

# Using Your Documentation

Your machine includes the following documentation. This documentation has been designed so that you can easily use your machine to suit your particular needs.

Setting up the MultiPASS .....  
Setting up paper .....  
Installing the MultiPASS Suite .....



**Quick Start Guide**

Document and paper handling .....  
Making copies .....  
Maintenance .....  
Troubleshooting feed and copy issues .....



**MultiPASS  
Reference Guide**



Sending and receiving faxes .....  
Speed dialing .....  
Troubleshooting fax issues .....



**MultiPASS  
Fax Guide**



F50 model only

Controlling the MultiPASS from  
your PC.....



**MultiPASS Suite for  
Windows® Software  
User's Guide**



Documentation is included on the CD-ROM in PDF form.

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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 time of approximately 3 seconds\* per page which results in reduced telephone line charges.

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

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# Users in the U.S.A.

## ■ Pre-Installation Requirements for Canon Facsimile Equipment

### A. Location

Supply a suitable table, cabinet, or desk. See the Reference Guide for the machine's dimensions and weight.

### B. Order Information

1. Only a single line, touch-tone or rotary telephone set is to be used.
2. Order an RJ11-C modular jack (USOC code), which should be installed by the telephone company. If the RJ11-C 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 the equivalent. Use one line per machine.

DDD (DIRECT DISTANCE DIAL) LINE

-or-

IDDD (INTERNATIONAL DIRECT DISTANCE DIAL) LINE IF YOU COMMUNICATE OVERSEAS



- Canon recommends an individual line following industry standards, e.g., the 2500 (Touch Tone) or 500 (Rotary/Pulse Dial) telephones. A dedicated extension off a PBX unit without "Call Waiting" can be used with MultiPASS F50. Key telephone systems are not recommended because they send non-standard signals to individual telephones for ringing and special codes, which may cause a fax error.

### C. Power Requirements

This equipment 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 which 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. On the rear panel of this equipment is a label that contains, among other information, the FCC Registration Number and Ringer Equivalence Number (REN) for this equipment. If requested, this information must be given to the telephone company. This equipment may not be used on coin service provided by the telephone company. Connection to party lines is subject to state tariffs. An FCC compliant telephone cord and modular jack are provided with this equipment. This equipment is designed to be connected to the telephone network or premises wiring using a compatible modular jack which is Part 68 compliant. See Installation instructions for details.

The REN is used to determine the quantity of devices which may be connected to the telephone line. Excessive RENs on the 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 the line, as determined by the total RENs, contact the telephone company to determine the maximum REN for the calling area.

## ■ In Case of Equipment Malfunction

Should any malfunction occur which cannot be corrected by the procedures described in this Fax Guide, disconnect the equipment from the telephone line or turn off the power and unplug the power cord. The telephone line should not be reconnected or the power cord plugged in until the problem is completely resolved. Users should contact Canon Authorized Service Facilities for servicing of equipment. Information regarding Authorized Service Facility locations can be obtained by calling the Canon Customer Care Center. (1-800-423-2366)

## ■ Rights of the Telephone Company

Should the equipment cause 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 which 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.

## ■ FCC Notice

MultiPASS F50: Facsimile Transceiver, Model H12219

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 an interference received, including interference that may cause undesired operation.



NOTE

- 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 into 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 cable is 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 the Fax Guide. If such changes or modifications should be made, you could be required to stop operation of the equipment.

Canon U.S.A. Inc.

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TEL No. (516) 328-5600

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 fax 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.

To automatically enter this information into your machine, follow the instructions in Chapter 2 of this guide.

## ■ Pre-Installation Requirements for Canon Facsimile Equipment

### A. Location

Supply a suitable table, cabinet, or desk. See the Reference Guide for the machine's dimensions and weight.

### B. Order Information

1. Provide only a single-line to touch-tone or rotary telephone set terminated with a standard 4-pin modular phone plug. (Touch-tone is recommended if available in your area.)
2. Order an RJ11-C modular jack (USOC code), which should be installed by the telephone company. If the RJ11-C 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 equivalent. Use one line per machine.  
DDD (DIRECT DISTANCE DIAL) LINE

-or-

IDDD (INTERNATIONAL DIRECT DISTANCE DIAL) LINE IF YOU COMMUNICATE OVERSEAS



- Canon recommends an individual line following industry standards [e.g., the 2500 (touch tone) or 500 (rotary/pulse dial) telephones]. A dedicated extension off a PBX unit without "Camp On" signals is also permissible with your MultiPASS F50. Key telephone systems are not recommended because they send non-standard signals to individual telephones for ringing and special codes, which may cause a fax 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 120 volts and 15 amperes. The RJ11-C modular jack should be relatively close to the power outlet to facilitate installation.

## ■ NOTICE

The Industry Canada label identifies certified equipment. This certification means that the equipment meets telecommunications networks protective, operational and safety requirements as prescribed in the appropriate Terminal Equipment Technical Requirements document(s). The Department does not guarantee the equipment will operate to the user's satisfaction.

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. The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.

Repairs to certified equipment should be coordinated by a representative 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.



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



- This Class B digital apparatus meets all requirements of the Canadian Interference-Causing Equipment Regulations.

Cet appareil numérique de la classe B respecte toutes les exigences du Règlement sur le matériel brouilleur du Canada.

The Ringer Equivalence Number (REN) assigned to each terminal device provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the Ringer Equivalence Numbers of all the devices does not exceed 5. The REN of this product is 0.3.

CANON CANADA INC.

1-800-263-1121

24 HOURS A DAY, SEVEN DAYS A WEEK

# Type Conventions Used in This Guide

Please read the list below of symbols, terms, and abbreviations used in this guide.



- 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.



- 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.



- Indicates operational warnings and restrictions. Be certain to read these items to operate the machine correctly, and to avoid damage to the machine.



- Indicates notes for operation or additional explanations. Reading these is highly recommended.

(→ p. n-nn)	A number preceded by an arrow and enclosed in parentheses references a page number in this guide which contains more information on the topic of the previous sentence.
→ Quick Start Guide	Refer to the Quick Start Guide for details on the topic of the previous sentence.
→ Reference Guide	Refer to the MultiPASS Reference Guide for details on the topic of the previous sentence.
→ MultiPASS Suite User's Guide	Refer to the MultiPASS Suite for Windows® Software User's Guide for details on the topic of the previous sentence.
machine	The word "machine" is the general term used to represent the MultiPASS F50.
default	A setting that remains in effect unless you change it.
document or fax	The original sheet(s) of paper you send or receive with the machine.
menu	<p>A list of settings from which you select an item to set up or change. A menu has a title which appears in the LCD.</p> <p>Available menus and the display differ depending on the current mode (Copy, Fax, or Scan Mode). This guide shows the display in Fax Mode as an example.</p>
transaction number	When you send or receive a document, your machine automatically assigns the document a unique transaction number. A transaction number is a four-digit number that will help you keep track of documents you send and receive.
TX/RX NO.	TX/RX NO. is the abbreviation used for <i>Transaction number</i> .
TX	Denotes <i>Sending</i> .
RX	Denotes <i>Receiving</i> .

In addition, this guide uses distinctive typefaces to identify buttons and information in the LCD:

- The buttons you press appear in this typeface: **Stop/Reset**.
- Information in the LCD appears in this typeface: PRINTER SETTINGS.



# Chapter 1

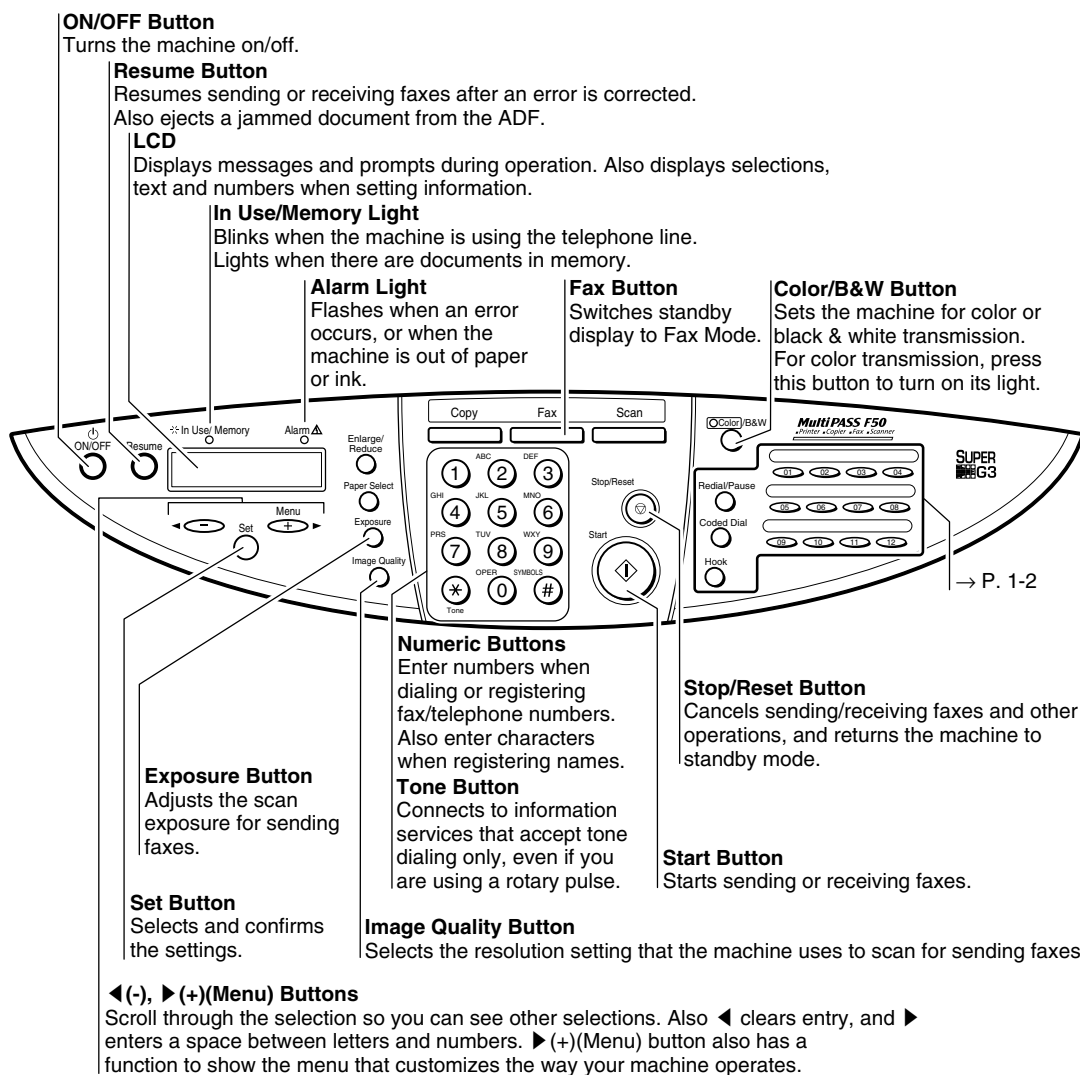
## Introduction

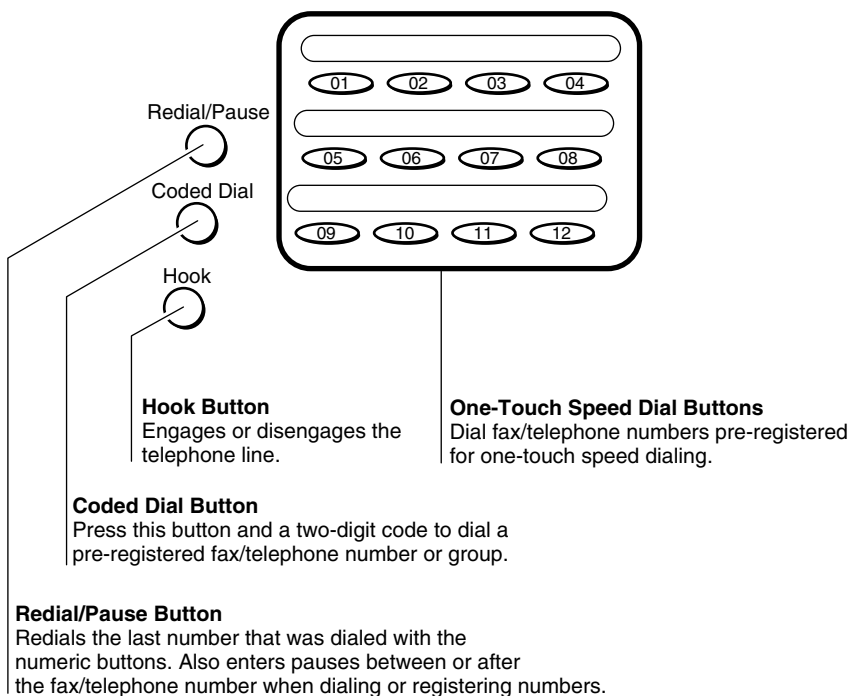
### Customer Support

Your machine is designed with the latest technology to provide trouble-free operation. If you encounter a problem with the machine's operation, try to solve it by using the information in Chapter 8. If you cannot solve the problem or if you think your machine needs servicing, contact the Canon Customer Care Center. (1-800-423-2366)

### Operation Panel

This section describes buttons used when sending and receiving faxes.





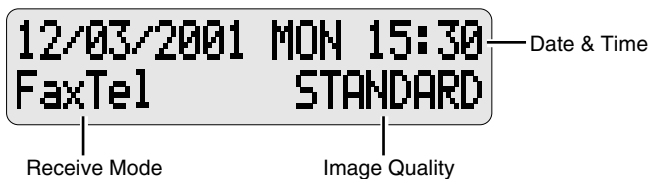
## Standby Display

The standby display differs depending on which mode is selected. When the machine is turned on, the Copy Mode standby display appears. You can switch Copy Mode to Fax Mode by pressing **Fax**. The standby display in Fax Mode is as follows:



- The standby display in Copy Mode and Scan Mode are, → Reference Guide.

### ■ Fax Mode










Registering Information

Methods of Registering Information in the Machine

- To customize the machine to your particular needs, you can adjust the general operation, sending, receiving, printing, system settings, and speed dialing settings. There are two methods of adjusting these settings:
- Method 1: Using the operation panel**  
You can adjust settings directly via the operation panel of the machine. Detailed instructions are described in this guide. Adjusting settings through the operation panel is convenient when you do not have your machine connected to a PC.
  - Method 2: Using the MultiPASS Suite Software**  
You can adjust settings using the MultiPASS Suite software included with your machine. For instructions, → MultiPASS Suite User’s Guide.

Guidelines for Entering Numbers, Letters, and Symbols

When you come to a step that requires you to enter a name or number, refer to the table below to determine which numeric button to press for the character you want:

Button	Letters (:A)	Numbers (:1)
		1
	ABCabc	2
	DEFdef	3
	GHIghi	4
	JKLjkl	5
	MNOmno	6
	PQRSpqrs	7
	TUVtuv	8
	WXYZwxyz	9
		0
	-.*#!",;:^`_=/!'?\$@%&+()[]{}<>	
 Tone	Letter input (:A) ↔ Number input (:1)	

## ■ Entering Letters

- 1** Press **✖** to switch to letter mode (: A).

