Canon

Fax Driver Guide

Fax Driver Ver. 3.95

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

ENG

Fax Driver Guide

How This Manual Is Organized

Chapter 1 Before You Start

Chapter 2 Getting Started

Chapter 3 Fax Driver Options

Chapter 4 Canon Cover Sheet Editor

Chapter 5 Special Fax Driver Options

Chapter 6 Appendix

Includes information about additional software used with the fax driver and the index.

Considerable effort has been made to ensure that this manual is free of inaccuracies and omissions. However, as we are constantly improving our products, if you need an exact specification, please contact Canon.

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Preface

Thank you for purchasing this Canon product. Please read this manual thoroughly before operating the product in order to familiarize yourself with its capabilities, and to make the most of its many functions. After reading this manual, store it in a safe place for future reference.

How to Use This Manual

Symbols Used in This Manual

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

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

Buttons Used in This Manual

The following button names are a few examples of how buttons to be clicked are expressed in this manual:

Buttons on Computer Operation Screens: [Button Name]

Examples: [OK]

[Next]

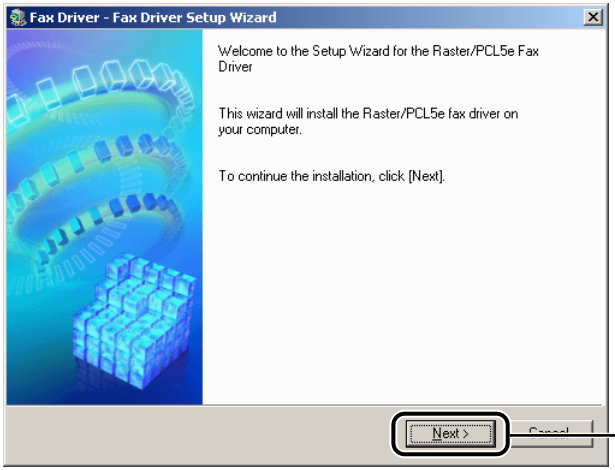
Displays Used in This Manual

Screen shots of computer operation screens used in this manual may differ from the ones you actually see, depending on the operating system and the model or options that come with your machine.

The buttons that you should click are marked with a ( ), as shown below.

When multiple buttons can be clicked, they are highlighted and mentioned in the order in which they should be clicked.

5 **In the first dialog box of the Fax Driver Setup Wizard, click [Next].**



Click this button for operation.

Abbreviations Used in This Manual

In this manual, product names and model names are abbreviated as follows:

Microsoft® Windows® 98 operating system:	Windows 98
Microsoft® Windows® Millennium Edition operating system:	Windows Me
Microsoft® Windows NT® 4.0 operating system:	Windows NT 4.0
Microsoft® Windows® 2000 operating system:	Windows 2000
Microsoft® Windows® XP operating system:	Windows XP
Microsoft® Windows Server™ 2003 operating system:	Windows Server 2003

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Before You Start

1
CHAPTER

This chapter describes the system environments required for using the fax driver. It also explains where to find help and information regarding the installation and use of this driver.

Introduction 1-2

Supported Canon Products 1-2

System Requirements 1-5

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Introduction

The fax driver gives users of Microsoft Windows 98, Windows Millennium Edition, Windows NT Version 4.0, Windows 2000, Windows XP, or Windows Server 2003 (hereafter called Windows 98/Me/NT 4.0/2000/XP/Server 2003) operating system the ability to make full use of the fax function of the printer. If your printer is equipped with the optional fax subsystem, the fax driver enables you to access the fax function.

The fax driver is conceptually akin to a printer driver. A user would select [Print] from any Windows application software, select the Canon fax driver as the printer, and specify its destination(s) and options.

The fax driver would then convert this into an image that conforms to standard fax protocols, to be printed or stored on the recipient fax machine(s).

Supported Canon Products

The Fax Driver Version 3.95 is available for the following Canon products:

Printer Name	Driver Name
Color imageRUNNER C2620	Canon iR C2620 (FAX)
imagePASS-C1 (Color iR C2620-C1)	Canon iR C2620-C1 (FAX)
imagePASS-C2 (Color iR C2620-C2)	Canon iR C2620-C2 (FAX)
Color imageRUNNER C3200	Canon iR C3200 (FAX)
imagePASS-C1 (Color iR C3200-C1)	Canon iR C3200-C1 (FAX)
Color imageRUNNER C3220	Canon iR C3220 (FAX)
imagePASS-C1 (Color iR C3220-C1)	Canon iR C3220-C1 (FAX)
imagePASS-C2 (Color iR C3220-C2)	Canon iR C3220-C2 (FAX)
imageRUNNER C3100	Canon iR C3100 (FAX)
imagePASS-E1 (iR C3100-E1)	Canon iR C3100-E1 (FAX)
imageRUNNER C3170i	Canon iR C3170 (FAX)
imageRUNNER C3170U	Canon iR C3170 (FAX)
imageRUNNER C5800	Canon iR C5800 (FAX)
imagePASS-D1 (iR C5800-D1)	Canon iR C5800-D1 (FAX)
imageRUNNER C5870U	Canon iR C5870 (FAX)

Printer Name	Driver Name
imagePASS-G1 (iR C5870-G1)	Canon iR C5870-G1 (FAX)
imageRUNNER C6800	Canon iR C6800 (FAX)
imagePASS-D1 (iR C6800-D1)	Canon iR C6800-D1 (FAX)
imageRUNNER C6870U	Canon iR C6870 (FAX)
imagePASS-G1 (iR C6870-G1)	Canon iR C6870-G1 (FAX)
imageRUNNER 2010F	Canon iR1600-2000 (FAX)
imageRUNNER 2016	Canon iR2016 (FAX)
imageRUNNER 2020	Canon iR2020 (FAX)
imageRUNNER 2230	Canon iR2230 (FAX)
imageRUNNER 2830	Canon iR2830 (FAX)
imageRUNNER 2870/2270	Canon iR2270/iR2870 (FAX)
imageRUNNER 2870G/2270G	Canon iR2270/iR2870 (FAX)
imageRUNNER 3300/2800/2200	Canon iR2200-3300 (FAX)
imageRUNNER 3300i	Canon iR2200-3300 (FAX)
imageRUNNER 3320G	Canon iR2220/iR3320 (FAX)
imageRUNNER 3320i/2220i	Canon iR2220/iR3320 (FAX)
imageRUNNER 3320N/2220N	Canon iR2220/iR3320 (FAX)
imageRUNNER 3530	Canon iR3530 (FAX)
imageRUNNER 400/330	Canon iR330-400 PCL (FAX)
imageRUNNER 400/330 with Network Multi-PDL Printer Board-P1	Canon iR330-400-P1/R1 PCL (FAX)
imageRUNNER 400/330 with Network Multi-PDL Printer Board-R1	Canon iR330-400-P1/R1 PCL (FAX)
imageRUNNER 4570/3570	Canon iR3570/iR4570 (FAX)
imageRUNNER 4570G/3570G	Canon iR3570/iR4570 (FAX)
imageRUNNER 5070	Canon iR5070 (FAX)
imageRUNNER 6570/5570	Canon iR5570/iR6570 (FAX)
imagePASS-M3 (iR6570/5570-M3)	Canon iR5570/iR6570-M3 (FAX)
imageCLASS 2300	Canon iC2300 (FAX)
LASER CLASS 510	Canon LASER CLASS 500 (FAX)
LASER CLASS 700 series	Canon LC700 (FAX)
MF7280	Canon MF7200 series (FAX)

IMPORTANT

- The fax options are available only if a fax board is installed in your printer.
- The LASER CLASS 510 supports only Windows 98/Me/2000/XP/Server 2003.
- In this guide, these printer names are hereafter referred to as the following:
  - imagePASS-C1 (Color iR C2620-C1): Color imageRUNNER C2620-C1
  - imagePASS-C1 (Color iR C3200-C1): Color imageRUNNER C3200-C1
  - imagePASS-C1 (Color iR C3220-C1): Color imageRUNNER C3220-C1
  - imagePASS-C2 (Color iR C2620-C2): Color imageRUNNER C2620-C2
  - imagePASS-C2 (Color iR C3220-C2): Color imageRUNNER C3220-C2
  - imagePASS-D1 (iR C5800-D1): imageRUNNER C5800-D1
  - imagePASS-D1 (iR C6800-D1): imageRUNNER C6800-D1
  - imagePASS-E1 (iR C3100-E1): imageRUNNER C3100-E1
  - imagePASS-G1 (iR C5870-G1): imageRUNNER C5870-G1
  - imagePASS-G1 (iR C6870-G1): imageRUNNER C6870-G1
  - imagePASS-M3 (iR6570/5570-M3): imageRUNNER 6570/5570-M3
  - imageRUNNER C3170i: imageRUNNER C3170
  - imageRUNNER C3170U: imageRUNNER C3170
  - imageRUNNER C5870U: imageRUNNER C5870
  - imageRUNNER C6870U: imageRUNNER C6870
  - imageRUNNER 400/330 with Network Multi-PDL Printer Board-P1 and R1: imageRUNNER 400/330-P1/R1

System Requirements

The fax driver can be used in the following system environments:

■ Operating System Software

- Microsoft Windows 98
- Microsoft Windows Me
- Microsoft Windows NT 4.0
- Microsoft Windows 2000
- Microsoft Windows XP
- Microsoft Windows Server 2003

■ With a Server-Based Computing Environment

- Compatible Windows Terminal Server (Service)
  - Microsoft Windows NT 4.0 Terminal Server Edition
  - Microsoft Windows 2000 Server
  - Microsoft Windows Server 2003
- Compatible Software
  - Citrix MetaFrame XP
  - Citrix MetaFrame 1.8
  - Citrix MetaFrame Presentation Server 3.0
  - Citrix Presentation Server 4.0

■ Computer

Any computer which runs the above operating system software properly

IMPORTANT

If you are using the Color imageRUNNER C2620-C1, Color imageRUNNER C2620-C2, Color imageRUNNER C3200-C1, Color imageRUNNER C3220-C1, Color imageRUNNER C3220-C2, imageRUNNER C3100-E1, imageRUNNER C5800-D1, imageRUNNER C5870-G1, imageRUNNER C6800-D1, imageRUNNER C6870-G1, imageRUNNER 400/330, imageRUNNER 400/330-P1/R1, or imageRUNNER 6570/5570-M3, after selecting a port, you need to specify a queue as described below. (You cannot specify <Direct> as the queue for the imageRUNNER 400/330.)

- LPR
  For Windows TCP/IP, enter either <Print>, <Hold>, or <Direct> as the queue.
- RAW
  The following four port numbers are available:
  9100: Enter either <Print>, <Hold>, or <Direct> as the queue.
  9101: The queue will be set to <Direct>.
  9102: The queue will be set to <Print>.
  9103: The queue will be set to <Hold>.
- SMB
  Select any of the three queues displayed after selecting a printer from the network tree.

Where to Find Help

Here is where to get immediate help if you are having problems installing or using the fax driver.

■ README. TXT file

Any hints, enhancements, limitations, and restrictions you need to be aware of when installing and using your fax driver are included in the README.TXT file provided with the driver. This file is located in \FAX\us_eng.

■ Online Help

You can locate additional help for questions you may have regarding your fax in the Online Help file provided with the driver. In the fax properties dialog box, you can click [Help] to display additional information about every feature and option in the fax driver. You can also click [?] (Help) in the upper right corner of most dialog boxes, and then click a specific item in the dialog box for help on that item.

■ Canon Authorized Dealers or Service Providers

If the Online Help file does not provide the information you need, contact your local authorized Canon dealer or service provider.

Getting Started

2
CHAPTER

This chapter describes instructions for installing the software and specifying the installed fax memory.

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Installing the Fax Driver 2-2

USB Connection Installation (Windows 98/Me/2000/XP/Server 2003) 2-22

Installing the Canon Driver Information Assist Service. 2-36

Updating the Existing Fax Drivers 2-39

Updating the Alternate Fax Driver (Windows NT 4.0/2000/XP/Server 2003) 2-43

Uninstalling the Fax Driver 2-46

Specifying the Installed Optional Fax Board. 2-48

Specifying the Installed Fax Memory 2-51

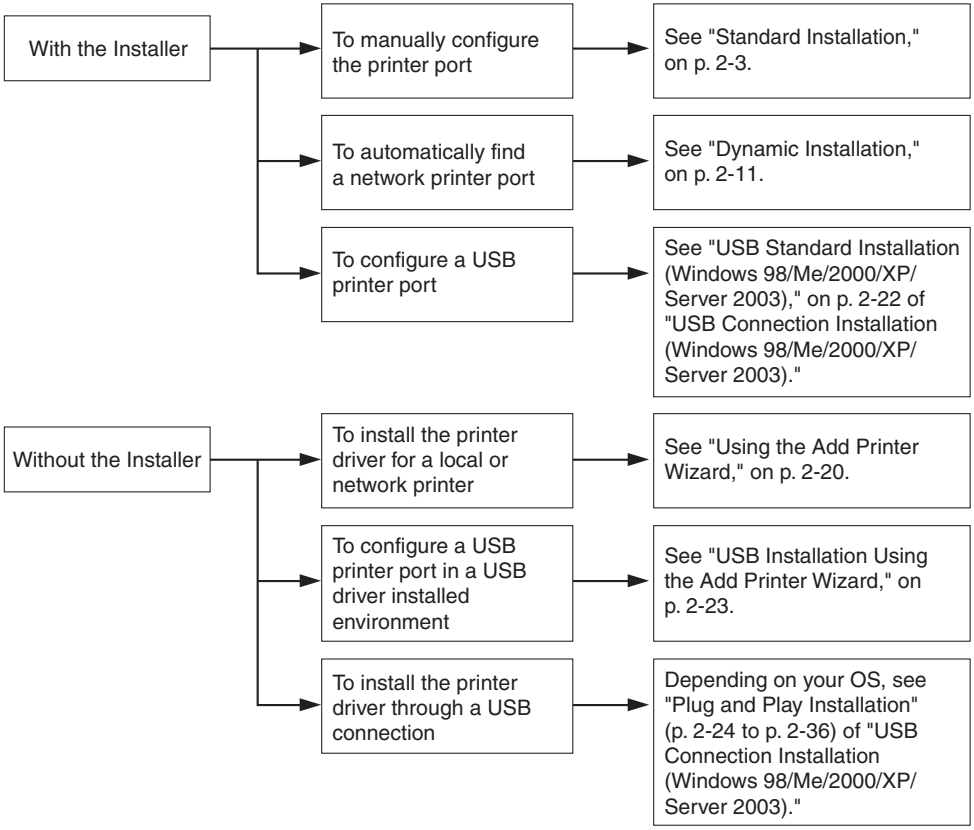
Installing the Software

This section describes instructions for installing the software.

Installing the Fax Driver

Before using the fax function on your printer, you must install the fax driver for it.

Refer to the figure below in order to decide which procedure to use and read the corresponding pages in this manual.



IMPORTANT

- For Windows NT 4.0/2000/XP/Server 2003, log on as the Administrator when you install the driver.
- If you use the Installer, you can also update existing drivers simultaneously while installing a new driver, or update existing drivers without installing a new driver. Canon machines whose fax drivers can be updated are listed under "Supported Canon Products," on p. 1-2.

Standard Installation

Standard installation is when you select an existing printer port manually.

You can also install a network printer or set up a shared printer by following the procedure below.

NOTE

If you are using a printer connected to a network using TCP/IP protocol, you can automatically search for a port to install the fax driver. For instructions, see "Dynamic Installation," on p. 2-11.

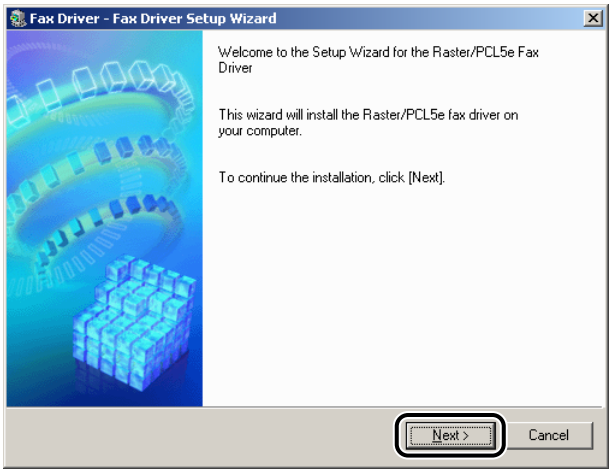
1 **Insert the Fax Driver Software CD-ROM into the CD-ROM drive.**

2 **Double-click the [My Computer] icon → the CD-ROM drive icon.**

3 **Double-click the following folders: [FAX] → [us_eng].**

4 **Double-click the [Setup.exe] icon to start the installation process.**

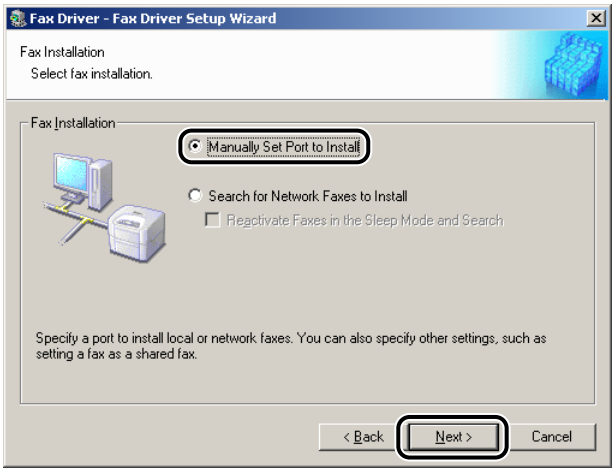
5 In the first dialog box of the Fax Driver Setup Wizard, click [Next].



The [License Agreement] dialog box is displayed.

6 Read the license agreement carefully. If you agree to the terms → click [Yes].

7 Select [Manually Set Port to Install] → click [Next].

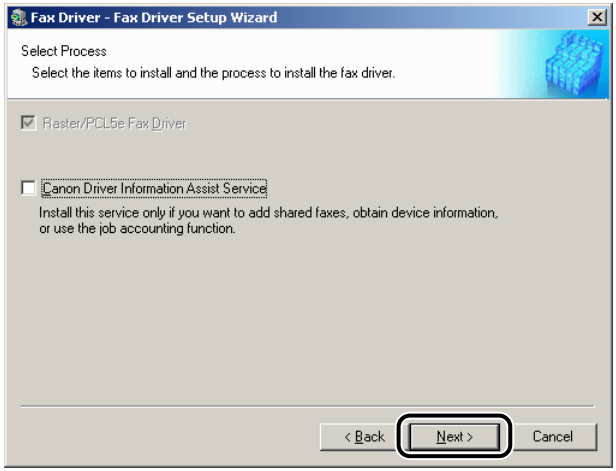


NOTE

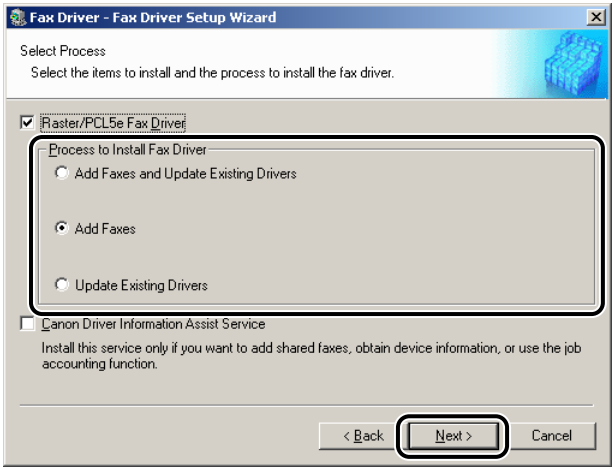
If you have installed Canon Driver Information Assist Service and are using an operating system equipped with Windows Firewall, when the following message box is displayed, click [Yes] or [No].

- If you select [Yes], Windows Firewall will be configured to unblock the connection for Canon Driver Information Assist Service, so that you can set up the configuration automatically or use the Job Accounting feature.
- If you select [No], you cannot use Canon Driver Information Assist Service.

8 Click [Next].



If the required drivers have already been installed using the installer, the following screen is displayed. Select an option under [Process to Install Fax Driver] ➞ click [Next].



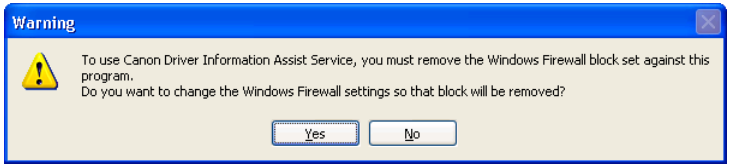
[Process to Install Fax Driver]

- [Add Faxes and Update Existing Drivers]: You can install a new driver and update existing drivers simultaneously.
- [Add Faxes]: You can add a new driver without affecting existing drivers.
- [Update Existing Drivers]: You can update the existing drivers already installed without having to add a new one. To do this, see "Updating the Existing Fax Drivers," on p. 2-39.

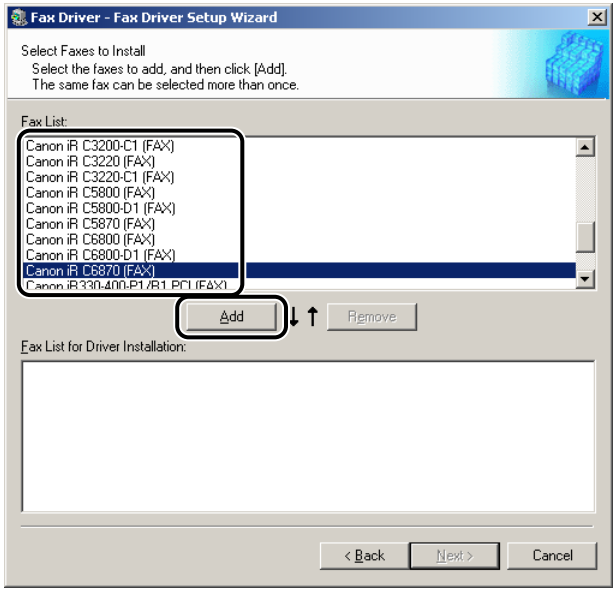
If you want to install the Canon Driver Information Assist Service together with the fax driver, also select [Canon Driver Information Assist Service].

NOTE

- If you are using a shared fax in the Print Server (Point and Print) environment, it is necessary to install the Canon Driver Information Assist Service in the server PC in order to set up the fax configuration automatically or to use the Job Accounting feature.
- If the Canon Driver Information Assist Service is already installed on your computer, [Canon Driver Information Assist Service] does not display.
- If you are using an operating system equipped with Windows Firewall, when the following message box is displayed, click [Yes] or [No].
  - If you select [Yes], Windows Firewall will be configured to unblock the connection for Canon Driver Information Assist Service, so that you can set up the configuration automatically or use the Job Accounting feature.
  - If you select [No], you cannot use Canon Driver Information Assist Service.



9 Select the fax driver(s) you want to install from [Fax List] → click [Add].

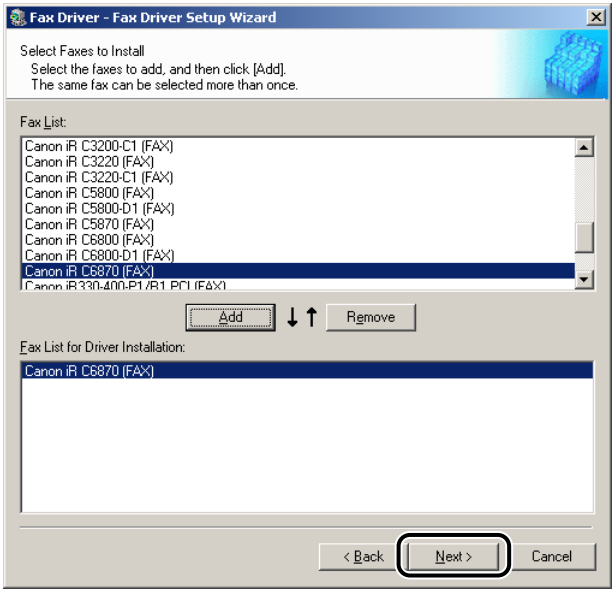


The fax driver(s) you selected is added to [Fax List for Driver Installation].

