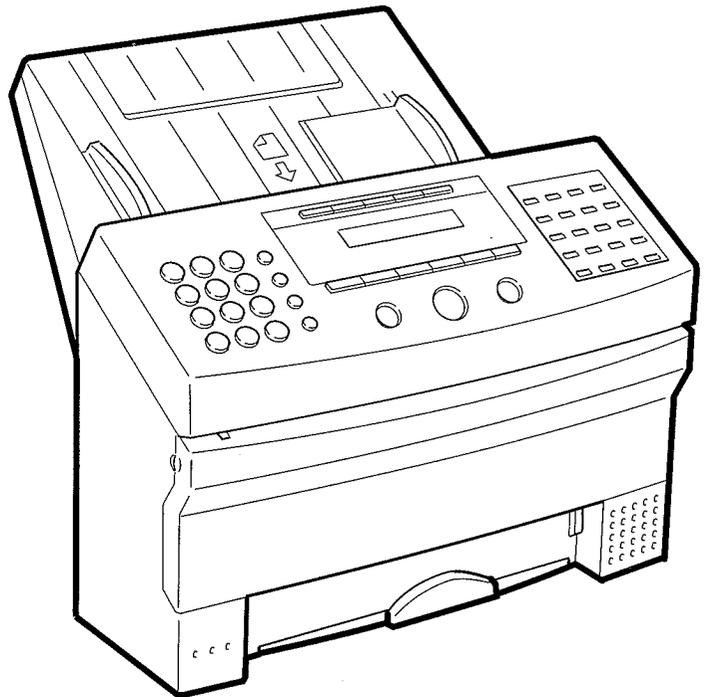


F A C S I M I L E S

# Canon FAX-B110

User's Guide



ENGLISH



**Canon**  
**FAX-B110**

**User's Guide**





This CE Marking shows compliance of this equipment with Directive 73/23/EEC and Directive 89/336/EEC (as amended by Directive 92/31/EEC), both as amended by Directive 93/68/EEC.

L'estampille CE indique que ce matériel est conforme aux dispositions de la Directive 73/23/CEE et de la Directive 89/336/CEE (modifiée par la Directive 92/31/CEE), toutes deux modifiées par la Directive 93/68/CEE.

Diese CE-Markierung weist darauf hin, daß dieses Gerät mit Richtlinie 73/23/EWG und der durch Richtlinie 92/31/EWG geänderten Richtlinie 89/336/EWG übereinstimmt, die beide durch Richtlinie 93/68/EWG geändert wurden.

Denne CE-mærkning indikerer, at dette udstyr følger Direktiv 73/23/EU og Direktiv 89/336/EU (som udvidet med Direktiv 92/31/EU), begge som udvidet med Direktiv 93/68/EU.

CE Märkningen visar att denna utrustning följer direktiven 73/23/EEC och 89/336/EEC (komplement till 92/31/EEC) båda som komplement till direktiv 93/68/EEC.

CE merkintä osoittaa tämän tuotteen yhteensopivuuden direktiivien 73/23/EEC ja 89/336/EEC (täydennetty direktiivillä 92/31/EEC) kanssa, joita on täydennetty direktiivillä 93/68/EEC.

Dette CE merket viser at utstyret er i samsvar med EU direktivene 73/23 og 89/336 (med korreksjon av EU direktiv 92/31), begge med korreksjon av EU direktiv 93/68.

Deze CE markering toont aan dat het produkt in overeenstemming is met de richtlijnen 73/23/EEC en 89/336/EEC (zoals geammenteerd door richtlijn 92/31/EEC), welke beide zijn geammenteerd door de richtlijn 93/68/CEE.

Questo contrassegno CE indica che l'apparecchio è conforme alle Direttive CEE 73/23 e 89/336 (successivamente modificata con la Direttiva 92/31), entrambe modificate con la Direttiva 93/68.

Este símbolo CE indica que el equipo cumple con las Directivas 73/23/EEC y 89/336/EEC (según la enmienda a la Directiva 92/31/EEC), ambas según la enmienda de la Directiva 93/68/EEC.

Esta marca CEE indica que este equipamento está de acordo com as Directivas 73/23/EEC e 89/336/EEC (conforme amenda da directiva 92/31/EEC), ambas amendas da directiva 93/68/EEC.

Αυτή η CE σήμανση δηλώνει την συμφωνία της Συσκευής με την Οδηγία 73/23/EEC και την Οδηγία 89/336/EEC (όπως τροποποιήθηκαν από την Οδηγία 92/31/EEC), όπως αμφοτέρως έχουν τροποποιηθεί από την Οδηγία 93/68/EEC.

Oznaka CE prikazuje, da oprema ustreza predpisu 73/23/EEC, in kot to predpisuje predpis 93/68/EEC.

A CE jelzés tanúsítja, hogy a berendezés megfelel az EEC 92/31 és 93/68 előírásokkal módosított EEC 73/23 és 89/336 követelményrendszernek.

Oznaczenie CE jest potwierdzeniem zgodności niniejszego urządzenia z wymaganiami Dyrektywy 73/23/EEC oraz Dyrektywy 89/336/EEC (zgodnie ze zmianami Dyrektywy 92/31/EEC), obie uzupełnione przez Dyrektywę 93/68/EEC.

Značka CE indikuje, že toto zařízení odpovídá Směrnici 73/23/EEC a Směrnici 89/336/EEC (doplňené Směrnici 92/31/EEC), které byly dále doplněny Směrnici 93/68/EEC.

Käesolev CE-markeering näitab, et antud seade vastab Euroopa Liidu Direktiividele 73/23/EEC ja 89/336/EEC (koos muudatustega vastavalt Direktiivile 92/31/EEC) ning võttes arvesse, et mõlemaid direktiive on muudetud vastavalt Direktiivile 93/68/EEC.

CE marķējums norāda, ka šī iekārta atbilst prasībām, kas iekļautas EK direktīvās 73/23 un 89/336 (ar EK direktīvā 92/31 paredzētajām izmaiņām), kurās veikti labojumi saskaņā ar EK direktīvu 93/68.

Ženklas CE reiškia, kad šis įrenginys atitinka direktyvas 73/23/EEC ir 89/336/EEC (atlikus pataisas direktyva 92/31/EEC), kuriose buvo atliktos pataisos direktyva 93/68/EEC.

Маркировка CE указывает на то, что данное оборудование соответствует Директиве 73/23/EEC и Директиве 89/336/EEC (с изменениями в соответствии с Директивой 92/31/EEC), с изменениями, предписываемыми Директивой 93/68/EEC.

Fax III

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# **Welcome**

Thank you for choosing the Canon facsimile unit. The compact, upright design of the fax means it takes up less space in your work area. And the bubble jet print mechanism uses cut-sheet plain paper, so you get crisp reproductions of your fax documents and copies.

**The fax has a number of features that make it ideal for small to medium-sized offices with a single telephone line.**

## **Features**

### **Plain paper**

The fax accepts A4 size cut-sheet plain paper for crisp reproduction and faxes that are flat and easy to write on.

### **Automatic switching between fax and voice calls**

The fax recognises incoming fax calls and automatically switches to receiving mode.

### **Automatic dialling**

A variety of dialling methods lets you register frequently used fax numbers and phone numbers and access them with the touch of a button.

### **Error Correction Mode (ECM) Tx / Rx**

Automatically helps correct transmission errors due to system and telephone line noise.

### **Group Dialling**

Registers groups of fax numbers (up to 69 locations) so you can send a fax to an entire group in one operation.

### **Delayed transmission**

Sends a fax automatically at a later time, for example, at night when telephone rates are lower.

### **Polling (receive only)**

Allows you to retrieve a fax from another person's machine, even when they are away from the office.

### **360 dpi copy mode**

Lets you make copies at 360 x 200 dpi.

### **One hour battery back up**

The documents in the fax memory are safeguarded for approximately one hour during a power failure.

### **Energy Save Standby (ESS)**

In standby mode the lower power consumption (0.9W) saves you expenses and contributes to the environmental protection.

### **Built-in answering machine**

Records voice messages and also allows automatic receiving of documents.

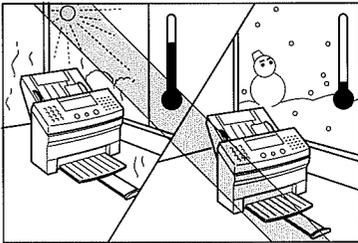
### **Remote control**

Allows you to access the built-in answering machine and listen to incoming messages when you are out of home or the office.

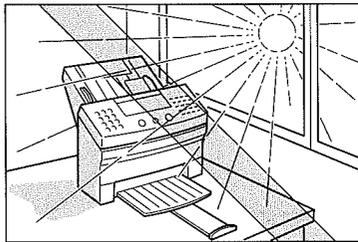
# Precautions

## General

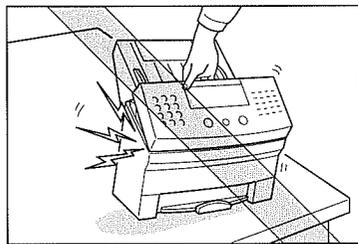
Make sure the place where you set up the fax satisfies the following conditions:



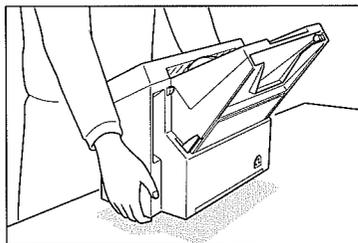
- Use the fax only within the following ranges of temperature and humidity.  
Ambient temperature: 10°C to 32.5°C  
Ambient humidity: 10% to 80% RH (no condensation)



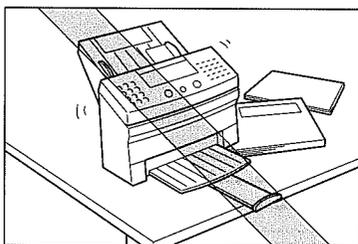
- **Keep your fax out of direct sunlight**, as this can damage the unit.