Ex: 

UNIT NAME	: A
—	

- 2** Press the numeric button that contains the letter you want.

Ex: 

UNIT NAME	: A
C	

- Press repeatedly until the letter you want appears. Each button cycles through the letters it contains.
- If you are unsure which button to press for the letter you want, → p. 2-1.



- 3** Continue entering other letters using the numeric buttons.

Ex: 

UNIT NAME	: A
C A	

- If the next letter you want to enter is under a different numeric button, simply press that button until the letter you want appears.  
-or-  
If the next letter you want to enter is under the same numeric button you pressed in step 2, use ► to move the cursor to the right. Then press that same numeric button repeatedly until the letter you want appears.
- Use ► to enter a space and move the cursor to the right.

## ■ Entering Numbers

- 1** Press **✖** to switch to number mode (: 1).

Ex: 

UNIT NAME	: 1
—	

- 2** Press the numeric button that contains the number you want.

Ex: 

UNIT NAME	: 1
1	

- Use ► to enter a space and move the cursor to the next digit.



- 3** Continue entering other numbers using the numeric buttons.

Ex: 

UNIT NAME	: 1
1 0	

## ■ Entering Symbols

- 1** Press **#** repeatedly until the symbol you want appears.

Ex: 

UNIT NAME	: 1
#	



- 2** If you want to enter another symbol, use ► to move the cursor to the right, then press **#** repeatedly until the symbol you want appears.

Ex: 

UNIT NAME	: 1
# =	

## ■ Correcting a Mistake

If you make a mistake while entering letters or numbers, you can correct it by using ◀.

### ■ To delete the last letter/number

Press ◀ once to delete the last letter or the last number you entered.

### ■ To delete all letters/numbers

Press and hold ◀ to delete all letters or all numbers you entered.

# Registering Required Sender Information

In the United States, FCC rules governing the use of facsimile equipment state that the following sender information must be printed on every facsimile transmission:

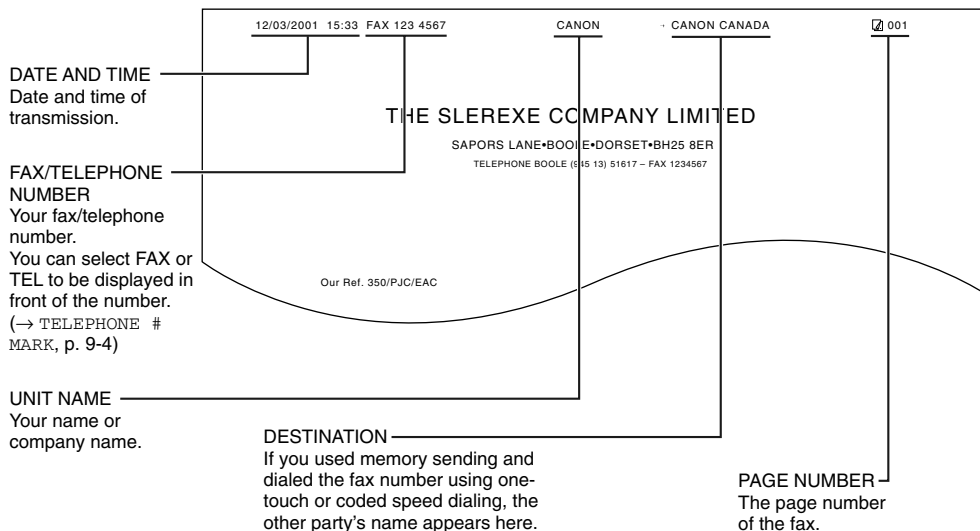
- Your fax/telephone number
- Your personal name or company name
- The date and time of transmission

Your machine has been designed to print this information at the top of every fax you send. You must therefore register your machine's fax/telephone number, your personal name or company name, and the current date and time before using your machine.

This section gives details on registering the sender information.

## What is Sender Information?

When you receive a fax, the name of the person or company who sent you the fax, their fax/telephone number, and the date and time of transmission will be printed in small type at the top of each page. This information is called the *Sender information* or the *Transmit Terminal Identification (TTI)*. Similarly, you must register your details in your machine so that whenever you send a fax, the other party knows who sent it, and when it was sent. Below is an example of how your sender information would print on a fax sent from your machine:



NOTE

- You can set the sender information to print inside or outside the image area. (→ TTI POSITION, p. 9-4)
- You can enter the sender information from the operation panel (→ p. 1-1) or from the MultiPASS Suite. (→ MultiPASS Suite User's Guide)

## ■ Entering the Date and Time

**1** Press **Menu**.

**2** Use ◀ or ▶ to select FAX SETTINGS.

MENU  
Ex: 5.FAX SETTINGS

**3** Press **Set** three times.

The date and time currently set for the machine are displayed.

FAX SETTINGS  
1.USER SETTINGS

USER SETTINGS  
1.DATE & TIME

DATE & TIME  
Ex: 12/03/2001 15:10



**4** Use the numeric buttons to enter the correct month, day, year, and time in this order.

DATE & TIME  
Ex: 12/03/2001 22:30

- Use ◀ or ▶ to move the cursor under the number you want to change, then press the numeric button.
- Enter only the last two digits of the year.
- Use the 24-hour format for the time (e.g., 1:00 p.m. as 13:00).

**5** Press **Set**.

DATE & TIME  
DATA ENTRY OK

USER SETTINGS  
2.DATE SETUP

**6** Press **Stop/Reset** to return to standby mode.

## ■ Registering Your Fax/Telephone Number and Name

**1** Press **Menu**.

**2** Use ◀ or ▶ to select FAX SETTINGS.

MENU  
Ex: 5.FAX SETTINGS

**3** Press **Set** twice.

FAX SETTINGS  
1.USER SETTINGS

USER SETTINGS  
1.DATE & TIME

**4** Use ◀ or ▶ to select UNIT TELEPHONE #.

USER SETTINGS  
3.UNIT TELEPHONE #



**5** Press **Set**.

UNIT TELEPHONE #  
TEL=

**6** Use the numeric buttons to enter your fax/telephone number (max. 20 digits, including spaces).

UNIT TELEPHONE #  
Ex: TEL= 123 4567

- If your fax/telephone number has already been registered, the number appears.
- Use ▶ to enter a space.
- To enter a plus sign (+) before the number, press #.
- If you make a mistake, press ◀ to delete the last number or press and hold ◀ to delete all numbers you entered.



## 7 Press **Set** twice.

```
UNIT TELEPHONE #
DATA ENTRY OK
```

```
USER SETTINGS
4 .UNIT NAME
```

```
UNIT NAME : A
_
```

## 8 Use the numeric buttons to enter your name or company name (max. 24 characters, including spaces).

Ex: 

```
UNIT NAME : A
CANON
```

- If you are unsure how to enter characters, → p. 2-2.
- If you have already registered your name or company name, previous entry will be displayed. To change your name, press and hold ◀ to delete previous entry and re-enter.

## 9 Press **Set**.

Ex: 

```
UNIT NAME : A
DATA ENTRY OK
```

```
USER SETTINGS
5 .TX TERMINAL ID
```

## 10 Press **Stop/Reset** to return to standby mode.

# ■ Printing a List to Check Information Registered in Your Machine

You can print the USER'S DATA LIST to check the sender information and current settings of your machine.

## 1 Press **Menu**.

## 2 Use ◀ or ▶ to select REPORTS/LISTS.

Ex: 

```
MENU
3 .REPORTS/LISTS
```

## 3 Press **Set**.

```
REPORTS/LISTS
1 .ACTIVITY REPORT
```

## 4 Use ◀ or ▶ to select USER DATA LIST.

```
REPORTS/LISTS
3 .USER DATA LIST
```

## 5 Press **Set**.

```
PRINTING REPORT
```

- The machine prints the USER'S DATA LIST.

The sender information is shown at the beginning of the list. The current settings of the machine are listed after this.

```
12/03/2001 16:40 FAX 123 4567          CANON          001
*****
***  USER'S DATA LIST  ***
*****

FAX SETTINGS
USER SETTINGS
DATE SETUP          MM/DD/YYYY
UNIT TELEPHONE #    123 4567
UNIT NAME           CANON
TX TERMINAL ID
TTI POSITION
TELEPHONE # MARK
OFFHOOK ALARM
VOLUME CONTROL
VOLUME
```

## Setting the Telephone Line Type

Before using your machine, you need to make sure it is set for your telephone line type. If you are unsure of your telephone line type, check with your local telephone company. Your machine is factory-set to operate with a tone line (TOUCH TONE). If you need to change the setting, follow this procedure.

**1** Press **Menu**.

**2** Use ◀ or ▶ to select FAX SETTINGS.

MENU  
Ex: 5.FAX SETTINGS

**3** Press **Set** twice.

FAX SETTINGS  
1.USER SETTINGS

USER SETTINGS  
1.DATE & TIME

**4** Use ◀ or ▶ to select TEL LINE TYPE.

USER SETTINGS  
9.TEL LINE TYPE



**5** Press **Set**.

TEL LINE TYPE  
Ex: TOUCH TONE

**6** Use ◀ or ▶ to select the telephone line type setting you want to set.

TEL LINE TYPE  
Ex: ROTARY PULSE

- You can select from the following:
  - ROTARY PULSE
  - TOUCH TONE

**7** Press **Set**.

FAX SETTINGS  
2.REPORT SETTINGS

**8** Press **Stop/Reset** to return to standby mode.



## Speed Dialing

### What is Speed Dialing?

Speed dialing allows you to simplify dialing procedures by registering a fax/telephone number(s) and name under a button or code. You can then dial that number by pressing only one or a few buttons.

### Speed Dialing Methods

The three speed dialing methods available with your machine are as follows:

#### ■ One-Touch Speed Dialing (→ p. 3-2)

Allows you to dial a fax or telephone number by pressing only one button. You can register up to 12 destinations for one-touch speed dialing.

#### ■ Coded Speed Dialing (→ p. 3-4)

Allows you to dial a fax or telephone number by pressing **Coded Dial** followed by a two-digit code of your choice. You can register up to 100 different destinations.

#### ■ Group Dialing (→ p. 3-7)

Allows you to dial a group of registered one-touch and/or coded speed dialing fax numbers. By registering a group for one-touch or coded speed dialing, you press only one or a few buttons to send the same document to several destinations.

The following pages describe how to register numbers for speed dialing.



NOTE

- For instructions on dialing using the speed dialing methods, → p. 4-3.
- You can also register numbers for speed dialing from the MultiPASS Suite. (→ MultiPASS Suite User's Guide)

# One-Touch Speed Dialing

## Registering Numbers for One-Touch Speed Dialing

**1** Press **Menu**.

**2** Use ◀ or ▶ to select TEL REGISTRATION.

MENU  
Ex: 4.TEL REGISTRATION

**3** Press **Set** twice.

TEL REGISTRATION  
1.1-TOUCH SPD DIAL

1-TOUCH SPD DIAL  
Ex: 01= 905 795 1111

**4** Use ◀ or ▶ to select a one-touch speed dialing button (01 to 12).

1-TOUCH SPD DIAL  
Ex: 04=

- If a one-touch speed dialing button has already been registered, the number registered under that button appears.
- If a group is already registered under a one-touch speed dialing button, GROUP DIAL appears.

**5** Press **Set** twice.

1-TOUCH SPD DIAL  
1.TELEPHONE NUMBER

TELEPHONE NUMBER  
TEL=

**6** Use the numeric buttons to enter the fax/telephone number you want to register (max. 120 digits, including spaces and pauses).

TELEPHONE NUMBER  
Ex: TEL=2 50921

- Use ▶ to enter a space and move the cursor to the next digit. Spaces are optional and are ignored during dialing.
- Press **Redial/Pause** to enter a pause.
- If you make a mistake, press ◀ to delete the last number or press and hold ◀ to delete all numbers you entered.

**7** Press **Set** twice.

TELEPHONE NUMBER  
DATA ENTRY OK

1-TOUCH SPD DIAL  
2.NAME

NAME : A

**8** Use the numeric buttons to enter the name that goes with the number (max. 16 characters, including spaces).

NAME : A  
Ex: Canon ITALIA

- If you do not want to register the name, ignore this step.
- If you are unsure how to enter characters, → p. 2-2.

**9** Press **Set**.

NAME : A  
Ex: DATA ENTRY OK

1-TOUCH SPD DIAL  
Ex: 05=

**10** To continue registering other one-touch speed dialing buttons, repeat the procedure from step 4.

-or-

Press **Stop/Reset** to return to standby mode.



NOTE

- You can use the destination label. Put this label on your machine for easy reference when dialing.

## ■ Changing/Deleting a One-Touch Speed Dialing Entry

**1** Follow steps 1 to 3 of “Registering Numbers for One-Touch Speed Dialing”. (→ p. 3-2)

**2** Use ◀ or ▶ to select the one-touch speed dialing button assigned to the entry you want to change or delete.

Ex: 

1-TOUCH SPD DIAL
06= 1 432 2015

**3** Press **Set** twice.

1-TOUCH SPD DIAL
1. TELEPHONE NUMBER

Ex: 

TELEPHONE NUMBER
TEL=1 432 2015_

### ■ To Change a One-Touch Speed Dialing Entry:

**4** Use ◀ to delete the previous entry, then re-enter the fax/telephone number.

Ex: 

TELEPHONE NUMBER
TEL=1 432 2060_

- If you do not want to change the fax/telephone number, ignore this step.
- Use ▶ to enter a space and move the cursor to the next digit. Spaces are optional and are ignored during dialing.
- Press **Redial/Pause** to enter a pause.
- If you make a mistake, press ◀ to delete the last number or press and hold ◀ to delete all numbers you entered.

**5** Press **Set** twice.

TELEPHONE NUMBER
DATA ENTRY OK

1-TOUCH SPD DIAL
2. NAME

Ex: 

NAME	: A
Canon OPTIX	



**6** Press and hold ◀ to delete the previous entry, then re-enter the name.

Ex: 

NAME	: A
Canon OPTICS	

- If you do not want to change the name, ignore this step.
- If you are unsure how to enter characters, → p. 2-2.

**7** Press **Set**.

NAME	: A
DATA ENTRY OK	

Ex: 

1-TOUCH SPD DIAL
07=

**8** Press **Stop/Reset** to return to standby mode.

### ■ To Delete a One-Touch Speed Dialing Entry:

**4** Press and hold ◀ to delete the fax/telephone number.

TELEPHONE NUMBER
TEL=

**5** Press **Set**.

TELEPHONE NUMBER
ERASING END

1-TOUCH SPD DIAL
2. NAME

**6** Press **Stop/Reset** to return to standby mode.

- The registered name is automatically cleared when you clear the fax/telephone number.

# Coded Speed Dialing

## Registering Numbers for Coded Speed Dialing

**1** Press **Menu**.

**2** Use ◀ or ▶ to select TEL REGISTRATION.

MENU  
Ex: 4.TEL REGISTRATION

**3** Press **Set**.

TEL REGISTRATION  
1.1-TOUCH SPD DIAL

**4** Use ◀ or ▶ to select CODED SPEED DIAL.

TEL REGISTRATION  
2.CODED SPEED DIAL

**5** Press **Set**.

CODED SPEED DIAL  
Ex: \*00= 2131 1250

**6** Use ◀ or ▶ to select a coded speed dialing code (00 to 99).

CODED SPEED DIAL  
Ex: \*02=

- If a coded speed dialing code has already been registered, the number registered under that code appears.
- If a group is already registered under a coded speed dialing code, GROUP DIAL appears.