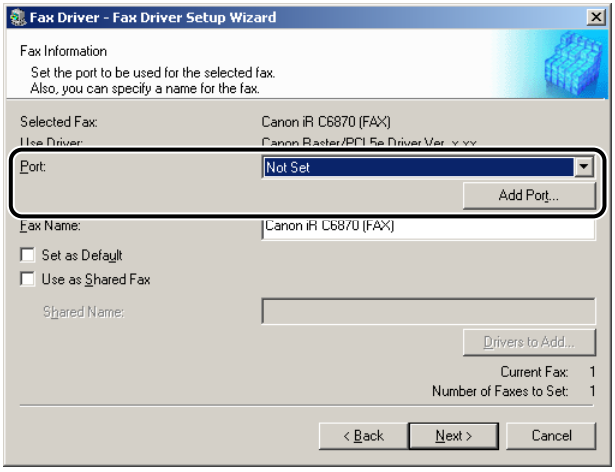
NOTE

To delete a fax driver that you do not want to install from [Fax List for Driver Installation], select the appropriate fax driver → click [Remove].

10 Verify that the fax driver(s) you want to install is selected in the [Fax List for Driver Installation] → click [Next].



11 Select a port.



NOTE

- If more than one fax driver is selected, this dialog box will reappear to enable selection of different ports for other fax drivers.
- If you are using the Color imageRUNNER C2620-C1, Color imageRUNNER C2620-C2, Color imageRUNNER C3200-C1, Color imageRUNNER C3220-C1, Color imageRUNNER C3220-C2, imageRUNNER C3100-E1, imageRUNNER C5800-D1, imageRUNNER C5870-G1, imageRUNNER C6800-D1, imageRUNNER C6870-G1, or imageRUNNER 6570/5570-M3, only LPR, RAW, or SMB can be selected as the port. The machine is not compatible with NetWare and IPP.

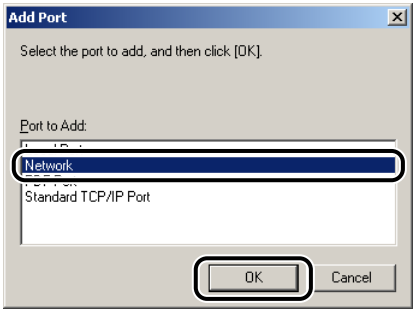
● If you want to set a standard port:

❑ Select the printer port you want to use from [Port].

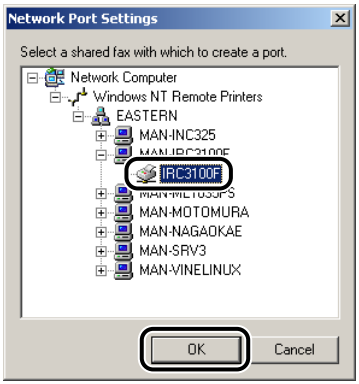
● If you want to set a port for a network printer:

❑ Click [Add Port].

❑ Select [Network] from [Add Port] dialog box → click [OK].



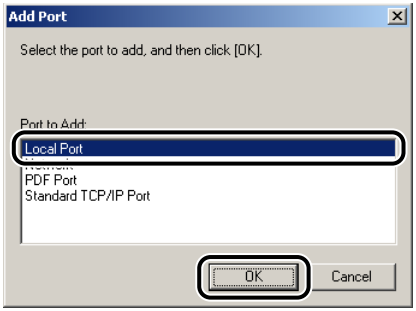
❑ Select the network printer → click [OK].



● **If you want to add a port:**

❑ Click [Add Port].

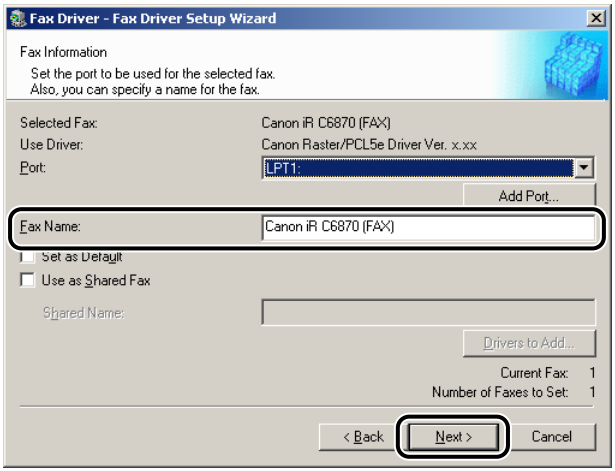
❑ Select the printer port you want to add from [Add Port] dialog box → click [OK].



Ports displayed in the [Add Port] dialog box vary depending on the operating system you are using.

❑ Specify the settings for the port you want to add in the dialog box displayed → click [OK].

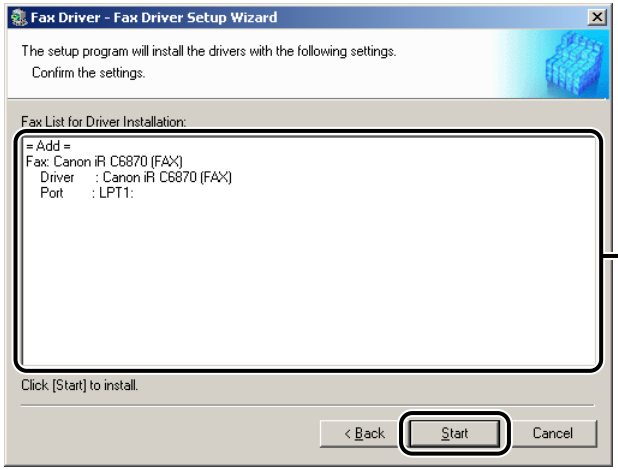
12 Enter a fax name in [Fax Name] if necessary → select [Set as Default] if you want to set the fax as the default printer → click [Next].



NOTE

- If you want to specify shared fax settings, or are installing an alternate driver in Windows NT 4.0/2000/XP/Server 2003, select [Use as Shared Fax]. For instructions on how to specify detailed settings for a shared fax, see steps 2 to 4 of "Alternate Fax Driver (Windows NT 4.0/2000/XP/Server 2003)," on p. 2-18.
- If you have selected [Network] in the [Add Port] dialog box, you cannot set [Fax Name] and [Use as Shared Fax].

13 Verify the installation settings → click [Start].



The information shown in the window may differ according to your system parameters.

14 After the files are copied, click [Exit] to finish the installation.

If you want to restart your computer, select [Restart My Computer Now].

The printer icon is displayed in the [Printers] folder. The driver is now installed.

Dynamic Installation

If you are using a printer connected to a network using TCP/IP protocol, you can automatically search for its printer port. To install the fax driver by dynamic installation, follow the procedure below.

IMPORTANT

You can search only for printers in the same subnet as your computer.

NOTE

- If you are using a local printer or a printer connected to a network using a protocol other than TCP/IP, see "Standard Installation," on p. 2-3.
- Dynamic Installation is not available for the LASER CLASS 510, because this model does not come with a network interface.

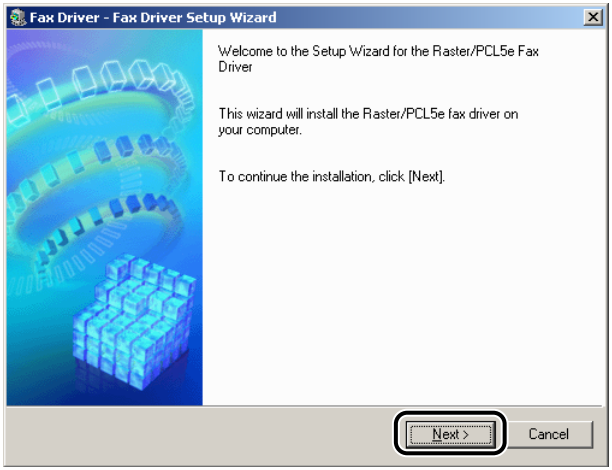
1 **Insert the Fax Driver Software CD-ROM into the CD-ROM drive.**

2 **Double-click the [My Computer] icon → the CD-ROM drive icon.**

3 **Double-click the following folders: [FAX] → [us_eng].**

4 **Double-click the [Setup.exe] icon to start the installation process.**

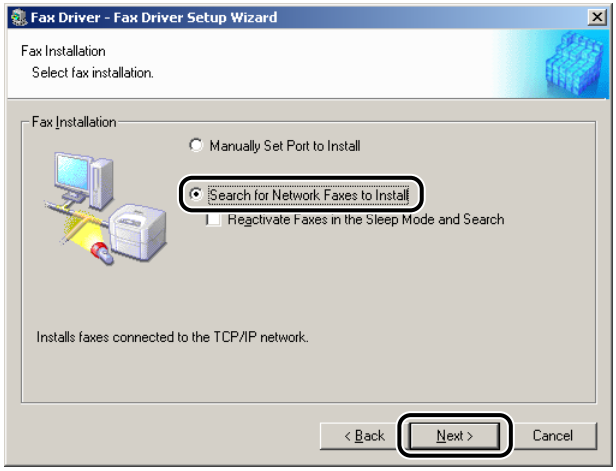
5 **In the first dialog box of the Fax Driver Setup Wizard, click [Next].**



The [License Agreement] dialog box is displayed.

6 **Read the license agreement carefully. If you agree to the terms → click [Yes].**

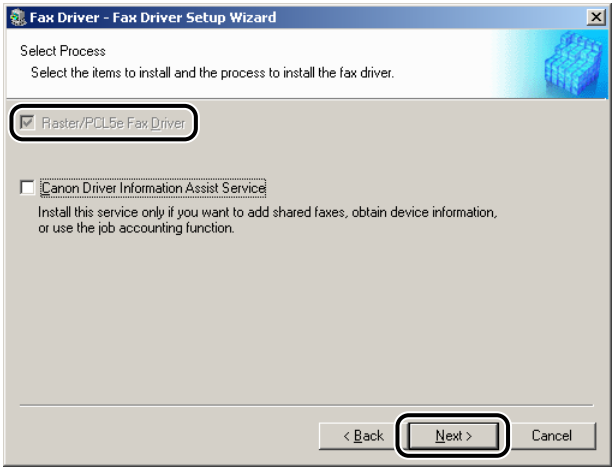
7 Select [Search for Network Faxes to Install] → click [Next].



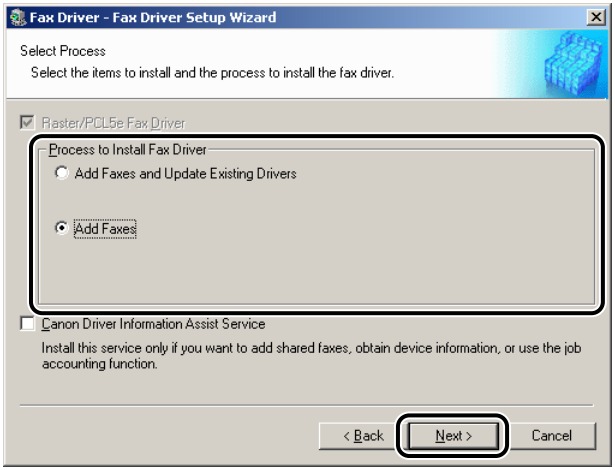
NOTE

- To search for faxes in sleep mode on the network, select [Reactive Faxes in the Sleep Mode and Search].
- If you have installed Canon Driver Information Assist Service and are using an operating system equipped with Windows Firewall, when the following message box is displayed, click [Yes] or [No].
  - If you select [Yes], Windows Firewall will be configured to unblock the connection for Canon Driver Information Assist Service, so that you can set up the configuration automatically or use the Job Accounting feature.
  - If you select [No], you cannot use Canon Driver Information Assist Service.

8 Click [Next].



If the required drivers have already been installed using the installer, the following screen is displayed. Select an option under [Process to Install Fax Driver] ➞ click [Next].



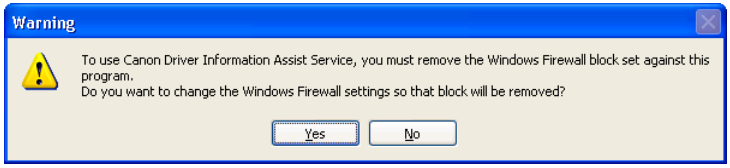
[Process to Install Fax Driver]

- [Add Faxes and Update Existing Drivers]: You can install a new driver and update existing drivers simultaneously.
- [Add Faxes]: You can add a new driver without affecting existing drivers.

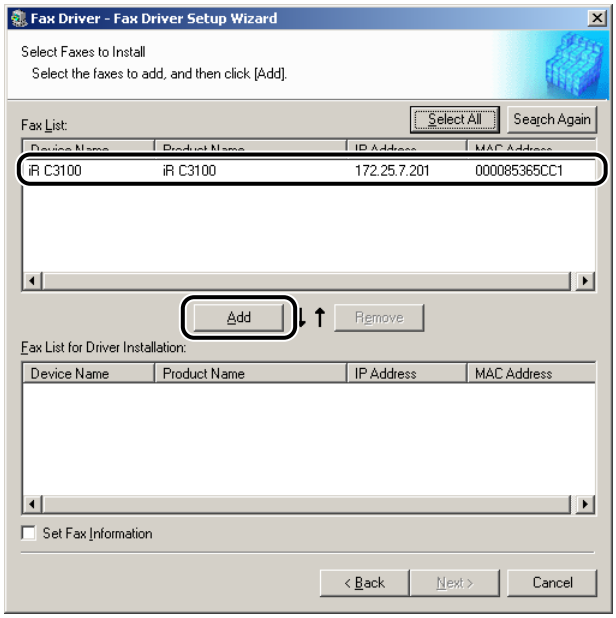
If you want to install the Canon Driver Information Assist Service together with the fax driver, select [Canon Driver Information Assist Service] ➞ click [Next].

NOTE

- If you are using a shared fax in the Print Server (Point and Print) environment, it is necessary to install the Canon Driver Information Assist Service in the server PC in order to set up the fax configuration automatically or to use the Job Accounting feature.
- If the Canon Driver Information Assist Service is already installed on your computer, [Canon Driver Information Assist Service] does not display.
- If you are using an operating system equipped with Windows Firewall, when the following message box is displayed, click [Yes] or [No].
  - If you select [Yes], Windows Firewall will be configured to unblock the connection for Canon Driver Information Assist Service, so that you can set up the configuration automatically or use Job Accounting feature.
  - If you select [No], you cannot use Canon Driver Information Assist Service.



9 Select the fax driver(s) you want to install from [Fax List] → click [Add].



If you want to select all the fax drivers found, click [Select All].

If the Fax List is not displayed, click [Search Again].

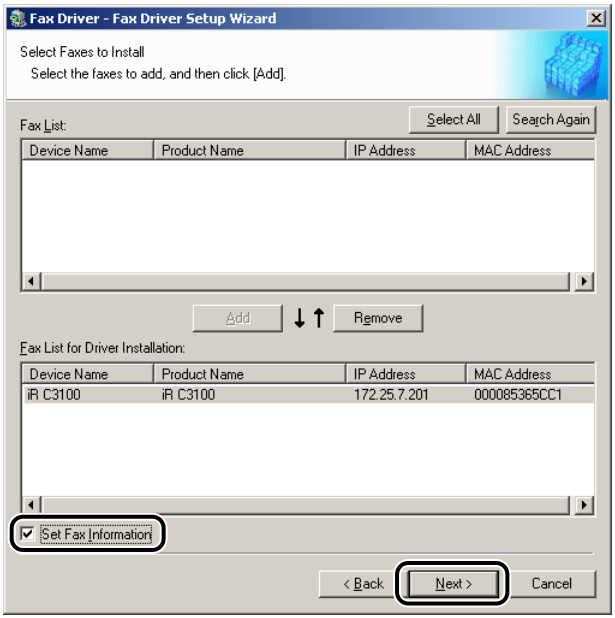
The fax driver(s) you selected is added to [Fax List for Driver Installation].

NOTE

- To delete a fax driver that you do not want to install from [Fax List for Driver Installation], select the appropriate fax driver → click [Remove].
- If the appropriate fax machine cannot be found, refer to "Standard Installation," on p. 2-3, to install the fax driver.

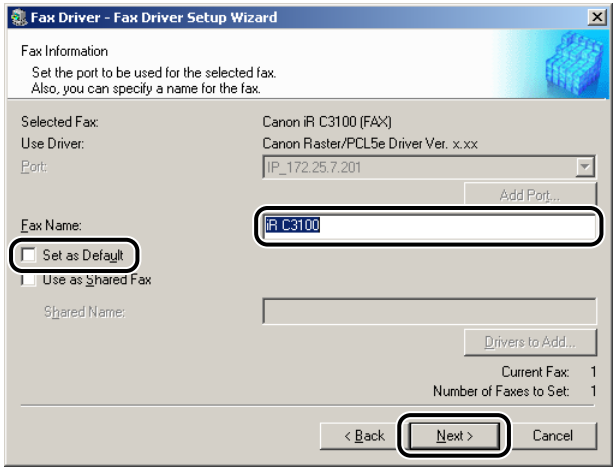
10 Check that the fax driver(s) you want to install is selected in the [Fax List for Driver Installation] dialog box.

11 If you want to specify the fax settings, including the name or default fax setting, select [Set Fax Information] → click [Next].



If you do not want to specify these settings, click [Next] → skip to step 13.

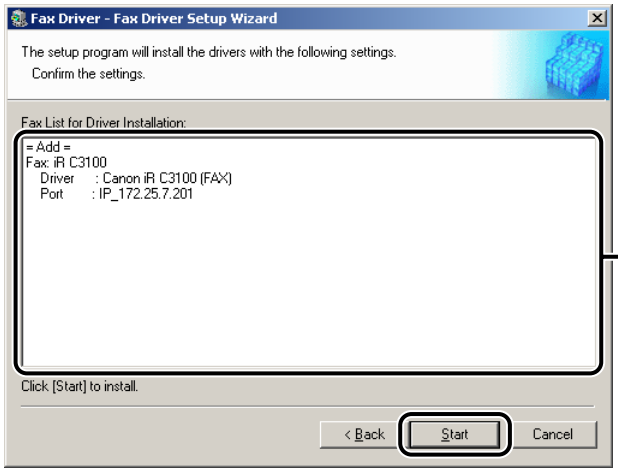
12 Enter a fax name in [Fax Name] if necessary → select [Set as Default] if you want to set the fax as the default printer → click [Next].



NOTE

If you want to specify shared fax settings, or are installing an alternate driver in Windows NT 4.0/2000/XP/Server 2003, select [Use as Shared Fax]. For instructions on how to specify detailed settings for a shared fax, see steps 2 to 4 of "Alternate Fax Driver (Windows NT 4.0/2000/XP/Server 2003)," on p. 2-18.

13 Verify the installation settings → click [Start].



The information shown in the window may differ according to your system parameters.

14 After the files are copied, click [Exit] to finish the installation.

If you want to restart your computer, select [Restart My Computer Now].

The printer icon is displayed in the [Printers] folder. The driver is now installed.

Alternate Fax Driver (Windows NT 4.0/2000/XP/Server 2003)

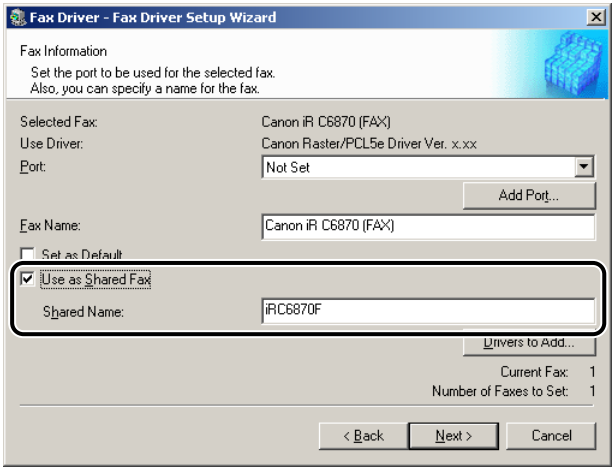
If you are using one or more shared printers in Windows NT 4.0/2000/XP/Server 2003, you can install an alternate fax driver. Installing an alternate fax driver enables you to install a fax driver on a client PC via a network.

To specify settings for the shared fax, follow the procedure below.

1 Start the Installer → follow the instructions in the dialog boxes.

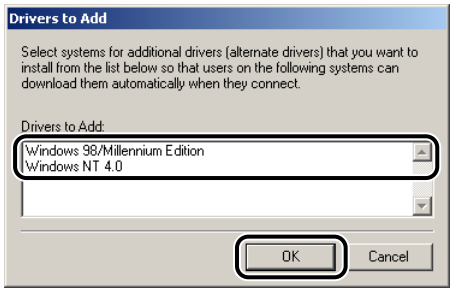
See steps 1 to 11 of "Standard Installation," on p. 2-3.

2 Select [Use as Shared Fax] → enter a share name.

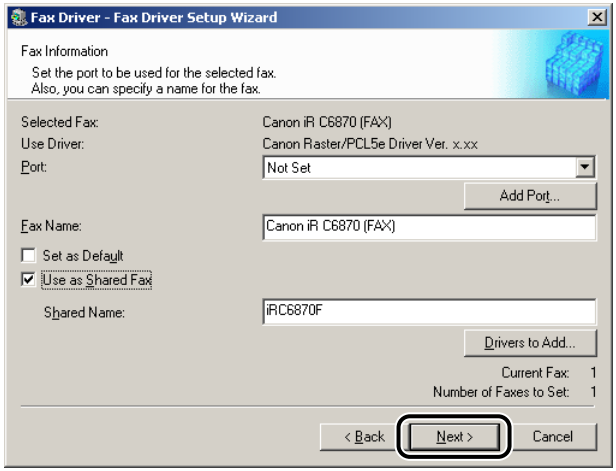


If you want to set the operating system on which the driver will run, click [Drivers to Add].

3 Select operating system from [Drivers to Add] → click [OK].



4 In the [Fax Information] dialog box, click [Next].



5 Follow the instructions in the dialog or message boxes to complete the installation.

See steps 13 to 14 of "Standard Installation," on p. 2-3.

IMPORTANT

To use the fax driver on the client PC, double-click the shared printer icon for the alternate fax driver on the server PC.

Using the Add Printer Wizard

To install a fax driver from the [Printers] folder in the Windows Control Panel, follow the procedure below.

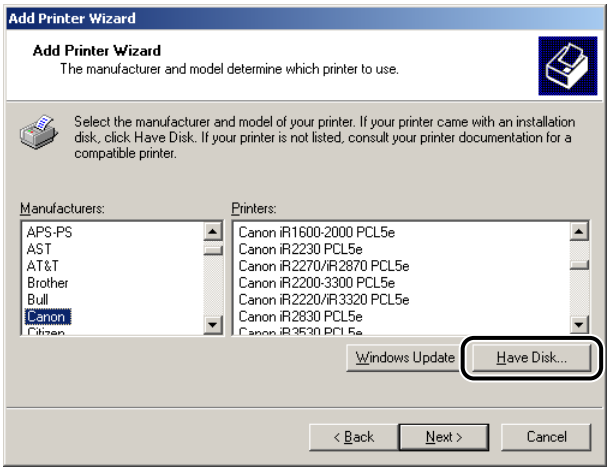
1 **On the [Start] menu, point to [Settings] → click [Printers].**

NOTE

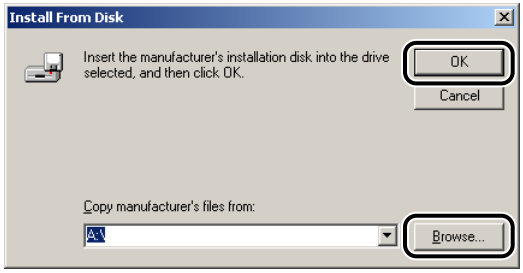
- If you are using Windows XP Professional/Server 2003, on the [Start] menu, click [Printers and Faxes].
- If you are using Windows XP Home Edition, on the [Start] menu, click [Control Panel] → [Printers and Other Hardware] → [Printers and Faxes].

