



macOS

Fax Driver

User's Guide

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Introduction

- ▶ **How to Use the Manual(P. 3)**
- ▶ **Disclaimers(P. 5)**
- ▶ **Copyright(P. 6)**
- ▶ **Trademarks(P. 7)**

How to Use the Manual

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

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

Notations Used in the Manual

This explains symbols and settings used in this manual.

Symbols Used in This Manual

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



IMPORTANT

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



NOTE

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

About Settings

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

Example:

[Settings]

[OK]

Disclaimers

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Before Use

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Before Use

- The newest driver versions are released on the Canon website. You can download them as necessary after checking your operating environment.
Canon website: <https://global.canon/>
- The functions that you can use may vary according to the following conditions.
 - The device you are using and its configuration
 - The device firmware version
 - The option structure of the device
 - The driver version
 - The environment of the computer you are using
 - The application you are using
- There may be instances where the illustrations of displays and content of procedures in this manual differ from what is actually displayed.
- The descriptions in this manual use examples from macOS 11 (Big Sur).

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Installing the Driver

This section explains driver installation and device preparation.

- ▶ **Flow of Preparations for Faxing(P. 12)**
- ▶ **Pre-installation Check(P. 13)**
- ▶ **Installing the Driver(P. 16)**
- ▶ **Registering a Fax(P. 17)**
- ▶ **Uninstalling a Driver(P. 32)**

Flow of Preparations for Faxing

This driver is a macOS fax driver for Canon devices.

It can be used to directly send faxes from a computer without printing the images and documents, etc. created in applications.

Before using the driver and sending faxes, there are preparations that need to be done beforehand.

Carry out preparations and settings in the following order.

1. Obtain an installer by one of the following methods.
 - Download it from the Canon website (<https://global.canon/>)
 - Supplied CD-ROM
2. Install the driver to the operating system.
3. Register the fax you want to use to the operating system.
4. Set the device options as necessary.



NOTE

- You can check the version of the installed driver in the [General Settings] panel.

Related Topics

- ▶ **Installing the Driver(P. 16)**
- ▶ **Registering a Fax Connected by TCP/IP(P. 18)**
- ▶ **Registering a Fax Connected by USB(P. 23)**
- ▶ **Registering a Fax Connected by Bonjour(P. 28)**
- ▶ **Enabling Automatic Setting of the Options of the Device(P. 47)**
- ▶ **Manually Setting the Options of the Device(P. 50)**

Pre-installation Check

This describes the items to be checked beforehand in order to install the driver correctly.

- ▶ **System Requirements(P. 14)**
- ▶ **About the Readme File(P. 15)**

System Requirements

Use one of the following system environments with this driver.

Operating Systems

macOS 10.12.6 or later

Hardware

A computer guaranteed to operate using the above operating system.

About the Readme File

The Readme file contains information such as limitations, restrictions, and cautions when installing or using the driver.

Refer to README-ENG.html in the accompanying CD-ROM or the downloaded driver folder.

Installing the Driver

This section explains the procedure for installing the driver to the operating system.

Install the driver and register the fax to use.

Prerequisites

- Obtain the driver installer.
- **System Requirements(P. 14)**
- Close all running applications.
- If the computer and device are connected by USB, turn off the main power of the device.

Procedures

1 Open the driver installer folder → select [Canon_FAX_Installer.pkg] or [Canon_Driver.pkg].

2 Read the Software License Agreement → click [Continue].

If a dialog box asking you to confirm that you agree to the Software License Agreement is displayed, click [Agree].

3 Click [Install].

If a dialog box for entering a user name and/or password is displayed, enter the name and password of a computer administrator and continue according to the instructions in the dialog box.

If a caution message regarding loading of the software is displayed, agree with the message to complete the installation.

4 Click [Close].

Register the fax.

Related Topics

- ▶ **Flow of Preparations for Faxing(P. 12)**
- ▶ **Registering a Fax Connected by TCP/IP(P. 18)**
- ▶ **Registering a Fax Connected by USB(P. 23)**
- ▶ **Registering a Fax Connected by Bonjour(P. 28)**

Registering a Fax

Register the fax you are going to use.

Select a registration method according to the method by which the computer and fax are connected.

- ▶ **Registering a Fax Connected by TCP/IP(P. 18)**
- ▶ **Registering a Fax Connected by USB(P. 23)**
- ▶ **Registering a Fax Connected by Bonjour(P. 28)**

Registering a Fax Connected by TCP/IP

You can register a fax connected by LPD (Line Printer Daemon) in the operating system.

Prerequisites

- **System Requirements(P. 14)**
- **Installing the Driver(P. 16)**
- Confirmation of specified IP address
If you do not know the IP address, check with the network administrator.



NOTE

- If IPP (Internet Printing Protocol) is usable, only IPv4 is supported.

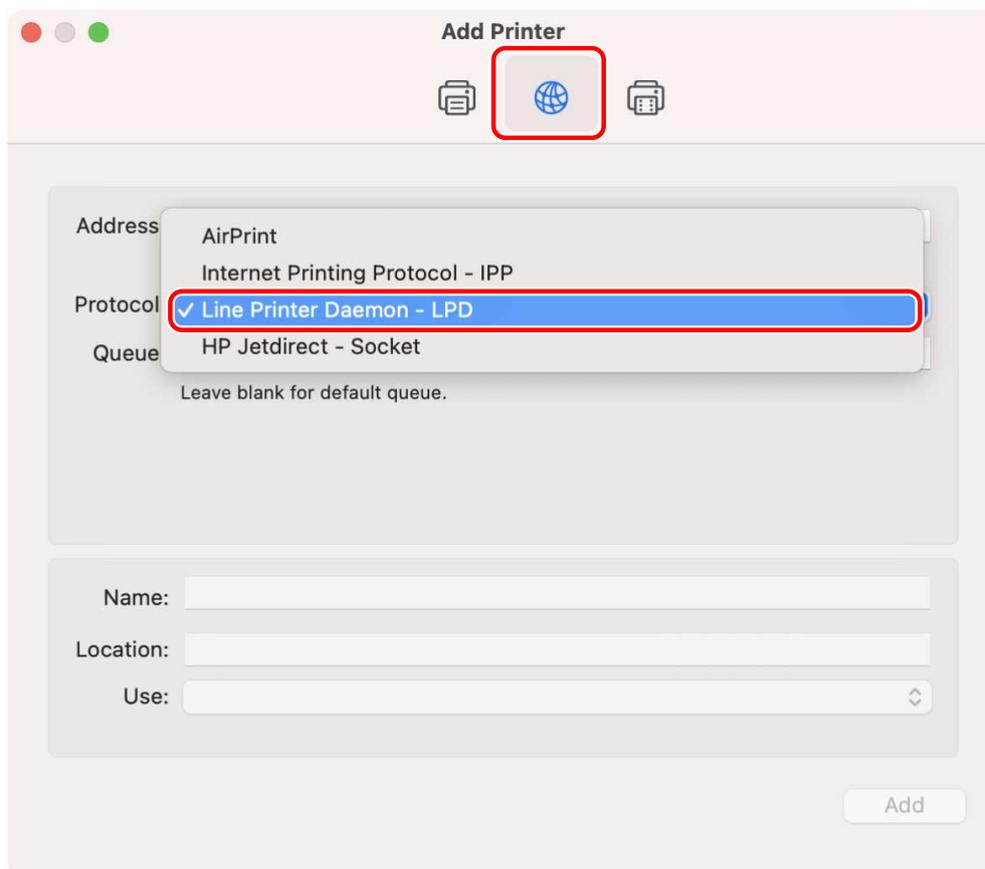
Procedures

- 1 Display the [System Preferences] dialog box of the operating system → click [Printers & Scanners].**
- 2 Click [+] at the bottom of the displayed dialog box.**

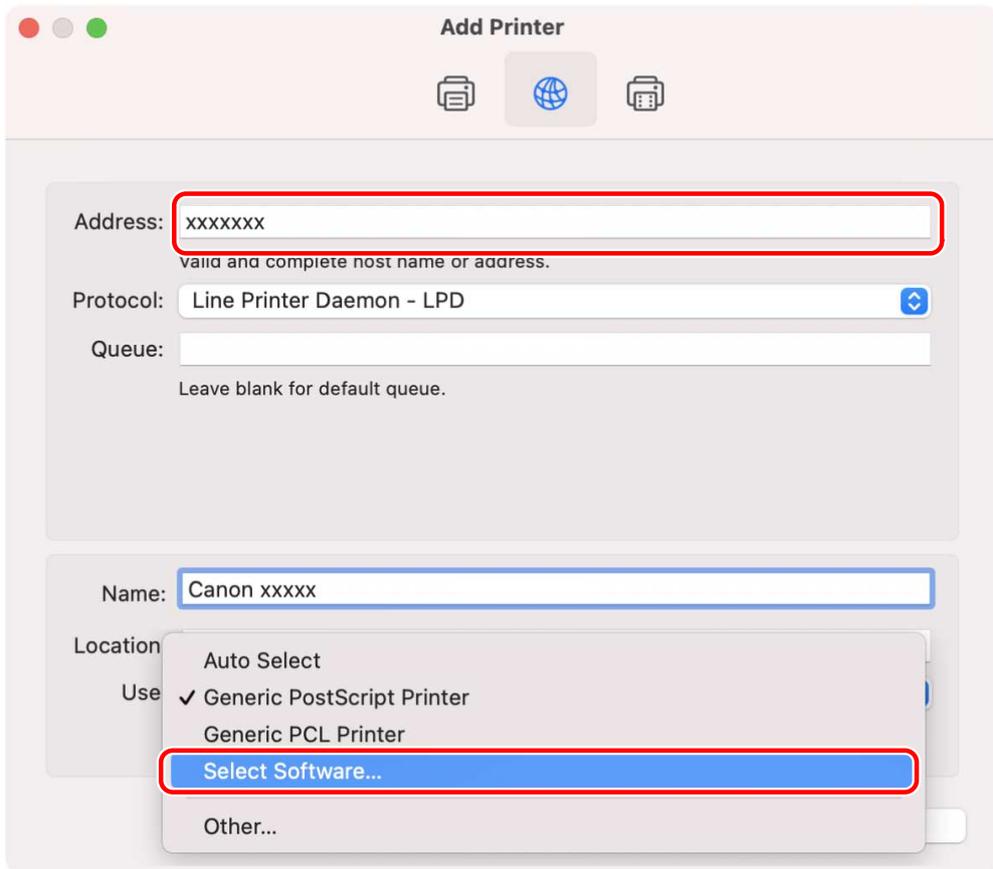
If a pull-down menu is displayed after you click [+], select [Add Printer or Scanner].



- 3** Select [ IP] in the toolbar → select [Line Printer Daemon - LPD] from [Protocol].



