Canon

FAX-L400

Facsimile Guide

Please read this guide before operating this equipment.
After you finish reading this guide, store it in a safe place for future reference.

ENG

Using Your Documentation

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

Setting Up the Machine ....
Installing CARPS Software................................ ▶▶▶ **Set-up Guide**

Document and Paper Handling ....
Printing with CARPS Software............................
Making Copies .... ▶▶▶ **Quick Reference Guide**
Maintenance ....

Document and Paper Handling............................
Printing with CARPS Software............................
Making Copies ....
Maintenance .... ▶▶▶ **User's Guide** CD-ROM
Troubleshooting Feed and Copy Issues ....

Sending and Receiving Faxes.............................
Speed Dialling .... ▶▶▶ **Facsimile Guide**
Troubleshooting fax Issues ....

Only for the FAX-L400 model

Installing CARPS Software................................
Printer Properties .... ▶▶▶ **Software Guide** CD-ROM
Troubleshooting Printer Driver Issues ....

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

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

(For Europe Only)

Model Name

• H12257 (FAX-L400)

SUPER
G3

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

* Approximately 3 seconds per page fax data transmission time based on Canon FAX Standard
  Chart No.1, (JBIG, standard mode) at 33.6Kbps modem speed. The Public Switched Telephone
  Network (PSTN) currently supports 28.8Kbps modem speeds or lower, depending on telephone
  line conditions.

Contents

Chapter 5: Receiving Faxes

Chapter 6: Using Polling

Chapter 7: Special Features

Chapter 8: Reports and Lists

Chapter 9: Troubleshooting

Chapter 10: Setting the Additional Functions

Appendix: Specifications

Type Conventions Used in This Guide

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

WARNING	• **Indicates a warning concerning operations that may lead to death or injury to persons if not performed correctly. In order to use the machine safely, always pay attention to these warnings.**
CAUTION	• **Indicates a caution concerning operations that may lead to injury to persons or damage to property if not performed correctly. In order to use the machine safely, always pay attention to these cautions.**
IMPORTANT	• Indicates an operational warning or restriction. Be certain to read these items to operate the machine correctly, and to avoid damage to the machine.
NOTE	• Indicates a note for operation or an additional explanation. Reading these is highly recommended.

(→ p. n-nn)	A number preceded by an arrow and enclosed in parenthesis refers to a page number in this guide which contains more information on the topic of the previous sentence.
→ *Set-up Guide*	Refer to the Set-up Guide for details on the topic of the previous sentence.
→ *User's Guide*	Refer to the User's Guide for details on the topic of the previous sentence.
→ *Software Guide*	Refer to the Software Guide for details on the topic of the previous sentence.
machine	The word "machine" refers to the FAX-L400 model.
default	A setting that remains in effect unless you change it.
document or fax	The original sheet(s) of paper you send or receive with the machine.
menu	A list of settings from which you select an item to set up or change. A menu has a title which appears in the LCD.
transaction number	When you send or receive a document, your machine automatically assigns the document a unique transaction number. A transaction number is a four-digit number that will help you keep track of documents you send and receive.
TX/RX NO.	TX/RX NO. is the abbreviation used for "Transaction number".
TX	Denotes "Sending".
RX	Denotes "Receiving".

In addition, this guide uses distinctive typefaces to identify keys and information in the LCD:
• The keys you press appear in this typeface: **Stop/Reset**.
• Information in the LCD appears in this typeface: FAX SETTINGS.

Chapter 1
Introduction

Customer Support

Your machine is designed with the latest technology to provide trouble-free operation. If you encounter a problem with the machine's operation, try to solve it by using the information in Chapter 9. If you can not solve the problem or if you think your machine needs servicing, contact your local authorised Canon dealer or the Canon Help Desk.

Operation Panel

This section describes keys used when sending and receiving faxes. For buttons not described here → *User's Guide*.

■ One-touch Panel Closed
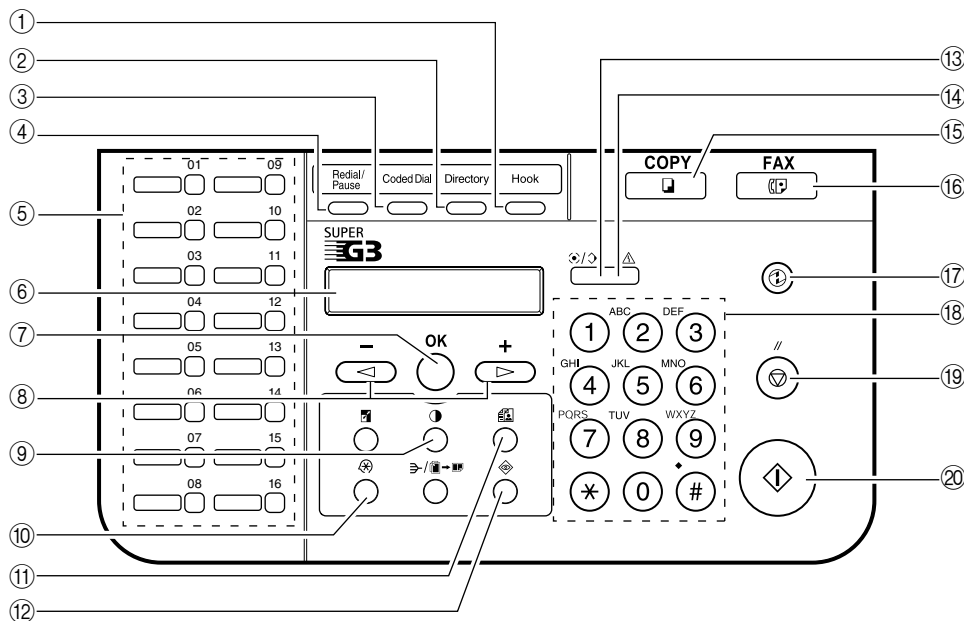
① **Hook Key**
Enables you to dial, even when the handset is still on the handset cradle.

② **Directory Key**
Enables you to search for fax/telephone numbers by the name under which they are registered for speed dialling, and then use the number for dialling.

③ **Coded Dial Key**

Press Coded Dial, followed by a two-digit code to dial the telephone number registered for coded speed dialling.

④ **Redial/Pause Key**

Redials the previous number dialled manually with the keys on the numeric keypad, and enters pauses between digits or after the entire telephone number when dialling or registering facsimile numbers.

⑤ **One-touch Speed Dialling Keys**

Dial numbers registered under one-touch speed dialling keys.

⑥ **LCD**

Displays messages and prompts during operation. Also displays selections, text and numbers when specifying settings.

⑦ **OK Key**

Determines the contents you set or register. Also, if the document being scanned stops in the ADF, pressing this key makes the document come out automatically.

⑧ **◄ (−) , ► (+) Keys**

Scroll through the selections so you can see other settings.

⑨ **Exposure Key**

Adjusts the fax exposure.

⑩ **Additional Functions Key**

Customizes the way your machine operates.

⑪ **Fax Resolution Key**

Adjusts the quality of fax image.

⑫ **System Monitor Key**

Checks the status of fax, copy, print and report jobs.

⑬ **In Use/Memory indicator**

Flashes green when a fax is being received or sent. Lights green when the reservation of fax transmission is set, or a fax is received into the memory.

⑭ **Alarm indicator**

Flashes orange when the machine has a problem such as a paper jam.
(The error message is displayed in the LCD.)

⑮ **COPY Key**

Switches standby display to Copy mode.

⑯ **FAX Key**

Switches standby display to Fax mode.

⑰ **Energy Saver Key**

Sets or cancels the energy saver mode manually. The key lights green when the energy saver mode is set, and goes off when the mode is cancelled.

⑱ **Numeric Keys**

Enter numbers when dialling or registering fax/telephone numbers. Also, enter characters when registering names.

⑲ **Stop/Reset Key**

Cancels sending or receiving faxes and other operations, and brings back the standby display in the LCD.

⑳ **Start Key**

Starts sending faxes.

■ **One-touch Panel Opened**
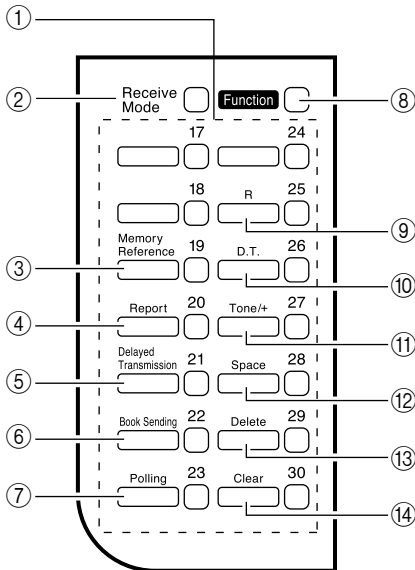
① One-touch Speed Dialling Keys

The keys marked 17 to 30 can be used to dial fax/telephone numbers pre-registered.
To dial using these keys, you need to register the number for one-touch speed dialling. When the **Function** key is pressed, the following keys can be used for the fax functions. Also, if fax functions are programmed into these keys, they can be used directly as one-touch keys without pressing the **Function** key to execute the fax functions.

② Receive Mode Key

Selects the receive mode.

③ Memory Reference Key

Confirms documents stored in the machine for memory sending or memory receiving.

④ Report Key

Prints a report listing fax communications, dial list, data list or document list. You can also use this key to cancel the report job.

⑤ Delayed Transmission Key

Specifies the fax sending time for the delayed sending function.

⑥ Book Sending Key

This key can be used to send documents from the platen glass.

⑦ Polling

Press to set a document for advanced communications, such as polling sending and receiving.

⑧ Function Key

After pressing this key, you can use the keys marked Memory Reference, Report, Delayed Transmission, Book Sending, Polling, R, D.T., Tone/+, Space, Delete and Clear for the fax functions.

⑨ R Key

Press to dial an outside telephone number, or an extension number, when the fax is connected through a switchboard (PBX).

⑩ **D.T. Key**

Press to confirm the dial tone when dialling or registering a telephone number.

⑪ **Tone/+ Key**

Enters a plus sign in a fax number only when registering for USER TEL NO. Connects to information services that accept tone dialling only, even if you are using a rotary pulse.

⑫ **Space Key**

Enters a space between letters and numbers.

⑬ **Delete Key**

Deletes characters one by one.

⑭ **Clear Key**

Deletes all characters.

Standby Display

The standby display differs depending on which mode is selected. When the machine is plugged in, the Copy mode standby display appears. You can switch Copy mode to Fax mode by pressing **FAX**.
The standby display in Fax mode is as follows:

■ Fax mode

```
03/12 2002 TUE 11:17 ── Date & Time
FaxOnly      STANDARD
```

Receive Mode   Fax Resolution
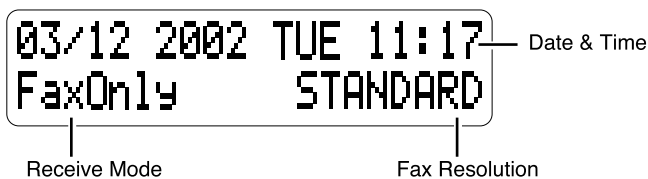
📝 **NOTE**   • For the standby display in Copy mode → *User's Guide*.

Chapter 2
Registering Information

Methods of Registering Information in the Machine

To customize the machine to your particular needs, you can adjust the general operation, sending, receiving, printing, system settings, and speed dialling settings.
You can adjust settings directly via the operation panel of the machine. Detailed instructions are described in this guide.

Guidelines for Entering Letters, Symbols, and Numbers

When you come to a step that requires you to enter a name or number, refer to the table below to determine which numeric key to press for the character you want:

Key	Uppercase Letter Mode (:A)	Lowercase Letter Mode (:a)	Number Mode (:1)
1	@.-_/		1
2 (ABC)	ABC	abc	2
3 (DEF)	DEF	def	3
4 (GHI)	GHI	ghi	4
5 (JKL)	JKL	jkl	5
6 (MNO)	MNO	mno	6
7 (PQRS)	PQRS	pqrs	7
8 (TUV)	TUV	tuv	8
9 (WXYZ)	WXYZ	wxyz	9
0			0
#	-.＊#!",;:^`_=/|'?＄@％＆+\˜ ( )[]{}< >		
＊	Uppercase Letter ⟶ Lowercase Letter ⟶ Number Mode (:1) Mode (:A) Mode (:a)		

NOTE
- If you do not press any key for more than two minutes, when you enter data, the LCD will automatically return to standby display with the auto clear function.
- AUTO CLEAR can be set within a range of one to nine minutes at one minute intervals. You can also disable the auto clear function. (→ *User's Guide*)

■ Entering Letters

1 Press ✳ to switch to letter mode (**:A**) or (**:a**).

Ex:
```
                              :A
 ─
```

2 Press the numeric key that contains the letter you want.

Ex:
```
                              :A
 C
```

• Press repeatedly until the letter you want appears. Each key cycles through the letters it contains.
• If you are unsure which key to press for the letter you want → p. 2-1.

3 Continue entering other letters using the numeric keys.

Ex:
```
                              :A
 CA
```

• If the next letter you want to enter is under a different numeric key, simply press that key until the letter you want appears.
  -or-
  If the next letter you want to enter is under the same numeric key you pressed in step 2, use
  ▶ **(+)** to move the cursor to the right → press that same numeric key repeatedly until the letter you want appears.
• Press **Function** → **Space** to enter a space and move the cursor to the right.

■ Entering Symbols

1 Press ✳ to switch to letter mode (**:A**) or (**:a**).

Ex:
```
                              :A
 ─
```

2 Press **#** repeatedly until the symbol you want appears.

Ex:
```
                              :A
 #
```

• If you want to enter another symbol, use ▶ **(+)** to move the cursor to the right → press **#** repeatedly until the symbol you want appears.
• Press **Function** → **Space** to enter a space and move the cursor to the right.

■ **Entering Numbers**

1 Press ✳ to switch to number mode (**:1**).

Ex:
```
                              :1
 _
```

2 Press the numeric key.

Ex:
```
                              :1
 1_
```

• Press **Function** → **Space** to enter a space and move the cursor to the next digit.

3 Continue entering other numbers using the numeric keys.

Ex:
```
                              :1
 10_
```

■ Correcting a Mistake

If you make a mistake while entering letters, symbols, or numbers, you can delete it by pressing **Delete** or **Clear**.

■ **To Delete a Letter/Symbol/Number**

Letter/Symbol:
    Use ◀ **(–)** or ▶ **(+)** to move the cursor under the letter or symbol you want to delete → press **Function** → **Delete**.

Number:
    Press ◀ **(–)**, or press **Function** → **Delete** to delete the last number.

■ **To Delete All Letters/Symbols/Numbers**

Press **Function** → **Clear** to delete all letters, symbols, and/or numbers you entered.

2

Registering Information

Registering Sender Information

■ What is Sender Information?

When you receive a fax, the name of the person or company who sent you the fax, their fax/telephone number, and the date and time of transmission may be printed in small type at the top of each page. This information is called the *Sender information* or the *Transmit Terminal Identification (TTI)*. Similarly, you can register your details in your machine so that whenever you send a fax, the other party knows who sent it, and when it was sent. Below is an example of how your sender information would be printed on a fax sent from your machine:

DATE AND TIME
Date and time of transmission.

FAX/TELEPHONE NUMBER
Your fax/telephone number.
You can select FAX or TEL to be displayed in front of the number.
(→ p. 10-4)

UNIT NAME
Your name or company name.

DESTINATION
If you used memory sending and dialled the fax number using one-touch or coded speed dialling, the other party s name appears here.

PAGE NUMBER
The page number of the fax.

Within the figure:
03/12 2002 15:33 FAX 123 4567   CANON   · CANON CANADA   001/001
THE SLEREXE COMPANY LIMITED
SAPORS LANE¥BOOLE¥DORSET¥BH25 8EF
TELEPHONE BOOLE (945 13) 51617 — FAX 1234567
Our Ref. 350/PJC/EAC

📝 **NOTE**
- You can set the sender information to print inside or outside the image area. (→ p. 10-4)
- You can enter the sender information from the Additional Functions. (→ pp. 2-5, 2-6)

■ Entering the Date and Time

1 Press **Additional Functions**.

2 Use ◀ **(–)** or ▶ **(+)** to select 7.TIMER SETTINGS.

```
ADDITIONAL FUNCTIONS
 7.TIMER SETTINGS
```

3 Press **OK** twice.

The date and time currently set for the machine are displayed.

```
DATE/TIME SETTING
      03/12 '02 12:10
```
Ex:

4 Use the numeric keys to enter the correct day, month, year, and time in this order → press **OK**.

```
DATE/TIME SETTING          →    TIMER SETTINGS
      03/12 '02 15:30              2.AUTO CLEAR
```
Ex:

- Use ◀ **(–)** or ▶ **(+)** to move the cursor under the number you want to change → press the numeric key.
- Enter only the last two digits of the year.
- Use the 24-hour format for the time setting (e.g. 1:00 p.m. as 13:00).