2 **In the [Printers] folder, double-click the [Add Printer] icon to start the Add Printer Wizard → follow the instructions on the screen to continue the installation.**

3 **Insert the Fax Driver Software CD-ROM into the CD-ROM drive → click [Have Disk].**



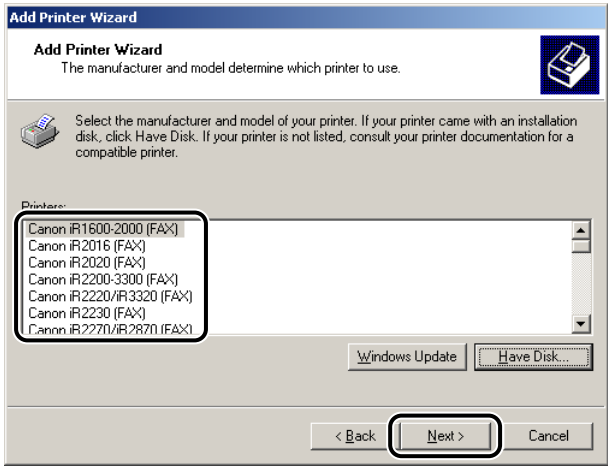
4 Click [Browse] to select the folder of the driver you want to install → click [OK].



You can select the driver from the following folders on the CD-ROM:

OS	Path
Windows 98/Me:	\FAX\us_eng\win98_me
Windows NT 4.0:	\FAX\us_eng\winnt40
Windows 2000/XP/Server 2003:	\FAX\us_eng\win2k_xp

5 Select your fax model from [Printers] → click [Next].



6 Follow the instructions on the screen to continue → click [Finish] to start copying the files.

The printer icon is displayed in the [Printers] folder. The driver is now installed.

USB Connection Installation (Windows 98/Me/2000/XP/Server 2003)

If your printer supports a USB port, you can send faxes via the USB port. The following fax driver installation methods enable you to do so.

■ **If a USB driver has been installed on your computer:**
If you have performed a USB installation using the Canon PCL5c, PCL5e, PCL6, PS, UFR, or UFR II printer driver on your computer, the USB driver has already been installed. In this case, you can install the fax driver by following either the standard installation or the Add Printer Wizard procedure.

■ **If a USB driver has not been installed on your computer:**
Install the USB driver and the fax driver according to the Plug and Play procedure.

NOTE

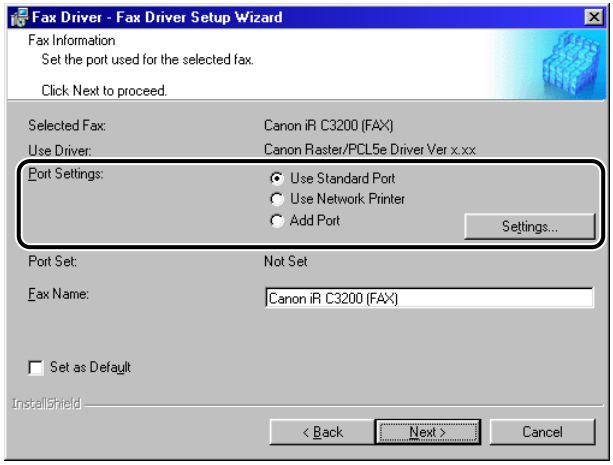
- If you are using the Color imageRUNNER C2620, Color imageRUNNER C3200, Color imageRUNNER C3220, imageRUNNER C3100, imageRUNNER C3170, imageRUNNER C5800, imageRUNNER C6800, imageRUNNER 2016, imageRUNNER 2020, imageRUNNER 2230, imageRUNNER 2830, imageRUNNER 2870/2270, imageRUNNER 2870G/2270G, imageRUNNER 3530, imageRUNNER 4570/3570, imageRUNNER 4570G/3570G, imageRUNNER 5070, imageRUNNER 6570/5570, LASER CLASS 510, or MF7280, you can fax in a USB environment. However, you cannot set up the fax configuration automatically or use the Job Accounting feature in a USB environment.
- If you are using an operating system equipped with Windows Firewall, the Found New Hardware Wizard may be displayed during installation. In this case, select [No, not this time] → click [Next] → install the USB driver and fax driver according to the Plug and Play procedure.

USB Standard Installation (Windows 98/Me/2000/XP/Server 2003)

1 Start the Installer → follow the instructions in the dialog boxes.

See steps 1 to 10 of "Standard Installation," on p. 2-3.

2 Select [Use Standard Port] from [Port Settings] → click [Settings].



3 Select the USB port from the list → click [OK].

4 In the [Fax Driver Setup Wizard] dialog box, click [Next].

5 Follow the instructions in the dialog box or message boxes to complete the installation.

See steps 13 to 14 of "Standard Installation," on p. 2-3.

USB Installation Using the Add Printer Wizard (Windows 98/Me/2000/XP/Server 2003)

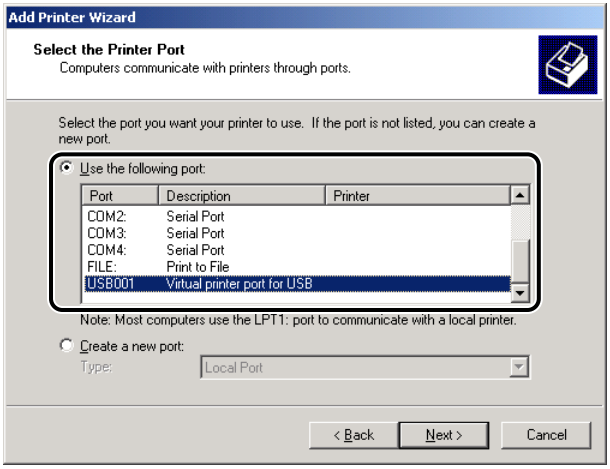
1 On the [Start] menu, point to [Settings] → click [Printers].

NOTE

- If you are using Windows XP Professional/Server 2003, on the [Start] menu, click [Printers and Faxes].
- If you are using Windows XP Home Edition, on the [Start] menu, click [Control Panel] → [Printers and Other Hardware] → [Printers and Faxes].

2 **In the [Printers] folder, double-click the [Add Printer] icon to start the Add Printer Wizard → follow the instructions on the screen to continue the installation.**

3 **When the port setting screen is displayed, select the USB port.**



4 **Follow the instructions in the dialog box or message boxes to complete the installation.**

See steps 3 to 6 of "Using the Add Printer Wizard," on p. 2-20.

Plug and Play Installation (Windows 98)

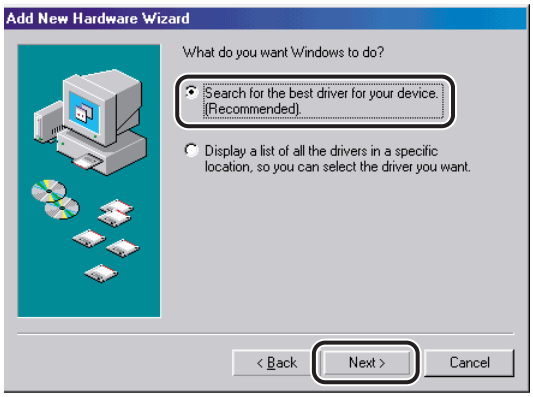
1 **Connect the cable from the printer's USB port to the PC's USB port, and then turn the printer ON.**

2 **Start Windows, and then insert the Fax Driver Software CD-ROM into the CD-ROM drive.**

The Add New Hardware Wizard starts.

3 **In the first dialog box of the Add New Hardware Wizard, click [Next].**

4 Select [Search for the best driver for your device. (Recommended)] → click [Next].



5 Select [Specify a location] → click [Browse] to select [\FAX\us_eng\usbport\win98] on the CD-ROM → click [Next].

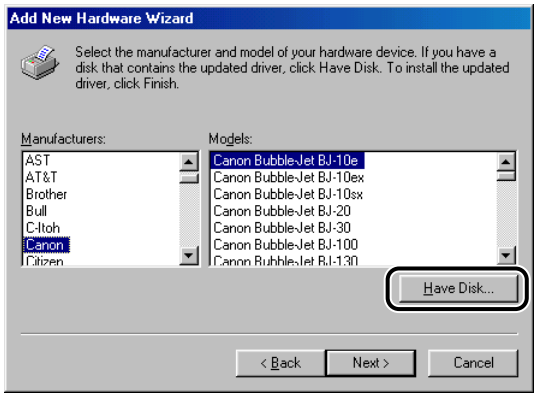
6 Follow the instructions on the screen → click [Finish] after the files are copied.

The USB driver is now installed. The Add New Hardware Wizard restarts. Continue with the installation to install the fax driver.

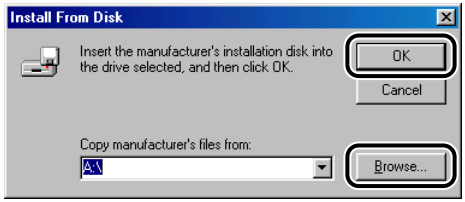
7 In the first dialog box of the Add New Hardware Wizard, click [Next].

8 Select [Display a list of all the drivers in a specific location, so you can select the driver you want] → click [Next] → follow the instructions on the screen.

9 Click [Have Disk].



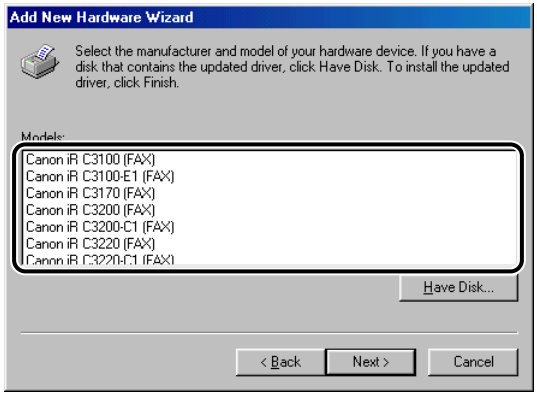
10 Click [Browse] to select the folder containing the driver you want to install → click [OK].



You can select the driver from the following folder on the CD-ROM:

\FAX\us_eng\win98_me

11 **Select your fax model from [Models] → follow the instructions on the screen → click [Finish] after the files are copied.**



The fax driver is now installed.

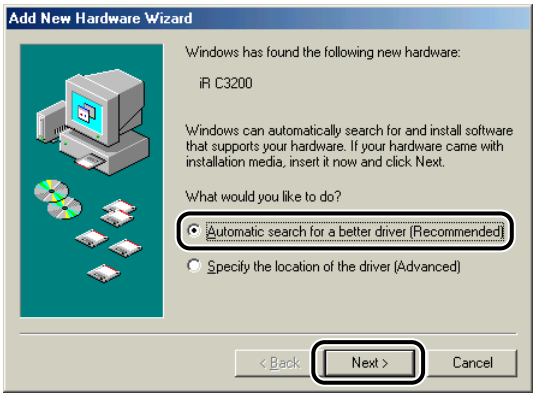
Plug and Play Installation (Windows Me)

1 **Connect the cable from the printer's USB port to the PC's USB port, and then turn the printer ON.**

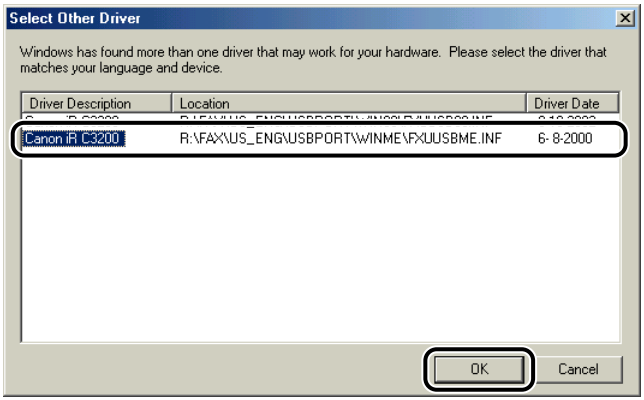
2 **Start Windows, and then insert the Fax Driver Software CD-ROM into the CD-ROM drive.**

The Add New Hardware Wizard starts.

3 In the first dialog box of the Add New Hardware Wizard, select [Automatic search for a better driver (Recommended)] → click [Next].



4 Select the [FXUUSBME.INF] file in the [Select Other Driver] dialog box → click [OK].



5 Follow the instructions on the screen → click [Finish] after the files are copied.

The USB driver is now installed. The Add New Hardware Wizard restarts. Continue with the installation to install the fax driver.

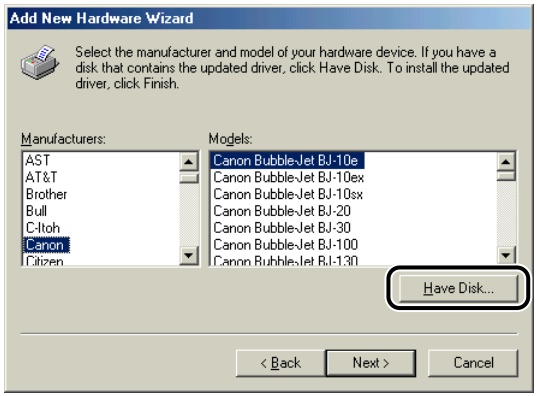
6 In the first dialog box of the Add New Hardware Wizard, click [Next].

7 Select [Specify the location of the driver (Advanced)] → click [Next].

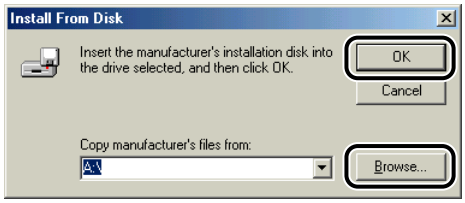
8 Select [Display a list of all drivers in a specific location, so you can select the driver you want] → click [Next].

9 Select [Printer] as the device type → click [Next].

10 Click [Have Disk].



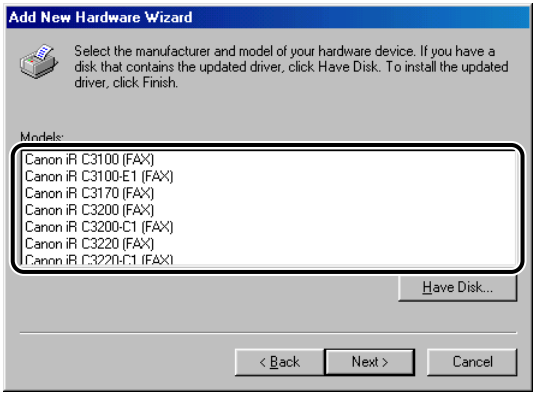
11 Click [Browse] to select the folder containing the driver you want to install → click [OK].



You can select the driver from the following folder on the CD-ROM:

\FAX\us_eng\win98_me

12 **Select your fax model from [Models] → follow the instructions on the screen → click [Finish] after the files are copied.**



The fax driver is now installed.

Plug and Play Installation (Windows 2000)

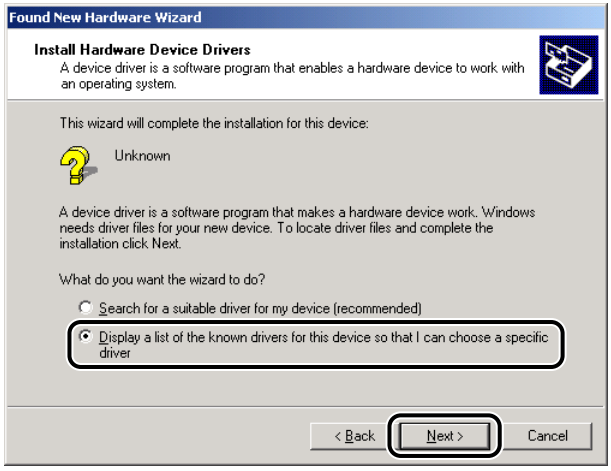
1 **Connect the cable from the printer's USB port to the PC's USB port, and then turn the printer ON.**

2 **Start Windows, and then insert the Fax Driver Software CD-ROM into the CD-ROM drive.**

The Found New Hardware Wizard starts.

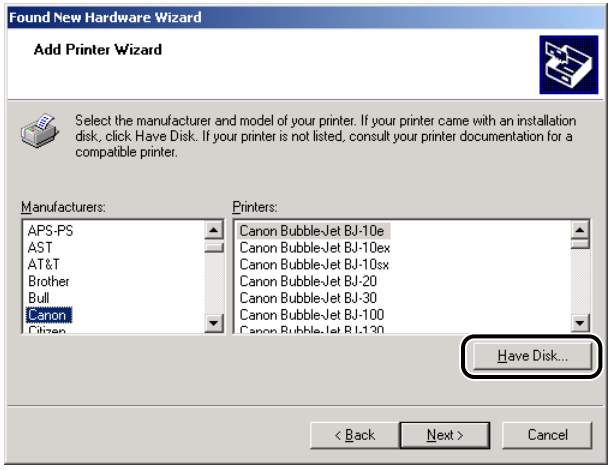
3 **In the first dialog box of the Found New Hardware Wizard, click [Next].**

4 Select [Display a list of the known drivers for this device so that I can choose a specific driver] → click [Next].

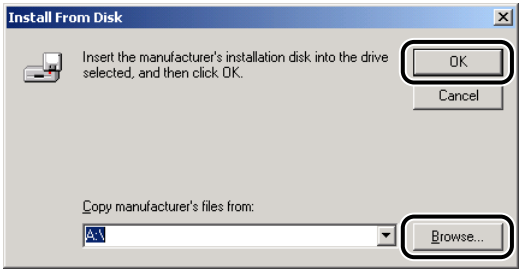


5 Select [Printers] from [Hardware types] → click [Next].

6 Click [Have Disk].



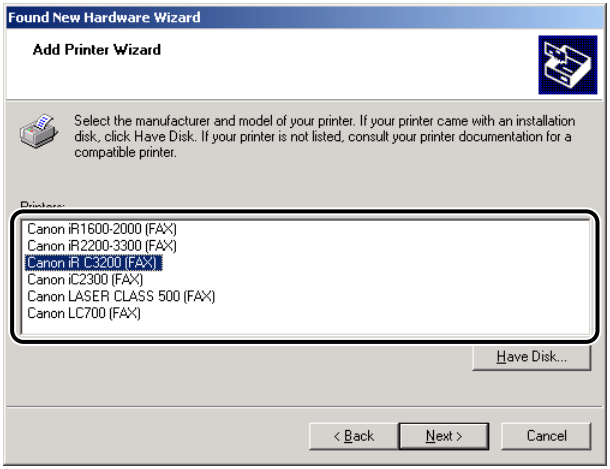
7 Click [Browse] to select the folder containing the driver you want to install → click [OK].



You can select the driver from the following folder on the CD-ROM:

\FAX\us_eng\win2k_xp

8 Select your fax model from [Printers] → follow the instructions on the screen → click [Finish] after the files are copied.



The fax driver is now installed.

Plug and Play Installation (Windows XP/Server 2003)

1 **Connect the cable from the printer's USB port to the PC's USB port, and then turn the printer ON.**

2 **Start Windows, and then insert the Fax Driver Software CD-ROM into the CD-ROM drive.**

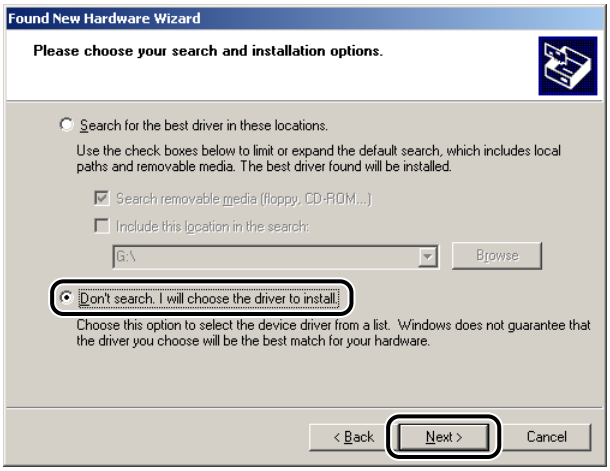
The Found New Hardware Wizard starts.

NOTE

If you are using an operating system with Windows Firewall, the following dialog box may be displayed. In this case, select [No, not this time] → click [Next] to proceed to step 3.

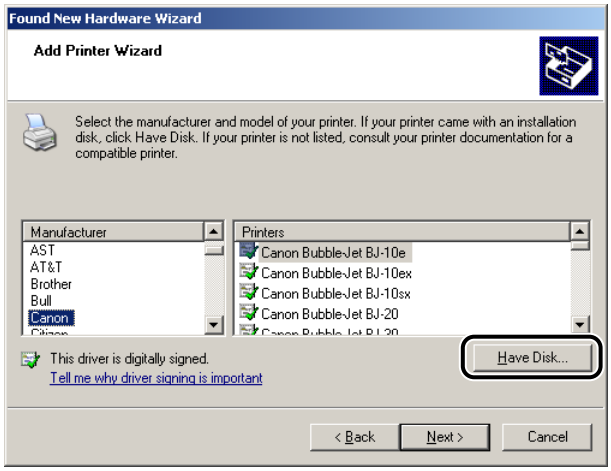
3 Select [Install from a list or specific location (Advanced)] → click [Next].

4 Select [Don't search. I will choose the driver to install] → click [Next].

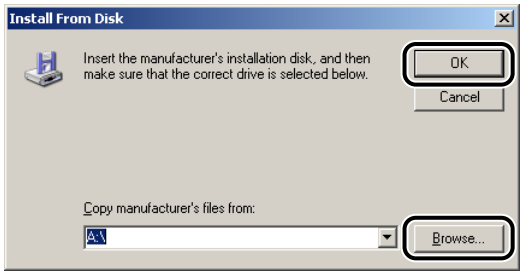


5 Select [Printer] from [Hardware types] → click [Next].

6 Click [Have Disk].



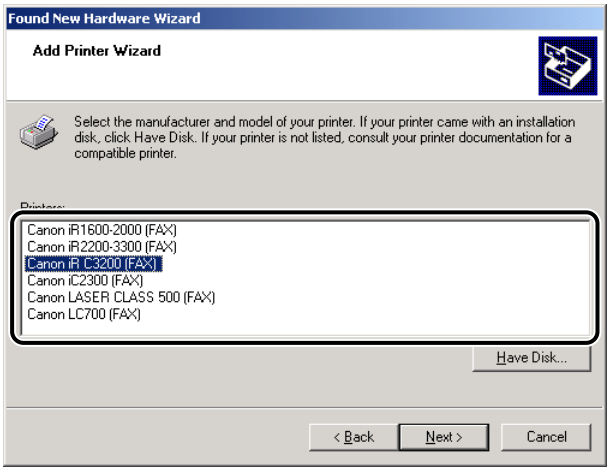
7 Click [Browse] to select the folder containing the driver you want to install → click [OK].



You can select the driver from the following folder on the CD-ROM:

\FAX\us_eng\win2k_xp

8 **Select your fax model from [Printers] → follow the instructions on the screen → click [Finish] after the files are copied.**



The fax driver is now installed.

Installing the Canon Driver Information Assist Service

After installing the fax driver, you can setup the fax configuration automatically and use the Job Accounting feature. If you are using a shared fax in the Print Server (Point and Print) environment, it is necessary to install the Canon Driver Information Assist Service in the server PC.

If the software is not installed in your computer, follow the procedure below to install it.

