Canon

imageCLASS
MF7280

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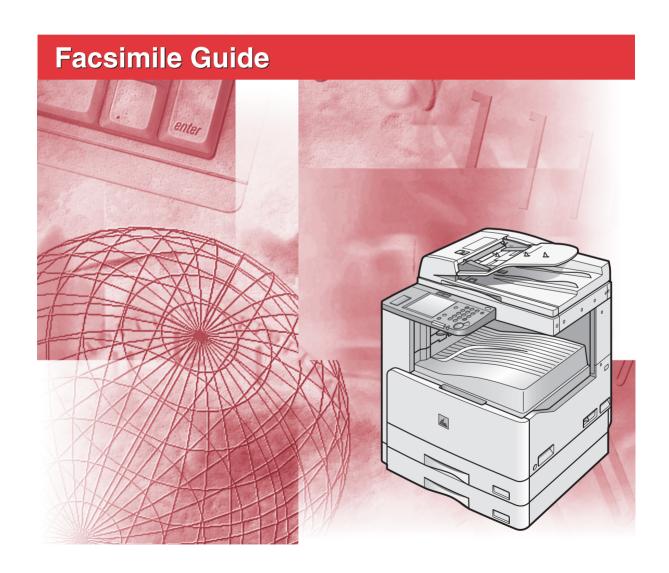
Please read this guide before operating this equipment.
After you finish reading this guide, store it in a safe place for future reference.
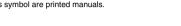
ENG

imageCLASS MF7280 Facsimile Guide

Manuals for the Machine

The manuals for this machine are divided as follows. Please refer to them for detailed information.

Guides with this symbol are printed manuals.

Guides with this symbol are PDF manuals included on the accompanying CD-ROM. (See footnote.)

- **Machine Set-Up**
- **Driver Installation**

Starter Guide

- **Quick Reference for Basic Operations**

Easy Operation Guide

- **Basic Operations**
- **Troubleshooting**

Reference Guide

- **Copying Instructions**

Copying Guide

- **Sending Instructions**

Sending Guide

- **Fax Instructions**

Facsimile Guide (This Document)

- **Setting Up the Network Connection and Installing the CD-ROM Software**

Network Quick Start Guide

- **Remote User Interface Instructions**

Remote UI Guide

- **Network Connectivity and Setup Instructions**

Network Guide

- **PCL/UFR II Printer Instructions**

PCL/UFR II Printer Guide

- **PCL Printer Driver Installation and Instructions**

PCL Driver Guide

- **UFR II Printer Driver Installation and Instructions**

UFR II Driver Guide

- **Fax Driver Installation and Instructions**

Fax Driver Guide

How This Manual Is Organized

Contents

Chapter 2 Send and Receive Methods

Chapter 3   Checking/Changing the Fax Status

Chapter 4   Customizing Communications Settings

Chapter 5   Storing/Editing Address Book Settings

Chapter 6   System Settings

Chapter 7 Printing Communication Reports

Chapter 8 Troubleshooting

Chapter 9 Appendix

Preface

Thank you for purchasing the Canon imageCLASS MF7280. Please read this manual thoroughly before operating the machine 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.

⚠ WARNING   Indicates a warning concerning operations that may lead to death or injury to persons if not performed correctly. In order to use the machine safely, always pay attention to these warnings.

⚠ CAUTION   Indicates a caution concerning operations that may lead to injury to persons, or damage to property if not performed correctly. In order to use the machine safely, always pay attention to these cautions.

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

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

Keys Used in This Manual

The following symbols and key names are a few examples of how keys to be pressed are expressed in this manual:

- Touch Panel Display Keys: [Key Name]

  Examples: [Cancel]
                                 [Done]

- Control Panel Keys: Key icon (Key Name)

  Examples: ⊙ (Start)

                              ⊘ (Stop)

Hereafter, the following name substitutions take place:
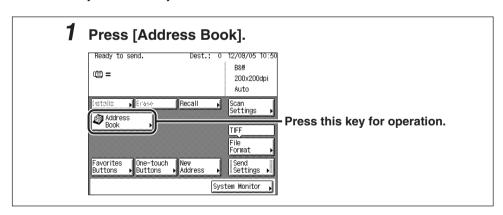
- Transmission/Sending: TX

- Reception/Receiving: RX

Displays Used in This Manual

The keys which you should press are marked with a ⊂⊃, as shown below.

When multiple keys can be pressed on the touch panel display, all keys are marked. Select the keys which suit your needs.

---

1 **Press [Address Book].**

Ready to send.	Dest.: 0	12/09/05 10:50

B&W
200x200dpi
Auto

Details ▶ | Erase | Recall ▶ | Scan Settings ▶

🗐 Address Book   **Press this key for operation.**

TIFF

File Format ▶

Favorites Buttons ▶ | One-touch Buttons ▶ | New Address ▶ | Send Settings ▶

System Monitor ▶

Legal Notices

FCC (Federal Communications Commission)

imageCLASS MF7280: Model F189000

This device complies with Part 15 of the FCC Rules.
Operation is subject to the following two conditions:

(1) This device may not cause harmful interference,

and

(2) This device must accept any interference received, including interference that may cause undesired operation.

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment to an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

Use of shielded cables are required to comply with Class B limits in Subpart B of Part 15 of the FCC Rules.

Do not make any changes or modifications to the equipment unless otherwise specified in this manual. If you make such changes or modifications, you could be required to stop operation of the equipment.

If your equipment malfunctions, please contact your local authorized Canon dealer from whom you purchased the equipment (if under warranty), or with whom you have a servicing contact. If you are not sure who to contact, and have both purchased and are using the equipment in the U.S.A., please refer to the "SUPPORT" page on Canon USA's Web site (http://www.usa.canon.com).

Canon U.S.A. Inc.
One Canon Plaza, Lake Success, NY 11042, U.S.A.
TEL No. (516) 328-5600

Users in the U.S.A.

Preinstallation Requirements for Canon Facsimile Equipment

A. Location

Supply a suitable table, cabinet, or desk for the machine. See Chapter 8, "Appendix," in the *Reference Guide* for specific dimensions and weight.

B. Order Information

1. A single telephone line (touch-tone or rotary) should be used.
2. Order an RJ11-C telephone wall jack (USOC), which should be installed by the telephone company. If the RJ11-C wall jack is not present, telephone/facsimile operation is not possible.
3. Order a normal business line from your telephone company's business representative. The line should be a regular voice grade line or an equivalent one. Use one line per unit.

    DDD (Direct Distance Dial) line

    -or-

    IDDD (International Direct Distance Dial) line if you communicate overseas

📎 NOTE

Canon recommends an individual line following industry standards, i.e., 2,500 (touch-tone) or 500 (rotary/pulse dial) telephones. A dedicated extension off a PBX (Private Branch eXchange) unit without "Call Waiting" can be used with the your facsimile unit. Key telephone systems are not recommended because they send nonstandard signals to individual telephones for ringing and special codes, which may cause a facsimile error.

C. Power Requirements

The machine should be connected to a standard 120 volt AC, three-wire grounded outlet only.

Do not connect this machine to an outlet or power line shared with other appliances that cause "electrical noise." Air conditioners, electric typewriters, copiers, and machines of this sort generate electrical noise that often interferes with communications equipment and the sending and receiving of documents.

Connection of the Equipment

This equipment complies with Part 68 of the FCC rules and the requirements adopted by the ACTA. On the rear panel of this equipment is a label that contains, among other information, a product identifier in the format of US:AAAEQ##TXXXX. If requested, this number must be provided to the telephone company.

The REN (Ringer Equivalence Number) is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most, but not all areas, the sum of the RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact the local telephone company. The REN for this product is part of the product identifier that has the format US:AAAEQ##TXXXX. The digits represented by ## are the REN without a decimal point (e.g., 10 is a REN of 1.0).

An FCC compliant telephone line cable and modular plug is provided with this equipment. This equipment is designed to be connected to the telephone network or premise wiring using a compatible modular jack that is Part 68 compliant.

This equipment may not be used on coin service provided by the telephone company. Connection to party lines is subject to state tariffs.

In Case of Equipment Malfunction

Should any malfunction occur which cannot be corrected by the procedures described in this guide or the *Reference Guide*, disconnect the equipment from the telephone line cable and disconnect the power cord. The telephone line cable should not be reconnected or the main power switch turned ON until the problem is completely resolved. Users should contact their local authorized Canon Facsimile Service Dealer for the servicing of equipment.

If your equipment malfunctions, please contact your local authorized Canon dealer from whom you purchased the equipment (if under warranty), or with whom you have a servicing contract. If you are not sure who to contact, and have both purchased and are using the equipment in the U.S.A., please refer to the "SUPPORT" page on Canon U.S.A.'s Web site (http://www.usa.canon.com).

Rights of the Telephone Company

If this equipment (imageCLASS MF7280) causes harm to the telephone network, the telephone company may temporarily disconnect service. The telephone company also retains the right to make changes in facilities and services that may affect the operation of this equipment. When such changes are necessary, the telephone company is required to give adequate prior notice to the user. However, if advance notice is not possible, the telephone company will notify the customer as soon as possible. Also, the customer will be advised of his/her right to file a complaint with the FCC if he/she believes it is necessary.

⚠ **WARNING**

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device to send any message via a telephone facsimile machine unless such message clearly contains in a margin at the top or bottom of each transmitted page, or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity, or individual.

✐ NOTE

In order to program this information into your machine, complete the procedure for registering your name, unit's telephone number, time, and date in Chapter 1.

Users in Canada

Preinstallation Requirements for Canon Facsimile Equipment

A. Location

Supply a suitable table, cabinet, or desk for the machine. See Chapter 8, "Appendix," in the *Reference Guide* for specific dimensions and weight.

B. Order Information

1. A single telephone line (touch-tone or rotary) should be used.
2. Order a CA11A modular jack which should be installed by the telephone company. If the CA11A jack is not present, installation cannot occur.
3. Order a normal business line from your telephone company's business representative. The line should be a regular voice grade line or an equivalent one. Use one line per unit.

   DDD (Direct Distance Dial) line

   or

   IDDD (International Direct Distance Dial) line if you communicate overseas

✐ NOTE
> Canon recommends an individual line following industry standards, i.e., 2,500 (touch-tone) or 500 (rotary/pulse dial) telephones. A dedicated extension off a PBX (Private Branch eXchange) unit without "Call Waiting" can be used with your facsimile unit. Key telephone systems are not recommended because they send nonstandard signals to individual telephones for ringing and special codes, which may cause a facsimile error.

C. Power Requirements

The power outlet should be a three-prong grounded receptacle (Single or Duplex). It should be independent from copiers, heaters, air conditioners, or any electric equipment that is thermostatically controlled. The rated value is 115 volts and 15 amperes. The CA11A modular jack should be relatively close to the power outlet to facilitate installation.

Notice

• This product meets the applicable Industry Canada technical specifications.

• The Ringer Equivalence Number is an indication of the maximum number of devices allowed to be connected to a telephone interface. The termination of an interface may consist of any combination of devices subject only to the requirement that the sum of the RENs of all the devices does not exceed five.

• The REN of this product is 1.0.

• Before installing this equipment, users should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. In some cases, the company's inside wiring associated with a single line individual service may be extended by means of a certified connector assembly (telephone extension cord). The customer should be aware that compliance with the above conditions may not prevent deterioration of service in some situations.

• Repairs to certified equipment should be made by an authorized Canadian maintenance facility designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user to disconnect the equipment.

• Users should ensure for their own protection that the electrical ground connections of the power utility, telephone lines, and internal metallic water pipe system, if present, are connected together. This precaution may be particularly important in rural areas.

⚠ **CAUTION**

> **Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority, or electrician, as appropriate.**

✎ NOTE

> This equipment complies with the Canadian ICES-003 Class B limits.

Conditions à Remplir Préalablement à L'installation d'un Télécopieur Canon

A. Emplacement

Prévoir une table, un meuble, ou un bureau suffisamment solide et de taille appropriée (voir le chapitre 8, Annexe (Appendix), du *Guide de référence* (*Reference Guide*) pour les indications de poids et dimensions).

B. Installation téléphonique

1. Une seule ligne téléphonique (tonalités ou impulsions) doit être utilisée.
2. Il faut commander un jack modulaire CA11A qui sera installé par la compagnie téléphonique. Sans ce jack, la mise en place serait impossible.
3. Si vous vous abonnez à une nouvelle ligne, demandez une ligne d'affaires normale de qualité téléphonique courante ou équivalente. Prenez un abonnement d'une ligne par appareil.

   Ligne automatique interurbaine

   ou

   Ligne automatique internationale
   (si vous communiquez avec les pays étrangers)

$\mathscr{D}$ NOTE

Canon vous conseille d'utiliser une ligne individuelle conforme aux normes industrielles, à savoir: ligne téléphonique 2,500 (pour appareil à clavier) ou 500 (pour appareil à cadran/impulsions). Il est également possible de raccorder ce télécopieur à un système téléphonique à poussoirs car la plupart de ces systèmes émettent des signaux d'appel non normalisés ou des codes spéciaux qui risquent de perturber le fonctionnement du télécopieur.

C. Condition d'alimentation

Raccordez le télécopieur à une prise de courant plus terre à trois branches, du type simple ou double, et qui ne sert pas à alimenter un copieur, un appareil de chauffage, un climatiseur ou tout autre appareil électrique à thermostat. L'alimentation doit être de 115 volts et 15 ampères. Pour faciliter l'installation, le jack CA11A doit être assez proche de la prise de courant.

Remarques

- Le présent matériel est conforme aux spécifications techniques applicables d'Industrie Canada.

- Avant d'installer cet appareil, l'utilisateur doit s'assurer qu'il est permis de le connecter à l'équipement de la compagnie de télécommunication locale et doit installer cet appareil en utilisant une méthode de connexion autorisée. Il se peut qu'il faille étendre la circuiterie intérieure de la ligne individuelle d'abonné, qui a été installée par la compagnie, au moyen d'un jeu de connecteurs homologués (rallonge téléphonique).
L'attention de l'utilisateur est attirée sur le fait que le respect des conditions mentionnées ci-dessus ne constitue pas une garantie contre les dégradations de qualité du service dans certaines circonstances.

- L'indice d'équivalence de la sonnerie (IES) sert à indiquer le nombre maximal de terminaux qui peuvent être raccordés à une interface téléphonique. La terminaison d'une interface peut consister en une combinaison quelconque de dispositifs, à la seule condition que la somme d'indices d'équivalence de la sonnerie de tous les dispositifs n'excède pas 5.

- Le nombre d'équivalents sonnerie (REN) de ce produit est 1,0.

- Les réparations sur un appareil certifié doivent être faites par une société d'entretien canadienne autorisée par le Gouvernement canadien et désignée par le fournisseur. Toute réparation ou modification que pourrait faire l'utilisateur de cet appareil, ou tout mauvais fonctionnement, donne à la compagnie de télécommunication le droit de débrancher l'appareil.

- Pour sa propre protection, l'utilisateur doit s'assurer que les prises de terre de l'appareil d'alimentation, les lignes téléphoniques et les tuyaux métalliques internes, s'il y en a, sont bien connectés entre eux. Cette précaution est particulièrement importante dans les zones rurales.

⚠ CAUTION

Au lieu d'essayer de faire ces branchements eux-mêmes, les utilisateurs sont invités à faire appel à un service d'inspection faisant autorité en matière d'électricité ou à un électricien, selon le cas.

✎ NOTE

Respecte les limites de la classe B de la NMB-003 du Canada.

Super G3

Super G3 is a phrase used to describe the new generation of fax machines that use ITU-T V.34 standard 33.6 Kbps* modems. Super G3 High Speed Fax machines allow transmission times of approximately 3 seconds* per page which results in reduced telephone line charges.

* Approximately 3 seconds per page fax transmission time based on CCITT/ITU-T No.1 Chart, (JBIG, Standard Mode) at 33.6 Kbps modem speed. The PSTN (Public Switched Telephone Network) currently supports 28.8 Kbps modem speeds or slower, depending on telephone line conditions.

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Introduction to Fax Functions

CHAPTER 1

This chapter is an introduction to the Fax function.

What This Machine Can Do
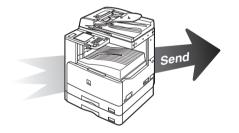
All the elements you will ever need in a digital multitasking machine.

The imageCLASS MF7280 is packed with various send functions.

Super G3 Fax Function

This machine's Super G3 fax function is compatible with most Super G3 fax machines used in office environments. Compared to ordinary fax machines, Super G3 enables high-speed fax transmissions, which results in reduced transmission costs.
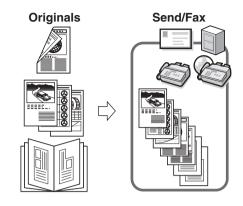
ECM Function for High Quality Images

This machine's fax function is compatible with ECM (Error Correction Mode). ECM corrects errors and distorted or poor quality fax transmissions that arise from line noise. It also enables you to send or receive high-quality faxes even if the condition of your telephone line is not ideal.
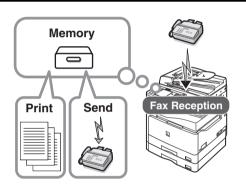
Flexible Scan Features

This machine offers a variety of convenient scanning features, such as the scanning of two-sided and different size originals. You can also set the scan density, type of the original, and document size. In addition, you can store preferred scan settings and retrieve them at any time.

Originals　　　**Send/Fax**
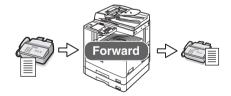
Receiving Faxes in Memory

Received fax documents can be stored in memory instead of being printed. You can check the sender information and the number of pages that each document contains before printing. You can also specify the time when received documents are stored in memory by specifying the timer setting.

Memory

Print　　**Send**　　**Fax Reception**
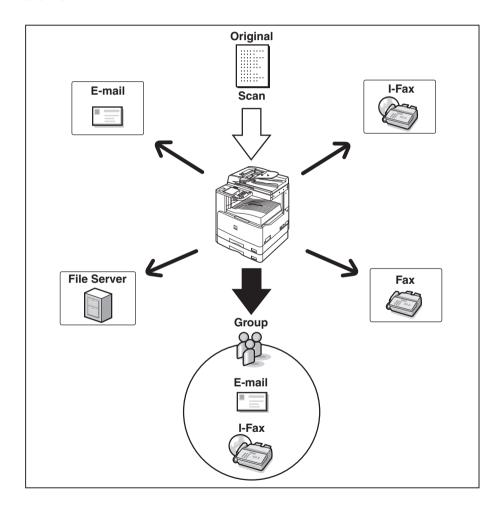
Automatic Forwarding

The machine can be set to automatically forward received fax documents that match the specified forwarding conditions to any destination using the desired send settings. You can forward fax documents to other machines. Since received documents that do not match the forwarding conditions can also be forwarded to any desired destination, this function can be used to sort and deliver received fax documents to the appropriate destinations.

Forward
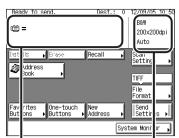
Overview of the imageCLASS MF7280

If you press ⌷ SEND ⌷ (SEND), the Send Basic Features screen appears. The Send function enables you to scan documents and send them to specified destinations via fax, e-mail, or I-fax, or save them to a file server. You can also send documents to multiple destinations simultaneously using various sending methods, such as e-mail and I-fax.

✐ NOTE

    For more information on sending and receiving documents via e-mail, I-fax, and sending documents to a file server, see the *Sending Guide*.

Send Basic Features Screen

The screen on the left, which appears when [SEND] (SEND) is pressed, is called the Send Basic Features screen.

Displays the current scan settings.

Destination List
Displays a list of destinations.

| Scan Settings ▶ | → See p. 2-2 |

Press to configure scan settings for the document you are sending. You can set the document type (color or black and white, document size, two-sided document, and different size originals), resolution, density, and image quality.

| File Format ▶ |

This key is used when sending documents to e-mail or file server addresses. (See Chapter 4, "Sending Documents," in the *Sending Guide*.)

| Send Settings ▶ |
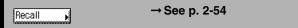
Press to select whether to stamp scanned originals, and set the delayed or direct sending. For the other functions, see Chapter 4, "Sending Documents," in the *Sending Guide*.

| Details ▶ | → See p. 2-50 |

Press to check or change the destination information selected from the destination list. (See "Checking/Changing a Destination," on p. **2-50**.)

| Erase | → See p. 2-53 |
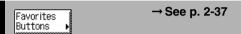
Press to erase the destination displayed in the destination list. (See "Erasing a Destination," on p. **2-53**.)

| Recall ▸ | → **See p. 2-54** |

Press to recall previously set send jobs, including the destinations, scan settings, and send settings. (See "Job Recall," on p. **2-54**.)

| 🗐 Address Book ▸ | → **See p. 2-37** |

Press to select a destination from the Address Book, or to search for a destination registered in the Address Book. (See "Address Book," on p. **2-37**.)

| Favorites Buttons ▸ | → **See p. 2-37** |

Press to recall the destinations and settings stored in a favorites button. (See "Favorites Buttons," on p. **2-48**.)

| One-touch Buttons ▸ | → **See p. 2-43** |
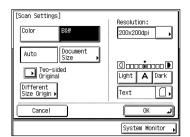
Press to recall the destinations stored in a one-touch button. (See "One-Touch Buttons," on p. **2-43**.)

| New Address ▸ | → **See p. 2-40** |

Press to specify a destination not stored in the Address Book. (See "New Address Tab," on p. **2-40**.)

| System Monitor ▸ | → **See Chapter 3** |

Press to check the status or details of a send or receive job, or to cancel a job.

Scan Settings Screen

The screen on the left, which appears when you select [Option] from the Scan Settings drop-down list, is called the Scan Settings screen.

Display this screen to set the scan settings for sending documents.

Press to select the color mode (Color or B&W). (See Chapter 3, "Scanning Features," in the *Sending Guide*.)

Press to select the size of the original. (See "Document Size," on p. **2-5**.)

Press to scan and fax two-sided documents. (See "Two-Sided Originals," on p. **2-15**.)

Press to send different size originals. (See "Different Size Originals," on p. **2-17**.)
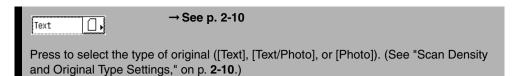
Press to select the resolution. (See "Resolution," on p. **2-8**.)

Press [Light] or [Dark] to manually adjust the scan density. Press [A] (Auto) to select or cancel the automatic scan density adjustment. (See "Scan Density and Original Type Settings," on p. **2-10**.)

Introduction to Fax Functions

1

| Text   ⬚ ▸ | |

Press to select the type of original ([Text], [Text/Photo], or [Photo]). (See "Scan Density and Original Type Settings," on p. **2-10**.)

Things You Must Do Before Using This Machine

This section describes the important setting registrations and procedures that must be done before the machine is used for sending operations.

According to recent amendments to the FCC (Federal Communications Commission) rules governing the use of facsimile equipment in the United States, the following sender information must be printed on every facsimile transmission:

• Your fax number
• Your personal name or company name
• Time and date of transmission

🖐 IMPORTANT
   • If you attempt to use the machine without registering the necessary information correctly, the machine may not function properly.
   • Use phone lines with modular jacks measuring 9.7 feet (3 meters) or less to ensure optimum connection and sending speeds.
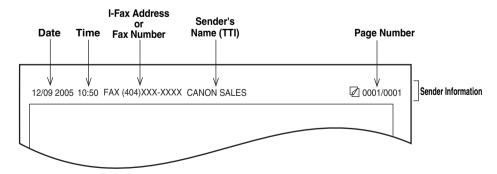
■ Setting the Telephone Line Type
To set the type of telephone line connected to the machine, check whether it is a rotary dial (rotary pulse) or a touch-tone type, and then make the correct setting. (See "Selecting the Type of Telephone Line," on p. 1-10.)

■ Registering the Sending Record
The sending record is printed at the top of the every document you send to the recipient.

The registered information is printed, as shown below. Depending upon the model of the machine at the receiving side, this information may appear on the display while communication is taking place.

Date	Time	I-Fax Address or Fax Number	Sender's Name (TTI)	Page Number

```
12/09 2005  10:50  FAX (404)XXX-XXXX  CANON SALES            ✎ 0001/0001    ⎤ Sender Information
```

- Date and Time
  - The date and time of the transmission are recorded.
- I-Fax Address or Fax Number
  - Your machine's I-fax address or fax number is recorded.
- Sender's Name (TTI (Transmit Terminal Identification))
  - The name registered as the unit name is recorded.
- Page Number
  - The current page number out of the total number of pages of the original is recorded.

✎ NOTE

If the machine is set so that the sending record is printed at the top of the recording paper, and not all of the items are registered, only the required registered items and the total number of original pages are printed.

Setting the Display Language

If you decide to switch the display language, set Language Switch in Common Settings (from the Additional Functions screen) to 'On' before entering characters.

If Language Switch is set to 'Off', and then you set it to 'On' after entering characters, the characters may not be displayed correctly. In this case, re-enter the characters after setting Language Switch to 'On', or enter characters with Language Switch set to 'Off'.

Selecting the Type of Telephone Line

Set the type of telephone line that is connected to the machine.

If you are not sure what type of telephone line you have, check with your local telephone company. To operate the Fax function, you must know whether the machine is connected to a touch-tone or rotary pulse telephone line. The machine can be set to operate with either type of telephone line.

Be sure to check the type of telephone line you are using, and make the correct setting. If this setting is incorrect, you will not be able to communicate with other machines.
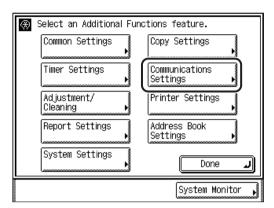
Follow the procedure below to switch the fax setup between tone and pulse dialing.
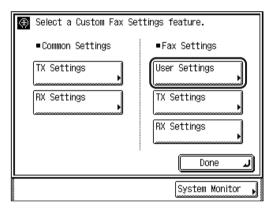
✎ NOTE

The default setting is 'Tone'.

1 Press ⊚ (Additional Functions) → [Communications Settings].

```
┌─────────────────────────────────────────────┐
│ ⊕ Select an Additional Functions feature.     │
│  ┌──────────────────┐  ┌──────────────────┐  │
│  │ Common Settings ▸│  │ Copy Settings   ▸│  │
│  └──────────────────┘  └──────────────────┘  │
│  ┌──────────────────┐  ┌──────────────────┐  │
│  │ Timer Settings  ▸│  │ Communications  ▸│  │
│  └──────────────────┘  │ Settings         │  │
│  ┌──────────────────┐  └──────────────────┘  │
│  │ Adjustment/     ▸│  ┌──────────────────┐  │
│  │ Cleaning         │  │ Printer Settings▸│  │
│  └──────────────────┘  └──────────────────┘  │
│  ┌──────────────────┐  ┌──────────────────┐  │
│  │ Report Settings ▸│  │ Address Book    ▸│  │
│  └──────────────────┘  │ Settings         │  │
│  ┌──────────────────┐  └──────────────────┘  │
│  │ System Settings ▸│  ┌──────────────────┐  │
│  └──────────────────┘  │ Done           ⏎│  │
│                        └──────────────────┘  │
│  ┌────────────────────────────────────────┐ │
│  │                       System Monitor  ▸│ │
│  └────────────────────────────────────────┘ │
└─────────────────────────────────────────────┘
```

2 Press [User Settings] under <Fax Settings>.

```
┌─────────────────────────────────────────────┐
│ ⊕ Select a Custom Fax Settings feature.       │
│                                               │
│  ■Common Settings    │  ■Fax Settings         │
│  ┌──────────────────┐│  ┌──────────────────┐ │
│  │ TX Settings    ▸ ││  │ User Settings  ▸ │ │
│  └──────────────────┘│  └──────────────────┘ │
│  ┌──────────────────┐│  ┌──────────────────┐ │
│  │ RX Settings    ▸ ││  │ TX Settings    ▸ │ │
│  └──────────────────┘│  └──────────────────┘ │
│                      │  ┌──────────────────┐ │
│                      │  │ RX Settings    ▸ │ │
│                      │  └──────────────────┘ │
│                      │  ┌──────────────────┐ │
│                      │  │ Done          ⏎ │ │
│                      │  └──────────────────┘ │
│  ┌────────────────────────────────────────┐ │
│  │                       System Monitor  ▸│ │
│  └────────────────────────────────────────┘ │
└─────────────────────────────────────────────┘
```

3 Press [Tel Line Type].

```
[User Settings]

Unit Telephone #
  ▶

Tel Line Type
  ▶ Tone

Monitor Volume Control

1/1   ▽   △                    Done

                         System Monitor
```

4 Select the type of telephone line → press [OK].

```
[User Settings]
[Tel Line Type]



      Pulse        Tone




  Cancel                  OK

                         System Monitor
```

If you do not know the telephone line type, call your local telephone service provider for details.

The selected mode is set.

5 Press [Done] repeatedly until the Send Basic Features screen appears.

Setting the Current Date and Time

You can set the current date and time. The current date and time settings are used as standard timer settings for functions that require them.

- GMT: The time at the Greenwich Observatory in England is called GMT (Greenwich Mean Time).

- Time Zone: The standard time zones of the world are expressed globally in terms of the difference in hours (± up to 12 hours) from GMT (0 hours). A time zone is a region throughout which this time difference is the same.
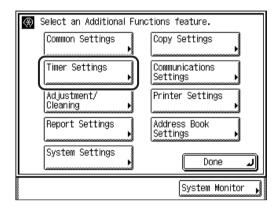
- Daylight Saving Time: In some countries, time is advanced throughout the summer season. The period in which this is applied is called "Daylight Saving Time."
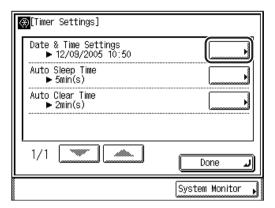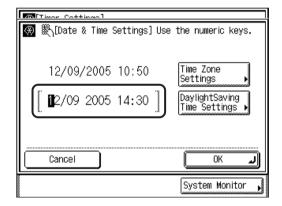
1 Press ⊚ (Additional Functions) → [Timer Settings].

2 Press [Date & Time Settings].

3 Enter the current date (month, day, year) and time using ⓪ - ⑨ (numeric keys).

Enter the month and the day using four digits (including zeros).

Enter all four digits of the year, and the time in 24-hour notation, as four digits (including zeros) without a space.

Examples:	May 6	➜	0506
	9:05 a.m.	➜	0905
	4:18 p.m.	➜	1618

✐ NOTE
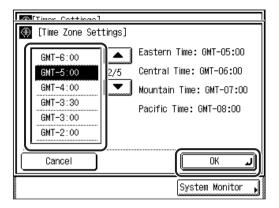
If you make a mistake when entering values, press ⓒ (Clear) ➜ enter the values again, starting with the month.

