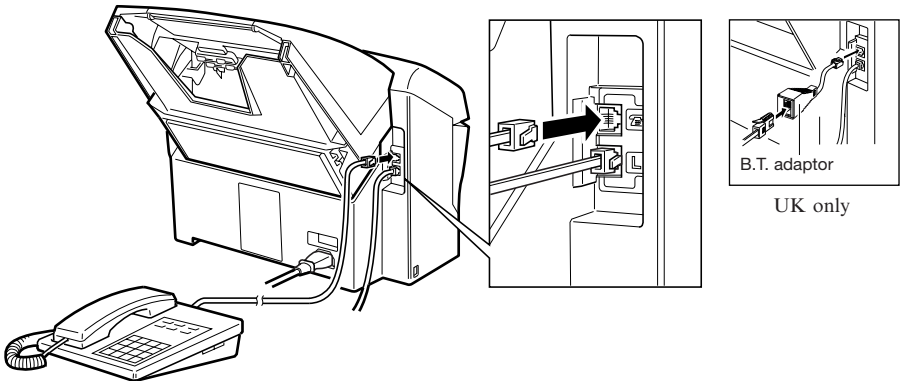
Connecting the optional handset

- 1 Connect the handset's modular jack to the handset jack on the fax.



Connecting an extension phone or answering machine (optional)

- 1 Connect an extension phone or answering machine to the jack marked  on the rear of the fax.








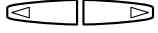


- Be sure to connect an extension phone if you want to use the INCOMING RING feature and you want it to ring when the fax receives a call. See pp. 69, 85.
- If you connect an answering machine, refer to Ans. Machine Mode, p. 21.
- *Users in the UK only:*
When you connect an extension phone or answering machine, be sure to connect the B.T. adaptor. Contact your Canon supplier for more information.

Setting the TEL LINE TYPE*

Your fax is factory set to work with rotary pulse telephone lines**. If you have a tone line, you will need to change the telephone line setting as follows.

* TEL LINE TYPE cannot be set in Hong Kong, Norway and Denmark.

** The factory default setting for the UK and Singapore is touch tone.

<p>1 Press [FUNCTION]. Wait a second for TEL REGISTRATION to appear.</p>	<p>FUNCTION</p> 	<p>SELECT MENU</p> <p style="font-size: small; margin-top: 5px;">1 sec.</p> <p>TEL REGISTRATION</p>
<p>2 Use [◀] or [▶] to select USER SETTINGS. ▼ Press [START/COPY].</p>	 <p>START/COPY</p> 	<p>USER SETTINGS</p> <p>SET DATE</p>
<p>3 Use [◀] or [▶] to select TEL LINE TYPE. ▼ Press [START/COPY].</p>	 <p>START/COPY</p> 	<p>TEL LINE TYPE</p> <p>ROTARY PULSE</p>
<p>4 Use [◀] or [▶] to select TOUCH TONE.</p>		<p>TOUCH TONE</p>
<p>5 Press [START/COPY].</p>	<p>START/COPY</p> 	<p>DATA ENTRY OK</p>
<p>6 Press [STOP] to finish.</p>	<p>STOP</p> 	

Note:

Users in the UK only:

Although this equipment can use either rotary pulse or touch tone, only the performance of the touch tone is subject to regulatory requirements for correct operation. It is therefore strongly recommended that the equipment is set to use touch tone for access to public or private emergency services. Touch tone also provides faster call set up.

Setting up to receive faxes

Selecting the receiving mode

Before you set up the receiving mode on your fax, you should determine how you plan to use your fax:

- Are you able to dedicate the use of one telephone line to the fax only to receive document transmissions from other fax machines? If yes, choose Fax Only Mode (see below).
- Do you want to use your fax as both a telephone and fax, receiving documents automatically and ringing only for telephone calls? If yes, choose Fax/Tel Mode (see below).
- Do you want to use your fax mainly as a telephone, and answer every call yourself, whether from a person or a fax unit? If yes, choose Manual Mode (see below).
- Do you want to connect an answering machine to your fax and receive the other party's document and also record the other party's message? If yes, choose Ans. Machine mode (see below).

How you answer these questions will determine which receiving method you choose. If you are not satisfied with the mode you select, you can always change it at any time.

■ Fax Only Mode (See p. 18)

You may want to use this mode if you have two phone lines in your office, and plan to use one line for the fax and the other line for your telephone.

Set Fax Only Mode if you want to use your fax only to receive faxes automatically and do not intend to use it as a telephone.

■ Fax/Tel Mode (See p. 19)

If you only have one phone line in your office, you may be planning to use it for both fax and telephone communication. By setting this mode, you will be able to use your fax for both fax and telephone communication using only one phone line. You will need to have the optional handset or an extension phone connected to the fax so that when it rings to alert you of a call, you can answer the call. The fax will automatically receive faxes without ringing.

■ Manual Mode (See p. 20)

Use Manual Mode if you receive more telephone calls than faxes. By having a telephone or the optional handset connected to your fax, you can answer every call, whether from a person or from another fax unit. If you hear a slow beep, simply press [START/COPY] on your fax and hang up the handset to receive the fax.

■ Ans. Machine Mode (See p. 21)

Use Ans. Machine Mode if you have an answering machine connected to the fax. This mode allows you to receive not only documents sent from other fax machines, but also messages from people calling when you are out.

Fax Only Mode

The fax is set up at the factory to Fax/Tel Mode. If you have a dedicated fax line, you need to set the mode to Fax Only.

■ Setting Fax Only Mode

When you set the fax to Fax Only Mode, the unit picks up every call and automatically treats it as a fax transmission.

The fax cannot receive automatically if you are making copies, printing reports, or registering information. See p. 72.

-
- 1** Press [RECEIVE MODE] until "Fax Only Mode" appears on the LCD.



RECEIVE MODE

Fax Only Mode

-
- 2** Press [START/COPY].
When this mode is set, the LCD will display the time and "FaxOnly".



START/COPY

12:00

FaxOnly

■ Receiving documents in Fax Only Mode

When the fax is set to Fax Only Mode, it automatically receives documents whenever a call comes over the fax line.

-
- 1** Make sure the fax is set to "Fax Only Mode" (see above).

The fax assumes all incoming calls are from another fax machine sending a document. It receives the documents automatically.

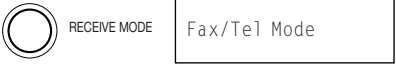
Fax/Tel Mode


If you only have one phone line in your office, you can set the fax to receive both documents and telephone calls. You need to have the optional handset or an extension phone connected to your fax for this mode. See pp. 14, 15.

■ Setting Fax/Tel Mode

The fax is set up at the factory to this mode. You only need to follow this procedure if you have changed the factory setting.

- 1** Press [RECEIVE MODE] until "Fax/Tel Mode" appears on the LCD.


- 2** Press [START/COPY].
When this mode is set, the LCD will display the time and "Fax/Tel".



■ Receiving documents and calls in Fax/Tel Mode

You can set the fax to monitor all incoming calls over the fax/telephone line. When the fax receives an incoming call, it checks to see if the call is from another fax machine trying to send a document, or from someone wanting to talk to you.

The fax cannot receive a document automatically if you are making copies, printing reports, or registering information. See p. 72.

- 1** Make sure you have connected the optional handset or an extension phone to your fax.
See pp. 14, 15.
- 2** Make sure the fax is set to "Fax/Tel Mode" (see above).

When the fax receives a call, it checks to see whether the call is from another fax machine or from a telephone.

- If it is a fax call, your fax automatically switches to receive mode to accept the fax.
- If the call is from a person, your fax rings to alert you to pick up the handset.

Manual Mode

You may want to set your fax to Manual Mode if you want to personally monitor every call, whether from a fax machine or a person.

You need to have the optional handset or an extension phone connected to your fax for this mode. See pp. 14, 15.

■ Setting Manual Mode

Set to Manual Mode if you want to personally monitor every incoming call.

-
- 1** Press [RECEIVE MODE] until "Manual Mode" appears on the LCD.



RECEIVE MODE

Manual Mode

-
- 2** Press [START/COPY].
When this mode is set, the LCD will display the time and "Manual".



START/COPY

12:00

Manual

■ Receiving documents and calls in Manual Mode

You can set the fax to ring every time it receives a call so that you can personally check if it is from a fax machine or from a person.

Keep in mind that you cannot use Manual Mode if a document is in the Automatic Document Feeder (ADF) waiting to be sent.

-
- 1** Make sure you have connected the optional handset or an extension phone to your fax.
See pp. 14, 15.

-
- 2** Make sure the fax is set to "Manual Mode" (see above).

-
- 3** When the fax rings, pick up the handset.

-
- 4** If you hear a person's voice, start your conversation. If the caller wants to send a document after talking to you, press [START/COPY] on the fax to receive the document.

or

If you hear a slow beep or silence, another fax is trying to send you a document. Press [START/COPY] on the fax.

You can also start receiving the document by pressing "25" on the extension phone, and then hanging up.



START/COPY

Your fax begins receiving the document.

Ans. Machine Mode

Use Ans. Machine Mode if you have an answering machine connected to the fax. By setting this mode, you can receive documents automatically, and messages from people calling when you are out. See p. 15 for details on connecting an answering machine to your fax.



■ Recording the outgoing message

When recording a message...

- Try to keep your message to less than 15 seconds long.
- In the message tell your callers how to send a fax.
- Here's a sample message:
- "Hello. I'm not in the office right now, but please leave a message after the beep. I'll return your call as soon as possible. If you would like to send a fax, press the start button on your fax after recording your message. Thank you."
- Leave a 4-second pause at the beginning of the message (this pause plus the outgoing message should not exceed 15 seconds).
- Set the answering machine to answer on the first or second ring.

■ Setting Ans. Machine Mode

Set Ans. Machine Mode when you have an answering machine connected to your fax, and you are going out.

1	<p>Press [RECEIVE MODE] until "Ans. Machine Mode" appears on the LCD display.</p>		Ans. Machine Mode
2	<p>Press [START/COPY]. When this mode is set, the LCD will display the time and "AnsMode".</p>		12:00 AnsMode

■ Receiving documents and messages in Ans. Machine Mode

When the fax is set to Ans. Machine Mode, it automatically receives documents, or leaves messages on your answering machine when you are out.

- 1 Make sure you have connected an answering machine to your fax. See p. 15.**
- 2 Make sure the fax is set to "AnsMode" (see above).**

3 Set your answering machine to answer.

- The fax allows the answering machine to answer, then listens for a fax tone, and switches to receive mode automatically if it detects the tone.
- If the fax runs out of paper or ink, it receives the document and stores it in memory. To print out documents in memory, see pp. 71, 72.

4 When not in use, turn the answering machine off and switch to Fax/Tel Mode, Manual Mode, or Fax Only Mode using [RECEIVE MODE] .

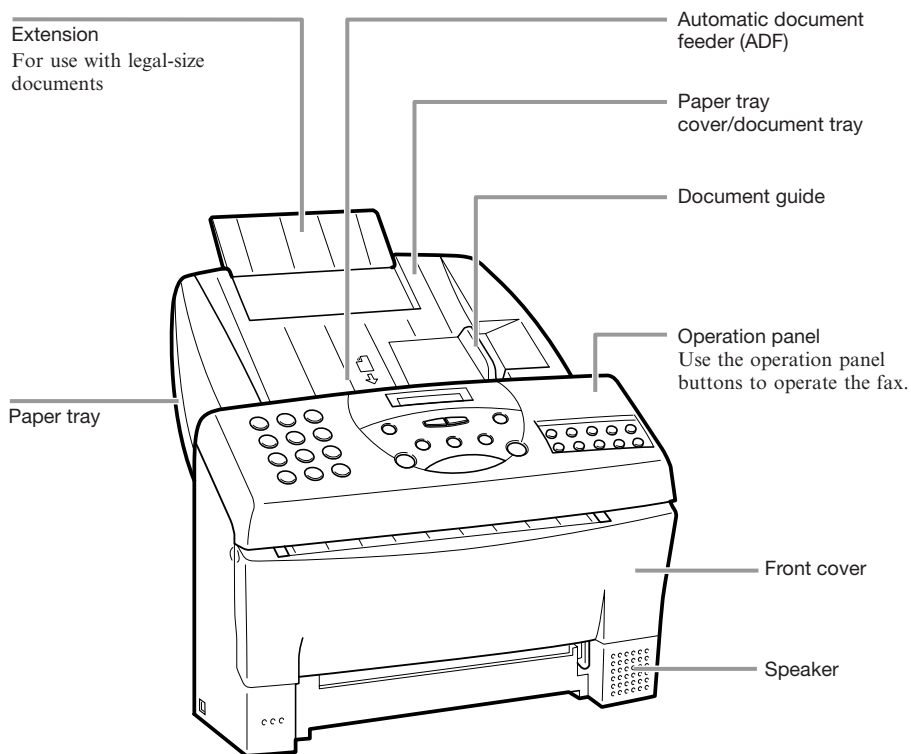
2

PREPARING TO USE YOUR FAX

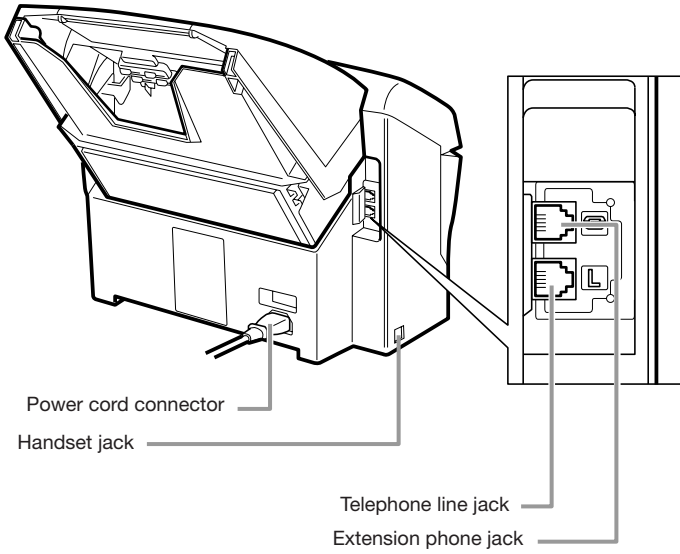
Main components of the fax	24
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Main components of the fax

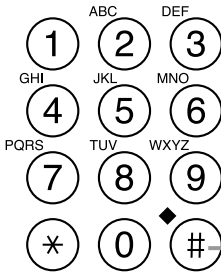
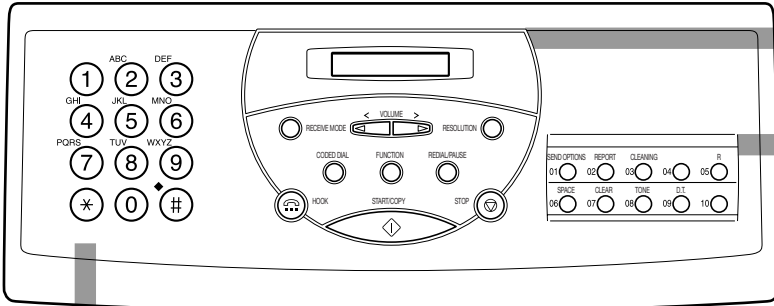
Front view



Rear view



Fax controls – the Operation Panel




Numeric buttons

Use the numeric buttons to enter when dialling. These buttons can also be used to enter text, numbers, and symbols when registering names.

+ (#)

When registering your fax number, press to enter a plus (+).

FUNCTION
Press  **and**

R
Press to access an outside line.

CLEANING
Press to clean the BJ cartridge print head.

REPORT
Press to print a transaction report, a list of registered numbers, or a list of settings.

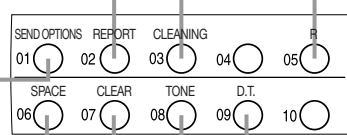
SEND OPTIONS
Press to select a transmission mode.

SPACE
Press to enter a space between numbers or letters when you register fax numbers and names.

CLEAR
Press to clear a number or name quickly so you can re-enter it.

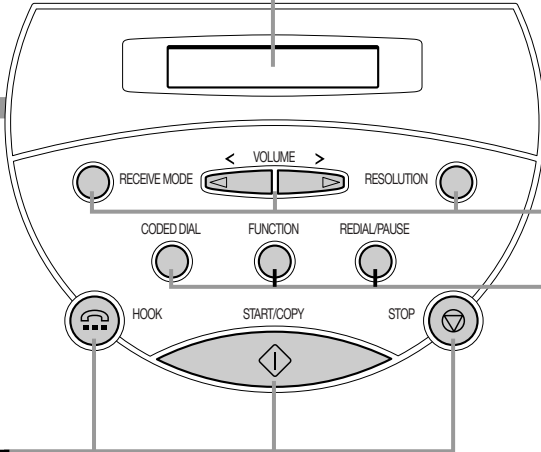
TONE
Press to temporarily switch to tone signal when using pulse dialling.

D.T.
Press to confirm the dial tone when registering numbers.



LCD Display

Displays messages and prompts during operation. Displays selectable functions, numbers, and names when registering information.



RECEIVE MODE

Four modes are available:
 Fax Only Mode: Answers calls as fax calls automatically.
 Ans. Machine Mode: Receives documents and passes calls to an answering machine.
 Fax/Tel Mode: Receives both documents and telephone calls.
 Manual Mode: Receives calls manually.



Arrow buttons (<, >)/VOLUME

Use to scroll through menus and lists that appear on the LCD, and to change settings. These buttons also move the cursor in some naming operations and adjust the volume of the monitor speaker.



RESOLUTION

Use to set the resolution for the type of document you want to send. You can select from STANDARD, FINE, and PHOTO.

CODED DIAL



CODED DIAL

Press this button (followed by a two-digit code) to dial a fax number registered for Coded Speed Dialing.

FUNCTION



FUNCTION

Press to start data registration of fax numbers, names, and other important settings for sending and receiving.

