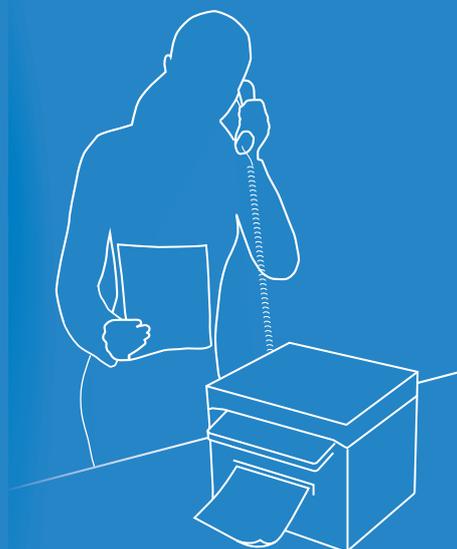
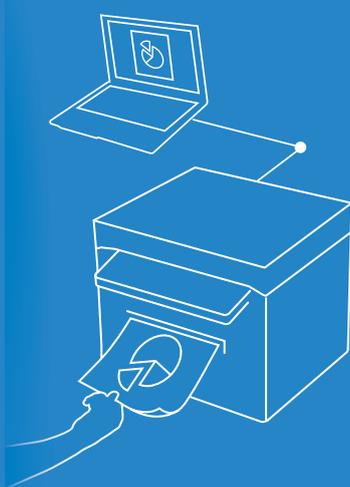


Canon

Basic Operation Guide

FAXPHONE L100



For information about machine setup and software installation, see the Starter Guide.

- This guide describes the basic use of the machine. Read this guide after finishing the machine setup.
- Read "Important Safety Instructions" first (→p.85).
- Keep this manual for future reference.

For information about advanced operations and specifications, see the e-Manual included on the User Software CD-ROM.



Manuals for the Machine



Starter Guide

The Starter Guide describes setting up the machine and installing the software. Be sure to read this manual before using the machine.



This Manual

Basic Operation Guide

The Basic Operation Guide describes common use and basic functions of the copy, fax, and print functions.



e-Manual

The e-Manual includes information about all functions and configurations of the machine. This manual is included on the User Software CD-ROM. Use the e-Manual's search function to easily find the information you want.



How to Use This Manual

Symbols Used in This Manual



Indicates a situation that may lead to death or injury to persons. To use the machine safely, always pay attention to these warnings.



Indicates a situation that may lead to injury to persons or damage to equipment. To use the machine safely, always pay attention to these cautions.



Indicates an operation that must not be performed. Read these items carefully, and make sure not to perform the described operations.



Indicates operational requirements and restrictions. Be sure to read these items carefully to operate the machine correctly and avoid damage to the machine or property.



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

Keys and Buttons Used in This Manual

In this manual, the following styles are used to represent keys, messages on the display, and buttons or other items on a computer screen.

- Operation panel keys: [Key icon] + (Key name)
Example: [] (Stop)
- Display: <Message>
Example: <Specify Destination>
- Buttons and items on a computer screen: [Item]
Example: [Preference]

Main Functions

Print



Enlarging and Reducing → p.32

Enlarge or reduce data to fit the paper size automatically or to print at custom ratios.



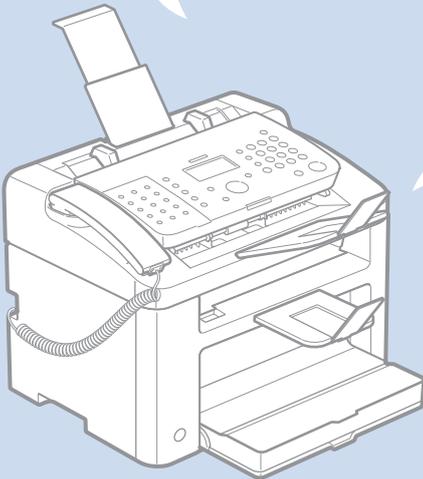
Poster Printing → p.34

- Magnify and divide a single-page image to print out on multiple sheets of paper.
- Make a poster by combining the printouts together.



Watermark Printing → p.35

Add watermarks such as "COPY" or "DRAFT" to the document.



Copy



Adjusting Quality → p.27

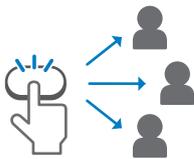
Adjust image quality by setting the density and resolution.



Enlarging and Reducing → p.27

Enlarge or reduce copies using custom copy ratios.

Fax



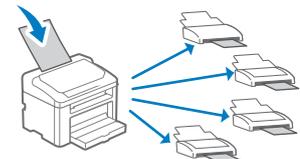
One-touch/Coded/Group Dialing → p.45

Specify fax destinations using one-touch keys, coded dial, and group dial.



Receiving in the Memory → p.54

- Store received faxes in the memory.
- Print or forward the received fax after confirming the sender.



Sequential broadcasting → p.47

Send the same document to multiple destinations at a time.



Adjusting Quality → p.42

Adjust image quality by setting the density and resolution.



Delayed Sending → p.47

Scan a document and set a time to send it.



Polling Receiving → e-Manual

Retrieve pre-loaded documents from a sender's fax machine.

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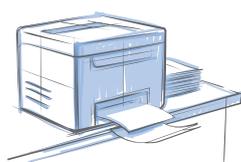
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(→ p.83)

You can see frequently asked questions about the receive mode.

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Basic Operation

This chapter describes overall information about the machine and how to load the documents or paper. Read this chapter first.



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Learn the Names and Functions of Each Part of the Machine

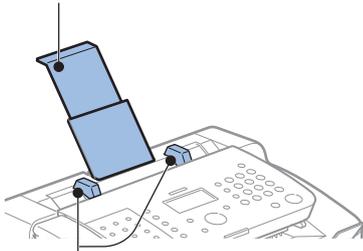
Front Side

Feeder

Automatically feeds documents into the machine (→p.16).

Document feeder tray

Place your documents in this tray.



Document guide

Adjust these guides to fit the document.

Operation panel
Use the panel to control the machine (→p.11).

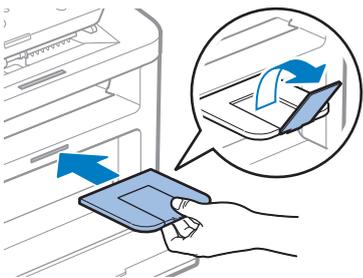
Handset
Use the handset to make a phone call.

Output tray

Printed documents are output here.

Paper stopper

Use the paper stopper to prevent paper from falling out of the output tray.

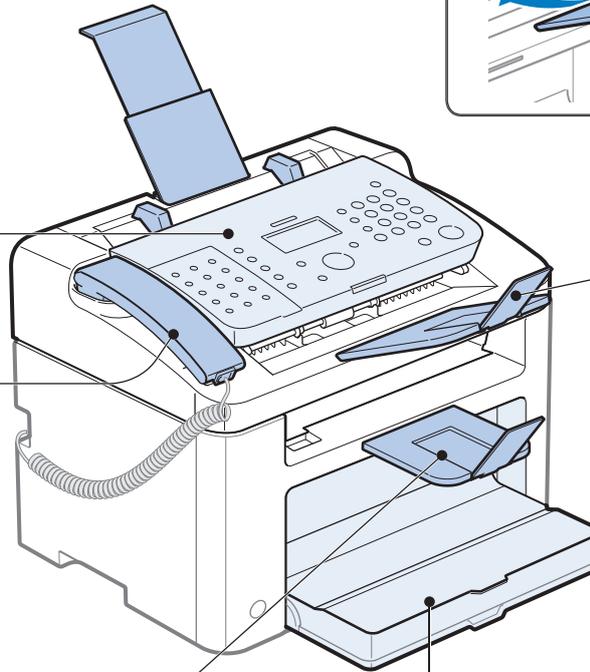
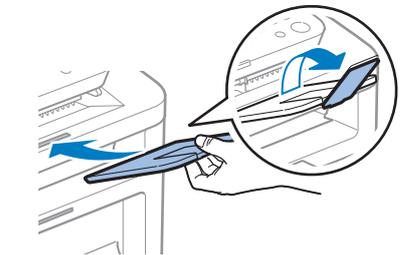


Document return tray

Returns documents after scanning.

Document stopper

Use the document stopper to prevent documents from falling out of the document return tray.

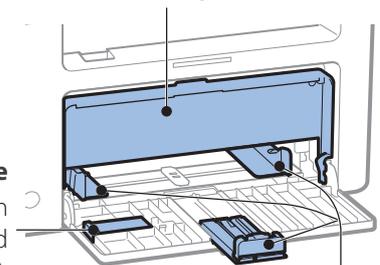


Paper cassette (Auto)

Load paper here (→p.19).

Paper cover

Close after loading the paper.

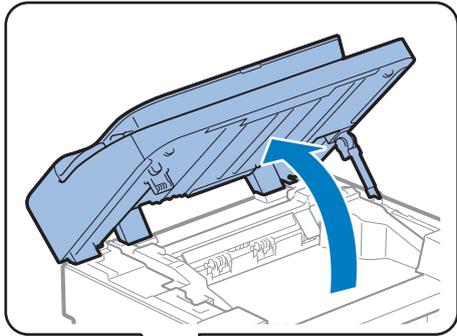


Small paper guide

Use this guide when loading small-sized paper (→p.20).

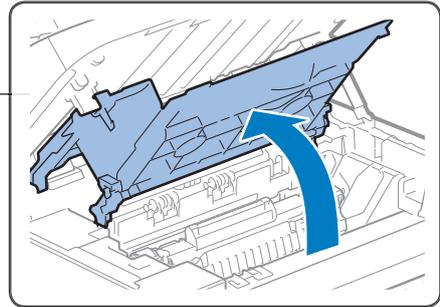
Paper guides

Adjust these guides to fit the paper.



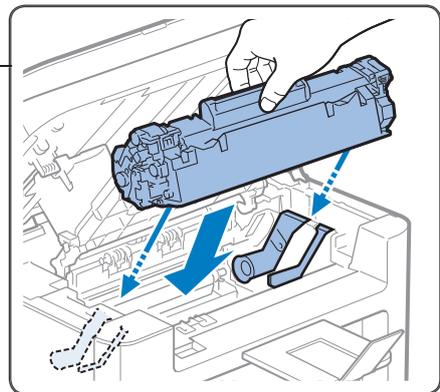
Toner cover

Open this cover to access the toner cartridge or clear paper jams.



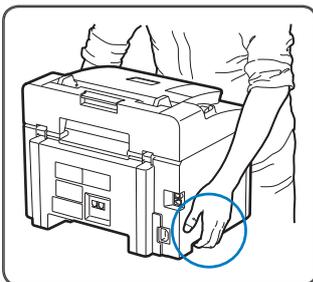
Toner guides

When inserting the toner cartridge, fit the protrusions on the toner cartridge into these guides.



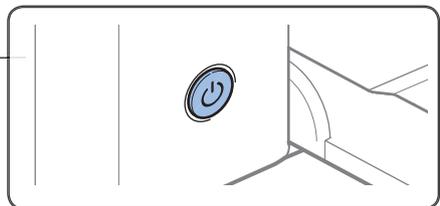
Lift handles (left, right)

Hold these handles to lift or transport the machine.

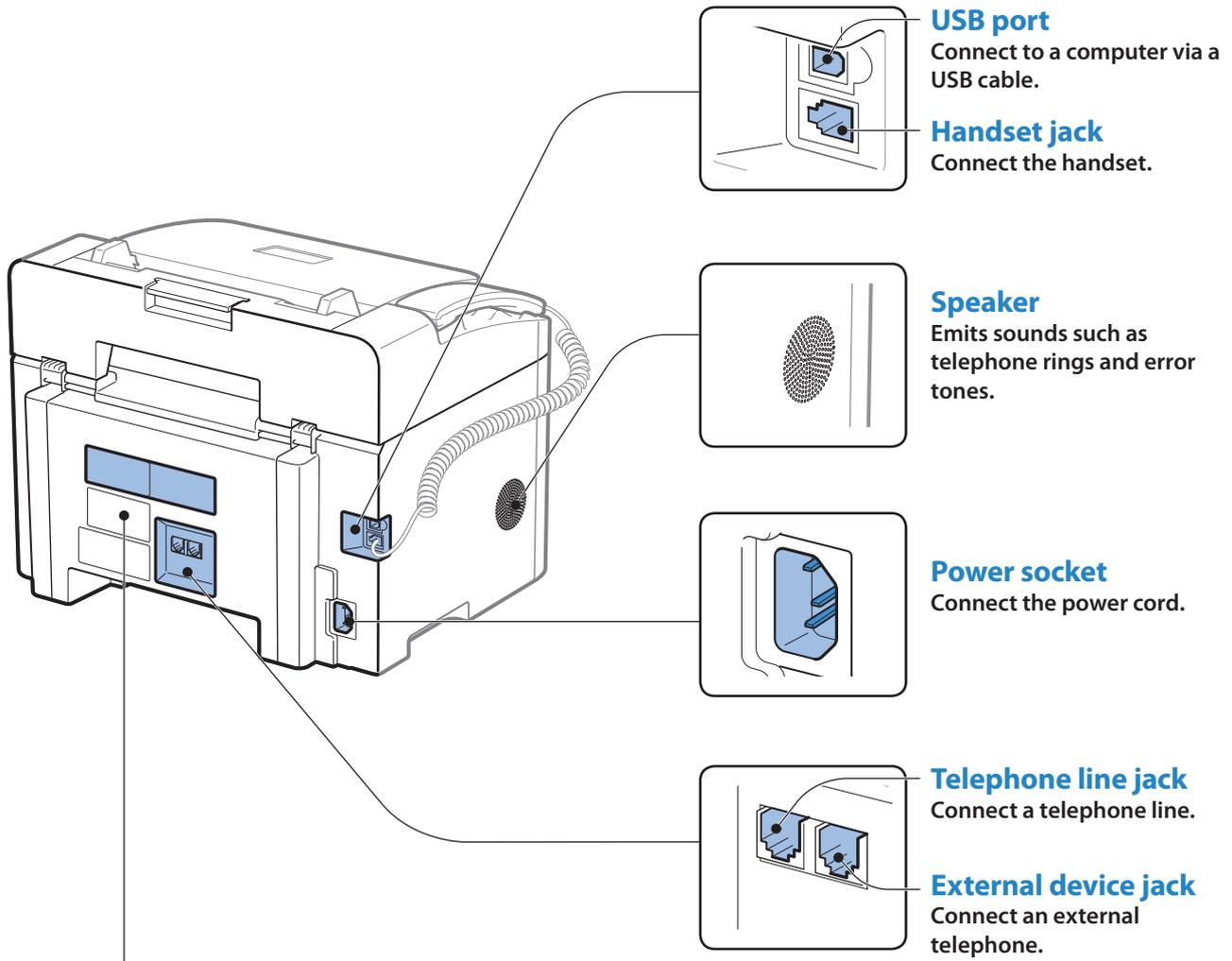


Power button

Turn the power ON or OFF.



Back Side



Rating label

The machine's serial number (consists of three letters and a 5-digit number) and the required voltage and current are specified.

NOTE

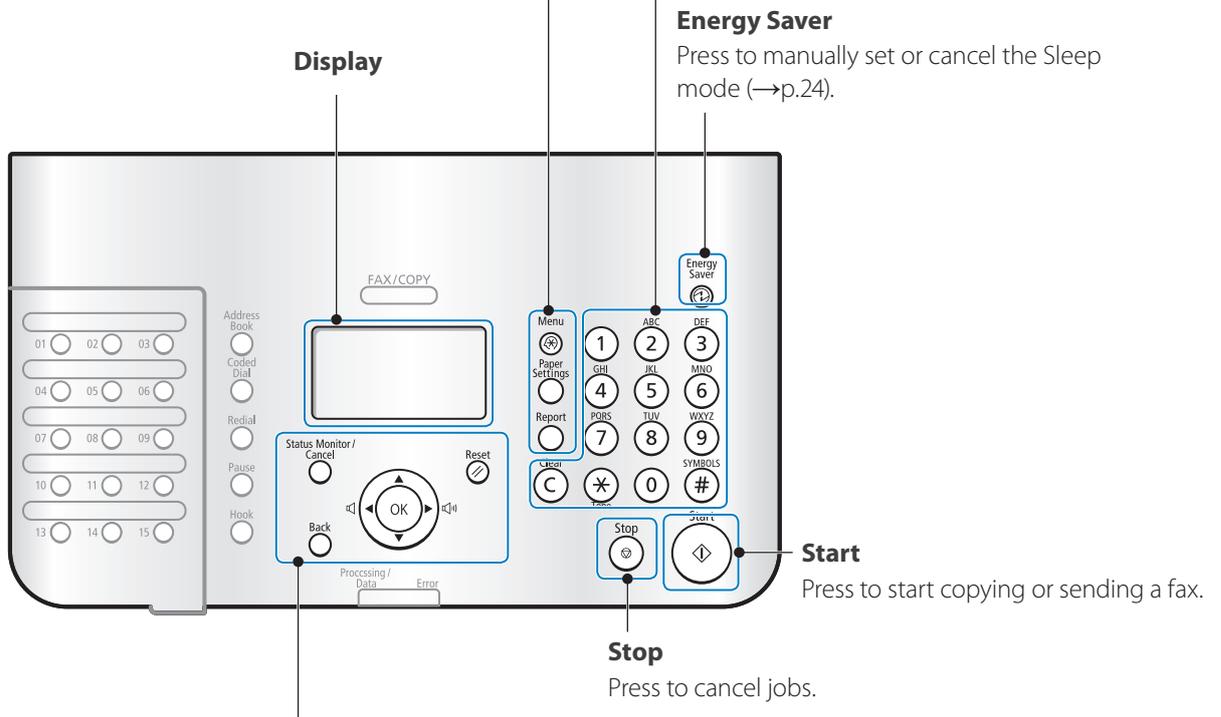
Write the serial number on the back cover of this guide for reference when contacting the Canon Customer Center.

Serial No.	ABC
Date of Purchase	

Learn the Functions of the Operation Panel

Menu	Press to access menu functions (see “Navigating the Menu” at the bottom of the next page).
Paper Settings	Press to specify paper size and type for the paper cassette (→p.23).
Report	Press to manually print reports and lists (→p.71).

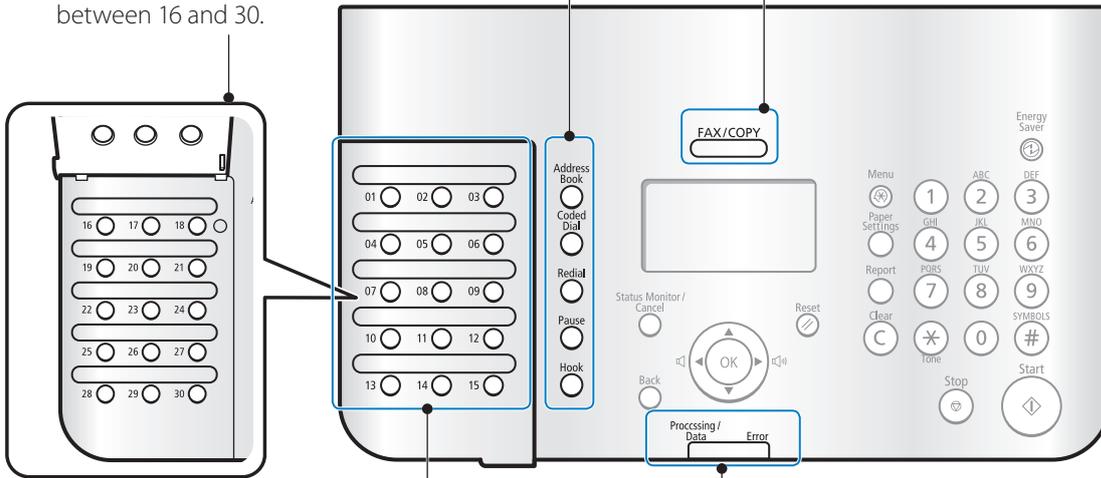
Clear	Press to delete letters and numbers.
0 to 9 (Numeric Keys)	Press to enter letters and numbers.
*	<ul style="list-style-type: none"> Press to switch the character entry mode. When sending a fax, press to switch between pulse and tone dialing.
#	Press to enter symbols.



Status Monitor/Cancel	Press to view or cancel jobs. You can also check the status of the machine (→p.28, p.36, p.56).
Back	Press to return to the previous screen.
▲/▼	Press to scroll up and down, or to increase or decrease a value.
◀/▶	<ul style="list-style-type: none"> Press to return to the previous screen, proceed to the next screen, or move the cursor to the left or right. Press to decrease or increase the fax ring volume.
OK	Press to confirm an action or setting.
Reset	Press to reset the settings.

Address Book	Press to search for recipients registered in the Address Book (→p.46).
Coded Dial	Press to enter a recipient's code for coded speed dialing (→p.45).
Redial	Press to redial the last three numbers (→p.46).
Pause	Press to insert a pause in a fax number (→p.48).
Hook	Press to dial a number without using a telephone or handset.

Open the cover to press between 16 and 30.



Mode Switching Keys

Press to switch between the Copy and Fax mode (→p.13).

One-touch Speed Dial Keys

Press to specify recipients registered to one-touch keys (→p.45).

Processing/Data Indicator

The indicator blinks while sending or receiving data and remains lit when jobs are waiting in memory.

