

***FP B70***

**USER'S  
MANUAL**

Canon

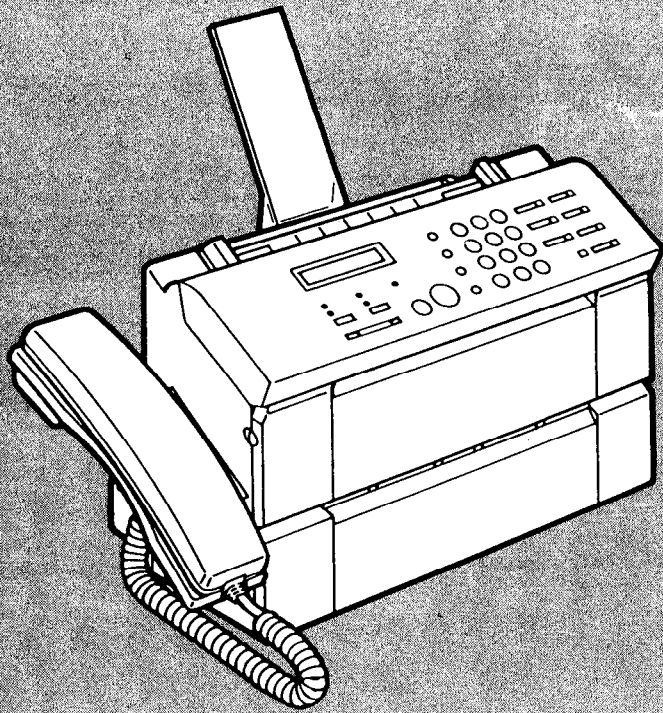
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# Canon

# FAXPHONE™ B70

BUBBLE-JET FACSIMILE

Instruction Book



**ENGLISH**

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**Canon**  
**FAXPHONE™ B70**  
**BUBBLE-JET FACSIMILE**  
**Instruction Book**

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## **Convenient features**

This facsimile combines the functions of a facsimile and quality printer. Its compact, vertical design means less wasted space in your work area. The bubble-jet printer uses cut-sheet plain paper to deliver sharp reproductions of your fax documents and copies. You no longer have to bother with specially treated rolls of recording paper that curl after coming out of the fax.

## **Users in the U.S.A.**

### **PRE-INSTALLATION REQUIREMENTS FOR CANON FACSIMILE EQUIPMENT**

#### **A. Location**

Supply a suitable table, cabinet, or desk. See brochure for unit's dimensions and weight.

#### **B. Order Information**

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

DDD (Direct Distance Dial) line

-or-

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

#### **C. Power Requirements**

The FAXPHONE B70 should be connected to a standard 120 volt AC, three-wire grounded outlet only. Do not connect this unit 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.

**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 unit without "Call Waiting" can be used with your FAX unit. 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.**

#### **CONNECTION OF THE EQUIPMENT**

This equipment complies with Part 68 of the FCC rules. On the rear panel of this equipment is a label that contains, among other information, the FCC Registration Number and Ringer Equivalence Number (REN) for this equipment. If requested, this information must be given to the telephone company. This equipment may not be used on coin service provided by the telephone company. Connection to party lines is subject to state tariffs.

## **IN CASE OF EQUIPMENT MALFUNCTION**

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

## **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.

## **WARNING**

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

**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 of the following measures:

- Re-orient or relocate the receiving antenna.
- Increase the separation between the equipment or 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.

## **IMPORTANT SAFETY INSTRUCTIONS**

1. Read all of these instructions.
2. Save these instructions for later use.
3. Follow all warnings and instructions marked on the product.
4. Unplug this product from the wall before cleaning or maintenance. Do not use liquid cleaners or aerosol cleaners. Use a damp cloth for cleaning.
5. Do not use this product near water.
6. Do not place this product on an unstable cart, stand, or table. The product may fall, causing serious damage to the product.
7. Slots and openings in the cabinet and the back or bottom are provided for ventilation to ensure reliable operation of the product and to protect it from overheating. These openings must not be blocked or covered. The openings should never be blocked by placing the product on a bed, sofa, rug, or other similar surface. This product should never be placed near or over a radiator or heat register. This product should not be placed in a built-in installation unless proper ventilation is provided.
8. This product should be operated from the type of power source indicated on the marking label. If you are not sure of the type of power available, consult your dealer or local power company.
9. This product is equipped with a polarized alternating-current line plug (a plug with one blade wider than the other). This plug will fit into the power outlet only one way. This is a safety feature. If you are unable to insert the plug fully into the outlet, try reversing the plug. If the plug fails to fit, contact your electrician to replace your obsolete outlet. Do not defeat the safety purpose of the polarized plug.
10. Do not allow anything to rest on the power cord. Do not locate this product where persons will walk on the cord.
11. If an extension cord is used with this product, make sure that the total of the ampere ratings on the products plugged into the extension cord does not exceed the extension cord ampere rating. Also, make sure that the total current of all products plugged into the wall outlet does not exceed 15 amperes.
12. Never push objects of any kind into this product through cabinet slots as they may touch dangerous voltage points or short out parts that could result in a risk of fire or electric shock. Never spill liquid of any kind on the product.
13. Do not attempt to service this product yourself, as opening or removing certain covers may expose you to dangerous voltage points or other risks. Refer all servicing to service personnel.
14. Unplug this product from the wall outlet and refer servicing to qualified service personnel under the following conditions:
  - A. When the power cord or plug is damaged or frayed.
  - B. If liquid has been spilled into the product.
  - C. If the product has been exposed to rain or water.



- D. If the product does not operate normally when the operating instructions are followed. Adjust only those controls that are covered by the operating instructions 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.
- E. If the product has been dropped or the cabinet has been damaged.
- F. If the product exhibits a distinct change in performance, indicating a need for service.

## Users in Canada

### PRE-INSTALLATION REQUIREMENTS FOR CANON FACSIMILE EQUIPMENT

#### A. Location

Supply a suitable table, cabinet, or desk. See brochure for unit's dimensions and weight.

#### B. Order Information

1. Provide only a single line or touch-tone or rotary telephone set terminated with a standard 4-pin modular phone plug. (Touch-tone is recommended if available in your area.)
2. Order an RJ11-C modular wall jack (USOC code), which should be installed by the phone company. If the RJ11-C wall jack is not present, telephone/fax operation is not possible.
3. Order a normal business line from your telephone company's business representative. The line should be a regular voice grade line or the equivalent. **Use one line per unit.**

DDD (Direct Distance Dial) line

-or-

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

**Note:** Canon recommends an individual line following industry standards such as the 2500 (touch tone) or 500 (rotary/pulse dial) telephones. A dedicated extension off a PBX without Camp On signals is also permitted with a FAX unit. Key telephone systems are not recommended because they send non-standard signals to individual telephones for ringing, or send 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 electrical equipment that is thermostatically controlled. The rated value is 115 volts and 15 amperes. The RJ11-C modular jack should be relatively close to the power outlet to facilitate installation.

#### NOTICE

The Canadian Department of Communications label identifies certified equipment. This certification means that the equipment meets certain telecommunications networks protective, operational and safety requirements. The Department does not guarantee the equipment will operate to the user's satisfaction.

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

The Load Number (LN) assigned to each terminal device denotes the percentage of the total load to be connected to a telephone loop which is used by the device, to prevent overloading. The termination on a loop may consist of any combination of devices subject only to the requirement that the total of the Load Numbers of all the devices does not exceed 100.

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

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

### **CAUTION**

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

This digital apparatus does not exceed the Class B limits for radio noise emissions from digital apparatuses set out in the Radio Interference Regulations of the Canadian Department of Communications.

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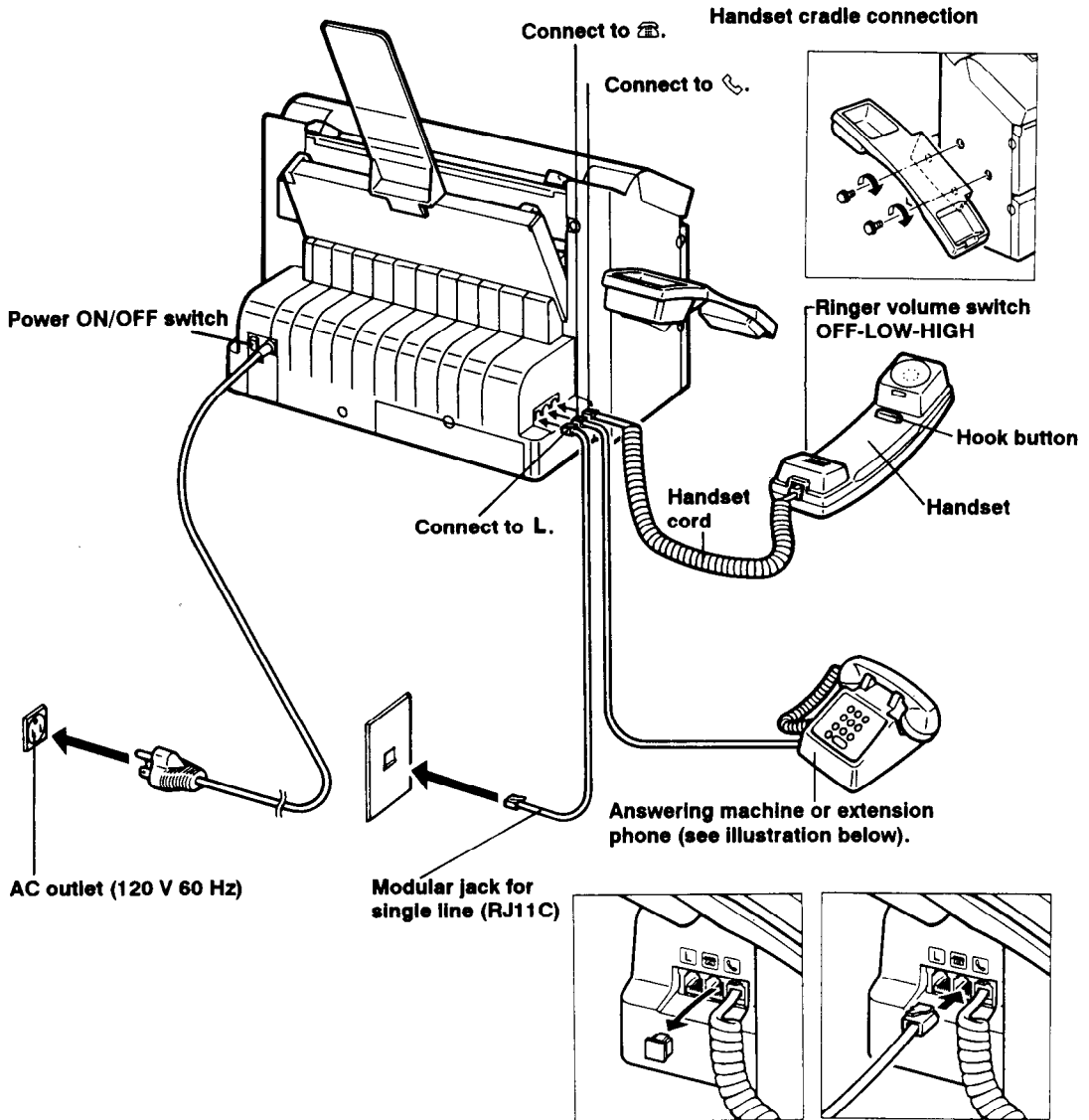
**Part 5: TROUBLESHOOTING AND MAINTENANCE**

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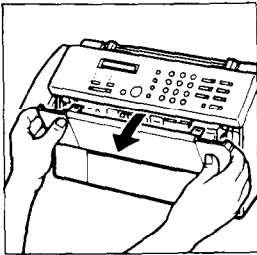
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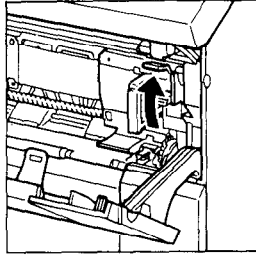
# How to set up the fax (for more details see pages 8-15).



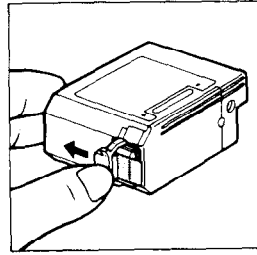
**Installing an ink cartridge (for more details, see pages 16-23)**



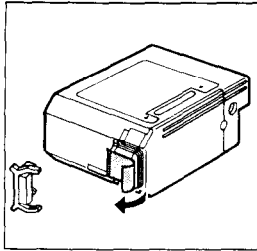
1. Open the printer cover.



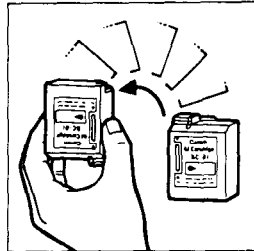
2. Pull the cartridge release lever up.



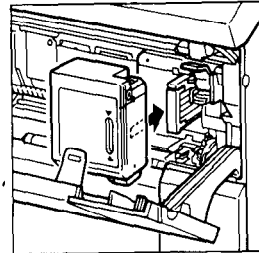
3. Remove the print head cap.



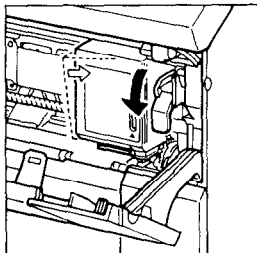
4. Remove the protective tape.



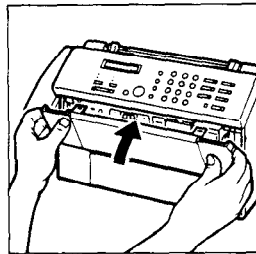
5. Hold the cartridge.



6. Insert the cartridge.



7. Press the cartridge release lever down.

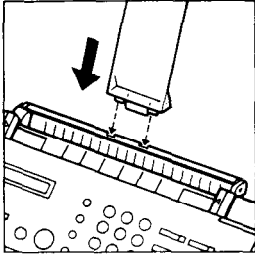


8. Close the printer cover.

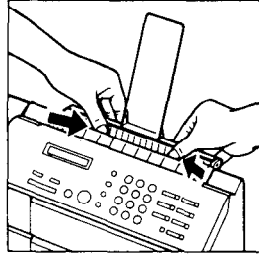
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## Loading letter-size paper

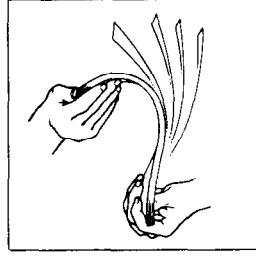
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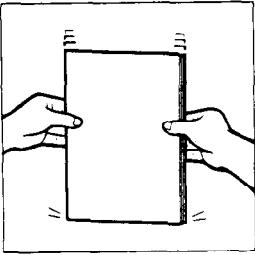
1. Insert the paper support tray.



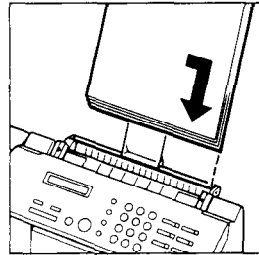
2. Press down on the paper feeder plate.



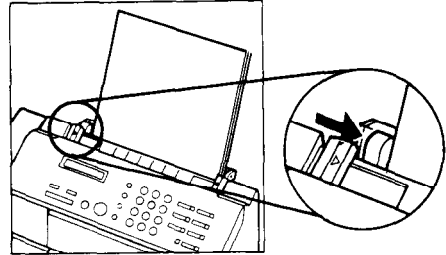
3. Pick up a small stack of paper and fan the paper.



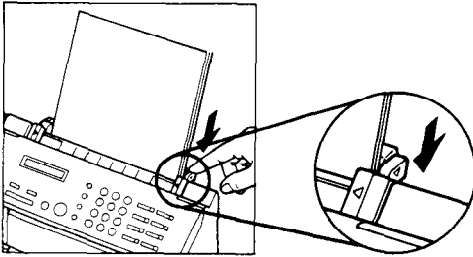
4. Tap the stack to even the edge.



5. Slide the paper into the tray.

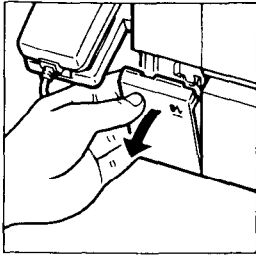


6. Slide the guide against the paper.

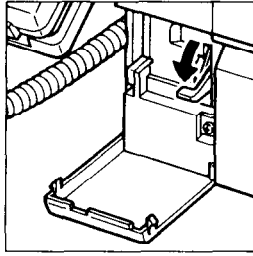


7. Press down on the tab.

**Clearing paper jams with the paper bail release lever  
(For details, see page 61)**

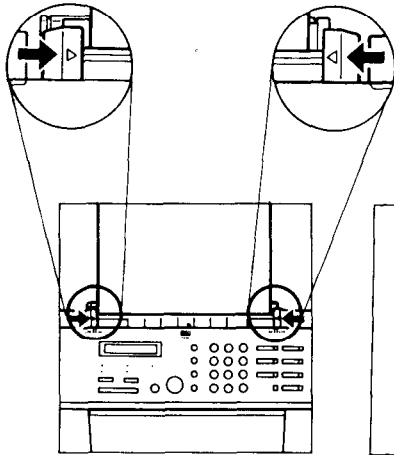


1. Open the paper bail release cover on the bottom left corner on the front of the fax.

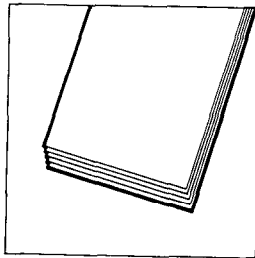


2. Press the paper bail release lever down to release the paper.

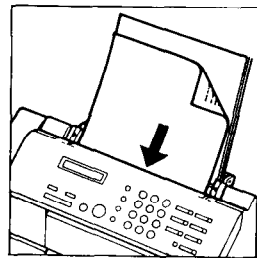
**Inserting a document into the document feeder  
(for details, see page 43)**



1. Adjust the paper guides to the width of the document.



2. Turn the stack face down and slant the edge of the stack.



3. Insert the documents face-down into the fax.

4. The display changes:

DOCUMENT READY

## Sending a document with manual dialing (for details, see 45)

### Setting reproduction quality

Follow this procedure to set the quality of the reproduction for transmission or copy according to the contents of your document.

Press **HALFTONE** to change the setting.

FINE

**FINE on**  
Standard text with increased clarity.

HALFTONE

**HALFTONE on**  
Text with photos or graphics.



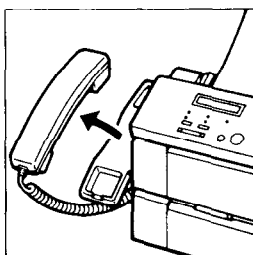
**Standard text (FINE, HALFTONE off)**  
Standard typed text without photos or graphics.

Just press **HALFTONE** to alternate the settings in this order:

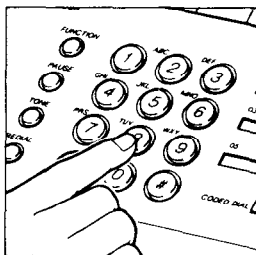
Standard → FINE → HALFTONE



### Dialing and sending



1. Feed the document into the fax.
2. Pick up the handset.



3. Dial the other party's facsimile number.



4. If you hear a tone, this means that the other party's fax is set for automatic receiving. Press **START / COPY** to start transmitting the document.

**-or-**

If someone answers the phone, tell the other party to press their start key and then hang up their phone. Press **START / COPY** on your fax, and hang up your handset.

5. The display tells you when transmitting begins.

TRANSMITTING

• For sending a document with automatic dialing, see page 47 of the instruction manual for further details.

## Receiving phone messages and fax transmissions

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### Using AUTO FAX/TEL switchover with an answering machine connected (for details, see pages 63-64)

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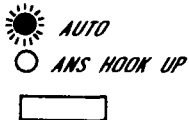


When you have an answering machine connected to the middle jack, press the **ANS HOOK UP** key until the lamp is lit. The fax will then automatically receive a fax, or the caller can leave a message on the answering machine.

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### Using the AUTO FAX/TEL switchover with no answering machine connected

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When the **AUTO** lamp is lit, the fax will automatically receive a document. If it is a phone call, the fax will ring again to alert you to pick up the handset.

*If you experience a problem, refer to the troubleshooting table on page 116.*

## How to use this instruction book

A few simple notations are used to help you read faster and find the information you need. Before you use this instruction book, glance over this list of special notations and be sure you understand what they mean.

**document**

A document is the sheet of paper you send or receive with the facsimile, or copy.

**fax**

The facsimile unit, including the handset.

**FUNCTION**

The name of the key is enclosed in a box.

**3**

Numbers are the number keys on the numeric key pad on the control panel.

**(→ 10)**

Numbers preceded by an arrow and enclosed in parentheses are references to page numbers that contain more information about the topic of the previous sentence.

- *Text in italics describes helpful hints, restrictions, or how to avoid difficulties.*

### **CAUTION!**

**Failure to pay attention to CAUTIONs may result in damage to the equipment.**

### **WARNING!**

**WARNINGS ARE FOR YOUR SAFETY. FAILURE TO PAY ATTENTION TO WARNING INFORMATION CAN BE DANGEROUS.**

A complete glossary of terms is included at the end of this instruction book.

This manual is designed to help you get set up and start using your fax in as short a time as possible. You will find this instruction book easier to use if you read through it in the order the material is presented.