REDIAL/PAUSE



REDIAL/PAUSE

Press to dial the last number dialled with the numeric buttons. When dialling or registering fax numbers, press to enter pauses between digits.



HOOK

HOOK

Press to engage or disengage the telephone line (hands-free dialling).

START/COPY



START/COPY

Press to start sending, receiving and copying. This button is also used for data entry operations.

STOP



STOP

Press to cancel sending, receiving, copying and data entry operations.

Registering your name and number

You should now register the time, date, and your name and fax number, which will appear at the top of every page you send.

Moving through the main menus

The fax includes a menu system that you use to register information and select fax and telephone operations. The main menu includes these items:


TEL REGISTRATION
USER SETTINGS
REPORT SETTINGS
TX SETTINGS
RX SETTINGS
FAX PRINTER
SYSTEM SETTINGS

For a complete description of the menu system, see User menu settings, p. 78.

In general, follow these steps to access the menus and make selections:

- 1 Press [FUNCTION].**
Wait a second for TEL REGISTRATION to appear.


FUNCTION



SELECT MENU


1 sec.

TEL REGISTRATION
- 2 Press [<] or [>] to scroll through the menus until you see the menu you wish to access.**
The LCD displays the menu title.

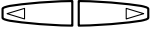


USER SETTINGS
- 3 Press [START/COPY].** The LCD displays the first selection for the selected menu.

START/COPY



SET DATE
- 4 You can now make a selection:**
Press the arrow buttons to view the possible selections.



5 After selecting or entering a value, press [START/COPY].



6 Repeat steps 4 and 5 as needed.

7 When the operation is complete, press [STOP].
Registration ends and the fax returns to standby mode.



Note

After 60 seconds of no operation panel input, the fax returns to standby mode and any unregistered changes are lost.

Entering a number

Whenever you are prompted to enter a fax number or a telephone number, follow these procedures. Use the numeric buttons to enter the number.



- You can enter up to 20 digits for your fax number or 50 digits for a speed dialling number.
- Be sure to enter 1 and the area code, if necessary, to dial a different area code.
- Do not enter dashes, slashes, commas, or other punctuation.

Use the One-touch Speed Dialling buttons as follows:

- To enter a space between numbers, press [SPACE].
- If you make a mistake, press [CLEAR] and enter the number again.
- To erase a previously registered number, press [CLEAR].
You can also enter a new number over the old one.

SEND OPTIONS	REPORT	CLEANING		R
01	02	03	04	05
SPACE	CLEAR	-tone	D.T.	
06	07	08	09	10

If you need to enter a pause for any reason,

- Press [REDIAL/PAUSE] at the desired point in the sequence when entering a series of digits.
- A pause within a number is 2 seconds long*. The length of this pause can be adjusted. See MID PAUSE SET in TX SETTINGS, p. 85. A pause at the end of a number is fixed at 10 seconds.
* 4 seconds long in the UK.

Entering a name

Whenever you register a fax number or a telephone number, you can assign a name to that number. To enter a name from the operation panel, use the numeric buttons to create alphanumeric characters. Each numeric button has a certain letter group (uppercase and lowercase) plus a digit assigned to it. Each press of the button steps to the next character in the group. To change between uppercase entry mode and lowercase entry mode, press **[*]**. Use the chart below to determine which number to press for each character:

Button	Uppercase	Lowercase
0	0	0
1	1	1
2	ABCĂĂĂĂĂĂÆÇ2	abcăăăăăăâæç2
3	DEFÐĚĚĚĚĚ3	defðěěěěě3
4	GHIĪĪĪĪĪ4	ghiĭĭĭĭĭ4
5	JKL5	jk l5
6	MNOÑŃŃŃŃŃŃŃ6	mnoññññññññ6
7	PQRSÞ7	pqrsþ ß7
8	TUVÜŮŮŮŮŮ8	tuvüůůůůů8
9	WXYZŸ9	wxyz9
#	- . *# ! " , ; : ^ ` _ = / ' ? \$ @ % & + () [] { } < >	

- First press the numeric button corresponding to the character you want.
- Then press **[*]** to switch to lowercase or uppercase entry mode.
- Press the numeric button repeatedly until the character you want appears in the display.

For example, to enter Canon 1:

- 1 Press the appropriate numeric button repeatedly until the desired character appears.

Press **[2]** three times.

- 2 The next character is a lowercase, so press **[*]** to change the uppercase letter entry mode to the lowercase letter entry mode. Then press the numeric button to display the desired character.

Press **[*]**. Then, press **[2]** once.

- 3 The next character is in a different group, so simply press the new group's numeric button--the cursor moves automatically. Press the numeric button repeatedly to display the desired character.

Press **[6]** twice.

- 4 The next character is in the same group, so press [▷] to move the cursor to the right first. Then press the numeric button repeatedly.

Canog

Press [▷] once. Then, press [6] three times.

- 5 Repeat the step 4 to enter "n".

Canon

- 6 The next character is a space. Simply press [SPACE].

Canon _

Press [SPACE] once.

- 7 The next character is a digit. Press the numeric button corresponding to the digit. (For digits other than 0 and 1, press repeatedly until the digit appears.)

Canon 1

Press [1] once.

- 8 After entering a name, press [START/COPY].

- You can enter up to 16 characters in a name.
- To enter a space between characters, press [SPACE] or move the cursor to the right using [▷].
- To correct a mistake, use the arrow buttons to move the cursor under the mistake; then enter the correct character. You can also press [CLEAR] to begin again; then simply enter the name again.
- To erase a previously registered name, press [CLEAR] or simply enter the new name over the old one.

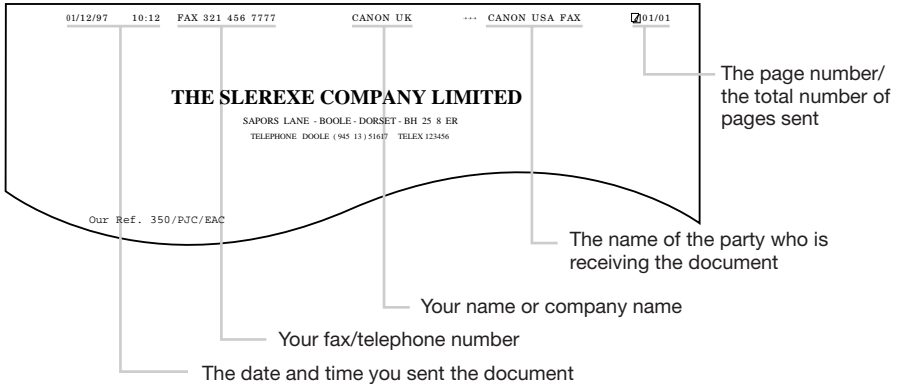
SEND OPTIONS	REPORT	CLEANING	R	
01 ○	02 ○	03 ○	04 ○	05 ○
SPACE	CLEAR	-tone	D.T.	
06 ○	07 ○	08 ○	09 ○	10 ○

Personalising your fax

■ Identifying your documents

When sending a document, you can have your fax number and your name (known as your ID), and the current date and time printed out by the receiving fax. This information is called your TTI (Transmit Terminal Identification) and appears at the top of the faxed document in small type.

By identifying the documents you send, the receiving party will recognise your fax messages at a glance. The illustration below shows a sample document with the identifying information.




The top line includes the name of the receiving party if you send the document using One-touch Speed Dialling or Coded Speed Dialling and you registered the party's name. It also includes the total number of pages sent if you send the document from memory.

Registering the date and time

Follow the steps below to set the date and time for your fax. The date and time appear in the LCD display as well as on the documents you send.

1 Press [FUNCTION].
Wait a second for TEL REGISTRATION to appear.

FUNCTION





SELECT MENU

1 sec.


TEL REGISTRATION

2 Use [◀] or [▶] to select USER SETTINGS.
Press [START/COPY].

START/COPY

USER SETTINGS



SET DATE

3 Press [START/COPY].

START/COPY



00/00/00

4 Enter today's date using the numeric buttons, using the day-month-year format (DD/MM/YY).

0 ~ 9




15/09/97

- Precede single digits with a zero.
- To make a correction, press [CLEAR] to return to the previous setting and re-enter the date.
- You can also use [◀] or [▶] to move the cursor.
- To change the date format, see SYSTEM SETTINGS p. 86.

5 Press [START/COPY] when you finish entering the new date.
Wait a second for SET TIME to appear.

START/COPY



DATA ENTRY OK

1 sec.

SET TIME

6 Press [START/COPY].

START/COPY

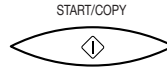


00:00

2

PREPARING TO USE YOUR FAX

- 7 Enter the time using the numeric buttons.**
Set the time using the 24-hour clock system.
Precede single digits with a zero. Example:
07:30 = 7:30 a.m.
17:05 = 5:05 p.m.
- 8 Press [START/COPY] when you finish entering the new time.**
- 9 Press [STOP].**
Registration ends and the fax returns to standby.



Registering your telephone/fax number and name

Follow the steps below so that your fax number and name appear on the top of each document you send.

- 1 Press [FUNCTION].**
Wait a second for TEL REGISTRATION to appear.
- 2 Use [◀] or [▶] to select USER SETTINGS.**
Press [START/COPY].

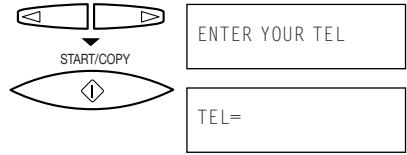
FUNCTION



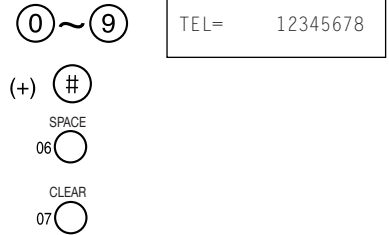
1 sec.



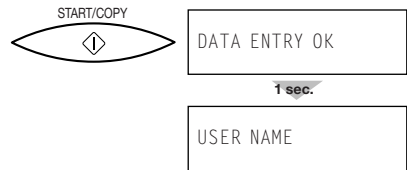
3 Use [◀] or [▶] to select ENTER YOUR TEL.
 Press [START/COPY].



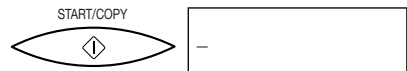
4 Enter your fax number (up to 20 digits) using the numeric buttons.
 You can enter a plus sign (+) or space to make your number easier to read. To enter a plus sign (+), press [#]. To make a correction, press [CLEAR] and re-enter the number.



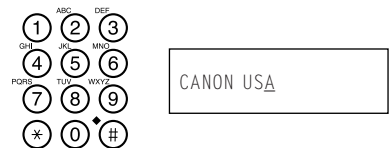
5 Press [START/COPY] when you finish entering your fax number.
 Wait a second for USER NAME to appear.



6 Press [START/COPY].



7 Enter your name (up to 16 characters) using the numeric buttons.
 See Entering a name, p. 30. Correct errors by moving the cursor to the error using [◀] or [▶] and entering the correct character.



8 Press [START/COPY] when you finish entering your name.



9 Press [STOP].
 Registration ends and the fax returns to standby.




Registering One-touch Speed Dialling numbers and names

The quickest way to dial a fax number is to use One-touch Speed Dialling. This allows you to dial a number by pressing a single button. Before you can use One-touch Speed Dialling, you must register the receiving number with your fax.


One-touch Speed Dialling assigns a fax number (up to 50 digits) to a One-touch Speed Dialling button (01 to 10).

You can also register the name of the party (up to 16 characters); the name appears on the printout of the One-touch Speed Dialling list. See One-touch Speed Dialling list, p. 88.

- 1 Press [FUNCTION].**
Wait a second for TEL REGISTRATION to appear.


FUNCTION


SELECT MENU
1 sec.
TEL REGISTRATION
- 2 Press [START/COPY].**

START/COPY




1-TOUCH DIAL

- 3 Press [START/COPY].**

START/COPY


01=

- 4 Use [◀] or [▶] to select the number of the One-touch button you want to use for the number.**
If a number is already registered for this One-touch Speed Dialling button, the LCD displays the number.

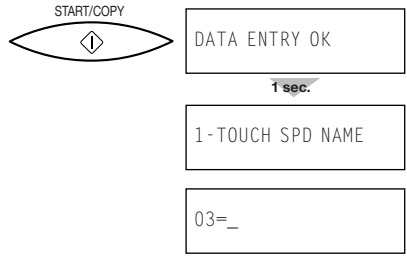
03=

- 5 Enter the number (up to 50 digits) using the numeric buttons.**
See Entering a number, p. 29.
Correct errors by pressing [CLEAR] and re-entering the number.

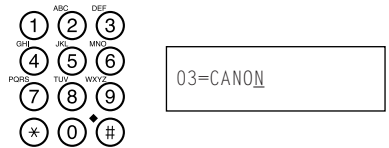
(0) ~ (9)

03= 1234 5678

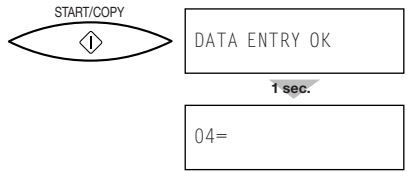
- 6** Press [START/COPY] to register the number.
Wait a second for 1-TOUCH SPD NAME to appear, followed by 03=_.



- 7** Enter the party's name (up to 16 characters) using the numeric buttons.
See Entering a name, p. 30. Correct errors by pressing [CLEAR] and re-entering the name.



- 8** Press [START/COPY] to register the name.



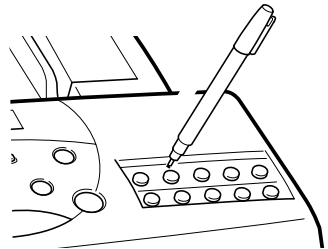
- 9** To assign additional One-touch Speed Dialling numbers, start from step 4 . To finish, press [STOP].



Note

Applying the overlay

For quick reference, write the names for the One-touch Speed Dialling numbers you register on the overlay.




Registering Coded Speed Dialling numbers and names

Use Coded Speed Dialling to dial a fax number at the press of three buttons. Each two-digit (01-20) Coded Speed Dialling number can contain a fax number. You can register up to 20 locations with each number containing up to 50 digits.

You can also register the name of the party (up to 16 characters); the name appears on the printout of the Coded Speed Dialling list. See Coded Speed Dialling list, p. 89.

- 1 Press [FUNCTION].**
Wait a second for TEL REGISTRATION to appear.

FUNCTION




SELECT MENU

1 sec.


TEL REGISTRATION
- 2 Press [START/COPY].**

START/COPY




1-TOUCH DIAL
- 3 Use [◀] or [▶] to select CODED DIAL.**
▼
Press [START/COPY].

START/COPY




CODED DIAL

START/COPY



*01=
- 4 Use [◀] or [▶] to select the two-digit code you want to assign to the number.**




*15=
- 5 Enter the party's number (up to 50 digits) and name the same way you registered them for One-touch Speed Dialling.**
See steps 5 to 8 of registering One-touch Speed Dialling. (See Registering One-touch Speed Dialling numbers and names, p. 36.)

0 ~ 9

*15= 1234 5678
- 6 To assign additional Coded Speed Dialling numbers, start from step 4. To finish, press [STOP].**

STOP



Special dialling

This section explains how to dial through a switchboard, dial long distance numbers, register your number to an outside line and confirm a dial tone.

■ Dialling through a switchboard (PBX)

A PBX (private branch exchange) is an on-site telephone switchboard.

- If your fax is connected through a switchboard, dial an outside line access number first. Then dial the rest of the number.
- If you want to dial with automatic dialling, you may have to insert a pause between the outside line number and the telephone number when you register the number for One-touch or Coded Speed Dialling. To enter a pause, press [REDIAL/PAUSE].
- When you have to make calls to an outside line or an extension, you may have to press the [R] button. Before you can use the [R] button, you have to register it. See p. 40.

■ Long distance dialling

When you register a long distance number, you may have to insert a pause within or after the number. For long distance dialling, the location and length of the pause may differ depending on the telephone system. To enter a pause, press [REDIAL/PAUSE]. A pause within a number is 2 seconds long*. The length of this pause can be adjusted, see MID PAUSE SET in TX SETTINGS., p. 85. A pause at the end of a number is fixed at 10 seconds.

* 4 seconds long in the UK.

■ Confirming a dial tone**


When you register a number, you may have to confirm the dial tone in the middle of a facsimile number before entering the rest of the number. This is called dial tone detection. When dial tone detection is required, press [D.T.]; a small dot (*) appears on the LCD.

** This feature is ineffective in the UK.

Registering the access type and outside line access number


When the fax is connected to a PBX or other telephone switching system, you can register the access type and outside access line number under the [R] button. Once you have registered them, you simply need to press [R] before dialling a fax or telephone number. If you register the access type and outside line access number under the [R] button, you cannot use the [05] button for One-touch Speed Dialling.

- 1 Press [FUNCTION].**
Wait a second for TEL REGISTRATION to appear.




SELECT MENU

↓




TEL REGISTRATION

- 2 Use [◀] or [▶] to select USER SETTINGS.**
Press [START/COPY].




USER SETTINGS

↓




SET DATE

- 3 Use [◀] or [▶] to select PSTN/PBX SET.**
Press [START/COPY].




PSTN/PBX SET

↓




PSTN

- 4 Use [◀] or [▶] to select PBX.**
Press [START/COPY].
The [05] button is now assigned to the [R] button.

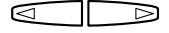


PBX

↓




- 5 Use [◀] or [▶] to select the access line type for the switching system.**
Press [START/COPY].
You can select EARTH CONNECTION, HOOKING or PREFIX.