● **If you are setting the Time Zone:**

❑ Press [Time Zone Settings] → select the time zone where the machine is located → press [OK].

✏ NOTE
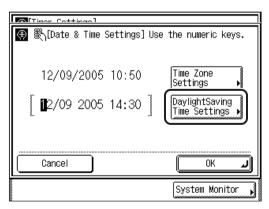
• The default setting is 'GMT-5:00'.

Eastern Time (US/Canada):	GMT-5:00
Central Time (US/Canada):	GMT-6:00
Mountain Time (US/Canada):	GMT-7:00
Pacific Time (US/Canada):	GMT-8:00
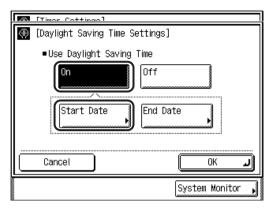
• If the desired time zone is not displayed, press [▼] or [▲] to scroll to the desired time zone.

● **If you are setting Daylight Saving Time:**
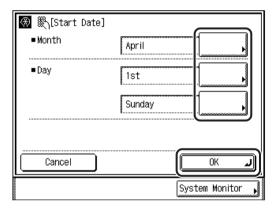
❑ Press [DaylightSaving Time Settings].
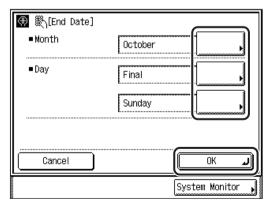
❑ Press [On] → [Start Date].

❑ Select the month and day from the Month and Day drop-down lists, respectively → press [OK].

❑ Press [End Date] → select the month and day at which Daylight Saving Time ends → press [OK].

❑ Press [OK].

$\oslash$ NOTE
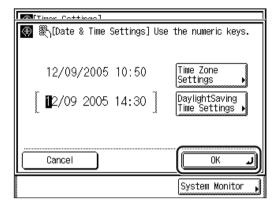
- If you set Daylight Saving Time, the machine automatically sets the standard time of the machine one hour forward at 2:00 am on the specified date.
- The default setting is 'Off'.

4 **Press [OK].**

```
[Timer Settings]
⊕ ⊛[Date & Time Settings] Use the numeric keys.


    12/09/2005 10:50          Time Zone
                              Settings    ▶

  [ 12/09 2005 14:30 ]        DaylightSaving
                              Time Settings ▶



   Cancel                          OK    ⏎

                              System Monitor ▶
```

The selected mode is set.

5 **Press [Done] repeatedly until the Send Basic Features screen appears.**
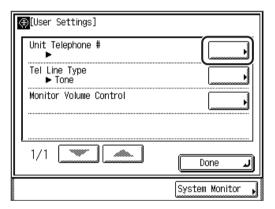
Registering Your Machine's Fax Number

You must store your machine's fax number. This number is printed on the top of every document you send to the recipient.
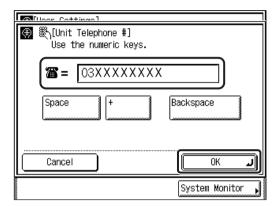
Your machine's telephone number may also be displayed on the touch panel display of the recipient's machine, depending on their type of machine.

1 Press ⊙ (Additional Functions) → [Communications Settings] → [User Settings] under <Fax Settings>.

If necessary, see the screen shots in steps 1 and 2 of "Selecting the Type of Telephone Line," on p. 1-10.

2 Press [Unit Telephone #].

```
⊕[User Settings]

  Unit Telephone #
  ▶                                      ▶

  Tel Line Type
  ▶ Tone                                 ▶

  Monitor Volume Control                 ▶


  1/1     ▼     ▲              Done     ↵

                          System Monitor ▶
```

3 Enter the unit's telephone number using ⓪ - ⑨ (numeric keys) → press [OK].

```
┌─────────────────────────────────────────┐
│ ▨[User Settings]                          │
│ ⊕ ▧[Unit Telephone #]                      │
│      Use the numeric keys.                 │
│                                            │
│  ☎ =  │03XXXXXXXX          │                │
│                                            │
│  ┌────────┐ ┌──────┐ ┌────────────┐        │
│  │ Space  │ │  +   │ │ Backspace  │        │
│  └────────┘ └──────┘ └────────────┘        │
│                                            │
│  ┌────────────┐        ┌──────────────┐    │
│  │  Cancel    │        │    OK      ⏎ │    │
│  └────────────┘        └──────────────┘    │
│                           ┌──────────────┐ │
│                           │System Monitor│ │
│                           └──────────────┘ │
└─────────────────────────────────────────┘
```

Details of each item are shown below.

[Space]: Press to insert a space between the area code and the local fax number (optional).

[+]: Use to insert a country code. Press [+] after the country code, and before the fax number.

[Backspace]: Press to delete the number or character immediately to the left of the cursor.

You can enter up to 20 digits for the fax number.

The selected mode is set.

✎ NOTE

If you make a mistake when entering the number, press ⓒ (Clear) → enter the correct number.

4 Press [Done] repeatedly until the Send Basic Features screen appears.

Registering the Unit Name

Your name or company name must be registered as the unit name (a department name is optional).

For example:
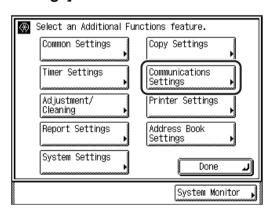
- Your name: John Smith

- Company name: Canon
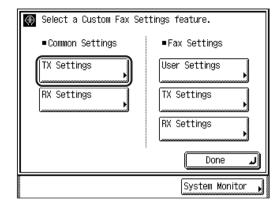
- Company name and department: Canon-Accounting Dept.

When you send a document, the recipient's machine displays or prints your name or company name (and department name, if applicable) as the sender information on the recording paper.
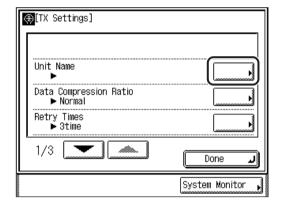
Some fax models also display sender information on the touch panel display during transmission.
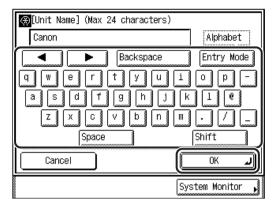
1 Press ⊛ (Additional Functions) → [Communications Settings].

2 Press [TX Settings] under <Common Settings>.

Select a Custom Fax Settings feature.

■Common Settings   ■Fax Settings

TX Settings ▶   User Settings ▶

RX Settings ▶   TX Settings ▶

                          RX Settings ▶

                          Done ↵

System Monitor ▶

3 Press [Unit Name].

[TX Settings]

Unit Name
▶   ▶

Data Compression Ratio
▶ Normal   ▶

Retry Times
▶ 3time   ▶

1/3 ▼ ▲   Done ↵

System Monitor ▶

📝 NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

4 Enter a name → press [OK].

```
[Unit Name] (Max 24 characters)
Canon                                    Alphabet
┌─────┐ ┌─────┐ ┌──────────┐ ┌──────────┐
│  ◄  │ │  ►  │ │ Backspace│ │Entry Mode│
└─────┘ └─────┘ └──────────┘ └──────────┘
 q   w   e   r   t   y   u   i   o   p   -
  a   s   d   f   g   h   j   k   l   @
   z   x   c   v   b   n   m   .   /   _
        Space                Shift
 Cancel                          OK  ↵

                              System Monitor ▸
```

You can enter up to 24 characters for the unit name.

To cancel registering the unit's name, press [Cancel].

The selected mode is set.

✐ NOTE
• For instructions on entering characters, see Chapter 2, "Basic Operations," in the *Reference Guide*.
• To delete all of the entered characters, press ⓒ (Clear).

5 Press [Done] repeatedly until the Send Basic Features screen appears.

Flow of Sending Operations

This section describes the flow of basic sending operations.
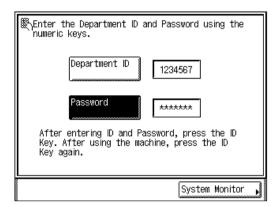
✐ NOTE

- Before using the Fax function, it is useful to read the following topics:
  - Main power and control panel power (See Chapter 1, "Before You Start Using This Machine," in the *Reference Guide*.)
  - Routine maintenance (See Chapter 6, "Routine Maintenance," in the *Reference Guide*.)
- The maximum number of send jobs that the machine can handle is 95. However, the actual number of send jobs that the machine can handle may be fewer than 95, if multiple documents are being sent at the same time.
- You can print a report that contains the results of all send jobs. (See Chapter 10, "Printing Communication Reports," in the *Sending Guide*.)

1 Press the appropriate keys in accordance with the messages displayed on the touch panel display.

If there are no messages displayed, proceed to step 2.

● **If the message <Enter the Department ID and Password using the numeric keys.> appears:**

❑ Press [Department ID] → enter the Department ID using
   ⓪ - ⑨ (numeric keys).

❑ Press [Password] → enter the password using ⓪ - ⑨ (numeric keys).

❑ Press ⓘ (Log In/Out).

```
🖎 Enter the Department ID and Password using the
   numeric keys.


        ┌──────────────┐    ┌──────────┐
        │ Department ID │    │ 1234567  │
        └──────────────┘    └──────────┘


        ┌──────────────┐    ┌──────────┐
        │ Password     │    │ *******  │
        └──────────────┘    └──────────┘

   After entering ID and Password, press the ID
   Key. After using the machine, press the ID
   Key again.

                              ┌────────────────┐
                              │ System Monitor ▶│
                              └────────────────┘
```

The Basic Features screen of the selected function appears on the touch panel display.
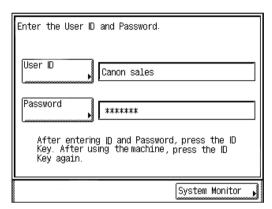
🖉 NOTE

For instructions on using Department ID Management, see Chapter 5, "System Manager Settings," in the *Reference Guide*.

● **If the message <Enter the User ID and Password.> appears:**

❑ Press [User ID] → enter the Department ID using ⊙ - ⊙ (numeric keys) → press [OK].

❑ Press [Password] → enter the password using ⊙ - ⊙ (numeric keys) → press [OK].

❑ Press ⊚ (Log In/Out).

```
Enter the User ID and Password.

  ┌─────────┐
  │User ID  │▸  ┌──────────────────────────┐
  │         │   │Canon sales               │
  └─────────┘   └──────────────────────────┘

  ┌─────────┐
  │Password │▸  ┌──────────────────────────┐
  │         │   │*******                   │
  └─────────┘   └──────────────────────────┘

    After entering ID and Password, press the ID
    Key. After using the machine, press the ID
    Key again.

                            ┌──────────────┐
                            │System Monitor│▸
                            └──────────────┘
```
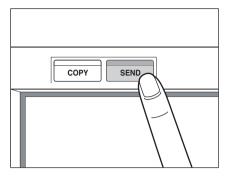
The User ID Management Screen
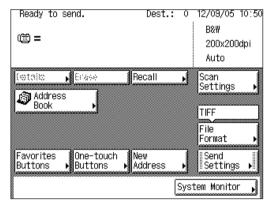
The Basic Features screen of the selected function appears on the touch panel display.

✐ NOTE
For instructions on using User ID Management, see Chapter 5, "System Manager Settings," in the *Reference Guide*.
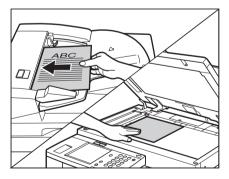
2 Press 「 SEND 」 (SEND).

The Send Basic Features Screen

```
Ready to send.          Dest.:  0  12/09/05 10:50
                                          B&W
🖷 =                                      200x200dpi
                                          Auto

Details  ▶ Erase   ▶ Recall  ▶    Scan        ▶
                                  Settings
🗐 Address
   Book    ▶                      TIFF
                                  File        ▶
                                  Format
Favorites  One-touch  New         Send        ▶
Buttons  ▶ Buttons  ▶ Address ▶   Settings
                                  System Monitor ▶
```

3 Place your originals.

✎ NOTE
For instructions on placing your originals, see "Placing Originals," on p. 1-34.
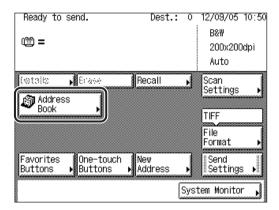
4 Specify the destinations.
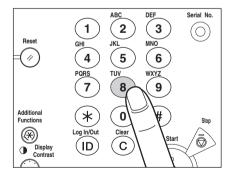
● **If a destination is stored in the Address Book:**

❑ Press [Address Book] → select the desired destination. (See "Address Book," on p. 2-37.)

```
Ready to send.        Dest.: 0  12/09/05 10:50
                                        B&W
📠 =                                    200x200dpi
                                        Auto
 Details   ▶ Erase      Recall  ▶    Scan
                                     Settings ▶
 📇 Address
    Book     ▶
                                     TIFF

                                     File
                                     Format ▶
 Favorites    One-touch   New        Send
 Buttons  ▶   Buttons  ▶  Address ▶  Settings ▶

                               System Monitor ▶
```

● **If a destination is not stored in the Address Book:**

❑ Enter the desired destination using ⓪ - ⑨ (numeric keys). (See "Numeric Keys," on p. 2-36.) Alternatively, press [New Address] → [Fax] → enter the desired destination. (See "New Address Tab," on p. 2-40.)
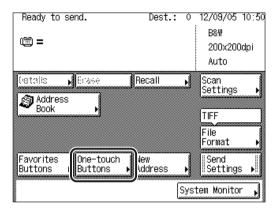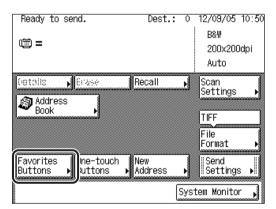
● **If a destination is stored in a One-Touch Button:**

❑ Press [One-touch Buttons] → select the one-touch button that contains the desired destination. (See "One-Touch Buttons," on p. 2-43.)

```
Ready to send.          Dest.:  0  12/09/05 10:50
                                        B&W
(icon) =                                200x200dpi
                                        Auto
 Details    ▶  Erase    Recall   ▶  Scan
                                     Settings   ▶
  Address
  Book       ▶
                                     TIFF
                                     File
                                     Format     ▶
 Favorites  One-touch  New         Send
 Buttons    Buttons  ▶ Address  ▶  Settings   ▶
                                  System Monitor ▶
```
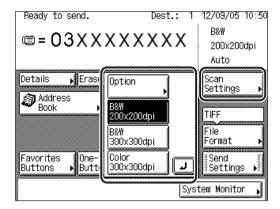
● **If a destination is stored in a Favorites Button:**
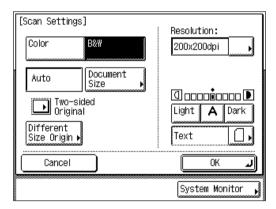
❑ Press [Favorites Buttons] → select the favorites button that contains the desired destination. (See "Favorites Buttons," on p. 2-48.)

```
Ready to send.          Dest.:  0  12/09/05 10:50
                                        B&W
(icon) =                                200x200dpi
                                        Auto
 Details    ▶  Erase    Recall   ▶  Scan
                                     Settings
  Address
  Book
                                     TIFF
                                     File
                                     Format     ▶
 Favorites  One-touch  New         Send
 Buttons  ▶ Buttons  ▶ Address  ▶  Settings   ▶
                                  System Monitor ▶
```

5 Press [Scan Settings] → select a scan setting from the pop-up menu.
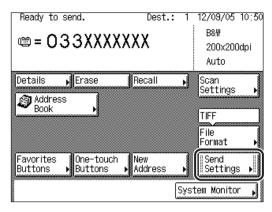
To change the Scan mode settings, select [Option] from the pop-up menu that appears when you press [Scan Setting], and adjust the settings. (See "Scan Settings," on p. 2-5.)

✐ NOTE
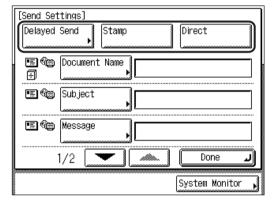
For instructions on setting the Scan mode, see "Selecting a Scan Mode," on p. 2-2.

6 Press [Send Settings] → specify the send settings.
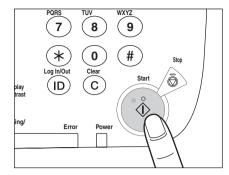
Specify the Delayed Send, Stamp, and Direct, as necessary.

📎 NOTE
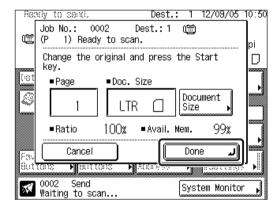
- For instructions on setting the Delayed Send mode, see "Delaying a Send Job," on p. 2-31.
- For instructions on setting the Stamp mode, see "Stamping Originals," on p. 2-33.
- For instructions on setting the Direct sending mode, see "Direct Sending," on p. 2-23.

7 Press [Done].

8 Press ⬦ (Start).

If the original is placed on the platen glass, follow the instructions on the touch panel display → press ⬦ (Start) once for each original. When scanning is complete, press [Done].
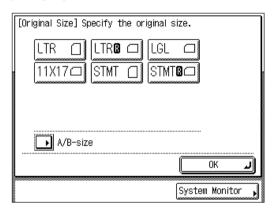
Scanning starts.
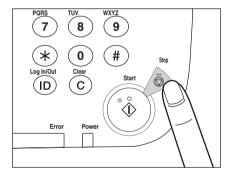
The scanned data is sent to the specified destination when scanning is complete.

IMPORTANT

- The size of the original is detected automatically. However, if the output paper in the recipient's machine is not equal to the scanned document size, the original image may be reduced in size to match it.
- If the machine cannot detect the size of the original, the Original Size screen appears when you press ⊙ (Start). Specify the size of the original manually → press [OK].

```
[Original Size] Specify the original size.

  [LTR    ⬜]  [LTR⬛ ⬜]  [LGL    ⬜]
  [11X17⬜]  [STMT ⬜]  [STMT⬛⬜]


  [▶] A/B-size
                              [ OK      ↵]

                         [System Monitor ▶]
```

9 If you want to cancel sending, press ⊘ (Stop).

NOTE

- You can press ⊘ (Stop) to cancel a send job that is being scanned.
- For instructions on canceling a send job, see "Canceling a Job," on p. 1-43.
- You can also cancel a send job from the System Monitor screen. (See "Using the System Monitor Screen," on p. 1-45.)

10 When scanning is complete, remove your originals.

11 If Department ID Management or User ID Management is set, press ⓘⒹ (Log In/Out).

🖉 NOTE

For instructions on using Department ID Management and User ID Management, see Chapter 5, "System Manager Settings," in the *Reference Guide*.

Placing Originals

Place your originals on the platen glass or into the feeder, depending on the size and type of the original, and the send settings that you specify.

■ Platen Glass

Place the originals on the platen glass when scanning bound originals (such as books and magazines), heavy or lightweight originals, and transparencies.

■ Feeder

Place the originals into the feeder when you want to scan several originals at the same time, and press ⊙ (Start). The machine automatically feeds the originals to the platen glass and scans them. Two-sided originals can also be automatically turned over and scanned as two-sided documents.

Document Sizes
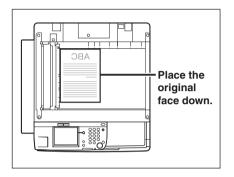
The size of the original is automatically detected, and the document is scanned. If the output paper in the recipient's machine is not equal to the scanned size, the original image may be reduced in size or divided into smaller parts before it is sent.
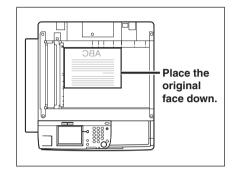
The machine cannot always detect the size of the original if it is a nonstandard paper size, such as a book. In this case, specify the size at which you want to scan the original. (See "Document Size," on p. 2-5.)

Orientation

You can place an original either vertically or horizontally. Always align the top edge of your original with the back edge of the platen glass (by the arrow in the top left corner) or the back edge of the feeder.

Platen Glass

Place the original face down.

Place the original face down.
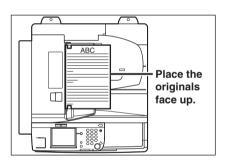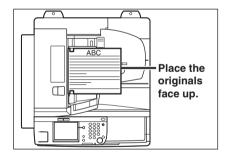
Vertical Placement   **Horizontal Placement**

Feeder

Place the originals face up.

Place the originals face up.

Vertical Placement   **Horizontal Placement**

1

Introduction to Fax Functions

- If the top edge of the original is not aligned with the back edge of the platen glass (by the arrow in the top left corner), your original may not be scanned correctly, depending on the scan and send modes that you have set.
- Originals of the following sizes can be placed either vertically or horizontally. However, the scanning speed for horizontally placed originals is somewhat slower than vertically placed originals.
  - Platen glass: LTR, STMT
  - Feeder: LTR
- Horizontally placed LTR and STMT originals are referred to as LTRR and STMTR.
- 11" x 17" and LGL originals must be placed horizontally.

Platen Glass
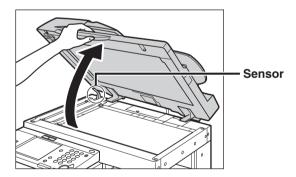
You should use the platen glass when scanning bound originals (such as books and magazines), heavy or lightweight originals, and transparencies. (See "Document Size," on p. 2-5.)

✎ NOTE

The machine automatically detects the size of the following originals: 11" x 17", LGL, LTR, and LTRR.
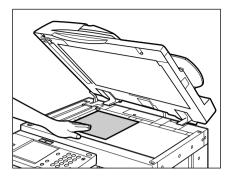
1 Lift the feeder.
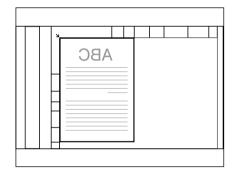
Sensor

🖐 IMPORTANT

The machine is equipped with an open/close sensor on the feeder (see circled area in the above illustration). When placing originals on the platen glass, lift the feeder high enough so that the sensor does not touch the feeder. If the sensor continues to touch the feeder, the size of the original may not be detected correctly.

2 **Place your original face down.**

The surface of the original that you want to scan must be placed face down. Align the top edge of your original with the back edge of the platen glass (by the arrow in the top left corner).
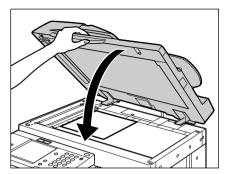
Place books and other bound originals on the platen glass in the same way.

📝 NOTE

When you are enlarging an LTR or STMT original onto 11" x 17" or LGL paper, place the original horizontally on the platen glass, and align it with the LTRR or STMTR marks.

3 Gently close the feeder.

⚠ **CAUTION**

• **Close the feeder gently to avoid catching your hands, as this may result in personal injury.**

• **Do not press down hard on the feeder when using the platen glass to scan thick books. Doing so may damage the platen glass and result in personal injury.**
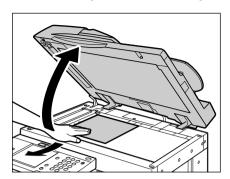
📕 IMPORTANT
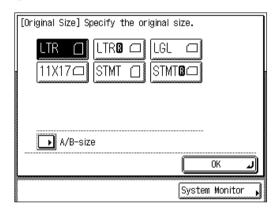
If you are placing the original on the platen glass, the size of the original is detected after the feeder is closed. Be sure to close the feeder before scanning.

NOTE

• Remove the original from the platen glass when scanning is complete.

• The size of STMT and STMTR originals cannot be detected. After pressing ⊙ (Start), follow the instructions on the screen to specify the original size.

Feeder

You should use the feeder when you want to scan several originals at the same time. Place the originals into the feeder and press ⊙ (Start). The machine automatically feeds the originals to the scanning area and scans them into memory. Two-sided originals can also be automatically turned over and scanned as two-sided documents.
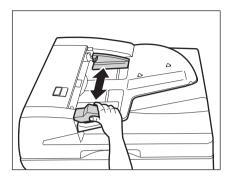
You can place the following originals into the feeder's original supply tray:

• Weight:
  - 16 lb bond to 28 lb bond (52 g/m^2 to 105 g/m^2)
• Size:
  - 11" x 17", LGL, LTR, LTRR, STMT
• Tray Capacity:
  - LTR/LTRR: 50 sheets (22 lb bond (80 g/m^2))
  - LGL/11" x 17": 25 sheets (22 lb bond (80 g/m^2))

🖐 IMPORTANT
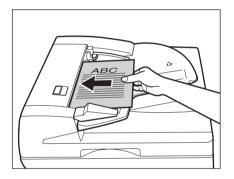
• Do not place the following types of originals into the feeder:
  - Originals with tears or large binding holes
  - Severely curled originals or originals with sharp folds
  - Clipped or stapled originals
  - Carbon backed paper or other originals which may not feed smoothly
  - Transparencies and other highly transparent originals
• If the same original is fed through the feeder repeatedly, the original may fold or become creased, and make feeding impossible. Limit repeated feeding to a maximum of 30 times (this number varies, depending on the type and quality of the original).
• If the feeder rollers are dirty from scanning originals written in pencil, clean the feeder. (See Chapter 6, "Routine Maintenance," in the *Reference Guide*.)
• Always smooth out any folds in your originals before placing them into the feeder.
• Set the originals one-by-one if they are very thin (10 to 16-lb (37 to 52 g/m^2)) or very thick (28 to 32-lb (105 to 128 g/m^2)).

1 Adjust the slide guides to fit the size of your originals.

2 Neatly place your originals with the side to be scanned face up into the original supply tray.
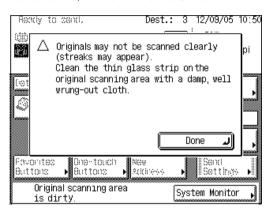
Place your originals as far into the feeder as they will go.

If any dirt on the original scanning area is detected when the originals are scanned using the feeder, the following screen appears. Even though streaks may appear on the scanned image, you can continue to scan your documents by pressing [Done].
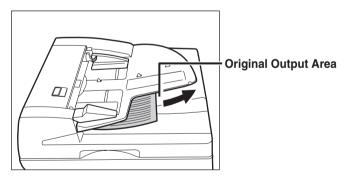
It is recommended, however, that you open the feeder, clean the scanning area, and then close the feeder. The following screen will not appear once the scanning area is clean.

For instructions on cleaning the original scanning area, see Chapter 6, "Routine Maintenance," in the *Reference Guide*.

IMPORTANT
- Do not add or remove originals while they are being scanned.
- When scanning is complete, remove the originals from the original output area to avoid paper jams.

Original Output Area

NOTE
- The scanned originals are output to the original output area in the order that they are fed into the feeder.
- You can place different size originals together into the feeder if you set the Different Size Originals mode. (See "Different Size Originals," on p. 2-17.)
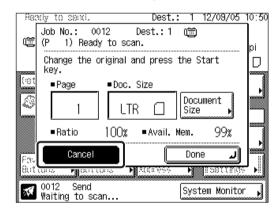
Canceling a Job

You can cancel a fax job using the touch panel display or System Monitor screen, or by pressing ⊘ (Stop) on the control panel.

Using the Touch Panel Display

You can cancel a fax job by pressing [Cancel], while the job is being scanned.

1 Press [Cancel] on the pop-up screen that appears while the machine is scanning.
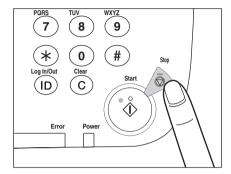
The fax job is canceled.

2 Remove your originals.

Using the Stop Key

You can cancel a send job by pressing ⊘ (Stop), while the job is being scanned.

1 Press ⊘ (Stop).

The fax job is canceled.

2 Remove your originals.
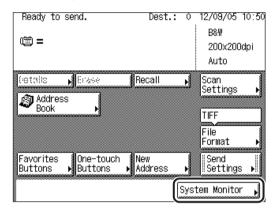
Using the System Monitor Screen

You can cancel a send job while it is being sent, or waiting to be sent.

✎ NOTE
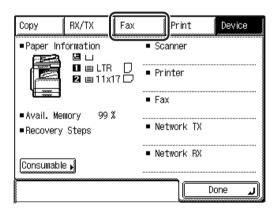
For instructions on how to cancel canceling a send job to e-mail, I-fax, or file server
addresses, see Chapter 1, "Introduction to Sending Functions," in the *Sending Guide*.

1 Press [System Monitor].

```
Ready to send.          Dest.:  0  12/09/05  10:50
                                          B&W
📠 =                                     200x200dpi
                                          Auto

[Details ▶][Erase  ][Recall   ▶]  [Scan
                                    Settings ▶]
[🗐 Address
    Book      ▶]
                                   [TIFF      ]
                                   [File
                                    Format   ▶]
[Favorites  ][One-touch ][New      ]  [Send
 Buttons   ▶][Buttons  ▶][Address ▶]   Settings ▶]
                                   [System Monitor ▶]
```

2 Press [Fax].

```
[Copy  ][RX/TX ][ Fax  ][Print ][Device]
■Paper Information       ■ Scanner
    📧 ⊔
    ❶ ▤ LTR   ▯         ■ Printer
    ❷ ▤ 11x17 ▭
                          ■ Fax
■Avail. Memory   99 %
                          ■ Network TX
■Recovery Steps
                          ■ Network RX
[Consumable ▶]
                                  [ Done  ↵]
```
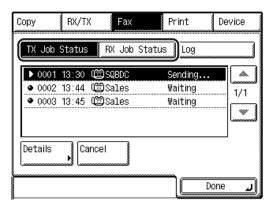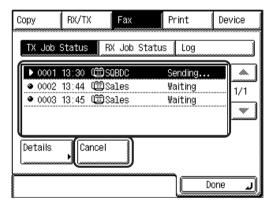
3 Select [TX Job Status] or [RX Job Status].

Copy	RX/TX	Fax	Print	Device

```
┌─────────────────────────────────────────┐
│  TX Job Status │ RX Job Status │ Log     │
├─────────────────────────────────────────┤
│ ▶ 0001 13:30 📇SQBDC      Sending...  ▲  │
│ ● 0002 13:44 📇Sales      Waiting     1/1│
│ ● 0003 13:45 📇Sales      Waiting     ▼  │
│                                           │
│ ┌─────────┐ ┌────────┐                   │
│ │ Details │ │ Cancel │                   │
│ │       ▶ │ └────────┘                   │
│ └─────────┘              ┌────────┐       │
│                          │ Done  ↵│       │
└─────────────────────────────────────────┘
```

4 Select the job that you want to cancel → press [Cancel].

● **If you want to cancel a TX job:**

❑ Select the TX job that you want to cancel → press [Cancel].

