FAXPHONE L170 Basic Guide

About the Manuals for the Machine

The manuals for this machine are divided as follows. Please refer to them for detailed information.
The manuals supplied with optional equipment are included in the list below.

Guides with this symbol are book manuals.

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

- **Setting up the Machine**
- **Installing Printer Driver**

Set-Up Instructions

- **Document and Paper Handling**
- **Sending and Receiving Faxes**
- **Speed Dialing**
- **Making Copies**
- **Maintenance**
- **Troubleshooting**
- **The Menu System**

**Basic Guide
(This Document)**

- **Installing Printer Driver Software**
- **Printer Properties**
- **Troubleshooting Printer Driver Issues**

Software Guide

- 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).

Where to Find Help

Canon offers a full range of customer technical support* options:

- For e-mail support, the latest driver downloads and answers to frequently asked questions (www.usa.canon.com/consumer)
- Free technical support Monday-Saturday (excluding holidays) for products still under warranty (1-800-828-4040)
- Technical support for products no longer under warranty (1-757-413-2848)

✎ NOTE

Within Canada, call for technical support 24 hours a day, 7 days a week (1-800-263-1121).

*Support program specifics are subject to change without notice.

Product Type and Model

FAXPHONE L170 : Facsimile Transceiver, Model H12425

Copyright

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Laser Safety

This product complies with 21 CFR Chapter 1 Subchapter J as a Class I laser product under the U.S. Department of Health and Human Services (DHHS) Radiation Performance Standard according to the Radiation Control for Health and Safety Act of 1968. Class I levels of laser radiation are not considered to be hazardous.

Since radiation emitted inside the product is completely confined within protective housings and external covers, the laser beam cannot escape from the machine during any phase of user operation. Do not remove protective housings or external covers, except as directed by this manual.

Disclaimer

Canon U.S.A., Inc. has reviewed this guide thoroughly in order to make it easy to use guide for your Canon FAXPHONE L170 system. All statements, technical information, and recommendations in this guide and in any guides or related documents are believed reliable, but the accuracy and completeness thereof are not guaranteed or warranted, and they are not intended to be, nor should they be understood to be, representations or warranties concerning the products described.

Your FAXPHONE L170 has been sold to you subject to the limited warranties set forth in the warranty cards. Further, Canon U.S.A. reserves the right to make changes in the specifications of the products described in this guide at any time without notice and without obligation to notify any person of such changes.

Trademarks

Canon and FAXPHONE are registered trademarks, and UHQ is a trademark of Canon Inc.

All other product and brand names are registered trademarks, trademarks or service marks of their respective owners.

As an ENERGY STAR™ Partner, Canon U.S.A. has determined that the FAXPHONE L170 meets the ENERGY STAR™ guidelines for energy efficiency.

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

*Approximately three seconds per page document 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.

Type conventions

Please read the list below of symbols used in this guide.

⚠ CAUTION

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.

⚠ WARNING

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

✎ NOTE

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

In addition, this *Guide* uses brackets to show button and switch names on the machine, such as [Start], and [Set]. Text that appears in the machine's display is shown in capital letters, such as: <RECEPTION OK>.

Safety information

Read this safety information thoroughly before using your machine, and keep it handy in case you need to refer to it later.

⚠ WARNING

This product emits low level magnetic flux. If you use a cardiac pacemaker and feel abnormalities, please move away from this product and consult your doctor.

⚠ CAUTION

- **Do not disassemble or modify. There are high-temperature and high-voltage components inside the machine which may result in a fire or electrical shock.**
- **Follow all warnings and instructions marked on the machine.**

■ Location

⚠ WARNING

Do not place the machine near alcohol, paint thinner, or other inflammable substances. If inflammable substances come into contact with electrical parts inside the machine, it may result in a fire or electrical shock.

⚠ CAUTION

- **Do not place the machine on top of a carpet or rug which has long pile. The threads may get inside the machine and cause a fire.**
- **Do not block or cover the ventilation port or any openings on the machine with objects, as this may result in a fire.**

- **Place the machine on a flat, stable, vibration-free surface that is strong enough to support its weight.**
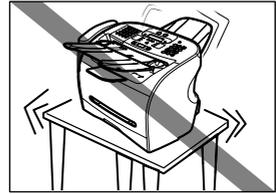
- **Do not place objects around the power plug so that you are able at any time to readily disconnect the power plug from the wall outlet. Otherwise you will be unable to disconnect the power plug in case of an emergency.**
- **Make sure the area is free from dust.**
- **Make sure the location is not affected by extreme temperature changes, and always stays between 50°F and 90.5°F (10°C and 32.5°C).**
- **Make sure the relative humidity of the area is between 20% and 80%.**
- **Keep the machine away from direct sunlight.**
- **Do not use or store the machine outdoors.**
- **Do not install the machine near devices that contain magnets or generate magnetic fields, such as speakers.**
- **To ensure proper ventilation, make sure the machine is approximately 4 inches (10 cm) away from walls and other equipment.**
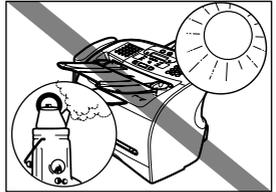
Power supply

⚠️ **WARNING**

- **Do not damage or modify the power cord and power plug. Also do not place heavy objects on the power cord, pull it on it, or extensively bend it. These actions may cause electrical damage and result in a fire or electrical shock.**
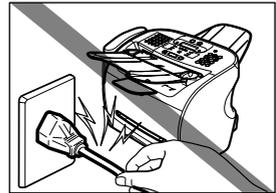
- **Do not insert or unplug the power plug with wet hands, as this may result in electrical shock.**
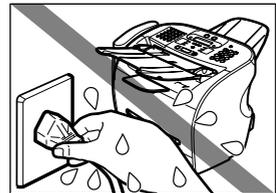
- **Do not overload the wall outlet with too many electrical appliances, as this may result in a fire or electrical shock.**
- **Plug the machine into a standard 120 V AC, 60 Hz, three-prong grounded outlet. Operate the machine only from the type of power source indicated on the machine's label or a fire, electrical shock or malfunction may occur. If you are not sure of the type of power available, consult your local power company.**
- **Do not allow the power cord to be near objects that emit heat. The outer cover of the power cord may melt resulting in fire or electrical shock.**
- **Make sure the power cord is fully extended and has no knots in it when electricity is running through it. Knots etc. in the cord may result in fire or electrical shock.**
- **Fully insert the power plug securely into the electrical outlet. If the prongs of the power plug come into contact with metallic objects etc., it may result in fire or electrical shock.**

⚠ CAUTION

- During electrical storms, disconnect the power cord from the power outlet. (Please note that any documents stored in the machine's memory will be deleted after 1 hour when you turn off the power.)
- Do not use an extension cord as this may result in fire or electrical shock.
- Disconnect the power cord if the machine will not be used for a long period such as during holidays.
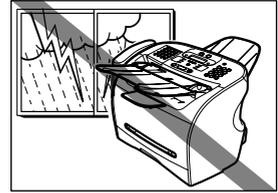
✋ IMPORTANT

- *If dust accumulates around the plug of the power cord when it is connected to a power outlet, unplug the machine and wipe the plug with a clean, dry cloth.*
- *Do not plug the machine into the same circuit as appliances such as an air conditioner, television, or copier. These devices generate electrical noise which may interfere with your machine's operation.*
- *Whenever you unplug the machine, wait at least 5 seconds before you plug it in again.*
- *Use only the power cord that came with the machine.*
- *Unplug the machine in the following conditions:*
  - *If the power cord or plug is damaged or frayed.*
  - *If liquid has spilled into the machine.*
  - *If the machine has been exposed to rain or water.*
  - *If the machine does not operate normally when you have followed the instructions in the guides included with your machine. Adjust only those controls that are covered by the instructions in the guides since improper adjustment of other controls may result in damage and will often require extensive work by a qualified technician to restore the product to normal operation.*
  - *If the machine has been dropped or damaged.*
  - *If the machine exhibits a distinct change in performance, indicating a need for servicing.*
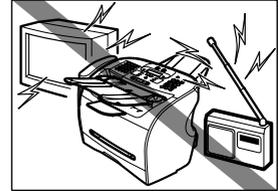
Handling

⚠ WARNING

- Do not drop paper clips, staples, or other metal objects inside the machine. Also, do not spill water, liquid, or inflammable substances inside the machine.
  If these items come into contact with high-voltage parts inside the machine, it may result in a fire or electrical shock. If these items are dropped or spilled in the machine, unplug the power cord immediately with dry hands. Then, contact the Canon Customer Care Center at 1-800-828-4040.
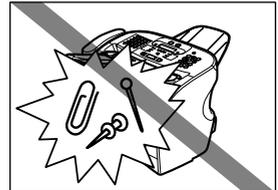
- Do not use any highly flammable spray near the machine. If gas from a spray comes into contact with the electrical components inside the machine, it may result in a fire.
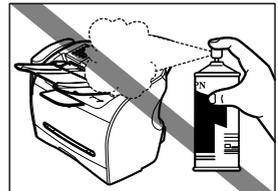
- There are high-voltage components inside the machine. If you are looking inside the machine to remove paper jams etc., do not allow metallic objects such as jewelry to come into contact with the inside of the machine. Contact may result in burns or electrical shock.

⚠ CAUTION

- Do not place the following objects on top of the machine. If such objects come into contact with internal electrical components, the machine may short-circuit resulting in fire or electrical shock.
  - Metallic objects such as jewelry and watches
  - Containers of water or other liquids such as glasses, vases or pot plants
- If water etc. does spill inside the machine, immediately disconnect the power cord and contact the retailer.
- Do not touch the internal electrical parts as this may result in electrical shock.
- Do not place heavy objects on top of the machine as these may topple over and result in injury.
- Do not subject the machine to strong physical shock or vibration.
- Unplug the machine before moving it.
- Do not lift the machine by any of its attachments. Lift it by the recessed areas on the sides of the machine.
- A distinct change in performance may indicate a need for servicing.
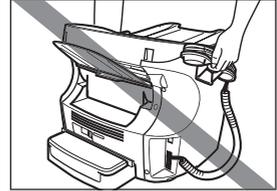
Maintenance

⚠ WARNING

- Do not service the machine yourself except as specifically described in this guide. If further servicing is required, contact the Canon Customer Care Center.
- Keep the machine clean. Dust accumulation may prevent the machine from operating properly.

Legal limitation on usage of your product and the use of images

Using your product to scan, print or otherwise reproduce certain documents, and the use of such images as scanned, printed or otherwise reproduced by your product, may be prohibited by law and may result in criminal and/or civil liability. A non-exhaustive list of these documents is set forth below. This list is intended to be a guide only. If you are uncertain about the legality of using your product to scan, print or otherwise reproduce any particular document, and/or of the use of the images scanned, printed or otherwise reproduced, you should consult in advance with your legal advisor for guidance.

- Paper money
- Money orders
- Certificates of deposit
- Postage stamps (canceled or uncanceled)
- Identifying badges or insignias
- Selective service or draft papers
- Checks or drafts issued by governmental agencies
- Motor vehicle licenses and certificates of title

- Traveler's checks
- Food stamps
- Passports
- Immigration papers
- Internal revenue stamps (canceled or uncanceled)
- Bonds or other certificates of indebtedness
- Stock certificates
- Copyrighted works/works of art without permission of copyright owner

Users in the U.S.A.

Pre-installation requirements for Canon facsimile equipment

A. Location
Supply a suitable table, cabinet, or desk. See the Appendix for the machine's dimensions and weight.

B. Order information
1. Only a single line, touch-tone or rotary telephone set is to be used.
2. Order an RJ11-C modular jack (USOC code), which should be installed by the telephone company. If the RJ11-C jack is not present, installation cannot occur.
3. Order a normal business line from your telephone company's business representative. The line should be a regular voice grade line or the equivalent. Use one line per machine.
   DDD (DIRECT DISTANCE DIAL) LINE

   -or-

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

✐ NOTE

> *Canon recommends an individual line following industry standards, e.g., the 2500 (Touch Tone) or 500 (Rotary/Pulse Dial) telephones. A dedicated extension off a PBX machine without "Call Waiting" can be used with your FAXPHONE L170. 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.

This equipment if it uses a telephone receiver is hearing aid compatible.

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 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

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 guide. 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. 1-516-328-5000

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

To enter this information into your machine, follow the instructions in Chapter 3.

Users in Canada

Pre-installation requirements for Canon facsimile equipment

A. Location

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

B. Order information

1. Provide only a single-line to touch-tone or rotary telephone set terminated with a standard 4-pin modular phone plug. (Touch-tone is recommended if available in your area.)

2. Order an 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 2500 (touch tone) or 500 (rotary/pulse dial) telephones]. A dedicated extension off a PBX machine without "Camp On" signals is also permissible with your FAXPHONE L170. 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.

Le présent matériel 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.

✎ NOTE

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 Rglement 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'excède pas 5.
Le nombre d'équivalents sonnerie (REN) de ce produit est 1.0.

CANON CANADA INC.

1-800-263-1121

24 HOURS A DAY, SEVEN DAYS A WEEK

Laser Safety

This machine complies with 21 CFR Chapter 1 Subchapter J as a Class 1 laser product under the U.S. Department of Health and Human Services (DHHS) Radiation Performance Standard according to the Radiation Control for Health and Safety Act of 1968. This means that the machine does not produce hazardous radiation.

Since radiation emitted inside the machine is completely confined within protective housings and external covers, the laser beam cannot escape from the machine during any phase of user operation.

CDRH Regulations

The Center for Devices and Radiological Health (CDRH) of the U.S. Food and Drug Administration implemented regulations for laser products on August 2, 1976. These regulations apply to laser products manufactured from August 1, 1976. Compliance is mandatory for products marketsed in the United States.

⚠ **CAUTION**

Use of controls, adjustments, or performance of procedures other than those specified in this User's Guide may result in hazardous radiation exposure.

The label is attached to the laser scanner machine inside the machine and is not in a user access area.

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Glossary

Index

Introducing the FAXPHONE L170

1

This chapter introduces you to the main features of the machine. It also explains how to get the most out of the documentation that comes with the machine, and gives important safety instructions.

Welcome

Thank you for purchasing the new Canon FAXPHONE L170. We are sure that your machine will meet your printing and copying needs easily and conveniently, as well as your fax and phone requirements.

FAXPHONE L170

The Main Features of the Machine

This machine is a multifunction system for your home or small office, and combines a plain paper fax machine, a laser printer, a copier, and a telephone into a single, convenient desktop machine.

The machine's multitasking ability enables you to perform multiple operations simultaneously. For example, you can print a document or make copies at the same time you are sending a fax.

The compact size of the machine makes it ideal for desktop use, and allows you to use it in places where other machines may not fit.

Fax Features

■ **UHQ™ Image Processing System**
  The machine uses Canon's Ultra High Quality Image Processing System to provide enhanced definition in faxed photos.

■ **Error Correction Mode (ECM)**
  The machine's Error Correction Mode (ECM) reduces transmission errors while communicating with another ECM-capable machine.

■ **Automatic switching between fax and voice calls**
  The machine can automatically distinguish between fax and voice calls, so that you can receive both through a single phone line.

■ **Answering machine connection**
  You can connect an answering machine to receive telephone messages while you are away.

■ **Transmission speed**
  The machine uses G3 data encoding methods that increase transmission speed to approx. 3 seconds* per page.

■ **Memory sending/receiving**
  The machine can store up to 450** fax pages in its memory, and can receive faxes while printing.

■ **Reduced-size printing**
  The machine automatically scales received faxes to fit the size of the paper loaded in the machine.

■ **Automatic dialing and broadcasting**
  For easier faxing, the machine provides One-Touch Speed Dialing, Coded Speed Dialing, and Group Dialing methods for automatic dialing. It also allows you to broadcast or send a fax at a preset time to as many as 142 locations.

* Based on Canon FAX Standard Chart No.1, standard mode.

Printer Features

■ **Excellent print quality**

The machine offers 1200 dpi enhanced $\times$ 600 dpi laser beam printing, providing you with high resolution text and graphics.

■ **Simple maintenance**

The S35 Cartridge for the machine contains both the toner and drum, making installation and replacement simple.

■ **Economy toner-saving printing**

The machine includes an economy printing mode which allows you to reduce toner consumption by approx. 30%.

Copier Features

■ **Up to 99 copies**

The machine can make up to 99 copies of a document at a time, at a rate of up to 19 copies per minute on LTR-Size paper.

■ **Resolution**

The machine scans documents at 300 $\times$ 300 dpi. Printing resolution is 1200 dpi enhanced $\times$ 600 dpi .

■ **Copy enlargement/reduction**

The machine can reduce or enlarge copies in the range between 50% and 200% of their original size.

■ **Collate copy**

The machine can sort copies in page order. It is convenient when you make multiple copies of a multiple page document.

Telephone Features

■ **Automatic dialing**

The machine's 3 automatic dialing methods (One-Touch Speed Dialing, Coded Speed Dialing, and Group Dialing) can be used to store phone and fax numbers for easy and efficient calling.

■ **Connection for the handset, an answering machine, or a telephone**

Connecting the handset or a telephone to the machine allows you to use it to make and receive normal telephone calls. In addition, connecting an answering machine allows you to receive faxes and phone messages while you are away from your desk.

Using the Machine as a Printer

The printer driver that is included with your machine allows you to use the machine's printing function directly from your PC.

• Use the machine as the default printer for Windows applications

For more information on using the printer driver with your machine, refer to the *Software Guide* also stored on this CD-ROM.

System Requirements

The printer driver for Windows 98/Me/2000/XP can be used in the following system environments.

■ Operating System
Windows 98, Windows Me, Windows 2000, or Windows XP.

■ Computer
Any computer on which Windows 98, Windows Me, Windows 2000, or Windows XP runs properly.

■ Hardware Requirements
● IBM or IBM-compatible PC
● CD-ROM drive or network environment with the access to CD-ROM
● PC equipped with a USB port and the USB class driver installed

OS	CPU	RAM	Available free disk space
Windows 98	Intel Pentium$^®$ 90 MHz or greater	32 MB or greater	100 MB or greater
Windows Me	Intel Pentium$^®$ 150 MHz or greater	32 MB or greater	100 MB or greater
Windows 2000* Professional	Intel Pentium$^®$ 133 MHz or greater, or compatible micro processors (up to 2 processors are supported)	64 MB or greater	500 MB or greater
Windows 2000* Server	Intel Pentium$^®$ 133 MHz or greater, or compatible micro processors (up to 4 processors are supported)	128 MB or greater	500 MB or greater
Windows XP*	Pentium Family$^®$ 233 MHz or greater	64 MB or greater	500 MB or greater

* Logon as a user account with Administrators' rights is recommended.

Using Your Documentation

Your machine includes the following documentation to help you learn how to use your machine:

- *Set-Up Instructions*

This *Guide* provides basic information on how to set up and use the machine.

- *Basic Guide* (this *Guide*)

This *Guide* provides detailed information on how to use and troubleshoot your machine.

- *Software Guide*

This *Guide* (stored in the CD-ROM) describes how to use the machine to print from your PC.

1

Introducing the FAXPHONE L170

Setting Up Your Machine

2
CHAPTER

This chapter tells you how to unpack, assemble, and connect your machine, install the toner cartridge, and load paper-everything you need to know to get your machine ready to use.

Choosing a Location for Your Machine

Before unpacking your machine, follow these guidelines to choose an appropriate location for the machine.

⚠️ **CAUTION**

Please review the information provided in "Safety information" on p. v, to make sure you are installing your machine for safe use.

- Put the machine in a cool, dry, clean, well ventilated place:
  - Make sure the area is free from dust.
  - Make sure the location is not affected by extreme temperature fluctuations, and remains between 50°F and 90.5°F (10° and 32.5°C).
  - Make sure the area's relative humidity is always between 20% and 80%.
- Keep the machine away from direct sunlight.
- If possible, place the machine near an existing telephone outlet, to allow for an easy connection of the telephone line to the machine.
- Place the machine near an electrical wall outlet that provides 120 V AC (60 Hz) power.
- Place the machine near the PC you will be connecting it to. Make sure you can reach it easily, as you will be using the machine as a printer, fax machine, copier, and telephone.
- Do not plug the machine into the same circuit as an appliance such as an air conditioner, electric typewriter, television, or copier. Such devices generate electrical noise that can interfere with your machine's ability to send or receive faxes.
- Set the machine on a flat, stable, vibration-free surface that is strong enough to support its weight approx. 24.7 lb (11.2 kg).

Unpacking Your Machine

Follow the directions below to unpack your machine properly, and to make sure you have all of its components and documentation.

Do You Have Everything?

As you unpack the machine, save the carton and packing material in case you want to move or ship the machine in the future.

Carefully remove all items from the box. You should have someone help by holding the box while you lift the machine and its protective packaging out of the carton.

Make sure you have the following items:
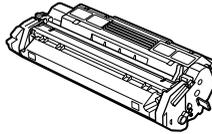
• **Machine**   • **S35 S-Cartridge**   • **Document output tray**
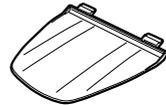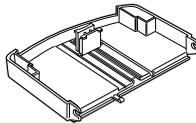
• **Output tray**   • **Cassette extension**   • **Extension cover**

• **Power cord**
• **Telephone line cord**
• **Documentation**
> Set-Up Instructions
> Basic Guide
> Warranty
> Warranty for S35 Cartridge
> Registration Card (for USA only)
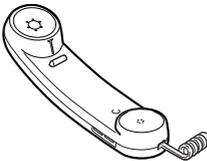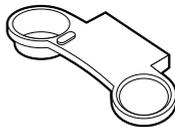
• **Handset**   • **Handset cradle**   • **Plugs with pins**   • **FAXPHONE L170 Software CD-ROM**

If any of the above items are damaged or missing, notify your local authorized Canon dealer immediately.

NOTE

- *The actual items may differ in shape and quantity from the one shown on p. 2-2.*
- *Note that the items included with your machine may vary depending on the country of purchase.*
- *Important! Save your sales receipt for proof of purchase in case your machine requires warranty service.*
- *In addition to the items shipped with your machine, if you wish to use the machine as a printer, you will need a USB cable, which you can purchase from your Canon dealer. For best results, use a cable that is no more than 5 meters long.*

Removing Shipping Materials

In order to protect your machine during shipping, the machine has been packed with protective material that you must remove before using. Follow these steps:

NOTE

The actual shipping materials may differ in shape, quantity, and position from the ones shown in the illustrations below.

1 **Remove all pieces of shipping tape from the exterior of the machine.**

2 **Open the document feeder tray by flipping it down.**

3 **Open the operation panel by grasping it at the center and gently pulling it up.**
Remove protective sheet from the Automatic Document Feeder (ADF), then gently close the operation panel by pressing it down until it clicks.

Replaceable Parts

The only component of the machine that needs regular service or replacement is the S35 Cartridge.
The S35 S-Cartridge comes with your machine but you should purchase the regular S35 Cartridge for replacement.

Although Canon manufactures many types of toner cartridges, the S35 Cartridge is the only one designed to be used with your machine. The S35 Cartridge can be purchased at any Canon authorized dealer.

Setting Up Your Machine

2

Assembling the Machine

Use the following instructions to assemble the main unit and its components. To see how the machine will look fully assembled, see "Getting Acquainted With Your Machine," on p. 2-9.

Attaching Components

📎 NOTE

Make sure the tabs are inserted into the slot completely.

Document Output Tray

Insert the tabs into the slots on the back of the machine.
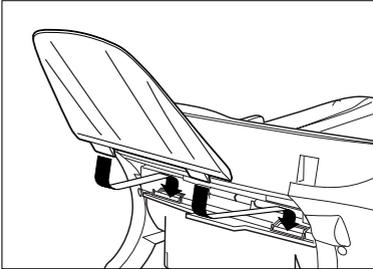
Output Tray

Insert the tray into the corresponding slots.
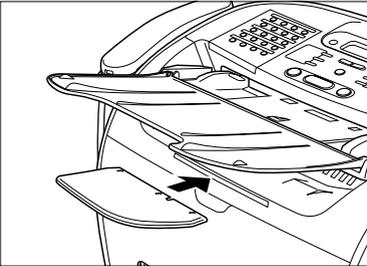
Installing the Paper Cassette

1 **Attach the extension cover on the back of the machine.**
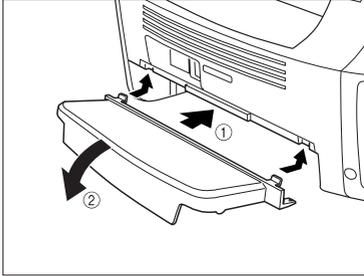
2 **Pull out the paper cassette.**

3 **Attach the cassette extension to the cassette.**
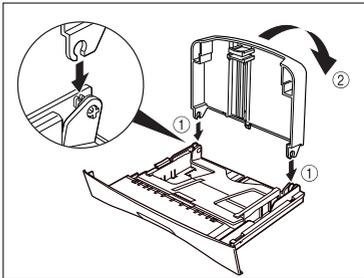
4 **Insert the paper cassette into the machine.**

Making Connections

NOTE

- *Be sure to connect any external device before using your machine.*
- *Canon cannot guarantee that all answering machines will be compatible with your machine, due to varying specifications.*
- *If you have connected an external device to your machine, be sure to set the correct receive mode. (See Chapter 7, "Receiving Faxes.")*
- *To connect an extension phone as well as an answering machine, connect the extension phone to the answering machine, and then the answering machine to your machine.*
- *If you connect a data modem to your machine and you use it extensively, or others access your PC frequently through the data modem, you may want a dedicated telephone line for your data modem.*

Connecting the Machine to Your PC

Your machine has a USB port that allows you to connect it to a PC. To do this, you need to purchase a USB cable from your dealer.

NOTE

For best results, use a cable that is 5 meters in length or shorter.

Connect the machine to your computer as follows:

1 **Make sure the computer is turned off and the machine is unplugged.**

2 **Connect the USB cable to your machine and PC during software installation to ensure the proper operation of the printer driver. (See the *Software Guide*.)**
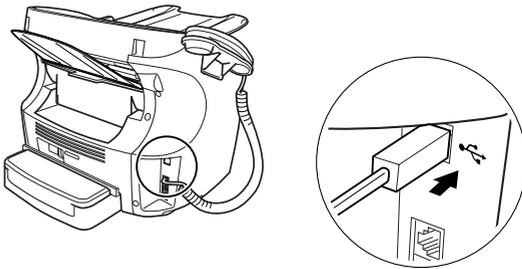
Connecting the Telephone Line

Connect the telephone line to the jack on the left side of the machine:
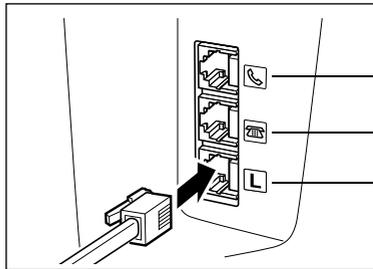
Connect the optional handset to 📞 .

Connect an extension phone or answering machine to ☎ .

Connect the supplied telephone line to [L] .

Connect the other end of line to a wall telephone jack.

If you connect an answering machine to the machine, be sure to read your answering machine's manual.

✎ NOTE

You can also connect the extension phone to the jack marked 📞 if you have not connected the handset.

Connecting the Power Cord

⚠ **CAUTION**

Follow these guidelines when connecting your machine to a power source:
- **The machine is intended for domestic use only and requires 120 V AC. Do not use it outside the country where it was purchased.**
- **Use only the power cord that came with the machine. Using a longer cord or extension cord can cause the machine to malfunction.**
- **Unplug the machine only by pulling on the plug itself. Never pull on the cord.**
- **Do not plug the machine into an outlet shared with an appliance such as an air conditioner, computer, electric typewriter, or copier. These devices generate electrical noise, which can interfere with the operation of the machine.**
- **Make sure nothing is laying on the power cord, and that the cord cannot be walked on or tripped over.**
- **Do not overload the electrical outlet. Make sure the total amperage used by all the machines plugged into the outlet does not exceed the ampere rating of the outlet's circuit breaker.**
- **Do not plug the machine into an uninterruptible power supply (UPS).**

Connect the power cord as follows:

1 **Plug the supplied power cord into the power connector on the back of the machine.**
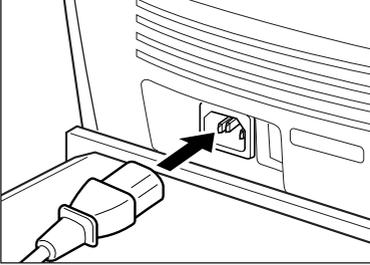
2 **Plug the other end of the power cord into the outlet.**

✐ NOTE

The machine has no power switch, so its power is on as long as it is plugged in. Once connected, though, the machine still needs to warm up before you can use it.

While the machine is warming up, the message <PLEASE WAIT> appears in the LCD display:

```
PLEASE WAIT
```

```
12/31/2004 WED 15:11
FaxOnly      STANDARD
```

✐ NOTE

If the toner cartridge has not been installed yet, the message <INSTALL CARTRIDGE> appears in the LCD display, and the Alarm indicator flashes. In this case, install the toner cartridge. (See "Installing/Replacing the Toner Cartridge," on p. 2-16.)

Getting Acquainted With Your Machine

Before using your machine, look over the diagrams on these pages to become familiar with the machine's components.