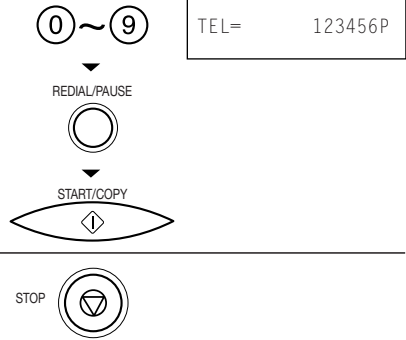
EARTH CONNECTION

↓



6 If you chose PREFIX in step 5, enter the outside line access number (up to 19 digits) using the numeric buttons and then press [REDIAL/PAUSE].

▼
Press [START/COPY].



7 Press [STOP].

Note

If you want to use the [05] button for One-touch Speed Dialling instead of using it for registering the access type and outside line access number, follow steps 1 to 3. Then use the search buttons to display PSTN, and press [START/COPY]. The [05] button can now be used for One-touch Speed Dialling.

2

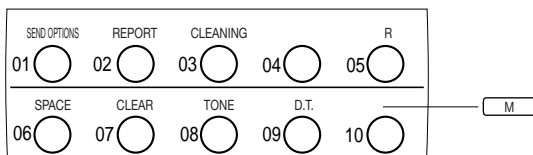
Using alternative telephone networks (UK only)

The fax has a built-in feature that allows you to send documents and make telephone calls with an alternative long-distance service, such as the 2300 Service of Mercury Communications Limited. If you subscribe to such a service, you can save money on most long-distance and international communications.

The procedures described in this chapter show you how to use your fax with the 2300 Service of Mercury Communications Limited. For details on using your fax with alternative telephone services, contact your Canon authorised representative.












Attaching the M label

Before operating the fax, attach the M label as shown below.

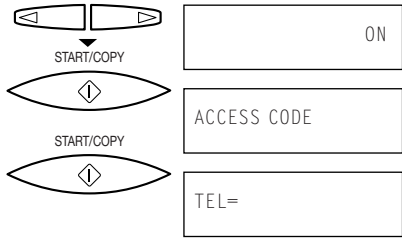


Registering an alternative telephone network

When you register an alternative telephone network under the [M] button you cannot use the [10] button for One-touch Speed Dialling.

- 1 Press [FUNCTION].**
Wait a second for TEL REGISTRATION.
 
1 sec. 
- 2 Use [◀] or [▶] to select USER SETTINGS.**
Press [START/COPY].
 
 
- 3 Use [◀] or [▶] to select M-KEY SETTING.**
Press [START/COPY].
 
 

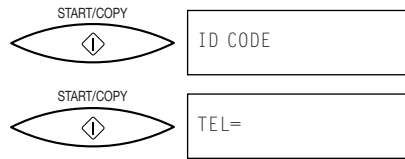
4 Use [**<**] or [**>**] to select ON.
 Press [**START/COPY**] twice.



5 Enter the access code (up to 19 digits) using the numeric buttons.
 Press [**REDIAL/PAUSE**].



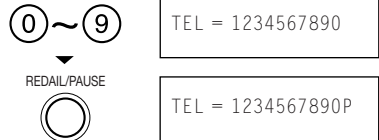
6 Press [**START/COPY**] twice.



7 Enter the ID code (up to 19 digits) using the numeric buttons.

- This code is given to you by Mercury Telecommunications Limited.
- If your access code is 132, you do not have to enter the ID code. Press [**STOP**] to return to standby.
- If an ID code is already registered, you will see a string of asterisks ********* on the display.

Press [**REDIAL/PAUSE**].



8 Press [**START/COPY**].



9 Press [**STOP**] to finish registration.






Note


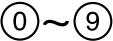
If you want to use the [10] button for One-touch Speed Dialling instead of using it for registering an alternative telephone network, follow steps 1 to 3. Then use the search buttons to display OFF, and press [**START/COPY**]. The [10] button can now be used for One-touch Speed Dialling.


Sending with a registered long-distance service

- 1** Feed the document face-down into the Automatic Document Feeder (ADF).
See Loading the document, p. 49.


- 2** Press [M].


- 3** Dial the other party's fax number.


- 4** Press [START/COPY].
The fax automatically dials the access code and ID code registered under the [M] button. Next, the fax dials the number of the other party and connects the call.
In order to protect your codes, the access code and ID code are not printed on activity reports.



Registering speed dialling with the M button

Follow this procedure to enter your access code and ID code when you register a number for One-touch or Coded Speed dialling. This allows you to send documents over the 2300 Service of Mercury Communications Limited at the press of one or a few buttons.

1 Before you can do this procedure, you must register the access code and ID code.

2 While you are registering a number for One-touch or Coded Speed dialling, when you come to a step that asks you to enter the facsimile number of the other party, press [M].



05=	M
-----	---

3 Enter the number (up to 99 digits) using the numeric buttons.



TEL= M4167951111

4 Continue with the procedure for registering One-touch or Coded Speed Dialling.

- After you have registered the number for speed dialling, you can dial and use the 2300 Service without pressing the [M] button.

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3

HANDLING DOCUMENTS

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Loading the document	49
Setting the resolution and density	51

Preparing documents

Types of documents you can scan

■ Size

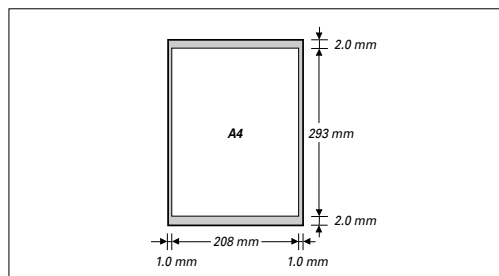
The fax can scan standard A4, letter, or legal size documents.

■ Thickness

Each sheet of the document should be of the same thickness and between 0.08 mm and 0.13 mm thick with a paper weight between 75 and 90 g/m².

■ Effective image size

The actual scanned image size for the fax is shown below.



The 1.0 mm margin on either side of the sheet and the 2.0 mm margin on the top and bottom are not picked up by the scanner.

Note

Problem Documents

- Do not attempt to feed the following types of documents into the fax:



Wrinkled or creased paper



Curled or rolled paper



Torn paper



Carbon paper or carbon-backed paper



Coated paper or glossy paper



Onion skin or thin paper

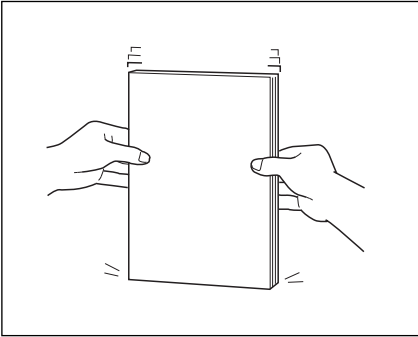


Envelopes

- Remove all staples, paper clips, etc. before feeding the document.
- Make sure any glue, ink or correction fluid on the paper is completely dry before feeding the document.
- Make a photocopy of any document that will not feed into the fax so that you can then feed the copy.

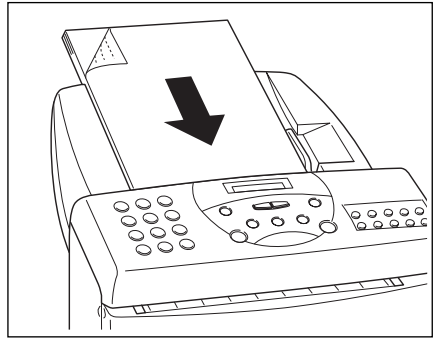
Loading the document

- 1** For a multipage document, tap the document on a flat surface to even the stack.



You can load up to 20 A4 or letter size sheets, or 10 legal size sheets at a time into the Automatic Document Feeder (ADF).

- 2** Insert the document face-down and head first into the Automatic Document Feeder (ADF) until you hear a beep.



The fax automatically feeds the pages one by one from the bottom.

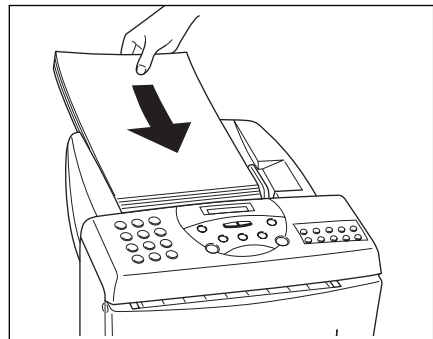
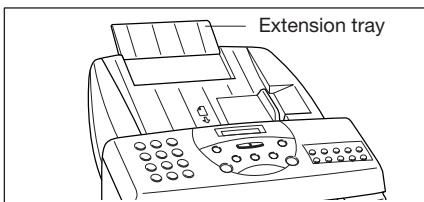
If a page jams or stops while feeding, see Clearing document jams p. 62.

3

- 3** Adjust the right paper guide to the width of the document.



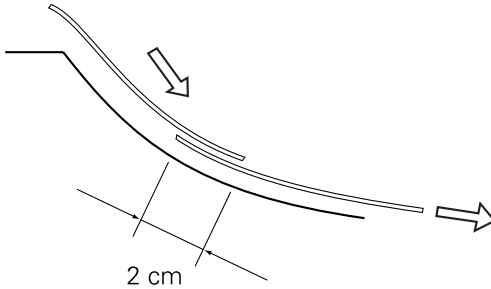
For legal-size documents, flip the extension tray open to accommodate the document.



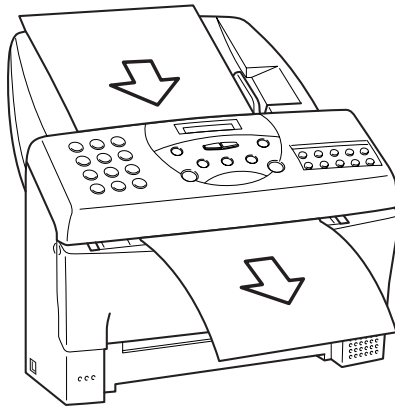
If you are experiencing difficulty feeding multipage documents, slant the edges of the stack and insert the document into the Automatic Document Feeder (ADF).

■ Adding pages to the document

You can load up to 20 A4 at a time into the Automatic Document Feeder (ADF). For longer documents, wait until the twentieth sheet has started feeding, then load up to 20 more sheets. If you want to add pages while the fax is sending a document, insert the first new page so that it overlaps the last page by about 2 cm.



Wait until the last page is being fed into the fax before you add new pages.



Setting the resolution and density

You can control the resolution and density of the fax reproduction when sending or copying documents.

■ What is resolution

Resolution defines the quality of the document reproduction. STANDARD is enough for most text documents. Documents with very fine print should be set to FINE. Documents with photographs should be set to PHOTO.

■ Setting the resolution

To set the resolution, you need to load the document first (see p. 49).

■ STANDARD

Press [RESOLUTION] until STANDARD appears.

Standard resolution is 3.85 lines/mm.

When copying, even if you set STANDARD, the document will automatically be scanned in FINE mode.

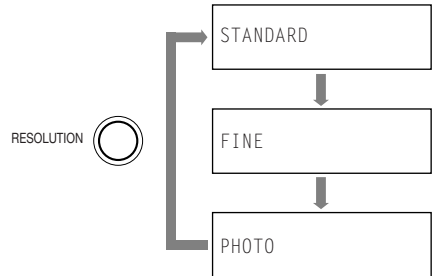
■ FINE

Press [RESOLUTION] until FINE appears.

Fine resolution is 7.7 lines/mm.

■ PHOTO

To scan documents that contain photos, use the PHOTO setting. With this setting, areas of the document that contain photos are automatically scanned with 64 levels of grey, rather than just 2 levels, black and white. Photo resolution is 3.85 lines/mm. This results in a much better reproduction of the photograph.



3

■ Density control

You can adjust the scanning density by changing the DENSITY CONTROL setting in the USER SETTINGS (see p. 83). For light originals choose the DARKER setting. For dark originals choose the LIGHTER setting.

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4

MAKING COPIES

Copying documents	54
-------------------------	----

Copying documents

One of the convenient features of the fax is its ability to make high quality copies. You can make up to 99 copies of one document at a time.

- 1 Feed the document face-down into the Automatic Document Feeder (ADF).**
See Loading the document, p. 49. You can select the density. See p. 51.
You can select FINE or PHOTO for the resolution. (If you set the resolution to STANDARD, your document will automatically be copied in FINE mode.) See p. 51.



STANDARD

- 2 Press [START/COPY].**
To make a single copy, go to step 4.



COPY PAGE 01

- 3 Enter the number of copies (up to 99) using the numeric buttons.**
To make a correction to the number of copies, press [CLEAR] and re-enter the number.



COPY PAGE 3

- 4 Press [START/COPY].**
To stop copying anytime, press [STOP]. You may then need to lift the operation panel to remove the document. See Clearing document jams, p. 62.



COPY

Note

If MEMORY FULL displays on the LCD

If MEMORY FULL displays on the LCD while making multiple copies of a document, do not use the multiple copy feature for copying the document. Make single copies of the document instead (as many times as required)

5

SENDING FAXES

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Preparing to send a document

Before you send a document please refer to:

- Types of documents you can scan, p. 48.
- Loading the document, p. 49.
- Adding pages to the document, p. 50.
- Setting the resolution and density, p. 51.

Sending methods

■ Direct Sending (See p. 57)

If your document has a large number of pages, you may sometimes get a MEMORY FULL error if you are using Memory Sending. To avoid this, use Direct Sending.

To send directly, load the document, dial the fax number and press [START/COPY].

■ Manual Sending (See p. 57)

If you would like to speak with the other party before sending a fax to them, use Manual Sending. When sending manually, you dial, converse normally and then press [START/COPY] to begin sending. For manual sending, you need to have the optional handset or an extension phone connected.

■ Memory Sending (See p. 59)

If you do not want to wait for your document to be scanned page by page during sending (Direct Sending), use Memory Sending. Memory Sending scans the document into memory, then dials and sends the stored image, letting you take away the original immediately after scanning.

Dialling methods

There are several methods of dialling the receiving party's number, depending on how your fax is set up.

Manual Dialling:

Dial the recipient's fax number using the numeric buttons.

One-touch Speed Dialling:

Dial a recipient's fax number that has been assigned to a One-touch Speed Dialling button by simply pressing the corresponding One-touch Speed Dialling button (see p. 58).

Coded Speed Dialling:

Dial a recipient's fax number that has been assigned to a Coded Speed Dialling code by pressing [CODED DIAL] and the 2-digit code assigned to the number (see p. 58).

Sending documents

Direct Sending

To scan and transmit a document one page at a time without storing it in memory first, follow the steps below. This procedure is called "Direct sending".

Use Direct Sending if you want to visually confirm that the fax scans the document. Each page is scanned as it is sent.

1 Feed the document face-down into the Automatic Document Feeder (ADF).

See Loading the document, p. 49. You can set the resolution and density. See p. 51.

STANDARD

2 Dial the other party's fax number.

Use one of the dialling methods described earlier in this chapter. See p. 56.



TEL= 3456 7890

3 Press [START/COPY].

The fax begins sending the document.



Manual Sending

If you would like to first speak with the person you are sending the fax to, use Manual Sending. You need to connect the optional handset or an extension phone to the fax for Manual Sending.

5

1 Feed the document face-down into the Automatic Document Feeder (ADF).

See Loading the document, p. 49. You can set the resolution and density. See p. 51.

STANDARD

2 Pick up the handset or press [HOOK] and dial the other party's fax number.

Use one of the dialling methods described earlier in this chapter. See p. 56.



TEL= 3456 7890



3 If a person answers, converse normally, then ask them to press the start button on their fax. Press [START/COPY] and hang up.

If you hear a high pitch tone, press [START/COPY] and hang up.



- The fax beeps once to indicate that the document has been sent successfully.



- If an error occurs during sending, the fax beeps intermittently for a few seconds. If this happens, try sending the fax again.
- The fax automatically redials if the receiving fax does not answer or if the line is busy. (You can specify the number of times it redials; see AUTO REDIAL in TX SETTINGS, p. 85.)
- To stop sending before the fax is finished, press [STOP]. You may then need to lift the operation panel to remove the document, see Clearing document jams, p. 62.
- If an error message appears on the LCD, correct the error and then press [STOP]. Refer to Error codes, messages and solutions, p. 110.

Automatic Dialling

■ Sending a document using One-touch Speed Dialling or Coded Speed Dialling

After registering the One-touch numbers or Coded Speed Dialling numbers you can send documents as follows:

-
- 1 Feed the document face-down into the Automatic Document Feeder (ADF).**
See Loading the document, p. 49. You can set the resolution and the density, p. 51.



-
- 2 Press the One-touch Speed dialling button assigned to the number to which you wish to fax.**
or

01○ ~ 10○



1 sec.



Press [CODED DIAL] and enter the appropriate two-digit Coded Speed Dialling code.

Wait a second for the number to appear after the name of the number.

CODED DIAL



1 sec.



0○ ~ 9○

- If no number is registered for the button or code you pressed, the LCD display shows the NO TEL# message. Make sure you pressed the correct button or entered the correct code and that the number you want to dial is registered correctly.
- If you make a mistake, press [STOP]. Then press the correct One-Touch Speed Dialling button or press [CODED DIAL] and re-enter the code
- If an error message appears on the LCD, correct the error and press [STOP]. If necessary, refer to Frequently Asked Questions, p. 104.




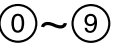

Memory Sending

You can use Memory Sending to send your document. With Memory Sending, the fax quickly scans the document into memory. Then, after it dials the receiving party, it sends the document from memory. This means you do not have to wait for the fax to finish sending before you can retrieve your original document.

You can send up to 21 A4-size pages at a time with Memory Sending (based on the Canon FAX Standard Chart No.1- standard resolution).

- If the memory becomes full while scanning your document, MEMORY FULL is displayed on the LCD. If this should happen, you may need to open the operation panel to remove the document. See Clearing document jams, p. 62. Then try dividing the document into several sections and sending each section individually, or send using Direct Sending or Manual Sending. See p. 57.

The definition of an A4-size page for memory storage purposes is based on the Canon FAX Standard Chart No.1.

