

CANON

FAX – L900

SIMPLIFIED

GUIDE

CONTENTS

	PAGE
SUPER G3 FAX-L900	
I To Register Sender's Identification	3
II Sending Documents	4
III Setting Up Speed Dialing	
A One-touch Speed Dial	5
B Coded Speed Dial	6
C Group Dial	7
IV To Erase Auto-Dialing Numbers	
A One-touch Speed Dial	8
B Coded Speed Dial	8
C Group Dial	8
V Sending To More Than One Location (Sequential Broadcasting)	9
VI Sending At A Preset Time (Delayed Transmission)	10
VII To Print Documents Received In The Memory	11
VIII To Re-send Documents Received In Memory To A Different Destination (If No. VII above is not possible)	12
IX To Print Reports & Lists	
A Speed Dial Lists	13
B Activity Management Report	13
C Document Memory List	13
X To Make A Photocopy	14
XI To Request For A Transmission (TX) Report Only For A Particular Sending	15

	PAGE
SUPER G3 FAX-L900	
XII Setting Up Transmission (TX) Report For Every Document Sent Out	16
XIII Erasing A Document That Is Queuing To Be Sent From The Memory	17

TO REGISTER SENDER IDENTIFICATION

I. INPUT YOUR FAX NUMBER AND COMPANY NAME

1. Open panel cover
2. Press **DATA REGISTRATION**
3. Press **SET** to display “1. USER SETTINGS”
4. Press **SET** to display “1. DATE & TIME”
5. Press **▼** to display “2. UNIT TELEPHONE #”
6. Press **SET**
7. Enter your fax number
8. Press **SET** to display “3. UNIT NAME”
9. Press **SET**
10. Enter your company or personal name
Register the name by pressing the buttons on the numeric keypad

CODE NUMBERS FOR ALPHABETS AND SYMBOLS

<u>NUMERIC KEY</u>	<u>ALPHABETS</u>	<u>NUMERIC KEY</u>	<u>ALPHABETS</u>
2	A,B,C	6	M,N,O
3	D,E,F	7	P,Q,R,S
4	G,H,I	8	T,U,V
5	J,K,L	9	W,X,Y,Z
#	symbols		

Press **>** to enter next alphabet

Press **SPACE** to enter a space

Press ***** to enter a digit

11. Press **SET**
12. To end, press **STOP**

II SENDING A DOCUMENT

A. DIRECT SENDING

1. Place documents face down on the fax
2. Press **DIRECT TX**
3. Enter fax number
4. Press **START/SCAN**

B. MEMORY SENDING

1. Place documents face down on the fax
2. Make sure **DIRECT TX** is “off”
3. Enter fax number
4. Press **START/SCAN**
5. Take note of “TX / RX ” number

C. ONE-TOUCH / CODED DIAL SENDING

1. Place documents face down on the fax
2. Press the appropriate one-touch key OR
Press **CODED DIAL** and a three-digit code
3. Take note of “TX / RX ” number

N.B. If direct sending is required, activate **DIRECT TX** before step No. 2

TO STOP SENDING

- A. During a **DIRECT TX** sending, press **STOP**
- B./C. During a memory sending, press **STOP**, then * to confirm

III TO STORE FAX NUMBERS

A. ONE-TOUCH SPEED DIAL (01-KEY TO 72-KEY)

1. Open panel cover
2. Press **DATA REGISTRATION**
3. Press **▼** to display “**2. TEL REGISTRATION**”
4. Press **SET** twice
5. Press **▼** (if necessary) until an empty space appears
6. Press **SET** twice
7. Enter fax number
8. Press **SET** twice
9. Enter name
Register the name by pressing the buttons on the numeric keypad

CODE NUMBERS FOR ALPHABETS AND SYMBOLS

<u>NUMERIC KEY</u>	<u>ALPHABETS</u>	<u>NUMERIC KEY</u>	<u>ALPHABETS</u>
2	A,B,C	6	M,N,O
3	D,E,F	7	P,Q,R,S
4	G,H,I	8	T,U,V
5	J,K,L	9	W,X,Y,Z
#	symbols		