Front View
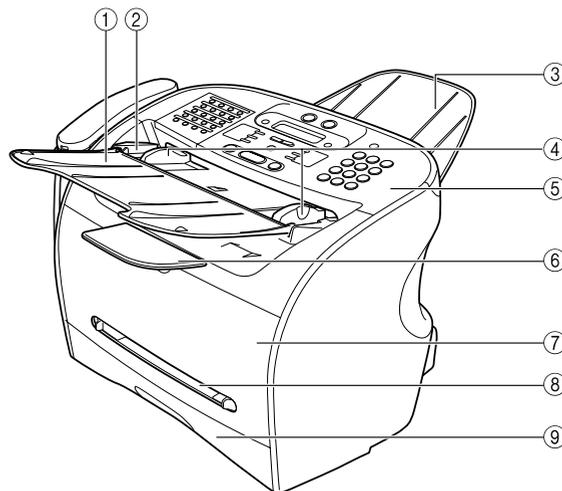
① **Document feeder tray**
Place documents to be faxed or copied.

② **ADF (Automatic Document Feeder)**
Holds documents and feeds them automatically into the scanning machine.

③ **Document output tray**
Documents come out here.

④ **Slide guides**
Adjust to the width of documents.

⑤ **Operation panel**
Controls the machine.

⑥ **Output tray**
Holds printout. Received faxes.

⑦ **Printer cover**
Open it when you install the cartridge, or remove jammed paper.

⑧ **Multi-purpose feeder**
Used when printing paper one by one manually.

⑨ **Cassette**
Holds the paper supply.

Rear View
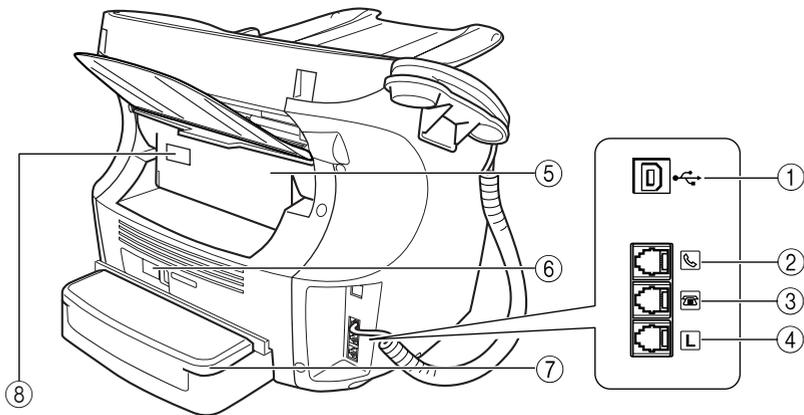
① **USB port**
Connect the USB (Universal Serial Bus) cable.

② **Handset jack**
Connect the handset.

③ **Extension phone jack**
Connect an extension phone.

④ **Telephone line jack**
Connect the telephone cable.

⑤ **Face up cover**
Open it when you output paper face up, or remove jammed paper.

⑥ **Power socket**
Connect the power cord.

⑦ **Extension cover**
Protects paper supply in the cassette from dirt and dust.

⑧ **Machine Serial Number**

The Operation Panel
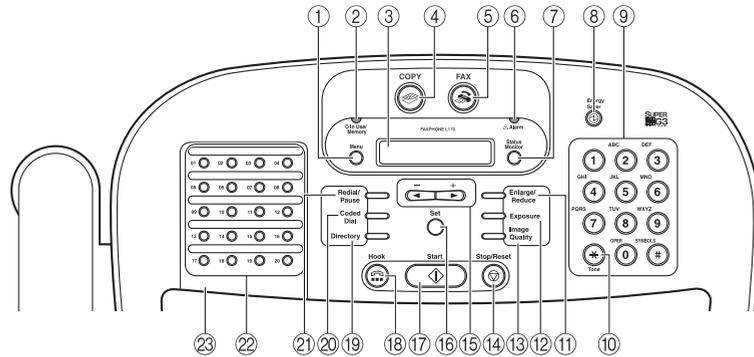
① **Menu button**
Use this button to customize the operation of the machine.

② ☼ **In Use/Memory indicator**
Lights when the telephone line is used or a document has been received in memory.

③ **LCD display**
The LCD display shows messages and prompts while you use the machine.

④ ✎ **COPY button**
Use this button to switch standby display to Copy mode.

⑤ ✎ **FAX button**
Use this button to switch standby display to Fax mode.

⑥ ⚠ **Alarm indicator**
This indicator flashes when an error occurs, or when the machine is out of paper or toner.

⑦ **Status Monitor button**
Use this button to check the status of copy, fax, print and report jobs.

⑧ ⊕ **Energy Saver button**
Use this button to set or cancel the energy saver mode manually. The button lights green when the energy saver mode is enabled.

⑨ **Numeric buttons**
Use these buttons to enter numbers and names when registering information, and to dial fax/telephone numbers.

⑩ **Tone button**
Use this button to use tone dialing temporarily when your machine is set for pulse dialing.

⑪ **Enlarge/Reduce button**
Use this button to set an enlargement or reduction ratio of a copy.

⑫ **Exposure button**
Use this button to adjust the copy exposure.

⑬ **Image Quality button**
Use this button to select the resolution the machine will use for the document you want to fax, or copy.

⑭ ▽ **Stop/Reset button**
Use this button to cancel sending or receiving faxes and other operations, and bring back the standby display in the LCD.

⑮ ◀(-), ▶(+) **button**
Use this button to scroll through the selections.

⑯ **Set button**
Use this button to register your settings. Also, if the document being scanned stops in the ADF, pressing this button makes the document come out automatically.

⑰ ◇ **Start button**
Use this button to begin faxing, or copying.

⑱ ☎ **Hook button**
Use this button to dial, even with the handset still in the handset cradle.

⑲ **Directory button**
Use this button to look up fax/telephone numbers registered for speed dialing.

⑳ **Coded Dial button**
Use this button to dial a fax/telephone number that you have registered for Coded Speed Dialing.

㉑ **Redial/Pause button**
Use this button to redial the last number that was dialed using the numeric buttons, or to enter pauses in a fax number.

㉒ **One-Touch Speed Dial buttons**
Use these buttons for One-Touch Speed Dialing.

㉓ **One-Touch Speed Dial panel**
Open this panel to access the special function buttons.

Special Function Buttons (One-Touch Speed Dial Panel Open)
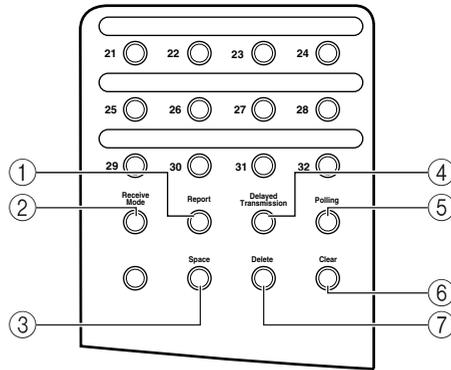
① **Report button**
Use this button to print activity reports.

② **Receive Mode button**
Use this button to select the receive mode for receiving faxes.

③ **Space button**
Use this button to enter a space between letters and numbers when you are registering information.

④ **Delayed Transmission button**
Use this button to register a time for delayed sending.

⑤ **Polling button**
Use this button to set a document for polling sending, and to poll the other fax to receive a document.

⑥ **Clear button**
Use this button to clear an entire entry during information registration.

⑦ **Delete button**
Use this button to delete characters one by one.

Handset
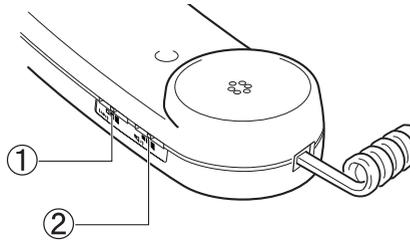
① **Ringer Volume Switch**
   Adjust the volume of the ringer. Use a pen or another pointed object to adjust the switch to 'High', 'Low', or 'OFF'.

② **Speaker Volume Switch**
   Adjust the volume of the handset so you can hear suitable from the speaker.

Setting Up Your Machine

2

Energy Saver Mode

The machine provides an energy saver function. When no operations are performed for about 5 minutes, the machine automatically enters the energy saver mode.

📎 NOTE

- *The time until the machine enters the energy saver mode can be specified in a range of 3 minutes to 30 minutes. You can also turn off the energy saver function. (See Chapter 15, "The Menu System.")*
- *The energy saver function does not activate when the machine is in the following status:*
  - *When printing out copies, faxes or other pages*
  - *When sending or receiving faxes*
  - *While a copy job is saved in memory or when the reserve copy or other functions are operating, or when the In Use/Memory indicator lights up*
  - *When paper jams occur*
  - *When an error code appears and the Alarm indicator flashes*
  - *When no paper is loaded in the cassette*

Setting the Energy Saver Mode Manually

1 **Press [Energy Saver].**

The LCD is turned off and [Energy Saver] lights up.

📎 NOTE

Right after the machine is restored from the energy saver mode, or right after copying finishes, wait about 2 seconds before pressing [Energy Saver].

Restoring from the Energy Saver Mode

1 **Press [Energy Saver].**

[Energy Saver] goes off and the machine enters standby mode.

📎 NOTE

The machine can be restored from the energy saver mode immediately. However, it may vary according to room temperature and circumstances.

The Toner Cartridge

Handling and Storing Cartridges

- Do not open the drum protective shutter on the cartridge. If the drum surface is exposed to light and damaged, print quality may deteriorate.
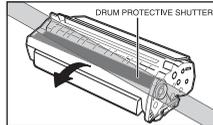
- Do not stand the cartridge on end, and do not turn it upside down. If toner becomes caked in the cartridge, it may prove impossible to free it even by shaking the cartridge.
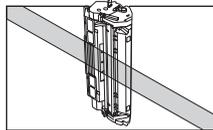
- Keep the cartridge away from computer screens, disk drives, and floppy disks. The magnet inside the cartridge may harm these items.
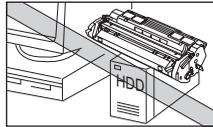
- When holding the cartridge never touch the drum protective shutter with your hands.
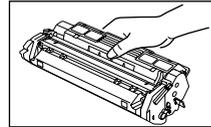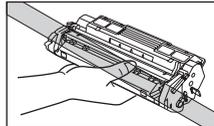
- Do not expose the cartridge to direct sunlight or bright light for longer than 5 minutes.
- Do not store the cartridge in direct sunlight.
- Avoid locations subject to high temperature, high humidity, or rapid changes in temperature. Store the cartridge between 32° and 95°F (0° and 35°C).
- Hold the cartridge as shown so that your hand is not touching the drum's protective shutter.
- Store the cartridge in its protective bag. Do not open the bag until you are ready to install the cartridge in the machine.
- Save the protective bag. You may need to repack and transport the cartridge at a later date.
- Do not store the cartridge in salty air or where there are corrosive gases such as from aerosol sprays.
- Do not remove the cartridge from the machine unless necessary.
- Be sure to remove the toner cartridge from the machine when disposing of the machine.

⚠ CAUTION

DO NOT PLACE THE CARTRIDGE IN FIRE. TONER POWDER IS FLAMMABLE.

Installing/Replacing the Toner Cartridge

The machine uses a Canon S35 Cartridge. The procedure on the next page explains how to install the cartridge for the first time, and how to replace it when the toner runs out.

When the message <REPLACE CARTRIDGE> appears, the toner in the cartridge may simply be unevenly distributed. Before replacing the cartridge, follow the instructions on p. 2-17 to evenly distribute the toner. If after doing this the message remains displayed or the print quality is low, replace the cartridge as described below.

✎ NOTE

The S35-S is a starter cartridge that comes with your machine and yields approx. 2,500 page of printouts, while the S35 cartridge you purchase can yield approx. 3,500 page of printouts.

1   **Remove any documents and/or printed pages from the machine.**

2   **Make sure the machine is plugged in.**

3   **Remove the cartridge from the bag. Keep the bag in a safe place for future use.**

4 **Gently rock the cartridge several times to evenly distribute the toner inside.**

INSTRUCTIONS

DRUM PROTECTIVE SHUTTER
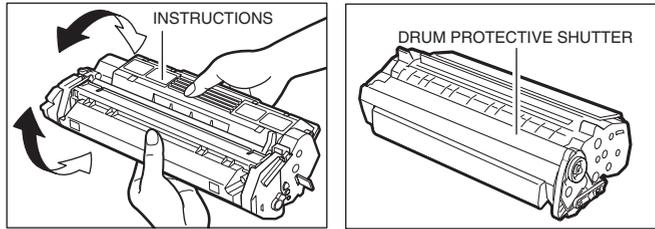
✐ **NOTE**

Always hold the cartridge as shown so that the side with the instructions are facing upward. Do not forcefully move or push the protective shutter of the drum in any way.

5 **Hold the cartridge on a flat stable surface with one hand, and break the tab and pull out the seal completely with the other hand.**

TAB
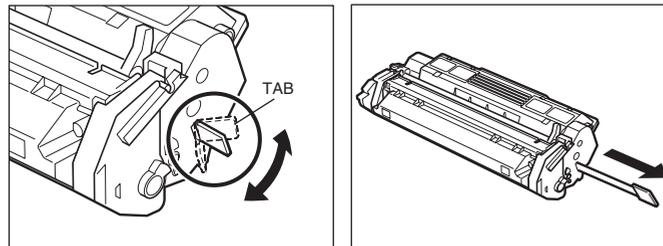
6 **Open the printer cover.**

✐ **NOTE**

If you are replacing the old cartridge with the new one, remove the old cartridge from the machine. Then, discard the old toner cartridge immediately according to the local laws and regulations for disposal of consumables.

7 Hold the cartridge and position the arrow mark on the cartridge towards the inside of the machine as shown below.
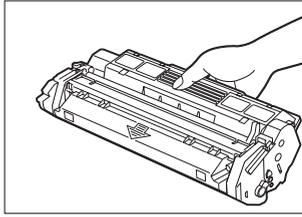
8 Align the projections Ⓐ on both sides of the cartridge to the guides Ⓑ in the machine and slide the cartridge completely into the machine.
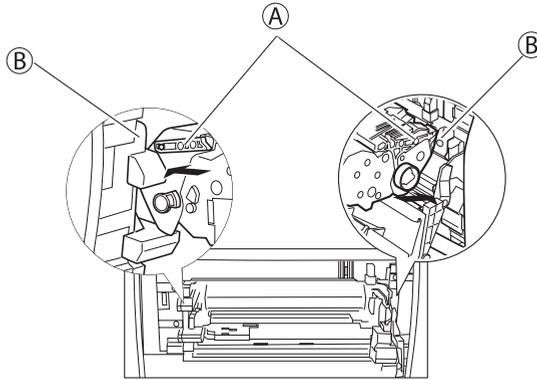
9 Close the printer cover.

Registering Information in the Machine

3
CHAPTER

This chapter describes how to enter information in your machine.

Guidelines for Entering Information

The following section explains how to enter user information into the machine.

📝 NOTE

If you pause while entering information and do not make an entry for more than 60 seconds, the machine returns to standby mode and loses all information you had entered up to that point. You will then have to start again.

The time until the machine returns to the standby mode can be specified in a range of 1 minute to 9 minutes. You can also turn off AUTO CLEAR function. (See Chapter 15 "The Menu System.")

Entering Numbers, Letters, and Symbols

Each numeric button has a number and a group of uppercase and lowercase letters assigned to it. Use the chart below to determine which numeric button to press for each character.

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

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

1 **Press [✳] to switch to the letter mode (:A) or the number mode (:1).**

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

```
                                              : A
  _
```

2 **Use the numeric buttons to enter the letter or number.**

Press the button repeatedly until the letter or number you want appears.

● **To enter two letters or symbols that are under the same button:**

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

● **To enter a space:**

❑ Press [Space] under the One-Touch Speed Dial panel.

● **To delete a character:**

❑ Press [Delete] under the One-Touch Speed Dial panel.

● **To delete an entire entry:**

❑ Press [Clear] under the One-Touch Speed Dial panel.

Personalizing Your Machine

Registering Required Sender Information

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

• Your fax number

• Your personal name or company name

• The time and date of transmission

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

What is Sender Information?

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

12/26/2004 10:12 FAX 123 4567   YOUR NAME   → RECEIVER   ☑ 001

THE SLEREXE COMPANY LIMITED
SAPORS LANE•BOOLE•DORSET•BH25 8ER
TELEPHONE BOOLE (945 13) 1617 – FAX 123456

Our Ref. 350/PJC/EAC

You can select if the sender information is printed inside or outside the image area (→ TTI POSITION, p. 15-6).

Date and time of transmission.

Your fax or telephone number.

You can select if FAX or TEL is displayed before the number (→ TEL NUMBER MARK, p. 15-6).

Your name or company name.

Receiver's name appears here if you used memory sending and dialed their fax number using speed dialing.

The page number of the fax.

To enter the sender information in your machine, follow the procedures on the following pages.

Entering the Date and Time

Follow this procedure to enter the date and time:

1 **Press [Menu].**

2 **Press [◀ (-)] or [▶ (+)] to select <7.TIMER SETTINGS> → press [Set] twice.**

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

```
DATE/TIME SETTING            TIMER SETTINGS
      12/31 '04 15:10    →    2.AUTO CLEAR
```

Enter only the last 2 digits of the year.

4 **Press [Stop/Reset] to return to standby mode.**

Registering Your Fax Number and Name

Follow this procedure to register your fax/telephone number and name:

1 **Press [Menu].**

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

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

```
USER TEL NO.                 TEL LINE SETTINGS
          123xxxxxxx    →     2.TEL LINE TYPE
```

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

For details on how to enter or delete numbers, see "Entering Numbers, Letters, and Symbols," on p. 3-1.

4 **Press [Menu] → [◀ (-)] or [▶ (+)] to select <2.UNIT NAME> → press [Set].**

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

```
                       :A    USER SETTINGS
Canon                   →     3.TX TERMINAL ID
```

For details on how to enter or delete characters, see "Entering Numbers, Letter, and Symbols," on p. 3-1.

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

Setting the Telephone Line Type

Use this procedure if you need to change the telephone line setting. <TOUCH TONE> is set as the default setting.

If you are unsure which setting to use, contact your local telephone company.

Follow this procedure to set the telephone line type:

1 Press [Menu].

2 Press [◀(-)] or [▶(+)] to select <4.FAX SETTINGS> → press [Set] three times.

3 Press [◀(-)] or [▶(+)] to select <2.TEL LINE TYPE> → press [Set].

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

```
TEL LINE TYPE                    TEL LINE TYPE
            TOUCH TONE    →       3.TX START SPEED
```

You can select from the following:
- <TOUCH TONE> for tone dialing
- <ROTARY PULSE> for pulse dialing

5 Press [Stop/Reset] to return to standby mode.

Setting the Daylight Saving Time

This machine supports the daylight saving time system that shifts the clock time ahead or back according to the change in seasons. You can select whether the time information in your machine changes to match the daylight saving time system and set the day and time when the daylight saving time starts and ends.

1 Press [Menu].

2 Press [◀(-)] or [▶(+)] to select <7.TIMER SETTINGS> → press [Set].

3 Press [◀(-)] or [▶(+)] to select <5.DAYLGHT SAV TIME> → press [Set].

4 Press [◀(-)] or [▶(+)] to select <ON> to enable the daylight saving time setting or <OFF> to disable it → press [Set].
If you selected <ON>, go to step 5.
If you selected <OFF>, go to step 12.

5 Press [Set] twice.

6 Press [◀(-)] or [▶(+)] to select the month in which the daylight saving time starts → press [Set] twice.

```
MONTH                            WEEK
              APRIL    →                  FIRST WEEK
```

7 Press [◄(-)] or [▶(+)] to select the week in which the daylight saving time starts → press [Set] twice.

You can select from the following:
- <FIRST WEEK>
- <SECOND WEEK>
- <THIRD WEEK>
- <FOURTH WEEK>
- <LAST WEEK> (fourth or fifth week depending on the selected month)

```
WEEK                        DAY
        SECOND WEEK              SUNDAY
```
→
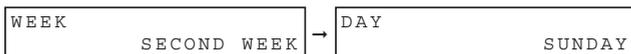
8 Press [◄(-)] or [▶(+)] to select the day of the week on which the daylight saving time starts → press [Set] twice.

```
DAY                         TIME
            SUNDAY                  02:00
```
→

9 Use the numeric buttons to enter the time at which the daylight saving time compensation is made → press [Set] three times.

Use the 24-hour format for the time (e.g., 2:00 p.m. as 14:00) and precede single digits with a zero.

```
TIME                        MONTH
            02:00                   OCTOBER
```
→
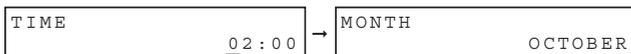
10 Press [◄(-)] or [▶(+)] and [Set] to select the month, week, day of the week, and time when the daylight saving time ends. (e.g. OCTOBER LAST WEEK, SUNDAY and 02:00)

11 Press [Set].

12 Press [Stop/Reset] to return to standby mode.

Paper Handling

4

This chapter describes how to select and prepare the print media for the different functions your machine can perform.

Print Media Requirements

For high-quality printing, we recommend using paper and transparencies recommended by Canon. Some types of paper available at office supply stores may not be suitable for the machine. If you have any questions about paper and transparencies, contact the Canon Customer Care Center.

■ Paper Storage

In order to prevent paper jams, do the following:

- To prevent moisture buildup, store remaining paper wrapped tightly in its original package. Store paper in a dry location, out of direct sunlight.
- To prevent curling, store paper flat, not upright.
- If the paper is curled, uncurl it before loading it in the cassette or multi-purpose feeder. Failure to do so will cause paper creases and a paper jam.

■ Unacceptable Paper

Do not print on the following types of paper stock. Doing so may result in paper jams.

- Severely curled or wrinkled paper
- Transparencies designed for full-color copiers or printers
- Paper which has already been copied using a digital full-color copier (Do not print on the reverse side.)
- Paper which has been printed on using a thermal transfer printer (Do not print on the reverse side.)

🖑 IMPORTANT

Never attempt to print on full-color transparencies. Doing so may result in product malfunction.

■ **Acceptable Paper**

	Cassette/Multi-Purpose Feeder
Paper Size	A4, B5, A5, LTR, LGL, EXECUTIVE Envelope: COM10, MONARCH, DL, ISO-C5 Free Size (Multi-purpose feeder):8 1/2"× 14" (216 mm × 356 mm) [max.]/3"× 5" (76 mm × 127 mm) [min.]
Paper Weight	17 lb to 34 lb (64 g/m^2 to 128 g/m^2)
Paper Type	Plain paper (20 lb(75 g/m^2)), Recycled paper (20 lb(75 g/m^2)), Plain paper L (18 lb(64 g/m^2)), Heavy paper (28 lb(105 g/m^2)), Heavy paper H (32 lb(128 g/m^2)), Transparency, Label*, Envelope, Postcard.

* A label that can be loaded in the cassette is a standard type (label standard card) only.

✐ NOTE

- *The printing speed may become slower than usual depending on the paper size, the paper type, and the number of sheets you specify. This is because the machine's safety function works to prevent the failure due to heat.*
- *Some types of paper may not feed properly into the cassette or the multi-purpose feeder.*

Printing Areas

Please note that the term "printing area" represents both the recommended area for optimum print quality and the entire area where the machine can technically print from your computer.

Printing area (light shade): Canon recommends that you print within this area.

■ **Paper**
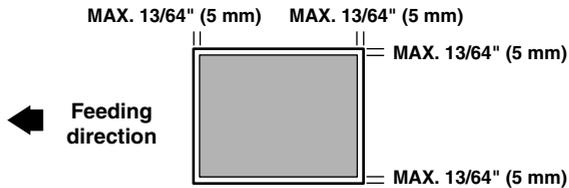
■ **Envelope**
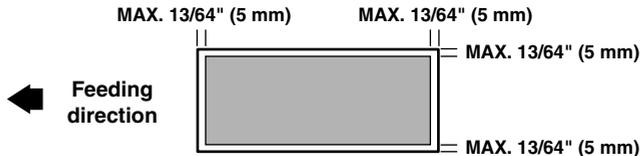
✐ NOTE

Copying areas are a little larger than printing areas.

Loading Paper

This section describes how to load paper in the cassette and the multi-purpose feeder.

⚠ CAUTION

When loading paper, take care not to cut your hands on the edges of the paper.

✎ NOTE

- *The paper in the multi-purpose feeder is fed prior to the paper in the cassette.*
- *The cassette holds up to approx. 250 sheets of 17 lb (64 g/m^2) paper or approx. 20 envelopes.*

When the message <SUPPLY REC. PAPER> appears in the LCD display, you need to add paper to the paper cassette. Here are a few tips you should follow when you load paper into the paper cassette.

- Be sure to load paper of the correct size, weight, and quantity recommended for your machine.
- Stack the paper so that the top and bottom edges and sides are straight and even before placing it in the paper cassette.
- Do not print on both sides of the paper. Doing so may cause several sheets to feed into the machine at the same time.
- Let the paper run out before you refill the paper cassette.
- Avoid mixing new stock with paper already loaded in the paper cassette. When adding new stock to the cassette, be sure to remove the remaining paper in the cassette and reload it together with the new stock. Failure to do so may cause paper jams.

✎ NOTE

- *Do not use damp, curled, wrinkled, or torn paper as these can cause paper jams or poor print quality.*
- *Highly textured, extremely smooth or shiny paper does not print well.*
- *The laser printing process uses high temperatures to fuse toner to the paper. Use paper that will not melt, vaporize, discolor, or emit dangerous fumes at temperatures near 340°F (170°C). For example, do not use vellum paper in a laser printer. Make sure any letterhead or colored paper you use can withstand high temperatures.*
- *Make sure the paper is free of dust, lint, and oil stains.*
- *To keep the paper from curling, do not open paper packs until you are ready to use the paper. Store unused paper from opened packs in a cool, dry location in the original packaging.*
- *Your machine is factory-set to use LTR-size paper in the paper cassette.*
  If you wish to use different sized paper, you must change the setting using the <PAPER SETTINGS> menu.
  See p. 15-2 for more details.
- *Do not load paper from the rear of the cassette under the dust cover.*

Loading Paper in the Cassette

1 **Fan the paper stack first, then tap the edges on a flat surface to even the stack.**
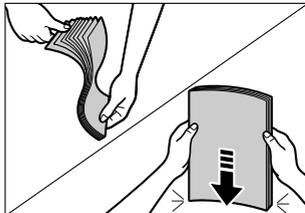
2   **Pull out the cassette completely.**

📝 NOTE

Do not load paper from the rear of the cassette.

3   **Pinch and slide the length slide guide to fit the size of the paper stack you want to load.**
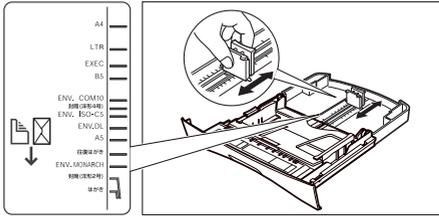
✋ IMPORTANT

If the slide guides are not adjusted correctly for the size of the paper, the quality of your printouts may be adversely affected or jams may occur.

4   **Load the paper stack in the cassette with the print side down.**

When you load paper with a logo on, position the paper with the print side down (logo side) and load it so that the top of the paper feeds first in the cassette.
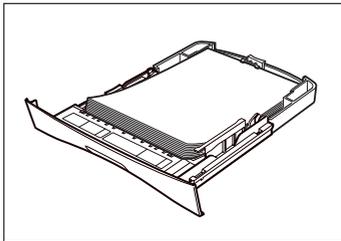
5   **Pinch and slide the width slide guides to fit the paper stack.**
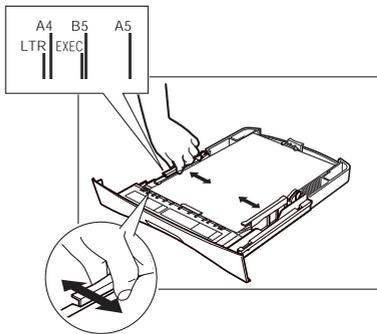
Make sure the paper stack does not exceed the load limit mark located on the width slide guides.
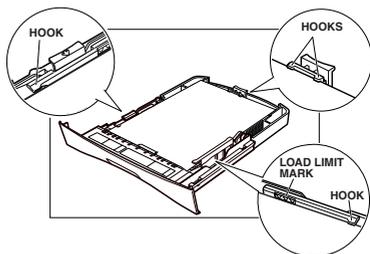
6 Insert the cassette into the machine.

✎ NOTE

If you do not completely insert the cassette into the machine, paper jams may occur.
Do not load paper from the rear of the cassette.

7 Specify the paper size and type.

❑ Press [Menu] → [Set].

❑ Press [◀ (-)] or [▶ (+)] to select <1.CASSETTE> → press [Set] twice.

❑ Press [◀ (-)] or [▶ (+)] to select the appropriate paper size → press [Set] twice.

❑ Press [◀ (-)] or [▶ (+)] to select the appropriate paper type → press [Set].

❑ Press [Stop/Reset] to return to standby mode.

✋ IMPORTANT

● *Do not load different size and type of paper at the same time.*
● *Do not load extra paper when there is still paper left in the cassette. If you load extra paper while printing, remove the loaded paper first. Then put it together with the extra paper and tap the edges. After that, reload it in the cassette.*
● *Do not load paper from the rear of the cassette.*

✎ NOTE

● *Select 'ENVELOPE' for envelopes. For details on loading envelopes in the cassette, see "Loading Envelopes in the Cassette," on p. 4-5.*
● *For information on how to use non-standard size paper, see "Loading Paper in the Multi-Purpose Feeder," on p. 4-8, or "Loading an Envelope in the Multi-Purpose Feeder," on p. 4-9.*
● *You must set the paper size and type from the operation panel.*

Loading Envelopes in the Cassette

1 Arrange the stack of envelopes on a firm, clean surface, and press down firmly on the edges to make the folds crisp.

Press all the way around the envelopes to remove any curls and expel air from inside the envelopes. Also, press firmly on the area that corresponds to the edges of the back flap.
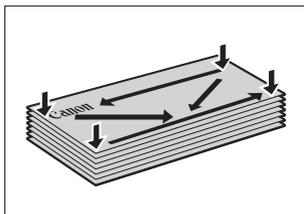
2 Remove any curling from the envelopes by holding the edges diagonally and bending them gently.
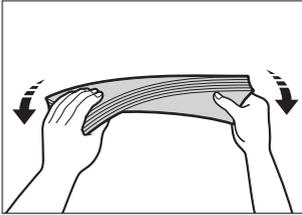
3 Run a pen or other rounded object along the back flaps to flatten them.

