

**Canon**

**FAX-L2000/L2000IP  
Quick Reference Guide**



# Manuals for the Machine

The manuals for this machine are divided as follows. Please refer to them for detailed information.

The manuals supplied with optional equipment are included in the list below. Depending on the system configuration and product purchased, some manuals may not be needed.



Guides with this symbol are printed manuals.



Guides with this symbol are PDF manuals included on the accompanying CD-ROM.

- **Basic Operations**

**Quick Reference Guide**  
(This Document)



- **Machine Settings**
- **Troubleshooting**

**Reference Guide**



- **Sending Instructions**

**Sending Guide**



- **Fax Instructions**

**Facsimile Guide**



- **Setting Up the Network Connection and Installing the CD-ROM Software**

**Setup Guide**



- **Remote User Interface Instructions**

**Remote UI Guide**



- **Network Connectivity and Setup Instructions**

**Network Guide**



- **PCL Printer Instructions**

**PCL Printer Guide**



- **PCL Printer Driver Installation and Instructions**

**PCL Driver Guide**



- **Fax Driver and Cover Sheet Editor Installation and Instructions**

**Fax Driver Guide**  
with Cover Sheet Editor





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## Chapter 1 Before You Start Using This Machine

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# Preface

Thank you for purchasing the Canon FAX-L2000/L2000IP. Please read this manual thoroughly before operating the machine in order to familiarize yourself with its capabilities, and to make the most of its many functions. This manual focuses on the basic operation of all functions of your machine. Refer to the other manuals for in-depth instructions not described in this manual, or if you want to learn more about advanced functions. After reading this manual, store it in a safe place for future reference.

## How to Use This Manual

### Symbols Used in This Manual

The following symbols are used in this manual to explain procedures, restrictions, handling precautions, and instructions that should be observed for safety.

 **WARNING** Indicates a warning concerning operations that may lead to death or injury to persons if not performed correctly. In order to use the machine safely, always pay attention to these warnings.

 **CAUTION** Indicates a caution concerning operations that may lead to injury to persons, or damage to property if not performed correctly. In order to use the machine safely, always pay attention to these cautions.

 **IMPORTANT** Indicates operational requirements and restrictions. Be sure to read these items carefully in order to operate the machine correctly, and to avoid damage to the machine.

 **NOTE** Indicates a clarification of an operation, or contains additional explanations for a procedure. Reading these notes is highly recommended.

### Keys Used in This Manual

The following symbols and key names are a few examples of how keys to be pressed are expressed in this manual. The operation panel keys on the machine are indicated within brackets.

 Press  (Start).

 Press [Data Registration].

# Legal Notices

## Laser Safety

This Product is certificated as a Class I laser product under EN60825-1:1994. This means that the Product does not produce hazardous laser radiation.

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

## Additional Information

When servicing or adjusting the optical system of the printer, be careful not to place screwdrivers or other shiny objects in the path of the laser beam. Also, accessories such as watches and rings should be removed before working on the printer. The reflected beam, though invisible, can permanently damage your eyes.

Since the beam is invisible, the following label is attached to the inside of covers where there is danger of exposure to laser radiation:

|   |   |
|---|---|
|  | <b>DANGER</b> - Invisible laser radiation when open.<br>AVOID DIRECT EXPOSURE TO BEAM.<br><b>CAUTION</b> -INVISIBLE LASER RADIATION WHEN OPEN.<br>AVOID EXPOSURE TO BEAM. |
| <b>ATTENTION</b>  | - RAYONNEMENT LASER INVISIBLE EN CAS D'OUVERTURE. EXPOSITION DANGEREUSE AU FAISCEAU.  |
| <b>VORSICHT</b>   | - UNSICHTBARE LASERSTRAHLUNG, WENN ABDECKUNG GEÖFFNET. NICHT DEM STRAHL AUSSETZEN.  |
| <b>ATTENZIONE</b>   | - RADIAZIONE LASER INVISIBLE IN CASO DI APERTURA. EVITARE L'ESPOSIZIONE AL FASCIO.  |
| <b>PRECAUCION</b>   | - RADIACION LASER INVISIBLE CUANDO SE ABRE. EVITAR EXPONERSE AL RAYO.   |
| <b>VARO!</b>  | - AVATTAESSA OLET ALTTIINA NÄKYMÄTTÖMÄLLE LASERSÄTEILYLLE. ÄLÄ KATSO SÄTEESEEN.   |
| <b>WARNING!</b>   | - OSYNLIG LASERSTRÄLNING NÄR DENNA DELÄR ÖPPNAD. BETRAKTA EJ STRÄLEN.   |
| <b>ADVARSEL!</b>  | - USYNLIG LASER STRÄLING, NÄR DENNE ER ÅBEN. UNDGÅ BESTRÅLING.  |
| <b>ADVARSEL</b>   | - USYNLIG LASERSTRÅLING NÄR DEKSEL ÅPNES. UNNGÅ EKSPONERING FOR STRÅLEN.  |
| <b>注意</b>   | このカバー内部では不可視レーザー光が放射されています。<br>レーザー光にさらされないようにしてください。   |

This machine has been classified under EN60825-1:1994 and conforms to the following classes:

CLASS I LASER PRODUCT  
LASER KLASSE I  
APPAREIL A RAYONNEMENT LASER DE CLASSE I  
APPARECCHIO LASER DI CLASSE I  
PRODUCTO LASER DE CLASE I  
APARELHO A LASER DE CLASSE I

### CAUTION

- Use of controls, adjustments or performance of procedures other than those specified in the manual may result in hazardous radiation exposure.

# International Energy Star Program



As an ENERGY STAR<sup>®</sup> Partner, Canon has determined that the FAX-L2000/L2000IP meet the ENERGY STAR<sup>®</sup> guidelines for energy efficiency.

The International ENERGY STAR<sup>®</sup> Office Equipment Program is an international program that promotes energy saving through the use of computers and other office equipment. The program backs the development and dissemination of products with functions that effectively reduce energy consumption. It is an open system in which business proprietors can participate voluntarily. The targeted products are office equipment, such as computers, displays, printers, facsimiles, and copiers. The standards and logos are uniform among participating nations.

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**Although this equipment can use either loop disconnect or DTMF signalling, only the performance of the DTMF signalling is subject to regulatory requirements for correct operation. It is therefore strongly recommended that the equipment is set to use DTMF signalling for access to public or private emergency services. DTMF signalling also provides faster call set up.**

**The equipment has been approved in accordance with Council Decision 98/482/EC for pan-European single terminal connection to the public switched telephone network (PSTN). However, due to differences between the individual PSTNs provided in different countries, the approval does not, of itself, give an unconditional assurance of successful operation on every PSTN network termination point. In the event of problems, you should contact your equipment supplier in the first instance.**

**Canon Inc./Canon Europa N.V.**

**(Europe only)**



**This equipment conforms with the essential requirements of EC Directive 1999/5/EC.**

**We declare that this product conforms with the EMC requirements of EC Directive 1999/5/EC at nominal mains input 230V, 50Hz although the rated input of the product is 220V-240V, 50/60Hz.**

**If you move to another EU country and are experiencing trouble, please call the Canon Help Desk.**

**(For Europe Only)**

## **Model Name**

- H12228 (FAX-L2000)
- H12229 (FAX-L2000IP)

# Legal Limitations on the Usage of Your Product and the Use of Images

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- **Paper Money**
- **Money Orders**
- **Certificates of Deposit**
- **Postage Stamps (canceled or uncanceled)**
- **Identifying Badges or Insignias**
- **Selective Service or Draft Papers**
- **Checks or Drafts Issued by Governmental Agencies**
- **Motor Vehicle Licenses and Certificates of Title**
- **Travelers Checks**
- **Food Stamps**
- **Passports**
- **Immigration Papers**
- **Internal Revenue Stamps (canceled or uncanceled)**
- **Bonds or Other Certificates of Indebtedness**
- **Stock Certificates**
- **Copyrighted Works/Works of Art without Permission of Copyright Owner**

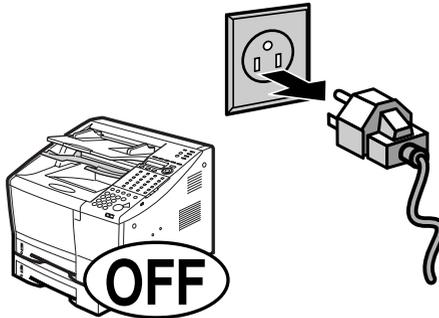
# Important Safety Instructions

Please read these "Important Safety Instructions" thoroughly before operating the machine. As these instructions are intended to prevent injury to the user or other persons or destruction of property, always pay attention to these instructions. Also, since it may result in unexpected accidents or injuries, do not perform any operation unless otherwise specified in the manual. Improper operation or use of this machine could result in personal injury and/or damage requiring extensive repair that may not be covered under your Limited Warranty.

## Installation

### WARNING

- Do not install the machine near alcohol, paint thinner, or other flammable substances. If flammable substances come into contact with electrical parts inside the machine, it may result in a fire or electrical shock.
- Do not place the following items on the machine. If these items come into contact with a high-voltage area inside the machine, it may result in a fire or electrical shock. If these items are dropped or spilled inside the machine, immediately disconnect the power cord from the power outlet. Then, contact your local authorized Canon dealer.
  - Necklaces and other metal objects
  - Cups, vases, flowerpots, and other containers filled with water or liquids



### CAUTION

- Do not install the machine in unstable locations, such as unsteady platforms or inclined floors, or in locations subject to excessive vibrations, as this may cause the machine to fall or tip over, resulting in personal injury.
- Never block the ventilation slots and louvers on the machine. These openings are provided for proper ventilation of working parts inside the machine. Blocking these openings can cause the machine to overheat. Never place the machine on a soft surface, such as a sofa or rug.

- Do not install the machine in the following locations:
  - A damp or dusty location
  - A location near water faucets or water
  - A location exposed to direct sunlight
  - A location subject to high temperatures
  - A location near open flames

## Power Supply

### WARNING

- Do not damage or modify the power cord. Also, do not place heavy objects on the power cord, or pull on or excessively bend it, as this could cause electrical damage and result in a fire or electrical shock.
- Keep the power cord away from a heat source; failure to do this may cause the power cord coating to melt, resulting in a fire or electrical shock.
- Do not connect or disconnect the power cord with wet hands, as this may result in electrical shock.
- Do not connect the power cord to a multiplug power strip, as this may cause a fire or electrical shock.
- Do not bundle up or tie the power cord in a knot, as this may result in a fire or electrical shock.
- Insert the power plug completely into the power outlet, as failure to do so may result in a fire or electrical shock.
- Do not use power cords other than the power cord provided, as this may result in a fire or electrical shock.
- As a general rule, do not use extension cords. Using an extension cord may result in a fire or electrical shock. If an extension cord must be used, however, use one rated for voltages of 220-240 V AC and over, untie the cord binding, and insert the power plug completely into the extension cord outlet to ensure a firm connection between the power cord and the extension cord.

### CAUTION

- Do not use power supplies with voltages other than those specified herein, as this may result in a fire or electrical shock.
- Always grasp the power plug when disconnecting the power cord. Pulling on the power cord may expose or snap the core wire, or otherwise damage the power cord. If the power cord is damaged, this could cause current to leak, resulting in a fire or electrical shock.
- Leave sufficient space around the power plug so that it can be unplugged easily. If objects are placed around the power plug, you will be unable to unplug it in an emergency.

# Handling

## WARNING

- Do not attempt to disassemble or modify the machine. There are high-temperature and high-voltage components inside the machine which may result in a fire or electrical shock.
- If the machine makes strange noises, or gives off smoke, heat, or strange smells, immediately disconnect the power cord from the power outlet. Then, contact your service representative. Continued use of the machine in this condition may result in a fire or electrical shock.
- Do not use highly flammable sprays near the machine. If gas from these sprays comes into contact with the electrical components inside the machine, it may result in a fire or electrical shock.
- To avoid damage to the power cord and creating a fire hazard, always disconnect the power cord and the interface cable when moving the machine. Otherwise, the power cord or interface cable may be damaged, resulting in a fire or electrical shock.
- Do not drop paper clips, staples, or other metal objects inside the machine. Also, do not spill water, liquids, or flammable substances (alcohol, benzene, paint thinner, etc.) inside the machine. If these items come into contact with a high-voltage area inside the machine, it may result in a fire or electrical shock. If these items are dropped or spilled inside the machine, immediately disconnect the power cord from the power outlet. Then, contact your local authorized Canon dealer.

## CAUTION

- Do not place heavy objects on the machine, as they may tip over or fall resulting in personal injury.
- Disconnect the power cord for safety when the machine will not be used for an extended period of time, such as during consecutive holidays.
- The laser beam can be harmful to human bodies. Since radiation emitted inside the product is completely confined within protective housings and external covers, the laser beam cannot escape from the machine during any phase of user operation. Read the following remarks and instructions for safety.

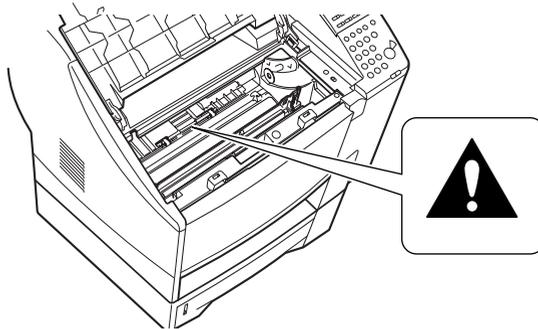
# Maintenance and Inspections

## WARNING

- When cleaning the machine, disconnect the power cord. Failure to observe these steps may result in a fire or electrical shock.
- Disconnect the power cord from the power outlet regularly, and clean the area around the base of the power plug's metal pins and the power outlet with a dry cloth to ensure that all dust and grime is removed. If the power cord is connected for a long period of time in a damp, dusty, or smoky location, dust can build up around the power plug and become damp. This may cause a short circuit and result in a fire.
- Clean the machine using a slightly dampened cloth with a mild detergent mixed with water. Do not use alcohol, benzene, paint thinner, or other flammable substances. Check detergent for flammability prior to use. If flammable substances come into contact with a high-voltage area inside the machine, it may result in a fire or electrical shock.
- There are some areas inside the machine which are subject to high-voltages. When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.
- Do not burn or throw used toner cartridges into open flames, as this may cause the toner remaining inside the cartridge to ignite, resulting in burns or a fire.

## CAUTION

- The toner fixing unit and its surroundings inside the machine may become hot during use. When removing jammed paper or when inspecting the inside of the machine, do not touch the toner fixing unit and its surroundings, as doing so may result in burns or electrical shock.



- When removing jammed paper or replacing the toner cartridge, take care not to allow the toner to come into contact with your hands or clothing, as this will dirty your hands or clothing. If they become dirty, wash them immediately with cold water. Washing them with warm water will set the toner, and make it impossible to remove the toner stains.

- When removing paper which has become jammed inside the machine, remove the jammed paper gently to prevent the toner on the paper from scattering and getting into your eyes or mouth. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.
- When loading paper or removing jammed originals or paper, take care not to cut your hands on the edges of the originals or paper.
- When removing a used toner cartridge from the machine, remove the cartridge carefully to prevent the toner from scattering and getting into your eyes or mouth. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.

## Consumables

### WARNING

- Do not burn or throw used toner cartridges into open flames, as this may cause the toner remaining inside the cartridges to ignite, resulting in burns or a fire.
- Do not store toner cartridges or copy paper in places exposed to open flames, as this may cause the toner or paper to ignite, resulting in burns or a fire.
- When discarding used toner cartridges, put the cartridges in a bag to prevent the toner remaining inside the cartridges from scattering, and dispose of them in a location away from open flames.

### CAUTION

- Keep toner and other consumables out of the reach of small children. If these items are ingested, consult a physician immediately.

## Other Warnings

### WARNING

- For cardiac pacemaker users:  
This product generates a low level magnetic field. If you use a cardiac pacemaker and feel abnormalities, please move away from the product and consult your doctor.

# Before You Start Using This Machine

# 1

## CHAPTER

This chapter describes what you should know before using this machine, such as how to install the machine, and how to turn ON the main power.

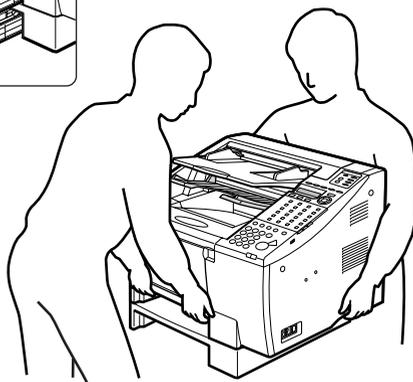
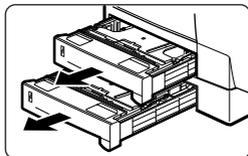
We also show you the parts and their functions of the machine, and how to use the menus and operation keys.

## Moving the Machine

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The machine is heavy. Be sure to follow these general guidelines when lifting the machine to move it or to install the optional paper cassette.

- Moving the machine requires two people.
- When you lift the machine, remove the paper cassette from the machine, and firmly hold the front of the machine by the paper cassette slot, and lifting handles on both sides of the machine as shown in the illustration below.
- If you have the 500 sheet optional paper cassette installed, call your local authorized Canon dealer when moving the machine.



