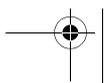
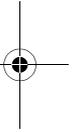
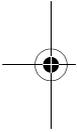


Canon

SmartBase PC1270D

Fax Guide



Using Your Documentation

Your machine includes the following documentation. This documentation has been designed so that you can easily use your machine to suit your particular needs.

Setting up the machine	▶▶▶	Quick Start Guide
Setting up paper		
Quick guide for making copies		
Quick guide for sending faxes		
Document and paper handling	▶▶▶	Reference Guide
Making copies		
Maintenance		
Troubleshooting feed and copy issues		
Sending and receiving faxes	▶▶▶	Fax Guide
Speed dialling		
Troubleshooting fax issues		

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CE 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

- F141400 (PC1270D)

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Type Conventions Used in This Guide

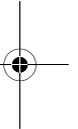
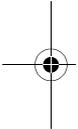
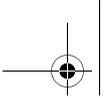
Please read the following list of symbols, terms, and abbreviations used in this guide.

-  • Indicates a warning concerning operations that may lead to death or injury to persons or damage to property if not performed correctly. In order to use the machine safely, always pay attention to these warnings.
-  • Indicates an operational warning or restriction. Be certain to read these items to operate the machine correctly, and to avoid damage to the machine.
-  • Indicates a note for operation or an additional explanation. Reading these is highly recommended.

(→ p. n-nn)	A number preceded by an arrow and enclosed in parenthesis refers to a page in this guide where more information on the topic of the previous sentence can be found.
→ Quick Start Guide	Refer to the Quick Start Guide for details on the topic of the previous sentence.
→ Reference Guide	Refer to the Reference Guide for details on the topic of the previous sentence.
machine	The word “machine” refers to the PC1270D.
default	A setting that remains in effect unless you change it.
document or fax	The original sheet(s) of paper you send or receive with the machine.
menu	A list of settings from which you select an item to set up or change. A menu has a title which appears in the LCD.
transaction number	When you send or receive a document, your machine automatically assigns the document a unique transaction number. A transaction number is a four-digit number that will help you keep track of documents you send and receive.
TX/RX NO.	TX/RX NO. is the abbreviation used for <i>Transaction number</i> .
TX	Denotes <i>Sending</i> .
RX	Denotes <i>Receiving</i> .

In addition, this guide uses distinctive typefaces to identify keys and information in the LCD:

- The keys you press appear in this typeface: **Stop/Reset**.
- Information in the LCD appears in this typeface: FAX SETTINGS.



Chapter 1

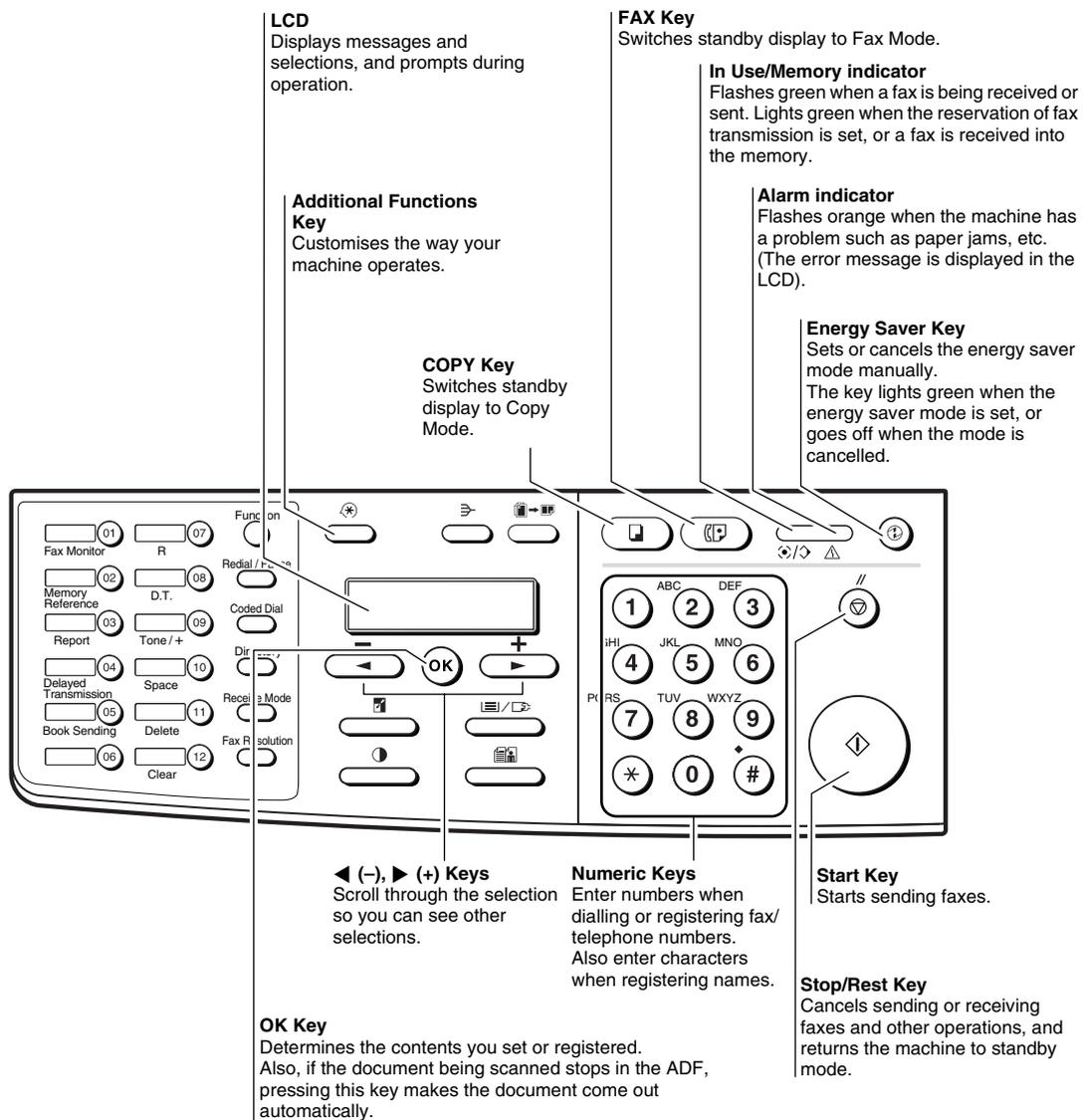
Introduction

Customer Support

Your machine is designed with the latest technology to provide trouble-free operation. If you encounter a problem with the machine's operation, try to solve it by using the information in Chapter 8. If you cannot solve the problem or if you think your machine needs servicing, contact your local authorised Canon dealer or the Canon Help Desk.

Operation Panel

This section describes keys used when sending and receiving faxes. For buttons not described here, → *Reference Guide*.



One-Touch Speed Dialling Keys

The keys marked 01 to 12 can be used to dial fax/telephone numbers pre-registered under these keys. To dial using these keys, you need to register the number for one-touch speed dialling.

When the Function key is pressed and the indicator lights green, the following keys can be used for the fax functions.

Also, if fax functions are programmed into these keys, they can be used directly as One-Touch Keys without pressing Function to execute the fax functions.

Fax Monitor Key

Confirms the status of fax communication.

Memory Reference Key

Confirms documents stored in the machine for memory sending or memory receiving.

Report Key

Prints the report listing fax communications, dial list, data list or document list.

Delayed Transmission Key

Specifies the fax sending time for the delayed sending function.

Book Sending Key

This key can be used to send documents from the platen glass.

R Key

Press to dial an outside telephone number, or an extension number, when the fax is connected through a switchboard (PBX).

D.T. Key

Press to confirm the dial tone when registering a telephone number.

Tone/+ Key

Enters a plus sign in a fax number. Connects to information services that accept tone dialling only, even if you are using a rotary pulse.

Space Key

Enters a space between letters and numbers.

Delete Key

Deletes a character one by one.

Clear Key

Deletes all characters.

Function Key

After pressing this key, you can use the keys marked 01 to 12 (except for 06) for the fax functions. Lights green when the key is pressed and goes off when the key is pressed again.

Redial/Pause Key

Dials the last number dialled with the numeric keys, or inserts a pause within and/or after a number.

Coded Dial Key

The key can be used to dial fax/telephone numbers pre-registered under a two-digit code. To dial by using this key, you need to register a number for the coded speed dialling.

Directory Key

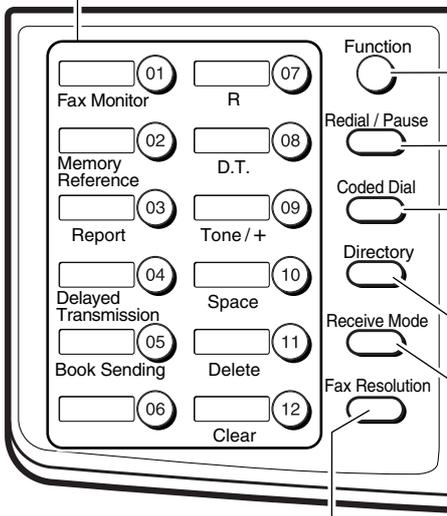
Searches fax/telephone numbers pre-registered under the One-Touch Speed Dialling Keys or Coded Speed Dialling Keys using the names of the registers.

Receive Mode Key

Selects the receive mode.

Fax Resolution Key

Selects the fax resolution: STANDARD, FINE, PHOTO, SUPER FINE or ULTRA FINE.



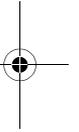
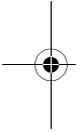
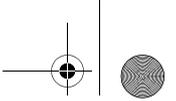
Standby Display

The standby display differs depending on which mode is selected. When the machine is plugged in, the Copy Mode standby display appears. You can switch Copy Mode to Fax Mode by pressing **FAX**. The standby display in Fax Mode is as follows:

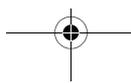
■ Fax Mode



• The standby display in Copy Mode is, → *Reference Guide*.



1-4



Chapter 2

Registering Information

Methods of Registering Information in the Machine

To customise the machine to your particular needs, you can adjust the general operation, sending, receiving, printing, system settings, and speed dialling settings.
 You can adjust settings directly via the operation panel of the machine. Detailed instructions are described in this guide.

Guidelines for Entering Numbers, Letters, and Symbols

When you come to a step that requires you to enter a name or number, refer to the table below to determine which numeric key to press for the character you want:

Key	Uppercase Letter Mode (:A)	Lowercase Letter Mode (:a)	Number Mode (:1)
①			1
^{ABC} ②	ABCĂĂĂĂĂĂÆÇ	abcăăăăăăæç	2
^{DEF} ③	DEFĐÉÉÉÉÊ	defđéééê	3
^{GHI} ④	GHIİİİİ	ghiıııı	4
^{JKL} ⑤	JKL	jkl	5
^{MNO} ⑥	MNOŃØÖÓÒÔ	mnoñøóóòô	6
^{PQRS} ⑦	PQRSÞ	pqrsþ	7
^{TUV} ⑧	TUVÛÚÛÛ	tuvûúûû	8
^{WXYZ} ⑨	WXYZÝ	wxyzý	9
⑩			0
◆ #	- . A # ! " , ; : ^ ` _ = / ' ? \$ @ % & + { } [] < >		
* ()	Uppercase Letter Mode (:A) → Lowercase Letter Mode (:a) → Number Mode (:1)		

2
Registering Information



- If you do not press any key for more than 2 minutes, when you enter data, the machine will automatically return to standby mode with the auto clear function.
- AUTO CLEAR can be set within a range of 1 to 9 minutes at one minute intervals. You can also disable the auto clear function, → *Reference Guide*.



- The **Function** key will light up by pressing **Function** to be able to operate **Space**, **Delete** or **Clear**.

■ Entering Letters

- 1 Press * to switch to uppercase letter mode (: A) or lowercase letter mode (: a).
- 2 Press the numeric key that contains the letter you want.
 - Press repeatedly until the letter you want appears. Each key cycles through the letters it contains.
 - If you are unsure which key to press for the letter you want, → p. 2-1.
- 3 Continue entering other letters using the numeric keys.
 - If the next letter you want to enter is under a different numeric key, simply press that key until the letter you want appears.
 - or-
 - If the next letter you want to enter is under the same numeric key you pressed in step 2, use ► (+) to move the cursor to the right. Then press that same numeric key repeatedly until the letter you want appears.
 - Press **Space** to enter a space and move the cursor to the right.

Ex: : A

Ex: : A

Ex: : A

■ Entering Symbols

- 1 Press * to switch to letter mode (: A) or (: a).
- 2 Press # repeatedly until the symbol you want appears.
- 3 If you want to enter another symbol, use ► (+) to move the cursor to the right, then press # repeatedly until the symbol you want appears.

Ex: : A

Ex: : A

Ex: : A

■ Entering Numbers

- 1 Press * to switch to number mode (: 1).
- 2 Press the numeric key that contains the number you want.
 - Press **Space** to enter a space and move the cursor to the next digit.
- 3 Continue entering other numbers using the numeric keys.

Ex: : 1

Ex: : 1

Ex: : 1

■ Correcting a Mistake

If you make a mistake while entering letters or numbers, you can delete it by pressing **Delete** or **Clear**.

■ To Delete the Last Letter/Number

Press **Delete** once to delete the last letter or the last number you entered.

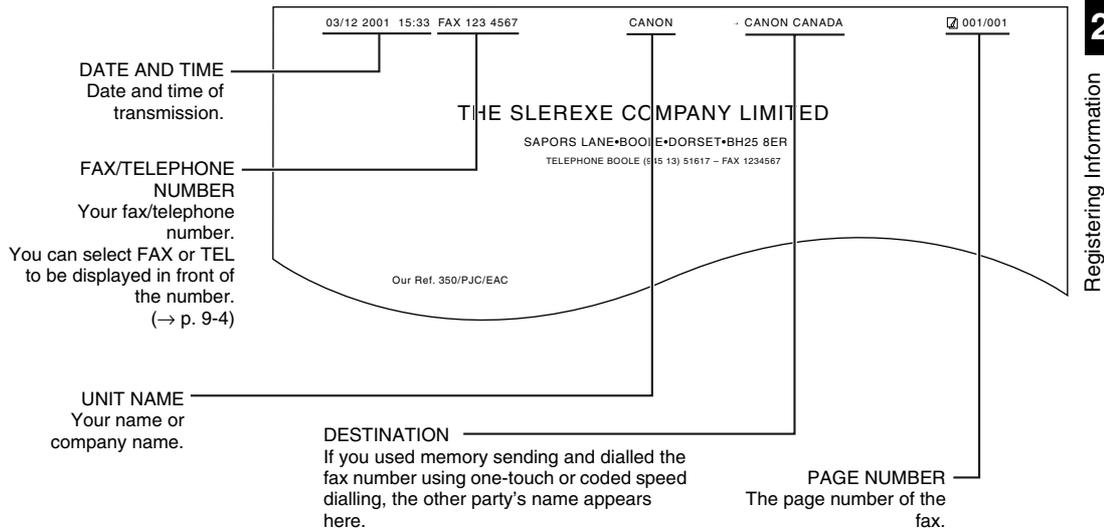
■ To Delete All Letters/Numbers

Press **Clear** to delete all letters or all numbers you entered.

Registering Sender Information

■ What is Sender Information?

When you receive a fax, the name of the person or company who sent you the fax, their fax/telephone number, and the date and time of transmission may be printed in small type at the top of each page. This information is called the *Sender information* or the *Transmit Terminal Identification (TTI)*. Similarly, you can register your details in your machine so that whenever you send a fax, the other party knows who sent it, and when it was sent. Below is an example of how your sender information would be printed on a fax sent from your machine:



- You can set the sender information to print inside or outside the image area. (→ p. 9-4)
- You can enter the sender information from the Additional Functions. (→ p. 9-4)

■ Entering the Date and Time

- 1 Press **Additional Functions**.
- 2 Use ◀ (-) or ▶ (+) to select 5 .TIMER SETTINGS.
- 3 Press **OK** twice.
The date and time currently set for the machine are displayed.

```
ADDITIONAL FUNCTIONS
5.TIMER SETTINGS
```

```
TIMER SETTINGS
1.DATE/TIME SETTING
```

```
DATE/TIME SETTING
Ex: 03/12 '01 12:10
```

```
DATE/TIME SETTING
Ex: 03/12 '01 15:30
```

- 4 Use the numeric keys to enter the correct day, month, year, and time in this order.
 - Use ◀ (-) or ▶ (+) to move the cursor under the number you want to change, then press the numeric key.
 - Enter only the last two digits of the year.
 - Use the 24-hour format for the time setting (e.g. 1:00 p.m. as 13:00).
- 5 Press **OK**.

```
DATE/TIME SETTING
DATA ENTRY OK
```

```
TIMER SETTINGS
2.AUTO CLEAR
```

- 6 Press **Stop/Reset** to return to standby display.