The flaps should not bulge more than 13/64" (5 mm).

FLAP
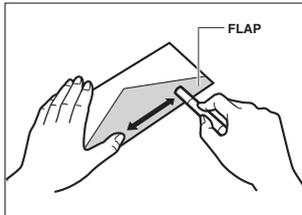
4 Tap the edges on a flat surface to even the envelopes.

5 Pull out the cassette completely.

6 Pinch and slide the length slide guide to fit the size of the envelopes you want to load.

A4
LTR
EXEC
B5
ENV. COM10
封筒(洋形4号)
ENV. ISO-C5
ENV-DL
A5
往復はがき
ENV. MONARCH
封筒(洋形2号)
はがき
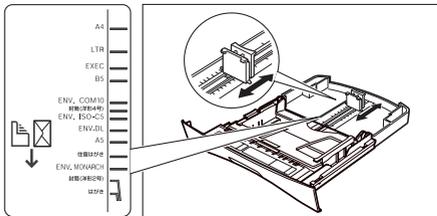
🖐 IMPORTANT

If the slide guides are not adjusted correctly for the size of the envelopes, the quality of your printouts may be adversely affected. Do not load paper from the rear of the cassette.

7 Load the envelopes with the print side down and the flap comes toward the left of the cassette.

Envelopes with a flap on the short edge cannot be used.

4

Paper Handling
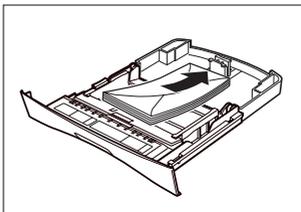
8 **Pinch and slide the width slide guides to fit the envelopes.**
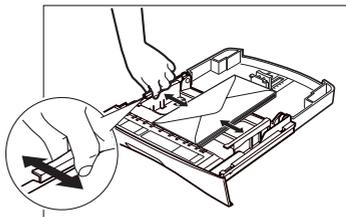
Make sure the envelopes do not exceed the load limit mark.
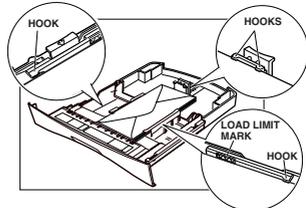
9 **Insert the cassette into the machine.**

🖐 **IMPORTANT**

A maximum of approx. 20 envelopes can be loaded in the cassette. Be sure that the envelopes do not exceed the load limit mark of the paper guide. If the envelopes exceed the load limit mark, this may result in misfeeds.

✐ **NOTE**

If you do not completely insert the cassette into the machine, paper jams may occur.

10 **Specify the paper size and type.**

❑ Press [Menu] ➞ press [Set].

❑ Press [◀(-)] or [▶(+)] to select <1.CASSETTE> ➞ press [Set] twice.

❑ Press [◀(-)] or [▶(+)] to select <ENVELOPE> ➞ press [Set].

❑ Press [◀(-)] or [▶(+)] to select the appropriate envelope type ➞ press [Set] twice.

❑ Press [◀(-)] or [▶(+)] to select <HEAVY PAPER> or <HEAVY PAPER H> ➞ press [Set].

❑ Press [Stop/Reset] to return to standby mode.

✐ **NOTE**

You must set envelope size through the operation panel.

Loading Paper in the Multi-Purpose Feeder

Use the multi-purpose feeder when you want to copy or print on different paper which is in the cassette. Load paper one by one in the multi-purpose feeder.

✎ NOTE

The paper in the multi-purpose feeder is fed prior to the paper in the cassette.

1 **Slide the slide guides to fit the size of the paper you want to load.**
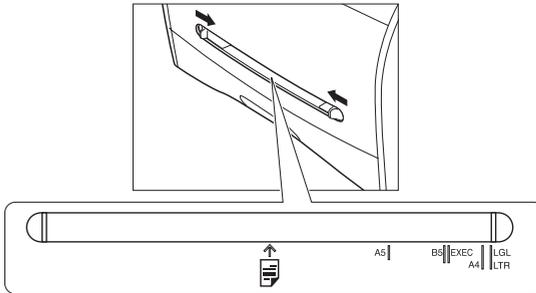
🖐 IMPORTANT

If the slide guides are not adjusted correctly for the size of the paper, the quality of your printouts may be adversely affected or jams may occur.

2 **Insert the paper straightly into the multi-purpose feeder with the print side up.**
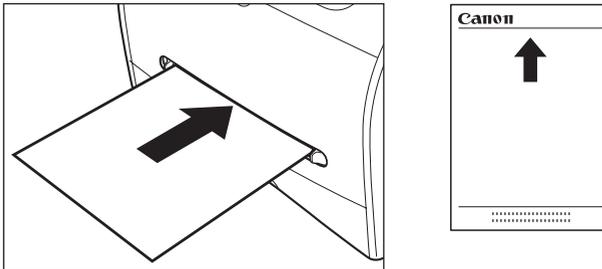
✎ NOTE

When you load paper with a logo on it, position the paper with the print side up (logo side) and insert it so that the top of the paper feeds first in the multi-purpose feeder.

3 **Specify the paper size.**

❑ Press [Menu] → press [Set].

❑ Press [◀(-)] or [▶(+)] to select <2.MP TRAY> → press [Set] twice.

❑ Press [◀(-)] or [▶(+)] to select the appropriate paper size → press [Set] twice.

📝 NOTE

● *Select 'ENVELOPE' for envelopes. For details on loading an envelope in the multi-purpose feeder, see "Loading an Envelope in the Multi-Purpose Feeder," on p. 4-9.*

● *When <FREESIZE> is selected, you can specify vertical and horizontal sizes of the paper in the following ranges:*
  - *<VERTICAL SIZE>: 127 mm to 356 mm (5" to14")*
  - *<HORIZONTAL SIZE>: 76 mm to 216 mm (3" to 8 1/2")*

4 **Specify the paper type.**

❑ Press [◀(-)] or [▶(+)] to select the appropriate paper type → press [Set].

❑ Press [Stop/Reset] to return to standby mode.

Loading an Envelope in the Multi-Purpose Feeder

Use the multi-purpose feeder when you want to copy or print an envelope one by one.

🖐 IMPORTANT

The recommended envelopes are COM10, MONARCH, DL, and ISO-C5. Using other envelopes may affect the quality of the printout.

📝 NOTE

The envelope in the multi-purpose feeder is fed prior to the paper in the cassette.

1 **Slide the slide guides to fit the size of the envelope you want to load.**
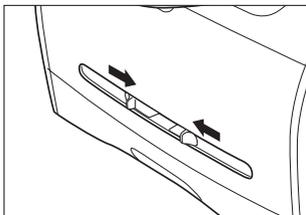
🖐 IMPORTANT

If the slide guides are not adjusted correctly for the size of the envelope, the quality of your printouts may be adversely affected or jams may occur.

2 **Insert the envelope straightly in the multi-purpose feeder with the print side up and the right edge (i.e., closer to the stamp) first.**

Envelopes with a flap on the short edge cannot be used.
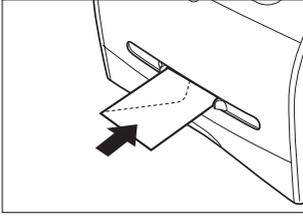
3 **Specify the paper size.**

❑ Press [Menu] → press [Set].

❑ Press [◀ (-)] or [▶ (+)] to select <2.MP TRAY> → press [Set] twice.

❑ Press [◀ (-)] or [▶ (+)] to select <ENVELOPE> → press [Set].

❑ Press [◀ (-)] or [▶ (+)] to select the appropriate envelope type → press [Set] twice.

✎ NOTE

You can select <FREESIZE> instead of <ENVELOPE> as the paper size. When <FREESIZE> is selected, you can specify vertical and horizontal sizes of the envelope in the following ranges:
- <VERTICAL SIZE>: 127 mm to 356 mm (5" to 14")
- <HORIZONTAL SIZE>: 76 mm to 216 mm (3" to 8 1/2")

4 **Specify the paper type.**

❑ Press [◀ (-)] or [▶ (+)] to select <HEAVY PAPER> or <HEAVY PAPER H> → press [Set].

❑ Press [Stop/Reset] to return to standby mode.

Testing the Machine

After you have assembled your machine, installed the toner cartridge, loaded paper, you can make sure the machine is printing properly by making several copies of a document. For instructions, see Chapter 10, "Making Copies."

Note the following:

- If the printed sheets are curled as they exit the machine, remove them from the output slot immediately to avoid paper jams.
- Make sure your text or graphics fall within the printable area.

Orientation of the Document and the Paper Loading

When you load a document in the ADF, the orientation of the document and the orientation of the paper in the cassette or in the multi-purpose feeder are as shown below.

Paper Handling

4
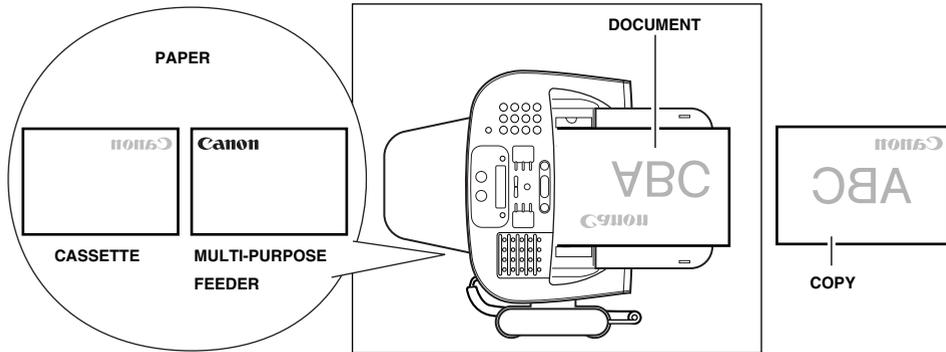
Selecting the Paper Output Area

Face down paper output delivers paper with the printed side down on the output tray. Face up paper output delivers paper with the printed side up out of the face up paper output. Select the area depending on your purpose by opening or closing the face up cover on the back of the machine.

Open the face up cover for face up paper output, or close the face up cover for face down paper output.

Paper Type and Paper Output Area

Select the suitable paper output area depending on the paper type and your purpose.

Paper Type	Paper Output Area	The Number of Output Sheets
Plain Paper L	face up	1 sheet
	face down	approx. 50 sheets (17 lb to 20 lb (64 g/m^2 to 75 g/m^2))
Plain Paper	face up	1 sheet
	face down	approx. 50 sheets (20 lb to 24 lb (75 g/m^2 to 90 g/m^2))
Heavy Paper	face up	1 sheet
	face down	approx. 30 sheets (24 lb to 28 lb (91 g/m^2 to 105 g/m^2))
Heavy Paper H	face up	1 sheet
	face down	approx. 30 sheets (28 lb to 34 lb (106 g/m^2 to 128 g/m^2))
Transparencies	face up	1 sheet
	face down	approx. 10 sheets

Face Down Paper Output Area

The paper is delivered with the printed side down on the output tray.
Paper is stacked in printed order.

Close the face up cover.
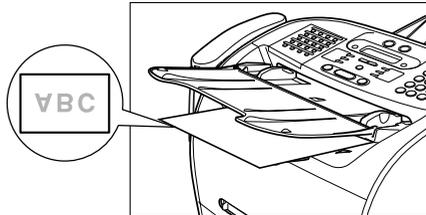
IMPORTANT

- *Do not place the delivered paper back on the output tray. Doing so may result in paper jams.*
- *Do not place objects other than paper on the output tray. Doing so may result in paper jams.*
- *It is recommended to fold up the output tray when printing many pages.*

Face Up Paper Output Area

The paper is delivered with the printed side up out of the face up paper output on the back side of the machine. This way is convenient for printing on transparencies, envelopes, or labels which tend to curl, because the paper is delivered straight through the machine.

Open the face up cover on the back of the machine.

• Remove the delivered paper one by one.
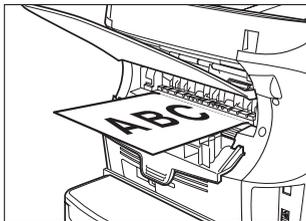
IMPORTANT

- *Do not pull the paper forcibly.*
- *The machine has no face up output tray. Remove the delivered paper with your hand.*
- *Do not place an object in front of the face up paper output to prevent a paper jam.*

4

Paper Handling

Speed Dialing

5
CHAPTER

This chapter describes how to register and use the speed dialing features of the machine.

Speed Dialing Methods

In addition to regular dialing, the machine provides several ways to dial fax/telephone numbers automatically.

■ **One-Touch Speed Dialing**

Dial a fax/telephone number by pressing the One-Touch Speed Dial button that the number is assigned to.

■ **Coded Speed Dialing**

Dial a fax/telephone number by pressing [Coded Dial] followed by a two-digit code assigned to that number.

■ **Group Dialing**

Send a document to a pre-defined group of fax numbers. (The numbers must already be stored as One-Touch Speed Dialing numbers or Coded Speed Dialing numbers.)

■ **Directory Dialing**

Dial a fax/telephone number by pressing [Directory] and entering the first letter of the other party's name. In this manner you can search for the fax/telephone number registered for One-Touch Speed Dialing.

The following pages describe how to register numbers for speed dialing. You will also find instructions for changing numbers and names registered under speed dialing buttons and codes, and how to use speed dialing.

One-Touch Speed Dialing

Storing Numbers for One-Touch Speed Dialing

Your machine can store up to 32 fax numbers under One-Touch Speed Dial buttons. Follow this procedure to store One-Touch Speed Dialing numbers and names.

1 Press [Menu].

2 Use [◀(-)] or [▶(+)] to select <5.ADD. REGISTRATION> → press [Set] twice.

3 Press [◀(-)], [▶(+)], or the One-Touch Speed Dial button to select a One-Touch Speed Dial button under which you want to register a fax/telephone number between 01 and 32 → press [Set] twice.
- If a number is already stored under the button you select, that number appears.
- If the button you select is registered for Group Dialing, <GROUP DIAL> appears.

4 Use the numeric buttons to enter the telephone number (max. 120 digits, including spaces and pauses) → press [Set] twice.

```
TEL NUMBER ENTRY                          :A
TEL=123xxxx_          →    _
```

- For details on how to enter or delete numbers, see "Entering Numbers, Letters, and Symbols," on p. 3-1.
- Open the One-Touch Speed Dial panel → press [Space] to enter spaces between numbers (spaces are optional and are ignored during dialing).
- To enter a pause in the number, press [Redial/Pause] one or more times (See p.9-1).

5 Use the numeric buttons to enter the name you want to store (max. 16 letters, including spaces) → press [Set].
- For details on how to enter or delete letters, see "Entering Numbers, Letters, and Symbols," on p. 3-1.

6 To continue registering numbers, repeat steps 3 to 5.

-or-

If you have finished registering numbers, press [Stop/Reset] to return to standby mode.

7 After you register a number for One-Touch Speed Dialing, it is recommended to write the name of the other party on a destination label and stick it on the One-Touch Speed Dial panel above the number of the One-Touch Speed Dial button where the number is registered.

✎ NOTE

You may need to insert a pause if you are trying to access on outside line or you are making an international call. (See p.9-1)

Changing or Deleting a Number/Name Stored Under a One-Touch Speed Dial Button

Follow these steps if you want to change a number and/or name registered under a One-Touch Speed Dial button, or if you want to delete all information stored under a button.

1 Follow steps 1 and 2 of "Storing Numbers for One-Touch Speed Dialing." (See p. 5-2.)

2 Use [◄(-)], [►(+)], or the One-Touch Speed Dial button to select the One-Touch Speed Dial button you want to change or delete → press [Set] twice.

● **To delete a number:**

3 Open One-Touch Speed Dial panel → press [Clear] to delete the number → press [Set].

```
TEL NUMBER ENTRY          1-TOUCH SPD DIAL
TEL=                  →    2.NAME
```

❏ When you delete a number, the name registered for that number is also deleted.

4 Press [Stop/Reset] to return to standby mode.

● **To change the number and/or name:**

3 Open One-Touch Speed Dial panel → press [Clear] to delete the previous entry.

4 Press the numeric buttons to enter the new number → press [Set] twice.

```
TEL NUMBER ENTRY                          :A
TEL=124xxxx_          →    Canon Canada_
```

● For details on how to enter or delete numbers, see "Entering Numbers, Letters, and Symbols," on p. 3-1.
● If you want to delete a digit, press [◄(-)] or [►(+)] to move the cursor under the digit you want to delete → press [Delete].
● If you only want to change the name, press [Set] twice after step 2 → open One-Touch Speed Dial panel → go to step 5.

5 Press [Clear] to delete the previous entry.

6 Press the numeric buttons to enter the new name → press [Set].
● For details on how to enter or delete letters, see "Entering Numbers, Letters, and Symbols," on p. 3-1.
● If you want to keep the same name, go to step 7.

7 To change additional numbers and/or names, repeat steps 2 to 6.
-or-
If you have finished changing numbers and/or names, press [Stop/Reset] to return to standby mode.

Using One-Touch Speed Dialing

Once you have registered your numbers under One-Touch Speed Dial buttons, you can use them to send documents as follows:

1 **Load the document in the ADF.**

For details on the types of documents you can fax, their requirements, and how to load documents, see "Document Requirements," on p. 6-1, and "Loading Documents in the ADF," on p. 6-3.

2 **Press [FAX].**

If you are already in the Fax standby mode, you can skip this step.

3 **Adjust any necessary settings for your document.**
● Press [Image Quality] to select the fax resolution. (See "Adjusting the Image Quality (Resolution)," on p. 6-4.)
● Press [Exposure] to select the scan density. (See "Adjusting the Exposure (Density)," on p. 6-5.)

4 **Press the One-Touch Speed Dial button assigned to the number to which you wish to fax.**

```
TEL=          123xxxx
 04 Canon USA
```

● The name registered under that One-Touch Speed Dial button is displayed. If no name is registered, the number registered under that button will be displayed.
● If you mistakenly press the wrong One-Touch Speed Dial button, press [Stop/Reset] → press the correct button.
● If no fax number is assigned to the One-Touch Speed Dial button you press, the LCD displays <NOT REGISTERED>. If this happens, make sure you press the correct button and that the number you want to dial is registered under that button.

5 **Press [Start].**
● If you do not press [Start] within 5 seconds of pressing the One-Touch Speed Dial button, the machine will begin sending automatically. If you do not want the machine to send automatically, you need to change the <TIME OUT> setting. See p.15-9 for more details.
● If an error occurs during sending, the machine will print an error report. If this happens, try sending the fax again. See "Faxing Problems," on p. 13-12 for details about errors.

📎 NOTE
● *You can also use One-Touch Speed Dialing to send a document to more than one location at a time. For details, see "Group Dialing," on p. 5-8, and "Sequential Broadcasting," on p. 6-12.*
● *Changing image quality can affect transmission times.*

Coded Speed Dialing

Storing Numbers for Coded Speed Dialing

You can store up to 100 numbers for Coded Speed Dialing. Follow this procedure to store Coded Speed Dialing numbers and names.

1 Press [Menu].

2 Press [◀(-)] or [▶(+)] to select <5.ADD. REGISTRATION> → press [Set].

3 Press [◀(-)] or [▶(+)] to select <2.CODED SPD DIAL> → press [Set].

4 Press [◀(-)] or [▶(+)] to select a two-digit code (00-99) → press [Set] twice.
● You can also select a code by pressing [Coded Dial] and entering the two-digit code with the numeric buttons.
● If a number is already registered under the code you select, that number is displayed.
● If the code you select is registered for group dialing, <GROUP DIAL> appears.

5 Use the numeric buttons to enter the telephone number (max. 120 digits, including spaces and pauses) → press [Set] twice.

```
TEL NUMBER ENTRY              →                      : A
TEL=456xxxx_                      _
```

● For details on how to enter or delete numbers, see "Entering Numbers, Letters, and Symbols," on p. 3-1.
● Open the One-Touch Speed Dial panel → press [Space] to enter spaces between numbers (spaces are optional and are ignored during dialing).
● To enter a pause in the number, press [Redial/Pause] one or more times (See p.9-1).

6 Use the numeric buttons to enter the name you want to store (max. 16 letters, including spaces) → press [Set].

```
                      : A        CODED SPD DIAL
Canon OPTICS              →      *03=
```

● For details on how to enter or delete letters, see "Entering Numbers, Letters, and Symbols," on p. 3-1.

7 To continue registering numbers, repeat steps 4 to 6.
-or-
If you have finished registering numbers, press [Stop/Reset] to return to standby mode.

5

Speed Dialing

Changing or Deleting a Number/Name Stored under a Coded Speed Dialing Code

Follow these steps if you want to change the number and/or name registered under a Coded Speed Dialing code, or if you want to delete all information stored under a code.

1 Follow steps 1 to 3 of "Storing Numbers for Coded Speed Dialing." (See p. 5-5.)

2 Press [◄(-)] or [►(+)] to select the code (00-99) you want to change or delete → press [Set] twice.

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

● **To delete a number:**

3 Open One-Touch Speed Dial panel → press [Clear] to delete the number → press [Set].

```
TEL NUMBER ENTRY         →    CODED SPD DIAL
TEL=                           2.NAME
```

When you delete a number, the name registered for that number is also deleted.

4 Press [Stop/Reset] to return to standby mode.

● **To change the number and/or name:**

3 Open One-Touch Speed Dial panel → press [Clear] to delete the previous entry.

4 Press the numeric buttons to enter the new number → press [Set] twice.

```
TEL NUMBER ENTRY         →                          :A
TEL=457xxxx_                  Canon CANADA_
```

- For details on how to enter or delete numbers, see "Entering Numbers, Letters, and Symbols," on p. 3-1.
- If you want to delete a digit, press [◄(-)] or [►(+)] to move the cursor under the digit you want to delete → press [Delete].
- If you only want to change the name, press [Set] twice after step 2 → open One-Touch Speed Dial panel → go to step 5.

5 Press [Clear] to delete the previous entry.

6 Press the numeric buttons to enter the new name → press [Set].

```
                    :A   →    CODED SPD DIAL
Canon ITALIA                  *03=
```

- For details on how to enter or delete letters, see "Entering Numbers, Letters, and Symbols," on p. 3-1.
- If you want to keep the same name, go to step 7.

7 To change additional numbers and/or names, repeat steps 2 to 6.

-or-

If you have finished changing numbers and/or names, press [Stop/Reset] to return to standby mode.

Using Coded Speed Dialing

Once you have registered your numbers under Coded Speed Dialing codes, you can send documents as follows:

1 Load the document in the ADF.

For details on the types of documents you can fax, their requirements, and how to load documents, see "Document Requirements," on p. 6-1, and "Loading Documents in the ADF," on p. 6-3.

2 Press [FAX].

If you are already in the Fax standby mode, you can skip this step.

3 Adjust any necessary settings for your document.
- Press [Image Quality] to select the fax resolution. (See "Adjusting the Image Quality (Resolution)," on p. 6-4.)
- Press [Exposure] to select the scan density. (See "Adjusting the Exposure (Density)," on p. 6-5.)

4 Press [Coded Dial] → use the numeric buttons to enter the two-digit code assigned to the number to which you wish to fax.

```
TEL=                          TEL=          456xxxx
*                       →     *04 Canon CANADA
```

- The name registered under that Coded Speed Dialing code is displayed. If no name is registered, the number registered under that code will be displayed.
- If you mistakenly enter the wrong code, press [Stop/Reset] → [Coded Dial] → enter the correct code.
- If no fax number is assigned to the Coded Speed Dialing code you press, the LCD displays <NOT REGISTERED>. If this happens, make sure you enter the correct code and that the number you want to dial is registered under that code.

5 Press [Start].
- If you do not press [Start] within 5 seconds of entering the Coded Speed Dialing code, the machine will begin sending automatically. If you do not want the machine to send automatically, you need to change the <TIME OUT> setting. See p.15-9 for more details.
- If an error occurs during sending, the machine will print an error report. If this happens, try sending the fax again. See "Faxing Problems," on p. 13-12 for details about errors.

✐ NOTE

You can also use Coded Speed Dialing to send a document to more than one location at a time. For details, see "Group Dialing," on p. 5-8, and "Sequential Broadcasting," on p. 6-12.

Group Dialing

Group dialing allows you to store as many as 131 numbers under One-Touch Speed Dial buttons or Coded Speed Dialing codes.

Creating Groups for Group Dialing

The numbers you register in a group must already be stored under One-Touch Speed Dial buttons or Coded Speed Dialing codes. Each group is stored under a One-Touch Speed Dial button or a Coded Speed Dialing code. Create groups for group dialing as follows:

1 **Press [Menu].**

2 **Use [◀(-)] or [▶(+)] to select <5.ADD REGISTRATION> → press [Set].**

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

● **To register a group under a One-Touch Speed Dial button:**

4 **Use [◀(-)], [▶(+)], or the One-Touch Speed Dial button to select an unused One-Touch Speed Dial button (01 to 32) → press [Set] twice.**

If a group or number is already registered under the button you select, <GROUP DIAL> or <1-TOUCH SPD DIAL> is displayed.

● **To register a group under a Coded Speed Dialing code:**

4 **Press [Coded Dial] → use the numeric buttons to enter an unused two-digit code (00 to 99) → press [Set] twice.**

GROUP DIAL		TEL=
＊21=	→	
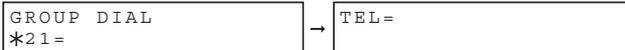
- If a group or number is already registered under the code you select, <GROUP DIAL> or <CODED SPD DIAL> is displayed.
- To continue storing under a Coded Speed Dialing code, you can use [◀(-)] or [▶(+)] also.

✎ NOTE
- *Each One-Touch Speed Dial button or Coded Speed Dialing code can store either a name and number for speed dialing, or a group. Be careful not to override speed dialing numbers and names when creating groups.*
- *If you wish to register a group under a One-Touch Speed Dial button or Coded Speed Dialing code already registered for speed dialing, or if you want to re-enter a group, you must delete the previous information first. See p. 5-3 for more details.*

5 **Select the speed dialing numbers you want to register in the group → press [Set] twice.**
- To enter in the group a number stored under a One-Touch Speed Dial button, press the desired One-Touch Speed Dial button(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 buttons. For multiple entries, press [Coded Dial] between each entry.

✎ NOTE
- *You cannot register numbers in the groups that have not been registered for One-Touch or Coded Speed Dialing.*
- *You can review the numbers registered under the group by pressing [◀(-)] or [▶(+)].*

6 Enter the name using the numeric buttons for the group (max. 16 letters, including spaces) → press [Set].

```
                              : A        GROUP DIAL
USA GROUP                             →  *22=
```

For details on how to enter or delete letters, see "Entering Numbers, Letters, and Symbols," on p. 3-1.

7 To enter additional groups, repeat steps 4 to 6.

-or-

If you have finished registering groups, press [Stop/Reset] to return to standby mode.

Changing or Deleting a Number/Name Stored under a Group Dialing

Follow these steps if you want to change or delete the number/name registered under a Group Dialing.

1 Follow steps 1 to 3 of "Creating Groups for Group Dialing" (See p. 5-8.)

● **To delete a number and a name:**

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

3 Open One-Touch Speed Dial panel → press [Clear] to delete the numbers registered under the group.
● Press [◀(-)] or [▶(+)] to select the numbers you want to delete.

4 Press [Set] twice.

5 Press [Clear] to delete the name → press [Set].

6 Press [Stop/Reset] to return to standby mode.

● **To change the number and/or name:**

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

3 Press [Clear] to delete the numbers registered under the group.

4 Select the speed dialing numbers you want to register in the group → press [Set] twice.
● To enter in the group a number stored under a One-Touch Speed Dial button, press the desired One-Touch Speed Dial button(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 buttons. For multiple entries, press [Coded Dial] between each entry.

✎ NOTE
● *You cannot register numbers in the groups that have not been registered for One-Touch or Coded Speed Dialing.*
● *You can review the numbers registered under the group by pressing [◀(-)] or [▶(+)].*

5 Press [Clear] to delete the name.

6 Press the numeric buttons to enter the new name → press [Set]
● For details on how to enter or delete letters, see "Entering Numbers, Letters, and Symbols," on p. 3-1.

7 **To change additional groups, repeat steps 2 to 6.**

-or-

If you have finished registering groups, press [Stop/Reset] to return to standby mode.

Using Group Dialing

To send a document to a group of numbers, follow these instructions.

1 **Load the document in the ADF.**

For details on the types of documents you can fax, their requirements, and how to load documents, see "Document Requirements," on p. 6-1, and "Loading Documents in the ADF," on p. 6-3.

2 **Press [FAX].**

If you are already in the Fax standby mode, you can skip this step.

3 **Adjust any necessary settings for your document.**
- Press [Image Quality] to select the fax resolution. (See "Adjusting the Image Quality (Resolution)," on p. 6-4.)
- Press [Exposure] to select the scan density. (See "Adjusting the Exposure (Density)," on p. 6-5.)

