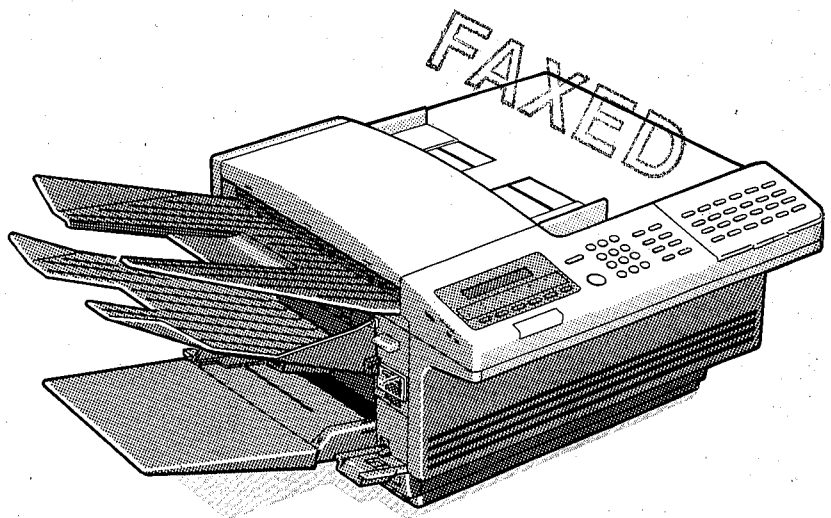


# Canon FAX-L700

## INSTRUCTION BOOK

FAXED FAXED



FAXED

**ENGLISH**

Coded Speed Dialing	Name	Number
* 00		
* 01		
* 02		
* 03		
* 04		
* 05		
* 06		
* 07		
* 08		
* 09		
* 10		
* 11		
* 12		
* 13		
* 14		
* 15		
* 16		
* 17		
* 18		
* 19		
* 20		
* 21		
* 22		
* 23		
* 24		
* 25		
* 26		
* 27		
* 28		
* 29		
* 30		
* 31		
* 32		
* 33		
* 34		
* 35		
* 36		
* 37		
* 38		
* 39		
* 40		
* 41		
* 42		
* 43		
* 44		
* 45		
* 46		
* 47		
* 48		
* 49		

Coded Speed Dialing	Name	Number
* 50		
* 51		
* 52		
* 53		
* 54		
* 55		
* 56		
* 57		
* 58		
* 59		
* 60		
* 61		
* 62		
* 63		
* 64		
* 65		
* 66		
* 67		
* 68		
* 69		
* 70		
* 71		
* 72		
* 73		
* 74		
* 75		
* 76		
* 77		
* 78		
* 79		
* 80		
* 81		
* 82		
* 83		
* 84		
* 85		
* 86		
* 87		
* 88		
* 89		
* 90		
* 91		
* 92		
* 93		
* 94		
* 95		
* 96		
* 97		
* 98		
* 99		

## **IMPORTANT NOTICE FOR CONNECTION TO THE TELECOMMUNICATION SYSTEM IN THE UNITED KINGDOM**

1. BABT certificate Number/Approval Number for the Canon facsimile L700

**NS/1056/3/N/603163**

APPROVED for connection to the telecommunications systems specified in the instructions for use subject to the conditions set out in them.

2. This apparatus has been approved for the use of the following facilities.
  - i. Storage of telephone numbers for retrieval by a predetermined code.  
(if problems occur, verify stored number).
  - ii. Automatic call indication.
  - iii. Use on a PABX which returns secondary proceed indication.
  - iv. Operation in the presence or absence of initial or secondary proceed indication.
  - v. Automatic dialling facilities.
  - vi. Automatic Storage of Last Number Dialed.
  - vii. Automatic repeat attempt Facilities.
  - viii. Auto clear form the call originating end.
  - ix. Series Connection Facility.
  - x. Dialling on associated Telephone.
  - xi. Series off hook detection.
  - xii. Modem
  - xiii. Auto-Answer

NOTE: Automatic dialling will not detect the presence of proceed indication (dial tone) or secondary proceed indication (second dial tone used on PBX's) on either loop disconnect or MF dialling systems.

The apparatus is suited for PBX which does provide secondary proceed indication.

Any other usage will invalidate the approval of the apparatus if as a result, it then ceases to conform to the against which approval was granted.

CAUTION: ALL STORED NUMBERS SHOULD BE CHECKED FOR CORRECT PROGRAMMING  
WARNING: AUTOMATIC DIALLING OF 999 IS PROHIBITED.

3. This equipment may be connected to British Telecoms direct exchange line on the public switched telephone network (PSTN) using an approved plug and socket.
4. For correct ringer operation, the total "REN" values of all equipment connected to British Telecoms phone lines must not exceed four. The FAX-L700 has a REN value of 3 and a standard British Telecom phone has a REN of 1, unless otherwise marked.
5. Only one telephone may be connected to the same direct exchange line on the Canon FAX-L700, even if the REN is less than 1.  
Only connect one FAX-L700 between a main apparatus and the PSTN.

WARNING: Do not connect any other apparatus in parallel with the Canon FAX-L700.

When the telephone is used in conjunction with the Canon FAX-L700 it may only be connected via the adaptor fitted to the apparatus.

6. The Canon FAX-L700 is not suitable as an extension to a pay-phone, and should not be connected to shared service line of 1+1 carrier systems.
7. Power connection must be made to an earthed outlet using the power cord provided.
8. As the protection of the user relies on a protective earth, derived by way of a mains plug,
  - i. Connection to the B.T. network must be unplugged before the earth is disconnected.
  - ii. The connection to the B.T. network must not be hard wired.
9. The approval of this terminal for connection to the B.T. PSTN is INVALIDATED if the apparatus is subject to any modification in any material way not authorised by BABT or it is used with or connected to . . .
  - i. Internal software that has not been formally accepted by BABT.
  - ii. External control software or external control apparatus which causes the operation of the terminal or associated call set-up equipment to contravene the requirements of the standard set out in BABT/ SITS/82/005S/D.

All apparatus connected to this terminal and thereby connected directly or indirectly to the British Telecoms PSTN must be approved apparatus, as defined in section 22 of the Telecommunications Act 1984.

10. The Canon FAX-L700 is approved for use with a compatible PBX. Consult your supplier for an up to date list of such PBX's.

The information below applies to the FAX-L700 only when used in conjunction with a PBX.

It cannot be guaranteed that the apparatus will operate correctly under all possible conditions of connection to the compatible PBX. Any cases of difficulty should be referred in the first instance to the supplier or the apparatus.

Only one telephone may be connected to the same extension as the Canon FAX-L700, even if the REN value of the telephone is less than 1.

When a telephone is used in conjunction with the Canon FAX-L700 it should be connected to a suitable PBX by one of the following means.

- i. A plug conforming to BS6312:1982 and approved for the purposes of the Telecommunications act 1984.
- ii. In accordance with details agreed with the systems operator.

When additional sockets are required to connect the Facsimile apparatus, it must be installed by the permitted authority only:—

- a) British Telecom when they own the wiring.
- b) British Telecom or the authorised maintainer of the PBX when British Telecom does not own the wiring.
- c) Another party who has given fourteen day's notice to the authorised maintainer of the privately owned wiring.

11. **WARNING.** Interconnection directly, or by way of other apparatus, of ports marked "SAFETY WARNING: SEE INSTRUCTIONS FOR USE". With ports marked or not so marked may produce hazardous conditions on the network and that advice should be obtained from a competent engineer before such a connection is made.

Only apparatus complying with BS6301 should be connected to the socket on the side of the Canon FAX-L700.

**WARNING:** Interconnection of the port on this apparatus marked "WARNING: Connect only apparatus complying with BS6301 to this port" with other ports either directly or by way of other apparatus may produce hazardous conditions on the B.T. network and that advice should be obtained from a competent engineer before such a connection is made.

12. Some difficulties may occasionally be experienced when making calls from other apparatus connected to the PSTN via the FAX-L700, such difficulties may include:—

- i. Difficulties in making calls.
- ii. Problems in telephone conversation being experienced by both parties to the call.

If such problems are experienced, you should contact the supplier or maintainer of your Canon FAX-L700.

13. The voltage drop introduced by the Canon FAX-L700 when connected in series into the loop connection between the PSTN and the main apparatus is 0.6 volts at 40 mA D.C.

The FAX-L700 should not be used in conjunction with other series connected apparatus such that the aggregated voltage drops, together with that introduced at 40 mA by any relevant wiring exceeds 2 volts.

14. The definition of an RBS can be found in BS6789 part 6.1 clause 2.4.

15. **IMPORTANT NOTICE.**

This apparatus must be earthed. The wires in this mains lead are coloured in accordance with the following code:—

GREEN & YELLOW	: EARTH
BLUE	: NEUTRAL
BROWN	: LIVE

As the colours of the wires in the mains lead of this apparatus may not correspond with the coloured markings identifying the terminals in your plug proceed as follows:—

The wire which is coloured GREEN and YELLOW must be connected to the terminal in the plug which is marked by the letter E or by the safety earth symbol of coloured GREEN or GREEN/YELLOW.

The wire which is coloured BLUE must be connected to the terminal which is marked by the letter N or coloured BLACK.

The wire which is coloured BROWN must be connected to the terminal which is marked by the letter L or coloured RED.

If you are unsure please contact an authorised electrician for connection.

16. In the event of power failure emergency 999 Calls can be made from the associated handset connected to the Canon FAX-L700.



### **For your safety (Australia only)**

To ensure safe operation the three-pin plug supplied must be inserted only into a standard three-pin power point which is effectively earthed through the normal household wiring.

Extension cords used with the equipment must be three-core and be correctly wired to provide connection to earth. Wrongly wired extension cords are a major cause of fatalities.

The power point shall be located near the equipment and shall be easily accessible.

The fact that the equipment operates satisfactorily does not imply that the power point is earthed and the installation is completely safe. For your safety, if in any doubt about the effective earthing of the power point, consult a qualified electrician.

### **Caution (New Zealand only)**

1. This equipment may not necessarily provide for the effective hand-over of a call to or from a telephone connected to the same line.
2. The operation of this equipment on the same line as telephone or other equipment with audible warning devices or automatic ring detectors will give rise to bell tinkle or noise and may cause false tripping of the ring detector.  
Should such problems occur, the user is not to contact telecom faults service.
3. Should this equipment become physically damaged, disconnect immediately from the Telecom connection and power source and contact your nearest service agent.
4. To relocate this equipment please.
  - 1) Disconnect the equipment from the Telecom connection.
  - 2) Disconnect the equipment from the power source.
  - 3) Reconnect the equipment to the power source.
  - 4) Reconnect the equipment to the Telecom connection.
5. If the supply cord of this equipment is damaged, it must be replaced by the special cord (Parts No.: HH2-1910).
6. Not all standard telephone will respond to incoming ringing when connected to the extension socket.

## Safety Information



### Laser Safety

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

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

### CDRH Regulations

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

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

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

**DANGER**-INVISIBLE LASER RADIATION WHEN OPEN.  
AVOID DIRECT EXPOSURE TO BEAM.

**VORSICHT**-UNSICHTBARE LASERSTRAHLUNG, WENN ABDECKUNG GEÖFFNET UND  
SICHERHEITSVERRIEGELUNG ÜBERBRÜCKT NICHT DEM STRAHL AUSSETZEN.

**CAUTION**-INVISIBLE LASER RADIATION WHEN OPEN.  
AVOID EXPOSURE TO BEAM.

**ATTENTION**-RAYONNEMENT LASER EN CAS D'OUVERTURE EXPOSITION DANGEREUSE AU  
FAISCEAU.

**VARO!**-AVATTAESSA OLET ALTTIINA NÄKYMÄTTÖMÄLLE LASERSÄTEILYLLE ÄLÄ KATSO  
SÄTEESEEN.

**注意**・ここを開くとレーザー光がでます。  
レーザー光を直接見たり、触れたりしないでください。

RS1-8854

# Preface

Thank you for purchasing your new fax. We at Canon are confident your new purchase will greatly expand your work capacity and efficiency.

This Instruction Book shows you how to get the most out of your new purchase. Whether you are sending a quick memo to the office on the other side of town or automatically receiving documents from a branch overseas, this book shows you how to do it — quickly and easily.

Take some time to get acquainted with your new fax by browsing through this book before setting up. You don't have to read it all at once. We just want you to know what a great machine you have.

We've taken a great deal of care in preparing this book so you'll never be left wondering how to perform a certain function. However, if after reading this book you still aren't sure about how to do something, feel free to contact your local Canon authorized dealer sales or service representatives. They'll be glad to answer any questions you might have.

(NOTE: The fax is compatible with CCITT G3 unit and is hearing aid compatible.)

# Principal Features

The fax is equipped with a host of convenient features to meet all your communications requirements. Among them are:

- Superb plain paper printouts with the laser printer, and dual paper supply.
- Enhanced image processing for the highest quality reproductions when sending and copying documents (UHQ).
- Built-in hyper-smoothing function which automatically enhances the quality of the image signal sent by the other unit for crystal clear documents.
- A special error correction feature that minimizes errors when sending and receiving.
- Programmable document settings that allow you to set the fax for the type of document you are sending at the press of a key.
- One-touch Speed Dialing that allows you to dial up to 48 facsimile numbers at the touch of a single key. Coded Speed Dialing lets you dial up to 100 more facsimile numbers almost as easily.
- The ability to send the same document to a number of destinations at a preset time.
- Networking features that allow you to relay documents, send and receive confidential documents, and request documents from other units.
- A memory that can receive documents even after the paper runs out.
- A special ID feature that identifies documents by the individual or department sending them.
- Easy printer maintenance with the single-unit toner cartridge.
- A complete image printout (Transmission Confirmation Report), which tells you that the document was successfully sent to the other party.

# Contents

## Part 1 — Before Starting

### Installing Your Fax

Packing List	12
Finding the Right Location	12
Power Requirements	12
Setting Up Your Fax	13
Installing the Toner Cartridge	14
Loading Paper into the Cassette	17
Loading Paper onto the Paper Tray	18

### A Look at the Fax

Front View	20
Rear View	21
The Control Panel	22

### Identifying the Documents You Send

Registering the Sender's Name	27
Registering the Date and Time	29
How to Enter a Name When Registering	30
Important Notes When Registering	32

## Part 2 — Sending and Receiving Documents

### Before Sending Documents

Preparing Documents	34
Maximum and Minimum Document Sizes	35
What the Receiving Unit Doesn't See	35

### Sending Documents

Feeding Documents into the Fax	36
Memory Sending	38
Direct Sending	40
Manual Sending	42
Adding Pages	44
Redialing	44
Clearing Document Jams	45

### Using the Program Key

Making Document Settings with the Program Feature	46
	47

## **Receiving Documents**

- Receiving Documents Manually 48
- Receiving Documents Automatically 49
- Printing Out Documents Received in the Memory 50
- Identifying the Party Sending the Documents 51
- How the Fax Receives Documents 52
- What the Fax Doesn't See When Receiving 53
- ECM Sending and Receiving 53

## **Different Ways of Dialing**

- Registering One-touch and Coded Speed Dialing 54
- Using One-touch and Coded Speed Dialing 58
- Registering Group Dialing 59
- Using Group Dialing 61
- Changing a Group Dialing Number 62
- Registering Expanded Dialing 64
- Using Expanded Dialing 66
- Regular Dialing 67
- Dialing International Numbers 68
- Using the Fax through a Switchboard 68
- Dial Tone Detection 68
- Adjusting the Pause Time 69

# **Part 3 — Using the Copying Feature**

## **Using the Fax to Make Copies**

- How to Make Copies 72

# **Part 4 — Using the Memory and Network Features**

## **Using the Fax Memory**

- Learning About the Memory 76
- Printing Out Memory Lists 78
- Printing Out Transaction Schedule Reports 79
- Printing Out Documents You Stored in the Memory 80
- Sending Documents Left in the Memory (1) 81
- Sending Documents Left in the Memory (2) 82
- Erasing Documents from the Memory 84
- Verifying Information That is Lost after a Power Failure 85

### **Sending to More than One Location**

- Sending to More than One Location Directly 86
- Sending to One or More Locations at a Preset Time 88
- Changing and Canceling the Settings 90

### **Sending through a Relay Unit**

- Registering One-touch or Coded Relay Sending 93
- Using One-touch or Coded Relay Sending 97
- Regular Relay Sending 99
- Sending through a Relay Unit at a Preset Time 101

### **Confidential Sending and Receiving**

- Registering One-touch or Coded Confidential Sending 104
- Using One-touch or Coded Confidential Sending 108
- Regular Confidential Sending 110
- Sending Confidential Documents at a Preset Time 112
- Registering Information for Confidential Receiving 115
- Printing Out Confidential Documents You Receive 117
- Changing the Settings of Confidential Mailboxes 118

### **Polling (Requesting Documents from Other Units)**

- Registering Your Polling ID 121
- Polling Other Units 123
- Polling Other Units at a Preset Time 124
- Changing the Settings for Polling 126
- Allowing Others to Poll Your Fax 128

### **Using Alternative Telephone Networks**

- Registering the access code and ID number under the M key 130
- Sending with an alternative long-distance service 132
- Registering Speed Dialing with the M key 133

## **Part 5 — Reports and User Switches**

### **Printing Reports and Registration Lists**

- Activity Reports 136
- Activity Management Reports 139
- Multi-transaction Reports 141
- Confidential Message Notices 142
- Printing Out the List of All Registered Facsimile Numbers 143
- Printing Out the List of Facsimile Numbers Registered for Automatic Dialing 144
- Printing Out the List of User Switch Settings and Sender's Names 146
- Registering the Activity Management Report Printout Time 147

### **Setting the Operating Guidelines**

- The User Switch Menu 148
- Setting the User Switches 150

## **Part 6 — Maintenance and Troubleshooting**

### **Caring for Your Fax**

- Clearing Paper Jams from the Paper Tray and Fixing Areas 152
- Clearing Paper Jams from the Cassette Area 153
- Cleaning the Fax 154
- Adjusting the Print Density 154
- Important Notes About the Recording Paper 155
- Important Notes About the Toner Cartridge 155
- Precautions 156

### **Error Messages and Codes 157**

### **Troubleshooting 159**

### **Specifications 161**

### **Index 162**



---

# Part 1

## Before Starting

If you have just purchased the FAX-L700 and are beginning to unpack, read this section first. It describes how to set up the fax and gives you a quick overview of the parts and controls.

This section also shows you how to program the fax so that documents you send always contain your ID. This allows your customers to instantly recognize your facsimile messages.

If the fax is already set up and programmed with your ID, just skim through "A Look at the Fax." This gives you a quick look at some of the parts and controls of the fax. Then, skip ahead to Parts 2-5 to learn how to use the FAX-L700's many convenient and timesaving features.

# Installing Your Fax

## Packing List

Your fax comes complete with the items in the list below. Make sure you have everything before trying to set your unit up.

- 1 FAX-L700 main unit
- 1 Exit tray
- 1 Document tray
- 1 Recording paper sub-tray
- 1 Paper cassette (A4-size)
- 1 Connection cord (modular jack)
- 1 Instruction Book
- 2 Destination labels
- 1 Program key seal
- 1 Quick reference guide
- 1 Jack cover
- 2 Screws
- 1 BT adaptor (U.K. only)
- 1 M label (U.K. only)

## Finding the Right Location

Finding the right location for your fax is important. First, find a place in your office that is out of direct sunlight. Next, since your fax requires a telephone line, place it near an existing telephone outlet. This will save you the unnecessary expense of having the phone company put in a new one.

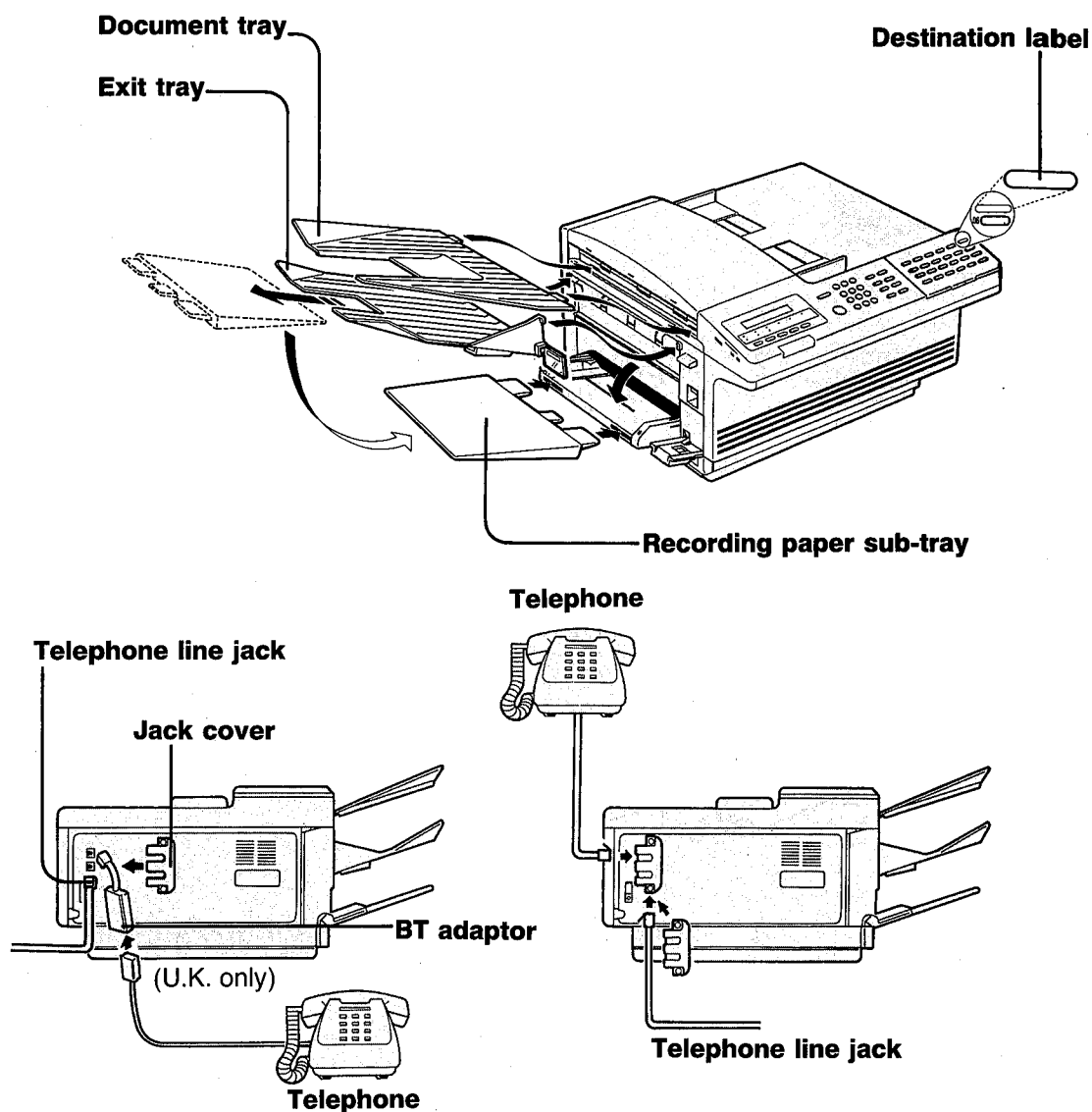
You might also want to give some thought as to how your fax will fit into the work flow of your office. Remember, your fax can also be used as a copy machine and telephone, so it will probably be getting a lot of use. Put it in a place that is easily reached.

## Power Requirements

Your fax uses standard 200/240 V household current. This means you can plug it in just about anywhere. However, you must be careful not to share the power outlet with other appliances that cause electrical noise. Air conditioners, electric typewriters, copy machines, and other machines of this sort generate noise which often interferes with the sending and receiving of documents.

## Setting Up Your Fax

Set up your fax as shown in the illustrations below.



### For users in the U.K. only

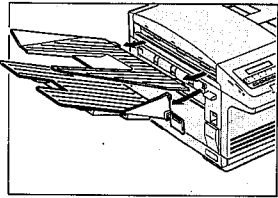
#### IMPORTANT:

Connect the telephone handset to the port marked 'T' and the line cord to the port marked 'L' and secure the cover with the screws provided before making connection to the mains electricity support or the BT network.

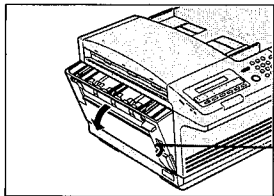
## Installing the Toner Cartridge

When the toner needs replacing, the fax displays "CHANGE CARTRIDGE." Canon FX1 cartridges are recommended. If you try to install other cartridges you may damage the fax.

**NOTE:** For more details on toner cartridges, see page 155.



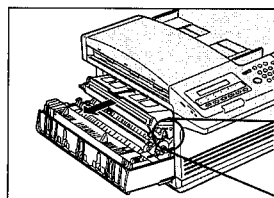
- 1 Remove the document and exit trays.



- 2 Open the printer cover.

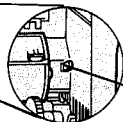
*Press up on the release button. Then open the printer cover.*

Release button

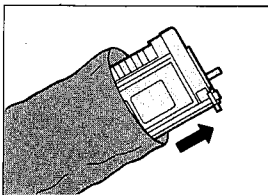


- 3 Remove the old cartridge by pulling on the tab.

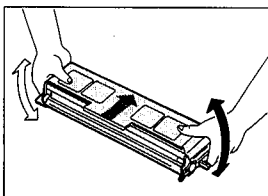
*If it is difficult to remove the cartridge, press the lever at the front of the printer unit. Then try removing the cartridge again.*



Lever

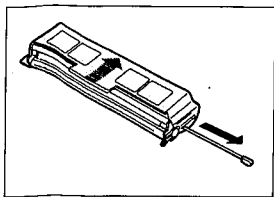


- 4 Remove the toner cartridge from the bag.



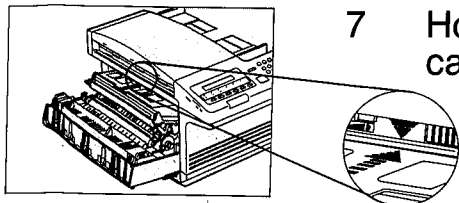
- 5 Holding the cartridge with both hands, rock it gently from end to end five or six times.

*This distributes the toner evenly throughout the cartridge to assure even print density.*

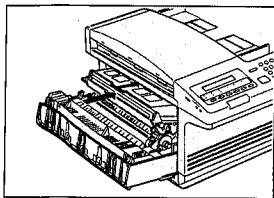


- 6 Place the cartridge on a flat, stable surface. While pressing down on the cartridge, remove the seal by gently pulling on the orange tab.

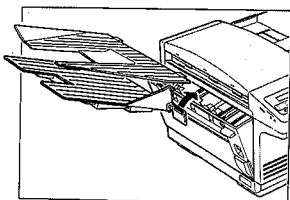
*Make sure you pull the tab evenly (parallel with the surface you are working on) or it may snap.*



- 7 Holding the tab, align the arrow on the cartridge with the mark on the fax.



- 8 Gently slide the cartridge into the printer.



- 9 Check to see that the cartridge is firmly seated in the printer unit. Then close the printer cover and attach the document and exit trays.

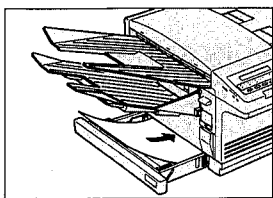
CLEANING



- 10 Make sure there is paper in the cassette. Then press CLEANING.

CLEANING
WAIT:PAPER OUTPUT

*The fax prints out a piece of paper. This is used to clean the fixing assembly. Keeping the fixing assembly clean helps prevent paper jams.*



- 11 Load the paper that the fax just printed out into the cassette, white side up.

CLEANING  
SET OUTPUT PAPER



- 12 Press SET.

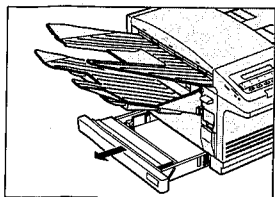
CLEANING  
IN PROGRESS

*The paper cleans the fixing assembly. Throw the cleaning paper away after it is printed out.*

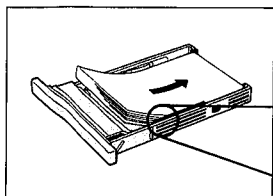
## Loading Paper into the Cassette

You can load up to 250 sheets of A4-size paper into the cassette. To prevent paper jams, make sure that all the previously loaded paper is used up before trying to load fresh paper.

**NOTE:** ○ For more details on recording paper, see page 155.

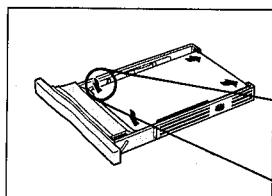


- 1 Pull out the paper cassette.