Copy	RX/TX	Fax	Print	Device

```
┌─────────────────────────────────────────┐
│  TX Job Status │ RX Job Status │ Log     │
├─────────────────────────────────────────┤
│ ▶ 0001 13:30 📇SQBDC      Sending...  ▲  │
│ ● 0002 13:44 📇Sales      Waiting     1/1│
│ ● 0003 13:45 📇Sales      Waiting     ▼  │
│                                           │
│ ┌─────────┐ ┌────────┐                   │
│ │ Details │ │ Cancel │                   │
│ │       ▶ │ └────────┘                   │
│ └─────────┘              ┌────────┐       │
│                          │ Done  ↵│       │
└─────────────────────────────────────────┘
```

If the job that you want to cancel is not displayed, press [▼] or [▲] to scroll to the desired job.
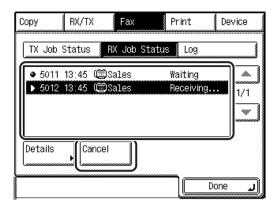
You cannot select multiple jobs and cancel them all at once. Select and cancel one job at a time.

If a job is in the process of being sent, it may not be canceled even if you press [Cancel].

If you cancel a job during sequential broadcasting, all of the destinations following the one to which the document is currently being sent will be canceled.

● **If you want to cancel an RX job:**

❑ Select the RX job that you want to cancel → press [Cancel].

If the job that you want to erase is not displayed, press [▼] or [▲] to scroll to the desired job.
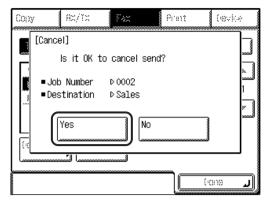
You can select and cancel a document that is currently being received.

You cannot erase a document that is being printed.

If you select a document that is being received, [Erase] changes to [Cancel], enabling you to cancel receiving the document.
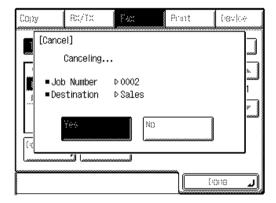
The message <Is it OK to cancel?> appears on the touch panel display.

5 Press [Yes].

If you do not want to cancel the job, press [No].

The message <Canceling...> appears for approximately two seconds on the touch panel display.

The fax job is canceled.

✎ NOTE

The canceled job is displayed as <NG> (No Good) on the Log screen.

6 Press [Done].

The display returns to the Send Basic Features screen.

Send and Receive Methods

2
CHAPTER

This chapter describes the methods for sending and receiving documents.

Selecting a Scan Mode

You can set the scan mode in which a document is scanned. The machine has three preset scan modes: B&W 200x200dpi, B&W 300x300dpi, and Color 300x300dpi.

Select the desired mode from the preset scan modes according to the type of original you are sending.

🖐 IMPORTANT
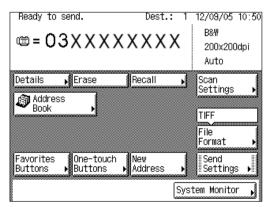
If the destination is a fax number, the original is always scanned and sent in B&W mode.

✐ NOTE

• If you want to use less memory and make the sending time shorter, use a lower resolution mode.

• The default setting is 'B&W 200x200dpi'. You can change this setting in Edit Standard Send Settings in TX Settings under <Common Settings> in Communications Settings (from the Additional Functions screen). (See Chapter 7, "Customizing Communications Settings," in the *Sending Guide*.)

• Color mode setting is not available for the fax function. You can select only the B&W mode when sending faxes.

• In addition to the scan mode, you can store addresses and other send settings in the favorites buttons. (See Chapter 7, "Customizing Communications Settings," in the *Sending Guide*.)

1 Place your originals → specify the destination.

2 Press the Scan Settings drop-down list → select a scan mode.

```
Ready to send.         Dest.: 1  12/09/05 10:50
                                  B&W
 ≣ = 03XXXXXXXX                  200x200dpi
                                  Auto

Details    ▸ Eras│ Option        ▸│ Scan
                                    Settings  ▸
 Address
 Book      ▸│      B&W
                   200x200dpi       TIFF
                   B&W
                   300x300dpi       File
 Favorites   One-  Color           │Format    ▸
 Buttons   ▸ Butt│ 300x300dpi  ↵│  Send
                                   Settings  ▸

                                  System Monitor ▸
```

$\oslash$ NOTE
  • [Color 300x300dpi] is not available when sending faxes.
  • To change the Scan mode settings, select [Option] from the Scan Settings drop-down list, and adjust the settings. (See "Scan Settings," on p. 2-5.)

```
[Scan Settings]
                              Resolution:
 Color      B&W               200x200dpi  ▸

 Auto      Document
           Size     ▸
           Two-sided          ◁ □□□□▪□□□□ ▶
           Original           Light  A  Dark
 Different
 Size Origin ▸                Text       □  ▸

   Cancel                        OK      ↵

                              System Monitor ▸
```

3 Press ⊙ (Start).

If the originals are placed on the platen glass, follow the instructions that appear on the touch panel display → press ⊙ (Start) once for each original. When scanning is complete, press [Done].

Scanning starts.

The scanned data is sent to the specified destination when scanning is complete.

✐ NOTE
- To cancel the scan settings, press the Scan Settings drop-down list → press [Option] → [Cancel].
- To cancel all settings and return the machine to the Standard mode, press ⊘ (Reset).

Scan Settings

To match the original you are sending, set the document size, resolution, density, image quality, and original type.

IMPORTANT

Color mode setting is not available when sending faxes. Only the B&W mode is available.

Document Size

You can manually specify the document size when the machine cannot detect the paper size automatically, such as when scanning transparencies.

IMPORTANT

- You cannot select [Auto] when scanning the following types of originals. Specify the size of these documents manually.
  - Nonstandard size originals
  - Highly transparent originals, such as transparencies
  - Originals with an extremely dark background
  - STMT or STMTR originals that are placed on the platen glass
- When using Direct Sending to send a fax and you place the originals into the feeder, the Document Size setting you specify is disabled.
- If you specify the document size, you cannot use the Stamp and Different Size Originals mode.

📎 NOTE

The default setting is 'Auto'.
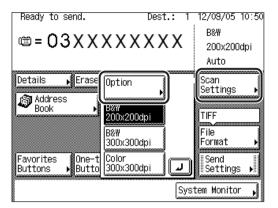
Specifying the Document Size
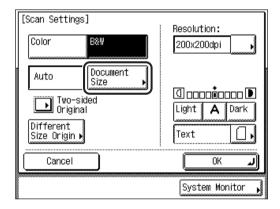
1 **Place your originals → specify the destination.**

📎 NOTE

- For instructions on placing your originals, see "Placing Originals," on p. 1-34.
- For more information on specifying the destination, see "Dialing Methods," on p. 2-35.

2

Send and Receive Methods

Scan Settings **2-5**

2 Press the Scan Settings drop-down list → press [Option].

3 Press [Document Size].

4 Select the document size.

```
[Document Size] Select the document size.

  LTR    □    LTR🅱 ⊏    LGL    ⊏      Auto
  11X17⊏     STMT   □    STMT🅱⊏       ■


    ▶ A/B-size
                                    Done    ↵

                              System Monitor ▶
```
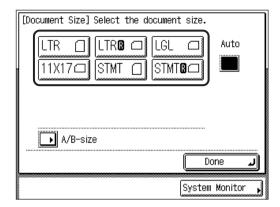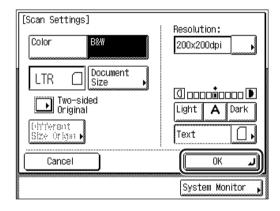
✎ NOTE

To select an A or B series paper size, press [A/B-size].

5 Press [Done] → [OK].

```
[Scan Settings]                Resolution:
  Color    B&W                 200x200dpi   ▶

  LTR    □  Document
             Size    ▶         ◖ □□□□□◘□□□□ ▶
    ▶  Two-sided                Light  A  Dark
       Original
  Different                     Text        □ ▶
  Size Origin ▶
    Cancel                        OK      ↵

                              System Monitor ▶
```

The selected document size is set, and the display returns to the Send Basic Features screen.

6 Press ⊚ (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display → press ⊚ (Start) once for each original. When scanning is complete, press [Done].

Scanning starts.

The scanned data is sent to the specified destination when scanning is complete.

✍ NOTE
• To cancel this setting, press the Scan Settings drop-down list → press [Option] → [Cancel].
• To cancel all settings and return the machine to the Standard mode, press ⊘ (Reset).

Resolution

You can specify the resolution before scanning the original.

🖐 IMPORTANT
• If you are sending documents by fax, the maximum size of an image that you can send at a resolution of 400x400 dpi is 11" x 17".
• If you are sending documents by fax, select B&W 200x100 dpi, B&W 200x200 dpi, B&W 200x400 dpi, or B&W 400x400 dpi. Otherwise, the document will be sent with poor resolution.

✍ NOTE
The default setting is 'B&W 200x200 dpi'.

1 Place your originals → specify the destination.
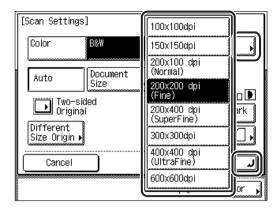
✍ NOTE
• For instructions on placing your originals, see "Placing Originals," on p. 1-34.
• For more information on specifying the destination, see "Dialing Methods," on p. 2-35.

2 Press the Scan Settings drop-down list → press [Option].

If necessary, see the screen shot in step 2 of "Specifying the Document Size," on p. 2-5.

3 Press the Resolution drop-down list → select the desired resolution → press [OK].

The selected mode is set, and the display returns to the Send Basic Features screen.

4 Press ⊚ (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display → press ⊚ (Start) once for each original. When scanning is complete, press [Done].

Scanning starts.

The scanned data is sent to the specified destination when scanning is complete.

✎ NOTE

- To cancel the scan settings, press the Scan Settings drop-down list → press [Option] → [Cancel].
- To cancel all settings and return the machine to the Standard mode, press ⊚ (Reset).

Scan Density and Original Type Settings

You can set the scan density and select the original type before scanning the original.

Manual Density Adjustment

You can manually adjust the scan density to the most appropriate level for the original.

1 Place your originals → specify the destination.
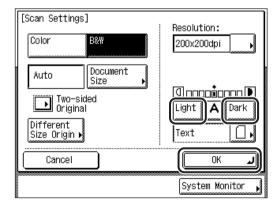
✐ NOTE
- For instructions on placing your originals, see "Placing Originals," on p. 1-34.
- For more information on specifying the destination, see "Dialing Methods," on p. 2-35.

2 Press the Scan Settings drop-down list → press [Option].

If necessary, see the screen shot in step 2 of "Specifying the Document Size," on p. 2-5.

3 Press [Light] or [Dark] to adjust the scan density → press [OK].

Press [Light] to move the indicator to the left to make the density lighter, or press [Dark] to move it to the right to make the density darker.

The selected mode is set, and the display returns to the Send Basic Features screen.

4 Press ⊚ (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display → press ⊚ (Start) once for each original. When scanning is complete, press [Done].

Scanning starts.

The scanned data is sent to the specified destination when scanning is complete.

✐ NOTE
• To cancel the scan settings, press the Scan Settings drop-down list → press [Option] → [Cancel].
• To cancel all settings and return the machine to the Standard mode, press ⊚ (Reset).

Automatic Density Adjustment

This mode enables you to set the machine to automatically adjust the scan density to the level best suited to the quality of the original.

✐ NOTE
If you set the automatic density adjustment, the original type setting is disabled.
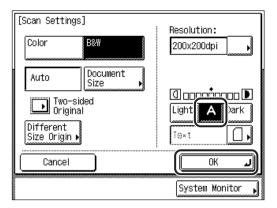
1 Place your originals → specify the destination.

✐ NOTE
• For instructions on placing your originals, see "Placing Originals," on p. 1-34.
• For more information on specifying the destination, see "Dialing Methods," on p. 2-35.

2 Press the Scan Settings drop-down list → press [Option].

If necessary, see the screen shot in step 2 of "Specifying the Document Size," on p. 2-5.

3 Press [A] → [OK].

The machine automatically adjusts the scan density to the level best suited to the quality of the original.

The selected mode is set, and the display returns to the Send Basic Features screen.

✎ NOTE

An automatic scan density adjustment may not work with transparencies. In this case, adjust the scan density manually by pressing [Light] or [Dark].

4 Press ⊙ (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display → press ⊘ (Start) once for each original. When scanning is complete, press [Done].

Scanning starts.

The scanned data is sent to the specified destination when scanning is complete.

✎ NOTE

• To cancel the scan settings, press the Scan Settings drop-down list → press [Option] → [Cancel].
• To cancel all settings and return the machine to the Standard mode, press ⊘ (Reset).

Original Type Selection

You can manually select the original type according to the type of image that you are scanning. The following three original type modes are available for adjusting the image quality.

🖐 IMPORTANT

- Combinations of these three modes (Text/Photo, Photo, and Text) cannot be selected at the same time. If you select one of these modes, the previously set mode is canceled.
- If you scan an original containing halftones, such as a printed image, using the Photo mode, the moiré effect (a shimmering, wavy pattern) may occur. In this case, you can lessen the moiré effect by adjusting the scanning contrast (sharpness). (See Chapter 7, "Customizing Communications Settings," in the *Sending Guide*.)

✐ NOTE

- If you select the automatic density adjustment mode, the original type setting is disabled.
- If the original is a transparency, select the original type → adjust the density to the most appropriate level for the original.
- The default setting is 'Text'.

■ **Text Mode**
This mode is best suited for scanning text originals. Blueprints or pencil drawn originals can also be scanned clearly.

■ **Text/Photo Mode**
This mode is best suited for scanning originals containing both text and images/photos, such as magazines or catalogues.

■ **Photo Mode**
This mode is best suited for scanning images from photos printed on photographic paper, or scanning images printed with halftone dots.
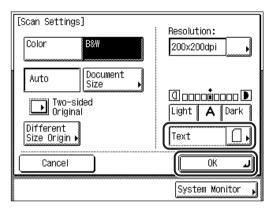
---

1 Place your originals → specify the destination.

✐ NOTE

- For instructions on placing your originals, see "Placing Originals," on p. 1-34.
- For more information on specifying the destination, see "Dialing Methods," on p. 2-35.

2 Press the Scan Settings drop-down list → press [Option].

If necessary, see the screen shot in step 2 of "Specifying the Document Size," on p. 2-5.

3 Press the original type drop-down list → select the original type ([Text/Photo], [Photo], or [Text]) → press [OK].

```
[Scan Settings]                    Resolution:
  Color      B&W                   200x200dpi      ▶

  Auto      Document
            Size     ▶
                                   ◁ □□□□□□□□□□ ▶
      Two-sided                    Light  A  Dark
      Original
  Different                        Text         □ ▶
  Size Origin ▶
      Cancel                            OK      ↵

                                   System Monitor ▶
```

The selected mode is set, and the display returns to the Send Basic Features screen.

4 Press ⊚ (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display → press ⊚ (Start) once for each original. When scanning is complete, press [Done].

Scanning starts.

The scanned data is sent to the specified destination when scanning is complete.

✐ NOTE
• To cancel the scan settings, press the Scan Settings drop-down list → press [Option] → [Cancel].
• To cancel all settings and return the machine to the Standard mode, press ⊘ (Reset).

Two-Sided Originals

You can set the machine to automatically turn over two-sided originals that are placed in the feeder, and scan each side separately.

🖑 IMPORTANT

When you are scanning originals with a horizontal (landscape) orientation, such as LTRR, make sure to place them horizontally into the feeder. If these originals are placed vertically, the back sides of these originals are scanned upside down.
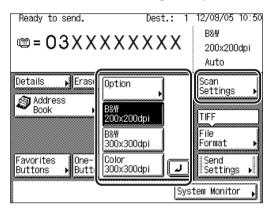
1 Place your originals → specify the destination.
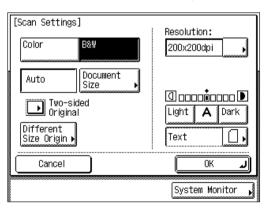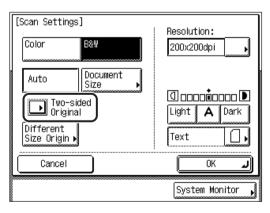
✐ NOTE

• For instructions on placing your originals, see "Placing Originals," on p. 1-34.
• For more information on specifying the destination, see "Dialing Methods," on p. 2-35.
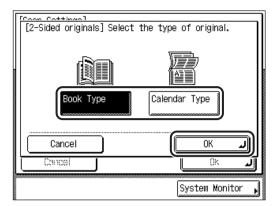
2 Press the Scan Settings drop-down list → press [Option].

If necessary, see the screen shot in step 2 of "Specifying the Document Size," on p. 2-5.

3 Press [Two-sided Original].

4 Select the type of original → press [OK].

Details of each item are shown below.

[Book Type]: The front and back sides of the original have the same top-bottom orientation.

[Calendar Type]: The front and back sides of the original have opposite top-bottom orientations.

5 Press [OK].

The selected mode is set, and the display returns to the Send Basic Features screen.

6 Press ⊚ (Start).

Scanning starts.

The scanned data is sent to the specified destination when scanning is complete.

✎ NOTE
- To cancel this setting, press the Scan Settings drop-down list → [Option] → [Cancel].
- To cancel all settings and return the machine to the Standard mode, press ⊚ (Reset).

Different Size Originals

This mode enables you to scan different size originals together.

🖑 IMPORTANT
- The Different Size Originals mode cannot be used with the Document Size or Stamp mode.
- The Different Size Originals mode cannot be used when sending a fax document in the Direct Sending mode.
- If the originals are placed in the feeder, make sure that the different size originals are of the same weight (paper type).
- Align the top edge of the originals with the back edge of the feeder or the platen glass if you are placing originals with different widths. ("Width" refers to the vertical measurement of the paper from the front of the machine to the back of the machine when the paper is placed in the feeder or on the platen glass.)
- Set different size originals in the following combinations. Other combinations may damage the originals.
  - 11" x 17" and LGL, LTR and LGL, LTR and LTRR
- If you place originals with different widths into the feeder, the originals may move slightly when fed to the scanning area. As a result, the images may be scanned as slanted.
- If the Different Size Originals mode is set, the scanning speed may be slower than normal.

1 Place your originals → specify the destination.
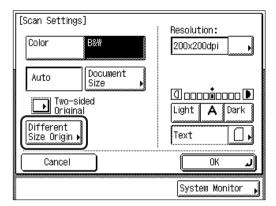
📝 NOTE
- For instructions on placing your originals, see "Placing Originals," on p. 1-34.
- For more information on specifying the destination, see "Dialing Methods," on p. 2-35.
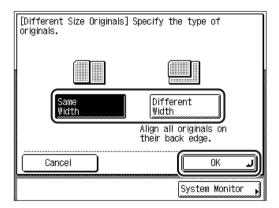
2 Press the Scan Settings drop-down list → press [Option].

If necessary, see the screen shot in step 2 of "Specifying the Document Size," on p. 2-5.

3 Press [Different Size Origin].

4 Select the type of originals → press [OK].

If you are placing originals with the same width, press [Same Width].

If you are placing originals with different widths, press [Different Width].

5 Press [OK].

The selected mode is set, and the display returns to the Send Basic Features screen.

6 Press ⊚ (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display → press ⊚ (Start) once for each original. When scanning is complete, press [Done].

Scanning starts.

The scanned data is sent to the specified destination when scanning is complete.

✐ NOTE
• To cancel the scan settings, press the Scan Settings drop-down list → press [Option] → [Cancel].
• To cancel all settings and return the machine to the Standard mode, press ⊚ (Reset).

Sending Methods

This section describes the fundamental procedures for sending documents by fax, how to configure send settings, and other useful features such as stamping originals and delaying a send job.

🖉 NOTE

If a paper jam occurs in the feeder while the original is being scanned, transmission is canceled. Try scanning again.

Memory Sending and Direct Sending

■ Memory Sending

All of the originals to be sent are first scanned and read into memory, then sent. This means that you do not need to stay near the machine once the originals have been scanned.

Memory Sending takes place unless Direct Sending is specified.

■ Direct Sending

The machine sends each page of the document to the destination as it is scanned. Although Direct Sending is slower than Memory Sending, you can use Direct Sending when you need to send an urgent document ahead of other documents stored in memory.

🖐 IMPORTANT

- With Direct Sending, you can send a document of two or more pages only when using the feeder. You can only send one page at a time when you place your original on the platen glass.
- You can specify only one destination at a time for Direct Sending.
- Memory Sending is automatically set when using Delayed Send or when multiple destinations are specified.
- If an error occurs or you cancel transmission in the Direct Sending mode, you can check how many pages have been sent to the destination by printing the Activity Report, or on the Log screen for Fax on the System Monitor screen.

🖉 NOTE
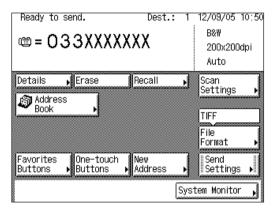
- The machine can hold a total of approximately 1,300 sent and received pages in memory.
- If the memory becomes full, delete unnecessary received documents using the System Monitor screen. (See Chapter 4, "Customizing Communications Settings.")

Memory Sending

1 **Press ⬚SEND (SEND).**

2 **Place your originals.**

✎ NOTE

For instructions on placing your originals, see "Placing Originals," on p. 1-34.

3 **Specify the destination.**


```
Ready to send.        Dest.:  1  12/09/05 10:50
                                        B&W
 ☎ = 033XXXXXXX                         200x200dpi
                                        Auto

Details    ▶ Erase    Recall    ▶  Scan
                                   Settings   ▶
 🗂 Address
    Book     ▶                     TIFF

                                   File
                                   Format    ▶
Favorites   One-touch  New         Send
Buttons   ▶ Buttons  ▶ Address  ▶  Settings  ▶

                           System Monitor ▶
```

✎ NOTE

For more information on specifying the destination, see "Dialing Methods," on p. 2-35.

4 **Specify the desired send options.**

✎ NOTE

• For instructions on setting the scan mode for your documents, see "Selecting a Scan Mode," on p. 2-2.

• For instructions on specifying the scan settings, see "Scan Settings," on p. 2-5.

• For instructions on setting the Stamp mode, see "Stamping Originals," on p. 2-33.

• For instructions on delaying a send job, see "Delaying a Send Job," on p. 2-31.

5 Press ⊚ (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display → press ⊚ (Start) once for each original. When scanning is complete, press [Done].

To change the document size from the pop-up screen that appears while the machine is waiting to scan, press [Document Size] → select the document's size → press [OK] → [Done].

Job Monitor Screen

The available memory is displayed in the lower right corner of the Job Monitor screen.

Scanning starts, and the documents are sent from memory.

The display returns to the Send Basic Features screen after scanning is complete.

During transmission, the transaction number and page number currently being sent, are displayed in the Job Monitor area.

```
┌─────────────────────────────────────────────────────┐
│ Ready to send.        Dest.:  1  12/09/05 10:50      │
│                                    B&W                │
│ ☏ = 033XXXXXXX                     200x200dpi         │
│                                    Auto               │
│ ┌───────┐ ┌─────┐ ┌──────┐ ┌──────────┐              │
│ │Details│▶│Erase│ │Recall│▶│Scan      │              │
│ └───────┘ └─────┘ └──────┘ │Settings ▶│              │
│ ┌─────────┐                └──────────┘              │
│ │🗐 Address│▶                                          │
│ │  Book   │              ┌──────────┐                │
│ └─────────┘              │TIFF      │                │
│                          └──────────┘                │
│                          ┌──────────┐                │
│                          │File      │                │
│                          │Format   ▶│                │
│ ┌─────────┐┌─────────┐┌───────┐└──────────┘          │
│ │Favorites││One-touch││New    │┌──────────┐          │
│ │Buttons ▶││Buttons ▶││Address▶││Send      │          │
│ └─────────┘└─────────┘└───────┘│Settings ▶│          │
│ ┌──────────────────┐    └──────────┘                │
│ │📠 0012  Fax       │   ┌──────────────┐              │
│ │   Sending...      │   │System Monitor ▶│            │
│ └──────────────────┘   └──────────────┘              │
└─────────────────────────────────────────────────────┘
```

Job Monitor Area

✏ NOTE

- To cancel scanning, press [Cancel] on the touch panel display or ⊘ (Stop) on the control panel.
- The transaction number is used for reference when checking the transmission results, or canceling the fax job. (See "Checking the Status of Fax Jobs," on p. 3-2.)
- If there is no response from the recipient's machine or if a transmission error occurs, the machine's Auto Redial feature automatically attempts to send the document again. Auto Redial is carried out twice, at two minute intervals. (See "Auto Redial," on p. 4-11.)
- If you cannot send the document after Auto Redial, check the destination's telephone number. Replace the original, and try sending the document again.

Direct Sending
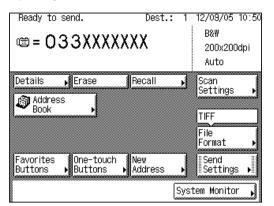
1 Press ⬛SEND (SEND).

2 Place your originals.

✏ NOTE

For instructions on placing your originals, see "Placing Originals," on p. 1-34.

3 **Specify the destination.**

```
 ┌─────────────────────────────────────────────┐
 │ Ready to send.        Dest.:  1  12/09/05 10:50│
 │                                 B&W            │
 │  ☏ = 033XXXXXXX                 200x200dpi     │
 │                                 Auto           │
 │ ┌────────┬──────┬────────┐ ┌──────────┐       │
 │ │Details ▸│Erase │Recall ▸│ │Scan      │       │
 │ └────────┴──────┴────────┘ │Settings ▸│       │
 │ ┌──────────────┐           └──────────┘       │
 │ │🗊 Address     │           ┌──────────┐       │
 │ │  Book      ▸ │           │TIFF      │       │
 │ └──────────────┘           └──────────┘       │
 │                            ┌──────────┐       │
 │                            │File      │       │
 │                            │Format  ▸ │       │
 │ ┌─────────┬─────────┬──────┐└──────────┘       │
 │ │Favorites│One-touch│New   │ ┌──────────┐      │
 │ │Buttons ▸│Buttons ▸│Address▸││Send     │      │
 │ └─────────┴─────────┴──────┘ │Settings ▸│     │
 │                    ┌──────────────┐           │
 │                    │System Monitor ▸│         │
 │                    └──────────────┘           │
 └─────────────────────────────────────────────┘
```

✎ NOTE

For more information on specifying the destination, see "Dialing Methods," on p. 2-35.

4 **Specify the desired send options.**

✎ NOTE

- For instructions on setting the scan mode for your documents, see "Selecting a Scan Mode," on p. 2-2.
- For instructions on specifying the scan settings, see "Scan Settings," on p. 2-5.

5 Press [Send Settings] → [Direct] → [Done].

```
[Send Settings]
┌─────────────┬──────────────┬─────────────┐
│ Delayed Send│ Stamp        │ Direct      │
│            ▶│              │             │
└─────────────┴──────────────┴─────────────┘
 🔳 🔳  ┌─Document Name─┐ ┌─────────────────┐
 🔳     │              ▶│ │                 │
        └───────────────┘ └─────────────────┘
 🔳 🔳  ┌─Subject───────┐ ┌─────────────────┐
        │              ▶│ │                 │
        └───────────────┘ └─────────────────┘
 🔳 🔳  ┌─Message───────┐ ┌─────────────────┐
        │              ▶│ │                 │
        └───────────────┘ └─────────────────┘
   1/2   ┌──▼──┐ ┌──▲──┐    ┌── Done    ┘│
         └─────┘ └─────┘    └────────────┘
                          ┌─System Monitor ▶│
                          └─────────────────┘
```

If you specify the destination using ⓪ - ⑨ (numeric keys) or New Address tab, press [Direct] on the same screen.

```
📷[Fax]                         Dest.:  0
  Use the numeric keys.
 ■Fax Number(Max 120 characters)
 ┌────────────────────────────────────────┐
 │ ☎ = 03XXXXXXX                            │
 └────────────────────────────────────────┘
 ┌─────┐┌────┐ ┌──◀──┐┌──▶──┐ ┌─Backspace─┐
 │Pause││Tone│ └─────┘└─────┘ └───────────┘
 └─────┘└────┘               ┌─Direct─────┐
                             └────────────┘
                              ☐▶ Hook
 ┌─── Cancel ────┐           ┌──── OK    ┘│
 └───────────────┘           └────────────┘
                          ┌─System Monitor ▶│
                          └─────────────────┘
```

✎ NOTE
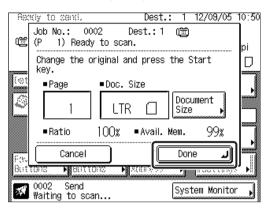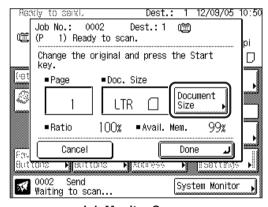
 • To cancel Direct sending mode, press [Direct] again.
 • For instructions on setting the Stamp mode, see "Stamping Originals," on p. 2-33.

Send and Receive Methods

6 Press ⓞ (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display → press ⓞ (Start) once for each original. When scanning is complete, press [Done].

To change the document size from the pop-up screen that appears while the machine is waiting to scan, press [Document Size] → select the document's size → press [OK] → [Done].

Job Monitor Screen

The available memory is displayed in the lower right corner of the Job Monitor screen.

As soon as transmission is possible, the original is scanned and sent while scanning is taking place.

The display returns to the Send Basic Features screen after your originals are sent.

During transmission, the transaction number, and page number currently being sent are displayed in the Job Monitor area.

If the transmission completes successfully, the message <Sent OK> appears in the Job Monitor area for approximately two seconds.

After the original has been sent, Direct Sending is canceled automatically.

✎ NOTE

To cancel transmission, press [Cancel] on the touch panel display or ⊘ (Stop) on the control panel. Scanning and transmission of documents are canceled from the time you cancel the transmission.
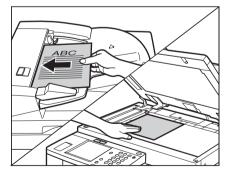
Sending Fax Documents Manually

This mode enables you to manually send fax documents after checking that the destination is ready to receive fax transmissions. Use manual sending if the recipient does not have a fax machine that can receive automatically.

🖐 IMPORTANT

• Manual Sending enables you to send a document consisting of two or more pages only if you use the feeder to send it. You can only send one page at a time when you place your originals on the platen glass.