**7** Press **Set** twice.

CODED SPEED DIAL  
1.TELEPHONE NUMBER

TELEPHONE NUMBER  
TEL=

**8** Use the numeric buttons to enter the fax/telephone number you want to register (max. 120 digits, including spaces and pauses).

TELEPHONE NUMBER  
Ex: TEL=1 49 39 25 25\_

- Use ▶ to enter a space and move the cursor to the next digit. Spaces are optional and are ignored during dialing.
- Press **Redial/Pause** to enter a pause.
- If you make a mistake, press ◀ to delete the last number or press and hold ◀ to delete all numbers you entered.

**9** Press **Set** twice.

TELEPHONE NUMBER  
DATA ENTRY OK

CODED SPEED DIAL  
2.NAME

NAME : A  
—

**10** Use the numeric buttons to enter the name that goes with the number (max. 16 characters, including spaces).

NAME : A  
Ex: Canon FRANCE

- If you do not want to register the name, ignore this step.
- If you are unsure how to enter characters, → p. 2-2.

**11** Press **Set**.

NAME : A  
Ex: DATA ENTRY OK

CODED SPEED DIAL  
Ex: \*03= 516p488 6700

**12** To continue registering other coded speed dialing codes, repeat the procedure from step 6.

-or-

Press **Stop/Reset** to return to standby mode.



NOTE

- You can print the CODED SPEED DIAL LIST showing all the numbers and names registered for coded speed dialing (→ p. 3-9). Keep this list near your machine for easy reference when dialing.

## ■ Changing/Deleting a Coded Speed Dialing Entry

**1** Follow steps 1 to 5 of “Registering Numbers for Coded Speed Dialing”. (→ p. 3-4)

**2** Use ◀ or ▶ to select the coded speed dialing code assigned to the entry you want to change or delete.

CODED SPEED DIAL  
Ex: \*32= 81 773 3115

**3** Press **Set** twice.

CODED SPEED DIAL  
1. TELEPHONE NUMBER  
Ex: TELEPHONE NUMBER  
TEL=81 773 3115\_

### ■ To Change a Coded Speed Dialing Entry:

**4** Use ◀ to delete the previous entry, then re-enter the fax/telephone number.

TELEPHONE NUMBER  
Ex: TEL=81 773 3173\_

- If you do not want to change the fax/telephone number, ignore this step.
- Use ▶ to enter a space and move the cursor to the next digit. Spaces are optional and are ignored during dialing.
- Press **Redial/Pause** to enter a pause.
- If you make a mistake, press ◀ to delete the last number or press and hold ◀ to delete all numbers you entered.

**5** Press **Set** twice.

TELEPHONE NUMBER  
DATA ENTRY OK

CODED SPEED DIAL  
2. NAME

NAME : A  
Ex: Canon UC

**6** Press and hold ◀ to delete the previous entry, then re-enter the name.

NAME : A  
Ex: Canon UK

- If you do not want to change the name, ignore this step.
- If you are unsure how to enter characters, → p. 2-2.

**7** Press **Set**.

NAME : A  
DATA ENTRY OK

CODED SPEED DIAL  
Ex: \*33=

**8** Press **Stop/Reset** to return to standby mode.

## ■ To Delete a Coded Speed Dialing Entry:

- 4** Press and hold ◀ to delete the fax/telephone number.

TELEPHONE NUMBER  
TEL=

- 5** Press **Set**.

TELEPHONE NUMBER  
ERASING END

CODED SPEED DIAL  
2 . NAME



- 6** Press **Stop/Reset** to return to standby mode.

- The registered name is automatically cleared when you clear the fax/telephone number.

# Group Dialing

## Creating Groups

**1** Press **Menu**.

**2** Use ◀ or ▶ to select TEL REGISTRATION.

MENU  
Ex: 4.TEL REGISTRATION

**3** Press **Set**.

TEL REGISTRATION  
1.1-TOUCH SPD DIAL

**4** Use ◀ or ▶ to select GROUP DIAL.

TEL REGISTRATION  
3.GROUP DIAL

**5** Press **Set**.

GROUP DIAL  
Ex: 01=1-TOUCH SPD DIAL

**6** Select a one-touch speed dialing button or coded speed dialing code under which you want to register the group.



NOTE

- If you wish to register a group under a button or code already registered for speed dialing, or you want to re-enter a group, you must delete the previous information first. (→ pp. 3-3, 3-5)

### ■ To register a group under a one-touch speed dialing button:

Use ◀ or ▶ to select the button under which you want to register the group (01 to 12).

GROUP DIAL  
Ex: 03=

- If a one-touch speed dialing button has already been registered, 1-TOUCH SPD DIAL or GROUP DIAL appears.

### ■ To register a group under a coded speed dialing code:

Press **Coded Dial**, then use the numeric buttons to enter the code under which you want to register the group (00 to 99).

GROUP DIAL  
Ex: \*21=

- If a coded speed dialing code has already been registered, CODED SPEED DIAL or GROUP DIAL appears.

**7** Press **Set** twice.

GROUP DIAL  
1.TELEPHONE NUMBER

TEL=

**8** Enter the one-touch and/or coded speed dialing numbers you want to register in the group.

- You cannot register numbers in groups that have not been registered for speed dialing.
- You can review the numbers registered under the group by pressing ◀ or ▶.
  - If you want to delete one of these numbers from the group, press and hold ◀ (ERASING END is displayed), then press **Set**.
  - If you want to delete all numbers in the group, press and hold ◀ repeatedly until all numbers are deleted, then press **Set**. Deleting all numbers will cancel the group. (The registered names are automatically cleared when you cancel a group.)
  - If you want to add a number to the group, press the one-touch speed dialing button or the coded speed dialing code to which the number is assigned, then press **Set**.
- You can cancel registering numbers and return to standby mode by pressing the **Stop/Reset** anytime before pressing **Set** in step 9.

### ■ To enter a destination registered for one-touch speed dialing:

Press the one-touch speed dialing button assigned to each number you want to register in the group. Repeat for other buttons.

TEL= 2 50921  
Ex: 04 Canon ITALIA

### ■ To enter a destination registered for coded speed dialing:

Press **Coded Dial**, then use the numeric buttons to enter the two-digit code assigned to the number you want to register in the group. Repeat for other codes.

TEL= 1 49 39 25 25  
Ex: \*02 Canon FRANCE

### 9 Press **Set** twice.

GROUP DIAL  
2 .NAME

NAME : A  
—



### 10 Use the numeric buttons to enter a name for the group (max. 16 characters, including spaces).

NAME : 1  
Ex: Canon GROUP 2\_

- If you do not want to register the name, ignore this step.
- If you are unsure how to enter characters, → p. 2-2.

### 11 Press **Set**.

NAME : 1  
Ex: DATA ENTRY OK

GROUP DIAL  
Ex: 04=1-TOUCH SPD DIAL

### 12 To continue registering other groups, repeat the procedure from step 6.

-or-

Press **Stop/Reset** to return to standby mode.



NOTE

- You can print the GROUP DIAL LIST showing all the numbers and names registered for group dialing (→ p. 3-9). Keep this list near your machine for easy reference when dialing.



# Speed Dialing Lists

You can print lists of fax/telephone numbers registered for speed dialing. Keep these lists near your machine so you can refer to them when dialing.

## Printing Speed Dialing Lists

**1** Press **Menu**.

**2** Use ◀ or ▶ to select **REPORTS/LISTS**.

Ex: MENU  
3 . REPORTS / LISTS

**3** Press **Set**.

REPORTS / LISTS  
1 . ACTIVITY REPORT

**4** Use ◀ or ▶ to select **SPEED DIAL LIST**.

REPORTS / LISTS  
2 . SPEED DIAL LIST

**5** Press **Set**.

SPEED DIAL LIST  
1 . 1-TOUCH LIST

**6** Use ◀ or ▶ to select the list you want to print.

Ex: SPEED DIAL LIST  
2 . CODED DIAL LIST

- You can select from the following:
  - 1-TOUCH LIST
  - CODED DIAL LIST
  - GROUP DIAL LIST

**7** Press **Set**.

SORTED OUTPUT  
YES = ( \* ) NO = ( # )

- If you selected 1-TOUCH LIST or CODED DIAL LIST above, select in what order you want the destinations to be printed:  
Press ✱ to print the list with the names of the destinations in alphabetical order.  
-or-  
Press # to print the list in code or button order.
- The machine prints the list.

Samples of the lists are shown as follows.

### 1-TOUCH SPD DIAL LIST

12/03/2001 17:02 FAX 123 4567		CANON		001	
12/03/2001 17:03 FAX 123 4567		CANON		001	
*****					
*** 1-TOUCH SPD DIAL LIST ***					
*****					
NO.		CONNECTION TEL		CONNECTION ID	
[ 01]	905 7	[ 12]	2 887 0166	Canon AUSTRALIA	
[ 03]	GROL	[ 01]	905 795 1111	Canon CANADA	
[ 04]	2 509	[ 03]	GROUP DIAL	Canon GROUP 2	
[ 06]	1 432	[ 04]	2 50921	Canon ITALIA	
[ 12]	2 887	[ 06]	1 432 2060	Canon OPTICS	

UNSORTED LIST: DESTINATIONS LISTED IN BUTTON ORDER.

SORTED LIST: DESTINATIONS LISTED IN ALPHABETICAL ORDER

UNSORTED LIST: DESTINATIONS LISTED IN BUTTON ORDER.

SORTED LIST: DESTINATIONS LISTED IN ALPHABETICAL ORDER.

■ CODED SPEED DIAL LIST

12/03/2001 17:04 FAX 123 4567

CANON

001

12/03/2001 17:05 FAX 123 4567

CANON

001

NO.	
[* 00]	2131 1250
[* 02]	1 49 39 25 25
[* 03]	516p488 6700
[* 21]	GROUP DIAL
[* 32]	81 773 3173

\*\*\*\*\*

\*\*\* CODED SPEED DIAL LIST \*\*\*

\*\*\*\*\*

NO.	CONNECTION TEL	CONNECTION ID
[* 00]	2131 1250	Canon DEUTSCH.
[* 02]	1 49 39 25 25	Canon FRANCE
[* 21]	GROUP DIAL	Canon GROUP 1
[* 03]	516p488 6700	Canon U. S. A.
[* 32]	81 773 3173	Canon UK

UNSORTED LIST: DESTINATIONS LISTED IN BUTTON ORDER.

SORTED LIST: DESTINATIONS LISTED IN ALPHABETICAL ORDER.

■ GROUP DIAL LIST

12/03/2001 17:06 FAX 123 4567

CANON

001

\*\*\*\*\*

\*\*\* GROUP DIAL LIST \*\*\*

\*\*\*\*\*

[ 03] Canon GROUP 2

[ 04] 2 50921

[\* 00] 2131 1250

[\* 02] 1 49 39 25 25

[\* 32] 81 773 3173

Canon ITALIA

Canon DEUTSCH.

Canon FRANCE

Canon UK

[\* 21] Canon GROUP 1

[ 01] 905 795 1111

[\* 03] 516p488 6700

Canon CANADA

Canon U. S. A.

# Chapter 4

## Sending Faxes

### Preparing to Send a Fax

#### Documents You Can Fax

For information on the types of documents you can fax, their requirements, and details on setting up documents, → Reference Guide.

#### Adjusting the Quality of Your Faxes

Canon's Ultra High Quality (UHQ™) imaging technology enables you to send documents that are very close to the quality of the original. The machine allows you to send a document in color or black & white, and to adjust the resolution and contrast to best suit your particular document.



NOTE

- Please note that you cannot change settings while your machine is scanning a document.

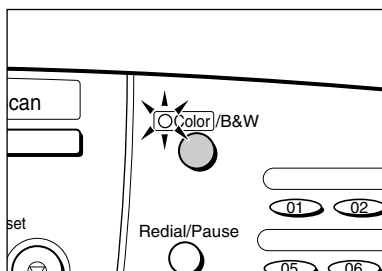
### Setting Color or Black & White Transmission

Your machine can send faxes in black & white. It can also send faxes in color to fax machines with color capability. Before sending a document, you need to adjust whether the document will be sent in color, or in black & white only.

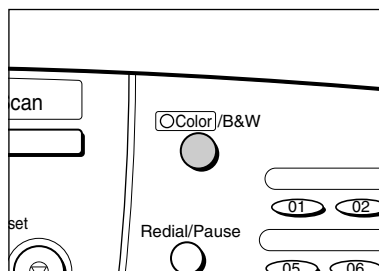
#### Color/B&W button and indicator

Press **Color/B&W** to switch between color mode and black & white mode. When the machine is in color mode, **Color/B&W** indicator light is turned on. When the machine is in black & white mode, the indicator light is turned off.

Color mode



Black & White mode



#### Notice for Color faxing

If you attempt to send a color document to a fax machine that does not support color faxing, the document will not be sent and the LCD will display TRY AGAIN IN B&W. Try sending again in black & white.

Alternatively, you can enable the COLOR DIRECT TX setting (→ p. 9-6) that converts color faxes to black & white if the other party's fax machine does not support color faxing, thus enabling you to send color documents to any fax machine without an error occurring.



NOTE

- When a transmission is over or you cancel a transmission, the setting is automatically changed to black & white.

## Setting the Scanning Resolution

Resolution is a measure of the fineness or clarity of a printout. Low resolutions may cause text and graphics to have a jagged appearance, while higher resolutions provide smoother curves and lines, crisp text and graphics, and a better match to traditional typeface designs.



NOTE

- The higher the resolution, the higher the output quality, but the slower the scanning and transmission speed.

### 1 Press **Image Quality**.

Ex: 

FAX RESOLUTION
B&W STANDARD

(black & white mode)

Ex: 

FAX RESOLUTION
COLOR STANDARD

(color mode)

### 2 Use ◀ or ▶ to select the resolution.

- In black & white mode, you can select from the following:
  - B&W STANDARD  
Suitable for most text-only documents.
  - B&W FINE  
Suitable for fine-print documents.



- B&W PHOTO

Suitable for documents that contain images such as photos. With this setting, areas of the document that contain photos are automatically scanned with 64 levels of gray, rather than just two (black & white).

- In color mode, you can select from the following:
  - COLOR STANDARD  
Suitable for normal color documents.
  - COLOR FINE  
Suitable for fine color documents.

### 3 Press **Set**.

Ex: 

12/03/2001 MON 15:30
FaxTel FINE

## Setting the Scanning Contrast

Contrast is the difference in brightness between the lightest and darkest parts of a printed document. You can select from three levels of scanning contrast the machine uses to send faxes. Select according to how light or dark/deep the document is.



