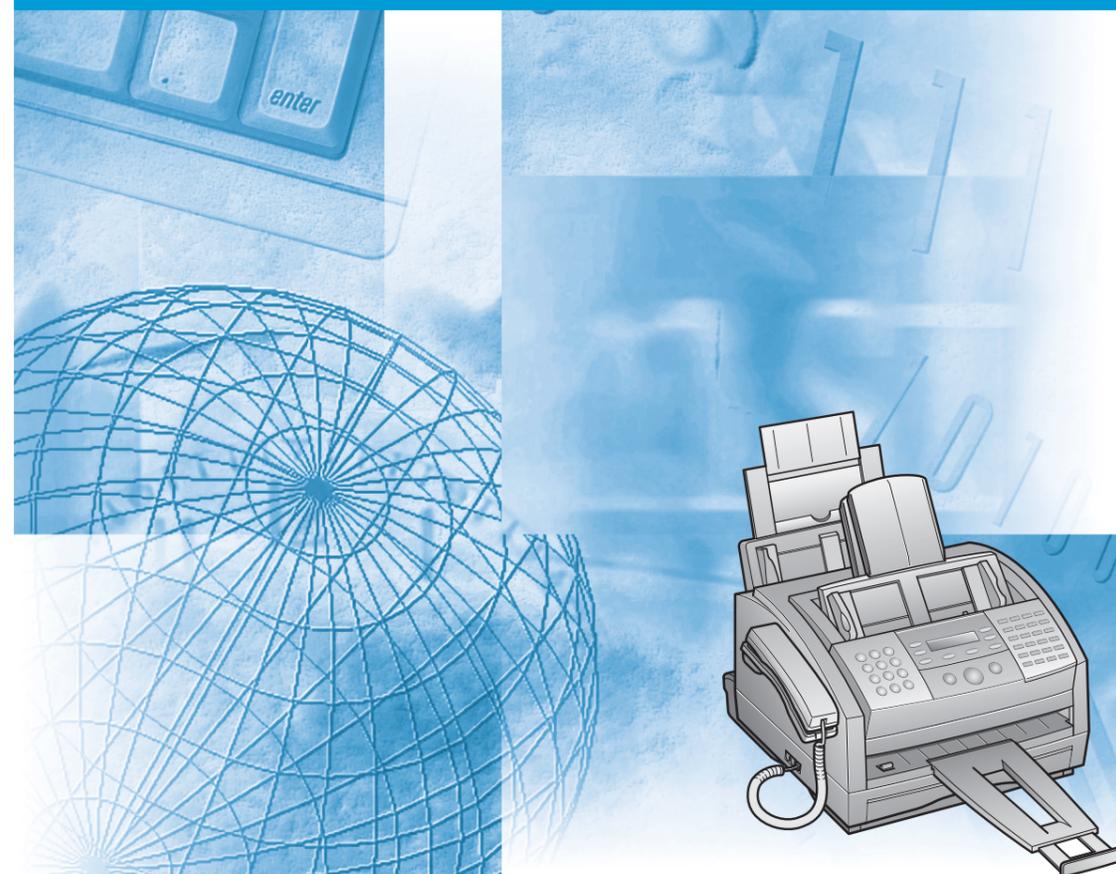


Canon

# LASER CLASS 2050P

## User's 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



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# Canon

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As an ENERGY STAR® Partner, Canon has determined that the machine meets the Energy Star guidelines for energy efficiency.



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 ITU-T No.1 Chart, (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.

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## **USERS IN THE U.S.A.**

### **PRE-INSTALLATION REQUIREMENTS FOR CANON FACSIMILE EQUIPMENT**

#### **A. Location**

Supply a suitable table, cabinet, or desk. See the Appendix for the machine's dimensions and weight.

#### **B. Order Information**

1. Only a single line, touch-tone or rotary telephone set is to be used.
2. Order an RJ11-C modular jack (USOC code), which should be installed by the telephone company. If the RJ11-C jack is not present, installation cannot occur.
3. Order a normal business line from your telephone company's business representative. The line should be a regular voice grade line or the equivalent. Use one line per machine.

DDD (DIRECT DISTANCE DIAL) LINE

-or-

IDDD (INTERNATIONAL DIRECT DISTANCE DIAL) LINE IF  
YOU COMMUNICATE OVERSEAS



---

Canon recommends an individual line following industry standards, e.g., the 2500 (Touch Tone) or 500 (Rotary/Pulse Dial) telephones. A dedicated extension off a PBX unit without "Call Waiting" can be used with the LASER CLASS 2050P. Key telephone systems are not recommended because they send non-standard signals to individual telephones for ringing and special codes, which may cause a fax error.

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#### **C. Power Requirements**

This equipment should be connected to a standard 120-127 V AC, three-prong grounded outlet only. Do not connect this machine to an outlet or power line shared with other appliances that cause "electrical noise." Air conditioners, electric typewriters, copiers, and machines of this sort generate electrical noise which often interferes with communications equipment and the sending and receiving of documents.

## **CONNECTION OF THE EQUIPMENT**

This equipment complies with Part 68 of the FCC rules and the requirements adopted by the ACTA. On the rear panel of this equipment is a label that contains, among other information, a product identifier in the format US:AAAEQ##TXXXX. If requested, this number must be provided to the telephone company.

An FCC compliant telephone cord and modular jack are provided with this equipment. This equipment is designed to be connected to the telephone network or premises wiring using a compatible modular jack which is Part 68 compliant. See Installation instructions for details.

The Ringer Equivalence Number (REN) is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most but not all areas, the sum of RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact the local telephone company. The REN for this product is part of the product identifier that has the format US:AAAEQ##TXXXX. The digits represented by ## are the REN without a decimal point (e.g., 03 is a REN of 0.3).

This equipment may not be used on coin service provided by the telephone company.

Connection to party lines is subjected to state tariffs.

## **IN CASE OF EQUIPMENT MALFUNCTION**

Should any malfunction occur which cannot be corrected by the procedures described in this guide, disconnect the equipment from the telephone line and the power cord. The telephone line or power cord should not be reconnected until the problem is completely resolved. Users should contact Canon Authorized Service Facilities for servicing of equipment. Information regarding Authorized Service Facility locations can be obtained by calling the Canon Customer Care Center. (1-800-423-2366)

## **RIGHTS OF THE TELEPHONE COMPANY**

Should the equipment cause harm to the telephone network, the telephone company may temporarily disconnect service. The telephone company also retains the right to make changes in facilities and services which may affect the operation of this equipment. When such changes are necessary, the telephone company is required to give adequate prior notice to the user.

## **FCC NOTICE**

LASER CLASS 2050P: Facsimile Transceiver, Model H12249

This device complies with Part 15 of the FCC Rules.

Operation is subject to the following two conditions:

- (1) This device may not cause harmful interference, and
- (2) this device must accept an interference received, including interference that may cause undesired operation.



This equipment has been tested and found to comply with the limits for a class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult your local authorized Canon Facsimile Dealer or an experienced radio/TV technician for help.

Use of shielded cable is required to comply with class B limits in Subpart B of Part 15 of the FCC Rules.

Do not make any changes or modifications to the equipment unless otherwise specified in this guide. If such changes or modifications should be made, you could be required to stop operation of the equipment.

Canon U.S.A. Inc.  
One Canon Plaza, Lake Success, NY 11042, U.S.A.  
TEL No. 1-800-OK-CANON

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device to send any message via a telephone fax machine unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity, or individual.

In order to program this information into your machine, you should complete registering your number and name. See Chapter 3, "Registering Information in the Machine," for details.

## USERS IN CANADA

### PRE-INSTALLATION REQUIREMENTS FOR CANON FACSIMILE EQUIPMENT

#### A. Location

Supply a suitable table, cabinet, or desk. See the Appendix for the machine's dimensions and weight.

#### B. Order Information

1. Provide only a single-line to touch-tone or rotary telephone set terminated with a standard 4-pin modular phone plug. (Touch-tone is recommended if available in your area.)
2. Order an CA11A modular jack (USOC code), which should be installed by the telephone company. If the CA11A jack is not present, installation cannot occur.
3. Order a normal business line from your telephone company's business representative. The line should be a regular voice grade line or equivalent. Use one line per machine.

DDD (DIRECT DISTANCE DIAL) LINE

-or-

IDDD (INTERNATIONAL DIRECT DISTANCE DIAL) LINE IF YOU COMMUNICATE OVERSEAS



Note

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Canon recommends an individual line following industry standards [e.g., the 2500 (touch tone) or 500 (rotary/pulse dial) telephones]. A dedicated extension off a PBX unit without "Camp On" signals is also permissible with your LASER CLASS 2050P. Key telephone systems are not recommended because they send non-standard signals to individual telephones for ringing and special codes, which may cause a fax error.

---

#### C. Power Requirements

The power outlet should be a three-prong grounded receptacle (Single or Duplex). It should be independent from copiers, heaters, air conditioners or any electric equipment that is thermostatically controlled. The rated value is 120-127 volts and 15 amperes.

## NOTICE

This equipment meets the applicable Industry Canada Terminal Equipment Technical Specifications. This is confirmed by the registration number. The abbreviation, IC, before the registration number signifies that registration was performed based on a Declaration of Conformity indicating that Industry Canada technical specifications were met. It does not imply that Industry Canada approved the equipment.

Cet appareil est conforme aux Spécifications techniques des équipements terminaux de l'Industrie du Canada. Ceci est confirmé par le numéro d'enregistrement. L'abréviation IC précédant le numéro d'enregistrement signifie que l'enregistrement a été effectué sur la base de la Déclaration de conformité indiquant que le produit est conforme aux spécifications techniques du Canada. Ceci n'implique pas que le produit ait été approuvé par l'industrie du Canada.

Before installing this equipment, users should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.

Repairs to certified equipment should be coordinated by a representative designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user to disconnect the equipment.

Users should ensure for their own protection that the electrical ground connections of the power utility, telephone lines and internal metallic water pipe system, if present, are connected together. This precaution may be particularly important in rural areas.



Caution

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Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority, or electrician, as appropriate.

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This Class B digital apparatus meets all requirements of the Canadian Interference-Causing Equipment Regulations.

Cet appareil numérique de la classe B respecte toutes les exigences du Règlement sur le matériel brouilleur du Canada.

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The Ringer Equivalence Number (REN) for this terminal equipment is 1.0. The REN assigned to each terminal equipment provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the Ringer Equivalence Numbers of all the devices does not exceed five.

Le Nombre d'équivalence Ringer (REN) de cet appareil terminal est 1.0. Le REN attribué à chaque équipement terminal fournit une indication sur le nombre maximum de terminaux pouvant être connectés sur une interface téléphonique. La terminaison sur une interface peut consister en n'importe quelle combinaison d'appareils, à la condition seulement que la somme des Nombres d'équivalence Ringer de tous les appareils ne soit pas supérieure à 5.

CANON CANADA INC.  
1-800-263-1121  
24 HOURS A DAY, SEVEN DAYS A WEEK

# Safety Information

## Laser Safety

The machine complies with 21 CFR Chapter 1 Subchapter J as a Class 1 laser product under the U.S. Department of Health and Human Services (DHHS) Radiation Performance Standard according to the Radiation Control for Health and Safety Act of 1968. This means that the machine does not produce hazardous laser radiation.

Since radiation emitted inside the machine is completely confined within protective housings, and external covers, the laser beam cannot escape from the machine during any phase of user operation.

## CDRH Regulations

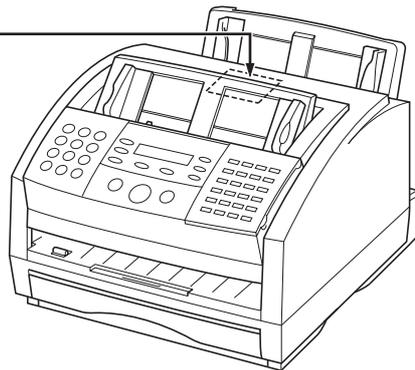
The Center for Devices and Radiological Health (CDRH) of the U.S. Food and Drug Administration implemented regulations for laser products on August 2, 1976. These regulations apply to laser products manufactured from August 1, 1976. Compliance is mandatory for products marketed in the United States.



Caution

Use of controls, adjustments or performance of procedures other than those specified in this user's guide may result in hazardous radiation exposure.

This label is attached to the laser scanner unit inside the machine and is not in a user access area.



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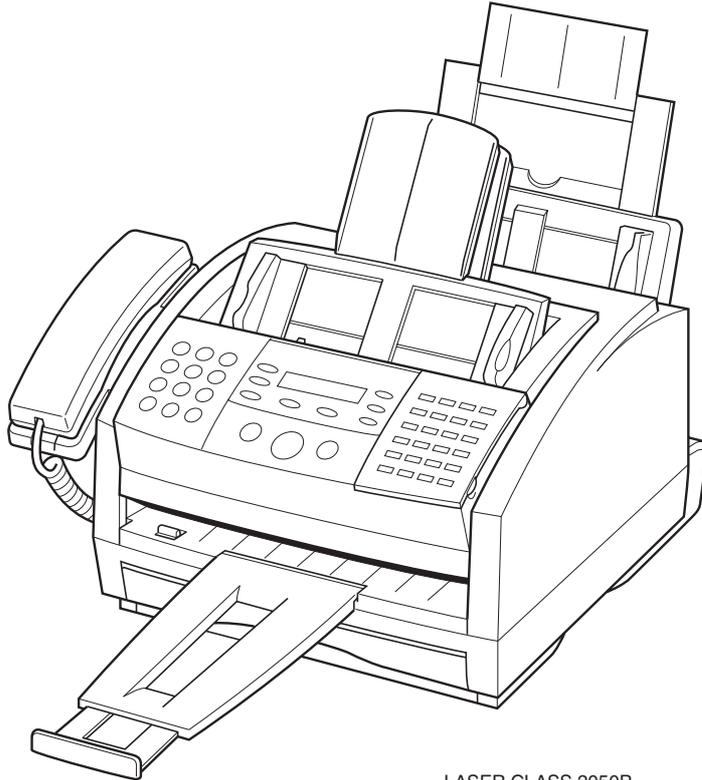
# Chapter 1 Introducing the Machine

This chapter introduces you to the main features of the machine. It also explains how to get the most out of the documentation that comes with the machine, and gives important safety instructions.

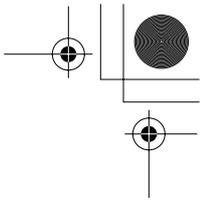
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## Welcome

Thank you for purchasing the new Canon LASER CLASS 2050P. We are sure that your machine will meet your printing and copying needs easily and conveniently, as well as your fax and telephone requirements.



LASER CLASS 2050P



## The Main Features of the Machine

The machine is a multifunction system for your home or small office. The machine combines a plain paper fax machine, a copier, and a telephone into a single, convenient desktop unit.

- Plain Paper Fax Machine
- Copier
- Printer
- Telephone

The machine's multitasking ability enables you to perform a number of operations simultaneously. For example, you can print a document or make copies at the same time you are sending a fax or receiving a fax into memory.

The compact size of the machine makes it ideal for desktop use, and allows you to use it in places where other machines may not fit.

### Plain Paper Fax Features

#### UHQ™ Image Processing System

The machine uses Canon's Ultra High Quality Image Processing System to provide enhanced definition in faxed photos.

#### Error Correction Mode (ECM)

Using the machine's Error Correction Mode (ECM) reduces transmission errors when sending faxes to or receiving faxes from other fax machines that also have ECM capability.

#### Automatic switching between fax and voice calls

The machine can automatically distinguish between fax calls and normal telephone calls, so that you can receive both through a single telephone line.

#### Answering machine connection

You can connect an answering machine to the machine to let it receive telephone messages and faxes while you are away from your desk.



### **Transmission speed**

The machine uses G3 data encoding methods that increase transmission speed to approximately 3 seconds\* per page.

### **Memory sending/receiving**

The machine can store up to 256\* pages (either received or to be sent) in its built-in memory, and can receive documents while printing.

### **Reduced-size printing**

The machine automatically scales received documents to fit the size of the paper loaded in the paper cassette or the multi-purpose tray. So if your client is sending you an A4-size paper and you have letter-size paper in the multi-purpose tray, the document will be scaled down and printed on letter-size paper.

### **Automatic dialing and broadcasting**

To make faxing even easier, the machine provides several automatic dialing methods: One-Touch Speed Dialing, Coded Speed Dialing, and Group Dialing. The machine also enables you to broadcast faxes or send faxes at a preset time to as many as 125 locations at once.

### **Flexible document feeding**

The machine includes an Automatic Document Feeder (ADF) that can be set for automatic document feed or manual document feed, according to your needs. This allows you to fax a variety of documents, from multipage documents, to a single photo or business card.

## **Printer Features**

### **Excellent print quality**

The machine offers 600 × 600 dpi laser beam printing, providing you with high resolution text and graphics.

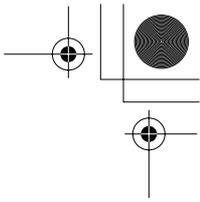
### **Simple maintenance**

The FX3 cartridge for the machine contains both the toner and drum, making installation and replacement simple.

### **Economy toner-saving printing**

The machine includes an economy printing mode which allows you to reduce toner consumption by 30% to 40% approximately.

\* Based on ITU-T No.1 Chart, standard mode



## **Copier Features**

### **Up to 99 copies**

The machine can make up to 99 copies of a document at a time, at a rate of up to 6 copies per minute.

### **Resolution**

The machine scans documents at 400 × 300 dpi when using direct copying and 200 × 300 dpi when using memory copying. Printing resolution is 600 × 600 dpi.

### **Copy reduction**

The machine can reduce copies to 90%, 80% or 70% of their original size. This allows you to copy legal-size documents onto A4-size paper, for example.

Introducing the Machine

## **Telephone Features**

### **Automatic Dialing**

The machine's three automatic dialing methods (One-Touch Speed Dialing, Coded Speed Dialing, and Group Dialing) can be used to store telephone numbers and fax numbers for easy and efficient calling.

### **Connection for the handset, an answering machine, or a telephone**

Connecting the handset or an extension telephone to the machine allows you to use it to make and receive normal telephone calls. In addition, connecting an answering machine allows you to receive documents and telephone messages while you are away from your desk.

## Using the Machine With the Printer Driver

The printer driver that is included with your machine allows you to use the machine's printing function directly from your PC.

- ❑ Use the machine as the default printer for Windows applications

For more information on using the printer driver with your machine, refer to the Printer Driver Software User's Guide also stored on the CD-ROM.



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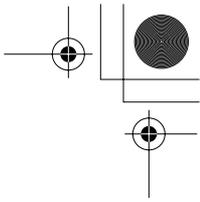
The supplied printer driver is designed to operate with Windows 98, Windows Me, Windows 2000, or Windows XP.

---

## System Requirements

The following hardware and software are necessary to operate the printer driver with the machine. These are the minimum requirements.

- ❑ **Windows Operating System**  
Microsoft Windows 98, Windows Me, Windows 2000, or Windows XP.
- ❑ **USB port**
- ❑ **Computer Processor**
  - Windows 98: A 90-megahertz (MHz) Pentium processor or higher
  - Windows Me: A 150-MHz Pentium processor or higher
  - Windows 2000: A 133-MHz Pentium processor or higher
  - Windows XP: A 233-MHz Pentium processor or higher



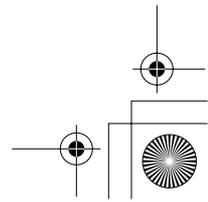
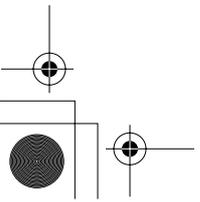
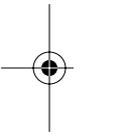
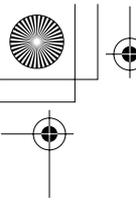
- ❑ **Memory**
  - Windows 98/Me: 32 megabytes (MB) of RAM, 64 MB of RAM or more is recommended.
  - Windows 2000/XP: 64 MB of RAM, 128 MB of RAM or more is recommended.
- ❑ **Hard Disk Space**

15 MB of available hard disk space
- ❑ **Disk Drive**

CD-ROM drive, or access to one over a network connection
- ❑ **Monitor**

256-color SVGA monitor or greater
- ❑ **Printer Cable**

A USB cable 16.4 feet (5 meters) in length or shorter.



## Using Your Documentation

Your machine includes the following documentation to help you learn how to use your machine quickly and easily:

- ❑ **Quick Start Guide** — This guide provides basic information on how to set up and operate the machine.
- ❑ **LASER CLASS 2050P User's Guide** (this guide) — This guide provides detailed information on how to set up, operate, maintain, and troubleshoot your machine.
- ❑ **Printer Driver Software User's Guide** — This guide is also stored on the CD-ROM, and describes how to use your machine to print from within your PC's Windows environment. Refer to this guide whenever you need information about printing from your PC.

### How to Use This User's Guide

To make the best use of this user's guide in learning how to set up and operate your machine, be sure to do the following:

- ❑ Read this chapter to learn about the machine's main features and for guidelines on using the machine safely.
- ❑ Carefully follow the instructions in Chapter 2 to get your machine unpacked and assembled properly.
- ❑ Read Chapter 3 to learn how to enter information in the machine and to register your user information.
- ❑ Read Chapter 4 to learn about the types of print media you can use with your machine, and for instructions on selecting paper delivery and loading paper.
- ❑ Read Chapter 5 to learn how to register numbers for speed dialing, how to change them, and how to use speed dialing to send faxes.
- ❑ Read Chapter 6 through 11 to master the machine operating procedures (such as sending faxes, receiving faxes, and making copies) and to learn more about its special features (such as restricting use of the machine and special dialing features).
- ❑ Refer to Chapter 12 to learn about the reports and lists that can be automatically or manually printed from your machine.
- ❑ If your machine begins operating improperly, use Chapter 13 to try to solve the problem.

- ❑ Look over Chapter 14 to become familiar with procedures for cleaning your machine and replacing the toner cartridge.
- ❑ Refer to Chapter 15 to learn how to change the settings of the machine.
- ❑ Refer to Appendix for the machine technical specifications.

If you still have questions about how to use your machine, contact your local authorized Canon Facsimile Dealer. They will be happy to answer your questions.

## Type Conventions Used in This User's Guide

This user's guide follows the conventions below to emphasize certain information that will help you use your machine correctly and safely:



Caution

---

Cautions tell you how to avoid actions that could injure you or damage your machine.

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Note

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Notes provide advice for using your machine more effectively, describe operating restrictions, and tell how to avoid minor operating difficulties.

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In addition, this user's guide uses bold letters to show the names of buttons and switches on the machine, such as **Stop**, **Set**, and **Start/Copy**. Text that appears in the machine's display is shown in plain capital letters, such as: RECEPTION OK.

## Customer Support

Your machine is designed with the latest technology to provide trouble-free operation. The warranty information that is included with your machine describes Canon's limited warranty for its products. Be sure to read this warranty information.

If you have a problem with the machine's operation, try to solve it by referring to the information in Chapter 13, "Frequently Asked Questions." If you cannot solve the problem or if you think your machine needs service, contact your local authorized Canon Facsimile Dealer. If you think your machine needs service, only an authorized Canon Facsimile Dealer will do warranty service.



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You must have your sales receipt for warranty service.

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## Safety Instructions

Read these safety instructions thoroughly before using your machine, and keep them handy in case you need to refer to them later.



Caution

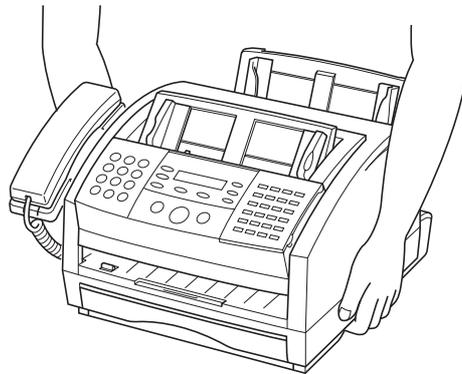
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Except as specifically described in this user's guide, do not attempt to service the machine yourself. Never attempt to disassemble the machine: opening and removing its interior covers will expose you to dangerous voltages and other risks. For all service, contact your local authorized Canon Facsimile Dealer.

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- Always follow all warnings and instructions marked on the machine.
- Use the machine only on a sturdy, stable, level surface. If the machine falls, it could be seriously damaged.
- Do not use the machine near water. If you spill liquid on or into the machine, disconnect the power cord immediately, and contact your local authorized Canon Facsimile Dealer.
- The back of the machine includes slots and openings for ventilation. To keep the machine from overheating (which can cause it to operate abnormally and create a fire risk), take care not to block or cover these openings. Do not operate the machine on a bed, sofa, rug, or other similar soft surface, or near a radiator or other heat source. Do not place the machine in a closet or cabinet or on shelves unless adequate ventilation is available. See "Choosing a Location for Your Machine" on page 2-3 for guidelines on how much space the machine needs for ventilation.
- Operate the machine only from the type of power source indicated on the machine's label. If you are unsure of the type of power available from your wall outlets, contact your local power company.
- Make sure the total amperage used by all devices connected to the wall outlet does not exceed the ampere rating of the outlet's circuit breaker.
- Do not allow anything to rest on the power cord and do not place the machine where the cord will be walked on. Make sure the cord is not knotted or kinked.
- Do not insert objects of any kind into the slots or openings on the machine's cabinet, as they could touch dangerous voltage points or short out parts, and result in fire or electric shock.

- ❑ Do not allow small objects (such as pins, paper clips, or staples) to fall into the machine. If something does fall into it, disconnect the power cord immediately and call your local authorized Canon Facsimile Dealer.
- ❑ Do not connect the power cord into an uninterruptible power supply (UPS).
- ❑ Always disconnect the power cord before moving or cleaning the machine.
- ❑ Whenever you disconnect the power cord, wait at least five seconds before you reconnect it.
- ❑ Keep the machine away from direct sunlight, as this can damage it. If you have to place it near a window, install heavy curtains or blinds.
- ❑ Do not expose the machine to extreme temperature fluctuations. Install the machine in a place with temperatures between 50° and 90.5°F (10° and 32.5°C).
- ❑ Always disconnect the power cord during thunderstorms.
- ❑ Before you transport the machine, remove the toner cartridge.
- ❑ Always lift the machine as shown below. Never lift it by its multi-purpose tray or other supports.





Disconnect the power cord and contact your local authorized Canon Facsimile Dealer in any of these situations:

- If the power cord or plug is damaged or frayed.
- If liquid spills into the machine, or if it is otherwise exposed to rain or liquids.
- If you notice smoke, or unusual noises or odor coming from it.
- If the machine does not operate normally when you follow the operating instructions. Adjust only those controls that are covered by the operating instructions in this user's guide, or you can damage the machine and require extensive repair work.
- If the machine is dropped or its cabinet is damaged.
- If the machine begins performing poorly, and you cannot correct the problem by following the procedures in Chapter 13, "Frequently Asked Questions."
- This product emits low level electromagnetic waves. If you use a cardiac pacemaker and feel abnormalities, please move away from this product and consult your doctor.



# Chapter 2

## Setting Up Your Machine

This chapter tells you how to unpack, assemble, and connect your machine, install the FX3 cartridge, and load paper— everything you need to know to get your machine ready to use.

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❑	Unpacking Your Machine .....	2-5
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## Choosing a Location for Your Machine

Before unpacking your machine, follow these guidelines to choose an appropriate location for it.

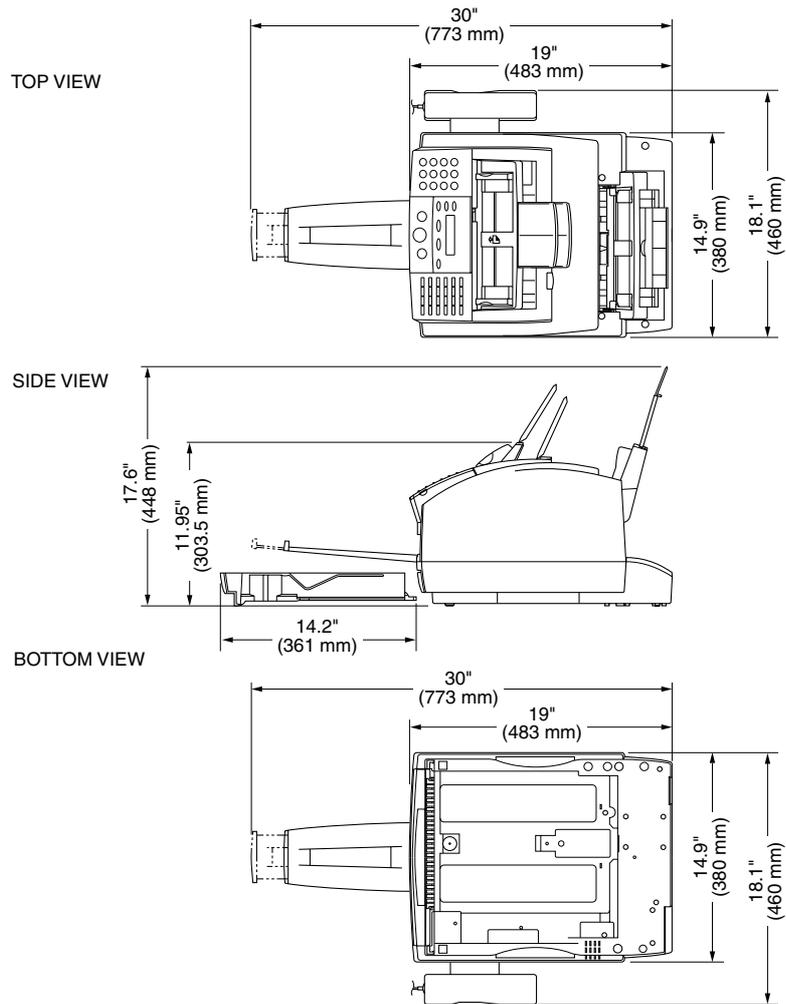


Please review the information provided in "Safety Instructions," on page 1-11 to 1-13, to make sure you are installing your machine for safe use.

- Put the machine in a cool, dry, clean, well-ventilated place:
  - Make sure the area is free from dust.
  - Make sure the location is not affected by extreme temperature fluctuations, and remains between 50° and 90.5°F (10° and 32.5°C).
  - Make sure the area's relative humidity is always between 20% and 80%.
- Keep the machine away from direct sunlight.
- If possible, place the machine near an existing telephone outlet, to allow for an easy connection of the telephone line to the machine.
- Place the machine near an electrical wall outlet that provides 120-127 V AC (60 Hz) power. (This is standard for U.S. outlets; if you have any doubts, contact an electrician to check the power for you.)
- Place the machine near the PC you will be connecting it to. Make sure you can reach it easily, as you will be using the machine as a printer, fax machine, copier, and telephone.
- Do not connect the power cord into the same circuit as an appliance such as an air conditioner, electric typewriter, television, or copier. Such devices generate electrical noise that can interfere with your machine's ability to send or receive documents.
- Set the machine on a flat, stable, vibration-free surface that is strong enough to support its weight (about 28lb/13 kg).

## Dimensions

Make sure the location you choose provides enough space around the machine for adequate ventilation, and to allow paper to flow freely into and out of the machine. The figure below shows the minimum space required for the machine.



Note

If you need help installing your machine or have any questions about it, contact your local authorized Canon Facsimile Dealer.

## Unpacking Your Machine

Follow the directions below to unpack your machine properly, and to make sure you have all of its components and documentation.

### Do You Have Everything?

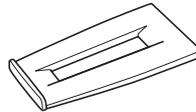
As you unpack the machine, save the carton and packing material in case you want to move or ship the machine in the future.

Carefully remove all items from the box. You should have someone help by holding the box while you lift the machine and its protective packaging out of the carton.

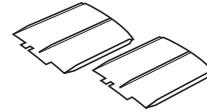
Make sure you have the following items:



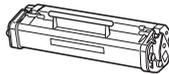
MAIN UNIT



EXTENSION TRAY



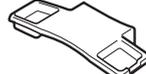
SUPPORT TRAYS



FX3 CARTRIDGE



HANDSET



HANDSET CRADLE



SCREWS WITH PLUGS

POWER CORD

TELEPHONE LINE CORD

DOCUMENTATION

PAPER LOADING WARNING LABEL

DESTINATION LABELS

WARRANTY

REGISTRATION CARD

FX3 CARTRIDGE WARRANTY

SOFTWARE USER'S CD-ROM

If any of the above items are damaged or missing, notify your local authorized Canon Facsimile Dealer immediately.



Note

- ❑ Important! Save your sales receipt for proof of purchase in case your machine requires warranty service.
- ❑ In addition to the items shipped with your machine, if you wish to use the machine as a printer, you will need a USB cable, 16.4 feet (5 meters) in length or shorter.

## ***Lifting the Machine***

Whenever you plan to move the machine, be sure to:

- ❑ Hold the machine firmly and keep it level.
- ❑ Always grip the sides of the machine. The recessed areas on each side of the machine serve as handles.



## Removing Shipping Materials

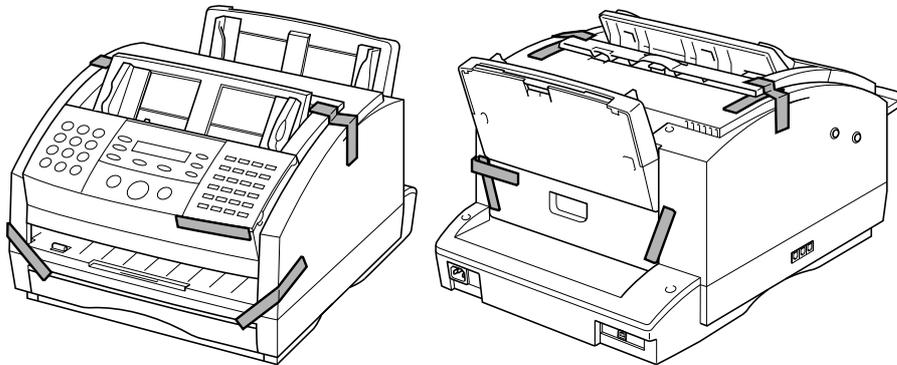
In order to protect your machine during shipping, it has been packed with protective material that you must remove before using the machine. Follow these steps:



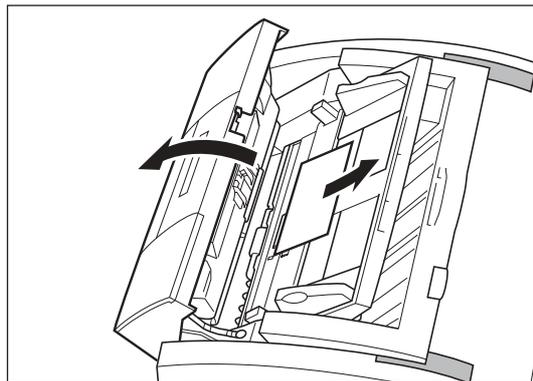
Note

The actual shipping materials may differ in shape, quantity, and position from the ones shown below.

1. Remove all pieces of shipping tape from the outside of the machine.

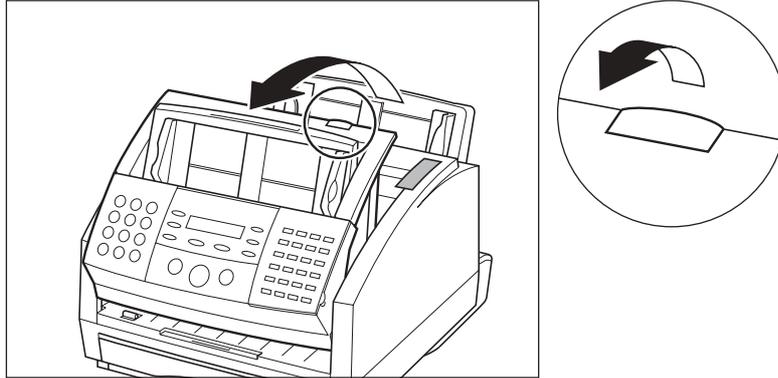


2. Open the operation panel by grasping it with both hands and gently pulling it toward you. Remove the protective sheet from the Automatic Document Feeder (ADF), then gently close the operation panel by pressing it down from the center until it clicks.

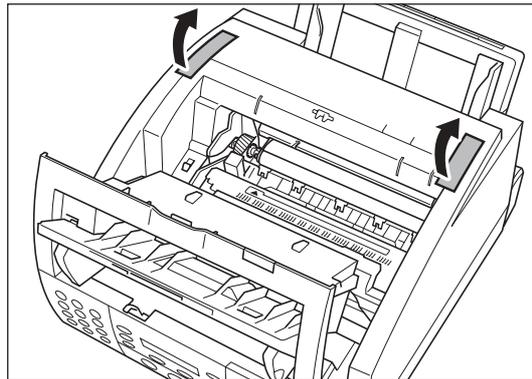


3. Open the front cover by lifting the right side release latch of the machine.

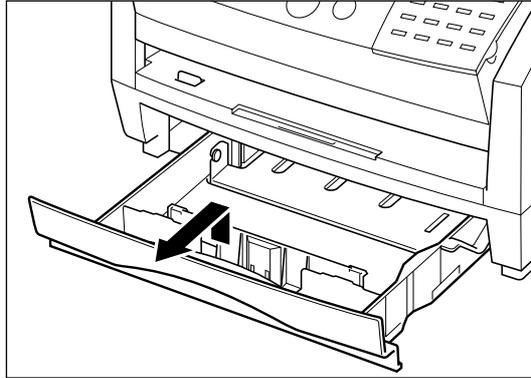
- Lift the cover forward to its open position.



4. Remove all pieces of shipping tape from the inside of the machine.

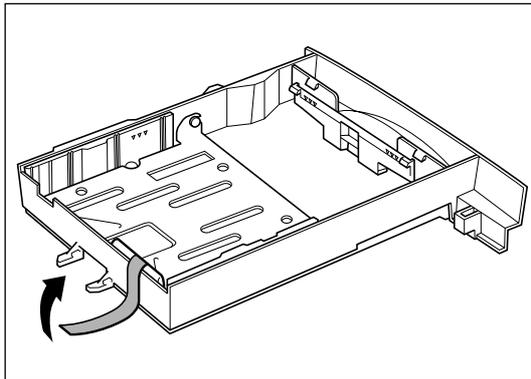


5. Lift the paper cassette slightly and pull it out.



Setting Up Your  
Machine

6. Remove the shipping tapes and cardboard protector from inside the paper cassette.



## **Replaceable Parts**

The only component of the machine that needs regular service or replacement is the FX3 cartridge. Although Canon manufactures many types of toner cartridges, the FX3 cartridge is the only one designed to be used with your machine. The FX3 cartridge can be purchased at any Canon Facsimile Dealer.

## ***Assembling the Machine***

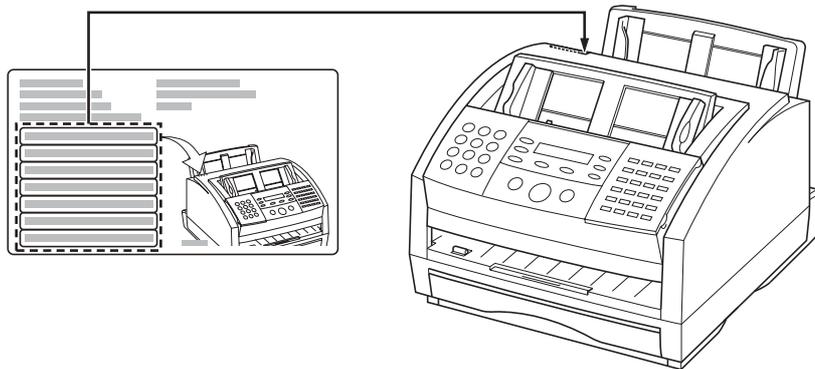
Use the following instructions to assemble your machine's main unit and components. To see how the machine will look fully assembled, see "Getting Acquainted with Your Machine," on page 2-23.

### ***Attaching Components***

#### ***Attaching the Paper Loading Warning Label***

The paper loading warning label is included with your machine.

Attach the label to the left of the multi-purpose tray as shown below.



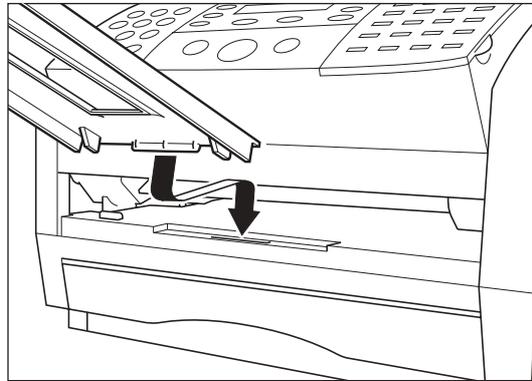
### **Attaching the Extension Tray**

To attach the extension tray, insert the tab into the corresponding slot as shown in the illustration below. Pull the inside extension tray towards you.



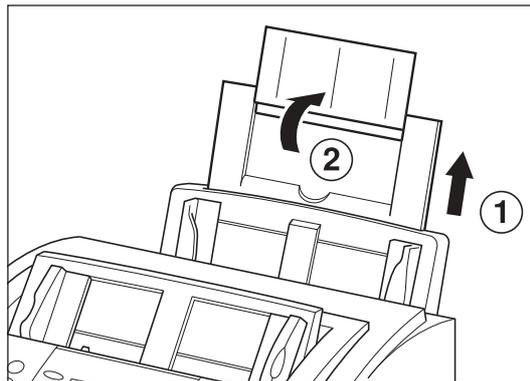
**Note**

Make sure the tab is inserted securely into the slot.



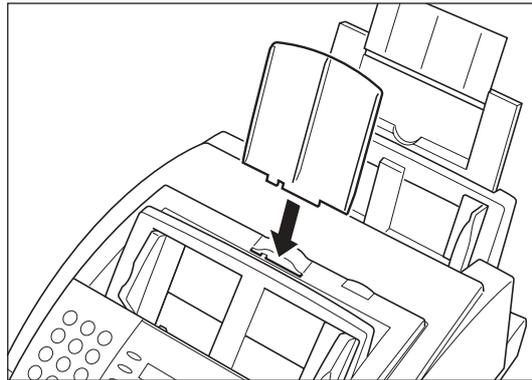
### **Straightening the Multi-Purpose Tray**

To straighten the paper rest, hold its center tab and pull it up until it stops. Then, unfold the attached flap.

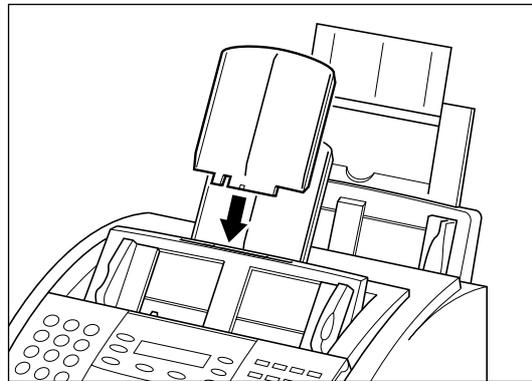


### ***Attaching the Support Trays***

There are two identical support trays. One of the support trays holds paper as it comes out of the face-down delivery slot. To install this support, insert the tabs into the corresponding slots above the face-down delivery slot, making sure that the smaller tab is on the left.



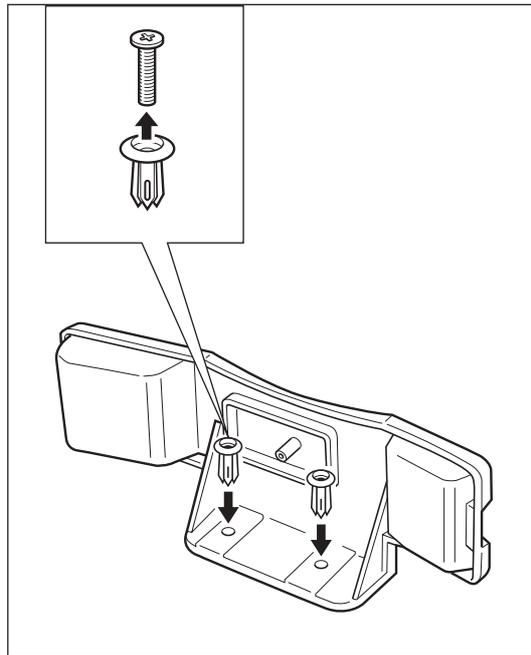
The other support tray holds documents as they are fed into the Automatic Document Feeder (ADF). To install this support, insert the tabs into the corresponding slots above the Automatic Document Feeder (ADF), making sure that the smaller tab is on the left.



## **Attaching the Handset to Your Machine**

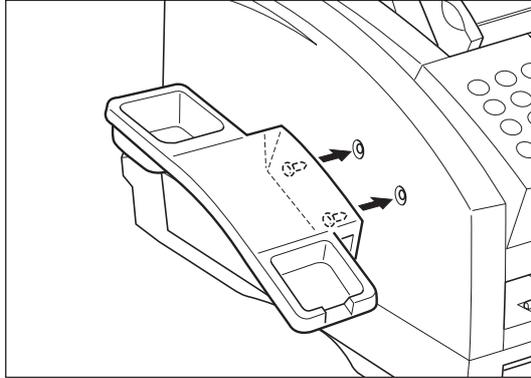
To attach the handset to your machine, follow these steps:

1. Remove the screws from the plugs and insert the plugs into the holes on the handset cradle.



Setting Up Your  
Machine

2. Insert the plugs with the handset cradle in the holes on the machine.



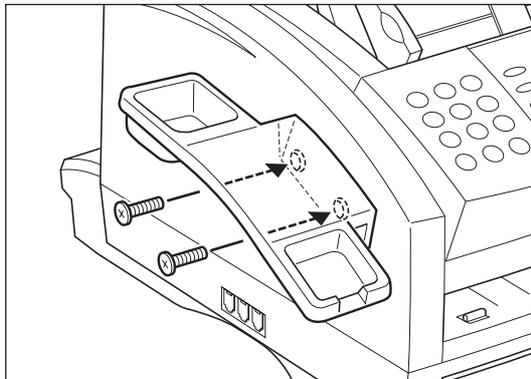
**Note**

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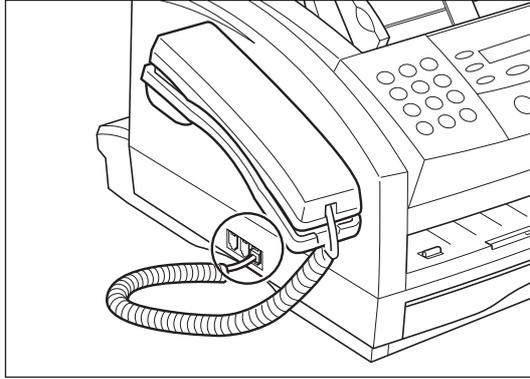
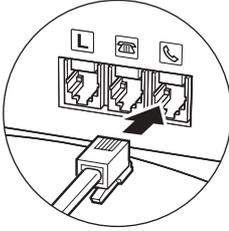
If you have difficulty inserting the plugs, turn the machine so that the left side is facing you and the right side is placed against a wall. This will allow you to insert the plugs without the machine moving.