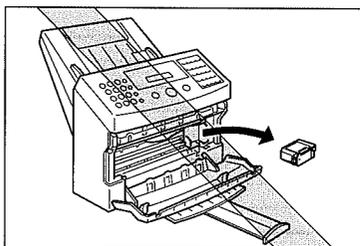
- Do not lift the fax by the operation panel.



- Hold the fax as shown when transporting it.



- Place the fax on a level surface.



- Do not remove the BJ cartridge from the printer until it has to be replaced except when transporting the fax. If the cartridge print head is removed and left unprotected, it will dry out and you may not be able to use it.

- Do not install the fax near devices which contain magnets or generate magnetic fields.
- Do not subject the fax to strong physical shock or vibration.
- Keep the fax clean. Dust accumulation can prevent the fax from operating properly.
- Before you transport your fax, make sure to remove the BJ cartridge, and recover the print head with the orange tape. After moving the fax, reload the BJ cartridge.

## Others

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.

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# 1

## **SETTING UP**

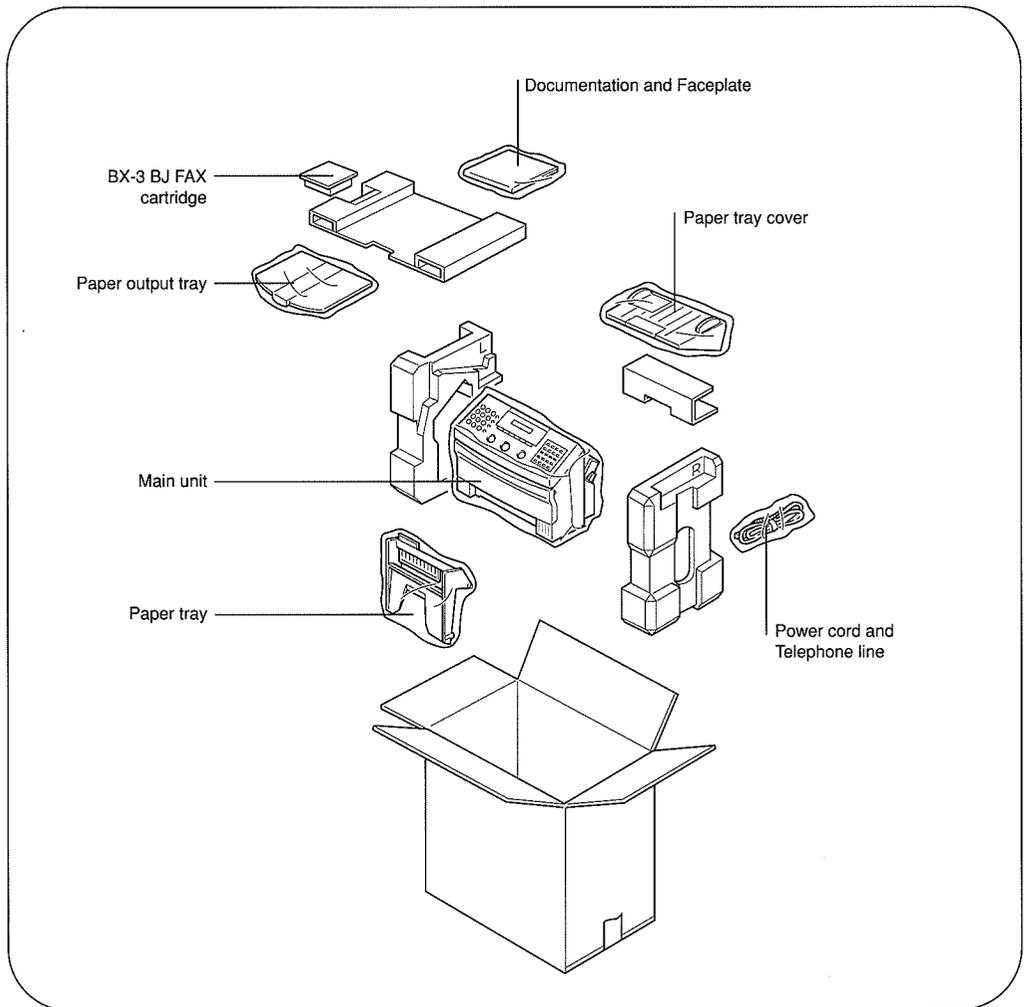
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# Unpacking

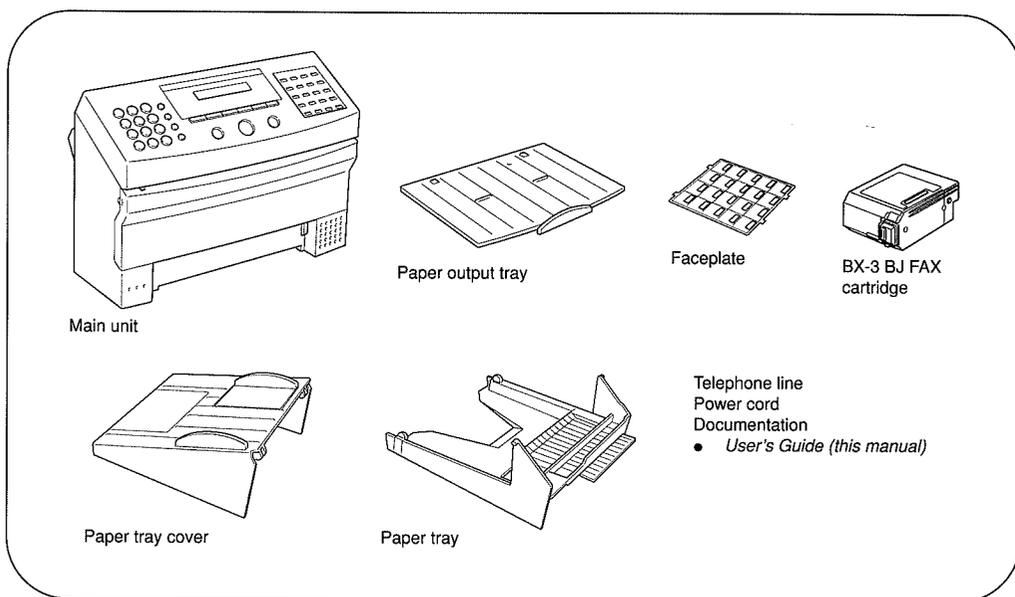
As you unpack the fax, save the carton and packing material in case you want to move or ship the unit in the future.

Carefully remove all items from the box.

- It is best to have someone hold the box while you lift the fax and its protective packaging out of the carton.

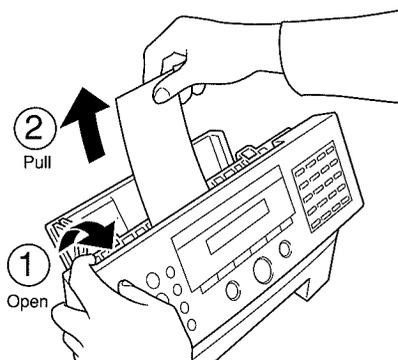


If any of these items are damaged or missing, notify your Canon dealer immediately.



## Removing the shipping materials

Remove the shipping materials as shown below.



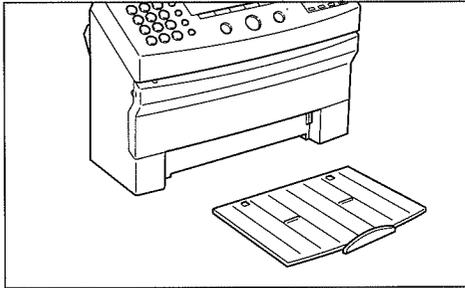
# Assembling the fax

To see how the fax looks fully assembled, see Main components of the fax, page 24.

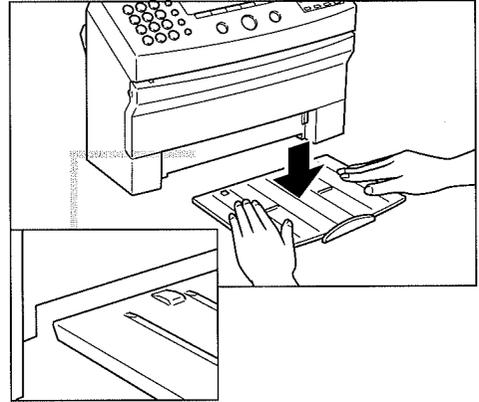
## Attaching components

### ■ Paper Output Tray

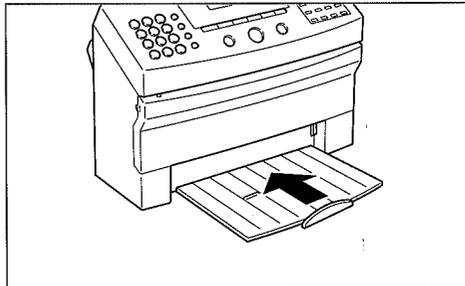
**1** Place the fax in front of you on a flat surface. Lay the paper output tray in front of the fax.