4 **Enter the group(s) stored under a One-Touch Speed Dial button(s) and/or Coded Speed Dialing code(s).**

```
TEL=GROUP DIAL
 03 USA GROUP
```

```
TEL=GROUP DIAL
*21 USA GROUP
```

- If you make a mistake when selecting a group, press [Stop/Reset] → start again.
- The name registered under that One-Touch Speed Dial button or Coded Speed Dialing code is displayed.
- If you press a One-Touch Speed Dial button or Coded Speed Dialing code that has no group (or fax number) registered under it, the LCD displays <NOT REGISTERED>. Make sure that you press the correct One-Touch Speed Dial button or enter the correct Coded Speed Dialing code, and that the group you want has been registered correctly under that button or code.
- After entering the first One-Touch Speed Dial button or Coded Speed Dialing code, you have 5 seconds to enter another speed dialing button or code before the machine begins sending automatically. If you have entered more than one speed dialing button 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 the <TIME OUT> setting. See p.15-9 for more details.

5 **Press [Start].**

The machine then scans the document into memory, and begins dialing the numbers in the groups.

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 can not recall the One-Touch Speed Dial button, the code for Coded Speed Dialing, or Group Dialing where the number is registered.

1 **Press [FAX].**

If you are already in the Fax standby mode, you can skip this step.

2 **Press [Directory].**

```
                                        : A
  _
```

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

3 **Press a numeric button 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.

4 **Press [Set].**
● 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.

5 **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.

6 **Press [Set].**

The other party's fax number and name, or <GROUP DIAL> and the group's name appear.

5

Speed Dialing

6

CHAPTER

Sending Faxes

This chapter describes how to use your machine to send faxes.

Preparing to Send a Fax

Document Requirements

The documents you load into the machine must meet the following requirements.

When loading a multi-page document:

Size:	Max.: 8 1/2" × 14" (216 × 356 mm)
(W × L)	Min.: 5 13/16" × 4 1/8" (148 × 105 mm)
Quantity:	Up to 50 letter-size, 50 A4-size, or 20 legal-size sheets (1 sheet for sizes other than these)
Thickness	0.003" - 0.005" (0.07 – 0.13 mm) (For sheet thicker than this, load 1 sheet at a time)
	All sheets should be of the same thickness.
Weight:	13 lb – 28 lb (50 – 105 g/m^2)
	All sheets should be of the same weight.

When loading a single-page document:

Size:	Max.: 8 1/2" × approx.39 3/8" (216 mm × approx.1 m)
(W x L)	Min.: 5 53/64" × 4 9/64" (148 × 105 mm)
Quantity	1 sheet
Thickness	0.002" – 0.009" (0.06 – 0.23 mm)
Weight:	13 lb – 64 lb (50 – 240 g/m^2)

■ **Problem documents**

• To prevent paper jams in the Automatic Document Feeder (ADF), do not use any of the following paper in the machine:

WRINKLED OR
CREASED PAPER

CURLED OR
ROLLED PAPER

TORN PAPER
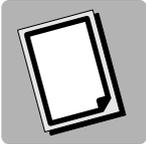
CARBON PAPER OR
CARBON-BACKED
PAPER

COATED PAPER
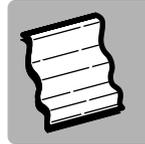
ONION SKIN OR
THIN PAPER

• Remove all staples, paper clips, or any other fasteners before loading the document into the Automatic Document Feeder (ADF).
• Make sure any glue, ink, or correction fluid on the paper is completely dry before loading the document into the Automatic Document Feeder (ADF).
• If you have a document that will not feed into the machine properly, make a photocopy of the document, then load the copy instead.

Scanning Area

The margins shown in the illustration below are outside the machine's scanning area. Make sure your document's text and graphics do not extend into these margins.

MAX. 5/32" (4.0 mm)

LTR

MAX. 5/32" (4.0 mm)

MAX. 1/8" (3.0 mm)

MAX. 5/32" (4.0 mm)
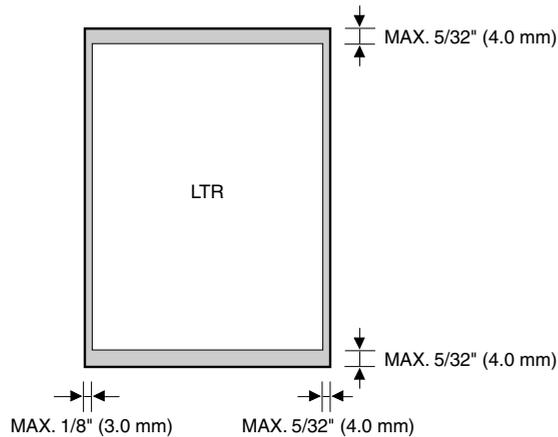
Loading Documents in the ADF

1 Fan the edges that will feed into the machine first, then tap the edges of multiple page documents on a flat surface to even the stack.
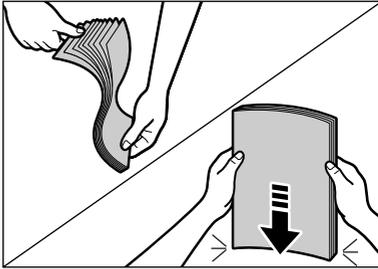
2 Adjust the document guides to the width of the document.
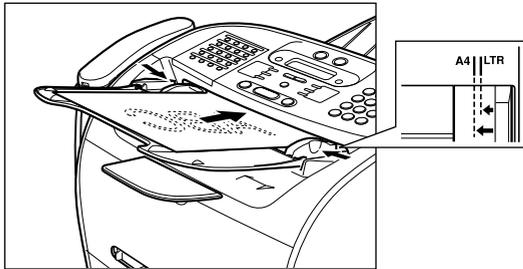
3 Load the document faced down in the ADF.

The document is now ready for scanning.

✎ NOTE

- *For multiple page documents, the pages are fed one by one from the top of the stack (from the first page).*
- *Wait until all pages of your document have been scanned before starting a new job.*
- *50 sheets of LTR-size documents or 20 sheets of LGL-size documents can be set in the ADF. If more than 50 sheets of LTR-size documents or 20 sheets of LGL-size documents are set in the ADF, paper jams may occur.*

● **Trouble With Multipage Documents**

❑ If you have any trouble in feeding a multipage document, do the following:

---

1 Remove the stack and tap it on a flat surface to even the edges.

2 Gently insert the stack into the Automatic Document Feeder (ADF) until it stops.
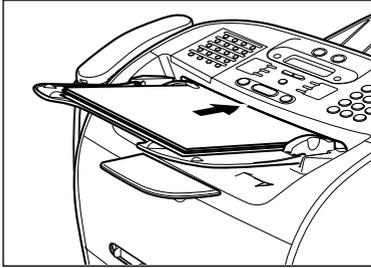
📝 NOTE

• *If you have further trouble with page jams while feeding, see "Removing Jammed Paper from the ADF," on p. 13-6.*
• *Wait until all pages of your document have been scanned completely before starting a new job.*

Adjusting the Resolution and Contrast

Adjusting the Image Quality (Resolution)

Canon's Ultra High Quality (UHQ™) imaging technology enables you to send faxes with a print quality that is very close to that of the original document. The machine also lets you adjust the resolution it uses in sending faxes to best suit your particular document.

The machine has 5 resolution settings:

• <STANDARD> is adequate for most text documents.
• <FINE> is suitable for documents with fine print (smaller than the print in this sentence).
• <PHOTO> is for documents that contain photographs. With this setting, areas of the document that contain photos are automatically scanned with 256 levels of gray, rather than just two (black and white). This gives a much better reproduction of the photos, though transmission time is longer.
• <SUPER FINE> is for documents that contain fine print and images (much smaller than the print in this sentence), and its resolution is four times of <STANDARD>.
• <ULTRA FINE> is for documents that contain fine print and images (much smaller than the print in this sentence), and its resolution is eight times of <STANDARD>.

Set the resolution as follows:

---

1 **Press [FAX].**

If you are already in the Fax standby mode, you can skip this step.

2 **Press [Image Quality].**

The LCD display shows the current resolution setting.

3 **Press [Image Quality] repeatedly until the resolution you want is displayed → press [Set].**

```
FAX RESOLUTION           →    12/31/2004 FRI 10:00
               FINE           FaxOnly          FINE
```

4 **Continue with the operation you wish to complete.**

If you do not proceed with any other operation, the LCD display returns to standby mode.

Adjusting the Exposure (Density)

You can adjust the lightness/darkness of the document pages before you scan for sending.

You can select the scanning density from the following:
- <LIGHT> for documents with dark text or color.
- <STANDARD> for normal printed or written text.
- <DARK> for documents with light text or color.

---

1 **Press [FAX].**

If you are already in the Fax standby mode, you can skip this step.

2 **Press [Exposure].**

The LCD display shows the current exposure setting.

3 **Press [Exposure] repeatedly until the scanning density you want is displayed → press [Set].**

```
DENSITY CONTROL          →    12/31/2004 FRI 10:00
               DARK           FaxOnly      STANDARD
```

4 **Continue the operation you wish to complete.**

If you do not proceed with any other operation, the LCD display returns to standby mode.

📝 NOTE

- *You can set the scanning density so that the desired scanning density such as 'STANDARD' is automatically returned after the <AUTO CLEAR> function activates or documents are scanned. Since <SCAN DENSITY> of <FAX DEFAULT> is set to 'OFF' in the factory default setting, the scanning density set using [Exposure] will remain unchanged. (See Chapter 15, "The Menu System.")*
- *You can set the level of each scanning density (LIGHT/STANDARD/DARK) in the <DENSITY CONTROL> of the Menu. (See Chapter 15, "The Menu System.")*

Sending Methods

Memory Sending

To use memory sending, you load the document, dial the fax number → press [Start]. See p. 6-7 for more details on memory sending.

Since the machine is multitasking, you can even scan a document into the memory while sending a document, receiving a document, or printing a report.

Manual Sending Via the Handset

Use manual sending via the handset if you want to speak with the other party before sending a fax to them. With manual sending via the handset, dial and converse normally, and when they are ready to receive your fax, press [Start] to begin sending. See p. 6-8 for more details on manual sending via the handset.

Dialing Methods

There are several ways of dialing the number of the party you want to send to:

■ **Regular Dialing**

Use the numeric buttons to dial the recipient's fax number.

■ **One-Touch Speed Dialing**

Press the One-Touch Speed Dial button (1 to 32) under which you have registered the number you want to send to. See Chapter 5, "Speed Dialing," for details on registering and using One-Touch Speed Dialing.

■ **Coded Speed Dialing**

Press [Coded Dial] → enter the two-digit code (00 to 99) under which you have registered the number you want to send to. See Chapter 5, "Speed Dialing," for details on registering and using Coded Speed Dialing.

■ **Group Dialing**

Send a document to a pre-defined group of fax numbers. (The numbers must already be stored as One-Touch Speed Dialing numbers or Coded Speed Dialing numbers.) See Chapter 5, "Speed Dialing," for details on registering and using Group Dialing.

■ **Directory Dialing**

Press [Directory] → enter the first letter of the other party's name and retrieve the number for dialing. See Chapter 5, "Speed Dialing," for details on how to use Directory Dialing.

Sending Documents

This section describes the different ways to send faxes with the machine.

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 other party's number automatically. For details on how to set the machine to redial automatically, see "Automatic Redialing With Memory Sending," on p. 6-10.

Follow this procedure for memory sending:

1 **Load the document in the ADF.**

For details on the types of documents you can fax, their requirements, and how to load documents, see "Document Requirements," on p. 6-1, and "Loading Documents in the ADF" on p. 6-3.

2 **Press [FAX].**

If you are already in the FAX standby mode, you can skip this step.

3 **Adjust any necessary settings for your document.**
- Press [Image Quality] to select the fax resolution. (See "Adjusting the Image Quality (Resolution)," on p. 6-4.)
- Press [Exposure] to select the scan density. (See "Adjusting the Exposure (Density)," on p. 6-5.)

4 **Dial the other party's fax/telephone number.**

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

5 **Press [Start].**

✐ NOTE

To cancel memory sending, press [Stop/Reset]. (See Chapter 11, "System Monitor.")

6

Sending Faxes

Manual Sending Via the Handset

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

Follow this procedure for manual sending:

1 Load the document in the ADF.

For details on the types of documents you can fax, their requirements, and how to load documents, see "Document Requirements," on p. 6-1, and "Loading Documents in the ADF" on p. 6-3.

2 Press [FAX].

If you are already in the Fax standby mode, you can skip this step.

3 Adjust any necessary settings for your document.

- Press [Image Quality] to select the fax resolution. (See "Adjusting the Image Quality (Resolution)," on p. 6-4.)
- Press [Exposure] to select the scan density. (See "Adjusting the Exposure (Density)," on p. 6-5.)

4 Pick up the handset.

5 Dial the other party's fax/telephone number.

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

6 Talk through the handset to the other party.

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

7 Ask the other party to set their fax machine to receive faxes.

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

📝 NOTE

To cancel manual sending, press [Stop/Reset].

Canceling Sending

Canceling Memory Sending

While Documents Are Being Scanned Using the ADF

1 Press [Stop/Reset].

Scanning is canceled.

After All Documents Are Scanned

1 While documents are being sent, press [Stop/Reset].

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

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

2 Press [◄(-)] to cancel sending.
- If you change your mind and want to continue sending, press [►(+)] for <NO>.
- The machine prints an ERROR TX REPORT if a transmission report is set to print automatically. (See "1.TX REPORT," on p. 15-7.)

Redialing

Manual Redialing

To redial the last number dialed with the numeric buttons, press [Redial/Pause].

To cancel manual redialing, press [Stop/Reset] → [◄ (-)].

Automatic Redialing With Memory Sending

With memory sending, you can set the machine to automatically dial the fax number again if the receiving fax machine does not answer or if the line is busy. You can also control how many times the machine will redial the number and how long it will wait between dialing attempts.

Canceling Automatic Redialing

If you press [Stop/Reset] when waiting to redial, the LCD displays standby mode but you are still in automatic redialing. To cancel redialing while the machine is waiting to redial, follow the procedure described in "Deleting a Fax Job," on p.11-2. To cancel while the machine is redialing, do the following:

❑ Wait until the machine begins redialing.

❑ Press [Stop/Reset] → [◄ (-)].

✐ NOTE

The machine can print a list of document stored in memory (DOCUMENT MEMORY LIST), along with the transaction number of each document. The document waiting to be sent using automatic redialing will be listed as <TRANSMIT>. To print the list, see "Document Memory List," on p. 12-10.

Setting Up Automatic Redialing

You can set up the following options for automatic redialing:

• Whether or not the machine redials automatically
• The number of times the machine attempts redialing
• The time interval between redialing attempts

Follow the procedure below to adjust the automatic redialing settings.

1 Press [Menu].

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

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

4 Press [◀(-)] or [▶(+)] to select <3.AUTO REDIAL> → press [Set].

5 Press [◀(-)] or [▶(+)] to select <ON> to enable automatic redialing or <OFF> to disable it → press [Set].
  ● If you selected <ON>: Go to step 6.
  ● If you selected <OFF>: Go to step 8.

```
AUTO REDIAL              →   AUTO REDIAL
                ON            1.REDIAL TIMES
```

6 Press [Set] again → use [◀(-)], [▶(+)], or the numeric buttons to enter the number of times you want the machine to redial → press [Set] twice.

```
REDIAL TIMES            →   REDIAL INTERVAL
            02TIMES            02MIN.
```

7 Press [◀(-)], [▶(+)], or the numeric buttons to select the time interval between redialings → press [Set].

```
REDIAL INTERVAL         →   TX SETTINGS
            02MIN.              4.TIME OUT
```

8 Press [Stop/Reset] to return to standby mode.

6

Sending Faxes

Sequential Broadcasting

Sending a Document to More Than One Destination

The machine's sequential broadcasting feature allows you to send a fax to a sequence of up to 142 fax numbers, using any combination of dialing methods as follows:

- One-Touch Speed Dialing: up to 32 destinations
- Coded Speed Dialing: up to 100 destinations
- Regular dialing and redialing: 10 destinations
  (with the numeric buttons or [Redial/Pause])

You can enter the One-Touch Speed Dialing and Coded Speed Dialing destinations in any order. You can also include one destination that you dial manually using the numeric buttons or [Redial/Pause]. Be sure to press [Set] after your entry with the numeric keys.

To send a fax to more than one location, do the following:

1 Load the document in the ADF.

For details on the types of documents you can fax, their requirements, and how to load documents, see "Document Requirements," on p. 6-1, and "Loading Documents in the ADF" on p. 6-3.

2 Press [FAX].

If you are already in the Fax standby mode, you can skip this step.

3 Adjust any necessary settings for your document.
- Press [Image Quality] to select the fax resolution. (See "Adjusting the Image Quality (Resolution)," on p. 6-4.)
- Press [Exposure] to select the scan density. (See "Adjusting the Exposure (Density)," on p. 6-5.)

4 **Enter up to 142 fax destinations using any of the following methods:**

● **One-Touch Speed Dialing:**

  ❑ Press the desired One-Touch Speed Dial button(s).

● **Coded Speed Dialing:**

  ❑ Press [Coded Dial] → enter the two-digit code (00-99) using the numeric buttons.
    • Be sure to press [Coded Dial] before each code.

● **Directory Dialing:**

  ❑ Press [Directory] → enter the first letter of the name of the party you are searching for.

● **Regular Dialing:**

  ❑ Enter the number using the numeric buttons or [Redial/Pause].
    • Be sure to press [Set] after your entry with the numeric keys.

🖉 NOTE

  • *If you make a mistake, open One-Touch Speed Dial panel → [Delete] to delete the last number, or press [Clear] to delete all numbers you entered when you use the numeric keys.*
  • *After entering the first One-Touch Speed Dial button or Coded Speed Dialing code, you have 5 seconds to enter another speed dialing button or code before the machine begins sending automatically. If you have entered more than one speed dialing button 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 the <TIME OUT> setting. See p. 15-9 for more details.*
  • *If you want to review the numbers you entered, use the [◀ (-)] or [▶ (+)] to scroll through the numbers.*

5 **Press [Start].**

The machine then scans the document into memory, and begins sending it to the destinations in numerical order, starting with the One-Touch Speed Dialing numbers, then the Coded Speed Dialing numbers, and finally the numbers dialed with the numeric buttons or [Redial/Pause].

🖉 NOTE

  • *If the machine memory becomes full while scanning your document, <MEMORY FULL> appears in the LCD display. If this happens, remove the remainder of the document from the Automatic Document Feeder (ADF).Then divide the document into several sections and send each section separately.*
  • *Only one broadcasting job will be active at any given time.*
  • *To cancel sending, press [Stop/Reset] → follow the instructions in the LCD display. When you press [Stop/Reset], sending to all recipients will be canceled. You cannot cancel sending to only one recipient. (See Chapter 11, "System Monitor.")*

Sending a Document Using Group Dialing

If you frequently send faxes to the same group of people, you can create a "group." Groups are stored under One-Touch Speed Dial buttons or Coded Speed Dialing codes. See Chapter 5, "Speed Dialing," for details on registering numbers under groups and using Group Dialing.

Delayed Sending

Your machine allows you to scan a document into its memory and send it automatically at a preset time. By using this feature, you can take advantage of lower long distance rates at night, for example.
You can set up to 142 destinations and up to 20 reservations for delayed sending.

1 **Load the document in the ADF.**

For details on the types of documents you can fax, their requirements, and how to load documents, see "Document Requirements," on p. 6-1, and "Loading Documents in the ADF" on p. 6-3.

2 **Press [FAX].**

If you are already in the Fax standby mode, you can skip this step.

3 **Adjust any necessary settings for your document.**
- Press [Image Quality] to select the fax resolution. (See "Adjusting the Image Quality (Resolution)," on p. 6-4.)
- Press [Exposure] to select the scan density. (See "Adjusting the Exposure (Density)," on p. 6-5.)

4 **Open One-Touch Speed Dial panel → press [Delayed Transmission].**

5 **Use the numeric buttons to enter the time at which you want to send the document → press [Set].**

```
DELAYED  TX              →   TEL=
TX  TIME  SETTNG  10:00
```

Enter the time using the 24-hour clock system. Precede single digits with a zero.

Example:

7:30 a.m. = 07:30

11:30 p.m. = 23:30

6 **Enter the destination(s) using any of the following 4 methods.**

● **One-Touch Speed Dialing:**
  ❑ Press the desired One-Touch Speed Dial button(s).

● **Coded Speed Dialing:**
  ❑ Press [Coded Dial] → enter the two-digit code (00-99) using the numeric buttons.
    - Be sure to press [Coded Dial] before each code.

● **Directory Dialing:**
  ❑ Press [Directory] → enter the first letter of the name of the party you are searching for.

● **Regular Dialing:**
  ❑ Enter the number using the numeric buttons or [Redial/Pause].
    - You can enter 10 numbers.
    - Be sure to press [Set] after your entry with the numeric buttons.

✎ **NOTE**
If you make a mistake, open One-Touch Speed Dial panel → [Delete] to delete the last number, or press [Clear] to delete all numbers you entered when you use the numeric buttons.

7 Press [Start].

The machine scans the document into memory.

✏️ NOTE

- *If the machine memory becomes full while scanning your document, <MEMORY FULL> appears in the LCD display. If this happens, you cannot send the document at a delayed time.*
- *You can only register one preset sending operation at a time.*
- *The machine is a multitasking machine, so you can send, receive, print, and copy other documents even when you have set the machine for delayed sending.*
- *To print, copy, or send other documents after setting the machine for delayed sending, simply follow the procedures described in this Basic Guide.*
- *To cancel a delayed sending, see "Deleting a Fax Job," on p.11-2.*
- *The machine can print a list of document stored in memory (DOCUMENT MEMORY LIST), along with the transaction number of each document. The document to be sent using delayed sending will be listed as <DELAYED TX> or <DEL SQ BDCST>. To print the list, see "Document Memory List," on p. 12-10.*

When the set time comes, the machine dials and sends the document.

6

Sending Faxes

Receiving Faxes

7

This chapter describes how to use your machine to receive faxes.

Different Ways to Receive a Fax

The machine provides you with 5 different modes for receiving faxes. To decide which mode will best suit your requirements, consider how you want to use the machine:

Receive Mode	Main Use	Operation	Requirements
FaxOnly*	Fax	Answers all calls as fax calls. It receives faxes automatically and disconnects voice calls.	Separate telephone line for fax use only.
FaxTel	Fax/Tel	Automatically switches between fax calls and voice calls. Receives faxes automatically and rings for voice calls. To set the details see p. 7-2.	Handset or telephone connected to the machine.
Manual	Tel	Rings for every call, whether it is a fax call or a voice call. For a fax call, you have to manually activate reception of the fax.	Handset or telephone connected to the machine.
AnsMode	Fax/Tel	Receives faxes automatically and routes voice calls to the answering machine.	Answering machine connected to the machine.
DRPD	Fax/Tel	Rings differently depending on whether a call is a fax or voice call.	Subscription to a DRPD service. Handset or the extension telephone connected to your machine.

*   Factory default setting

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

Setting the Receive Mode

Set the machine receive mode as follows:

1   **Open One-Touch Speed Dial panel → press [Receive Mode].**

The LCD display shows the current receive mode setting.

2   **If you want to change the receive mode, press [Receive Mode] repeatedly until the mode you want appears → press [Set].**

Each time you press [Receive Mode], the receive mode changes in the following order:

FaxOnly → DRPD → Manual → AnsMode → FaxTel → FaxOnly → …

Receiving Faxes and Phone Calls Automatically: FaxTel Mode

Set this mode if you want your machine to automatically switch between voice and fax calls.

You can control precisely how your machine handles incoming calls by adjusting the settings below.

Setting the Options for FaxTel Mode

■ RING START TIME

When a call comes in, the machine checks to see if it is a person wishing to speak to you or a fax machine trying to send a document. If your machine does not have enough time to detect the fax tone, it assumes the call is from a telephone. Use the <RING START TIME> setting to increase the time the machine takes to check whether a call is from a fax machine or a telephone. You can select a time between 0 and 30 seconds; the default is 6 seconds.

■ F/T RING TIME

When your machine is set to receive both fax and telephone calls automatically, the telephone rings to alert you to pick up the handset if the call is from a person. If you do not pick up the handset within a certain amount of time, the telephone stops ringing. Use this option to change the number of times the machine rings, from 15 to 300 seconds. The default is 15 seconds.

■ F/T SWITCH ACTION

Not all fax machines are capable of sending a fax tone (the CNG tone that warns the receiving fax machine that a fax is coming). For those cases the machine may think that the call coming in is a voice call and rings to alert you of the call (the amount of time it is going to ring is determined by the <F/T RING TIME> setting above). If you do not answer the call, one of two things can happen:

1. If you set the <F/T SWITCH ACTION> to 'RECEIVE', the machine will switch to fax receive mode automatically at that point and start to receive the document. If no document comes in, it disconnects the call after approx. 40 seconds. The factory default setting is 'RECEIVE'.
2. If you set the <F/T SWITCH ACTION> to 'DISCONNECT', the machine will disconnect the phone call immediately freeing up your phone line at this point.

What Happens When FaxTel Mode is Selected

Type of call	**Telephone**	**Fax** Sending document manually	**Fax** Sending document automatically

Telephone charges begin for caller.

The machine answers without ringing

RING START TIME
(Factory default setting = 6 sec.)

The machine listens for fax tone
(For 6 sec.)

Fax tone detected

Fax tone is not detected

Document received automatically
(Fax tone is detected and the FAXPHONE L170 switches to receive mode.)

F/T RING TIME
(Factory default setting = 15 sec.)

The telephone starts ringing

Pick up the handset to talk

If you don't pick up the handset
(within 15 sec.)

F/T SWITCH ACTION
Choose between:
RECEIVE (factory default setting) and DISCONNECT

DISCONNECT
The machine disconnects the call.

RECEIVE
(Factory default setting)

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

Set the FaxTel Mode options as follows:

1 Press [Menu].

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

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

4 Press [◀(-)] or [▶(+)] to select <2.FAX/TEL OPT. SET> → press [Set] twice.

5 Press [◀(-)] or [▶(+)] to set the time the machine waits before ringing when it receives a call → press [Set] twice.

```
RING START TIME          F/T RING TIME
            06SEC   →              015SEC
```
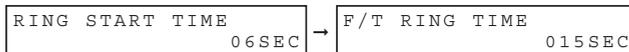
You can use the numeric buttons instead of using [◀(-)] or [▶(+)] to set the time.

6 Press [◀(-)] or [▶(+)] to set the time the machine rings while waiting for someone to pick up the handset → press [Set] twice.

```
F/T RING TIME
          015SEC
```
→
```
F/T SWITCH ACTION
           RECEIVE
```

You can use the numeric buttons instead of using [◀(-)] or [▶(+)] to set the time.

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

```
F/T SWITCH ACTION
        DISCONNECT
```
→
```
RX SETTINGS
 3.DRPD:SELECT FAX
```

This setting tells the machine what to do if no one picks up the handset within the specified ring time set in step 6.

8 Press [Stop/Reset] to return to standby mode.

Receiving Faxes Manually: Manual Mode

To use this mode, you must have the handset or a telephone connected to the machine. In Manual Mode, the machine rings every time it receives a call, whether the call is from a telephone or a fax machine.

✐ NOTE

Make sure the <REMOTE RX> setting in the <RX SETTINGS> menu is enabled. See p. 15-11 for details.

If you use your machine with Manual Mode, answer incoming calls as follows:

1 When the handset or the telephone rings, pick up the receiver.

● **If you hear a person's voice:**

❏ Start your conversation. If the caller wants to send a document after talking to you, ask them to press the start button on their fax machine. When you hear a beep, press [Start] to begin receiving the document, then hang up.

● **If you hear a slow beep or silence:**

❏ A fax machine is trying to send you a document.
 Press [Start] on the machine, then hang up.
 -or-
 Enter the two-digit ID code from the telephone, then hang up.

- The machine then begins receiving the document. (This is particularly convenient if your telephone is located away from the machine.)
- If you do not hang up after pressing [Start] or the two-digit ID code, the machine beeps intermittently after you receive the document. (You can turn the beeping off by disabling the <OFFHOOK ALARM> in the <USER SETTINGS> menu. See p. 15-7 for details.)

✎ NOTE

If you have an answering machine connected to your machine that can carry out remote-control operations (controlling your answering machine from a remote telephone), the security code for this function may be the same as the two-digit ID code described above. If so, make sure you change the machine two-digit ID code to make it distinct from the answering machine's security code. See p. 15-11 for details on changing the code (<REMOTE RX ID> setting).

Receiving Faxes Automatically: FaxOnly Mode

When the machine is set up for a dedicated line, set FaxOnly Mode to automatically receive documents whenever a call comes over the fax line.

- The machine assumes all incoming calls are from fax machines sending documents. It receives the documents automatically and disconnects all voice calls.
- In FaxOnly Mode, you can control whether or not the machine rings when it receives a fax call. To set this option from the machine operation panel, see p. 15-10 (<INCOMING RING> setting).

Using an Answering Machine: AnsMode

Connecting an answering machine to the machine allows you to receive faxes and phone messages while you are out of the office.

Using the Machine With an Answering Machine

Follow these guidelines when using the machine with an answering machine:

- Set the answering machine to answer on the first or second ring.
- If the machine runs out of paper or toner in AnsMode, it receives all faxes into memory. The faxes then print automatically when you add paper or replace the toner cartridge.
- When recording the outgoing message on the answering machine:
  - The entire message must be no more than 15 seconds long.
  - In the message, tell your callers how to send a fax. For example:

"Hello. I can't answer the phone right now. If you would like to send a fax, press the start button on your fax machine. Thank you."

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

DRPD service assigns two or more 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. Your fax will automatically monitor incoming calls and based on the ring pattern, will let you know if the call is a fax or voice call. Set the fax ring pattern that matches the pattern assigned by your telephone company.