5 Press **Stop/Reset** to return to standby display.

■ Registering Your Fax/Telephone Number and Name

1 Press **Additional Functions**.

2 Use ◀ **(–)** or ▶ **(+)** to select `4.FAX SETTINGS` → press **OK** four times.

ADDITIONAL FUNCTIONS
4.FAX SETTINGS

→ Ex:

USER TEL NO.
TEL=

3 Use the numeric keys to enter your fax number (max. 20 digits, including spaces) → press **OK**.

Ex:

USER TEL NO.
123 4567

→

TEL LINE SETTINGS
2.TEL LINE TYPE

- If you are unsure how to enter numbers → pp. 2-1, 2-3.
- If you have already registered your fax/telephone number, previous entry will be displayed. To change your fax/telephone number, use the numeric keys to enter your fax number.
- Press **Function** → **Space** to enter a space.
- To enter a plus sign (**+**) before the number, press **Function** → **Tone/+**.
- If you make a mistake, press ◀ **(–)**, or press **Function** → **Delete** to delete the last number. Or press **Function** → **Clear** to delete all numbers you entered.

4 Press **Additional Functions**. Use ◀ **(–)** or ▶ **(+)** to select `2.UNIT NAME` → press **OK**.

USER SETTINGS
2.UNIT NAME

→ Ex:

:A
_

5 Use the numeric keys to enter your name or company name (max. 24 characters, including spaces) → press **OK**.

Ex:

:A
CANO<u>N</u>

→

USER SETTINGS
3.TX TERMINAL ID

- If you are unsure how to enter characters → pp. 2-1, 2-2.
- If you have already registered your name or company name, the previous entry will be displayed. To change your name, press **Function** → **Clear** to delete the previous entry → enter a new entry.
- Press **Function** → **Space** to enter a space and move the cursor to the right.
- If you make a mistake, press ◀ **(–)** or ▶ **(+)** to move the cursor under the character you want to delete → press **Function** → **Delete**. Or press **Function** → **Clear** to delete all characters you entered.

6 Press **Stop/Reset** to return to standby display.

■ Printing a List to Check Information Registered in Your Machine

You can print the USER'S DATA LIST to check the sender information and current settings of your machine.

1 Press **Additional Functions**.

2 Use ◄ **(–)** or ► **(+)** to select 8.PRINT LISTS → press **OK** twice.

ADDITIONAL FUNCTIONS
8.PRINT LISTS

→

PRINT LISTS
1.USER DATA

- The LCD returns to standby display, then the USER'S DATA LIST is printed.
- You can also print the USER'S DATA LIST using **Report**. (→ p. 3-9)

The sender information is shown at the beginning of the list. The current settings of the machine are listed after this.

```
03/12 2002 16:40 FAX 123 4567          CANON                              001

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

        1. PAPER SETTINGS
             PAPER SIZE                     A4
             PAPER TYPE                     PLAIN PAPER

        2. COMMON SETTINGS
             DEFAULT SETTINGS               COPY
             SW AFTER AUTO CLR              DEFAULT MODE
             VOLUME CONTROL
                 KEYPAD VOLUME              ON
                 VOLUME
```

2

Registering Information

Download from Www.Somanuals.com. All Manuals Search And Download.

2-7
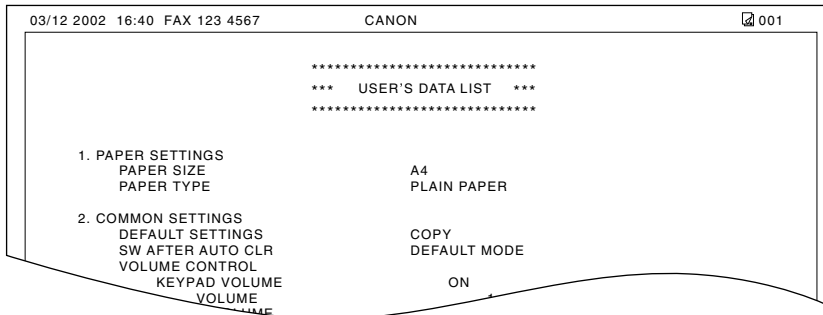
Setting the Telephone Line Type

Before using your machine, you need to make sure it is set for your telephone line type. If you are unsure of your telephone line type, check with your local telephone company. The factory default setting of your machine varies depending on the current country selection. You can print the USER'S DATA LIST to check the current setting (→ p.2-7). If you need to change the setting, follow this procedure.

1 Press **Additional Functions**.

2 Use ◀ **(–)** or ▶ **(+)** to select 4.FAX SETTINGS → press **OK** three times.

```
ADDITIONAL FUNCTIONS
 4.FAX SETTINGS
```
→
```
TEL LINE SETTINGS
 1.USER TEL NO.
```

3 Use ◀ **(–)** or ▶ **(+)** to select 2.TEL LINE TYPE → press **OK**.

```
TEL LINE SETTINGS
 2.TEL LINE TYPE
```
→ Ex:
```
TEL LINE TYPE
          TOUCH TONE
```

4 Use ◀ **(–)** or ▶ **(+)** to select the telephone line type setting you want to set → press **OK**.

Ex:
```
TEL LINE TYPE
         ROTARY PULSE
```
→
```
TEL LINE SETTINGS
 3.TX START SPEED
```

• You can select from the following:
– TOUCH TONE (For tone dialling)
– ROTARY PULSE (For pulse dialling)

5 Press **Stop/Reset** to return to standby display.

Dialling Through a Switchboard

A PBX (Private Branch Exchange) is an on-site telephone switchboard. If your machine is connected through a PBX or other telephone switching system, you have to dial the outside line access number first, and then the number of the party you are calling.

To facilitate this procedure, you can register the PBX access type and the outside line access number under the **R** key so that you only need to press this key before dialling the fax/telephone number you want to reach. See below for details.

The available settings and the factory default settings vary depending on the current country selection. You can print the USER'S DATA LIST to check the current setting. (→ p. 2-7)

1 Press **Additional Functions**.

2 Use ◀ **(–)** or ▶ **(+)** to select 4.FAX SETTINGS → press **OK** twice.

```
ADDITIONAL FUNCTIONS
 4.FAX SETTINGS
```
→
```
USER SETTINGS
 1.TEL LINE SETTINGS
```

3 Use ◀ **(–)** or ▶ **(+)** to select 6.R-KEY SETTING → press **OK**.

```
USER SETTINGS
 6.R-KEY SETTING
```
→
```
R-KEY SETTING
                 PSTN
```

4 Use ◀ **(–)** or ▶ **(+)** to select PBX → press **OK**.

```
R-KEY SETTING
            PBX
```
→ Ex:
```
PBX
             HOOKING
```
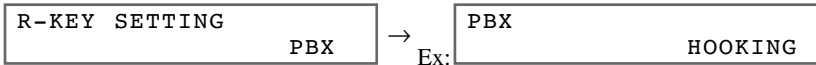
5 Use ◀ **(–)** or ▶ **(+)** to select the access type of your switching system.

↗ Ex:
```
PBX
           HOOKING
```

■ **If you selected HOOKING in step 5:**

6 Press **OK**.

```
FAX SETTINGS
 2.REPORT SETTINGS
```

7 Press **Stop/Reset** to return to standby display.

■ **If you selected PREFIX in step 5:**

6 Press **OK**.

```
PREFIX
```

7 Use the numeric keys to enter the outside line access number.

Ex:
```
PREFIX
            123456
```

• If you make a mistake, press ◄ **(–)**, or press **Function** → **Delete** to delete the last number. Or press **Function** → **Clear** to delete all numbers you entered.

8 Press **Redial/Pause** to enter a pause → press **OK**.

Ex:
```
PREFIX
            123456P
```
→
```
FAX SETTINGS
 2.REPORT SETTINGS
```

NOTE • If you select PREFIX, you can set a number up to 20 digits long, including the "P" at the end.

9 Press **Stop/Reset** to return to standby display.

Chapter 3
Speed Dialling

What is Speed Dialling?

Speed dialling allows you to simplify dialling procedures by registering a fax/telephone number(s) and name under a one-touch speed dialling key or coded speed dialling code. You can dial that number by pressing only one or a few keys.

■ Speed Dialling Methods

There are three speed dialling methods available with your machine as follows:

■ One-touch Speed Dialling (→ p. 3-2)

Allows you to dial a fax or telephone number by pressing only one key. You can register up to 30 destinations for one-touch speed dialling.

■ Coded Speed Dialling (→ p. 3-4)

Allows you to dial a fax or telephone number by pressing **Coded Dial** followed by a two-digit code of your choice. You can register up to 100 different destinations.

■ Group Dialling (→ p. 3-7)

Allows you to dial a group of registered one-touch and/or coded speed dialling fax numbers. By registering a group for one-touch or coded speed dialling, you only need to press one or a few keys to send the same document to several destinations.You can register up to 129 different groups.

The following pages describe how to register numbers for speed dialling.

> **NOTE**
> • For instructions on dialling using the speed dialling methods → pp. 4-3, 4-5 to 4-7.

One-touch Speed Dialling

■ Registering Numbers for One-touch Speed Dialling

1 Press **Additional Functions**.

2 Use ◀ **(–)** or ▶ **(+)** to select 5.ADD. REGISTRATION → press **OK** twice.

| ADDITIONAL FUNCTIONS |
| 5.ADD. REGISTRATION |

→ Ex:

| 1-TOUCH SPD DIAL |
| 01=   905 795 1111 |

3 Use ◀ **(–)** or ▶ **(+)** to select a one-touch speed dialling key (01 to 30) → press **OK** twice.

Ex:

| 1-TOUCH SPD DIAL |
| 04= |

→

| TEL NUMBER ENTRY |
| TEL=_ |

- You can also select a one-touch speed dialling key by pressing it.
- If the one-touch speed dialling key has already been registered, the number registered under that key appears.
- If a group is already registered under the one-touch speed dialling key, GROUP DIAL appears.

4 Use the numeric keys to enter the fax/telephone number you want to register (max. 120 digits, including spaces and pauses) → press **OK** twice.

Ex:

| TEL NUMBER ENTRY |
| TEL=2 50921_ |

→

| :A |
| _ |

- If you are unsure how to enter numbers → pp. 2-1, 2-3.
- Press **Function** → **Space** to enter a space and move the cursor to the next digit. Spaces are optional and are ignored during dialling.
- Press **Redial/Pause** to enter a pause.
- If you make a mistake, press ◀ **(–)** or ▶ **(+)** to move the cursor under the number you want to delete → press **Function** → **Delete**. Or press **Function** → **Clear** to delete all numbers you entered.

5 Use the numeric keys to enter the name that goes with the number (max. 16 characters, including spaces).

Ex:

| :A |
| Canon ITALI<u>A</u> |

- If you are unsure how to enter characters → pp. 2-1, 2-2.

6 Press **OK**.

Ex:

| 1-TOUCH SPD DIAL |
| 05= |

- To continue registering other one-touch speed dialling keys, repeat the procedure from step 3.

7 Press **Stop/Reset** to return to standby display.

✎ NOTE
- You can use the destination labels. Put these labels on your machine for easy reference when dialling.

■ Changing/Deleting a One-touch Speed Dialling Entry

1 Follow the steps 1 to 2 of "Registering Numbers for One-touch Speed Dialling". (→ p. 3-2)

2 Use ◀ **(–)** or ▶ **(+)** to select the one-touch speed dialling key you want to change or delete → press **OK** twice.

Ex:
```
1-TOUCH SPD DIAL
 06=      1 432 2015
```
→
```
TEL NUMBER ENTRY
TEL=1 432 2015_
```

• You can also select the one-touch speed dialling key by pressing it.

❚ To change a one-touch speed dialling entry:

3 Press **Function** → **Clear** to delete the previous entry → enter the new fax/telephone number → press **OK** twice.

Ex:
```
TEL NUMBER ENTRY
TEL=1 432 2060_
```
→ Ex:
```
                    :A
Canon OPTIX_
```

• If you are unsure how to enter numbers → pp. 2-1, 2-3.
• If you do not want to change the fax/telephone number, press **OK** twice after step 2.
• Press **Function** → **Space** to enter a space and move the cursor to the next digit. Spaces are optional and are ignored during dialling.
• Press **Redial/Pause** to enter a pause.
• If you make a mistake, press ◀ **(–)** or ▶ **(+)** to move the cursor under the number you want to delete → press **Function** → **Delete** .

4 Press **Function** → **Clear** to delete the previous entry → enter the new name → press **OK**.

Ex:
```
                    :A
Canon OPTICS
```
→ Ex:
```
1-TOUCH SPD DIAL
 07=
```

• If you do not want to change the name, press **OK** after step 3.
• If you are unsure how to enter characters → pp. 2-1, 2-2.

5 Press **Stop/Reset** to return to standby display.

❚ To delete a one-touch speed dialling entry: (Perform steps 1 through 2 first.)

3 Press **Function** → **Clear** to delete the fax/telephone number → press **OK**.

```
TEL NUMBER ENTRY
TEL=
```
→
```
1-TOUCH SPD DIAL
 2.NAME
```

• The registered name is automatically cleared when you clear the fax/telephone number.

4 Press **Stop/Reset** to return to standby display.

3

Speed Dialling

Coded Speed Dialling

Registering Numbers for Coded Speed Dialling

1 Press **Additional Functions**.

2 Use ◀ **(–)** or ▶ **(+)** to select 5.ADD. REGISTRATION → press **OK**.

ADDITIONAL FUNCTIONS 5.ADD. REGISTRATION	→	ADD. REGISTRATION 1.1-TOUCH SPD DIAL

3 Use ◀ **(–)** or ▶ **(+)** to select 2.CODED SPD DIAL → press **OK**.

ADD. REGISTRATION 2.CODED SPD DIAL	→ Ex:	CODED SPD DIAL ＊00= 2131 1250

4 Use ◀ **(–)** or ▶ **(+)** to select a coded speed dialling code (00 to 99) → press **OK** twice.

Ex:	CODED SPD DIAL ＊02=	→	TEL NUMBER ENTRY TEL=_

- If you are unsure how to enter numbers → pp. 2-1, 2-3.
- You can also select a code by pressing **Coded Dial** and entering a two-digit code with the numeric keys.
- If a coded speed dialling code has already been registered, the number registered under that code appears.
- If a group is already registered under a coded speed dialling code, GROUP DIAL appears.

5 Use the numeric keys to enter the fax/telephone number you want to register
(max. 120 digits, including spaces and pauses) → press **OK** twice.

Ex:	TEL NUMBER ENTRY TEL=1 49 39 25 25_	→	:A _

- Press **Function** → **Space** to enter a space and move the cursor to the next digit. Spaces are optional and are ignored during dialling.
- Press **Redial/Pause** to enter a pause.
- If you make a mistake, press ◀ **(–)** or ▶ **(+)** to move the cursor under the number you want to delete → press **Function** → **Delete**. Or press **Function** → **Clear** to delete all numbers you entered.

6 Use the numeric keys to enter the name that goes with the number
(max. 16 characters, including spaces).

Ex:	:A Canon FRANCE

↗ • If you are unsure how to enter characters → pp. 2-1, 2-2.

7 Press **OK**.

```
CODED SPD DIAL
*03=
```
Ex:

• To continue registering other coded speed dialling codes, repeat the procedure from step 4.

8 Press **Stop/Reset** to return to standby display.

NOTE • You can print the CODED DIAL LIST showing all the numbers and names registered for coded speed dialling (→ pp. 3-9, 3-10). Keep this list near your machine for easy reference when dialling.

■ Changing/Deleting a Coded Speed Dialling Entry

1 Follow the steps 1 to 3 of "Registering Numbers for Coded Speed Dialling". (→ p. 3-4)

2 Use ◀ **(–)** or ▶ **(+)** to select the coded speed dialling code you want to change or delete.

```
CODED SPD DIAL
*32=     81 773 3115
```
Ex:

• You can also select the code by pressing **Coded Dial** and entering the two-digit code with the numeric keys.

