Canon

Color
imageCLASS
MF8180c

Facsimile Guide

Color imageCLASS MF8180c Facsimile Guide

Manuals for the Machine

The manuals for this machine are divided as follows. Please refer to them for detailed information. Depending on the system configuration and product purchased, some manuals may not be needed.

Guides with this symbol are printed manuals.

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

• **Setting Up the Machine** • **Software Installation and Network Settings**	**Quick Start Guide**	
• **Copying and Printing Instructions** • **Troubleshooting**	**Basic Guide**	
• **Fax Instructions** • **Troubleshooting**	**Facsimile Guide (This Manual)**	
• **Software Installation and Instructions** • **Printing and Scanning Instructions** • **Troubleshooting**	**Software Guide**	CD-ROM
• **Remote User Interface Instructions**	**Remote UI Guide**	CD-ROM
• **Network Connectivity and Setup Instructions**	**Network Guide**	CD-ROM

- The machine illustration on the cover may differ slightly from your machine.
- To view the manual in PDF format, Adobe Reader/Acrobat Reader/Acrobat is required. If Adobe Reader/Acrobat Reader/Acrobat is not installed on your system, please download it from the Adobe Systems Incorporated website (http://www.adobe.com).

How This Manual Is Organized

Chapter 1 Introduction

Chapter 2 Registering Information in Your Machine

Chapter 3 Speed Dialing

Chapter 4 Sending Faxes

Chapter 5 Receiving Faxes

Chapter 6 Reports and Lists

Chapter 7 Troubleshooting

Chapter 8 Machine Settings

Chapter 9 Appendix

Includes the specifications of this machine and the index.

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

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Preface

Thank you for purchasing Canon Color imageCLASS MF8180c. Please read this manual thoroughly before operating the machine in order to familiarize yourself with its capabilities, and to make the most of its many functions. After reading this manual, store it in a safe place for future reference.

How to Use This Manual

Symbols Used in This Manual

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

WARNING	Indicates a warning concerning operations that may lead to death or injury to persons if not performed correctly. In order to use the machine safely, always pay attention to these warnings.
CAUTION	Indicates a caution concerning operations that may lead to injury to persons, or damage to property if not performed correctly. In order to use the machine safely, always pay attention to these cautions.
IMPORTANT	Indicates operational requirements and restrictions. Be sure to read these items carefully in order to operate the machine correctly, and to avoid damage to the machine.
NOTE	Indicates a clarification of an operation, or contains additional explanations for a procedure. Reading these notes is highly recommended.

Keys Used in This Manual

The following symbols and key names are a few examples of how keys to be pressed are expressed in this manual. The operation panel keys on the machine are indicated within brackets.

B&W Start

Press [B&W Start].

Image Quality

Press [Image Quality].

Legal Notices

Users in the U.S.A.

Pre-installation Requirements for Canon Facsimile Equipment

A. Location

Supply a suitable table, cabinet, or desk. For the machine's dimensions and weight, refer to Chapter 11, "Appendix," in the *Basic Guide*.

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

NOTE

Canon recommends an individual line following industry standards, e.g., the 2,500 (Touch Tone) or 500 (Rotary/Pulse Dial) telephones. A dedicated extension off a PBX unit without "Call Waiting" can be used with the Color imageCLASS MF8180c. 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 and the requirements adopted by the ACTA. On the rear panel of this equipment is a label that contains, among other information, a product identifier in the format US:AAAEQ##TXXXX. If requested, this number must be provided to the telephone company.

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

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

In Case of Equipment Malfunction

Should any malfunction occur which cannot be corrected by the procedures described in this guide, disconnect the equipment from the telephone line 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 Canon Authorized Service Facility locations can be obtained by calling the Canon Customer Care Center (1-800-828-4040).

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

Color imageCLASS MF8180c: Facsimile Transceiver, Model F148800

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 this manual. If such changes or modifications should be made, you could be required to stop operation of the equipment.

Canon U.S.A. Inc.
One Canon Plaza, Lake Success, NY 11042, U.S.A.
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.

Once you have registered this information into your machine, it will be printed on each transmitted page. Follow the instructions of "Registering Sender Information," on p. 2-3.

Pre-installation Requirements for Canon Facsimile Equipment

A. Location

Supply a suitable table, cabinet, or desk. For the machine's dimensions and weight, refer to Chapter 11, "Appendix," in the *Basic Guide*.

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 CA11A modular jack, which should be installed by the telephone company. If the CA11A jack is not present, installation cannot occur.
3. Order a normal business line from your telephone company's business representative. The line should be a regular voice grade line or equivalent. Use one line per machine.

DDD (DIRECT DISTANCE DIAL) LINE

-or-

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

NOTE

Canon recommends an individual line following industry standards [e.g., the 2,500 (touch tone) or 500 (rotary/pulse dial) telephones]. A dedicated extension off a PBX unit without "Camp On" signals is also permissible with your Color imageCLASS MF8180c. 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 CA11A modular jack should be relatively close to the power outlet to facilitate installation.

Notice

This product meets the applicable Industry Canada technical Specifications.

Lé présent matérial est conforme aux spécifications techniques applicables d'Industrie Canada.

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.

CAUTION

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

IMPORTANT

- 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 is an indication of the maximum number of devices 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 RENs of all the devices does not exceed five.
The REN of this product is 1.0.

L'indice d'équivalence de la sonnerie (IES) sert à indiquer le nombre maximal de terminaux qui peuvent être raccordés à une interface téléphonique. La terminaison d'une interface peut consister en une combinaison quelconque de dispositifs, à la seule condition que la somme d'indices d'équivalence de la sonnerie de tous les dispositifs n'excéde pas 5.
Le nombre d'équivalents sonnerie (REN) de ce produit est 1.0.

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Super G3

Super G3 is a phrase used to describe the new generation of fax machines that use ITU-T V.34 standard 33.6 Kbps* modems. Super G3 High Speed Fax machines allow transmission 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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Introduction

1

CHAPTER

This chapter describes the operation panel and the standby display used for the fax function of the machine.

Customer Support

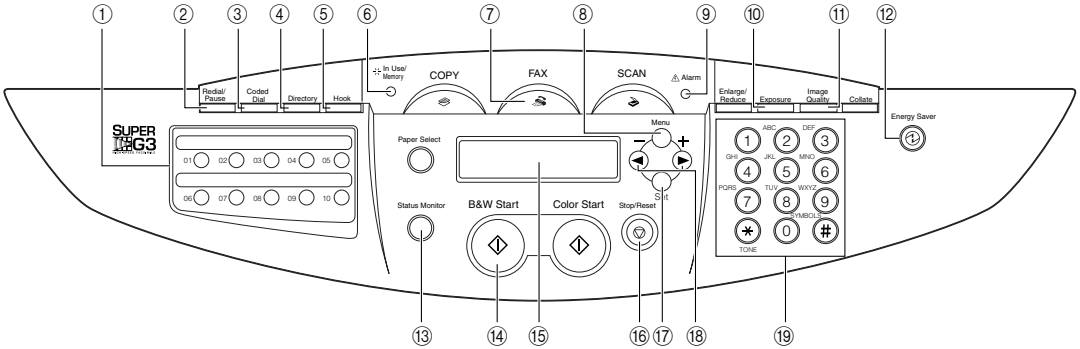
The machine is designed with the latest technology to provide trouble-free operation. If you encounter a problem with the machine's operation, try to solve it by using the information in Chapter 7, "Troubleshooting." If you cannot solve the problem or if you think the machine needs servicing, contact Canon Authorized Service Facilities or the Canon Customer Care Center at 1-800-828-4040 between the hours of 8:00 A.M. to 8:00 P.M. EST Monday through Friday and 10:00 A.M. to 8:00 P.M. on Saturday.

Operation Panel

This section describes keys used when sending and receiving faxes, and setting the Menu.

For keys not described here, refer to Chapter 1, "Introduction," in the *Basic Guide*.

One-Touch Panel Closed



① **One-Touch Speed Dialing keys (1 to 10)**

Dial fax/telephone numbers registered under one-touch speed dialing keys.

② **Redial/Pause key**

Redials the previous number dialed manually with the numeric keys, and enters pauses when dialing or registering the numbers.

③ **Coded Dial key**

Press [Coded Dial], followed by a two-digit code to dial fax/telephone number registered for coded speed dialing.

④ **Directory key**

Enables you to search for fax/telephone numbers by the name under which they are registered for speed dialing, and then use the number for dialing.

⑤ **Hook key**

Enables you to dial without picking up the handset.

⑥ **In Use/Memory indicator**

Lights green when a fax is being received or sent, or the extension phone is off the hook. Flashes green when the reservation of fax transmission is set, or a fax is received into the memory.

⑦ **FAX key**

Switches the standby display to the Fax mode.

⑧ **Menu key**

Customizes the way the machine operates.

⑨ **Alarm indicator**

Flashes red when the machine has a problem such as a paper jam. (The error message is displayed in the LCD.)

⑩ **Exposure key**

Adjusts the fax exposure.

⑪ **Image Quality key**

Adjusts the quality of fax image.

⑫ **Energy Saver key**

Sets or cancels the energy saver mode manually. The key lights green when the energy saver mode is set, and goes off when the mode is canceled.

⑬ **Status Monitor key**

Checks the status of copy, fax, print and report jobs.

⑭ **B&W Start key**

Starts sending or receiving faxes.

⑮ **LCD**

Displays messages and prompts during operation. Also displays selections, text, and numbers when specifying settings.

⑯ **Stop/Reset key**

Cancels sending or receiving faxes and other operations, and turns to the standby display in the LCD.

⑰ **Set key**

Determines the contents you set or register.

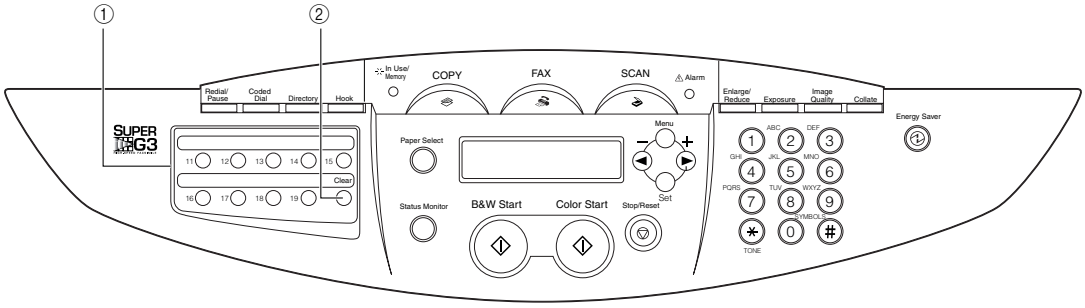
⑱ **[◀(-)] or [▶(+)] keys**

Scroll through the selections so you can see other settings.

⑲ **Numeric keys**

Enter numbers when dialing or registering fax/telephone numbers, etc. Also, enter characters when registering names.

One-Touch Panel Opened



① **One-Touch Speed Dialing keys (11 to 19)**

Dial fax/telephone numbers registered under one-touch speed dialing keys.

② **Clear key**

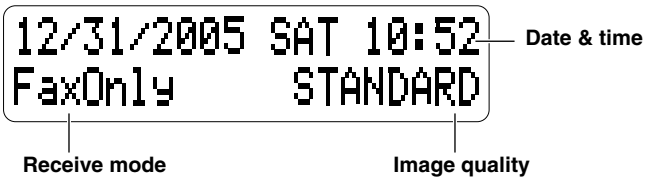
Clears an entry in the LCD.

Standby Display

The standby display differs depending on which mode is selected.

The standby display in the Fax mode is as follows:

■ Fax Mode



NOTE

For the standby display in the Copy mode and the Scan mode, refer to Chapter 1, "Introduction," in the *Basic Guide*.

Registering Information in Your Machine

2

CHAPTER

This chapter explains how to register the information necessary for sending and receiving faxes.

NOTE

You can print the USER DATA LIST to check the sender information you have registered. (See "Printing the USER DATA LIST," on p. 6-9.)