### **GETTING SET UP**

Shows you how to set up your new facsimile and get ready for operation. This section starts from opening the box and guides you step by step to get you ready to use the telephone, fax, and copier.

### **BEFORE YOU USE THE FAX ...**

Follow these instructions to register your own name and telephone number in your fax. Your personal or company name and telephone number that you register are printed automatically on the documents that you send. This information is used by the other party to identify you as the sender.

### **GETTING STARTED WITH THE BASICS**

Basics are what you need to know on the first day you have your fax set up. This section describes how to use the telephone, send and receive a document, make copies, and print an activity management report so you can start keeping a record of your fax transactions from the first day. This section also describes how to connect and use an extension phone or answering machine with the fax.

### **ADVANCED FEATURES**

Introduces the time-saving features such as One-touch speed dialing and Coded speed dialing of registered fax numbers. This section also shows you how to set up your fax to receive and send when you are not in the office.

### **MAINTENANCE AND TROUBLESHOOTING**

Shows you how to keep the fax and printer in good working condition and what to do if a problem occurs.



## Part 1: GETTING SET UP

### Check list: Do you have everything?

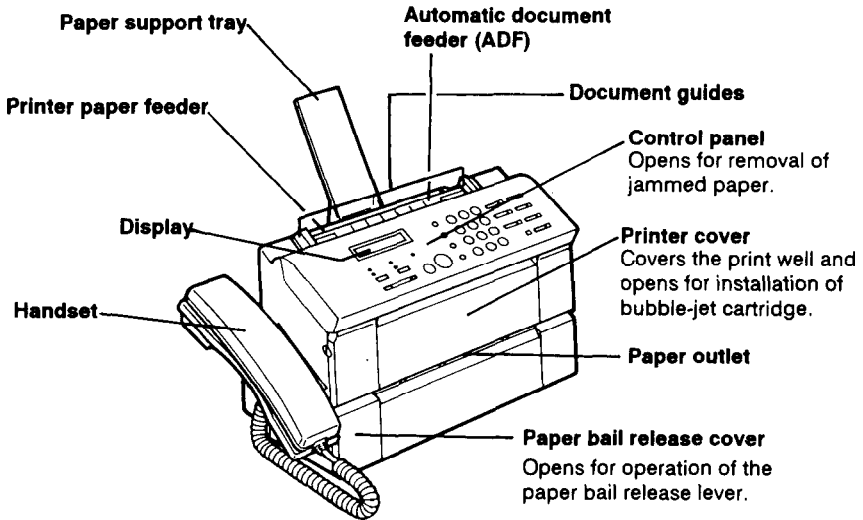
Unpack your fax and make sure you have everything listed below.

- 1 FAXPHONE B70 main unit
- 1 Handset
- 1 Handset cradle
- 2 Screws for the handset cradle
- 1 Telephone connection cord
- 1 Paper support tray
- 1 Bubble-jet cartridge BC-01 (F45-0022-000,Black)
- 1 Instruction book
- 1 Sheet of destination labels
- 1 Registration card
- 1 Authorized service facilities list
- 1 Postcard

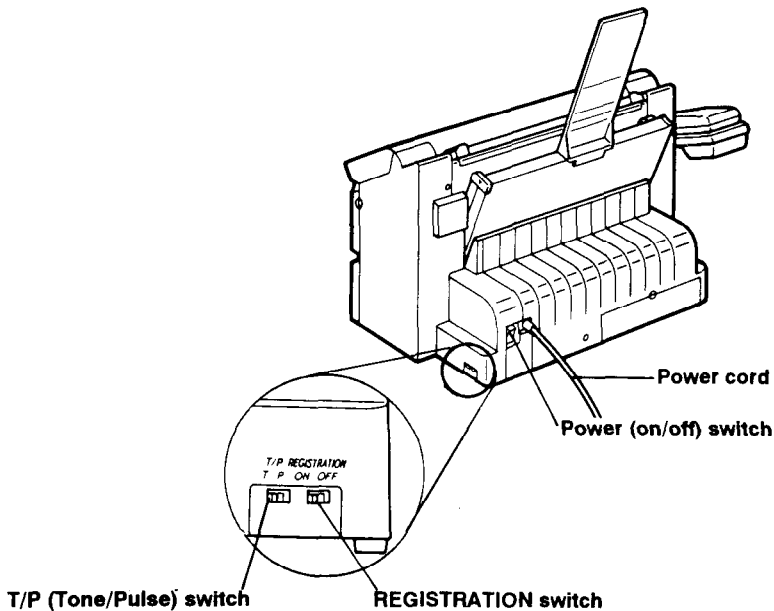
## A Quick Look at the Fax

Take a few minutes to look over your new fax so you know how it should look when it is set up.

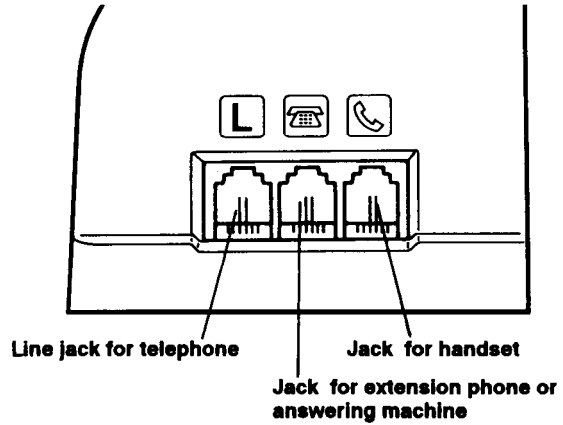
### ■ Front View



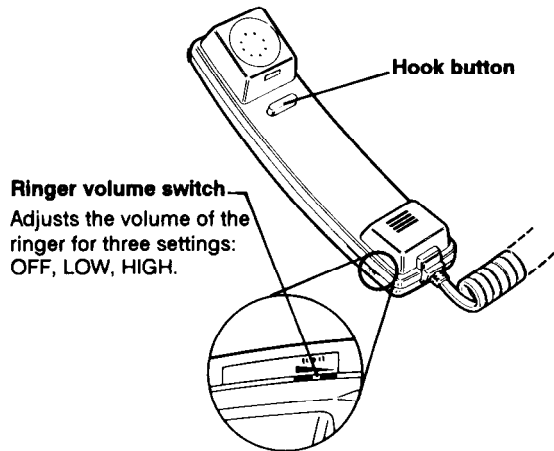
### ■ Rear View



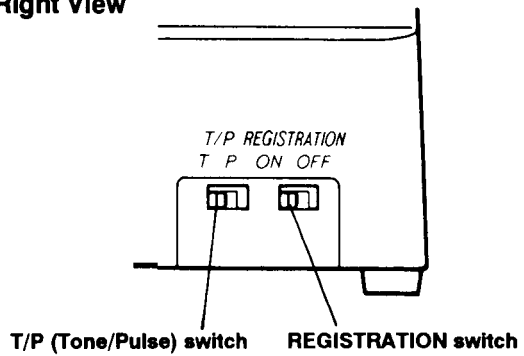
■ Left View



■ The Handset

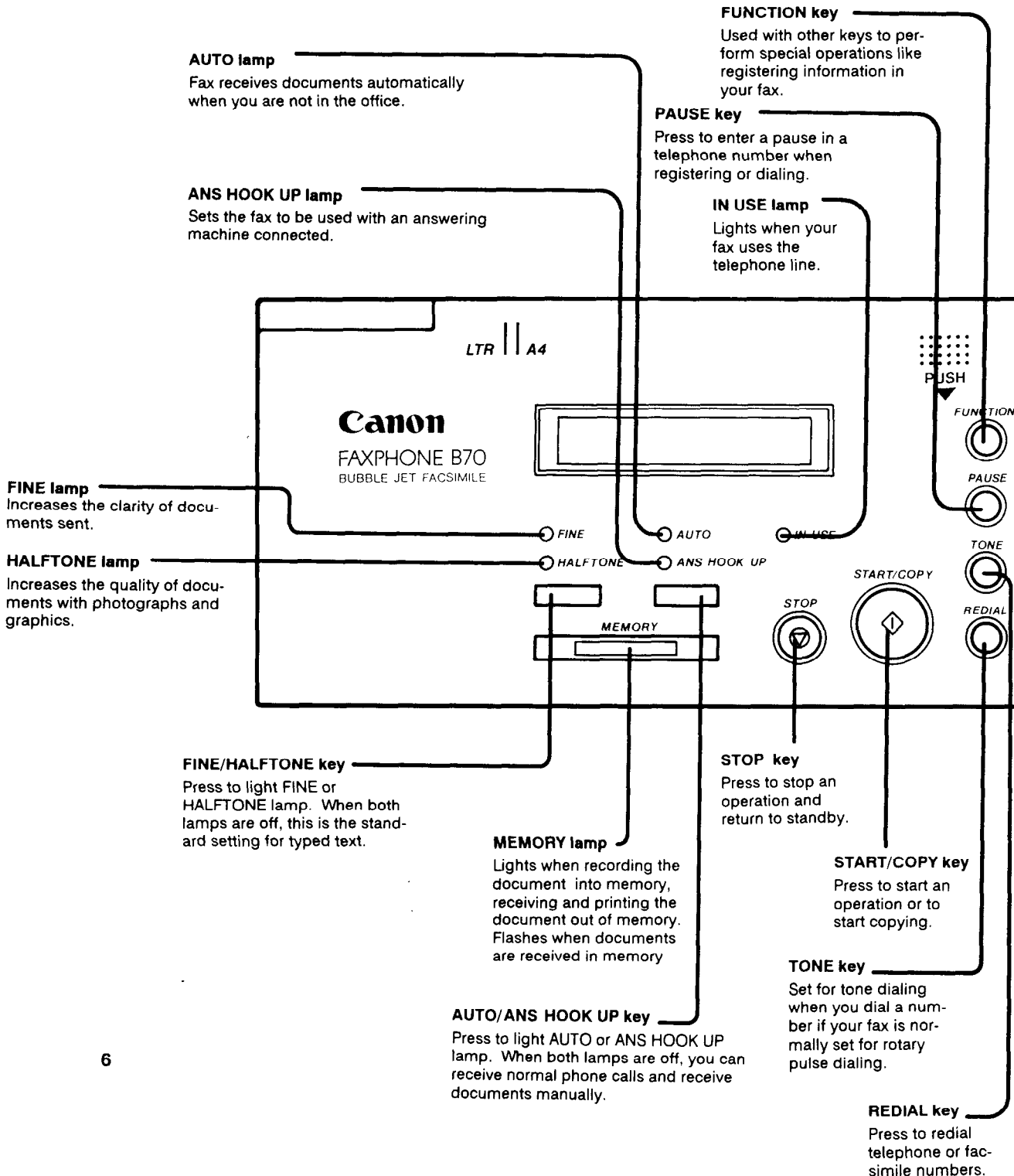


■ Right View



## Control panel summary

Before you register user data or use the facsimile, take a few minutes to familiarize yourself with the keys and indicators on the control panel.

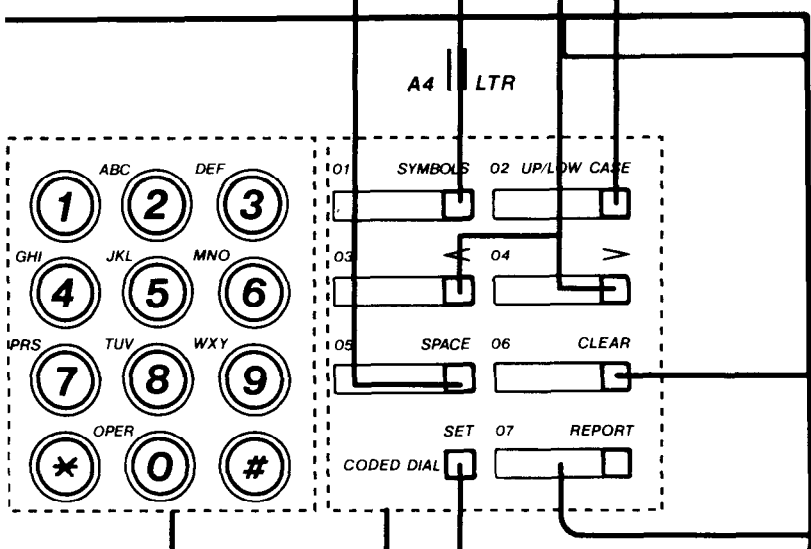


**SYMBOLS key**  
Enters symbols normally found on typing keyboards like parentheses, brackets, and so on.

**SPACE key**  
Press to enter a space between text or numbers when registering.

**SEARCH keys**  
Press to search for items and features in menus.

**UP/LOW CASE key**  
Switches between upper and lower-case letters for text information that you want to register in the fax.



**CLEAR key**  
Press to clear numbers when registering.

**REPORT key**  
Press to start printing an activity management report.

**NUMERIC keys**  
Use these keys to dial numbers that are not registered for One-touch dialing or Coded dialing. These keys are also used when registering data.

**One-touch dialing keys**  
You can register 7 facsimile numbers for One-touch dialing.

**SET key**  
After you reach the menu or item you want with the search keys, press this key to select it for operation.

**CODED DIAL key**  
Press to start Coded dialing.

## Setting Up the Fax

### Finding the right location

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- Find a place that is out of direct sunlight.
- The fax requires a telephone line, so place it near an existing telephone outlet. This may save you the expense of having the phone company install a new line or buying an extra extension cord.

### Power requirements

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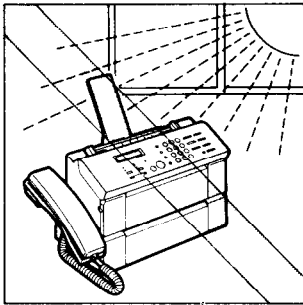
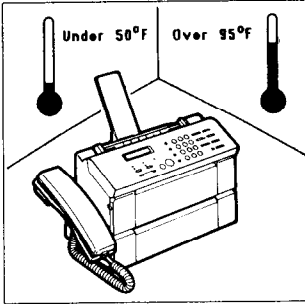
- Plug the fax into a 120 volt AC 60 Hz three-wire, grounded outlet only.
- Do not plug the fax into a power outlet shared with an air conditioner, electric typewriter, copier, or other equipment that can generate electrical noise or radio frequency waves that can interfere with fax transmission.
- Once the power is turned off, wait at least 5 seconds before turning it on again.

## Operating and storing environment

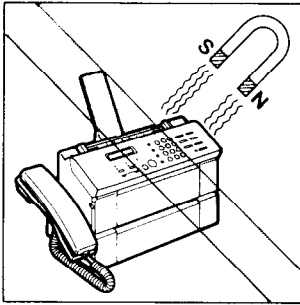
Make sure the place where you set up the fax satisfies the following conditions:

- Use the fax only within the following ranges of temperature and humidity.

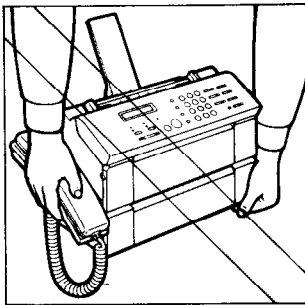
Ambient temperature:	50°F to 95°F (10°C to 35°C)
Ambient humidity:	20% to 85% RH (no condensation)



- When installed near a window, put up a blind or curtain to protect the fax from sunlight.

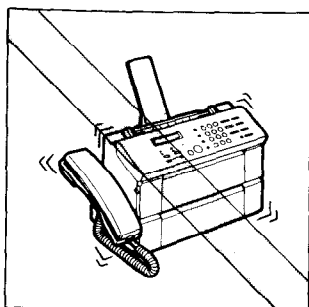


- Do not install the fax near devices which contain magnets or generate magnetic fields.

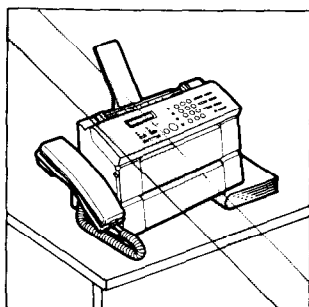


**WARNING!**  
**DO NOT LIFT THE FAX BY THE HANDSET CRADLE.**

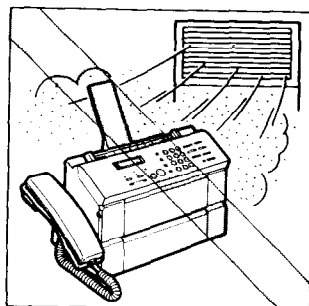
## Setting Up the Fax



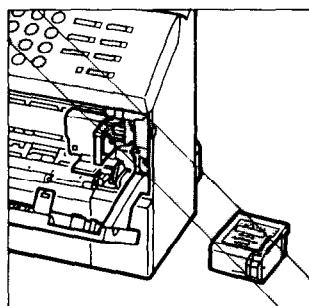
- Do not subject the fax to strong physical shock or vibration.



- Place the fax on a level surface.



- Keep the fax clean. Dust accumulation can prevent the fax from operating properly.



- Never remove the bubble-jet cartridge from the printer until it has to be replaced. If the cartridge print head is removed and left unprotected, it will dry out and you may not be able to use it



Here are some other general precautions when you are using the fax or working around it.

**CAUTION!**

- *Avoid installing your fax in places exposed to direct sunlight, dust, vibration, high temperature or humidity, or on unstable surfaces.*
- *To assure proper electrical contact, make sure the fax is firmly plugged in.*
- *Never pull on the cord to unplug the fax. Pull on the plug itself.*

**WARNING**

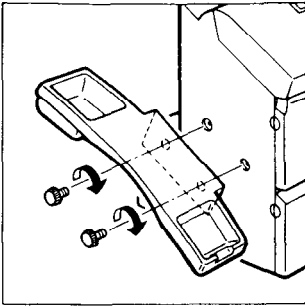
- **Do not overload the electrical outlet where the fax is plugged in.**
- **Never plug or unplug the fax when your hands are wet.**
- **For your safety, unplug the fax during electrical storms.**
- **If you have problems with the fax (smoke, odd smells or noises), immediately unplug the fax from the outlet. Keep the area around the outlet free from clutter so you can unplug the fax quickly in case of an emergency.**
- **Never use liquids or drink beverages around the fax. Liquids spilled on the fax can cause a fire or electrical shock. If you accidentally spill a liquid on the fax, unplug it immediately and call your Canon service representative.**
- **To avoid electrical shock from exposed power points, never disassemble the fax. There are no parts or switches in the fax that require adjustment.**

## Fastening the handset cradle

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Follow this procedure to attach the handset cradle to hold the handset provided with the fax.

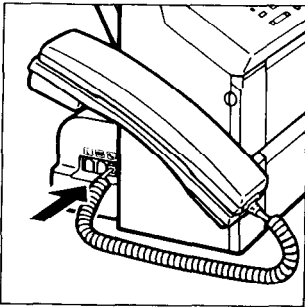
- 1 Fit the handset cradle over the holes.
- 2 Fasten the handset cradle to the fax with the two screws provided.



## Connecting the handset cord

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- 1 The connectors for the handset, telephone line, and extension phone are together on the left side of the main unit. (→ 5)
- 2 Connect the end of the handset connector cord to the jack marked .

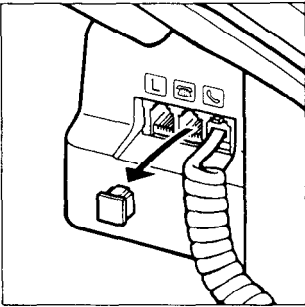



## Connecting an extension phone or answering machine

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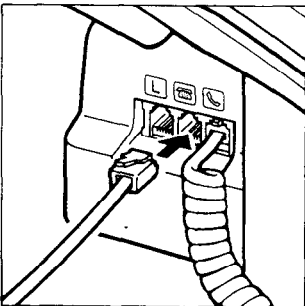
You can connect an extension phone or answering machine to your fax *but not both*. There is only one jack available for connection of an extension phone or answering machine.

- 1 If you want to connect an extension phone or answering machine to the fax, remove the cover over the middle jack marked .



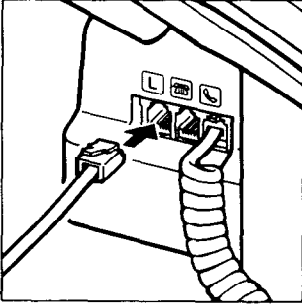
- 2 Connect the extension phone or answering machine cord to the middle jack marked .

- Use a standard modular jack available from most telephone supply stores to attach an answering machine to the fax.
- For more information about using an extension phone or answering machine with the fax see page 56 or 61.




## Connecting the telephone line

If you do not have an existing RJ11-C wall jack, contact your local telephone company for installation. If you do not have a wall jack, you cannot continue with installation. For more information, refer to the important notices and instructions at the beginning of this instruction book.

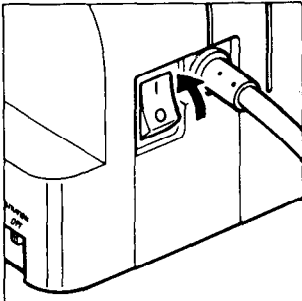


- 1 Connect the telephone line to the left jack marked .

## Turning the facsimile on/off

- 1 Plug the unit's power cord into a power outlet.
- 2 The power switch is on the right rear corner of the unit next to the power cord. Press down  on the power switch to turn the power on.

- It will take a few seconds for the unit to warm up. The unit is warmed up and ready to use when you see the date and time in the display.



12/31/92

09:45

## The standby mode

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When you see the date and time in the one-line display, the fax is in the standby mode.

12/31/92 09:47

If a document is already in the document feeder when you turn the fax on, an alarm will sound and the display will show:

CHECK DOCUMENT

Remove the document from the fax as follows.