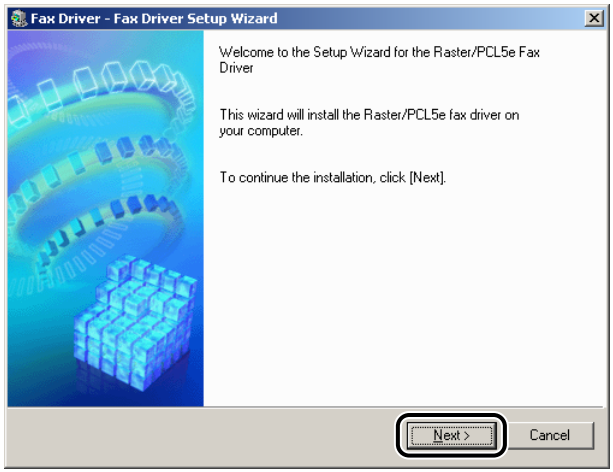
1 **Insert the Fax Driver Software CD-ROM into the CD-ROM drive.**

2 **Double-click the [My Computer] icon → the CD-ROM drive icon.**

3 **Double-click the following folders: [FAX] → [us_eng].**

4 **Double-click the [Setup.exe] icon to start the installation process.**

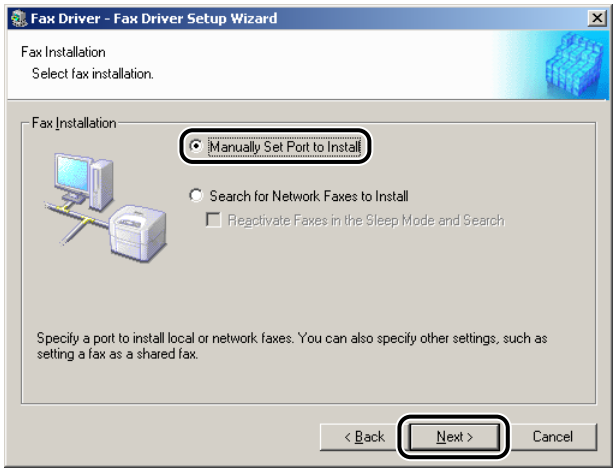
5 In the first dialog box of the Fax Driver Setup Wizard, click [Next].



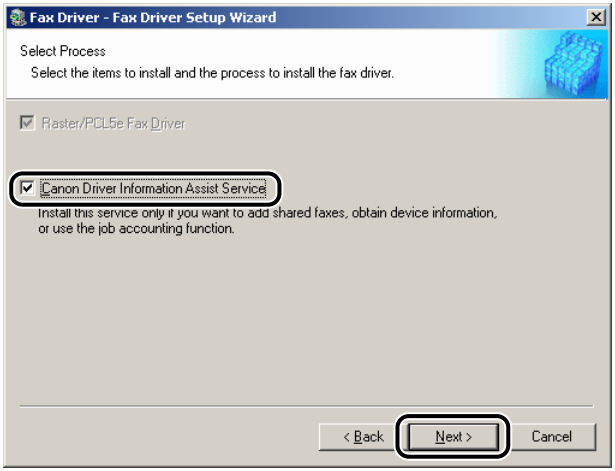
The [License Agreement] dialog box is displayed.

6 Read the license agreement carefully. If you agree to the terms → click [Yes].

7 Select [Manually Set Port to Install] → click [Next].



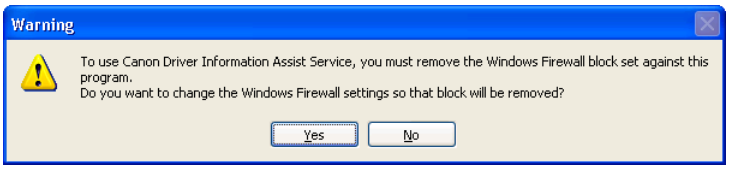
8 Select [Canon Driver Information Assist Service] → click [Next].



NOTE

If you are using an operating system equipped with Windows Firewall, when the following message box is displayed, click [Yes] or [No].

- If you select [Yes], Windows Firewall will be configured to unblock the connection for Canon Driver Information Assist Service, so that you can set up the configuration automatically or use the Job Accounting feature.
- If you select [No], you cannot use Canon Driver Information Assist Service.



9 After the files are copied, click [Exit] to finish the installation.

If you want to restart your computer, select [Restart My Computer Now].

The Canon Driver Information Assist Service is now installed.

Updating the Existing Fax Drivers

IMPORTANT

Canon machines whose fax drivers can be updated using this version of the driver are listed under "Supported Canon Products," on p. 1-2.

Using the Installer

If you use the Installer to install new fax drivers, the Installer updates the existing ones at the same time that the new drivers are installed.

You can also update the existing drivers already installed without having to add a new driver by following the procedure below.

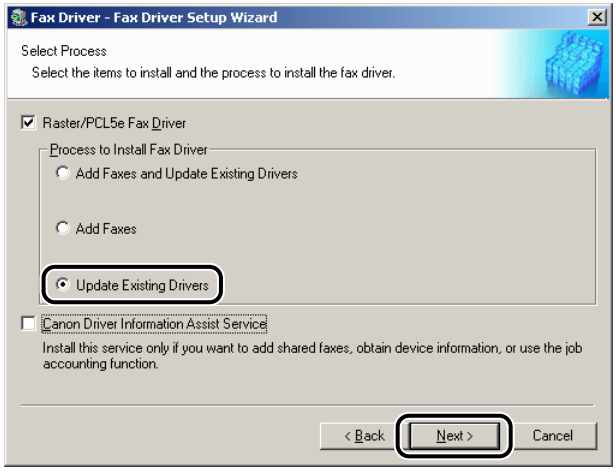
NOTE

You can also update an old version of the alternate printer driver simultaneously.

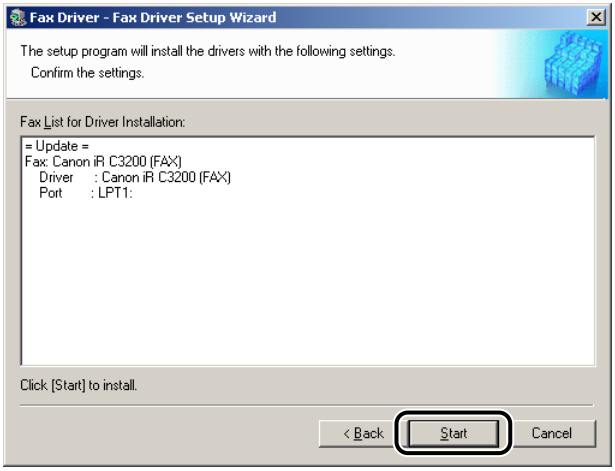
1 **Start the Installer → follow the instructions in the dialog boxes.**

See steps 1 to 8 of "Standard Installation," on p. 2-3.

2 **Select [Update Existing Drivers] → click [Next].**



3 Verify the installation settings → click [Start].



4 After the files are copied, click [Exit] to finish the installation.

Restart your computer when a message appears prompting you to do so.

The fax drivers already installed are now updated.

IMPORTANT

To use the updated alternate printer driver on the client PC, first uninstall the current printer driver → double-click the shared printer icon for the updated alternate printer driver on the server PC.

Using the Add Printer Wizard

1 Insert the Fax Driver Software CD-ROM into the CD-ROM drive.

2 On the [Start] menu, point to [Settings] → click [Printers].

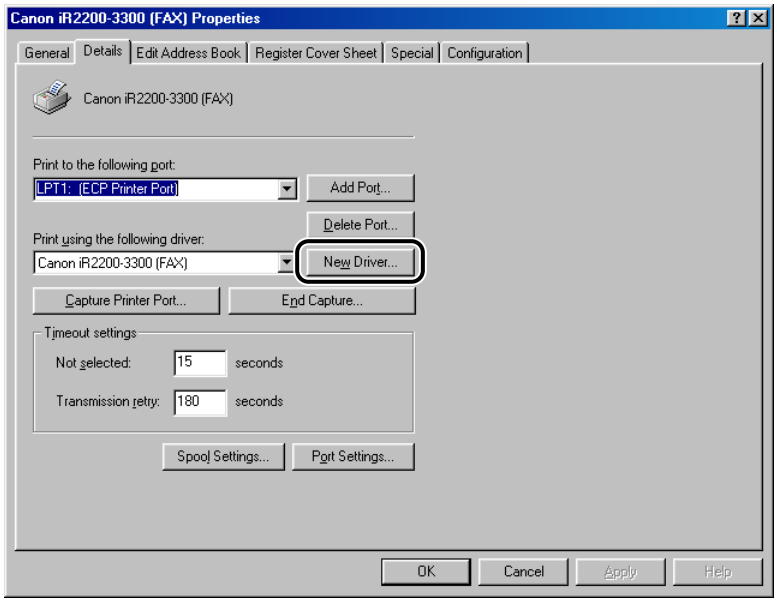
NOTE

- If you are using Windows XP Professional/Server 2003, on the [Start] menu, click [Printers and Faxes].
- If you are using Windows XP Home Edition, on the [Start] menu, click [Control Panel] → [Printers and Other Hardware] → [Printers and Faxes].

3 **In the [Printers] folder, right-click the fax driver icon you want to update → click [Properties].**

4 **Click the [Details] tab (Windows 98/Me), [General] tab (Windows NT 4.0), or [Advanced] tab (Windows 2000/XP/ Server 2003).**

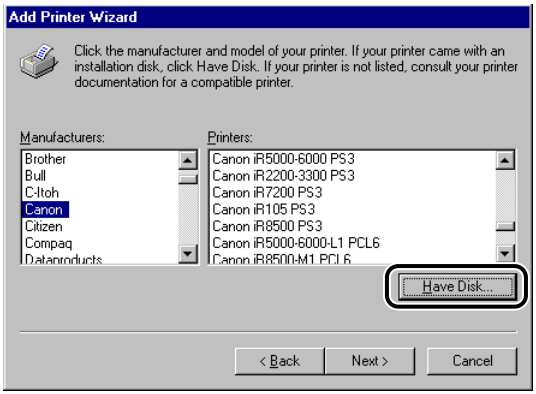
5 **Click [New Driver] → follow the instructions on the screen.**



NOTE

For Windows NT 4.0, take note of the fax name displayed at the top of the [Details] sheet.

6 Click [Have Disk] to specify the driver path on the CD-ROM → follow the instructions on the screen.

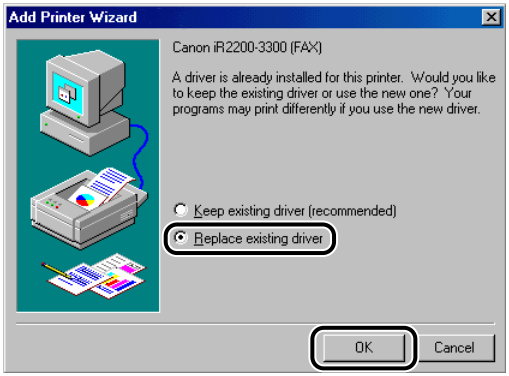


If you are using Windows NT 4.0, proceed to step 7.

If you are using Windows 98/Me/2000/XP/Server 2003, skip to step 8.

For Windows 98/Me/2000/XP/Server 2003, the fax driver is updated.

7 If a message box appears asking whether you want to replace the existing driver, select [Replace existing driver] → click [OK].



The fax driver is updated.

NOTE

Check whether the fax name has been changed. If so, rename the fax with its original name, which you have taken note of in step 5. For example, you may see the fax name being changed in the following way: from <Canon iR2200-3300 (FAX)> to <Canon iR2200-3300 (FAX) (Copy 2)>.

8 **Repeat steps 1 to 7 for all other existing Canon fax drivers, if necessary.**

9 **Restart the computer.**

10 **Check the fax configuration settings in the [Configuration] sheet (for Windows 98/Me) or [Device Settings] sheet (for Windows NT 4.0/2000/XP/Server 2003), and then reconfigure them if they have been changed.**

NOTE

- For the imageRUNNER 400/330 and imageRUNNER 400/330-P1/R1, [Configuration] sheet is displayed regardless of the operating system you are using.
- If you are using a shared fax in the Print Server (Point and Print) environment, it is necessary to install the Canon Driver Information Assist Service in the server PC in order to set up the fax configuration automatically or to use the Job Accounting feature. (See "Installing the Canon Driver Information Assist Service," on p. 2-36.)

Updating the Alternate Fax Driver (Windows NT 4.0/2000/XP/Server 2003)

If you use a shared fax on a network, and an alternate fax driver is installed on the server, the alternate fax driver is updated simultaneously when you install a new driver with the Installer. To update the alternate fax driver manually without using the Installer, follow the procedure below.

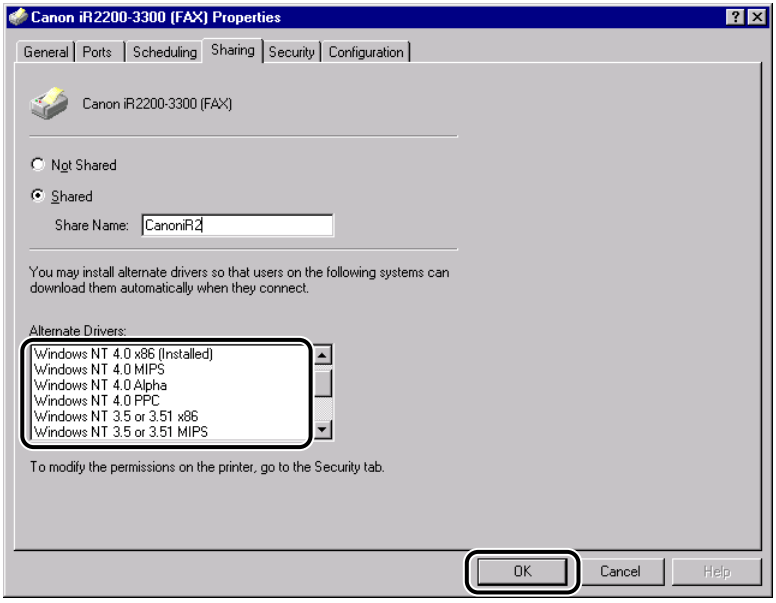
Windows NT 4.0

1 **On the [Start] menu, point to [Settings] → click [Printers].**

2 **In the [Printers] folder, right-click the shared fax driver you want to update → click [Properties].**

3 **In the fax properties dialog box, click the [Sharing] tab.**

4 Select the alternate fax driver you want to update from [Alternate Drivers] → click [OK].



5 When a message appears prompting you to insert the CD-ROM, insert the Fax Driver Software CD-ROM into the CD-ROM drive → click [OK].

6 Click [Browse] to specify the driver path in the CD-ROM → click [OK].

The alternate fax driver is updated.

IMPORTANT

To use the updated fax driver on the client PC, first uninstall the current fax driver → double-click the shared printer icon for the updated alternate fax driver on the server PC.

Windows 2000/XP/Server 2003

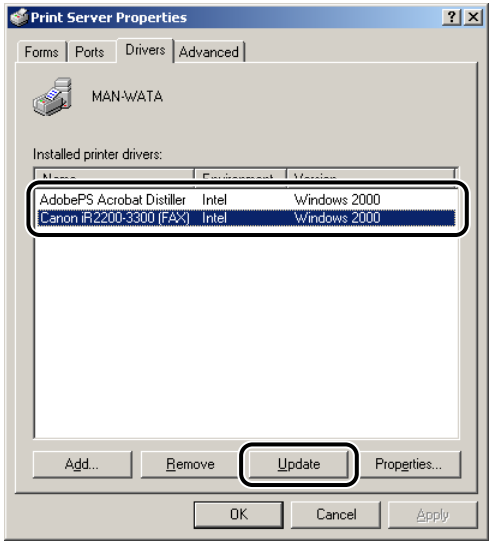
1 **On the [Start] menu, point to [Settings] → click [Printers].**

NOTE

- If you are using Windows XP Professional/Server 2003, on the [Start] menu, click [Printers and Faxes].
- If you are using Windows XP Home Edition, on the [Start] menu, click [Control Panel] → [Printers and Other Hardware] → [Printers and Faxes].

2 **Click [Server Properties] on the [File] menu to open the [Print Server Properties] dialog box → click the [Drivers] tab.**

3 **Select the alternate fax driver you want to update → click [Update] (Windows 2000), [Replace] (Windows XP), or [Reinstall] (Windows Server 2003).**



4 **When a message appears prompting you to insert the CD-ROM, insert the Fax Driver Software CD-ROM into the CD-ROM drive → click [OK].**

5 **Click [Browse] to specify the driver path in the CD-ROM → click [OK].**

The alternate fax driver is updated.

IMPORTANT

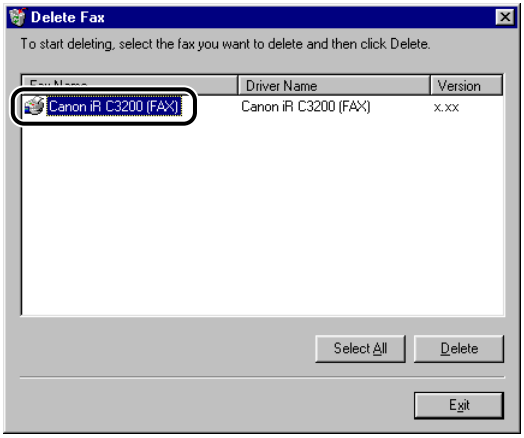
To use the updated fax driver on the client PC, first uninstall the current fax driver → double-click the shared fax icon for the updated alternate fax driver on the server PC.

Uninstalling the Fax Driver

It is recommended that you use the Uninstaller to uninstall an unnecessary driver.

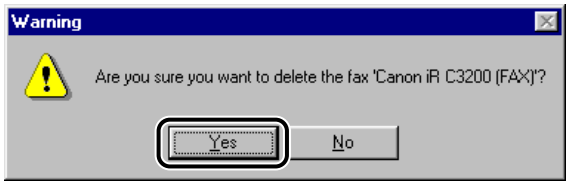
1 **On the [Start] menu, point to [Programs] → [Canon Printer Uninstaller] → click [Raster PCL5e Fax Driver Uninstaller].**

2 **In the [Delete Fax] dialog box, select the fax driver you want to delete.**

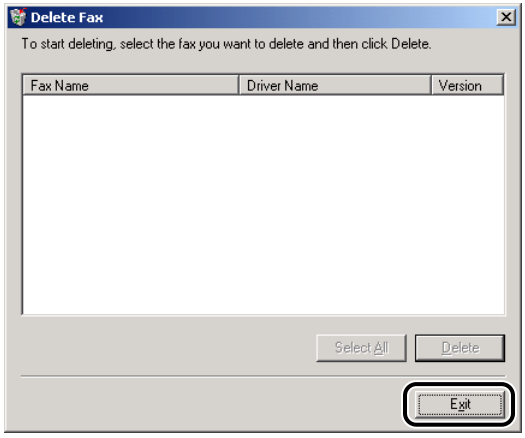


3 **Click [Delete].**

4 Click [Yes] to confirm the deletion.



5 Click [Exit] in the [Delete Fax] dialog box.



NOTE

You can also start the Uninstaller from the Fax Driver Software CD-ROM. To do so, double-click the [UNINSTAL.exe] icon in the following folder:
\FAX\us_eng\misc

Specifying the Installed Optional Fax Board

Before sending a document by fax, you may need to specify the optional fax board installed in your fax.

The fax configuration can be setup automatically while installing the driver, depending on the port selected for the machine. If the machine cannot be configured automatically, follow the procedure below in order to do it manually.

NOTE

- A fax board can be specified for the imageRUNNER C3170, imageRUNNER 2010F, imageRUNNER 2870/2270, imageRUNNER 2870G/2270G, imageRUNNER 4570/3570, imageRUNNER 4570G/3570G, imageRUNNER 5070, imageRUNNER 6570/5570, and LASER CLASS 700 series.
- You can specify the line to use for fax transmission after specifying the optional fax board.

1 **On the [Start] menu, point to [Settings] → click [Printers].**

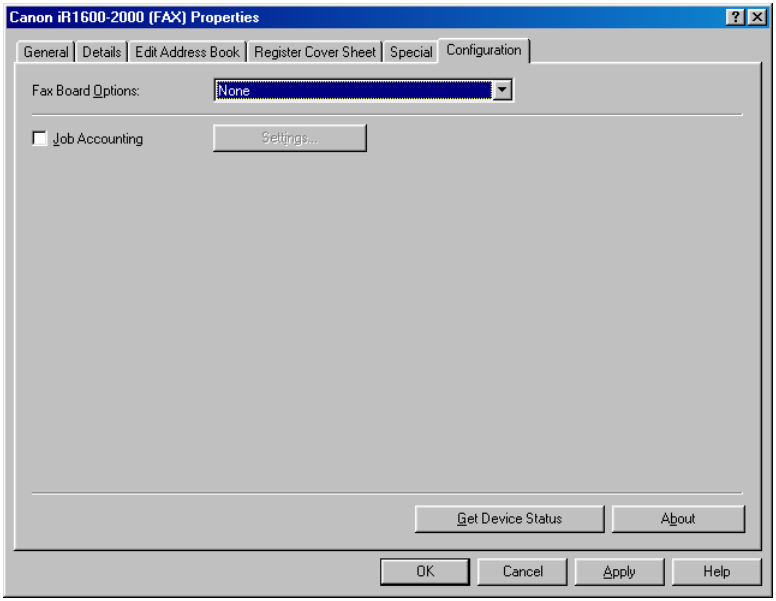
NOTE

- If you are using Windows XP Professional/Server 2003, on the [Start] menu, click [Printers and Faxes].
- If you are using Windows XP Home Edition, on the [Start] menu, click [Control Panel] → [Printers and Other Hardware] → [Printers and Faxes].

2 **In the [Printers] folder, right-click the printer icon for your fax → click [Properties].**

3 In the fax properties dialog box, click the [Configuration] tab (for Windows 98/Me) or [Device Settings] tab (for Windows NT 4.0/2000/XP/Server 2003).

The [Configuration] sheet (for Windows 98/Me) or [Device Settings] sheet (for Windows NT 4.0/2000/XP/Server 2003) is displayed.



NOTE

For the imageRUNNER 400/330 and imageRUNNER 400/330-P1/R1, [Configuration] sheet is displayed regardless of the operating system you are using.

4 Select an optional fax board from [Fax Board Options].

5 Click [OK].

The installed optional fax board is specified.

NOTE

- After the optional fax board is selected, set the telephone line for fax transmission from [Line Selection] in the [Special] sheet.
- Clicking [Get Device Status] automatically specifies the optional fax board. If you are using a shared fax in the Print Server (Point and Print) environment, however, it is necessary to install the Canon Driver Information Assist Service in the server PC in order to set up the fax configuration automatically by clicking [Get Device Status]. (See "Installing the Canon Driver Information Assist Service," on p. 2-36.)
- If you are using a local fax (connected to an LPT port, USB port, etc.), you cannot set up the fax configuration automatically.

Specifying the Installed Fax Memory

Before sending a document by fax, you need to specify the amount of fax memory.

NOTE

- Fax memory can be specified for the imageRUNNER 400/330 and imageRUNNER 400/330-P1/R1.
- The number of recipients to which you can send simultaneously depends on the fax memory.

1 **On the [Start] menu, point to [Settings] → click [Printers].**

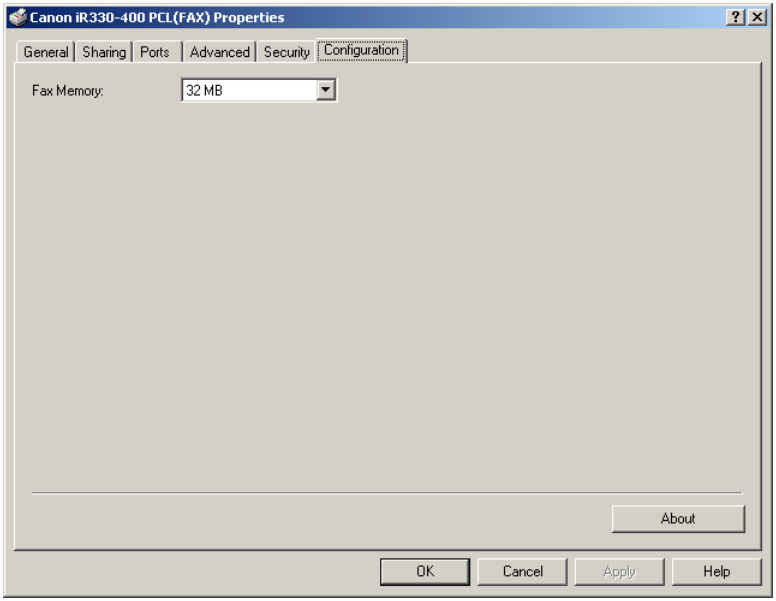
NOTE

- If you are using Windows XP Professional/Server 2003, on the [Start] menu, click [Printers and Faxes].
- If you are using Windows XP Home Edition, on the [Start] menu, click [Control Panel] → [Printers and Other Hardware] → [Printers and Faxes].

2 **In the [Printers] folder, right-click the printer icon for your fax → click [Properties].**

3 In the fax properties dialog box, click the [Configuration] tab (for Windows 98/Me) or [Device Settings] tab (for Windows NT 4.0/2000/XP/Server 2003).

