Read Me First

Canon
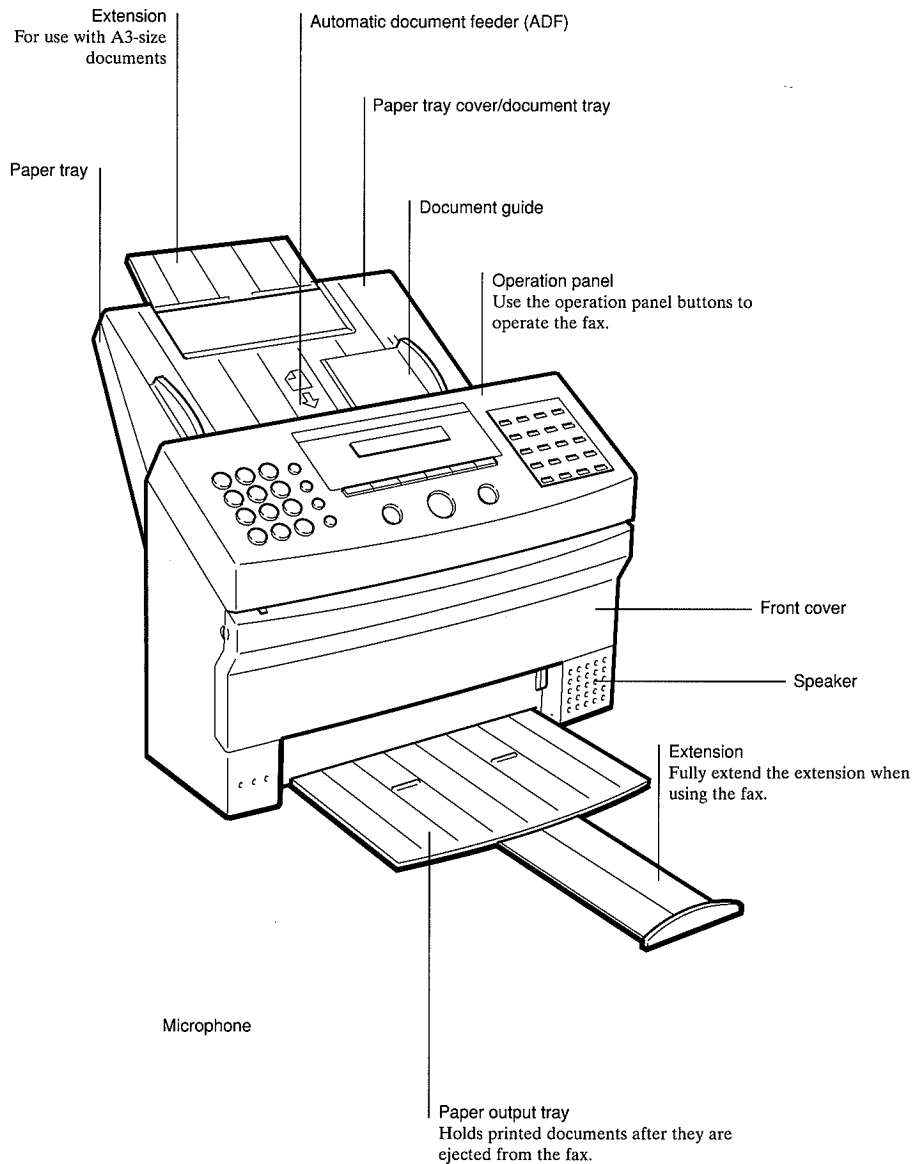# FAX-B110

Installation Guide

ENGLISH

This guide lists the sections of the FAX-B110 Instruction Book you will need to set up the facsimile and get ready to use it. The numbers in parentheses indicate the pages in the Instruction Book on which you can find detailed instructions.

* Marked procedures are included in this guide for your convenience.

TONER
www.tonerplus.com.ua

Main components of the fax

Extension
For use with A3-size documents

Paper tray

Automatic document feeder (ADF)

Paper tray cover/document tray

Document guide

Operation panel
Use the operation panel buttons to operate the fax.

Front cover

Speaker

Extension
Fully extend the extension when using the fax.

Microphone

Paper output tray
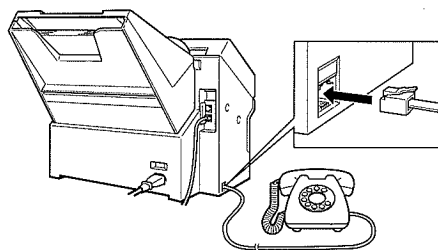Holds printed documents after they are ejected from the fax.

