

FAXPHONE® B540/550

BUBBLE JET™ FACSIMILE



*User's Guide*

# How to use this User's Guide

Before you use this user's guide, read this list of symbols, terms and abbreviations to become familiar with them. A complete glossary of terms is included at the end of this guide.

- **Document**

The original sheet(s) of paper you send, receive or copy with your FAXPHONE.



- **Menu**

A list of options or features from which you select an item to set up or change.


- **Numeric buttons**

The round buttons on the operation panel with digits 0 through 9, and # on them.


- **Arrow buttons**

The buttons   used to display choices and change settings. These buttons also change the volume setting of the speaker.

- **STOP button**

Press  to cancel any operation or to cancel the selection of a menu item.

- **START/COPY button**

Press  to start an operation or register a setting.

- **Transaction number**

A number automatically assigned everytime you send or receive a fax. Transaction numbers are 4-digit decimal numbers that can help you keep track of the documents you send and receive.

- **TX/RX NO. XXXX**

Represents the transaction number when displayed on the LCD, where XXXX is the 4-digit transaction number.

- **TX**

Stands for transmit or send.

- **RX**

Stands for receive.

- **NOTE**

A note describes important points and helpful hints, or how to avoid minor difficulties.



As an Energy Star Partner, Canon has determined that the FAXPHONE B540/550 meets the Energy Star guidelines for energy efficiency.

## Trademarks

Canon, BJ, and FAXPHONE are registered trademarks and Bubble Jet is a trademark of Canon Inc.

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# Welcome

Thank you for choosing the Canon FAXPHONE® B540/550 Bubble Jet™ facsimile. The compact, upright design of the FAXPHONE® B540/550 means it takes up less space in your work area. And the bubble jet print mechanism uses cut-sheet plain paper, so you get crisp reproductions of your fax documents and copies.

**The FAXPHONE B540/550 has a number of features that make it ideal for small to medium-sized offices with a single telephone line.**

## Features

### **Plain paper**

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

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

The FAXPHONE recognizes incoming fax calls and automatically switches to receiving mode.

### **Automatic dialing**

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

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

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

### **Group Dialing**

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

### **Delayed transmission**

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

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

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

### **Distinctive Ring Pattern Detection (DRPD)**

Lets you use your telephone company's special service to have separate fax and voice numbers with different ring patterns on a single telephone line.

### **360 dpi copy mode**

Lets you make copies at 360 x 200 dpi.

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

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

## Disclaimer

Canon Computer Systems, Inc. has reviewed this manual thoroughly in order that it will be an easy to use guide to your Canon FAXPHONE 540/550 Bubble Jet facsimile. All statements, technical information, and recommendations in this manual and in any guides or related documents are believed reliable, but the accuracy and completeness thereof are not guaranteed or warranted, and they are not intended to be, nor should they be understood to be, representations or warranties concerning the products described.

Your FAXPHONE has been sold to you subject to the limited warranty set forth in the warranty card. Further, CCSI reserves the right to make changes in the specifications of the products described in this manual at any time without notice and without obligation to notify any person of such changes.

If you have any questions regarding your FAXPHONE or the information in this manual, please call the Canon Computer Systems Customer Care Center at 1-800-423-2366 (U.S.A.) or 1-800-263-1121 (Canada).

## Users in the U.S.A.

### PRE-INSTALLATION REQUIREMENTS FOR CANON FACSIMILE EQUIPMENT

#### A. Location

Supply a suitable table, cabinet, or desk. See Specifications (pg. 113) for unit's dimensions and weight.

#### 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 phone 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 unit.

DDD (DIRECT DISTANCE DIAL) LINE

or

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

**NOTE:** Canon recommends an individual line following industry standards [e.g., the 2500 (Touch tone) or 500 (Rotary/Pulse Dial) telephones]. A dedicated extension off a PBX unit without "Call Waiting" can be used with your FAX unit. 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 unit 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 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. On the rear panel of this equipment is a label that contains, among other information, the FCC Registration Number and Ringer Equivalence Number (REN) for this equipment. If requested, this information must be given to the telephone company. This equipment may not be used on coin service provided by the telephone company. Connection to party lines is subject to state tariffs.

## **N CASE OF EQUIPMENT MALFUNCTION**

Should any malfunction occur which cannot be corrected by the procedures described in the User's Guide, disconnect the equipment from the telephone line or 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 authorized service facility locations can be obtained by calling the Canon Computer Systems Customer Care Center.

CANON COMPUTER SYSTEMS CUSTOMER CARE CENTER  
1-800-423-2366  
SEVEN DAYS A WEEK, 6 AM TO 12 MIDNIGHT EST, EXCEPT HOLIDAYS

## **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.

## **WARNING**

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

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 of the following measures:

- Re-orient 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.

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.

In order to program this information into your fax machine, you should complete Registering your number and name on pages 37-38.

## Important Safety Instructions

- 1 Read these safety instructions and refer to them later if you have any questions.
- 2 Follow all warnings and instructions marked on the FAXPHONE B540/550.
- 3 Place the FAXPHONE on a level surface. Do not place it on an unstable cart, stand, or table. If the FAXPHONE B540/550 falls, serious damage could occur.
- 4 Do not use the FAXPHONE B540/550 near water.
- 5 Slots and openings on the cabinet and on the back or bottom are provided for ventilation. To ensure reliable operation of the FAXPHONE B540/550 and to protect it from overheating, do not block or cover these openings. Do not block the openings by placing the unit on a bed, sofa, rug, or other similar surface, or near a radiator or heat register. Do not place the FAXPHONE B540/550 in a closet or built-in installation unless proper ventilation is provided.
- 6 Operate the FAXPHONE B540/550 only from the type of power source indicated on the unit's label. If you are not sure of the type of power available, consult your dealer or local power company.
- 7 The FAXPHONE B540/550 is equipped with a 3-prong, grounding-type plug; the plug has a third (grounding) pin. This plug will only fit into a grounding-type outlet. This is a safety feature. If you are unable to insert the plug into your outlet, contact an electrician to replace your outlet (do not use a 3-to-2 adapter). Do not defeat the safety purpose of the grounding-type plug.
- 8 Do not allow anything to rest on the power cord, and do not locate the FAXPHONE B540/550 where the cord will be walked on.
- 9 If you use an extension cord with the FAXPHONE B540/550, make sure that the total of the ampere ratings on the products plugged into the extension cord does not exceed the extension cord ampere rating. Also, make sure that the total of all products plugged into the wall outlet does not exceed the current amperage of the circuit breaker.
- 10 Do not push objects of any kind into the slots or openings on the cabinet as they may touch dangerous voltage points or short out parts, which could result in a risk of fire or electric shock.
- 11 Do not spill liquid of any kind on the FAXPHONE B540/550. If you spill liquid or if any substance falls into the unit, immediately unplug the FAXPHONE B540/550. Call your Canon Authorized Service Facility (ASF).
- 12 Unplug the FAXPHONE B540/550 from the wall outlet before cleaning. See pg.100, 101, for details.
- 13 Except as explained elsewhere in this manual, do not attempt to service the FAXPHONE B540/550 yourself. Opening and removing interior covers may expose you to dangerous voltage points or other risks. Refer all servicing to a Canon Authorized Service Facility (ASF).
- 14 Unplug this product from the wall outlet and refer servicing to qualified service personnel under the following conditions.
  - When the power cord or plug is damage or frayed.
  - If liquid has been spilled into the unit.
  - If the FAXPHONE B540/550 has been exposed to rain or water.
  - If the FAXPHONE B540/550 does not operate normally when you have followed the operating instructions. Adjust only those controls that are covered by the operating instructions in this manual. Improper adjustment of other controls may result in damage and many require extensive work by a qualified technician to restore the product to normal operation.
  - If the FAXPHONE B540/550 has been dropped or the cabinet has been damaged.
  - If the FAXPHONE B540/550 exhibits a distinct change in performance, indicating a need for service.

You must register your fax number, your name or company name, and the date and time in the FAXPHONE B540/550 before you use it.

This is required by the FCC rules governing the use of fax equipment. See pg. 37, 38, for details.

## Users in Canada

### PRE-INSTALLATION REQUIREMENTS FOR CANON FACSIMILE EQUIPMENT

#### A. Location

Supply a suitable table, cabinet, or desk. See specifications (pg.113) for unit's dimensions and weight.

#### 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 phone 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 unit.

DDD (DIRECT DISTANCE DIAL) LINE

or

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

**NOTE:** Canon recommends an individual line following industry standards [e.g., the 2500 (Touch tone) or 500 (Rotary/Pulse Dial) telephones]. A dedicated extension off a PBX unit without "Camp On" signals is also permissible with a FAX unit. 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

The Industry Canada label identifies certified equipment. This certification means that the equipment meets certain telecommunications networks protective, operational and safety requirements. The Department does not guarantee the equipment will operate to the user's satisfaction.

Before installing this equipment, users should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. In some cases, the company's inside wiring associated with a single line individual service may be extended by means of a certified connector assembly (telephone extension cord). The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.

The Load Number (LN) assigned to each terminal device denotes the percentage of the total load to be connected to a telephone loop which is used by the device, to prevent overloading. The termination on a loop may consist of any combination of devices subject only to the requirements that the total of the Load Numbers of all the devices does not exceed 100.

Repairs to certified equipment should be made by an authorized Canadian maintenance facility designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user to disconnect the equipment.

Information regarding authorized service facility locations can be obtained by calling Canon Canada below.

CANON CANADA  
1-800-263-1121  
24 HOURS A DAY, 7 DAYS A WEEK

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

#### Caution

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

This digital apparatus does not exceed the Class B limits for radio noise emissions from digital apparatus set out in the Radio Interference Regulations of the Canadian Department of Communications.

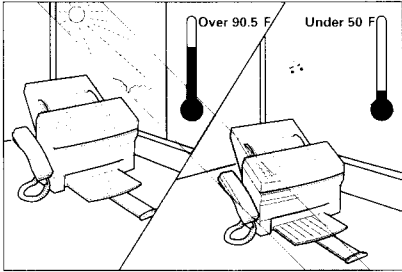
# Precautions

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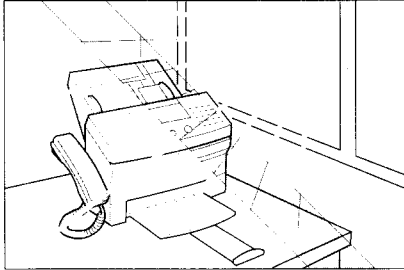
## General

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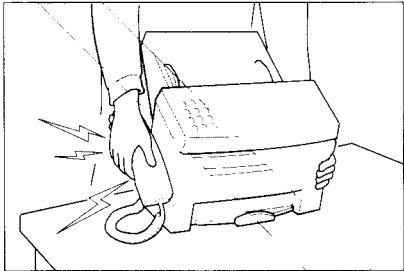
Make sure the place where you set up the FAXPHONE satisfies the following conditions:



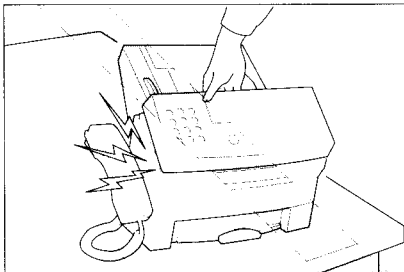
- Use the FAXPHONE only within the following ranges of temperature and humidity.  
Ambient temperature:  
50°F to 90.5°F (10°C to 32.5°C)  
Ambient humidity:  
10% to 80% RH (no condensation)



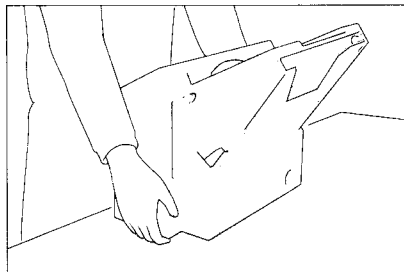
- **Keep your FAXPHONE out of direct sunlight**, as this can damage the unit.



- Do not lift the FAXPHONE by the handset cradle (FAXPHONE B550 only).

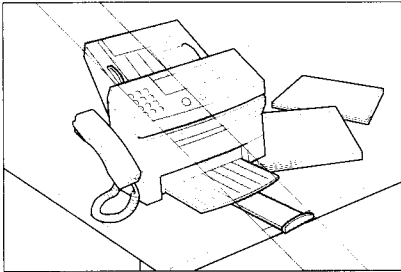


- Do not lift the FAXPHONE by the operation panel.

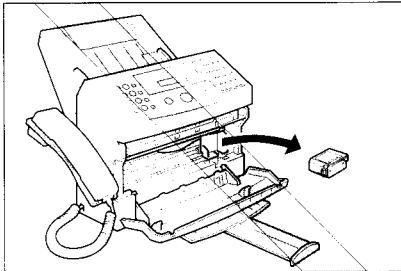


- Hold the FAXPHONE as shown when transporting it.





- Place the FAXPHONE on a level surface.



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

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

## **Others**

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Here are some other general precautions when you are using the FAXPHONE or working around it.

### **CAUTION**

- Avoid installing your FAXPHONE in places exposed to direct sunlight, dust, vibration, high temperature or humidity, or on unstable surfaces.
- To assure proper electrical contact, make sure the FAXPHONE is firmly plugged in.
- Never pull on the cord to unplug the FAXPHONE. Pull on the plug itself.