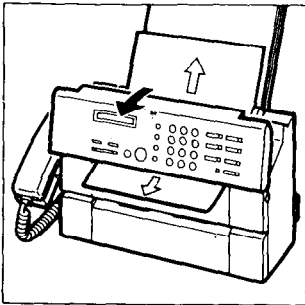
### ■ How to remove a document

- 1 Press **STOP**.
- 2 Place your fingers under the control panel where it is marked **PUSH** and gently pull out the control panel towards you until it opens.
- 3 Pull the document out from the top or bottom.
- 4 Gently push the control panel closed until it clicks shut.

• As soon as the document is removed, the fax will return to standby.

### ■ What's standby?

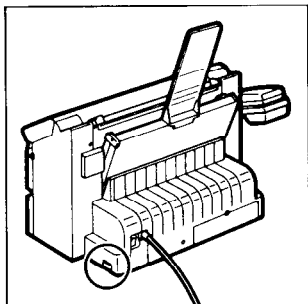
When the fax is in *standby*, it displays the current date and time. This tells you the fax is ready and waiting to respond to your next operation or to an incoming call. Do not worry if the date and time are not correct. We'll show you how to set them on page 26.



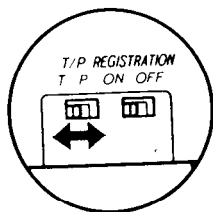
## Tone/pulse setting

Follow this procedure to set the fax for use on your telephone line. There are two types of dialing used on telephone lines: touch-tone and pulse. You have to set the fax according to the type of line that you are using.

The fax is set for touch-tone at the factory before shipping, so if you are using a touch-tone line, you won't have to change this setting.



- 1 The T/P switch (tone/pulse) is located on the right rear corner of the fax, near the power cord.
- 2 Check the setting. If you want to change it, slide the switch to P for pulse or T for touch-tone.

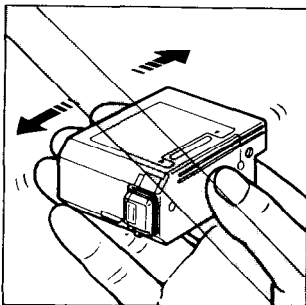
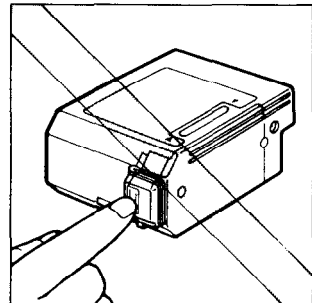
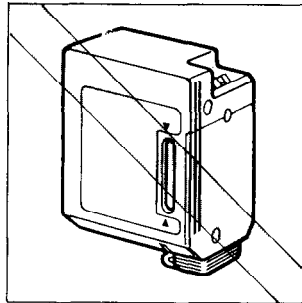


## Setting up the printer

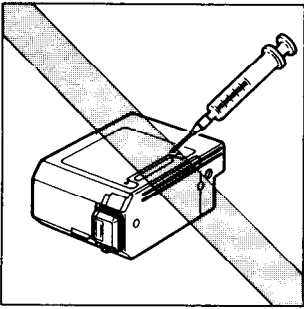
Before you can receive documents or make copies, you must have the paper loaded and a cartridge installed in the fax printer.

### Cartridge handling precautions

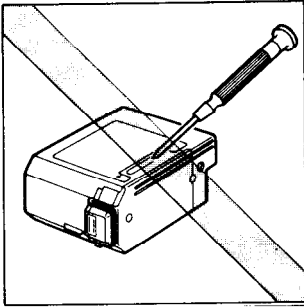
- Bubble-jet cartridges contain wet ink. To prevent them from drying out, never open their sealed packs until you are ready to install the cartridge.
- To ensure optimum printouts, use all the ink in a cartridge within one year after unpacking the cartridge.
- Store cartridges out of the reach of small children. The ink in the cartridge contains isopropyl alcohol.
- The bubble-jet cartridge must be replaced when:
  - The cartridge has already been used for over one year.
  - The print is not clear or has missing dots even after head cleaning has been executed 5 times or more.
- After you remove a used cartridge, discard it away immediately. Used cartridges cannot be refilled with ink.
- Bubble-jet cartridges can stain. Never touch the wet head of the bubble-jet cartridge, and never lay it down on a surface it could stain.



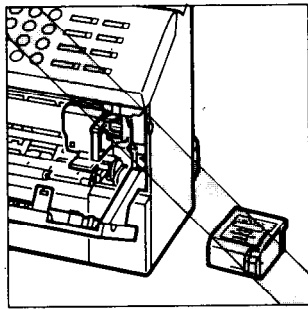
- The ink in the cartridge can stain your hands and clothing. Never shake the bubble-jet cartridge after you remove the protective tape from the print head. Ink may spill on your hands or clothing.
- Bubble-jet cartridge yield depends on several factors, including print styles, large or bold text, and printing graphics or photos which use more ink.



- **Do not attempt to refill a bubble-jet cartridge.** A clear printout cannot be obtained.



- **Never disassemble a bubble-jet cartridge.** Ink may spill on your hands or clothing.



- **Never remove the bubble-jet cartridge, except when replacing it.** This prevents the cartridge from drying out.
- *However, if you move and transport the fax, remove the cartridge. When you set up the fax again, you may have to install a new cartridge.*

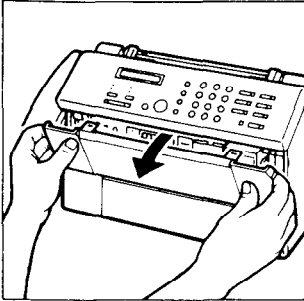
## Installing an ink cartridge

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Follow this procedure to install or replace the bubble-jet cartridge.

- 1 Before you install or replace the bubble-jet printer cartridge, make sure the power is on.

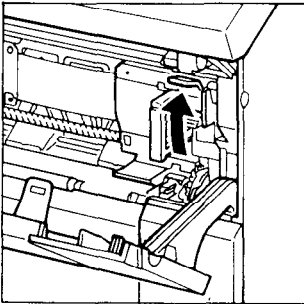
- If the power is off when you install a cartridge, cartridge head cleaning will not start automatically after you close the printer cover.



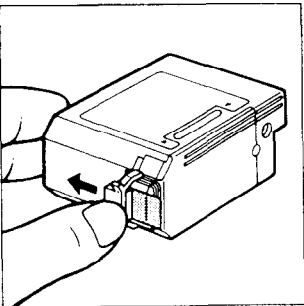
- 2 Open the printer cover on the front of the fax.

- 3 Pull the cartridge release lever up until it locks open.

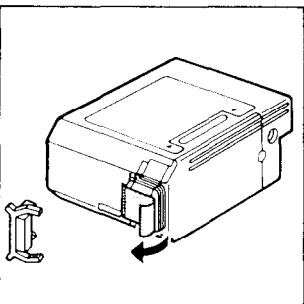
- If you are replacing a cartridge, pull the old cartridge out and throw it away immediately.
- Open a new bubble-jet cartridge pack.



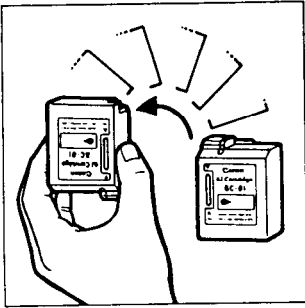
- 4 To remove the print head cap from the cartridge, carefully push on the right side of the cap.



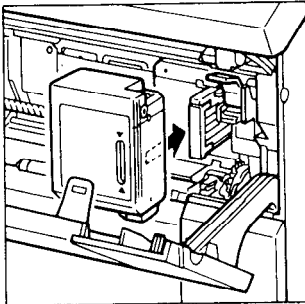
- 5 Remove the protective tape.



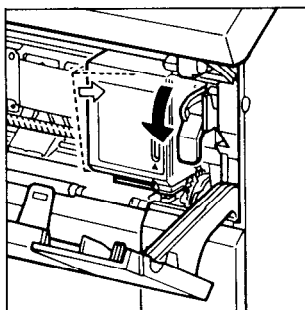




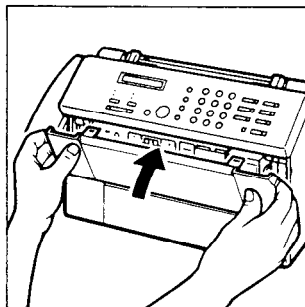
- 6** Hold the label side of the cartridge toward you so you can read it, then turn it up side down.



- 7** Insert the cartridge into the machine so that the yellow plastic guide is visible through the cartridge slot.



- 8** Press the cartridge release lever down until it locks in place and aligns the cartridge.



- 9** Close the printer cover.

- *The cartridge print head starts cleaning automatically.*

- 10** After installation, follow the procedure to load paper (→ 21).

## **Recommended paper specifications**

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This section explains the recommended paper specifications. To ensure the best print quality and efficient printer operation, use only paper that meets the specifications described below. Paper that does not meet these specifications may be used in the printer, but the results cannot be guaranteed.

Quality	Use only plain bond, typewriter quality paper without curls, folds, or damaged edges.
Weight	52 g/m <sup>2</sup> to 90 g/m <sup>2</sup> (14 lbs to 24 lbs) in upper loading.
Thickness	Under 0.2 mm
Storage	64°F to 75°F (18°C to 24°C) 40% to 60% relative humidity

Although the printer can print on plain, bond paper, you should test it to make sure the results are satisfactory because most paper is sensitive to temperature and humidity. Printer operation may also be adversely affected by extreme temperature or humidity.

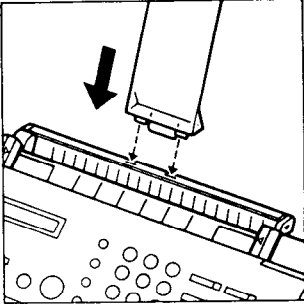
- *Do not load and try to use punched or colored paper. Use only white paper.*
- *If you do not use the recommended paper, the printing may be blurred, or the paper not feed correctly into the fax.*
- *The amount of time for the ink to dry and fix depends on paper quality.*

## Loading paper in the printer

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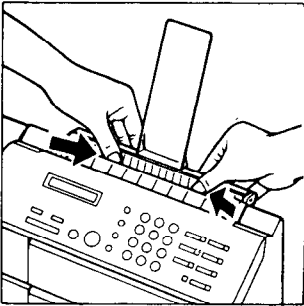
Follow this procedure to load paper in the printer. The fax is set to load and print on letter-size paper.

- 1** Make sure the paper support tray is installed in the holes provided on the printer paper feeder.



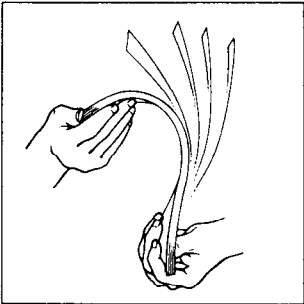
- 2** Use your thumbs to press down on the paper feeder plate so it locks in the open position.

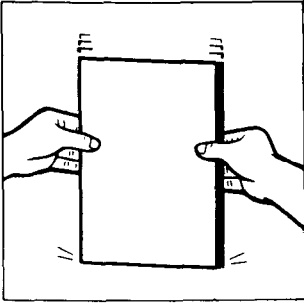
- *If there are a few sheets of paper on the tray and you want to add more, remove them from the fax and combine them with the new paper.*



- 3** Pick up a small stack (about 50 sheets, less than 0.2" or 5 mm thick) of letter-size paper, and fan the paper before loading it.

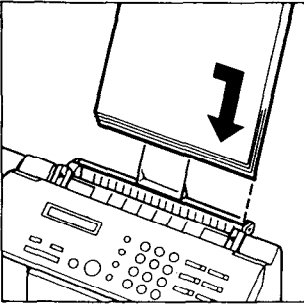
- *This removes the static charge that can cause the sheets of paper to stick together.*



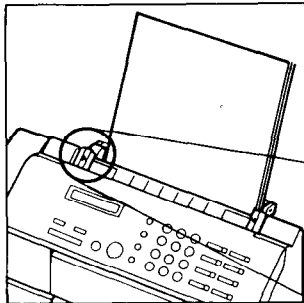


**4 Tap the edge to align the edge of the stack.**

- *Aligning the edge of the stack before you insert it helps to prevent paper jams.*

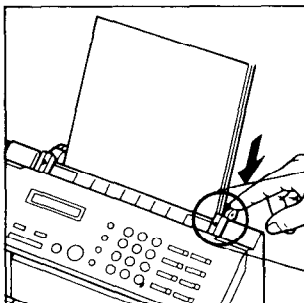


**5 Slide the paper into the tray until it stops. Tap the paper so it is flush with the right side of the feeder.**



**6 On the left side of the paper feeder, slide the guide against the paper so it holds the stack firmly in place.**

- *Don't push too hard. The stack should be in place firmly and flat against the feeder plate and not bowed.*



**7 On the right side of the paper feeder, press down on the tab to release the paper feeder plate.**

## Cleaning the print head

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When you open or close the printer cover, the print head is cleaned automatically. However, if you cannot get good quality printing, do the following procedure to clean the print head.

- 1 Load paper in the printer paper feeder.
- 2 Press **[FUNCTION]**.

1. DIAL SET UP

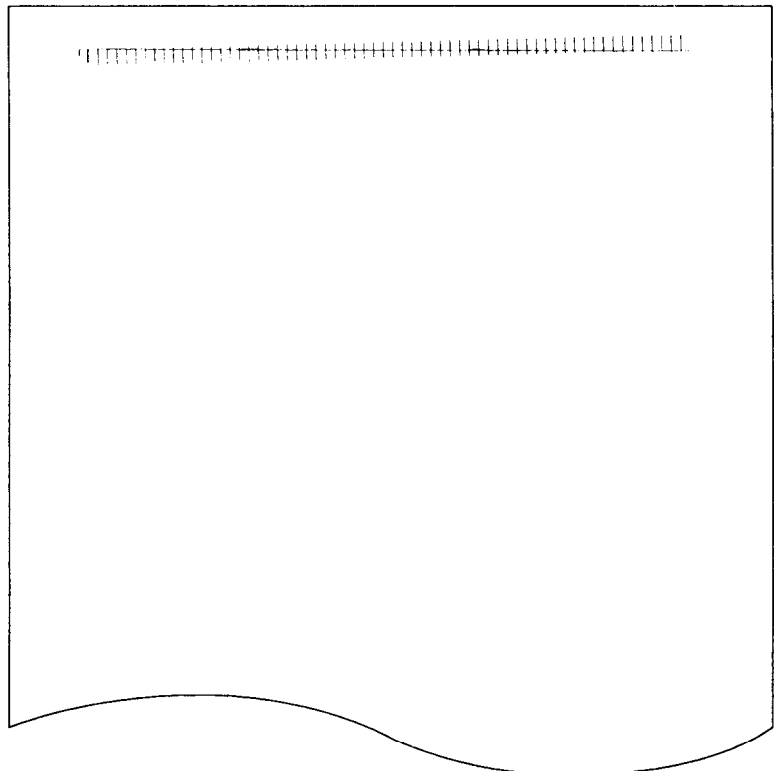
- 3 Press **[5]**.

5. HEAD CLEANING

- 4 Press **[SET]** to start cleaning the head. The fax beeps once and head cleaning starts automatically.

IN PROGRESS

The test pattern is printed. After cleaning, the fax returns to standby.



**CAUTION**

- **Never turn the system off when the MEMORY lamp is on. If you turn the fax off during copying or printing, the cartridge may stop where it is and remain there. If left too long out of position, the cartridge may dry out.**
- **When the fax is not copying or receiving documents, the print cartridge should always be positioned, inside the printer, on the right side of the printer area. This prevents the wet surface of the print head from drying out.**
- **Do not execute unnecessary print head cleaning. Needlessly repeating this procedure wastes ink.**

## Part 2: BEFORE YOU USE THE FAX ...

### Registering your number and name (TTI)

In this section we will show you step by step how to register your own name, facsimile number, and the current date and time in the fax.

Registration procedures involve these three important general steps:

- Turning the **REGISTRATION** switch **ON**. You cannot register data in the fax unless this switch is on.
- Registering the data by following the appropriate procedure.
- Turning the **REGISTRATION** switch **OFF**.

When you are following the registration procedures here and in other sections of the manual, keep these important points in mind:

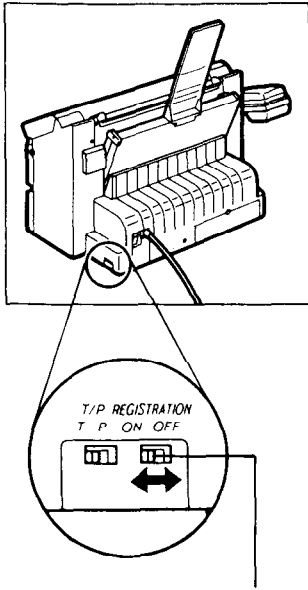
- If you want to cancel the procedure or start over again from the beginning, press **STOP** to return to standby.
- If the fax telephone rings while you are registering, press **STOP**, and lift the handset. If it is a regular phone call, go ahead and talk to the other party. If you hear a beep, this means someone is trying to send a document to you by fax. Press **START / COPY** then hang up the handset to start receiving the document.

## Before you register ...

---

Before you register data on the fax, move the **REGISTRATION** switch to the ON position.

- 1 The **REGISTRATION** switch is on the right rear corner of the unit.
- 2 Move the **REGISTRATION** switch to ON.



REGISTRATION switch ON/OFF

TURN REG SW OFF

- When you are finished registering settings, you will have to move the switch back to OFF.
- If you try to register anything with the **REGISTRATION** switch in the OFF position, the following message is displayed.

TURN REG SW ON

## Registering the date and time

---

Follow this procedure to register the current date and time to be displayed in the one-line display on standby mode and to print the current date and time at the top of documents you send to other facsimile machines.

- 1 Press **FUNCTION**.

1. DIAL SET UP

- 2 Press **2**.

2. USER DATA

- 3 Press **SET**.

1. ENTER YOUR TEL

- 4 Press **4**.

4. SET TIME

- 5 Press **SET**.

- The current settings are displayed.

12/31/92 10:10

- 6 Use the numeric keys to enter the new date and time over the old display.



- If there is a previously registered date and time, simply enter the new date and time over the old one.
- Enter the month, the day, and the last two digits of the year. If the day or month is a single-digit, precede it with a zero (0). For example, April would be: 04.
- Set the time using the 24-hour system. If the hour or minute is a single digit, precede it with a zero (0). For example, 5 minutes after 9 would be: 09:05.
- If you make a mistake when entering the date or time, press the search keys to move the cursor under the number you want to change. Enter the correct number.

**7** Press **[SET]** to register the new date and time. The clock starts the moment you press **[SET]**.

DATE ENTRY OK

5. MID PAUSE

**8** Press **[STOP]** to return to standby.

## Registering your telephone number

---

Follow this procedure to register your telephone number. The number you register here will print at the top of every document you send so the person who receives the document will know immediately where it came from.

*Make sure that the REGISTRATION switch is ON before you enter your telephone number. Turn it OFF after you complete registration.*

1 Press **FUNCTION**.

1.DIAL SET UP

2 Press **2**.

2.USER DATA

3 Press **SET**.

1.ENTER YOUR TEL

4 Press **SET**.

TEL =

5 Use the numeric keys to enter your telephone number. You can enter a number up to 20 digits long.

- Press **SPACE** to enter a space in the number.
- You don't have to enter spaces, but they will make long numbers easier to read.
- If you make a mistake when entering your number, press **CLEAR**. Then enter the correct number.
- To erase a previously registered number, press **CLEAR**, or you can just register the new number over the old one.

TEL = 516 488 6700

**6** Press **SET**.

DATA ENTRY OK

2. ENTER NAME

**7** If you want to continue with your name registration, go on to step 5 in the next section.

**-or-**

If you want to end the registration, press **STOP** and turn the **REGISTRATION** switch **OFF**.

## Registering your name

---

Follow this procedure to register your name or your company's name. The name you register here will be printed at the top of every document sent to another facsimile unit.

*Make sure that the REGISTRATION switch is ON before you enter your name. Turn it OFF after you complete registration.*

1 Press **[FUNCTION]**.

1. DIAL SET UP

2 Press **[2]**.

2. USER DATA

3 Press **[SET]**.

1. ENTER YOUR TEL

4 Press **[2]**.

2. ENTER NAME

5 Press **[SET]**.

- If a name is already registered, you can enter the new name over the old one. If you want to erase previously entered characters, press **[CLEAR]**.

\_\_\_\_\_

6 Look at the numeric keys (2 through 9). These keys are assigned 3 letter groups. Press the key where you see the letter you want to enter. The first letter of the group is displayed.

- Letters Q and Z are not shown on the control panel, but they are included with the PQRS and WXYZ groups.

7 Press the same key until the letter you want to enter is displayed. If you go past a letter, continue pressing the same key until the letter you want reappears.

- If you want to enter lower-case letters, press **[UP / LOW CASE]**. Keep pressing this key to alternate between upper and lower-case letters.

**8** Press the right search key > to move the cursor to the next character position.

- Press **[SPACE]** to enter spaces between words.
- You can also enter the following symbols as part of the name:

[ ] ¥ \_ { | } ; ; < = > ? ! " + \$ % & ' ( ) , - / @ .

Just press **[SYMBOLS]** to display the first symbol. Press this key to display the symbol you want to enter, then press > to move right to the next position.

If you press **[UP / LOW CASE]** after pressing **[SYMBOLS]**, you can scroll symbols backwards by pressing **[SYMBOLS]**.