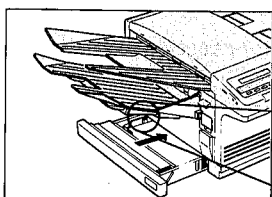
- 2 Load the paper into the cassette.

*Make sure that the stack of paper does not exceed the limit mark on the side of the cassette. The capacity of the cassette is approximately 250 sheets of paper with a weight of 75 g/m<sup>2</sup>.*



- 3 Gently press the paper down at each of the four corners of the stack.

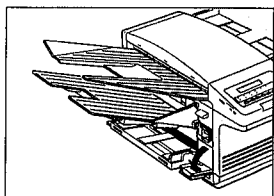
*Make sure that the paper stack stays beneath the retaining clips at the front and back of the cassette.*



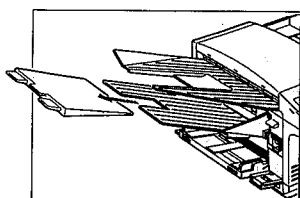
- 4 Insert the cassette into the fax.

## Loading Paper onto the Paper Tray

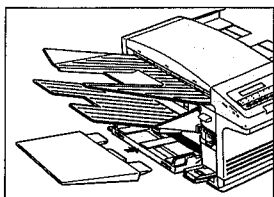
In addition to the cassette, you can also load paper onto the paper tray. This allows you to use two different types of paper at one time. You can stack up to 50 sheets of paper onto the tray.



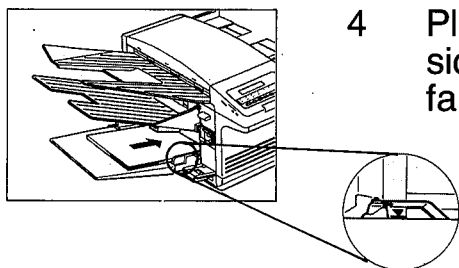
- 1 Open the paper tray.



- 2 Remove the sub-tray from the exit tray.



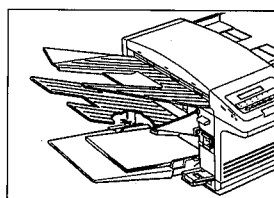
- 3 Attach the sub-tray to the paper tray.



- 4 Place the stack of paper up against the right side of the tray. Then insert it into the fax as far as it will go.

*Make sure that the stack of paper does not exceed the limit mark on the side of the paper tray. The capacity of the tray is approximately 50 sheets of paper with a weight of 75 g/m<sup>2</sup>.*

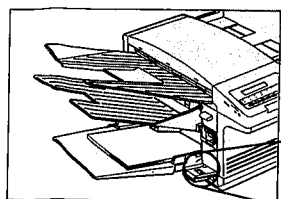
*To prevent jams, make sure you stack the paper neatly.*



- 5 Slide the paper guide up against the stack of paper.

*To prevent jams, make sure the paper guide rests snugly against the stack. Do not make it too snug or the paper will not feed properly into the fax.*



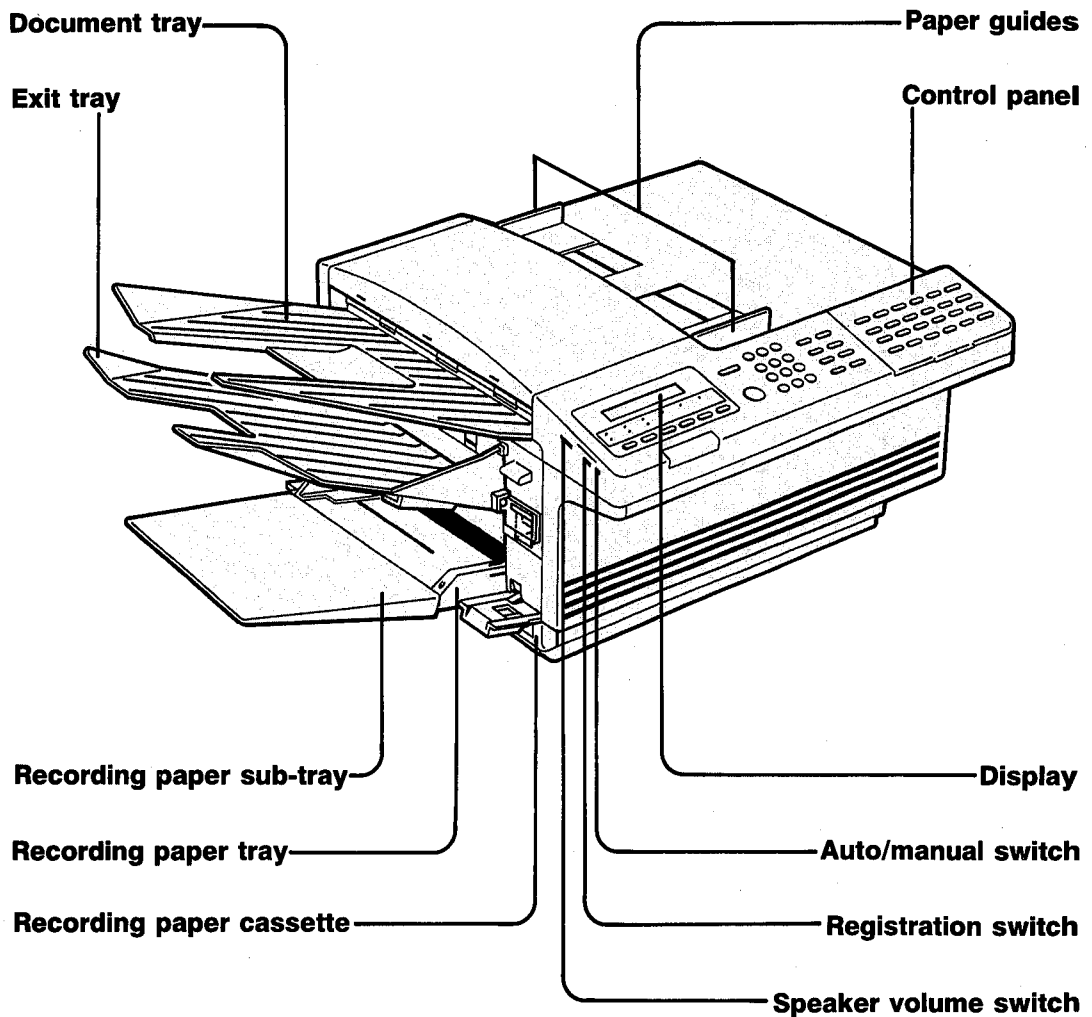


- 6 Set the paper size switch corresponding to the size of paper you have loaded onto the tray.

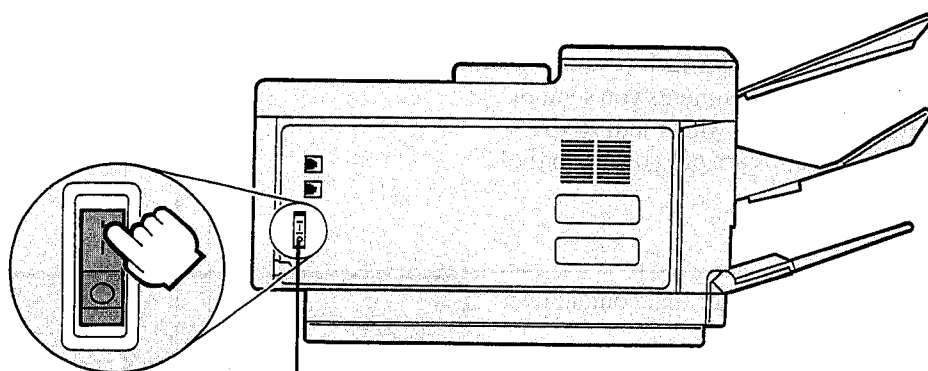
# A Look at the Fax

Take a few minutes and familiarize yourself with the layout of your new fax. Don't worry about remembering where everything is. Just get a general feel for the machine.

## Front View



## Rear View






### **Power switch**

When you turn the power ON, the fax first displays, "PLEASE WAIT." After a short time, the date and time appear. This shows that the fax is on standby, ready for use.

## The Control Panel

### MANUAL lamp

Lights when the fax is set to receive manually.

( \  switch set to  ).

### EXTRA lamp

Lights when the extra feature is on.

### DARKER — LIGHTER key/lamp

Press to darken or lighten documents you send or copy. The lamps light to show which setting you are using. When both lamps are off, you are in the standard setting.

### AA key/lamp

Press to send or copy documents that contain text and photographs.

### HALFTONE — TYPE OF DOC. key/lamp

Press to set the fax for the type of document you are copying or sending

### SUPER FINE — FINE key/lamp

Press to increase the clarity of documents you send. The lamps light to show which setting you are using. When both lamps are off, you are in the standard setting.

### Memory lamp

Lights when a document has been recorded in the memory. Flashes when communicating.

### Error lamp

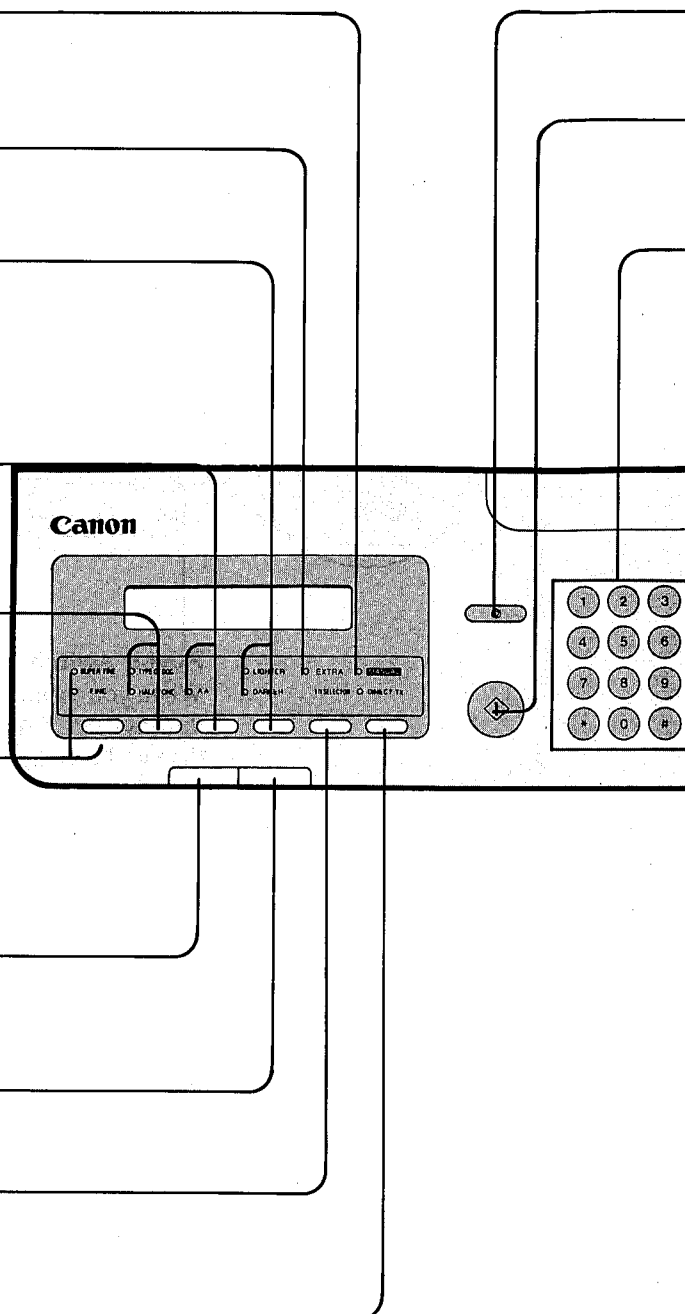
Flashes if a problem occurs.

### TTI SELECTOR key

Press to select the name of the person sending the document.

### DIRECT TX key/lamp

Press to send by Direct Sending.



**STOP key**

Press to stop an operation or clear a setting.

**START key**

Press to start an operation.

**Numeric keys**

Press to perform Regular Dialing or enter numbers when registering.

**CODED DIAL key**

Press to dial with Coded Speed Dialing.

**PROGRAM key**

Press to turn the program feature on.

**CLEAR key**

Press to clear numbers or characters when registering.

**D.T. key\***

Press for confirmation of the dial tone when dialing a telephone number.

*\* Users in the U.K. cannot use this key.*

**PAUSE key\***

Press to enter a pause when registering.

*\* Users in Switzerland cannot use this key.*

**SET key**

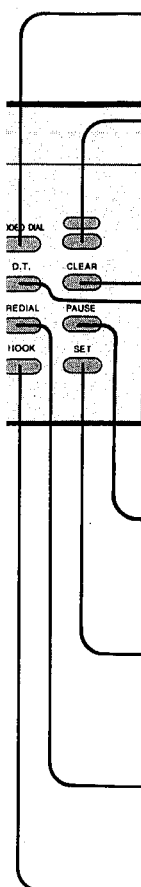
Press after Regular Dialing or to set each item you register.

**REDIAL key**

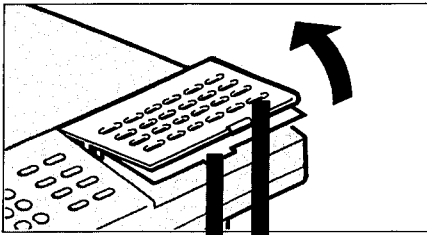
Press to redial facsimile numbers.

**HOOK key**

Press to dial with the receiver on the hook.



## The Control Panel



### One-touch Speed Dialing Panels

The keys on this side of the control panel have two functions:

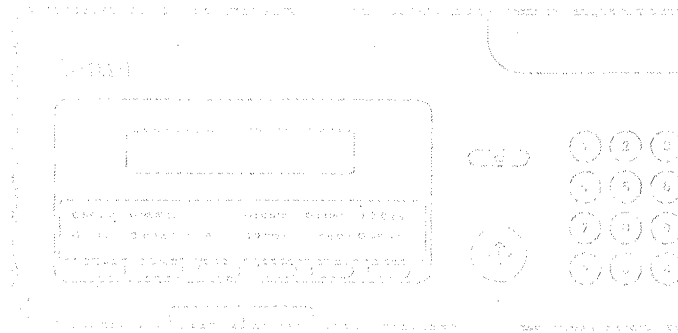
- When one or more of the panels are closed, the keys act as One-touch Speed Dialing keys.
- When the panels are open, the keys perform the operations described on these two pages.

### CURSOR key

Press to move the cursor when registering information.

### SPACE key

Press to enter a space when registering.



### + key

Press to enter "+" in your facsimile number.

### STANDBY key

Press to complete registration and return to standby.

### Search keys

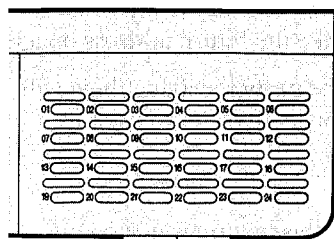
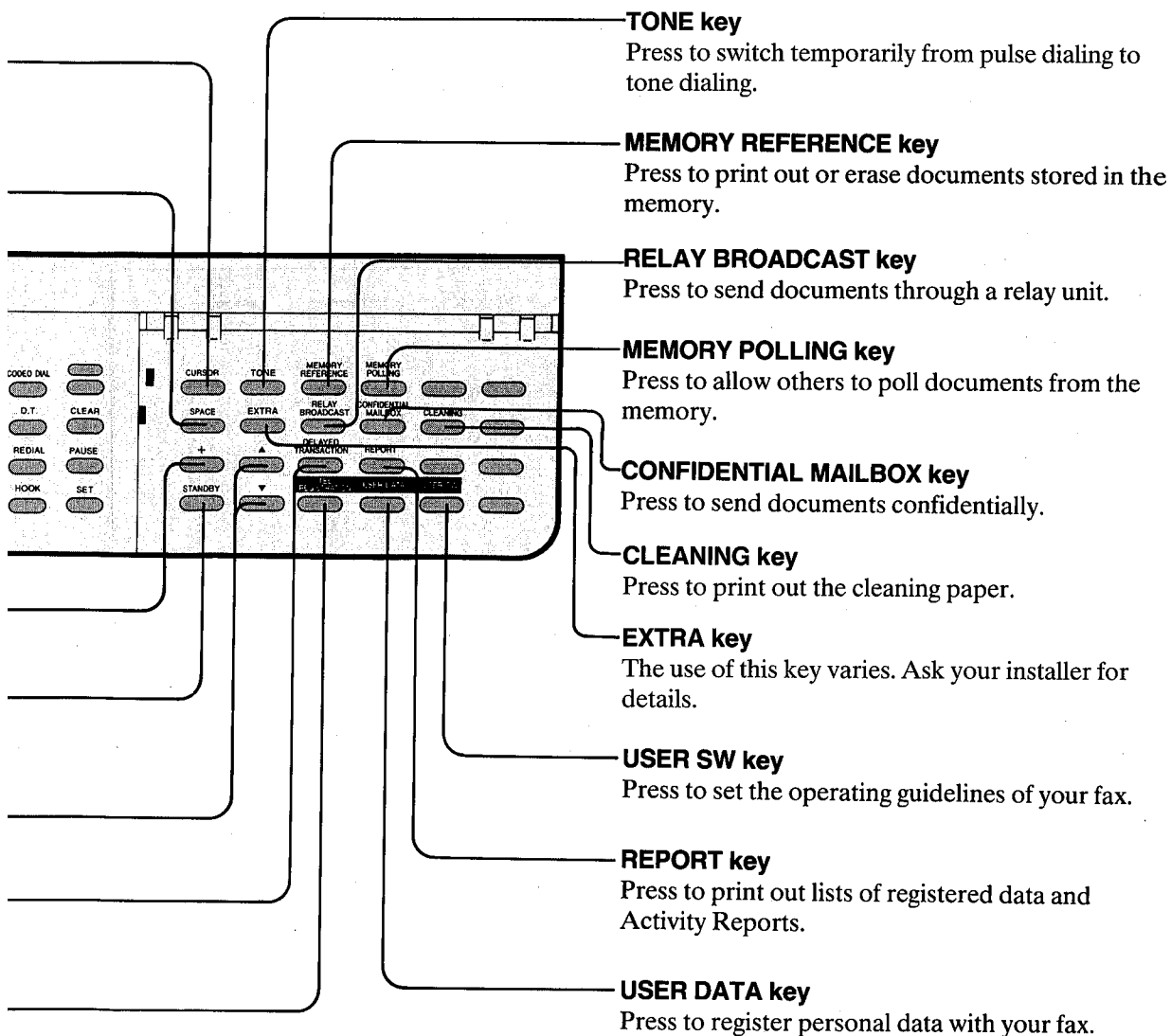
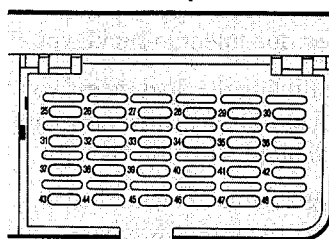
Press to search for menus and entries.

### DELAYED TRANSACTION key

Press to send or receive documents at a preset time.

### TEL REGISTRATION key

Press to register facsimile numbers for Speed Dialing.

**Top panel****Second panel**

# Identifying the Documents You Send

When sending a document, you can automatically have your company name or sender's name, telephone number, and the date and time printed out by the receiving party's unit. Your ID appears at the top of the received document in small type. This is like the return address on a letter.

By identifying the documents you send, the party receiving them will recognize your facsimile messages at a glance. In order to use this convenient feature you have to:

- Register your ID with the fax.
- Check the User Switches to make sure this feature is turned on.

This chapter shows you how to register your ID. The User Switches are described on page 148. The illustration below shows a document with the ID printed out at the top.

**NOTE:** Some countries prohibit the registration of names and facsimile numbers. If you would like to register these two items, check with your local Canon sales or service representative for details.

Date and time you send the document	Your facsimile number	Your name (or company name)	The name of the party who is receiving the document*	Page number/ Number of pages sent**
26/12 '92 09:08	0303 3788 2111	CANON INC.	... CANON USA	@0017001
<b>THE SLEREXE COMPANY LIMITED</b> SAPORS LANE · BOOLE · DORSET · BH 25 8 ER TELEPHONE BOOLE (945 13) 51617 · TELEX 12456				
Our Ref. 350/PJC/BAC		18th January, 1972.		
Dr. F.N. Cundall, Mining Surveys Ltd., Holroyd Road, Reading, Berks.				

\* This is printed out only if you send the document using One-touch or Coded Speed Dialing and you registered the other party's name.

\*\* This is printed out only if you send the document from memory.



## Registering the Sender's Name

By following this procedure, you can register the names of individuals or departments within your company who often use the fax. When sending a document, they can select their own name and have it appear on the document received by the other party. You can register up to 9 names. Each name can contain up to 16 characters.

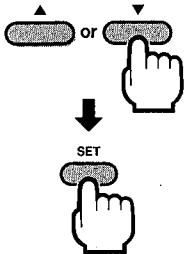
**NOTE:** This procedure uses the Character Setting Lists on page 30. Read that section first before trying to register the name. Also, read "Important Notes when Registering" on page 32.

**Example:** Register the name "CANON — JOHN SMITH."



- 1 Open the One-touch Speed Dialing panels. Then press USER DATA.

USER DATA 1. ENTER YOUR TEL
--------------------------------

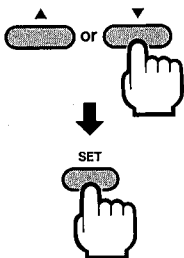


- 2 Use the search keys to display "TTI." Then press SET.

USER DATA 6. TTI
---------------------

6. TTI 01 =
----------------

*You can also press [6] to call up the display.*



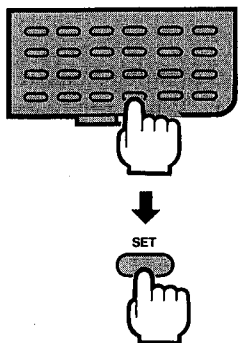
- 3 Use the search keys to assign a number between 01 and 09 to the name. Then press SET.

6. TTI 01 =
----------------

6. TTI 01 =	A
----------------	---

This shows the first character of each list in the Character Setting Lists.

*You can also use the numeric keys to assign a number.*



- 4 Enter the name of the individual or department. Then press SET.

6. TTI  
01 = CANON-JOHN SMITH

6. TTI  
DATA ENTRY OK

6. TTI  
02 =

*If there is a previously registered name, simply enter the new name over the old one. For details on entering names, see page 30.*

*The fax waits for you to enter additional names. To enter the next name, go back to step 3. If you don't want to enter another name, go on to step 5.*



- 5 Press STANDBY. Then close the One-touch Speed Dialing panels.

*Registration ends and the fax returns to standby.*

## Registering the Date and Time

By following this procedure, the date and time you send a document automatically appears at the top of the document received by the other party.

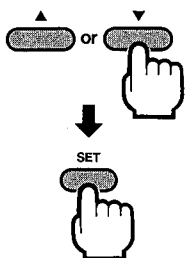
**NOTE:** Read "Important Notes when Registering" on page 32 before doing this procedure.

**Example:** Set the date to December 26, 1992 and the time to 9:00 a.m.



- 1 Open the One-touch Speed Dialing panels. Then press **USER DATA**.

USER DATA
1. ENTER YOUR TEL

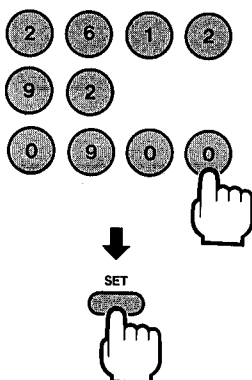


- 2 Use the search keys to display "SET TIME." Then press **SET**.

USER DATA
5. SET TIME
20/12'92 08:00
*20/12'92 08:00

The top line of the display shows the current settings. Use the bottom line to enter the new settings.

You can also press [5] to call up the display.



- 3 Enter the date and time. Then press **SET**.

20/12'92 08:00
*26/12'92 09:00

5. SET TIME
DATA ENTRY OK

USER DATA
6. TTI

Enter just the last two digits of the year. Set the time using the 24-hour system. If the hour, minute, day or month is a single-digit number, precede it with 0.

If you make a mistake, press [CURSOR] to move the cursor under the mistake. Then enter the correct number. If there is a previously registered date and time, simply enter the new setting over the old one.

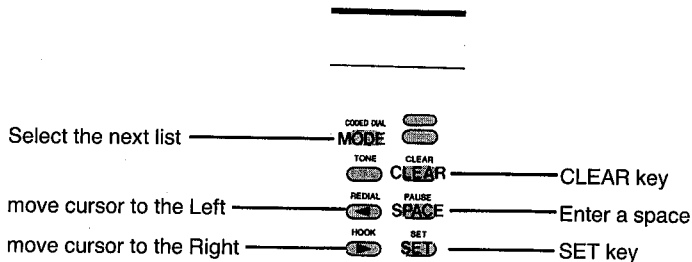


- 4 Press **STANDBY**. Then close the One-touch Speed Dialing panels.

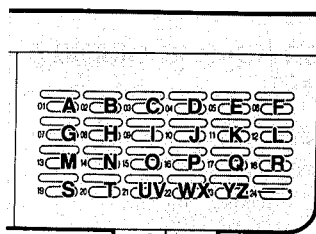
Registration ends and the fax returns to standby.

## How to Enter a Name when Registering

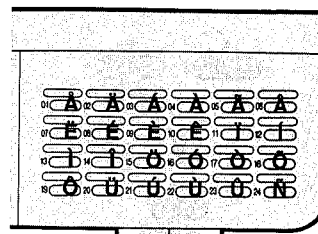
Some of the registration procedures in this book ask you to enter names. Names can contain any combination of letters, numbers, or symbols. To enter a name, you use certain keys shown in the illustration below.



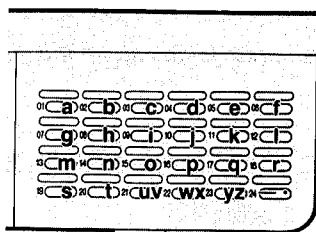
Uppercase letters



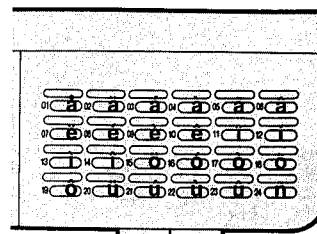
Special letters (1)



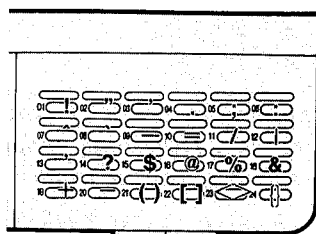
Lowercase letters



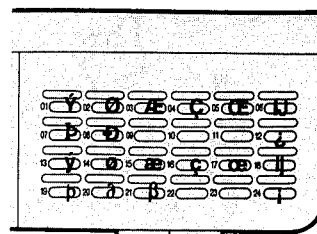
Special letters (2)



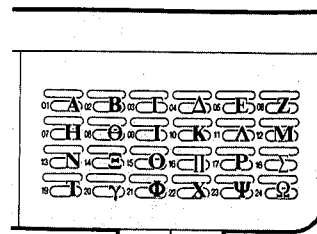
Symbols



Special letters (3)



Greek letters



The following procedure shows you how to enter a name when registering information.

- 1 When you come to a step that asks you to enter a name, certain keys automatically change functions so you can enter characters and symbols.
- 2 Press the key that contains the character or symbol that you want to enter.

CODED DIAL



#### Selecting the lists

selects uppercase letters, lowercase letters or symbols.

REDIAL



#### Moving the cursor

moves the cursor to the left.

HOOK



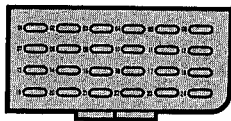
moves the cursor to the right.

PAUSE



#### Entering a space

enters a space.



#### Uppercase and lowercase letters and symbols

use the One-touch keys assigned to uppercase and lowercase letters and symbols on the previous pages.

*Some of the keys have two letters or symbols.*

*To enter the letter or symbol on the left, press the key once, then continue to enter the rest of the name. To enter the letter or symbol on the right, press the key twice and continue to enter the rest of the name.*

*If you want to enter the first and second letters or symbols on the same key in succession, such as "UV COMPANY", enter "U", then press [HOOK] ( ► ) to move the cursor. Press the same key twice to enter "V", then continue to enter the rest of the name.*

## Important Notes when Registering

Some of the procedures in this book involve registering information. When doing a registration procedure, keep the following points in mind:

- Before registering, set the REGISTRATION switch to ON. If you don't set the switch to ON, you won't be able to register.
- After registering, set the REGISTRATION switch to OFF. This prevents you from accidentally erasing the information.
- If you make a mistake at any step while registering, press [STOP]. Then start the procedure over again from the beginning.
- If you pause and don't make any entries for more than 60 seconds, the fax returns to standby. You then have to start the procedure over again from the beginning.
- If the phone rings while you are registering, press [STOP].

*If someone is trying to send you a document, follow the procedure for manual receiving on page 48.*

*If it is a regular phone call, you can converse normally.*

After the call, start over again from the beginning.