■ Registering Your Fax/Telephone Number and Name



- The **Function** key will light up by pressing **Function** to be able to operate the **Space**, **Delete**, **Clear** or **Tone/+** key.

- 1 Press **Additional Functions**.
- 2 Use ◀ (-) or ▶ (+) to select 3 .FAX SETTINGS.
- 3 Press **OK** four times.

```
ADDITIONAL FUNCTIONS
3.FAX SETTINGS
```

```
FAX SETTINGS
1.USER SETTINGS
```

```
USER SETTINGS
1.TEL LINE SETTINGS
```

```
TEL LINE SETTINGS
1.USER TEL NO.
```

```
USER TEL NO.
Ex: TEL=
```

```
USER TEL NO.
Ex: TEL= 123 4567
```

- 4 Use the numeric keys to enter your fax number (max. 20 digits, including spaces).
 - If you have already registered your fax/telephone number, previous entry will be displayed. To change your fax/telephone number, use the numeric keys to enter your fax number.
 - Press **Space** to enter a space.
 - To enter a plus sign (+) before the number, press the **Tone/+** key.
 - If you make a mistake, press **Delete** to delete the last number or press **Clear** to delete all numbers you entered.

5 Press **OK**.

6 Press **Additional Functions**.

7 Use **◀ (-)** or **▶ (+)** to select 2 .UNIT NAME.

8 Press **OK**.

9 Use the numeric keys to enter your name or company name (max. 24 characters, including spaces).

- If you are unsure how to enter characters, → p. 2-1.
- If you have already registered your name or company name, the previous entry will be displayed. To change your name, press **Clear** to delete the previous entry and re-enter.
- Press **Space** to enter a space and move the cursor to the right.
- If you make a mistake, press **Delete** to delete the last character, or press **Clear** to delete all characters you entered.

10 Press **OK**.

11 Press **Stop/Reset** to return to standby display.

USER TEL NO.
DATA ENTRY OK

TEL LINE SETTINGS
2.TEL LINE TYPE

USER SETTINGS
1.TEL LINE SETTINGS

USER SETTINGS
2.UNIT NAME

Ex: _____ : A

Ex: CANON : A

Ex: DATA ENTRY OK : A

USER SETTINGS
3.TX TERMINAL ID

2

Registering Information

■ Printing a List to Check Information Registered in Your Machine

You can print the USER'S DATA LIST to check the sender information and current settings of your machine.

- 1 Press **Additional Functions**.
- 2 Use **◀ (-)** or **▶ (+)** to select 7 . PRINT LISTS.

```
ADDITIONAL FUNCTIONS
7.PRINT LISTS
```

- 3 Press **OK** twice.
 - The machine returns to standby mode then prints the USER'S DATA LIST.

```
PRINT LISTS
1.USER DATA
```

The sender information is shown at the beginning of the list. The current settings of the machine are listed after this.

```
03/12 2001 16:40 FAX 123 4567          CANON          001
*****
***  USER'S DATA LIST  ***
*****
1.COMMON SETTINGS
DEFAULT SETTINGS          COPY
SW AFTER AUTO CLR        DEFAULT MODE
VOLUME CONTROL
  KEYPAD VOLUME          ON      1
  VOLUME                  ON      1
ALARM VOLUME             ON      1
  VOLUME                  ERROR ONLY
TX DONE TONE             1
  VOLUME
```

Setting the Telephone Line Type

Before using your machine, you need to make sure it is set for your telephone line type. If you are unsure of your telephone line type, check with your local telephone company. The factory default setting of your machine varies depending on the current country selection. You can print the USER'S DATA LIST to check the current setting. (→ p. 2-6). If you need to change the setting, follow this procedure.

- 1 Press **Additional Functions**.
- 2 Use **◀ (-)** or **▶ (+)** to select 3 . FAX SETTINGS.

ADDITIONAL FUNCTIONS
3 . FAX SETTINGS

- 3 Press **OK** three times.

FAX SETTINGS
1 . USER SETTINGS

USER SETTINGS
1 . TEL LINE SETTINGS

TEL LINE SETTINGS
1 . USER TEL NO.

- 4 Use **◀ (-)** or **▶ (+)** to select 2 . TEL LINE TYPE.

TEL LINE SETTINGS
2 . TEL LINE TYPE

- 5 Press **OK**.

TEL LINE TYPE
Ex: TOUCH TONE

- 6 Use **◀ (-)** or **▶ (+)** to select the telephone line type setting you want to set.
 - You can select from the following:
 - ROTARY PULSE (For pulse dialling)
 - TOUCH TONE (For tone dialling)

TEL LINE TYPE
Ex: ROTARY PULSE

- 7 Press **OK**.

TEL LINE SETTINGS
3 . TX START SPEED

- 8 Press **Stop/Reset** to return to standby display.

2

Registering Information

Dialling Through a Switchboard

A PBX (Private Branch Exchange) is an on-site telephone switchboard. If your machine is connected through a PBX or other telephone switching system, you have to dial the outside line access number first, and then the number of the party you are calling.

To facilitate this procedure, you can register the PBX access type and the outside line access number under the **R** key so that you only need to press this key before dialling the fax/telephone number you want to reach. See below for details.

The settings available and the factory default setting vary depending on the current country selection. You can print the USER'S DATA LIST to check the current setting. (→ p. 2-6)

- 1 Press **Additional Functions**.
- 2 Use **◀ (-)** or **▶ (+)** to select 3 . FAX SETTINGS.

ADDITIONAL FUNCTIONS
3 . FAX SETTINGS

3 Press **OK** twice.

4 Use **◀ (-)** or **▶ (+)** to select **R-KEY SETTING**.

5 Press **OK**.

6 Use **◀ (-)** or **▶ (+)** to select **PBX**.

7 Press **OK**.

8 Use **◀ (-)** or **▶ (+)** to select the access type of your switching system.

■ If you selected **HOOKING** or **EARTH CONNECTION** in step 8:

9 Press **OK**.

10 Press **Stop/Reset** to return to standby display.

■ If you selected **PREFIX** in step 8:

9 Press **OK**.

10 Use the numeric keys to enter the outside line access number (max. 20 digits).

11 Press **Redial/Pause** to enter a pause.

12 Press **OK**.

13 Press **Stop/Reset** to return to standby display.

FAX SETTINGS
1.USER SETTINGS

USER SETTINGS
1.TEL LINE SETTINGS

USER SETTINGS
7.R-KEY SETTING

R-KEY SETTING
PSTN

R-KEY SETTING
PBX

Ex: PBX
EARTH CONNECTION

Ex: PBX
HOOKING

FAX SETTINGS
2.REPORT SETTINGS

PREFIX

Ex: PREFIX
123456

Ex: PREFIX
123456P

FAX SETTINGS
2.REPORT SETTINGS

Chapter 3

Speed Dialling

What is Speed Dialling?

Speed dialling allows you to simplify dialling procedures by registering a fax/telephone number(s) and name under a one-touch speed dialling key or coded speed dialling keys. You can then dial that number by pressing only one or a few keys.

■ Speed Dialling Methods

There are three speed dialling methods available with your machine as follows:

■ One-Touch Speed Dialling (→ p. 3-2)

Allows you to dial a fax or telephone number by pressing only one key. You can register up to 12 destinations for one-touch speed dialling.

■ Coded Speed Dialling (→ p. 3-4)

Allows you to dial a fax or telephone number by pressing **Coded Dial** followed by a two-digit code of your choice. You can register up to 100 different destinations.

■ Group Dialling (→ p. 3-7)

Allows you to dial a group of registered one-touch and/or coded speed dialling fax numbers. By registering a group for one-touch or coded speed dialling, you press only one or a few keys to send the same document to several destinations.

The following pages describe how to register numbers for speed dialling.



- For instructions on dialling using the speed dialling methods, → pp. 4-3, 4-4.

One-Touch Speed Dialling

■ Registering Numbers for One-Touch Speed Dialling



• The **Function** key will light up by pressing **Function** to be able to operate **Space**, **Delete** or **Clear**.

1 Press **Additional Functions**.

2 Use **◀ (-)** or **▶ (+)** to select **4 .ADD. REGISTRATION**.

```

ADDITIONAL FUNCTIONS
4.ADD. REGISTRATION
    
```

3 Press **OK** twice.

```

ADD. REGISTRATION
1.1-TOUCH SPD DIAL
    
```

```

1-TOUCH SPD DIAL
Ex: 01= 905 795 1111
    
```

4 Use **◀ (-)** or **▶ (+)** to select a one-touch speed dialling key (01 to 12).

- You can directly select the one-touch speed dialling key by pressing it.
- If a one-touch speed dialling key has already been registered, the number registered under that key appears.
- If a group is already registered under a one-touch speed dialling key, **GROUP DIAL** appears.
- If the fax functions have been programmed into the keys marked 01 to 12 using **PROG 1-TOUCH KEY** in the Additional Functions, **PROG 1-TOUCH KEY** will appear.

```

1-TOUCH SPD DIAL
Ex: 04=
    
```

5 Press **OK** twice.

```

1-TOUCH SPD DIAL
1.TEL NUMBER ENTRY
    
```

```

TEL NUMBER ENTRY
TEL=_
    
```

6 Use the numeric keys to enter the fax/telephone number you want to register (max. 120 digits, including spaces and pauses).

- Press **Space** to enter a space and move the cursor to the next digit. Spaces are optional and are ignored during dialling.
- Press **Redial/Pause** to enter a pause.
- If you make a mistake, move the cursor to the last number by pressing **◀ (-)**, and press **Delete** repeatedly to delete the numbers one by one starting from the last number. Or, press **Clear** to delete all the numbers you have entered.

```

TEL NUMBER ENTRY
Ex: TEL=2 50921_
    
```

7 Press **OK** twice.

```

TEL NUMBER ENTRY
DATA ENTRY OK
    
```

```

1-TOUCH SPD DIAL
2.NAME
    
```

```

_:A
_
    
```

8 Use the numeric keys to enter the name that goes with the number (max. 16 characters, including spaces).

- If you are unsure how to enter characters, → p. 2-1.

```

_:A
Ex: Canon ITALIA_
    
```

9 Press **OK**.

- For details of **OPTIONAL SETTING**, refer to the following items as required.
 - Registering a Password and Subaddress (→ p. 3-12)
 - Registering a Password and Subaddress for Polling (→ p. 5-7)
 - **TX TIME SETTING** in the Additional Functions (→ p. 9-9)

DATA ENTRY OK	:A
---------------	----

Ex:

1-TOUCH SPD DIAL	
3.OPTIONAL SETTING	

10 To continue registering other one-touch speed dialling keys, press **Additional Functions** then repeat the procedure from step 4.

– or –

Press **Stop/Reset** to return to standby display.



- You can use the destination labels. Put these labels on your machine for easy reference when dialling.

■ Changing/Deleting a One-Touch Speed Dialling Entry



- The **Function** key will light up by pressing **Function** to be able to operate **Space**, **Delete** or **Clear**.

1 Follow steps 1 to 3 of “Registering Numbers for One-Touch Speed Dialling.” (→ p. 3-2)

2 Use **◀ (-)** or **▶ (+)** to select the one-touch speed dialling key assigned to the entry you want to change or delete.

- You can directly select the one-touch speed dialling key by pressing it.

3 Press **OK** twice.

Ex:

1-TOUCH SPD DIAL	
06=	1 432 2015

1-TOUCH SPD DIAL	
1.TEL NUMBER ENTRY	
TEL NUMBER ENTRY	
TEL=1 432 2015_	

Ex:

TEL NUMBER ENTRY	
TEL=1 432 2060_	

■ To Change a One-Touch Speed Dialling Entry:

4 Press **Function**, then **Clear** to delete the previous entry, then re-enter the fax/telephone number.

- If you do not want to change the fax/telephone number, ignore this step.
- Press **Space** to enter a space and move the cursor to the next digit. Spaces are optional and are ignored during dialling.
- Press **Redial/Pause** to enter a pause.
- If you make a mistake, move the cursor to the last number by pressing **◀ (-)**, and press **Delete** repeatedly to delete the numbers one by one starting from the last number. Or, press **Clear** to delete all the numbers you have entered.

5 Press **OK** twice.

TEL NUMBER ENTRY	
DATA ENTRY OK	

1-TOUCH SPD DIAL	
2.NAME	

Ex:

Canon OPTIX_	:A
--------------	----

6 Press **Clear** to delete the previous entry, then re-enter the name.

- If you do not want to change the name, ignore this step.
- If you are unsure how to enter characters, → p. 2-1.

Ex:

Canon OPTICS_	:A
---------------	----

7 Press **OK**.

DATA ENTRY OK	:A
1-TOUCH SPD DIAL	
3.OPTIONAL SETTING	

8 Press **Stop/Reset** to return to standby display.

■ **To Delete a One-Touch Speed Dialling Entry:**

4 Press **Function**, then **Clear** to delete the fax/telephone number.

TEL NUMBER ENTRY
TEL=

5 Press **OK**.

TEL NUMBER ENTRY
ERASING END

1-TOUCH SPD DIAL
2.NAME

6 Press **Stop/Reset** to return to standby display.

- The registered name is automatically cleared when you clear the fax/telephone number.

Coded Speed Dialling

■ Registering Numbers for Coded Speed Dialling



- The **Function** key will light up by pressing **Function** to be able to operate **Space**, **Delete** or **Clear**.

1 Press **Additional Functions**.

2 Use **◀ (-)** or **▶ (+)** to select 4 .ADD. REGISTRATION.

ADDITIONAL FUNCTIONS
4.ADD. REGISTRATION

3 Press **OK**.

ADD. REGISTRATION
1.1-TOUCH SPD DIAL

4 Use **◀ (-)** or **▶ (+)** to select 2 .CODED SPD DIAL.

ADD. REGISTRATION
2.CODED SPD DIAL

5 Press **OK**.

CODED SPD DIAL
*00= 2131 1250

Ex:

6 Use **◀ (-)** or **▶ (+)** to select a coded speed dialling code (00 to 99).

- You can also select a code by pressing **Coded Dial** and then entering a two-digit code with the numeric keys.
- If a coded speed dialling code has already been registered, the number registered under that code appears.
- If a group is already registered under a coded speed dialling code, **GROUP DIAL** appears.

CODED SPD DIAL
*02=

Ex:

7 Press **OK** twice.

CODED SPD DIAL
1.TEL NUMBER ENTRY

TEL NUMBER ENTRY
TEL=_

- 8 Use the numeric keys to enter the fax/telephone number you want to register (max. 120 digits, including spaces and pauses).
 - Press **Space** to enter a space and move the cursor to the next digit. Spaces are optional and are ignored during dialling.
 - Press **Redial/Pause** to enter a pause.
 - If you make a mistake, move the cursor to the last number by pressing **◀ (-)**, and press **Delete** repeatedly to delete the numbers one by one starting from the last number. Or, press **Clear** to delete all the numbers you have entered.
- 9 Press **OK** twice.

Ex:

TEL NUMBER ENTRY
TEL=1 49 39 25 25_

- 10 Use the numeric keys to enter the name that goes with the number (max. 16 characters, including spaces).
 - If you are unsure how to enter characters, → p. 2-1.
- 11 Press **OK**.
 - For details of **OPTIONAL SETTING**, refer to the following items as required.
 - Registering a Password and Subaddress (→ p. 3-12)
 - Registering a Password and Subaddress for Polling (→ p. 5-7)
 - **TX TIME SETTING** in the Additional Functions (→ p. 9-9)
- 12 To continue registering other coded speed dialling codes, press **Additional Functions** then repeat the procedure from step 6.
 - or –
 - Press **Stop/Reset** to return to standby display.

TEL NUMBER ENTRY
DATA ENTRY OK

CODED SPD DIAL
2.NAME

: A
_

3

Ex:

: A
Canon FRANCE_

Ex:

: A
DATA ENTRY OK

CODED SPD DIAL
3.OPTIONAL SETTING

Speed Dialling



- You can print the **CODED DIAL LIST** showing all the numbers and names registered for coded speed dialling (→ pp. 3-9, 3-10). Keep this list near your machine for easy reference when dialling.

■ Changing/Deleting a Coded Speed Dialling Entry



- The **Function** key will light up by pressing **Function** to be able to operate **Space**, **Delete** or **Clear**.

- 1 Follow steps 1 to 5 of “Registering Numbers for Coded Speed Dialling.” (→ p. 3-4)
- 2 Use **◀ (-)** or **▶ (+)** to select the coded speed dialling code assigned to the entry you want to change or delete.
 - You can also select the code by pressing **Coded Dial** and then entering the two-digit code with the numeric keys.
- 3 Press **OK** twice.