Guidelines for Entering Numbers, Letters, and Symbols

Follow this procedure when you come to a step that requires you to enter a name or number.

1 Press [✳] to switch to the uppercase letter mode (:A), lowercase letter mode (:a), or number mode (:1).

You can see what mode you are in by the character indicated on the top right corner of the LCD.

```
NAME                    :A
_
```

2 Use the numeric keys to enter the character.

Press the key repeatedly until the character you want appears.

	:A	:a	:1
[1]	@.-_/	@.-_/	1
[2]	ABC	abc	2
[3]	DEF	def	3
[4]	GHI	ghi	4
[5]	JKL	jkl	5
[6]	MNO	mno	6
[7]	PQRS	pqrs	7
[8]	TUV	tuv	8
[9]	WXYZ	wxyz	9
[0]			0
[*]	:A → :a → :1		
[#]	– . * # ! " , ; : ^ ` _ = / | ' ? $ @ % & + \ ~ ( ) [ ] { } < >		

● To enter two characters that are under the same key:

❑ Press the numeric key → [▶(+)] → press the same numeric key again.
For example, to enter <DD> you would press [3] → [▶(+)] → [3].

● To enter a space:

❑ Press [▶(+)].

● To delete a character:

❑ Press [Clear].

● To delete an entire entry:

❑ Press and hold [Clear].

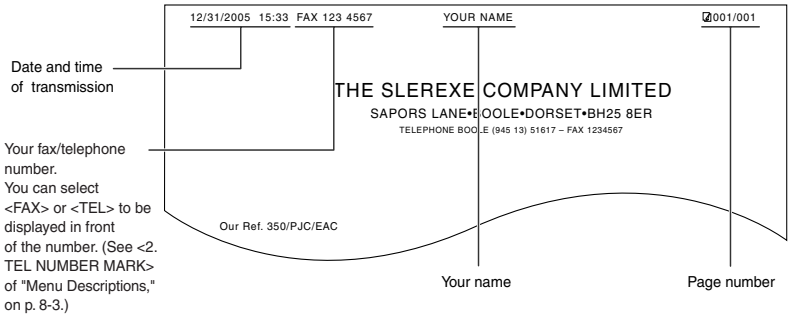
● To move a cursor:

❑ Press [◀(-)] or [▶(+)].

Registering Sender Information

In the United States, FCC rules governing the use of facsimile equipment state that your fax/telephone number, personal name or company name, and date and time of transmission must be printed on every facsimile transmission.
The machine has been designed to print this information at the top of every fax you send.
You must therefore register this information in the machine before using it.

Below is an example of how your sender information will print on a fax sent from the machine:



NOTE

You can set the sender information to print inside or outside the image area. (See <1. TTI POSITION> of "Menu Descriptions," on p. 8-3.)

Entering the Date and Time

NOTE

You can print the USER DATA LIST to check the current setting. (See "Printing the USER DATA LIST," on p. 6-9.)

1 **Press [Menu].**

2 **Press [◀ (-)] or [▶ (+)] to select <TIMER SETTINGS> → press [Set].**

3 **Press [◀ (-)] or [▶ (+)] to select <DATE/TIME SETTING> → press [Set].**

4 **Use the numeric keys to enter the date (month/day/year) and time (in 24-hour format) → press [Set].**

```
DATE/TIME SETTING
12/31/'05 11:01
```
→
```
TIMER SETTINGS
 2.DATE SETUP
```

Enter only the last two digits of the year.

5 **Press [Stop/Reset] to return to the standby display.**

Registering Your Fax/Telephone Number and Name

1 **Press [Menu].**

2 **Press [◀(-)] or [▶(+)] to select <FAX SETTINGS> → press [Set].**

3 **Press [◀(-)] or [▶(+)] to select <USER SETTINGS> → press [Set].**

4 **Press [◀(-)] or [▶(+)] to select <TEL LINE SETTINGS> → press [Set].**

5 **Press [◀(-)] or [▶(+)] to select <UNIT TEL NUMBER> → press [Set].**

6 **Use the numeric keys to enter your fax/telephone number (max. 20 digits, including spaces) → press [Set].**

```
UNIT TEL NUMBER
123xxxxxxx
```
→
```
TEL LINE SETTINGS
 2.TEL LINE TYPE
```

To enter a plus sign (+) before the number, press [#].

To delete a previous number, press [◀(-)] or [Clear]. To delete the entire entry, press and hold [Clear].

7 **Press [Menu].**

8 **Press [◀(-)] or [▶(+)] to select <UNIT NAME> → press [Set].**

9 **Use the numeric keys to enter your name (max. 24 characters, including spaces) → press [Set].**

```
UNIT NAME          :A
CANON
```
→
```
USER SETTINGS
 3.TX TERMINAL ID
```

10 **Press [Stop/Reset] to return to the standby display.**

Setting the Telephone Line Type

Before using the machine, make sure you have set the correct telephone line type for your telephone line. If you are unsure of your telephone line type, contact your telephone company.

NOTE

You can print the USER DATA LIST to check the current setting. (See "Printing the USER DATA LIST," on p. 6-9.)

1 **Press [Menu].**

2 **Press [◀ (-)] or [▶ (+)] to select <FAX SETTINGS> → press [Set].**

3 **Press [◀ (-)] or [▶ (+)] to select <USER SETTINGS> → press [Set].**

4 **Press [◀ (-)] or [▶ (+)] to select <TEL LINE SETTINGS> → press [Set].**

5 **Press [◀ (-)] or [▶ (+)] to select <TEL LINE TYPE> → press [Set].**

6 **Press [◀ (-)] or [▶ (+)] to select the telephone line type → press [Set].**

You can select from the following:

- <TOUCH TONE> for tone dialing
- <ROTARY PULSE> for pulse dialing

7 **Press [Stop/Reset] to return to the standby display.**

Speed Dialing

3
CHAPTER

This chapter explains how to simplify the dialing process by assigning the recipient names and their fax/telephone numbers to only one or two keys.

Speed Dialing Methods

Speed dialing allows you to dial fax/telephone numbers by simply pressing one or a few keys.

The following speed dialing methods are available:

■ One-Touch Speed Dialing

Register a fax/telephone number for one-touch speed dialing (see "Registering One-Touch Speed Dialing," on p. 3-2), then to dial the number, simply press the one-touch speed dialing key assigned to that number.

■ Coded Speed Dialing

Register a fax/telephone number for coded speed dialing (see "Registering Coded Speed Dialing," on p. 3-4), then to dial the number, simply press [Coded Dial] → enter the two-digit code assigned to that number.

■ Group Dialing

Register a group of fax/telephone numbers for group dialing (see "Registering Group Dialing," on p. 3-6), then to send a document to all numbers in that group, simply press the one-touch speed dialing key, or press [Coded Dial] → enter the two-digit code assigned to that group.

NOTE

- You can set up your speed dialing keys without assigning the recipient names.
- After you set up your speed dialing keys, we recommend that you occasionally print a list of all fax/telephone numbers registered in the machine, and store it for reference. (See "Printing Speed Dialing Lists," on p. 3-8.)

Registering One-Touch Speed Dialing

Before you can use one-touch speed dialing (see "One-Touch Speed Dialing," on p. 4-7), you need to register the recipients' fax/telephone numbers. You can register up to 19 one-touch speed dialing keys, which can include group dialing numbers.

NOTE

- You can also register multiple fax/telephone numbers in each one-touch speed dialing key. (See "Registering Group Dialing," on p. 3-6.)

1 **Press [Menu].**

2 **Press [◀ (-)] or [▶ (+)] to select <ADD. REGISTRATION> → press [Set].**

3 **Press [◀ (-)] or [▶ (+)] to select <1-TOUCH SPD DIAL> → press [Set].**

4 **Press [◀ (-)] or [▶ (+)] to select a one-touch speed dialing key (01 to 19) → press [Set] twice.**

You can also select a key by pressing the one-touch speed dialing key.

5 **Use the numeric keys to enter the fax/telephone number you want to register (max. 120 digits, including spaces and pauses) → press [Set] twice.**

```
TEL NUMBER ENTRY
905xxxxxxx
```

→

```
NAME                :A
_
```

6 Use the numeric keys to enter a name for the one-touch speed dialing key (max. 16 characters, including spaces) → press [Set].

```
NAME                :A
Canon FRANCE
```
→
```
1-TOUCH SPD DIAL
[01]Canon FRANCE
```

To continue registering one-touch speed dialing keys, repeat the procedure from step 4.

7 Press [Stop/Reset] to return to the standby display.

NOTE

Use the destination labels provided with the machine to label the one-touch speed dialing keys with the recipients' names.

Changing or Deleting an Entry

■ Changing a Fax/Telephone Number You Registered

Follow steps 1 to 4 of "Registering One-Touch Speed Dialing" (see p. 3-2). In step 5, press and hold [Clear] to delete an entire fax/telephone number → use the numeric keys to enter a new number → press [Set] → [Stop/Reset].

NOTE

You can also press [◀(-)] or [Clear] repeatedly to delete the registered number.

■ Changing a Name You Registered

Follow steps 1 to 5 of "Registering One-Touch Speed Dialing" (see p. 3-2). In step 6, press and hold [Clear] to delete an entire name → use the numeric keys to enter a new name → press [Set] → [Stop/Reset].

NOTE

You can also press [◀(-)] or [Clear] repeatedly to delete the registered name.

■ Deleting an Entire Entry

Follow steps 1 to 4 of "Registering One-Touch Speed Dialing" (see p. 3-2). In step 5, press and hold [Clear] to delete the registered number → press [Set] → [Stop/Reset].

NOTE

- When deleting the registered number, the registered name is cleared automatically.
- You can also press [◀(-)] or [Clear] repeatedly to delete the registered number.

Registering Coded Speed Dialing

Before you can use coded speed dialing (see "Coded Speed Dialing," on p. 4-7), you need to register the recipients' fax/telephone numbers. You can register up to 100 fax/telephone numbers.

1 **Press [Menu].**

2 **Press [◀ (-)] or [▶ (+)] to select <ADD. REGISTRATION> → press [Set].**

3 **Press [◀ (-)] or [▶ (+)] to select <CODED SPD DIAL> → press [Set].**

4 **Press [◀ (-)] or [▶ (+)] to select a coded speed dialing code (00 to 99) → press [Set] twice.**

You can also select a code by pressing [Coded Dial] → entering the two-digit code with the numeric keys.

5 **Use the numeric keys to enter the fax/telephone number you want to register (max. 120 digits, including spaces and pauses) → press [Set] twice.**

```
TEL NUMBER ENTRY
149xxxxxxx
```

→

```
NAME                :A
_
```

6 Use the numeric keys to enter a name for the coded speed dialing code (max. 16 characters, including spaces) → press [Set].

```
NAME                :A
Canon ITALIA
```
→
```
CODED SPD DIAL
[*00]Canon ITALIA
```

To continue registering coded speed dialing codes, repeat the procedure from step 4.

7 Press [Stop/Reset] to return to the standby display.

Changing or Deleting an Entry

■ Changing a Fax/Telephone Number You Registered

Follow steps 1 to 4 of "Registering Coded Speed Dialing" (see p. 3-4). In step 5, press and hold [Clear] to delete an entire fax/telephone number → use the numeric keys to enter a new number → press [Set] → [Stop/Reset].

NOTE

You can also press [◀(-)] or [Clear] repeatedly to delete the registered number.

■ Changing a Name You Registered

Follow steps 1 to 5 of "Registering Coded Speed Dialing" (see p. 3-4). In step 6, press and hold [Clear] to delete an entire name → use the numeric keys to enter a new name → press [Set] → [Stop/Reset].

NOTE

You can also press [◀(-)] or [Clear] repeatedly to delete the registered name.

■ Deleting an Entire Entry

Follow steps 1 to 4 of "Registering Coded Speed Dialing" (see p. 3-4). In step 5, press and hold [Clear] to delete the registered number → press [Set] → [Stop/Reset].

NOTE

- When deleting the registered number, the registered name is cleared automatically.
- You can also press [◀(-)] or [Clear] repeatedly to delete the registered number.