# Unpacking: Have You Got Everything?

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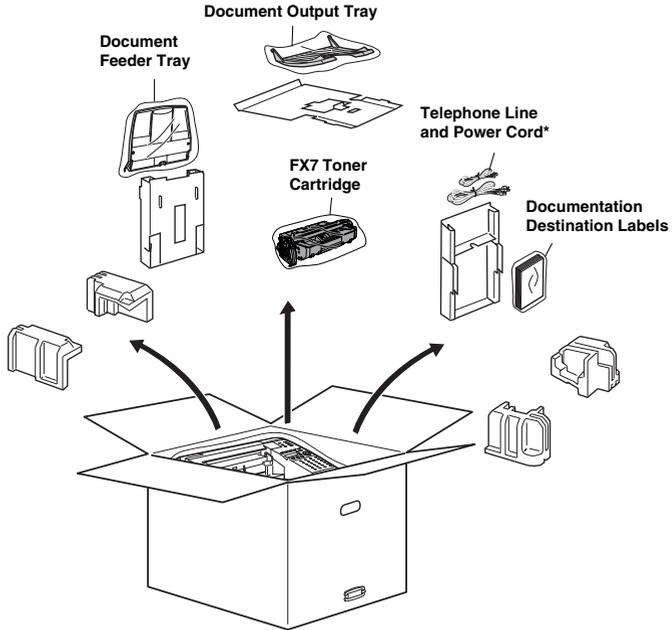
As you unpack the machine, save the carton and packing material in case you want to move or ship the machine in the future. Ask someone to help you remove all the items from the box.

## CAUTION

- Lifting the main unit requires two people. To remove the main unit from the carton, follow the general guidelines and illustration on p. 1-1.
- 

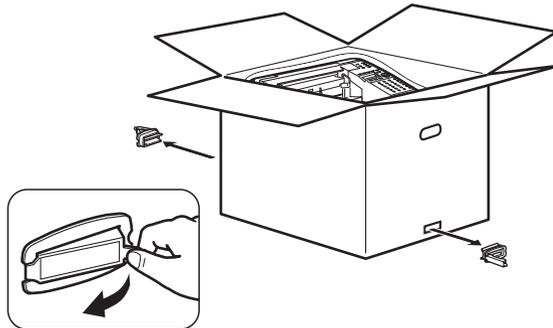
- 1** Cut and remove the strapping bands from the carton, then remove the adhesive tapes on the top of the carton.

- 2** Take out the document output tray, document feeder tray, documentation and destination labels, telephone line and power cord, and FX7 Toner Cartridge in its protective bag. Remove the four polystyrene plastic blocks positioned on top of the main unit.

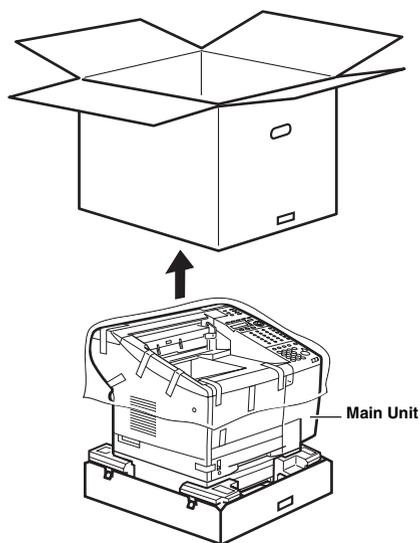


\*The shapes of the power cord and telephone line will differ depending on the country of purchase.

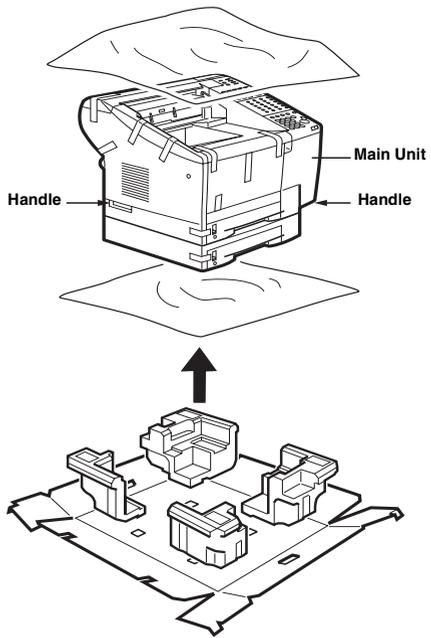
- 3** Remove the two stoppers on the side of the box by pulling out the tab on the right side of each stopper.



**4** Lift and remove the top carton.



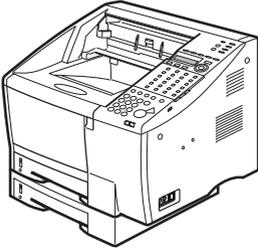
**5** Lift the main unit by gripping the handles on its right and left sides. (See "Moving the Machine", on p. 1-1.)



# For the FAX-L2000/L2000IP

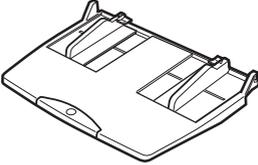
Check each item against this list as you remove it from the box.

- One main unit

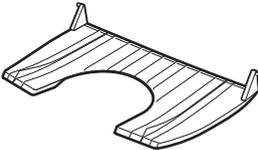


- One document feeder tray

Remove the tape on the back of the tray before attaching it to the main unit.



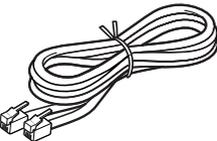
- One document output tray



- One power cord\*

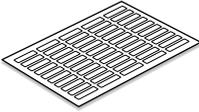


- One telephone line\*

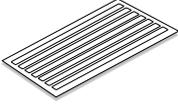


\* The shapes of the power cord and telephone line will differ depending on the country of purchase.

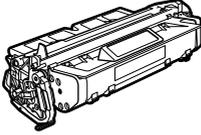
- Two sheets of destination labels



- Two sheets of cassette handling precaution label



- One FX7 Toner Cartridge

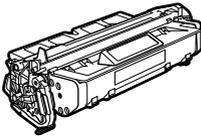


## For the FAX-L2000IP Only

- Two CD-ROMs
- One Setup Guide

## Consumable

- Canon FX7 Toner Cartridge



### NOTE

- For optional equipment available, see Chapter 1, "Before You Start Using This Machine", in the Reference Guide.

# Removing the Shipping Material

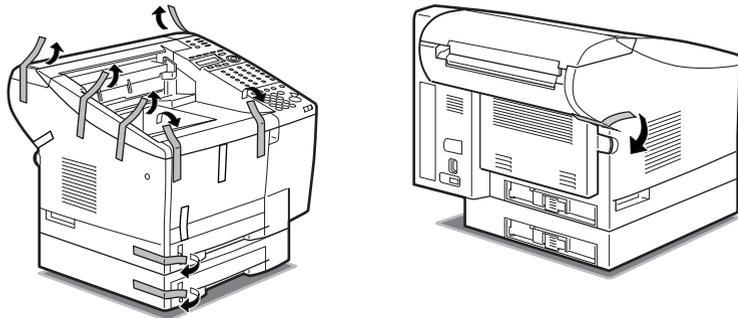
All shipping material must be removed. The shipping material is attached inside the main unit and inside the paper cassettes to protect delicate parts from vibrations during shipping.

1

Before You Start Using This Machine

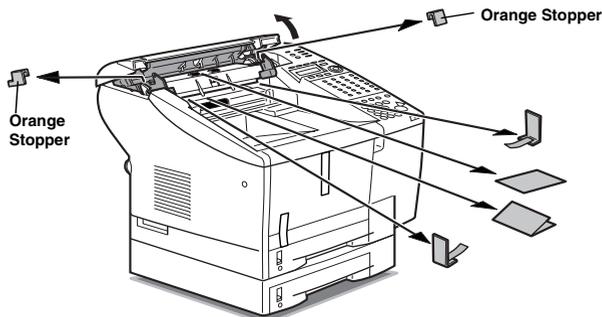
## Shipping Tape

- 1 Remove all shipping tape from the unit.



## Packaging Material Inside the Machine

- 1 Gently lift the ADF cover, and remove the protective packing material from inside the feeder area.

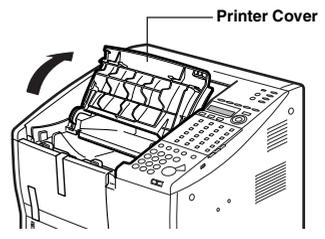


### IMPORTANT

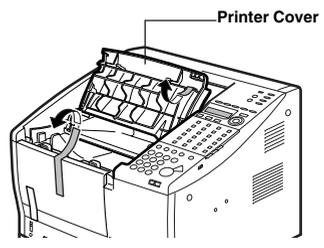
- Be sure to remove the orange stoppers.

**2** Close the ADF cover.

**3** Open the printer cover.



**4** Remove the shipping tape of the MP tray and the printer cover.

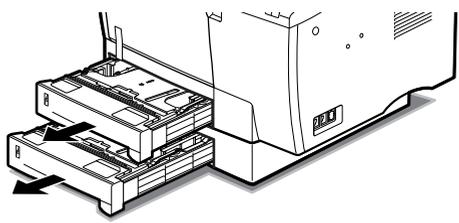


**5** Close the printer cover.

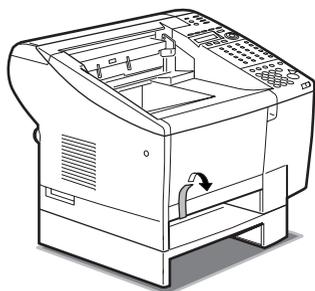
## Packaging Material from the Paper Cassettes

If your machine comes with more than one paper cassette, you can use this procedure for each one.

**1** Pull out the paper cassette, and remove it from the machine.



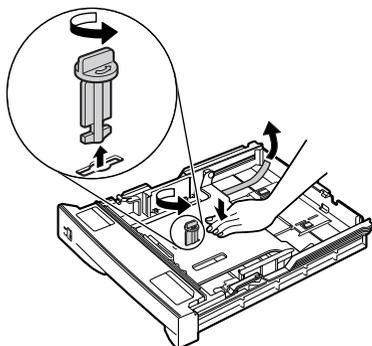
## 2 Remove the shipping tape.



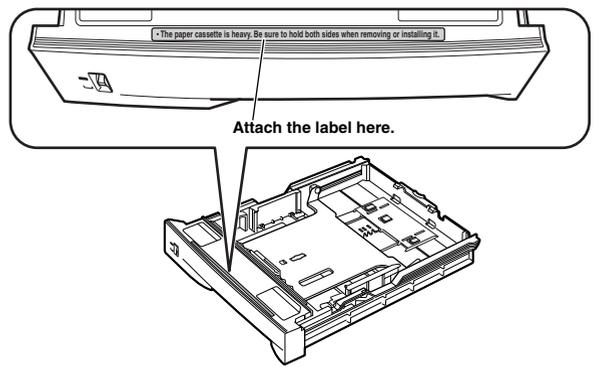
## 3 Set the paper cassette down on a flat, stable surface.

## 4 Remove the tape and orange key attached to the paper cassette.

To remove the orange key: While pressing down on the bottom metal plate with one hand, turn the orange key counter-clockwise to pull it out.



**5** Select your language from the supplied cassette handling precaution label and stick it to the part of the paper cassette indicated in the illustration below.

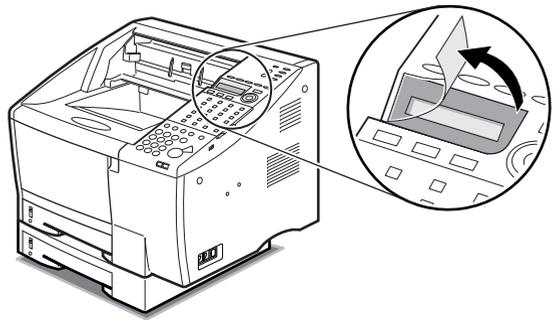


**6** Reinsert the paper cassette into the machine.

For more details on how to reinsert the paper cassette into the machine, see step 6 of "Paper Cassettes", on p. 2-6.

## Protective Plastic Sheet

The LCD display on the operation panel is covered with a plastic sheet to protect it during shipping. This protective material should be removed before you use the machine.



# Assembling the Machine

Follow the instructions in this section to help you assemble the machine, and prepare it for full operation.

## Installing the Toner Cartridge

Install only a Canon FX7 Toner Cartridge in your machine.

### CAUTION

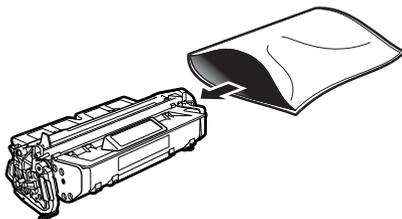
- Installing any other type of cartridge in this machine could damage the machine and void your warranty. Leave the toner cartridge in its protective bag until you are ready to install the cartridge. Handle the toner cartridge carefully.

### 1 Open the printer cover.

Open the printer cover to its full extent.



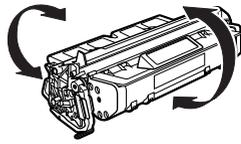
### 2 Remove the toner cartridge from its protective bag.



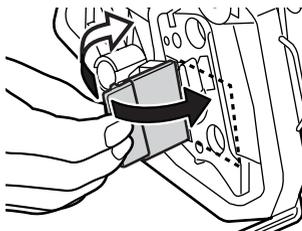
### IMPORTANT

- Save the protective bag and all other shipping material. You will need this material later when you dispose of the cartridge after it has run out of toner.

**3** While holding the cartridge by the ends, rock it gently five or six times to distribute the toner evenly inside the cartridge.

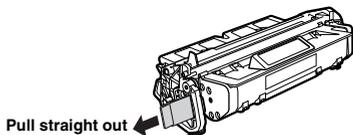


**4** Place the cartridge on a stable, flat, clean surface, and snap the tab on the side to detach it from the cartridge.



**5** As you steady the cartridge with one hand, remove the tape by gently pulling the plastic tab straight out with your other hand.

Use a firm, even pull to avoid breaking the tape.

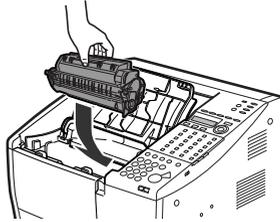


**IMPORTANT**

- Do not pull the tab upwards or downwards. The tape may break.
- If the tab breaks off from the tape, pull the tape out by pulling on the end of the tape where the tab was originally attached.
- Wash off any toner from your hands or clothing immediately with cold water.

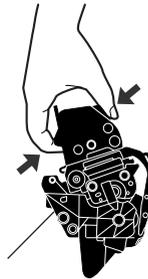
## 6 Insert the cartridge in the direction indicated by the arrow, with the FX7 toner label on the cartridge facing up.

Gently slide the toner cartridge into the machine until it is completely down and in a level position.



### CAUTION

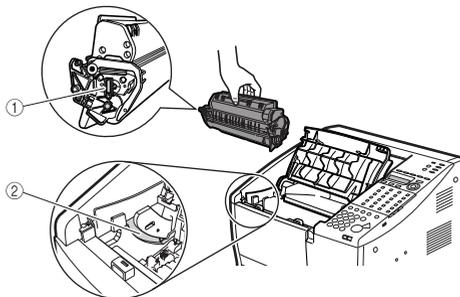
- To avoid pinching your fingers between the toner cartridge and the machine, grip the cartridge as shown below.



Keep the drum slot free of dust and other foreign objects.

Do not touch the protective shutter on the bottom of the cartridge.

- When you insert the toner cartridge, make sure that the plastic knob ① on the side of the cartridge slides vertically into the guiding groove ② on the machine.

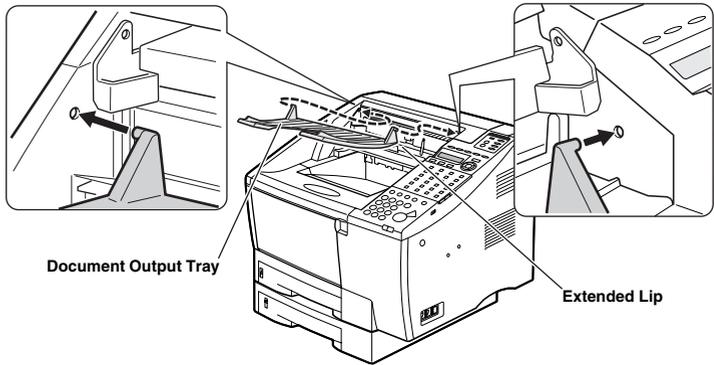


## 7 Close the printer cover.

### IMPORTANT

- If the printer cover does not close completely, do not force it down. Remove the toner cartridge and insert it again.
- To avoid exposing the light-sensitive drum, never leave the printer cover open.
- The machine will not operate if the printer cover is not closed completely.
- If you see the message <CHECK PRINTER COVER>, and the Error lamp blinks red when the machine is plugged in, open the printer cover again, and make sure the toner cartridge is in a level position. (See "Turning the Power ON", on p. 1-15.) Then, close the printer cover.

## Attaching the Document Output Tray



### IMPORTANT

- Make sure the knobs on each side of the tray fit into the holes on each side of the main unit. The back of the tray sits on top of the extended lip of the main unit.

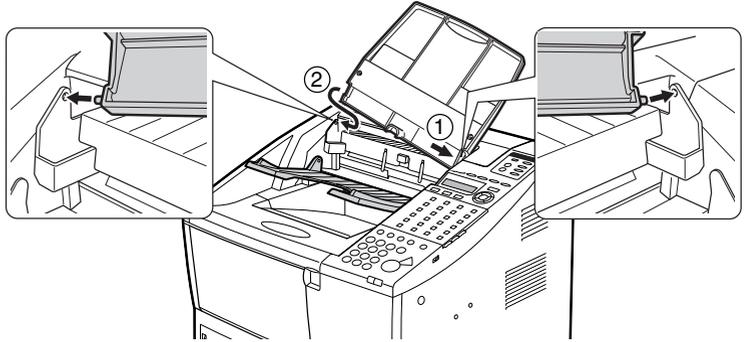
# Attaching the Document Feeder Tray



## NOTE

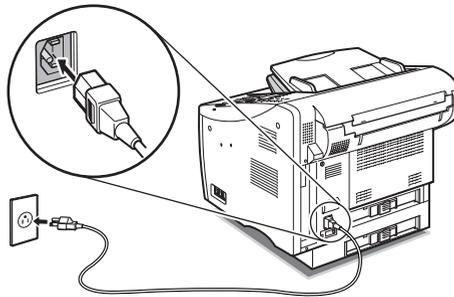
- Remove the tape on the back of the tray before attaching it to the main unit.