Ex:

CODED SPD DIAL
*32= 81 773 3115

CODED SPD DIAL
1.TEL NUMBER ENTRY

TEL NUMBER ENTRY
TEL=81 773 3115_

■ To Change a Coded Speed Dialling Entry:

- 4** Press **Function**, then **Clear** to delete the previous entry, then re-enter the fax/telephone number.
- If you do not want to change the fax/telephone number, ignore this step.
 - Press **Space** to enter a space and move the cursor to the next digit. Spaces are optional and are ignored during dialling.
 - Press **Redial/Pause** to enter a pause.
 - If you make a mistake, move the cursor to the last number by pressing ◀ (←), and press **Delete** repeatedly to delete the numbers one by one starting from the last number. Or, press **Clear** to delete all the numbers you have entered.
- 5** Press **OK** twice.

Ex:

TEL NUMBER ENTRY
TEL=81 773 3173_

TEL NUMBER ENTRY
DATA ENTRY OK

CODED SPD DIAL
2.NAME

Ex:

Canon UC_	:A
-----------	----

- 6** Press **Function**, then **Clear** to delete the previous entry, then re-enter the name.
- If you do not want to change the name, ignore this step.
 - If you are unsure how to enter characters, → p. 2-1.

Ex:

Canon UK	:A
----------	----

- 7** Press **OK**.

DATA ENTRY OK	:A
---------------	----

CODED SPD DIAL
3.OPTIONAL SETTING

- 8** Press **Stop/Reset** to return to standby display.

■ To Delete a Coded Speed Dialling Entry:

- 4** Press **Function**, then **Clear** to delete the fax/telephone number.

TEL NUMBER ENTRY
TEL=

- 5** Press **OK**.

TEL NUMBER ENTRY
ERASING END

CODED SPD DIAL
2.NAME

- 6** Press **Stop/Reset** to return to standby display.
- The registered name is automatically cleared when you clear the fax/telephone number.

Group Dialling

■ Creating Groups



- The **Function** key will light up by pressing **Function** to be able to operate **Clear**.

- 1 Press **Additional Functions**.
- 2 Use ◀ (-) or ▶ (+) to select 4 .ADD. REGISTRATION.
- 3 Press **OK**.
- 4 Use ◀ (-) or ▶ (+) to select 3 .GROUP DIAL.
- 5 Press **OK**.
- 6 Select a one-touch speed dialling key or coded speed dialling code under which you want to register the group.



- If you wish to register a group under the already registered one-touch speed dialling key or coded speed dialling code, or you want to re-enter a group, you must delete the previous information first. (→ pp. 3-3, 3-5, 3-6)
- Do not register a group under a one-touch speed dialling key or coded speed dialling code, in which SUBADDRESS TX or POLLING RX has been set. If you do so, you cannot send faxes to the other party's which have a subaddress registered.

■ To register a group under a one-touch speed dialling key:

Use ◀ (-) or ▶ (+) to select the key under which you want to register the group (01 to 12).

- If a one-touch speed dialling key has already been registered, 1-TOUCH SPD DIAL or GROUP DIAL appears.
- If the fax functions have been programmed into the keys marked 01 to 12 using PROG 1-TOUCH KEY in the Additional Functions, PROG 1-TOUCH KEY will appear.

■ To register a group under a coded speed dialling code:

Press **Coded Dial**, then use the numeric keys to enter the code under which you want to register the group (00 to 99).

- If a coded speed dialling code has already been registered, CODED SPD DIAL or GROUP DIAL appears.

- 7 Press **OK** twice.

ADDITIONAL FUNCTIONS
4.ADD. REGISTRATION

ADD. REGISTRATION
1.1-TOUCH SPD DIAL

ADD. REGISTRATION
3.GROUP DIAL

Ex: GROUP DIAL
01=1-TOUCH SPD DIAL

3

Speed Dialling

Ex: GROUP DIAL
03=

Ex: GROUP DIAL
*21=

GROUP DIAL
1.TEL NUMBER ENTRY

TEL=

- 8** Enter the one-touch and/or coded speed dialling numbers you want to register in the group.
- You cannot register numbers in groups that have not been registered for speed dialling.
 - You can review the numbers registered under the group by pressing ◀ (-) or ▶ (+).
 - If you want to delete one of these numbers from the group, press ◀ (-) or ▶ (+) to display the number you want to delete and press **Clear** (ERASING END is displayed).
 - If you want to delete all numbers in the group, press ◀ (-) or ▶ (+) to display the number and press **Clear** repeatedly until all numbers are deleted. Deleting all numbers will cancel the group. If there is a group that has already been registered, the group's name will not be deleted even if you delete all the numbers.
 - You can cancel registering numbers and return to standby display by pressing the **Stop/Reset** anytime before pressing **OK** in step 9.

■ To enter a destination registered for one-touch speed dialling:

Press the one-touch speed dialling key assigned to each number you want to register in the group. Repeat for other keys.

Ex: TEL= 2 50921
04 Canon ITALIA

■ To enter a destination registered for coded speed dialling:

Press **Coded Dial**, then use the numeric keys to enter the two-digit code assigned to the number you want to register in the group. Repeat for other codes.

Ex: TEL= 1 49 39 25 25
*02 Canon FRANCE

- 9** Press **OK** twice.

GROUP DIAL
2.NAME

:A
_

- 10** Use the numeric keys to enter a name for the group (max.16 characters, including spaces).
- If you do not want to register a name, ignore this step.
 - If you are unsure how to enter characters, → p. 2-1.

Ex: :1
Canon GROUP 2_

- 11** Press **OK**.

- You can specify up to 5 different time settings for transmission time. (→ p. 9-9)

:1
DATA ENTRY OK

GROUP DIAL
3.TX TIME SETTING

- 12** To continue registering other groups, press **Additional Functions** then repeat the procedure from step 6.
– or –
Press **Stop/Reset** to return to standby display.



- You can print the GROUP DIAL LIST showing all the numbers and names registered for group dialling (→ pp. 3-9, 3-11). Keep this list near your machine for easy reference when dialling.

Speed Dialling Lists

You can print lists of fax/telephone numbers registered for speed dialling. Keep these lists near your machine so you can refer to them when dialling.

■ Printing Speed Dialling Lists

- 1 Press **Additional Functions**.
 - 2 Use ◀ (-) or ▶ (+) to select 7 . PRINT LISTS.
 - 3 Press **OK**.
 - 4 Use ◀ (-) or ▶ (+) to select 2 . SPEED DIAL LIST.
 - 5 Press **OK**.
 - 6 Use ◀ (-) or ▶ (+) to select the list you want to print.
 - You can select from the following:
 - 1-TOUCH LIST
 - CODED DIAL LIST
 - 1-TOUCH (DETAIL)
 - CODED (DETAIL)
 - GROUP DIAL LIST
 - 7 Press **OK**.
 - If you selected 1-TOUCH LIST, or 1-TOUCH (DETAIL), CODED DIAL LIST or CODED (DETAIL) above, select SORT or NO SORT depending on what order you want the destinations to be printed:
 - Select 1 . NO SORT to print the list in key number order.
 - or-
 - Select 2 . SORT to print the list with the names of the destinations in alphabetical order.
 - 8 Press **OK**.
 - The machine prints the list and returns to standby mode.
-  • You can also print the list using **Report**. Press **Function** (the **Function** key lights up), then press **Report**, and select a report you want, then press **OK**. This procedure must be performed in Fax Mode.

ADDITIONAL FUNCTIONS
7.PRINT LISTS

PRINT LISTS
1.USER DATA

PRINT LISTS
2.SPEED DIAL LIST

SPEED DIAL LIST
1.1-TOUCH LIST

Ex: SPEED DIAL LIST
2.CODED DIAL LIST

Ex: 1-TOUCH LIST
1.NO SORT

3
Speed Dialling

Samples of the lists are shown below.

■ 1-TOUCH LIST

03/12 2001 17:02 FAX 123 4567		CANON			001																																																																																		
<table border="1"> <tr><td>NO.</td><td></td></tr> <tr><td>[01]</td><td>905 79</td></tr> <tr><td>[03]</td><td>GROUP</td></tr> <tr><td>[04]</td><td>2 5092</td></tr> <tr><td>[06]</td><td>1 432</td></tr> <tr><td>[12]</td><td>2 887</td></tr> </table>		NO.		[01]	905 79	[03]	GROUP	[04]	2 5092	[06]	1 432	[12]	2 887	<table border="1"> <tr> <td colspan="5">03/12 2001 17:03 FAX 123 4567</td> <td colspan="1">CANON</td> <td colspan="1">001</td> </tr> <tr> <td colspan="7">*****</td> </tr> <tr> <td colspan="7">*** ONE-TOUCH SPEED DIAL TEL # LIST 1 ***</td> </tr> <tr> <td colspan="7">*****</td> </tr> <tr> <td>NO.</td> <td>DESTINATION TEL #</td> <td>DESTINATION ID</td> <td>TX TYPE</td> <td colspan="3"></td> </tr> <tr> <td>[12]</td> <td>2 887 0166</td> <td>Canon AUSTRALIA</td> <td>REGULAR TX</td> <td colspan="3"></td> </tr> <tr> <td>[01]</td> <td>905 795 1111</td> <td>Canon CANADA</td> <td>REGULAR TX</td> <td colspan="3"></td> </tr> <tr> <td>[03]</td> <td>GROUP DIAL</td> <td>Canon GROUP 2</td> <td></td> <td colspan="3"></td> </tr> <tr> <td>[04]</td> <td>2 50921</td> <td>Canon ITALIA</td> <td>REGULAR TX</td> <td colspan="3"></td> </tr> <tr> <td>[06]</td> <td>1 432 2060</td> <td>Canon OPTICS</td> <td>REGULAR TX</td> <td colspan="3"></td> </tr> </table>				03/12 2001 17:03 FAX 123 4567					CANON	001	*****							*** ONE-TOUCH SPEED DIAL TEL # LIST 1 ***							*****							NO.	DESTINATION TEL #	DESTINATION ID	TX TYPE				[12]	2 887 0166	Canon AUSTRALIA	REGULAR TX				[01]	905 795 1111	Canon CANADA	REGULAR TX				[03]	GROUP DIAL	Canon GROUP 2					[04]	2 50921	Canon ITALIA	REGULAR TX				[06]	1 432 2060	Canon OPTICS	REGULAR TX			
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UNSORTED LIST: DESTINATIONS LISTED IN KEY ORDER.

SORTED LIST: DESTINATIONS LISTED IN ALPHABETICAL ORDER.

■ 1-TOUCH (DETAIL)

03/12 2001 17:07 FAX 123 4567		CANON			001																																																																									
<table border="1"> <tr><td>[01]</td><td>DESTIN</td></tr> <tr><td></td><td>DESTIN</td></tr> <tr><td></td><td>TX TYP</td></tr> <tr><td>[03]</td><td>DESTIN</td></tr> <tr><td></td><td>DESTIN</td></tr> </table>		[01]	DESTIN		DESTIN		TX TYP	[03]	DESTIN		DESTIN	<table border="1"> <tr> <td colspan="5">03/12 2001 17:07 FAX 123 4567</td> <td colspan="1">CANON</td> <td colspan="1">001</td> </tr> <tr> <td colspan="7">*****</td> </tr> <tr> <td colspan="7">*** ONE-TOUCH SPEED DIAL TEL # LIST 2 ***</td> </tr> <tr> <td colspan="7">*****</td> </tr> <tr> <td>[12]</td> <td>DESTINATION TEL #</td> <td>2 887 0166</td> <td colspan="4"></td> </tr> <tr> <td></td> <td>DESTINATION ID</td> <td>Canon AUSTRALIA</td> <td colspan="4"></td> </tr> <tr> <td></td> <td>TX TYPE</td> <td>REGULAR TX</td> <td colspan="4"></td> </tr> <tr> <td>[01]</td> <td>DESTINATION TEL #</td> <td>905 795 1111</td> <td colspan="4"></td> </tr> <tr> <td></td> <td>DESTINATION ID</td> <td>Canon CANADA</td> <td colspan="4"></td> </tr> </table>				03/12 2001 17:07 FAX 123 4567					CANON	001	*****							*** ONE-TOUCH SPEED DIAL TEL # LIST 2 ***							*****							[12]	DESTINATION TEL #	2 887 0166						DESTINATION ID	Canon AUSTRALIA						TX TYPE	REGULAR TX					[01]	DESTINATION TEL #	905 795 1111						DESTINATION ID	Canon CANADA				
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*** ONE-TOUCH SPEED DIAL TEL # LIST 2 ***																																																																														

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UNSORTED LIST: DESTINATIONS LISTED IN KEY ORDER.

SORTED LIST: DESTINATIONS LISTED IN ALPHABETICAL ORDER.

■ CODED DIAL LIST

03/12 2001 17:04 FAX 123 4567		CANON			001																																																																																		
<table border="1"> <tr><td>NO.</td><td></td></tr> <tr><td>[* 00]</td><td>2131 1</td></tr> <tr><td>[* 02]</td><td>1 49 3</td></tr> <tr><td>[* 03]</td><td>516p48</td></tr> <tr><td>[* 21]</td><td>GROUP</td></tr> <tr><td>[* 32]</td><td>81 773</td></tr> </table>		NO.		[* 00]	2131 1	[* 02]	1 49 3	[* 03]	516p48	[* 21]	GROUP	[* 32]	81 773	<table border="1"> <tr> <td colspan="5">03/12 2001 17:05 FAX 123 4567</td> <td colspan="1">CANON</td> <td colspan="1">001</td> </tr> <tr> <td colspan="7">*****</td> </tr> <tr> <td colspan="7">*** CODED SPEED DIAL TEL # LIST 1 ***</td> </tr> <tr> <td colspan="7">*****</td> </tr> <tr> <td>NO.</td> <td>DESTINATION TEL #</td> <td>DESTINATION ID</td> <td>TX TYPE</td> <td colspan="3"></td> </tr> <tr> <td>[* 00]</td> <td>2131 1250</td> <td>Canon DEUTSCH.</td> <td>REGULAR TX</td> <td colspan="3"></td> </tr> <tr> <td>[* 02]</td> <td>1 49 39 25 25</td> <td>Canon FRANCE</td> <td>REGULAR TX</td> <td colspan="3"></td> </tr> <tr> <td>[* 21]</td> <td>GROUP DIAL</td> <td>Canon GROUP 1</td> <td></td> <td colspan="3"></td> </tr> <tr> <td>[* 03]</td> <td>516p488 6700</td> <td>Canon U.S.A.</td> <td>REGULAR TX</td> <td colspan="3"></td> </tr> <tr> <td>[* 32]</td> <td>81 773 3173</td> <td>Canon UK</td> <td>REGULAR TX</td> <td colspan="3"></td> </tr> </table>				03/12 2001 17:05 FAX 123 4567					CANON	001	*****							*** CODED SPEED DIAL TEL # LIST 1 ***							*****							NO.	DESTINATION TEL #	DESTINATION ID	TX TYPE				[* 00]	2131 1250	Canon DEUTSCH.	REGULAR TX				[* 02]	1 49 39 25 25	Canon FRANCE	REGULAR TX				[* 21]	GROUP DIAL	Canon GROUP 1					[* 03]	516p488 6700	Canon U.S.A.	REGULAR TX				[* 32]	81 773 3173	Canon UK	REGULAR TX			
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*** CODED SPEED DIAL TEL # LIST 1 ***																																																																																							

NO.	DESTINATION TEL #	DESTINATION ID	TX TYPE																																																																																				
[* 00]	2131 1250	Canon DEUTSCH.	REGULAR TX																																																																																				
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UNSORTED LIST: DESTINATIONS LISTED IN KEY ORDER.

SORTED LIST: DESTINATIONS LISTED IN ALPHABETICAL ORDER.

■ CODED (DETAIL)

03/12 2001 17:07 FAX 123 4567		CANON		001
[* 00] DESTIN	DESTIN	***** *** CODED SPEED DIAL TEL # LIST 2 *** *****		
[* 02] DESTIN	DESTIN	[* 00] DESTINATION TEL #	2131 1250	
		DESTINATION ID	Canon DEUTSCH.	
		TX TYPE	REGULAR TX	
		[* 02] DESTINATION TEL #	1 49 39 25 25	
		DESTINATION ID	Canon FRANCE	

UNSORTED LIST: DESTINATIONS LISTED IN KEY ORDER. SORTED LIST: DESTINATIONS LISTED IN ALPHABETICAL ORDER.

3
Speed Dialling

■ GROUP DIAL LIST

03/12 2001 17:06 FAX 123 4567		CANON		001
***** *** GROUP DIAL TEL # LIST *** *****				
[* 21] Canon GROUP 1	[* 03] 516p488 6700	Canon U.S.A.		
	[01] 905 795 1111	Canon CANADA		
[03] Canon GROUP 2	[* 00] 2131 1250	Canon DEUTSCH.		
	[* 02] 1 49 39 25 25	Canon FRANCE		
	[* 32] 81 773 3173	Canon UK		
	[04] 2 50921	Canon ITALIA		

■ Cancelling the Print Out List

You can cancel printing lists even after performing the printing procedure.

