CANON

FAX – L360

SIMPLIFIED

GUIDE

CONTENTS

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TO REGISTER SENDER IDENTIFICATION

I.   INPUT YOUR FAX NUMBER AND COMPANY NAME

1.   Open One-Touch Speed Dial panel

2.   Press **Data Registration**

3.   Press **Set** to display "1. USER SETTINGS"

4.   Press **Set** to display "1. DATE & TIME"

5.   Press ∨ to display "2. UNIT TELEPHONE #"

6.   Press **Set**

7.   Enter your fax number

8.   Press **Set** to display "3. UNIT NAME"

9.   Press **Set**

10.   Enter your company or personal name
Register the name by pressing the buttons on the numeric keypad
CODE NUMBERS FOR ALPHABETS AND SYMBOLS

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

Press > to enter next alphabet
Press **SPACE** to enter a space
Press * to enter a digit

11.   Press **Set** to save the name

12.   To end, press **Stop** ○

II   <u>**SENDING A DOCUMENT**</u>

A.   <u>DIRECT / MANUAL SENDING</u>

1.   Place documents face down on the feeder

2.   Press **Hook** ◉

3.   Enter fax number

4.   Press **Start/Copy** ◇

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

B.   <u>MEMORY SENDING</u>

1.   Place documents face down on the feeder

2.   Enter fax number

4.   Press **Start/Copy** ◇

5.   Take note of " TX / RX " number

C.   <u>ONE-TOUCH / CODED DIAL SENDING</u>

1.   Place documents face down on the feeder

2.   Press the appropriate one-touch key OR
Press **CODED DIAL** and a two-digit code

3.   Take note of " TX / RX " number

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

TO STOP SENDING

A.   During a **DIRECT TX** sending, press **Stop** ○

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

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III   **TO STORE FAX NUMBERS**

A.   **ONE-TOUCH SPEED DIAL (_01-KEY_ TO _32-KEY_)**

1.   Open One-Touch Speed Dial panel

2.   Press **Data Registration**

3.   Press ∨   to display "**2. TEL REGISTRATION**"

4.   Press **Set** twice

5.   Press ∨   (if necessary) until an empty space appears

6.   Press **Set** twice

7.   Enter fax number

8.   Press **Set** twice

9.   Enter name
       Register the name by pressing the buttons on the numeric keypad
       CODE NUMBERS FOR ALPHABETS AND SYMBOLS

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

Press >   to enter next alphabet
Press **SPACE** to enter a space
Press *   to enter a digit

10.   Press **Set**

11.   To continue, press **Data Registration**

12.   Repeat steps **No. 5** to **No. 10**

13.   To end, press **Stop** ○

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

1. Open One-Touch Speed Dial panel

2. Press **Data Registration**

3. Press ∨ to display "**2. TEL REGISTRATION**"

4. Press **Set**

5. Press ∨ to display "**2. CODED SPD DIAL**"

6. Press **Set**

7. Press ∨ (if necessary) until an empty space appears

8. Press **Set** twice

9. Enter fax number

10. Press **Set** twice

11. Enter name (refer to *A.9.* on III : TO STORE FAX NUMBERS)

12. Press **Set**

13. To continue, press **Data Registration**

14. Repeat steps **No. 7** to **No. 12**

15. To end, press **Stop** ○

C. **TO PROGRAM GROUP DIAL**

1. Open One-Touch Speed Dial panel

2. Press **Data Registration**

3. Press ∨ to display "**2. TEL REGISTRATION**"

4. Press **Set**

5. Press ∨ to display "3**. GROUP DIAL**"

6. Press **Set**

7. Press ∨ (if necessary) until an empty space appears

8. Press **Set** twice

9. Close panel cover & press desired one-touch keys
    & / or the coded speed dial numbers

10. Press **Set** twice

11. Enter name for the above group dialer (refer to *A.9.* on III : TO
    STORE FAX NUMBERS)

12. Press **Set**

13. To continue, press **Data Registration**

14. Repeat steps **No. 7** to **No. 12**

15. To end, press **Stop** ○

IV   **TO ERASE A SPEED DIAL**

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

1.   Follow steps **A.1.** to **A.4.** (Refer to III : TO STORE FAX NUMBERS :
             ONE-TOUCH SPEED DIAL)

2.   Close panel cover & press desired one-touch key

3.   Press **Set** twice

4.   Press **Clear**

5.   Press **Set**

6.   Press **Stop** ○

B   **TO CANCEL A NUMBER IN THE CODED SPEED DIAL**

1.   Follow steps **B.1.** to **B.6.** (Refer to III : TO STORE FAX NUMBERS :
             CODED SPEED DIAL)

2.   Press **CODED DIAL** followed by the relevant two-digit code

3.   Press **Set** twice

4.   Press **Clear**

5.   Press **Set**

6.   Press **Stop** ○

C   **TO CANCEL A GROUP DIALER**

1.   Follow steps **C.1.** to **C.6.** (Refer to III : TO STORE FAX NUMBERS
             : GROUP DIAL)

2.   Close panel cover & press the desired group dialer using one-touch key OR
             CODED DIAL & the relevant two-digit code

