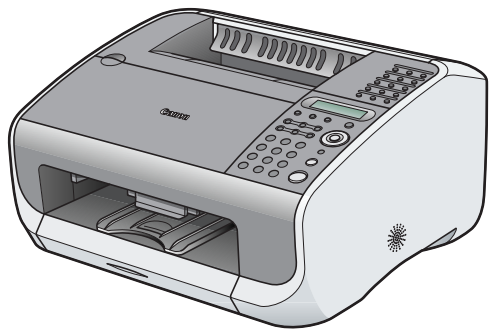# Canon

Starter Guide

Please read this guide before operating this equipment.
After you finish reading this guide, store it in a safe place for future reference.
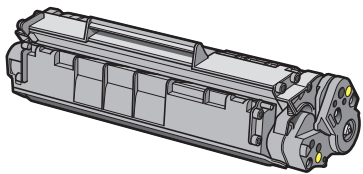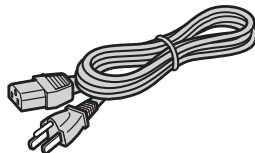
ENG

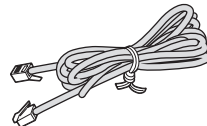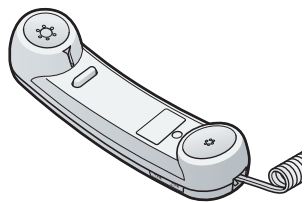# Set Up the Machine

Do You Have Everything?
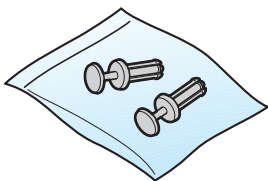
● Machine

● Cartridge
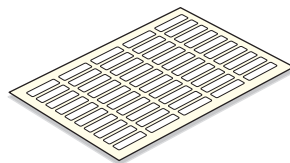
● Power Cord

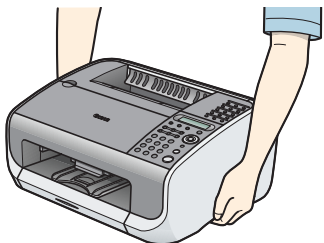● Telephone Cable

● Handset

● Handset Cradle

● Plugs with Pins

● Destination Labels
● Starter Guide
● Basic Guide
● User Software CD

● Limited Warranty Notice
● Cartridge Warranty Notice

Before Setting Up the Machine

● Remove all shipping tape on the machine.
● Always hold the bottom when you lift the machine.
● The machine illustration may differ slightly from your machine.

Manuals for the Machine

● Starter Guide (This Document): Machine set-up and software installation
● Basic Guide: Basic features
● Advanced Guide (in User Software CD): Advanced fax features, status monitor, and reports and lists
● Software Guide (in User Software CD): Driver set-up and printing from a computer

Assistance:
If you have a problem with your machine and you cannot solve it by referring to the manuals listed above, please contact our Canon Authorized Service Facilities or the Canon Customer Care Center at 1-800-828-4040 between the hours of 8:00 A.M. to 8:00 P.M. EST Monday through Friday and 10:00 A.M. to 8:00 P.M. on Saturday.

Install Cartridge

1

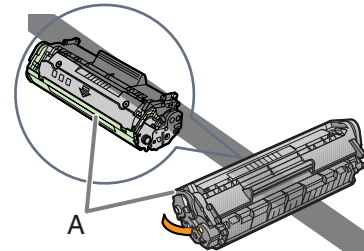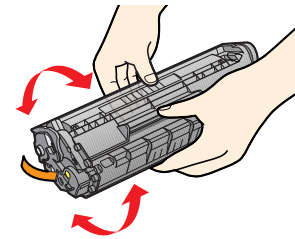Remove the cartridge from the bag.
Keep the bag for future use.

⚠ **CAUTION**

Do not open the drum protective shutter (A).

2

Gently rock the cartridge several times to distribute toner inside.

3

Pull out the seal completely.

📝 **NOTE**

Do not pull out the seal at an angle.

4

Open the document feeder tray.

5

Open the cartridge cover by the notch (A).

6

Hold the cartridge by its handle (A).

7

Insert the cartridge in the machine as far as it will go. The arrow (A) on the cartridge should be facing away from you and pointing down.

8

Push down the cartridge to make sure it is properly set in the machine.

9

Close the cartridge cover.

📝 **NOTE**

Be careful not to get your fingers caught.

10

Open the paper delivery tray (A) and the extension (B).