✎ NOTE

Contact your local telephone company for detailed information on this service.

Receiving Faxes in Memory When a Problem Occurs

The machine will automatically receive incoming faxes into its memory if it encounters a problem that prevents it from printing normally. The LCD will display <RECEIVED IN MEMORY> and a message showing the problem. See below the error messages, their cause and the action you need to take to correct the problem.

✎ NOTE
- *The machine memory can store up to approx. 450 LTR-size pages*.*
- *Once the pages are printed, they are deleted from memory.*
- *If the memory becomes full, you will not be able to receive the remaining pages. Contact the other party and ask them to resend the remaining pages of the fax.*

If the machine receives a document into its memory, the LCD displays one of the following messages. These messages show the action you must take to correct the problem.

```
REPLACE CARTRIDGE
```

Cause: The toner cartridge ran out of toner or is not installed properly.

Action: Make sure the cartridge is installed properly, and install a new one if necessary. See "Installing/Replacing the Toner Cartridge," on p. 2-16.

```
SUPPLY REC. PAPER
```

Cause: The machine ran out of paper.

Action: Add paper to the paper cassette/multi-purpose feeder. See "Loading Paper," on p. 4-3.

```
REC. PAPER JAM          OPEN PRINTER COVER
```

Cause: A paper jam occurred.

Action: Clear the jam. See "Clearing Jams," on p. 13-1.

Cause: Over capacity on the output tray.

Action: Take out sheets from output tray and clear the paper jam. See "Clearing Jams," on p. 13-1.

Once you have corrected the problem, the machine automatically prints the documents stored in memory.

*   Based on Canon FAX Standard Chart No.1, standard mode

Receiving While Performing Other Tasks

Since the machine is a multitasking device, it can receive faxes and phone calls while you are entering your user information, making copies, or printing.

If you receive a fax while you are making copies or printing, the machine stores the incoming fax in memory. Then, as soon as you finish making copies or printing, the machine automatically prints the fax. If you are entering registration information, the fax is printed as soon as it is received, and does not go into memory.

Canceling an Incoming Fax

To cancel an incoming fax, follow this procedure:

1 **Press [Stop/Reset].**

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

2 **Press [◀(-)] to [Stop/Reset] receiving, or [▶(+)] to resume receiving the fax.**

7

Receiving Faxes

Setting Up and Using Polling

8
CHAPTER

This chapter shows you how to set up and use polling sending and receiving. Polling is useful when the sending party cannot be in the office at the same time.

What's Polling?

Polling means a fax calls another fax and requests the other fax to send a document that it is holding. Unlike normal sending and receiving, in polling the receiver always calls the sender. This is called polling to receive a document. The sender sends the document in response to the polling by a telephone call from the receiver.

📎 NOTE

Your fax can be set up to function in both roles. Your fax can poll to receive a document, or it can be polled to send a document that it is holding.

Before You Use Polling Receiving

Before you try to set up polling, note the following points:

● With one operation you can poll several faxes. You can dial up to 142 telephone numbers and poll those faxes to receive documents that they are holding.

● If the other party is using a Canon fax machine which has the Polling ID function, ask them to set the Polling ID of their fax machine to 255 (1111 1111 binary number). For details on the Polling ID, see the other party's fax machine manual. In all other cases the Polling ID is not a concern.

Polling Other Fax Machines to Receive Documents

The machine polling feature allows you to request a document to be faxed to you from another fax machine. The sender only needs to make sure the document is on his fax machine and ready to be sent: when your machine polls that machine, the document is sent automatically. The machine can poll any fax machine that supports polling.

Requesting Another Fax to Send a Document

1 **Press [FAX].**

If you are already in the Fax standby mode, you can skip this step.

2 **Open One-Touch Speed Dial panel → press [Polling].**

3 **Use [◀(-)] or [▶(+)] to select <2.POLLING RX> → press [Set].**

```
POLLING
  2.POLLING RX
```
→
```
TEL=
```

4 **Enter the destination(s) using any of the following 4 methods.**

● **One-Touch Speed Dialing:**

❑ Press the desired One-Touch Speed Dial button(s).

● **Coded Speed Dialing:**

❑ Press [Coded Dial] → enter the two-digit code (00-99) using the numeric buttons.
Be sure to press [Coded Dial] before each code.

● **Directory Dialing:**

❑ Press [Directory] → enter the first letter of the name of the party you are searching for.

● **Regular Dialing:**

❑ Enter the number using the numeric buttons or [Redial/Pause].
● You can enter 10 numbers.
● Be sure to press [Set] after your entry with the numeric buttons.

✎ NOTE

If you make a mistake, open One-Touch Speed Dial panel →[Delete] to delete the last number, or press [Clear] to delete all numbers you entered when you use the numeric buttons.

5 **Press [Set].**

8

Setting Up and Using Polling

Setting Up Polling Sending

This section shows you how to set up your fax to store and hold a document until it is polled by another fax to send it.

Setting Up a Polling Box

Before you can use polling sending, you must create a polling box with the <POLLING BOX> of the Menu. The polling box holds the document in the memory until the other party prompts (polls) your fax to send the document, or until you delete the document (see p. 8-6).

1 Press [Menu].

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

3 Press [◀ (-)] or [▶ (+)] to select <6.POLLING BOX> → press [Set].

4 Press [◀ (-)] or [▶ (+)] to select <1.SETUP FILE> → press [Set].

5 Press [◀ (-)] or [▶ (+)] to select <1.FILE NAME> → press [Set].

6 Enter a file name for the polling box (up to 24 characters including spaces) using the numeric buttons → press [Set].

```
                       :A         SETUP FILE
CANON TOKYO             →           2.PASSWORD
```

- For details on how to enter or delete letters, see "Entering Numbers, Letters, and Symbols," on p. 3-1.
- The message <DATA ENTRY OK> appears on the LCD display for a few seconds.

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

If you do not want to set a password, go to step 9.

8 Enter a password (up to 7 digits) using the numeric buttons → press [Set].

```
PASSWORD                          SETUP FILE
              1234567   →           3.ERASE AFTER TX
```

📝 NOTE
- This password protects your polling box settings from unauthorized access. To change these settings later, you will have to enter this password.
- For details on how to enter or delete numbers, see "Entering Numbers, Letters, and Symbols," on p. 3-1.

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

```
SETUP FILE                        ERASE AFTER TX
  3.ERASE AFTER TX     →                        ON
```

10 Press [◀ (-)] or [▶ (+)] to select <ON> or <OFF> → press [Set].
   - <ON>:The document in the polling box is erased after it is sent in response to a polling request from another fax machine.
   - <OFF>:The document in the polling box is not erased after it is sent. Select this setting if you expect that the document will be polled by more than one fax machine.

```
ERASE AFTER TX          POLLING BOX
             OFF    →    2.CHANGE DATA
```
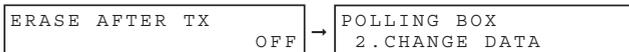
11 Press [Stop/Reset] to return to standby mode.

Scanning a Document into the Memory for Polling Sending

Follow this procedure to store a document in the polling box. The document remains in the polling box so that other fax machines can poll it. To use polling sending, you have to previously create a polling box.

1 Load the document in the ADF.

For details on the types of documents you can fax, their requirements, and how to load documents, see "Document Requirements," on p. 6-1, and "Loading Documents in the ADF," on p. 6-3.

2 Press [FAX].

If you are already in the Fax standby mode, you can skip this step.

3 Adjust any necessary settings for your document.
● Press [Image Quality] to select the fax resolution. (See "Adjusting the Image Quality (Resolution)," on p. 6-4.)
● Press [Exposure] to select the scan density. (See "Adjusting the Exposure (Density)," on p. 6-5.)

4 Open One-Touch Speed Dial panel → press [Polling].

5 Press [Set].

The document is scanned into the polling box.

Setting Up and Using Polling

8

Changing the Polling Box Settings

Follow this procedure to change the settings of a polling box.

1 Press [Menu].

2 Press [◄ (-)] or [► (+)] to select <4.FAX SETTINGS> → press [Set].

3 Press [◄ (-)] or [► (+)] to select <6.POLLING BOX> → press [Set].

4 Press [◄ (-)] or [► (+)] to select <2.CHANGE DATA> → press [Set].

5 Enter the password (up to 7 digits) using the numeric buttons → press [Set].

If you have not previously set a password, skip this step, and go to step 6.

```
CHANGE DATA                 CHANGE DATA
PASSWORD      * * * * * *  →  1.FILE NAME
```

For details on how to enter or delete numbers, see "Entering Numbers, Letters, and Symbols," on p. 3-1.

6 Press [◄ (-)] or [► (+)] to display the setting you want to change → press [Set].

To change the settings for an item, follow the same procedure you used for the initial setup of the polling box. (See "Setting Up a Polling Box," on p. 8-3.)

📎 NOTE

> To change the password, you have to first enter the old password (it is not displayed as you enter it) → press [Set] → enter a new password (it is displayed as you enter it) → press [Set].

7 When you are finished making changes, press [Stop/Reset] to return to standby mode.

8

Setting Up and Using Polling

Deleting a Polling Box

Follow this procedure to cancel a polling box.

✎ NOTE

You cannot cancel a polling box when the polling box is holding a document for polling sending.

1 **Press [Menu].**

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

3 **Press [◀ (-)] or [▶ (+)] to select <6.POLLING BOX> → press [Set].**

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

5 **Enter the password (up to 7 digits) using the numeric buttons → press [Set].**

If you have not previously set a password, skip this step, and go to step 6.

```
DELETE FILE              →   DELETE FILE
PASSWORD      *******         FILE DELETED
```

For details on how to enter or delete numbers, see "Entering Numbers, Letters, and Symbols," on p. 3-1.

The polling box is deleted.

✎ NOTE

If there is any document stored in the polling box, you cannot delete the polling box and the message <CANNOT DELETE> appears on the LCD display. If you want to delete the polling box, delete the document stored in the polling box first, then perform the procedure described above. For details on how to delete documents stored in memory, see "Deleting a Fax Job," on p. 11-2.

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

8

Setting Up and Using Polling

Special Features

9

CHAPTER

This chapter describes the special features of the machine.

Special Dialing

This section explains special dialing features, such as dialing international numbers.

Dialing Long Distance

When you register a long distance number, you may have to insert a pause either within or after the number. For long distance dialing, the location and length of the pause may differ depending on the telephone system.

How to Enter Pauses

Use this procedure to enter pauses within or at the end of numbers.

1 **During dialing registration, when you come to a step that asks you to enter a number for dialing, use the numeric buttons to enter the number.**

2 **To enter a pause within a number, press [Redial/Pause].**
- To enter a pause at the end of a number, press [Redial/Pause] → press [Set].
- A pause entered within a number (p) is 2 seconds long.
- If necessary, you can adjust the length of a pause within a number. See p. 15-8 (<PAUSE TIME> setting) for more details.
- To make a longer pause within a number, press [Redial/Pause] again. Each pause adds 2 seconds to the length of the pause.
- A pause at the end of a number (P) is fixed to 10 seconds.

Using Tone Dialing On a Pulse Line

Even if you have a pulse line, the machine enables you to use tone dialing once you have connected to the number you are calling. This allows you to take advantage of many services that require tones, such as selecting options from telephone "touch-line" services.

1 **Press [FAX].**

If you are already in the Fax standby mode, you can skip this step.

2 **Lift the handset.**

-or-

Press [Hook].
The In Use/Memory indicator blinks green and you will hear the dial tone.

3 **Dial the telephone number using the numeric buttons.**

The machine connects using the pulses required by your phone line.

4 **Press [Tone] to switch to tone dialing.**
● When [Tone] is pressed, <T> is displayed in the LCD.
● Numbers entered after pressing [Tone] will be dialed using tone dialing.

5 **When you have finished, hang up the handset.**

-or-

Press [Hook].

Using Memory Lock

Normally, a document prints as soon as you receive it. However, there may be occasions when you want the machine to store all documents in memory until you are ready to print them. Locking the machine to receive and store all documents in memory is called "Memory Lock."

You may want to turn Memory Lock 'ON' when the machine is left unattended at night, or over long holidays, to prevent a large volume of printed documents from collecting in the paper output trays. After you return to the office, you can review the contents of the memory, and enter the memory lock password to print all of the documents stored in memory.

Turning Memory Lock ON and Setting the Password

After Memory Lock is turned 'ON', the machine automatically enters the Memory Lock mode. The documents received when the machine is in the Memory Lock mode are stored in memory until you unlock the memory with a password and print them.

Follow this procedure to turn the Memory Lock 'ON', and define the password.

1 Press [Menu].

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

3 Press [◀(-)] or [▶(+)] to select <7.SYSTEM SETTINGS> → press [Set].

4 Press [◀(-)] or [▶(+)] to select <1.MEMORY LOCK RX> → press [Set].

5 Press [◀(-)] or [▶(+)] to select <ON> → press [Set].

6 Press [◀(-)] or [▶(+)] to display the desired Memory Lock setting → press [Set].

The MEMORY LOCK RX menu includes the following items:

Setting	Description
1.MEM LOCK PASSWORD	0 to 9999999 This password protects the Memory Lock settings. Setting a password is recommended. You must use this password to unlock the memory so you can print documents stored in memory. Use the numeric keys to enter a password (up to seven digits) → press [Set].

Setting	Description
2.REPORT	Sets the machine to print reports. This setting affects only reports that print automatically, such as activity Management Reports.
OUTPUT NO	No report prints while in the Memory Lock mode.
OUTPUT YES	A report prints while the machine is in the Memory Lock mode.

(The factory default setting is in bold face.)

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

Turning Memory Lock OFF and Printing Documents

Follow this procedure to turn the Memory Lock 'OFF' and print the documents received in memory.

1   **When the Memory Lock mode is 'ON', the message <MEMORY LOCK RX> is displayed instead of the Standby display.**

2   **Follow the steps 1 to 5 of "Turning Memory Lock ON and Setting the Password" on p. 9-3 to turn the Memory Lock 'OFF'.**

If you have not set the memory lock password (see step 6 in "Turning Memory Lock ON and Setting the Password" on p. 9-3), the LCD displays <2. FAX DEFAULT>. The setting is completed and the documents received in memory are printed.

3   **If a memory lock password has been set, enter the memory lock password using the numeric keys → press [Set].**

When you press [Set], all the documents received in memory while the machine was in the Memory Lock mode are printed. The memory lock mode is deactivated.

Making Copies

10
CHAPTER

This chapter describes how to make copies with your machine.

Making Copies

One of the machine's convenient features is its ability to make up to 99 high-quality copies of a document. To make copies, do the following:

1 **Load the document in the ADF.**

For details on how to place or load documents, see "Loading Documents in the ADF," on p. 6-3.

2 **Press [COPY].**

If you are already in the Copy standby mode, you can skip this step.

3 **Use the numeric buttons to enter the number of copies.**

You can set up to 99 copies.

4 **Adjust any necessary settings for your document.**
- Press [Image Quality] to select the scanning resolution. (See, "Adjusting the Image Quality (Resolution)," on p. 10-6.)
- Press [Exposure] to select the scanning exposure. (See, "Adjusting the Exposure (Density)," on p. 10-6.)
- Press [Enlarge/Reduce] to select the copy ratio. (See, "Setting Enlarging/Reducing," on p. 10-4.)

5 **Press [Start].**

✎ NOTE

To cancel copying, press [Stop/Reset].

Specifying the Paper Size and Type (Common for Cassette and Multi-Purpose Feeder)

✎ NOTE

- When making copies on LTR-size paper after having continuously copied on paper smaller than LTR-size paper, the copies may be dirty. To prevent copies from being dirty, wait about 1 minute before making copies.
- The paper in the multi-purpose feeder is fed prior to the paper in the cassette.
- The settings changed in the Menu do not return automatically to the settings you set previously. Change to the previous settings again if necessary.
- When making copies of a small size or heavy paper*, etc., the copy speed may be slightly slower than usual.
  * The paper type should be selected in the Menu.
- If you intend to make a copy and print with a thermal transfer printer using the same sheet of paper, make the copy first. Failure to do so may make copies dirty or cause a paper jam.
- When copying onto transparencies, remove each transparency from the output tray as it is output.

Specifying the Paper Size

At the factory, the paper size has already been set to <LTR>. Normally, you can make copies in this setting. When making copies on other sizes of paper, you need to specify the paper size according to the following.

1 Press [Menu].

2 Press [◀ (-)] or [▶ (+)] to select <1. PAPER SETTINGS> → press [Set].

3 Press [◀ (-)] or [▶ (+)] to select <1. CASSETTE> or <2. MP TRAY> → press [Set].

4 Press [◀ (-)] or [▶ (+)] to select <1. PAPER SIZE> → press [Set].

5 Press [◀ (-)] or [▶ (+)] to select the appropriate paper size (A4, B5, A5, LTR, LGL EXECUTIV, ENVELOPE for the paper cassette, A4, B5, A5, LTR, LGL, EXECUTIV, ENVELOPE or FREESIZE for the muiti-purpose feeder) → press [Set].

● **When <ENVELOPE> is selected:**

❑ Press [◀ (-)] or [▶ (+)] to select the appropriate envelope type (DL, ISO-C5, COM10, or MONARCH) → press [Set].

● **When <FREE SIZE> is selected:**

❑ Press [◀ (-)] or [▶ (+)] to select <VERTICAL SIZE> or <HORIZONTAL SIZE> → press [Set].

❑ Use the numeric buttons, or press [◀ (-)] or [▶ (+)] to specify vertical and horizontal sizes of the paper in millimeters (mm).
Available setting range in <VERTICAL SIZE>: 127 mm to 356 mm (5" to 14")
Available setting range in <HORIZONTAL SIZE>: 76 mm to 216 mm (3" to 8 1/2")

❑ Press [Set].
Repeat the steps above to specify both vertical and horizontal sizes of the paper.

6 Press [Stop/Reset] to return to standby mode.

10

Making Copies

Specifying the Paper Type

<PLAIN PAPER> is selected as the default paper type. When making copies on paper other than plain paper, you can specify the paper type according to the following. Specifying the paper type can prevent poor copy quality, or the printout not being printed correctly.

1 Press [Menu].

2 Press [◀(-)] or [▶(+)] to select <1. PAPER SETTINGS> → press [Set].

3 Press [◀(-)] or [▶(+)] to select <1. CASSETTE> or <2. MP TRAY> → press [Set].

4 Press [◀(-)] or [▶(+)] to select <2. PAPER TYPE> → press [Set].

5 Press [◀(-)] or [▶(+)] to select the appropriate paper type (PLAIN PAPER, PLAIN PAPER L, HEAVY PAPER, HEAVY PAPER H, or TRANSPARENCY) → press [Set].

6 Press [Stop/Reset] to return to standby mode.

10

Making Copies

Setting Enlarging/Reducing

You can enlarge or reduce the copy size using preset copy ratios or using custom copy ratios.

Enlarging/Reducing Using Preset Copy Ratios

1 **Press [Copy].**

If you are already in the Copy standby mode, you can skip this step.

2 **Press [Enlarge/Reduce].**

```
PRESET RATIO
-        100%        +
```

3 **Press [◀(-)] or [▶(+)] to select the copy ratio → press [Set].**

```
PRESET RATIO                    78%        LTR       01
-    78% LGL→LTR    +     →      ◁□■□▷     TEXT
```

You can select from the following:
- 200% MAX.
- 129%
- 100%
- 78% LGL → LTR
- 64%
- 50% MIN.

✎ NOTE
- *If the <PAPER SIZE GROUP> setting of <COPY SETTINGS> menu in the Menu is set to 'INCH' or 'AB', the preset copy ratios will be as follows:*
  INCH: 50%, 64%, 78%, 100%, 129% and 200%.
  A: 50%, 70%, 100%, 141% and 200%.
  AB: 50%, 70%, 81%, 86%, 100%, 115%, 141% and 200%.
  "INCH" is set as the factory default.
- *To reset the copy ratio, press [Enlarge/Reduce] several times to display <DIRECT 100%> ratio → press [Set].*

Enlarging/Reducing Using Custom Copy Ratios

1 **Press [Copy].**

If you are already in the Copy standby mode, you can skip this step.

2 **Press [Enlarge/Reduce] twice.**

```
ZOOM  50-200%
  -        100%       +
```

3 **Use the numeric buttons to enter the copy ratio → press [Set].**

```
ZOOM  50-200%               80%        LTR
  -         80%     +   →   ▢▢■▢▢   TEXT    01
```

- You can enter the copy ratio from 50% to 200%, selectable in 1% increments.
- Even after entering the copy ratio, you can use [◀(-)] or [▶(+)] to adjust the copy ratio. To increase the copy ratio, press [▶(+)]. To decrease the copy ratio, press [◀(-)].

✎ NOTE

To reset the copy ratio, press [Enlarge/Reduce] several times to display <DIRECT 100%> ratio → press [Set].

Improving Copied Image

Adjusting the Image Quality (Resolution)

You can adjust image quality to the appropriate level best suited for a document with text or photos.
3 modes are available for adjusting the image quality.

1 **Press [Copy].**

If you are already in the Copy standby mode, you can skip this step.

2 **Press [Image Quality] repeatedly until the image quality you want appears.**

You can select from the following:
- <TEXT> for text-only documents
- <TEXT/PHOTO> for documents with text and photographs
- <PHOTO> for photographs

✐ NOTE

Copy exposure automatically changes to manual mode when <TEXT/PHOTO> or <PHOTO> is set.

Adjusting the Exposure (Density)

You can adjust the copy exposure automatically or manually according to how light or dark your document is.

Adjusting Automatically

1 **Press [Copy].**

If you are already in the Copy standby mode, you can skip this step.

2 **Press [Exposure] to select the auto mode → press [Set].**

```
DENSITY                          100%        LTR       01
    AUTO EXPOSURE        →       ◖ A ◗       TEXT
```
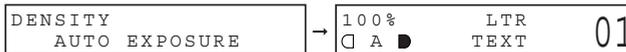
The copy exposure is adjusted automatically.

✐ NOTE

Image quality mode automatically changes to <TEXT> when <AUTO EXPOSURE> is set.

Adjusting Manually

1 **Press [Copy].**

If you are already in the Copy standby mode, you can skip this step.

2 **Press [Exposure] twice to select the manual mode.**

3 **Press [◀ (-)] or [▶ (+)] to adjust the copy exposure → press [Set].**

For a lighter copy exposure, press [◀ (-)].

For a darker copy exposure, press [▶ (+)].

```
DENSITY                        100%        LTR     01
-LT  ⊂□□□□□□■□□□▷ DK+    →    ⊂□□■▷      TEXT
```
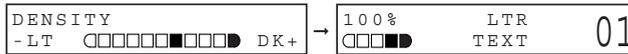
✎ NOTE

When setting the exposure lighter, the indicator moves to the left. When setting the exposure darker, the indicator moves to the right.

Special Features

The machine can perform the Collate Copy and Reserve Copy.

Collate Copy

The collate copy allows you to sort copies in page order. It is convenient when you make multiple copies of multiple page documents. To use this feature, you need to set <AUTO SORT> to 'ON' in the <COPY SETTINGS> menu. (See p. 15-5.)

Copy 1　　　**Copy 2**　　　**Copy 3**
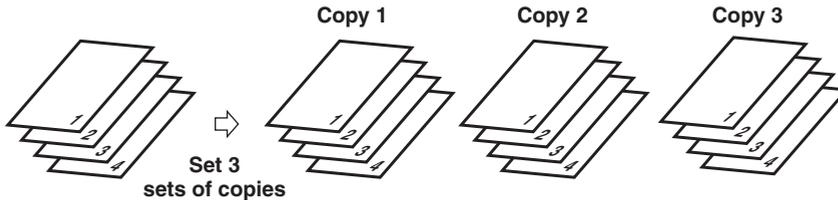
**Set 3
sets of copies**

Follow the procedure below to set the Collate Copy function to 'ON':

1 Press [Menu].

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

3 Press [◀ (-)] or [▶ (+)] to select <5.AUTO SORT> → press [Set].

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

5 Press [Stop/Reset] to return to standby mode.

The Collate Copy function is set to 'ON.' To perform copying, follow the procedure described in "Making Copies," on p. 10-1.

Reserve Copy

This feature allows you to reserve the next job while the machine is printing out a current job.

1   Load the document faced down to be reserved in the ADF.

For details on how to load documents, see "Loading Documents in the ADF," on p. 6-3.

2   Use the numeric buttons to enter the number of copies.

You can set up to 99 copies.

3   Adjust any necessary settings for your document.
- Press [Image Quality] to select the scanning resolution. (See, "Adjusting the Image Quality (Resolution)," on p. 10-6.)
- Press [Exposure] to select the scanning exposure. (See "Adjusting the Exposure (Density)," on p. 10-6.)
- Press [Enlarge/Reduce] to select the copy ratio. (See "Setting Enlarging/Reducing," on p. 10-4.)

4   Press [Start].

The machine begins scanning.

✎ NOTE
- *After printing of the current copy job is complete, the next copy job begins.*
- *If the memory becomes full while scanning, <MEMORY FULL> appears in the LCD. When the ADF is used for scanning, the document being scanned stops in the ADF. In this case, press [Set] to make the document come out automatically.*
  All of the scanned documents will be erased if <MEMORY FULL> appears, so divide the document and copy each part separately, or select a lower image quality mode and make copies again.
- *If the available memory decreases, <PLEASE WAIT> and <MAKING SPACE IN MEM> are displayed alternatively. If memory space becomes available, the scanning begins again automatically. Also, check that the cassette is not empty.*

10

Making Copies

Confirming the Copy Job You Reserved

1 Press [Stop/Reset] while the machine is printing out.

```
SELECT JOB TO CANCEL
*0044          02×30
```

───── NO. OF COPIES

───── NO. OF DOCUMENTS

─── RESERVATION NO.

─── *: PRINTING
    BLANK: WAITING
    ─: NO PAPER, PAPER JAM, ETC.

2 Press [◀(-)] or [▶(+)] to confirm the reservation number and number of documents.

📝 **NOTE**

To finish confirming, press [Stop/Reset].

Deleting the Copy Job You Reserved

1 Press [Stop/Reset] while the machine is printing out.

2 Press [◀(-)] or [▶(+)] to display the job to be deleted → press [Set].

```
SELECT JOB TO CANCEL        CANCEL COPYING?
*0045          01×20    →   < YES        NO >
```

3 Press [◀(-)] for <YES>.

The reserved copy job is deleted.

📝 **NOTE**

- *To cancel deleting the copy job, press [▶(+)] for <NO>.*
- *Once the copy job is deleted, the job can not be restored.*

System Monitor

11

CHAPTER

Checking the Status of Copy, Fax, Print and Report Jobs

Use [System Monitor] to confirm and delete the jobs.

When using [System Monitor], the LCD displays the jobs in the following order in each mode.

In Copy mode,

- COPY STATUS

- FAX MONITOR

- PRINT STATUS

- REPORT STATUS

In Fax mode,

- FAX MONITOR

- COPY STATUS

- PRINT STATUS

- REPORT STATUS

Confirming Transmission Status

Follow the procedure below to confirm the sending or receiving status.

1   **Press [System Monitor] repeatedly until <FAX MONITOR> is displayed → press [Set].**

```
FAX MONITOR
  1.RX/TX STATUS
```
→
```
16:50 0056 TX
            123xxxx
```

📝 NOTE

- *To return to standby mode, press [Stop/Reset].*
- *If you perform the procedure above when the machine is not sending or receiving faxes, <NO CURRENT RX/TX JOB> appears, and the display returns to the display shown in step 1.*
- *The transaction number and <TX/RX> in the LCD mean the following:*
  - *<0001> to <4999>: A sent document (TX)*
  - *<5001> to <9999>: A received document (RX)*

Confirming Transmission Results and Sending Reservation

Follow the procedure below to confirm the sending or receiving results and sending reservation (automatic redialing and delayed sending).

1 **Press [System Monitor] repeatedly until <FAX MONITOR> is displayed.**

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

The sending result and reservation can be confirmed by checking the sending time, <TX/RX NO.> or fax number.

3 **Press [◀(-)] or [▶(+)] to confirm the sending result and reservation.**

```
15:34  0010  TX STNDBY
[  01]CANON USA
```

📝 NOTE
- To return to standby mode, press [Stop/Reset].
- If you perform the procedure above when there is no sending reservation and transmission jobs, <NO DOC. STORED> will appear, and the display will return to the display shown in step 2.

Deleting a Fax Job

Follow the procedure below to delete the documents waiting to be sent by automatic redialing or delayed sending.

1 **Press [System Monitor] repeatedly until <FAX MONITOR> is displayed.**

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

3 **Use the numeric buttons to enter the transmission number of the fax job you want to delete → press [Set].**

```
TX RX NO.        0055
```
→
```
OK TO DELETE?
< YES          NO >
```

📝 NOTE
You can check the transmission number of the reserved fax job by printing the DOCUMENT MEMORY LIST. (See p. 12-10.)

4 **If you want to delete the fax job, press [◀ (-)] for <YES>.**

If you change your mind and do not want to delete the fax job, press [▶ (+)] for <NO>.

Confirming and Deleting a Copy Job

1 Press [System Monitor] repeatedly until <COPY STATUS> is displayed.

✐ NOTE

If there is no job, <NO COPY JOBS EXIST> is displayed.

2 Press [◀(-)] or [▶(+)] to confirm the job number, and the quantity of copies.

```
COPY STATUS
 0003           03×02
```

3 If you want to delete the copy job, press [Set].

```
CANCEL COPYING?
 < YES          NO >
```

4 If you decide to delete the job, press [◀(-)] for <YES>.

✐ NOTE

To cancel deleting the job, press [▶(+)] for <NO>.
Once the job is deleted, the job cannot be restored.