1	<p>Feed the document face-down into the Automatic Document Feeder (ADF). See Loading the document, p. 49. You can set the resolution and density. See p. 51.</p>		STANDARD
2	<p>Press [FUNCTION]. Wait a second for TEL REGISTRATION to appear.</p>	<p>FUNCTION</p> 	<p>SELECT MENU</p> <p>1 sec.</p> <p>TEL REGISTRATION</p>
3	<p>Press [SEND OPTIONS]. ▼ Press [START/COPY].</p>	<p>SEND OPTIONS</p> <p>01 </p> <p>▼</p> <p>START/COPY</p> 	<p>MEMORY TX</p> <p>TEL=</p>
4	<p>Dial the other party's fax number. Use one of the dialling methods described earlier in this chapter (see p. 56).</p>		<p>TEL= 987654333</p>
5	<p>Press [START/COPY]. The fax scans the document into memory and begins sending.</p>	<p>START/COPY</p> 	<p>TX/RX NO. XXXX</p> <p>1 sec.</p> <p>MEMORY INPUT P01</p>

5

Cancelling Sending

To stop sending before the fax is finished, press [STOP]. Then you may need to open the operation panel to remove the document, see Clearing document jams, p. 62.

Redialling

■ Manual

To start dialling again, just press [REDIAL/PAUSE]. (When you press [REDIAL/PAUSE], the previous number dialled with the numeric buttons is redialled.)

■ Automatic

The fax automatically redials twice after the first attempt at sending fails (eg. the line was busy).

The time between redials is two minutes.

You can change the number of redials and the time between redials by changing the AUTO REDIAL setting in the TX SETTINGS (see p. 85).

If the fax fails to get through after the second redial, the fax beeps.

The LCD displays REDIALING while the fax is in the redialling process.



REDIALING

■ To cancel automatic redialling

You can cancel automatic redialling anytime by pressing the [STOP] button.

However, when memory is used during sending (including Delayed Sending and Sequential Broadcasting), you cannot cancel redialling while REDIALING is displayed on the LCD. In this case, wait until dialling begins, then press [STOP] to cancel redialling.

Messages displayed during sending

When your fax sends a document, the following messages are displayed as the call progresses.

The fax is dialling the recipient's phone number.

DIALING

The recipient's phone is ringing.

CALLING

The display tells you when transmission begins.

TRANSMIT

After a few moments the display begins changing every 2 seconds.

TX/RX No. XXXX



ECM TX PXX

or

TRANSMIT PXX

If ECM is off, "TRANSMIT PXX" is displayed.



789 3456

Other party's number



CANON INC.

Other party's name (For some models, the other party's name may not be displayed.)

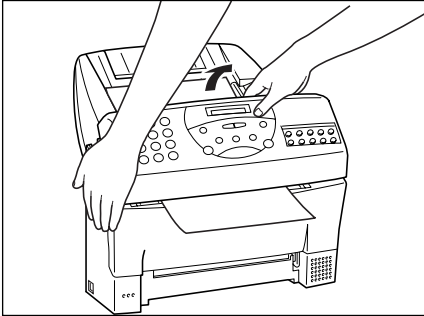
After the document is sent, the fax beeps once and the display tells you when the transmission has ended.

TRANSMITTING OK

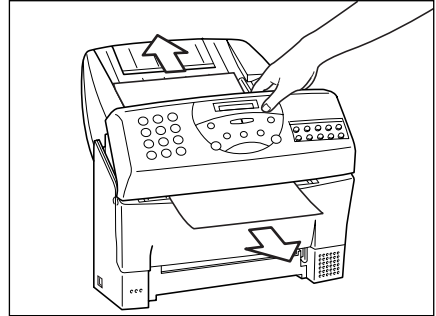
Clearing document jams (ejecting a document from the ADF)

■ Removing a jammed sheet

1 Hold down the fax with your left hand, and gently pull the operation panel with your right hand.

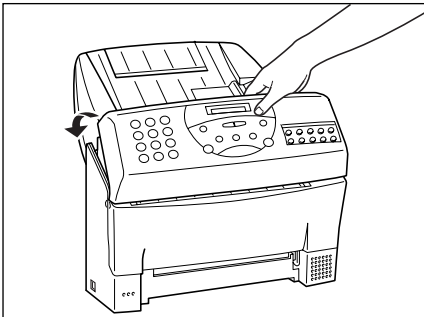


2 While holding the operation panel open, pull the sheet out from the top or bottom.



■ Do not press on the LCD display.

3 Gently push the operation panel shut until it clicks.



Delayed Sending


Your fax can send documents automatically at a preset time. This allows you to take advantage of lower late night long-distance rates offered by some telephone companies. You can use any dialling method to dial fax numbers to send a document to up to 31 destinations at a preset time. See Sending a document to more than one location for details, p. 66.

1 Feed the document face-down into the Automatic Document Feeder (ADF).
See Loading the document, p. 49. You can set the resolution and density. See p. 51.

DOCUMENT READY

2 Press [FUNCTION].
Wait a second for TEL REGISTRATION to appear.

FUNCTION



SELECT MENU

1 sec.

TEL REGISTRATION

3 Press [SEND OPTIONS].

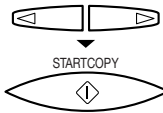
SEND OPTIONS



MEMORY TX

4 Use [◀] or [▶] to select DELAYED TX.
▼
Press [START/COPY].
Wait a second for SET TIME to appear.

START/COPY



DELAYED TX

TX/RX NO. XXXX

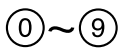
1 sec.

SET TIME XX:XX

5 Enter the desired sending time (24-hour clock) using the numeric buttons.

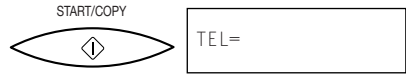
- Set the time using the 24-hour clock system. Precede single digits with a zero.
Example:
07:30 = 7:30 a.m.
17:05 = 5:05 p.m.
- Press [CLEAR] if you need to re-enter the time.
- You can also use [◀] or [▶] to move the cursor.

① ~ ⑨



SET TIME 23:00

6 Press [START/COPY].



7 Dial the other party's fax number.

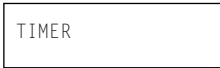
- You can enter the other party's fax number using the numeric buttons, One-touch Speed Dialling (see p. 58), or Coded Speed Dialling (see p. 58).
- If you use the numeric buttons, press [START/COPY] after entering the number to register it before going on to the next number.



8 Press [START/COPY].
The fax reads the document into memory.



After scanning in the document, the fax displays **TIMER** on the LCD. When the set time comes, the fax dials and sends the document.



Sending other documents while the fax is set for Delayed Sending

You can send, receive, and copy other documents even when the fax is set for sending at a preset time. The fax can only register one preset sending operation at a time.

To send or copy other documents after setting the fax for Delayed Sending, simply send or copy using any other sending procedure in this manual.

Note


Delayed sequential broadcasting

Delayed sequential broadcasting is applicable for sending one document to more than one location at a later time when multiple fax numbers are dialled. See p. 66.

Cancelling Delayed Sending

- 1** Press **[FUNCTION]**.
Wait a second for TEL REGISTRATION to appear.

FUNCTION



SELECT MENU


1 sec.

TEL REGISTRATION

- 2** Press **[SEND OPTIONS]**.



SEND OPTIONS

01




MEMORY TX

- 3** Use **[<]** or **[>]** to select **DELAYED TX**.
▼
Press **[START/COPY]**.
Wait a second for SET TIME to appear.

DELAYED TX

START/COPY




SET TIME 23:00

- 4** Press **[CLEAR]**.


CLEAR

07



SET TIME _ :

- 5** Press **[START/COPY]**.
Delayed Sending is cancelled.



ERASING END

Sequential broadcasting

Sending a document to more than one location

Sequential broadcasting sends one document to more than one location. You can send to a total of 31 destinations as follows:

One-touch Speed Dialling	=	10 destinations
Coded Speed Dialling	=	20 destinations
Regular dialling (Numeric buttons dialling)	=	1 destination

You can enter the One-touch Speed Dialling and Coded Speed Dialling destinations in any order. You simply press the One-touch Speed Dialling button, or press [CODED DIAL] followed by the two-digit code (with the numeric buttons).

You can also include one destination using Regular dialling. Remember that when using regular dialling, you must press [START/COPY] after entering the number.

You can send up to 21 A4-size pages (based on the Canon FAX Standard Chart No.1-standard resolution).

1 Feed the document face-down into the Automatic Document Feeder (ADF).

See Loading the document, p. 49. You can set the resolution and density. See p. 51.

STANDARD

2 Dial the other party's fax number.

- You can send to up to 31 destinations.
- Simply enter the numbers one after the other: press the desired One-touch Speed Dialling button or press [CODED DIAL] followed by the two-digit code (with the numeric buttons).
- You can enter only one number directly with the numeric buttons using regular dialling. Remember to press [START/COPY] after entering the number.
- You can also press [REDIAL/PAUSE] to redial the last number dialed with the numeric buttons.
- You must press each button within 10 seconds of the preceding one. The fax begins the operation approximately 10 seconds after you press the last button.



TEL= 3456 7890

3 Press [START/COPY].

- The fax reads the document into memory and begins sending. Between transmissions, MULTI TRANS ON displays on the LCD.
- To cancel a transmission, press [STOP] during dialling or transmission. All transmissions in the sequence are cancelled.



TX/RX NO. XXXX

1 sec.

MEMORY INPUT P01

6

RECEIVING FAXES

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Receiving documents

Receiving documents in Manual Mode

You may want to set your fax to Manual Mode if you want to personally monitor every call, whether from a fax machine or a person.

For Manual Mode, you need to have the optional handset or an extension phone connected to your fax. See p. 15.

Keep in mind that you cannot use Manual Receiving if a document is in the Automatic Document Feeder (ADF) waiting to be sent.

1 Make sure you have connected the optional handset or an extension phone to your fax. See p. 15.

2 Press [RECEIVE MODE] until "Manual Mode" appears on the LCD.



3 Press [START/COPY].



4 When the fax rings, pick up the handset.

5 If you hear a person's voice, start your conversation. If the caller wants to send a document after talking to you, press [START/COPY] to receive the document.



or
If you hear a slow beep or silence, another fax is trying to send you a document. Press [START/COPY].

You can also start receiving the document by pressing "25" on the extension phone, and then hanging up.

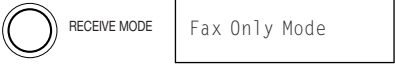

Your fax begins receiving the document.

- Hang up the handset after the fax displays RECEIVE. If you do not hang up, the fax beeps intermittently for a few seconds after you receive the document. To turn off the beeping, see OFF HOOK ALARM in the USER SETTINGS, p. 83.

Receiving documents in Fax Only Mode

When the fax is set up for a dedicated line, it automatically receives documents whenever a call comes over the fax line.

The fax cannot receive automatically if you are making copies, printing reports, or registering information. See p. 72.

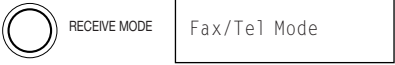

- 1 Press [RECEIVE MODE] until "Fax Only Mode" appears on the LCD.
 
- 2 Press [START/COPY]
 

The fax assumes all incoming calls are from another fax machine sending a document. It receives the documents automatically.

Receiving documents in Fax/Tel Mode

You can set the fax to monitor all incoming calls over the fax/telephone line. When the fax receives an incoming call, it checks to see if the call is from another fax machine trying to send a document or from someone wanting to talk to you. You need to have the optional handset or an extension phone connected to your fax for this mode. See p. 15.

The fax cannot receive automatically if you are making copies, printing reports, or registering information. See p. 72.

- 1 Make sure you have connected the optional handset or an extension phone to your fax. See p. 15.
- 2 Press [RECEIVE MODE] until "Fax/Tel Mode" appears on the LCD.
 
- 3 Press [START/COPY]
 

When the fax receives a call, it checks to see whether the call is from another fax machine or from a telephone.

- If the INCOMING RING function is set to OFF, the fax does not ring (even if the optional handset or an extension phone is connected) when it receives a call from another fax machine that is trying to send a document. This is so that you are not disturbed when your fax is communicating with another fax machine. The fax automatically receives the document.
- In Fax Only Mode or Fax/Tel Mode, if you want the optional handset or extension phone to ring to make sure that someone is sending you a document, you need to set INCOMING RING to ON and connect the optional handset or an extension phone.
- If the call is from a person, the fax rings to alert you to pick up the optional handset or extension phone.
- If you do not pick up the handset within 22 seconds, the fax stops ringing. It checks again to make sure the call is not from a fax machine and then hangs up.

Note:

- If the paper runs out or if the BJ cartridge runs out of ink, the fax receives the rest of the document in memory.
- To stop receiving before the document is complete, press [STOP].
- If an error message appears on the LCD, make sure the error is corrected and then press [STOP]. If necessary, see Frequently Asked Questions, p. 104.
- The fax beeps once to show that the document was received. If an error occurs, the fax beeps intermittently for a few seconds. If this happens, contact the other party and have them resend the document.

Receiving documents in Ans. Machine Mode

Connecting an answering machine to the fax allows you to receive not only documents sent from other fax machines, but also messages from people calling when you are out of the office. When the fax is connected to an answering machine, all incoming calls are first directed to the answering machine. If the call is from a person, the caller can leave a message. If the call is from a fax machine, your fax receives the document automatically. See p. 15 for instructions on how to connect the answering machine to the fax.

1 Make sure you have connected an answering machine to your fax. See p. 15.

2 Press [RECEIVE MODE] until "Ans. Machine Mode" appears on the LCD display.



RECEIVE MODE

Ans. Machine Mode

3 Press [START/COPY]

START/COPY



12:00

AnsMode

4 Set your answering machine to answer.

- The fax allows the answering machine to answer, then listens for a fax tone, and switches to receive mode automatically if it detects the tone.
- If the fax runs out of paper or ink, it receives the document and stores it in memory. To print out documents in memory, see pp. 71, 72.

5 When not in use, turn the answering machine off and switch to Fax/Tel Mode, Manual Mode, or Fax Only Mode using [RECEIVE MODE] .

Receiving documents in memory

When the fax receives documents in memory, you see one of the following messages and you must perform one of the following actions:

CHANGE CARTRIDGE

Cause:

You ran out of ink or the BJ cartridge is not set properly.

Action:

Install a new BJ cartridge or install the BJ cartridge properly. (See Replacing the BJ cartridge, p. 103.)

PUT IN CARTRIDGE

Cause:

There is no BJ cartridge.

Action:

Install a BJ cartridge. (See Installing the BJ cartridge, p. 11.)

CHECK REC PAPER

Cause:

You ran out of recording paper.

Action:

Load paper into the paper tray, then press [STOP]. (See Loading the paper, p. 7.)

REC. PAPER JAM

Cause:

A paper jam has occurred.

Action:

Clear the jam, then press [STOP]. (See Recording paper jams, p. 99.)

CHK. FRONT COVER

Cause:

The front cover is open.

Action:

Close the front cover.

- The fax can store up to 15 A4-size pages (based on the Canon FAX Standard Chart No.1).
- When the memory contains documents, the LCD displays REC'D IN MEMORY alternating with the error message.

Printing documents in memory

Except when you run out of paper, the fax will automatically print out the contents stored in memory when you remedy the cause of the problem.

If running out of recording paper caused memory reception, add recording paper and press [STOP] to begin printing the stored page(s).

After printing the page(s) stored in memory, the fax erases the documents from memory.

Receiving while registering, copying or printing

If the fax rings while you are ① entering registration information, ② making a copy or ③ printing a report manually, lift the handset.

- If you hear a slow beep or nothing at all, someone is trying to send a fax; press [STOP] to cancel ①, ② or ③. Then, press [START/COPY]. To cancel making a copy to receive a fax, make sure that the document is removed from the Automatic Document Feeder (ADF). Then, press [START/COPY].
- If it is a phone call, you can converse normally.

If you cancelled operations ①, ② or ③, start the procedure again from the beginning after the call.

Note:


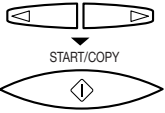
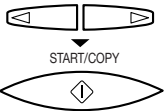
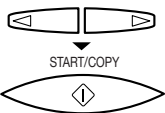
If you are performing operations ①, ② or ③ above, the fax will not automatically answer an incoming call, even if the fax is in Ans. Machine Mode or Fax/Tel Mode. Follow the above procedure to answer the call.

Network FAX/TEL Switching (Australia only)

Telstra offers the FaxStream DUET capability. If you subscribe to this service, your line is assigned two numbers: one for fax and one for phone. When the fax number is called, the network sends a specific ringing tone which your unit recognises and automatically handles as a fax call. If the phone number is called, a different ringing tone is sent out from the network so that the call is handled as a voice call. This means that there is no switching delay at the caller's end.

Setting the fax for Network Switch

- Triple ring (short-short-short) for fax receiving Three short rings, at regular intervals.
- Any ring except triple ring (depending on your switchboard) for telephone conversation.

1	<p>Press [FUNCTION] Wait a second for TEL REGISTRATION appear.</p>	<p>FUNCTION</p> 	<div style="border: 1px solid black; padding: 5px; text-align: center; margin-bottom: 5px;">SELECT MENU</div> <p style="text-align: center; font-size: small;">1 sec.</p> <div style="border: 1px solid black; padding: 5px; text-align: center;">TEL REGISTRATION</div>
2	<p>Use [◀] or [▶] to select RX SETTINGS. ▼ Press [START/COPY].</p>		<div style="border: 1px solid black; padding: 5px; text-align: center; margin-bottom: 5px;">RX SETTINGS</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">ECM RX</div>
3	<p>Use [◀] or [▶] to select NET SWITCH. ▼ Press [START/COPY].</p>		<div style="border: 1px solid black; padding: 5px; text-align: center; margin-bottom: 5px;">NET.SWITCH</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">OFF</div>
4	<p>Use [◀] or [▶] to select ON. ▼ Press [START/COPY]</p>		<div style="border: 1px solid black; padding: 5px; text-align: center;">ON</div>

5 Press STOP.



Operation for Network Switch System

The procedures for using the Network Switch system are almost the same as when using the fax over a normal telephone line. When you receive calls, however, the fax will respond slightly differently as described below.