• If you cancel Manual Sending during transmission, the pages that have already been scanned are sent. You can check how many pages have been sent to the destination by printing an Activity Report. (See Chapter 10, "Printing Communication Reports," in the *Sending Guide*.)

1 **Press ⌷SEND⌷ (SEND).**

2 **Place your originals.**

✎ NOTE

For instructions on placing your originals, see "Placing Originals," on p. 1-34.

3 Make sure that the machine is ready to send.


```
Ready to send.          Dest.:  1  12/09/05 10:50
                                     B&W
📠 = 033XXXXXXX                       200x200dpi
                                     Auto

Details  ▶ Erase    Recall   ▶   Scan
                                 Settings  ▶
   📇 Address
      Book    ▶                  TIFF

                                 File
                                 Format   ▶
Favorites   One-touch   New      Send
Buttons  ▶  Buttons  ▶  Address ▶ Settings ▶

                              System Monitor ▶
```

4 Press [New Address] → [Fax].


```
Ready to send.          Dest.:  0  12/09/05 10:50
                                     B&W
📠 =                                  200x200dpi
                                     Auto

■ New Add.                       Scan
                                 Settings  ▶
Fax    ▶  E-mail ▶  I-Fax  ▶
                                 TIFF
File   ▶              ↵
                                 File
                                 Format   ▶
Favorites   One-touch   New      Send
Buttons  ▶  Buttons     Address ▶ Settings ▶

                              System Monitor ▶
```

5 Press [Hook].
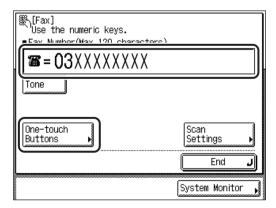
You should hear the dial tone.

6 Specify the scan settings.

✐ NOTE

- For instructions on setting the scan mode for your documents, see "Selecting a Scan Mode," on p. 2-2.
- For instructions on specifying the scan settings, see "Scan Settings," on p. 2-5.
- For instructions on setting the Stamp mode, see "Stamping Originals," on p. 2-33.

7 Specify the destination using ⓪ - ⑨ (numeric keys) or by pressing [One-touch Buttons].

You can enter an extension number after dialing the fax number.

Details of each item are shown below.

[Tone]:   Press when you want to directly call an extension line that
                    is connected to a PBX (Private Branch Exchange), which
                    accepts only tone signals. If you press [Tone], the letter
                    <T> appears.

[One-touch Buttons]: Press to specify destinations using the one-touch buttons.
                     (See "Address Book," on p. 2-37.)

[Scan Settings]:   Press to set the Scan mode. (See "Selecting a Scan
                    Mode," on p. 2-2.)
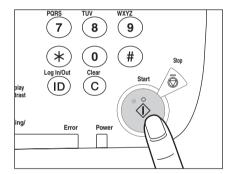
NOTE
- You can enter a maximum of 120 characters for the fax number.
- You cannot use group dialing for manual sending.
- To cancel manual sending, press [End].

8 When you hear a high-pitched tone, press ◎ (Start).

Scanning starts and the document is sent.

During the transmission, the transaction number, and page number are displayed
in the Job Monitor area.

NOTE
To cancel manual sending, press [Cancel].
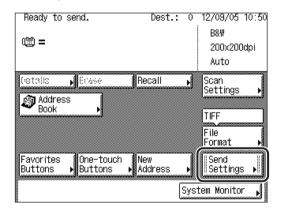
Delaying a Send Job

The Delayed Send mode enables you to store a send job in memory, and have it sent at a later time.

✎ NOTE
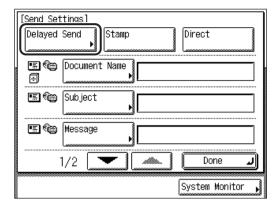
  • You can reserve up to 70 jobs for the Delayed Send. However, the actual number of jobs that can be reserved may be less than 70, depending on the following conditions:

   - If multiple documents are being sent at the same time

   - If large documents are being sent

  • The number of delayed send jobs which you can reserve may also be reduced if there are jobs other than Delayed Send, or if you select a group destination which includes several destinations with the Delayed Send mode.

  • Once the delayed documents are sent, the documents are automatically deleted from memory.

  • You can check the status or cancel the transmission of jobs for which a preset send time has been specified. (See "Using the System Monitor Screen," on p. 1-45, and Chapter 3, "Checking/Changing the Fax Status.")

1 **Press ▭SEND▭ (SEND) → place your originals → specify the destination → specify the desired send options → press [Send Settings].**

```
Ready to send.          Dest.:  0  12/09/05 10:50
                                        B&W
 📠 =                                    200x200dpi
                                        Auto

 Details    ▶ Erase     Recall    ▶    Scan
                                        Settings   ▶
   📇 Address
      Book    ▶
                                        TIFF

                                        File
                                        Format     ▶
 Favorites   One-touch  New             Send
 Buttons   ▶ Buttons  ▶ Address  ▶      Settings   ▶

                              System Monitor ▶
```

✎ NOTE

  • For instructions on placing your originals, see "Placing Originals," 1-34.

  • For more information on specifying the destination, see "Dialing Methods," on p. 2-35.

  • For instructions on setting the scan mode for your documents, see "Selecting a Scan Mode," on p. 2-2.
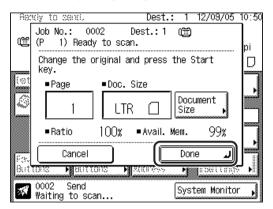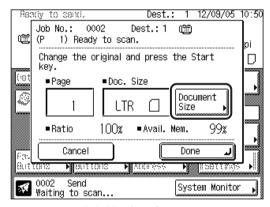
  • For instructions on specifying the scan settings, see "Scan Settings," on p. 2-5.

2 Press [Delayed Send].

```
[Send Settings]
┌──────────────┐ ┌──────────┐ ┌──────────┐
│Delayed Send  │ │Stamp     │ │Direct    │
└──────────────┘ └──────────┘ └──────────┘

 ▭▤ ⌨  ┌─────────────┐ ┌──────────────────────┐
 🖃    │Document Name │ │                      │
       └─────────────┘ └──────────────────────┘

 ▭▤ ⌨  ┌─────────────┐ ┌──────────────────────┐
       │Subject      │ │                      │
       └─────────────┘ └──────────────────────┘

 ▭▤ ⌨  ┌─────────────┐ ┌──────────────────────┐
       │Message      │ │                      │
       └─────────────┘ └──────────────────────┘

      1/2  ┌──▼──┐ ┌──▲──┐      ┌──────Done──┐
           └─────┘ └─────┘      └────────────┘
                              ┌─────────────────┐
                              │ System Monitor ▸│
                              └─────────────────┘
```
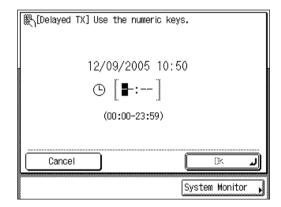
3 Enter the send time using ⓪ - ⑨ (numeric keys).

```
▨ [Delayed TX] Use the numeric keys.


            12/09/2005 10:50

            🕐 [ ▮:-- ]

            (00:00-23:59)



┌──────────┐              ┌──────────────┐
│ Cancel   │              │     OK      ◢│
└──────────┘              └──────────────┘
                         ┌─────────────────┐
                         │ System Monitor ▸│
                         └─────────────────┘
```

Enter all four digits of the time (including zeros), using 24-hour notation.

Examples: 9:05 a.m.   →   0905

4:18 p.m.   →   1618

If you set a time earlier than the current time, the document will be sent at that time on the next day.

📖 NOTE

If you make a mistake when entering the send time, press ⓒ (Clear) to clear your entry → enter another four digit number.

4 Press [OK] → [Done].

The display returns to the Send Basic Features screen.

5 Press ⊚ (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display → press ⊚ (Start) once for each original. When scanning is complete, press [Done].

The document is stored in memory, and then sent to the specified destination at the specified time.
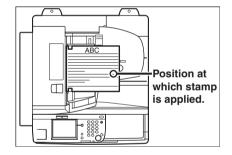
✎ NOTE
- To cancel a delayed send job, press [Send Settings] → [Delayed Send] → [Cancel].
- To cancel all settings and return the machine to the Standard mode, press ⊚ (Reset).
- You can also cancel a delayed send job from the System Monitor screen. (See "Using the System Monitor Screen," on p. 1-45.)

Stamping Originals

The machine can print a stamp (approximately 1/8" (3 mm) in diameter) on the front side of scanned originals.

Vertical placement

Horizontal placement

✋ IMPORTANT
The Stamp mode cannot be used with the Document Size or Different Size Originals mode.
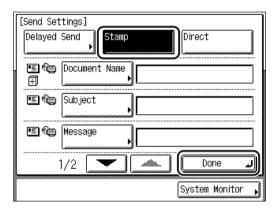
1 Press ⌴ SEND (SEND) → place your originals into the feeder → specify the destination → specify the desired send options → press [Send Settings].

If necessary, see the screen shot in step 1 of "Delaying a Send Job," on p. 2-31.

$\oslash$ NOTE

- For instructions on placing your originals, see "Placing Originals," 1-34.
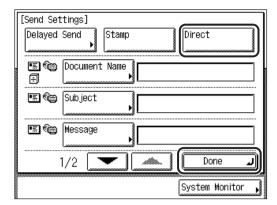- For more information on specifying the destination, see "Dialing Methods," on p. 2-35.
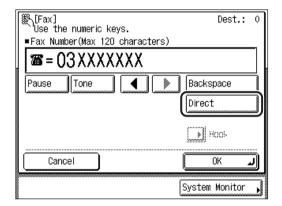- For instructions on setting the scan mode for your documents, see "Selecting a Scan Mode," on p. 2-2.
- For instructions on specifying the scan settings, see "Scan Settings," on p. 2-5.

2 Press [Stamp] → [Done].

```
[Send Settings]
┌──────────────┐ ┌──────────┐ ┌──────────┐
│ Delayed Send │ │ Stamp    │ │ Direct   │
│            ▶ │ │          │ │          │
└──────────────┘ └──────────┘ └──────────┘
┌──────────────┐
│ Document Name│ │                      │
│            ▶ │ └──────────────────────┘
└──────────────┘
┌──────────────┐
│ Subject    ▶ │ │                      │
└──────────────┘ └──────────────────────┘
┌──────────────┐
│ Message    ▶ │ │                      │
└──────────────┘ └──────────────────────┘
   1/2   [ ▼ ] [ ▲ ]      │   Done    ↵ │

                              │ System Monitor ▶ │
```

The display returns to the Send Basic Features screen.

$\oslash$ NOTE

To cancel the Stamp mode, press [Stamp] again.

3 Press ⊙ (Start).

Scanning starts.

A stamp mark ($\oplus$) appears on the original output.

$\oslash$ NOTE

If the stamp is not marked clearly, see Chapter 6, "Routine Maintenance," in the *Reference Guide*.

Dialing Methods

This machine provides you with four ways to specify the fax destination:

■ **Using the Numeric Keys**
You can specify a destination using ⓪ - ⑨ (numeric keys). (See "Numeric Keys," on p. 2-36.)

■ **Using the Address Book**
You can specify the destination by pressing [Address Book] on the Send Basic Features screen and selecting a destination from the Address Book. (See "Address Book," on p. 2-37.)

■ **Using the New Address Tab**
You can specify the destination not stored in the Address Book by pressing [New Address] on the Send Basic Features screen and pressing the destination type key. (See "New Address Tab," on p. 2-40.)

■ **Using One-touch Buttons**
You can specify one or more destinations by pressing [One-touch Buttons] on the Send Basic Features screen, and pressing the desired one-touch button(s). (See "One-Touch Buttons," on p. 2-43.)

■ **Using the Favorites Buttons**
You can specify the destination by pressing [Favorites Buttons] on the Send Basic Features screen and pressing the desired favorites button. (See "Favorites Buttons," on p. 2-48.)

Numeric Keys

You can dial the fax number of one or more recipients using ⓪ - ⑨ (numeric keys) on the control panel.
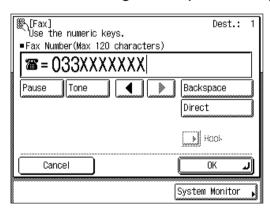
🖐 IMPORTANT

If Restrict New Addresses in System Settings (from the Additional Functions screen) is set to 'On', you cannot specify a destination using ⓪ - ⑨ (numeric keys).
(See Chapter 9, "System Settings," in the *Sending Guide*.)

1 Press ⌨ SEND (SEND).

2 Place your originals.

✐ NOTE

For instructions on placing your originals, see "Placing Originals," on p. 1-34.

3 Make sure the machine is ready to send → enter the recipient's fax number using ⓪ - ⑨ (numeric keys).

```
🐾[Fax]                              Dest.:  1
  Use the numeric keys.
■Fax Number(Max 120 characters)

 ☎ = 033XXXXXXX│

 [Pause] [Tone]  [ ◀ ] [ ▶ ]   [Backspace]
                               [Direct]

                                [▶] HOOK

 [     Cancel     ]            [     OK   ⏎]

                              [System Monitor ▶]
```

Details of each item are shown below.

[Pause]:   Press to insert a pause of several seconds in the fax number you are dialing. If you insert a pause within the fax number, the letter <p> is displayed between the numbers. If you insert a pause at the end of the fax number, the letter <P> appears. When dialing an overseas number, insert a pause after the country code, and at the end of the fax number. (See "Pause Time," on p. 4-9.)

[Tone]:	Press when you want to directly call an extension line that is connected to a PBX (Private Branch Exchange), which accepts only tone signals. If you press [Tone], the letter <T> appears.
[◀][▶]:	Press to move the position of the cursor.
[Backspace]:	Press to delete the number or character immediately to the left of the cursor.
[Direct]:	Press to use the Direct Send mode. (See "Direct Sending," on p. 2-23.)
[Hook]:	Press to use tone dialing or to send a fax document manually. (See "Sending Fax Documents Manually," on p. 2-27.)

🖐 IMPORTANT

You cannot insert a pause at the beginning of a number.

📝 NOTE

• You can enter a maximum of 120 characters for the fax number.
• If you enter a pause at the end of the number, the pause is always 10 seconds long.
• You can press ⓒ (Clear) to clear your entry.

4 Press ⓞ (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display ➞ press ⓞ (Start) once for each original. When scanning is complete, press [Done].

Scanning starts, and the document is sent to the specified destination.

Address Book

The Address Book is a directory for storing destinations. A maximum of 500 destinations (including 200 one-touch destinations) can be stored. Storing a destination in the Address Book saves you the effort of entering frequently used destinations' fax numbers each time you send a fax job.

🖐 IMPORTANT

To use this feature, destinations must be stored in the address book beforehand. (See "Storing Destinations," on p. 5-5.)

1 Press ⌈ SEND ⌉ (SEND) → place your originals.
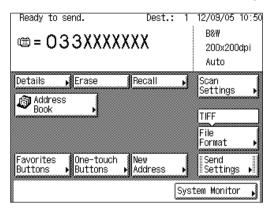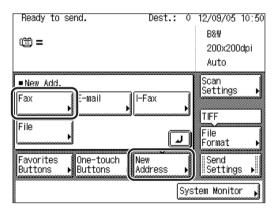
🖉 NOTE

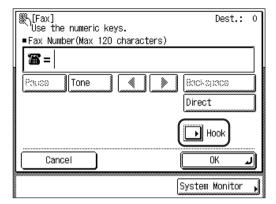For instructions on placing your originals, see "Placing Originals," on p. 1-34.

2 Make sure the machine is ready to send → press [Address Book].

```
Ready to send.          Dest.:  0  12/09/05 10:50
                                        B&W
 ⓐ =                                    200x200dpi
                                        Auto

 Details  ▸ Erase    │Recall     ▸│  Scan
                                      Settings  ▸

   ⓐ Address
     Book      ▸                    │TIFF

                                      File
                                      Format    ▸

 Favorites  │One-touch│New          │Send
 Buttons  ▸ │Buttons ▸│Address ▸    │Settings ▸

                              │System Monitor ▸│
```

3 Select the desired destination.

```
[Address Book]              ■ Type
                            ◉ All            ▸
  Dest.:  0
 ✓Type │Name        │Destination
   ⓐ  Canon USA(FA  031XXXXXXX      ▲
   ⓐ  Sales(I-FAX)  1003@ifax       1/2
   ⓐ  Sales(FTP)    1004.ftphost    ▼
   ⓐ  Sales(GROUP)  2
   ⓐ  Canon(FAX)    033XXXXXXX      Details▸

 ABC│DEF│GHI│JKL│MNO│PQR│STU│VWX│YZ│0-9│ All

   Cancel        ⓐ Register      OK  ↵

                              │System Monitor ▸│
```

Press the desired destination to select it. You can select multiple destinations at the same time.

Details of each item are shown below.

<Type>:	You can restrict the type of destinations displayed in the result list by pressing the Type drop-down list.
[▼][▲]:	If the desired destination is not displayed, press [▼] or [▲] to scroll to the desired destination.
[Details]:	Press to view the detailed information of the selected destination.
[All]:	Press to return to the full address list.
[ABC][DEF]...[0-9]:	Press to display the individual keys for each letter or number. You can select a letter or number to restrict the displayed range of entries.
[Register]:	Press to register new destinations in the Address Book or One-touch Buttons.
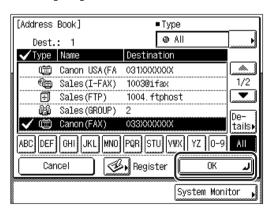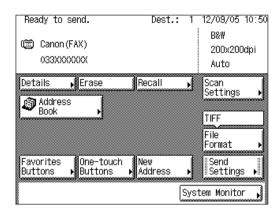
✎ NOTE

To cancel a selected destination, select the destination again to clear the check mark.

4 Press [OK].

The Send Basic Features screen appears, and the fax numbers and names of the selected destinations are displayed.

```
 ┌─────────────────────────────────────────────┐
 │ Ready to send.        Dest.: 1  12/09/05 10:50│
 │                              B&W              │
 │ ▯ Canon(FAX)                 200x200dpi       │
 │     033XXXXXXXX              Auto             │
 │ ┌──────┬─────┬──────┐ ┌──────────┐           │
 │ │Details▸│Erase│Recall ▸│ │Scan      │         │
 │ └──────┴─────┴──────┘ │Settings ▸│         │
 │ ┌──────────────┐      └──────────┘           │
 │ │▧ Address     │      ┌──────────┐           │
 │ │  Book     ▸  │      │TIFF      │           │
 │ └──────────────┘      └──────────┘           │
 │                       ┌──────────┐           │
 │                       │File      │           │
 │                       │Format  ▸ │           │
 │ ┌──────┬───────┬─────┐└──────────┘           │
 │ │Favorites│One-touch│New   │┌──────────┐      │
 │ │Buttons ▸│Buttons ▸│Address▸││Send     ▸│    │
 │ └──────┴───────┴─────┘│Settings │         │
 │                 ┌──────────────┐            │
 │                 │System Monitor ▸│          │
 │                 └──────────────┘            │
 └─────────────────────────────────────────────┘
```

5 Press ⊚ (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display → press ⊚ (Start) once for each original. When scanning is complete, press [Done].

Scanning starts, and the document is sent to the specified destination.

New Address Tab

This section describes the procedure for specifying a new destination that has not been stored in the Address Book.

🖑 IMPORTANT

If Restrict New Addresses in System Settings (from the Additional Functions screen) is set to 'On', you cannot specify a destination using the New Address tab. (See Chapter 9, "System Settings," in the *Sending Guide*.)

✏ NOTE

- If you frequently send documents to the same destinations, store these destinations in the Address Book beforehand. (See "Storing Destinations," on p. 5-5.)
- You can specify only one destination at a time using the New Address tab.
- For detailed procedures to specify an I-fax, e-mail, and file server address using the New Address tab, see Chapter 4, "Sending Documents," in the *Sending Guide*.
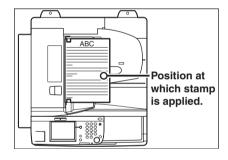
1 Press [SEND] (SEND) → place your originals.

✏ NOTE

For instructions on placing your originals, see "Placing Originals," on p. 1-34.

2 Make sure the machine is ready to send → press [New Address] → [Fax].


```
Ready to send.          Dest.: 0  12/09/05 10:50
                                         B&W
📠 =                                     200x200dpi
                                         Auto

■New Add.                          Scan
                                   Settings  ▶
Fax      ▶  E-mail   ▶  I-Fax   ▶
                                   TIFF
File     ▶              ↵          File
                                   Format   ▶
Favorites ▶ One-touch ▶ New    ▶   Send
Buttons     Buttons     Address    Settings ▶
                                   System Monitor ▶
```

📎 NOTE

  If no destination is displayed on the Send Basic Features screen, you can proceed
  to step 3 without pressing [Fax] on the New Address tab.

3 Enter the recipient's fax number using ⓪ - ⑨ (numeric keys), ⊛, and #.


```
📠[Fax]                          Dest.: 1
   Use the numeric keys.
■Fax Number(Max 120 characters)

📞 = 033XXXXXXX|

Pause   Tone    ◀   ▶    Backspace
                         Direct

                         ▶ HOOK

Cancel                   OK    ↵

                         System Monitor ▶
```

Details of each item are shown below.

[Pause]: Press to insert a pause of several seconds in the fax number you are dialing. If you insert a pause within the fax number, the letter <p> is displayed between the numbers. If you insert a pause at the end of the fax number, the letter <P> appears. When dialing an overseas number, insert a pause after the country code, and at the end of the fax number. (See "Pause Time," on p. 4-9.)

[Tone]: Press when you want to directly call an extension line that is connected to a PBX (Private Branch Exchange), which accepts only tone signals. If you press [Tone], the letter <T> appears.

[◀][▶]: Press to move the position of the cursor.

[Backspace]: Press to delete the number or character immediately to the left of the cursor.

[Direct]: Press to use the Direct Send mode. (See "Direct Sending," on p. 2-23.)

[Hook]: Press to use tone dialing or to send a fax document manually. (See "Sending Fax Documents Manually," on p. 2-27.)

🖐 IMPORTANT

You cannot insert a pause at the beginning of a number.

✎ NOTE

• You can enter a maximum of 120 characters for the fax number.
• If you enter a pause at the end of the number, the pause is always 10 seconds long.
• You can press ⓒ (Clear) to clear your entry.

4 Press [OK].

The specified destination appears on the Send Basic Features screen.

🖐 IMPORTANT

The fax number you entered is not stored in the Address Book. It is deleted once the document is sent.

✎ NOTE

• To view the detailed information of the destination, press [Details].
• You can change or edit the destination on the Send Basic Features screen before scanning. (See "Checking/Changing a Destination," on p. 2-50.)
• You can erase the destination on the Send Basic Features screen before scanning. (See "Erasing a Destination," on p. 2-53.)

5 Press ⓪ (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display → press ⓪ (Start) once for each original. When scanning is complete, press [Done].

Scanning starts, and the document is sent to the specified destination.

One-Touch Buttons

🖐 IMPORTANT

To use this feature, you must register destinations in one-touch buttons beforehand. (See "Storing/Editing One-Touch Buttons," on p. 5-24.)
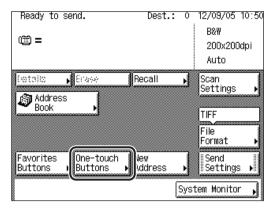
📎 NOTE

A maximum of 501 destinations can be specified at the same time. (Out of the 501 destinations, one new destination can be specified using the New Address tab or ⓪ - ⑨ (numeric keys).) If you specify a group, which is made up of several destinations, each destination in the group is counted as a separate address.

1 Press [SEND] (SEND) → place your originals.

📎 NOTE

For instructions on placing your originals, see "Placing Originals," on p. 1-34.

2 Make sure the machine is ready to send → press [One-touch Buttons].

3 Select the desired one-touch button.
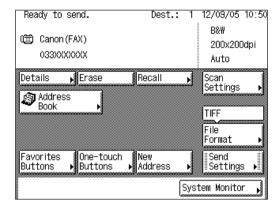
Each One-touch Button is assigned a three-digit number. If you know the one-touch button's three digit number, you can directly enter the three digit number of the desired one-touch button using ⓪ - ⑨ (numeric keys).

If the desired one-touch button is not displayed, press [▼] or [▲] to scroll to the desired one-touch button.

✎ NOTE

• To cancel the selected one-touch button, press the one-touch button again.

• You can select multiple one-touch buttons.

4 Press [Done].

The selected destination appears in the destination list on the Send Basic Features screen.

📝 NOTE

- To view the detailed information of a selected destination, select the destination → press [Details].
- To erase a specified destination from the destination list, select the destination you want to erase → press [Erase].

5 Press ⊚ (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display → press ⊚ (Start) once for each original. When scanning is complete, press [Done].

Scanning starts, and the document is sent to the specified destination.

Group Dialing

Group Dialing enables you to dial a group of registered fax numbers in the Address Book or one-touch buttons. This is useful if you want to send the same document to several destinations. You can register up to 499 destinations in one group.

✎ NOTE
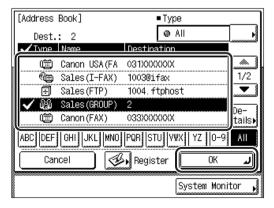
- Sending a document to a number of destinations at the same time is called Sequential Broadcast Sending.
- A maximum of 501 destinations can be specified at the same time. (Out of the 501 destinations, one new destination can be specified using the New Address tab or ⓪ - ⑨ (numeric keys).) If you specify a group, which is made up of several destinations, each destination in the group is counted as a separate address.
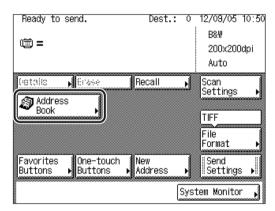- For instructions on registering destinations for group dialing, see "Group Addresses," on p. 5-12, or "Storing/Editing One-Touch Buttons," on p. 5-24.

1 Press [SEND] (SEND) → place your originals.

✎ NOTE

For instructions on placing your originals, see "Placing Originals," on p. 1-34.

2 Make sure the machine is ready to send → specify the group destination.

● **To specify a group from the Address Book:**

❑ Press [Address Book] → select the destinations for the group dial → press [OK].

You can specify multiple destinations at the same time.
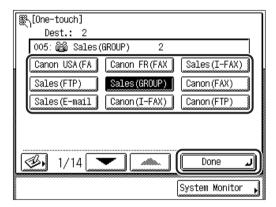
The selected destination appears in the destination list on the Send Basic Features screen.

● **To specify a group from the One-touch Buttons:**

❑ Press [One-touch Buttons] → press the one-touch button containing the destinations for the group dial → press [Done].

To specify two or more groups, select all of the desired one-touch buttons containing the destinations for the group dial → press [Done].

The selected destination appears in the destination list on the Send Basic Features screen.

NOTE

- To cancel a selected group destination, press the one-touch button again.
- To use Group Dialing, you must register all the destinations for the group beforehand. See "Group Addresses," on p. 5-12, or "Storing/Editing One-Touch Buttons," on p. 5-24.

3 Press ⊚ (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display → press ⊚ (Start) once for each original. When scanning is complete, press [Done].

Scanning starts, and the document is sent to the specified destination.

Favorites Buttons

If you frequently send documents with the same document settings to the same destination, store these settings in a favorites button. Then, when you need to specify the destination, all you have to do is select the favorites button containing your stored document settings and the desired destination, and send your document.

✎ NOTE

A maximum of 501 destinations can be specified at the same time. (Out of the 501 destinations, one new destination can be specified using the New Address tab or ⓪ - ⑨ (numeric keys).) If you specify a group, which is made up of several destinations, each destination in the group is counted as a separate address.
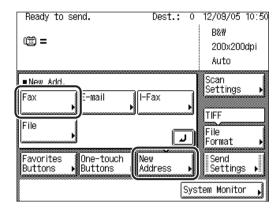
1 Press ⌷SEND (SEND) → place your originals.

✎ NOTE

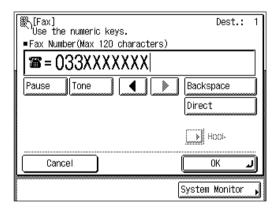For instructions on placing your originals, see "Placing Originals," on p. 1-34.

2 Make sure the machine is ready to send → press [Favorites Buttons].

3 Select the desired Favorites Button → press [Done].

```
┌─────────────────────────────────────────────┐
│ [Favorites Buttons] Select a Favorites Button and │
│ press the Start key to send.                  │
│ ┌──────────┬──────────┬──────────┐           │
│ │ M1       │ M2       │ M3       │           │
│ │          │          │          │           │
│ │ 📅       │ 📧       │ 📠       │           │
│ ├──────────┼──────────┼──────────┤           │
│ │ M4       │ M5       │ M6       │           │
│ │          │          │          │           │
│ │ 🖨        │ 📠       │ 📅📧     │           │
│ └──────────┴──────────┴──────────┘           │
│                                               │
│ ┌────┐       ┌───┐ ┌───┐   ┌──────────┐      │
│ │ ✎▸ │ 1/2   │ ▼ │ │ ▲ │   │  Done  ↵ │      │
│ └────┘       └───┘ └───┘   └──────────┘      │
│                             ┌──────────────┐ │
│                             │ System Monitor ▸│
│                             └──────────────┘ │
└─────────────────────────────────────────────┘
```

If the desired Favorites Button is not displayed, press [▼] or [▲] to scroll to the desired Favorites Button.

The specified destination(s) appear in the destination list on the Send Basic Features screen, and the stored document settings are recalled.

📎 NOTE

- To view the detailed information of a selected destination, select the destination press → [Details].
- To erase a specified destination from the destination list, select the destination you want to erase → press [Erase].
- You can manually change the recalled settings from the selected favorites button before you send your documents.
- If you press another favorites button, the settings stored in that button are recalled.
- To cancel all settings and return the machine to the Standard mode, press ⊘ (Reset).
- If multiple destinations are stored under the selected favorites button, the destinations may not be listed in the order in which they were set.

4 Press ⊚ (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display → press ⊚ (Start) once for each original. When scanning is complete, press [Done].

Scanning starts, and the document is sent to the specified destination.

Checking/Changing a Destination
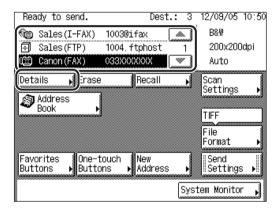
You can check and change a specified destination before you scan your documents.

✐ NOTE

Only the destination specified using the New Address tab can be changed.