- The following items may not be fully registered depending on the amount of space remaining in the memory:

*Your ID.*

*One-touch or Coded Speed Dialing numbers.*

*Timer and network communications settings.*

---

# Part 2

## **Sending and Receiving Documents**

This section explains the basics of facsimile communication. You learn how to:

- Prepare documents before sending.
- Send and receive documents.
- Use the different dialing methods.

If you are using the fax for the first time, first read “Different Ways of Dialing” on page 54. This tells you how to register and use the different dialing methods, including One-touch Speed Dialing, the quickest and easiest way to dial facsimile numbers.

The sending and receiving procedures covered in this section show only the most common methods. The network and timer sending and receiving methods are covered in Part 4.

# Before Sending Documents

The fax is a versatile machine and can send just about any kind of document. When problems such as jammed documents or missed communications occur, it is usually because of a careless mistake. For trouble-free facsimile communication, read this section carefully.

## Preparing Documents

Prepare your documents following the guidelines below.

- Do not feed the following types of documents into the fax or they may jam. Instead, make copies of the documents and feed the copies into the fax.



Wrinkled or creased paper



Coated paper



Curled or rolled paper



Carbon paper or carbon-backed paper



Torn paper



Onion skin or thin paper

- Remove clips, staples, or other similar objects from documents before feeding them into the fax.
- Let ink or paste on documents dry completely before feeding them into the fax.
- You can use the fax's automatic document feeder (ADF) to feed documents that are between 0.06mm and 0.13mm thick. Do not use the ADF when:

*The paper thickness is outside this range.*

*You are feeding documents of different sizes or thicknesses.*

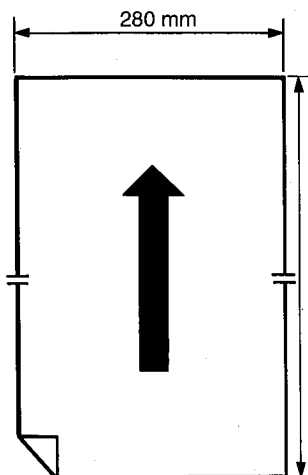
Instead, make copies and feed the copies.



## Maximum and Minimum Document Sizes

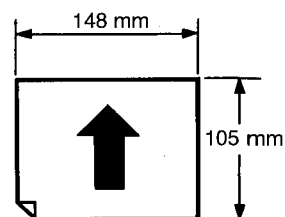
Enlarge or reduce documents outside the size range shown below before sending them.

### Maximum document size



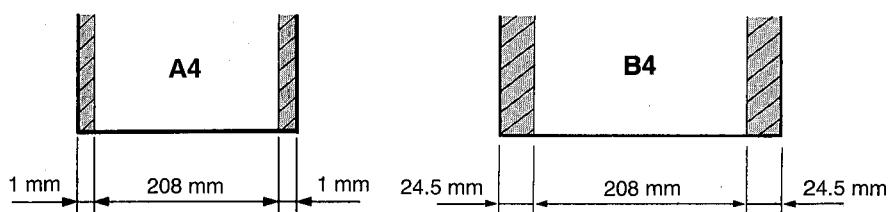
1m when recording into the memory

### Minimum document size



## What the Receiving Unit Doesn't See \*

The shaded parts of the documents shown below are not recorded by the receiving facsimile unit.



\* The maximum width of documents that can be set on the document feeder is 280 mm, but the machine itself will read and transmit documents up to only 208 mm.

# Sending Documents

The fax offers you a variety of ways to send your documents. The three simplest ways of sending are Memory Sending, Direct Sending, and Manual Sending:

- Memory Sending allows you to send extremely long documents and get your original document back from the fax as soon as possible. This is the fastest and most convenient way to send documents.
- Direct Sending allows you to send a document even if the memory is full and won't accept any more documents for Memory Sending.
- Manual Sending allows you to send a document after listening for the connection to take place or talking on the phone with the other party.

This chapter shows you how to use these three sending methods. You also learn how to feed documents into the fax, clear document jams and redial numbers that are busy.

## Feeding Documents into the Fax

Feeding documents is the first step in the sending process. Before feeding your document, make sure you have properly prepared it so that it won't jam in the fax. For details on preparing documents, see page 34.

- 1 Make the appropriate document settings. The lamps light to show the settings.

● SUPER FINE

● FINE



● TYPE OF DOC.

● HALFTONE



### FINE-SUPER FINE

Set to FINE or SUPER FINE to send documents containing very small characters or lines. When both lamps are off, the fax is in the STANDARD setting. This is the correct setting for a normal, typewritten document. You cannot use the SUPER FINE setting along with the HALFTONE, AA or TYPE OF DOC. setting.

### HALFTONE-TYPE OF DOC.

Set to HALFTONE to send documents containing intermediate tones like a photograph or other graphic image. Set to TYPE OF DOC. to copy the following types of documents. Each time you press the key, the display shows the setting you may choose.

Set to "BL PRT" when sending blueprints or similar documents. Set to "TRACER" to send documents that contain fine lines made by a very light pencil. Set to "MARKER" to send documents marked with a Blue Highlighting Marker. Set to "REVIMG" to send documents in reverse (i.e., change white areas to black and vice versa.) The setting you choose appears on the display.

(If you are not sure about which setting to use, make a copy on the fax to see how it comes out. For details on making copies, see page 72.)

○ AA



● LIGHTER

● DARKER

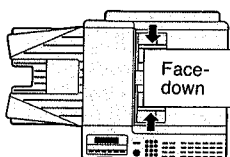


## AA

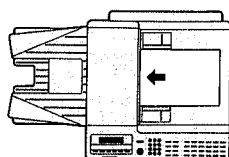
Set to AA to send documents containing both text and photos.

## DARKER-LIGHTER

Set to DARKER to darken documents you send. Set to LIGHTER to lighten them. When both lamps are off, the fax is in the STANDARD setting. This is the correct setting for a normal, typewritten document.



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



- 3 Insert the document face-down into the fax. It is fed automatically part of the way into the fax.

*With the automatic document feeder (ADF) you can stack up to 30 documents\* at one time. The fax feeds the documents in order from the bottom sheet up.*

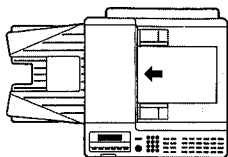
*\* A4-size. You can feed up to 10 B4-size documents at one time.*

## Memory Sending

With Memory Sending, the fax quickly scans the document into its memory. Then, after it dials the other party, it sends the document from the memory. This means you don't have to wait around for the fax to finish sending before you can continue working with your original.

Before starting this procedure make sure you properly prepare the document so it won't jam in the fax. For details on preparing documents, see page 34.

**NOTE:** Any dust or foreign matter on the document scanning glass will lower the quality of the image. Always keep the glass clean. For details on cleaning the scanning glass, see page 154.



### 1 Feed the document into the fax.

*For details on feeding documents, see page 36.*

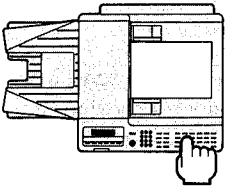


### 2 Press TTI SELECTOR to select the name of the person sending the document. Then press SET.

CANON-JOHN SMITH

*You can also select the name by entering the number you assigned to it when registering. First press [TTI SELECTOR]. Then use the numeric keys or search keys to enter the number you assigned to it.*

*If you don't make any selection, the fax selects the company name to appear in the ID.*



### 3 Dial the facsimile number.

*Make sure DIRECT TX lamp is OFF.*

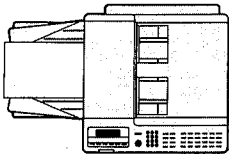
*For details on registering and using the different dialing methods, see page 54.*



### 4 Press START to record the document into the memory.

TRANSMIT	
TX/RX NO.	0003

TRANSMIT	0003
MEMORY INPUT	P.001



### 5 The fax sends the document.

DIALING	312 228 5700
---------	--------------

CALLING	CANON U.S.A.
---------	--------------

TX/RX NO.	312 228 5700
	0003

TRANSMIT	CANON U.S.A.
	P.001/003

*The memory lamp goes off to show that the documents have been successfully sent. After the documents are sent, they are erased from the memory. To find out more about using the memory when sending documents, see page 76.*

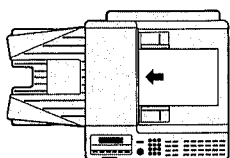
*To stop sending before it's finished, press [STOP].*

## Direct Sending

Use Direct Sending if the memory is full but you still want to send a document. Direct Sending takes a little bit longer to get your original document back, but it is still a quick and reliable way to send your document.

Before starting this procedure make sure you properly prepare the document so it won't jam in the fax. For details on preparing documents, see page 34.

**NOTE:** Any dust or foreign matter on the document scanning glass will lower the quality of the image. Always keep the glass clean. For details on cleaning the scanning glass, see page 154.



### 1 Feed the document into the fax.

*For details on feeding documents, see page 36.*



### 2 Press DIRECT TX

*The DIRECT TX lamp lights.*

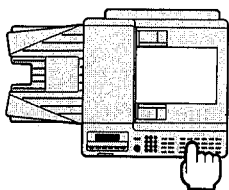


### 3 Press TTI SELECTOR to select the name of the person sending the document. Then press SET.

CANON-JOHN SMITH

*You can also select the name by entering the number you assigned to it when registering. First press [TTI SELECTOR]. Then use the numeric keys or search keys to enter the number you assigned to it.*

*If you don't make any selection, the fax selects the company name to appear in the ID.*



#### 4 Dial the facsimile number.

TRANSMIT		
DIALING	312 228 5700	
CALLING	CANON U.S.A.	
TX/RX NO.	312 228 5700	0014

*For details on registering and using the different dialing methods, see page 54.*

*To stop sending before it's finished, press [STOP].*

*The fax beeps once to show that your document has been sent. The fax beeps continuously if:*

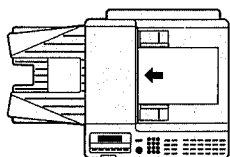
- *An error occurs while sending.*
- *You leave the handset off the hook.*

## Manual Sending

Use Manual Sending when you are calling a fax machine that is connected to an extension, instead of a direct fax line or is part of an automatic attendant system. You may also use this type of dialing method to enter in a long distance dialing card number. In this case, you must listen for the connection to take place and then enter in the extension or series of numbers.

You can also use this sending method when you want to send and talk with the other party without having to make two separate phone calls.

**NOTE:** Any dust or foreign matter on the scanning glass will lower the quality of the image. Always keep the glass clean. For details on cleaning the scanning glass, see page 154.



- 1 Feed the document into the fax.

*For details on feeding documents, see page 36.*



- 2 Press TTI SELECTOR to select the name of the person sending the document. Then press SET.

CANON-JOHN SMITH

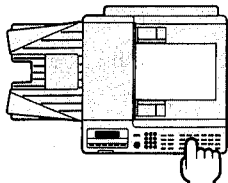
*You can also select the name by entering the number you assigned to it when registering. First press [TTI SELECTOR]. Then use the numeric keys or search keys to enter the number you assigned to it.*

*If you don't make any selection, the fax selects the company name to appear in the ID.*



- 3 Press Hook, or pick up the handset.





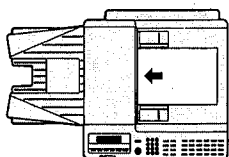
#### 4 Dial the facsimile number.

*For more details on registering and using the different dialing methods, see page 54.*



#### 5 After you hear the high-pitched tone, press START.

*If the other party's fax is set to receive manually, you won't hear the high-pitched tone. Instead, you will hear the other person answer their phone. Tell them to push the [START] key on their own fax if you lifted the handset in step 3. Then you will hear the high-pitched tone and can press [START]. Hang up the phone after the fax displays "TRANSMITTING."*

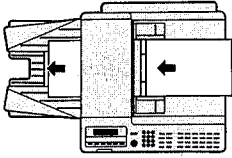


#### 6 The fax begins sending the document.

*The fax beeps once to show that the document has been successfully sent. If an error occurs while sending, the fax beeps intermittently for a few seconds. If this happens, try sending the document again.*

*If you want to stop sending, press [STOP].*

*The fax automatically redials if the receiving fax does not answer or if the line is busy. For details on redialing, see page 44.*



## Adding Pages

Insert the next sheet so it slightly overlaps the preceding one by about 2 cm.

## Redialing

### Auto

When a facsimile number is busy or does not answer, or an error occurred while sending from the memory, your fax waits two\* minutes and then automatically redials the same number. If there is still no answer, it waits two more minutes, then tries again. If there is still no answer, it prints out an Activity Report.\*\*

To cancel automatic redialing, do the procedure “Erasing Documents from the Memory” on page 84.

### Manual

If you use Regular Dialing, you can also redial numbers manually. To redial numbers manually, simply press [REDIAL] on the control panel. The last number you called from the numeric keys will be redialed.

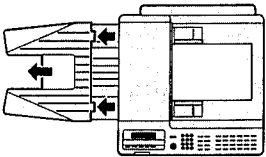
\* Three minutes in Australia and six minutes in New Zealand.

\*\* For details on Activity Reports, see page 136.

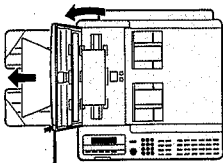
## Clearing Document Jams



- 1 Press STOP.



- 2 Remove the document tray.



Release button

- 3 Press and hold the release button to open the top cover. Then remove the document while holding the top cover.

*Pull the document out in either direction. After removing the document, close the top cover so that it clicks shut.*

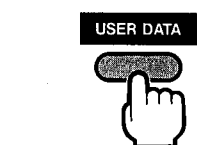
# Using the Program Key

To save time when sending documents, you can register the document settings (FINE-SUPER FINE, LIGHTER-DARKER, HALFTONE-TYPE OF DOC. and AA settings) for a particular kind of document under the PROGRAM key. You then only have to press one key and the fax will make all the document settings automatically. For example, if your office often sends documents that contain both extremely fine lines and photos, you probably would use the FINE and AA settings. By registering these settings under the PROGRAM key, you only have to press one key to make the appropriate document settings. You can also use the PROGRAM key to perform one of the following functions covered by the One-touch Speed Dialing panels:

Memory Reference    Memory Polling    Relay Broadcast  
Confidential Mailbox    Delayed Transaction    Report    Extra  
Touch Tone

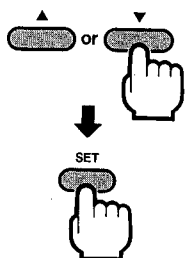
This saves you the trouble of having to open the One-touch panels to press one of the function keys.

**NOTE:** Read "Important Notes when Registering" on page 32 before doing this procedure.



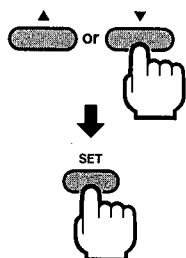
- 1 Open the One-touch Speed Dialing panels. Then press USER DATA.

USER DATA  
1. ENTER YOUR TEL



- 2 Use the search keys to display "PRE-PROGRAMMED KEY." Then press SET.

USER DATA  
9. PRE-PROGRAMMED KEY



- 3 If you want to register document settings, press the search keys until the display shows "IMAGING MODE SET." Then press SET.

9. PRE-PROGRAMMED KEY  
1. IMAGING MODE SET

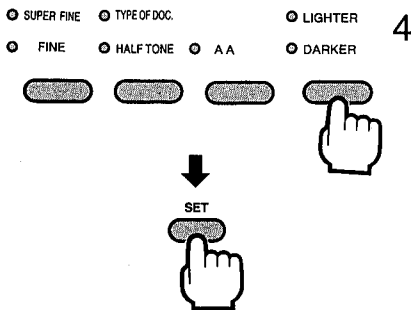
1. IMAGING MODE SET  
PLEASE SELECT MODE

or

If you want to register a function, press the search keys until the display shows "FUNCTION SET." Then press SET.

9. PRE-PROGRAMMED KEY  
2. FUNCTION SET

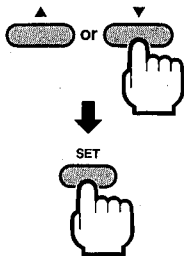
2. FUNCTION SET  
MEMORY REFERENCE



If you are registering document settings, make the appropriate document settings. Then press SET.

*You can register the FINE-SUPER FINE, DARKER-LIGHTER, HALFTONE-TYPE OF DOC. and AA settings. If you use the HALFTONE, TYPE OF DOC. or AA setting, you cannot use SUPER FINE.*

or



If you are registering a function, press the search keys until the function appears on the display. Then press SET.



5 Press STANDBY. Then close the One-touch Speed Dialing panels.

*Registration ends and the fax returns to standby.*

*Write the name of the function that you registered on the seal above the key.*

## Making Document Settings with the Program Feature

When feeding documents into the fax, simply press PROGRAM. The fax will automatically make the document settings that you registered under the key.




If you registered a function under the PROGRAM key, simply press PROGRAM when you come to the step that asks you to press the particular function key.

# Receiving Documents

The fax can receive documents either manually or automatically. If you use your fax line as a normal telephone line, set the fax to receive documents manually. When you get a call, you can easily tell whether it's a normal phone call or somebody trying to send you a document. Otherwise, if you set the fax to receive automatically and somebody calls, you will not be able to converse.

Set the fax to receive automatically when you plan to be away from the office or if you rarely use the fax line for talking. When someone sends you a document, you don't have to lift a finger. The fax receives the document completely automatically. Even if the paper runs out, any incoming documents are safely stored in the memory. You can print them out at your convenience.

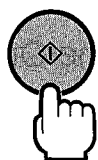
## Receiving Documents Manually

In order to receive manually, you first have to set the   switch to . The MANUAL lamp lights to show that the fax is set to receive manually.

**NOTE:** You cannot receive documents if there is another document fed into the fax.



- 1 When the phone rings, pick up the handset.

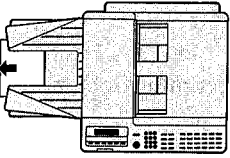


- 2 When you hear a slow beep, press START.

RECEIVE	
TX/RX NO.	0037

*If a person comes on the line instead, follow their instructions and press [START] when they tell you to.*

*Hang up the phone when the fax displays "RECEIVE." If you do not hang up the phone, the fax beeps continuously after you receive the document.*



### 3 The fax receives the document.




TX/RX	NO.	312 228 5700
		0037

RECEIVE	CANON U.S.A.
	P.001

*The fax beeps once to show that your document has been received. If there is an error, the fax beeps continuously.*

*To stop receiving before it's finished, press [STOP].*

## Receiving Documents Automatically

To receive documents automatically, set the  \  switch to .

When the fax is set for automatic receiving, the MANUAL lamp is off.

Even if the paper runs out, the fax automatically stores any documents it receives in the memory.

*Do not allow a large volume of documents to pile up in the exit tray or else they may fall into the paper tray.*

## Printing Out Documents Received in the Memory

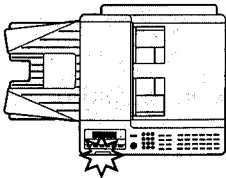
When the fax is set for automatic receiving, it stores incoming documents in the memory if the recording paper or toner has run out.

The fax can store up to 12 A4-size pages.\* To print out documents received in the memory, follow the procedure below.

If you don't want to receive documents in the memory, set items #15 on the User Switch menu to OFF. For more details on the User Switches, see page 148.

**NOTE:** If the memory is full, the fax cannot store incoming documents.

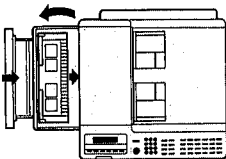
\*Based on CCITT No. 1 chart. You can store up to 44 A4-size pages if your fax has the optional 0.5MB memory kit.



- 1 Check the display for any documents received in the memory.

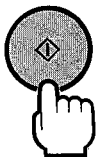
(Date)  
RECEIVED IN MEMORY

*The fax displays the above message when there are documents in the memory.*



- 2 Load the recording paper and/or toner.

*See page 17 for details on loading recording paper and page 14 for details on loading toner.*



- 3 Press START.

MEMORY COPY

*The fax prints out the documents. After the documents are printed, they are erased from the memory.*

*If you turn the power OFF when there are documents in the memory, the documents are erased. See page 85 for details on how to check if any documents have been erased.*



## Identifying the Party Sending the Documents

Most documents that you receive will have the other party's ID printed out at the top of the document. This is like the return address on a letter. You can tell at a glance who is sending the document.

The illustration below shows a typical document with the ID printed out at the top. The amount of information that appears in the ID depends on the type and settings of the facsimile unit that is sending the document.

Date and time the other party sent the document	Other party's facsimile number	Name of the party who is sending the document.	Your name (or company name)	Page number/ Number of pages sent*
28/12 '92 10:53	020 845 8545	CANON EUROPA	→ → → CANON INC.	001/001

**THE SLEREXE COMPANY LIMITED**  
 SAPORS LANE - BOOLE - DORSET - BH 25 8 ER  
 TELEPHONE BOOLE (945 13) 51617 - TELEX 123456

Our Ref. 350/PJC/EAC 18th January, 1972.

Dr. P.N. Cundall,  
 Mining Surveys Ltd.,  
 Holroyd Road,  
 Reading,  
 Berks.

*\*This is printed out only if the other party sends the document from memory.*

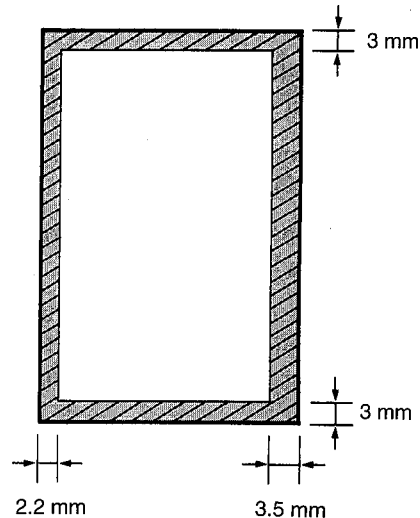
## **How the Fax Receives Documents**

If the other party sends you a document that is not the same size as the paper that is loaded in the fax, the document may be reduced in size or divided depending on:

- The size of the document that the other party sends.
- The size of the paper you are using.

## What the Fax Doesn't See when Receiving

The shaded parts of the document shown below are not recorded by your fax. This applies to all sizes of paper loaded in the fax.



## ECM Sending and Receiving

Your fax incorporates the new ECM (Error Correction Mode) feature. This is a fully automatic feature that greatly reduces system and line errors when sending and receiving.

In order to communicate via ECM, the other fax must also have the ECM feature. If it does, your fax automatically switches into ECM. You don't have to do anything. When communicating via ECM, the display shows "ECM TX" or "ECM RX." If the other fax doesn't have ECM, you can still communicate normally with it using any of the operations described in this manual.

If you don't want to communicate via ECM, set item #14 on the User Switch menu to OFF. For more details on the User Switches, see page 148.

**NOTE:** Even when communicating via ECM, line errors can occasionally occur if there is a bad connection.

# Different Ways of Dialing

When sending documents, you have to dial the other party's facsimile number. The quickest way to dial is to use one of the automatic dialing features:

- One-touch Speed Dialing allows you to dial a number at the press of a key.
- Coded Speed Dialing is almost as easy as One-touch dialing, except that you press three keys instead of one to dial a number.
- Group Dialing allows you to dial a large group of numbers at the press of a key.
- Expanded Dialing lets you dial an extremely long number at the press of a key.

Before using the automatic dialing features, you have to register the facsimile numbers with the fax. If a number is not registered for automatic dialing, you can still dial using the numeric keys (Regular Dialing).

This chapter shows you everything you need to know about how to register and use the different dialing methods. You also learn important information regarding international dialing and dialing through a switchboard.

## Registering One-touch and Coded Speed Dialing

This procedure shows you how to register facsimile or telephone numbers for both One-touch and Coded Speed Dialing.

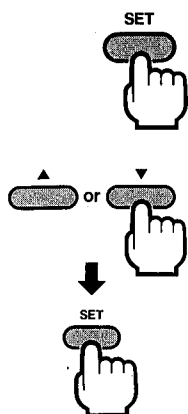
- One-touch Speed Dialing allows you to dial a telephone or facsimile number at the press of a key. You can register up to 48 numbers. Each number can contain up to 38 digits long.
- Coded Speed Dialing allows you to dial a telephone or facsimile number by pressing only three keys (the [CODED DIAL] key and a two-digit code). You can register up to 100 numbers for Coded Speed Dialing. Each number can be up to 38 digits long.

**NOTE:** Read "Important Notes when Registering" on page 32 before doing this procedure.



- 1 Open the One-touch Speed Dialing panels. Then press TEL REGISTRATION.

TEL REGISTRATION 1. 1-TOUCH SPEED DIAL
---



- 2 If you want to register One-touch Speed Dialing, press SET.

or

If you want to register Coded Speed Dialing, use the search keys to display "CODED SPEED DIAL". Then press SET.

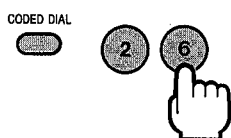


- 3 If you are registering One-touch Speed Dialing, close the One-touch panels. Then press the One-touch key under which you want to register the number.

1. 1-TOUCH SPEED DIAL
02=

*If a number is already registered under the key you choose, the fax displays that number. To erase a previously registered number, press [CLEAR].*

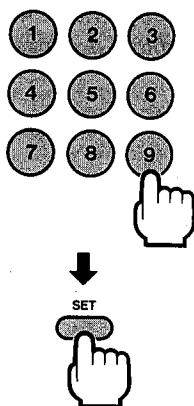
or



If you are registering Coded Speed Dialing, press CODED DIAL and the two-digit code under which you want to register the number.

2. CODED SPEED DIAL
*26=

*If a number is already registered under the code you choose, the fax displays that number. To erase a previously registered number, press [CLEAR].*



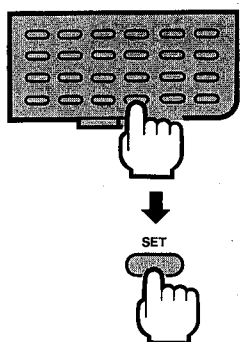
- 4 Enter the facsimile number. Then press SET.

1. 1-TOUCH SPEED DIAL
02= 416 795 1111

1. 1-TOUCH SPD NAME:A
02=

*If you want to enter a space between numbers, press [SPACE].*

*If you make a mistake when entering a number, press [CLEAR]. Then enter the number again.*



- 5 Enter the other party's name. Then press SET.

1. 1-TOUCH	SPD	NAME:A
02=	CANON	CANADA

1. 1-TOUCH	SPD	NAME
DATA	ENTRY	OK

NEED TO SET TX MODE?		
YES=(CLEAR)	NO=(SET)	

*For details on entering names, see page 30.*



- 6 If you want to register additional facsimile numbers for One-touch or Coded Speed Dialing, press SET. Then return to step 3.

*The fax automatically sets the sending speed to 9600 bps.*

or

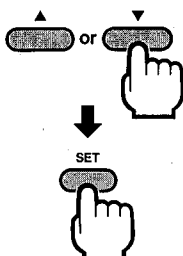


If you want to select the sending speed, press CLEAR. Then go on to step 7.

or

If you want to end registration, go on to step 9.

*The fax automatically sets the sending speed to 9600 bps.*



- 7 Use the search keys to select the sending speed.\* Then press SET.

1. 1-TOUCH	SPD	MODE 1
02 =	9600bps	

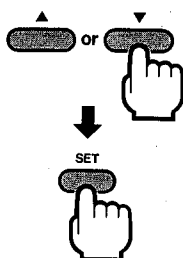
1. 1-TOUCH	SPD	MODE 1
DATA	ENTRY	OK

*The sending speed determines the rate at which your documents are sent through the phone line:*

*Select 9600 bps for the fastest possible transmission. If line problems occur, the fax automatically adjusts the speed for the best possible transmission.*

*Select 4800 bps if you are sending over a line with a bad connection.*

*\* Users in Belgium cannot select the sending speed.*



- 8 Use the search keys to select the long distance setting. Then press SET.

1. 1-TOUCH SPD. MODE 2  
02 = LONG DISTANCE 0

1. 1-TOUCH SPD. MODE 2  
DATA ENTRY OK

*There are four settings, numbered 0 to 3:*

*If the facsimile number you are registering is not a long distance number, set to "0".*

*If the facsimile number is a long distance number, you can use any of the settings from 1-3. First try setting "1". If you have problems sending or receiving due to poor telephone lines, register the number again and try settings 2 and 3 until you correct the problem.*

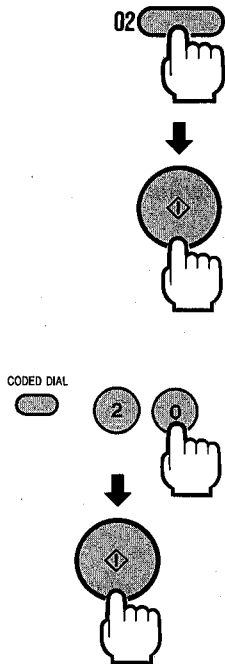


- 9 Press STANDBY. Then close the One-touch Speed Dialing panels.