Connecting the phone line

1 Connect one end of the supplied telephone line to the jack marked ⬛ on the rear of the fax.
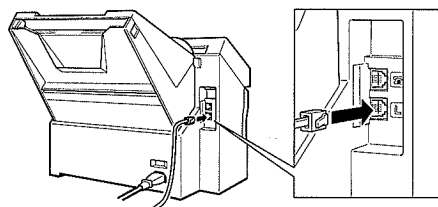
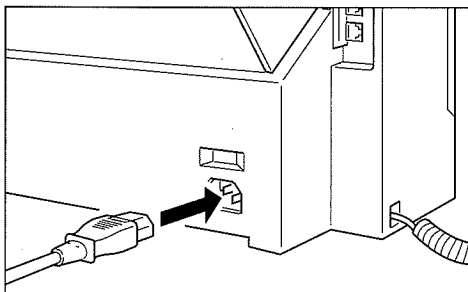**2** Connect the other end of the line to your wall telephone jack.

3 Connect the telephone.

Connecting the AC power cord

Plug the fax into a 200 – 240 volt AC 50 – 60 Hz power outlet.

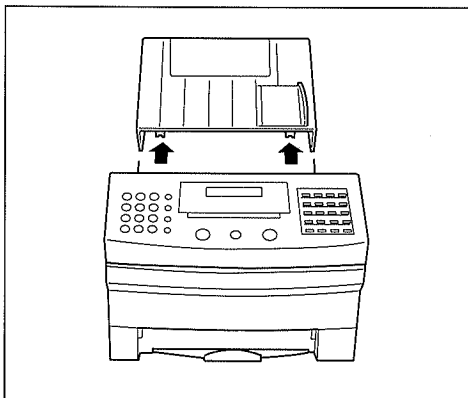**1** Plug the power cord connector into the rear of the unit.

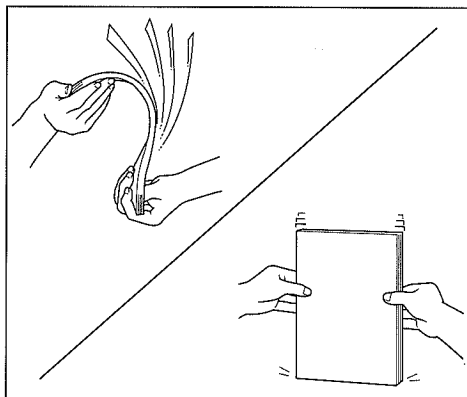**2** Plug the other end of the power cord into a properly grounded AC outlet.

There is no power switch on the fax. The power is on as long as the fax is plugged in.
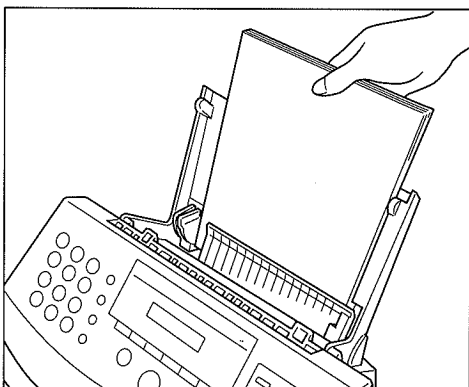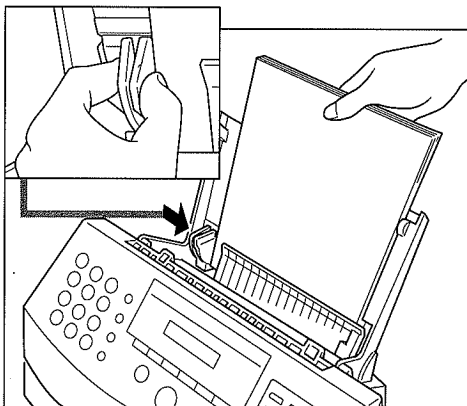
Loading the paper

1 Remove the paper tray cover.

2 Fan a small stack of up to 100 sheets (up to 10 mm thick). Tap the edge of the stack on a flat surface to even the stack.