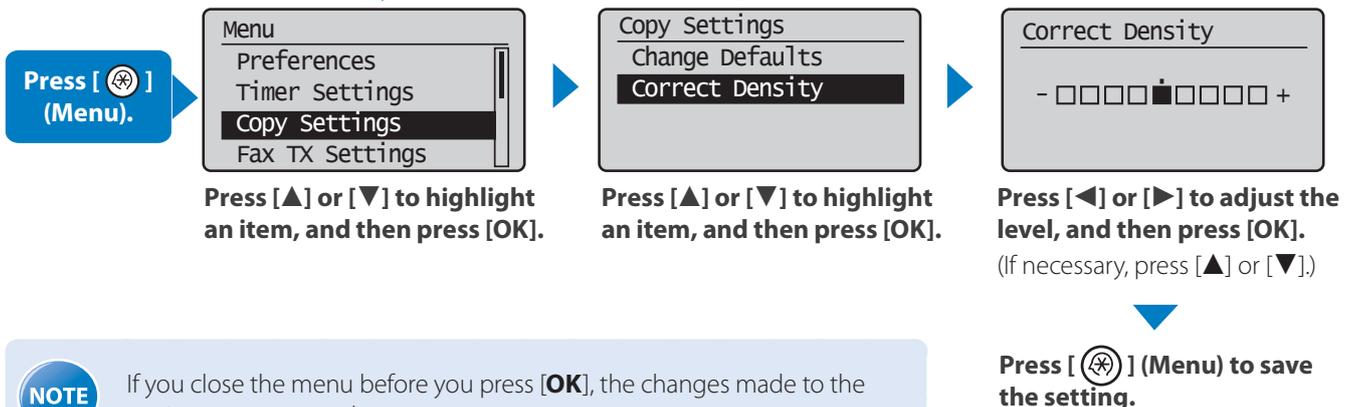
Error Indicator

The indicator blinks when an error occurs.

Navigating the Menu

Example: Adjust the density

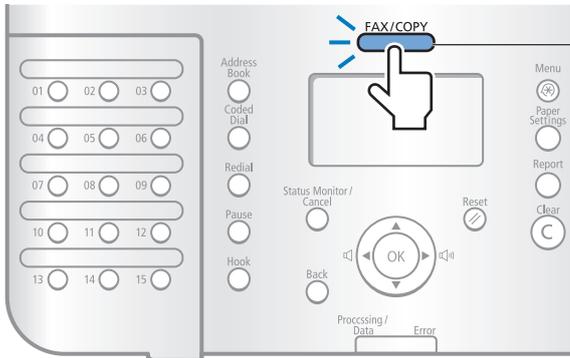
Press [○] (Back) or [◀] to return to the previous screen.



NOTE If you close the menu before you press [OK], the changes made to the settings are not saved.

Switch between Copy and Fax Mode

Switch to Copy or Fax mode first to use each mode.

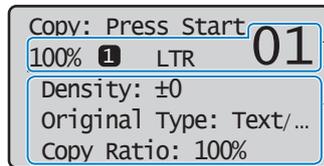


Press the key to switch between the Copy and Fax modes.



If you do not operate the machine for a while, the machine returns to the Fax mode (standby mode) automatically.

Copy Mode

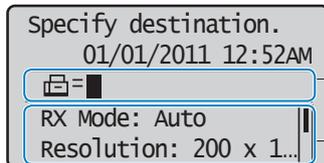


Displays the copy ratio, paper source, paper size, and number of copies.

To change the settings:

1. Press [▲] or [▼] to highlight an item, and then press [OK].
2. Press [▲], [▼], [◀] or [▶] to specify the values, and then press [OK].

Fax Mode



Displays the recipient's number.

To change the settings:

1. Press [▲] or [▼] to highlight an item, and then press [OK].
2. Press [▲], [▼], [◀] or [▶] to specify the values, and then press [OK].



To specify how long the machine waits before returning to standby mode:

Press [⊗] (Menu) ➔ <Timer Settings> ➔ <Auto Reset Timer> ➔ Specify the time ➔ [OK].

Enter Text

Enter characters with the alphanumeric keys.

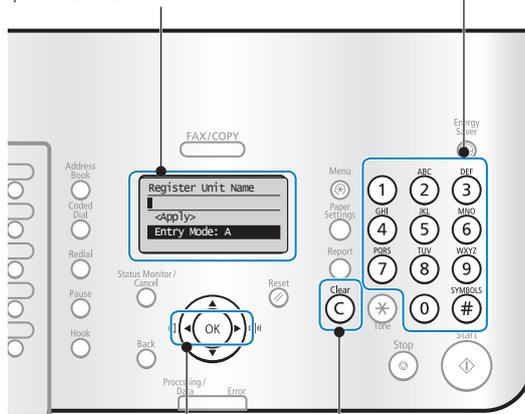
To switch entry modes:

<A>	Uppercase alphabetic letters and symbols
<a>	Lowercase alphabetic letters and symbols
<12>	Numbers

Press [*****] repeatedly.

or

1. Press [**▲**] or [**▼**] to highlight <Entry Mode>, and then press [**OK**].
2. Press [**▲**] or [**▼**] to highlight the desired mode, and then press [**OK**].



- Press to delete the last character.
- Press and hold to delete all text.

- Press to move the cursor.
- To enter a space, move the cursor to the end of the text, and then press [**▶**].

To enter text, symbols, and numbers:

Press a key several times until the desired character is displayed.

Key	Entry mode: <A>	Entry mode: <a>	Entry mode: <12>
①	@-_/		1
②	ABC	abc	2
③	DEF	def	3
④	GHI	ghi	4
⑤	JKL	jkl	5
⑥	MNO	mno	6
⑦	PQRS	pqrs	7
⑧	TUV	tuv	8
⑨	WXYZ	wxyz	9
⑩	(Not available)		0
#	- . * # ! " , ; : ^ ` _ = / ' ? \$ % @ % & + \ () [] { } < >		(Not available)

Example: Enter "CANON1"

Press [*****] to switch the entry mode to <A>.

Press [**2**] until the letter "C" appears on the screen.

Press [**2**] until the letter "A" appears on the screen.

Press [**6**] until the letter "N" appears on the screen.

Press [**6**] until the letter "O" appears on the screen.

Press [**6**] until the letter "N" appears on the screen.

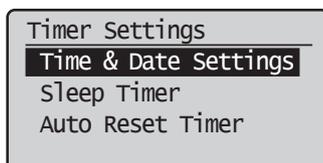
Press [*****] to switch the entry mode to <12>.

Press [**1**] to enter "1."

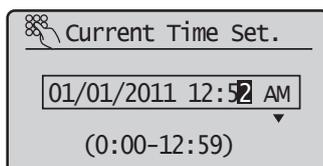
Set Date and Time

If incorrect date or time is printed on faxes or reports, change the date and time settings.

- 1 Press [] or [] to highlight <Timer Settings>, and then press [OK].
- 3 Press [] or [] to highlight <Time & Date Settings>, and then press [OK].



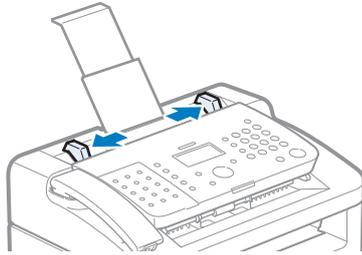
- 4 Press [] or [] to highlight <Current Time Settings>, and then press [OK].
 - To change the display format for the date or time, specify <Date Display Type> or <12/24 Hour Clock>.
 - To use daylight savings time, set <Daylight Savings> to <On>, and then specify the starting date and the ending date.
- 5 Use the numeric keys to enter the date and time, and then press [OK].
 - To move the cursor, press [] or [].
 - To switch between <AM> or <PM>, press [] or [].



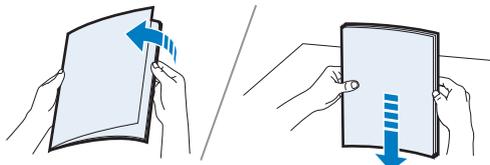
- 6 Press [15

Load Documents in the Feeder

- 1 Pull out the document feeder tray.
- 2 Spread the document guides a little wider than the document's width.



- 3 Fan the document stack and align the edges of the pages.

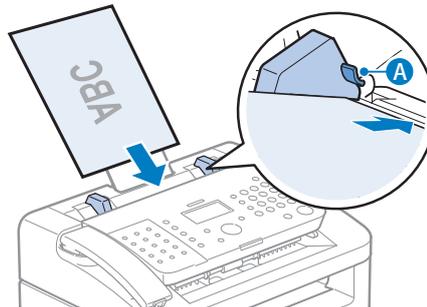


Thoroughly fan the paper in small batches.

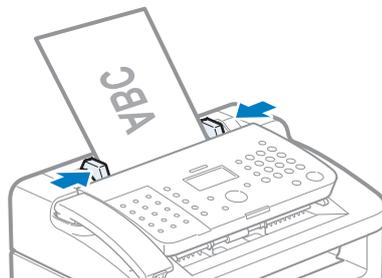
Align the edges a few times on a flat surface.

- 4 Neatly place the documents face down.

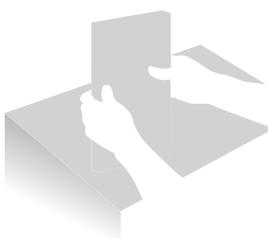
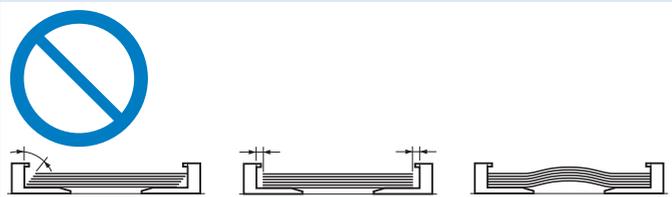
- Do not exceed the load limit guides (A).



- 5 Align the document guides tightly to the width of the document.



If the document guides are too loose or too tight, this may result in misfeeds or paper jams.





- Make sure any glue, ink, or correction fluid on the document is completely dry before placing the document in the feeder.
- To prevent document jams, do not use any of the following:
 - Wrinkled or creased paper
 - Carbon paper or carbon-backed paper
 - Curled or rolled paper
 - Torn paper
 - Thin paper
 - Documents with staples or paper clips attached
 - Transparency
- While scanning documents, do not add or remove documents.
- When scanning is complete, remove the document from the document return tray to avoid paper jams.
- Do not scan the same document more than 30 times. When a document is scanned repeatedly, the paper can become wrinkled, earmarked, or torn, which may result in paper jams.



- You can load documents that meet the following requirements in the feeder.
 - Size (Width x Length): 5" x 5 1/2" (127 mm x 139.7 mm) to 8 1/2" x 14" (216 mm x 356 mm)
 - Weight: 13.3 lb to 27.9 lb Bond (50 g/m² to 105 g/m²)
- You can load up to 30 documents in the feeder.

Load Paper

Before loading paper, check the paper is right type. If you load inappropriate paper repeatedly, this may cause paper jams. Please check the paper.

Step 1 Check if the type of paper is appropriate.

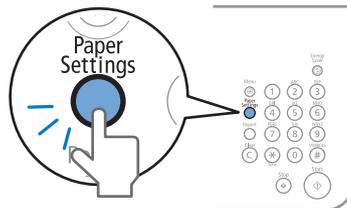
Paper such as Legal, Letter, Statement, Executive, and envelopes can be used. For details about the available paper or precautions, see [Basic Operation] ➔ [Loading paper] in the e-Manual.

NOTE

To prevent paper jams, do not use any of the following:

- Wrinkled or creased paper
- Curled or rolled paper
- Torn paper
- Damp paper
- Paper printed with a thermal transfer printer (Do not copy on the reverse side.)

Step 2 Check if the type of paper is appropriate.



NOTE

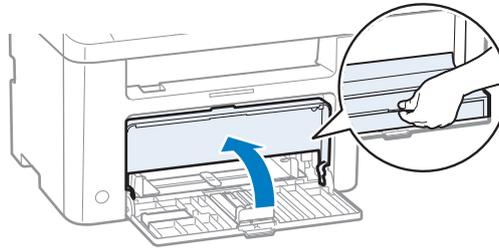
If the setting is different from the size of the loaded paper, an error message appears, or printing is not performed correctly.



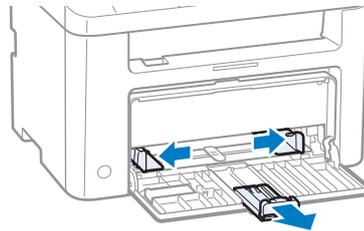
Loading Paper in the Paper Cassette

This section describes how to load letter paper in the Paper Cassette. When loading envelopes or paper with a letterhead, see "Loading Envelopes or Paper with a Letterhead" (→p.22).

1 Lift the dust cover.

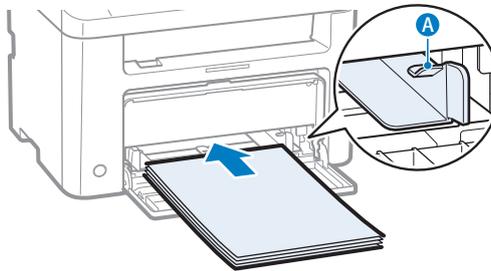


2 Spread the paper guides a little wider than the paper size.

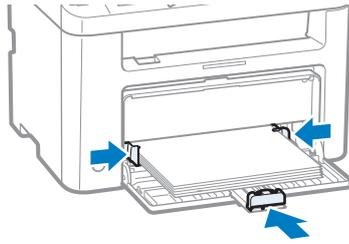


3 Gently load the paper into the paper cassette with the print side face up, until the edge of the paper stack meets the back of the paper cassette.

- Make sure that the paper stack does not exceed the load limit guides (A).



- 4 Adjust the paper guides tightly to the width and length of the paper.



If the paper guides are too loose or too tight, this may result in misfeeds or paper jams.

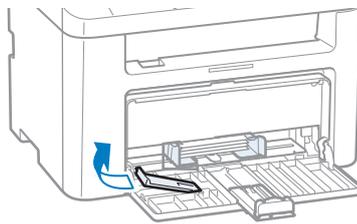


- 5 Close the dust cover.
- 6 Specify the loaded paper size and type (→p.23).

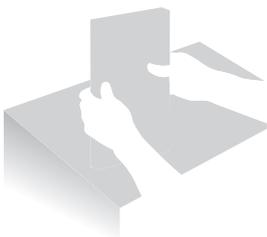
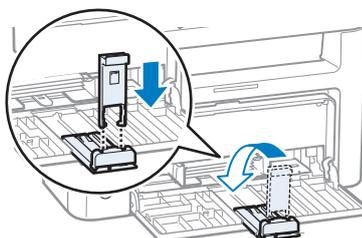
Loading Small Size Paper

Use small paper guide when loading small paper, such as postcards, in the paper cassette.

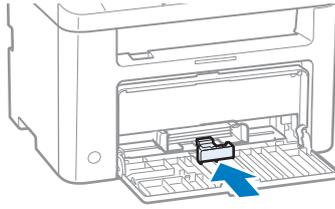
- 1 Lift the dust cover.
- 2 Spread the paper guides a little wider than the paper.
- 3 Gently load the paper into the paper cassette with the print side face up, until the edge of the paper stack meets the back of the paper cassette.
- 4 Adjust the paper guides tightly to the width of the paper.
- 5 Remove the small paper guide from the paper cassette.



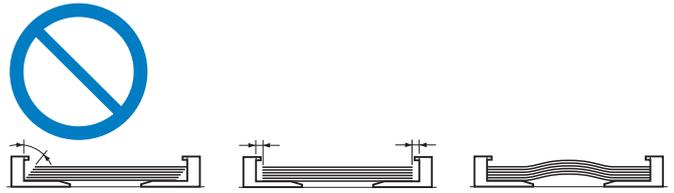
- 6 Attach and then lower the small paper guide, as shown.



7 Adjust the paper guide tightly to the length of the paper.



If the paper guides are too loose or too tight, this may result in misfeeds or paper jams.



8 Close the dust cover.

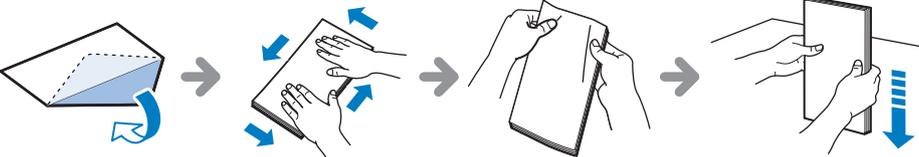
9 Specify the loaded paper size and type (→p.23).

Loading Envelopes or Paper with a Letterhead

This section describes how to load envelopes and paper with a letterhead.

Envelopes

Before Loading

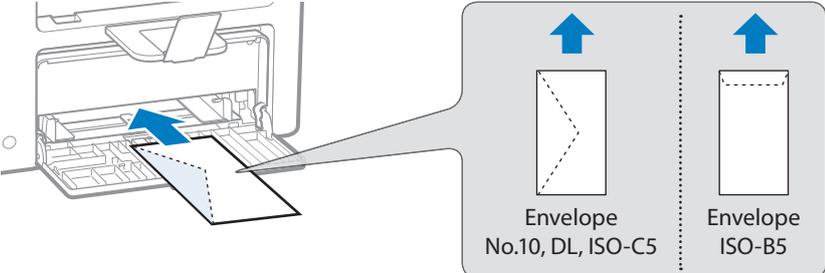


Flatten envelopes to release any remaining air.

Loosen any stiff corners of the envelopes, and flatten any curls, as shown in the figure.

Loading Orientation

Load the envelopes with the flaps face up.



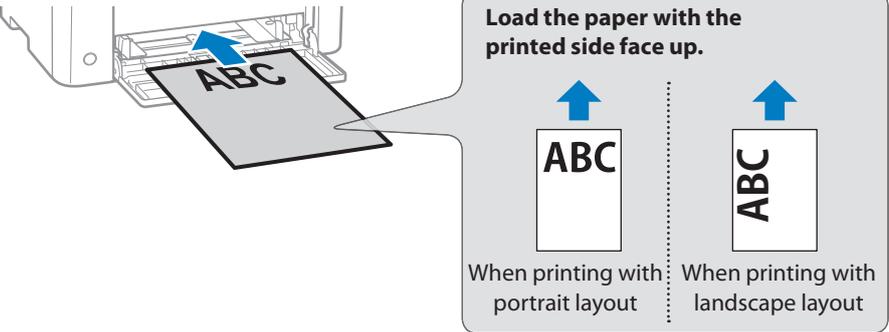
Envelope No.10, DL, ISO-C5

Envelope ISO-B5

Paper with a Letterhead or Logo

Loading orientation

Load the paper properly by following the instructions below.



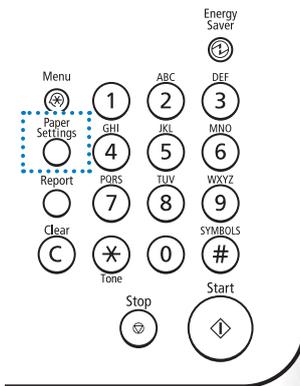
Load the paper with the printed side face up.

When printing with portrait layout

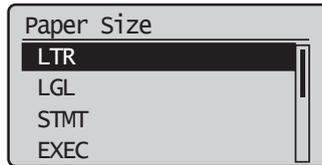
When printing with landscape layout

Setting a Paper Size and Type

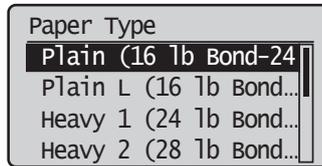
Make sure that the Paper Settings match the size and the type of the loaded paper.



- 1 Press [○] (Paper Settings).
- 2 Press [▲] or [▼] to highlight <Drawer 1>, and then press [OK].
- 3 Press [▲] or [▼] to highlight the desired paper size, and then press [OK].
 - To specify the paper size manually, select <Custom Paper>, and then refer to "Specify a Paper Size Manually" at the bottom of this page to specify the size.



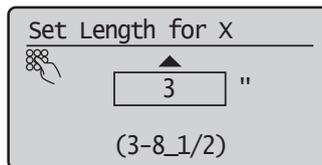
- 4 Press [▲] or [▼] to highlight the desired paper type, and then press [OK].



- 5 Press [○] (Paper Settings) to close the screen.

Specify a Paper Size Manually

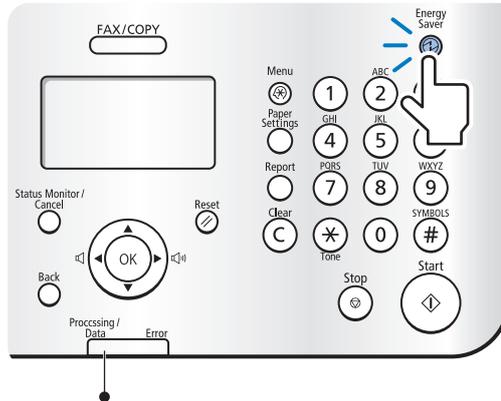
- 1 Press [▲] or [▼] to highlight <X>, and then press [OK].
- 2 Press [▲] or [▼] to specify width, and then press [OK].



- 3 Press [▲] or [▼] to highlight <Y>, and then press [OK].
- 4 Press [▲] or [▼] to specify length, and then press [OK].
- 5 Press [▲] or [▼] to highlight <Apply>, and then press [OK].

Switch to the Sleep Mode

You can switch to and cancel the Sleep mode easily, by press [] (Energy Saver).



When the Processing/Data indicator is lit or blinking, the machine will not enter the Sleep mode, because an operation is in progress or an error has occurred.

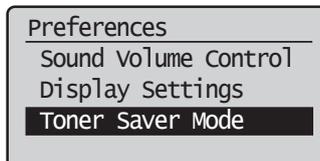
NOTE

By default, the machine automatically enters the Sleep mode if you do not perform any functions for 10 minutes. To change this setting, press [] (Menu) ➔ <Timer Settings> ➔ <Sleep Timer>, and then specify a time.

Use the Toner Saver Mode

You can set whether or not to conserve toner when copying or faxing. When using the Toner Save mode, the output may not be clear, as subtle details, such as thin lines and light colors may not be clearly reproduced.

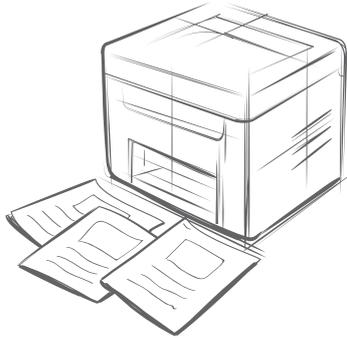
- 1 Press [] (Menu).
- 2 Press [▲] or [▼] to highlight <Preferences>, and then press [OK].
- 3 Press [▲] or [▼] to highlight <Toner Saver Mode>, and then press [OK].



- 4 Press [▲] or [▼] to highlight <Copy> or <Fax>, and then press [OK].
- 5 Press [▲] or [▼] to highlight <On> or <Off>, and then press [OK].
- 6 Press [] (Menu) to close the screen.