*Registration ends and the fax returns to standby.*

*To check that the number you registered is correct, print out the list of registered facsimile numbers. For details, see page 143.*

## Using One-touch and Coded Speed Dialing



- 1 When you come to a step that asks you to dial, press the appropriate One-touch Speed Dialing key. Then press START.

or

When you come to a step that asks you to dial, press CODED DIAL and enter the appropriate two-digit code. Then press START.

*The fax automatically dials the number you registered.*

*You can use One-touch or Coded Speed Dialing for any operation that requires you to dial a facsimile or telephone number.*

*If there is no number registered under the Speed Dialing number, the fax displays "NO TEL #." Make sure you entered the correct Speed Dialing number, and that the number you want to dial is actually registered for Speed Dialing.*

*If you make a mistake when dialing, press [STOP]. Then try dialing again.*



## Registering Group Dialing

Group Dialing allows you to dial previously registered One-touch and Coded Speed Dialing facsimile numbers together as a group. This means you only need to press one key to dial a large group of numbers automatically.

You can register up to 148 groups for either One-touch or Coded Speed Dialing. Make sure there is a Speed Dialing number available before trying to register Group Dialing.

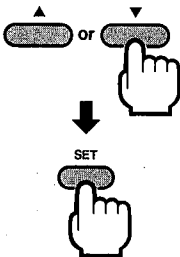
**NOTE:** Read “Important Notes when Registering” on page 32 before doing this procedure.

**Example:** Register One-touch Speed Dialing number 3 and Coded Speed Dialing number 26 under One-touch key 26.



- 1 Open the One-touch Speed Dialing panels. Then press TEL REGISTRATION.

TEL REGISTRATION
1. 1-TOUCH SPEED DIAL



- 2 Use the search keys to display “GROUP DIAL.” Then press SET.

TEL REGISTRATION
3. GROUP DIAL

3. GROUP DIAL
01=1-TOUCH SPD DIAL

*You can also press [3] to call up the display.*



- 3 Press the One-touch key under which you want to register the group.

3. GROUP DIAL
26 =

*If you want to register the group for Coded Speed Dialing instead, press [CODED DIAL]. Then use the numeric keys to enter the appropriate two-digit number.*

*If a number is already registered under the key you choose, the fax displays one of the following messages on the bottom line of the display:*

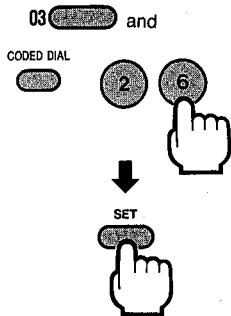
“1-TOUCH SPD DIAL” “CODED DIAL”  
“GROUP DIAL” “EXPANDED DIAL”

*If this happens, choose another key.*



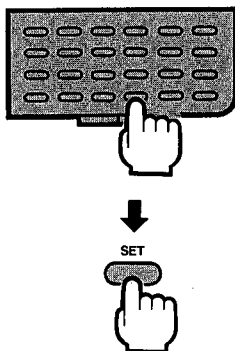
- 4 Press SET.

TEL =



- 5 Enter the Speed Dialing numbers. Then press SET.

*Simply enter the appropriate One-touch or Coded Speed Dialing numbers you want to register as a group.*



- 6 Enter the name of the group. Then press SET.

3. GROUP DIAL NAME:A  
26=CANON A

3. GROUP DIAL NAME  
DATA ENTRY OK

3. GROUP DIAL  
27 =

*For details on entering names, see page 30.*

- 7 If you want to register another group of numbers, go back to step 3.

or

If you want to complete registration, go on to step 8.

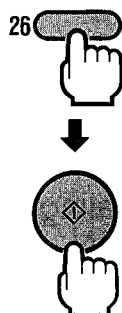


- 8 Open the One-touch panels. Then press STANDBY and close the One-touch Speed Dialing panels.

*Registration ends and the fax returns to standby.*

*To check that the number you registered is correct, print out the list of registered facsimile numbers. For details, see page 143.*

## Using Group Dialing



Enter the One-touch or Coded Speed Dialing number. Then press **START**.

*You can use Group Dialing for the following operations:*

- *Sending the same document to more than one location.*
- *Confidential sending to more than one location.*
- *Polling from more than one location.*

*When you come to a step that asks you to dial, simply enter the appropriate One-touch or Coded Speed Dialing number. Then press [START]. The fax automatically dials the group you registered under that number.*

*If there is no group registered under the number you enter, the fax displays "NO TEL #." Make sure you entered the correct number and that the group you want to dial is actually registered for One-touch or Coded Speed Dialing.*

*If you make a mistake when dialing, press [STOP]. Then try dialing again.*

## Changing a Group Dialing Number

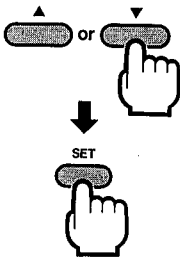
Use this procedure to:

- Add or delete Speed Dialing numbers in a group.
- Change the name of the group.
- Cancel Group Dialing for a specific key.



- 1 Open the One-touch Speed Dialing panels. Then press TEL REGISTRATION.

TEL REGISTRATION
1. 1-TOUCH SPEED DIAL



- 2 Use the search keys to display "GROUP DIAL." Then press SET.

TEL REGISTRATION
3. GROUP DIAL

3. GROUP DIAL
01=1-TOUCH SPD DIAL

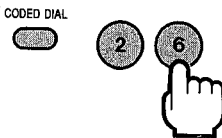
*You can also press [3] to call up the display.*



- 3 If you are changing a group registered for One-touch Speed Dialing, press the appropriate One-touch key.

3. GROUP DIAL
26 = GROUP DIAL

or

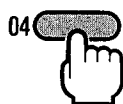


If you are changing a group registered for Coded Speed Dialing, press CODED DIAL. Then enter the appropriate two-digit code.

3. GROUP DIAL
*26 = GROUP DIAL

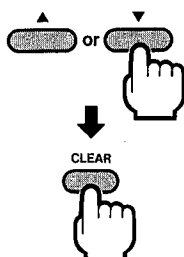


- 4 Press SET.



- 5 If you want to add numbers, enter the new One-touch or Coded Speed Dialing numbers.

and/or



If you want to erase numbers, locate a number with the search keys. Then press CLEAR.

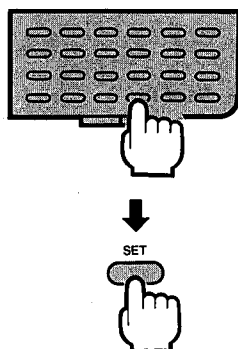
*Repeat to erase other numbers. If you erase all the numbers, the key is free and can be used to register new numbers.*



- 6 Press SET.

TEL =	1	773	3173
DATA	ENTRY	OK	

3. GROUP	DIAL	NAME:A
26=	CANON	A



- 7 If you want to change the name of the group, enter the new name. Then press SET.

3. GROUP	DIAL	NAME:A
26=	CANON	B

3. GROUP	DIAL	NAME
DATA	ENTRY	OK

3. GROUP	DIAL
27 =	

*For details on entering names, see page 30.*

or

If you don't want to change the name, go on to step 8.

*If there are more Group Dialing numbers you want to change, go back to step 3. If you want to complete registration, go on to step 8.*



- 8 Press STANDBY. Then close the One-touch Speed Dialing panels.

*Registration ends and the fax returns to standby.*

## Registering Expanded Dialing

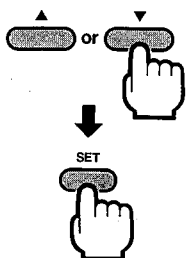
Expanded Dialing allows you to dial an extremely long facsimile number at the touch of a key. The Expanded Dialing entry can contain up to 118 digits. You register the number for either One-touch or Coded Speed Dialing, so make sure there is an unregistered number available before trying to register.

**NOTE:** Read “Important Notes when Registering” on page 32 before doing this procedure.



- 1 Open the One-touch Speed Dialing panels. Then press TEL REGISTRATION.

TEL REGISTRATION
1. 1-TOUCH SPEED DIAL



- 2 Use the search keys to display “EXPANDED DIAL.” Then press SET.

TEL REGISTRATION
4. EXPANDED DIAL

4. EXPANDED DIAL
01=1-TOUCH SPD DIAL

*You can also press [4] to call up the display.*



- 3 Press the key under which you want to register the number.

4. EXPANDED DIAL
05 =

*If you want to register the number for One-touch Speed Dialing, press the appropriate One-touch Speed Dialing key.*

*If you want to register the number for Coded Speed Dialing, press [CODED DIAL]. Then use the numeric keys to enter the appropriate two-digit number.*

*If a number is already entered under the key you choose, the fax displays one of the following messages on the bottom line of the display:*

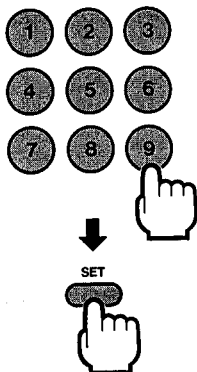
“1-TOUCH SPD DIAL” “CODED DIAL”  
 “GROUP DIAL” “EXPANDED DIAL”

*If this happens, choose another key.*



4 Press SET.

4. EXPANDED DIAL  
05 =



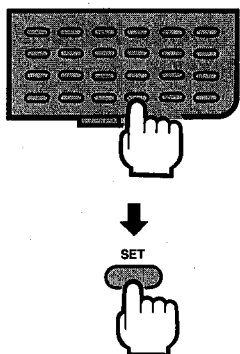
5 Enter the facsimile number. Then press SET.

4. EXPANDED DIAL  
05 = 9 5640 0694 3492

4. EXPANDED DIAL  
DATA ENTRY OK

4. EXPANDED DIAL NAME  
05 =

*If you make a mistake when entering a number, press [CLEAR]. Then enter the number again.*



6 Enter the name of the other party. Then press SET.

4. EXPANDED DIAL NAME  
05 = CANON SALES

4. EXPANDED DIAL NAME  
DATA ENTRY OK

4. EXPANDED DIAL  
06 =

*For details on entering names, see page 30.*

7 If you want to register another group of numbers, go back to step 3.

or

If you want to complete registration, go on to step 8.

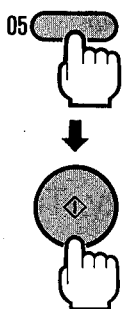


- 8 Open the One-touch panels. Then press STANDBY. Then close the One-touch Speed Dialing panels.

*Registration ends and the fax returns to standby.*

*To check that the number you registered is correct, print out the list of registered facsimile numbers. For details, see page 143.*

## Using Expanded Dialing



Enter the One-touch or Coded Speed Dialing number. Then press START.

*You can use Expanded Dialing for any operation that requires you to dial a facsimile number. When you come to a step that asks you to dial, simply enter the appropriate One-touch or Coded Speed Dialing number. The fax dials the number you registered under that key.*

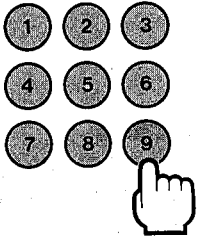
*If there is no number registered under the key you press, the fax displays "NO TEL #." Make sure you pressed the correct key and that the number you want to dial is actually registered for Expanded Dialing.*

*If you make a mistake when dialing, press [STOP]. Then try dialing again.*



## Regular Dialing

Regular Dialing allows you to dial a number that isn't registered for any of the automatic dialing methods. When you come to a step that asks you to dial, simply follow the procedure below.



- 1 Dial the number using the numeric keys on the control panel.

*If you use Direct Sending, make sure the DIRECT TX lamp lights.*



- 2 Press SET or START.

*If you make a mistake when dialing, press [CLEAR]. Then try dialing again.*

## Dialing International Numbers

When registering international numbers, you sometimes have to insert a pause either within or after the number. The location of the pause and the actual pause time differ depending on the system. Contact your local Canon authorized dealer sales or service representatives or your local telephone company for further information.

## Using the Fax through a Switchboard

If your fax is connected through a switchboard (PBX internal switching system), you have to dial an outside line number along with the regular facsimile number. The outside line number must also be registered. Depending on the system, you may also have to insert a pause\* after the outside line number. Contact your local Canon authorized dealer sales or service representatives or your local telephone company for further information.

The following examples show where you may have to insert a pause (p) when dialing overseas or through a switchboard.

A pause within a telephone number

Op000 000 0000 2 seconds (varies between 4-11 seconds in the U.K.)

A pause after a telephone number

000 000 0000P 10 seconds

*When you have to make calls to an extension, it may be necessary to press [EXTRA]\*\* before dialing the extension number. For further details, contact your local Canon Service Representative.*

\* The pause function is ineffective for models sold in Switzerland.

\*\* Users in the U.K. cannot use this key.

## Dial Tone Detection

In some areas you have to confirm the dial tone in the middle of the facsimile number before dialing the rest of the number. This is called dial tone detection. When registering Speed Dialing numbers, press [D.T.]\*\*\* where dial tone detection is required. The fax will automatically confirm the dial tone before dialing the rest of the number. When you press [D.T.], the fax displays ● to indicate that it will wait for the dial tone at this place.

The following example shows where you may have to insert dial tone detection into the number you are dialing.

Example: 348 ● 2121

After dialing 348, the fax will wait for the dial tone before dialing the rest of the number.

\*\*\* Users in the U.K. cannot use this key.

## Adjusting the Pause Time\*

The pause key is factory preset to enter a 2 second pause.\*\* However, you can change the pause time to suit your PBX or telephone system. Before adjusting the pause time, check with your local Canon authorized dealer sales or service representative or your local telephone company. They will be able to give you more information about the correct pause time to use for your system.

Pauses after the telephone or facsimile number are always fixed at 10 seconds. Adjusting the pause time only works for pauses that you enter within a number. You can adjust the time from 1–15 seconds.\*\*\*

**NOTE:** Read “Important Notes when Registering” on page 32 before doing this procedure.

**Example:** Set the pause time to 8 seconds.

\* The pause function is ineffective for models sold in Switzerland.

For users in the U.K.:

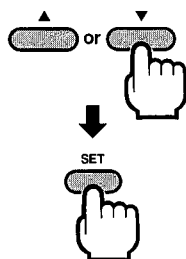
\*\* The pause key is factory preset to enter a 4 second pause.

\*\*\* You can adjust the pause time from 4–11 seconds.



- 1 Open the One-touch Speed Dialing panels. Then press USER DATA.

USER DATA
1. ENTER YOUR TEL



- 2 Use the search keys to display “MID PAUSE.” Then press SET.

USER DATA
8. MID PAUSE

8. MID PAUSE	2
--------------	---

You can also press [8] to call up the display.



- 3 Enter the pause time. Then press SET.

8. MID PAUSE	8
--------------	---

8. MID PAUSE	DATA ENTRY OK
--------------	---------------

USER DATA
9. PRE-PROGRAMMED KEY

If you make a mistake when entering a number, press [CLEAR]. Then enter the number again.



- 4 Press STANDBY. Then close the One-touch Speed Dialing panels.

Registration ends and the fax returns to standby.



---

# Part 3

## Using the Copying Feature

The fax is really like having two machines in one: a facsimile machine, and a copy machine. This section explains how to use the copying feature.

# Using the Fax to Make Copies

Another great feature of the fax is that it also works as a copy machine. You can automatically make one copy or multiple copies.

## How to Make Copies

The fax can make up to 99 copies automatically.

**NOTE:** You cannot copy if the handset is off the hook. Also, any dust or foreign matter on the document scanning glass will lower the quality of the image. Always keep the glass clean. For details on cleaning the scanning glass, see page 154.

### 1 Make the appropriate document settings. The lamps light to show the settings.

*The fax automatically copies in the FINE setting.*

○ LIGHTER

○ DARKER



○ TYPE OF DOC.

○ HALF TONE



#### **DARKER-LIGHTER**

Set to DARKER to darken documents you copy. Set to LIGHTER to lighten them. When both lamps are off, the fax is in the STANDARD setting. This is the correct setting for a normal, typewritten document.

#### **HALFTONE-TYPE OF DOC.**

Set to HALFTONE to copy documents containing intermediate tones like a photograph or other graphic image. Set to TYPE OF DOC. to copy the following types of documents. Each time you press the key, the display shows the setting you may choose.

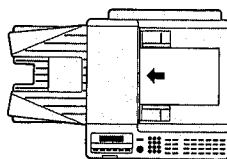
Set to "BL PRT" when copying blueprints or similar documents. Set to "TRACER" to copy documents that contain fine lines made by a very light pencil. Set to "MARKER" to copy documents marked with a Blue Highlighting Marker. Set to "REVIMG" to copy documents in reverse (i.e., change white areas to black and vice versa.) The setting you choose appears on the display. When both lamps are off, the fax is in the STANDARD setting. This is the correct setting for a normal, typewritten document.

○ AA



#### **AA**

Set to AA to copy documents both text and photos.



### 2 Feed the document into the fax.

*For details on feeding documents, see page 36.*

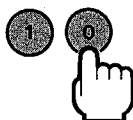


3 Press START.

COPY	
COPY PAGE	01

4 If you only want to make one copy, go on to step 5.

or



If you want to make more than one copy, use the numeric keys to enter the number of copies that you want to make.

COPY	
COPY PAGE	10

*The fax can make up to 99 copies at one time. If you make a mistake when entering a number, press [CLEAR]. Then enter the number again.*



5 Press START.

COPY	
COPY PAGE	P.001

*If you want to stop copying, press [STOP].*





---

# Part 4

## Using the Memory and Network Features

This section explains the many different memory, network and timer related features of the fax. These can help you increase the efficiency of your facsimile communication. You learn how to:

- Use the memory of the fax.
- Save time when sending the same document to more than one destination.
- Save telephone charges by sending at preset times.
- Relay documents through other units.
- Maintain the privacy of sensitive documents when sending and receiving.
- Request documents from other units.

# Using the Fax Memory

The fax has a memory that can store up to 12 A4-size pages.\*

You use the memory for storing documents for most sending operations. This chapter shows you everything you need to know about using the fax memory. You learn how to:

- Verify the stored documents.
- Print out reports of the documents in the memory.
- Print out and erase documents stored in the memory.
- Send documents left in the memory.

*\* Based on CCITT No. 1 chart. You can store up to 44 A4-size pages if your fax has the optional 0.5MB memory kit.*

## Learning About the Memory

When sending a document (except when using Direct Sending), you first have to load it into the memory. Each time you load a document into the memory, the fax assigns it a “transaction number.” The transaction number is how you identify the document. If you later want to print out the document or erase it before it is sent, you have to know the transaction number.

There are two ways to find out a document’s transaction number:

- The first is by checking the display when you load the document in the memory. As the document is being loaded, the display shows the following:

TRANSMIT TX/RX NO.	0037
-----------------------	------

Transaction number

TRANSMIT MEMORY INPUT	0037 P.001
--------------------------	---------------

If you think you might need the transaction number at a later time, make a note of it.

- Another way to find out a document's transaction number is by printing out a Memory List. This list helps you identify each document stored in the memory and shows the transaction numbers. For details on printing out Memory Lists, see page 78.

26/12 '92 11:32		☎03 3758 2111		CANON INC.	
***** *** MEMORY LIST *** *****					
TX/RX NO.	MODE	CONNECTION TEL		PAGES	SET TIME
0062	DELAYED TX	[ 01] CANON USA		1	12/26 11:31
		[ 02] CANON CANADA			

Transaction number

After the document is loaded into the memory, the memory lamp lights. When the document has been successfully sent, the lamp goes off. However, if the lamp stays lit, check to see if the recording paper has run out. If it has, see page 17 for details on loading the recording paper.

*When you load a document into the memory, there must be enough room to store the entire document. If the memory fills up while loading a document, the fax erases the document you are trying to load. To make room for the document, you either have to erase or send other documents currently stored in the memory.*

## Printing Out Memory Lists

Memory Lists show what documents are stored in the fax memory. Each list shows:

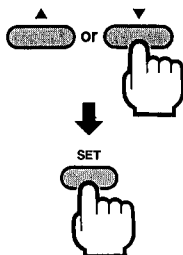
- The transaction number of each document.
- How each document was stored.
- The other party's name and number (if registered for One-touch or Coded Speed Dialing).
- The number of pages of the document.
- The date and time each document was stored in the memory and when it will be sent.
- The name of the person sending the document (TTI).
- Any errors that occurred when sending the document.

MEMORY  
REFERENCE



- 1 Open the One-touch Speed Dialing panels. Then press MEMORY REFERENCE.

FILE REFERENCE  
1. TX RESERVE LIST



- 2 Use the search keys to display "MEMORY LIST." Then press SET.

FILE REFERENCE  
2. MEMORY LIST

ACTIVITY REPORT

*You can also press [2] to call up the display.*



- 3 Close the One-touch Speed Dialing panels.

26/12 '02 11:32		03 3758 2111		CANON INC.		001
***** *** MEMORY LIST *** *****						
TX/RI NO.	MODE	CONNECTION TEL	PAGES	SET TIME	START TIME	TTI
0082	DELAYED TX	[ 01] CANON USA	1	12/26 11:31	09:00	CANON INC.
		[ 02] CANON CANADA				
0063	DELAYED TX	[ 05] CANON FRANCE	1	12/26 11:32	10:00	CANON-JOHN SMITH
0022	TRANSMISSION	[ 02] CANON CANADA	1	12/26 09:44	*****	CANON INC.
0024	TRANSMISSION	[ 02] CANON CANADA	1	12/26 09:46	*****	CANON INC.
0026	TRANSMISSION	[ 02] CANON CANADA	1	12/26 09:48	*****	CANON INC.
0058	TRANSMISSION	[ 01] CANON USA	1	12/26 11:26	*****	CANON INC.
0059	TRANSMISSION	[ 04] CANON UK	1	12/26 11:27	*****	CANON INC.
0060	TRANSMISSION	[*00] CANON ITALIA	1	12/26 11:28	*****	CANON INC.

Shows that an error occurred while sending.

## Printing Out Transaction Schedule Reports

Transaction Schedule Reports show what documents are waiting to be sent from the memory. The information in the report is the same as for a Memory List except the Transaction Schedule does not indicate documents you have received or documents that contain errors.

MEMORY  
REFERENCE

- 1 Open the One-touch Speed Dialing panels. Then press MEMORY REFERENCE.

FILE REFERENCE
1. TX RESERVE LIST

SET



- 2 Press SET. Then close the One-touch Speed Dialing panels.

ACTIVITY REPORT
-----------------

28/12 '92 11:51		03 3788 2111		CANON INC.		001	
***** *** TRANSACTION SCHEDULE *** *****							
TX/RX NO.	MODE	CONNECTION TEL	PAGES	SET TIME	START TIME	TTI	
0082	DELAYED TX	[ 01] CANON USA	1	12/28 11:31	09:00	CANON INC.	
		[ 02] CANON CANADA					
0083	DELAYED TX	[ 05] CANON FRANCE	1	12/28 11:32	10:00	CANON-JOHN SMITH	
0087	ORIG. TX	[*00] CANON ITALIA	1	12/28 11:47	11:00	CANON INC.	
		[*02] CANON AUSTRALIA					
		[ 05] CANON FRANCE					
0088	CONFID. TX	[*02] CANON AUSTRALIA	1	12/28 11:48	12:00	CANON-JOHN SMITH	
		[ 03] CANON EUROPA					

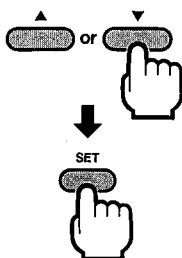
## Printing Out Documents You Stored in the Memory

Use this procedure to print out documents that you stored in the memory (except confidential documents). Before printing out a document, make sure you know its transaction number. If you don't know the transaction number, print out a Memory List. For details on printing out Memory Lists, see page 78.



- 1 Open the One-touch Speed Dialing panels. Then press MEMORY REFERENCE.

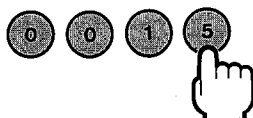
FILE	REFERENCE
1. TX	RESERVE LIST



- 2 Use the search keys to display "PRINT MEMORY FILE." Then press SET.

FILE	REFERENCE
3. PRINT	MEMORY FILE
TX/RX	NO. 0001

*You can also press [3] to call up the display.*



- 3 Enter the transaction number of the document you want to print.

3. PRINT	MEMORY	FILE
TX/RX	NO.	0015

*You can also enter the number by using the search keys.*



- 4 Press SET.

*If the document includes only one page, printing will start immediately after you press [SET]. If printing doesn't start, more than one page have been stored in the memory. Go on to step 5.*



- 5 If you want to print out only one page, press CLEAR.

or



If you want to print out all pages, press SET.



- 6 Press STANDBY. Then close the One-touch Speed Dialing panels.

## Sending Documents Left in the Memory (1)

Occasionally, the fax may fail to send a document from the memory because of an error. If this happens, the document remains in the memory. There are two ways to send the document:

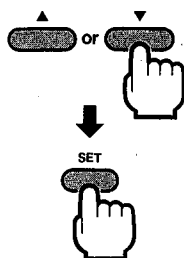
- If you want to send to the same destination as you originally dialed, do the following procedure.
- If you want to change the destination of the document, do “Sending Documents Left in the Memory (2)” on page 82.

Before sending the document, make sure you know its transaction number. If you don't know the transaction number, print out a Memory List. For details on printing out Memory Lists, see page 78.



- 1 Open the One-touch Speed Dialing panels. Then press MEMORY REFERENCE.

FILE	REFERENCE
1. TX	RESERVE LIST

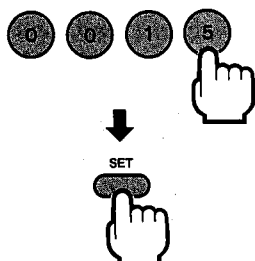


- 2 Use the search keys to display “MEM. RETRANSMIT.” Then press SET.

FILE	REFERENCE
6. MEM.	RETRANSMIT

6. MEM.	RETRANSMIT
TX/RX	NO. 0001

*You can also press [6] to call up the display.*



- 3 Enter the transaction number of the document you want to send. Then press SET.

6. MEM.	RETRANSMIT
TX/RX	NO. 0015

6. MEM.	RETRANSMIT
TX/RX	NO.

*You can also enter the number by using the search keys.*

*The fax begins sending the document after you press [SET]. After the document is sent, the fax erases it from the memory.*

## Sending Documents Left in the Memory (2)

Occasionally, the fax may fail to send a document from the memory because of an error. If this happens, the document remains in the memory. There are two ways to send the document:

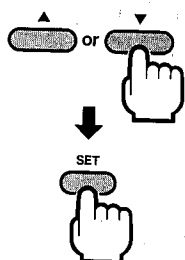
- If you want to change or add a destination for the document, do the following procedure.
- If you want to send to the same destination as you originally dialed, do the procedure “Sending Documents Left in the Memory (1)” on page 81.

Before sending the document, make sure you know its transaction number. If you don’t know the transaction number, print out a Memory List. For details on printing out Memory Lists, see page 78.



- 1 Open the One-touch Speed Dialing panels. Then press MEMORY REFERENCE.

FILE	REFERENCE
1. TX	RESERVE LIST

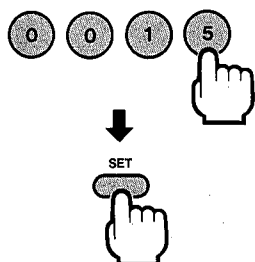


- 2 Use the search keys to display “MEMORY TX.” Then press SET.

FILE	REFERENCE
4. MEMORY	TX

4. MEMORY TX	
TX/RX NO.	0001

*You can also press [4] to call up the display.*

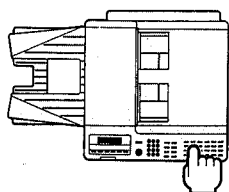


- 3 Enter the transaction number of the document you want to send. Then press SET.

4. MEMORY TX	
TX/RX NO.	0015

TEL =	
-------	--

*You can also enter the number by using the search keys.*



- 4 Dial the facsimile number. Then press SET.

*For details on registering and using the different dialing methods, see page 54. Don’t forget to press [SET] when using Regular Dialing.*

*You can send to up to 149 destinations.*



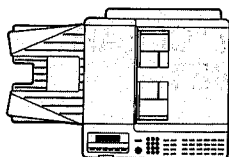


- 5 Press TTI SELECTOR to select the name of the person sending the document. Then press SET.

MEMORY TX NAME
01 CANON-JOHN SMITH

*You can also select the name by entering the number you assigned to it when registering. First press [TTI SELECTOR]. Then use the numeric keys or search keys to enter the number you assigned to it.*

*If you don't make any selection, the fax selects the company name to appear in the ID.*



- 6 The fax sends the document. Close the One-touch Speed Dialing panels.