### **WARNING**

- **Do not overload the electrical outlet where the FAXPHONE is plugged in.**
- **Never plug or unplug the FAXPHONE when your hands are wet.**
- **For your safety, unplug the FAXPHONE during electrical storms.**
- **If you have problems with the FAXPHONE (smoke, odd smells or noises), immediately unplug the FAXPHONE from the outlet. Keep the area around the outlet free from clutter so you can unplug the FAXPHONE quickly in case of an emergency.**
- **Never use liquids or drink beverages around the FAXPHONE. Liquids spilled on the FAXPHONE can cause a fire or electrical shock. If you accidentally spill a liquid on the FAXPHONE, unplug it immediately and call your Canon service representative.**
- **To avoid electrical shock from exposed power points, never disassemble the FAXPHONE. There are no parts or switches in the FAXPHONE that require adjustment.**

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# 1

## **SETTING UP**

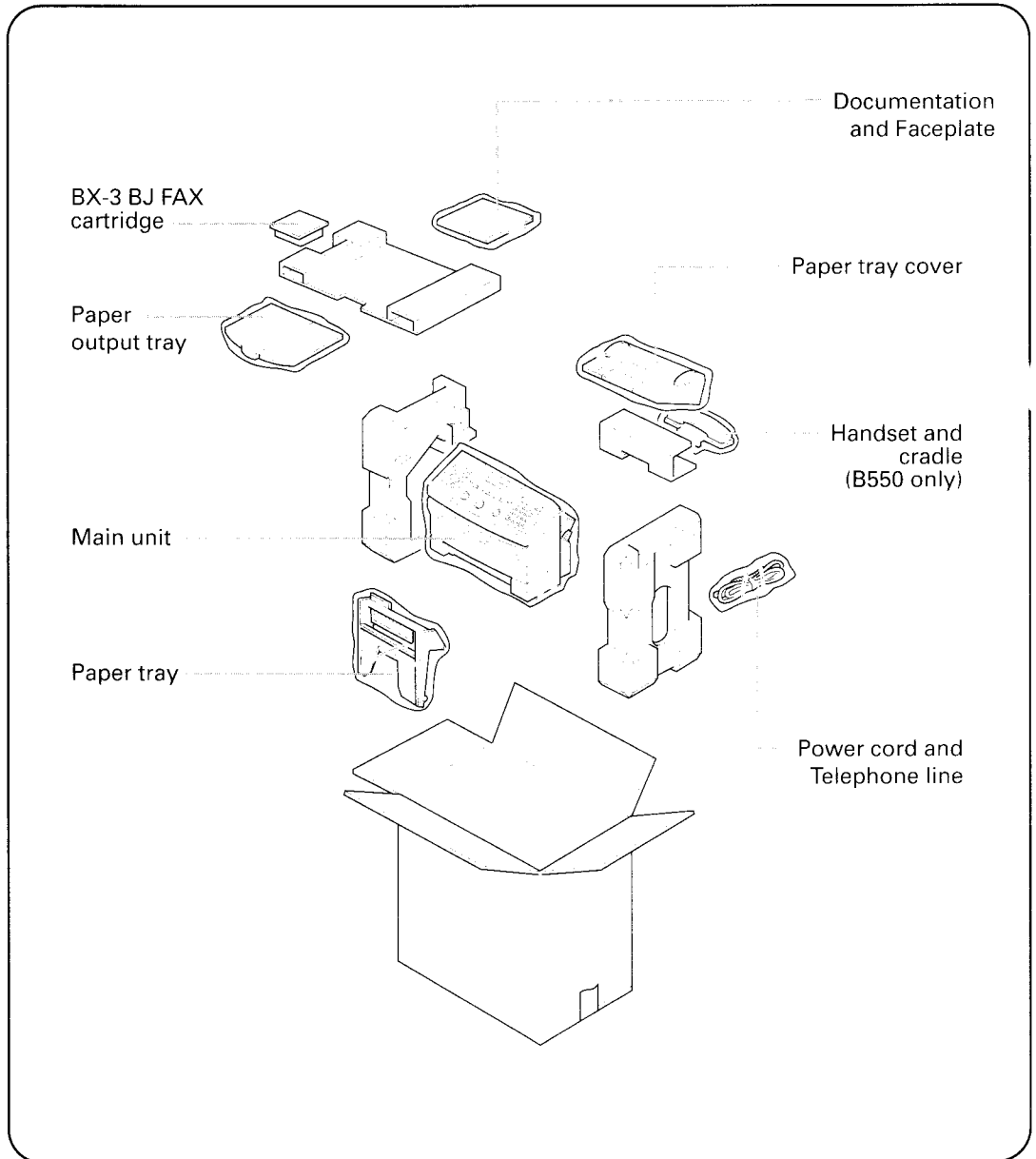
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# Unpacking

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

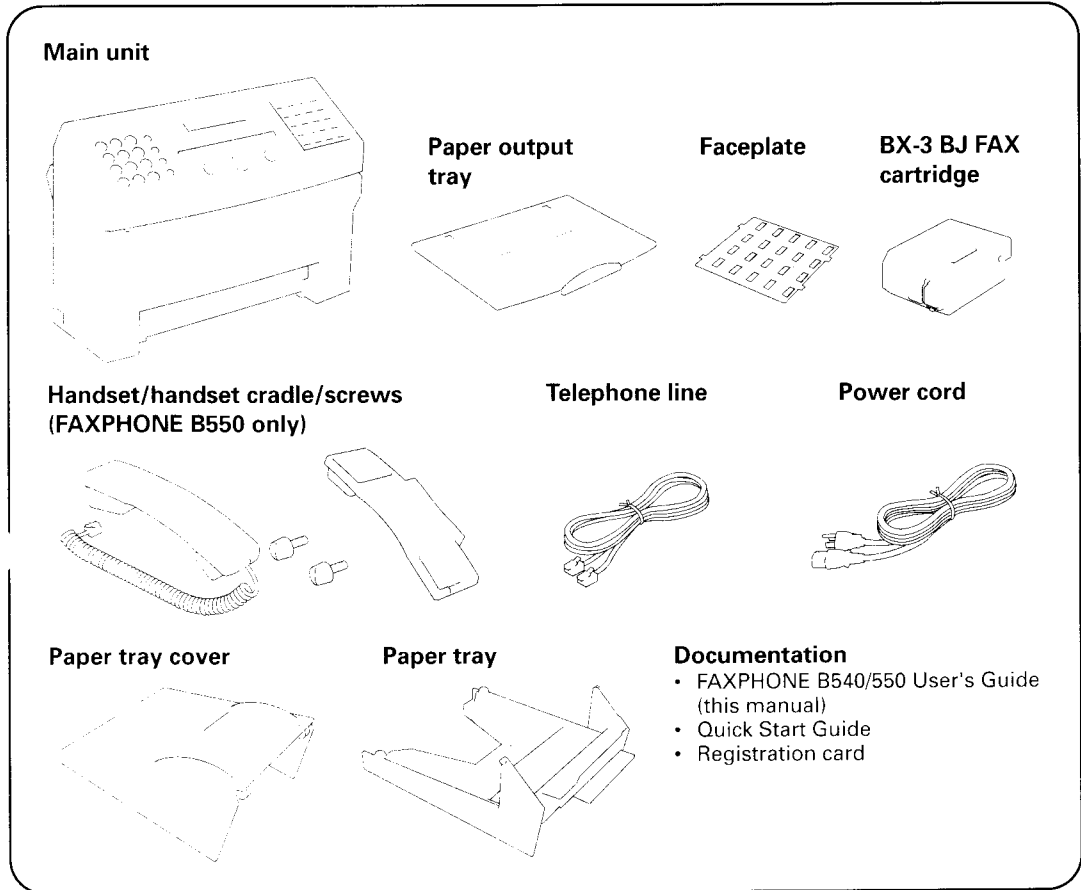
Carefully remove all items from the box.

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



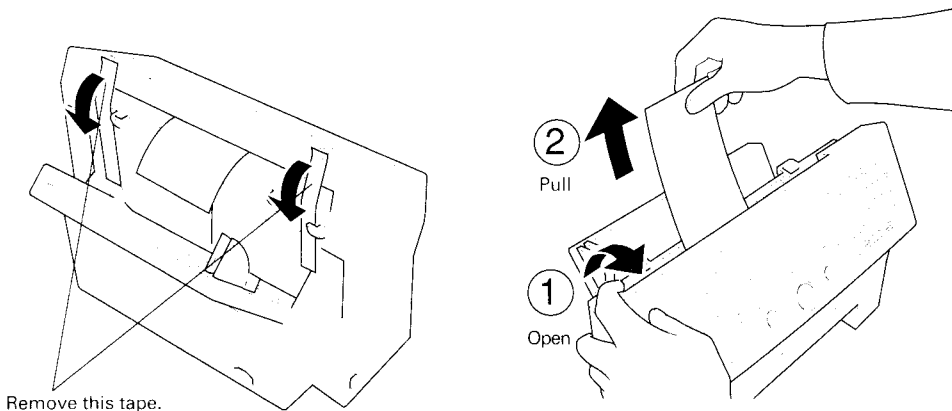
If any of these items are damaged or missing, notify your Canon dealer immediately.

■ Be sure to fill out your Registration card and send it to Canon U.S.A. Also, save your sales receipt for proof of purchase.



## Removing the shipping materials

Remove the shipping materials as shown below.



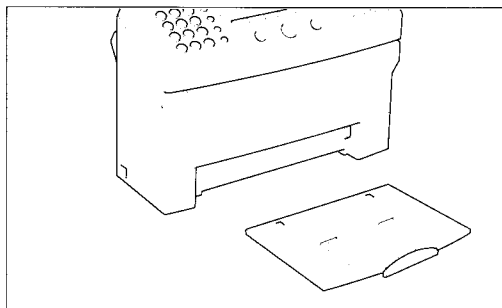
# Assembling the FAXPHONE

To see how the FAXPHONE looks fully assembled, see Main components of the FAXPHONE, pg.28.

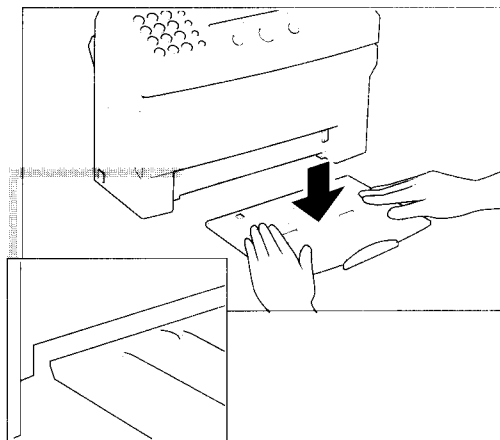
## Attaching components

### ■ Paper Output Tray

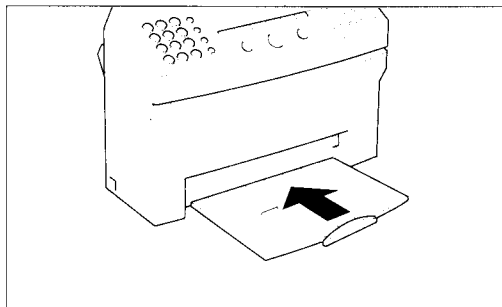
- 1** Place the FAXPHONE in front of you on a flat surface. Lay the paper output tray in front of the FAXPHONE.



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

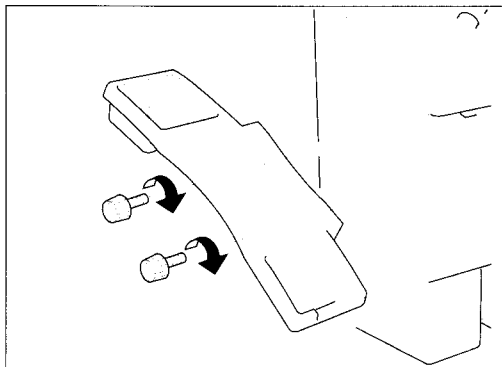


- 3** Slide the tray under the FAXPHONE until the tray is completely inserted.

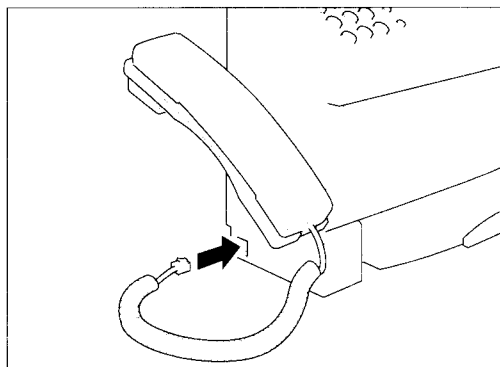


### ■ Handset (FAXPHONE B550 only)

- 1** Attach the handset cradle.



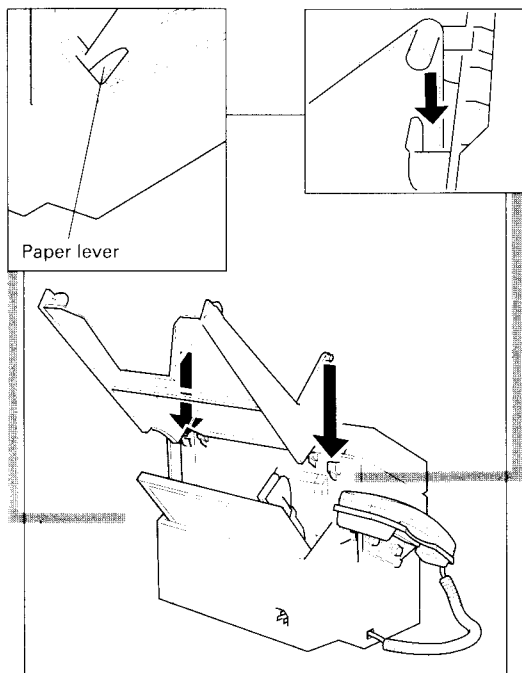
- 2** Connect the handset's modular jack to the handset jack on the FAXPHONE.






### ■ Paper Tray

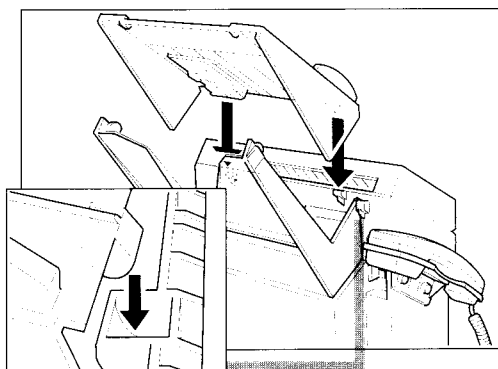
Make sure the paper lever is in the position shown. Then, place the paper tray into the FAXPHONE, making sure the two knobs fit in the appropriate slots in the FAXPHONE.



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

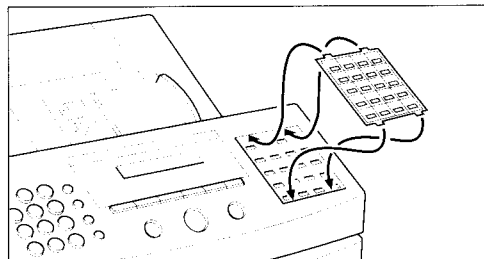
### ■ Paper Tray Cover

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



### ■ Faceplate

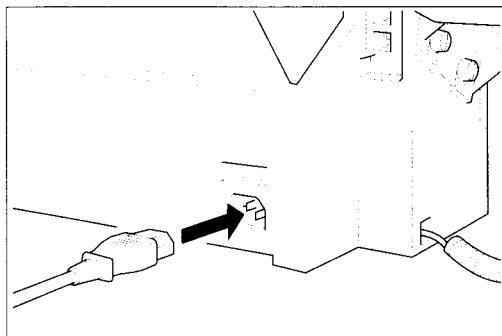
Fit the 4 tabs of the faceplate into the corresponding slots around the One-touch button area.