NOTE

- You can also set the scanning contrast for sending from the MultiPASS Suite. (→ MultiPASS Suite User's Guide)

### 1 Press **Exposure**.

Ex: 

SCAN CONTRAST
-LT □□■● DK+

### 2 Use ◀ or ▶ to select SCAN CONTRAST. For a lighter scanning contrast, press ◀. For a darker or deeper scanning contrast, press ▶.

Ex: 

SCAN CONTRAST
-LT □□■● DK+



### 3 Press **Set**.

## ■ Dialing Methods

There are several ways of dialing the number of the party you want to send to. They are as follows:

### ■ When the fax number is not registered in the machine

- Regular Dialing

### ■ When the fax number is registered in the machine

- One-Touch Speed Dialing
- Coded Speed Dialing
- Group Dialing



NOTE

- If you are unsure of the registered fax number, check the destination label, or print each list and check the numbers. (→ Printing Speed Dialing Lists, p. 3-9)
- For details on registering a fax number for the speed dialing, → Chapter 3.

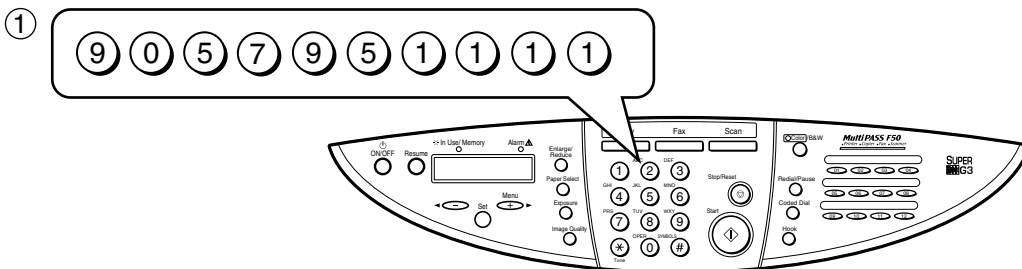
### ■ When you dial from your PC

- PC Dialing

## Regular Dialing

Dial a fax number by using the numeric buttons, just like dialing a telephone number.

Ex:



② Press **Start**.

TEL= 9057951111

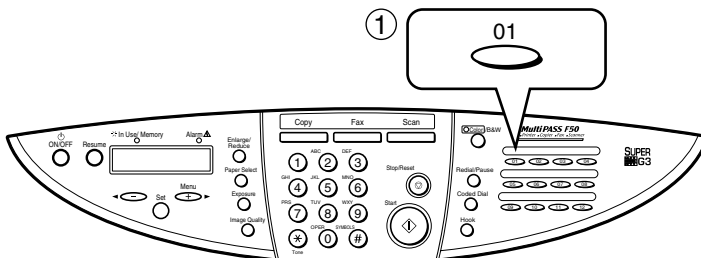
Ex:

- If you enter the wrong number, press **Stop/Reset** or use ◀ to delete the number, then enter the correct number.

## One-Touch Speed Dialing

Dial a fax number by pressing the one-touch speed dialing button (01 to 12) to which the number is assigned.

Ex:



TEL= 905 795 1111  
01 Canon CANADA

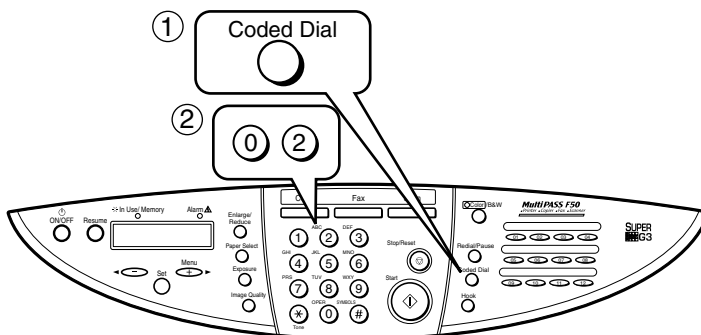
Ex:

- The number registered under that one-touch speed dialing button (01-12) is displayed.
- If you press the wrong button, press **Stop/Reset**, then press the correct button.
- NO TEL # appears if no fax number is assigned to the one-touch speed dialing button you pressed.

## Coded Speed Dialing

Dial a fax number by pressing **Coded Dial** followed by the two-digit code (00 to 99) to which the number is assigned.

Ex:



TEL= 1 49 39 25 25  
\*02 Canon FRANCE

Ex:

- The number registered under that coded speed dialing code is displayed.
- If you enter the wrong code, press **Stop/Reset**. Then press **Coded Dial** and enter the correct code.
- NO TEL # appears if no fax number is assigned to the coded speed dialing code you entered.

## Group Dialing

Dial the fax numbers of the multiple destinations one at a time.

### ■ To enter a group registered under a one-touch speed dialing button:

Press the one-touch speed dialing button assigned to the group you wish to fax. (→ p. 4-4)

Ex: 

TEL=GROUP DIAL 03 Canon GROUP 2
------------------------------------

- The name of the group is displayed.
- If you press the wrong button, press **Stop/Reset**, then press the correct button.
- NO TEL # appears if no fax number is assigned to the one-touch speed dialing button you pressed.

### ■ To enter a group registered under a coded speed dialing code:

Press **Coded Dial**, then use the numeric buttons to enter the two-digit code assigned to the group you wish to fax. (→ p. 4-4)

Ex: 

TEL=GROUP DIAL *21 Canon GROUP 1
-------------------------------------

- The name of the group is displayed.
- If you enter the wrong code, press **Stop/Reset**. Then press **Coded Dial** and enter the correct code.
- NO TEL # appears if no fax number is assigned to the coded speed dialing code you entered.

## PC Dialing

Dial a fax number from your PC using the MultiPASS Suite. (→ MultiPASS Suite User's Guide)

# Sending Methods

This section describes the methods and advantages of the two main sending methods: *Memory sending* and *Manual sending*.

## Memory Sending

Memory sending is a quick and easy way to send a document. As the first page of a multipage document is being scanned into the machine's memory, the machine begins calling the other party and transmitting the information even as the remaining pages are being scanned.

Since the machine is multitasking, you can even scan a document into memory while performing other tasks.

The machine has enough memory to store up to approximately 270 pages\* (fewer if the document contains many graphics or particularly dense text).

\* Based on ITU-T No.1 Chart, standard mode.

### Memory sending using the ADF

#### 1 Press **Fax** to set Fax Mode.

Ex: 

12/03/2001 MON 15:30
FaxTel STANDARD

#### 2 Prepare the document and load it into the ADF. (→ Reference Guide)

Ex: 

MEMORY USED	0%
-------------	----

(Currently used memory)

DOCUMENT READY
----------------

(Standby to scan)

- For color sending, press **Color/B&W** to turn on its light. (→ p. 4-1)
- To adjust the resolution and contrast, → p. 4-2.

#### 3 Dial the other party's fax number.

Ex: 

TEL= 9057951111
-----------------

- For dialing methods, → p. 4-3.
- If you enter the wrong number, press **Stop/Reset**, then enter the correct number.
- If you must first dial a digit to get an outside line ("9", for example), add a pause after that digit by pressing **Redial/Pause**.

#### 4 Press **Start** to begin scanning for sending.

- When you use speed dialing, scanning starts automatically after a few seconds if the **TIME OUT** setting is on. (→ p. 9-5)
- To cancel sending once dialing has started, press **Stop/Reset** then **✕**. (→ p. 4-9)



NOTE

- You can scan a document up to 39.4 inches (1 meter) long.
- You can scan up to 30 different documents for memory sending.
- When an error occurs during sending, the document is automatically deleted from memory, even if it was not sent completely.
- If you send a color document to a fax machine that does not support color faxing, or **TRY AGAIN IN B&W** will be displayed in the LCD, → p. 4-1.



## ■ Memory sending using the platen glass



NOTE

- When documents are loaded into the ADF, the machine will scan documents not on the platen glass but in the ADF. You need to remove documents from the ADF in advance.

### 1 Press **Fax** to set Fax Mode.

Ex: 

12/03/2001 MON 15:30
FaxTel STANDARD

### 2 Prepare the document and place it on the platen glass. (→ Reference Guide)

- For color sending, press **Color/B&W** to turn on its light. (→ p. 4-1)
- To adjust the resolution and contrast, → p. 4-2.

### 3 Dial the other party's fax number.

Ex: 

TEL= 9 0 5 7 9 5 1 1 1 1
--------------------------

- For dialing methods, → p. 4-3.
- If you enter the wrong number, press **Stop/Reset**, then enter the correct number.
- If you must first dial a digit to get an outside line ("9", for example), add a pause after that digit by pressing **Redial/Pause**.

### 4 Press **Start** to begin scanning.

- When you use speed dialing, scanning starts automatically after a few seconds if the TIME OUT setting is on. (→ p. 9-5)

NEXT PAGE : START
END SCANNING : SET

- If you want to scan other documents, set the next document on the platen glass and press **Start**.

### 5 Press **Set** to send.

- To cancel sending after dialing has started, press **Stop/Reset** then **\*.** (→ p. 4-9)



NOTE

- You can scan up to 30 different documents for memory sending.
- When an error occurs during sending, the document is automatically deleted from memory, even if it was not sent completely.
- If you send a color document to a fax machine that does not support color faxing, or TRY AGAIN IN B&W will be displayed in the LCD, → p. 4-1.

## Manual Sending

Manual sending allows you to talk to the other party before sending a document. This method is useful if the other party must manually set their fax machine to receive before they can receive a fax.



- For this mode, you need to connect a telephone to your machine. (→ Quick Start Guide)
- In this mode, sending from the platen glass is unavailable.

### 1 Press **Fax** to set Fax Mode.

Ex: 

12/03/2001 MON 15:30
FaxTel STANDARD

### 2 Prepare the document and load it into the ADF. (→ Reference Guide)

Ex: 

MEMORY USED	0 %
-------------	-----

(Currently used memory)

DOCUMENT READY
----------------

(Standby to scan)

- For color sending, press **Color/B&W** to turn on its light. (→ p. 4-1)
- To adjust the resolution and contrast, → p. 4-2.

### 3 Press **Hook**.

TEL=
------

- You can also lift the handset instead of pressing **Hook**.

### 4 Dial the other party's fax number.

Ex: 

TEL= 9057951111
-----------------

- For dialing methods, → p. 4-3.
- If you make a mistake during dialing, press **Hook** and start again from step 3.

### 5 When you hear the other party answer the call, pick up the handset to start talking.

- If you pressed **Hook** in step 3 instead of lifting the handset, you will hear the other party's voice but they will not be able to hear you through the speaker. Pick up the handset to talk to the other party.

- If you hear a high-pitched signal instead of the other party's voice, press **Start**. If you picked up the handset to dial, press **Start** and hang up the handset. The machine will begin sending the document.

### 6 When you are ready to send the document, ask the other party to press the start button on their fax machine.

### 7 When you hear the high-pitched signal of the other party's fax machine, press **Start** on the machine and then hang up the handset.

- The machine begins sending the document.



- Be sure to hang up the handset *after* you press **Start** on the machine; otherwise the call will be disconnected.
- The machine will beep if the handset is not hung up properly. Make sure the handset is seated properly in its cradle. If you do not want the machine to beep, disable the OFFHOOK ALARM setting. (→ p. 9-4)
- If you send a color document to a fax machine that does not support color faxing, or TRY AGAIN IN B&W will be displayed in the LCD, → p. 4-1.

# Canceling Sending

## Canceling memory sending

### ■ Using the ADF

- While a document is scanning:

#### 1 Press **Stop/Reset**.

- The transmission is canceled.
- The machine prints an ERROR TX REPORT. (→ p. 7-3)



- After scanning is completed:

#### 1 Press **Stop/Reset**.

- The machine asks you to confirm that you want to cancel sending.

CANCEL ?	
YES = ( * )	NO = ( # )



- When a document jams in the ADF, remove the other documents from the ADF, and then press **Resume**. The jammed document in the ADF will be ejected automatically.

#### 2 Press **\*** to cancel sending.

- If you change your mind and want to continue sending, press **#**.
- To cancel transmission of a document waiting to be sent, you will have to delete it from memory. (→ p. 4-15)
- The machine prints an ERROR TX REPORT. (→ p. 7-3)

### ■ Using the platen glass

#### 1 Press **Stop/Reset**.

- The transmission is canceled.
- The machine prints an ERROR TX REPORT. (→ p. 7-3)

## Canceling manual sending

Refer to above. (→ Using the platen glass)

# Redialing When the Line is Busy

There are two methods of redialing: *Manual redialing* and *Automatic redialing*. This section explains these two methods.

## Manual Redialing

Press **Redial/Pause** to dial the last number you dialed with the numeric buttons. (This starts redialing regardless of whether automatic redialing is enabled.)

## Canceling Manual Redialing

To cancel manual redialing, press **Stop/Reset**.

## Automatic Redialing

The fax automatically redials twice\* after the first attempt at sending fails (e.g., the line is busy). The time interval between redialing attempts is two minutes\*.

The number of redialing attempts and the time interval between attempts can be adjusted by changing the settings in the AUTO REDIAL. Automatic redialing can also be set off and on. (→ p. 9-5)

If all attempts are unsuccessful, the machine cancels the transmission and prints an ERROR TX REPORT. (→ p. 7-3)

\* Factory default setting



NOTE

- You can also set the automatic redialing feature from the MultiPASS Suite. (→ MultiPASS Suite User's Guide)

When automatic redialing is in use, the LCD alternately displays AUTO REDIAL and the transaction number (TX/RX NO.) while it is waiting to redial.

## Canceling Automatic Redialing



NOTE

- If you want to cancel a transmission while the machine is waiting to redial, you will have to delete the document from memory. (→ p. 4-15)

### 1 Wait until the machine begins redialing.

Ex: 12/03/2001 MON 15:30  
DIALING

Ex: 12/03/2001 MON 15:30  
20 545 8545

### 2 Press **Stop/Reset**.

- The machine asks you to confirm that you want to cancel.

CANCEL?  
YES = ( \* )      NO = ( # )

### 3 Press **\*** to cancel redialing.

- If you change your mind and want to continue redialing, press **#**.
- The machine prints an ERROR TX REPORT. (→ p. 7-3)

# Sequential Broadcasting

## Sending a Document to More Than One Destination

This feature allows you to scan a document once and send it to several destinations. You can send the document to a maximum of 113 destinations using a combination of the following dialing methods:

- One-touch speed dialing: up to 12 destinations
- Coded speed dialing: up to 100 destinations
- Regular dialing (using the numeric buttons): one destination

You can enter the destinations in any order. (Be sure to press **Set** after your entry with the numeric buttons.)



NOTE

- If you frequently send documents to the same group of destinations, you can group them and register these numbers for group dialing. You can register up to 111 fax numbers with group dialing and send the same document to these numbers at the press of one or three buttons. (→ p. 3-7)

### 1 Press **Fax** to set Fax Mode.

Ex: 12/03/2001 MON 15:30  
FaxTel STANDARD

### 2 Prepare the document and place it on the platen glass or load it into the ADF.

Ex: MEMORY USED 0%

(Currently used memory)

DOCUMENT READY

(Standby to scan)

- If you use the platen glass, LCD displays standby mode.
- For color sending, press **Color/B&W** to turn on its light. (→ p. 4-1)
- To adjust the resolution and contrast, → p. 4-2.