Registering Group Dialing

Before you can use group dialing (see "Group Dialing," on p. 4-7), you need to register the recipients' fax/telephone numbers. You can register up to 118 recipients, which can include one-touch speed dialing keys and/or coded speed dialing codes. Each time you program a one-touch speed dialing key or coded speed dialing code, the amount of group dials available is reduced by one.

NOTE

- You can only enter the fax/telephone numbers that have already been registered for one-touch or coded speed dialing. See the following titles:
  - "Registering One-Touch Speed Dialing," on p. 3-2
  - "Registering Coded Speed Dialing," on p. 3-4
- You cannot enter numbers with the numeric keys.

1 Press [Menu].

2 Press [◀(-)] or [▶(+)] to select <ADD. REGISTRATION> → press [Set].

3 Press [◀(-)] or [▶(+)] to select <GROUP DIAL> → press [Set].

4 Specify an empty one-touch speed dialing key or coded speed dialing code that you want to set as the group dial.

● **To register a group under a one-touch speed dialing key:**

❑ Press [◀(-)] or [▶(+)] to select a one-touch speed dialing key (01 to 19) → press [Set] twice.

You can also select a key by pressing the one-touch speed dialing key.

● **To register a group under a coded speed dialing code:**

❑ Press [Coded Dial] → use the numeric keys to enter the two-digit code (00 to 99) → press [Set] twice.

5 Select the speed dialing numbers you want to register in the group → press [Set] twice.

The speed dialing number refers to the one-touch dialing number or coded speed dialing number under which the fax/telephone number is programmed.

To enter in the group a number stored under a one-touch speed dialing key, press the desired one-touch speed dialing key(s).

To enter a number stored under a coded speed dialing code, press [Coded Dial] → enter the two-digit code for the number using the numeric keys. For multiple entries, press [Coded Dial] between each entry.

NOTE

To review the numbers you have entered, press [◀(-)] or [▶(+)].

6 Use the numeric keys to enter a name for the group (max. 16 characters, including spaces) → press [Set].

```
NAME                :1
Canon group 2
```
→
```
GROUP DIAL
[02] GROUP DIAL
```

To continue registering other groups, repeat the procedure from step 4.

The name you enter here will appear in speed dialing lists.

7 Press [Stop/Reset] to return to the standby display.

Changing or Deleting an Entry

■ Deleting a Fax/Telephone Number from the Group

Follow steps 1 to 4 of "Registering Group Dialing" (see p. 3-6). In step 5, press [◀(-)] or [▶(+)] to display the number you want to delete → press [Clear] → press [Set] → [Stop/Reset].

■ Adding a Fax/Telephone Number to the Group

Follow steps 1 to 4 of "Registering Group Dialing" (see p. 3-6). In step 5, simply enter the additional number as explained.

■ Deleting an Entire Group

Follow steps 1 to 4 of "Registering Group Dialing" (see p. 3-6). In step 5, press [Clear] repeatedly until all numbers are deleted → press [Set] → [Stop/Reset].

NOTE

When deleting all numbers, the registered group name is cleared automatically.

Printing Speed Dialing Lists

You can print lists of the recipients registered for speed dialing. You may want to keep these lists near the machine to refer to them when dialing.

1 **Press [Menu].**

2 **Press [◀ (-)] or [▶ (+)] to select <REPORTS/LISTS> → press [Set].**

3 **Press [◀ (-)] or [▶ (+)] to select <SPEED DIAL LIST> → press [Set].**

4 **Press [◀ (-)] or [▶ (+)] to select the list you want to print → press [Set].**

You can select from the following:

- <1-TOUCH LIST>
- <CODED DIAL LIST>
- <GROUP DIAL LIST>

Samples of the lists are shown below.

■ 1-TOUCH LIST

12/31/2005 10:32 FAX 1234567 CANON 001

****
*** 1-TOUCH LIST ***
****

NO.	RECIPIENT ADDRESS	DESTINATION ID
[01]	732 2233	ADAM BOOKS,CPA
[02]	761 1298	JOHN BARRISTER
[04]	1 516 911 4411	NATALIE SMITH
[03]	1 914 438 3619	SEYMOUR GREEN

■ CODED DIAL LIST

12/31/2005 10:47 FAX 1234567 CANON 001

```
*****************************
***     CODED DIAL LIST     ***
*****************************
```

NO.	RECIPIENT ADDRESS	DESTINATION ID
[* 00]	555 1234	BILL
[* 02]	16172223322	HUNT INVESTMENTS
[* 03]	1 312 538 4005	LAKESIDE INC.
[* 01]	14043333499	PEACHTREE,INC.

■ GROUP DIAL LIST

12/31/2005 10:07 FAX 1234567 CANON 001

```
*****************************
***     GROUP DIAL LIST     ***
*****************************

[ 05]  CANON GROUP        [* 00] 225 7823        CANON NY
                          [* 01] 233 7766        CANON CA
                          [  01] 876 2398        CANON TX
                          [  02] 613 9076        CANON OH
```

Sending Faxes

4

CHAPTER

This chapter describes the different ways to send faxes. It also explains how to adjust scan settings to improve the image quality.

Sending Methods

There are two methods of sending faxes from the machine:

- Memory Sending
- Manual Sending

NOTE

- You can also fax the documents from your computer. If you want to install the software for fax sending, see the following:
  - "To Use the Machine as a Local Printer (USB Connection)," or "To Use the Machine as a Network Printer (Network Connection)," in the *Quick Start Guide*
  - Chapter 1, "Installation," in the *Software Guide*
- For details on how to send faxes from your computer, refer to Chapter 4, "PC Faxing," in the *Software Guide*.

Memory Sending

You should normally use memory sending to send documents efficiently.
If <MEMORY FULL> is displayed, the machine cannot scan the documents. In this case, wait for the machine to send any faxes stored in the memory, then scan the documents.

NOTE

You can register a new fax job while the machine is waiting to redial the recipient's number automatically. For details on how to set the machine to redial automatically, see "Automatic Redialing," on p. 4-9. You can store up to 20 fax jobs or approximately 256 pages in the memory.*

* Based on the ITU-T No. 1 Chart

1 Place the document on the platen glass or load it in the ADF → press [FAX].

For details on the types of documents you can fax, their requirements, and how to place or load documents, refer to Chapter 3, "Document Handling," in the *Basic Guide*.

2 Adjust any necessary settings for your document.

- Press [Image Quality] to select the fax resolution. (See "Adjusting the Image Quality (Fax Resolution)," on p. 4-5.)
- Press [Exposure] to select the scan density. (See "Adjusting the Exposure (Scan Density)," on p. 4-5.)

3 Dial the recipient's fax/telephone number.

For details on the different dialing methods, see "Dialing Methods," on p. 4-6.

4 Press [B&W Start].

If you are using the ADF, the fax will be transmitted automatically.

If you are using the platen glass, you will be prompted when the page has been scanned. Place the next page (for a multipage document) → press [B&W Start]. To start sending, after all the pages have been scanned, press [Set].

NOTE

- To cancel memory sending, press [Stop/Reset].
  You can also cancel sending using [Status Monitor]. (Refer to Chapter 7, "System Monitor," in the *Basic Guide*.)
- Before or while scanning documents, press [Stop/Reset] to cancel the scanning.
  You cannot cancel the scanning by pressing [Status Monitor].

Manual Sending

Use manual sending when you want to talk to the recipient before sending a document, or if the recipient does not have a fax machine that can receive automatically.

NOTE

- You will need to connect a telephone to the machine if you want to talk to the recipient before sending a document.
- **You cannot use the platen glass for manual sending.**

1 Connect a telephone to the machine if you want to talk to the recipient before sending a document.

For details on how to connect a telephone to the machine, refer to "Connect the telephone cable," in the *Quick Start Guide*.

2 Load the document in the ADF → press [FAX].

For details on the types of documents you can fax, their requirements, and how to load documents, refer to Chapter 3, "Document Handling," in the *Basic Guide*.

3 Adjust any necessary settings for your document.

- Press [Image Quality] to select the fax resolution. (See "Adjusting the Image Quality (Fax Resolution)," on p. 4-5.)
- Press [Exposure] to select the scan density. (See "Adjusting the Exposure (Scan Density)," on p. 4-5.)

4 Press [Hook] or pick up the handset of your telephone.

NOTE

Make sure to confirm the dial tone before entering a fax number. If you enter the number before the dial tone can be heard, the call may not connect, or the wrong number may be dialed.

5 Dial the recipient's fax/telephone number.

For details on the different dialing methods, see "Dialing Methods," on p. 4-6.

NOTE

You cannot use group dialing for manual sending.

6 Talk through the handset to the recipient.

If you press [Hook] in step 4, you can pick up the handset when you hear the recipient' voice.

If you hear a high-pitched signal instead of the recipient's voice, go to step 8.

7 Ask the recipient to set his fax machine to receive faxes.

8 When you hear a high-pitched signal, press [B&W Start] → hang up the handset.

NOTE

- To cancel manual sending, press [Stop/Reset].
  You can also cancel sending using [Status Monitor]. (Refer to Chapter 7, "System Monitor," in the *Basic Guide*.)
  Before or while scanning documents, press [Stop/Reset] to cancel the scanning.
  You cannot cancel the scanning by pressing [Status Monitor].
- If the offhook alarm starts beeping, make sure that the handset is resting properly on the handset cradle. The offhook alarm can be turned off. (See <4. OFFHOOK ALARM> of "Menu Descriptions," on p. 8-3.)
- The [Hook] key does not function if the machine is not fully restored from the energy saver mode. Depending on how long it was in the energy save mode, the machine requires approximately 15 to 180 seconds before the [Hook] key works again.

Improving Faxed Images

There are several settings that allow you to improve the quality of faxed documents.

Adjusting the Image Quality (Fax Resolution)

You can adjust the image quality (fax resolution) of the document you send. The higher the image quality, the better the output quality at the other end, but the longer the transmission time. Adjust the image quality according to the type of document you are sending.

1 **Press [Image Quality].**

2 **Press [Image Quality] or [◀(-)] or [▶(+)] to select the resolution → press [Set].**

You can select from the following:

- <STANDARD> for most text-only documents (203 x 98 dpi)
- <FINE> for fine-print documents (203 x 196 dpi)
- <PHOTO> for documents that contain photographs (203 x 196 dpi)
- <SUPER FINE> for documents that contain fine print and images (the resolution is four times that of <STANDARD>). (203 x 391 dpi)
- <ULTRA FINE> for documents that contain fine print and images (the resolution is eight times that of <STANDARD>). (406 x 391 dpi)

Adjusting the Exposure (Scan Density)

Density is the degree of differences between light and dark areas of an image.

1 **Press [Exposure].**

2 **Press [◀(-)] or [▶(+)] to adjust the density → press [Set].**

```
EXPOSURE                  →  12/31/2005 SAT 15:10
-LT        ◻◻◻■◗      DK+    FaxOnly          FINE
```

You can select from the following:

- Set in the middle for standard documents
- Press [▶(+)] for light documents to be darker
- Press [◀(-)] for dark documents to be lighter

Dialing Methods

There are several ways of dialing the fax/telephone number of the party to which you want to send a fax. They are as follows:

■ When the Fax/Telephone Number Is Not Registered in the Machine

- Regular Dialing
- Redialing

■ When the Fax/Telephone Number Is Registered in the Machine

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

NOTE

- If you are unsure of the registered fax/telephone number, check the destination labels, or print each list and check the numbers. (See "Printing Speed Dialing Lists," on p. 3-8.)
- For details on registering a fax/telephone number for speed dialing, see Chapter 3, "Speed Dialing."
- The machine must be set to the Fax mode when dialing and your fax document must be loaded in the ADF or on the platen glass.

Regular Dialing

When you come to a step that requires dialing a number, you can dial the number with the keys on the numeric keypad, just like you would when dialing a telephone number.

1 **Dial a fax/telephone number with the numeric keys.**

NOTE

If you enter a wrong number, press [◀(-)] or [Clear] to delete the last digit. Or press and hold [◀(-)] or [Clear] to delete all the digits you entered.

