Canon

FAX-B155

User's Guide

How to use this User's Guide

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

- **Document**
  The original sheet(s) of paper you send, receive or copy with your fax.
- **Menu**
  A list of options or features from which you select an item to set up or change.
- **Numeric buttons**
  The round buttons on the operation panel with digits 0 through 9, ✳ and # on them.
- **Arrow buttons**
  The buttons ◎◎ used to display choices and change settings. These buttons also change the volume setting of the speaker.
- **Stop button**
  Press ▭ to cancel any operation or to cancel the selection of a menu item.
- **Start/Copy button**
  Press ▭ to start an operation or register a setting.
- **Transaction number**
  A number automatically assigned every time you send or receive a fax. Transaction numbers are 4-digit numbers that can help you keep track of the documents you send and receive.
- **TX/RX NO. XXXX**
  Represents the transaction number when displayed on the LCD, where XXXX is the 4-digit transaction number.
- **TX**
  Stands for transmit or send.
- **RX**
  Stands for receive.
- **NOTE**
  A note describes important points and helpful hints, or how to avoid minor difficulties.

As an ENERGY STAR® Partner, Canon has determined that the FAX-B155 meets the ENERGY STAR® guidelines for energy efficiency.

Welcome

Thank you for choosing the Canon FAX-B155 Bubble Jet™ facsimile. The compact, upright design of the fax means it takes up less space in your work area. The bubble jet print mechanism uses cut-sheet plain paper, so you get crisp reproductions of your fax documents and copies.

The FAX-B155 has a number of features that make it ideal for small to medium-sized offices with a single telephone line.

Features

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

Automatic switching between fax and voice calls
The fax recognises incoming fax calls, and automatically switches to receive mode.

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

Error Correction Mode (ECM) TX / RX
Automatically helps correct transmission errors due to system and telephone line noise.

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

360 dpi copy mode
Lets you make copies at 360 × 360 dpi.

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

Approval Number 607721 (UK)

Your Canon FAX-B155 has been approved against the requirements of NTR3 for use in the UK and complies with the requirements of 91/263 EEC. The CE mark is applied in respect of the requirements of 73/23 EEC and 89/336 EEC. (UK)

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

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

There are two auxiliary sockets to which equipment approved for direct connection to the network may be connected.
If required, a suitable adaptor, approved under Approval Number NS/G/23/L/100005 for direct and indirect connections between the fax machine and any piece of approved telecommunications apparatus, is available from your Canon supplier. (UK)

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

☎ This socket is intended for connection of a telephone.

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

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

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

For your safety (Australia only)

To ensure safe operation the three-pin plug supplied must be inserted only into a standard three-pin power point which is effectively earthed through the normal household wiring.
Extension cords used with the equipment must be three-core and be correctly wired to provide connection to earth.
Wrongly wired extension cords are a major cause of fatalities.
The power point shall be located near the equipment and shall be easily accessible.
The fact that the equipment operates satisfactorily does not imply that the power point is earthed and the installation is completely safe. For your safety, if in any doubt about the effective earthing of the power point, consult a qualified electrician.

Caution (New Zealand only)

1. This equipment may not necessarily provide for the effective hand-over of a call to or from a telephone connected to the same line.

2. The operation of this equipment on the same line as telephone or other equipment with audible warning devices or automatic ring detectors will give rise to bell tinkle or noise and may cause false tripping of the ring detector. Should such problems occur, the user is not to contact telecom faults service.

3. Should this equipment become physically damaged, disconnect immediately from the Telecom connection and power source and contact your nearest service agent.

4. To relocate this equipment, please;
   1) Disconnect the equipment from the Telecom connection.
   2) Disconnect the equipment from the power source.
   3) Reconnect the equipment to the power source.
   4) Reconnect the equipment to the Telecom connection.

5. If the supply cord of this equipment is damaged, it must be replaced by the special cord (Parts No.:HH2-1910).

6. Not all standard telephones will respond to incoming ringing when connected to the extension socket.

7. This device may be subject to ringing or bell tinkle when calls are made from another device on the same line. If this occurs, the problem should not be referred to the Telecom Faults service.

8. Please note when you connect an extension telephone to this device. If you use an extension telephone which has features such as 'last number redial', redial memory numbers may be lost.
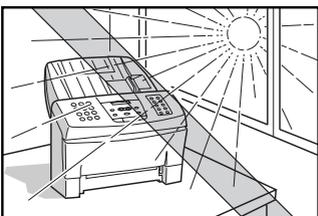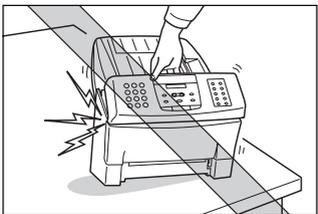
Precautions

General

Make sure the place where you set up the fax satisfies the following conditions:
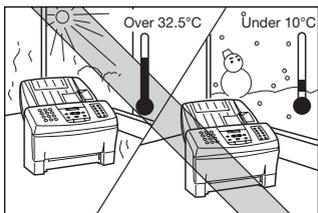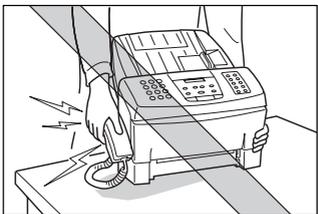
- Use the fax only within the following temperature and humidity ranges.
  Ambient temperature:
  10°C to 32.5°C
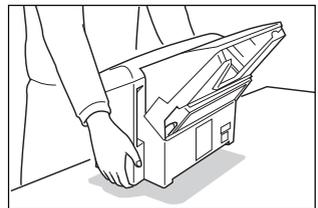 Ambient humidity:
  10% to 80% RH (no condensation)

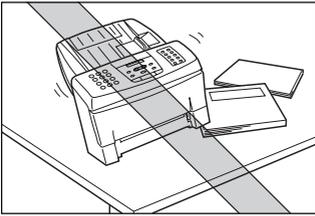- Keep your fax out of direct sunlight, as this can damage the unit.
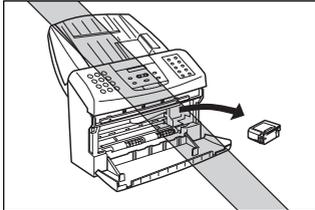
- Do not lift the fax by the operation panel.

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

- Hold the fax as shown when transporting.

- Place the fax on a level surface.

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

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

Others

Here are some other general precautions when using or working around the fax.

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

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

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1

SETTING UP

Unpacking

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

Carefully remove all items from the box.

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

1
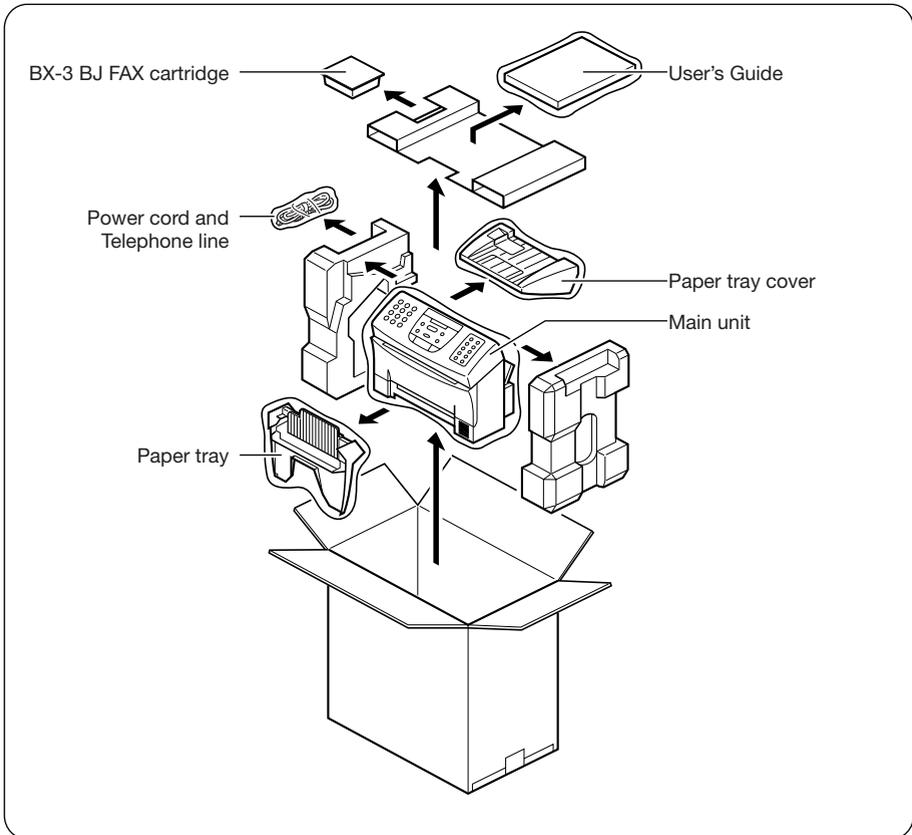
If any of these items are damaged or missing, notify your Canon dealer immediately.
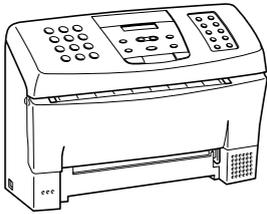
Main unit
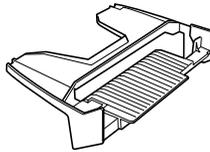
Paper tray
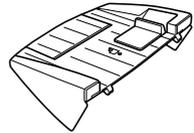
Paper tray cover

Power cord*

Telephone line**

B.T. adaptor (UK only)
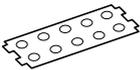
Faceplate (Attached to the unit)

BX-3 BJ FAX cartridge

Miscellaneous

- User's Guide (This manual)
- M Label (UK only)
- Warranty Card (UK only)
- Warranty Registration Sheet (Australia only)
- Extended Warranty Card (Australia only)

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

Depending on the country of purchase, the handset may be included with your fax.

Removing the shipping materials

Remove the shipping materials as shown below.
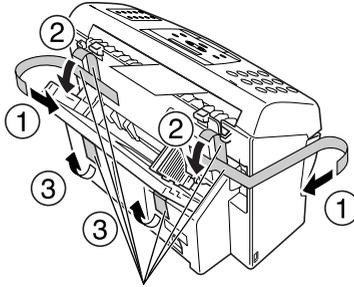
Remove these tapes
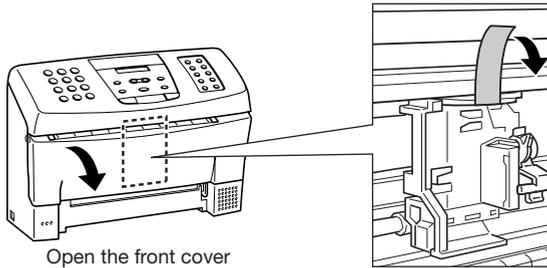
Open the front cover

Remove this tape

Pull

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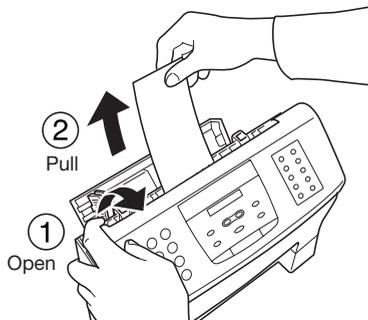
Be sure to also remove any shipping materials from the paper tray cover and the paper tray.

Assembling the fax

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

Attaching components

■ Paper Tray

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

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

Paper lever
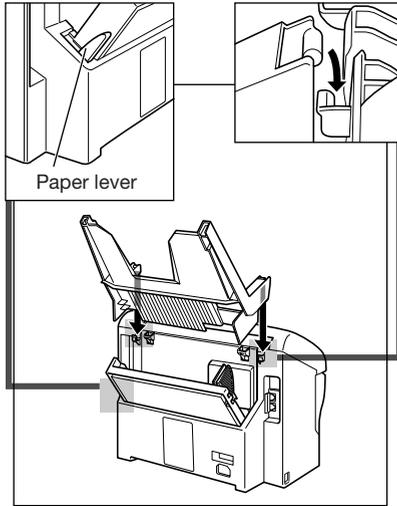
■ Paper Tray Cover

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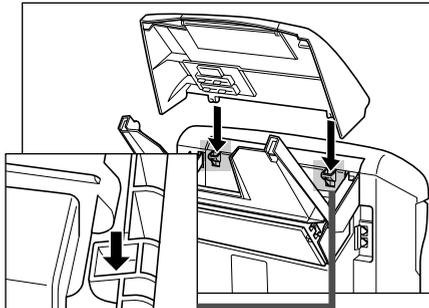
Attaching the optional handset*

* Depending on the country of purchase, the handset may be included with your fax, or may be available as an option. Please note that the shape of your handset may differ from the one shown in this section. However, both handsets have exactly the same functions and performance.

1 Remove the screws on the left side of the fax.
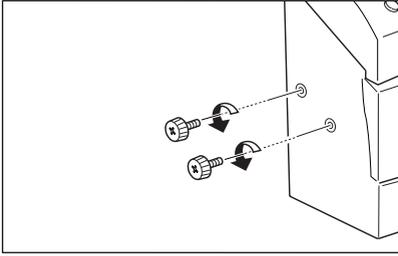
2 Attach the handset cradle to the fax using the screws provided with the handset. Do not use the screws originally attached to the fax.
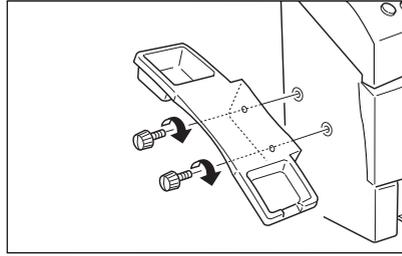
3 Place the handset on its cradle.
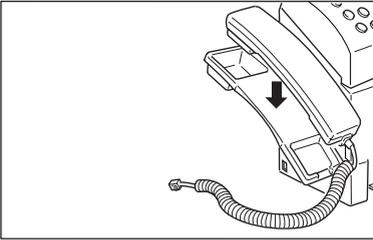
Connecting the AC power cord

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

1 Plug the power cord connector into the rear of the unit.
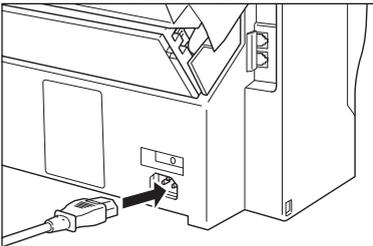
2 Plug the other end of the power cord into a properly grounded AC outlet.

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

Loading the paper

Selecting the right kind of paper

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

Quality	Use plain bond, typewriter quality without curls, folds, or rough edges.
Weight	64 g/m^2 - 90 g/m^2
Thickness	0.08 mm - 0.13 mm
Storage	18°C to 24°C, 40% to 60% relative humidity
Size	A4, Letter, Legal

Note

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

■ Setting the paper size

The paper size setting determines the size of the recording paper in the paper tray. The factory setting is A4 size. If you want to use a paper size other than A4, you must change the PAPER SIZE setting. See FAX PRINTER, p. 88.

