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imageCLASS MF5550

# Facsimile Guide

Facsimile Guide



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# **imageCLASS MF5550 Facsimile Guide**



# Manuals for the Machine

The manuals for this machine are divided as follows. Please refer to them for detailed information. Depending on the system configuration and product purchased, some manuals may not be needed.



The guides with this symbol are printed manuals.



The guide with this symbol is a PDF manual included on the accompanying CD-ROM. To view the PDF manual format, Adobe Reader/Adobe Acrobat Reader are necessary. If Adobe Reader/Adobe Acrobat Reader are not installed on your system, please download them from the Adobe Systems home-page.

- **Setting Up the Machine**
- **Software Installation**
  
- **Copying, Printing Instructions**
- **Troubleshooting**
  
- **Fax Instructions**
- **Troubleshooting**
  
- **Software Installation and Instructions**
- **Troubleshooting**

**Set-Up Sheet**



**Basic Guide**



**Facsimile Guide  
(This Manual)**



**Software Guide**



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The machine illustration on the cover may differ slightly from your machine.



# How This Manual Is Organized

**Chapter 1** Introduction

**Chapter 2** Registering Information in Your Machine

**Chapter 3** Speed Dialing

**Chapter 4** Sending Faxes

**Chapter 5** Receiving Faxes

**Chapter 6** Reports and Lists

**Chapter 7** Troubleshooting

**Chapter 8** Machine Settings

**Chapter 9** Appendix

Includes the specifications of the machine and the index.

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Considerable effort has been made to ensure that this manual is free of inaccuracies and omissions. However, as we are constantly improving our products, if you need an exact specification, please contact Canon.

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# Preface





Thank you for purchasing the Canon imageCLASS MF5550. Please read this manual thoroughly before operating the machine in order to familiarize yourself with its capabilities, and to make the most of its many functions. After reading this manual, store it in a safe place for future reference.

## How to Use This Manual

---

### Symbols Used in This Manual


The following symbols are used in this manual to explain procedures, restrictions, handling precautions, and instructions that should be observed for safety.

-  **WARNING** Indicates a warning concerning operations that may lead to death or injury to persons if not performed correctly. In order to use the machine safely, always pay attention to these warnings.
-  **CAUTION** Indicates a caution concerning operations that may lead to injury to persons, or damage to property if not performed correctly. In order to use the machine safely, always pay attention to these cautions.
-  **IMPORTANT** Indicates operational requirements and restrictions. Be sure to read these items carefully in order to operate the machine correctly, and to avoid damage to the machine.
-  **NOTE** Indicates a clarification of an operation, or contains additional explanations for a procedure. Reading these notes is highly recommended.

### Keys Used in This Manual

The following symbols and key names are a few examples of how keys to be pressed are expressed in this manual. The operation panel keys on the machine are indicated within brackets.

Start  Press [Start].

Image Quality  Press [Image Quality].

# Legal Notices

---

## 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's dimensions and weight, see Chapter 11, "Appendix," in the *Basic Guide*.

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

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

DDD (DIRECT DISTANCE DIAL) LINE

-or-

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

#### NOTE

Canon recommends an individual line following industry standards, e.g., the 2,500 (Touch Tone) or 500 (Rotary/Pulse Dial) telephones. A dedicated extension off a PBX unit without "Call Waiting" can be used with the imageCLASS MF5550. Key telephone systems are not recommended because they send non-standard signals to individual telephones for ringing and special codes, which may cause a fax error.

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

This equipment should be connected to a standard 120-volt AC, three-wire grounded outlet only. Do not connect this machine to an outlet or power line shared with other appliances that cause "electrical noise." Air conditioners, electric typewriters, copiers, and machines of this sort generate electrical noise which often interferes with communications equipment and the sending and receiving of documents.

## ***Connection of the Equipment***

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

The REN is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most but not all areas, the sum of RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact the local telephone company. The REN for this product is part of the product identifier that has the format US:AAAEQ##TXXXX. The digits represented by ## are the REN without a decimal point (e.g., 03 is a REN of 0.3).

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, disconnect the equipment from the telephone line and unplug the power cord. The telephone line should not be reconnected or the power cord plugged in until the problem is completely resolved. Users should contact Canon Authorized Service Facilities for servicing of equipment. Information regarding Canon Authorized Service Facility locations can be obtained by calling the Canon Customer Care Center (1-800-423-2366).

## ***Rights of the Telephone Company***


Should the equipment cause harm to the telephone network, the telephone company may temporarily disconnect service. The telephone company also retains the right to make changes in facilities and services which may affect the operation of this equipment. When such changes are necessary, the telephone company is required to give adequate prior notice to the user.

## ***FCC Notice***

imageCLASS MF5550: Facsimile Transceiver, Model H12295

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

- (1) This device may not cause harmful interference,
- and
- (2) this device must accept an interference received, including interference that may cause undesired operation.

 NOTE

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

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

Use of shielded cable is required to comply with class B limits in Subpart B of Part 15 of the FCC Rules.

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

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TEL No. (516) 328-5600

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

Once you have registered this information into your machine, it will be printed on each transmitted page. Follow the instructions of "Registering Sender Information," on p. 2-3.

## ***Pre-installation Requirements for Canon Facsimile Equipment***

### **A. Location**

Supply a suitable table, cabinet, or desk. For the machine's dimensions and weight, see Chapter 11, "Appendix," in the *Basic Guide*.

### **B. Order Information**

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

DDD (DIRECT DISTANCE DIAL) LINE

-or-

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

#### NOTE

Canon recommends an individual line following industry standards [e.g., the 2,500 (touch tone) or 500 (rotary/pulse dial) telephones]. A dedicated extension off a PBX unit without "Camp On" signals is also permissible with your imageCLASS MF5550. Key telephone systems are not recommended because they send non-standard signals to individual telephones for ringing and special codes, which may cause a fax error.

### **C. Power Requirements**

The power outlet should be a three-prong grounded receptacle (Single or Duplex). It should be independent from copiers, heaters, air conditioners or any electric equipment that is thermostatically controlled. The rated value is 120 volts and 15 amperes. The RJ11-C modular jack should be relatively close to the power outlet to facilitate installation.

## ***Notice***

This equipment meets the applicable Industry Canada Terminal Equipment Technical Specifications. This is confirmed by the registration number. The abbreviation, IC, before the registration number signifies that registration was performed based on a Declaration of Conformity indicating that Industry Canada technical specifications were met. It does not imply that Industry Canada approved the equipment.

Cet appareil est conforme aux Spécifications techniques des équipements terminaux de l'Industrie du Canada. Ceci est confirmé par le numéro d'enregistrement. L'abréviation IC précédant le numéro d'enregistrement signifie que l'enregistrement a été effectué sur la base de la Déclaration de conformité indiquant que le produit est conforme aux spécifications techniques du Canada. Ceci n'implique pas que le produit ait été approuvé par l'industrie du Canada.

Before installing this equipment, users should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.

Repairs to certified equipment should be coordinated by a representative designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user to disconnect the equipment.

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



### **CAUTION**

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



### **IMPORTANT**

- This Class B digital apparatus meets all requirements of the Canadian Interference-Causing Equipment Regulations.
- Cet appareil numérique de la classe B respecte toutes les exigences du Règlement sur le matériel brouilleur du Canada.

The Ringer Equivalence Number (REN) for this terminal equipment is 0.3. The REN assigned to each terminal equipment provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the Ringer Equivalence Numbers of all the devices does not exceed five.

Le Nombre d'équivalence Ringer (REN) de cet appareil terminal est 0.3. Le REN attribué à chaque équipement terminal fournit une indication sur le nombre maximum de terminaux pouvant être connectés sur une interface téléphonique. La terminaison sur une interface peut consister en n'importe quelle combinaison d'appareils, à la condition seulement que la somme des Nombres d'équivalence Ringer de tous les appareils ne soit pas supérieure à 5.

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## Super G3



Super G3 is a phrase used to describe the new generation of fax machines that use ITU-T V.34 standard 33.6 Kbps\* modems. Super G3 High Speed Fax machines allow transmission time of approximately 3 seconds\* per page which results in reduced telephone line charges.

\* Approximately 3 seconds per page fax transmission time based on ITU-T No. 1 Chart (Standard Mode) at 33.6 Kbps modem speed. The Public Switched Telephone Network (PSTN) currently supports 28.8 Kbps modem speeds or lower, depending on telephone line conditions.

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# Introduction

# 1

## CHAPTER

This chapter describes the operation panel and the standby display used for the fax function of the machine.

## Customer Support

---

The 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 7, "Troubleshooting." If you cannot solve the problem or if you think the machine needs servicing, contact Canon Authorized Service Facilities or the Canon Customer Care Center.

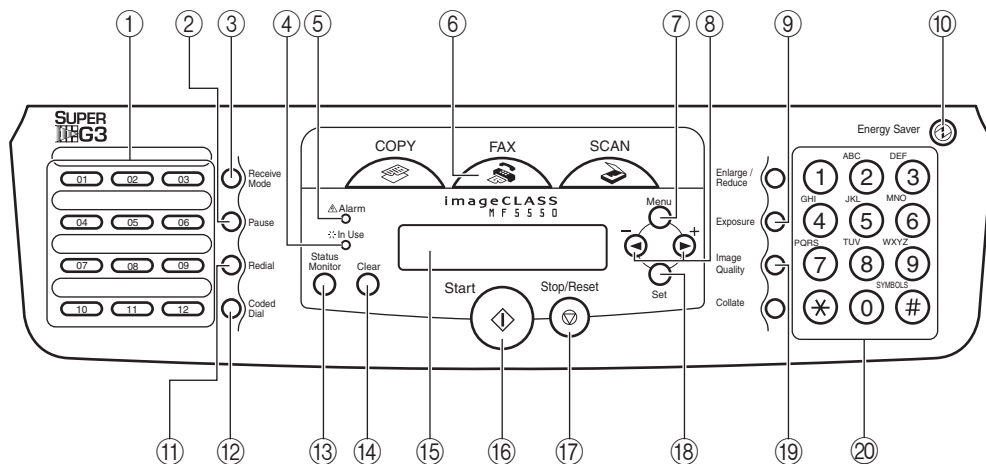
# Operation Panel

1

Introduction

This section describes keys used when sending and receiving faxes, and setting the Menu.

For keys not described here, see Chapter 1, "Introduction," in the *Basic Guide*.



## ① One-Touch Speed Dialing keys

Dial fax/telephone numbers registered under one-touch speed dialing keys.

## ② Pause key

Enters pauses between digits when dialing or registering the numbers.

## ③ Receive Mode key

Selects the receive mode.

## ④ In Use indicator

Lights green when a fax is being received or sent, or the extension phone is off the hook. Flashes green when the reservation of fax transmission is set, or a fax is received into the memory.

## ⑤ Alarm indicator

Flashes red when the machine has a problem such as a paper jam. (The error message is displayed in the LCD.)

## ⑥ FAX key

Switches the standby display to the Fax mode.

## ⑦ Menu key

Customizes the way the machine operates.

## ⑧ ◀ (-), ▶ (+) keys

Scroll through the selections so you can see other settings.