3 Press **OK** twice.

```
TEL NUMBER ENTRY
TEL=81 773 3115_
```

3

Speed Dialling

■ **To change a coded speed dialling entry:**

4 Press **Function** → **Clear** to delete the previous entry → enter the new fax/telephone number → press **OK** twice.

Ex:
```
TEL NUMBER ENTRY
TEL=81 773 3173_
```
→
```
                        :A
Canon UC_
```

- If you do not want to change the fax/telephone number, press **OK** twice after step 3.
- Press **Function** → **Space** to enter a space and move the cursor to the next digit. Spaces are optional and are ignored during dialling.
- Press **Redial/Pause** to enter a pause.
- If you make a mistake, press ◀ **(–)** or ▶ **(+)** to move the cursor under the number you want to delete → press **Function** → **Delete**.

5 Press **Function** → **Clear** to delete the previous entry → enter the new name → press **OK**.

Ex:
```
                        :A
Canon UK
```
→
Ex:
```
CODED SPD DIAL
*33=
```

- If you do not want to change the name, press **OK** after step 4.
- If you are unsure how to enter characters → pp. 2-1, 2-2.

6 Press **Stop/Reset** to return to standby display.

■ **To delete a coded speed dialling entry: (Perform steps 1 through 3 first. (→ p. 3-5))**

4 Press **Function** → **Clear** to delete the fax/telephone number → press **OK**.

```
TEL NUMBER ENTRY
TEL=
```
→
```
CODED SPD DIAL
 2.NAME
```

- The registered name is automatically cleared when you clear the fax/telephone number.

5 Press **Stop/Reset** to return to standby display.

Group Dialling

■ Creating Groups

1 Press **Additional Functions**.

2 Use ◀ (−) or ▶ (+) to select 5.ADD. REGISTRATION → press **OK**.

ADDITIONAL FUNCTIONS
  5.ADD. REGISTRATION
	→	ADD. REGISTRATION
		  1.1-TOUCH SPD DIAL

3 Use ◀ (−) or ▶ (+) to select 3.GROUP DIAL → press **OK**.

ADD. REGISTRATION
  3.GROUP DIAL
	→
	Ex:
		GROUP DIAL
		  01=1-TOUCH SPD DIAL

4 Select a one-touch speed dialling key or coded speed dialling code under which you want to register the group.

> 📝 NOTE
> • If you wish to register a group under the already registered one-touch speed dialling key or coded speed dialling code, or you want to enter the new group, you must delete the previous information first. (→ pp. 3-3, 3-5)

■ **To register a group under a one-touch speed dialling key:**

Use ◀ (−) or ▶ (+) to select the key under which you want to register the group (01 to 30) → press **OK** twice.

Ex:
GROUP DIAL 03=	→	TEL=

• If the one-touch speed dialling key has already been registered, 1-TOUCH SPD DIAL or GROUP DIAL appears.

■ **To register a group under a coded speed dialling code:**

Press **Coded Dial** → use the numeric keys to enter the code under which you want to register the group (00 to 99) → press **OK** twice.

Ex:
GROUP DIAL *21=	→	TEL=

• If a coded speed dialling code has already been registered, CODED SPD DIAL or GROUP DIAL appears.

5 Enter the one-touch and/or coded speed dialling numbers you want to register in the group.

- You can not register numbers in groups that have not been registered for speed dialling.
- You can review the numbers registered under the group by pressing ◀ **(–)** or ▶ **(+)**.
  - If you want to delete one of these numbers from the group, press ◀ **(–)** or ▶ **(+)** to display the number you want to delete → press **Function** → **Clear** (ERASING END is displayed).
  - If you want to delete all numbers in the group, repeat to press **Function** → **Clear** until all numbers are deleted. Deleting all numbers will cancel the group.
- If the group has already been registered, the group's name will not be deleted even if you delete all the numbers.
- You can cancel registering numbers and return the machine to standby display by pressing **Stop/Reset** anytime before pressing **OK** in this step.

▮ **To enter a destination registered for one-touch speed dialling:**

Press the one-touch speed dialling key you want to register in the group. Repeat for other keys → press **OK** twice.

Ex:
```
TEL=            2 50921
 04 Canon ITALIA
```
→
```
                        :A
_
```

▮ **To enter a destination registered for coded speed dialling:**

Press **Coded Dial** → use the numeric keys to enter the two-digit code you want to register in the group. Repeat for other codes → press **OK** twice.

Ex:
```
TEL=    1 49 39 25 25
*02 Canon FRANCE
```
→
```
                        :A
_
```

6 Use the numeric keys to enter a name for the group (max. 16 characters, including spaces).

Ex:
```
                     :1
Canon GROUP 2_
```

- If you do not want to register a name, ignore this step.
- If you are unsure how to enter characters → pp. 2-1, 2-2.

7 Press **OK**.

Ex:
```
GROUP DIAL
*22=
```

- To continue registering other groups, repeat the procedure from step 5.

8 Press **Stop/Reset** to return to standby display.

✎ NOTE
- You can print the GROUP DIAL LIST showing all the numbers and names registered for group dialling (→ pp. 3-9, 3-11). Keep this list near your machine for easy reference when dialling.

Speed Dialling Lists

You can print lists of fax/telephone numbers registered for speed dialling. Keep these lists near your machine so you can refer to them when dialling.

■ Printing Speed Dialling Lists

1 Press **Additional Functions**.

2 Use ◀ **(–)** or ▶ **(+)** to select 8.PRINT LISTS → press **OK**.

ADDITIONAL FUNCTIONS 8.PRINT LISTS	→	PRINT LISTS 1.USER DATA

3 Use ◀ **(–)** or ▶ **(+)** to select 2.SPEED DIAL LIST → press **OK**.

PRINT LISTS 2.SPEED DIAL LIST	→	SPEED DIAL LIST 1.1-TOUCH LIST

4 Use ◀ **(–)** or ▶ **(+)** to select the list you want to print.

Ex:
SPEED DIAL LIST 2.CODED DIAL LIST

• You can select from the following:
  – 1-TOUCH LIST
  – CODED DIAL LIST
  – GROUP DIAL LIST

5 Press **OK**.

Ex:
1-TOUCH LIST 1.NO SORT

• If you selected 1-TOUCH LIST or CODED DIAL LIST above, select SORT or NO SORT depending on what order you want the destinations to be printed:
  Select 1.NO SORT to print the list in key number order.
  -or-
  Select 2.SORT to print the list with the names of the destinations in alphabetical order.

6 Press **OK**.

• The machine prints the list and the LCD returns to standby display.

✎
NOTE
• You can also print the list using **Report**. Press **Function** → **Report** → select 2. SPEED DIAL LIST → a report you want to print out → press **OK**.

Samples of the lists are shown below.

■ One-touch List

03/12 2002 17:02 FAX 123 4567   CANON   ☑ 001

03/12 2002 17:03 FAX 123 4567   CANON   ☑ 001

```
                        ***********************************************
                    ***   ONE-TOUCH SPEED DIAL TEL # LIST 1   ***
                        ***********************************************
```

NO.	DESTINATION TEL #	DESTINATION ID
[12]	2 887 0166	Canon AUSTRALIA
[01]	905 795 1111	Canon CANADA
[03]	GROUP DIAL	Canon GROUP 2
[04]	2 50921	Canon ITALIA
[06]	1 432 2060	Canon OPTICS

NO.	
[01]	905 7
[03]	GROU
[04]	2 509
[06]	1 432
[12]	2 887

Unsorted list : destinations listed in key order.

Sorted list : destinations listed in alphabetical order.

■Coded Dial List

03/12 2002 17:04 FAX 123 4567   CANON   ☑ 001

03/12 2002 17:05 FAX 123 4567   CANON   ☑ 001

```
                        ***************************************
                    ***   CODED SPEED DIAL TEL # LIST 1   ***
                        ***************************************
```

NO.	DESTINATION TEL #	DESTINATION ID
[* 00]	2131 1250	Canon DEUTSCH.
[* 02]	1 49 39 25 25	Canon FRANCE
[* 21]	GROUP DIAL	Canon GROUP 1
[* 03]	516p488 6700	Canon U . S . A .
[* 32]	81 773 3173	Canon UK

NO.	
[* 00]	2131
[* 02]	1 49 3
[* 03]	516p4
[* 21]	GROUP
[* 32]	81 77

Unsorted list : destinations listed in code order.

Sorted list : destinations listed in alphabetical order.

■ Group Dial List

```
03/12 2002  17:06  FAX 123 4567              CANON                                          ☑ 001

                          ********************************
                          ***   GROUP DIAL TEL # LIST   ***
                          ********************************

    [✳ 21] Canon GROUP 1        [✳ 03] 516p488 6700              Canon U.S.A.
                                [   01] 905 795 1111             Canon CANADA

    [   03] Canon GROUP 2       [✳ 00] 2131 1250                Canon DEUTSCH.
                                [✳ 02] 1 49 39 25 25            Canon FRANCE
                                [✳ 32] 81 773 3173              Canon UK
                                [   04] 2 50921                 Canon ITALIA
```

■ Cancelling the Printout List

You can cancel printing lists even after performing the printing procedure.

1 Press **Additional Functions**.

2 Use ◀ **(–)** or ▶ **(+)** to select 8.PRINT LISTS → press **OK**.

ADDITIONAL FUNCTIONS		PRINT LISTS
8.PRINT LISTS	→	1.USER DATA

3 Use ◀ **(–)** or ▶ **(+)** to select 3.CANCEL REPORT → press **OK**.

PRINT LISTS		REPORT STATUS
3.CANCEL REPORT	→ Ex:	✳00 SPEED DIAL LIST

4 Select the report you want to cancel the printout → press **OK**.

REPORT STATUS		CANCEL REPORT?
01 SPEED DIAL LIST	→	<YES NO>

5 Press ◀ **(–)** for YES.
- Printing is cancelled.
- If you change your mind and want to continue printing, press ▶ **(+)** for NO.

✍ • You can also cancel the current print job using **Report**. Press **Function** → **Report**
NOTE → Select 5. CANCEL REPORT.

3

Speed Dialling

Chapter 4
Sending Faxes

Preparing to Send a Fax

■ Documents You Can Fax

For information on the types of documents you can fax, their requirements, and details on loading documents
→ *User's Guide*.

■ Adjusting the Quality of Your Faxes

Canon's Ultra High Quality (UHQ™) imaging technology enables you to send documents that are very close to
the quality of the original. The machine allows you to adjust the resolution and scanning density to best suit your
particular document.

> **NOTE**
> • Please note that you can not change settings while your machine is scanning a document.

Setting the Scanning Resolution

Resolution is a measure of the fineness or clarity of a printout. Low resolutions may cause text and graphics to
have a jagged appearance, while higher resolutions provide smoother curves and lines, crisp text and graphics,
and a better match to traditional typeface designs.

> **NOTE**
> • The higher the resolution, the higher the output quality, but the longer the transmission time.

1 Press **FAX** → **Fax Resolution** to select the resolution.

```
FAX RESOLUTION
          STANDARD
```
Ex:

- You can select the following resolution by pressing **Fax Resolution** repeatedly.
  - STANDARD
    Suitable for most text-only documents.
  - FINE
    Suitable for fine-print documents.
  - PHOTO
    Suitable for documents that contain photographs.
  - SUPER FINE
    Suitable for documents that contain fine print and images (the resolution is four times that of STANDARD).
  - ULTRA FINE
    Suitable for documents that contain fine print and images (the resolution is eight times that of STANDARD).

2 Press **OK**.

```
03/12 2002 TUE 15:11
FaxOnly          FINE
```
Ex:

NOTE
- You can set the fax resolution so that the desired resolution such as STANDARD is automatically returned after the AUTO CLEAR function activates or documents are scanned. Since RESOLUTION of FAX DEFAULT is set to OFF in the factory default setting, the resolution set using **Fax Resolution** will remain unchanged. (→ p. 10-9)

Setting the Scanning Density

You can adjust the lightness/darkness of the document pages before you scan for sending.

1 Press **Exposure** to select the scanning density.

Ex:
```
DENSITY CONTROL
          STANDARD
```

- You can select the scanning density from the following by pressing **Exposure** repeatedly.
  – LIGHT
    For documents with dark text or colour.
  – STANDARD
    For normal printed or type written text.
  – DARK
    For documents with light text or colour.

2 Press **OK**.

```
03/12 2002 TUE 15:11
FaxOnly      STANDARD
```

NOTE
- You can set the scanning density so that the desired scanning density such as STANDARD is automatically returned after the AUTO CLEAR function activates or documents are scanned. Since SCAN DENSITY of FAX DEFAULT is set to OFF in the factory default setting, the scanning density set using **Exposure** will remain unchanged. (→ p. 10-9)
- You can set the level of each scanning density (LIGHT/STANDARD/DARK) in the DENSITY CONTROL of the Additional Functions. (→ p. 10-4)

■ Dialling Methods

There are several ways of dialling the number of the party to which you want to send a fax. They are as follows:

■ When the Fax Number is Not Registered in the Machine
- Regular Dialling
- Redialling

■ When the Fax Number is Registered in the Machine
- One-touch Speed Dialling
- Coded Speed Dialling
- Group Dialling
- Directory Dialling

NOTE
- If you are unsure of the registered fax number, check the destination labels, or print each list and check the numbers. (→ pp. 3-9 to 3-11)
- For details on registering a fax number for speed dialling → Chapter 3.
- The machine must be set to Fax mode when dialling.

Regular Dialling

Dial a fax number by using the numeric keys, just like dialling a telephone number.

Ex:

①
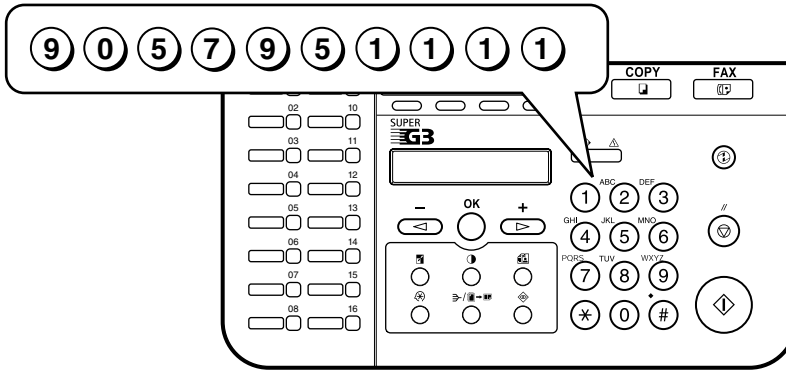
- If you enter the wrong number, press **Stop/Reset**, or press **Function** → **Clear** to delete the number → enter the correct number.
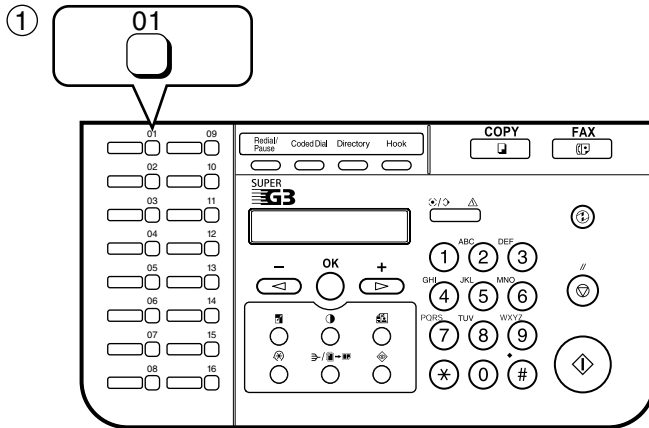
② Press **Start**.

Ex:
```
TEL=        9057951111
```

One-touch Speed Dialling

Dial a fax number by pressing the one-touch speed dialling key (**01** to **30**) to which the number is assigned.

Ex:

① 01

Ex:
```
TEL=     905 795 1111
01 Canon CANADA
```

- The number registered under that one-touch speed dialling key is displayed.
- If you press the wrong key, press **Stop/Reset** → press the correct key.
- NOT REGISTERED appears if no fax number is assigned to the one-touch speed dialling key you pressed.

Coded Speed Dialling

Dial a fax number by pressing **Coded Dial** followed by the two-digit code (00 to 99) to which the number is assigned.