Copy

This chapter describes basic copy functions.



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Adjust the Image Quality for Copy	27
Adjusting the density	27
Selecting the Document Type	28
View and Cancel Copy Jobs	28
Change the Default Copy Settings	29

Make a Basic Copy

1 Place documents (→p.16).



Place documents face down.



If the document guides are too loose or too tight, this may result in misfeeds or paper jams.

2 Switch to the Copy mode (→p.13).

3 Enter the desired copy quantity (1 to 99) with the alphanumeric keys.

- Press [C] (Clear) to delete the entered copy quantity.

Copy: Press Start
100% 1 LTR 01
Density: ±0
Original Type: Text/...
Copy Ratio: 100%

4 Press [Start] (Start).

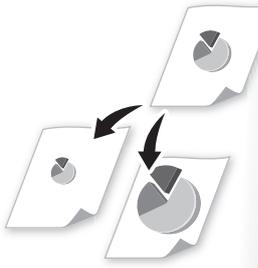


Canceling Copy Jobs

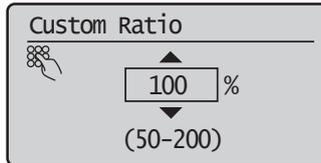
Press [Stop] twice.

Enlarge or Reduce Copies

Enlarge or reduce copies using custom copy ratios.



- 1 Place documents (→p.16).
- 2 Switch to the Copy mode (→p.13).
- 3 Press [▲] or [▼] to highlight <Copy Ratio>, and then press [OK].
- 4 Press the numeric keys to specify the ratio.



- 5 Press [◀▶] (Start).

Adjust the Image Quality for Copy



Relation between the density and document type:

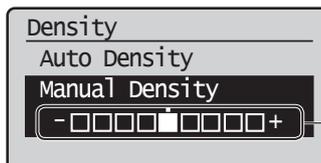
If <Density> is set to <Auto Density>, <Original Type> will be changed to <Text>.

Adjusting the density

You can make the density brighter or darker than the original documents.



- 1 Place documents (→p.16).
- 2 Switch to the Copy mode (→p.13).
- 3 Press [▲] or [▼] to highlight <Density>, and then press [OK].
- 4 Press [◀] or [▶] to adjust the density, and then press [OK].
 - Select <Auto Density> to use the density that is most suitable for the document.



- : Less density (lighter)
+ : More density (darker)

- 5 Press [◀▶] (Start).



Selecting the Document Type

Select the appropriate document type.

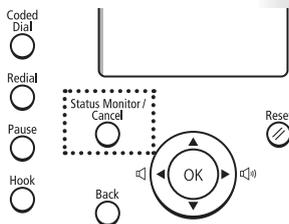
- 1 Place documents (→p.16).
- 2 Switch to the Copy mode (→ p.13).
- 3 Press [▲] or [▼] to highlight <Original Type>, and then press [OK].
- 4 Press [▲] or [▼] to highlight the appropriate document type, and then press [OK].

<Text>	Best suited for text-only documents.
<Text/Photo>	Suited for documents that contain text and photos.
<Photo>	Suited for documents that contain large photos.

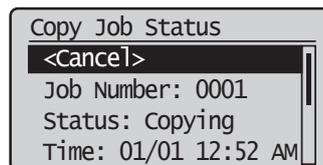
- 5 Press [◀▶] (Start).

View and Cancel Copy Jobs

You can view or cancel copy jobs while the jobs are in progress.



- 1 Press [○] (Status Monitor/Cancel).
- 2 Press [▲] or [▼] to highlight <Copy Job Status>, and then press [OK].
- 3 View the details of a copy job or cancel the job.
 - To view the details, press [▲] or [▼].
 - To cancel the job, press [▲] or [▼] to highlight <Cancel>, and then press [OK].



- 4 Press [○] (Status Monitor/Cancel) to close the screen.

Change the Default Copy Settings

You can change the default copy settings that are applied when the machine is restarted or [⊗] (Reset) is pressed.

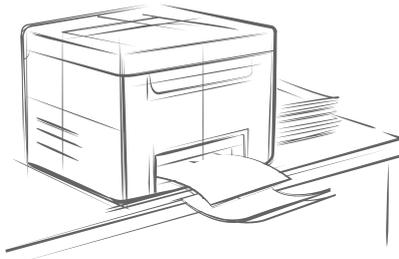
- 1 Press [⊗] (Menu).
- 2 Press [▲] or [▼] to highlight <Copy Settings>, and then press [OK].
- 3 Press [▲] or [▼] to highlight <Change Defaults>, and then press [OK].
- 4 Press [▲] or [▼] to highlight the desired option, and then press [OK].

<No. of copies>	Select the copy quantity.
<Density>	Make the density lighter or darker.
<Original type>	Select the quality of image.
<Copy ratio>	Select the copy ratio.

- 5 Specify the desired setting.
- 6 After you have specified the setting, press [▲] or [▼] to highlight <Apply>, and then press [OK].
- 7 Press [⊗] (Menu) to close the screen.

Print

This chapter describes basic Printing functions.



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Print Multiple Pages onto One Sheet	33
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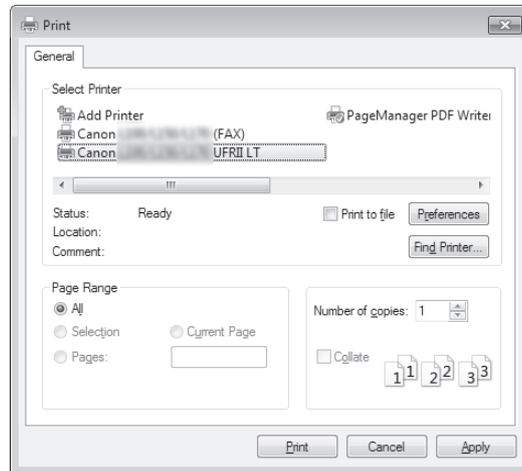
Before using the printing functions, connect the machine to the computer and install the printer driver on the computer. See the Starter Guide to learn how to install the printer driver.



- You cannot specify printing options with the printer driver and another application at the same time.
- Your computer screen may differ from the images shown here, depending on your operating system and the type and version of the printer driver.

Print a Document

- 1 Make sure that the computer and the machine are connected properly, and the FAX L Drivers are installed on the computer.
- 2 Open a document from an application, and then open the Print window.
- 3 Select your printer.



- 4 Click [Print] to start printing.

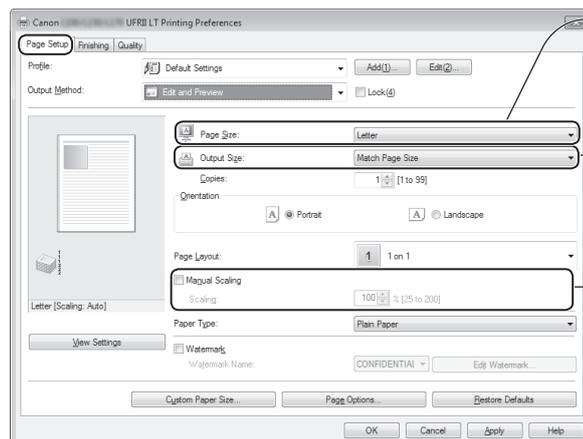
Canceling Print Jobs

Press [⏹] (Stop) twice.

Enlarge or Reduce a Document

You can enlarge or reduce the data to fit the paper size automatically, or specify a custom ratio.

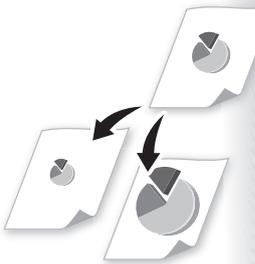
- 1 Open a document from an application, and then open the Print window.
- 2 Select your printer, and then open the Printing Preferences window.
- 3 Click the [Page Setup] tab, and then specify the print ratio.



• Select the paper size of the document.

• To automatically scale the document to fit the loaded paper, select an output size.

• To specify the print ratio manually, select **[Manual Scaling]**, and then specify the scaling ratio.



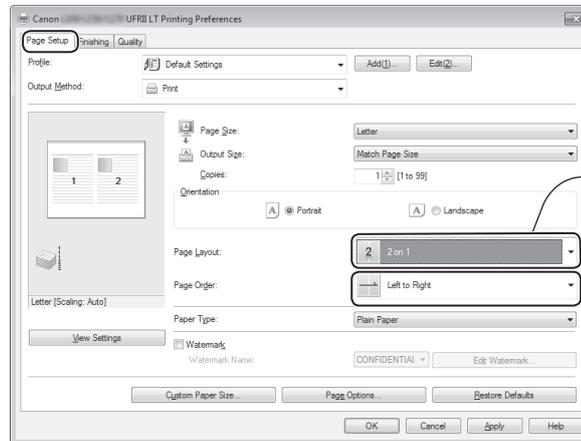
4 Click [OK] to return to the Print window.

5 Click [OK] to start printing.

Print Multiple Pages onto One Sheet

You can reduce and print 2, 4, 6, 8, 9, or 16 pages of an original document onto a single sheet of paper. This feature allows you to save paper or to view several pages at once.

- 1 Open a document from an application, and then open the Print window.
- 2 Select your printer, and then open the Printing Preferences window.
- 3 Click the [Page Setup] tab, and then specify the number of pages and a page layout.



- Select the number of pages to print on a single page.
- Select the page layout.

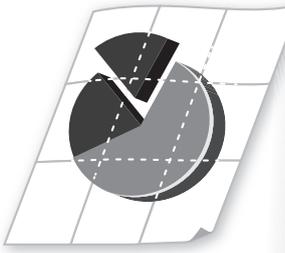
4 Click [OK] to return to the Print window.

5 Click [OK] to start printing.



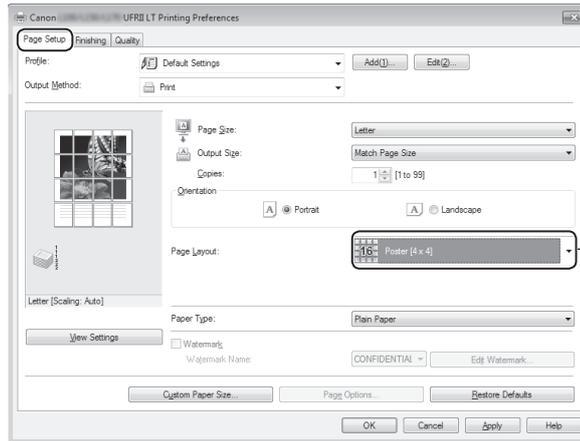
You cannot enlarge or reduce the documents manually when using this function.

Print a Poster



You can enlarge a one-page document and print it on multiple pages. You can then combine the printed pages to create a large poster.

- 1 Open a document from an application, and then open the Print window.
- 2 Select your printer, and then open the Printing Preferences window.
- 3 Click [Page Setup] tab, and then select [Poster(N×N)] from the [Page Layout] drop-down menu.



Select **[Poster [N×N]]** (N×N is split numbers of divided pages wide by high).

- 4 Click [OK] to return to the Print window.
- 5 Click [OK] to start printing.
- 6 Make a poster by gluing or taping the printouts together.



NOTE

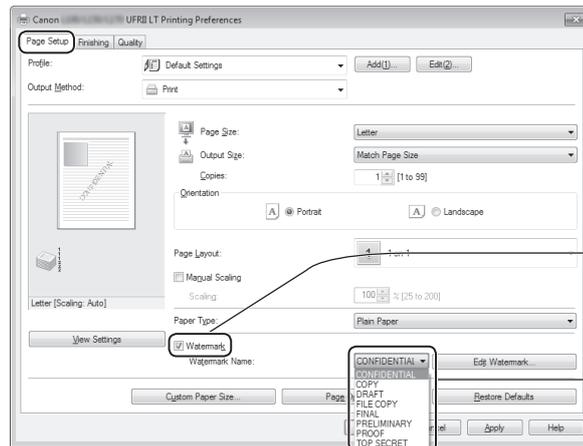
You cannot combine this feature with watermark printing, manual scaling, or printing multiple pages onto one sheet.

Add Watermarks to a Printout



You can add watermarks, such as "DRAFT," to a document.

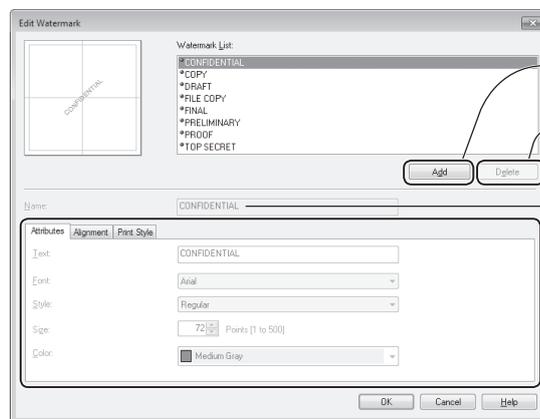
- 1 Open a document from an application, and then open the Print window.
- 2 Select your printer, and then open the Printing Preferences window.
- 3 Click the [Page Setup] tab, and then specify the settings for watermark printing.



Select to add watermarks.

Select the desired watermark.

- 4 To create a new watermark, click [Edit Watermark], and then enter the new text.



Add the edited watermark.

Delete the selected watermark from the list.

Enter the text for the watermark.

Specify watermark options.

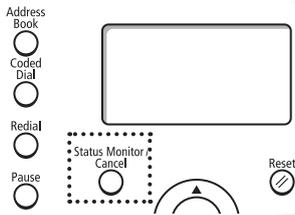
- 5 Click [OK] to return to the Print window.
- 6 Click [OK] to start printing.



You can register up to 50 new watermarks, in addition to the provided watermarks.

View and Cancel Print Jobs

You can view or cancel print jobs that are waiting or in progress.



- 1 Press [○] (Status Monitor/Cancel).
- 2 Press [▲] or [▼] to highlight <Print Job Status>, and then press [OK].
- 3 View the details of print job or cancel the job.
 - Press [▲] or [▼] to view the print job status.
 - Press [OK] to view the detailed information.
 - To cancel the job, press [▲] or [▼] to highlight <Cancel>, and then press [OK].
- 4 Press [○] (Status Monitor/Cancel) to close the screen.

Fax

This chapter describes the basic fax functions.



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(→ p.83)

You can see frequently asked questions about the receive mode.



About PC Fax

You can fax documents directly from a computer using PC Fax (Fax driver). By faxing directly from the computer, you can reserve paper and toner, and send a higher-quality fax document. See "PC Fax" in the e-Manual.

Register Numbers in the Address Book

You can register frequently-used numbers in the address book. You can register numbers to one-touch keys or coded dialing codes for convenient dialing.

NOTE

- To set an address book PIN, press [] (Menu) → <System Management Settings> → <Restrict TX Function> → <Address Book PIN>, and then specify the PIN.
- If the address book is protected with a PIN, you must enter the PIN when you press [] (Address Book). Enter your PIN, and then press [OK] to use the address book.
- With the Address Book Import/Export Tool that is supplied on the User Software CD-ROM, you can export address book entries that are registered to the machine or import the entries that are created or edited from the FAX L Driver.

Registering Numbers to One-Touch Keys

To send a fax to a destination registered to a one-touch key, see “Using the One-Touch Keys” (→p.45).

1 Switch to the Fax mode, and then press [] (Address Book).



- Press [] or [] to switch to the menu screen or a screen for searching registered destinations.

: Display the address book menu.

A11: Display all registered destinations.

A-Z ~ **YZ**: Display registered destinations sorted by name.

: Display registered coded dialing codes.

: Display the number of registered destinations in a group.

: Display registered one-touch keys.

2 Press [] or [] to highlight < > (Menu).

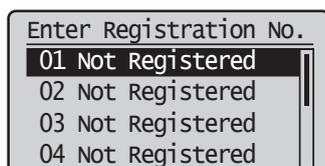
3 Press [] or [] to highlight <Register New Destination to Address Book>, and then press [OK].

4 Press [] or [] to highlight <One-Touch>, and then press [OK].

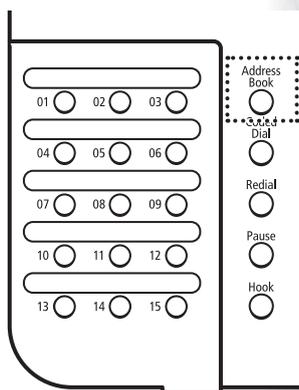
5 Press [] or [] to highlight <Fax>, and then press [OK].

6 Press [] or [] to highlight the number of the one-touch key you want to register (01 to 30), and then press [OK].

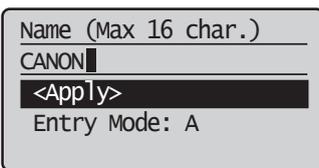
- You can register fax numbers to each of the 30 one-touch dial keys.



7 Press [] or [] to highlight <Name>, and then press [OK].



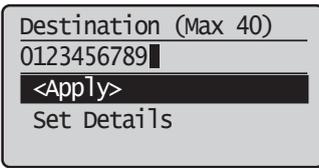
8 Enter a name for the destination, press [▲] or [▼] to highlight <Apply>, and then press [OK].



9 Press [▲] or [▼] to highlight <Destination>, and then press [OK].

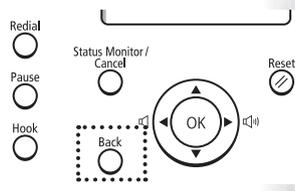
10 Enter the fax number, press [▲] or [▼] to highlight <Apply>, and then press [OK].

- Select <Set Details> to specify detailed options as needed.



11 Press [▲] or [▼] to highlight <Apply>, and then press [OK].

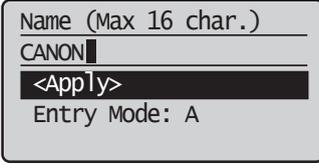
12 Press [○] (Back) to close the screen.



Registering Numbers to Coded Dialing Codes

To send a fax to a destination that is registered to a coded dialing code, see "Using the Coded Dialing Codes" (→p.45).

- 1 Switch to the Fax mode, and then press [○] (Address Book).
- 2 Press [◀] or [▶] to highlight <☑> (Menu).
- 3 Press [▲] or [▼] to highlight <Register New Destination to Address Book>, and then press [OK].
- 4 Press [▲] or [▼] to highlight <Coded Dial>, and then press [OK].
- 5 Press [▲] or [▼] to highlight <Fax>, and then press [OK].
- 6 Press [▲] or [▼] to highlight <Name>, and then press [OK].
- 7 Enter a name for the destination, press [▲] or [▼] to highlight <Apply>, and then press [OK].



- 8 Press [▲] or [▼] to highlight <Destination>, and then press [OK].
- 9 Enter the fax number, press [▲] or [▼] to highlight <Apply>, and then press [OK].
 - Select <Set Details> to specify detailed options as needed.

Destination (Max 40)

0123456789

<Apply>

Set Details

- 10 Press [▲] or [▼] to highlight <Coded Dial>, and then press [OK].
- 11 Press [▲] or [▼] to highlight the coded dialing number you want to register (001 to 100), and then press [OK].
 - Up to 100 coded dialing codes are available.

Enter Registration No.

001 Not Registered

002 Not Registered

003 Not Registered

004 Not Registered

- 12 Press [▲] or [▼] to highlight <Apply>, and then press [OK].
- 13 Press [○] (Back) to close the screen.

Registering Recipients for Group Dialing

You can register a group of multiple recipients to an one-touch keys or a coded dialing code. It is useful when sending a fax to multiple destinations at once.

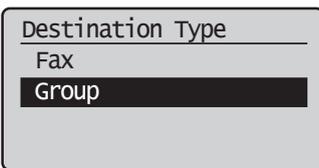


- Register group addresses to an unused one-touch key or coded dialing codes. Make sure that you leave some unused one-touch keys or coded dialing codes for group dialing.
- Individual destinations must be registered to one-touch keys or coded dialing codes before they can be added to a group.

- 1 Switch to the Fax mode, and then press [○] (Address Book).
- 2 Press [◀] or [▶] to highlight <☑> (Menu).
- 3 Press [▲] or [▼] to highlight <Register New Destination to Address Book>, and then press [OK].
- 4 Press [▲] or [▼] to highlight a destination type to register the group dial to.
 - You can select between coded dialing and one-touch key.



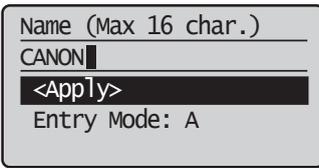
5 Press [▲] or [▼] to highlight <Group>, and then press [OK].



6 If you selected <One-Touch> in step 4, press [▲] or [▼] to highlight an empty one-touch key (01 to 30), and then press [OK].
 • If you selected <Coded Dial> in step 4, proceed to step 7.

7 Press [▲] or [▼] to highlight <Name>, and then press [OK].

8 Enter a name for the destination, press [▲] or [▼] to highlight <Apply>, and then press [OK].



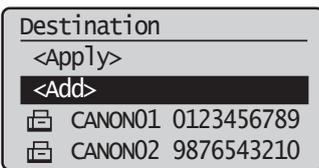
9 Press [▲] or [▼] to highlight <Destinations>, and then press [OK].

10 Press [▲] or [▼] to highlight <Add>, and then press [OK].

11 Press [▲] or [▼] to highlight the destination you want to add, and then press [OK].



12 Repeat steps 10 and 11 to add more destinations as needed.



13 Press [▲] or [▼] to highlight <Apply>, and then press [OK].

14 Press [○] (Back) to close the screen.

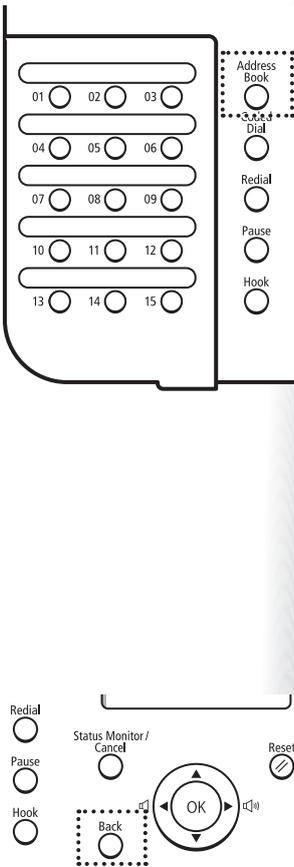
Editing and Deleting Registered Destinations

You can edit or delete destinations registered in the address book.

