Windows

Business IJ FAX Driver

User's Guide

Contents

Introduction

Introduction

How to Use the Manual

This explains things that you need to know in order to use this manual.

▶ **Notations Used in the Manual(P. 4)**

Notations Used in the Manual

This explains symbols and settings used in this manual.

Symbols Used in This Manual

In this manual, explanations of items and operations that must be followed while using the driver are set forth the symbols that indicate the following.

IMPORTANT

- Indicates operational requirements and restrictions. Be sure to read these items carefully to operate the product correctly, and avoid damage to the product.

NOTE

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

About Settings

In this manual, setting names displayed on the computer screen are represented as shown in the following examples.

Example:
  [Print]
  [OK]

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Before Use

Before Use

- The newest driver software is posted on the Canon web site. Please verify the operating environment etc. and download the appropriate software as required.

  Canon Global Site: http://www.canon.com/

- The functions that you can use may vary according to the following conditions.

  - The device you are using and its settings

  - The firmware version of the device

  - The option structure

  - The driver version

  - The computer environment you are using

- The screen content, procedures, etc. displayed and described in the manual may differ from those actually displayed.

- In this manual, examples using Windows 7 are explained.

Basic Faxing Procedure

Basic Faxing Procedure

The basic method for sending a fax using the fax driver is as described below.

1 Select [Print] from the application menu.

The [Print] dialog box is displayed.

2 Select the name of the device you are using → click [Print] (or [OK]).

The [Fax Sending Settings] dialog box is displayed.

3 Specify the destination.

❑ **If you specify the destination from an address book (sending to multiple destinations at once):**

Select the address book from **[Select Destination] Tab(P. 24)** → [Address Book List] → select a destination → click [Add to Destination List].

- In [Address List] you can narrow down and search for destinations.
- By pressing [Edit Address Book], you can display the **[Edit Address Book] Dialog Box(P. 29)** and edit address books.
- By pressing [Add Destination]/[Edit Destination], you can display the **[Add Destination]/[Edit Destination] Dialog Box(P. 37)** and add new destinations or edit destinations without using an address book.

❑ **If you want to enter a destination directly (enter the destination manually and send directly):**

Specify **[Enter Destination] Tab(P. 46)** → [Communication Mode] → [Fax Number/URI] → [Fax Number] (or [URI]).

4 If you want to set send options, set them by displayed the [Detailed Settings] Dialog Box(P. 43) .

Outside dialing prefix: Select [Add Outside Dialing Prefix to G3/IP Fax Number] → enter a number in [Outside Dialing Prefix]

Sending time: Select [Set the Time to Send] → set [Sending Time]

To select a fax line: Select [Select G3 Line]

- Even if [Outside Dialing Prefix] is set, it is invalid for URI destinations.
- Even if [Select G3 Line] is set, it is invalid for IP fax destinations.

5 If you want to attach a cover sheet, configure the settings in the [Cover Sheet] Dialog Box(P. 39) .

6 If you want to save a fax image, select [Store Sent Fax Information and Image].

7 Click [Send].

Fax transmission starts.

References

- You can register frequently used settings as a profile (see **Profile Settings(P. 16)**).

- If you set **[Special] Tab(P. 49)** - [Security Settings] - [Confirm Fax Number/URI when Setting Destination], confirm or enter the fax number or URI in **[Select Destination] Tab(P. 24)** - **[Add Destination]/[Edit Destination] Dialog Box(P. 37)** and **[Enter Destination] Tab(P. 46)** - [Confirm Fax Number]/[Confirm URI].

- If you do not have access privileges for the folder where the address book is stored, you cannot browse the address book. If so, log on as a user having access privileges, or change the destination folder in **[Edit Address Book] Dialog Box(P. 29)** → [Specify a Folder].

- You can only enter one destination in the **[Enter Destination] Tab(P. 46)** . If you want to send to multiple destinations at once, use the **[Select Destination] Tab(P. 24)** .

- The number of destinations that you can send to at once varies according to the cover sheet attachment conditions. For details, refer to the Readme.

- If you are sending by IP fax transmission, be sure to select a usable communication mode after obtaining the device information in the **[Device Settings] Tab(P. 56)** . If you do not set the communication mode correctly to match the connection environment, it can cause mis-transmissions and transmission errors. For details, refer to **Device Option Settings(P. 19)** .

Changing the Default Settings

Changing the Default Settings

You can change the initial settings of the driver. If you configure the send settings that are used every time, this increases ease of use by reducing the number of settings you need to configure when sending.

1 **Click [ ] (Start) → [Devices and Printers].**

For Windows 10 and Server 2016: Click [Settings] → [Devices] → [Printers & scanners] → [Related settings] → [Devices and printers].

For Windows 8.1, Server 2012, and Server 2012 R2: From the desktop, display the charm bar to the right of the screen, and click or tap [Settings] → [Control Panel] → [Devices and Printers].

For Windows Server 2008: Click [ ] (Start) → [Control Panel] → [Printers].

2 **Right-click the icon of the device whose settings you want to configure → click [Printing Preferences].**

3 **Set the required functions → click [OK].**

Click each tab to set the required functions. For details, refer to the following:

[Select Destination] Tab(P. 24)

[Special] Tab(P. 49)

[Sent Fax Information and Image] Tab(P. 53)

Profile Settings

Profile Settings

You can apply registered settings by simply selecting a profile. This is useful when you register frequently used settings.

○ Adding a Profile(P. 16)
○ Selecting a Profile When Sending(P. 17)

Adding a Profile

1 **Display the detailed settings screen of the driver.**

From an application:

- Select [Print] from the application menu.

    The print dialog box is displayed.

- Select the device you are using → click [Printer properties] (or [Properties]/[Preferences]).

From the Start menu:

- Click [🔵] (Start) → [Devices and Printers].

    The above is for Windows 7 and Server 2008 R2.

    For Windows 10 and Server 2016: Click [Settings] → [Devices] → [Printers & scanners] → [Related settings] → [Devices and printers].

    For Windows 8.1, Server 2012, and Server 2012 R2: From the desktop, display the charm bar to the right of the screen, and click or tap [⚙ Settings] → [Control Panel] → [Devices and Printers].

    For Windows Server 2008: Click [🔵] (Start) → [Control Panel] → [Printers].