1 Select the destination → press [Details].

```
Ready to send.          Dest.:  3  12/09/05 10:50
📬 Sales(I-FAX)  1003@ifax    ▲    B&W
📄 Sales(FTP)    1004.ftphost  1    200x200dpi
📠 Canon(FAX)    033XXXXXXX    ▼    Auto

Details  ▶  Erase   Recall  ▶   Scan
                                Settings  ▶
🗂 Address
   Book    ▶                    TIFF

                                File
                                Format   ▶
Favorites  One-touch  New        Send
Buttons ▶  Buttons ▶  Address ▶  Settings ▶
                           System Monitor ▶
```
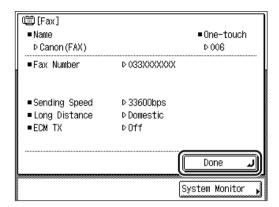
If the destination that you want to check or change is not displayed, press [▼] or [▲] to scroll to the desired destination.

If only one destination is specified, just press [Details].
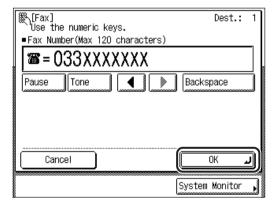
2 **If necessary, check or change the destination's information.**

● **If the screen below is displayed:**

❑ Check the destination's information ➞ press [Done].

```
┌─────────────────────────────────────────┐
│ 📠 [Fax]                                  │
│  ■Name                    ■One-touch      │
│   ▷ Canon (FAX)            ▷ 006          │
│  ■Fax Number       ▷ 033XXXXXXX           │
│                                           │
│  ■Sending Speed    ▷ 33600bps             │
│  ■Long Distance    ▷ Domestic             │
│  ■ECM TX           ▷ Off                  │
│                              ┌─────────┐  │
│                              │ Done   ⏎│  │
│                              └─────────┘  │
│                         ┌──────────────┐  │
│                         │System Monitor▶│ │
│                         └──────────────┘  │
└─────────────────────────────────────────┘
```

The display returns to the Send Basic Features screen.

● **If the destination has been specified using one of the sending methods in the New Address tab:**

❑ Check or change the destination's information ➞ press [OK].

```
┌─────────────────────────────────────────┐
│ 📠 [Fax]                      Dest.:  1   │
│    Use the numeric keys.                  │
│  ■Fax Number(Max 120 characters)          │
│ ┌───────────────────────────────────────┐│
│ │ ☎ = 033XXXXXXX                        ││
│ └───────────────────────────────────────┘│
│ ┌─────┐┌────┐┌──┐┌──┐┌──────────┐         │
│ │Pause││Tone││◀ ││ ▷││Backspace │         │
│ └─────┘└────┘└──┘└──┘└──────────┘         │
│                                           │
│                                           │
│ ┌─────────┐              ┌─────────┐      │
│ │ Cancel  │              │ OK     ⏎│      │
│ └─────────┘              └─────────┘      │
│                         ┌──────────────┐  │
│                         │System Monitor▶│ │
│                         └──────────────┘  │
└─────────────────────────────────────────┘
```
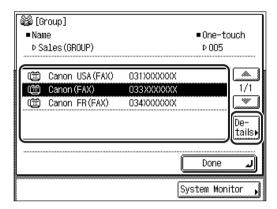
Change the destination's information in the same way that you specified it. (See "New Address Tab," on p. 2-40.)

The display returns to the Send Basic Features screen.

● **If the destination is a group address:**

❑ To check the information of registered destinations in a group address, select one destination at a time → press [Details].
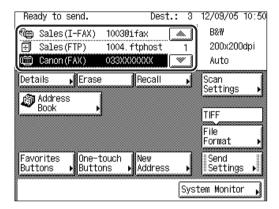
❑ Check the destination's information → press [Done] → [Done].

The display returns to the Send Basic Features screen.

Erasing a Destination

You can erase a specified destination from the destination list before you scan your documents.
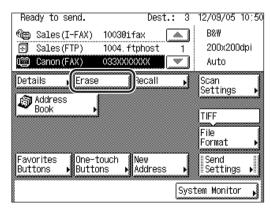
1 Select the destination to be erased.

```
Ready to send.              Dest.: 3  12/09/05 10:50
📠 Sales(I-FAX)   1003@ifax     ▲      B&W
📄 Sales(FTP)     1004.ftphost  1      200x200dpi
📠 Canon(FAX)     033XXXXXXX     ▼      Auto

Details  ▸ Erase    Recall  ▸         Scan
                                      Settings  ▸
📇 Address
   Book    ▸                          TIFF

                                      File
                                      Format    ▸
Favorites   One-touch   New           Send
Buttons  ▸  Buttons  ▸  Address  ▸    Settings  ▸

                              System Monitor  ▸
```

If the destination that you want to erase is not displayed, press [▼] or [▲] to scroll to the desired destination.

If only one destination is specified, skip this step.

2 Press [Erase].

```
Ready to send.              Dest.: 3  12/09/05 10:50
📠 Sales(I-FAX)   1003@ifax     ▲      B&W
📄 Sales(FTP)     1004.ftphost  1      200x200dpi
📠 Canon(FAX)     033XXXXXXX     ▼      Auto

Details  ▸ ( Erase )  Recall  ▸       Scan
                                      Settings  ▸
📇 Address
   Book    ▸                          TIFF

                                      File
                                      Format    ▸
Favorites   One-touch   New           Send
Buttons  ▸  Buttons  ▸  Address  ▸    Settings  ▸

                              System Monitor  ▸
```

The selected destination is erased from the destination list.

Job Recall

You can recall the last three destinations, scan settings, and send settings which have been set, and then send your documents.
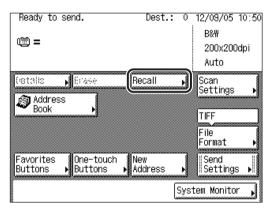
📑 IMPORTANT
  • The machine considers any one of the following operations a send job:
    - When settings, such as the destination, scan settings, and send settings, are specified, and then the control panel power switch, ⊙ (Start), or ⊘ (Reset) is pressed
    - When the Auto Clear mode activates after send settings are specified
  • The Standard mode is not stored in Recall memory.

✐ NOTE
  The three most recent settings that were stored in memory are not erased even when the power is turned OFF.

1 **Press** ⌷SEND⌷ **(SEND) → place your originals → press [Recall].**
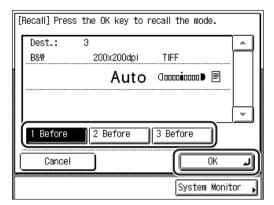
✐ NOTE
  For instructions on placing your originals, see "Placing Originals," on p. 1-34.

2 Select [1 Before], [2 Before], or [3 Before] → confirm the settings → press [OK].

```
[Recall] Press the OK key to recall the mode.

  Dest.:    3                                      ▲
  B&W         200x200dpi    TIFF
                    Auto   ⃞□□□□■□□□▶ 目

                                                   ▼

  ┌ 1 Before ┐┌ 2 Before ┐┌ 3 Before ┐

  ┌ Cancel        ┐           ┌      OK      ⏎ ┐

                                    System Monitor ▶
```

The display returns to the Send Basic Features screen.

✎ NOTE

• If there are more stored Send settings than are currently displayed, you can scroll through the list by pressing [▼] or [▲].

• You can change the settings for a recalled send job.

• If there are multiple destinations stored in Recall memory, the order of the destinations shown in the list may not correspond to the order in which they were specified.

3 Press ◉ (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display → press ◉ (Start) once for each original. When scanning is complete, press [Done].

Scanning starts.

The scanned data is sent to the specified destination when scanning is complete.

Receiving Print Jobs and Fax Documents

■ **Receiving Print Jobs**

The machine receives and prints print jobs sent from a computer.

■ **Receiving Fax Documents**
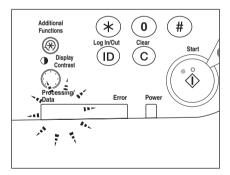
You can automatically forward received fax documents to specified destinations. For more information on automatically forwarding documents, see "Forwarding Received Documents," on p. 2-61.

  NOTE

You can also receive I-fax documents. For details about receiving I-fax documents, see Chapter 5, "Receiving Documents," in the *Sending Guide*.

Receiving Documents
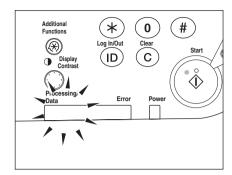
1 **When documents are being received, the Processing/Data indicator on the control panel flashes a green light.**

  NOTE

During reception, the transaction number is displayed on the touch panel display.

2 When document reception is complete, the Processing/Data indicator on the control panel maintains a steady green light. This indicates that documents are stored in memory.

✎ NOTE

• The Processing/Data indicator flashes or maintains a steady green light even when the machine enters the Sleep mode.
• The Error indicator flashes a red light when either the amount of available memory is low or paper needs to be loaded into a paper drawer.

3 The document is printed.

The Processing/Data indicator goes out when documents stored in memory are printed.

✎ NOTE

• If there is no paper on which the received document can be printed, the received document is stored in memory.
• The memory can hold a total of approximately 1.300 pages of sent and received documents.
• Documents which have been stored in memory because the paper has run out, are automatically printed when paper is loaded into a paper drawer.
• If a printing error occurs, the Error indicator flashes a red light.

Receiving Documents into Memory (Memory Lock)

If Memory Lock Settings in Communications Settings in System Settings (from the Additional Functions screen) is set to 'On', received documents are stored in memory instead of being printed.

Follow the procedure below to manually switch the machine into the Memory Lock mode if the Memory Lock timer has not been set, or if you want to switch the machine into the Memory Lock mode before the timer automatically activates the Memory Lock mode.
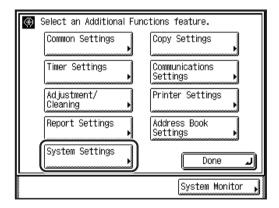
🖐 IMPORTANT

Additional documents cannot be received in memory if any of the following is true: (The numbers below may vary depending on the remaining capacity of memory.)
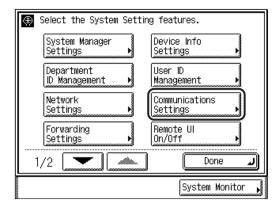
- When a total of 97 documents have been stored in memory
- When a total of approximately 1,300 pages have been stored in memory
- When a total of 90 received documents or 99 report jobs are waiting to be printed while the machine is out of paper.

1 Press ⊚ (Additional Functions) → [System Settings].

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using ⊙ - ⑨ (numeric keys) → press ⊙ (Log In/Out).

2 Press [Communications Settings].

$\mathscr{D}$ NOTE
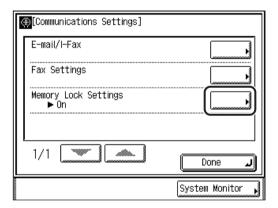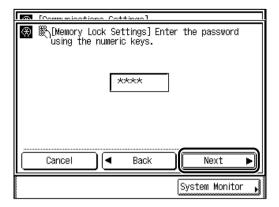
If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.
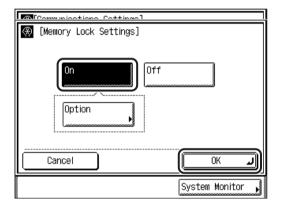
3 Press [Memory Lock Settings].

If a password has been set for the Memory Lock Settings screen, enter the password using ⊙ - ⊙ (numeric keys) → press [Next].

```
     [Communications Settings]
  ⊕ ▩ [Memory Lock Settings] Enter the password
        using the numeric keys.

                    ┌──────────┐
                    │  ****    │
                    └──────────┘




     ┌──────────┐  ┌──────────┐  ┌──────────┐
     │  Cancel  │  │ ◄ Back   │  │  Next  ► │
     └──────────┘  └──────────┘  └──────────┘
                                  ┌──────────────┐
                                  │System Monitor│
                                  └──────────────┘
```

4 Press [On] → [OK].


```
     [Communications Settings]
  ⊕ [Memory Lock Settings]

       ┌──────────┐  ┌──────────┐
       │    On    │  │   Off    │
       └──────────┘  └──────────┘

       ┌──────────┐
       │  Option ►│
       └──────────┘

     ┌──────────┐              ┌──────────┐
     │  Cancel  │              │    OK    │
     └──────────┘              └──────────┘
                                  ┌──────────────┐
                                  │System Monitor│
                                  └──────────────┘
```

If you want to cancel the Memory Lock mode, press [Off] → [OK].

✐ NOTE

You can configure the Memory Lock settings by pressing [Option]. (See Chapter 9, "System Settings," in the *Sending Guide*.)

5 Press [Done] repeatedly until the Send Basic Features screen appears.

During reception, the transaction number is displayed on the touch panel display.

✐ NOTE

Use the System Monitor screen to check if there are any received documents stored in memory. (See "Checking/Changing the Status of RX (Receive) Jobs," on p. 3-8.)

Forwarding Received Documents

If Forwarding Settings in System Settings (from the Additional Functions screen) is set to 'On', received documents are forwarded to a destination that has been registered in the machine beforehand.

Follow the procedure below to place the machine in the Forward mode.
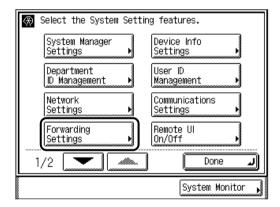
IMPORTANT
- To use this function, you should specify the forwarding conditions beforehand. For details, see Chapter 9, "System Settings," in the *Sending Guide*.
- If an error occurs when forwarding a document, the received fax/I-fax document is erased from memory even if the Memory Lock mode is set to 'On'.

NOTE
If you set the Forward mode, <Forward conditions applied> appears in the Job Monitor Area.

1 Press ⊚ (Additional Functions) → [System Settings] → [Forwarding Settings].
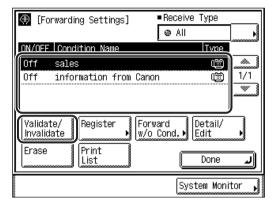
If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using ⊙ - ⑨ (numeric keys) → press ⑩ (Log In/Out).

NOTE
If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

Send and Receive Methods

Receiving Print Jobs and Fax Documents   **2-61**

2 Select the desired forwarding setting → press [Validate/ Invalidate].

When you select the desired forwarding setting and press [Validate/Invalidate], the "On" or "Off" status displayed on the left side of the Condition Name is switched. ("On" becomes "Off", and "Off" becomes "On".)

Details of each item are shown below.

<On>: The received document is forwarded to the specified destination if it matches the forwarding conditions.

<Off>: The received document is not forwarded to the specified destination even if it matches the forwarding conditions.

If the desired forwarding setting is not displayed, press [▼] or [▲] to scroll to the desired forwarding setting.

To cancel forwarding, press [Validate/Invalidate] again.

The selected forwarding setting is enabled.

3 Press [Done] repeatedly until the Send Basic Features screen appears.

Available Paper Sizes

When received documents are printed, they are printed from the paper drawer that has the same size paper as the received document. If all of the settings in Select Cassette in RX Settings under <Common Settings> in Communications Settings (from the Additional Functions screen) are set to 'On', and paper of the correct size is not available, the machine automatically selects a different paper size in the following order. The paper size is automatically selected in the same order, even if paper runs out during printing.

■ **Available Paper Sizes for Received Documents**

11" x 17" originals	11" x 17" → LGL* → STMTR x 2
LGL originals	LGL → LTR x 2 → STMTR x 2 → 11" x 17"
LTR originals	LTR → LGL → STMTR x 2 → 11" x 17"
STMT originals	STMTR → LTR → LGL → 11" x 17"

* Received documents are automatically reduced before being printed on the paper size indicated.

🖐 IMPORTANT

Received documents can be printed on the following paper sizes and paper types:

- Paper Sizes: 11" x 17", LGL, LTR, LTRR, or STMTR

- Paper Types: plain or recycled

✐ NOTE

• You can specify any one or all of the paper drawers for the Fax function. The default setting is 'On', except for the stack bypass. (See Chapter 3, "Customizing Settings," in the *Reference Guide*.)

• You can set the machine to reduce received documents by 75%, 90%, 95%, or 97% if the document is larger than any of the available paper sizes. (See Chapter 7, "Customizing Communications Settings," in the *Sending Guide*.)

• You can change the order of paper selection. (See Chapter 7, "Customizing Communications Settings," in the *Sending Guide*.)

• You can set the machine to print received documents on both sides of the paper. (See Chapter 7, "Customizing Communications Settings," in the *Sending Guide*.)

• Received documents are output face down, in the order in which the pages are received.

Checking/Changing the Fax Status

3

This chapter describes how to check/change the status of TX (transmission) and RX (receive) jobs.

Checking the Status of Fax Jobs

This section describes how to check/change the status of TX (Transmission) jobs.

NOTE

  • If Job Log Display in System Settings (from the Additional Functions screen) is set to 'Off', [Log] is not displayed on the System Monitor screen.
  • For instructions on checking and changing the status of send jobs to e-mail, I-fax, or file server addresses, see Chapter 6, "Checking/Changing the Send/Receive Status," in the *Sending Guide*.
  • The maximum number of jobs that are displayed is:
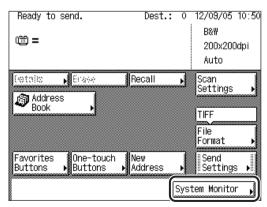
  - TX Job Status screen: 70 jobs
  - Log screen: 128 jobs

  • When the maximum number of jobs that can be displayed is reached, the oldest job is deleted each time a new job is added.
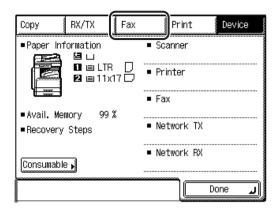
Checking TX Job Details

You can check the detailed information of any transmission job, such as the destination and the date and time the job was specified.

1 Press [System Monitor].

3
Checking/Changing the Fax Status

3-2   Checking the Status of Fax Jobs
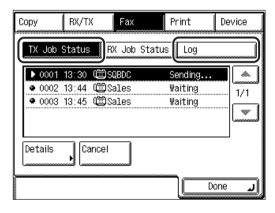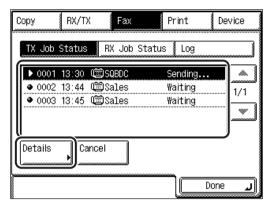
2 Press [Fax].
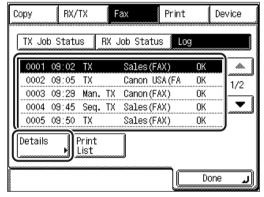
3 Select [TX Job Status] or [Log].

4 Select the job whose detailed information you want to check → press [Details].
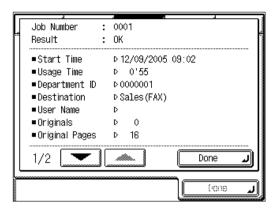
If the job you want to select is not displayed, press [▼] or [▲] to scroll to the desired job.

You can cancel TX jobs which are being sent or being sent or waiting to be sent by pressing [Cancel] in [TX Job Status]. For more information, see "Using the System Monitor Screen," on p. 1-45.

5 Check the details of the selected job.

```
Job Number    : 0001
Result        : OK
..................................................
■Start Time      ▷ 12/09/2005 09:02
■Usage Time      ▷  0'55
■Department ID   ▷ 0000001
■Destination     ▷ Sales(FAX)
■User Name       ▷
■Originals       ▷  0
■Original Pages  ▷  16
..................................................
 1/2   [ ▼ ]  [ ▲ ]        [  Done  ↵]
..................................................
                           [  Done  ↵]
```

6 Press [Done] repeatedly until the Send Basic Features screen appears.
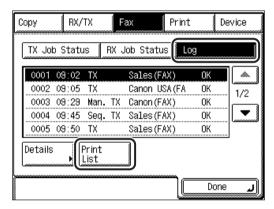
Printing the Activity Report

You can print the Activity Report which includes the fax transmission's time, destination, job number, transmission mode, number of pages, and transmission result.

1 Press [System Monitor] → [Fax].

If necessary, see the screen shots in steps 1 and 2 of "Checking TX Job Details," on p. 3-2.
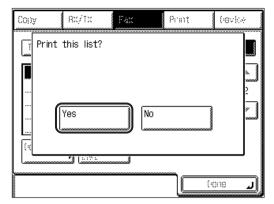
2 Press [Log] → [Print List].

✐ NOTE

The TX Log can be printed only if 11" x 17", LGL, LTR, or LTRR paper (plain or recycled paper) is loaded in the paper sources whose settings in Other in Drawer Eligibility For APS/ADS in Common Settings (from the Additional Functions screen) are set to 'On'. (See Chapter 3, "Customizing Settings," in the *Reference Guide*.)

3 Press [Yes].

To cancel printing, press [No].

The Activity Report is printed.

4 Press [Done].

The display returns to the Send Basic Features screen.

Checking/Changing the Status of RX (Receive) Jobs

You can check the details of received documents stored in memory, as well as the status of receive jobs.
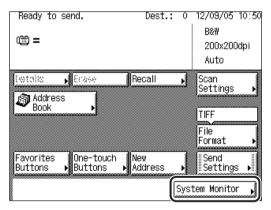
✎ NOTE

The receive job status screen displays up to 90 jobs.
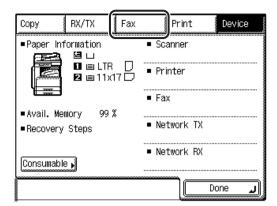
Checking RX Job Details

You can check the detailed information of any received job, such as the destination and the date and time the job was received.
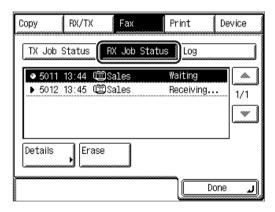
1 Press [System Monitor].
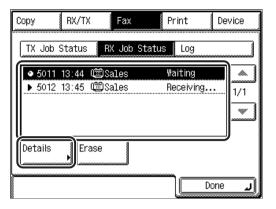
2 Press [Fax].
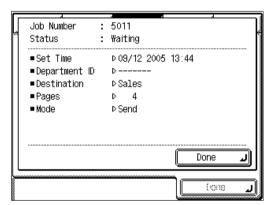

```
Copy     RX/TX    [ Fax ]    Print    Device

■ Paper Information        ■ Scanner
    ⊟ ⊔
    1 ▤ LTR    ▯
    2 ▤ 11x17 ▭             ■ Printer

                           ■ Fax
■ Avail. Memory   99 %
■ Recovery Steps           ■ Network TX

                           ■ Network RX
[ Consumable ▸ ]

                                [ Done  ↵ ]
```

3 Press [RX Job Status].


```
Copy     RX/TX    [ Fax ]    Print    Device

[ TX Job Status ]  [ RX Job Status ]  [ Log ]

● 5011 13:44 🗐Sales      Waiting     [ ▲ ]
▶ 5012 13:45 🗐Sales      Receiving...
                                       1/1
                                      [ ▼ ]

[ Details ▸ ]  [ Erase ]

                                [ Done  ↵ ]
```

4 Select the job whose detailed information you want to check → press [Details].

```
┌─────────────────────────────────────────────────┐
│ Copy    RX/TX    Fax      Print      Device       │
│                                                   │
│  ┌───────────────────────────────────┐            │
│  │ TX Job Status  RX Job Status  Log │            │
│  ├───────────────────────────────────┼───┐        │
│  │ ● 5011 13:44 ▣Sales    Waiting    │ ▲ │        │
│  │ ▶ 5012 13:45 ▣Sales    Receiving..│   │        │
│  │                                   │1/1│        │
│  │                                   │ ▼ │        │
│  └───────────────────────────────────┴───┘        │
│  ┌────────┐ ┌──────┐                               │
│  │Details │ │Erase │                               │
│  │       ▶│ │      │                               │
│  └────────┘ └──────┘                               │
│                            ┌──────────┐            │
│                            │  Done   ↵│            │
│                            └──────────┘            │
└─────────────────────────────────────────────────┘
```

If the job you want to select is not displayed, press [▼] or [▲] to scroll to the desired job.

5 Check the details of the selected job.

```
┌─────────────────────────────────────────────────┐
│  Job Number  : 5011                               │
│  Status      : Waiting                            │
│  ─────────────────────────────────────────        │
│  ■ Set Time        ▷ 09/12 2005 13:44             │
│  ■ Department ID   ▷ -------                       │
│  ■ Destination     ▷ Sales                         │
│  ■ Pages           ▷    4                          │
│  ■ Mode            ▷ Send                          │
│                                                   │
│  ─────────────────────────────────────────        │
│                            ┌──────────┐            │
│                            │  Done   ↵│            │
│                            └──────────┘            │
│                            ┌──────────┐            │
│                            │  Done   ↵│            │
│                            └──────────┘            │
└─────────────────────────────────────────────────┘
```

6 Press [Done] repeatedly until the Send Basic Features screen appears.

Checking/Changing the Fax Status

3

Erasing Received Documents

You can erase documents that have been received in memory from the RX Job Status screen. If the memory is full, the machine cannot receive any more documents. It is recommended that you erase unnecessary documents as often as possible.
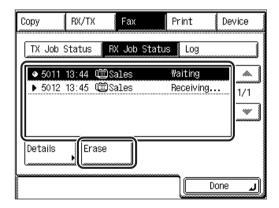
1 Press [System Monitor] → [Fax].

If necessary, see the screen shots in steps 1 and 2 of "Checking RX Job Details," on p. 3-8.

2 Press [RX Job Status].

If necessary, see the screen shot in step 3 of "Checking RX Job Details," on p. 3-8.

3 Select the job that you want to erase → confirm the details of the job → press [Erase].

Copy	RX/TX	Fax	Print	Device

TX Job Status	RX Job Status	Log

● 5011 13:44 📇Sales   Waiting   ▲
▶ 5012 13:45 📇Sales   Receiving... 1/1 ▼

Details ▶ | Erase

Done ┘

If the job you want to erase is not displayed, press [▼] or [▲] to scroll to the desired job.
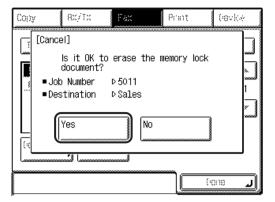
To erase multiple documents from memory, select and erase one document at a time.

You can select and cancel a document that is currently being received.

You cannot erase a document that is being printed.

If you select a document that is being received, [Erase] changes to [Cancel], enabling you to cancel receiving the document.

4 Press [Yes].

If you do not want to erase the document, press [No].

The message <Erasing...> appears for approximately two seconds on the touch panel display.

The selected document is erased.

5 Press [Done].

The display returns to the Send Basic Features screen.

Customizing Communications Settings

4

This chapter describes how to store and change the default settings of the Fax function to suit your needs.

Communications Settings Table

The following items can be stored or set in Communications Settings from the Additional Functions screen.

■ **Common Settings**

Item	Settings	Applicable Page
TX Settings		
Unit Name	24 characters maximum	p. 1-18
Data Compression Ratio	High Ratio, Normal*, Low Ratio	See the *Sending Guide.*
Retry Times	0-5 times; 3 times*	See the *Sending Guide.*
Edit Standard Send Settings	Store, Initialize; Color mode, Document Size, File Format, Stamp, Resolution, Density, Original Type	See the *Sending Guide.*
TX Terminal ID	Printing Position: Outside*, Inside; Telephone # Mark: FAX*, TEL	See the *Sending Guide.*
Gamma Value for Color Send Jobs	Gamma 1.0, Gamma 1.4, Gamma 1.8*, Gamma 2.2	See the *Sending Guide.*
Sharpness	7 levels; 4*	See the *Sending Guide.*
Register Favorites Button	Register/Edit, Erase; M1 to M18	See the *Sending Guide.*
Color TX Scan Settings	Speed Priority*, Image Priority	See the *Sending Guide.*
Default Screen for Send	Favorites Buttons, One touch Buttons, Initial Function*	See the *Sending Guide.*
Initialize TX Settings	Yes, No	See the *Sending Guide.*

An asterisk (*) indicates the default settings.

■ Common Settings Table Continued

Item	Settings	Applicable Page
RX Settings		
Two-sided Print	On, Off*	See the *Sending Guide.*
Select Cassette	Switch A: On*, Off Switch B: On*, Off Switch C: On*, Off Switch D: On*, Off	See the *Sending Guide.*
Receive Reduction	On*, Off	See the *Sending Guide.*
Continue Printing When Toner is out	Yes*, No	See the *Sending Guide.*

An asterisk (*) indicates the default settings.

■ Fax Settings

Item	Settings	Applicable Page
User Settings		
Unit Telephone #	20 digits maximum	p. 1-18
Tel Line Type	Pulse, Tone*	p. 1-10
Monitor Volume Control	3 levels; 1*	p. 4-4
TX Settings		
ECM TX	On*, Off	p. 4-6
Pause Time	1 to 15 seconds; 2 seconds*	p. 4-9
Auto Redial	On*, Off	p. 4-11
Check Dial Tone Before Sending	On*, Off	p. 4-16
Rotate Send	On*, Off	p. 4-18
RX Settings		
ECM RX	On*, Off	p. 4-20

An asterisk (*) indicates the default settings.

$\oslash$ NOTE

For instructions on setting the modes not described in this manual, refer to the other manuals listed in "Manuals for the Machine," inside front cover.

Adjusting the Monitor Volume
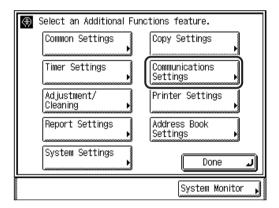
You can set the volume for the monitor tone that this machine sounds during a fax transmission.
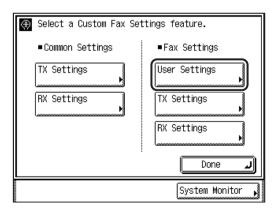
✐ NOTE

- The monitor tone sounds when the machine connects to the recipient's fax machine.
- The default setting is '1', on a scale of 0 to 3.