**2** Press firmly on the end of the tray so that the plastic tabs fit under the front of the fax.

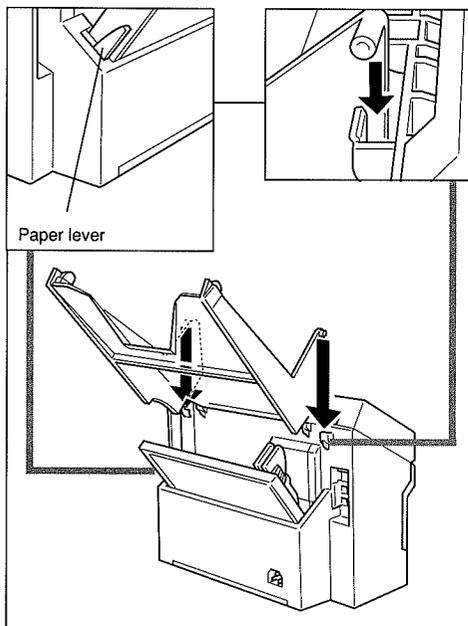


**3** Slide the tray under the fax until the tray is completely inserted.



■ Paper Tray

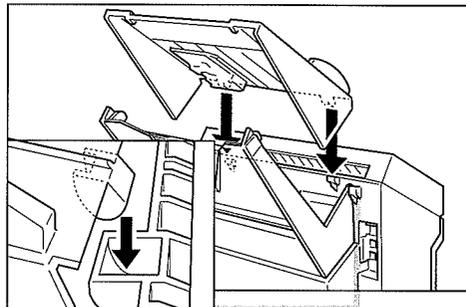
Make sure the paper lever is in the position shown. Then, place the paper tray into the fax, making sure the two knobs fit in the appropriate slots in the fax.



 This symbol indicates the use of a function (envelope printing) that is not available with this model.

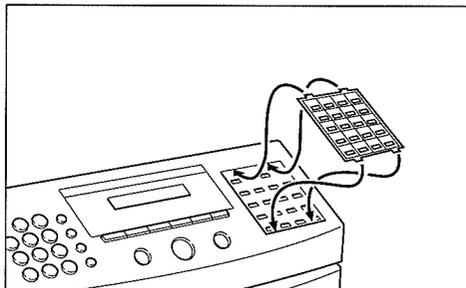
■ Paper Tray Cover

Place the paper tray cover over the paper tray, making sure the two tabs fit in the appropriate slots in the fax.



■ Faceplate

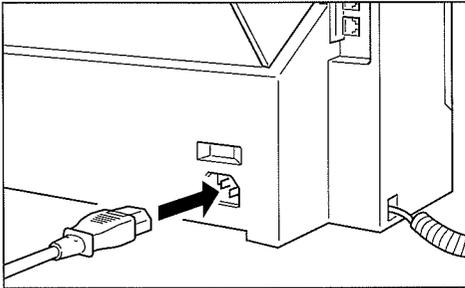
Fit the 4 tabs of the faceplate into the corresponding slots around the One-touch button area.



## 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.**

- After you plug the power cord, the fax switches to Energy Save Standby mode in approx. 30 minutes (when E.S.S. setting is ON, page 88a). The date disappears and only the time exists in the LCD display like below. In this mode, IN USE lamp doesn't light even if you pick up the telephone.

12:00

# Loading the paper

## Selecting the right kind of paper

The quality of the paper you use affects the print quality of the fax. Using paper that meets the following specifications will ensure the best possible printing results.

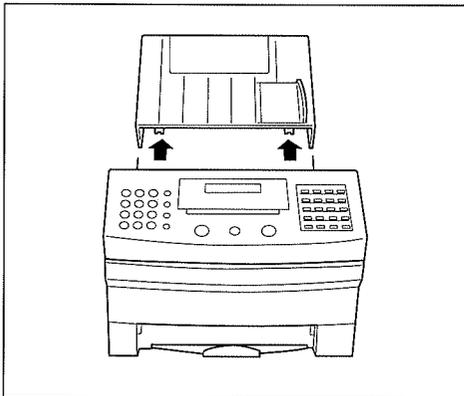
Quality	Use plain bond, typewriter quality without curls, folds, or rough edges.
Weight	64 g/m <sup>2</sup> - 90 g/m <sup>2</sup>
Thickness	0.08 mm - 0.12 mm
Storage	18°C to 24°C, 40% to 60% relative humidity.
Size	A4

### NOTE

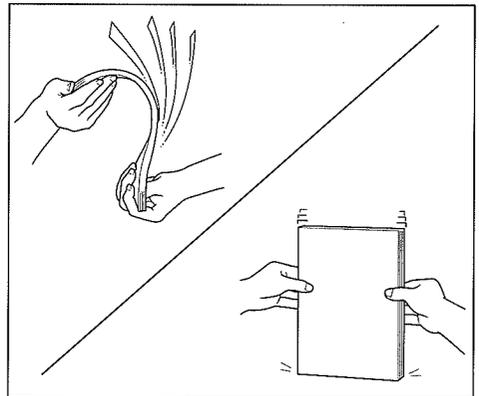
- Test the plain bond paper you intend to use first to make sure printing results are satisfactory.
- Do not use punched or coloured paper.
- Do not use glossy paper.
- Ink drying time will vary depending on the type of paper.
- Using other than the above paper may cause jamming and/or blurred print.

## Loading the paper

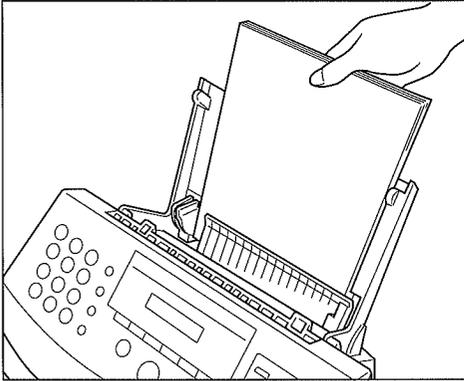
**1** Remove the paper tray cover.



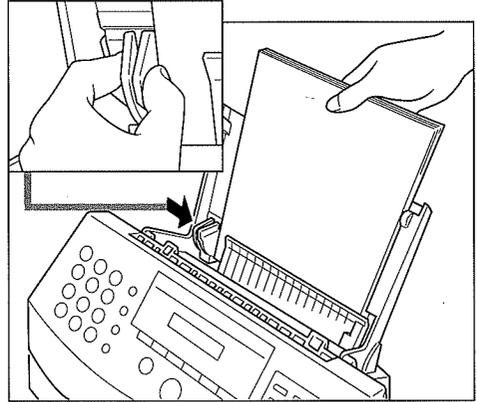
**2** Fan a small stack of up to 100 sheets (up to 10 mm thick). Tap the edge of the stack on a flat surface to even the stack.



- 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.

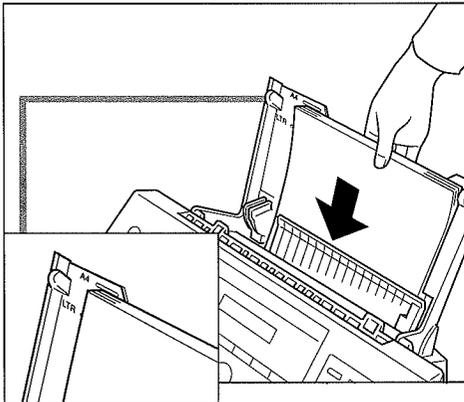


- 4** Holding the stack of paper, squeeze and slide the paper guide until it touches the left edge of the stack of paper.

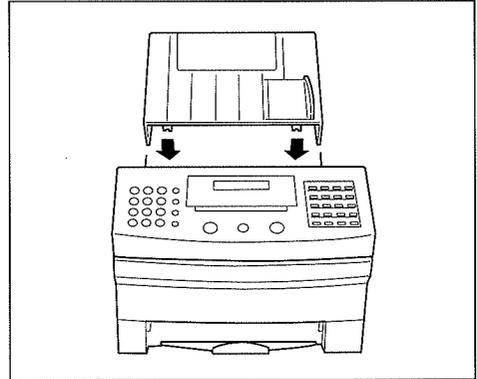


Make sure the stack of paper does not exceed the paper limit mark on the right side of the feeder.

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



- 6** Replace the paper tray cover.



Do not force the paper down into the fax.

**NOTE**

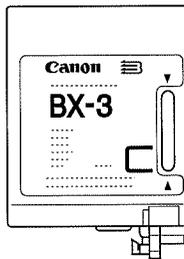
- Make sure the stack of the paper is flat, held upright and aligned with the left paper guide.
- The top edge of the stack does not need to be even.

# Installing the BJ cartridge

The first time you set up the fax, you have to install the BX-3 BJ FAX cartridge before you can begin receiving and copying documents.

## BJ cartridge guidelines

Use **only the Canon BX-3 BJ FAX cartridge** with the fax.



By enabling the INKSAVER mode, ink consumption can be decreased by as much as fifty per cent, resulting in a longer effective cartridge life.

The actual amount of ink that you use will vary depending on the print density of a page. If the majority of your printed output is graphics, you may need to change the ink cartridge more often than when you are receiving or copying text only.

You may need to replace the BJ cartridge when either of the following conditions exist:

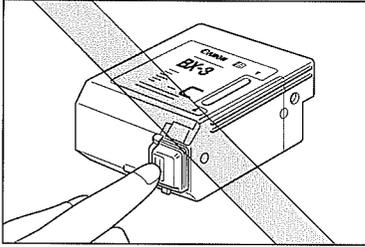
- Your printed output is not crisp and clear, and there are gaps in the characters (missing dots) even after you have cleaned the print head once or twice and you have removed and reinstalled the BJ cartridge.
- You have been using the BJ cartridge for over one year.