- You can enter a name up to 16 letters long, including spaces.

CANON U.S.A.

**9** Check the name displayed. If you see a mistake, press either search key (< or >) to move the cursor left or right to the letter you want to correct. Then enter the correct letter.

- If you want to erase the entire name and start again, press **[CLEAR]**.

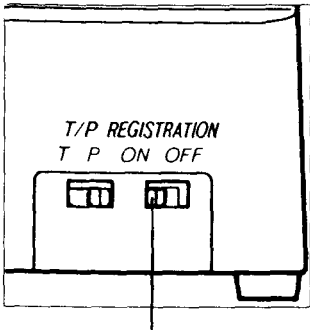
**10** When you are finished entering the name, press **[SET]**.

DATA ENTRY OK

3. POLLING ID

**11** Press **[STOP]** and turn the **REGISTRATION** switch **OFF** to return to standby.

## When you are finished registering ...



REGISTRATION switch ON/OFF

### 1 Move the REGISTRATION switch to OFF.

- The settings you have registered, including the current date and time, will now be saved, even if the power is turned off and turned on again.

### 2 To check the number and name you have just entered, print it on the printer. Press **FUNCTION**.

1. DIAL SET UP

### 3 Press **2**.

2. USER DATA

### 4 Press **SET**.

1. ENTER YOUR TEL

### 5 Press **REPORT** to print the name and number you've registered for the fax.

ACTIVITY REPORT

06/24/93 16:24 ☎516 488 8700 CANON U.S.A. 001	
***** ***** USER'S DATA LIST ***** *****	
USER'S ID	CANON U.S.A.
USER'S TEL	516 488 8700
POLLING ID	00000000
REPORT TIME	:
W/D PAUSE	2
A/F SW TIME	6
F/T R'ING TIME	22
TX REPORT	OUTPUT NO
RI REPORT	OUTPUT NO
OFFBOOK ALARM	ON
TX TERMINAL ID	ON
TTI POSITION	OUTSIDE IMAGE
ACTIVITY REPORT	OUTPUT YES
ACTY MONT REP SEPARATE	TX RI TOGETHER
ERROR TX REPORT	OUTPUT NO
MEMORY RI	ON
FAX/TEL SWITCH	ON
REMOTE RI	ON
RI REDUCTION	ON
ANS/FAX SWITCH	ON
DENSITY SET	STANDARD
REDIRECTION PRT	ON
LIGHT/STD PRT	STD

## Part 3: GETTING STARTED WITH BASICS

### Using the telephone

In this section we will show you how to use the regular dialing features of your fax to make telephone calls.

The features described in this section include:

- Dialing the telephone manually
- Redialing the telephone manually
- Answering the telephone

Automatic dialing features, which can be set up to dial at the touch of one or two keys, are described in a later chapter.

## Using regular dialing with numeric keys

Follow this procedure to use regular dialing to make a local or long distance telephone call. Regular dialing is just like using a telephone.

- 1 Check the display and make sure the fax is in standby mode.

12/31/92	12:01
----------	-------

- 2 Pick up the handset.

- You cannot use regular dialing with the handset in its cradle.

- 3 When you hear the dial tone, use the numeric keys to enter the complete phone number you want to dial, including "1" and the area code for long distance calls. The display will show each number as it is entered.

TEL =	1
-------	---

TEL =	13122285700
-------	-------------

- 4 When the other party answers, you may talk.
- 5 When you are finished, hang up the handset. The fax returns to standby mode.

12/31/92	12:10
----------	-------



## Redialing

---

Follow this procedure to redial the number previously dialed.

- 1 Pick up the handset.

12/31/92	12:30
----------	-------

- 2 Press **[REDIAL]**. The number dialed previously with the numeric keys is displayed and then dialed again.

TEL =	13122285700
-------	-------------

- 3 When the other party answers, you may talk. When you are finished, hang up the handset.

## Answering the phone

---

- 1 When the fax rings, just pick up the handset and answer. If it is a telephone call, you can talk normally.

-or-

If you hear a beep, this means that someone is trying to send you a fax. To receive the document, go on to the next step.

- 2 Press **[START / COPY]**.
- 3 Hang up the handset to start receiving the document.

• For more detailed information about automatic and manual receiving, see page 53.

## Special dialing

In this section we describe important features you should know about dialing as soon as you get your fax set up and ready to use. These features include:

- Switching to tone dialing if your fax is set for rotary pulse dialing.
- Dialing through a switchboard (PBX)

### Switching tone/pulse dialing

In order to gain access to most telephone information services, you have to use tone dialing, even if you are connected to a pulse line. If you are connected through a pulse line, follow this procedure to set the fax temporarily for tone dialing.

- 1 Pick up the handset.

12/31/92 23:45

- 2 With the numeric keys, type the first number of the telephone number you want to dial. After you press the first key, the display changes.

TEL = 3

- 3 Using the numeric keys, enter the complete number.

TEL = 3122285700

- 4 Press **TONE** after you hear the recorded message of the information service.

TEL = 3122285700T

- 5 Use the numeric keys to enter the information requested by the information service.

- When making the initial call to the information service, you can use either tone or pulse dialing. After the information service answers, you then have to send the appropriate signals using tone dialing.

## **Dialing through a switchboard (PBX)**

A PBX (private branch exchange) is an on-site telephone switchboard. If you set up the fax in an office where you have to go through a switchboard to dial an outside number, just dial the fax's numeric keys as you would a regular telephone.

- 1 Pick up the handset.

12/31/92	12:50
----------	-------

- 2 Use the numeric keys to dial the outside line number.
- 3 Use the numeric keys to enter the rest of the number.

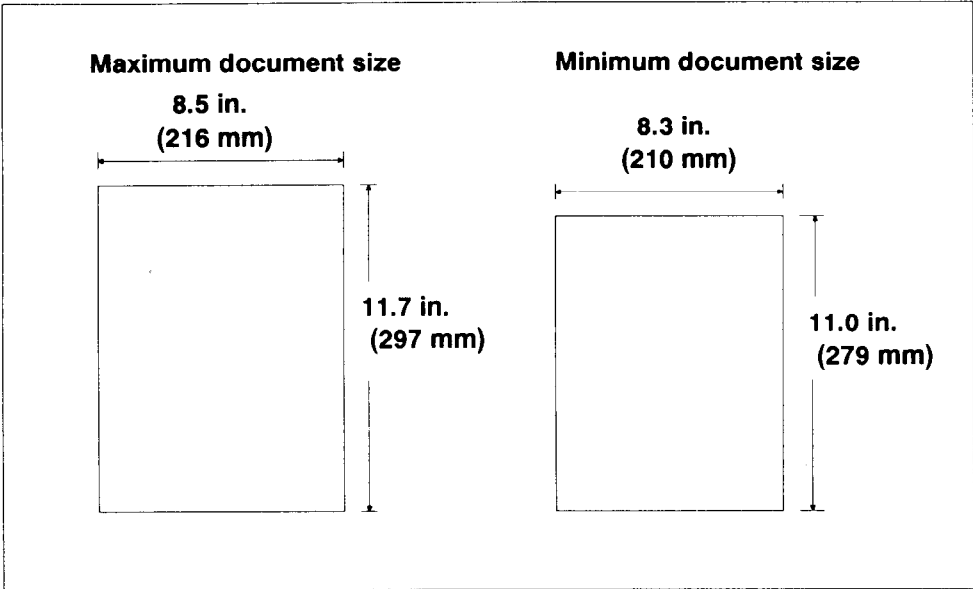
**Before sending documents**

This section shows you how to check documents and prepare them before sending through the fax. For the best reproduction quality and to prevent jams, read this section carefully.

**Paper size**

Before sending a document, check the document size.

This fax can send standard letter or A4 size paper. If a document is larger or smaller than the sizes shown below, if possible, use a copy machine to enlarge or reduce it to within the acceptable range.

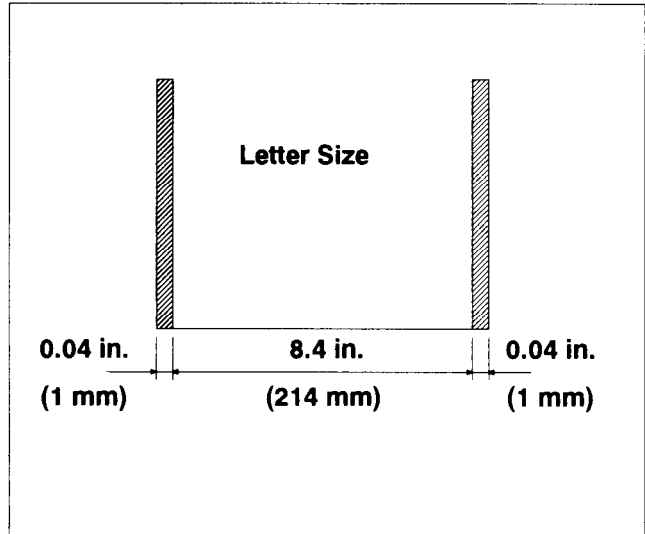


## What the receiving fax doesn't see

---

Before sending a document, check the margins.

For best reproduction, documents you send should have left and right margins wider than the shaded portions shown in the illustration below.



## Preparing documents before sending

---

Before sending a document, check and prepare documents for sending by following these guidelines.

- To prevent a paper jam, do not feed the following types of paper into the fax. If you have to send a document on such paper, copy it first then send the copy through the fax.



Wrinkled or creased paper



Carbon or carbon-backed paper



Curled paper



Coated paper



Torn paper



Onion skin or thin paper

- All documents transmitted within the same group should be of the same width and paper thickness.
- Remove all clips, staples and similar objects from documents before feeding them into the fax.
- Let ink or paste on documents dry completely before feeding them into the fax.
- The automatic document feeder (ADF) on the fax can feed a sheet of paper between 0.003 in. (0.08 mm) and 0.005 in. (0.13 mm) thick. Do not use the ADF for thicker paper, or if you have to feed documents of different thickness. In either case, make a copy of the original document and feed the copy.

## Setting document density

---

Follow this procedure to set the density for documents that you send or copy. There are three settings: **STANDARD**, **LIGHTER**, and **DARKER**. The setting you select remains in effect for all documents you send or copy until you change the setting again.

1 Press **FUNCTION**.

1. DIAL SET UP

2 Press **6**.

6. DENSITY SET

3 Press **SET**.

STANDARD

4 Press either search key (< or >) to display the other settings.

• Press either search key again to alternate the setting.

LIGHTER

5 When the setting you want is displayed, press **SET**.

DATA ENTRY OK

## Setting reproduction quality

---

Follow this procedure to set the quality of the reproduction for transmission or copy according to the contents of your document.

When neither the **FINE** or **HALFTONE** lamp is on, the fax is set for standard reproduction quality. Make these settings before you send or copy a document.

- 1 After you turn the power on, the fax is set for standard text. The **FINE** and **HALFTONE** lamps are off.
- 2 Press **FINE/HALFTONE** to turn on the **FINE** lamp, press again to turn on **HALFTONE**, and again to turn both lamps off. Every time you press this key, the setting alternates between these three keys.

Standard → FINE → HALFTONE



Here is a summary of how these settings are to be used.

### Standard text

If the document contains only standard typed text with no photos or illustrations, send it with both the **FINE** and **HALFTONE** lamps off.

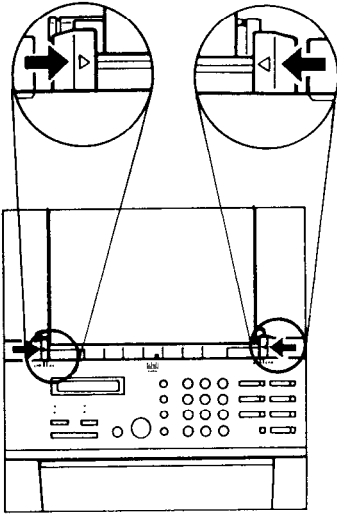
### Standard text with increased clarity

For the best text reproduction possible, press **FINE/HALFTONE** until the **FINE** lamp lights.

### Text with photos or graphics

To reproduce the shades and halftones of photographs, illustrations, or other graphics, press **FINE/HALFTONE** until the **HALFTONE** lamp lights.





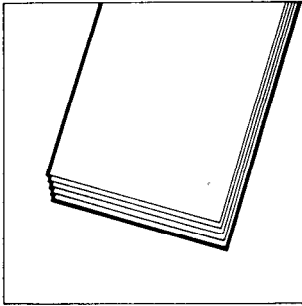
## Inserting a document

---

After you have prepared the document and made the appropriate settings described in the previous sections, follow this procedure to feed the document into the fax.

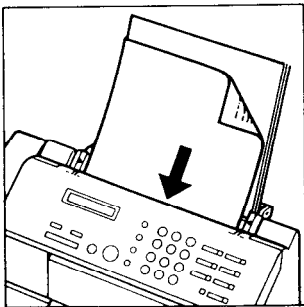
### 1 Adjust the paper guides to the width of the document.

- The document feeder can hold up to 5 documents for sending.
- If you are sending more than one page, fan the pages to make sure that the pages are not stuck together.
- Arrange documents in the order you want them sent (first page on top, last page on the bottom).
- Arrange the document pages so the edges are aligned.



### 2 Slant the edge of the document pages face down to be inserted into the fax.

- This helps to prevent the pages from sticking together.



### 3 Insert the documents face-down into the fax. The first page feeds part of the way into the fax.

- If you are sending more than one page, the first page feeds part of the way into the fax. The fax feeds the document pages consecutively from the bottom page.

DOCUMENT READY

## Sending a document

In this section we will show you how to send a document. These important tasks are described below:

- Dialing and sending manually
- Redialing when the other party does not answer
- Clearing document jams

### 1 Feed the document into the automatic document feeder. (→ 43)

- *The fax can send a document when printing a document that has been received in memory. This is called semi-dual access.*
- *If you are sending a long document, you can insert a document of up to 5 pages in the automatic document feeder.*

DOCUMENT READY

### 2 Press **FINE / HALFTONE** to make the appropriate setting for the document. (→ 42)

## Dialing a number and sending a document

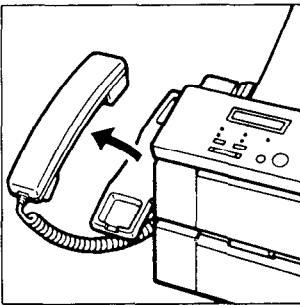
There are two ways to dial a number and send a fax.

- **Manual dialing.** Use manual dialing when you need to talk to the other party on the telephone before sending the document.
- **Automatic dialing.** Use automatic dialing to send the fax without talking to the other party.

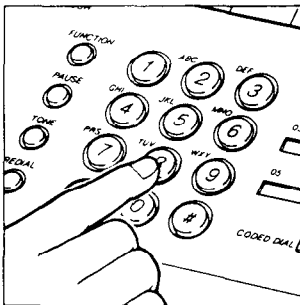
### ■ Manual Dialing to send a document

Follow this procedure to dial a number manually when you need to talk to the other party on the telephone before sending the document.

- 1 Feed the document into the fax.
- 2 Pick up the handset.



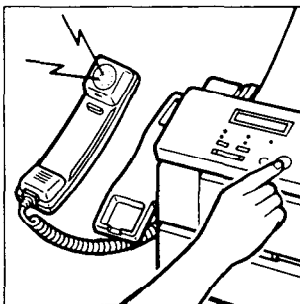
- 3 Dial the other party's facsimile number with the numeric keys.



- 4 After dialing, if you hear a tone, this means that the other party's fax is set for automatic receiving. Press **START/COPY** to start transmitting the document.

-or-

If someone answers the phone, tell the other party to press their start key and then hang up their phone. Press **START/COPY** on your fax, and hang up your handset.



The display tells you when transmitting begins.

TRANSMITTING

After a few moments the display will begin alternating every 2 seconds. First, the other party's name and page number are displayed.

- *The other party's name is displayed only if the other party's fax is programmed with this information.*

CANON INC. P01

Then the other party's facsimile number will be displayed.

228 5770

- *If there are additional pages, after the first page is ejected from the fax, those messages are repeated.*
- *If you have to add pages to a long document, wait until the last page starts through the fax. Then you can insert up to 5 more pages.*

After the document is sent, the fax will beep once and the display will tell you when the transmission has ended.

TRANSMITTING OK

### ■ Automatic dialing to send a document

Follow this procedure to dial a number and send the document without talking to the other party on the telephone.

- 1 Feed the document into the fax.
- 2 Dial the other party's number with the numeric keys.
  - You can also dial the number with One-touch or Coded speed dialing. (→ 75, 85) If you do, dialing starts automatically, and you can skip the next step.
- 3 Press **START / COPY** to start sending.

The display tells you when transmitting begins.

TRANSMITTING

After a few moments the display will begin alternating every 2 seconds. First, the other party's name and page number are displayed.

- The other party's name is displayed only if the other party's fax is programmed with this information.

CANON INC. P01

Then the other party's facsimile number.

228 5770

- If there are additional pages, after the first page is ejected from the fax, the messages are repeated.
- If you have to add pages to a long document, wait until the last page starts through the fax. Then you can insert up to 5 more pages.

After the document is sent, the fax will beep once and the display will tell you when the transmission has ended.

TRANSMITTING OK

## Redialing a facsimile number

---

If the facsimile line is busy or if there is no answer, then the fax will make two more attempts to dial at two minute intervals. You can also redial a facsimile number manually.

### ■ Automatic redialing

- 1 The fax will automatically go into the redialing mode.

REDIALING

- 2 After two minutes have elapsed, the fax will automatically attempt to dial again. If the line is still busy or there is no answer, the fax will again enter the redialing mode.

REDIALING

- 3 After the second attempt, if the call is not connected the fax will display:

BUSY/NO SIGNAL

- Then the fax will sound an alarm that shows the fax failed to send the document.
- At any time if you want to cancel automatic redialing and return to standby, press **[STOP]**.

DOCUMENT READY

### ■ Manual redialing

Follow this procedure to manually redial a facsimile number.

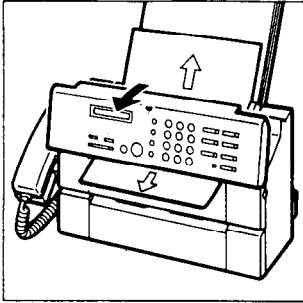
- 1 Press **[REDIAL]**.

- The fax will redial the previous number dialed with the numeric keys..

## **Clearing document feed jams**

---

If a document jams or stops halfway while it is being sent, the fax will alert you of a problem by alternate low and high pitch beeping. Follow this procedure to remove a jammed document.



- 1 Press **STOP**.
- 2 Place your fingers under the control panel where it is marked **PUSH**, and gently pull out the control panel towards you until it opens.
- 3 Pull the document out from the top or bottom.
- 4 Gently push the control panel until it clicks shut.

## Receiving documents

There are a variety of ways you can set your fax to receive documents. The proper setting depends on whether or not you use your fax for both facsimile and voice communication, and if there is an answering machine connected to the fax. The fax can receive documents in the memory when printing documents from the memory.

### **FAX/TEL auto switch over (→ 53)**

Set the fax to receive both facsimile messages and telephone calls if you have only one phone line which you use for both telephone and facsimile communication, and **you want the fax to monitor all incoming calls for you.**

### **Manual reception (→ 55)**

Set the fax to receive manually if you have only one phone line which you use for both telephone and facsimile communication, and **you want to monitor all incoming calls yourself.**

### **Receiving with an extension phone (→ 56)**

Set the fax to answer the phone or receive when an extension phone is connected to the fax and you are not near the fax.

### **Automatic receiving (→ 57)**

Set the fax to receive automatically when you have a separate line for both the facsimile and your telephone and **you use the fax only for sending and receiving documents.**

### **Receiving through an answering machine (→ 61)**

Set the fax to receive phone messages through an answering machine if you have one connected to the fax, and receive documents automatically.

### **Receiving in memory (→ 67)**

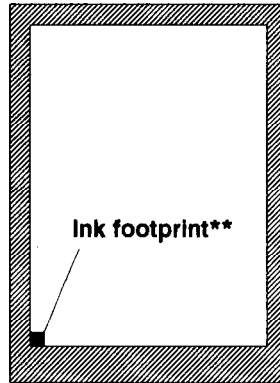
If paper or ink runs out, the fax will automatically store received documents in memory so you can print them later.



## What the fax doesn't see when receiving

---

The shaded portions of the document shown in the diagram are not recorded by your fax.



The small black square marked with a double asterisk in the diagram (\*\*) is the *ink footprint*. The ink footprint appears at the lower left corner of the received document.

When the ink footprint becomes a lighter color, this indicates that ink in the cartridge is running low and will require replacement soon. When ink runs low in the cartridge and the fax detects a light ink footprint, the display will read:

CHANGE CARTRIDGE

When you see this message, follow the procedures on page 18 to install a new ink cartridge.

## Getting ready to receive documents

---

- 1 To receive a document, the fax should be in the standby mode (the date and time should be displayed).

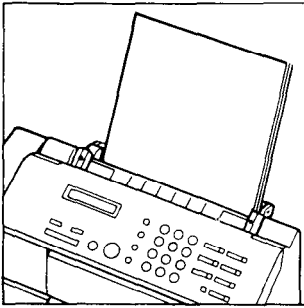
12/31/92 13:45

If there is a document in the document feeder, the display reads

DOCUMENT READY

Remove the document to return to standby.

- *When the fax is in the manual reception mode and there is a document in the document feeder, you won't be able to receive documents.*



- 2 Make sure there is paper loaded in the printer paper feeder.