Loading the paper

1 **Remove the paper tray cover.**
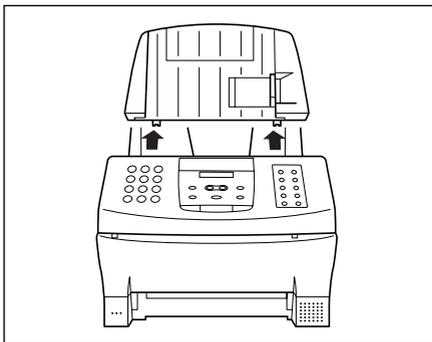
2 **Fan a small stack of up to 100 sheets (up to 10 mm thick). Tap the edge of the stack on a flat surface to even the stack.**
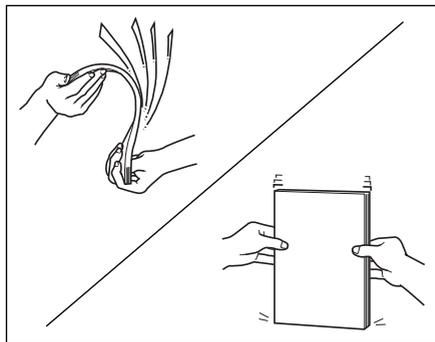
3 Align the right edge of the paper stack with the right edge of the paper tray and insert it halfway into the paper tray.
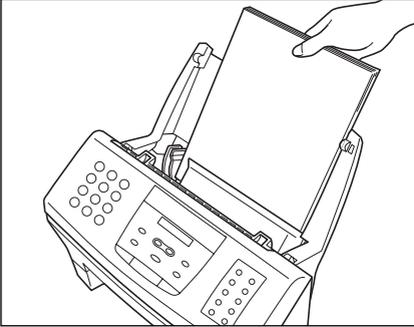
4 Holding the paper stack, squeeze and slide the paper guide until it touches the left edge of the stack of paper.
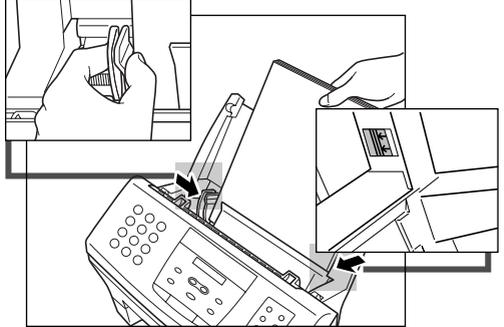
Make sure the stack of paper does not exceed the paper limit mark on the right side of the paper tray.

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

6 Replace the paper tray cover.
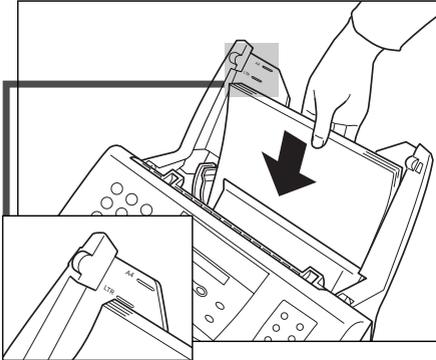
Do not force the paper down into the fax.
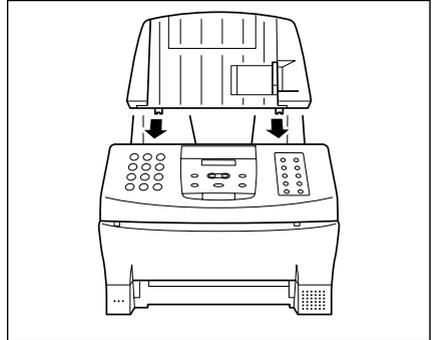
Note

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

Installing the BJ cartridge

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

BJ cartridge guidelines

Use only the Canon BX-3 BJ FAX cartridge with the FAX-B155.
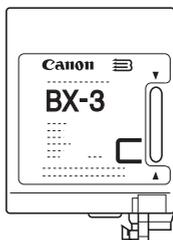
The actual amount of ink that you use will vary depending on the print density of a page. If the majority of your printed output is graphics, you may need to change the ink cartridge more often than when you are receiving or copying text only.

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

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

Note

- To ensure optimum print quality, Canon recommends the use of the cartridges designated by Canon. Canon accepts no liability or responsibility for damages caused by the use of any cartridge other than those designated by Canon.
- Canon makes numerous ink cartridges; the BX-3 BJ FAX cartridge is the only one designed to be used with the FAX-B155.

Handling the BJ cartridge

■ Leave the BJ cartridge in its packaging until you are ready to use it to prevent it from drying out.

■ Store BJ cartridges out of the reach of children. The ink contains isopropyl alcohol 67-63-0.

■ Replace the BJ cartridge after one year of use or if the print is not clear or is missing, even after trying five successive head cleanings.

■ Never remove the BJ cartridge unless you are going to replace it. When left exposed, the cartridge print head dries out, making it unusable.
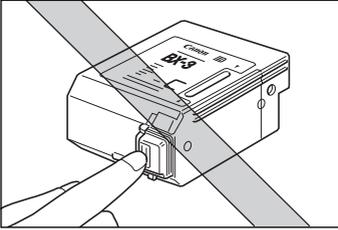
■ Do not touch the print head area on the BJ cartridge. Ink may leak out and cause stains.
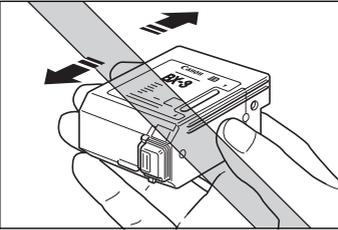
■ Never shake the BJ cartridge, especially after removing the protective tape from the print head.

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

Installing the BJ cartridge

1

1 **Open the front cover of the fax.**
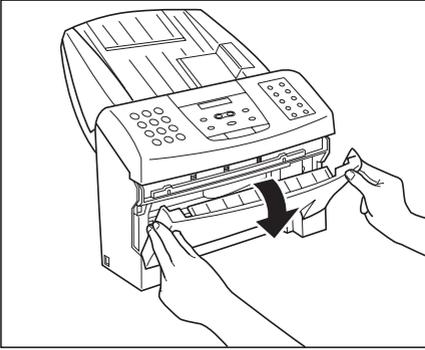
2 **Raise the green cartridge release lever.**
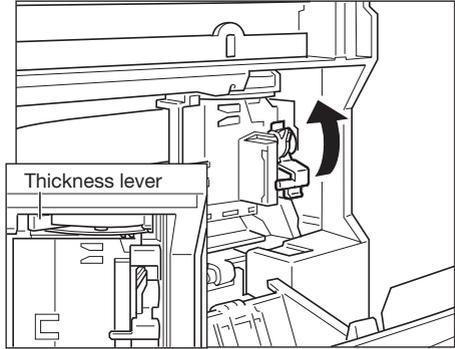
Thickness lever

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

3 **Remove the print head cap from the BJ cartridge.**
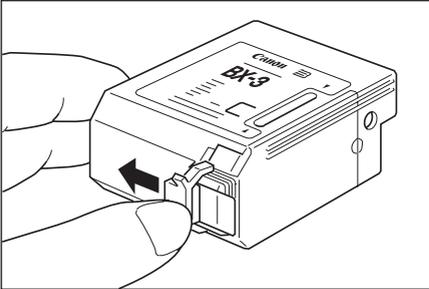
4 **Pull off the protective orange tape.**

11
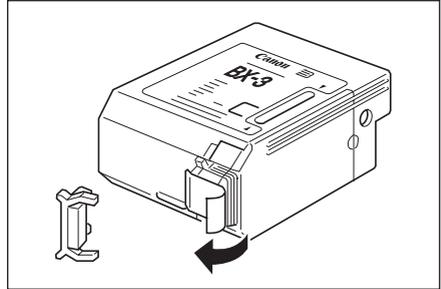
5 Insert the BJ cartridge. Align the slot in the cartridge with the yellow post in the fax.
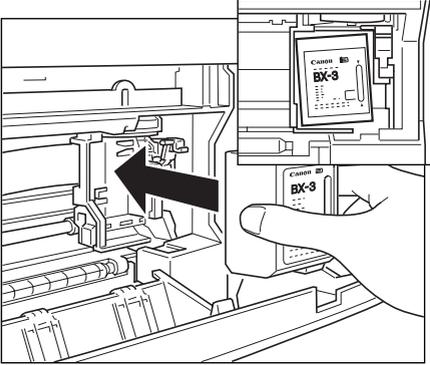
The yellow post (BJ cartridge guide) should be visible through the slot. The BJ cartridge tilts slightly to the left in the loaded position.

6 Lower the cartridge release lever until you hear a click to lock the cartridge in place.
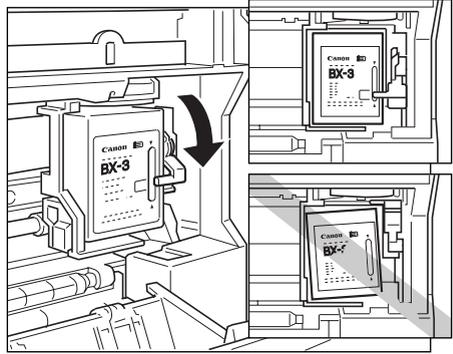
- Make sure the arm on the cartridge release lever is aligned with the marking on the BJ cartridge.
- If the lever movement is not smooth, release the lever and reload the cartridge.
- To avoid cartridge misalignment and an error message appearing, do not press down on the cartridge or try to align it manually while raising and lowering the green lever.

7 Close the front cover of the fax.

1
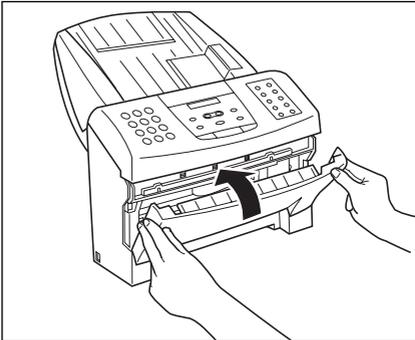
8 **The fax automatically prints a test page.**
The fax prints a test page every time you insert a BJ cartridge.

```
                              TEST PRINT

     This is a test sheet designed to test the print quality of this unit.
     Please refer to the test patterns below. If they are not printed clearly,
     you may want to clean the print head of the ink cartridge. To clean the
     ink cartridge, please press [FUNCTION] then [CLEANING] button.
```

When the BJ cartridge is properly installed, the test printout should
look as shown above.

White streak

If the printout has white streaks as shown above, try cleaning the print
head. See Cleaning the BJ cartridge print head, p. 104. If the problem
persists after cleaning, try reinstalling the BJ cartridge.

■ You can turn off automatic test printing by changing the AUTO TEST PRINT setting. See SYSTEM
SETTINGS, p. 88.

Connecting the phone line

Connecting to the wall jack

1 **Connect one end of the supplied telephone line to the jack marked ▢ on the rear of the fax.**
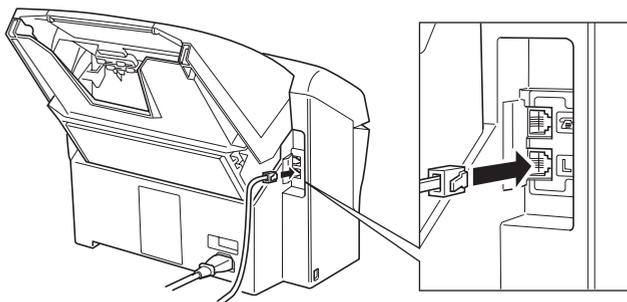
2 **Connect the other end of the line to your wall telephone jack.**

Note

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

Connecting a telephone

1 **Connect the end of the telephone cord to the jack.**
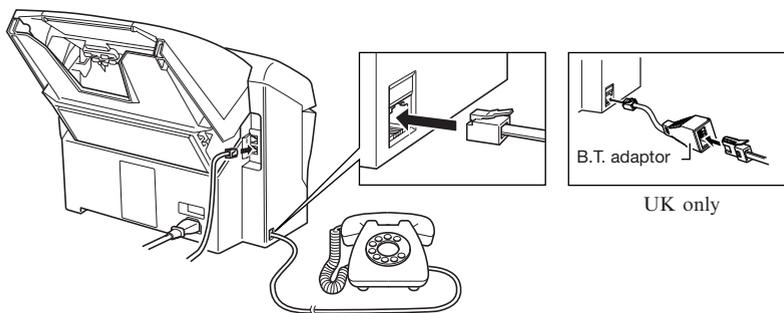
B.T. adaptor

UK only

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

14

1

Connecting the optional handset*

* **Depending on the country of purchase, the handset may be included with your fax, or may be available as an option. Please note that the shape of your handset may differ from the one shown in this section. However, both handsets have exactly the same functions and performance.**

1 **Connect the handset's modular jack to the handset jack on the fax.**
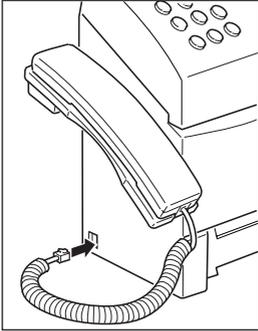
Both handsets have exactly the same functions and performance.
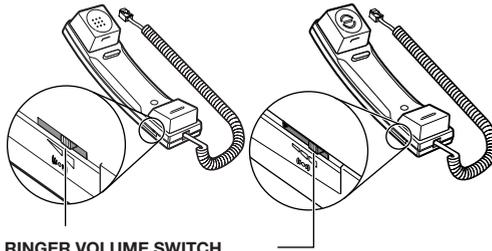
RINGER VOLUME SWITCH
Adjust the volume of the ringer. Use a pen or other pointed object to adjust the switch to HIGH, LOW, or OFF.

Connecting an extension phone or answering machine (optional)

1 **Connect an extension phone or answering machine to the jack marked ☏ on the rear of the fax.**
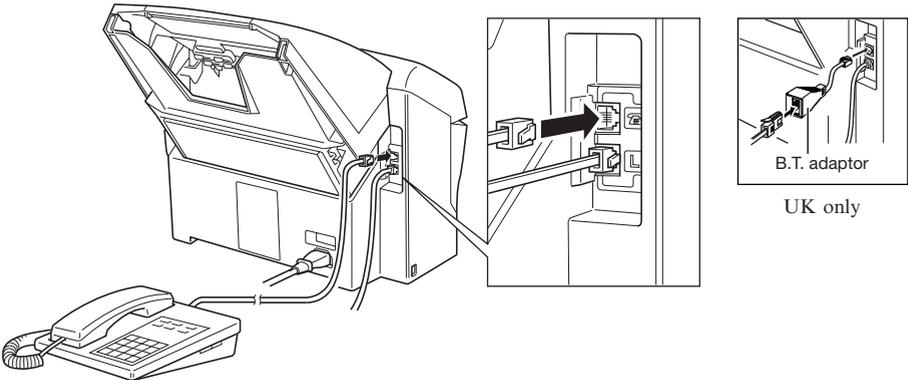
B.T. adaptor

UK only

- Be sure to connect an extension phone if you want to use the INCOMING RING feature and you want it to ring when the fax receives a call. See pp. 68, 69 and 87.
- If you connect an answering machine, refer to Ans. Machine Mode, p. 21.
- *Users in the UK only:*
  When you connect an extension phone or answering machine, be sure to connect the B.T. adaptor. Contact your Canon supplier for more information.

15

Setting the TEL LINE TYPE*

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

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

** The factory setting for the UK, Australia, New Zealand and Singapore is TOUCH TONE.

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

Function

SELECT MENU

1 sec.