---

3. Use a cross-point screwdriver or a coin to push the screws into the plugs. Make sure the screws are pushed in as far as they will go.



4. Connect the handset cord to the input jack marked  at the left side of the machine.

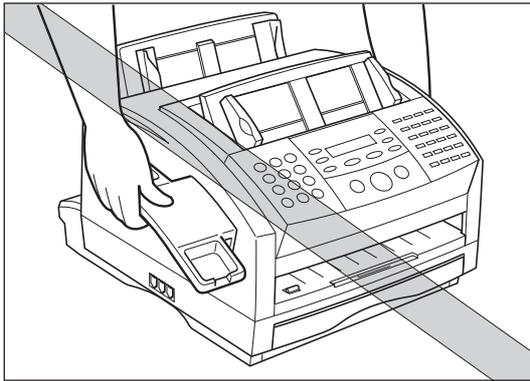


Setting Up Your  
Machine



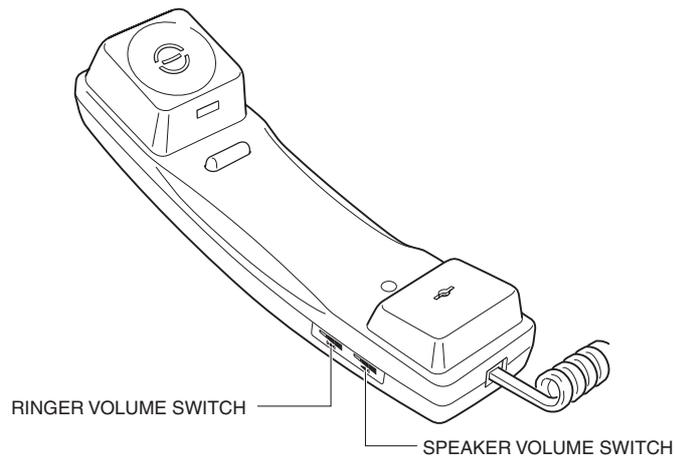
Caution

When carrying the machine, do not lift it by the handset cradle as it may break.



## ***Adjusting the Ringer and Speaker Volume Switches***

The ringer volume switch allows you to select the ring volume of the handset for incoming calls, and the speaker volume allows you to select the speaker volume of the handset. Use a pen or other pointed object to adjust these switches to high or low.



## ***Maintaining Your Handset***

Follow these guidelines to maintain your handset in top working condition.

- Do not leave your handset exposed to direct sunlight.
- Do not install your handset in hot or humid conditions.
- Do not spray aerosol polishes on your handset as they may enter the holes on your handset and cause damage.
- Use a damp cloth to clean your handset.

## Making Connections



Note

- ❑ Be sure to connect any external device before using your machine.
- ❑ Canon cannot guarantee that all answering machines will be compatible with your machine, due to varying specifications.
- ❑ If you have connected an external device to your machine, be sure to set the correct receive mode. (See Chapter 7)
- ❑ To connect an extension telephone as well as an answering machine, connect the extension telephone to the answering machine, and then the answering machine to your machine.
- ❑ If you connect a data modem to your machine and you use it extensively, or others access your PC frequently through the data modem, you may want a dedicated telephone line for your data modem.

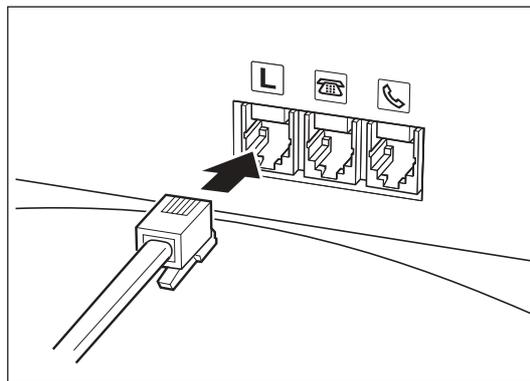
Setting Up Your  
Machine

### Connecting the Telephone Line

You need an RJ11-C or CA11A type (modular) wall jack to connect the machine to your telephone system. This is a standard wall jack. If you do not have this type of jack, contact your local telephone company to have one installed.

Connect the machine to a telephone line as follows:

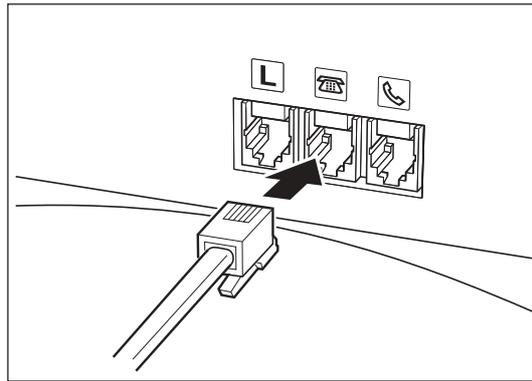
1. Connect one end of the supplied telephone line to the jack marked  on the left side of the machine.



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

## **Connecting an Extension Telephone or Answering Machine**

If you have an external device to your machine, connect the end of the extension telephone or answering machine cord to the jack marked .



## Connecting the Power Cord



Caution

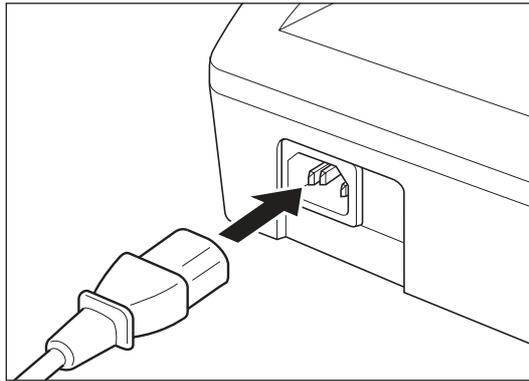
Follow these guidelines when connecting your machine to a power source:

- ❑ The machine is intended for use in the U.S. and Canada only and requires 120-127 V AC. Do not use it outside the U.S. or Canada.
- ❑ Connect the machine only to a 120-127 V AC, 60 Hz, three-prong grounded outlet.
- ❑ Use only the power cord that came with the machine. Using a longer cord or extension cord can cause the machine to malfunction.
- ❑ Disconnect the power cord only by pulling on the plug itself. Never pull on the cord.
- ❑ The machine is equipped with a three-prong, grounding-type plug (the third pin is a grounding pin). This plug will only fit into a grounding-type outlet. This is a safety feature. If you are unable to insert the plug into your outlet, contact an electrician to replace your outlet (do not use a 3-to-2 adapter). Do not defeat the safety purpose of the grounding-type plug.
- ❑ Do not connect the machine to an outlet shared with an appliance such as an air conditioner, computer, electric typewriter, or copier. These devices generate electrical noise, which can interfere with the operation of the machine.
- ❑ Make sure nothing is lying on the power cord, and that the cord cannot be walked on or tripped over.
- ❑ Do not overload the electrical outlet. Make sure the total amperage used by all the machines connected to the outlet does not exceed the ampere rating of the outlet's circuit breaker.
- ❑ Do not connect the machine to an uninterruptible power supply (UPS).

Setting Up Your  
Machine

Connect the power cord as follows:

1. Connect the supplied power cord to the power connector on the back of the machine.



2. Connect the other end of the power cord to the outlet.



**Note**

The machine has no power switch, so its power is on as long as the power cord is connected to the machine and to an outlet. Once connected, though, the machine still needs to warm up before you can use it.

- ❑ While the machine is warming up, the message PLEASE WAIT appears in the LCD display:

PLEASE WAIT

- ❑ When the date, the time, the receive mode, and the resolution mode appear, the machine is in standby mode and ready for use:

12/31/2002 TUE 10:00  
FaxTel STANDARD



**Note**

If the toner cartridge has not been installed yet, the message CHECK COVER/CART alternates with the standby mode display. In this case, install the toner cartridge. (See "Installing/Replacing the Toner Cartridge," on page 2-33.)

CHECK COVER/CART

12/31/2002 TUE 10:00  
FaxTel STANDARD

Setting Up Your  
Machine

## Connecting the Machine to Your PC

Your machine has a USB port that allows you to connect it to a PC. To do this, you need to purchase a USB cable.



Note

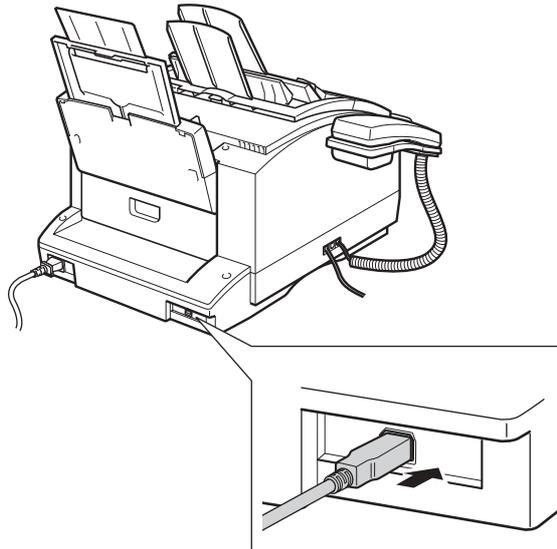
---

For best results, use a cable that is 16.4 feet (5 meters) in length or shorter.

---

Connect the machine to your computer as follows:

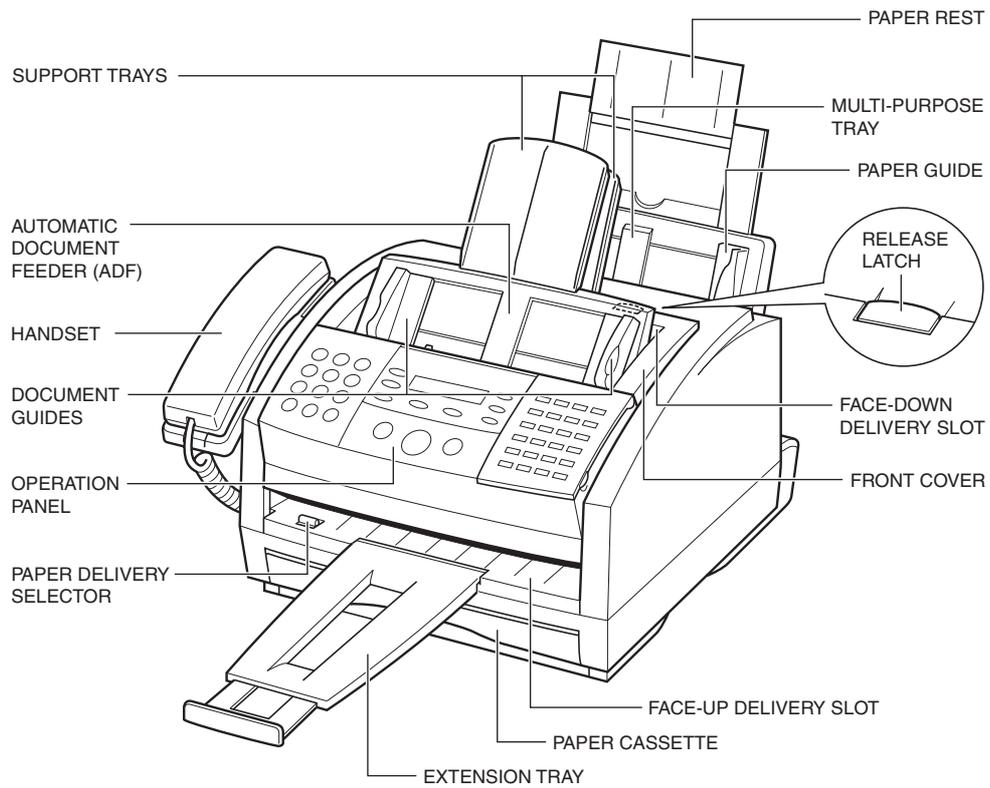
1. Make sure the machine's power cord is connected and the computer is turned on.
2. Connect the USB cable to your machine and PC during software installation to ensure the proper operation of the printer driver. (See the Printer Driver Software User's Guide.)



## Getting Acquainted with Your Machine

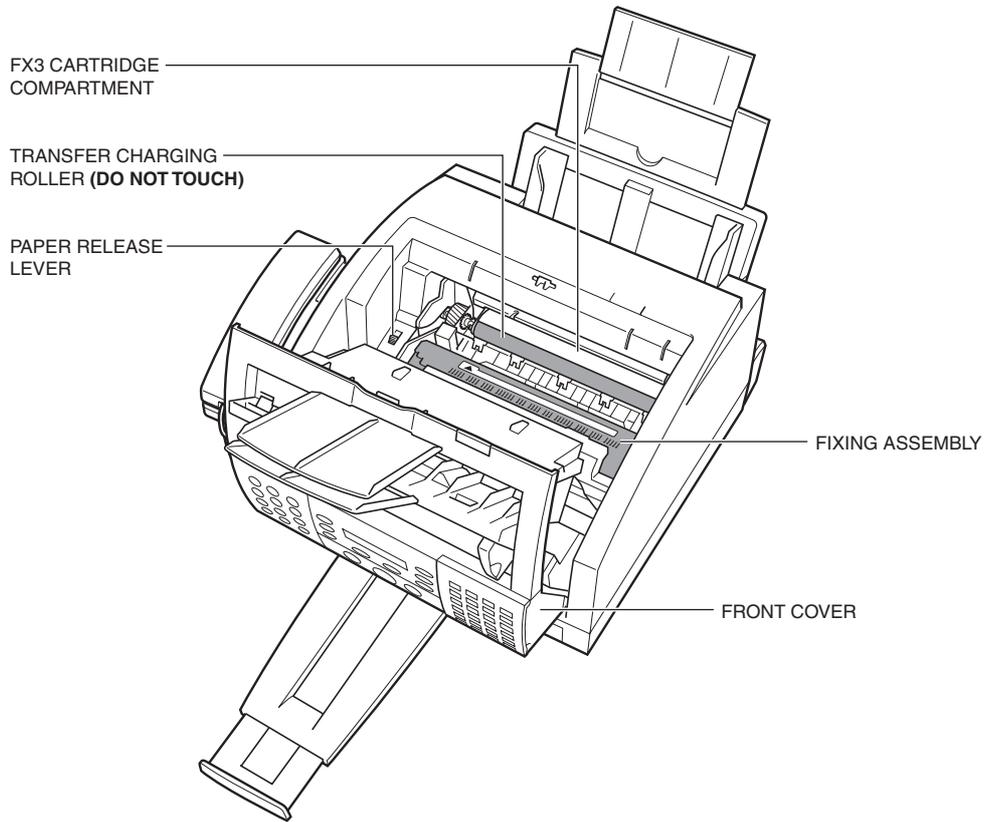
Before using your machine, look over the diagrams on these pages to become familiar with the machine's components.

### Front View

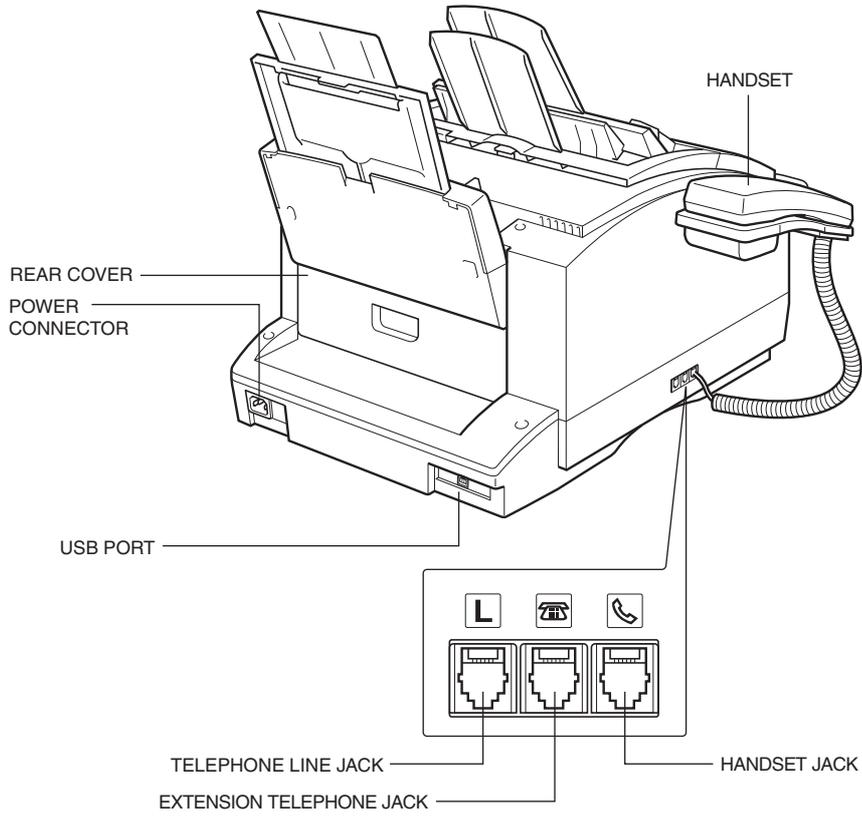


Setting Up Your Machine

## Inside View

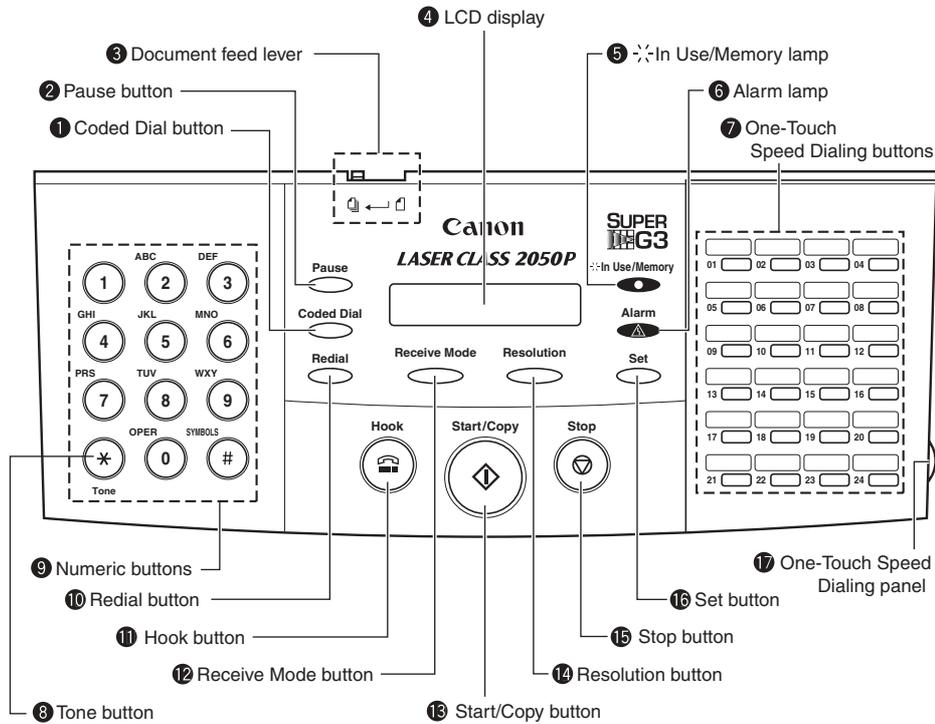


## Rear View



Setting Up Your Machine

## The Operation Panel



**1 Coded Dial button**

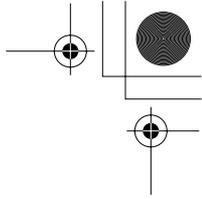
Press this button to dial a fax/telephone number that you have registered for coded speed dialing.

**2 Pause button**

Press this button to enter pauses between digits when dialing or registering fax numbers.

**3 Document feed lever**

Set this lever to the left (⏏) for automatic document feed, or to the right (⏏) for manual document feed.



**4 LCD display**

The LCD display shows messages and prompts during operation, and displays selections, text, numbers, and names when registering information.

**5 In Use/Memory lamp**

Indicates when the telephone line is being used or a document has been received in memory.

**6 Alarm lamp**

This lamp flashes when an error occurs, or when the machine is out of paper or toner.

**7 One-Touch Speed Dialing buttons**

Use these buttons for one-touch speed dialing.

**8 Tone button**

Press this button to use tone dialing temporarily when your machine is set for pulse dialing. See page 10-4 for details.

**9 Numeric buttons**

Use these buttons to enter numbers and names when registering information, and to dial fax/telephone numbers that are not registered for automatic dialing.

**10 Redial button**

Press this button to redial the last number that was dialed using the numeric button.

**11 Hook button**

Allows you to dial, even with the handset still in the handset cradle.

**12 Receive Mode button**

Use this button to select the receive mode for receiving documents.

**13 Start/Copy button**

Press this button to begin faxing, or copying.

**14 Resolution button**

Press this button to select the resolution the machine will use for the document you want to fax, or copy.



**15 Stop button**

Press this button to cancel sending, receiving, or any other operation.

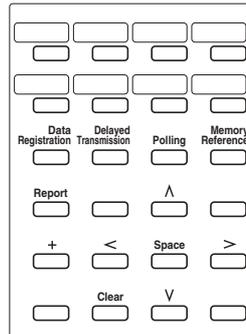
**16 Set button**

Press this button to select a menu item when registering information.

**17 One-Touch Speed Dialing panel**

Open this panel to access the registration buttons.

## Special Function Buttons (One-Touch Speed Dialing Panel Open)



- ❑ **Data Registration button**  
Use this button to register user's data, speed dialing, and other important settings for sending and receiving.
- ❑ **Delayed Transmission button**  
Press this button to register a time for delayed sending.
- ❑ **Polling button**  
Use this button to set a document for polling sending, and to poll the other machine to receive a document.
- ❑ **Memory Reference button**  
Use this button to delete or resend documents stored in memory, or to print a list of documents in memory.
- ❑ **Report button**  
Use this button to print activity reports. See Chapter 12, "Reports and Lists," for details.

**+ button**

Use this button to enter a + sign when registering fax/telephone numbers.

**Space button**

Use this button to enter a space between letters and numbers.

**Clear button**

Use this button to clear an entire entry.

**^ v Search buttons**

Use these buttons to scroll the display so you can see other options and selections in the menus during data registration.

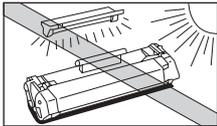
**< > Cursor buttons**

Use these buttons to move the cursor left or right during data registration.

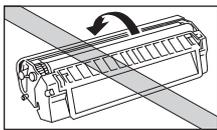
Use also these buttons to check the documents stored in memory.

# The Toner Cartridge

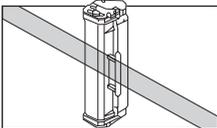
## Handling and Storing Cartridges



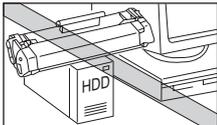
- ❑ Do not expose the cartridge to direct sunlight or bright light for longer than five minutes.



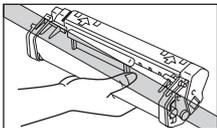
- ❑ Do not open the drum protective shutter on the cartridge. If the drum surface is exposed to light and damaged, print quality may deteriorate.



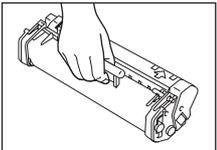
- ❑ Do not stand the cartridge on end, and do not turn it upside down. If toner becomes caked in the cartridge, it may prove impossible to free it even by shaking the cartridge.



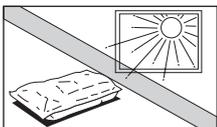
- ❑ Keep the cartridge away from computer screens, disk drives, and floppy disks. The magnet inside the cartridge may harm these items.



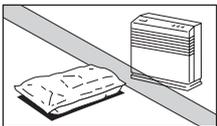
- ❑ Never touch the drum protective shutter. When holding the cartridge avoid touching the drum protective shutter with your hands.



- ❑ Hold the cartridge as shown so that your hand is not touching the drum's protective shutter.



- ❑ Do not store the cartridge in direct sunlight.



- ❑ Avoid locations subject to high temperature, high humidity, or rapid changes in temperature. Store the cartridge between 32° and 95°F (0° and 35°C).

Setting Up Your Machine

- Store the cartridge in its protective bag. Do not open the bag until you are ready to install the cartridge in the machine.
- Save the protective bag. You may need to repack and transport the cartridge at a later date.
- Do not store the cartridge in salty air or where there are corrosive gases such as from aerosol sprays.
- Do not remove the cartridge from the machine unless necessary.



---

DO NOT PLACE THE CARTRIDGE IN FIRE. TONER POWDER IS FLAMMABLE.

---

## Installing/Replacing the Toner Cartridge

The machine uses a Canon FX3 cartridge. The procedure below explains how to install the cartridge for the first time, and how to replace it when the toner runs out.

When the message CHANGE CARTRIDGE appears, the toner in the cartridge may simply be unevenly distributed. Before replacing the cartridge, follow the instructions on page 13-35 to evenly distribute the toner. If after doing this the message remains displayed or the print quality is low, replace the cartridge as described below.



Note

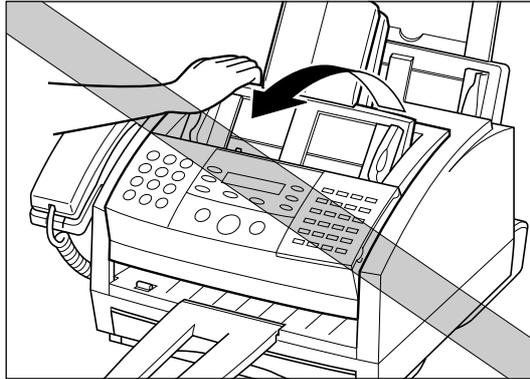
Canon makes numerous cartridges. However, the FX3 cartridge is the only one which Canon recommends for use with this machine.

1. Remove any documents and/or printed pages from the machine.
2. Make sure the power cord is connected to the machine and to an outlet.
3. Open the front cover by lifting the right side release latch of the machine.
  - ❑ Lift the cover forward to its open position.

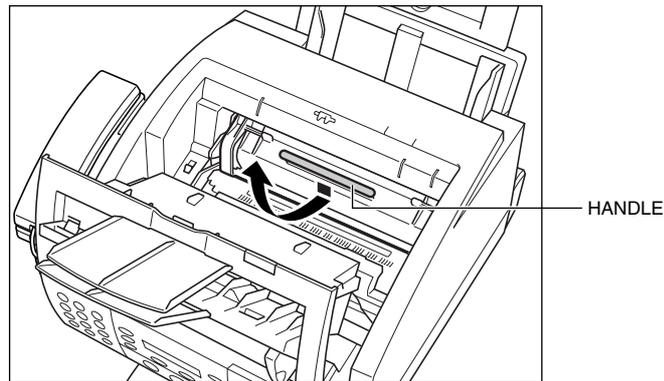




Do not open the front cover without lifting the release latch as this may cause damage to your machine.

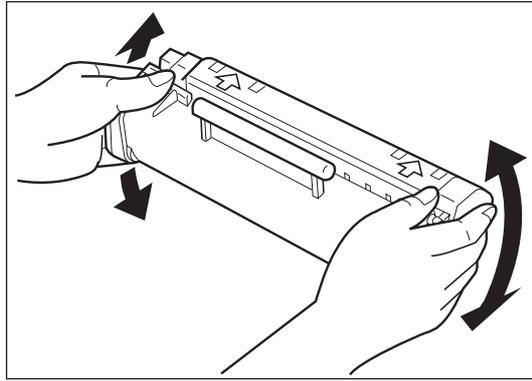


4. If you are replacing a used cartridge, hold the cartridge by its handle and remove it as shown.

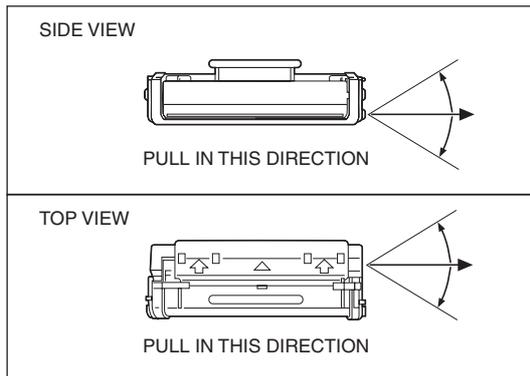
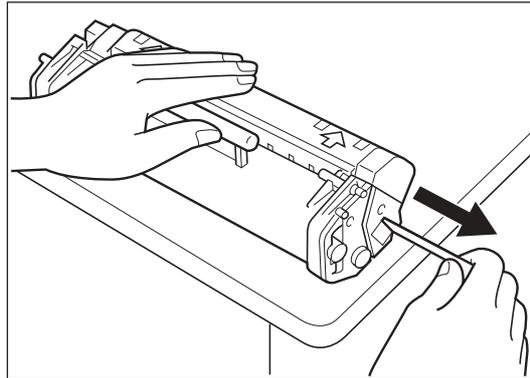


- ❑ Dispose of the toner cartridge properly. To recycle your used cartridge, simply follow the instructions included with your new FX3 cartridge.

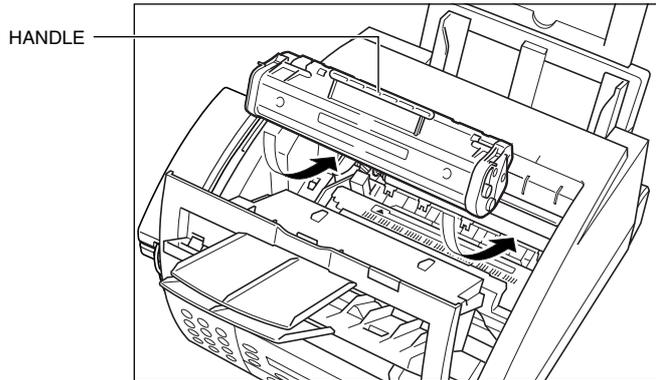
5. Remove the new FX3 cartridge from its protective bag.
  - ❑ Save the protective bag the cartridge comes in. You may need to repack the cartridge later.
6. Gently rock the cartridge from side to side several times to distribute the toner evenly inside the cartridge.
  - ❑ Poor print quality may result if the toner becomes unequally distributed inside the cartridge.



7. Place the cartridge on a flat, clean surface, and steady it with one hand. Remove the seal by gently pulling on the plastic tab with your other hand.
  - ❑ Use a firm, even pull to remove the plastic seal. To avoid breaking the seal, do not jerk on it unevenly.

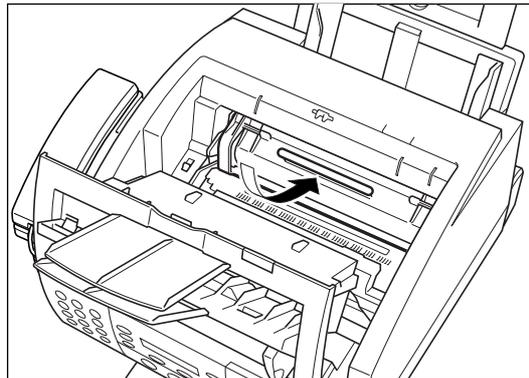


8. Insert the toner cartridge into the machine.
  - ❑ Align the tabs on the left and right sides of the cartridge with the rails inside the machine.
  - ❑ Slide the cartridge into position.
  - ❑ Always hold the cartridge by its handle when inserting it in the machine.



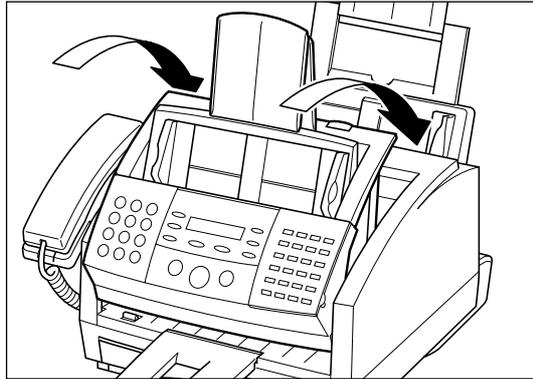
Setting Up Your  
Machine

9. Gently press the cartridge into the machine as far as it will go.
  - ❑ Press down and back on the cartridge's handle.



10. Close the front cover.

- ❑ Use both hands to lift the cover back to its closed position.



## Loading Recording Paper

When the message LOAD PAPER appears in the LCD display, you need to add paper to the paper cassette or the multi-purpose tray. Here are a few tips you should follow when you load paper into the paper cassette or the multi-purpose tray.

- ❑ Be sure to load paper of the correct size, weight, and quantity recommended for your machine. (See Chapter 4, "Paper Handling.")
- ❑ Stack the paper so that the top and bottom edges and sides are straight and even before placing it in the paper cassette or the multi-purpose tray.
- ❑ Do not print on both sides of the paper. Doing so may cause several sheets to feed into the machine at the same time.
- ❑ Let the paper run out before you refill the paper cassette or the multi-purpose tray.
- ❑ Avoid mixing new stock with paper already loaded in the paper cassette or multi-purpose tray as the illustration shown below. When adding new stock to the cassette or the multi-purpose tray, be sure to remove the remaining paper on the cassette or tray and reload it together with the new stock. Failure to do so may cause paper jams.





- Do not use damp, curled, wrinkled, or torn paper as these can cause paper jams or poor print quality.
- Highly textured, or extremely smooth or shiny paper does not print well.
- The laser printing process uses high temperatures to fuse toner to the paper. Use paper that will not melt, vaporize, discolor, or emit dangerous fumes at temperatures near 338°F (170°C). For example, do not use vellum paper in a laser printer. Make sure any letterhead or colored paper you use can withstand high temperatures.
- Make sure the paper is free of dust, lint, and oil stains.
- To keep the paper from curling, do not open paper packs until you are ready to use the paper. Store unused paper from opened packs in a cool, dry location in the original packaging.
- Your machine is factory-set to use letter-size paper in the paper cassette or the multi-purpose tray.  
If you wish to use different sized paper, you must change the setting from the PRINTER SETTINGS menu. See page 15-11 for more details.
- Refer to Chapter 4 for more details on the types of media you can load in the paper cassette or the multi-purpose tray.

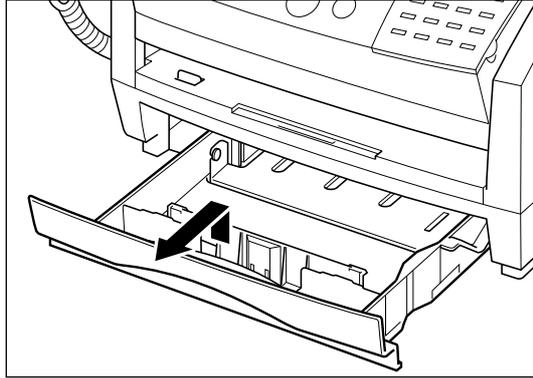


Do not load paper in the multi-purpose tray when the machine is printing.

## Loading Paper in the Cassette

Follow these steps to load paper in the paper cassette.

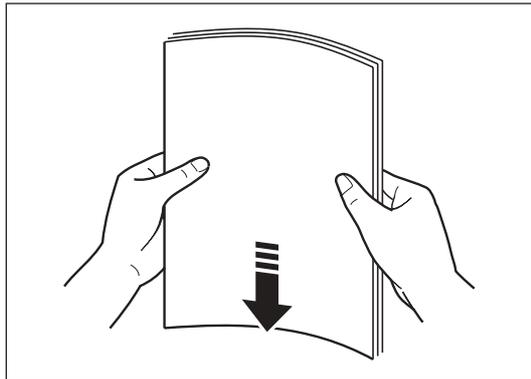
1. Lift the paper cassette slightly and pull it out.



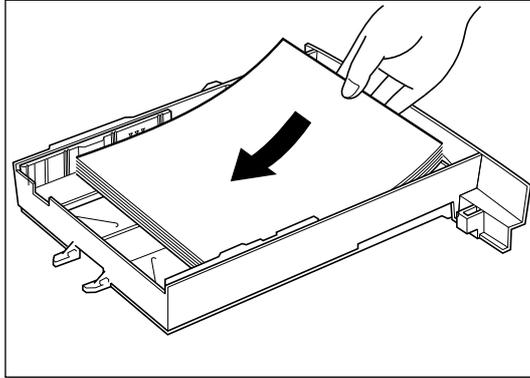
Note

- Remove the paper cassette, being careful not to drop it as you pull it out.
- Filling the paper cassette without removing it completely from the machine may cause the paper to misfeed. Be sure to remove the paper cassette completely before loading paper.

2. Before loading the paper, stack it so that the leading edge and sides of the paper are even.

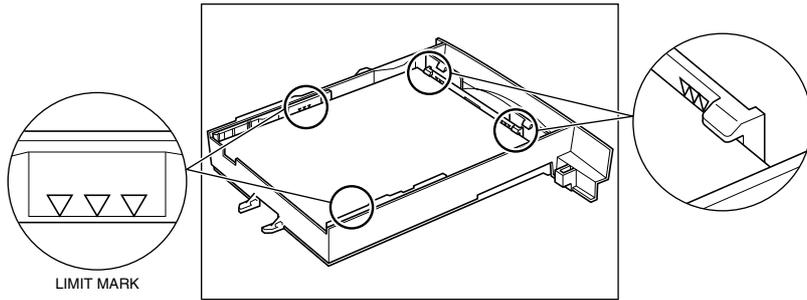


3. Load the stack of paper into the paper cassette.

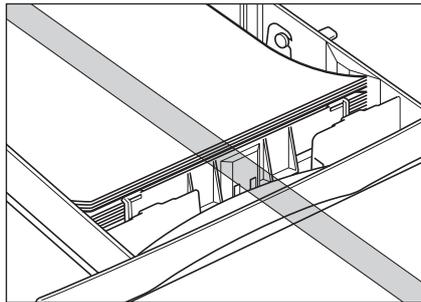


Note

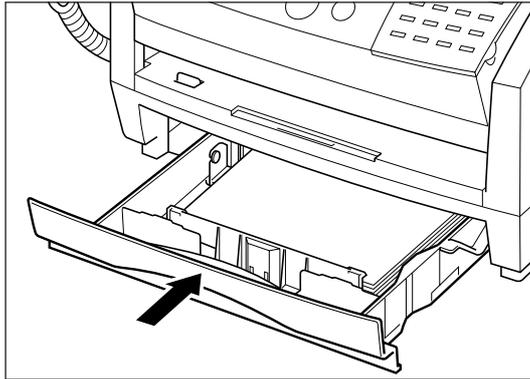
- ❑ Make sure the paper stack is not higher than the limit marks (▽▽▽) on the sides of the cassette.



- ❑ Check all corners and edges of the paper stack to be sure they are flat and even.

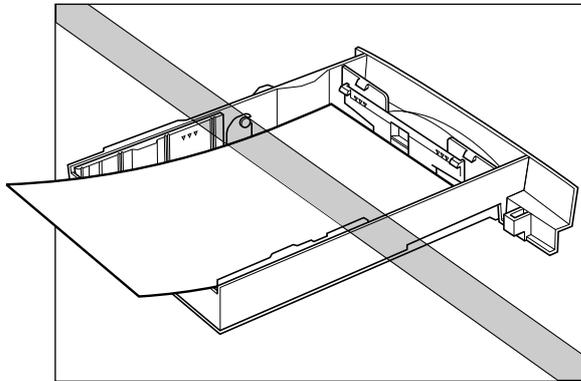


4. Gently insert the paper cassette into the machine until it clicks into position.
  - ❑ If the paper cassette is not installed correctly, the received document image might shift, or the recording paper might jam.



Note

- ❑ If you have difficulty inserting the paper cassette after removing it completely, disconnect the power cord, wait five seconds, and then reconnect it. When the PLEASE WAIT message is no longer displayed, try inserting the paper cassette again.
- ❑ If you pull out the paper cassette with paper remaining in the cassette, be sure to check the following before reinserting it.
  - Make sure no paper is out of the cassette.



- Make sure there is no loose paper inside the machine.
- ❑ If the paper cassette sticks when you try inserting it in the machine, remove it from the machine and open the front cover. Then close it and try reinserting the paper cassette.

## Loading Paper in the Multi-Purpose Tray

Follow these steps to load paper in the multi-purpose tray.



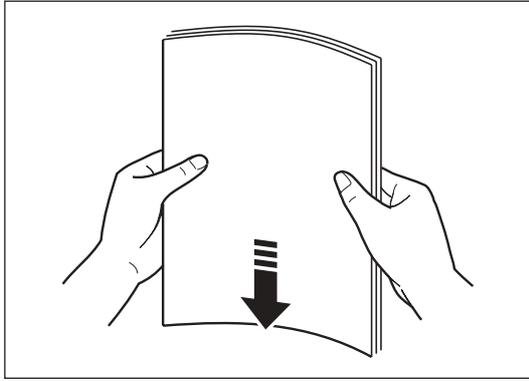
**Note**

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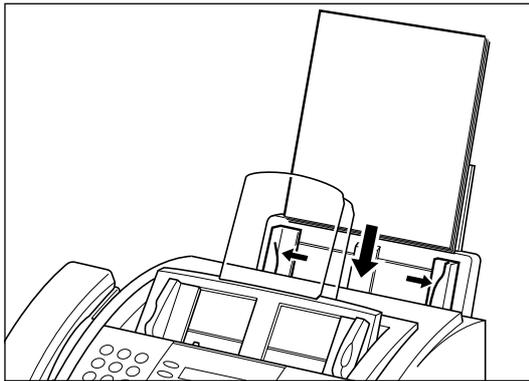
Let the paper run out before you refill the multi-purpose tray. (See page 2-39.)

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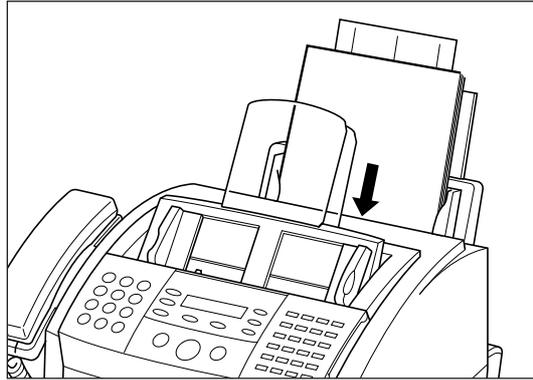
1. Before loading paper, stack it so that the leading edge and sides of the paper are even.



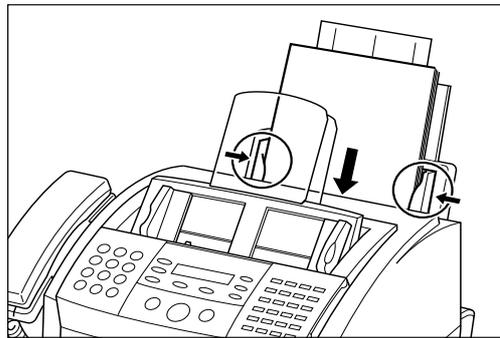
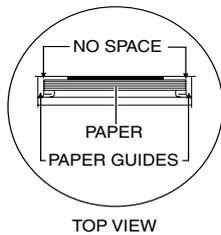
2. Open the paper guides to the approximate width of the stack of paper.



3. Insert the stack of paper—print side facing you and top edge first—into the multi-purpose tray.
  - ❑ Insert the stack until it stops, but do not force it in.



4. Adjust the paper guides to the width of the paper.
  - ❑ Make sure there is no space between the paper guides and the stack of paper.



Your machine is now ready to print.

## Testing the Machine

After you have assembled your machine, installed the toner cartridge, and loaded plain paper in the paper cassette or the multi-purpose tray, you can make sure the machine is printing properly by making several copies of a document. For instructions, see Chapter 11, "Making Copies."

Note the following:

- If the printed sheets are curled as they exit the machine, remove them from the output slot immediately to avoid paper jams.
- Make sure your text or graphics fall within the printable area.

# Chapter 3

## Registering Information in the Machine

---

This chapter describes how to enter information in your machine.

- ❑ Guidelines for Entering Information ..... 3-2
  - Entering Numbers, Letters, and Symbols..... 3-2
  - Editing Information ..... 3-4
  - Using the One-Touch Speed Dialing Button/  
One-Touch Speed Dialing Panel..... 3-5
  - Using the Special Function Buttons..... 3-5
  - Using the Menu System ..... 3-6
- ❑ Personalizing Your Machine ..... 3-8
  - Identifying Your Documents ..... 3-8
  - Entering the Date and Time..... 3-9
  - Registering Your Fax Number and Name ..... 3-10
  - Setting the Telephone Line Type..... 3-12
  - Setting Daylight Saving Time..... 3-13

Registering  
Information in the  
Machine

## Guidelines for Entering Information

The following section explains how to enter user information into the machine.



**Note**

If you pause while entering information and do not make an entry for more than 60 seconds, the machine returns to standby mode and loses all information you had entered up to that point. You will then have to start again.

### Entering Numbers, Letters, and Symbols

Each numeric button has a number and a group of uppercase and lowercase letters assigned to it. Use the chart below to determine which numeric button to press for each character.

Button	Letter Mode (: A)	Number Mode (: 1)
1	—	1
2	ABCabc	2
3	DEFdef	3
4	GHIghi	4
5	JKLjkl	5
6	MNOmno	6
7	PQRSpqrs	7
8	TUVtuv	8
9	WXYZwxyz	9
0	—	0
#	- . * # ! " , ; : ^ ` _ = /   ' ? \$ @ % & + ( ) [ ] { } < >	

Press **\*** to switch between number and letter mode.

When you are in letter mode, "A" appears in the upper right corner.