- 1 Switch to the Fax mode, and then press [] (Address Book).
- 2 Press [] or [] to highlight <  > (Menu).
- 3 Press [] or [] to highlight the desired option, and then press [OK].

<Edit Address Book>	<ul style="list-style-type: none"> • For a one-touch key or coded dialing code, edit the name, fax number, one-touch key, or coded dialing code. • For a group, edit the group name, delete destinations registered to the group, or add new destinations to the group.
<Address Book Details>	View the details for the destination.
<Delete From Address Book>	Delete destinations from the address book.

- 4 Select the desired destination, and then press [OK].
- 5 Select the desired option, and then edit or delete the destination.
- 6 Press [] (Back) to close the screen.

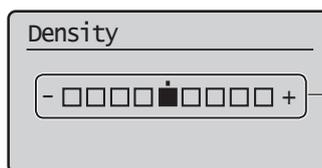


Adjust the Image Quality for Fax

Adjusting the Density

You can adjust the density of a fax darker or lighter.

- 1 Place documents (→p.16).
- 2 Switch to the Fax Mode (→p.13).
- 3 Press [] or [] to highlight <Density>, and then press [OK].
- 4 Press [] or [] to adjust the density, and then press [OK].



- : Less density (lighter)
- + : More density (darker)

- 5 Send a fax to the desired destination (→p.44).



Selecting the Resolution

You can select a resolution that is appropriate for the document. Set a higher resolution for documents that contain small text.

- 1 Place documents (→p.16).
- 2 Switch to the Fax Mode (→p.13).
- 3 Press [▲] or [▼] to highlight <Resolution>, and then press [OK].
- 4 Select the desired resolution, and then press [OK].

<200 dpi x 100 dpi (Normal)>	For general text documents
<200 dpi x 200 dpi (Fine)>	For fine text documents
<200 dpi x 200 dpi (Photo)>	For documents that contain photographs
<200 dpi x 400 dpi (Superfine)>	For documents that contain very fine text

- 5 Send a fax to the desired destination (→p.44).

Changing the Default Settings

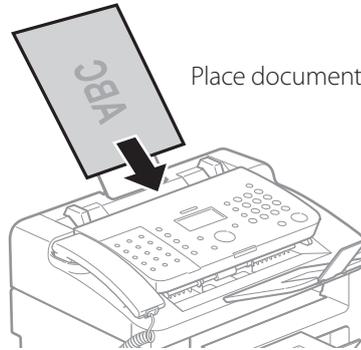
You can change the default settings that is applied when the machine is restarted or [⊗] (Reset) is pressed.

- 1 Press [⊗] (Menu).
- 2 Press [▲] or [▼] to highlight <Fax TX Settings>, and then press [OK].
- 3 Press [▲] or [▼] to highlight <TX Function Settings>, and then press [OK].
- 4 Press [▲] or [▼] to highlight <Change Defaults>, and then press [OK].
- 5 Press [▲] or [▼] to highlight the desired option, and then press [OK].
- 6 Specify the desired setting.
- 7 After you have specified the setting, press [▲] or [▼] to highlight <Apply>, and then press [OK].
- 8 Press [⊗] (Menu) to close the screen.

Send a Fax

Entering a Fax Number with the Alphanumeric Keys

- 1 Place documents (→p.16).

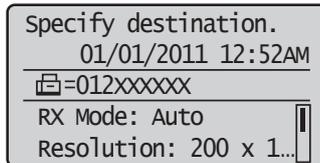


Place documents face down.



If the document guides are too loose or too tight, this may result in misfeeds or paper jams.

- 2 Switch to the Fax Mode (→p.13).
- 3 Enter the recipient's fax number with the alphanumeric keys.



- 4 Press [Start] (Start).

- Scanning begins. The fax is sent when the scanning is complete.



If the recipient's line is busy or an error occurs, the machine automatically redials the last destination. The default number of reattempts is two, and the interval between each attempt is two minutes.

To change the default settings, press [Menu] (Menu) → <Fax TX Settings> → <TX Function Settings> → <Auto Redial>, and then change the setting to <On>.

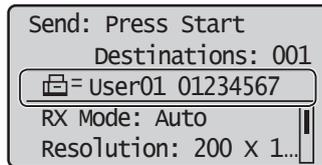
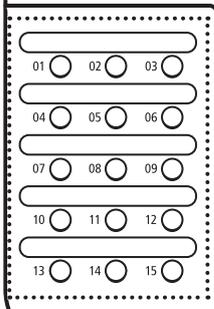
Canceling Fax Jobs

Press [Stop] (Stop) twice.

Using the One-Touch Keys

You can easily send faxes to a destination registered to a one-touch key. You can send faxes to multiple destinations at once, if a group is registered to the one-touch key.

- 1 Place documents (→p.16).
- 2 Switch to the Fax Mode (→p.13).
- 3 Adjust the image quality of the documents as needed (→p.42).
- 4 Press the one-touch key of the desired destination.
 - The number registered to the one-touch key is displayed. If you accidentally select an incorrect destination, press [C] (Clear) and then press another one-touch key.

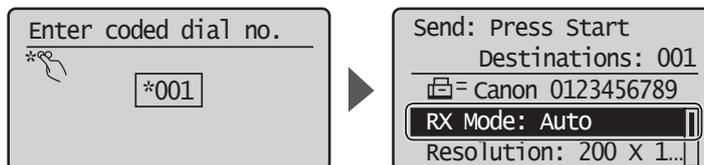


- 5 Press [Start] (Start).

Using the Coded Dialing Codes

You can easily send faxes to a destination registered to a coded dialing code. You can send faxes to multiple destinations at once, if a group is registered to a coded dialing code.

- 1 Place documents (→p.16).
- 2 Switch to the Fax Mode (→p.13).
- 3 Adjust the image quality of the documents as needed (→p.42).
- 4 Press [Coded Dial].
- 5 Enter the three-digit registration number (001 to 100) with the alphanumeric keys.
 - The destination number registered to the coded dialing code is displayed. If you accidentally select an incorrect destination, press [C] (Clear) and then enter another dial code.



- 6 Press [Start] (Start) to start sending.

Searching the Address Book

You can search a name registered to the address book.

- 1 Place documents (→p.16).
- 2 Switch to the Fax Mode (→p.13).
- 3 Adjust the image quality of the documents as needed (→p.42).
- 4 Press [○] (Address Book).
- 5 Press [◀] or [▶] to search for a recipient.



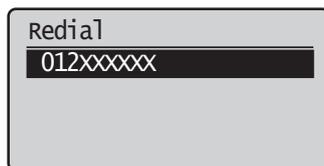
Select <All> or an initial in the recipient's name.

- 6 Press [▲] or [▼] to highlight the desired recipient, and then press [OK].
- 7 Press [◊] (Start) to start sending.

Redialing

If you send faxes by entering the fax number manually, the last three destinations are stored in the memory. You can send faxes to the stored destinations.

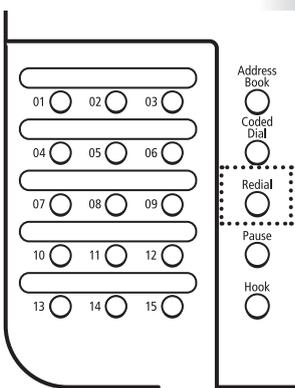
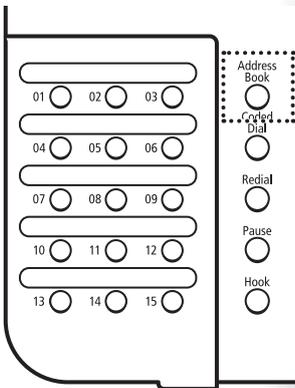
- 1 Place documents (→p.16).
- 2 Switch to the Fax Mode (→p.13).
- 3 Press [○] (Redial).
- 4 Press [▲] or [▼] to highlight the destination, and then press [OK].



- 5 Press [◊] (Start) to start sending.

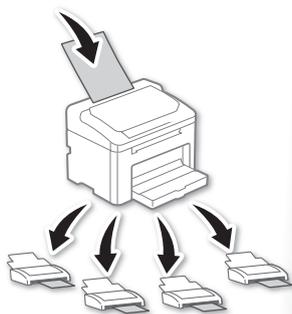
NOTE

- To automatically enter the last destination used, press [○] (Hook). When the dial tone sounds, press [○] (Redial).
- The destinations stored in the memory are deleted, if you restart the machine.

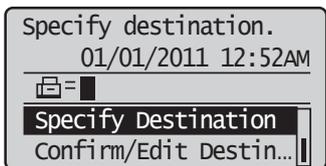


Sending a Fax to Multiple Destinations (Sequential Broadcast)

You can send the same document to multiple recipients at once.



- 1 Place documents (→p.16).
- 2 Switch to the Fax Mode (→p.13).
- 3 Press [▲] or [▼] to highlight <Specify Destination>, and then press [OK].



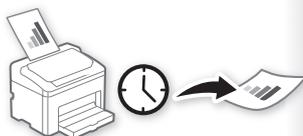
- 4 Press [▲] or [▼] to select the desired method for specifying destinations.

<Fax (New) >	Enter the destination with the alphanumeric keys.
<Address Book>	Select a destination from the address book.
<Coded Dial>	Enter the numbers registered in the coded dialing codes.

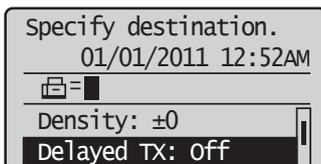
- 5 Specify the destination, and then press [OK].
- 6 Repeat steps 2-4 to enter additional destinations as needed.
 - <Fax(New)> is available up to 10 destinations.
 - To confirm or delete destinations, press [▲] or [▼] to highlight <Confirm/Edit Destination>, and then press [OK].
- 7 Press [⏏] (Start).

Sending a Fax at a Preset Time

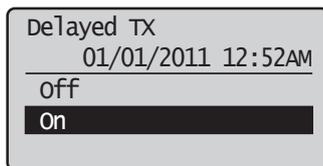
You can automatically send a pre-scanned fax at a preset time.



- 1 Place documents (→p.16).
- 2 Switch to the Fax Mode (→p.13).
- 3 Adjust the image quality of the documents as needed (→p.42).
- 4 Press [▲] or [▼] to highlight <Delayed TX>, and then Press [OK].



- 5 Press [▲] or [▼] to highlight <On>, and then press [OK].

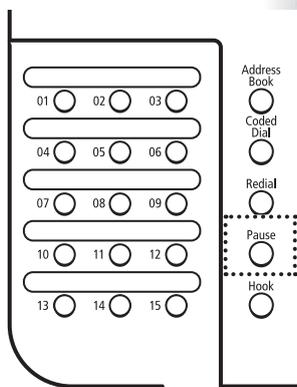


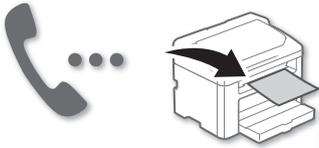
- 6 Enter the time at which you want to send the document, and then press [OK].
- 7 Specify a destination (→p.44).
- 8 Press [◀▶] (Start).
- Your fax is sent at the specified time.

Sending a Fax to an International Destination (Adding Pauses)

When sending faxes to international destinations, it is sometimes difficult to connect to a recipient, due to the long distance that the signal must travel. You can insert a pause after the international access code to reduce this problem.

- 1 Place documents (→p.16).
- 2 Switch to the Fax Mode (→p.13).
- 3 Use the alphanumeric keys to enter the international access code.
- For details about international access codes, contact your telephone service provider.
- 4 Press [○] (Pause) to enter a pause.
- The letter <P> is displayed to indicate the pause.
 - The default pause added before the number is two seconds. To change the pause time, see "<Pause Time>" (→p.57).
 - To add another pause, press [○] (Pause) again.
- 5 Use the alphanumeric keys to enter the country code, area code, and fax number.
- 6 Press [○] (Pause), and then press [OK].
- A pause added to the end of the number is fixed at 10 seconds.
- 7 Press [◀▶] (Start).





Calling a Recipient before Sending a Fax

In the following cases, follow the procedure below to send faxes:

- If you want to call a recipient before sending a fax
- If the recipient's machine cannot receive a fax automatically

NOTE

To use this function, you must connect the handset or an external telephone to the machine. If they are not connected, use another telephone to make sure the recipient to switch the fax mode to receive fax.

- 1 Place documents (→p.16).**
- 2 Switch to the Fax Mode (→p.13).**
- 3 Lift the handset or telephone receiver.**
 - A dial tone sounds.
- 4 Dial the recipient's fax number.**
- 5 Ask the recipient to allow his or her machine to receive faxes.**
- 6 When you hear a beep, press [] (Start), and then replace the handset or telephone receiver.**

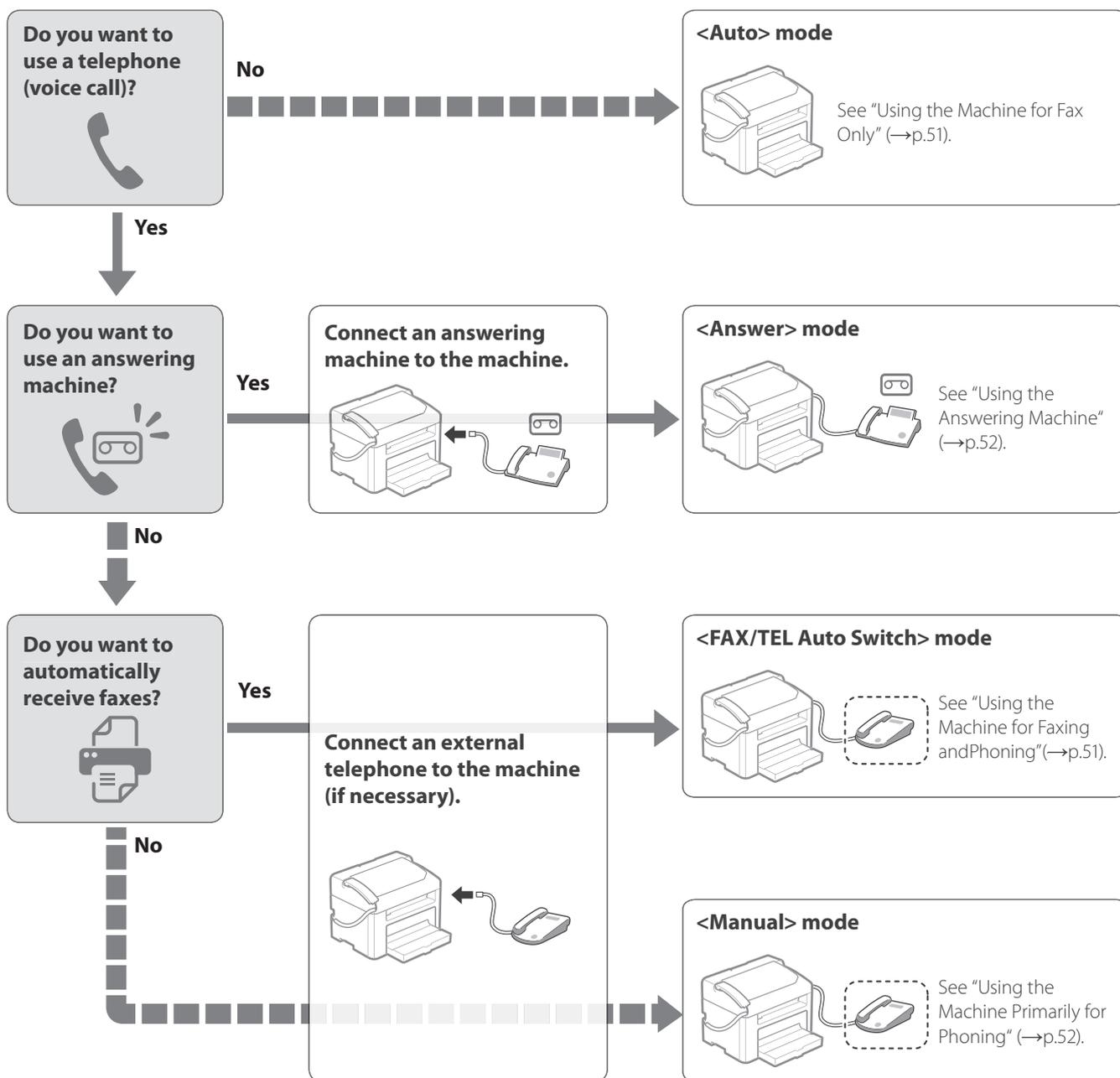
Receive a Fax (Receive Mode)

Your machine provides multiple methods for automatically or manually receiving faxes. Select the receive mode that best suits your needs.



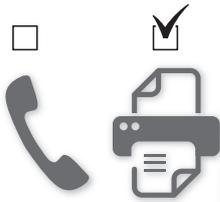
(→ p.83)

You can see frequently asked questions about the receive mode.



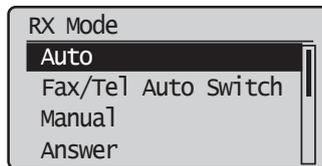
- For details about each mode, see "RX Mode" in the e-Manual.
- Depending on the connected telephone, you may not normally receive a fax. If you are using an external telephone that has fax functions, disable the external telephone's auto receive functions.
- If **<RX Mode>** is set to **<Auto>** or **<FAX/TEL Auto Switch>**, you can specify whether or not the external telephone rings when receiving an incoming call. Also, you can specify the number of rings.
Press [⊗] (Menu) → **<Fax RX Settings>** → **<Fax Settings>** → **<Incoming Ring>**.

Using the Machine for Fax Only



Set the fax receive mode to **<Auto>**.

- 1 Switch to the Fax Mode (→p.13).
- 2 Press [▲] or [▼] to highlight **<RX Mode>**, and then press [OK].
- 3 Press [▲] or [▼] to highlight **<Auto>**, and then press [OK].



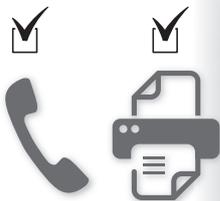
When a Fax or Call Comes In

When a fax comes in, the machine automatically begins receiving the fax after two rings. If a voice call comes in, the caller will hear a fax tone.



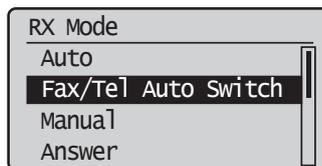
To change the number of rings before the machine receives a fax, press [Ⓜ] (Menu) → **<Fax RX Settings>** → **<Fax Settings>** → **<Incoming Ring>** → **<On>**, and then specify the number of rings.

Using the Machine for Faxing and Phoning



Set the fax receive mode to **<Fax/Tel Auto Switch>**.

- 1 Switch to the Fax Mode (→p.13).
- 2 Press [▲] or [▼] to highlight **<RX Mode>**, and then press [OK].
- 3 Press [▲] or [▼] to highlight **<Fax/Tel Auto Switch>**, and then press [OK].



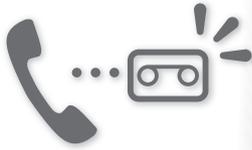
- 4 Specify ring settings.

<Ring Start Time>	Specify how long the machine will attempt to detect a fax tone before the handset starts ringing (4-30 seconds).
<Incoming Ring Time>	Specify how long the handset will ring during an incoming call (15-300 seconds).
<After Ring>	Specify how the machine should behave when an incoming call is not answered: <ul style="list-style-type: none">• <End>: Disconnects the call.• <RX>: Receives a fax.

- 5 After you have specified the setting, press [▲] or [▼] to highlight **<Apply>**, and then press [OK].

When a Fax or Call Comes In

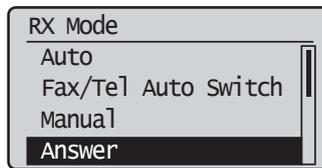
The machine automatically detects whether the call is a fax or voice call after two rings. If the call is a fax, the machine starts receiving the fax. If the call is a voice call, the handset rings until it is answered or the caller hangs up.



Using the Answering Machine

Set the fax receive mode to **<Answer>**.

- 1 Switch to the Fax Mode (→p.13).
- 2 Press [▲] or [▼] to highlight **<RX Mode>**, and then press [OK].
- 3 Press [▲] or [▼] to highlight **<Answer>**, and then press [OK].



When a Fax or Call Comes In

The connected answering machine answers the call, and if the call is a fax, the machine starts receiving the fax. If the call is a voice call, the answering machine answers and records the caller's message.



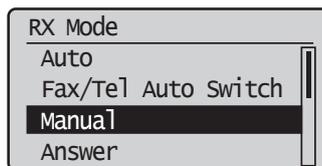
Before use the answering machine, set the number of rings before the answering machine activates to at least two, and then record a greeting.

Using the Machine Primarily for Phoning

Set the fax receive mode to **<Manual>**.



- 1 Switch to the Fax Mode (→p.13).
- 2 Press [▲] or [▼] to highlight **<RX Mode>**, and then press [OK].
- 3 Press [▲] or [▼] to highlight **<Manual>**, and then press [OK].



When a Fax or Call Comes In

The handset continuously rings in Manual mode. Pick up the handset or the receiver of the external telephone to answer the call. If the call is a fax, you will hear a beep. See “Receiving Faxes in Manual Mode,” to manually switch to receive mode.

Receiving Faxes in Manual Mode

If you hear a beep when you answer a call in manual mode, the call is a fax. Follow the procedure below to manually switch to receive mode.

When Using the Handset

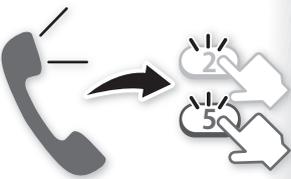
- 1 If you hear a beep when you answer the call, switch to the Fax mode.
- 2 Press [▲] or [▼] to highlight <Start Receiving>, and then press [OK].
- 3 Hang up the handset.

When Using an External Telephone

- 1 If you hear a beep when you answer the call, press [(2)] and [(5)] (Remote RX ID).
- 2 Hang up the receiver.

NOTE

To change the remote RX ID, press [(*)] (Menu) ➔ <Fax RX Settings> ➔ <Fax Settings> ➔ <Remote RX> ➔ <On>, and then specify a remote RX ID.