TEL REGISTRATION

2 Use [◁] or [▷] to select USER SETTINGS.
⯆
Press [Start/Copy].

Start/Copy

USER SETTINGS

SET DATE

3 Use [◁] or [▷] to select TEL LINE TYPE.
⯆
Press [Start/Copy].

Start/Copy

TEL LINE TYPE

ROTARY PULSE

4 Use [◁] or [▷] to select TOUCH TONE.

TOUCH TONE

5 **Press [Start/Copy].**

Start/Copy

DATA ENTRY OK

6 **Press [Stop] to finish.**

Stop

Note:

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

Setting up to receive faxes

Selecting the receiving mode

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

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

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

■ Fax Only Mode (See p. 18)

You may want to use this mode if you have two phone lines in your office, and plan to use one line for the fax and the other line for your telephone.
Set Fax Only Mode if you want to use your fax only to receive faxes automatically and do not intend to use it as a telephone.

■ Fax/Tel Mode (See p. 19)

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

■ Manual Mode (See p. 20)

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

■ Ans. Machine Mode (See p. 21)

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

Fax Only Mode

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

■ Setting Fax Only Mode

When you set the fax to Fax Only Mode, the unit picks up every call and automatically treats it as a fax transmission.
The fax cannot receive automatically if you are making copies, printing reports, or registering information. See p. 72.

1 **Press [Receive Mode] until** ″**Fax Only Mode**″ **appears on the LCD.**

Receive Mode

Fax Only Mode

2 **Press [Start/Copy].**
When this mode is set, the LCD will display the time and ″FaxOnly″.

Start/Copy

12:00   FaxOnly

■ Receiving documents in Fax Only Mode

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

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

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

18

1

Fax/Tel Mode

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

■ Setting Fax/Tel Mode

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

1 **Press [Receive Mode] until ″Fax/Tel Mode″ appears on the LCD.**

Receive Mode

```
Fax /Tel Mode
```

2 **Press [Start/Copy].**
When this mode is set, the LCD will display the time and ″Fax/Tel″.

Start/Copy

```
12:00        Fax/Tel
```

■ Receiving documents and calls in Fax/Tel Mode

You can set the fax to monitor all incoming calls over the fax/telephone line. When the fax receives an incoming call, it checks to see if the call is from another fax machine trying to send a document, or from someone wanting to talk to you.
The fax cannot receive a document automatically if you are making copies, printing reports, or registering information. See p. 72.

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

2 **Make sure the fax is set to ″Fax/Tel Mode″ (see above).**

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

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

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Manual Mode

You may want to set your fax to Manual Mode if you want to personally monitor every call, whether from a fax machine or a person.
You need to have the optional handset or an extension phone connected to your fax for this mode. See pp. 14 and 15.

■ Setting Manual Mode

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

1 **Press [Receive Mode] until ″Manual Mode″ appears on the LCD.**

Receive Mode

```
Manual Mode
```

2 **Press [Start/Copy].**
When this mode is set, the LCD will display the time and ″Manual″.

Start/Copy

```
12:00        Manual
```

■ Receiving documents and calls in Manual Mode

You can set the fax to ring every time it receives a call so that you can personally check if it is from a fax machine or from a person.
Keep in mind that you cannot use Manual Mode if a document is in the Automatic Document Feeder (ADF) waiting to be sent.

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

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

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

4 **If you hear a person's voice, start your conversation. If the caller wants to send a document after talking to you, press [Start/Copy] on the fax to receive the document.**
or
If you hear a slow beep or silence, another fax is trying to send you a document. Press [Start/Copy] on the fax.
You can also start receiving the document by pressing ″25″ on the extension phone, and then hanging up.

Start/Copy

Your fax begins receiving the document.

20

1
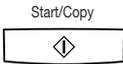
Ans. Machine Mode

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

■ Recording the outgoing message

When recording a message...

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

■ Setting Ans. Machine Mode

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

1 **Press [Receive Mode] until ″Ans. Machine Mode″ appears on the LCD display.**

Receive Mode

```
Ans. Machine Mode
```

2 **Press [Start/Copy].**
When this mode is set, the LCD will display the time and ″AnsMode″.

Start/Copy

```
12:00      AnsMode
```

■ Receiving documents and messages in Ans. Machine Mode

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

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

2 **Make sure the fax is set to ″Ans. Machine Mode″ (see above).**

21

3 Set your answering machine to answer.

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

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

2

PREPARING TO USE YOUR FAX

Main components of the fax

Front view

Extension
For use with legal-size documents

Automatic document feeder (ADF)

Paper tray cover/ document tray

Document guide

Operation panel
Use the operation panel buttons to operate the fax.

Paper tray

Front cover

Speaker

Rear view

Power cord connector

Handset jack

Telephone line jack

Extension phone jack

2

Fax controls — the Operation Panel

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

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

Press Function **and**

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

Send Options
Press to select a transmission mode.

Cleaning
Press to clean the BJ cartridge print head.

R
Press to access an outside line.

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

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

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

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

26

2

LCD Display
Displays messages and prompts during operation. Displays selectable functions, numbers, and names when registering information.
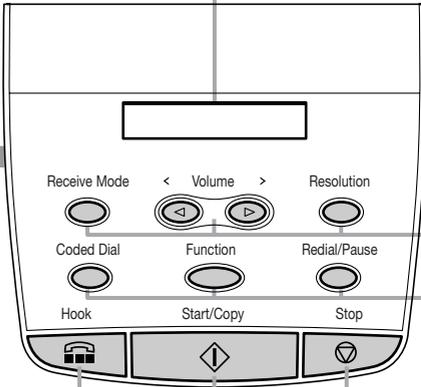
Receive Mode

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

Arrow buttons ($\triangleleft$, $\triangleright$)/Volume
Use to scroll through menus and lists that appear on the LCD, and to change settings. These buttons also move the cursor in some naming operations and adjust the volume of the monitor speaker.

Resolution

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

Receive Mode   <   Volume   >   Resolution

Coded Dial   Function   Redial/Pause

Hook   Start/Copy   Stop

Coded Dial

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

Function

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

Hook

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

Start/Copy

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

Stop

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

Redial/Pause

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

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Registering your name and number

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

Moving through the main menus

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

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

For a complete description of the menu system, see User menu settings, p. 80.
In general, follow these steps to access the menus and make selections:

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

Function

```
SELECT MENU
```

1 sec.

```
TEL REGISTRATION
```

2 **Press [◁] or [▷] to scroll through the menus until you see the menu you wish to access. The LCD displays the menu title.**

```
USER SETTINGS
```

3 **Press [Start/Copy]. The LCD displays the first selection for the selected menu.**

Start/Copy

```
SET DATE
```

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

28

5 After selecting or entering a value, press
[Start/Copy].

Start/Copy

◇

DATA ENTRY OK
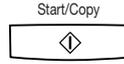
6 Repeat steps 4 and 5 as needed.

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

Stop

▽

2
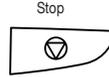
Note

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

Entering a number

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

Use the numeric buttons to enter the number.

TEL=

- You can enter up to 20 digits for your fax number or 50 digits for a speed dialling number.
- Be sure to enter the appropriate area code if dialling outside the area served by your local exchange.
- You cannot enter dashes, slashes, commas, or other punctuation.

Use the One-touch Speed Dialling buttons as follows:

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

If you need to enter a pause for any reason,

- Press [Redial/Pause] at the desired point in the sequence when entering a series of
  digits.
- A pause within a number is 2 seconds long*. The length of this pause can be
  adjusted. See MID PAUSE SET in TX SETTINGS, p. 87. A pause at the end of
  a number is fixed at 10 seconds.
  * 4 seconds long in the UK and Hong Kong.

Send Options	Report
01 ○	02 ○
Cleaning	
03 ○	04 ○
R	Space
05 ○	06 ○
Clear	Tone
07 ○	08 ○
D.T.	
09 ○	10 ○
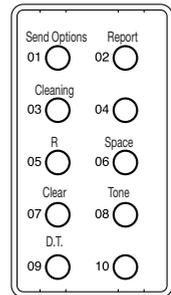
Entering a name

Whenever you register a fax number or a telephone number, you can assign a name to that number. To enter a name from the operation panel, use the numeric buttons to create alphanumeric characters.

Each numeric button has a certain letter group (uppercase and lowercase) plus a digit assigned to it. Each press of the button steps to the next character in the group. To change between uppercase entry mode and lowercase entry mode, press [✳].

Use the chart below to determine which number to press for each character:

Button	Uppercase	Lowercase
0	0	0
1	1	1
2	ABCÅÄÁÀÃÂÆÇ2	abcåäáàãâæç2
3	DEFĐËÉÈÊ3	def ëéèê3
4	GHIÏÍÌÎ4	ghiïíìî4
5	JKL5	jkl5
6	MNOÑØÖÓÒÕÔ6	mnoñøöóòõô6
7	PQRSÞ7	pqrsÞß7
8	TUVÜÚÙÛ8	tuvüúùû8
9	WXYZÝ9	wxyzý9
#	–.✳#!"„,;:^`_=/|'?$@%&+()[]{}<>	

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

For example, to enter Canon 1:

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

> C   **Press [2] three times.**

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

> Ca   **Press [✳]. Then, press [2] once.**

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

> Can   **Press [6] twice.**

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

Cano

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

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

Canon

Press [▷] once. Then, press [6] twice.

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

Canon _

Press [Space] once.

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

Canon 1

Press [1] once.

8 After entering a name, press [Start/Copy].

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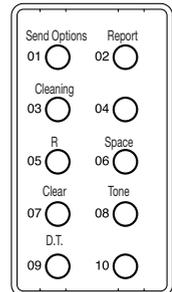
Personalising your fax

■ Identifying your documents

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

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

```
15/09/2000  10:12   FAX 321 456 7777        CANON FAX      ···  CANON USA FAX      ☑01/01
```

THE SLEREXE COMPANY LIMITED

SAPORS LANE · BOOLE · DORSET · BH 25 8 ER

TELEPHONE DOOLE (945 13) 51617   TELEX 123456

Our Ref. 350/PJC/EAC

- The page number/ the total number of pages sent
- The name of the party who is receiving the document
- Your name or company name
- Your fax/telephone number
- The date and time you sent the document
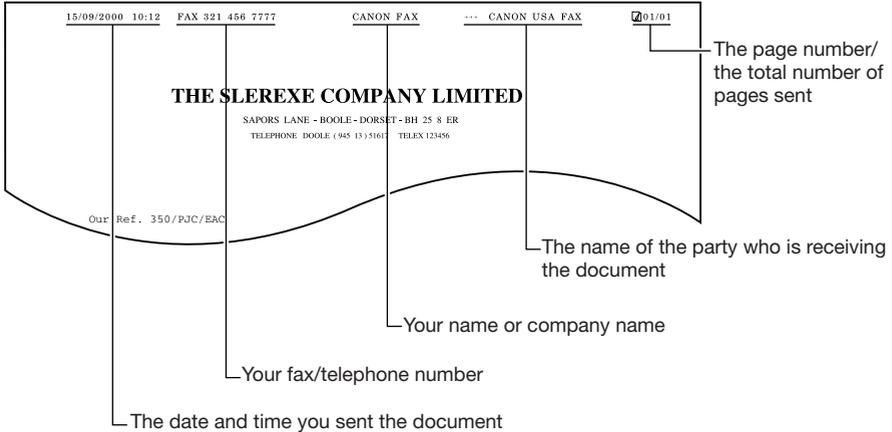
The top line includes the name of the receiving party if you send the document using One-touch Speed Dialling or Coded Speed Dialling and you registered the party's name. It also includes the total number of pages sent if you send the document from memory.

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Registering the date and time

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

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

Function

SELECT MENU

1 sec.

TEL REGISTRATION

2

2 **Use [◁] or [▷] to select USER SETTINGS.**
▼
Press [Start/Copy].

Start/Copy

USER SETTINGS

SET DATE

3 **Press [Start/Copy].**

Start/Copy

01/01/00

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

0 ~ 9

15/09/00

■ Precede single digits with a zero.
■ To make a correction, press [Clear] to return to the previous setting and re-enter the date.
■ You can also use [◁] or [▷] to move the cursor.
■ To change the date format, see SYSTEM SETTINGS, p. 88.

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

Start/Copy

DATA ENTRY OK

1 sec.

SET TIME

6 **Press [Start/Copy].**

Start/Copy

00:00

7 **Enter the time using the numeric buttons.**
Set the time using the 24-hour clock system.
Precede single digits with a zero. Example:
07:30 = 7:30 a.m.
17:05 = 5:05 p.m.

⓪～⑨

08:15

8 **Press [Start/Copy] when you finish entering the new time.**

Start/Copy

◇

DATA ENTRY OK

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

Stop

▽

Registering your telephone/fax number and name

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

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

Function

SELECT MENU

1 sec.

TEL REGISTRATION

2 **Use [◁] or [▷] to select USER SETTINGS.**
▼
Press [Start/Copy].

Start/Copy

◇

USER SETTINGS

SET DATE

3 Use [◁] or [▷] to select ENTER YOUR TEL.
Press [Start/Copy].

ENTER YOUR TEL

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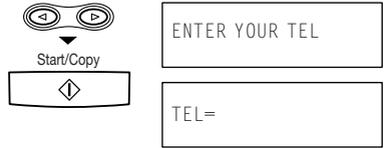
4 **Enter your fax number (up to 20 digits) using the numeric buttons.**
You can enter a plus sign (+) or space to make your number easier to read. To enter a plus sign (+), press [#]. To make a correction, press [Clear] and re-enter the number.

TEL=   1234 5678

Space

06

Clear

07
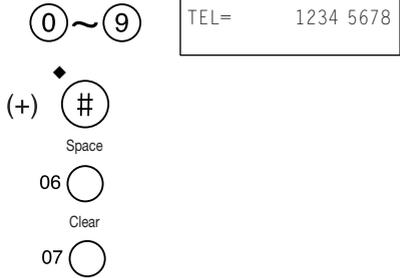
5 **Press [Start/Copy] when you finish entering your fax number.**
Wait a second for USER NAME to appear.

DATA ENTRY OK

1 sec.

USER NAME
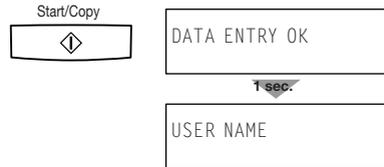
6 **Press [Start/Copy].**

–

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

CANON FAX
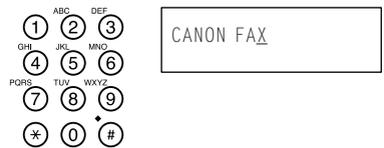
8 **Press [Start/Copy] when you finish entering your name.**

DATA ENTRY OK

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

Stop

2

Registering One-touch Speed Dialling numbers and names

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

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

You can also register the name of the party (up to 16 characters); the name appears on the printout of the One-touch Speed Dialling list. See One-touch Speed Dialling list, p. 91.

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

Function

```
SELECT MENU
```

1 sec.

```
TEL REGISTRATION
```

2 **Press [Start/Copy].**

Start/Copy

```
1-TOUCH DIAL
```

3 **Press [Start/Copy].**

Start/Copy

```
01=
```

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

```
03=
```

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

0 ～ 9

```
03=    1234 5678
```

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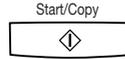
Start/Copy

DATA ENTRY OK

1 sec.

1-TOUCH SPD NAME

03=_

2

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

03=CANO<u>N</u>

8 **Press [Start/Copy] to register the name.**

Start/Copy
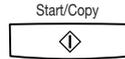
DATA ENTRY OK

1 sec.

04=

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

Stop

Note

Applying the faceplate
For quick reference, write the names for the One-touch Speed Dialling numbers you register on the
faceplate and attach it over the One-touch buttons. Fit the 4 tabs of the faceplate into the
corresponding slots around the One-touch button area.