UNIT NAME	: A
A	

When you are in number mode, "1" appears in the upper right corner.

UNIT NAME	: 1
1	

### Entering a single letter

For example, enter a lowercase letter "b" like this:

1. Press \* until "A" appears in the upper right corner.



UNIT NAME	: A
-	

2. Press 2 five times to display "b."



UNIT NAME	: A
b	



**Note**

To enter a symbol, press # repeatedly until the symbol you want appears. Press any other button or > to enter the symbol and move the cursor to the right.

Registering  
Information in the  
Machine

### Entering two letters from the same group

To enter two letters from the same group, you have to use the right arrow button (>). For example, enter "AA" like this:

1. Press \* until "A" appears in the upper right corner.



```
UNIT NAME      : A
  _
```

2. Press 2 once to display the first "A."



```
UNIT NAME      : A
  A
```

3. Press > to enter the "A" and move the cursor to the right.



```
UNIT NAME      : A
  A_
```

4. Press 2 once to display the second "A."



```
UNIT NAME      : A
  AA
```

### Editing Information

If you make a mistake while entering a name, you can correct it by using < and >.

1. Use < or > to scroll to the incorrect character.



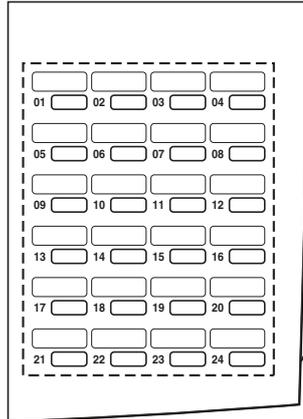
```
UNIT NAME      : A
  CANEN
```

2. Enter the correct character.

```
UNIT NAME      : A
  CANON
```

## Using the One-Touch Speed Dialing Button/One-Touch Speed Dialing Panel

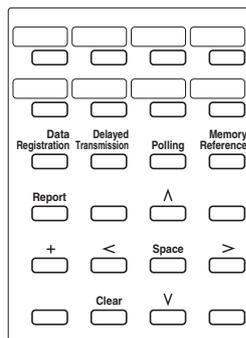
The One-Touch Speed Dialing buttons allow you to use speed dialing.



Registering  
Information in the  
Machine

## Using the Special Function Buttons

Open the One-Touch Speed Dialing panel to access the Special Function buttons. These Special Function buttons consist of the Delayed Transmission button, Report button, etc.



## Using the Menu System

The machine employs a menu system you can use to register important information or to set up important features. The system includes these items:

### ❑ DATA REGISTRATION

#### USER SETTINGS

Lets you enter the information that prints on the documents you send, set the scanning contrast, and enter other basic data. Enter these settings when you use your machine for the first time; you will rarely need to change them thereafter.

#### REPORT SETTINGS

Lets you set the machine to print a report every time you send or receive a fax, and also contains options for printing summary reports.

#### TX SETTINGS

Contains items that let you customize how your machine sends documents.

#### RX SETTINGS

Allows you to customize how your machine receives documents.

#### PRINTER SETTINGS

Lets you customize how your machine prints documents.

#### POLLING BOX

Lets you set up a polling box.

#### SYSTEM SETTINGS

Allows you to set the date format, transmission and receive speed, etc.

### ❑ TEL REGISTRATION

Lets you register numbers for One-Touch Speed Dialing, Coded Speed Dialing, and Group Dialing.



**Note**

---

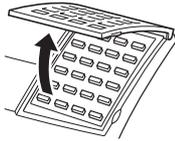
For more details on each menu of DATA REGISTRATION, see Chapter 15, "The Menu System."

For more details on TEL REGISTRATION, see Chapter 5, "Speed Dialing."

---

Use the Special Function buttons to display and select items from the menu system, as follows:

1. Open the One-Touch Speed Dialing panel.



2. Press **Data Registration**.

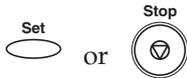


REGISTRATION  
1. DATA REGISTRATION

3. Use the  $\wedge$  or  $\vee$  to change the menu display.



4. Press **Set** to select an item from the menu, or press **Stop** to cancel the menu selection and return to standby mode.



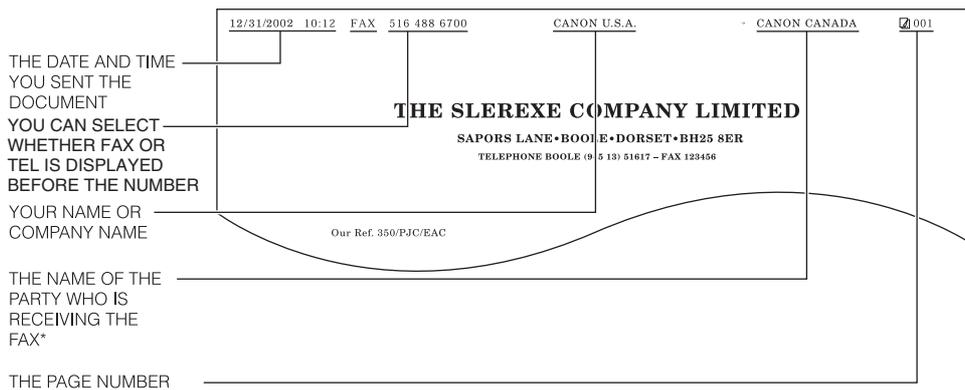
Registering  
Information in the  
Machine

## Personalizing Your Machine

### Identifying Your Documents

FCC rules governing the use of fax equipment require you to include your name or company name, your fax number, and the date and time of transmission on each fax you send. This information is called your TTI (Transmit Terminal Identification) and appears at the top of the faxed document in small type.

By identifying the documents you send, the receiving party can recognize your fax messages at a glance. Here is a sample document with the identifying information:



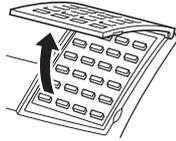
\* If you send a fax using speed dialing, the top line also includes the name registered under the speed dialing button or code you entered.

The following pages explain how to enter this information.

## Entering the Date and Time

Follow these steps to enter the date and time.

1. Open the One-Touch Speed Dialing panel.



2. Press **Data Registration**.



REGISTRATION  
1.DATA REGISTRATION

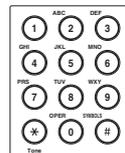
3. Press **Set** twice.



DATA REGISTRATION  
1.USER SETTINGS

USER SETTINGS  
1.DATE & TIME

4. Press **Set** again, then use the numeric buttons to enter the correct month, day, year, and time in this order.



DATE & TIME  
\_ 12 / 31 / 02      10 : 00

- Enter only the last two-digits of the year.
- Use the 24-hour format for the time, so 2:30 p.m. is 14:30, for example, and precede single digits with a zero.
- If you make a mistake, press **Clear**, then re-enter the value.

5. Press **Set** to save the date and time.



USER SETTINGS  
2.UNIT TELEPHONE #

6. Press **Stop** to return to standby mode.



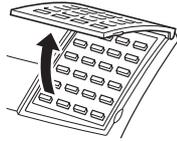
12/31/2002 TUE 10:00  
FaxTel      STANDARD

Registering Information in the Machine

## Registering Your Fax Number and Name

Use the following procedure to register your fax/telephone number and name.

1. Open the One-Touch Speed Dialing panel.



2. Press **Data Registration**.



REGISTRATION  
1.DATA REGISTRATION

3. Press **Set** twice.



DATA REGISTRATION  
1.USER SETTINGS

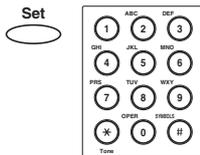
USER SETTINGS  
1.DATE & TIME

4. Use  $\wedge$  or  $\vee$  to select 2.UNIT TELEPHONE #.



USER SETTINGS  
2.UNIT TELEPHONE #

5. Press **Set**, then enter your fax/telephone number using the numeric buttons.



UNIT TELEPHONE #  
TEL= 1234567

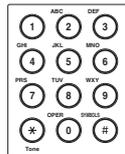
- You can enter up to 20 digits for your fax/telephone number.
- You can enter spaces by pressing **Space** to make the number easier to read.
- To enter a plus sign (+) before the fax/telephone number, press **+**.
- If you make a mistake, press **Clear** to delete the entire entry, or press **<** to delete the rightmost digit and enter the correct number.

6. Press **Set** to save the fax/telephone number.



USER SETTINGS  
3.UNIT NAME

7. Press **Set** again, then use the numeric buttons to type in your name or business name.



UNIT NAME : A  
CANON

- For more details on entering letters, See page 3-2.
  - You can enter up to 24 characters for your name or company name.
  - You can delete the entire entry by pressing **Clear**.
8. Press **Set** to save the name.



USER SETTINGS  
4.TX TERMINAL ID

9. Press **Stop** to return to standby mode.



12/31/2002 TUE 10:00  
FaxTel STANDARD

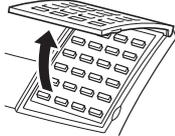
Registering  
Information in the  
Machine

## Setting the Telephone Line Type

Use this procedure if you need to change the telephone line setting.

If you are unsure which setting to use, contact your local telephone company.

1. Open the One-Touch Speed Dialing panel.



2. Press **Data Registration**.



REGISTRATION  
1.DATA REGSTRATION

3. Press **Set** twice.



DATA REGSTRATION  
1.USER SETTINGS

USER SETTINGS  
1.DATE & TIME

4. Use  $\wedge$  or  $\vee$  to select 9.TEL LINE TYPE.



USER SETTINGS  
9.TEL LINE TYPE

5. Press **Set**, then use  $\wedge$  or  $\vee$  to select the correct telephone line type.



TEL LINE TYPE  
TOUCH TONE

TEL LINE TYPE  
ROTARY PULSE

6. Press **Set** to save the telephone line type.



DATA REGSTRATION  
2.REPORT SETTINGS

7. Press **Stop** to return to standby mode.

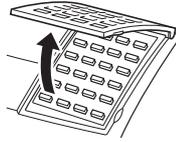


12/31/2002 TUE 10:00  
FaxTel STANDARD

## Setting Daylight Saving Time

Some countries adopt the Daylight Saving Time system that shifts the clock time ahead or back according to the change in seasons. You can select if the time information in your machine changes to match your country's Daylight Saving Time system and set the day and time when Daylight Saving Time starts and ends.

1. Open the One-Touch Speed Dialing panel.



2. Press **Data Registration**.



REGISTRATION  
1.DATA REGSTRATION

3. Press **Set**.



DATA REGSTRATION  
1.USER SETTINGS

4. Use  $\wedge$  or  $\vee$  to select 7.SYSTEM SETTINGS.



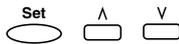
DATA REGSTRATION  
7.SYSTEM SETTINGS

5. Press **Set**, then use  $\wedge$  or  $\vee$  to select 6.DAYLGH T SAV TIME.



SYSTEM SETTINGS  
6.DAYLGH T SAV TIME

6. Press **Set**, then use  $\wedge$  or  $\vee$  to select ON or OFF.



DAYLGH T SAV TIME  
OFF

- To turn off the Daylight Saving Time setting, select OFF. Press **Set**, then go to step 16.
- To turn on the Daylight Saving Time setting, select ON. Go to the next step to set the day and time when Daylight Saving Time starts and ends.

Registering Information in the Machine

7. Press **Set** three times.



8. Use  $\wedge$  or  $\vee$  to select the month when Daylight Saving Time starts.



9. Press **Set** twice.



10. Use  $\wedge$  or  $\vee$  to select the week when Daylight Saving Time starts.



You can select from the following:

- FIRST WEEK
- SECOND WEEK
- THIRD WEEK
- FOURTH WEEK
- LAST WEEK (fifth week)

11. Press **Set** twice.



12. Use  $\wedge$  or  $\vee$  to select the day of the week when Daylight Saving Time starts.



13. Press **Set** twice.



14. Use the numeric buttons to enter the time when Daylight Saving Time starts.



TIME 01:00

15. Press **Set**, and set the month, day, and time when Daylight Saving Time ends in the same manner as setting the start date and time.



DAYLIGHT SAV TIME  
2.END DATE/TIME

16. Press **Stop** to return to standby mode.



12/31/2002 TUE 10:00  
FaxTel STANDARD

Registering  
Information in the  
Machine



# Chapter 4

## Paper Handling

This chapter describes how to select and prepare the print media for the different functions your machine can perform.

- ❑ Guidelines for Selecting Print Media ..... 4-2
  - Plain Paper ..... 4-4
  - Envelopes ..... 4-4
  - Labels ..... 4-5
  - Transparencies ..... 4-5
- ❑ The Paper Path ..... 4-6
- ❑ Selecting Paper Delivery ..... 4-8
  - Face-Down Delivery ..... 4-9
  - Face-Up Delivery ..... 4-10
- ❑ Loading Paper ..... 4-12
  - The Paper Cassette ..... 4-12
  - The Multi-Purpose Tray ..... 4-12
- ❑ Loading Envelopes in the Multi-Purpose Tray ..... 4-13
- ❑ Changing a Paper Size from Letter- to A4-Size Paper in the Paper Cassette ..... 4-16
- ❑ Changing the Paper Size Setting ..... 4-19
  - The Paper Cassette ..... 4-19
  - The Multi-Purpose Tray ..... 4-20

Paper Handling

## Guidelines for Selecting Print Media

You can produce high quality laser prints on most plain paper, including cotton bond paper and photocopying paper. Your machine does not require special laser paper.

You can load the following media in the paper cassette or the multi-purpose tray:

### Paper Cassette

Type	Size	Weight	Capacity
Plain paper	Letter 8.5 × 11 in. (216 × 279.4 mm)	17-24 lb (64-90 g/m <sup>2</sup> )	250* sheets (Max. 1.1 in./27.5 mm stack height)
	A4 8.3 × 11.7 in. (210 × 297 mm)	17-24 lb (64-90 g/m <sup>2</sup> )	250* sheets (Max. 1.1 in./27.5 mm stack height)

### Multi-Purpose Tray

Type	Size	Weight	Capacity
Plain paper	3.7 × 5 in. to 8.5 × 14 in. (94 × 127 mm to 216 × 356 mm)	17-24 lb (64-90 g/m <sup>2</sup> )	100* sheets (Max. 0.4 in./10 mm stack height)**
	Letter 8.5 × 11 in. (216 × 279.4 mm)	17-24 lb (64-90 g/m <sup>2</sup> )	100* sheets (Max. 0.4 in./10 mm stack height)**
	Legal 8.5 × 14 in. (216 × 355.6 mm)	17-24 lb (64-90 g/m <sup>2</sup> )	100* sheets (Max. 0.4 in./10 mm stack height)**
	A4 8.3 × 11.7 in. (210 × 297 mm)	17-24 lb (64-90 g/m <sup>2</sup> )	100* sheets (Max. 0.4 in./10 mm stack height)**

\* 20 lb(75g/m<sup>2</sup>)

\*\* 1 sheet available for 17-28 lb (64-105 g/m<sup>2</sup>)

Type	Size	Weight	Capacity
	CUSTOM1/ LONG 8.5 × 12.5 in. to 8.5 × 13.4 in. (216 × 317 mm to 216 × 340 mm)***	17–24 lb (64–90 g/m <sup>2</sup> )	100* sheets (Max. 0.4 in./10 mm stack height)**
	CUSTOM2/ SHORT 8.5 × 10.0 in. to 8.5 × 10.6 in. (216 × 254 mm to 216 × 270 mm)***	17–24 lb (64–90 g/m <sup>2</sup> )	100* sheets (Max. 0.4 in./10 mm stack height)**
Envelopes	U.S. Commercial No. 10 (9.5 × 4.1 in.)		7 envelopes
	European DL (220 × 110 mm)		7 envelopes
Labels	Letter, A4		Max. 0.4 in./10 mm stack height
Transparencies	Letter, A4		1 sheet

\* 20 lb(75g/m<sup>2</sup>)

\*\*1 sheet available for 17-28 lb (64-105 g/m<sup>2</sup>)

\*\*\*May occur to reduce stack of sheets or to enlarge the margins on a page.



**Note**

For media other than letter-, legal-, and A4-size plain paper, use face-up delivery. See page 4-10 for details.

Paper Handling

## Plain Paper

Follow these guidelines when selecting paper:

- The laser printing process uses high temperatures to fuse toner to the paper. Use paper that will not melt, vaporize, discolor, or emit dangerous fumes at temperatures near 338°F (170°C). For example, do not use vellum paper in a laser printer. Make sure any letterhead or colored paper you use can withstand high temperatures.
- Make sure the paper is free of dust, lint, and oil stains.
- Highly textured, or extremely smooth or shiny paper does not print well.
- Damp, curled, wrinkled, or torn paper can cause paper jams or poor print quality.



Note

---

For paper sizes other than letter, legal, and A4, be sure to use face-up delivery. See page 4-10 for details.

---

## Envelopes

Standard envelopes with diagonal seams and flaps are recommended.

Envelopes must meet the requirements listed for plain paper, as well as the following:

- Envelopes must not contain clasps, fasteners, windows, or peel-off adhesive strips for sealing.
- Envelopes must be empty. Do not put anything in the envelope prior to printing.
- Envelopes must be flat and straight. Be sure to flatten out any curls or wrinkles before printing.



Note

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When feeding envelopes, be sure to use face-up delivery. See page 4-10 for details.

---

## Labels

Sheets of letter or A4-size self-sticking labels should also print without any problems. Labels must meet the requirements listed for plain paper, as well as the following:

- Labels must have an ordinary, matte finish similar to copy paper.
- The label backing must not be made of easily removable coated paper.
- Labels must not have any exposed adhesive.
- Do not use labels that are separating from the backing sheet or that are wrinkled or damaged in any way.
- Do not use label sheets with the backing sheet exposed, such as labels with spaces between them.



Note

---

When feeding labels, be sure to use face-up delivery. See page 4-10 for details.

---

## Transparencies

You must use special laser printer transparencies for printing. Letter- and A4-size laser transparencies should print without any problems.

- To prevent the transparency from curling, remove the transparency as it comes out of the machine and set it on a flat surface to cool.



Note

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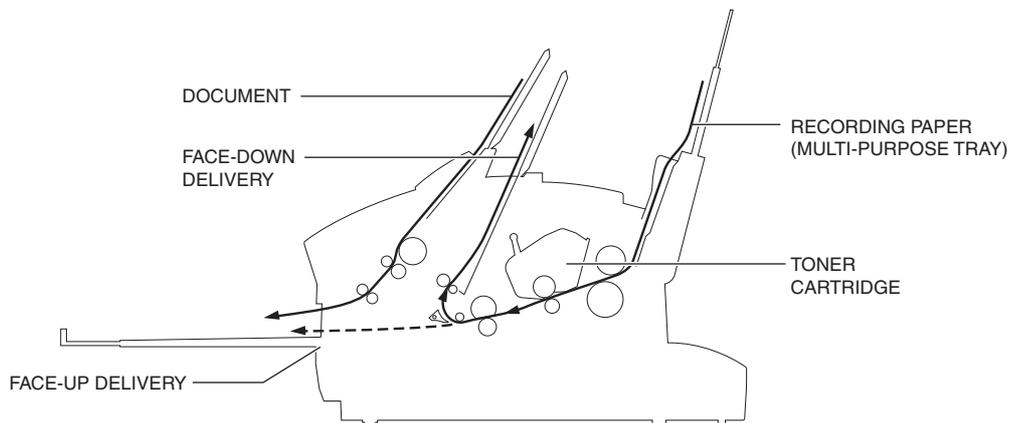
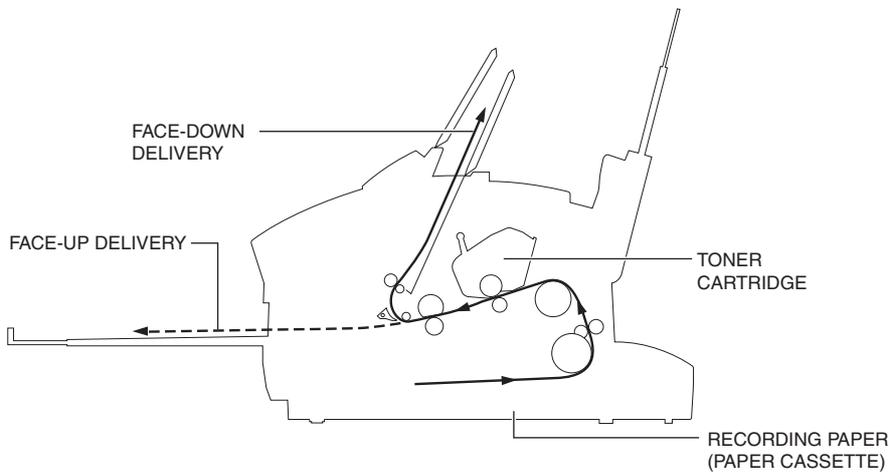
When feeding transparencies, be sure to use face-up delivery. See page 4-10 for details.

---

## The Paper Path

Understanding how paper feeds through the machine will help you to determine how to load paper and handle paper jams.

The page travels first to the FX3 cartridge. Here a laser beam “draws” the print image on the drum, then the drum applies toner to the page. The page then travels to the fixing assembly where the toner is fused to the page. The page then exits the machine from the front (face-up delivery) or top (face-down delivery).

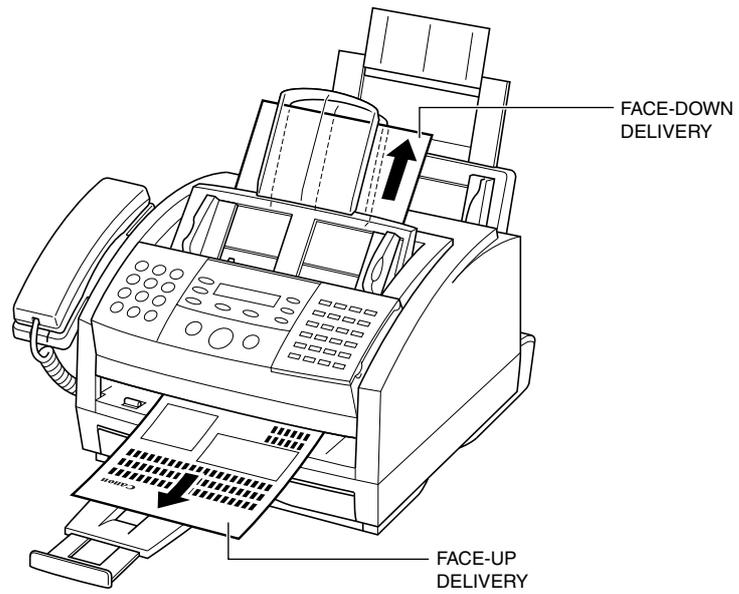


When you are printing, follow these guidelines:

- Always set the paper delivery selector before starting to print.
- Do not switch the paper delivery selector until the printout comes out of the delivery slot completely. Otherwise, a paper jam may occur.
- Make sure there is enough room for the paper to exit from the face-up delivery slot.
- Never pull the paper as it comes out of the machine.
- When using face-up delivery, let the paper slide onto the extension tray.
- When using face-up delivery, remove each sheet as it is delivered through the face-up delivery slot.
- When using the multi-purpose tray, be careful not to let any foreign object, such as your necktie, necklace, hair, etc. enter into the feeder.

## Selecting Paper Delivery

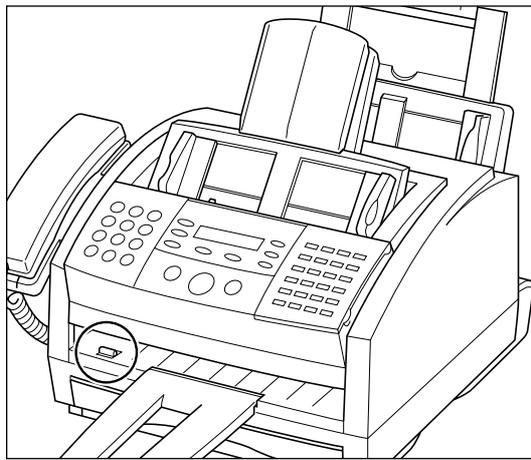
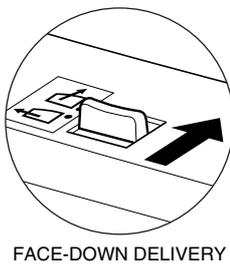
Received documents, copies, and prints can be delivered through the face-up or face-down delivery slots. Choose paper delivery according to the job the machine is performing and the type of print media you are using.



## Face-Down Delivery

Face-down delivery is used for most jobs and when using plain paper only (17-24lb or 64-90 g/m<sup>2</sup>). Printed pages are stacked in the order they are printed in the face-down delivery slot. This slot holds up to approximately 50 sheets of plain paper (20lb or 75 g/m<sup>2</sup>).

Move the paper delivery selector backward to the  mark.



## Face-Up Delivery

Face-up delivery is mainly used when printing on media other than plain paper, such as transparencies, labels, and envelopes.



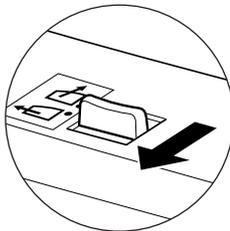
Note

---

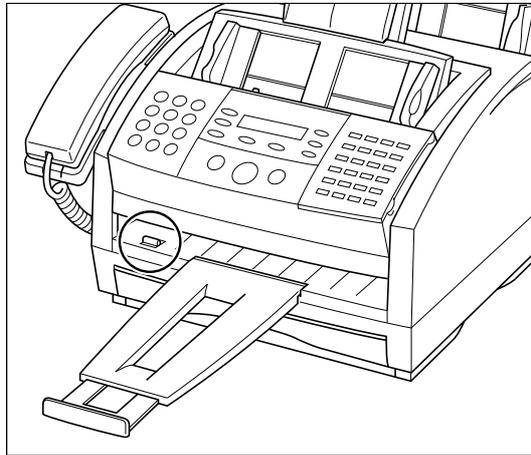
Be sure to use face-up delivery when feeding print media other than standard plain paper.

---

Move the paper delivery selector forward to the  mark.



FACE-UP DELIVERY



Caution

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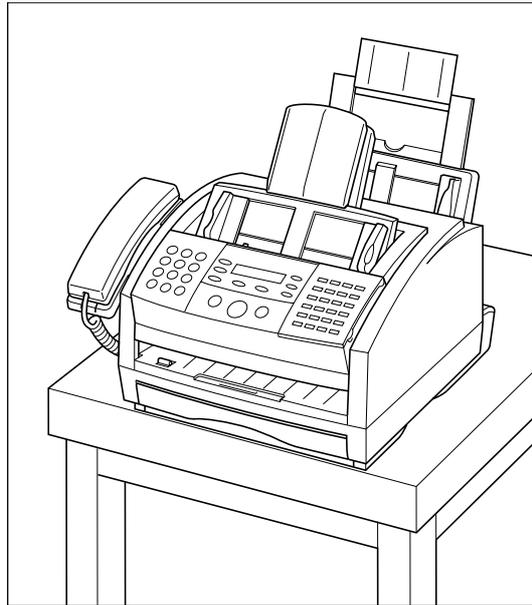
When using face-up delivery, you must remove each sheet as it is delivered. Failure to do so may cause jams in the face-up delivery slot and result in damage to the machine.

---



**Note**

You can also use face-up delivery when printing or receiving a large number of pages. In this case, remove the extension tray and place the machine on the edge of a table. This will allow the pages to fall away from the machine and avoid blocking the face-up delivery slot. You may also want to place a box below the machine so that the pages can collect into the box.



## Loading Paper

### The Paper Cassette

You can stack up to approximately 250 sheets of plain paper (20lb or 75 g/m<sup>2</sup>) in the paper cassette. The paper cassette holds letter- and A4-size paper, provided that its weight is within the range 17-24lb (64-90 g/m<sup>2</sup>).

To load the paper, follow the steps in "Loading Recording Paper," on page 2-39.

### The Multi-Purpose Tray

You can stack up to approximately 100 sheets of plain paper (20lb or 75 g/m<sup>2</sup>) in the multi-purpose tray. The multi-purpose tray holds letter-, legal-, A4-, custom1\*-, and custom2\*-size paper, provided that its weight is within the range 17-24lb (64-90 g/m<sup>2</sup>).

To load the paper, follow the steps in "Loading Recording Paper," on page 2-39.



Note

---

When receiving documents the default setting is the paper cassette, with same size paper remaining in both of the paper cassette and the multi-purpose tray.

If paper runs out in the paper cassette, the machine changes the setting to the multi-purpose tray automatically.

---

\* The machine allows you to print different size paper. See "Accessing the PRINTER SETTINGS Menu," on page 15-11, for details.

## Loading Envelopes in the Multi-Purpose Tray



Caution

Do not use the multi-purpose tray to load envelopes when temperature or humidity levels are high. The glue on the flap may become sticky and stick to the envelope, or cause a paper jam.

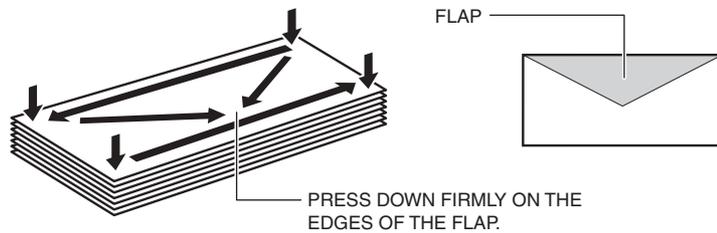


Note

Be sure to use face-up delivery when printing on envelopes. See page 4-10 for details.

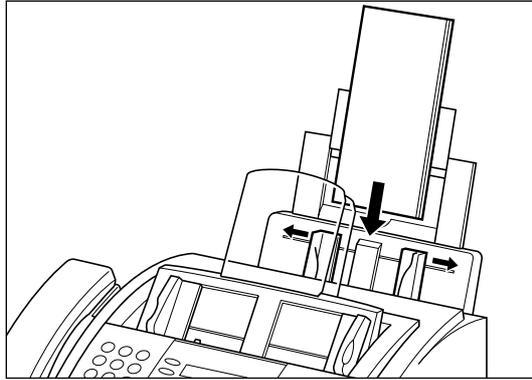
### 1. Prepare the envelopes.

- Arrange the stack of envelopes on a firm surface and press down firmly on the edges to make the folds crisp.
- You can stack up to seven envelopes together.
- Press around the envelopes to remove any curls and expel air from inside the envelopes.
- Press firmly on the area that corresponds to the edges of the flap.



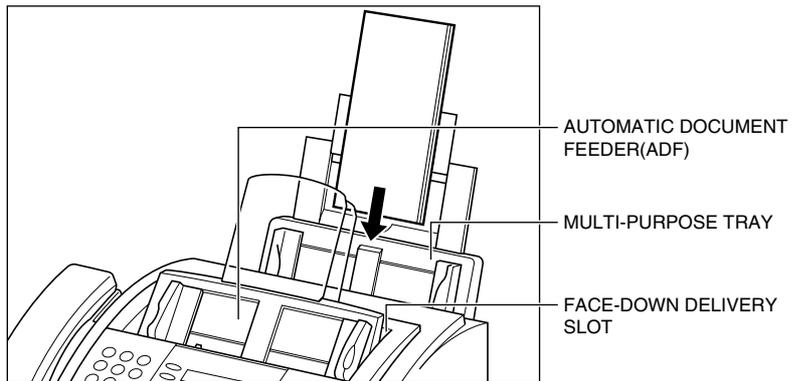
Paper Handling

2. Adjust the paper guides to the approximate width of the stack of envelopes.

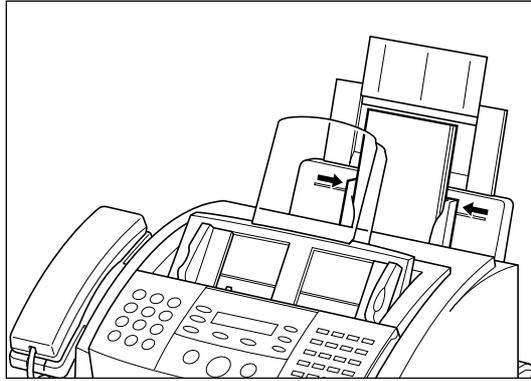


3. Insert the stack of envelopes—print side facing you—into the multi-purpose tray.

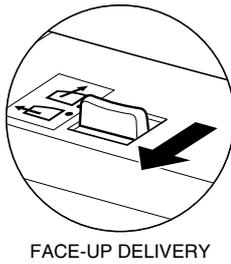
Insert the stack until it stops, but do not force it.



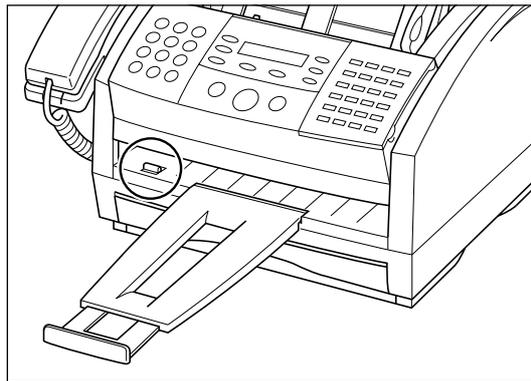
4. Adjust the paper guides to the stack of envelopes.



5. Move the paper delivery selector forward to the  mark.



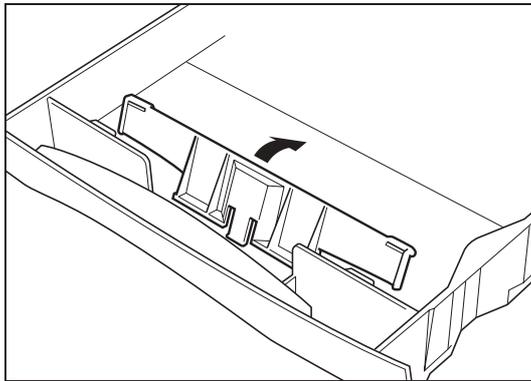
FACE-UP DELIVERY



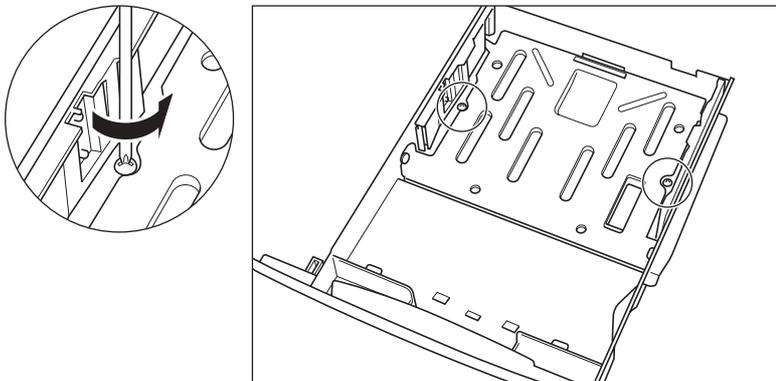
- Be sure to use face-up delivery when printing on envelopes.
- Your machine is now ready to print.

## Changing a Paper Size from Letter- to A4-Size Paper in the Paper Cassette

1. Lift the paper cassette slightly and pull it out.
2. Hold the center part of the front paper guide with your finger. Gently move the front paper guide to the rear of the machine, then the tabs of the paper guide will come out of the slots of the paper cassette.



3. Loosen the inside paper guide screw counter-clockwise about two turns on each side of the paper cassette.



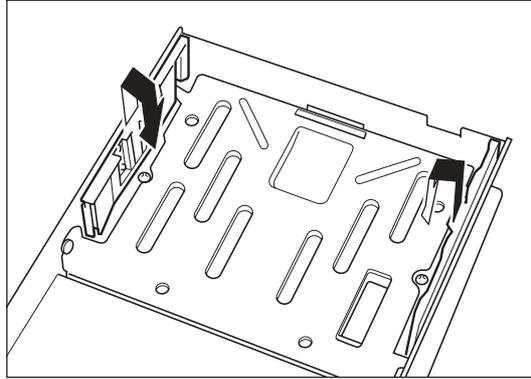
Note

---

Do not take out the screws completely.

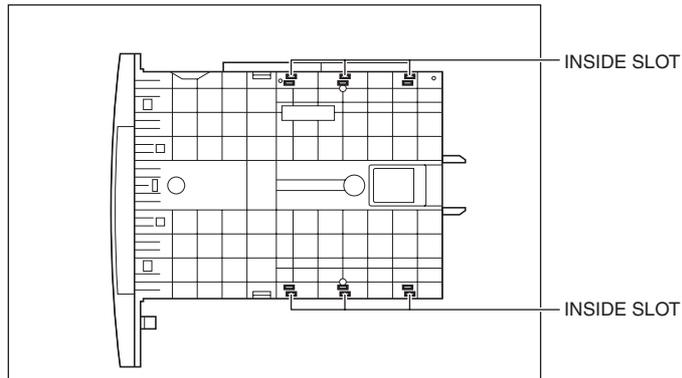
---

4. Move the inside paper guide toward inside of the paper cassette. Insert the tab into the inside slot.

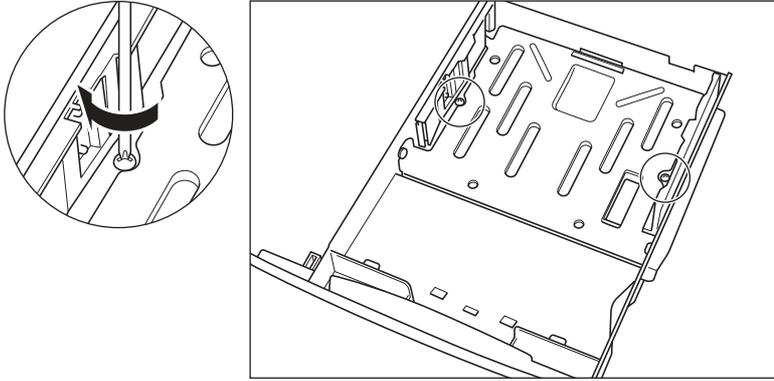


Note

The figure below shows inside slots (bottom view).



5. Tighten the screw clockwise on each side of paper guide.



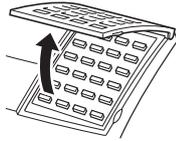
**Note**

Follow the reverse procedure above to change a paper size from A4- to letter-size paper.

# Changing the Paper Size Setting

## The Paper Cassette

1. Open the One-Touch Speed Dialing panel.



2. Press **Data Registration**.



REGISTRATION  
1.DATA REGSTRATION

3. Press **Set** and use  $\wedge$  or  $\vee$  to select 5.PRINTER SETTINGS.



DATA REGSTRATION  
5.PRINTER SETTINGS

4. Press **Set** and use  $\wedge$  or  $\vee$  to select 2.PAPER SIZE.



PRINTER SETTINGS  
2.PAPER SIZE

5. Press **Set** twice.



PAPER SIZE  
1.CASSETTE

CASSETTE  
A 4

6. Use  $\wedge$  or  $\vee$  to select paper size.



CASSETTE  
A 4

CASSETTE  
LTR

7. Press **Set**.



PAPER SIZE  
2.MP TRAY

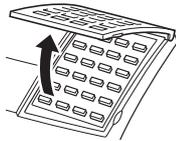
- Press **Stop** to return to standby mode.



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## The Multi-Purpose Tray

- Open the One-Touch Speed Dialing panel.



- Press **Data Registration**.



REGISTRATION  
1.DATA REGSTRATION

- Press **Set** and use  $\wedge$  or  $\vee$  to select 5.PRINTER SETTINGS.



DATA REGSTRATION  
5.PRINTER SETTINGS

- Press **Set** and use  $\wedge$  or  $\vee$  to select 2.PAPER SIZE.



PRINTER SETTINGS  
2.PAPER SIZE

- Press **Set** and use  $\wedge$  or  $\vee$  to select 2.MP TRAY.



PAPER SIZE  
2.MP TRAY

- Press **Set** and use  $\wedge$  or  $\vee$  to select paper size.



MP TRAY  
LTR

- You can select from the following:

- LTR
- LGL
- CUSTOM
- A4

7. Press **Set**.



PRINTER SETTINGS  
3.ECONOMY PRT

8. Press **Stop** to return to standby mode.



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**To set a Custom-size:**

7. Be sure to select CUSTOM in step 6. Press **Set**.



CUSTOM  
CUSTOM1/LONG

8. Use  $\wedge$  or  $\vee$  to select paper size.



CUSTOM  
CUSTOM1/LONG

CUSTOM  
CUSTOM2/SHORT

- See page 4-3 for details on the paper size for CUSTOM1/LONG and CUSTOM2/SHORT.

9. Press **Set**.



PRINTER SETTINGS  
3.ECONOMY PRT

10. Press **Stop** to return to standby mode.



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# Chapter 5 Speed Dialing

This chapter describes how to register and use the speed dialing features of the machine.

- ❑ Speed Dialing Methods..... 5-2
- ❑ One-Touch Speed Dialing..... 5-3
  - Storing Numbers for One-Touch Speed Dialing ..... 5-3
  - Changing a Number/Name Stored Under a One-Touch Speed Dialing Button..... 5-7
  - Using One-Touch Speed Dialing..... 5-10
- ❑ Coded Speed Dialing..... 5-12
  - Storing Numbers for Coded Speed Dialing ..... 5-12
  - Changing a Number/Name Stored under a Coded Speed Dialing Code..... 5-17
  - Using Coded Speed Dialing ..... 5-21
- ❑ Group Dialing..... 5-23
  - Creating Groups for Group Dialing ..... 5-23
  - Using Group Dialing ..... 5-27



## ***Speed Dialing Methods***

In addition to regular dialing, the machine provides several ways to dial fax/telephone numbers automatically.

❑ **One-Touch Speed Dialing**

Dial a fax/telephone number by pressing the One-Touch Speed Dialing button that the number is assigned to.

❑ **Coded Speed Dialing**

Dial a fax/telephone number by pressing **Coded Dial** followed by a two-digit code assigned to that number.

❑ **Group Dialing**

Send a document to a pre-defined group of fax numbers. (The numbers must already be stored as One-Touch Speed Dialing numbers or Coded Speed Dialing numbers.)

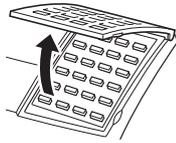
The following pages describe how to register numbers for speed dialing. You will also find instructions for changing numbers and names registered under speed dialing buttons and codes, and how to use speed dialing.

# One-Touch Speed Dialing

## Storing Numbers for One-Touch Speed Dialing

Your machine can store up to 24 of your most frequently dialed numbers under One-Touch Speed Dialing buttons. Follow this procedure to store One-Touch Speed Dialing numbers and names.

1. Open the One-Touch Speed Dialing panel.



2. Press **Data Registration**.



REGISTRATION  
1.DATA REGISTRATION

3. Use  $\wedge$  or  $\vee$  to select 2.TEL REGISTRATION.



REGISTRATION  
2.TEL REGISTRATION

4. Press **Set** twice.



TEL REGISTRATION  
1.1-TOUCH SPD DIAL

1-TOUCH SPD DIAL  
01=

5. Use  $\wedge$ ,  $\vee$ , or the One-Touch Speed Dialing button to select a One-Touch Speed Dialing button between 01 and 24.



1-TOUCH SPD DIAL  
04=

- ❑ If a number is already stored under the button you select, that number appears.
- ❑ If the button you select is registered for Group Dialing, GROUP DIAL appears.

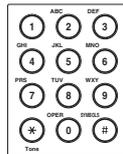
Speed Dialing

6. Press **Set**.



1-TOUCH SPD DIAL  
1. TELEPHONE NUMBER

7. Press **Set** again, then use the numeric buttons to enter your telephone number.



TELEPHONE NUMBER  
TEL=20 545 8545\_

- The number can be up to 120 digits long.
- Press **Space** to enter spaces between numbers (spaces are optional and are ignored during dialing).
- If you want to clear a mistaken entry, press **Clear** or **<**.
- To enter a pause in the number, press **Pause** one or more times.

8. Press **Set**.



1-TOUCH SPD DIAL  
2. NAME

9. Press **Set** again, then use the numeric buttons to enter the name you want to store.



NAME  
Canon U.S.A.NY\_ : A

- For details on entering letters, see page 3-2.
- You can store up to 16 characters for the name.

10. Press **Set**.



1-TOUCH SPD DIAL  
3.OPTIONAL SETTING

This completes the minimum settings for registering a One-Touch Speed Dialing button.

**To continue with the optional settings:**

Go to step 11.

**To stop here and register another button:**

Press **Data Registration**.

Repeat the procedure from step 5.

**To end the procedure and return to standby mode:**

Press **Stop**.

11. Press **Set**, then use  $\wedge$  or  $\vee$  to select ON.



OPTIONAL SETTING  
ON

12. Press **Set**.



OPTIONAL SETTING  
1.TX TYPE

13. Press **Set**, then use  $\wedge$  or  $\vee$  to select the transmission type items.



TX TYPE  
REGULAR TX

TX TYPE  
PSWD/SUBADDRESS

**The TX TYPE menu includes these items:**

REGULAR TX	Designates the transaction as a normal transmission with no special features. You can cancel the currently set PSWD/SUBADDRESS by selecting REGULAR TX.
PSWD/SUBADDRESS	Allows you to enter an ITU-T password or subaddress for the transmission.
1.SUBADDRESS	The ITU-T subaddress for the transmission.
2.PASSWORD	The ITU-T password for the transmission.

14. Press **Set** to store TX TYPE.

If you select REGULAR TX, it goes back to 1-TOUCH SPD DIAL.  
 If you want to register another One-Touch Speed Dialing button,  
 repeat the procedure from step 5. To return to standby mode, press  
**Stop**.



**To perform PSWD/SUBADDRESS settings:**

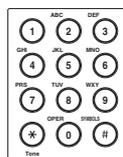
15. Press **Set**, then use the numeric buttons to enter a subaddress.



16. Press **Set** to store a subaddress.



17. Press **Set**, then use the numeric buttons to enter a password.



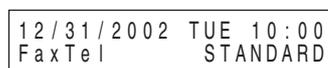
18. Press **Set** to store a password.



19. To continue registering numbers, names and TX type, repeat steps 5 to 18.

**-or-**

If you have finished registering numbers, names and TX type, press **Stop** to return to standby mode.