Confirming and Deleting a Print Job

1 Press [System Monitor] three times.

✐ NOTE

If there is no job, <NO PRINT JOBS EXIST> is displayed.

2 Press [◀(-)] or [▶(+)] to confirm the file name.

```
PRINT STATUS
- - - - - - - - - - - - -
```

FILE NAME

3 If you want to delete the print job, press [Set].

```
CANCEL PRINTING?
 < YES          NO >
```

4 If you decide to delete the print job, press [◀(-)] for <YES>.

✐ NOTE

- To cancel deleting the job, press [▶(+)] for <NO>. Once the job is deleted, the job cannot be restored.
- The LCD can display characters in ASCII cord. Using characters other than those in ASCII cord may have the LCD display garbled characters.

Confirming and Deleting a Report Job

1 Press [System Monitor] four times.

✎ NOTE

If there is no job, <NO REPORT JOBS EXIST> is displayed.

2 If there is one report job and if you want to delete it, press [Set].

```
CANCEL REPORT?
 < YES        NO >
```

3 If you decide to delete the job, press [◀(-)] for <YES>.

4 If there are multiple report jobs, press [◀(-)] or [▶(+)] to select the job you want to delete.

```
REPORT STATUS
 02 USER DATA LIST
```

5 Press [Set].

```
CANCEL REPORT?
 < YES        NO >
```

6 If you decide to delete the job, press [◀(-)] for <YES>.

✎ NOTE

To cancel deleting the job, press [▶ (+)] for <NO>. Once the job is deleted, the job cannot be restored.

11

System Monitor

Reports and Lists

This chapter describes how to print reports and lists.

Activity Report

The Activity Report is printed out automatically by the machine after every 20 transactions. This report lists the details of the documents you have sent or received so that you can keep track of the transaction operations your machine has performed.

• Machine prints sending and receiving transactions together in the same report.

• When sending a document to many locations (Broadcast), the transaction number will be the same for each transmission in the group.

You can also print the Activity Report manually if you want to check the report before the 20 transactions are completed. Follow this procedure to print the Activity Report.

1 **Press [FAX].**

If you are already in the Fax standby mode, you can skip this step.

2 **Open One-Touch Speed Dial panel → press [Report].**

```
REPORT
  1.ACTIVITY REPORT
```

3 **Press [Set].**

The machine prints the ACTIVITY REPORT and the LCD returns to standby mode.

ST. TIME	DESTINATION TEL/ID	NO.	MODE		PGS.	RESULT	
∗12/31 08:28	ADAM BOOK.CPA 732 2233	0007	TRANSMIT	ECM	1	OK	00'06
∗12/31 08:49	BELZER.INC. 1 213 978 3314	5005	AUTO RX	ECM	1	NG	00'20
					1	STOP	
∗12/31 09:08	R.LOUIS 1 213 978 3314	0008	TRANSMIT		2	NG	00'00
					0	#995	
12/31 09:34	ADAM BOOK.CPA 732 2233	0009	TRANSMIT		1	OK	00'18
	3333						

12/31 2004 09:58 FAX 8334423   WORLD ESTATE,INC.   001

****
*** ACTIVITY REPORT ***
****

ERROR CODE

TRANSACTION NUMBER

IF MARKED WITH AN ∗
IT ALREADY HAS BEEN PRINTED OUT.

Transmission (TX) Reports

The machine normally prints a report only when an error occurs during sending (ERROR TX REPORT). However, you can set the machine to print a report every time you send a document (TX REPORT).

If you send a document using memory, you can also select whether the first page of the document is printed with the report. See "1.TX REPORT" in the <REPORT SETTINGS> menu on p. 15-7 for details on setting these options.

ST. TIME	Represents the time the last attempt was made to transmit a document.
TIME USE	Represents the amount of time it took during the last attempt to transmit. Please note that the usage time does not reflect the total usage time used to transmit all pages of the document when "retry" occurs. By printing an ACTIVITY REPORT and matching the transaction number of the TX REPORT with a transaction number in the ACTIVITY REPORT you can find out exactly how many attempts were made to send the document, how many pages were sent in each attempt as well as the usage time for each attempt.
PAGES SENT	When OK appears under RESULT (see below), PAGES SENT represents the number of pages that were successfully transmitted when an error did not occur in the first attempt or in consequent retries. When NG appears under RESULT (see below), PAGES SENT indicates the pages after this page were not sent.
RESULT	OK means that all pages were transmitted either during the first attempt or after the first or second retry. NG means that either some or no pages were transmitted after 2 retries.

Error TX Report

```
12/31 2004  10:32  FAX  8334423              WORLD ESTATE,INC.                      001


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


            TX FUNCTION WAS NOT COMPLETED

            TX/RX NO                   0006
            DESTINATION TEL #          1 213 978 3314
            DESTINATION ID             JOHN BARRISTER
            ST. TIME                   12/31 10:30
            TIME USE                   00 00
            PAGES SENT                    0
            RESULT                     NG          STOP
```

TX Report

```
12/31 2004  09:58  FAX  8334423              WORLD ESTATE,INC.                    ☑ 001

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


                TRANSMISSION  OK

                TX/RX NO                  0006
                DESTINATION TEL #         20 545 8545
                DESTINATION ID            JOHN  BARRISTER
                ST. TIME                  12/31 09:48
                TIME USE                  00 16
                PAGES. SENT                  1
                RESULT                    OK


                                          ●

                          THE SLEREXE COMPANY LIMITED

                          SAPORS LANE BOOLE DORSET BH25 8ER
                        TELEPHONE BOOLE (945 13) 51617  FAX 123456


                Our Ref. 350/PJC/EAC                          December 27, 2004

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

WHEN YOU
SET THE FAX
TO PRINT
THE FIRST
PAGE OF THE
DOCUMENT

Multi TX/RX Report

If you used sequential broadcasting to send a document, the MULTI TX/RX REPORT is printed.

```
12/31 2004   09:58  FAX  8334423            WORLD ESTATE,INC.                    ☑ 001

                                 *****************************
                                 ***   MULTI TX/RX REPORT   ***
                                 *****************************


        TX/RX  NO              0013
        PGS.                      1
        TX/RX  INCOMPLETE
                                 _____
        TRANSACTION  OK
                                 [   01]732 2233                 JOHN BARRISTER
                                 [   03]1 914 438 3619           SEYMOUR  GREEN
        ERROR INFORMATION
                                 _____
```

If you set your machine to print activity reports (TX REPORT or RX REPORT) and then use sequential broadcasting or polling reception with multiple parties, multi-activity report will be printed instead of the activity report (Sending or Receiving). See <REPORT SETTINGS>, on p. 15-7.

Reception (RX) Report

Normally the machine does not print a reception report (RX REPORT) unless you set it to do so.

You can set the machine to print the RX REPORT every time you receive a document or only if an error occurs during receiving. See p. 15-8 for details on setting this option.

```
12/31 2004  09:58  FAX  8334423              WORLD ESTATE,INC.                    ☑ 001


                                     *********************
                                     ***   RX REPORT   ***
                                     *********************


                 RECEPTION  OK

                 TX/RX  NO              5008
                 DESTINATION  TEL #     1  213  978  3314
                 DESTINATION  ID        JOHN  BARRISTER
                 ST.  TIME              12/31  09:07
                 TIME USE               00  17
                 PGS.                    1
                 RESULT                 OK
```

Memory Clear Report

If you experience a power failure, all documents stored in memory can be saved for up to approx. 1 hour. If power is not restored to the fax within 1 hour, the documents in memory will be lost. If this time limit has elapsed by the time power is restored to the fax, as soon as power is restored a list of documents deleted from the memory as a result of the power failure is printed automatically.

12/31 2004 10:32 FAX 8334423		WORLD ESTATE,INC.			☑ 001	
		********************************				
		*** MEMORY CLEAR REPORT ***				
		********************************				
		MEMORY FILES DELETED				
TX/RX NO	MODE	DESTINATION TEL/ID	PGS.	SET TIME		ST. TIME
0001	DELAYED TX	[01] ADAM BOOKS.CPA	1	12/30 10:07		23:30
0002	TRANSMIT	[02] JOHN BARRISTER	3	12/30 10:26		

✐ NOTE

If there are one or more documents in the image memory when the power is cut off, the machine will print the Memory Clear Report when the power is restored unless the machine is running out of paper or toner.

12

Reports and Lists

Speed Dialing Lists

Your machine can print speed dialing lists. These lists allow you to review the numbers and names registered under One-Touch Speed Dial buttons and Coded Speed Dialing codes (including Group Dialing numbers).

Follow this procedure to print the lists.

1 Press [Menu].

2 Press [◀ (-)] or [▶ (+)] to select <8.PRINT LISTS> → press [Set].

3 Press [◀ (-)] or [▶ (+)] to select <2.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>

If you selected <1-TOUCH LIST> or <CODED DIAL LIST>, press [◀ (-)] or [▶ (+)] to select <SORT> or <NO SORT> depending on what order you want the destinations to be printed:

Select <1.NO SORT> to print the list in key number order → press [Set].

-or-

Select <2.SORT> to print the list with the names of the destinations in alphabetical order → press [Set].

The machine prints the list and the LCD returns to standby mode.

📝 **NOTE**

You can also print the list using [Report]. Open One-Touch Speed Dial panel → press [Report] → select <2. SPEED DIAL LIST> → a report you want to print out → press [Set].

One-Touch Speed Dial List

NOT SORTED

12/31 2004 10:32 FAX 8334423	WORLD ESTATE,INC.	☑ 001

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

NO.	DESTINATION TEL #	DESTINATION ID
[01]	1 914 438 3619	SEYMOUR GREEN
[02]	722 2655	ROBERT STUART
[03]	1 516 911 4411	NATALIE SMITH
[06]	761 1298	JOHN BARRISTER
[08]	732 2233	ADAM BOOKS.CPA

SORTED

12/31 2004 10:32 FAX 8334423	WORLD ESTATE,INC.	☑ 001

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

NO.	DESTINATION TEL #	DESTINATION ID
[08]	732 2233	ADAM BOOKS.CPA
[06]	761 1298	JOHN BARRISTER
[03]	1 516 911 4411	NATALIE SMITH
[02]	722 2655	ROBERT STUART
[01]	1 914 438 3619	SEYMOUR GREEN

Coded Speed Dial List

NOT SORTED

12/31 2004 10:32 FAX 8334423	WORLD ESTATE,INC.	☑ 001

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

NO.	DESTINATION TEL #	DESTINATION ID
[✳ 01]	555 1234	BILL
[✳ 02]	1 914 438 3619	SEYMOUR GREEN
[✳ 03]	1 516 911 4411	NATALIE SMITH
[✳ 04]	1 617222322	HUNT INVESTMENTS
[✳ 08]	732 2233	ADAM BOOKS.CPA

SORTED

12/31 2004 10:32 FAX 8334423	WORLD ESTATE,INC.	☑ 001

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

NO.	DESTINATION TEL #	DESTINATION ID
[✳ 08]	732 2233	ADAM BOOKS.CPA
[✳ 01]	555 1234	BILL
[✳ 04]	1 617222322	HUNT INVESTMENTS
[✳ 03]	1 516 911 4411	NATALIE SMITH
[✳ 02]	1 914 438 3619	SEYMOUR GREEN

Group Dial List

```
12/31 2004  13:36  FAX  833 4423          WORLD ESTATE,INC.                    ☑ 001

                        *****************************
                        ***   GROUP DIAL TEL # LIST   ***
                        *****************************

[  05]  CANON GROUP        [   01] 876 2398                      CANON TX
                           [   02] 613 9076                      CANON OH
                           [∗  01] 225 7823                      CANON NY
                           [∗  10] 233 7766                      CANON CA
```

User's Data List

You can print a list of the data registered in your machine. This list is useful when you want to review the user data information you may have entered (such as your name and number, the date and time) and all other settings currently selected.

Follow this procedure to print the USER'S DATA LIST.

1 **Press [Menu].**

2 **Press [◀ (-)] or [▶ (+)] to select <8. PRINT LISTS> → press [Set] twice.**

The machine prints the USER'S DATA LIST and the LCD returns to standby mode.

✐ NOTE
- *The LCD returns to standby mode and the USER'S DATA LIST is printed.*
- *You can also print the USER'S DATA LIST using [Report]. Open One-Touch Speed Dial panel → press [Report] → press [◀ (-)] or [▶ (+)] to select <1.USER DATA> → press [Set].*

```
12/31 2004   13:36   FAX   8334423            WORLD ESTATE,INC.                          ☑ 001

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


     1.PAPER SETTINGS
          CASSETTE
               PAPER SIZE                       LTR
               PAPER TYPE                        PLAIN PAPER
          MP TRAY
               PAPER SIZE                       LTR


     ENERGY SAVER                      ON
          ENERGY SVR TIME              5MIN.
     DATE SETUP                        MM/DD YYYY
     DAYLIGHT SAVING TIME              ON
          START DATE/TIME
               MONTH                   APRIL
               WEEK                    FIRST WEEK
               DAY                     SUNDAY
               TIME                    02:00
          END DATE/TIME
               MONTH                   SEPTEMBER
               WEEK                    LAST WEEK
               DAY                     SATURDAY
               TIME                    02:00

          TOTAL MEMORY                 4.080MB

          MAIN          -----          DE-03-02
          MAIN2         -----          WLD-02-01
          ECONT         -----          0027
```

Reports and Lists

Document Memory List

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

---

1 Press [FAX].

If you are already in the Fax standby mode, you can skip this step.

2 Open One-Touch Speed Dial panel → press [Report].

Press [◀ (-)] or [▶ (+)] to select <4.DOC.MEMORY LIST> → press [Set].

The machine prints the DOCUMENT MEMORY LIST and the LCD returns to standby mode.

🖉 NOTE

Once you know the transaction number of a document stored in memory, you can delete it. (See "Deleting a Fax Job" on p. 11-2.)