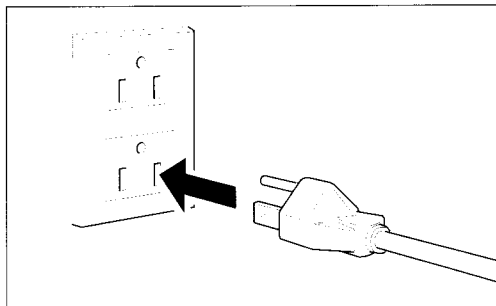
## Connecting the AC power cord

Plug the FAXPHONE into a 120 volt AC 60 Hz three-wire grounded outlet.

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



- 2 Plug the other end of the power cord into a properly grounded AC outlet (three-prong outlet).



There is no power switch on the FAXPHONE. The power is on as long as the FAXPHONE is plugged in.

# Loading the paper

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## Selecting the right kind of paper

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

Quality	Use plain bond, typewriter quality <b>without curls, folds, or rough edges.</b>
Weight	17 - 24 lbs (64 g/m <sup>2</sup> - 90 g/m <sup>2</sup> )
Thickness	0.003" - 0.005" (0.08 mm - 0.12 mm)
Storage	64°F to 75°F (18°C to 24°C) 40% to 60% relative humidity.
Size	Letter, A4, Legal

### NOTE

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

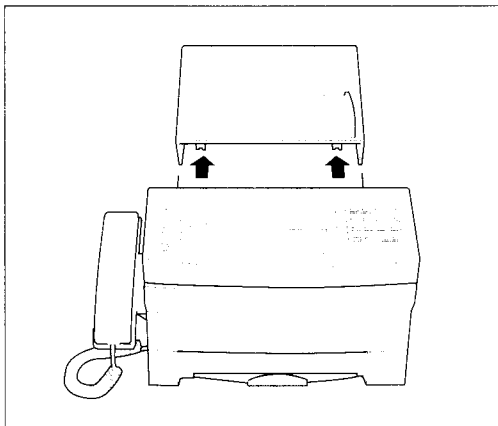
## ■ Setting the paper size

The paper size setting determines the size of the recording paper in the paper tray. The factory setting is letter size. **If you want to use a paper size other than letter, you must change the PAPER SIZE setting. See FAX PRINTER, pg.90.**

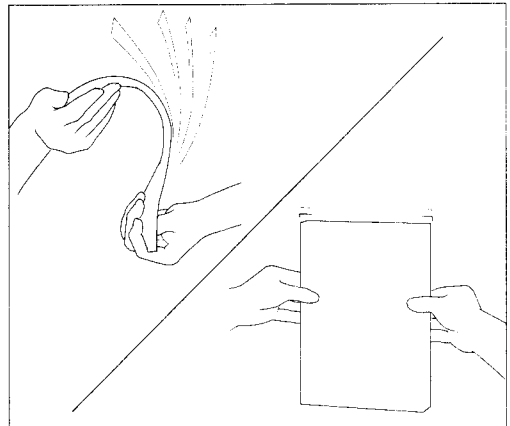
## Loading the paper

---

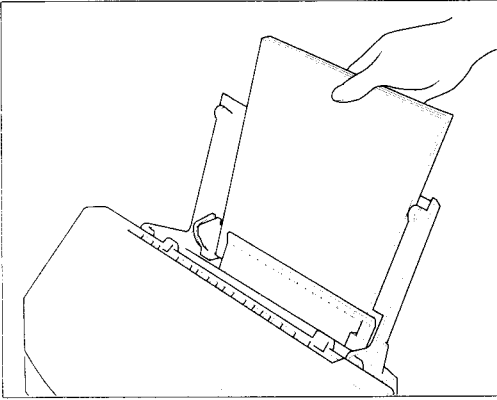
**1** Remove the paper tray cover.



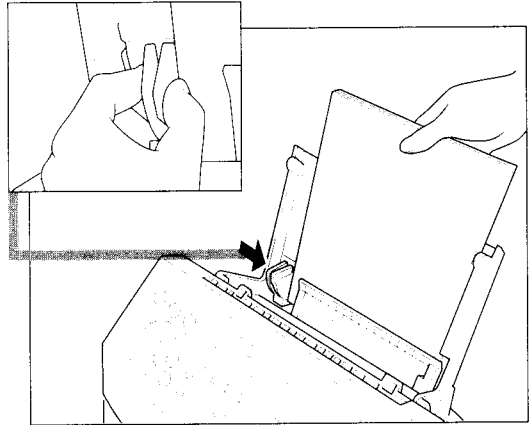
**2** Fan a small stack of up to 100 sheets (up to 0.4" (10 mm) thick). Tap the edge of the stack on a flat surface to even the stack.



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

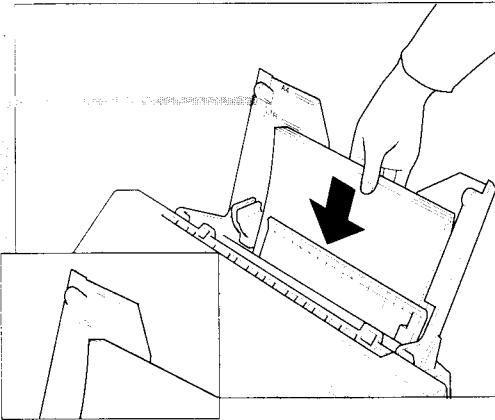


**4** Holding the stack of paper, squeeze and slide the paper guide until it touches the left edge of the stack of paper.



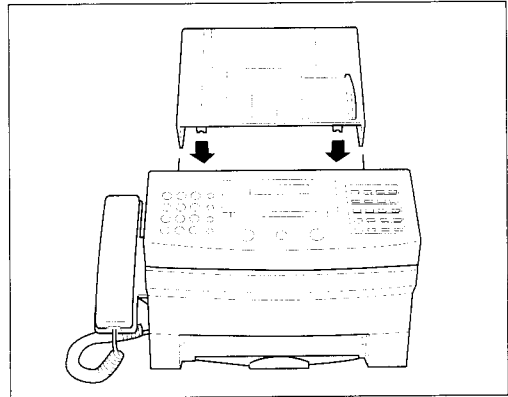
Make sure the stack of paper does not exceed the paper limit mark on the right side of the feeder.

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



Do not force the paper down into the FAXPHONE.

**6** Replace the paper tray cover.



**NOTE**

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

# Installing the BJ cartridge

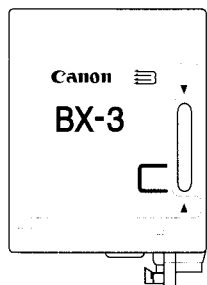
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The first time you set up the FAXPHONE, you have to install the BX-3 BJ FAX cartridge before you can begin receiving and copying documents.

## BJ cartridge guidelines

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Use only the Canon BX-3 BJ FAX cartridge with the FAXPHONE B540/550.



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

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

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

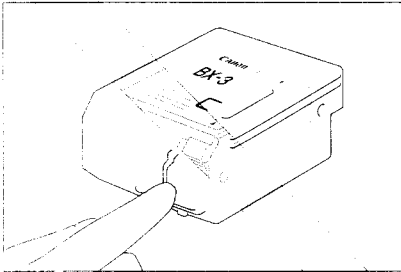
- Your printed output is not crisp and clear, and there are gaps in the characters (missing dots) even after you have cleaned the print head once or twice and you have removed and reinstalled the BJ cartridge.
- You have been using the BJ cartridge for over one year.

### NOTE

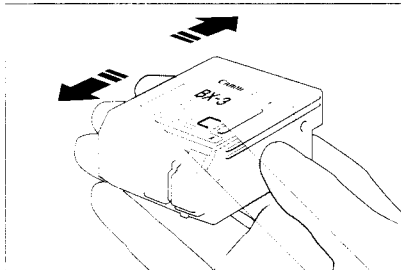
- To ensure optimum print quality, Canon recommends the use of the cartridges designated by Canon. Canon accepts no liability or responsibility for damages caused by the use of any cartridge other than those designated by Canon.
- Canon makes numerous ink cartridges; the BX-3 BJ FAX cartridge is the only one designed to be used with the FAXPHONE B540/550.

## Handling the BJ cartridge

- Leave the BJ cartridge in its packaging until you are ready to use it to prevent it from drying out.
- Store BJ cartridges out of the reach of children, the ink contains isopropyl alcohol 67-630.
- Replace the BJ cartridge after one year of use or if the print is not clear or is missing, even after trying five successive head cleanings.
- Never remove the BJ cartridge unless you are going to replace it. When left exposed, the cartridge print head dries out, making it unusable.



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



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

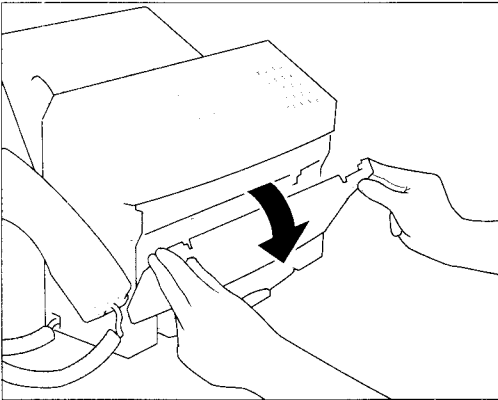
If spilled, the ink is very difficult to clean. Therefore, always follow the above precautions and carefully handle the BJ cartridge.

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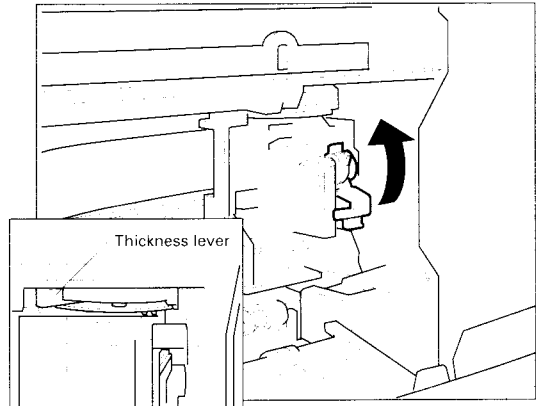
## Installing the BJ cartridge

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

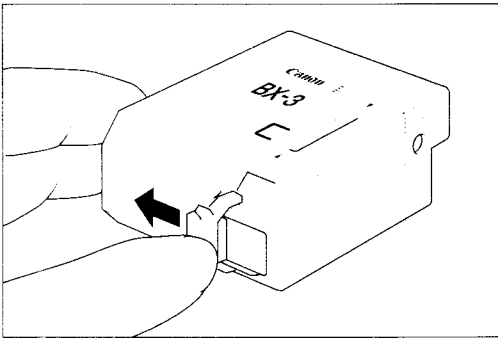


**2** Raise the green cartridge release lever up.

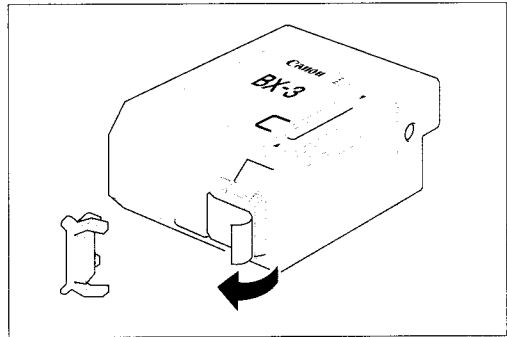


Make sure the paper thickness lever is set to the paper position (left position).

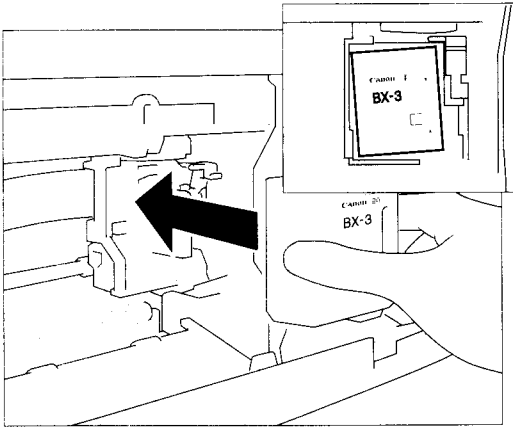
**3** Remove the print head cap from the BJ cartridge.



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

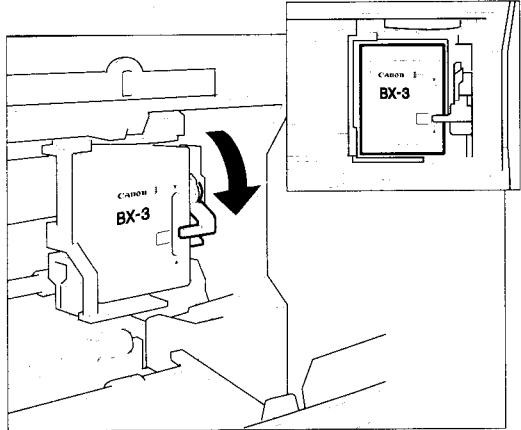


- 5** Insert the BJ cartridge. Align the slot in the cartridge with the yellow post in the FAXPHONE.



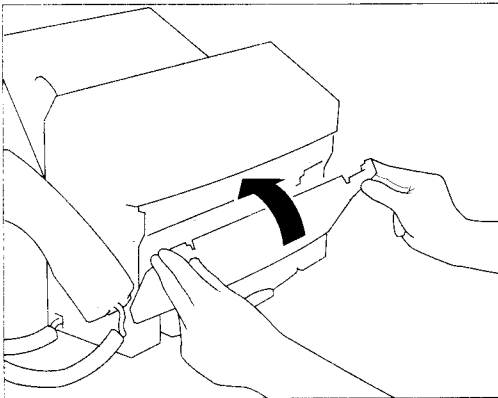
The yellow post (BJ cartridge guide) should be visible through the slot. The BJ cartridge tilts slightly to the left in the loaded position.

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



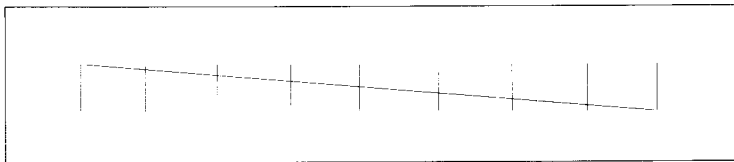
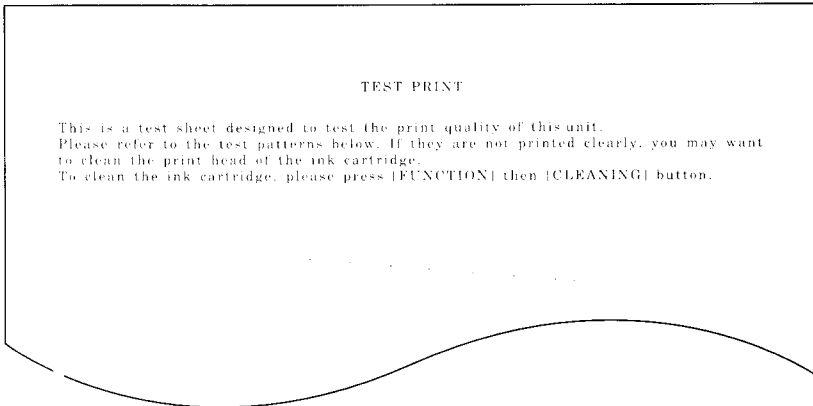
- Make sure the arm on the cartridge release lever aligns with the marking on the BJ cartridge.
- If the lever movement is not smooth, release the cartridge and reload it.