The [Configuration] sheet (for Windows 98/Me) or [Device Settings] sheet (for Windows NT 4.0/2000/XP/Server 2003) is displayed.



NOTE

For the imageRUNNER 400/330 and imageRUNNER 400/330-P1/R1, [Configuration] sheet is displayed regardless of the operating system you are using.

4 Select the amount of memory from [FAX Memory].

5 Click [OK].

The installed memory size is specified.

Fax Driver Options

3
CHAPTER

This chapter describes instructions for faxing a document, and specifying various settings for faxing documents.

Faxing a Document 3-2
- Sending a Document 3-2
- Sending to a Remote Memory Box. 3-5

Specifying Recipients 3-9
- Adding a New Name and Fax Number 3-10
- Adding a Recipient from the Address Book 3-11

Defining Address Book Entries 3-13
- Person (Single) Entry 3-13
- Group Entry 3-19

Registering Additional Address Books 3-24

Attaching a Cover Sheet to a Fax 3-27

Faxing a Document

This section describes how to fax a document and how to send a document to the memory box of the recipient's fax.

Sending a Document

To send a document by fax, follow the procedure below.

1 **In application software, with the document open, select [Print].**

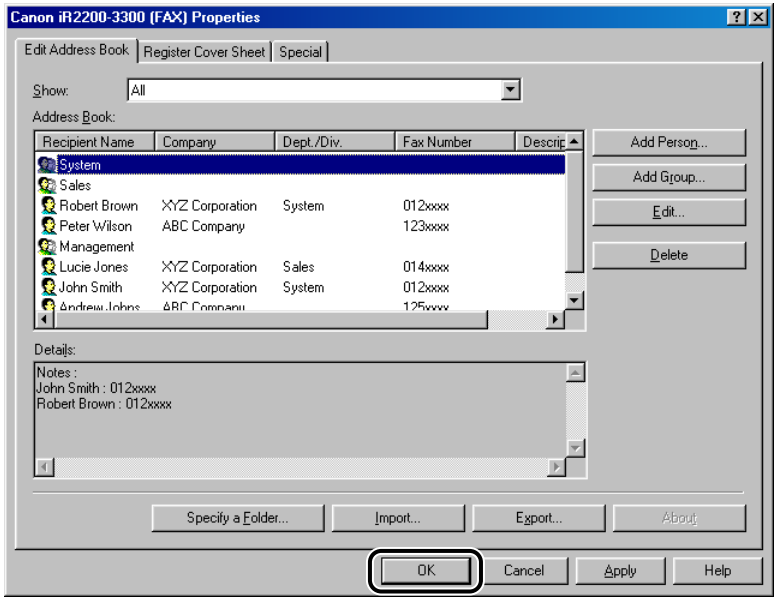
2 **In the [Print] dialog box, select your fax from [Name] → click [Properties].**

The fax properties dialog box opens.

NOTE

Some application software may have a different method with which to select a fax driver.

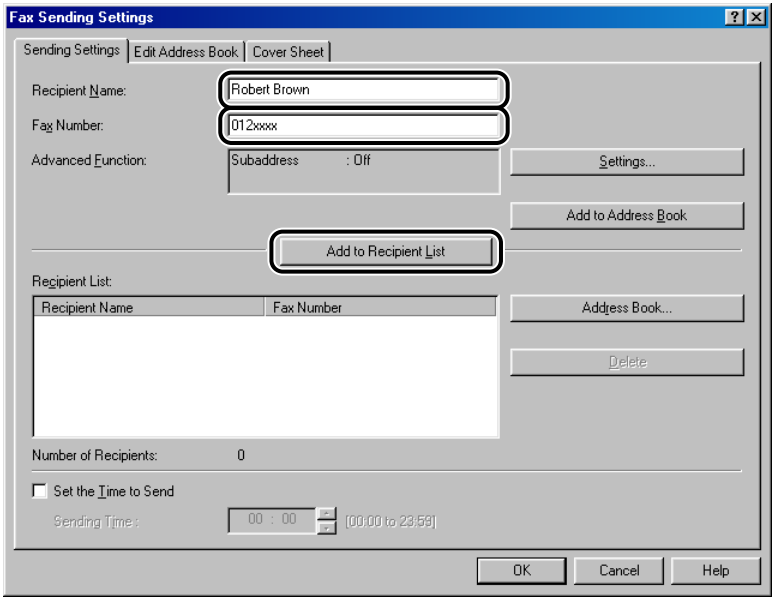
3 Specify the various settings in the [Edit Address Book], [Register Cover Sheet], and [Special] sheets → click [OK].



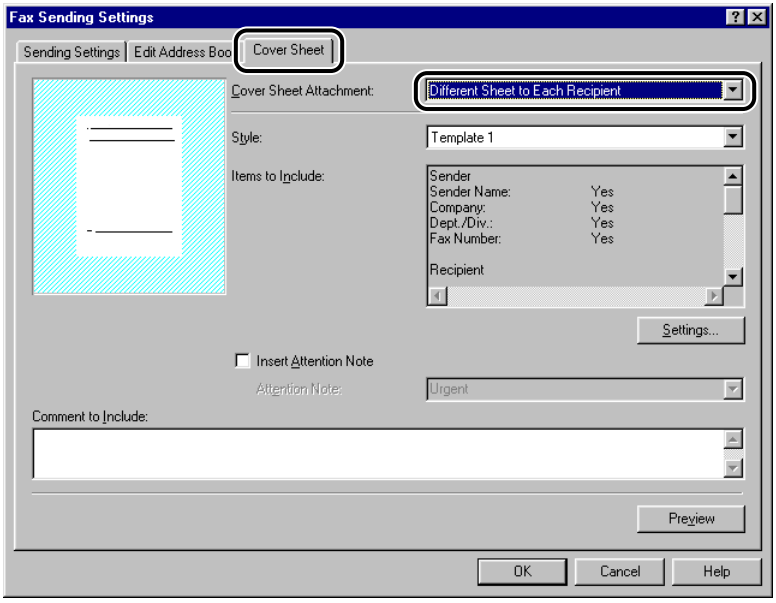
4 Click [OK] in the [Print] dialog box.

The [Fax Sending Settings] dialog box opens.

5 In the [Sending Settings] sheet, specify the name and fax number of the fax recipient → click [Add to Recipient List].



6 Click the [Cover Sheet] tab → specify a format for the cover sheet attachment.



7 Click [OK] in the fax properties dialog box.

The fax is sent to the specified recipient(s).

NOTE

For the Color imageRUNNER C2620-C1, Color imageRUNNER C2620-C2, Color imageRUNNER C3200-C1, Color imageRUNNER C3220-C1, Color imageRUNNER C3220-C2, imageRUNNER C3100-E1, imageRUNNER C5800-D1, imageRUNNER C5870-G1, imageRUNNER C6800-D1, imageRUNNER C6870-G1, or imageRUNNER 6570/5570-M3, print jobs sent from the fax driver are not recorded on the controller job log.

Sending to a Remote Memory Box

This mode is useful for sending a confidential document by fax. Documents that are to be sent and stored in the memory box of the recipient's fax require a valid subaddress and password.

NOTE

- Obtain the subaddress and password of the memory box of the recipient's fax from the recipient.
- This function is not available for the imageRUNNER 2016, imageRUNNER 2020, imageRUNNER 400/330, imageRUNNER 400/330-P1/R1, LASER CLASS 510, and MF7280.

1 In application software, with the document open, select [Print].

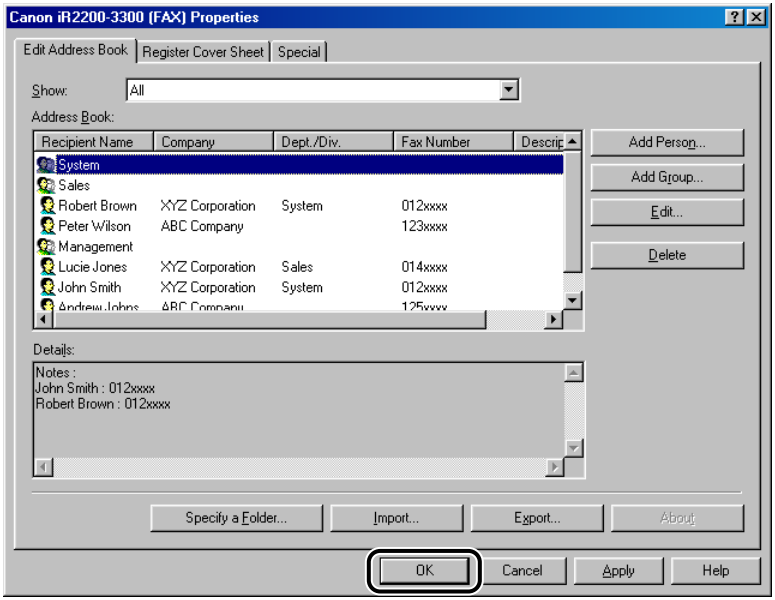
2 In the [Print] dialog box, select your fax name from [Name] → click [Properties].

The fax properties dialog box opens.

NOTE

Some application software may have a different method for selecting a fax driver.

3 Specify the various settings in the [Edit Address Book], [Register Cover Sheet], or [Special] sheet → click [OK].

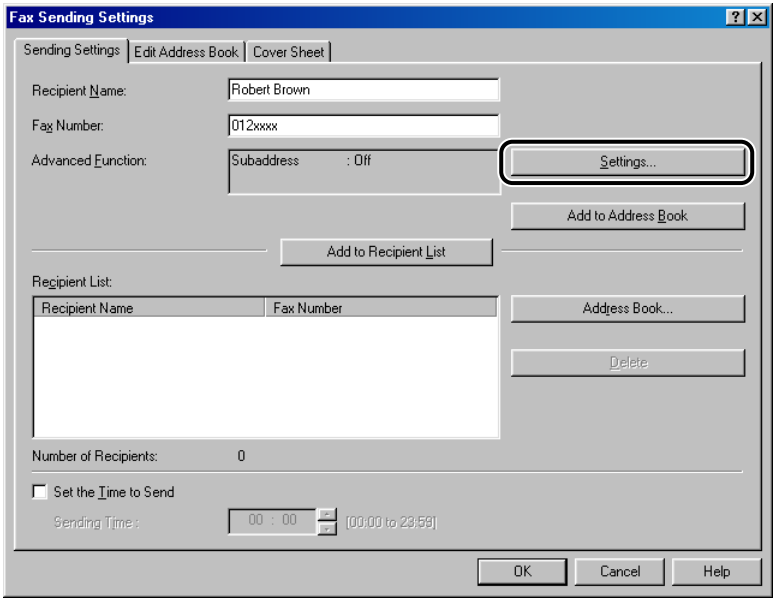


4 Click [OK] in the [Print] dialog box.

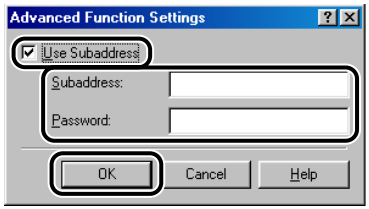
The [Fax Sending Settings] dialog box opens.

5 In the [Sending Settings] sheet, specify the name and fax number of the recipient.

6 Click [Settings].

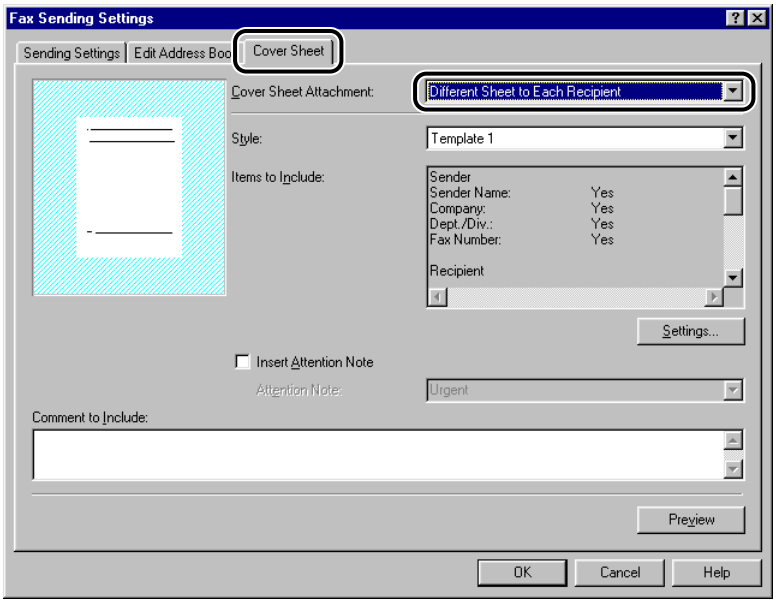


7 Select [Use Subaddress] → enter the subaddress and password of the memory box of the recipient's fax → click [OK].



8 Click [Add to Recipient List].

9 Click the [Cover Sheet] tab → specify the format of the cover sheet attachment.



10 Click [OK] in the [Fax Sending Settings] dialog box.

The document is sent to and stored in the memory box of the recipient's fax.

NOTE

The data can be output only if the correct password is specified on the recipient's fax.

Specifying Recipients

You can specify the names and fax numbers of people you want to send a fax to, by adding them to [Recipient List]. You can add recipients by:

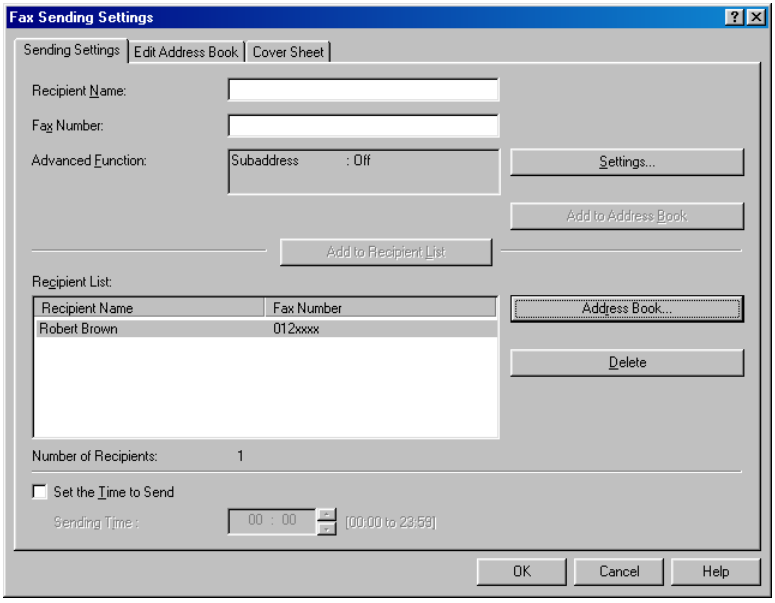
- Entering a new name and a new fax number in [Recipient Name] and [Fax Number].
- Selecting a recipient in the [Select Recipient from Address Book] dialog box.

NOTE

For Windows NT 4.0/2000/XP/Server 2003, you can use or edit the Address Book only if you are permitted access to the folder where the Address Book file is saved (by default, Power Users and higher have access to the folder). If you are not permitted access to the folder, you can use the Address Book in one of the following ways:

- Log on as a user who has access to the folder.
- Click [Specify a Folder] in the [Edit Address Book] sheet, and save the Address Book file in a folder, such as the My Documents folder, where you have Write permission.

1 From the [Fax Sending Settings] dialog box, display the [Sending Settings] sheet.



For details on how to access the [Fax Sending Settings] dialog box, see "Sending a Document," on p. 3-2.

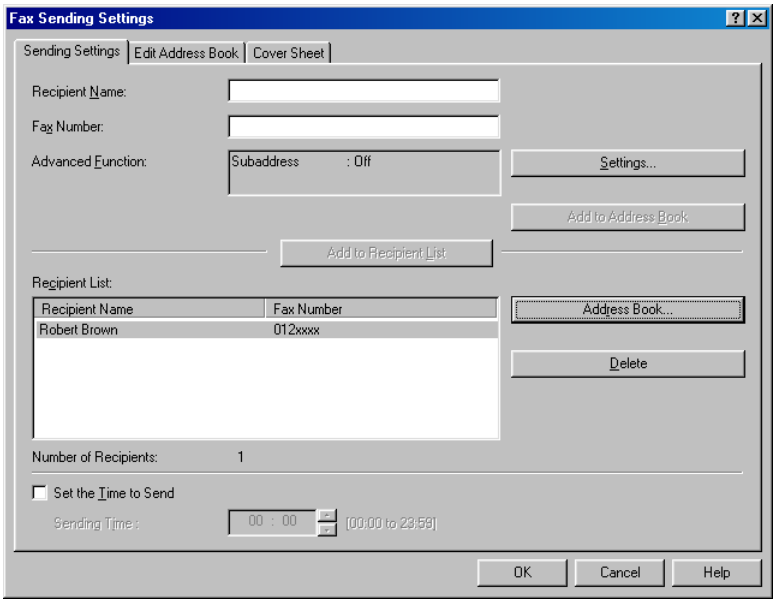
2 Enter the name and fax number you want to add in [Recipient Name] and [Fax Number].

3 Click [Add to Recipient List].

The new recipient is displayed in [Recipient List].

Adding a Recipient from the Address Book

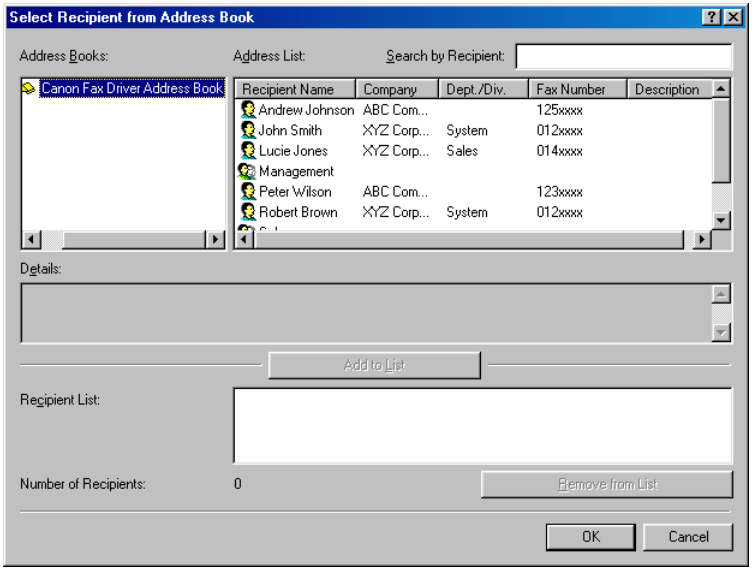
1 **From the [Fax Sending Settings] dialog box, display the [Sending Settings] sheet.**



For details on how to access the [Fax Sending Settings] dialog box, see "Sending a Document," on p. 3-2.

2 Click [Address Book].

The [Select Recipient from Address Book] dialog box opens.



3 Select the address book you want to use from [Address Books].

NOTE

If you want to use an address book other than Canon Fax Driver Address Book, register the book before using it. (See "Registering Additional Address Books," on p. 3-24.)

4 Select an entry → click [Add to List].

5 Click [OK] in the [Select Recipient from Address Book] dialog box.

The new recipient is displayed in [Recipient List] in the [Sending Settings] sheet.

Defining Address Book Entries

This section describes instructions for defining person and group entries in the [Edit Address Book] sheet.

NOTE

For Windows NT 4.0/2000/XP/Server 2003, you can use or edit the Address Book only if you are permitted access to the folder where the Address Book file is saved (by default, Power Users and higher have access to the folder). If you are not permitted access to the folder, you can use the Address Book in one of the following ways:

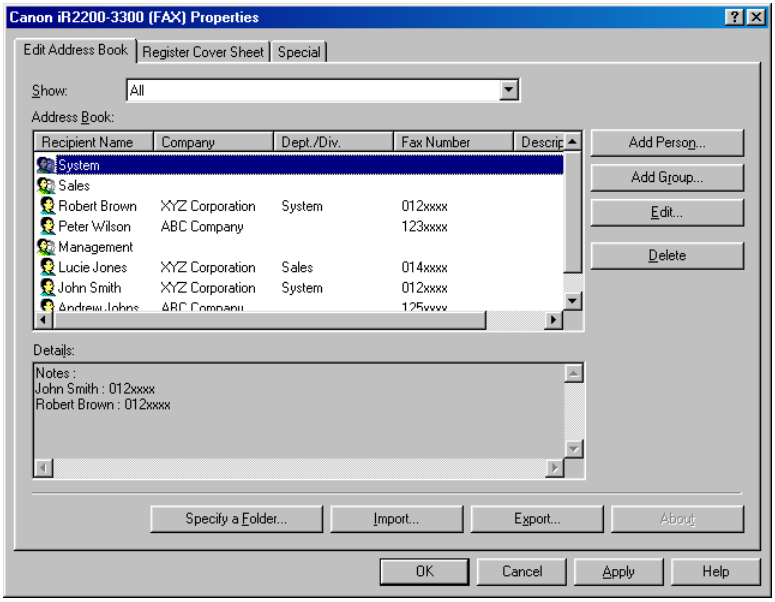
- Log on as a user who has access to the folder.
- Click [Specify a Folder] in the [Edit Address Book] sheet, and save the Address Book file in a folder, such as the My Documents folder, where you have Write permission.

Person (Single) Entry

Clicking [Add Person] in the [Edit Address Book] sheet opens the [Add Person] dialog box for defining a new person (single) entry. You see the same dialog box under the title [Edit Person], if you click [Edit] in the [Edit Address Book] sheet when a person (single) entry is selected from [Address Book]. The [Edit Person] dialog box enables you to change information on an existing person (single) entry.

New Entry

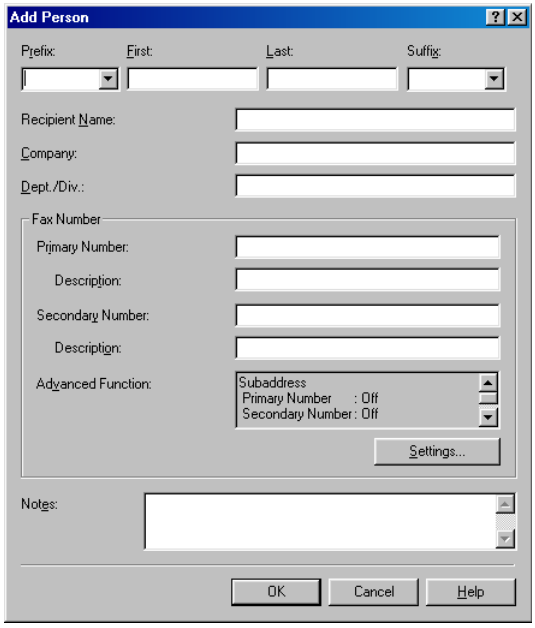
1 From the fax properties dialog box, display the [Edit Address Book] sheet.



For details on how to access the fax properties dialog box, see "Sending a Document," on p. 3-2.

2 Click [Add Person].

The [Add Person] dialog box opens.



3 Enter information about the new person, such as [Recipient Name] and [Company].

4 Enter the fax number.

You can enter two fax numbers: a primary number and a secondary number.

5 Enter information about the fax numbers in each respective [Description].

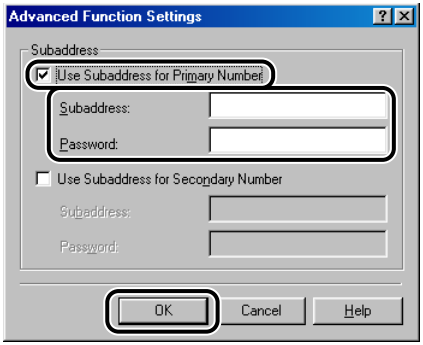
6 If you want to send documents to the memory box of the recipient's fax, click [Settings].

If you do not want to use this option, skip to step 8.

NOTE

For the imageRUNNER 2016, imageRUNNER 2020, imageRUNNER 400/330, imageRUNNER 400/330-P1/R1, LASER CLASS 510, and MF7280, [Settings] is not displayed. If you are using one of these models, skip to step 8.