```
12/31 2004   17:15   FAX   123 4567              WORLD ESTATE,INC.                        🖾 001

                          ********************************
                          ***   DOCUMENT MEMORY LIST   ***
                          ********************************
```

TX/RX NO	MODE	DESTINATION TEL/ID	PGS.	SET TIME	ST. TIME
0046	DELAYED TX	[01] Canon TOKYO	1	12/31 10:07	23:30
0047	TRANSMIT	[02] Canon ITALIA	3	12/31 10:26	

Troubleshooting

13

CHAPTER

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

Clearing Jams

This section describes how to remove jammed paper.

Removing Jammed Paper from Inside the Machine

When print media jams inside the machine, the LCD displays <REC. PAPER JAM> and <OPEN PRINTER COVER>.

⚠ **CAUTION**

There are some areas inside the machine and cartridge which are subject to high voltages and high temperatures. Take adequate precaution when performing internal inspections to avoid burns or electrical shock.

✐ NOTE

When removing jammed paper from inside the machine, take care not to allow the toner on the jammed paper to come into contact with your hands or clothing. If they become dirty, wash them immediately with cold water. Washing with warm water will set the toner, and make it impossible to remove the toner stains.

1 Open the printer cover.
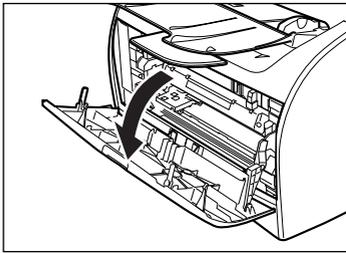
2 Remove the cartridge.
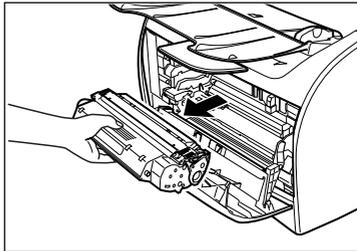
If you find jammed paper in this step, proceed to the next step without removing it.

IMPORTANT

- *Remove watches and any bracelets or rings when touching the inside of the machine. These items might be damaged if they come into contact with the parts inside the machine.*
- *When removing the jammed paper, do not touch the transfer roller (shaded part) as its surface is very delicate and susceptible to finger oil and scratches, which may lead to print deterioration.*
- *To avoid possible damage to the printer, do not touch the pins near the left end of the transfer roller.*

PINS

TRANSFER ROLLER
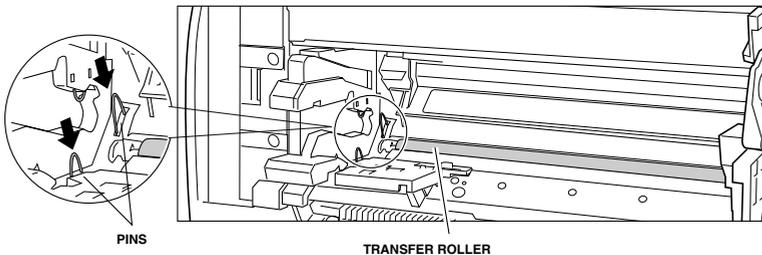
NOTE

Do not expose the cartridge to light for more than 5 minutes. If necessary, put the cartridge in its original protective bag or wrap it with a thick cloth to prevent exposure to light.

3 Open the face up cover and push down the green paper release levers on both sides of the face up paper output.

If you find jammed paper in this step, proceed to the next step without removing it.

4 Hold both sides of the jammed paper and carefully move it inward, then gently pull it out.
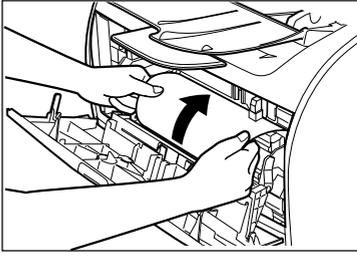
5 Roll the leading end of the paper outwards so that the printed surface is on the inside of the roll, then gently pull the rolled up paper out of the machine.
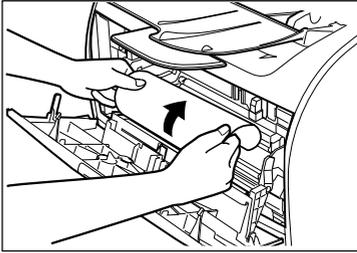
6 If the leading edge of the paper is visible but has not entered the imaging area, pull the paper forwards and roll it inwards.
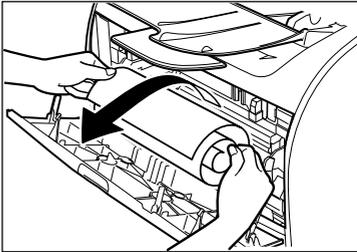
IMPORTANT
- *Do not pull the jammed paper forward from the cassette. It may cause a malfunction.*
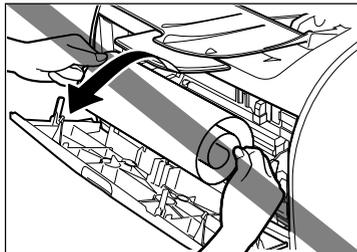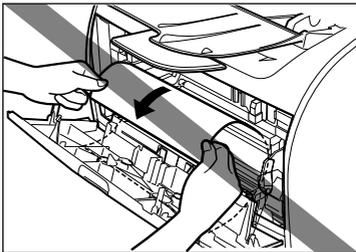
- *Do not pull the jammed paper upward; the toner on the paper will stain the printer and cause a permanent reduction in print quality.*
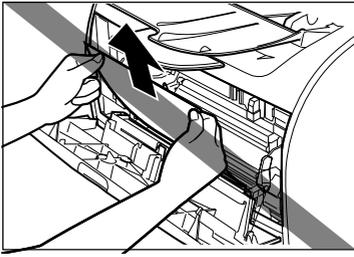
- *If you cannot remove jammed paper easily, proceed to the next step. Do not try to remove it forcefully.*

7 Gently pull the jammed paper between the output rollers until the leading edge emerges from the back side of the machine.
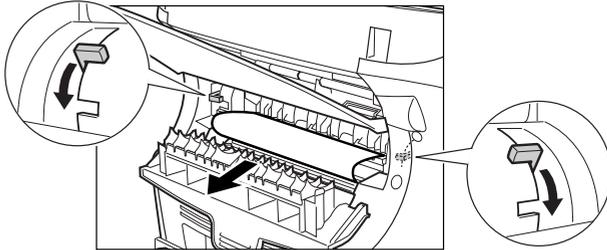
8 Carefully pull the jammed paper straight out through the rollers.
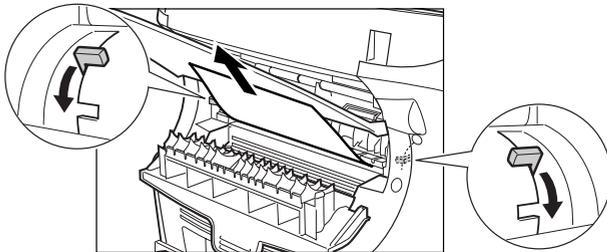
If the jammed paper is badly folded, similar to the folds of an accordion, ease the jammed paper loose and then pull it out of the machine

9 Close the printer cover.

10 Pull out the cassette.

When pulling out the cassette, be sure to pull it out slowly and completely.

11 **Slowly pull jammed paper in the direction of the arrow.**

● **When feeding paper from the cassette**

❑ While putting your hand on paper as shown in the figure, slowly pull jammed paper in the direction of the arrow.
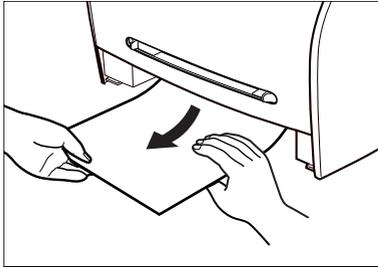
![hand icon] IMPORTANT

- When removing jammed paper, be sure to put your hand on paper. If you remove jammed paper without putting your hand on it, paper may be torn.
- Do not touch the paper feed roller. If you touch it, this may result in misfeeds.

● **When feeding paper from the muiti-purpose feeder.**

❑ Slowly pull out jammed paper in the direction of the arrow.
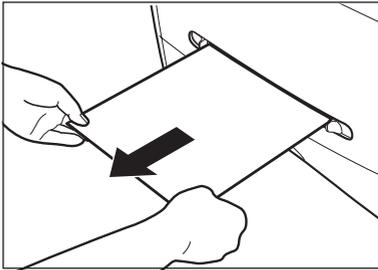
12 **Push the paper release levers back to their original position and close the face up cover.**

![hand icon] IMPORTANT

- Be sure to push the paper release levers back to their original position. If the levers are left pushed down, the paper jam error will not be resolved.
- Never push down the paper release levers while printing. This could result in damage to the fixing assembly.

13 **Open the printer cover.**

14 **Insert the cartridge back into the machine, then close the printer cover.**

For details, see "Installing/Replacing the Toner Cartridge," on p. 2-16.

If paper that you set into the manual feed slot is jammed, set paper into the manual feed slot and perform printing operation again in this step.

✋ IMPORTANT

- *After you replace the cartridge and close the printer cover, the machine should be ready for operating. If the machine returns to the ready state for operating, troubleshooting has been successful. If the machine does not return to the ready state for operating, confirm that the paper release levers are pushed back to their original position, and check to see that jammed paper is not left in the machine.*
- *If you cannot close the front cover, confirm that the toner cartridge is set properly. If you close the front cover forcefully, this may cause damage to the machine.*
- *Do not leave the front cover open for a long time after setting the toner cartridge.*

15 **Set the cassette in the machine.**

Push the cassette into the machine firmly until the front surface of the cassette is flush with that of the machine.

Removing Jammed Paper from the ADF

When the document jams in the ADF, the LCD displays <CHECK DOCUMENT> or <DOCUMENT TOO LONG>.

1 **Widen the slide guides until they stop, and remove the paper so as not to be caught by the slide guides. Open the ADF and gently remove the jammed paper from the ADF.**
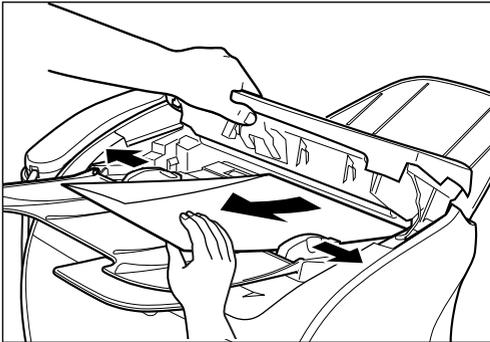
✐ NOTE

After removing jammed paper, even edges of the document before loading it in the ADF again.

LCD Messages

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

Message	Cause	Action
CHANGE PAPERSIZE	The paper size setting is set to a size other than letter, legal, A4, B5, or A5.	Set the paper size setting to letter, legal, A4, B5, or A5 and load paper of the same size.
CHECK DOCUMENT	There is a paper jam in the ADF.	Remove the document in the ADF. (See p. 13-6.) Make sure that the document is not too long or too short. (See p. 6-1.) Then reset the machine by opening the printer cover and then closing it.
	The ADF roller rotates without feeding documents.	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.
	The document has stopped in the ADF because you pressed [Stop/Reset] while scanning.	Remove the document in the ADF. (See p. 13-6.)
CHECK PRINTER	An abnormality has occurred in the printer.	Reset the machine by opening the printer cover and then closing it. If the message remains, unplug the machine from the power supply and call your service representative.
DOCUMENT TOO LONG	The document is longer than 14" (356 mm) for multi-page document, 39 3/8" (1 meter) for one-page document, or is not feeding correctly.	Reduce the length of the document to within 14" (356 mm) or 39 3/8" (1 meter).
	There is a paper jam in the ADF.	Remove the document you are trying to copy in the ADF. (See p. 13-6.) Make sure that the document is not too long or too short. (See p. 6-1.) Then reset the machine by opening the printer cover and then closing it.
HANG UP PHONE	The handset is not placed in the handset cradle correctly.	Replace the handset correctly.
INCORRECT PAPER SIZE	The size of the paper in the cassette or multi-purpose feeder is different from that of the paper specified in the <PAPER SIZE> setting of the Menu.	Load the correct paper size or change the <PAPER SIZE> setting of the Menu. (See p. 15-2.) Then reset the machine by opening the printer cover and then closing it.
INSTALL CARTRIDGE	The cartridge is not installed or not installed correctly.	Install the cartridge correctly. (See pages 2-16 to 2-18)
LOAD LTR SIZE PAPER	No LTR-size paper is loaded in the cassette or multi-purpose feeder.	Load LTR-size paper in the cassette or multi-purpose feeder. (See pages 4-3 to 4-10.)
MEM IN USE nn %	Shows the percentage of memory currently in use. This message is displayed when you set the document in ADF.	Wait for the machine to send any faxes in memory. Also, print or delete any documents in memory you no longer need.
MEMORY FULL	The memory is full because collate copy was set when a large document is loaded.	Divide the document and copy each part separately. If <MEMORY FULL> appears while scanning documents using the ADF, the document being scanned stops in the ADF. In this case, press [Set] to make the document come out automatically.
NOT REGISTERED	The One-Touch Speed Dial button or Coded Speed dialing code you entered has not been registered.	Register the One-Touch Speed Dial button or Coded Speed Dialing code. (See pages 5-2 and 5-5.)
PRINTER DATA ERROR	Abnormality has occurred in the data transmission between the machine and computer.	Use [System Monitor] to delete the current print job or the final print job (If multiple jobs are being printed). Then you can shift to the next job. If you use <PRINTER RESET> of the Menu, all the print jobs are deleted. (See 15-14.)

13

Troubleshooting

Message	Cause	Action
REC. PAPER JAM	There is a paper jam.	Clear the paper jam (See pages 13-1 to 13-6.) and reload paper in the cassette or multi-purpose feeder. Then reset the machine by opening the printer cover and then closing it.
RECEIVED IN MEMORY	The machine received the fax in memory because paper or toner ran out, a paper jam occurred, or incorrect paper size was loaded.	Load correct paper size in the cassette, replace the cartridge, or clear the paper jam. (See p.7-6.)
REMOVE MP PAPER	Paper is loaded in the multi-purpose feeder.	Remove the paper from the multi-purpose feeder. If the machine receives the fax then paper is loaded in the multi-purpose feeder, the received document will be stored in memory.
REPLACE CARTRIDGE	The toner cartridge ran out of toner or is not installed properly.	Make sure the toner in the cartridge is evenly distributed or the cartridge is installed properly. After doing this, if the message remains displayed or the print quality is low, replace the cartridge. (See pages 2-16 to 2-18)
SCANNING ↕ MAKING SPACE IN MEM ↕ PLEASE WAIT	Memory is getting low during scanning because the document has many graphics or photos.	When memory space becomes available as printing continues, the scanning resumes automatically. Then reset the machine by opening the printer cover and then closing it.
START AGAIN	The paper in the cassette has run out, the toner has run out, paper jams have occurred, or the paper size setting is wrong while the report is printing.	After loading paper in the cassette, replacing the cartridge, clearing jams, or specifying the correct paper size, print the report again.
SUPPLY REC. PAPER	No paper is loaded in the cassette or multi-purpose feeder.	Load paper in the cassette or multi-purpose feeder. (See pages 4-3 to 4-10.) Make sure the paper stack in the cassette does not exceed the capacity of the cassette. Load paper in the multi-purpose feeder one by one. (See pages 4-8 to 4-10.) If you load paper while making copies, do not load a different paper size.
SYSTEM ERROR Exxx*	An error of some kind has occurred in the machine.	Unplug the machine from the power supply and wait for approx. 3 minutes to 5 minutes, then plug it in again. If this does not solve the problem, unplug the machine and call your service representative.
TX/RX NO. nnnn**	When the machine sends or receives a fax, it assigns a unique identification number (nnnn).	Write down the number for future reference.

* xxx stands for a number.
** The identification number does not appear in the standby mode. It appears when scanning documents, operating [System Monitor], receiving faxes in Manual mode or memory, or after transmission is completed.

13

Troubleshooting

Paper Feeding Problems

Paper does not feed correctly.

Q	Does the cassette or multi-purpose feeder contain an appropriate quantity of sheets?
A	Make sure the paper stack in the cassette or the paper in the multi-purpose feeder does not exceed the capacity of the cassette or multi-purpose feeder. (See "Loading Paper," on p. 4-3.)
Q	Is paper loaded correctly?
A	Make sure the paper stack in the cassette or the paper in the multi-purpose feeder is loaded properly, and that the slide guides are adjusted correctly. (See "Loading Paper," on p. 4-3.)
Q	Is the cassette inserted into the machine correctly?
A	Push the cassette into the machine as far as it will go, and make sure the cassette is not tilted or inserted at an angle.
Q	Are the paper size and type set correctly?
A	Specify the appropriate paper size and type in <PAPER SIZE> and <PAPER TYPE> in <PAPER SETTINGS> of the Menu. (See "Loading Paper in the Cassette," on p. 4-3.)

Paper feeds skewed. (Printing is skewed.)

Q	Is paper loaded correctly?
A	Make sure the paper stack in the cassette or the paper in the multi-purpose feeder is loaded properly, and that the slide guides are adjusted correctly. (See "Loading Paper," on p. 4-3.)
A	Make sure the paper exit path is clear.

Multiple sheets feed into the machine at the same time.

Q	Is paper loaded correctly?
A	Make sure the paper stack in the cassette or the paper in the multi-purpose feeder is loaded properly, and that the slide guides are adjusted correctly. (See "Loading Paper," on p. 4-3.)
Q	Have you fanned the paper stack before loading it in the cassette?
A	Be sure to fan the paper stack before loading it in the cassette. This keeps the sheets of paper from sticking together.

Q	Does the cassette or multi-purpose feeder contain an appropriate quantity of sheets?
A	Make sure the paper stack in the cassette or the paper in the multi-purpose feeder does not exceed the capacity of the cassette or multi-purpose feeder. (See "Loading Paper," on p. 4-3.)
A	Do not force the paper stack into the cassette or the paper into the multi-purpose feeder.
A	Load paper one by one in the multi-purpose feeder.
Q	Is only one type of paper loaded in the cassette or multi-purpose feeder?
A	Load only one type of paper.
A	Make sure you load paper that meets the paper requirements for the machine. (See Chapter 4, "Paper Handling.")

Transparencies do not feed correctly.

Q	Are the transparencies loaded correctly?
A	Make sure the transparencies in the cassette or the transparency in the multi-purpose feeder is loaded properly, and that the slide guides are adjusted correctly. (See "Loading Paper," on p. 4-3.)
Q	Is the proper transparency loaded in the multi-purpose feeder?
A	Do not use any transparencies designed for color copiers. They will cause a paper jam. Please use transparencies recommended by Canon.
Q	Are the paper size and type set correctly?
A	Specify the appropriate paper size and type in <PAPER SIZE> and <PAPER TYPE> in <PAPER SETTINGS> of the Menu. (See "Loading Paper in the Cassette," on p. 4-3.)

Paper feeds curled.

Q	Is the proper paper loaded?
A	Check if the proper paper is loaded in the cassette or multi-purpose feeder. (See Chapter 4, "Paper Handling.")

Paper stacked roughly.

Q	Is the proper paper loaded?
A	Check if the proper paper is loaded in the cassette or multi-purpose feeder. (See Chapter 4, "Paper Handling.")
A	Check if the appropriate paper type is selected in <PAPER TYPE> in <PAPER SETTINGS> of the Menu. (See "Loading Paper," on p. 4-3.)

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Troubleshooting

Repeated paper jams occur.

Q	Is the proper paper loaded?
A	Check that the size, thickness and type of the paper you are using. (See "Print Media Requirements," on p. 4-1.)
Q	Is the proper paper loaded correctly?
A	Be sure to fan the paper stack before loading it in the cassette. This keeps the sheets of paper from sticking together.
Q	Is the output tray free of obstructions?
A	Do not place the delivered paper back on the output tray. (See "Face Down Paper Output Area," on p. 4-13.)
A	Do not place objects other than paper on the output tray. (See "Face Down Paper Output Area," on p. 4-13.)
Q	Is the machine installed in a proper location?
A	Check that the machine is installed in the proper location. (For information about specifications of the machine, see Appendix A, "Specifications." For safety warnings and cautions, see Location in the "Safety information" on p. v.)

Envelopes do not feed correctly.

Q	Are the envelopes loaded correctly?
A	Make sure the envelopes are loaded correctly. (See "Loading Envelopes in the Cassette," on p. 4-5, or "Loading an Envelope in the Multi-Purpose Feeder," on p. 4-9.) Do not load more than 20 envelopes in the cassette. Load an envelope one by one in the multi-purpose feeder.
Q	Is the proper envelope loaded?
A	Load the recommended envelopes (COM10, MONARCH, DL, or ISO-C5) in the cassette or multi-purpose feeder. (See "Loading Envelopes in the Cassette," on p. 4-5, or "Loading an Envelope in the Multi-Purpose Feeder," on p. 4-9.)
Q	Are the paper size and type set correctly?
A	Specify the appropriate paper size and type in <PAPER SIZE> and <PAPER TYPE> in <PAPER SETTINGS> of the Menu. (See "Loading Envelopes in the Cassette," on p. 4-5.)

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Troubleshooting

Faxing Problems

Sending Problems

You cannot send a fax.

Q	Is the machine possibly overheated?
A	Unplug the machine and let it cool for approximate 3 minutes to 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. 3-5.)
Q	Is the document loaded?
A	Remove the document, stack it if necessary, and load it in the ADF correctly.
Q	Is the One-Touch Speed Dial button or Coded Speed Dialing code you entered registered for the feature you want to use?
A	Check the One-Touch Speed Dial button or Coded Speed Dialing code and make sure it is registered correctly. (See Chapter 5, "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	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.

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Troubleshooting

Q	Did an error occur during sending?
A	Print an ACTIVITY REPORT and check for an error. (See "Activity Report," on p. 12-1.)
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 Long Distance," on p. 9-1.)
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.
Q	Is the document loaded?
A	Remove the document, stack it if necessary, and load it in the ADF correctly. (See "Loading Documents in the ADF," on p. 6-3.)

Faxes sent from the machine are spotted or dirty.

Q	Is the machine (sending fax machine) working properly?
A	Check the machine by making a copy. For more information, see Chapter 10, "Making Copies." If the copy is clear, the problem may be in the receiving fax machine. If the copy is spotted or dirty, clean the scanning area in the machine. For more information, see Chapter 14, "Maintaining Your machine."

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Troubleshooting

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? Do you have a good connection? |

| **A** | Lower the transmission speed. (See "3.TX START SPEED," on p. 15-6.) |

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> mode or <AnsMode>. (See Chapter 7, "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> mode. (See "5.MAN/AUTO SWITCH," on p. 15-10.) |

| **Q** | Is the memory full? |

| **A** | Wait for the machine to finish any fax or print jobs stored in the memory or delete them from the memory. (See "Deleting a Fax job," p. 11-2.) 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 "Activity Report," on p. 12-1.) You can also check the RX REPORT when it is printed automatically. (See "Reception (RX) Report," on p. 12-4.) |

| **Q** | Is the telephone line connected properly? |

| **A** | Make sure all line connections are secure. (See "Connecting the Telephone Line," on p. 2-7.) |

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 7, "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. 7-4.) |

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> mode. (See Chapter 7, "Receiving Faxes.") |

| Q | Did you press [Start] after hanging up the handset? |

| A | Always press [Start] 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, see Chapter 10, "Making Copies." |

| 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. |

Faxes do not print.

| Q | Is the cartridge installed properly? |

| A | Make sure the cartridge is installed properly. For more information, see "Installing/Replacing the Toner Cartridge," on p. 2-16. |

Q	Is any toner left in the cartridge?
A	Replace the cartridge with a new one. For more information, see "Installing/Replacing the Toner Cartridge," on p. 2-16.
A	Select <KEEP PRINTING> in <TONER SUPPLY LOW> 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 "2.TONER SUPPLY LOW," on p. 15-11.)
Q	Is the correct paper loaded in the cassette?
A	Make sure paper is loaded in the cassette. For more information, see Chapter 4, "Paper Handling."
A	Load the correct paper size or change <PAPER SIZE> in <PAPER SETTINGS> of the Menu. For more information see Chapter 4, "Paper Handling," or Chapter 10, "Making Copies."

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. Then 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	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. (See "Connecting the Telephone Line," on p. 2-7.)
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. 3-5)

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. (See "Connecting the Telephone Line," on p. 2-7.) |

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Troubleshooting

Copying Problems

The machine will not make a copy.

Q	Is the cartridge installed correctly?
A	Make sure the cartridge is installed correctly. (See "Installing/Replacing the Toner Cartridge," on p. 2-16.)
Q	Is the sealing tape removed from the cartridge?
A	Remove the sealing tape from the cartridge. (See "Installing/Replacing the Toner Cartridge," on p. 2-16.)
Q	Is the cassette inserted completely into the machine?
A	Insert the cassette as far as it will go. (See "Loading Paper in the Cassette," on p. 4-3.)
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 document loaded correctly?
A	Remove the document, stack it if necessary, and load it in the ADF correctly. (See "Loading Documents in the ADF," on p. 6-3.)
A	Make sure the ADF is closed.

If the documents have black streaks or appear dirty after you feed them in the ADF.

Q	Are the scanning glass and rollers of the ADF clean?
A	Clean the scanning glass and rollers of the ADF. (See "Cleaning the ADF Area," on p. 14-2.)

✐ NOTE

For additional troubleshooting, see "Print Quality Problems," on p. 13-19.

Print Quality Problems

The print quality is not what you expect; print is not clear, has missing dots or white streaks.

Q	Are the size, thickness and type of the paper you are using within the specifications of the machine?
A	Check that the paper you are using is supported by the specifications of the machine. (See "Print Media Requirements," on p. 4-1.)
Q	Is the cartridge installed correctly?
A	Make sure the cartridge is installed correctly. (See "Installing/Replacing the Toner Cartridge," on p. 2-16.)
Q	Is any toner left in the cartridge?
A	Replace the cartridge if necessary. (See "Installing/Replacing the Toner Cartridge," on p. 2-16.)
Q	Is the exposure adjusted correctly?
A	Adjust the exposure correctly using [Exposure]. (See "Adjusting the Exposure (Density)," on p. 10-6.)

Copies are dirty.

Q	Is the scanning glass or the scanning glass cover clean?
A	Clean the scanning glass or the scanning glass cover. (See "Cleaning the ADF Area," on p. 14-2.)
Q	Is the cartridge free of damage?
A	If there is a scratch on the cartridge, replace with a new one. (See "Installing/Replacing the Toner Cartridge," on p. 2-16.)
Q	Is the machine adjusted to room temperature? If not, condensation might build up inside the machine.
A	Allow at least 2 hours for the machine to adjust to room temperature before attempting to use it.

Q	Is the machine installed in a stable location?
A	Install the machine in a proper location. (See "Location" in the "Safety information" on p. v.)

Copies are too dark or too light.

Q	Is the exposure adjusted correctly?
A	Adjust the exposure correctly using [Exposure]. (See "Adjusting the Exposure (Density)," on p. 10-6.)
Q	Is the machine in the toner saver mode?
A	Set <TONER SAVER MODE> to "OFF" in <COMMON SETTINGS> of the Menu. (See "5.TONER SAVER MODE," on p. 15-4.)

The printouts are partly missing or shaded when you make copies on heavy paper.

Q	Is the paper type set correctly?
A	Select <HEAVY PAPER> or <HEAVY PAPER H> in <PAPER TYPE> in <PAPER SETTINGS> of the Menu. (See "Loading Paper," on p. 4-3.)

The printouts are missing when you make copies on rough paper.

Q	Is the paper type set correctly?
A	Select <TRANSPARENCY> in <PAPER TYPE> in <PAPER SETTINGS> of the Menu. (See "Loading Paper," on p. 4-3.)

The edges of copies are dirty when you make copies.

Q	Is the paper size set correctly?
A	Specify the appropriate paper size in <PAPER SIZE> in <PAPER SETTINGS> of the Menu. (See "Loading Paper," on p. 4-3.)
Q	Is <FREE SIZE> selected for the paper size?
A	Specify the appropriate size in <VERTICAL SIZE> or <HORIZONTAL SIZE> in <FREE SIZE> in <PAPER SETTINGS> of the Menu. (See "Specifying the Paper Size," on p. 10-2.)

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Troubleshooting

Printing Problems

The Alarm indicator comes on.

Q Does the machine feed paper correctly, or is there paper in the cassette or multi-purpose feeder?

A Clear the paper jam, or load paper in the cassette or multi-purpose feeder. (For instructions on clearing paper jam, see "Clearing Jams," on p. 13-1. For instructions on loading paper, see "Loading Paper," on p. 4-3.)

A If the machine has no paper jam, or paper is loaded in the cassette or multi-purpose feeder, unplug the machine and wait approx. 3 minutes to 5 minutes, then plug it in again. If the problem is fixed, the Alarm indicator will turn off, and the LCD will return to the standby mode. If the Alarm indicator remains flash, unplug the machine, and contact your local authorized Canon dealer or the Canon help line.

Printout does not match paper size.

Q Is the paper stack loaded and aligned correctly in the cassette, or is paper loaded in the multi-purpose feeder correctly?

A Make sure the paper is loaded and aligned correctly in the cassette or the paper is loaded correctly in the multi-purpose feeder. (See "Loading Paper," on p. 4-3.)

Q Is the appropriate paper size set through the operation panel?

A Specify the appropriate paper size in <PAPER SIZE> in <PAPER SETTINGS> of the Menu. (See "Loading Paper in the Cassette," on p. 4-3.)

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Troubleshooting

If You Cannot Solve the Problem

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

⚠ CAUTION

If the machine makes strange noises, emits smoke or strange smells, unplug it immediately and contact the Canon Customer Care Center. Do not attempt to disassemble or repair the machine yourself.

📝 NOTE

Attempting to repair the machine yourself may void the limited warranty.

Before contacting the Canon Customer Care Center, make sure you have the following information about your machine:

- The machine's name: FAXPHONE L170
- The machine serial number (on a label on the back of the machine)

SERIAL NUMBER
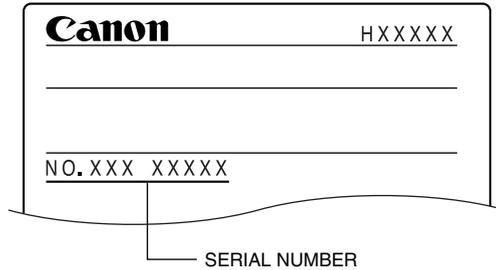
- Where you purchased the machine
- A detailed description of the problem
- The steps you have taken to solve the problem, and the results

Maintaining Your Machine

CHAPTER 14

Your machine requires no maintenance other than periodic cleaning, and replacing of the toner cartridge as needed.

Cleaning the Machine

Clean your machine regularly to keep it in good operating condition.

✎ **NOTE**

Follow these precautions whenever you clean the machine:
- *When cleaning the machine's exterior or the scanning glass, be sure to disconnect the power cord before cleaning the machine.*
- *When the power cord is disconnected, any documents stored in memory will be erased if you leave the machine unplugged for 1 hour or more. Be sure to plug the machine in after cleaning to avoid this happening. If <RECEIVED IN MEMORY> appears in the LCD display, follow steps on p. 7-6 to print out the document.*
- *If you disconnect the machine while it is waiting to send a document, you will have to set the machine to send your document again once you finish cleaning the machine. However, when you have set a document for delayed transmission, the machine holds the document in its memory for about 1 hour.*
- *Do not use tissue paper, paper towels, or similar materials for cleaning; they can stick to the components or generate static charges.*
- *Never use volatile liquids such as thinner, benzene, acetone, or any other chemical cleaner to clean the interior of the machine; these can damage the machine's components.*

Cleaning the Machine's Exterior

1 **Disconnect the power cord.**

2 **Wipe the machine's exterior with a clean, soft, lint-free cloth moistened with water or diluted dishwashing detergent solution.**

⚠ **CAUTION**

Never use thinner, benzene, alcohol, or any other organic solvent to clean the machine, as these can damage the machine's surface.

3 **Plug the power cord back in.**

Cleaning the ADF Area

Black lines may appear in printouts when the ADF is used to feed documents.

This is caused by paste, ink, correction fluid, or other foreign matters in the read area of the ADF. Use a clean soft cloth to wipe the read area clean. Take particular care to clean at the locations where the black lines are appearing on printouts.

If you have trouble getting the glass clean, wipe with a cloth moistened with water or a mild neutral detergent, and then wipe the glass dry with another cloth.

Read area

Copy

Black lines

Paste,ink,
correction fluid,
etc
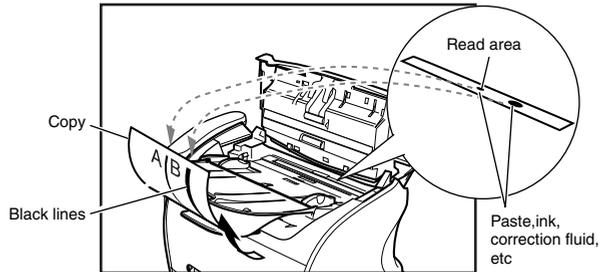
IMPORTANT

Paste, ink, correction fluid, and other foreign matter can soil the scanning glass when you send a document through the ADF while the paste, ink, or correction fluid on the original is still wet. This is what causes black lines on copies. Whenever you load a document is the ADF, always check to make sure that any paste, ink, or correction fluid that is on the document is completely dry.

NOTE

When you unplug the machine, any documents stored in memory will be erased if you leave the machine unplugged for 1 hour or more. Be sure to plug in the machine after cleaning to avoid this happening.

1 Disconnect the power cord.

2 Open the operation panel by gently pulling it up.
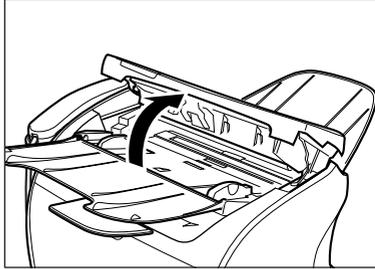
3 Use a soft, dry, clean cloth to clean the scanning glass and rollers (shaded areas).
- If the document scanning glass and rollers are dirty, the documents you send or print will also be dirty.
- Clean with a soft cloth that will not scratch the glass or rollers.
- Use a soft, dry, clean cloth to wipe up paper dust around the rollers.

SCANNING GLASS
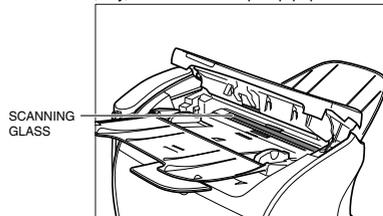
4 Clean the shaded areas of the operation panel and the machine.

Dirt and dust particles that collect on the underside of the operation panel also affect the quality of documents you copy and send.
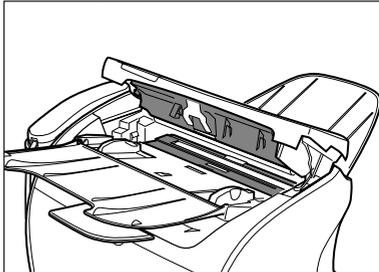
5 When you finished, close the operation panel by pressing it down from the center.

✎ NOTE

Be sure to close the operation panel until it locks into place. Otherwise the machine will not function properly.

6 Plug the power cord back in.

Transporting the machine

Be sure to disconnect the power cord before transporting the machine. If the machine is likely to be subjected to vibration (e.g., when transporting over long distances), the following precautions should be taken. If you do not follow these precautions, the machine may be damaged or the quality of your printouts may be adversely affected.

1   Disconnect the power cord.

2   If the machine is connected to a telephone or your computer, remove the telephone line or printer cable.

3   Open the printer cover.

4   Grip the end of the cartridge, and remove it from the machine. In order to avoid direct sunlight, place the cartridge in the protective bag that the cartridge came in when you purchased it.

5   Close the printer cover.

6   Pull out the cassette completely, and remove the extension cover from the machine.

7   Detach the cassette extension from the cassette.

8   Insert the cassette in the machine.

9   Remove the output tray and document output tray.

The Menu System

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CHAPTER

The Menu allows you to specify or register various settings. This chapter explains the procedure to access the menus and their contents.

Accessing the Menu

1 **Press [Menu].**

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

```
ADDITIONAL FUNCTIONS          COPY SETTINGS
 3.COPY SETTINGS        →      1.STD. IMAGEQUALITY
```

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