*After the document is sent, the fax erases it from the memory.*

## Erasing Documents from the Memory

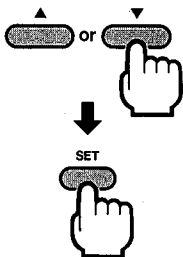
This procedure only erases documents that you stored yourself. It does not erase documents that you received from another party.

Before trying to erase a document, make sure you know its transaction number. If you don't know the transaction number, print out a Memory List. For details on printing out Memory Lists, see page 78.



- 1 Open the One-touch Speed Dialing panels. Then press MEMORY REFERENCE.

FILE	REFERENCE
1. TX	RESERVE LIST

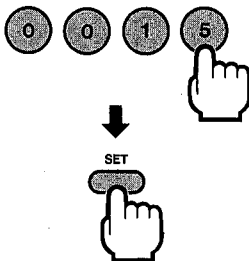


- 2 Use the search keys to display "CLEAR MEMORY FILE." Then press SET.

FILE	REFERENCE
5. CLEAR	MEMORY FILE

5. CLEAR	MEMORY FILE
TX/RX NO.	0001

*You can also press [5] to call up the display.*



- 3 Enter the transaction number of the document you want to erase. Then press SET.

5. CLEAR	MEMORY FILE
TX/RX NO.	0015

5. CLEAR	MEMORY FILE
TX/RX NO.	0015

*You can also use the search keys to select the number.*



- 4 Press CLEAR.

5. CLEAR	MEMORY FILE
ERASING	END 0015

5. CLEAR	MEMORY FILE
TX/RX NO.	0014

*If you want to erase other documents in the memory, go back to step 3.*



- 5 Press STANDBY. Then close the One-touch Speed Dialing panels.

## Verifying Information That Is Lost after a Power Failure

If there is a power failure, or you accidentally turn the power OFF, all the documents in the memory will be erased. When this happens the fax automatically prints out a report after you turn the power back ON. The information in the report is the same as for a Memory List. For details on Memory Lists, see page 78.

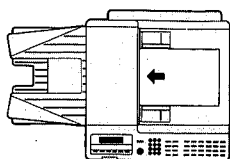
28/12 '92 13:15		03 3758 2111		CANON INC.		001
***** TX RESERVE MEMORY CLEAR REPORT *****						
TX/RI NO.	MODE	CONNECTION TEL	PAGES	SET TIME	START TIME	TTI
0110	DELAYED TX	[ 03] CANON EUROPA [ 04] CANON UK	1	12/28 13:13	16:00	CANON INC.
0112	ORIG. TX	[*01] CANON LA [ 05] CANON FRANCE	1	12/28 13:14	15:00	CANON INC.
0113	CONFID. TX	[*03] CANON NZ [ 02] CANON CANADA	1	12/28 13:14	18:00	CANON INC.
0111	TRANSMISSION	[ 01] CANON USA	1	12/28 13:13	*****	CANON INC.

# Sending to More than One Location

The fax allows you to send the same document to more than one location automatically. This means you only have to feed the document once. The fax then automatically sends it to the locations you select. You can even send the document at a preset time. This allows you to take advantage of lower late night long-distance rates offered by some telephone companies. (Check with your local telephone company regarding rates in your area.)

## Sending to More than One Location Directly

This feature allows you to send a document directly to up to 149 locations. The fax first records the document in the memory. Then it automatically sends it to the selected locations.



### 1 Feed the document into the fax.

*For details on feeding documents, see page 36.  
Make sure the DIRECT TX lamp is OFF.*

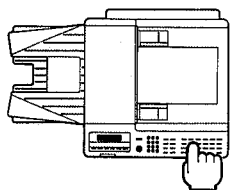


### 2 Press TTI SELECTOR to select the name of the person sending the document. Then press SET.

CANON-JOHN SMITH

*You can also select the name by entering the number you assigned to it when registering. First press [TTI SELECTOR]. Then use the numeric keys or search keys to enter the number you assigned to it.*

*If you don't make any selection, the fax selects the company name to appear in the ID.*



### 3 Dial the facsimile numbers.

*You can send to up to 149 destinations. Simply dial the numbers one after the other.*

One-touch Speed Dialing = 48 locations  
Coded Speed Dialing = 100 locations  
Regular Dialing = 1 location  
You can also use Group Dialing

*Don't forget to press [SET] when using Regular Dialing.*

*For details on registering and using the different dialing methods, see page 54.*



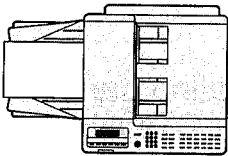
- 4 Press START to record the document into the memory.

TRANSMIT		
TX/RX NO.		0003

TRANSMIT	0003
MEMORY INPUT	P.001

*You can store up to 12 A4-size pages in the memory.\**

*\* Based on CCITT No. 1 chart. You can store up to 44 A4-size pages if your fax has the optional 0.5MB memory kit.*



- 5 The fax sends the document.

	312 228 5700
DIALING	

	CANON U.S.A.
CALLING	

	312 228 5700
TX/RX NO.	0003

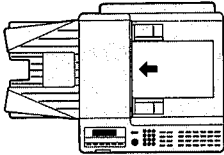
	CANON U.S.A.
TRANSMIT	P.001/003

*The memory lamp goes off to show that the documents have been successfully sent. After the documents are sent, they are erased from the memory. To find out more about using the memory when sending documents, see page 76.*

*To stop sending before it's finished, press [STOP].*

## Sending to One or More Locations at a Preset Time

This feature allows you to send a document at a preset time to up to 149 locations. You can load up to 10 different sets of documents, each with its own sending time and destinations.



- 1 Feed the document into the fax.

*For details on feeding documents, see page 36.*



- 2 Open the One-touch Speed Dialing panels. Then press DELAYED TRANSACTION.

DELAYED TRANSACTION
TX/RX NO.      —



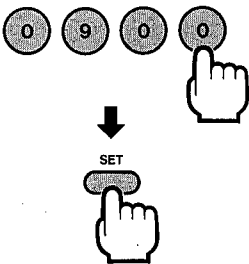
- 3 Press SET.

DELAYED TX	
TX/RX NO.	0047

DELAYED TX	
SET TIME	13:30

This shows the current time.



- 4 Set the time you want the fax to send the document. Then press SET.

DELAYED TX	
SET TIME	09:00

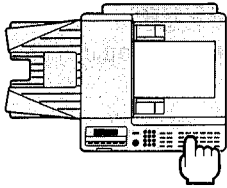
DELAYED TX	
ENTER TEL #	

TEL =	
-------	--

*Set the time using the 24-hour system. If the hour or minute is a single-digit number, precede it with 0.*

*If you make a mistake when entering the time or you want to erase a time that is already set, press [CLEAR].*



## 5 Dial the facsimile numbers. Then press SET.

*You can send to up to 149 destinations. Simply dial the numbers one after the other.*

One-touch Speed Dialing = 48 locations  
 Coded Speed Dialing = 100 locations  
 Regular Dialing = 1 location  
 You can also use Group Dialing.

*Don't forget to press [SET] when using Regular Dialing.*

*For details on registering and using the different dialing methods, see page 54.*

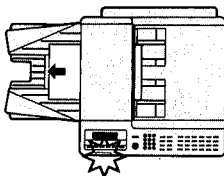


## 6 Press TTI SELECTOR to select the name of the person sending the document. Then press SET.

DELAYED TX	NAME
01	CANON-JOHN SMITH

*You can also select the name by entering the number you assigned to it when registering. First press [TTI SELECTOR]. Then use the numeric keys or search keys to enter the number you assigned to it.*

*If you don't make any selection, the fax selects the company name to appear in the ID.*



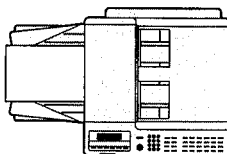
## 7 The fax records the document into the memory.

DELAYED TX	
TX/RX NO.	0047

DELAYED TX	0047
MEMORY INPUT	P.001

*You can store up to 12 A4-size pages in the memory.\**

*\* Based on CCITT No. 1 chart. You can store up to 44 A4-size pages if your fax has the optional 0.5MB memory kit.*



## 8 The fax sends the document at the preset time.

(Date)
--------

*You can use the fax for other operations while there are documents waiting to be sent. The fax automatically cancels the preset sending time after it sends the document.*

*To find out more about using the memory when sending documents, see page 76.*

## Changing and Canceling the Settings

When there is a document set for sending at a preset time, you can change the following items:

- Sending time.
- Destination.
- Name of the person sending the document.

Before trying to change the settings, make sure you know the transaction number of the document. If you don't know the transaction number, print out a Memory List. For details on printing out Memory Lists, see page 78.

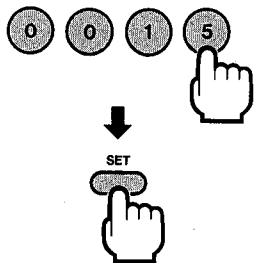
**NOTE:** Use this same procedure to change the settings for:

- Relay Sending at a Preset Time.
- Confidential Sending at a Preset Time.
- Polling at a Preset Time.



- 1 Open the One-touch Speed Dialing panels. Then press DELAYED TRANSACTION.

DELAYED TRANSACTION
TX/RX NO. —

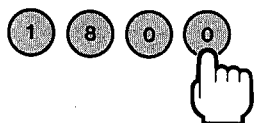


- 2 Enter the transaction number of the document whose settings you want to change. Then press SET.

DELAYED TRANSACTION
TX/RX NO. 0015

DELAYED TX	
SET TIME	09:00

This shows the time being set.



- 3 If you want to change the time, enter the new time.

or





If you want to cancel the time, press CLEAR. Then go on to step 8.

*If you cancel the time, the document is erased from the memory.*

or

If you don't want to change or cancel the time, go on to step 4.

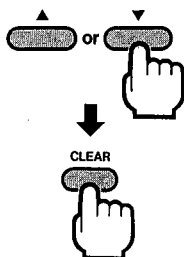


4 Press SET.



5 If you want to add destinations, simply dial the new numbers.

and/or



If you want to erase a destination, locate the number with the search keys. Then press CLEAR.

*Repeat to erase other destinations. If you erase all the numbers, the key is free and can be used to register new numbers.*

or

If you don't want to add or erase destinations, go on to step 6.



6 Press SET.



- 7 If you want to change the name of the person sending the document, press TTI SELECTOR until the new name appears on the display.

or

If you don't want to change the name of the person sending the document, go on to step 8.



- 8 Press SET. Then close the One-touch Speed Dialing panels.

# Sending through a Relay Unit

You can automatically send your document to more than one location through a relay facsimile unit. This is especially useful when you need to send a document long-distance to a group of facsimile units located in the same area. Since sending the document directly to each unit would be quite expensive, you instead send the document to a relay unit located in the same area. This relay unit then forwards (or relays) the document to the receiving units.

There are three ways to send through a relay unit:

- If you often send documents through the same relay unit, use either One-touch or Coded Relay Sending. These allow you to register the entire procedure for either One-touch or Coded Speed Dialing.
- If you only use this feature occasionally, use Regular Relay Sending on page 99.
- If you want to send at a preset time, use the procedure on page 101.

## Registering One-touch or Coded Relay Sending

These are the most convenient ways to relay documents. After you register the procedure, all you have to do is feed your document into the fax and enter the appropriate One-touch or Coded Speed Dialing number. You can register as many One-touch or Coded Speed Dialing numbers as you like for this procedure. Just make sure there is an unregistered key available.

Before doing this procedure:

- Find out the group number (sometimes called “table number”) that contains the “destination units” (i.e. facsimile units that will receive the relayed document) from the party who will relay the documents.
- Make sure the party who will relay the documents has a Canon fax with relay capability.
- Make sure your facsimile number has been registered with your fax and the relay fax.
- Read “Important Notes when Registering” on page 32.



- 1 Open the One-touch Speed Dialing panels. Then press TEL REGISTRATION.

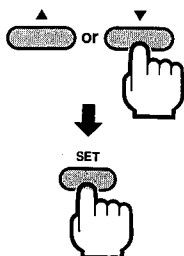
TEL REGISTRATION
1. 1-TOUCH SPEED DIAL



- 2 If you are registering One-touch Relay Sending, press SET.

1. 1-TOUCH SPEED DIAL  
01=

or



If you are registering Coded Relay Sending, use the search keys to display "CODED SPEED DIAL." Then press SET.

TEL REGISTRATION  
2. CODED SPEED DIAL

2. CODED SPEED DIAL  
\*00=

*You can also press [2] to call up the display.*

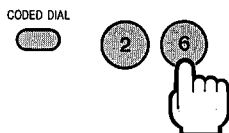


- 3 If you are registering One-touch Relay Sending, close the One-touch panels. Then press the key under which you want to register the number of the relay unit.

1. 1-TOUCH SPEED DIAL  
03=

*If a number is already registered under the key you choose, the fax displays that number. To erase a previously registered number, press [CLEAR].*

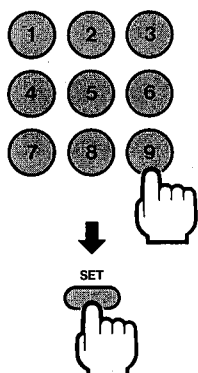
or



If you are registering Coded Relay Sending, press CODED DIAL. Then enter the code under which you want to register the number of the relay unit.

2. CODED SPEED DIAL  
\*26=

*If a number is already registered under the code you choose, the fax displays that number. To erase a previously registered number, press [CLEAR].*



- 4 Enter the number of the relay unit. Then press SET.

1. 1-TOUCH SPEED DIAL  
03= 416 678 2730

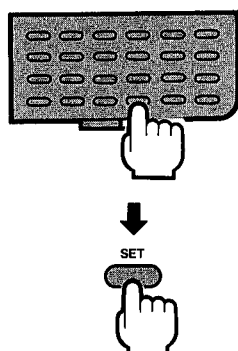
2. CODED SPEED DIAL  
\*26= 416 678 2730

1. 1-TOUCH SPD NAME:A  
03=

2. CODED DIAL NAME:A  
\*26=

*You can register numbers of up to 38 digits. If you want to enter a space between numbers, press [SPACE].*

*If you make a mistake when entering a number, press [CLEAR]. Then enter the number again.*



- 5 Enter the name of the party relaying the document. Then press SET.

1. 1-TOUCH SPD NAME:A  
03=CANON TOKYO

2. CODED DIAL NAME:A  
\*26=CANON TOKYO

1. 1-TOUCH SPD NAME  
DATA ENTRY OK

2. CODED DIAL NAME  
DATA ENTRY OK

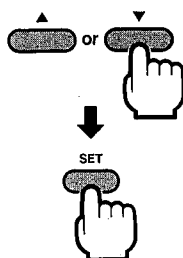
NEED TO SET TX MODE?  
YES=(CLEAR) NO=(SET)

NEED TO SET TX MODE?  
YES=(CLEAR) NO=(SET)

*For details on registering names, see page 30.*



- 6 Press CLEAR.



- 7 Use the search keys to select the sending speed. Then press SET.

1. 1-TOUCH SPD MODE 1  
03=9600bps

2. CODED DIAL MODE 1  
\*26=9600bps

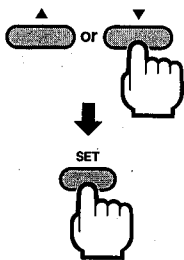
1. 1-TOUCH SPD MODE 1  
DATA ENTRY OK

2. CODED DIAL MODE 1  
DATA ENTRY OK

*The sending speed determines the rate at which your documents are sent through the phone line:*

*Select 9600 bps for the fastest possible transmission. If line problems occur, the fax automatically adjusts the speed for the best possible transmission.*

*Select 4800 bps if you are sending over a line with a bad connection.*



- 8 Use the search keys to select the long distance settings. Then press SET.

1. 1-TOUCH SPD MODE 2  
03=LONG DISTANCE 0

2. CODED DIAL MODE 2  
\*26=LONG DISTANCE 0

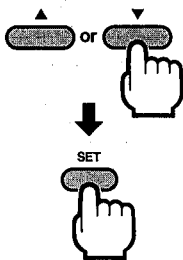
1. 1-TOUCH SPD MODE 2  
DATA ENTRY OK

2. CODED DIAL MODE 2  
DATA ENTRY OK

There are four settings, numbered 0 to 3:

If the facsimile number you are registering is not a long distance number, set to "0".

If the facsimile number is a long distance number, you can use any of the settings from 1-3. First try setting "1". If you have problems sending or receiving due to poor telephone lines, register the number again and try settings "2" and "3" until you correct the problem.



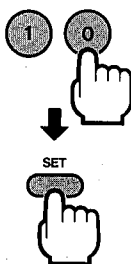
- 9 Use the search keys to display "ORIG RELAY TX." Then press SET.

1. 1-TOUCH SPD MODE 3  
03=ORIG RELAY TX.

2. CODED DIAL MODE 3  
\*26=ORIG RELAY TX.

1. 1-TOUCH RELAY TX  
03=GROUP # 10

2. CODED RELAY TX  
\*26=GROUP #



- 10 Use the numeric keys to enter the group number. Then press SET.

1. 1-TOUCH RELAY TX  
03=GROUP # 10

2. CODED RELAY TX  
\*26=GROUP # 10

1. 1-TOUCH RELAY TX  
DATA ENTRY OK

2. CODED RELAY TX  
DATA ENTRY OK

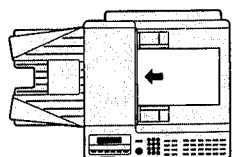
If you make a mistake when entering a number, press [CLEAR]. Then enter the number again.



- 11 Press STANDBY. Then close the One-touch Speed Dialing panels.

Registration ends and the fax returns to standby.

## Using One-touch or Coded Relay Sending



- 1 Feed the document into the fax.

*For details on feeding documents, see page 36.*



- 2 Press TTI SELECTOR to select the name of the person sending the document. Then press SET.

CANON-JOHN SMITH

*You can also select the name by entering the number you assigned to it when registering. First press [TTI SELECTOR]. Then use the numeric keys or search keys to enter the number you assigned to it.*

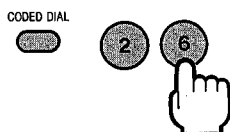
*If you don't make any selection, the fax selects the company name to appear in the ID.*



- 3 If you are using One-touch Relay Sending, press the appropriate One-touch Speed Dialing key.

TEL = 416 678 2730  
03 CANON TOKYO

or



If you are using Coded Relay Sending, open the One-touch Speed Dialing panels. Then press CODED DIAL and enter the appropriate Coded Speed Dialing number.

TEL = 416 678 2730  
\*26 CANON TOKYO



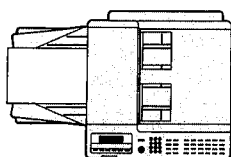
- 4 Press START to record the document into the memory.

TRANSMIT	
TX/RX NO.	0003

TRANSMIT	0003
MEMORY INPUT	P.001

*You can store up to 12 A4-size pages in the memory.\**

*\* Based on CCITT No. 1 chart. You can store up to 44 A4-size pages if your fax has the optional 0.5MB memory kit.*



- 5 The fax sends the document.

	416 678 2730
DIALING	

	CANON TOKYO
CALLING	

	416 678 2730
TX/RX NO.	0003

	CANON TOKYO
TRANSMIT	P.001/003

*The memory lamp goes off to show that the documents have been successfully sent. After the documents are sent, they are erased from the memory. To find out more about using the memory when sending documents, see page 76.*

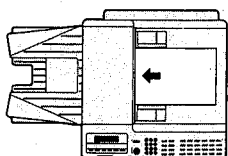
*To stop sending before it's finished, press [STOP].*



## Regular Relay Sending

Before doing this procedure:

- Find out the group number (sometimes called “table number”) that contains the “destination units” (i.e. facsimile units that will receive the relayed document) from the party who will relay the document.
- Make sure your facsimile number has been registered with your fax and the relay fax.



### 1 Feed the document into the fax.

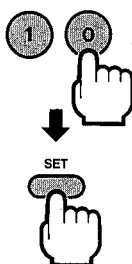
*For details on feeding documents, see page 36.*



### 2 Open the One-touch Speed Dialing panels. Then press RELAY BROADCAST.

RELAY BROADCAST  
RELAY TX GROUP # 00

*If you want to cancel Regular Relay Sending, press [RELAY BROADCAST] again.*



### 3 Use the numeric keys to enter the group number. Then press SET.

RELAY BROADCAST  
RELAY TX GROUP # 10

DOCUMENT READY  
RELAY 10

*If you make a mistake when entering a number, press [CLEAR]. Then enter the number again.*

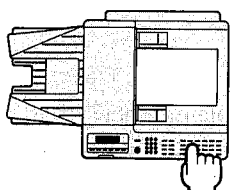


### 4 Press TTI SELECTOR to select the name of the person sending the document. Then press SET.

CANON-JOHN SMITH

*You can also select the name by entering the number you assigned to it when registering. First press [TTI SELECTOR]. Then use the numeric keys or search keys to enter the number you assigned to it.*

*If you don't make any selection, the fax selects the company name to appear in the ID.*



## 5 Dial the facsimile numbers.

*You can send to up to 149 relay units. Simply dial the numbers one after the other.*

*One-touch Speed Dialing = 48 locations*

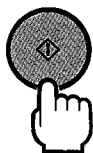
*Coded Speed Dialing = 100 locations*

*Regular Dialing = 1 location*

*You can also use Group Dialing.*

*Don't forget to press [SET] when using Regular Dialing.*

*For details on registering and using the different dialing methods, see page 54.*



## 6 Press START to record the document into the memory.

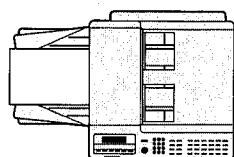
RELAY	BROADCAST	
TX/RX	NO.	0003

RELAY	BROADCAST	
MEMORY	INPUT	P.001

(Date)
--------

*You can store up to 12 A4-size pages in the memory.\**

*\* Based on CCITT No. 1 chart. You can store up to 44 A4-size pages if your fax has the optional 0.5MB memory kit.*



## 7 The fax sends the document.

DIALING	312 228 5700
---------	--------------

CALLING	CANON U.S.A.
---------	--------------

TX/RX	312 228 5700
NO.	0003

TRANSMIT	CANON U.S.A.
	P.001/003

*The memory lamp goes off to show that the documents have been successfully sent. After the documents are sent, they are erased from the memory. To find out more about using the memory when sending documents, see page 76.*

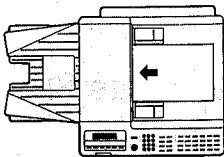
*To stop sending before it's finished, press [STOP].*

## Sending through a Relay Unit at a Preset Time

Before doing this procedure:

- Find out the group number (sometimes called “table number”) that contains the “destination units” (i.e. facsimile units that will receive the relayed document) from the party who will relay the document.
- Make sure your facsimile number has been registered with your fax and the relay fax.

You can load up to 10 different sets of documents.



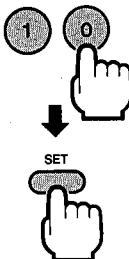
### 1 Feed the document into the fax.

*For details on feeding documents, see page 36.*



### 2 Open the One-touch Speed Dialing panels. Then press RELAY BROADCAST.

RELAY BROADCAST
RELAY TX GROUP # 00



### 3 Use the numeric keys to enter the group number. Then press SET.

RELAY BROADCAST
RELAY TX GROUP # 10

DOCUMENT READY
RELAY 10

*If you make a mistake when entering a number, press [CLEAR]. Then enter the number again.*



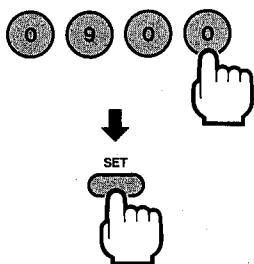
### 4 Press DELAYED TRANSACTION. Then press SET.

DELAYED TRANSACTION
TX/RX NO. —

DELAYED TRANSACTION
TX/RX NO. 0047

DELAYED TX
SET TIME 13:30

This shows the current time.



- 5 Enter the time you want the fax to send the document. Then press SET.

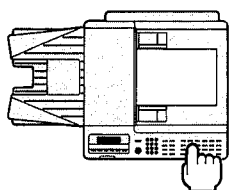
DELAYED TX	
SET TIME	09:00

DELAYED TX	
ENTER TEL #	

TEL =	
-------	--

*Set the time using the 24-hour system. If the hour or minute is a single-digit number, precede it with 0.*

*If you make a mistake when entering the time or you want to erase a time that is already set, press [CLEAR].*



- 6 Dial the facsimile numbers. Then press SET.

*You can send to up to 149 relay units. Simply dial the numbers one after the other.*

*One-touch Speed Dialing = 48 locations*

*Coded Speed Dialing = 100 locations*

*Regular Dialing = 1 location*

*You can also use Group Dialing.*

*Don't forget to press [SET] when using Regular Dialing.*

*For details on registering and using the different dialing methods, see page 54.*

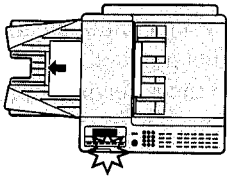


- 7 Press TTI SELECTOR to select the name of the person sending the document. Then press SET.

DELAYED TX	NAME
01	CANON-JOHN SMITH

*You can also select the name by entering the number you assigned to it when registering. First press [TTI SELECTOR]. Then use the numeric keys or search keys to enter the number you assigned to it.*

*If you don't make any selection, the fax selects the company name to appear in the ID.*



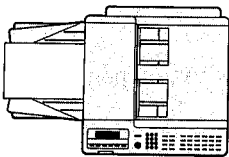
- 8 The fax records the document into the memory.

DELAYED TX	
TX/RX NO.	0047

DELAYED TX	0047
MEMORY INPUT	P.001

*You can store up to 12 A4-size pages in the memory.\**

*\* Based on CCITT No. 1 chart. You can store up to 44 A4-size pages if your fax has the optional 0.5MB memory kit.*



- 9 The fax sends the document at the preset time.

(Date)
--------

*You can use the fax for other operations while there are documents waiting to be sent. The fax automatically cancels the preset sending time after it sends the document. To find out more about using the memory when sending documents, see page 76.*

*To change or cancel the settings see page 90.*

# Confidential Sending and Receiving

The fax allows you to keep documents confidential when communicating with other Canon facsimile units that have confidential mailbox capability. Documents you want to keep private are first sent to the receiving unit. Instead of being immediately printed out, they are stored in the other unit's "confidential mailbox." The document can only be printed out after the correct secret password is supplied.

There are three ways to send confidential documents:

- If you often send to the same unit, use either One-touch or Coded Confidential Sending. These allow you to register the entire procedure for either One-touch or Coded Speed Dialing.
- If you only use this feature occasionally, use Regular Confidential Sending on page 110.
- If you want to send at a preset time, use the procedure on pages 112—114.

The fax can also receive confidential documents. Confidential receiving is described on pages 115—120.

## Registering One-touch or Coded Confidential Sending

Before doing this procedure:

- Make sure the other party's fax is a Canon and has a confidential mailbox.
- Find out the confidential mailbox number of the other party.
- Read "Important Notes when Registering" on page 32.



- 1 Open the One-touch Speed Dialing panels. Then press TEL REGISTRATION.

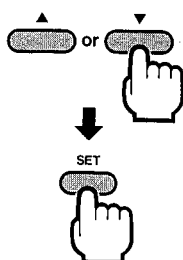
TEL REGISTRATION
1. 1-TOUCH SPEED DIAL



- 2 If you are registering One-touch Confidential Sending, press SET.

1. 1-TOUCH SPEED DIAL
01=

or

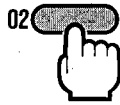


If you are registering Coded Confidential Sending, use the search keys to display "CODED SPEED DIAL." Then press SET.

TEL REGISTRATION
2. CODED SPEED DIAL

2. CODED SPEED DIAL
*00=

*You can also press [2] to call up the display.*

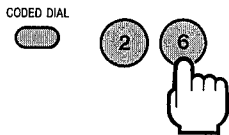


- 3 If you are registering One-touch Confidential Sending, close the One-touch panels. Then press the One-touch key under which you want to register the number of the other unit.

1. 1-TOUCH SPEED DIAL
02=

*If a number is already registered under the key you choose, the fax displays that number. To erase a previously registered number, press [CLEAR].*

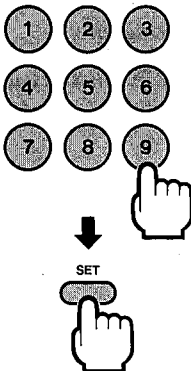
or



- If you are registering Coded Confidential Sending, press CODED DIAL. Then enter the two-digit code under which you want to register the number of the other unit.

2. CODED SPEED DIAL
*26=

*If a number is already registered under the key you choose, the fax displays that number. To erase a previously registered number, press [CLEAR].*



- 4 Enter the facsimile number of the other unit. Then press SET.