- 1** Slide one side into position first, then the other side.



# Turning the Power ON

- 1** Connect the power cord to the power socket on the back of the main unit.
- 2** Connect the other end of the power cord to the power source.



After you connect the power cord to the power source, the LCD display turns ON.



## CAUTION

- The machine must be connected to a properly grounded, three-prong 220-240 V AC outlet.

 **NOTE**

- There is no power switch on the main unit.
- The message below appears while it takes a few seconds for the machine to warm up.

PLEASE WAIT

- When you connect the power cord to an AC outlet for the first time after purchase, <DISPLAY LANGUAGE> will appear in the LCD display after <PLEASE WAIT>. In this case, set the language for the LCD display, and the country\*. (See "Setting the Display Language and Country", on p. 1-29.)  
 \* The country selection feature is available for certain countries only.
- The machine has warmed up and is ready to use when you see the date and time displayed. Now the machine is in the Standby mode.

FAX 31/12 2002 03:40  
 AUTO

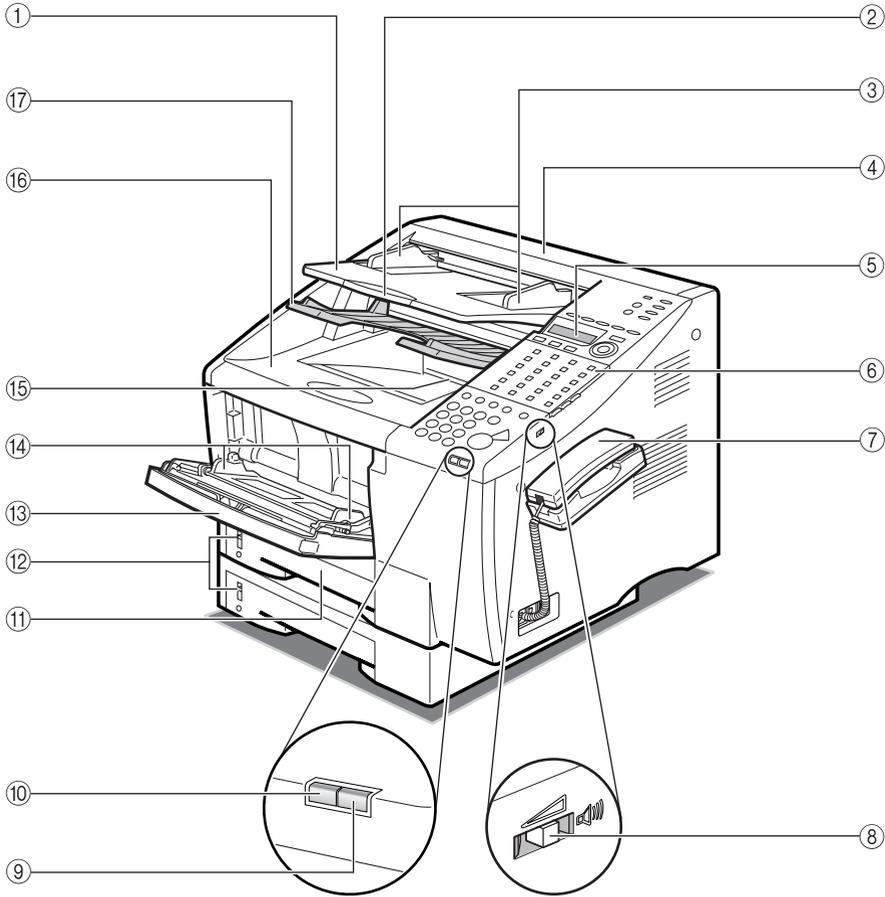
- When the date is displayed on the LCD display, the machine is in the Standby mode and ready for normal operation. If the Error lamp starts blinking red, wait for one of the following messages to appear.

| Message             | Description   |
|---------------------|---|
| INSTALL CARTRIDGE   | You have not yet installed the toner cartridge. Install the FX7 toner cartridge. (See "Installing the Toner Cartridge", on p. 1-11.)  |
| REPLACE CARTRIDGE   | The toner cartridge has run out of toner. Replace the toner cartridge.  |
| CHECK PRINTER COVER | The printer cover is not closed completely. If it does not close easily, do not force it. Remove the toner cartridge, and insert it again. Make sure it is sitting level inside the main unit, and close the printer cover again.   |
| SUPPLY REC. PAPER   | At least one of the paper cassettes is empty or not seated correctly inside the machine. Remove each cassette. Make sure the stacks of paper are below the hooks, and insert the paper cassettes again. Push the paper cassettes all the way into the machine until they lock into place. |

# Parts of the Machine

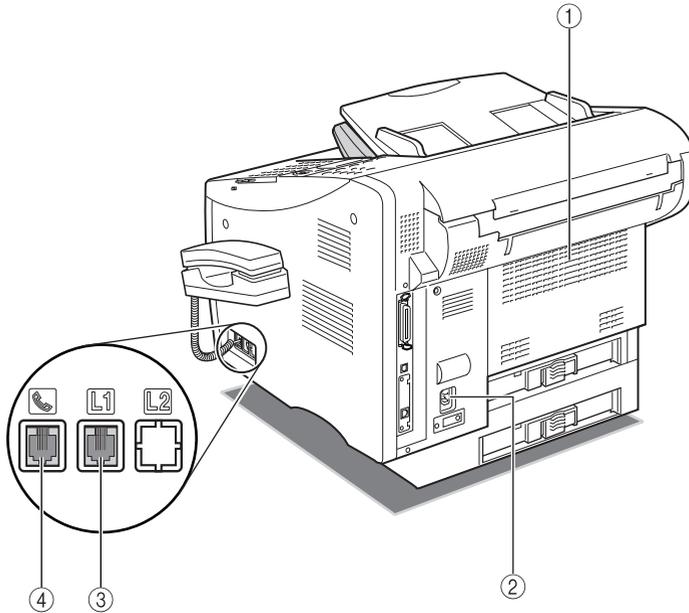
The illustrations below are those of the FAX-L2000/L2000IP with the optional handset kit installed.

## Front View



- ① **Document Feeder Tray**  
Holds documents for scanning.
- ② **Document Extension Tray**  
Open to support long documents during scanning.
- ③ **Document Guides**  
Adjust to the width of the document.
- ④ **ADF (Automatic Document Feeder) Cover**  
Provides access to help you clear paper jams, and clean the scanning area.
- ⑤ **LCD Display**  
Displays menu items and messages.
- ⑥ **Operation Panel**  
Use the operation panel keys to operate the machine.
- ⑦ **Handset (Optional)**  
Detachable handset.
- ⑧ **Speaker Volume Switch**  
Adjusts the speaker's volume.
- ⑨ **Error Lamp**  
A light that blinks red when a problem occurs.
- ⑩ **In Use/Memory Lamp**  
A light that blinks green when the machine is transmitting or receiving documents, or maintains a steady green when there are documents stored in memory.
- ⑪ **Paper Cassettes**  
Adjustable to A4, A5, B5, executive, legal, and letter paper sizes. Each cassette holds approximately 250 sheets of paper.
- ⑫ **Paper Volume Status Bar**  
Indicates the level of the current paper supply.
- ⑬ **MP (Multi-Purpose) Tray**  
Adjustable to A4, A5, B5, executive, legal, and letter paper sizes. Holds approximately 100 sheets of paper.  
Also holds envelopes and free-size paper.
- ⑭ **Paper Guides**  
Adjust to the width of the paper.
- ⑮ **Output Tray**  
Holds printed documents after they are ejected from the machine.
- ⑯ **Printer Cover**  
Covers the toner cartridge.
- ⑰ **Document Output Tray**  
Holds documents that have been sent or copied.

# Rear View



① **Face-Up Tray**

Holds printed documents after they are ejected from the machine.

② **Power Socket**

Connect the power cord here.

③ **Telephone Line Jack (L1)**

Connect the telephone line here.

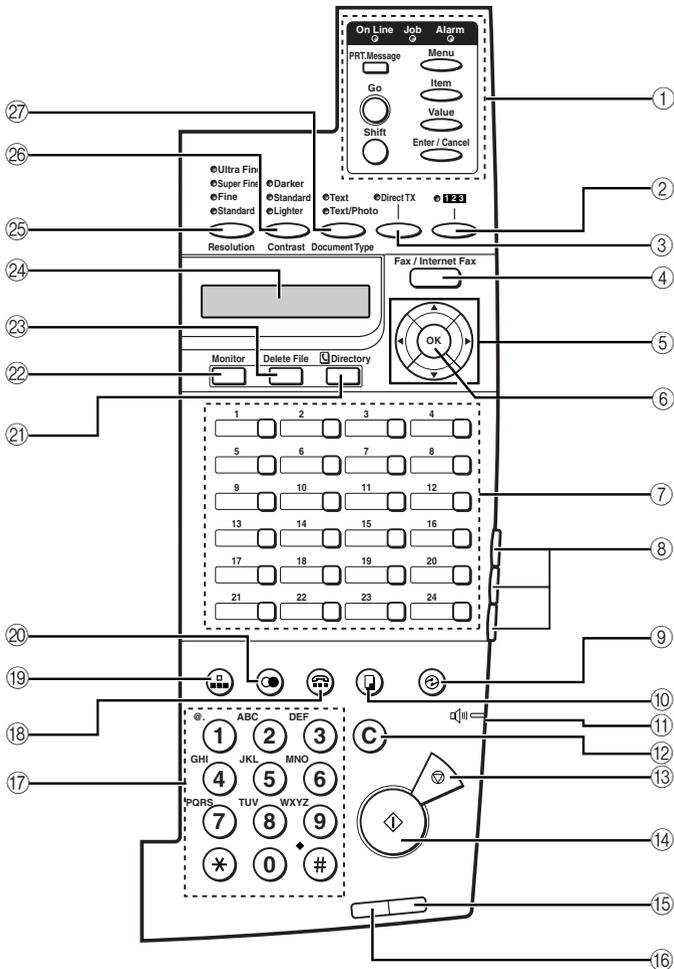
④ **Handset Jack**

Connect the optional handset or an extension telephone.

# Operation Panel Parts and Functions

This section provides you with the names and functions of the operation panel keys, and explains all the parts on the operation panel.

## One-Touch Panels Closed



1 Before You Start Using This Machine

**1 Printer Operation Panel**

These keys control the printing function of the machine. For details, see the *PCL Printer Guide*. For the FAX-L2000, the installation of the optional FAX-L2000 Printer Kit is necessary to use these keys.

**2  (Counter Check)**

Press to check the counter information.

**3 Direct TX**

Sets the machine to the Direct Sending mode so you can send a document ahead of other documents stored in memory. Direct Sending scans a document, and sends it immediately without storing the document in memory.

**4 Fax/Internet Fax**

Press to send an Internet Fax. For the FAX-L2000, the installation of the optional FAX-L2000 Network Printer/Fax Kit is necessary to use the Internet Fax function.

**5   Cursor Keys**

Move the cursor to the left or right during data registration.

**  Search Keys**

Enable you to scroll through the display so you can see other options and selections in the menus during data registration.

They also enable you to search through the registered fax numbers during directory dialing.

**6 OK**

Selects a menu item during data registration.

**7 One-Touch Speed Dialing Keys**

Dial numbers registered under one-touch speed dialing keys.

**8 One-Touch Speed Dialing Panels**

The first panel displays keys 1-24. Open the first panel to access keys 25-48. Open the second panel to access keys 49-72. Open the third panel to access the registration keys.

**9  (Energy Saver)**

Press to enter or cancel the Energy Saver mode. When the machine is in the Energy Saver mode, the Energy Saver indicator lights, and the other keys and indicators are turned OFF.

**10  (Copy)**

Enables the machine to act as a copier, so you can copy a document.

**11 Speaker Volume Switch**

Adjusts the speaker's volume.

**12  (Clear)**

Clears an entire entry during information registration.

**13  (Stop)**

Cancel sending, receiving, data registration, and other operations, and returns the machine to the Standby mode.

**14  (Start)**

Enables you to start sending, receiving, scanning, and copying documents.

**15 Error Lamp**

A light that blinks red when a paper jam occurs or the machine has run out of paper or toner. The error is described by a message that appears on the LCD display.

**16 In Use/Memory Lamp**

A light that blinks green when the machine is transmitting or receiving documents, or maintains a steady green light when there are documents stored in memory.

**17 Numeric Keypad**

Use the keys on the numeric keypad to enter telephone numbers when dialing. These keys are also used to enter text, numbers, and symbols when registering names and numbers.

**18  (Hook)**

Enables you to dial, even when the handset is still on the handset cradle.

**19  (Coded Dial)**

Press [Coded Dial], followed by a three digit code to dial the telephone number registered for coded speed dialing.

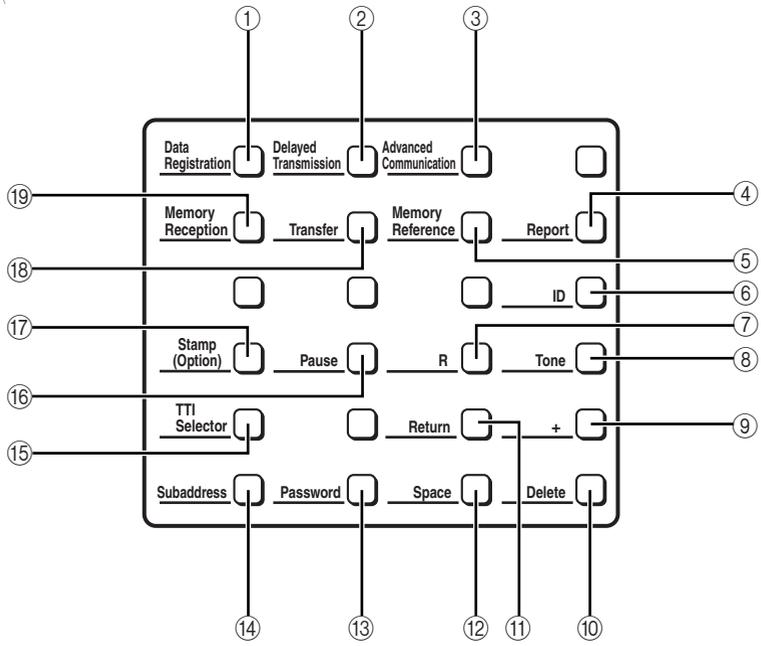
**20  (Redial)**

Redials the previous number dialed manually with the keys on the numeric keypad.

- ②① **Directory**  
Enables you to search for fax/telephone numbers by the name under which they are registered for speed dialing, and then use the number for dialing.
- ②② **Monitor**  
Press to check the fax transmission or copying status.
- ②③ **Delete File**  
Deletes documents waiting in memory for sending.

- ②④ **LCD Display**  
Displays messages and prompts during operation. It also displays selections, text, numbers, and names when registering information.
- ②⑤ **Resolution**  
Sets the resolution for the documents you send.
- ②⑥ **Contrast**  
Adjusts the lightness/darkness of the documents you send or copy.
- ②⑦ **Document Type**  
Adjusts the quality of documents containing only text, or both photos and text.

## One-Touch Panels Opened



- ① **Data Registration**  
Starts data registration for speed dialing, sender information, and other important settings for sending and receiving.
- ② **Delayed Transmission**  
Sets a time for delayed sending.
- ③ **Advanced Communication**  
Press to set a document for advanced communications, such as polling sending and receiving, confidential mailbox, and relay broadcast, and subaddress/ password transmissions.
- ④ **Report**  
Prints reports about information registered in the machine. Also cancels printing of reports.
- ⑤ **Memory Reference**  
Performs operations with documents currently stored in memory, including printing a list of documents, printing a document, sending a document to another destination, or deleting a document.
- ⑥ **ID**  
Press to enter the Department ID.
- ⑦ **R**  
Press to dial an outside line access number or an extension number then the unit is connected through a switchboard (PBX).
- ⑧ **Tone**  
Connects to information services that accept tone dialing only, even if you are using a rotary pulse line.
- ⑨ **+**  
Press [+ ] to enter a plus sign in a fax number.
- ⑩ **Delete**  
Deletes a number or letter entry only when you are registering or entering a number, except for manual sending.
- ⑪ **Return**  
Press to enter a paragraph break when entering e-mail text.
- ⑫ **Space**  
Enters a space between letters and numbers on the LCD display when you are registering information and dialing.
- ⑬ **Password**  
Enables you to enter an ITU-T password so you can send a document with a password.
- ⑭ **Subaddress**  
Enables you to enter an ITU-T subaddress so you can send a document with a subaddress.
- ⑮ **TTI Selector**  
Enters a registered sender's name to appear at the top of the document you are sending.
- ⑯ **Pause**  
Enters pauses between digits or after the entire telephone number when dialing or registering facsimile numbers.
- ⑰ **Stamp (Option)**  
Switches the machine in and out of the Stamp mode. If the machine is in the Stamp mode, the machine marks all documents scanned when sending in the Memory or Direct Sending mode. If you want to use the optional stamp feature, call your local authorized Canon dealer, and request the installation of the stamp feature.
- ⑱ **Transfer**  
Switches the machine in and out of the Transfer mode. In the Transfer mode, the machine sends all the documents it receives to another fax machine at your home or another office.
- ⑲ **Memory Reception**  
Switches the machine in and out of the Memory Lock mode. In the Memory Lock mode, the machine stores all documents it receives in memory.

