

CANON

FAX – L360

SIMPLIFIED

GUIDE

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TO REGISTER SENDER IDENTIFICATION

I. INPUT YOUR FAX NUMBER AND COMPANY NAME

1. Open One-Touch Speed Dial panel
2. Press **Data Registration**
3. Press **Set** to display “1. USER SETTINGS”
4. Press **Set** to display “1. DATE & TIME”
5. Press **▼** to display “2. UNIT TELEPHONE #”
6. Press **Set**
7. Enter your fax number
8. Press **Set** to display “3. UNIT NAME”
9. Press **Set**
10. Enter your company or personal name
Register the name by pressing the buttons on the numeric keypad

CODE NUMBERS FOR ALPHABETS AND SYMBOLS

<u>NUMERIC KEY</u>	<u>ALPHABETS</u>	<u>NUMERIC KEY</u>	<u>ALPHABETS</u>
2	A,B,C	6	M,N,O
3	D,E,F	7	P,Q,R,S
4	G,H,I	8	T,U,V
5	J,K,L	9	W,X,Y,Z
#	symbols		

Press **>** to enter next alphabet

Press **SPACE** to enter a space

Press ***** to enter a digit

11. Press **Set** to save the name
12. To end, press **Stop** ○

II SENDING A DOCUMENT

A. DIRECT / MANUAL SENDING

1. Place documents face down on the feeder
2. Press **Hook** ●
3. Enter fax number
4. Press **Start/Copy** ◇

N.B. The fax number dialed will not appear in the TX and activity report in the above method.

B. MEMORY SENDING

1. Place documents face down on the feeder
2. Enter fax number
4. Press **Start/Copy** ◇
5. Take note of “ TX / RX ” number

C. ONE-TOUCH / CODED DIAL SENDING

1. Place documents face down on the feeder
2. Press the appropriate one-touch key OR
Press **CODED DIAL** and a two-digit code
3. Take note of “ TX / RX ” number

N.B. If direct sending is required, activate **HOOK** sign before step No. 2

TO STOP SENDING

- A. During a **DIRECT TX** sending, press **Stop** ○
- B./C. During a memory sending, press **Stop** ○ then * to confirm the stop sending function.

III TO STORE FAX NUMBERS

A. ONE-TOUCH SPEED DIAL (01-KEY TO 32-KEY)

1. Open One-Touch Speed Dial panel
2. Press **Data Registration**
3. Press \surd to display “**2. TEL REGISTRATION**”
4. Press **Set** twice
5. Press \surd (if necessary) until an empty space appears
6. Press **Set** twice
7. Enter fax number
8. Press **Set** twice
9. Enter name
Register the name by pressing the buttons on the numeric keypad

CODE NUMBERS FOR ALPHABETS AND SYMBOLS

<u>NUMERIC KEY</u>	<u>ALPHABETS</u>	<u>NUMERIC KEY</u>	<u>ALPHABETS</u>
2	A,B,C	6	M,N,O
3	D,E,F	7	P,Q,R,S
4	G,H,I	8	T,U,V
5	J,K,L	9	W,X,Y,Z
#	symbols		

Press $>$ to enter next alphabet

Press **SPACE** to enter a space

Press ***** to enter a digit

10. Press **Set**
11. To continue, press **Data Registration**
12. Repeat steps **No. 5** to **No. 10**
13. To end, press **Stop** \bigcirc

B. CODED SPEED DIAL (*00 TO *99)

1. Open One-Touch Speed Dial panel
2. Press **Data Registration**
3. Press **▼** to display “**2. TEL REGISTRATION**”
4. Press **Set**
5. Press **▼** to display “**2. CODED SPD DIAL**”
6. Press **Set**
7. Press **▼** (if necessary) until an empty space appears
8. Press **Set** twice
9. Enter fax number
10. Press **Set** twice
11. Enter name (refer to **A.9.** on III : TO STORE FAX NUMBERS)
12. Press **Set**
13. To continue, press **Data Registration**
14. Repeat steps **No. 7** to **No. 12**
15. To end, press **Stop** **○**

C. TO PROGRAM GROUP DIAL

1. Open One-Touch Speed Dial panel
2. Press **Data Registration**
3. Press **▼** to display “**2. TEL REGISTRATION**”
4. Press **Set**
5. Press **▼** to display “**3. GROUP DIAL**”
6. Press **Set**
7. Press **▼** (if necessary) until an empty space appears
8. Press **Set** twice
9. Close panel cover & press desired one-touch keys & / or the coded speed dial numbers
10. Press **Set** twice
11. Enter name for the above group dialer (refer to **A.9.** on III : TO STORE FAX NUMBERS)
12. Press **Set**
13. To continue, press **Data Registration**
14. Repeat steps **No. 7** to **No. 12**
15. To end, press **Stop** **○**

IV TO ERASE A SPEED DIAL

A TO CANCEL A NUMBER IN THE ONE-TOUCH SPEED DIAL

1. Follow steps **A.1.** to **A.4.** (Refer to III : TO STORE FAX NUMBERS : ONE-TOUCH SPEED DIAL)
2. Close panel cover & press desired one-touch key
3. Press **Set** twice
4. Press **Clear**
5. Press **Set**
6. Press **Stop** ○