- Click the icon of the device you are using → click [Printing Preferences].

2 **Set the functions in each of the [Select Destination] and [Special] tabs as required.**

3 **Click [Add] to the right of [Profile].**

The **[Add Profile] Dialog Box(P. 26)** is displayed.

4 **Set [Name], [Icon], and [Comment] → click [OK].**

The profile is added to the [Profile] list.

You can change the name, icon, and comment of the profile by clicking [Edit] (**[Edit Profile] Dialog Box(P. 27)**) to the right of [Profile].

Selecting a Profile When Sending

1 **Select [Print] from the application menu.**

The print dialog box is displayed.

2 **Select the device you are using → click [Printer properties] (or [Properties]/ [Preferences]).**

3 **Select an item from [Profile] according to your requirements.**

[Profile] is displayed at the top of the [Select Destination] and [Special] tabs.

Device Option Settings

Device Option Settings

In order to use this driver, you must first set the type of printer you are using and installed options in the **[Device Settings] Tab(P. 56)** . Set the options by following the procedure below.

1 **Display the [Device Settings] Tab(P. 56) .**

❏ **Click [🔵] (Start) → [Devices and Printers].**

The above is for Windows 7 and Server 2008 R2.

For Windows 10 and Server 2016: Click [Settings] → [Devices] → [Printers & scanners] → [Related settings] → [Devices and printers].

For Windows 8.1, Server 2012, and Server 2012 R2: From the desktop, display the charm bar to the right of the screen, and click or tap [⚙ Settings] → [Control Panel] → [Devices and Printers].

For Windows Server 2008: Click [🔵] (Start) → [Control Panel] → [Printers].

❏ **Right-click the icon of the device you want to configure → click [Printer properties] (or [Properties]).**

❏ **Click the [Device Settings] Tab(P. 56) .**

2 **Enter the sender name you want in the header of the fax in [Sender].**

3 **Click [Get Device Status].**

Retrieves device information and applies the following setting.
- [Fax Board Options]
- [Subaddress Authentication]
- [User Management]
- [Department ID Management Authentication]
- [Set the Time to Send]
- [Use Unicode (UTF-8) for Communication with Device]
- [IP Fax Communication Mode]

4 **Click [Detailed Settings].**

Set the following manually.
- [Use Subaddress]
- [Set the number of destinations that can be specified at once to 2000]
- [Display confirmation message when sending]

5 **If required, set the user name to be displayed in the sent fax log of the device.**

Select [Set User Information] → configure detailed settings from [Settings] (**[User Information Settings] Dialog Box(P. 63)**).

6 **Click [OK].**

Cautions Regarding the Canon Business IJ FAX Driver

Cautions Regarding the Canon Business IJ FAX Driver

- With this fax driver, if you use printer model-dependent functions, you must get the device information and set beforehand the options that are installed from [Device Settings] – [Get Device Status].
- If you cannot get the device information from [Device Settings] – [Get Device Status] (for example, if you are connected via USB), to use the functions corresponding to the printer model you are using, set the attached options manually in the **[Device Settings] Tab(P. 56)** .
- Take care that you do not set functions with the fax driver that are not in the printer model as this can lead to mis-transmissions and transmission errors.
  - If you set a sender with a printer model that does not have the specify sender function, you will not be able to use that function.
  - If you select a fax board that is not compatible with the printer model you are using, and select a line that does not match a valid line to send from, there is a possibility that the fax will be sent via a different line.
  - If you attempt to send with settings that do not match the printer model you are using for the subaddress authentication mode, department ID management authentication mode, user authentication mode, and IP fax communication mode, you will not be able to send.
  - If you specify the send time with a printer model that does not have the send time function, you cannot use that function.
  - If you specify the subaddress function with a printer model that does not have the subaddress function, you cannot use that function.
  - If you specify the [Set the number of destinations that can be specified at once to 2000] function and attempt to send with a printer model that does not support that function, this will result in a communication error or transmission error.
  - If you set department ID management or user authentication with a printer model that does not have the department ID management function or user authentication function, you cannot use that function.
- When sending a fax from a Windows Store app, because you cannot display the fax transmission settings screen of the driver, the number of functions you can set is limited.

[Select Destination] Tab

[Select Destination] Tab

Enables you to configure basic settings for sending.

Click one of the following links to jump to the description.

○ **[Profile](P. 24)** ([Add]/[Edit])

○ **[Address Book List](P. 24)** ([Edit Address Book])
○ **[Address List](P. 25)** ([Search])
○ **[Current Group Members](P. 25)**
○ **[Add to Destination List](P. 25)**

○ **[Destination List](P. 25)** ([Add Destination]/[Edit Destination]/[Delete])
○ **[Number of Destinations](P. 25)**

○ **[Store Sent Fax Information and Image](P. 25)**
○ **[Cover Sheet](P. 25)**
○ **[Detailed Settings](P. 25)**

📄 **Basic Faxing Procedure(P. 11)**

📄 **Changing the Default Settings(P. 14)**

Descriptions of Settings

[Profile]

You can apply registered settings by simply selecting an item from this list.

📄 **Profile Settings(P. 16)**

[Add]

Enables you to register the current settings as a profile. You can set the name etc. in the **[Add Profile] Dialog Box(P. 26)** .

[Edit]

Enables you to edit, import, and export profiles in the **[Edit Profile] Dialog Box(P. 27)** .

[Address Book List]

Select an address book. You can register address books to use in **[Special] Tab(P. 49)** - [Address Book Type].

[Edit Address Book]

Displays the **[Edit Address Book] Dialog Box(P. 29)** where you can edit address books.

[Address List]

You can search for destinations registered in the address book by entering keywords.

[Current Group Members]

Displays the individuals and groups registered in the group in list form.

[Add to Destination List]

Adds the [Destination Name] and [Fax Number] content to [Destination List].

> ● When you add a destination to the list, the destination settings and the current driver settings are confirmed, and if they do not match a message is displayed. Change the required settings according to the message.

[Destination List]

Displays fax destinations in list form.

[Add Destination]

In the **[Add Destination]/[Edit Destination] Dialog Box(P. 37)** , you can manually enter a destination and add it to [Destination List].

[Edit Destination]

In the **[Add Destination]/[Edit Destination] Dialog Box(P. 37)** , you can manually edit a destination displayed in [Destination List].