Registering Coded Speed Dialling numbers and names

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

You can also register the name of the party (up to 16 characters); the name appears on the printout of the Coded Speed Dialling list. See Coded Speed Dialling list, p. 91.

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

Function

```
SELECT MENU
```

1 sec.

```
TEL REGISTRATION
```

2 **Press [Start/Copy].**

Start/Copy

```
1-TOUCH DIAL
```

3 **Use [◁] or [▷] to select CODED DIAL.**

Press [Start/Copy].

Start/Copy

```
CODED DIAL
```

```
*01=
```

4 **Use [◁] or [▷] to select the two-digit code you want to assign to the number.**
If a number is already registered for this Coded Speed Dialling button, the LCD displays the number.

```
*15=
```

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

(0) ~ (9)

```
*15=    1234 5678
```

6 **To assign additional Coded Speed Dialling numbers, start from step 4. To finish, press [Stop].**

Stop

Special dialling

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

■ Dialling through a switchboard (PBX)

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

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

■ Long distance dialling

When you register a long distance number, you may have to insert a pause within or after the number. For a long distance dialling, the location and length of the pause may differ depending on the telephone system. To enter a pause, press [Redial/Pause]. A pause within a number is 2 seconds long*. The length of this pause can be adjusted. See MID PAUSE SET in TX SETTINGS, p. 87. A pause at the end of a number is fixed at 10 seconds.

* 4 seconds long in the UK and Hong Kong. Users in the UK and Hong Kong cannot enter continuous pauses.

■ Confirming a dial tone**

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

** This feature is ineffective in the UK, Hong Kong, Australia, New Zealand, Singapore, and Malaysia.

Registering the access type and the outside line access number

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

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

Function

SELECT MENU

1 sec.

TEL REGISTRATION

2 **Use [◁] or [▷] to select USER SETTINGS.**
▼
Press [Start/Copy].
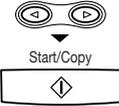
Start/Copy

USER SETTINGS

SET DATE

3 **Use [◁] or [▷] to select PSTN/PBX SET.**
▼
Press [Start/Copy].
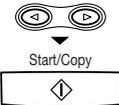
Start/Copy

PSTN/PBX SET

PSTN

4 **Use [◁] or [▷] to select PBX.**
▼
Press [Start/Copy].
The [05] button is now assigned to the [R] button.
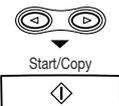
Start/Copy

PBX

5 **Use [◁] or [▷] to select the access line type for the switching system.**
▼
Press [Start/Copy].
You can select EARTH CONNECTION, PREFIX or HOOKING.

Start/Copy

EARTH CONNECTION

40
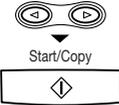
6 If you chose PREFIX in step 5, enter the outside line access number (up to 19 digits) using the numeric buttons and then press [Redial/Pause].
▼
Press [Start/Copy].

⓪～⑨

▼
Redial/Pause

◯

▼
Start/Copy

◇

```
TEL=        123456
```

```
TEL=       123456P
```

2

7 Press [Stop].

Stop

◎

Note

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

Using alternative telephone networks (UK only)

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

The procedures described in this chapter show you how to use your fax with these Services of Cable and Wireless Communications Limited. For details on using your fax with alternative telephone services, contact your Canon authorised representative.

Attaching the M label

Before operating the fax, attach the M label as shown below.
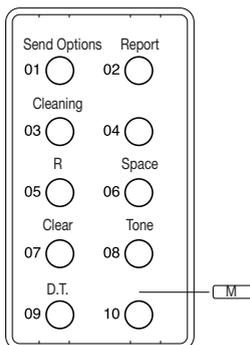
Registering an alternative telephone network

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

1 **Press [Function].**
Wait a second for TEL REGISTRATION.

Function

```
SELECT MENU
```

1 sec.

```
TEL REGISTRATION
```

2 **Use [◁] or [▷] to select USER SETTINGS.**
▼
Press [Start/Copy].

Start/Copy

```
USER SETTINGS
```

```
SET DATE
```

42
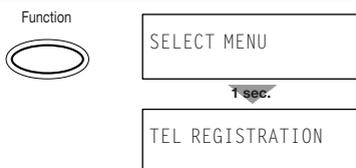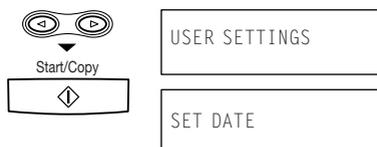
3 Use [◁] or [▷] to select **M-KEY SETTING**.
▼
Press [Start/Copy].
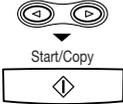
Start/Copy

M-KEY SETTING

OFF

4 Use [◁] or [▷] to select **ON**.
▼
Press [Start/Copy] twice.

Start/Copy

Start/Copy

ON

ACCESS CODE

TEL=

2
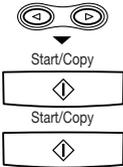
5 Enter the access code (up to 19 digits) using the numeric buttons.
▼
Press [Redial/Pause].

⓪ ～ ⑨

Redial/Pause
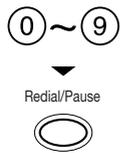
TEL=   131

TEL=   131P

6 Press [Start/Copy] twice.

Start/Copy

Start/Copy
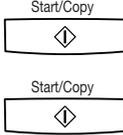
ID CODE

TEL=

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

- This code is given to you by Cable and Wireless Communications Limited.
- If your access code is 132, you do not have to enter the ID code. Press [Stop] to return to standby.
- If an ID code is already registered, you will see a string of asterisks ✱✱✱✱✱✱✱ on the display.

▼
Press [Redial/Pause].

⓪ ～ ⑨

Redial/Pause
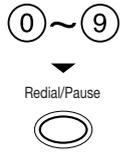
TEL=   1234567890

TEL=   1234567890P

8 Press [Start/Copy].

Start/Copy
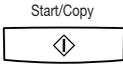
9 Press [Stop] to finish registration.

Stop

Note

If you want to use the [10] button for One-touch Speed Dialling instead of using it for registering an alternative telephone network, follow steps 1 to 3, pp 42 and 43. Then use the search buttons to display OFF, and press [Start/Copy]. The [10] button can now be used for One-touch Speed Dialling.

Sending with a registered long-distance service

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

```
DOCUMENT READY
```

2 **Press [M].**

M
10 ◯

```
TEL=            M
```

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

⓪〜⑨

```
TEL=        M12345
```

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

Start/Copy
◇

44

Registering speed dialling with the M button

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

2

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

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

M
10

```
05=                    M
```

3
Enter the number (up to 49 digits) using the numeric buttons.

0 ～ 9

```
05=    M4167951111
```

4
Continue with the procedure for registering One-touch or Coded Speed Dialling.
After you have registered the number for speed dialling, you can dial and use the Cable and Wireless Services without pressing the [M] button.

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3

HANDLING DOCUMENTS

Preparing documents

Types of documents you can scan

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

■ Thickness
Each sheet of the document should be of the same thickness and between 0.08 mm and 0.13 mm thick with a paper weight between 75 g/m^2 and 90 g/m^2.

■ Effective image size
The actual scanned image size for the fax is shown below.
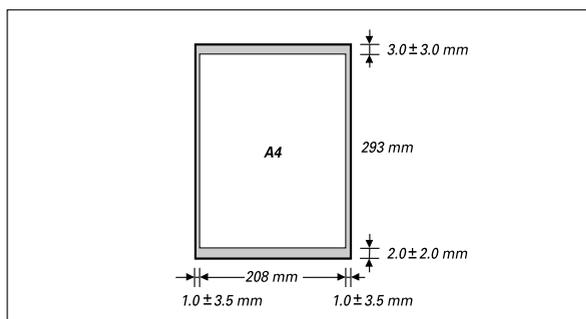
3.0 ± 3.0 mm

A4 — 293 mm

2.0 ± 2.0 mm

208 mm

1.0 ± 3.5 mm   1.0 ± 3.5 mm

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

Note

Problem Documents

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

 Wrinkled or creased paper

 Curled or rolled paper

 Torn paper

 Carbon paper or carbon-backed paper

 Coated paper or glossy paper

 Onion skin or thin paper

 Envelopes

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

Loading the document

1 **For a multipage document, tap the document on a flat surface to even the stack.**
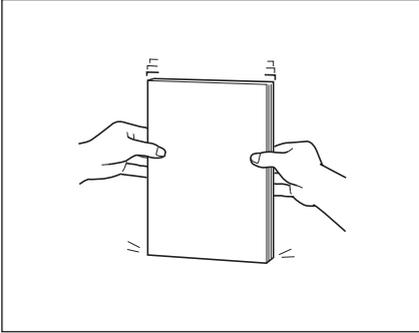
You can load up to 20 A4 or letter size sheets, or 10 legal size sheets at a time into the Automatic Document Feeder (ADF).

2 **Insert the document face-down and head first into the Automatic Document Feeder (ADF) until you hear a beep.**
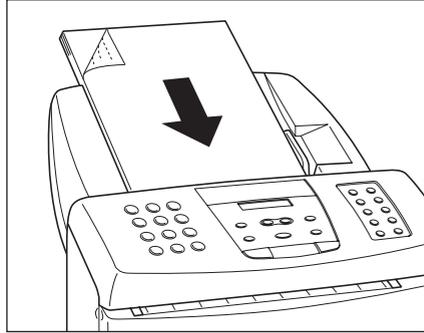
The fax automatically feeds the pages one by one from the bottom.
If a page jams or stops while feeding, see Clearing document jams, p. 62.

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

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

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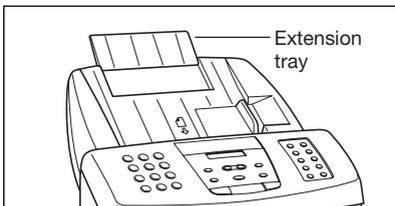
If you are experiencing difficulty feeding multipage documents, slant the edges of the stack and insert the document into the Automatic Document Feeder (ADF).

■ Adding pages to the document

You can load up to 20 A4 or letter size sheets, or 10 legal size sheets at a time into the Automatic Document Feeder (ADF).
For longer documents, wait until the twentieth sheet has started feeding, then load up to 20 more sheets (10 for legal size).

If you want to add pages while the fax is sending a document, insert the first new page so that it overlaps the last page by about 2 cm.

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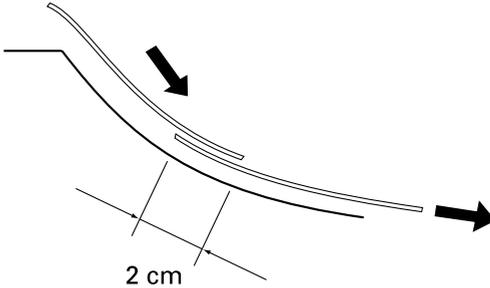
Wait until the last page is being fed into the fax before you add new pages.

Setting the resolution and density

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

■ What is resolution

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

■ Setting the resolution

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

■ STANDARD
Press [Resolution] until STANDARD appears.
Standard resolution is 3.85 lines/mm.
When copying, even if you set STANDARD, the document will automatically be scanned in FINE mode.
■ FINE
Press [Resolution] until FINE appears.
Fine resolution is 7.71 lines/mm.
■ PHOTO
Press [Resolution] until PHOTO appears.
To scan documents that contain photos, use the PHOTO setting. With this setting, areas of the document that contain photos are automatically scanned with 64 levels of grey, rather than just 2 levels, black and white. Photo resolution is 3.85 lines/mm. This results in a much better reproduction of the photograph.

Resolution

STANDARD

FINE

PHOTO

3
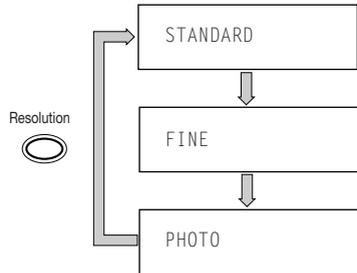
■ Density control

You can adjust the scanning density by changing the DENSITY CONTROL setting in the USER SETTINGS (see p. 85). For light originals choose the DARKER setting. For dark originals choose the LIGHTER setting.

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4

MAKING COPIES

Copying documents

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

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

```
STANDARD
```

2 **Press [Start/Copy].**
To make a single copy, go to step 4.

Start/Copy

```
COPY PAGE          01
```

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

(0)~(9)

```
COPY PAGE           3
```

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

Start/Copy

```
COPY
```

Note

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

5

SENDING FAXES

Preparing to send a document

Before you send a document please refer to:

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

Sending methods

■ Direct Sending (See p. 57)

If your document has a large number of pages, you may sometimes get a MEMORY FULL error if you are using Memory Sending. To avoid this, use Direct Sending.
To send directly, load the document, dial the fax number and press [Start/Copy].

■ Manual Sending (See p. 57)

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

■ Memory Sending (See p. 59)

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

Dialling methods

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

Manual Dialling:
Dial the recipient's fax number using the numeric buttons.

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

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

Sending documents

Direct Sending

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

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

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

STANDARD

2 **Dial the other party's fax number.**
Use one of the dialling methods described earlier in this chapter. See p. 56.

⓪〜⑨

TEL=   34567890

3 **Press [Start/Copy].**
The fax begins sending the document.

Start/Copy

Manual Sending

5
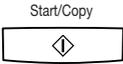
If you would like to first speak with the person you are sending the fax to, use Manual Sending. You need to connect the optional handset or an extension phone to the fax for Manual Sending.

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

STANDARD

2 **Pick up the handset or press [Hook] and dial the other party's fax number.**
Use one of the dialling methods described earlier in this chapter. See p. 56.

Hook

⓪〜⑨

TEL=   34567890
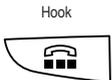
3 **If a person answers, converse normally, then ask them to press the start button on their fax. Press [Start/Copy] and hang up.**
If you hear a high pitch tone, press [Start/Copy] and hang up.

Start/Copy

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

```
TRANSMITTING OK
```

■ If an error occurs during sending, the fax beeps intermittently for a few seconds. If this happens, try sending the fax again.
■ The fax automatically redials if the receiving fax does not answer or if the line is busy. (You can specify the number of times it redials; see AUTO REDIAL in TX SETTINGS, p. 87.)
■ To stop sending before the fax is finished, press [Stop]. You may then need to lift the operation panel to remove the document. See Clearing document jams, p. 62.
■ If an error message appears on the LCD, correct the error and then press [Stop]. Refer to Error codes, messages and solutions, p. 112.

Automatic Dialling

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

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

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

```
FINE
```

You can set the resolution and the density, p. 51.

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

01◯ ～ 10◯

```
CANON FAX
```
1 sec.
```
          12345678999
```
or

or

Press [Coded Dial] and enter the appropriate two-digit Coded Speed Dialling code.
Wait a second for the number to appear after the name of the number.

Coded Dial
◯

0 ～ 9

```
*
```

```
CANON FAX
```
1 sec.
```
          12345678999
```
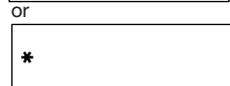
■ If no number is registered for the button or code you pressed, the LCD display shows the NO TEL # message. Make sure you pressed the correct button or entered the correct code and that the number you want to dial is registered correctly.
■ If you make a mistake, press [Stop]. Then press the correct One-touch Speed Dialling button or press [Coded Dial] and re-enter the code.
■ If an error message appears on the LCD, correct the error and press [Stop]. If necessary, refer to Frequently asked questions, p. 106.