When you hear the telephone call ring pattern:

Pick up the handset and talk normally. If you hear a slow beep, it means the call is from a fax machine trying to send a document. Press [START/COPY] to receive the document. If you do not pick up the handset, the fax continues to ring until the other party hangs up. If an answering machine is connected, it takes over the call.

When you hear the fax call ring pattern (triple ring):

After the fax rings, it receives the document automatically.

If you want to receive a document without ring:

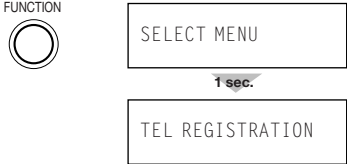
First, make sure the fax is in Fax/Tel mode („Fax/Tel” displayed on the LCD). Then set INCOMING RING in the RX SETTINGS to OFF. See p. 85. When someone sends a document, the fax receives it automatically without ringing.

Network FAX/TEL Switching (New Zealand only)

Telecom N.Z. offers the FaxAbility capability. If you subscribe to this service, your line is assigned two numbers: one for fax and one for phone. When the fax number is called, the network sends a specific ringing tone which your unit recognises and automatically handles as a fax call. If the phone number is called, a different ringing tone is sent out from the network so that the call is handled as a voice call. This means that there is no switching delay at the caller's end.

Setting the fax Network

- 1** Press **[FUNCTION]**.
Wait a second for TEL REGISTRATION appear.

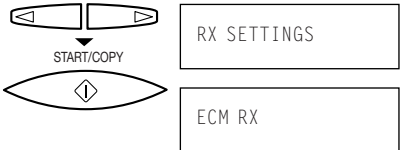


FUNCTION

SELECT MENU

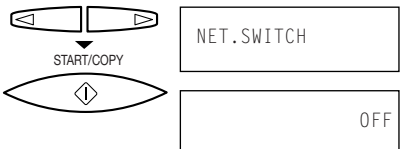
1 sec.

TEL REGISTRATION
- 2** Use **[<]** or **[>]** to select **RX SETTINGS**.
Press **[START/COPY]**.



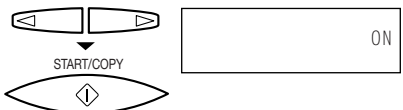
RX SETTINGS

ECM RX
- 3** Use **[<]** or **[>]** to select **NET SWITCH**.
Press **[START/COPY]**.



NET SWITCH

OFF
- 4** Use **[<]** or **[>]** to select **ON**.
Press **[START/COPY]**.



ON

5 Press STOP.

STOP



Operation for Network Switch System

The procedures for using the Network switch system are almost the same as when using the unit over a normal telephone line. When you receive calls, however, the unit will respond slightly differently as described below.

When you hear the telephone call ring pattern:

Pick up the handset and talk normally. If you hear a slow beep, it means the call is from a fax machine trying to send a document. Press [START/COPY] to receive the document. If you do not pick up the handset, the fax continues to ring until the other party hangs up. If an answering machine is connected, it takes over the call.

When you hear the fax call ring pattern:

After the fax rings, it receives the document automatically.

If you want to receive a document without ring:

First, make sure the fax is in Fax/Tel model („Fax/Tel” displayed on the LCD). Then set INCOMING RING in the RX SETTINGS to OFF. See p. 85. When someone sends a document, the fax receives it automatically without ringing.

7

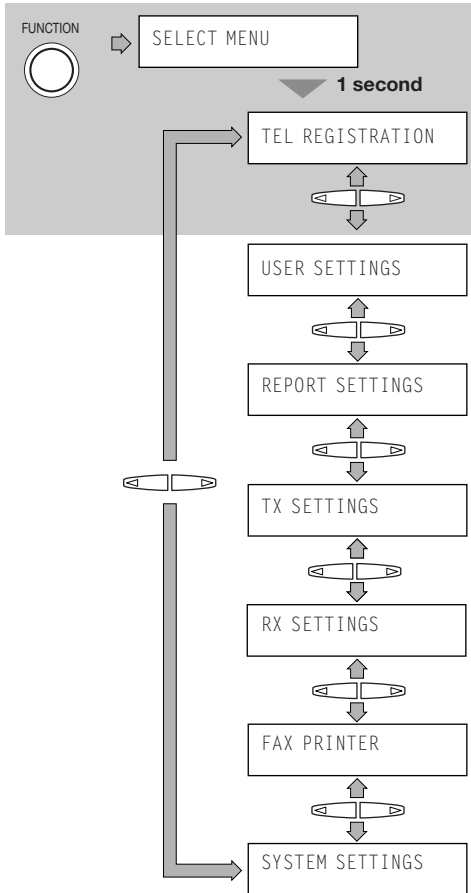
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User menu settings


The following illustrates the user menu settings in hierarchical order. The TEL REGISTRATION, USER SETTINGS, REPORT SETTINGS, TX SETTINGS, RX SETTINGS, FAX PRINTER, and SYSTEM SETTINGS menus comprise the items shown on the following pages.


Take a few minutes to familiarise yourself with the user menu settings.





To select the desired menu, complete the procedure as shown in the shaded area. Press [FUNCTION], SELECT MENU is displayed for approximately 1 second followed by the TEL REGISTRATION menu. Use the arrow buttons to scroll through the menus.

Press  to display the SELECT MENU.

Press  to go to the next menu.

Press  to go to the previous menu.

Press  when you wish to make a change to a setting.

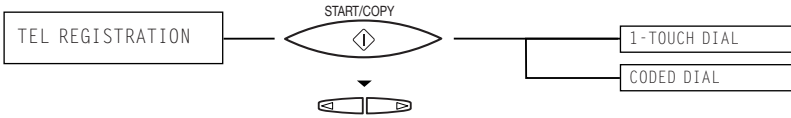
Press  to exit from the user menu settings.

Whenever you make a change to a setting, press [START/COPY] and confirm that DATA ENTRY OK displays on the LCD. Unless this message displays, the setting has not been changed.

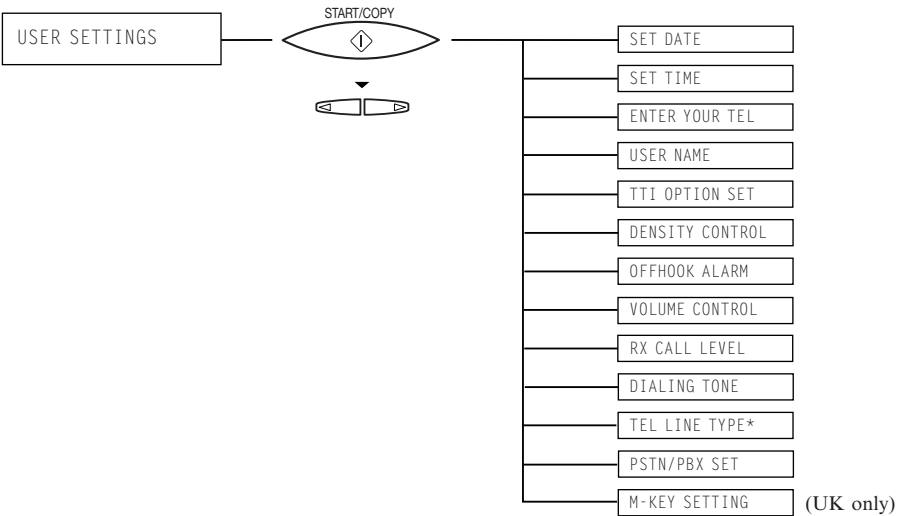
When you return to the previous level, press [FUNCTION].

Refer to the following section as a comprehensive guide of the user menu settings.

- The TEL REGISTRATION menu contains the following settings.

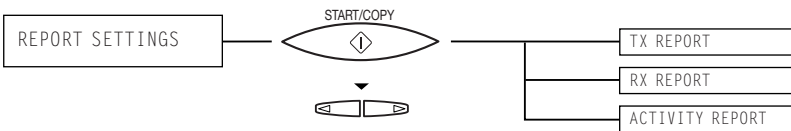


- The USER SETTINGS menu contains the following settings.

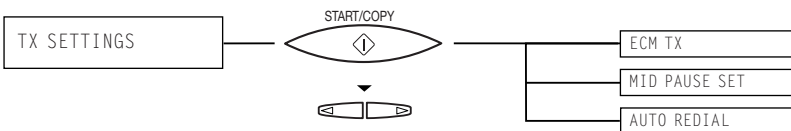


*TEL LINE TYPE cannot be set in Norway and Denmark.

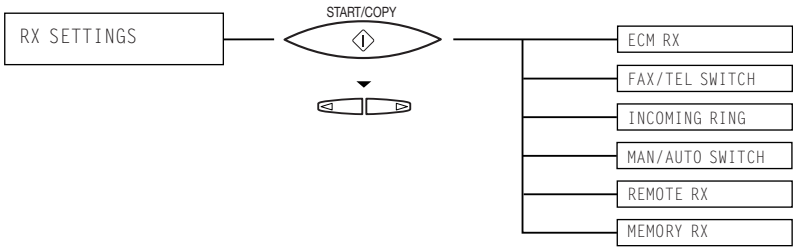
- The REPORT SETTINGS menu contains the following settings.



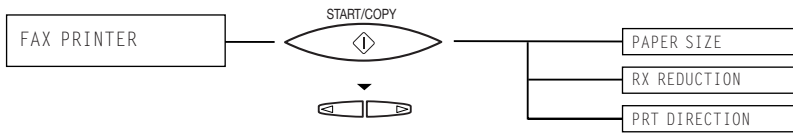
- The TX SETTINGS menu contains the following settings.



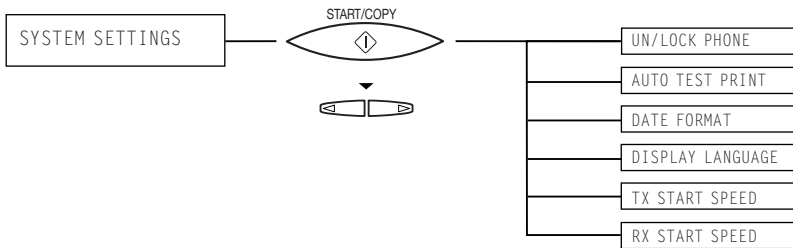
- The RX SETTINGS menu contains the following settings.



- The FAX PRINTER menu contains the following settings.



- The SYSTEM SETTINGS menu contains the following settings.



Settings

The fax has seven sets of settings that control its various modes of operation. The settings and how to change them are described below.

How to change a setting


There are two basic types of settings, selectable settings and numeric entry settings. The following example shows how to make both types of changes.


Whenever you make a change to a setting, press [START/COPY] and confirm that DATA ENTRY OK displays on the LCD. Unless this message displays, the setting has not been changed.


Example:


Changing INCOMING RING, the number of rings before the fax answers.


- 1 Press [FUNCTION].**
Wait a second for TEL REGISTRATION to appear.


- 2 Use [◀] or [▶] to select RX SETTINGS.**


- 3 Press [START/COPY].**


- 4 Use [◀] or [▶] to select INCOMING RING.**


- 5 Press [START/COPY].**



SETTINGS AND ACTIVITY REPORTS

6 Use [◀] or [▶] to select ON.



ON

7 Press [START/COPY].



DATA ENTRY OK

RING COUNT

1 sec.

2

8 Use the numeric buttons to enter a new ring count, for example 3.



3

9 Press [START/COPY].



DATA ENTRY OK

10 Press [STOP] to finish registration and return to standby mode.



TEL REGISTRATION

Factory settings are in bold. For instructions on how to change a setting, refer to How to change a setting, pp. 81, 82.

Name	Description	Settings
1-TOUCH DIAL	See Registering One-touch Speed Dialling numbers and names, p. 36.	-
CODED DIAL	See Registering Coded Speed Dialling numbers and names, p. 38.	-

USER SETTINGS

Factory settings are in bold. For instructions on how to change a setting, refer to How to change a setting, pp. 81, 82.

Name	Description	Settings
SET DATE	Set the date using the numeric buttons.	-
SET TIME	Set the time (24-hour clock) using the numeric buttons.	-
ENTER YOUR TEL	Enter your fax number using the numeric buttons.	-
USER NAME	This is the name that appears at the top of each fax page you send. See Entering a name, p. 30.	-
TTI OPTION SET	This option sets the parameters for the identification header that appears on every page you send.	
TX TERMINAL ID	Enable/disable the TTI.	ON/OFF
TTI POSITION	Select the position of the TTI. OUTSIDE IMAGE: Position the TTI outside the image area. INSIDE IMAGE: Position the TTI inside the image area.	OUTSIDE IMAGE/INSIDE IMAGE
TTI MARKER	Select the icon for the fax number. FAX: Sets the fax icon. TEL: Sets the telephone icon.	FAX/TEL
DENSITY CONTROL	Set the density of the reproduction. Set to DARKER for light originals and LIGHTER for dark originals.	STANDARD/LIGHTER/DARKER
OFFHOOK ALARM	Enable/disable the off hook alarm. The alarm alerts you that the telephone is off hook.	ON/OFF
VOLUME CONTROL	Set the audio level of the line monitor, calling signal and alarm.	-
PHONE VOL LEVEL	Set the volume of the line monitor (sound during off hook and dialling conditions)	VOL MIN/VOL MID/VOL MAX
CALLING VOLUME	Set the volume of the ring produced when the fax detects a voice call during FAX/TEL switchover.	VOL MIN/VOL MID/VOL MAX
ALARM VOLUME	Set the volume of the error alarm sound.	VOL MIN/VOL MID/VOL MAX
KEYPAD VOLUME	Set the volume of the keypad.	OFF/VOL MIN/VOL MID/ VOL MAX
RX CALL LEVEL	Set the ring tone.	LOW/HIGH
DIALING TONE	Turn the dial tone on/off for dialling.	ON/OFF

SETTINGS AND ACTIVITY REPORTS

Name	Description	Settings
TEL LINE TYPE*	Set the dialling method the fax uses to match the type of phone line you have.	TOUCH TONE/ROTARY PULSE**
PSTN/PBX SET	Sets the type of the PBX through which your fax is connected.	PSTN/PBX
PSTN	Your fax is connected to the outside line.	
PBX	Your fax is connected through a PBX. You can set the type of the PBX among PREFIX, HOOKING and EARTH CONNECTION. If you select PREFIX, you can set the number up to 19-digits that will access the outside line. If set to PBX, the [05] button cannot be used for One-touch Speed Dialling.	
M-KEY SETTING (UK only)	Enable/disable the M-key setting. When set to ON, the [10] button cannot be used for One-touch Speed Dialling. Set an access code and ID code for the 2300 service of Mercury Communications Limited, p. 42.	ON/OFF
ACCESS CODE	Set an access code up to 19 digits.	-
ID CODE	Set an ID code up to 19 digits.	-

*TEL LINE TYPE cannot be set in HongKong, Norway and Denmark.

**TOUCH TONE is the default setting in the UK and Singapore.

REPORT SETTINGS

Factory settings are in bold. For instructions on how to change a setting, refer to How to change a setting, pp. 81, 82.

Name	Description	Settings
TX REPORT	Enable/disable automatic printing of the transmission report. PRINT ERROR ONLY prints only when a transmission error occurs. OUTPUT YES sets the fax to print an activity report every time you send a document. OUTPUT NO turns off the activity report feature.	OUTPUT YES/OUTPUT NO/PRINT ERROR ONLY
TX CONFIRM REP.	When you set TX REPORT to OUTPUT YES or PRINT ERROR ONLY, you can add to the TX report half of the first page of the document that was being sent. This can help remind you which document was being sent. Valid only for memory transmissions.	OUTPUT YES/OUTPUT NO
RX REPORT	Enable/disable automatic printing of the reception report. PRINT ERROR ONLY prints only when an error occurs during receiving. OUTPUT YES sets the fax to print an activity report every time you receive a document. OUTPUT NO turns off the activity report feature.	OUTPUT YES/OUTPUT NO/PRINT ERROR ONLY
ACTIVITY REPORT	Enable/disable automatic printing of the activity report. Unless you change the setting, your fax is set to print an activity management report for every 20 transactions (sending and receiving).	OUTPUT YES/OUTPUT NO
TX/RX SEPARATE	Divide the activity management report into sending and receiving transactions.	ON/OFF

TX SETTINGS

Factory settings are in bold. For instructions on how to change a setting, refer to How to change a setting, pp. 81, 82.

Name	Description	Settings
ECM TX	Enable/disable error correction during transmission.	ON/OFF
MID PAUSE SET	Set the length of the pause you insert into a dialling sequence.	2 seconds (1 to 15)*
AUTO REDIAL	Determine whether the fax will redial a number if it fails to get a response on the first attempt.	ON/OFF
REDIAL TIMES	Set the number of retries.	2 times (1 to 10)**
REDIAL INTERVAL	Set the period of time between rediallings.	2 minutes (2 to 60)

*4 seconds (4-11) in the UK and Hong Kong.

**Up to 4 times in the UK and Ireland, and 5 times in New Zealand.

RX SETTINGS

Factory settings are in bold. For instructions on how to change a setting, refer to How to change a setting, pp. 81, 82.