1 Press ⓐ (Additional Functions) → [Communications Settings].

```
┌─────────────────────────────────────────────┐
│ ⊕ Select an Additional Functions feature.    │
│                                               │
│  ┌──────────────┐     ┌──────────────┐        │
│  │Common Settings│▶   │Copy Settings │▶       │
│  └──────────────┘     └──────────────┘        │
│  ┌──────────────┐     ┌──────────────┐        │
│  │Timer Settings│▶    │Communications│▶       │
│  └──────────────┘     │Settings      │        │
│  ┌──────────────┐     └──────────────┘        │
│  │Adjustment/   │▶    ┌──────────────┐        │
│  │Cleaning      │     │Printer Settings│▶      │
│  └──────────────┘     └──────────────┘        │
│  ┌──────────────┐     ┌──────────────┐        │
│  │Report Settings│▶   │Address Book  │▶       │
│  └──────────────┘     │Settings      │        │
│  ┌──────────────┐     └──────────────┘        │
│  │System Settings│▶   ┌──────────────┐        │
│  └──────────────┘     │    Done    ↵ │        │
│                       └──────────────┘        │
│                       ┌──────────────┐        │
│                       │System Monitor│▶       │
│                       └──────────────┘        │
└─────────────────────────────────────────────┘
```

2 Press [User Settings] under <Fax Settings>.

```
┌─────────────────────────────────────────────┐
│ ⊕ Select a Custom Fax Settings feature.      │
│                                               │
│  ▪Common Settings        ▪Fax Settings        │
│  ┌──────────────┐     ┌──────────────┐        │
│  │TX Settings   │▶    │User Settings │▶       │
│  └──────────────┘     └──────────────┘        │
│  ┌──────────────┐     ┌──────────────┐        │
│  │RX Settings   │▶    │TX Settings   │▶       │
│  └──────────────┘     └──────────────┘        │
│                       ┌──────────────┐        │
│                       │RX Settings   │▶       │
│                       └──────────────┘        │
│                       ┌──────────────┐        │
│                       │    Done    ↵ │        │
│                       └──────────────┘        │
│                       ┌──────────────┐        │
│                       │System Monitor│▶       │
│                       └──────────────┘        │
└─────────────────────────────────────────────┘
```

3 Press [Monitor Volume Control].

```
┌─────────────────────────────────────────┐
│ ⊕[User Settings]                         │
│  ┌─────────────────────────────────────┐ │
│  │ Unit Telephone #          ┌──────┐  │ │
│  │   ▶                       │      ▶│  │ │
│  │ ─────────────────────────────────── │ │
│  │ Tel Line Type             ┌──────┐  │ │
│  │   ▶ Tone                  │      ▶│  │ │
│  │ ─────────────────────────────────── │ │
│  │ Monitor Volume Control    ┌──────┐  │ │
│  │                           │      ▶│  │ │
│  │                           └──────┘  │ │
│  │                                     │ │
│  └─────────────────────────────────────┘ │
│   1/1  ▼    ▲              ┌─────────┐  │
│                            │ Done  ↵ │  │
│                            └─────────┘  │
│  ┌─────────────────────────────────────┐│
│  │                      System Monitor ▶││
└──┴─────────────────────────────────────┴┘
```

4 Press [◁] or [◁)] to set the volume → press [OK].

```
┌─────────────────────────────────────────┐
│ ⊞ [User Settings]                        │
│ ⊕ [Volume Control]                       │
│                                          │
│                                          │
│        ┌────┐              ┌────┐        │
│        │ ◁  │ □ ■ □ □      │ ◁) │        │
│        └────┘              └────┘        │
│                                          │
│  ─────────────────────────────────────  │
│  ┌──────────┐          ┌──────────┐     │
│  │ Cancel   │          │ OK     ↵ │     │
│  └──────────┘          └──────────┘     │
│  ┌─────────────────────────────────────┐│
│  │                      System Monitor ▶││
└──┴─────────────────────────────────────┴┘
```

You can set the volume to any level on a scale of 0 to 3.

If you set the volume all the way to the left, the volume is muted and no tone will sound.

The selected mode is set.

5 Press [Done] repeatedly until the Send Basic Features screen appears.

ECM Transmission

ECM (Error Correction Mode) reduces the effect of system and line errors on documents that may occur when sending or receiving with another fax machine that supports ECM. If the other machine does not support ECM, this setting is ignored.

If transmission speed appears to be extremely slow, you may be able to speed up the transmission time by turning ECM 'Off'.

🖑 IMPORTANT
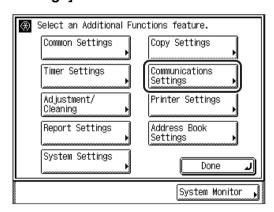
- If you want to transmit using ECM, ECM reception should be set on the recipient's machine. This setting is ignored unless ECM is set in both machines.
- Even when ECM is set, errors can sometimes occur due to a poor telephone line connection.
- If there is trouble with the line, it will take more time to send the documents.
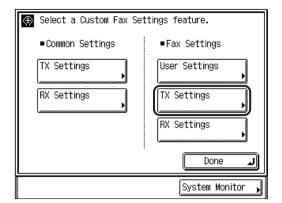
🖉 NOTE
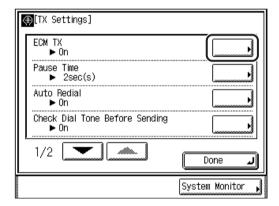
The default setting is 'On'.

1 Press ⊚ (Additional Functions) → [Communications Settings].

```
⊕ Select an Additional Functions feature.

 Common Settings ▸      Copy Settings ▸

 Timer Settings ▸       Communications
                        Settings ▸

 Adjustment/            Printer Settings ▸
 Cleaning ▸

 Report Settings ▸      Address Book
                        Settings ▸

 System Settings ▸      [ Done ↵ ]

                        [ System Monitor ▸ ]
```

2 Press [TX Settings] under <Fax Settings>.

```
┌─────────────────────────────────────────────┐
│ 🕀 Select a Custom Fax Settings feature.     │
│                                               │
│  ■Common Settings        ■Fax Settings        │
│  ┌──────────────┐      ┌──────────────┐      │
│  │ TX Settings  ▶│      │ User Settings ▶│      │
│  └──────────────┘      └──────────────┘      │
│  ┌──────────────┐      ┌──────────────┐      │
│  │ RX Settings  ▶│      │ TX Settings  ▶│      │
│  └──────────────┘      └──────────────┘      │
│                        ┌──────────────┐      │
│                        │ RX Settings  ▶│      │
│                        └──────────────┘      │
│                        ┌──────────────┐      │
│                        │   Done      ↵│      │
│                        └──────────────┘      │
│ ┌───────────────────────────────────────────┐│
│ │                        System Monitor ▶   ││
│ └───────────────────────────────────────────┘│
└─────────────────────────────────────────────┘
```

3 Press [ECM TX].

```
┌─────────────────────────────────────────────┐
│ 🕀[TX Settings]                              │
│                                               │
│  ECM TX                         ┌──────────┐  │
│     ▶ On                        │         ▶│  │
│                                 └──────────┘  │
│  Pause Time                     ┌──────────┐  │
│     ▶ 2sec(s)                   │         ▶│  │
│                                 └──────────┘  │
│  Auto Redial                    ┌──────────┐  │
│     ▶ On                        │         ▶│  │
│                                 └──────────┘  │
│  Check Dial Tone Before Sending ┌──────────┐  │
│     ▶ On                        │         ▶│  │
│                                 └──────────┘  │
│  1/2  ┌───▼───┐ ┌───▲───┐      ┌──────────┐  │
│       └───────┘ └───────┘      │  Done   ↵│  │
│                                 └──────────┘  │
│ ┌───────────────────────────────────────────┐│
│ │                        System Monitor ▶   ││
│ └───────────────────────────────────────────┘│
└─────────────────────────────────────────────┘
```

✏ NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired
setting.

4 Select [On] or [Off] → press [OK].

```
┌─────────────────────────────────────────────┐
│ ◉  [TV Cottingo]                              │
│ ⊕  [ECM TX]                                   │
│                                               │
│                                               │
│       ┌──────────┐  ┌──────────┐              │
│       │ On       │  │ Off      │              │
│       └──────────┘  └──────────┘              │
│                                               │
│                                               │
│   ┌──────────────┐          ┌──────────────┐  │
│   │   Cancel     │          │   OK      ↵  │  │
│   └──────────────┘          └──────────────┘  │
│                             ┌──────────────┐  │
│                             │System Monitor│▸ │
└─────────────────────────────────────────────┘
```

The selected mode is set.

5 Press [Done] repeatedly until the Send Basic Features screen appears.

Pause Time

Some overseas dialing may be affected by the distance or complex routing of connections when dialing the international access code, country code, and the destination's telephone number all at once. In such cases, insert a pause after the international access code. When the machine dials the number, it will pause where the pause was inserted in the number. This helps to improve the connection.
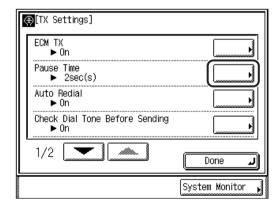
✎ NOTE

- You can insert a pause when you dial the fax number using ⓪ - ⑨ (numeric keys). (See "Numeric Keys," on p. 2-36, and "New Address Tab," on p. 2-40.)
- Pauses entered at the end of dialed fax numbers are always 10 seconds long.
- The default setting is '2' seconds.

1 Press ⓪ (Additional Functions) → [Communications Settings] → [TX Settings] under <Fax Settings>.

If necessary, see the screen shots in steps 1 and 2 of "ECM Transmission," on p. 4-6.

2 Press [Pause Time].

```
⊕[TX Settings]

ECM TX
  ► On                                    ►

Pause Time
  ► 2sec(s)                               ►

Auto Redial
  ► On                                    ►

Check Dial Tone Before Sending
  ► On                                    ►

1/2   ▼    ▲                        Done  ↵

                              System Monitor ►
```
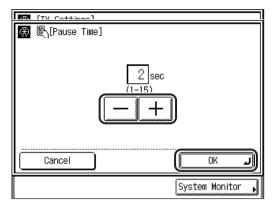
✎ NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

3 Press [-] or [+] to set the pause time → press [OK].

The pause time can be set from 1 to 15 seconds in one second increments.

You can also use ⓪ - ⑨ (numeric keys) to enter the value.

You can change the value by pressing [-] or [+], even if you entered the value using ⓪ - ⑨ (numeric keys).

The selected mode is set.

4 Press [Done] repeatedly until the Send Basic Features screen appears.

Auto Redial

Auto Redial enables the machine to automatically redial the recipient's fax number if the recipient cannot be reached due to a busy line, or if a sending error occurs.

Auto Redial can be turned 'On' or 'Off'. If you set Auto Redial to 'On', you can set how many times the machine redials the number, and the redial interval.

✎ NOTE
- The default settings are:

  - Auto Redial: On
  - Redial Times: 2 times
  - Redial Interval: 2 minutes
  - TX Error Redial: On
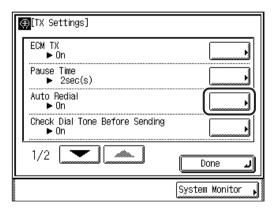
- If you set Auto Redial and TX Error Redial to 'On,' the machine redials and sends all pages when an error occurs.

1 Press ◎ (Additional Functions) → [Communications Settings] → [TX Settings] under <Fax Settings>.

If necessary, see the screen shots in steps 1 and 2 of "ECM Transmission," on p. 4-6.

2 Press [Auto Redial].

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

3 Select [On] or [Off].
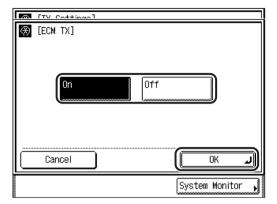

● **If you select [On]:**

❑ Press [Option].

❑ Specify the Auto Redial settings.

```
┌──────────────────────────────────────┐
│ ▓[TX Settings]                        │
│ ⊕ [Auto Redial]                       │
│  ┌─────────────────────────────────┐  │
│  │ Redial Times                     │ │
│  │   ► 2time               [      ►]│ │
│  │ Redial Interval                  │ │
│  │   ► 2min(s)             [      ►]│ │
│  │ TX Error Redial                  │ │
│  │   ► On                  [      ►]│ │
│  └─────────────────────────────────┘  │
│  1/1  [ ▼ ]  [ ▲ ]                     │
│                         [ Done    ↵ ]  │
│                         [ System Monitor ►]│
└──────────────────────────────────────┘
```
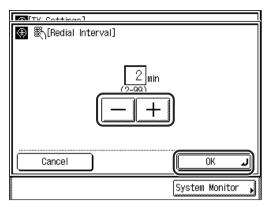
• If you want to set the number of times the machine redials the number:

❑ Press [Redial Times].

❑ Press [-] or [+] to set the number of redial times → press [OK].

```
┌──────────────────────────────────────┐
│ ▓[TX Settings]                        │
│ ⊕ ▓[Redial Interval]                  │
│                                        │
│                                        │
│               ┌───┐                    │
│               │ 2 │ min                │
│               └───┘                    │
│               (0-10)                   │
│            [ − ][ + ]                   │
│                                        │
│                                        │
│  [ Cancel      ]        [ OK      ↵ ]  │
│                         [ System Monitor ►]│
└──────────────────────────────────────┘
```

The machine can redial from 1 to 10 times.
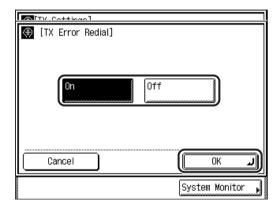
• If you want to set the redial interval:

❑ Press [Redial Interval].

Customizing Fax Settings

❑ Press [-] or [+] to set the redial interval → press [OK].

```
┌──────────────────────────────────────────┐
│ [TX Settings]                              │
│ ⊕ 🖉 [Redial Interval]                     │
│                                            │
│                  ┌───┐                     │
│                  │ 2 │min                  │
│                  └───┘                     │
│                  (2-99)                    │
│                ┌─────┬─────┐               │
│                │  −  │  +  │               │
│                └─────┴─────┘               │
│                                            │
│  ┌──────────────┐        ┌──────────────┐  │
│  │    Cancel    │        │      OK    ↵ │  │
│  └──────────────┘        └──────────────┘  │
│                        ┌──────────────────┐│
│                        │ System Monitor  ▸││
│                        └──────────────────┘│
└──────────────────────────────────────────┘
```
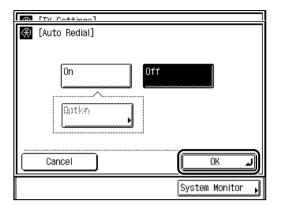
The redial interval can be set from 2 to 99 minutes in one minute increments.

• If you want to set how the machine handles a transmission error:

❑ Press [TX Error Redial].

❑ Select [On] or [Off] → press [OK].

```
┌──────────────────────────────────────────┐
│ [TX Settings]                              │
│ ⊕ [TX Error Redial]                        │
│                                            │
│                                            │
│        ┌──────────┐  ┌──────────┐          │
│        │   On     │  │   Off    │          │
│        └──────────┘  └──────────┘          │
│                                            │
│                                            │
│  ┌──────────────┐        ┌──────────────┐  │
│  │    Cancel    │        │      OK    ↵ │  │
│  └──────────────┘        └──────────────┘  │
│                        ┌──────────────────┐│
│                        │ System Monitor  ▸││
│                        └──────────────────┘│
└──────────────────────────────────────────┘
```

● **If you select [Off]:**

❑ Press [OK].

```
[TV Settings]
[Auto Redial]

  On          Off

  Option

  Cancel              OK

              System Monitor
```

The selected mode is set.

4 **Press [Done] repeatedly until the Send Basic Features screen appears.**

Checking for a Dial Tone Before Sending

You can set whether to check for a dial tone before dialing when sending a fax.

🖉 NOTE

The default setting is 'On'.

1 Press ⊚ (Additional Functions) → [Communications Settings] → [TX Settings] under <Fax Settings>.

If necessary, see the screen shots in steps 1 and 2 of "ECM Transmission," on p. 4-6.
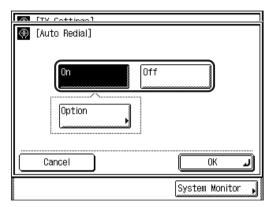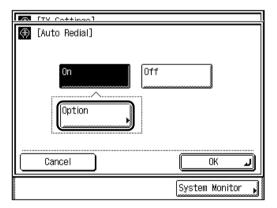
2 Press [Check Dial Tone Before Sending].

```
[TX Settings]

ECM TX
  ► On                                          ▶

Pause Time
  ► 2sec(s)                                     ▶

Auto Redial
  ► On                                          ▶

Check Dial Tone Before Sending
  ► On                                          ▶

1/2  ▼   ▲                          Done    ◢

                              System Monitor ▶
```

🖉 NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

3 Select [On] or [Off] → press [OK].

```
[TV Settings]
⊕ [Check Dial Tone Before Sending]


    ┌──────────────┐  ┌──────────────┐
    │ On           │  │ Off          │
    └──────────────┘  └──────────────┘

    Changes become effective after the main power
    switch is turned OFF and ON again

    ┌──────────────┐          ┌──────────────┐
    │   Cancel     │          │   OK      ┘  │
    └──────────────┘          └──────────────┘

                              ┌──────────────┐
                              │System Monitor ▸│
                              └──────────────┘
```
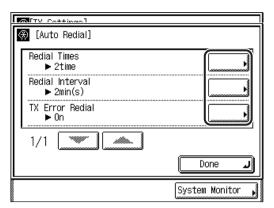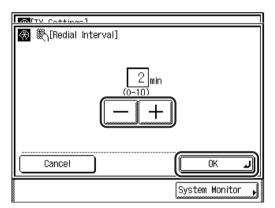
The selected mode is set.

📝 NOTE

The Check Dial Tone Before Sending mode is enabled only after you restart the machine (the main power switch is turned OFF, then back ON again).

4 Press [Done] repeatedly until the Send Basic Features screen appears.

TX Rotation

TX Rotation function automatically corrects the orientation of the document by rotating the image when sending. For example, if you set a document that has a horizontal orientation vertically on the machine, the machine rotates the image and sends it horizontally.
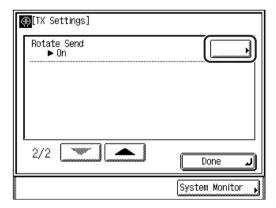
🖉 NOTE

- You can use the TX Rotation mode for an LTR document only.
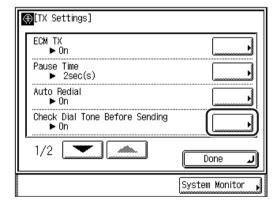- TX Rotation mode is not available if you are using the Direct Sending method.
- The default setting is 'On'.

1 Press ⊛ (Additional Functions) → [Communications Settings] → [TX Settings] under <Fax Settings>.

If necessary, see the screen shots in steps 1 and 2 of "ECM Transmission," on p. 4-6.

2 Press [Rotate Send].

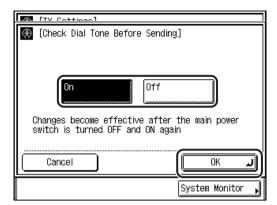🖉 NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

3 Select [On] or [Off] → press [OK].

```
┌─────────────────────────────────────────────┐
│ ▣ [TV Settings]                              │
│ ⊕ [Rotate TX]                                │
│                                               │
│                                               │
│        ┌──────────┐  ┌──────────┐             │
│        │ On       │  │ Off      │             │
│        └──────────┘  └──────────┘             │
│                                               │
│                                               │
│  ┌──────────────┐      ┌──────────────┐       │
│  │ Cancel       │      │ OK        ↵ │       │
│  └──────────────┘      └──────────────┘       │
│                            ┌─────────────────┐│
│                            │ System Monitor ▸││
│                            └─────────────────┘│
└─────────────────────────────────────────────┘
```

The selected mode is set.

4 Press [Done] repeatedly until the Send Basic Features screen appears.

4

Customizing Fax Settings

ECM Reception

You can receive incoming documents using ECM (Error Correction Mode).

ECM is a mode which automatically corrects errors in an image while it is being received.

If reception speed appears to be extremely slow, you may be able to speed up the reception time by turning ECM 'Off'.

✋ IMPORTANT
- If you want to receive using ECM, ECM transmission should be set on the recipient's machine. This setting is ignored unless ECM is set in both machines.
- Even when ECM is set, errors can sometimes occur due to a poor telephone line connection.
- If there is trouble with the line, it will take more time to receive the documents.
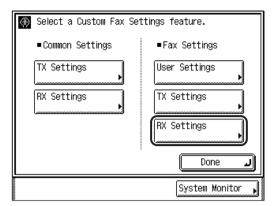
📎 NOTE
The default setting is 'On'.
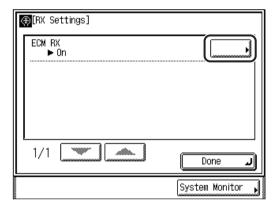
1 Press ⓐ (Additional Functions) → [Communications Settings].
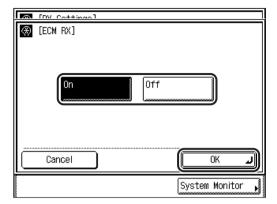
2 Press [RX Settings] under <Fax Settings>.

```
┌──────────────────────────────────────────┐
│ ⊕ Select a Custom Fax Settings feature.   │
│                                            │
│  ■Common Settings      ■Fax Settings       │
│  ┌──────────────┐     ┌──────────────┐    │
│  │ TX Settings  ▶│     │ User Settings ▶│  │
│  └──────────────┘     └──────────────┘    │
│  ┌──────────────┐     ┌──────────────┐    │
│  │ RX Settings  ▶│     │ TX Settings  ▶│  │
│  └──────────────┘     └──────────────┘    │
│                       ┌──────────────┐    │
│                       │ RX Settings  ▶│   │
│                       └──────────────┘    │
│                       ┌──────────────┐    │
│                       │   Done      ↵│     │
│                       └──────────────┘    │
├──────────────────────────────────────────┤
│                     │System Monitor ▶│    │
└──────────────────────────────────────────┘
```
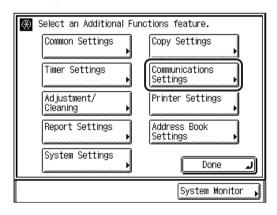
3 Press [ECM RX].

```
┌──────────────────────────────────────────┐
│ ⊕[RX Settings]                            │
│ ┌────────────────────────────────────┐   │
│ │ ECM RX                       ┌────┐ │   │
│ │   ▶ On                       │   ▶│ │   │
│ │ ............................ └────┘ │   │
│ │                                     │   │
│ │                                     │   │
│ │                                     │   │
│ └────────────────────────────────────┘   │
│  1/1  ┌────┐ ┌────┐      ┌──────────┐    │
│       │ ▼  │ │ ▲  │      │  Done   ↵│     │
│       └────┘ └────┘      └──────────┘    │
├──────────────────────────────────────────┤
│                     │System Monitor ▶│    │
└──────────────────────────────────────────┘
```

Customizing Fax Settings

4 Select [On] or [Off] → press [OK].

The selected mode is set.

5 Press [Done] repeatedly until the Send Basic Features screen appears.

Storing/Editing Address Book Settings

This chapter describes how to register various addresses in the Address Book and how to edit and erase registered information.

Address Book Settings Table

The following items can be stored or set in Address Book Settings from the Additional Functions screen.

Item	Settings	Applicable Page
Register Address	Register New Add Edit Erase	p. 5-5
One-touch Buttons	Register/Edit, Erase	p. 5-24

✎ NOTE
For instructions on setting the modes not described in this manual, refer to the other manuals listed in "Manuals for the Machine," inside front cover.

About the Address Book

The Address Book is a feature used for storing fax, e-mail, I-fax, and file server destinations. The Address Book is divided into an Address Book and one-touch buttons. You can store up to 300 destinations in the Address Book and 200 destinations in one-touch buttons, for a total of 500 destinations in the whole Address Book. Registering a destination in the Address Book saves you the effort of entering that destination's address each time you send a job.

The following types of destinations can be stored in the Address Book.

📝 NOTE
- Since each address entry is treated as a single entry, if a fax number is registered in a group address, the fax number and group address are counted as two entries.
- E-mail addresses, I-fax addresses, and file server addresses can also be registered in the Address Book. For details, see Chapter 8, "Storing/Editing Address Book Settings," in the *Sending Guide*.
- Destinations stored in the Address Book can be exported to your computer as a file, which can be imported into the machine. For information on exporting the Address Book, see Chapter 3, "Customizing Settings," in the *Remote UI Guide*.

■ **Fax**
You can store fax numbers.

■ **E-mail**
You can store e-mail addresses. For more information, see Chapter 8, "Storing/Editing Address Book Settings," in the *Sending Guide*.

■ **I-fax**
You can store the I-fax address, the mode, and the destination conditions. For details, see Chapter 8, "Storing/Editing Address Book Settings," in the *Sending Guide*.

■ **File**
You can register a protocol, host name, file path, etc. for storing scanned documents in a file server. For details, see Chapter 8, "Storing/Editing Address Book Settings," in the *Sending Guide*.

■ **Group**
You can register multiple destinations of various types in a group address. You can group and use these registered destinations according to your needs. For details about registering e-mail, I-fax, and file server addresses to a group, see Chapter 8, "Storing/ Editing Address Book Settings," in the *Sending Guide*.

NOTE

You cannot register new destinations in a group address. New destinations need to be registered in the Address Book before you can register them as part of a group address.

Storing Destinations
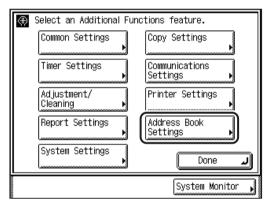
If you register a destination in the Address Book, you can save yourself the effort of entering the destination every time it is used. That destination can also be selected from the Address Book for use in any other customized setting.

✎ NOTE
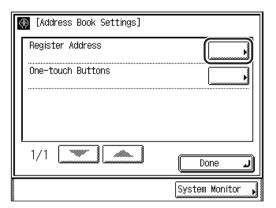
For instructions on storing e-mail, I-fax, and file server addresses, see Chapter 8, "Storing/Editing Address Book Settings," in the *Sending Guide*.

Fax Numbers

1 **Press ◎ (Additional Functions) → [Address Book Settings].**

Select an Additional Functions feature.

Common Settings ▶	Copy Settings ▶
Timer Settings ▶	Communications Settings ▶
Adjustment/ Cleaning ▶	Printer Settings ▶
Report Settings ▶	Address Book Settings ▶
System Settings ▶	Done ↵
	System Monitor ▶
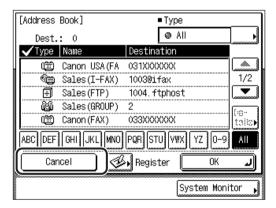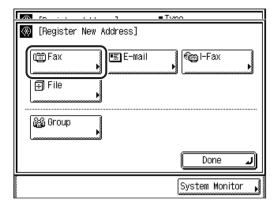
2 Press [Register Address].
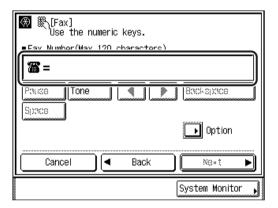
3 Press [Register New Add].

4 Press [Fax].

5 Enter the recipient's fax number using ⓪ - ⑨ (numeric keys), ⓧ, and ⓘ.

Details of each item are shown below.

[Pause]: Press to insert a pause of several seconds in the fax number you are dialing. If you insert a pause within the fax number, the letter <p> is displayed between the numbers. If you insert a pause at the end of the fax number, the letter <P> appears. When dialing an overseas number, insert a pause after the country code, and at the end of the fax number. (See "Pause Time," on p. 4-9.)

[Tone]: Press when you want to directly call an extension line that is connected to a PBX (Private Branch Exchange), which accepts only tone signals. If you press [Tone], the letter <T> appears.

[◀] [▶]:	Press to move the position of the cursor.
[Backspace]:	Press to delete the number or character immediately to the left of the cursor.
[Space]:	Press to insert a space between numbers.
[Option]:	Press to specify the sending speed, type of call, and ECM TX settings. These settings are optional.

🖑 IMPORTANT

You cannot insert a pause or a space at the beginning of a number.

✏ NOTE

- You can enter up to 120 characters for the fax number.
- If you enter a pause at the end of the number, the pause is always 10 seconds long.
- You can press ⊙ (Clear) to clear your entry.

6 Press [Option].

● **If you want to specify the transmission speed:**

❏ Press [Sending Speed].
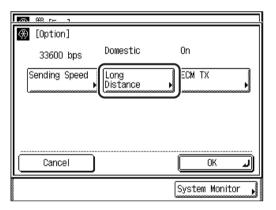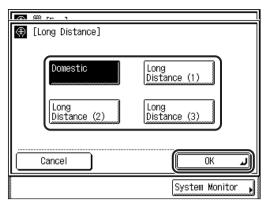
❑ Select the desired sending speed → press [OK].
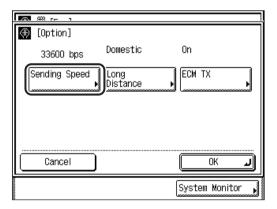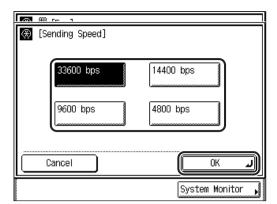
```
┌─────────────────────────────────────────────┐
│ 🌐 [Sending Speed]                            │
│                                               │
│     ┌─────────────┐     ┌─────────────┐       │
│     │ 33600 bps   │     │ 14400 bps   │       │
│     └─────────────┘     └─────────────┘       │
│                                               │
│     ┌─────────────┐     ┌─────────────┐       │
│     │ 9600 bps    │     │ 4800 bps    │       │
│     └─────────────┘     └─────────────┘       │
│                                               │
│   ┌──────────────┐         ┌──────────────┐   │
│   │    Cancel    │         │     OK    ↵  │   │
│   └──────────────┘         └──────────────┘   │
│                                 ┌───────────┐ │
│                                 │System Monitor│
│                                 └───────────┘ │
└─────────────────────────────────────────────┘
```

✏ NOTE

If your document transmissions are slow in starting, this may mean that the telephone lines in your area are in poor condition. Select a slower speed. You can select [33600 bps], [14400 bps], [9600 bps], or [4800 bps].