Memory Sending

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

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

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

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

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

```
STANDARD
```

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

Function

```
SELECT MENU
```

1 sec.

```
TEL REGISTRATION
```

3 **Press [Send Options].**
▼
Press [Start/Copy].

Send Options
01

```
MEMORY TX
```

▼

Start/Copy

```
TEL=
```

4 **Dial the other party's fax number.**
Use one of the dialling methods described earlier in this chapter. See p. 56.

⓪ ～ ⑨

```
TEL=      9876543333
```

5 **Press [Start/Copy].**
The fax scans the document into memory and begins sending.

Start/Copy

```
TX/RX NO.      XXXX
```

1 sec.

```
MEMORY INPUT P01
```

5

Cancelling Sending

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

Redialling

■ Manual

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

■ Automatic

The fax automatically redials twice* after the first attempt at sending fails (e.g. the line was busy).
The time between redials is two minutes.*
You can change the number of redials and the time between redials by changing the AUTO REDIAL setting in the TX SETTINGS (see p. 87).
If the fax fails to get through after the second redial, the fax beeps.
*Factory setting

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

```
REDIALLING
```

■ To cancel automatic redialling

You can cancel automatic redialling anytime by pressing the [Stop] button.
However, when memory is used during sending (including Delayed Sending and Sequential Broadcasting), you cannot cancel redialling while REDIALLING or MULTI TRANS. ON is displayed on the LCD. In this case, wait until dialling begins, then press [Stop] to cancel redialling.

Messages displayed during sending

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

The fax is dialling the recipient's phone number.

```
DIALLING
```

The recipient's phone is ringing.

```
CALLING
```

The display tells you when transmission begins.

```
TRANSMIT
```

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

```
TX/RX NO.      XXXX
```
⇓
```
ECM TX         PXX
```
or
```
TRANSMIT       PXX
```
If ECM is off, "TRANSMIT PXX" is displayed.

⇓
```
          7893456
```
Other party's number

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

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

```
TRANSMITTING OK
```

5

61

Clearing document jams (ejecting a document from the ADF)

■ Removing a jammed sheet

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

2 **While holding the operation panel open, pull the sheet out from the top or bottom.**
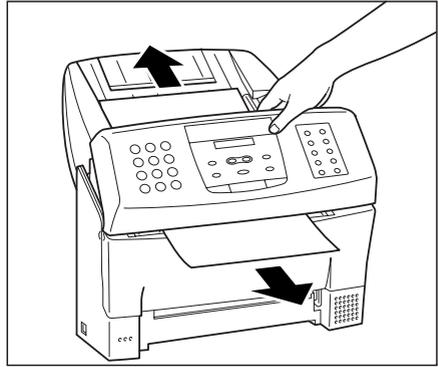
■ Do not press on the LCD display.

3 **Gently push the operation panel shut until it clicks.**
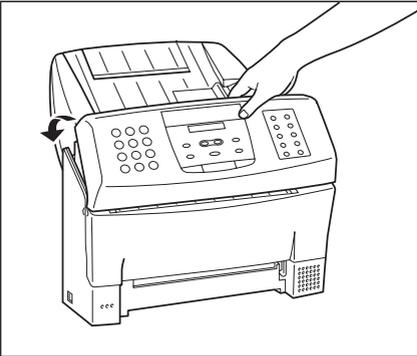
Delayed Sending

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

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

`DOCUMENT READY`

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

Function

`SELECT MENU`

1 sec.

`TEL REGISTRATION`

3 **Press [Send Options].**

Send Options

01

`MEMORY TX`

4 Use [◁] or [▷] to select DELAYED TX.

`DELAYED TX`

Press [Start/Copy].
Wait a second for SET TIME to appear.

Start/Copy

`TX/RX NO.     XXXX`

1 sec.

`SET TIME     XX:XX`

5 **Enter the desired sending time (24-hour clock) using the numeric buttons.**
■ Set the time using the 24-hour clock system. Precede single digits with a zero.
Example:
07:30 = 7:30 a.m.
17:05 = 5:05 p.m.
■ Press [Clear] if you need to re-enter the time.
■ You can also use [◁] or [▷] to move the cursor.

(0)~(9)

`SET TIME     23:00`

5

63

6 Press [Start/Copy].

Start/Copy

◇

TEL=

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

⓪ ～ ⑨

TEL=   34567890

8 Press [Start/Copy].
The fax reads the document into memory.

Start/Copy

◇

TX/RX NO.   XXXX

1 sec.

MEMORY INPUT P01
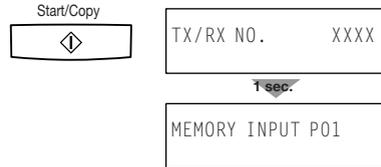
After scanning in the document, the fax displays TIMER on the LCD. When the set time comes, the fax dials and sends the document.

TIMER

Sending other documents while the fax is set for Delayed Sending

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

The fax can only register one preset sending operation at a time.

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

Note

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

Cancelling Delayed Sending

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

Function

```
SELECT MENU
```

1 sec.

```
TEL REGISTRATION
```

2 **Press [Send Options].**

Send Options

01

```
MEMORY TX
```

3 **Use [◁] or [▷] to select DELAYED TX.**

```
DELAYED TX
```

▼

Press [Start/Copy].
Wait a second for SET TIME to appear.

Start/Copy

```
SET TIME      23:00
```

4 **Press [Clear].**

Clear

07

```
SET TIME      _ :
```

5 **Press [Start/Copy].**
Delayed Sending is cancelled.

Start/Copy

```
ERASING END
```

5

65

Sequential Broadcasting

Sending a document to more than one location

Sequential Broadcasting sends one document to more than one location.

You can send to a total of 31 locations as follows:

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

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

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

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

---

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

`STANDARD`

---

2 **Dial the other party's fax number.**
- You can send to up to 31 locations.
- Simply enter the numbers one after the other: press the desired One-touch Speed Dialling button or press [Coded Dial] followed by the two-digit code (with the numeric buttons).
- You can enter only one number directly with the numeric buttons using regular dialling. Remember to press [Start/Copy] after entering the number.
- You can also press [Redial/Pause] to redial the last number dialled with the numeric buttons.
- You must press each button within 10 seconds of the preceding one. The fax begins the operation approximately 10 seconds after you press the last button.

⓪～⑨   `TEL=      34567890`

---

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

Start/Copy
◇

`TX/RX NO.      XXXX`

1 sec.

`MEMORY INPUT P01`

66

6

RECEIVING FAXES

Receiving documents

Receiving documents in Manual Mode

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

For Manual Mode, you need to have the optional handset or an extension phone connected to your fax. See pp. 14 and 15.

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

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

2 **Press [Receive Mode] until ″Manual Mode″ appears on the LCD.**

Receive Mode

```
Manual Mode
```

3 **Press [Start/Copy].**
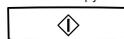
Start/Copy

```
12:00      Manual
```

4 **When the fax rings, pick up the handset.**

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

Start/Copy

or

If you hear a slow beep or silence, another fax is trying to send you a document. Press [Start/Copy].
You can also start receiving the document by pressing ″25″ on the extension phone, and then hanging up.

Your fax begins receiving the document.

■ Hang up the handset after the fax displays RECEIVE. If you do not hang up, the fax beeps intermittently for a few seconds after you receive the document. To turn off the beeping, see OFFHOOK ALARM in the USER SETTINGS, p. 85.

Receiving documents in Fax Only Mode

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

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

1 **Press [Receive Mode] until "Fax Only Mode" appears on the LCD.**

Receive Mode

    Fax Only Mode

2 **Press [Start/Copy].**

Start/Copy

    12:00   FaxOnly

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

Receiving documents in Fax/Tel Mode

You can set the fax to monitor all incoming calls over the fax/telephone line. When the fax receives an incoming call, it checks to see if the call is from another fax machine trying to send a document or from someone wanting to talk to you. You need to have the optional handset or an extension phone connected to your fax for this mode. See pp. 14 and 15.

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

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

2 **Press [Receive Mode] until "Fax/Tel Mode" appears on the LCD.**

Receive Mode

    Fax/Tel Mode

3 **Press [Start/Copy].**

Start/Copy

    12:00   Fax/Tel

6

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

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

Note:
■ If the paper runs out or if the BJ cartridge runs out of ink, the fax receives the rest of the document in memory.
■ To stop receiving before the document is complete, press [Stop].
■ If an error message appears on the LCD, make sure the error is corrected and then press [Stop]. If necessary, see Frequently asked questions, p. 106.
■ The fax beeps once to show that the document was received. If an error occurs, the fax beeps intermittently for a few seconds. If this happens, contact the other party and have them resend the document.

Receiving documents in Ans. Machine Mode

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

---

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

---

2 **Press [Receive Mode] until "Ans. Machine Mode" appears on the LCD display.**

Receive Mode

```
Ans. Machine Mode
```

---

3 **Press [Start/Copy].**

Start/Copy

```
12:00    AnsMode
```

---

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

---

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

Receiving documents in memory

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

CHANGE CARTRIDGE	**Cause:** You ran out of ink. **Action:** Install a new BJ cartridge. (See Replacing the BJ cartridge, p. 105.)

PUT IN CARTRIDGE	**Cause:** There is no BJ cartridge or the BJ cartridge is not set properly. **Action:** Install a BJ cartridge or install the BJ cartridge properly. (See Installing the BJ cartridge, p. 11.)

CHECK REC PAPER	**Cause:** You ran out of recording paper. **Action:** Load paper into the paper tray, then press [Stop]. (See Loading the paper, p. 7.)

REC. PAPER JAM	**Cause:** A paper jam has occurred. **Action:** Clear the jam, then press [Stop]. (See Recording paper jams, p. 101.)

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

6

Printing documents in memory

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

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

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

Receiving while registering, copying or printing

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

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

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

Note:

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

Network FAX/TEL Switching (Australia only)

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

Setting the fax for Network Switch

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

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

Function

```
SELECT MENU
```

1 sec.

```
TEL REGISTRATION
```

2 **Use [◁] or [▷] to select RX SETTINGS.**

Press [Start/Copy].

Start/Copy

```
RX SETTINGS
```

```
ECM RX
```

3 **Use [◁] or [▷] to select NET. SWITCH.**

Press [Start/Copy].

Start/Copy

```
NET. SWITCH
```

```
                OFF
```

4 **Use [◁] or [▷] to select ON.**

Press [Start/Copy].

Start/Copy

```
                 ON
```

5 **Press [Stop].**

Stop

6

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Operation for Network Switch System

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

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

When you hear the fax call ring pattern (triple ring):
After the fax rings, it receives the document automatically.

If you want to receive a document without ring:
First, make sure the fax is in Fax/Tel mode (″Fax/Tel″ displayed on the LCD). Then set INCOMING RING in the RX SETTINGS to OFF. See p. 87. When someone sends a document, the fax receives it automatically without ringing.

Network FAX/TEL Switching (New Zealand only)

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

Setting the fax Network

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

Function

```
SELECT MENU
```

1 sec.

```
TEL REGISTRATION
```

2 **Use [◁] or [▷] to select RX SETTINGS.**
Press [Start/Copy].

Start/Copy

```
RX SETTINGS
```

```
ECM RX
```

3 **Use [◁] or [▷] to select NET. SWITCH.**
Press [Start/Copy].

Start/Copy

```
NET. SWITCH
```

```
                OFF
```

4 **Use [◁] or [▷] to select ON.**
Press [Start/Copy].

Start/Copy

```
                 ON
```

5 **Press [Stop].**

Stop

6

Operation for Network Switch System

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

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

When you hear the fax call ring pattern:
After the fax rings, it receives the document automatically.

If you want to receive a document without ring:
First, make sure the fax is in Fax/Tel mode (″Fax/Tel″ displayed on the LCD). Then set INCOMING RING in the RX SETTINGS to OFF.
When someone sends a document, the fax receives it automatically without ringing.

Polling to receive faxes

The polling feature of the fax allows you to request a document to be faxed to you from another fax machine. The other party only needs to make sure the document is on a fax machine and ready to be sent: when your fax polls the other fax machine, the document is sent automatically. The fax can poll any fax machine that supports polling. (This process does not work in reverse, however: your fax cannot be polled by other fax machines.)

Polling a fax machine

> **note:**
> ■ Before attempting to poll a fax machine, make sure that fax machine supports polling.
> ■ Your fax cannot be polled by another fax machine.

1 **Press [Hook] and dial the fax number of the fax machine you wish to poll.**
Use one of the dialling methods described on page 56.

```
TEL=      34567890
```

2 **When you hear a high pitch tone, press [Start/Copy].**
Your fax begins receiving the document.

> **note:**
> If the other party is using a Canon fax machine which has the Polling ID function, ask them to set the Polling ID of their fax machine to 255 (11111111 binary number).
> For details on the Polling ID, refer to the other party's fax machine manual. In all other cases the Polling ID is not a concern.

6

This page is intentionally blank.

7

SETTINGS AND ACTIVITY REPORTS

User menu settings

The following illustrates the user menu settings in hierarchical order. The TEL REGISTRATION, USER SETTINGS, REPORT SETTINGS, TX SETTINGS, RX SETTINGS, FAX PRINTER, and SYSTEM SETTINGS menus comprise the items shown on the following pages.
Take a few minutes to familiarise yourself with the user menu settings.

Function ⇨ SELECT MENU

▼ 1 second

TEL REGISTRATION

USER SETTINGS

REPORT SETTINGS

TX SETTINGS

RX SETTINGS

FAX PRINTER

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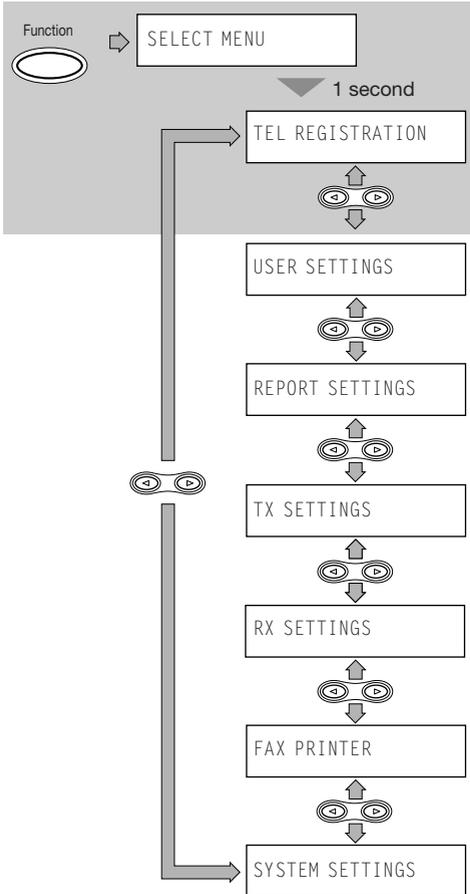
To select the desired menu, complete the procedure as shown in the shaded area.
Press [Function]. SELECT MENU is displayed for approximately 1 second followed by the TEL REGISTRATION menu. Use the arrow buttons to scroll through the menus.

Press ⬭ to display the SELECT MENU.

Press ▷ to go to the next menu.

Press ◁ to go to the previous menu.

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

Press ⬜ to exit from the user menu settings.

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

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

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

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■ The TEL REGISTRATION menu contains the following settings.

Start/Copy

TEL REGISTRATION	—	◇	—	1-TOUCH DIAL
		▾		CODED DIAL
		◁▷		
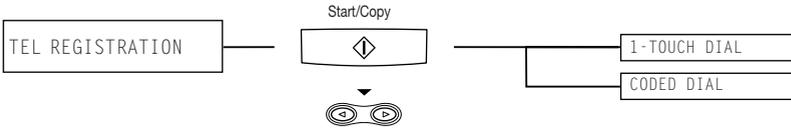
■ The USER SETTINGS menu contains the following settings.