[Delete]

Selecting a destination and clicking this button deletes the destination from [Destination List].

[Number of Destinations]

Displays the total number of destinations.

[Store Sent Fax Information and Image]

Stores a sent fax image that includes the sent document name and the send time, so that you can select it for management purposes. You can check the sent image in the **[Sent Fax Information and Image] Tab(P. 53)** .

[Cover Sheet]

Displays the **[Cover Sheet] Dialog Box(P. 39)** , where you can configure cover sheet settings.

[Detailed Settings]

Displays the **[Detailed Settings] Dialog Box(P. 43)** , where you can specify an outside line number and send time, and select a line.

[Add Profile] Dialog Box

Enables you to set a name etc. for a newly added profile.

Click one of the following links to jump to the description.

○ **[Name](P. 26)**
○ **[Icon](P. 26)**
○ **[Comment](P. 26)**
○ **[View Settings](P. 26)**

Procedure for **Profile Settings(P. 16)**

Descriptions of Settings

[Name]

Enables you to enter the name of the profile.

[Icon]

Enables you to select an icon to attach to the profile.

[Comment]

Enables you to enter an appropriate comment. The comment is displayed when you select the profile in the [Profile] list. This is useful for entering a description of the settings.

[View Settings]

Enables you to display the **[View Settings] Dialog Box(P. 28)** and confirm the current settings in list form.

[Edit Profile] Dialog Box

Enables you to edit or delete profiles and import/export profiles for use with other printers.

Click one of the following links to jump to the description.

○ **[Profile List](P. 27)** ([View Settings]/[Delete])
○ **[Name], [Icon], [Comment](P. 27)**
○ **[Import](P. 27)**
○ **[Export](P. 27)**

○ **[Apply Settings from Application](P. 27)**

Procedure for **Profile Settings(P. 16)**

Descriptions of Settings

[Profile List]

Displays registered profiles in list form. You can change the order of profiles in the list by selecting a profile and clicking the [ ](up) or [ ](down) button.

[View Settings]

If you select an item and click this, you can display the **[View Settings] Dialog Box(P. 28)** and confirm the settings in list form.

[Delete]

Selecting a profile and clicking this button deletes the profile.

Profiles with a red dot ( ) next to them are pre-registered profiles and cannot be edited or deleted.

[Name], [Icon], [Comment]

The name, icon, and comment of the profile selected from [Profile List] are displayed. You can edit the name, icon, and comment of user-registered profiles.

[Import]

Imports a profile that has been stored as a "*.cfg" file and adds it to [Profile List].

[Export]

Exports the profile selected in [Profile List] and saves it as a "*.cfg" file.

[Apply Settings from Application]

Select this setting if you want the [Page Size] and [Orientation] settings from the application to have priority when selecting and setting a profile.

[View Settings] Dialog Box

Enables you to confirm the current settings in list form.

Click one of the following links to jump to the description.

○ **[Select Destination] Tab(P. 28)**
○ **[Special] Tab(P. 28)**

Descriptions of Settings

[Select Destination] Tab

Displays the **[Select Destination] Tab(P. 24)** settings in list form.

[Special] Tab

Displays the **[Special] Tab(P. 49)** settings in list form.

[Edit Address Book] Dialog Box

Enables you to register a destination in the address book.

Click one of the following links to jump to the description.

⊙ **[Show](P. 29)**
⊙ **[Address Book](P. 29)** ([Add Person]/[Add Group]/[Edit]/[Delete])

⊙ **[Details](P. 30)**
⊙ **[Specify a Folder](P. 30)**
⊙ **[Import](P. 30)**
⊙ **[Export](P. 30)**
⊙ **[About](P. 30)**

Basic Faxing Procedure(P. 11)

Changing the Default Settings(P. 14)

Descriptions of Settings

[Show]

Enables you to select items to be displayed in [Address Book].

[Address Book]

Enables you to confirm the content of the Address Book in list form.

[Add Person]

Enables you to add an individual address in the **[Add Person]/[Edit Person] Dialog Box(P. 31)** .

[Add Group]

Enables you to add a group to the Address Book in the **[Add Group]/[Edit Group] Dialog Box(P. 34)** .

[Edit]

Enables you to edit an item selected in [Address Book], in either the **[Add Person]/[Edit Person] Dialog Box(P. 31)** or **[Add Group]/[Edit Group] Dialog Box(P. 34)** .

[Delete]

Selecting an address and clicking this button removes the address from [Address Book].

- If you have specified a network folder as the save destination for the address book, you cannot edit the address book.

[Details]

Displays information about an item selected in [Address Book].

[Specify a Folder]

You can change the save destination folder for the address book of the fax driver (Canon Fax Driver Address Book). You can also specify a folder on the network.

- If the save destination is a folder on the network, you can only browse the address book – you cannot edit or import it. If you want to share an address book in a network folder, copy the data file of the address book you edited locally to the network folder and change the store destination for the address book on the client side to the network folder.

[Import]

Enables you to import the content of address books from other applications into the fax driver Address Book.

- File formats that can be imported are CSV (*.csv), Canon Address Book (*.abk), and DCM (*.dcm) files.
- If you are importing a CSV format file, you can specify separators. Symbols that you can use are as follows.
  ! # $ % & ' ( ) * + , - . / : ; < = > ?
- If you have specified an address book on the network, you cannot import the address book.

[Export]

Enables you to save the content of the Address Book as a CSV format file (*.csv) or a Canon Address Book file (*.abk).

- If you set **[Special] Tab(P. 49)** → [Security Settings] → [Protect with Password when Exporting Address List], a password confirmation dialog box is displayed. You can only export the Address Book when the set password is entered.
- If you are exporting a Canon Address Book (*.abk) file, you can set the character code.
- If you are saving a CSV format file, you can specify separators. Symbols that you can use are as follows.
  ! # $ % & ' ( ) * + , - . / : ; < = > ?

[About]

Displays driver version information.

References

Subaddresses, and communication modes can be added to an address book or edited, regardless of the following settings.

- **[Device Settings] Tab(P. 56)** - [Detailed Settings] dialog box - [Use Subaddress]
- **[Device Settings] Tab(P. 56)** - [Fax Board Options]
- **[Device Settings] Tab(P. 56)** - [IP Fax Communication Mode]

[Add Person]/[Edit Person] Dialog Box

Click one of the following links to jump to the description.