### 3 Enter up to 113 fax numbers using any of the following methods:

#### ■ One-touch speed dialing:

Press the desired one-touch speed dialing button(s).

Ex: TEL= 2 50921  
04 Canon ITALIA

#### ■ Coded speed dialing:

Press **Coded Dial**, then use the numeric buttons to enter the two-digit code. Repeat for other codes.

Ex: TEL= 1 49 39 25 25  
\*02 Canon FRANCE

#### ■ Regular dialing:

Use the numeric buttons to enter the fax number, then press **Set**.

Ex: TEL= 9057951111



NOTE

- If you enter an incorrect destination, press and hold ◀ to delete it.
- You must enter the second fax number within five seconds of entering the first one. All subsequent fax numbers must be entered within 10 seconds. If you wait longer than these times, the machine automatically begins scanning the document for sending. If you prefer the machine not to do this, disable the TIME OUT setting. (→ p. 9-5)
- If you want to review the numbers you entered, use ◀ or ▶ to scroll through the numbers.

### 4 Press **Start** to begin scanning for sending, or wait a few seconds for the machine to begin scanning automatically.

- The machine will first send the document to the one-touch speed dialing destinations, then the coded speed dialing destinations, and finally to the destination dialed using regular dialing.
- If you prefer the machine never to scan a document automatically after a few seconds, disable the TIME OUT setting. (→ p. 9-5)
- To cancel sending, press **Stop/Reset** then ✕. Sending to all destinations you specified in step 3 will be canceled (you cannot cancel only one destination), and the machine will print a MULTI TX/RX REPORT. (→ p. 7-4)

4

Sending Faxes



NOTE

- If a number is busy, the machine will continue sending to the other destinations and then redial the number that was busy.
- If the machine's memory becomes full while scanning your document, MEMORY FULL will appear in the LCD. If this happens, remove the other documents from the ADF, and then press **Resume**. The jammed document in the ADF will be ejected automatically. Divide the documents into several sections and send each section separately.



- If you send a color document to a fax machine that does not support color faxing, or TRY AGAIN IN B&W will be displayed in the LCD, → p. 4-1.

## Delayed Sending

You can use your machine to send faxes at a preset time. This feature is called *Delayed sending* or *Timer sending*. By using this feature, you can take advantage of lower long distance rates at night, for example.



NOTE

- You can only set this feature from the MultiPASS Suite. (→ MultiPASS Suite User's Guide)
- To use this feature, your PC must be turned on and connected to the machine.
- You can perform other tasks even when you have set the machine for delayed sending.

## Documents Stored in Memory



NOTE

- If there are no documents stored in memory, the machine will return to standby mode when you select MEMORY REFERENCE.

## Printing a List of Documents in Memory

The machine can print a list of documents stored in memory, along with the transaction number (TX/RX NO.) of each document.

### 1 Press Menu.

### 2 Use ◀ or ▶ to select MEMORY REFERENCE.

MENU  
Ex: 2 . MEMORY REFERENCE

### 3 Press Set twice.

MEMORY REFERENCE  
1 . DOC . MEMORY LIST

### PRINTING REPORT

- The machine prints the DOC. MEMORY LIST.



NOTE

- Alternatively, you can select DOC . MEMORY LIST in the REPORTS/LISTS.
- Once you know the transaction number of a document stored in memory, you can print it or delete it. These procedures are described later in this chapter.

12/03/2001 17:15 FAX 123 4567

CANON

001

\*\*\*\*\*

\*\*\* DOC. MEMORY LIST \*\*\*

\*\*\*\*\*

TX/RX NO	MODE	CONNECTION TEL/ID	PGS.	SET TIME
0046	TRANSMIT	COL [* 01] Canon TOKYO [ 04] Canon ITALIA [ 01] Canon CANADA	3	12/03 16:30
0047	TRANSMIT		2	12/03 16:37
0048	B'CAST		1	12/03 16:42
0049	B'CAST	[* 02] Canon FRANCE	1	12/03 16:55
		[ 03] Canon GROUP 2		

## ■ Printing a Document in Memory

**1** Press **Menu**.

**2** Use ◀ or ▶ to select MEMORY REFERENCE.

MENU  
Ex: 2 . MEMORY REFERENCE

**3** Press **Set**.

MEMORY REFERENCE  
1 . DOC . MEMORY LIST

**4** Use ◀ or ▶ to select PRINT DOCUMENT.

MEMORY REFERENCE  
2 . PRINT DOCUMENT

**5** Press **Set**.

PRINT DOCUMENT  
Ex: TX / RX NO . 5001



**6** Use ◀ or ▶ to select the transaction number (TX / RX NO .) of the document you want to print.

PRINT DOCUMENT  
Ex: TX / RX NO . \*5003



- If you want to confirm the details of a document displayed in the LCD, → p. 4-15.

**7** Press **Set**.

1ST PG ONLY?  
YES = ( \* ) NO = ( # )

**8** Press ✖ to print the first page only, or press # to print all pages of the document.

- The machine prints the document.

**9** To continue printing other documents in memory, repeat the procedure from step 6.

-or-

Press **Stop/Reset** to return to standby mode.



## ■ Deleting a Document from Memory

**1** Press **Menu**.

**2** Use ◀ or ▶ to select **MEMORY REFERENCE**.

MENU  
Ex: 2 . MEMORY REFERENCE

**3** Press **Set**.

MEMORY REFERENCE  
1 . DOC . MEMORY LIST

**4** Use ◀ or ▶ to select **DELETE DOCUMENT**.

MEMORY REFERENCE  
3 . DELETE DOCUMENT

**5** Press **Set**.

DELETE DOCUMENT  
Ex: TX / RX NO . 5001

**6** Use ◀ or ▶ to select the transaction number (TX / RX NO .) of the document you want to delete.

DELETE DOCUMENT  
Ex: TX / RX NO . \*5004



- If you want to confirm the details of a document displayed in the LCD, → below.

**7** Press **Set**.

- The machine asks you to confirm that you want to delete the document.

OK TO DELETE?  
YES = ( \* ) NO = ( # )

**8** Press **✳** to delete the document.

- If you change your mind and want to keep the document in memory, press #.
- The machine deletes the document.

**9** To continue deleting other documents in memory, repeat the procedure from step 6.  
-or-  
Press **Stop/Reset** to return to standby mode.

## ■ Checking a Document's Details

Before you print or delete a document in memory, you can check the details of the document.

PRINT DOCUMENT  
Ex: TX / RX NO . \*5001

- The transaction number (TX / RX NO .) means the following:
  - 0001 to 4999: A sent document
  - 5001 to 9999: A received document
- The marks before the transaction number (TX / RX NO .) mean the following:
  - (No mark): Black & white document
  - \* : Color document
  - # : Black & white document being sent or printed
  - & : Color document being sent or printed.
- Use **✳** or **#** to display details of the transaction (destination, for example).



- If you are unsure of the transaction number (TX / RX NO .), print the DOC. MEMORY LIST. (→ p. 4-13)

# Chapter 5

## Receiving Faxes

Your machine automatically receives faxes in color from fax machines with color capability. When receiving a fax, the machine detects if the incoming fax is a color or black & white transaction and prints the fax accordingly.

### Different Ways to Receive a Fax

The machine provides you with several modes for receiving faxes. Once you have decided which mode is suitable for your needs, set the mode as described in the Quick Start Guide. You can change the mode when the machine is in standby mode. To determine which mode best suits your requirements, refer to the table below:

Receive Mode	Main Use	Operation	Requirements
FAX/TEL AUTO SW*	Fax/Tel	Automatically switches between fax calls and voice calls. Receives faxes automatically and rings for voice calls. To set the details, → p. 5-2.	Telephone connected to the machine.
FAX ONLY MODE	Fax	Machine answers all calls as fax calls. It receives faxes automatically and disconnects voice calls.	Separate telephone line for fax use only.
DRPD	Fax/Tel	Allows you to have separate fax and telephone numbers that you distinguish by the type of ring. To set the details, → p. 5-4.	Subscription to a DRP service. Telephone connected to the machine.
MANUAL MODE	Tel	Machine rings for every call, whether a fax call or a voice call. For a fax call, you have to manually activate reception of the fax.	Telephone connected to the machine.
ANS. MACHINE MODE	Fax/Tel	Receives faxes automatically and routes voice calls to the answering machine.	Answering machine connected to the machine. (→ Quick Start Guide)
MultiPASS Suite	PC Fax	Directs faxes to your PC.	PC connected to the machine and MultiPASS Suite installed. (→ MultiPASS Suite User's Guide)

\*Factory default setting

You can confirm which receive mode is set by checking the standby display. The receive mode is displayed in the lower left of the LCD.

Ex: 

12/03/2001 MON 15:30
FaxTel STANDARD

## ■ Setting the Options for FAX/TEL AUTO SW

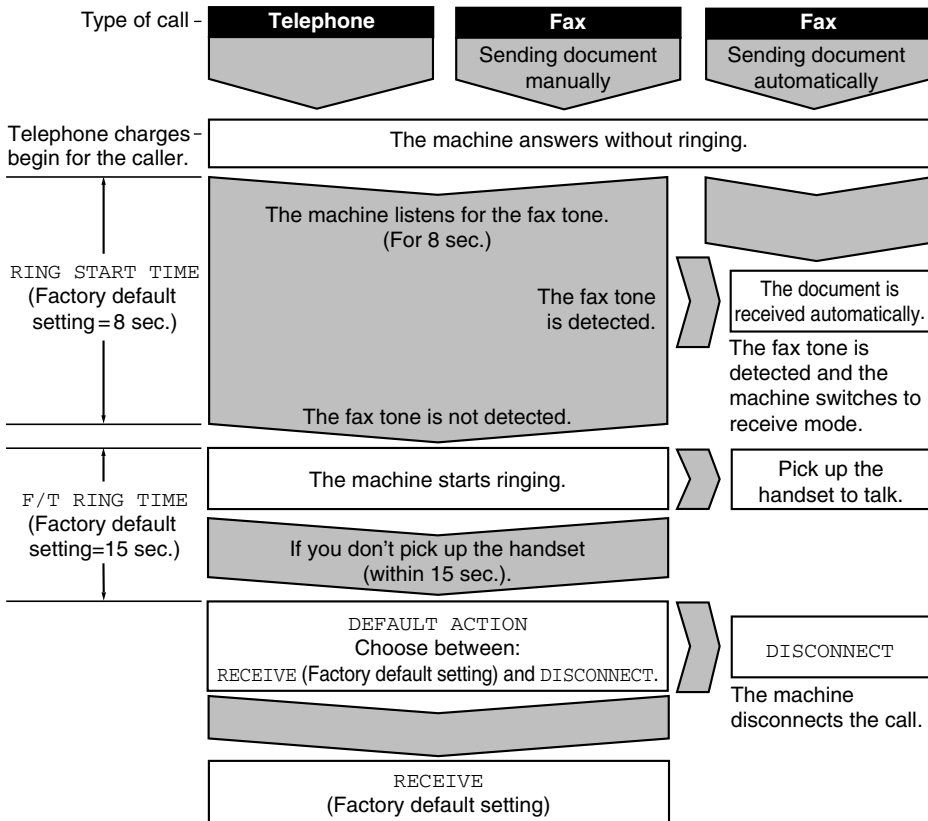
If you set FAX/TEL AUTO SW, you can control precisely how the machine handles incoming calls by adjusting the following settings:

- Adjust the time the machine takes to check whether a call is from a fax machine or a telephone (RING START TIME setting).
- Adjust the length of time the machine rings when the call is a voice call (F/T RING TIME setting).
- Set whether the machine switches to receive mode after the ring time set in F/T RING TIME has elapsed (DEFAULT ACTION setting).



- You can also set these options from the MultiPASS Suite. (→ MultiPASS Suite User's Guide)

### ■ What Happens When FAX/TEL AUTO SW is Selected



Not all fax machines are capable of sending a fax tone. For those cases if you set the DEFAULT ACTION to RECEIVE, the machine switches to receive mode automatically and starts receiving the document. If no document comes in, it disconnects the call after approximately 40 seconds.

- 1** Make sure FaxTel is displayed in the LCD.

Ex: 

12/03/2001 MON 15:30
FaxTel STANDARD

- To set FAX/TEL AUTO SW, → Quick Start Guide.

- 2** Press **Menu**.

- 3** Use ◀ or ▶ to select FAX SETTINGS.

Ex: 

MENU
5.FAX SETTINGS

- 4** Press **Set**.

FAX SETTINGS
1.USER SETTINGS

- 5** Use ◀ or ▶ to select RX SETTINGS.

FAX SETTINGS
4.RX SETTINGS

- 6** Press **Set**.

RX SETTINGS
1.ECM RX

- 7** Use ◀ or ▶ to select FAX/TEL AUTO SW.

RX SETTINGS
2.FAX/TEL AUTO SW

- 8** Press **Set** twice.

FAX/TEL AUTO SW
1.RING START TIME

Ex: 

RING START TIME
8SEC

- 9** Use ◀ or ▶ to set the time the machine waits before ringing when it receives a call.

Ex: 

RING START TIME
9SEC

- You can select from 0 to 30 seconds.
- The default setting is eight seconds.



- 10** Press **Set** twice.

FAX/TEL AUTO SW
2.F/T RING TIME

Ex: 

F/T RING TIME
15SEC

- 11** Use ◀ or ▶ to set the time the machine rings while waiting for someone to pick up the handset.

Ex: 

F/T RING TIME
30SEC

- You can select from 10 to 45 seconds.
- The default setting is 15 seconds.

- 12** Press **Set** twice.

FAX/TEL AUTO SW
3.DEFAULT ACTION

Ex: 

DEFAULT ACTION
RECEIVE

- 13** Use ◀ or ▶ to select RECEIVE or DISCONNECT.

Ex: 

DEFAULT ACTION
DISCONNECT

- This setting tells the machine what to do if no one picks up the handset within the specified ring time set in step 11.
- Select RECEIVE to receive the call, or DISCONNECT to disconnect the call.
- The default setting is RECEIVE.

- 14** Press **Set**.

RX SETTINGS
3.DRPD:SELECT FAX

- 15** Press **Stop/Reset** to return to standby mode.

## ■ Setting the Options for Distinctive Ring Pattern Detection Feature: DRPD

Some telephone companies offer a Distinctive Ring Pattern (DRP) service whereby they assign two or more telephone numbers with distinctive ring patterns to a single telephone line. If your telephone company offers such a service, you can have both a fax number(s) and a telephone number(s) for your machine using only one telephone line.

Your machine will automatically monitor incoming calls and based on the distinctive ring pattern, it will determine if the call is from a fax machine trying to send a document or from a telephone trying to make a voice call.

Use the information in this section to set up the machine for use with a DRP service. For more details on the DRP service, contact your local telephone company. (Your telephone company may have a different name for this service. Also, this service may not be offered in all areas.)

### Types of Ring Patterns

Your telephone company will assign a distinctive ring pattern to each number when you order the DRP service. Set the fax ring pattern which matches the pattern assigned by the telephone company.