- *If there is no paper in the printer paper feeder, or if the supply of paper is low, put more paper in the feeder. (→ 21)*
- *Always keep the printer paper feeder well stocked with paper.*
- *Make sure the paper feeder plate is released. If it is not, press the release so the plate is unlocked. (→ 21)*

- 3 Keep the area in front of the fax clear so documents you receive will have a place to stack after they are ejected.

## Receiving when you're in the office

---

If you have only one line coming into your office, follow this procedure to use the unit as both a fax and telephone.

*Note that you cannot receive documents in the following cases:*

- *When you are copying a document or printing a fax report.*

### ■ Receiving phone calls and documents automatically (FAX/TEL auto switch over)

- 1 Check to be sure that the AUTO lamp is on. If not, press **AUTO / ANS HOOK UP** until the AUTO lamp is on.

- *When your fax receives a call, it checks the transmission for a special signal called a calling tone (CNG) sent from the other party's fax. This signal identifies the call as a facsimile transmission.*

- 2 If your fax detects this CNG signal, it will automatically start to receive the document from the calling fax.

- *If your fax does not detect this signal, the fax will ring and alert you to pick up the handset.*

-or-

If the telephone rings, pick up the handset.

**TALK**

- 3 If someone is calling you, you may talk.

-or-

After you pick up the handset and say "Hello", if no one answers, this means someone is trying to send you a document transmission without the CNG signal. If this is the case, go to the next step.

- *The CNG signal that triggers automatic receiving on your fax is always sent if the other party uses One-touch or Coded speed dialing. The CNG signal is generated by the majority of faxes in use. However, if the other party picks up the handset and dials your fax manually to send you a document, the CNG signal is not generated. Some faxes cannot send the CNG signal.*

**4** To receive the fax, press **START / COPY**.

**5** Hang up the handset.

After the received document is printed, the fax returns automatically to standby.

12/31/92

13:55

- *The fax beeps once to tell you that your document has been received.*
- *If an error occurs, the fax beeps intermittently for a few seconds. If this happens, contact the other party and request that they send the document again.*
- *This function can only be used when the FAX/TEL SWITCH is ON. (→ 57)*

### ■ Receiving phone calls and documents manually (manual reception)

- 1 Check the **AUTO** and **ANS HOOK UP** lamps. They should both be off. If either lamp is on, press the **AUTO/ANS HOOK UP** key until they are both off.
- 2 When the telephone rings, pick up the handset. You may talk.
- 3 After you talk, if you want to receive a document, go to the next step.

-or-

If you hear a tone, this means someone is trying to send you a document. Go to the next step.

-or-

After you pick up the handset and say "Hello", if no one answers, this means someone is trying to send you a document transmission without the CNG signal. Go to the next step.

- *The CNG signal that triggers automatic receiving on your fax is always sent if the other party uses One-touch or Coded speed dialing. The CNG signal is generated by the majority of faxes in use. However, if the other party picks up the handset and dials your fax manually to send you a document, the CNG signal is not generated. Some faxes cannot send the CNG signal.*

- 4 To receive the fax, press **START / COPY**.
- 5 Hang up the handset.

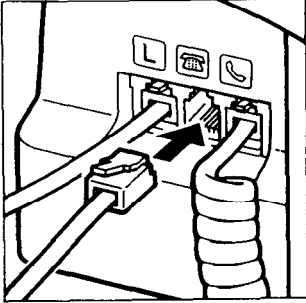
After the received document is printed, the fax returns automatically to standby.

12/31/92	13:58
----------	-------

- *The fax beeps once to tell you that your document has been received.*
- *If an error occurs, the fax beeps intermittently for a few seconds. If this happens, contact the other party and request that they send the document again.*

■ **Receiving a fax from an extension phone connected to your fax**

Follow this procedure to receive a document when the fax is set for manual receiving, but your extension phone is located too far from the fax for you to press **START / COPY**.



- 1 Check and make sure that your extension phone is connected to the middle jack (☎).
- 2 When the phone rings, pick up the handset of the extension phone.
- 3 If you hear a slow beep, this means someone is trying to send you a document by facsimile transmission. Press the hook button on the handset and hang up the phone.

• *The fax begins to receive the document.*

### ■ Receiving on a dedicated fax line (automatic receiving)

Follow this procedure if you have one line in your office that is used only for receiving and sending documents. You can receive documents at any time, whether you are in or out of the office. When the fax receives a call, it will automatically receive any document that is sent.

*Make sure the REGISTRATION switch is ON before you register. Turn it OFF after you complete registration.*

1 Press **FUNCTION**.

1. DIAL SET UP

2 Press **3**.

3. USER SW

3 Press **SET**.

TX REPORT

4 Press the search keys (< >) to display  
**FAX/TEL SWITCH.**

FAX/TEL SWITCH

5 Press **SET**.

• *The current setting is displayed.*

ON

6 Press the search keys (< >) to change the  
setting to **OFF.**

OFF

7 Press **SET**.

DATA ENTRY OK

REMOTE RX

8 Press **STOP** and turn the **REGISTRATION** switch **OFF** to return to standby.

9 Press **AUTO/ANS HOOK UP** until the **AUTO** lamp is on.

- Use this setting when the fax is connected to a line that you intend to use only for facsimile communication.



## Receiving when you're not in the office

If you have only one line for telephone and fax transmissions coming into your office, follow this procedure to receive documents sent to you when you are not in the office.

### ■ Receiving with no answering machine (automatic receiving)

*Make sure the REGISTRATION switch is ON before you register. Turn it OFF after you complete registration.*

**1** Before you leave the office, make sure that you have enough paper in the printer paper feeder. If the paper supply is low, put more paper in the printer paper feeder. (→21)

**2** Press **FUNCTION**.

1. DIAL SET UP

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

3. USER SW

**4** Press **SET**.

TX REPORT

**5** Press the search keys (< >) to display FAX/TEL SWITCH.

FAX/TEL SWITCH

**6** Press **SET**.

- The current setting is displayed.

ON

**7** Press the search keys (< >) to change the setting to OFF.

OFF

8 Press **SET**.

DATA ENTRY OK

REMOTE RX

9 Press **STOP** and turn the **REGISTRATION** switch **OFF** to return to standby.

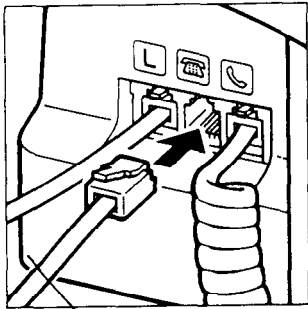
10 Press **AUTO/ANS HOOK UP** until the **AUTO** lamp is on.

- When the **AUTO** lamp is on, if someone sends you a document, no further operation is required. The fax will receive the document automatically.
- If the fax runs out of paper or ink, it receives documents in the memory. After you return to the office, check the **MEMORY** lamp. If the memory lamp is on, print the contents of the memory. (→ 67)

### ■ Receiving through an answering machine

Follow this procedure when you want to leave the fax unattended with your answering machine connected. This will allow you to receive documents automatically and record messages on the answering machine when it is connected to the middle jack on the fax.

Your caller can both leave a message on your answering machine and send a document using only one call. All they have to do is press the start key on their own fax to send a document after they finish recording their message.



To an answering machine

- 1 Check and make sure that your answering machine is connected to the middle jack (☎).
- 2 Record a message on your answering machine to inform callers that they can leave a voice message or send a document from their fax machine.

**"Hello. I'm not in the office right now, but you can leave a message after the beep. I'll return your call as soon as possible. If you would like to send a fax, press the start key on your fax after recording your message. Thank you."**

*IMPORTANT: Follow these recommendations when you set up your fax to receive messages when you are not in the office.*

- When you record your message, leave a four second pause at the beginning of the message.
- Speak clearly with frequent one second pauses in your speech.
- Keep your message shorter than 15 seconds.
- Set the answering machine to answer on the first or second ring. (The toll saver feature cannot be used with this setting.)

- 3 Before you leave the office, turn the answering machine on.

- 4** Press **AUTO/ANS HOOK UP** key until the **ANS HOOK UP** lamp lights. The fax is now set to receive through the answering machine.

*Here's what happens when you get a call:*

- *Your fax answers and your message is played back.*
- *During your message, your fax checks the incoming call for the CNG (calling tone) signal that identifies the call as a facsimile transmission.*
- *If a CNG signal is detected, your fax will receive the document automatically after your message plays back.*
- *If a CNG signal is not detected, your fax will let your answering machine record the voice message of the other party.*
- *If the other party is dialing manually to send a document, or if the other party's fax cannot send a CNG signal, he or she will have to follow the instructions of your voice message to send the document (see the sample message on the previous page).*

- 5** When you return to the office, turn the answering machine off.

- *To ensure that the answering machine doesn't affect your fax communications, always turn the answering machine off when it is not in use.*

- 6** Press **AUTO/ANS HOOK UP** until you reset the fax for manual reception or auto receiving.

- *When both lamps are off, the fax is set for manual receiving. You have to answer the phone and press **START / COPY** to receive the document. (→ 53)*
- *When the **AUTO** lamp is on, the fax is set to receive documents automatically. (→ 59)*
- *Some answering machines cannot be used with this feature.*

### ■ Adjusting the fax for use with different types of answering machines

When you the fax is set to answer through an answering machine, first the answering machine will answer the call. Next, the fax will detect if the caller is a telephone or another facsimile unit:

- If the fax detects a facsimile calling tone (CNG), it will receive the document automatically.

-or-

- If the fax detects silence for six seconds, it will receive the document automatically. Six seconds is the factory setting. The **ANS HOOK UP** must be on.

An answering machine will disconnect the line after a certain period of silence. The amount of time to elapse before an answering machine disconnects will vary according to the type of answering machine.

If your answering machine disconnects before a *facsimile document can begin transmission*, then the call will disconnect, and the caller will be unable to send a fax on the same call. If you experience a problem with your answering machine disconnecting before it can receive a document, you may need to adjust the **A/F SW TIME**.

### ■ Changing the time before disconnection

Follow this procedure to adjust the **A/F SW TIME** from 6 seconds to 4-12 seconds.

1 Press **[FUNCTION]**.

1. DIAL SET UP

2 Press **[2]**.

2. USER DATA

3 Press **[SET]**.

1. ENTER YOUR TEL

4 Press **7**.

7. A/F SW TIME

5 Press **SET**.

6

6 Use the numeric keys to enter a number to set the time.

• The time can be set from 4 to 12 seconds.

4

7 Press **SET** to register the time setting.

DATA ENTRY OK

8. F/T R'ING TIME

8 Press **STOP** and turn the **REGISTRATION** switch **OFF** to return to standby.

■ **Disabling automatic receiving with an answering machine**

Follow this procedure if you do not want the fax to switch to automatic receiving after waiting for the programmed period of silence.

1 Press **FUNCTION**.

1. DIAL SET UP

2 Press **3**.

3. USER SW

3 Press **SET**.

TX REPORT

- 4 Press the search keys (< >) to display the **ANS/FAX SWITCH**.

ANS/FAX SWITCH

- 5 Press **SET**.

• *The current setting is displayed.*

ON

- 6 Press the search keys (< >) to change the setting to **OFF**.

- 7 Press **SET**.

DATA ENTRY OK

TX REPORT

- 8 Press **STOP** and turn the **REGISTRATION** switch **OFF** to return to standby.

### ■ Changing the ring time

When the fax is set up in FAX/TEL auto switch over (→ 53), it will ring to alert you to pick up the phone when the call is from another person. If you do not pick up the phone within a certain amount of time, the fax stops ringing and hangs up.

This next procedure shows you how to change the duration of the ring time.

- The factory setting is 22 seconds.

Make sure the REGISTRATION switch is ON before you register. Turn it OFF after you complete registration.

1 Press **FUNCTION**.

1. DIAL SET UP

2 Press **2**.

2. USER DATA

3 Press **SET**.

1. ENTER YOUR TEL

4 Press **8**.

8. F/T R'ING TIME

5 Press **SET**.

22

6 Use the numeric keys to enter a number to set the ringing time.

- The time can be set from 15 to 40 seconds.

15

7 Press **SET** to register the time setting.

DATA ENTRY OK

1. ENTER YOUR TEL

8 Press **STOP** and turn the REGISTRATION switch OFF to return to standby.



## Receiving documents in memory

The fax will stop printing and record the remainder of the document in the memory when:

- The printer runs out of paper
- The printer cover is open
- A paper jam occurs

Subsequent documents are also stored in memory, up to a total of **20** letter-size pages\*. When documents are in the memory, the **MEMORY** lamps continues to blink. The fax can receive documents into the memory when printing documents from memory (semi-dual access).

*\*Based on CCITT No. 1 chart. Standard mode.*

### ■ Printing documents received in the memory

Follow this procedure to print the contents of the memory.

- *If the memory becomes full, it won't be able to receive any more documents.*

- 1 When the **MEMORY** lamp is blinking, this means there are documents in the memory waiting to be printed.
- 2 Check the printer and make sure there is paper in the printer paper feeder. If the supply is low, put more paper in the printer paper feeder. (→ 21)

CHECK PAPER

REC'D IN MEMORY

-or-

If light printing occurs, the display will indicate that the cartridge is out of ink, and you will have to replace the bubble-jet cartridge. (→ 18)

CHANGE CARTRIDGE

REC'D IN MEMORY

- *If the print is not light, or if only a partial page prints, go to the next step.*

3 Press **START/COPY**. Printing begins.

**MEMORY COPY**

4 The **MEMORY** lamp goes off and all documents are printed.

### **If a power failure occurs ...**

If you experience a power failure when there are documents in the memory, all the documents are erased. After power is turned on again, the fax automatically prints a report to tell you the number of documents lost and their transaction numbers. Use the list to request the other party to send the document(s) again.

### **Identifying the sender (RTI)**

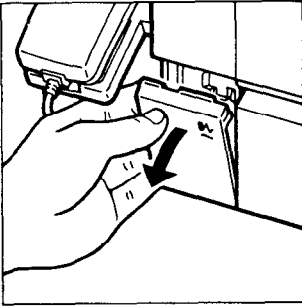
Most documents that you receive will have the other party's identification printed across the top of the document. Like the return address on a letter, you can tell at a glance who sent the document. The name and telephone/facsimile number of the other party is also called the *remote terminal identification* (RTI).

## Clearing printer jams

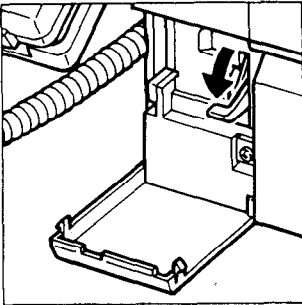
---

Follow this procedure to clear printer paper jams.

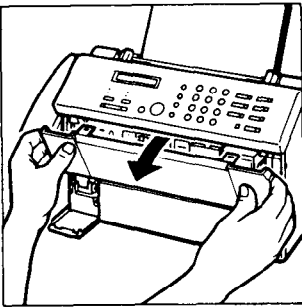
- 1 Open the paper bail release cover on the bottom left corner on the front of the fax.



- 2 Press the paper bail release lever down to release the paper.

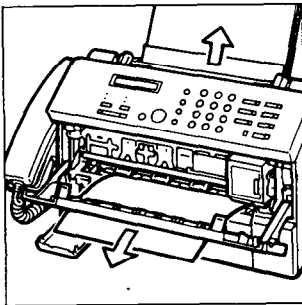


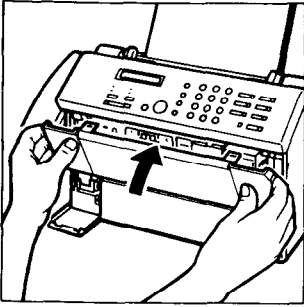
- 3 Open the printer cover.



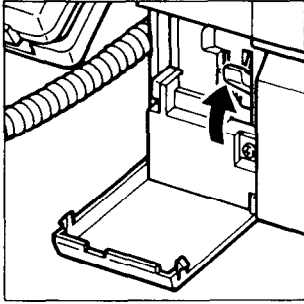
- 4 Pull the jammed paper out from the top or bottom. Remove any bits of torn paper.

- Avoid letting the paper touch the printing head of the bubble-jet cartridge.
- Check the platen for ink stains. If the bubble-jet cartridge has printed directly on the platen and stained it, follow the procedure on page 72 to clean the platen.

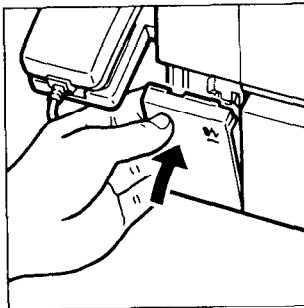




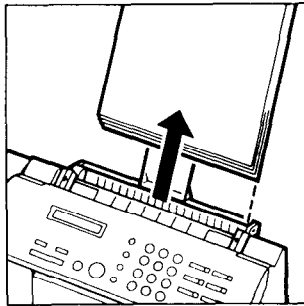
5 Close the printer cover.



6 Raise the paper bail release lever.



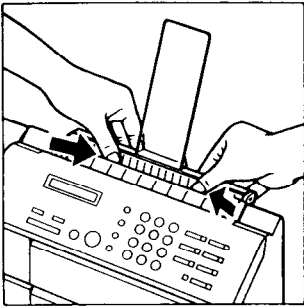
7 Close the paper bail release lever cover.



8 Remove the paper from the printer paper feeder.

9 Press **STOP**.

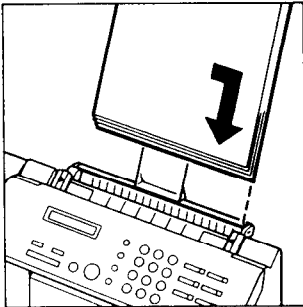
IN PROGRESS



**10** Use your thumbs to press down on the paper feeder plate so it locks in the open position.

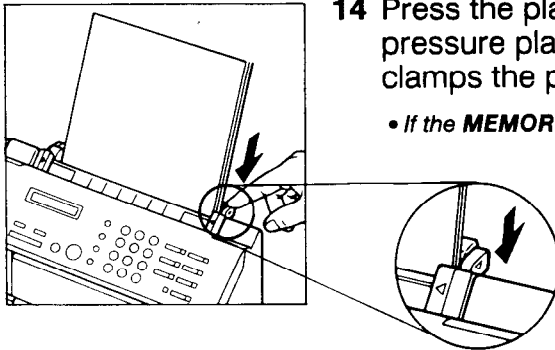
**11** If any paper remains in the printer, remove it.

**12** Fan the paper and stack it. (+ 21)



**13** Insert the paper in the printer paper feeder.

- Make sure the guide is snug against the left edge of the stack.



**14** Press the plate release down to release the pressure plate so it comes forward and clamps the paper in the printer paper feeder.

- If the **MEMORY** lamp is on, press **START / COPY**.

## Cleaning a dirty platen

---

When a jam occurs and the paper does not feed correctly to the printer, the bubble-jet cartridge may print directly on the platen. This ink on the platen may stain the back of your paper. Follow this procedure to clean ink stains from the printer platen.

**1** Load paper in the printer feed tray.

**2** Press **FUNCTION**.

1. DIAL SET UP

**3** Press **8**.

8. CLEAN ROLLER

**4** Press **SET** to feed a sheet of paper and start cleaning the platen.

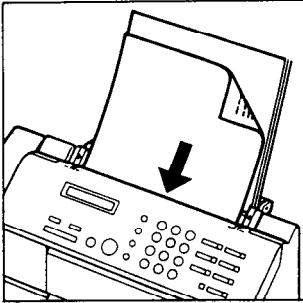
IN PROGRESS

• *Three sheets of paper are fed to clean the platen.*

**5** If the platen is still not clean, repeat this procedure.

## Making copies

Follow this procedure to copy documents with the fax.



- 1 Set the print density for the documents that you want to copy. (+ 41)
- 2 Feed the document in the automatic document feeder.

DOCUMENT READY

- 3 If you have photographs or graphics in the document, press **FINE / HALFTONE** to light the **HALFTONE** lamp.

• The fax automatically copies documents in the **FINE** mode.

- 4 Press **START / COPY**.

COPY PAGE 01

- 5 If you want just one copy, go on to the next step.

-or-

If you want more than one copy, use the numeric keys to enter the number of copies you want.

• The fax can make up to 99 copies automatically.

COPY PAGE 03

- 6 To start copying, press **START / COPY**.

• If the memory becomes full when copying, a warning beeps and a message is displayed. Enter 01 for the number of copies.

MEMORY FULL

- 7 If you want to stop copying, press **STOP**.

## Printing an activity management report

If you want to see a record of your transactions, follow this procedure to print an activity management report. The activity management report is a record of the documents you have sent and received.

- 1 Check the display and make sure the fax is in standby.

12/31/92
14:15

- 2 Press **FUNCTION**.

1. DIAL SET UP

- 3 Press **REPORT**. The report prints.