### NOTE

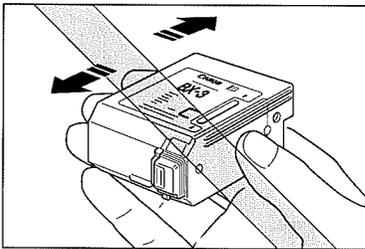
- To ensure optimum print quality, Canon recommends the use of the cartridges designated by Canon. Canon accepts no liability or responsibility for damages caused by the use of any cartridge other than those designated by Canon.
- Canon makes numerous ink cartridges; the BX-3 BJ FAX cartridge is the only one designed to be used with the fax.

## Handling the BJ cartridge

- Leave the BJ cartridge in its packaging until you are ready to use it to prevent it from drying out.
- Store BJ cartridges out of the reach of children, the ink contains isopropyl alcohol 67-63-0.
- **Replace the BJ cartridge after one year of use or if the print is not clear or is missing, even after trying five successive head cleanings.**
- **Never remove the BJ cartridge unless you are going to replace it. When left exposed, the cartridge print head dries out, making it unusable.**



- Do not touch the print head area on the BJ cartridge. Ink may leak out and cause stains.

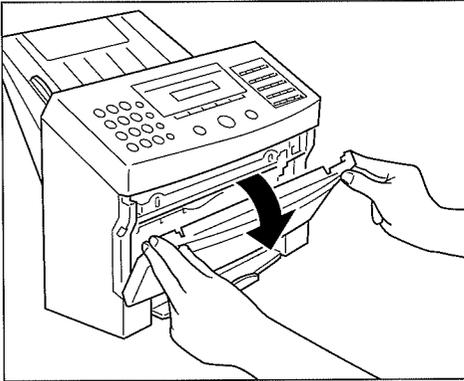


- Never shake the BJ cartridge, especially after removing the protective tape from the print head.

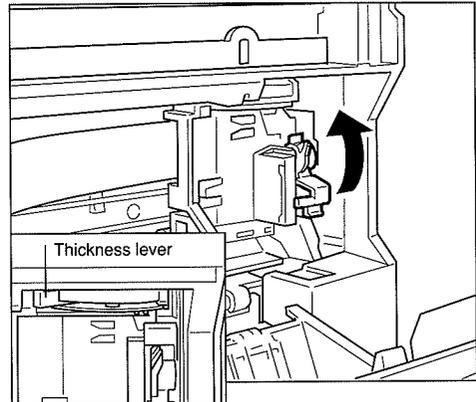
If spilled, the ink is very difficult to clean. Therefore, always follow the above precautions and carefully handle the BJ cartridge.

## Installing the BJ cartridge

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

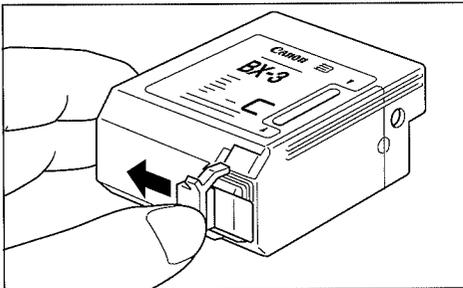


**2** Raise the green cartridge release lever up.

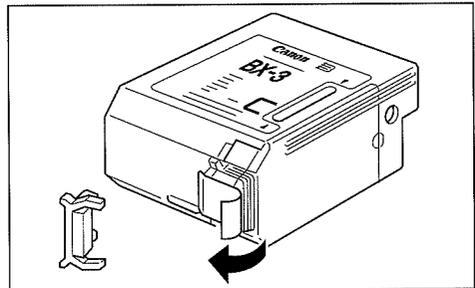


Make sure the paper thickness lever is set to the paper position (left position).

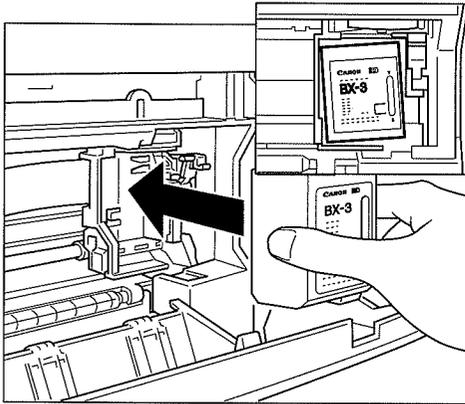
**3** Remove the print head cap from the BJ cartridge.



**4** Pull off the protective orange tape.

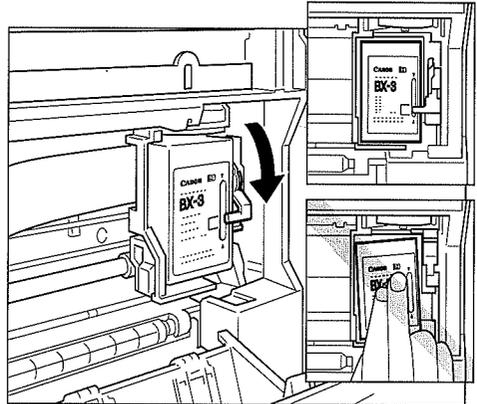


- 5** Insert the BJ cartridge. Align the slot in the cartridge with the yellow post in the fax.



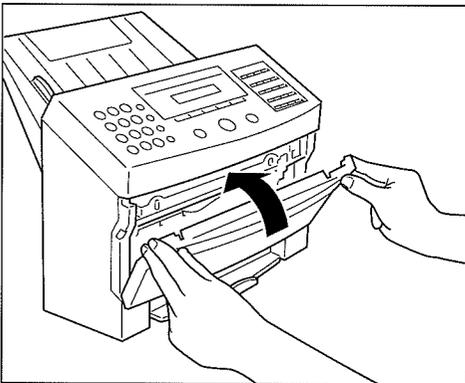
The yellow post (BJ cartridge guide) should be visible through the slot. The BJ cartridge tilts slightly to the left in the loaded position.

- 6** Lower the cartridge release lever down until you hear a click to lock the cartridge in place.

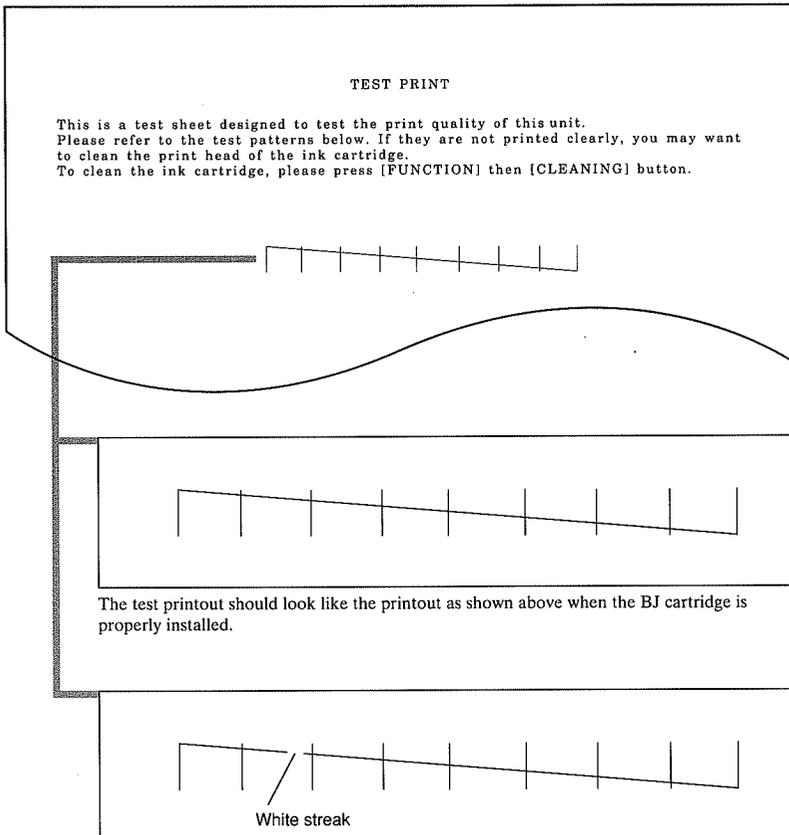


- Make sure the arm on the cartridge release lever aligns with the marking on the BJ cartridge.
- If the lever movement is not smooth, release the cartridge and reload it.
- To avoid cartridge misalignment and causing an error message, do not press down on the cartridge or try to align it manually while raising and lowering the green lever.

- 7** Close the front cover of the fax.



- 8** The fax automatically prints a test page.  
The fax prints a test page every time you insert a BJ cartridge.



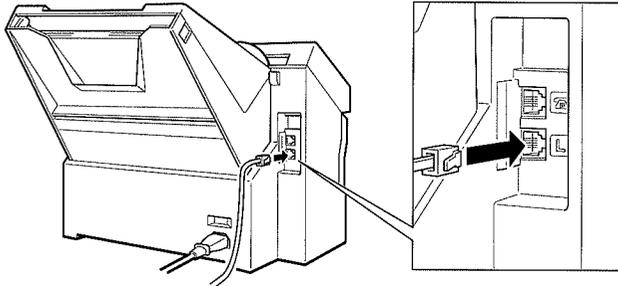
If the printout has white streaks as shown above, try cleaning the print head, see *Cleaning the BJ cartridge print head*, page 102.  
If the problem continues after cleaning, try reinstalling the BJ cartridge.

- You can turn off automatic test printing by changing the AUTO TEST PRINT setting, see *SYSTEM SETTINGS*, page 88.

# Connecting the phone line

## Connecting to the wall jack

- 1 Connect one end of the supplied telephone line to the jack marked  on the rear of the fax.