#### 1 Make sure DRPD is displayed in the LCD.

Ex: 

12/03/2001 MON 15:30
DRPD STANDARD

- To set DRPD, → Quick Start Guide.

#### 2 Press **Menu**.

Ex: 

MENU
5.FAX SETTINGS

#### 4 Press **Set**.

FAX SETTINGS
1.USER SETTINGS

#### 5 Use ◀ or ▶ to select RX SETTINGS.

FAX SETTINGS
4.RX SETTINGS

#### 6 Press **Set**.

RX SETTINGS
1.ECM RX

#### 7 Use ◀ or ▶ to select DRPD:SELECT FAX.

RX SETTINGS
3.DRPD:SELECT FAX



#### 8 Press **Set**.

Ex: 

DRPD:SELECT FAX
DOUBLE RING

#### 9 Use ◀ or ▶ to select the type of ring pattern for the number the machine uses.

Ex: 

DRPD:SELECT FAX
SHORT-SHORT-LONG

- Select the type of ring pattern of which your telephone company assigned for the number.
- You can select from the following:
  - DOUBLE RING
  - SHORT-SHORT-LONG
  - SHORT-LONG-SHORT
  - OTHER RING TYPE
  - NORMAL RING

#### 10 Press **Set**.

RX SETTINGS
4.INCOMING RING

#### 11 Press **Stop/Reset** to return to standby mode.

# Receiving Faxes Manually

In **MANUAL MODE**, if you connect a telephone to your machine, you can receive voice calls as well as manually activate reception of faxes. You can activate reception from the machine or from the telephone connected to the machine (this is called *Remote receiving*).



NOTE

- For this mode, you need to connect a telephone to your machine. (→ Quick Start Guide)
- Make sure there are no documents in the ADF or on the platen glass.
- Make sure the **REMOTE RX** setting is enabled. (→ p. 9-7)

## 1 Make sure Manual is displayed in the LCD.

Ex: 

12/03/2001 MON 15:30
Manual STANDARD

- To set **MANUAL MODE**, → Quick Start Guide.

## 2 Make sure you have connected a telephone to the machine.

## 3 When you hear the telephone ring, pick up the handset.

## 4 ■ If you hear a person's voice:

Start your conversation. If the caller wants to send a fax after talking to you, ask them to press the start button on their fax machine.

When you hear a slow beep, press **Start** on the machine to begin receiving the fax. Hang up the handset.

## ■ If you hear a slow beep tone or silence:

Someone is trying to send you a fax.

If the telephone is close to your machine, press **Start** on the machine to begin receiving the fax. Hang up the handset.



NOTE

- The machine begins receiving the fax.
- When the multi-purpose tray is empty, the LCD displays **LOAD PAPER**. Load paper in the multi-purpose tray and then press **Resume**. (→ Quick Start Guide)
- If the telephone is located away from your machine, dial 25 (the remote receiving ID) on your telephone and hang up.
- You can change the number for the remote receiving ID (00 to 99), or disable remote receiving. (→ **REMOTE RX**, p. 9-7)
- If you have an answering machine connected to your machine that can carry out remote-control operations (controlling your answering machine from a remote telephone), the security code for this function may be the same as the remote receiving ID. If so, make sure you change the machine's remote receiving ID to make it distinct from the answering machine's security code. (→ **REMOTE RX ID**, p. 9-7)
- The machine will beep if the handset is not hung up properly. Make sure the handset is seated properly in its cradle. If you do not want the machine to beep, disable the **OFFHOOK ALARM** setting. (→ p. 9-4)

## Receiving Faxes to the MultiPASS Suite

When your PC is on, you can set the MultiPASS Suite to automatically upload incoming faxes from the machine to your PC. (→ MultiPASS Suite User's Guide)

### When Your PC is Off

If you have set the MultiPASS Suite to upload received faxes from the machine to your PC, but your PC is off, the machine stores the received faxes in its memory. When you turn on your PC, the faxes will automatically be uploaded to your PC.

If you want to print a fax stored in memory instead of uploading it to your PC, follow this procedure:



- If there are no documents stored in memory, the machine will return to standby mode when you select MEMORY REFERENCE.

**1** Press **Menu**.

**2** Use ◀ or ▶ to select **MEMORY REFERENCE**.

Ex: 

MENU
2 . MEMORY REFERENCE

**3** Press **Set**.



MEMORY REFERENCE
1 . DOC . MEMORY LIST

**4** Use ◀ or ▶ to select **FILE PRINT**.

MEMORY REFERENCE
4 . FILE PRINT

**5** Press **Set**.

- The machine prints all received faxes that were to be uploaded to your PC.



NOTE

- The faxes you print are erased from memory and can no longer be transferred to the PC.

## Receiving While Performing Other Tasks

Since the machine is a multitasking device, it can receive faxes and voice calls while you are performing other tasks.

If you receive a fax while you are performing certain tasks, the machine stores the incoming fax in memory. Then, as soon as you finish your task, the machine automatically prints the fax.

## Receiving Faxes in Memory When a Problem Occurs

If the machine encounters a problem when it is receiving a fax, the machine automatically stores the unprinted pages of the fax in memory, and the LCD displays REC'D IN MEMORY as well as one or more messages. For an explanation of the message(s) and details on the action to take, → p. 8-2.



- The machine memory can store up to approximately 270 pages.\*
- Once the pages are printed, they are deleted from memory.
- If the memory becomes full, you will not be able to receive the remaining pages. Contact the other party and ask them to resend the remainder of the fax.

\* Based on ITU-T No.1 Chart, standard mode.

## Canceling Receiving

Follow this procedure if you want to stop receiving a fax before reception is completed:

### 1 Press **Stop/Reset**.

- The machine asks you to confirm that you want to cancel.

CANCEL?	
YES = ( * )	NO = ( # )

### 2 Press **\*** to cancel receiving.

Ex: 

12/03/2001 MON 15:30
TX/RX CANCELLED

Ex: 

12/03/2001 MON 15:30
TX/RX NO. 5003

- If you change your mind and want to continue receiving, press #.



# Chapter 6

## Special Features

### Special Dialing

This section explains special dialing features, such as dialing through a switchboard, dialing an overseas number, and switching temporarily to tone dialing.

#### Dialing Through a Switchboard

A PBX (Private Branch Exchange) is an on-site telephone switchboard. If your machine is connected through a PBX or other telephone switching system, you have to dial the outside line access number first, and then dial the number of the party you are calling.

#### Dialing an Overseas Number (With Pauses)

When you dial or register an overseas number, you may need to insert a pause within and/or after the number. The length and location of the pause depends on the telephone system of your country.

##### 1 Press **Fax** to set Fax Mode.

Ex: 

12/03/2001 MON 15:30
FaxTel STANDARD

##### 2 Prepare the document and place it on the platen glass or load it into the ADF.

Ex: 

MEMORY USED	0 %
-------------	-----

(Currently used memory)

DOCUMENT READY
----------------

(Standby to scan)

- If you use the platen glass, LCD displays standby mode.
- For color sending, press **Color/B&W** to turn on its light. (→ p. 4-1)
- To adjust the resolution and contrast, → p. 4-2.

##### 3 Use the numeric buttons to dial the international access code.

Ex: 

TEL=	00
------	----

- If you enter the wrong number, press **Stop/Reset**, then enter the correct number.
- For details on international access codes, contact your local telephone company.

##### 4 If necessary, press **Redial/Pause** to enter a pause.

Ex: 

TEL=	00P
------	-----

- A pause entered within a number (p) is two seconds long.
- For a longer pause, press **Redial/Pause** again for another two-second pause. Alternatively, you can change the length of the pause. (→ MID PAUSE SET, p. 9-5)

##### 5 Use the numeric buttons to dial the country code, the area code, and the fax/telephone number of the other party.

Ex: 

TEL=	00p81123
------	----------

- If you enter the wrong number, press **Stop/Reset** and start again from step 3.

##### 6 If necessary, press **Redial/Pause** to enter a pause.

Ex: 

TEL=	00p81123P
------	-----------

- A pause at the end of a number (P) is fixed to ten seconds.

## 7 Press **Start** to begin scanning for sending.

- To cancel the transmission once dialing has started, press **Stop/Reset** then **\*.** (→ p. 4-9)



NOTE

- To take advantage of the speed dialing features of your machine, register frequently used overseas numbers for one-touch or coded speed dialing. (→ pp. 3-2, 3-4)

## Switching Temporarily to Tone Dialing

Many information services for banks, airline reservations, hotel reservations, etc., require tone dialing for their services. If your machine is connected to a rotary pulse line, follow this procedure to set the machine temporarily for tone dialing:

### 1 Press **Fax** to set Fax Mode.

Ex: 

12/03/2001 MON 15:30
FaxTel STANDARD

### 2 Press **Hook**.

- You can also lift the handset instead of pressing **Hook**.

### 3 Use the numeric buttons to dial the telephone number of the information service.

Ex: 

TEL= 7 6 5 4 3 2 1
--------------------

- The machine connects using the pulses required by your telephone line.

### 4 When the recorded message of the information service answers, press **\* (Tone)** to switch to tone dialing.

Ex: 

TEL= 7 6 5 4 3 2 1 T
----------------------



### 5 Use the numeric buttons to enter the numbers requested by the information service.

Ex: 

TEL= 7 6 5 4 3 2 1 T * 3 4
----------------------------

- Numbers entered after pressing **\* (Tone)** will be dialed using tone dialing.

### 6 When you have finished, press **Hook** to disconnect the call.

- If you used the handset, hang up to disconnect the call.
- Tone dialing is canceled when you disconnect the call.

# Chapter 7

## Reports and Lists

### Summary of Reports and Lists

The table below shows the reports and lists that can be printed from your machine. Refer to the pages indicated for more details.

Report or List	Description	Details
USER'S DATA LIST	Lists the current settings of your machine and the registered sender information.	p. 2-5 p. 9-3
ACTIVITY REPORT	Shows recent facsimile transactions performed by your machine. You can enable or disable automatic printing of this report after every 20 transactions. You can also manually set the machine to print it.	p. 7-2 p. 9-2
TX (Transmission) REPORT	Prints after transmission of a document. You can enable or disable this feature, or set the machine to print a report only when an error occurs. You can also set the machine to print the first page of the document under the transmission report to remind you of the contents of the document.	p. 7-3 p. 9-4
RX (Reception) REPORT	Prints after reception of a document. You can enable or disable this feature, or set the machine to print a report only when an error occurs.	p. 7-4 p. 9-5
MULTI TX/RX (Transaction) REPORT	Prints after sequential broadcasting of a document.	p. 7-4
DOC. MEMORY LIST	Lists the documents currently stored in the machine's memory.	p. 4-13 p. 9-3
MEMORY CLEAR REPORT	Prints automatically when power is restored to the machine after a power cut. Lists the documents deleted from memory.	p. 8-7
1-TOUCH SPD DIAL LIST	Lists the numbers and names registered under one-touch speed dialing buttons.	p. 3-9 p. 9-2
CODED SPEED DIAL LIST	Lists the numbers and names registered under coded speed dialing codes.	p. 3-9 p. 9-3
GROUP DIAL LIST	Lists groups registered under one-touch speed dialing buttons and coded speed dialing codes.	p. 3-9 p. 9-3

# ACTIVITY REPORT

The machine is factory-set to automatically print an ACTIVITY REPORT after every 20 transactions. If you want to print an ACTIVITY REPORT before it is automatically printed, follow this procedure:



NOTE

- If you prefer the machine not to print an ACTIVITY REPORT after every 20 transactions, disable the ACTIVITY REPORT setting. (→ p. 9-5)

**1** Press **Menu**.

**2** Use ◀ or ▶ to select **REPORTS/LISTS**.

Ex: MENU  
3 . REPORTS / LISTS



**3** Press **Set** twice.

REPORTS / LISTS  
1 . ACTIVITY REPORT

PRINTING REPORT

- The machine prints an ACTIVITY REPORT.

Transactions in an ACTIVITY REPORT are listed chronologically.

12/03/2001 17:28 FAX 123 4567			CANON			001	
***** *** ACTIVITY REPORT *** *****							
ST. TIME	CONNECTION TEL	CONNECTION ID	NO.	MODE		PGS.	RESULT
*12/03 15:10	905 795 1111	Canon CANADA	5001	AUTO RX	ECM	1	OK 00'33
*12/03 15:14	905 795 1111	Canon CANADA	5002	AUTO RX	ECM	1	OK 00'24
*12/03 15:22	03 3758 2111	Canon TOKYO	0001	B'CAST	ECM	3	OK 01'18
*12/03 15:45	2 887 0166	Canon AUSTRALIA	0001	B'CAST	ECM	3	OK 01'18
*12/03 16:10	905 795 1111	Canon CANADA	5003	AUTO RX	ECM	1	OK 00'18
*12/03 16:16	2 887 0166	Canon AUSTRALIA	5004	AUTO RX	ECM	4	OK 00'59
*12/03 16:27	20 545 8545	Canon EUROPE	0002	TRANSMIT	COL	1	OK 01'20
*12/03 16:30	20 545 8545	Canon EUROPE	0003	TRANSMIT	COL	1	OK 04'12
12/03 16:53	03 3758 2111	Canon TOKYO	5005	AUTO RX	ECM	1	OK 01'16
12/03 17:08	2 887 0166	Canon AUSTRALIA	0004	TRANSMIT	COL	3	NG 00'51
12/03 17:20	1 432 2060	CANON OPTICS	0005	TRANSMIT	COL	0	NG 00'01
						3	STOP
						0	#018

INDICATES AN  
ENTRY THAT HAS  
APPEARED ON A  
PREVIOUS REPORT.

TRANSACTION (TX/RX) NUMBER

TRANSACTION MODE

COLOR TRANSACTION

ERROR CORRECTION MODE TRANSACTION

ERROR PAGE

ERROR CODE (→ p. 8-1)

Stop/Reset WAS PRESSED DURING TRANSACTION

TRANSACTION DURATION

# TX (Transmission) REPORT

The machine is factory-set to print a TX (transmission) REPORT only when an error occurs during sending. To change this setting, → TX REPORT, p. 9-4.

If you set the machine to print a report, a TX REPORT or an ERROR TX REPORT, similar to the ones below, will be printed depending on the setting you select.

12/03/2001 17:47 FAX 123 4567 CANON 0001

\*\*\*\*\*  
\*\*\* TX REPORT \*\*\*  
\*\*\*\*\*

TRANSMISSION OK

TX/RX NO 0003 :COLOR TX  
CONNECTION TEL 1 432 2060

12/03/2001 17:21 FAX 123 4567 CANON 0001

\*\*\*\*\*  
\*\*\* ERROR TX REPORT \*\*\*  
\*\*\*\*\*

TX FUNCTION WAS NOT COMPLETED

TX/RX NO 0004  
CONNECTION TEL 20 545 8545  
CONNECTION ID Canon EUROPE  
ST. TIME 12/03 17:21  
USAGE T 00'18  
PGS. SENT 1  
RESULT NG

●

THE SLEREXE COMPANY LIMITED

SAPORS LANE•BOOLE•DORSET•BH25 8ER

TELEPHONE BOOLE (945 13) 51617 – FAX 1234567

Our Ref. 350/PJC/EAC December 3, 2001

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

OK: TRANSMISSION SUCCESSFUL  
NG: SOME OR NO PAGES SENT

NUMBER OF PAGES SENT

TRANSMISSION DURATION

TRANSMISSION TIME

“:COLOR TX” INDICATES A COLOR TRANSMISSION.