1. 1-TOUCH SPEED DIAL
02= 416 678 2730

1. 1-TOUCH SPEED DIAL
DATA ENTRY OK

1. 1-TOUCH SPD NAME:A
02=

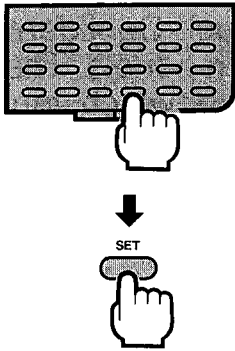
2. CODED SPEED DIAL
*26= 416 678 2730

2. CODED SPEED DIAL
DATA ENTRY OK

2. CODED DIAL NAME:A
*26=

*You can enter numbers of up to 38 digits. If you want to enter a space between numbers, press [SPACE].*

*If you make a mistake when entering a number, press [CLEAR]. Then enter the number again.*



5 Enter the name of the other party. Then press SET.

1. 1-TOUCH SPD NAME:A  
02=CANON TOKYO

2. CODED DIAL NAME:A  
\*26=CANON TOKYO

1. 1-TOUCH SPD NAME  
DATA ENTRY OK

2. CODED DIAL NAME  
YES=(CLEAR) NO=(SET)

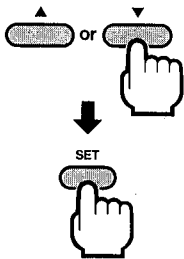
NEED TO SET TX MODE?  
YES=(CLEAR) NO=(SET)

NEED TO SET TX MODE?  
YES=(CLEAR) NO=(SET)

For details on entering names, see page 30.



6 Press CLEAR.



7 Use the search keys to select the sending speed. Then press SET.

1. 1-TOUCH SPD MODE 1  
02=9600bps

2. CODED DIAL MODE 1  
\*26=9600bps

1. 1-TOUCH SPD MODE 1  
DATA ENTRY OK

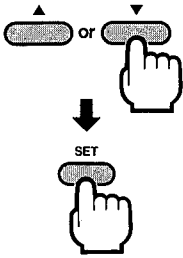
2. CODED DIAL MODE 1  
DATA ENTRY OK

The sending speed determines the rate at which your documents are sent through the phone line:

Select 9600 bps for the fastest possible transmission. If line problems occur, the fax automatically adjusts the speed for the best possible transmission.

Select 4800 bps if you are sending over a line with a bad connection.





- 8 Use the search keys to select the long distance settings. Then press SET.

1. 1-TOUCH SPD MODE 2
02=LONG DISTANCE 0

2. CODED DIAL MODE 2
*26=LONG DISTANCE 0

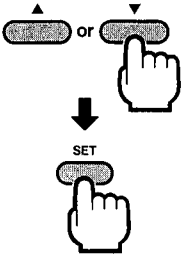
1. 1-TOUCH SPD MODE 2
DATA ENTRY OK

2. CODED DIAL MODE 2
DATA ENTRY OK

*There are four settings, numbered 0 to 3:*

*If the facsimile number you are registering is not a long distance number, set to "0".*

*If the facsimile number is a long distance number, you can use any of the settings from 1-3. First try setting "1". If you have problems sending or receiving due to poor telephone lines, register the number again and try settings 2 and 3 until you correct the problem.*



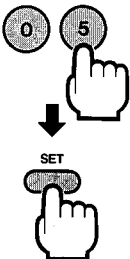
- 9 Use the search keys to display "CONFIDENTIAL TX." Then press SET.

1. 1-TOUCH SPD MODE 3
02=CONFIDENTIAL TX

2. CODED DIAL MODE 3
*26=CONFIDENTIAL TX

1. 1-TOUCH SPD CONFID
02=MAILBOX # 00

2. CODED DIAL CONFID
*26=MAILBOX # 00



- 10 Enter the other party's confidential mailbox number. Then press SET.

1. 1-TOUCH SPD CONFID
02=MAILBOX # 05

2. CODED DIAL CONFID
*26=MAILBOX # 05

1. 1-TOUCH SPD CONFID
DATA ENTRY OK

2. CODED DIAL CONFID
DATA ENTRY OK

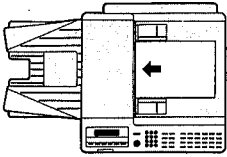
*Confidential mailbox numbers are 2-digit numbers between 00 and 99.*



- 11 Press STANDBY. Then close the One-touch Speed Dialing panels.

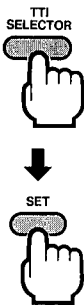
*Registration ends and the fax returns to standby.*

## Using One-touch or Coded Confidential Sending



- 1 Feed the document into the fax.

*For details on feeding documents, see page 36.*



- 2 Press TTI SELECTOR to select the name of the person sending the document. Then press SET.

01 CANON SALES SMITH
----------------------

*You can also select the name by entering the number you assigned to it when registering. First press [TTI SELECTOR]. Then use the numeric keys to enter the number you assigned to it.*

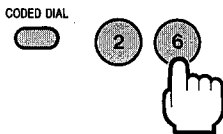
*If you don't make any selection, the fax selects the company name to appear in the ID.*



- 3 If you are using One-touch Confidential Sending, press the appropriate One-touch Speed Dialing key.

TEL =	416 678 2730
02	CANON TOKYO

or



If you are using Coded Confidential Sending, press CODED DIAL. Then enter the appropriate Coded Speed Dialing number.

TEL =	416 678 2730
*26	CANON TOKYO



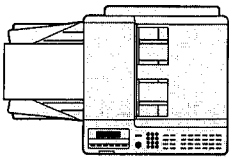
- 4 Press **START** to record the document into the memory.

TRANSMIT TX/RX NO.	0003
-----------------------	------

TRANSMIT MEMORY INPUT	0003 P.001
--------------------------	---------------

*You can store up to 12 A4-size pages in the memory.\**

*\* Based on CCITT No. 1 chart. You can store up to 44 A4-size pages if your fax has the optional 0.5 MB memory kit.*



- 5 The fax sends the document.

DIALING	416 678 2730
---------	--------------

CALLING	CANON TOKYO
---------	-------------

TX/RX NO.	416 678 2730 0003
-----------	----------------------

TRANSMIT	CANON TOKYO P.001/003
----------	--------------------------

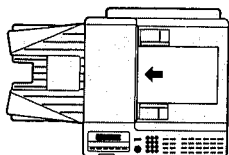
*The memory lamp goes off to show that the documents have been successfully sent. After the documents are sent, they are erased from the memory. To find out more about using the memory when sending documents, see page 76.*

*To stop sending before it's finished, press [STOP].*

## Regular Confidential Sending

Before doing this procedure:

- Make sure the other party's fax unit is a Canon and has a confidential mailbox.
- Find out the confidential mailbox number of the other party.



### 1 Feed the document into the fax.

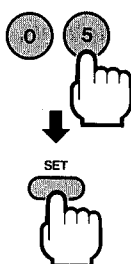
*For details on feeding documents, see page 36.*



### 2 Open the One-touch Speed Dialing panels. Then press CONFIDENTIAL MAILBOX.

CONFIDENTIAL TX  
SET CONFID MBOX # 00

*If you want to cancel Regular Confidential Sending, press [CONFIDENTIAL MAILBOX] again.*



### 3 Enter the other party's confidential mailbox number. Then press SET.

CONFIDENTIAL TX  
SET CONFID MBOX #. 05

DOCUMENT READY  
CONF. 05

*Confidential mailbox numbers are 2-digit numbers between 00 and 99.*

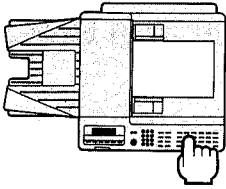


### 4 Press TTI SELECTOR to select the name of the person sending the document. Then press SET.

CANON-JOHN SMITH

*You can also select the name by entering the number you assigned to it when registering. First press [TTI SELECTOR]. Then use the numeric keys to enter the number you assigned to it.*

*If you don't make any selection, the fax selects the company name to appear in the ID.*



## 5 Dial the facsimile numbers.

*You can send to up to 149 destinations. Simply dial the numbers one after the other.*

*One-touch Speed Dialing = 48 locations*

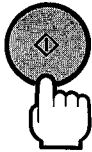
*Coded Speed Dialing = 100 locations*

*Regular Dialing = 1 location*

*You can also use Group Dialing.*

*Don't forget to press [SET] when using Regular Dialing.*

*For details on registering and using the different dialing methods, see page 54.*



## 6 Press START to record the document into the memory.

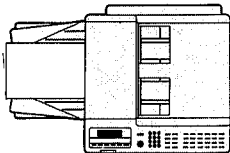
CONFIDENTIAL TX	
TX/RX NO.	0003

CONFIDENTIAL TX	0003
MEMORY INPUT	P.001

(Date)
--------

*You can store up to 12 A4-size pages in the memory.\**

*\* Based on CCITT No. 1 chart. You can store up to 44 A4-size pages if your fax has the optional 0.5 MB memory kit.*



## 7 The fax sends the document.

DIALING	312 228 5700
---------	--------------

CALLING	CANON U.S.A.
---------	--------------

TX/RX NO.	312 228 5700 0003
-----------	-------------------

TRANSMIT	CANON U.S.A. P.001/003
----------	------------------------

*The memory lamp goes off to show that the documents have been successfully sent. After the documents are sent, they are erased from the memory. To find out more about using the memory when sending documents, see page 76.*

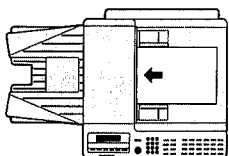
*To stop sending before it's finished, press [STOP].*

## Sending Confidential Documents at a Preset Time

Before doing this procedure:

- Make sure the other party's fax unit is a Canon and has a confidential mailbox.
- Find out the confidential mailbox number of the other party.

You can load up to 10 different sets of documents, each with its own destinations and sending times.



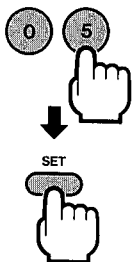
### 1 Feed the document into the fax.

*For details on feeding documents, see page 36.*



### 2 Open the One-touch Speed Dialing panels. Then press CONFIDENTIAL MAILBOX.

CONFIDENTIAL TX SET CONFID MBOX # 00
---



### 3 Enter the other party's confidential mailbox number. Then press SET.

CONFIDENTIAL TX SET CONFID MBOX # 05
---

DOCUMENT READY CONF. 05
----------------------------

*Confidential mailbox numbers are 2-digit numbers between 00 and 99.*



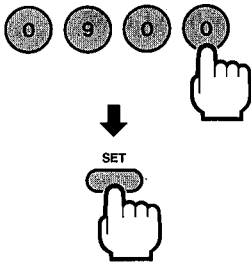
### 4 Press DELAYED TRANSACTION. Then press SET.

DELAYED TRANSACTION TX/RX NO. —
------------------------------------

DELAYED TRANSACTION TX/RX NO. 0047
---------------------------------------

DELAYED TX SET TIME 13:30
------------------------------

This shows the current time.



- 5 Set the time you want the fax to send the document. Then press SET.

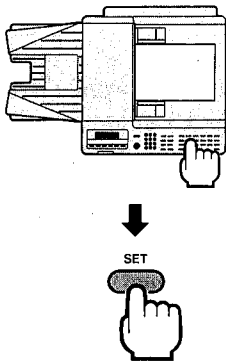
DELAYED TX	
SET TIME	09:00

DELAYED TX	
ENTER TEL #	

TEL =	
-------	--

*Set the time using the 24-hour system. If the hour or minute is a single-digit number, precede it with 0.*

*If you make a mistake when entering the time or you want to erase a time that is already set, press [CLEAR].*



- 6 Dial the facsimile numbers. Then press SET.

*You can send to up to 149 other units. Simply dial the numbers one after the other.*

*One-touch Speed Dialing = 48 locations*

*Coded Speed Dialing = 100 locations*

*Regular Dialing = 1 location*

*You can also use Group Dialing.*

*Don't forget to press [SET] when using Regular Dialing.*

*For details on registering and using the different dialing methods, see page 54.*

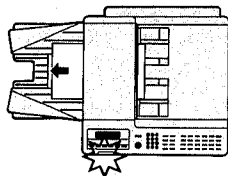


- 7 Press TTI SELECTOR to select the name of the person sending the document. Then press SET.

DELAYED TX	NAME
01 CANON—	JOHN SMITH

*You can also select the name by entering the number you assigned to it when registering. First press [TTI SELECTOR]. Then use the numeric keys or search keys to enter the number you assigned to it.*

*If you don't make any selection, the fax selects the company name to appear in the ID.*



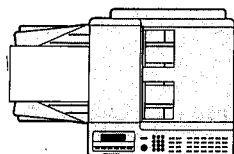
- 8 The fax records the document into the memory.

DELAYED TX	
TX/RX NO.	0047

DELAYED TX	0047
MEMORY INPUT	P.001

*You can store up to 12 A4-size pages in the memory. \**

*\* Based on CCITT No. 1 chart. You can store up to 44 A4-size pages if your fax has the optional 0.5MB memory kit.*



- 9 The fax sends the document at the preset time.

(Date)
--------

*You can use the fax for other operations while there are documents waiting to be sent. The fax automatically cancels the preset sending time after it sends the document.*

*To find out more about using the memory when sending documents, see page 76.*

*To change or cancel the settings, see page 90.*



## Registering Information for Confidential Receiving

Before receiving confidential documents you have to register the following:

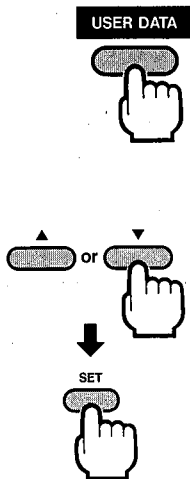
- Your confidential mailboxes. You can register up to 10 confidential mailboxes.
- The passwords for each mailbox.
- The names for each mailbox.

The following procedure shows you how to register this information.

Mailbox number “00” does not need to be registered. You cannot register any passwords or names to mailbox “00”.

**NOTE:** Read “Important Notes when Registering” on page 32 before doing this procedure.

**Example:** Register mailbox number 05, the password 7777, and a name for the mailbox.



- 1 Open the One-touch Speed Dialing panels. Then press USER DATA.

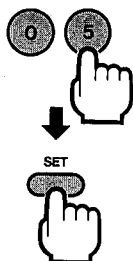
USER DATA 1. ENTER YOUR TEL
--------------------------------

- 2 Use the search keys to display “CONFID. MAILBOX.” Then press SET.

USER DATA 7. CONFID. MAILBOX
---------------------------------

7. CONFID. MAILBOX MAILBOX # 00
------------------------------------

*You can also press [7] to call up the display.*



- 3 Enter a number for the confidential mailbox. Then press SET.

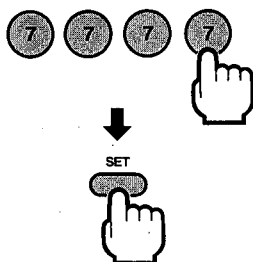
7. CONFID. MAILBOX  
MAILBOX # 05

7. CONFID. MAILBOX  
PASSWORD 0000

If "0000" does not appear, the password has already been assigned to the mailbox.

*Confidential mailbox numbers are two-digit numbers between 01 and 09.*

*If you try to enter a mailbox number in which a confidential document has already been received, the fax displays "MBOX FULL PRINT CONFID RX FILE." If this happens, choose another mailbox.*

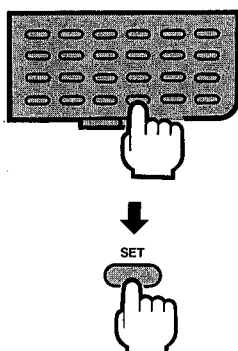


- 4 Enter the password. Then press SET.

7. CONFID. MAILBOX  
PASSWORD 7777

7. CONFID. MAILBOX  
DATA ENTRY OK

*Passwords are 4-digit numbers between 0000 and 9999. Each mailbox must have a different password. After you register the password, it cannot be verified. Write it down and keep it in a secure location for your reference.*



- 5 Enter the mailbox name. Then press SET.

7. CONFID. MBOX NAME  
:A SMITH

7. CONFID. MBOX NAME  
DATA ENTRY OK

USER DATA  
8 MID PAUSE

*You use the name to help you identify the mailbox. For details on entering names, see page 30.*

*You can enter names of up to 16 characters.*



- 6 Press STANDBY. Then close the One-touch Speed Dialing panels.

*Registration ends and the fax returns to standby.*

## Printing Out Confidential Documents You Receive

When you receive a confidential document, the fax displays "RECEIVED IN MAILBOX" and, it also prints out a Confidential Message Notice if you have made the appropriate User Switch setting. Do the following procedure to print out confidential documents. For details on Confidential Message Notice, see page 142.

**NOTE:** Before you can receive a confidential document you first have to do the procedure "Registering Information for Confidential Receiving" on page 115. Also, make sure no document has been fed into the fax.



- 1 Open the One-touch Speed Dialing panels. Then press CONFIDENTIAL MAILBOX.

(Date)  
RECEIVED IN MAILBOX

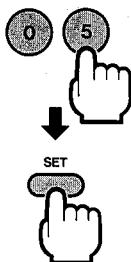
*Even if the mailbox has already received a document, it can continue receiving documents.*

*If there are documents already received in the memory before receiving a confidential document, the fax displays "RECEIVED IN MEMORY" instead. If this happens, do the procedure on page 50 before printing out confidential documents.*



- 2 Press REPORT to print out a report. Check the report to find out which confidential mailbox the document is in.

26/12 '92, 12:16	03 3758 2111	CANON INC.	001
***** CONFID. MAILBOX REPORT *****			
CONFID MAILBOX	CONFID. MAILBOX NAME	PAGES	
05	SMITH	1	

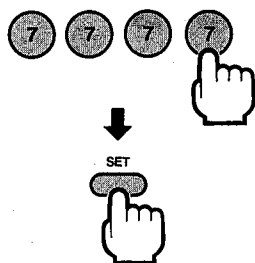


- 3 Enter the confidential mailbox number. Then press SET.

CONFIDENTIAL RX  
SET CONFID MBOX #05

CONFIDENTIAL RX  
PASSWORD \_

*If the mailbox number is "00", the fax begins printing out the confidential document.*



- 4 Enter the secret password. Then press SET.

CONFIDENTIAL	RX
PASSWORD	—

CONFIDENTIAL	RX
PRINTING	P.001/006

*In order to safeguard the password, it is not displayed when you enter it.*



- 5 Close the One-touch Speed Dialing panels. The fax prints out the confidential document.

*If you entered the wrong password, the fax will not print out the document. Check that you entered the correct password. The document is erased from the confidential mailbox after it is printed out.*

## Changing the Settings of Confidential Mailboxes

This procedure shows you how to:

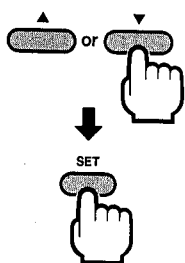
- Change the password of a confidential mailbox.
- Cancel a confidential mailbox.
- Change the name of a confidential mailbox.

**NOTE:** Before doing this procedure, read “Important Notes when Registering” on page 32.



- 1 Open the One-touch Speed Dialing panels. Then press USER DATA.

USER DATA
1. ENTER YOUR TEL

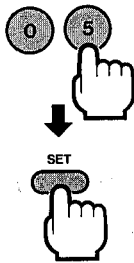


- 2 Use the search keys to display “CONFID. MAILBOX.” Then press SET.

USER DATA
7. CONFID. MAILBOX

7. CONFID. MAILBOX	
MAILBOX #	00

*You can also press [7] to call up the display.*

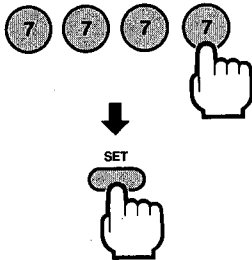


- 3 Enter the confidential mailbox number. Then press SET.

7. CONFID. MAILBOX MAILBOX #	05
---------------------------------	----

7. CONFID. MAILBOX PASSWORD	
--------------------------------	--

*If you try to enter a mailbox number in which a confidential document has already been received, the fax displays "MBOX FULL PRINT CONFID RX FILE". If this happens, first print out the document. Then do this procedure.*



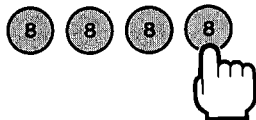
- 4 Enter the secret password. Then press SET.

7. CONFID. MAILBOX PASSWORD	
--------------------------------	--

7. CONFID. MAILBOX PASSWORD	0000
--------------------------------	------

*In order to safeguard the password, it is not displayed when you enter it. Instead, the fax displays "0000".*

*If you enter the wrong password, "0000" is not displayed and the fax returns to standby. If this happens start the procedure over again.*



- 5 If you want to change the password for the confidential mailbox, enter the new password.

7. CONFID. MAILBOX PASSWORD	8888
--------------------------------	------

or



If you want to cancel the confidential mailbox, press CLEAR. Then go on to step 9.

7. CONFID. MAILBOX ERASING END
-----------------------------------

USER DATA 8. MID. PAUSE
----------------------------

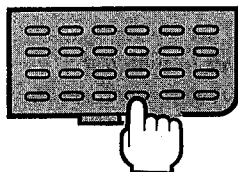
or

If you do not want to change the password or cancel the mailbox, go on to step 6.



6 Press SET.

7. CONFID.	MBOX	NAME
		SMITH



7 If you want to change the name of the mailbox, enter the new name.

*For details on entering names, see page 30.*

or

If you don't want to change the name, go on to step 8.



8 Press SET.

7. CONFID.	MBOX	NAME
DATA	ENTRY	OK

USER	DATA
8. MID	PAUSE



9 Press STANDBY. Then close the One-touch Speed Dialing panels.

*Registration ends and the fax returns to standby.*

# Polling (Requesting documents from other units)

Polling is when one facsimile unit requests another unit to send a document. This is useful when the party with the original document is not in the office but the document must be sent out. Other parties that want to receive the document dial the fax holding the original and request that it be sent. In other words, they “poll” the fax with the original.

Before you can use the polling feature, you have to register your polling ID. This chapter shows you how to register polling IDs, poll other units, and allow others to poll you.

## Registering Your Polling ID

The first step in using the polling feature is to register your polling ID. Polling IDs are eight-digit numbers consisting of only 0s and 1s. Make sure the ID you register matches the ID used in the polling network.

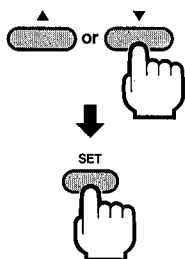
**NOTE:** Read “Important Notes when Registering” on page 32 before doing this procedure.

**Example:** Register the polling ID 00001001.



- 1 Open the One-touch Speed Dialing panels. Then press USER DATA.

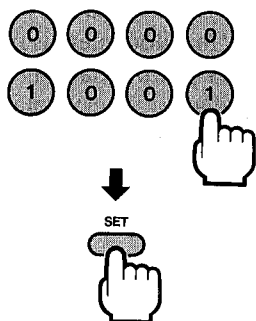
USER DATA 1. ENTER YOUR TEL
--------------------------------



- 2 Use the search keys to display “POLLING ID.” Then press SET.

USER DATA 3. POLLING ID
3. POLLING ID 00000000

*You can also press [3] to call up the display.*



### 3 Enter your polling ID. Then press SET.

3. POLLING ID 00001001

3. POLLING ID  
DATA ENTRY OK

USER DATA  
4. REPORT TIME

*Use [0] and [1] to enter your polling ID. If you make a mistake when entering the ID, press [CURSOR] to move the cursor under the mistake. Then enter the correct number.*

**PLEASE NOTE THE FOLLOWING SPECIAL POLLING IDs:**

*1111111 = Your fax sends documents when it receives a polling request even if the other party's ID doesn't match.*

*00000000 = Your fax neither sends or receives even if the other party's ID matches.*



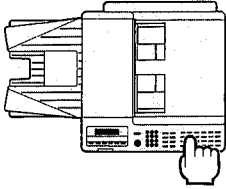
### 4 Press STANDBY. Then close the One-touch Speed Dialing panels.

*Registration ends and the fax returns to standby.*



## Polling Other Units

Before doing this procedure, make sure no documents have been fed into the fax. You can poll up to 10 different sets of destinations.



- 1 Dial the facsimile numbers of the units you want to poll.

*You can poll up to 149 destinations. Simply dial the numbers one after the other.*

One-touch Speed Dialing = 48 locations  
 Coded Speed Dialing = 100 locations  
 Regular Dialing = 1 location  
 You can also use Group Dialing.

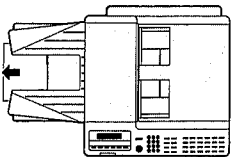
*Don't forget to press [SET] when using Regular Dialing.*

*For details on registering and using the different dialing methods, see "Different Ways of Dialing" on page 54.*



- 2 Press START twice.

POLLING	
TX/RX NO.	0100



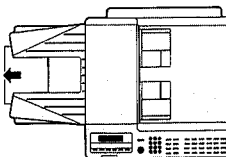
- 3 The fax receives the document from the first location.

DIALING	312 228 5700
---------	--------------

CALLING	CANON U.S.A.
---------	--------------

POLLING	
---------	--

TX/RX NO.	312 228 5700 0100
-----------	----------------------



- 4 The fax begins receiving from the next location when polling more than one unit.

*If you want to stop polling from all locations, press [STOP].*

## Polling Other Units at a Preset Time

This feature allows you to take advantage of lower late night long-distance rates given by some telephone companies. Check with your local telephone company for rates in your area.

You can poll up to 10 different sets of documents, each with its own destinations and sending times.



- 1 Open the One-touch Speed Dialing panels. Then press **DELAYED TRANSACTION**.

DELAYED TRANSACTION
TX/RX NO. —

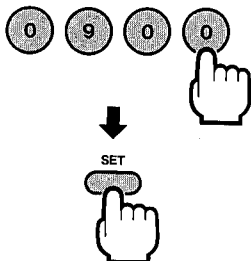


- 2 Press **SET**.

DELAYED TRANSACTION
TX/RX NO. 0147

DELAYED POLLING
SET TIME 13:30

This shows the current time.



- 3 Enter the time you want to begin polling. Then press **SET**.

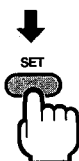
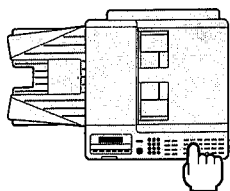
DELAYED POLLING
SET TIME 09:00

DELAYED POLLING
ENTER TEL #

TEL =
-------

*Set the time using the 24-hour system. If the hour or minute is a single-digit number, precede it with 0.*

*If you make a mistake when entering the time or you want to erase a time that is already set, press [CLEAR]. Then enter the correct time.*



- 4 Dial the facsimile numbers of the units you want to poll. Then press SET.

*You can poll up to 149 destinations. Simply dial the numbers one after the other.*

*One-touch Speed Dialing = 48 locations*

*Coded Speed Dialing = 100 locations*

*Regular Dialing = 1 location*

*You can also use Group Dialing.*

*Don't forget to press [SET] when using Regular Dialing.*

*For details on registering and using the different dialing methods, see "Different Ways of Dialing" on page 54.*



- 5 Press TTI SELECTOR to select the name of the person making the polling request.

DELAYED POLLING NAME 01 CANON — JOHN SMITH
---

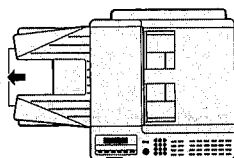
*You can also select the name by entering the number you assigned to it when registering. First press [TTI SELECTOR]. Then use the numeric keys to enter the number you assigned to it.*

*If you don't make any selection, the fax selects the company name to appear in the ID.*



- 6 Press SET. Then close the One-touch Speed Dialing panels.

POLLING TX/RX NO. 0147
---------------------------



- 7 The fax begins polling at the preset time.

(Date)
--------

*The polling time and destination are cancelled after the fax finishes polling. To cancel polling, do the procedure on the following page.*

*If you want to stop polling from all locations, press [STOP].*

## Changing the Settings for Polling

This procedure shows you how to:

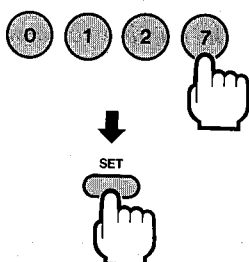
- Change the time the fax polls.
- Cancel polling.
- Add or delete destinations for polling.
- Change the name of the person making the polling request.

**NOTE:** Before doing this procedure, you must know the transaction number of the polling request. To find out the transaction number, check the Transaction Schedule Report. For more details on Transaction Schedule Reports, see page 79.



- 1 Open the One-touch Speed Dialing panels. Then press DELAYED TRANSACTION.

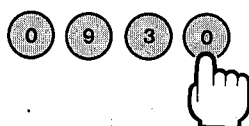
DELAYED TRANSACTION
TX/RX NO.



- 2 Enter the transaction number of the polling request. Then press SET.