2 **Press [B&W Start] to dial the number.**

One-Touch Speed Dialing

1 Press the desired one-touch speed dialing key (01 to 19).

The number registered under that one-touch speed dialing key is displayed.

<NOT REGISTERED> appears if no fax/telephone number is assigned to the one-touch speed dialing key you pressed.

NOTE

If you press a wrong key, press [Stop/Reset].

2 Press [B&W Start] to dial the number.

Coded Speed Dialing

1 Press [Coded Dial] → enter the desired two-digit code (00 to 99) with the numeric keys.

The number registered under that coded speed dialing code is displayed.

<NOT REGISTERED> appears if no fax/telephone number is assigned to the coded speed dialing code you entered.

NOTE

If you enter a wrong code, press [Stop/Reset].

2 Press [B&W Start] to dial the number.

Group Dialing

1 Press the desired one-touch speed dialing key (01 to 19), or press [Coded Dial] → enter the two-digit code (00 to 99) to which a group of fax/telephone numbers are assigned.

The name of the group is displayed.

<NOT REGISTERED> appears if no fax/telephone number is assigned to the one-touch speed dialing key you pressed.

NOTE

- If you press a wrong key, press [Stop/Reset].
- You cannot enter an unregistered fax/telephone number directly into a group.

2 Press [B&W Start] to dial the numbers.

Directory Dialing

Directory dialing allows you to look up the other party's name you registered and retrieve the number for dialing. This feature is convenient when you know the other party's name but cannot recall the one-touch speed dialing key, the code for coded speed dialing, or group dialing where the number is registered.

1 **Press [Directory].**

<NOT REGISTERED> appears if there are no numbers registered, and the display returns to dial entry mode.

2 **Press a numeric key to enter the first letter of the name of the party you are searching for.**

For example, if you want to search for a name that starts with the letter "H", press 4 (GHI) twice.

Entries starting with the letter you entered are displayed.

If there is no entry that starts with the letter you entered, entries that start with the next letter will be displayed.

3 **Press [◀ (-)] or [▶ (+)] to display the other names.**

Pressing [▶(+)] displays the names of other parties in alphabetical order.

Pressing [◀(-)] displays them in reverse order.

When you reach the last name, the display returns to the first name.

The other party's name, or the name for group dialing appear.

4 **With the name you want to dial displayed, press [Set].**

5 **Press [B&W Start] to dial the number(s).**

Redialing a Busy Number

There are two methods of redialing:

- Manual Redialing
- Automatic Redialing

Manual Redialing

Press [Redial/Pause] to redial the last number entered with the numeric keys.

NOTE

- To cancel manual redialing, press [Stop/Reset].
- The last number entered with the numeric keys will be deleted when you unplug and plug the power cord.

Automatic Redialing

When using memory sending to send a document and the recipient's line is busy, the machine will redial the number after an interval.

The machine allows you to customize automatic redialing settings to suit your needs. (See "Customizing Automatic Redialing Settings" below.)

NOTE

To cancel automatic redialing, wait until the machine starts redialing → press [Stop/Reset] → follow the instructions in the LCD.
You can also cancel automatic redialing using [Status Monitor]. (Refer to Chapter 7, "System Monitor," in the *Basic Guide*.)

■ *Customizing Automatic Redialing Settings*

You can customize the following settings:

- Whether or not the machine redials automatically
- The number of times the machine redials
- The time interval between redialings

1 **Press [Menu].**

2 **Press [◀(-)] or [▶(+)] to select <FAX SETTINGS> → press [Set].**

3 **Press [◀(-)] or [▶(+)] to select <TX SETTINGS> → press [Set].**

4 **Press [◀(-)] or [▶(+)] to select <AUTO REDIAL> → press [Set].**

5 **Press [◀(-)] or [▶(+)] to select <ON> to enable automatic redialing or <OFF> to disable it.**

- **If you selected <OFF>:**
  - ❑ Press [Set].
- **If you selected <ON>:**
  - ❑ Press [Set] twice.
  - ❑ Press [◀(-)] or [▶(+)], or use the numeric keys to enter the number of times you want the machine to redial → press [Set] twice.

    You can set the machine to redial between 1 to 10 times.

```
REDIAL TIMES          →  REDIAL INTERVAL
            2TIMES                2MIN.
```

  - ❑ Press [◀(-)] or [▶(+)], or use the numeric keys to enter the time interval between redialings → press [Set].

    You can set the time interval between 2 to 99 minutes.

```
REDIAL INTERVAL       →  TX SETTINGS
              4MIN.       4.TIME OUT
```

6 **Press [Stop/Reset] to return to the standby display.**

Sending the Same Document to Several Recipients (Sequential Broadcasting)

The machine allows you to send the same document to a maximum of 120 recipients in one operation.

NOTE

If you frequently send documents to the same group of recipients, you can group these numbers for group dialing. This will allow you to send documents to all recipients in the group at the press of one or a few keys.

1 Place the document on the platen glass or load it in the ADF → press [FAX].

For details on how to place or load documents, refer to Chapter 3, "Document Handling," in the *Basic Guide*.

2 Adjust any necessary settings for your document.

- Press [Image Quality] to select the fax resolution. (See "Adjusting the Image Quality (Fax Resolution)," on p. 4-5.)
- Press [Exposure] to select the scan density. (See "Adjusting the Exposure (Scan Density)," on p. 4-5.)

3 Enter the fax/telephone numbers you want to send to.

● **To use one-touch speed dialing:**

❑ Press the one-touch speed dialing key(s). You can dial up to 19 destinations.

● **To use coded speed dialing:**

❑ Press [Coded Dial] → use the numeric keys to enter the two-digit code. You can dial up to 100 destinations.

NOTE

Repeat the step above to enter the other codes if necessary.

● **To use regular dialing:**

❑ Use the numeric keys to enter the fax/telephone number → press [Set]. You can dial up to one destination.

Press [Redial/Pause] to redial the last number dialed with the numeric keys.

● **To use directory dialing:**

❑ Press [Directory].

❑ Press a numeric key which contains the first letter of the desired destination.

❑ Press [◀(-)] or [▶(+)] to scroll through the required names until you find the desired destination → press [Set].

NOTE

- After entering the first one-touch speed dialing key or coded speed dialing code, you have 5 seconds to enter another speed dialing key or code before the machine begins sending automatically. If you have entered more than one speed dialing key or code, the machine waits for 10 seconds before it begins sending. If you do not want the machine to send automatically, you need to change <TIME OUT> in <TX SETTINGS> in <FAX SETTINGS> of the Menu. (See <4. TIME OUT> of "Menu Descriptions," on p. 8-5.)
- To review the numbers you have entered, press [◀(-)] or [▶(+)].

4 After you have specified all of the destinations, press [B&W Start].

If you are using the platen glass, you will be prompted when the page has been scanned. Place the next page (for a multipage document) → press [B&W Start]. To start sending, press [Set].

NOTE

- Regardless of the order you used when dialing, the machine sends the document to the destinations you specified in this order: regular dialing numbers, one-touch speed dialing numbers, then coded speed dialing numbers.
- Only one broadcasting job will be active at any given time.
- To cancel sending, press [Stop/Reset] → follow the instructions in the LCD. When you press [Stop/Reset], sending to all recipients will be canceled. You cannot cancel sending to only one recipient. (Refer to Chapter 7, "System Monitor," in the *Basic Guide*.)

Special Dialing

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

Dialing an Overseas Number (With Pauses)

When you dial or register an overseas number, you may need to insert a pause within the number.

NOTE

You cannot insert a pause after the last number you entered for manual sending.

1 Place the document on the platen glass or load it in the ADF → press [FAX].

For details on the types of documents you can fax, their requirements, and how to place or load documents, refer to Chapter 3, "Document Handling," in the *Basic Guide*.

2 Adjust any necessary settings for your document.

- Press [Image Quality] to select the fax resolution. (See "Adjusting the Image Quality (Fax Resolution)," on p. 4-5.)
- Press [Exposure] to select the scan density. (See "Adjusting the Exposure (Scan Density)," on p. 4-5.)

3 Use the numeric keys to dial the international access code.

For details on international access codes, contact your local telephone company.

NOTE

If you enter a wrong number, press [◀(-)] or [Clear] to delete the last digit. Or press and hold [Clear] to delete all the digits you entered.

4 If necessary, press [Redial/Pause] to enter a two-second pause (P).

Pause key appears "p" between number and "P" at the end of number you entered.

```
TEL=0P
```

For a longer pause, press [Redial/Pause] again for another two-second pause. Alternatively, you can change the length of the pause. (See <2. PAUSE TIME> of "Menu Descriptions," on p. 8-4.)

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

NOTE

- If you enter a wrong number, press [Stop/Reset] → start again from step 3.
- If you make a mistake, press [◀(-)] or [Clear] to delete the last digit. Or press and hold [Clear] to delete all the digits you entered.

6 Press [B&W Start].

NOTE

- To cancel sending after dialing has started, press [Stop/Reset] → follow the instructions in the LCD.
- To take advantage of the speed dialing features of the machine, register frequently used overseas numbers for one-touch or coded speed dialing. (See Chapter 3, "Speed Dialing.")

Switching Temporarily to Tone Dialing

Many banks, airline, and hotels provide automated information services that require tone dialing. If the machine is connected to a rotary pulse line, follow this procedure to set the machine temporarily for tone dialing:

NOTE

Make sure to confirm the dial tone before entering a fax number. If you enter the number before the dial tone can be heard, the call may not connect, or the wrong number may be dialed.

1 Press [FAX].

2 Press [Hook] or pick up the handset of your telephone.

NOTE

When using your telephone, you need to connect it to the machine. (Refer to "Connect the telephone cable," in the *Quick Start Guide*.)

3 **Enter a destination using the numeric keys on your telephone or using a one-touch speed dialing key, coded speed dialing code, [Redial/Pause], or the numeric keys on the machine.**

4 **When the recorded message of the information service answers, press [⁎] to switch to tone dialing.**

When [⁎] is pressed, <T> is displayed in the LCD.

If your telephone line uses tone dialing, go to the next step.

5 **Use the numeric keys on the machine to enter the numbers requested by the information service.**

Numbers entered after pressing [⁎] will be dialed using tone dialing.

6 **If you want to receive faxes, press [B&W Start].**

7 **Press [Hook] or hang up the handset to disconnect the call.**

Tone dialing is canceled when you disconnect the call.

NOTE

If the offhook alarm starts beeping, make sure that the handset is resting properly on the handset cradle. The offhook alarm can be turned off. (See <4. OFFHOOK ALARM> of "Menu Descriptions," on p. 8-3.)

Receiving Faxes

5
CHAPTER

This chapter describes the different ways to receive faxes. It also explains how to set the receive mode and to cancel the documents the machine is receiving.

Setting the Receive Mode

Follow this procedure to set the receive mode:

1 Press [Menu].

2 Press [◀ (-)] or [▶ (+)] to select <FAX SETTINGS> → press [Set].

3 Press [◀ (-)] or [▶ (+)] to select <RECEIVE MODE> → press [Set].

4 Press [◀ (-)] or [▶ (+)] to select the receive mode → press [Set].

You can select from the following:

- <FaxOnly> to automatically receive faxes, all calls will be answered as fax transmission. Voice calls will then be disconnected.(See "Receiving Faxes Automatically: FaxOnly Mode," on p. 5-2.)
- <FaxTel> to automatically switch between fax and voice calls. Faxes will be received automatically, and the machine will ring for voice calls. (See "Receiving Both Faxes and Voice Calls Automatically: FaxTel Mode," on p. 5-3.)
- <AnsMode> to receive faxes automatically and route voice calls to an answering machine connected to the machine. (See "Receiving When an Answering Machine Is Connected: AnsMode," on p. 5-4.)

- <DRPD> to distinguish between fax and voice calls by using Distinctive Ring Pattern Detection.(See "Receiving with a DRPD (Distinctive Ring Pattern Detection) Service: DRPD," on p. 5-5.)
- <Manual> for the connected telephone to ring for fax and voice calls. Fax calls must be answered manually. (See "Receiving Faxes Manually: Manual Mode," on p. 5-7.)