● **If you want to specify long distance settings:**

❑ Press [Long Distance].
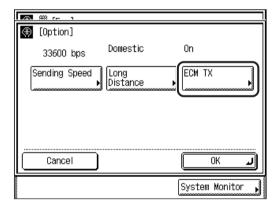
```
┌─────────────────────────────────────────────┐
│ 🌐 [Option]                                   │
│       33600 bps     Domestic      On          │
│   ┌─────────────┐ ┌─────────┐ ┌───────────┐   │
│   │Sending Speed│ │Long     │ │ECM TX     │   │
│   │          ▶  │ │Distance▶│ │        ▶  │   │
│   └─────────────┘ └─────────┘ └───────────┘   │
│                                               │
│   ┌──────────────┐         ┌──────────────┐   │
│   │    Cancel    │         │     OK    ↵  │   │
│   └──────────────┘         └──────────────┘   │
│                                 ┌───────────┐ │
│                                 │System Monitor│
│                                 └───────────┘ │
└─────────────────────────────────────────────┘
```

❑ Select the type of call → press [OK].

```
┌────────────────────────────────────────┐
│ ⊕ [Long Distance]                        │
│                                          │
│    ┌──────────────┐  ┌──────────────┐   │
│    │  Domestic    │  │ Long          │   │
│    │              │  │ Distance (1)  │   │
│    └──────────────┘  └──────────────┘   │
│    ┌──────────────┐  ┌──────────────┐   │
│    │ Long         │  │ Long          │   │
│    │ Distance (2) │  │ Distance (3)  │   │
│    └──────────────┘  └──────────────┘   │
│                                          │
│  ┌──────────────┐      ┌──────────────┐ │
│  │   Cancel     │      │     OK      ⏎│ │
│  └──────────────┘      └──────────────┘ │
├──────────────────────────────────────────┤
│                        System Monitor  ▸ │
└────────────────────────────────────────┘
```
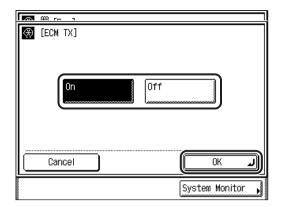
Select [Domestic] for dialing domestic (local) telephone numbers. Select [Long Distance (1)] if communication errors frequently occur when you make overseas calls (when the overseas telephone number is registered in the Address Book). If errors persist, try selecting [Long Distance (2)] or [Long Distance (3)].
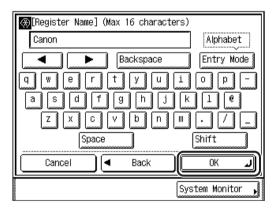
● **If you want to specify ECM TX:**

❑ Press [ECM TX].

```
┌────────────────────────────────────────┐
│ ⊕ [Option]                               │
│                                          │
│   33600 bps       Domestic       On      │
│  ┌──────────────┐┌──────────┐┌─────────┐│
│  │Sending Speed ▸││Long      ▸││ECM TX  ▸││
│  │              ││Distance   ││         ││
│  └──────────────┘└──────────┘└─────────┘│
│                                          │
│                                          │
│  ┌──────────────┐      ┌──────────────┐ │
│  │   Cancel     │      │     OK      ⏎│ │
│  └──────────────┘      └──────────────┘ │
├──────────────────────────────────────────┤
│                        System Monitor  ▸ │
└────────────────────────────────────────┘
```

❑ Select [On] or [Off] → press [OK].

```
┌──────────────────────────────────────┐
│ [ECM TX]                             │
│                                      │
│                                      │
│   ┌──────────────┐ ┌──────────────┐  │
│   │ On           │ │ Off          │  │
│   └──────────────┘ └──────────────┘  │
│                                      │
│                                      │
│   ┌──────────┐          ┌─────────┐  │
│   │ Cancel   │          │ OK    ┘ │  │
│   └──────────┘          └─────────┘  │
│                          ┌────────────┐
│                          │ System Monitor │
│                          └────────────┘
└──────────────────────────────────────┘
```

7 **When all settings are complete, press [OK].**

8 **Press [Next].**

9 **Enter a name for the recipient of the fax → [OK].**

```
┌──────────────────────────────────────┐
│ [Register Name] (Max 16 characters)  │
│ ┌──────────────────┐ ┌────────────┐  │
│ │ Canon            │ │ Alphabet   │  │
│ └──────────────────┘ └────────────┘  │
│ ┌───┐ ┌───┐ ┌──────────┐ ┌────────┐  │
│ │ ◄ │ │ ► │ │Backspace │ │Entry Mode│ │
│ └───┘ └───┘ └──────────┘ └────────┘  │
│ q  w  e  r  t  y  u  i  o  p  -      │
│  a  s  d  f  g  h  j  k  l  @        │
│   z  x  c  v  b  n  m  .  /  _       │
│      ┌──────────┐    ┌──────────┐    │
│      │  Space   │    │  Shift   │    │
│      └──────────┘    └──────────┘    │
│ ┌─────────┐ ┌─ ◄ Back ┐ ┌─────────┐  │
│ │ Cancel  │ │         │ │ OK    ┘ │  │
│ └─────────┘ └─────────┘ └─────────┘  │
│                          ┌────────────┐
│                          │ System Monitor │
│                          └────────────┘
└──────────────────────────────────────┘
```

You can enter up to 16 characters for the name.

The display returns to the Register New Address screen.

✎ NOTE
- For instructions on entering characters, see Chapter 2, "Basic Operations," in the *Reference Guide*.
- The first character you enter for the name is used for sorting the destination list when you press keys, such as [ABC] and [DEF], on the Address Book screen.

10 To register another destination, repeat steps 4 to 9.

11 Press [Done] repeatedly until the Send Basic Features screen appears.

Group Addresses

The Group Address feature enables you to create a group of up to 499 stored destinations as a single destination.

🖐 IMPORTANT

If you want to store a group address, the destinations must be stored beforehand, such as fax numbers, e-mail addresses, and file server addresses.
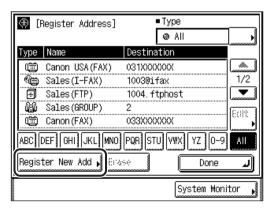
✎ NOTE

E-mail addresses, I-fax addresses, and file server addresses can also be stored in a group address. For details, see Chapter 8, "Storing/Editing Address Book Settings," in the *Sending Guide*.
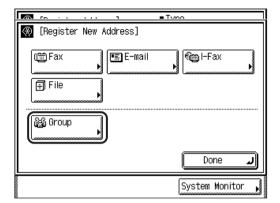
1 Press ⓐ (Additional Functions) → [Address Book Settings] → [Register Address].
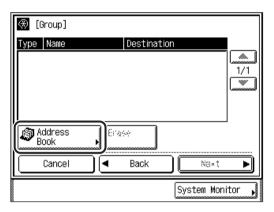
2 Press [Register New Add].

3 Press [Group].

```
[Register New Address]

  [Fax]          [E-mail]        [I-Fax]

  [File]

  [Group]

                                  [Done]

                        [System Monitor]
```

4 Press [Address Book].

```
[Group]

Type | Name          | Destination
                                          ▲
                                         1/1
                                          ▼

   [Address                [Erase]
    Book]

   [Cancel]    [◄  Back]    [Next  ►]

                        [System Monitor]
```
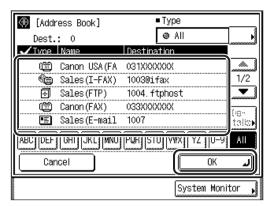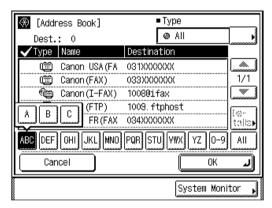
5 Select the destinations → press [OK].
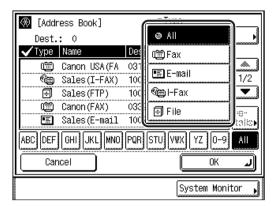
To cancel a selected destination, select the destination again to clear the check mark.

Press the alphanumeric keys (e.g., [ABC]) to display the individual keys for each letter or number. You can select a letter or number to restrict the displayed range of entries. Press [All] to return to the full address list.
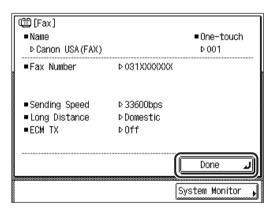
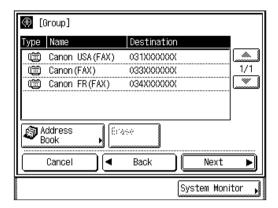If the desired destination is not displayed, press [▼] or [▲] to scroll to the desired destination.

You can restrict the type of destinations displayed in the results list by pressing the Type drop-down list.

You can select a destination and press [Details] to display the screen shown below. This enables you to confirm the detailed information related to the selected destination. Press [Done] to return to the previous screen.
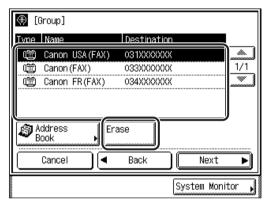
6 Repeat steps 4 and 5 to add other destinations.

```
[Group]
Type | Name          | Destination
  📠 Canon USA(FAX)    031XXXXXXX
  📠 Canon(FAX)        033XXXXXXX
  📠 Canon FR(FAX)     034XXXXXXX

                                    1/1

  Address                Erase
  Book

  Cancel      ◄  Back       Next  ►

                            System Monitor ►
```

The destination you have selected is listed.

● **To erase a destination:**

❏ Select a destination from the group address list → press [Erase].
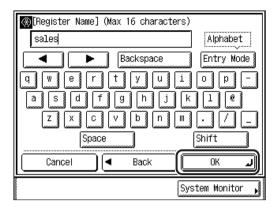
```
[Group]
Type | Name          | Destination
  📠 Canon USA(FAX)    031XXXXXXX
  📠 Canon(FAX)        033XXXXXXX
  📠 Canon FR(FAX)     034XXXXXXX

                                    1/1

  Address                Erase
  Book

  Cancel      ◄  Back       Next  ►

                            System Monitor ►
```

If the desired destination is not displayed, press [▼] or [▲] to scroll to the desired destination.

The selected destination is erased.

7 When you have finished storing numbers, press [Next].

8 Enter a name for the group address → press [OK].

```
⊕[Register Name] (Max 16 characters)
┌─────────────────────────┐  ┌──────────┐
│ sales                   │  │ Alphabet │
└─────────────────────────┘  └──────────┘
 ┌────┐ ┌────┐ ┌──────────┐  ┌──────────┐
 │ ◄  │ │ ►  │ │Backspace │  │Entry Mode│
 └────┘ └────┘ └──────────┘  └──────────┘
 [q][w][e][r][t][y][u][i][o][p][-]
  [a][s][d][f][g][h][j][k][l][@]
   [z][x][c][v][b][n][m][.][/][_]
     ┌──── Space ────┐    ┌── Shift ──┐
     └───────────────┘    └───────────┘
 ┌──────────┐ ┌─────────────┐ ┌──────────┐
 │  Cancel  │ │ ◄   Back    │ │  OK    ↵ │
 └──────────┘ └─────────────┘ └──────────┘
                           ┌───────────────┐
                           │System Monitor ▶│
                           └───────────────┘
```

You can enter up to 16 characters for the name.

The display returns to the Register New Address screen.

📎 NOTE

• For instructions on entering characters, see Chapter 2, "Basic Operations," in the *Reference Guide*.

• The first character you enter for the name is used for sorting the address list when you press keys, such as [ABC] and [DEF], on the Address Book screen.

9 Press [Done] repeatedly until the Send Basic Features screen appears.
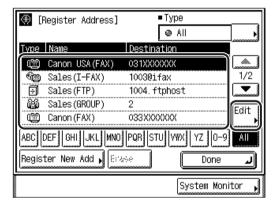
Editing Address Details

You can change destination details as necessary.

1 Press ⊚ (Additional Functions) → [Address Book Settings] → [Register Address].

If necessary, see the screen shots in steps 1 and 2 of "Fax Numbers," on p. 5-5.
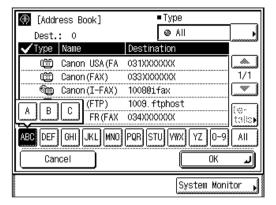
2 Select the destination to be changed → press [Edit].

Type	Name	Destination
📠	Canon USA(FAX)	031XXXXXXX
📠	Sales(I-FAX)	1003@ifax
🗐	Sales(FTP)	1004.ftphost
📇	Sales(GROUP)	2
📠	Canon(FAX)	033XXXXXXX

[Register Address]   ■ Type ⊚ All

ABC DEF GHI JKL MNO PQR STU VWX YZ 0-9 All

Register New Add   Erase   Done

System Monitor

You cannot edit multiple destinations at the same time.

In this example, a fax number is selected.

Press the alphanumeric keys (e.g., [ABC]) to display the individual keys for each letter or number. You can select a letter or number to restrict the displayed range of entries. Press [All] to return to the full address list.

```
┌─────────────────────────────────────────────────┐
│ ⊕ [Address Book]          ■ Type                  │
│   Dest.:  0                ◉ All              ▶   │
│ ┌─────────────────────────────────────────────┐ │
│ │✓Type │Name       │Destination      │          │ │
│ │   📠 Canon USA(FA  031XXXXXXX      │  ▲        │ │
│ │   📠 Canon(FAX)    033XXXXXXX      │           │ │
│ │   📠 Canon(I-FAX)  1008@ifax       │ 1/1       │ │
│ │ ┌──┬──┬──┐ (FTP)   1009.ftphost    │  ▼        │ │
│ │ │A │B │C │ FR(FAX  034XXXXXXX      │ De-       │ │
│ │ └──┴──┴──┘                         │ tails▶    │ │
│ │ABC DEF GHI JKL MNO PQR STU VWX YZ 0-9  All      │ │
│ ├─────────────────────────────────────────────┤ │
│ │   Cancel            │        OK      ┘         │ │
│ └─────────────────────────────────────────────┘ │
│                              System Monitor ▶    │
└─────────────────────────────────────────────────┘
```
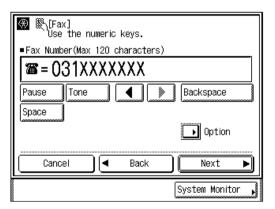
If the desired destination is not displayed, press [▼] or [▲] to scroll to the desired destination.

You can restrict the type of destinations displayed in the results list by pressing the Type drop-down list.

If you select [All] in the Address Book drop-down list, the destinations stored in the one-touch buttons are displayed. However, you cannot edit these destinations. For instructions on storing and editing one-touch buttons, see "Storing/Editing One-Touch Buttons," on p. 5-24.

The current settings for the selected destination appear.

3 Edit the address details → press [OK].

```
┌─────────────────────────────────────────────────┐
│ ⊕ 📖[Fax]                                          │
│      Use the numeric keys.                        │
│ ■Fax Number(Max 120 characters)                   │
│ ┌─────────────────────────────────────────────┐ │
│ │ ☎ = 031XXXXXXX                               │ │
│ └─────────────────────────────────────────────┘ │
│ ┌──────┐┌────┐┌───┐┌───┐┌──────────┐            │
│ │Pause ││Tone││ ◀ ││ ▶ ││Backspace │            │
│ └──────┘└────┘└───┘└───┘└──────────┘            │
│ ┌──────┐                                          │
│ │Space │                                          │
│ └──────┘                      ┌─┐                 │
│                               │▶│ Option          │
│                               └─┘                 │
│ ┌──────────┐┌──────────┐┌──────────┐            │
│ │  Cancel  ││ ◀  Back  ││  Next  ▶ │            │
│ └──────────┘└──────────┘└──────────┘            │
│                              System Monitor ▶    │
└─────────────────────────────────────────────────┘
```

You cannot change a destination registered as a group address.

4 If necessary, edit the address name → press [OK].

The display returns to the Register New Address screen.

✎ NOTE
- For instructions on setting fax numbers, see "Fax Numbers," on p. 5-5.
- For instructions on setting e-mail, I-fax, or file server addresses, see Chapter 8, "Storing/Editing Address Book Settings," in the *Sending Guide*.
- For instructions on setting group addresses, see "Group Addresses," on p. 5-12.
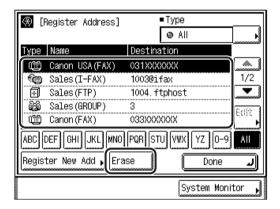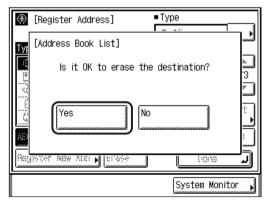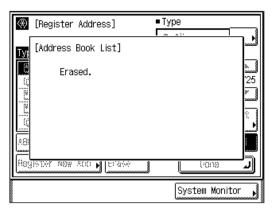
5 Press [Done] repeatedly until the Send Basic Features screen appears.

Erasing Addresses

You can erase destinations stored in the address book.

1 Press ⊚ (Additional Functions) → [Address Book Settings] → [Register Address].
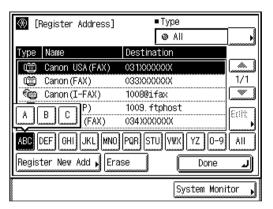
If necessary, see the screen shots in steps 1 and 2 of "Fax Numbers," on p. 5-5.

2 Select the destination to be erased → press [Erase].

You cannot erase multiple destinations at the same time.

Press the alphanumeric keys (e.g., [ABC]) to display the individual keys for each letter or number. You can select a letter or number to restrict the displayed range of entries. Press [All] to return to the full address list.

If the desired destination is not displayed, press [▼] or [▲] to scroll to the desired destination.

You can restrict the type of destinations displayed in the results list by pressing the Type drop-down list.

If you select [All] in the Address Book drop-down list, the destinations stored in the one-touch buttons are displayed. However, you cannot erase these destinations. For instructions on erasing one-touch buttons, see "Erasing One-Touch Buttons," on p. 5-33.

3 Press [Yes].

To cancel erasing, press [No].

The message <Erased.> appears for approximately two seconds on the touch panel display.

The selected destination is erased.

4 **Press [Done] repeatedly until the Send Basic Features screen appears.**
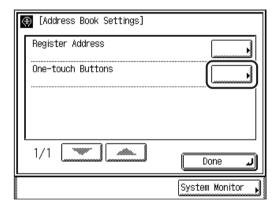
Storing/Editing One-Touch Buttons

You can store up to 200 destinations in the one-touch buttons. This section describes how to store/edit the destinations with the one-touch buttons feature.
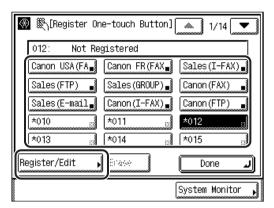
✎ NOTE

- Destinations stored in one-touch buttons are also displayed in the Address Book.
- A new destination cannot be registered in a group destination that is stored in a one-touch button. The destination must be registered in a one-touch button in advance.
- E-mail, I-fax, and file server addresses can also be stored in one-touch buttons. For details, see Chapter 8, "Storing/Editing Address Book Settings," in the *Sending Guide*.
- You can use ⓪ - ⑨ (numeric keys) to enter numbers, and ⓒ (Clear) to clear your entries.
- For instructions on entering characters, see Chapter 2, "Basic Operations," in the *Reference Guide*.

1 **Press ⓐ (Additional Functions) → [Address Book Settings] → [One-touch Buttons].**

2 Select a one-touch button to store or change → press [Register/Edit].

```
┌─────────────────────────────────────────────────────┐
│ ⊕ ⯎[Register One-touch Button]  [ ▲ ] 1/14 [ ▼ ]     │
│ ┌───────────────────────────────────────────────┐   │
│ │ 012:    Not Registered                         │   │
│ │ ┌─────────────┐┌─────────────┐┌─────────────┐  │   │
│ │ │Canon USA(FA■││Canon FR(FAX■││Sales(I-FAX)■│  │   │
│ │ └─────────────┘└─────────────┘└─────────────┘  │   │
│ │ ┌─────────────┐┌─────────────┐┌─────────────┐  │   │
│ │ │Sales(FTP) ■ ││Sales(GROUP)■││Canon(FAX)   │  │   │
│ │ └─────────────┘└─────────────┘└─────────────┘  │   │
│ │ ┌─────────────┐┌─────────────┐┌─────────────┐  │   │
│ │ │Sales(E-mail■││Canon(I-FAX)■││Canon(FTP)   │  │   │
│ │ └─────────────┘└─────────────┘└─────────────┘  │   │
│ │ ┌─────────────┐┌─────────────┐┌─────────────┐  │   │
│ │ │*010       ░ ││*011       ░ ││*012       ░ │  │   │
│ │ └─────────────┘└─────────────┘└─────────────┘  │   │
│ │ ┌─────────────┐┌─────────────┐┌─────────────┐  │   │
│ │ │*013       ░ ││*014       ░ ││*015       ░ │  │   │
│ │ └─────────────┘└─────────────┘└─────────────┘  │   │
│ └───────────────────────────────────────────────┘   │
│ ┌──────────────┐ ┌──────┐    ┌──────────────┐        │
│ │Register/Edit ▶│ │Erase │    │  Done      ⏎ │        │
│ └──────────────┘ └──────┘    └──────────────┘        │
│                              ┌──────────────┐        │
│                              │System Monitor ▶│       │
│                              └──────────────┘        │
└─────────────────────────────────────────────────────┘
```

If the desired one-touch button is not displayed, press [▼] or [▲] to scroll to the desired one-touch button.
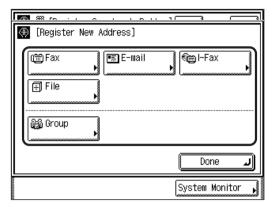
You can also specify the one-touch button's number by entering the three digit number of the desired one-touch button using ⓪ - ⑨ (numeric keys).

🖉 NOTE

- One-touch buttons that already have destinations stored in them are displayed with a black square (■) in the lower right corner of the key.
- If you select a one-touch button that already has destinations stored in it, the destinations are displayed.
- If you register multiple destinations as a group address in a one-touch button, the number of destinations registered in the group address is displayed.

3 Select [Fax], [E-mail], [I-Fax], [File], or [Group].
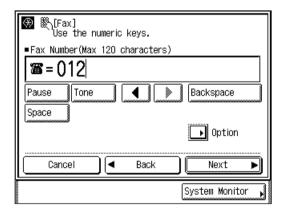
If you select a one-touch button already storing a destination, skip this step.

If you select [E-mail], [I-Fax], or [File], see Chapter 8, "Storing/Editing Address Book Settings," in the Sending Guide, for the rest of the procedure.

4 Store or edit address details.

● **If you select [Fax]:**

❑ Enter the fax number of the destination using $\circledcirc$ - $\circledcirc$ (numeric keys), $\circledast$, and $\circledast$.

Details of each item are shown below.

[Pause]: Press to insert a pause of several seconds in the fax number you are dialing. If you insert a pause within the fax number, the letter <p> is displayed between the numbers. If you insert a pause at the end of the fax number, the letter <P> appears. When dialing an overseas number, insert a pause after the country code, and at the end of the fax number. (See "Pause Time," on p. 4-9.)

[Tone]: Press when you want to directly call an extension line that is connected to a PBX (Private Branch Exchange), which accepts only tone signals. If you press [Tone], the letter <T> appears.

[◀] [▶]: Press to move the position of the cursor.

[Backspace]: Press to delete the number or character immediately to the left of the cursor.

[Space]: Press to insert a space between numbers.

[Option]: Press to specify the sending speed, type of call, and ECM TX settings. These settings are optional.

IMPORTANT
You cannot insert a pause or a space at the beginning of a number.

NOTE
• You can enter up to 120 characters for the fax number.
• If you enter a pause at the end of the number, the pause is always 10 seconds long.
• You can press ⓒ (Clear) to clear your entry.

❑ If you want to set the optional settings for the destination, press [Option].

• Press [Sending Speed].
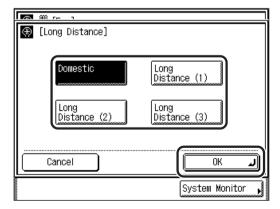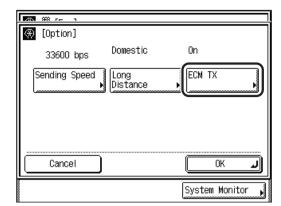
• Select the desired sending speed → press [OK].

```
[Sending Speed]

    33600 bps          14400 bps

    9600 bps           4800 bps


    Cancel                  OK

                        System Monitor
```

• Press [Long Distance].

```
[Option]

              Domestic      On
    33600 bps

  Sending Speed    Long       ECM TX
                   Distance


    Cancel                  OK

                        System Monitor
```

• Select the type of call → press [OK].

```
[Long Distance]

    Domestic           Long
                       Distance (1)

    Long               Long
    Distance (2)       Distance (3)


    Cancel                  OK

                        System Monitor
```

• Press [ECM TX].

```
┌─────────────────────────────────────────────┐
│ ⊕ [Option]                                    │
│                                               │
│      33600 bps    Domestic      On            │
│                                               │
│  ┌──────────────┐ ┌──────────┐ ┌──────────┐   │
│  │Sending Speed │ │Long      │ │ECM TX    │   │
│  │            ▶ │ │Distance ▶│ │        ▶ │   │
│  └──────────────┘ └──────────┘ └──────────┘   │
│                                               │
│                                               │
│  ─────────────────────────────────────────   │
│  ┌──────────┐            ┌──────────────┐     │
│  │ Cancel   │            │ OK        ┙  │     │
│  └──────────┘            └──────────────┘     │
├─────────────────────────────────────────────┤
│                          ┌───────────────┐    │
│                          │System Monitor▶│    │
│                          └───────────────┘    │
└─────────────────────────────────────────────┘
```
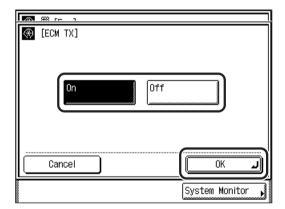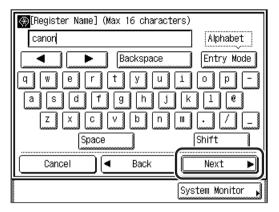
🖉 NOTE

- If your document transmissions are slow in starting, this may mean that the telephone lines in your area are in poor condition. Select a slower speed. You can select [33600 bps], [14400 bps], [9600 bps], or [4800 bps].
- Select [Domestic] for dialing domestic (local) telephone numbers. Select [Long Distance (1)] if communication errors frequently occur when you make overseas calls (when the overseas telephone number is registered in the Address Book). If errors persist, try selecting [Long Distance (2)] or [Long Distance (3)].

❑ Select [On] or [Off] → press [OK].

```
┌─────────────────────────────────────────────┐
│ ⊕ [ECM TX]                                    │
│                                               │
│                                               │
│     ┌──────────────┐ ┌──────────────┐         │
│     │ On           │ │ Off          │         │
│     └──────────────┘ └──────────────┘         │
│                                               │
│                                               │
│  ─────────────────────────────────────────   │
│  ┌──────────┐            ┌──────────────┐     │
│  │ Cancel   │            │ OK        ┙  │     │
│  └──────────┘            └──────────────┘     │
├─────────────────────────────────────────────┤
│                          ┌───────────────┐    │
│                          │System Monitor▶│    │
│                          └───────────────┘    │
└─────────────────────────────────────────────┘
```

❑ When all settings are complete, press [OK].

❑ Press [Next].

❏ Enter a name for the recipient of the fax → press [Next].
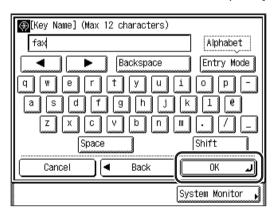
```
⊕[Register Name] (Max 16 characters)
┌──────────────────────────────┐   ┌─────────┐
│ canon|                        │   │ Alphabet│
└──────────────────────────────┘   └─────────┘
  ┌────┐ ┌────┐ ┌───────────┐    ┌──────────┐
  │ ◄  │ │ ►  │ │ Backspace │    │Entry Mode│
  └────┘ └────┘ └───────────┘    └──────────┘
 [q][w][e][r][t][y][u][i][o][p][-]
  [a][s][d][f][g][h][j][k][l][@]
    [z][x][c][v][b][n][m][.][/][_]
      ┌──────────┐        ┌───────┐
      │  Space   │        │ Shift │
      └──────────┘        └───────┘
 ┌──────────┐ ┌──────────┐ ┌──────────┐
 │  Cancel  │ │◄  Back   │ │ Next   ► │
 └──────────┘ └──────────┘ └──────────┘
                          ┌───────────────┐
                          │ System Monitor│
                          └───────────────┘
```

You can enter up to 16 characters for the name.

✎ NOTE

The first character you enter for the name is used for sorting the destination list when you press keys, such as [ABC] and [DEF], on the Address Book screen.

❏ Enter a name for the one-touch button → press [OK].

```
⊕[Key Name] (Max 12 characters)
┌──────────────────────────────┐   ┌─────────┐
│ fax|                          │   │ Alphabet│
└──────────────────────────────┘   └─────────┘
  ┌────┐ ┌────┐ ┌───────────┐    ┌──────────┐
  │ ◄  │ │ ►  │ │ Backspace │    │Entry Mode│
  └────┘ └────┘ └───────────┘    └──────────┘
 [q][w][e][r][t][y][u][i][o][p][-]
  [a][s][d][f][g][h][j][k][l][@]
    [z][x][c][v][b][n][m][.][/][_]
      ┌──────────┐        ┌───────┐
      │  Space   │        │ Shift │
      └──────────┘        └───────┘
 ┌──────────┐ ┌──────────┐ ┌──────────┐
 │  Cancel  │ │◄  Back   │ │  OK    ↵ │
 └──────────┘ └──────────┘ └──────────┘
                          ┌───────────────┐
                          │ System Monitor│
                          └───────────────┘
```
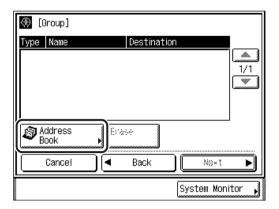
You can enter up to 12 characters for the one-touch button name.
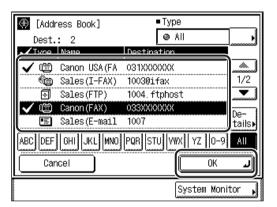
The display returns to Register One-touch Button screen.

● **If you select [Group]:**

❑ Press [Address Book].

```
┌─────────────────────────────────────────┐
│ ⊕ [Group]                                 │
│                                           │
│ Type │ Name        │ Destination          │
│ ─────────────────────────────────   ┌──┐ │
│                                      │▲ │ │
│                                       1/1 │
│                                      ┌──┐ │
│                                      │▼ │ │
│                                           │
│  ┌──────────┐  ┌──────┐                   │
│  │ 📖 Address │  │ Erase │                  │
│  │   Book   ▶│  └──────┘                   │
│  └──────────┘                             │
│  ┌──────────┐ ┌──────────┐ ┌──────────┐   │
│  │ Cancel   │ │ ◀  Back  │ │ Next   ▶ │   │
│  └──────────┘ └──────────┘ └──────────┘   │
│                          ┌──────────────┐ │
│                          │System Monitor▶│ │
│                          └──────────────┘ │
└─────────────────────────────────────────┘
```
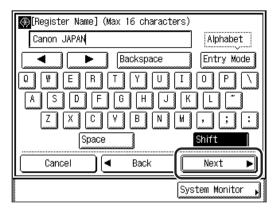
❑ Select the destinations to store in the group address → press [OK].

```
┌─────────────────────────────────────────┐
│ ⊕ [Address Book]        ■ Type            │
│   Dest.: 2             ┌── ◉ All    ───▶┐ │
│   Type │ Name     │ Destination          │
│ ✓ 📠 Canon USA(FA  031XXXXXXX       ┌──┐  │
│   📠 Sales(I-FAX)  1003@ifax         │▲ │  │
│   🗄 Sales(FTP)    1004.ftphost       1/2  │
│ ✓ 📠 Canon(FAX)    033XXXXXXX        ┌──┐  │
│   📧 Sales(E-mail  1007              │▼ │  │
│                                     ┌────┐ │
│                                     │De- │ │
│                                     │tails▶│ │
│ ABC DEF GHI JKL MNO PQR STU VWX YZ 0-9 All│
│  ┌──────────┐           ┌──────────┐      │
│  │ Cancel   │           │   OK    ↵│      │
│  └──────────┘           └──────────┘      │
│                          ┌──────────────┐ │
│                          │System Monitor▶│ │
│                          └──────────────┘ │
└─────────────────────────────────────────┘
```

Only destinations that are already stored in the Address Book or one-touch buttons can be selected as part of a one-touch button group address.