Name	Description	Settings
ECM RX	Enable/disable error correction during reception.	ON/OFF
FAX/TEL SWITCH	Enable/disable FAX/TEL switchover. When ON, this feature answers calls, and if no fax tone is detected, the fax rings to alert you of an incoming call.	
RING START TIME	Set the duration that the fax listens for a fax tone before starting to ring.	8 seconds (0 to 30)
F/T RING TIME	Set the length of time the fax will ring to alert you of an incoming call.	22 seconds (10 to 300)
F/T SW ACTION	Select the action taken after the F/T RING TIME expires.	DISCONNECT/RECEIVE
INCOMING RING	When the fax is set to Fax Only Mode or Fax/Tel Mode and an extension phone is connected, set the fax to ring when it receives a call.	ON/OFF
RING COUNT	Set the number of incoming rings before the fax answers.	2 times (1 to 99)
MAN/AUTO SWITCH	Determine if the fax switches to document receive mode after the fax rings for a specified time when the fax is in the manual receive mode.	ON/OFF
RING TIME	Set the amount of time the fax will ring before switching to document receive mode.	10 seconds (1 to 99)
REMOTE RX	Allows you to dial the REMOTE RX ID on an extension phone to start receiving a document.	ON/OFF
REMOTE RX ID	If you set REMOTE RX ON, you can change the remote receiving ID.	25 (00 to 99, including * and #)
MEMORY RX	Turn on/off memory receiving of a document.	ON/OFF

SETTINGS AND ACTIVITY REPORTS

FAX PRINTER

Factory settings are in bold. For instructions on how to change a setting, refer to How to change a setting, pp. 81, 82.

<i>Name</i>	<i>Description</i>	<i>Settings</i>
PAPER SIZE	Select the size of the loaded fax paper.	A4/LEGAL/LTR
RX REDUCTION	Enable/disable reduction for received faxes.	ON/OFF
REDUCTION RATE	Set the reduction factor in percent.	STANDARD/A4→LTR/LGL→LTR
SEL. REDUCE DIR	Select reduction in width only or both width and height.	VERTICAL ONLY/HORIZ & VERTICAL
PRT DIRECTION	Select between unidirectional and bi-directional printing.	BI-DIRECTION PRT/PRT ONE DIRECT.

SYSTEM SETTINGS

Factory settings are in bold. For instructions on how to change a setting, refer to How to change a setting, pp. 81, 82.



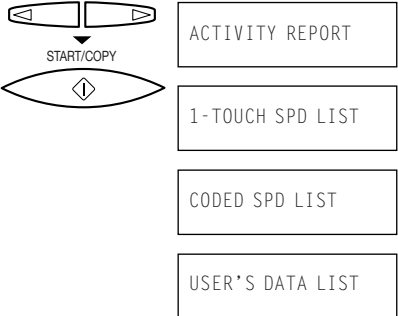
<i>Name</i>	<i>Description</i>	<i>Settings</i>
UN/LOCK PHONE	Restricts sending with a password.	
PASSWORD	Allows you to set a four digit password to restrict access to the LOCK PHONE setting below.	
LOCK PHONE	Allows you to restrict sending.	ON/OFF
AUTO TEST PRINT	Enable/disable auto test printing whenever the BJ cartridge is replaced.	ON/OFF
DATE FORMAT	Set the date format.	MM/DD/YY DD/MM/YY YY/MM/DD
DISPLAY LANGUAGE	Set the language of the LCD messages.	ENGLISH/FRENCH/SPANISH/ GERMAN/ITALIAN/DUTCH/FINNISH/ PORTUGUESE/NORWEGIAN/ SWEDISH/DANISH/SLOVENE/ CZECH/HUNGARIAN
TX START SPEED	Set the speed at which the fax starts transmitting. Set this to a lower speed if you have difficulties connecting over long distance or noisy lines.	14400bps/9600bps/7200bps/ 4800bps
RX START SPEED	Set the speed at which the fax starts receiving. Set this to a lower speed if you have difficulties connecting over long distance or noisy lines.	9600bps/7200bps/4800bps

Activity reports

Your fax keeps track of most of its sending and receiving operations. These operations can be printed out in the form of activity reports that can help you confirm the dates and times of facsimile transmissions and whether or not each transaction was successful.

How to print a report

Depending on the type of report, you can have the fax print the report automatically, or you can print it directly. See REPORT SETTINGS (p. 84) on how and when reports are printed automatically. The fax prints the Send report, Receive report, and Multi activity report automatically only. You'll find a sample of each report below.

- 1 Press [FUNCTION].**
A circular button with the word "FUNCTION" printed above it.
- 2 Press [REPORT].**
A circular button with the word "REPORT" printed above it and the number "02" to its left.
- 3 Use [◀] or [▶] to display the type of report you want to print.
▼
Press [START/COPY].**
A set of navigation controls and a menu. At the top are two arrow buttons (left and right) with a double-headed arrow between them. Below them is a button labeled "START/COPY" with a diamond-shaped arrow pointing down. To the right of these controls is a vertical list of four menu items, each in a rectangular box: "ACTIVITY REPORT", "1-TOUCH SPD LIST", "CODED SPD LIST", and "USER'S DATA LIST".

Activity management report

Summarises the information for the sending and receiving activities of your fax after 20 transactions. For automatic printing see ACTIVITY REPORT in REPORT SETTINGS, p. 84.

```

01/12/97  10:12  FAX 321 456 7777  CANON U.S.A.  P01

*****
*****              ACTIVITY REPORT              *****
*****
*****
START TIME  CONNECTION TEL  CONNECTION ID  NO.  MODE  PAGES  RESULT
01/12 11:55 *    3 7390602  CANON HONGKONG  0017  TRANSMISSION  1  OK 00:31
11:57 *    312 228 5700  CANON INC.      0016  TRANSMISSION  1  OK 00:47
12:45 *    0337582111  CANON TOKYO     0018  RECEPTION    1  OK 00:35
12:53 *    321 228 5700  CANON INC.      0019  RECEPTION    1  NG 00:01
          0 #011
12:57 *    356 895 1111  DERIC MA        0021  TRANSMISSION  1  NG 00:31
          0 #018
          00:31
12:56 *    37582111  CANON TOKYO     0022  TRANSMISSION  1  OK 00:21
13:55      2 5059  CANON ITALIA    0023  TRANSMISSION  1  OK 00:21
          STOP
    
```

Error Code: See Error Codes messages and solutions, p. 110.

[STOP] was pressed during transaction.

If marked with an asterisk, has already been printed out.

Transaction number

The number of the page with an error.

- The fax prints sending and receiving transactions together in the same report. You can also set the fax to print sending and receiving transactions separately. See TX/RX SEPARATE, p. 84.

One-touch Speed Dialling list

Lists the information for each of the registered One-touch Speed Dialling numbers.

```

01/12/97  10:12  FAX 321 456 7777  CANON U.S.A.  P01

*****
*****              1-TOUCH SPD LIST              *****
*****
*****
SD #      CONNECTION TEL  CONNECTION
[01]    1 773 3173      CANON UK
[02]    312 228 5700  CANON INC.
[03]    2 5059        CANON ITALIA
[04]    3 7390802    CANON HONGKONG
[05]    R-KEY
    
```

Coded Speed Dialling list

Lists information for each of the registered Coded Speed Dialling numbers.

```
01/12/97  10:12      FAX 321 456 7777      CANON U.S.A.      P01

*****
*****          CODED SPD LIST          *****
*****

SD #          CONNECTION TEL          CONNECTION ID

[*01]  356 895 1111          DERIC MAY
[*02]  001 813 5236 7456    CHARLIE PARISEK
[*03]  516 484 1005          ABDUL HISHAM
[*04]  3290 2644            TECHNO GRAPHICS
```

User's data list

Lists the name and number you registered during setup and a list of all current settings.

```
01/12/97 10:12 FAX 321 456 7777 CANON U.S.A. P01

*****
***** USER'S DATA LIST *****
*****
*****

USER SETTINGS

USER TEL #      ---- 321 456 7777
USER ID        ---- CANON USA
TTI OPTION SET
TTI POSITION     ---- OUTSIDE IMAGE
TTI MARKER     ---- FAX
DENSITY CONTROL ---- STANDARD
OFFHOOK ALARM  ---- ON
VOLUME CONTROL
PHONE VOL LEVEL ---- VOL M
CALLING VOLUME ----
ALARM VOLUME   ----
KEYPAD VOLUME  ----
RX CALL LEVEL  ----
```

Activity report (Sending)

Normally the fax does not print an activity report for sending, but you can set the fax to print an activity report every time you send a document. See TX REPORT in REPORT SETTINGS, p. 84.

```
01/12/97 10:12 FAX 321 456 7777 CANON U.K. P01

*****
***** TX REPORT *****
*****
*****

TRANSMISSION OK

TX/RX NO.      0002
CONNECTION TEL 1516334455
CONNECTION ID  CANON USA FAX
START TIME     01/12 10:11
USAGE TIME     00'36
PAGES          1
RESULT         OK
```

- You can set the fax to print an activity report only when an error occurs during sending. See TX REPORT in REPORT SETTINGS, p.84.
- You can set the fax to print the first page of the documents. Valid only for memory transmissions. See TX CONFIRM REP. in REPORT SETTINGS, p. 84.

Activity report (Receiving)

Normally the fax does not print an activity report for receiving, but you can set the fax to print an activity report every time you receive a document. See RX REPORT in REPORT SETTINGS, p. 84.

```

01/12/97  10:12      FAX 321 456 7777      CANON U.K.      P01

*****
*****          RX REPORT          *****
*****

RECEPTION

TX/RX NO.          0026
CONNECTION TEL     0337582111
CONNECTION ID     CANON TOKYO
START TIME        01/12 13:49
USAGE TIME        00'27
PAGES             1
RESULT            OK
    
```

- You can set the fax to print an activity report only when an error occurs during receiving. See RX REPORT in REPORT SETTINGS, p. 84.

Multi-activity report

Lists the result of a Sequential broadcast.

```

01/12/97  10:12      FAX 321 456 7777      CANON U.K.      P01

*****
*****          MULTI TX/RX REP.      *****
*****

TX/BX NO.          0026

INCOMPLETE TX/RX

TRANSACTION OK     [04] 3 7390602      CANON HONGKONG
                   [02] 312 228 5700      CANON INC.
                   [03] 2 5059           CANON ITALIA

ERROR
    
```

- If you set the fax to print activity reports (TX REPORT or RX REPORT) and then use Sequential broadcasting, a Multi-activity report will be printed instead of the activity report (Sending). See TX REPORT in REPORT SETTINGS, p. 84.

Memory clear list

The memory clear list summarises the documents in memory.

01/12/97	10:12	FAX 321 456 7777	CANON U.S.A.	P01	
***** MEMORY CLEAN REPORT *****					
TX/RX NO.	MODE	CONNECTION TEL	PAGES	SET TIME	START TIME
0012	TRANSMISSION	312 228 5700	2	01/12 23:00	
0013	RECEPTION	0337582111	2	01/12 12:37	




- If you experience a power failure, the documents in the fax memory will be lost. As soon as power is restored and the fax is turned on again, the fax will automatically print out a list of documents that were stored in the memory at the time of the power failure.





Restricting use of the fax





Use the lock feature of the FAX-B150 to prevent unauthorised use of the fax. When the lock feature is on, your fax cannot be used to send faxes without the passwords. To restrict access to the LOCK PHONE setting, you need to register a password. Set the password and LOCK PHONE setting as explained below.

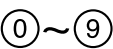





Locking the fax

- 1 Press [FUNCTION].**
Wait a second for TEL REGISTRATION to appear.

 
1 sec. 
- 2 Use [◀] or [▶] to select SYSTEM SETTINGS.**
Press [START/COPY].

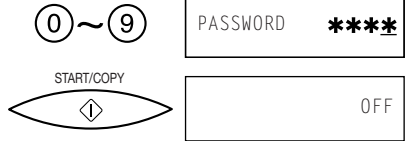
 
 
- 3 Press [START/COPY] twice.**
NEW appears in the display. If OLD appears in the display, a password has already been registered.
To change the password, enter the current 4-digit password and press [START/COPY].

 
 
- 4 Enter a four-digit access password using the numeric buttons.**
Press [START/COPY] twice.

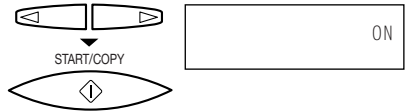
5 Enter the current four-digit access password using the numeric buttons.
The password is not displayed as you enter it.

▼
Press [START/COPY].



6 Use [◀] or [▶] to select ON.

▼
Press [START/COPY].

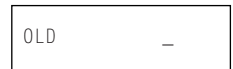


7 Press [STOP].



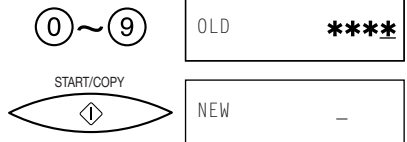
Changing the access password

1 Follow steps 1 to 3 on p. 93.
OLD appears in the display.



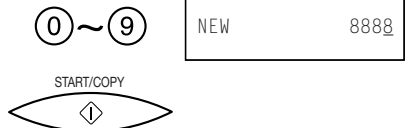
2 Enter the current four-digit access password using the numeric buttons.
The password is not displayed as you enter it.

▼
Press [START/COPY].
NEW appears on the display.



3 Enter a new four-digit access password using the numeric buttons.

▼
Press [START/COPY].





4 Press [STOP].







Cancelling the restriction setting



- 1** Follow steps 1 and 2 on p. 93.



- 2** Press [START/COPY].


- 3** Use [◀] or [▶] to select LOCK PHONE.
 ▼
 Press [START/COPY].



- 4** Enter the current four-digit access password using the numeric buttons.
 The password is not displayed as you enter it.
 ▼
 Press [START/COPY].



- 5** Use [◀] or [▶] to select OFF.
 ▼
 Press [START/COPY].



- 6** Press [STOP].



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8

SOLUTIONS TO COMMON PROBLEMS

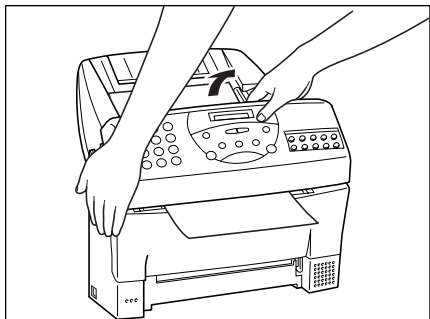
Paper Jams	98
Automatic Document Feeder (ADF) jams	98
Recording paper jams	99
Periodic care	100
Cleaning the fax exterior	100
Cleaning the glass scanning window	100
Cleaning the printer area	101
Cleaning the BJ cartridge print head	102
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Paper jams

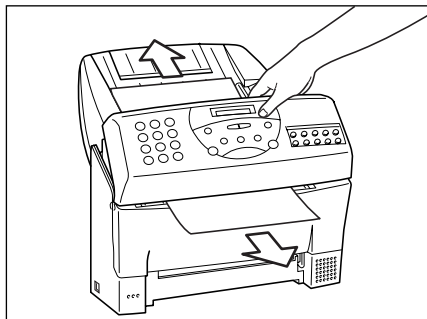
Automatic Document Feeder (ADF) jams

■ To remove a jammed document

1 Hold down the fax with your left hand, and gently pull the operation panel with your right hand.

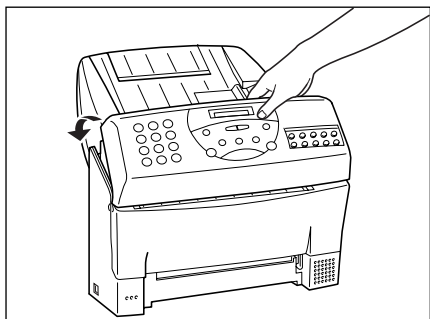


2 While holding the operation panel open, pull the sheet out from the top or bottom.



■ Do not push the LCD display.

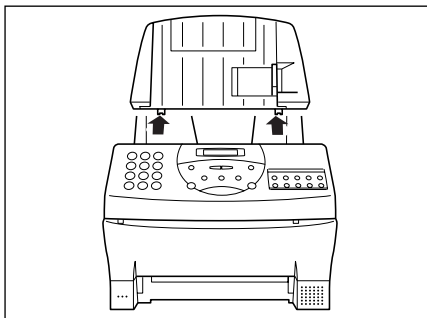
3 Gently push the operation panel shut until it clicks.



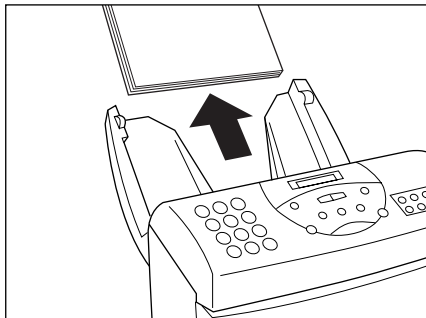
Recording paper jams

■ To remove jammed paper

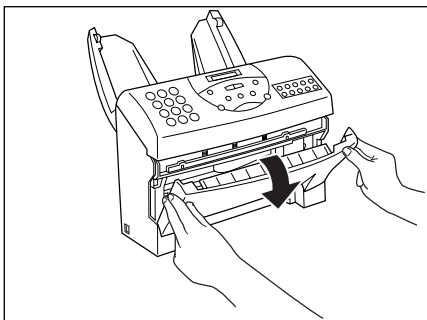
1 Remove the paper tray cover.



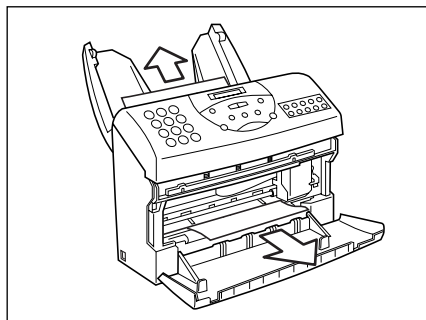
2 Remove the recording paper.