○ **[Prefix]/[First]/[Last]/[Suffix](P. 31)**
○ **[Destination Name](P. 31)**
○ **[Company](P. 31)**
○ **[Dept./Div.](P. 31)**
○ **[Notes](P. 31)**

[G3 Fax Number] Tab
○ **[Primary Number]/[Secondary Number](P. 32)**
○ **[Description](P. 32)**
○ **[Advanced Function](P. 32)**
○ **[Settings](P. 32)**

[IP Fax Number] Tab
○ **[Communication Mode](P. 32)**
○ **[Fax Number/URI](P. 32)**
○ **[Fax Number]/[URI](P. 32)**
○ **[Use Subaddress](P. 33)** ([Subaddress]/[Password])
○ **[Description](P. 33)**

[Edit Address Book] Dialog Box(P. 29)

Descriptions of Settings

[Prefix]/[First]/[Last]/[Suffix]

Enter the first and last names of the recipient. For [Prefix] and [Suffix], select an item from the list or enter a desired character string.

[Destination Name]

Enter the destination name you want to include on the cover sheet. If you do not enter a name, the contents of [Prefix]/[First]/[Last]/[Suffix] are automatically set.

[Company]

Enter a company name if required.

[Dept./Div.]

Enter a department or division name if required.

[Notes]

Enter additional information if required.

[G3 Fax Number] Tab

[Primary Number]/[Secondary Number]

Enter the destination fax number. You can also enter hyphens ("-"). The number sent from the device excludes the hyphens.

[Description]

If required, enter a description such as "home" or "workplace."

[Advanced Function]

Displays the usage status of subaddresses.

[Settings]

When using the subaddress function, select [Use Subaddress for Primary Number]/[Use Subaddress for Secondary Number], and enter the subaddress and password registered in the destination device in [Subaddress] and [Password]. When using this function, fax data is sent to a memory box in the destination device. A password must be entered to output the data. This function is useful when faxing confidential documents.

[IP Fax Number] Tab

[Communication Mode]

Enables you to select a communication mode.

[Intranet]

Select this function when sending to an IP fax compatible device within the intranet, and when using an SIP server.

[VoIP Gateway]

Select this function when sending to a G3 fax compatible device via a VoIP gateway.

- To set [Communication Mode], the communication mode in the **[Device Settings] Tab(P. 56)** must be set correctly to match the connection environment. If it is set incorrectly, it may cause mistransmissions and transmission errors.
- For information on the IP fax connection environment, refer to the manuals provided with the device.

[Fax Number/URI]

Select whether to enter the fax number of the destination or enter a URI.

[Fax Number]/[URI]

Enter the fax number or URI of the destination.

[Use Subaddress]

Select this setting when using the subaddress function, and enter the subaddress and password registered in the destination device in [Subaddress] and [Password].

When using this function, fax data is sent to a memory box in the destination device. A password must be entered to output the data. This function is useful when faxing confidential documents.

[Description]

If required, enter a description such as "home" or "workplace."

[Add Group]/[Edit Group] Dialog Box

Click one of the following links to jump to the description.

 [Group Name](P. 34)

[Destinations to Add]
 [Show](P. 34)
 [Available Destinations](P. 34)
 [Add](P. 34)
 [Delete](P. 34)

[Details]
 [Current Group Members](P. 34)
 [Notes](P. 35)

 [Edit Address Book] Dialog Box(P. 29)

Descriptions of Settings

[Group Name]

Enter a group name.

[Destinations to Add]

[Show]

Enables you to select the items displayed in [Available Destinations].

[Available Destinations]

Displays destination information in list form.

[Add]

Adds the destination selected from [Available Destinations] to [Current Group Members].

[Delete]

Deletes the destination selected from [Current Group Members].

[Details]

[Current Group Members]

Displays the individuals and groups registered in the group in list form.

[Notes]

Enter additional information if required.

[Notes]

Enter additional information if required.

[Advanced Function Settings] Dialog Box

Click one of the following links to jump to the description.

[Subaddress]

▶ **[Use Subaddress for Primary Number]/[Use Subaddress for Secondary Number](P. 36)** ([Subaddress]/[Password])

📁 **[Select Destination] Tab(P. 24)**

Descriptions of Settings

[Subaddress]

[Use Subaddress for Primary Number]/[Use Subaddress for Secondary Number]

Select this setting when using the subaddress function, and enter the subaddress and password registered in the destination device in [Subaddress] and [Password].

When using this function, fax data is sent to a memory box in the destination device. A password must be entered to output the data. This function is useful when faxing confidential documents.

[Add Destination]/[Edit Destination] Dialog Box

Click one of the following links to jump to the description.

- **[Destination Name](P. 37)**
- **[Communication Mode](P. 37)**
- **[Fax Number/URI](P. 37)**
- **[Fax Number]/[URI](P. 37)**
- **[Confirm Fax Number]/[Confirm URI](P. 37)**
- **[Use Subaddress](P. 38)** ([Subaddress]/[Password])
- **[Register to Address Book](P. 38)**
- **[Add Next Destination](P. 38)**

Descriptions of Settings

[Destination Name]

Enter a destination name.

[Communication Mode]

Enables you to set the communication mode.

[G3]

Set this when you are performing G3 transmission.

[Intranet]

Select this function when sending to an IP fax compatible device within the intranet, and when using an SIP server.

[VoIP Gateway]

Select this function when sending to a G3 fax compatible device via a VoIP gateway.

- To set [Communication Mode], the communication mode in the **[Device Settings] Tab(P. 56)** must be set correctly to match the connection environment. If it is set incorrectly, it may cause mistransmissions and transmission errors.
- For information on the IP fax connection environment, refer to the manuals provided with the device.

[Fax Number/URI]

Select whether to enter the fax number of the destination or enter a URI.

[Fax Number]/[URI]

Enter the fax number or URI of the destination.

[Confirm Fax Number]/[Confirm URI]

Re-enter the set fax number or URI to confirm it.

- ● Enter the fax number/URI only when [Confirm Fax Number/URI when Setting Destination] is selected in **[Special] Tab(P. 49)** - **[Security Settings] Dialog Box(P. 51)** .