Load Paper

Load Paper

1

Lift the paper stack cover and pull it out completely.

NOTE

Make sure the back end of the cover does not catch the front paper guide.

2

Pinch and slide the side paper guides to the size of paper.

3

Pull out the paper guide rail as far as it will go.

4

Fan the paper stack and even the edges.

5

Insert the paper stack print side up.

NOTE

Make sure the stack height does not exceed the limit mark (A).

6
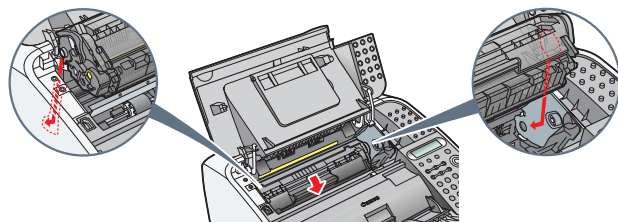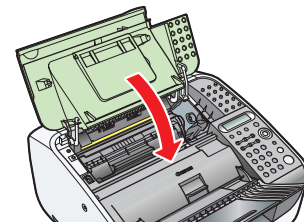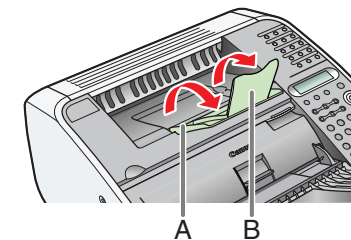
Push back the paper guide rail to the front edge of paper.

NOTE
– If loading paper shorter than Letter, pinch and slide the front paper guide (A) to match the paper size.
– If loading paper other than Letter, make sure to set the correct paper size in the machine. (See Chapter 3, "Print Media," in the Basic Guide.)

7

Insert the paper stack cover.

NOTE

Make sure the back end of the cover does not catch and lower the scanning platform (A).

8

Pull out the document delivery tray (A) and the extension (B).

⚠ Do not open or close the document delivery tray extension without extending the document delivery tray first.

Connect Telephone Cables and Install Handset

Connect Telephone Cables

Connect the supplied telephone cable to the line jack (A) and the wall jack.
Connect the handset cable to the handset jack (C).
Connect any external device to the external device jack (B) if required.

Install Handset

1

Use a screwdriver to remove the covers on the left side of the machine.

2

Insert the plugs with pins (A) into the holes on the handset cradle.

✎ **NOTE**

Do not insert the pins all the way into the plugs at this point.

3

Insert the plugs (with the cradle) into the holes on the machine.

4

Carefully push the pins into the plugs as far as they will go.

5

Place the handset on the cradle.

6

Hook the handset cable on the retainer (A) at the back of the machine to retain the slack.

✎ **NOTE**

If using the handset or an external telephone, make sure to set the fax receive mode to <FAX/TEL>, <MANUAL>, or <DRPD>. For instructions on how to set the receive mode, see "Set the Receive Mode," on p. 16.

Connect Power Cord

Connect Power Cord

1

Connect the power cord into the rear socket and the wall outlet to turn on the machine.

2


```
16:00      STD     100%
 -SET DOC.- FAX ONLY
```

The machine enters the standby mode.

What if...

● **<CARTRIDGE COVER OPEN> is displayed:**

Make sure that the cartridge cover is closed properly.

(See "Install Cartridge," on p. 3.)

● **<NO TONER CARTRIDGE> is displayed:**

Make sure that the cartridge is installed properly.

(See "Install Cartridge," on p. 3.)

● **<PAPER SIZE ERROR> is displayed:**

Make sure that Letter-size paper is loaded in the machine. (See "Load Paper," on p. 5.)

If you loaded paper other than Letter, make sure to set the correct paper size in the machine.

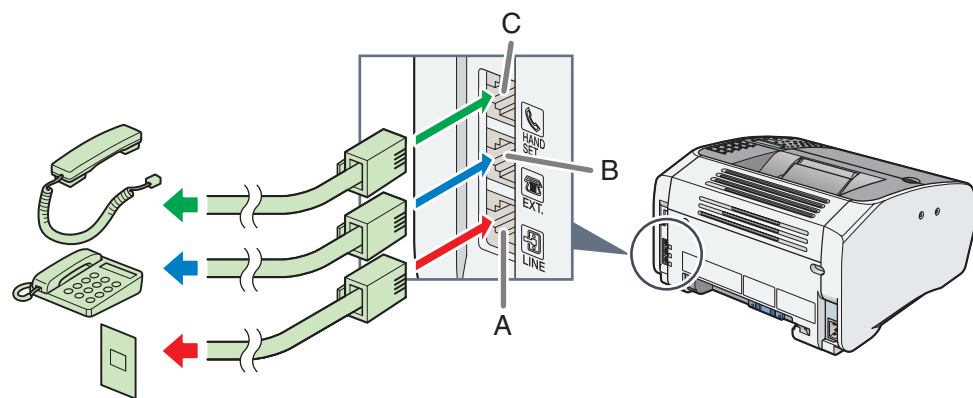(See Chapter 3, "Print Media," in the Basic Guide.)