# Using the Menu and Operation Panel Keys

This section provides a brief overview on how to use the operation panel keys to open menus, make selections, and register data.

## General Guidelines for Registering Information

Always keep these points in mind while you are using the menus:

- If you pause and do not press a key for 120 seconds, the machine returns to the Standby mode automatically. You must then start the procedure from the beginning.
- If your machine is set to manually receive, and the machine rings while you are registering information, pick up the handset. If you hear a slow beep tone, the sender is trying to send you a document. Press  (Stop) →  (Start) to receive the document, then hang up the handset.

## Using the Menu

The machine employs a menu system you can use to register important information or set up important features. Here, we describe how to display and operate these menus. For details on the content and purpose of each menu, see Chapter 5, “Summary of Important Settings”, in the *Reference Guide*, or Chapter 11, “Summary of Important Settings”, in the *Facsimile Guide*.



- 1** Open all three one-touch speed dialing panels to see the operation panel keys.



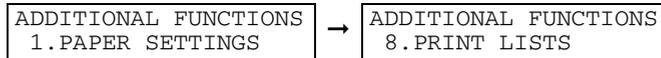
- 2** Press [Data Registration].

ADDITIONAL FUNCTIONS  
1. PAPER SETTINGS



### 3 Press [▼] or [▲] to display the name of the desired menu title.

There are eight Additional Functions menu items for Data Registration.



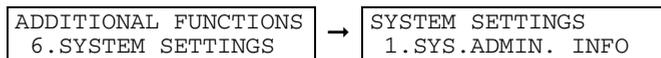
#### NOTE

- Displaying menu names with [▼] or [▲] is rotational. If you press [▼] with the last menu name displayed, the display rotates to the first menu name. If you press [▲] with the first menu name displayed, the display rotates to the last selection.

## Open a Menu and Select an Item



### 1 Press [▼] or [▲] until the name of the menu you want to open is displayed → press [OK].



### 2 Press [▼] or [▲] to browse through the menu items → press [OK] to go to the next level.

## Return to the Previous Level



### 1 Press [Data Registration] to return to the previous level to continue browsing.

If you continue to press [Data Registration], the machine returns to the Standby mode.

## Return to the Standby Mode



### 1 Press (Stop) to return to the Standby mode.

#### NOTE

- If you do not press a key for 120 seconds, the machine automatically returns to the Standby mode.

# Entering Names for Registration

When you come to a step that requires entering a name for data registration, follow the procedure below.

In a display that requires a name entry, the letter or number in the upper right corner of the LCD display tells you the entry mode.



1

Before You Start Using This Machine



## 1 Press [\*] to change the entry mode.

| Display | Entry Mode        | What It Does   |
|---------|-------------------|--|
| :A      | Upper case letter | Enables you to enter upper case letters. You can also press [#] to enter a symbol. |
| :a      | Lower case letter | Enables you to enter lower case letters. You can also press [#] to enter a symbol. |
| :1      | Number            | Enables you to enter numbers.  |



### NOTE

- The numeric keys are clearly labeled with one number and some letters.
- When entering characters for the Internet Fax and LAN settings, select "A" (upper case letter entry mode) to enter lower case letters, and press the numeric key until the lower case letter you want appears. For example, if you want to enter the letter "a," select the upper case letter entry mode → press 2 until the lower case "a" appears on the LCD display.



## 2 Press the appropriate key on the numeric keypad to enter a letter or number.

If upper or lower case letter is the chosen entry mode, press the key repeatedly until the upper or lower case letter you want appears.

If you go past the letter you want, press the key repeatedly until it appears again.



### NOTE

- Each key contains the upper and lower case letters for its group of letters (for example: 2 contains the letters ABCabc).
- The letters contained under each numeric key differ depending on the country you use this machine.

### 3 Enter the next letter, if necessary.

If the next letter you want to enter is under the same key you just pressed, press [▶] to move the cursor to the right one space. Then, press the key repeatedly until the letter you want appears.

If the next letter you want to enter is under a different key, just press that key to move the cursor to the right, and enter the first letter of that group.

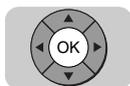
For example, if you want to enter the word <Canon>:

Press ② until you see an upper case <C> → press ⊛ → press ② until you see a lower case <a>. To enter the rest of the word, press ⑥ until you see a lower case <n> → press [▶] to move the cursor to the right → press ⑥ until an <o> appears → press [▶] to move the cursor to the right → press ⑥ again until an <n> appears.



#### NOTE

- When you are in the upper or lower case letter Entry mode, you can also enter symbols. Press ⊛ (#) repeatedly until you see the desired symbol.
- To enter a space, press [Space].



### 4 To complete entering the name for registration, press [OK].

DATA ENTRY OK : a

## Correcting a Mistake



### 1 Press [◀] or [▶] to move the cursor to the left or right to position it under the incorrect letter → open all three one-touch speed dialing panels → press [Delete] → enter the correct letter.



#### NOTE

- Press ⊞ (Clear) to delete the entire entry → start again.



# Operation Panel Key Summary Table

When you come to a step where you must enter a number or name for data registration, refer to the table below.

## ■ Keys for Registering Information

| Key                   | Description  |
|-----------------------|--|
| ▲ ▼                   | <p>The search keys display the next or previous menu item.</p> <p>Press [▼] to display the next item in the menu. If you press [▼] when the last item is displayed, the display rotates to the first item in the menu.</p> <p>Press [▲] to display the previous item in the menu. If you press [▲] when the first item is displayed, the display rotates to the last item in the menu.</p> <p>When registering names, press [▲] to immediately position the cursor under the first letter, and press [▼] to immediately position the cursor to the right of the last letter.</p>   |
| OK                    | Press [OK] to select the current item.   |
| *                     | <p>Switches the entry modes.</p> <p>:A The Upper Case Letter Entry mode. Enables you to enter upper case letters and symbols.</p> <p>:a The Lower Case Letter Entry mode. Enables you to enter lower case letters and symbols.</p> <p>:1 The Number Entry mode. Enables you to enter numbers.</p>  |
| ABC<br>② to WXYZ<br>⑨ | <p>More than one letter is assigned to a key. Press [✕] to enter the Text Entry mode, then press the key containing the letter you want to enter. If the letter you want to enter is not displayed first, press the key repeatedly until it appears. If the next letter is under a different key, just press that key to enter the first letter of the group, and press the key repeatedly until the letter you want appears.</p> <p>If the next letter is under the same key, press [▶] to move the cursor to the right one space, then press the key again to enter the first letter of the group. Press the key repeatedly until the letter you want appears.</p> |
| ◀ ▶                   | The cursor keys move the cursor to the left or right.  |
| #                     | <p>Press [#] to enter a symbol. You can enter symbols in the Text Entry mode only. Press [#] repeatedly until the symbol you want appears. You can enter the following symbols: - . * # ! " , ; : ^ ` _ = /   ' ? \$ @ % &amp; + \ ~ ( ) [ ] { } &lt; &gt;</p>   |
| Space                 | Enters a space after the letter at the cursor position, or between numbers at the cursor position. You may enter spaces in telephone numbers—they do not affect dialing.   |
| Delete                | Deletes characters at the cursor position.   |
| Ⓒ (Clear)             | Clears the entire entry if you want to erase it and start again.   |
| ⏹ (Stop)              | After you are finished making settings or registering information, press ⏹ (Stop) to return to the Standby mode.   |

1

Before You Start Using This Machine

# Setting the Display Language and Country

When you connect the power cord to an AC outlet for the first time, you need to select the language for the LCD display. For some countries, you also need to select the country where you are using the FAX-L2000/2000IP. The FAX-L2000/2000IP automatically switches the selectable settings and the default settings in the menus to suit the selected country.

Follow these steps to set the display language and country.

After connecting the power cord, the display changes from <PLEASE WAIT> to the <DISPLAY LANGUAGE> menu.



## NOTE

- The country selection feature is available for certain countries only.



- 1 Press [▼] or [▲] to select the preferred language for the LCD display → press [OK].**

|                                 |   |                      |
|---------------------------------|---|----------------------|
| DISPLAY LANGUAGE<br>< ENGLISH > | → | COUNTRY SELECT<br>UK |
|---------------------------------|---|----------------------|

If <COUNTRY SELECT> does not appear after <DATA ENTRY OK> is displayed, the setting is completed. The FAX-L2000/2000IP enters the Standby mode.

If <COUNTRY SELECT> appears, go to step 2.



- 2 Press [▼] or [▲] to select the country where you are using the FAX-L2000/2000IP → press [OK].**

|                      |
|----------------------|
| COUNTRY SELECT<br>UK |
|----------------------|

Once you have selected the language and country, these setting menus will not appear next time you connect the power cord.

**NOTE**

- If your country name does not appear, select <OTHERS>.
- To check the settings made by the country selection, you can print the User's Data List. (See Chapter 12, "Printing Report and Lists", in the Facsimile Guide.)
- You can change the display language or country setting using the Common Settings menu, and the System Settings menu from the Fax Settings menu respectively. (See Chapter 5, "Summary of Important Settings", in the Reference Guide, or Chapter 11, "Summary of Important Settings", in the Facsimile Guide.)

# Documents and Print Media

# 2

## CHAPTER

This chapter describes how to place original documents, the types of documents you can load on the machine, the types of paper you can use with the machine, and how to load them.

## Setting a Document

This section explains how to place your documents on the machine.

## Preparing the Document

Follow these simple guidelines to check your document before you set your document on the machine for scanning/copying.



### IMPORTANT

- *For best results, load only documents of recommended standard size and weight. (See Chapter 14, "Appendix", in the Facsimile Guide.)*
- *To avoid paper jams, never feed thick documents or documents backed with carbon paper.*
- *To avoid paper jams and possible damage to the machine, avoid wrinkled or creased paper, carbon paper, curled paper, coated paper, and onion skin or other very thin papers.*
- *To avoid paper jams or damaging the machine, inspect the documents carefully and make sure they are free of pins, staples, paper clips, and other metal fasteners.*
- *Make sure all the documents are dry. They should not have wet ink, glue, or paste on their surfaces.*
- *Before you feed a stack of documents into the machine, make sure all the pages are of the same size and thickness. Do not attempt to feed documents of mixed sizes and thicknesses in the same stack.*

 NOTE

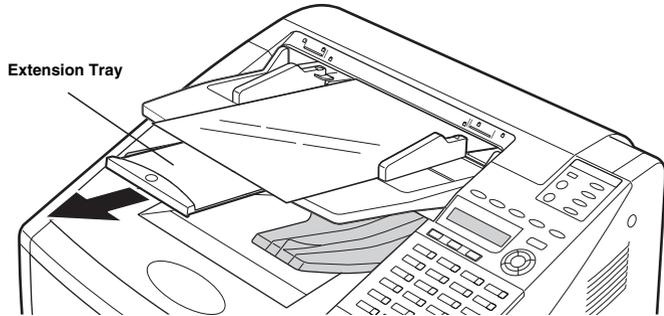
- The document guides on the document feeder tray can be adjusted to fit the width of nonstandard size paper. For best results, all of the sheets in the stack should be of the same width.
- Although the document guides on the document feeder tray indicate that 11" x 17" paper (279 mm) can be placed in the document feeder tray, the effective scanning width is up to A4 paper (208 mm).
- For documents that are larger or smaller than these recommended sizes, reduce or enlarge them on a copy machine, then send the copy. (See Chapter 14, "Appendix", in the Facsimile Guide.)
- The machine does not scan completely to the edges of the paper, and anything beyond this recommended margin is not scanned for sending. (See Chapter 14, "Appendix", in the Facsimile Guide.)

## Setting the Document on the Machine

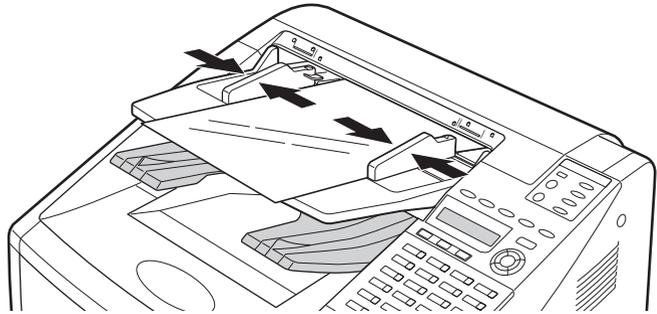
You can set a stack of up to 50 letter or A4 size pages into the document feeder for scanning.

### 1 Place your document face up in the document feeder tray.

If the document is too long for the document feeder tray, pull out the document extension tray.

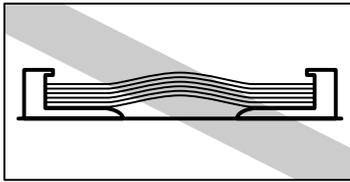


## 2 Adjust the document guides to fit the width of your document.

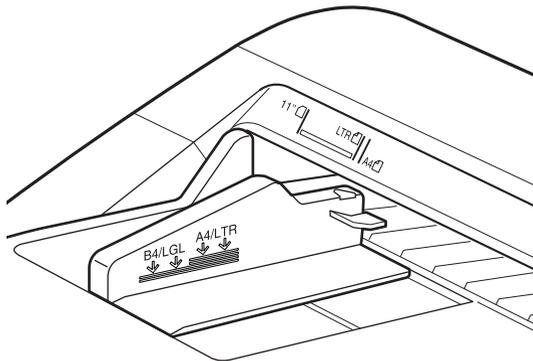


### IMPORTANT

- Do not set the document guides so tight against the sides of the document, that the document bends.

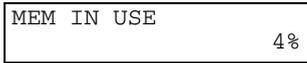


## 3 Make sure the document is below the load limit marks for A4/LTR sizes.



# 4 Insert the document fully into the feeder until the leading edges of the document stops.

The following messages appear on the LCD display:



## NOTE

- If the machine already displays <DOCUMENT READY> before you set your document, a small-sized document, such as a STMT document, may have remained in the automatic document feeder from a previous fax or copy job. In such a case, remove the small-sized document from the automatic document feeder, and set your document. (See Chapter 7, "Troubleshooting", in the Reference Guide.)

## Adjusting the Scan Settings

Canon's original UHQ (Ultra High Quality) imaging technology enables you to send documents or make copies that are very close to the quality of the original document. For best results, adjust the scan settings for special documents before sending or copying.

## NOTE

- The light indicators on the operation panel tell you the current settings.
- After the document is copied, the settings return to the previously set settings before copying.

# 1 Press the appropriate key underneath the indicators repeatedly to illuminate the desired scan/copy setting.

- |              |            |               |
|--------------|------------|---------------|
| • Ultra Fine |            |               |
| • Super Fine | • Darker   |               |
| • Fine       | • Standard | • Text        |
| • Standard   | • Lighter  | • Text/Photo  |
|              |            |               |
| Resolution   | Contrast   | Document Type |

- [Resolution]: Adjusts the resolution for documents with fine text and thin lines. The higher the resolution, the higher the output quality, but the slower the scanning speed.
- When copying, the resolution is fixed to [Ultra Fine].
- Ultra Fine: Eight times the Standard resolution.
- Super Fine: Four times the Standard resolution.
- Fine: Twice the Standard resolution.
- Standard: For normal printed or typewritten text.
- [Contrast]: Adjusts the lightness/darkness of the document pages scanned for sending/copying.
- Darker: For documents with light text or colors.
- Standard: For normal printed or typewritten text.
- Lighter: For documents with dark text or colors.
- [Document Type]: Select for documents containing text only or both text and photographs on the same page.
- Text: For documents that contain text without photographs.
- Text/Photo: For documents that contain text and photographs on the same page. Automatically, the machine adjusts the quality of the image and text on the same page.



#### NOTE

- *If the other party does not have the Ultra Fine setting, and you send a document with 'Text/Photo' set as the document type setting and 'Ultra Fine' is set for the resolution setting, the image the other party receives reproduces at the other party's maximum resolution setting.*

# Loading Paper

This section describes how to load paper into the paper cassettes.



## NOTE

- For instructions explaining how to load paper into the MP tray, see Chapter 2, “Getting Started”, in the Reference Guide.

## Paper Cassettes

If your machine comes with more than one paper cassettes, you can use this procedure for each one.

The paper cassette can be adjusted to hold standard A or B series paper or inch-size paper, and can hold up to approximately 250 sheets of paper.

For high-quality printouts, we recommend using Canon standard 60 to 105 g/m<sup>2</sup> weight paper.

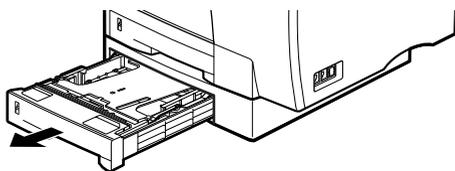
Whenever you change the paper size, you have to adjust the paper size setting for the paper cassette using the PAPER SETTINGS menu. (See “Setting the Paper Size for the Paper Cassettes”, on p. 2-10.)



## IMPORTANT

- Use of print media not meeting the paper requirements, may cause severe paper jams or result in the excessive mechanical wear of the machine.
- Do not load the following paper into the paper cassette:
  - Moist paper
  - Paper that is wavy, curled, or damaged
  - Folded, clipped, or stapled paper
  - Paper containing materials that melt, vaporize, offset, discolor, or emit dangerous fumes at a temperature of 190°C or higher
- To avoid paper curling, do not open the paper packages until you are ready to load the paper into the machine. Store unused paper from opened packages in a cool, dry location.
- Let the paper run out before you refill the paper cassette. Avoid mixing new paper with paper remaining in the paper cassette.
- Do not load different paper sizes into the paper cassette at the same time.
- If a printed page comes out of the machine all curled up, you can correct the problem by turning over the paper stack in the paper cassette so that the bottom sheet in the stack is now at the top.
- If the leading edge of the paper is curled, straighten it out as much as possible before loading it into the paper cassette.
- Adjust the paper size guides so that there is no room between the guides and the paper stack.