IF YOU ENABLE THE PRINT WITH IMAGE SETTING (→ p. 9-4), THE FIRST PAGE OF THE DOCUMENT WILL PRINT ON THE REPORT TO REMIND YOU OF THE CONTENTS OF THE DOCUMENT (FOR BLACK & WHITE DOCUMENTS ONLY).

## MULTI TX/RX (Transaction) REPORT

If the transmission was a sequential broadcast, a MULTI TX/RX (transaction) REPORT, similar to the one below, will be printed.

12/03/2001 18:16 FAX 123 4567		CANON		001	
***** *** MULTI TX/RX REPORT *** *****					
TX/RX NO	0054				
PGS.	1				
TX/RX INCOMPLETE TRANSACTION OK	[ 01]905 795 1111	Canon CANADA			
	[ *00]2131 1250	Canon DEUTSCH.			
	[ *02]1 49 39 25 25	Canon FRANCE			
ERROR INFORMATION	-----				

## RX (Reception) REPORT

The machine is factory-set not to print an RX (reception) REPORT even if an error occurs during reception. To change this setting, → RX REPORT, p. 9-5.

If you set the machine to print a report, an RX REPORT, similar to the one below, will be printed.

12/03/2001 17:52 FAX 123 4567		CANON		001	
***** *** RX REPORT *** *****					
RECEPTION OK					
TX/RX NO	5004	:COLOR RX			
CONNECTION TEL	905 795 1111				
CONNECTION ID	Canon CANADA				
ST. TIME	12/03 17:52				
USAGE T	01'59				
PGS.	4				
RESULT	OK				

OK: RECEPTION SUCCESSFUL  
NG: SOME OR NO PAGES RECEIVED

NUMBER OF PAGES RECEIVED

RECEPTION DURATION

RECEPTION TIME

“:COLOR RX” INDICATES A COLOR RECEPTION.

# Chapter 8

## Troubleshooting

### LCD Messages

The following messages are displayed in the LCD when the machine is performing a function or encounters an error.

This section describes messages related to fax functions. For other messages, → Reference Guide.



NOTE

- The error code appears in the ACTIVITY REPORT. (→ p. 7-2)

Message (Error Code)	Cause	Action
AUTO REDIAL	The machine is waiting to redial the other party's number because the line was busy or the other party did not answer when you tried to send the document.	Wait for the machine to automatically redial the number. If you want to cancel automatic redialing, wait until the machine starts dialing the number, press <b>Stop/Reset</b> then ✕. (→ p. 4-10)
BUSY/NO SIGNAL (#018)	The telephone number you dialed is busy.	Try sending the document at a later time.
	The fax number dialed was incorrect.	Check the fax number and dial again.
	The other party's fax machine is not working.	Contact the other party and have them check their fax machine.
	The other party is not using a G3 machine.	Contact the other party and ask them to send or receive the document using a G3 machine.
	The touch tone/rotary pulse setting on your machine is incorrect.	Set your machine to the setting that matches your telephone line. (→ p. 2-6)
	The receiving fax machine did not answer within 55 seconds (after all automatic redialing attempts).	Contact the other party and have them check their fax machine. You can try to send the document using manual sending (→ p. 4-8). For an overseas call, add pauses to the registered number. (→ p. 6-1)
DOC. TOO LONG (#003)	The document is longer than 1 meter.	Reduce the length of the document to within 39.4 inches (1 meter), and then re-send it.
ECM RX	The machine is receiving a fax using Error Correction Mode (ECM).	ECM receptions may take longer than normal receptions. Turn off ECM if you need to receive quickly, or if you know your local lines are in good condition. (→ ECM RX, p. 9-6)

Message (Error Code)	Cause	Action
ECM TX	The machine is sending a fax using Error Correction Mode (ECM).	ECM transmissions may take longer than normal transmissions. Turn off ECM if you need to transmit quickly, or if you know your local lines are in good condition. (→ ECM TX, p. 9-5)
MEMORY USED <i>nn</i> %	Shows the percentage of memory currently in use.	If you need more space, wait for the machine to send any faxes. Also, print or delete any documents in memory you no longer need. (→ pp. 4-14, 4-15)
NO RX PAPER (#012)	The other party's fax machine is out of paper or its memory is full.	Contact the other party and have them load paper in their fax machine or free up space in their fax machine's memory.
NO TEL # (#022)	The one-touch speed dialing button or coded speed dialing code you entered has not been registered.	Register the one-touch speed dialing button or coded speed dialing code. (→ pp. 3-2, 3-4)
NOT AVAILABLE	In manual sending, you entered a speed dialing number that is assigned to a group.	Use regular dialing, or enter a one-touch speed dialing button or coded speed dialing code that only has one fax/telephone number registered.
REC'D IN MEMORY	The machine received the fax in memory because paper or ink ran out, or a paper jam occurred.	Load paper in the multi-purpose tray (→ Quick Start Guide), replace the Ink Tank(s) (→ Reference Guide), or clear the paper jam. (→ Reference Guide)
RECEIVED IN FILE	Your PC was off and a document was received in the machine's memory.  The MultiPASS Status Monitor is not running. (Windows 95/98/Me)	Upload the document to your PC, or print the document. (→ pp. 4-14, 5-6)  On the Windows® desktop, click Start and point to Programs. On the Programs menu, point to MultiPASS Suite, then click MultiPASS Status Monitor.
TRY AGAIN IN B&W (#085)	You tried sending a color document to a machine that does not support color faxing.	Try sending again in black & white (→ p. 4-1). Alternatively, enable the COLOR DIRECT TX setting. (→ p. 9-6)
TX/RX CANCELLED	You pressed <b>Stop/Reset</b> to cancel the transmission.	If required, try sending or receiving again.
TX/RX NO. <i>nnnn</i>	When the machine sends or receives a fax, it assigns it a unique identification number ( <i>nnnn</i> ).	Write the number down if you will need it later.
TX <i>nnnn</i> SCANNING P. <i>nnn</i> MEMORY FULL PLEASE WAIT	The machine is sending a document and its memory is full.	The machine continues to send the document as memory becomes available.



## Sending Problems

### ■ You cannot send a fax.

#### The machine may have overheated.

- Turn off and unplug the machine and let it cool for several minutes. Then plug and turn on the machine and try sending again.

#### The machine may not be set for the type of telephone line in use (pulse/tone).

- Make sure the machine is set for the correct telephone line type. (→ p. 2-6)

#### The document may not have been loaded.

- Remove the document, stack it if necessary, and place it on the platen glass or load it into the ADF correctly. (→ Reference Guide)
- Make sure the feeder cover is closed.

#### The one-touch speed dialing button or coded speed dialing code you entered may not be registered for the feature you want to use.

- Check the one-touch speed dialing button or coded speed dialing code and make sure it is registered correctly. (→ Chapter 3)

#### You dialed or have been provided with an incorrect number.

- Dial the number again, or check that you have the correct number.

#### The other party's fax machine may be out of paper.

- Call the other party and ask them to make sure paper is loaded in their fax machine.

#### You may have sent a document in color to a fax machine that does not support color faxing.

- If you attempt to send a color document to a fax machine that does not support color faxing, the document will not be sent and the LCD will display TRY AGAIN IN B&W. Try sending again in black & white. Alternatively, you can enable the COLOR DIRECT TX setting (→ p. 9-6) that converts color faxes to black & white if the other party's fax machine does not support color faxing, thus enabling you to send color documents to any fax machine without an error occurring.

#### There may be other documents being sent from memory.

- Allow time for those documents to finish sending.

#### An error may have occurred during sending.

- Print an ACTIVITY REPORT and check for an error. (→ p. 7-2)

#### The telephone line may not be working properly.

- Make sure there is a dial tone when you press **Hook** or when you lift the handset of the telephone connected to the machine. If there is no dial tone, contact your local telephone company.

#### The receiving fax machine may not be a G3 fax machine.

- Make sure the receiving fax machine is compatible with the machine (which is a G3 fax machine).

## ■ Faxes sent from the machine are spotted or dirty.

### The receiving fax machine may not be working properly.

- Check the machine by making a copy (→ Reference Guide). If the copy is clear, the problem may be in the receiving fax machine. If the copy is spotted or dirty, clean the scanner components. (→ Reference Guide)

### The document may not have been loaded.

- Remove the document, stack it if necessary, and place it on the platen glass or load it into the ADF correctly. (→ Reference Guide)

## ■ Cannot send using Error Correction Mode (ECM).

### The other party's fax machine may not support ECM.

- If the other party's fax machine does not support ECM, then the document is sent in normal mode without error checking.

### ECM may be disabled.

- Make sure ECM is on. (→ ECM TX, p. 9-5)

## ■ Errors occur frequently while sending.

### The telephone lines may be in poor condition, or you may have a bad connection.

- Lower the transmission speed. (→ TX START SPEED, p. 9-5)

## Receiving Problems

## ■ Cannot receive a fax automatically.

### The machine may not be set to receive automatically.

- For the machine to receive faxes automatically, the receive mode must be set to FAX ONLY MODE, FAX/TEL AUTO SW, ANS.MACHINE MODE, or DRPD (→ Chapter 5). If you have set ANS.MACHINE MODE, confirm that an answering machine is connected to the machine and that it is turned on with an outgoing message properly recorded. (→ Quick Start Guide)

### The machine's memory is full.

- Print or delete any documents stored in memory (→ pp. 4-14, 4-15) to free up space in the machine's memory, then start again.

### The MultiPASS Suite may have received the fax.

- → MultiPASS Suite User's Guide

### An error may have occurred during reception.

- Check the LCD for an error message. (→ p. 8-1)
- Print an ACTIVITY REPORT and check for an error. (→ p. 7-2)

### The telephone line may not be connected properly.

- Make sure all line connections are secure. (→ Quick Start Guide)

## ■ The machine does not switch automatically between telephone and fax reception.

### The machine may not be set to switch automatically between telephone and fax reception.

- For the machine to switch automatically, the receive mode must be set to FAX/TEL AUTO SW, ANS .MACHINE MODE, or DRPD (→ Chapter 5). If you have set ANS .MACHINE MODE, confirm that an answering machine is connected to the machine and that it is turned on with an outgoing message properly recorded. (→ Quick Start Guide)

### An error may have occurred during reception.

- Check the LCD for an error message. (→ p. 8-1)
- Print an ACTIVITY REPORT and check for an error. (→ p. 7-2)

### The sending fax machine cannot send the CNG signal that tells the machine that the incoming signal is a fax.

- Some fax machines cannot send the CNG signal that tells your machine the incoming call is from a fax machine. In such cases, you will have to receive the fax manually. (→ p. 5-5)

## ■ Cannot receive a document manually.

### You may have disconnected the call by pressing **Start** or dialing the remote receiving ID after hanging up the handset.

- Always press **Start** or dial the remote receiving ID before hanging up the handset. Otherwise you will disconnect the call.

## ■ Print quality is poor.

### You may not be using the correct type of paper.

- Make sure you load paper that meets the paper requirements for the machine. (→ Reference Guide)

### The printhead may need cleaning.

- Refer to the flow chart and clean the printhead if necessary. (→ Reference Guide)

### The sending fax machine may not be functioning properly.

- The sending fax machine usually determines the fax's quality. Call the sender and have them make sure the top cover and scanning glass of their fax machine are clean.

### Error Correction Mode (ECM) may be disabled.

- Make sure ECM is on. (→ ECM RX, p. 9-6)

## ■ Faxes do not print.

### The Printhead (Cartridge) or Ink Tanks may not be installed properly.

- Make sure the Printhead (Cartridge) and Ink Tanks are installed properly. (→ Reference Guide)
- Be sure to remove the orange protective cap from the Printhead (Cartridge) before you install it. (→ Quick Start Guide)

### The printhead may need cleaning.

- Refer to the flow chart and clean the printhead if necessary. (→ Reference Guide)

### The Ink Tanks may need to be replaced.

- Determine if the problem is with the Ink Tanks, and replace if necessary. (→ Reference Guide)

### ■ Faxed images are blotched or uneven.

**The telephone lines may be in poor condition, or you may have a bad connection.**

- Error Correction Mode (ECM) sending/receiving should eliminate such problems. However, if the telephone lines are in poor condition, you may have to try again.

**The sending fax machine may not be functioning properly.**

- The sending fax machine usually determines the fax's quality. Call the sender and have them make sure the top cover and scanning glass of their fax machine are clean.

### ■ Cannot receive using Error Correction Mode (ECM).

**The other party's fax machine may not support ECM.**

- If the other party's fax machine does not support ECM, then the document is received in normal mode without error checking.

**ECM may be disabled.**

- Make sure ECM is on. (→ ECM RX, p. 9-6)

### ■ Errors occur frequently while receiving.

**The telephone lines may be in poor condition, or you may have a bad connection.**

- Lower the reception speed. (→ RX START SPEED, p. 9-7)

**The sending fax machine may not be functioning properly.**

- Call the sender and have them check that their fax machine is functioning properly.

## Telephone Problems

### ■ You cannot dial.

**The telephone line may not be connected properly.**

- Make sure all line connections are secure. (→ Quick Start Guide)

**The power cord may not be plugged in securely.**

- Check that the power cord is plugged securely into the machine and into the wall outlet, and that the power is turned on (→ Quick Start Guide). If the machine is plugged into a power strip, make sure the power strip is plugged in and turned on.

**The machine may not be set for the type of telephone line in use (pulse/tone).**

- Make sure the machine is set for the correct telephone line type. (→ p. 2-6)

### ■ The telephone disconnects while you are talking.

**The power cord may not be plugged in securely.**

- Check that the power cord is plugged securely into the machine and into the wall outlet, and that the power is turned on (→ Quick Start Guide). If the machine is plugged into a power strip, make sure the power strip is plugged in and turned on.

## If a Power Cut Occurs

If power is suddenly lost due to an outage or accidental unplugging, a built-in battery retains the user data settings and the speed dialing settings. However, any sent or received documents stored in memory will be lost. During a power cut, functions are limited as follows:

- You cannot send, receive, or copy documents.
- You can only use the machine to receive voice calls if you connected a telephone to your machine.



NOTE

- You may not be able to make telephone calls depending on your telephone.

When power is restored to the machine, the machine will automatically print a list of documents that were stored in memory at the time of the power cut.

12/03/2001 15:38 FAX 123 4567		CANON		001	
*****					
*** MEMORY CLEAR REPORT ***					
*****					
MEMORY FILES DELETED					
TX/RX NO	MODE	CONNECTION TEL/ID	PGS.	SET TIME	
0023	B'CAST	[ 01]Canon CANADA [ 05]Canon OPTICS	3	12/03 14:23	
0024	TRANSMIT COL	[* 32]Canon UK	1	12/03 14:28	



NOTE

- If the ink in the Ink Tank is empty or there is no paper in the multi-purpose tray when power is restored, the LCD displays CMYK INK EMPTY or LOAD PAPER. If this occurs, press **Resume** to return to standby mode. In these cases, the MEMORY CLEAR REPORT will not be printed even after the Ink Tank is replaced or paper is loaded.