- 4** Enter the IP address of the fax in [Address] → select [Select Software] from [Use].
If the driver corresponding to the fax is displayed in [Use], proceed to step 6.(P. 21) .

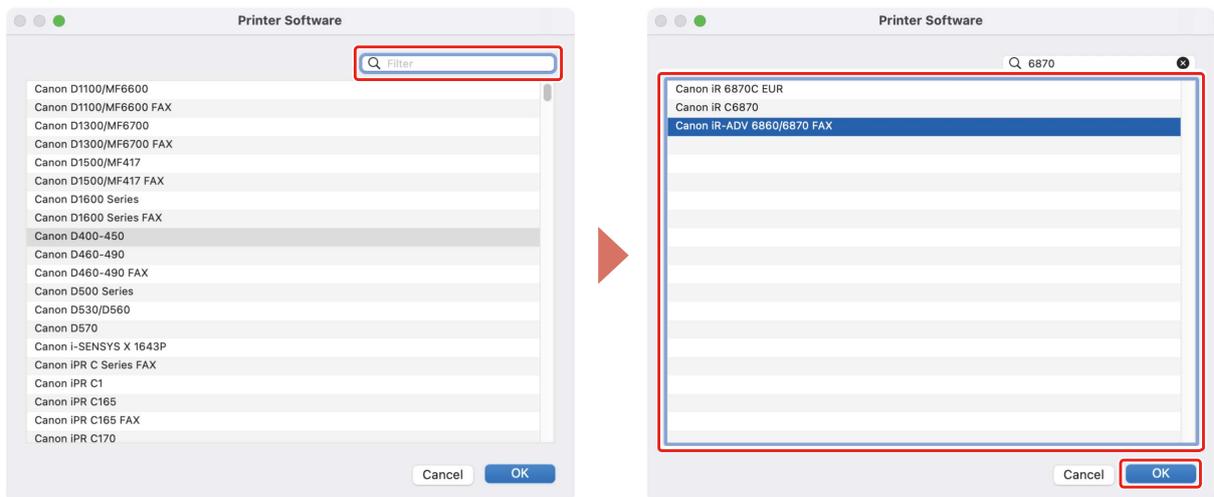


 **NOTE**

- A message indicating that the IP address is incorrect may be displayed even if the correct IP address has been entered.

5 Enter the number included in the model name of the fax in the search field → select the corresponding driver in the search results → click [OK].

For example, if the model name is "imageRUNNER ADVANCE DX 6870", enter "6870" and select "Canon iR-ADV 6860/6870 FAX" in the search results.



 **NOTE**

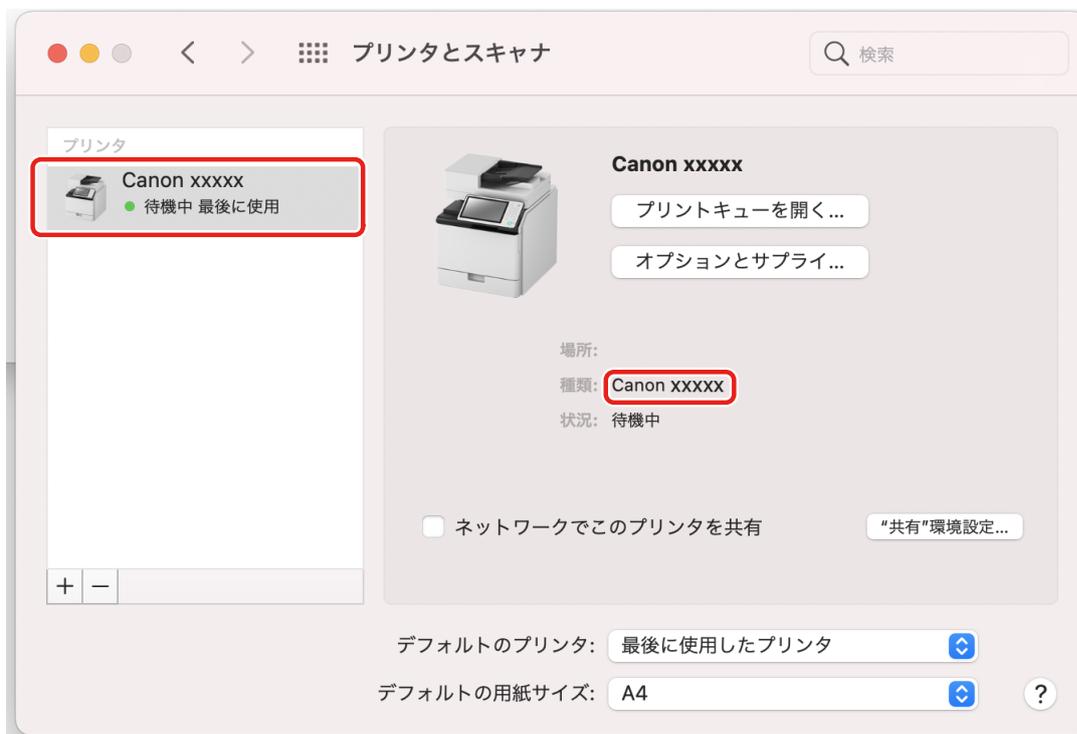
- Select a driver with a name starting with "Canon".
- If a driver matching the model name is not displayed in the search results, try the following:

Installing the Driver

- Try removing the last digit. For example, if the model name is "MF542", enter "54", and select the driver that matches the model name with the last digit removed, such as "Canon MF540 Series FAX", in the search results.
- If the corresponding driver is not displayed with the above method, try removing the last two digits. For example, if the model name is "MF9220", enter "92", and select the driver that matches the model name with the last two digits removed, such as "Canon MF9200 Series FAX".
- Drivers with the name "***** JP" are drivers for Japan. For other regions, select a driver that does not include "JP" in its name.
- If the corresponding driver is not displayed with the above method, select the driver corresponding to the model as follows:
 - imageRUNNER C3020 Series/C3025 Series:
Canon iR C3000 Series FAX
 - imageRUNNER ADVANCE C250 Series/C350 Series/C2020 Series/C2025 Series/C2030 Series/C2220 Series/C2225 Series/C2230 Series/C5030 Series/C5035 Series/C5045 Series/C5051 Series/C5235 Series/C5240 Series/C5250 Series/C5255 Series/C7260 Series/C7270 Series/C351/C2218/C7055/C7065/C7280/C9060/C9065/C9070/C9075/C9270/C9280:
Canon iR-ADV C Series FAX
 - imageRUNNER ADVANCE 400 Series/500 Series/4025 Series/4035 Series/4045 Series/4051 Series/4225 Series/4235 Series/4245 Series/4251 Series/6055 Series/6065 Series/6075 Series/6255 Series/6265 Series/6275 Series/8085 Series/8095 Series/8105 Series/8205 Series/8285 Series/8295 Series:
Canon iR-ADV Series FAX
 - Color imageRUNNER C2880 Series/C3080 Series/C3380 Series/C3480 Series/C4080 Series/C4580 Series/C5180 Series/C5185 Series/C2550:
Canon iR C Series FAX
 - imageRUNNER C3170/C5058/C5068/C5870/C6870:
Canon iR C Series FAX
 - iR 2570C Series/3170C Series/3180C Series/5870C Series/5880C Series/6870C Series/6880C Series/C2550 Series/C2570 Series/C2880 Series/C3080 Series/C3170 Series/C3380 Series/C3580 Series/C3880 Series/C4080 Series/C4580 Series/C5180 Series/C5185 Series/C5870 Series/C5880 Series/C6870 Series/C6880 Series/C2380/C2580/C3180:
Canon iR C Series FAX
 - imagePRESS C1/C1+:
Canon iPR C Series FAX
 - imageRUNNER 2230 Series/3235 Series/3245 Series/3530 Series/5050 Series/2830/3025/3030/3035/3045/3225/3230/5055/5065/5075/5570/6570:
Canon iR Series FAX
 - iR2230 Series/3025 Series/3030 Series/3035 Series/3045 Series/3225 Series/3230 Series/3235 Series/3245 Series/5055 Series/5065 Series/5075 Series/5570 Series/6570 Series/2830/3530/4530/5050:
Canon iR Series FAX

6 Change [Name] for the fax as necessary → click [Add].

7 Check that the registered fax and model are displayed in the dialog box.



Set the device options as necessary.

Related Topics

- ▶ [Flow of Preparations for Faxing\(P. 12\)](#)
- ▶ [Enabling Automatic Setting of the Options of the Device\(P. 47\)](#)
- ▶ [Manually Setting the Options of the Device\(P. 50\)](#)

Registering a Fax Connected by USB

You can register a fax connected by USB in the operating system.

Prerequisites

- **System Requirements(P. 14)**
- **Installing the Driver(P. 16)**
- Installation of the optional USB interface board (if required with the fax you are using)

Procedures

1 Display the [System Preferences] dialog box of the operating system → click [Printers & Scanners].

2 Turn the fax on → connect the fax and the computer by USB cable.

3 Check that the connected fax and model are displayed in the dialog box.

When using a device via a USB connection in macOS 10.12.4 or later, the operating system may block loading of the driver and prevent fax transmission, depending on the model of the device. If so, click the subsequent "Open details."

1. Display the [System Preferences] dialog of the operating system → click [Security & Privacy].
2. Click [Allow] displayed on the [General] panel.

If the connected fax and model are not displayed, perform the following procedure.