Ex:
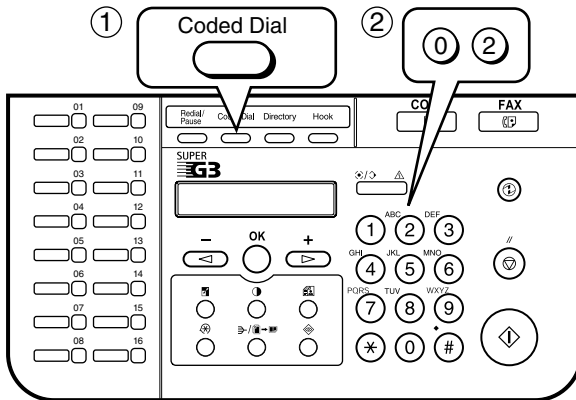

```
TEL=    1 49 39 25 25
*02 Canon FRANCE
```
Ex:

- The number registered under that coded speed dialling code is displayed.
- If you enter the wrong code, press **Stop/Reset** → **Coded Dial** → enter the correct code.
- NOT REGISTERED appears if no fax number is assigned to the coded speed dialling code you entered.

Group Dialling

Dial a group of fax numbers registered under a one-touch speed dialling key or coded speed dialling code.

■ To enter a group registered under a one-touch speed dialling key:

Press the one-touch speed dialling key assigned to the group you wish to fax. (→ p. 4-5)

```
TEL=GROUP DIAL
 03 Canon GROUP 2
```
Ex:

- The name of the group is displayed.
- If you press the wrong key, press **Stop/Reset** → press the correct key.
- NOT REGISTERED appears if no fax number is assigned to the one-touch speed dialling key you pressed.

■ To enter a group registered under a coded speed dialling code:

Press **Coded Dial** → use the numeric keys to enter the two-digit code assigned to the group you wish to fax.
(→ p. 4-6)

Ex:
```
TEL=GROUP DIAL
*21 Canon GROUP 1
```

- The name of the group is displayed.
- If you enter the wrong code, press **Stop/Reset** → **Coded Dial** → enter the correct code.
- NOT REGISTERED appears if no fax number is assigned to the coded speed dialling code you entered.

Directory Dialling

Directory dialling allows you to look up the other party's name you registered and retrieve the number for dialling.
This feature is convenient when you know the other party's name but can not recall the one-touch speed dialling
key, the code for coded speed dialling, or group dialling where the number is registered.

1 Press **Directory**.

```
                    :A
_
```

- NOT REGISTERED appears if there are no numbers registered, and the display returns to dial entry mode.

2 Press a numeric key to enter the first letter of the name of the party you are searching for.
For example, if you want to search for a name that starts with the letter "H", press **4 (GHI)** twice.

3 Press **OK**.
- Entries starting with the letter you entered are displayed.
- If there is no entry that starts with the letter you entered, entries that start with the next letter will be displayed.

4 Press **◀ (–)** or **▶ (+)** to display the other names.
- Pressing **▶ (+)** displays the names of other parties in alphabetical order.
  Pressing **◀ (–)** displays them in reverse order.
- When you reach the last name, the display returns to the first name.

5 Press **OK**.
- The other party's fax number and name, or GROUP DIAL and the group's name appear.

4

Sending Faxes

4-7

Sending Methods

■ Memory Sending

The machine begins calling the other party and transmitting the information after all documents are scanned into the memory.

Since the machine is multitasking, you can perform other operations while the machine is sending a fax.

The machine has enough memory to store up to approximately 256 pages* (fewer if the document contains many graphics or particularly dense text).

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

> ✎ **NOTE**
>
> • When a large amount of memory is used, MEMORY FULL may be displayed depending on the documents to be sent, and the machine can neither store the scanned documents in memory nor send them. In this case, print or delete any documents in memory, or select a lower fax resolution such as STANDARD, then send the documents.

■ Using the ADF

1 Press **FAX** to set to Fax mode.

Ex:
```
03/12 2002 TUE 15:11
FaxOnly       STANDARD
```

2 Prepare the document and load it face up in the ADF. (→ *User's Guide*)

```
DOCUMENT READY
```

(Standby to scan)

• To adjust the resolution → pp. 4-1, 4-2.
• To adjust the scanning density → p. 10-4.

3 Dial the other party's fax number.

Ex:
```
TEL=      9057951111
```

• For dialling methods → p. 4-3.
• If you enter the wrong number, press **Stop/Reset** → enter the correct number.
• If you make a mistake, press ◄ **(–)**, or press **Function** → **Delete** to delete the last number. Or press **Function** → **Clear** to delete all numbers you entered → enter the correct number.
• When you have to first dial a digit to get an outside line ("9", for example), add a pause after that digit by pressing **Redial/Pause**.

4 Press **Start** to begin scanning for sending.

- The machine begins calling the other party after all documents are scanned into the memory.
- When you use speed dialling, scanning starts automatically without pressing **Start** when the TIME OUT setting is on. (→ p. 10-6)
- To cancel sending after dialling has started, press **Stop/Reset** → ◀ **(–)**. (→ p. 4-11)

NOTE
- You can scan a document up to 1 m long.
- You can load up to 50 pages of A4-size paper in the ADF.
- After the machine finishes scanning the document into memory, it returns to standby display. At this point, you can make the next reservation. You can make up to 20 reservations.

■ Using the Platen Glass

NOTE
- When documents are loaded in the ADF, the machine scans them. You need to remove documents from the ADF in advance, in order to fax from the platen glass.
- You can operate **Book Sending**, **Space**, **Delete** or **Clear** after pressing **Function** key.
- When you fax an A5-size document, align the long side of the document with the left side of the platen glass. In this way, the A4 marks on the platen glass correspond to the edges of the long side of the document.

1 Press **FAX** to set to Fax mode.

Ex:
```
03/12 2002 TUE 15:11
FaxOnly      STANDARD
```

2 Prepare the document and place it face down on the platen glass. (→ *User's Guide*)

- To adjust the resolution → pp. 4-1, 4-2.
- To adjust the scanning density → p. 10-4.

3 Press **Function** → **Book Sending**.

4 Press ◀ **(–)** or ▶ **(+)** to select the document size.

Ex:
```
BOOK TX SCAN SIZE
                 A4
```

5 Press **OK**.

4

Sending Faxes

6 Dial the other party's fax number.

```
TEL=          9057951111
```
Ex:

- For dialling methods → p. 4-3.
- If you make a mistake, press ◀ **(–)**, or press **Function** → **Delete** to delete the last number. Or press **Function** → **Clear** to delete all numbers you entered → enter the correct number.
- When you have to first dial a digit to get an outside line ("9", for example), add a pause after that digit by pressing **Redial/Pause**.

7 Press **Start** to begin scanning.

```
NEXT PAGE    :[START]
FINISH SCAN  :[OK]
```

8 Set the next document on the platen glass → press **Start** to begin scanning.

- Repeat this step for other documents.

9 After all the documents have been scanned, press **OK** to begin sending.

- To cancel sending after dialling has started, press **Stop/Reset** → ◀ **(–)**. (→ p. 4-11)

NOTE
- You can scan up to approximately 256 pages* for memory sending.
- * Based on Canon FAX Standard Chart No. 1, standard mode.

Cancelling Sending

Cancelling Memory Sending

■ While documents are being scanned using the ADF

1 Press **Stop/Reset** → **OK**.

• Scanning is cancelled.

■ After all documents are scanned

▌While documents are being sent:

1 Press **Stop/Reset**.

• The machine asks you to confirm that you want to cancel.

```
CANCEL DURING TX/RX?
 < YES         NO >
```

2 Press ◀ **(−)** to cancel sending.

• If you change your mind and want to continue sending, press ▶ **(+)** for NO.
• The machine prints an ERROR TX REPORT. (→ p. 8-3)

✎ NOTE   • To cancel sending while documents are waiting to be sent → p. 4-21.

4

Sending Faxes

Redialling When the Line is Busy

There are two methods of redialling: *Manual redialling* and *Automatic redialling*. This section explains these two methods.

Manual Redialling

Press **Redial/Pause** to dial the last number you dialled with the numeric keys. (This starts redialling regardless of whether automatic redialling is enabled.)

Cancelling Manual Redialling

To cancel manual redialling while the machine is dialling, press **Stop/Reset**. CANCEL DURING TX/RX? appears in the LCD, so press ◀ **(−)** for YES.

NOTE
- If you press **Stop/Reset** while scanning the document, STOP KEY PRESSED PRESS OK KEY appears in the LCD, so press **OK** to cancel manual redialling.

Automatic Redialling

The fax automatically redials after the first attempt at sending fails (e.g. the line is busy).
The number of redialling attempts and the time interval between attempts can be adjusted by changing the settings in the AUTO REDIAL. Automatic redialling can also be set off and on. (→ p. 10-6)
If all attempts are unsuccessful, the machine cancels the transmission and prints an ERROR TX REPORT. (→ p. 8-3)

Cancelling Automatic Redialling

NOTE
- If you want to cancel a transmission while the machine is waiting to redial, you must delete the document from memory using **Memory Reference**. (→ p. 4-21)

1 Wait until the machine begins redialling.

2 Press **Stop/Reset**.
- The machine asks you to confirm that you want to cancel.

```
CANCEL DURING TX/RX?
 < YES         NO >
```

3 Press ◀ **(−)** to cancel redialling.
- If you change your mind and want to continue redialling, press ▶ **(+)** for NO.
- The machine prints an ERROR TX REPORT. (→ p. 8-3)

Sequential Broadcasting

Sending a Document to More Than One Destination

This feature allows you to scan a document once and send it to several destinations. You can send the document to a maximum of 140 destinations using a combination of the following dialling methods:

- One-touch speed dialling: up to 30 destinations
- Coded speed dialling: up to 100 destinations
- Regular dialling (using the numeric keys), redialling: 10 destinations

You can enter the destinations in any order. (Be sure to press **OK** after your entry with the numeric keys.)

📝 NOTE
- If you frequently send documents to the same group of destinations, you can group them and register these numbers for group dialling. You can register up to 129 fax numbers with group dialling and send the same document to these numbers. ($\rightarrow$ p. 3-7)

1 Press **FAX** to set to Fax mode.

2 Prepare the document and load it face up in the ADF.

```
DOCUMENT READY
```

(Standby to scan)
- If you use the platen glass to send a document $\rightarrow$ p. 4-9.
- To adjust the resolution $\rightarrow$ pp. 4-1, 4-2.
- To adjust the scanning density $\rightarrow$ p. 10-4.

3 Enter up to 140 fax numbers using any of the following methods:

▌One-touch speed dialling:

Press the desired one-touch speed dialling key(s).

Ex:
```
TEL=        2 50921
 04 Canon ITALIA
```

▌Coded speed dialling:

Press **Coded Dial** $\rightarrow$ use the numeric keys to enter the two-digit code. Repeat for other codes.

Ex:
```
TEL=    1 49 39 25 25
*02 Canon FRANCE
```

4

Sending Faxes

▌ Regular dialling:

Use the numeric keys to enter the fax number → press **OK**.

Ex:
```
TEL=         9057951111
```

📝 NOTE
- If you make a mistake, press ◀ **(–)**, or press **Function** → **Delete** to delete the last number. Or press **Function** → **Clear** to delete all numbers you entered.
- You must enter the second fax number within five seconds of entering the first one. After that, all subsequent fax numbers must be entered within 10 seconds of each other. If you wait longer than this, the machine automatically begins scanning the document for sending. If you prefer the machine not to do this, disable the TIME OUT setting. (→ p. 10-6)
- If you want to review the numbers you just entered, use ◀ **(–)** or ▶ **(+)** to scroll through the numbers.

▌ Redialling:

Press **Redial/Pause** to dial the last number you dialled with numeric keys.

4 Press **Start**.

- After the scanning is finished, the machine starts to dial the number.
- The machine first sends the document to the one-touch speed dialling destinations, then the coded speed dialling destinations, and finally to the destinations dialled using regular dialling.
- To cancel sending, press **Stop/Reset** → ◀ **(–)**. Sending to all destinations specified in step 3 is cancelled. You can not cancel just one destination.
  After cancelling, the machine prints a MULTI TX/RX REPORT. (→ p. 8-4)

📝 NOTE
- If a number is busy, the machine continues sending to the other destinations and then redials the number that was busy.
- If the machine's memory becomes full while scanning your document, MEMORY FULL appears in the LCD and the document being scanned stops in the ADF. Press **OK** to make the document come out automatically. If this happens, divide the documents into several sections and send each section separately.

Delayed Sending

You can use your machine to send faxes at a preset time. This feature is called *Delayed sending* or *Timer sending*.
By using this feature, you can take advantage of lower long distance rates at night, for example.
You can set up to 140 destinations, and up to 20 reservations for delayed sending.

> NOTE
> • You can perform other tasks even when you have set the machine for delayed sending.
> • You can operate **Book Sending**, **Delayed Transmission**, **Space**, **Delete** or **Clear** after pressing **Function** key.

1 Prepare the document and place it on the platen glass or load it face up in the ADF.

> NOTE
> • When using the platen glass, press **Function** → **Book Sending** → select the document size with ◀ **(–)** or ▶ **(+)**. (→ p. 4-9)

2 Press **Function** → **Delayed Transmission**.

3 Use the numeric keys to enter the reservation time to send faxes → press **OK**.

Ex:
```
DELAYED TX
TX TIME SETTNG   15:30
```
→
```
TEL=
```

4 Enter a destination using a one-touch speed dialling key, coded speed dialling code, **Redial/Pause** key or the numeric keys.

> NOTE
> • You can only use the one-touch speed dialling keys when the **Function** key is not pressed.
> • If you make a mistake, press ◀ **(–)**, or press **Function** → **Delete** to delete the last number. Or press **Function** → **Clear** to delete all numbers you entered when you use the numeric keys.

5 Press **Start** to begin scanning.
- When you use speed dialling, scanning starts automatically without pressing **Start** when the TIME OUT setting is on. (→ p. 10-6)
- When the time you set in step 3 comes, the machine will begin sending faxes.
- When you place the document on the platen glass → p. 4-9.

4

Sending Faxes

4-15

Confirming Transmission Status and Sending Reservation

You can check the status of sending or receiving fax, or sending reservation.

Confirming Transmission Status

The sending or receiving status can be confirmed using the following method:

1 Press **System Monitor**.

```
FAX MONITOR
 1.RX/TX STATUS
```

2 Press **OK**.

Ex:
```
16:50 0056 TX
             12345
```

NOTE
- To return to standby display, press **Stop/Reset**.
- If you perform the procedure above when the machine is not sending or receiving faxes, NO CURRENT RX/TX JOB appears, and the display returns to the display shown in step 1.
- The transaction number and TX/RX in the LCD mean the following:
  – 0001 to 4999: A sent document (TX)
  – 5001 to 9999: A received document (RX)

■ Confirming Sending Result and Reservation

The sending results and reservations can be confirmed using the following method:

1 Press **System Monitor** while **In Use/Memory** indicator lights up.

```
FAX MONITOR
  1.RX/TX STATUS
```

2 Press ◀ **(–)** or ▶ **(+)**, to select `2.TX/RX RESULT` → press **OK**.

```
FAX MONITOR
  2.TX/RX RESULT
```
→ Ex:
```
15:34 0010 TX STNDBY
[  01]CANON USA
```

• The sending result and reservation can be confirmed by checking the sending time, `TX/RX NO.` or fax number.

3 Press ◀ **(–)** or ▶ **(+)** to confirm the sending result and reservation.

Ex:
```
15:34 0010 TX STNDBY
[  01]CANON USA
```

NOTE
• To return to standby display, press **Stop/Reset**.
• If you perform the procedure above when there is no sending reservation and transmission jobs, `NO DOC. STORED` will appear, and the display will return to the display shown in step 2.
• You can also check the reservations by printing out the DOCUMENT MEMORY LIST. (→ p. 4-18)

4

Sending Faxes

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4-17

Documents Stored in Memory

• If there are no documents stored in memory, the machine will return to standby mode when you select **Memory Reference**.

Printing a List of Documents in Memory

The machine can print a list of documents stored in memory, along with the transaction number (TX/RX NO.) of each document.

1 Press **Function**.

2 Press **Memory Reference** → **OK**.

```
MEMORY REFERENCE
  1.DOC. MEMORY LIST
```

• The machine prints the DOCUMENT MEMORY LIST and the LCD returns to standby display.