## ⑨ Exposure key

Adjusts the fax exposure.

**⑩ Energy Saver key**

Sets or cancels the energy saver mode manually. The key lights green when the energy saver mode is set, and goes off when the mode is canceled.

**⑪ Redial key**

Redials the previous number dialed manually with the numeric keys.

**⑫ Coded Dial key**

Press [Coded Dial], followed by a two-digit code to dial fax/telephone number registered for coded speed dialing.

**⑬ Status Monitor key**

Checks the status of print and fax jobs.

**⑭ Clear key**

Clears an entry in the LCD.

**⑮ LCD**

Displays messages and prompts during operation. Also displays selections, text, and numbers when specifying settings.

**⑯ Start key**

Starts sending or receiving faxes.

**⑰ Stop/Reset key**

Cancels sending or receiving faxes and other operations, and turns to the standby display in the LCD.

**⑱ Set key**

Determines the contents you set or register.

**⑲ Image Quality key**

Adjusts the quality of fax image.

**⑳ Numeric keys**

Enter numbers when dialing or registering fax/telephone numbers, etc. Also, enter characters when registering names.

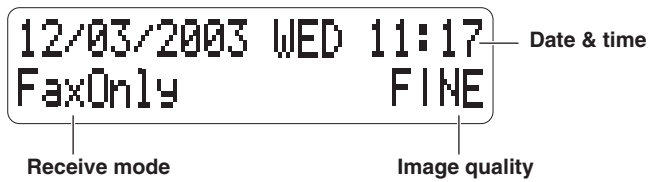
# Standby Display

---

The standby display differs depending on which mode is selected.

The standby display in the Fax mode is as follows:

## ■ Fax Mode



### NOTE

For the standby display in the Copy mode and the Scan mode, see Chapter 1, "Introduction," in the *Basic Guide*.

# Registering Information in Your Machine

# 2

## CHAPTER

This chapter explains how to register the information necessary for sending and receiving faxes.

## Guidelines for Entering Numbers, Letters, and Symbols

---

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

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

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



## 2 Use the numeric keys to enter the character.

Press the key repeatedly until the character you want appears.

Key	Letter Mode	Number Mode
[1]	@. - _ /	1
[2]	ABCabc	2
[3]	DEFdef	3
[4]	GHIghi	4
[5]	JKLjkl	5
[6]	MNOmno	6
[7]	PQRSpqrs	7
[8]	TUVtuv	8
[9]	WXYZwxyz	9
[0]		0
[#]	-/x #!" ; ; ^ ^ - = / ' ? \$ a % & + ( ) [ ] { } < >	# +

- **To enter two characters that are under the same key:**

- Press the numeric key → [▶] → press the same numeric key again.  
For example, to enter <DD> you would press [3] → [▶] → [3].

- **To enter a space:**

- Press [▶] twice.

- **To delete a character:**

- Press [◀].

- **To delete an entire entry:**

- Press [Clear].



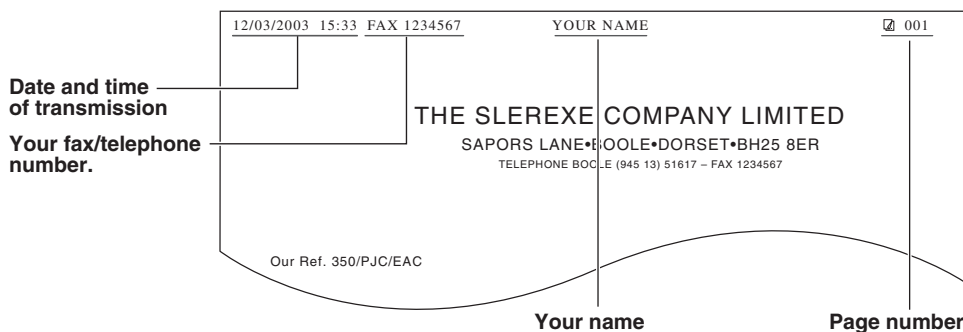
# Registering Sender Information

In the United States, FCC rules governing the use of facsimile equipment state that your fax/telephone number, personal name or company name, and date and time of transmission must be printed on every facsimile transmission.

The machine has been designed to print this information at the top of every fax you send.

**You must therefore register this information in the machine before using it.**

Below is an example of how your sender information will print on a fax sent from the machine:



## NOTE

You can set the sender information to print inside or outside the image area. (See <3. TTI POSITION> of "Menu Descriptions," on p. 8-5.)

## Entering the Date and Time

### NOTE

You can print the USER DATA LIST to check the current setting. (See "Printing the USER DATA LIST," on p. 6-8.)

Follow this procedure to enter the date and time:

2

Registering Information in Your Machine

- 1** Press [Menu].
- 2** Press [◀] or [▶] to select <COMMON SETTINGS> → press [Set].
- 3** Press [◀] or [▶] to select <SYSTEM SETTINGS> → press [Set].
- 4** Press [◀] or [▶] to select <DATE/TIME SETTING> → press [Set] twice.
- 5** Use the numeric keys to enter the date (month/day/year) and time (in 24-hour format) → press [Set].

Ex: 

DATE/TIME SETTING
12/03/2003 15:10

 → 

12/03/2003 WED 15:10
FaxOnly FINE

Enter only the last two digits of the year.

## Registering Your Fax/Telephone Number and Name

### NOTE

You can print the USER DATA LIST to check the sender information you have registered. (See "Printing the USER DATA LIST," on p. 6-8.)

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

- 1** Press [Menu].

**2** Press [◀] or [▶] to select <FAX SETTINGS> → press [Set].

**3** Press [◀] or [▶] to select <USER SETTINGS> → press [Set].

**4** Press [◀] or [▶] to select <USER TEL NUMBER> → press [Set].

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

Ex: 

1.USER TEL NUMBER TEL=123xxxxxxx
-------------------------------------

 → 

USER SETTINGS 1.USER TEL NUMBER
------------------------------------

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

For details on how to enter or delete numbers, see "Guidelines for Entering Numbers, Letters, and Symbols," on p. 2-1.

**6** Press [◀] or [▶] to select <UNIT NAME> → press [Set].

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

Ex: 

Canon
-------

 : A → 

USER SETTINGS 2.UNIT NAME
------------------------------

For details on how to enter or delete characters, see "Guidelines for Entering Numbers, Letters, and Symbols," on p. 2-1.

**8** Press [Stop/Reset] to return to the standby display.

# Setting the Telephone Line Type

---

Before using the machine, make sure you have set the correct telephone line type for your telephone line. If you are unsure of your telephone line type, contact your telephone company.



## NOTE

You can print the USER DATA LIST to check the current setting. (See "Printing the USER DATA LIST," on p. 6-8.)

Follow this procedure to set the telephone line type:

---

- 1** Press [Menu].
- 2** Press [◀] or [▶] to select <FAX SETTINGS> → press [Set].
- 3** Press [◀] or [▶] to select <USER SETTINGS> → press [Set].
- 4** Press [◀] or [▶] to select <TEL LINE TYPE> → press [Set].
- 5** Press [◀] or [▶] to select the telephone line type → press [Set].

Ex: 

TEL LINE TYPE TOUCH TONE
-----------------------------

 → 

USER SETTINGS 4.TEL LINE TYPE
----------------------------------

You can select from the following:

- <TOUCH TONE> for tone dialing
- <ROTARY PULSE> for pulse dialing

- 6** Press [Stop/Reset] to return to the standby display.

# Speed Dialing

# 3

## CHAPTER

This chapter explains how to simplify the dialing process by assigning the recipient names and their fax/telephone numbers to only one or two keys. You can also print out the list of recipients registered for speed dialing.

## Speed Dialing Methods

---

Speed dialing allows you to dial fax/telephone numbers by simply pressing one or a few keys.

The following speed dialing methods are available:

### ■ One-Touch Speed Dialing

Register a fax/telephone number for one-touch speed dialing (see "Registering One-Touch Speed Dialing," on p. 3-2), then to dial the number, simply press the one-touch speed dialing key assigned to that number.

### ■ Coded Speed Dialing


Register a fax/telephone number for coded speed dialing (see "Registering Coded Speed Dialing," on p. 3-4), then to dial the number, simply press [Coded Dial] → enter the two-digit code assigned to that number.

### ■ Group Dialing

Register a group of fax/telephone numbers for group dialing (see "Registering Group Dialing," on p. 3-6), then to send a document to all numbers in that group, simply press the one-touch speed dialing key assigned to that group.

# Registering One-Touch Speed Dialing

Before you can use one-touch speed dialing (see "One-Touch Speed Dialing," on p. 4-8), you need to register the recipients' fax/telephone numbers. You can register up to 12 one-touch speed dialing keys, which can include group dialing numbers.

 NOTE

- When the machine starts receiving a fax or redialing, registering recipients will be automatically canceled.
- You can also register multiple fax/telephone numbers in each one-touch speed dialing key. (See "Registering Group Dialing," on p. 3-6.)

Follow this procedure:

**1** Press [Menu].

**2** Press [◀] or [▶] to select <FAX SETTINGS> → press [Set] three times.

**3** Press [◀] or [▶] to select a one-touch speed dialing key (01 to 12) → press [Set] twice.

You can also select a key by pressing the one-touch speed dialing key.

**4** Use the numeric keys to enter the fax/telephone number you want to register (max. 32 digits, including spaces and pauses) → press [Set] twice.

Ex: 

TEL NUMBER ENTRY
TEL=905xxxxxxxx

 → 

_____ : A
-----------

For details on how to enter or delete numbers, see "Guidelines for Entering Numbers, Letters, and Symbols," on p. 2-1.

## 5 Use the numeric keys to enter a name for the one-touch speed dialing key (max. 16 characters, including spaces) → press [Set].

Ex: 

Canon FRANCE	: A
--------------	-----

 → Ex: 

1-TOUCH SPD DIAL
02 =

For details on how to enter or delete characters, see "Guidelines for Entering Numbers, Letters, and Symbols," on p. 2-1.

To continue registering one-touch speed dialing keys, repeat the procedure from step 3.

## 6 Press [Stop/Reset] to return to the standby display.

### NOTE

- Use the destination labels provided with the machine to label the one-touch speed dialing keys with the recipients' names.
- For a list of the recipients you have registered, print the one-touch speed dialing list. (See "Printing Speed Dialing Lists," on p. 3-9.)

## Changing or Deleting an Entry

### ■ Changing a Fax/Telephone Number You Registered

Follow step 1 to 3 of "Registering One-Touch Speed Dialing" (see p. 3-2). In step 4, press [Clear] to delete an entire fax/telephone number → use the numeric keys to enter a new number.

### NOTE

You can also press [◀] repeatedly to delete the registered number.

### ■ Changing a Name You Registered

Follow step 1 to 4 of "Registering One-Touch Speed Dialing" (see p. 3-2). In step 5, press [Clear] to delete an entire name → use the numeric keys to enter a new name.

### NOTE

You can also press [◀] repeatedly to delete the registered name.

### ■ Deleting an Entire Entry


Follow step 1 to 3 of "Registering One-Touch Speed Dialing" (see p. 3-2). In step 4, press [Clear] to delete the registered number → press [Set] → [Stop/Reset].