❑ Press [Next].

❑ Enter a name for the group → press [Next].

```
[Register Name] (Max 16 characters)
Canon JAPAN                          Alphabet

  ◄        ►     Backspace          Entry Mode
Q  W  E  R  T  Y  U  I  O  P  \
A  S  D  F  G  H  J  K  L  ^
   Z  X  C  V  B  N  M  ,  ;  :
          Space              Shift

  Cancel       ◄  Back           Next  ►

                           System Monitor
```
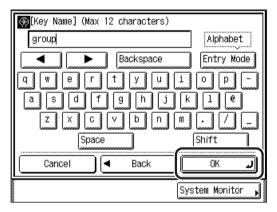
You can enter up to 16 characters for the name.

✎ NOTE

The first character that you enter for the name is used for sorting the destination list when you press keys, such as [ABC] and [DEF], on the Address Book screen.

❑ Enter a name for the one-touch button → press [OK].

```
[Key Name] (Max 12 characters)
group                                Alphabet

  ◄        ►     Backspace          Entry Mode
q  w  e  r  t  y  u  i  o  p  -
a  s  d  f  g  h  j  k  l  @
   z  x  c  v  b  n  m  .  /  _
          Space              Shift

  Cancel       ◄  Back           OK  ↵

                           System Monitor
```

You can enter up to 12 characters for the one-touch button name.

The display returns to Register One-touch Button screen.

5 To register or edit another destination, repeat steps 2 to 4.

6 Press [Done] repeatedly until the Send Basic Features screen appears.
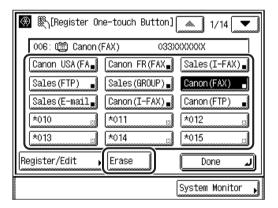
Erasing One-Touch Buttons

You can erase the destinations that you have stored in one-touch buttons.

1 **Press ⊚ (Additional Functions) → [Address Book Settings] → [One-touch Buttons].**

If necessary, see the screen shot in step 1 of "Storing/Editing One-Touch Buttons," on p. 5-24.

2 **Select the one-touch button containing the destination(s) you want to erase → press [Erase].**

If the desired one-touch button is not displayed, press [▼] or [▲] to scroll to the desired one-touch button.

If you know the one-touch button's three digit number, enter the three digit number of the desired one-touch button using ⓪ - ⑨ (numeric keys).

🖑 IMPORTANT
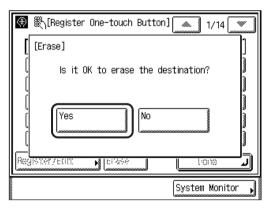
Make sure that you verify the settings first before you erase them.

✎ NOTE
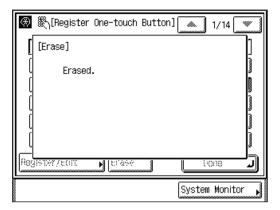
• One-touch buttons that already have destinations stored in them are displayed with a black square (■) in the lower right corner of the key.

• If you select a one-touch button that already has destinations stored in it, the destinations are displayed.

• If you register multiple destinations as a group address in a one-touch button, the number of destinations registered in the group address is displayed.

3 Press [Yes].

To cancel erasing, press [No].

The message <Erased.> appears for approximately two seconds on the touch panel display.

The destinations stored in the selected one-touch button are erased.

4 **Press [Done] repeatedly until the Send Basic Features screen appears.**

5

System Settings

6

This chapter describes the System Settings items that are related to the Fax function.

System Settings Table

The following items can be stored or set in System Settings from the Additional Functions screen.

■ System Settings

Item		Settings	Applicable Page
Communications Settings			
E-mail/I-Fax			See the *Sending Guide*.
	Maximum TX Data Size	0 to 99 MB; 3 MB*	
	Divided TX over Max.Data Size	On, Off*	
	Default Subject	40 characters maximum; Attached Image*	
Fax Settings			p. 6-4
	Send Start Speed	33600 bps*, 14400 bps, 9600 bps, 7200 bps, 4800 bps, 2400 bps	
	Receive Start Speed	33600 bps*, 14400 bps, 9600 bps, 7200 bps, 4800 bps, 2400 bps	
Memory Lock Settings		On, Off*	See the *Sending Guide*.
	Memory Lock Password	Seven digits maximum	
	Report Print	On, Off*	
	Memory Lock Time Settings	On, Off*; Memory Lock Start Time, Memory Lock End Time	
Forwarding Settings		Receive Type, Validate/Invalidate, Register, Forward w/o Cond., Detail/Edit, Erase, Print List	See the *Sending Guide*.
Restrict Access to Destinations			
Restrict New Addresses		On, Off*	See the *Sending Guide*.
Allow Fax Driver TX		On*, Off	See the *Sending Guide*.

An asterisk (*) indicates the default settings.

NOTE

For instructions on setting the modes not described in this manual, refer to the other manuals listed in "Manuals for the Machine," inside front cover.

6

System Settings

Communications Settings

This section describes System Settings items related to the fax function, including the send start speed and reception speed.
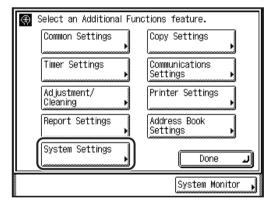
Fax Settings

This section describes how to set the send and receive start speeds. This is useful when there is difficulty initiating the sending and receiving of a document.

✎ NOTE
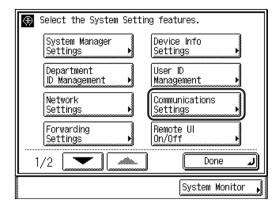
The default setting is '33600bps' for both the Send Start Speed and Receive Start Speed.

1 Press ⊛ (Additional Functions) → [System Settings].


```
⊛ Select an Additional Functions feature.
   Common Settings  ▶    Copy Settings      ▶
   Timer Settings   ▶    Communications
                         Settings           ▶
   Adjustment/      ▶    Printer Settings   ▶
   Cleaning
   Report Settings  ▶    Address Book
                         Settings           ▶
   System Settings  ▶         Done          ⏎
                         System Monitor     ▶
```

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using ⊙ - ⑨ (numeric keys) → press ⓘ (Log In/Out).
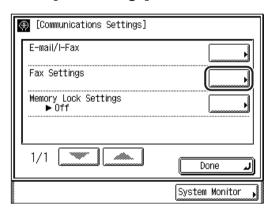
2 Press [Communications Settings].
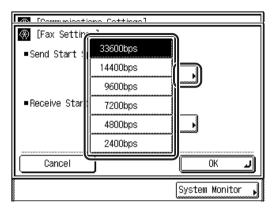
$\diamondsuit$ NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

3 Press [Fax Settings].
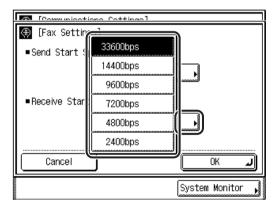
4 Press the Send Start Speed drop-down list → select the desired start speed.

$\oslash$ NOTE

If your document transmission is slow in starting, this may mean that the telephone lines in your area are in poor condition. Select a slower speed. You can select [33600bps], [14400bps], [9600bps], [7200bps], [4800bps], or [2400bps].

5 Press the Receive Start Speed drop-down list → select the desired start speed.

The selected mode is set.

$\oslash$ NOTE

If your document reception is slow in starting, this may mean that the telephone lines in your area are in poor condition. Select a slower speed. You can select [33600bps], [14400bps], [9600bps], [7200bps], [4800bps], or [2400bps].

6 **Press [Done] repeatedly until the Send Basic Features screen appears.**

System Settings

Printing Communication Reports

7

This chapter explains the method of setting the contents of a communications report and printing lists.

Report Settings Table

The following items can be stored or set in Report Settings from the Additional Functions screen.

■ Settings

Item	Settings	Applicable Page
TX Report	On, For Error Only*, Off Report With TX Image: On*, Off	See the *Sending Guide*.
Activity Report		See the *Sending Guide*.
Auto Print	On*, Off	
Send/Receive Separate	On, Off*	
RX Report	For Error Only, On, Off*	See the *Sending Guide*.

An asterisk (*) indicates the default settings.

■ Print List

Item	Settings	Applicable Page
Address Book List	One-touch Buttons, Address Book: Yes, No	See the *Sending Guide*.
User's Data List	Yes, No	See the *Sending Guide*.

✐ NOTE

For instructions on setting the modes not described in this manual, refer to the other manuals listed in "Manuals for the Machine," inside front cover.
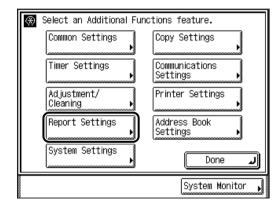
Specifying Report Settings

You can specify how various reports are printed.
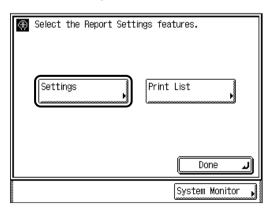
$\oslash$ NOTE
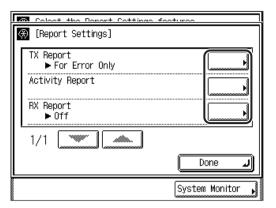
Reports can be printed only if 11" x 17", LGL, LTR, or LTRR paper (plain or recycled paper) is loaded in the paper sources whose settings in Other in Drawer Eligibility For APS/ADS in Common Settings (from the Additional Functions screen) are set to 'On'. (See Chapter 3, "Customizing Settings," in the *Reference Guide*.)

1 Press ⊚ (Additional Functions) → [Report Settings].

```
⊕ Select an Additional Functions feature.

  Common Settings     ▶    Copy Settings        ▶

  Timer Settings      ▶    Communications       ▶
                           Settings

  Adjustment/         ▶    Printer Settings     ▶
  Cleaning

  Report Settings     ▶    Address Book         ▶
                           Settings

  System Settings     ▶         ⌐ Done      ⌐

                                    System Monitor ▶
```

2 Press [Settings].

```
⊕ Select the Report Settings features.

    Settings      ▶      Print List     ▶

                                 ⌐ Done      ⌐

                                    System Monitor ▶
```

3 Press [TX Report], [Activity Report], or [RX Report].

4 Perform desired settings.

For instructions on setting each item, see Chapter 10, "Printing Communication Reports," in the *Sending Guide*.

5 Press [Done] repeatedly until the Send Basic Features screen appears.

Printing Lists
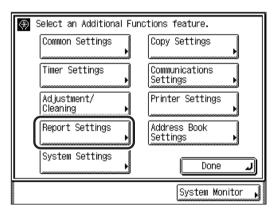
You can print the contents of the Address Book or a list of settings that have been specified from the Additional Functions screen.
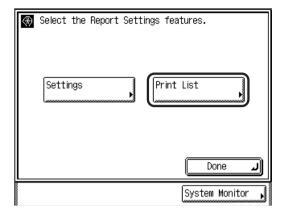
✎ NOTE

Lists can be printed only if 11" x 17", LGL, LTR, or LTRR paper (plain or recycled paper) is loaded in the paper sources whose settings in Other in Drawer Eligibility For APS/ADS in Common Settings (from the Additional Functions screen) are set to 'On'. (See Chapter 3, "Customizing Settings," in the *Reference Guide.*)

1 Press ⊚ (Additional Functions) → [Report Settings].

```
┌─────────────────────────────────────────────┐
│ ⊛ Select an Additional Functions feature.   │
│                                              │
│  ┌───────────────┐  ┌───────────────┐       │
│  │ Common Settings│  │ Copy Settings │       │
│  │              ▶│  │             ▶│        │
│  └───────────────┘  └───────────────┘       │
│  ┌───────────────┐  ┌───────────────┐       │
│  │ Timer Settings │  │ Communications│       │
│  │              ▶│  │ Settings    ▶│        │
│  └───────────────┘  └───────────────┘       │
│  ┌───────────────┐  ┌───────────────┐       │
│  │ Adjustment/    │  │Printer Settings│      │
│  │ Cleaning     ▶│  │             ▶│        │
│  └───────────────┘  └───────────────┘       │
│  ┌───────────────┐  ┌───────────────┐       │
│  │ Report Settings│  │ Address Book  │       │
│  │              ▶│  │ Settings    ▶│        │
│  └───────────────┘  └───────────────┘       │
│  ┌───────────────┐  ┌───────────────┐       │
│  │ System Settings│  │   Done      ↲│        │
│  │              ▶│  └───────────────┘       │
│  └───────────────┘                          │
│                     ┌───────────────┐       │
│                     │ System Monitor ▶│      │
│                     └───────────────┘       │
└─────────────────────────────────────────────┘
```
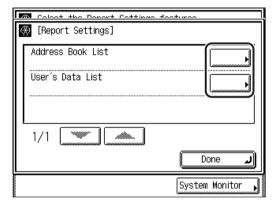
2 Press [Print List].

3 Press [Address Book List] or [User's Data List].

4 Perform desired settings.

For instructions on setting each item, see Chapter 10, "Printing Communication Reports," in the *Sending Guide*.

5 Press [Done] repeatedly until the Send Basic Features screen appears.

Troubleshooting

8
CHAPTER

This chapter describes the procedures for taking corrective action in the event that trouble occurs. The end of the chapter shows you how to respond to error messages, and contains a list of frequently asked questions and answers.

When Problems Occur

Sending Documents

Canceling transmissions.

Q	Do you want to cancel a transmission while a document is being scanned?
A	Press ⊘ (Stop) on the control panel, or press [Cancel] on the touch panel display.
Q	Do you want to cancel a transmission after a document has been scanned?
A	Press [System Monitor] → [Fax] → [TX Job Status] → select the document that you want to cancel → press [Cancel] → [Yes]. However, documents that are being sent may not be canceled even if you press [Cancel]. (See "Using the System Monitor Screen," on p. 1-45.) If you want to cancel a transmission to an e-mail, I-fax, or file server address, see Chapter 1, "Introduction to Fax Functions," in the *Sending Guide*.
Q	Are you sending a fax document using the Direct Sending mode?
A	Press ⊘ (Stop) on the control panel, or press [Cancel] on the touch panel display.

Document cannot be sent.

Q	Is the destination setting correct?
A	Check the destination setting of the recipient.
Q	Is the destination stored in the Address Book correct?
A	Check the destination in the Address Book. (See Chapter 12, "Appendix," in the *Sending Guide*.)
Q	Has any trouble occurred in the recipient's machine?
A	Check to make sure that the recipient's machine can receive documents. If it cannot, check to see whether the machine is turned OFF, is out of recording paper, or has insufficient available memory.

Q	Is the telephone line type set correctly?
A	Check the type of telephone line that has been set. (See "Selecting the Type of Telephone Line," on p. 1-10.)

Memory is full.

Q	Are unnecessary documents stored in memory?
A	Check the TX Document and RX Document stored in memory, and erase any unnecessary documents or documents with errors from memory. (See "Erasing Received Documents," on p. 3-11.)

The document does not print clearly on the recipient's machine.

Q	Is the platen glass clean?
A	Use your machine to make a copy of the document, and check it for streaks. If streaks appear, clean the platen glass. (See Chapter 6, "Routine Maintenance," in the *Reference Guide*.)

The density of the documents sent to a recipient's machine is too light.

Q	Is the density setting set towards 'Light' and the Original Type setting set to 'Photo'?
A	Change the density setting to 'Dark', and the Original Type setting to 'Text'. Try sending the document again. (See "Scan Density and Original Type Settings," on p. 2-10.)

The remote machine is slow to switch over to the receiving mode, and errors always occur.

Q	Is a pause inserted in the fax number?
A	If you are sending to a machine that is slow in switching over to fax receiving, insert a pause after the destination's fax number.

Receiving Documents

The machine does not receive documents.

Q	Does the machine have sufficient memory?
A	Erase unnecessary documents and documents with errors from memory to increase the amount of available memory. (See "Erasing Received Documents," on p. 3-11.)

Documents cannot be received in memory.

Q	Is there sufficient available memory?
A	Erase unnecessary documents and documents with errors from memory to increase the amount of available memory. (See "Erasing Received Documents," on p. 3-11.)

The quality of printed originals is uneven.

Q	Is the platen glass of the sender's machine clean?
A	Make a few copies using your machine. If the copies are not streaked, the problem is in the sender's machine. Contact the sender and ask them to send the document again.

Other Situations

Fax transmissions are slow.

Q	Are documents being sent at a high resolution?
A	It is recommended that you send documents containing text only with a lower resolution. (See "Selecting a Scan Mode," on p. 2-2.)
Q	Is ECM TX or ECM RX set to 'On'?
A	Set ECM TX and ECM RX to 'Off'. (See "ECM Transmission," on p. 4-6, and "ECM Reception," on p. 4-20.)

Troubleshooting

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Documents cannot be sent overseas (error code #18).

| Q | Is a pause inserted in the fax number? |

| A | Insert a pause after the country code, or after the fax number of the recipient, and then dial the number again. (See "Dialing Methods," on p. 2-35.) |

| A | Change the Long Distance setting on the Option screen if you are sending documents to destinations stored in the Address Book or one-touch buttons. (See "Storing Destinations," on p. 5-5, or "Storing/Editing One-Touch Buttons," on p. 5-24.) |

Troubleshooting

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Error Messages

This section explains the various messages that appear on the touch panel display, along with possible causes and remedies.

For explanations of messages that are not listed here, see the *Reference Guide*, *Sending Guide*, and *Network Guide*.

List of Error Codes without Messages

If an error occurs while a document is being sent or received, an error code is displayed in the job log on the System Monitor screen, and is included in various reports. Check the error code, and then take the required steps to solve the problem. (See Chapter 4, "Checking/Changing the Fax Status," and Chapter 12, "Appendix," in the *Sending Guide*.)

0001

Cause   Paper or originals are jammed.

Remedy   Place the document properly into the feeder or on the platen glass, and remove any jammed paper or originals. (See Chapter 7, "Troubleshooting," in the *Reference Guide*.)

0003

Cause   Communications that take longer than the preset time (64 minutes) caused the error.

Remedy 1   Reduce the resolution or divide the document into two or more parts, and then try sending the document again. (See "Selecting a Scan Mode," on p. 2-2.)

Remedy 2   When receiving a document, ask the remote party to either reduce the resolution at which the document is scanned, or divide the document into two or more parts before sending it.

0005

Cause 1 The recipient did not answer within 35 seconds.

Remedy Confirm that the recipient's machine is able to communicate, and try again.

Cause 2 The recipient's machine is not a G3 fax machine.

Remedy Check the type of fax machine that the recipient has.

0009

Cause 1 There is no paper.

Remedy Load paper. (See Chapter 6, "Routine Maintenance," in the *Reference Guide*.)

Cause 2 The paper drawer is not correctly inserted into the machine.

Remedy Insert the paper drawer properly. (See Chapter 6, "Routine Maintenance," in the *Reference Guide*.)

0012

Cause The document could not be sent because the receiving fax machine was out of paper.

Remedy Ask the recipient to load paper into their fax machine.

Troubleshooting

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0018

Cause 1   The recipient's machine did not respond when your machine redialed.

Remedy   Confirm that the recipient's machine is able to communicate, and try again.

Cause 2   The documents could not be sent because the recipient's machine was performing another task.

Remedy   Confirm that the recipient's machine is able to communicate, and try again.

Cause 3   The settings on your machine do not match the settings on the recipient's machine.

Remedy   Check that the settings on your machine match those on the recipient's machine, and that the recipient's machine is able to communicate, and try again.

Cause 4   No pause was included in the telephone number when sending a fax overseas.

Remedy 1   Insert a pause after the country code, or after the fax number of the recipient and then dial the number again. (See "Dialing Methods," on p. 2-35.)

Remedy 2   Change the Long Distance setting on the Option screen if you are sending documents to a destination stored in the Address Book or one-touch buttons. (See "Storing Destinations," on p. 5-5, or "Storing/Editing One-Touch Buttons," on p. 5-24.)

0037

Cause   Documents could not be received because there is insufficient memory available.

Remedy   Erase unnecessary documents and documents with errors from memory to increase the amount of available memory. (See "Erasing Received Documents," on p. 3-11.)

#0059

Cause   Your transmission is canceled because the number you dialed was different from the number registered on the other party's fax machine.

Remedy   Check to see that the correct fax number is registered on the other party's fax machine.

#0816

Cause	You have reached the quota for the number of pages you can scan for faxing.
Remedy	Reset or increase the page quota or contact your system administrator.

#0995

Cause	Communication reservation is cleared.
Remedy	If necessary, try again from the beginning.

Troubleshooting

8

Questions & Answers

Q Can the machine automatically resend documents when there are errors in transmission?

A Specify the Auto Redial setting. To access the Auto Redial setting, press ⊚ (Additional Functions) → [Communications Settings] → [TX Settings] under <Fax Settings> → [Auto Redial]. (See "Auto Redial," on p. 4-11.)

Q What happens to documents that are sent to my machine while the power switch on the control panel is turned OFF?

A These documents are automatically stored and printed when all of the pages of the documents have been received.

Q What happens if fax documents arrive when the machine is being used for copying?

A While you are making copies, the documents are automatically received and stored in the machine's memory, and are printed automatically when copying is complete.

Q I frequently send documents using the same settings. Can the machine be set to automatically restore those settings when the power is turned ON or after an operation completes?

A Yes. You can set the desired settings as the Standard Send Settings so that they are always specified when the machine is turned ON or after an operation completes.

Q What happens to received documents if a paper jam occurs while they are printing?

A If documents are not printed correctly, they are held in memory. When the paper jam is cleared, printing resumes from the page at which the paper jam occurred.

Q What happens to a document that has not been completely received when a blackout occurs?

A The document, up to the last page that was successfully received, is printed.

Q What happens to documents in memory and the memory settings if power is interrupted?

A Documents that are stored in the system's memory remain in memory even when power to the machine is interrupted. Similarly, the contents of the Address Book are also stored permanently in memory. However, if power is interrupted while a document is being received, it is not stored in memory. After the power is restored, the sender may resend the interrupted job.

Q How can I save paper?

A You can set for received documents to be printed on both sides of the paper. (See Chapter 7, "Customizing Communications Settings," in the *Sending Guide*.)

You can check a received document using the Remote UI (User Interface), or store the received documents in memory, and then send them to a desired destination. (See "Forwarding Received Documents," on p. 2-61, and Chapter 2, "Checking and Managing Functions," in the *Remote UI Guide*.)

You can set the machine not to print reports. (See "Specifying Report Settings," on p. 7-3, and Chapter 10, "Printing Communication Reports," in the *Sending Guide*.)

Q Can I turn the machine's power OFF if the Delayed Send mode is set?

A When you are not using the machine, you may turn OFF the control panel power switch, but leave the main power switch turned ON. Documents that are set with the Delayed Send mode are automatically sent from memory at their specified time.

Appendix

9
CHAPTER

This chapter provides the specifications, glossary, and index.

Specifications

Specifications are subject to change without notice for product improvement or future release.

Super G3 FAX Board

Item	Specifications
Telephone Line Used/ Number of Lines	Public Switched Telephone Network, 1 line
Scan Line Density (Scan, Transmission)	200 x 100 dpi, 200 x 200 dpi, 400 x 400 dpi
Transmission Speed	Super G3: 33.6 kbps, G3: 14.4 kbps
Compression Method	MH, MR, MMR, JBIG
Transmission Type	Super G3, G3
Sending Original Sizes	11" x 17", LGL, LTR, LTRR, STMT, or STMTR
Receiving Paper Sizes	11" x 17", LGL, LTR, LTRR, STMT, or STMTR
Transmission Times	ECM-MMR: Approximately 3.2 seconds G3MR method: Approximately 13 seconds G3MH method: Approximately 13 seconds JBIG: Approximately 2.6 seconds
Auto Dial Function	Address Book: 300 destinations; one-touch buttons: 200 destinations
Image Memory	Approximately 1,300 pages

Appendix

9

Glossary

A

Activity Report

A record listing all documents that have been sent and received.

ADF

Automatic Document Feeder. Originals placed in the feeder are automatically fed sheet by sheet to the platen glass for scanning. The feeder also automatically turns over two-sided originals to make one- or two-sided copies.

ASCII code

ASCII (American Standard Code for Information Interchange) is a set of standardized codes used to represent letters, numbers, punctuation marks, a few symbols, and control characters. A seven digit (or seven bit) binary number can represent one of 128 distinct codes.

Auto Redial

When Auto Redial is set to 'On', the machine automatically redials the number if the line was busy, or if there was a sending error. The machine will wait two minutes (default) after the initial attempt before redialing. You can specify the number of times that the machine redials, the length of the redial interval, and whether to redial after a transmission error.

B

bps

Bits per second. The measure of transmission speed used in relationship to networks and communication lines.

C

CCITT/ITU-T

A committee that sets international standards for telecommunications. CCITT/ITU-T was formerly known as CCITT (Consultative Committee for International Telegraph and Telephone), but is now succeeded by ITU-T (International Telecommunications Union-Telecommunications Sector).

D

Delayed Send

Also called "Delayed TX." You can set a time for a document to be sent, and you do not have to be present when the document is sent at the specified time. You can reserve up to 70 delayed send jobs.

Direct Sending

Use Direct Sending when the memory is full, and you still need to send a document. Direct Sending scans and sends one page at a time without storing the document in memory. This enables you to send a document even when the memory is full.

dpi

Dots Per Inch. A measure of screen and printer resolution that is expressed as the number of dots that a device can print or display per linear inch.

E

ECM

Error Correction Mode. Reduces system and line errors when sending or receiving from another fax machine with ECM capability. ECM divides a page into blocks and inspects each block for data lost through poor transmission. If part of the data is missing in a certain block, ECM retransmits that data from the beginning of the block until it confirms that all the data within the block has been transmitted successfully. In this way, ECM guarantees that a good image can be received at the receiving end. ECM is very effective where the telephone lines are in poor condition. However, ECM slows the transmission speed, and you may turn this mode off, if it is not needed.

Error indicator

The error indicator flashes red when a paper jam occurs or the machine has run out of toner or paper.

F

Forwarding

The process of sending a received fax/I-fax document to another destination. For example, if your machine at work receives a document, you can have the machine forward the document to a machine at your home.

I

ITU-T

See CCITT/ITU-T.

J

JBIG

Joint Bi-level Image Experts Group. An experts group file specification that defines a standard for compressing (reducing the size of) image files without any loss in image information. Files containing photographic images in Web pages are generally compressed so they can be transferred across the Internet more quickly. JPEG, the format currently used, causes some loss in image data after compression, and so reduces image quality. JBIG compression overcomes this shortcoming.

L

Long distance dialing

When dialing or registering long distance numbers, you may need to insert a pause within or after the telephone number. The destination and length of the pause differ depending on the system. Contact your local authorized Canon dealer or local telephone company if you experience difficulty in long distance dialing.

M

Memory Lock

Usually a document is printed as soon as it is received; but with Memory Lock, all documents received are stored in memory until you enter a password to print them. This enables you to attend to the documents at your own leisure, and prevents printed documents from piling up in the output tray.

Memory Sending

Memory Sending scans documents into memory before dialing the number and sending them. You can retrieve your original once scanning is complete, and you do not have to wait until sending is complete.

O

One-Touch Buttons

One-Touch buttons enable you to specify a destination, dial its number, and send a document, all at the push of one key.

P

Pause

You can insert a pause within a telephone number or at the end of a telephone number. A pause is also sometimes required to connect to an outside line, or for overseas fax transmissions to certain countries.

Pause Time

The default settings are two seconds if a pause is inserted within the telephone number (may vary depending on your location), and 10 seconds if a pause is added to the end of the telephone number. Only the length of pauses inside a telephone number, and not those at the end, can be changed.

PBX

Private Branch Exchange. An in-house telephone switching system that interconnects telephone extensions to each other, as well as to the external telephone network. A PBX controls the flow of telephone traffic through instruments, such as paging systems and automatic callback and dialing.

R

Resolution

The density of dots attained by an output device, such as a fax, scanner, or printer, in producing an image. Expressed in terms of dots per inch (dpi). Low resolution causes font characters and graphics to have a jagged appearance. Higher resolution means smoother curves and angles, as well as a better match to traditional typeface designs. Resolution values are represented by horizontal data and vertical data (e.g., 600 x 600 dpi).

Rotary Pulse

Also called "pulse dial." On a rotary pulse telephone, a dial is turned to send pulses to the telephone switching system.

RX

Abbreviation for "Reception/Receiving."

S

Scanning Area

The area that is actually scanned is slightly smaller than the size of the original document, so words or images near the edges of the document may not be scanned. Therefore, allow some margin space on all sides of the document that you are sending.

Sequential Broadcast

Sequential Broadcasting enables you to send a scanned document to up to 256 destinations simultaneously. If you frequently send documents to the same destinations, it is highly recommended that you register the numbers as a group in a one-touch button for group dialing.

Stamp

Applies a stamp (about 1/8" (3 mm) in diameter) on the front side of originals after they have been scanned, so that you can distinguish already scanned originals from others.

Super G3

Super G3 is a phrase used to describe the generation of fax machines that use ITU-T V.34 standard 33.6 Kbps modems. Super G3 high-speed fax machines allow a transmission time of approximately three seconds per page, which results in reduced telephone line charges.

T

Telephone Line Type

Depending on the type of telephone line that you have, set the machine to touch tone (T) or pulse (P) dialing.

Tone

Some data services may require that you use tone dialing. If you have a pulse dial telephone, press [Tone] to switch temporarily from pulse to tone dialing when connecting to these data services.

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 to transmit.

TTI

Transmit Terminal Identification. Also called the TX Terminal ID. The TTI is the name of a person or an organization and the facsimile number of the machine that sends a document.

TX

Abbreviation for "Transmission/Sending."

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