B TO CANCEL A NUMBER IN THE CODED SPEED DIAL

1. Follow steps **B.1.** to **B.6.** (Refer to III : TO STORE FAX NUMBERS : CODED SPEED DIAL)
2. Press **CODED DIAL** followed by the relevant two-digit code
3. Press **Set** twice
4. Press **Clear**
5. Press **Set**
6. Press **Stop** ○

C TO CANCEL A GROUP DIALER

1. Follow steps **C.1.** to **C.6.** (Refer to III : TO STORE FAX NUMBERS : GROUP DIAL)
2. Close panel cover & press the desired group dialer using one-touch key OR **CODED DIAL** & the relevant two-digit code
3. Press **Set** twice
4. Press **Clear** for each of the speed dialers that are to be deleted
5. To confirm, press **Set**
6. Press **Set** again if the name of the group dialer remains unchanged
7. Press **Stop** ○

V SENDING TO MORE THAN ONE LOCATION

(SEQUENTIAL BROADCASTING)

A. USING ONE-TOUCH / CODED SPEED DIAL

1. Place documents face down on the feeder
2. Press all the relevant one-touch / coded-dial numbers one right after another
3. If there is one more destination to be dialed manually, enter the number using the numeric 10-key pad
4. Press **Start/Copy** ◇
5. Take note of “ TX / RX ” number

N.B. Please check on the *MULTI TRANSACTION REPORT* which will be generated out after the broadcast is completed to ensure that the broadcast is successful.

VI TO SEND DOCUMENTS AT A LATER TIME (DELAYED TRANSMISSION)

1. Open One-Touch Speed Dial panel
2. Press **Delayed Transmission**
3. Press **Set**
4. Enter the desired time (time set must be within 24 hours from the time on the display)
5. Press **Set**
6. Enter the fax number
7. Press **Start/Copy** ◇
8. Place documents face down on the machine
9. Take note of “ TX / RX ” number

Machine will now scan documents into the memory.

VII WHEN THE FAX DISPLAYS “RECEIVED IN MEMORY”

Display screen flashes message “**RECEIVED IN MEMORY**” repeatedly and keeps prompting the following :

“LOAD PAPER”

Action : Refill paper supply

OR

“REPLACE CARTRIDGE”

Action : Put in a new toner cartridge

OR

“REC. PAPER JAM”

Action : Remove jammed paper carefully in a whole piece

Machine will start to print the received documents from the memory.

VIII RE-SENDING

IF No.VII ABOVE METHOD IS NOT POSSIBLE, EACH DOCUMENT RECEIVED IN THE MEMORY CAN BE RE-SENT INDIVIDUALLY TO ANOTHER DESTINATION FOR PRINTING

1. Open One-Touch Speed Dial panel
2. Press **Memory Reference**
3. Press **▼** to display **“3. RESEND DOCUMENT”**
4. Press **Set**
5. Press **▼** if necessary to select a new **“TX/RX No.”**
(must be greater than 5000)
6. Press **Set** to display **“SELECT LOCATIONS”**
7. Dial the fax number
8. Press **Set** twice

Machine will now start to send the document.

IX TO PRINT REPORTS AND LISTINGS

A. SPEED DIAL LIST

1. Open One-Touch Speed Dial panel
2. Press **Report**
3. Press **√** to display “**2. SPEED DIAL LIST**”
4. Press **Set**
5. Press **√** to search for desired list
i.e. “1. 1-TOUCH LIST”, “2. CODED DIAL LIST” or
“3. GROUP DIAL LIST”
6. Press **Set** twice

B. TO PRINT A LIST OF PREVIOUS 20 TRANSACTIONS

1. Open One-Touch Speed Dial panel
2. Press **Report**
3. Press **Set**

C. TO PRINT DOCUMENT MEMORY LIST

To check the list of documents currently stored in the memory

1. Open One-Touch Speed Dial panel
2. Press **Report**
3. Press **√** to select “**4. DOC MEMORY LIST**”
4. Press **Set**

X MAKING COPIES

1. Place documents face down on the feeder
2. Press **Start/Copy** ◇
3. Enter the number of copies required
4. Press **Start/Copy** ◇ again to start copying

To cancel the printing, press **Stop** ○

XI TRANSMISSION REPORT

To set up Transmission (TX) Report For Every Document Sent Out

1. Open One-Touch Speed Dial panel
2. Press **Data Registration**
3. Press **Set**
4. Press **▼** to display **“2.REPORT SETTINGS”**
5. Press **Set** twice
6. Press **▼** to select **“OUTPUT YES”**
7. Press **Set**

XII ERASING A TRANSMIT DOCUMENT FROM THE MEMORY

1. Press **Memory Reference**
2. Press **▼** to select “4.DELETE DOCUMENT”
3. Press **Set**
4. Press **▼** to display the desired TX/RX number
5. Press **Set**
6. Press ***** to confirm deletion
7. Press **Stop** **○**

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