## 1 Pull out the paper cassette from the main unit.



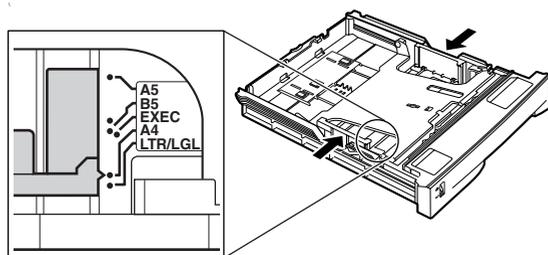
## 2 Confirm that the paper guides inside the paper cassette are set to the size of the paper you are loading.

If the setting is correct, proceed to step 3.

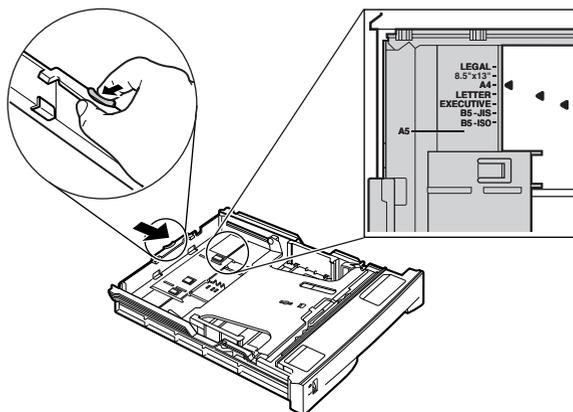
If the setting is not correct, set the paper guides to match the size of the paper that you are loading.

### ● To change the paper size:

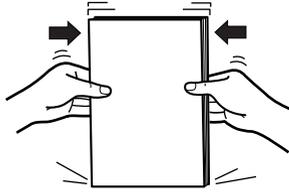
- Adjust the paper size side guides in the following way:  
Push the paper size side guides inward or outward to match the paper size that you are loading.



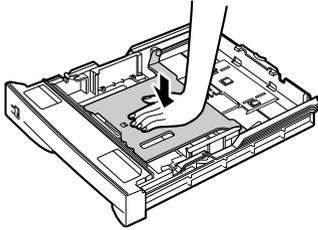
- Push the stopper in the center of the paper size rear guide, and slide it to the mark indicating the desired paper size.



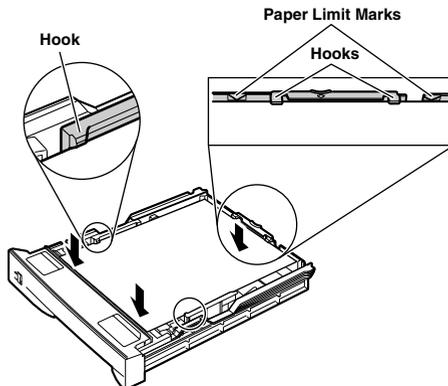
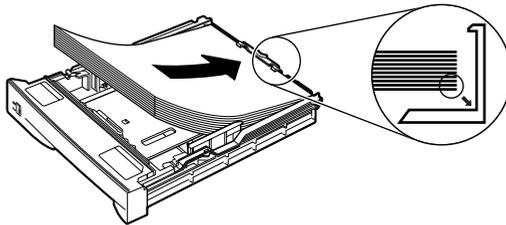
- 3** Before you load a stack of paper into the paper cassette, tap the leading edge of the paper stack on a flat surface so that the edges are evenly aligned.



- 4** Press down the inside plate of the paper cassette.

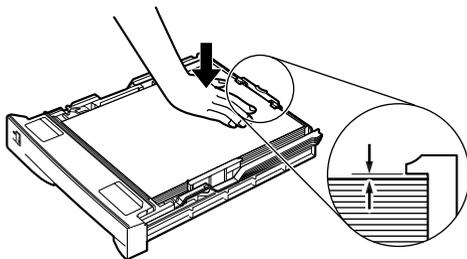


- 5** Load the stack of paper into the paper cassette with the side you want to print on face down. Insert the stack of paper so that it fits neatly against the back of the paper cassette.

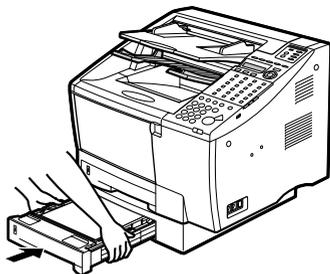


 **IMPORTANT**

- Make sure that the stack of paper is below the paper limit marks and hooks at the back of the cassette.
- Press the paper stack down to make sure it has a clearance of approximately 1 mm from the hook of the paper size rear guide.

**6** Reinsert the paper cassette into the main unit.

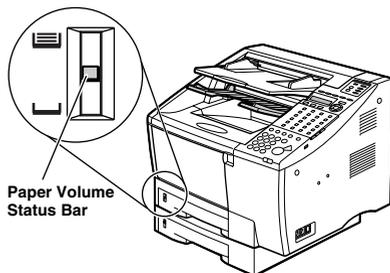
Align the paper cassette with the rails on the main unit, then lift it slightly to insert the cassette. Slide it all the way into the main unit.

 **IMPORTANT**

- Make sure you slowly insert the cassette all the way into the main unit until it locks into place.

 **NOTE**

- The paper volume status bar on the paper cassette indicates the level of the current paper supply. When you see the paper volume status bar drop, make sure you have a supply of paper on hand to refill the cassette. When you see the message <SUPPLY REC. PAPER> on the LCD display, refill the cassette.



# Setting the Paper Size for the Paper Cassettes

This section describes the procedure to set the size of the paper you load in the paper cassettes.

Each time you change the size of the paper you load in the paper cassettes, it is necessary to change the paper size setting using the CASSETTE menu in the PAPER SETTINGS menu.



**1** Open all three one-touch speed dialing panels.



**2** Press [Data Registration].

```
ADDITIONAL FUNCTIONS
1.PAPER SETTINGS
```



**3** Press [▼] or [▲] until <1.PAPER SETTINGS> appears → press [OK].

```
ADDITIONAL FUNCTIONS → PAPER SETTINGS
1.PAPER SETTINGS       1.MP TRAY
```



**4** Press [▼] or [▲] to select the paper cassette for which you want to change the paper size → press [OK].

```
PAPER SETTINGS → CASSETTE 1
2.CASSETTE 1   A4
```



**5** Press [▼] or [▲] to select the paper size → press [OK].

```
CASSETTE 1 → PAPER SETTINGS
A4          3.CASSETTE 2
```



**6** Press  (Stop) to return to the Standby mode

# Basic Operations

# 3

## CHAPTER

This chapter describes what you should know before using this machine for faxing, and the flow of basic fax operations.

We also show you the basic procedures for using the machine as a copier.

For detailed information on all fax/copying functions, see the *Facsimile Guide*.

# Registering the Sender Information (TX TERMINAL ID)

This section explains what you should know before using this machine for faxing.

Register your sender information such as fax/telephone number and date and time, which will be printed on the document the other party receives.

## What Is Sender Information?

After your fax is received, the other party knows immediately where it came from because your sender information is printed at the top of every page you send.

3

Basic Operations

|  |                               |   |                      |
|--|-------------------------------|---|----------------------|
|  | 31/12 2002 11:18 FAX 833 4423 | WORLD ESTATE, INC.  | → ADAM BOOK, CPA 001 |
| <b>DATE AND TIME</b><br>This is the date and time of the transmission.   |                               |  <b>WORLD ESTATE, INC.</b><br>West 44th Street<br>New York, NY<br>U.S.A.<br><i>Global Real Estate Consultants in the Heart of New York</i>   |                      |
| <b>TELEPHONE NUMBER</b><br>This is your fax telephone number. You can set the TX TERMINAL ID feature to set the prefix for this number as FAX or TEL. (See Chapter 11, "Summary of Important Settings," in the <i>Facsimile Guide</i> .) |                               |   |                      |
| <b>UNIT NAME OR SENDER'S NAME*</b><br>This is the unit's name or a sender's name you select with [TTI Selector] when you scan the document for sending.  |                               | <b>December 28, 2002</b><br><br><b>Dear Member,</b><br><br><b>By now you have all had a chance to become familiar with your new Canon fax units and are ready to set up a reliable, economical communications network that offers many exciting features.</b><br><br><b>We can save money by scanning documents in the memory and then setting the delayed timer to send all the documents at the same time later at night to take advantage of late night rates.</b><br><br><b>Many of us are separated by long distances and reside in different time zones. We can set up the polling feature to poll and receive documents from each other when we are not in the office. For sensitive material about clients and confidential bids, we can set up and use the confidential mailbox features. We will also be able to keep down costs by limiting use of the fax to operators who know the correct department codes and passwords.</b><br><br><b>Relay sending is another money saver. We can designate one relay fax in your area, send one transmission from the home office on the East coast and then have the document relayed to you locally.</b><br><br><b>We hope you will have these features set up in the very near future so we can enjoy more efficient, secure, and economical facsimile communications.</b> |                      |
| <b>DESTINATION</b><br>If you dialed with a speed dialing key, the other party's name appears here.   |                               |   |                      |
| <b>PAGE NUMBER</b><br>The page number of the document.   |                               |   |                      |

\* Up to 99 sender's names can be registered. At least one sender's name must be registered so you can use this feature. (See Chapter 3, "Sending Documents", in the *Facsimile Guide*.)

 **NOTE**

- For documents that you receive, you can turn 'ON' the RX PAGE FOOTER feature which displays the date, time received, transaction number, and page number in the lower right corner of the document. (See Chapter 11, "Summary of Important Settings," in the Facsimile Guide.)

31/12 2002 TUE 03:57 [TR/RX NO 5015]001

## Registering the Current Date and Time

Follow this procedure to set the current date and time.



**1** Open all three one-touch speed dialing panels.



**2** Press [Data Registration].

ADDITIONAL FUNCTIONS  
1.PAPER SETTINGS



**3** Press [▼] or [▲] until <5.TIMER SETTINGS> appears → press [OK].

ADDITIONAL FUNCTIONS  
5.TIMER SETTINGS



TIMER SETTINGS  
1.DATE/TIME SETTING



**4** Press [▼] or [▲] until <1.DATE/TIME SETTING> appears → press [OK].

TIMER SETTINGS  
1.DATE/TIME SETTING



DATE/TIME SETTING  
31/12 '02 16:58



**5** Register the current date and time using the numeric keys.

Use 24-hour notation to enter the time (e.g., 1:00 p.m. as 13:00).

You can also press [◀] or [▶] to move the cursor without changing a number entry.

To restore the previous entry, press **C** (Clear).



## 6 Press [OK].

The message <DATA ENTRY OK> appears on the LCD display for a few seconds.



## 7 Press (Stop) to return to the Standby mode.

# Registering the Machine's Telephone Number and Unit Name

Follow this procedure to register the number of your own machine, and register your name or company's name.



## 1 Open all three one-touch speed dialing panels.



## 2 Press [Data Registration].

```
ADDITIONAL FUNCTIONS
1.PAPER SETTINGS
```



## 3 Press [▼] or [▲] until <3.FAX SETTINGS> appears → press [OK].

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



## 4 Press [▼] or [▲] until <1.USER SETTINGS> appears → press [OK].

```
FAX SETTINGS → USER SETTINGS
1.USER SETTINGS 1.TEL LINE SETTINGS
```



- 5** Press [▼] or [▲] until <1.TEL LINE SETTINGS> appears → press [OK].

|                                       |   |                                     |
|---------------------------------------|---|-------------------------------------|
| USER FUNCTIONS<br>1.TEL LINE SETTINGS | → | TEL LINE SETTINGS<br>1.USER TEL NO. |
|---------------------------------------|---|-------------------------------------|



- 6** Press [▼] or [▲] until <1.USER TEL NO.> appears → press [OK].

|                                     |   |                      |
|-------------------------------------|---|----------------------|
| TEL LINE SETTINGS<br>1.USER TEL NO. | → | USER TEL NO.<br>TEL= |
|-------------------------------------|---|----------------------|



- 7** Enter the unit's telephone number (up to 20 digits) using the numeric keys → press [OK].

The unit's telephone number is the telephone number of your own machine.

|                               |   |                                      |
|-------------------------------|---|--------------------------------------|
| USER TEL NO.<br>TEL= 123 4567 | → | TEL LINE SETTINGS<br>2.TEL LINE TYPE |
|-------------------------------|---|--------------------------------------|

The message <DATA ENTRY OK> appears on the LCD display for a few seconds.



- 8** Press [Data Registration] to return to the <USER SETTINGS> menu.

|                                      |
|--------------------------------------|
| USER SETTINGS<br>1.TEL LINE SETTINGS |
|--------------------------------------|



- 9** Press [▼] or [▲] until <2.UNIT NAME> appears → press [OK].

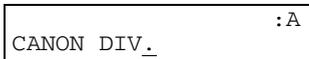
|                              |   |      |
|------------------------------|---|------|
| USER SETTINGS<br>2.UNIT NAME | → | - :A |
|------------------------------|---|------|



## 10 Enter the unit's name (up to 24 characters) using the numeric keys → press [OK].

You can enter letters in upper or lower case, and numbers. In the upper right corner of the LCD display you should see the letter A. This means you are in the upper case letter entry mode. Press (\* ) on the numeric keypad to switch the entry mode.

For more details, see “Entering Names for Registration”, on p. 1-26.



The message <DATA ENTRY OK> appears on the LCD display for a few seconds.



## 11 Press (Stop) to return to the Standby mode.

# Checking and Setting the Telephone Line

If you are not sure what type of telephone line you have, check with your local telephone company. To operate the machine, you must know if the machine is connected to a tone or rotary pulse line.

The machine can be set to operate with either type of telephone line. The machine is set to operate through a tone line without making adjustments.

Use this procedure to switch the fax setup between tone and pulse dialing.



- 1** Open all three one-touch speed dialing panels → press [Data Registration] → [▼] or [▲] until <3.FAX SETTINGS> appears → press [OK].

If necessary, see the steps 1 to 3 of “Registering the Machine’s Telephone Number and Unit Name”, on p. 3-4.

- 2** Press [▼] or [▲] until <1.USER SETTINGS> appears → press [OK].

|                                 |   |                                      |
|---------------------------------|---|--------------------------------------|
| FAX SETTINGS<br>1.USER SETTINGS | → | USER SETTINGS<br>1.TEL LINE SETTINGS |
|---------------------------------|---|--------------------------------------|

- 3** Press [▼] or [▲] until <1.TEL LINE SETTINGS> appears → press [OK].

|                                      |   |                                     |
|--------------------------------------|---|-------------------------------------|
| USER SETTINGS<br>1.TEL LINE SETTINGS | → | TEL LINE SETTINGS<br>1.USER TEL NO. |
|--------------------------------------|---|-------------------------------------|

- 4** Press [▼] or [▲] until <2.TEL LINE TYPE > appears → press [OK].

|                                      |   |                             |
|--------------------------------------|---|-----------------------------|
| TEL LINE SETTINGS<br>2.TEL LINE TYPE | → | TEL LINE TYPE<br>TOUCH TONE |
|--------------------------------------|---|-----------------------------|



- 5** Press [▼] or [▲] to select <TOUCH TONE> or <ROTARY PULSE> → press [OK].

TEL LINE TYPE  
ROTARY PULSE

→ TEL LINE SETTINGS  
3.TX START SPEED



- 6** If you want to select the transmission speed, press [▼] or [▲] until <3.TX START SPEED > appears → press [OK].

TEL LINE SETTINGS  
3.TX START SPEED

→ TX START SPEED  
33600bps



**NOTE**

- If your document transmissions are slow in starting, this may mean that the telephone lines in your area are in poor condition. Select a slower speed. You can select '33600bps', '14400bps', '9600bps', '7200bps', '4800bps', or '2400bps'.



- 7** Press [▼] or [▲] to select the desired transmission speed → press [OK].

TX START SPEED  
33600bps

→ TEL LINE SETTINGS  
4.RX START SPEED



- 8** If you want to select the reception speed, press [▼] or [▲] until <4.RX START SPEED> appears → press [OK].

TEL LINE SETTINGS  
4.RX START SPEED

→ RX START SPEED  
33600bps



**NOTE**

- If your document receptions are slow in starting, this may mean that the telephone lines in your area are in poor condition. Select a slower speed. You can select '33600bps', '14400bps', '9600bps', '7200bps', '4800bps', or '2400bps'.



- 9** Press  (Stop) to return to the Standby mode.

# Sending Documents

This section explains how to dial a number for faxing.

## Using Regular Dialing

When you come to a step that requires dialing a number, you can dial the number with the keys on the numeric keypad, just like you would when dialing a telephone number. This is called “regular dialing”.



### NOTE

- To make dialing easier, register frequently used numbers to the one-touch speed dialing keys or coded speed dialing codes. (See “Using Speed Dialing”, on p. 3-21.)



## 1 Place your documents on the machine.

For instructions explaining how to place your documents, see “Setting the Document on the Machine”, on p. 2-2.

DOCUMENT READY



### NOTE

- You can adjust the resolution, contrast, and document type for scanning. (See “Adjusting the Scan Settings”, on p. 2-4.)
- You can also specify a sender’s name with [TTI Selector]. (See Chapter 3, “Sending Documents”, in the Facsimile Guide.)