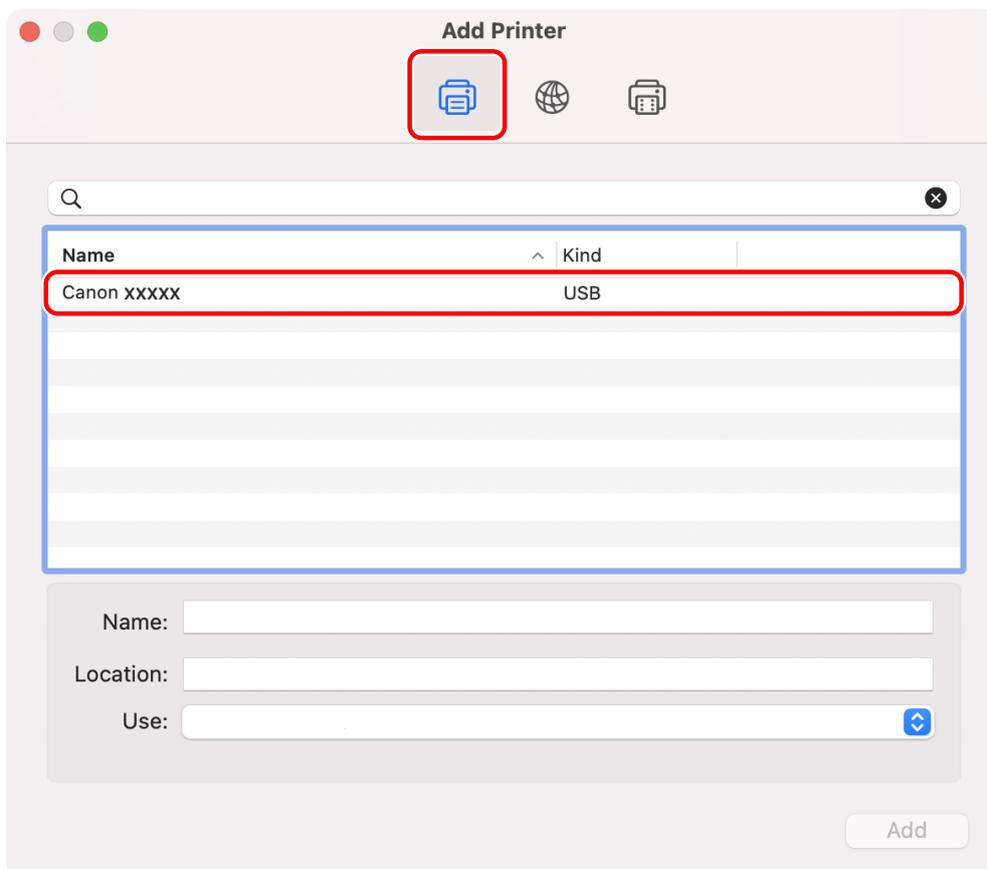
4 Click [+] at the bottom of the displayed dialog box.

If a pull-down menu is displayed after you click [+], select [Add Printer or Scanner].

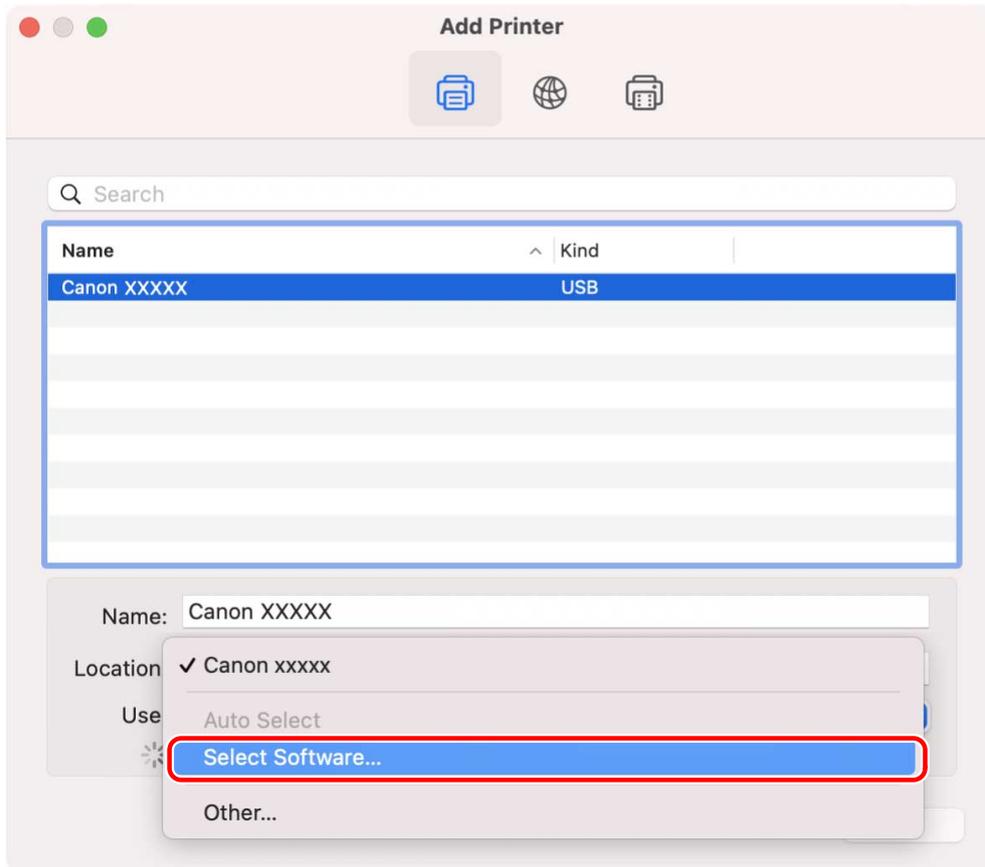


5 Select [ Default] in the toolbar → select a fax from the list.

Select a fax displayed as "USB" in [Kind].

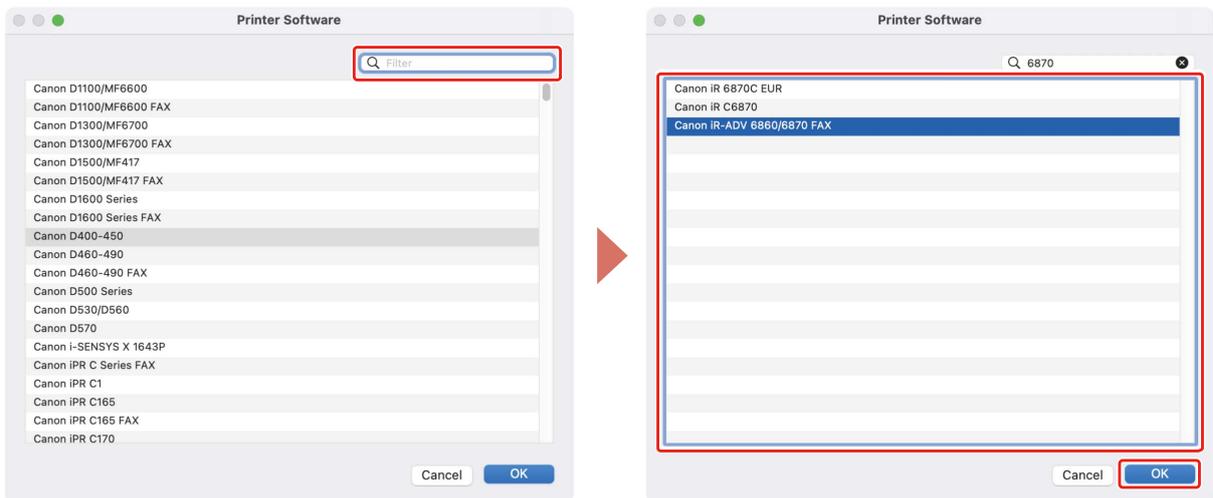


6 Select [Select Software] from [Use].



7 Enter the number included in the model name of the fax in the search field → select the corresponding driver in the search results → click [OK].

For example, if the model name is "imageRUNNER ADVANCE DX 6870", enter "6870" and select "Canon iR-ADV 6860/6870 FAX" in the search results.



NOTE

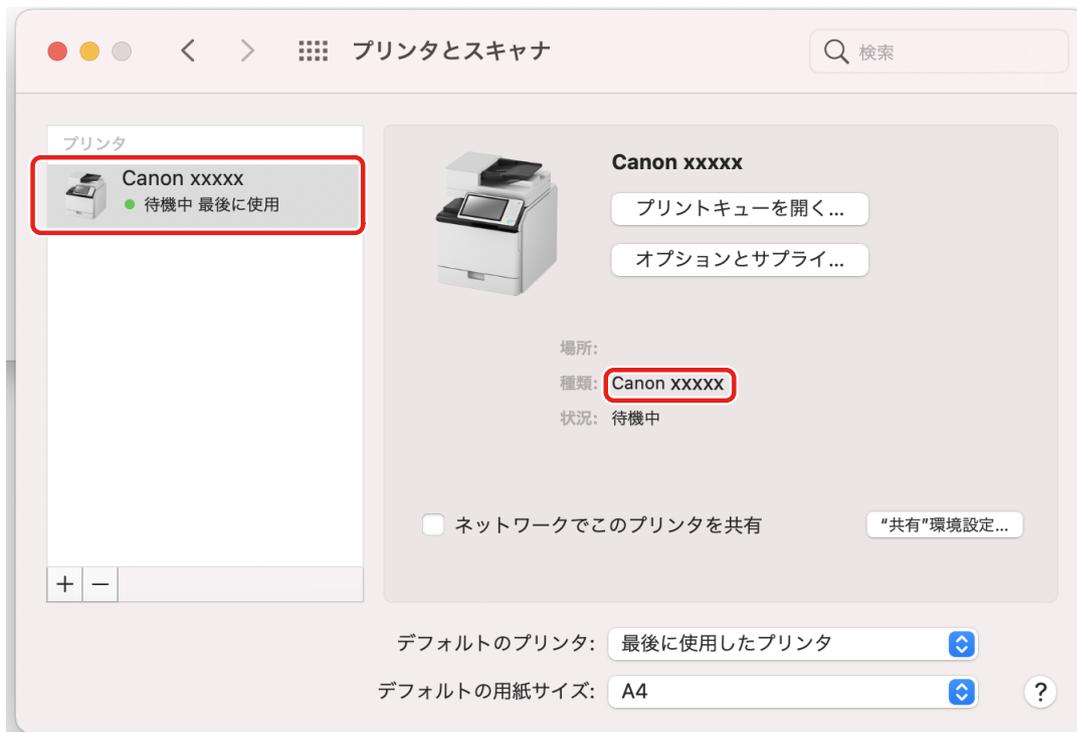
- Select a driver with a name starting with "Canon".
- If a driver matching the model name is not displayed in the search results, try the following:
 - Try removing the last digit. For example, if the model name is "MF542", enter "54", and select the driver that matches the model name with the last digit removed, such as "Canon MF540 Series FAX", in the search results.
 - If the corresponding driver is not displayed with the above method, try removing the last two digits. For example, if the model name is "MF9220", enter "92", and select the driver that matches the model name with the last two digits removed, such as "Canon MF9200 Series FAX".