NOTE

If you set <5. MAN/AUTO SWITCH> to <ON> in <RX SETTINGS> in <FAX SETTINGS> of the Menu, the machine will receive faxes automatically even when the receive mode is set to <Manual>. (See <5. MAN/AUTO SWITCH> of "Menu Descriptions," on p. 8-5.)

5 Press [Stop/Reset] to return to the standby display.

NOTE

You can save the toner consumption when printing out the received documents. (Refer to Chapter 10, "Machine Settings," in the *Basic Guide*.)

Receiving Faxes Automatically: FaxOnly Mode

If you want to select <FaxOnly>, check the following:

■ Select This Mode If:

- you have a dedicated telephone line for fax use only.
- you only want to receive faxes automatically with the machine.

■ You Will Need to:

set <FaxOnly>. (See "Setting the Receive Mode," on p. 5-1.)

■ When You Receive a Fax Call

The machine will receive the fax automatically.

■ When You Receive a Voice Call

You will not be able to answer the call.

NOTE

- If you connect a telephone to the machine and enable the <INCOMING RING> setting, the telephone will ring when the machine receives a voice call, and then you can answer the call.
- You can select the number of rings. (See <4. INCOMING RING> of "Menu Descriptions," on p. 8-5.)

Receiving Both Faxes and Voice Calls Automatically: FaxTel Mode

■ **Select This Mode If:**

- you only have one telephone line for both fax and telephone use.
- you want to receive faxes automatically as well as voice calls.

■ **You Will Need to:**

set <FaxTel>. (See "Setting the Receive Mode," on p. 5-1.)

■ **When You Receive a Fax Call**

The machine will receive the fax automatically.

■ **When You Receive a Voice Call**

The machine will ring. Pick up the handset to answer the call.

Customizing FaxTel

You can customize this mode to control precisely how your machine handles incoming calls. You can adjust the time the machine takes to check whether a call is a fax or voice call, the length of time the machine rings when it is a voice call, and the action the machine must take if no one answers a voice call.

Follow this procedure to customize <FaxTel>:

NOTE

We recommend you leave these settings on the default settings unless you have a particular need to change them. Certain settings can affect your ability to receive faxes.

1 **Press [Menu].**

2 **Press [◀(-)] or [▶(+)] to select <FAX SETTINGS> → press [Set].**

3 **Press [◀(-)] or [▶(+)] to select <RX SETTINGS> → press [Set].**

4 **Press [◀ (-)] or [▶ (+)] to select <FAX/TEL OPT. SET> → press [Set] twice.**

5 **Press [◀ (-)] or [▶ (+)] to select the time 0 to 30 seconds that the machine takes to check whether a call is fax or voice call → press [Set] twice.**

6 **Press [◀ (-)] or [▶ (+)] to select the length of time 15 to 30 seconds that the machine rings when the call is a voice call → press [Set] twice.**

7 **Press [◀ (-)] or [▶ (+)] to select whether the machine switches to receive mode or disconnects the call if no one answers a voice call after the specified time in step 6 → press [Set].**

You can select from the following:

- <RECEIVE> to switch to receive mode
- <DISCONNECT> to disconnect the call

8 **Press [Stop/Reset] to return to the standby display.**

Receiving When an Answering Machine Is Connected: AnsMode

If you want to select <AnsMode>, check the following:

■ Select This Mode If:

- you only have one telephone line for both fax and telephone use.
- you want to receive faxes automatically and receive voice messages on your answering machine.

■ You Will Need to:

set <AnsMode>. (See "Setting the Receive Mode," on p. 5-1.)

NOTE

Follow the guidelines below to adjust the answering machine:

- Set the answering machine to answer on the first or second ring.
- The entire message should be no longer than 15 seconds.
- In the message, tell your callers how to send a fax.

■ When You Receive a Fax Call

The machine will receive the fax automatically.

■ When You Receive a Voice Call

The answering machine will record any voice messages.

Receiving with a DRPD (Distinctive Ring Pattern Detection) Service: DRPD

If you want to select <DRPD>, check the following:

■ Select This Mode If:

- you only have one telephone line for both fax and telephone use.
- you want to receive faxes automatically as well as voice calls.
- you have subscribed to a DRPD (Distinctive Ring Pattern Detection) service with your telephone company. This service assigns two or more fax/telephone numbers with distinctive ring patterns to a single telephone line, allowing you to have both a fax number(s) and a telephone number(s) using only one telephone line. The machine will automatically monitor incoming calls and based on the ring pattern, will let you know if the call is a fax or voice call. Contact your telephone company for more information on this service.

■ You Will Need to:

set <DRPD>. (See "Setting the Receive Mode," on p. 5-1.)

■ When You Receive a Fax Call

The telephone will ring according to the ring pattern you have chosen and the machine receives the fax automatically.

■ When You Receive a Voice Call

The telephone will ring according to the ring pattern you have chosen. Pick up the handset to answer the call.

Setting the Ring Pattern

Your telephone company will assign a distinctive ring pattern to each number when you order the DRPD service. Follow this procedure to set the fax ring pattern that matches the pattern assigned by the telephone company:

1 **Make sure you have set the receive mode to <DRPD>. (See "Setting the Receive Mode," on p. 5-1.)**

2 **Press [Menu].**

3 **Press [◀ (-)] or [▶ (+)] to select <FAX SETTINGS> → press [Set].**

4 **Press [◀ (-)] or [▶ (+)] to select <RX SETTINGS> → press [Set].**

5 **Press [◀ (-)] or [▶ (+)] to select <DRPD:SELECT FAX> → press [Set].**

6 **Press [◀ (-)] or [▶ (+)] to select a ring pattern → press [Set].**

```
DRPD:SELECT FAX
         NORMAL RING
```
→
```
RX SETTINGS
 4.INCOMING RING
```

- You can select from the following:

- <NORMAL RING>
- <DOUBLE RING>
- <SHORT-SHORT-LONG>
- <SHORT-LONG-SHORT>
- <OTHER RING TYPE>

7 **Press [Stop/Reset] to return to the standby display.**

Receiving Faxes Manually: Manual Mode

If you want to select <Manual>, check the following:

■ Select This Mode If:

- you only have one telephone line for both fax and telephone use.
- you receive mainly voice calls and sometimes faxes.

■ You Will Need to:

- set <Manual>. (See "Setting the Receive Mode," on p. 5-1.)
- make sure the <REMOTE RX> setting in the <RX SETTINGS> menu is enabled, if you want to start receiving a document from the telephone. (See <6. REMOTE RX> of "Menu Descriptions," p. 8-6.)

■ When You Receive a Fax Call

The telephone will ring. Pick up the handset and if you hear a beep → press [B&W Start] on the machine to receive the fax, or enter the two-digit ID code from the telephone → hang up the handset.

NOTE

If the offhook alarm starts beeping, make sure that the handset is resting properly on the handset cradle. The offhook alarm can be turned off. (See <4. OFFHOOK ALARM> of "Menu Descriptions," on p. 8-3.)

■ When You Receive a Voice Call

The telephone will ring. Pick up the handset to answer the call. If the caller wants to send a document after talking to you, ask them to press the start key on their fax machine. When you hear a beep, press [B&W Start] on the machine to receive the fax → hang up the handset.

NOTE

- The telephone rings for every call, whether it is a fax call or a voice call. If you want the machine to receive faxes automatically after ringing for a specified number of rings, enable the <MAN/AUTO SWITCH> setting. You can also specify the number of rings before the machine receives faxes. (See <5. MAN/AUTO SWITCH> of "Menu Descriptions," on p. 8-5.)
- You can also receive calls by pressing [Fax] → [Hook].
- The [Hook] key does not function if the machine is not fully restored from the energy saver mode. Depending on how long it was in the energy save mode, the machine requires approximately 15 to 180 seconds before the [Hook] key works again.

Receiving Faxes 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 the memory. Then, as soon as you finish your task, the machine automatically prints the fax. You can receive a fax while performing the following tasks:
  - Printing
  - Scanning (Scan mode)*
  - Scanning to send a fax*
  - Printing reports or lists
  - Copying

* Starts printing the fax as soon as the machine receives it, while performing this task.

- You cannot receive a fax while sending a fax.

Receiving Faxes in the 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 the memory, and the LCD displays <RECEIVED IN MEMORY> as well as one or more messages. When the problem is cleared, the machine automatically prints the fax which was stored in the memory. For an explanation of the message(s) and details on the action to take, see "LCD Messages," on p. 7-1.

NOTE

- The machine memory can store up to 20 fax jobs or approximately 256 pages.*
  - * Based on the condition that the other party sends the fax by the Color imageCLASS MF8180c with ITU-T No. 1 Chart, standard mode. The maximum number of pages that the machine's memory can store differs depending on the other party's machine.
- Once the pages are printed, they are deleted from the 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 remaining pages of the fax.

Canceling Receiving

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

1 Press [Stop/Reset].

The confirmation message will appear.

```
CANCEL DURING TX/RX?
 < YES          NO >
```

NOTE

You can also cancel receiving using [Status Monitor].

2 Press [◀(-)] to cancel receiving.

If you change your mind and want to continue receiving, press [▶(+)] for <NO>.

Reports and Lists

6
CHAPTER

This chapter explains how to print out the transaction reports and the lists of settings and recipients registered in the machine.

Summary of Reports and Lists

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

Report or List	Descriptions	Details
1-TOUCH LIST	Lists the fax/telephone numbers and names registered for one-touch speed dialing.	p. 3-8
CODED DIAL LIST	Lists the fax/telephone numbers and names registered for coded speed dialing.	p. 3-8
GROUP DIAL LIST	Lists groups registered for group dialing.	p. 3-8
ACTIVITY REPORT	Shows recent facsimile transactions performed by the 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. 6-3
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.	p. 6-5
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. 6-7

Report or List	Descriptions	Details
USER DATA LIST	Lists the current settings of the machine and the registered sender information.	p. 6-9

NOTE

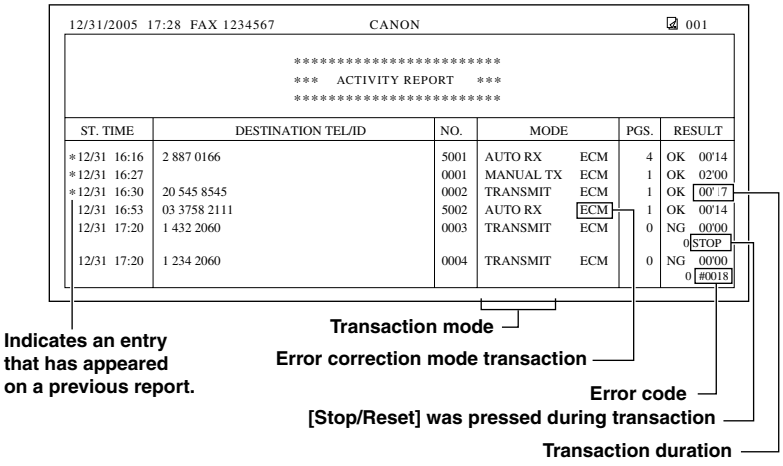
- The paper sizes that can be used for reports and lists function are letter, legal and A4. Only papers loaded in the cassette can be used for reports and lists function.
- You can cancel printing the reports or lists using [Status Monitor]. (Refer to Chapter 7, "System Monitor," in the *Basic Guide*.)

ACTIVITY REPORT

Printing the ACTIVITY REPORT

By default, the machine is set to print an ACTIVITY REPORT after every 20 transactions.

Transactions in an ACTIVITY REPORT are listed chronologically.



NOTE

The recipient's fax/telephone number (DESTINATION TEL/ID) is not shown for the manually sent faxes.

If you want to print an ACTIVITY REPORT manually, follow this procedure:

1 Press [Menu].

2 Press [◀(-)] or [▶(+)] to select <REPORTS/LISTS> → press [Set] twice.

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

Adjusting the ACTIVITY REPORT Setting

You can set the machine to turn on or off automatic printing of the ACTIVITY REPORT.