ACTIVITY REPORT

***** ***** ACTIVITY REPORT ***** *****						
MODE	CONNECTION TEL.	CONNECTION ID	START TIME	USAGE T.	PAGES	RESULT
AUTO RX	G3		08/24 16:57	00'10	0	NG
AUTO RX	G3		08/24 16:58	00'10	0	NG
AUTO RX	G3	1 773 3173	CANON UK	08/24 16:59	01'21	1 OK
TX		2 5059	CANON ITALIA	08/24 17:05	00'00	0 NG
TX		1 773 3173	CANON UK	08/24 17:05	00'00	0 STOP
TX		1 773 3173	CANON UK	08/24 17:09	00'00	0 STOP
TX		1 773 3173	CANON UK	08/24 17:09	00'00	0 STOP
MANUAL TX	G3	1 773 3173	CANON UK	08/24 17:10	00'24	1 OK
MANUAL TX	G3	1 773 3173	CANON UK	08/24 17:14	00'29	1 NG
TX	G3	1 773 3173	CANON UK	08/25 11:12	00'24	1 OK
MANUAL TX	G3	1 773 3173	CANON UK	08/25 11:15	00'23	1 OK
MANUAL TX				08/25 11:17	00'00	0 NG
MANUAL TX				08/25 11:18	00'00	0 #005
MANUAL TX						0 STOP
MANUAL TX	G3	1 773 3173	CANON UK	08/25 11:18	00'16	1 OK
AUTO RX	G3	1 773 3173	CANON UK	08/25 11:24	00'47	1 OK
AUTO RX	G3	1 773 3173	CANON UK	08/25 11:27	00'40	1 OK
AUTO RX	G3	1 773 3173	CANON UK	08/25 11:30	00'41	1 OK

PRINT COUNT 101



## Part 4: ADVANCED FEATURES

### One-touch dialing

One-touch dialing allows you to register a phone number or facsimile number under a One-touch key and then all you have to do to dial the number is just press one key. Here's how One-touch dialing works:

- You can register up to seven phone numbers under the One-touch dialing keys **[01]** to **[07]**.
- With each number you can also register the name of the other party. The name you enter is printed in your One-touch dialing list. (→ 84)
- You can register a telephone number or a facsimile number, but not both, under a One-touch key.
- After a number is registered, it can be dialed just by touching the key where it is registered. Destination labels are provided so you can label the One-touch keys on the control panel.
- You can enter a number for One-touch dialing up to 38 digits long, including spaces.
- To interrupt One-touch dial registration and return to standby, just press **[STOP]**.

## Registering numbers and names for One-touch dialing

---

Follow this procedure to register names and numbers for One-touch dialing.

*Make sure that the REGISTRATION switch is ON before you enter your telephone number. Turn it OFF after you complete registration.*

1 Press **FUNCTION**.

1. DIAL SET UP

2 Press **SET**.

1. 1-TOUCH DIAL

3 Press **SET**.

01 =

4 Press the search keys (< >) to display the number of the One-touch key where you want to register the number for dialing.

02 =

- If a number is already registered under the code you chose, the fax displays that number.
- Press **CLEAR** to clear a previously registered number.

5 Use the keys in the table below to enter the number.

02= 312 228 5700

Keys to press	What happens
① to ⑩	Types a number.
<b>SPACE</b>	Enters a space. Spaces are optional.
<b>PAUSE</b>	Enters a pause. Within a number a pause equals 2 sec. At the end of a number, a pause equals 10 sec. (→ 81)
<b>CLEAR</b>	Clears the entire number so you can start again.
<b>TONE</b>	Enters a T for tone dialing (→ 36)

**Registering long distance numbers**

When you register a long distance number, you may have to insert a pause either within or after the number. The location of the pause and the actual pause time may differ depending on the telephone system. If you experience problems with long distance dialing of numbers registered for One-touch or Coded speed dialing, contact your Canon authorized dealer.

To insert a pause in the number, press **[PAUSE]**. Pauses are shown in the display as a **P**.

- A pause entered at the end of a number is displayed as an upper-case **P** and gives a 10 second pause in dialing.

02 = 312 228 5700P

- A pause entered within a number is displayed as a lower-case **p** and gives a 2 second pause in dialing. The length of this pause can be adjusted. (→ 81)

02 = p312 228 5700

- More than 1 pause can be entered to create continuous pauses within numbers. Each pause is 2 seconds. In the example below, the 2 pauses create a continuous pause of 4 seconds.

02 = 1 p p 312 228 57

**Registering numbers for dialing through a PBX**

If you are using a PBX (private branch exchange), you may have to insert a pause after the outside line number when you register a number for One-touch dialing. If you experience problems with dialing through your switchboard, contact your Canon authorized dealer.

If you need to adjust the pause time, follow the procedure in the next section.

**6 Press **[SET]** to register the number.**

DATA ENTRY OK

- The display changes to prompt you for the other party's name.

1-TOUCH SPD NAME

- The display changes again automatically and waits for you to enter the other party's name.

02 = \_

- If a name has been registered previously, just enter the new name over the old one.

## 7 Use the keys listed in the table below to enter the name.

- The name you enter here is printed in your own fax reports and is displayed in the one-line display when you dial the number.
- Although the name entry is not required, we recommend that you enter a name. This will make it easier for you to keep track of transactions recorded in your reports.

Keys to press	What happens
[2] to [9]	Enters the first letter of the group shown on the control panel next to the numeric key. If the first letter is not the one you want, keep pressing the key until the letter you want is displayed.
[SPACE]	Enters a space between letters. Enters a space over a letter at the cursor position.
[UP / LOW]	Switches between upper and lower-case for the letter above the cursor.
< >	Moves the cursor left or right so you can type over a letter.
[CLEAR]	Clears the entire entry so you can start again.
[SYMBOL]	Displays the first symbol in the set that can be entered. Use the search keys (< >) to display the symbol you want to enter.

## 8 When you are finished entering the name, press [SET].

DATA ENTRY OK

After about 1 second you are prompted to set the transmission mode.

SET TX MODE?

The display will again change automatically and wait for you to make a setting.

YES = (1) NO = (0)

- 9** The **TX MODE** is for transmission of documents from the fax to another fax machine. Press **[1]** if the number you are registering is for facsimile transmission. If you press **[1]** go on to the next step.

-or-

Press **[0]** if the number you are registering is for dialing a regular telephone call.

- The next One-touch number is displayed. Repeat this procedure to enter another number and name for One-touch dialing, or press **[STOP]** to return to standby.

- 10** The display waits for you to enter the transmission speed.

9600 bps

- You can set two transmission speeds: 4800 and 9600 bps. Press the search keys (**<** **>**) to alternate between these two settings. The sending speed in bits per second (bps) determines the speed at which documents are sent over the telephone line.

**4800 bps**

Use 4800 bps for a line with a bad connection such as static on the line.

**9600 bps**

Use 9600 bps for the fastest transmission speed. If a problem occurs, the fax automatically adjusts the speed for the best possible transmission.

- 11** Press **[SET]** to register the transmission speed.

DATA ENTRY OK

- After 1 second the next display appears.

LONG DISTANCE (0)

- 12** Press the search keys (**<** **>**) to display the setting you want (0, 1, 2, 3).

If the facsimile number you are registering is not a long distance number, set to 0.

-or-

For a long distance number, select 1, 2, or 3. First, try setting 1. If you have a problem sending or receiving due to poor telephone lines, register the number again and try settings 2 or 3 until you correct the problem.

- 13** When the setting you want is displayed, press **SET**.

DATA ENTRY OK

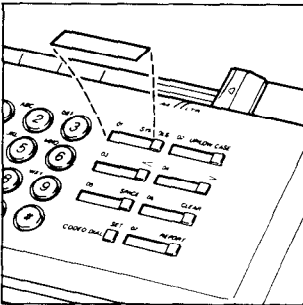
- After about 1 second, the next One-touch number is displayed for your next entry.

03 =

- 14** If you want to enter another number and name for One-touch dialing, repeat this procedure.

-or-

Press **STOP** and turn the **REGISTRATION** switch **OFF** to return to standby.



- 15** Write the name of the other party on one of the destination labels provided and stick the label on the control panel next to the One-touch key where you registered the number.

- This reminds you of what key to press when you want to use the key for One-touch dialing.

## Adjusting the pause time

Follow this procedure to adjust the length of pause time for your switchboard or telephone system.

- Pauses entered within numbers are set for 2 seconds.
- Pauses entered at the end of numbers are set for 10 seconds.
- Only the length of the 2-second pause entered within a number can be adjusted.

*Make sure that the REGISTRATION switch is ON before you adjust the time. Turn it OFF after you complete the setting.*

1 Press **FUNCTION**

1. DIAL SET UP

2 Press **2**.

2. USER DATA

3 Press **SET**.

1. ENTER YOUR TEL

4 Press **5**.

5. MID PAUSE

5 Press **SET**.

2

6 Use the numeric keys to enter a number to set the length of the pause in seconds.

- The pause can be set from 1 to 15 seconds.
- If you enter a number larger than 15, the fax will beep to warn you of the error.

5

7 Press **SET** to register the new pause setting.

DATA ENTRY OK

6. REPORT TIME

8 Press **STOP** and turn the REGISTRATION switch OFF to return to standby.

## Using One-touch dialing

Follow this procedure to use One-touch dialing for telephone and facsimile transmission. Before you attempt to use One-touch dialing be sure you have registered the number for telephone or facsimile transmission. (→ 76)

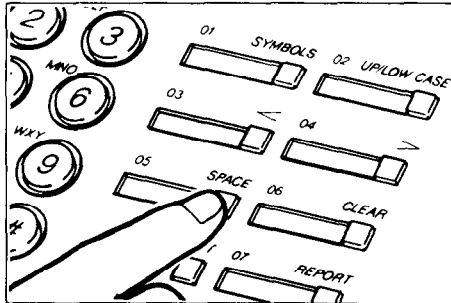
### ■ One-touch dialing the telephone

Follow this procedure to dial a telephone number with a One-touch dialing key. The number registered under the One-touch key must not be set for the transmission mode. (→ 76)

- 1 Check the automatic document feeder. It should be empty and the fax should be in the standby mode.

12/31/92 14:30

- 2 Pick up the handset.
- 3 Press the One-touch key where the number is registered.



CANON INC.

312 228 5700

- 4 When the other party answers, you can talk.



## ■ One-touch sending a document

Follow this procedure to use One-touch dialing when you want to send a document. The number registered under the One-touch key must be set for the document transmission mode. (→ 76)

**1** Feed the document into the automatic document feeder. (→ 43)

**2** Press the One-touch key.

- *As the number is being dialed the number and name are alternately displayed at 2 second intervals.*
- *If a name was not registered, only the number is displayed.*

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312 228 5770

- *When the call is connected, transmission of the document begins.*

TRANSMITTING

- *When the document begins transmitting, the other party's name and page number then the telephone number are alternately displayed at 2 second intervals.*

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P01

312 228 5700

- *When transmission ends after the last page, the fax beeps an ending tone for about 1 second and the fax returns to standby.*

■ Printing a list of registered numbers

Follow this procedure to print a list of the numbers that are registered for One-touch dialing.

1 Press **FUNCTION**.

1. DIAL SET UP

2 Press **SET**.

1. 1-TOUCH DIAL

3 Press **REPORT** to print the list of numbers and names.

ACTIVITY REPORT

08/24/93 16:49		516 488 6700	CANON U.S.A.	001
***** ***** 1-TOUCH SPEED DIAL LIST ***** *****				
SD #	CONNECTION TEL	CONNECTION ID	TX SPEED	
[ 01]	1 773 3173	CANON UK	9600bps	0
[ 02]	312 228 5700	CANON INC.	9600bps	0
[ 03]	2 5059	CANON ITALIA	9600bps	0
[ 04]	3 7390802	CANON HONGKONG	9600bps	0
***** ***** CODED SPEED DIAL LIST ***** *****				
SD #	CONNECTION TEL	CONNECTION ID	TX SPEED	
[*01]	83 8388	JACK JONES	9600bps	0
[*02]	20 5458545	JIMMY BROWN	9600bps	0
[*03]	1 48 85 42 23	ROBERT GREEN	9600bps	0

## Coded speed dialing

Coded speed dialing allows you to dial a facsimile number by pressing only three keys. You can register up to 30 numbers for Coded speed dialing. Each number you register can be up to 38 digits long, including spaces.

### Registering names and numbers for Coded speed dialing

---

*Make sure that the REGISTRATION switch is ON before you enter your telephone number. Turn it OFF after you complete registration.*

1 Press **FUNCTION**.

1. DIAL SET UP

2 Press **SET**.

1. 1-TOUCH DIAL

3 Press **2**.

2. CODED SPD DIAL

4 Press **SET**.

\*01=

5 Press the search keys (< >) to display a 2-digit code under which you want to register the number.

\*05=

- If a number is already registered under the code you choose, the fax displays that number. Press **CLEAR** to erase a previously registered number.

**6** Use the keys in the table below to enter the facsimile number.

\*05= 416 795 1111

Keys to press	What happens
① to ⑩	Types a number.
SPACE	Enters a space. Spaces are optional.
PAUSE	Enters a pause. Within a number a pause equals 2 sec. At the end of a number, a pause equals 10 sec. (→ 81)
CLEAR	Clears the entire number so you can start again.
TONE	Enters a T for tone dialing. (→ 36)

**7** Press SET to register the number.

DATA ENTRY OK

- The display changes to prompt you for the other party's name.

CODED SPD NAME

- The display changes again automatically and waits for you to enter the other party's name.

\*05= \_

- If a name has been registered previously, just enter the new name over the old one.

## 8 Use the keys in the table below to enter the other party's name.

- *The name you enter here is printed in your own fax reports and is displayed in the one-line display when you dial the number.*
- *Although the name entry is not required, we recommend that you enter a name. This will make it easier for you to keep track of transactions recorded in your reports.*

Keys to press	What happens
2 to 9	Enters the first letter of the group shown on the control panel next to the numeric key. If the first letter is not the one you want, keep pressing the key until the letter you want is displayed.
SPACE	Enters a space between letters. Enters a space over a letter at the cursor position.
UP / LOW	Switches between upper and lower-case for the letter above the cursor.
< >	Moves the cursor left or right so you can type over a letter.
CLEAR	Clears the entire entry so you can start again.
SYMBOL	Displays the first symbol in the set that can be entered. Use the search keys (< >) to display the symbol you want to enter.

## 9 When you are finished entering the name, press SET.

DATA ENTRY OK

- *After about 1 second, you are prompted to set the transmission mode.*

SET TX MODE?

- *The display again will change automatically and wait for you to make a setting.*

YES = (1) NO = (0)

## 10 The TX MODE is for transmission of documents from the fax to another fax machine. Press 1 if the number you are registering is for facsimile transmission. If you press 1 go on to the next step.

-or-

Press 0 if the number you are registering is for dialing a regular telephone call.

- The next Coded speed dial number is displayed. Repeat this procedure to enter another number and name for Coded speed dialing, or press **[STOP]** to return to standby.

**11** The display waits for you to enter the transmission speed.

9600 bps

- You can set two transmission speeds: 4800 and 9600 bps. Press the search keys (< >) to alternate between these two settings. The sending speed in bits per second (bps) determines the speed at which documents are sent over the telephone line.

**4800 bps**

Use 4800 bps for a line with a bad connection such as static on the line.

**9600 bps**

Use 9600 bps for the fastest transmission speed. If a problem occurs, the fax automatically adjusts the speed for the best possible transmission.

**12** Press **[SET]** to register the transmission speed.

DATA ENTRY OK

After 1 second the next display appears.

LONG DISTANCE (0)

**13** Press the search keys (< >) to display the setting you want (0, 1, 2, 3).

If the facsimile number you are registering is not a long distance number, set to 0.

-or-

For a long distance number, select 1, 2, or 3. First, try setting 1. If you have a problem sending or receiving due to poor telephone lines, register the number again and try settings 2 or 3 until you correct the problem.

- 14** When the setting you want is displayed, press **[SET]**.

DATA ENTRY OK

- After about 1 second, the next Coded speed dialing number is displayed for your next entry.

\*06=

- 15** If you want to enter another number and name for Coded speed dialing, repeat this procedure.

-or-

Press **[STOP]** and turn the **REGISTRATION** switch **OFF** to return to standby.

## Using Coded speed dialing

Follow this procedure to use Coded speed dialing for telephone and facsimile transmission. Before you attempt to use Coded speed dialing, make sure you have registered the number for telephone or facsimile transmission. (→ 85)

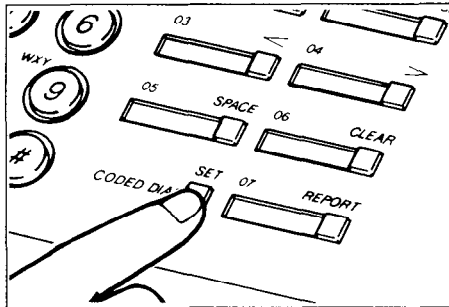
### ■ Coded speed dialing the telephone

Follow this procedure to dial a telephone number using Coded speed dialing. The number registered under the Coded speed dialing key must not be set for the transmission mode. (→ 85)

- 1 Check the automatic document feeder. It should be empty and the fax should be in the standby mode.

12/31/92 15:02

- 2 Pick up the handset.
- 3 Press **CODED DIAL** and then use the numeric keys to enter the double digit code.



- The name and number of the party you are calling are displayed alternately at 2-second intervals in the one-line display.

\*07

CANON

416 795 1111

- If a name was not registered, only the number is displayed.

- 4 When the other party answers, you can talk.



## ■ Coded speed dialing to send a document

Follow this procedure to use Coded speed dialing when you want to send a document. The number registered under the Coded speed dialing key must be set for the document transmission mode. (→ 85)

- 1 Feed the document into the automatic document feeder. (→ 43)
- 2 Press **CODED DIAL** then use the numeric keys to enter the double digit code.

- As the number is being dialed the number and name are alternately displayed at 2 second intervals.
- If a name was not registered, only the number is displayed.

\*07

CANON INC.

416 795 1111

- When the call is connected, transmission of the document begins.

TRANSMITTING

- When the document begins transmitting, the other party's name and page number then facsimile number are alternately displayed at 2 second intervals.

CANON INC.

416 795 1111

- When transmission ends after the last page, the fax beeps an ending tone for about 1 second and the fax returns to standby.

## ■ Printing a list of numbers registered for Coded speed dialing.

To print a list of numbers and names registered for Coded dialing, follow the procedure on page 84. Numbers and names for Coded dialing and One-touch dialing are printed together in the same list.

## Using delayed transmission

Follow this procedure to send a document automatically at a pre-set time when you are not in the office. This allows you to take advantage of lower late night long-distance telephone rates given by some telephone companies. Ask your Canon authorized dealer for more information about rates in your area.

While pre-set timing is set up and waiting to send a document:

- You *cannot* copy a document.
- You *cannot* send another document until the delayed transmission is sent.
- You can receive documents.
- You *can* use the telephone to make and receive telephone calls only.

## Setting up delayed transmission

Follow this procedure to send a document at a preset time.

- 1 Feed the document into the fax. (→ 43)

DOCUMENT READY

- 2 Press **FUNCTION**.

1. DIAL SET UP

- 3 Press **4**.

4. DELAYED TX

- 4 Press **SET**.

SET TIME

— :

## 5 Use the numeric keys to set the sending time.

- Set the time using the 24-hour system.
- If the hour or minute is a single digit number, precede it with a 0.
- If you make a mistake, press **CLEAR** and enter the number again.
- If you enter a number that is beyond the ranges for the hour and minute (23 for hours, 59 for minutes) the fax will beep a warning.

23:45

## 6 Press **SET**.

ENTER TEL #

## 7 You now have your choice of four methods to enter the telephone number.

- You can press a One-touch dialing key where the other party's number is registered. (→ 82)
- You can press **CODED DIAL** and enter a dial code. (→ 90)
- You can press **REDIAL** to enter the previously dialed number.
- You can enter the number with the numeric keys.

If you press a One-touch dial key or use a Coded speed dialing key, the registered number and name are displayed briefly then **DELAYED TX** is displayed.

CANON INC.

DELAYED TX

- The fax is set up for delayed transmission. You do not have to go on to the next step. Registration ends.

-or-

If you want to enter the number manually, use the keys in the table below to enter the number.

Keys to press	What happens
① to ⑩	Types a number.
SPACE	Enters a space. Spaces are optional.
PAUSE	Enters a pause. Within a number a pause equals 2 sec. At the end of a number, a pause equals 10 sec. (→ 81)
CLEAR	Clears the entire number so you can start again.
TONE	At the end of the number, enters a T for tone dialing. (→ 36)

TEL = 312 228 5700

8 Press START/COPY to register the number and end delayed transmission.

DELAYED TX

- The fax is now set up for delayed transmission of the document in the automatic document feeder. The fax will send the document at the preset time. It will beep once after the document is successfully sent.
- The fax automatically redials if the receiving fax does not answer, or if the line is busy. (→ 48)
- After the document is sent, the time setting is cleared. The setting is also cleared if you turn the power off or if there is a power failure.

### Canceling delayed transmission

Follow this procedure to cancel delayed transmission.

- 1 Press STOP.
- 2 Remove the document you set.

## Using polling

Polling is when one fax requests another to send a document. Polling works two ways. Your fax can poll other faxes to receive documents, and your fax in turn can be polled to send documents. This feature is useful when the party who has to send the document is not in the office. The party that wants to receive the document dials and polls the fax holding the original and requests that it be sent. In order for polling sending and receiving to work, the polling IDs of the faxes must match.

Polling involves three procedures:

- Registering your polling ID.
- Allowing your fax to be polled to send a document.
- Polling other faxes to receive documents.

## Registering your polling ID

---

Follow this procedure to register your polling ID.

*Make sure that the REGISTRATION switch is ON before you register your polling ID. Turn it OFF after you complete registration.*

1 Press **FUNCTION**

1. DIAL SET UP

2 Press **2**.

2. USER DATA

3 Press **SET**.

1. ENTER YOUR TEL

4 Press **3**.

3. POLLING ID

5 Press **SET**.

00000000

6 Use numeric keys **0** and **1** to enter the 8-digit polling ID.

• If you make a mistake, press **CLEAR** then try again.