Receive a Fax from Memory

If a fax is stored in memory, you can view the sender of the received fax and print or forward the fax.

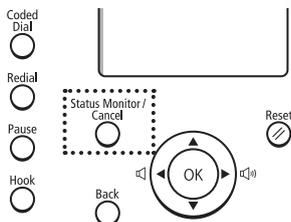


Switching to Memory Lock Mode

- 1 Press [] (Menu), press [**▲**] or [**▼**] to highlight <System Management Settings>, and then press [OK].
- 2 Press [**▲**] or [**▼**] to highlight <Communication Management Settings>, and then press [OK].
- 3 Press [**▲**] or [**▼**] to highlight <Memory Lock Settings>, and then press [OK].
- 4 Press [**▲**] or [**▼**] to highlight <On>, and then press [OK].
- 5 Set the details as needed.

<Memory Lock PIN>	Register a seven-digit PIN to protect the memory lock settings. NOTE You can use numbers between "0" and "9," but cannot register consecutive digits that consist of only "0" as a PIN.
<Report Print>	Set the RX Result Report to print automatically when faxes are received into the memory. <ul style="list-style-type: none">• <Off>: Do not print the RX Result Report.• <On>: Print the RX Result Report. NOTE To use this feature, you must also activate the <RX Result Report> item: [] (Report) → <Reports Settings> → <RX Result Report> The default setting is <Off>.
<Memory Lock Time>	Set this feature to receive faxes into the memory only for a specified time. When the preset time starts, the machine is switched to receive fax into the memory. When the preset time ends, faxes stored in the memory are automatically printed and the memory receiving feature is deactivated.

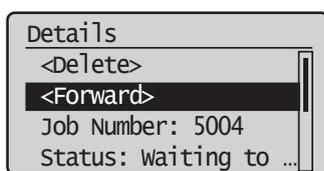
- 6 After you have specified the setting, press [**▲**] or [**▼**] to highlight <Apply>, and then press [OK].
- 7 Press [] (Menu) to close the screen.



Viewing and Canceling Received Fax Documents

You can view the sender of the fax stored in memory. You can also delete unnecessary faxes or forward them to other destinations.

- 1 Press [○] (Status Monitor/Cancel).
- 2 Press [▲] or [▼] to highlight <Fax Job Status/History>, and then press [OK].
- 3 Press [▲] or [▼] to highlight <RX Job Status>, and then press [OK].
- 4 Press [▲] or [▼] to highlight a job to be checked or deleted, and then press [OK].
- 5 View the detailed information.
 - You can press [○] (Status Monitor/Cancel) to close the screen.



- To delete the fax job, press [▲] or [▼] to highlight <Delete>, press [◀] or [▶] to highlight <Yes>, and then press [OK].
- To forward the fax, press [▲] or [▼] to highlight <Forward>, specify destination, and then press [OK].

Printing Received Fax Documents

When the memory receiving is deactivated, all faxes stored in the memory are automatically printed.



The machine do not support the function to select fax documents to print. Delete the unnecessary documents first.

- 1 Press [⊗] (Menu), press [▲] or [▼] to highlight <System Management Settings>, and then press [OK].
- 2 Press [▲] or [▼] to highlight <Communication Management Settings>, and then press [OK].
- 3 Press [▲] or [▼] to highlight <Memory Lock Settings>, and then press [OK].
- 4 Press [▲] or [▼] to highlight <Off>, and then press [OK].
 - All faxes stored in the memory are printed.
- 5 Press [⊗] (Menu) to close the screen.

View and Cancel a Fax Job

You can view or cancel fax jobs that are waiting or in progress.

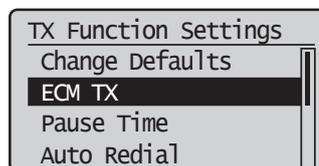
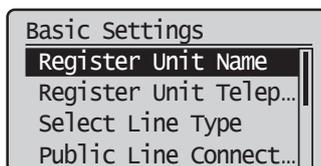
- 1 Press [○] (Status Monitor/Cancel).
- 2 Press [▲] or [▼] to highlight <Fax Job Status/History>, and then press [OK].
- 3 Press [▲] or [▼] to highlight <TX Job Status> or <RX Job Status>, and then press [OK].
- 4 **View or cancel the job status.**
 - Press [▲] or [▼] to view the fax job status.
 - Press [OK] to view the detailed information.
 - To cancel the job, in <TX Job Status>, press [▲] or [▼] to select <Cancel>.
 - To delete or forward the job, in <RX Job Status>, press [▲] or [▼] to select <Delete> or <Forward> (→p.55).
- 5 Press [○] (Status Monitor/Cancel) to close the screen.

Change the Fax Settings

You can change the fax settings for sending and receiving to suit your needs.

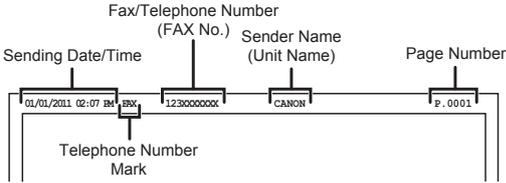
Changing Fax Sending Settings

- 1 Press [⊗] (Menu).
- 2 Press [▲] or [▼] to highlight <Fax TX Settings>, and then press [OK].
- 3 Press [▲] or [▼] to highlight <Basic Settings> or <TX Function Settings>, and then press [OK].
- 4 Press [▲] or [▼] to highlight the desired item, and then press [OK].
 - See "Settings for Sending Faxes."



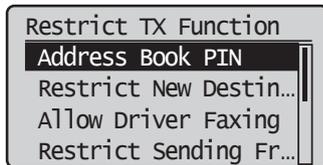
- 5 Specify the setting values, and then press [OK].
- 6 Press [⊗] (Menu) to close the screen.

Settings for Sending Faxes

Settings	Options Bold: Default settings	Details
<Register Unit Name> <Register Unit Telephone Number>		Register your machine name (the name of company or the user) or a fax number for the machine. The name and number that you register will appear at the top of the fax.
<Select Line Type>	Pulse Tone	If you cannot send a fax, change the line type. <div style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p>NOTE If you are not sure about your telephone line type, contact your local telephone company.</p> </div>
<Public Line Connection>	Direct Adapter 1 Adapter 2	If you cannot make a call or do not hear a ring tone when the fax receive mode is set to <Fax/Tel Auto Switch> and an external telephone or a handset is connected, change this setting to <Adapter 1> or <Adapter 2> .
<Off-Hook Alarm>	Off On - Off-Hook Alarm Volume: 1 to 5	Specify whether or not to sound an alarm when the telephone handset is off the hook. You can also set the volume of the alarm.
<Sender ID>	Off On - Print Location: On Image, Above Image - Mark No. as TEL/FAX: FAX , TEL	Specify whether or not to include the sender ID at the top of recipient's faxes. Information such as your fax number and name is included, enabling the recipient to recognize the sender. 
<Change Defaults>		You can specify frequently used settings as the default.
<ECM TX>	Off On	The Error Correction Mode (ECM) automatically detects and corrects errors during fax communication. Using the ECM function can diminish send errors even over poor connections.
<Pause Time>	1 to 2 to 15 (seconds)	Specify the length of pauses added to fax destination numbers.
<Auto Redial>	Off On - Redial Times: 1 to 2 to 10 (times) - Redial Interval: 2 to 99 (minutes) - Redial When Err Occurs: Off, On	Set auto redialing to automatically reattempt to connect to a destination if the line is busy or an error occurs. You can also specify the how many times to redial a number and the interval between attempts.
<Check Dial Tone Before Sending>	Off On	When sending a fax, you can specify whether or not to verify the dial tone before dialing.

Restricting Fax Sending Functions

- 1 Press [] (Menu).
- 2 Press [▲] or [▼] to highlight <System Management Settings>, and then press [OK].
- 3 Press [▲] or [▼] to highlight <Restrict TX Function>, and then press [OK].
- 4 Press [▲] or [▼] to highlight the desired item, and then press [OK].
 - See "Settings for Restricting Fax Sending."



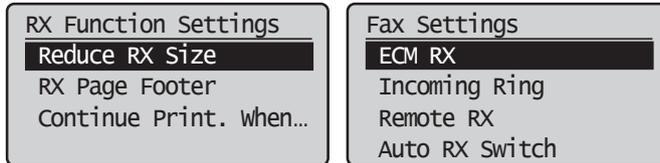
- 5 Specify the setting values, and then press [OK].
- 6 Press [] (Menu) to close the Menu screen.

Settings for Restricting Fax Sending

Settings	Options Bold: Default settings	Details
<Address Book PIN>		Specify a PIN to protect the address book. The PIN will be required to register, edit, or delete destinations.
<Restrict New Destinations>	Off On	Restrict the destinations that can be specified to pre-registered one-touch keys or coded dialing codes. Restricting destinations will prevent the following operations: <ul style="list-style-type: none"> • Specifying a destination with the numeric keys • Registering new destinations to the address book, one-touch keys, or coded dialing codes • Changing destinations that are registered to the address book, one-touch keys, or coded dialing codes
<Allow Driver Faxing>	Off On	Specify whether or not to allow faxes to be sent via a computer's fax driver.
<Restrict Sending From History>	Off On	Specify whether or not to restrict sending faxes from history by pressing [] (Redial).
<Fax No. Confirmation Re-Entry>	Off On	Specify whether or not to require a confirmation before sending a fax. If you activate this feature, you must re-enter the fax number before sending a fax.
<Restrict Sequential Broadcast>	Off Confirm Sequential Broadcast Reject Sequential Broadcast	Specify whether or not to restrict faxes to multiple recipients. If < Confirm Sequential Broadcast > is selected, a confirmation screen is displayed when you send a fax to multiple recipients. If < Reject Sequential Broadcast > is selected, you cannot send a fax to multiple recipients.

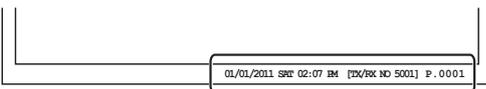
Changing Fax RX Settings

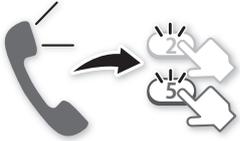
- 1 Press [] (Menu).
- 2 Press [▲] or [▼] to highlight <Fax RX Settings>, and then press [OK].
- 3 Press [▲] or [▼] to highlight <RX Function Settings> or <Fax Settings>, and then press [OK].
- 4 Press [▲] or [▼] to highlight the desired item, and then press [OK].
 - See "Canceling Fax Jobs."



- 5 Specify the setting values, and then press [OK].
- 6 Press [] (Menu) to close the screen.

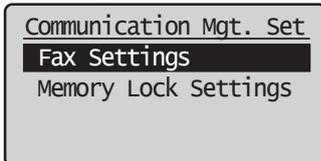
Settings for Receiving Faxes

Settings	Options Bold: Default settings	Details
<Reduce RX Size>	Off On - Ratio: Auto , 97%, 95%, 90%, 75% - Reduction Direction: Vertical/Horizontal, Vertical Only	Set to scale images automatically so they fit the selected paper size or to reduce the image according to the specified ratio. 
<RX Page Footer>	Off On	Specify whether or not to print a received date, day of the week, time, number, and page number at the bottom of the page when printing received faxes. 
<Continue Print. When Toner Is Nearly Out>	Off On	Specify whether or not to continue printing received faxes when the toner is nearly out.
<ECM RX>	Off On	The Error Correction Mode (ECM) automatically detects and corrects errors during fax communication. Using the ECM function can diminish receive errors even over poor connections.
<Incoming Ring>	Off On - Ring Times: 1 to 2 to 99 (times)	Specify whether or not the external telephone will ring during an incoming call if <RX Mode> is set to <Auto> or <Fax/Tel Auto Switch>. After the external telephone rings for specified times, the machine automatically starts receiving the fax, if the call is a fax. If the call is a voice call, the external telephone or the optional handset rings only when <RX Mode> is set to <Fax/Tel Auto Switch>.

Settings	Options Bold: Default settings	Details
<Remote RX>	Off On - Remote RX ID: 00 to 25 to 99	Specify whether or not to remotely instruct the machine to switch to fax mode when an external telephone is connected. To send the instruction to the machine, you must dial the remote RX ID from the external telephone. You can also specify an remote RX ID. 
<Auto RX Switch>	Off On - Incoming Ring Time: 1 to 15 to 99 (seconds)	Specify how long an incoming call should ring before the machine automatically switches to fax mode. This option is available when the receive mode is set to <Manual>.

Changing Communication Management Settings

- 1 Press [] (Menu).
- 2 Press [▲] or [▼] to highlight <System Management Settings>, and then press [OK].
- 3 Press [▲] or [▼] to highlight <Communication Management Settings>, and then press [OK].
- 4 Press [▲] or [▼] to highlight the desired item, and then press [OK].
 - If you select <Fax Settings>, you can select a sub-item.
 - See "Communication Management Settings."



- 5 Specify the setting values, and then press [OK].
- 6 Press [] (Menu) to close the screen.

Communication Management Settings

Settings	Options Bold: Default settings	Details
<p><TX Start Speed> <RX Start Speed></p>	<p>33600 bps 14400 bps 9600 bps 7200 bps 4800 bps 2400 bps</p>	<p>Change the transmission or receiving start speed if you have difficulty sending or receiving faxes.</p>
<p><Memory Lock Settings></p>	<p>Off On - Memory Lock PIN: Seven-digit number - Print Report: Off, On - Memory Lock Time: Off, On</p>	<p>Generally, received documents are immediately printed. However, you can specify whether or not to store received faxes in memory before printing. You can then print the stored faxes at any time or delete them without printing to save paper.</p>

Maintenance and Management

This chapter describes how to clean the machine and replace the toner cartridge, and explains the report and list functions used for managing the machine.



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Replacing the Toner Cartridge	68
Manage Using the Report and List Functions	71

Clean the Machine

Clean the exterior and interior of the machine, feeder, and the fixing unit periodically.

Cleaning the Exterior and Interior

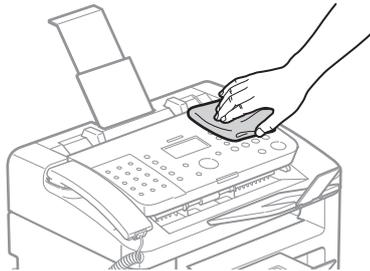
Clean the exterior and interior of the machine to prevent toner powder and paper dust from accumulating inside.



For safety, be sure to turn off the machine and disconnect all cables from the machine before cleaning the machine. When you finish cleaning the machine, wait for it to dry completely before reconnecting the power cord, and then turn on the power.

Cleaning the Exterior

- 1 Turn off the machine and disconnect all cables from the machine.
- 2 Remove any documents from the feeder.
- 3 Clean the exterior of the machine and ventilation slots with a soft, well wrung out cloth dampened with water or a mild detergent that has been diluted with water.



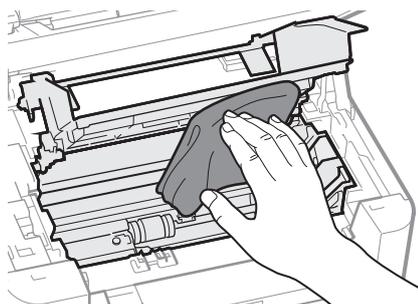
- 4 Wait for the printer to dry completely.
- 5 Reconnect all cables, and then turn on the power.

Cleaning the Interior

- 1 Turn off the machine and disconnect all cables from the machine.
- 2 Remove any documents from the feeder.
- 3 Lift the upper unit, open the toner cover, and then remove the toner cartridge.

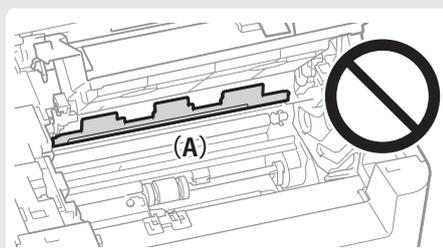


- 4 Remove any toner or paper debris from interior of the machine, with a soft, dry cloth that is clean and lint-free.



- 5 Insert the toner cartridge.
- 6 Close the toner cover, and then lower the upper unit.
- 7 Reconnect all cables, and then turn on the power.

 **CAUTION**



Precautions when closing the upper unit:

Be careful not to get your fingers caught.

Do not touch the fixing unit (A).

Touching the fixing unit (A) may cause burns as it becomes very hot during use.

Precautions if you get toner on your hands or clothing:

If toner gets on your hands or clothing, wash them immediately with cold water. Washing with warm water makes it impossible to remove the toner stains.

Cleaning the Fixing Unit

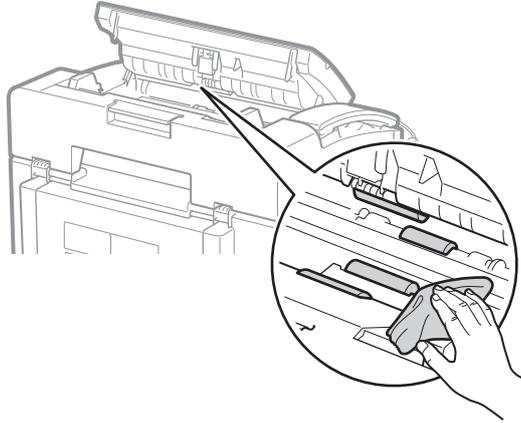
Clean the fixing unit when black streaks appear on printed pages.

- 1 Press [] (Menu).
- 2 Press [▲] or [▼] to highlight <Adjustment/Maintenance>, and then press [OK].
- 3 Press [▲] or [▼] to highlight <Clean Fixing Unit>, and then press [OK].
- 4 Load A4 size plain paper in the paper cassette, and then press [OK].
 - The cleaning process begins. Cleaning takes approximately 90 seconds.
- 5 When the cleaning is complete, press [] (Menu) to close the screen.

Cleaning the Feeder

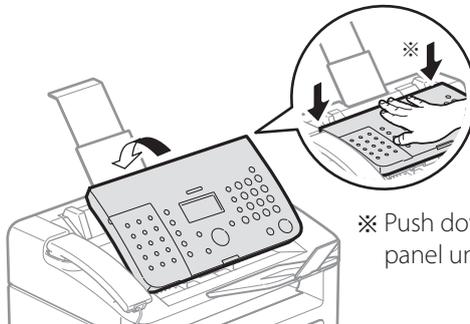
If a scanned image has unexpected specks, clean the feeder.

- 1 Turn off the machine and disconnect all cables from the machine.
- 2 Remove any documents from the feeder.
- 3 Lift the operation panel, clean the rollers with a well wrung out cloth dampened with water, and then wipe them with a soft and dry cloth.



When cleaning the machine, do not use tissue paper, paper towels, or similar materials for cleaning. They can generate static electricity.

- 4 Lower and close the operation panel until it is locked.

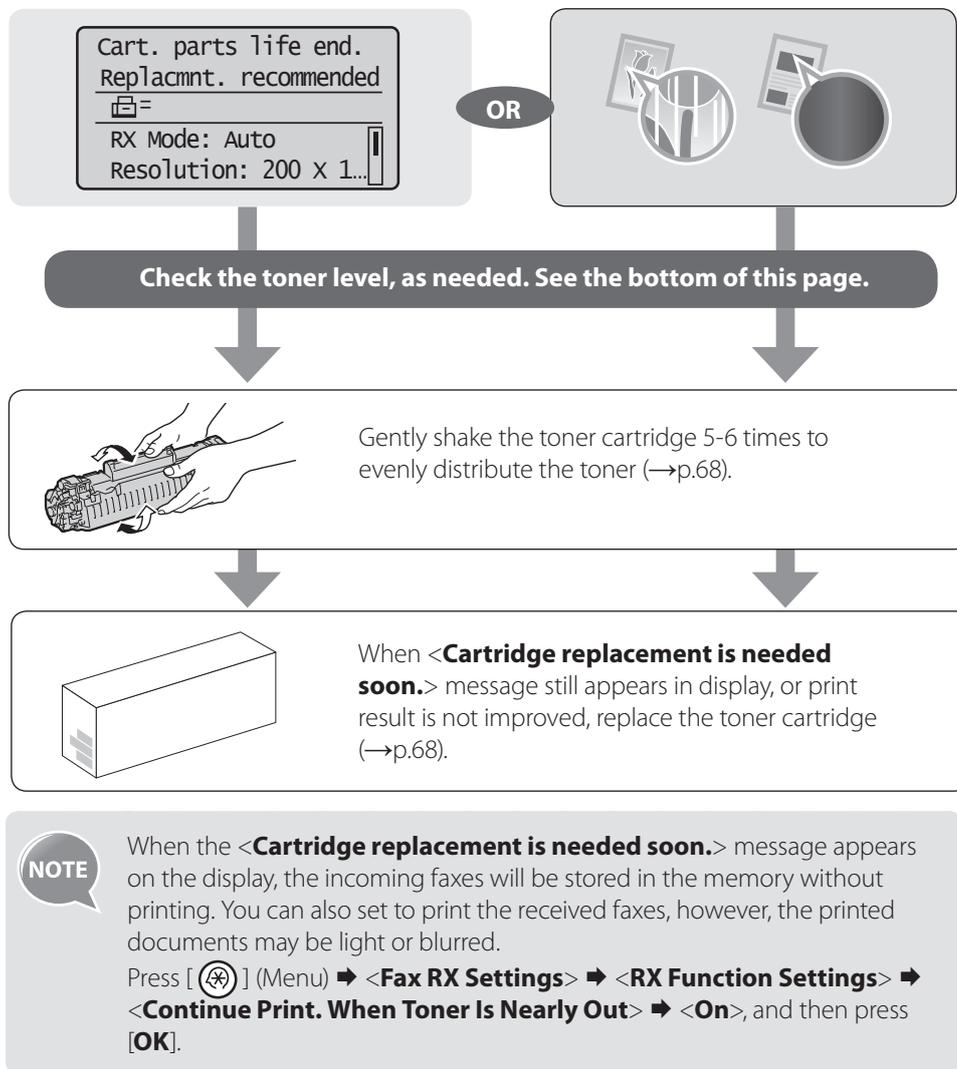


※ Push down the operation panel until it is locked.