1 **Press [Menu].**

2 **Press [◀ (-)] or [▶ (+)] to select <FAX SETTINGS> → press [Set].**

3 **Press [◀ (-)] or [▶ (+)] to select <REPORT SETTINGS> → press [Set].**

4 **Press [◀ (-)] or [▶ (+)] to select <ACTIVITY REPORT> → press [Set].**

5 **Press [◀ (-)] or [▶ (+)] to select the setting you want → press [Set].**

You can select from the following:

- <OUTPUT YES> to turn on automatic printing of the ACTIVITY REPORT
- <OUTPUT NO> to turn off automatic printing of the ACTIVITY REPORT

6 **Press [Stop/Reset] to return to the standby display.**

Adjusting the TX REPORT Setting

The machine can print a TX (transmission) report (TX REPORT or ERROR TX REPORT) after sending a document. You can set it to print every time it sends a document, or only when an error occurs. Alternatively, you can disable printing the report. By default, the machine is set to print a TX report only when an error occurs.

TX REPORT

```
12/31/2005  17:52  FAX 1234567          CANON                    001

                    ******************
                    ***   TX REPORT   ***
                    ******************

TRANSMISSION OK

TX/RX NO                          0004
RECIPIENT ADDRESS                 1 432 2060
DESTINATION ID
ST. TIME                          12/31 17:52
TIME USE                          00'11
PAGES SENT                          1
RESULT                            OK
```

ERROR TX REPORT

```
12/31/2005  17:21  FAX 1234567          CANON                    001

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

TX FUNCTION WAS NOT COMPLETED

TX/RX NO                          0005
RECIPIENT ADDRESS                 20 545 8545
DESTINATION ID
ST. TIME                          12/31 17:21
TIME USE                          00'00
PAGES SENT                          0
RESULT                            NG        # 0018 BUSY/NO SIGNAL
```

OK: Transmission successful
NG: Some or no pages sent

Number of pages sent

Transmission duration

Transmission time

Error code

NOTE

- The recipient's fax/telephone number (RECIPIENT ADDRESS) is not shown for the manually sent faxes.
- The machine does not print a TX report when faxing the documents from your computer.

1 **Press [Menu].**

2 **Press [◀ (-)] or [▶ (+)] to select <FAX SETTINGS> → press [Set].**

3 **Press [◀ (-)] or [▶ (+)] to select <REPORT SETTINGS> → press [Set].**

4 **Press [◀ (-)] or [▶ (+)] to select <TX REPORT> → press [Set].**

5 **Press [◀ (-)] or [▶ (+)] to select the setting you want → press [Set].**

You can select from the following:

- <PRINT ERROR ONLY> to print a report only when a transmission error occurs
- <OUTPUT YES> to print a report every time you send a document
- <OUTPUT NO> to disable printing the report

● **If you selected <PRINT ERROR ONLY> or <OUTPUT YES>:**

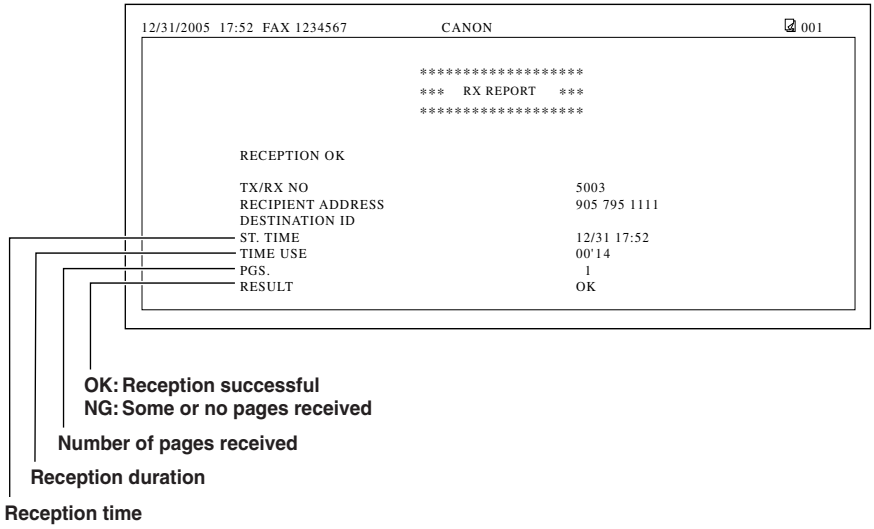
❑ You can set whether to print the first page of the fax under the report. Press [◀(-)] or [▶(+)] to select <OFF> or <ON> → press [Set].

- <OFF> to print no first page
- <ON> to print the first page

6 **Press [Stop/Reset] to return to the standby display.**

Adjusting the RX REPORT Setting

The machine can print an RX (reception) report after receiving a document. You can set it to print every time it receives a document, or only when an error occurs. Alternatively, you can disable printing the report. By default, the machine is set not to print an RX REPORT.



1 **Press [Menu].**

2 **Press [◀(-)] or [▶(+)] to select <FAX SETTINGS> → press [Set].**

3 **Press [◀(-)] or [▶(+)] to select <REPORT SETTINGS> → press [Set].**

4 **Press [◀(-)] or [▶(+)] to select <RX REPORT> → press [Set].**

5 Press [◀ (-)] or [▶ (+)] to select the setting you want → press [Set].

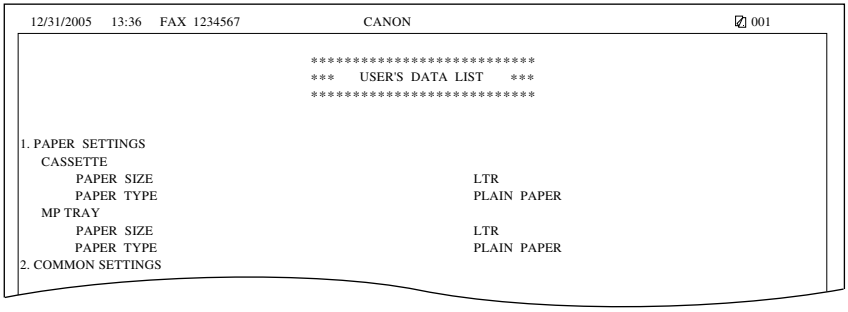
You can select from the following:

- <OUTPUT NO> to disable printing the report
- <PRINT ERROR ONLY> to print a report only when a reception error occurs
- <OUTPUT YES> to print a report every time you receive a document

6 Press [Stop/Reset] to return to the standby display.

Printing the USER DATA LIST

The USER DATA LIST allows you to check the current settings of the machine as well as the registered sender information. (See "Registering Sender Information," on p. 2-3.)


12/31/2005 13:36 FAX 1234567 CANON 001

```
***************************
***   USER'S DATA LIST   ***
***************************

1. PAPER SETTINGS
   CASSETTE
        PAPER SIZE                    LTR
        PAPER TYPE                    PLAIN PAPER
   MP TRAY
        PAPER SIZE                    LTR
        PAPER TYPE                    PLAIN PAPER
2. COMMON SETTINGS
```

1 **Press [Menu].**

2 **Press [◀(-)] or [▶(+)] to select <REPORTS/LISTS> → press [Set].**

3 **Press [◀(-)] or [▶(+)] to select <USER DATA LIST> → press [Set].**

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

Troubleshooting

7
CHAPTER

This chapter describes the problems you might encounter during fax operations and their remedies. It also explains what to do if you cannot solve the problem by yourself.

LCD Messages

The following messages are displayed in the LCD when the machine performs a function or if it encounters an error.

This section describes messages related to fax functions. For other messages, refer to Chapter 9, "Troubleshooting," in the *Basic Guide*.

CHANGE PAPERSIZE

Cause When the machine prints the reports or lists, the paper size setting is set to a size other than <LTR>, <LGL> or <A4>.

Remedy Set the paper size setting to <LTR>, <LGL> or <A4> and load paper of the same size. For the TX report or RX report, the machine automatically prints the reports or lists which was stored in the memory.

CHECK DOCUMENT

Cause 1 There is a paper jam in the ADF.

Remedy Remove the document you are trying to send in the ADF. (Refer to Chapter 9, "Troubleshooting," in the *Basic Guide*.)
Make sure that the document is not too long or too short. (Refer to Chapter 3, "Document Handling," in the *Basic Guide*.)
Then reset the machine by opening the cartridge cover and then closing it.

Cause 2 The ADF roller rotates without feeding documents.

Remedy Fan the edge that will feed into the machine first, then tap the edge of multiple page documents on a flat surface to even the stack.

CHECK PAPER SIZE

Cause The size of the paper in the cassette or multi-purpose tray is different from that of the paper specified in <PAPER SIZE> in <PAPER SETTINGS> of the Menu.

Remedy 1 Load the correct paper size. Even changing <PAPER SIZE> in <PAPER SETTINGS> of the Menu, the same error occurs. For more information, see the following:

- Chapter 2, "Paper Handling," in the *Basic Guide*
- Chapter 5, "Copying," in the *Basic Guide*

Then reset the machine by opening the cartridge cover and then closing it.

Remedy 2 If you are trying to print a report or list, set the paper size setting to <LTR>, <LGL> or <A4> and load paper of the same size. Then reset the machine by opening the cartridge cover and then closing it. The report or list will then be printed automatically.

DOCUMENT TOO LONG

Cause The document is longer than 39$^{1}/_{2}$" (1 m), or is not feeding correctly.

Remedy Reduce the length of the document to within 39$^{1}/_{2}$" (1 m), and then re-send it.

MEM IN USE nn %

Cause Shows the percentage of the memory currently in use. This message is displayed when you set the document in ADF.

Remedy If you need more space, wait for the machine to send any faxes in memory. Also print or delete any documents in memory you no longer needed.

MEMORY FULL

Cause 1 The memory becomes full during sending, or receiving the fax.

Remedy When sending the document, divide it into a few parts or select a lower fax resolution.
If you need more space, wait for the machine to send any remaining faxes.
If <MEMORY FULL> appears while scanning documents using the ADF, the document being scanned stops in the ADF. In this case, clear the paper jam in the ADF. (Refer to Chapter 9, "Troubleshooting," in the *Basic Guide*.)

Cause 2 The number of fax jobs can be stored in memory reached the maximum.

Remedy The machine can store up to 20 fax jobs for each sending and receiving job, or 25 fax jobs including sending and receiving jobs. Wait for the machine to send any faxes in memory. Also print or delete any documents in memory.

NOT REGISTERED

Cause The one-touch speed dialing key or coded speed dialing code you entered is not registered.

Remedy Register the one-touch speed dialing key or coded speed dialing code. For more information, see the following:

- "Registering One-Touch Speed Dialing," on p. 3-2
- "Registering Coded Speed Dialing," on p. 3-4

RECEIVED IN MEMORY

Cause The machine received the fax in the memory because paper or toner ran out, a paper jam occurred, or incorrect paper size was loaded. For more information, see "Receiving Faxes in the Memory When a Problem Occurs," on p. 5-9.

Remedy Load correct paper size in the cassette, replace the cartridge, or clear the paper jam. For more information, see the following:

- Chapter 2, "Paper Handling," in the *Basic Guide*
- Chapter 8, "Maintenance," in the *Basic Guide*
- Chapter 9, "Troubleshooting," in the *Basic Guide*

Error Codes

Errors in reports are recorded as error code numbers because there is not enough space to print a detailed description of the error in the report. When errors are recorded in reports, note the error code number, and check it against the table below to learn more about what caused the error and how to remedy it.

#0005	
Cause 1	The other fax machine did not respond within 35 seconds.
Remedy	Send the document again. Contact the other party and have them check their fax machine. If you are making an overseas call, add a pause to the number.
Cause 2	The other party may not be using a G3 fax machine.
Remedy	Check with the other party and send the document to a G3 fax machine. If the other party does not have a G3 fax machine, try sending your document using a transmission mode the other party's fax machine supports.

#0012	
Cause	The other fax machine has run out of paper and its memory is full.
Remedy	Contact the other party, and tell them to refill their paper cassette.

#0018	
Cause	The other fax did not respond to redialing. The document was not sent because the other fax machine was busy and did not respond within 55 seconds.
Remedy	Wait for a while and try again. If you still cannot send the document, contact the other party and have them check if their fax machine is turned on. If the line is busy, wait more and try again.