## 2 Dial the telephone number using the numeric keys.



### NOTE

- When entering a number using regular dialing, if you see that you have entered an incorrect digit, press [Delete] to delete the rightmost digit → enter the correct digit.
- You can also use [C] (Clear) to clear the entire telephone number → start entering the telephone number again.
- If you notice that you made a mistake while the machine is dialing the number, press [Stop] to return to the Standby mode → start again.



### 3 Press (Start).

The machine starts scanning the first page into memory.



#### NOTE

- To cancel sending a document or fax jobs, press  (Stop) or [Monitor] → follow any instructions on the LCD display. For details, see Chapter 3, “Sending Documents”, in the Facsimile Guide.

# Overview of Sending Methods

This section briefly describes the methods and advantages of the three main sending methods: Memory Sending, Direct Sending, and Manual Sending.

## ■ Memory Sending

Memory Sending enables you to scan and send your documents fast, allowing you to get your documents back quickly so you do not have to spend so much time standing around the machine. You can start scanning documents for sending even while the machine is busy sending another document.

## ■ Direct Sending

The machine dials the number, connects the call, and then scans and sends the document one page at a time. Direct Sending is slower than Memory Sending, but because this method bypasses the memory, you can send a document ahead of other documents stored in memory.

## ■ Manual Sending

Manual Sending enables you to talk to the other party before you send the document. This method is useful if the operator of the other fax machine must manually prepare the fax machine to receive your document. For instructions explaining how to use manual sending, see Chapter 3, "Sending Documents", in the *Facsimile Guide*.

## Memory Sending



### 1 Place your documents on the machine.

For instructions explaining how to place your documents, see "Setting the Document on the Machine", on p. 2-2.

DOCUMENT READY



#### NOTE

- You can adjust the resolution, contrast, and document type for scanning. (See "Adjusting the Scan Settings", on p. 2-4.)
- You can also specify a sender's name with [TTI Selector]. (See Chapter 3, "Sending Documents", in the *Facsimile Guide*.)

## 2 Specify the destination.

You can specify the destination using regular dialing, one-touch speed dialing, coded speed dialing, access code dialing, group dialing, or directory dialing. (See "Using Regular Dialing", on p. 3-9, "Using Speed Dialing", on p. 3-21, or "Using Directory Dialing", on p. 3-25.)

### NOTE

- When entering a number using regular dialing, if you see that you have entered an incorrect digit, press [Delete] to delete the rightmost digit → enter the correct digit.
- You can also use (C) (Clear) to clear the entire telephone number → start entering the telephone number again.
- If you notice that you made a mistake while the machine is dialing the number, press (Stop) to return to the Standby mode → start again.

## 3 Press (Start).

The machine starts scanning the first page into memory.

### NOTE

- If you are using one-touch or coded speed dialing with the timeout feature 'ON', you do not need to press (Start). The machine pauses for five seconds before it starts scanning the document automatically.
- The timeout feature can be turned 'OFF'. (See Chapter 11, "Summary of Important Settings", in the Facsimile Guide.)

## Messages Displayed After Pressing the Start Key

When the machine sends a document, messages appear on the LCD display, and report the following information about the transmission:

### ■ Transaction Number

A transaction number is assigned to every document that is sent from your machine starting with 0001 up to 4999. When the number 4999 is reached, numbering begins again from 0001.

|          |       |                    |
|----------|-------|--------------------|
| TRANSMIT | 0007  | Transaction Number |
| SCANNING | P.001 |                    |

# Direct Sending

## NOTE

- *Direct Sending scans and sends each page one at a time.*
- *With Direct Sending, you can watch each page as it is scanned and sent.*
- *Although Direct Sending is slower than Memory Sending, you can use Direct Sending if you need to send an urgent document ahead of other documents stored in memory.*
- *You can also use Direct Sending when the memory is full, and there is no space to hold another document in memory.*



## 1 Place your documents on the machine.

For instructions explaining how to place your documents, see “Setting the Document on the Machine”, on p. 2-2.

DOCUMENT READY

## NOTE

- *You can adjust the resolution, contrast, and document type for scanning. (See “Adjusting the Scan Settings”, on p. 2-4.)*
- *You can also specify a sender’s name with [TTI Selector]. (See Chapter 3, “Sending Documents”, in the Facsimile Guide.)*



## 2 Press [Direct TX].

The Direct TX indicator lights.

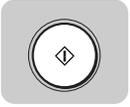
The Direct Sending mode is activated.

## 3 Specify the destination.

You can specify the destination using regular dialing, one-touch speed dialing, coded speed dialing, access code dialing, or directory dialing. (See “Using Regular Dialing”, on p. 3-9, “Using Speed Dialing”, on p. 3-21, or “Using Directory Dialing”, on p. 3-25.)

## NOTE

- *When entering a number using regular dialing, if you see that you have entered an incorrect digit, press [Delete] to delete the rightmost digit → enter the correct digit.*
- *You can also use (C) (Clear) to clear the entire telephone number → start entering the telephone number again.*
- *If you notice that you made a mistake while the machine is dialing the number, press (Stop) to return to the Standby mode → start again.*



## 4 Press (Start).

The machine dials the other party's number and sends the fax. Each page is sent as it is scanned.

A series of messages appear on the LCD display, and report the other party's name, telephone number, and transaction number.

|   |                          |
|---|--------------------------|
| 123 4567                                  | Other Party's Fax Number |
| DIALING                                   |                          |
| TX/RX NO.                      0012       | Transaction Number       |
| CANON CANADA                              | Other Party's Name       |
| ECM TX                              P.001 |                          |



### NOTE

- When sending a small-sized document, such as a document of STMT size paper, the document may remain in the automatic document feeder after sending. As a result, this document might be sent again with the next sender's document. Therefore, when sending a small-sized document, make sure that the document does not remain in the automatic document feeder after sending.

# What Is Speed Dialing?

---

Speed dialing enables you to streamline and customize dialing procedures by registering a telephone number and other important settings so you can start a document transmission while pressing only a few keys.

The four methods of speed dialing include:

## ■ One-Touch Speed Dialing

One-touch speed dialing enables you to start a document transmission by pressing only one key. You can register up to 72 destinations for one-touch speed dialing. The first group of keys numbered 1 to 24 are on the operation panel. Open the first panel to see keys 25 to 48, then the second panel to see the last group of keys 49 to 72.

## ■ Coded Speed Dialing

Coded speed dialing enables you to start a document transmission by pressing  (Coded Dial) followed by a three digit code of your choice. It enables you to register up to 128 destinations for coded speed dialing.

## ■ Group Dialing

Group dialing enables you to dial a group of registered one-touch or coded speed dialing fax numbers. By registering each group under one-touch (or coded speed dialing) keys, you press only one (or four keys) to send the same document to several locations. You can create up to 199 groups.

## ■ Access Code Dialing

Access code dialing enables you to start a document transmission by pressing [#] (or any program one-touch key depending on your setting) followed by an access code you create when registering one-touch speed dialing, coded speed dialing, or group dialing numbers. For example, you can designate the same number as the branch code of the destination as the access code to represent the telephone number.

# Setting Up Speed Dialing

This section explains how to set up the two speed dialings: One-Touch Speed Dialing, and Coded Speed Dialing.

 **NOTE**

- For instructions explaining how to set up Group Dialing and Access Code Dialing, see Chapter 2, "Using Speed Dialing", in the Facsimile Guide.

## One-Touch Speed Dialing

Follow this procedure to register a telephone number for one-touch speed dialing.



**1** Open all three one-touch speed dialing panels.



**2** Press [Data Registration].

```
ADDITIONAL FUNCTIONS
1.PAPER SETTINGS
```



**3** Press [▼] or [▲] until <4.ADD. REGISTRATION> appears → press [OK].

```
ADDITIONAL FUNCTIONS
4.ADD. REGISTRATION
```



```
ADD. REGISTRATION
1.1-TOUCH SPD DIAL
```



**4** Press [▼] or [▲] until <1.1-TOUCH SPD DIAL> appears → press [OK].

```
ADD. REGISTRATION
1.1-TOUCH SPD DIAL
```



```
TEL# REGISTRATION
01=
```

 NOTE

- If the Network Kit (optional for the FAX-L2000) is installed on your machine, the following display appears when you press  (OK). Press  (OK) again to start registration.

```
1-TOUCH SPD DIAL
1.TEL# REGISTRATION
```



## 5 Press [▼] or [▲] until the one-touch speed dialing key's number that you want to register appears → press [OK].

You can also specify a one-touch speed dialing key by closing the appropriate one-touch speed dialing panel and pressing the one-touch speed dialing key that you want to register.

```
TEL# REGISTRATION 10= → TEL# REGISTRATION
1.TEL NUMBER ENTRY
```

 NOTE

- If a telephone number is already registered for the one-touch speed dialing key, that number is displayed. If the key is registered for group dialing, <GROUP DIAL> appears on the LCD display.



## 6 Press [▼] or [▲] until <1.TEL NUMBER ENTRY> appears → press [OK].

```
TEL# REGISTRATION 1.TEL NUMBER ENTRY → TEL NUMBER ENTRY
TEL=_
```



## 7 Enter the telephone number (up to 120 digits) using the numeric keys → press [OK].

To enter a space, press [Space]. Spaces are optional and ignored during dialing.

```
TEL NUMBER ENTRY TEL=123 4567_ → TEL# REGISTRATION
2.NAME
```



The message <DATA ENTRY OK> appears on the LCD display for a few seconds.

 NOTE

- To correct the entered number, press [◀] to move the cursor to the digit you want to correct → press [Delete] → enter the correct number.
- If you make a mistake, press  (Clear) to delete the number → enter the correct number.



- 8** Press [▼] or [▲] until <2.NAME> appears → press [OK].

TEL# REGISTRATION  
2.NAME → :A



- 9** Enter a name (up to 16 characters) using the numeric keys → press [OK].

For more information on how to enter names, see “Entering Names for Registration”, on p. 1-26.

CANON U.S.A NY :A → TEL# REGISTRATION  
3.OPTIONAL SETTING

The message <DATA ENTRY OK> appears on the LCD display for a few seconds.

This completes the minimum settings for registering a one-touch speed dialing key.



- **To stop here and register another key:**

□ Press [Data Registration] → repeat the procedure from step 5.

- **To end the procedure and return to the Standby mode:**

□ Press [Stop].



**NOTE**

- You can also perform the optional settings. For more information on how to specify the settings, see Chapter 2, “Using Speed Dialing”, in the Facsimile Guide.

## Coded Speed Dialing

Follow this procedure to register a telephone number for coded speed dialing.



- 1** Open all three one-touch speed dialing panels → press [Data Registration] → [▼] or [▲] until <4.ADD. REGISTRATION> appears → press [OK].

If necessary, see the steps 1 to 3 of “One-Touch Speed Dialing”, on p. 3-16.





## 2 Press [▼] or [▲] until <2.CODED SPD DIAL> appears → press [OK].

ADD. REGISTRATION  
2.CODED SPD DIAL



TEL# REGISTRATION  
\*000=



### NOTE

- If the Network Kit (optional for the FAX-L2000) is installed on your machine, the following display appears when you press (OK). Press (OK) again to start registration.

CODED SPD DIAL  
1.TEL# REGISTRATION



## 3 Press (Coded Dial) → enter a three digit code (000 to 127) using the numeric keys → press [OK].

You can also press [▼] or [▲] to specify a coded speed dialing code → press [OK].

TEL# REGISTRATION  
\*012=



TEL# REGISTRATION  
1.TEL NUMBER ENTRY



### NOTE

- If a telephone number is already registered for the three digit coded speed dialing code, that number is displayed. If the code is registered for group dialing, <GROUP DIAL> appears on the LCD display.



## 4 Press [▼] or [▲] until <1.TEL NUMBER ENTRY> appears → press [OK].

TEL# REGISTRATION  
1.TEL NUMBER ENTRY



TEL NUMBER ENTRY  
TEL=\_



## 5 Enter the telephone number (up to 120 digits) using the numeric keys → press [OK].

To enter a space, press [Space]. Spaces are optional and ignored during dialing.

TEL NUMBER ENTRY  
TEL=123 4567\_



TEL# REGISTRATION  
2.NAME



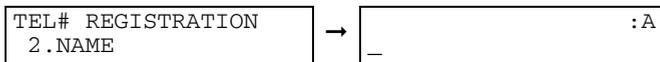
The message <DATA ENTRY OK> appears on the LCD display for a few seconds.



**NOTE**

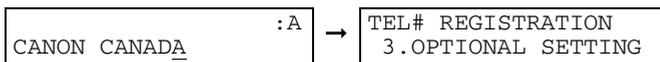
- To correct the entered number, press [◀] to move the cursor to the digit you want to correct → press [Delete] → enter the correct number.
- If you make a mistake, press © (Clear) to delete the number → enter the correct number.

**6** Press [▼] or [▲] until <2.NAME> appears → press [OK].



**7** Enter a name (up to 16 characters) using the numeric keys → press [OK].

For more information on how to enter names, see “Entering Names for Registration”, on p. 1-26.



The message <DATA ENTRY OK> appears on the LCD display for a few seconds.

This completes the minimum settings for registering a coded speed dialing code.

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

- Press [Data Registration] → repeat the procedure from step 3.

● **To end the procedure and return to the Standby mode:**

- Press (Stop).

**NOTE**

- You can also perform the optional settings. For more information on how to specify the settings, see Chapter 2, “Using Speed Dialing”, in the Facsimile Guide.

# Using Speed Dialing

Follow the procedures in this section to use the speed dialing: One-Touch Speed Dialing, and Coded Speed Dialing. If you forget where a number is registered, you can find it and dial it with directory dialing. (See "Using Directory Dialing", on p. 3-25.)

## NOTE

- For instructions explaining how to use Group Dialing and Access Code Dialing, see Chapter 2, "Using Speed Dialing," in the Facsimile Guide.

## One-Touch Speed Dialing

Follow this procedure to start a transmission and send a document with the press of a one-touch speed dialing key.

## IMPORTANT

- To use this feature, you must first register a telephone number for one-touch speed dialing. (See "One-Touch Speed Dialing", on p. 3-16.)



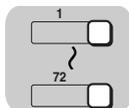
### 1 Place your documents on the machine.

For instructions explaining how to place your documents, see "Setting the Document on the Machine", on p. 2-2.

DOCUMENT READY

## NOTE

- You can adjust the resolution, contrast, and document type for scanning. (See "Adjusting the Scan Settings", on p. 2-4.)
- You can also specify a sender's name with [TTI Selector]. (See Chapter 3, "Sending Documents", in the Facsimile Guide.)



### 2 Press the desired one-touch speed dialing key.

If you do not see the number of the key you want, open the first or second one-touch speed dialing panel to see more keys.

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

After five seconds, the machine starts to send the document.

If you are using Direct Sending, you will see a series of brief, alternating messages that tell you the machine is dialing, calling then transmitting the document. The number being dialed, name of the other party, and transaction number of the document are also displayed.

|          |       |
|----------|-------|
| TRANSMIT | 0003  |
| SCANNING | P.001 |

 **NOTE**

- To start scanning immediately, press  (Start). Otherwise, the machine waits five seconds before it starts to scan. This timeout feature can be turned 'OFF'. (See Chapter 11, "Summary of Important Settings", in the Facsimile Guide)
- The machine does not dial the number registered for the one-touch speed dialing key until you place your documents for sending. If you press the one-touch speed dialing key before you place your documents, the machine prompts you to set your documents.

|              |
|--------------|
| SET DOCUMENT |
|--------------|

- If you press a one-touch speed dialing key where no number has been registered, the machine displays:

|                |
|----------------|
| NOT REGISTERED |
| 07             |

- If you want to cancel the transmission after you press a one-touch speed dialing key, press  (Stop).

# Coded Speed Dialing

Follow this procedure to start a transmission and send a document by pressing (Coded Dial) followed by a three digit code.



## IMPORTANT

- To use this feature, you must first register a telephone number for coded speed dialing. (See "Coded Speed Dialing", on p. 3-18.)



# 1

## Place your documents on the machine.

For instructions explaining how to place your documents, see "Setting the Document on the Machine", on p. 2-2.

DOCUMENT READY



## NOTE

- You can adjust the resolution, contrast, and document type for scanning. (See "Adjusting the Scan Settings", on p. 2-4.)
- You can also specify a sender's name with [TTI Selector]. (See Chapter 3, "Sending Documents", in the Facsimile Guide.)

# 2

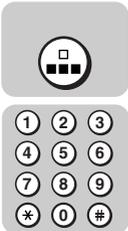
## Press (Coded Dial) → enter the desired three digit code (000-127) using the numeric keys.

After five seconds, the machine starts to send the document.

TEL= 123 4567  
\*012 CANON CANADA

If you are using Direct Sending, you will see a series of brief, alternating messages that tell you the machine is dialing, calling, then transmitting the document. The number being dialed, name of the other party, and transaction number of the document are also displayed.

TRANSMIT 0005  
SCANNING P.001



 **NOTE**

- To start scanning immediately, press  (Start). Otherwise, the machine waits five seconds before it starts to scan. This timeout feature can be turned 'OFF'. (See Chapter 11, "Summary of Important Settings," in the Facsimile Guide.)
- The machine does not start dialing until you place your documents for sending. If you dial the code before you place your documents, the machine prompts you to set your documents.

SET DOCUMENT

- If you press  (Coded Dial) and enter a three digit code where no number has been registered, the machine displays:

NOT REGISTERED  
\*011

- If you want to cancel the transmission after you enter the coded speed dialing code, press  (Stop).

# Using Directory Dialing

Follow this procedure to look up the other party's name and retrieve the number for dialing. This feature is convenient when you know the other party's name, but cannot recall the one-touch speed dialing key, the code for coded speed dialing, or group dialing where the number is registered.