7 Select [Use Subaddress for Primary Number] and/or [Use Subaddress for Secondary Number] → enter the subaddress and the password of the recipient's fax → click [OK].



NOTE

- Obtain the subaddress and password of the memory box of the recipient's fax from the recipient.
- You can leave the password blank if password is not registered at the recipient's fax.

8 Enter any additional information about the person in [Notes].

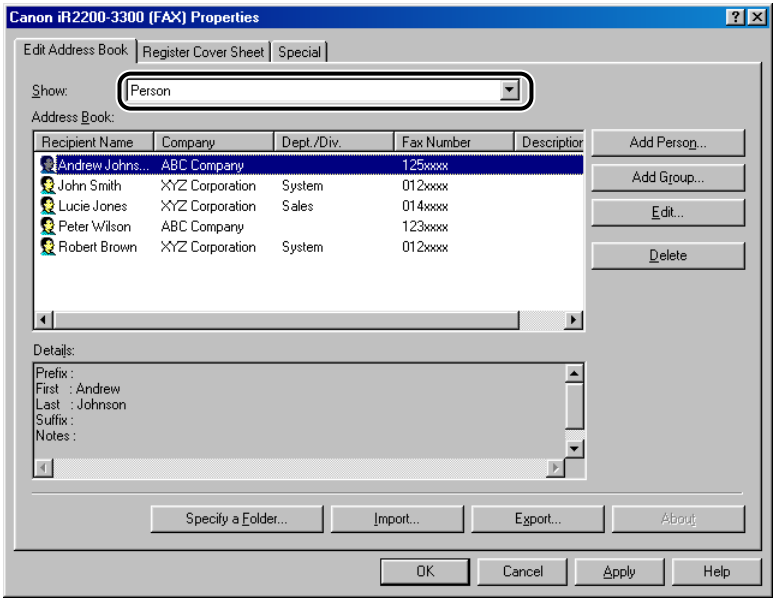
9 Click [OK] to create the new person (single) entry.

NOTE

If you specify two fax numbers for one person, two entries for that person are displayed in [Address Book].

Edit Entry

1 **From the fax properties dialog box, display the [Edit Address Book] sheet → select [Person] from [Show].**

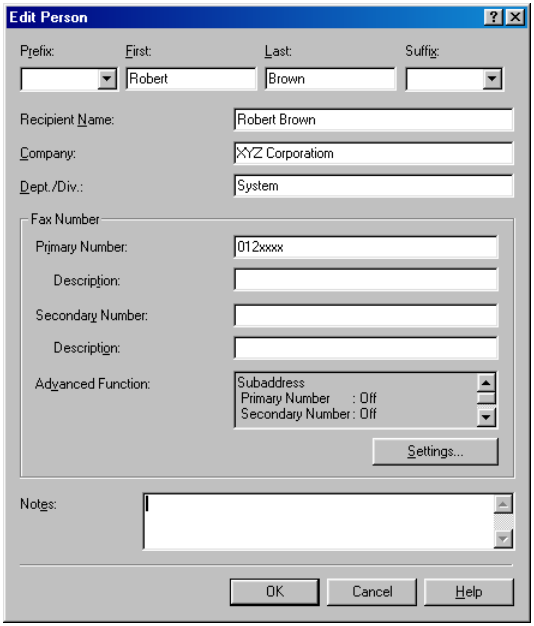


For details on how to access the fax properties dialog box, see "Sending a Document," on p. 3-2.

All person (single) entries are displayed in [Address Book].

2 Select the person you want to edit → click [Edit].

The [Edit Person] dialog box opens.



3 Update the information if necessary.

4 Click [OK] to modify the selected person (single) entry.

Delete Entry

1 Select the person (single) entry you want to delete from [Address Book].

2 Click [Delete].

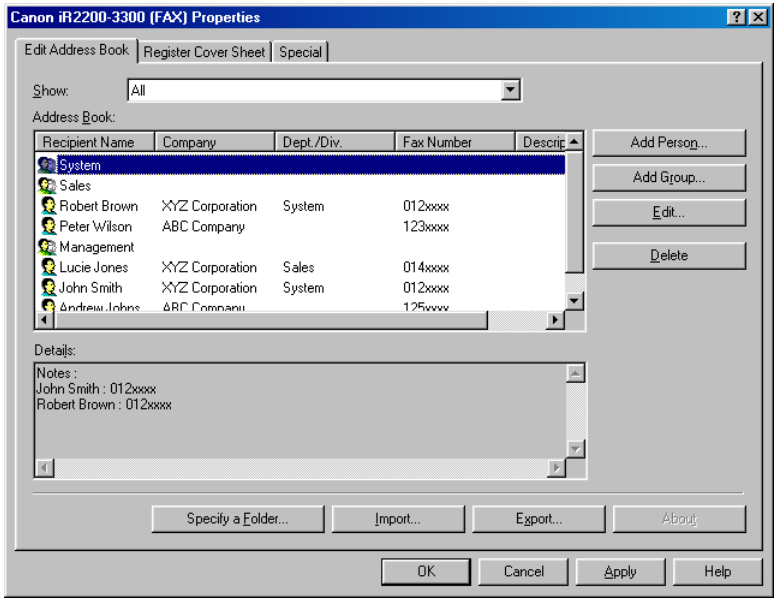
Group Entry

Clicking [Add Group] in the [Edit Address Book] sheet opens the [Add Group] dialog box for defining a new group. A group can contain both persons and other groups. You see the same dialog box under the title [Edit Group], if you click [Edit] in the [Edit Address Book] sheet when a group entry is selected from Address Book.

The [Edit Group] dialog box enables you to change information on an existing group entry.

New Group

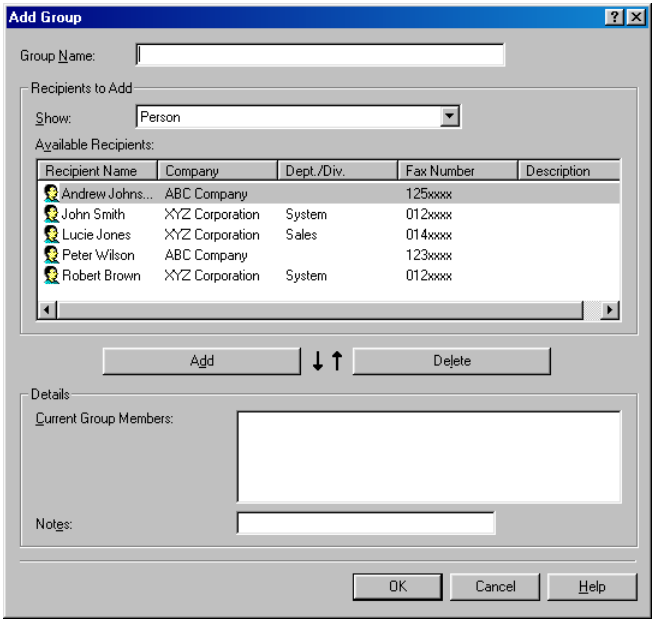
1 From the fax properties dialog box, display the [Edit Address Book] sheet.



For details on how to access the fax properties dialog box, see "Sending a Document," on p. 3-2.

2 Click [Add Group].

The [Add Group] dialog box opens.



3 Enter the new group name.

4 Select persons or groups as members of the new group from [Available Recipients] → click [Add].

If you want to add a group to the new group, select [Group] or [All] from [Show] to view group entries.

To remove an entry from [Current Group Members], select it → click [Delete].

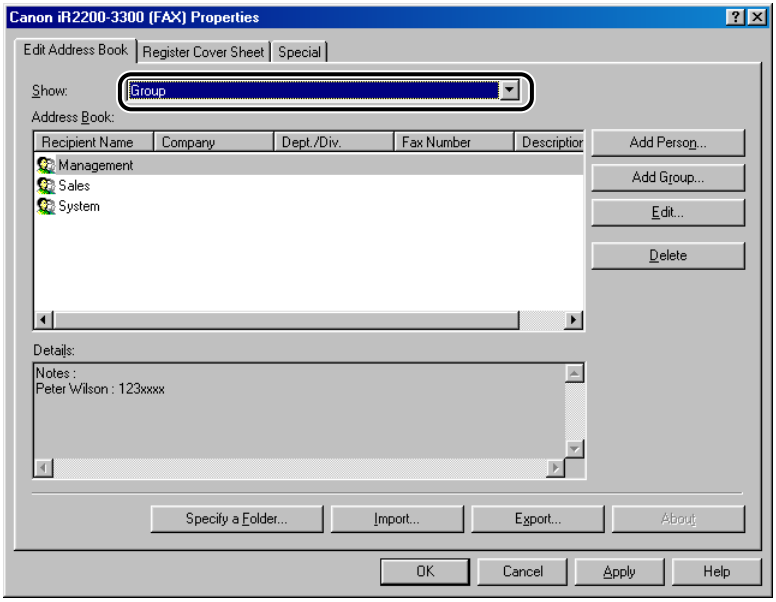
NOTE

You can select multiple entries by holding down [SHIFT] or [CTRL] on the keyboard and clicking each entry that you want to select.

5 Click [OK] to create the new group entry.

Edit Group

1 **From the fax properties dialog box, display the [Edit Address Book] sheet → select [Group] from [Show].**



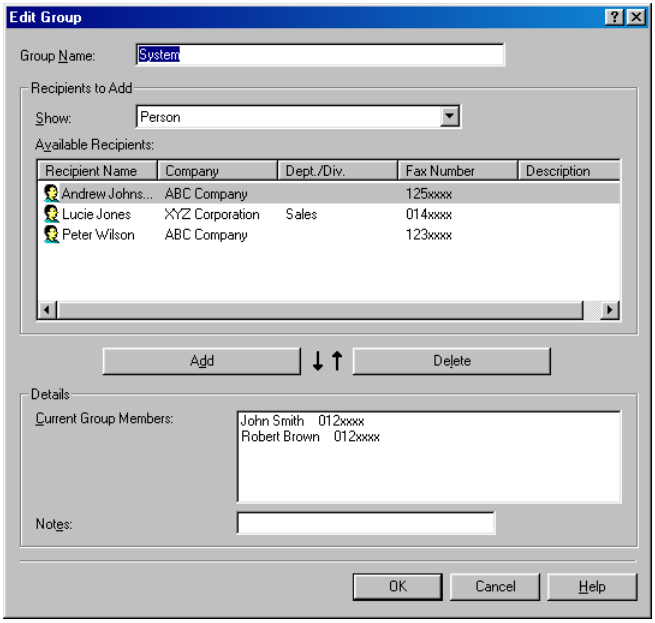
For details on how to access the fax properties dialog box, see "Sending a Document," on p. 3-2.

To view all person (single) and group entries, select [All] from [Show].

All group entries are displayed in [Address Book].

2 Select the group you want to edit → click [Edit].

The [Edit Group] dialog box opens.



3 Change the group name if necessary.

4 Edit the group.

- **To add a person or a group to the selected group:**
  - ❑ Select the person or group you want to add from [Available Recipients].
  - ❑ Click [Add].
- **To remove a member of the selected group:**
  - ❑ Select the person or group you want to remove from [Current Group Members].
  - ❑ Click [Delete].

NOTE

You can select multiple entries by holding down [SHIFT] or [CTRL] on the keyboard and clicking each entry that you want to select.

5 Click [OK] to modify the selected group entry.

Delete Group

1. **Select the group entry you want to delete from [Address Book].**

2. **Click [Delete].**

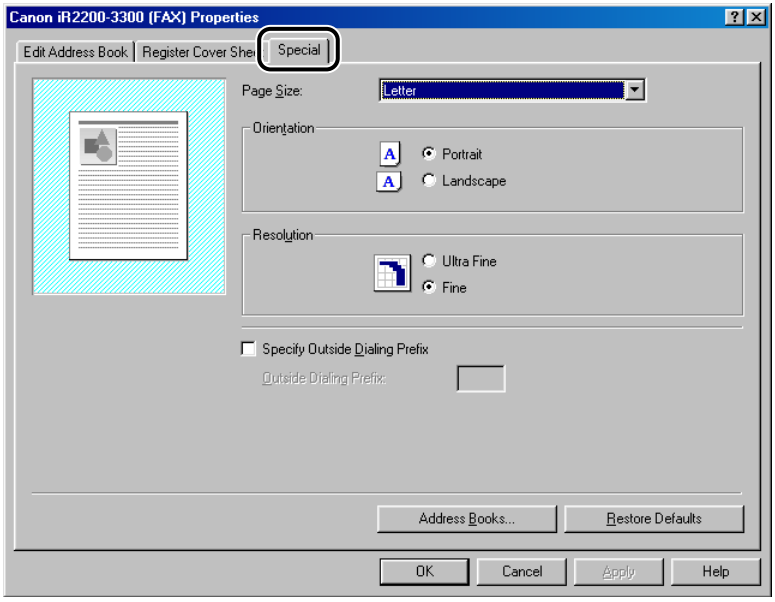
Registering Additional Address Books

You can select fax recipients from address books other than the Canon Fax Driver Address Book if they are registered with the fax driver. Follow the procedure below to register the address books you want to use.

NOTE

You can register the Messaging API Address Book and the Windows Address Book.

1 From the fax properties dialog box, click the [Special] tab.

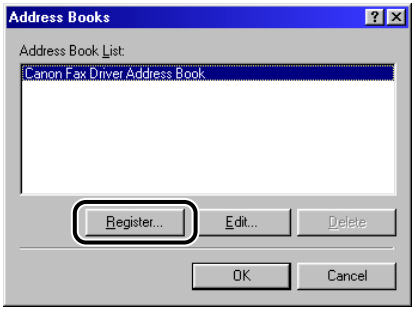


For details on how to access the fax properties dialog box, see "Sending a Document," on p. 3-2.

2 Click [Address Books].

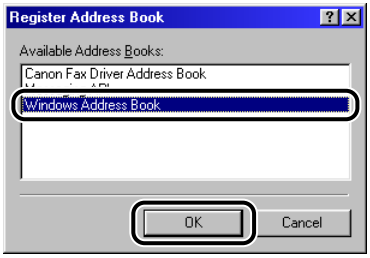
The [Address Books] dialog box opens.

3 Click [Register].



The [Register Address Book] dialog box opens.

4 Select the address book you want to register from [Available Address Books] → click [OK].



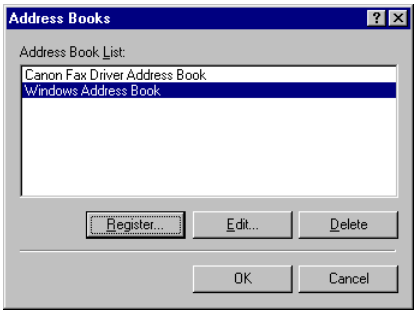
The dialog box corresponding to the selected address book opens.

5 Specify the required settings in the dialog box.

For detailed information about an item in the dialog box, click [?] (Help) → click the specific item in the dialog box you want to know about.

6 Click [OK] in the dialog box.

The registered address book is added to [Address Book List] in the [Address Books] dialog box.

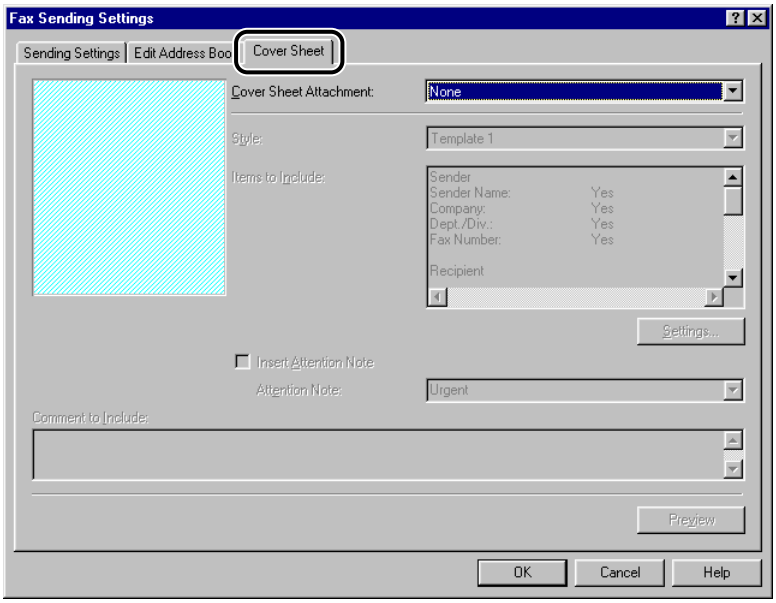


7 Click [OK] in the [Address Books] dialog box.

Attaching a Cover Sheet to a Fax

This section describes instructions for attaching a cover sheet to an outgoing fax.

1 **From the [Fax Sending Settings] dialog box, click the [Cover Sheet] tab.**



For details on how to access the [Fax Sending Settings] dialog box, see "Sending a Document," on p. 3-2.

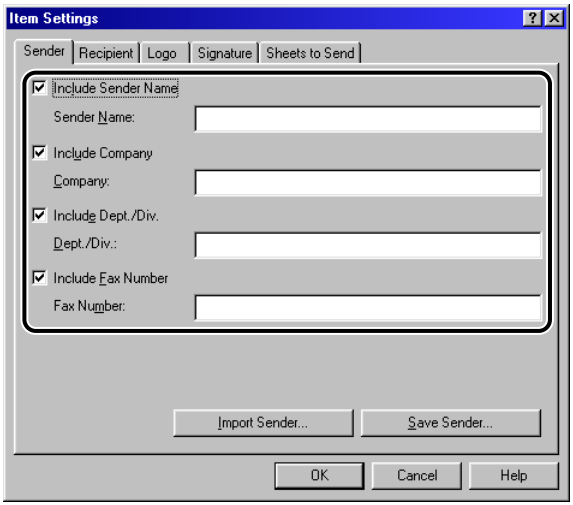
2 **Select an option for attaching the cover sheet to the fax from [Cover Sheet Attachment].**

3 **Select a cover sheet template from [Style].**

4 **Click [Settings] to specify the items to include on the cover sheet.**

The [Item Settings] dialog box opens.

5 Display the [Sender] sheet → select check boxes according to the information you want to print on the cover sheet → enter the information in the text boxes for the selected items.



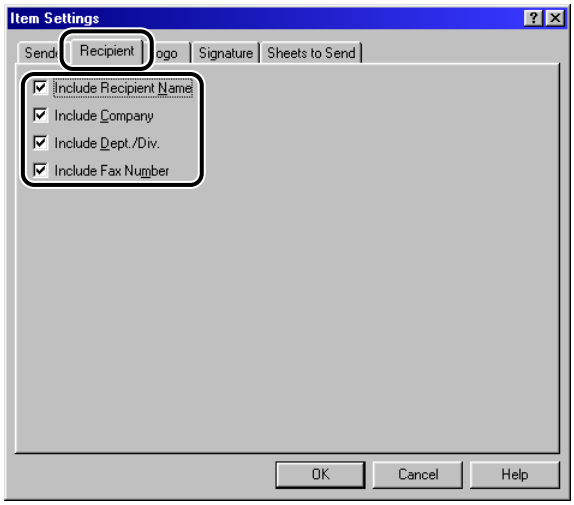
You can select the following check boxes:

- [Include Sender Name]
- [Include Company]
- [Include Dept./Div.]
- [Include Fax Number]

NOTE

You can save the information entered in the [Sender] sheet in a file by clicking [Save Sender]. Then, when you send a fax, you can import the information by using [Import Sender], instead of entering the sender information each time you send a fax.

6 Click the [Recipient] tab → select check boxes according to the information you want to print on the cover sheet.



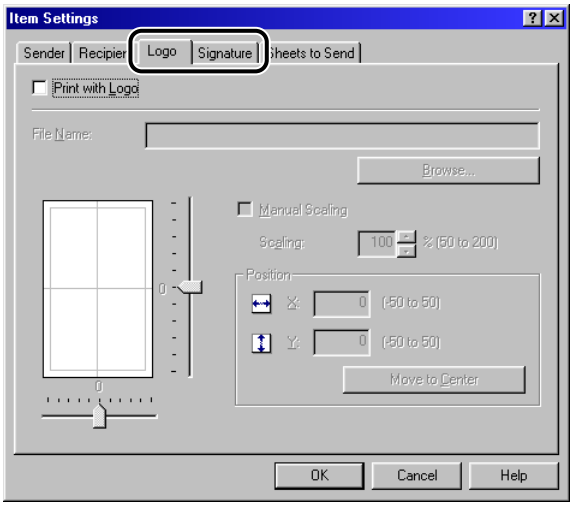
You can select the following check boxes:

- [Include Recipient Name]
- [Include Company]
- [Include Dept./Div.]
- [Include Fax Number]

NOTE

The information of the recipients specified in the [Sending Settings] sheet prints on the cover sheet.

7 **Click the [Logo] or [Signature] tab.**

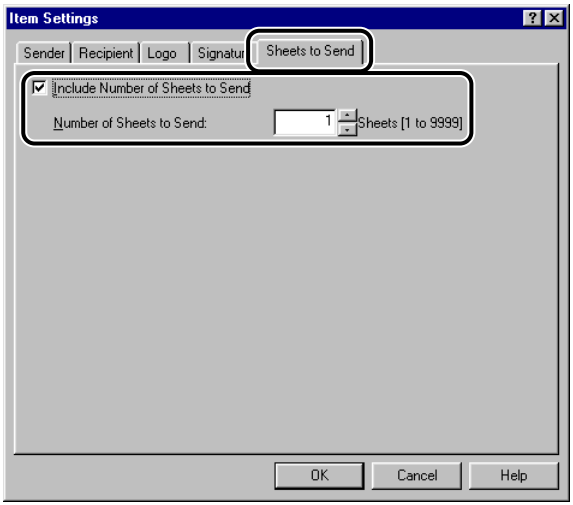


8 **Select [Print with Logo] or [Print with Signature] to include a logo or signature on the cover sheet.**

9 **Click [Browse] → select a bitmap logo or signature file name in [File Name].**

10 **Specify the magnification and position of the selected logo or signature.**

11 Click the [Sheets to Send] tab → select [Include Number of Sheets to Send] → enter the number of sheets you are going to send as a fax.



12 Click [OK] in the [Item Settings] dialog box.

13 Select [Insert Attention Note] → select a note from [Attention Note] or enter a note.

14 Enter any other information you want to include on the cover sheet in [Comment to Include].

15 Click [Preview] if you want to check the preview image on the cover sheet.

16 Click [OK].

The specified cover sheet is attached to the fax when the fax is sent.

Canon Cover Sheet Editor

4
CHAPTER

This chapter describes instructions for installing the Canon Cover Sheet Editor, launching the editor, and creating and registering original cover sheets.

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Installing the Cover Sheet Editor 4-3

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- Launching 4-5
- Uninstalling 4-6

Opening, Saving, and Closing a File 4-7

- Opening a File 4-7
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Registering an Original Cover Sheet as a Template 4-34

What Is the Cover Sheet Editor?

The Canon Cover Sheet Editor is software for creating original fax cover sheet templates for use with a Canon fax driver.

After registering cover sheets created with this software in your fax driver, you can use them with any fax. If you specify fields instead of manually entering data for sender or recipient information, the actual sender or recipient information that you select in the fax driver is automatically entered in the cover sheet when the fax is sent.

With the Canon Cover Sheet Editor, you can do the following:

- Insert text using different fonts, font styles, and font sizes into a cover sheet.
- Insert a variety of objects, such as drawings and images, into a cover sheet.
- Use the field feature for creating cover sheets for sending faxes to multiple recipients.
- Add fields for specifying remarks and comments in addition to the sender and recipient information fields.
- Easily edit the display order and position of objects, and group different objects.
- Align objects on a grid while you work with them.

Installing the Cover Sheet Editor

This section describes how to install and uninstall the Canon Cover Sheet Editor.

Installation

To install the Canon Cover Sheet Editor, follow the procedure below.