[Use Subaddress]

Select this setting when using the subaddress function, and enter the subaddress and password registered in the destination device in [Subaddress] and [Password].

When using this function, fax data is sent to a memory box in the destination device. A password must be entered to output the data. This function is useful when faxing confidential documents.

- ● You can select this setting when **[Device Settings] Tab(P. 56)** - [Detailed Settings] dialog box - [Use Subaddress] is selected.

[Register to Address Book]

Click this when you want to add the set destination to the address book.

- ● You cannot add to an address book on the network.

[Add Next Destination]

Click this to add an addition destination.

[Cover Sheet] Dialog Box

Enables you to attach a cover sheet when sending.

Click one of the following links to jump to the description.

○ **[Cover Sheet Attachment](P. 39)**

○ **[Style](P. 39)**
○ **[Register](P. 39)**
○ **[Items to Include](P. 39)** ([Settings])
○ **[Insert Attention Note](P. 40)**
○ **[Comment to Include](P. 40)**
○ **[Preview](P. 40)**

Basic Faxing Procedure(P. 11)

Changing the Default Settings(P. 14)

Descriptions of Settings

[Cover Sheet Attachment]

Enables you to specify whether or not a cover sheet is attached to the fax.

If you select [Different Sheet to Each Destination], a cover sheet is attached with different information for each destination.

If you select [Same Sheet to All Destinations], a cover sheet is attached with the same information for to all destinations.

[Style]

Enables you to select a template for the cover sheet.

- Shared cover sheets are displayed with a red dot (🔴) next to them. In a shared printer environment, you can register shared cover sheets in the **[Share Cover Sheet] Tab(P. 65)** of the server.

[Register]

Clicking this button displays the **[Register Cover Sheet] Dialog Box(P. 41)** , where you can register cover sheet templates.

[Items to Include]

Enables you to confirm the items included in the cover sheet in list form. You can configure the items by clicking [Settings] (**[Item Settings] Dialog Box(P. 42)**).

[Insert Attention Note]

Includes an attention notice such as "Urgent" to the cover sheet. [Attention Note] enables you to select a note from a list or enter text as a customized note.

[Comment to Include]

Enables you to include a comment if required.

[Preview]

Displays a preview of the cover sheet.

[Register Cover Sheet] Dialog Box

Registers a cover sheet template.

Click one of the following links to jump to the description.

⊙ **[Preview](P. 41)**
⊙ **[Style](P. 41)**
⊙ **[Register Cover Sheet](P. 41)**
⊙ **[Recover](P. 41)**
⊙ **[Delete](P. 41)**

Changing the Default Settings(P. 14)

Descriptions of Settings

[Preview]

Displays a preview of a cover sheet selected from [Style].

[Style]

Enables you to confirm registered templates in list form.

- Shared cover sheets are displayed with a red dot ( ) next to them. In a shared printer environment, you can register shared cover sheets in the **[Share Cover Sheet] Tab(P. 65)** of the server.

[Register Cover Sheet]

Enables you to register a cover sheet (*.cse) created with Cover Sheet Editor.

[Recover]

Enables you to re-register a deleted default template.

[Delete]

Enables you to delete a cover sheet selected from [Style].

References

You can register up to 30 templates apart from the default templates already provided.

[Item Settings] Dialog Box

Click one of the following links to jump to the description.

◯ **[Sender] Tab(P. 42)**
◯ **[Destination] Tab(P. 42)**
◯ **[Logo]/[Signature] Tab(P. 42)**
◯ **[Details] Tab(P. 42)**

📁 **[Cover Sheet] Dialog Box(P. 39)**

Descriptions of Settings

[Sender] Tab

Enables you to select items for describing the sender and enter a description.

If you click [Save Sender], the information you have entered is saved as a CSV file. If you click [Import Sender], you can import and set saved sender information.

[Destination] Tab

Enables you to select items for describing the destination. The information set in the **[Select Destination] Tab(P. 24)** is included in the cover sheet.

[Logo]/[Signature] Tab

If required, set a logo and/or signature. After selecting [Print with Logo]/[Print with Signature], click [Browse] and specify a BMP format logo or signature file. Adjust the size and position of the image while checking it in the preview.

[Details] Tab

If required, you can enter the number of sheets and the document name. Select an item and enter a description. The number of sheets is not calculated automatically. The number of sheets entered here is included in the cover sheet.

[Detailed Settings] Dialog Box

Click one of the following links to jump to the description.

○ **[Add Outside Dialing Prefix to G3/IP Fax Number](P. 43)**
○ **[Set the Time to Send](P. 43)**
○ **[Select G3 Line](P. 43)**

Descriptions of Settings

[Add Outside Dialing Prefix to G3/IP Fax Number]

Enables you to select an outside line prefix number when required. Enter the prefix in [Outside Dialing Prefix]. Set [Outside Dialing Prefix] for each communication mode. The outside dialing prefix that you enter in [Outside Dialing Prefix] is effective only for the destination sent to by the set communication mode.

- Even if [Outside Dialing Prefix] is set, it is invalid for URI destinations.

[Set the Time to Send]

Enables you to specify a time for sending a fax. Specify the time in [Sending Time]. The data is temporarily stored in the device, then sent at the specified time.

- You can select this setting when **[Device Settings] Tab(P. 56)** - [Set the Time to Send] is selected.

[Select G3 Line]

Enables you to select a fax line. [Customize Line Name] enables you to change the name of a line to a desired name.

- Even if [Select G3 Line] is set, it is invalid for IP fax destinations.

[Select Destination Fax Number] Dialog Box

When adding a group to the destination list, if you have registered multiple fax numbers or URIs for the same destination, you can select which number to add.

When selecting a Canon Fax Driver Address Book from [Address Book List]:
[G3 Fax Number]
◉ [Primary](P. 44)
◉ [Secondary](P. 44)
[IP Fax Number]
◉ [IP Fax Number/URI](P. 44)

When selecting a Windows Address Book from [Address Book List]:
◉ [Business](P. 44)
◉ [Home](P. 44)

Descriptions of Settings

When selecting a Canon Fax Driver Address Book from [Address Book List]:

[G3 Fax Number]

[Primary]

Select this when adding a first priority G3 fax number.

[Secondary]

Select this when adding a second priority G3 fax number.