Set the Machine for Sending Faxes

Register Sender Information

The sender information you register in the machine appears in the header of each page received by your recipient.

MAY.06.2005   17:30   0123456789   YOUR NAME   #0001   P.001/003

THE SLEREXE COMPANY LIMITED

SAPORS LANE•BOOLE•DORSET•BH25 8ER

TELEPHONE BOOLE (945 13) 51617 – FAX 1234567

Our Ref. 350/PJC/EAC

| Date | Time | User Fax Number | User Name | Session Number | Page Number |

✎ **NOTE**

Before sending a fax, you MUST register your fax number, user name, and the current date and time in the machine.

Entering Information

Use the following buttons to enter information in the machine.

FAXPHONE L120

Add.Mode Menu Status Copy

Image Quality Directory Coded Dial

Redial Pause Hook

[Set]

[Left/Right]

[Clear]

Numeric Buttons

[✱]   [#]

● Use the numeric buttons to enter characters. Press the numeric button repeatedly until the required character appears.
● Press [#] to enter spaces or symbols.
● Press [✱] to switch between input modes:
  – [A]: Letter mode
  – [1]: Number mode
● Press [Left/Right] to move the cursor.
● Press [Clear] to delete the character at the cursor position. Hold [Clear] to delete the entire entry.
● Press [Set] to confirm the entry.

You can enter the following characters in each input mode:

	[A]	[1]
1		1
2	A B C a b c	2
3	D E F d e f	3
4	G H I g h i	4
5	J K L j k l	5
6	M N O m n o	6
7	P Q R S p q r s	7
8	T U V t u v	8
9	W X Y Z w x y z	9
0	0	0
#	(space) − . ✱ # ! " , ; : ^ ` _ = / | ' ? $ @ % & + ( ) [ ] { } < >	#
✱	→ [A] → [1] →	

[Menu]

[Up/Down]

[Left/Right]

Numeric Buttons

[∗]

FAXPHONE L120

Add.Mode Menu Status Copy

Image Quality Directory Coded Dial

Redial Pause ook

Set

[Set]

[Clear]

[Stop/Reset]

Clear

Stop/Rese

Start

Tone

● Entering Information
  – Numeric buttons: Enters letters and numbers.
  – [∗]: Switches letter and number input modes.
  – [Up/Down]: Scrolls through the setting menu.
  – [Left/Right]: Moves the cursor position.
  – [Clear]: Deletes the character at the cursor position, or the entire entry if held for more than one second.

Register   Sender Information

1 Press [Menu].

2 Use [Up/Down] to select <USER SETTING?>, then press [Set].

3 Use [Up/Down] to select <1 DATE&TIME?>, then press [Set].

4 Use the numeric buttons to enter hour (in 24-hour format), minute, year, month, and day, and press [Set] twice.

Ex.

```
17:01    '05 05 06
SET HOUR  (YES=SET)
```

5 Use [Up/Down] to select <2 USER FAX NO.?>, then press [Set].

6 Use the numeric buttons to enter your fax number (up to 20 digits), then press [Set] twice.

Ex.

```
☎=0123_
YES=SET
```

7 Use [Up/Down] to select <3 USER NAME?>, then press [Set].

8 Use the numeric buttons to enter the user name (up to 32 characters), then press [Set].

Press [#] to enter a space.

Ex.

```
NAME=CAN
OK=▶          [A]
```

9 Press [Stop/Reset] to return to standby mode.

Set the Telephone Line Type

1 Press [Menu].

2 Use [Up/Down] to select <COMM.SETTING?>, then press [Set].

3 Use [Left/Right] to select the telephone line type, then press [Set].

<TONE>: Tone dialing (default)
<PULSE>: Pulse dialing
– The selected item is preceded by an asterisk (∗).