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

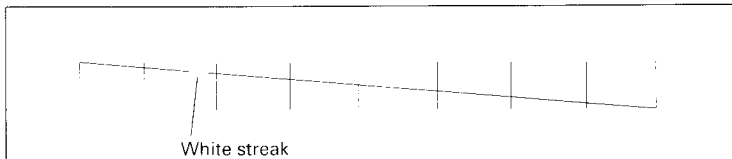


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**8** The FAXPHONE automatically prints a test page.  
The FAXPHONE prints a test page every time you insert a BJ cartridge.



The test printout should look like the printout as shown above when the BJ cartridge is properly installed.



If the printout has white streaks as shown above, try cleaning the print head, see *Cleaning the BJ cartridge print head*, pg. 102.

If the problem continues after cleaning, try reinstalling the BJ cartridge.

- You can turn off automatic test printing by changing the AUTO TEST PRINT setting, see *SYSTEM SETTINGS*, pg.90.

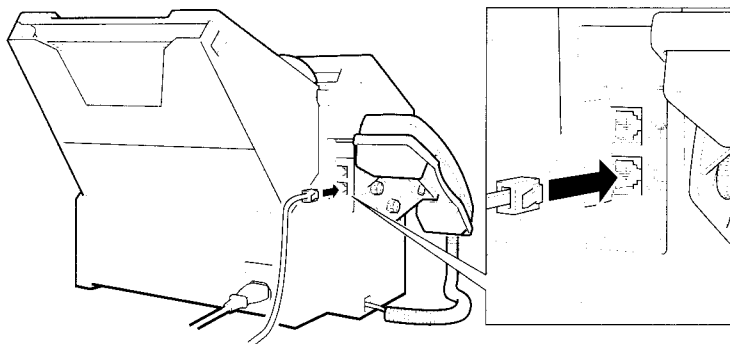


# Connecting the phone line

## Connecting to the wall jack


You need an RJ11-C type (modular) wall jack to connect the FAXPHONE to the telephone system. Contact your local telephone company to install this type of jack if you do not have one.

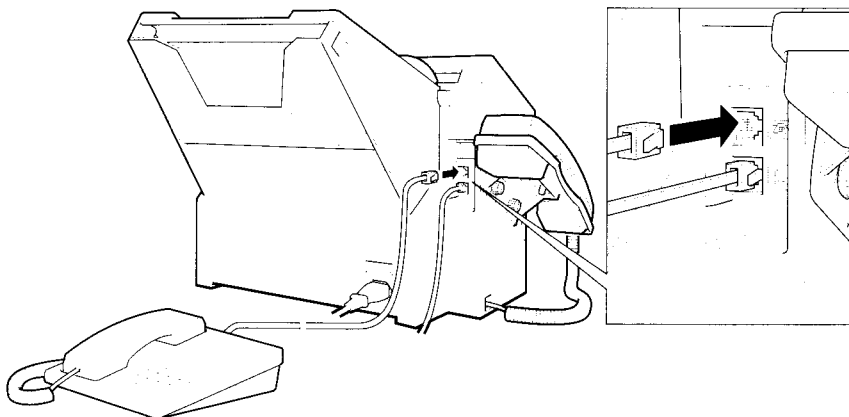
- 1 Connect one end of the supplied telephone line to the jack marked  on the rear of the FAXPHONE.



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

## Connecting an extension phone or answering machine (optional)

- 1 Connect an extension phone or answering machine to the jack marked  on the rear of the FAXPHONE.



■ If you connect an answering machine, refer to Using the FAXPHONE with an answering machine, pg.79.


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## Setting the TEL LINE TYPE

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

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


*FUNCTION*  


**SELECT MENU**  
1sec.



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

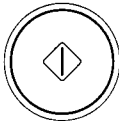
**USER SETTINGS**

*START/COPY*  




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


**TEL LINE TYPE**

*START/COPY*  



**TOUCH TONE**
- 4** Use [<] or [>] to select ROTARY PULSE.

**ROTARY PULSE**
- 5** Press [START/COPY].

*START/COPY*  


**DATA ENTRY OK**
- 6** Press [STOP] to finish.

*STOP*  


# Setting up to receive faxes

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## Selecting the receiving mode

---

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

- Are you able to dedicate the use of one telephone line to the FAXPHONE only to receive document transmissions from another fax?
- Do you want to use the FAXPHONE occasionally as a telephone and let the FAXPHONE receive documents automatically and ring only for telephone calls?
- Do you want to depend on the FAXPHONE as a telephone and answer every call yourself, even when the call may be from another fax?
- Can you use the Distinctive Ring Pattern (DRP) service offered by your telephone company to have separate numbers for telephone and fax using the same telephone line?

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

### ■ Automatic receiving (See pg.16)

If you have two phone lines in your office, you probably plan to use one line for the FAXPHONE and the other line for your telephone.

In this case, use automatic receiving for your FAXPHONE with its own dedicated telephone line that you do not intend to use for telephone voice communication. Your FAXPHONE automatically receives the incoming fax.

### ■ AUTO FAX/TEL switchover (See pg.18)

If you have one phone line in your office you probably intend to use your FAXPHONE for both fax and telephone communication.

In this case, use the AUTO FAX/TEL switchover. This arrangement is economical because the same line can serve both fax and telephone communication. If the incoming call is from another fax, your FAXPHONE will quietly receive the document without ringing. If the call is from a person, your FAXPHONE will ring to alert you to pick up the handset and answer the call. This is the factory setting.

### ■ Manual receiving (See pg.20)

Use manual receiving if you frequently use the telephone and you want to answer the telephone every time it rings. The FAXPHONE will ring for every incoming call from other fax units and telephones. When you answer a call from a fax, you will hear a slow beep. After you hear a slow beep, you have to press [START/COPY] on your FAXPHONE and hang up the handset to receive the document.

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## ■ Using the Distinctive Ring Pattern Detection (DRPD) feature (See pg.21)

Use the DRPD feature if you subscribe to a DRP service offered by your telephone company. The DRP service allows you to have two or more telephone numbers assigned to a single telephone line. You can then use the DRPD feature on your FAXPHONE to automatically receive faxes in response to one phone number and ring in response to the other phone number by detecting the different ring pattern.

## Receiving documents over a dedicated fax line

The FAXPHONE is set up at the factory for both fax transmission and telephone calls. If you have a dedicated fax line, you need to set the FAXPHONE for dedicated receiving.


### ■ Setting up the FAXPHONE for dedicated receiving

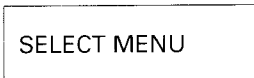
When you set the FAXPHONE for dedicated receiving, the unit picks up each call and automatically treats the call as a fax transmission.

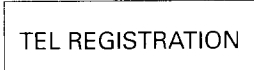
The FAXPHONE cannot receive automatically if you are making copies, printing reports, or registering information. See pg.73.

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



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

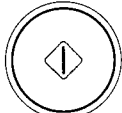
*FUNCTION*  



  
1sec.

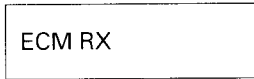


**2** Use [<] or [>] to select RX SETTINGS.  
Press [START/COPY].

*START/COPY*  


  
RX SETTINGS

  
ECM RX

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

*START/COPY*  

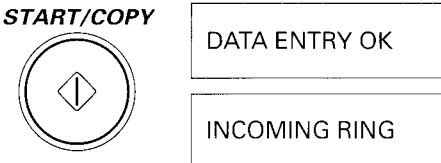

  
FAX/TEL SWITCH

  
ON

**4** Use [**<**] or [**>**] to select **OFF**.




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



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



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



## ■ Receiving documents automatically over a dedicated fax line

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

The FAXPHONE cannot receive automatically if you are making copies, printing reports, or registering information. See pg.73.

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

**2** Press [**ANS HOOK UP/MANUAL**] until no icon appears.  
 Make sure the ANS HOOK UP (☎) and the MANUAL (☎) icons are not displayed on the LCD.

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



---

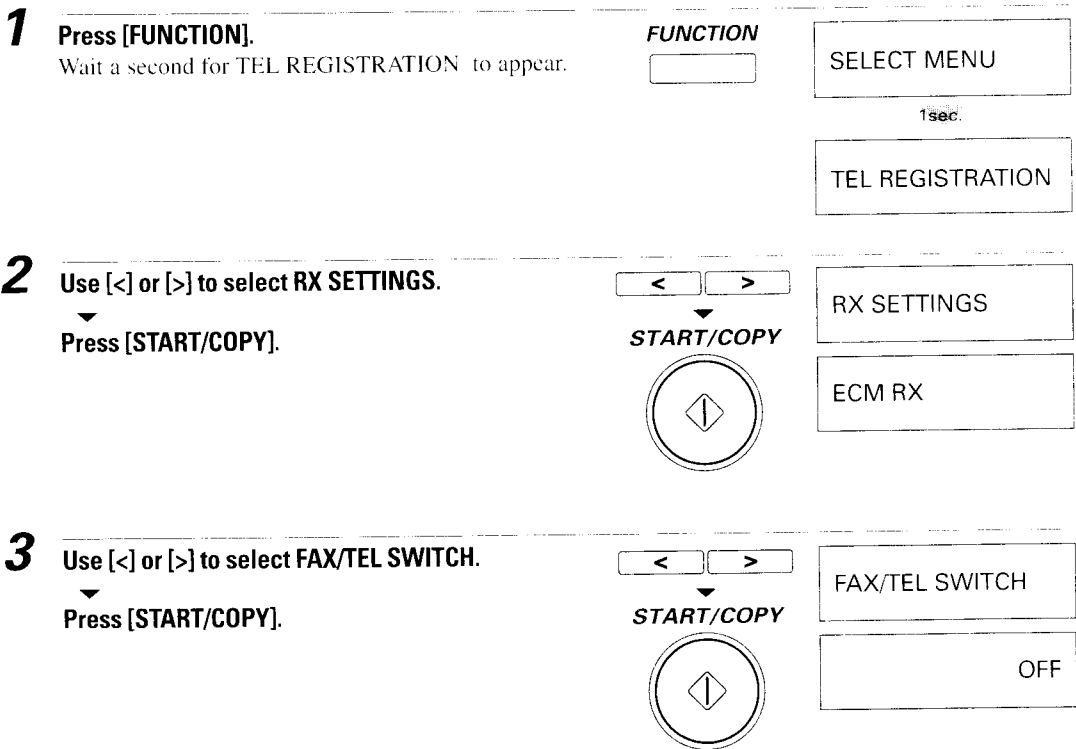
# Receiving documents and telephone calls over a shared Fax/Telephone line (FAX/TEL SWITCH)

---

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

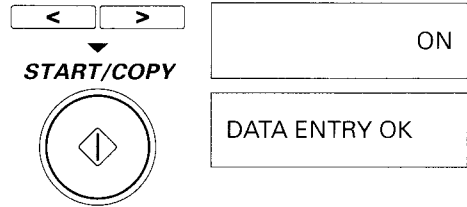
## ■ Setting up the FAXPHONE for a shared line

The FAXPHONE is set up at the factory for a shared line. You only need to follow this procedure if you have changed the factory settings.



**4 Use [**<**] or [**>**] to select ON.**

Press [**START/COPY**].



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

For a description of the remaining settings (RING START TIME, F/T RING TIME, and F/T SWITCH ACTION settings), see pg.89, 116.



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

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

The FAXPHONE cannot receive a document automatically if you are making copies, printing reports, or registering information. See pg.73.

**1 Make sure you have set the FAXPHONE for both fax and telephone communication (FAX/TEL SWITCH is ON). See pg. 18.**

**2 Press [**ANS HOOK UP/MANUAL**] until no icon appears above the button.**

Make sure the ANS HOOK UP (☐) and the MANUAL (☎) icons are not displayed on the LCD.

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

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



---

## Receiving documents manually



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

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

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

---

### 1 Press [ANS HOOK UP/MANUAL] until icon appears above the button.

- The  icon appears to show that the FAXPHONE is set for manual receiving.
- If no icon appears, press [ANS HOOK UP/MANUAL] to turn  icon on.

---

### 2 When the FAXPHONE rings, pick up the handset. For the FAXPHONE B540, pick up the handset of the extension phone you have connected to the FAXPHONE.

---

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

or

- If you hear a slow beep or silence, another fax is trying to send you a document. Press [START/COPY].
- For the FAXPHONE B540, press "25" on the extension phone and hang up. See Receiving a document manually using the extension phone, pg.78.

Your FAXPHONE begins receiving the document.



# Distinctive Ring Pattern Detection (DRPD) feature

---

Some phone companies offer a distinctive ring pattern (DRP) service whereby they assign two or more telephone numbers with distinctive ring patterns to a single telephone line. If your phone company offers such a service, you can have both a fax number(s) and a telephone number(s) for your FAXPHONE using only one telephone line.

Your FAXPHONE will automatically detect incoming calls. Based on the distinctive ring pattern, the FAXPHONE knows if the call is from a fax machine trying to send a document or from a telephone trying to make a voice call.

Use the information in this section to set up the FAXPHONE for use with a DRP service.

This feature is called Distinctive Ring Pattern Detection (DRPD).

For more details on the DRP service, contact your local telephone company. (Your telephone company may have a different name for this service. Also, this service may not be offered in all areas.)

## Types of ring patterns

---

Your telephone company will assign a distinctive ring pattern to each number when you order the DRP service.

The setting you make with the following procedure must match the setting assigned by the telephone company.

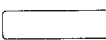
You can set the FAXPHONE to select among the following ring patterns:

- Normal ring: Ring type of normal telephone line
- Double ring: Two short rings at regular intervals
- Triple ring: Short-short-long at regular intervals
- Triple ring: Short-long-short at regular intervals
- Other ring type: Patterns other than those described above

## Turning on DRPD and assigning a setting to a ring pattern

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

*FUNCTION*




SELECT MENU

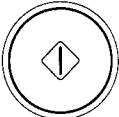
1sec.