Start/Copy

USER SETTINGS	—	◇	—	SET DATE
		▾		SET TIME
		◁▷		ENTER YOUR TEL
				USER NAME
				TTI OPTION SET
				DENSITY CONTROL
				OFFHOOK ALARM
				VOLUME CONTROL
				RX CALL LEVEL
				DIALLING TONE
				TEL LINE TYPE*
				PSTN/PBX SET
				M-KEY SETTING (UK only)
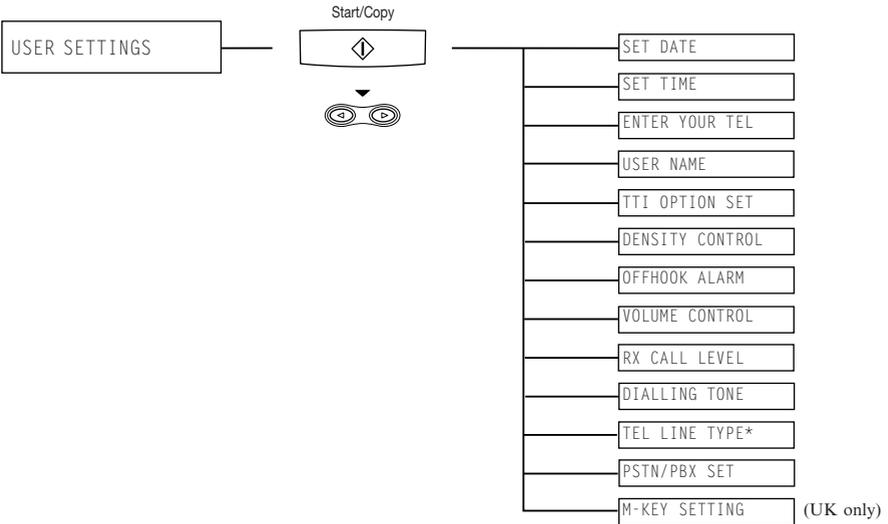
* TEL LINE TYPE cannot be set in Norway and Denmark.

■ The REPORT SETTINGS menu contains the following settings.
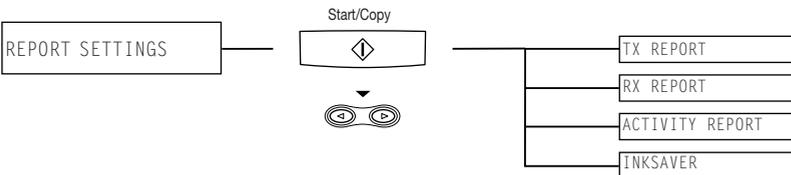
Start/Copy

REPORT SETTINGS	—	◇	—	TX REPORT
		▾		RX REPORT
		◁▷		ACTIVITY REPORT
				INKSAVER

■ The TX SETTINGS menu contains the following settings.

Start/Copy

TX SETTINGS	—	◇	—	ECM TX
		▾		MID PAUSE SET
		◁▷		AUTO REDIAL

7

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■ The RX SETTINGS menu contains the following settings.

Start/Copy

RX SETTINGS	◇		ECM RX
	▼		FAX/TEL SWITCH
	◁ ▷		INCOMING RING
			MAN/AUTO SWITCH
			REMOTE RX
			MEMORY RX
			NET. SWITCH

(Australia and New Zealand only)
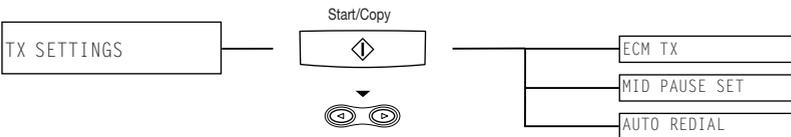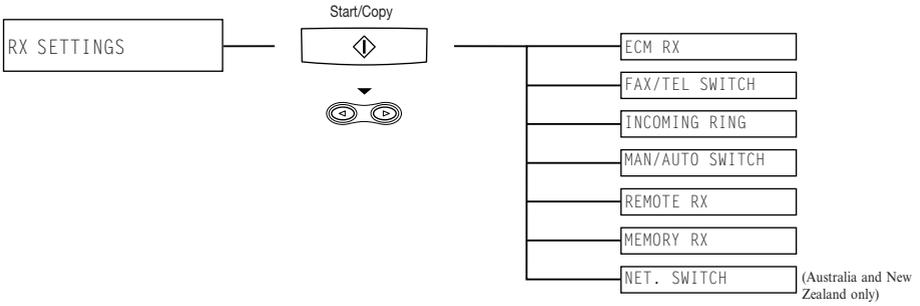
■ The FAX PRINTER menu contains the following settings.

Start/Copy

FAX PRINTER	◇		PAPER SIZE
	▼		RX REDUCTION
	◁ ▷		PRT DIRECTION
			INKSAVER
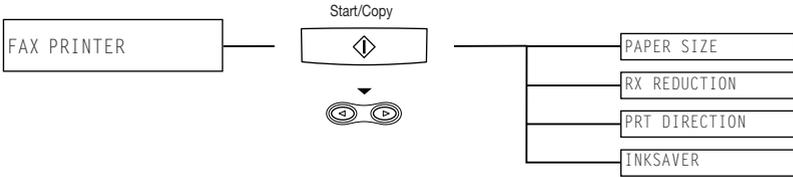
■ The SYSTEM SETTINGS menu contains the following settings.

Start/Copy

SYSTEM SETTINGS	◇		UN/LOCK PHONE
	▼		AUTO TEST PRINT
	◁ ▷		DATE FORMAT
			DISPLAY LANGUAGE
			TX START SPEED
			RX START SPEED
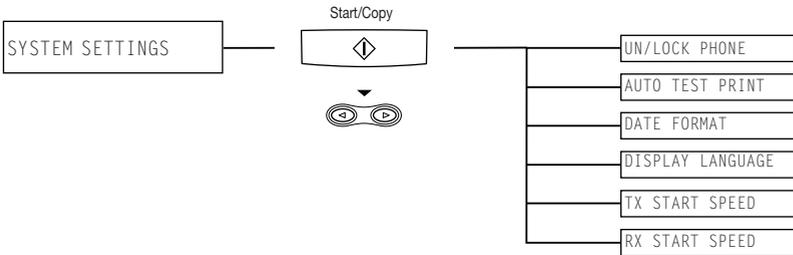
Settings

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

How to change a setting

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

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

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

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

Function

```
SELECT MENU
```

1 sec.

```
TEL REGISTRATION
```

2 **Use [◁] or [▷] to select RX SETTINGS.**

```
RX SETTINGS
```

3 **Press [Start/Copy].**

Start/Copy

```
ECM RX
```

4 **Use [◁] or [▷] to select INCOMING RING.**

```
INCOMING RING
```

5 **Press [Start/Copy].**

Start/Copy

```
                          ON
```

7

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6 **Press [Start/Copy].**
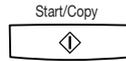
Start/Copy

DATA ENTRY OK

RING COUNT

1 sec.

2

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

(0) ~ (9)

3

8 **Press [Start/Copy].**

Start/Copy

DATA ENTRY OK

9 **Press [Stop] to finish registration and return to standby mode.**

Stop

TEL REGISTRATION

Factory settings are in bold. For instructions on how to change a setting, refer to How to change a setting, pp. 83 and 84.

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

USER SETTINGS

Factory settings are in bold. For instructions on how to change a setting, refer to How to change a setting, pp. 83 and 84.

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

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

*TEL LINE TYPE cannot be set in Norway and Denmark.
**TOUCH TONE is the factory setting in the UK, Australia, New Zealand and Singapore.

REPORT SETTINGS

Factory settings are in bold. For instructions on how to change a setting, refer to How to change a setting, pp. 83 and 84.

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

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TX SETTINGS

Factory settings are in bold. For instructions on how to change a setting, refer to How to change a setting, pp. 83 and 84.

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

*4 seconds (4 to 11) in the UK and Hong Kong.
**Up to 2 times in Australia, 4 times in the UK and Ireland, and 5 times in New Zealand.
***Minimum interval is 1 minute in New Zealand.

RX SETTINGS

Factory settings are in bold. For instructions on how to change a setting, refer to How to change a setting, pp. 83 and 84.

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

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FAX PRINTER

Factory settings are in bold. For instructions on how to change a setting, refer to How to change a setting, pp. 83 and 84.

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

SYSTEM SETTINGS

Factory settings are in bold. For instructions on how to change a setting, refer to How to change a setting, pp. 83 and 84.

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

Activity reports

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

How to print a report

Depending on the type of report, you can have the fax print the report automatically, or you can print it directly. See REPORT SETTINGS (p. 86) on how and when reports are printed automatically. The fax prints the Sending report, Receiving report, Multi activity report, and Memory clear report automatically only. You'll find a sample of each report below.

1 Press [Function].

Function

2 Press [Report].

Report

02

3 Use [◁] or [▷] to display the type of report you want to print.

▼

Press [Start/Copy].

Start/Copy

ACTIVITY REPORT

1-TOUCH SPD LIST

CODED SPD LIST

USER'S DATA LIST

Activity management report

Summarises the information for the sending and receiving activities of your fax after 20 transactions. For automatic printing see ACTIVITY REPORT in REPORT SETTINGS, p. 86.

```
  15/09/2000  10:12     FAX 321 456 7777          CANON FAX                    P01

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

  START TIME CONNECTION   TEL      CONNECTION   ID NO.       MODE       PAGES     RESULT


14/09 11:55 *      3 7390602  CANON HONGKONG    0017     TRANSMISSION    1     OK 00'31
      11:57 *    312 228 5700  CANON INC.       0016     TRANSMISSION    1     OK 00'47
      12:45 *      0337582111  CANON TOKYO      0018       RECEPTION     1     OK 00'35
      12:53 *    321 228 5700  CANON INC.       0019       RECEPTION     1     NG 00'01
                                                                              0 # 011
      12:57 *    356 895 1111  DERIC MA         0021     TRANSMISSION    1     NG 00'31
                                                                              0 #018

      12:56 *      37582111   CANON TOKYO       0022     TRANSMISSION    1     OK 00'31
      13:55        2 5059     CANON ITALIA      0023                    1     OK 00'21
                                                                              STOP
```

Error Code: See Error Codes, messages and solutions, p. 112.

[Stop] was pressed during transaction.

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

Transaction number

The number of the page with an error.

■ The fax prints sending and receiving transactions together in the same report. You can also set the fax to print sending and receiving transactions separately. See TX/RX SEPARATE, p. 86.

One-touch Speed Dialling list

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

```
15/09/2000  10:12     FAX 321 456 7777        CANON FAX                    P01



                       ****************************
                       *****  1-TOUCH SPD LIST  *****
                       ****************************


      SD #           CONNECTION TEL                  CONNECTION ID

     [01]      1 773 3173                      CANON UK
     [02]      312 228 5700                    CANON INC.
     [03]      2 5059                          CANON ITALIA
     [04]      3 7390802                       CANON HONGKONG
     [05]      R-KEY
```

Coded Speed Dialling list

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

```
15/09/2000  10:12     FAX 321 456 7777        CANON FAX                    P01



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


      SD #           CONNECTION TEL                  CONNECTION ID

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

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User's data list

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

```
15/09/2000 10:12    FAX 321 456 7777        CANON FAX                    P01


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

       USER SETTINGS
            USER TEL #                - - - -      321 456 7777
            USER ID                   - - - -      CANON FAX
            TTI OPTION SET
             TX TERMINAL ID           - - - -      ON
             TTI POSITION             - - - -      OUTSIDE IMAGE
             TTI MARKER               - - - -      FAX
            DENSITY CONTROL           - - - -      STANDARD
            OFFHOOK ALARM             - - - -      ON
            VOLUME CONTROL
             PHONE VOL LEVEL          - - - -      VOL MID
             CALLING VOLUME           - - - -      VOL MID
             ALARM VOLUME             - - - -
             KEYPAD VOLUME            -
            RX CALL LEVEL
            DIALLING TONE
            TEL LINE TYPE
```

TX (Sending) report

Normally the fax does not print an activity report for sending, but you can set the fax to print an activity report every time you send a document. See TX REPORT in REPORT SETTINGS, p. 86.

```
15/09/2000 10:12    FAX 321 456 7777        CANON FAX                    P01


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



             TRANSMISSION OK

            TX/RX NO.                 0002
            CONNECTION TEL            1516334455
            CONNECTION ID             CANON USA FAX
            START TIME                15/09 10:11
            USAGE TIME                00'36
            PAGES                      1
            RESULT                    OK
```

- You can set the fax to print an activity report only when an error occurs during sending. See TX REPORT in REPORT SETTINGS, p. 86.
- You can set the fax to print the first page of the documents. Valid only for memory transmissions. See TX CONFIRM REP. in REPORT SETTINGS, p. 86.

RX (Receiving) report

Normally the fax does not print an activity report for receiving, but you can set the fax to print an activity report every time you receive a document. See RX REPORT in REPORT SETTINGS, p. 86.

```
15/09/2000 10:12    FAX 321 456 7777          CANON FAX                P01



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



                     RECEPTION OK

                TX/RX NO.                    0026
                CONNECTION TEL               0337582111
                CONNECTION ID                CANON TOKYO
                START TIME                   15/09 10:10
                USAGE TIME                   00'27
                PAGES                        1
                RESULT                       OK
```

■ You can set the fax to print an activity report only when an error occurs during receiving. See RX REPORT in REPORT SETTINGS, p. 86.

Multi-activity report

Lists the result of a Sequential Broadcasting.

```
15/09/2000 10:12    FAX 321 456 7777          CANON FAX                P01



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

     TX/RX NO.              0026

     INCOMPLETE TX/RX

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


     ERROR
```

■ If you set the fax to print activity reports (TX REPORT or RX REPORT) and then use Sequential Broadcasting, a Multi-activity report will be printed instead of the activity report (Sending). See TX REPORT in REPORT SETTINGS, p. 86.

7

Memory clear report

The memory clear report summarises the documents in memory.

```
15/09/2000 10:12     FAX 321 456 7777          CANON FAX                    P01


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


TX/RX NO.      MODE           CONNECTION TEL    PAGES     SET TIME    START TIME

   0012    TRANSMISSION     312 228 5700          3      14/09 12:37
   0013    RECEPTION               0337582111     2      14/09 15:10
```

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

Restricting use of the fax

Use the lock feature of the FAX-B155 to prevent unauthorised use of the fax. When the lock feature is on, your fax cannot be used to send faxes without entering the registered password.
To restrict access to the LOCK PHONE setting, you need to register a password. Set the password and LOCK PHONE setting as explained below.

Locking the fax

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

Function

```
SELECT MENU
```

1 sec.