Installing the Driver

- Drivers with the name "***** JP" are drivers for Japan. For other regions, select a driver that does not include "JP" in its name.
- If the corresponding driver is not displayed with the above method, select the driver corresponding to the model as follows:
 - imageRUNNER C3020 Series/C3025 Series:
Canon iR C3000 Series FAX
 - imageRUNNER ADVANCE C250 Series/C350 Series/C2020 Series/C2025 Series/C2030 Series/C2220 Series/C2225 Series/C2230 Series/C5030 Series/C5035 Series/C5045 Series/C5051 Series/C5235 Series/C5240 Series/C5250 Series/C5255 Series/C7260 Series/C7270 Series/C351/C2218/C7055/C7065/C7280/C9060/C9065/C9070/C9075/C9270/C9280:
Canon iR-ADV C Series FAX
 - imageRUNNER ADVANCE 400 Series/500 Series/4025 Series/4035 Series/4045 Series/4051 Series/4225 Series/4235 Series/4245 Series/4251 Series/6055 Series/6065 Series/6075 Series/6255 Series/6265 Series/6275 Series/8085 Series/8095 Series/8105 Series/8205 Series/8285 Series/8295 Series:
Canon iR-ADV Series FAX
 - Color imageRUNNER C2880 Series/C3080 Series/C3380 Series/C3480 Series/C4080 Series/C4580 Series/C5180 Series/C5185 Series/C2550:
Canon iR C Series FAX
 - imageRUNNER C3170/C5058/C5068/C5870/C6870:
Canon iR C Series FAX
 - iR 2570C Series/3170C Series/3180C Series/5870C Series/5880C Series/6870C Series/6880C Series/C2550 Series/C2570 Series/C2880 Series/C3080 Series/C3170 Series/C3380 Series/C3580 Series/C3880 Series/C4080 Series/C4580 Series/C5180 Series/C5185 Series/C5870 Series/C5880 Series/C6870 Series/C6880 Series/C2380/C2580/C3180:
Canon iR C Series FAX
 - imagePRESS C1/C1+:
Canon iPR C Series FAX
 - imageRUNNER 2230 Series/3235 Series/3245 Series/3530 Series/5050 Series/2830/3025/3030/3035/3045/3225/3230/5055/5065/5075/5570/6570:
Canon iR Series FAX
 - iR2230 Series/3025 Series/3030 Series/3035 Series/3045 Series/3225 Series/3230 Series/3235 Series/3245 Series/5055 Series/5065 Series/5075 Series/5570 Series/6570 Series/2830/3530/4530/5050:
Canon iR Series FAX

8 Change [Name] for the fax as necessary → click [Add].

9 Check that the registered fax and model are displayed in the dialog box.



Set the device options as necessary.

Related Topics

- ▶ [Flow of Preparations for Faxing\(P. 12\)](#)
- ▶ [Enabling Automatic Setting of the Options of the Device\(P. 47\)](#)
- ▶ [Manually Setting the Options of the Device\(P. 50\)](#)

Registering a Fax Connected by Bonjour

You can register a fax connected by Bonjour to the operating system.



NOTE

- Some fax models are not compatible with Bonjour connections.

Prerequisites

- System Requirements(P. 14)
- Installing the Driver(P. 16)

Procedures

1 Display the [System Preferences] dialog box of the operating system → click [Printers & Scanners].

2 Click [+] at the bottom of the displayed dialog box.

If a pull-down menu is displayed after you click [+], select [Add Printer or Scanner].

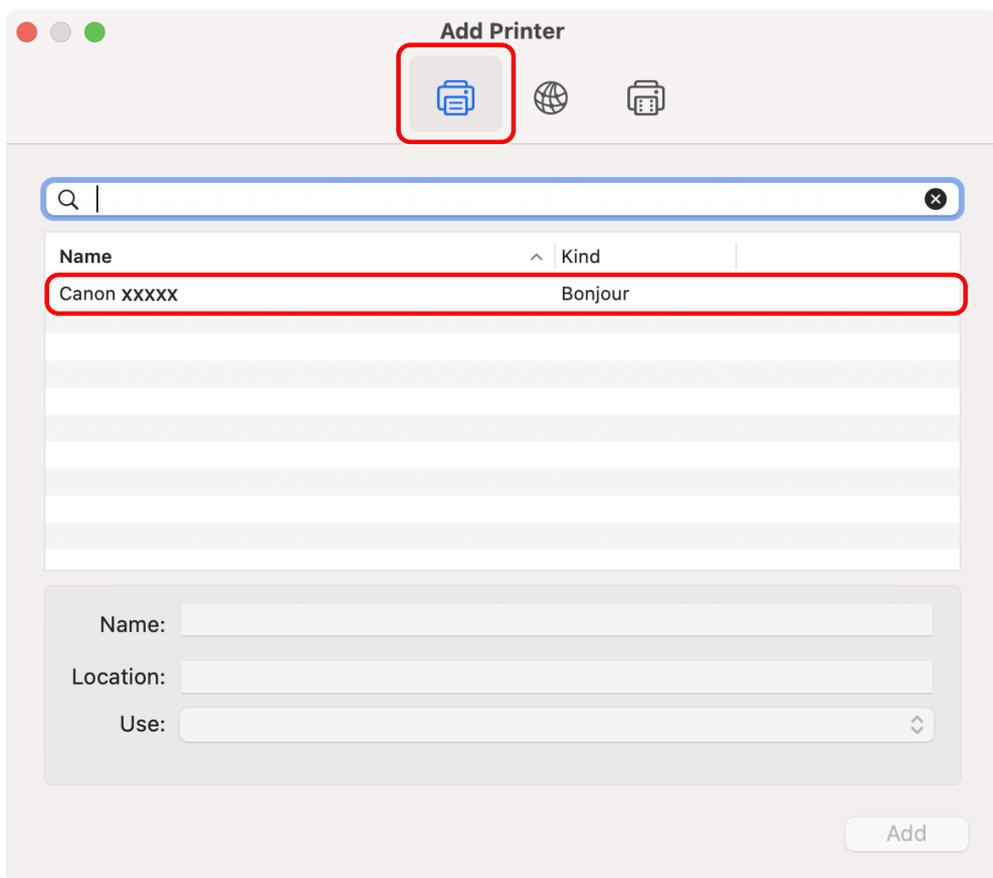


3 Select [ Default] in the toolbar → select a fax from the list.

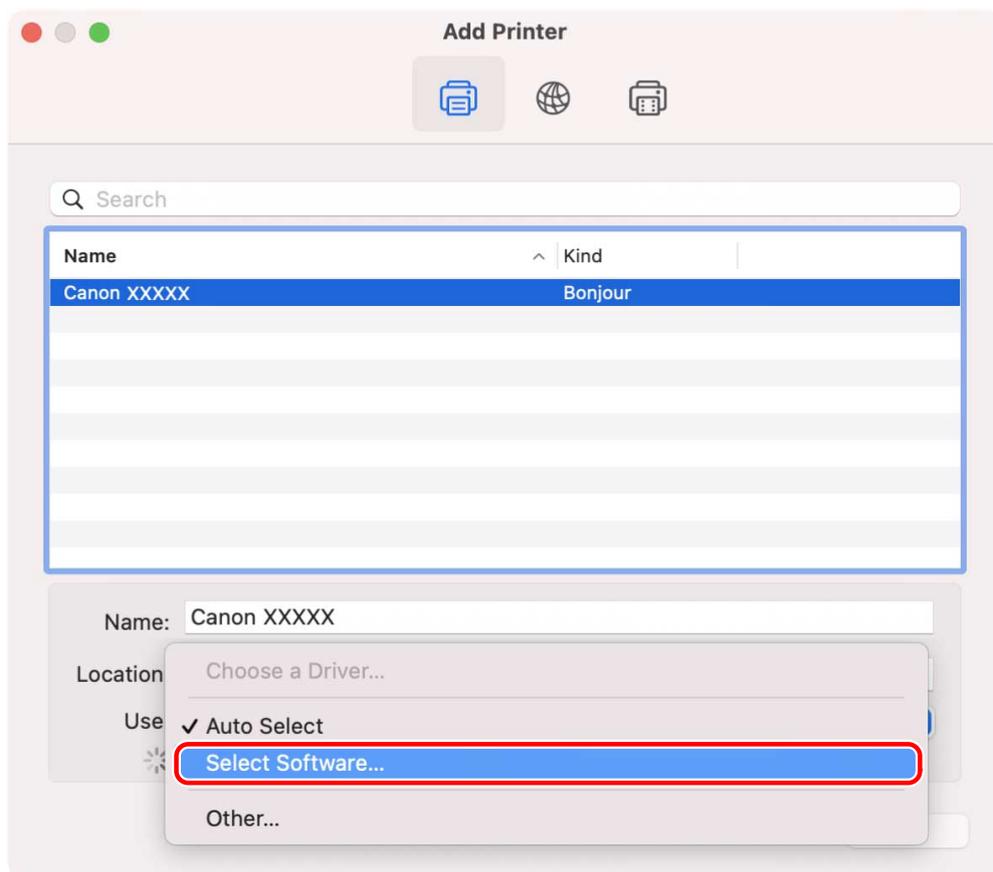
Select a fax displayed as "Bonjour" in [Kind].

Installing the Driver

If the corresponding driver is already registered in [Use] in the displayed dialog box, proceed to step 7. (P. 31).

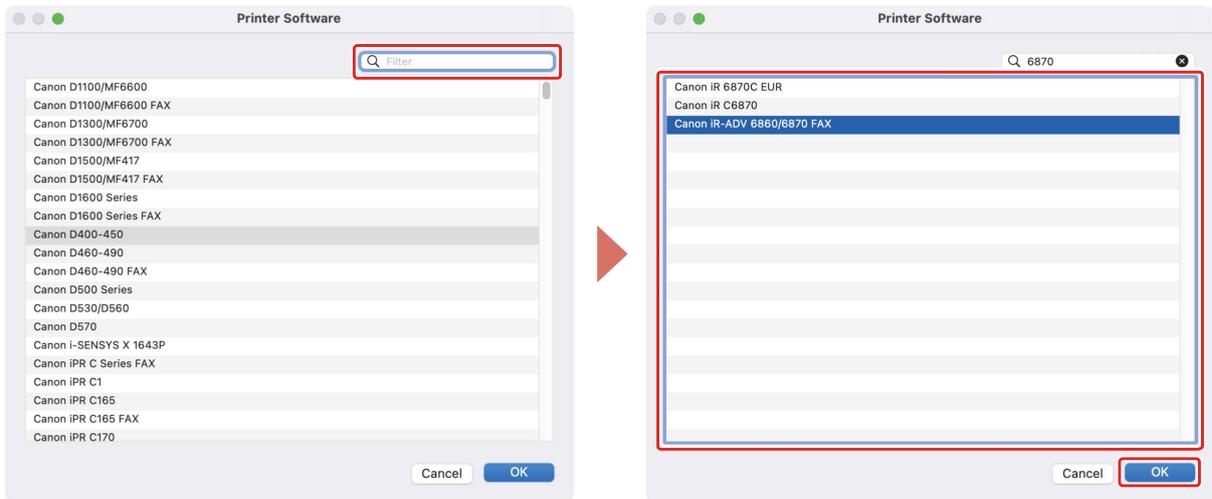


4 Select [Select Software] from [Use].



5 Enter the number included in the model name of the fax in the search field → select the corresponding driver in the search results → click [OK].

For example, if the model name is "imageRUNNER ADVANCE DX 6870", enter "6870" and select "Canon iR-ADV 6860/6870 FAX" in the search results.