TEL REGISTRATION
  
- 2** Use [<] or [>] to select RX SETTINGS.  
Press [START/COPY].

< >




START/COPY



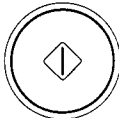
RX SETTINGS

ECM RX
  
- 3** Use [<] or [>] to select DRPD.  
Press [START/COPY].

< >




START/COPY



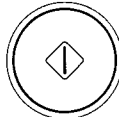
DRPD

OFF
  
- 4** Use [<] or [>] to select ON.  
Press [START/COPY].  
Wait a second for NORMAL RING to appear.

< >



START/COPY



ON

1sec.

DATA ENTRY OK

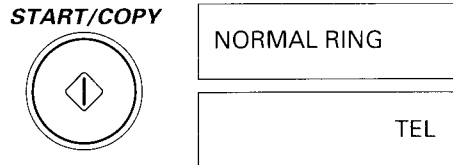
NORMAL RING

**5 Use [<] or [>] to select a ring pattern .**

- NORMAL RING
- DOUBLE RING
- SHORT-SHORT-LONG
- SHORT-LONG-SHORT
- OTHER RING TYPE



▼  
**When the pattern you want to set is displayed, press [START/COPY].**



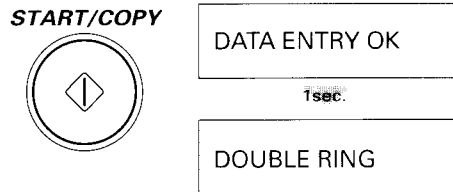
**6 Use [<] or [>] to select TEL, FAX or FAX/TEL SWITCH.**

- TEL
- FAX
- FAX/TEL SWITCH



▼  
**When the setting you want to set is displayed, press [START/COPY].**

Wait a second for DOUBLE RING to appear.



**7 Press [STOP] to finish .**

To make additional assignments, start from step 5. To finish, press [STOP].



**NOTE**

When DRPD is set to ON, the communication type for each ring pattern defaults to TEL (except for the DOUBLE RING pattern which defaults to FAX/TEL SWITCH). After you select the ring pattern that has been assigned for your fax communications, you need to make sure that the other ring patterns are not set to FAX. Otherwise, the FAXPHONE may answer as a fax for each ring pattern.



---

## How DRPD responds to calls

---

When there is an incoming call, the FAXPHONE checks the incoming ring pattern and determines the type of pattern being received. The FAXPHONE may require up to 10 seconds to determine the pattern type, and during this time the FAXPHONE does not ring. After the pattern is detected, the FAXPHONE reacts according to how you registered the setting.

Your Setting	Incoming Call	
	From Fax	From Telephone
FAX	Receives the fax document without ringing.	Answers as a fax machine.
TEL	Ignores fax transmissions.	Receives telephone calls, and rings to alert you to pick up the handset.
FAX/TEL SWITCH	Switches to receive mode for fax transmission signals and does not ring.	Rings the FAXPHONE so you can pick up the handset (or extension phone) and take the telephone call.

## Communicating using the Distinctive Ring Pattern Detection (DRPD) feature

---

Using the FAXPHONE with a DRP service is almost the same as using it with a normal telephone line. When you receive calls, however, the FAXPHONE responds somewhat differently, as described below.

The DRP service is commonly used with automatic receiving only.

### ■ FAXPHONE set for automatic receiving (no icons above the [ANS HOOK UP/MANUAL] button)

When the FAXPHONE is set for automatic receiving, the FAXPHONE operates according to the mode set for the registered setting (TEL, FAX, or FAX/TEL SWITCH). If FAX/TEL SWITCH is set, the difference between incoming telephone calls and fax transmissions will be detected.

- When someone calls using the number assigned for telephone communication, the FAXPHONE rings in the pattern you registered in the above procedure. When you hear the telephone call ring pattern, simply pick up the handset (or extension phone connected to the FAXPHONE) and talk. If you do not pick up the handset, the FAXPHONE continues to ring until the other party hangs up.
- When someone sends a fax using the number assigned for fax communication, the FAXPHONE does not ring. It receives the document automatically.

*If you use a receiving mode other than automatic receiving with the DRP service:*

### ■ **FAXPHONE set for manual receiving**

 **appears above the [ANS HOOK UP/MANUAL] button)**

When you receive a call over any of the numbers in the DRP system, the FAXPHONE rings with the appropriate pattern you registered. Pick up the handset. For the FAXPHONE B5-40, pick up the handset of the connected extension phone.

- If the call is from a person, talk normally.
- If you hear a slow beep, press [START/COPY] to receive a fax.

### ■ **FAXPHONE set for an answering machine**

 **appears above the [ANS HOOK UP/MANUAL] button)**

- When someone calls using the number assigned for telephone communication, the FAXPHONE rings with the pattern you registered. When the FAXPHONE rings, the answering machine connects and then takes over the call.
- When someone sends a fax using the number assigned for fax communication, the FAXPHONE receives the document automatically.

### ■ **FAXPHONE set for automatic switching between fax and telephone calls**

The FAXPHONE monitors all incoming calls for all the numbers with DRPD. The FAXPHONE answers the telephone for you and checks to see if the call is from another fax machine or from a person wanting to talk to you. If the call is from another fax, the FAXPHONE automatically receives the document. If the call is from a person, the FAXPHONE rings to alert you to pick up the phone.

**No matter which number receives a call, if you hear a slow beep signifying another fax trying to send you a document, press [START/COPY] to receive the document.**



# 2

# PREPARING TO USE YOUR FAXPHONE

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<b>Registering One-touch Speed Dialing numbers and names</b> .....	<b>39</b>
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# Main components of the FAXPHONE

---

## Front view

---

Extension  
For use with legal-size documents

Paper tray

Handset  
(FAXPHONE B550 only)

Automatic document feeder (ADF)

Paper tray cover/  
document tray

Document guide

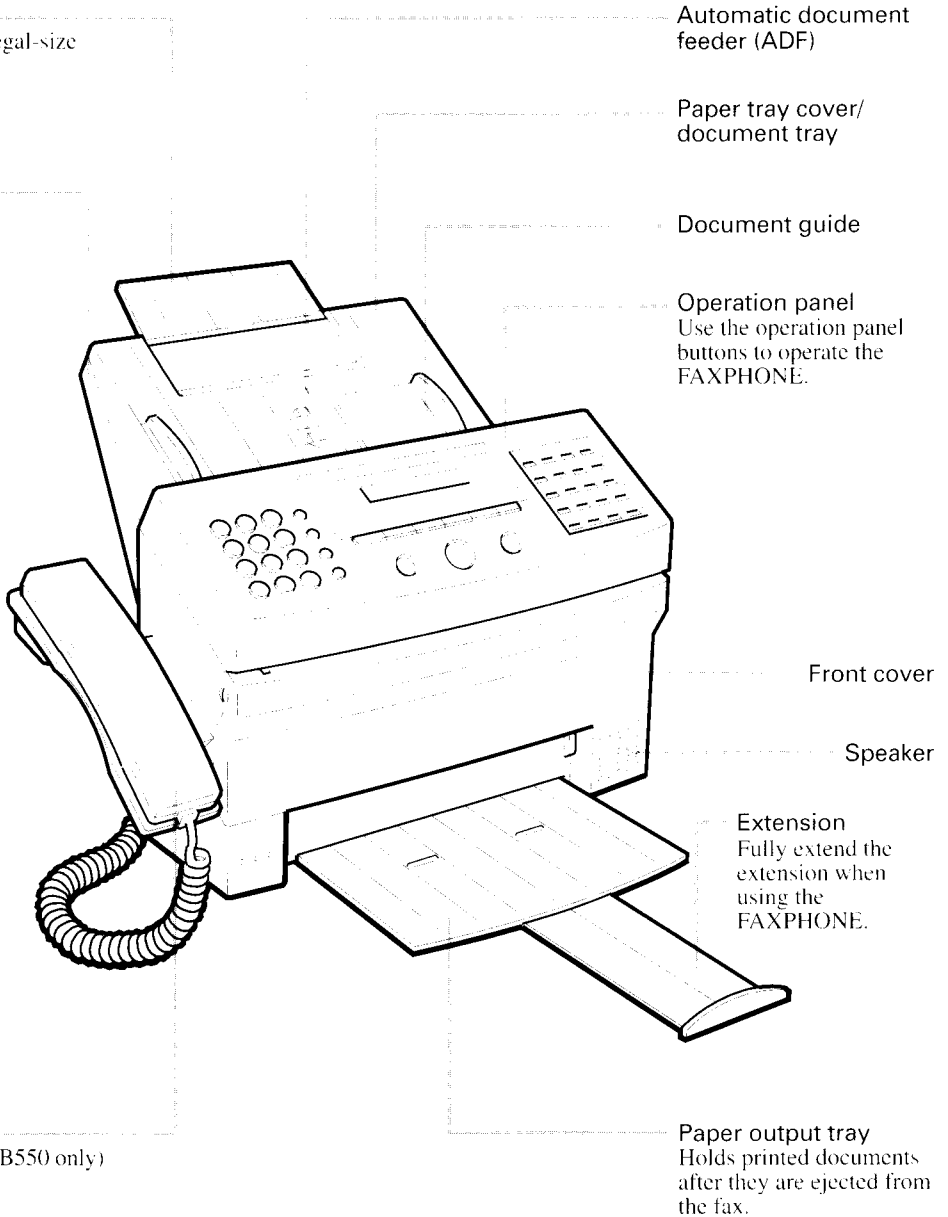
Operation panel  
Use the operation panel buttons to operate the FAXPHONE.

Front cover

Speaker

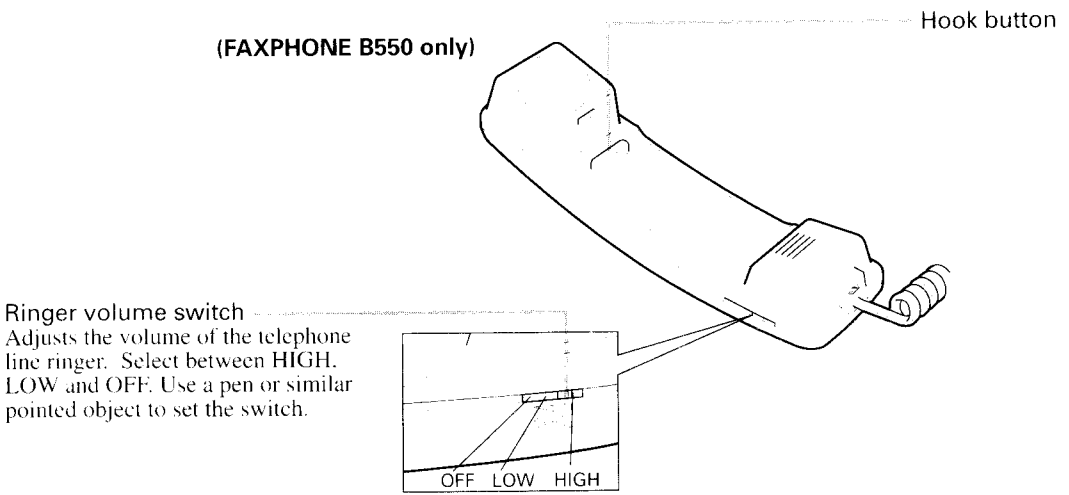
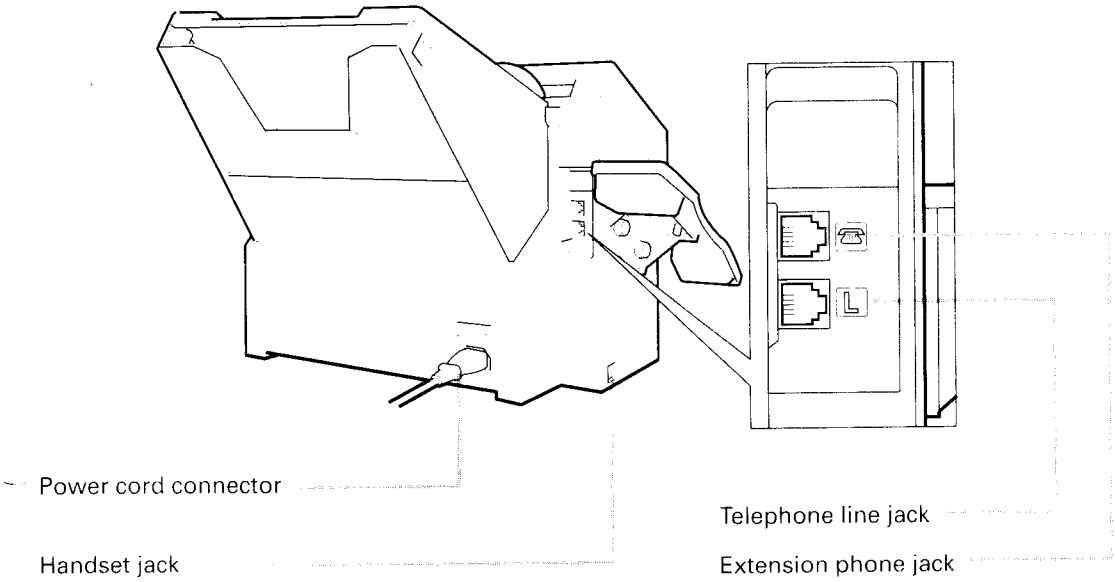
Extension  
Fully extend the extension when using the FAXPHONE.

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

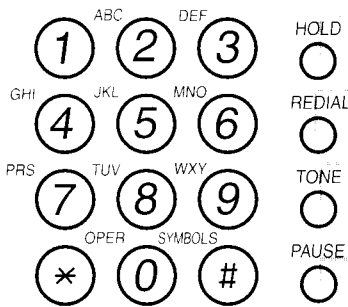
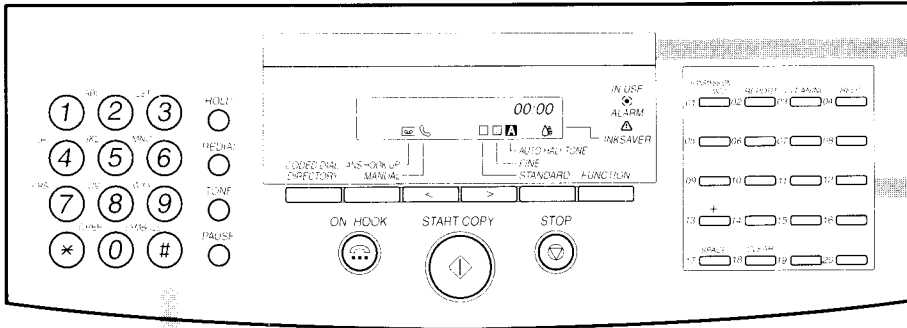




## Rear view



# FAXPHONE controls — the Operation Panel



## HOLD

Press to put a call on hold.