- 1 Press **Additional Functions**.
 - 2 Use ◀ (-) or ▶ (+) to select 7 . PRINT LISTS.
 - 3 Press **OK**.
 - 4 Use ◀ (-) or ▶ (+) to select 3 . CANCEL REPORT.
 - 5 Press **OK**.
 - 6 Press ◀ (-).
 - Printing is cancelled.
 - If you change your mind and want to continue the printing, press ▶ (+).
-  • You can also cancel the printing by pressing **Function** (the **Function** key lights up) then pressing **Report**.

ADDITIONAL FUNCTIONS 7.PRINT LISTS
PRINT LISTS 1.USER DATA
PRINT LISTS 3.CANCEL REPORT
CANCEL REPORT? <YES NO>

Registering a Password and Subaddress

The password and subaddress is required when you send faxes to the other party's fax machine that has a password and subaddress.



- You can register the password and subaddress with a one-touch speed dialling key or coded speed dialling code.
- You must also know the password and subaddress of the other party's fax so that you can enter them on your fax. If you do not know the password and subaddress, contact the other party.
- The **Function** key will light up by pressing **Function** to be able to operate **Space**, **Delete** or **Clear**.

1 Press **Additional Functions**.

2 Use **◀ (-)** or **▶ (+)** to select **4 .ADD. REGISTRATION**.

ADDITIONAL FUNCTIONS
4.ADD. REGISTRATION

3 Press **OK**.

ADD. REGISTRATION
1.1-TOUCH SPD DIAL

4 Use **◀ (-)** or **▶ (+)** to select **1 .1-TOUCH SPD DIAL** or **2 .CODED SPD DIAL**.

Ex: ADD. REGISTRATION
1.1-TOUCH SPD DIAL

5 Press **OK**.

Ex: 1-TOUCH SPD DIAL
01= 905795 1111

6 Use **◀ (-)** or **▶ (+)** to select the one-touch speed dialling number or coded speed dialling code.

Ex: 1-TOUCH SPD DIAL
02= 81 773 3115

7 Press **OK**.

1-TOUCH SPD DIAL
1.TEL NUMBER ENTRY

8 Use **◀ (-)** or **▶ (+)** to select **3 .OPTIONAL SETTING**.

1-TOUCH SPD DIAL
3.OPTIONAL SETTING

9 Press **OK**.

Ex: OPTIONAL SETTING
OFF

10 Use **◀ (-)** or **▶ (+)** to select **ON**.

OPTIONAL SETTING
ON

11 Press **OK**.

OPTIONAL SETTING
1.TX TIME SETTING

12 Use **◀ (-)** or **▶ (+)** to select **2 .TX TYPE**.

OPTIONAL SETTING
2.TX TYPE

13 Press **OK**.

Ex: TX TYPE
REGULAR TX

14 Use **◀ (-)** or **▶ (+)** to select **SUBADDRESS TX**.

TX TYPE
SUBADDRESS TX

15 Press **OK** twice.

Ex: SUBADDRESS TX
1.PASSWORD
PASSWORD

16 Enter a password.

- You can enter a password up to 20 digits long using the numeric keys, *, # or **Space**.
- Be sure to enter the password of the other party correctly, taking into account the position of spaces.
- If you make a mistake, press **Delete** to delete the last character or press **Clear** to delete all characters you entered.

Ex:

PASSWORD

 12345

17 Press **OK** twice.

SUBADDRESS TX
2 . SUBADDRESS

Ex:

SUBADDRESS

18 Enter a subaddress.

- You can enter a subaddress up to 20 digits long using the numeric keys, *, # or **Space**.
- Be sure to enter the subaddress of the other party correctly, taking into account the position of spaces.
- If you make a mistake, press **Delete** to delete the last character or press **Clear** to delete all the characters you entered.

Ex:

SUBADDRESS
123456789012

3

Speed Dialling

19 Press **OK**.

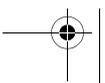
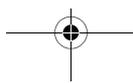
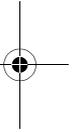
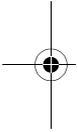
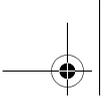
Ex:

1-TOUCH SPD DIAL
03=GROUP DIAL

20 To continue registering other passwords and subaddresses, press **Additional Functions** then repeat the procedure from step 4.

– or –

Press **Stop/Reset** to return to standby display.



Chapter 4

Sending Faxes

Preparing to Send a Fax

■ Documents You Can Fax

For information on the types of documents you can fax, their requirements, and details on loading documents, → *Reference Guide*.

■ Adjusting the Quality of Your Faxes

Canon's Ultra High Quality (UHQ™) imaging technology enables you to send documents that are very close to the quality of the original. The machine allows you to adjust the resolution and contrast to best suit your particular document.



- Please note that you cannot change settings while your machine is scanning a document.

Setting the Scanning Resolution

Resolution is a measure of the fineness or clarity of a printout. Low resolutions may cause text and graphics to have a jagged appearance, while higher resolutions provide smoother curves and lines, crisp text and graphics, and a better match to traditional typeface designs.



- The higher the resolution, the higher the output quality, but the longer the transmission time.

1 Press **Fax Resolution** to select the resolution.

- You can select from the following:
 - STANDARD
Suitable for most text-only documents.
 - FINE
Suitable for fine-print documents.
 - PHOTO
Suitable for documents that contain photographs.
 - SUPER FINE
Suitable for documents that contain fine print and images (the resolution is four times that of STANDARD).
 - ULTRA FINE
Suitable for documents that contain fine print and images (the resolution is eight times that of STANDARD).

Ex:

FAX RESOLUTION
STANDARD

2 Press **OK**.



- You can set the Fax Resolution so that the desired resolution such as STANDARD is automatically returned after the AUTO CLEAR function activates or documents are scanned. (→ p. 9-8)
Since RESOLUTION of FAX DEFAULT is set to OFF in the factory default setting, the resolution set using **Fax Resolution** will remain unchanged.

Ex:

FAX 03/12 2001 15:30
FaxTel FINE

■ Dialling Methods

There are several ways of dialling the number of the party to which you want to send a fax. They are as follows:

■ When the Fax Number is Not Registered in the Machine

- Regular Dialling
- Redialling

■ When the Fax Number is Registered in the Machine

- One-Touch Speed Dialling
- Coded Speed Dialling
- Group Dialling
- Directory Dialling

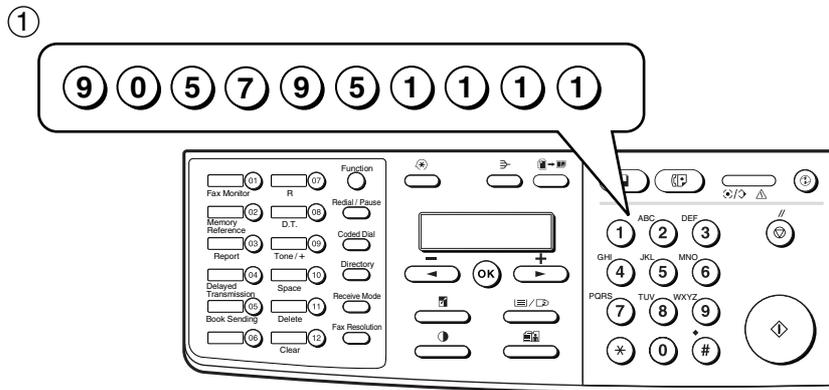


- If you are unsure of the registered fax number, check the destination labels, or print each list and check the numbers. (→ p. 3-9)
- For details on registering a fax number for speed dialling, → Chapter 3.

Regular Dialling

Dial a fax number by using the numeric keys, just like dialling a telephone number.

Ex:



② Press **Start**.

Ex: TEL= 9057951111

- If you enter the wrong number, press **Stop/Reset** or **Clear** to delete the number, then enter the correct number.

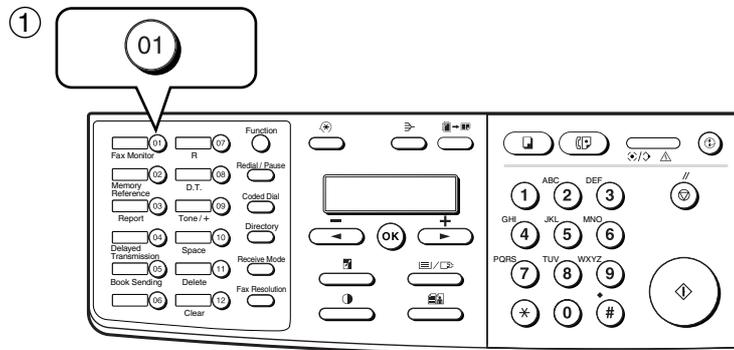


- The **Function** key will light up by pressing **Function** to be able to operate **Clear**.

One-Touch Speed Dialling

Dial a fax number by pressing the one-touch speed dialling key (**01** to **12**) to which the number is assigned.

Ex:



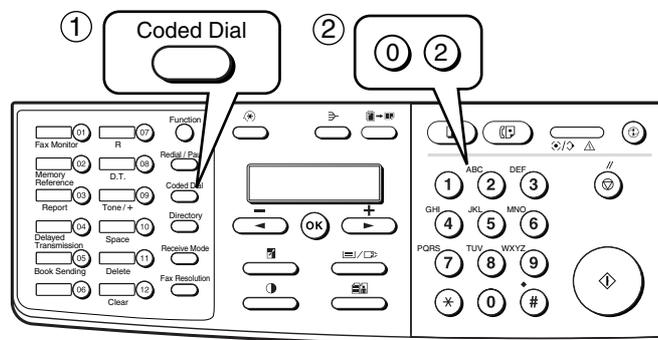
Ex: TEL= 905 795 1111
01 Canon CANADA

- The number registered under that one-touch speed dialling key is displayed.
- If you press the wrong key, press **Stop/Reset**, then press the correct key.
- NO TEL # appears if no fax number is assigned to the one-touch speed dialling key you pressed.

Coded Speed Dialling

Dial a fax number by pressing **Coded Dial** followed by the two-digit code (00 to 99) to which the number is assigned.

Ex:



Ex: TEL= 1 49 39 25 25
*02 Canon FRANCE

- The number registered under that coded speed dialling code is displayed.
- If you enter the wrong code, press **Stop/Reset**. Then press **Coded Dial** and enter the correct code.
- NO TEL # appears if no fax number is assigned to the coded speed dialling code you entered.

Group Dialling

Dial a group of fax numbers registered under a one-touch speed dialling key or coded speed dialling code.

■ To enter a group registered under a one-touch speed dialling key:

Press the one-touch speed dialling key assigned to the group you wish to fax. (→ p. 4-3)

Ex:

TEL=GROUP DIAL 03 Canon GROUP 2

- The name of the group is displayed.
- If you press the wrong key, press **Stop/Reset**, then press the correct key.
- NO TEL # appears if no fax number is assigned to the one-touch speed dialling key you pressed.

■ To enter a group registered under a coded speed dialling code:

Press **Coded Dial**, then using the numeric keys to enter the two-digit code assigned to the group you wish to fax. (→ p. 4-3)

Ex:

TEL=GROUP DIAL *21 Canon GROUP 1

- The name of the group is displayed.
- If you enter the wrong code, press **Stop/Reset**. Then press **Coded Dial** and enter the correct code.
- NO TEL # appears if no fax number is assigned to the coded speed dialling code you entered.

Directory Dialling

Directory dialling allows you to look up the other party's name and retrieve the number for dialling. This feature is convenient when you know the other party's name but cannot recall the One-Touch Speed Dialling key, the code for Coded Speed Dialling, or Group Dialling where the number is registered.

1 Press **Directory**.

- NO TEL # appears if the name of the other party is not registered and the display will return to dial entry mode.

Ex:

_____	: A
-------	-----

2 Press a numeric key to enter the first letter of the name of the party you are searching for.

For example, if you want to search for a name that starts with the letter "H", press **4 (GHI)** twice.

3 Press **OK**.

- The names of other parties are displayed according to the first letter you entered.
- If there is no name that starts with the letter you entered, other names that start with the next letter will appear.

4 Press **◀ (-)** or **▶ (+)** to display the other names.

- Pressing **▶ (+)** will display the names of other parties in alphabetical order. Pressing **◀ (-)** will display them in reverse order.
- When you reach the last name, the display will return to the first name.

5 Press **OK**.

- The other party's fax number and name or GROUP DIAL and the group's name will appear.

Sending Methods

■ Memory Sending

The machine begins calling the other party and transmitting the information after all documents are scanned into the memory. Since the machine is multitasking, you can perform other operations while the machine is sending a fax.

The machine has enough memory to store up to approximately 79 pages* (fewer if the document contains many graphics or particularly dense text).

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



- When a large amount of memory is used, MEMORY FULL may be displayed depending on the documents to be sent, and the machine can neither store the scanned documents in memory nor send them. In this case, print or delete any documents in memory, or select a lower fax resolution such as STANDARD, then send the documents.

■ Using the ADF

1 Press **FAX** to set to Fax Mode.

2 Prepare the document and load it face down in the ADF. (→ *Reference Guide*)

- To adjust the resolution, → p. 4-1.
- To adjust the contrast, → p. 9-4.

3 Dial the other party's fax number.

- For dialling methods, → p. 4-2.
- If you enter the wrong number, press **Stop/Reset**, then enter the correct number.
- If you must first dial a digit to get an outside line ("9", for example), add a pause after that digit by pressing **Redial/Pause**.

4 Press **Start** to begin scanning for sending.

- The machine begins calling the other party after all documents are scanned into the memory.
- When you use speed dialling, scanning starts automatically without pressing **Start** when the TIME OUT setting is on. (→ p. 9-6)
- To cancel sending once dialling has started, press **Stop/Reset** then press ◀ (→). (→ p. 4-7)



- You can scan a document up to 356 mm long.
- You can load up to 30 pages in the ADF.
- You can make up to 21 reservations.

Ex: FAX 03/12 2001 15:30
FaxTel STANDARD

4

Ex: MEM IN USE 0%

(Currently used memory)

DOCUMENT READY

(Standby to scan)

Sending Faxes

Ex: TEL= 9057951111

■ Using the Platen Glass



- When documents are loaded in the ADF, the machine will scan them. You need to remove documents from the ADF in advance, in order to fax from the platen glass.
- You can operate **Book Sending**, **Delete** or **Clear** when the **Function** key is lit. If the **Function** key is not lit, press it. However, you do not need to press **Function** in step 3 to execute the Book Sending function if BOOK_SENDING is programmed in PROGRAM 1-TOUCH KEY. (→ p. 9-4)

1 Press **FAX** to set to Fax Mode.

Ex:

FAX 03/12 2001 15:30
FaxTel STANDARD

2 Prepare the document and place it face down on the platen glass. (→ *Reference Guide*)

- To adjust the resolution, → p. 4-1.
- To adjust the contrast, → p. 9-4.

3 Press **Function**.

4 Press **Book Sending**.

5 Press ◀ (-) or ▶ (+) to select the document size.

Ex:

BOOK TX SCAN SIZE
A4

6 Press **OK**.

7 Dial the other party's fax number.

- For dialling methods, → p. 4-2.
- If you enter the wrong number, press **Delete** to delete the last number or press **Clear** to delete all the numbers you entered, then enter the correct number.
- If you must first dial a digit to get an outside line ("9", for example), add a pause after that digit by pressing **Redial/Pause**.

Ex:

TEL=	9057951111
------	------------

8 Press **Start** to begin scanning.

NEXT PAGE	: [START]
FINISH SCAN	: [OK]

9 Set the next document on the platen glass and press **Start** to begin scanning.

- Repeat for other documents.

10 After all the documents have been scanned, press **OK** to begin sending.

- To cancel sending after dialling has started, press **Stop/Reset** then press ◀ (-). (→ p. 4-7)



- You can scan up to approximately 79 pages* of different documents for memory sending.
- * Based on Canon FAX Standard Chart No. 1, standard mode.
- The **Function** key will light up by pressing **Function** to be able to operate **Delete** or **Clear**.

cancelling Sending

cancelling Memory Sending

■ To cancel memory sending while documents are being scanned using the ADF

- 1 Press **Stop/Reset**.
 - Scanning is cancelled.

■ To cancel memory sending after all documents have been scanned

■ While documents are being sent:

- 1 Press **Stop/Reset**.
 - The machine asks you to confirm that you want to cancel.
- 2 Press **◀ (-)** to cancel sending.
 - If you change your mind and want to continue sending, press **▶ (+)**.
 - The machine prints an ERROR TX REPORT. (→ p. 7-3)

```
CANCEL DURING TX/RX?
< YES          NO >
```

■ While documents are waiting to be sent:



- You can operate **Fax Monitor** or **Delete** when the **Function** key is lit. If the **Function** key is not lit, press it. However, you do not need to press **Function** in step 1 to execute the Fax Monitor function if FAX MONITOR is programmed in PROGRAM 1-TOUCH KEY. (→ p. 9-4)

- 1 Press **Function**.
- 2 Press **Fax Monitor**.
- 3 Use **◀ (-)** or **▶ (+)** to select 2 .TX RESERVE STATUS.

```
FAX MONITOR
2.TX RESERVE STATUS
```

- 4 Press **OK**.