NOTE

- Select a driver with a name starting with "Canon".
- If a driver matching the model name is not displayed in the search results, try the following:
 - Try removing the last digit. For example, if the model name is "MF542", enter "54", and select the driver that matches the model name with the last digit removed, such as "Canon MF540 Series FAX", in the search results.
 - If the corresponding driver is not displayed with the above method, try removing the last two digits. For example, if the model name is "MF9220", enter "92", and select the driver that matches the model name with the last two digits removed, such as "Canon MF9200 Series FAX".
- Drivers with the name "***** JP" are drivers for Japan. For other regions, select a driver that does not include "JP" in its name.
- If the corresponding driver is not displayed with the above method, select the driver corresponding to the model as follows:
 - imageRUNNER C3020 Series/C3025 Series:
Canon iR C3000 Series FAX
 - imageRUNNER ADVANCE C250 Series/C350 Series/C2020 Series/C2025 Series/C2030 Series/C2220 Series/C2225 Series/C2230 Series/C5030 Series/C5035 Series/C5045 Series/C5051 Series/C5235 Series/C5240 Series/C5250 Series/C5255 Series/C7260 Series/C7270 Series/C351/C2218/C7055/C7065/C7280/C9060/C9065/C9070/C9075/C9270/C9280:
Canon iR-ADV C Series FAX
 - imageRUNNER ADVANCE 400 Series/500 Series/4025 Series/4035 Series/4045 Series/4051 Series/4225 Series/4235 Series/4245 Series/4251 Series/6055 Series/6065 Series/6075 Series/6255 Series/6265 Series/6275 Series/8085 Series/8095 Series/8105 Series/8205 Series/8285 Series/8295 Series:
Canon iR-ADV Series FAX
 - Color imageRUNNER C2880 Series/C3080 Series/C3380 Series/C3480 Series/C4080 Series/C4580 Series/C5180 Series/C5185 Series/C2550:
Canon iR C Series FAX
 - imageRUNNER C3170/C5058/C5068/C5870/C6870:
Canon iR C Series FAX

- iR 2570C Series/3170C Series/3180C Series/5870C Series/5880C Series/6870C Series/6880C Series/C2550 Series/C2570 Series/C2880 Series/C3080 Series/C3170 Series/C3380 Series/C3580 Series/C3880 Series/C4080 Series/C4580 Series/C5180 Series/C5185 Series/C5870 Series/C5880 Series/C6870 Series/C6880 Series/C2380/C2580/C3180:

Canon iR C Series FAX

- imagePRESS C1/C1+:

Canon iPR C Series FAX

- imageRUNNER 2230 Series/3235 Series/3245 Series/3530 Series/5050 Series/2830/3025/3030/3035/3045/3225/3230/5055/5065/5075/5570/6570:

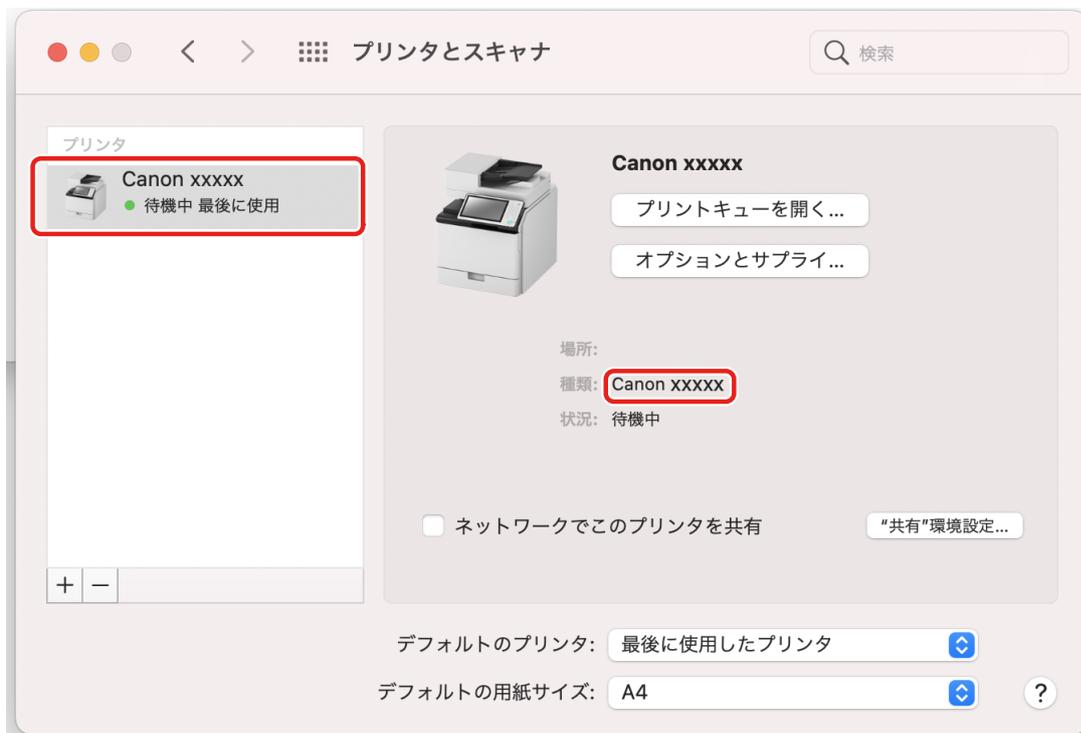
Canon iR Series FAX

- iR2230 Series/3025 Series/3030 Series/3035 Series/3045 Series/3225 Series/3230 Series/3235 Series/3245 Series/5055 Series/5065 Series/5075 Series/5570 Series/6570 Series/2830/3530/4530/5050:

Canon iR Series FAX

6 Change [Name] for the fax as necessary → click [Add].

7 Check that the registered fax and model are displayed in the dialog box.



Set the device options as necessary.



NOTE

- Fax transmission may fail when using a fax registered with a Bonjour connection. In this case, transmission may be possible by registering the fax again with a TCP/IP connection.

Related Topics

- ▶ [Flow of Preparations for Faxing\(P. 12\)](#)
- ▶ [Registering a Fax Connected by TCP/IP\(P. 18\)](#)
- ▶ [Enabling Automatic Setting of the Options of the Device\(P. 47\)](#)
- ▶ [Manually Setting the Options of the Device\(P. 50\)](#)

Uninstalling a Driver

This explains the procedure for uninstalling a driver that is no longer needed.

Prerequisites

- When connected by USB, removal of the USB cable connecting the device and the computer
- Confirmation of the device name to be deleted

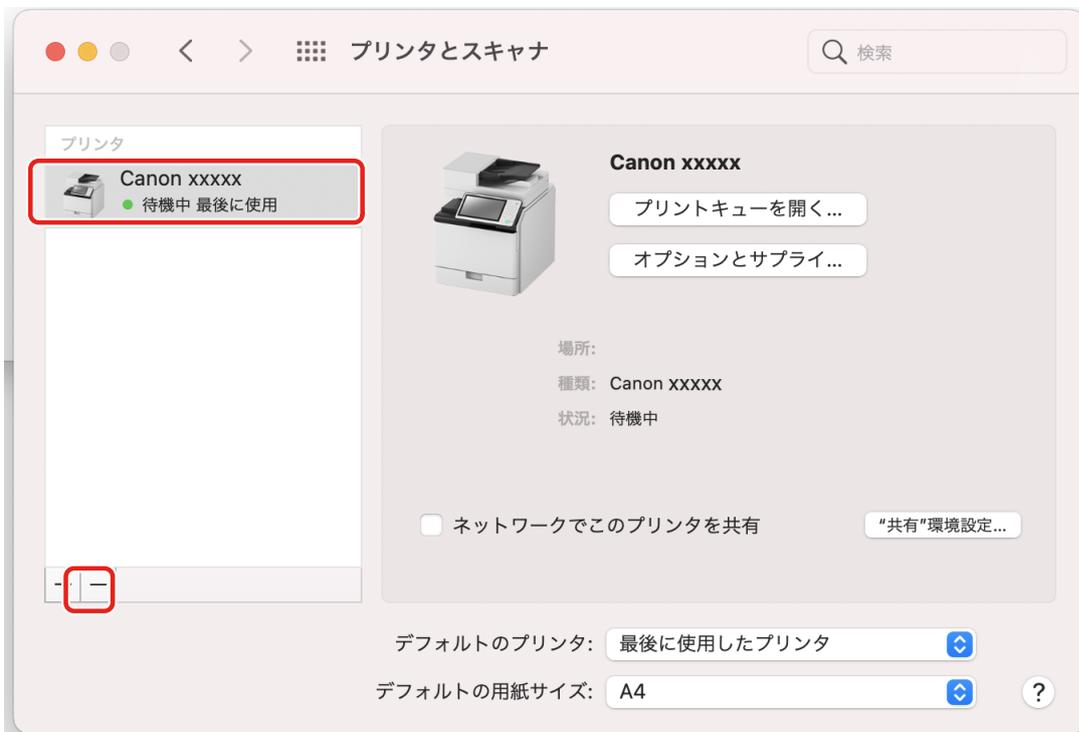


NOTE

- The driver can be upgraded. It is not necessary to uninstall the old driver.

Procedures

- 1 Display the [System Preferences] dialog box of the operating system → click [Printers & Scanners].
- 2 Select the device to be uninstalled → click [-] displayed at the bottom of the dialog box.



- 3 Delete the files of the driver to be uninstalled in the following folders of the operating system.

If a confirmation dialog box is displayed, enter an administrator name and password and click [OK].

The name represented by "****" varies according to the device.