### NOTE

- When deleting the registered number, the registered name is cleared automatically.
- You can also press [◀] repeatedly to delete the registered number.

## Registering Coded Speed Dialing

Before you can use coded speed dialing (see "Coded Speed Dialing," on p. 4-8), you need to register the recipients' fax/telephone numbers. You can register up to 100 fax/telephone numbers.

 NOTE

When the machine starts receiving a fax or redialing, registering recipients will be automatically canceled.

Follow this procedure:

- 1** Press [Menu].
- 2** Press [◀] or [▶] to select <FAX SETTINGS> → press [Set] twice.
- 3** Press [◀] or [▶] to select <CODED SPD DIAL> → press [Set].
- 4** Press [◀] or [▶] to select a coded speed dialing code (00 to 99) → press [Set] twice.
- 5** Use the numeric keys to enter the fax/telephone number you want to register (max. 32 digits, including spaces and pauses) → press [Set] twice.

Ex: 

TEL NUMBER ENTRY
TEL=149xxxxxxxxx

 → 

_____ : A
-----------

For details on how to enter or delete numbers, see "Guidelines for Entering Numbers, Letters, and Symbols," on p. 2-1.



## 6 Use the numeric keys to enter a name for the coded speed dialing code (max. 16 characters, including spaces) → press [Set].

Ex: 

Canon ITALIA	: A
--------------	-----

 → Ex: 

CODED SPD DIAL
03 =

For details on how to enter or delete characters, see "Guidelines for Entering Numbers, Letters, and Symbols," on p. 2-1.

To continue registering coded speed dialing codes, repeat the procedure from step 4.

## 7 Press [Stop/Reset] to return to the standby display.

### NOTE

For a list of the recipients you have registered, print the coded speed dialing list. (See "Printing Speed Dialing Lists," on p. 3-9.)

## Changing or Deleting an Entry

### ■ Changing a Fax/Telephone Number You Registered

Follow step 1 to 4 of "Registering Coded Speed Dialing" (see p. 3-4). In step 5, press [Clear] to delete an entire fax/telephone number → use the numeric keys to enter a new number.

### NOTE

You can also press [◀] repeatedly to delete the registered number.

### ■ Changing a Name You Registered

Follow step 1 to 5 of "Registering Coded Speed Dialing" (see p. 3-4). In step 6, press [Clear] to delete an entire name → use the numeric keys to enter a new name.

### NOTE

You can also press [◀] repeatedly to delete the registered name.

### ■ Deleting an Entire Entry

Follow step 1 to 4 of "Registering Coded Speed Dialing" (see p. 3-4). In step 5, press [Clear] to delete the registered number → press [Set] → [Stop/Reset].


### NOTE

- When deleting the registered number, the registered name is cleared automatically.
- You can also press [◀] repeatedly to delete the registered number.

# Registering Group Dialing

---

Before you can use group dialing (see "Group Dialing," on p. 4-9), you need to register the recipients' fax/telephone numbers. You can register up to 12 groups, which can include one-touch speed dialing keys and/or coded speed dialing codes.

 NOTE

- When the machine starts receiving a fax or redialing, registering recipients will be automatically canceled.
- You can only enter the fax/telephone numbers that have already been registered for one-touch or coded speed dialing. See the following titles:
  - "Registering One-Touch Speed Dialing," on p. 3-2
  - "Registering Coded Speed Dialing," on p. 3-4
- You cannot enter numbers with the numeric keys.

Follow this procedure:

---

- 1** Press [Menu].
- 2** Press [◀] or [▶] to select <FAX SETTINGS> → press [Set] twice.
- 3** Press [◀] or [▶] to select <GROUP DIAL> → press [Set].
- 4** Press [◀] or [▶] to select a one-touch speed dialing key (01 to 12) → press [Set] twice.

You can also select a key by pressing the one-touch speed dialing key.

## 5 Select the one-touch and/or coded speed dialing numbers you want to register in the group.

### ● To select a one-touch speed dialing entry:

- Press the one-touch speed dialing key(s) → press [Set] twice.

### ● To select a coded speed dialing entry:

- Press [Coded Dial] → use the numeric keys to enter the code.

### NOTE

Repeat step above to enter the other codes if necessary.

- Press [Set] twice.

To review the numbers you have entered, press [◀] or [▶].

## 6 Use the numeric keys to enter a name for the group (max. 16 characters, including spaces) → press [Set].

Ex: 

Canon group 2	:A
---------------	----

 → Ex: 

GROUP DIAL
02=

For details on how to enter or delete characters, see "Guidelines for Entering Numbers, Letters, and Symbols," on p. 2-1.

To continue registering other groups, repeat the procedure from step 4.

The name you enter here will appear in speed dialing lists.

## 7 Press [Stop/Reset] to return to the standby display.

### NOTE

For a list of the recipients you have registered, print the group dialing list. (See "Printing Speed Dialing Lists," on p. 3-9.)

## Changing or Deleting an Entry

### ■ Deleting a Fax/Telephone Number from the Group

Follow step 1 to 4 of "Registering Group Dialing" (see p. 3-6). In step 5, press [◀] or [▶] to display the number you want to delete → press [Clear].

### ■ Adding a Fax/Telephone Number to the Group

Follow step 1 to 4 of "Registering Group Dialing" (see p. 3-6). In step 5, simply enter the number as explained.

### ■ Deleting an Entire Group

Follow step 1 to 4 of "Registering Group Dialing" (see p. 3-6). In step 5, press [Clear] until all numbers are deleted → press [Set] → [Stop/Reset].



#### NOTE

When deleting all numbers, the registered group name is cleared automatically.

# Printing Speed Dialing Lists

You can print lists of the recipients registered for speed dialing. You may want to keep these lists near the machine to refer to them when dialing.

Follow this procedure to print speed dialing lists:

- 1** Press [Menu].
- 2** Press [◀] or [▶] to select <REPORTS/LISTS> → press [Set].
- 3** Press [◀] or [▶] to select <SPEED DIAL LIST> → press [Set].
- 4** Press [◀] or [▶] to select the list you want to print → press [Set].



You can select from the following:

- <1-TOUCH LIST>
- <CODED DIAL LIST>
- <GROUP DIAL LIST>

Samples of the lists are shown below.

### ■ 1-TOUCH LIST

12/03/2003 10:32 FAX 1234567		CANON		☑ 001
***** *** 1-TOUCH LIST *** *****				
NO.	RECIPIENT ADDRESS			DESTINATION ID
[ 01]	732 2233			ADAM BOOKS,CPA JOHN BARRISTER NATALIE SMITH SEYMOUR GREEN
[ 02]	761 1298			
[ 04]	1 516 911 4411			
[ 03]	1 914 438 3619			

### ■ CODED DIAL LIST

12/03/2003 10:47 FAX 1234567		CANON		☑ 001
***** *** CODED DIAL LIST *** *****				
NO.	RECIPIENT ADDRESS			DESTINATION ID
[*00]	555 1234			BILL HUNT INVESTMENTS LAKESIDE INC. PEACHTREE,INC.
[*02]	16172223322			
[*03]	1 312 538 4005			
[*01]	14043333499			

### ■ GROUP DIAL LIST

12/03/2003 10:07 FAX 1234567		CANON		☑ 001
***** *** GROUP DIAL LIST *** *****				
[ 05]	CANON GROUP	[*00] 225 7823	CANON NY	
		[*01] 233 7766	CANON CA	
		[ 01] 876 2398	CANON TX	
		[ 02] 613 9076	CANON OH	

# Sending Faxes

# 4

## CHAPTER

This chapter describes the different ways to send faxes. It also explains how to adjust scan settings to improve the image quality.

## Sending Methods

---

There are two methods of sending faxes from the machine:

- Memory Sending
- Manual Sending

### NOTE

- You can also fax the documents from your computer. If you want to install the software for fax sending, see the following:
  - "Install the software and connect the machine to your computer," in the *Set-Up Sheet*
  - Chapter 1, "Installation," in the *Software Guide*
- For details on how to send faxes from your computer, see Chapter 4, "Faxing," in the *Software Guide*.

## Memory Sending

You should normally use memory sending to send documents efficiently. If <MEMORY FULL> is displayed, the machine cannot scan the documents. In this case, wait for the machine to send any faxes stored in the memory, then scan the documents.

### NOTE

You can register a new fax job while the machine is waiting to redial the recipient's number automatically. For details on how to set the machine to redial automatically, see "Automatic Redialing," on p. 4-10. You can store up to five fax jobs in the memory.

Follow this procedure for memory sending:

---

## **1 Place the document on the platen glass or load it in the ADF → press [FAX].**

For details on the types of documents you can fax, their requirements, and how to place or load documents, see Chapter 3, "Document Handling," in the *Basic Guide*.

### NOTE

If sending an A5-size document, align it with the A4-size marks on the platen glass, or adjust the slide guides to the A4 width and load the document in the ADF. Otherwise, the recipient will not receive the whole document.

## **2 Adjust any necessary settings for your document.**

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

## **3 Dial the recipient's fax/telephone number.**

For details on the different dialing methods, see "Dialing Methods," on p. 4-7.

## **4 Press [Start].**

If you are using the platen glass, you will be prompted when the page has been scanned. Place the next page (for a multipage document) → press [Start]. To start sending, press [Set].


### NOTE

To cancel memory sending, press [Stop/Reset]. (See Chapter 7, "System Monitor," in the *Basic Guide*.)



# Manual Sending

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

 NOTE

- You will need to connect a telephone to the machine if you want to talk to the recipient before sending a document.
- You cannot use the platen glass for manual sending.


Follow this procedure for manual sending:

## **1** Connect a telephone to the machine if you want to talk to the recipient before sending a document.

For details on how to connect a telephone to the machine, see "Connect the telephone cable and any necessary external device," in the *Set-Up Sheet*.

## **2** Load the document in the ADF → press [FAX].

For details on the types of documents you can fax, their requirements, and how to load documents, see Chapter 3, "Document Handling," in the *Basic Guide*.

 NOTE

If sending an A5-size document, adjust the slide guides to the A4 width and load the document in the ADF. Otherwise, the recipient will not receive the whole document.

## **3** Adjust any necessary settings for your document.

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

## **4** Pick up the handset of your telephone.

## **5** Dial the recipient's fax/telephone number.

For details on the different dialing methods, see "Dialing Methods," on p. 4-7.

## **6** Talk through the handset to the recipient.

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

## **7** Ask the recipient to set his fax machine to receive faxes.

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



### NOTE

To cancel manual sending, press [Stop/Reset]. (See Chapter 7, "System Monitor," in the *Basic Guide*.)

# Improving Faxed Images

There are several settings that allow you to improve the quality of faxed documents.

## Adjusting the Image Quality (Fax Resolution)

You can adjust the image quality (fax resolution) of the document you send. The higher the image quality, the better the output quality at the other end, but the longer the transmission time. Adjust the image quality according to the type of document you are sending.