Ex:

```
--:-- 0013 TX STNDBY
          905795 1111
```

- 5 Use **◀ (-)** or **▶ (+)** to select the document to be cancelled by checking the reservation number and the fax number.

- 6 Press **Delete**.
 - The machine asks you to confirm that you want to delete the document.

```
OK TO DELETE?
< YES          NO >
```

- 7 Press **◀ (-)** to cancel sending.
 - If you change your mind and want to continue sending, press **▶ (+)**.

Ex:

```
TX/RX NO.      0013
ERASING END
```



- You can also cancel sending in Memory Reference. (→ p. 4-16)

Redialling When the Line is Busy

There are two methods of redialling: *Manual redialling* and *Automatic redialling*. This section explains these two methods.

■ Manual Redialling

Press **Redial/Pause** to dial the last number you dialled with the numeric keys. (This starts redialling regardless of whether automatic redialling is enabled.)

Cancelling Manual Redialling

To cancel manual redialling, press **Stop/Reset**.

■ Automatic Redialling

The fax automatically redials after the first attempt at sending fails (e.g. the line is busy).

The number of redialling attempts and the time interval between attempts can be adjusted by changing the settings in the AUTO REDIAL. Automatic redialling can also be set off and on. (→ p. 9-6)

If all attempts are unsuccessful, the machine cancels the transmission and prints an ERROR TX REPORT. (→ p. 7-3)

Cancelling Automatic Redialling



- If you want to cancel a transmission while the machine is waiting to redial, you will have to delete the document from memory using **Memory Reference**. (→ p. 4-16)

- 1 Wait until the machine begins redialling.
- 2 Press **Stop/Reset**.
 - The machine asks you to confirm that you want to cancel.
- 3 Press **◀ (-)** to cancel redialling.
 - If you change your mind and want to continue redialling, press **▶ (+)**.
 - The machine prints an ERROR TX REPORT. (→ p. 7-3)

CANCEL DURING TX/RX?	
< YES	NO >

Sequential Broadcasting

Sending a Document to More Than One Destination

This feature allows you to scan a document once and send it to several destinations. You can send the document to a maximum of 122 destinations using a combination of the following dialling methods:

- One-touch speed dialling: up to 12 destinations
- Coded speed dialling: up to 100 destinations
- Regular dialling (using the numeric keys): 10 destinations

You can enter the destinations in any order. (Be sure to press **OK** after your entry with the numeric keys.)



- If you frequently send documents to the same group of destinations, you can group them and register these numbers for group dialling. You can register up to 111 fax numbers with group dialling and send the same document to these numbers. (→ p. 3-7)
- The **Function** key will light up by pressing **Function** to be able to operate **Clear**.

- 1 Press **FAX** to set to Fax Mode.
- 2 Prepare the document and load it face down in the ADF.
 - If you use the platen glass to send a document → p. 4-6.
 - To adjust the resolution, → p. 4-1.
 - To adjust the contrast, → p. 9-4.
- 3 Enter up to 122 fax numbers using any of the following methods:

■ One-touch speed dialling:

Press the desired one-touch speed dialling key(s).

■ Coded speed dialling:

Press **Coded Dial**, then use the numeric keys to enter the two-digit code. Repeat for other codes.

■ Regular dialling:

Use the numeric keys to enter the fax number, then press **OK**.



- If you enter an incorrect destination, press **Clear** to delete it.
- You must enter the second fax number within five seconds of entering the first one. After that, all subsequent fax numbers must be entered within 10 seconds of each other. If you wait longer than this, the machine automatically begins scanning the document for sending. If you prefer the machine not to do this, disable the **TIME OUT** setting. (→ p. 9-6)
- If you want to review the numbers you entered, use **◀ (-)** or **▶ (+)** to scroll through the numbers.

Ex:

MEM IN USE	0%
(Currently used memory)	
DOCUMENT READY	
(Standby to scan)	

4
Sending Faxes

Ex:

TEL=	2 50921
04 Canon	ITALIA

Ex:

TEL=	1 49 39 25 25
*02 Canon	FRANCE

Ex:

TEL=	9057951111
------	------------

4 Press **Start**.

- After the scanning is finished, the machine starts to dial the number.
- The machine will first send the document to the one-touch speed dialling destinations, then the coded speed dialling destinations, and finally to the destination dialled using regular dialling.
- If you prefer the machine never to scan a document automatically after a few seconds, disable the **TIME OUT** setting. (→ p. 9-6)
- To cancel sending, press **Stop/Reset** then press **◀ (-)**. Sending to all destinations specified in step 3 will be cancelled. You cannot cancel just one destination.
After cancelling, the machine will print a **MULTI TX/RX REPORT**. (→ p. 7-4)



- If a number is busy, the machine will continue sending to the other destinations and then redial the number that was busy.
- If the machine's memory becomes full while scanning your document, **MEMORY FULL** will appear in the LCD and the document being scanned stops in the ADF. Press **OK** to make the document come out automatically. If this happens, divide the documents into several sections and send each section separately.

Delayed Sending

You can use your machine to send faxes at a preset time. This feature is called *Delayed sending* or *Timer sending*. By using this feature, you can take advantage of lower long distance rates at night, for example. You can set up to 122 destinations, and up to 21 reservations of delayed sending.



- You can perform other tasks even when you have set the machine for delayed sending.
- You can operate **Book Sending**, **Delayed Transmission** or **Clear** when the **Function** key is lit. If the **Function** key is not lit, press it. However, you do not need to press **Function** in step 1 or 2 to execute the Delayed Transmission function or Book Sending function if DELAYED TX or BOOK SENDING is programmed in PROGRAM 1-TOUCH KEY. (→ p. 9-4)

- 1 Prepare the document and place it on the platen glass or load it face down in the ADF.



- When using the platen glass, press **Function** and select the document size with ◀ (-) or ▶ (+). (→ p. 4-6) In this case, you do not need to press Function in step 2.

- 2 Press **Function**.
- 3 Press **Delayed Transmission**.
- 4 Use the numeric keys to enter the reservation time to send faxes.

- 5 Press **OK**.

- 6 Enter a destination using a one-touch speed dialling key, coded speed dialling keys, **Redial/Pause** key or the numeric keys.



- You can use the one-touch speed dialling key when the **Function** key is not lit. If the **Function** key is lit, press it.
- If you enter an incorrect destination, press **Clear** to delete it.

- 7 Press **Start** to begin scanning.
 - When you use speed dialling, scanning starts automatically without pressing **Start** when the TIME OUT setting is on. (→ p. 9-6)
 - When the time you set in step 4 comes, the machine will begin sending faxes.

4

Ex:

DELAYED TX TX TIME SETTING 15:30
DELAYED TX SELECT LOCATIONS
TEL=

Sending Faxes

Confirming Transmission Status and Sending Reservation

You can check the status of sending or receiving fax, or sending reservation.



- You do not need to press **Function** in step 1 to execute the Fax Monitor function if FAX MONITOR is programmed in PROGRAM 1-TOUCH KEY. (→ p. 9-4)

■ Confirming Transmission Status

The sending or receiving status can be confirmed using the following method:

- Press **Function** while **In Use/Memory** is flashing.
- Press **Fax Monitor**.

FAX MONITOR 1.RX/TX STATUS

- Press **OK**.



- To return to standby display, press **Stop/Reset**.
- If you perform the procedure above when the machine is not sending or receiving faxes, NO CURRENT RX/TX JOB will appear, and the display will return to the display shown in step 2.
- The transaction number, TX/RX NO. means the following:
 - 0001 to 4999: A sent document;
 - 5001 to 9999: A received document.

Ex:

16:50 0056 TX	12345
---------------	-------

■ Confirming Sending Reservation

Sending reservation or checking if there is a document being scheduled to be sent can be confirmed using the following method:

- Press **Function**.
- Press **Fax Monitor**.
- Press **◀ (-)** or **▶ (+)**, to select 2 .TX RESERVE STATUS.

FAX MONITOR 1.RX/TX STATUS

- Press **OK**.

- The sending reservation can be confirmed by checking the sending time, TX/RX NO. or fax number.

Ex:

16:00 0056 TX STNDBY	905 795 1111
----------------------	--------------

- Press **◀ (-)** or **▶ (+)** to confirm the sending reservation.



- To return to standby display, press **Stop/Reset**.
- If you perform the procedure above when there is no sending reservation, NO DOC. STORED will appear, and the display will return to the display shown in step 3.
- You can also check the reservations by printing out the DOCUMENT MEMORY LIST. (→ p. 4-13)

Ex:

17:00 0058 TX STNDBY	20 545 8584
----------------------	-------------

■ Resending a Document in Memory

You can resend documents that are stored in memory. The machine stores faxes that are received but not printed because paper or toner has run out, a paper jam has occurred, or documents have not been transmitted due to a transmission error. You can send such faxes to another fax machine to be printed.

1 Press **Function**.

2 Press **Memory Reference**.

MEMORY REFERENCE 1.DOC. MEMORY LIST
--

3 Use **◀ (-)** or **▶ (+)** to select **4 . RESEND DOCUMENT**.



• The sending error document also can be resent using **2 . MEMORY RETRANSMT**.

MEMORY REFERENCE 4 .RESEND DOCUMENT
--

4 Press **OK**.

RESEND DOCUMENT TX/RX NO. <u>0051</u>
--

5 Use **◀ (-)** or **▶ (+)** to select the transaction number (TX/RX NO.) of the document you want to send again.

RESEND DOCUMENT TX/RX NO. <u>0053</u>
--

6 Press **OK**.

RESEND DOCUMENT SELECT LOCATIONS
TEL=

7 Enter the fax number.

8 Press **OK**.

• The machine begins sending.

Chapter 5

Receiving Faxes

Different Ways to Receive a Fax

The machine provides you with several modes for receiving faxes. Once you have decided which mode is suitable for your needs, set the mode as described in the Quick Start Guide. You can change the mode when the machine is in standby mode. To determine which mode best suits your requirements, refer to the table below:

Receive Mode	Main Use	Operation	Requirements
FaxTel*	Fax/Tel	Automatically switches between fax calls and voice calls. Receives faxes automatically and rings for voice calls. To set the details, → pp. 5-3, 5-4.	Telephone connected to the machine.
FaxOnly	Fax	Machine answers all calls as fax calls. It receives faxes automatically and disconnects voice calls.	Separate telephone line for fax use only.
Manual	Tel	Machine rings for every call, whether it is a fax call or a voice call. For a fax call, you have to manually activate reception of the fax.	Telephone connected to the machine.
AnsMode	Fax/Tel	Receives faxes automatically and routes voice calls to the answering machine.	Answering machine connected to the machine.

* Factory default setting

You can confirm which receive mode is set by checking the standby display. The receive mode is displayed in the lower left of the LCD.

Ex:

FAX 03/12 2001 15:30
FaxTel STANDARD

Setting the Receive Mode

The setting of the receive mode can be changed if necessary.

1 Press **Receive Mode** until the mode you want appears.

- You can select from the following:

- FaxTel* :
when a telephone is connected to the machine, the machine automatically switches between fax calls and voice calls.
- FaxOnly :
if you use your machine to receive only faxes.
- Manual :
when a telephone is connected to the machine, you can receive faxes by pressing **Start** before replacing the handset on the telephone.
- AnsMode :
if you want to receive faxes automatically and route voice calls to an answering machine.

Ex:

RECEIVE MODE Manual

* You can set details for the FaxTel mode. (→ pp. 5-3, 5-4)

2 Press **OK**.

The selected receive mode is set and the machine returns to standby mode. The current date and the selected receive mode are displayed.

Ex:

FAX 03/12 2001 15:30 Manual STANDARD



- The machine does not ring when it receives a fax in FaxOnly. If you want to be alerted when a fax call is received, connect a telephone to the machine, and enable the INCOMING RING setting.
 - When an answering machine or a telephone with an answering machine is connected to your machine, select AnsMode. (→ *Quick Start Guide*)
 - Follow these guidelines when using the machine with an answering machine:
 - Set the answering machine to answer on the first or second ring.
 - When recording the outgoing message on the answering machine, the entire message must be no longer than 15 seconds.
- Ex: "Hello, I can't answer the phone right now, but please leave a message after the beep. I'll return your call as soon as possible."

■ Setting the Options for FaxTel Mode

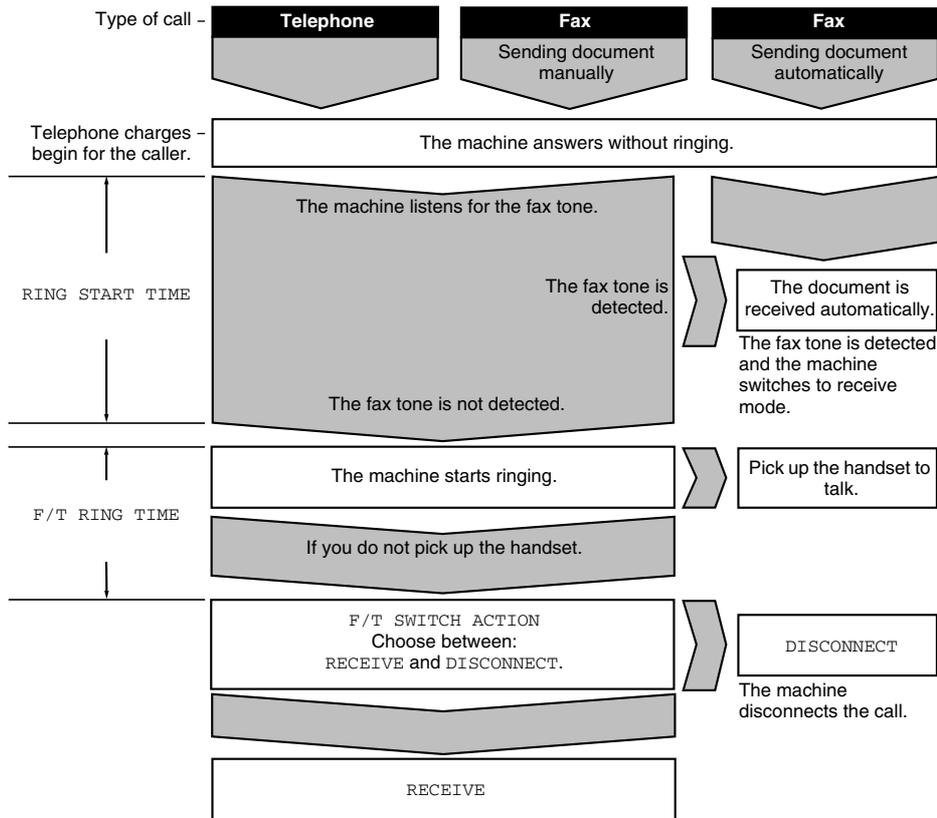
When selecting FaxTel mode, the following options can be set.

- Adjust the time the machine takes to check whether a call is from a fax machine or a telephone (RING START TIME setting).
- Adjust the length of time the machine rings when the call is a voice call (F/T RING TIME setting).
- Set whether the machine switches to receive mode after the ring time set in F/T RING TIME has elapsed (F/T SWITCH ACTION setting).



- The default settings and selectable settings vary depending on the current country selection.

■ What Happens When FaxTel Mode is Selected



Not all fax machines are capable of sending a fax tone. For those cases if you set the F/T SWITCH ACTION to RECEIVE, the machine switches to receive mode automatically and starts receiving the document. If no document comes in, it disconnects the call after approximately 40 seconds.

- 1 Press **Additional Functions**.
- 2 Use ◀ (-) or ▶ (+) to select 3 . FAX SETTINGS.
- 3 Press **OK**.
- 4 Use ◀ (-) or ▶ (+) to select 4 . RX SETTINGS.
- 5 Press **OK**.
- 6 Use ◀ (-) or ▶ (+) to select 2 . FAX/TEL OPT . SET.
- 7 Press **OK** twice.
- 8 Use ◀ (-) or ▶ (+) to set the time the machine waits before ringing when it receives a call.
 - You can use the numeric keys instead of using ◀ (-) or ▶ (+) to set the time.
- 9 Press **OK** twice.
- 10 Use ◀ (-) or ▶ (+) to set the time the machine rings while waiting for someone to pick up the handset.
- 11 Press **OK** twice.
- 12 Use ◀ (-) or ▶ (+) to select **RECEIVE** or **DISCONNECT**.
 - This setting tells the machine what to do if no one picks up the handset within the specified ring time set in step 10.
- 13 Press **OK**.
- 14 Press **Stop/Reset** to return to standby display.