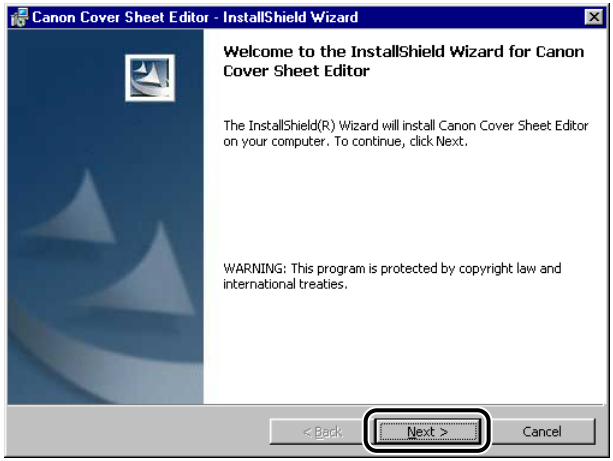
1 **Insert the Fax Driver Software CD-ROM into the CD-ROM drive.**

2 **Double-click the [My Computer] icon → the CD-ROM drive icon.**

3 **Double-click the following folders: [FAX] → [us_eng] → [CSE].**

4 **Double-click the [setup] icon to start the installation process.**

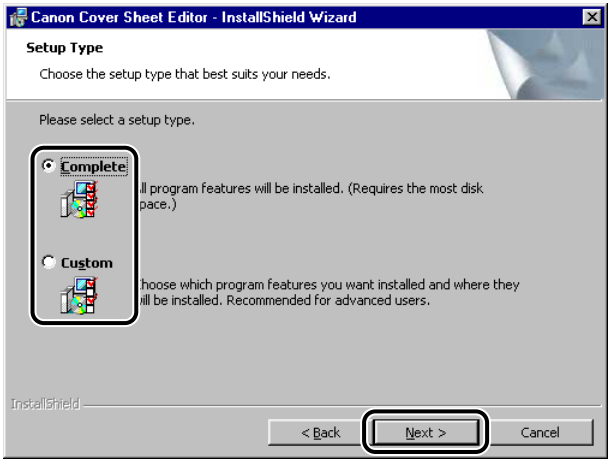
5 **In the first dialog box of the Installer, click [Next] → follow the instructions on the screen to continue the installation.**



The [Canon Cover Sheet Editor License Agreement] dialog box is displayed.

6 **Read the Canon Cover Sheet Editor license agreement carefully. If you agree to the terms, select [I accept the terms in the license agreement.] → click [Next] → follow the instructions on the screen to continue the installation.**

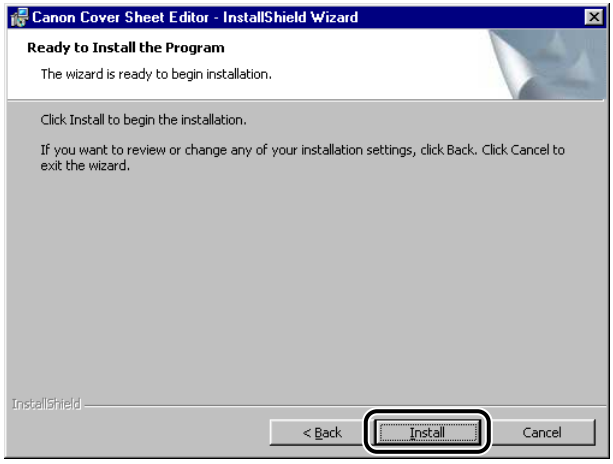
7 **In the dialog box for selecting a setup type, select [Complete] or [Custom] → click [Next].**



NOTE

If you select [Custom] in the dialog box for selecting [Setup Type], you can specify the directory into which the Canon Cover Sheet Editor is to be installed.

8 Click [Install] to start copying the files.

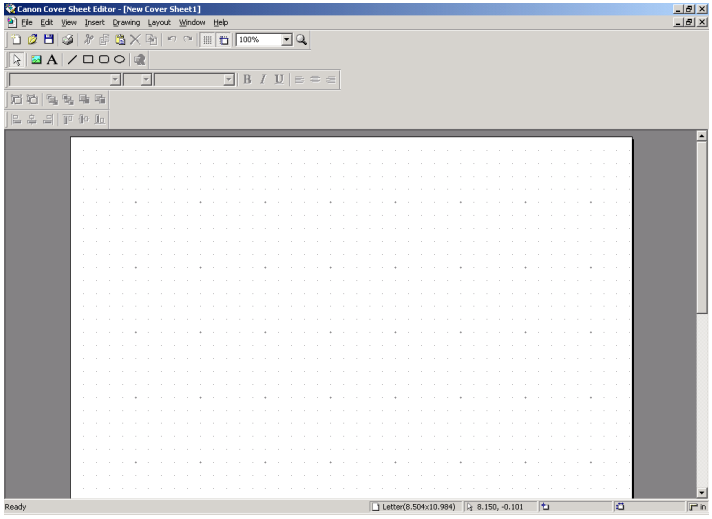


Launching

To start the Cover Sheet Editor, follow the procedure below.

1 On the [Start] menu, point to [Programs] → [Canon] → [CSE] → click [Cover Sheet Editor].

The Canon Cover Sheet Editor starts.



Uninstalling

If it becomes necessary to uninstall the Canon Cover Sheet Editor, follow the procedure below.

1 **On the [Start] menu, point to [Settings] → click [Control Panel].**

2 **Double-click the [Add/Remove Programs] icon → select [Canon Cover Sheet Editor] → click [Add/Remove].**

3 **When the [InstallShield Wizard] dialog box appears, follow the instructions on the screen.**

The Canon Cover Sheet Editor is uninstalled.

Opening, Saving, and Closing a File

This section describes how to create, open, save, and close files.

Opening a File

Creating a New File

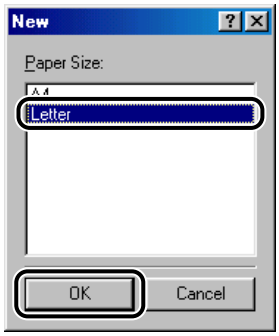
To create a new cover sheet, follow the procedure below.

1 **Click [ ] (New) on the toolbar.**

You can also select [New] from the [File] menu.

The [New] dialog box opens.

2 **Select a paper size for the new cover sheet → click [OK].**



The New Cover Sheet screen appears.

Opening a Saved Cover Sheet

You can open a saved cover sheet by specifying its file name.

To open a saved cover sheet, follow the procedure below.

1 **Click [ ] (Open) on the toolbar.**

You can also select [Open] from the [File] menu.

The [Open] dialog box opens.

2 **Specify the file name of the cover sheet that you want to open.**

NOTE

Clicking [Preview] displays an image of the selected cover sheet.

3 **Click [Open].**

The selected cover sheet appears.

Saving and Closing a File

Saving a New File

If you save a cover sheet, you can register it later in the fax driver for use as an original cover sheet.

1 **Click [ ] (Save) on the toolbar.**

You can also select [Save] or [Save as] from the [File] menu.

The [Save as] dialog box opens.

2 **Enter a name for the file in [File name] → specify the location where you want to save the file → click [Save].**

The file extension is automatically set to ".cse".

Saving an Existing File

Follow the procedure below to save an existing cover sheet after editing it.

1 Click [ ] (Save) on the toolbar.

You can also select [Save] from the [File] menu.

IMPORTANT

- To preserve the opened file as it was before editing, select [Save As] and specify a different name or location for saving the edited file. Selecting [Save] will overwrite the existing file.
- Selecting the [Save as] command is necessary only to specify a different file name or a different location to save the cover sheet.

Closing a File

Follow the procedure below to close a currently open cover sheet without exiting the Canon Cover Sheet Editor.

1 Click the lower [ ] (Close) at the top-right corner of the Canon Cover Sheet Editor main window.

You can also select [Close] from the [File] menu.

NOTE

If you close a cover sheet that has not been saved after editing, a message appears asking whether you want to save the changes. Click [Yes] to save the changes, or [No] if you do not want to save changes. Click [Cancel] if you do not want to close the cover sheet.

Creating an Original Cover Sheet

This section describes how to insert text, adjust text properties, specify fields, create objects, adjust objects, and specify grid options in order to create an original cover sheet.

Inserting Text

You can insert text and numbers into the cover page. The properties of any text or the text box itself can also be changed. To edit the text, change to the edit mode by clicking anywhere inside of a text box, and then place the cursor on the text that you want to edit.

1 **Click [A] (Text Box) on the toolbar.**

You can also select [Text Box] from the [Insert] menu.

2 **Drag the pointer on the area of the cover sheet to insert text.**

A square or rectangular text box appears.

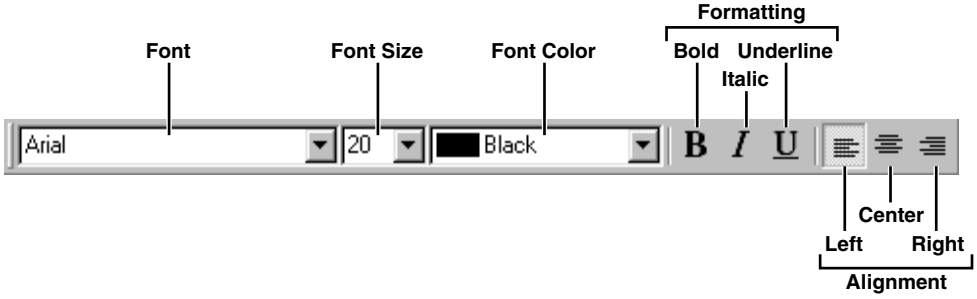
3 **Click inside the text box.**

The cursor for editing text appears.

4 **Enter the desired text.**

Adjusting Text Properties

You can change text properties whenever you want. When you change text properties, all text inside the selected text box is affected.



NOTE

Text properties for field settings inside a text box are also changed according to the text properties you specified. For details on field features, see "Specifying Fields," on p. 4-16.

Font

1 Click inside the text box.

The text box is now ready for editing.

2 Select the desired font from the [Font] drop-down menu on the toolbar.

Font Size

1 Click inside the text box.

The text box is now ready for editing.

2 Select the desired font size from the font [Size] drop-down menu on the toolbar.

You can also enter the desired font size directly into [Size].

Font Color

1 Click inside the text box.

The text box is now ready for editing.

2 Select the desired font color from the font [Color] drop-down menu on the toolbar.

Bold Formatting

1 Click inside the text box.

The text box is now ready for editing.

2 Click [B] (Bold) on the toolbar.

To undo the bold formatting, click [B] (Bold) once more.

Italic Formatting

1 Click inside the text box.

The text box is now ready for editing.

2 Click [I] (Italic) on the toolbar.

To undo the italic formatting, click [I] (Italic) once more.

Underlining

1 Click inside the text box.

The text box is now ready for editing.

2 Click [U] (Underline) on the toolbar.

To undo the underlining, click [U] (Underline) once more.

Aligning Text

1 Click inside the text box.

The text box is now ready for editing.

2 Click [ ] (Align Left), [ ] (Align Center), or [ ] (Align Right) on the toolbar.

Specifying Text Properties

You can specify all of the properties for text inside a text box simultaneously.

[Preview] inside the [Text Properties] dialog box displays a preview of how the text would appear with the currently selected settings. Use it as a guide if you are specifying settings.

---

1 Click inside the text box.

The text box is now ready for editing.

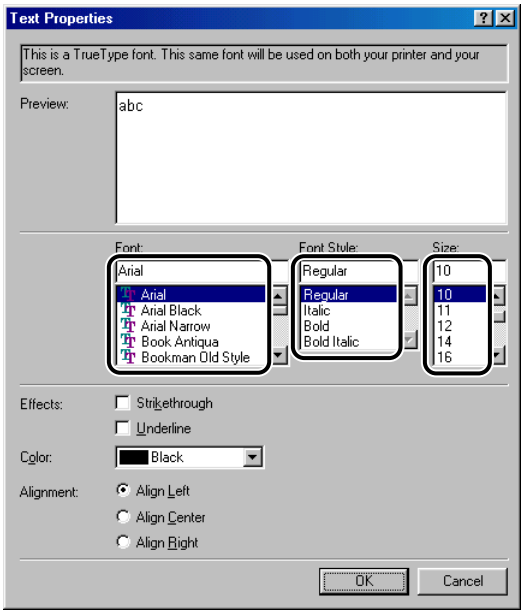
2 Click [ ] (Properties) on the toolbar.

You can also select [Properties] from the [Edit] menu.

You can also right-click inside the text box → click [Properties].

The [Text Properties] dialog box opens.

3 Select [Font], [Font Style], and [Size] from the respective list boxes.



You can also enter the desired font size directly into [Size].

4 Select [Strikethrough] or [Underline] to draw a line through or to underline text.

5 Select the desired text color from [Color].

6 Specify [Alignment] for the text.

7 Click [OK].

Specifying Text Box Properties

Follow the procedure below to specify the type of border, border color, and background color of the selected text box.

1 **Click anywhere on the border of the text box.**

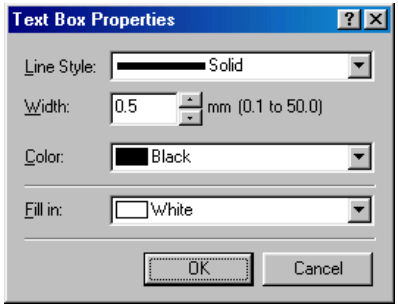
The border of the text box is selected.

2 **Click [ ] (Properties) on the toolbar.**

You can also select [Properties] from the [Edit] menu.

You can also display the [Text Box Properties] dialog box by double-clicking anywhere on the border of the text box.

The [Text Box Properties] dialog box opens.



3 **Select the desired border type from [Line Style].**

4 **Specify the [Width] setting to set the thickness of the border.**

NOTE

The [Width] setting is available only if [Line Style] is set to 'Solid'.

5 **Select the desired color of the border from [Color].**

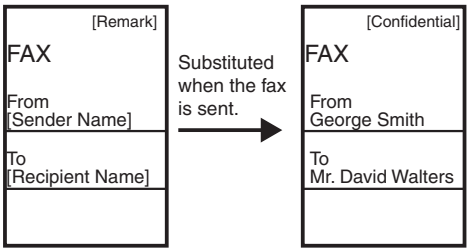
6 **Select the desired background color for the text box from [Fill in].**

7 **Click [OK].**

Specifying Fields

You can show sender or fax recipient information, such as the name, fax number, company name, and department/division name on the cover sheet using a feature called a "field."

Fields are objects in the cover sheet that you can replace with data when sending a fax. Actual sender and recipient information as specified in the fax driver is automatically inserted in the corresponding fields on the cover sheet during transmission.

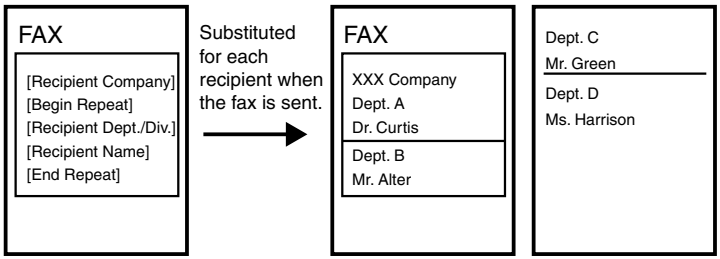


Available fields:

- Sender information: Name, Fax Number, Company, Dept./Div.
- Recipient information: Name, Fax Number, Company, Dept./Div.
- Sheets to send
- Other information: Remark, Comment

A recipient information field that contains multiple values is called a "repeating field." This feature is convenient for using the same cover sheet to send faxes to multiple recipients.

The repeating field is used to insert data for every recipient specified in the fax driver.



In addition to the [Sender Information] and [Recipient Information] fields, you can also insert [Sheets to Send], [Remark], and [Comment] fields on the cover sheet. When the fax is sent, the number of sheets to send as a fax specified in the fax driver is inserted in the [Sheets to Send] field, information specified in the fax driver, such as [Urgent] or [Confidential] is inserted in the [Remark] field, and comments specified in the fax driver are entered in the [Comment] field.

Inserting Sender and Recipient Information Fields When Editing Text

1 **Inside the text box, place the cursor to where you want to insert the field.**

2 **Click the [Insert] menu → point to [Sender Information] or [Recipient Information] → select the field (such as [Name], [Fax Number], [Company], and [Dept./Div.]) to insert.**

The selected field is inserted.

NOTE

If you select [Insert All], all of the available fields for sender or recipient information are inserted simultaneously. The fields are inserted in this order: [Name], [Fax Number], [Company], and [Dept./Div.]. You can change the position of the fields as needed.

Inserting Sender and Recipient Information Fields When Not Editing Text

1 **Click the [Insert] menu → point to [Sender Information] or [Recipient Information] → select the field (such as [Name], [Fax Number], [Company], and [Dept./Div.]) to insert.**

2 **Drag the pointer on the area of the cover sheet to where you want to insert the field.**

A square or rectangular text box containing the selected field appears.

NOTE

If you select [Insert All], all of the available fields for sender or recipient information are inserted simultaneously. The fields are inserted in this order: [Name], [Fax Number], [Company], and [Dept./Div.]. You can change the position of the fields as needed.

Inserting Repeating Fields

Follow the procedure below to show information for multiple recipients on the cover sheet when sending a fax.

1 **Insert the desired recipient information field, such as [Name], [Fax Number], [Company], and [Dept./Div.].**

2 **Inside the text box, place the cursor to the left of the field to repeat.**

3 **Click the [Insert] menu → point to [Recipient Information] → click [Begin Repeat].**

The [Begin Repeat] field is inserted.

4 **Inside the text box, place the cursor to the right of the field to repeat.**

5 **Click the [Insert] menu → point to [Recipient Information] → click [End Repeat].**

The [End Repeat] field is inserted.

The field between the [Begin Repeat] and [End Repeat] fields is replaced with multiple recipients' information when sending a fax.

NOTE

The text box may not be able to accommodate all of the actual data for a repeating field if a large number of recipients are specified for sending a fax. In this case, a new page is automatically created and data that does not fit into the text box displays from the top of the new page.

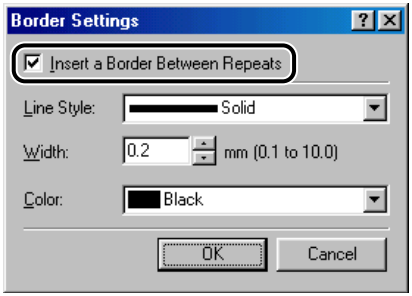
Inserting Borders Between Repeating Fields

When you specify a repeating field for recipient information, you can also select whether to insert borders between the values for easier reading.

1 **Click the [Insert] menu → point to [Recipient Information] → click [Borders].**

The [Border Settings] dialog box opens.

2 **Select [Insert a Border Between Repeats] to insert borders between multiple values in a repeating recipient information field.**



If you do not want to insert borders between the values, deselect this check box → click [OK].

3 **Select the type of line to use as the border from [Line Style].**

4 **Specify the [Width] setting to set the thickness of the borders.**

NOTE

The [Width] setting is available only if [Line Style] is set to 'Solid'.

5 **Select the desired color of the borders from [Color].**

6 **Click [OK].**

Inserting Sheets to Send Field When Editing Text

1 **Inside the text box, place the cursor where you want to insert the field.**

2 **From the [Insert] menu, select [Sheets to Send].**

The [Sheets to Send] field is inserted.

Inserting Sheets to Send Field When Not Editing Text

1 **From the [Insert] menu, select [Sheets to Send].**

2 **Drag the pointer on the area of the cover sheet to insert the field.**

A square or rectangular text box containing the selected field appears.

Inserting Remark and Comment Fields When Editing Text

1 **Inside the text box, place the cursor to where you want to insert the field.**

2 **From the [Insert] menu, select either [Remark] or [Comment].**

The [Remark] field or the [Comment] field is inserted depending on your selection.

Inserting Remark and Comment Fields When Not Editing Text

1 **From the [Insert] menu, select either [Remark] or [Comment].**

2 **Drag the pointer on the area of the cover sheet to insert the field.**

A square or rectangular text box containing the selected field appears.

Creating Objects

You can draw lines, rectangles, rounded rectangles, or ovals on the cover sheet. You can also change their properties once they are drawn.

Lines

1 Click [ ] (Line) on the toolbar.

You can also select [Line] from the [Drawing] menu.

2 Drag the pointer on the area of the cover sheet to draw the line.

Rectangles

1 Click [ ] (Rectangle) on the toolbar.

You can also select [Rectangle] from the [Drawing] menu.

2 Drag the pointer on the area of the cover sheet to draw the rectangle.

To draw a square, hold down [SHIFT] on the keyboard while dragging.

Rounded Rectangles

1 Click [ ] (Rounded Rectangle) on the toolbar.

You can also select [Rounded Rectangle] from the [Drawing] menu.

2 Drag the pointer on the area of the cover sheet to draw the rounded rectangle.

To draw a rounded square, hold down [SHIFT] on the keyboard while dragging.

You can adjust the degree of the curve or the roundness of the corners of the rounded rectangle. To do so, click anywhere outside the newly created rounded rectangle → click the rounded rectangle again → click and drag the inner handle in its upper right corner to change the degree of the curve.

Ovals

1 Click [ ] (Oval) on the toolbar.

You can also select [Oval] from the [Drawing] menu.

2 Drag the pointer on the area of the cover sheet to draw the oval.

To draw a circle, hold down [SHIFT] on the keyboard while dragging.

Inserting Images

1 Click [ ] (Image) on the toolbar.

You can also select [Image] from the [Insert] menu.

The [Open] dialog box opens.

2 Specify the file name of the bitmap file that you want to insert.

NOTE

Clicking [Preview] opens the [Preview] dialog box, where an image of the highlighted bitmap file is displayed.

3 Click [Open].

Editing Objects

You can copy, move, and delete objects, such as lines, rectangles, rounded rectangles, ovals, images, and text boxes on the cover sheet.

Selecting an Object

1 Click the object to select.

You can also drag the pointer completely over the object.

The object is selected.

NOTE

You can also select multiple objects by holding down [SHIFT] on the keyboard and clicking each object that you want to select, or by dragging the pointer completely over the objects. If you want to deselect any of the objects you selected, hold down [SHIFT] on the keyboard → click the objects that you want to deselect.

Moving an Object within the Same Cover Sheet

1 Select the object to move.

NOTE

You can select multiple objects and move them at the same time.

2 Drag the selected object to the desired location.

You can also use any of the four arrow keys [←], [↑], [→], or [↓] to move the object in the desired direction in 0.1 mm increments.

NOTE

- Hold down [SHIFT] on the keyboard while dragging to move the object horizontally or vertically only.
- Hold down [CTRL] on the keyboard while dragging to copy the selected object and drag the copy to the desired location.
- If [Snap to Grid] is specified, holding down [SHIFT] on the keyboard while pressing an arrow key moves the object in the direction of the arrow in half-grid space increments. If [Snap to Grid] is not specified, holding down [SHIFT] on the keyboard while pressing an arrow key moves the object in the direction of the arrow in 2.0 mm increments.

Moving an Object to a Different Cover Sheet

1 Select the object to move.

NOTE

You can select multiple objects and move them at the same time.

2 Click [ ] (Cut) on the toolbar.

You can also select [Cut] from the [Edit] menu.

3 Display the second cover sheet.

NOTE

If the second cover sheet is open, you can select it from the [Window] menu.

4 Click [ ] (Paste) on the toolbar.

You can also select [Paste] from the [Edit] menu.

The selected object is moved to the active cover sheet.

Resizing an Object

1 Select the object whose size you want to change.

NOTE

You can select multiple objects and change all of their sizes at the same time.

2 Drag any handle on the selected object to change its size.

NOTE

The shape of the pointer changes depending on which handle you place it over.

- Dragging the handles on the top and bottom sides of the object changes its height.
- Dragging the handles on the left and right sides of the object changes its width.
- Dragging the handles on the corners of the object changes both its height and width.

Copying an Object by Dragging

1 Select the object to copy.

NOTE

You can select multiple objects and copy them at the same time.

2 Hold down [CTRL] on the keyboard → drag the selected (copied) object to the desired location.

NOTE

Dragging the selected object without holding down [CTRL] on the keyboard moves the object to the new location instead of copying it.

Copying an Object by Using Button or Menu Commands

You can use button and menu commands to copy an object, such as a line, rectangle, rounded rectangle, oval, image, or text box on the same cover sheet or to another cover sheet.

Follow the procedure below.

---

1 Select the object to copy.

NOTE

You can select multiple objects and copy them at the same time.