## REDIAL

Press to dial the last number dialed with the numeric buttons.

## TONE

Press to temporarily set your FAXPHONE to send a tone signal when using pulse dialing.

## PAUSE

Press to enter pauses between digits when dialing or registering fax numbers.

## Numeric buttons

Use the numeric buttons to enter phone numbers when dialing. These buttons can also be used to enter text, numbers, and symbols when registering names.

Press <sup>FUNCTION</sup>  
and

## HELP

Press to print out a sheet of instructions on basic FAXPHONE operations.

## CLEANING

Press to clean the BJ cartridge print head.

## TRANSMISSION MODE

Press to select a transmission mode.

## REPORT

Press to select a transaction report, a list of registered numbers or a list of settings to print out.

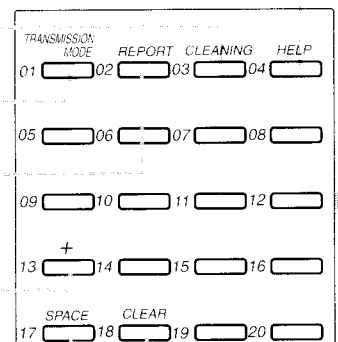
**+**  
Press to enter a + in a fax number.

## SPACE

Press to enter a space between numbers or letters when you register fax numbers and names.

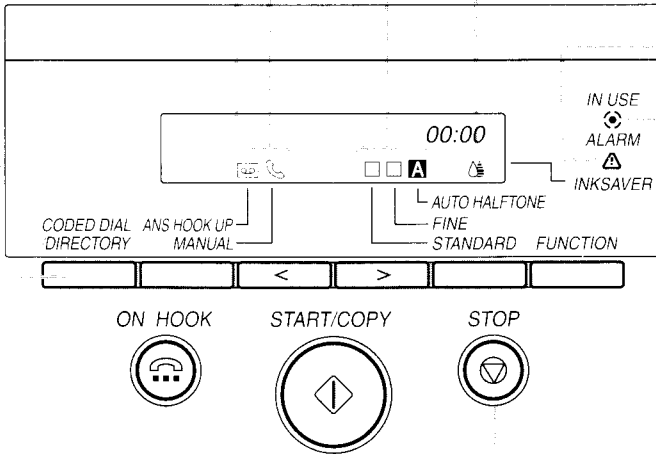
## CLEAR

Press to clear a number or name quickly so you can re-enter it.



**LCD Display**

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



**ANS HOOK UP/MANUAL indicator**

indicates that manual answering mode is selected.  
 indicates that answering machine mode is selected.  
[no icon] indicates that automatic receiving mode is selected.

**Resolution indicator**

indicates that STANDARD resolution mode is selected.  
 indicates that FINE resolution mode is selected.  
 indicates that STANDARD AUTO HALFTONE resolution mode is selected.  
 indicates that FINE AUTO HALFTONE resolution mode is selected.

**INKSAVER indicator**

Lights when the FAX PRINTER inksaver mode has been selected.

**ALARM lamp**

Flashes when an error occurs.

**IN USE lamp**

Lights when the FAXPHONE is using the telephone line.

**CODED DIAL / DIRECTORY**

**CODED DIAL/DIRECTORY**

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

**ANS HOOK UP / MANUAL**

**ANS HOOK UP/MANUAL**

Three modes are available:  
 to receive calls manually,  
 to pass calls to an answering machine,  
[no icon] to answer calls as fax calls automatically.

**Arrow buttons (< >)**

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

**AUTO HALFTONE / FINE / STANDARD**

**AUTO HALFTONE/FINE/STANDARD**

Use to set the resolution for the type of document you want to send.

**FUNCTION**

**FUNCTION**

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

**ON HOOK**

Press to engage or disengage the telephone line (hands-free dialing).

**START/COPY**

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

**STOP**

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

# Registering your name and number

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

**NOTE**

In accordance with recent amendments to the FCC rules governing the use of facsimile equipment, you are now required to include your fax number, your name or company name and the date and time of the fax you are sending every time that you send a fax. Please follow the setting instructions in this manual in order to comply with this requirement.

## Moving through the main menus

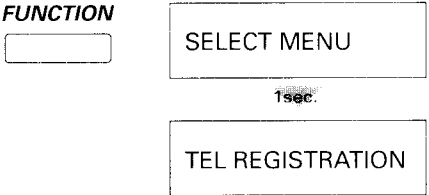
The FAXPHONE includes a menu system that you use to register information and select fax and telephone operations. The main menu includes these items:


- TEL REGISTRATION
- USER SETTINGS
- REPORT SETTINGS
- TX SETTINGS
- RX SETTINGS
- FAX PRINTER
- SYSTEM SETTINGS

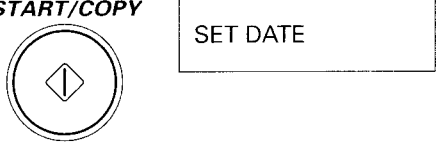
For a complete description of the menu system, see User menu settings, pg.82. In general, follow these steps to access the menus and make selections:

- 1** Press [FUNCTION].


Wait a second for TEL REGISTRATION to appear.


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


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

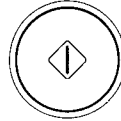

- 4** You can now make a selection:

Press the arrow buttons to view the possible selections.



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

START/COPY



DATA ENTRY OK

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

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

STOP



**NOTE**

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

## Entering a number

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

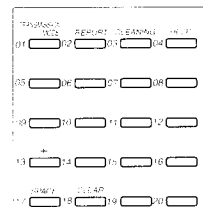
Use the numeric buttons to enter the number.

TEL=

- You can enter up to 20 digits for your fax number or 100 digits for a speed dialing number.
- Be sure to enter 1 and the area code, if necessary, to dial a different area code.
- Do not enter dashes, slashes, commas, or other punctuation.

Use the one-touch speed dialing buttons as follows:

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



If you need to enter a pause for any reason,

- Press [PAUSE] at the desired point in the sequence when entering a series of digits.
- A pause within a number is 2 seconds long. The length of this pause can be adjusted, see MID PAUSE SET in TX SETTINGS, pg.88. A pause at the end of a number is fixed at 10 seconds.

---

## Entering a name

---

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

Each button has a certain letter group plus a digit assigned to it: an uppercase set followed by a lower case set of characters and then a digit. Each press of the button steps to the next character in the group.

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

To enter	Press this numeric button
0	0
1	1
ABCabc 2	2
DEFdef 3	3
GHIghi 4	4
JKLjkl 5	5
MNOmno 6	6
PQRSpqrs 7	7
TUVtuv 8	8
WXYZwxyz 9	9
-. * # ! " , ; : ^ ` _ = /   ' ? \$ @ % & + ( ) [ ] { } < >	#

- First press the numeric button corresponding to the character you want.
- Press the numeric button repeatedly until the character you want appears in the display. For example, to enter BIG 1:
  - 1 Press the appropriate numeric button repeatedly until the desired character appears.  
 **Press 2 two times.**
  - 2 The next character is in a different group, so simply press the new group's numeric button—the cursor moves automatically. Press the numeric button repeatedly to display the desired character.  
 **Press 4 three times.**
  - 3 The next character is in the same group, so press [>] to move the cursor to the right first. Then press the numeric button repeatedly.  
 **Press [>] once. Then, press 4 once.**
  - 4 The next character is a space. Simply press [SPACE].  
 **Press [SPACE] once.**

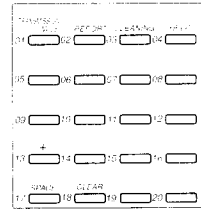
- 5 The next character is a digit. Press the numeric button corresponding to the digit. (For digits other than 0 and 1, press repeatedly until the digit appears.)

BIG 1 **Press 1 once.**

- 6 After entering a name, press [START/COPY].

**You can enter up to 16 characters in a name.**

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



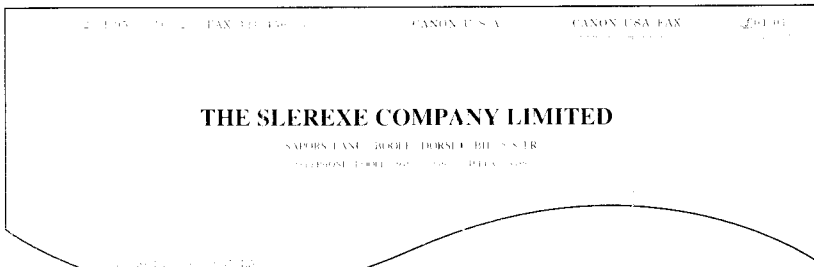
## Personalizing your FAXPHONE

### Identifying your documents

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

**In the United States, you are required to include this information every time you send a fax. So be sure to enter your TTI information in your FAXPHONE now.**

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



THE PAGE NUMBER/  
THE TOTAL NUMBER  
OF PAGES SENT

THE NAME OF THE PARTY WHO IS RECEIVING THE DOCUMENT

YOUR NAME OR COMPANY NAME

YOUR FAX/TELEPHONE NUMBER

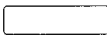
THE DATE AND TIME YOU SENT THE DOCUMENT

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

# Registering the date and time

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



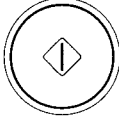
- 1** Press [FUNCTION].  
Wait a second for TEL REGISTRATION to appear.

*FUNCTION*  


SELECT MENU

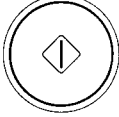
1sec.

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



   
*START/COPY*  


USER SETTINGS

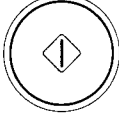
SET DATE
  
- 3** Press [START/COPY].

*START/COPY*  


00/00/00
  
- 4** Enter today's date using the numeric buttons, using the month-day-year format (MM/DD/YY).  
■ Precede single digits with a zero.  
■ To make a correction, press [CLEAR] to return to the previous setting and re-enter the date.  
■ To change the date format, See SYSTEM SETTINGS pg.90.

 ~ 


09/15/95
  
- 5** Press [START/COPY] when you finish entering the new date.  
Wait a second for SET TIME to appear.

*START/COPY*  


DATA ENTRY OK

1sec.

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

*START/COPY*  


00:00



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

**0 ~ 9**

08:15

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

**START/COPY**

DATA ENTRY OK

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

**STOP**

## Registering your telephone number and name

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

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

**FUNCTION**

1sec.

SELECT MENU

TEL REGISTRATION

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

**START/COPY**

USER SETTINGS

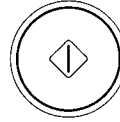
SET DATE

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

Press [**START/COPY**].



**START/COPY**



ENTER YOUR TEL

TEL=

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

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



**+**

13

**SPACE**

17

**CLEAR**

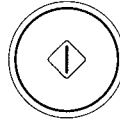
18

TEL= 1234 5678

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

Wait a second for **USER NAME** to appear.

**START/COPY**



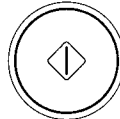
DATA ENTRY OK

1sec.

USER NAME

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

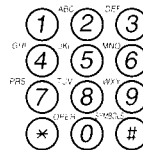
**START/COPY**



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

See Entering a name, pg.34.

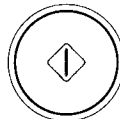
Correct errors by moving the cursor to the error using [**<**] or [**>**] and entering the correct character.



CANON USA

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

**START/COPY**



DATA ENTRY OK

**9** Press [**STOP**].

Registration ends and the FAXPHONE returns to standby.

**STOP**



# Registering One-touch Speed Dialing numbers and names

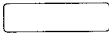
The quickest way to dial a fax number or telephone number is to use One-touch Speed Dialing. This allows you to dial a number by pressing a single button. Before you can use One-touch Speed Dialing, you must register the receiving number with your FAXPHONE.

One-touch Speed Dialing assigns a telephone number (up to 100 digits) to a One-touch Speed Dialing button (01 to 20).

You can also register the name of the party (up to 16 characters); the name appears on the printout of the One-touch Speed Dialing list, see One-touch Speed Dialing list, pg.92.

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

**FUNCTION**



SELECT MENU

1sec.

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

**START/COPY**



1-TOUCH DIAL

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

**START/COPY**



01=

**4** Use [<] or [>] to select the number of the One-touch button you want to use for the number.

If a number is already registered for this One-touch Speed Dialing button, the LCD displays the number. If a number is already used for Group Dialing, the LCD displays GROUP DIAL.

< >

03=

**5** Enter the number (up to 100 digits) using the numeric buttons.

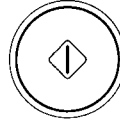
See Entering a number, pg.33.  
Correct errors by pressing [CLEAR] and re-entering the number.

0 ~ 9

03= 1234 5678

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

**START/COPY**



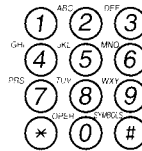
DATA ENTRY OK

1sec.

1-TOUCH SPD NAME

03=

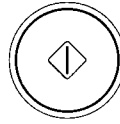
- 7** Enter the party's name (up to 16 characters) using the numeric buttons.  
See Entering a name, pg.34  
Correct errors by pressing [CLEAR] and re-entering the name.



03=CANON

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

**START/COPY**



DATA ENTRY OK

1sec.

04=

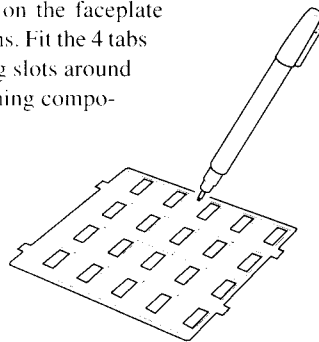
- 9** To assign additional One-touch Speed Dialing numbers, start from step 4. To finish, press [STOP].

**STOP**



**NOTE** *Applying the faceplate*

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




# Registering Coded Speed Dialing numbers and names

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

You can also register the name of the party (up to 16 characters); the name appears on the printout of the Coded Speed Dialing list, see Coded Speed Dialing list, pg. 93.

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

**FUNCTION**  


**SELECT MENU**  
1sec.

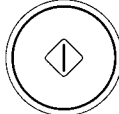
**TEL REGISTRATION**

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

**START/COPY**  


**1-TOUCH DIAL**

**3** Use [<] or [>] to select CODED DIAL.  
Press [START/COPY].

**< >**  
**START/COPY**  


**CODED DIAL**

**\*01=**

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

**< >**

**\*15=**

**5** Enter the party's number (up to 100 digits) and name the same way you registered them for One-touch Speed Dialing.  
See steps 4 to 8 of registering One-touch Speed Dialing. (see Registering One-touch Speed Dialing numbers and names, pg. 39)

**0 ~ 9**

**\*15= 1234 5678**

**6** To assign additional Coded Speed Dialing numbers, start from step 4. To finish, press [STOP].

**STOP**  


NO COPY FOR ONE

# Registering Group Dialing numbers and names

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

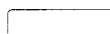


You must register the One-touch Speed Dialing and Coded Speed Dialing numbers before you can enter them in a Group Dialing number.