Follow the procedure of "Sending Methods" (see p. 4-1), and adjust the image quality as follows when required to do so:

**1** Press [Image Quality].

**2** Press [◀] or [▶] to select the resolution → press [Set].

Ex: 

IMAGE QUALITY	FINE
---------------	------

 → Ex: 

12/03/2003 WED 15:10
FaxOnly FINE

You can select from the following:

- <FINE> for fine-print documents
- <PHOTO> for documents that contain photographs
- <STANDARD> for most text-only documents

## Adjusting the Exposure (Scan Density)

Density is the degree of differences between light and dark areas of an image. The <DARK> setting will make an image darker, whereas the <LIGHT> setting will make it lighter.

Follow the procedure of "Sending Methods" (see p. 4-1), and adjust the density as follows when required to do so:

**1** Press [Exposure].

**2** Press [◀] or [▶] to select the density → press [Set].

Ex: 

SCAN DENSITY
DARK

 → Ex: 

12/03/2003 WED 15:10
FaxOnly FINE

You can select from the following:

- <STANDARD> for standard documents
- <DARK> for light documents to be darker
- <LIGHT> for dark documents to be lighter

# Dialing Methods

There are several ways of dialing the fax/telephone number of the party to which you want to send a fax. They are as follows:

## ■ When the Fax/Telephone Number Is Not Registered in the Machine

- Regular Dialing
- Redialing

## ■ When the Fax/Telephone Number Is Registered in the Machine

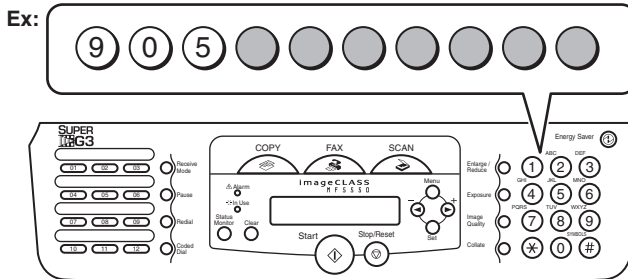
- One-Touch Speed Dialing
- Coded Speed Dialing
- Group Dialing

### NOTE

- If you are unsure of the registered fax/telephone number, check the destination labels, or print each list and check the numbers. (See "Printing Speed Dialing Lists," on p. 3-9.)
- For details on registering a fax/telephone number for speed dialing, see Chapter 3, "Speed Dialing."
- The machine must be set to the Fax mode when dialing.

## Regular Dialing

Dial a fax/telephone number by using the numeric keys, just like dialing a telephone number.



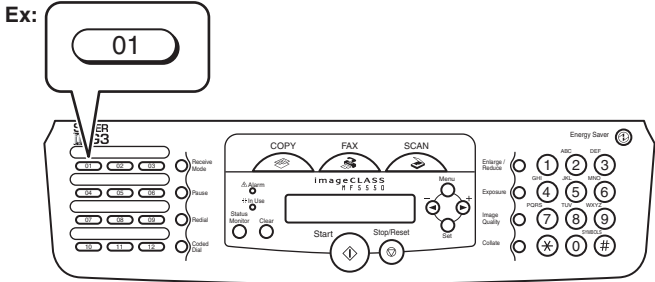
Ex: TEL = 9 0 5 x x x x x x x x

**NOTE**

If you enter a wrong number, press [◀] to delete the last digit. Or press [Clear] to delete all the digits you entered.

## One-Touch Speed Dialing

Dial a fax/telephone number by pressing the one-touch speed dialing key (01 to 12) to which the number is assigned.



The number registered under that one-touch speed dialing key is displayed.

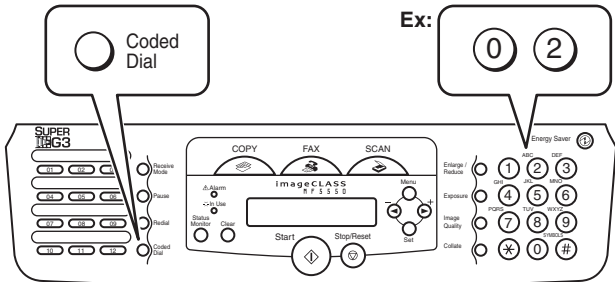
<NOT REGISTERED> appears if no fax/telephone number is assigned to the one-touch speed dialing key you pressed.

**NOTE**

If you press a wrong key, press [Stop/Reset].

## Coded Speed Dialing

Dial a fax/telephone number by pressing [Coded Dial] followed by the two-digit code (00 to 99) to which the number is assigned.




Ex: 

TEL=	149xxxxxxx
*02	Canon ITALIA

The number registered under that coded speed dialing code is displayed.

<NOT REGISTERED> appears if no fax/telephone number is assigned to the coded speed dialing code you entered.

 **NOTE**

If you enter a wrong code, press [Stop/Reset].

## Group Dialing

Dial a group of fax/telephone numbers by pressing the one-touch speed dialing key to which the numbers are assigned. (See "One-Touch Speed Dialing," on p. 4-8.)

Ex: 

TEL=GROUP DIAL
03 Canon GROUP 2

The name of the group is displayed.

<NOT REGISTERED> appears if no fax/telephone number is assigned to the one-touch speed dialing key you pressed.

 **NOTE**

If you press a wrong key, press [Stop/Reset].

# Redialing a Busy Number

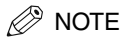
---

There are two methods of redialing:

- Manual Redialing
- Automatic Redialing

## Manual Redialing

Press [Redial] to redial the last number entered with the numeric keys.

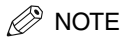


To cancel manual redialing, press [Stop/Reset].

## Automatic Redialing

When using memory sending to send a document and the recipient's line is busy, the machine will redial the number after an interval.

The machine allows you to customize automatic redialing settings to suit your needs. (See "Customizing Automatic Redialing Settings" below.)



To cancel automatic redialing, wait until the machine starts redialing, then press [Stop/Reset] → follow the instructions in the LCD.

### ***Customizing Automatic Redialing Settings***

You can customize the following settings:

- Whether or not the machine redials automatically
- The number of times the machine redials
- The time interval between redialings

Follow this procedure to customize automatic redialing settings:

---

**1** Press [Menu].



**2** Press [◀] or [▶] to select <FAX SETTINGS> → press [Set].

**3** Press [◀] or [▶] to select <TX SETTINGS> → press [Set].

**4** Press [◀] or [▶] to select <AUTO REDIAL> → press [Set].

**5** Press [◀] or [▶] to select <ON> to enable automatic redialing or <OFF> to disable it.

● If you selected <OFF>:

Press [Set].

● If you selected <ON>:

Press [Set] twice.

Press [◀] or [▶], or use the numeric keys to enter the number of times you want the machine to redial → press [Set].

Ex: 

REDIAL TIMES 02TIMES
-------------------------

 → 

TX SETTINGS 2.AUTO REDIAL
------------------------------

Press [Set] twice.

Press [◀] or [▶] to select <REDIAL INTERVAL> → press [Set].

Press [◀] or [▶], or use the numeric keys to enter the time interval between redialings → press [Set].

Ex: 

REDIAL INTERVAL 02MIN.
---------------------------

 → 

TX SETTINGS 2.AUTO REDIAL
------------------------------

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

# Sending the Same Document to Several Recipients (Sequential Broadcasting)

---

The machine allows you to send the same document to a maximum of 32 recipients in one operation. You can dial the recipients' fax/telephone numbers using any of the following dialing methods:

■ **One-Touch Speed Dialing**

Up to 12 destinations


■ **Coded Speed Dialing**

Up to 100 destinations

■ **Regular Dialing (Using the Numeric Keys) or Redialing**

One destination

You can enter the destinations in any order, but be sure to press [Set] after your entry by using the numeric keys.

 **NOTE**


If you frequently send documents to the same group of recipients, you can group these numbers for group dialing. This will allow you to send documents to all recipients in the group at the press of one or a few keys.

Follow this procedure to send the same document to several recipients:

---

**1 Place the document on the platen glass or load it in the ADF → press [FAX].**

For details on how to place or load documents, see Chapter 3, "Document Handling," in the *Basic Guide*.

 **NOTE**

If sending an A5-size document, align it with the A4-size marks on the platen glass, or adjust the slide guides to the A4 width and load the document in the ADF. Otherwise, the recipient will not receive the whole document.

## 2 Adjust any necessary settings for your document.

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

## 3 Enter the fax/telephone numbers you want to send to.

### ● To use one-touch speed dialing:

- Press the one-touch speed dialing key(s).

### ● To use coded speed dialing:

- Press [Coded Dial] → use the numeric keys to enter the two-digit code.

### NOTE

Repeat step above to enter the other codes if necessary.

### ● To use regular dialing:

- Use the numeric keys to enter the fax/telephone number → press [Set].  
To review the numbers you have entered, press [◀] or [▶].

## 4 Press [Start].

If you are using the platen glass, you will be prompted when the page has been scanned. Place the next page (for a multipage document) → press [Start]. To start sending, press [Set].

### NOTE

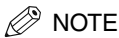
- Only one broadcasting job will be active at any given time.
- To cancel sending, press [Stop/Reset] → follow the instructions in the LCD. When you press [Stop/Reset], sending to all recipients will be canceled. You cannot cancel sending to only one recipient. (See Chapter 7, "System Monitor," in the *Basic Guide*.)

# Dialing an Overseas Number (With Pauses)

When you dial or register an overseas number, you may need to insert a pause within the number.

## 1 Place the document on the platen glass or load it in the ADF → press [FAX].

For details on the types of documents you can fax, their requirements, and how to place or load documents, see Chapter 3, "Document Handling," in the *Basic Guide*.



### NOTE

If sending an A5-size document, align it with the A4-size marks on the platen glass, or adjust the slide guides to the A4 width and load the document in the ADF. Otherwise, the recipient will not receive the whole document.

## 2 Adjust any necessary settings for your document.

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

## 3 Use the numeric keys to dial the international access code.

For details on international access codes, contact your local telephone company.



### NOTE

If you enter a wrong number, press [◀] to delete the last digit. Or press [Clear] to delete all the digits you entered.

## 4 If necessary, press [Pause] to enter a two-second pause (,).

Ex: TEL =

For a longer pause, press [Pause] again for another two-second pause. Alternatively, you can change the length of the pause. (See <1. PAUSE TIME> of "Menu Descriptions," on p. 8-6.)

## **5 Use the numeric keys to dial the country code, the area code, and the fax/telephone number of the other party.**

### NOTE

- If you enter a wrong number, press [Stop/Reset] → start again from step 3.
- If you make a mistake, press [◀] to delete the last digit. Or press [Clear] to delete all the digits you entered.
- You cannot enter a pause at the end of the fax/telephone number.

## **6 Press [Start].**

### NOTE

- To cancel sending after dialing has started, press [Stop/Reset] → follow the instructions in the LCD.
- To take advantage of the speed dialing features of the machine, register frequently used overseas numbers for one-touch or coded speed dialing. (See Chapter 3, "Speed Dialing.")



# Receiving Faxes

# 5

## CHAPTER

This chapter describes the different ways to receive faxes. It also explains how to set the receive mode and to cancel the documents the machine is receiving.