- 5 Reconnect all cables, and then turn on the power.

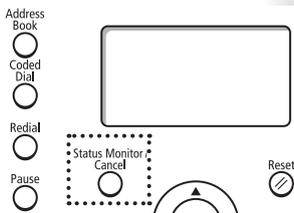
Check and Replace Toner Cartridges

Toner cartridges are consumable products. When the toner has almost run out, a message appears in the display and streaks may appear on printed pages. Check the toner level, and replace the toner cartridge if necessary.



Checking the Toner Level

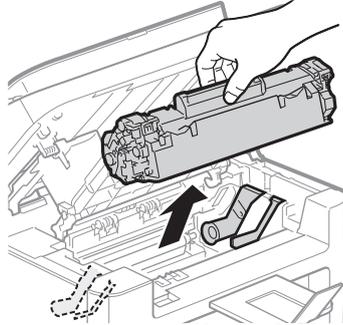
- 1 Press [○] (Status Monitor/Cancel).
- 2 Press [▲] or [▼] to highlight **<Device Status>**, and then press [OK].
- 3 Press [▲] or [▼] to highlight **<Remaining Toner>**, and then press [OK].
- 4 Check the toner level.
 - The toner level will appear as **<OK>**, **<Low>**, or **<Nearly Out>**.
- 5 Press [○] (Status Monitor/Cancel) to close the screen.



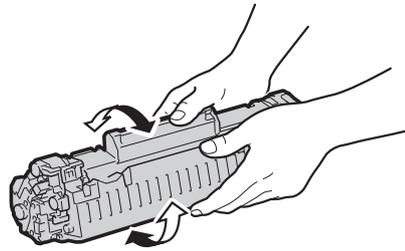
Conserving the Toner to Extend the Life of Toner Cartridges

If you redistribute the toner, you may be able to print for some time until the toner runs out.

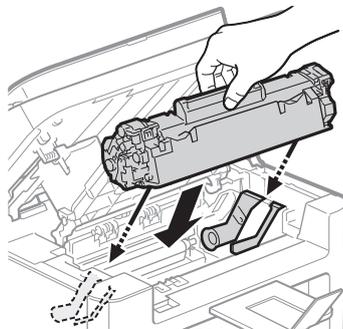
- 1 Lift the upper unit, open the toner cover, and then remove the toner cartridge.



- 2 Gently shake the toner cartridge 5-6 times to evenly distribute the toner.



- 3 Insert the toner cartridge, close the upper unit, and then lower the operation panel.



CAUTION

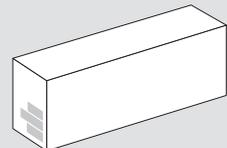
If toner gets on your hands or clothing, wash them immediately with cold water. Do not wash with warm water, as it sets the toner and makes it impossible to remove the toner stains.

Replacing the Toner Cartridge

You can purchase replacement toner cartridges from your local authorized Canon dealer.

NOTE

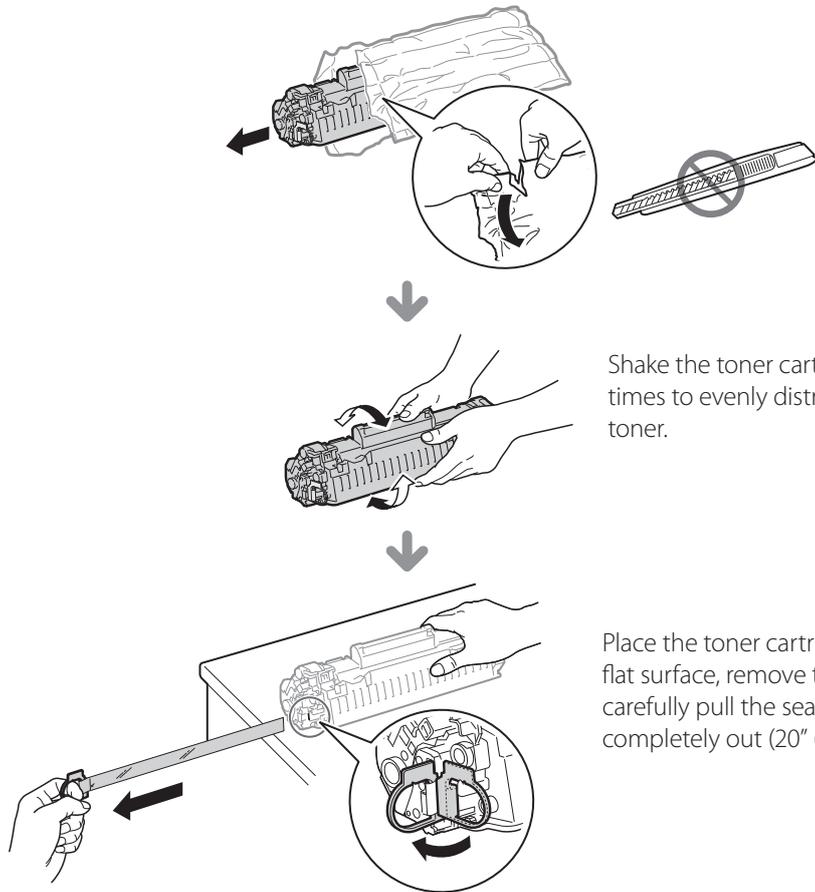
Supported genuine Canon toner cartridge:
Canon Cartridge 128 Starter



1 Open the operation panel and the toner cover, and then remove the toner cartridge.

2 Prepare a new toner cartridge.

- Store the protective bag. It is required when you remove the toner cartridge for printer maintenance or other purposes.



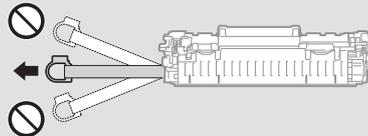
Shake the toner cartridge 5-6 times to evenly distribute the toner.

Place the toner cartridge on a flat surface, remove the tab, and carefully pull the sealing tape completely out (20" (50 cm)).



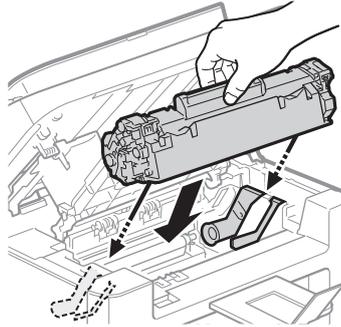
When pulling out the sealing tape:

- Do not pull the sealing tape at an angle or up and down. If the tape breaks, it may not be pulled out completely.



- Even if the sealing tape stops at midpoint, pull it out of the toner cartridge completely.
- If any tape remains in the toner cartridge, this may result in poor print quality. If you are using the Fax, please note that you can only print the received data once, because the received data is deleted once it is printed.
- Dispose of the packing materials according to local regulations.

3 Insert the toner cartridge.



4 Close the toner cover and the operation panel.

WARNING

Do not dispose of a used toner cartridge in open flames.

This may cause the toner remaining inside the cartridges to ignite, resulting in burns or fire.

When cleaning up spilled or scattered toner:

If you accidentally spill or scatter toner, carefully gather the toner particles together or wipe them up with a soft, damp cloth in a way that prevents inhalation.

Never use a vacuum cleaner that does not have safeguards against dust explosions to clean up spilled toner. Doing so may cause a malfunction in the vacuum cleaner, or result in a dust explosion due to static discharge.

CAUTION

Precautions if you get toner on your hands or clothing:

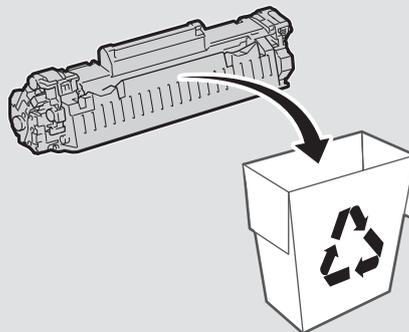
Wash them immediately with cold water. Washing with warm water sets the toner, making it impossible to remove the toner stains.

Do not allow the toner to scatter.

Do not pull out the sealing tape forcefully or stop before it is removed, as this may cause toner to spill out. If toner gets into your eyes or mouth, flush them immediately with cold water and consult a physician.

NOTE

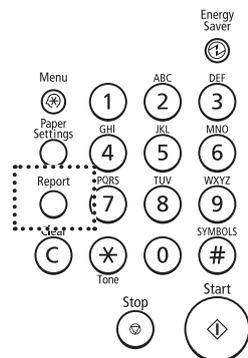
- Follow all local and federal regulations when disposing of the sealing tape removed from the new toner cartridge.
- Canon will collect and recycle your used toner cartridges (→p.84).



- For more details about handling toner cartridges, see [**Replacing Toner Cartridge**] in the e-Manual.

Manage Using the Report and List Functions

Print out reports or lists to view communication status, address book information, or settings, for monitoring the machine.



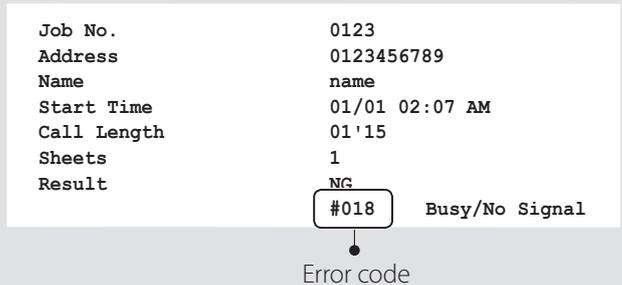
- 1 Press [○] (Report).
- 2 Press [▲] or [▼] to highlight <Print Report Lists>, and then press [OK].
- 3 Press [▲] or [▼] to highlight a report or list, and then press [OK].

<Address Book List>	Numbers that are registered in the address book (coded dialing codes, one-touch keys, and groups)
<User Data List>	Information about the machine and settings
<Communication Management List>	Fax communication history

- 4 Follow the on-screen instructions to print the report or list.
- 5 Press [○] (Report) to close the screen.



- To set the report not to be printed automatically, if an error occurs while sending or receiving faxes, report is printed automatically. Confirm the error code printed on the report and resolve the problem (→p.79).



- To change when to print the send or receive result report, or communication management list, select <Report Settings> at the step 2 above. For details, see [Basic Operation] → [Setting the Report to Print Automatically] in the e-Manual.
- Report and list printouts are limited to 10 pages.

Troubleshooting

This chapter describes how to clear paper jams and how to cope with problems that you cannot solve.



Clear Jams	74
Clearing Document Jams in the Feeder.....	75
Clearing Paper Jams Inside the Machine	75
Resolve a Displayed Message	78
Resolve an Error Code	79
Improve Output Quality	80
Resolve a Problem	82

Clear Jams

When **<Paper jam.>** appears on the display, a paper jam has occurred in the feeder or inside the machine. To remove the jammed document or paper, follow the instructions on the display.

⌘ Paper jam.
Press [▶] to
display steps. ▶

⚠ WARNING

When removing jammed documents or paper:

Use caution to avoid paper cuts.

When removing jammed paper or inspecting the inside of the machine:

Do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.

⚠ CAUTION

If loose toner comes into contact with your skin or clothing:

Wash with cold water. Do not wash with warm water, as this will set the toner and cause it to stain your skin or clothing.

When removing jammed documents or paper:

If paper is jammed, remove it carefully so that no pieces of paper remain inside the machine according to the displayed message. Also, do not put your hand in an area other than indicated areas, as this may result in personal injuries or burns.



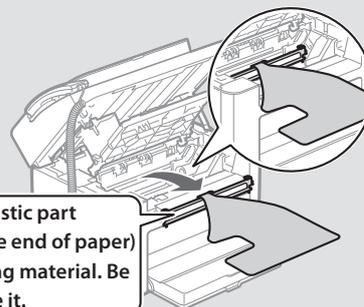
If the jammed paper is torn:

Remove all torn pieces to avoid further jams.

If repeated paper jams occur:

Do the following:

- Make sure that the following packing material is completely removed.



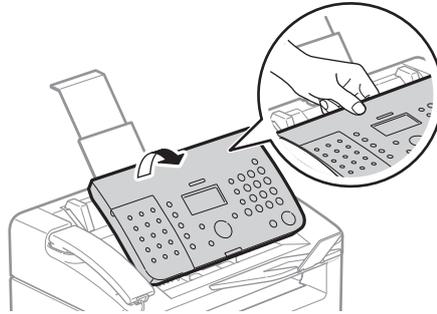
- Fan the paper stack and tap the edge on a flat surface to align the paper before loading it into the machine.
- Make sure that the paper meets the requirements for use (→ p.18).
- Make sure that you have removed all scraps of paper from the inside of the machine.



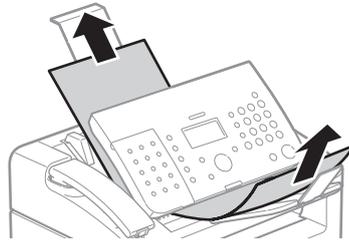
Clearing Document Jams in the Feeder

After removing any document loaded in the feeder, follow the procedure below to remove jammed documents.

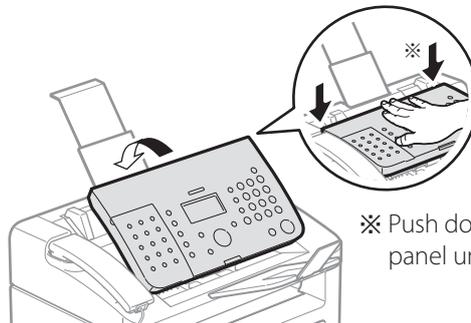
- 1 Lift the operation panel.



- 2 Remove any jammed document by pulling it gently.



- 3 Lower and close the operation panel until it is locked.

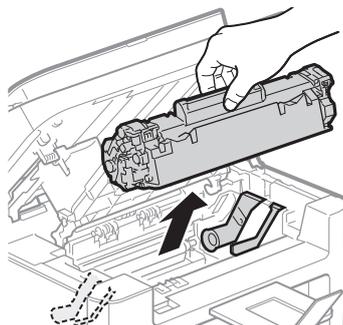


※ Push down the operation panel until it is locked.

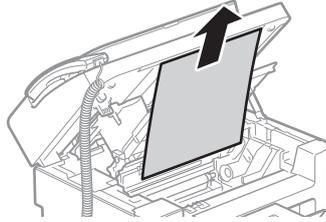
Clearing Paper Jams Inside the Machine

Follow the procedure below to remove jammed paper.

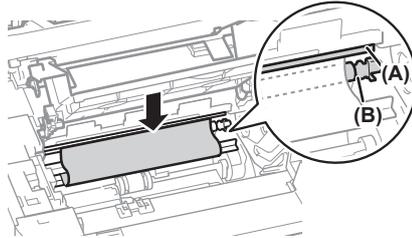
- 1 Lift the upper unit, and then open the toner cover.
- 2 Remove the toner cartridge.



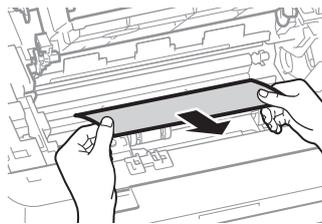
- 3 Remove any jammed paper by pulling it gently.



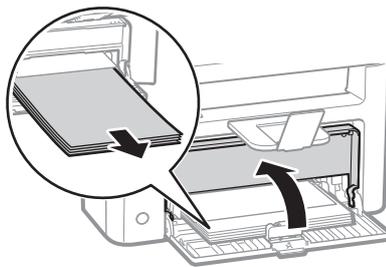
- 4 Gently pull any jammed paper downward from between the fixing unit (A) and roller (B) until the leading edge emerges from the machine.



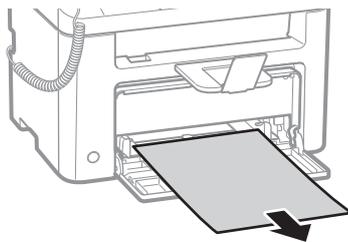
- 5 When the leading edge emerges, hold both sides of the jammed paper and carefully pull it out.



- 6 Lift the dust cover, and then remove any paper loaded in the paper cassette.

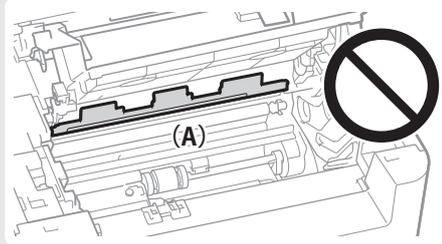


- 7 Remove any jammed paper by pulling it gently.



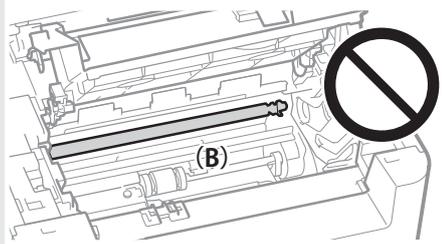
- 8 Reload paper into the paper cassette, and then lower the dust cover.
- 9 Insert the toner cartridge, close the toner cover, and then lower the upper unit.

 **CAUTION**



Do not touch the fixing unit (A).

Touching the fixing unit (A) may cause burns as it becomes very hot during use.



Do not touch the transfer roller (B).

Touching the transfer roller may damage the machine.

Resolve a Displayed Message

This sections describes some of messages related to the toner, memory, and paper.



For more details about other messages, see [**Troubleshooting**] → [**Onscreen Messages**] in the e-manual.

Message	Cause	Action
<Cart. parts life end. Replcmnt. Recommended.>	The toner cartridge may not be installed properly, or may be damaged.	Reinstall the toner cartridge. If the message continues to appear, the toner cartridge may be damaged. Contact your local authorized Canon dealer or the Canon help line.
<Prepare toner cartridge.>	The toner level is low.	<ul style="list-style-type: none"> Shake the toner cartridge to redistribute the toner (→p.68). It is recommended to replace the toner cartridge when printing a large volume of documents (→p.68).
<Cartridge replacement is needed soon.>	The toner is nearly out.	<ul style="list-style-type: none"> Shake the toner cartridge to redistribute the toner (→p.68). If this message continues to appear, replace the toner cartridge (→p.68). <div style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p>NOTE</p> <ul style="list-style-type: none"> If this message is displayed during copying or printing, the current job will continue normally. If this message is displayed while receiving a fax, the incoming fax will be stored in the memory without being printed. Also, reports may not be printed, even if they are set to print automatically. </div>
<Memory is full.>	A fax could not be sent or received due to insufficient memory.	<ul style="list-style-type: none"> If there are any jobs waiting to be sent or printed, wait until the jobs are complete. Print, send, or delete any jobs stored in the memory (→p.54). Divide large documents in two and try to send them again. Reduce the scanning resolution and try to send the document again (→p.43).
<Paper jam.>	Paper is jammed in the machine.	Clear the paper jam, and reload the paper and the document (→p.18, p.74).
<Incorrect Size/ Setting>	The appropriate paper size is not specified.	<ul style="list-style-type: none"> Change the <Paper Settings> to the size of the loaded paper (→p.23). When printing with the printer driver, verify that the paper size setting on the computer is correct.

Resolve an Error Code

If an error occurs, a report that contains a 3-digit error code is printed. Locate the error code in the table and follow the recommended actions to resolve the problem.

Job No.	0123
Address	0123456789
Name	name
Start Time	01/01 02:07 AM
Call Length	01'15
Sheets	1
Result	NG
	#018 Busy/No Signal

●
Error code

Error Code	Cause	Action
#001	A document jam has occurred.	Remove the jammed document.
#003	Transmission failed due to the high volume of data.	When sending a fax: <ul style="list-style-type: none"> Reduce the scanning resolution, and try to send the document again. When receiving a fax: <ul style="list-style-type: none"> Reduce the scanning resolution or ask the sender to divide the document before sending it again.
#005	A fax recipient did not respond within 35 seconds.	Repeat the sending procedure from the beginning. Additionally, ask the recipient to check the fax machine. When making an overseas call, add a pause to the fax number.
	The recipient may not be a G3* fax machine. * G3 is one of international standards for fax that standardized by ITU-T (ITU Telecommunication Standardization Sector), and is for an analog telephone line.	Ask the recipient what type of fax machine is being used, and then send the document to a G3 fax machine. If the recipient does not have a G3 fax machine, send the document again using a communication mode that is compatible with the recipient's fax machine.
#012	The recipient's machine has run out of paper.	Ask the recipient to ensure that paper is loaded in their machine.
#018	You cannot send a fax because the line is busy or disconnected.	Wait a moment, and then try again. If you are still unable to send the document, ask the recipient to verify that the fax machine is ready to receive a fax.
	The settings configured on the recipient's machine may not be incompatible with yours.	Verify that the recipient's machine is ready to receive a fax, and then try again.
	No pause was added to the fax number when attempting an international fax transmission.	Add a pause after the country code or in front of the fax number, and then redial the number. If you want to send the document to a recipient that is registered under a one-touch key, change the settings for international sending in the detailed setting screen.
#022	Sending faxes from a computer is restricted.	The restriction needs to be canceled. Contact your administrator for more information. For details, see [Security] ➔ [Restricting to Send Faxes from Your Computer] in the e-manual.
#037	The machine's memory is full.	Print, send, or delete any documents stored in the memory.
	The data size exceeds the machine's available memory.	Reduce the data resolution or change the file format to reduce the data size.

Error Code	Cause	Action
#099	A user canceled a job that is processing to be sent or received.	Try to send or receive the document again.
#995	A document waiting to be sent or received has been canceled by a user.	Try to send or receive the document again.

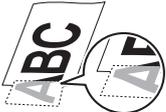
Improve Output Quality

Follow the recommended actions for each symptom to improve the output quality.



If you cannot solve the problem with the following actions, see [Troubleshooting] in the e-Manual.