[IP Fax Number]

[IP Fax Number/URI]

Select this to add a fax number or URI.

When selecting a Windows Address Book from [Address Book List]:

[Business]

Select this when adding a business fax number.

[Home]

Select this when adding a home fax number.

[Enter Destination] Tab

[Enter Destination] Tab

Enter a destination manually and send directly. You can send to only one destination at a time using this tab. If you want to specify multiple destinations to send to at one time, use the **[Select Destination] Tab(P. 24)** .

○ **[Communication Mode] *Required(P. 46)**
○ **[Fax Number/URI] *Required(P. 46)**
○ **[Fax Number]/[URI] *Required(P. 46)**
○ **[Confirm Fax Number]/[Confirm URI](P. 46)**
○ **[Destination Name](P. 47)**
○ **[Use Subaddress](P. 47)** ([Subaddress]/[Password])
○ **[Add to Address Book](P. 47)**
○ **[Store Sent Fax Information and Image](P. 47)**
○ **[Cover Sheet](P. 47)**
○ **[Detailed Settings](P. 47)**

Descriptions of Settings

[Communication Mode] *Required

Enables you to set the communication mode.

[G3]

Set this when you are performing G3 transmission.

[Intranet]

Select this function when sending to an IP fax compatible device within the intranet, and when using an SIP server.

[VoIP Gateway]

Select this function when sending to a G3 fax compatible device via a VoIP gateway.

- To set [Communication Mode], the communication mode in the **[Device Settings] Tab(P. 56)** must be set correctly to match the connection environment. If it is set incorrectly, it may cause mistransmissions and transmission errors.
- For information on the IP fax connection environment, refer to the manuals provided with the device.

[Fax Number/URI] *Required

Select whether to enter the fax number of the destination or enter a URI.

[Fax Number]/[URI] *Required

Enter the fax number or URI of the destination.

[Confirm Fax Number]/[Confirm URI]

Re-enter the set fax number or URI to confirm it.

- Enter the fax number/URI only when [Confirm Fax Number/URI when Setting Destination] is selected in **[Special] Tab(P. 49)** - **[Security Settings] Dialog Box(P. 51)** .

[Destination Name]

Enter a destination name.

[Use Subaddress]

Select this setting when using the subaddress function, and enter the subaddress and password registered in the destination device in [Subaddress] and [Password].

When using this function, fax data is sent to a memory box in the destination device. A password must be entered to output the data. This function is useful when faxing confidential documents.

[Add to Address Book]

Click this when you want to add the set destination to the address book.

- You cannot add to an address book on the network.

[Store Sent Fax Information and Image]

Stores a sent fax image that includes the sent document name and the send time, so that you can select it for management purposes. You can check the sent image in the **[Sent Fax Information and Image] Tab(P. 53)** .

[Cover Sheet]

Displays the **[Cover Sheet] Dialog Box(P. 39)** , where you can configure cover sheet settings.

[Detailed Settings]

Displays the **[Detailed Settings] Dialog Box(P. 43)** , where you can specify an outside line number and send time, and select a line.

[Special] Tab

[Special] Tab

Enables you to configure settings such as page formatting, resolution, security, etc.

Click one of the following links to jump to the description.

○ **[Profile](P. 49)** ([Add]/[Edit])

○ **[Page Size](P. 49)**
○ **[Orientation](P. 49)**
○ **[Page Layout](P. 50)** ([Page Order])

○ **[Resolution](P. 50)**

○ **[Security Settings](P. 50)**
○ **[Address Book Type](P. 50)**
○ **[Restore Defaults](P. 50)**

Changing the Default Settings(P. 14)

Descriptions of Settings

[Profile]

You can apply registered settings by simply selecting an item from this list.

Profile Settings(P. 16)

[Add]

Enables you to register the current settings as a profile. You can set the name etc. in the **[Add Profile] Dialog Box(P. 26)** .

[Edit]

Enables you to edit, import, and export profiles in the **[Edit Profile] Dialog Box(P. 27)** .

[Page Size]

Enables you to select the paper size set in an application.

[Orientation]

Enables you to select the print direction with respect to the orientation of the paper.

[Page Layout]

Enables you to specify the number of pages to be arranged on each sheet of paper. If you select [2 on 1] or [4 on 1], you can select the order the pages are printed in from [Page Order].

- The [Page Size]/[Orientation]/[Page Layout] settings are shown in the preview at the left of the screen. You can change the [Page Layout] settings by clicking the preview.

- When [Orientation] - [Landscape] and [Page Layout] - [2 on 1] are used, [Top to Bottom/Left to Right]/ [Top to Bottom/Right to Left] can be selected for [Page Order]. For documents that do not combine portrait and landscape pages, the fax result does not change regardless of whether you select [Top to Bottom/Left to Right] or [Top to Bottom/Right to Left].

[Resolution]

Enables you to select the resolution.

[Security Settings]

In the **[Security Settings] Dialog Box(P. 51)** , you can configure destination confirmation settings and Address Book export protection settings.

[Address Book Type]

Enables you to register the address book to be referred to when sending faxes.
- Click [Register] in the [Address Book Type] dialog box
- Select an address book → click [OK]
- Configure the required settings

  If you use the Canon Fax Driver Address Book: Set the address book name

  If you use a Messaging API Address Book: Set the address book name and MAPI profile to be used

  If you use the Windows Address Book: Set the address book name and file path
- Click [OK]

The registered Address Book is displayed in **[Select Destination] Tab(P. 24)** → [Address Book List].

- If you do not have access privileges for the folder where the address book is stored, you cannot browse the address book. If so, log on as a user having access privileges, or change the destination folder in **[Edit Address Book] Dialog Box(P. 29)** → [Specify a Folder].

[Restore Defaults]

Returns all the settings to their standard (default) values.

[Security Settings] Dialog Box

Click one of the following links to jump to the description.

○ **[Confirm Fax Number/URI when Setting Destination](P. 51)**
○ **[Protect with Password when Exporting Address List](P. 51)**

📁 **[Special] Tab(P. 49)**

Descriptions of Settings

[Confirm Fax Number/URI when Setting Destination]

Confirm or enter the fax number or URI in **[Select Destination] Tab(P. 24)** - **[Add Destination]/[Edit Destination] Dialog Box(P. 37)** and **[Enter Destination] Tab(P. 46)** - [Confirm Fax Number]/[Confirm URI].