## 1 Place your documents on the machine.

For instructions explaining how to place your documents, see "Setting the Document on the Machine", on p. 2-2.

DOCUMENT READY



### NOTE

- You can adjust the resolution, contrast, and document type for scanning. (See "Adjusting the Scan Settings", on p. 2-4.)
- You can also specify a sender's name with [TTI Selector]. (See Chapter 3, "Sending Documents", in the Facsimile Guide.)



## 2 Press [Directory].

\_\_\_\_\_ : A  
\_



## 3 Press a key on the numeric keypad which corresponds to the first letter of the name of the party you are searching for → press [OK].

For example, if you press 7 (PQRS), and OK (OK), the first name which starts with the letter 'P' is displayed. If no name starting with the letter 'P' is registered, a name whose first letter is nearest to 'P' will be displayed.



P \_\_\_\_\_ : A → PACIFIC BEACH \_\_\_\_\_ : A



**4** Press [▼] or [▲] to scroll through the other names → press [OK].

|           |     |   |     |            |
|-----------|-----|---|-----|------------|
| SOUTHWEST | : A | → | TEL | 0123123123 |
|           |     |   | 03  | SOUTHWEST  |



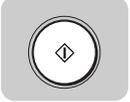
**NOTE**

- The names for one-touch speed dialing numbers are prefixed with two digits, and the names for coded speed dialing numbers are prefixed with an asterisk (\*) and three digits.
- If the display does not change after you press [▼] or [▲], this means only one name and number is registered for the key you just pressed.

**5** With the telephone number you want to dial displayed, press [OK] →  (Start).

Sending starts.

|          |       |
|----------|-------|
| TRANSMIT | 0011  |
| SCANNING | P.001 |



# Receiving Documents

You can receive document transmissions automatically or manually. This section explains the Automatic Receive mode.



## NOTE

- To use Manual Receive mode, it is required to install the optional handset kit or connect an extension telephone to answer telephone calls.
- For instructions explaining how to receive documents manually, see Chapter 4, "Receiving Documents," in the *Facsimile Guide*.

## Receiving Documents Automatically

After you take your machine out of the box and set it up, it is set to receive documents automatically. Use the Automatic Receive mode for a machine on a dedicated telephone line that you do not need for telephone voice communication.

### Setting the Automatic Receive Mode

Check the LCD display. If <AUTO> is displayed, the machine is in the Automatic Receive mode.

When a fax document is sent to you, your machine receives the document automatically.

#### ■ Reception Error Messages

Here are few of the most common error messages.

- The machine has run out of paper while printing a document:

RECEIVED IN MEMORY

SUPPLY REC. PAPER  
CASSETTE 1 : A4

Open the paper cassette and load paper into the paper cassette. As soon as you refill the paper cassette and close it, the remainder of the document in memory is printed. (See Chapter 9, "Special Sending/Receiving Features", in the *Facsimile Guide*.)

- The toner cartridge has run out of toner while printing a document:

REPLACE CARTRIDGE

Open the printer cover and replace the toner cartridge. As soon as you close the cover, the machine returns to the Standby mode and the remainder of the document in memory starts printing automatically. (See “Changing the Toner Cartridge”, on p. 4-1.)



#### NOTE

- For any other error messages, see Chapter 13, “Troubleshooting”, in the Facsimile Guide.
- To cancel receiving a document, make sure that the In Use/Memory lamp flashes green → press (Stop) → follow any instructions on the LCD display. For details, see Chapter 4, “Receiving Documents”, in the Facsimile Guide.

# Making Copies

Follow this procedure to use the machine as a copier.

## NOTE

- Before you set your document on the machine for copying, see the guidelines to check your document. (See “Preparing the Document”, on p. 2-1.)



## 1 Place your documents on the machine.

For details on how to place your documents, see “Setting the Document on the Machine”, on p. 2-2.



## 2 Press (Copy).

|            |    |
|------------|----|
| COPY       | 01 |
| CASSETTE 1 | A4 |

## 3 Specify the document settings.

For details, see “Adjusting the Scan Settings”, on p. 2-4.

- Darker
- Standard
- Lighter
- Text
- Text/Photo



Contrast



Document Type

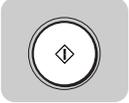
## NOTE

- When copying, the Resolution is fixed to [Ultra Fine].



## 4 If you want to select another paper cassette or the MP tray press or .

|            |    |
|------------|----|
| COPY       | 01 |
| CASSETTE 1 | A4 |

**NOTE**

- In order to select 'MP TRAY', MP TRAY must be set to 'USE' from the PAPER SETTINGS menu. (See Chapter 2, "Getting Started", in the Reference Guide.)

**5**

Enter the number of copies (01 to 99) using the numeric keys.

|            |    |
|------------|----|
| COPY       | 03 |
| CASSETTE 1 | A4 |

**NOTE**

- If you make a mistake and want to enter a different copy quantity, press (Clear).

**6**

Press (**Start**).

Copying starts.

|          |      |
|----------|------|
| SCANNING |      |
| COPY NO. | 0011 |

**NOTE**

- To cancel copy jobs, press (Stop) or [Monitor] → follow any instructions on the LCD display. For details, see Chapter 5, "Using the Machine as a Copier", in the Facsimile Guide.

This chapter describes how to change the toner cartridge, and perform routine cleaning.

## Changing the Toner Cartridge

When the toner runs low in the toner cartridge, the message <REPLACE CARTRIDGE> is displayed.



### NOTE

- *The machine may be set to continue printing or store the remainder of a document being received into memory. (See Chapter 11, "Summary of Important Settings," in the Facsimile Guide.)*
- *You may be able to extend the service life of the toner cartridge by removing it and rotating it five or six times to redistribute the toner inside the cartridge. If you reset the cartridge in the main unit, and the message <REPLACE CARTRIDGE> does not appear, you can continue printing, but make sure you have a new toner cartridge on hand to replace the old one when it finally runs out of toner. If the message <REPLACE CARTRIDGE> appears, follow the procedure below to replace the old cartridge.*

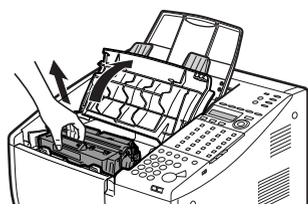
- 1** Lift the document feeder tray and document output tray.



### NOTE

- *Remove any printed paper or document from the trays before lifting them.*

## 2 Open the printer cover, remove the old cartridge, and discard it.



### WARNING

- Do not incinerate the cartridge. Scattered toner powder is highly flammable.
- Do not burn or throw used toner cartridges into open flames, as they may cause the toner remaining inside the cartridges to ignite, resulting in burns or a fire.

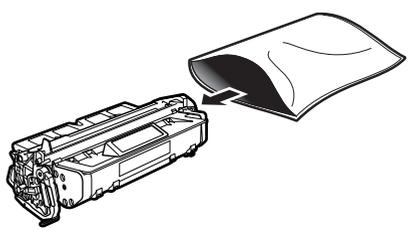
### CAUTION

- Keep toner and other consumables out of the reach of small children. If these items are ingested, consult a physician immediately.

### IMPORTANT

- Do not attempt to disassemble or refill the toner cartridge.
- Be sure to open the printer cover to its full extent.

## 3 Remove the new toner cartridge from its protective bag.



### IMPORTANT

- Save the protective bag. You may need it to transport the toner cartridge at a later date.

## 4 Install the cartridge.

For details about installing the toner cartridge, refer to the steps 3 to 7 of "Installing the Toner Cartridge," on p. 1-11.

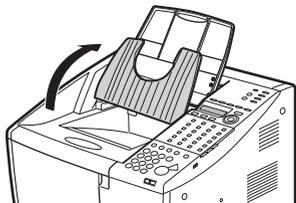
## 5 Lower the document output tray and document feeder tray.

# Periodic Cleaning

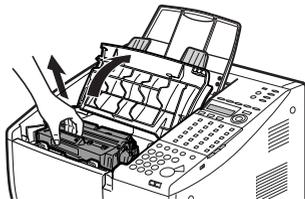
Follow these simple procedures to keep the machine clean and operating smoothly. Before you clean the machine, print all of the documents received and stored in memory.

## Cleaning the Transfer Guide Area

- 1** Disconnect the power cord of the main unit from the power source.
- 2** Lift the document feeder tray and document output tray.



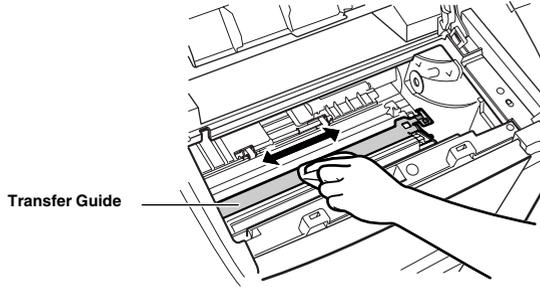
- 3** Open the printer cover, and remove the toner cartridge.



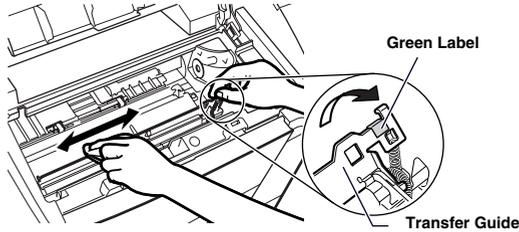
### IMPORTANT

- Store the toner cartridge in its original protective bag to avoid exposure to light.
- Be sure to open the printer cover to its full extent.

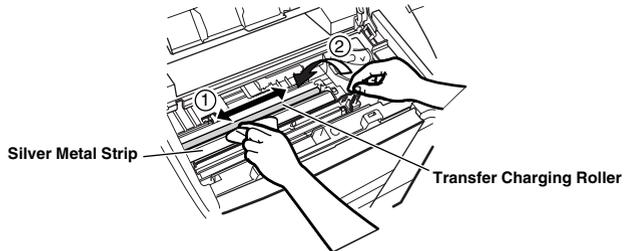
- 4** Using a dry, lint-free cloth, wipe any dust off the silver metal plate of the transfer guide.



- 5** While holding the green label, flip the transfer guide up to its full extent. Wipe the edge of the transfer guide with a soft, clean cloth, to remove toner and paper dust from both sides of the transfer guide.



- 6** Wipe the silver metal strip ① with a soft, clean cloth. Then, gently place the transfer guide ② back into its original position.



**IMPORTANT**

- To avoid the deterioration of print quality, never touch the transfer charging roller when you clean the metal strip.

**7** Reinsert the toner cartridge into the main unit.

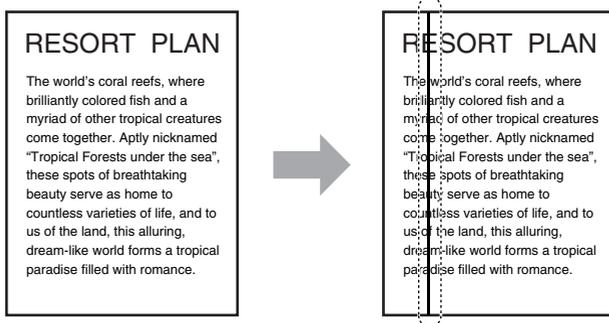
**8** Close the printer cover, lower the document output tray and document feeder tray. Then, connect the power cord of the main unit to the power source.

## Cleaning the Scanning Area

Periodically check the scanning glass, the white scanning strip, and rollers. If the underside of the ADF (Automatic Document Feeder) cover or the scanning glass is dirty, the documents you send may look dirty.

Check if some streaked lines which do not exist on the original appear on the output when scanning the original using the ADF.

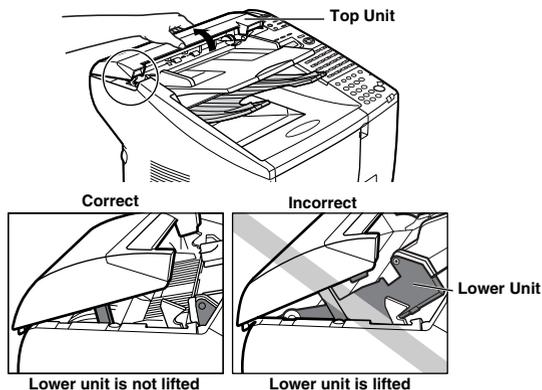
If such lines appear, the scanning area may be dirty.



Follow the procedure described below to clean the scanning area.

**1** Disconnect the power cord of the main unit from its power source.

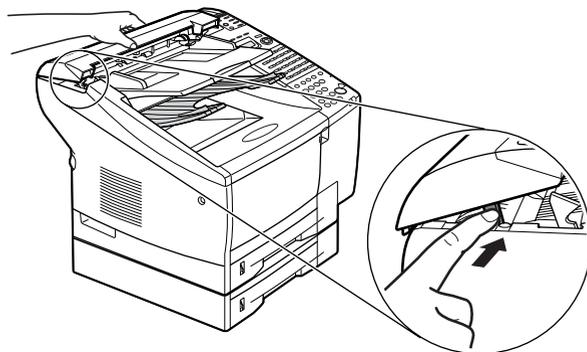
**2** Gently open the top unit of the ADF cover, as shown in the illustration below.



**⚠ CAUTION**

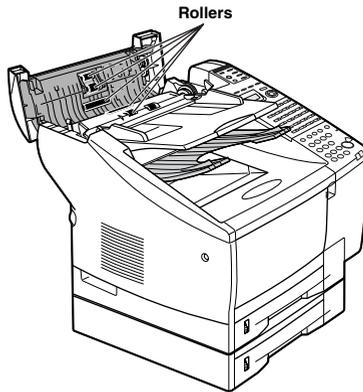
- Be sure not to open the ADF cover fully to the extent that the lower unit is lifted, as shown in the illustration on the right. The lower unit may fall heavily when you unlock the ADF cover in step 3.

**3** Release the top unit of the ADF cover by pushing the hook inside with your finger or a pencil.



## 4 Open the top unit of the ADF cover, and clean all the rollers.

Use a dry cloth to wipe clean the underside of the ADF cover and to wipe up the paper dust around the rollers.

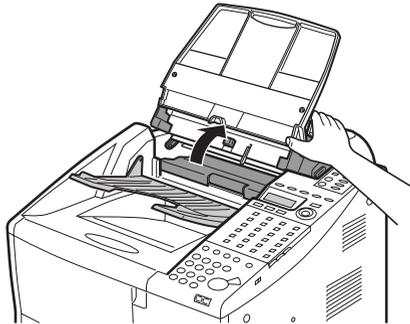


## 5 Gently close the top unit of the ADF cover until you hear it lock.

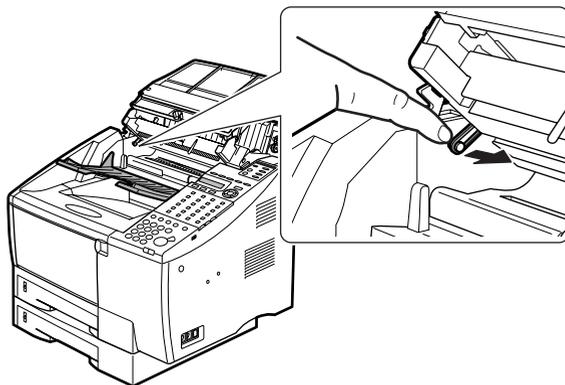
### CAUTION

- Make sure that the top unit of the ADF cover is locked into position securely before proceeding to step 6.

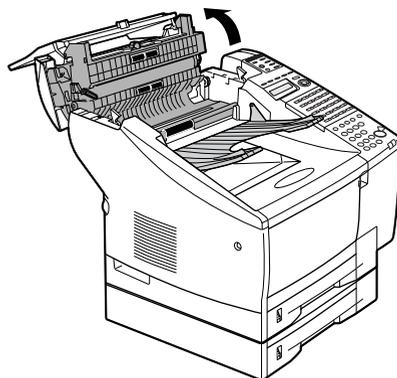
## 6 Lift the document feeder tray, and gently open the ADF cover until it stops, grasping the document feeder tray and the ADF cover at the same time.



**7** While holding the ADF cover open with one hand, use one finger of your other hand to gently push in the black, plastic loop to separate it from the stub on the machine.

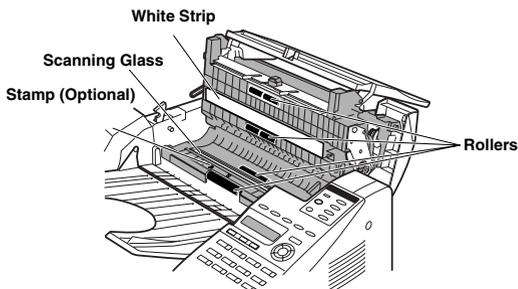


**8** Gently lift the ADF cover up to its full open position.



## 9 Use a soft, dry cloth to wipe clean the scanning glass, the white strip above, the rollers, and the area around the scanning glass.

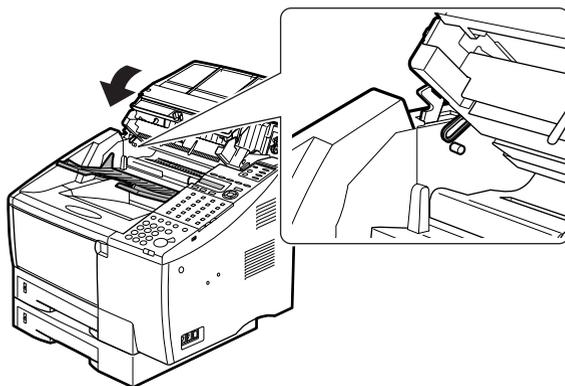
Use a soft, dry cloth that will not scratch the scanning glass to wipe clean the underside of the ADF cover and to wipe up the paper dust around the rollers.