3 Line up the right edge of the stack of paper against the right edge of the paper tray and insert it halfway into the paper tray.
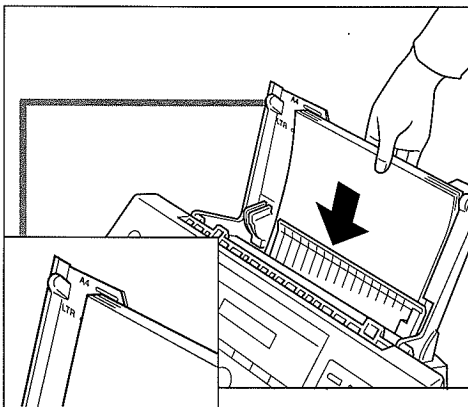

4 Holding the stack of paper, squeeze and slide the paper guide until it touches the left edge of the stack of paper.
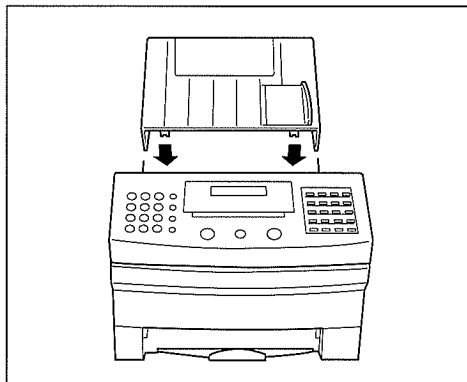

Make sure the stack of paper does not exceed the paper limit mark on the right side of the feeder.

5 Complete inserting the stack of paper into the paper tray until it stops.

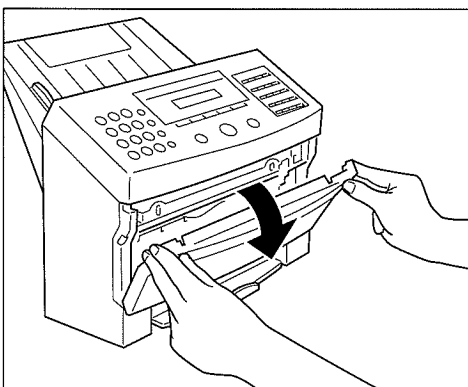Do not force the paper down into the fax.

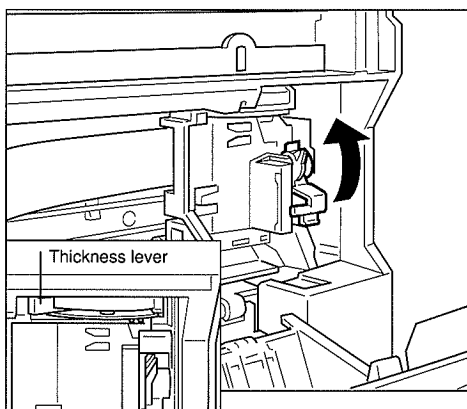**6** Replace the paper tray cover.

Installing the BJ cartridge

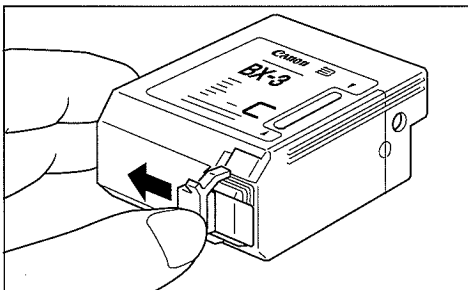**1** Open the front cover of the fax.

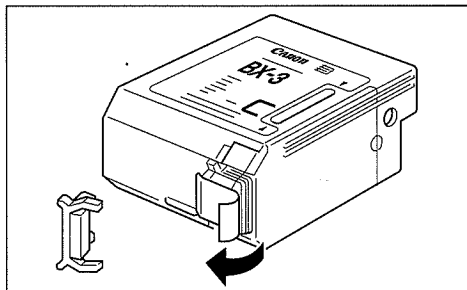**2** Raise the green cartridge release lever up.

Thickness lever

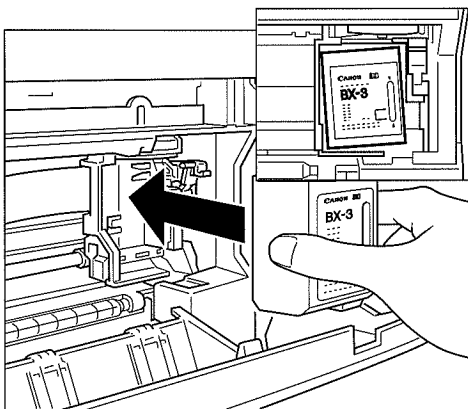Make sure the paper thickness lever is set to the paper position (left position).