ADDITIONAL FUNCTIONS
3.FAX SETTINGS

FAX SETTINGS
1.USER SETTINGS

FAX SETTINGS
4.RX SETTINGS

RX SETTINGS
1.ECM RX

RX SETTINGS
2.FAX/TEL OPT.SET

FAX/TEL OPT. SET
1.RING START TIME

Ex: RING START TIME 08SEC

Ex: RING START TIME 09SEC

FAX/TEL OPT. SET
2.F/T RING TIME

Ex: F/T RING TIME 022SEC

Ex: F/T RING TIME 030SEC

FAX/TEL OPT. SET
3.F/T SWITCH ACTION

Ex: F/T SWITCH ACTION RECEIVE

Ex: F/T SWITCH ACTION DISCONNECT

RX SETTINGS
3.INCOMING RING



• The default settings and selectable settings vary depending on the current country selection.

Receiving Faxes Manually

In Manual mode, if you connect a telephone to your machine, you can receive voice calls as well as manually activate reception of faxes. You can activate reception from the machine or from the telephone connected to the machine (this is called *Remote receiving*).



- For this mode, you need to connect a telephone to your machine. (→ *Quick Start Guide*)
- Make sure there are no documents in the ADF.
- Make sure the REMOTE RX setting is enabled. (→ p. 9-7)
- If your telephone line uses rotary pulse and the telephone connected to the machine cannot be switched to tone dialling, you cannot activate Remote receiving.

1 Make sure Manual is displayed in the LCD.

- To set Manual, → p. 5-2.

FAX 03/12 2001 15:30
Ex: Manual STANDARD

2 Make sure you have connected a telephone to the machine.

3 When you hear the telephone ring, pick up the handset.

4 ■ If you hear a person's voice:

Start your conversation. If the caller wants to send a fax after talking to you, ask them to press **Start** on their fax machine.
When you hear a slow beep, press **Start** on the machine to begin receiving the fax. Hang up the handset.

■ If you hear a slow beep tone or silence:

Someone is trying to send you a fax.
If the telephone is close to your machine, press **Start** on the machine to begin receiving the fax. Hang up the handset.



- When no paper is loaded in the cassette, the LCD displays SUPPLY REC . PAPER. When paper is loaded, the machine automatically resumes printing.
- If the telephone is located away from your machine, dial 25 (the remote receiving ID) on your telephone and hang up. When your telephone line uses rotary pulse, switch to tone dialling on your telephone before dialling 25 (the remote receiving ID).
- You can change the number for the remote receiving ID, with a combination of two characters using 0 to 9, * and #, or disable remote receiving. (→ p. 9-7)
- If you have an answering machine connected to your machine that can carry out remote-control operations (controlling your answering machine from a remote telephone), the security code for this function may be the same as the remote receiving ID. If so, make sure you change the machine's remote receiving ID to make it distinct from the answering machine's security code. (→ p. 9-7)
- The machine will beep and HANG UP PHONE will be displayed if the handset is not hung up properly. Make sure the handset is seated properly in its cradle. If you do not want the machine to beep, disable the OFFHOOK ALARM setting. (→ p. 9-5)

Registering a Password and Subaddress for Polling

The polling feature allows you to request a document to be faxed to you from another fax machine. The sender only needs to make sure that the document is on his fax machine and ready to be sent. When this machine polls the sender's machine, the document is sent automatically.



- You can register a password and subaddress with a one-touch speed dialling key or coded speed dialling code.
- You must know if the other party's fax is holding the document under both a password and subaddress or only a password or subaddress. You must also know the password and subaddress so that you can enter them on your fax. If you do not know the password and subaddress, contact the other party.
- The **Function** key will light up by pressing **Function** to be able to operate **Space**, **Delete** or **Clear**.

1 Press **Additional Functions**.

2 Use **◀ (-)** or **▶ (+)** to select **4 .ADD. REGISTRATION**.

ADDITIONAL FUNCTIONS
4.ADD. REGISTRATION

3 Press **OK**.

ADD. REGISTRATION
1.1-TOUCH SPD DIAL

4 Use **◀ (-)** or **▶ (+)** to select **1 . 1-TOUCH SPD DIAL** or **2 . CODED SPD DIAL**.

Ex: ADD. REGISTRATION
1.1-TOUCH SPD DIAL

5 Press **OK**.

Ex: 1-TOUCH SPD DIAL
01= 905795 1111

6 Use **◀ (-)** or **▶ (+)** to select the one-touch speed dialling number or coded speed dialling code.

Ex: 1-TOUCH SPD DIAL
02= 81 773 3115

7 Press **OK**.

1-TOUCH SPD DIAL
1.TEL NUMBER ENTRY

8 Use **◀ (-)** or **▶ (+)** to select **3 .OPTIONAL SETTING**.

1-TOUCH SPD DIAL
3.OPTIONAL SETTING

9 Press **OK**.

Ex: OPTIONAL SETTING
OFF

10 Use **◀ (-)** or **▶ (+)** to select **ON**.

OPTIONAL SETTING
ON

11 Press **OK**.

OPTIONAL SETTING
1.TX TIME SETTING

12 Use **◀ (-)** or **▶ (+)** to select **2 .TX TYPE**.

OPTIONAL SETTING
2.TX TYPE

13 Press **OK**.

Ex: TX TYPE
SUBADDRESS TX

14 Use **◀ (-)** or **▶ (+)** to select **POLLING RX**.

TX TYPE
POLLING RX

15 Press **OK** twice.

16 Enter a password.

- You can enter a password up to 20 digits long using the numeric keys, *, # or **Space**.
- Be sure to enter the password of the other party correctly, taking into account the position of spaces.
- If you make a mistake, press **Delete** to delete the last character or press **Clear** to delete all the characters you entered.

17 Press **OK** twice.

18 Enter a subaddress.

- You can enter a subaddress up to 20 digits long using the numeric keys, *, # or **Space**.
- Be sure to enter the subaddress of the other party correctly, taking into account the position of spaces.
- If you make a mistake, press **Delete** to delete the last character or press **Clear** to delete all the characters you entered.

19 Press **OK**.

20 To continue registering other passwords and subaddresses, press **Additional Functions** then repeat the procedure from step 4.

– or –

Press **Stop/Reset** to return to standby display.

Cancelling Polling Receiving

To cancel polling receiving, follow the same procedure as for cancelling receiving. (→ p. 5-8)

POLLING RX
1 . PASSWORD

Ex:

PASSWORD

Ex:

PASSWORD 12345

SUBADDRESS

Ex:

SUBADDRESS
123456789012

Ex:

1-TOUCH SPD DIAL
03=GROUP DIAL

Ex:

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Receiving Faxes

Receiving While Performing Other Tasks

Since the machine is a multitasking device, it can receive faxes and voice calls while you are performing other tasks. If you receive a fax while you are performing certain tasks, the machine stores the incoming fax in memory. Then, as soon as you finish your task, the machine automatically prints the fax.



- If you copy or print a document from the PC, printing of the received fax is suspended and resumed after copying or printing from the PC is finished.

Receiving Faxes in Memory When a Problem Occurs

If the machine encounters a problem when it is receiving a fax, the machine automatically stores the unprinted pages of the fax in memory, and the LCD displays `RECEIVED IN MEMORY` as well as one or more messages. When the problem is cleared, the machine automatically prints the fax which was stored in memory. For an explanation of the message(s) and details on the action to take, → p. 8-1.



- The machine memory can store up to approximately 79 pages.*
- Once the pages are printed, they are deleted from memory.
- If the memory becomes full, you will not be able to receive the remaining pages. Contact the other party and ask them to resend the remainder of the fax.

* Based on Canon Fax Standard Chart No. 1, standard mode.

Cancelling Receiving

Follow this procedure if you want to stop receiving a fax before reception is completed:

- 1 Press **Stop/Reset**.
 - The machine asks you to confirm that you want to cancel.
- 2 Press **◀ (-)** to cancel receiving.
 - If you change your mind and want to continue receiving, press **▶ (+)**.

CANCEL DURING TX/RX?	
< YES	NO >

Chapter 6

Special Features

Special Dialling

This section explains special dialling features, such as dialling through a switchboard, dialling an overseas number, and switching temporarily to tone dialling.

■ Dialling an Overseas Number (With Pauses)

When you dial or register an overseas number, you may need to insert a pause within and/or after the number. The length and location of the pause depends on the telephone system of your country.

- 1 Press **FAX** to set to Fax Mode.
- 2 Prepare the document and load it facing down into the ADF.
 - If you use the platen glass to send a document, → p. 4-6.
- 3 Use the numeric keys to dial the international access code.
 - If you enter the wrong number, press **Stop/Reset**, then enter the correct number.
 - For details on international access codes, contact your local telephone company.
- 4 If necessary, press **Redial/Pause** to enter a two-second* pause (p).
 - For a longer pause, press **Redial/Pause** again for another two-second* pause. Alternatively, you can change the length of the pause. (→ p. 9-5)
 - * The pause length varies depending on the current country selection.
- 5 Use the numeric keys to dial the country code, the area code, and the fax/telephone number of the other party.
 - If you enter the wrong number, press **Stop/Reset** and start again from step 3.
- 6 If necessary, press **Redial/Pause** to enter a pause at the end of a number.
 - A pause at the end of a number (P) is fixed to 10 seconds.
- 7 Press **Start** to begin scanning for sending.
 - To cancel sending after dialling has started, press **Stop/Reset** then ◀ (-). (→ p. 4-7)



- To take advantage of the speed dialling features of your machine, register frequently used overseas numbers for one-touch or coded speed dialling. (→ pp. 3-2, 3-4)

Ex: FAX 03/12 2001 15:30
FaxTel STANDARD

Ex: MEM IN USE 0%
(Currently used memory)

DOCUMENT READY
(Standby to scan)

Ex: TEL= 00

Ex: TEL= 00P

Ex: TEL= 00p81123

Ex: TEL= 00p81123P

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Special Features

■ Switching Temporarily to Tone Dialling

Many information services for banks, airline reservations, hotel reservations, etc., require tone dialling for their services. If your machine is connected to a rotary pulse line, follow this procedure to set the machine temporarily for tone dialling:



- The **Function** key will light up by pressing **Function** to be able to operate **Tone/+**.

1 Press **FAX** to set to Fax Mode.

Ex:

FAX 03/12 2001 15:30
FaxTel STANDARD

2 Pick up the handset of your telephone.

3 Enter a destination using the numeric keys on your telephone or using a one-touch speed dialling key, coded speed dialling codes, **Redial/Pause** key or the numeric keys on the machine.

4 When the recorded message of the information service answers, press **Tone/+** to switch to tone dialling.

- When **Tone/+** is pressed, T is displayed in the LCD.
- If your telephone line uses tone dialling, go to the next step.

Ex:

TEL=	T
------	---

5 Use the numeric keys on the machine to enter the numbers requested by the information service.

- Numbers entered after pressing **Tone/+** will be dialled using tone dialling.
- After pressing **Tone/+**, you cannot use the numeric keys on the telephone. Use the numeric keys on the machine.

Ex:

TEL=	T34
------	-----

6 If you want to receive faxes, press **Start**.

7 Hang up to disconnect the call.

- Tone dialling is cancelled when you disconnect the call.

■ Confirming a Dial Tone*

* This feature is only available for some countries.

This feature allows you to set your machine to listen for and detect a dial tone in the middle of a fax/telephone number before dialling the rest of the number. This is called *Dial tone detection*.

Follow this procedure for dial tone detection during regular dialling or when registering a number for speed dialling:



- The **Function** key will light up by pressing **Function** to be able to operate **D.T.**, **Delete** or **Clear**.

- 1 When you come to a step that requires you to enter the fax/telephone number, use the numeric keys to enter the number up to where dial tone detection is required.
- 2 Press **D.T.** for dial tone detection.
 - A small dot indicates where the machine will wait for the dial tone.
- 3 Continue entering the rest of the fax/telephone number with the numeric keys.
 - If you enter the wrong number, press **Delete** to delete the last number or press **Clear** to delete all the numbers you entered, then start again from step 1.
- 4 Continue with the operation you are performing.

Ex: TEL= 345

Ex: TEL= 345.

Ex: TEL= 345.1234

■ Dialling Through a Switchboard

For details on dialling through a switchboard, → p. 2-7.

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Special Features

Restricting Use of Your Machine

By enabling this feature, you can prevent unauthorised use of your machine to make calls and send faxes.

Enabling Restriction of Your Machine

Follow this procedure to enable restriction of your machine:

- 1 Press **Additional Functions**.
- 2 Use **◀ (-)** or **▶ (+)** to select 3 .FAX SETTINGS.
- 3 Press **OK**.
- 4 Use **◀ (-)** or **▶ (+)** to select 6 .SYSTEM SETTINGS.
- 5 Press **OK**.
- 6 Use **◀ (-)** or **▶ (+)** to select 2 .LOCK PHONE.
- 7 Press **OK**.
- 8 Use **◀ (-)** or **▶ (+)** to select ON.
- 9 Press **OK**.
 • The display contents differs depending on the country.
- 10 Press **Stop/Reset** to return to standby display.
 Restriction of your machine is now enabled. No one can make calls or send faxes.
 (This setting does not restrict incoming calls or faxes.)

ADDITIONAL FUNCTIONS
3.FAX SETTINGS

FAX SETTINGS
1.USER SETTINGS

FAX SETTINGS
6.SYSTEM SETTINGS

SYSTEM SETTINGS
1.FAX DEFAULT

SYSTEM SETTINGS
2.LOCK PHONE

Ex: LOCK PHONE OFF

LOCK PHONE ON

SYSTEM SETTINGS
3.COUNTRY SELECT

Cancelling Restriction of Your Machine

Follow this procedure to cancel restriction of your machine:

- 1 Follow steps 1 to 7 of "Enabling Restriction of Your Machine."
- 2 Use **◀ (-)** or **▶ (+)** to select OFF.
- 3 Press **OK**.
 • The display contents differs depending on the country.
- 4 Press **Stop/Reset** to return to standby display.
 Restriction of your machine is now disabled. Anyone can make calls or send faxes.

LOCK PHONE OFF

SYSTEM SETTINGS
3.COUNTRY SELECT

Chapter 7

Reports and Lists

Summary of Reports and Lists

The table below shows the reports and lists that can be printed from your machine. Refer to the pages indicated for more details.



- Make sure that A4-size paper is loaded in the cassette. If a different paper size is loaded, the report or list cannot be printed. Also, you cannot use the multi-purpose tray for printing the report or list.

Report or List	Description	Details
USER'S DATA LIST	Lists the current settings of your machine and the registered sender information.	p. 2-6
ACTIVITY REPORT	Shows recent facsimile transactions performed by your machine. You can enable or disable automatic printing of this report after every 20 transactions. You can also manually set the machine to print it.	p. 7-2
TX (Transmission) REPORT	Prints after transmission of a document. You can enable or disable this feature, or set the machine to print a report only when an error occurs. You can also set the machine to print the first page of the document under the transmission report to remind you of the contents of the document.	p. 7-3
RX (Reception) REPORT	Prints after reception of a document. You can enable or disable this feature, or set the machine to print a report only when an error occurs.	p. 7-4
DOCUMENT MEMORY LIST	Lists the documents currently stored in the machine's memory.	p. 4-13
1-TOUCH LIST/ 1-TOUCH (DETAIL)	Lists the numbers and names registered under one-touch speed dialling keys.	pp. 3-9, 3-10
CODED DIAL LIST/ CODED (DETAIL)	Lists the numbers and names registered under coded speed dialling codes.	pp. 3-10, 3-11
GROUP DIAL LIST	Lists groups registered under one-touch speed dialling keys and coded speed dialling codes.	p. 3-11

ACTIVITY REPORT

The machine is factory-set to automatically print an ACTIVITY REPORT after every 20 transactions. If you want to print an ACTIVITY REPORT before it is automatically printed, follow this procedure:



- If you prefer the machine not to print an ACTIVITY REPORT after every 20 transactions, set ACTIVITY REPORT to OFF. (→ p. 9-5)
- You do not need to press **Function** in step 1 to execute the Report function if REPORT is programmed in PROGRAM 1-TOUCH KEY. (→ p. 9-4)

- 1 Press **Function**.
- 2 Press **Report**.
- 3 Use ◀ (-) or ▶ (+) to select 1.ACTIVITY REPORT.

REPORT
 1.ACTIVITY REPORT

- 4 Press **OK**.
 - The machine prints an ACTIVITY REPORT and returns to standby mode.

Transactions in an ACTIVITY REPORT are listed chronologically.