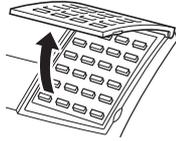


20. After you register a number for One-Touch Speed Dialing, write the name of the other party on a destination label and stick it on the One-Touch Speed Dialing panel above the number of the One-Touch Speed Dialing button where the number is registered.

## Changing a Number/Name Stored Under a One-Touch Speed Dialing Button

Follow these steps if you want to change a number and/or name registered under a One-Touch Speed Dialing button, or if you want to delete all information stored under a button.

1. Open the One-Touch Speed Dialing panel.



2. Press **Data Registration**.



REGISTRATION  
1.DATA REGSTRATION

3. Use  $\wedge$  or  $\vee$  to select 2.TEL REGISTRATION.



REGISTRATION  
2.TEL REGISTRATION

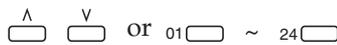
4. Press **Set** twice.



TEL REGISTRATION  
1.1-TOUCH SPD DIAL

1-TOUCH SPD DIAL  
01= 905 795 1111

5. Use  $\wedge$ ,  $\vee$ , or the One-Touch Speed Dialing button to select the One-Touch Speed Dialing button you want to change (between 01 and 24).



1-TOUCH SPD DIAL  
04= 20 545 8545

- ❑ If the button you select is registered for Group Dialing, GROUP DIAL appears.



6. Press **Set** twice.



1-TOUCH SPD DIAL  
1.TELEPHONE NUMBER

TELEPHONE NUMBER  
TEL=20 545 8545\_

**To delete a number:**

7. Press **Clear** to delete the number, then press **Set**.



TELEPHONE NUMBER  
TEL=

- When you delete a number, the name registered for that number is also deleted.

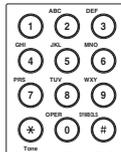
8. Press **Stop** to return to standby mode.



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**To change the number and/or name:**

7. To change the number, use the numeric buttons to enter the new number.



TELEPHONE NUMBER  
TEL=2 50921\_

- The telephone/fax number can be up to 120 digits long.
- Press **Clear** and re-enter the number. You can also use < to delete the rightmost digit and enter the correct number.
- If you only want to change the name, ignore this step and go to step 8.

8. Press **Set** twice to display the registered name.



1-TOUCH SPD DIAL  
2.NAME

NAME Canon U.S.A.NY :A

9. To change the name, use < , > and the numeric buttons to enter the new name over the previous name.



NAME Canon CANADA : A

- You can also delete the name by pressing **Clear**.
  - For details on entering letters, see page 3-2.
  - You can enter up to 16 characters for the name.
  - If you want to keep the same name, do not enter a new name and go to step 10.
10. Press **Set**.



1-TOUCH SPD DIAL  
3.OPTIONAL SETTING

11. To change additional numbers and/or names, press **Data Registration** and repeat steps 5 to 10.

**-or-**

If you have finished changing numbers and/or names, press **Stop** to return to standby mode.



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## Using One-Touch Speed Dialing

Once you have registered your numbers under One-Touch Speed Dialing buttons, you can use them to send documents as follows:



Note

Be sure to adjust the document feed lever before loading your document. See page 6-6 for more details.

1. Prepare the document and load it, face down, into the Automatic Document Feeder (ADF).
  - If necessary, you can adjust the resolution and contrast. See page 6-13 for more details.
2. Press the One-Touch Speed Dialing button assigned to the number to which you wish to send a fax.

01  ~ 24

TEL=	2 50921
04	Canon CANADA

- The name registered under that One-Touch Speed Dialing button is displayed. If no name is registered, the number registered under that button will be displayed.
- If you mistakenly press the wrong One-Touch Speed Dialing button, press **Stop**, then press the correct button.
- If no fax number is assigned to the One-Touch Speed Dialing button you press, the LCD displays NO TEL#. If this happens, make sure you press the correct button and that the number you want to dial is registered under that button.

3. Press **Start/Copy**.



- ❑ If you do not press **Start/Copy** within five seconds of pressing the One-Touch Speed Dialing button, the machine will begin sending automatically. If you do not want the machine to send automatically, you need to change the TIME OUT setting. See pages 15-7 and 15-8 for more details.
- ❑ If an error occurs during sending, the machine will print an error report. If this happens, try sending the fax again. See “Faxing Problems,” on page 13-24 for details about errors.



**Note**

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You can also use One-Touch Speed Dialing to send a document to more than one location at a time. For details, see “Group Dialing,” on page 5-23, and “Sequential Broadcasting,” on page 6-31.

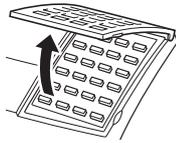
---

# Coded Speed Dialing

## Storing Numbers for Coded Speed Dialing

You can store up to 100 numbers for coded speed dialing. Follow this procedure to store coded speed dialing numbers and names.

1. Open the One-Touch Speed Dialing panel.



2. Press **Data Registration**.



REGISTRATION  
1.DATA REGISTRATION

3. Use  $\wedge$  or  $\vee$  to select 2.TEL REGISTRATION.



REGISTRATION  
2.TEL REGISTRATION

4. Press **Set**.



TEL REGISTRATION  
1.1-TOUCH SPD DIAL

5. Use  $\wedge$  or  $\vee$  to select 2.CODED SPEED DIAL.



TEL REGISTRATION  
2.CODED SPEED DIAL

6. Press **Set**.



CODED SPEED DIAL  
\*00=

### Using Search buttons:

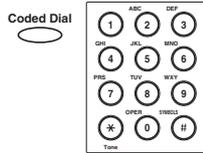
7. Use  $\wedge$  or  $\vee$  to select a two-digit code (00-99) in the display.



CODED SPEED DIAL  
\*04=

**Using the Coded Dial buttons:**

7. Press **Coded Dial**, then use the numeric buttons to enter the two digit code you want to store.



CODED SPEED DIAL  
\*04=

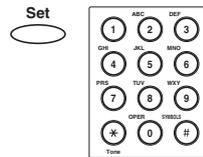
- If a number is already registered under the code you select, that number is displayed.
- If the code you select is registered for group dialing, GROUP DIAL appears.

8. Press **Set**.



CODED SPEED DIAL  
1. TELEPHONE NUMBER

9. Press **Set** again, then use the numeric buttons to enter your telephone number.



TELEPHONE NUMBER  
TEL=1 432 2060\_

- The number can be up to 120 digits long.
- Press **Space** to enter spaces between numbers (spaces are optional and are ignored during dialing).
- If you want to clear a mistaken entry, press **Clear** or **<**.
- To enter a pause in the number, press **Pause** one or more times.

10. Press **Set**.



CODED SPEED DIAL  
2. NAME

Speed Dialing

11. Press **Set** again, then use the numeric buttons to enter the name you want to store.



- For details on entering letters, see page 3-2.
- You can store up to 16 characters for the name.

12. Press **Set**.



This completes the minimum settings for registering a two-digit Coded Speed Dialing code.

**To continue with the optional settings:**

Go to step 13.

**To stop here and register another code:**

Press **Data Registration**.

Repeat the procedure from step 7.

**To end the procedure and return to standby mode:**

Press **Stop**.

13. Press **Set**, then use  $\wedge$  or  $\vee$  to select ON.



14. Press **Set**.



15. Press **Set**, then use  $\wedge$  or  $\vee$  to select the transmission type items.



**The TX TYPE menu includes these items:**

REGULAR TX	Designates the transaction as a normal transmission with no special features. You can cancel the currently set PSWD/SUB-ADDRESS by selecting REGULAR TX.
PSWD/SUBADDRESS	Allows you to enter an ITU-T password or subaddress for the transmission.
1.SUBADDRESS	The ITU-T subaddress for the transmission.
2.PASSWORD	The ITU-T password for the transmission.

16. Press **Set** to store TX TYPE.  
 If you select REGULAR TX, it goes back to CODED SPEED DIAL.  
 If you want to register another Coded Speed Dialing button, repeat the procedure from step 7. To return to standby mode, press **Stop**.



**To perform PSWD/SUBADDRESS settings:**

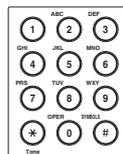
17. Press **Set**, then use the numeric buttons to enter a subaddress.



18. Press **Set** to store a subaddress.



19. Press **Set**, then use the numeric buttons to enter a password.



20. Press **Set** to store a password.



CODED SPEED DIAL  
\*05 =

21. To continue registering numbers, names and TX type, repeat steps 7 to 20.

**-or-**

If you have finished registering numbers, names and TX type, press **Stop** to return to standby mode.

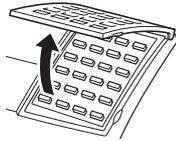


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## Changing a Number/Name Stored under a Coded Speed Dialing Code

Follow these steps if you want to change the number and/or name registered under a Coded Speed Dialing code, or if you want to delete all information stored under a code.

1. Open the One-Touch Speed Dialing panel.



2. Press **Data Registration**.



REGISTRATION  
1. DATA REGISTRATION

3. Use  $\wedge$  or  $\vee$  to select 2.TEL REGISTRATION.



REGISTRATION  
2. TEL REGISTRATION

4. Press **Set**.



TEL REGISTRATION  
1. 1-TOUCH SPD DIAL

5. Use  $\wedge$  or  $\vee$  to select 2.CODED SPEED DIAL.



TEL REGISTRATION  
2. CODED SPEED DIAL

6. Press **Set**.



CODED SPEED DIAL  
\*00= 2131 1250

### Using Search buttons:

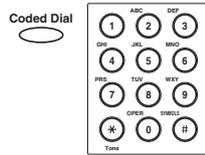
7. Use  $\wedge$  or  $\vee$  to select a two-digit code (00-99) in the display.



CODED SPEED DIAL  
\*04= 1 432 2060

**Using the Coded Dial button:**

7. Press **Coded Dial**, then use the numeric buttons to enter the two digit code you want to change or delete.



CODED SPEED DIAL  
\*04= 1 432 2060

- If the code you select is registered for group dialing, GROUP DIAL is displayed.

8. Press **Set** twice.



CODED SPEED DIAL  
1. TELEPHONE NUMBER

TELEPHONE NUMBER  
TEL= 1 432 2060\_

**To delete a number:**

9. Press **Clear** to delete the number, then press **Set**.



TELEPHONE NUMBER  
TEL=

- When you delete a number, the name registered for that number is also deleted.

10. Press **Stop** to return to standby mode.



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**To change the number and/or name:**

9. To change the number, press **Clear** and re-enter the number. You can also use < to delete the rightmost digit and enter the correct number.

< >



TELEPHONE NUMBER  
 TEL=2 50921\_

- The telephone/fax number can be up to 120 digits long.
  - If you only want to change the name, ignore this step and go to step 10.
10. Press **Set** twice to display the registered name.

Set Set

CODED SPEED DIAL  
 2.NAME

NAME : A  
 Canon U.S.A.NY

11. To change the name, use < , > and the numeric buttons to enter the new name over the previous name.

< >



NAME : A  
 Canon CANADA

- You can also delete the name by pressing **Clear**.
  - For details on entering letters, see page 3-2.
  - You can enter up to 16 characters for the name.
  - If you want to keep the same name, do not enter a new name and go to step 12.
12. Press **Set**.

Set

CODED SPEED DIAL  
 3.OPTIONAL SETTING

Speed Dialing

13. To change additional numbers and/or names, press **Data Registration** and repeat steps 7 to 12.

**-or-**

If you have finished changing numbers and/or names, press **Stop** to return to standby mode.



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## Using Coded Speed Dialing

Once you have registered your numbers under Coded Speed Dialing codes, you can send documents as follows:



Note

Be sure to adjust the document feed lever before loading your document. See page 6-6 for more details.

1. Prepare the document and load it, face down, into the Automatic Document Feeder (ADF).
  - If necessary, you can adjust the resolution and contrast. See page 6-13 for more details.

2. Press **Coded Dial**.



3. Use the numeric buttons to enter the two-digit code assigned to the fax number.



- The name registered under that coded speed dialing code is displayed. If no name is registered, the number registered under that code will be displayed.
- If you mistakenly enter the wrong code, press **Stop**. Then press **Coded Dial** and enter the correct code.
- If no fax number is assigned to the coded speed dialing code you press, the LCD displays NO TEL #. If this happens, make sure you enter the correct code and that the number you want to dial is registered under that code.

Speed Dialing

4. Press **Start/Copy**.



- ❑ If you do not press **Start/Copy** within five seconds of entering the coded speed dialing code, the machine will begin sending automatically. If you do not want the machine to send automatically, you need to change the TIME OUT setting. See pages 15-7 and 15-8 for more details.
- ❑ If an error occurs during sending, the machine will print an error report. If this happens, try sending the fax again. See "Faxing Problems," on page 13-24 for details about errors.



**Note**

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You can also use coded speed dialing to send a document to more than one location at a time. For details, see "Group Dialing," on page 5-23, and "Sequential Broadcasting," on page 6-31.

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## Group Dialing

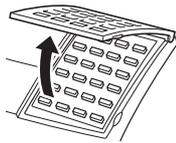
If you frequently send faxes to the same group of numbers, you can create a "group." Groups are stored under One-Touch Speed Dialing buttons or Coded Speed Dialing codes and can contain as many as 123 numbers.

### Creating Groups for Group Dialing

The numbers you register in a group must already be stored under One-Touch Speed Dialing buttons or Coded Speed Dialing codes. Each group is stored under a One-Touch Speed Dialing button or a Coded Speed Dialing code.

Create groups for group dialing as follows:

1. Open the One-Touch Speed Dialing panel.



2. Press **Data Registration**.



REGISTRATION  
1.DATA REGSTRATION

3. Use  $\wedge$  or  $\vee$  to select 2.TEL REGISTRATION.



REGISTRATION  
2.TEL REGISTRATION

4. Press **Set**.



TEL REGISTRATION  
1.1-TOUCH SPD DIAL

5. Use  $\wedge$  or  $\vee$  to select 3.GROUP DIAL.



TEL REGISTRATION  
3.GROUP DIAL

6. Press **Set**.



GROUP DIAL  
01=

Speed Dialing

**To store a group under a One-Touch Speed Dialing button:**

- Use  $\wedge$ ,  $\vee$ , or the One-Touch Speed Dialing button to select an unused One-Touch Speed Dialing button (01 to 24).

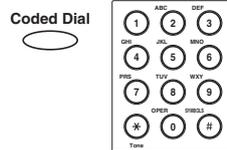
$\wedge$   $\vee$  or 01 ~ 24

GROUP DIAL  
03 =

- If a group or number is already registered under the button you select, GROUP DIAL or 1-TOUCH SPD DIAL is displayed.

**To store a group under a Coded Speed Dialing code:**

- Press **Coded Dial**, then use the numeric buttons to enter an unused two-digit code (00 to 99).



GROUP DIAL  
\*00 =

- If a group or number is already registered under the code you select, GROUP DIAL or CODED SPEED DIAL is displayed.
- To continue storing under a Coded Speed Dialing code, you can use  $\wedge$  or  $\vee$  also.



**Note**

- Each One-Touch Speed Dialing button or Coded Speed Dialing code can store either a name and number for speed dialing, or a group. Be careful not to override speed dialing numbers and names when creating and registering groups.
- If you wish to register a group under a One-Touch Speed Dialing button or Coded Speed Dialing code already registered for speed dialing, or if you want to re-enter a group, you must delete the previous information first. See pages 5-7 and 5-17 for more details.

8. Press **Set** twice.



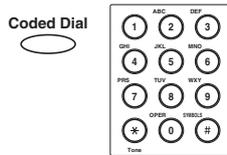
GROUP DIAL 1. TELEPHONE NUMBER
TEL =

9. Enter the speed dialing numbers you want to store in the group.

- To enter in the group a number stored under a One-Touch Speed Dialing button, press the desired One-Touch Speed Dialing button(s).

01  ~ 24

- To enter a number stored under a coded speed dialing code, press **Coded Dial**, then enter the two-digit code for the number using the numeric buttons.



- For multiple entries, press **Coded Dial** between each entry.



Note

- You cannot register numbers in the groups that have not been registered for one-touch or coded speed dialing.
- You can review the numbers registered under the group by pressing  $\wedge$  or  $\vee$ .
  - If you want to delete one of these numbers from the group, press **Clear** (ERASING END is displayed).
  - If you want to add a number to the group, press the One-Touch Speed Dialing button or Coded Speed Dialing code the number is registered under, and then press **Set**. The number will be added to the group.
- You can cancel registering numbers and return to standby mode by pressing **Stop** anytime before pressing **Set** in step 10.

Speed Dialing

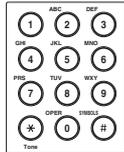
10. Press **Set** twice.



GROUP DIAL  
2.NAME

NAME : A  
\_

11. Enter the name using the numeric buttons for the group.



NAME : A  
USA GROUP

- See page 3-2 for details on entering letters.
- You can enter up to 16 characters for the name.

12. Press **Set**.



13. To enter additional groups, repeat steps 7 to 12.

**-or-**

If you have finished registering groups, press **Stop** to return to standby mode.



12/31/2002 TUE 10:00  
FaxTel STANDARD

## Using Group Dialing

To send a document to a group of numbers, follow these instructions.



Note

Be sure to adjust the document feed lever before loading your document. See page 6-6 for more details.

1. Prepare the document and load it, face down, into the Automatic Document Feeder (ADF).
  - If necessary, you can adjust the resolution and contrast. See page 6-13 for more details.
2. Enter the group(s) stored under a One-Touch Speed Dialing button(s) and/or Coded Speed Dialing code(s).

Ex: 03

TEL=GROUP DIAL 03 USA GROUP
--------------------------------

Ex:  Coded Dial  2  1

TEL=GROUP DIAL *21 USA GROUP
---------------------------------

- If you make a mistake when selecting a group, press **Stop** and start again.
- The name registered under that One-Touch Speed Dialing button or Coded Speed Dialing code is displayed. If no name is registered, GROUP DIAL is displayed.
- If you press a One-Touch Speed Dialing button or Coded Speed Dialing code that has no group (or fax number) registered under it, the LCD displays NO TEL #. Make sure you press the correct One-Touch Speed Dialing button or enter the correct Coded Speed Dialing code, and that the group you want has been registered correctly under that button or code.

Speed Dialing

- ❑ After entering the first One-Touch Speed Dialing button or Coded Speed Dialing code, you have five seconds to enter another speed dialing button or code before the machine begins sending automatically. If you have entered more than one speed dialing button or code, the machine waits for 10 seconds before it begins sending. If you do not want the machine to send automatically, you need to change the TIME OUT setting. See pages 15-7 and 15-8 for more details.
3. When you finish entering groups, press **Start/Copy**.



- ❑ The machine then scans the document into memory, and begins dialing the numbers in the groups.

# Chapter 6

## Sending Faxes

This chapter describes how to use your machine to send faxes.

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  - Document Requirements ..... 6-3
    - Scanning Area ..... 6-5
  - Selecting Automatic/Manual Document Feed ..... 6-6
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Sending Faxes

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## Preparing to Send a Fax

Before you can send a fax, you need to load the document into machine. For instructions and information about the types of documents you can fax with machine, see below.

### Document Requirements

The documents you load into machine must meet these requirements:

#### When the document feed lever is set to Automatic Document Feed:

Size:	<ul style="list-style-type: none"> <li>Maximum: 8.5 × 14 in. (216 × 355.9 mm)</li> </ul>
(W × L)	<ul style="list-style-type: none"> <li>Minimum: 5.8 × 4.1 in. (148 × 105 mm)</li> </ul>
Quantity:	<ul style="list-style-type: none"> <li>Up to 30 letter-size, 30 A4-size, or 20 legal-size pages (1 page for sizes other than these)</li> </ul>
Thickness:	<ul style="list-style-type: none"> <li>0.0028–0.005 in. (0.07–0.13 mm) (For pages thicker than this, load one page at a time)</li> <li>All sheets should be of the same thickness.</li> </ul>
Weight:	<ul style="list-style-type: none"> <li>13–24lb (50–90 g/m<sup>2</sup>)</li> <li>All sheets should be of the same weight.</li> </ul>

#### When the document feed lever is set to Manual Document Feed:

Size:	<ul style="list-style-type: none"> <li>Maximum: 8.5 × approx. 39 in. (216 mm × approx. 1 m)</li> </ul>
(W × L)	<ul style="list-style-type: none"> <li>Minimum: 5.8 × 4.1 in. (148 × 105 mm)</li> </ul>
Quantity:	<ul style="list-style-type: none"> <li>1 page</li> </ul>
Thickness:	<ul style="list-style-type: none"> <li>0.0023–0.0118 in. (0.06–0.3 mm)</li> </ul>
Weight:	<ul style="list-style-type: none"> <li>10.6–90lb (40–340 g/m<sup>2</sup>)</li> </ul>



### Problem documents

- ❑ To prevent paper jams in the Automatic Document Feeder (ADF), do not use any of the following paper in machine:



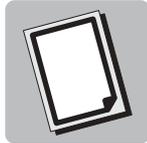
WRINKLED OR  
CREASED PAPER



CURLED OR  
ROLLED PAPER



TORN PAPER



CARBON PAPER OR  
CARBON-BACKED  
PAPER



COATED PAPER

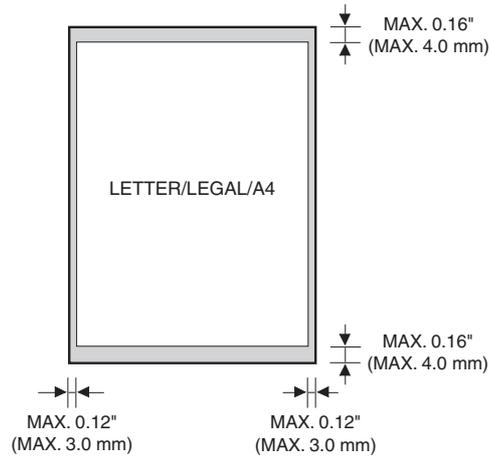


ONION SKIN OR  
THIN PAPER

- ❑ Remove all staples, paper clips, or any other fasteners before loading the document into the Automatic Document Feeder (ADF).
- ❑ Make sure any glue, ink, or correction fluid on the paper is completely dry before loading the document into the Automatic Document Feeder (ADF).
- ❑ If you have a document that will not feed into machine properly, make a photocopy of the document, then load the copy instead.

### Scanning Area

The margins of 0.12 in. (3.0 mm) on both sides of the sheet, and 0.16 in. (4.0 mm) on the top and bottom are outside machine's scanning area. Make sure your document's text and graphics do not extend into these margins.

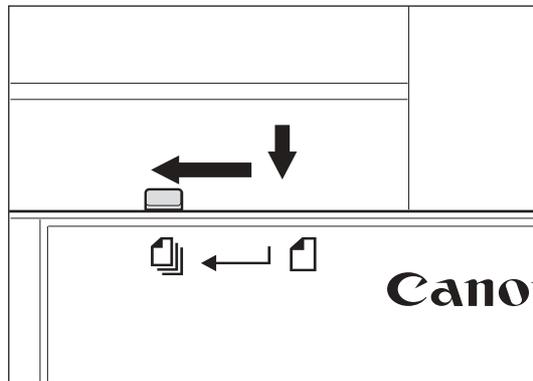


## Selecting Automatic/Manual Document Feed

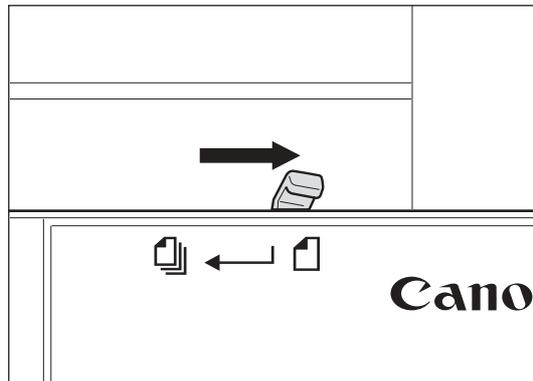
With machine, you can select whether you want to scan documents automatically or manually.

Automatic document feed is used when scanning multipage documents on normal paper. Use manual document feed when scanning single-page documents such as photos, business cards, or documents on other special types of paper. Manual document feed will allow you to scan your document with minimum damage to the surface of the document.

Use the document feed lever located at the top of the operation panel, to select automatic document feed or manual document feed.



Automatic document feed



Manual document feed

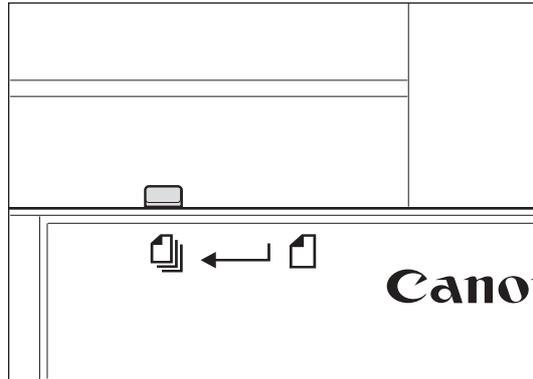


Note

Selecting manual document feed, the document feed lever is set to automatic document feed automatically after sending a document.

## Loading Documents for Automatic Feed

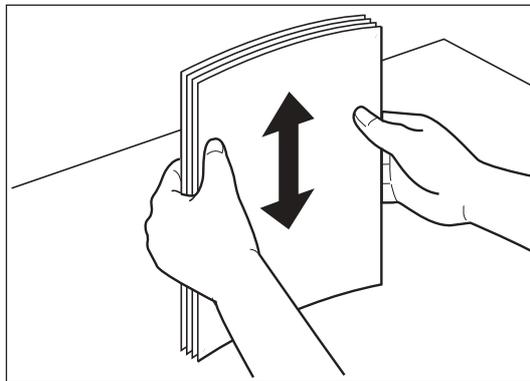
1. Make sure the document feed lever is set to automatic document feed.



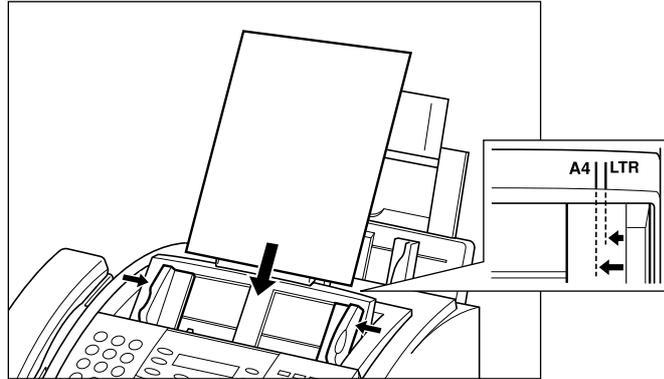
Note

Be sure to pull the feed lever towards you before sliding it to the left.

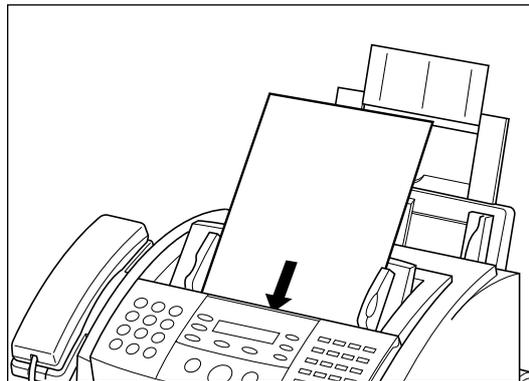
2. If the document has multiple pages, tap it on a flat surface to even the edges.



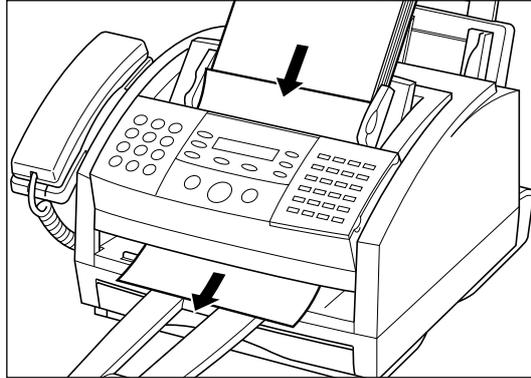
3. Adjust the document guides to the width of the document.



4. Gently insert the document face down (top of the document first) into the Automatic Document Feeder (ADF) until it stops.



The document is now ready for scanning. The machine automatically feeds the pages one by one from the bottom of the stack.



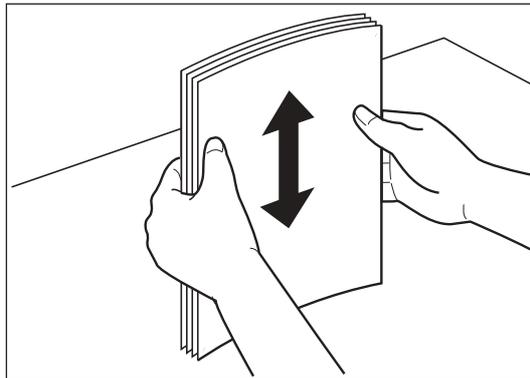
**Note**

Wait until all pages of your document have been scanned completely before starting a new job.

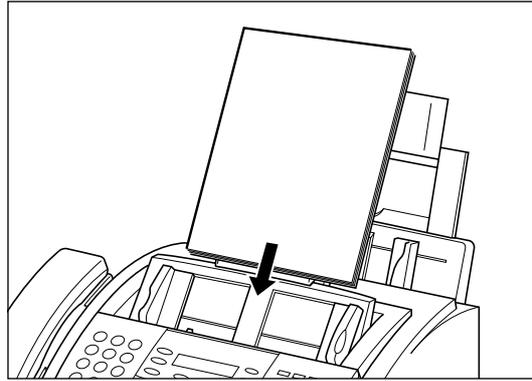
### Trouble With Multipage Documents

If you have trouble feeding a multipage document, do the following:

1. Remove the stack and tap it on a flat surface to even the edges.



2. Gently insert the stack into the Automatic Document Feeder (ADF) until it stops.

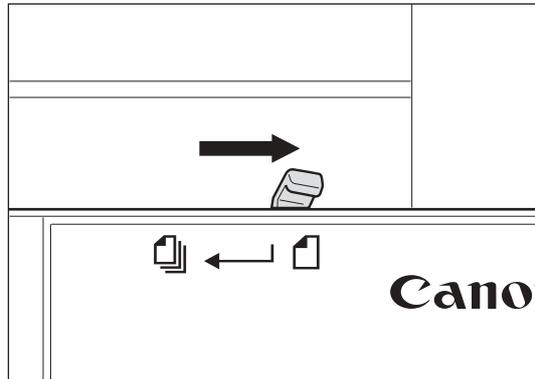


Note

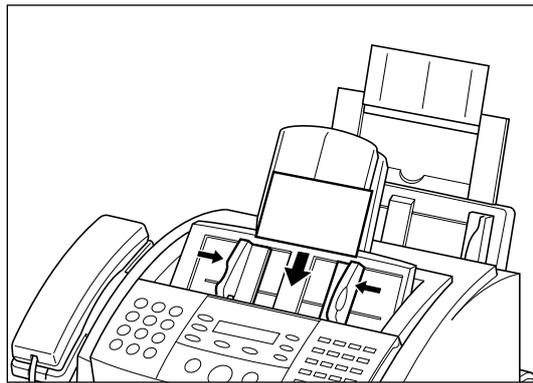
- ❑ If you have further trouble with page jams while feeding, see “Jams in the Automatic Document Feeder (ADF)?,” on page 13-5.
- ❑ You cannot feed a multipage document of thick media, such as postcards or business cards. Use manual feed instead to feed one page at a time.
- ❑ Wait until all pages of your document have been scanned completely before starting a new job.

## ***Loading Documents for Manual Feed***

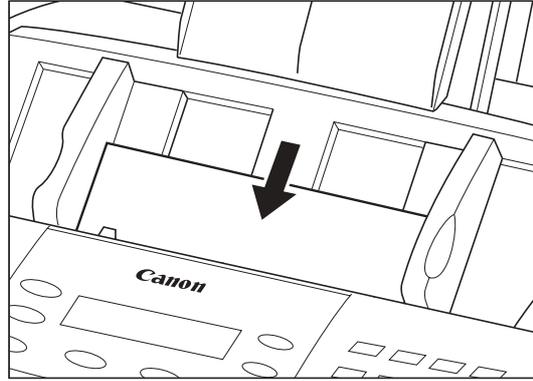
1. Make sure the document feed lever is set to manual document feed.



2. Adjust the document guides to the width of the document.



3. Gently insert the document face down (top of the document first) into the Automatic Document Feeder (ADF) until it stops.



The document is now ready for scanning.



Note

- Wait until your document has been scanned completely before starting a new job.
- The length of the document is slightly reduced when copying or sending documents using manual feed.
- When using manual document feed continuously, each time set the document feed lever to manual document feed.

## Setting the Resolution and Contrast

### Setting the Scanning Resolution

Canon's Ultra High Quality (UHQ™) imaging technology enables you to send faxes with a print quality that is very close to that of the original document. The machine also lets you adjust the resolution it uses in sending faxes to best suit your particular document.

The machine has four resolution settings:

- FAX STANDARD** resolution (203 × 98 dpi) is adequate for most text documents.
- FAX FINE** resolution (203 × 196 dpi) is suitable for documents with fine print (smaller than the print in this sentence).
- FAX PHOTO** resolution (203 × 196 dpi, with halftones) is for documents that contain photographs. With this setting, areas of the document that contain photos are automatically scanned with 64 levels of gray, rather than just two (black and white). This gives a much better reproduction of the photos, though transmission time is longer.
- SUPER FINE** resolution (203 × 391 dpi) is for documents that contain fine print and images (much smaller than the print in this sentence), and its resolution is four times of FAX STANDARD.

Set the resolution as follows:

1. Press **Resolution**.

Resolution  
○

FAX RESOLUTION  
FAX STANDARD

- The LCD display shows the current resolution setting.

2. Press **Resolution** until the resolution you want is displayed.

Resolution  
○

FAX RESOLUTION  
FAX STANDARD

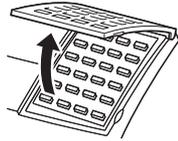
3. Continue with the operation you wish to complete.
  - ❑ If you do not proceed with any other operation, the LCD display returns to standby mode after about 10 seconds.

12/31/2002 TUE 10:00  
 FaxTel STANDARD

### Setting the Scan Contrast

Contrast is the difference in brightness between the lightest and darkest parts of a printed document. You can adjust the contrast machine uses when scanning documents to be sent. **STANDARD** is the default setting and is adequate for most documents. To darken a light original, set to **DARKER**; to lighten dark originals, use **LIGHTER**.

1. Open the One-Touch Speed Dialing panel.



2. Press **Data Registration**.



REGISTRATION  
 1.DATA REGSTRATION

3. Press **Set** twice.



DATA REGSTRATION  
 1.USER SETTINGS

USER SETTINGS  
 1.DATE & TIME

4. Use **^** or **v** to select 5.SCAN CONTRAST.



USER SETTINGS  
 5.SCAN CONTRAST

5. Press **Set**.



SCAN CONTRAST  
 STANDARD

- ❑ The currently set scan contrast is displayed.

6. Press  $\wedge$  or  $\vee$  to select the scan contrast you wish to set.



SCAN CONTRAST  
STANDARD

- You can select STANDARD, DARKER or LIGHTER.
- You can cancel and return to standby mode by pressing **Stop** any time before pressing **Set** in step 7.

7. Press **Set**.



USER SETTINGS  
6.OFFHOOK ALARM

8. Press **Stop** to return to standby mode.



12/31/2002 TUE 10:00  
FaxTel STANDARD

## Sending Methods

### Manual Sending Via the Handset

Use manual sending via the handset if you want to speak with the other party before sending a fax to them. With manual sending via the handset, you dial, converse normally and when they are ready to receive your fax, press **Start/Copy** to begin sending. See page 6-18 for more details on manual sending via the handset.

For manual sending via the handset, you need to have the handset or a telephone connected to your machine.

### Memory Sending

Memory sending allows you to send a document easily and quickly. This method of sending scans the document into memory, and as the first page of a multipage document is being scanned, machine already begins calling the other party and transmitting the information even as the remaining pages are being scanned.

To use memory sending, you load the document, dial the fax number and pres **Start/Copy**. See page 6-20 for more details on memory sending.

Since machine is multitasking, you can even scan a document into the memory while sending a document, receiving a document, or printing a report.

## Dialing Methods

There are several ways of dialing the number of the party you want to send to:

**Regular Dialing**

Use the numeric buttons to dial the recipient's fax number.

**One-Touch Speed Dialing**

Press the **One-Touch Speed Dialing** button (1 to 24) under which you have registered the number you want to send to. See Chapter 5, "Speed Dialing," for details on registering and using One-Touch Speed Dialing.

**Coded Speed Dialing**

Press **Coded Dial** and enter the two-digit code (00 to 99) under which you have registered the number you want to send to. See Chapter 5, "Speed Dialing," for details on registering and using Coded Speed Dialing.

**Group Dialing**

Send a document to a pre-defined group of fax numbers. (The numbers must already be stored as One-Touch Speed Dialing numbers or Coded Speed Dialing numbers.) See Chapter 5, "Speed Dialing," for details on registering and using Group Dialing.

## Sending Documents

This section describes the different ways to send faxes with machine.

### Manual Sending Via the Handset

You can send faxes manually. This allows you to talk to the other party via the handset before sending the fax, which can be useful if the other party uses a single line for both voice and fax transmissions.



Note

---

Be sure to adjust the document feed lever before loading your document. See page 6-6 for details.

---

1. Prepare the document and load it, face down, into the Automatic Document Feeder (ADF).

- Once the document is loaded, the LCD display shows the following:

MEMORY USED	0%
-------------	----

DOCUMENT READY
----------------

- If necessary, you can adjust the resolution and contrast. See page 6-13 for details.
2. Lift the handset and dial the number.

**-or-**

Press **Hook** and dial the number.



After you press **Hook** or pick up the handset, the **In Use/Memory** lamp indicates and you will be able to hear the dial tone.

TEL =	2 887 0166
-------	------------

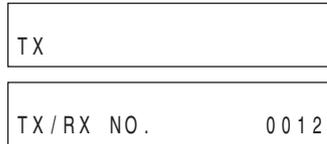
- Use one of the dialing methods described on page 6-17 except Group Dialing.

3. If a person answers, you can converse normally. When you hear the other party answer, pick up the handset so you can talk if you have not already done so. Then go to step 4.

**-or-**

If you hear a high pitched signal, instead of the other party's voice, they are ready to receive your document. Go to step 6.

4. Ask the other party to press the start button on their machine and then hang up their handset.
5. After the other party presses the start button on their machine, you will hear a high pitched signal.
6. Press **Start/Copy** on your machine and hang up your handset.



- ❑ The LCD displays TX and the transmission number (TX/RX NO.).



**Note**

Be sure to press **Start/Copy** before you hang up, or you will disconnect the call.

## Memory Sending

Memory sending is a quick and easy way to send a fax. The machine scans the document into its memory as it dials the fax number. If the line is free, machine begins sending the fax as it scans the rest of the document.

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

Follow the instructions below to send a document with memory sending:



**Note**

---

Be sure to adjust the document feed lever before loading your document. See page 6-6 for details.

---

1. Prepare the document and load it, face down, into the Automatic Document Feeder (ADF).

- Once the document is loaded, the LCD display shows the following:

MEMORY USED	0%
-------------	----

DOCUMENT READY
----------------

- If necessary, you can adjust the resolution and contrast. See page 6-13 for details.
  - You may not be able to use memory sending if the percentage shown in the MEMORY USED display is close to 100%. In this case, use manual sending via the handset to send your document.
2. Dial the other party's fax number.

TEL=	9 p 8 3 3 4 7 7 7
------	-------------------

- Use one of the dialing methods described on page 6-17.
- If you must first dial a digit to get an outside line ("9" for example), add a pause after that digit by pressing **Pause**, as shown in the example above.

3. Press **Start/Copy**.



- The machine then begins scanning the document into memory and dials the number. After a few seconds, the display shows the number of pages it has scanned.

TEL =	9 p 8 3 3 4 7 7 7
SCANNING	P . 0 0 1

TX	0 0 3 0
SCANNING	P . 0 0 1

The display then shows the transaction number for the fax. This is a unique number machine assigns to the document, and is used to identify the document in transaction reports.

The display continues to show these two displays in order while the machine is sending the fax.

- When machine finishes sending the fax, the display shows the TRANSMITTING OK message.



**Note**

---

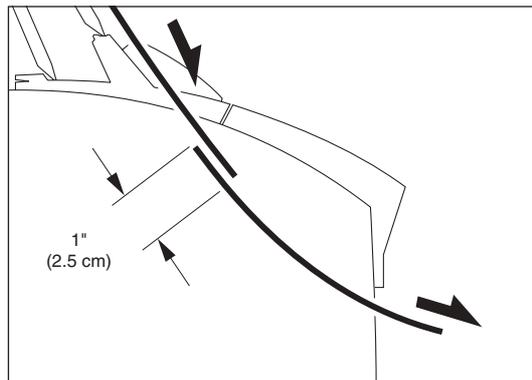
If an error occurs during sending, the machine will print out an error report. If this happens, try sending the fax again. See "Faxing Problems," on page 13-24 for details about errors.

---

## ***Adding Pages to the Document in the Automatic Document Feeder (ADF)***

The machine Automatic Document Feeder (ADF) can hold up to 30 letter-size, 30 A4-size, or 20 legal-size pages at a time when the document feed lever is set to automatic document feed. If your document has more pages than this, you can add pages while machine is scanning.

1. Wait until the last sheet in the Automatic Document Feeder (ADF) starts feeding.
2. Load up to 30 additional sheets (20 legal size).
  - ❑ Insert the first new page so that it overlaps the last page by about 1 inch (2.5 cm).



**Note**

---

Wait until all pages of your document have been scanned completely before starting a new job.

---

## Canceling Sending

If you want to stop sending before the transmission is finished, do the following.

1. Press **Stop**.



- If you are sending manually, the transmission is canceled immediately.
- If you are sending from memory, the following appears in the display:

CANCEL DURING TX/RX?  
YES = (\*)    NO = (#)

2. To cancel sending, press **\***.



- If you change your mind and want the machine to continue sending, press **#**. The machine will continue sending normally.



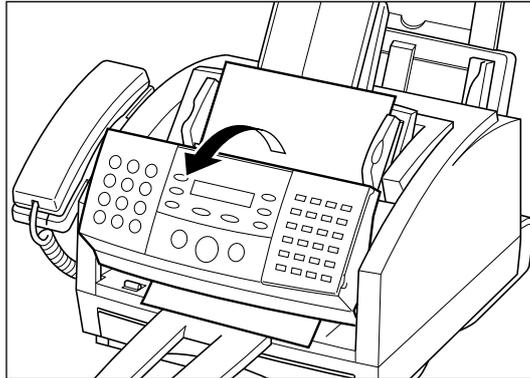
---

After you cancel a fax, you may need to open the operation panel to remove the document from the Automatic Document Feeder (ADF). See "Removing the Document From the Automatic Document Feeder (ADF)", on the following pages.

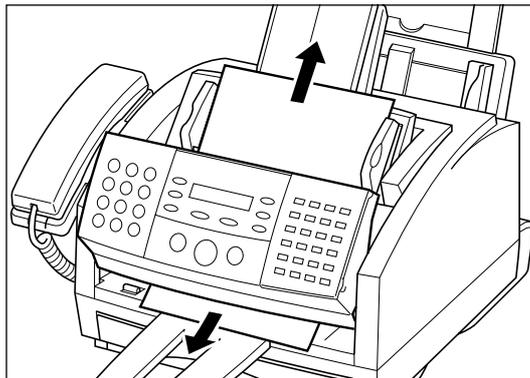
---

## **Removing the Document From the Automatic Document Feeder (ADF)**

1. Open the operation panel by gently pulling it toward you.

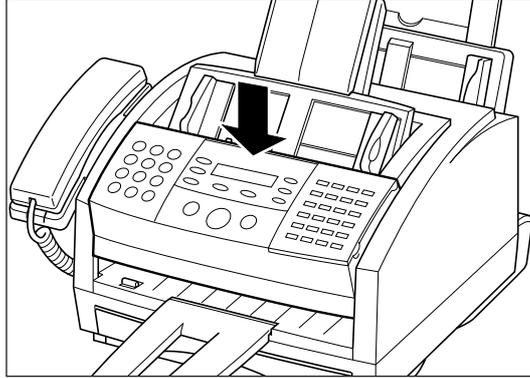


2. Remove the document by pulling it out from the top or bottom.



- ❑ Do not pull the document without opening the operation panel, otherwise the document will tear.

3. When you are finished, close the operation panel by pressing it down from the center as shown.



**Note**

---

Be sure to close the operation panel until it locks into place. Otherwise the machine will not function properly.

---

## ***Redialing***

### ***Manual Redialing***

To redial the last number dialed with the numeric buttons, press **Redial**.

To cancel manual redialing, simply press **Stop**.

### ***Automatic Redialing With Memory Sending***

With memory sending, you can set machine to automatically dial the fax number again if the receiving machine does not answer or if the line is busy. You can also control how many times machine will redial the number and how long it will wait between dialing attempts. See "Setting Up Automatic Redialing," on page 6-28. When automatic redialing is in use, machine alternately displays **AUTO REDIAL** and the transaction number while it is waiting to redial.

12/31/2002 TUE 10:00 AUTO REDIAL
-------------------------------------

12/31/2002 TUE 10:00 TX/RX NO. 0017
--

When it begins redialing, it alternately displays **CALLING**, the transaction number (TX/RX NO.), and the fax number you dialed.

12/31/2002 TUE 10:00  
DIALING

12/31/2002 TUE 10:00  
8334424

12/31/2002 TUE 10:00  
CALLING

12/31/2002 TUE 10:00  
TX/RX NO. 0017

12/31/2002 TUE 10:00  
ADAM BOOKS. CPA

12/31/2002 TUE 10:00  
8334424

- ❑ If you used One-Touch or Coded Speed Dialing to dial the number, the name registered under that button or code will also be displayed.

If the receiving machine does not answer on the last attempt, machine displays **BUSY/NO SIGNAL**.

12/31/2002 TUE 10:00  
BUSY/NO SIGNAL

If this happens, try sending again later.