2 Click [ ] (Copy) on the toolbar.

3 You can also select [Copy] from the [Edit] menu.

4 If you want to copy the object to a different cover sheet, display the second cover sheet.

NOTE

If the second cover sheet is open, you can select it from the [Window] menu.

5 Click [ ] (Paste) on the toolbar.

You can also select [Paste] from the [Edit] menu.

The selected object is copied.

NOTE

- You cannot copy an object to a different cover sheet by dragging.
- To copy text, drag the pointer over the text to select it → click [ ] (Copy) or select the [Copy] command to copy it → click [ ] (Paste) or select the [Paste] command. If you want to copy text within the same text box, hold down [CTRL] on the keyboard while dragging the selected text.

Duplicating an Object

Duplicating enables you to copy and paste an object in one operation.

1 **Select the object to duplicate.**

NOTE

You can select multiple objects and duplicate them at the same time.

2 **Click [ ] (Duplicate) on the toolbar.**

You can also select [Duplicate] from the [Edit] menu.

The selected object is duplicated.

Deleting an Object

1 **Select the object to delete.**

NOTE

You can select multiple objects and delete them at the same time.

2 **Click [ ] (Delete) on the toolbar.**

You can also select [Delete] from the [Edit] menu, or press [DELETE] on the keyboard.

The selected object is deleted.

Grouping Objects

You can edit or handle multiple objects that are grouped together as a single object. You can move, copy, or change the size of grouped objects in a single operation. You can also simultaneously modify the properties of all objects in the group.

1 **While holding down [SHIFT] on the keyboard, select all the objects to group.**

2 **Click [ ] (Group) on the toolbar.**

You can also select [Group] from the [Layout] menu.

You can ungroup objects by selecting the group of objects that you want to ungroup and clicking [ ] (Ungroup) on the toolbar or selecting [Ungroup] from the [Layout] menu.

Specifying Object Properties

Follow the procedure below to change the line style, line color, and background color of objects, such as lines, rectangles, rounded rectangles, ovals, and images.

1 Select the object whose properties you want to change.

NOTE

You can select multiple objects and change their properties at the same time.

2 Click [ ] (Properties) on the toolbar.

You can also select [Properties] from the [Edit] menu, or display the [Object Properties] dialog box by double-clicking the selected object.

The [Object Properties] dialog box opens.

3 Select the desired line type for the object from [Line Style].

4 Specify the [Width] setting to set the thickness of the line.

NOTE

The [Width] setting is available only if [Line Style] is set to 'Solid'.

5 Select the desired line color for the object from [Color].

6 Select the desired background color for the object from [Fill in].

NOTE

[Fill in] cannot be specified if the selected object is either a line or an image.

7 Click [OK].

Arranging Objects

You can rearrange the order and appearance of objects, such as lines, rectangles, rounded rectangles, ovals, images, and text boxes on the cover sheet.

Changing the Order of Display

If multiple objects overlap, you can specify the order in which they overlap. Use the following four commands to change the order of display of overlapping objects:

- [Bring to Front]: Moves the selected object to the front.
- [Send to Back]: Moves the selected object to the back.
- [Bring Forward]: Moves the selected object one level higher.
- [Send Backward]: Moves the selected object one level lower.

1 Select the object whose display order you want to change.

NOTE

- You can select multiple objects and change the order of display for all of them at the same time.
- If the object you want to select lies behind other objects and thus is hidden from view, press [TAB] on the keyboard repeatedly until the object you want is selected. You can also select in reverse order by holding down [SHIFT] on the keyboard while pressing [TAB] on the keyboard.

2 Click [ ] (Bring to Front), [ ] (Send to Back), [ ] (Bring Forward), or [ ] (Send Backward) on the toolbar.

NOTE

You can also select [Bring to Front], [Send to Back], [Bring Forward], or [Send Backward] from the [Layout] menu.

Aligning Multiple Objects

You can align multiple selected objects according to their left edge, right edge, top edge, bottom edge, or center in one operation. The position of the last selected object becomes the point of reference of alignment.

Use the following commands to change the alignment of the selected objects:

- [Align Left]: Aligns the left edge of all objects along the left edge of the last selected object.
- [Align Center]: Aligns the left-right center axis of all objects along the left-right center axis of the last selected object.
- [Align Right]: Aligns the right edge of all objects along the right edge of the last selected object.
- [Align Top]: Aligns the top edge of all objects along the top edge of the last selected object.
- [Align Middle]: Aligns the top-bottom center axis of all objects along the top-bottom center axis of the last selected object.
- [Align Bottom]: Aligns the bottom edge of all objects along the bottom edge of the last selected object.

1 While holding down [SHIFT] on the keyboard, select the objects to align.

Select the object to be used as the point of reference last.

NOTE

If you drag the pointer to select multiple objects, the object positioned in the front is used as the point of reference.

2 Click [ ] (Align Left), [ ] (Align Center), [ ] (Align Right), [ ] (Align Top), [ ] (Align Middle), or [ ] (Align Bottom) on the toolbar.

You can also click the [Layout] menu → point to [Distribute Horizontally] or [Distribute Vertically] → select the type of alignment you want.

Specifying Grid Options

The grid function is useful for arranging created objects.

Showing Grids

You can display the grid on the cover sheet to help you create and arrange objects.

1 On the toolbar, click [ ] (Show Grids) to activate the grid.

You can also activate the command by clicking [Show Grids] from the [View] menu.

Hide the grid by clicking the activated [ ] (Show Grids) to deactivate it or by clicking [Show Grids] from the [View] menu.

Snapping Objects to Grid

If you activate the [Snap to Grid] setting for the cover sheet, objects are aligned along the grid when they are moved or resized on the cover sheet.

1 On the toolbar, click [ ] (Snap to Grid) to activate the grid.

You can also activate the command by clicking [Snap to Grid] from the [View] menu.

Deactivate the [Snap to Grid] setting by clicking the activated [ ] (Snap to Grid) or by clicking [Snap to Grid] from the [View] menu.

NOTE

[Snap to Grid] is available only after this setting is specified. It does not affect objects that are modified before this setting is specified.

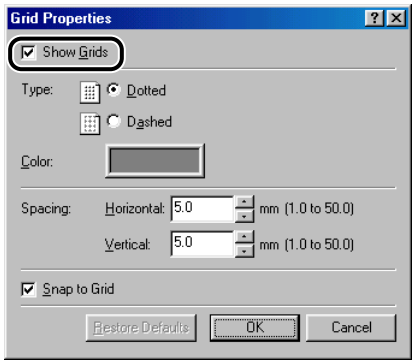
Specifying Grid Properties

Follow the procedure below to specify the properties for the grid on the cover sheet, such as type, color, and spacing. You can also specify whether to display the grid and whether to snap objects to the grid.

1 Select [Grid Properties] from the [View] menu.

The [Grid Properties] dialog box opens.

2 Select [Show Grids].



Deselect the check box if you do not want to display the grid.

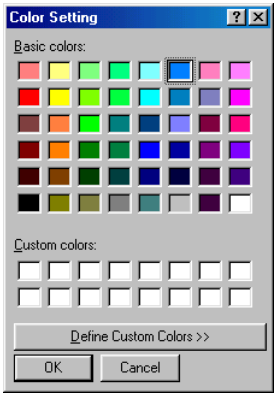
NOTE

Deselecting this check box disables the [Type], [Color], and [Spacing] settings.

3 Select [Dotted] or [Dashed].

4 Click the button to the right of [Color].

The [Color Setting] dialog box opens.



5 Select a color to use as the grid's basic color in the [Color Setting] dialog box.

● **To select basic color:**

❑ Select the color you want from [Basic colors].

● **To create your own color:**

❑ Click on a color that is the closest to the color you want.

❑ Click [Define Custom Colors].

The color matrix appears on the left of the [Color Setting] dialog box.

❑ Adjust the luminosity of the color → click [Add to Custom Colors].

6 Click [OK] in the [Color Setting] dialog box.

7 Specify the [Horizontal] and [Vertical] spacing for the grid.

NOTE

You can change the unit of measurement for the spacing in the [Unit Setting] dialog box displayed by selecting [Unit] from the [View] menu.

8 To align objects along the grid, select [Snap to Grid].

To deactivate [Snap to Grid], deselect the check box.

9 Click [OK].

NOTE

Clicking [Restore Defaults] in the [Grid Properties] dialog box restores all [Grid Properties] settings for the cover sheet to their default values.

Printing a Cover Sheet

Follow the procedure below to print the cover sheet.

1 **Click [ ] (Print) on the toolbar.**

You can also select [Print] from the [File] menu.

The [Print] dialog box opens.

2 **Select the printer → click [OK].**

As necessary, click [Properties] to specify detailed print settings.

3 **Specify the number of copies to print.**

NOTE

[All] is the only active selection for the [Print range] setting because the cover sheet consists of only one page.

4 **Click [OK].**

Registering an Original Cover Sheet as a Template

You can register the cover sheet created with the Canon Cover Sheet Editor with the fax driver for use as a template.

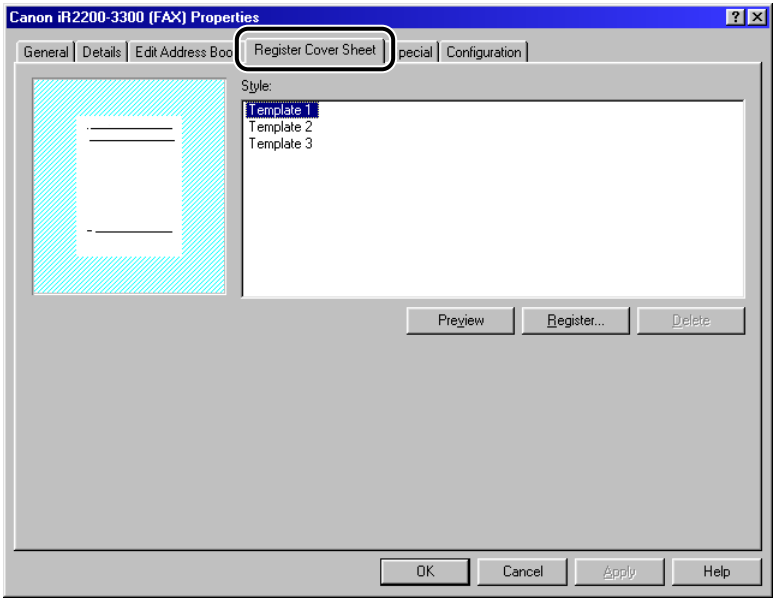
1 **On the [Start] menu, point to [Settings] → click [Printers].**

NOTE

- If you are using Windows XP Professional/Server 2003, on the [Start] menu, click [Printers and Faxes].
- If you are using Windows XP Home Edition, on the [Start] menu, click [Control Panel] → [Printers and Other Hardware] → [Printers and Faxes].

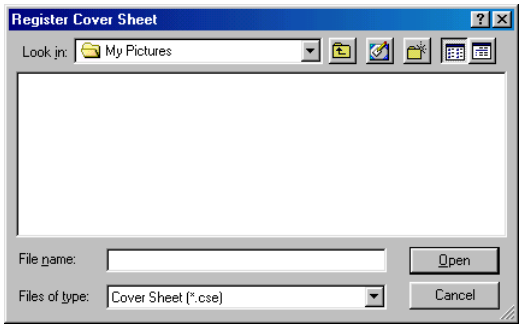
2 **In the [Printers] folder, right-click the printer icon for your fax → click [Properties] (Windows 98/Me), [Document Default] (Windows NT 4.0), or [Printing Preferences] (Windows 2000/XP/Server 2003).**

3 Click the [Register Cover Sheet] tab.



4 Click [Register].

The [Register Cover Sheet] dialog box opens.



5 Select the cover sheet template file → click [Open].

The selected template is added to [Style] in the [Register Cover Sheet] sheet.

NOTE

In addition to the default templates, you can add up to 30 templates to the fax driver.

Special Fax Driver Options

5
CHAPTER

This chapter describes instructions for using the Job Accounting features, and for setting the time to send a fax.

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Job Accounting Overview 5-2

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Setting the Fax Send Time 5-7

Job Accounting Features

This section describes Job Accounting, how to specify the ID and password for Job Accounting, and how to fax with Job Accounting.

Job Accounting Overview

Job Accounting enables you to sum fax totals for each department or user for management purposes, under an ID and a password assigned to each department or user.

A document will be faxed only if the specified ID and password are verified as valid.

IMPORTANT

- If you are using a shared fax in the Print Server (Point and Print) environment, it is necessary to install the Canon Driver Information Assist Service in the server PC in order to use the Job Accounting feature. (See "Installing the Canon Driver Information Assist Service," on p. 2-36.)
- If you are using a local fax (connected to an LPT port, USB port, etc.), you cannot use the Job Accounting feature.

NOTE

Job Accounting is not available for the imageRUNNER 400/330, imageRUNNER 400/330-P1/R1, and LASER CLASS 510.

Specifying the ID and Password

In order to fax documents using the Job Accounting feature, follow the procedure below to specify the ID and password.

1 On the [Start] menu, point to [Settings] → click [Printers].

NOTE

- If you are using Windows XP Professional/Server 2003, on the [Start] menu, click [Printers and Faxes].
- If you are using Windows XP Home Edition, on the [Start] menu, click [Control Panel] → [Printers and Other Hardware] → [Printers and Faxes].

2 In the [Printers] folder, right-click the printer icon for your fax → click [Properties].

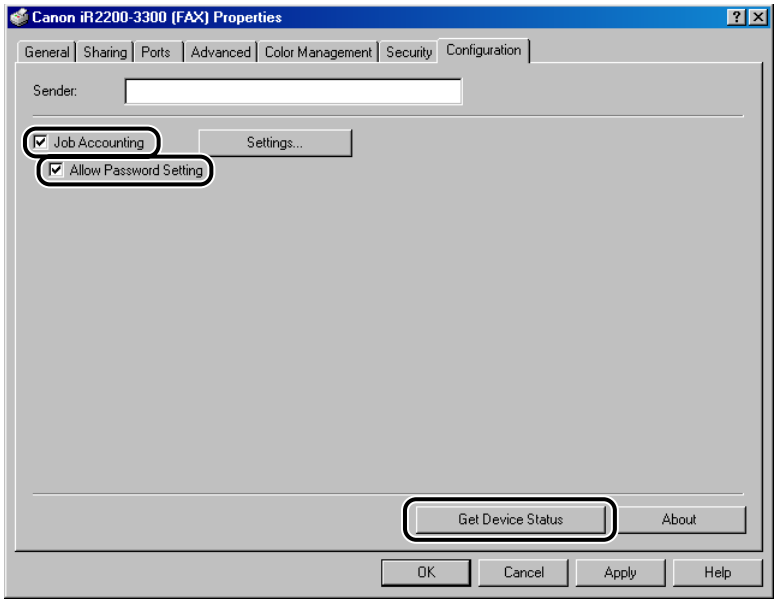
3 From the fax properties dialog box, click the [Configuration] sheet (for Windows 98/Me) or [Device Settings] sheet (for Windows NT 4.0/2000/XP/Server 2003).

For details on how to access the fax properties dialog box, see "Sending a Document," on p. 3-2.

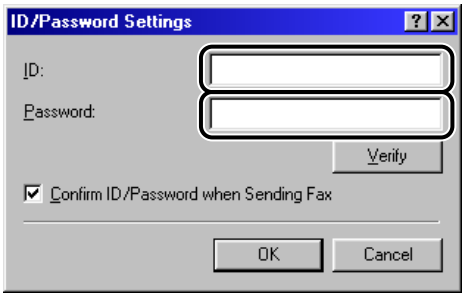
NOTE

For the imageRUNNER 400/330 and imageRUNNER 400/330-P1/R1, [Configuration] sheet is displayed no matter what you are using which operating system.

4 Click [Get Device Status] to confirm that [Job Accounting] is selected, or manually select [Job Accounting] and [Allow Password Setting] if necessary.



5 Click [Settings] to open the [ID/Password Settings] dialog box → enter the ID and password.



NOTE

- The ID and password can be changed when faxing a document only if [Confirm ID/Password when Sending Fax] is selected in the [ID/Password Settings] dialog box.
- For Windows NT 4.0/2000/XP/Server 2003, you can specify the password in the [ID/Password Settings] dialog box only if [Allow Password Setting] is selected in the [Device Settings] sheet.
- You can leave the password blank.

6 Click [Verify] to confirm that the specified ID and password are valid.

7 Click [OK].

Faxing with Job Accounting (Windows 98/Me)

To fax with Job Accounting, follow the procedure below.

1 In application software, with the document open, select [Print].

2 Click [Properties] in the [Print] dialog box.

3 Specify the various settings in the fax properties dialog box.

4 **Click [OK] to close the fax properties dialog box → click [OK] in the [Print] dialog box.**

5 **If the [Confirm ID/Password] dialog box opens, enter the ID and the password → click [OK].**

The document is faxed with the specified ID and password.

NOTE

- The [Confirm ID/Password] dialog box opens only if [Confirm ID/Password when Sending Fax] is selected in the [ID/Password Settings] dialog box. Otherwise, the document is faxed under the previously specified ID and password.
- You can leave the password blank.

Faxing with Job Accounting (Windows NT 4.0/2000/XP/Server 2003)

The procedure for faxing with Job Accounting differs depending on whether [Allow Password Setting] is selected in the [Device Settings] sheet.

With Allow Password Setting Selected

The password for Job Accounting can be specified in advance in the [ID/Password Settings] dialog box.

1 **In application software, with the document open, select [Print].**

2 **Click [Properties] in the [Print] dialog box.**

3 **Specify the various settings in the fax properties dialog box.**

4 **Click [OK] to close the fax properties dialog box → click [OK] in the [Print] dialog box.**

The document is faxed with the specified ID and password.

With Allow Password Setting Not Selected

The password for Job Accounting cannot be specified in the [ID/Password Settings] dialog box.

---

1 **In application software, with the document open, select [Print].**

2 **Click [Properties] in the [Print] dialog box.**

3 **Specify the various settings in the fax properties dialog box.**

4 **Click [OK] to close the fax properties dialog box → click [OK] in the [Print] dialog box.**

5 **In the [Confirm ID/Password] dialog box, enter the password → change the ID, if necessary.**

NOTE

You can leave the password blank.

6 **Click [OK].**

The document is faxed with the specified ID and password.

Setting the Fax Send Time

By temporarily storing data in the printer, you can set the time at which a fax will be sent.

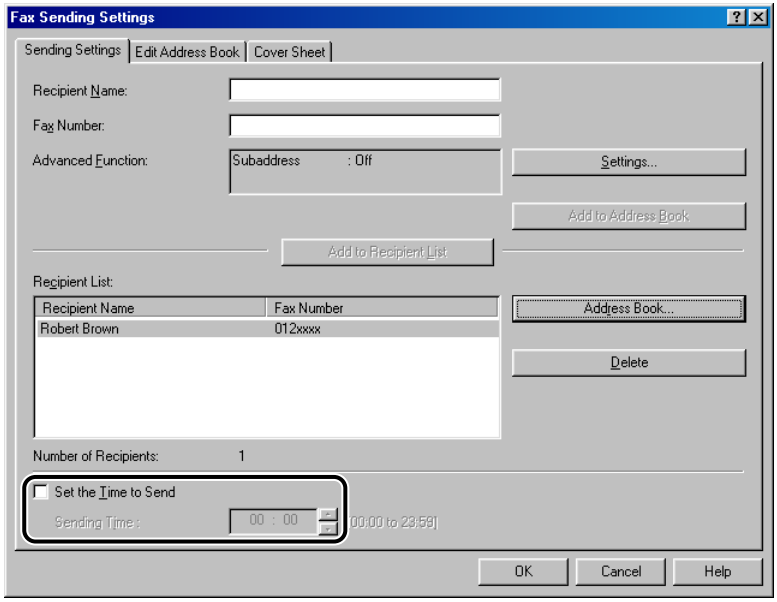
1 **In application software, with the document open, select [Print].**

The [Print] dialog box opens.

2 **In the [Print] dialog box, select your fax driver name from [Name] → click [OK].**

3 **In the [Sending Settings] sheet, specify the name and fax number of the fax recipient → click [Add to Recipient List].**

4 **Select [Set the Time to Send] → specify the time to send a fax.**



5 Click [OK] in the fax properties dialog box.

The data is stored temporarily in the printer, and the fax is sent at the specified time.

Appendix

6
CHAPTER

This chapter provides information about additional software used with the fax drivers.

Additional Software 6-2

Canon Port Setting Tool 6-2

Device Status Extension (Windows 2000/XP/Server 2003) 6-3

Glossary 6-4

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Additional Software

This section describes additional software used with the fax driver.

Canon Port Setting Tool

The Canon Port Setting Tool enables you to correspond the device driver installed in your computer with the network address for the device. If you cannot set up the fax configuration automatically or use the Job Accounting feature properly when you are using SMB (Server Message Block) or NDPS (Novell Distributed Print Services), you need to specify the port using the Canon Port Setting Tool.

1 **In Windows Explorer, double-click the following folders: [Program Files] → [Canon] → [Portset].**

2 **In the [Portset] folder, double-click the [Portset.exe] icon to start the Canon Port Setting Tool.**

NOTE

- The Canon Port Setting Tool is installed with the fax driver.
- For more information about using the Canon Port Setting Tool, see the Online Help. To display the Online Help, start the Canon Port Setting Tool → click [Help].

Device Status Extension (Windows 2000/XP/Server 2003)

If you use a shared fax in Windows 2000/XP/Server 2003, you can browse information on the shared fax and manage fax jobs through a web browser.

Installing Device Status Extension in Windows 2000/XP/Server 2003 enables you to browse detailed information on faxes supporting Device Status Extension. Device Status Extension also enables you to start the NetSpot Console from the [Device Status Extension] window to set up faxes. NetSpot Console is software which monitors job status and devices connected to the network.

NOTE

- For instructions on how to install and use the Device Status Extension, see the README.TXT file located in the following folders on the Printer Driver Software CD-ROM:
  - \DSE\english\win2000
  - \DSE\english\winxp
  - \DSE\english\winServer2003
- Some products do not come with the Device Status Extension.

Glossary

C

Canon Driver Information Assist Service

A software module that is specialized in retrieval of information from devices. When you are using a shared printer in the Print Server (Point and Print) environment, it is necessary to install the Canon Driver Information Assist Service in the server PC in order to set up the printer configuration automatically or to use the Job Accounting feature.

D

Device Status Extension

An extension for Windows 2000/XP/Server 2003 that enables you to view information about shared printers, and to manage print jobs using your Web browser. If you are using NetSpot Console, Device Status Extension also enables you to start NetSpot Console from the Device Status Extension screen to set up printers.

L

Log on

Entering a user name and password as a means of user authentication to start a computer session or access to a service.

N

NDPS

Novell Distributed Print Services. A printing system developed by Novell, for managing printers in a network environment.

NetSpot Console

A web-based version of NetSpot. Being browser enabled, it can be used to browse and manage network devices.

P

Port Setting Tool

A software utility that enables you to confirm and reset the correspondence between the port of the device driver installed in Windows and its network address. The Port Setting Tool is useful when the printer driver is unable to acquire the device status information properly. If NetSpot Job Monitor is installed in your computer, you can also use this utility to set the update interval for acquiring information and for checking device types.

Protocol

A set of rules that govern the transmission of data across a network.

S

Sender's Name

Your personal or organization name. The sender's name, fax number, date, and time sent are printed on each page that you send. You can register up to 99 sender names, that are selected using the TTI selector, before sending.

SMB

Server Message Block. A protocol that provides file and printer sharing over a network for Windows computers.

Subaddress

Subaddress is the Global telecommunications standard provided by ITU-T (International Telecommunication Union - Telecommunication Standardization Sector). As long as the remote party's machine supports the same standards, confidential or relayed communications are possible by attaching a subaddress and a password in advance.

T

TCP/IP

Transmission Control Protocol/Internet Protocol. The protocol used to connect to the Internet and to wide area networks.

Transmission Time

A fax transmission consists of three stages: the machine sending the fax connects with the machine receiving it, the message is then transmitted, after which the sender and the receiver exchange signals to confirm the end of transmission. The transmission time described in this guide is not the total time required for the entire transmission, but only the time taken for the message transmission.

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