03/12 2001 17:28 FAX 123 4567		CANON		001	
***** *** ACTIVITY REPORT *** *****					
ST. TIME	DESTINATION TEL/ID	NO.	MODE	PGS.	RESULT
*03/12 15:10	905 795 1111	5001	AUTO RX ECM	1	OK 00'33
*03/12 15:14	905 795 1111	5002	AUTO RX ECM	1	OK 00'24
*03/12 15:22	Canon TOKYO 03 3758 2111	0001	SEQ. B'CAST ECM	3	OK 01'18
*03/12 15:24	Canon AUSTRALIA 2 887 0166	0001	SEQ. B'CAST ECM	3	OK 01'18
*03/12 16:10	905 795 1111	5003	AUTO RX ECM	1	OK 00'18
*03/12 16:16	2 887 0166	5004	AUTO RX ECM	4	OK 00'59
*03/12 16:27	Canon EUROPE 20 545 8545	0002	TRANSMIT ECM	1	OK 01'20
*03/12 16:30	Canon EUROPE 20 545 8545	0003	TRANSMIT ECM	1	OK 04'12
03/12 16:53	03 3758 2111	5005	AUTO RX ECM	1	OK 01'16
03/12 17:08	Canon AUSTRALIA 2 887 0166	0004	TRANSMIT	3	NG 00'51
				3	STOP
03/12 17:20	CANON OPTICS 1 432 2060	0005	TRANSMIT	0	NG 00'01
				0	#0018

INDICATES AN ENTRY THAT HAS APPEARED ON A PREVIOUS REPORT.

TRANSACTION (TX/RX) NUMBER

TRANSACTION MODE

ERROR CORRECTION MODE TRANSACTION

ERROR PAGE*

ERROR CODE (→ p. 8-2)

Stop/Reset WAS PRESSED DURING TRANSACTION

TRANSACTION DURATION

* The number of pages that have been printed and the number of pages indicated on the report are not the same.

MULTI TX/RX (Transaction) REPORT

If the transmission was a sequential broadcast, a MULTI TX/RX (transaction) REPORT, similar to the one below, will be printed.

03/12 2001 18:16 FAX 123 4567		CANON		001
***** *** MULTI TX/RX REPORT *** *****				
TX/RX NO	0054			
PGS.	1			
TX/RX INCOMPLETE	_____			
TRANSACTION OK	[* 00] 2131 1250	Canon DEUTSCH.		
	[* 02] 1 49 39 25 25	Canon FRANCE		
	[01] 905 795 1111	Canon CANADA		
ERROR INFORMATION	_____			

RX (Reception) REPORT

The machine is factory-set not to print an RX (reception) REPORT even if an error occurs during reception. To change this setting, → p. 9-5.

If you set the machine to print a report, an RX REPORT, similar to the one below, will be printed.

03/12 2001 17:52 FAX 123 4567		CANON		001
***** *** RX REPORT *** *****				
RECEPTION OK				
TX/RX NO	5004			
DESTINATION TEL #	905 795 1111			
DESTINATION ID	Canon CANADA			
ST. TIME	03/12 17:52			
TIME USE	01'59			
PGS.	4			
RESULT	OK			

OK: RECEPTION SUCCESFULL
 NG: SOME OR NO PAGES RECEIVED
 NUMBER OF PAGES RECEIVED
 RECEPTION DURATION
 RECEPTION TIME

Chapter 8

Troubleshooting

LCD Messages

The following messages are displayed in the LCD when the machine is performing a function or encounters an error. This section describes messages related to fax functions. For other messages → *Reference Guide*.

Message	Cause	Action
CHANGE DOCUMENT	When using the platen glass to send documents with Book sending, you pressed Start without changing the document.	Place the next document on the platen glass then press Start .
DOCUMENT TOO LONG	The length of the document exceeds 356 mm.	The length of the document should be within 356 mm.
HANG UP PHONE	The handset is not placed in the handset cradle correctly.	Replace the handset correctly.
MEM IN USE <i>nn</i> %	Shows the percentage of memory currently in use.	Wait for the machine to send any faxes in memory. Also, print or delete any documents in memory you no longer need. (→ pp. 4-15, 4-16)
MEMORY FULL	The memory becomes full during the document scanning.	When sending the document, divide it into a few parts or select a lower fax resolution. If you need more space, wait for the machine to send any faxes. Also, print or delete any documents in memory you no longer need. (→ pp. 4-15, 4-16) If the machine's memory becomes full while scanning documents using the ADF, the document being scanned stops in the ADF. Press OK to make the document come out automatically.
NO TEL #	The one-touch speed dialling key or coded speed dialling code you entered has not been registered.	Register the one-touch speed dialling key or coded speed dialling code. (→ pp. 3-2, 3-4)
RECEIVED IN MEMORY	The machine received the fax in memory because paper or toner ran out, or a paper jam occurred.	Load paper in the cassette (→ <i>Quick Start Guide</i>), replace the cartridge (→ <i>Reference Guide</i>), or clear the paper jam. (→ <i>Reference Guide</i>)
TX/RX NO. <i>nnnn</i> *	When the machine sends or receives a fax, it assigns a unique identification number (<i>nnnn</i>).	Write the number down if you will need it later.

* The identification number does not appear in the standby display. It appears when scanning documents, operating Fax Monitor or Memory Reference, or receiving faxes in Manual mode.

Faxing Problems

■ Sending Problems

■ You cannot send a fax.

The machine may have overheated.

- Unplug the machine and let it cool for about 10 minutes. Then plug in the machine and try sending again.

The machine may not be set for the type of telephone line in use (pulse/tone).

- Make sure the machine is set for the correct telephone line type. (→ p. 2-7)

The document may not have been loaded.

- Remove the document, stack it if necessary, and place it on the platen glass or load it into the ADF correctly. (→ *Reference Guide*)
- Make sure the feeder cover is closed.

The one-touch speed dialling key or coded speed dialling code you entered may not be registered for the feature you want to use.

- Check the one-touch speed dialling key or coded speed dialling code and make sure it is registered correctly. (→ Chapter 3)

You dialled or have been provided with an incorrect number.

- Dial the number again, or check that you have the correct number.

The other party's fax machine may be out of paper.

- Call the other party and ask them to make sure paper is loaded in their fax machine.

There may be other documents being sent from memory.

- Allow time for those documents to finish sending.

An error may have occurred during sending.

- Print an ACTIVITY REPORT and check for an error. (→ p. 7-2)

The telephone line may not be working properly.

- Make sure there is a dial tone when you lift the handset of the telephone connected to the machine. If there is no dial tone, contact your local telephone company.

The receiving fax machine may not be a G3 fax machine.

- Make sure the receiving fax machine is compatible with the machine (which is a G3 fax machine).

The other party's telephone may be busy or the other party's fax machine may be turned OFF. #0018 BUSY/NO SIGNAL is shown on the ERROR TX REPORT.

- The telephone number you dialled is busy. Try sending the document at a later time.
- The other party's fax machine is not working. Contact the other party and have them check their fax machine.
- The receiving fax machine did not answer within 55 seconds (after all automatic redialling attempts). Contact the other party and have them check their fax machine. For an overseas call, add pauses to the registered number. (→ p. 6-1)

The In Use lamp may be on.

- The In Use lamp may be on when turning off Energy Saver Mode, which means the extension phone is busy. Please wait until the extension phone becomes free.
- There may be other documents being sent from memory. Allow time for those documents to finish sending.

■ Faxes sent from the machine are spotted or dirty.

The receiving fax machine may not be working properly.

- Check the machine by making a copy (→ *Reference Guide*). If the copy is clear, the problem may be in the receiving fax machine. If the copy is spotted or dirty, clean the platen glass or the rollers inside the main unit. (→ *Reference Guide*)

The document may not have been loaded.

- Remove the document, stack it if necessary, and place it on the platen glass or load it into the ADF correctly. (→ *Reference Guide*)

■ Cannot send using Error Correction Mode (ECM).

The other party's fax machine may not support ECM.

- If the other party's fax machine does not support ECM, then the document is sent in normal mode without error checking.

ECM may be disabled.

- Make sure ECM is on. (→ p. 9-5)

■ Errors occur frequently while sending.

The telephone lines may be in poor condition, or you may have a bad connection.

- Lower the transmission speed. (→ p. 9-4)

■ Receiving Problems

■ Cannot receive a fax automatically.

The machine may not be set to receive automatically.

- For the machine to receive faxes automatically, the receive mode must be set to `FaxTel`, `FaxOnly`, `AnsMode` (→ Chapter 5). If you have set `AnsMode`, confirm that an answering machine is connected to the machine and that it is turned on with an outgoing message properly recorded. (→ p. 5-2)

The machine's memory is full.

- Print out or delete any documents stored in memory (→ pp. 4-15, 4-16) to free up space in the machine's memory. Then ask the other party to resend the fax.

An error may have occurred during reception.

- Print an `ACTIVITY REPORT` and check for an error. (→ p. 7-2)

No paper in the cassette.

- Make sure paper is loaded in the cassette. (→ *Quick Start Guide*)

The telephone line may not be connected properly.

- Make sure all line connections are secure. (→ *Quick Start Guide*)

■ The machine does not switch automatically between telephone and fax reception.

The machine may not be set to switch automatically between telephone and fax reception.

- For the machine to switch automatically, the receive mode must be set to `FaxTel`, `AnsMode` (→ Chapter 5). If you have set `AnsMode`, confirm that an answering machine is connected to the machine and that it is turned on with an outgoing message properly recorded. (→ p. 5-2)

An error may have occurred during reception.

- Print an `ACTIVITY REPORT` and check for an error. (→ p. 7-2)

No paper may be loaded in the cassette.

- Make sure paper is loaded in the cassette. (→ *Quick Start Guide*)

The sending fax machine cannot send the CNG signal that tells the machine that the incoming signal is a fax.

- Some fax machines cannot send the CNG signal that tells your machine the incoming call is from a fax machine. In such cases, you will have to receive the fax manually. (→ p. 5-6)

■ Cannot receive a document manually.

You may have disconnected the call by pressing **Start or dialling the remote receiving ID after hanging up the handset.**

- Always press **Start** or dial the remote receiving ID before hanging up the handset. Otherwise you will disconnect the call.
- When your telephone line uses rotary pulse, switch to tone dialling on your telephone before dialling 25 (the remote receiving ID).

Energy Saver Mode may have been set.

- Disable Energy Saver Mode. (→ *Reference Guide*)

■ Print quality is poor.

You may not be using the correct type of paper.

- Make sure you load paper that meets the paper requirements for the machine. (→ *Reference Guide*)

The sending fax machine may not be functioning properly.

- The sending fax machine usually determines the fax's quality. Call the sender and have them make sure the top cover and scanning glass of their fax machine are clean.

Error Correction Mode (ECM) may be disabled.

- Make sure ECM is on. (→ p. 9-6)

■ Faxes do not print.

The cartridge may not be installed properly.

- Make sure the cartridge is installed properly. (→ *Reference Guide*)

The cartridge may need to be replaced.

- Determine if the problem is with the cartridge, and replace if necessary. (→ *Reference Guide*)

■ Faxed images are blotched or uneven.

The telephone lines may be in poor condition, or you may have a bad connection.

- Error Correction Mode (ECM) sending/receiving should eliminate such problems. However, if the telephone lines are in poor condition, you may have to try again.

The sending fax machine may not be functioning properly.

- The sending fax machine usually determines the fax's quality. Call the sender and have them make sure the top cover and scanning glass of their fax machine are clean.

■ Cannot receive using Error Correction Mode (ECM).

The other party's fax machine may not support ECM.

- If the other party's fax machine does not support ECM, then the document is received in normal mode without error checking.

ECM may be disabled.

- Make sure ECM is on. (→ p. 9-6)

■ Errors occur frequently while receiving.

The telephone lines may be in poor condition, or you may have a bad connection.

- Lower the reception speed. (→ p. 9-4)

The sending fax machine may not be functioning properly.

- Call the sender and have them check that their fax machine is functioning properly.

Telephone Problems

■ You cannot dial.

The telephone line may not be connected properly.

- Make sure all line connections are secure. (→ *Quick Start Guide*)

The power cord may not be plugged in securely.

- Check that the power cord is plugged securely into the machine and into the wall outlet. Insert the power cord straight into the power cord connector on the left side of the machine. Do not insert it at an angle. Otherwise, the machine may not be properly connected to the power source and may not turn on. If this happens, disconnect the power cord, and reconnect it correctly after a minute or more. (→ *Quick Start Guide*)

The machine may not be set for the type of telephone line in use (pulse/tone).

- Make sure the machine is set for the correct telephone line type. (→ p. 2-7)

■ The telephone disconnects while you are talking.

The power cord may not be plugged in securely.

- Check that the power cord is plugged securely into the machine and into the wall outlet. Insert the power cord straight into the power cord connector on the left side of the machine. Do not insert it at an angle. Otherwise, the machine may not be properly connected to the power source and may not turn on. If this happens, disconnect the power cord, and reconnect it correctly after a minute or more. (→ *Quick Start Guide*)
- Check that the modular cord is connected securely to the jacks on the machine, the telephone jack on your wall and the connecting jack on your telephone.

If a Power Cut Occurs

If power is suddenly lost due to an outage or accidental unplugging, a built-in battery retains the user data settings and the speed dialling settings. Any sent or received documents stored in memory will be backed up for about two hours.

During a power cut, functions are limited as follows:

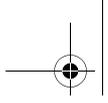
- You cannot send, receive, or copy documents.
- You can make or receive calls.

When power is restored to the machine, the machine will automatically print a list of documents that were stored in memory at the time of the power cut.

TX/RX NO	MODE	DESTINATION TEL/ID	PGS.	SET TIME	ST. TIME
0023	SEQ. B'CAST	[01] Canon CANADA	3	03/12 14:23	
0024	TRANSMIT	[05] Canon OPTICS			
		[* 32] Canon UK	1	03/12 14:28	

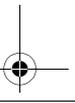
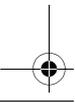
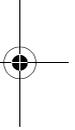
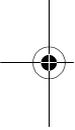


- Make sure that A4-size paper is loaded in the cassette. If a different paper size is loaded, the report cannot be printed. Also, you cannot use the multi-purpose tray for printing the report.
- If there is no paper in the cassette or no toner in the cartridge when power is restored, the MEMORY CLEAR REPORT will not be printed.



If You Cannot Solve the Problem

If you have a problem with your machine and you cannot solve it by referring to the information in this chapter and in the Reference Guide, contact your local authorised Canon dealer or the Canon Help Desk. Canon's support personnel are trained in the technical support of Canon's products and should be able to help you with your problem. The details on contacting your local authorised Canon dealer or the Canon Help Desk, → *Reference Guide*.



Chapter 9

Setting the Additional Functions

Understanding the “Additional Functions”

The menus of the Additional Functions can allow you to specify or register the various settings. Available menus differ depending on the machine type. This section explains the procedure to access the menus, and the contents of the menus only related to the fax functions.



- For the menus related to the common settings and the copy functions, → *Reference Guide*.
- Before adjusting any settings, you may want to print the USER'S DATA LIST to check the current settings. (→ p. 2-6)

■ Accessing the Additional Functions

- 1 Press **Additional Functions** to display the menus.
 - The **Additional Functions** key blinks.
- 2 Press ◀ (-) or ▶ (+) to select the menu you want to change.
- 3 Press **OK**.
- 4 Use ◀ (-) or ▶ (+) to select the sub menu you want to change.
- 5 Press **OK**.



- Details for sub menus, → pp. 9-2 to 9-10.
- After selecting the item or value with ◀ (-) or ▶ (+), press **OK** to enter the setting.
- Press **Stop/Reset** to exit from menu system.

Ex:

ADDITIONAL FUNCTIONS
3.FAX SETTINGS

FAX SETTINGS
1.USER SETTINGS

Ex:

FAX SETTINGS
2.REPORT SETTINGS

REPORT SETTINGS
1.TX REPORT

■ Menu Descriptions



- The default settings and selectable settings vary depending on the current country selection. The values shown here are average values. Print the USER'S DATA LIST to check the current settings. (→ p. 2-6)

COMMON SETTINGS

Name	Descriptions
DEFAULT SETTINGS	Selects which mode standby display appears in the LCD when the power cord is connected, or the AUTO CLEAR function activates.
COPY	The copy mode is selected.
FAX	The fax mode is selected.
SW AFTER AUTO CLR	Selects whether the machine switches to the mode you set in DEFAULT SETTINGS after the AUTO CLEAR function activates.
DEFAULT MODE	The machine automatically switches to the mode you set in DEFAULT SETTINGS after the AUTO CLEAR function activates.
CURRENT MODE	The machine does not automatically switch to the mode you set in DEFAULT SETTINGS even after the AUTO CLEAR function activates.
VOLUME CONTROL	Adjusts the volume of the machine.
1. KEYPAD VOLUME	Adjusts the keypad volume.
ON	1 to 3
OFF	The volume is turned off.
2. ALARM VOLUME	Adjusts the alarm volume.
ON	1 to 3
OFF	The volume is turned off.
3. TX DONE TONE	Adjusts the volume of the done tone sounded when the machine has finished sending faxes.
ON	1 to 3
ERROR ONLY	1 to 3
OFF	The volume is turned off.
4. RX DONE TONE	Adjusts the volume of the done tone sounded when the machine has finished receiving faxes.
ON	1 to 3
ERROR ONLY	1 to 3
OFF	The volume is turned off.
5. PRINTING END TONE	Adjusts the volume of the done tone sounded when the machine has finished printing.
ON	1 to 3
ERROR ONLY	1 to 3
OFF	The volume is turned off.