3.   Press **Set** twice

4.   Press **Clear** for each of the speed dialers that are to be deleted

5.   To confirm, press **Set**

6.   Press **Set** again if the name of the group dialer remains unchanged

7.   Press **Stop** ○

V   **<u>SENDING TO MORE THAN ONE LOCATION</u>**

(SEQUENTIAL BROADCASTING)

A.   **<u>USING ONE-TOUCH / CODED SPEED DIAL</u>**

1.   Place documents face down on the feeder

2.   Press all the relevant one-touch / coded-dial numbers one right after another

3.   If there is one more destination to be dialed manually, enter the number using the numeric 10-key pad

4.   Press **Start/Copy** ◇

5.   Take note of " TX / RX " number

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

VI   TO SEND DOCUMENTS AT A LATER TIME

(DELAYED TRANSMISSION)

1.   Open One-Touch Speed Dial panel

2.   Press **Delayed Transmission**

3.   Press **Set**

4.   Enter the desired time (time set must be within 24 hours from the time on the display)

5.   Press **Set**

6.   Enter the fax number

7.   Press **Start/Copy** ◇

8.   Place documents face down on the machine

9.   Take note of " TX / RX " number

Machine will now scan documents into the memory.

VII   <u>WHEN THE FAX DISPLAYS "RECEIVED IN MEMORY"</u>

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

"LOAD PAPER"

Action : Refill paper supply

OR

"REPLACE CARTRIDGE"

Action : Put in a new toner cartridge

OR

"REC. PAPER JAM"

Action : Remove jammed paper carefully in a whole piece

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

VIII   <u>RE-SENDING</u>

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

1.   Open One-Touch Speed Dial panel

2.   Press **Memory Reference**

3.   Press   ∨   to display "**3. RESEND DOCUMENT**"

4.   Press **Set**

5.   Press   ∨   if necessary to select a new "**TX/RX No**."
     (must be greater than 5000)

6.   Press **Set** to display "**SELECT LOCATIONS**"

7.   Dial the fax number

8.   Press **Set** twice

Machine will now start to send the document.

IX   **TO PRINT REPORTS AND LISTINGS**

A.   **SPEED DIAL LIST**

1.   Open One-Touch Speed Dial panel

2.   Press **Report**

3.   Press ∨ to display "**2. SPEED DIAL LIST**"

4.   Press **Set**

5.   Press ∨ to search for desired list

     i.e. "1. 1-TOUCH LIST", "2. CODED DIAL LIST" or

     "3.GROUP DIAL LIST"

6.   Press **Set** twice

B.   **TO PRINT A LIST OF PREVIOUS 20 TRANSACTIONS**

1.   Open One-Touch Speed Dial panel

2.   Press **Report**

3.   Press **Set**

C.   **TO PRINT DOCUMENT MEMORY LIST**

     To check the list of documents currently stored in the memory

1.   Open One-Touch Speed Dial panel

2.   Press **Report**

3.   Press ∨ to select "**4.DOC MEMORY LIST**"

4.   Press **Set**

X   MAKING COPIES

1.   Place documents face down on the feeder

2.   Press **Start/Copy** ◇

3.   Enter the number of copies required

4.   Press **Start/Copy** ◇   again to start copying

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

XI   TRANSMISSION REPORT

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

1.   Open One-Touch Speed Dial panel

2.   Press **Data Registration**

3.   Press **Set**

4.   Press ∨ to display "**2.REPORT SETTINGS**"

5.   Press **Set** twice

6.   Press ∨ to select "**OUTPUT YES**"

7.   Press **Set**

![Canon](Canon logo)

XII   ERASING A TRANSMIT DOCUMENT FROM THE MEMORY

1.   Press **Memory Reference**

2.   Press ∨ to select "4.**DELETE DOCUMENT**"

3.   Press **Set**

4.   Press ∨ to display the desired TX/RX number

5.   Press **Set**

6.   Press * to confirm deletion

7.   Press **Stop** ○