DELAYED TRANSACTION
TX/RX NO. Q127

DELAYED POLLING
SET TIME 09:00



- 3 If you want to change the time setting, enter the correct time.

or

If you want to cancel the time setting, press CLEAR. Then go on to step 8.

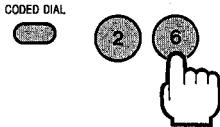
*This automatically cancels the polling settings.*

or

If you don't want to change the time setting, go on to step 4.

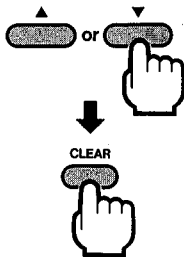


- 4 Press SET.



- 5 If you want to add facsimile numbers to the ones already set for polling, simply dial the numbers.

or



If you want to delete facsimile numbers set for polling, use the search keys to locate the number. Then press CLEAR.

or

If you don't want to change facsimile numbers, go on to step 6.



- 6 Press SET.



- 7 If you want to change the name of the person making the polling request, press TTI SELECTOR to locate the new name.

or

If you don't want to change the name, go on to step 8.



- 8 Press SET. Then close the One-touch Speed Dialing panels.



(Date)

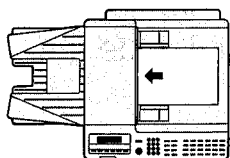
## Allowing Others to Poll Your Fax

This feature allows you to record a document into the memory and allow another party to poll. G2 units cannot poll your fax.

O MANUAL

- 1 Set the fax to receive documents automatically.

The MANUAL lamp should be off. If it isn't, set the  switch to .



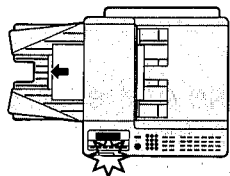
- 2 Feed the document into the fax.

For details on feeding documents, see page 36. Don't forget to make the appropriate document settings. Since your fax is actually sending the document, the other unit has no control over these settings.



- 3 Press MEMORY POLLING.

MEMORY POLLING	0048
TX/RX NO	



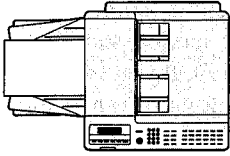
- 4 The fax records the document into the memory.

MEMORY POLLING	0048
MEMORY INPUT	P.001

(Date)
--------

You can store up to 12 A4-size pages in the memory. \*

\* Based on CCITT No. 1 chart. You can store up to 44 A4-size pages if your fax has the optional 0.5MB memory kit.



## 5 The fax sends the document when it receives a polling request.

*The memory lamp goes off to show that the documents have been successfully sent. After the documents are sent, they are erased from the memory. If you want the fax to save the document instead of erasing it, set User Switch #9 to KEEP. For more details on the User Switches, see page 148.*

*If you want to cancel polling before the fax sends the document, do "Erasing Documents from the Memory" on page 84. To find out more about using the memory when sending documents, see page 76.*

# Using Alternative Telephone Networks (Users in the U.K. only)

The fax has a built-in feature that allows you to send documents and make telephone calls using an alternative long-distance service, such as the 2300 Service of Mercury Communications Limited. If you subscribe to a service such as this, you can save money on most long-distance and international communications.

**NOTE:** The procedures described in this chapter show you how to use your fax with the 2300 Service of Mercury Communications Limited. For details on using your fax with other alternative telephone services, contact your Canon-authorized representative.

## Registering the access code and ID number under the M key

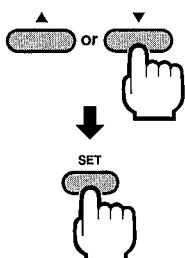
**NOTE:** Read “Important Notes when Registering” on page 32 before doing this procedure.

**Example:** Set the access code to 131 and ID number to 1234567890.



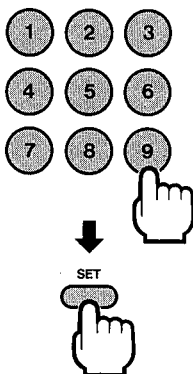
- 1 Open the One-touch Speed Dialing panels. Then press USER DATA.

USER DATA
1. ENTER YOUR TEL



- 2 Use the search keys to display “M-KEY”. Then press SET.

ENTER YOUR TEL
10.M-KEY
10.M-KEY ACCESS
TEL =

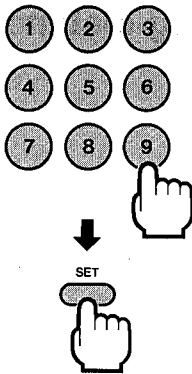


- 3 Use the numeric keys to enter the access code. Then press SET.

10.M-KEY ACCESS
TEL = 131
DATA ENTRY OK
10.M-KEY ID
TEL =

*You can enter numbers of up to 20 digits.*





4. Use the numeric keys to enter the ID number allocated to you by Mercury Telecommunications Limited. Then press SET.

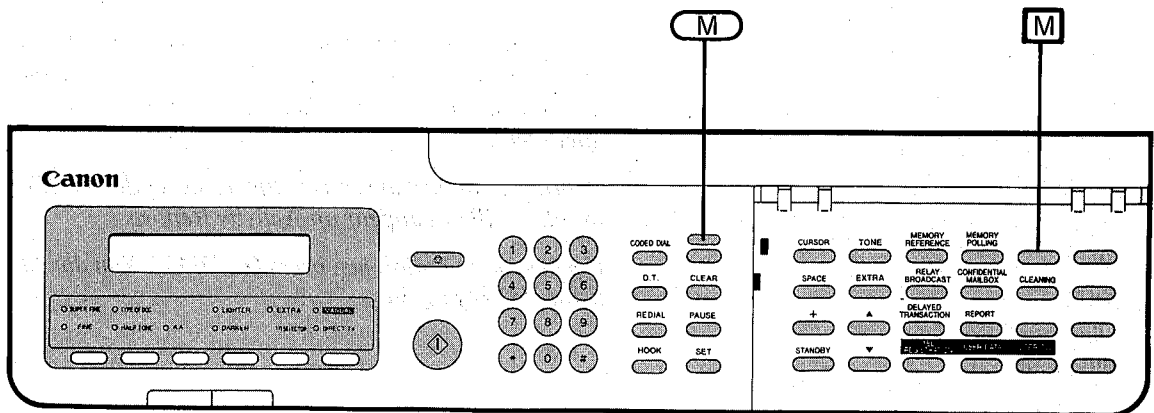
5.M-KEY	ID
TEL=	1234567890

DATA ENTRY OK
---------------

If an ID number is already registered, "\*\*\*\*\* . . ." appears on the display. If you want to register a new ID number, simply enter the new number over the old one.

You can now use this [M] key when accessing the 2300 Service of Mercury Communications Limited.

If you use this feature often, you might want to register the [M] key under the [PROGRAM] key. This lets you avoid having to open the One-touch Speed Dialing panel each time you want to press [M]. For more details on the [PROGRAM] key, see page 46. Attach the "M" label to the [M] key or [PROGRAM] key as shown below to help you identify the key.

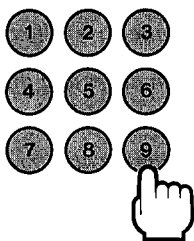


## Sending with an alternative long-distance service



- 1 Press M.

TEL =	M
-------	---



- 2 Use the numeric keys to enter the facsimile or telephone number of the other party.

TEL =	M12345
-------	--------



- 3 Press START.

DIALING	M12345
---------	--------

*The fax automatically dials the access code and ID number that are registered under the [M] key. Then it dials the facsimile number of the other party and sends the document.*

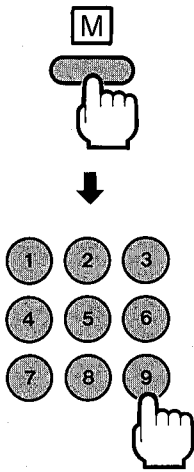
*In order to maintain secrecy, the access code and ID number will not appear on Activity Reports.*

*If you want to redial, just press [REDIAL]. You don't have to press [M] key again.*

## Registering Speed Dialing with the M key

You can enter the access code and ID number when registering numbers for One-touch and Coded Speed Dialing. This allows you to send documents over the 2300 Service of Mercury Communications Limited at the press of a key.

**NOTE:** Before doing this procedure, you first have to register the access code and ID number. As long as you entered the [M] key when registering Speed Dialing, you don't have to press it again when dialing. Simply enter the appropriate Speed Dialing numbers.



1. When registering either One-touch or Coded Speed Dialing and you come to the step that asks you to enter the facsimile number of the other party, press [M]. Then use the numeric keys to enter the other party's facsimile number.

1.TOUCH	SPD	
02 =	M516	488 6700

*For details on registering One-touch and Coded Speed Dialing, see page 54.*

2. Continue with the procedure for registering One-touch or Coded Speed Dialing.

*The procedure for dialing One-touch and Coded Speed Dialing numbers that use an alternative long-distance network are exactly the same as for normal Speed Dialing numbers.*



---

# Part 5

## Reports and User Switches

The first part of this section explains the different kinds of reports and lists. It shows you how to:

- Print out records of documents you send and receive.
- Print out reports of the most frequent facsimile transactions.
- Print out lists of registered information.

The second part of this section describes how to control certain operations of the fax with the User Switches.

This allows you to “customize” the fax to fit the particular needs of your office.

# Printing Reports and Registration Lists

The fax is able to keep track of most of the activities it performs. It can also print out reports of these activities for your records. This is convenient for confirming the exact date and time of communication, the volume of documents that have been processed, and other important information.

The fax can also print out lists of all the items that you have registered into it. This is especially useful for checking that the registered information is correct and up to date, and that the proper items are registered.

This chapter shows you examples of the different reports and lists, and shows you how to print them out.

## Activity Reports

You can keep a record of the documents you send or receive by having the fax print out Activity Reports. Each report includes:

- The date and time of a transaction.
- The name and telephone number of the sending or receiving party.
- The number of pages of the document.

... and other useful information.

To print out an Activity Report every time you send or receive a document, set items #1 and #2 on the User Switch menu to OUTPUT YES.

Sometimes the fax fails to send a document because the other party didn't answer or an error occurred. When this happens, it prints out an Error Transmission Report. The report shows:

- The facsimile number of the other party so you can try sending again.
- A copy of the first page of the document to help you identify it.\*

To print out this kind of Activity Report, set items #8 and #10 on the User Switch Menu to OUTPUT YES. For more details on the User Switches, see page 148.

If you want to make sure which documents have been sent, you can print out the first page of the document by setting item #17 on the User Switch Menu to OUTPUT YES.

*\* The fax does not print a copy of the first page when you send the document using Direct Sending or Confidential Sending.*

26/12 '92 09:28 03 3756 2111

CANON INC.

001

\*\*\*\*\*  
\*\*\* ACTIVITY REPORT \*\*\*  
\*\*\*\*\*

TRANSMISSION OK

TX/RX NO.

0010

CONNECTION TEL

516 488 8700

CONNECTION ID

CANON USA

START TIME

26/12 09:28

USAGE TIME

00'11

PAGES

1

RESULT

OK

Activity Report for sending.

26/12 '92 09:42 03 3756 2111

CANON INC.

001

\*\*\*\*\*  
\*\*\* ACTIVITY REPORT \*\*\*  
\*\*\*\*\*

RECEPTION OK

TX/RX NO.

0020

CONNECTION TEL

516 488 8700

CONNECTION ID

CANON USA

START TIME

26/12 09:42

USAGE TIME

00'11

PAGES

1

RESULT

OK

Activity Report for receiving.

The number of the page with an error.

Error Code  
(see page 157)  
If you pressed [STOP] when sending, "STOP" is printed here instead.

A copy of the first page of the document that wasn't sent.

28/12 '92 09:45 03 3758 2111 CANON INC. 001

\*\*\*\*\*  
\*\*\* ERROR TX REPORT \*\*\*  
\*\*\*\*\*

TX FUNCTION WAS NOT COMPLETED

TX/RX NO.0022

CONNECTION TEL418 785 1111

CONNECTION IDCANON CANADA

START TIME28/12 09:44

USAGE TIME00'13

PAGES1

RESULTNG

1STOP

THE SLEREXE COMPANY LIMITED

SAPORS LANE - BOOLE - DORSET - BH 25 8 ER

TELEPHONE BOOLE (945 13) 31617 - TELEX 123456

Our Ref. 350/PJC/EAC

18th January, 1972.

Dr. P.N. Cundall,  
Mining Surveys Ltd.,  
Holroyd Road,  
Reading,  
Berks.

Dear Pete,

Permit me to introduce you to the facility of facsimile transmission.

In facsimile a photocell is caused to perform a raster scan over the subject copy. The variations of print density on the document cause the photocell to generate an analogous electrical video signal. This signal is used to modulate a carrier, which is transmitted to a remote destination over a radio or cable communications system.

At the remote terminal, demodulation of the signal, which is used to modulate the receiving device, is performed.

Error Transmission Report

28/12 '92 09:58 03 3758 2111 CANON INC. 001

\*\*\*\*\*  
\*\*\* ACTIVITY REPORT \*\*\*  
\*\*\*\*\*

TRANSMISSION OK

TX/RX NO.0032

CONNECTION TEL20 545 5545

CONNECTION IDCANON EUROPA

START TIME28/12 09:58

USAGE TIME00'32

PAGES1

RESULTOK

THE SLEREXE COMPANY LIMITED

SAPORS LANE - BOOLE - DORSET - BH 25 8 ER

TELEPHONE BOOLE (945 13) 31617

Transmission Confirmation Report



## Activity Management Reports

You can obtain a record of the last 40 sending and receiving transactions by printing out Activity Management Reports. To print out an Activity Management Report, press [REPORT].

If your office has a high volume of facsimile transactions daily, you can have the fax automatically print out Activity Management Reports. You can choose to have them printed out at the same time every day, after every 40 transactions, or both.

To have the fax print out Activity Management Reports at the same time every day, do the procedure on page 139.

To have the fax automatically print out reports after every 40 transactions, set item #6 on the User Switch Menu to OUTPUT YES. For more details on the User Switches, see page 148.

**NOTE:** Transaction reference numbers may appear out of sequence on the report if operations such as auto redialing, transmission reservation, and delayed transmission were performed. The activity report will skip a transaction number if the corresponding call was interrupted because of copying, pressing [STOP] or any similar interruption.

26/12 '92 12:44 ☎ 3758 2111 CANON INC. 001

\*\*\*\*\*  
\*\*\* ACTIVITY REPORT \*\*\*  
\*\*\*\*\*

ACTY#	MODE	CONNECTION TEL	CONNECTION ID	START TIME	USAGE T.	PAGES	RESULT
*0007	MANUAL RX	ECM	516 488 8700 CANON USA	26/12 09:20	00'23	1	OK
*0008	TX	ECM	516 488 8700 CANON USA	26/12 09:26	00'11	1	OK
*0010	TX	ECM	516 488 8700 CANON USA	26/12 09:28	00'11	1	OK
*0012	TX	ECM	516 488 8700 CANON USA	26/12 09:29	00'12	1	OK
*0014	TX	ECM	516 488 8700 CANON USA	26/12 09:31	00'12	1	OK
*0016	MANUAL RX	ECM	516 488 8700 CANON USA	26/12 09:38	00'11	1	OK
*0018	MANUAL RX	ECM	516 488 8700 CANON USA	26/12 09:40	00'11	1	OK
*0020	MANUAL RX	ECM	516 488 8700 CANON USA	26/12 09:42	00'11	1	OK
*0022	TX	ECM	416 795 1111 CANON CANADA	26/12 09:44	00'13	1	NG
*0024	TX	ECM	416 795 1111 CANON CANADA	26/12 09:46	00'21	1	NG
*0026	TX	ECM	416 795 1111 CANON CANADA	26/12 09:48	00'22	1	NG
*0028	TX	ECM	20 545 8545 CANON EUROPA	26/12 09:51	00'32	1	OK
*0030	TX	ECM	20 545 8545 CANON EUROPA	26/12 09:53	00'32	1	OK
*0032	TX	ECM	20 545 8545 CANON EUROPA	26/12 09:55	00'32	1	OK
*0034	MANUAL RX	ECM	516 488 8700 CANON USA				
*0036	TX	ECM	516 488 8700 CANON USA				

Sending mode  
ECM: Transaction via  
Error Correction  
Mode.

How you sent/received  
the document.

Transaction reference  
number

Items marked with an  
asterisk have already  
been printed out.

OK: No error occurred  
when sending or  
receiving.  
NG: Error occurred  
when sending or  
receiving.

The number of the  
page with an error.

[STOP] was pressed  
while sending  
documents.

Error code: Describes  
the nature of the error.

You can also print out separate reports for sending and receiving transactions. The illustrations below show you an example of these kinds of Activity Management Reports. To print out separate Activity Management Reports, set item #7 on the User Switch menu to "TX/RX SEPARATE."

26/12 '92 12:45 03 3758 2111 CANON INC. 001

\*\*\*\*\*  
\*\*\* ACTIVITY MANAGEMENT REPORT TX \*\*\*  
\*\*\*\*\*

ACTY#	MODE	CONNECTION TEL	CONNECTION ID	START TIME	USAGE T.	PAGES	RESULT
#0008	TX	ECM	516 488 8700 CANON USA	26/12 09:28	00'11	1	OK
#0010	TX	ECM	516 488 8700 CANON USA	26/12 09:28	00'11	1	OK
#0012	TX	ECM	516 488 8700 CANON USA	26/12 09:29	00'12	1	OK
#0014	TX	ECM	516 488 8700 CANON USA	26/12 09:31	00'12	1	OK
#0022	TX	ECM	416 795 1111 CANON CANADA	26/12 09:44	00'13	1	NG
							1 STOP
#0024	TX	ECM	416 795 1111 CANON CANADA	26/12 09:48	00'21	1	NG
							1 STOP
#0026	TX	ECM	416 795 1111 CANON CANADA	26/12 09:49	00'22	1	NG
							1 STOP
#0028	TX	ECM	20 545 8545 CANON EUROPA	26/12 09:51	00'32	1	OK
#0030	TX	ECM	20 545 8545 CANON EUROPA	26/12 09:53	00'32	1	OK
#0032	TX	ECM	20 545 8545 CANON EUROPA	26/12 09:58	00'32	1	OK
#0050	TX	ECM	516 488 8700 CANON USA	26/12 11:24	00'13	1	OK
#0058	TX	ECM	516 488 8700 CANON USA	26/12 11:27	00'02	0	NG
							0 STOP
#0059	TX		81 773 3173 CANON UK	26/12 11:27	00'00	0	NG
							0 STOP
#0060	TX		2 50921 CANON ITALIA	26/12 11:28	00'01	0	NG
							0 STOP
#0068	CONFID. TX		2 805 2000 CANON AUSTRALIA	26/12 12:00	00'00	0	NG
							0 STOP
#0089	B'CAST	ECM	2 50921 CANON ITALIA	26/12 12:25	00'12	1	OK
#0089	B'CAST	ECM	20 545 8545 CANON EUROPA	26/12 12:28	00'11	1	OK
#0089	B'CAST	ECM	1 49 39 25 25 CANON FRANCE	26/12 12:27	00'11	1	OK
#0093	B'CAST	ECM	83 8366 CANON LA	26/12 12:32	00'13	1	OK
#0093	B'CAST	ECM	516 488 8700 CANON USA	26/12 12:33	00'11	1	OK
#0093	B'CAST	ECM	1 49 39 25 25 CANON FRANCE	26/12 12:33	00'12	1	OK
#0095	B'CAST		2 805 2000 CANON AUSTRALIA	26/12 12:35	00'00	0	NG
							0 STOP
#0097	B'CAST	ECM	2 805 2000 CANON AUSTRALIA	26/12 12:37	00'21	1	OK
#0097	B'CAST	ECM	416 795 1111 CANON CANADA	26/12 12:38	00'12	1	OK
#0097	B'CAST	ECM	1 49 39 25 25 CANON FRANCE	26/12 12:38	00'12	1	OK

\*\*\*\*\*  
\*\*\* ACTIVITY MANAGEMENT REPORT RX \*\*\*  
\*\*\*\*\*

ACTY#	MODE	CONNECTION TEL	CONNECTION ID	START TIME	USAGE T.	PAGES	RESULT
#0007	MANUAL RX	ECM	516 488 8700 CANON USA	26/12 09:20	00'23	1	OK
#0018	MANUAL RX	ECM	516 488 8700 CANON USA	26/12 09:38	00'11	1	OK
#0018	MANUAL RX	ECM	516 488 8700 CANON USA	26/12 09:40	00'11	1	OK
#0020	MANUAL RX	ECM	516 488 8700 CANON USA	26/12 09:42	00'11	1	OK
#0061	MANUAL RX	ECM	516 488 8700 CANON USA	26/12 11:29	00'10	1	OK
#0072	MANUAL RX	ECM	516 488 8700 CANON USA	26/12 11:59	00'11	1	OK
#0074	CONFID. RX	ECM	516 488 8700 CANON USA	26/12 12:01	00'20	1	OK
#0076	CONFID. RX	ECM	516 488 8700 CANON USA	26/12 12:03	00'20	1	OK
#0078	CONFID. RX	ECM	516 488 8700 CANON USA	26/12 12:05	00'20	1	OK
#0081	CONFID. RX	ECM	516 488 8700 CANON USA	26/12 12:10	00'20	1	OK
#0087	POLLING RX	GS	516 488 8700 CANON USA	26/12 12:25	00'01	0	NG
							0 #011
#0087	POLLING RX	GS	516 488 8700 CANON USA	26/12 12:28	00'01	0	NG
							0 #011

## Multi-transaction Reports

You can keep a record of transactions involving more than one other facsimile unit by printing out Multi-transaction Reports. Each report shows:

- The transaction number.
- Whether or not the fax was able to successfully complete the transaction.
- Any errors that occurred.

The fax can print out Multi-transaction Reports for the following operations:

- Sending Documents to More than One Location
- Sending Documents to One or More Locations at a Preset Time
- Polling Other Units

To print out this kind of report, set item #11 on the User Switch Menu to OUTPUT YES. For more details on the User Switches, see page 148.

28/12 '02. 12:27		03 3758 2111	CANON INC.	001
***** *** MULTI TRANSACTION REPORT *** *****				
TX/RX NO.	0088			
INCOMPLETE TX/RX				
TRANSACTION OK	[*00]	2 50921	CANON ITALIA	
	[ '03]	20 545 8545	CANON EUROPA	
	[ 05]	1 49 39 25 25	CANON FRANCE	
ERROR				

## Confidential Message Notices

You can keep a record of confidential documents you receive by having the fax print out Confidential Message Notices. Each notice shows the:

- Name of the person sending the document
- Name of the person receiving the document
- Transaction number
- Confidential mailbox number
- ... and other useful information.

To print out this kind of report, set item #12 on the User Switch Menu to OUTPUT YES. For more details on the User Switches, see page 148.

28/12 '92	12:01	003 3758 2111	CANON INC.	001
***** *** CONFIDENTIAL MESSAGE NOTICE "URGENT" *** *****				
CONFID. MESSAGE TO:	SMITH			
TX/RX NO.	0074			
CONNECTION TEL	518 488 6700			
CONNECTION ID	CANON USA			
START TIME	28/12 12:01			
USAGE TIME	00'20			
PAGES	1			
RESULT	OK			

## Printing Out the List of All Registered Facsimile Numbers

The following procedure shows you how to print out the list containing the following items you have registered:

- One-touch Speed Dialing numbers.
- Coded Speed Dialing numbers.
- Group Dialing numbers.
- Expanded Dialing numbers.



1 Press TEL REGISTRATION.



2 Press REPORT.

*The fax begins printing out the list of facsimile numbers.*

## Printing Out the List of Facsimile Numbers Registered for Automatic Dialing

This procedure allows you to check all the numbers you have registered for automatic dialing (One-touch, Coded, Group, and Expanded Dialing.)



- 1 Open the One-touch Speed Dialing panels. Then press TEL REGISTRATION.

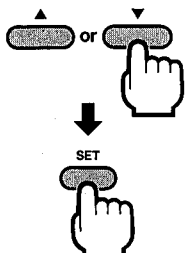
TEL REGISTRATION
1. 1-TOUCH SPEED DIAL



- 2 If you want to print out the list of One-touch Speed Dialing numbers, press SET.

1. 1-TOUCH SPEED DIAL
01=

or



If you want to print out the list of Coded Speed, Group, or Expanded Dialing numbers, use the search keys to display the appropriate list. Then press SET.

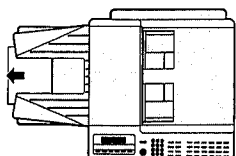
or

If you want to print out the entire list of numbers registered for automatic dialing, go on to step 3.



- 3 Press REPORT.

ACTIVITY REPORT
-----------------



- 4 The fax starts printing out the list of registered facsimile numbers.

28/12 '92 11:13		03 3758 2111		CANON INC.		001	
***** *** 1-TOUCH SPEED DIAL LIST *** *****							
SD #	CONNECTION TEL		CONNECTION ID	MODE	TX SPEED		
[ 01]	518 488 6700		CANON USA	MEMORY TX	9600bps 0		
[ 02]	418 795 1111		CANON CANADA	MEMORY TX	9600bps 0		
[ 03]	20 545 8545		CANON EUROPA	MEMORY TX	9600bps 0		
[ 04]	81 773 3173		CANON UK	MEMORY TX	9600bps 0		
[ 05]	1 40 39 25 25		CANON FRANCE	MEMORY TX	9600bps 0		
[ 07]	EXP DIAL		CANON SALES				
[ 20]	7390802		CANON HONGKONG	CONFID. TX	9600bps 0	07	
[ 28]	GROUP DIAL		CANON A				
[ 35]	GROUP DIAL		CANON B				

Sending method

MEMORY TX: Registered to perform Memory Sending or Direct Sending.

CONFID. TX: Registered to send documents confidentially.

ORIG. TX: Registered to send documents through a relay unit.

Confidential mailbox number

Long distance setting (0~3)

Sending speed

26/12 '92 11:13      ☎ 03 3758 2111      CANON INC.      001

\*\*\*\*\*  
\*\*\* CODED SPEED DIAL LIST \*\*\*  
\*\*\*\*\*

SD #	CONNECTION TEL	CONNECTION ID	MODE	TX SPEED	5	
[*00]	2 50921	CANON ITALIA	MEMORY TX	9600bps 0		
[*01]	83 8388	CANON LA	MEMORY TX	9600bps 0		
[*02]	2 805 2000	CANON AUSTRALIA	MEMORY TX	9600bps 0		
[*03]	9 488 1570	CANON NZ	MEMORY TX	9600bps 0		
[*04]	5324400	CANON SINGAPORE	MEMORY TX	9600bps 0		
[*08]	2 519 1092	LOTTE CANON	MEMORY TX	9600bps 0		

28/12 '92 11:14		03 3758 2111	CANON INC.		001
***** *** GROUP DIAL LIST *** *****					
[ 28]	CANON A	[*01]	83 8388		CANON LA
		[ 03]	20 545 8545		CANON EUROPA
		[ 05]	1 40 39 25 25		CANON FRANCE
[ 35]	CANON B	[*02]	2 805 2000		CANON AUSTRALIA
		[ 01]	518 488 6700		CANON USA
		[ 02]	418 795 1111		CANON CANADA

0758 2111	CANON INC.	001
-----------	------------	-----

28/12 '92. 11:14	03 3758 2111	CANON INC.	001
***** *** EXPANDED DIAL LIST *** *****			
[ 07]	CANON SALES.	5927 8250 3382958 2514 0085 32 2586	

Examples of lists showing facsimile numbers registered for automatic dialing.

## Printing Out the Lists of User Switch Settings and Sender's Names



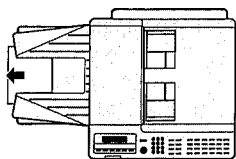
- 1 Open the One-touch Speed dialing panels. Then press USER DATA.

USER DATA  
1. ENTER YOUR TEL



- 2 Press REPORT. Then close the One-touch Speed Dialing panels.

ACTIVITY REPORT



- 3 The fax starts printing out the lists.

26/12 '92 10:56		03 3768 2111		CANON INC.		001	
***** *** USER'S DATA LIST *** *****							
USER'S ID	----	CANON INC.					
USER'S TEL	----	03 3768 2111					
POLLING ID	----	00001001					
REPORT TIME	----	18:00					
MID PAUSE	----	8					
PRE-PROGRAMMED KEY	----	RELAY BROADCAST					
TX REPORT	----	OUTPUT YES					
RX REPORT	----	ON					
OFFHOOK ALARM	----	ON					
DOCU. TX FAILURE	----	KEEP					
COMPLETE IMAGE PRINTOUT	----	OUTPUT YES					
% REMAINING DIAL MEMORY	----	97%					
***** *** TTI *** *****							
01: CANON-JOHN SMITH		02: CANON-CHARLIE		03: CANON-DIANA			
04: CANON-ROBERT		05: SALES-LINDA		06: SALES-JIM			
07: SALES-RICHARD		08:		09:			

Amount of memory available for registering automatic dialing.