Faxing Problems

Sending Problems

You cannot send a fax.

Q	Is the machine overheated?
A	Unplug the machine and let it cool about 5 minutes. Then plug in the machine and try sending again.
Q	Did you connect the power cord to the machine just now?
A	Wait for a while. After connecting the power cord, the machine cannot scan documents immediately.
Q	Is the machine set for the correct telephone line type (pulse/tone)?
A	Make sure the machine is set for the correct telephone line type. (See "Setting the Telephone Line Type," on p. 2-6.)
Q	Is the document loaded?
A	Remove the document, stack it if necessary, and place the document on the platen glass or load it in the ADF correctly. For more information, refer to Chapter 3, "Document Handling," in the *Basic Guide*.
Q	Is the one-touch speed dialing key or coded speed dialing code you entered registered for the feature you want to use?
A	Check the one-touch speed dialing key or coded speed dialing code and make sure it is registered correctly. (See Chapter 3, "Speed Dialing.")
Q	Did you dial a correct number? Or have you been provided with an incorrect number?
A	Dial the number again, or check that you have the correct number.
Q	Is the energy saver mode off?
A	The machine does not scan documents, if it is in the energy saver mode. To restore the machine from the energy saver mode, press [Energy Saver].

Q	Does the other party's fax machine have enough paper?
A	Call the other party and ask them to make sure paper is loaded in their fax machine.
Q	Did an error occur during sending?
A	Print an ACTIVITY REPORT and check for an error. (See "Printing the ACTIVITY REPORT," on p. 6-3.)
Q	Is the telephone line working properly?
A	Make sure there is a dial tone when you pick up the handset of the telephone connected to the machine. If there is no dial tone, contact your local telephone company.
Q	Is the receiving fax machine a G3 fax machine?
A	Make sure the receiving fax machine is compatible with the machine (which is a G3 fax machine).
Q	The other party's telephone may be busy or the other party's fax machine may be turned off. Is BUSY/NO SIGNAL shown on the ERROR TX REPORT?
A	The fax/telephone number you dialed is busy. Try sending the document later.
A	The other party's fax machine is not working. Contact the other party and have them check their fax machine.
Q	Did the receiving fax machine answer within 55 seconds (after all automatic redialing attempts)?
A	Contact the other party and have them check their fax machine. For an overseas call, add pauses to the registered number. (See "Dialing an Overseas Number (With Pauses)," on p. 4-13.)
Q	Is the In Use/Memory indicator lighting?
A	The In Use/Memory indicator may light, which means the extension phone is busy. Please wait until the extension phone becomes free.

Faxes sent from the machine are spotted or dirty.

Q	Is the sending fax machine working properly?
A	Check the machine by making a copy. For more information, refer to Chapter 5, "Copying," in the *Basic Guide*. If the copy is clear, the problem may be in the receiving fax machine. If the copy is spotted or dirty, clean the platen glass or the read area of the platen glass. For more information, refer to Chapter 8, "Maintenance," in the *Basic Guide*.

Q Is the document loaded?

A Remove the document, stack it if necessary, and place it on the platen glass or load it in the ADF correctly. For more information, refer to Chapter 3, "Document Handling," in the *Basic Guide*.

Cannot send using ECM (Error Correction Mode).

Q Does the receiving fax machine support ECM?

A If the receiving fax machine does not support ECM, the document is sent in the normal mode without error checking.

Errors occur frequently while sending.

Q Are the telephone lines in proper condition? Or do you have a good connection?

A Lower the transmission speed. (See <3. TX START SPEED> of "Menu Descriptions," on p. 8-3.)

Receiving Problems

Cannot receive a fax automatically.

Q Is the machine set to receive automatically?

A For the machine to receive faxes automatically, the receive mode must be set to <FaxOnly>, <FaxTel>, <AnsMode>, or <DRPD>. (See Chapter 5, "Receiving Faxes.") If you have set <AnsMode>, confirm that an answering machine is connected to the machine and that it is turned on with an outgoing message properly recorded.
If you set <5. MAN/AUTO SWITCH> to <ON> in <FAX SETTINGS> of the Menu, the machine will receive faxes automatically even when the receive mode is set to <Manual>. (See <5. MAN/AUTO SWITCH> of "Menu Descriptions," on p. 8-5.)
If you set <5.RX RESTRICTION> in <FAX SETTINGS> to <ON>, the machine will receive a fax by identifying the sending fax machine and number of others. (See Chapter 8, “FAX Settings.”)

Q Is the machine's memory full?

A Wait for the machine to finish any fax or print jobs stored in the memory. Then ask the other party to resend the fax.

Q	Did an error occur during reception?
A	Print an ACTIVITY REPORT and check for an error. (See "Printing the ACTIVITY REPORT," on p. 6-3.) You can also check the RX REPORT when it is printed automatically. (See "Adjusting the RX REPORT Setting," on p. 6-7.)
Q	Is the telephone line connected properly?
A	Make sure all line connections are secure. (Refer to "Connect the telephone cable," in the *Quick Start Guide*.)

The machine does not switch automatically between telephone and fax receptions.

Q	Is the machine set to switch automatically between telephone and fax receptions?
A	For the machine to switch automatically, the receive mode must be set to <AnsMode>. (See Chapter 5, "Receiving Faxes.") Confirm that an answering machine is connected to the machine and that it is turned on with an outgoing message properly recorded.
Q	Is the sending fax machine able to send the CNG signal that tells the machine that the incoming signal is a fax?
A	Some fax machines cannot send the CNG signal that tells the machine the incoming call is a fax. In such cases, you will have to receive the fax manually. (See "Receiving Faxes Manually: Manual Mode," on p. 5-7.)

Cannot receive a document manually.

Q	Is the machine set to receive manually?
A	For the machine to receive faxes manually, the receive mode must be set to <Manual>. (See Chapter 5, "Receiving Faxes.")
Q	Did you press [B&W Start], or dial the remote receiving ID after hanging up the handset?
A	Always press [B&W Start], or dial the remote receiving ID before hanging up the handset. Otherwise you will disconnect the call.

Print quality is poor.

Q	Are you using the correct type of paper?
A	Make sure you load paper that meets the paper requirements for the machine. For more information, refer to Chapter 5, "Copying," in the *Basic Guide*.

Q Is the sending fax machine functioning properly?

A The sending fax machine usually determines the fax's quality. Call the sender and have them make sure the scanning glass of their fax machine is clean.

Q Is there <PREPARE NEW * CART> or <REPLACE * CARTRIDGE> message in the LCD?

A Replace the toner cartridge.
* : indicates either “C”, “M”, “Y”, or “K”.

Q Is the machine in the toner saver mode?

A Set <B & W TONER SAVER> to <OFF> in <COMMON SETTINGS> of the Menu. (Refer to Chapter 10, "Machine Settings," in the *Basic Guide*.)

Faxes do not print.

Q Is the cartridge installed properly?

A Make sure the cartridge is installed properly. For more information, refer to Chapter 8, "Maintenance," in the *Basic Guide*.

Q Is the sealing tape removed from the cartridge?

A Remove the sealing tape from the cartridge. (Refer to "Install the toner cartridges," in the *Quick Start Guide*.)

Q Is any toner left in the cartridge?

A Replace the cartridge with a new one. For more information, refer to Chapter 8, "Maintenance," in the *Basic Guide*.

A Select <KEEP PRINTING> in <TONER SUPPLY LOW> in <RX SETTINGS> in <FAX SETTINGS> of the Menu. With this setting, the machine will not store documents in the memory even if the toner has run out. (See <8. TONER SUPPLY LOW> of "Menu Descriptions," on p. 8-6.)

Q Is the correct paper loaded in the cassette?

A Make sure paper is loaded in the cassette. For more information, refer to Chapter 2, "Paper Handling," in the *Basic Guide*.

A Load the correct paper size or change <PAPER SIZE> in <PAPER SETTINGS> of the Menu. For more information, see the following:

- Chapter 2, "Paper Handling," in the *Basic Guide*
- Chapter 5, "Copying," in the *Basic Guide*

Faxed images are blotched or uneven.

Q	Are the telephone lines in proper condition? Or do you have a good connection?
A	ECM (Error Correction Mode) for sending/receiving should eliminate such problems. However, if the telephone lines are in poor condition, you may have to try again. Call the sender to resend the document.
Q	Is the sending fax machine functioning properly?
A	The sending fax machine usually determines the fax's quality. Call the sender and have them make sure the scanning glass of their fax machine is clean.

Cannot receive a fax using ECM (Error Correction Mode).

Q	Does the sending fax machine support ECM?
A	If the sending fax machine does not support ECM, the document is received in the normal mode without error checking.

Errors occur frequently while receiving.

Q	Are the telephone lines in proper condition? Or do you have a good connection?
A	Lower the reception speed. (See <4. RX START SPEED> of "Menu Descriptions," on p. 8-3.)
Q	Is the sending fax machine functioning properly?
A	Call the sender and have them check that their fax machine is functioning properly.

Telephone Problems

You cannot dial.

Q	Is the telephone line connected properly?
A	Make sure all line connections are secure. (Refer to "Connect the telephone cable," in the *Quick Start Guide*.)
Q	Is the machine set for the correct telephone line type (pulse/tone)?
A	Make sure the machine is set for the correct telephone line type. (See "Setting the Telephone Line Type," on p. 2-6.)

The telephone disconnects while you are talking.

Q	Is the telephone line connected in securely?
A	Check that the telephone cables are connected securely to the jacks on the machine, the telephone jack on your wall and the jack on your telephone. (Refer to "Connect the telephone cable," in the *Quick Start Guide*.)

Calls do not connect, or the wrong number is dialed.

Q	Did you confirm the dial tone before entering the fax number?
A	Make sure to confirm the dial tone before entering a fax number. If you enter the number before the dial tone can be heard, the call may not connect, or the wrong number may be dialed.

If a Power Outage 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. Any sent or received documents stored in the memory are backed up for about 40 minutes with full battery charge and factory defaults.

During a power cut, functions are limited as follows:

- You cannot send, receive, copy, scan, or print documents.
- You may not be able to make telephone calls using a telephone connected to the machine, depending on the type of telephone you use.
- You can receive telephone calls using a telephone connected to the machine, depending on the type of telephone you use.

If You Cannot Solve the Problem

If you have a problem with the machine and you cannot solve it by referring to the information in this chapter and Chapter 9, "Troubleshooting," in the *Basic Guide*, contact Canon Authorized Service Facilities or the Canon Customer Care Center at 1-800-828-4040 between the hours of 8:00 A.M. to 8:00 P.M. EST Monday through Friday and 10:00 A.M. to 8:00 P.M. on Saturday.

Machine Settings

8
CHAPTER

This chapter explains how to adjust machine settings. The list of all the settings is also provided for your reference.

Accessing the Machine Settings

1 Press [Menu].

2 Press [◀ (-)] or [▶ (+)] to select the menu you want to change → press [Set].

You have now accessed the settings in the USER DATA LIST.

3 Press [◀ (-)] or [▶ (+)] to select the sub menu you want to change → press [Set].

NOTE

- For details on sub menus, see "Menu Descriptions," on p. 8-2.
- If you press [Stop/Reset] before [Set] is pressed, the item you have selected will not be registered.
- Press [Stop/Reset] to exit from Menu.
- If you press [Menu], the display returns to the previous display.