## Setting the Receive Mode

---


Follow this procedure to set the receive mode:

**1** Press [FAX] → [Receive Mode].

**2** Press [◀] or [▶] to select the receive mode.

You can select from the following:

- <FAX ONLY MODE> to automatically receive faxes only. Voice calls will be disconnected. (See "Receiving Faxes Automatically: FAX ONLY MODE," on p. 5-2.)
- <MANUAL MODE> for the connected telephone to ring for fax and voice calls. Fax calls must be answered manually. (See "Receiving Faxes Manually: MANUAL MODE," on p. 5-3.)
- <ANS. MACHINE MODE> to receive faxes automatically and route voice calls to an answering machine connected to the machine. (See "Receiving When an Answering Machine Is Connected: ANS. MACHINE MODE," on p. 5-3.)
- <DRPD> to distinguish between fax and voice calls by using Distinctive Ring Pattern Detection. (See "Receiving with a DRPD (Distinctive Ring Pattern Detection) Service: DRPD," on p. 5-4.)

 NOTE

- If you set <3. MAN/AUTO SWITCH> to <ON> in <FAX SETTINGS> of the Menu, the machine will receive faxes automatically even when the receive mode is set to <MANUAL MODE>. (See <3. MAN/AUTO SWITCH> of "Menu Descriptions," on p. 8-6.)
- When you want to use DRPD, check with your local telephone company if the distinctive ringer pattern service is available in your area.

### 3 Press [Set].

Ex: 

12/03/2003	WED	15:10
FaxOnly		FINE

## Receiving Faxes Automatically: FAX ONLY MODE

If you want to select <FAX ONLY MODE>, check the following:

#### ■ Select This Mode If:


- you have a dedicated telephone line for fax use only.
- you only want to receive faxes automatically with the machine.

#### ■ You Will Need to:

- set <FAX ONLY MODE>. (See "Setting the Receive Mode," on p. 5-1.)
- connect the machine to a dedicated telephone line. (See "Connect the telephone cable and any necessary external device," in the *Set-Up Sheet*.)

#### ■ When You Receive a Fax Call

The machine will receive the fax automatically.

 NOTE

- The machine does not ring when it receives a fax call. If you connect a telephone to the machine and enable the <INCOMING RING> setting, the telephone will ring when the machine receives a fax call.
- You can select the number of rings before the machine receives faxes. (See <2. INCOMING RING> of "Menu Descriptions," on p. 8-6.)

#### ■ When You Receive a Voice Call

You will not be able to answer the call.



## Receiving Faxes Manually: MANUAL MODE

If you want to select <MANUAL MODE>, check the following:

### ■ Select This Mode If:

- you only have one telephone line for both fax and telephone use.
- you receive mainly voice calls and sometimes faxes.

### ■ You Will Need to:

- set <MANUAL MODE>. (See "Setting the Receive Mode," on p. 5-1.)
- connect a telephone to the machine. (See "Connect the telephone cable and any necessary external device," in the *Set-Up Sheet*.)

### ■ When You Receive a Fax Call

The telephone will ring. Pick up the handset and if you hear a beep, press [Start] on the machine to receive the fax.

### ■ When You Receive a Voice Call

The telephone will ring. Pick up the handset to answer the call.

### NOTE

The telephone rings for every call, whether it is a fax call or a voice call. If you want the machine to receive faxes automatically after ringing for a specified number of rings, enable the <MAN/AUTO SWITCH> setting. You can also specify the number of rings before the machine receives faxes. (See <3. MAN/AUTO SWITCH> of "Menu Descriptions," on p. 8-6.)

## Receiving When an Answering Machine Is Connected: ANS. MACHINE MODE

If you want to select <ANS. MACHINE MODE>, check the following:

### ■ Select This Mode If:

- you only have one telephone line for both fax and telephone use.
- you want to receive faxes automatically and receive voice messages on your answering machine.

### ■ You Will Need to:

- set <ANS. MACHINE MODE>. (See "Setting the Receive Mode," on p. 5-1.)
- connect an answering machine to the machine. (See "Connect the telephone cable and any necessary external device," in the *Set-Up Sheet*.)

### ■ When You Receive a Fax Call

The machine will receive the fax automatically.

**■ When You Receive a Voice Call**

The answering machine will record any voice messages.

***Adjusting the Answering Machine***

Adjust your answering machine as follows:

- Set the answering machine to answer on the first or second ring.
- The entire message should be no longer than 15 seconds.
- In the message, tell your callers how to send a fax.

## Receiving with a DRPD (Distinctive Ring Pattern Detection) Service: DRPD

If you want to select <DRPD>, check the following:

**■ Select This Mode If:**

- you only have one telephone line for both fax and telephone use.
- you want to receive faxes automatically as well as voice calls.
- you have subscribed to a DRPD (Distinctive Ring Pattern Detection) service with your telephone company. This service assigns two or more fax/telephone numbers with distinctive ring patterns to a single telephone line, allowing you to have both a fax number(s) and a telephone number(s) using only one telephone line. The machine will automatically monitor incoming calls and based on the ring pattern, will let you know if the call is a fax or voice call. Contact your telephone company for more information on this service.

**■ You Will Need to:**

- set <DRPD>. (See "Setting the Receive Mode," on p. 5-1.)
- connect a telephone to the machine. (See "Connect the telephone cable and any necessary external device," in the *Set-Up Sheet*.)

**■ When You Receive a Fax Call**

The telephone will ring according to the ring pattern you have chosen and the machine receives the fax automatically.

**■ When You Receive a Voice Call**

The telephone will ring according to the ring pattern you have chosen. Pick up the handset to answer the call.

## Setting the Ring Pattern

Your telephone company will assign a distinctive ring pattern to each number when you order the DRPD service. Follow this procedure to set the fax ring pattern that matches the pattern assigned by the telephone company:

- 1** Make sure you have set the receive mode to <DRPD>. (See "Setting the Receive Mode," on p. 5-1.)
- 2** Press [Menu].
- 3** Press [◀] or [▶] to select <FAX SETTINGS> → press [Set].
- 4** Press [◀] or [▶] to select <RX SETTINGS> → press [Set].
- 5** Press [◀] or [▶] to select <DRPD:SELECT FAX> → press [Set].
- 6** Press [◀] or [▶] to select a ring pattern → press [Set].

Ex: 

DRPD:SELECT FAX NORMAL RING
--------------------------------

 → 

RX SETTINGS 1.DRPD:SELECT FAX
----------------------------------

You can select from the following:

- <DOUBLE RING>: Two short rings at regular intervals
- <TRIPLE RING>: Three short rings at regular intervals
- <NORMAL RING>: Ring type of normal telephone line

- 7** Press [Stop/Reset] to return to the standby display.



## Receiving Faxes While Performing Other Tasks

---

Since the machine is a multitasking device, it can receive faxes and voice calls while you are performing other tasks.

- If you receive a fax while you are performing certain tasks, the machine stores the incoming fax in the memory. Then, as soon as you finish your task, the machine automatically prints the fax. You can receive a fax while performing the following tasks:
  - Printing
  - Scanning (Scan mode)
  - Printing reports or lists
- You cannot receive a fax while performing the following tasks:
  - Copying
  - Sending or printing a fax
  - Scanning to send a fax

# Receiving Faxes in the Memory When a Problem Occurs

---

If the machine encounters a problem when it is receiving a fax, the machine automatically stores the unprinted pages of the fax in the memory, and the LCD displays <RECEIVED IN MEMORY> as well as one or more messages. When the problem is cleared, the machine automatically prints the fax which was stored in the memory. For an explanation of the message(s) and details on the action to take, see "Error Codes," on p. 7-4.

## NOTE

- The machine memory can store up to approximately 99 pages.\*
- Once the pages are printed, they are deleted from the memory.
- If the memory becomes full, you will not be able to receive the remaining pages. Contact the other party and ask them to resend the remaining pages of the fax.

\* Based on the condition that the other party sends the fax by the imageCLASS MF5550 with ITU-T No. 1 Chart, Standard Mode. The maximum number of pages that the machine's memory can store differs depending on the other party's machine.

# Canceling Receiving

---

Follow this procedure if you want to stop receiving a fax before reception is completed:

---

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

The confirmation message will appear.

Ex: 

CANCEL DURING TX/RX?
<NO YES>

## **2** Press [▶] to cancel receiving.

If you change your mind and want to continue receiving, press [◀] for <NO>.

# Reports and Lists

# 6

## CHAPTER

This chapter explains how to print out the transaction reports and the lists of settings and recipients registered in the machine.

## Summary of Reports and Lists

The table below shows the reports and lists that can be printed from the machine. Refer to the pages indicated for more details.

Report or List	Description	Details
1-TOUCH LIST	Lists the fax/telephone numbers and names registered for one-touch speed dialing.	p. 3-10
CODED DIAL LIST	Lists the fax/telephone numbers and names registered for coded speed dialing.	p. 3-10
GROUP DIAL LIST	Lists groups registered for group dialing.	p. 3-10
ACTIVITY REPORT	Shows recent facsimile transactions performed by the machine. You can enable or disable automatic printing of this report after every 20 transactions. You can also manually set the machine to print it.	p. 6-2
TX (Transmission) REPORT	Prints after transmission of a document. You can enable or disable this feature, or set the machine to print a report only when an error occurs.	p. 6-4
RX (Reception) REPORT	Prints after reception of a document. You can enable or disable this feature, or set the machine to print a report only when an error occurs.	p. 6-6
USER DATA LIST	Lists the current settings of the machine and the registered sender information.	p. 6-8

# ACTIVITY REPORT

## Printing the ACTIVITY REPORT

By default, the machine is set to print an ACTIVITY REPORT after every 20 transactions.

Transactions in an ACTIVITY REPORT are listed chronologically.

12/03 2003 17:28 FAX 1234567		CANON		001	
***** *** ACTIVITY REPORT *** *****					
ST. TIME	DESTINATION TEL #	MODE	PGS.	RESULT	
* 12/03 15:10	905 795 1111	AUTO RX ECM	1	OK	1
* 12/03 15:14	905 795 1111	AUTO RX ECM	1	OK	1
* 12/03 15:22	03 3758 2111	SEQ. B'CAST ECM	3	OK	2
* 12/03 15:24	2 887 0166	SEQ. B'CAST ECM	3	OK	2
* 12/03 16:10	905 795 1111	AUTO RX ECM	1	OK	1
* 12/03 16:16	2 887 0166	AUTO RX ECM	4	OK	1
* 12/03 16:27		MANUAL TX ECM	1	OK	2
* 12/03 16:30	20 545 8545	TRANSMIT ECM	1	OK	5
12/03 16:53	03 3758 2111	AUTO RX ECM	1	OK	2
12/03 17:08	2 887 0166	TRANSMIT ECM	3	NG	1
12/03 17:20	1 432 2060	TRANSMIT ECM	0	NG	0x21

Indicates an entry that has appeared on a previous report.

Transaction mode  
 Error correction mode transaction  
 [Stop/Reset] was pressed during transaction  
 Error code\*  
 Transaction duration

\* See "Error Codes," in the *Additions and Corrections for the Basic Guide, the Facsimile Guide, and the Set-Up Sheet*.