4 Press [Stop/Reset] to return to standby mode.

Set the Machine for Receiving Faxes

Select the Receive Mode that Suits Your Needs

Follow the chart below to determine the right receive mode for your needs.

Do you intend to connect a third-party external telephone to the machine? — No ➡ **<FAX ONLY>**
Answers all calls as faxes and disconnects voice calls.

⬇ Yes

Do you intend to use an answering machine with the machine? — Yes ➡ **<AnsMode>**
Receives faxes automatically and records voice messages.

⬇ No

Do you intend to receive faxes automatically? — No ➡ **<MANUAL>**
Does not answer any call. You have to manually receive faxes.

⬇ Yes

Do you subscribe to a DRPD service? — No ➡ **<FAX/TEL>**
Switches between fax and voice calls automatically.

⬇ Yes

➡ **<DRPD>**
Distinguishes between fax and voice calls.

✎ **NOTE**
– The answering machine must be connected directly to the machine for <AnsMode> to work.
– Voice mail is not supported with <AnsMode>.
– The <DRPD> mode requires subscription to a DRPD (Distinctive Ring Pattern Detection) service. Contact your telephone company for availability.

Set the Receive Mode

1 Press [Menu].

2 Use [Up/Down] to select <RX SETTING?>, then press [Set].

3 Use [Up/Down] to select <5 RX MODE?>, then press [Set].

4 Use [Left/Right] to select the receive mode, then press [Set].

The selected item is preceded by an asterisk (✳).

✎ **NOTE**
For <AnsMode>, make sure an answering machine is connected to the machine.

5 Press [Stop/Reset] to return to standby mode.

✎ **NOTE**
For details on setting the receive mode, see Chapter 1, "Advanced Fax Features," in the Advanced Guide (in User Software CD).

Install the Printer Driver

Installation Procedure

Before Installation:

- **Do not connect the USB cable before installing the software. If you connect the USB cable before installing the software and the Found New Hardware Wizard screen appears, click [Cancel].**

- **For Windows 2000/XP, log on as Administrator to install the software.**

- **Make sure the machine is turned on before connecting the USB cable.**

- **On the screen shown at each step, click on the circled button to proceed.**

System Requirements

Microsoft Windows 98/98SE
CPU: Intel 80486DX/66 MHz or faster
Memory: 24 MB or more
Available Hard Disk Space: 355 MB or more

Microsoft Windows Me
CPU: Intel Pentium/150 MHz or faster
Memory: 32 MB or more
Available Hard Disk Space: 295 MB or more

Microsoft Windows 2000 Professional
CPU: Intel Pentium/133 MHz or faster
Memory: 64 MB or more
Available Hard Disk Space: 655 MB or more

Microsoft Windows XP (32-bit version)
CPU: Intel Pentium/Celeron series 300 MHz or faster
Memory: 128 MB or more
Available Hard Disk Space: 1.5 GB or more

1

2

3

If the L120 CD-ROM Setup screen is not displayed, on the Windows desktop, double-click [My Computer]. Open the CD-ROM icon, then double-click [MInst (MInst.exe)].

4
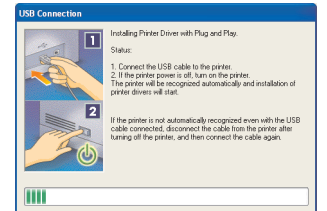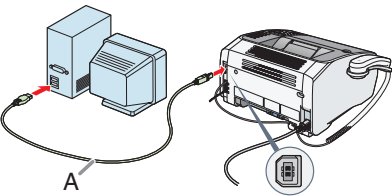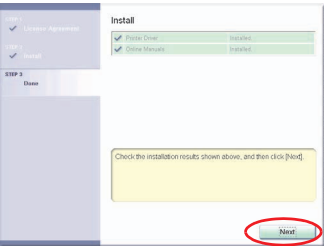
5

6

7

8

9

10

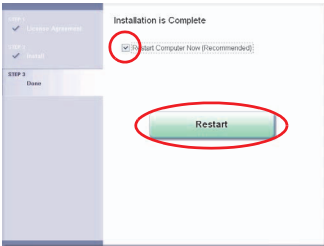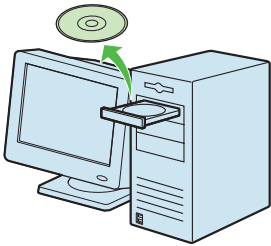Connect the machine and your computer with a USB cable (A).

11

12

13

14

You have now completed machine set-up.

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