NOTE
• Once you know the transaction number of a document stored in memory, you can print it or delete it. (→ pp. 4-20, 4-21)
• You can also print the list using **Report**. Press **Function** → **Report** → select 4.DOC. MEMORY LIST→ press **OK**.

03/12 2002 17:15 FAX 123 4567		CANON			▨ 001

```
***********************************
***   DOCUMENT MEMORY LIST   ***
***********************************
```

TX/RX NO	MODE	DESTINATION TEL/ID	PGS.	SET TIME	ST. TIME
0046	DELAYED TX	[✶ 01] Canon TOKYO	3	03/12 16:30	14:00
0047	DELAYED TX	[04] Canon ITALIA	2	03/12 16:37	14:05
0048	DEL SQ BDCST	[✶ 02] Canon FRANCE	1	03/12 16:42	14:07
		[01] Canon CANADA			14:07
0049	DEL SQ BDCST	[03] Canon GROUP 2	1	03/12 16:55	14:10

■ Resending a Document in Memory

You can resend documents that are stored in memory. The machine stores faxes that are received but not printed because paper or toner has run out, a paper jam has occurred, or documents have not been transmitted due to a transmission error.
You can send such faxes to another fax machine to be printed.

1 Press **Function** → **Memory Reference**.

2 Use ◀ **(–)** or ▶ **(+)** to select 3.RESEND DOCUMENT → press **OK**.

```
MEMORY REFERENCE
 3.RESEND DOCUMENT
```
→ Ex:
```
RESEND DOCUMENT
TX/RX NO.        0051
```

3 Use ◀ **(–)** or ▶ **(+)** to select the transaction number (TX/RX NO.) of the document you want to send again → press **OK**.

Ex:
```
RESEND DOCUMENT
TX/RX NO.        0053
```
→
```
TEL=
```

4 Enter the fax number.
- For dialling methods → p. 4-3.
- You need to press **OK** after you enter the fax number using the numeric keys.

5 Press **OK**.
- The machine begins sending.

4

Sending Faxes

■ Printing a Document in Memory

1 Press **Function** → **Memory Reference**.

2 Use ◀ **(–)** or ▶ **(+)** to select 3.PRINT DOCUMENT → press **OK**.

| MEMORY REFERENCE |
| 3.PRINT DOCUMENT |

→ Ex:

| PRINT DOCUMENT |
| TX/RX NO.   0001 |

3 Use ◀ **(–)** or ▶ **(+)** to select the transaction number (TX/RX NO.) of the document you want to print → press **OK**.

Ex:
| PRINT DOCUMENT |
| TX/RX NO.   0003 |

→

| PRINT 1ST PAGE ONLY? |
| < YES   NO > |

• You can also enter the transaction number using the numeric keys.

4 Press ◀ **(–)** to print the first page only, or press ▶ **(+)** to print all pages of the document.
• The machine prints the document.
• To continue printing other documents in memory → repeat the procedures from step 3.

5 Press **Stop/Reset** to return to standby display.

■ Deleting a Document from Memory

1 Press **Function** → **Memory Reference**.

2 Use ◀ **(–)** or ▶ **(+)** to select 4.DELETE DOCUMENT → press **OK**.

```
MEMORY REFERENCE
 4.DELETE DOCUMENT
```
→ Ex:
```
DELETE DOCUMENT
TX/RX NO.        0001
```

3 Use ◀ **(–)** or ▶ **(+)** to select the transaction number (TX/RX NO.) of the document you want to delete.

Ex:
```
DELETE DOCUMENT
TX/RX NO.        0004
```

• You can also enter the transaction number using the numeric keys.

4 Press **OK**.

```
OK TO DELETE?
 < YES          NO >
```

• The machine asks you to confirm that you want to delete the document.

5 Press ◀ **(–)** to delete the document.

• The machine deletes the document.
• If you change your mind and want to keep the document in memory, press ▶ **(+)** for NO.
• To continue deleting other documents in memory → repeat the procedures from step 3.

6 Press **Stop/Reset** to return to standby display.

Chapter 5
Receiving Faxes

Different Ways to Receive a Fax

The machine provides you with several modes for receiving faxes. Once you have decided which mode is suitable for your needs, set the mode as described in the *User's Guide*. You can change the mode when the machine is in standby mode. To determine which mode best suits your requirements, refer to the table below:

Receive Mode	Main Use	Operation	Requirements
FaxOnly*	Fax	Machine answers all calls as fax calls. It receives faxes automatically and disconnects voice calls.	Separate telephone line for fax use only.
FaxTel	Fax/Tel	Automatically switches between fax calls and voice calls. Receives faxes automatically and rings for voice calls. To set the details → pp. 5-3, 5-4.	Telephone connected to the machine.
Manual	Tel	Machine rings for every call, whether it is a fax call or a voice call. For a fax call, you have to manually activate reception of the fax.	Telephone connected to the machine.
AnsMode	Fax/Tel	Receives faxes automatically and routes voice calls to the answering machine.	Answering machine connected to the machine.

* Factory default setting

You can confirm which receive mode is set by checking the standby display. The receive mode is displayed in the lower left of the LCD.

Ex:
```
03/12 2002 TUE 15:11
FaxOnly       STANDARD
```

5

Receiving Faxes

Setting the Receive Mode

The setting of the receive mode can be changed if necessary.

1 Press **Receive Mode** until the mode you want appears.

Ex:
```
RECEIVE MODE
Manual
```

- You can select from the following:
  - `FaxTel`* :
    when a telephone is connected to the machine, the machine automatically switches between fax calls and voice calls.
  - `FaxOnly` :
    if you use your machine to receive only faxes.
  - `Manual` :
    when a telephone is connected to the machine, you can receive faxes by pressing **Start** before replacing the handset on the telephone.
  - `AnsMode` :
    if you want to receive faxes automatically and route voice calls to an answering machine.

  * You can set details for the FaxTel mode. (→ pp. 5-3, 5-4)

2 Press **OK**.

Ex:
```
03/12 2002 TUE 15:11
FaxOnly      STANDARD
```

The selected receive mode is set and the LCD returns to standby display. The current date and the selected receive mode are displayed.

NOTE
- The machine does not ring when it receives a fax in `FaxOnly`. If you want to be alerted when a fax call is received, connect a telephone to the machine, and enable the `INCOMING RING` setting. (→ p. 10-7)
- When an answering machine or a telephone with an answering machine is connected to your machine, select `AnsMode`. (→ *Set-up Guide*)
- Follow these guidelines when using the machine with an answering machine:
  – Set the answering machine to answer on the first or second ring.
  – When recording the outgoing message on the answering machine, the entire message must be no longer than 15 seconds.
    Ex: "Hello. I can't answer the phone right now, but please leave a message after the beep. I'll return your call as soon as possible".

■ Setting the Options for FaxTel Mode

When selecting FaxTel mode, the following options can be set.

- Adjust the time the machine takes to check whether a call is from a fax machine or a telephone (`RING START TIME` setting).
- Adjust the length of time the machine rings when the call is a voice call (`F/T RING TIME` setting).
- Set whether the machine switches to receive mode after the ring time set in `F/T RING TIME` has elapsed (`F/T SWITCH ACTION` setting).

✎ NOTE
- The default settings and selectable settings vary depending on the current country selection.

■ What Happens When FaxTel Mode is Selected

Type of call →	**Telephone**	**Fax** Sending document manually	**Fax** Sending document automatically

Telephone charges begin for the caller. → **The machine answers without ringing.**

`RING START TIME`

The machine listens for the fax tone.

The fax tone is detected. → The document is received automatically.

The fax tone is detected and the machine switches to receive mode.

The fax tone is not detected.

`F/T RING TIME`

The machine starts ringing. → Pick up the handset to talk.

If you do not pick up the handset.

`F/T SWITCH ACTION`
Choose between:
`RECEIVE` and `DISCONNECT`. → `DISCONNECT`

The machine disconnects the call.

`RECEIVE`

Not all fax machines are capable of sending a fax tone. For those cases if you set the `F/T SWITCH ACTION` to `RECEIVE`, the machine switches to receive mode automatically and starts receiving the document. If no document comes in, it disconnects the call after approximately 40 seconds.

5

Receiving Faxes

1 Press **Additional Functions**.

2 Use ◀ **(–)** or ▶ **(+)** to select 4.FAX SETTINGS → press **OK**.

| ADDITIONAL FUNCTIONS
  4.FAX SETTINGS | → | FAX SETTINGS
  1.USER SETTINGS |

3 Use ◀ **(–)** or ▶ **(+)** to select 4.RX SETTINGS → press **OK**.

| FAX SETTINGS
  4.RX SETTINGS | → | RX SETTINGS
  1.ECM RX |

4 Use ◀ **(–)** or ▶ **(+)** to select 2.FAX/TEL OPT.SET → press **OK** twice.

| RX SETTINGS
  2.FAX/TEL OPT. SET | →
Ex: | RING START TIME
          08SEC |

5 Use ◀ **(–)** or ▶ **(+)** to set the time the machine waits before ringing when it receives a call → press **OK** twice.

| RING START TIME
Ex: 09SEC | →
Ex: | F/T RING TIME
       022SEC |

• You can use the numeric keys instead of using ◀ **(–)** or ▶ **(+)** to set the time.

6 Use ◀ **(–)** or ▶ **(+)** to set the time the machine rings while waiting for someone to pick up the handset → press **OK** twice.

| F/T RING TIME
Ex: 030SEC | →
Ex: | F/T SWITCH ACTION
     RECEIVE |

• You can use the numeric keys instead of using ◀ **(–)** or ▶ **(+)** to set the time.

7 Use ◀ **(–)** or ▶ **(+)** to select RECEIVE or DISCONNECT → press **OK**.

| F/T SWITCH ACTION
Ex: DISCONNECT | → | RX SETTINGS
  3.INCOMING RING |

• This setting tells the machine what to do if no one picks up the handset within the specified ring time set in step 6.

8 Press **Stop/Reset** to return to standby display.

✎ NOTE
• The default settings and selectable settings vary depending on the current country selection.

Receiving Faxes Manually

In Manual mode, if you connect a telephone to your machine, you can receive voice calls as well as manually activate reception of faxes. You can activate reception from the machine or from the telephone connected to the machine (this is called Remote receiving).

> **NOTE**
> - For this mode, you need to connect a telephone to your machine. (→ *Set-up Guide*)
> - Make sure there are no documents in the ADF.
> - Make sure the REMOTE RX setting is enabled. (→ p. 10-7)
> - If your telephone line uses rotary pulse and the telephone connected to the machine can not be switched to tone dialling, you can not activate Remote receiving.

1 Make sure Manual is displayed in the LCD.

Ex:
```
03/12 2002 TUE 16:12
Manual        STANDARD
```

- To set Manual → p. 5-2.

2 Make sure you have connected a telephone to the machine.

3 When you hear the telephone ring, pick up the handset.

4 ▋**If you hear a person's voice:**

Start your conversation. If the caller wants to send a fax after talking to you, ask them to press start on their fax machine.
When you hear a slow beep, press **Start** on the machine to begin receiving the fax. Hang up the handset.

▋**If you hear a slow beep tone or silence:**

Someone is trying to send you a fax.
If the telephone is close to your machine, press **Start** on the machine to begin receiving the fax.
Hang up the handset.

> **NOTE**
> - If no paper is loaded in the cassette, the LCD displays SUPPLY REC. PAPER. When paper is loaded, the machine automatically resumes printing.
> - If the telephone is located away from your machine, dial 25 (the remote receiving ID) on your telephone and hang up. When your telephone line uses rotary pulse, switch to tone dialling on your telephone before dialling 25 (the remote receiving ID).
> - You can change the number for the remote receiving ID, with a combination of two characters using **0** to **9**, **✱** and **#**, or disable remote receiving. (→ p. 10-7)
> - If you have an answering machine connected to your machine that can carry out remote-control operations (controlling your answering machine from a remote telephone), the security code for this function may be the same as the remote receiving ID. If so, make sure you change the machine's remote receiving ID to make it distinct from the answering machine's security code. (→ p. 10-7)
> - The machine will beep and HANG UP PHONE will be displayed if the handset is not hung up properly. Make sure the handset is placed properly in its cradle. If you do not want the machine to beep, disable the OFFHOOK ALARM setting. (→ p. 10-4)

5

Receiving Faxes

Receiving Faxes While Performing Other Tasks

Since the machine is a multitasking device, it can receive faxes and voice calls while you are performing other tasks.

If you receive a fax while you are performing certain tasks, the machine stores the incoming fax in memory. Then, as soon as you finish your task, the machine automatically prints the fax.

NOTE
- If you copy or print a document from the PC, printing of the received fax is suspended and resumed after copying or printing from the PC is finished.

Receiving Faxes in Memory When a Problem Occurs

If the machine encounters a problem when it is receiving a fax, the machine automatically stores the unprinted pages of the fax in memory, and the LCD displays RECEIVED IN MEMORY as well as one or more messages. When the problem is cleared, the machine automatically prints the fax which was stored in memory. For an explanation of the message(s) and details on the action to take → p. 9-2.

NOTE
- The machine memory can store up to approximately 256 pages.*
- Once the pages are printed, they are deleted from memory.
- If the memory becomes full, you will not be able to receive the remaining pages. Contact the other party and ask them to resend the remaining pages of the fax.

* Based on the condition that the other party sends the fax by the FAX-L400 with Canon Fax Standard Chart No. 1, standard mode.
The maximum number of pages that the machine's memory can store differs depending on the other party's machine.

Cancelling Receiving

Follow this procedure if you want to stop receiving a fax before reception is completed:

1 Press **Stop/Reset**.
- The machine asks you to confirm that you want to cancel.

```
CANCEL DURING TX/RX?
 < YES         NO >
```

2 Press ◀ **(−)** to cancel receiving.
- If you change your mind and want to continue receiving, press ▶ **(+)** for NO.

Chapter 6
Using Polling

What Is Polling?

Polling means one fax machine calls another fax machine and requests that the other fax machine send a document that it is holding. Unlike normal sending and receiving, in polling, the receiver always calls the sender. This is called polling to receive a document. The sender sends the document in response to a polling request by a telephone call from the receiver.

NOTE
- Your machine can be set up to function in both roles. Your machine can poll to receive a document, or it can be polled to send a document that it is holding.
- Before attempting to poll a fax machine, make sure that the other fax machine supports polling.

Before You Use Polling Receiving

Before you try to set up polling, note the following points:

■ In one operation you can poll several machines. You can dial up to 140 telephone numbers, and poll those machines to receive documents that they are holding.

■ If the other party is using a Canon fax machine which has the Polling ID function, ask them to set the Polling ID of their fax machine to 255 (1111 1111 binary number). For details on the Polling ID, see the other party's fax machine manual. In all other cases the Polling ID is not a concern.

6

Using Polling

Polling Other Fax Machines to Receive a Document

Follow this procedure to poll another fax machine to receive the document that it is holding. This procedure starts polling the other fax machine immediately.

1 Open the one-touch speed dialling panel → press **Function** → **Polling**.

| 03/12 2002 TUE 16:12 |
| FaxOnly   STANDARD |

→

| POLLING |
| 1.POLLING TX |

2 Use ◄ **(–)** or ► **(+)** to select 2.POLLING RX → press **OK**.

| POLLING |
| 2.POLLING RX |

→

| TEL= |

3 Dial the other party's number.

| TEL= |

→ Ex:

| TEL=   123 4567 |
| 10 CANON U.S.A.NY |

- You can specify the destination using regular dialling, one-touch speed dialling, coded speed dialling, or directory dialling. (→ p. 4-3)
- If you use regular dialling, make sure you press **OK** after you dial the number.
- If you are unsure how to enter numbers → pp. 2-1, 2-3.
- If you make a mistake, press ◄ **(–)**, or press **Function** → **Delete** to delete the last number. Or press **Function** → **Clear** to delete all numbers you entered.
- If you notice that you made a mistake while the machine is dialling the number, press **Stop/Reset** → ◄ **(–)** for YES to return to the Standby display.

4 Press **OK**.

- The machine starts polling the other machine.

Setting Up Polling Sending

This section shows you how to set up your machine to store and hold a document until it is polled by another fax machine to send it.

Before You Can Be Polled to Send

Before you can use polling sending, you must create a polling box using the POLLING BOX setting of the Additional Functions.