00001101

Note the use of these special polling IDs.

**11111111**

If you set all 1s, your fax sends documents when it receives a polling request even if the other party's ID does not match.

**00000000**

If you set all 0s, your fax does not send when it receives a polling request even if the other party's ID matches.

7 Press **SET**.

DATA ENTRY OK

4. SET TIME

- 8** Press **[STOP]** and turn the **REGISTRATION** switch **OFF** to return to standby.

- *Notify all friends, clients, and customers of your polling ID.*

## **Sending a document in response to polling**

---

Follow this procedure to set up your fax to send a document in response to a polling request from another fax.

- *To cancel polling before the fax sends the document, just remove the document from the document tray.*

- 1** Press **[AUTO/HOOK UP]** until the **AUTO** lamp lights and remains on.

- 2** Feed the document into the fax. (→ 43)

DOCUMENT READY

- 3** Make the appropriate settings for reproduction quality. (→ 42)

- *Because the document is being sent from your fax, the receiving unit has no control over these settings.*

You can now leave the fax unattended. The fax sends the document when it receives a polling request from another fax machine, but only if the 8-digit polling IDs match.

- *When the fax receives the polling request, the fax displays:*

RECEIVING

- *Then the following message is displayed when transmission begins.*

TRANSMITTING

- *The other party's name and the document page number, then the other party's number are alternately displayed briefly.*

CANON INC. P01

312 228 5700

## **Manually polling another fax to receive your document**

---

Follow this procedure to poll another fax and receive its document.

**1** Pick up the handset.

**2** Dial the facsimile number.

- *You can dial the number manually with the numeric keys, a One-touch key, or Coded speed dialing.*

**3** After dialing if you hear a tone, press **START / COPY** and hang up the handset.

- *The fax begins polling the other unit. Sending will start from the remote fax only if it is set up for polling and if its polling ID matches your polling ID.*
- *Your fax beeps once to tell you the document has been received without error.*
- *The fax automatically redials if the unit does not answer or if the line is busy.*

**4** To stop polling before completion, press **STOP** and return to standby.



## Setting the printer data

Follow these procedures to change the operation of the printer.

### Entering the printer setting mode (BJ DATA)

---

*Make sure that the REGISTRATION switch is ON before you register. Turn it OFF after you complete registration.*

1 Press **[FUNCTION]**

1. DIAL SET UP

2 Press **[7]**.

7. BJ DATA

3 Press **[SET]**.

BIDIRECTION PRT

4 Press the search keys (< >) to select the item you want to change.

## Setting slower speed for printing graphics

Follow this procedure to switch from bi-directional to unidirectional printing.

- 1 Enter the printer setting mode. (→99)
- 2 Press the search keys (< >) to display **BIDIRECTION PRT.**

BIDIRECTION PRT

- 3 Press **SET**.

OFF

- 4 Press one of the search keys (< >) until the setting you want is displayed.

### **ON**

Sets the printer for *bi-directional* printing. In other words, the print head prints in both directions as it moves to the right and left across the paper. This setting prints and copies documents much faster.

### **OFF**

Sets the printer for *unidirectional* printing. The print head prints only in one direction when it moves across the page to the right, and does not print as it moves back to the left. This setting is much slower. However, unidirectional printing improves the print quality of documents that contain graphics, especially vertical lines.

- 5 Press **SET**.

DATA ENTRY OK

LIGHT/STD PRT

- 6 Press **STOP** and turn the **REGISTRATION** switch **OFF** to return to standby.

## Setting for halftone printing

---

Follow this procedure for better quality printing in the **HALFTONE** printing mode. Photographs print much better with halftone printing.

- 1 Enter the printer setting mode. (→99)
- 2 Press the search keys (< >) to display **LIGHT/STD PRT.**

LIGHT/STD PRT

- 3 Press **SET**.

STD

- 4 Press the search keys (< >) until the setting you want is displayed.

### **STD (standard)**

Sets for standard printing. Text prints darker and photographs reproduce at higher quality.

### **LIGHTER**

Text prints much lighter. Although the print density is slightly less, this setting conserves the amount of ink used for printing documents.

- 5 Press **SET**.

DATA ENTRY OK

BIDIRECTION PRT

- 6 Press **STOP** and turn the **REGISTRATION** switch **OFF** to return to standby.

## Printing reports

This section describes how to print the following types of reports to help you keep track of your fax transactions.

### **Activity report**

Prints after each transaction (receiving or sending a document).

### **Activity management report**

Prints the last 20 incoming/outgoing transactions. You can print one whenever you need it, or print one automatically after every 20 transactions or at the same time every day.

### **Error transmission reports**

Prints when the fax fails to send a document because the other party's line is busy or if another error occurs.

## Printing activity reports

---

Activity reports keep track of the documents you send and receive. Each activity report shows:

- Date and time of transaction
- Name and telephone number of the party sending or receiving the document
- Whether the transaction was successfully completed.

To print activity reports after each transaction you have to set switches in the user menus. This procedure is *completely optional*. Follow this simple procedure to set the user switches to print an activity report at the end of each send and receive transaction.

*Make sure that the REGISTRATION switch is ON before you register. Turn it OFF after you complete registration.*

1 Press **FUNCTION**.

1. DIAL SET UP

2 Press **3**.

3. USER SW

3 Press **SET**.

TX REPORT

- *TX REPORT means transmission report. To print a sending transaction activity report every time you send a document, set the TX REPORT item on the user switch menu to OUTPUT YES.*

4 Press **SET**.

OUTPUT NO

5 Press the search keys (< >) to display **OUTPUT YES**.

OUTPUT YES

6 Press **SET**.

DATA ENTRY OK

RX REPORT

- **RX REPORT** means receiving report. To print a receiving transaction activity report every time you receive a document, set the **RX REPORT** item on the user switch menu to **OUTPUT YES**.

7 Press **[SET]**.

OUTPUT NO

8 Press the search keys (< >) to display **OUTPUT YES**.

OUTPUT YES

9 Press **[SET]**.

DATA ENTRY OK

OFFHOOK ALARM

10 Press **[STOP]** and turn the **REGISTRATION** switch **OFF** to return to standby. Now every time you send or receive a document, the fax prints a report after the transaction is completed.

```
06/24/93 17:11 516 488 8700 CANON U.S.A. 001
*****
***** ACTIVITY REPORT *****
*****
TRANSMISSION OK
CONNECTION TEL      1 773 3173
CONNECTION ID      CANON UK
START TIME         06/24 17:10
USAGE TIME         00'24
PAGES              1
RESULT             OK
```

```
06/25/93 11:25 516 488 8700 CANON U.S.A. 001
*****
***** ACTIVITY REPORT *****
*****
RECEPTION OK
CONNECTION TEL      1 773 3173
CONNECTION ID      CANON UK
START TIME         06/25 11:24
USAGE TIME         00'47
PAGES              1
RESULT             OK
```

## Printing activity management reports

Activity management reports record the last 20 sending/receiving transactions. Activity management reports can be printed in the following ways:

- Manually whenever you need one.
- Automatically after every 20 transactions.
- Automatically at the same time every day.

### ■ Printing a report manually

Follow this procedure to print an activity management report whenever you need one.

- 1 Check the display and make sure the fax is in standby.

12/31/92                      16:40

- 2 Press **[FUNCTION]**.

1. DIAL SET UP

- 3 Press **[REPORT]**.

ACTIVITY REPORT

The activity report prints.

MODE	CONNECTION TEL	CONNECTION ID	START TIME	USAGE T.	PAGES	RESULT
AUTO RX	G3		06/24 16:57	00'10	0	NG
AUTO RX	G3		06/24 16:58	00'10	0	NC
AUTO RX	G3	1 773 3173	CANON UK	06/24 16:59	01'21	1 OK
TX	2 5058	CANON ITALIA	06/24 17:06	00'00	0	NC
TX	1 773 3173	CANON UK	06/24 17:08	00'00	0	NC
TX	1 773 3173	CANON UK	06/24 17:09	00'00	0	NC
TX	1 773 3173	CANON UK	06/24 17:09	00'00	0	NC
MANUAL TX	G3	1 773 3173	CANON UK	06/24 17:10	00'24	1 OK
MANUAL TX	G3	1 773 3173	CANON UK	06/24 17:14	00'29	1 NC
TX	G3	1 773 3173	CANON UK	06/25 11:12	00'24	1 OK
MANUAL TX	G3	1 773 3173	CANON UK	06/25 11:15	00'21	1 OK
MANUAL TX			06/25 11:17	00'00	0	NC
MANUAL TX			06/25 11:18	00'00	0	NC
MANUAL TX	G3	1 773 3173	CANON UK	06/25 11:19	00'16	1 OK
AUTO RX	G3	1 773 3173	CANON UK	06/25 11:24	00'47	1 OK
AUTO RX	G3	1 773 3173	CANON UK	06/25 11:27	00'40	1 OK
AUTO RX	G3	1 773 3173	CANON UK	06/25 11:30	00'41	1 OK

PRINT COUNT 101

This shows how many pages the fax has printed.

■ **Printing a report after 20 transactions**

Follow this procedure to print an activity management report automatically after every 20 transactions.

*Make sure that the REGISTRATION switch is ON before you register. Turn it OFF after you complete registration.*

1 Press **[FUNCTION]**.

1. DIAL SET UP

2 Press **[3]**.

3. USER SW

3 Press **[SET]**.

TX REPORT

4 Press the search keys (< >) to display **ACTIVITY REPORT**.

ACTIVITY REPORT

5 Press **[SET]**.

OUTPUT NO

6 Press the search keys (< >) to display **OUTPUT YES**.

OUTPUT YES

7 Press **[SET]**.

DATA ENTRY OK

TX RX REPORT TYP

8 Press **[STOP]** and turn the **REGISTRATION** switch **OFF** to return to standby.



■ **Printing a report every day at the same time**

Follow this procedure to print an activity management report automatically at the same time every day, regardless of the number of transactions.

*Make sure that the REGISTRATION switch is ON before you register. Turn it OFF after you complete registration.*

1 Press **FUNCTION**

1. DIAL SET UP

2 Press **2**.

2. USER DATA

3 Press **SET**.

1. ENTER YOUR TEL

4 Press **6**.

6. REPORT TIME

5 Press **SET**.

— :

• If a time has already been set, that time is displayed.

6 Use the numeric keys to enter the report time.

- Set the time with the 24-hour system.
- If the hour or minute is a single digit number, precede it with a 0.
- If you make a mistake, press **CLEAR** and enter the number again.
- If you enter a number that is beyond the ranges for the hour and minute (23 for hours, 59 for minutes) the fax will beep a warning.

16:30

7 Press **SET**.

DATA ENTRY OK

7. A/F SW TIME

8 Press **STOP** and turn the **REGISTRATION** switch OFF to return to standby.

■ Printing send/receive transactions separately

Normally when the activity management report prints, incoming/outgoing transmissions are listed together.

06/25/93 11:36 516 488 8700 CANON U.S.A. 001

\*\*\*\*\*  
 \*\*\*\*\* ACTIVITY REPORT \*\*\*\*\*  
 \*\*\*\*\*

MODE	CONNECTION TEL	CONNECTION ID	START TIME	USAGE T.	PAGES	RESULT
AUTO RX	G3		06/24 16:57	00'10	0	NG
AUTO RX	G3		06/24 16:58	00'10	0	NG
AUTO RX	G3	1 773 3173	CANON UK	06/24 16:59	01'21	1 OK
TX		2 5059	CANON ITALIA	06/24 17:06	00'00	0 NG
TX		1 773 3173	CANON UK	06/24 17:08	00'00	0 STOP
						0 STOP
						0 STOP
						0 STOP

Transmissions listed together

06/25/93 12:40 516 488 8700 CANON U.S.A. 001

\*\*\*\*\*  
 \*\*\*\*\* ACTIVITY MANAGEMENT REPORT TX \*\*\*\*\*  
 \*\*\*\*\*

MODE	CONNECTION TEL	CONNECTION ID	START TIME	USAGE T.	PAGES	RESULT
TX		2 5059	CANON ITALIA	06/24 17:06	00'00	0 NG
TX		1 773 3173	CANON UK	06/24 17:08	00'00	0 NG

\*\*\*\*\*  
 \*\*\*\*\* ACTIVITY MANAGEMENT REPORT RX \*\*\*\*\*  
 \*\*\*\*\*

MODE	CONNECTION TEL	CONNECTION ID	START TIME	USAGE T.	PAGES	RESULT
AUTO RX	G3		06/24 16:57	00'10	0	NG
AUTO RX	G3		06/24 16:58	00'10	0	NG
AUTO RX	G3	1 773 3173	CANON UK	06/24 16:59	01'21	1 OK
AUTO RX	G3	1 773 3173	CANON UK	06/25 11:24	00'47	1 OK
AUTO RX	G3	1 773 3173	CANON UK	06/25 11:27	00'40	1 OK
AUTO RX	G3	1 773 3173	CANON UK	06/25 11:30	00'41	1 OK

PRINT COUNT 104

Transmissions listed separately

Follow this procedure to print the send/receive transmissions separated into two groups.

Make sure that the REGISTRATION switch is ON before you register. Turn it OFF after you complete registration.

1 Press **FUNCTION**.

1. DIAL SET UP

2 Press **3**.

3. USER SW

3 Press **SET**.

TX REPORT

- 4 Press the search keys (< >) to display TX RX REPORT TYP.

TX RX REPORT TYP

- 5 Press **[SET]**.

TX RX TOGETHER

- 6 Press the search keys (< >) until the setting you want is displayed.

**TX RX SEPARATE**

Transmission and receive transactions are printed separately.

**TX RX TOGETHER**

Transmission and receive transactions are printed together.

- 7 Press **[SET]**.

DATA ENTRY OK

ERROR TX REPORT

- 8 Press **[STOP]** and turn the REGISTRATION switch OFF to return to standby.

### ■ Printing error transmission reports

The fax can automatically print an error transmission report if it fails to send a document because the other party did not answer or an error occurred. An error transmission report tells you the facsimile number of the party you are sending to so you can try again later.

Follow this procedure to have the fax print out a error transmission report every time an error occurs. When an error or other problems occur, the fax displays an error message in the one-line display. For a list of these errors, their cause, and a list of ways to solve the problems that cause errors see page 116.

*Make sure that the REGISTRATION switch is ON before you register. Turn it OFF after you complete registration.*

1 Press **[FUNCTION]**.

1. DIAL SET UP

2 Press **[3]**.

3. USER SW

3 Press **[SET]**.

TX REPORT

4 Press the search keys (< >) to display **ERROR TX REPORT**.

ERROR TX REPORT

5 Press **[SET]**.

OUTPUT NO

- 6 Press the search keys (< >) until the setting you want is displayed.

**OUTPUT NO**

A transmission error report does not print when an error occurs.

**OUTPUT YES**

A transmission error prints when an error occurs.

- 7 Press **SET**.

DATA ENTRY OK

MEMORY RX

- 8 Press **STOP** and turn the **REGISTRATION** switch **OFF** to return to standby.

## Summary of user settings

The fax has a number of features called user settings that you can turn on or off to fit your own needs. For example, you can set the fax to print out an activity report every time you send or receive a document.

If technicians install the fax for you, they should make the initial user settings for you. If you have to do the settings yourself, or if you want to change them later, follow the procedures described below.

### Printing a list of user settings

Follow this procedure to print a list of the current user settings before you change them.

1 Press **FUNCTION**.

1. DIAL SET UP

2 Press **3**.

3. USER SW

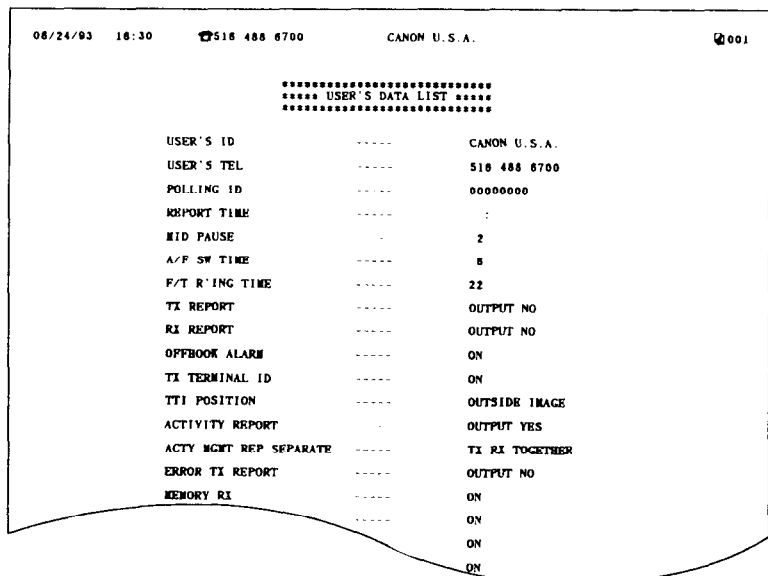
3 Press **SET**.

TX REPORT

4 Press **REPORT**.

ACTIVITY REPORT

A list of the current user settings will print.



## Changing the user settings

---

Follow this procedure to change the user settings.

*Make sure that the REGISTRATION switch is ON before you register. Turn it OFF after you complete registration.*

**1** Press **[FUNCTION]**.

1. DIAL SET UP

**2** Press **[3]**.

3. USER SW

**3** Press **[SET]**.

TX REPORT

**4** Press the search keys (< >) to display the setting that you want to change.

- A complete list of all the settings and their functions are listed in the table on the next page.

**5** Press **[SET]**.

- The current setting is displayed.

**6** Use the search keys (< >) to make the appropriate setting.

- When you press either search key, the setting alternates between the two possible settings.

**7** With the setting you want displayed, press **[SET]**.

- The next setting is displayed.

**8** If you want to make more settings, press one of the search keys (< >) to search for another item to change, then repeat this procedure.

**9** When you are finished making settings, press **[STOP]** and turn the **REGISTRATION** switch **OFF** to return to standby.

**User Software Switching Display**

No.	Display Message	Default Message	Optional Setting	Comment
1	TX REPORT	OUTPUT NO	OUTPUT YES	Sets the fax to print out an activity report every time it sends a document.
2	RX REPORT	OUTPUT NO	OUTPUT YES	Sets the fax to print out an activity report every time it receives a document.
3	OFFHOOK ALARM	ON	OFF	Turns the off-hook alarm for the telephone on or off.
4	TX TERMINAL ID	ON	OFF	Sets the fax to send your registered ID (number and name) on each document that you send.
5	TTI POSITION	OUTSIDE IMAGE	INSIDE IMAGE	Sets the fax to position your ID either within the document, or on an additional length of paper added to the document.
6	ACTIVITY REPORT	OUTPUT YES	OUTPUT NO	Sets the fax to print an activity management report automatically after every 20 transactions.
7	TX RX REPORT TYP	TX RX TOGETHER	TX RX SEPARATE	Sets the format of your printed activity and management reports with all transmissions listed together or separated into two groups: documents received and sent.
8	ERROR TX REPORT	OUTPUT NO	OUTPUT YES	Sets the fax to print an error transmission report every time the fax fails to send a document, or when an error occurs.
9	MEMORY RX	ON	OFF	With memory receive on, the fax will receive up to 20 document pages in memory if you run out of paper or ink so you can print them later, or you can turn this feature off.
10	FAX/TEL SWITCH	ON	OFF	Sets the fax to ring and alert you when you receive a normal phone call when the fax is set up for automatic receiving.
11	REMOTE RX	ON	OFF	Turns the remote receiving feature on or off. Use remote receiving with an extension phone connected to the fax.
12	RX REDUCTION	ON	OFF	Sets the fax to reduce all received documents slightly (down to 90% original size in width, 86% in length).
13	ANS/FAX SWITCH	ON	OFF	Sets the fax to switch to automatic receiving before the answering machine hangs up.



## **Part 5: TROUBLESHOOTING AND MAINTENANCE**

This section describes basic troubleshooting and maintenance procedures, and how to deal with errors.

This facsimile is designed to withstand years of use. However, even with quality machines, a problem sometimes occurs. This section is included to help you solve problems you might have to deal with over the years. Canon's interest in you did not stop when you bought this equipment. Our sales and service representatives are always ready to answer questions you may have about operation of the fax.