Installing the Driver

- Library/Printers/Canon/CUPSFA
- Library/Printers/PPDs/Contents/Resources/CNMC****F.ppd.gz
- Library/Printers/PPDs/Contents/Resources/CNMC****FB.ppd.gz
- Library/Extensions/CanonCUPSFAUSBClassDriver.kext
- usr/libexec/cups/backend/canonoipnetf

4 Restart the operating system.

Fax Sending

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Fax Sending

- ▶ **Sending a Fax from an Application(P. 36)**
- ▶ **Editing the Address Book(P. 38)**
- ▶ **Attaching a Cover Sheet(P. 40)**
- ▶ **Arranging Multiple Pages on One Sheet of Paper(P. 41)**
- ▶ **Registering Presets(P. 42)**
- ▶ **Setting User Information from FAX Utility(P. 43)**

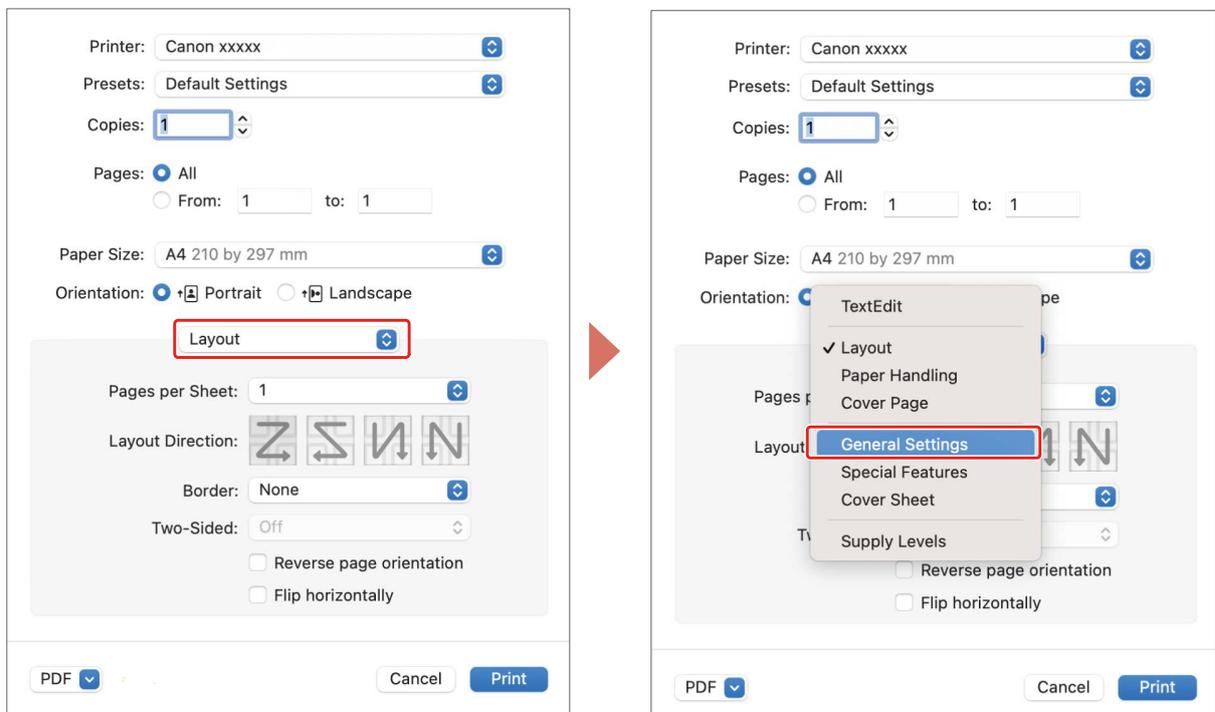
Sending a Fax from an Application

This section explains the basic procedure for displaying the settings screen of the driver and sending a fax from an application.

- 1** Select [Print] from the application's [File] menu.
- 2** Select the device from [Printer].
- 3** Select the [General Settings] panel from the pop-up menu of the print dialog box.

If no print options are displayed, click [Show Details] at the bottom of the screen.

When sending a fax using a preset, select the name of the preset you want to use from [Presets].



4 Specify a destination.

When entering a new destination

Click [Add Destination] → enter [Fax Number] → click [Add] or [Add Destination].

When selecting from the address book

Click [Address Book] → select a destination → click Add or [Add Groups].

When adding a group as a destination, the numbers set as the highest priorities are displayed in [Edit] > [Edit Distribution List] in [Contacts] in the operating system.



- The maximum number of destinations that a fax can be sent to differs according to the setting in [Cover Sheet Attachment], as indicated below. When the following number of destinations is exceeded, the job is divided into multiple jobs for sending. Therefore, the job may be displayed as multiple jobs in the fax sending history, etc.

- When [Cover Sheet Attachment] is set to [None]: 256 destinations
- When [Cover Sheet Attachment] is set to [Different Sheet to Each Destination]: 32 destinations
- When [Cover Sheet Attachment] is set to [Same Sheet to All Destinations]: 256 destinations

5 Select the fax option from the pop-up menu of the print dialog box → set the required items.

6 Click [Print].

Related Topics

- ▶ [Flow of Preparations for Faxing\(P. 12\)](#)
- ▶ [Registering Presets\(P. 42\)](#)

Editing the Address Book

Fax Utility can be used to edit, import, and export the addresses registered in [Contacts] in the operating system.

To add or edit an address book card

You can add an address card to the address book or edit a registered card.

- 1** Open [System Preferences] in the operating system → click [Printers & Scanners].
- 2** Select the device you are using → click [Options & Supplies].
- 3** Select [Utility] → click [Open Printer Utility].
- 4** Click [Address Book].
- 5** Click [Add Card].
When editing a registered card, select the card → click [Edit Card].
- 6** Edit the items as required.
- 7** Click [OK].

To export an address book

You can export the contents of an address book using the FAX Utility.

You can import and use the saved file on another computer with a Windows version fax driver or device.

- 1** Select [Address Book] > [Export] from the [File] menu of the FAX Utility.
- 2** Specify the location to save to, the file name, and format.
When saving with the "*.csv" extension, select [CSV].
When saving with the "*.abk (Canon Address Book)" extension, select [LDIF].
- 3** Click [Save].
If there is group information, a "group information file (*.gsv)" is also saved with the same name as the saved file name.

If home and work destinations are both registered, the different destinations are saved in an extended LDIF file.

To import an address book

You can use FAX Utility to import data to be used in an address book.

You can import the address book data on another computer, a Windows version fax driver, or device.

1 Select [Address Book] > [Import] > [File] or [Address Book of Fax Driver v3.70 or Earlier] from the [File] menu of the FAX Utility.

If a dialog box indicating that "The address book will be registered" is displayed, click [OK].

2 Select a file to be imported (with the extension "*.csv (comma separated)", "*.dcm", or "*.abk").



NOTE

- For group information files, if CSV files are present, they will be imported at the same time. Use file names so that those parts without the extension (*.csv) match the CSV file. Also, when importing, place them in the same folder as the CSV file.
- When importing an address book which is exported from a device, use a CSV file, ABK file, or DCM file exported with security level 1.

You cannot import device setting information files (*.dcm) with all device settings exported from a device with a security level other than security level 1 specified.

3 Select [Use primary number as home fax number] or [Use primary number as work fax number] → click [Open].

When importing as a group, enable [Import the selected file as a group] and enter [Group Name].

Device Address Books

The data of the address book registered on a device can be imported and used in the fax driver. An address book edited in a computer can also be imported to a device.

For details, refer to the manual of the device.



NOTE

- When importing an address book exported with FAX Utility to a device, select the device to import to when exporting the address book. Address book data exported for another device may not be able to be imported correctly.

Related Topics

- [Setting User Information from FAX Utility\(P. 43\)](#)
- [FAX Utility Settings\(P. 61\)](#)

Attaching a Cover Sheet

You can attach a prepared cover sheet in the driver to the document to be sent.

- 1** Select [Cover Sheet] from the pop-up menu of the print dialog box.
- 2** Select the attachment method from [Cover Sheet Attachment].
- 3** Select a template from [Style].
- 4** If necessary, click [Item Settings] and configure the settings → click [OK].

Related Topics

- [▶ \[Cover Sheet\] Panel\(P. 60\)](#)

Arranging Multiple Pages on One Sheet of Paper

This section explains the procedure for sending multiple pages on a single sheet of paper via fax.

Select the direction you want to arrange the pages in on the paper and print borders around the arranged pages.

1 Select [Layout] from the pop-up menu.

2 Select the number of pages to be arranged on each sheet of paper from [Pages per Sheet].

For detailed settings such as the direction in which the pages are arranged, printing borders around each page, etc., perform the following procedure.

3 Select what direction the pages are to be arranged in from [Layout Direction].

4 Select the type of border from [Border].

Registering Presets

You can register frequently used settings in [Presets] and recall the settings when sending faxes.

You can also set a preset you use frequently so that it is displayed and immediately available next time you send a fax.

1 Select a panel in the pop-up menu and set the functions to register as a preset.

2 Select [Save Current Settings as Preset] from [Presets].

3 Enter [Preset Name] → select [Preset Available For] → click [OK].

When you frequently use a registered preset, select the preset and send a fax after executing the following procedure. Next time you send a fax thereafter, it will be displayed in [Presets]. However, you need to specify a destination each time you send a fax.

4 Select [Show Presets] from [Presets] → disable [Reset Presets Menu to "Default Settings" After Printing] → click [OK].

Setting User Information from FAX Utility

You can set default settings relating to user information (PINs for department ID management and user authentication, etc.) in the FAX Utility dialog box.

- 1** Display the [System Preferences] dialog box of the operating system → click [Printers & Scanners].
- 2** Select the device → click [Options & Supplies].
- 3** Select the [Utility] from [Options & Supplies] → click [Open Printer Utility].
- 4** In the displayed FAX Utility dialog box, set the required items.
- 5** Click [Save Settings].

Related Topics

- [FAX Utility Settings\(P. 61\)](#)

Linking the Driver and the Device

Linking the Driver and the Device	45
Setting the Options of the Device	46
Enabling Automatic Setting of the Options of the Device	47
Manually Setting the Options of the Device	50
Setting the Authentication Function	52

Linking the Driver and the Device

- ▶ **Setting the Options of the Device(P. 46)**
- ▶ **Setting the Authentication Function(P. 52)**

Setting the Options of the Device

You can register, in the driver, the options (such as paper drawers and finishers) installed in the device, and set the functions related to the options so that they can be used by the driver.

When using the device for the first time or adding options to the device, the option information must be registered in the driver.

- ▶ **Enabling Automatic Setting of the Options of the Device(P. 47)**
- ▶ **Manually Setting the Options of the Device(P. 50)**

Enabling Automatic Setting of the Options of the Device

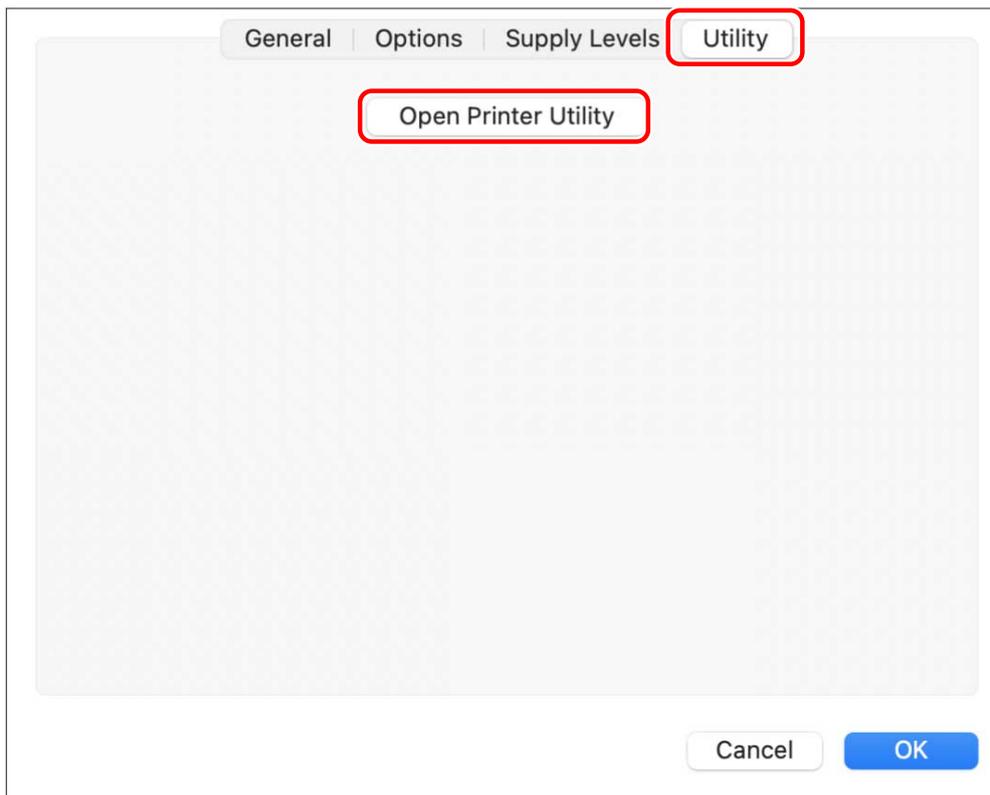
When using a device that supports bi-directional communication, you can set the computer to automatically retrieve the option information of the device using the FAX Utility.