```
COPY SETTINGS                 STANDARD EXPOSURE
 2.STANDARD EXPOSURE    →                  MANUAL
```

📝 NOTE

- *For details on submenus, see "Menu Descriptions," on p. 15-2.*
- *After selecting the item or value with [◀ (-)] or [▶ (+)], press [Set] to enter the setting.*
- *If you press [Stop/Reset] before [Set] is pressed, the item you have selected will not be registered.*
- *Press [Stop/Reset] to exit from the Menu.*
- *If you press [Menu], the display returns to the previous screen.*

Menu Descriptions

1. PAPER SETTINGS

Name	Descriptions
1.CASSETTE	
1.PAPER SIZE	Sets the paper size for the paper cassette. A4, B5, A5, **LTR**, LGL, EXECUTIV, ENVELOPE (You can select from COM10, MONARCH, DL, or ISO-C5.)
2.PAPER TYPE	Sets the paper type to be used in the paper cassette. **PLAIN PAPER**, TRANSPARENCY, PLAIN PAPER L, HEAVY PAPER, HEAVY PAPER H
2.MP TRAY	
1.PAPER SIZE	Sets the paper size for the multi-purpose feeder. A4, B5, A5, **LTR**, LGL, EXECUTIV, ENVELOPE (You can select from DL, ISO-C5, COM10, or MONARCH), FREESIZE (Horizontal and vertical size can be specified in millimeters.)
2.PAPER TYPE	Sets the paper type to be used on the multi-purpose feeder. **PLAIN PAPER**, TRANSPARENCY, PLAIN PAPER L, HEAVY PAPER, HEAVY PAPER H

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

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The Menu System

2. COMMON SETTINGS

Name	Descriptions
1.DEFAULT SETTINGS	Selects which mode is displayed in the LCD when the power cord is connected, or the AUTO CLEAR function activates.
COPY	The Copy mode is selected.
FAX	The Fax mode is selected.
2.SW AFTER AUTO CLR	Selects whether the machine switches to the mode you set in <DEFAULT SETTINGS> after the AUTO CLEAR function activates.
DEFAULT MODE	The machine automatically switches to the mode you set in <DEFAULT SETTINGS> after the AUTO CLEAR function activates.
CURRENT MODE	The machine does not automatically switch to the mode you set in <DEFAULT SETTINGS> even after the AUTO CLEAR function activates.
3.VOLUME CONTROL	Adjusts the volume of the machine.
1.KEYPAD VOLUME	Adjusts the keypad volume.
ON	**1** to 3
OFF	The volume is turned off.
2.ALARM VOLUME	Adjusts the alarm volume.
ON	**1** to 3
OFF	The volume is turned off.
3.TX DONE TONE	Adjusts the volume of the done tone sounded when the machine has finished sending faxes.
ON	**1** to 3
ERROR ONLY	**1** to 3
OFF	The volume is turned off.

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

Name	Descriptions
4.RX DONE TONE	Adjusts the volume of the done tone sounded when the machine has finished receiving faxes.
ON	**1** to 3
ERROR ONLY	**1** to 3
OFF	The volume is turned off.
5.PRINTING END TONE	Adjusts the volume of the done tone sounded when the machine has finished printing.
ON	**1** to 3
ERROR ONLY	**1** to 3
OFF	The volume is turned off.
6.SCANNING END TONE	Adjusts the volume of the done tone sounded when the machine finished scanning.
ON	**1** to 3
ERROR ONLY	**1** to 3
OFF	The volume is turned off.
7.LINE MONITOR VOL.	Adjusts the line monitor volume.
ON	1 to 3 (**2**)
OFF	The volume is turned off.
4.PRINT EXPOSURE	Adjusts the exposure to one of 5 levels. (**center**)
5.TONER SAVER MODE	Sets the toner saver mode.
ON	The toner saver mode is turned on.
OFF	The toner saver mode is turned off.
6.DISPLAY LANGUAGE	Select the message language. **ENGLISH**, FRENCH, SPANISH, PORTUGUESE

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

3. COPY SETTINGS

Name	Descriptions
1.STD. IMAGEQUALITY	Select the document type. **TEXT ORIGINAL**: Character mode TEXT/PHOTO[1]: Text/photo mode PHOTO[1]: Photo mode
2.STANDARD EXPOSURE	Select the auto or manual mode of exposure setting.
AUTO[2]	The exposure is adjusted automatically.
MANUAL	The exposure is adjusted manually. The exposure can be adjusted in 9 steps. (**center**)
3.STD ZOOM RATIO	Selects the copy ratio 050% to 200%. (**100%**)
4.STANDARD COPY QTY	Select the copy quantity. 01 to 99 (**01**)
5.AUTO SORT	Set the auto sort.
ON	The auto sort function is turned on.
OFF	The auto sort function is turned off.
6.PAPER SIZE GROUP	The paper size group can be selected. If the paper size group is changed, the preset copy ratios will change.
INCH	Preset copy ratios:50%, 64%, 78%, 100%, 129%, 200%
A	Preset copy ratios:50%, 70%, 100%, 141%, 200%
AB	Preset copy ratios:50%, 70%, 81%, 86%, 100%, 115%, 141%, 200%
7.SHARPNESS	Black and white of an image can be sharpened. When you want to make characters and lines clear, select a big number. When you make copies of photographs, select a small number. 1 to 9 (**5**)

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

*1 STANDARD EXPOSURE automatically changes to MANUAL when TEXT/PHOTO or PHOTO is selected.

*2 STD. IMAGEQUALITY automatically changes to TEXT ORIGINAL when AUTO is selected.

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The Menu System

4. FAX SETTINGS

Name	Descriptions
1.USER SETTINGS	Specifies the basic operation settings in the Fax mode.
1.TEL LINE SETTINGS	Specifies the telephone line settings.
1.USER TEL NO.	Your telephone and fax number can be registered within 20 digits, including spaces.
2.TEL LINE TYPE	Selects the telephone line type.
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.
3.TX TERMINAL ID	Prints your ID (Transmitting Terminal ID) on each page you transmit.
1.TTI POSITION	**OUTSIDE IMAGE**: Terminal ID is printed outside the image border. INSIDE IMAGE: Terminal ID is printed inside the image border.
2.TEL NUMBER MARK	Selects the prefix for the identification header number. **FAX**, TEL

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

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The Menu System

Name	Descriptions
4.DENSITY CONTROL	Adjusts the scanning density.
1.LIGHT	Sets for dark documents. 3 to 9 (**7**)
2.STANDARD	Sets for standard documents. 2 to 8 (**5**)
3.DARK	Sets for light documents. 1 to 7 (**3**)
5.OFFHOOK ALARM	Enables/disables the offhook alarm that alerts you when the handset is not in the handset cradle.
ON	After reception, the offhook alarm sounds when the handset is left off the hook.
OFF	No offhook alarm.
2.REPORT SETTINGS	Sets the report setting.
1.TX REPORT	Enables/disables automatic printing of a transmission report.
OUTPUT NO	No report is printed.
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.
ON	Prints the first page.
OFF	No first page is printed.

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

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The Menu System

Name	Descriptions
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.
ON	Prints the first page.
OFF	No first page 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 an ACTIVITY REPORT after every 20 transactions.
ON	Prints the ACTIVITY REPORT.
OFF	No ACTIVITY REPORT is printed.
3.TX SETTINGS	Sets the transmission functions.
1.ECM TX	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. 01 to 15SEC (**02 SEC**)

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

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The Menu System

Name	Descriptions
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. 01 to 10TIMES (**02 TIMES**)
2.REDIAL INTERVAL	Sets period of time between redialings. 02 to 99MIN. (**02 MIN.**)
OFF	After the first attempt at dialing fails, redialing is not attempted.
4.TIME OUT	Enables/disables automatic scanning of documents after the fax number is entered by using speed dialing.
ON	Scanning begins automatically in 5 or 10 seconds after you enter the phone number.
OFF	Press [Start] to scan document. Otherwise, AUTO CLEAR function activates and the LCD returns to standby mode after 2 minutes.
4.RX SETTINGS	Sets the reception functions.
1.ECM RX	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	When FaxTel has been set, the optional settings are available.
1.RING START TIME	Sets the duration that the machine listens for a fax tone before starting to ring. 00 to 30SEC (**06 SEC**)

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

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The Menu System

Name	Descriptions
2.F/T RING TIME	Sets the length of time the machine rings to alert you of an incoming call. 015 to 300SEC (**015 SEC**)
3.F/T SWITCH ACTION	Selects the action taken after the F/T RING TIME expires.
RECEIVE	The machine switches to the fax receive mode automatically at this point and starts to receive the document.
DISCONNECT	The machine disconnects the call.
3.DRPD: SELECT FAX	If you select DRPD as the receive mode, select the ring pattern for the fax.
DOUBLE RING	Two short rings at regular intervals.
SHORT-SHORT-LONG	Short-Short-Long at regular intervals.
SHORT-LONG-SHORT	Short-Long-Short at regular intervals.
OTHER RING TYPE	Other type of ring pattern.
NORMAL RING	Ring type of normal telephone line.
4.INCOMING RING	Sets whether the machine rings when it receives a call when the machine is set to FaxOnly.
OFF	The machine does not ring when it receives a fax. (In Energy Saver mode, the fax may ring one or two times.)
ON	The machine rings when it receives a fax if a telephone is connected.
RING COUNT	Sets the number of incoming rings before the machine answers. 01 to 99TIMES (**02TIMES**)
5.MAN/AUTO SWITCH	Sets whether the machine switches to document receive mode after ringing for a specified length of time in the manual receive mode.
OFF	The machine keeps ringing until someone answers the call manually with a connected extension telephone.
ON	The machine switches to document receive mode after ringing for a specified time.
F/T RING TIME	Sets the length of time to elapse before the machine switches to the document receiving. 01 to 99SEC (**15SEC**)

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

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.
OFF	The machine disables remote receiving.
5.PRINTER SETTINGS	Sets the print functions.
1.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.
2.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 memory.
KEEP PRINTING	The keep printing function is turned on. With this setting, the machine will not store documents in memory if the toner has run out. Re-set to RX TO MEMORY after replacing the cartridge with a new one.

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

Name	Descriptions
6.POLLING BOX	Sets the functions of SETUP FILE, CHANGE DATA and DELETE FILE.
1.SETUP FILE	Registers a polling box.
1.FILE NAME	Enters a name for poling box (max. 24 characters, including spaces).
2.PASSWORD	Enters a password to protect the polling box settings (max. 7 characters).
3.ERASE AFTER TX	Tells the machine how to handle a document after it is polled and sent. **ON**, OFF
2.CHANGE DATA	Changes the settings of the polling box.
1.FILE NAME	Changes the file name.
2.PASSWORD	Changes the password.
3.ERASE AFTER TX	Changes the ERASE AFTER TX setting.
3.DELETE FILE	Deletes the polling box and all of its settings.
7.SYSTEM SETTINGS	Sets the functions of MEMORY LOCK RX and FAX DEFAULT.
1.MEMORY LOCK RX	Set the Memory Lock functions.
OFF	Prints a document as soon as the machine receives it.
ON	Receives and stores all documents in memory. They will not be printed out unless the Memory Lock password is entered.
1.MEM LOCK PASSWORD	0 to 9999999 This password protects the Memory Lock settings. Setting a password is recommended. You must use this password to unlock the memory so you can print documents stored in memory. Use the numeric buttons to enter a password (up to seven digits).
2.REPORT	Sets the machine to print reports. This setting affects only reports that print automatically, such as an Activity Report.
OUTPUT NO	No report prints while in the Memory Lock mode.
OUTPUT YES	A report prints while the machine is in the Memory Lock mode.

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

Name	Descriptions
2.FAX DEFAULT	Sets the FAX DEFAULT functions.
1.RESOLUTION	Sets the fax resolution.
OFF	The setting of resolution set using [Image Quality] remains even after the AUTO CLEAR function activates.
STANDARD	Suitable for most text-only documents.
FINE	Suitable for fine-print documents.
PHOTO	Suitable for documents that contain 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)
2.SCAN DENSITY	Sets the machine's standard scanning density. **OFF**, LIGHT, STANDARD, DARK

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

5. ADD. REGISTRATION

Name	Descriptions
1.1-TOUCH SPD DIAL	Registers the information on One-Touch Speed Dialing. Up to 32 destinations can be registered.
1-TOUCH SPD DIAL	Selects a One-Touch Speed Dial button.
1.TEL NUMBER ENTRY	Registers the other party's 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. Up to 100 destinations can be registered.
CODED SPD DIAL	Selects a Coded Speed Dialing code.
1.TEL NUMBER ENTRY	Registers the other party's telephone number (max. 120 digits, including spaces).
2.NAME	Registers the other party's name (max. 16 characters, including spaces).

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

Name	Descriptions
3.GROUP DIAL	Registers the information on Group Dialing. Up to 131 groups can be registered.
1.TEL NUMBER ENTRY	Registers the other party's telephone numbers by specifying the One-Touch Speed Dial buttons or Coded Speed Dialing codes.
2.NAME	Registers the group's name (max. 16 characters, including spaces).

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

6. PRINTER SETTINGS

Name	Descriptions
1.PRESET PRINT QTY	Sets the standard number of pages of the printer function. 01 to 99 (**01**)
2.AUTO ERROR SKIP	Sets either printing with skipping an error automatically, or without skipping an error.
ON	The auto error skip is on. The error is skipped and shifted to the next job automatically without indicating an error code.
OFF	The auto error skip is off. Skip the error and shift to the next job manually.
3.ERROR TIME OUT	Sets the length of time before the machine returns an error when no data is received from the computer.
ON	The error time out is on. Sets time out period 005SEC to 300SEC. (**015SEC**)
OFF	The error time out is off.
4.PRINTER RESET	Cancels the job currently being received and the job already received.

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

7. TIMER SETTINGS

Name	Descriptions
1.DATE/TIME SETTING	Enter the current date and time.
2.AUTO CLEAR	Sets the auto clear function. If the machine remains idle for a certain period of time, the display returns to the standby mode.
ON	The auto clear function is turned on. 1MIN. to 9MIN. (**2MIN.**)
OFF	The auto clear function is turned off.
3.ENERGY SAVER	Sets the energy saver mode.
ON	The energy saver mode is set. 03MIN. to 30MIN. (**05MIN.**)
OFF	The energy saver mode is turned off.
4.DATE SETUP	Set the format for the DATE & TIME settings menu and how the date is displayed in the LCD. **MM/DD/YYYY**, DD/MMYYYY, YYYY MM/DD
5.DAYLGHT SAV TIME	Sets the daylight saving time.
OFF	The daylight saving time setting is disabled.
ON	The daylight saving time setting is enabled.
1.START DATE/TIME	Sets the MONTH, WEEK, DAY and TIME when the daylight saving time starts.
2.END DATE/TIME	Sets the MONTH, WEEK, DAY and TIME when the daylight saving time ends.

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

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The Menu System

8. PRINT LISTS

Name	Descriptions
1.USER DATA	Prints out a list of items set or registered in the Menu.
2.SPEED DIAL LIST	Prints the list of the fax/telephone numbers registered for One-Touch Speed Dial buttons, Coded Speed Dialing codes or group dialing.
1.1-TOUCH LIST	Prints the One-touch List.
1.NO SORT	The printout of the list is not sorted.
2.SORT	The printout of the list is sorted.
2.CODED DIAL LIST	Prints the Coded Dial List.
1.NO SORT	The printout of the list is not sorted.
2.SORT	The printout of the list is sorted.
3.GROUP DIAL LIST	Prints the Group Dial List.
3.CANCEL REPORT	Cancels printout of the report. Select report you want to cancel the printout.
REPORT STATUS	Displays the report status and allows you to select the report job to be canceled. Select a job → press [Set].
CANCEL REPORT? YES	The printout of the list is canceled.
CANCEL REPORT? NO	The printout of the list is not canceled.

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

Specifications

The specifications for the machine are listed in this section.

General

Applicable line:	Public Switched Telephone Network
Compatibility:	G3
Data compression system:	MH, MR, MMR, JBIG
Modem type:	FAX modem
Modem speed:	33600, 31200, 28800, 26400, 24000, 21600, 19200, 16800, 14400, 12000, 9600, 7200, 4800, 2400 bps (automatic fallback)
Transmission speed:	Approx. 3 seconds/page* (transmitting from memory)
Transmission/reception memory	Approx. 7.2 MB, DRAM, JBIG storage Approx. 450 pages** LCD displays memory used Uses direct transmission when memory is full
Liquid crystal display:	20 × 2
Display languages:	ENGLISH, FRENCH, SPANISH, PORTUGUESE
Power source:	120 V, 60 Hz [Power source differs depending on the country in which you purchased the product.]
Power consumption:	Maximum: Approx. 600W Minimum: Approx. 9 W Energy Saver Mode: 5 W
Dimensions (W × D × H):	17 1/4" × 18 3/16" × 13 25/64" (438 × 462 × 340 mm) (main machine only, no trays, no handset)
Weight:	24.7 lb (11.2 kg)
Environmental requirements:	Temperature: 50°F to 90.5°F (10°C–32.5°C) Humidity: 20–80% RH
Applicable standards:	Electrical safety: UL1950, C-UL Radiation: FCC Part 15 Class B, IC Class B PTT: FCC part 68, IC CS-03, Energy Star Compliant
PC Interface:	USB 1.1

*   Based on Canon FAX Standard Chart No.1, JBIG, standard mode

** Based on Canon FAX Standard Chart No.1, standard mode

Fax

Automatic document feeder capacity:*	50 A4- or letter-size sheets 20 legal-size sheets 1 sheet for sizes other than A4-, letter-, or legal-size sheets.
Document size:	Multi-page document: Max.: 8 1/2" × 14" (216 × 356 mm)/ Min.: 5 53/64" × 4 9/64" (148 × 105 mm) One-page document: Max.: 8 1/2" × approx.39 3/8" (216 mm × approx. 1 m)/ Min.: 5 53/64" × 4 9/64" (148 × 105 mm)
Document thickness	Multi-page document: 0.003"-0.005" (0.07 – 0.13 mm) One-page document: 0.002"-0.009" (0.06 – 0.23 mm)
Document weight:	Multi-page document: 13 lb to 28 lb (50 – 105 g/m^2) One-page document: 13 lb to 64 lb (50 – 240 g/m^2)
Transmission time:	Approx. 3 seconds** (G3 JBIG)
Resolution:	Standard mode: 203 pixels/in. × 98 lines/in. (8 pixels/mm × 3.85 lines/mm) Fine mode: 203 pixels/in. × 196 lines/in. (8 pixels/mm × 7.7 lines/mm) Photo mode: 203 pixels/in. × 196 lines/in. (8 pixels/mm × 7.7 lines/mm) Super fine mode: 203 pixels/in. × 391 lines/in. (8 pixels/mm × 15.4 lines/mm) Ultra fine mode: 406 pixels/in. × 391 lines/in. (16 pixels/mm × 15.4 lines/mm)
Scanning image processing:	Ultra-High-Quality Image Processing System (UHQ™) Halftones: 256 levels of gray 9 density adjustment levels
Recording method:	Laser Beam printing
Fax printing speed:	Approx. 19 pages/minute**
Dialing:	Automatic dialing: – One-Touch Speed Dialing (32 locations) – Coded Speed Dialing (100 locations) – Group Dialing (131 locations) Regular 10-button dialing (with numeric buttons) Automatic redialing Manual redialing Pause button
Networking:	Delayed transmission (up to 142 locations at a single pre-set time) Sequential broadcast (up to 142 locations) Automatic receiving Non-ring reception Deactivate ECM DRPD (Distinctive Ring Pattern Detection)
Report/reference:	Activity report (up to 20 transactions) Non-delivery report TTI (Transmit Terminal Identification)
Toner saver:	Economy mode for printing received faxes decreases toner consumption by approx. 30%

* Based on 20 lb (75 g/m^2) paper

** Based on Canon FAX Standard Chart No.1, LTR, standard mode

Copier

Scan resolution:	300 × 300 dpi
Default size:	100%
Zoom:	50-200%
Multiple copies:	Up to 99 copies of a document

Telephone

- Automatic FAX/TEL switchover
- Answering machine connection (CNG detecting signal)
- Telephone connection
- Handset connection
- Remote reception by telephone (Default reception ID: 25)
- Tone button
- Redial/Pause button

A

Printer

Printing method:	Laser beam printing
Printing resolution:	1200 dpi enhanced $\times$ 600 dpi*
Paper handling:	Automatic feed
Acceptable recording paper stock	Cassette Feeding: 17 lb to 34 lb (64 g/m^2 to 128 g/m^2) ; Multi-Purpose Feeder: 17 lb to 34 lb (64 g/m^2 to 128 g/m^2) Plain paper, colored paper, recycled paper (including 100% recycled paper), transparencies, envelopes, labels, and heavy paper (up to 34 lb (128 g/m^2))
Envelope sizes:	European DL envelope (8 43/64" $\times$ 4 21/64" (220 $\times$ 110 mm)) U.S. Commercial No. 10 envelope (9 1/2" $\times$ 4 3/32" (241 $\times$ 104 mm)) Envelope Monarch (7 33/64" $\times$ 3 55/64" (191 $\times$ 98 mm)) Envelope ISO-C5 (9 1/64" $\times$ 6 3/8" (229 $\times$ 162 mm))
Printing width:	Maximum 8 7/64" (212 mm (LTR))
Paper Feeding System	Cassette Feeding: 250 sheets of 17 lb (64 g/m^2) Multi-Purpose Feeder: 1 sheet
Printing Cartridge	S35 S-Cartridge** (Yield: Approx. 2,500 pages) S35 Cartridge (Yield: Approx. 3,500 pages)

* FAXPHONE L170 is equipped with a printer engine of 600 dpi resolution. By adopting Canon's own Image Refinement, an 1200 dpi enhanced $\times$ 600 dpi image can be obtained.

** S35 S-Cartridge is a starter cartridge supplied with the machine.

A

Specifications

Printable Area: Papers

The shaded area in the following figure shows the printable area for papers.
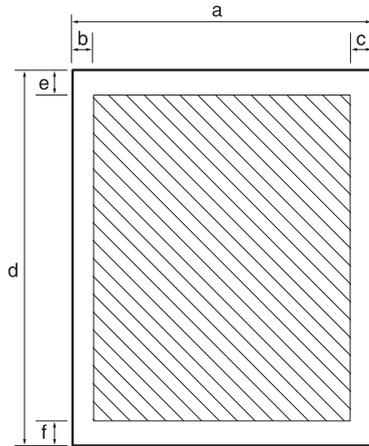
■ **Printable area:**

	Letter size	Legal size	A4 size
a:	8.5"	8.5"	210mm
b:	Max. 0.2"	Max. 0.2"	max. 5.0mm
c:	Max. 0.2"	Max. 0.2"	max. 5.0mm
d:	11.0"	14.0"	297mm
e:	Max. 0.2"	Max. 0.2"	max. 5.0mm
f:	Max. 0.2"	Max. 0.2"	max. 5.0mm

Printable Area: Envelopes

The shaded portion in the following figure shows the printable area for envelopes.
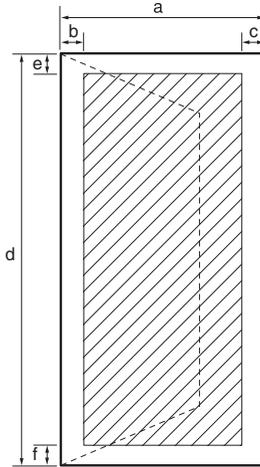
■ Printable area:

	U.S. Commercial No. 10	European DL
a:	4.1"	110mm
b:	Max. 0.2"	Max. 5.0mm
c:	Max. 0.2"	Max. 5.0mm
d:	9.5"	220mm
e:	Max. 0.2"	Max. 5.0mm
f:	Max. 0.2"	Max. 5.0mm

⚠ CAUTION

For some envelope types, the edges of the envelope can not be printed on.

A

Specifications

Document Sizes

The following illustrations show the largest and smallest documents you can feed into the machine.

Maximum Document Size

8 1/2" (216 mm)

Multi-page document :
14" (356 mm)
One-page document :
39 3/8" (1 meter)
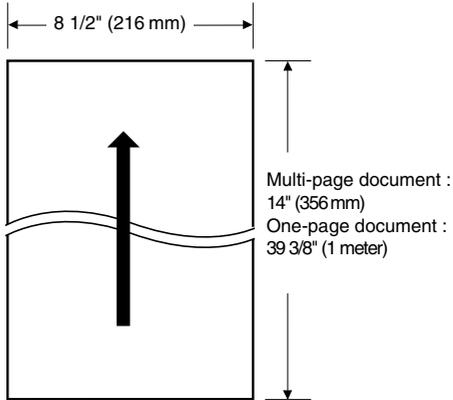
Minimum Document Size

5 53/64" (148 mm)

4 9/64"
(105 mm)
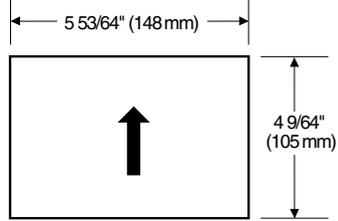
The figure below shows how much of a letter-, A4-, or legal-size document the machine scans when faxing or scanning.

MAX. 5/32" (4.0 mm)

A4/LETTER/LEGAL

MAX. 5/32" (4.0 mm)

MAX. 1/8" (3.0 mm)   MAX. 5/32" (4.0 mm)
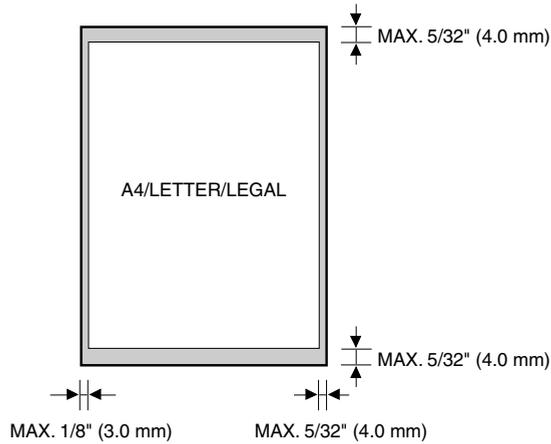
The margin at each edge is outside the machine's scanning area.

Printer Driver

System requirements:

IBM or compatible computer with the following Pentium processor:
Microsoft Windows® 98, Windows® Me, Windows® 2000, or
Windows® XP

–Windows® 98: A 90-megahertz (MHz) Pentium processor or higher/At
least 32 MB of RAM and 100 MB of available hard disk space

–Windows® Me: A 150-MHz Pentium processor or higher/At least 32 MB of
RAM and 100 MB of available hard disk space

–Windows® 2000: A 133-MHz Pentium processor or higher/At least 64 MB
of RAM (Windows® 2000 Professional), or 128 MB of RAM (Windows®
2000 Server) and 500 MB of available hard disk space

–Windows® XP: A 233-MHz Pentium processor or higher/At least 64 MB of
RAM and 500 MB of available hard disk space

256-color SVGA monitor or greater

USB Port

USB cable no longer than 16.4 feet (5m)

CD-ROM Drive, or access to one over a network connection

Glossary

G

A

AC

Alternating current. The type of electrical current available from a wall outlet.

Activity report

A journal of the machine's fax transactions, both sent and received.

Application program

Software prepared for a specific function or set of functions. Developers who make application programs include drivers that support different types of printers.

ASCII

Acronym for American Standard Code for Information Interchange. A set of definitions for the bit composition of characters and symbols. ASCII defines 128 symbols using 7 binary bits and 1 parity bit.

Auto FAX/TEL switching

See *FAX/TEL switching*.

Automatic dialing

Dialing fax or telephone numbers by pressing one or three buttons. To use automatic dialing, you must register the numbers in the machine's memory. See also *One-Touch Speed Dialing, Coded Speed Dialing,* and *Group Dialing*.

Automatic Document Feeder (ADF)

The device included in the machine that feeds the document being faxed, copied, or scanned into the machine.

Automatic image reduction

The machine can print the date, time, company name, and a fax number at the top of the faxes it receives. To prevent this information from crowding the faxed image on the page and possibly lengthening the fax, the machine automatically reduces the size of the image on the page.

Automatic redialing

When the receiving fax machine is busy or does not answer, or when an error occurs while sending, the machine waits a specified time and then automatically redials the number. If the receiving fax is still busy or does not answer, the machine waits the specified time and dials again. If the fax still does not go through, the machine prints an error TX report.

B

bps

Bits per second. Refers to the speed with which a fax machine sends and receives data.

Broadcasting

Transmitting documents to more than one location (through the machine's memory).

C

CCITT/ITU-T

Formerly known as CCITT, Consultative Committee for International Telegraph and Telephone. CCITT has been replaced by the International Telecommunications Union-Telecommunications sector (ITU-T), a committee created to set international standards for telecommunications.

CNG

Calling Tone. This is a signal sent by fax machines to identify the call as an incoming document. When the receiving fax detects this signal, it automatically starts to receive the fax transmission. The majority of fax machines in use today can send and detect CNG signals.

Coded Speed Dialing

An automatic dialing method that allows you to dial a fax or telephone number by pressing [Coded Dial] and a two-digit code using the numeric buttons.

Cursor

The underline symbol you see on the LCD display when you register numbers and names in the machine. Press [◀(-)] or [▶(+)] to move the cursor.

D

Delayed sending

The ability to send a document at a preset time in the future. You do not have to be in your office to use delayed sending to one or more destinations. (You can set up only one delayed transmission at a time on the machine.)

Dialing methods

Ways of pressing one or more buttons to access a number to connect to an outside party or fax machine. Dialing methods include One-Touch, Coded Speed Dialing, Group Dialing, Directory Dialing, and regular dialing with the numeric buttons.

Document

The sheet of paper containing the data that you send to, or receive from a machine.

dpi

Dots per inch. A machine of measurement for indicating a machine's resolution. Your machine produces a resolution of 1200 dpi enhanced $\times$ 600 dpi.

DRPD (Distinctive Ring Pattern Detection)

Assigns two or more 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. Your fax will automatically monitor incoming calls and based on the ring pattern, will let you know if the call is a fax or voice call.

Dual access (Multitasking)

Enables the machine to receive a fax, even if it is copying or printing a document. Also enables you to load other faxes into memory, make copies, print out reports, print documents or register information while the machine sends a fax from memory.

E

ECM

Error Correction Mode. The ability of your machine to reduce system and line errors when sending or receiving from another fax with ECM capability. ECM is most effective in areas where the telephone lines are in poor condition or there is frequent interference on the line. Do not use ECM if you need to send a document quickly and you are sure the other party can read your transmission without it (turning off ECM also turns off MMR).

Extension

A telephone connected to the machine that is used in place of the handset. You can use the extension telephone to activate incoming reception of documents manually.

F

FAX/TEL switching

This option allows you to set the machine to automatically detect whether a call is from a fax or telephone. If the call is from another fax, the transmission is automatically received. If the call is from a telephone, the machine rings to let you know, so you can pick up the handset. With this feature, one telephone line can be shared by both the telephone and the fax.

FINE

The resolution setting for documents with very small characters and lines.

G

G3, Group 3 fax machine

Defined by CCITT/ITU-T. Uses encoding schemes to transmit image data while reducing the amount of data that needs to be transmitted, thus reducing transmission time. G3 fax machines can transmit one page in less than one minute. Encoding schemes for G3 fax machines are Modified Huffman (MH), Modified READ (MR), and Modified Modified READ (MMR).

Grayscale

Representing color in black and white as a result of different intensities of color. Different colors and intensities of colors appear as different shades of gray.

Group Dialing

A dialing method that enables you to dial up to 131 registered One-Touch Speed Dialing or Coded Speed Dialing numbers together as a group. This means that you can press just one or three buttons to enter numbers when sending the same document to many destinations.

H

Halftone

Using this method, the machine produces shades of gray by mapping dots to be printed.

I

Interface

The connection between two devices that makes it possible for them to communicate with each other. The machine features a USB interface, which makes it compatible with IBM and similar personal computers.

Interface cable

The cable used to create the interface between a printer and a computer.

Interface port

The machine comes with one USB port, located on the back of the machine. You attach the cable that connects your computer and machine to this port.

J

Jack

The telephone receptacles on your wall or on your machine used to connect the machine to the telephone line, answering machine, handset, or telephone.

M

Manual receiving

A method of receiving faxes in which you answer all incoming calls using the optional handset. If you hear a slow beep it indicates an incoming fax transmission from another machine. Just press [Start] to receive the incoming fax.

Manual redialing

When you use regular dialing, you can redial a number manually simply by pressing [Redial/Pause] on the operation panel. The last number called is the number redialed.

Memory broadcast

Allows you to send a scanned fax to as many as 142 locations at once, using a combination of One-Touch Speed Dialing, Coded Speed Dialing, and regular dialing.

Memory sending

Scans a document into memory before the machine dials the number(s) and sends it. This method allows you to retrieve your original document immediately after scanning.

Modem

A device that converts (MOdulates) digital data for transmission over telephone lines. At the receiving end, this device converts the modulated data (DEModulates) to digital format that the computer understands.

N

Noise

A term applied to a variety of problems that impair the operation of telephone lines used for faxing.

Numeric buttons

The round, numbered buttons on the operation panel marked the same as a standard telephone keypad. Press them to perform regular dialing. You also use the numeric buttons to enter numbers and letters when you register numbers and names, and for entering Coded Speed Dialing codes.

O

One-Touch Speed Dialing

An automatic dialing method that allows you to dial a fax or telephone number by pressing a single One-Touch Speed Dial button. The machine can store up to 32 numbers for One-Touch Speed Dialing.

One-Touch Speed Dial buttons

The buttons numbered 1 to 32 on the operation panel, each of which may be registered as a fax or telephone number. Once a number is registered, you press one button to dial the entire number.

P

Paper feed

Refers to guiding a sheet of paper into the machine's paper path.

Pause

A timing entry required for registering certain long distance numbers and for dialing out through some telephone systems or switchboards. Pressing [Redial/Pause] enters a pause between digits of a telephone number.

Photo

The document setting you use for sending or copying documents with intermediate tones, such as photographs.

Polling

One fax machine requesting another to send a document. The receiving party calls the fax machine holding the document to be sent, and requests that it be sent.

Printable area

The area of a sheet of paper on which a printer can reproduce text or graphics (the printing area is smaller than the paper). On this machine, the printing area varies depending on the type of paper being used.

Printer driver

The printer driver allows you to use the machine as a printer for your PC with Windows 98, Windows Me, Windows 2000, or Windows XP installed. To use the machine as a printer, install the supplied printer driver in your PC.

Pulse

See *Rotary pulse*.

R

RAM

Random Access Memory. Memory that is used for temporary storage of information such as: documents you want to print, scanned and received documents, and downloaded fonts.

Receive mode

The button that controls how the machine receives fax and telephone calls.

Receiving

Receiving transmission is also defined as RX or Reception. The machine can be customized to receive fax documents in many ways:
- Receive fax documents only (FaxOnly Mode)
- Receive both telephone calls and fax documents on the same line (FaxTel Mode)
- Receive telephone calls and fax documents manually (Manual Mode)
- Receive fax documents automatically and route voice calls to the answering machine (AnsMode)
- Distinguish between fax and voice calls by using Distinctive Ring Pattern Detection (DRPD Mode)

G

Glossary

Reception

See *Receiving*.

Redialing-automatic

See *Automatic Redialing*.

Redialing-manual

See *Manual Redialing*.

Reduction mode

The machine's automatic feature that slightly reduces the received image to allow room at the top of the page for the sender's ID information. You can also reduce the size of large incoming documents using the <RX REDUCTION> option.

Registering

A process by which you place fax or telephone numbers and names in the machine's memory for automatic dialing so that you can save time dialing frequently called destinations.

Regular dialing

Pressing the individual numeric buttons to dial a fax or telephone number.

Remote receiving ID

The two-digit code that enables you to manually activate fax reception using a telephone that is connected to the machine.

Remote reception

Activating fax reception by answering a telephone that is connected to the machine, but that is not located near the machine. You need to dial a remote receiving ID number to start remote reception.

Report

A document printed by the machine and containing information about the faxes it has sent or received.

Resolution

The density of dots for any given output device. Expressed in terms of dots per inch (dpi). Low resolution causes font characters and graphics to have a jagged appearance. Higher resolution means smoother curves and angles as well as a better match to traditional typeface designs. Resolution values are represented by horizontal data and vertical data, for example, 360 × 360 dpi. This machine produces output with 1200 dpi enhanced × 600 dpi.

Rotary pulse

A telephone dialing system where a dial is rotated to send pulses to the telephone switching system. When you pulse dial, you hear clicks. When you touch-tone dial, the most common dialing system, you hear tones. Rotary pulse dialing requires certain setting adjustments.

RX

See *Receiving*.

S

Scanning contrast

A setting that darkens or lightens the scanning of documents.

Sender ID

Information printed at the top of a fax (also called TTI or Transmit Terminal ID):
- Date and time the fax was sent
- Sender's fax/phone number
- Sender's name
- Your name or company name
- Page number

Sending

A fax document that has been scanned by a fax machine and sent over telephone lines, in the form of electrical pulses, to another fax machine. Also called TX or Transmit.

Sending speed

The rate at which faxes are transmitted through the phone line. See also *bps* (bits per seconds).

STANDARD

A document setting for sending normal typewritten or printed documents containing only text and no drawings, photographs, or illustrations.

Standby

The mode in which the machine is on and ready to use.

T

Timed sending

See *Delayed sending.*

Tone

A button that allows you to temporarily switch to touch-tone from pulse dialing. In some countries, on-line data services may require that you use tone dialing.

Tone/pulse setting

The ability to set the machine to match the telephone dialing system your telephone line uses: touch-tone or rotary pulse.

Toner

A black, resin coated powder contained in the toner cartridge. The machine applies the toner to the surface of the photosensitive drum inside the machine via an electrophotographic mechanism.

Toner saver

You can enable or disable economy printing (toner saving feature). By enabling the ECONOMY PRT setting, toner consumption can be decreased by approx. 30%, resulting in a longer effective cartridge life.

Transaction number

A unique number assigned to each fax document sent (TX NO.) or received (RX NO.) by the machine and used to identify that particular fax document.

Transmit

See *Sending.*

TTI

Transmit Terminal ID. See *Sender ID.*

TX

See *Sending.*

U

UHQ™ (Ultra High Quality)

An exclusive Canon digital image processing system that incorporates 256 shades of gray along with a special edge enhancement feature which ensures that text and photos are transmitted with ultimate clarity.

G

Glossary

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