### NOTE

The recipient's fax/telephone number (DESTINATION TEL#) is not shown for the manually sent faxes.

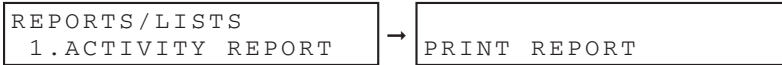
If you want to print an ACTIVITY REPORT manually, follow this procedure:



---

**1** Press [Menu].

**2** Press [◀] or [▶] to select <REPORTS/LISTS> → press [Set] twice.



## Adjusting the ACTIVITY REPORT Setting

You can set the machine to turn on or off automatic printing of the ACTIVITY REPORT.

Follow this procedure to adjust this setting:

---

**1** Press [Menu].

**2** Press [◀] or [▶] to select <FAX SETTINGS> → press [Set].

**3** Press [◀] or [▶] to select <REPORT SETTINGS> → press [Set].

**4** Press [◀] or [▶] to select <ACTIVITY REPORT> → press [Set].

**5** Press [◀] or [▶] to select the setting you want → press [Set].



You can select from the following:

- <AUTO PRINT ON> to turn on automatic printing of the ACTIVITY REPORT
- <AUTO PRINT OFF> to turn off automatic printing of the ACTIVITY REPORT

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

# Adjusting the TX REPORT Setting

The machine can print a TX (transmission) report (TX REPORT or ERROR TX REPORT) after sending a document. You can set it to print every time it sends a document, or only when an error occurs. Alternatively, you can disable printing the report. By default, the machine is set to print a TX report only when an error occurs.

## TX REPORT

12/03 2003 17:52 FAX 1234567	CANON	001
***** *** TX REPORT *** *****		
TRANSMISSION OK		
RECIPIENT ADDRESS	1 432 2060	
ST. TIME	12/03 17:52	
TIME USE	2	
PGS.	4	
RESULT	OK	

## ERROR TX REPORT

12/03 2003 17:21 FAX 1234567	CANON	001
***** *** ERROR TX REPORT *** *****		
TX FUNCTION WAS NOT COMPLETED		
RECIPIENT ADDRESS	20 545 8545	
ST. TIME	12/03 17:21	
TIME USE	1	
PGS.	1	
RESULT	NG	0x21

**OK: Transmission successful**  
**NG: Some or no pages sent**

**Error code\***

**Number of pages sent**

**Transmission duration**

**Transmission time**

\* See "Error Codes," in the *Additions and Corrections for the Basic Guide, the Facsimile Guide, and the Set-Up Sheet*.

### NOTE

The recipient's fax/telephone number (RECIPIENT ADDRESS) is not shown for the manually sent faxes.

Follow this procedure to adjust this setting:

---

**1** Press [Menu].

**2** Press [◀] or [▶] to select <FAX SETTINGS> → press [Set].

**3** Press [◀] or [▶] to select <REPORT SETTINGS> → press [Set] twice.

**4** Press [◀] or [▶] to select the setting you want → press [Set].

Ex: 

TX REPORT
OUTPUT YES

 → 

REPORT SETTINGS
1.TX REPORT

You can select from the following:

- <PRINT ERROR ONLY> to print a report only when a transmission error occurs
- <OUTPUT YES> to print a report every time you send a document
- <OUTPUT NO> to disable printing the report

**5** Press [Stop/Reset] to return to the standby display.

# Adjusting the RX REPORT Setting

The machine can print an RX (reception) report after receiving a document. You can set it to print every time it receives a document, or only when an error occurs. Alternatively, you can disable printing the report. By default, the machine is set not to print an RX REPORT.

12/03 2003 17:52 FAX 1234567      CANON      001

\*\*\*\*\*  
\*\*\* RX REPORT \*\*\*  
\*\*\*\*\*

RECEPTION OK

RECIPIENT ADDRESS	905 795 1111
ST. TIME	12/03 17:52
TIME USE	2
PGS.	4
RESULT	OK

**OK: Reception successful**  
**NG: Some or no pages received**

Number of pages received  
Reception duration  
Reception time

Follow this procedure to adjust this setting:

- 1** Press [Menu].
- 2** Press [◀] or [▶] to select <FAX SETTINGS> → press [Set].
- 3** Press [◀] or [▶] to select <REPORT SETTINGS> → press [Set].
- 4** Press [◀] or [▶] to select <RX REPORT> → press [Set].

## 5 Press [◀] or [▶] to select the setting you want → press [Set].

Ex: 

RX REPORT PRINT ERROR ONLY
-------------------------------

 → 

REPORT SETTINGS 2.RX REPORT
--------------------------------

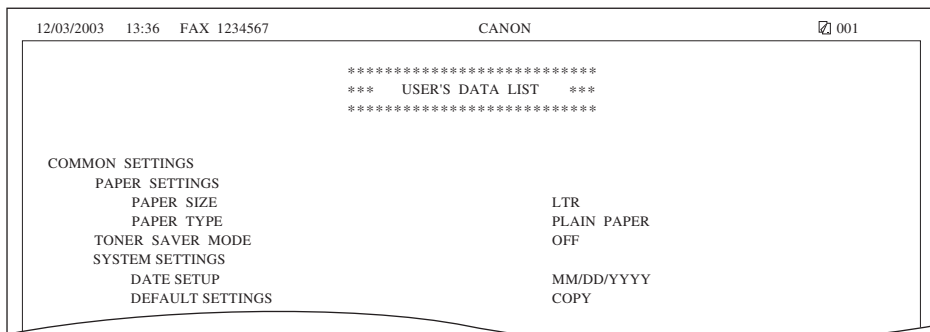
You can select from the following:

- <OUTPUT NO> to disable printing the report
- <PRINT ERROR ONLY> to print a report only when a reception error occurs
- <OUTPUT YES> to print a report every time you receive a document

## 6 Press [Stop/Reset] to return to the standby display.

# Printing the USER DATA LIST

The USER DATA LIST allows you to check the current settings of the machine as well as the registered sender information. (See "Registering Sender Information," on p. 2-3.)



Follow this procedure to print the USER DATA LIST:

- 1** Press [Menu].
- 2** Press [◀] or [▶] to select <REPORTS/LISTS> → press [Set].
- 3** Press [◀] or [▶] to select <USER DATA LIST> → press [Set].

Ex: 

REPORTS / LISTS 3 . USER DATA LIST
---------------------------------------

 → 

PRINT REPORT
--------------

This chapter describes the problems you might encounter during fax operations and their remedies. It also explains what to do if you cannot solve the problem by yourself.

## LCD Messages

---

The following messages are displayed in the LCD when the machine performs a function or if it encounters an error.

This section describes messages related to fax functions. For other messages, see Chapter 9, "Troubleshooting," in the *Basic Guide*.

---

### CLEAR ADF

---

**Cause 1** There is a paper jam in the ADF.

**Remedy** Remove the document you are trying to copy in the ADF. (See Chapter 9, "Troubleshooting," in the *Basic Guide*.)  
Make sure that the document is not too long or too short. (See Chapter 3, "Document Handling," in the *Basic Guide*.)  
Then reset the machine by opening the front cover and then closing it.

**Cause 2** The ADF roller rotates without feeding documents.

**Remedy** Fan the edge that will feed into the machine first, then tap the edge of multiple page documents on a flat surface to even the stack.

---

**CLEAR ADF ↔ DOCUMENT TOO LONG**

---

**Cause** The document is longer than 14" (356 mm), or is not feeding correctly.

**Remedy** Reduce the length of the document to within 14" (356 mm), and then re-send it.

---

**INCORRECT PAPER SIZE ↔ CASS PAPER MISMATCH**

---

**Cause** The size of the paper in the cassette or multi-purpose feeder is different from that of the paper specified in <PAPER SIZE> in <COMMON SETTINGS> of the Menu.

**Remedy 1** Load the correct paper size or change <PAPER SIZE> in <COMMON SETTINGS> of the Menu. For more information, see the following:

- Chapter 2, "Paper Handling," in the *Basic Guide*
- Chapter 5, "Copying," in the *Basic Guide*

Then reset the machine by opening the front cover and then closing it.

**Remedy 2** If you are trying to print a report or list, set the paper size setting to LTR, LGL, or A4 and load paper of the same size. The report or list will then be printed automatically.

---

**LOAD LTR SIZE PAPER**

---

**Cause** No LTR-size paper is loaded in the cassette or multi-purpose feeder.

**Remedy** Load LTR-size paper in the cassette or multi-purpose feeder. (See Chapter 2, "Paper Handling," in the *Basic Guide*.)

---

**MEMORY FULL  
PRESS SET KEY**

---

**Cause** The memory becomes full during the document scanning, copying, sending, or receiving the fax.

**Remedy** When sending the document, divide it into a few parts or select a lower fax resolution.

If you need more space, wait for the machine to send any remaining faxes. If <MEMORY FULL> and <PRESS SET KEY> appear while scanning documents using the ADF, the document being scanned stops in the ADF. Press [Set] to make the document come out automatically.



---

## NOT REGISTERED

---

**Cause** The one-touch speed dialing key or coded speed dialing code you entered is not registered.

**Remedy** Register the one-touch speed dialing key or coded speed dialing code. For more information, see the following:

- "Registering One-Touch Speed Dialing," on p. 3-2
- "Registering Coded Speed Dialing," on p. 3-4

---

## RECEIVED IN MEMORY

---

**Cause** The machine received the fax in the memory because paper or toner ran out, a paper jam occurred, or incorrect paper size was loaded.

**Remedy** Load correct paper size in the cassette, replace the cartridge, or clear the paper jam. For more information, see the following:

- Chapter 2, "Paper Handling," in the *Basic Guide*
- Chapter 8, "Maintenance," in the *Basic Guide*
- Chapter 9, "Troubleshooting," in the *Basic Guide*

---

## REMOVE MP PAPER

---

**Cause** Paper is loaded in the multi-purpose feeder.

**Remedy** Remove the paper from the multi-purpose feeder. If the machine receives the fax when paper is loaded in the multi-purpose feeder, the received document will be stored in the memory.

---

## SELECT A4/LTR/LGL

---

**Cause** When the machine is receiving a fax, the paper size setting is set to a size other than LTR, LGL, or A4.

**Remedy** Set the paper size setting to LTR, LGL, or A4 and load paper of the same size. The machine automatically prints the fax which was stored in the memory.

---

## TX LIMIT REACHED

---

**Cause** The fax jobs stored in the memory reached the maximum.

**Remedy** Wait for the machine to send any faxes stored in the memory, then try sending again.

# Error Codes

---

Errors in reports are recorded as error code numbers because there is not enough space to print a detailed description of the error in the report. When errors are recorded in reports, note the error code number, and check it against the table below to learn more about what caused the error and how to remedy it.

---

## 0x2X

---

**Cause** An Initial phase error occurred.

**Remedy** Contact the other party and make sure their fax machine is connected properly.

---

## 0xE3

---

**Cause** You cannot send a fax because the line is busy.

**Remedy** Contact your telephone company and ask them to check the line for breakage.

---

## 0xE4

---

**Cause** You cannot send a fax because no telephone line is connected.

**Remedy** Make sure all line connections are secure. (See "Connctet the telephone cable and any necessary external device," in the Set-Up Sheet.)