Prerequisites

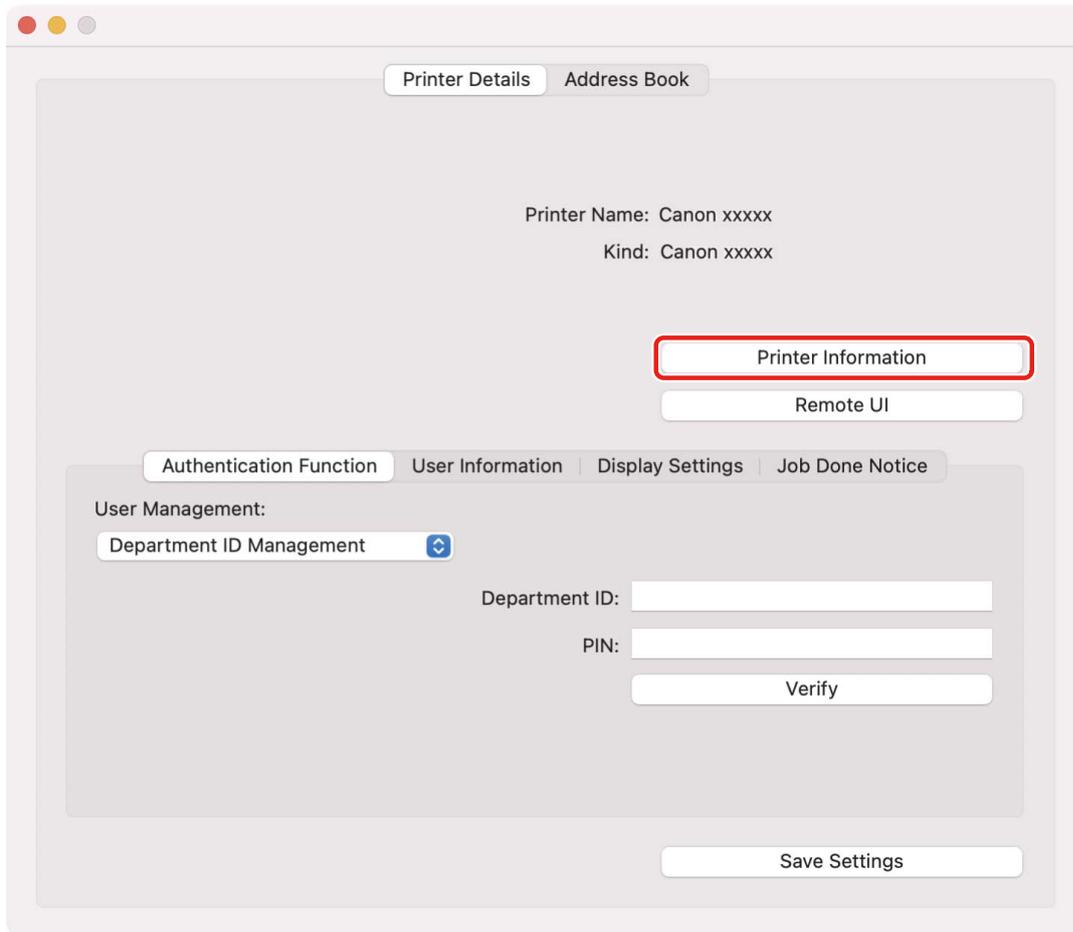
- **Installing the Driver(P. 16)**
- **Registering a Fax(P. 17)**
- Confirmation that the device you are using is set to perform duplex communication
For information on the setting method, refer to the manual of the device.

Procedures

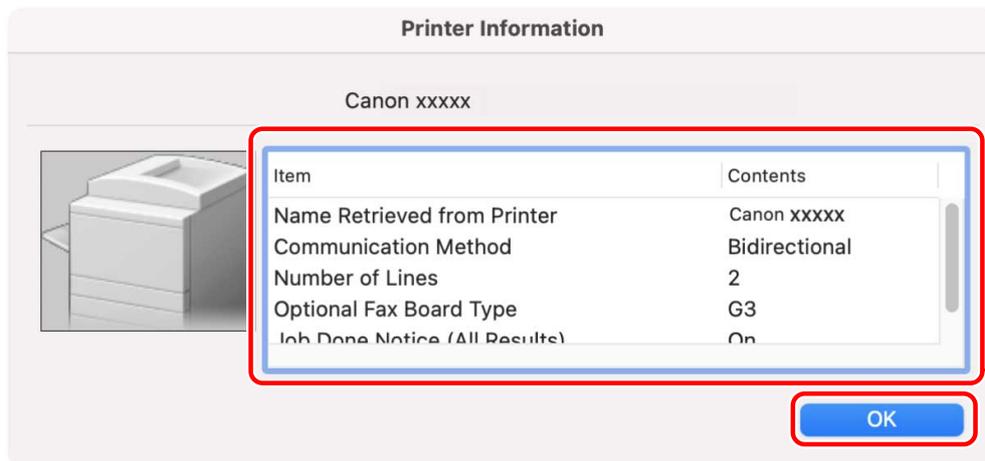
- 1 Display the [System Preferences] dialog box of the operating system → click [Printers & Scanners].**
- 2 Select the device → click [Options & Supplies].**
- 3 Select [Utility] from [Options & Supplies] → click [Open Printer Utility].**



4 Click [Printer Information] in the displayed FAX Utility dialog box.



5 In the [Printer Information] dialog box, check the device information → click [OK].



 **NOTE**

- If the driver name displayed at the top of the [Printer Information] dialog box and the name displayed in [Configuration] > [Name Retrieved from Printer] do not match, you may not be able to use the functions of the device. If this happens, delete the device from the [System Preferences] of the operating system and register the device again.

Related Topics

- ▶ **Flow of Preparations for Faxing(P. 12)**
- ▶ **Registering a Fax Connected by TCP/IP(P. 18)**
- ▶ **Registering a Fax Connected by USB(P. 23)**
- ▶ **Registering a Fax Connected by Bonjour(P. 28)**
- ▶ **Manually Setting the Options of the Device(P. 50)**

Manually Setting the Options of the Device

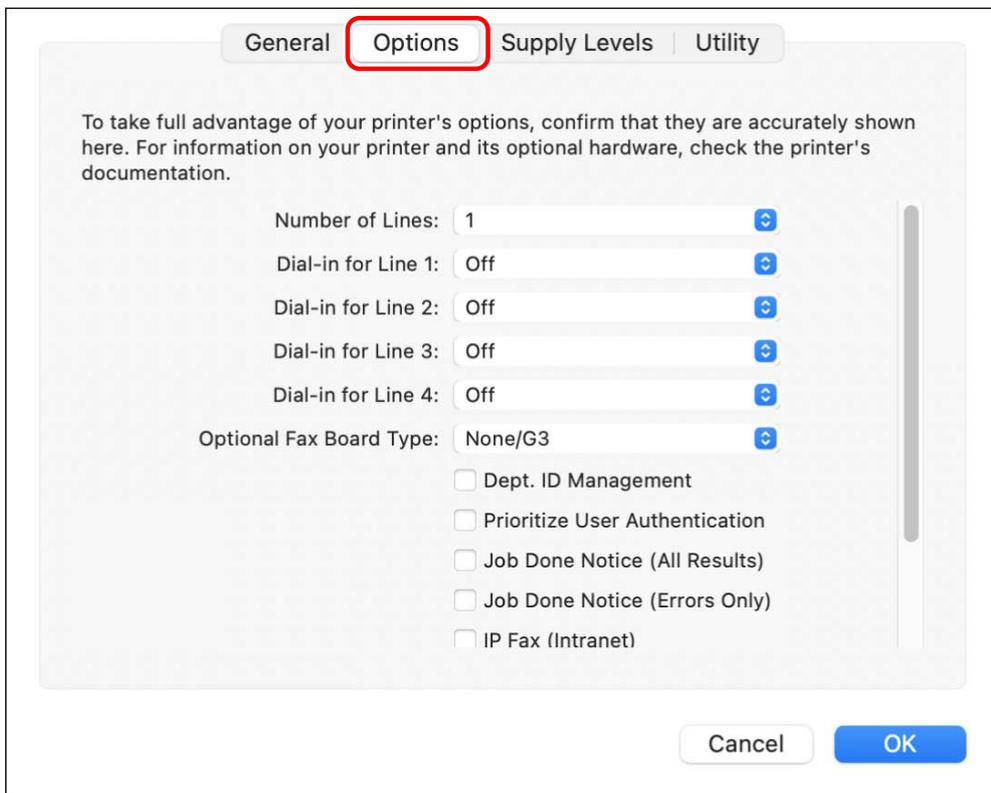
If the device is connected by uni-directional communication, the options of the device must be set manually.

Prerequisites

- Installing the Driver(P. 16)
- Registering a Fax(P. 17)

Procedures

- 1** Display the [System Preferences] dialog box of the operating system → click [Printers & Scanners].
- 2** Select the device → click [Options & Supplies].
- 3** Click [Options].



- 4** In the displayed dialog box, check the options of the device → click [OK].



NOTE

- Select only the options that are actually installed in the device.
- For information on operating the device, check the manual of the device.