The polling box holds the document in memory until the other party polls your machine to send the document, or until you delete the document using **Memory Reference**. (→ p. 4-21)

Setting Up a Polling Box

1 Press **Additional Functions**.

2 Use ◀ **(–)** or ▶ **(+)** to select 4.FAX SETTINGS → press **OK**.

ADDITIONAL FUNCTIONS		FAX SETTINGS
4.FAX SETTINGS	→	1.USER SETTINGS

3 Use ◀ **(–)** or ▶ **(+)** to select 6.POLLING BOX → press **OK**.

FAX SETTINGS		POLLING BOX
6.POLLING BOX	→	1.SETUP FILE

4 Use ◀ **(–)** or ▶ **(+)** to select 1.SETUP FILE → press **OK**.

POLLING BOX		SETUP FILE
1.SETUP FILE	→	1.FILE NAME

5 Use ◀ **(–)** or ▶ **(+)** to select 1.FILE NAME → press **OK**.

SETUP FILE		:A
1.FILE NAME	→	_

6 Enter a file name for the polling box (up to 24 characters including spaces) using the numeric keys → press **OK**.

Ex:

| CANON TOKYO :A | → | SETUP FILE 2.PASSWORD |

- If you are unsure how to enter characters → pp. 2-1, 2-2.
- If you make a mistake, press ◀ (–) or ▶ (+) to move the cursor under the character you want to delete → press **Function** → **Delete**. Or press **Function** → **Clear** to delete all characters you entered.
- The message DATA ENTRY OK appears on the LCD display for a few seconds.

7 Use ◀ (–) or ▶ (+) to select 2.PASSWORD → press **OK**.

- If you do not want to set a password, proceed to step 9.

| SETUP FILE 2.PASSWORD | → | PASSWORD – |

8 Enter a password (up to seven digits) using the numeric keys → press **OK**.

Ex:

| PASSWORD 1234567 | → | SETUP FILE 3.ERASE AFTER TX |

📝 NOTE
- This password protects your polling box settings from unauthorized access. To change these settings later, you will have to enter this password.
- If you make a mistake while entering the password, press **Function** → **Clear** → enter the correct password.

9 Use ◀ (–) or ▶ (+) to select 3.ERASE AFTER TX → press **OK**.

Ex:

| SETUP FILE 3.ERASE AFTER TX | → | ERASE AFTER TX ON |

10 Press **OK.**

ON: The document in the polling box is erased after it is sent in response to a polling request from another fax machine.
OFF: The document in the polling box is not erased after it is sent. Select this setting if you expect that the document will be polled by more than one fax machine.

Ex:

| ERASE AFTER TX OFF | → | POLLING BOX 2.CHANGE DATA |

11 Press **Stop/Reset** to return to the Standby display.

■ Scanning a Document into the Memory for Polling Sending

Follow this procedure to scan a document into a polling box. The document remains in the polling box so that it can be polled by other fax machines. To use polling sending, you have to previously create a polling box.

1 Place your documents on the machine.

```
DOCUMENT READY
```

2 Press **Function** → **Polling**.

```
POLLING
1.POLLING TX
```

3 Press **OK**.

The document is scanned into the polling box.

Ex:
```
POLLING TX        5008
SCANNING         P.001
```

6

Using Polling

◼ Changing the Polling Box Settings

Follow this procedure to change the settings of the polling box setup file.

1 Press **Additional Functions**.

2 Use ◀ **(–)** or ▶ **(+)** to select `4.FAX SETTINGS` → press **OK**.

```
ADDITIONAL FUNCTIONS          FAX SETTINGS
 4.FAX SETTINGS          →     1.USER SETTINGS
```

- If necessary, see steps 1 to 3 of "Setting Up a Polling Box". (→ p. 6-3)

3 Use ◀ **(–)** or ▶ **(+)** to select `6.POLLING BOX` → press **OK**.

```
FAX SETTINGS                  POLLING BOX
 6.POLLING BOX           →     1.SETUP FILE
```

4 Use ◀ **(–)** or ▶ **(+)** to select `2.CHANGE DATA` → press **OK**.

```
POLLING BOX                        CHANGE DATA
 2.CHANGE DATA           →    Ex: PASSWORD         _
```

5 Enter the password (up to seven digits) using the numeric keys → press **OK**.

- If you have not previously set a password, skip this step, and proceed to step 6.

```
     CHANGE DATA                   CHANGE DATA
Ex:  PASSWORD    *******  →        1.FILE NAME
```

- If you make a mistake while entering the password, press **Function** → **Clear** → enter the correct password.

6 Use ◀ **(–)** or ▶ **(+)** to display the setting you want to change → press **OK**.

- To change the settings for an item, follow the same procedure you used for the initial setup of the polling box. (→ p. 6-3)

```
     CHANGE DATA
Ex:  1.FILE NAME
```

> ✎
> NOTE
> - To change the password, you have to first enter the old password (it is not displayed as you enter it) → press **OK** → enter a new password (it is displayed as you enter it) → press **OK**.

7 When you are finished making changes, press **Stop/Reset** to return to the Standby display.

■ Deleting a Polling Box

Follow this procedure to delete a polling box.

📝 NOTE
• You can not delete a polling box if the polling box is holding a document for polling sending.

1 Press **Additional Functions**.
• If necessary, see steps 1 to 4 of "Setting Up a Polling Box". (→ p. 6-3)

2 Use ◀ **(–)** or ▶ **(+)** to select 4.FAX SETTINGS → press **OK**.

ADDITIONNAL FUNCTIONS 4.FAX SETTINGS	→	FAX SETTINGS 1.USER SETTINGS

3 Use ◀ **(–)** or ▶ **(+)** to select 6.POLLING BOX → press **OK**.

FAX SETTINGS 6.POLLING BOX	→	POLLING BOX 1.SETUP FILE

4 Use ◀ **(–)** or ▶ **(+)** to select 3.DELETE FILE → press **OK**.

POLLING BOX 3.DELETE FILE	→	DELETE FILE PASSWORD _

5 Enter the password (up to seven digits) using the numeric keys → press **OK**.
• If you have not previously set a password, skip this step, and proceed to step 6.

Ex:
DELETE FILE PASSWORD *******	→	DELETE FILE FILE DELETED
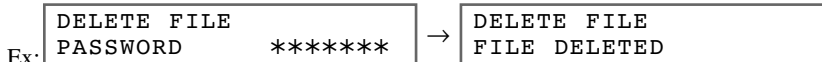
The polling box is deleted.

📝 NOTE
• If there is any document stored in the polling box, you can not delete the polling box and the message CANNOT DELETE appears on the LCD display.

6 Press **Stop/Reset** to return to Standby display.

6

Using Polling

Chapter 7
Special Features

Special Dialling

This section explains special dialling features, such as dialling through a switchboard, dialling an overseas number, and switching temporarily to tone dialling.

■ Dialling an Overseas Number (With Pauses)

When you dial or register an overseas number, you may need to insert a pause within and/or after the number. The length and location of the pause depend on the telephone system of your country.

1 Press **FAX** to set to Fax mode.

Ex:
```
03/12 2002 TUE 15:11
FaxOnly      STANDARD
```

2 Prepare the document and load it face up in the ADF.

```
DOCUMENT READY
```

(Standby to scan)
• If you use the platen glass to send a document → p. 4-9.

3 Use the numeric keys to dial the international access code.

Ex:
```
TEL=              00
```

• If you enter the wrong number, press **Stop/Reset** → enter the correct number.
• For details on international access codes, contact your local telephone company.

4 If necessary, press **Redial/Pause** to enter a two-second* pause (p).

Ex:
```
TEL=             00P
```

• For a longer pause, press **Redial/Pause** again for another two-second* pause. Alternatively, you can change the length of the pause. (→ p. 10-6)

* The pause length varies depending on the current country selection.

5 Use the numeric keys to dial the country code, the area code, and the fax/telephone number of the other party.

```
TEL=           00p81123
```
Ex:

- If you enter the wrong number, press **Stop/Reset** → start again from step 3.
- If you make a mistake, press ◀ **(–)**, or press **Function** → **Delete** to delete the last number. Or press **Function** → **Clear** to delete all numbers you entered.

6 If necessary, press **Redial/Pause** to enter a pause at the end of a number.

```
TEL=           00p81123P
```
Ex:

- A pause at the end of a number (P) is fixed to 10 seconds.

7 Press **Start** to begin scanning for sending.
- To cancel sending after dialling has started, press **Stop/Reset** → ◀ **(–)**. (→ p. 4-11)

NOTE
- To take advantage of the speed dialling features of your machine, register frequently used overseas numbers for one-touch or coded speed dialling. (→ pp. 3-2, 3-4)

■ Switching Temporarily to Tone Dialling

Many information services for banks, airline reservations, hotel reservations, etc., require tone dialling for their services. If your machine is connected to a rotary pulse line, follow this procedure to set the machine temporarily for tone dialling:

1 Press **FAX** to set to Fax mode.

Ex:
```
03/12 2002 TUE 15:11
FaxOnly      STANDARD
```

2 Pick up the handset of your telephone.

3 Enter a destination using the numeric keys on your telephone or using a one-touch speed dialling key, coded speed dialling code, **Redial/Pause** key or the numeric keys on the machine.

4 When the recorded message of the information service answers, press **Function** → **Tone/+** to switch to tone dialling.

Ex:
```
TEL=        123 4567T
```

- When **Tone/+** is pressed, T is displayed in the LCD.
- If your telephone line uses tone dialling, go to the next step.

5 Use the numeric keys on the machine to enter the numbers requested by the information service.

Ex:
```
TEL=        123 4567T34
```

- Numbers entered after pressing **Tone/+** will be dialled using tone dialling.
- After pressing **Tone/+**, you can not use the numeric keys on the telephone. Use the numeric keys on the machine.

6 If you want to receive faxes, press **Start**.

7 Hang up to disconnect the call.

- Tone dialling is cancelled when you disconnect the call.

7

Special Features

■ Confirming a Dial Tone*

* This feature is only available for some countries.

This feature allows you to set your machine to listen for and detect a dial tone in the middle of a fax/telephone number before dialling the rest of the number. This is called Dial tone detection.

Follow this procedure for dial tone detection during regular dialling or when registering a number for speed dialling:

1 When you come to a step that requires you to enter the fax/telephone number, use the numeric keys to enter the number up to where dial tone detection is required.

Ex:
```
TEL=              345
```

2 Press **Function** → **D.T.** for dial tone detection.

• A small dot indicates where the machine will wait for the dial tone.

Ex:
```
TEL=              345.
```

3 Continue entering the rest of the fax/telephone number with the numeric keys.

• If you make a mistake, press ◄ (–), or press **Function** → **Delete** to delete the last number. Or press **Function** → **Clear** to delete all numbers you entered → start again from step 1.

Ex:
```
TEL=         345.1234
```

4 Continue with the operation you are performing.

■ Dialling Through a Switchboard

For details on dialling through a switchboard → p. 2-9.

Restricting Use of Your Machine

By enabling this feature, you can prevent unauthorised use of your machine to make calls.
You can make calls or send faxes if your telephone is connected to the machine. Calls are restricted when you make calls using the handset or the **Hook** key.

Enabling Restriction of Your Machine

Follow this procedure to enable restriction of your machine.

1 Press **Additional Functions**.

2 Use ◀ **(–)** or ▶ **(+)** to select 4.FAX SETTINGS → press **OK**.

ADDITIONAL FUNCTIONS 4.FAX SETTINGS	→	FAX SETTINGS 1.USER SETTINGS

3 Use ◀ **(–)** or ▶ **(+)** to select 7.SYSTEM SETTINGS → press **OK**.

FAX SETTINGS 7.SYSTEM SETTINGS	→	SYSTEM SETTINGS 1.FAX DEFAULT

4 Use ◀ **(–)** or ▶ **(+)** to select 2.LOCK PHONE → press **OK**.

SYSTEM SETTINGS 2.LOCK PHONE	→ Ex:	LOCK PHONE OFF

5 Use ◀ **(–)** or ▶ **(+)** to select ON → press **OK**.

LOCK PHONE ON	→ Ex:	SYSTEM SETTINGS 3.COUNTRY SELECT

🖉
NOTE
• The display contents differ depending on the country.

6 Press **Stop/Reset** to return to standby display.
• Restriction of your machine is now enabled. No one can make calls. (This setting does not restrict incoming calls or faxes.)

Cancelling Restriction of Your Machine

Follow this procedure to cancel restriction of your machine.

1 Follow steps 1 to 4 of "Enabling Restriction of Your Machine". (→ p. 7-5)

2 Use ◄ (–) or ► (+) to select OFF → press **OK**.

```
LOCK PHONE
                    OFF
```
→ Ex:
```
SYSTEM SETTINGS
 3.COUNTRY SELECT
```
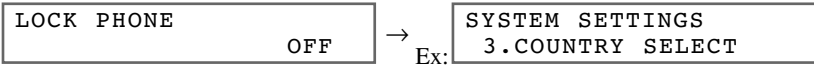
✎ NOTE
• The display contents differ depending on the country.

3 Press **Stop/Reset** to return to standby display.
• Restriction of your machine is now disabled. Anyone can make calls.

Chapter 8
Reports and Lists

Summary of Reports and Lists

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

NOTE
- Make sure that A4-size paper is loaded in the cassette. If a different paper size is loaded, the report or list can not be printed.

Report or List	Description	Details
USER'S DATA LIST	Lists the current settings of your machine and the registered sender information.	p. 2-7
ACTIVITY REPORT	Shows recent facsimile transactions performed by your machine. You can enable or disable automatic printing of this report after every 20 transactions. You can also manually set the machine to print it.	p. 8-2
TX (Transmission) REPORT	Prints after transmission of a document. You can enable or disable this feature, or set the machine to print a report only when an error occurs. You can also set the machine to print the first page of the document under the transmission report to remind you of the contents of the document.	p. 8-3
RX (Reception) REPORT	Prints after reception of a document. You can enable or disable this feature, or set the machine to print a report only when an error occurs.	p. 8-4
DOCUMENT MEMORY LIST	Lists the documents currently stored in the machine's memory.	p. 4-18
One-touch List	Lists the numbers and names registered under one-touch speed dialling keys.	p. 3-10
Coded Dial List	Lists the numbers and names registered under coded speed dialling codes.	p. 3-10
Group Dial List	Lists groups registered under one-touch speed dialling keys and coded speed dialling codes.	p. 3-11

8

Reports and Lists

ACTIVITY REPORT

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

NOTE
• If you prefer the machine not to print an ACTIVITY REPORT after every 20 transactions, set ACTIVITY REPORT to OFF. (→ p. 10-5)

1 Press **Function** → **Report**.

2 Use ◄ **(–)** or ► **(+)** to select 1.ACTIVITY REPORT → press **OK**.

REPORT
1.ACTIVITY REPORT

→

03/12 2002 TUE 15:11
FaxOnly   STANDARD

• The machine prints an ACTIVITY REPORT and the LCD returns to standby display.

Transactions in an ACTIVITY REPORT are listed chronologically.

```
03/12 2002  17:28  FAX 123 4567            CANON                           ⧄ 001

                    ******************************
                    ***    ACTIVITY REPORT   ***
                    ******************************

 ST. TIME          DESTINATION TEL/ID        NO.      MODE        PGS.    RESULT

✱03/12 15:10    905 795 1111                5001  AUTO RX      ECM    1   OK   00'33
✱03/12 15:14    905 795 1111                5002  AUTO RX      ECM    1   OK   00'24
✱03/12 15:22    Canon TOKYO      03 3758 2111 0001  SEQ. B'CAST  ECM    3   OK   01'18
✱03/12 15:24    Canon AUSTRALIA   2 887 0166  0001  SEQ. B'CAST  ECM    3   OK   01'18
✱03/12 16:10    905 795 1111                5003  AUTO RX      ECM    1   OK   00'18
✱03/12 16:16     2 887 0166                 5004  AUTO RX      ECM    4   OK   00'59
✱03/12 16:27    Canon EUROPE    20 545 8545  0002  TRANSMIT     ECM    1   OK   01'20
✱03/12 16:30    Canon EUROPE    20 545 8545  0003  TRANSMIT     ECM    1   OK   04'12
 03/12 16:53    03 3758 2111               5005  AUTO RX      ECM    1   OK   01'16
 03/12 17:08    Canon AUSTRALIA   2 887 0166  0004  TRANSMIT     ECM    3   NG   00'51
                                                                  3   STOP
 03/12 17:20    CANON OPTICS     1 432 2060  0005  TRANSMIT            0   NG   00'01
                                                                  0   #0018
```

Transaction (TX/RX) number

Transaction mode

Indicates an entry that has appeared on a previous report.