[Protect with Password when Exporting Address List]

When you click the **[Edit Address Book] Dialog Box(P. 29)** → [Export], the [Enter Password] dialog box is displayed. The address book can be exported only when you have entered the password set here.

- If you forget the password, you cannot export the address book (see 🔧 **Forgot the Password for Exporting Address Lists(P. 69)**).
- If you have specified an address book on the network, you cannot set this item.

[Sent Fax Information and Image] Tab

[Sent Fax Information and Image] Tab

Enables you to save and manage a sent fax image displaying the sent document name, time the document was sent, etc.

Click one of the following links to jump to the description.

○ **[Driver to Display From](P. 53)**

○ **[Sent Fax Information and Image](P. 53)** ([Delete All]/[Delete]/[Refresh])

○ **[Enlarge](P. 53)** ([Back]/[Next])

○ **[Destination List](P. 54)** ([Number of Destinations])

○ **[Store Settings](P. 54)**

Changing the Default Settings(P. 14)

Descriptions of Settings

[Driver to Display From]

If you are using a number of different types of driver, you can change the driver for which information is displayed in [Sent Fax Information and Image].

[Sent Fax Information and Image]

Displays sent document information in list form.

- The send time displayed in [Sending Time] is the time the data was sent from the driver to the device. This differs from the time the data was actually sent from the device.

[Delete All]

Deletes all of the displayed sent fax images.

[Delete]

Deletes the selected sent fax image(s).

[Refresh]

Updates the displayed information.

[Enlarge]

Enlarges the display of the document selected from [Sent Fax Information and Image]. If the document has been sent to multiple destinations, you can switch the display between destinations.

[Back]/[Next]

If the document consists of multiple pages, displays the page before/after the page you are currently viewing.

[Destination List]

Displays the destination(s) of the document selected from [Sent Fax Information and Image] in list form. The number of destinations is displayed in [Number of Destinations].

[Store Settings]

Enables you to set the destination folder to save the fax information and image, and the number of such items that can be saved. If you select [Auto-delete items starting from the oldest when the number of items that can be stored has reached the limit], when you reach the upper limit that can be saved, sent fax images are deleted in order from the oldest to the newest.

[Device Settings] Tab

[Device Settings] Tab

Enables you to set device options.

Click one of the following links to jump to the description.

○ **[Sender](P. 56)**

○ **[Fax Board Options](P. 56)**
○ **[Subaddress Authentication](P. 56)**
○ **[Department ID Management Authentication](P. 57)**
○ **[User Management](P. 57)**

○ **[Set User Information](P. 57)** ([Settings])
○ **[Set the Time to Send](P. 57)**
○ **[Use Unicode (UTF-8) for Communication with Device](P. 57)**
○ **[IP Fax Communication Mode](P. 57)**
○ **[Detailed Settings](P. 57)**

○ **[Get Device Status](P. 58)**
○ **[About](P. 58)**

Device Option Settings(P. 19)

Descriptions of Settings

[Sender]

Enables you to set a sender name to be included in the header of the fax.

- This setting is available only when the device you are using corresponds to the specified sender.

[Fax Board Options]

Enables you to select the fax board installed in the device.

[Subaddress Authentication]

Enables you to set the subaddress authentication mode.

- Set the mode to match the authentication method set at the device.

[Department ID Management Authentication]

Enables you to set the department ID management authentication mode.

- Set the mode to match the authentication method set at the device.

[User Management]

When [Department ID Management] is selected: Sets details of department ID management in [Settings] ([Department ID/PIN Settings] dialog box).

When [User Authentication] is selected: Sets details of user authentication in [Settings] ([User Authentication Settings] dialog box).

[Set User Information]

Enables you to set user information for viewing job logs from the device. [Settings] (**[User Information Settings] Dialog Box(P. 63)**) enables you to configure detailed settings.

[Set the Time to Send]

Enables you to specify a time for sending a fax. Specify the time in [Sending Time]. The data is temporarily stored in the device, then sent at the specified time.

- If the device you are using does not support specifying the send time, it will be unavailable even if you specify it using the driver.

[Use Unicode (UTF-8) for Communication with Device]

If the device you are using supports Unicode (UTF-8), when you select this, the driver communicates with the device with the character strings encoded in Unicode (UTF-8). When you select this, a message is displayed. Proceed according to the message.

[IP Fax Communication Mode]

Enables you to set the communication mode used by the device. Clicking [Get Device Status] automatically sets the usable communication mode(s). If you set it manually, confirm what communication mode(s) the device can use, and set only the relevant communication mode(s).

- For information on the IP fax connection environment, refer to the manuals provided with the device.

[Detailed Settings]

Enables you to set the following.

[Use Subaddress]

Select this when you want to use subaddresses.

- This setting is only available if the device you are using supports subaddresses.

[Set the number of destinations that can be specified at once to 2000]

Select this if you want to extend the number of destinations that you can specify at one time to 2000.

> ● If the device you are using does not support [Set the number of destinations that can be specified at once to 2000], the fax will not be sent correctly.

[Display confirmation message when sending]

Select this if want to display a confirmation message when sending.

[Get Device Status]

Retrieves device information and applies the following setting.
- [Fax Board Options]
- [Subaddress Authentication]
- [User Management]
- [Department ID Management Authentication]
- [Set the Time to Send]
- [Use Unicode (UTF-8) for Communication with Device]
- [IP Fax Communication Mode]

 Cannot Get the Printer Status or Use the Department ID Management Function or User Authentication(P. 68)

> ● In some printer models among those that support setting the send time, even if you click [Get Device Status], [Set the Time to Send] is not automatically set. If you use the send time setting function, check that the printer model you are using supports the send time setting function and set it manually.

[About]

Displays driver version information.

[Department ID/PIN Settings] Dialog Box

Click one of the following links to jump to the description.

- **[Allow PIN Settings](P. 59)**
- **[Department ID](P. 59)**
- **[PIN](P. 59)** ([Verify])
- **[Confirm Department ID/PIN When Sending Faxes](P. 59)**

📁 **[Device Settings] Tab(P. 56)**

Descriptions of Settings

[Allow PIN Settings]

Enables you to set the PIN in this dialog box.