Press **>** to enter next alphabet

Press **SPACE** to enter a space

Press ***** to enter a digit

10. Press **SET**
11. To continue, press **DATA REGISTRATION**
12. Repeat steps **No. 5** to **No. 10**
13. To end, press **STOP**

B. CODED SPEED DIAL (*000 TO *127)

1. Open panel cover
2. Press **DATA REGISTRATION**
3. Press **▼** to display “**2. TEL REGISTRATION**”
4. Press **SET**
5. Press **▼** to display “**2. CODED SPD DIAL**”
6. Press **SET**
7. Press **▼** (if necessary) until an empty space appears
8. Press **SET** twice
9. Enter fax number
10. Press **SET** twice
11. Enter name (refer to **A.9.** on III : TO STORE FAX NUMBERS : ONE-TOUCH SPEED DIAL)
12. Press **SET**
13. To continue, press **DATA REGISTRATION**
14. Repeat steps **No. 7** to **No. 12**
15. To end, press **STOP**

C. TO PROGRAM GROUP DIAL

1. Open panel cover
2. Press **DATA REGISTRATION**
3. Press **▼** to display “**2. TEL REGISTRATION**”
4. Press **SET**
5. Press **▼** to display “**3. GROUP DIAL**”
6. Press **SET**
7. Press **▼** (if necessary) until an empty space appears
8. Press **SET** twice
9. Close panel cover & press desired one-touch keys & / or the coded speed dial numbers
10. Press **SET** twice
11. Enter name for the above group dialer (refer to **A.9.** on III : TO STORE FAX NUMBERS : ONE-TOUCH SPEED DIAL)
12. Press **SET**
13. To continue, press **DATA REGISTRATION**
14. Repeat steps **No. 7** to **No. 12**
15. To end, press **STOP**

IV TO ERASE A SPEED DIAL

TO CANCEL A NUMBER IN THE ONE-TOUCH SPEED DIAL

1. Follow steps **A.1.** to **A.4.** (Refer to III : TO STORE FAX NUMBERS : ONE-TOUCH SPEED DIAL)
2. Close panel cover & press desired one-touch key
3. Press **SET** twice
4. Press **CLEAR**
5. Press **SET**
6. Press **STOP**

TO CANCEL A NUMBER IN THE CODED SPEED DIAL

1. Follow steps **B.1.** to **B.6.** (Refer to III : TO STORE FAX NUMBERS : CODED SPEED DIAL)
2. Press **CODED DIAL** followed by the relevant 3-digit code
3. Press **SET** twice
4. Press **CLEAR**
5. Press **SET**
6. Press **STOP**

TO CANCEL A GROUP DIALER

1. Follow steps **C.1.** to **C.6.** (Refer to III : TO STORE FAX NUMBERS : GROUP DIAL)
2. Close panel cover & press the desired group dialer using one-touch key OR **CODED DIAL** & the relevant 3-three digit code
3. Press **SET** twice
4. Press **CLEAR** for each of the speed dialers that are to be deleted
5. To confirm, press **SET**
6. Press **SET** again if the name of the group dialer remains unchanged
7. Press **STOP**

V **SENDING TO MORE THAN ONE LOCATION**
(SEQUENTIAL BROADCASTING)

A. USING ONE-TOUCH / CODED SPEED DIAL

1. Place documents face down on the fax
2. Press all the relevant one-touch / coded-dial numbers one right after another
3. Press **START/SCAN**
4. Take note of “ TX / RX ” number

B. MANUAL DIALING FROM THE NUMERIC 10-KEY PAD

1. Place documents face down on the fax
2. Enter one fax number
3. Press **SET**
4. Continue steps 2. & 3. until all the fax numbers (maximum 10 destinations) have been entered
5. Press **START/SCAN**
6. Take note of “ TX / RX ” number

C. COMBINATION OF (A) & (B)

If some destinations are from auto-dialers and some are not, follow steps **A.1.** & **A.2.** then **B.2.** to **B.6.**

N.B. Please check on the ***MULTI TRANSACTION REPORT*** which will be generated out after the broadcast is completed to ensure that the broadcast is successful.