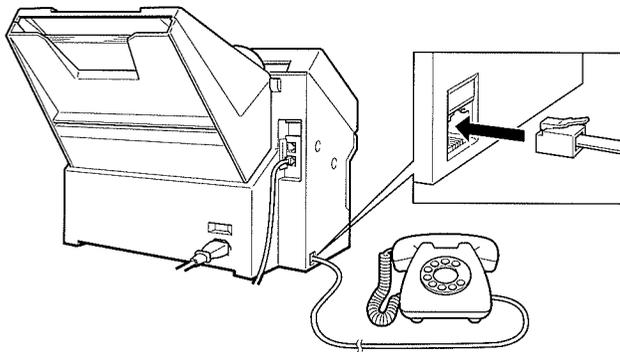
- 2 Connect the other end of the line to your wall telephone jack.

### NOTE

To avoid electrical shock, connect the telephone line to the fax first. Then connect the line to the wall telephone jack.

## Connecting the telephone

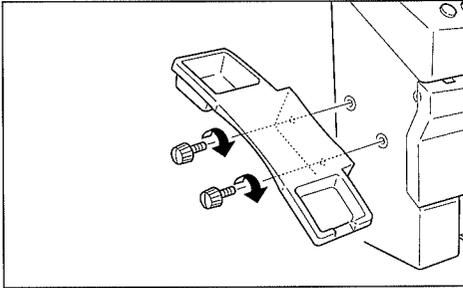
- 1 Connect the end of the telephone cord to the jack.



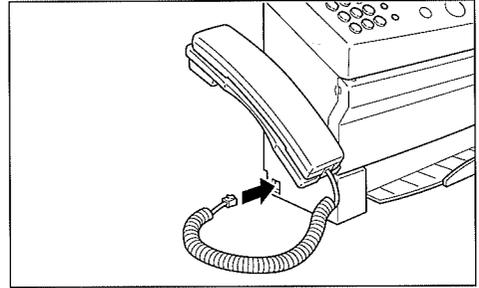
## Connecting the handset\*

\* The handset is optional in some areas.

**1** Attach the handset cradle.

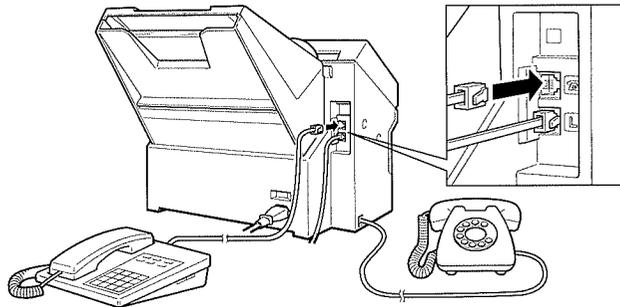


**2** Connect the handset's modular jack to the handset jack on the fax.



## Connecting an extension phone

**1** Connect an extension phone to the jack marked  on the rear of the fax.



## Setting the TEL 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

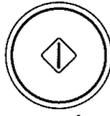
▼

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

<   >

USER SETTINGS

Press [START/COPY].



SET DATE
- 3** Use [<] or [>] to select TEL LINE TYPE.

<   >

TEL LINE TYPE

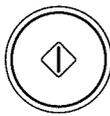
Press [START/COPY].



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

## Selecting the receiving mode

Before you set up the receiving mode on your fax, you should determine how your fax is to be used.

- Are you able to dedicate the use of one telephone line to the fax only to receive document transmissions from another fax?
- Do you want to use the fax occasionally as a telephone and let the fax receive documents automatically and ring only for telephone calls?
- Do you want to depend on the fax as a telephone and answer every call yourself, even when the call may be from another fax?

How you answer these questions will determine which receiving method you choose below. If you are not satisfied with the method you select, you can change it at any time.

### ■ Automatic receiving (See page 18)

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.

### ■ AUTO FAX/TEL switchover (See page 20)

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.

### ■ Manual receiving (See page 22)

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. When you answer a call from a fax, you will hear a slow beep. After you hear a slow beep, you have to press [START/COPY] on your fax and hang up the telephone to receive the document.

## Receiving documents over a dedicated fax line

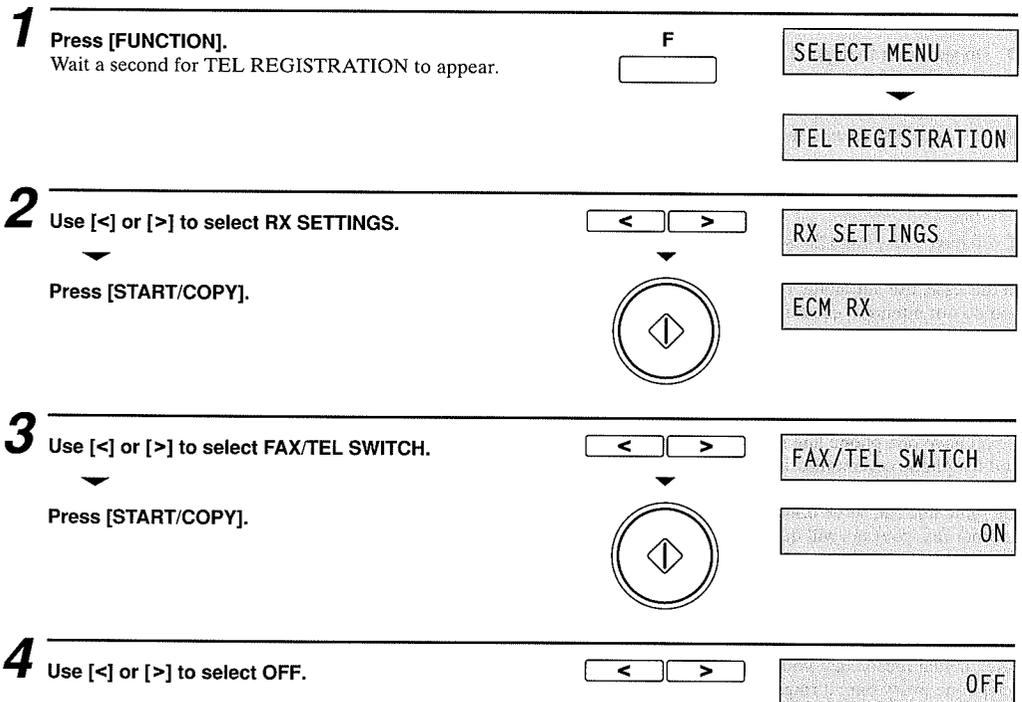
If you have a dedicated fax line, you need to set the fax for dedicated receiving.

### ■ Setting up the fax for dedicated receiving

When you set the fax for dedicated receiving, the unit picks up each call and automatically treats the call as a fax transmission.

The fax can not receive automatically if you are making copies, printing reports, or registering information. See page 71.

If you have a separate phone line for your fax, follow these steps:



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



DATA ENTRY OK

INCOMING RING

**6** Press [STOP] to finish registration.



**7** Press [MANUAL] until no icon appears on the display. Make sure the MANUAL (MANUAL icon) and the ANSWERING (ANSWERING icon) icons are not displayed on the LCD.



## ■ Receiving documents automatically over a dedicated fax line

When the fax is set to receive over a dedicated line, it automatically receives documents whenever a call comes over the fax line.

The fax can not receive automatically if you are making copies, printing reports, or registering information. See page 71.

**1** Make sure the fax is set to receive over a dedicated fax line.

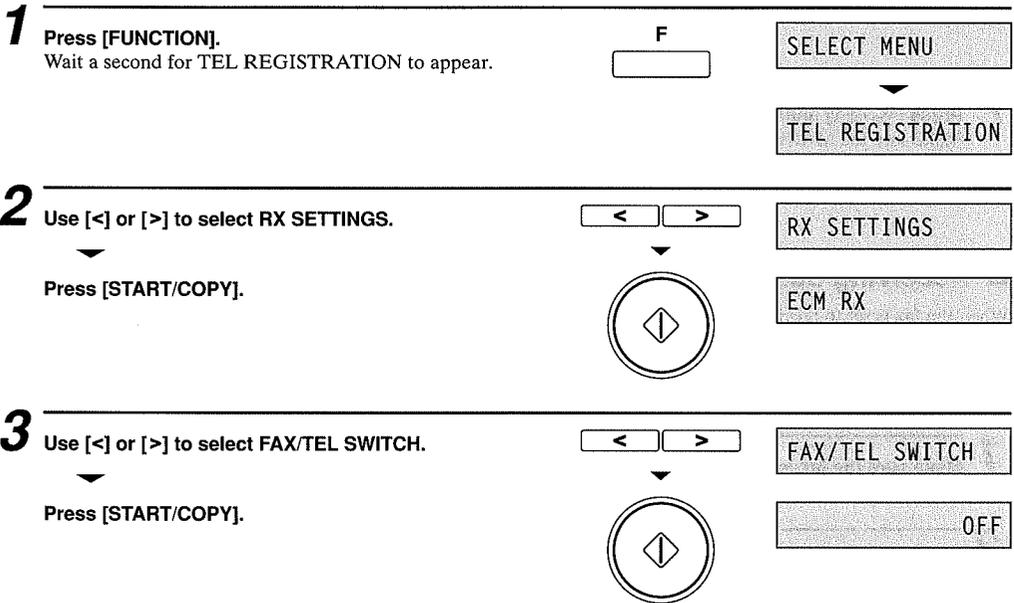
**2** Press [MANUAL] until no icon appears. Make sure the MANUAL (MANUAL icon) and the ANSWERING (ANSWERING icon) icons are not displayed on the LCD.

The fax assumes all incoming calls are from another fax machine sending a document. It receives the documents automatically.

## Receiving documents and telephone calls over a shared Fax/Telephone line (FAX/TEL SWITCH)

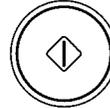
If you have only one phone line in your office, you can set up the fax to receive both documents and telephone calls.