Symptom	Example	Action
Paper curls		<ul style="list-style-type: none"> • Verify that the appropriate paper is being used (→p.18). • Print a test page with new paper. • Verify that the paper is loaded properly (→p.18).
Paper creases		<ul style="list-style-type: none"> • Verify that the appropriate paper is being used (→p.18). • Print a test page with new paper. • Verify that the paper is loaded properly (→p.18). • Remove any foreign objects inside the machine. • Change the <Special Mode D> setting from the operation panel.
Printing is uneven		<ul style="list-style-type: none"> • Verify that the appropriate paper is being used (→p.18). • Print a test page with new paper. • Verify that the paper is loaded properly (→p.18). • Check the toner level (→p.67).
White specks appear		<ul style="list-style-type: none"> • Verify that the appropriate paper is being used (→p.18). • Print a test page with new paper. • Check the toner level (→p.67). • If printing high-contrast documents from a computer, open the printer driver and select [Finishing] ➔ [Advanced Settings] ➔ [Special Print Mode] ➔ [Special Settings 2] to adjust the density.
The toner adheres to the hand		<ul style="list-style-type: none"> • Verify that the appropriate paper is being used (→p.18). • Print a test page with new paper.
The printed paper has vertical streaks		<ul style="list-style-type: none"> • Verify that the appropriate paper is being used (→p.18). • Print a test page with new paper. • If the machine is not in use for a long after the toner cartridge has been replaced, change the <Special Mode C> settings from the operation panel. • When printing received faxes or reports, change the <Special Mode B> settings from the operation panel. • When printing, change the [Special Print Adjustment] settings from the printer driver.

Symptom	Example	Action
Smudge marks of spattering toner appear around the text or patterns		<ul style="list-style-type: none"> • Verify that the appropriate paper is being used (→p.18). • Print a test page with new paper. • Change the <Special Mode H> settings from the operation panel.
The overall print result is dark		<ul style="list-style-type: none"> • Adjust the copy density settings (→p.27). • If the machine is exposed to direct sunlight or strong light, move the machine to another location.
The Bottom Edge of Paper of Following Paper Has Smudge Marks		<ul style="list-style-type: none"> • Provide a margin around the data.
A Portion of the Page Is Not Printed		<ul style="list-style-type: none"> • Provide a margin around the data.
Printed Bar Codes Cannot Be Scanned		<ul style="list-style-type: none"> • If printing a bar code from a computer, open the printer driver and select [Finishing] ➔ [Advanced Settings] ➔ [Special Print Mode] ➔ [Special Settings 1] to change the printing preferences.

Resolve a Problem

Follow the procedures below to resolve your problem.

WARNING

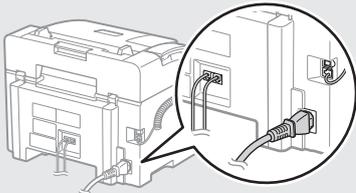
If the machine makes strange noises or emits smoke or odors:

Turn off the power immediately, disconnect the power cord, and contact the Canon Customer Care Center. Do not attempt to disassemble or repair the machine yourself.



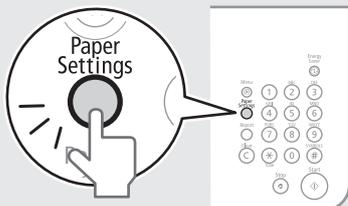
If you attempt to repair the machine by yourself, it may void the limited warranty.

Check 1 Verify that the cables are connected properly and that the power is switched on (See the Starter Guide.)



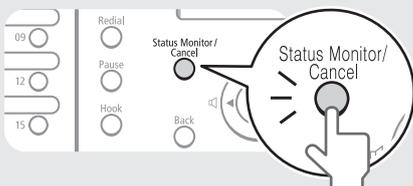
Check 2 Verify that the machine is not in Sleep mode (→ p.24).

- If the [Energy Saver] key blinks, press it to exit the Sleep mode.



Check 3 Press [Status Monitor/Cancel] to check the status of the machine.

- If there are jobs in process, wait until the jobs are finished.



Check 4 Verify that the Error indicator is not on or blinking.

- Make sure that paper is loaded properly (→p.18).
- Remove any jammed paper (→p.74).
- Turn off the power, wait for more than 10 seconds, and then turn it on again.



Check 5 Verify that no message appears on the display.

- If a message appears, resolve the problem (→p.78).

If you cannot solve the problem

See [Troubleshooting] in the e-Manual or the Q&A from the support page of the official Canon website.



If you cannot solve the problem

Contact your local authorized Canon dealer or the Canon help line for assistance.



Please have the following information ready when you contact Canon.

- Product name
- Serial number
- Place of purchase
- Nature of problem
- Steps you have taken to solve the problem and the results

Fax

Q

Can I turn off the incoming ring when receiving a fax?

L A

Yes, but you can turn off the incoming ring for faxes only when you are using <Fax/Tel Auto Switch> mode.

To turn off the incoming ring for faxes, press [ⓧ] (Menu) ➔ <Fax RX Settings> ➔ <Fax Settings> ➔ <Incoming Ring> ➔ <Off>.

Fax

Q

When using <Fax/Tel Auto Switch> mode, I often miss voice calls because the incoming ring rings only for a short period of time. How do I increase the number of rings when receiving a voice call?

L A

Press [ⓧ] (Menu) ➔ <Fax RX Settings> ➔ <Fax Settings> ➔ <Auto RX Switch> ➔ <On>, and then specify the number of rings.

Fax

Q

When an answering machine is connected to the machine, how do I make the answering machine to activate only when receiving a voice call?

L A

Set the fax receive mode to <Answer>, and then set the answering machine to activate after a few rings.

The machine will detect a fax signal before the answering machine activates, if the answering machine is set to activate after at least two rings.

For details about how to change the number of rings, see the answering machine's manual.

Fax

Q

The connected external telephone has fax functions, but I want to receive a fax not with the external telephone but this machine.

L A

Set the fax receive mode to <Fax/Tel Auto Switch>, and then disable the external telephone's fax functions.

When both the machine and the external telephone are set to use the fax function, the machine or device that first detects the fax signal will receive the fax. To always receive fax with the machine, you should disable the external telephone's fax functions.

For details, see the external telephone's manual.

If a Power Failure Occurs

The machine cannot be used while the power supply is cut off.

The fax function during a power failure :

- Faxes cannot be sent or received.
- You may not be able to make a call with the external telephone depending on your telephone.
- You may be able to receive a call with the external telephone depending on your telephone.



Data storage for when power supply is cut off

Even if power is lost due to a power failure or accidental unplugging, any sent or received documents stored in the memory are backed up for approximately 5 minutes.



Charging the built-in battery

It takes approximately 24 hours to fully charge the built-in battery after the machine is turned On. If the built-in battery has not been charged fully charged, documents stored in the memory may not be properly backed up.

Recycling Used Cartridges



Canon has instituted a worldwide recycling program for cartridges called "The Clean Earth Campaign". This program preserves precious natural resources by utilizing a variety of materials found in the used cartridges that are of no further use, to remanufacture new cartridges which, at the same time, keeps the environment cleaner by reducing landfill waste.

Complete details concerning this program are enclosed in each Cartridge box.

The Clean Earth Campaign

THE Canon CARTRIDGE RECYCLING PROGRAM

The Canon Cartridge Recycling Program fulfills the first initiative of Canon's Clean Earth Campaign, which supports four critical environmental areas:

- Recycling in the Workplace
- Conserving Environmental Resources
- Scientific Research and Education
- Encouraging Outdoors Appreciation

The remaining "Clean Earth" initiatives are supported in the U.S. through sponsorships of the National Park Foundation, the National Wildlife Federation, and The Nature Conservancy and in Canada through donations to the World Wildlife Fund Canada and The Nature Conservancy of Canada.

Since its inception, The Canon Cartridge Recycling Program has collected huge amount of cartridges that otherwise would have been discarded into landfills or similar facilities. Instead, this rapidly growing program returns used cartridges to the manufacturing process, thus conserving an array of resources. Becoming a part of this worthwhile program is easy. When your cartridge is of no further use, simply follow the instructions detailed for U.S. or Canadian residents.

We appreciate your support of The Canon Cartridge Recycling Program.

Working together we can make a significant contribution to a cleaner planet.

- Cartridges collected through this program are not refilled.
- You are not entitled to a tax deduction or rebate for the return of empty cartridges.
- This program may be modified or discontinued without notice.

The Clean Earth Campaign

Supporting Environmental Initiatives With

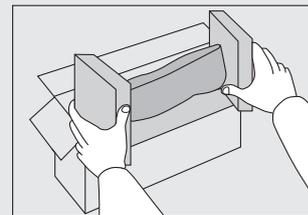


U.S.A. PROGRAM

Packaging

Option A-1: Single Box Return

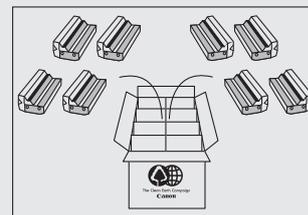
- Repackage the empty cartridge utilizing the wrapper and pulp mould end-blocks from the new cartridge's box.
- Place the empty cartridge in the box of your new cartridge. Seal the box.



Option B: Volume Box Return

We encourage you to use this option as a more efficient way to ship cartridges.

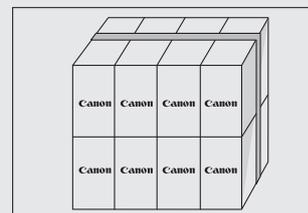
- Place as many cartridges as possible into one box. Carefully seal the box with tape; or
- Call 1-800-OK-Canon to receive your free eight cartridge collection box.



Option A-2: Multiple Box Return

We encourage you to use this option as a more efficient way to ship cartridges.

- Complete Option A-1.
- Bundle multiple cartridge boxes together securely with tape.



Please be sure that the shipment does not exceed UPS specifications.
 Maximum weight = 70 lb. (31.8 kg)
 Maximum length = 108" (2,743 mm)
 Maximum girth (length + 2 x width + 2 x height) = 130" (3,302 mm)
 .If your shipment exceeds the above limits, please call 1-800-OK-Canon for special shipping information.

Please Note:

Do not send defective cartridges for replacement.
 Defective cartridges under warranty should be exchanged by an authorized dealer or service facility as provided in the warranty.

Shipping

Apply the UPS authorized returning label provided in this guide. Residents of Alaska and Hawaii: Do not use the UPS authorized returning label. For Alaska and Hawaii Canon set up alternative mail service with the U.S. Postal Service.

Please call 1-800-OK-Canon to receive U.S. Postal Service merchandise returning label.

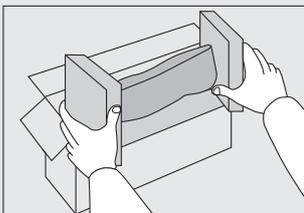
- Give the shipment to your UPS driver when you receive your next regular delivery; (UPS may charge a fee for customers who call UPS to pick up a cartridge shipment if they do not already have a delivery scheduled.)
or
- Take the shipment to your local UPS receiving point.



CANADA PROGRAM-CANADA PROGRAMME

Option A: Single Box Return

- Repackage the empty cartridge utilizing the wrapper and pulp mould end-blocks from the new cartridge's box.
- Place the empty cartridge in the box of your new cartridge. Seal the box.
- Apply the Canon Canada Inc./Canada Post label provided in this brochure. Canon's labels are specially marked so that Canon pays the postage.
- Deposit your empty cartridge in any full size street mailbox or take it to your local Canada Post outlet or franchise.

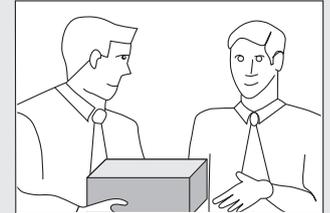
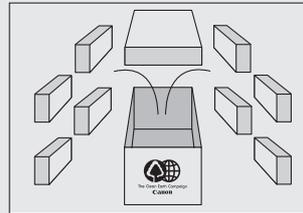


Option B: Volume Box Return (eight or more cartridges)

We encourage you to use this option as a more efficient way to ship cartridges.

- Call 1-800-667-2666 to receive your free Canon collection box kit.
- The collection box can accommodate eight individual cartridge boxes.

- Place your eight individually packaged boxes of empty cartridges into the Canon collection box. Seal the box.
- Apply the Canon Canada Inc./Canada Post label provided in this brochure.
- Canon's labels are specially marked so that Canon pays the postage.
- Deliver to any local Canada Post outlet or franchise. Customers who hold a Commercial pick-up agreement with Canada Post may have their collection box picked up.



Working to preserve endangered species is a long-standing Canon interest.

To this end, for every cartridge collected, Canon Canada donates \$1, shared equally between World Wildlife Fund Canada and the Nature Conservancy of Canada. This donation is utilized in Canada.

- For further information about The Clean Earth Campaign in Canada, please call or write to Canon.
 1-800-667-2666
 Canon Canada Inc.
 Corporate Customer Relations
 6390 Dixie Road
 Mississauga, ON L5T 1P7

Important Safety Instructions

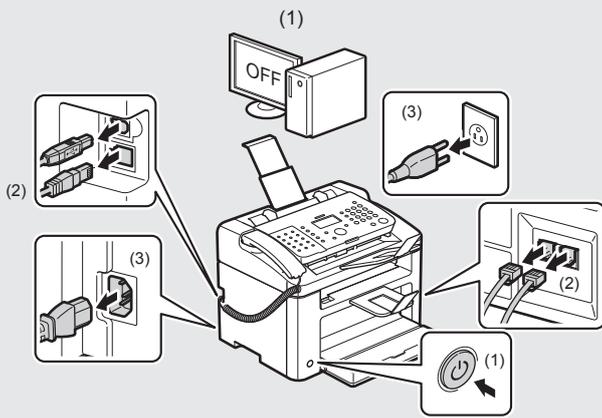
Installation

! WARNING

- Do not install the machine in a location near alcohol, paint thinner, or other flammable substances. If flammable substances come into contact with electrical parts inside the machine, this may result in a fire or electrical shock.
- Do not place the following items on the machine.
 - Necklaces and other metal objects
 - Cups, vases, flowerpots, and other containers filled with water or liquids

If these items come into contact with a high-voltage area inside the machine, this may result in a fire or electrical shock.

If these items are dropped or spilled inside the machine, immediately turn off the power switches of the machine and computer (1) and disconnect the interface cable if it is connected (2). Then, unplug the power plug from the AC power outlet (3) and contact your local authorized Canon dealer.



- Do not use this product near any medical electric equipments. Radiowave emitted from this product may influence those medical electric equipments. This may result in accidents caused by malfunction.

CAUTION

- Do not install the machine in unstable locations, such as on unsteady platforms or inclined floors, or in locations subject to excessive vibrations, as this may cause the machine to fall or tip over, resulting in personal injury.
- The ventilation slots are provided for proper ventilation of working parts inside the machine. Never place the machine on a soft surface, such as a bed, sofa, or rug. Blocking the slots can cause the machine to overheat, resulting in a fire.
- Do not install the machine in the following locations, as this may result in a fire or electrical shock.
 - A damp or dusty location
 - A location exposed to smoke and steam, such as near a cookery or humidifier
 - A location exposed to rain or snow
 - A location near a water faucet or water
 - A location exposed to direct sunlight
 - A location subject to high temperatures
 - A location near open flames
- When installing the machine, gently lower the machine to the installation site so as not to catch your hands between the machine and the floor or between the machine and other equipment, as this may result in personal injury.
- When connecting the interface cable, connect it properly by following the instructions in this manual. If not connected properly, this may result in malfunction or electrical shock.
- When moving the machine, follow the instructions in this manual to hold it correctly. Failure to do so may cause you to drop the machine, resulting in personal injury.

Power Supply

WARNING

- Do not damage or modify the power cord. Also, do not lace heavy objects on the power cord or pull on or excessively bend it. This can cause electrical damage, resulting in fire or electrical shock.
- Keep the power cord away from all heat sources. Failure to do so can cause the power cord insulation to melt, resulting in a fire or electrical shock.
- The power cord should not be taut, as this may lead to a loose connection and cause overheating, which could result in a fire.
- The power cord may become damaged if it is stepped on, fixed with staples, or if heavy objects are placed on it. Continued use

of a damaged power cord can lead to an accident, such as a fire or electrical shock.

- Do not plug or unplug the power plug with wet hands, as this can result in electrical shock.
- Do not plug the power cord into a multiplug power strip, as this can result in a fire or electrical shock.
- Do not bundle up or tie up the power cord in a knot, as this can result in a fire or electrical shock.
- Insert the power plug completely into the AC power outlet. Failure to do so can result in a fire or electrical shock.
- If excessive stress is applied to the connection part of the power cord, it may damage the power cord or the wires inside the machine may disconnect. This could result in a fire. Avoid the following situations:
 - Connecting and disconnecting the power cord frequently.
 - Tripping over the power cord.
 - The power cord is bent near the connection part, and continuous stress is being applied to the power outlet or the connection part.
 - Applying a shock to the power connector.
- Do not use power cords other than the one provided, as this can result in a fire or electrical shock.
- As a general rule, do not use extension cords. Using an extension cord may result in a fire or electrical shock.
- Remove the power plug from the AC power outlet and refrain from using the machine during a thunder storm. Lightning can result in a fire, electrical shock or malfunction.

CAUTION

- Do not use a power supply voltage other than that listed herein, as this may result in a fire or electrical shock.
- Always grasp the power plug when unplugging the power plug. Do not pull on the power cord, as this may expose the core wire of the power cord or damage the cord insulation, causing electricity to leak, resulting in a fire or electrical shock.
- Leave sufficient space around the power plug so that it can be unplugged easily. If objects are placed around the power plug, you may be unable to unplug it in an emergency.

Handling

WARNING

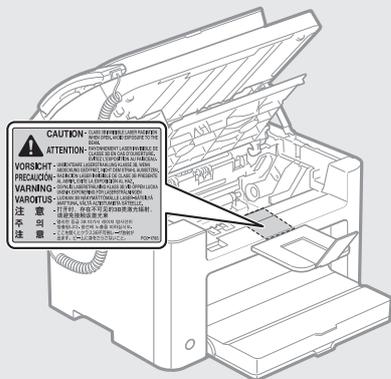
- Do not disassemble or modify the machine. There are high-temperature and high-voltage components inside the machine which may result in a fire or electrical shock.
- Electrical equipment can be hazardous if not used properly. Do not allow children to touch the power cord, cables, internal gears, or electrical parts.
- If the machine makes an unusual noise or emits smoke, heat, or an unusual smell, immediately turn off the power switches of the machine and computer and disconnect the interface cable if it is connected. Then, unplug the power plug from the AC power outlet and contact your local authorized Canon dealer. Continued use can result in a fire or electrical shock.
- Do not use flammable sprays near the machine. If flammable substances come into contact with electrical parts inside the machine, this may result in a fire or electrical shock.
- Always turn off the power switches of the machine and computer, and then unplug the power plug and interface cables before moving the machine. Failure to do so can damage the cables or cords, resulting in a fire or electrical shock.
- Confirm that the power plug or power connector is inserted completely after moving the machine. Failure to do so can result

in an overheating and fire.

- Do not drop paper clips, staples, or other metal objects inside the machine. Also, do not spill water, liquids, or other flammable substances (alcohol, benzene, paint thinner, etc.) inside the machine. If these items come into contact with a high-voltage area inside the machine, this may result in a fire or electrical shock. If these items are dropped or spilled inside the machine, immediately turn off the power switches of the machine and computer and disconnect the interface cable if it is connected. Then, unplug the power plug from the AC power outlet and contact your local authorized Canon dealer.
- When plugging or unplugging a USB cable when the power plug is plugged into an AC power outlet, do not touch the metal part of the connector, as this can result in electrical shock.

CAUTION

- Do not place heavy objects on the machine. The object or the machine may fall, resulting in personal injury.
- Turn off the power switch when the machine will not be used for a long period of time, such as overnight. Turn off the machine and unplug the power plug if the machine will not be used for an extended period of time, such as for several days.
- Open or close covers and install or remove cassette gently and carefully. Be careful not to hurt your fingers.
- Keep your hands and clothing away from the roller in the output area. Even if the machine is not printing, the roller may suddenly rotate and catch your hands or clothing, resulting in personal injury.
- The output slot is hot during and immediately after printing. Do not touch the area surrounding the output slot, as this may result in burns.
- Printed paper may be hot immediately after being output. Be careful when removing the paper and aligning the removed paper, especially after continuous printing. Failure to do so may result in burns.
- Close the upper unit gently so as not to catch your hand. This may result in personal injury.
- The laser beam can be harmful to the human body. The laser beam is confined in the laser scanner unit by a cover, so there is no danger of the laser beam escaping during normal machine operation. Read the following remarks and instructions for safety.
 - Never open covers other than those indicated in this manual.
 - Do not remove the caution label attached to the cover of the laser scanner unit.



- If the laser beam should escape and enter your eyes, exposure may cause damage to your eyes.
- If you operate this machine in manners other than the control, adjustment, and operating procedures prescribed in this manual, this may result in hazardous radiation exposure.
- This machine is confirmed as the class 1 laser product in

IEC60825-1:2007.

Maintenance and Inspections

WARNING

- When cleaning the machine, turn off the machine and computer, and unplug the interface cables and power plug. Failure to do so can result in a fire or electrical shock.
- Unplug the power plug from the AC power outlet periodically and clean the area around the base of the power plug's metal pins and the AC power outlet with a dry cloth to remove all dust and grime. In damp, dusty, or smoky locations, dust can build up around the power plug and become damp, which can cause a short circuit, resulting in a fire.
- Clean the machine with a well wrung out cloth dampened with water or mild detergent diluted with water. Do not use alcohol, benzene, paint thinner, or other flammable substances. If flammable substances come into contact with electrical parts inside the machine, this may result in a fire or electrical shock.
- Some areas inside the machine are subject to high voltage. When removing jammed paper or when inspecting inside of the machine, be careful not to allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this can result in burns or electrical shock.
- Do not dispose of used toner cartridges in open flames. This may cause the toner remaining inside the cartridges to ignite, resulting in burns or fire.
- If you accidentally spill or scatter toner, carefully gather the toner particles together or wipe them up with a soft, damp cloth in a way that prevents inhalation. Never use a vacuum cleaner that does not have safeguards against dust explosions to clean up spilled toner. Doing so may cause a malfunction in the vacuum cleaner, or result in a dust explosion due to static discharge.
- Confirm that the power plug or power connector is inserted completely after cleaning the machine. Failure to do so can result in an overheating and fire.
- Check the power cord and plug regularly. The following conditions may result in fire, so please contact your local authorized Canon dealer or the Canon help line.
 - There are burn marks on the power plug.
 - The blade on the power plug is deformed or broken.
 - The power is turned OFF or ON when bending the power cord.
 - The coating of the power cord is damaged, cracked, or dented.
 - A part of the power cord becomes hot.
- Check regularly that the power cord and plug are not handled in the following manner. Failure to do so can result in a fire or electrical shock.
 - The power connector is loosened.
 - Stress is being applied to the power cord by a heavy object or by fixing it with staples.
 - The power plug is loosened.
 - The power cord is tied in a bundle.
 - A part of the power cord is put in an aisle.
 - The power cord is put in front of the heating appliance.