## Registering a Group Dialing number

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

FUNCTION



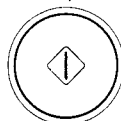
SELECT MENU

1sec.

TEL REGISTRATION

- 2** Press [START/COPY].

START/COPY

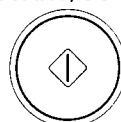


1-TOUCH DIAL

- 3** Use [<] or [>] to select GROUP DIAL.  
▼  
Press [START/COPY].



START/COPY

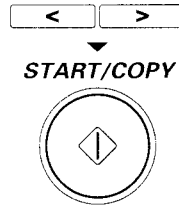


GROUP DIAL

01=

**4** Use [**<**] or [**>**] to display the number of the One-touch button or Coded Dialing two-digit code under which you want to register the group.

- You can press [CODED DIAL/DIRECTORY] and a two-digit code to skip the One-touch Speed Dialing buttons.
- If a number is already assigned to the button or code, for example if 01 already has an entry, "01=1-TOUCH SPD", "\*\*01=CODED DIAL" or "GROUP DIAL" is displayed on the LCD, depending on the type of number stored in that number. If this happens, choose another number.



10=
TEL=

Press [START/COPY].

**5** Enter the fax numbers, one after the other, that you want to include in this group.

- To enter One-touch Speed Dialing numbers, press [#]. Then use the numeric buttons to enter the appropriate One-touch Speed Dialing numbers. Press [#] before you enter each One-touch Speed Dialing number. Also, be sure to enter both digits; for example, zero and 1 for 01.
- To enter Coded Speed Dialing numbers, press [CODED DIAL/DIRECTORY]. Then use the numeric buttons to enter the two-digit code. Press [CODED DIAL/DIRECTORY] before you enter each Coded Speed Dialing number.
- To correct a number, press [CLEAR] and re-enter the number.



**6** After entering all the numbers in the group, press [START/COPY].

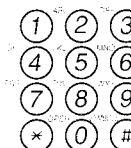
Wait a second for GROUP DIAL NAME to appear, followed by 10=.



DATA ENTRY OK
1sec.
GROUP DIAL NAME
10=

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

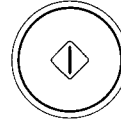
See Entering a name, pg.34.



10=CANON GROUP
----------------

- 8** Press [START/COPY].  
Wait a second for 11= to appear.

START/COPY



DATA ENTRY OK

1sec.

11=

- 9** To register additional groups, continue from step 4.  
To finish, press [STOP].

STOP



## Changing a Group Dialing number

Use these steps when you need to make Group Dialing changes to:

- Add or delete numbers in a group
- Change the name of the group
- Cancel Group Dialing for a specific One-touch or Coded Dial code.

- 1** Follow the same steps that you would use to register the Group Dialing numbers and names.

See steps 1-4 starting on page 42.

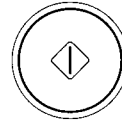
- 2** Press the arrow buttons to display the One-touch or Coded Speed Dialing number that contains the group you want to change.



10=GROUP DIAL

- 3** Press [START/COPY].  
Wait a second for the FAXPHONE to display the first speed dialing number in the group.

START/COPY



CANON

1sec.

34561000

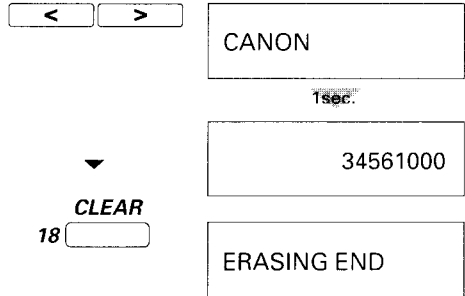
- 4** If you want to add One-touch or Coded Speed Dialing numbers to the group, enter them now.  
Follow the instructions starting with step 5 on page 43.



**5** If you want to erase One-touch or Coded Speed Dialing numbers from the group, first press the arrow buttons to locate the name of the number you want to erase.

Wait a second for the number to appear.

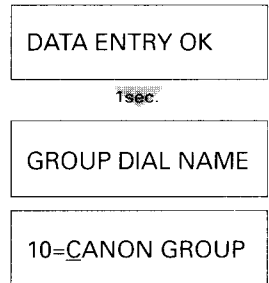
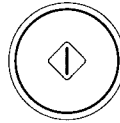
Then press [CLEAR].



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

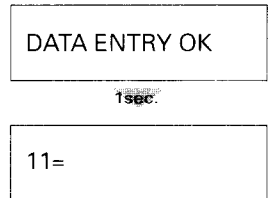
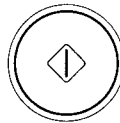
Wait a second for GROUP DIAL NAME to appear, followed by 10=CANON GROUP (for example). If you want to change the name of the group, enter the new name now. See Entering a name, pg. 34 for details.

START/COPY



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

START/COPY



**8** If you want to change more Group Dialing numbers, start this procedure again. Otherwise, press [STOP].

STOP



# Printing the help list

---

Now that the FAXPHONE is set up, you'll want to test it by printing a help list.

## Printing the help list

---

The fastest way to test the FAXPHONE is to print a help list that is built into the system. The help list describes basic operating instructions.

**1** Press [FUNCTION].

*FUNCTION*

SELECT MENU

**2** Press [HELP] on the One-touch Speed Dialing button pad.

04 *HELP*

PRINTING

The FAXPHONE prints out the help list.

If the help list does not print for any reason, see Troubleshooting, pg.106.

- Sending a document
  - (1) Feed the document into the automatic document feeder.
  - (2) Dial the other party's facsimile number with the numeric keys on the fax.
  - (3) Press [START COPY] to start sending.
  
- One-touch speed dialing to send a document
  - (1) Feed the document into the automatic document feeder.
  - (2) Press the One-touch key for the desired number.
  
- Coded speed dialing to send a document
  - (1) Feed the document into the automatic document feeder.
  - (2) Press [CODED DIAL] then use the numeric keys to enter the double digit code.
  
- Registering numbers and names for One-touch dialing or Coded speed dialing
  - (1) Press [FUNCTION].
  - (2) Press [START COPY].
  - (3) If you want to register the number for One-touch dialing, press [1].  
or  
If you want to register the number for Coded speed dialing, press [2].

# 3

## ***MAKING COPIES***

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# Preparing documents

## Types of documents you can scan

### ■ Size

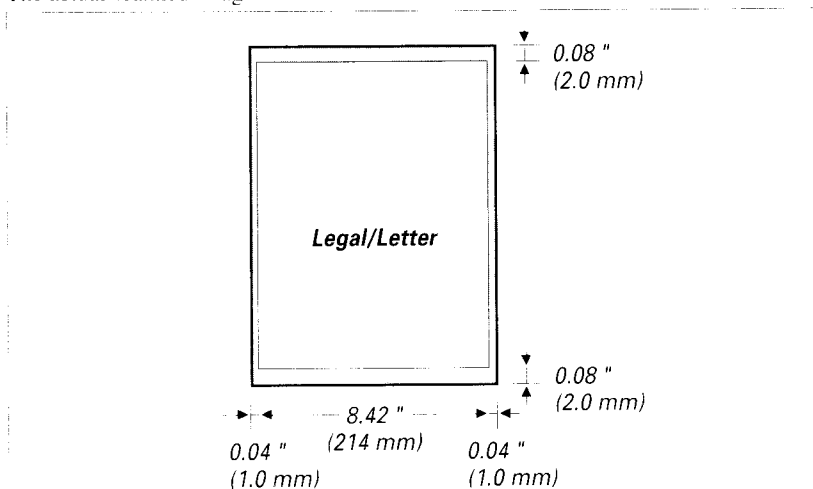
The FAXPHONE can scan standard letter, legal or A4 size documents.

### ■ Thickness

Each sheet of the document should be of the same thickness and between 0.003 inch and 0.005 inch (0.08 mm - 0.13 mm) thick with a paper weight between 20 to 24 lbs (75 to 90 g/m<sup>2</sup>).

### ■ Effective image size

The actual scanned image size for the FAXPHONE is shown below.



There is a 0.04 inch (1.0 mm) margin on either side of the sheet and a 0.08 inch (2.0 mm) margin on the top and bottom that are not picked up by the scanner.

**NOTE**

### Problem Documents

- Do not attempt to feed the following types of documents into the FAXPHONE:



wrinkled or creased paper



curled or rolled paper



torn paper



carbon-paper or carbon-backed paper



coated paper or glossy paper



onion skin or thin paper

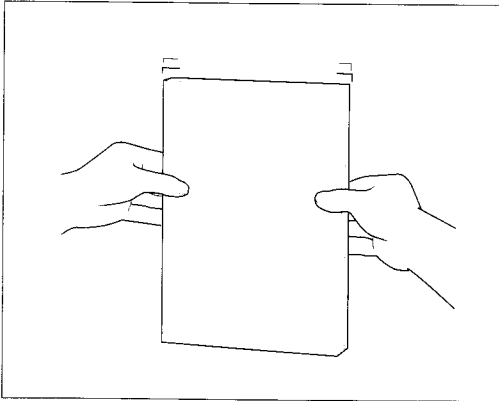


envelopes

- Remove all staples, paper clips and the like before feeding the document.
- Make sure any glue, ink or correction fluid on the paper is completely dry before feeding the document.
- Make a photocopy of any document that will not feed into the FAXPHONE and, you can then feed the copy.

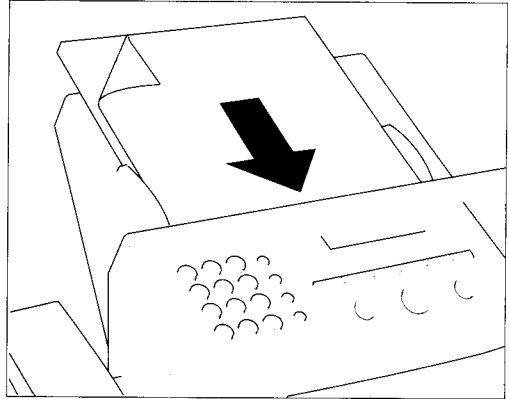
## Loading the document

- 1** For a multipage document, tap the document on a flat surface to even the stack.



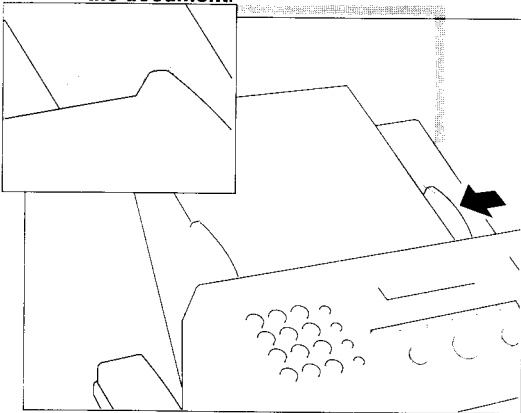
You can load up to **20 letter size**, **10 legal size** or **20 A4 size** sheets at a time into the Automatic Document Feeder (ADF).

- 2** Insert the document face-down head first, into the Automatic Document Feeder until you hear a beep.

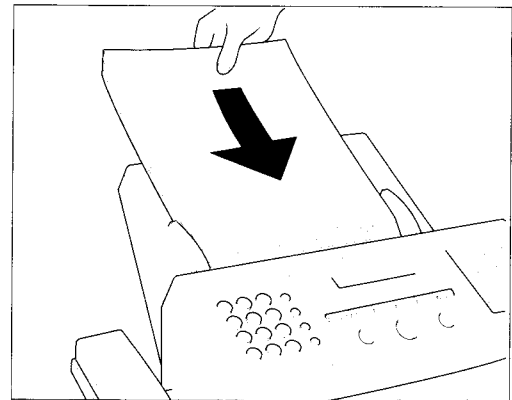
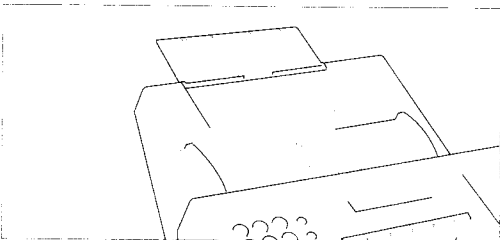


The FAXPHONE automatically feeds the pages one by one from the bottom.  
If a page jams or stops while feeding, see Clearing document jams pg.62.

- 3** Adjust the right paper guide to the width of the document.



If needed, flip the extension tray toward the back of the unit to accommodate the document (eg. legal-size documents).



If you are experiencing difficulty feeding multipage documents, slant the edges of the stack and insert the document into the Automatic Document Feeder (ADF).

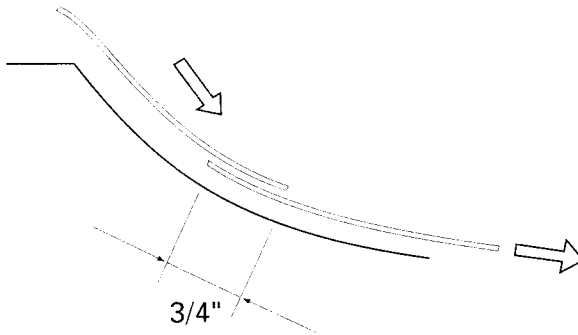
---

## ■ Adding pages to the document

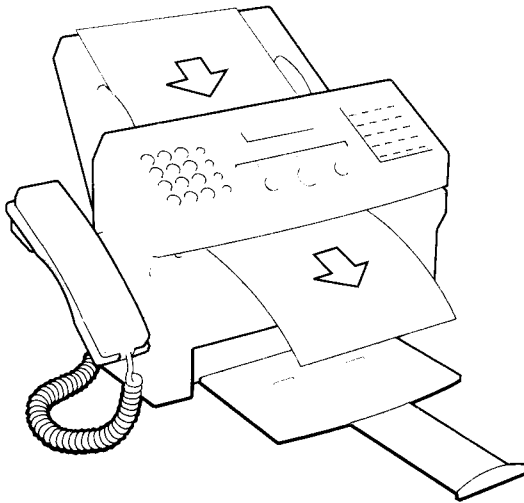
You can load up to 20 letter size, 10 legal size or 20 A4 size sheets at a time into the Automatic Document Feeder.

For longer documents, wait until the twentieth sheet has started feeding, then load 20 more sheets (10 for legal size).