\* X stands for a number.

# Faxing Problems

## Sending Problems

---

You cannot send a fax.

---

**Q** Is the machine overheated?

**A** Unplug the machine and let it cool for approximate 3 minutes to 5 minutes. Then plug in the machine and try sending again.

**Q** Did you connect the power cord to the machine just now?

**A** Wait for a while. After connecting the power cord, the machine cannot scan documents immediately.

**Q** Is the machine set for the correct telephone line type (pulse/tone)?

**A** Make sure the machine is set for the correct telephone line type. (See "Setting the Telephone Line Type," on p. 2-6.)

**Q** Is the document loaded?

**A** Remove the document, stack it if necessary, and place it on the platen glass or load it in the ADF correctly. For more information, see Chapter 3, "Document Handling," in the *Basic Guide*.

**Q** Is the one-touch speed dialing key or coded speed dialing code you entered registered for the feature you want to use?

**A** Check the one-touch speed dialing key or coded speed dialing code and make sure it is registered correctly. (See Chapter 3, "Speed Dialing.")

**Q** Did you dial a correct number? Or have you been provided with an incorrect number?

**A** Dial the number again, or check that you have the correct number.

**Q** Does the other party's fax machine have enough paper?

**A** Call the other party and ask them to make sure paper is loaded in their fax machine.

**Q** Did an error occur during sending?

**A** Print an **ACTIVITY REPORT** and check for an error. (See "Printing the **ACTIVITY REPORT**," on p. 6-2.)

**Q** Is the telephone line working properly?

**A** Make sure there is a dial tone when you pick up the handset of the telephone connected to the machine. If there is no dial tone, contact your local telephone company.

**Q** Is the receiving fax machine a G3 fax machine?

**A** Make sure the receiving fax machine is compatible with the machine (which is a G3 fax machine).

**Q** The other party's telephone may be busy or the other party's fax machine may be turned off. Is **BUSY/NO SIGNAL** shown on the **ERROR TX REPORT**?

**A** The fax/telephone number you dialed is busy. Try sending the document later.

**A** The other party's fax machine is not working. Contact the other party and have them check their fax machine.

**Q** Did the receiving fax machine answer within 55 seconds (after all automatic redialing attempts)?

**A** Contact the other party and have them check their fax machine. For an overseas call, add pauses to the registered number. (See "Dialing an Overseas Number (With Pauses)," on p. 4-14.)

**Q** Is the In Use indicator lighting?

**A** The In Use indicator may light, which means the extension phone is busy. Please wait until the extension phone becomes free.

---

Faxes sent from the machine are spotted or dirty.

---

**Q** Is the sending fax machine working properly?

**A** Check the machine by making a copy. For more information, see Chapter 5, "Copying," in the *Basic Guide*.  
If the copy is clear, the problem may be in the receiving fax machine. If the copy is spotted or dirty, clean the platen glass or the read area of the platen glass. For more information, see Chapter 8, "Maintenance," in the *Basic Guide*.

**Q** Is the document loaded?

**A** Remove the document, stack it if necessary, and place it on the platen glass or load it in the ADF correctly. For more information, see Chapter 3, "Document Handling," in the *Basic Guide*.

---

Cannot send using ECM (Error Correction Mode).

---

**Q** Does the receiving fax machine support ECM?

**A** If the receiving fax machine does not support ECM, the document is sent in the normal mode without error checking.

---

Errors occur frequently while sending.

---

**Q** Are the telephone lines in proper condition? Or do you have a good connection?

**A** Lower the transmission speed. (See <3. TX START SPEED> of "Menu Descriptions," on p. 8-6.)

## Receiving Problems

---

Cannot receive a fax automatically.

---

**Q** Is the machine set to receive automatically?

**A** For the machine to receive faxes automatically, the receive mode must be set to <FAX ONLY MODE> or <ANS. MACHINE MODE>. (See Chapter 5, "Receiving Faxes.") If you have set <ANS. MACHINE MODE>, confirm that an answering machine is connected to the machine and that it is turned on with an outgoing message properly recorded.

If you set <3. MAN/AUTO SWITCH> to <ON> in <FAX SETTINGS> of the Menu, the machine will receive faxes automatically even when the receive mode is set to <MANUAL MODE>. (See <3. MAN/AUTO SWITCH> of "Menu Descriptions," on p. 8-6.)

**Q** Is the machine's memory full?

**A** Wait for the machine to finish any fax or print jobs stored in the memory. Then ask the other party to resend the fax.

**Q** Did an error occur during reception?

**A** Print an **ACTIVITY REPORT** and check for an error. (See "Printing the **ACTIVITY REPORT**," on p. 6-2.) You can also check the **RX REPORT** when it is printed automatically. (See "Adjusting the **RX REPORT** Setting," on p. 6-6.)

**Q** Is the telephone line connected properly?

**A** Make sure all line connections are secure. (See "Connect the telephone cable and any necessary external device," in the *Set-Up Sheet*.)

---

The machine does not switch automatically between telephone and fax receptions.

---

**Q** Is the machine set to switch automatically between telephone and fax receptions?

**A** For the machine to switch automatically, the receive mode must be set to <ANS. MACHINE MODE>. (See Chapter 5, "Receiving Faxes.")  
Confirm that an answering machine is connected to the machine and that it is turned on with an outgoing message properly recorded.

**Q** Is the sending fax machine able to send the CNG signal that tells the machine that the incoming signal is a fax?

**A** Some fax machines cannot send the CNG signal that tells the machine the incoming call is a fax.  
In such cases, you will have to receive the fax manually. (See "Receiving Faxes Manually: MANUAL MODE," on p. 5-3.)

---

Cannot receive a document manually.

---

**Q** Is the machine set to receive manually?

**A** For the machine to receive faxes manually, the receive mode must be set to <MANUAL MODE>. (See Chapter 5, "Receiving Faxes".)

**Q** Did you press [Start] after hanging up the handset?

**A** Always press [Start] before hanging up the handset. Otherwise you will disconnect the call.

---

Print quality is poor.

---

**Q** Are you using the correct type of paper?

**A** Make sure you load paper that meets the paper requirements for the machine. For more information, see Chapter 5, "Copying," in the *Basic Guide*.

**Q** Is the sending fax machine functioning properly?

**A** The sending fax machine usually determines the fax's quality. Call the sender and have them make sure the scanning glass of their fax machine is clean.

---

Faxes do not print.

---

**Q** Is the cartridge installed properly?

**A** Make sure the cartridge is installed properly. For more information, see Chapter 8, "Maintenance," in the *Basic Guide*.

**Q** Is any toner left in the cartridge?

**A** Replace the cartridge with a new one. For more information, see Chapter 8, "Maintenance," in the *Basic Guide*.

**A** Select <KEEP PRINTING> in <TONER SUPPLY LOW> in <FAX SETTINGS> of the Menu. With this setting, the machine will not store documents in the memory even if the toner has run out. (See <4. TONER SUPPLY LOW> of "Menu Descriptions," on p. 8-7.)

**Q** Is the correct paper loaded in the cassette?

**A** Make sure paper is loaded in the cassette. For more information, see Chapter 2, "Paper Handling," in the *Basic Guide*.

**A** Load the correct paper size or change <PAPER SIZE> in <COMMON SETTINGS> of the Menu. For more information, see the following:

- Chapter 2, "Paper Handling," in the *Basic Guide*
- Chapter 5, "Copying," in the *Basic Guide*

---

Faxed images are blotched or uneven.

---

**Q** Are the telephone lines in proper condition? Or do you have a good connection?

**A** ECM (Error Correction Mode) for sending/receiving should eliminate such problems. However, if the telephone lines are in poor condition, you may have to try again. Then call the sender to resend the document.

**Q** Is the sending fax machine functioning properly?

**A** The sending fax machine usually determines the fax's quality. Call the sender and have them make sure the scanning glass of their fax machine is clean.

---

Cannot receive a fax using ECM (Error Correction Mode).

---

**Q** Does the sending fax machine support ECM?

**A** If the sending fax machine does not support ECM, the document is received in the normal mode without error checking.

---

Errors occur frequently while receiving.

---

**Q** Is the sending fax machine functioning properly?

**A** Call the sender and have them check that their fax machine is functioning properly.



# Telephone Problems

---

---

You cannot dial.

---

**Q** Is the telephone line connected properly?

**A** Make sure all line connections are secure. (See "Connect the telephone cable and any necessary external device," in the *Set-Up Sheet*.)

**Q** Is the machine set for the correct telephone line type (pulse/tone)?

**A** Make sure the machine is set for the correct telephone line type. (See "Setting the Telephone Line Type," on p. 2-6.)

---

The telephone disconnects while you are talking.

---

**Q** Is the telephone line connected in securely?

**A** Check that the telephone cables are connected securely to the jacks on the machine, the telephone jack on your wall and the jack on your telephone. (See "Connect the telephone cable and any necessary external device," in the *Set-Up Sheet*.)

# If a Power Cut Occurs

If power is suddenly lost due to an outage or accidental unplugging, a built-in battery retains the user data settings and the speed dialing settings. Any sent or received documents stored in the memory are lost.

During a power cut, functions are limited as follows:

- You cannot send, receive, or copy documents.
- You may not be able to make telephone calls using a telephone connected to the machine, depending on the type of telephone you use.
- You can receive telephone calls using a telephone connected to the machine.

When power is restored to the machine, the machine will automatically print a list of documents that were stored in memory at the time of the power cut.

12/03 2003 15:38 FAX 1234567		CANON	001
***** *** MEMORY CLEAR REPORT *** *****			
MEMORY FILES DELETED			
MODE	DESTINATION TEL/ID	PGS.	
TRANSMIT	2345678 3456789	-	
TRANSMIT	0123456	-	

 NOTE

- Make sure that LTR, LGL, or A4-size paper is loaded in the cassette. If a different paper size is loaded, the report cannot be printed.
- If there is no paper in the cassette or no toner in the cartridge when power is restored, the MEMORY CLEAR REPORT will not be printed.



## If You Cannot Solve the Problem

---

If you have a problem with the machine and you cannot solve it by referring to the information in this chapter and Chapter 9, "Troubleshooting," in the *Basic Guide*, contact Canon Authorized Service Facilities or the Canon Customer Care Center.

Canon's support personnel are trained in the technical support of Canon's products and should be able to help you with your problem. For details on contacting Canon Authorized Service Facilities or the Canon Customer Care Center, see "In Case of Equipment Malfunction," on p. x.

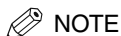


# Machine Settings

# 8

## CHAPTER

This chapter explains how to adjust machine settings. The list of all the settings is also provided for your reference.



### NOTE

To specify or register the copy settings, see Chapter 10, "Machine Settings," in the *Basic Guide*.

## Accessing the Machine Settings

Follow this procedure to change a setting:

- 1** Press [Menu].
- 2** Press [◀] or [▶] to select the menu you want to change → press [Set].  
You have now accessed the settings in the list.
- 3** Press [◀] or [▶] to select the submenu you want to change.
- 4** Press [Set].