## Troubleshooting

### Troubleshooting summary table

Troubleshooting table		
<b>Answering machine</b>	Can't use the answering machine.	<ul style="list-style-type: none"> <li>• The ANS HOOK UP lamp should be lit. (→ 61)</li> <li>• Check the connected answering machine. (→ 61)</li> </ul>
	Can't record caller's message.	<ul style="list-style-type: none"> <li>• Adjust the A/F SW TIME. (→ 63)</li> </ul>
	Can't use the answering machine remote function.	<ul style="list-style-type: none"> <li>• Change ANS/FAX SWITCH to OFF. (→ 64)</li> </ul>
<b>Copying</b>	Can't make copies.	<ul style="list-style-type: none"> <li>• The handset should be on the hook.</li> </ul>
<b>Dialing</b>	Can't do regular dialing with numeric keys.	<ul style="list-style-type: none"> <li>• The fax should be set for touch or pulse dialing, according to the type of telephone line that you have. (→ 15)</li> <li>• Check the power switch. (→ 14)</li> </ul>
<b>Display</b>	Display is blank	<ul style="list-style-type: none"> <li>• Check the power switch. (→ 14)</li> </ul>
<b>Polling</b>	Can't poll other units.	<p>Check your fax.</p> <ul style="list-style-type: none"> <li>• If a document is fed into your fax, remove it.</li> <li>• Make sure paper is loaded in your fax.</li> <li>• Power should be on (the <input type="checkbox"/> on the power switch should be depressed).</li> </ul> <p>Check with the operator of the remote fax unit.</p> <ul style="list-style-type: none"> <li>• Your polling ID must match that of the remote fax.</li> <li>• The remote fax must be set to send automatically.</li> <li>• The document should be properly fed into the remote fax.</li> </ul>
<b>Receiving</b>	FAX/TEL auto switchover.	<ul style="list-style-type: none"> <li>• Make sure the fax is set to receive automatically. The AUTO lamp should be on.</li> <li>• Check that the FAX/TEL SW is on. (→ 113)</li> <li>• Check the connected telephone line. (→ 116)</li> </ul>
	Can't receive documents automatically with answering machine.	<ul style="list-style-type: none"> <li>• The ANS HOOK UP lamp should be lit.</li> <li>• Check that the ANS/FAX SW is on. (→ 64)</li> <li>• If the caller can't send documents, adjust the A/F SW TIME. (→ 63)</li> <li>• If the caller can't leave a message, set the ANS/FAX SW to OFF. (→ 64)</li> <li>• Check that the line between the answering machine and the fax is connected properly. (→ 12)</li> <li>• Make sure the answering machine is operating properly without the fax connected.</li> </ul>

<b>Receiving</b>	Can't receive documents automatically.	<ul style="list-style-type: none"> <li>• Make sure the fax is set to receive automatically. The AUTO lamp should be on.</li> <li>• Check the printer tray and make sure paper is loaded.</li> <li>• Check the MEMORY lamp. If the MEMORY lamp is flashing, this means there are documents in the memory that have to be printed before you can receive another document.</li> </ul>
	Can't receive documents manually.	<ul style="list-style-type: none"> <li>• If a document is fed into the fax, remove it.</li> <li>• When you hear the low tone, press [START/COPY] before you hang up the handset.</li> <li>• Check the MEMORY lamp. If the MEMORY lamp is flashing, this means there are documents in the memory that have to be printed before you can receive another document.</li> </ul>
<b>Recording paper jam</b>	Paper jammed in the automatic document feeder.	<ul style="list-style-type: none"> <li>• Clear paper jam. (→ 69)</li> <li>• Replace the paper and follow the instruction for the paper tray. (→ 21)</li> </ul>
<b>Poor printing quality</b>	Ink smudge on back of paper.	• Clean the printer platen. (→ 72)
	Blurred image.	• Change the ink cartridge. (→ 18)
	Partial page prints.	• Press the [START/COPY] key.
<b>Sending</b>	Can't send documents.	<ul style="list-style-type: none"> <li>• Check the document. (→ 43)</li> <li>• Check to make sure the remote fax has paper installed.</li> <li>• Check to see if the fax redialed the remote fax. (→ 48)</li> </ul>
	Document feed jam.	<ul style="list-style-type: none"> <li>• Clear the document feed jam. (→ 49)</li> <li>• Check the type of paper loaded. (→ 41)</li> </ul>
	The images you send are dirty or spotted.	• Clean the scanning glass. (→ 120)
<b>Shut down</b>	Nothing works with the fax.	• The fax has overheated and shut itself down. Let it cool down then try again.

## Display messages and error codes

**Display Messages and Error Code Table**

Message	Code	Cause	What to do
CHECK DOCUMENT	#001	Document is jammed	Remove the document and start again. (→ 40, 49)
DOC TOO LONG	#003	The document you are trying to send, receive, or copy took longer than 32 minutes.	Duplicate on a copying machine, cut them up and try to send again.
BUSY/NO SIGNAL	#005	The other party is not using a G3 machine.	Check the other party's communication mode.
		During automatic dialing, cannot connect because the line is busy or the other party does not answer.	Start the operation again.
CHECK PAPER	#009	No recording paper, or there is a paper jam.	Check the recording paper.
CHECK DOCUMENT	#011	When you poll another fax to receive a document, and a document is not sent.	Contact the other party and ask them to send the document.
NO RX PAPER	#012	When you are trying to send a document, the other party does not have any recording paper.	Call the other party, tell them to replenish recording paper, then try again.
POLLING ID ERROR	#021	Polling IDs do not match.	Set your polling IDs so they match.
MEMORY FULL	#037	Received documents in memory. No storage space remains.	Print out the documents in the memory. (→ 67)
RX ERROR	#052	The fax could not print the received document correctly.	Check the cartridge to see if it is dry or not. If it is dry, replace it and contact the other party to send the document again.
CHECK PRINTER	-	Printer error indicates an error on the printer.	Press <b>[STOP]</b> .
DARK PAPER USED	-	You installed dirty paper.	Remove dirty paper and replace with clean (white) paper. (→ 21)
CHANGE CARTRIDGE	-	Ink is stopped up, or has run out.	Execute head cleaning. (→ 23) If there is no ink on the paper, the cartridge is dry. Replace the cartridge. (→ 18)
CHK PRINT COVER	-	Printer cover is open.	Close the printer cover. (→ 18)
PUSH PAPER TRAY IN	-	You did not press down on the tab to release the paper feeder plate after you inserted the paper.	Press down on the tab. (→ 21)
REC. PAPER JAM	-	Paper jam occurred.	Remove the jammed paper. (→ 69)

*Error #005 appears only during sending.*

*At the receiving station, if memory runs out an error is displayed. At the sending side the operation ends normally, but at the receiving side when the memory is detected full, an error occurs when the next page is received. (An error code is not printed.)*

## **Before calling for service ...**

---

If none of the suggestions in the table above corrects the problem, try this procedure before you call for service.

- 1** Turn the power off.
- 2** Wait five seconds and turn it on again.
- 3** Try the procedure again.

Sometimes the problem may be caused by the other party's fax. If you are sure that your fax is working properly have the other party check their unit. Your fax cannot communicate with other facsimile machines of certain specifications. Make sure the fax you are trying to communicate with is a G3 compatible fax.

If you still cannot solve the problem, contact your Canon authorized dealer as indicated in the information included with the machine.

## Maintenance

### Cleaning the fax

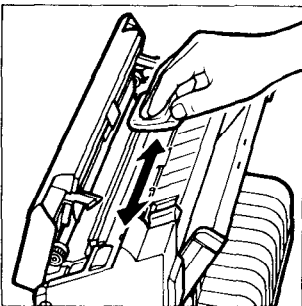
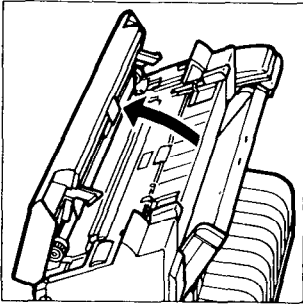
#### ■ Cleaning the fax exterior

Lightly wipe the fax with a soft cloth moistened slightly with water or a dilute solution of dish detergent. To prevent discoloration and malfunctions, never use thinner, benzene, alcohol, or any other kind of organic solvent.

#### ■ Cleaning the document scanning glass

If the document scanning glass is dirty, the documents you send or copy will also be dirty.

- 1 Turn the power off and disconnect the power cord.
- 2 Open the control panel.



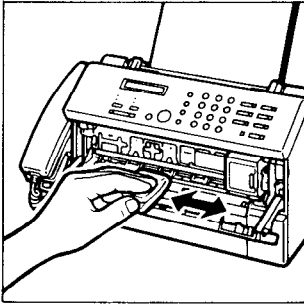
- 3 Use a clean, dry, soft cloth to wipe off the glass.

### ■ Cleaning the printer area

Clean the printer regularly to avoid print problems.

#### **CAUTION**

- *To prevent damage to the platen and other printer parts, never use thinner, benzene, or other volatile solvents to clean inside the printer.*
- *Never wipe the head of the bubble-jet cartridge with a cloth.*
- *Do not touch the platen roller.*



- 1 Turn the power off and disconnect the power cord.
- 2 Use a clean, dry, soft cloth to clean the printer area and cover to prevent the accumulation of paper dust and ink spots.

## Specifications

<b>Sheet size:</b>	Max. width 8.5 in. (216 mm) Min. width 8.3 in. (210 mm)
<b>Effective image width:</b>	8.4 in. (214 mm)
<b>Transmission time:</b>	Letter-size: G3 MR standard mode: approx. 20 sec*
<b>Scanning line density:</b>	Horizontal 203 pels/in. (8.00 pels/mm) Vertical Standard 98 lines/inch (3.85 lines/mm) Fine 196 lines/inch (7.70 lines/mm)
<b>Scanning method:</b>	Solid state electronic scanning by contact sensor
<b>Recording method:</b>	Bubble-jet printing
<b>Applicable lines:</b>	Subscriber's telephone circuit (PSTN)
<b>Automatic dial functions:</b>	One-touch speed dialing (registration for 7 numbers) Coded speed dialing registration for 30 numbers
<b>Power source:</b>	120V/60Hz
<b>Power consumption:</b>	Approx. 10W or less in standby Approx. 30W or less during 100% of black copy
<b>Operating temperature:</b>	50-95°F (10-35°C)
<b>Humidity:</b>	20-85% relative humidity
<b>Weight:</b>	11.9 lbs (5.4 kg) without paper
<b>Dimensions:</b>	16.1" W x 9.1" x D 8.6" H (410 mm W x 230 mm D x 218 mm H)

\*Based on CCITT No. 1 chart (when using standard mode).

Specifications subject to change without notice.



<b>Glossary</b>
-----------------

<b>activity management report</b>	A record of the last 20 sending and receiving transactions. The timer can be set to print out this report at the same time every day.
<b>activity report</b>	Record of documents sent and received. Each report includes date and time of transaction, name and telephone number of the sending or receiving party, and number of document pages. The fax can be set up to print out activity reports every time it sends or receives a document.
<b>auto redialing</b>	When the remote fax is busy or does not answer, or when an error occurs when sending, the fax waits 2 minutes and then automatically redials the same number. If there is still no answer, it makes 1 more attempt after waiting for 2 minutes.
<b>automatic dialing</b>	Dialing numbers at the press of one or a few keys. To use automatic dialing, you must register the fax numbers. With this fax you have two methods of automatic dialing available : One- touch dialing and Coded speed dialing.
<b>automatic receiving</b>	Switch to automatic receiving when you are out of the office or not using the fax as a telephone. When the AUTO lamp is on and the FAX/TEL switch is OFF, the fax is in the automatic receiving mode. Even if paper runs out, the fax automatically stores any documents it receives in the memory.
<b>bi-directional printing</b>	The print head prints every time it makes a pass across the page in both directions. Because bi-directional printing prints every time it moves across the page, it is much faster than unidirectional printing.
<b>bps</b>	Stands for <i>bits per second</i> .
<b>bubble-jet printing system</b>	Canon's patented ink jet technology which uses an ink cartridge containing 64 nozzles that shoot ink onto the paper about 3000 times per second. The ink in the nozzle is heated to form a bubble which forces the ink out of the nozzle. This system is fast, quiet, and produces high-quality, high resolution documents.
<b>CNG</b>	Stands for <i>calling tone</i> . This is a signal sent with facsimile transmissions to identify the call as an incoming document. When the receiving fax detects this signal, it automatically starts to receive the facsimile transmission. The majority of facsimile machines in use today can send and detect CNG signals. However, if the sender dials manually, or if the document is sent from a fax that cannot send a CNG signal, to receive the document the receiver will have to answer the fax manually, press the start key after they hear the tone on the handset, and then hang up the handset. One-touch and Coded speed dial on your fax always send this CNG signal when you send a facsimile transmission. If you pick up the handset and dial manually to send a document, this signal is not sent and the receiver will have to receive manually.
<b>Coded speed dialing:</b>	Lets you dial up to 30 facsimile numbers at the touch of 3 keys. Each number can be up to 38 digits long.
<b>cursor</b>	The underline symbol you see in the one-line display when you register numbers and names in the fax. To move the cursor press the search keys ( < > ).

<b>default setting</b>	A value used in the absence of one set by you. The user settings can be used to change preset default values.
<b>destination label</b>	Attachable label used to label speed dial keys.
<b>document feeder</b>	Holds documents being fed into the facsimile for transmission or copying.
<b>document</b>	The sheet of paper with the text that you want to send through the facsimile.
<b>error transmission report:</b>	When an error occurs, or if a document cannot be sent for any other reason, an error transmission report is automatically printed. The report lists the fax number of the other party.
<b>fax number report</b>	Lists all facsimile and phone numbers registered for One-touch and Coded speed dialing.
<b>FAX/TEL switch</b>	This switch allows you to set the fax to FAX/TEL auto switch over (ON) or automatic receiving (OFF).
<b>FAX/TEL auto switch over</b>	Function to automatically switch your fax between facsimile or telephone modes.
<b>FINE/HALFTONE lamps</b>	Increases the clarity of documents you send. Lamps show which setting is on. When both lamps are off, you are in the standard setting.
<b>G3 unit (1980)</b>	A category of digital facsimile equipment capable of sending a letter-size (or A4) document in 1 minute or less. G3 uses digital handshaking which allows the two faxes to determine the type of machine, resolution maximum, speed of transmission, and so on. G3 fax equipment can communicate at 2400, 4800, 7200, and 9600 bps. Your facsimile is a G3 category facsimile.
<b>FINE/HALFTONE</b>	For setting the reproduction quality of documents for sending or copying. Press this key to use one of its three settings. <ul style="list-style-type: none"><li>• <b>FINE/HALFTONE lamps off.</b> Use for standard text with no photographs or graphics.</li><li>• <b>FINE lamp on.</b> Use with text for the best possible reproduction quality.</li><li>• <b>HALFTONE lamp on.</b> Use with text that also contains photographs, graphics, artwork.</li></ul>
<b>handset</b>	The telephone handset provided with the fax.
<b>hook</b>	The hook button on the handset or extension phone. When the hook button is released, you can hear a dial tone.
<b>ink footprint</b>	The ink footprint appears at the lower left corner of the received document.
<b>manual reception</b>	Use manual reception when your fax is being used as a telephone. After the phone rings and you pick up the receiver, if you hear a slow beep this means someone is sending you a fax. Press [START/COPY]. When the AUTO and ANS HOOK UP lamps are off, the fax is set to receive manually.
<b>manual redialing</b>	When you use regular dialing, you can redial a number manually simply by pressing [REDIAL] on the control panel. The last number called is the number redialed.
<b>memory lamp</b>	Lights when a document has been recorded in memory. If the fax printer runs out of paper or ink, the document is automatically stored in the memory.

<b>noise</b>	A general term applied to a number of problems that adversely affect the operation of telephone lines used for modem and fax communication.
<b>Numeric keys</b>	The numeric keys are the round keys on the control panel with a number on them. Press to perform regular dialing. The numeric keys are also used to enter numbers and letters when registering numbers and names.
<b>One-touch speed dialing keys:</b>	The square keys on the right side of the control panel marked <b>01</b> to <b>07</b> . Facsimile or telephone can be registered under these numbers and later dialed just by pressing the key. The One-touch keys also perform other tasks in other modes when working with and in other menus. These functions are clearly labeled above the keys (SPACE, CLEAR, etc.)
<b>pause</b>	When registering long-distance numbers, you sometimes have to insert a pause either within or after the number. The location of the pause and pause time differ depending on the system. Pauses entered in a number are 2 seconds long, and a pause at the end of a number is 10 seconds.
<b>PBX</b>	Stands for <i>private branch exchange</i> . See <i>switchboard</i> .
<b>polling ID</b>	An 8-digit number consisting of 0s and 1s. The ID you register must match the ID used in the polling network. If your polling ID is 00000000 then your fax neither sends nor receives when it receives a polling request. If the polling ID is 11111111 then your fax sends a document, even if the other party's polling ID does not match. If you make any other setting, then the polling IDs of the faxes must match.
<b>polling</b>	When one facsimile unit requests another unit to send a document. This is useful when the party with the original document is not in the office, but the document must be sent out. Other parties that want to receive the document dial the fax holding the original and request that it be sent. Before you can use the polling feature, you have to register your polling ID.
<b>register</b>	When you <i>register</i> a name or telephone number with the fax, it remembers and records that setting for such features as One-touch speed dialing, Coded speed dialing, and so on. Before you register any such information with the fax, the REGISTRATION switch on the back of the fax should be ON. When you are finished registering information, this switch must be turned OFF. After names and numbers are registered with the fax, the fax will remember them, even after the power is turned off and turned again.
<b>registration switch</b>	Turn this switch ON before you register information such as user name and telephone number, One-touch numbers, etc. Turn it OFF after registration is complete to protect the data in memory.
<b>regular dialing</b>	Dialing a number with the numeric keys. Use regular dialing to dial a number that is not registered for any of the automatic dialing methods.
<b>rotary-pulse</b>	A <i>rotary-pulse</i> or <i>pulse dial</i> telephone is dialed by manually rotating a dial to send pulses to the telephone switching system. When you pulse dial, you will hear clicks. With tone dialing, you will hear tones.
<b>RTI (remote terminal identification)</b>	If available, the name and telephone/facsimile number of the remote machine is identified in the activity management report.

<b>RX</b>	Stands for <i>receiving</i> .
<b>search keys ( &lt; &gt; )</b>	Press to search for menus and entries or to move the cursor when displayed.
<b>semi-dual access</b>	This feature allows you to receive documents into the memory or to send documents when printing documents .
<b>standby</b>	On and ready to use. All operations start from the standby mode where the date and time are displayed.
<b>switchboard</b>	PBX (private branch exchange) internal switching system. You have to dial an outside line number along with the regular facsimile number. The outside line number must also be registered. Depending on the system, you may also have to insert a pause after the outside line number.
<b>Tone/pulse switch</b>	This switch allow you to set the fax to touch tone (T) or pulse (P) dialing, depending on the type of phone line you have installed.
<b>touch-tone</b>	A <i>touch-tone</i> or <i>tone dial</i> telephone is dialed by pressing buttons that send tones of varying sequences to the telephone switching system.
<b>TTI</b>	Stands for <i>terminal transmission identification</i> . The name and telephone/facsimile number of the transmitting machine printed at the top of each page sent.
<b>TX</b>	Stands for <i>transmitting</i> .
<b>unidirectional printing</b>	When the print head prints only in one direction to the right across the page. The print head does not print when the print head moves left across the page. Unidirectional printing provides better quality printing for documents that contain graphics, especially vertical lines.
<b>volume switch</b>	Located on the handset, move to one of three positions to adjust the volume of the phone ringing: high, low, and off.

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# Canon FAXPHONE

**CANON U.S.A. INC.**

## **CONSUMER INFORMATION CENTERS IN THE U.S.A.**

SHOULD SERVICE BE NECESSARY FOR THIS PRODUCT, CONTACT AND BRING YOUR FAXPHONE TO A CANON U.S.A. AUTHORIZED SERVICE FACILITY. FOR SERVICE DURING THE WARRANTY PERIOD, YOU ARE REQUIRED TO PRESENT PROOF OF PURCHASE (BILL OF SALE) TO THE AUTHORIZED SERVICE FACILITY.

Information regarding authorized service facility locations can be obtained by calling the nearest Canon U.S.A. Consumer Information and Service Center below, or you may refer to the enclosed A.S.F. List for a choice of service locations.

### **CANON U.S.A. CONSUMER INFORMATION AND SERVICE CENTERS**

<b>Consumer Information Center</b>	Telephone: 1-800-828-4040
<b>New Jersey Office:</b>	100 Jamesburg Road, Jamesburg, NJ 08831 Telephone: 908-521-7000
<b>Chicago Office:</b>	100 Park Blvd., Itasca, IL, 60143 Telephone: 708-250-6200
<b>Los Angeles Office:</b>	15955 Alton Parkway, Irvine, CA 92718-3616 Telephone: 714-753-4000
<b>Atlanta Office:</b>	5625 Oakbrook Parkway, Norcross, GA. 30093 Telephone: 404-448-1430
<b>Dallas Office:</b>	3200 Regent Blvd., Irving, TX. 75063 Telephone: 214-830-9600



**CANON CANADA INC.**

**CANON INFORMATION AND  
SERVICE CENTERS IN CANADA**

**FAXPHONE SERVICING IN CANADA**

Should service be necessary please call one of the following telephone numbers for information regarding the nearest FAXPHONE authorized service facility, or you may refer to the enclosed A.S.F. List for a choice of service locations.

**Canon Canada Inc.**

TORONTO:	6390 Dixie Road Mississauga, Ontario L5T 1P7 Telephone: 416- 795-1111
CALGARY:	2828 16th Street, N.E. Calgary, Alberta T2E 7K7 Telephone: 403- 291-4350
MONTREAL:	10652 Côte de Liesse Montreal, Quebec H8T 1A5 Telephone: 514- 631-8821

**CENTRE D'INFORMATION CANON AU CANADA**

**SERVICE POUR FAXPHONE AU CANADA**

Si vous avez besoin de services, composez l'un des numéros de téléphone suivants pour obtenir tous les renseignements sur le centre de service après-vente agréé pour FAXPHONE de votre localité, ou référez-vous à la liste S.A.V. incluse pour un choix plus ample.

**Canon Canada Inc.**

TORONTO:	6390 Dixie Road Mississauga, Ontario L5T 1P7 Téléphone: 416- 795-1111
CALGARY:	2828 16th Street, N.E. Calgary, Alberta T2E 7K7 Téléphone: 403- 291-4350
MONTREAL:	10652 Côte de Liesse Montreal, Quebec H8T 1A5 Téléphone: 514- 631-8821



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