Error correction mode transaction

Error page*

Error code

Stop/Reset was pressed during transaction

Transaction duration

* The number of pages that have been printed and the number of pages indicated on the report may not be the same.

TX (Transmission) REPORT

The machine is factory-set to print a TX (transmission) REPORT only when an error occurs during sending. To change this setting → p. 10-5.

If you set the machine to print a report, a TX REPORT or an ERROR TX REPORT, similar to the ones below, will be printed depending on the setting you select.

```
03/12 2002  17:47  FAX 123 4567          CANON                          ☑001

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


            TRANSMISSION OK

            TX/RX NO                  0003
            DESTINATION TEL #         1 432 2060
```

```
03/12 2002  17:21  FAX 123 4567          CANON                          ☑ 001

                    ********************************
                    ***    ERROR TX REPORT    ***
                    ********************************


        TX FUNCTION WAS NOT COMPLETED

        TX/RX NO                  0004
        DESTINATION TEL #         20 545 8545
        DESTINATION ID            Canon EUROPE
        ST. TIME                  03/12 17:21
        TIME USE                  00'18
        PAGES SENT                   1
        RESULT                    NG      #0018 BUSY/NO SIGNAL
```

●

THE SLEREXE COMPANY LIMITED

SAPORS LANE¥BOOLE¥DORSET¥BH25 8ER

TELEPHONE BOOLE (945 13) 51617 — FAX 1234567

Our Ref. 350/PJC/EAC   December 3, 2002

Dr. P. N. Cundall,
Mining Surveys Ltd.,
Holroyd Road,
Reading,
Berks.

OK: Transmission successful
NG: Some or no pages sent

Number or pages sent

Transmission duration

Transmission time

If you enable the REPORT WITH TX IMAGE setting. (→ p. 10-5) The first page of the document will print on the report to remind you of the contents of the document.

■ MULTI TX/RX (Transaction) REPORT

If the transmission was a sequential broadcast, a MULTI TX/RX (transaction) REPORT, similar to the one below, will be printed.

This report will also be printed if you select OUTPUT YES under TX REPORT in the REPORT SETTINGS. (→ p. 10-5)

```
03/12 2002  18:16  FAX 123 4567              CANON                              ☑001

                        *******************************
                        ***   MULTI TX/RX REPORT   ***
                        *******************************


     TX/RX NO                       0054
     PGS.                            1
     TX/RX INCOMPLETE               ——————

     TRANSACTION OK
                                    [ ✳ 00]2131 1250          Canon DEUTSCH.
                                    [ ✳ 02]1 49 39 25 25      Canon FRANCE

     ERROR INFORMATION

                                    ——————
```

RX (Reception) REPORT

The machine is factory-set not to print an RX (reception) REPORT even if an error occurs during reception. To change this setting → p. 10-5.

If you set the machine to print a report, an RX REPORT, similar to the one below, will be printed.

```
03/12 2002  17:52  FAX 123 4567              CANON                              ☑001

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

     RECEPTION OK

     TX/RX NO                      5004
     DESTINATION TEL #             905 795 1111
     DESTINATION ID                Canon CANADA
     ST. TIME                      03/12 17:52
     TIME USE                      01'59
     PGS.                          4
     RESULT                        OK
```

OK: Reception successful
NG: Some or no pages received

Number of pages received

Reception duration

Reception time

Chapter 9

Troubleshooting

LCD Messages

The following messages are displayed in the LCD when the machine performs a function or if it encounters an error. This section describes messages related to fax functions. For other messages → *User's Guide*.

Message	Cause	Action
CHANGE PAPERSIZE	The paper size setting is set to a size other than letter, legal, A4, B5, or A5.	Set the paper size setting to letter, legal, A4, B5, or A5 and load paper of the same size. The received fax will then be printed automatically.
CHECK DOCUMENT	The ADF roller rotates without feeding documents.	Fan the edge that will feed into the machine first, then tap the edge of multiple page documents on a flat surface to even the stack.
DOCUMENT TOO LONG	The document is longer than 1 m, or is not feeding correctly.	Reduce the length of the document to within 1 m, and then re-send it.
HANG UP PHONE	The handset is not placed in the handset cradle correctly.	Replace the handset correctly.
INCORRECT PAPER SIZE	The size of the paper in the cassette or multi-purpose tray is different from that of the paper specified in the PAPER SIZE setting of the Additional Functions. This message may display when the report or the received document is output.	Load the correct paper size or change the PAPER SIZE setting of the Additional Functions.(→ *User's Guide*) Then reset the machine by opening the right cover and then closing it.
MEM IN USE nn %	Shows the percentage of memory currently in use. This message is displayed when you set the document in ADF.	Wait for the machine to send any faxes in memory. Also, print or delete any documents in memory you no longer need. (→ pp. 4-20, 4-21)
MEMORY FULL PRESS OK KEY	The memory becomes full during the document scanning, or receiving the fax.	When sending the document, divide it into a few parts or select a lower fax resolution. If you need more space, wait for the machine to send any faxes. Also, print or delete any documents in memory you no longer need. (→ pp. 4-20, 4-21) If the machine's memory becomes full while scanning documents using the ADF, the document being scanned stops in the ADF. Press **OK** to make the document come out automatically.

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Troubleshooting

Message	Cause	Action
NOT REGISTERED	The one-touch speed dialling key or coded speed dialling code you entered has not been registered.	Register the one-touch speed dialling key or coded speed dialling code. (→ **pp**. 3-2, 3-4)
RECEIVED IN MEMORY	The machine received the fax in memory because paper or toner ran out, a paper jam occurred, or incorrect paper size was loaded.	Load correct paper size in the cassette, replace the cartridge, or clear the paper jam. (→ *User's Guide*)
TX/RX NO. nnnn*	When the machine sends or receives a fax, it assigns an unique identification number (nnnn).	Write down the number for future reference.

* The identification number does not appear in the standby display. It appears when scanning documents, operating System Monitor or Memory Reference, receiving faxes in Manual mode or memory, or after transmission is completed.

Faxing Problems

Sending Problems

You can not send a fax.

The machine may have overheated.
• Unplug the machine and let it cool for about 10 minutes. Then plug in the machine and try sending again.

The machine may not be set for the type of telephone line in use (pulse/tone).
• Make sure the machine is set for the correct telephone line type. (→ p. 2-8)

The document may not have been loaded.
• Remove the document, stack it if necessary, and place it on the platen glass or load it into the ADF correctly. (→ *User's Guide*)

The one-touch speed dialling key or coded speed dialling code you entered may not be registered for the feature you want to use.
• Check the one-touch speed dialling key or coded speed dialling code and make sure it is registered correctly. (→ Chapter 3)

You dialled or have been provided with an incorrect number.
• Dial the number again, or check that you have the correct number.

The other party's fax machine may be out of paper.
• Call the other party and ask them to make sure paper is loaded in their fax machine.

There may be other documents being sent from memory.
• Allow time for those documents to finish sending.

An error may have occurred during sending.
• Print an ACTIVITY REPORT and check for an error. (→ p. 8-2)

The telephone line may not be working properly.
- Make sure there is a dial tone when you lift the handset of the telephone connected to the machine. If there is no dial tone, contact your local telephone company.

The receiving fax machine may not be a G3 fax machine.
- Make sure the receiving fax machine is compatible with the machine (which is a G3 fax machine).

The other party's telephone may be busy or the other party's fax machine may be turned off.
BUSY/NO SIGNAL is shown on the ERROR TX REPORT.
- The telephone number you dialled is busy. Try sending the document later.
- The other party's fax machine is not working. Contact the other party and have them check their fax machine.

The receiving fax machine did not answer within 55 seconds (after all automatic redialling attempts).
- Contact the other party and have them check their fax machine. For an overseas call, add pauses to the registered number. ($\rightarrow$ p. 7-1)

The In Use/Memory lamp may flash.
- The In Use/Memory lamp may flash, which means the extension phone is busy. Please wait until the extension phone becomes free.
- There may be other documents being sent from memory. Allow time for those documents to finish sending.

▌ Faxes sent from the machine are spotted or dirty.

The receiving fax machine may not be working properly.
- Check the machine by making a copy ($\rightarrow$ *User's Guide*). If the copy is clear, the problem may be in the receiving fax machine. If the copy is spotted or dirty, clean the platen glass or the read area of the platen glass. ($\rightarrow$ *User's Guide*)

The document may not have been loaded.
- Remove the document, stack it if necessary, and place it on the platen glass or load it into the ADF correctly. ($\rightarrow$ *User's Guide*)

▌ Can not send using Error Correction Mode (ECM).

The other party's fax machine may not support ECM.
- If the other party's fax machine does not support ECM, the document is sent in normal mode without error checking.

ECM may be disabled.
- Make sure ECM is on. ($\rightarrow$ p. 10-6)

▌ Errors occur frequently while sending.

The telephone lines may be in poor condition, or you may have a bad connection.
- Lower the transmission speed. ($\rightarrow$ p. 10-4)

■ Receiving Problems

❚ Can not receive a fax automatically.

The machine may not be set to receive automatically.
- For the machine to receive faxes automatically, the receive mode must be set to `FaxTel`, `FaxOnly` or `AnsMode` (→ Chapter 5). If you have set `AnsMode`, confirm that an answering machine is connected to the machine and that it is turned on with an outgoing message properly recorded.

The machine's memory is full.
- Print out or delete any documents stored in memory (→ pp. 4-20, 4-21) to free up space in the machine's memory. Then ask the other party to resend the fax.

An error may have occurred during reception.
- Print an ACTIVITY REPORT and check for an error. (→ p. 8-2)

The telephone line may not be connected properly.
- Make sure all line connections are secure. (→ *Set-up Guide*)

❚ The machine does not switch automatically between telephone and fax reception.

The machine may not be set to switch automatically between telephone and fax reception.
- For the machine to switch automatically, the receive mode must be set to `FaxTel` or `AnsMode`. (→ Chapter 5) If you have set `AnsMode`, confirm that an answering machine is connected to the machine and that it is turned on with an outgoing message properly recorded.

The sending fax machine can not send the CNG signal that tells the machine that the incoming signal is a fax.
- Some fax machines can not send the CNG signal that tells your machine the incoming call is a fax. In such cases, you will have to receive the fax manually. (→ p. 5-5)

❚ Can not receive a document manually.

You may have disconnected the call by pressing Start or dialling the remote receiving ID after hanging up the handset.
- Always press **Start** or dial the remote receiving ID before hanging up the handset. Otherwise you will disconnect the call.
- When your telephone line uses rotary pulse, switch to tone dialling on your telephone before dialling 25 (the remote receiving ID).

❚ Print quality is poor.

You may not be using the correct type of paper.
• Make sure you load paper that meets the paper requirements for the machine. (→ *User's Guide*)

The sending fax machine may not be functioning properly.
• The sending fax machine usually determines the fax's quality. Call the sender and have them make sure the scanning glass of their fax machine is clean.

Error Correction Mode (ECM) may be disabled.
• Make sure ECM is on. (→ p. 10-6)

❚ Faxes do not print.

The cartridge may not be installed properly.
• Make sure the cartridge is installed properly. (→ *User's Guide*)

The toner in the cartridge may be low.
• Replace the cartridge with a new one. (→ *User's Guide*)
• Select KEEP PRINTING in the TONER SUPPLY LOW of the FAX SETTINGS of the Additional Functions. With this setting, the machine will not store documents in memory even if the toner has run out. (→ p. 10-8)

No paper may be loaded in the cassette.
• Make sure paper is loaded in the cassette. (→ *User's Guide*)
• INCORRECT PAPER SIZE appears in the LCD.
• Load the correct paper size or change the PAPER SIZE setting of the Additional Functions. (→ *User's Guide*)

❚ Faxed images are blotched or uneven.

The telephone lines may be in poor condition, or you may have a bad connection.
• Error Correction Mode (ECM) for sending/receiving should eliminate such problems. However, if the telephone lines are in poor condition, lower the reception speed (→ p. 10-4). Then call the sender to resend the document.

The sending fax machine may not be functioning properly.
• The sending fax machine usually determines the fax's quality. Call the sender and have them make sure the scanning glass of their fax machine is clean.

❚ Can not receive a fax using Error Correction Mode (ECM).

The other party's fax machine may not support ECM.
• If the other party's fax machine does not support ECM, the document is received in normal mode without error checking.

ECM may be disabled.
• Make sure ECM is on. (→ p. 10-6)

❚ Errors occur frequently while receiving.

The telephone lines may be in poor condition, or you may have a bad connection.
• Lower the reception speed. (→ p. 10-4)

The sending fax machine may not be functioning properly.
• Call the sender and have them check that their fax machine is functioning properly.

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Troubleshooting

Telephone Problems

▌You can not dial.

The telephone line may not be connected properly.
• Make sure all line connections are secure. (→ *Set-up Guide*)

The machine may not be set for the type of telephone line in use (pulse/tone).
• Make sure the machine is set for the correct telephone line type. (→ p. 2-8)

The `LOCK PHONE` function may be set to `ON`.
• Make sure the LOCK PHONE function is set to OFF. (→ p. 10-9)

▌The telephone disconnects while you are talking.

The telephone line may not be plugged in securely.
• Check that the modular cords are connected securely to the jacks on the machine, the telephone jack on your wall and the connecting jack on your telephone. (→ *Set-up Guide*)

If a Power Cut Occurs

If power is suddenly lost due to an outage or accidental unplugging, a built-in battery retains the user data settings and the speed dialling settings. Any sent or received documents stored in memory are backed up for about one hour.
During a power cut, functions are limited as follows:
• You can not send, receive, or copy documents.
• You can not make telephone calls using the optional handset. You may not be able to make telephone calls even with a telephone connected to the machine, depending on the type of telephone you use.
• You can receive telephone calls using the optional handset or telephone connected to your machine.

When power is restored to the machine, the machine will automatically print a list of documents that were stored in memory at the time of the power cut.

```
03/12 2002  15:38  FAX 123 4567          CANON                              ☑ 001

                    ************************************
                    ***    MEMORY CLEAR REPORT    ***
                    ************************************

                          MEMORY FILES DELETED
```

TX/RX NO	MODE	DESTINATION TEL/ID	PGS.	SET TIME	ST. TIME
0023	SEQ. B'CAST	[01]Canon CANADA [05]Canon OPTICS	3	03/12 14:23	
0024	TRANSMIT	[✳ 32]Canon UK	1	03/12 14:28	

✎ NOTE
• Make sure that A4-size paper is loaded in the cassette. If a different paper size is loaded, the report can not be printed.
• If there is no paper in the cassette or no toner in the cartridge when power is restored, the MEMORY CLEAR REPORT will not be printed.

If You Can not Solve the Problem

If you have a problem with your machine and you can not solve it by referring to the information in this chapter and in the *User's Guide*, contact your local authorised Canon dealer or the Canon Help Desk.
Canon's support personnel are trained in the technical support of Canon's products and should be able to help you with your problem. The details on contacting your local authorised Canon dealer or the Canon Help Desk
→ *User's Guide*.

9

Troubleshooting

Chapter 10
Setting the Additional Functions

Understanding the "Additional Functions"

The menus of the Additional Functions can allow you to specify or register various settings. This chapter explains the procedure to access the menus, and the contents of the menus only related to the fax functions.

> ✎ NOTE
> • For the copy functions and some other menus of the common settings → *User's Guide*.
> • Before adjusting any settings, you may want to print the USER'S DATA LIST to check the current settings. (→ p. 2-7)

■ Accessing the Additional Functions

1 Press **Additional Functions**.

2 Press ◄ **(–)** or ► **(+)** to select the menu you want to change → press **OK**.

Ex:
```
ADDITIONAL FUNCTIONS
 4.FAX SETTINGS
```
→
```
FAX SETTINGS
 1.USER SETTINGS
```

3 Use ◄ **(–)** or ► **(+)** to select the submenu you want to change.

Ex:
```
FAX SETTINGS
 2.REPORT SETTINGS
```

4 Press **OK**.

Ex:
```
REPORT SETTINGS
 1.TX REPORT
```

> ✎ NOTE
> • For details of the submenus → pp. 10-2 to 10-11.
> • After selecting the item or value with ◄ **(–)** or ► **(+),** press **OK** to enter the setting.
> • If you press **Stop/Reset** before **OK** is pressed, the item you have selected will not be registered.
> • Press **Stop/Reset** to exit from Additional Functions.
> • If you press **Additional Functions**, the display returns to the previous screen.