```
TEL REGISTRATION
```

2 **Use [◁] or [▷] to select SYSTEM SETTINGS.**

Press [Start/Copy].

Start/Copy

```
SYSTEM SETTINGS
```

```
UN/LOCK PHONE
```

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

Start/Copy

```
PASSWORD
```

Start/Copy

```
NEW          _
```

4 **Enter a four-digit access password using the numeric buttons.**

Press [Start/Copy] twice.

⓪～⑨

```
NEW          7777
```

Start/Copy

```
LOCK PHONE
```

Start/Copy

```
PASSWORD      _
```

7

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5 Enter the current four-digit access password
using the numeric buttons.
The password is not displayed as you enter it.
▼
Press [Start/Copy].

$(0) \sim (9)$

Start/Copy
◇

PASSWORD	****

	OFF
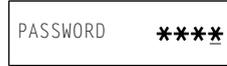
6 Use [◁] or [▷] to select ON.
▼
Press [Start/Copy].

Start/Copy
◇

	ON

7 Press [Stop].

Stop
⊘

Changing the access password

1 Follow steps 1 to 3 on p. 95.
OLD appears in the display.

OLD	_

2 Enter the current four-digit access password
using the numeric buttons.
The password is not displayed as you enter it.
▼
Press [Start/Copy].
NEW appears on the display.

$(0) \sim (9)$

Start/Copy
◇

OLD	****

NEW	_

3 Enter a new four-digit access password using
the numeric buttons.
▼
Press [Start/Copy].

$(0) \sim (9)$

Start/Copy
◇

NEW	8888

4 Press [Stop].

Stop
⊘

Cancelling the restriction setting

1 Follow steps 1 and 2 on p. 95.

UN/LOCK PHONE

2 Press [Start/Copy].

Start/Copy

PASSWORD

3 Use [◁] or [▷] to select LOCK PHONE.
▼
Press [Start/Copy].

Start/Copy

LOCK PHONE

PASSWORD ＿

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

⓪～⑨

PASSWORD ＊＊＊＊

Start/Copy

ON

5 Use [◁] or [▷] to select OFF.
▼
Press [Start/Copy].

Start/Copy

OFF

6 Press [Stop].

Stop

7

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This page is intentionally blank.

8

SOLUTIONS TO COMMON PROBLEMS

Paper jams

Automatic Document Feeder (ADF) jams

■ To remove a jammed document

1 Hold down the fax with your left hand, and gently pull the operation panel with your right hand.
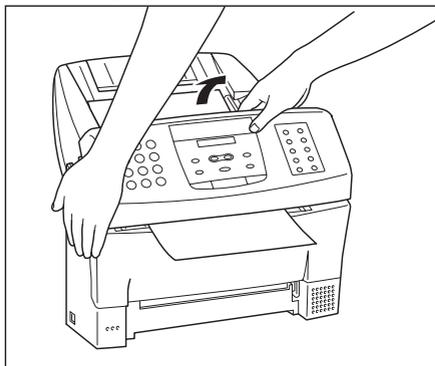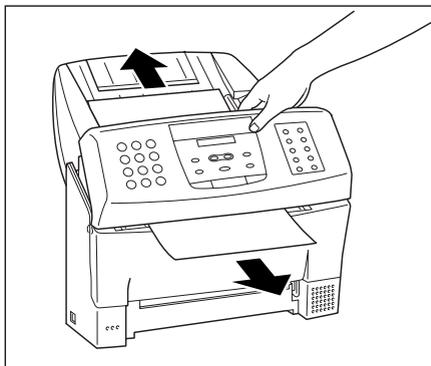
■ Do not push the LCD display.

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

3 Gently push the operation panel shut until it clicks.
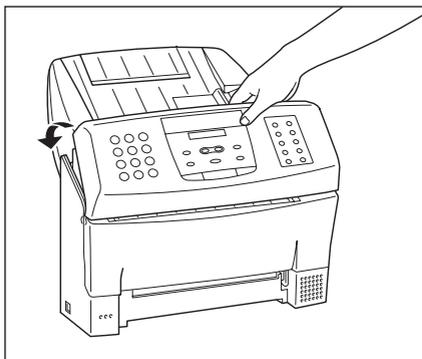
Recording paper jams

■ To remove jammed paper

1 **Remove the paper tray cover.**
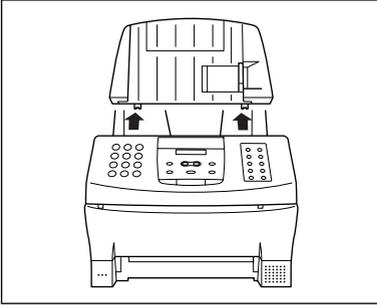
2 **Remove the recording paper.**
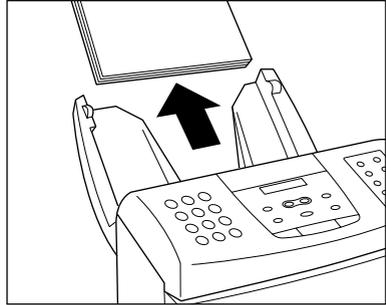
3 **Open the front cover.**
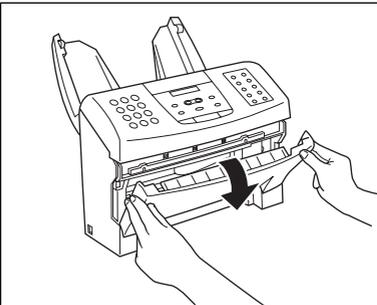
4 **Pull the sheet out slowly from the top or bottom.**
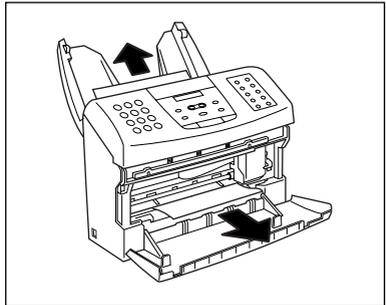
5 **Close the front cover.**
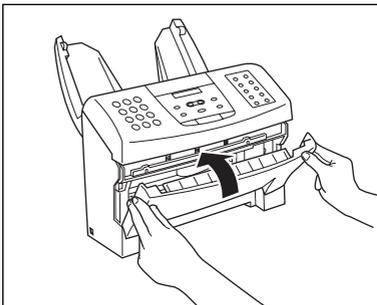
6 **Load the paper (see Loading the paper, p. 7), then replace the paper tray cover, and press [Stop].**

8
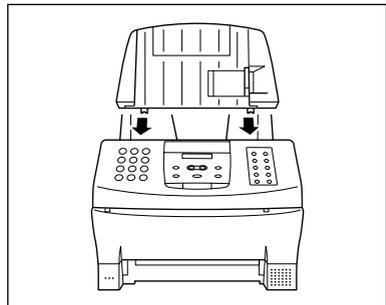
Periodic care

Cleaning the fax exterior

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

Cleaning the glass scanning window

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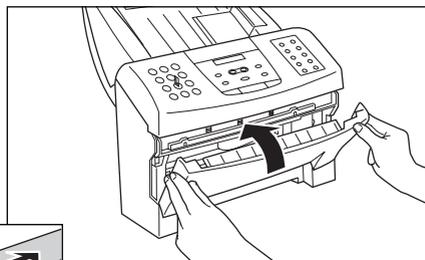
■ To clean the glass scanning window

1 **Disconnect the power cord.**
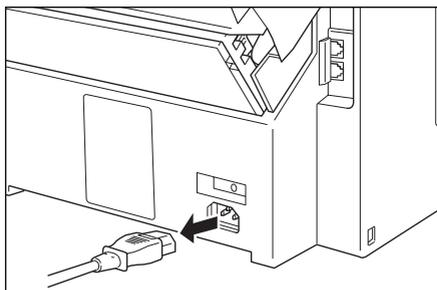
2 **Open the front cover.**
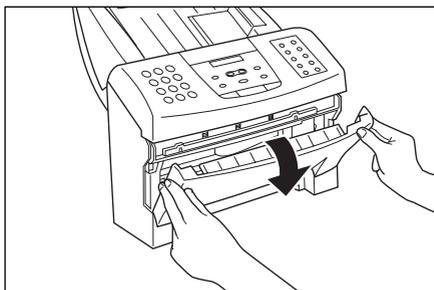
3 **Press down on the scanning window assembly and clean the glass window with a dry cotton swab.**

Press down precisely.
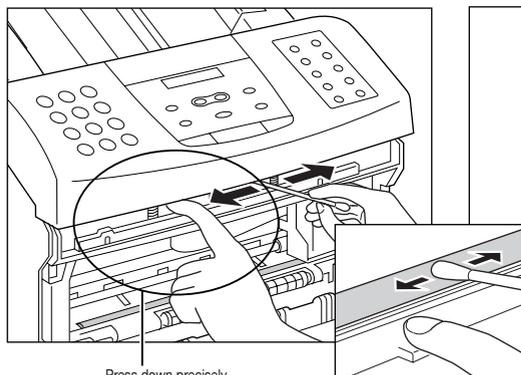
4 **Close the front cover.**

When inserting the cotton swab, be careful not to damage any components.
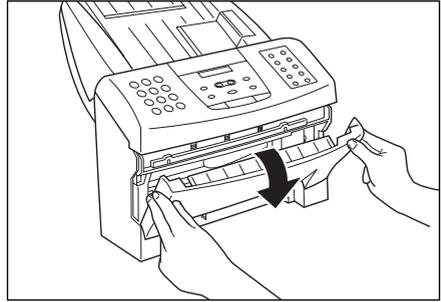
Cleaning the printer area

Clean the printer area regularly to prevent accumulation of paper dust and ink spots.
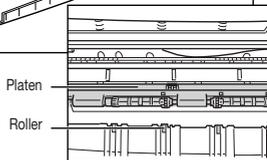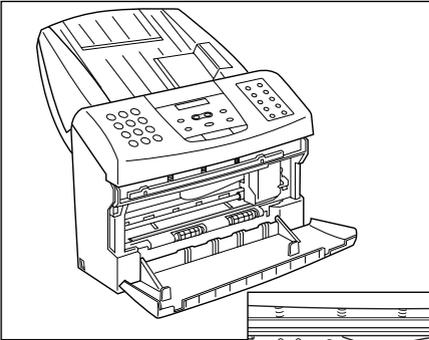
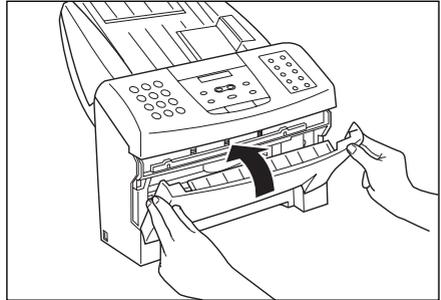## ■ To clean the printer area

1 **Disconnect the power cord.**
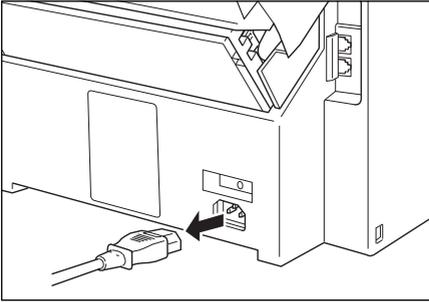
2 **Open the front cover.**

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

Platen

Roller

4 **Close the front cover.**

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

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Cleaning the BJ cartridge print head

To maintain the best possible print quality, the BJ cartridge print head needs to be cleaned from time to time. If you notice some degradation in the print quality, try cleaning the print head.
Cleaning the print head consumes a small amount of ink. Cleaning too often significantly reduces the amount of ink in the cartridge.

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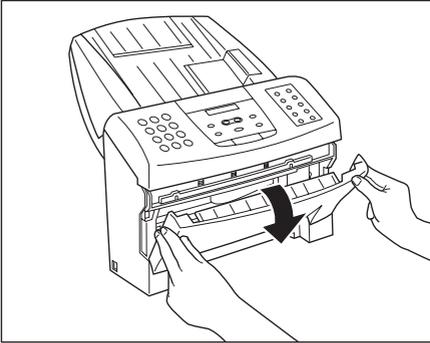Wait a second for TEL REGISTRATION to appear.

Function

```
SELECT MENU
```
1 sec.
```
TEL REGISTRATION
```

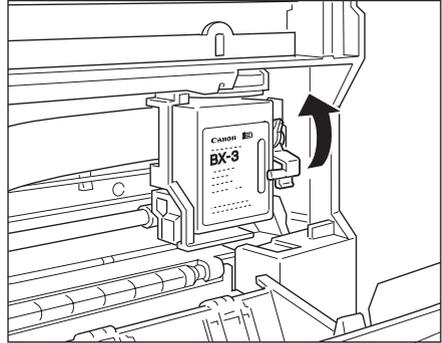*2* **Press [Cleaning].**

Cleaning

03