### ■ Setting up the fax for a shared line



**4** Use [**<**] or [**>**] to select ON.Press [**START/COPY**].

ON



DATA ENTRY OK

**5** Press [**STOP**] to finish registration.

For a description of the remaining settings (FAX/TEL OGM, RING START TIME, F/T RING TIME, and F/T SW ACTION settings), see page 87, 130.



FAX/TEL OGM

**■ Receiving both documents and telephone calls automatically**

You can set the fax to monitor all incoming calls over the fax/telephone line. When the fax receives an incoming call, it checks to see if the call is from another fax machine trying to send a document or from someone wanting to talk to you.

The fax can not receive a document automatically if you are making copies, printing reports, or registering information. See page 71.

**1** Make sure you have set the fax for both fax and telephone communication (FAX/TEL SWITCH is ON). See page 20.**2** Press [**MANUAL**] until no icon appears above the button. Make sure the MANUAL (☎) and the ANSWERING (📠) icons are not displayed on the LCD.

When the fax receives a call, it checks to see whether the call is from another fax machine or from a telephone.

- If it is a fax call, your fax automatically switches to receiving mode to accept the fax.
- If the call is from a person, your fax rings to alert you to pick up the telephone.

## Receiving documents manually

You may want to set your fax to receive documents manually in the following case:

- You want to personally check each incoming call to see if it is from a fax or from a person.

Keep in mind that you can not use manual receiving if a document is in the Automatic Document Feeder (ADF) waiting to be sent.

---

**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].

Your fax begins receiving the document.

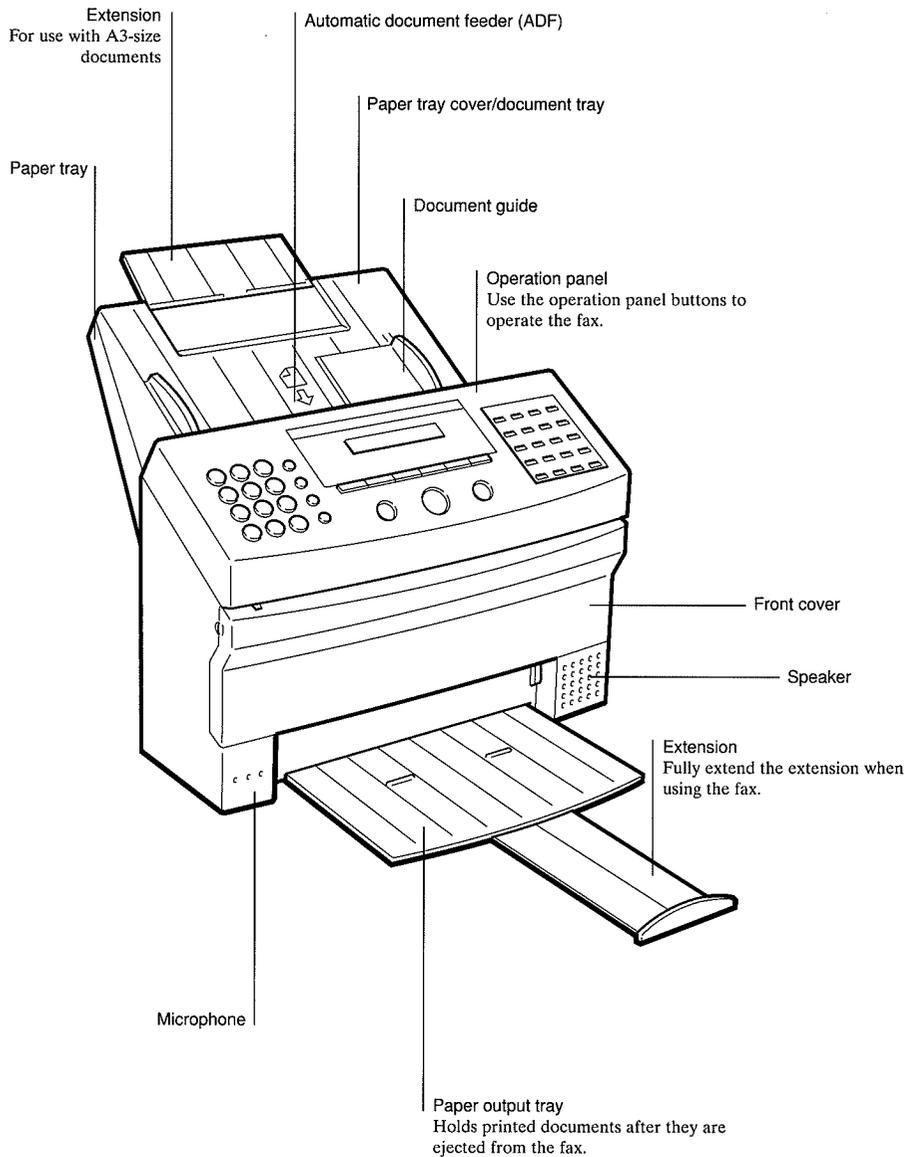
# 2

## **PREPARING TO USE YOUR FAX**

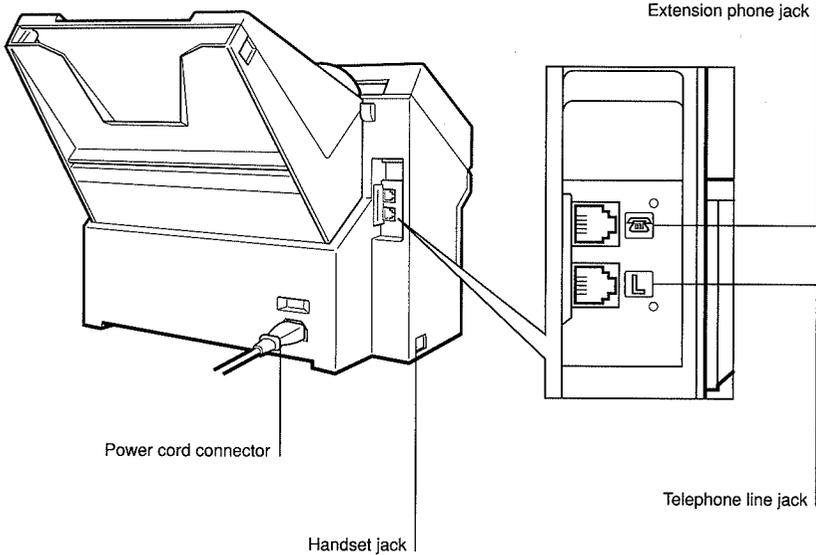
<b>Main components of the fax .....</b>	<b>24</b>
Front view .....	24
Rear view .....	25
<b>Fax controls – the Operation Panel .....</b>	<b>26</b>
<b>Registering your name and number .....</b>	<b>28</b>
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<b>Registering One-touch Speed Dialling numbers and names .....</b>	<b>35</b>
<b>Registering Coded Speed Dialling numbers and names .....</b>	<b>37</b>
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Changing a Group Dialling number .....	40
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Registering the type of access and the outside line number .....	43