Related Topics

- ▶ **Flow of Preparations for Faxing(P. 12)**
- ▶ **Registering a Fax Connected by TCP/IP(P. 18)**
- ▶ **Registering a Fax Connected by USB(P. 23)**
- ▶ **Registering a Fax Connected by Bonjour(P. 28)**
- ▶ **Enabling Automatic Setting of the Options of the Device(P. 47)**

Setting the Authentication Function

You can perform fax management by means of the department ID management function or the user authentication function.



Department ID Management

You can perform authentication management for groups using department IDs and PINs.

- 1 Select [Special Features] or [Advanced Settings] > [Authentication] from the pop-up menu.**
- 2 Enable Department ID Management → enter [Department ID] and [PIN].**

If [User Management] is displayed, display the pop-up menu and select [Department ID Management].

If [Settings] is displayed, click [Settings] → set [Department ID] and [PIN] → click [OK].

User Authentication Management

You can perform user authentication management using user names and passwords.

- 1 Select [Special Features] from the pop-up menu.**
- 2 Select [User Authentication] from [User Management] → click [Settings].**
- 3 Enter [User Name] and [Password].**

Related Topics

- ▶ [Advanced Settings] Panel(P. 57)
- ▶ [Special Features] Panel(P. 58)

Settings List

- Settings List** 54
 - [General Settings] Panel 55
 - [Advanced Settings] Panel 57
 - [Special Features] Panel 58
 - [Cover Sheet] Panel 60
 - FAX Utility Settings 61

Settings List

- ▶ [General Settings] Panel(P. 55)
- ▶ [Advanced Settings] Panel(P. 57)
- ▶ [Special Features] Panel(P. 58)
- ▶ [Cover Sheet] Panel(P. 60)
- ▶ FAX Utility Settings(P. 61)

[General Settings] Panel

You can set send destinations, send schedules, etc.

[Destination List]

Destinations specified for sending faxes are displayed in list form.

[Add Destination]

Adds a new destination.

[Destination Name]

Enter a destination name.

[Communication Mode]

Sets the mode to use for communication.

[Fax Number/URI]

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

[Fax Number]/[URI]

Enter a fax number or URI according to the [Fax Number/URI] selection.

[Advanced Function]

Set this when using the subaddress function (function that adds a PIN) or the ISDN subaddress function (function that adds a supplementary extension number).

[Address Book]

Select a destination from the address book. To use this function, you need to allow the application you are using to access your contacts.

[Edit Destination]

Edits the destination selected in [Destination List].

[Delete]

Deletes the destination selected in [Destination List].

[Number of Destinations]

Displays the specified number of destinations.

[Set the Time to Send]

Specifies a send time. The send data is temporarily saved in the device, then sent at the specified time.

Related Topics

- ▶ [Sending a Fax from an Application\(P. 36\)](#)

▶ **Editing the Address Book(P. 38)**

[Advanced Settings] Panel

You can set the resolution, authentication function, etc. of the fax to be sent.

[Resolution]

Selects a resolution for the fax data to be sent.

[Line]

Specifies the phone line and outside line number for sending faxes.

[Specify Outside Dialing Prefix]

Use this when an outside line number is required.

[Select Line]

If there are multiple phone lines, select the line to be used for sending.

[Authentication]

Sets a department ID and PIN for managing fax transmissions.

[Use Department ID Management]

You can manage the fax transmission status for each registered department ID.

Related Topics

- [Sending a Fax from an Application\(P. 36\)](#)

[Special Features] Panel

You can set such management methods as sender settings and user authentication.

[Resolution]

Selects the resolution.

[Outside Dialing Prefix]/[Add Outside Dialing Prefix to G3/G4/IP Fax Number]

Use this when an outside line number is required. Enter an outline line number according to the communication mode in [Settings].

Outside line numbers are not set for destinations that specify a URI.

[Select Line]

Selects the line to use. You can change the name of the line to a desired name in [Customize Line Name].

[Sender]

The specified sender name is displayed in the fax header. Changes this to a desired name in [Settings].

[Use Department ID Management]

Manages the fax transmission status for each registered department ID. Click [Settings] to set details.

[User Management]

Selects a management function to set. Set [Department ID Management] or [User Authentication].

[Reenter Fax Number Before Adding Destination to [Destination List]]/[Reenter Fax Number/URI Before Adding Destination to [Destination List]]

Displays the [Confirm Destination] dialog box when adding a new destination in the [General Settings] panel. By re-entering the fax number or URI, erroneous input is prevented.

[Job Done Notice]

Select [Settings] and specify the detailed settings to notify the specified e-mail address of the fax send result.

 [Job Done Notice Settings] Dialog

[Job Done Notice]

Set this to notify an e-mail address of the fax send result. You can also set to only notify for errors.

Error notifications are limited to errors that occur between the device and the destination fax.

Notifications are not given for errors that occur between the computer and the device, even if [Errors Only] is selected.

To confirm whether a fax has been sent correctly, check the fax transmission log or print queue at the device, and check the transmission result between the computer and the device.

[E-Mail Address for Notification]

Enter the e-mail address to notify of job completion.

Related Topics

- ▶ [Sending a Fax from an Application\(P. 36\)](#)

[Cover Sheet] Panel

You can set the content of the cover sheet attached to the fax transmission data.

[Cover Sheet Attachment]

Selects whether to attach a cover sheet.

[Different Sheet to Each Destination]

Attaches a cover sheet for each destination.

[Same Sheet to All Destinations]

Attaches the same cover sheet for all destinations.

[Item Settings]

Sets items to be displayed on the cover sheet.

[Labels and Comments]

Sets labels or comments for the included items.

[Insert Attention Note]

Attaches a label, such as "Urgent," "Confidential," etc. Select a label from the list in [Attention Note] or enter desired text.

[Comment to Include]

Enter a comment if necessary.

[Sender]

Select the items to describe the sender and enter a description in each.

[Destination]

Specifies the items to be displayed on the cover sheet.

[Details]

Displays the number of pages being sent, the subject name, etc. in the cover sheet.

[Style]

Selects a cover sheet template.

Related Topics

- ▶ [Sending a Fax from an Application\(P. 36\)](#)
- ▶ [Editing the Address Book\(P. 38\)](#)
- ▶ [Attaching a Cover Sheet\(P. 40\)](#)

FAX Utility Settings

You can set the initial values to use for the authentication function when sending faxes, etc. You can also add or edit addresses in the address book.

[Printer Details] Panel

Sets the authentication function of the device. You can also check the information of the device you are using.

Common Items

This section describes the common items displayed in each dialog box.

[Printer Name]

Displays the name of the target printer.

If the utility was started from [Printers & Scanners], the printer name of the selected device is displayed.

If the utility was started from Finder, a list of the printer names of the devices registered in the operating system is displayed.

[Kind]

Displays the type of driver that is set.

If the utility was started from [Printers & Scanners], the driver name of the selected device is displayed.

If the utility was started from Finder, a list of the driver names of the devices registered in the operating system is displayed.

[Printer Information]

Displays the settings of the options installed in the device.

When duplex communication is used and device information can be retrieved, the option settings are displayed.

When simplex communication is used or information cannot be retrieved from the device, the option settings manually specified in advanced are displayed.

[Remote UI]

Displays the Remote UI page of the selected device.

[Save Settings]

Saves the changed settings.

[Department ID Management] Panel

Set this to perform Department ID Management.

Enter the numbers set on the device in [Department ID] and [PIN]. If you select [Verify], you can check whether the values you entered match the device settings.

[Authentication Function] Panel

Set this when using [Department ID Management] or [User Authentication].

Enter the values set on the device in [Department ID] and [PIN] or [User Name] and [Password]. If you select [Verify], you can check whether the values you entered match the device settings.

[User Information] Panel

Sets the user name to use when sending faxes. If you selected [Enter Name], enter an arbitrary name. The user name you set is displayed on the control panel of the device and used when sending faxes.

[Display Settings] Panel

Displays a confirmation message when sending faxes.

[Job Done Notice] Panel

Set this to notify the specified e-mail address of the fax send result.

[Job Done Notice]

Set this to notify an e-mail address of the fax send result. You can also set to only notify for errors.

Error notifications are limited to errors that occur between the device and the destination fax.

Notifications are not given for errors that occur between the computer and the device, even if [Errors Only] is selected.

To confirm whether a fax has been sent correctly, check the fax transmission log or print queue at the device, and check the transmission result between the computer and the device.

[E-Mail Address for Notification]

Enter the e-mail address to notify of job completion.

[Address Book] Panel

Updates the address book of the operating system.

[Add Card]

Adds a new address.

[Edit Card]

Changes the address that is registered.

Related Topics

- ▶ [Enabling Automatic Setting of the Options of the Device\(P. 47\)](#)
- ▶ [Manually Setting the Options of the Device\(P. 50\)](#)
- ▶ [Editing the Address Book\(P. 38\)](#)
- ▶ [Setting the Authentication Function\(P. 52\)](#)
- ▶ [Setting User Information from FAX Utility\(P. 43\)](#)

Troubleshooting

Troubleshooting	64
Cannot Register a Device Connected by Bonjour	65
Data Transmission to the Device Takes Too Long	66

Troubleshooting

This explains solutions to common problems.

Limitations and precautions are also included in the Readme file.

- ▶ **Cannot Register a Device Connected by Bonjour(P. 65)**
- ▶ **Data Transmission to the Device Takes Too Long(P. 66)**

Cannot Register a Device Connected by Bonjour

When registering a device connected by Bonjour in the operating system, the corresponding device may not be displayed in the [Add] dialog box.

If this happens, it could be due to a number of causes. Change settings as necessary by referring to each "Remedy."

Cause 1.

The settings of the device are incorrect

Remedy

Confirm that the Bonjour settings in the control panel of the device are enabled. For details, refer to the manual of the device.

Cause 2.

The network settings of the operating system are incorrect

Remedy

Check whether the necessary settings have been configured in the network settings of the operating system. If they have not been set, change the settings according to the following procedure.

- (1) Display the [System Preferences] dialog box of the operating system → click [Network].
- (2) Enable the network settings you are using in the [Network] panel.
- (3) Click the [Finder] icon → click [Finder] > [Preferences] in the menu bar.
- (4) Click the [General] tab in the [Finder Preferences] dialog box → enable [Connected servers].

Cause 3.

The driver has not been installed correctly

Remedy

Reinstall the driver and register the device again.

Related Topics

- ▶ [Installing the Driver\(P. 16\)](#)

Data Transmission to the Device Takes Too Long

If transmission takes a long time when sending data to the device, it could be caused by the following. Follow the instructions described in "Remedy."

Cause

The amount of data being sent to the device is large, such as a document containing color photographs or large images

Remedy

If the resolution of the image is higher than needed, set [Resolution] to an appropriate value in the [Advanced Settings] or [Special Features] panel.

Related Topics

- ▶ [\[Advanced Settings\] Panel\(P. 57\)](#)
- ▶ [\[Special Features\] Panel\(P. 58\)](#)

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