```
HEAD CLEANING
```

Replacing the BJ cartridge

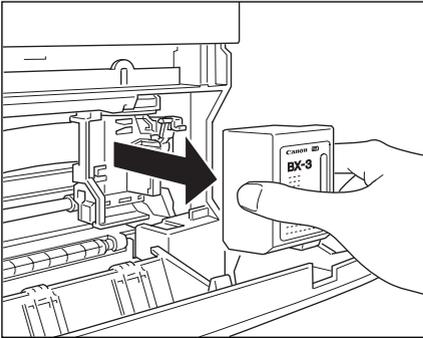Replace the BJ cartridge when you see the message CHANGE CARTRIDGE displayed.

1 **Open the front cover of the fax.**

2 **Raise the green cartridge release lever.**

3 **Remove the cartridge.**

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

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

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Frequently asked questions

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

TRANSMITTING

❏ **Cannot send a document?**
- *Is the fax set for the type of telephone line in use (pulse/tone)?*
  If you have a pulse line, be sure the fax is set for pulse dialling. If you are not sure about what type of line you have, contact your local telephone company. See p. 16.
- *Has the document been fed correctly into the fax?*
  Remove the document, stack it and feed it into the fax correctly. See p. 49.
- *Is the One-touch or Coded Speed Dialling number you used registered for the feature you want to use?*
  Check the content of the One-touch or Coded Speed Dialling button and be sure it was registered correctly. See pp. 36 and 38.
- *Is the other party's fax out of paper?*
  Call the other party and be sure paper is installed in the other party's fax unit.
- *Are there any other documents being sent from memory?*
  Allow time for the current document to finish sending.
- *Can you hear a dial tone when you press [Hook] or when you lift the handset?*
  If you cannot hear a dial tone, make sure the telephone line is connected properly. See p. 14.
  Print an activity report and check for an error code. See pp. 89 and 112.

❏ **Are the images you send or copy spotted or dirty?**
- *Is the document scanning glass clean?*
  If the scanning glass is dirty, clean it. See p. 102.
- *Is the other party's fax working properly?*
  To confirm correct operation of your own fax, make a copy. If the copy is clear, the other party's fax may have a problem.
- *Is the document fed correctly into the Automatic Document Feeder (ADF)?*
  Remove the document and feed it correctly into the feeder. See p. 49.

❏ **Cannot send using Error Correction Mode (ECM)?**
- *Does the other party's fax support ECM?*
  Some fax units do not support ECM transaction. If the other party's fax does not support ECM transaction, then the document is sent in the normal mode without error checking.
- *Is your fax set for ECM sending?*
  ECM sending for your fax can be turned off and on. Check the current setting. See p. 87.

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RECEIVING

❏ **Cannot receive a document automatically?**
- *Is the fax set to receive automatically?*
  For the fax to receive automatically, the LCD must display ″FaxOnly″, ″Fax/Tel″ or ″AnsMode″. Press [Receive Mode] to display ″Fax Only Mode″, ″Fax/Tel Mode″ or ″Ans. Machine Mode″ on the operation panel. See pp. 69 and 70.
  Make sure you have printed out any document received in memory. See p. 72.
  Check the LCD for an error message. See p. 112.
  Print an activity report and look for an error code. See pp. 89 and 112.

❏ **The fax won't switch automatically between telephone and fax transmissions.**
- *Is ″Fax/Tel″ displayed on the LCD?*
  For the fax to switch automatically between telephone and fax reception, ″Fax/Tel″ must be displayed on the LCD. Press [Receive Mode] on the operation panel to select ″Fax/Tel Mode″. See p. 69.
  Make sure you have printed out any documents in memory. See p. 72.
  Check the LCD for an error message. See p. 112.
  Some fax units cannot send the CNG signal that tells your fax the incoming signal is from a fax. In such cases, you will have to receive the document manually.

❏ **Cannot receive a document manually?**
- *Is an extension phone connected to your fax?*
  You cannot receive manually unless an extension phone is connected.
- *Is a document fed into the fax?*
  Remove the document. You cannot receive when there is a document fed into your fax.
- *Did you press [Start/Copy] after hanging up the handset?*
  Always press [Start/Copy] before hanging up the handset. Don't press [Start/Copy] after you hang up the handset.

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❏ **Print quality poor?**
  • *Are you using the correct type of paper?*
    Be sure you are using paper that meets the paper requirements for this fax.
    See p. 7.
  • *Is the fax unit's BJ cartridge out of ink?*
    Replace the BJ cartridge. See p. 105.
    Make a copy on your fax. If the image is OK, then your fax is operating
    properly.
    Contact the other party and have them check their machine.

❏ **Cannot receive using Error Correction Mode (ECM)?**
  • *Does the other party's fax support ECM?*
    Some fax units do not support ECM transmission. If the other party's fax
    does not support ECM, the document is sent in the normal mode without
    error checking.
  • *Is your fax set for ECM receiving?*
    ECM receiving can be turned off and on. Check the current setting. See p.
    87.

❏ **Nothing prints?**
  • *Did you remove the orange tape from the BJ cartridge before you installed it
    in the fax?*
    Be sure to remove the orange tape from the BJ cartridge before you install
    it in the fax. See p. 11.
    Make sure the BJ cartridge is installed correctly. See pp. 11-13.
    Clean the print head several times. See p. 104.
    Try another BJ cartridge.

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

TELEPHONE

❏ **Cannot dial?**
  • *Is the telephone line connected to the fax?*
    Be sure the telephone line is correctly connected to the fax. See p. 14.
  • *Is the fax set for the type of telephone line in use (pulse/tone)?*
    If you have a tone line, be sure the fax is set for tone dialling. If you are
    not sure what type of line you have, contact your local telephone company.
    See p. 16.
❏ **Does the phone disconnect while you are talking on the line?**
  • *Is "AnsMode" displayed on the LCD?*
    If "AnsMode" is displayed on the LCD, press [Receive Mode] to select a
    different mode. The "Ans. Machine Mode" should only be on when an
    answering machine is connected, turned on, and ready to take messages
    from telephone callers.

COPYING

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

PAPER LOADING PROBLEMS

❏ **Multiple sheets feed into the fax.**
  • Make sure the paper is not sticking together. Fan the paper before loading
    it into the paper tray. Always fan a stack of paper along the edge that will
    feed into the fax first.
  • Make sure the paper tray does not contain too much paper. Remove a few
    sheets of paper from the paper tray.
  • If different paper types are loaded in the paper tray, load just one paper
    type. See Loading the paper, p. 7.
❏ **Paper is loaded skewed (Printing is skewed).**
  • Make sure the paper is loaded properly in the paper tray: the right side of
    the paper is aligned against the right side of the paper tray and the paper
    guide rests against the left side of the paper stack. See Loading the paper,
    p. 7.

8

GENERAL

❏ **Sending and receiving documents too slow?**
  • *When sending, is the document mode set to FINE or PHOTO?*
    Before sending documents, press [Resolution] until STANDARD appears
    on the display. Sending will be faster, but the image will not be as clear, and
    photos will be reproduced in black and white only.
  • *Is your fax set for ECM sending or receiving?*
    Because the fax is constantly checking for errors during transmission, ECM
    sending and receiving require more time. If the transmission speed appears
    to be extremely slow, you may be able to speed it up by turning ECM off.
    See p. 87.
❏ **Cannot get faxes from information services?**
  • *Is your fax connected to a rotary dial telephone line?*
    Press [Tone] to receive faxes from information services that require
    touch-tone telephone lines for transmission.
❏ **Nothing shows on the display?**
  • *Is the power plug firmly plugged in?*
    Check the plug and be sure it is firmly plugged into the socket.
  • *Cannot solve the problem?*
    Disconnect the power. Wait five seconds and reconnect the power again.
    Check the other party's fax and be sure that it is compatible with your fax.
    There are some compatibility problems between certain types of faxes.
  • *Still cannot solve the problem?*
    Call for service.

Print quality problems

If the printout is unsatisfactory, consider the following suggestions:

■ Most paper has a right side and a wrong side. If the print quality is poor, try turning the paper over and printing on the other side.
■ If characters and images are blurred, check that you are using the correct kind of paper. See p. 7.
■ If ink gets on the printer's platen, the reverse side of the printed page will have smudges. In this case, clean the platen area with a soft dry cloth. See p. 103.
■ If white streaks or missing dots appear on printed pages, perform the print head cleaning operation. See p. 104.
■ If the quality is not crisp and clear after cleaning the print head, repeat the head cleaning procedure again. If output is still not satisfactory after cleaning the print head five consecutive times, replace the BJ cartridge. See p. 105.
■ If the following print quality problems occur in the entire printing area, check for the most probable cause and remedy as listed below.

Print Results	Most Probable Cause	Remedy
Smudged	Paper type	Try a different type. See p. 7.
Blurred	Paper type	Try a different type. See p. 7.
Faded	Print head is clogged or out of ink.	Perform head cleaning or replace the BJ cartridge. See pp. 104 and 105.
White Streaks	Print head is clogged.	Perform head cleaning or reinstall the BJ cartridge. See pp. 11 and 104.
Dots Missing	Print head is clogged.	Perform head cleaning. See p. 104.
Irregular Dots	Print head is clogged.	Perform head cleaning. See p. 104.

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Error codes, messages and solutions

The following table summarises the error codes that appear on Activity reports (see p. 89), the displayed messages and what to do for each error.

Message	Error Code	Cause	Action
BUSY/NO SIGNAL	#005/018	The telephone number you dialled is busy.	Try sending the document at a later time.
		The other party's fax is not working.	Contact the other party and have them check their fax.
		The other party is not using a G3 machine.	Contact the other party and have them send or receive the document using a G3 machine.
		The touch tone/rotary pulse setting on your fax is incorrect.	Set your fax to the setting that matches your tele-phone line. (See p. 16.)
		The receiving fax did not answer within 55 seconds.	Contact the other party and have them check their fax. You can try to send the document manually. For an overseas call, add pauses to the registered number. (See p. 29.)
CHANGE CARTRIDGE	-	The BJ cartridge is empty or the ink has dried out.	Replace the BJ cartridge. (See p. 105.)
CHECK DOCUMENT	#001	Document is jammed.	Remove the document and start again. (See p. 100.)
CHECK PRINTER	-	An error occurred in the printer.	Press [Stop]. Try your operation again.
CHECK REC PAPER	#009	No paper in the fax or there is a paper jam.	Add paper or clear the jam, then press [Stop]. (See p. 7 and 101.)

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

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Message	Error Code	Cause	Action
OUT OF RANGE	-	The number you entered is out of range.	Enter only numbers that are allowed.
PUT IN CARTRIDGE	-	The BJ cartridge is not installed.	Install the BJ cartridge. (See p. 11.)
REC'D IN MEMORY	-	The paper or ink ran out, or a paper jam occurred, so the fax received the document in memory.	Add paper to the paper tray, change the BJ cartridge, or clear the paper jam. Print out the document from memory. (See p. 72.)
REC.PAPER JAM	#009	There is a paper jam.	Clear the jam, then press [Stop]. (See p. 101.)
REDIALLING	-	The fax is waiting to redial the other party's number. Either the line was busy or the other party did not answer when you tried to send the document.	Wait for the fax to redial. If that doesn't work, wait until the fax starts to dial the number, then press [Stop] to cancel redialling. Try to send the document again at a later time.
START AGAIN	-	An error has occurred.	Start the procedure again from the beginning.
STOP KEY PRESSED	-	[Stop] is pressed.	Start the procedure again from the beginning.
TALK	-	Fax/Tel Mode is set for the fax to ring.	Answer the call.
TIMER	-	Delayed Sending is set and will send at the preset time.	Wait for the fax to send the document.

In case of a power failure

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

During a power failure

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

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

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Specifications

Scanning sheet size:	Maximum width: 216 mm Minimum width: 210 mm Maximum length: 1 m Minimum length: 148 mm Maximum thickness: 0.13 mm Minimum thickness: 0.08 mm
Effective image size: (when scanning)	Width (A4): 208 mm
Printing paper size:	A4: 210 mm × 297 mm Letter: 216 mm × 279 mm Legal: 216 mm × 356 mm
Transmission time:	G3 ECM MMR: Approx. 6 seconds*
Scanning line density:	Horizontal: 8.00 dots/mm Vertical Standard: 3.85 lines/mm Fine: 7.70 lines/mm
Scanning method:	Solid state electronic scanning by contact image sensor
Recording method:	Bubble Jet printing
Paper tray capacity:	Maximum: 100 sheets (75 g/m^2) Maximum thickness of stacked paper: 10 mm
Paper type:	Plain cut sheet paper (A4/Letter/Legal) Paper weight: 64 g/m^2 to 90 g/m^2 Paper thickness: 0.08 mm to 0.13 mm
Image memory:	Up to 21 A4-size pages* when sending (standard resolution) Up to 15 A4-size pages* when receiving (standard resolution)
Applicable lines:	Subscriber's telephone circuit (PSTN)
Auto dial functions:	One-touch Speed Dialling (Registration for 10 numbers) Coded Speed Dialling (Registration for 20 numbers)

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

Specifications

Ink cartridge:	Type: Canon BX-3 (single cartridge ink supply) Ink colour: Black Print head: 64 bubble jet nozzles
Ink amount:	Approx. 29 ml
Power source:	200-240 V/50-60 Hz
Power consumption:	Standby: Approx. 8 W 20°C room temp. Operation: Approx. 17 W, maximum 30 W (based on all black copy)
Operating environment:	Temperature: 10°C to 32.5°C Humidity: 20% to 80% RH
Dimensions:	369 mm (W) × 297 mm (D) × 337 mm (H) (including trays)
Weight:	Approx. 5.5 kg

Specifications are subject to change without notice.

Appendix

Document sizes

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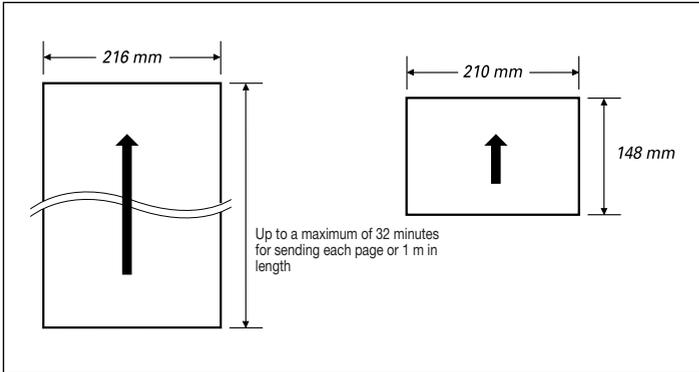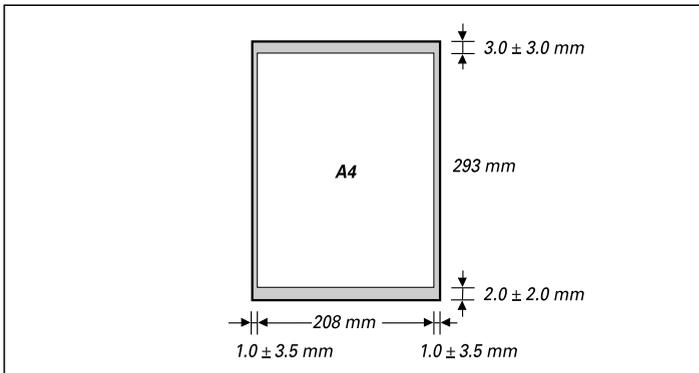
216 mm

210 mm

148 mm

Up to a maximum of 32 minutes for sending each page or 1 m in length

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

3.0 ± 3.0 mm

A4

293 mm

2.0 ± 2.0 mm

208 mm

1.0 ± 3.5 mm

1.0 ± 3.5 mm

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

Note

Document thickness
Maximum 0.13 mm
Minimum 0.08 mm

Appendix

What happens when Fax/Tel Mode is selected

Type of call

| Telephone | Fax — Sending document manually | Fax — Sending document automatically |

Tel. charges begin for caller. — Fax answers without ringing

RING START TIME
(Factory setting = 8 sec.)

Fax listens for FAX TONE (For 8 sec.)

FAX TONE detected → Document received automatically.

(FAX TONE is detected and fax switches to receive mode.)

FAX TONE is not detected

F/T RING TIME
(Factory setting = 22 sec.)

Fax starts ringing → Pick up the telephone to talk.

If you do not pick up the telephone within 22 seconds

F/T SW ACTION
Choose between: Receive and Disconnect
(Factory setting)

DISCONNECT
(Factory setting)

Fax disconnects the call.

RECEIVE

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

To select Fax/Tel Mode
1   Press [Receive Mode] until ″Fax/Tel Mode″ appears in the LCD.

To change the Fax/Tel Mode settings:
1   Press [Function].
2   Press [▷] until RX SETTINGS is displayed in the LCD. Press [Start/Copy].
3   Press [▷] until FAX/TEL SWITCH is displayed in the LCD. Press [Start/Copy].
4   The LCD displays RING START TIME. Press [Start/Copy]. Choose between 0 and 30 SECONDS using the numeric buttons, then press [Start/Copy] again.
5   The LCD displays F/T RING TIME. Press [Start/Copy]. Choose between 10 and 300 SECONDS using the numeric buttons, then press [Start/Copy] again.
6   The LCD displays F/T SW ACTION. Press [Start/Copy]. Press [◁] or [▷] to choose RECEIVE or DISCONNECT. Press [Start/Copy].
7   Press [Stop] to finish registration and return to the standby mode.

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Glossary

A

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

Activity report
Journal of transactions, both sent and received.

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

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

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

B

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

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

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

C

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

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

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

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

D

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

Density control
A setting that darkens or lightens the scanning of documents.

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

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

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

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

Glossary

E

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

Extension
A telephone connected to the fax.

F

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

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

FINE
The setting for documents with very small characters and lines.

G

G3, Group 3 fax machine
Defined by CCITT. Uses encoding schemes to transmit image data while reducing the amount of data that needs to be transmitted, thus reducing transmission time. G3 fax machines can transmit one page in less than one minute. Encoding schemes for G3 fax machines are Modified Huffman (MH), Modified Read (MR), and Modified Modified Read (MMR).

H

Hook
The button that engages and disengages the telephone line.

I

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

J

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

M

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

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

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

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

N

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

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

Glossary

O

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

P

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

PBX
Private Branch Exchange. See Switchboard.

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

Pulse
See Rotary pulse.

R

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

Redialling-manual
When you use the regular dialling method, you can quickly call the last number dialled by pressing [Redial/Pause].

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

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

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

S

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

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

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

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

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

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

Glossary

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

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

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

TTI
Transmit Terminal ID. See Sender ID.

U

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

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