# Main components of the fax

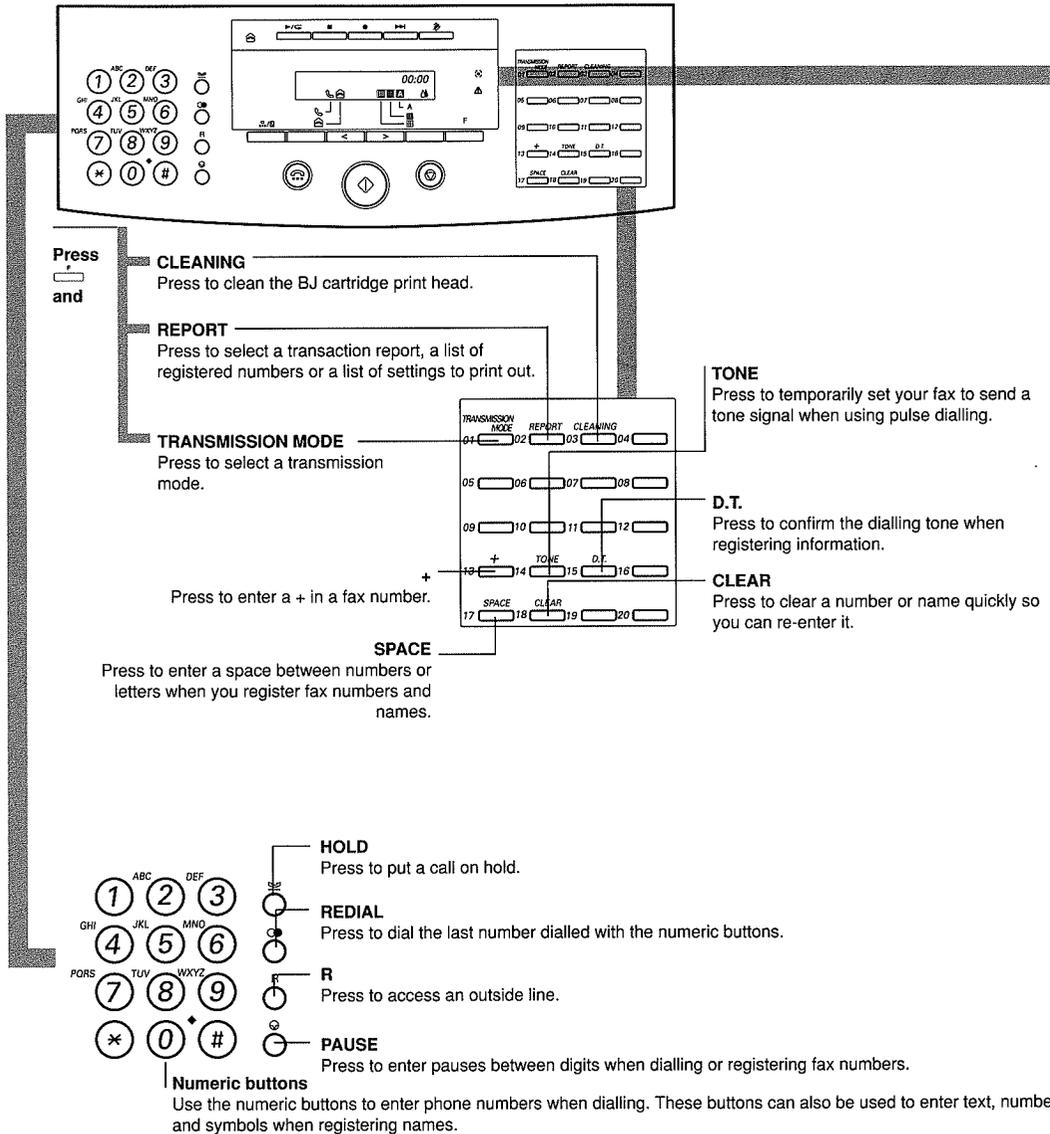
## Front view

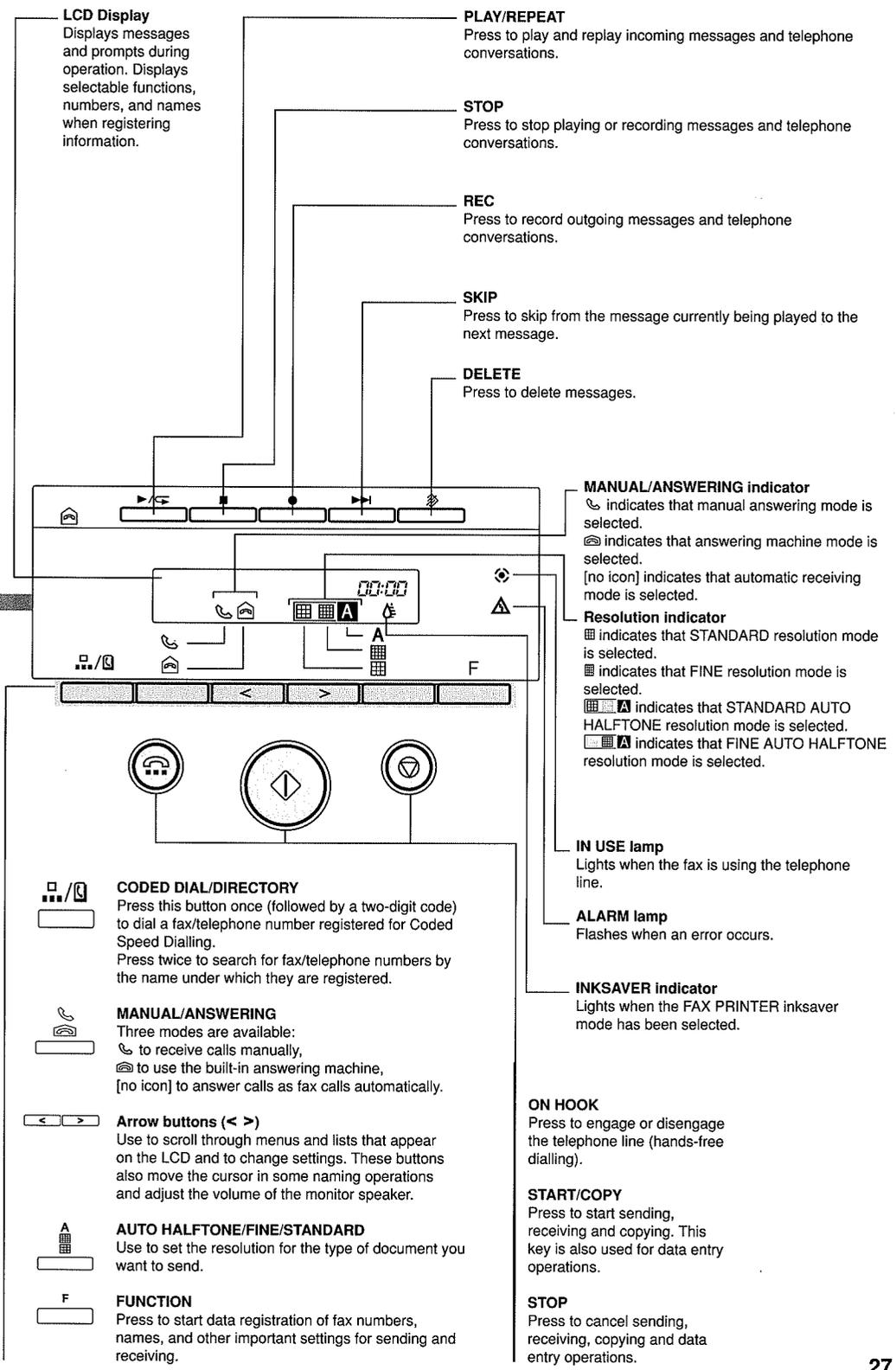


# Rear view



# Fax controls – the Operation Panel





**LCD Display**  
Displays messages and prompts during operation. Displays selectable functions, numbers, and names when registering information.

**PLAY/REPEAT**  
Press to play and replay incoming messages and telephone conversations.

**STOP**  
Press to stop playing or recording messages and telephone conversations.

**REC**  
Press to record outgoing messages and telephone conversations.

**SKIP**  
Press to skip from the message currently being played to the next message.

**DELETE**  
Press to delete messages.

**MANUAL/ANSWERING indicator**  
☎ indicates that manual answering mode is selected.  
📠 indicates that answering machine mode is selected.  
[no icon] indicates that automatic receiving mode is selected.

**Resolution indicator**  
☐ indicates that STANDARD resolution mode is selected.  
☐ indicates that FINE resolution mode is selected.  
☐ A indicates that STANDARD AUTO HALFTONE resolution mode is selected.  
☐ A indicates that FINE AUTO HALFTONE resolution mode is selected.

**IN USE lamp**  
Lights when the fax is using the telephone line.

**ALARM lamp**  
Flashes when an error occurs.

**INKSAVER indicator**  
Lights when the FAX PRINTER inksaver mode has been selected.

**CODED DIAL/DIRECTORY**  
Press this button once (followed by a two-digit code) to dial a fax/telephone number registered for Coded Speed Dialling.  
Press twice to search for fax/telephone numbers by the name under which they are registered.

**MANUAL/ANSWERING**  
Three modes are available:  
☎ to receive calls manually,  
📠 to use the built-in answering machine,  
[no icon] to answer calls as fax calls automatically.

**Arrow buttons (< >)**  
Use to scroll through menus and lists that appear on the LCD and to change settings. These buttons also move the cursor in some naming operations and adjust the volume of the monitor speaker.

**AUTO HALFTONE/FINE/STANDARD**  
Use to set the resolution for the type of document you want to send.

**FUNCTION**  
Press to start data registration of fax numbers, names, and other important settings for sending and receiving.

**ON HOOK**  
Press to engage or disengage the telephone line (hands-free dialling).

**START/COPY**  
Press to start sending, receiving and copying. This key is also used for data entry operations.

**STOP**  
Press to cancel sending, receiving, copying and data entry operations.

# Registering your name and number

You should now register the time, date, and your name and fax number, which will appear at the top of every page you send.

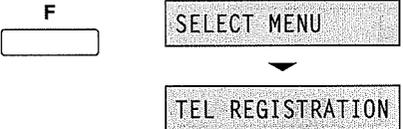
## Moving through the main menus

The fax includes a menu system that you use to register information and select fax and telephone operations. The main menu includes these items:

**TEL REGISTRATION**  
**USER SETTINGS**  
**REPORT SETTINGS**  
**TX SETTINGS**  
**RX SETTINGS**  
**FAX PRINTER**  
**ANS SYS SETTINGS**  
**SYSTEM SETTINGS**

For a complete description of the menu system, see *User menu settings*, page 80. In general, follow these steps to access the menus and make selections:

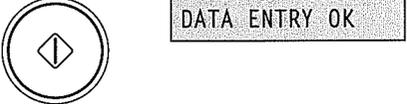
- 1** Press [FUNCTION].  
Wait a second for TEL REGISTRATION to appear.


- 2** Press [<] or [>] to scroll through the menus until you see the menu you wish to access. The LCD displays the menu title.


- 3** Press [START/COPY]. The LCD displays the first selection for the selected menu.


- 4** You can now make a selection:  
Press the arrow buttons to view the possible selections.


- 5** After selecting or entering a value, press [START/COPY].



**6** Repeat steps 4 and 5 as needed.

**7** When the operation is complete, press [STOP].  
Registration ends and the fax returns to standby mode.



**NOTE**

After 60 sec. with no operation panel input, the fax returns to standby mode and any unregistered changes are lost.

## Entering a number

Whenever you are prompted to enter a fax number or a telephone number, follow these procedures.

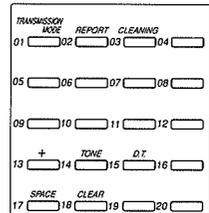
Use the numeric buttons to enter the number.



- You can enter up to 20 digits for your fax number or 100 digits for a speed dialling number.
- Do not enter dashes, slashes, commas, or other punctuation.

Use the One-touch Speed Dialling buttons as follows:

- To enter a space between numbers, press [SPACE].
- If you make a mistake, press [CLEAR] and enter the number again.
- To erase a previously registered number, press [CLEAR]. You can also enter a new number over the old one.