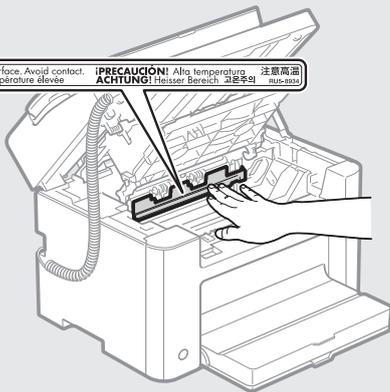
CAUTION

- The fixing unit and its surroundings inside the machine become hot during use. When removing jammed paper or when inspecting the inside of the machine, do not touch the fixing unit and its surroundings, as this may result in burns.



CAUTION! Hot surface. Avoid contact.
ATTENTION! Température élevée

PRECAUCIÓN! Alta temperatura
ACHTUNG! Heißer Bereich. **注意高温**
高温部



- When removing jammed paper or when inspecting the inside of the machine, do not expose yourself to the heat emitted from the fixing unit and its surroundings for a prolonged period of time. Doing so may result in low temperature burns, even though you did not touch the fixing unit and its surroundings directly, as this may result in burns.
- If paper is jammed, remove the jammed paper so that any pieces of paper do not remain inside the machine according to the displayed message. Also, do not put your hand in an area other than indicated areas, as this may result in personal injuries or burns.
- When removing jammed paper or replacing a toner cartridge, be careful not to get any toner on your hands or clothing, as this will dirty your hands or clothing. If toner gets on your hands or clothing, wash them immediately with cold water. Washing with warm water sets the toner, making it impossible to remove the toner stains.
- When removing jammed paper, be careful not to allow the toner on the paper to scatter. The toner may get into your eyes or mouth. If toner gets into your eyes or mouth, wash them immediately with cold water and consult a physician.
- When loading paper or removing jammed documents or paper, be careful not to cut your hands with the edges of the paper.
- When removing a toner cartridge, remove the toner cartridge carefully so as to prevent the toner from scattering and getting into your eyes or mouth. If toner gets into your eyes or mouth, wash them immediately with cold water and consult a physician.
- Do not attempt to disassemble the toner cartridge. The toner may scatter and get into your eyes or mouth. If toner gets into your eyes or mouth, wash them immediately with cold water and consult a physician.
- If toner leaks from the toner cartridge, be careful not to inhale the toner or allow it to come into direct contact with your skin. If the toner comes into contact with your skin, wash with soap. If the skin becomes irritated or you inhale the toner, consult a physician immediately.

Consumables

WARNING

- Do not dispose of used toner cartridges in open flames. This may cause the toner to ignite, resulting in burns or fire.
- Do not store toner cartridges or paper in a location exposed to open flames. This may cause the toner or paper to ignite, resulting in burns or fire.

- When disposing of a toner cartridge, place the toner cartridge into a bag to prevent the toner from scattering, and then dispose of the toner cartridge according to local regulations.
- If you accidentally spill or scatter toner, carefully gather the toner particles together or wipe them up with a soft, damp cloth in a way that prevents inhalation.

Never use a vacuum cleaner that does not have safeguards against dust explosions to clean up spilled toner. Doing so may cause a malfunction in the vacuum cleaner, or result in a dust explosion due to static discharge.

CAUTION

- Keep the toner cartridges and other consumables out of the reach of small children. If the toner or other parts are ingested, consult a physician immediately.
- Do not attempt to disassemble the toner cartridge. The toner may scatter and get into your eyes or mouth. If toner gets into your eyes or mouth, wash them immediately with cold water and consult a physician.
- If toner leaks from the toner cartridge, be careful not to inhale the toner or allow it to come into direct contact with your skin. If the toner comes into contact with your skin, wash with soap. If the skin becomes irritated or you inhale the toner, consult a physician immediately.
- Do not pull out the sealing tape forcefully or stop at midpoint, as this may cause toner to spill out. If toner gets into your eyes or mouth, wash them immediately with cold water and consult a physician.

Others

CAUTION

- If you are using a cardiac pacemaker
This machine generates a low level magnetic field. If you use a cardiac pacemaker and feel abnormalities, please move away from this machine and consult your physician immediately.

Telephone Equipment

When using telephone equipment, basic safety precautions should always be followed to reduce the risk of fire, electric shock, and injury to persons, including the following:

1. Do not use this machine near water (i.e., near a bathtub, kitchen sink, or laundry tub), or in a wet basement or near a swimming pool.
2. Avoid using the telephone during an electrical storm, as there may be a remote risk of electric shock from lightning.
3. Do not use the telephone to report a gas leak in the vicinity of the leak.

Installation Requirements and Handling

In order to use this machine in a safe and trouble-free manner, install the machine in a place that fulfills the following conditions. Also, read the remarks carefully.

Temperature and Humidity Conditions

- Temperature range: 50°F to 86°F (10°C to 30°C)
- Humidity range: 20 % to 80 % RH (Relative Humidity) (no condensation)



Protecting the machine from condensation:

- To prevent condensation from forming inside the machine in the following cases, let the machine adjust to the ambient temperature and humidity for at least two hours before use.
 - When the room where the machine is installed is heated rapidly
 - When the machine is moved from a cool or dry location to a hot or humid location
- If water droplets (condensation) form inside the machine, this can result in paper jams or poor print quality.

When using an ultrasonic humidifier:

When you are using an ultrasonic humidifier, it is therefore recommended that you use purified water or other water that is free of impurities.

If you use tap water or well water, impurities in the water will be dispersed through the air. This can be trapped inside the machine, causing degradation in print quality.

Power Supply Requirements

- 110 V to 127 V, 50/60 Hz



Precautions when connecting the power cord:

- Do not connect this machine to an uninterruptible power source.
- Use an AC power outlet exclusively for the machine. Do not use the other sockets of the AC power outlet.
- Do not plug the power plug into the auxiliary outlet on a computer.
- Do not use the same AC power outlet for both the machine and any of the following equipment.
 - Copy machine
 - Air conditioner
 - Shredder
 - Equipment that consumes a large amount of electricity
 - Equipment that generates electrical noise
- When unplugging the power cord, keep interval of 5 seconds or more before plugging it again.

Miscellaneous precautions

- The maximum power consumption of the machine is 900 W or less.
- Electrical noise or a dramatic drop in supplied voltage may cause the machine or computer to operate incorrectly or lose data.

Installation Requirements

- A location with sufficient space
- A location with good ventilation
- A location with a flat, even surface
- A location able to fully support the weight of the machine



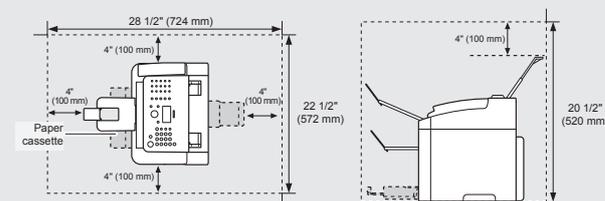
Do not install the machine in the following locations, as this may result in damage to the machine.

- A location subject to dramatic changes in temperature or humidity
- A location subject to condensation
- A poorly ventilated location

- (If you use the machine for a long time or to perform a large amount of printing in a poorly ventilated room, the ozone or other odors generated by the machine may create an uncomfortable working environment. In addition, chemical particles are dispersed during printing; therefore, it is important to provide adequate ventilation.)
- A location near equipment that generates magnetic or electromagnetic waves
- A laboratory or location where chemical reactions occur
- A location exposed to salt air, corrosive gases, or toxic gases
- A location, such as on a carpet or mat, that may warp from the weight of the machine or where the machine is liable to sink.

Installation Space

Required installation space



Maintenance and Inspections



- Follow the instructions in the caution label attached to this machine.
- Avoid shaking or applying a shock to this machine.
- To prevent a paper jam, do not turn the power ON/OFF, open/close the operation panel or rear cover, and load/unload paper in the middle of printing operation.
- Be sure to remove the toner cartridge from the machine when transporting the machine to a distance.
- To avoid exposing the toner cartridge to light, place it in the protective bag included with this machine or wrap it in a thick cloth.
- Clean this machine regularly. If this machine becomes dusty, it may operate improperly.
- Use a modular cable of 118" (3 m) or shorter in length.
- Depending on your locale or your telephone connection, you may be unable to perform data communication. In this case, contact your local authorized Canon dealer or the Canon help line.
- The repairing parts and toner cartridges for the machine will be available for at least seven (7) years after production of this machine model has been discontinued.

Customer Support

Customer Support (U.S.A.)

Your machine is designed with the latest technology to provide trouble-free operation. If you encounter a problem with the machine's operation, try to solve it by using the information in Chapter 9. If you cannot solve the problem or if you think your machine needs servicing, contact Canon Customer Care Center

at 1-800-OK-CANON between the hours of 8:00 A.M. to 8:00 P.M. EST Monday through Friday. On-line support for 24 hours is also available at the website.

<http://www.canontechsupport.com/>

Customer Support (Canada)

Canon Canada Inc., offers a full range of customer technical support options*:

- For step-by-step troubleshooting, e-mail technical support, the latest driver or document downloads, and answers to frequently asked questions, visit <http://www.canon.ca/>
- Free live technical support 9 A.M. to 8 P.M. EST Monday through Friday (excluding holidays) for products still under warranty 1-800-OK-CANON
- For the location of the authorized service facility nearest you, visit <http://www.canon.ca/> or 1-800-OK-CANON
- If the problem cannot be corrected by using one of the above technical support options, repair options are available at the time of your call to the live technical support number above or via the website at <http://www.canon.ca/>

Support program specifics are subject to change without notice.

Legal Notices

International ENERGY STAR Program



As an ENERGY STAR® Partner, Canon U.S.A., Inc. has determined that this product meets the ENERGY STAR Program for energy efficiency.

The International ENERGY STAR Office Equipment Program is an international program that promotes energy saving through the use of computers and other office equipment.

The program backs the development and dissemination of products with functions that effectively reduce energy consumption. It is an open system in which business proprietors can participate voluntarily.

The targeted products are office equipment, such as computers, displays, printers, facsimiles, and copiers. The standards and logos are uniform among participating nations.

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- (9) The human-readable portion (the source code) of the SOFTWARE is not licensed to you.

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For CA, USA only

Included battery contains Perchlorate Material - special handling may apply.

See <http://www.dtsc.ca.gov/hazardouswaste/perchlorate/> for details.

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

- Paper Money
- Money Orders
- Certificates of Deposit
- Postage Stamps (canceled or uncanceled)
- Identifying Badges or Insignias
- Selective Service or Draft Papers
- Checks or Drafts Issued by Governmental Agencies
- Motor Vehicle Licenses and Certificates of Title
- Travelers Checks
- Food Stamps
- Passports
- Immigration Papers
- Internal Revenue Stamps (canceled or uncanceled)
- Bonds or Other Certificates of Indebtedness
- Stock Certificates
- Copyrighted Works/Works of Art without Permission of Copyright Owner

FCC (Federal Communications Commission)

FAXPHONE L100: F162002

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions:

1. This device may not cause harmful interference, and
2. This device must accept any interference received, including interference that may cause undesired operation.

This equipment has been tested and found to comply with the limits for a class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment to an outlet on a circuit different from that to which the receiver is connected.

- Consult the dealer or an experienced radio/TV technician for help.

Use of shielded cable is required to comply with class B limits in Subpart B of Part 15 of the FCC Rules. Do not make any changes or modifications to the equipment unless otherwise specified in this manual. If you make such changes or modifications, you could be required to stop operation of the equipment.

Canon U.S.A., Inc.

One Canon Plaza, Lake Success, NY 11042, U.S.A.

TEL No. 1-800-OK-CANON

Users in the U.S.A.

Pre-Installation Requirements for Canon Facsimile Equipment

A. Location

Supply a suitable table, cabinet, or desk for the machine. See Chapter 11, "Appendix," for specific dimensions and weight.

B. Order Information

1. A single telephone line (touch-tone or rotary) should be used.
2. Order an RJ11-C telephone wall jack (USOC), which should be installed by the telephone company. If the RJ11-C wall jack is not present, telephone/facsimile 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 an equivalent one. Use one line per unit.

DDD (Direct Distance Dial) line

-or-

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



Canon recommends an individual line following industry standards, i.e., 2,500 (touch-tone) or 500 (rotary/pulse dial) telephones. A dedicated extension off a PBX (Private Branch eXchange) unit without "Call Waiting" can be used with your facsimile unit. Key telephone systems are not recommended because they send nonstandard signals to individual telephones for ringing and special codes, which may cause a facsimile error..

C. Power Requirements

The machine should be connected to a standard 120 volt AC, three-wire grounded outlet only.

Do not connect this machine to an outlet or power line shared with other appliances that cause "electrical noise." Air conditioners, electric typewriters, copiers, and machines of this sort generate electrical noise that often interferes with communications equipment and the sending and receiving of documents.

Connection of the Equipment

This equipment complies with Part 68 of the FCC rules and the requirements adopted by the ACTA. On the rear panel of this equipment is a label that contains, among other information, a product identifier in the format of US:AAAEQ##TXXXX. If requested, this number must be provided to the telephone company.

The REN (Ringer Equivalence Number) is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most, but not all areas, the sum of the RENs should not exceed five (5.0).

To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact the local telephone company. The REN for this product is part of the product identifier that has the format US: AAAEQ##TXXXX. The digits represented by ## are the REN without a decimal point (e.g., 10 is a REN of 1.0).

An FCC compliant telephone line cable and modular plug is provided with this equipment. This equipment is designed to be connected to the telephone network or premise wiring using a compatible modular jack that is Part 68 compliant.

This equipment may not be used on coin service provided by the telephone company. Connection to party lines is subjected to state tariffs.

In Case of Equipment Malfunction

Should any malfunction occur which cannot be corrected by the procedures described in this guide or the e-Manual, disconnect the equipment from the telephone line cable and disconnect the power cord.

The telephone line cable should not be reconnected or the power switch turned ON until the problem is completely resolved. Users should contact Canon Authorized Service Facilities for servicing of equipment. Information regarding Authorized Service Facility locations can be obtained by calling Canon Customer Care Center (1-800-OK-CANON).

Rights of the Telephone Company

If this equipment (FAXPHONE L100) causes 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 that 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. However, if advance notice is not possible, the telephone company will notify the customer as soon as possible. Also, the customer will be advised of his/her right to file a complaint with the FCC if he/she believes it is necessary.

WARNING

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

(The telephone number provided may not be a 900 number or any other number for which charges exceed local or long-distance transmission charges.)

NOTE

In order to program this information into your machine, you should complete the procedure for registering your name, unit's telephone number, time, and date in the Starter Guide.

Users in Canada

Pre-Installation Requirements for Canon Facsimile Equipment

A. Location

Supply a suitable table, cabinet, or desk for the machine. See Chapter 11, "Appendix," for specific dimensions and weight.

B. Order Information

1. A single telephone line (touch-tone or rotary) should be used.
2. Order a CA11A modular jack, which should be installed by the telephone company. If the CA11A jack is not present, installation cannot occur.
3. Order a normal business line from your telephone company's business representative. The line should be a regular voice grade line or an equivalent one. 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, i.e., 2,500 (touch-tone) or 500 (rotary/pulse dial) telephones. A dedicated extension off a PBX (Private Branch eXchange) unit without "Call Waiting" can be used with your facsimile unit. Key telephone systems are not recommended because they send nonstandard signals to individual telephones for ringing and special codes, which may cause a facsimile error.

C. Power Requirements

The power outlet should be a three-prong grounded receptacle (Single or Duplex). It should be independent from copiers, heaters, air conditioners, or any electric equipment that is thermostatically controlled. The rated value is 115 volts and 15 amperes. The CA11A modular jack should be relatively close to the power outlet to facilitate installation.

Notice

- This product meets the applicable Industry Canada technical specifications.
- The Ringer Equivalence Number is an indication of the maximum number of devices allowed to be connected to a telephone interface. The termination of an interface may consist of any combination of devices subject only to the requirement that the sum of the RENs of all the devices does not exceed five.
- The REN of this product is 1.0.
- Before installing this equipment, users should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. 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.

- 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 equipment complies with the Canadian ICES-003 Class B limits.

Utilisation au Canada

Conditions à Remplir Préalablement à L'installation d'un Télécopieur Canon

A. Emplacement

Prévoir une table, un meuble, ou un bureau suffisamment solide et de taille appropriée (voir le chapitre 11, Annexe (Appendix), pour les indications de poids et dimensions).

B. Installation téléphonique

1. Une seule ligne téléphonique (tonalités ou impulsions) doit être utilisée.
2. Il faut commander un jack modulaire CA11A qui sera installé par la compagnie téléphonique. Sans ce jack, la mise en place serait impossible.
3. Si vous vous abonnez à une nouvelle ligne, demandez une ligne d'affaires normale de qualité téléphonique courante ou équivalente. Prenez un abonnement d'une ligne par appareil.

Ligne automatique interurbaine
ou

Ligne automatique internationale (si vous communiquez avec les pays étrangers)



Canon vous conseille d'utiliser une ligne individuelle conforme aux normes industrielles, à savoir: ligne téléphonique 2,500 (pour appareil à clavier) ou 500 (pour appareil à cadran/impulsions). Il est également possible de raccorder ce télécopieur à un système téléphonique à pushbouts car la plupart de ces systèmes émettent des signaux d'appel non normalisés ou des codes spéciaux qui risquent de perturber le fonctionnement du télécopieur.

C. Condition d'alimentation

Raccordez le télécopieur à une prise de courant plus terre à trois branches, du type simple ou double, et qui ne sert pas à alimenter un copieur, un appareil de chauffage, un climatiseur ou tout autre appareil électrique à thermostat.

L'alimentation doit être de 115 volts et 15 ampères. Pour faciliter l'installation, le jack CA11A doit être assez proche de la prise de courant.

Remarques

- Le présent matériel est conforme aux spécifications techniques

applicables d'Industrie Canada.

- Avant d'installer cet appareil, l'utilisateur doit s'assurer qu'il est permis de le connecter à l'équipement de la compagnie de télécommunication locale et doit installer cet appareil en utilisant une méthode de connexion autorisée. Il se peut qu'il faille étendre la circuiterie intérieure de la ligne individuelle d'abonné, qui a été installée par la compagnie, au moyen d'un jeu de connecteurs homologués (rallonge téléphonique).
- L'attention de l'utilisateur est attirée sur le fait que le respect des conditions mentionnées ci-dessus ne constitue pas une garantie contre les dégradations de qualité du service dans certaines circonstances.
- L'indice d'équivalence de la sonnerie (IES) sert à indiquer le nombre maximal de terminaux qui peuvent être raccordés à une interface téléphonique. La terminaison d'une interface peut consister en une combinaison quelconque de dispositifs, à la seule condition que la somme d'indices d'équivalence de la sonnerie de tous les dispositifs n'excède pas 5.
- Le nombre d'équivalents sonnerie (REN) de ce produit est 1,0.
- Les réparations sur un appareil certifié doivent être faites par une société d'entretien canadienne autorisée par le Gouvernement canadien et désignée par le fournisseur. Toute réparation ou modification que pourrait faire l'utilisateur de cet appareil, ou tout mauvais fonctionnement, donne à la compagnie de télécommunication le droit de débrancher l'appareil.
- Pour sa propre protection, l'utilisateur doit s'assurer que les prises de terre de l'appareil d'alimentation, les lignes téléphoniques et les tuyaux métalliques internes, s'il y en a, sont bien connectés entre eux. Cette précaution est particulièrement importante dans les zones rurales

CAUTION

Au lieu d'essayer de faire ces branchements eux-mêmes, les utilisateurs sont invités à faire appel à un service d'inspection faisant autorité en matière d'électricité ou à un électricien, selon le cas.



Respecte les limites de la classe B de la NMB-003 du Canada.

Laser Safety

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

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

CDRH Regulations

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

 **CAUTION**

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

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

	CAUTION - CLASS 3B INVISIBLE LASER RADIATION WHEN OPEN. AVOID EXPOSURE TO THE BEAM.
	ATTENTION - RAYONNEMENT LASER INVISIBLE DE CLASSE 3B EN CAS D'OUVERTURE. EVITEZ L'EXPOSITION AU FASCEAU.
VORSICHT	- UNSICHTBARE LASERSTRALUNG KLASSE 3B. WEIHN ABDECKUNG GEÖFFNET, NICHT DEM STRAHL AUSSETZEN.
PRECAUCIÓN	- RADIACIÓN LASER INVISIBLE DE CLASE 3B PRESENTE AL ABRIR. EVITE LA EXPOSICIÓN AL RAYO.
VARNING	- OSYNLIG LASERSTRÅLNING KLASS 3B VID ÖPPEN LUCKA. UNDIK EXPONERING FÖR LASERSTRÅLNINGEN.
VAROITUS	- LUOKAN 3B NÄKYMÄTTÖMÄLLE LASER-SÄTELYÄ AVATTUNA, VÄLTÄ ALTISTUMISTA SÄTEELLE.
注意	- 打开时，存在不可见的3B类激光辐射，请避免接触该激光束。
주의	- 열린면 등급 3B 비가시 레이저 방사선이 방출됩니다. 광선에 노출을 피하십시오.
注意	- ここを開くとクラス3B不可視レーザー放射が出ます。ビームに身をさらさないこと。 FC0-1793

Canon

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30-2, Shimomaruko 3-chome, Ohta-ku, Tokyo 146-8501, Japan

CANON MARKETING JAPAN INC.

16-6, Konan 2-chome, Minato-ku, Tokyo 108-8011, Japan

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1 HarbourFront Avenue, #04-01 Keppel Bay Tower, Singapore 098632

CANON AUSTRALIA PTY LTD

1 Thomas Holt Drive, North Ryde, Sydney NSW 2113, Australia

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