Name	Descriptions
6 . SCANNING END TONE	Adjusts the volume of the done tone sounded when the machine has finished scanning.
ON	1 to 3
ERROR ONLY	1 to 3
OFF	The volume is turned off.
7 . CALLING VOLUME	Adjusts the calling volume.
	1 to 3
8 . LINE MONITOR VOL .	Adjusts the line monitor volume.
ON	1 to 3
OFF	The volume is turned off.



- MP TRAY PAPERSIZE, CAS. PAPER SIZE, PRINT EXPOSURE, MP PAPERTYPE, HIGH COPY MODE, TONER SAVER MODE, PRT FEED INTERVAL and DISPLAY LANGUAGE, → *Reference Guide*.

COPY SETTINGS

For details, → *Reference Guide*.

FAX SETTINGS

Name	Descriptions
USER SETTINGS	The basic operation settings in the Fax mode can be specified.
1. TEL LINE SETTINGS 1. USER TEL NO. 2. TEL LINE TYPE TOUCH TONE ROTARY PULSE 3. TX START SPEED 4. RX START SPEED	Specify the telephone line settings. Your telephone and fax number can be registered. (→ p. 2-4) Selects the telephone line type. (→ p. 2-7) The telephone line is set for touch tone dialling. The telephone line is set for rotary pulse dialling. Sets the transmission speed for all documents you send. 14400bps/9600bps/7200bps/4800bps/2400bps Sets the transmission speed for all documents you receive. 14400bps/9600bps/7200bps/4800bps/2400bps
2. UNIT NAME	You can register your name (or your company name). (→ p. 2-5)
3. TX TERMINAL ID ON 1. TTI POSITION 2. TEL NUMBER MARK OFF	Prints your ID (transmitting terminal ID) on each page you transmit. (→ p. 2-3) After you turn the terminal ID ON, you can do the following settings. OUTSIDE IMAGE: Terminal ID is printed outside the image border. INSIDE IMAGE: Terminal ID is printed inside the image border. Selects the prefix for the identification header number. FAX, TEL No terminal ID is printed on the pages you send.
4. DENSITY CONTROL LIGHT STANDARD DARK	Sets the density of the documents. Sets for dark documents. Sets for the documents of normal density. Sets for light documents.
5. PROG 1-TOUCH KEY 01 - 12 USE DO NOT USE	Programs a fax function into the One-Touch key. The programmed fax function will be executed by directly pressing the corresponding One-Touch key. You do not need to press Function before pressing the One-Touch key. Select the One-Touch key (01 to 12) in which you want to program the fax function. Uses PROGRAM 1-TOUCH KEY. The following functions can be programmed: 1. REPORT; 2. DELAYED TX; 3. FAX MONITOR; 4. MEMORY REFERENCE; 5. BOOK SENDING. 6. D. T. Disables PROGRAM 1-TOUCH KEY.

Name	Descriptions
6 . OFFHOOK ALARM ON OFF	Enables/disables the offhook alarm that alerts you when the handset is not in the handset cradle. After reception, the offhook alarm sounds when the handset of extension telephone is left off the hook. No offhook alarm.
7 . R-KEY SETTING PSTN PBX	The R-KEY setting allows you to set how the fax connects to PBX. If your fax machine is not connected through a PBX, you can ignore these settings. The fax is connected to the outside line. The fax is connected through a PBX. Select one of the following settings, depending on the type of PBX in service. Three settings are available: HOOKING EARTH CONNECTION PREFIX If you select PREFIX, you can set a number up to 20 digits long, including the "P" at the end. (→ 2-8)
REPORT SETTINGS	Sets the report setting.
1 . TX REPORT OUTPUT NO PRINT ERROR ONLY REPORT WITH TX IMAGE ON OFF OUTPUT YES	Enables/disables automatic printing of a transmission report. No report is printed. Prints a report only when a transmission error occurs. If you select PRINT ERROR ONLY or OUTPUT YES, enables/disables printing of the first page of the fax under the report. Prints a first page only when a transmission error occurs. No first page is printed. Prints a report every time you send a document.
2 . RX REPORT OUTPUT NO PRINT ERROR ONLY OUTPUT YES	Enables/disables automatic printing of a reception report. No report is printed. Prints a report only when a reception error occurs. Prints a report every time you receive a document.
3 . ACTIVITY REPORT ON OFF	Enables/disables automatic printing of an ACTIVITY REPORT after every 20 transactions. Prints the ACTIVITY REPORT. No ACTIVITY REPORT is printed.
TX SETTINGS	Sets the transmission functions.
1 . ECM TX ON OFF	ECM (error correction mode) transmission is turned on or off. All transmissions are conducted with ECM if the other party's fax supports ECM. ECM is turned off.

Name	Descriptions
2 . PAUSE TIME	Sets the length of the pause you insert into a dialling sequence. 1 to 15 SEC
3 . AUTO REDIAL	Sets whether to perform automatic redial when the other line is busy or no answer.
ON	Customises the redial operation.
1 . REDIAL TIMES	Sets the number of retries. 1 to 10 TIMES
2 . REDIAL INTERVAL	Sets period of time between rediallings. 2 to 99 MIN .
3 . TX ERROR RESEND	Redialling is attempted when a transmission error occurred.
ON	RESEND TX FROM: Sets the number of pages to be sent when redialling is attempted. ERROR & 1ST PAGE, ERROR PAGE, ALL PAGES
OFF	Redialling is not attempted when a transmission error has occurred.
OFF	After the first attempt at dialling fails, redialling is not attempted.
4 . ERASE FAILED TX	Sets the ERASE FAILED TX function.
ON	The document is deleted from the memory stored in the machine if a transmission error has occurred.
OFF	The document is not deleted from the memory stored in the machine even if a transmission error has occurred.
5 . TIME OUT	Enables/disables automatic scanning of documents after the fax number is entered by using speed dialling.
ON	Scanning begins automatically in 5 or 10 seconds after you enter the phone number.
OFF	Press Start to scan document. Otherwise, the machine will return to standby mode after 2 minutes.
RX SETTINGS	Sets the reception functions.
1 . ECM RX	ECM (error correction mode) receiving is turned on or off.
ON	All receptions are conducted with ECM if the other party's fax supports ECM.
OFF	ECM is turned off.
2 . FAX/TEL OPT.SET	When FaxTel has been set, the optional settings are available.
1 . RING START TIME	Sets the duration that the machine listens for a fax tone before starting to ring. 0 to 30 SEC
2 . F/T RING TIME	Sets the length of time the machine rings to alert you of an incoming call. 10 to 60 SEC

Name	Descriptions
3 . F/T SWITCH ACTION RECEIVE DISCONNECT	Selects the action taken after the F/T RING TIME expires. The fax switches to fax receive mode automatically at that point and starts to receive the document. The fax disconnects the call.
3 . INCOMING RING OFF ON RING COUNT	When the machine is set to FaxOnly, set whether the machine rings when it receives a call. The fax does not ring when it receives a fax. (In energy saver mode, the fax may ring one or two times.) The fax rings when it receives a fax if a telephone is connected. Sets the number of incoming rings before the machine answers. 1 to 99 TIMES
4 . MAN/AUTO SWITCH OFF ON	Sets the machine to switch to document receive mode after ringing for a specified length of time in the manual receive mode. The fax keeps ringing until someone answers the call manually with a connected extension telephone. F/T RING TIME: Sets the length of time to elapse before the machine switches to the document receiving. 1 to 99 SEC
5 . REMOTE RX ON REMOTE RX ID OFF	Enables/disables remote receiving. (→ p. 5-5) Remote receiving is turned on. You can dial code on the remote extension to start receiving a document. A combination of two characters using 0 to 9, A and # (25) is possible. Remote receiving is turned off.
PRINTER SETTINGS	Sets the print functions.
1 . RX REDUCTION ON 1 . RX REDUCTION 2 . SELECT REDUCE DIR OFF	Receives images at a reduced size. Turn on image reduction. AUTO SELECTION: Reducing size is set to auto. FIXED REDUCTION: Reducing size is preset. 97%, 95%, 90%, 75% VERTICAL ONLY: Reduction is performed in the vertical direction only. HORIZ & VERTICAL: Reduction is performed in the horizontal and vertical direction. Image reduction is turned off.

Name	Descriptions
2 . TONER SUPPLY LOW	Ignores the warning and keeps printing until the document is completely printed. This setting is convenient when a new cartridge is not at hand.
KEEP PRINTING	The keep printing function is turned on. With this setting, the machine will not store documents in memory if the toner has run out. Re-set to RX TO MEMORY after replacing the cartridge with a new one.
RX TO MEMORY	The machine receives the document in memory.
SYSTEM SETTINGS	Sets the functions of FAX DEFAULT, LOCK PHONE and COUNTRY SELECT.
1 . FAX DEFAULT	Sets the FAX DEFAULT functions.
1 . RESOLUTION	Sets the fax resolution.
OFF	The setting of resolution set using Fax Resolution remains even after the AUTO CLEAR function activates.
STANDARD	Suitable for most text-only documents.
FINE	Suitable for fine-print documents.
PHOTO	Suitable for documents that contain photographs.
SUPER FINE	Suitable for documents that contain fine print and images (the resolution is four times that of STANDARD).
ULTRA FINE	Suitable for documents that contain fine print and images (the resolution is eight times that of STANDARD).
2 . BOOK TX SCAN SIZE	Selects the scanning size for the book sending function. SHEET, A4, A5
2 . LOCK PHONE	Sets the LOCK PHONE functions.
OFF	Outgoing voice call is operational.
ON	Outgoing voice call is not operational.
3 . COUNTRY SELECT*	Selects the country where you are using your machine. UK / GERMANY / FRANCE / ITALY / SPAIN / HOLLAND / DENMARK / NORWAY / SWEDEN / FINLAND / AUSTRIA / BELGIUM / SWITZERLAND / PORTUGAL / IRELAND / GREECE / LUXEMBOURG / HUNGARY / CZECH / RUSSIA / SLOVENIA / SOUTH AFRICA / OTHERS

* This setting is only available for some countries.

ADD. REGISTRATION

Name	Descriptions
1-TOUCH SPD DIAL	Registers the informations on One-Touch Speed Dialling. (→ p. 3-2)
1-TOUCH SPD DIAL	Selects a one-touch speed dialling key.
1.TEL NUMBER ENTRY	Registers the other party's telephone number.
2.NAME	Registers the other party's name.
3.OPTIONAL SETTING	The transmission time and settings including the registration of password and subaddress can be specified.
ON	The optional settings can be set.
1.TX TIME SETTING	5 settings of the transmission time can be specified.
	<p>Setting procedure</p> <ol style="list-style-type: none"> 1 Select the time setting number (1 to 5) by pressing ◀ (-) or ▶ (+), and press OK. 2 Enter the hour and minute for the transmission time using the numeric keys, then press OK. (Enter 0 before the 1-digit hour or minute. For example, enter "0905" for 9:05 am.) <ul style="list-style-type: none"> • If you make a mistake while entering, press Function and Clear, then enter the correct time.
	<p>Sending procedure</p> <ol style="list-style-type: none"> 1 Load the document face down in the ADF or on the platen glass. 2 Press the one-touch speed dialling key on which the transmission time is set. The document is scanned and stored in memory.
	The machine transmits the document at the transmission time. If you have set more than 2 transmission time settings, the document will be transmitted at the preset time closest to the time that the document has been scanned.
	Once you set the transmission time, the machine will transmit the document at the same time on every day.
	However, you cannot use the one-touch speed dialling key to send the document as usual, and cannot send the document any time unless you cancel the transmission time setting.
	To cancel the setting, press OK in TX TIME SETTING to select the preset time, and press OK again. Then, press Function and Clear , and press OK . The preset time is deleted.
	If you have set more than 2 transmission time settings, repeat this procedure to delete all the preset times. Or, when OFF is selected in OPTIONAL SETTING, TX TIME SETTING and TX TYPE are cancelled. You do not need to delete all the preset times.
	REGULAR TX: For a normal transmission.
2.TX TYPE	SUBADDRESS TX: For a subaddress transmission.
	Registers passwords and subaddresses. (→ p. 3-12)
	POLLING RX: For a polling reception. Registers passwords and subaddresses. (→ p. 5-6)
OFF	No optional setting.

Name	Descriptions
CODED SPD DIAL	Registers the information on Coded Speed Dialling. (→ p. 3-4) To register them, perform the same procedure with that of 1-TOUCH SPD DIAL.
GROUP DIAL	Registers the information on Group Dialling. (→ p. 3-7)
1. TEL NUMBER ENTRY	Registers the other party's telephone numbers by specifying the One-Touch Speed Dialling keys or Coded Speed Dialling codes.
2. NAME	Registers the group's name by specifying the One-Touch Speed Dialling keys or Coded Speed Dialling codes.
3. TX TIME SETTING	Sets the transmission time. 5 settings of the transmission time can be specified. To set them, perform the same procedure with that of 1-TOUCH SPD DIAL.

TIMER SETTINGS

For details, → *Reference Guide*.

ADJUST/CLEAN

For details, → *Reference Guide*.

PRINT LISTS

Name	Descriptions
USER DATA	Prints out a list of items set or registered in the Additional Functions.
SPEED DIAL LIST	Prints the list of the fax/telephone numbers registered for the One-Touch Speed Dialling keys, Coded Speed Dialling codes or Group Dialling.
1. 1-TOUCH LIST	Prints the 1-TOUCH LIST. (→ p. 3-9)
1. NO SORT	The printout of the list is not sorted.
2. SORT	The printout of the list is sorted.
2. CODED DIAL LIST	Prints the CODED DIAL LIST. (→ p. 3-10)
1. NO SORT	The printout of the list is not sorted.
2. SORT	The printout of the list is sorted.
3. 1-TOUCH (DETAIL)	Prints the details of the 1-TOUCH LIST. (→ p. 3-10)
1. NO SORT	The printout of the list is not sorted.
2. SORT	The printout of the list is sorted.
4. CODED (DETAIL)	Prints the details of the CODED DIAL LIST. (→ p. 3-11)
1. NO SORT	The printout of the list is not sorted.
2. SORT	The printout of the list is sorted.
5. GROUP DIAL LIST	Prints the list of the Group Dialling.
CANCEL REPORT	Cancels printout of the report.

Appendix:

Specifications

Specifications are subject to change without notice.

■ Facsimile

■ Applicable Line

Public Switched Telephone Network (PSTN)

■ Compatibility

G3

■ Data Compressing System

MH, MR, MMR, JBIG

■ Modem Speed

14400/9600/7200/4800/2400 bps
Automatic fallback

■ Transmission Speed

Approx. 6 seconds/page* at 14400 bps, ECM-MMR, transmitting from memory
* Based on Canon FAX Standard Chart No. 1, standard mode.

■ Scanning Image Processing

UHQ™ (Ultra High Quality) image enhancement

■ Transmission/Reception Memory

Transmission: Maximum approx. 79 pages*
Reception: Maximum approx. 79 pages*
* Based on Canon FAX Standard Chart No. 1, standard mode.

■ Fax Scanning Speed

Approx. 3.4 seconds/page*
* Based on standard mode.

■ Fax Resolution

STANDARD: 8 pels/mm × 3.85 lines/mm
FINE: 8 pels/mm × 7.7 lines/mm
SUPER FINE: 8 pels/mm × 15.4 lines/mm
ULTRA FINE: 16 pels/mm × 15.4 lines/mm

■ Dialling

- Automatic dialling
 - One-touch speed dialling (12 destinations)
 - Coded speed dialling (100 destinations)
 - Group dialling (Max. 111 destinations)
 - Directory dialling (with Directory key)
- Regular dialling (with numeric keys)
- Automatic redialling
- Manual redialling (with Redial/Pause key)

■ Networking

- Sequential broadcast (Max. 122 destinations)
- Automatic reception
- Automatic Fax/Tel switchover
- Remote reception by telephone (Default ID: 25)
- Non-ring reception
- ECM deactivation
- ACTIVITY REPORT (after every 20 transactions)
- Non-delivery report
- TTI (Transmit Terminal Identification)

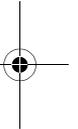
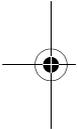
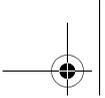
■ Telephone

■ Connection

Telephone/answering machine (CNG detecting signal)/data modem

A

Specifications



A-2



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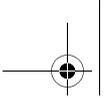
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