[Department ID]

Enter the department ID (up to 7 characters) set at the device.

[PIN]

Enter a PIN of up to 7 numbers. If the PIN has not been set at the device, leave this box blank

[Verify]

Verifies whether the entered department ID and PIN match those set at the device.

[Confirm Department ID/PIN When Sending Faxes]

Displays a dialog box for confirming the department ID and the PIN when sending a fax.

[Confirm Department ID/PIN] Dialog Box

Click one of the following links to jump to the description.

◉ **[Department ID](P. 60)**

◉ **[PIN](P. 60)**

📁 **[Device Settings] Tab(P. 56)**

Descriptions of Settings

[Department ID]

Enter the department ID (up to 7 characters) set at the device.

[PIN]

Enter a PIN of up to 7 numbers. If the PIN has not been set at the device, leave this box blank.

[User Authentication Settings] Dialog Box

Click one of the following links to jump to the description.

◉ **[Allow Password Settings](P. 61)**
◉ **[User Name](P. 61)**
◉ **[Password](P. 61)**
◉ **[Verify](P. 61)**
◉ **[Confirm Authentication Information When Sending Faxes](P. 61)**

📁 **[Device Settings] Tab(P. 56)**

Descriptions of Settings

[Allow Password Settings]

Select this when setting a password. If you do not set a password here, input the password when sending a fax.

[User Name]

The user name set in the [User Information Settings] dialog box is displayed.

[Password]

Set the password when [Allow Password Settings] is selected.

[Verify]

Verifies the printer settings.

[Confirm Authentication Information When Sending Faxes]

Displays a dialog box for confirming authentication information when sending a fax.

[Confirm User Name/Password] Dialog Box

Click one of the following links to jump to the description.

◉ **[User Name](P. 62)**
◉ **[Password](P. 62)**

📁 **[Device Settings] Tab(P. 56)**

Descriptions of Settings

[User Name]

The user name set in the [User Information Settings] dialog box is displayed.

[Password]

Insert a password. If it is set beforehand in the [User Authentication Settings] dialog box, it is displayed as a series of dots. The field is blank if a password has not been set at the printer.

[User Information Settings] Dialog Box

Click one of the following links to jump to the description.

 [User Name](P. 63)
 [User Name Management](P. 63)

 [Device Settings] Tab(P. 56)

Descriptions of Settings

[User Name]

Enables you to enter the user name for viewing job logs on the device.

[User Name Management]

Enables you to set the default settings for the user name.

- Required condition: In a shared computer environment, a computer with full control permission for the printer

[Name to Set for User Name]

Enables you to specify the Windows logon name, computer name, or any desired name as the user name.

[Do Not Allow User Name Changes]

Prohibits changes to the user name in the [User Information Settings] dialog box.

[Share Cover Sheet] Tab

[Share Cover Sheet] Tab

Enables you to register cover sheet templates at the server in a shared printer environment, and use them in client computers.

Click one of the following links to jump to the description.

 [Style](P. 65)
 [Preview](P. 65)
 [Register](P. 65)
 [Delete](P. 65)

 How to display the [Share Cover Sheet] tab:

❏ **Click [ ] (Start) → [Devices and Printers].**

The above is for Windows 7 and Server 2008 R2.

For Windows 10 and Server 2016: Click [Settings] → [Devices] → [Printers & scanners] → [Related settings] → [Devices and printers].

For Windows 8.1, Server 2012, and Server 2012 R2: From the desktop, display the charm bar to the right of the screen, and click or tap [ ] Settings → [Control Panel] → [Devices and Printers].

For Windows Server 2008: Click [ ] (Start) → [Control Panel] → [Printers].

❏ **Right-click the icon of the device you are using → click [Printer properties] (or [Properties]).**

❏ **Click the [Share Cover Sheet] tab.**

Descriptions of Settings

[Style]

Enables you to confirm registered cover sheet templates in list form.

- Shared cover sheets are displayed with a red dot ( ) next to them in **[Cover Sheet] Dialog Box(P. 39)** / **[Register Cover Sheet] Dialog Box(P. 41)** → [Style] in the client computer.

[Preview]

Displays a preview of the cover sheet selected from [Style].

[Register]

Enables you to register a cover sheet (*.cse) created using Canon Cover Sheet Editor.

[Delete]

Deletes a cover sheet selected from [Style].

Troubleshooting

Troubleshooting

Click one of the following links to jump to the description.

⊙ Cannot Get the Printer Status or Use the Department ID Management Function or User Authentication(P. 68)

⊙ Forgot the Password for Exporting Address Lists(P. 69)

Cannot Get the Printer Status or Use the Department ID Management Function or User Authentication

If the get device status, department ID management or user authentication function does not operate properly, confirm the following:

Is the printer operating properly?

Check the status of the printer.

- Is the printer ON?
- Are the cables plugged in properly?

Are the correct settings made for your connection environment?

For a shared printer in a print server environment:

- Canon Driver Information Assist Service is necessary. Use the installer for the driver to install Canon Driver Information Assist Service in the server computer.
- TCP/IP must be installed as a protocol in your environment. If TCP/IP is not installed, install it from the CD-ROM for the operating system you are using.

For a local printer (connected to a USB port, etc.):

- In this environment, you cannot use this function. You must use another connection environment (such as network connection, etc.).

When using a port connection environment in which you cannot use this function:

You cannot use this function with the following port connection environments:

- An environment in which computers are connected to the printer using Web Services on Devices (WSD) ports.
- An environment in which computers are directly connecting to the printer using SMB.
- An environment in which the driver installed using NDPS (Novell Distributed Print Server).
- An environment in which [Enable printer pooling] is selected in the [Ports] tab of the [Properties] dialog box.

Is the name of the printer too long?

Confirm that the name of the printer is not longer than the following values. If it is, this function will not operate properly.

- Name to share the printer with: 260 characters or less.
- Printer name: 209 characters or less.

Forgot the Password for Exporting Address Lists

If you have set **[Special] Tab(P. 49)** → [Security Settings] → [Protect with Password when Exporting Address List], and have forgotten the password for exporting address lists, you can no longer export an address list.

If you want to export an address list, you have to recreate the address list you want to export. You can still browse, add to, edit, and delete the address book.

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