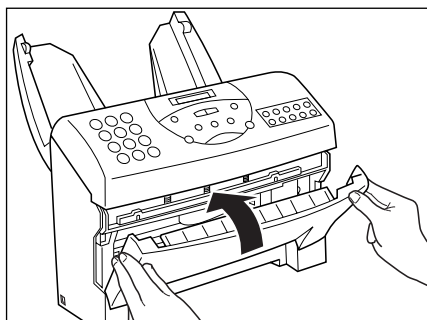
3 Open the front cover.



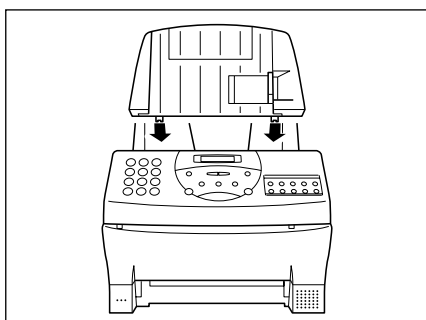
4 Pull the sheet out slowly from the top or bottom.



5 Close the front cover.



6 Load the paper (see Loading the paper, p. 7), then replace the paper tray cover, and press [STOP].



Periodic care

Cleaning the fax exterior

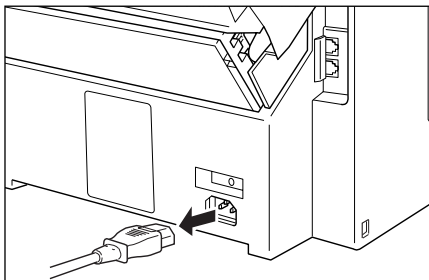
To keep the exterior of the fax clean, gently wipe the fax with a soft cloth lightly moistened with water. Never use thinner, benzene, alcohol or any other organic solvent, as it may damage the surface of the fax.

Cleaning the glass scanning window

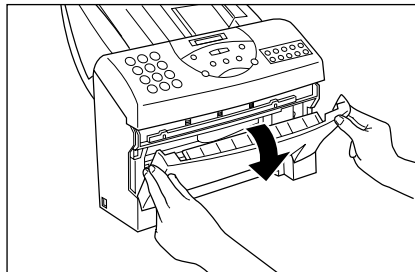
The glass scanning window can accumulate dirt with continued use, resulting in spots on faxes and copies.

■ To clean the glass scanning window

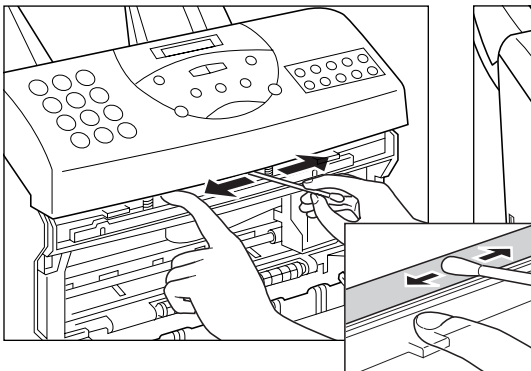
1 Disconnect the power cord.



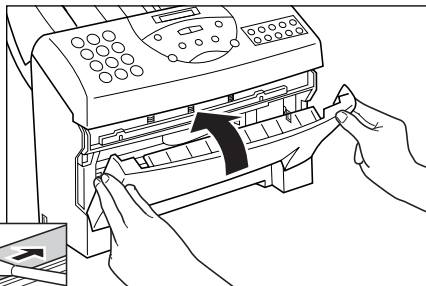
2 Open the front cover.



3 Press down on the scanning window assembly and clean the glass window with a dry cotton swab.



4 Close the front cover.

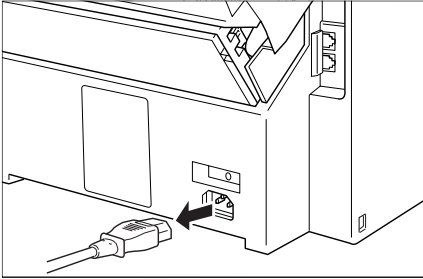


Cleaning the printer area

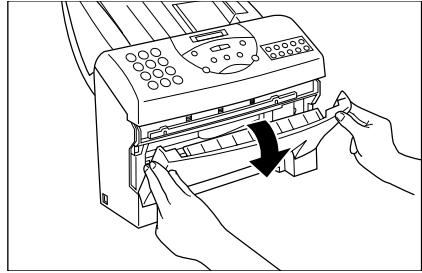
Clean the printer area regularly to prevent accumulation of paper dust and ink spots.

■ To clean the printer area

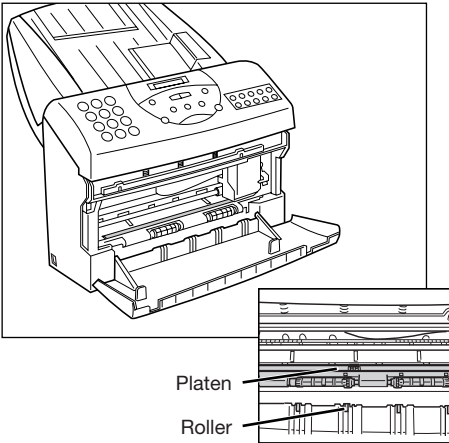
1 Disconnect the power cord.



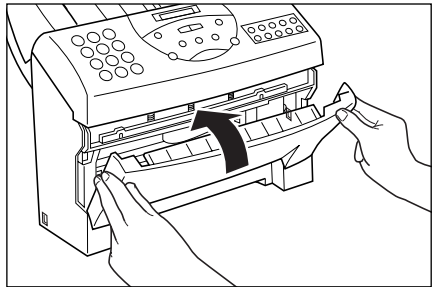
2 Open the front cover.



3 Clean the printer area with a soft, dry cloth.



4 Close the front cover.



- Remove any ink mist or paper debris from the interior of the printer using a soft cloth. Clean especially well around the platen area. If the rollers become dirty, you can clean them using a small, soft brush.
- Never use a solvent, such as thinner or benzene, to clean the printer area.
- Do not remove the BJ cartridge or attempt to wipe the cartridge print head.

Cleaning the BJ cartridge print head

To maintain the best possible print quality, the BJ cartridge print head needs to be cleaned from time to time. If you notice some degradation in the print quality, try cleaning the print head.

Cleaning the print head consumes a small amount of ink. Cleaning too often significantly reduces the amount ink in the cartridge.

1

Press [FUNCTION].

Wait a second for TEL REGISTRATION to appear.

FUNCTION



SELECT MENU

1 sec.

TEL REGISTRATION

2

Press [CLEANING].

CLEANING

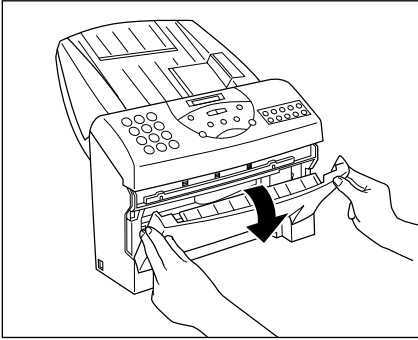


HEAD CLEANING

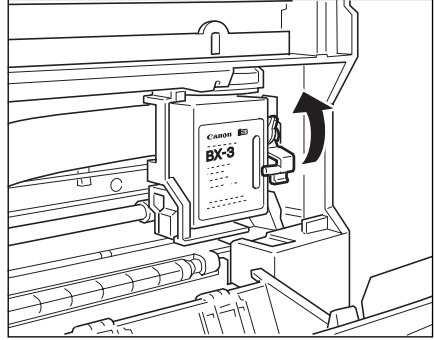
Replacing the BJ cartridge

Replace the BJ cartridge when you see the message CHANGE CARTRIDGE displayed.

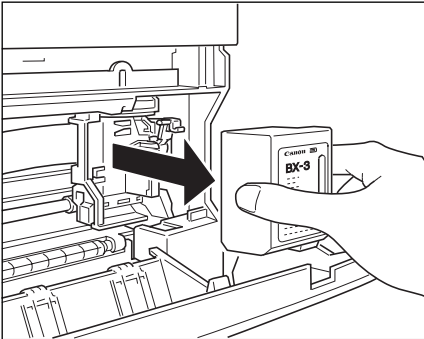
1 Open the front cover of the fax.



2 Raise the green cartridge release lever.



3 Remove the cartridge.



4 Insert a new cartridge. See Installing the BJ cartridge, steps 3 to 8, pp. 11-13.

Dispose of the BJ cartridge properly.
You may want to place it in a plastic bag to keep from spilling any residual ink.

Frequently Asked Questions

Refer to this section if you experience trouble operating your fax.

TRANSMITTING

❑ Cannot send a document?

- *Is the fax set for the type of telephone line in use (pulse/tone)?*
If you have a pulse line, be sure the fax is set for pulse dialling. If you are not sure about what type of line you have, contact your local telephone company. See p. 16
- *Has the document been fed correctly into the fax?*
Remove the document, stack it and feed it into the fax correctly. See p. 49.
- *Is the One-touch or Coded Speed Dialling number you used registered for the feature you want to use?*
Check the content of the One-touch or Coded Speed Dialling button and be sure it was registered correctly. See pp. 36, 38.
- *Is the other party's fax out of paper?*
Call the other party and be sure paper is installed in the other party's fax unit.
- *Are there any other documents being sent from memory?*
Allow time for the current document to finish sending.
- *Can you hear a dial tone when you press [HOOK] or when you lift the handset?*
If you cannot hear a dial tone, make sure the telephone line is connected properly. See p. 14.
- Print an activity report and check for an error code. See pp. 87, 110.

❑ Are the images you send or copy spotted or dirty?

- *Is the document scanning glass clean?*
If the scanning glass is dirty, clean it. See p. 100.
- *Is the other party's fax working properly?*
To confirm correct operation of your own fax, make a copy. If the copy is clear, the other party's fax may have a problem.
- *Is the document fed correctly into the Automatic Document Feeder (ADF)?*
Remove the document and feed it correctly into the feeder. See p. 49.

❑ Cannot send using Error Correction Mode (ECM)?

- *Does the other party's fax support ECM?*
Some fax units do not support ECM transaction. If the other party's fax does not support ECM transaction, then the document is sent in the normal mode without error checking.
- *Is your fax set for ECM sending?*
ECM sending for your fax can be turned off and on. Check the current setting. See p. 85.

RECEIVING

❑ Cannot receive a document automatically?

- *Is the fax set to receive automatically?*

For the fax to receive automatically, the LCD must display "Fax/Tel", "Fax Only" or "AnsMode". Press [RECEIVE MODE] to display "Fax/Tel Mode""Fax Only Mode"or "Ans. Machine Mode" on the operation panel. See pp. 69, 70.

- Make sure you have printed out any document received in memory. See p. 72.
- Check the LCD for an error message. See p. 110.
- Print an activity report and look for an error code. See pp. 87, 110.

❑ The fax won't switch automatically between telephone and fax transmissions?

- *Is "Fax/Tel" displayed on the LCD?*

For the fax to switch automatically between telephone and fax reception, "Fax/Tel" must be displayed on the LCD. Press [RECEIVE MODE] on the operation panel to select "Fax/Tel Mode". See p. 69.

- Make sure you have printed out any documents in memory. See p. 72.
- Check the LCD for an error message. See p. 110.
- Some fax units cannot send the CNG signal that tells your fax the incoming signal is from a fax. In such cases, you will have to receive the document manually.

❑ Cannot receive a document manually?

- *Is an extension phone connected to your fax?*

You cannot receive manually unless an extension phone is connected.

- *Is a document fed into the fax?*

Remove the document. You cannot receive when there is a document fed into your fax.

- *Did you press [START/COPY] after hanging up the handset?*

Always press [START/COPY] before hanging up the handset. Don't press [START/COPY] after you hang up the handset.

❑ Print quality poor?

- *Are you using the correct type of paper?*

Be sure you are using paper that meets the paper requirements for this fax. See p. 7.

- *Is the fax unit's BJ cartridge out of ink?*

Replace the BJ cartridge. See p. 103.

- Make a copy on your fax. If the image is OK, then your fax is operating properly. Contact the other party and have them check their machine.

❑ **Cannot receive using Error Correction Mode (ECM)?**

- *Does the other party's fax support ECM?*
Some fax units do not support ECM transmission. If the other party's fax does not support ECM, the document is sent in the normal mode without error checking.
- *Is your fax set for ECM receiving?*
ECM receiving can be turned off and on. Check the current setting. See p. 85.

❑ **Nothing prints?**

- *Did you remove the orange tape from the BJ cartridge before you installed it in the fax?*
Be sure to remove the orange tape from the BJ cartridge before you install it in the fax. See p. 11.
- Make sure the BJ cartridge is installed correctly. See pp. 11-13.
- Clean the print head several times. See p. 102.
- Try another BJ cartridge.

❑ **Are the images you print blotched or uneven?**

- *Are you using ECM sending/receiving?*
ECM sending/receiving should eliminate such problems. However, if the telephone lines are in poor condition, you may have to try again.
- *How is the quality of the other party's fax?*
Remember, the sending fax usually determines document quality. Be sure the other party's back of top cover and scanning glass are clean.

TELEPHONE

❑ **Cannot dial?**

- *Is the telephone line connected to the fax?*
Be sure the telephone line is correctly connected to the fax. See p. 14.
- *Is the fax set for the type of telephone line in use (pulse/tone)?*
If you have a tone line, be sure the fax is set for tone dialling. If you are not sure what type of line you have, contact your local telephone company. See p. 16.

❑ **Does the phone disconnect while you are talking on the line?**

- *Is "AnsMode" displayed on the LCD?*
If "AnsMode" is displayed on the LCD, press [RECEIVE MODE] to select a different mode. The "Ans. Machine Mode" should only be on when an answering machine is connected, turned on, and ready to take messages from telephone callers.

COPYING

❑ Cannot make a copy?

- *Was the [HOOK] button pressed?*
You cannot make copies if [HOOK] was pressed. Press [HOOK] to release it.
- Make sure the handset is on the hook.
- Make sure a document is set in the Automatic Document Feeder (ADF) and the LCD displays the current resolution.
- Print an activity report to ensure the fax is working properly.

PAPER LOADING PROBLEMS

❑ Multiple sheets feed into the fax?

- Make sure the paper is not sticking together. Fan the paper before loading it into the paper tray. Always fan a stack of paper along the edge that will feed into the fax first.
- Make sure the paper tray does not contain too much paper. Remove a few sheets of paper from the paper tray.
- If different paper types are loaded in the paper tray, load just one paper type. See Loading the paper, p. 7.

❑ Paper is loaded skewed (Printing is skewed)?

- Make sure the paper is loaded properly in the paper tray: the right side of the paper is aligned against the right side of the paper tray and the paper guide rests against the left side of the paper stack, see Loading the paper, p. 7.

GENERAL

❑ Sending and receiving documents too slow?

- *When sending, is the document mode set to FINE or PHOTO?*
Before sending documents, press [RESOLUTION MODE] until STANDARD appears on the display. Sending will be faster, but the image will not be as clear, and photos will be reproduced in black and white only.
- *Is your fax set for ECM sending or receiving?*
Because the fax is constantly checking for errors during transmission, ECM sending and receiving require more time. If the transmission speed appears to be extremely slow, you may be able to speed it up by turning ECM off. See p. 85.

❑ **Cannot get faxes from information services?**

- *Is your fax connected to a rotary dial telephone line?*
Press [TONE] to receive faxes from information services that require touch-tone telephone lines for transmission.

❑ **Nothing shows on the display?**

- *Is the power plug firmly plugged in?*
Check the plug and be sure it is firmly plugged into the socket.
- *Cannot solve the problem?*
Disconnect the power. Wait five seconds and reconnect the power again.
Check the other party's fax and be sure that it is compatible with your fax.
There are some compatibility problems between certain types of faxes.
Still cannot solve the problem?
Call for service.

Print quality problems

If the printout is unsatisfactory, consider the following suggestions:

- Most paper has a right side and a wrong side. If the print quality is poor, try turning the paper over and printing on the other side.
- If characters and images are blurred, check that you are using the correct kind of paper, see p. 7.
- If ink gets on the printer's platen, the reverse side of the printed page will have smudges. In this case, clean the platen area with a soft dry cloth. See p. 101.
- If white streaks or missing dots appear on printed pages, perform the print head cleaning operation. See p. 102.
- If the quality is not crisp and clear after cleaning the print head, repeat the head cleaning procedure again. If output is still not satisfactory after cleaning the print head five consecutive times, replace the BJ cartridge. See p. 103.
- If the following print quality problems occur in the entire printing area, check for the most probable cause and remedy as listed below.

Print Results	Most Probable Cause	Remedy
Smudged	Paper type	Try a different type. See p. 7.
Blurred	Paper type	Try a different type. See p. 7.
Faded	Print head is clogged or out of ink.	Perform head cleaning or replace the BJ cartridge. See pp. 102, 103.
White Streaks	Print head is clogged.	Perform head cleaning or reinstall the BJ cartridge. See pp. 11, 102.
Dots Missing	Print head is clogged.	Perform head cleaning. See p. 102.
Irregular Dots	Print head is clogged.	Perform head cleaning. See p. 102.

Error codes, messages and solutions

The following table summarises the error codes that appear on Activity reports (see p. 87), the displayed messages and what to do for each error.