List of User Switch settings and sender's name



## Registering the Activity Management Report Printout Time

Use this procedure to set the fax to automatically print out an Activity Management Report at the same time every day.

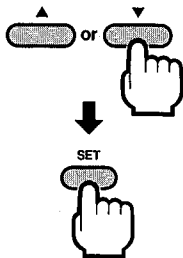
**NOTE:** Before registering, read “Important Notes when Registering” on page 32.

**Example:** Set the printout time for 18:00 (6 p.m.).



- 1 Open the One-touch Speed Dialing panels. Then press USER DATA.

USER DATA
1. ENTER YOUR TEL



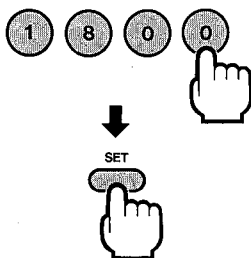
- 2 Use the search keys to display “REPORT TIME.” Then press SET.

USER DATA
4. REPORT TIME

4. REPORT TIME
----------------

If a time is already registered, the fax displays the previously registered time.

You can also press [4] to call up the display.



- 3 Enter the report printout time. Then press SET.

4. REPORT TIME	18:00
----------------	-------

4. REPORT TIME
DATA ENTRY OK

USER DATA
5. SET TIME

Set the time using the 24-hour system. If the hour or minute is a single-digit number, precede it with 0.

If you make a mistake when entering the time or you want to erase a time that is already set, press [CLEAR]. Then enter the correct time.



- 4 Press STANDBY. Then close the One-touch Speed Dialing panels.

# Setting the Operating Guidelines

The fax is able to perform a number of tasks on its own. Some of these tasks include printing out certain kinds of reports and sounding alarms. In order to get the fax to perform these handy functions, you must first set the appropriate guidelines with the User Switches. These switches control how the fax operates. Once set, you probably won't be changing them too often.

Your installer will make the initial User Switch settings for you. However, if you want to change the settings later, follow the simple procedure described on the following pages.

## The User Switch Menu

### 1 TX REPORT

*Activity Report printout (for sending)*  
OUTPUT YES OUTPUT NO\*

### 2 RX REPORT

*Activity Report printout (for receiving)*  
OUTPUT YES OUTPUT NO\*

### 3 OFFHOOK ALARM\*\*

*Phone off-hook alarm*  
ON\* OFF

### 4 TX TERMINAL ID

*Identify the documents you send*  
ON\* OFF

### 5 TTI POSITION

*The ID that you send appears inside/outside the document*  
INSIDE IMAGE OUTSIDE IMAGE\*

### 6 ACTIVITY REPORT

*Activity Management Report printout every 40 transactions*  
OUTPUT YES\* OUTPUT NO

### 7 ACTY MGMT REPORT TYP

*Activity Management report type*  
TX/RX SEPARATE TX/RX NOT SEPARATE\*

### 8 ERROR TX REPORT

*Activity Report of incomplete sending.*  
OUTPUT YES\* OUTPUT NO

### 9 POLLING MEMORY

*Erase documents from the memory after being polled.*  
CLEAR\* KEEP

\* Default setting

\*\* Users in Austria cannot set this menu.

**10 ERROR COPY PRINT***Incomplete image printout**OUTPUT YES\* OUTPUT NO***11 MULTI TN REPORT***Multi-transaction Report printout**OUTPUT YES\* OUTPUT NO***12 CONFID. RX REPORT***Confidential Reception printout**OUTPUT YES\* OUTPUT NO***13 TONE/PULSE\*\****Telephone line setting**TOUCH TONE ROTARY PULSE\****14 ECM TX/RX***ECM sending and receiving**ON\* OFF***15 MEMORY RX***Receiving documents in the memory**ON\* OFF***16 DOCU. TX FAILURE***Erase documents containing errors from the memory**KEEP\* CLEAR***17 COMPLETE IMAGE PRINT***Complete image printout**OUTPUT YES\* OUTPUT NO*

\* Default setting

\*\* Users in the U.K., Switzerland, Austria, Hong Kong and Denmark cannot set this menu.

## Setting the User Switches

Follow this procedure when you want to change a setting on the User Switch Menu.

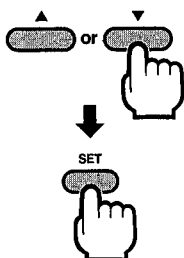
**Example:** Set the fax so your ID is not printed on documents you send (item #4 on the User Switch Menu).



- 1 Open the One-touch Speed Dialing panels. Then press USER SW.

USER SW
TX REPORT

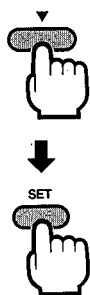
*If you make a mistake while doing this procedure, press [STOP]. Then start again from step 2.*



- 2 Use the search keys to find the item on the menu. Then press SET.

USER SW
TX TERMINAL ID*

TX TERMINAL ID	ON
----------------	----



- 3 Use the search keys to change the setting to "OFF." Then press SET.

TX TERMINAL ID	OFF
----------------	-----

TX TERMINAL ID	
DATA ENTRY	OK

USER SW
TTI POSITION

*To set other items on the menu, start again from step 2. To end the procedure, go on to the next step.*



- 4 Press STANDBY. Then close the One-touch Speed Dialing panels.

*Registration ends and the fax returns to standby.*

---

# Part 6

## Maintenance and Troubleshooting

Your fax is designed to withstand years of heavy use. However, even with the best machines, problems can sometimes occur. This section is included to help you deal with just about any problem you might encounter over the years. It explains basic maintenance procedures, troubleshooting hints and error messages.

Be assured that Canon's interest in you didn't stop as soon as you bought the fax. Our local Canon authorized dealer sales and service representatives are always ready to answer any questions you might have regarding the operation of the fax.

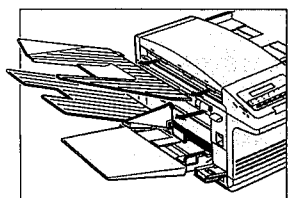
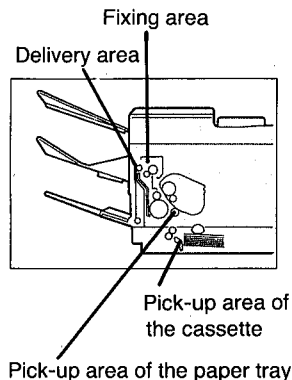
# Caring for Your Fax

## Clearing Paper Jams from the Paper Tray and Fixing Areas

If the printer error lamp lights and the fax displays “REC. PAPER JAM”, there may be a paper jam which prevents further operation. Jams can occur in the places as shown in the illustration.

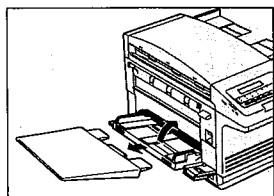
Since paper may jam in more than one place at a time, make sure you check all the locations when clearing a jam.

**NOTE:** The fixing area becomes extremely hot when the printer is used. Be careful not to touch any of the parts.

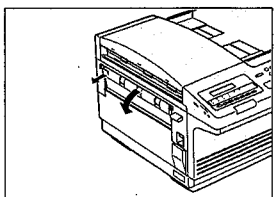


- 1 Remove the document and exit trays.

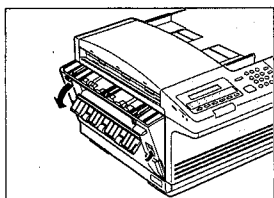
*If the paper is jammed in the fixing cover, pull it out.*



- 2 If there is paper on the paper tray, remove the paper and pull out the sub-tray. Then close the paper tray.

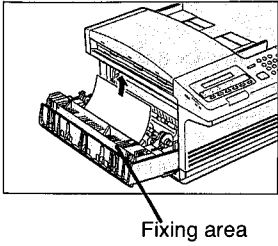


- 3 Open the fixing cover.



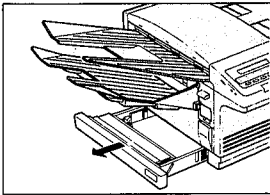
- 4 Open the printer cover.

*Press up on the release button. Then open the cover.*

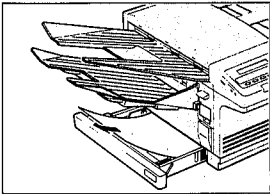


- 5 Pull the paper out in the direction of the arrow.

## Clearing Paper Jams from the Cassette Area



- 1 Pull out the cassette.

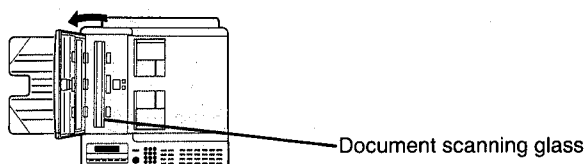


- 2 Pull out the paper.

## Cleaning the Fax

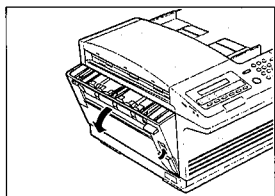
Lightly wipe the fax with a soft cloth moistened with water or a dilute, dish detergent solution. To prevent discoloration and malfunctions, never use thinner, benzene, alcohol or other inorganic solvents.

If the document scanning glass is dirty, the documents you send or copy will be dirty, too. Always clean the glass with a soft cloth that will not scratch the glass. Before cleaning the glass, turn the power OFF. Also, wipe the underside of the top cover.



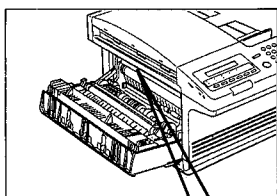
## Adjusting the Print Density

If the documents you receive or copy are consistently too light or dark, adjust the print density of the laser beam printer unit.



### 1 Open the printer cover.

*Lift the release button. Then open the cover.*



### 2 To increase the print density (make the documents darker) move the lever to the right.

or

To decrease the print density (make the documents lighter), move the lever to the left.

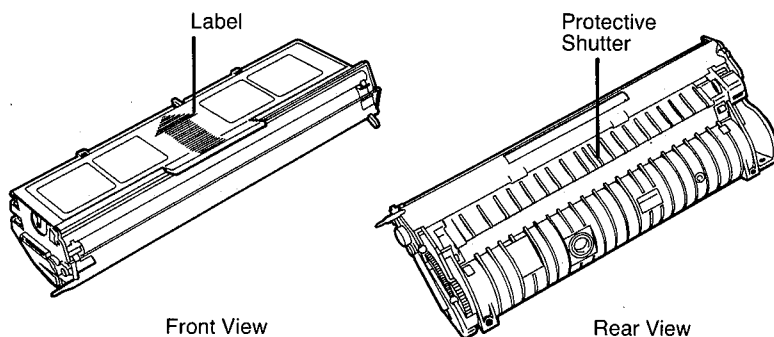


## Important Notes About the Recording Paper

- Use a high quality, non-coated paper with a weight between 64–90 g/m<sup>2</sup>. Paper jams and malfunctions may occur if you use paper that is too thick or thin.
- Make sure the paper is cut square and is free of rips, wrinkles, curls, and oil stains. Avoid using paper that contains large amounts of clay or talc or recycled paper.
- Paper that is too smooth or has a rough texture may result in reduced print quality.
- Never use paper that contains materials that may melt, vaporize, discolor, or emit dangerous fumes at temperatures below 160°C.
- Paper quality is affected by storage conditions. Make sure you store the paper according to the manufacturer's requirements. Before buying large quantities of a particular kind of paper, you should test it with the fax first to make sure it performs properly. The use of Canon paper is highly recommended.

## Important Notes About the Toner Cartridge

- Do not open the aluminum bag containing the toner cartridge until you are ready to use it.
- Do not expose the cartridge to bright light, or to room light (about 1,000 lux) for more than five minutes.
- Do not open the protective shutter on the cartridge.
- Keep the cartridge away from CRTs, disk drives, and floppy disks. The magnet in the cartridge may harm these items.
- Always store the cartridge with the label facing up at between 0°–35°C. Do not store the cartridge in places subject to high temperature, high humidity, or extreme temperature changes.
- The cartridge can print about 3,000 A4-size documents.



## **Precautions**

- Avoid installing your fax in places exposed to direct sunlight, dust, vibration, high temperature or humidity, or on unstable surfaces.
- Make sure the fax is firmly plugged in to assure proper electrical contact.
- Do not overload the electrical outlet.
- Do not pull on the plug or unplug the fax when your hands are wet.
- For your safety, unplug the fax during lightning or thunder storms.
- In case of trouble (ex. smoke, odd smell, noise), disconnect the plug from the outlet. To disconnect the plug at any time, free from any obstacles close to the outlet.
- Do not disassemble the fax as there are exposed power points that could cause a shock if touched.
- Leave ample free space around the sides of the fax to allow for proper ventilation (about 5 cm).
- Once the power is turned OFF, wait at least three seconds before turning it ON again.

# Error Messages and Codes

Display	Code	Meaning
CHECK DOCUMENT	#001	Document is jammed. The fax started receiving instead of sending because the document was not fed properly.
	#011	Cannot poll because no document has been fed into the other party's fax.
NO RX PAPER	#012	The other party's fax is out of paper.
DOCUMENT TOO LONG	#003	The document is longer than 1 m.
NO ANSWER	#005	The other party is not using a G3 machine. The other party didn't answer within 35 seconds.
BUSY/NO SIGNAL	#018	The other party doesn't answer, even after redialing.
POLLING ID ERROR	#008	Other units cannot poll your fax because the polling IDs do not match.
	#021	Polling is impossible for the same reasons as #008.
SUPPLY REC. PAPER	#009	The recording paper has run out.
CHECK PAPER COVER		The printer cover is open.
REC. PAPER JAM		The recording paper has jammed.
CHANGE CARTRIDGE		The toner has run out.
CHECK PRINTER		There is a problem with the printer. Call your Canon service representative.
NO TEL #	#022	The facsimile number is not registered for One-touch Speed Dialing, Coded Speed Dialing, or Group Dialing.

Display	Code	Meaning
NOT AVAILABLE NOW	#025	<p>You tried to do relay sending and confidential sending with the same key.</p> <p>You tried to use a One-touch or Coded Speed Dialing number which is not registered for the feature you wanted to use. (For example, you tried to poll using a One-touch key that is already registered for Batch Sending.)</p>
NO CONFID. TX	#033	The other party's unit does not have the confidential mailbox function.
	#034	<p>The other party's unit does not have the confidential mailbox number you selected.</p> <p>The memory of the other unit is full.</p>
NO ORIGINAL RELAY TX	#035	The other facsimile unit cannot function as a relay unit.
	#036	<p>The other party's User Switch has not been set for relay broadcasting.</p> <p>Your facsimile number has not been registered in the relay unit.</p> <p>The memory of the other unit is full.</p>
MEMORY FULL	#037	The memory of the fax is full.
HANG UP PHONE	—	The handset is off the hook.
REGISTRATION KEY ON LEFT SIDE OFF→ON	—	You tried to register before turning the REGISTRATION switch on.
TURN REGIST KEY OFF	—	The REGISTRATION switch is still on.
START AGAIN	—	An error occurred due to a faulty line or system error.

Operation	Problem	Page
<b>SENDING</b>	<b>You can't send documents.</b>	
	Make sure you feed the document properly into the fax.	36
	Make sure the other party has installed recording paper in their unit.	
	Make sure the fax redialed the other party.	44
	Make sure there are no other documents waiting to be sent from the memory.	76
	Make sure you dialed a One-touch or Coded Speed Dialing number which is registered for the feature you want to use.	
	<b>You can't send documents through relay units.</b>	
	Make sure the other unit is a Canon with relay capability.	93
	Make sure your facsimile number is registered with your fax.	
	Make sure your facsimile number is registered with the relay fax.	93
	Make sure the facsimile numbers of the receiving units (final destinations) are registered with the relay fax.	93
	Make sure the Speed Dialing key you pressed is registered for relay sending.	139
	<b>You can't send confidential documents.</b>	
	Make sure the other unit is a Canon with confidential receiving capability.	104
	Make sure the confidential mailbox number you registered matches that of the other party.	104
	Make sure the other party has registered the mailbox you are sending to.	
	Make sure the Speed Dialing key you pressed is registered for confidential sending.	104
	<b>The images you send or copy are dirty or spotted.</b>	
	Make sure the document scanning glass and the underside of the top cover are clean.	154
<b>RECEIVING</b>	<b>You can't receive documents automatically.</b>	
	Make sure the fax is set to receive documents automatically.	49
	Make sure that any documents received in memory have been printed out.	80
	<b>You can't receive documents manually.</b>	
	Make sure you haven't fed a document into the fax.	48
	Make sure you press [START] before hanging up the receiver.	48
	<b>You can't receive confidential documents</b>	
	Make sure you have registered the password and confidential mailbox.	115
	<b>The images you receive are dirty or spotted.</b>	
	Make sure the other party's fax is working properly. Make a copy on your machine. If the image is OK, contact the other party and have them check their machine. (Remember: It's the sending	

Operation	Problem	Page
OTHER	machine that determines image quality.)	
	<b>Print quality is poor.</b>	
	Make sure the proper print density has been selected.	154
	Make sure you use the correct type of paper.	155
	<b>You can't make copies.</b>	
	Make sure the handset is on the hook.	72
	<b>You can't register confidential mailboxes</b>	
	Make sure the mailbox you are trying to register hasn't already received a confidential document.	117
	<b>You can't poll other units.</b>	
	Make sure you haven't fed a document into the fax.	123
	Make sure the polling IDs match.	121
	Make sure the other party has set their fax to receive automatically.	
	Make sure the other party has properly fed the document into their fax.	
	<b>The memory lamp does not go off although the documents are successfully sent.</b>	
	Make sure recording paper has been installed.	
	<b>Nothing appears on the display.</b>	
	Make sure the power switch is turned ON.	
	Make sure the power plug is firmly plugged in.	
	<b>You can't do anything with the fax.</b>	
	The fax has overheated and shut itself down. Let it cool down, then try using it again.	
	If none of these suggestions correct the problem, turn the power OFF. Wait three seconds and turn it ON again. Then try the procedure again.	
	Sometimes the problem may be caused by the other party's fax. If you are sure your fax is working properly, have the other party check their unit. Also, your fax cannot communicate with other facsimile machines of certain specifications. Make sure the fax you are trying to communicate with is compatible with your own fax.	
	If you still can't solve the problem, contact your local Canon-authorized dealer sales or service representatives.	

# Specifications

<b>Sheet size:</b>	Maximum width 280 mm Minimum width 148 mm
<b>Effective image size:</b> (When scanning)	Width (A4) 208 mm
<b>Recording paper size:</b>	Width (A4) 210 mm
<b>Transmission time:</b> (A4-size standard document)	ECM-MMR approx. 9 sec.* ECM-MR approx. 12 sec.* G3 MR Standard mode approx. 12 seconds* G3 MH Standard mode approx. 15 seconds*
<b>Scanning line density:</b>	Horizontal 8.00 pel/mm Vertical Standard 3.85 pel/mm Fine 7.70 pel/mm Super Fine (sending only) (Canon exclusive) 15.4 pel/mm
<b>Scanning method:</b>	Solid state electronic scanning by contact image sensor
<b>Recording method:</b>	Laser beam electronic photography
<b>Applicable lines:</b>	Subscriber's telephone circuit (PSTN)
<b>Auto dial functions:</b>	One-touch Speed Dialing (Registration for 48 numbers) Coded Speed Dialing (Registration for 100 numbers)
<b>Power source:</b>	200 V/240 V(50 Hz/60 Hz)
<b>Power consumption:</b>	(Standby) Approx. 30 W Room temp. 20 degrees C (Operation) Approx. 500 W (100% of document black copy)
<b>Operating environment:</b>	Temperature 10-32.5 degrees C Humidity 20-80% RH
<b>Weight:</b>	Approx. 22 kg (excluding recording paper)
<b>Dimensions:</b>	457 mm W × 500 mm D × 290 mm H

\* Based on CCITT No. 1 chart, standard mode.

Specifications subject to change without notice.

# Index

## A

- AA key 22
- Activity Management Reports
  - automatic print out 139
  - explanation 139
  - registering printout time 147
- Activity Reports
  - automatic print out 136
  - explanation of 136
- Adding
  - numbers for Group Dialing 62
  - pages when sending 44
- Adjusting print density 154
- Auto/manual switch 20
- Automatic
  - document feeder (ADF) 32, 37
  - receiving 49
  - redialing 44
  - report printout (see listing under individual report)

## B

## C

- Cassette
  - loading paper into 17
  - recording paper 20
- Changing
  - Confidential mailbox settings 118-120
  - Group Dialing numbers 62
  - Polling settings 126
  - preset sending settings 90
- Character Setting Lists 30
- CLEANING key 25
- Cleaning
  - fax 154
  - fixing area 152
- CLEAR key 23
- Clearing
  - document jams 44
  - paper jams 152
- CODED DIAL key 23
- Coded Speed Dialing
  - confidential sending and 104-109
  - explanation 54
  - registering 54-57
  - relay sending and 93-98
  - using 58
- Confidential
  - mailbox 104, 117
  - message notices 138
  - passwords 104, 117, 119
- CONFIDENTIAL MAILBOX key 25
- Confidential receiving 117-120
- Confidential sending
  - at a preset time 112-114
  - Coded Speed Dialing and 104-109
  - explanation 104
  - One-touch Speed Dialing and 104-109
  - Regular 110
- Control panel
  - overview 22-25
- Copying 72
- CURSOR key 24



**D**

DARKER key 22  
 DELAYED TRANSACTION key 24  
 Destination label 13

## Dialing

Coded Speed 54-58  
 Expanded 64-66  
 explanation of different kinds 54  
 Group 59-63  
 international numbers 68  
 keys (see Numeric keys)  
 One-touch Speed 54-58  
 pauses 68, 69  
 pulse 149  
 Regular 67  
 through a switchboard 68  
 tone 149

Direct sending 42

DIRECT TX key 22

## Document(s)

adding (see Adding pages when sending)  
 confidential 104-120  
 erasing from memory 84  
 feeding 36  
 glass 154  
 Jams 45  
 loading into memory 76  
 maximum and minimum sizes 35  
 preparing 34  
 printing out from the memory 80  
 received by the other unit 26  
 received by you 51  
 receiving 48-53  
 sending 36-43  
 tray 20

D.T. key 23, 68

**E**

ECM (Error Correction Mode) 53  
 Electrical noise 12  
 Erasing documents from memory 84  
 Error lamp 22  
 Error messages/codes 157  
 Expanded Dialing  
 explanation 64  
 registering 64  
 using 66  
 Extra key 25, 68  
 Extra lamp 22

**F**

## Facsimile numbers

dialing 58, 61, 66, 67  
 printing out lists of 143-145  
 registering 54-66

Feeding documents 36

FINE key 22

**G**

## Group Dialing

changing numbers for 62  
 explanation 54  
 registering 59  
 using 61

**H**

HALFTONE key 22

HOOK key 23

**I**

## ID

on documents you receive 51  
 on documents you send 26  
 polling 121

Image cut-off 52

Installation 12-19

International dialing 68

**J**

## Jams

document 45  
 recording paper 152

**K**

Keys (see listing under individual key)

**L**

LIGHTER key 22

Loading recording paper 17

## M

- Mailboxes 104, 117
- Maintenance 151-156
- MANUAL lamp 22
- Manual
  - receiving 48
  - redialing 44
  - switch 20
- Maximum document size 35
- Memory
  - erasing documents from 84
  - explanation 76
  - lamp 22
  - Lists 78
  - printing documents received in 50
  - printing documents stored in 80
  - sending 38
  - sending documents left in 81-83
- MEMORY lamp 22
- MEMORY POLLING key 25
- MEMORY REFERENCE key 25
- Menu for User Switches 148
- Minimum document size 35
- Multi-transaction Reports 141

## N

- Numeric keys 23

## O

- One-touch Speed Dialing
  - confidential sending and 104-109
  - explanation 54
  - keys 25
  - panels 25
  - registering 54-57
  - relay sending and 93-98
  - using 58
- Operating guidelines 148-150
- Overview
  - control panel 22-25
  - front 20
  - rear 21

## P

- Packing list 12
- Paper
  - jams 152
  - loading into cassette 17
  - loading onto paper tray 18
  - important notes about 155
- Passwords 104, 117, 119
- PAUSE key 23
- Pause time
  - adjusting 69
  - explanation 68
- PBX (see Switchboard)
- Polling
  - allowing others to poll you 128
  - at preset times 124
  - changing settings for 126
  - explanation 121
  - ID registration 121
  - other units 123
- Power
  - failure 85
  - requirements 12
  - switch 21
- Preparing documents 34
- Printing
  - Activity Management Reports 139
  - Activity Reports 136
  - confidential documents 117
  - documents received in memory 50
  - documents stored in memory 80
  - list of registered facsimile
    - numbers 143-145
  - list of registered sender's names 146
  - Memory Lists 78
  - Transaction Schedule reports 79
  - User Switch settings 148
- Program
  - key 23
  - registering 46
  - using 47
- Pulse
  - switch 149

## Q

**R**

- Receiving
  - automatically 49
  - ECM 53
  - manually 48
  - when copying (see Dual Access)
  - when registering info 32
- Recording paper
  - guides 20
  - jams 152
  - loading 17, 18
  - storing 155
- REDIAL key 23
- Redialing 44
- Registering
  - Activity Management Report
    - printout 147
  - character setting lists and 30
  - Coded Speed Dialing 54-57
  - date 29
  - Expanded Dialing 64
  - Group Dialing 59
  - One-touch Speed Dialing 54-57
  - sender's name 26
  - time 29
- REGISTRATION switch 20
- Regular
  - confidential sending 110
  - Dialing 67
  - relay sending 99
- RELAY BROADCAST key 25
- Relay sending
  - at a preset time 101
  - Coded Speed Dialing and 93-98
  - explanation 93
  - One-touch Speed Dialing and 93-98
  - Regular 99
- REPORT key 25
- Reports
  - Activity 136
  - Activity Management 139, 147
  - after a power failure 85
  - Multi-transaction Reports 141
  - printing out (see individual report)
  - Transaction Schedule 79

**S**

- Safety information 4
- Search keys 24
- Sender's name
  - printing out list of 146
  - registering 27
- Sending
  - at a preset time 88
  - confidential documents 104-114
  - Direct 42
  - documents left in memory 81-83
  - ECM 53
  - Memory 38
  - preparing documents before 34
  - through a relay unit (see Relay sending)
  - to more than one location 86-92
- Sending speed 56
- SET key 23
- Setting up the fax 13
- SPACE key 24
- Speaker volume switch 20
- Specifications 161
- STANDBY key 24
- START key 23
- STOP key 23
- Switchboard 72
- SUPER FINE key 22

**T**

TEL REGISTRATION key 24  
TONE key 25  
Toner cartridge  
    installing 14  
    important notes about 155  
Transaction  
    number 77  
    Schedule 79  
Tray  
    document 20  
    exit 20  
    recording paper 20  
    recording paper sub 20  
Troubleshooting 159  
TTI (see ID)  
TTI SELECTOR key 22  
TYPE OF DOC. key 22

**U**

USER DATA key 25  
USER SW key 25  
User Switches  
    explanation 148  
    menu 148  
    printing out list of settings 146  
    setting 150

**V**

Verifying lost info 85

**W**

**X**

**Y**

**Z**



# Canon

**CANON INC.**

3-30-2, Shimomaruko, Ohta-ku, Tokyo 146, Japan

**CANON U.S.A., INC.**

One Canon Plaza, Lake Success, N.Y. 11042, U.S.A.

**CANON CANADA INC.**

6390 Dixie Road, Mississauga, Ontario L5T 1P7, Canada

**CANON EUROPA N.V.**

Bovenkerkerweg 59-61, P.O. Box 2262, 1180 EG Amstelveen,  
The Netherlands

**CANON DEUTSCHLAND GmbH**

P.O. Box 100364, Hellersbergstrasse 2-4, 41460 Neuss, Germany

**CANON (U.K.) LTD.**

Canon House, Manor Road, Wallington, Surrey, SM6 0AJ, United Kingdom

**CANON FRANCE S.A.**

Centre D'Affaires Paris-Nord, 93154, Le Blanc Mesnil Cédex, France

**CANON LATIN AMERICA, INC.**

Apartado 7022, Panama 5, Republic of Panama

**CANON AUSTRALIA PTY. LTD.**

1 Thomas Holt Drive, North Ryde, Sydney, N.S.W. 2113, Australia

**CANON SINGAPORE PTE. LTD.**

95 South Bridge Road #13-01/15, Pidemco Centre, Singapore 0105

**CANON HONG KONG TRADING CO., LTD.**

10/F., Mirror Tower, 61 Mody Road, Tsimshatsui East, Kowloon,  
Hong Kong

**230V**