VI **TO SEND DOCUMENTS AT A LATER TIME**
(DELAYED TRANSMISSION)

1. Open panel cover
2. Press **DELAYED TRANSMISSION**
3. Enter the desired time (time set must be within 24hours from the time on the display)
4. Press **SET**
5. Enter the fax number
6. Press **SET** twice
7. Place documents face down on the fax
8. Take note of “ TX / RX ” number

Machine will now scan documents into the memory.

TO CANCEL A DELAYED TRANSMISSION

Refer to *XIII* on “Erasing A Document From The Memory”

VII WHEN THE FAX DISPLAYS “RECEIVED IN MEMORY”

Display screen flashes message “**RECEIVED IN MEMORY**” repeatedly.

1. Refill paper supply or replace toner cartridge
2. Press **START/SCAN**

Machine will start to print the received documents from the memory.

VIII RE-SENDING

IF No.VII ABOVE IS NOT POSSIBLE, EACH DOCUMENT RECEIVED IN THE MEMORY CAN BE RE-SENT INDIVIDUALLY TO ANOTHER DESTINATION FOR PRINTING

1. Open panel cover
2. Press **MEMORY REFERENCE**
3. Press **▼** to display **“4. RESEND DOCUMENT”**
4. Press **SET**
5. Press **▼** if necessary to select a new **“TX/RX No.”**
(must be greater than 5000)
6. Press **SET** to display **“SELECT LOCATIONS”**
7. Dial the fax number
8. Press **SET** twice

Machine will now start to send the document as specified.

IX TO PRINT REPORTS AND LISTINGS

A. SPEED DIAL LIST

1. Open panel cover
2. Press **REPORT**
3. Press **√** to display **“2. SPEED DIAL LIST”**
4. Press **SET**
5. Press **√** to search for desired list
i.e. “1. 1-TOUCH LIST”, “2. CODED DIAL LIST” or
“3.GROUP DIAL LIST”
6. Press **SET**
7. (a) If Group Dial list is selected, machine will now start to print
(b) If 1-Touch or Coded Dial list is selected, display will show
“SORTED OUTPUT”
8. Press **√** to select “1.NO” or “2.YES”
(a) “1.NO” - list is printed in order of Speed Dial numeric list
(b) “2.YES” - list is print in alphabetical order
9. Press **SET**

B. TO PRINT A LIST OF PREVIOUS 40 TRANSACTIONS

1. Open panel cover
2. Press **REPORT**
3. Press **SET**

C. TO PRINT DOCUMENT MEMORY LIST

To check the list of documents currently stored in the memory

1. Open panel cover
2. Press **REPORT**
3. Press **√** to select **“4.DOC MEMORY LIST”**
4. Press **SET**

X **MAKING COPIES**

1. Place documents face down on the fax
2. Press **COPY**
3. Press **▼** to select paper cassette, if needed
4. Enter the number of copies required
To re-enter the number, press **CLEAR**
5. Press **START/SCAN** to start copying
To cancel the printing, press **STOP**

XI CONFIRMATION REPORT

To Request For A Transmission (TX) Report Only For One Particular Sending

1. Press **PROGRAM**
2. Press * to confirm
3. Start the usual sending

After the transmission, the machine will print TX REPORT for that sending only.

XII TRANSMISSION REPORT

To set up Transmission (TX) Report For Every Document Sent Out

1. Open panel cover
2. Press **DATA REGISTRATION**
3. Press **SET**
4. Press **▼** to display **“2.REPORT SETTINGS”**
5. Press **SET** twice
6. Press **▼** to select **“OUTPUT YES”**
7. Press **SET**

XIII ERASING A DOCUMENT FROM THE MEMORY

A. Using the DELETE FILE Button

1. Press **DELETE FILE**
2. Press **▼** to select the desired TX/RX number to be deleted
3. Press **SET**
4. To check the destination and time of the fax number, press **>**
5. Press ***** to confirm deletion

B. Using The MEMORY REFERENCE Button

1. Press **MEMORY REFERENCE**
2. Press **▼** to select “**DELETE DOCUMENT**”
3. Press **SET**
4. Press **▼** to display the desired TX/RX number
5. Press **SET**
6. Press ***** to confirm deletion
7. Press **STOP**

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