## Entering a name

Whenever you register a fax number or a telephone number, you can assign a name to that number. To enter a name from the operation panel, you use the numeric buttons to create alphanumeric characters.

Each button has a certain letter group plus a digit assigned to it. Each press of the button steps to the next character in the group. [\*] can change the uppercase letter entry mode to the lowercase letter entry mode or vice versa.

Use the chart below to determine which number to press for each character:

Uppercase	Lowercase	Press this numeric button
0	0	0
1	1	1
ABCÁÀÁÁÁÁÆÇ 2	abcáãääãääæç 2	2
DEFÐÉÊËË 3	defðéëëë 3	3
GHIÍÏÎÏ 4	ghiíííîï 4	4
JKL 5	jkl 5	5
MNOÑÒÓÔÕÖ 6	mnoñòóôõö 6	6
PQRSÞ 7	pqrsp 7	7
TUVÛÜÙÛ 8	tuvûüùû 8	8
WXYZÝ 9	wxyzý 9	9
- . * # ! " , ; : ^ ` _ = /   ' ? \$ @ % & ( ) [ ] { } < >		#

- First press the numeric button corresponding to the character you want.
- Press the numeric button repeatedly until the character you want appears in the display. For example, to enter Canon 1:

- 1 Press the appropriate numeric button repeatedly until the desired character appears.

C

Press 2 three times.

- 2 The next character is a lowercase, so press [\*] to change the uppercase letter entry mode to the lowercase letter entry mode. Then press the numeric button to display the desired character.

Ca

Press [\*]. Then, press 2 once.

- 3 The next character is in a different group, so simply press the new group's numeric button – the cursor moves automatically. Press the numeric button repeatedly to display the desired character.

Can

Press 6 two times.

- 4 The next character is in the same group, so press [>] to move the cursor to the right first. Then press the numeric button repeatedly.

Can\_

Press [>] once. Then, press 6 three times.

- 5 Repeat the step 4 to enter [n].

Canon

**6** The next character is a space. Simply press [SPACE].

Canon\_

Press [SPACE] once.

**7** The next character is a digit. Press the numeric button corresponding to the digit. (For digits other than 0 and 1, press repeatedly until the digit appears.)

Canon 1

Press 1 once.

**8** After entering a name, press [START/COPY].

- You can enter up to 16 characters in a name.
- To enter a space between characters, press [SPACE] or move the cursor to the right using [➤].
- To correct a mistake, use the arrow buttons to move the cursor under the mistake; then enter the correct character. You can also press [CLEAR] to begin again; then simply enter the name again.
- To erase a previously registered name, press [CLEAR] or simply enter the new name over the old one.

TRANSMISSION	REPORT	CLEANING
01	02	03
04	05	06
07	08	09
10	11	12
13	14	15
16	17	18
19	20	

## Personalising your fax

### ■ Identifying your documents

When sending a document, you can have your fax number and your name (known as your ID), and the current date and time printed out by the receiving fax. This information is called your TTI (Transmit Terminal Identification) and appears at the top of the faxed document in small type.

By identifying the documents you send, the receiving party will recognise your fax messages at a glance. The illustration below shows a sample document with the identifying information.

01/12/95	10:12	FAX 321 456 7777	CANON U.S.A.	... CANON USA FAX	01/01
<b>THE SLEREXE COMPANY LIMITED</b>					
SAPORS LANE - BOOLE - DORSET - B11 2S 8 ER TELEPHONE DOOLE (145 13)51617 TELELEX 123456					
Our Ref. 350/PJC/EAC		The name of the party who is receiving the document			
Your fax/telephone number			Your name or company name		
The date and time you sent the document					

The top line includes the name of the receiving party if you send the document using One-touch Speed Dialling, Coded Speed Dialling, Group Dialling, or Directory Dialling and you registered the party's name. It also includes the total number of pages sent if you send the document from memory.

## 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 page 88.

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.

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

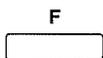
**9** Press [STOP].  
Registration ends and the fax returns to standby.



## 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.

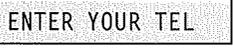
 

**2** Use [<] or [>] to select USER SETTINGS.  
Press [START/COPY].

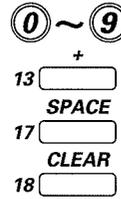
**3** Use [<] or [>] to select ENTER YOUR TEL.  
Press [START/COPY].

**4** Enter your fax number (up to 20 digits) using the numeric buttons.

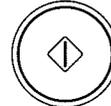
You can enter a plus sign (+) or space to make your number easier to read. To make a correction, press [CLEAR] and re-enter the number.



TEL= 1234 5678

**5** Press [START/COPY] when you finish entering your fax number.

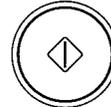
Wait a second for USER NAME to appear.



DATA ENTRY OK

USER NAME

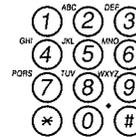
**6** Press [START/COPY].



-

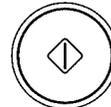
**7** Enter your name (up to 16 characters) using the numeric buttons.

See Entering a name, page 30.  
Correct errors by moving the cursor to the error using [<] or [>] and entering the correct character.



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.

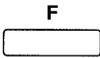


# Registering One-touch Speed Dialling numbers and names

The quickest way to dial a fax number or telephone number is to use One-touch Speed Dialling. This allows you to dial a number by pressing a single button. Before you can use One-touch Speed Dialling, you must register the receiving number with your fax. One-touch Speed Dialling assigns a telephone number (up to 100 digits) to a One-touch Speed Dialling button (01 to 20).

You can also register the name of the party (up to 16 characters); the name appears on the printout of the One-touch Speed Dialling list, see One-touch Speed Dialling list, page 90.

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



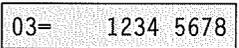
▼


- 2** Press [START/COPY].

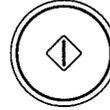

- 3** Press [START/COPY].


- 4** Use [<] or [>] to select the number of the One-touch button you want to use for the number.  
If a number is already registered for this One-touch Speed Dialling button, the LCD displays the number.  
If a number is already used for Group Dialling, the LCD displays GROUP DIAL.


- 5** Enter the number (up to 100 digits) using the numeric buttons.  
See Entering a number, page 29.  
Correct errors by pressing [CLEAR] and re-entering the number.



- 6** Press [START/COPY] to register the number.  
Wait a second for 1-TOUCH SPD NAME to appear, followed by 03=.

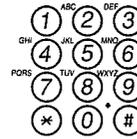


DATA ENTRY OK

1-TOUCH SPD NAME

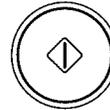
03=

- 7** Enter the party's name (up to 16 characters) using the numeric buttons.  
See Entering a name, page 30.  
Correct errors by pressing [CLEAR] and re-entering the name.



03=CANON

- 8** Press [START/COPY] to register the name.



DATA ENTRY OK

04=

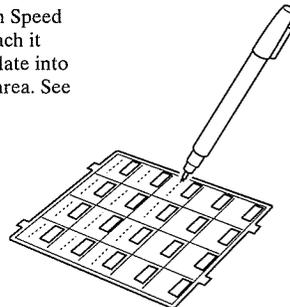
- 9** To assign additional One-touch Speed Dialling numbers, start from step 4. To finish, press [STOP].



**NOTE**

**Applying the faceplate**

For quick reference, write the names for the One-touch Speed Dialling numbers you register on the faceplate and attach it over the One-touch buttons. Fit the 4 tabs of the faceplate into the corresponding slots around the One-touch button area. See Attaching components, page 5.



# Registering Coded Speed Dialling numbers and names

To dial a telephone or fax number at the press of three buttons, use Coded Speed Dialling. Each two-digit (01-50) Coded Speed Dialling number can contain either a fax number or a telephone number. You can register up to 50 locations with each number containing up to 100 digits.

You can also register the name of the party (up to 16 characters); the name appears on the printout of the Coded Speed Dialling list, see Coded Speed Dialling list, page 91.

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

F



SELECT MENU

▼

TEL REGISTRATION
  
- 2** Press [START/COPY].



1-TOUCH DIAL
  
- 3** Use [<] or [>] to select CODED DIAL.

<

>



CODED DIAL

▼

Press [START/COPY].

\*01=
  
- 4** Use [<] or [>] to select the two-digit code you want to assign to the number.

<

>

\*15=
  
- 5** Enter the party's number (up to 100 digits) and name the same way you registered them for One-touch Speed Dialling.  
See steps 4 to 8 of registering One-touch Speed Dialling. (See Registering One-touch Speed Dialling numbers and names, page 35.)

0 ~ 9



\*15= 1234 5678
  
- 6** To assign additional Coded Speed Dialling numbers, start from step 4. To finish, press [STOP].



# Registering Group Dialling Numbers and Names

Group Dialling lets you dial a group of numbers so you can send the same document to several destinations by pressing a single button or pressing [CODED DIAL/DIRECTORY] followed by a 2-digit code. To use Group Dialling, you must register the numbers as a group under a One-touch Speed Dialling button or a Coded Speed Dialling code. If the numbers you want to include in the group are already registered under One-touch or Coded Speed Dialling, then all you have to do is press the One-touch button or enter the Coded Speed Dialling code to register the numbers.

## NOTE

You must register the One-touch Speed Dialling and Coded Speed Dialling numbers before you can enter them in a Group Dialling number.

## Registering a Group Dialling number

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

F

SELECT MENU

TEL REGISTRATION
- 2** Press [START/COPY].

1-TOUCH DIAL
- 3** Use [<] or [>] to select GROUP DIAL.

GROUP DIAL

Press [START/COPY].

01=