Menu Descriptions

NOTE

- Before changing settings, print the USER DATA LIST to check the current settings. (See "Printing the USER DATA LIST," on p. 6-9.)
- For details on <PAPER SETTINGS>, <COMMON SETTINGS>, <COPY SETTINGS>, <PRINTER SETTINGS>, <TIMER SETTINGS>, and <MAINTENANCE>, refer to Chapter 10, "Machine Settings," in the *Basic Guide.*
- For details on <NETWORK SETTING>, refer to Chapter 3, "Appendix," in the *Network Guide.*

ADD. REGISTRATION

Name	Descriptions
1. 1-TOUCH SPD DIAL	Registers the information on one-touch speed dialing. (See "Registering One-Touch Speed Dialing," on p. 3-2.) Up to 19 destinations can be registered.
1. TEL NUMBER ENTRY	Registers the other party's fax/telephone number (max. 120 digits, including spaces).
2. NAME	Registers the other party's name (max. 16 characters, including spaces).
2. CODED SPD DIAL	Registers the information on coded speed dialing. (See "Registering Coded Speed Dialing," on p. 3-4.) Up to 100 destinations can be registered.
1. TEL NUMBER ENTRY	Registers the other party's fax/telephone number (max. 120 digits, including spaces).
2. NAME	Registers the other party's name (max. 16 characters, including spaces).
3. GROUP DIAL	Registers the information on group dialing. (See "Registering Group Dialing," on p. 3-6.) Up to 118 destinations can be registered.
1. TEL NUMBER ENTRY	Registers the other party's fax/telephone numbers by specifying the one-touch speed dialing keys or coded speed dialing codes.
2. NAME	Registers the other party's name (max. 16 characters, including spaces).

FAX SETTINGS

Name	Descriptions
1. RECEIVE MODE	Sets how the machine receives fax and telephone calls.
FaxOnly	The machine automatically receives faxes, all calls will be answered as fax transmission. Voice calls will then be disconnected.
FaxTel	The machine automatically switches between fax and voice calls. Fax will be received automatically, and the machine will ring for voice calls.
AnsMode	The machine receives documents automatically and the answering machine records voice calls.
DRPD	The machine distinguishes fax and voice calls by using Distinctive Ring Pattern Detection and lets you know if the call is a fax or voice call.
Manual	The connected telephone rings when the machine receives both fax and voice calls. Fax calls must be answered manually. If <MAN/AUTO SWITCH> is set to <ON>, faxes can be received automatically. (See <5. MAN/AUTO SWITCH> of "Menu Descriptions," on p. 8-5.)
2. USER SETTINGS	The basic operation settings in the Fax mode can be specified.
1. TEL LINE SETTINGS	Specifies the telephone line settings.
1. UNIT TEL NUMBER	Your fax/telephone number can be registered within 20 digits, including spaces. (See "Registering Your Fax/Telephone Number and Name," on p. 2-5.)
2. TEL LINE TYPE	Selects the telephone line type. (See "Setting the Telephone Line Type," on p. 2-6.)
TOUCH TONE	The telephone line is set for touch tone dialing.
ROTARY PULSE	The telephone line is set for rotary pulse dialing.
3. TX START SPEED	Sets the transmission speed for all documents you send. **33600bps**/14400bps/9600bps/7200bps/4800bps/2400bps
4. RX START SPEED	Sets the transmission speed for all documents you receive. **33600bps**/14400bps/9600bps/7200bps/4800bps/2400bps
2. UNIT NAME	You can register your name or your company name within 24 characters, including spaces. (See "Registering Your Fax/Telephone Number and Name," on p. 2-5.)
3. TX TERMINAL ID	Sets the options for the sender Information.
1. TTI POSITION	Selects whether the sender Information is positioned inside or outside the image area. **OUTSIDE IMAGE**: Terminal ID is printed outside the image border. INSIDE IMAGE: Terminal ID is printed inside the image border.
2. TEL NUMBER MARK	You can prefix your number with the abbreviations **FAX** or TEL in your sender information.
4. OFFHOOK ALARM	Enables/disables the offhook alarm that alerts you when the handset is not in the handset cradle.
ON	After reception and transmission, the offhook alarm sounds when the handset of extension telephone is left off the hook.
OFF	No offhook alarm.

Name	Descriptions
5. RX RESTRICTION	Sets whether to receive a fax by identifying the sending fax machine and number of others.
OFF	All receptions are conducted.
ON	Receives the fax only from the sending fax machine that sends the TSI signal.
3. REPORT SETTINGS	Sets the settings related to report functions.
1. TX REPORT	Enables/disables automatic printing of a transmission report.
PRINT ERROR ONLY	Prints a report only when a transmission error occurs.
REPORT WITH TX IMAGE	Enables/disables printing of the first page of the fax under the report.
OFF	No first page is printed.
ON	Prints the first page.
OUTPUT YES	Prints a report every time you send a document.
REPORT WITH TX IMAGE	Enables/disables printing of the first page of the fax under the report.
OFF	No first page is printed.
ON	Prints the first page.
OUTPUT NO	No report is printed.
2. RX REPORT	Enables/disables automatic printing of a reception report.
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.
3. ACTIVITY REPORT	Enables/disables automatic printing of a transaction report after every 20 transactions.
OUTPUT YES	Prints a report automatically after every 20 transactions.
OUTPUT NO	No ACTIVITY REPORT is printed.
4. TX SETTINGS	Sets the transmission functions.
1. ECM TX	The ECM (Error Correction Mode) transmission is turned on or off.
ON	All transmissions are conducted with ECM if the other party's fax supports ECM.
OFF	ECM is turned off.
2. PAUSE TIME	Sets the length of the pause you insert into a dialing sequence. 1SEC to 15SEC (**2SEC**)
3. AUTO REDIAL	Sets whether to perform automatic redial when the other line is busy or no answer.
ON	Customizes the redial operation.
1. REDIAL TIMES	Sets the number of retries. 1TIMES to 10TIMES (**2TIMES**)
2. REDIAL INTERVAL	Sets period of time between redialings. 2MIN. to 99MIN. (**2MIN.**)
OFF	After the first attempt at dialing fails, redialing is not attempted.

Name	Descriptions
4. TIME OUT	Enables/disables automatic scanning of documents after the fax number is entered.
ON	Scanning begins automatically in 5 or 10 seconds after you enter the fax number.
OFF	Press [B&W Start] to scan document. Otherwise, AUTO CLEAR function activates and the LCD returns to standby display after 1 minute. (Refer to Chapter 10, "Machine Settings," in the *Basic Guide*.)
5. DIALING LINE CHCK	Sets whether to use the dialing line check.
OFF	Disable the dialing line check.
ON	Enable the dialing line check.
5. RX SETTINGS	Sets the reception functions.
1. ECM RX	The ECM (Error Correction Mode) reception is turned on or off.
ON	All receptions are conducted with ECM if the other party's fax supports ECM.
OFF	ECM is turned off.
2. FAX/TEL OPT. SET	If you select <FaxTel> as the receive mode, customizes its settings.
1. RING START TIME	Selects the time the machine takes to check whether a call is a fax or voice call. 0SEC to 30SEC (**6SEC**)
2. F/T RING TIME	Selects the ring length for voice calls. 15SEC to 300SEC (**15SEC**)
3. F/T SWITCH ACTION	Selects whether the machine switches to receive mode after the ring time has elapsed, or whether if disconnects the call. **RECEIVE**, DISCONNECT
3. DRPD:SELECT FAX	Selects the ring pattern for fax calls. NORMAL RING, **DOUBLE RING**, SHORT-SHORT-LONG, SHORT-LONG-SHORT, OTHER RING TYPE
4. INCOMING RING	Sets whether the telephone rings when it receives a voice call, enabling you to answer the call. This function is only available when the fax receive mode is set to <FaxOnly> or < FaxTel>.
OFF	The telephone does not ring when it receives a voice call. (In energy saver mode, the telephone may ring one or two times.)
ON	The telephone rings when it receives a voice call if a telephone is connected.
RING COUNT	Sets the number of incoming rings. The telephone will be disconnected after the specified times. 1TIMES to 99TIMES (**2TIMES**)
5. MAN/AUTO SWITCH	Sets whether the machine switches to the document receive mode after the connected extension telephone rings for a specified length of time in the manual receive mode.
ON	The machine switches to document receive mode after the connected extension telephone rings for a specified time.
F/T RING TIME	Sets the length of time to elapse before the machine switches to the document receiving. 1SEC to 99SEC (**15SEC**)
OFF	The connected extension telephone keeps ringing until someone answers the call manually.

Name	Descriptions
6. REMOTE RX	Enables/disables remote receiving.
ON	The machine enables remote receiving.
REMOTE RX ID	You can dial code on the remote extension to start receiving a document. A combination of two characters using 0 to 9, ✳ and # is possible. The default character is **25**.
OFF	The machine disables remote receiving.
7. RX REDUCTION	Receives images at a reduced size.
ON	Image reduction is turned on.
1. RX REDUCTION	**AUTO SELECTION**: Reducing size is set automatically. FIXED REDUCTION: Reducing size is preset. 97%, 95%, **90%**, 75%
2. SELECT REDUCE DIR	**VERTICAL ONLY**: Reduction is performed in the vertical direction only. HORIZ & VERTICAL: Reduction is performed in the horizontal and vertical direction.
OFF	Image reduction is turned off.
8. TONER SUPPLY LOW	Allows you to set how the machine responds when the toner supply is low.
RX TO MEMORY	The machine receives all documents in the memory.
KEEP PRINTING	The keep printing function is turned on. With this setting, the machine will not store documents in the memory if the toner has run out. Re-set to <RX TO MEMORY> after replacing the cartridge with a new one.
6. SYSTEM SETTINGS	Sets the FAX DEFAULT function
1. FAX DEFAULT	Sets the default for the fax functions.
1. SCAN DENSITY	Sets the scan density.
STANDARD	Suitable for standard documents.
DK	Suitable for light documents.
LT	Suitable for dark documents.
2. RESOLUTION	Sets the fax resolution.
STANDARD	Suitable for most text-only documents.
FINE	Suitable for fine-print documents.
PHOTO	Suitable for documents that contains photographs.
SUPER FINE	Suitable for documents that contain fine print and images. (The resolution is four times that of STANDARD)
ULTRA FINE	Suitable for documents that contain fine print and images. (The resolution is eight times that of STANDARD)

(The factory default setting is in **bold** face.)

REPORTS / LISTS

Name	Descriptions
1. ACTIVITY REPORT	Prints a report manually before it is printed automatically after every 20 transactions.
2. SPEED DIAL LIST	Prints the list of the fax/telephone numbers registered for one-touch speed dialing keys, coded speed dialing codes, or group dialing. 1-TOUCH LIST, CODED DIAL LIST, GROUP DIAL LIST
3. USER DATA LIST	Prints out a list of items set or registered in the Menu.

Appendix

9
CHAPTER

This chapter lists the specifications for the fax function of the machine, and the index.

Specifications

Specifications are subject to change without notice.

Facsimile

Applicable Line	Public Switched Telephone Network (PSTN)
Compatibility	G3
Data Compressing System	MH, MR, MMR, JBIG
Modem Speed	33.6/31.2/28.8/26.4/24/21.6/19.2/16.8/14.4/12/9.6/7.2/4.8/2.4 Kbps Automatic fallback
Transmission Speed	Approx. 3 seconds/page* at 33.6 Kbps, ECM-JBIG, transmitting from the memory * Based on ITU-T No. 1 Chart, Standard Mode.
Transmission/ Reception Memory	Transmission: Maximum approx. 256 pages* Reception: Maximum approx. 256 pages* * Based on ITU-T No. 1 Chart, Standard Mode.
Fax Scanning Speed	0.8 msec/line* * Based on ITU-T No. 1 Chart.

Fax Resolution	STANDARD: 8 pels/mm x 3.85 lines/mm FINE: 8 pels/mm x 7.7 lines/mm PHOTO: 8 pels/mm x 7.7 lines/mm SUPER FINE: 8 pels/mm x 15.4 lines/mm ULTRA FINE: 16 pels/mm x 15.4 lines/mm
Dialing	• Speed dialing One-touch speed dialing (19 destinations) Coded speed dialing (100 destinations) Group dialing (118 destinations) Directory dialing (with Directory key) • Regular dialing (with numeric keys) • Automatic redialing • Manual redialing (with Redial/Pause key)
Networking	• Sequential broadcast (120 destinations) • Automatic reception • Remote reception by telephone (Default ID: 25) • ACTIVITY REPORT (after every 20 transactions) • TX (Transmission)/RX (Reception) REPORT • TTI (Transmit Terminal Identification)

Telephone

Connection	Telephone/answering machine (CNG detecting signal)

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