3 Remove the print head cap from the BJ cartridge.

4 Pull off the protective orange tape.

5 Insert the BJ cartridge. Align the slot in the cartridge with the yellow post in the fax.

The yellow post (BJ cartridge guide) should be visible through the slot. The BJ cartridge tilts slightly to the left in the loaded position.

6 Lower the cartridge release lever down until you hear a click to lock the cartridge in place.
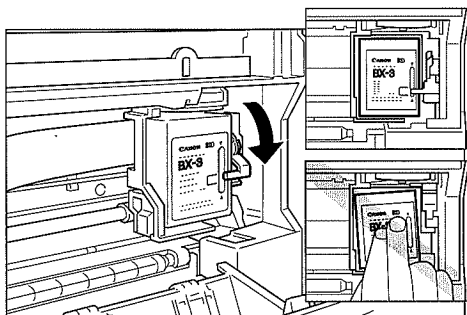
Make sure the arm on the cartridge release lever aligns with the marking on the BJ cartridge.
If the lever movement is not smooth, release the cartridge and reload it.
To avoid cartridge misalignment and causing an error message, do not press down on the cartridge or try to align it manually while raising and lowering the green lever.

7 Close the front cover of the fax.

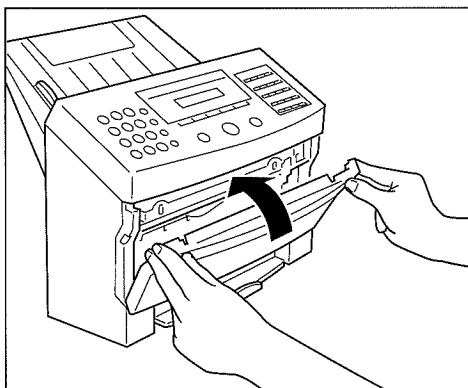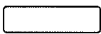# Setting the telephone line type

Your fax is factory set to work with rotary pulse telephone lines. If you have a tone line, you will need to change the telephone line setting as follows.

1 Press [FUNCTION].
Wait a second, for TEL REGISTRATION to appear.

F

SELECT MENU

▼

TEL REGISTRATION

2 Use [<] or [>] to select USER SETTINGS.
▼
Press [START/COPY].
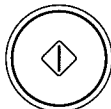
`< >`

USER SETTINGS

SET DATE

**3** Use [<] or [>] to select TEL LINE TYPE.
▼
Press [START/COPY].

`< >`

TEL LINE TYPE

ROTARY PULSE

4 Use [<] or [>] to select TOUCH TONE.

`< >`

TOUCH TONE

5 Press [START/COPY].

DATA ENTRY OK

6 Press [STOP] to finish.

Setting up to receive faxes

You should determine how your fax is to be used and choose one of the following receiving methods.

■ Automatic receiving

If you have **two phone lines** in your office, you probably plan to use one line for the fax and the other line for your telephone.
In this case, use Automatic receiving for your fax with its own dedicated telephone line that you do not intend to use for telephone voice communication. Your fax automatically receives the incoming fax.

1 Make sure the fax is set to receive over a dedicated fax line. (FAX/TEL Switch is set to OFF).
See Setting the FAX/TEL Switch procedure on the next page.

2 Press [✆ /📷] until no icon appears on the display.
Make sure the MANUAL (✆) and the ANSWERING (📷) icons are not displayed on the LCD.
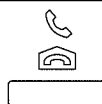
■ AUTO FAX/TEL switchover (This is the factory setting.)

If you have **one phone line** in your office you probably intend to use your fax for both fax and telephone communication.
In this case, use the AUTO FAX/TEL switchover. This arrangement is economical because the same line can serve both fax and telephone communication. If the incoming call is from another fax, your fax will quietly receive the document without ringing. If the call is from a person, your fax will ring to alert you to pick up the telephone and answer the call.

1 Make sure you have set the fax for both fax and telephone communication (FAX/TEL Switch is set to ON).
See Setting the FAX/TEL Switch procedure on the next page.

2 Press [✆ /📷] until no icon appears.
Make sure the MANUAL (✆) and the ANSWERING (📷) icons are not displayed on the LCD.
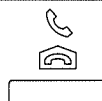
■ Manual receiving

Use Manual receiving if you frequently use the telephone and you want to answer the telephone every time it rings. The fax will ring for every incoming call from other fax units and telephones.