Message	Error Code	Cause	Action
BUSY/NO SIGNAL	#005/018	The telephone number you dialled is busy.	Try sending the document at a later time.
		The other party's fax is not working.	Contact the other party and have them check their fax.
		The other party is not using a G3 machine.	Contact the other party and have them send or have them receive the document using a G3 machine.
		The touch tone/rotary pulse setting on your fax is incorrect.	Set your fax to the setting that matches your telephone line. (See p. 16)
		The receiving fax did not answer within 35 seconds.	Contact the other party and have them check their fax. You can try to send the document send the document manually. For an overseas manually. For an overseas call, add pauses to the registered number. (See p. 29)
CHANGE CARTRIDGE	-	The BJ cartridge is empty or the ink has dried out.	Replace the BJ cartridge. (See p. 103)
CHECK REC PAPER	#009	No paper in the fax or there is a paper jam.	Add paper or clear the jam, then press [STOP]. (See p. 7)
CHK. FRONT COVER	-	The front cover is open.	Close the front cover.
CHECK DOCUMENT	#001	Document is jammed.	Remove the document and start again. (See p. 98)

ERROR CODES, MESSAGES AND SOLUTIONS

Message	Error Code	Cause	Action
CHECK PRINTER	-	An error occurred in the printer.	Press [STOP]. Try your operation again.
DOC. TOO LONG	#003	It took more than 32 minutes to send or copy a document. It took more than 32 minutes to receive a document. The document is longer than 1 m.	Divide the document and send or copy each part separately. Contact the other party. Have them divide the document and send each part separately. Use a copy machine to make a reduced copy of the document and send the copy.
HANG UP PHONE	-	The handset is off hook.	Place the handset properly into its cradle.
MEMORY FULL	#037	The memory of the fax is full because it has received too many documents. The memory is full because you tried to send too many pages at once.	Print out any documents that are stored in memory. Then start the operation again (See p. 72) Divide the documents and send each part separately.
MULTI TRANS. ON	-	Sequential broadcasting is in progress, with a pause between calls.	If you want the fax to continue, do nothing. If you want to stop sending, wait until the fax starts to dial the number, then press [STOP].
NO RX PAPER	#012	The other party's fax is out of paper.	Contact the other party and have them install paper in their fax.
NO TEL #	#022	The One-touch Dialling or Coded Speed Dialling number has not been registered.	Register the number. (See pp. 36, 38)

SOLUTIONS TO COMMON PROBLEMS

<i>Message</i>	<i>Error Code</i>	<i>Cause</i>	<i>Action</i>
OUT OF RANGE	-	The number you entered is out of range.	Enter only numbers that are allowed.
PUT IN CARTRIDGE	-	The BJ cartridge is not installed.	Install the BJ cartridge (See p. 11).
REC'D IN MEMORY	-	The paper or ink ran out, or a paper jam occurred, so the fax received the document in memory.	Add paper to the paper tray, change the BJ cartridge, or clear the paper jam. Print out the document from memory. (See p. 72)
REC.PAPER JAM	#009	There is a paper jam.	Clear the jam, then press [STOP]. (See p. 99)
REDIALING	-	The fax is waiting to redial the other party's number. Either the line was busy or the other party did not answer when you tried to send the document.	Wait for the fax to redial. If that doesn't work, wait until the fax starts to dial the number, then press [STOP] to cancel redialing. Try to send the document again at a later time.
START AGAIN	-	An error has occurred.	Start the procedure again from the beginning.
STOP KEY PRESSED	-	[STOP] is pressed.	Start the procedure again from the beginning.
TALK	-	Fax/Tel Mode is set for the fax to ring.	Answer the call.
TIMER	-	Delayed Sending is set and will send at the preset time.	Wait for the fax to send the document.

In case of a power failure

The user data settings and registered data for One-touch Speed Dialling and Coded Speed Dialling are saved during a power failure using a built-in battery. However, documents stored in the fax memory will be deleted. If a power failure occurs or the power is turned off, the fax will automatically print a Memory Clear List as soon as the power is turned on or the power is restored. This list informs you of the deleted memory files.

During a power failure

The following restrictions apply to the function of the fax during a power failure or while the power is turned off:

- A call can be received with the fax during a power failure. However, a call cannot be made since the numeric buttons, One-touch Speed Dialling and Coded Speed Dialling features are not operational.
- A document can neither be sent nor received during a power failure.

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Specifications

Scanning sheet size: Maximum width: 216 mm
Minimum width: 210 mm
Maximum length: 1 m
Minimum length: 148 mm
Maximum thickness: 0.13 mm
Minimum thickness: 0.08 mm

Effective image size: (when scanning) Width (A4): 208 mm

Printing paper size: A4: 210 × 297 mm

Transmission time: G3 ECM MMR: Approx. 6 seconds*

Scanning line density: Horizontal: 8.00 dots/mm
Vertical: Standard: 3.85 lines/mm
Fine: 7.7 lines/mm

Scanning method: Solid state electronic scanning by contact image sensor

Recording method: Bubble Jet printing

Paper tray capacity: Maximum: 100 sheets (75 g/m²)
Maximum thickness of stacked paper: 10 mm

Paper type: Plain cut sheet paper (A4/Letter/Legal)
Paper weight: 64 to 90 g/m²
Paper thickness: 0.08 to 0.12 mm

Image memory: 21 A4-size pages* when sending (standard resolution)
15 A4-size pages* when receiving (standard resolution)

Applicable lines: Subscriber's telephone circuit (PSTN)

Auto dial functions: One-touch Speed Dialling (Registration for 10 numbers)
Coded Speed Dialling (Registration for 20 numbers)

* Based on the Canon FAX Standard Chart No.1, Standard mode.

Specifications

Ink cartridge: Type: Canon BX-3 (single cartridge ink supply)
Ink colour: Black
Print head: 64 bubble jet nozzles

Ink amount: Approx. 29 ml

Power source: 200-240 V/50-60 Hz

Power consumption: Standby: Approx. 8 W
20°C room temp.
Operation: Approx. 17 W, maximum 30 W
(based on all black copy)

Operating environment: Temperature: 10° to 32.5°C
Humidity: 20% to 80 % RH

Dimensions: 369 mm (W) × 297 mm (D) × 337 mm (H)
(including trays)

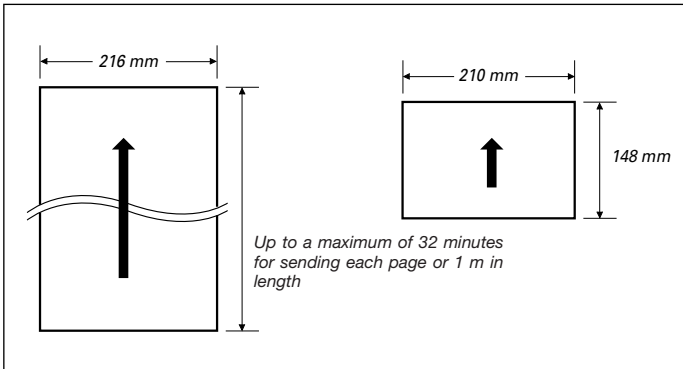
Weight: Approx. 5.5 kg

Specifications subject to change without notice.

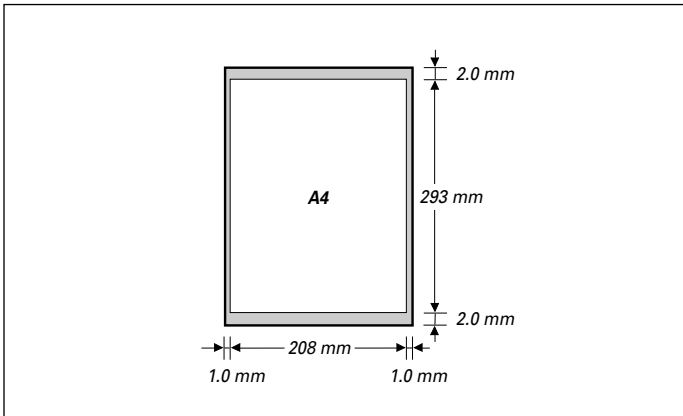
Appendix

Document sizes

The following illustrations show the maximum and minimum document sizes that can be fed into the fax.



The actual scanned image size for the fax is shown below.



The 1.0 mm margin on either side of the sheet and the 2.0 mm margin on the top and bottom are not picked up by the scanner.

Note

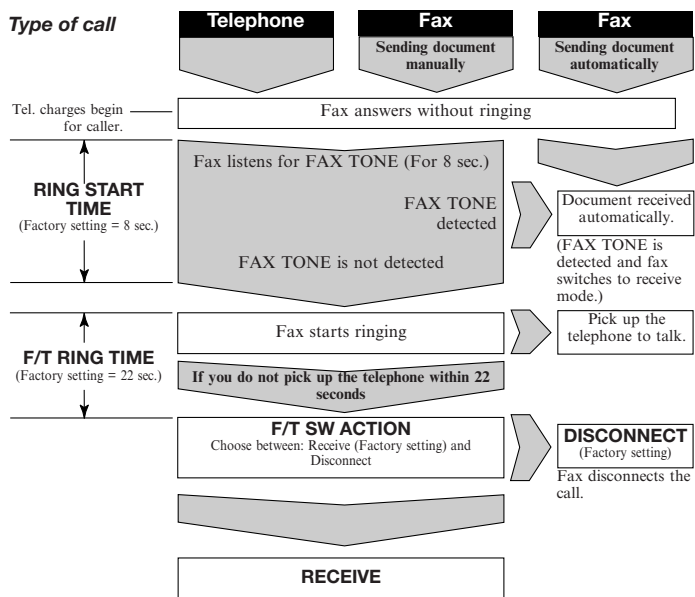
Document thickness

Maximum 0.13 mm

Minimum 0.08 mm

Appendix

What happens when Fax/Tel Mode is selected



Not all fax machines are capable of sending a FAX TONE. For those cases if you set the F/T SW ACTION to RECEIVE, the fax switches to receive mode automatically and starts receiving the document. If no document comes in it disconnects.

To select Fax/Tel Mode

- 1 Press [RECEIVE MODE] until "Fax/Tel Mode" appears in the LCD.

To change the Fax/Tel Mode settings:

- 1 Press [FUNCTION].
- 2 Press [▷] until RX SETTINGS is displayed in the LCD. Press [START/COPY].
- 3 Press [▷] until FAX/TEL SWITCH is displayed in the LCD. Press [START/COPY].
- 4 The LCD displays RING START TIME. Press [START/COPY]. Choose between 0 and 30 SECONDS using the numeric buttons, then press [START/COPY] again.
- 5 The LCD displays F/T RING TIME. Press [START/COPY]. Choose between 10 and 300 SECONDS using the numeric buttons, then press [START/COPY] again.
- 6 The LCD displays F/T SW ACTION. Press [START/COPY]. Press [◀] or [▷] to choose RECEIVE or DISCONNECT. Press [START/COPY].
- 7 Press [STOP] to finish registration and return to the standby mode.

Glossary

A

AC

Alternating current. The type of electrical current available from a wall outlet.

Activity report

Journal of transactions, both sent and received.

ADF

Automatic Document Feeder. The document tray on the fax holds 20 sheets of paper.

Ans. Machine Mode

If you connect an answering machine to your fax, this option allows you to receive documents sent from other fax machines, as well as messages from people calling when you are out.

Automatic dialling

Dialling fax or telephone numbers by pressing one or three buttons. To use automatic dialling, you must register the numbers in the fax's memory. See also One-touch Speed Dialling and Coded Speed Dialling.

B

Bi-directional printing

The ability of the fax to print both left to right and right to left. This printing method provides a fast speed. See also Unidirectional printing.

bps

Bits per second. Refers to the speed with which a fax machine sends and receives data.

Broadcasting

Transmitting documents to more than one location (through the fax's memory).

Bubble Jet printing

An ink-jet type printing method that heats the ink to the boiling point to form a bubble. When the bubble expands, there is no room left in the nozzle for the ink and the ink is projected onto the paper.

C

CCITT/ITU-TS

Formerly known as CCITT, Consultative Committee for International Telegraph and Telephone. CCITT has been replaced by the International Telecommunications Union-Telecommunications Sector (ITU-TS), a committee created to set international standards for telecommunications.

CNG

Calling Tone. This is a signal sent by fax machines to identify the call as an incoming document. When the receiving fax detects this signal, it automatically starts to receive the fax transmission. The majority of fax machines in use today can send and detect CNG signals.

Coded Speed Dialling

An automatic dialling method that allows you to dial a fax or telephone number by pressing three buttons-[CODED DIAL] and a two-digit code using the numeric buttons. You can register up to 20 Coded Speed Dialling numbers in the fax.

Cursor

The underline symbol you see on the LCD when you register numbers and names in the fax. Press the arrow buttons to move the cursor.

D

Delayed Sending

The ability to send a document at a preset time in the future. You do not have to be in your office to use Delayed Sending to one or more destinations. (You can set up only one delayed transmission at a time on the fax)

Density control

A setting that darkens or lightens the scanning of documents.

Dialling methods

Ways of pressing one or more buttons to access a number to connect to an outside party or fax machine. Dialling methods include One-touch, Coded Speed Dialling, and Manual (Regular).

Direct Sending

Transmitting a fax document one page at a time without having the document scanned into memory.

Document

The sheet of paper containing the data that you send to or receive from a fax.

dpi

Dots per inch. A unit of measurement for indicating a printer's resolution.

Glossary

E

ECM

Error Correction Mode. The ability of your fax to reduce system and line errors when sending or receiving from another fax with ECM capability. ECM is most effective in areas where the telephone lines are in poor condition or there is frequent interference on the line. Do not use ECM if you need to send a document quickly and you are sure the other party can read your transmission without it (turning off ECM also turns off MMR).

Extension

A telephone connected to the fax.

F

Fax Only Mode

This option allows you to use your fax only to receive faxes automatically. If you have a dedicated fax line, you may want to set this mode.

Fax/Tel Mode

This option allows you to set the fax to automatically detect whether a call is from a fax or telephone. If the call is from another fax, the transmission is automatically received. If the call is from a telephone, the fax rings to let you know, so you can pick up the handset. With this feature, one telephone line can be shared by both the telephone and the fax.

FINE

The setting for documents with very small characters and lines.

G

G3, Group 3 fax machine

Defined by CCITT. Uses encoding schemes to transmit image data while reducing the amount of data that needs to be transmitted, thus reducing transmission time. G3 fax machines can transmit one page in less than one minute. Encoding schemes for G3 fax machines are Modified Huffman (MH), Modified Read (MR), and Modified Modified Read (MMR).

H

HOOK

The button that engages and disengages the telephone line.

I

Ink cartridge

The special type of ink cartridge used with Canon Bubble Jet fax machines. The ink cartridge for the fax includes the print head and ink. Use the BX-3 cartridge only.

J

Jack

The telephone receptacles on your wall or in your fax used to connect the fax to the telephone line, answering machine and extension phone.

M

Manual Dialling

Pressing the individual numeric buttons to dial a fax number. Also called regular dialling.

Manual Mode

A setting that allows you to answer all incoming telephone and fax calls. If you hear a slow beep it indicates an incoming fax transmission from another machine. Just press [START/COPY] to receive the incoming fax.

Manual redialling

When you use Regular dialling, you can redial a number manually simply by pressing [REDIAL] on the operation panel. The last number called is the number redialled.

Memory Sending

Scans a document into memory before the fax dials the numbers and sends it. This method is faster than direct sending and it allows you to retrieve your original document immediately after scanning.

N

Noise

A term applied to a variety of problems that impair the operation of telephone lines used for faxing.

Numeric buttons

The round numbered buttons on the operation panel marked the same as a standard telephone keypad. Press them to perform Manual Dialling. You also use the numeric buttons to enter numbers and letters when you register numbers and names, and for entering Coded Speed Dialling codes with two or more digits.

Glossary

O

One-touch Speed Dialling buttons

The rectangular buttons numbered 01 to 10 on the operation panel, each of which may be registered as a fax or telephone number. Once a number is registered, you press one button to dial the entire number.

P

Pause

A timing entry required for registering certain long distance numbers and for dialling out through some telephone systems or switchboards.

PBX

Private branch exchange. See Switchboard.

PHOTO

The document setting you use for sending documents with intermediate tones, such as photographs.

Pulse

See Rotary pulse.

R

Redialling-automatic

When the fax you dial does not answer or a sending error occurs, the fax waits for a specified interval and then redials the same fax number. You can adjust the number of redials and the length of time between redialling.

Redialling-manual

When you use the regular dialling method, you can quickly call the last number dialled by pressing [REDIAL].

Reduction mode

The fax's automatic feature that slightly reduces the received image to allow room at the top of the page for the sender's ID information. You can also reduce the size of large incoming documents using the RX REDUCTION option.

Resolution

The density of dots for any given output device. Expressed in terms of dots per inch (dpi). Low resolution causes font characters and graphics to have a jagged appearance. Higher resolution means smoother curves and angles as well as a better match to traditional typeface designs. Resolution values are represented by horizontal data and vertical data.

Rotary pulse

A telephone dialling system where a dial is rotated to send pulses to the telephone switching system. When you pulse dial, you hear clicks. When you touch-tone dial, the most common dialling system, you hear tones. Rotary pulse dialling requires certain setting adjustments.

S

Sender ID

The identifying information from the sender at the top of a document including: date and time, the sender's fax/telephone number, sender's name, receiver's name or company name, and page number. Also called TTI or Transmit Terminal ID.

Sending speed

The bits per second rate at which documents are sent. See also bps.

STANDARD

A document setting for sending normal typewritten or printed documents containing only text and no drawings, photographs, or illustrations.

Standby

The mode in which the fax is on and ready to use. All operations start from standby mode when the LCD displays the date and time.

Switchboard

Also called a PBX (Private Branch Exchange) internal switching system. A telephone system, usually for a large company office with many extensions, whereby you must dial an outside line number along with the regular telephone or fax number. Dialling out through a switchboard sometimes requires use of the [REDIAL/PAUSE] button.

T

Timed sending

Setting the fax to transmit documents at a preset time in the future. See also Delayed sending.

Tone/pulse setting

The ability to set the fax to match the telephone dialling system your telephone line uses: touch-tone or rotary pulse.

Glossary

TONE

A button that allows you to temporarily switch to touch-tone from pulse dialling. In some countries, on-line data services may require that you use tone dialling.

TTI

Transmit Terminal ID. See Sender ID.

U***Unidirectional printing***

Printing in one direction only, left to right. This printing method on the fax provides a higher image quality but slower print speed. See also Bi-directional printing.

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