### Canceling Automatic Redialing

1. Wait until machine begins redialing.

12/31/2002 TUE 10:00  
DIALING

- ❑ While machine is waiting to redial, the LCD displays **AUTO REDIAL**.

2. Press **Stop**.

- ❑ The machine asks you to confirm that you want to cancel:



CANCEL DURING TX/RX?  
YES=(\*) NO=(#)



3. To cancel the redialing, press **\***.

- The machine beeps and alternates the following displays:



12/31/2002 TUE 10:00
TX/RX NO. 0001

12/31/2002 TUE 10:00
TX/RX CANCELLED

- The machine then prints an error report (if set to print one).

PRINTING REPORT
-----------------



Note

- Automatic redialing cannot be canceled by pressing **Stop** while the machine is waiting to redial. If you press **Stop** while the machine is waiting to redial, the LCD displays the standby mode but remains in automatic redialing mode.
- You can also delete the document from memory. See "Deleting a Document Stored in Memory," on page 8-8.

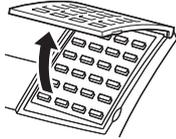
### Setting Up Automatic Redialing

You can set up the following options for automatic redialing:

- The number of times machine attempts redialing
- The time interval between redialing attempts

Follow the procedure below to adjust the automatic redialing settings.

1. Open the One-Touch Speed Dialing panel.



2. Press **Data Registration**.



REGISTRATION  
1.DATA REGISTRATION

3. Press **Set**, then press  $\wedge$  or  $\vee$  to select 3.TX SETTINGS.



DATA REGISTRATION  
3.TX SETTINGS

4. Press **Set**, then press  $\wedge$  or  $\vee$  to select 3.AUTO REDIAL.



TX SETTINGS  
3.AUTO REDIAL

5. Press **Set**, then use  $\wedge$  or  $\vee$  to select ON.



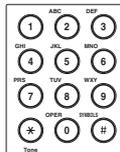
AUTO REDIAL  
ON

6. Press **Set**.



AUTO REDIAL  
1.REDIAL TIMES

7. Press **Set** again, then use  $\wedge$ ,  $\vee$ , or the numeric buttons to enter the number of times you want the machine to redial (1 to 10 times).



REDIAL TIMES  
2TIMES

8. Press **Set**.



AUTO REDIAL  
2.REDIAL INTERVAL

Sending Faxes

9. Press **Set** again, then use  $\wedge$ ,  $\vee$ , or the numeric buttons to select the time interval between redialings (2 to 99 minutes).

**Set**  $\wedge$   $\vee$  or  REDIAL INTERVAL  
2MIN.

The keypad diagram shows a standard 12-button numeric keypad with the following labels: 1 (ABC), 2 (DEF), 3 (GHI), 4 (JKL), 5 (MNO), 6 (PQRS), 7 (TUV), 8 (WXYZ), 9 (WXYZ), \*, 0, #. Below the keypad is the label 'Tone'.

10. Press **Set**.

**Set** TX SETTINGS  
4.TIME OUT

11. Press **Stop** to return to standby mode.

**Stop** 12/31/2002 TUE 10:00  
FaxTel STANDARD

## Sequential Broadcasting

### Sending a Document to More Than One Destination

The machine's sequential broadcasting feature allows you to send a fax to a sequence of up to 125 fax numbers, using any combination of dialing methods as follows:

- One-Touch Speed Dialing: up to 24 destinations
- Coded Speed Dialing: up to 100 destinations
- Regular Dialing: 1 destination only  
(with the numeric buttons or **Redial**)

You can enter the One-Touch Speed Dialing and Coded Speed Dialing destinations in any order. You can also include one destination that you dial manually using the numeric buttons or by pressing **Redial**.

To send a fax to more than one location, do the following:



**Note**

Be sure to adjust the document feed lever before loading your document. See page 6-6 for details.

1. Prepare the document and load it, face down, into the Automatic Document Feeder (ADF).
  - If necessary, you can adjust the resolution and contrast. See page 6-13 for details.
2. Enter up to 125 fax destinations using any of the following three methods:
  - One-Touch Speed Dialing:**  
Press the desired One-Touch Speed Dialing button(s).  
01  ~ 24

❑ **Coded Speed Dialing:**

Press **Coded Dial**, then enter the two-digit code (00-99) using the numeric buttons.



- Be sure to press **Coded Dial** before each code.

❑ **Regular Dialing:**

Enter the number using the numeric buttons or press **Redial**.



- You can only enter one number with the numeric buttons.



**Note**

- 
- ❑ After entering the first One-Touch Speed Dialing button or Coded Speed Dialing code, you have five seconds to enter another speed dialing button or code before machine begins sending automatically. If you have entered more than one speed dialing button or code, machine waits for 10 seconds before it begins sending. If you do not want machine to send automatically, you need to change the TIME OUT setting. See pages 15-7 and 15-8 for more details.
- ❑ If you want to review the numbers you entered, open the One-Touch Speed Dialing panel and use  $\wedge$  or  $\vee$  to scroll through the numbers.
-

3. When you finish entering numbers, press **Start/Copy** to begin sending, or wait a few seconds for machine to begin sending automatically.



- The machine then scans the document into memory, and begins sending it to the destinations in numerical order, starting with the one-touch speed dialing numbers, then the coded speed dialing numbers, and finally the number dialed with the numeric buttons or **Redial**.



Note

---

If machine memory becomes full while scanning your document, MEMORY FULL appears in the LCD display. If this happens, remove the remainder of the document from the Automatic Document Feeder (ADF). (You may need to open the operation panel to do so. See page 6-24 for details.) Then divide the document into several sections and send each section separately.

---

## ***Sending a Document Using Group Dialing***

If you frequently send faxes to the same group of people, you can create a "group." Groups are stored under One-Touch Speed Dialing buttons or Coded Speed Dialing codes. See Chapter 5, "Speed Dialing," for details on registering numbers under groups and using Group Dialing.

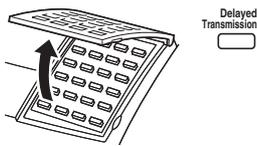
## Delayed Sending

Your machine allows you to scan a document into its memory and send it automatically at a preset time. By using this feature, you can take advantage of lower long distance rates at night, for example.



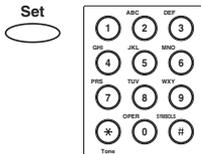
Be sure to adjust the document feed lever before loading your document. See page 6-6 for more details.

1. Prepare the document and load it, face down, into the Automatic Document Feeder (ADF).
  - If necessary, you can adjust the resolution and contrast. See page 6-13 for more details.
2. Open the One-Touch Speed Dialing panel, then press **Delayed Transmission**.



DELAYED TX  
1. REGISTER

3. Press **Set**, then use the numeric buttons to enter the time at which you want to send the document.



DELAYED TX  
SET TIME 10:00

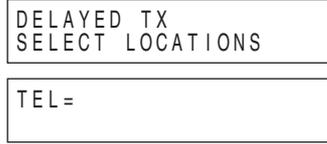
- Enter the time using the 24-hour clock system. Precede single digits with a zero.

Example:

7:30 a.m. = 07:30

11:30 p.m. = 23:30

4. Press **Set**.



5. Enter the destination(s) using any of the following three methods.

**One-Touch Speed Dialing:**

Press the desired One-Touch Speed Dialing button(s).



**Coded Speed Dialing:**

Press **Coded Dial**, then enter the two-digit code (00-99) using the numeric buttons.



- Be sure to press **Coded Dial** before each code.

**Regular Dialing:**

Enter the number using the numeric buttons or press **Redial**.



- You can only enter one number with the numeric buttons.

6. When you finish entering numbers, press **Start/Copy**.



- The machine begins scanning the document into memory.



- If machine memory becomes full while scanning your document, **MEMORY FULL** appears in the LCD display. If this happens, you cannot send the document at a delayed time. See page 6-24 to remove your document from the Automatic Document Feeder (ADF).

- You can only register one preset sending operation at a time.

When the set time comes, machine dials and sends the document.



## ***Sending Other Documents While the Machine is Set for Delayed Sending***

The machine is a multitasking unit, so you can send, receive, print, and copy other documents even when you have set machine for delayed sending.

To print, copy, or send other documents after setting machine for delayed sending, simply follow the procedures described in this user's guide.

# Chapter 7 Receiving Faxes

This chapter describes how to use your machine to receive documents.

- ❑ Different Ways to Receive a Fax..... 7-2
  - FAX/TEL AUTO SW ..... 7-2
  - FAX ONLY MODE ..... 7-2
  - DRPD (Distinctive Ring Pattern Detection) ..... 7-2
  - Setting the RX MODE..... 7-4
  - Setting the Receive Mode..... 7-5
  - Receiving Faxes and Telephone Calls Automatically:
    - Fax/Tel Mode..... 7-5
    - Setting Up Fax/Tel Mode..... 7-5
    - What Happens When Fax/Tel Mode is Selected..... 7-7
  - Receiving Faxes Manually: MANUAL MODE..... 7-10
  - Receiving Faxes Automatically: FAX ONLY MODE..... 7-11
  - Using an Answering Machine: ANS.MACHINE MODE..... 7-12
    - Using the Machine with an Answering Machine ..... 7-12
- ❑ Documents Received in Memory ..... 7-13
  - Messages Displayed When Documents are Received in Memory ..... 7-13
  - Receiving While Registering, Copying, or Printing..... 7-14
- ❑ Canceling an Incoming Fax ..... 7-15
- ❑ Distinctive Ring Pattern Detection (DRPD) Feature..... 7-16
  - Types of Ring Patterns..... 7-16
  - Setting Up DRPD Mode ..... 7-17
  - How DRPD Responds to Calls..... 7-22
    - The Machine Set for Automatic Switching Between Fax and Telephone Calls..... 7-22

## ***Different Ways to Receive a Fax***

The machine provides you with several modes for receiving documents. To decide which mode will best suit your requirements, consider how you want to use the machine:

### ***FAX/TEL AUTO SW***

You can select Fax/Tel Mode, MANUAL MODE, or ANS. MACHINE MODE in FAX/TEL AUTO SW.

### ***FAX ONLY MODE***

You can select FAX ONLY MODE, MANUAL MODE, or ANS. MACHINE MODE in FAX ONLY MODE.

### ***DRPD (Distinctive Ring Pattern Detection)***

The DRPD feature of your machine allows you to have two or more telephone/fax numbers assigned to your machine using only one telephone line.

You can use this feature when you subscribe to a DRPD service offered by some telephone companies.

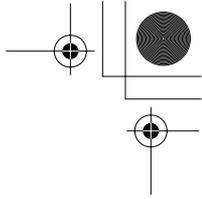
#### **Fax/Tel Mode**

Use this mode if you occasionally use the machine as a telephone. In this mode, if an incoming call is a fax, the machine then receives the fax automatically, without ringing; if the call is from a telephone, the machine rings to alert you to pick up the handset or telephone to answer the call. This mode is economical, in that it allows you to have telephone and fax service without the expense of an additional telephone line.

This mode also includes settings that let you control precisely how it handles incoming calls. To adjust these settings via the operation panel, see page 7-5.

#### **MANUAL MODE**

Use this mode if you frequently use the machine as a telephone and want to answer every call yourself, including fax calls. The machine then rings for every call, whether telephone or fax, and you must press **Start/Copy** to begin receiving a fax.



**FAX ONLY MODE**

Use this mode if the machine is connected to a separate telephone line used only for transmitting faxes. The machine then answers all calls, and receives all documents automatically.

**ANS.MACHINE MODE**

Use this mode if you plan to connect an answering machine to the machine to receive documents and telephone messages. The machine then receives incoming faxes normally, and routes incoming telephone calls to the answering machine.

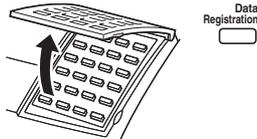
Once you have decided which mode you want, set the mode as described in see "Setting the Receive Mode," on page 7-5. You can change the mode at any time.



## Setting the RX MODE

Set the machine RX MODE as follows:

1. Open the One-Touch Speed Dialing panel, then press **Data Registration**.



REGISTRATION  
1.DATA REGSTRATION

2. Press **Set**.



DATA REGISTRATION  
1.USER SETTINGS

3. Use  $\wedge$  or  $\vee$  to select 4.RX SETTINGS.



DATA REGISTRATION  
4.RX SETTINGS

4. Press **Set**, then use  $\wedge$  or  $\vee$  to select 2.RX MODE.



RX SETTINGS  
2.RX MODE

5. Press **Set**, then use  $\wedge$  or  $\vee$  to select an item.



RX MODE  
FAX/TEL AUTO SW

RX MODE  
FAX ONLY MODE

RX MODE  
DRPD

- If you select FAX/TEL AUTO SW, go to step 6 on page 7-8 to complete the setting.
- If you select DRPD, go to step 6 on page 7-17 to complete the setting.
- If you select FAX ONLY MODE, press **Set**, and then press **Stop** to return to standby mode.

## Setting the Receive Mode

Set the machine receive mode as follows:

1. Press **Receive Mode**.



- The LCD display shows the current receive mode setting.

2. If you want to change the receive mode, press **Receive Mode** until the mode you want appears.



3. Press **Stop** to return to standby mode.



## Receiving Documents and Telephone Calls Automatically: Fax/Tel Mode

Set this mode if you want your machine to automatically switch between voice and fax calls.

You can control precisely how your machine handles incoming calls by adjusting the settings described below.

### Setting Up Fax/Tel Mode

When you select Fax/Tel Mode from the Data Registration menu, you can also set the following options.

- **RING START TIME**

When a call comes in, the machine checks to see if it is a person wishing to speak to you or a fax machine trying to send a document. If your machine does not have enough time to detect the fax tone, it assumes the call is from a telephone. Use the RING START TIME setting to increase the time the machine takes to check whether a call is from a fax machine or a telephone. You can select a time between 0 and 30 seconds; the default is 8 seconds.

❑ **F/T RING TIME**

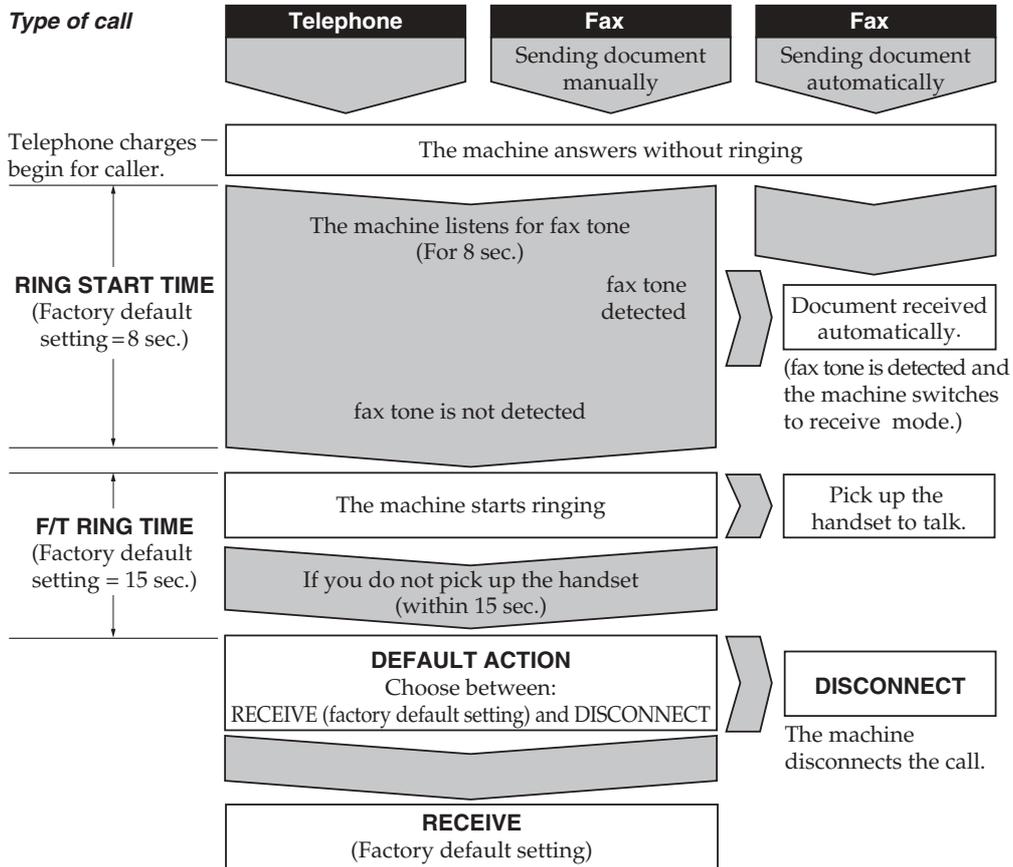
When your machine is set to receive both fax and telephone calls automatically, it rings to alert you to pick up the handset if the call is from a person. If you do not pick up the handset within a certain amount of time, the machine stops ringing. Use this option to change the number of times the machine rings, from 10 to 45 seconds. The default is 15 seconds.

❑ **DEFAULT ACTION**

Not all fax machines are capable of sending a fax tone (the CNG tone that warns the receiving machine that a fax is coming). For those cases the machine may think that the call coming in is a voice call and rings to alert you of the call (the amount of time it rings is determined by the F/T RING TIME setting above). If you do not answer the call, one of two things can happen:

1. If you set the DEFAULT ACTION to RECEIVE, the machine switches to fax receive mode automatically at that point and starts to receive the document. If no document comes in, it disconnects the call after approximately 45 seconds. The factory default setting is RECEIVE.
2. If you set the DEFAULT ACTION to DISCONNECT, the machine disconnects the telephone call immediately, freeing up your phone line at this point.

### What Happens When Fax/Tel Mode is Selected

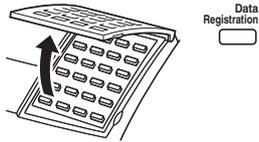


Not all fax machines are capable of sending a fax tone. For those cases if you set the DEFAULT ACTION to RECEIVE, the machine switches to receive mode automatically and starts receiving the document. If no document comes in, it disconnects after approximately 45 seconds.

You can select these options in the RX MODE submenu of the RX SETTINGS menu when Fax/Tel Mode is selected.

Set the Fax/Tel Mode options as follows:

1. Open the One-Touch Speed Dialing panel, then press **Data Registration**.



REGISTRATION  
1.DATA REGSTRATION

2. Press **Set**.



DATA REGSTRATION  
1.USER SETTINGS

3. Use  $\wedge$  or  $\vee$  to select 4.RX SETTINGS.



DATA REGSTRATION  
4.RX SETTINGS

4. Press **Set**, then use  $\wedge$  or  $\vee$  to select 2.RX MODE.



RX SETTINGS  
2.RX MODE

5. Press **Set**, then use  $\wedge$  or  $\vee$  to select FAX/TEL AUTO SW.



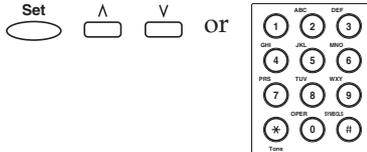
RX MODE  
FAX/TEL AUTO SW

6. Press **Set**.



FAX/TEL AUTO SW  
1.RING START TIME

7. Press **Set** again, then use  $\wedge$ ,  $\vee$ , or the numeric buttons to enter a time between 0 and 30 seconds.



RING START TIME  
8SEC

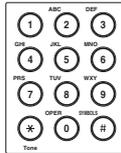
- ❑ This setting determines how many seconds the machine waits before ringing when it receives a call.

8. Press **Set**.



FAX/TEL AUTO SW  
2.F/T RING TIME

9. Press **Set** again, then use  $\wedge$ ,  $\vee$ , or the numeric buttons to enter a time between 10 and 45 seconds.



F/T RING TIME 15SEC

- This setting determines how many seconds the machine rings while waiting for someone to pick up the handset.

10. Press **Set**.



FAX/TEL AUTO SW  
3.DEFAULT ACTION

11. Press **Set** again, then use  $\wedge$  or  $\vee$  to select RECEIVE or DISCONNECT.



DEFAULT ACTION  
RECEIVE

DEFAULT ACTION  
DISCONNECT

- This setting tells the machine what to do if no one picks up the handset within the specified ring time set in step 9.
- Select RECEIVE to receive the call, and DISCONNECT to disconnect the call.

12. Press **Set**.



RX SETTINGS  
3.INCOMING RING

13. Press **Stop** to return to standby mode.



12/31/2002 TUE 10:00  
FaxTel STANDARD

## Receiving Faxes Manually: MANUAL MODE

To use this mode, you must have the handset or a telephone connected to the machine. See “Attaching the Handset to Your Machine,” on page 2-13. In MANUAL MODE, the machine rings every time it receives a call, whether the call is from a telephone or a fax machine.



---

Make sure the REMOTE RX setting in the RX SETTINGS menu is enabled. See pages 15-9 and 15-10 for details.

---

If you use your machine with MANUAL MODE, answer incoming calls as follows:

1. When the handset or the telephone rings, pick up the receiver.

**If you hear a person’s voice:**

2. Start your conversation. If the caller wants to send a document after talking to you, ask them to press the start button on their machine. When you hear a beep, press **Start/Copy** to begin receiving the document, then hang up.



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

2. A fax machine is trying to send you a document.

Press **Start/Copy** on the machine, then hang up.



**-or-**

Enter the two digit ID code from the telephone, then hang up.

Ex: (2) (5)

- The machine then begins receiving the document. (This is particularly convenient if your telephone is located away from the machine.)

- ❑ If you do not hang up after pressing **Start/Copy** or the two-digit ID code, the machine beeps intermittently for a few seconds after you receive the document. (You can turn the beeping off by disabling the OFFHOOK ALARM in the USER SETTINGS menu. See pages 15-3 and 15-4 for details.)



---

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 two digit ID code described above. If so, make sure you change the machine two digit ID code to make it distinct from the answering machine's security code. See pages 15-9 and 15-10 for details on changing the code (REMOTE RX ID setting).

---

## ***Receiving Faxes Automatically: FAX ONLY MODE***

When the machine is set up for a dedicated line, set FAX ONLY MODE to automatically receive documents whenever a call comes over the fax line.

- ❑ The machine assumes all incoming calls are from fax machines sending documents. It receives the documents automatically and disconnects all voice calls.
- ❑ In FAX ONLY MODE, you can control whether or not the machine rings when it receives a fax call. To set this option from the machine operation panel, See pages 15-9 and 15-10 (INCOMING RING setting).

## ***Using an Answering Machine: ANS.MACHINE MODE***

Connecting an answering machine to the machine allows you to receive faxes and telephone messages while you are out of the office.

For instructions on connecting an answering machine to the machine, see "Connecting an Extension Telephone or Answering Machine," on page 2-18.



**Note**

---

Canon does not recommend using an "answering service" (like those offered by local telephone companies that provide voice mail) on the telephone line you are connecting to the machine. If you do subscribe to an answering service, you may want to dedicate a separate line for fax communication only and connect that line to the machine.

---

### ***Using the Machine with an Answering Machine***

Follow these guidelines when using the machine with an answering machine:

- Set the answering machine to answer on the first or second ring.
- If the machine runs out of paper or toner in ANS.MACHINE MODE, it receives all documents into memory. The faxes then print automatically when you add paper or replace the toner cartridge.
- When recording the outgoing message on the answering machine, the entire message must be no more than 15 seconds long.  
For example:

"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. Thank you."

## Documents Received in Memory

The machine will automatically receive incoming faxes into its memory if it encounters a problem that prevents it from printing normally. The LCD will display a message showing the problem. See below the error messages, their cause, and the action you need to take to correct the problem.



Note

---

The machine's memory can store approximately 256 letter-size pages.

---

## Messages Displayed When Documents are Received in Memory

If the machine receives a document into its memory, the LCD displays one of the following messages. These messages show the action you must take to correct the problem.

**Cause:** The toner cartridge ran out of toner or is not installed properly.  
**Action:** Make sure the cartridge is installed properly, and install a new one if necessary. See "Installing/Replacing the Toner Cartridge," on page 2-33.

CHANGE CARTRIDGE

**Cause:** The machine ran out of paper.  
**Action:** Add paper to the paper cassette/the multi-purpose tray. See "Loading Recording Paper," on page 2-39.

LOAD PAPER

**Cause:** A paper jam occurred.  
**Action:** Clear the jam. See "Paper Jams," on page 13-5.

CLEAR PAPER JAM

- Cause:** Over capacity in the face-down delivery slot.  
**Action:** Take out sheets from delivery slot and clear the paper jam. See "Paper Jams," on page 13-5.

CLEAR PAPER JAM

Once you have corrected the problem, the machine automatically prints the documents stored in memory.

### ***Receiving While Registering, Copying, or Printing***

Since the machine is a multitasking device, it can receive documents and telephone calls while you are entering your user information, making copies, or printing.

If you receive a fax while you are making copies or printing, the machine stores the incoming fax in memory. Then, as soon as you finish making copies or printing, the machine automatically prints the document. If you are entering registration information, the fax is printed as soon as it is received, and does not go into memory.

## Canceling an Incoming Fax

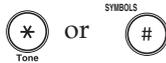
To cancel an incoming fax, follow this procedure:

1. Press **Stop**.



CANCEL DURING TX/RX?  
YES = (\*) NO = (#)

2. Press **\*** to stop receiving, or **#** to resume receiving the fax.



OR



3. Press **Stop** to return to standby mode.



12/31/2002 TUE 10:00  
FaxTel STANDARD

## ***Distinctive Ring Pattern Detection (DRPD) Feature***

Some telephone companies offer a distinctive ring pattern (DRP) service whereby they assign two or more telephone numbers with distinctive ring patterns to a single telephone line. If your telephone company offers such a service, you can have both a fax number(s) and a telephone number(s) for your machine using only one telephone line.

Your machine will automatically detect incoming calls. Based on the distinctive ring pattern, the machine knows if the call is from a fax machine trying to send a document or from a telephone trying to make a voice call.

This feature is called Distinctive Ring Pattern Detection (DRPD).

Use the information in this section to set up the machine for use with a DRP service.

For more details on the DRP service, contact your local telephone company. (Your telephone company may have a different name for this service. Also, this service may not be offered in all areas.)

### ***Types of Ring Patterns***

Your telephone company will assign a distinctive ring pattern to each number when you order the DRP service.

The setting you make with the following procedure must match the setting assigned by the telephone company.

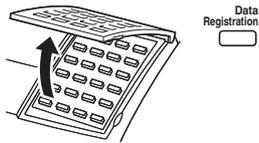
You can set the machine to select among the following ring patterns:

- Normal ring: Ring type of normal telephone line
- Double ring: Two short rings at regular intervals
- Short-short-long: Short-short-long at regular intervals
- Short-long-short: Short-long-short at regular intervals
- Other ring type: Patterns other than those described above
- FAX/TEL AUTO SW: See page 7-8.

### Setting Up DRPD Mode

Set the DRPD options as follows:

1. Open the One-Touch Speed Dialing panel, and press **Data Registration**.



REGISTRATION  
1.DATA REGSTRATION

2. Press **Set**.



DATA REGSTRATION  
1.USER SETTINGS

3. Use  $\wedge$  or  $\vee$  to select 4.RX SETTINGS.



DATA REGSTRATION  
4.RX SETTINGS

4. Press **Set**, then use  $\wedge$  or  $\vee$  to select 2.RX MODE.



RX SETTINGS  
2.RX MODE

5. Press **Set**, then use  $\wedge$  or  $\vee$  to select DRPD.



RX MODE  
DRPD

6. Press **Set**.



DRPD  
1.NORMAL RING

7. Use  $\wedge$  or  $\vee$  to select a ring pattern.



- DRPD  
1. NORMAL RING
- DRPD  
2. DOUBLE RING
- DRPD  
3. SHORT-SHORT-LONG
- DRPD  
4. SHORT-LONG-SHORT
- DRPD  
5. OTHER RING TYPE
- DRPD  
6. FAX/TEL AUTO SW

8. Press **Set** (For this example we chose Normal Ring).



NORMAL RING  
1. UNIT TELEPHONE #

If you select the ring pattern 1, 2, 3, 4, and 5, go to the next step.  
If you select the ring pattern 6, go to step 18.

9. Press **Set** again, then use the numeric buttons to enter your telephone number.



UNIT TELEPHONE #  
TEL= 123 4456

- The number can be up to 20 digits long.
- Press **Space** to enter spaces between numbers (spaces are optional and are ignored during dialing).
- If you want to clear a mistaken entry, Press **Clear** and re-enter the number. You can also use to < delete the rightmost digit and enter the correct number.

10. Press **Set**.



NORMAL RING  
2. UNIT NAME

11. Press **Set** again, then use the numeric buttons to enter the name you want to store.

Set 



UNIT NAME : A  
-

- For details on entering letters, see page 3-2.
- You can store up to 24 characters for the name.

12. Press **Set**.

Set 

NORMAL RING  
3 .RX MODE

13. Press **Set**.

Set 

14. Use  $\wedge$  or  $\vee$  to select TEL, FAX, or FAX/TEL AUTO SW.

$\wedge$    $\vee$  

RX MODE TEL

RX MODE FAX

RX MODE FAX/TEL AUTO SW

15. When the setting you want to set is displayed, press **Set**. (For this example we chose FAX/TEL AUTO SW. If you select TEL or FAX and would like to make additional assignments, go to step 7. To finish registration and return to standby mode, press **Stop**.)

Set 

DRPD  
2 .DOUBLE RING

16. Use  $\wedge$  or  $\vee$  to select 6.FAX/TEL AUTO SW.

$\wedge$    $\vee$  

DRPD  
6 .FAX/TEL AUTO SW

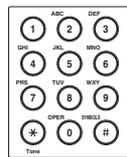
17. Press **Set**.

Set 

FAX/TEL AUTO SW  
1 .RING START TIME

18. Press **Set** again, then use  $\wedge$ ,  $\vee$ , or the numeric buttons to enter a time between 0 and 30 seconds.




 or 
 

RING START TIME  
8 SEC

- This setting determines how many seconds the machine waits before ringing when it receives a call.
- The factory default setting is 8 seconds.

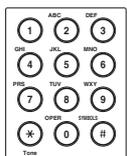
19. Press **Set**.



FAX/TEL AUTO SW  
 2.F/T RING TIME

20. Press **Set** again, then use  $\wedge$ ,  $\vee$ , or the numeric buttons to enter a time between 10 and 45 seconds.




 or 
 

F/T RING TIME  
15 SEC

- This setting determines how many seconds the machine rings while waiting for someone to pick up the handset.
- The factory default setting is 15 seconds.

21. Press **Set**.



FAX/TEL AUTO SW  
 3.DEFAULT ACTION

22. Press **Set** again, then use  $\wedge$  or  $\vee$  to select RECEIVE or DISCONNECT.





DEFAULT ACTION  
RECEIVE

DEFAULT ACTION  
DISCONNECT

- This setting tells the machine what to do if no one picks up the handset within the specified ring time set in step 20.

- Select RECEIVE to receive the call, and DISCONNECT to disconnect the call.

23. Press **Set**.



RX SETTINGS  
3. INCOMING RING

24. Press **Stop** to return to standby mode.



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DRPD STANDARD



**Note**

When DRPD is selected, the communication type for each ring pattern defaults to TEL (except for the DOUBLE RING pattern which defaults to FAX). After you select the ring pattern that has been assigned for your fax communications, you need to make sure that the other ring patterns are not set to FAX. Otherwise, the machine may answer as a fax for each ring pattern.

## How DRPD Responds to Calls

When there is an incoming call, the machine checks the incoming ring pattern and determines the type of pattern being received. The machine may require up to 10 seconds to determine the pattern type, and during this time the machine does not ring. After the pattern is detected, the machine reacts according to how you registered the setting.

Your Setting	Incoming Call From Fax Machine	Incoming Call From Telephone
FAX	Receives the fax document without ringing.	Answers as a fax machine.
TEL	Rings to alert you to pick up the handset. Press <b>Start/Copy</b> to receive the fax. (manual reception)	Rings to alert you to pick up the handset (or extension telephone) and take the telephone call.
FAX/TEL AUTO SW	Switches to receive mode for fax transmission signals and does not ring.	Rings to alert you to pick up the handset (or extension telephone) and take the telephone call.

### **The Machine Set for Automatic Switching Between Fax and Telephone Calls**

The machine monitors all incoming calls for all the numbers with DRPD. The machine answers the telephone for you and checks to see if the call is from another fax machine or from a person wanting to talk to you. If the call is from another fax, the machine automatically receives the document. If the call is from a telephone, the machine rings to alert you to pick up the telephone.

No matter which number receives a call, if you hear a slow beep signifying another fax trying to send you a document, press **Start/Copy** to receive the document.

# Chapter 8

## Using the Memory Features

This chapter shows you how to use the memory features of the machine.

□ Documents Stored in Memory .....	8-2
• Printing a List of Documents Stored in Memory .....	8-2
• Printing Documents Stored in Memory .....	8-3
Method 1 .....	8-3
Method 2 .....	8-4
• Sending Documents Stored in Memory .....	8-6
• Deleting a Document Stored in Memory .....	8-8
Method 1 .....	8-8
Method 2 .....	8-9

Using the Memory Features

## Documents Stored in Memory

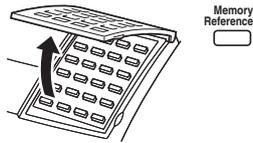
Documents stored in memory can be dealt with differently according to its type. The following functions can be used with documents stored in memory for delayed sending or polling, or with documents received in memory.

### Printing a List of Documents Stored in Memory

The machine can print out a list of documents stored in memory, along with the transaction (TX/RX) number of each. Once you know the transaction number of a document in memory, you can delete it. This procedure is described later in this chapter.

To print a list of documents stored in memory, follow this procedure.

1. Open the One-Touch Speed Dialing panel, then press **Memory Reference**.



MEMORY REFERENCE  
1.DOC. MEMORY LIST

2. Press **Set**.



PRINTING REPORT

- The machine begins printing a list of documents stored in memory.

12/31/2002 09:58 FAX 8334423		WORLD ESTATE,INC.		001	
***** *** DOC. MEMORY LIST *** *****					
TX/RX NO	MODE	CONNECTION TEL/ID	PGS.	SET TIME	ST. TIME
0051	DEL SQ BDCST	[ 01] CANON 516 328 5000	1	12/31 09:30	09:45 09:45

## Printing Documents Stored in Memory

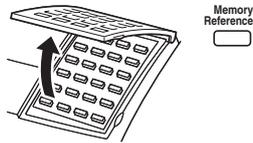


Note

When you print a document stored in memory using the following procedure, the print is reduced to 90% of the original.

### Method 1

1. Open the One-Touch Speed Dialing panel, then press **Memory Reference**.



MEMORY REFERENCE  
1.DOC. MEMORY LIST

2. Use  $\wedge$  or  $\vee$  to select 2.PRINT DOCUMENT.



MEMORY REFERENCE  
2.PRINT DOCUMENT

3. Press **Set**.



PRINT DOCUMENT  
TX/RX NO. 0001

4. Use  $\wedge$  or  $\vee$  to select the TX/RX number which you want to print.



PRINT DOCUMENT  
TX/RX NO. 0003

- You can check the documents stored in memory by pressing < or > .

5. Press **Set**.



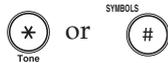
1ST PG ONLY?  
YES= (\*) NO= (#)



Note

If you registered a password to prevent unauthorized access to the polling box settings, use the numeric buttons to enter it, and then press **Set**.

- Press **\*** for the first page only or **#** for all pages.



TX/RX NO. 0003  
PRINTING P.001/002

PRINT DOCUMENT  
TX/RX NO. 003

- Press **Stop** to return to standby mode.



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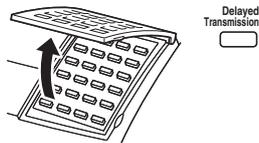
### Method 2



Note

When you print a document stored in memory using the following procedure, the print is reduced to 90% of the original.

- Open the One-Touch Speed Dialing panel, then press **Delayed Transmission**.



DELAYED TX  
1.REGISTER

- Use **^** or **v** to select 3.PRINT.



DELAYED TX  
3.PRINT

- Press **Set**.



DELAYED TX  
TX/RX NO. 001

- Use **^** or **v** to select the TX/RX number which you want to print.



DELAYED TX  
TX/RX NO. 005

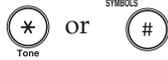
- You can check the documents stored in memory by pressing **<** or **>**.

5. Press **Set**.



1ST PG ONLY?  
YES= (\*) NO= (#)

6. Press **\*** for the first page only or **#** for all pages.



DELAYED TX  
PRINTING P.001/002

DELAYED TX  
TX/RX NO. 0005

7. Press **Stop** to return to standby mode.

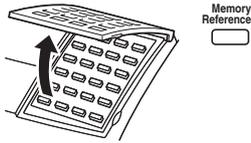


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Using the Memory  
Features

## Sending Documents Stored in Memory

1. Open the One-Touch Speed Dialing panel, then press **Memory Reference**.



MEMORY REFERENCE  
1.DOC. MEMORY LIST

2. Use  $\wedge$  or  $\vee$  to select 3.RESEND DOCUMENT.



MEMORY REFERENCE  
3.RESEND DOCUMENT

3. Press **Set**.



RESEND DOCUMENT  
TX/RX NO. 0001

4. Use  $\wedge$  or  $\vee$  to select the TX/RX number which you want to send.



RESEND DOCUMENT  
TX/RX NO. 5003

- You can check the documents stored in memory by pressing  $<$  or  $>$ .

5. Press **Set**.



RESEND DOCUMENT  
SELECT LOCATIONS

TEL =



Note

If you registered a password to prevent unauthorized access to the polling box settings, use the numeric buttons to enter it, and then press **Set**.

6. Enter the destination(s) using any of the following three methods.

**One-Touch Speed Dialing:**

Press the desired One-Touch Speed Dialing button(s).



**Coded Speed Dialing:**

Press **Coded Dial**, then enter the two-digit code (00-99) using the numeric buttons.



- Be sure to press **Coded Dial** before each code.

**Regular Dialing:**

Enter the number using the numeric buttons and press **Set**, or press **Redial**.



- You can only enter one number with the numeric buttons.

7. When you finish entering numbers, press **Set** to send the document.

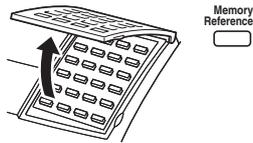


## Deleting a Document Stored in Memory

Follow this procedure to delete a document from memory.

### Method 1

1. Open the One-Touch Speed Dialing panel, then press **Memory Reference**.



MEMORY REFERENCE  
1.DOC. MEMORY LIST

2. Use  $\wedge$  or  $\vee$  to select 4.DELETE DOCUMENT.



MEMORY REFERENCE  
4.DELETE DOCUMENT

3. Press **Set**.



DELETE DOCUMENT  
TX/RX NO. 0001

4. Use  $\wedge$  or  $\vee$  to select the TX/RX number you want to delete.



DELETE DOCUMENT  
TX/RX NO. 0003

- You can check the documents stored in memory by pressing < or >.
- If you are not sure of the TX/RX number you want to delete, print the list of documents stored in memory. See page 8-2 for details.

5. Press **Set**.



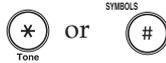
OK TO DELETE?  
YES=(\*) NO=(#)



Note

If you registered a password to prevent unauthorized access to the polling box settings, use the numeric buttons to enter it, and then press **Set**.

- Press **\*** to delete the document, or **#** to cancel deleting.



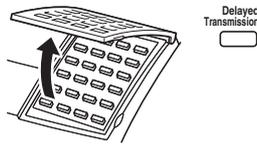
- Press **Stop** to return to standby mode.



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### Method 2

- Open the One-Touch Speed Dialing panel, then press **Delayed Transmission**.



DELAYED TX  
1.REGISTER

- Use **^** or **v** to select 2.DELETE FILE.



DELAYED TX  
2.DELETE FILE

- Press **Set**.



DELAYED TX  
TX/RX NO. 0001

- Use **^** or **v** to select the TX/RX number you want to delete.



DELAYED TX  
TX/RX NO. 0003

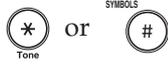
- You can check the documents stored in memory by pressing **<** or **>**.
- If you are not sure of the TX/RX number you want to delete, print the list of documents stored in memory. See page 8-2 for details.

- Press **Set**.



OK TO DELETE?  
YES= (\*) NO= (#)

6. Press **\*** to delete the document, or **#** to cancel deleting.



7. Press **Stop** to return to standby mode.



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# Chapter 9

## Setting Up and Using Polling

This chapter shows you how to set up and use polling sending and receiving. Polling is useful when one or both parties cannot be in the office at the same time.

- ❑ What is Polling? ..... 9-2
  - Before You Use Polling Receiving..... 9-2
- ❑ Polling to Receive Faxes..... 9-3
  - Requesting Another Machine to Send a Document..... 9-3
  - Canceling a Polling ..... 9-5
- ❑ Setting Up Polling Sending ..... 9-6
  - Before You Can Be Polled to Send ..... 9-6
  - Setting Up a Polling Box ..... 9-6
  - Scanning a Document into Memory for Polling Sending ..... 9-9
  - Changing the Polling Box Setup ..... 9-11
  - Canceling a Polling Box ..... 9-13

Setting Up and Using Polling

## What is Polling?

Polling means a fax calls another machine and requests that the other 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 the polling by a telephone call from the receiver.



---

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 You Use Polling Receiving

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

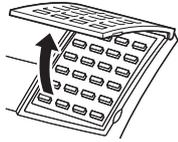
- With one operation you can poll several machines. You can dial up to 125 telephone numbers and poll those machines to receive documents that they are holding.
- You can poll a document at any time, but you may find it more useful to set your machine for polling other machines at specified times throughout the day.
- You must know if the other machine is holding the document under both a subaddress and password or only a subaddress or password. You must also know the subaddress and password so you can enter them on your machine. If you do not know the subaddress or password, contact the other party.
- If the other party's documents are registered for polling without a subaddress or password, you can still perform polling receiving.
- If the other party's machine does not support ITU-T subaddress/password transactions, you can ask them to set the polling ID to 255 or 11111111 binary when the other party's machine is a Canon fax.

## Polling to Receive Faxes

The machine polling feature allows you to request a document to be faxed to you from another machine. The sender only needs to make sure the document is on his machine and ready to be sent: when your machine polls that machine, the document is sent automatically. The machine can poll any machine that supports polling.

### Requesting Another Machine to Send a Document

1. Open the One-Touch Speed Dialing panel.



2. Press **Polling**.



POLLING  
1.POLLING TX

3. Use **Λ** or **V** to select 2.POLLING RX.



POLLING  
2.POLLING RX

4. Press **Set**.



TEL =

5. Enter the destination(s) using any of the following three methods.

❑ **One-Touch Speed Dialing:**

Press the desired One-Touch Speed Dialing button(s).

01  ~ 24 

❑ **Coded Speed Dialing:**

Press **Coded Dial**, then enter the two-digit code (00-99) using the numeric buttons.

Coded Dial  0  ~  9

- Be sure to press **Coded Dial** before each code.

❑ **Regular Dialing:**

Enter the number using the numeric buttons or press **Redial**.

 0 ~  9 or  Redial

- You can only enter one number with the numeric buttons.



**Note**

It is not possible to enter a subaddress or password when using regular dialing.

If necessary, use One-Touch Speed Dialing or Coded Speed Dialing with a registered password or subaddress.

6. When you finish entering numbers, press **Start/Copy** to receive document.



## Canceling a Polling

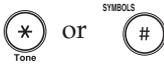
To cancel an incoming fax, follow this procedure:

1. Press **Stop**.



CANCEL DURING TX/RX?  
YES= (\*) NO= (#)

2. Press **\*** to stop receiving, or **#** to resume receiving the fax.



OR



3. Press **Stop** to return to standby mode.



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Setting Up and  
Using Polling

## 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 machine to send it.

### Before You Can Be Polled to Send

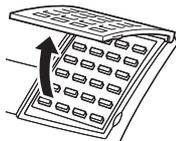
Before you set up your polling box, contact the parties who are going to poll your machine to receive documents and confirm the following points:

- If you are using an ITU-T password for the polling box, they must also know this password. This password setting is optional.
- Your TX PASSWORD must match the ITU-T password attached when the other party calls you. Confirm that the TX PASSWORD on your machine matches the ITU-T password attached when the other party calls you.
- If the other party's machine does not support ITU-T subaddress/password transactions, do not set the password.

### Setting Up a Polling Box

Before you can use polling sending, you must create a polling box with the POLLING BOX of the Menu System. The polling box holds the document in the memory until the other party prompts (polls) your machine to send the document.

1. Open the One-Touch Speed Dialing panel.



2. Press **Data Registration**.



REGISTRATION  
1.DATA REGSTRATION

3. Press **Set**, then use  $\wedge$  or  $\vee$  to select 6.POLLING BOX.



DATA REGISTRATION  
1.USER SETTINGS

DATA REGISTRATION  
6.POLLING BOX

4. Press **Set** three times.



POLLING BOX  
1.SETUP FILE

SETUP FILE  
1.FILE NAME

FILE NAME : A  
\_

5. Enter the file name using the numeric buttons.



FILE NAME : A  
CANON TOKYO

6. Press **Set**.



SETUP FILE  
2.PASSWORD

7. If you do not want to set a password, press the  $\wedge$  or  $\vee$  to display the next item and go to step 10.

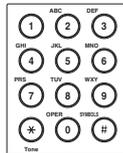
**-or-**

If you want to enter a password to protect the polling box setup file, press **Set**.



PASSWORD  
\_

8. Use the numeric buttons to enter a four-digit password.



PASSWORD 1147

Setting Up and Using Polling

9. Press **Set**.



SETUP FILE  
3.TX PASSWORD

10. If you don't want to enter the ITU-T password, press the  $\wedge$  or  $\vee$  to display the next item and go to step 13.

**-or-**

If you want to enter an ITU-T password press **Set**.



TX PASSWORD

11. Use the numeric buttons to enter the ITU-T password.



TX PASSWORD  
# 1 2 3 4 5 6 7 6

An ITU-T password is a number up to 20 digits long which can include spaces and the symbols \* and #.