1 Press [✆ /📷] until ✆ icon appears above the button.
The ✆ icon appears to show that the fax is set for manual receiving.
If no icon appears, press [✆ /📷] to turn ✆ icon on.

2 When the fax rings, pick up the telephone.

3 If you hear a person's voice, start your conversation. If the caller wants to send a document after talking to you, press [START/COPY] to receive the document.

or

If you hear a slow beep or silence, another fax is trying to send you a document. Press [START/COPY] and hang up the telephone to receive the document.

■ Setting the FAX/TEL Switch

1 Press [FUNCTION].
Wait a second for TEL REGISTRATION to appear.

F

    SELECT MENU
    ▼
    TEL REGISTRATION

2 Use [<] or [>] to select RX SETTINGS.
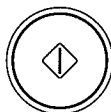▼
Press [START/COPY].

    [<][>]
    ▼

    RX SETTINGS
    ECM RX

3 Use [<] or [>] to select FAX/TEL SWITCH.
▼
Press [START/COPY].

    [<][>]
    ▼

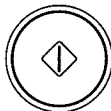   FAX/TEL SWITCH
    OFF
    or
    ON

4 Use [<] or [>] to select ON, or OFF, as required.
▼
Press [START/COPY].

    [<][>]
    ▼

    ON
    or
    OFF
    DATA ENTRY OK

5 Press [STOP] to finish registration.

Registering the date and time

Follow the steps below to set the date and time for your fax. The date and time appear in the LCD display as well as on the documents you send.

1 **Press [FUNCTION].**
Wait a second for TEL REGISTRATION to appear.

F

SELECT MENU

▼

TEL REGISTRATION

2 **Use [<] or [>] to select USER SETTINGS.**

▼

Press [START/COPY].

< >

▼

USER SETTINGS

SET DATE

3 **Press [START/COPY].**

00/00'00

4 **Enter today's date using the numeric buttons, using the day-month-year format (DD/MM'YY).**

- Precede single digits with a zero.
- To make a correction, press [CLEAR] to return to the previous setting and re-enter the date.
- To change the date format, See SYSTEM SETTINGS.

(0)~(9)

31/12'95

5 **Press [START/COPY] when you finish entering the new date.**
Wait a second for SET TIME to appear.

DATA ENTRY OK

▼

SET TIME
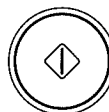
6 **Press [START/COPY].**

00:00

7 Enter the time using the numeric buttons.
Set the time using the 24-hour clock system. Precede
single digits with a zero. Example:
    07:30 = 7:30 a.m.
    17:05 = 5:05 p.m.

⓪ ~ ⑨

```
                                  08:15
```

8 Press [START/COPY] when you finish entering the
new time.

```
DATA ENTRY OK
```

9 Press [STOP].
Registration ends and the fax returns to standby.

Registering your telephone number and name

Follow the steps below so that your fax number and name appear on the top of each document you send.

1 Press [FUNCTION].
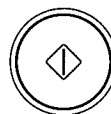Wait a second for TEL REGISTRATION to appear.

F

```
SELECT MENU
```

```
TEL REGISTRATION
```

2 Use [<] or [>] to select USER SETTINGS.
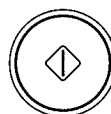
Press [START/COPY].

```
< >
```

```
USER SETTINGS
```

```
SET DATE
```

3 Use [<] or [>] to select ENTER YOUR TEL.

Press [START/COPY].

```
< >
```

```
ENTER YOUR TEL
```

```
TEL=
```

xi

TONER
www.tonerplus.com.ua

4 Enter your fax number (up to 20 digits) using the numeric buttons.
You can enter a plus sign (+) or space to make your number easier to read. To make a correction, press [CLEAR] and re-enter the number.

⓪ ～ ⑨
+
13 ☐
SPACE
17 ☐
CLEAR
18 ☐

TEL= 1234 5678

5 Press [START/COPY] when you finish entering your fax number.
Wait a second for USER NAME to appear.
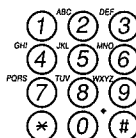
DATA ENTRY OK
▼
USER NAME

6 Press [START/COPY].

–

7 Enter your name (up to 16 characters) using the numeric buttons.
Correct errors by moving the cursor to the error using [<] or [>] and entering the correct character.

① ② ③
④ ⑤ ⑥
⑦ ⑧ ⑨
⑧ ⓪ ⑨

CANON

8 Press [START/COPY] when you finish entering your name.

DATA ENTRY OK

9 Press [STOP].
Registration ends and the fax returns to standby.

xii