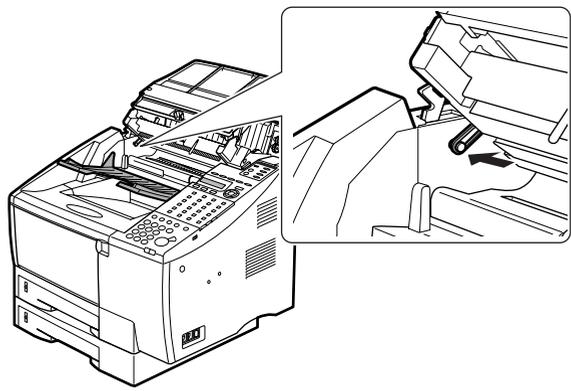
### NOTE

- If you have installed the optional stamp kit, be careful not to touch the stamp ink compartment when cleaning the scanning area.

## 10 Lower the ADF cover until the black, plastic loop is even with the stub on the machine.



**11** Place the end of the black, plastic loop over the end of the stub, so that it stays in place.



**12** Close the ADF cover, and press down on it slightly until you hear it lock into place. Then, lower the document feeder tray.



**IMPORTANT**

- *Make sure that you have put the black, plastic loop back in place before you close the ADF cover.*

**13** Connect the power cord of the main unit to the power source.

# Cleaning the Roller

If black streak appears on outputs, the fixing roller in the main unit may be dirty. In such a case, clean the roller.

Load A4 size paper in the MP tray to clean the roller.



## IMPORTANT

- Only A4 size paper can be used to clean the roller.



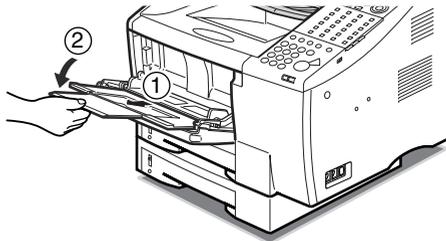
## NOTE

- It takes about 130 seconds to clean the roller.

## 1 Open the MP tray.



## 2 Pull out the extension tray using the center grip ①, then flip open the support tray ②.





**3** Load a A4 size paper into the MP tray.

**4** Open all three one-touch speed dialing panels.

**5** Press [Data Registration].

ADDITIONAL FUNCTIONS  
 1.PAPER SETTINGS



**6** Press [▼] or [▲] until <7.ADJUST/CLEAN> appears → press [OK].

ADDITIONAL FUNCTIONS  
 7.ADJUST/CLEAN

ADJUST/CLEAN  
 1.ROLLER CLEANING



**7** Press [▼] or [▲] until <1.ROLLER CLEANING> appears → press [OK].

ADJUST/CLEAN  
 1.ROLLER CLEANING

The machine starts cleaning the roller.



**NOTE**

- If a paper jam occurs, press (Stop) and remove the jammed paper.
- Discard the cleaning paper after use.

# Troubleshooting

# 5

## CHAPTER

This chapter describes what to do in response to a paper jam in the main unit.

For the other problems not described here such as an error code and error message display, refer also to the Troubleshooting section in the other manuals.

## Clearing Document Feed Jams

To prevent frequent paper jams during document scanning, always check the pages before you feed them into the machine. (See “Preparing the Document”, on p. 2-1.)

If a document is curled or wrinkled, make a copy of the original and scan the copy.

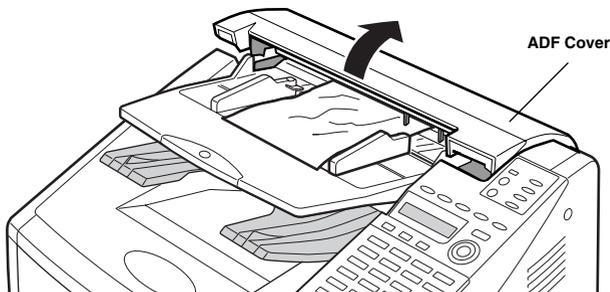
If a paper jam occurs during scanning, the Error lamp blinks red, and the message <CHECK DOCUMENT> appears on the LCD display.

Follow the procedure described below to clear the document feed jam.

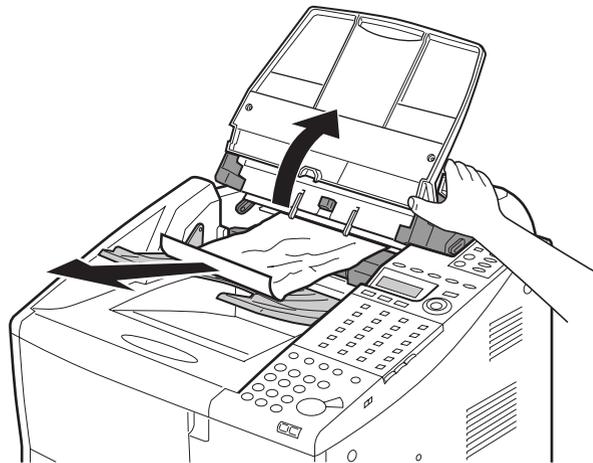


**1** Press  (Stop).

**2** Gently lift the ADF cover.



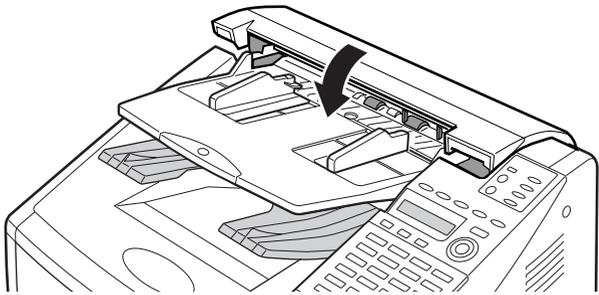
**3** Pull the document straight out to remove it.



 **NOTE**

• Always open the ADF cover before you attempt to remove a jammed document.

**4** Close the ADF cover, and press down on it gently until you hear it lock into place.



# Clearing Printer Feed Jams

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Observe these guidelines when you are inspecting the machine for printer feed jams:

- If the paper jam occurred as a result of a power failure, restore power to the main unit by reconnecting it to the power source before you follow the procedure below.
- Make sure you check all the areas described below because paper jams can occur at more than one location.
- Follow the exact order of the steps below.
- When removing the paper cassettes, remove them gently.

If a paper jam occurs during printing, the Error lamp blinks red, and the following message appears on the LCD display:

REC. PAPER JAM



## CAUTION

- **The toner fixing area becomes very hot. Do not touch any parts in the fixing area when you are clearing a paper jam.**

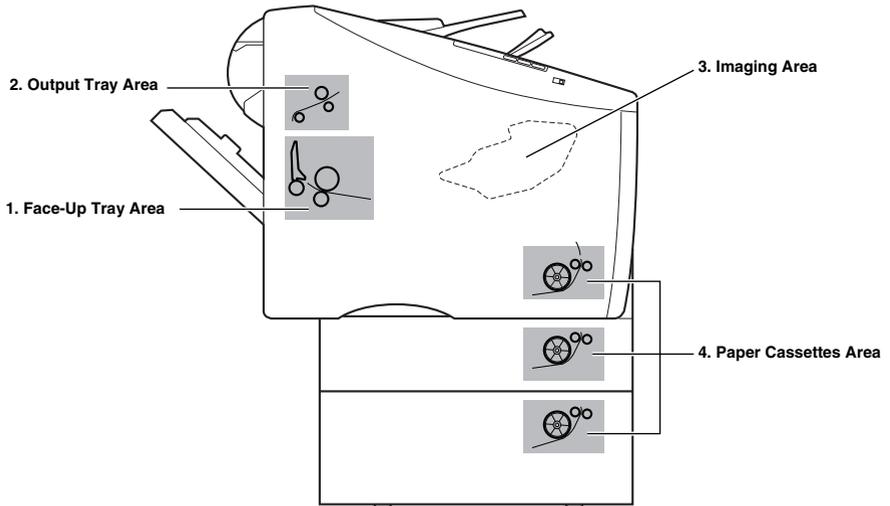


## IMPORTANT

- *Wash off any toner from your hands or clothing immediately with cold water.*

# Locating a Paper Jam

A paper jam can occur in any of the following locations shown below. You should check each location for jammed paper, and remove it carefully. If a paper jam occurs in any of the areas shown below, use the table to direct you to the proper section to help you clear the jam.



| Area                    | Page |
|-------------------------|------|
| 1. Face-Up Tray Area    | 5-5  |
| 2. Output Tray Area     | 5-5  |
| 3. Imaging Area         | 5-8  |
| 4. Paper Cassettes Area | 5-9  |

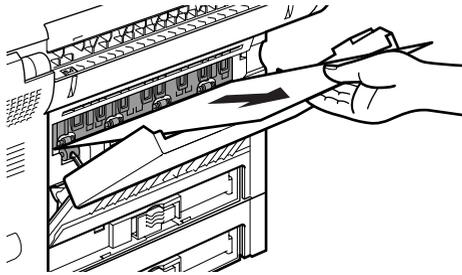


## IMPORTANT

- Paper jams can occur in more than one location at a time, so ensure that all locations indicated in the illustration are checked.

## Face-Up Tray Area

- 1 Gently pull out the jammed paper.



### IMPORTANT

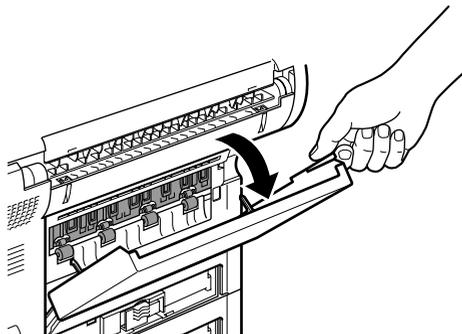
- If the jammed paper cannot be easily removed, do not force it out. This happens when the trailing edge of the paper is still within the paper feed area. Follow the procedure from step 2 on p. 5-5 ("Output Tray Area") to remove the jammed paper.
- The pressure from the pressure roller must be released before removing the paper. To do this, follow steps 1 through 4 on p. 5-8 ("Imaging Area") to hold the green label, and flip the transfer guide up. Then, try removing the jammed paper from this area. After removing the paper, gently place the transfer guide back to its original position.

### NOTE

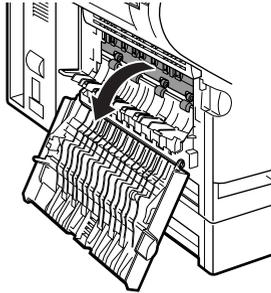
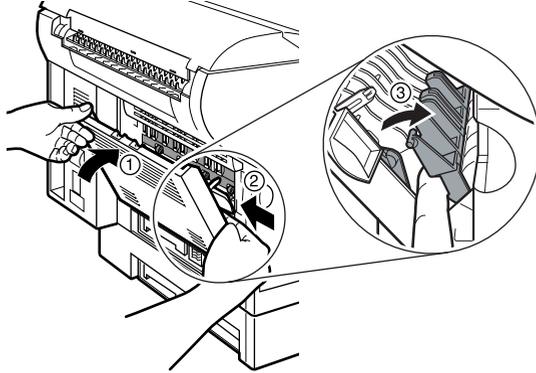
- If you cannot see the paper, check the imaging area. (See "Imaging Area", on p. 5-8.)

## Output Tray Area

- 1 Open the face-up tray.



**2** Hold up the face-up tray slightly ① to release the lock pin ② ③ which is located on the right side of the tray.



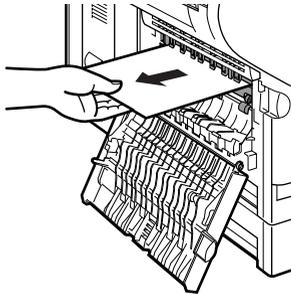
 **NOTE**

- When you release the lock pin on the face-up tray, be sure to firmly hold the face-up tray and lower it down slowly.

**3** Remove the jammed paper.

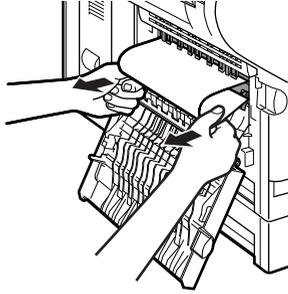
● If you can see the edge of the paper:

- Gently remove the jammed paper.

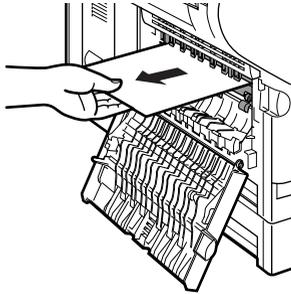


● **If you cannot see the edge of the paper:**

- ❑ Pull the paper up using both hands.



- ❑ After the paper's edge has rolled out, pull the paper forward carefully.

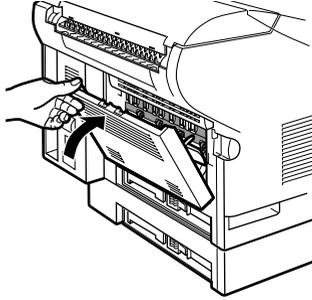


**IMPORTANT**

- If you cannot see the paper, check the imaging area. (See "Imaging Area", on p. 5-8.)
- The pressure from the pressure roller must be released before removing the paper. To do this, follow steps 1 to 4 on p. 5-8 ("Imaging Area") to hold the green label, and flip the transfer guide up. Then, try removing the jammed paper from this area. After removing the paper, gently place the transfer guide back to its original position.

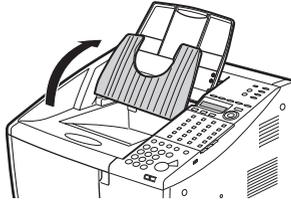
## 4 Close the face-up tray.

The hooks automatically catch the lock pins.



## Imaging Area

### 1 Lift the document feeder tray and document output tray.



### 2 Open the printer cover, and remove the toner cartridge.



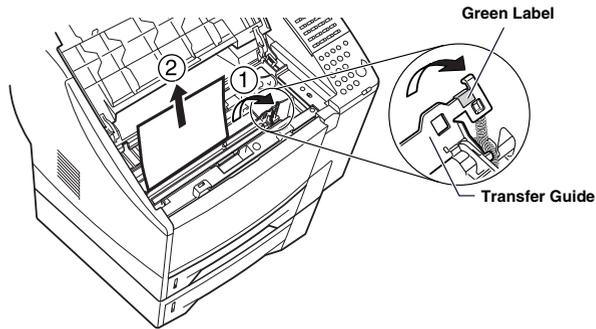
### IMPORTANT

- Store the toner cartridge in its original protective bag to avoid exposure to light.
- Be sure to open the printer cover to its full extent.

### 3 If you see the edge of the jammed paper in the imaging area, remove the paper by pulling it slowly.

- 4** If you do not see the edge of the paper, flip the transfer guide ① up holding it by the green label, and remove the jammed paper ②.

After the paper's back edge has come out, slowly pull the paper forward and out of the main unit.



**CAUTION**

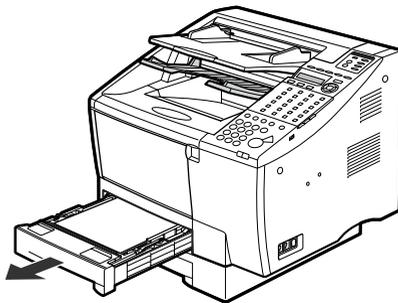
- The toner fixing unit and its surroundings inside the machine may become hot during use. When removing jammed paper or when inspecting the inside of the machine, do not touch the toner fixing unit and its surroundings, as doing so may result in burns or electrical shock.

**IMPORTANT**

- When removing the jammed paper, be careful not to touch the transfer charging roller (see p. 4-4). If the roller becomes dirty, the print quality deteriorates.

## Paper Cassettes Area

- 1** Remove the paper cassette.



- If you can see the edge of the paper:
  - Locate the jammed paper inside the main unit, and gently pull it out.

 NOTE

- If the paper does not come out easily, or you cannot grasp the edge of the paper easily, do not force it out. Proceed to step 2.

● If you cannot see the edge of the paper:

- Proceed to step 2.

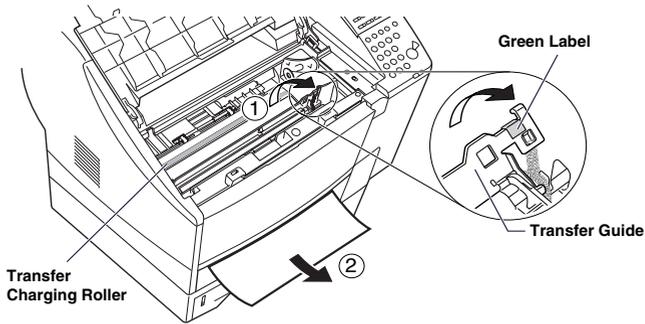
**2** Lift the document feeder tray and document output tray, open the printer cover, and remove the toner cartridge.

For details, see steps 1 and 2 of “Imaging Area”, on p. 5-8.

 IMPORTANT

- Store the toner cartridge in its original protective bag to avoid exposure to light.

**3** While holding the green label, flip the transfer guide up ①, and slowly pull the paper out from below ②.



 CAUTION

- The toner fixing unit and its surroundings inside the machine may become hot during use. When removing jammed paper or when inspecting the inside of the machine, do not touch the toner fixing unit and its surroundings, as doing so may result in burns or electrical shock.

 IMPORTANT

- When removing the jammed paper, be careful not to touch the transfer charging roller. If the roller becomes dirty, the print quality deteriorates.
- After removing the jammed paper, make sure you insert the paper cassette all the way into the main unit until it locks into place.

 NOTE

- After removing the paper, gently place the transfer guide back to its original position.