12. Press **Set**.



SETUP FILE  
4.ERASE AFTER TX

13. Press **Set**.



ERASE AFTER TX  
ON

14. Use  $\wedge$  or  $\vee$  to select ON or OFF.



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

15. Press **Set**.



POLLING BOX  
2.CHANGE DATA

16. Press **Stop** to return to standby mode.

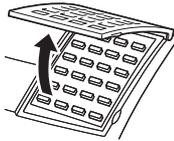


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## Scanning a Document into Memory for Polling Sending

Follow this procedure to store a document in the polling box.

1. Prepare the document and load it, face down, into the Automatic Document Feeder (ADF).
  - If necessary, you can adjust the resolution and contrast. See page 6-13 for more details.
2. Open the One-Touch Speed Dialing panel.



3. Press **Polling**.



POLLING  
1.POLLING TX

4. Press **Set**.



Your machine will scan the document automatically.

When another party polls your machine to receive a document stored in your polling box, the document is sent if the following conditions are met:

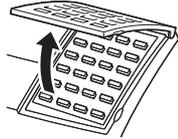
- The password setting is optional. However, if you have registered a password for the polling box, the other party's polling request must contain a matching password.

- ❑ If no password is registered for the document in the polling box and the other party's polling request contains a password, then the document is not sent.

## Changing the Polling Box Setup

Follow this procedure to change the setup of a polling box.

1. Open the One-Touch Speed Dialing panel.



2. Press **Data Registration**.



REGISTRATION  
1.DATA REGSTRATION

3. Press **Set**.



DATA REGISTRATION  
1.USER SETTINGS

4. Use  $\wedge$  or  $\vee$  to select 6.POLLING BOX.



DATA REGISTRATION  
6.POLLING BOX

5. Press **Set**.



POLLING BOX  
1.SETUP FILE

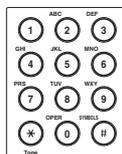
6. Use  $\wedge$  or  $\vee$  to select 2.CHANGE DATA.



POLLING BOX  
2.CHANGE DATA

If you have not set the operation password, please skip the next step.

7. Press **Set**, then enter the four-digit password using the numeric buttons.



CHANGE DATA  
PASSWORD \_

8. Press **Set**.



CHANGE DATA 1.FILE NAME
----------------------------

9. Use  $\wedge$  or  $\vee$  to display the item you want to change.



10. Press **Set**, then change the setting.



Follow the same procedures you used to set up the polling box.

11. Press **Stop** to return to standby mode.



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## Canceling a Polling Box

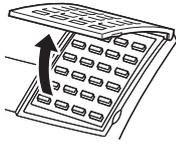
Follow this procedure to cancel a polling box.



Note

You cannot cancel a polling box when the polling box is holding a document for polling sending.

1. Open the One-Touch Speed Dialing panel.



2. Press **Data Registration**.



REGISTRATION  
1.DATA REGSTRATION

3. Press **Set**.



DATA REGSTRATION  
1.USER SETTINGS

4. Use  $\wedge$  or  $\vee$  to select 6.POLLING BOX.



DATA REGSTRATION  
6.POLLING BOX

5. Press **Set**.



POLLING BOX  
1.SETUP FILE

6. Use  $\wedge$  or  $\vee$  to select 3.DELETE FILE.

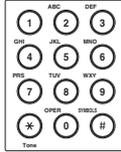


POLLING BOX  
3.DELETE FILE

If you have not set the operation password, please skip the next step.

7. Press **Set**, then enter the four-digit password using the numeric buttons.

Set



DELETE FILE  
PASSWORD \_

8. Press **Set**.

Set

DATA REGISTRATION  
7.SYSTEM SETTINGS

9. Press **Stop** to return to standby mode.



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# Chapter 10

## Special Features

This chapter describes the special features of the machine.

- ❑ Special Dialing..... 10-2
  - Dialing Through a Switchboard..... 10-2
  - Long Distance Dialing..... 10-3
    - How to Enter Pauses..... 10-3
  - Using Tone Dialing On a Pulse Line ..... 10-4
- ❑ Restricting Reception..... 10-6

## ***Special Dialing***

This section explains special dialing features, such as dialing through a switchboard and dialing international numbers.

### ***Dialing 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 dial the number of the party you are calling.

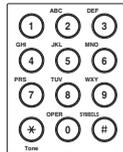
## Long Distance Dialing

When you register a long distance number, you may have to insert a pause either within or after the number. For long distance dialing, the location and length of the pause may differ depending on the telephone system.

### How to Enter Pauses

Use this procedure to enter pauses within or at the end of numbers.

1. During dialing registration, when you come to a step that asks you to enter a number for dialing, use the numeric buttons to enter the number.



2. To enter a pause within a number, press **Pause**.



- To enter a pause at the end of a number, press **Pause** and then press **Set**.
- A pause entered within a number (p) is two seconds long.
- If necessary, you can adjust the length of a pause within a number. See pages 15-7 and 15-8 (MID PAUSE SET setting) for more details.
- To make a longer pause within a number, press **Pause** again. Each pause adds two seconds to the length of the pause.
- A pause at the end of a number (P) is fixed to ten seconds.

## Using Tone Dialing On a Pulse Line

Even if you have a pulse line, the machine enables you to use tone dialing once you have connected to the number you are calling. This lets you take advantage of many services that require tones, such as selecting options from telephone “touch-tone” services.

1. Lift the handset.

**-or-**

Press **Hook**.

The **In Use/Memory** lamp indicates and you will hear the dial tone.



TEL =

2. Dial the telephone number using the numeric buttons.



- The machine connects using the pulses required by your telephone line.

3. Press **Tone** to switch to tone dialing.



- When **Tone** is pressed, T is displayed in the LCD.
  - Numbers entered after pressing **Tone** will be dialed using tone dialing.
4. When you have finished, hang up the handset.

**-or-**

Press **Hook**.





**Note**

When registering One-Touch Speed Dialing and Coded Speed Dialing numbers, if you enter **Tone** after the number, you will switch to tone dialing after the phone connection is made.

Example: Operation 

Display 

TELEPHONE NUMBER
TEL = 123456pppT*3_

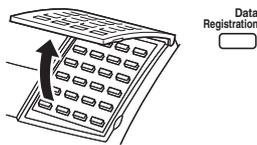
After the number (123456) is dialed, it will pause for 6 seconds (ppp) to allow the other party to answer and then it will switch to tone (T). Now you can follow the instructions that were recorded by the party you called.

## Restricting Reception

By enabling this feature, you can restrict reception of faxes to only the numbers registered for speed dialing on your machine. This feature is useful to prevent reception of unsolicited faxes (e.g. junk mail).

Follow this procedure to enable or disable receiving restriction:

1. Open the One-Touch Speed Dialing panel, and press **Data Registration**.



REGISTRATION  
1.DATA REGISTRATION

2. Press **Set**.



DATA REGISTRATION  
1.USER SETTINGS

3. Use  $\wedge$  or  $\vee$  to select 7.SYSTEM SETTINGS.



DATA REGISTRATION  
7.SYSTEM SETTINGS

4. Press **Set**.



SYSTEM SETTINGS  
1.RX RESTRICTION

5. Use  $\wedge$  or  $\vee$  to select 1.RX RESTRICTION.



SYSTEM SETTINGS  
1.RX RESTRICTION

6. Press **Set**.



RX RESTRICTION  
OFF

7. Use  $\wedge$  or  $\vee$  to select the setting you want.



To enable restriction, select ON, then go to the next step.

- ❑ To disable restriction, select OFF, then go to step 10.

8. Press **Set**.



RX CONDITION  
REGISTERED SENDR

9. Use  $\wedge$  or  $\vee$  to select the restriction type setting you want.



RX CONDITION  
WITH SENDER INFO

- ❑ You can select from the following:

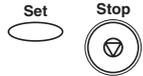
- REGISTERED SENDR

- To allow reception from the numbers registered for speed dialing

- WITH SENDER INFO

- To allow reception only when the caller gives its telephone numbers.

10. Press **Set**, then press **Stop** to return to standby mode.



12/31/2002 TUE 10:00  
FaxTel STANDARD



# Chapter 11

## Making Copies

---

This chapter describes how to make copies with your machine.

- ❑ Making Copies ..... 11-2

Making Copies

## Making Copies

One of the machine's convenient features is its ability to make up to 99 high-quality copies of a document. To make copies, do the following:



Note

Be sure to adjust the document feed lever before loading your document. See page 6-6 for details.

1. Prepare the document and load it, face down, into the Automatic Document Feeder (ADF).

- Once the document is loaded, the LCD display shows the following:



2. Press **Start/Copy**.



- The display now shows **COPY**, the reduction size the copy will be printed at (the default is 100%), the number of copies (the default is 01), and the selected paper supply (the default is cassette).
- If you press **Resolution**, you can select **TEXT** or **PHOTO**.
- Use **PHOTO** resolution when copying documents that contain photographs. This scans areas of the document that contain photos with 64 levels of gray, and results in a much better reproduction of the photograph.
- Use **TEXT** resolution when copying documents that contain texts.

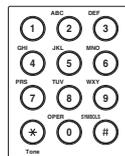
- If you want to reduce the size of the copies, open the One-Touch Speed Dialing panel, and use < or > to select the reduction percentage you want.



COPY	100%	01
CASSETTE		LTR

- You can select 70%, 80%, 90%, or 100%.

- If you want to make multiple copies, use the numeric buttons to enter the number of copies.



COPY	100%	01
CASSETTE		LTR

- You can make up to 99 copies.



**Note**

The machine scans at 400 × 300 dpi for single copies, and at 200 × 300 dpi for multiple copies. For high resolution copying, make one copy at a time.

- Use ^ or v to select the paper supply.



COPY	100%	01
CASSETTE		LTR

COPY	100%	01
MP TRAY		LTR



**Note**

- You can select the paper cassette or the multi-purpose tray when paper is remaining in both.
- If the paper runs out while printing from the paper cassette or from the multi-purpose tray, the message LOAD PAPER appears in the LCD display. You need to add paper and repeat the procedure from step 1.

**Making Copies**

6. Press **Start/Copy** to begin copying.



COPYING

- To stop copying, press **Stop**. You may then need to lift the operation panel to remove the document. See "Jams in the Automatic Document Feeder (ADF)," on page 13-5.



**Note**

---

If MEMORY FULL appears in the display while you are making multiple copies of a document, you will not be able to use the multiple copy feature for copying the document. Instead, make single copies of the document (as many times as required). To correct this situation, delete, print, or send any documents stored in memory. See "Documents Stored in Memory," on page 8-2.

---

## Chapter 12 Reports and Lists

This chapter describes how to print reports and lists. These include activity reports (transmission and reception reports), lists of registered numbers, list of user's data registered in the machine and the memory clear report.

- ❑ Activity Report ..... 12-2
- ❑ Transmission (TX) Reports ..... 12-4
  - Error TX Report ..... 12-4
  - TX Report ..... 12-5
  - Multi TX/RX Report..... 12-6
- ❑ Reception (RX) Report..... 12-7
- ❑ Memory Clear Report..... 12-8
- ❑ Speed Dialing Lists ..... 12-9
  - One-Touch Speed Dial List ..... 12-11
  - Coded Speed Dial List..... 12-12
  - Group Dial List..... 12-13
- ❑ User's Data List..... 12-14
- ❑ Doc Memory List ..... 12-16

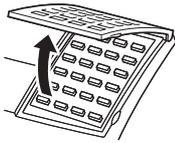
## Activity Report

The Activity Report is printed out automatically by the machine after every 20 sending and receiving transactions. This report lists the details of the documents you have sent or received so that you can keep track of the transaction operations your machine has performed.

- ❑ Machine prints sending and receiving transactions together in the same report.
- ❑ When sending a document to many locations (Broadcast), the transaction number will be the same for each transmission in the group.

You can also print the Activity Report manually if you want to check the report before the 20 transactions are completed. Follow this procedure to print the Activity Report.

1. Open the One-Touch Speed Dialing panel.



2. Press **Report**.



REPORT  
1.ACTIVITY REPORT

3. Press **Set**.



PRINTING REPORT

12/31/2002 09:58 FAX 8334423 WORLD ESTATE,INC. 001							
***** *** ACTIVITY REPORT *** *****							
ST. TIME	CONNECTION TEL	CONNECTION ID	NO.	MODE	PGS.	RESULT	
*12/31 08:28	732 2233	ADAM BOOK.CPA	0007	TRANSMIT ECM	1	OK 00'06	
*12/31 08:49	1 213 978 3314	BELZER.INC.	5005	AUTO RX ECM	1	NG 00'20	
*12/31 09:08	1 213 978 3314	R.LOUIS	0008	TRANSMIT ECM	2	NG 00'00	
12/31 09:34	732 2233 3333	ADAM BOOK.CPA	0009	TRANSMIT ECM	1	OK 00'18	

IF MARKED WITH AN \* IT  
ALREADY HAS BEEN PRINTED OUT.

TRANSACTION NUMBER

ERROR CODE:  
SEE ERROR CODES,  
MESSAGES,  
AND SOLUTIONS,  
PAGE 13-38.

## Transmission (TX) Reports

The machine normally prints a report only when an error occurs during sending (TX Error Report). However, you can set the machine to print a report every time you send a document (TX Report).

If you send a document using memory, you can also select whether the first page of the document is printed with the report. See pages 15-5 and 15-6 for details on setting these options.

### Error TX Report

12/31/2002 10:32 FAX 8334423	WORLD ESTATE,INC.	001
***** *** ERROR TX REPORT *** *****		
TX FUNCTION WAS NOT COMPLETED		
TX/RX NO	0006	
CONNECTION TEL		1 213 978 3314
SUBADDRESS		
CONNECTION ID	JOHN BARRISTER	
ST. TIME	12/31 10:30	
USAGE T	00'00	
PGS. SENT	0	
RESULT	NG	STOP

☐ See the following pages for an explanation of the report.

## TX Report

12/31/2002 09:58 FAX 8334423	WORLD ESTATE, INC.	001
***** *** TX REPORT *** *****		
TRANSMISSION OK		
TX/RX NO	0006	
CONNECTION TEL		20 545 8545
SUBADDRESS		
CONNECTION ID	JOHN BARRISTER	
ST. TIME	12/31 09:48	
USAGE T	00'16	
PGS. SENT	1	
RESULT	OK	

**THE SLEREXE COMPANY LIMITED**  
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 TELEPHONE BOOLE (945 13) 51617 - FAX 123456

Our Ref. 350/PJC/EAC 27 December, 2002

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

WHEN YOU SET THE FAX TO PRINT THE FIRST PAGE OF THE DOCUMENT

- ST. TIME** Represents the time the last attempt was made to transmit a document.
- USAGE T** Represents the amount of time it took during the last attempt to transmit. Please note that the usage time does not reflect the total usage time used to transmit all pages of the document when "retry" occurs. By printing an **ACTIVITY REPORT** and matching the transaction number of the **TX REPORT** with a transaction number in the **ACTIVITY REPORT** you can find out exactly how many attempts were made to send the document, how many pages were sent in each attempt as well as the usage time for each attempt.

Reports and Lists

- PGS. SENT When OK appears under RESULT (see below), PGS.SENT represents the number of pages that were successfully transmitted when an error did not occur in the first attempt or in consequent retries.  
When NG appears under RESULT (see below), PGS.SENT indicates the pages after this page were not sent.
- RESULT OK means that all pages were transmitted either during the first attempt or after the first or second retry.
- NG means that either some or no pages were transmitted after two retries.

### Multi TX/RX Report

If you used sequential broadcasting to send a document, the Multi TX/RX Report is printed.

12/31/2002 09:58 FAX 8334423		WORLD ESTATE,INC.		001
***** *** MULTI TX/RX REPORT *** *****				
TX/RX NO	0013			
PGS.	1			
TX/RX INCOMPLETE	----			
TRANSACTION OK	[ 01]732 2233	JOHN BARRISTER		
ERROR INFORMATION	[ 03]1 914 438 3619	SEYMOUR GREEN		
	----			

- If you set your machine to print activity reports (TX Report or RX Report) and then use sequential broadcastings or polling reception with multiple parties, multi-activity report will be printed instead of the activity report (Sending or Receiving). See TX REPORT and RX REPORT in REPORT SETTINGS, on pages 15-5 and 15-6.

## Reception (RX) Report

Normally the machine does not print a reception report (RX Report) unless you set it to do so.

You can set the machine to print the RX Report every time you receive a document or only if an error occurs during receiving. See pages 15-5 and 15-6 for details on setting this option.

12/31/2002 09:58 FAX 8334423	WORLD ESTATE,INC.	001
***** *** RX REPORT *** *****		
RECEPTION OK		
TX/RX NO	5008	
CONNECTION TEL		1 213 978 3314
SUBADDRESS		
CONNECTION ID	JOHN BARRISTER	
ST. TIME	12/31 09:07	
USAGE T	00'17	
PGS.	1	
RESULT	OK	

## Memory Clear Report

If you experience a power failure, all documents stored in memory can be saved for up to approximately 1 hour. If power is not restored to the machine within 1 hour, the documents in memory will be lost. If this time limit has elapsed by the time power is restored to the machine, as soon as power is restored a list of documents deleted from the memory as a result of the power failure is printed automatically.

12/31/2002 10:32 FAX 8334423		WORLD ESTATE,INC.		001	
***** *** MEMORY CLEAR REPORT *** ***** MEMORY FILES DELETED					
TX/RX NO	MODE	CONNECTION TEL/ID	PGS.	SET TIME	ST. TIME
0001	DELAYED TX	[ 01] ADAM BOOKS.CPA	1	12/30 10:07	23:30
0002	TRANSMIT	[ 02] JOHN BARRISTER	3	12/30 10:26	



**Note**

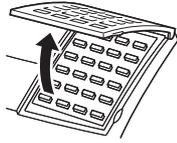
If there are one or more documents in the image memory when the power is cut off, the machine will print the Memory Clear Report when the power is restored unless the machine is running out of paper or toner.

## Speed Dialing Lists

Your machine can print speed dialing lists. These lists allow you to review the numbers and names registered under One-Touch Speed Dialing buttons and Coded Speed Dialing codes (including Group Dialing numbers).

Follow this procedure to print the lists.

1. Open the One-Touch Speed Dialing panel.



2. Press **Report**.



REPORT  
1. ACTIVITY REPORT

3. Use  $\wedge$  or  $\vee$  to select 2.SPEED DIAL LIST.



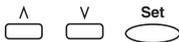
REPORT  
2. SPEED DIAL LIST

4. Press **Set**.



SPEED DIAL LIST  
1. 1-TOUCH LIST

5. Use  $\wedge$  or  $\vee$  to select the list you want to print and press **Set**.



- For lists other than Group Dialing continue on to step 6.

6. Use  $\wedge$  or  $\vee$  to select YES or NO.



SORTED OUTPUT  
1 . NO

SORTED OUTPUT  
2 . YES

- NO The One-Touch or Coded Speed Dial list is printed in order of the Speed Dial numeric list, from the lowest number to the highest number.
- YES The CONNECTION ID (name) column is sorted and the One-Touch or Coded Speed Dial list is printed in alphabetical order.

7. Press **Set**.



PRINTING REPORT

## One-Touch Speed Dial List

NOT SORTED

12/31/2002 10:32 FAX 8334423		WORLD ESTATE,INC.		001
***** *** 1-TOUCH SPD DIAL LIST 1 *** *****				
NO.	CONNECTION TEL	CONNECTION ID	TX TYPE	
[ 01]	1 914 438 3619	SEYMOUR GREEN	REGULAR TX	
[ 02]	722 2655	ROBERT STUART	REGULAR TX	
[ 03]	1 516 911 4411	NATALIE SMITH	REGULAR TX	
[ 06]	761 1298	JOHN BARRISTER	REGULAR TX	
[ 08]	732 2233	ADAM BOOKS.CPA	REGULAR TX	

SORTED

12/31/2002 10:32 FAX 8334423		WORLD ESTATE,INC.		001
***** *** 1-TOUCH SPD DIAL LIST 1 *** *****				
NO.	CONNECTION TEL	CONNECTION ID	TX TYPE	
[ 08]	732 2233	ADAM BOOKS.CPA	REGULAR TX	
[ 06]	761 1298	JOHN BARRISTER	REGULAR TX	
[ 03]	1 516 911 4411	NATALIE SMITH	REGULAR TX	
[ 02]	722 2655	ROBERT STUART	REGULAR TX	
[ 01]	1 914 438 3619	SEYMOUR GREEN	REGULAR TX	

NOT SORTED

12/31/2002 13:36 FAX 833 4423		WORLD ESTATE,INC.		001
***** *** 1-TOUCH SPD DIAL LIST 2 *** *****				
[ 01]	CONNECTION TEL	1 914 438 3619		
	CONNECTION ID	SEYMOUR GREEN		
	TX TYPE	REGULAR TX		
[ 06]	CONNECTION TEL	761 1298		
	CONNECTION ID	JOHN BARRISTER		
	TX TYPE	REGULAR TX		
[ 08]	CONNECTION TEL	732 2233		
	CONNECTION ID	ADAM BOOKS.CPA		
	TX TYPE	REGULAR TX		

SORTED

12/31/2002 13:36 FAX 833 4423		WORLD ESTATE,INC.		001
***** *** 1-TOUCH SPD DIAL LIST 2 *** *****				
[ 08]	CONNECTION TEL	732 2233		
	CONNECTION ID	ADAM BOOKS.CPA		
	TX TYPE	REGULAR TX		
[ 06]	CONNECTION TEL	761 1298		
	CONNECTION ID	JOHN BARRISTER		
	TX TYPE	REGULAR TX		
[ 01]	CONNECTION TEL	1 914 438 3619		
	CONNECTION ID	SEYMOUR GREEN		
	TX TYPE	REGULAR TX		

Reports and Lists

## Coded Speed Dial List

NOT SORTED

12/31/2002 10:32 FAX 8334423 WORLD ESTATE,INC. 001			
***** *** CODED SPEED DIAL LIST 1 *** *****			
NO.	CONNECTION TEL	CONNECTION ID	TX TYPE
[* 01]	555 1234	BILL	REGULAR TX
[* 02]	1 914 438 3619	SEYMOUR GREEN	REGULAR TX
[* 03]	1 516 911 4411	NATALIE SMITH	REGULAR TX
[* 04]	1 617222322	HUNT INVESTMENTS	REGULAR TX
[* 08]	732 2233	ADAM BOOKS.CPA	REGULAR TX

SORTED

12/31/2002 10:32 FAX 8334423 WORLD ESTATE,INC. 001			
***** *** CODED SPEED DIAL LIST 1 *** *****			
NO.	CONNECTION TEL	CONNECTION ID	TX TYPE
[* 08]	732 2233	ADAM BOOKS.CPA	REGULAR TX
[* 01]	555 1234	BILL	REGULAR TX
[* 04]	1 617222322	HUNT INVESTMENTS	REGULAR TX
[* 03]	1 516 911 4411	NATALIE SMITH	REGULAR TX
[* 02]	1 914 438 3619	SEYMOUR GREEN	REGULAR TX

NOT SORTED

12/31/2002 13:36 FAX 833 4423		WORLD ESTATE,INC.		001
***** *** CODED SPEED DIAL LIST 2 *** *****				
[* 01]	CONNECTION TEL CONNECTION ID TX TYPE	1 914 438 3619 SEYMOUR GREEN REGULAR TX		
[* 06]	CONNECTION TEL CONNECTION ID TX TYPE	761 1298 JOHN BARRISTER REGULAR TX		
[* 08]	CONNECTION TEL CONNECTION ID TX TYPE	732 2233 ADAM BOOKS.CPA REGULAR TX		

SORTED

12/31/2002 13:36 FAX 833 4423		WORLD ESTATE,INC.		001
***** *** CODED SPEED DIAL LIST 2 *** *****				
[* 08]	CONNECTION TEL CONNECTION ID TX TYPE	732 2233 ADAM BOOKS.CPA REGULAR TX		
[* 06]	CONNECTION TEL CONNECTION ID TX TYPE	761 1298 JOHN BARRISTER REGULAR TX		
[* 01]	CONNECTION TEL CONNECTION ID TX TYPE	1 914 4383619 SEYMOUR GREEN REGULAR TX		

### Group Dial List

12/31/2002 13:36 FAX 833 4423		WORLD ESTATE,INC.		001
***** *** GROUP DIAL LIST *** *****				
[ 05]	CANON GROUP	[ 01] 876 2398 [ 02] 613 9076 [* 01] 225 7823 [* 10] 233 7766	CANON TX CANON OH CANON NY CANON CA	

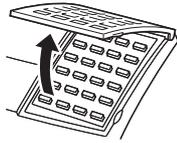
Reports and Lists

## User's Data List

You can print a list of the data registered in your machine. This list is useful when you want to review the user data information you may have entered (such as your name and number, the date and time) and all other settings currently selected.

Follow this procedure to print the User's Data List.

1. Open the One-Touch Speed Dialing panel.



2. Press **Report**.



REPORT  
1.ACTIVITY REPORT

3. Use  $\wedge$  or  $\vee$  to select 3.USER DATA LIST.



REPORT  
3.USER DATA LIST

4. Press **Set**.

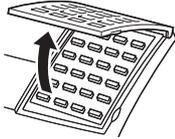


PRINTING REPORT

```
12/31/2002 13:36 FAX 8334423 WORLD ESTATE,INC. 001
*****
*** USER'S DATA LIST ***
*****
1.USER SETTINGS
UNIT TELEPHONE # 8334423
UNIT NAME WORLD ESTATE,INC.
TX TERMINAL ID
TTI POSITION OUTSIDE IMAGE
TELEPHONE # MARK FAX
ANNING CONTRAST STANDARD
ERASE AFTER
7.SYSTEM SETTINGS
RX RESTRICTION OFF
DATE SETUP MM/DD/YYYY
DISPLAY LANGUAGE ENGLISH
TX START SPEED 33600bps
RX START SPEED 33600bps
DAYLIGHT SAVING TIME ON
START DATE/TIME
MONTH APRIL
WEEK FIRST WEEK
DAY SUNDAY
TIME 02:00
END DATE/TIME
MONTH OCTOBER
WEEK LAST WEEK
DAY SUNDAY
TIME 02:00
TOTAL FAX MEMORY 4.096MByte
```

## Doc Memory List

1. Open the One-Touch Speed Dialing panel.



2. Press **Report**.



REPORT  
1.ACTIVITY REPORT

3. Use **^** or **v** to select 4.DOC. MEMORY LIST.



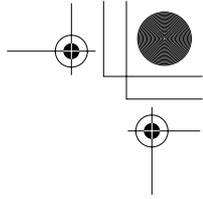
REPORT  
4.DOC. MEMORY LIST

4. Press **Set**.



PRINTING REPORT

12/31/2002 09:58 FAX 8334423		WORLD ESTATE,INC.		001	
***** *** DOC. MEMORY LIST *** *****					
TX/RX NO	MODE	CONNECTION TEL/ID	PGS.	SET TIME	ST. TIME
0051	DEL SQ BDCST	[ 01] CANON 516 328 5000	1	12/31 09:30	09:35 09:35



# Chapter 13

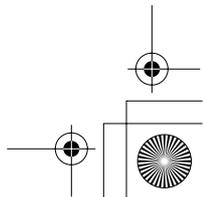
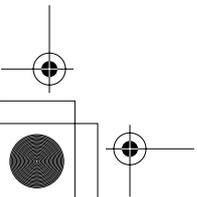
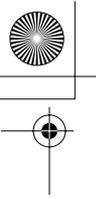
## Frequently Asked Questions

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If your machine is not operating properly, use the information and suggestions in this chapter to try to solve the problem.

- ❑ If You Cannot Solve the Problem..... 13-2
- ❑ Problems Index..... 13-3
  - Paper Jams..... 13-5
  - Problems Feeding Paper into the Machine..... 13-21
  - Faxing Problems..... 13-24
  - Telephone Problems..... 13-31
  - Copying Problems..... 13-32
  - Printing Problems ..... 13-33
  - Print Quality Problems..... 13-35
  - General Problems ..... 13-36
- ❑ If the Power Goes Out..... 13-37
- ❑ Error Codes, Messages, and Solutions..... 13-38



## If You Cannot Solve the Problem

If you have a problem with your machine and cannot solve it using the information in this chapter, contact your local authorized Canon Facsimile Dealer.



**Caution**

---

If the machine makes strange noises, or emits smoke or strange smells, disconnect the power cord immediately and contact your local authorized Canon Facsimile Dealer. Do not attempt to disassemble or repair the machine yourself.

---



**Note**

---

Attempting to repair the machine yourself may void the limited warranty.

---

Before contacting your local authorized Canon Facsimile Dealer, make sure you have the following information about your machine:

- The machine's model name: LASER CLASS 2050P
- The machine serial number (on a label on the back of the machine)

**Canon** HXXXXX

Serial No. UZX

SERIAL NUMBER

- Where you purchased the machine
- A detailed description of the problem
- The steps you have taken to solve the problem, and the results

## Problems Index

<b>Problem</b>	<b>See page</b>
Paper Jams.....	13-5
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## Paper Jams

On occasion, the document feeding into the machine Automatic Document Feeder (ADF) or the paper in the paper cassette/the multi-purpose tray may misfeed or jam. If this happens, you can usually fix the problem using one of the following procedures.



Note

You do not need to disconnect the power cord while clearing paper jams.

### Jams in the Automatic Document Feeder (ADF)?

Use this procedure if the document in the machine's Automatic Document Feeder (ADF) jams or misfeeds. (If this occurs, the message CHECK DOCUMENT appears in the display.)

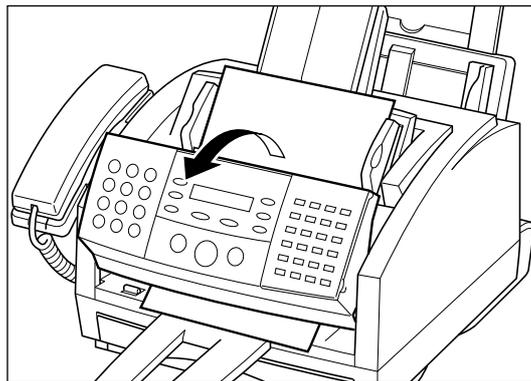
1. Press **Stop**.



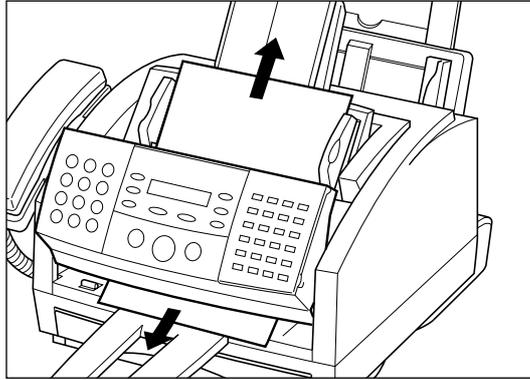
Note

- Do not try to pull the document out without opening the operation panel, or you may tear or smudge the document.
- If you have a multi-page document, remove the entire document from the Automatic Document Feeder (ADF), and reload it.

2. Open the operation panel by gently pulling it toward you.



3. Remove the jammed page by pulling it in either direction.



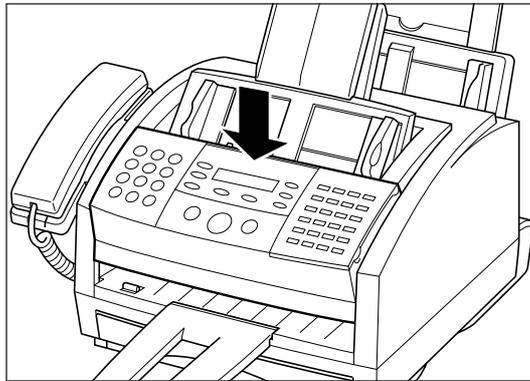
Note

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If the paper does not pull out easily, do not force it. Contact your local authorized Canon Facsimile Dealer.

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4. When you are finished, close the operation panel by pressing it down from the center as shown.



Note

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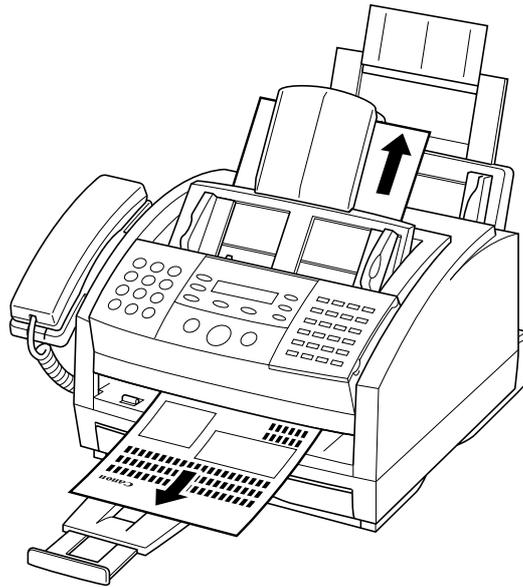
Be sure to close the operation panel until it locks into place. Otherwise the machine will not function properly.

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### Jams in the Output Slots?

Use this procedure if the recording paper jams or misfeeds in the output slots. If this happens, the message CLEAR PAPER JAM appears in the LCD display.

1. Gently pull any jammed paper out of the machine as shown below.



2. If you are using the multi-purpose tray, remove the paper stack from the multi-purpose tray and reload it, following the instructions in "Loading Recording Paper," on page 2-39.



Note

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If the paper jam occurred while a fax was being received into the machine memory, that fax will print automatically when the jam is cleared.

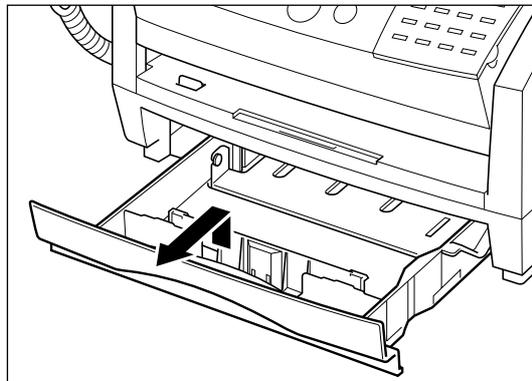
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### ***Jams in the Paper Cassette?***

If the recording paper jams or misfeeds while you are printing or copying, check the following areas in the order described below.

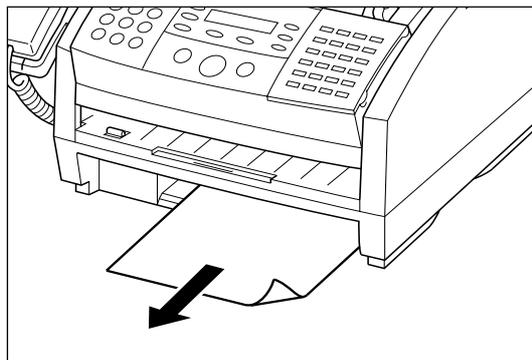
Be sure to remove any documents or printed pages from the machine before removing the paper jam.

1. Remove the extension tray.
2. Remove the paper cassette.

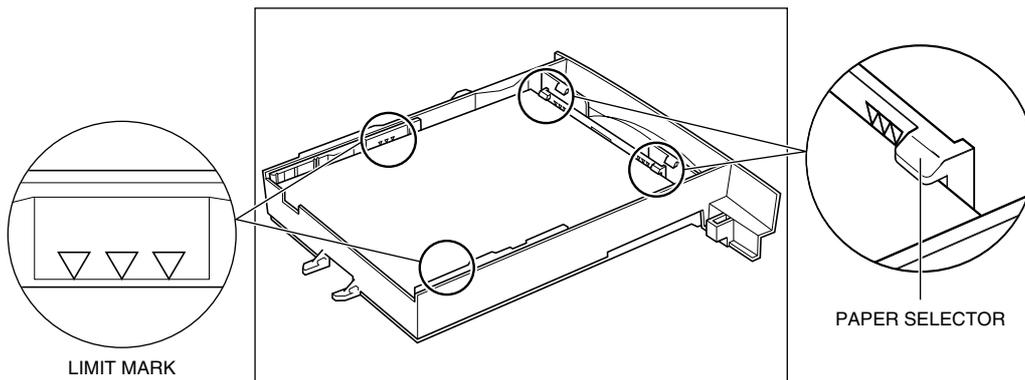


❑ Be careful not to drop the cassette as you pull it out.

3. If there is any jammed paper inside the machine, gently pull it out of the machine, being careful not to tear it.



4. Remove the stack of paper from the cassette and do the following:
  - a. Fan the stack of paper, and tap it on a flat surface to even out the stack.
  - b. Reinsert the stack of paper into the cassette. Make sure all corners and edges are flat and even, and that the stack is not higher than the limit marks (▽▽▽).



5. Replace the paper cassette and the extension tray.



- ❑ If the paper cassette sticks when you try inserting it in the machine, remove it from the machine and open the front cover. Then close it and try reinserting the paper cassette.
- ❑ If the paper jam occurred while receiving a document, the remainder of the document is received in memory. Once the paper jam is cleared, the document in memory will print automatically.
- ❑ If the error message remains displayed, there may be more jammed paper in other areas. Check the other areas as described on the following pages.
- ❑ If you have difficulty inserting the paper cassette after removing it completely, disconnect then connect the power cord. When the PLEASE WAIT message is no longer displayed, try inserting the paper cassette again.

### **Jams Inside the Machine?**

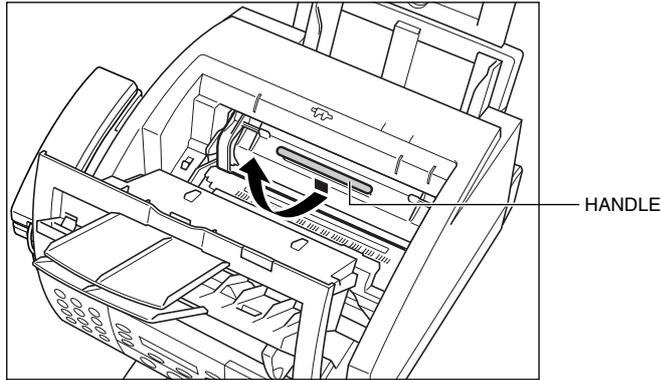
1. Open the front cover by lifting the release latch on the right side of the machine.
  - ❑ Lift the cover forward to its open position.



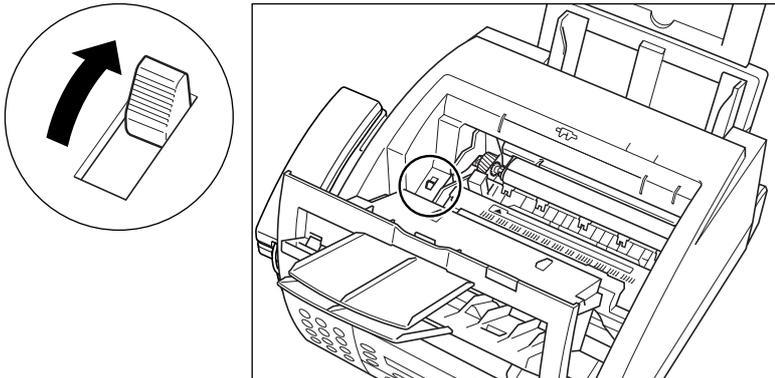
Do not open the front cover without lifting the release latch as this may cause damage to your machine.



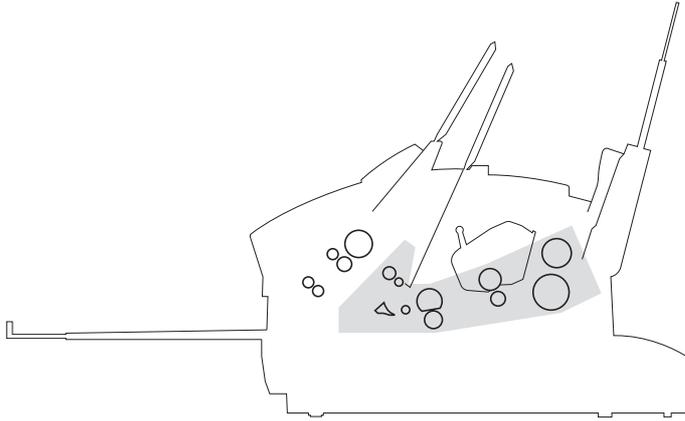
2. Hold the cartridge by its handle and remove it from the machine.
  - ❑ Cover the cartridge with its original protective bag or a cloth to protect it from the light.



3. Move the paper release lever toward the back of the machine.



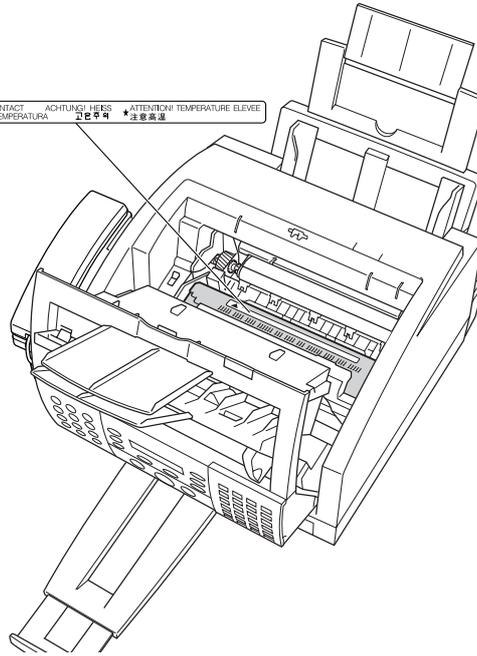
4. Locate the jammed piece of paper.
  - ❑ First check the inside of the machine and then the front area.

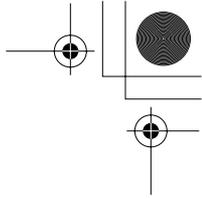


Caution

The fixing assembly (shaded) becomes extremely hot when the machine is in use. Be very careful not to touch it.

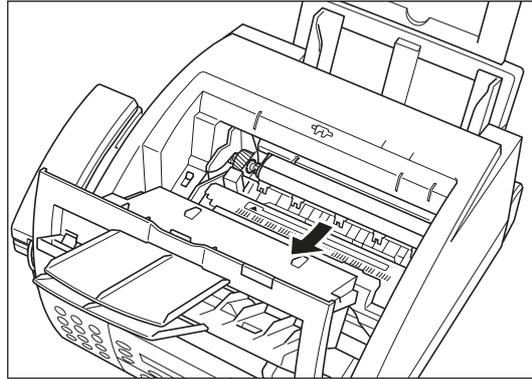
 CAUTION: HOT SURFACE AVOID CONTACT ACHTUNG! HEISS \* ATTENTION! TEMPERATURE ELEVÉE  
PRECAUCIÓN/ATTENZIONE! ALTA TEMPERATURA 高温中/注意高温





### If the paper has jammed near the multi-purpose tray slot

Hold the machine steady and pull the jammed paper straight out from the machine.

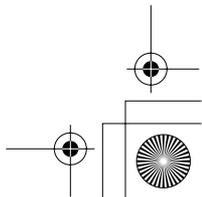
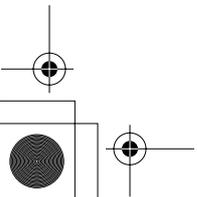


Frequently Asked Questions



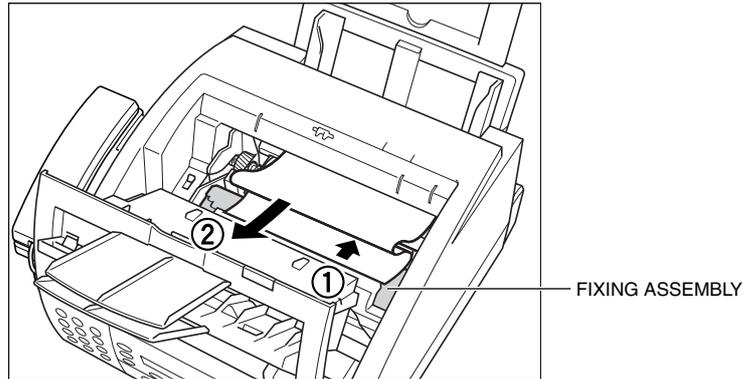
Note

- Do not tear the jammed paper. If the paper tears, remove the paper scraps from the machine.
- Be careful not to spill the toner that is on the jammed sheet of paper. The toner has not been fused to the paper yet, and toner spilled inside the machine may adversely affect the print quality.
- Be careful not to get toner on your hands or clothing. If you do, wash it off immediately with cold water.



**If the top edge of the paper is in the fixing assembly**

First move the jammed paper towards the machine ①; then pull it towards you to remove it ②.



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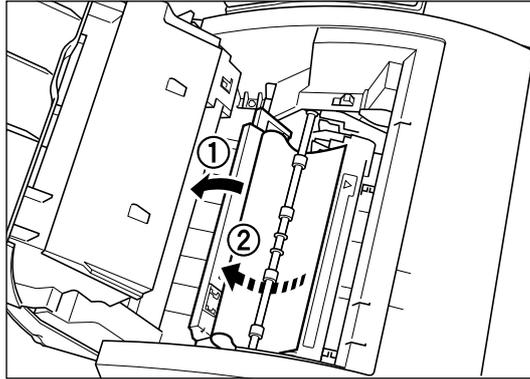
Be very careful not to touch the fixing assembly (shaded) as it becomes extremely hot during use.

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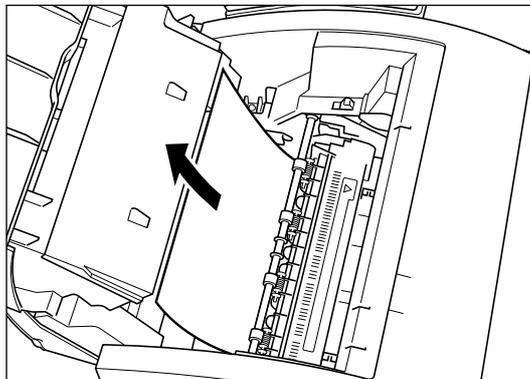
### Jams in the Front Area of the Machine?