Ex: 

CODED SPD DIAL
1 . TELEPHONE NUMBER

**NOTE**

- For details on submenus, see "Menu Descriptions," on p. 8-3.
- After selecting the item or value with [◀] or [▶], press [Set] to enter the setting.
- If you press [Stop/Reset] before [Set] is pressed, the item you have selected will not be registered.
- Press [Stop/Reset] to exit from Menu.
- If you press [Menu], the display returns to the previous display.

# Menu Descriptions

 **NOTE**

Before changing settings, print the USER DATA LIST to check the current settings. (See "Printing the USER DATA LIST," on p. 6-8.)

## COMMON SETTINGS

Name	Descriptions
PAPER SETTINGS	Sets the paper size and paper type.
1. PAPER SIZE	Selects the paper size. LTR, LGL, EXECUTIV, A4, B5, ENVELOPE (COM10, MONARCH, DL, ISO-C5), FREE SIZE HORIZONTAL (height: 76 mm to 216 mm (3" to 8 1/2")) and VERTICAL (width: 127 mm to 356 mm (5" to 14")) size can be specified in millimeters.)
2. PAPER TYPE	Selects the paper type. <b>PLAIN PAPER, TRANSPARENCY, HEAVY PAPER, HEAVY PAPER H</b>
TONER SAVER MODE	Sets the toner saver mode.
ON	The toner saver mode is turned on.
OFF	The toner saver mode is turned off.
SYSTEM SETTINGS	Sets the system settings, e.g., date/time, default, and auto clear.
1. DATE/TIME SETTING	Sets the date and time settings.
1. DATE/TIME SETTING	Sets the current date and time. month, day, year, hour, minute
2. DATE SETUP	Selects the format of the date displayed in the LCD. <b>MM/DD/YYYY, DD/MM YYYY, YYYY MM/DD</b>
2. DEFAULT SETTINGS	Selects the Copy, Scan, or Fax mode for the machine's default mode. When the power cord is plugged in, or after the auto clear function activates, the standby display of the selected mode appears.
<b>COPY</b>	The Copy mode is selected as default.

Name	Descriptions
SCAN	The Scan mode is selected as default.
FAX	The Fax mode is selected as default.
3. AUTO CLEAR	Sets the auto clear function. If the machine remains idle for a set amount of time, the display returns to the standby mode.
<b>ON</b>	Sets the time until the machine returns to the standby mode. 1MIN. to 9MIN. ( <b>2MIN.</b> )
OFF	The auto clear function is turned off.
4. ENERGY SVR TIME	Sets the energy saver mode.
<b>ON</b>	Sets the time until the machine enters the energy saver mode. 3MIN. to 30MIN. ( <b>5MIN.</b> )
OFF	The auto energy saver function is turned off.

(The factory default setting is in **bold** face.)

## COPY SETTINGS

See Chapter 10, "Machine Settings," in the *Basic Guide*.

## FAX SETTINGS

Name	Descriptions
TEL# REGISTRATION	Registers fax/telephone numbers for speed dialing.
1. 1-TOUCH SPD DIAL	Registers the information on one-touch speed dialing. (See "Registering One-Touch Speed Dialing," on p. 3-2.) Up to 12 destinations can be registered.
TEL NUMBER ENTRY	Registers the other party's fax/telephone number (max. 32 digits, including spaces).
NAME	Registers the other party's name (max. 16 characters, including spaces).
2. CODED SPD DIAL	Registers the information on coded speed dialing. (See "Registering Coded Speed Dialing," on p. 3-4.) Up to 100 destinations can be registered.
TEL NUMBER ENTRY	Registers the other party's fax/telephone number (max. 32 digits, including spaces).



Name	Descriptions
NAME	Registers the other party's name (max. 16 characters, including spaces).
3. GROUP DIAL	Registers the information on group dialing. (See "Registering Group Dialing," on p. 3-6.) Up to 12 destinations can be registered.
TEL NUMBER ENTRY	Registers the other party's fax/telephone numbers by specifying the one-touch speed dialing keys or coded speed dialing codes.
NAME	Registers the other party's name (max. 16 characters, including spaces).
USER SETTINGS	The basic operation settings in the Fax mode can be specified.
1. USER TEL NUMBER	Your fax/telephone number can be registered within 20 digits, including spaces. (See "Registering Your Fax/Telephone Number and Name," on p. 2-4.)
2. UNIT NAME	You can register your name or your company name within 24 characters, including spaces. (See "Registering Your Fax/Telephone Number and Name," on p. 2-4.)
3. TTI POSITION	<b>OUTSIDE IMAGE:</b> Terminal ID is printed outside the image border. <b>INSIDE IMAGE:</b> Terminal ID is printed inside the image border.
4. TEL LINE TYPE	Selects the telephone line type. (See "Setting the Telephone Line Type," on p. 2-6.)
1. TOUCH TONE	The telephone line is set for touch tone dialing.
2. ROTARY PULSE	The telephone line is set for rotary pulse dialing.
REPORT SETTINGS	Sets the settings related to report functions.
1. TX REPORT	Enables/disables automatic printing of a transmission report.
<b>PRINT ERROR ONLY</b>	Prints a report only when a transmission error occurs.
OUTPUT YES	Prints a report every time you send a document.
OUTPUT NO	No report is printed.
2. RX REPORT	Enables/disables automatic printing of a reception report.
<b>OUTPUT NO</b>	No report is printed.
<b>PRINT ERROR ONLY</b>	Prints a report only when a reception error occurs.

Name	Descriptions
OUTPUT YES	Prints a report every time you receive a document.
3. ACTIVITY REPORT	Enables/disables automatic printing of a transaction report after every 20 transactions.
<b>AUTO PRINT ON</b>	Prints a report automatically after every 20 transactions.
AUTO PRINT OFF	No ACTIVITY REPORT is printed.
TX SETTINGS	Sets the transmission functions.
1. PAUSE TIME	Sets the length of the pause you insert into a dialing sequence. 1SEC to 15SEC ( <b>2SEC</b> )
2. AUTO REDIAL	Sets whether to perform automatic redial when the other line is busy or no answer.
<b>ON</b>	Customizes the redial operation.
1. REDIAL TIMES	Sets the number of retries. 1TIMES to 8TIMES ( <b>2TIMES</b> )
2. REDIAL INTERVAL	Sets period of time between redialings. 2MIN. to 99MIN. ( <b>2MIN.</b> )
OFF	After the first attempt at dialing fails, redialing is not attempted.
3. TX START SPEED	Sets the transmission speed for all documents you send. <b>33600bps</b> /14400bps/9600bps/7200bps/4800bps/2400bps
RX SETTINGS	Sets the reception functions.
1. DRPD: SELECT FAX	Selects the ring pattern for fax calls. <b>DOUBLE RING</b> , TRIPLE RING, NORMAL RING
2. INCOMING RING	Sets how many rings the machine waits for before it receives faxes when the machine is set to <FAX ONLY MODE>.
RING COUNT	Specifies the number of incoming rings before the machine receives faxes. 2TIMES to 11TIMES ( <b>2TIMES</b> )
3. MAN/AUTO SWITCH	Sets whether the machine switches to the document receive mode after the connected extension telephone rings for a specified length of time in the manual receive mode.

Name	Descriptions
ON	The machine switches to document receive mode after the connected extension telephone rings for a specified time.
F/T RING TIME	Sets the length of time to elapse before the machine switches to the document receiving. 1SEC to 99SEC ( <b>15SEC</b> )
<b>OFF</b>	The connected extension telephone keeps ringing until someone answers the call manually.
4. TONER SUPPLY LOW	Allows you to set how the machine responds when the toner supply is low.
<b>RX TO MEMORY</b>	The machine receives all documents in the memory.
KEEP PRINTING	The keep printing function is turned on. With this setting, the machine will not store documents in the memory if the toner has run out. Re-set to <RX TO MEMORY> after replacing the cartridge with a new one.
FAX DEFAULT	Sets the default for the fax functions.
1. IMAGE QUALITY	Sets the fax resolution.
<b>FINE</b>	Suitable for fine-print documents.
PHOTO	Suitable for documents that contains photographs.
STANDARD	Suitable for most text-only documents.
2. SCAN DENSITY	Sets the scan density.
<b>STANDARD</b>	Suitable for standard documents.
DARK	Suitable for light documents.
LIGHT	Suitable for dark documents.

(The factory default setting is in **bold** face.)

# REPORTS & LISTS

Name	Descriptions
1. ACTIVITY REPORT	Prints a report manually before it is printed automatically after every 20 transactions.
2. SPEED DIAL LIST	Prints the list of the fax/telephone numbers registered for one-touch speed dialing keys, coded speed dialing codes, or group dialing. 1-TOUCH LIST, CODED DIAL LIST, GROUP DIAL LIST
3. USER DATA LIST	Prints out a list of items set or registered in the Menu.

This chapter lists the specifications for the fax function of the machine, and the index.

## Specifications

Specifications are subject to change without notice.

### Facsimile

<b>Applicable Line</b>	Public Switched Telephone Network (PSTN)
<b>Compatibility</b>	G3
<b>Data Compressing System</b>	MH (Modified Huffman)
<b>Modem Speed</b>	33.6/31.2/28.8/26.4/24/21.6/19.2/16.8/14.4/12/9.6/7.2/ 4.8/2.4 Kbps Automatic fallback
<b>Transmission Speed</b>	Approx. 4 seconds/page* at 33.6 Kbps, ECM-MH, transmitting from the memory * Based on ITU-T No. 1 Chart, Standard Mode.
<b>Transmission/Reception Memory</b>	Transmission: Maximum approx. 99 pages* Reception: Maximum approx. 99 pages* * Based on ITU-T No. 1 Chart, Standard Mode.
<b>Fax Scanning Speed</b>	2 msec/line* * Based on ITU-T No. 1 Chart.

<b>Fax Resolution</b>	<p>STANDARD: 203 pels/in. × 98 lines/in. (8 pels/mm × 3.85 lines/mm)</p> <p>FINE: 203 pels/in. × 196 lines/in. (8 pels/mm × 7.7 lines/mm)</p> <p>PHOTO: 203 pels/in. × 196 lines/in. (8 pels/mm × 7.7 lines/mm)</p>
<b>Dialing</b>	<ul style="list-style-type: none"> <li>• Speed dialing <ul style="list-style-type: none"> <li>One-touch speed dialing (12 destinations)</li> <li>Coded speed dialing (100 destinations)</li> <li>Group dialing (12 destinations)</li> </ul> </li> <li>• Regular dialing (with numeric keys)</li> <li>• Automatic redialing</li> <li>• Manual redialing (with Redial key)</li> </ul>
<b>Networking</b>	<ul style="list-style-type: none"> <li>• Sequential broadcast (32 destinations)</li> <li>• Automatic reception</li> <li>• DRPD (Distinctive Ring Pattern Detection)</li> <li>• ACTIVITY REPORT (after every 20 transactions)</li> <li>• TX (Transmission)/RX (Reception) REPORT</li> <li>• TTI (Transmit Terminal Identification)</li> </ul>

## Telephone

<b>Connection</b>	Telephone/answering machine (CNG detecting signal)
-------------------	--

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