■Menu Descriptions

• The default settings and selectable settings vary depending on the current country selection. The values shown here are average values. Print the USER'S DATA LIST to check the current settings. (→ p. 2-7)

PAPER SETTINGS

For details → *User's Guide*.

COMMON SETTINGS

Name	Descriptions
DEFAULT SETTINGS	Selects which mode is displayed in the LCD when the power cord is connected, or the AUTO CLEAR function* activates.
COPY	The Copy mode is selected.
FAX	The Fax mode is selected.
SW AFTER AUTO CLR	Selects whether the machine switches to the mode you set in DEFAULT SETTINGS after the AUTO CLEAR function* activates.
DEFAULT MODE	The machine automatically switches to the mode you set in DEFAULT SETTINGS after the AUTO CLEAR function* activates.
CURRENT MODE	The machine does not automatically switch to the mode you set in DEFAULT SETTINGS even after the AUTO CLEAR function* activates.
VOLUME CONTROL	Adjusts the volume of the machine.
1.KEYPAD VOLUME	Adjusts the keypad volume.
ON	1 to 3
OFF	The volume is turned off.
2.ALARM VOLUME	Adjusts the alarm volume.
ON	1 to 3
OFF	The volume is turned off.
3.TX DONE TONE	Adjusts the volume of the done tone sounded when the machine has finished sending faxes.
ON	1 to 3
ERROR ONLY	1 to 3
OFF	The volume is turned off.

* (→ *User's Guide*)

Name	Descriptions
4.RX DONE TONE	Adjusts the volume of the done tone sounded when the machine has finished receiving faxes.
ON	1 to 3
ERROR ONLY	1 to 3
OFF	The volume is turned off.
5.PRINTING END TONE	Adjusts the volume of the done tone sounded when the machine has finished printing.
ON	1 to 3
ERROR ONLY	1 to 3
OFF	The volume is turned off.
6.SCANNING END TONE	Adjusts the volume of the done tone sounded when the machine has finished scanning.
ON	1 to 3
ERROR ONLY	1 to 3
OFF	The volume is turned off.
7.CALLING VOLUME	Adjusts the calling volume.
	1 to 3
8.LINE MONITOR VOL.	Adjusts the line monitor volume.
ON	1 to 3
OFF	The volume is turned off.

NOTE

• For the PRINT EXPOSURE, TONER SAVER MODE and DISPLAY LANGUAGE → *User's Guide*.

COPY SETTINGS

For details → *User's Guide*.

Setting the Additional Functions

FAX SETTINGS

Name	Descriptions
USER SETTINGS	The basic operation settings in the Fax mode can be specified.
1.TEL LINE SETTINGS	Specify the telephone line settings.
1.USER TEL NO.	Your telephone and fax number can be registered within 20 digits, including spaces.($\rightarrow$ p. 2-6)
2.TEL LINE TYPE	Selects the telephone line type. ($\rightarrow$ p. 2-8)
TOUCH TONE	The telephone line is set for touch tone dialling.
ROTARY PULSE	The telephone line is set for rotary pulse dialling.
3.TX START SPEED	Sets the transmission speed for all documents you send. 33600bps/14400bps/9600bps/7200bps/ 4800bps/2400bps
4.RX START SPEED	Sets the transmission speed for all documents you receive. 33600bps/14400bps/9600bps/7200bps/ 4800bps/2400bps
2.UNIT NAME	You can register your name or your company name within 24 characters, including spaces. ($\rightarrow$ p. 2-6)
3.TX TERMINAL ID	Prints your ID (Transmitting Terminal ID) on each page you transmit. ($\rightarrow$ p. 2-4)
ON	After you turn the terminal ID on, you can do the following settings.
1.TTI POSITION	OUTSIDE IMAGE: Terminal ID is printed outside the image border. INSIDE IMAGE: Terminal ID is printed inside the image border.
2.TEL NUMBER MARK	Selects the prefix for the identification header number. FAX, TEL
OFF	No terminal ID is printed on the pages you send.
4.DENSITY CONTROL	Sets the density of the documents. Nine levels of the density are provided.
1.LIGHT	Sets for dark documents.
	The density suitable for dark documents can be adjusted with four levels.
2.STANDARD	Sets for standard documents. The density suitable for standard documents can be adjusted with three levels.
3.DARK	Sets for light documents. The density suitable for light documents can be adjusted with four levels.
5.OFFHOOK ALARM	Enables/disables the offhook alarm that alerts you when the handset is not in the handset cradle.
ON	After reception, the offhook alarm sounds when the handset of extension telephone is left off the hook.
OFF	No offhook alarm.

Name	Descriptions
6.R-KEY SETTING	The R-KEY setting allows you to set how the fax connects to PBX. If your fax machine is not connected through a PBX, you can ignore these settings.
PSTN	The fax is connected to the outside line.
PBX	The fax is connected through a PBX. Select one of the following settings, depending on the type of PBX in service. Two settings are available: HOOKING PREFIX If you select PREFIX, you can set a number up to 20 digits long, including the "P" at the end. (→ p. 2-10)
REPORT SETTINGS	Sets the report setting.
1.TX REPORT	Enables/disables automatic printing of a transmission report.
OUTPUT NO	No report is printed.
PRINT ERROR ONLY	Prints a report only when a transmission error occurs.
REPORT WITH TX IMAGE	Enables/disables printing of the first page of the fax under the report.
ON	Prints the first page.
OFF	No first page is printed.
OUTPUT YES	Prints a report every time you send a document.
REPORT WITH TX IMAGE	Enables/disables printing of the first page of the fax under the report.
ON	Prints the first page.
OFF	No first page is printed.
2.RX REPORT	Enables/disables automatic printing of a reception report.
OUTPUT NO	No report is printed.
PRINT ERROR ONLY	Prints a report only when a reception error occurs.
OUTPUT YES	Prints a report every time you receive a document.
3.ACTIVITY REPORT	Enables/disables automatic printing of an ACTIVITY REPORT after every 20 transactions.
ON	Prints the ACTIVITY REPORT.
OFF	No ACTIVITY REPORT is printed.

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Setting the Additional Functions

Name	Descriptions
TX SETTINGS	Sets the transmission functions.
1.ECM TX	ECM (Error Correction Mode) transmission is turned on or off.
ON	All transmissions are conducted with ECM if the other party's fax supports ECM.
OFF	ECM is turned off.
2.PAUSE TIME	Sets the length of the pause you insert into a dialling sequence. 01 to 15SEC
3.AUTO REDIAL	Sets whether to perform automatic redial when the other line is busy or no answer.
ON	Customizes the redial operation.
1.REDIAL TIMES	Sets the number of retries. 01 to 10TIMES
2.REDIAL INTERVAL	Sets period of time between rediallings. 02 to 99MIN.
OFF	After the first attempt at dialling fails, redialling is not attempted.
4.TIME OUT	Enables/disables automatic scanning of documents after the fax number is entered by using speed dialling.
ON	Scanning begins automatically in 5 or 10 seconds after you enter the phone number. (→ pp. 4-9, 4-14, 4-15)
OFF	Press **Start** to scan document. Otherwise, AUTO CLEAR function activates and the LCD returns to standby display after 2 minutes. (→ *User's Guide*)
RX SETTINGS	Sets the reception functions.
1.ECM RX	ECM (Error Correction Mode) reception is turned on or off.
ON	All receptions are conducted with ECM if the other party's fax supports ECM.
OFF	ECM is turned off.

Name	Descriptions
2.FAX/TEL OPT. SET	When FaxTel has been set, the optional settings are available.
1.RING START TIME	Sets the duration that the machine listens for a fax tone before starting to ring. 00 to 30SEC
2.F/T RING TIME	Sets the length of time the machine rings to alert you of an incoming call. 010 to 060SEC
3.F/T SWITCH ACTION	Selects the action taken after the F/T RING TIME expires.
RECEIVE	The machine switches to the fax receive mode automatically at this point and starts to receive the document.
DISCONNECT	The machine disconnects the call.
3.INCOMING RING	Sets whether the machine rings when it receives a call when the machine is set to FaxOnly.
OFF	The machine does not ring when it receives a fax. (In Energy Saver mode, the fax may ring one or two times.)
ON	The machine rings when it receives a fax if a telephone is connected.
RING COUNT	Sets the number of incoming rings before the machine answers. 01 to 99TIMES
4.MAN/AUTO SWITCH	Sets whether the machine switches to document receive mode after ringing for a specified length of time in the manual receive mode.
OFF	The machine keeps ringing until someone answers the call manually with a connected extension telephone.
ON	The machine switches to document receive mode after ringing for a specified time.
F/T RING TIME	Sets the length of time to elapse before the machine switches to the document receiving. 01 to 99SEC
5.REMOTE RX	Enables/disables remote receiving. (→ p. 5-5)
ON	The machine enables remote receiving.
REMOTE RX ID	You can dial code on the remote extension to start receiving a document. A combination of two characters using **0** to **9**, **✱** and **#** (25) is possible.
OFF	The machine disables remote receiving.

Name	Descriptions
PRINTER SETTINGS	Sets the print functions.
1.RX REDUCTION	Receives images at a reduced size.
ON	Image reduction is turned on.
1.RX REDUCTION	AUTO SELECTION: Reducing size is set automatically. FIXED REDUCTION: Reducing size is preset. 97%, 95%, 90%, 75%
2.SELECT REDUCE DIR	VERTICAL ONLY: Reduction is performed in the vertical direction only. HORIZONTAL & VERTICAL: Reduction is performed in the horizontal and vertical direction.
OFF	Image reduction is turned off.
2.TONER SUPPLY LOW	Allows you to set how the machine responds when the toner supply is low.
RX TO MEMORY	The machine receives all documents in memory.
KEEP PRINTING	The keep printing function is turned on. With this setting, the machine will not store documents in memory if the toner has run out. Re-set to RX TO MEMORY after replacing the cartridge with a new one.
POLLING BOX	Sets the functions of SETUP FILE, CHANGE DATA and DELETE FILE.
1.SETUP FILE	Registers a polling box.
1.FILE NAME	Enters a name for poling box (max. 24 characters, including spaces).
2.PASSWORD	Enters a password to protect the polling box settings (max. 7 characters).
3.ERASE AFTER TX	Tells the machine how to handle a document after it is polled and sent.
2.CHANGE DATA	Changes the settings of the polling box.
1.FILE NAME	Changes the file name.
2.PASSWORD	Changes the password.
3.ERASE AFTER TX	Changes the ERASE AFTER TX setting.
3.DELETE FILE	Deletes the polling box and all of its settings.

Name	Descriptions
SYSTEM SETTINGS	Sets the functions of FAX DEFAULT, LOCK PHONE and COUNTRY SELECT.
1.FAX DEFAULT	Sets the FAX DEFAULT functions.
1.RESOLUTION	Sets the fax resolution.
OFF	The setting of resolution set using **Fax Resolution** remains even after the AUTO CLEAR function activates.
STANDARD	Suitable for most text-only documents.
FINE	Suitable for fine-print documents.
PHOTO	Suitable for documents that contain photographs.
SUPER FINE	Suitable for documents that contain fine print and images. (The resolution is four times that of STANDARD)
ULTRA FINE	Suitable for documents that contain fine print and images. (The resolution is eight times that of STANDARD)
2.SCAN DENSITY	Sets the machine's standard scanning density. OFF, LIGHT, STANDARD, DARK
3.BOOK TX SCAN SIZE	Selects the scanning size for the book sending function. SHEET, A4, A5
2.LOCK PHONE	Sets the LOCK PHONE functions.
OFF	Outgoing voice call is operational.
ON	Outgoing voice call is not operational.
3.COUNTRY SELECT*	Selects the country where you are using your machine. UK/GERMANY/FRANCE/ITALY/SPAIN/HOLLAND/ DENMARK/NORWAY/SWEDEN/FINLAND/AUSTRIA/ BELGIUM/SWITZERLAND/PORTUGAL/IRELAND/ GREECE/LUXEMBOURG/HUNGARY/CZECH/ RUSSIA/SLOVENIA/SOUTH AFRICA/OTHERS

* This setting is only available for some countries.

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Setting the Additional Functions

ADD. REGISTRATION

Name	Descriptions
`1-TOUCH SPD DIAL`	Registers the information on one-touch speed dialling (→ p. 3-2). Up to 30 destinations can be registered.
`1-TOUCH SPD DIAL`	Selects a one-touch speed dialling key.
`1.TEL NUMBER ENTRY`	Registers the other party's telephone number (max. 120 digits, including spaces).
`2.NAME`	Registers the other party's name (max. 16 characters, including spaces).
`CODED SPD DIAL`	Registers the information on coded speed dialling (→ p. 3-4). Up to 100 destinations can be registered.
`CODED SPD DIAL`	Selects a coded speed dialling code.
`1.TEL NUMBER ENTRY`	Registers the other party's telephone number (max. 120 digits, including spaces).
`2.NAME`	Registers the other party's name (max. 16 characters, including spaces).
`GROUP DIAL`	Registers the information on group dialling (→ p. 3-7). Up to 129 groups can be registered.
`1.TEL NUMBER ENTRY`	Registers the other party's telephone numbers by specifying the one-touch speed dialling keys or coded speed dialling codes.
`2.NAME`	Registers the group's name (max. 16 characters, including spaces).

PRINTER SETTINGS

For details → *User's Guide*.

TIMER SETTINGS

For details → *User's Guide*.

PRINT LISTS

Name	Descriptions
USER DATA	Prints out a list of items set or registered in the Additional Functions.
SPEED DIAL LIST	Prints the list of the fax/telephone numbers registered for one-touch speed dialling keys, coded speed dialling codes or group dialling.
1.1-TOUCH LIST	Prints the One-touch List. (→ p. 3-10)
1.NO SORT	The printout of the list is not sorted.
2.SORT	The printout of the list is sorted.
2.CODED DIAL LIST	Prints the Coded Dial List. (→ p. 3-10)
1.NO SORT	The printout of the list is not sorted.
2.SORT	The printout of the list is sorted.
3.GROUP DIAL LIST	Prints the Group Dial List. (→ p. 3-11)
CANCEL REPORT	Cancels printout of the report. Select report you want to cancel the printout.
CANCEL REPORT?	
YES	The printout of the list is cancelled.
NO	The printout of the list is not cancelled.

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Setting the Additional Functions

Appendix:
Specifications

Specifications are subject to change without notice.

■ Facsimile

■ Applicable Line
Public Switched Telephone Network (PSTN)

■ Compatibility
G3

■ Data Compressing System
MH, MR, MMR, JBIG

■ Modem Speed
33.6/31.2/28.8/26.4/24/21.6/19.2/16.8/14.4/12/
9.6/7.2/4.8/2.4 Kbps
Automatic fallback

■ Transmission Speed
Approx. 3 seconds/page* at 33.6 Kbps,
ECM-MMR, transmitting from memory
* Based on Canon FAX Standard Chart
No. 1, standard mode.

■ Scanning Image Processing
UHQ™ (Ultra High Quality) image enhancement

■ Transmission/Reception Memory
Transmission: Maximum approx. 256 pages*
Reception: Maximum approx. 256 pages*
* Based on Canon FAX Standard Chart
No. 1, standard mode.

■ Fax Scanning Speed
Approx. 3.7 seconds/page*
* Based on Canon FAX Standard Chart
No. 1.

■ Fax Resolution
STANDARD: 8 pels/mm × 3.85 lines/mm
FINE: 8 pels/mm × 7.7 lines/mm
SUPER FINE: 8 pels/mm× 15.4 lines/mm
ULTRA FINE: 16 pels/mm× 15.4 lines/mm

■ Dialling
• Automatic dialling
One-touch speed dialling (30 destinations)
Coded speed dialling (100 destinations)
Group dialling (Max. 129 destinations)
Directory dialling (with Directory key)
• Regular dialling (with numeric keys)
• Automatic redialling
• Manual redialling (with Redial/Pause key)

■ Networking
• Sequential broadcast (Max. 140 destinations)
• Automatic reception
• Automatic Fax/Tel switchover
• Remote reception by telephone (Default ID: 25)
• Non-ring reception
• ECM deactivation
• ACTIVITY REPORT (after every 20
transactions)
• Non-delivery report
• TTI (Transmit Terminal Identification)

■ Telephone

■ Connection
Telephone/answering machine (CNG detecting
signal)/data modem

A

Specifications

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