If the top edge of the paper has passed through the fixing assembly

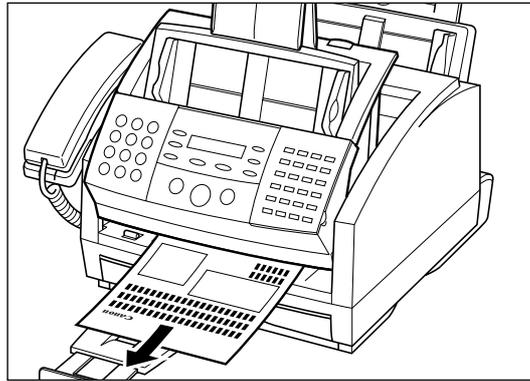
1. Pass the paper under the roller as shown.



2. Use both hands to carefully pull the jammed paper.
  - ❑ Be sure to pull gently, otherwise the paper may tear and remain inside the machine.
  - ❑ Be sure to remove all the jammed paper. Not doing so will cause paper to jam again.



**If the paper has jammed near the face-up delivery slot**  
Hold the front cover and gently pull the sheet through the exit slot.



**Note**

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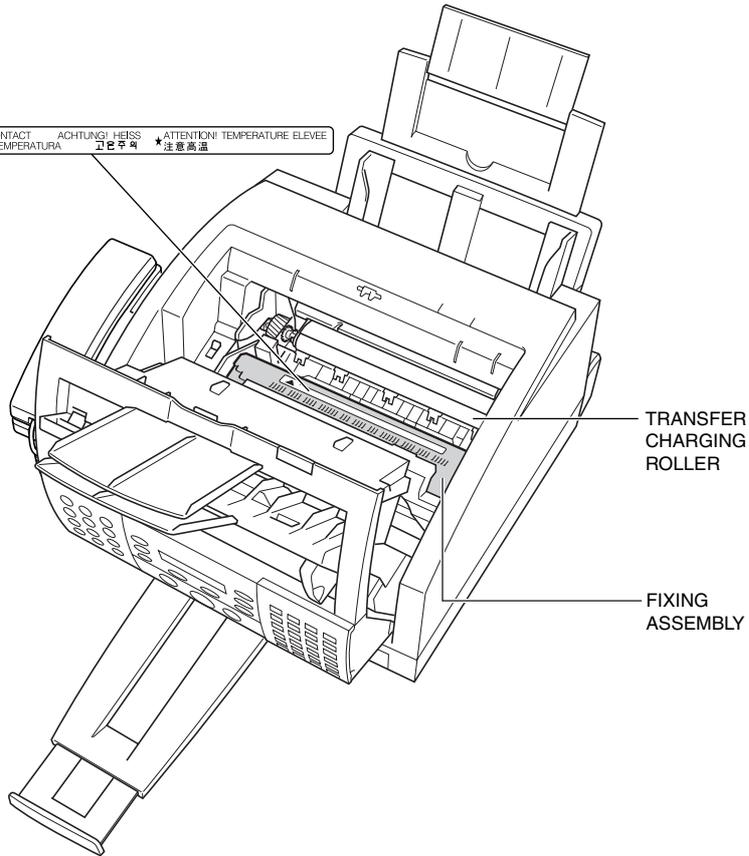
Do not close the front cover while removing a jammed sheet of paper.  
This will return the paper release lever to its locked position.

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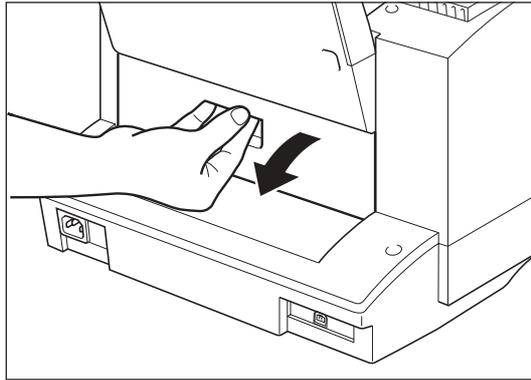
- ❑ The fixing assembly (shaded) becomes extremely hot when the machine is in use. Be very careful not to touch it.
- ❑ When removing the jammed paper, be careful not to touch the transfer charging roller as its surface is very delicate and susceptible to finger oil and scratches, which may lead to print quality deterioration.

 CAUTION! HOT SURFACE AVOID CONTACT ACHTUNG! HEISS ATTENTION! TEMPERATURE ELEVÉE  
PRECAUCIÓN! ATENCIÓN! ALTA TEMPERATURA 고온주의 ★注意高温



### ***Jams in the Rear Cover of the Machine?***

1. Open the rear cover.



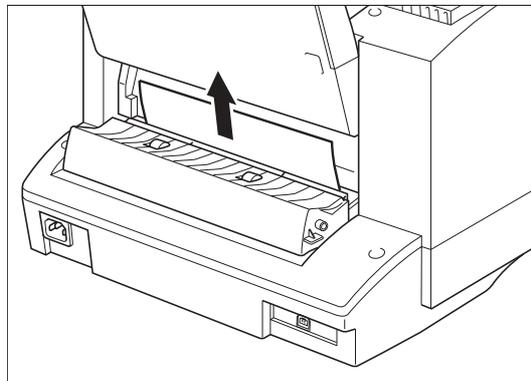
**Note**

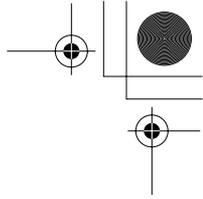
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Lift the paper cassette slightly and pull it out a little to help pulling out jammed paper.

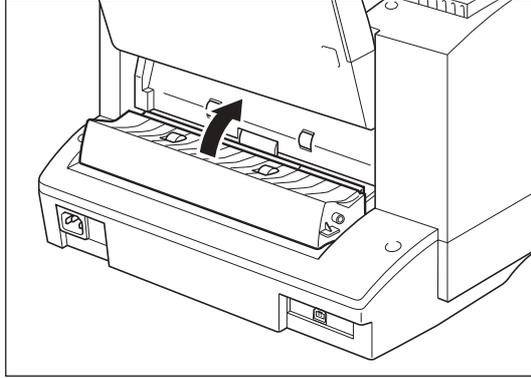
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2. Gently pull out any jammed paper from the rear area, being careful not to tear it.





3. Close the rear cover (make sure it clicks in place).



Frequently Asked Questions

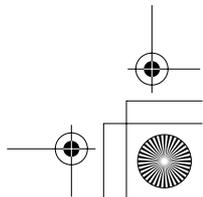
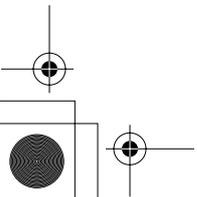


Note

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Gently insert the paper cassette into the machine until it clicks into position.

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### ***After Clearing a Paper Jam***

After removing the jammed paper, follow these steps:

1. Install the FX3 cartridge back in the machine (see page 2-33).
2. Move the paper release lever back to its original position (toward the front).
3. Close the front cover to reset the machine.
4. Load paper in the paper cassette or the multi-purpose tray.



**Note**

- 
- If you are experiencing repeated paper jams, it may be due to the paper you are using:
    - Tap the paper on a flat surface before stacking it in the paper cassette/the multi-purpose tray.
    - Check that the paper you are using and your printing environment are within the specifications of the machine. See Appendix, "Specifications."
  - Make sure you have removed any scraps of paper from inside the machine. Not doing so will cause paper to jam again.
-

## Problems Feeding Paper into the Machine

If you are having problems feeding paper into the machine, check the following table.



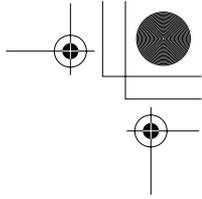
Note

If you are using the multi-purpose tray, whenever you correct one of these problems, be sure to remove the paper from the multi-purpose tray and reload it. See page 2-44.

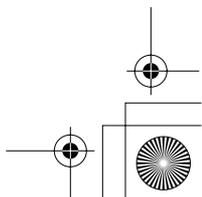
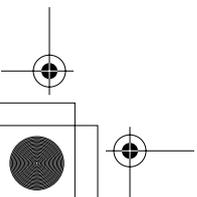
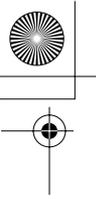
The following problems can also cause the paper to jam in the machine. See page 13-5 for instructions on clearing paper jams.

Problem	Possible cause	Solution
Paper does not feed through the multi-purpose tray?	The multi-purpose tray may contain too many sheets.	Make sure the multi-purpose tray is not filled past the limit. See Chapter 4.
	Paper may not be inserted correctly in the multi-purpose tray.	Make sure paper is inserted all the way into the multi-purpose tray. See page 2-44.
Printing is skewed?	Paper may not be stacked correctly in the multi-purpose tray.	Make sure the stack of paper is straight in the multi-purpose tray.
		Make sure there are no gaps between the stack of paper and the paper guides. See page 2-45.
		Make sure the paper exit path is clear.
Several sheets feed through the multi-purpose tray at once?	Paper may not be loaded in the multi-purpose tray correctly.	Make sure paper is inserted correctly in the multi-purpose tray. See page 2-44.
	Sheets of paper may be sticking together.	Fan the stack of paper and reload it.

<b>Problem</b>	<b>Possible cause</b>	<b>Solution</b>
Several sheets feed through the multi-purpose tray at once? <i>(continued)</i>	The multi-purpose tray may contain too many sheets.	Make sure the multi-purpose tray is not filled past the limit. See Chapter 4. Do not force the stack into the multi-purpose tray.
	The multi-purpose tray may contain more than one type of paper.	Load only one type of paper at a time.  Make sure the paper you use meets the requirements for media given on page 4-2.
		Let the paper run out before you refill the multi-purpose tray. Avoid mixing new paper with paper remaining in the multi-purpose tray.
Transparencies do not feed correctly?	The transparencies may not be loaded correctly.	Make sure you load no more than one transparency at a time.
The paper jams repeatedly?	The paper itself may be causing the jams.	Fan the paper before loading it in the multi-purpose tray. This keeps the sheets from sticking together.  Make sure the paper you are using meets the requirements given on page 4-2.



<b>Problem</b>	<b>Possible cause</b>	<b>Solution</b>
Envelopes will not feed?	The envelopes may not be loaded correctly.	Make sure the envelopes are loaded properly. See page 4-13.  Make sure there are no more than 7 envelopes in the multi-purpose tray.
	The correct envelope size may not be selected in your printer driver.	Make sure you select the correct envelope size in the Paper Setting dialog box on your PC. See the printer driver manual.
	The envelopes may not meet the machine specifications.	Envelopes must be U.S. Commercial No. 10 (9.5 × 4.1 in.) or European DL (220 × 110 mm).

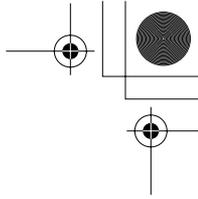


## Faxing Problems

Use the following tables to solve problems that can occur when sending and receiving faxes with the machine.

### Sending Faxes

Problem	Possible cause	Solution
Cannot send a fax?	The machine may have overheated and shut itself down.	If you suspect this, disconnect the power cord and let it cool for several minutes. Then reconnect it and try sending again.
	The machine may not be set for the type of telephone line you have (pulse/tone).	Make sure the machine is set for the type of telephone line you have. See page 3-12. (If you are not sure what type of line you have, contact your local telephone company.)
	The document may not have been set correctly in the Automatic Document Feeder (ADF).	Remove the document, stack it, and feed it into the Automatic Document Feeder (ADF) again.
	The one-touch or coded speed dialing number you used may not be registered.	Check the content of the One-Touch or Coded Speed Dialing button and make sure it was registered correctly. See Chapter 5.
	The receiving machine may be out of paper.	Call the other party and make sure they have paper in their fax machine.

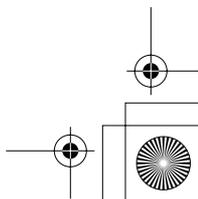
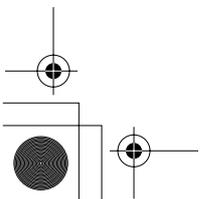
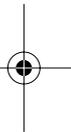
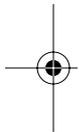
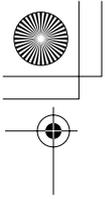


Problem	Possible cause	Solution
Cannot send a fax? (continued)	The machine may be sending another document from memory.	Allow time for the current document to finish sending.
	An error may have occurred during sending.	Print an activity report and check for an error code. See page 12-2.
	There may be a problem with the telephone line.	Make sure you have a dial tone on the handset or telephone. If not, contact your local telephone company.
	The receiving machine may not be a G3 machine.	Make sure the receiving machine is compatible with the machine (which is a G3 machine).

**Note**

If none of the above solve the problem, try disconnecting the power cord for at least five seconds, then reconnecting it. If the problem persists, contact your local authorized Canon Facsimile Dealer. Please note that any documents stored in memory will be erased unless you reconnect it within 1 hour.

Images on faxes received from the machine are spotted or dirty?	The receiving machine may not be working properly.	Check the machine by making a copy. If the image is clear, the problem may be in the receiving machine.
	The document may not be properly inserted in the Automatic Document Feeder (ADF).	Remove the document and feed it correctly into the Automatic Document Feeder (ADF).
The machine cannot send a fax using ECM?	The receiving machine may not support ECM.	If the receiving machine does not support ECM, then the machine sends the fax in normal mode without error checking.



<b>Problem</b>	<b>Possible cause</b>	<b>Solution</b>
<i>The machine cannot send a fax using ECM? (continued)</i>	ECM receiving on the receiving machine may be turned off.	If the receiving machine does support ECM reception, call the other party and have them check if ECM reception is turned on.
	ECM sending on the machine may be turned off.	Turn ECM sending on. See pages 15-7 and 15-8 (ECM TX setting).
Errors occur frequently while sending faxes?	The telephone line may be in poor condition, or you may have a poor connection.	Lower the speed at which the machine starts sending faxes in the TX START SPEED setting. See pages 15-15 and 15-16.

## Receiving Faxes

Problem	Possible cause	Solution
The machine cannot receive faxes automatically?	The machine may not be set to receive automatically.	For the machine to receive faxes automatically, it must be in FAX ONLY MODE, ANS.MACHINE MODE, or Fax/Tel Mode. See page 7-2.
	The machine may have a document in memory, leaving very little or no memory available.	Print out any documents stored in memory. See page 8-2.
	An error may have occurred during reception.	Check the LCD display for an error message. See page 13-38 for a listing of the machine's error messages.  Print an activity report and look for an error code. See page 12-2.
	The paper cassette/the multi-purpose tray may be empty.	Make sure the paper cassette/the multi-purpose tray has paper in it.
	The telephone line may not be connected properly.	Make sure all telephone line connections are secure.
The machine will not switch between telephone and fax calls automatically?	The machine may not be in Fax/Tel Mode.	For the machine to switch automatically between telephone and fax calls, it must be in Fax/Tel Mode. See page 7-2.
	The machine may have a document in memory, leaving very little or no memory available.	Print out any documents stored in memory. See page 8-2.

<b>Problem</b>	<b>Possible cause</b>	<b>Solution</b>
The machine will not switch between telephone and fax calls automatically? <i>(continued)</i>	An error may have occurred during reception.	Check the LCD display for an error message. See page 13-38 for a listing of the machine's error messages.  Print an activity report and look for an error code. See page 12-2.
	The paper cassette/the multi-purpose tray may be empty.	Make sure the paper cassette/the multi-purpose tray has paper in it.
	The sending machine may not send the CNG signal that tells the incoming signal is a fax.	In such cases, you will have to receive the document manually. See page 7-10.
The machine will not receive faxes manually?	You may not have pressed <b>Start/Copy</b> before hanging up the handset.	Always press <b>Start/Copy</b> before hanging up the handset. If you hang up before pressing <b>Start/Copy</b> you will disconnect the call.
The print quality is poor?	You may not be using the correct paper.	Make sure the paper in the paper cassette/the multi-purpose tray meets the requirements given on page 4-2.
	The sending machine may not be operating properly.	Make a copy with your machine. If the copy looks all right, then your machine is operating properly. Contact the sender and have them check their machine.

Problem	Possible cause	Solution
 <b>Note</b>	See also "Printing Problems," on page 13-33.	
The machine cannot receive faxes using ECM?	The sending machine may not support ECM.	If the sending fax does not support ECM, then the machine receives the fax in normal mode without error checking.
	ECM reception may not be turned on.	Make sure the machine ECM RX setting is enabled. See pages 15-9 and 15-10.
Nothing prints?	The toner cartridge may not have been installed properly.	Make sure the toner cartridge is installed correctly. See page 2-33.
	The toner cartridge may need to be replaced.	See page 2-33.
Received faxes are blotched or uneven?	The telephone lines may be in poor condition, or you may have a bad connection.	Use ECM receiving to try to eliminate such problems. However, if the telephone lines are in poor condition, you may need to have the fax sent again.
	The sending machine may not be functioning properly.	The sending machine usually determines the fax's quality. Call the sender and have them make sure the top cover and scanning glass on their machine are clean.

<b>Problem</b>	<b>Possible cause</b>	<b>Solution</b>
Errors occur frequently while receiving?	The telephone lines may be in poor condition, or you may have a bad connection.	Lower the speed at which the machine receives faxes in the RX START SPEED setting. See pages 15-15 and 15-16.

## Telephone Problems

Problem	Possible cause	Solution
The machine cannot dial?	The telephone line may not be connected properly.	Make sure the telephone line is securely connected to the machine. See page 2-17.
	The machine may not be set for the type of telephone line you have (pulse/tone).	Make sure the machine is set for the type of telephone line you have. See page 3-12. (If you are not sure what type of line you have, contact your local telephone company.)

## Copying Problems

Problem	Possible Cause	Solution
The machine will not make a copy?	The document may not be placed correctly in the Automatic Document Feeder (ADF).	Make sure the document you are copying is set in the Automatic Document Feeder (ADF) properly, and the LCD display shows DOCUMENT READY.
	The handset may be off its hook.	Make sure the handset is on its cradle.
	The machine may not be operating properly.	Print a report or list to make sure the machine is operating properly. See the printer driver manual.
MEMORY FULL appears in the LCD display when you are making multiple copies?	The machine's memory is full.	Print out any received faxes stored in memory, then try copying again. Otherwise, copy one page after another. See page 8-2.

## Printing Problems

If you are having problems printing with the machine, check the problems and solutions listed in the following table. When printing problems occur while printing from your PC, refer to the Printer Driver Software User's Guide.

Problem	Possible cause	Solution
The <b>Alarm</b> lamp comes on and the machine beeps while printing?	The machine may have a paper jam.	Clear any paper jams as described earlier in this chapter.
	The machine may have no paper jam.	Disconnect the power cord, wait five seconds, then reconnect it. If the problem is fixed, the <b>Alarm</b> lamp will be off, and the LCD display will show the date and receiving mode (standby mode). If the <b>Alarm</b> lamp stays on, call your local authorized Canon Facsimile Dealer.
Nothing prints?	The power cord may not be connected securely.	Make sure the power cord is connected securely to the machine and to a wall outlet.
	The toner cartridge may need to be replaced.	Replace the toner cartridge. See page 2-33.

<b>Problem</b>	<b>Possible cause</b>	<b>Solution</b>
Printout does not match paper size?	Paper may not be loaded and aligned correctly in the paper cassette/the multi-purpose tray.	Make sure the paper is loaded correctly. See page 2-39.
The printout curls?	Your pages may include a large amount of toner.	Remove the printout as soon as it exits the machine and then roll it in the direction opposite of the curl.
The paper jams?	You may be using face-down delivery for media other than plain paper.	Use the paper delivery selector to select face-up delivery.

## Print Quality Problems

If the print quality is not what you expect it to be, check the problems and solutions below.

Problem	Possible cause	Solution
Print is not clear?	The medium you are using may not be supported by the machine.	Use only print media specified in "Guidelines for Selecting Print Media," on page 4-2.
	You may be printing on the wrong side of the paper.	Many types of paper have a "correct" side for printing. If your paper does, make sure that side is facing up. If the paper has no obvious correct side, try turning the paper over and printing on the other side.
The printout has vertical white streaks?	Toner may be low or be unevenly distributed.	Follow these steps:
		<ol style="list-style-type: none"> <li>1. Open the front cover and take out the FX3 cartridge.</li> <li>2. Gently rock the cartridge side to side five or six times to evenly distribute the toner inside.</li> <li>3. Put the cartridge back into the machine.</li> <li>4. Close the front cover and try printing again.</li> </ol> <p>If this does not solve the problem, replace the FX3 cartridge.</p>

## General Problems

Problem	Possible cause	Solution
The machine has no power?	The power cord may not be securely connected to the machine.	Make sure the power cord is connected securely to the machine and to a wall outlet.  If the power cord is connected to a power strip, make sure the strip is connected to an outlet and turned on.
	The power cord may not be supplying power.	Check the power cord by substituting it with another, or by using a voltmeter to test it for continuity.
Nothing appears in the LCD display?	The machine may not be receiving power.	Check the plug and be sure it is firmly connected to the power connector and the wall outlet.  If the display remains blank, disconnecting the power cord, wait five seconds, then reconnect it. If the display still remains blank, contact your local authorized Canon Facsimile Dealer.

## ***If the Power Goes Out***

If power to the machine is cut off, any documents stored in its memory will be retained for approximately one hour by a built-in battery.

While power is out, you can only use the machine to receive telephone calls (if you have the handset or a telephone connected to the machine) and to make calls (if you have a telephone connected to the machine). You cannot send or receive faxes, print, or make copies.

## Error Codes, Messages, and Solutions

This table lists the messages that appear in the machine LCD display and the corresponding error codes that appear in activity reports, and tells what to do for each.

<b>Message</b>	<b>Error Code</b>	<b>Cause</b>	<b>Action</b>
AUTO REDIAL	—	The machine is waiting to redial the other party's fax number because the line was busy or the other party did not answer when you tried to send the document.	Wait for the machine to automatically redial the fax number. See page 6-26.
BUSY/NO SIGNAL	#018	<p>The telephone number you dialed is busy.</p> <p>The fax number dialed was incorrect.</p> <p>The other party's machine is not working properly.</p> <p>The other party is not using a G3 machine.</p> <p>The telephone line type setting on your machine is incorrect.</p>	<p>Try sending the document again later.</p> <p>Check the fax number and dial again.</p> <p>Contact the other party and have them check their machine.</p> <p>Contact the other party and have them send or receive the document using a G3 machine.</p> <p>Set your machine for your telephone line type (tone or pulse).</p>

<b>Message</b>	<b>Error Code</b>	<b>Cause</b>	<b>Action</b>
BUSY/NO SIGNAL (continued)	#018	The receiving machine did not answer within 55 seconds.	Contact the other party and have them check their machine. You can also try to send the document manually. For an overseas call, add pauses to the registered number.
CHANGE CARTRIDGE	—	The toner inside the toner cartridge may be unevenly distributed.	Redistribute the toner inside the toner cartridge. See page 13-35. If the message remains, replace the toner cartridge. See page 2-33.
CHECK COVER/ CART	—	The toner cartridge is empty.	Replace the toner cartridge. See page 2-33.
CHECK COVER/ CART	—	The toner cartridge is not installed properly.	Make sure the toner cartridge is installed properly. See page 2-33.
CHECK DOCUMENT	#001	The front cover is open. A document is jammed in the Automatic Document Feeder (ADF).	Close the front cover. Clear the document jam. See page 13-5. Then start again.
CHECK PAPER SIZE	—	The size of the paper in the paper cassette/the multi-purpose tray differs from that specified in the PAPER SIZE setting.	Set the correct paper size in the PAPER SIZE setting. See pages 15-11 and 15-12.

<i>Message</i>	<i>Error Code</i>	<i>Cause</i>	<i>Action</i>
CHECK POLLING ID	#021	No subaddress and/or password has been entered on your machine, or the subaddress and/or password do not match the settings on the other party's machine.	Make sure the subaddress and/or password match the settings on the other party's machine. See pages 5-5 and 5-14.
	#008	No subaddress and/or password has been entered on the other party's machine, or the subaddress and/or password do not match the settings on your machine.	Contact the other party to enter the correct subaddress and/or password.
CHECK PRINTER	—	The toner cartridge in the machine is defective.	Reinstall the cartridge. See page 2-33. If the message remains in the LCD, replace the toner cartridge. See page 2-33.
		The machine is connected to an uninterruptible power supply (UPS).	Make sure the power cord is connected to an AC outlet.

<b>Message</b>	<b>Error Code</b>	<b>Cause</b>	<b>Action</b>
CHECK PRINTER (continued)	—		In either case, if the error does not clear, try disconnecting the power cord. Wait five seconds, then reconnect it. If the message remains in the LCD, contact your local authorized Canon Facsimile Dealer.
CHK SUBADDR/ PSWD	#083/102	You attempted to send a document or poll another machine with the incorrect subaddress and/or password.	Contact the other party to check their settings. Change your settings if necessary.
CLEAR PAPER JAM	—	Face-down delivery slot is full.	Take out sheets from delivery slot and clear the paper jam. See page 13-5.
		There is a paper jam.	Clear the paper jam, then reload paper in the multi-purpose tray. See page 13-7.
DOC. TOO LONG	#003	The document is longer than 39.4" (1 meter).	Use a copier to divide the document into smaller sections and send the copy.

<b>Message</b>	<b>Error Code</b>	<b>Cause</b>	<b>Action</b>
ECM RX	—	The machine is receiving a fax using ECM.	If your local lines are in bad condition, ECM receptions may take longer than normal reception. Turn off ECM if you find reception speed extremely slow and need to receive quickly, or if you know your local lines are in good condition. See pages 15-9 and 15-10 (ECM RX setting).
ECM TX	—	The machine is sending a fax using ECM.	If your local lines are in bad condition, ECM transmissions may take longer than normal transmissions. Turn off ECM if you find transmission speed extremely slow and need to transmit quickly, or if you know your local lines are in good condition. See pages 15-7 and 15-8 (ECM TX setting).
LOAD PAPER	—	The machine is out of recording paper.	Load paper in the paper cassette/the multi-purpose tray. Any documents received in memory will then be printed automatically.

<b>Message</b>	<b>Error Code</b>	<b>Cause</b>	<b>Action</b>
MEMORY FULL	#037	<p>The machine's memory is full because it has received too many documents, or a very long or detailed document.</p> <p>The memory is full because you sent too many pages at once, or a very long or detailed document.</p>	<p>Print out any documents that are stored in memory. Then start the operation again. See page 8-2.</p> <p>Divide the document and send each part separately. If the memory contains any faxes you do not need, print, send, or delete them.</p>
MEMORY USED nn%	—	Shows how much of the machine's memory is in use.	If you need more space, wait for the machine to send any faxes. Also, print, send, or delete any documents in memory you no longer need. See page 8-2.
NO RX PAPER	#012	The other party's machine is out of paper and its memory is full.	Contact the other party and have them add paper to their machine.
NO TEL #	#022	The One-Touch or Coded Speed Dialing number has not been registered.	Register the number. See Chapter 5.
NOT AVAILABLE	—	You entered an invalid number.	Enter a valid number.

<b>Message</b>	<b>Error Code</b>	<b>Cause</b>	<b>Action</b>
PSWD POLL REJECT	#084	You attempted to poll a machine with a password, but the other party has not set a password or their fax machine does not support polling with a password.	Contact the other party to check their settings. If their machine does not support polling with a password, delete the password you have registered. See page 5-5 and 5-14.
PSWD TX REJECTED	#081	You attempted to send a document with a password, but the other party's machine does not support reception with a password.	Contact the other party to check their settings. If their machine does not support reception with a password, delete the password you have registered. See pages 5-5 and 5-14.
REC'D IN MEMORY	—	The paper or toner ran out, or a paper jam occurred, so the machine received the document in memory.	Add paper to the paper cassette or the multi-purpose tray with set up paper size, change the toner cartridge, or clear the paper jam.
SELECT POL REJCT	#082	You attempted to poll a machine with a subaddress, but the other party has not set a subaddress or their machine does not support polling with a subaddress.	Contact the other party to check their settings. If their machine does not support polling with a subaddress, delete the subaddress you have registered. See pages 5-5 and 5-14.

<b>Message</b>	<b>Error Code</b>	<b>Cause</b>	<b>Action</b>
SUBADD TX REJECT	#080	You attempted to send a document with a subaddress, but the other party's machine does not support reception with a subaddress.	Contact the other party to check their settings. If their machine does not support reception with a subaddress, delete the subaddress you have registered. See pages 5-5 and 5-14.
TX/RX CANCELLED	—	You pressed <b>Stop</b> to cancel the transmission.	—
TX/RX NO. <i>nnnn</i>	—	When the machine sends or receives a fax, it assigns a unique identification number to it.	Write the number down if you will need it later. You can also print an activity report after the transmission to check the TX/RX number if necessary. See page 12-2.
TX/RX NO. <i>nnnn</i> SCANNING P. <i>nnn</i> MEMORY FULL (Three messages toggle.)	—	The machine is sending a document and its memory is full.	The machine continues to send the document as memory becomes available.



# Chapter 14

## Maintaining Your Machine

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Your machine requires no maintenance other than periodic cleaning, and replacing of the toner cartridge as needed.

- ❑ Cleaning the Machine..... 14-2
  - Cleaning the Machine's Exterior..... 14-2
  - Cleaning the Inside of the Machine..... 14-3
  - Cleaning the Scanner Components ..... 14-6
- ❑ Transporting the Machine..... 14-9

Maintaining Your Machine

## ***Cleaning the Machine***

Clean your machine regularly to keep it in good operating condition.



Note

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Follow these precautions whenever you clean the machine:

- When the power cord is disconnected, any documents stored in memory will be erased if you leave the machine disconnected for one hour or more. Be sure to connect the power cord after cleaning to avoid this happening. If REC'D IN MEMORY appears in the LCD display, follow the steps on pages 8-2 through 8-5 to print out the document.
  - If you disconnect the machine while it is waiting to send a document, you will have to set the machine to send your document again once you finish cleaning it. However, when you have set a document for delayed transmission, the machine holds the document in its memory for about an hour.
  - Do not use tissue paper, paper towels, or similar materials for cleaning; they can stick to the components or generate static charges.
- 

## ***Cleaning the Machine's Exterior***

Clean the machine's outer casing as follows.

1. Disconnect the power cord from the machine.
2. Wipe the machine's exterior with a clean, soft, lint-free cloth moistened with water or diluted dishwashing detergent solution.



Caution

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Never use thinner, benzene, alcohol, or any other organic solvent to clean the machine, as these can damage the machine's surface.

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3. Reconnect the power cord.

## ***Cleaning the Inside of the Machine***

To prevent toner powder and paper dust from accumulating and affecting the quality of the machine's printing, clean the inside of the machine periodically as follows.



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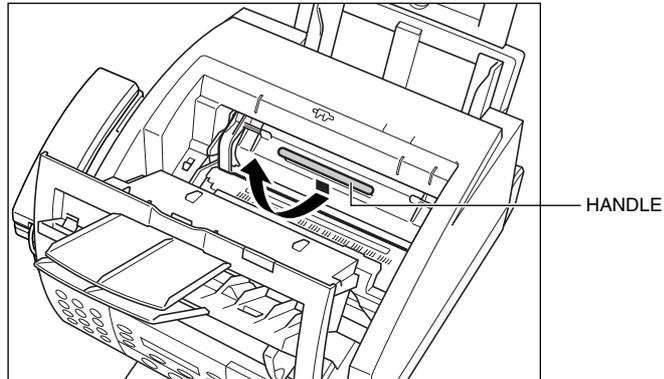
When you disconnect the power cord, any documents stored in memory will be erased if you leave the machine disconnected for one hour or more. Be sure to connect the power cord after cleaning to avoid this happening.

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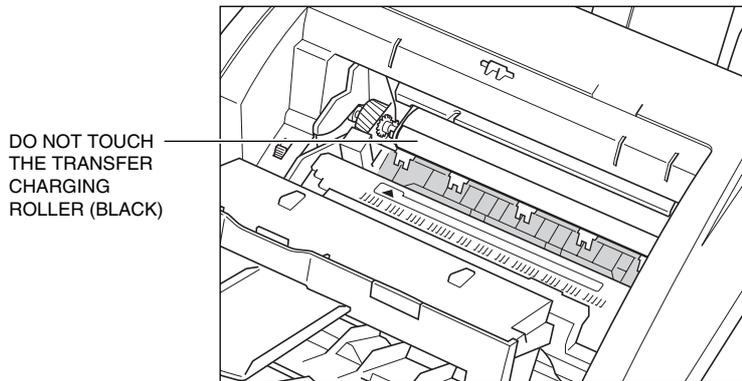
1. Disconnect the power cord from the machine.
2. Open the front cover by lifting the release latch on the right side of the machine.
  - ❑ Lift the cover forward to its open position.



3. Hold the cartridge by its handle and remove it as shown.

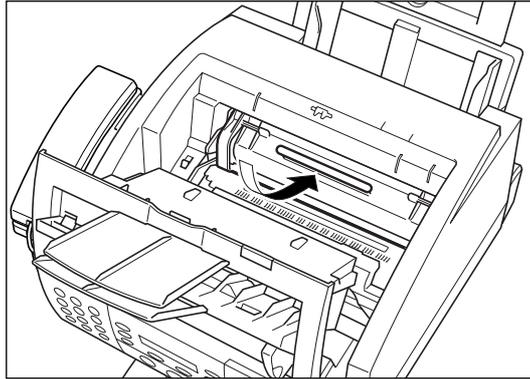


- ❑ Store the cartridge in its protective bag to avoid exposure to light.
4. Use a clean, soft, dry, lint-free cloth to remove any toner or paper debris from the shaded area.

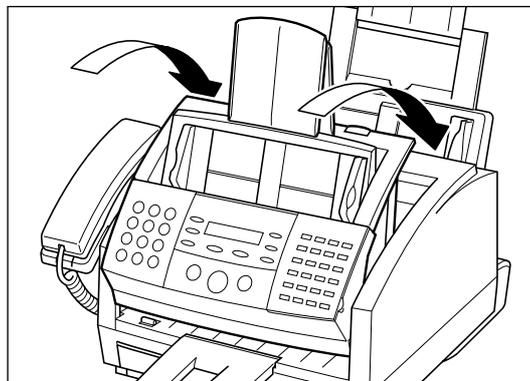


Do not touch the transfer charging roller (black) at the back, as this may affect the print quality of your documents.

5. When you have finished cleaning the machine, replace the toner cartridge.
  - ❑ Gently press the cartridge into the machine as far as it will go. Press down and back on the cartridge's handle.



6. Close the front cover.
  - ❑ Use both hands to press the cover back into its closed position.



7. Reconnect the power cord.

## ***Cleaning the Scanner Components***

Periodically check the scanning glass and rollers.

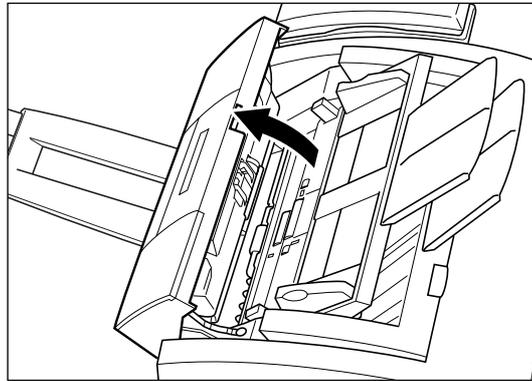


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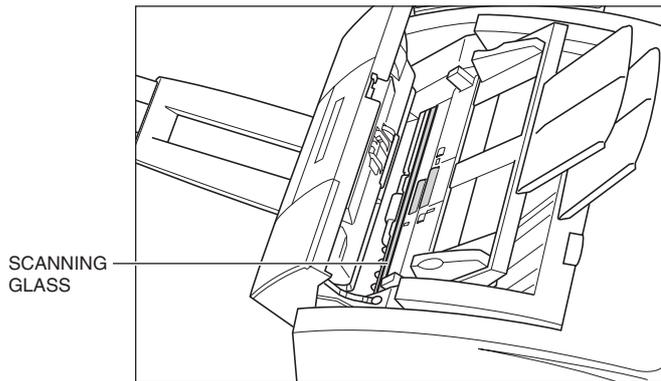
When you disconnect the power cord, any documents stored in memory will be erased if you leave the machine disconnected for one hour or more. Be sure to connect the power cord after cleaning to avoid this happening.

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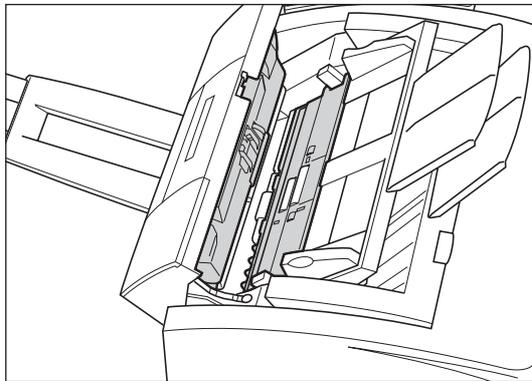
1. Disconnect the power cord from the machine.
2. Open the operation panel by gently pulling it toward you.



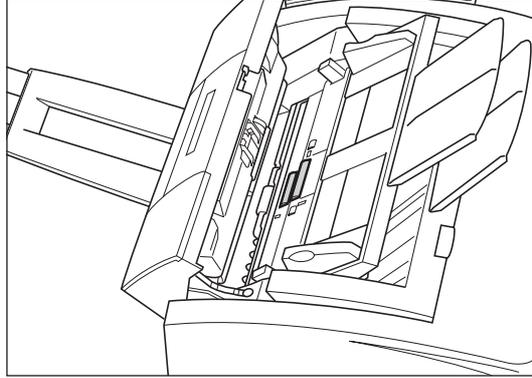
3. Use a soft, dry, clean cloth to clean the scanning glass and rollers (shaded areas).
  - ❑ If the document scanning glass and rollers are dirty, the documents you send, copy, or print will also be dirty.
  - ❑ Clean with a soft cloth that will not scratch the glass or rollers.



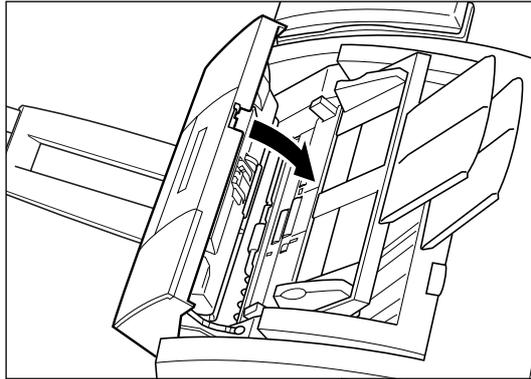
4. Clean the shaded areas of the operation panel and the machine.
  - ❑ Dirt and dust particles that collect on the underside of the operation panel also affect the quality of documents you send, copy, or print.



5. Use a soft, dry, clean cloth to wipe up paper dust around the rollers.



6. When you are finished, close the operation panel by pressing it down from the center as shown.



**Note**

Be sure to close the operation panel until it locks into place. Otherwise the machine will not function properly.

7. Reconnect the power cord.

## Transporting the Machine

Whenever you plan to transport the machine, you need to prepare it so it will not be damaged during the move.

1. Disconnect the power cord from the wall outlet.
2. Remove any paper and/or documents from the machine.
3. Open the front cover by lifting the right side release latch of the machine and remove the toner cartridge.
  - ❑ Store the toner cartridge in its original protective bag or wrap it in a thick cloth to avoid exposure to light.
4. Use both hands to close the front cover until it clicks into position.
5. Disconnect the handset, telephone or answering machine (if you have connected one to the machine).
6. Disconnect the telephone line cord from the machine.
7. Disconnect the power cord from the machine.
8. Hold the flap of the paper rest down and press the paper rest downward.
9. Remove the support trays and extension tray from the machine. See "Attaching Components" on page 2-10.
10. Replace all tapes and shipping materials you removed when you first unpacked the machine. See "Removing Shipping Materials" on page 2-7.
11. Pack the machine and all its components into its original shipping carton. Use the illustration on page 2-5 for reference.



If you no longer have the shipping carton your machine came in, pack the machine in a suitably sized, sturdy cardboard box, using bubble wrap, foam peanuts, or other suitable packing materials.



# Chapter 15

## The Menu System

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This chapter summarizes the menu system. Use the information here as a guide to help you customize operations your machine performs.

- ❑ Understanding the Menu System..... 15-2
- ❑ Accessing the USER SETTINGS Menu ..... 15-3
- ❑ Accessing the REPORT SETTINGS Menu..... 15-5
- ❑ Accessing the TX SETTINGS Menu ..... 15-7
- ❑ Accessing the RX SETTINGS Menu ..... 15-9
- ❑ Accessing the PRINTER SETTINGS Menu ..... 15-11
- ❑ Accessing the POLLING BOX Menu ..... 15-13
- ❑ Accessing the SYSTEM SETTINGS Menu ..... 15-15

The Menu System

## ***Understanding the Menu System***

The machine menu system allows you to customize the way your machine operates. The menu system consists of seven menus, each containing settings that control different functions of your machine. This chapter outlines the various menus and shows you how to use them.



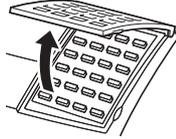
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The factory default settings in the following tables are shown in bold type.

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## Accessing the **USER SETTINGS** Menu

1. Open the One-Touch Speed Dialing panel.



2. Press **Data Registration**.



REGISTRATION  
1. DATA REGISTRATION

3. Press **Set**.



DATA REGISTRATION  
1. USER SETTINGS

4. Press **Set**, then use the  $\wedge$  or  $\vee$  to display the item you want to set or change.

## USER SETTINGS

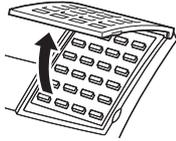
For details on accessing the settings below, see page 15-3.

Setting	Description	Sub-Settings
1.DATE & TIME	Sets the current date and time. (See page 3-9.)	–
2.UNIT TELEPHONE #	Enters the fax/telephone number you want to appear at the top of each fax page you send. (See page 3-10.)	–
3.UNIT NAME	Enters the name or company name you want to appear at the top of each fax page you send. (See page 3-10.)	–
4.TX TERMINAL ID	Prints your ID (transmitting terminal ID) on each page of the document you transmit. (See page 3-8.)	
TTI POSITION	Selects whether the sender information is positioned inside or outside the image area. (See page 3-8.)	<b>OUTSIDE IMAGE</b> <b>INSIDE IMAGE</b>
TELEPHONE # MARK	Selects the prefix for the machine number. (See page 3-8.)	<b>FAX</b> <b>TEL</b>
5.SCAN CONTRAST	Selects the scanning contrast. (See page 6-14.)	<b>STANDARD</b> <b>DARKER</b> <b>LIGHTER</b>
6.OFFHOOK ALARM	Enables/disables the off hook alarm that alerts you that the handset is not seated properly in its cradle.	<b>ON</b> <b>OFF</b>
7.VOLUME CONTROL	Sets the volume of the machine sounds.	–
CALLING VOLUME	Selects the ring volume when the machine detects a voice call.	1/2/3
KEYPAD VOLUME	Selects the keypad touch beep volume.	0 (off)/1/2/3
ALARM VOLUME	Selects the error alarm volume.	0 (off)/1/2/3
LINE MONITOR VOL	Selects the line monitor volume. (sound during dialing)	0 (off)/1/2/3
8.RX CALL LEVEL	Selects the ring type for incoming calls.	<b>HIGH</b> <b>STANDARD</b>
9.TEL LINE TYPE	Selects the telephone line type setting for your machine. (See page 3-12.)	<b>TOUCHTONE</b> <b>ROTARY PULSE</b>

(Default settings are shown in bold type)

## Accessing the **REPORT SETTINGS** Menu

1. Open the One-Touch Speed Dialing panel.



2. Press **Data Registration**.



REGISTRATION  
1. DATA REGSTRATION

3. Press **Set**.



DATA REGSTRATION  
1. USER SETTINGS

4. Use  $\wedge$  or  $\vee$  to select 2.REPORT SETTINGS.



DATA REGSTRATION  
2. REPORT SETTINGS

5. Press **Set**, then use the  $\wedge$  or  $\vee$  to display the item you want to set or change.

## REPORT SETTINGS

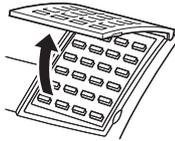
For details on accessing the settings below, see page 15-5.

Setting	Description	Sub-Settings
1.TX REPORT	Enables/disables automatic printing of a TX (transmission) REPORT. (See page 12-4.)  PRINT ERROR ONLY: Prints a report only when a transmission error occurs.  OUTPUT YES: Prints a report every time you send a document.  OUTPUT NO: No report is printed.	<b>PRINT ERROR ONLY</b> OUTPUT YES OUTPUT NO
PRINT WITH IMAGE	If you select PRINT ERROR ONLY or OUTPUT YES above, this setting enables/disables printing of the first page of the fax under the report.	<b>ON</b> OFF
2.RX REPORT	Enables/disables automatic printing of an RX (reception) REPORT. (See page 12-7.)  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.	<b>OUTPUT NO</b> PRINT ERROR ONLY OUTPUT YES
3.ACTIVITY REPORT	Enables/disables automatic printing of an ACTIVITY REPORT after every 20 transactions. (See page 12-2.)	<b>AUTO PRINT ON</b> AUTO PRINT OFF

(Default settings are shown in bold type)

## Accessing the TX SETTINGS Menu

1. Open the One-Touch Speed Dialing panel.



2. Press **Data Registration**.



REGISTRATION  
1.DATA REGSTRATION

3. Press **Set**.



DATA REGSTRATION  
1.USER SETTINGS

4. Use  $\wedge$  or  $\vee$  to select 3.TX SETTINGS.



DATA REGSTRATION  
3.TX SETTINGS

5. Press **Set**, then use the  $\wedge$  or  $\vee$  to display the item you want to set or change.

## TX SETTINGS

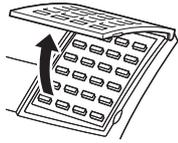
For details on accessing the settings below, see page 15-7.