## If You Cannot Solve the Problem

If you have a problem with your machine and you cannot solve it by referring to the information in this chapter and in the Reference Guide, contact the Canon Customer Care Center.

Canon's support personnel are trained in the technical support of Canon's products and should be able to help you with your problem. The details on contacting the Canon Customer Care Center, → Reference Guide.

# Chapter 9

## Summary of Settings

### Understanding the Menu System

The machine menu system allows you to customize the way your machine operates. It consists of various menus, each containing settings that control different functions of your machine.

Available menus and the LCD display differ depending on the current mode (Copy, Fax, or Scan Mode). This section explains the procedure to access the menus related only to Fax Mode.

Press **Fax** to select Fax Mode.

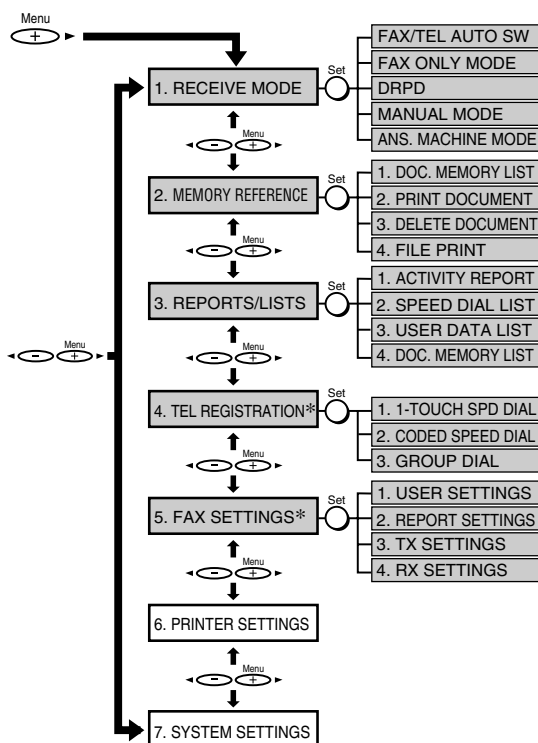


NOTE

- For the menus related to all modes in common, and menus related only to Copy and Scan Modes, → Reference Guide.
- Before adjusting any settings, you may want to print the USER'S DATA LIST to check the current settings. (→ p. 2-5)

### Accessing the Menus

The following illustrates the menu items in hierarchical order.



To select the desired menu, complete the procedure as shown on the left.

- 1 Press **Menu** to display the menus.
- 2 Press ◀ or ▶ to select the menu you want to make a change.
- 3 Press **Set**.
- 4 Use ◀ or ▶ to select the sub menu you want to make a change.
- 5 Press **Set**.



NOTE

- Details for sub menus, → p. 9-2.
- Press **Stop/Reset** to exit from menu system.

For details on these menus, → following pages.

For details on these menus and SPECIAL COPY, → Reference Guide.

\* If your machine is connected to a PC, you can access these settings using the MultiPASS Suite.  
(→ MultiPASS Suite User's Guide)

## ■ Menus in FAX Mode



NOTE

- Default settings are shown in bold type.

### RECEIVE MODE

Name	Description	Settings
<b>FAX/TEL AUTO SW</b>	Switches the receive mode to FAX/TEL AUTO SW. (→ p. 5-1)	-
FAX ONLY MODE	Switches the receive mode to FAX ONLY MODE. (→ p. 5-1)	-
DRPD	Switches the receive mode to DRPD. (→ p. 5-1)	-
MANUAL MODE	Switches the receive mode to MANUAL MODE. (→ p. 5-1)	-
ANS.MACHINE MODE	Switches the receive mode to ANS.MACHINE MODE. (→ p. 5-1)	-

### MEMORY REFERENCE

Name	Description	Settings
1. DOC. MEMORY LIST	Prints the DOC. MEMORY LIST. (→ p. 4-13)	-
2. PRINT DOCUMENT	Selects a document in memory and prints the document. (→ p. 4-14)	-
3. DELETE DOCUMENT	Selects a document in memory and deletes the document. (→ p. 4-15)	-
4. FILE PRINT	Prints a document in memory instead of uploading it to your PC. (→ p. 5-6)	-

### REPORTS/LISTS

Name	Description	Settings
1. ACTIVITY REPORT	Prints the ACTIVITY REPORT. (→ p. 7-2)	-
2. SPEED DIAL LIST	Prints the lists of fax/telephone numbers registered for speed dialing. (→ p. 3-9)	-
1. 1-TOUCH LIST	Prints the 1-TOUCH SPD DIAL LIST. (→ p. 3-9)	-
SORTED OUTPUT	Selects the order you want the destinations to be printed. YES: Prints the list in alphabetical order. NO: Prints the list in button order.	YES NO

Name	Description	Settings
2. CODED DIAL LIST	Prints the CODED SPEED DIAL LIST. (→ p. 3-9)	-
SORTED OUTPUT	Selects the order you want the destinations to be printed. YES: Prints the list in alphabetical order. NO: Prints the list in code order.	YES NO
3. GROUP DIAL LIST	Prints the GROUP DIAL LIST. (→ p. 3-9)	-
3. USER DATA LIST	Prints the USER'S DATA LIST. (→ p. 2-5)	-
4. DOC. MEMORY LIST	Prints the DOC. MEMORY LIST. (→ p. 4-13)	-

## TEL REGISTRATION

Name	Description	Settings
1. 1-TOUCH SPD DIAL	Registers information on One-Touch Speed Dialing. (→ p. 3-2)	-
2. CODED SPEED DIAL	Registers information on Coded Speed Dialing. (→ p. 3-4)	-
3. GROUP DIAL	Registers information on Group Dialing. (→ p. 3-7)	-

## FAX SETTINGS

Name	Description	Settings
1. USER SETTINGS		-
1. DATE & TIME	Sets the current date and time. (→ p. 2-4)	-
2. DATE SETUP	Selects the date format displayed in the LCD and printed on the faxes you send.	MM/DD/YYYY DD/MM YYYY YYYY MM/DD
3. UNIT TELEPHONE #	Enters the fax/telephone number you want to appear at the top of each fax page you send. (→ p. 2-4)	-
4. UNIT NAME	Enters the name or company name you want to appear at the top of each fax page you send. (→ p. 2-4)	-



Name	Description	Settings
5. TX TERMINAL ID		
1. TTI POSITION	Selects the position of the identification header (outside or inside the image area).*	<b>OUTSIDE IMAGE</b> INSIDE IMAGE
2. TELEPHONE # MARK	Selects the prefix for the identification header number. (→ p. 2-3)	<b>FAX</b> TEL
6. OFFHOOK ALARM	Enables/disables the off hook alarm that alerts you when the handset is not seated properly in its cradle.	<b>ON</b> OFF
7. VOLUME CONTROL	Sets the volume of the machine sounds.	-
1. CALLING VOLUME	When the machine is set to FAX/TEL AUTO SW, selects the ring volume when the machine detects a voice call.	1 / 2 / 3
2. LINE MONITOR VOL	Selects the line monitor volume (sound during dialing and on hook).	0 (off) / 1 / 2 / 3
8. RX CALL LEVEL	When the machine is set to FAX/TEL AUTO SW, selects the tone of incoming calls.	<b>HIGH</b> STANDARD
9. TEL LINE TYPE	Selects the dialing method the machine uses for your telephone line type. (→ p. 2-6)	<b>TOUCH TONE</b> ROTARY PULSE
2. REPORT SETTINGS		
1. TX REPORT	Enables/disables automatic printing of a transmission report. (→ p. 7-3) PRINT ERROR ONLY: Prints a report only when a transmission error occurs. OUTPUT YES: Prints a report every time you send a document. OUTPUT NO: No report is printed.	<b>PRINT ERROR ONLY</b> OUTPUT YES OUTPUT NO
PRINT WITH IMAGE	If you select PRINT ERROR ONLY or OUTPUT YES above, enables/disables printing of the first page of the fax under the report (black & white faxes only).	<b>ON</b> OFF

\* Can only be adjusted for black & white transmissions. For color transmissions, the TTI information is positioned inside the image area.

Name	Description	Settings
2. RX REPORT	Enables/disables automatic printing of a reception report. (→ p. 7-4) OUTPUT NO: No report is printed. PRINT ERROR ONLY: Prints a report only when a reception error occurs. OUTPUT YES: Prints a report every time you receive a document.	<b>OUTPUT NO</b> PRINT ERROR ONLY OUTPUT YES
3. ACTIVITY REPORT	Enables/disables automatic printing of an ACTIVITY REPORT after every 20 transactions. (→ p. 7-2)	<b>ON</b> OFF
3. TX SETTINGS		
1. ECM TX	Enables/disables Error Correction Mode (ECM) during transmission.	<b>ON</b> OFF
2. MID PAUSE SET	Selects the length of the pause entered when you press <b>Redial/Pause</b> .	<b>2 SEC</b> (1 to 15)
3. AUTO REDIAL	Enables/disables automatic redialing if the other party's line is busy on the first attempt. (→ p. 4-10)	<b>ON</b> OFF
1. REDIAL TIMES	Selects the number of redial attempts.	<b>2 TIMES</b> (1 to 10)
2. REDIAL INTERVAL	Selects the period of time between redial attempts.	<b>2 MIN.</b> (2 to 99)
4. TIME OUT	Enables/disables automatic scanning of documents after entering a fax number using speed dialing or redialing. ON: Scanning begins automatically five seconds after entering the fax number (10 seconds if sending to multiple destinations). OFF: Scanning does not start automatically. (You need to press <b>Start</b> to begin scanning.)	<b>ON</b> OFF
5. TX START SPEED	Selects the speed at which the machine starts transmitting.	<b>33600bps</b> 14400bps 9600bps 7200bps 4800bps 2400bps

Name	Description	Settings
6. COLOR DIRECT TX	Enables/disables sending of color documents from the ADF to fax machines that do not have color faxes capability. (→ p. 4-1) OFF: Color documents cannot be sent to fax machines that do not support color faxes. ON: Color documents can be sent to fax machines that do not support color faxes. (The document is converted to black & white.)	<b>OFF</b> ON
<hr/>		
4. RX SETTINGS		
<hr/>		
1. ECM RX	Enables/disables Error Correction Mode (ECM) during reception.	<b>ON</b> OFF
<hr/>		
2. FAX/TEL AUTO SW	When the machine is set to FAX/TEL AUTO SW, you can set its details. (→ p. 5-2)	-
<hr/>		
1. RING START TIME	Selects the time the machine takes to check whether a call is from a fax machine or a telephone.	<b>8 SEC</b> (0 to 30)
<hr/>		
2. F/T RING TIME	Selects the length of time the machine rings when the call is a voice call.	<b>15 SEC</b> (10 to 45)
<hr/>		
3. DEFAULT ACTION	Sets whether the machine switches to receive mode after the ring time set in F/T RING TIME has elapsed.	<b>RECEIVE</b> DISCONNECT
<hr/>		
3. DRPD: SELECT FAX	When the machine is set to DRPD, selects a ring pattern when the machine receives faxes. (→ p. 5-4)	<b>DOUBLE RING</b> SHORT-SHORT-LONG SHORT-LONG-SHORT OTHER RING TYPE NORMAL RING
<hr/>		
4. INCOMING RING	When the machine is set to FAX ONLY MODE, FAX/TEL AUTO SW or DRPD, enables/disables ringing when the machine receives a call.*	<b>OFF</b> ON
<hr/>		
RING COUNT	Selects the number of incoming rings before the machine begins receiving.	<b>2 TIMES</b> (1 to 99)

\* Even if you have set INCOMING RING to ON, ringing will only occur if you have connected a telephone to your machine.

Name	Description	Settings
5. MAN/AUTO SWITCH	When the machine is set to MANUAL MODE, determines if the machine switches to fax receive mode after it rings for a specified time.	<b>OFF</b> ON
F/T RING TIME	If you select ON above, selects the length of time the machine rings before switching to fax receive mode.	<b>15 SEC</b> (1 to 99)
6. REMOTE RX	Enables/disables remote receiving. (→ p. 5-5)	<b>ON</b> OFF
REMOTE RX ID	If you select ON above, selects the remote receiving ID.	<b>25</b> (00 to 99)
7. RX REDUCTION	Enables/disables reduction of faxes to fit on the paper loaded in the multi-purpose tray.	<b>ON</b> OFF
REDUCE DIMENSION	Selects the direction of the reduction.	<b>VERTICAL ONLY</b> HORIZ & VERTICAL
8. RX START SPEED	Selects the speed at which the machine starts receiving.	<b>33600bps</b> 14400bps 9600bps 7200bps 4800bps 2400bps

# Appendix:

# Specifications

## ■ Facsimile

### ■ Applicable Line

Public Switched Telephone Network (PSTN)

### ■ Compatibility

G3

### ■ Data Compressing System

MH, MR, MMR, JBIG, JPEG

### ■ Modem Speed

33600/14400/9600/7200/4800/2400 bps

Automatic fallback

### ■ Transmission Speed

- Black & White: Approx. 3 seconds/page\* at 33.6 Kbps, ECM-MMR, transmitting from memory  
\* Based on ITU-T No. 1 Chart, standard mode.
- Color: Approx. 1 minute/page\* at 33.6 Kbps, ECM-JPEG, transmitting from memory  
\* Based on Canon COLOR FAX TEST SHEET.

### ■ Scanning Image Processing

- UHQ™ (Ultra High Quality) image enhancement

### ■ Transmission/Reception Memory

Up to approximately 270 pages\*

\* Based on ITU-T No. 1 Chart, standard mode.

### ■ Fax Scanning Speed

Approx. 5.3 seconds/page\*

\* Based on ITU-T No. 1 Chart, standard mode.

### ■ Fax Resolution

- Black & White:  
B&W STANDARD: 203 pels/in. × 98 lines/in.  
(8 pels/mm × 3.85 lines/mm)  
B&W FINE: 203 pels/in. × 196 lines/in.  
(8 pels/mm × 7.7 lines/mm)  
B&W PHOTO: 203 pels/in. × 196 lines/in.  
(8 pels/mm × 7.7 lines/mm)
- Color:  
COLOR STANDARD: 200 × 200 dpi  
COLOR FINE: 200 × 200 dpi

## ■ Dialing

- Automatic dialing  
One-touch speed dialing (12 destinations)  
Coded speed dialing (100 destinations)  
Group dialing (Max. 111 destinations)
- Regular dialing (with numeric buttons)
- Automatic redialing
- Manual redialing (with Redial/Pause button)

## ■ Networking

- Sequential broadcast (Max. 113 destinations)
- Automatic reception
- Automatic Fax/Tel switchover
- Remote reception by telephone (Default ID: 25)
- Non-ring reception
- ECM deactivation
- DRPD (Distinctive Ring Pattern Detection)
- ACTIVITY REPORT (after every 20 transactions)
- Non-delivery report
- TTI (Transmit Terminal Identification)

## ■ Telephone

### ■ Connection

Telephone/answering machine (CNG detecting signal)/data modem

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