Setting	Description	Sub-Settings
1.ECM TX	Enables/disables Error Correction Mode (ECM) during transmission.	<b>ON</b> <b>OFF</b>
2.MID PAUSE SET	Selects the length of a pause entered within a fax/telephone number with <b>Pause</b> .	<b>2 SEC (1 to 15)</b>
3.AUTO REDIAL	Enables/disables automatic redialing if the other party's line is busy on the first attempt. (See page 6-26.)	<b>ON</b> <b>OFF</b>
REDIAL TIMES	Selects the number of redial attempts.	<b>2 TIMES</b> (1 to 10)
REDIAL INTERVAL	Selects the time interval between redial attempts.	<b>2 MIN.</b> (2 to 99)
4.TIME OUT	Enables/disables automatic scanning of documents after the fax number is entered.  ON: Scanning begins automatically five seconds after entering the fax number (10 seconds if sending to multiple fax numbers).  OFF: Scanning does not start automatically. (You need to press <b>Start/Copy</b> to begin scanning.)	<b>ON</b> <b>OFF</b>

(Default settings are shown in bold type)

## Accessing the RX SETTINGS Menu

1. Open the One-Touch Speed Dialing panel.



2. Press **Data Registration**.



REGISTRATION  
1.DATA REGSTRATION

3. Press **Set**.



DATA REGSTRATION  
1.USER SETTINGS

4. Use  $\wedge$  or  $\vee$  to select 4.RX SETTINGS.



DATA REGSTRATION  
4.RX SETTINGS

5. Press **Set**, then use the  $\wedge$  or  $\vee$  to display the item you want to set or change.

## RX SETTINGS

For details on accessing the settings below, see page 15-9.

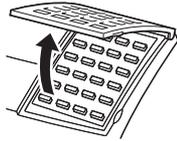
Setting	Description	Sub-Settings
1.ECM RX	Enables/disables Error Correction Mode (ECM) during reception.	<b>ON</b> OFF
2.RX MODE	Selects the receive mode. (See Chapter 7.) If you select FAX/TEL AUTO SW or DRPD, you can select additional sub-settings. (See pages 7-5 and 7-16.)	<b>FAX/TEL AUTO SW</b> FAX ONLY MODE DRPD
3.INCOMING RING	When the RX MODE setting is set to FAX ONLY MODE or FAX/TEL AUTO SW, this setting enables/disables ringing when the machine receives a call.*	<b>OFF</b> ON
RING COUNT	Selects the number of rings before the machine begins receiving.	<b>2 TIMES</b> (1 to 99)
4.MAN/AUTO SWITCH	When the receive mode is set to MANUAL MODE, this setting determines if the machine switches to fax receive mode after it rings for a specified time.	<b>OFF</b> ON
F/T RING TIME	If you select ON above, this setting selects the length of time the machine rings before switching to fax receive mode.	<b>15 SEC</b> (1 to 99)
5.REMOTE RX	Enables/disables remote receiving.	<b>ON</b> OFF
REMOTE RX ID	If you select ON above, this setting selects the remote receiving ID.	<b>25</b> (00 to 99)
6.MEMORY RX	Enables/disables reception of a document in the machine's memory when a problem occurs during reception.	<b>ON</b> OFF
7.RX PAGE FOOTER	Enables/disables printing of the reception date and time, page number, and transaction number (TX/RX NO.) at the bottom of each received fax page.	<b>OFF</b> ON

(Default settings are shown in bold type)

\* Even if you have set INCOMING RING to ON, the machine will only ring if you have connected the handset or an extension telephone.

## Accessing the **PRINTER SETTINGS** Menu

1. Open the One-Touch Speed Dialing panel.



2. Press **Data Registration**.



REGISTRATION  
1.DATA REGSTRATION

3. Press **Set**.



DATA REGSTRATION  
1.USER SETTINGS

4. Use  $\wedge$  or  $\vee$  to select 5. PRINTER SETTINGS.



DATA REGSTRATION  
5.PRINTER SETTINGS

5. Press **Set**, then use the  $\wedge$  or  $\vee$  to display the item you want to set or change.

## PRINTER SETTINGS

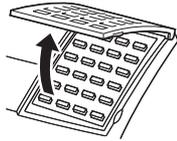
For details on accessing the settings below, see page 15-11.

Setting	Description	Sub-Settings
1.RX REDUCTION	Enables/disables reduction of documents to fit on the paper loaded in the multi-purpose tray or cassette. If you select ON, you can select the direction of the reduction.	<b>ON</b> OFF <b>VERTICAL ONLY</b> HORIZ & VERTICAL
2.PAPER SIZE	Select the size of the paper loaded in the paper cassette or the multi-purpose tray.  CASSETTE: Select the size of paper you are loading in the paper cassette.  MP TRAY: Select the size of paper you are loading on the multi-purpose tray. If you select CUSTOM here, you can select from CUSTOM1/LONG and CUSTOM2/SHORT.	<b>LTR/A4</b>  <b>LTR/LGL/CUSTOM/A4</b> <b>CUSTOM1/LONG</b> <b>CUSTOM2/SHORT</b>
3.ECONOMY PRT	Enables/disables economy printing.	<b>OFF</b> ON
4.TONER SUPPLY LOW	Selects whether the machine continues printing when toner level is low (CHANGE CARTRIDGE displayed in the LCD).  RX TO MEMORY: Stops printing and received documents are stored in memory.  KEEP PRINTING: Continues printing even when toner level is low. Select this setting when you do not have a new toner cartridge available and need to print any documents received in memory.	<b>RX TO MEMORY</b> <b>KEEP PRINTING</b>

(Default settings are shown in bold type)

## Accessing the POLLING BOX Menu

1. Open the One-Touch Speed Dialing panel.



2. Press **Data Registration**.



REGISTRATION  
1.DATA REGSTRATION

3. Press **Set**.



DATA REGSTRATION  
1.USER SETTINGS

4. Use  $\wedge$  or  $\vee$  to select 6.POLLING BOX.



DATA REGSTRATION  
6.POLLING BOX

5. Press **Set**, then use the  $\wedge$  or  $\vee$  to display the item you want to set or change.

## POLLING BOX

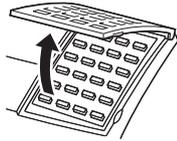
For details on accessing the settings below, see page 15-13.

Setting	Description	Sub-Settings
<b>1.SETUP FILE</b>	Set up a polling box to hold a document until it is polled by and sent to another machine. (See page 9-6.)	–
FILE NAME	Enter a file name (24 characters).	–
PASSWORD	Enter a password to protect the polling box settings.	0000 to 9999
TX PASSWORD	Enter a 20-digit (max.) ITU-T password.	–
<b>ERASE AFTER TX</b>	Set whether the machine erases a document after it has been polled.	<b>ON</b> <b>OFF</b>
	ON: Document is erased from the polling box after it is polled and sent.	
	OFF: Document is not erased and remains in the polling box after it is polled and sent.	
<b>2.CHANGE DATA</b>	Change the settings on the polling box. You can now change any of the settings listed in the table above (1.SETUP FILE). (See page 9-11.)	–
PASSWORD	Enter the password of the polling box. You can now change any of the settings listed in the table above (1.SETUP FILE). (See page 9-11.)	–
<b>3.DELETE FILE</b>	Delete the polling box file.	–
PASSWORD	Enter the password of the polling box to delete.	–

(Default settings are shown in bold type)

## Accessing the **SYSTEM SETTINGS** Menu

1. Open the One-Touch Speed Dialing panel.



2. Press **Data Registration**.



REGISTRATION  
1.DATA REGSTRATION

3. Press **Set**.



DATA REGSTRATION  
1.USER SETTINGS

4. Use **Λ** or **V** to select 7.SYSTEM SETTINGS.



DATA REGSTRATION  
7.SYSTEM SETTINGS

5. Press **Set**, then use **Λ** or **V** to display the item you want to set or change.

## SYSTEM SETTINGS

For details on accessing the settings below, see page 15-15.

Setting	Description	Sub-Settings
1.RX RESTRICTION	Restricts reception of faxes to the numbers registered for speed dialing on your machine. (See page 10-6.)  If you select ON, you can select additional sub-settings.	<b>OFF</b> ON  <b>REGISTERED SENDER WITH SENDER INFO</b>
2.DATE SETUP	Selects the date format displayed in the LCD and printed on the faxes you send.	<b>MM/DD/YYYY</b> DD/MM YYYY YYYY MM/DD
3.DISPLAY LANGUAGE	Select a language for prompts, messages, menus and printed reports.	<b>ENGLISH</b> FRENCH SPANISH PORTUGUESE
4.TX START SPEED	Set the transmission speed for all documents you send.	<b>33600 bps</b> 14400 bps 9600 bps 7200 bps 4800 bps 2400 bps
5.RX START SPEED	Set the transmission speed for all documents you receive.	<b>33600 bps</b> 14400 bps 9600 bps 7200 bps 4800 bps 2400 bps
6.DAYLGH T SAV TIME	Set the daylight saving time. (See page 3-13.)  If you select ON, you can select additional sub-settings.	<b>OFF</b> ON

(Default settings are shown in bold type)

# Appendix Specifications

The specifications for the machine are listed in this section.

<input type="checkbox"/> General .....	A-2
<input type="checkbox"/> Plain Paper Fax.....	A-4
<input type="checkbox"/> Copier .....	A-6
<input type="checkbox"/> Telephone .....	A-7
<input type="checkbox"/> Printer .....	A-8
• Printable Area: Papers .....	A-9
• Printable Area: Envelopes.....	A-10
<input type="checkbox"/> Document Sizes .....	A-11
<input type="checkbox"/> PC Interface.....	A-13
<input type="checkbox"/> Printer Driver .....	A-13

## General

<b>Applicable line:</b>	Public Switched Telephone Network
<b>Compatibility:</b>	G3
<b>Data compression system:</b>	MH, MR, MMR
<b>Modem type:</b>	FAX modem
<b>Modem speed:</b>	33600, 31200, 28800, 26400, 24000, 21600, 19200, 16800, 14400, 12000, 9600, 7200, 4800, 2400 bps (automatic fallback)
<b>Transmission speed:</b>	Approximately 3 seconds/page* (transmitting from memory)
<b>Transmission/reception memory</b>	<ul style="list-style-type: none"> <li>• Approx. 6.4 MB, DRAM, MR storage</li> <li>• Approximately 256 pages**</li> <li>• LCD displays memory used</li> <li>• Uses direct transmission when memory is full</li> </ul>
<b>Liquid crystal display:</b>	20 × 2
<b>Display languages:</b>	ENGLISH, FRENCH, SPANISH, PORTUGUESE
<b>Power source:</b>	120-127 V AC/60 Hz
<b>Power consumption:</b>	<ul style="list-style-type: none"> <li>• Maximum: approximately 660 W</li> <li>• Minimum: approximately 5 W (Standby mode)</li> </ul>
<b>Dimensions (W × D × H):</b>	14.9 × 19.0 × 11.95 in. (380 × 483 × 303.5 mm) (main unit only, no trays, no handset)
<b>Weight:</b>	Approximately 28.7 lb (13kg)
<b>Environmental requirements:</b>	<ul style="list-style-type: none"> <li>• Temperature: 50°–90.5°F (10°–32.5°C)</li> <li>• Humidity: 20%–80% RH</li> </ul>

\* Based on ITU-T No.1 Chart, ECM-MMR, standard mode

\*\* Based on ITU-T No.1 Chart, standard mode

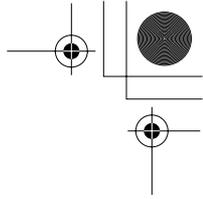
- Applicable standards:**
- Electrical safety: UL1950, C-UL
  - Radiation: FCC Part 15, Class B, IC
  - PTT: FCC Part 68, IC
  - Energy Star compliant
  - Others: CDRH, TSCA, FCC Part 255
- Interface:** USB

## Plain Paper Fax

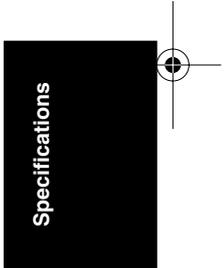
<b>Automatic document feeder capacity:*</b>	<ul style="list-style-type: none"><li>• 30 letter- or A4-size sheets</li><li>• 20 legal-size sheets</li><li>• 1 sheet for sizes other than legal-, letter-, or A4-size sheets</li></ul>
<b>Manual document feeder capacity:*</b>	<ul style="list-style-type: none"><li>• 1 sheet</li></ul>
<b>Document sizes (W×L):</b>	Maximum: Automatic document feed: 8.5 × 14 in. (216 × 355.9 mm) Manual document feed: 8.5 × Approx. 39 in. (216 mm × Approx. 1 m)  Minimum: Automatic document feed: 5.8 × 4.1 in. (148 × 105 mm) Manual document feed: 5.8 × 4.1 in. (148 × 105 mm)
<b>Document thickness:</b>	<ul style="list-style-type: none"><li>• Automatic document feed: 0.0028-0.005 in. (0.07-0.13 mm)</li><li>• Manual document feed: 0.0023-0.0118 in. (0.06-0.3 mm)</li></ul>
<b>Document weight:</b>	<ul style="list-style-type: none"><li>• Automatic document feed: 13-24 lb (50-90 g/m<sup>2</sup>)</li><li>• Manual document feed: 10.6-90 lb (40-340 g/m<sup>2</sup>)</li></ul>
<b>Transmission time:</b>	Approx. 3 seconds** (G3 ECM MMR)

\* Based on 20 lb (75 g/m<sup>2</sup>) paper

\*\* Based on ITU-T No.1 Chart, A4, standard mode



- Resolution:**
- Standard mode: 203 dpi × 98 dpi (8 pels/mm × 3.85 lines/mm)
  - Fine mode: 203 dpi × 196 dpi (8 pels/mm × 7.7 lines/mm)
  - Photo mode: 203 dpi × 196 dpi (8 pels/mm × 7.7 lines/mm)
  - Super fine mode: 203 dpi × 391 dpi (8 pels/mm × 15.4 lines/mm)
- Scanning image processing:**
- Ultra-High-Quality Image Processing System (UHQ™)
  - Halftones: 64 levels of gray
  - 3 density adjustment levels
- Recording method:** Laser Beam printing
- Recording paper size:**
- Letter (8.5 × 11 in.)
  - Legal (8.5 × 14 in.)
  - A4 (8.3 × 11.7 in.)
  - Custom1 (8.5 × 12.5 in. to 8.5 × 13.4 in.)\*
  - Custom2 (8.5 × 10.0 in. to 8.5 × 10.6 in.)\*
- Recording paper weight:** 17-24 lb (64-90 g/m<sup>2</sup>)
- Fax printing speed:** Approx. 6 pages/minute\*\*
- Dialing:**
- Automatic dialing:
    - One-Touch Speed Dialing (24 locations)
    - Coded Speed Dialing (100 locations)
    - Group Dialing (123 locations)
  - Regular 10-button dialing (with numeric buttons)
  - Automatic redialing (including error redialing)
  - Manual redialing
  - Pause button



\* May occur to reduce stack of sheets or to enlarge the margins on a page.  
\*\* Based on ITU-T No.1 Chart, A4, standard mode

- Networking:**
- Delayed transmission (up to 125 locations at a single pre-set time)
  - Sequential broadcast (up to 125 locations)
  - Automatic receiving
  - Non-ring reception
  - Deactivate ECM
- Report/reference:**
- Activity report (up to 20 transactions)
  - Non-delivery report
  - TTI (Transmit Terminal Identification)
- Toner saver:** Economy mode for printing received faxes approximately 1.5 times the cartridge life.

## ***Copier***

- Resolution:** 600 × 600 dpi  
(The machine scans documents at 400 × 300 dpi when using direct copying, and at 200 × 300 dpi when using memory copying.)
- Default size:** 100%
- Reduction sizes:** 90%, 80%, 70%
- Copy speed:**
- One copy only: Approx. 25 seconds
  - First copy of multiple copies: Approx. 39 seconds
  - Subsequent copies: Approx. 10 seconds
- Multiple copies:** Up to 99 copies of a document

## Telephone

- Automatic FAX/TEL switchover
- Answering machine connection (CNG detecting signal)
- Telephone connection
- Handset connection
- Remote reception by telephone (Default reception ID: 25)
- Tone button
- Pause button

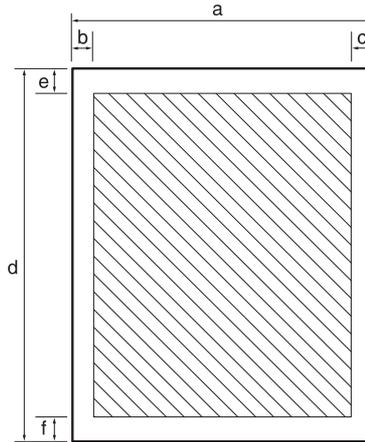
## Printer

<b>Printing method:</b>	Laser beam printing
<b>Printing resolution:</b>	600 × 600 dpi
<b>Paper handling:</b>	Automatic feed
<b>Paper cassette capacity:</b>	250 sheets of letter or A4 (20 lb or 75 g/m <sup>2</sup> )
<b>Multi-purpose tray capacity:</b>	<ul style="list-style-type: none"><li>• 100 sheets of letter/legal/A4 (20 lb or 75 g/m<sup>2</sup>)</li><li>• 7 envelopes</li><li>• 1 transparency</li><li>• Label sheets (up to 0.4 in./10 mm stack height)</li></ul>
<b>Recording paper sizes:</b>	<ul style="list-style-type: none"><li>• Letter (8.5 × 11 in.)</li><li>• Legal (8.5 × 14 in.)</li><li>• A4 (8.3 × 11.7 in.)</li><li>• Custom1 (8.5 × 12.5 in. to 8.5 × 13.4 in.)*</li><li>• Custom2 (8.5 × 10.0 in. to 8.5 × 10.6 in.)*</li></ul>
<b>Envelope sizes:</b>	<ul style="list-style-type: none"><li>• U.S. Commercial No. 10 envelope (9.5 × 4.1 in.)</li><li>• European DL envelope (220 × 110 mm)</li></ul>
<b>Media type:</b>	<ul style="list-style-type: none"><li>• Plain paper</li><li>• Envelope (U.S. Commercial No. 10 or European DL)</li><li>• Transparencies</li><li>• Labels</li></ul>
<b>Recording paper weight:</b>	17-24 lb (64-90 g/m <sup>2</sup> )
<b>Printing width:</b>	Maximum 8.18 in./208 mm (letter)

\* May occur to reduce stack of sheets or to enlarge the margins on a page.

## Printable Area: Papers

The shaded area in the following figure shows the printable area for papers.



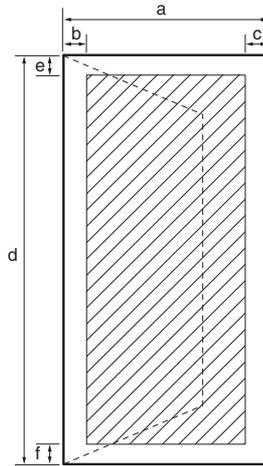
### Printable area:

Letter size	Legal size	A4 size
a 8.5"	a 8.5"	a 210 mm
b Max. 0.24"	b Max. 0.24"	b Max. 4.0 mm
c Max. 0.28"	c Max. 0.28"	c Max. 5.0 mm
d 11.0"	d 14.0"	d 297 mm
e Max. 0.16"	e Max. 0.16"	e Max. 4.0 mm
f Max. 0.39"	f Max. 0.41"	f Max. 10.0 mm

Specifications

## Printable Area: Envelopes

The shaded portion in the following figure shows the printable area for envelopes.



### Printable area:

#### U.S. Commercial No. 10

- a 4.1"
- b Max. 0.16"
- c Max. 0.16"
- d 9.5"
- e 0.16"
- f 0.39"

#### European DL

- a 110 mm
- b Max. 4.0 mm
- c Max. 4.0 mm
- d 220 mm
- e Max. 4.0 mm
- f Max. 10 mm



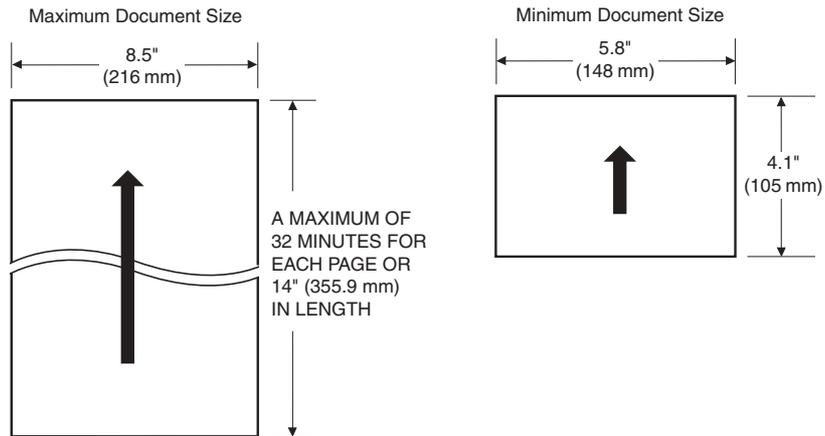
Caution

For some envelope types, the edges of the envelope can not be printed on.

## Document Sizes

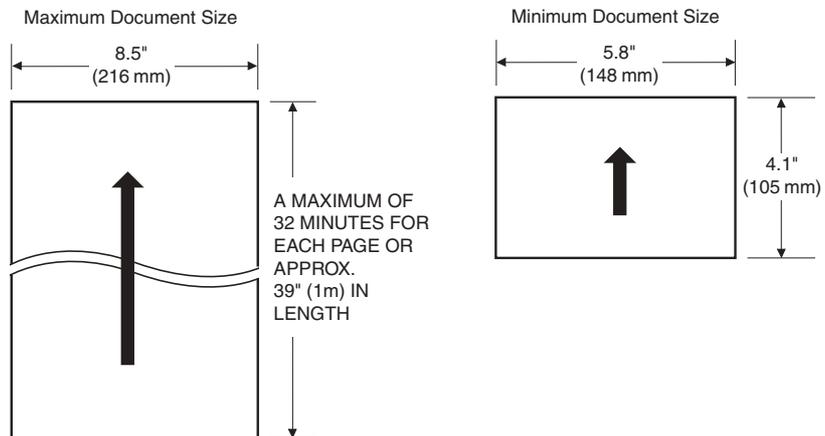
The following illustrations show the largest and smallest documents you can feed into the machine.

When the document feed lever is set to Automatic document feed

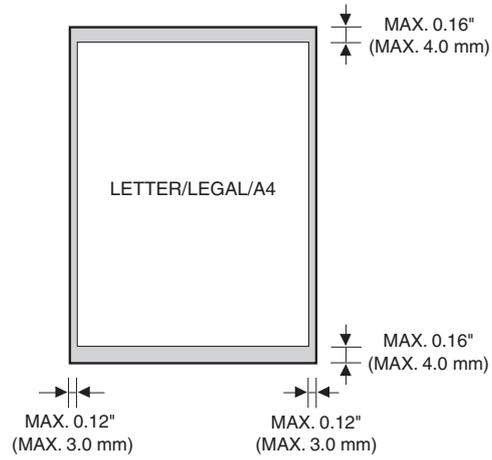


When the document feed lever is set to Manual document feed

Note that the scanning length may be shorter than the length of the actual document.



The figure below shows how much of a legal-, letter-, or A4-size document the machine scans when faxing or scanning.



The margins of 0.12" (3.0 mm) on both sides of the sheet, and 0.16" (4.0 mm) on the top and bottom are outside the machine's scanning area.

## PC Interface

Type: USB

## Printer Driver

- System requirements:**
- IBM or compatible computer with the following Pentium processor:
  - Microsoft Windows® 98, Windows® Me, Windows® 2000, or Windows® XP
    - Windows® 98: A 90-megahertz (MHz) Pentium processor or higher
    - Windows® Me: A 150-MHz Pentium processor or higher
    - Windows® 2000: A 133-MHz Pentium processor or higher
    - Windows® XP: A 233-MHz Pentium processor or higher
  - At least 32 MB of RAM (for Windows® 98/Me. 64 MB of RAM or more is recommended.)  
At least 64 MB of RAM (for Windows® 2000/XP. 128 MB of RAM or more is recommended.)
  - At least 15 MB of available hard disk space
  - 256-color SVGA monitor or greater
  - USB Port
  - USB cable 16.4 feet (5 meters) in length or shorter
  - CD-ROM drive, or access to one over a network connection



# Glossary

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## A

### AC

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

### Activity report

A journal of the machine's fax transactions, both sent and received.

### Application program

Software prepared for a specific function or set of functions. Developers who make application programs include drivers that support different types of printers.

### ASCII

Acronym for American Standard Code for Information Interchange. A set of definitions for the bit composition of characters and symbols. ASCII defines 128 symbols using 7 binary bits and 1 parity bit.

### Auto FAX/TEL switching

See *FAX/TEL switching*.

### Automatic dialing

Dialing fax or telephone numbers by pressing one or three buttons. To use automatic dialing, you must register the numbers in the machine's memory. See also *One-Touch Speed Dialing*, *Coded Speed Dialing*, and *Group Dialing*.

### Automatic Document Feeder (ADF)

The device included in the machine that feeds the document being faxed, copied, or scanned into the machine.

### Automatic image reduction

The machine can print the date, time, company name, and a fax number at the top of the faxes it receives. To prevent this information from crowding the faxed image on the page and possibly lengthening the fax, the machine automatically reduces the size of the image on the page.

### **Automatic redialing**

When the receiving machine is busy or does not answer, or when an error occurs while sending, the machine waits a specified time and then automatically redials the number. If the receiving machine is still busy or does not answer, the machine waits the specified time and dials again. If the machine still does not go through, the machine prints an error TX report.

## **B**

### **bps**

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

### **Broadcasting**

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

## **C**

### **CNG**

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

### **Coded Speed Dialing**

An automatic dialing method that allows you to dial a fax or telephone number by pressing **Coded Dial** and a two-digit code using the numeric buttons.

### **Cursor**

The underline symbol you see on the LCD display when you register numbers and names in the machine. Press < or > to move the cursor.

## **D**

### **Delayed sending**

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

### **Dialing methods**

Ways of pressing one or more buttons to access a number to connect to an outside party or fax machine. Dialing methods include One-Touch, Coded Speed Dialing, Group Dialing, and regular Dialing with the numeric buttons.

### **Document**

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

### **dpi**

*Dots per inch.* A unit of measurement for indicating a machine's resolution. Your machine produces a resolution of 600 dpi.

### **Dual access (Multitasking)**

Enables the machine to receive a fax, even if it is copying or printing a document. Also enables you to scan other documents into memory, make copies, print out reports, print documents or register information while the machine sends a document from memory.

## **E**

### **ECM**

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

### **Extension**

A telephone connected to the machine that is used in place of the handset. You can use the extension telephone to activate incoming reception of documents manually.

## **F**

### **FAX/TEL switching**

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

### **FINE**

The resolution setting for documents with very small characters and lines.

## **G**

### **G3, Group 3 fax machine**

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

### **Gray scale**

Representing color in black and white as a result of different intensities of color. Different colors and intensities of colors appear as different shades of gray.

### **Group Dialing**

A dialing method that enables you to dial up to 123 registered One-Touch Speed Dialing or Coded Speed Dialing numbers together as a group. This means that you can press just one or three buttons to enter numbers when sending the same document to many destinations.

## **H**

### **Halftone**

Using this method, the machine produces shades of gray by mapping dots to be printed.

## **I**

### **Interface**

The connection between two devices that makes it possible for them to communicate with each other. The machine features a USB interface, which makes it compatible with IBM and similar personal computers.

### **Interface cable**

The cable used to create the interface between a printer and a computer.

### **Interface port**

The machine comes with one USB port, located on the back of the machine. You attach the cable that connects your computer and machine to this port.

### **ITU-T**

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

## **J**

### **Jack**

The telephone receptacles on your wall or on your machine used to connect the machine to the telephone line, answering machine, handset, or telephone.

## **M**

### **Manual receiving**

A method of receiving faxes in which you answer all incoming calls using the handset. If you hear a slow beep it indicates an incoming fax transmission from another machine. Just press **Start/Copy** to receive the incoming fax.

### **Manual redialing**

When you use regular dialing, you can redial a number manually simply by pressing **Redial** on the operation panel. The last number called is the number redialed.

### **Memory broadcast**

Allows you to send a scanned fax to as many as 125 locations at once, using a combination of One-Touch Speed Dialing, Coded Speed Dialing, and regular dialing.

### **Memory sending**

Scans a document into memory before the machine dials the number(s) and sends it. This method allows you to retrieve your original document immediately after scanning.

### **Modem**

A device that converts (MODulates) digital data for transmission over telephone lines. At the receiving end, this device converts the modulated data (DEMODulates) to digital format that the computer understands.

## **N**

### **Noise**

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

### **Numeric buttons**

The round, numbered buttons on the operation panel marked the same as a standard telephone keypad. Press them to perform regular dialing. You also use the numeric buttons to enter numbers and letters when you register numbers and names, and for entering coded speed dialing codes.

## **O**

### **One-Touch Speed Dialing**

An automatic Dialing method that allows you to dial a fax or telephone number by pressing a single One-Touch Speed Dialing button. The machine can store up to 24 numbers for One-Touch Speed Dialing.

### **One-Touch Speed dialing buttons**

The buttons numbered 1 to 24 on the operation panel, each of which may be registered as a fax or telephone number. Once a number is registered, you press one button to dial the entire number.

## **P**

### **Paper feed**

Refers to guiding a sheet of paper into the machine's paper path.

### **Pause**

A timing entry required for registering certain long distance numbers and for dialing out through some telephone systems or switchboards. Pressing **Pause** enters a pause between digits of a telephone number.

### **Photo**

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

### **Polling**

One machine requesting another to send a document. The receiving party calls th machine holding the document to be sent, and requests that it be sent.

### **Printable area**

The area of a sheet of paper on which a printer can reproduce text or graphics (the printing area is smaller than the paper). On this machine, the printing area varies depending on the type of paper being used.

### **Printer driver**

The printer driver allows you to use the machine as a printer for your PC with Windows 98, Windows Me, Windows 2000, or Windows XP installed. To use the machine as a printer, install the supplied printer driver in your PC.

### **Pulse**

See *Rotary pulse*.

## **Q**

### **Quick-on-line sending**

Quick-on-line sending is the easiest and quickest way to send a document. After a document is set in the Automatic Document Feeder (ADF), the machine begins to scan the entire document into the memory. As the first page of a multi-page document is being scanned, your machine will begin to call the other party, and transmit the information even as the remaining pages are being scanned. The machine scans the document quickly so you can get it back in a few moments and return to work.

## **R**

### **RAM**

*Random Access Memory.* Memory that is used for temporary storage of information such as: documents you want to print, scanned and received documents, and downloaded fonts.

### **RECEIVE MODE**

The button that controls how the machine receives fax and telephone calls.

### **Receiving**

Receiving transmission is also defined as RX or Reception. The machine can be customized to receive fax documents in many ways:

- Receive fax documents only (FAX ONLY MODE)
- Receive both telephone calls and fax documents on the same line (Fax/Tel Mode)
- Receive telephone calls and fax documents manually (MANUAL MODE)

### **Reception**

See *Receiving*.

### **Redialing-automatic**

See *Automatic Redialing*.

### **Redialing-manual**

See *Manual Redialing*.

### **Reduction mode**

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

### **Registering**

A process by which you place fax or telephone numbers and names in the machine's memory for automatic dialing so that you can save time dialing frequently called destinations.

### **Regular dialing**

Pressing the individual numeric buttons to dial a fax or telephone number.

### **Remote receiving ID**

The two-digit code that enables you to manually activate fax reception using a telephone that is connected to the machine.

### **Remote reception**

Activating fax reception by answering a telephone that is connected to the machine, but that is not located near the machine. You need to dial a remote receiving ID number to start remote reception.

### **Report**

A document printed by the machine and containing information about the faxes it has sent or received.

### **Resolution**

The density of dots for any given output device. Expressed in terms of dots per inch (dpi). Low resolution causes font characters and graphics to have a jagged appearance. Higher resolution means smoother curves and angles as well as a better match to traditional typeface designs. Resolution values are represented by horizontal data and vertical data, for example, 360 × 360 dpi. This machine produces output with 600 × 600 dpi precision.

### **Rotary pulse**

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

### **RX**

See *Receiving*.

## **S**

### **Scanning contrast**

A setting that darkens or lightens the scanning of documents.

### **Sender ID**

Information printed at the top of a fax (also called TTI or Transmit Terminal ID):

- Date and time the fax was sent
- Sender's fax/telephone number
- Sender's name
- Your name or company name
- Page number

### **Sending**

A fax document that has been scanned by a facsimile machine and sent over telephone lines, in the form of electrical pulses, to another facsimile machine. Also called TX or Transmit.

### **Sending speed**

The rate at which faxes are transmitted through the telephone line. See also *bps* (bits per seconds).

### **STANDARD**

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

### **Standby**

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

## **T**

### **Timed sending**

See *Delayed sending*.

### **Tone**

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

### **Tone/pulse setting**

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

### **Toner**

A black, resin coated powder contained in the FX3 cartridge. The machine applies the toner to the surface of the photosensitive drum inside the machine via an electrophotographic mechanism.

### **Toner saver**

You can enable or disable economy printing (toner saving feature). By enabling the ECONOMY PRT setting, toner consumption can be decreased by as much as 30-40 percent, resulting in a longer effective cartridge life.

### **Transaction number**

A unique number assigned to each fax document sent (TX NO.) or received (RX NO.) by the machine and used to identify that particular fax document.

### **Transmit**

See *Sending*.

### **TTI**

*Transmit Terminal ID*. See *Sender ID*.

### **TX**

See *Sending*.

## **U**

### **UHQ™ (Ultra High Quality)**

An exclusive Canon digital image processing system that incorporates 64 shades of gray along with a special edge enhancement feature which ensures that text and photos are transmitted with ultimate clarity.



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## CANON FX3 CARTRIDGE LIMITED WARRANTY

Canon U.S.A., Inc. and Canon Canada Inc., (collectively "Canon") warrant to the original purchaser ("the Purchaser") of the Canon FX3 Cartridge, packaged with this limited warranty (the "Cartridge"), when used in a compatible\* Canon-brand product (the "Product") to be free from defects in workmanship and materials under normal use and service for a period of thirty (30) days from the date of original purchase. A defective Cartridge returned to the Canon authorized dealer or the reseller from whom you purchased the Cartridge (collectively the "Dealer") within the thirty (30) day warranty period and proven to be defective upon inspection will be exchanged for a new Cartridge. Warranty exchange shall not extend the original warranty period of the Cartridge.

When returning any Cartridge under this limited warranty, you must pack the Cartridge in its original carton with a copy of the bill of sale (or invoice of purchase), together with a complete explanation of the problem and return it to the Dealer. Shipping charges, if any, must be prepaid. Cartridges covered by this limited warranty will be returned to you without charge by the Dealer.

NO IMPLIED WARRANTY OR CONDITION\*\*, INCLUDING ANY IMPLIED WARRANTY OR CONDITION\*\* OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, APPLIES TO THE CARTRIDGE AFTER THE APPLICABLE PERIOD OF THE EXPRESS LIMITED WARRANTY STATED ABOVE, AND NO OTHER EXPRESS WARRANTY, CONDITION\*\* OR GUARANTY, EXCEPT AS MENTIONED ABOVE, GIVEN BY ANY PERSON OR ENTITY WITH RESPECT TO THE CARTRIDGE SHALL BIND CANON OR ANY DEALER (SOME STATES AND PROVINCES DO NOT ALLOW LIMITATIONS ON HOW LONG AN IMPLIED WARRANTY LASTS, SO THE ABOVE LIMITATION MAY NOT APPLY TO YOU). NO WARRANTY IS GIVEN ON ANY USED CARTRIDGE.

This limited warranty does not apply to, and does not guarantee any particular cartridge yield (i.e., number of copies per Cartridge). Cartridge yield will vary depending on average density of originals copied and other factors. See Canon U.S.A.'s or Canon Canada's operator manual for the Product for further information.

This warranty is void and of no force and effect if the Cartridge is damaged as a result of (a) abuse, neglect, mishandling, or alteration of the Cartridge, a Product Accessory or a Product in which the Cartridge is incorporated, electric current fluctuation, exposure to light, or accident, (b) improper use, including failure to follow operating or maintenance instructions in, or environmental conditions prescribed in, Canon's operator's manual or other documentation, (c) installation or repair by other than service representatives qualified by Canon who are acting in accordance with Canon's service bulletins, or (d) use of supplies or parts (other than those distributed by Canon) which damage the Cartridge or cause abnormally frequent service calls or service problems. Nor does this warranty extend to any Cartridge on which the original lot numbers or dating have been defaced, removed, or altered.

NEITHER CANON NOR ANY DEALER SHALL BE LIABLE FOR PERSONAL INJURY OR PROPERTY DAMAGE (UNLESS CAUSED SOLELY AND DIRECTLY BY THE NEGLIGENCE OF CANON OR ANY DEALER), LOSS OF REVENUE OR PROFIT, FAILURE TO REALIZE SAVINGS OR OTHER BENEFITS, EXPENDITURES FOR SUBSTITUTE EQUIPMENT OR SERVICES, LOSS OR CORRUPTION OF DATA, STORAGE CHARGES OR OTHER SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES CAUSED BY THE USE, MISUSE OR INABILITY TO USE THE CARTRIDGE, REGARDLESS OF THE LEGAL THEORY ON WHICH THE CLAIM IS BASED AND EVEN IF CANON OR ANY DEALER HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. NOR SHALL RECOVERY OF ANY KIND AGAINST CANON OR ANY DEALER BE GREATER IN AMOUNT THAN THE PURCHASE PRICE OF THE CARTRIDGE CAUSING THE ALLEGED DAMAGE. WITHOUT LIMITING THE FOREGOING, THE PURCHASER ASSUMES ALL RISKS AND LIABILITY FOR LOSS, DAMAGE OR INJURY TO PERSONS AND PROPERTY OF THE PURCHASER OR OTHERS ARISING OUT OF THE POSSESSION, USE, MISUSE, OR INABILITY TO USE ANY CARTRIDGE SOLD BY CANON NOT CAUSED SOLELY AND DIRECTLY BY THE NEGLIGENCE OF CANON OR ANY DEALER. THIS WARRANTY SHALL NOT EXTEND TO ANYONE OTHER THAN THE ORIGINAL PURCHASER OF THE CARTRIDGE.

This limited warranty gives you specific legal rights, and you may also have other rights which vary from state to state or province to province.

THIS WARRANTY APPLIES TO CARTRIDGES SOLD AND USED IN THE U.S.A. AND CANADA ONLY.

\* As specified in the Product's operator's manual.

\*\* In Canada

### CAUTION:

Keep out of reach of children.  
Keep from contact with oxidizing materials.  
Refer to instructions for handling and storing.



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## GARANTIE RESTREINTE DES CARTOUCHES FX3 DE CANON

Canon U.S.A., Inc. et Canon Canada Inc. (collectivement " Canon ") certifient à l'acheteur initial (" l'acheteur ") que la cartouche FX3 de Canon, livrée avec la présente garantie restreinte (la " Cartouche "), utilisée avec un produit compatible\* de marque Canon (le " Produit ") est sans vices de matière et de fabrication, dans des conditions d'utilisation et de service normales pendant une période de trente (30) jours à compter de la date de l'achat initial.

Une Cartouche défectueuse qui est retournée au détaillant ou au revendeur autorisé Canon chez qui vous avez acheté la Cartouche (collectivement le " Détaillant ") pendant la période de garantie de trente (30) jours, et dont l'inspection confirme une défectuosité, sera échangée contre une Cartouche neuve. La période de garantie pour l'échange ne peut dépasser la période de garantie initiale de la Cartouche.

Toute Cartouche retournée, encore couverte par la présente garantie restreinte, doit être emballée dans sa boîte d'origine avec une copie de l'acte de vente (ou de la facture de l'achat), accompagnée d'une description complète du problème, et doit être retournée au Détaillant. Les frais d'expédition, s'il y a lieu, doivent être payés à l'avance. Les Cartouches couvertes par la présente garantie restreinte vous seront retournées sans frais par le Détaillant.

AUCUNE GARANTIE OU CONDITION\*\* IMPLICITE, Y COMPRIS TOUTE GARANTIE OU CONDITION\*\* IMPLICITE À L'ÉGARD DE LA QUALITÉ MARCHANDE OU DE L'APTITUDE À UNE FIN PARTICULIÈRE, NE S'APPLIQUE À LA CARTOUCHE APRÈS LA PÉRIODE PRESCRITE DE LA GARANTIE RESTREINTE EXPRESSE SUSMENTIONNÉE. AUCUNE AUTRE GARANTIE OU CONDITION\*\* EXPRESSE OU GARANTIE, À L'EXCEPTION DE LA GARANTIE RESTREINTE EXPRESSE SUSMENTIONNÉE, ACCORDÉE PAR TOUTE PERSONNE OU ENTITÉ À L'ÉGARD DE LA CARTOUCHE N'AURA POUR EFFET DE LIER CANON OU TOUT DÉTAILLANT À L'ÉGARD DE TOUTE OBLIGATION, QUELLE QU'ELLE SOIT. (CERTAINS ÉTATS ET PROVINCES N'AUTORISENT AUCUNE RESTRICTION SUR LA DURÉE D'UNE GARANTIE IMPLICITE ; AINSI, IL EST POSSIBLE QUE LA RESTRICTION ÉNONCÉE CI-DESSUS NE S'APPLIQUE PAS DANS VOTRE CAS.) LES CARTOUCHES USÉES NE SONT COUVERTES PAR AUCUNE GARANTIE.

La présente garantie restreinte ne s'applique pas au rendement particulier de la Cartouche et ne garantit pas son rendement (par exemple, le nombre de copies par Cartouche). Le rendement de la Cartouche dépend de la densité moyenne des originaux reproduits et d'autres facteurs. Pour obtenir de plus amples renseignements, consultez le manuel d'utilisation du Produit de Canon U.S.A. ou de Canon Canada.

La présente garantie sera considérée comme nulle et non avenue si la Cartouche est endommagée à la suite de (a) l'usage abusif, la négligence, la manipulation négligente, ou la modification de la Cartouche, de l'Accessoire d'un Produit ou d'un Produit dans lequel la Cartouche est insérée, les variations de courant électrique, l'exposition à la lumière ou les accidents, (b) l'utilisation impropre, y compris l'omission d'observer les directives à l'égard de l'utilisation ou des conditions d'entretien et du milieu ambiant énoncées dans le manuel d'utilisation de Canon ou dans d'autres documents, (c) l'installation ou la réparation effectuées par d'autres personnes que les représentants au service autorisés de Canon qui agissent selon les calendriers de service Canon, ou (d) l'utilisation de pièces ou de fournitures (autres que celles distribuées par Canon) qui endommagent la Cartouche et qui causent une fréquence anormalement élevée d'appels de service ou de problèmes d'entretien. La présente garantie ne couvre pas les Cartouches dont les numéros de lot initiaux ou les datations ont été défigurés, enlevés ou modifiés.

NI CANON NI AUCUN DÉTAILLANT N'ASSUME DE RESPONSABILITÉ À L'ÉGARD DES BLESSURES CORPORELLES OU DES DOMMAGES MATÉRIELS (SAUF S'ILS SONT CAUSÉS UNIQUEMENT ET DIRECTEMENT PAR LA NÉGLIGENCE DE CANON OU D'UN DÉTAILLANT), DE LA PÉRIODE DE PRODUITS D'EXPLOITATION OU DE PROFITS, NI À L'ÉGARD DES ÉCONOMIES OU DES PROFITS NON RÉALISÉS, NI À L'ÉGARD DES FRAIS ENGAGÉS POUR DE L'ÉQUIPEMENT DE REMPLACEMENT ET DES SERVICES D'ENTRETIEN ET APRÈS-VENTE, LA PERTE OU L'ALTÉRATION DE DONNÉES, NI À L'ÉGARD DES FRAIS D'ENTREPOSAGE OU DE TOUT DOMMAGE PARTICULIER, INDIRECT OU CONSÉCUTIF DÉCOULANT DE L'USAGE, DE L'USAGE IMPROPRE OU DE L'IMPOSSIBILITÉ D'UTILISER LA CARTOUCHE, QUELLE QUE SOIT L'ARGUMENTATION JURIDIQUE SUR LAQUELLE S'APPUIE LA DEMANDE ET MÊME SI CANON OU TOUT DÉTAILLANT ONT ÉTÉ INFORMÉS DE LA POSSIBILITÉ DE TELS DOMMAGES. AUCUN RECouvreMENT, QUELLE QU'EN SOIT LA FORME, CONTRE CANON OU TOUT DÉTAILLANT NE SERA SUPÉRIEUR AU MONTANT DU PRIX D'ACHAT DE LA CARTOUCHE À L'ORIGINE DES DOMMAGES PRÉSUMÉS. SANS SE LIMITER À CE QUI PRÉCÈDE, L'ACHETEUR ASSUME TOUS LES RISQUES ET TOUTE LA RESPONSABILITÉ À L'ÉGARD DES PERTES, DES DOMMAGES MATÉRIELS ET DES BLESSURES CORPORELLES SUBIS PAR L'ACHETEUR, SA PROPRIÉTÉ OU D'AUTRES PERSONNES OU LEUR PROPRIÉTÉ EN RAISON DE LA POSSESSION, DE L'USAGE, DE L'USAGE IMPROPRE OU DE L'IMPOSSIBILITÉ D'UTILISER TOUTE CARTOUCHE VENDUE PAR CANON, À MOINS QUE LESDITS DOMMAGES MATÉRIELS, PERTES ET BLESSURES CORPORELLES N'AIENT ÉTÉ CAUSÉS UNIQUEMENT ET DIRECTEMENT PAR LA NÉGLIGENCE DE CANON OU DE TOUT DÉTAILLANT. LA PRÉSENTE GARANTIE N'EST PAS ACCORDÉE À D'AUTRES PERSONNES QUE L'ACHETEUR INITIAL DE LA CARTOUCHE.

La présente garantie restreinte vous accorde des droits particuliers reconnus par la loi et il se peut que vous disposiez d'autres droits qui peuvent varier d'un État ou d'une province à l'autre.

LA PRÉSENTE GARANTIE S'APPLIQUE AUX CARTOUCHES VENDUES ET UTILISÉES AUX ÉTATS-UNIS ET AU CANADA SEULEMENT.

\* Tel que précisé dans le manuel d'utilisation du Produit.

\*\* Au Canada.



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