If you want to add pages while the FAXPHONE is sending a document, insert the first new page so it overlaps the last page by about 3/4 inch (2 cm).



Wait until the last page is being fed into the FAXPHONE before you add new pages.



# Copying documents

One of the convenient features of the FAXPHONE is its ability to make high quality copies. You can make up to 99 copies of one document at a time.

**1 Feed the document face-down into the Automatic Document Feeder (ADF).**

See Loading the document, pg. 49.

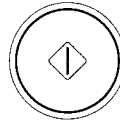


DOCUMENT READY

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

To make a single copy, go directly to step 4.

START/COPY



COPY PAGE 01

**3 Enter the number of copies (up to 99) using the numeric buttons.**

To make a correction to the number of copies, press [CLEAR] and re-enter the number.

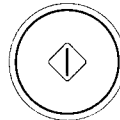


COPY PAGE 3

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

To stop copying anytime, press [STOP]. Then you may need to lift the operation panel to remove the document. See Clearing document jams, pg. 62.

START/COPY



COPY PAGE P03

You cannot make copies in STANDARD resolution. If the resolution is set to STANDARD, your document will be copied in FINE mode; if set to STANDARD AUTO HALFTONE, your document will be copied in FINE AUTO HALFTONE mode.

**NOTE** If MEMORY FULL displays on the LCD

If MEMORY FULL displays on the LCD while making multiple copies of a document, do not use the multiple copy feature for copying the document. Make single copies of the document instead (as many times as required).





# 4

## **SENDING FAXES**

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# Preparing to send a document

Before you send a document please refer to:

- Types of Documents you can scan, pg.48.
- Loading the document and Adding pages while sending, pg.49, 50.

## Setting the resolution and density


You can control the resolution and density of the fax reproduction when sending or copying documents.

### ■ What is resolution


Resolution defines the quality of the document reproduction. Standard resolution is enough for most text documents. Documents with photographs or very fine print should be sent using Fine resolution.

### ■ Setting the resolution

#### ■ Standard





Press the resolution button until  appears.  
Standard resolution is 203 dpi x 98 dpi.

#### ■ Fine



Press the resolution button until  appears.  
Fine resolution is 203 dpi x 196 dpi.

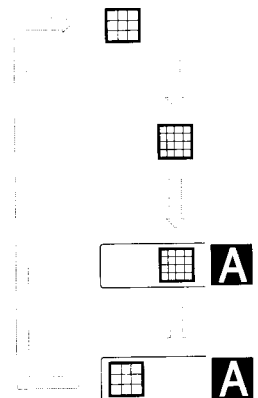
### ■ The AUTO HALFTONE setting

To scan documents that contain photos, use the AUTO HALFTONE setting. With this setting, areas of the document that contain photos are automatically scanned with 64 levels of gray, rather than just 2 levels, black and white. This results in a much better reproduction of the photograph.

STANDARD AUTO HALFTONE and FINE AUTO HALFTONE  
Press the resolution button until the   is selected the fax automatically selects between STANDARD and STANDARD HALFTONE scanning.  
When   is selected the FAXPHONE automatically selects between FINE and FINE HALFTONE scanning.

Use   (FINE AUTO HALFTONE) when sending a document with high resolution photos.

To send a document faster, but at a lower resolution, choose   (STANDARD AUTO HALFTONE).



### ■ Density control

You can adjust the scanning density by changing the density control in USER SETTINGS (See pg.87). For light originals choose the DARKER setting. For dark originals choose the LIGHTER setting. When the AUTO HALFTONE setting is selected, the FAXPHONE automatically decides the density.

## Sending methods

---

### ■ Manual Sending (See pg.56)

If you would like to speak with the other party before sending a fax to them, use Manual Sending. When sending manually, you dial, converse normally and then press [START/COPY] to begin sending.

### ■ Direct Sending (See pg.56)

If your document has a large number of pages, you may sometimes get a MEMORY FULL error. To avoid this, use Direct Sending.

To send directly, load the document, dial the fax number and press [START/COPY].

### ■ Memory Sending (See pg.59)

If you do not want to wait for your document to be scanned page by page during sending (Direct Sending), use Memory Sending. Memory Sending scans the document into memory, then dials and sends the stored image, letting you take away the original immediately after scanning.

## Dialing methods

---

There are several methods for dialing the receiving party's number, depending on how your FAXPHONE is set up.

**Manual Dialing** : Dial the recipient's fax number using the numeric buttons.

**One-touch Speed Dialing** : Dial a recipient's fax number that has been assigned to a One-touch Speed Dialing button by simply pressing the corresponding One-touch Speed Dialing button. (See pg.57)

**Coded Speed Dialing** : Dial a recipient's fax number that has been assigned to a Coded Speed Dialing code by pressing [CODED DIAL/DIRECTORY] and the 2-digit code assigned to the number. (See pg.57)

**Directory Dialing** : Dial a recipient's fax number that has been assigned to a One-touch Speed Dialing button or a Coded Speed Dialing code by pressing [CODED DIAL/DIRECTORY] twice and searching for the number alphabetically. (See pg. 58)

# Sending documents

## Manual Sending

If you would like to first speak with the person you are sending the fax to, use Manual Sending.

**1 Feed the document face-down into the Automatic Document Feeder (ADF).**

See Loading the document, pg.49.

DOCUMENT READY

**2 Pick up the handset or press [ON HOOK] and dial the other party's fax number.**

■ Use one of the dialing methods described earlier in this chapter (see pg.55).

■ For the FAXPHONE B540, pick up the handset of the connected extension phone.



TEL= 3456 7890

**3 If a person answers, converse normally, then ask them to press the start button on their fax. Press [START/COPY] and hang up.**

If you hear a high pitch tone, press [START/COPY] and hang up.

START/COPY



## Direct Sending

To scan and transmit a document one page at a time without storing it in memory first, follow the steps below. This procedure is called "Direct sending".

Use Direct Sending if you want to visually confirm that the FAXPHONE scans the document. Each page is scanned as it is sent.

**1 Feed the document face-down into the Automatic Document Feeder (ADF).**

See Loading the document, pg.49.

DOCUMENT READY

**2 Dial the other party's fax number.**

Use one of the dialing methods described earlier in this chapter (see pg.55).

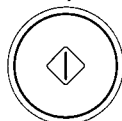


TEL= 3456 7890

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

The FAXPHONE begins sending the document.

START/COPY



- The FAXPHONE beeps once to indicate that the document has been sent successfully.

TRANSMITTING OK

- If an error occurs during sending, the FAXPHONE beeps intermittently for a few seconds. If this happens, try sending the fax again.
- The FAXPHONE automatically redials if the receiving fax does not answer or if the line is busy. (You can specify the number of times it redials; see AUTO REDIAL in TX SETTINGS, pg.88)
- To stop sending before the fax is finished, press [STOP]. Then you may need to lift the operation panel to remove the document. see Clearing document jams, pg.62.
- If the ALARM light is flashing, correct the error and then press [STOP]. Refer to Error codes, messages and solutions, pg.109.

## Automatic dialing

### ■ Sending a document using One-touch Speed Dialing or Coded Speed Dialing

After registering the One-touch numbers or Coded Speed Dialing numbers you can send documents as follows:

<b>1</b>	<p><b>Feed the document face-down into the Automatic Document Feeder (ADF).</b> See Loading the document, pg.49.</p>	DOCUMENT READY
<b>2</b>	<p><b>Press the One-touch Speed dialing button assigned to the number to which you wish to fax.</b></p> <p style="text-align: center;">01 <input type="text"/> ~ 20 <input type="text"/></p> <p>or</p> <p><b>Press [CODED DIAL/DIRECTORY] and enter the appropriate two-digit Coded Speed Dialing code.</b> Wait a second for the number to appear after the name of the number.</p> <ul style="list-style-type: none"> <li>■ If no number is registered for the button or code you pressed, the LCD display shows the NO TEL# message. Make sure you pressed the correct button or entered the correct code and that the number you want to dial is registered correctly.</li> <li>■ If you make a mistake, press [STOP]. Then press the correct One-Touch Speed Dialing button or press [CODED DIAL/DIRECTORY] and re-enter the code.</li> <li>■ If the ALARM light is flashing for any reason, correct the error and press [STOP]. If necessary, refer to Troubleshooting, pg.104.</li> </ul>	<div style="border: 1px solid black; padding: 5px; text-align: center;">CANON USA</div> <p style="text-align: center;"><small>1sec.</small></p> <div style="border: 1px solid black; padding: 5px; text-align: center;">12345678999</div> <div style="border: 1px solid black; padding: 5px; text-align: center; margin-top: 10px;"> <p style="text-align: center;">0 ~ 9</p> <p style="text-align: center;">CANON CANADA</p> <p style="text-align: center;"><small>1sec.</small></p> </div> <div style="border: 1px solid black; padding: 5px; text-align: center; margin-top: 10px;">2345678999</div>

# Directory Dialing

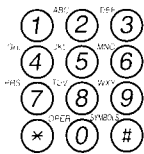
Directory Dialing is a method of selecting any of the registered One-touch or Coded Speed Dialing numbers alphabetically. Directory Dialing is similar to using a telephone book because it allows you to look up a number by the name under which it is registered.

**1** At the point you need to dial a number, press [CODED DIAL/DIRECTORY] twice.

CODED DIAL  
/DIRECTORY



**2** Look up the number alphabetically. Numeric buttons 2-9 have a letter group assigned to each button. Use the buttons to select a fax number according to the first letter of the name assigned to the number.



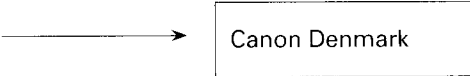
**3** Press the arrow buttons until the name whose number you want to dial appears on the display.



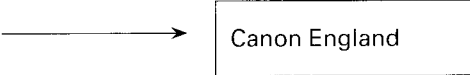
- To search the list in alphabetical order, press[>].
- To search the list in reverse alphabetical order, press[<].
- The following example shows how to look up a number.

Example:  
One-touch Speed Dial buttons have been assigned as follows:  
01=Canon USA  
02=Canon England  
03=Canon Denmark

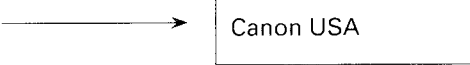
After pressing [CODED DIAL/DIRECTORY] twice, the first time you press the numeric key 2 (ABC) The LCD will display:



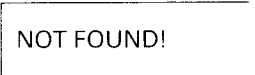
Next press [>], it will display:




Next press [>], it will display:



- If the name begins with a number or symbol, first press the # button to view the names.
- If no names are listed under the letter you choose, the display shows a message similar to this:



- 4** When you find the name you are looking for, press **[START/COPY]**.  
The FAXPHONE begins dialing.
- START/COPY**
- 

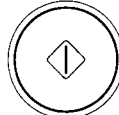
## Memory Sending

You can use Memory Sending to send your document. With Memory Sending, the FAXPHONE quickly scans the document into memory. Then, after it dials the receiving party, it sends the document from memory. This means you do not have to wait for the FAXPHONE to finish sending before you can retrieve your original document.

You can send up to 15 letter-size pages (based on the CCITT #1 Chart-standard resolution) at one time with Memory Sending.

- If the memory becomes full while scanning your document, MEMORY FULL is displayed on the LCD. If this should happen, you may need to open the operation panel to remove the document, see Clearing document jams, pg.62. Then try dividing the document into several sections and sending each section individually.

The definition of a letter-size page for memory storage purposes is based on the CCITT #1 Chart.

- 1** Feed the document face-down into the Automatic Document Feeder (ADF).  
See Loading the document, pg.49.
- DOCUMENT READY
- 
- 2** Press **[FUNCTION]**.  
Wait a second for TEL REGISTRATION to appear.
- FUNCTION**
- SELECT MENU
- 1sec.
- TEL REGISTRATION
- 
- 3** Press **[TRANSMISSION MODE]**.  
▼  
Press **[START/COPY]**.
- TRANSMISSION MODE
- 01
- MEMORY TX
- ▼
- START/COPY**
- TEL =
- 

---

## 4 Dial the other party's fax number.

Use one of the dialing methods described earlier in this chapter (see pg.55).

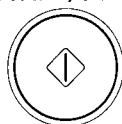


TEL= 9876543333

## 5 Press [START/COPY].

The FAXPHONE scans the document into memory and begins sending.

START/COPY



TX/RX NO. XXXX

1sec.

MEMORY INPUT P01

---

## Canceling sending

To stop sending before the fax is finished, press [STOP]. Then you may need to open the operation panel to remove the document. see Clearing document jams, pg.62.

---

## Redialing

### ■ Manual

To start dialing again, just press [REDIAL]. (When you press [REDIAL], the previous number dialed with the numeric buttons is redialed.)

### ■ Automatic

The FAXPHONE automatically redials twice after the first attempt at sending fails (eg. the line was busy).

The time between redials is two minutes.

You can change the number of redials and the time between redials by changing the TX SETTINGS (see pg.88).

If the FAXPHONE fails to get through after the second redial, the FAXPHONE beeps.

The LCD displays REDIALING while the FAXPHONE is in the redialing process.

REDIALING

### ■ To cancel automatic redialing

You can cancel automatic redialing anytime by pressing the [STOP] button.

However, when memory is used during sending (including Delayed Sending and Sequential Broadcasting), you can not cancel redialing while REDIALING is displayed on the LCD.

In this case, wait until dialing begins and press [STOP], you can cancel redialing.



## Messages displayed during sending

When your FAXPHONE sends a document, the following messages are displayed as the call progresses.

The FAXPHONE is dialing the recipient's phone number.

DIALING

The recipient's phone is ringing.

CALLING

The display tells you when transmission begins.

TRANSMIT

After a few moments the display begins changing every 2 seconds.

TX/RX No. XXXX



ECM TX PXX

or

TRANSMIT PXX

If ECM is off, "TRANSMIT PXX" is displayed.



789 3456

Other party's number



CANON INC.

Other party's name

(For some models, the other party's name may also be displayed.)

After the document is sent, the FAXPHONE beeps once and the display tells you when the transmission has ended.

TRANSMITTING OK

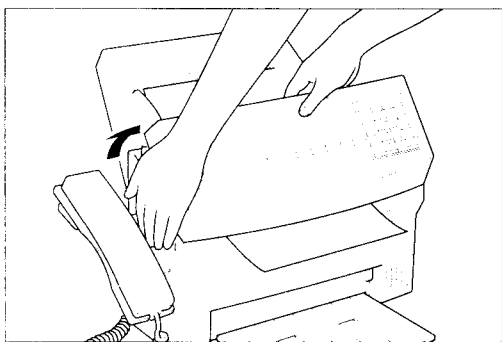
---

## Clearing document jams (ejecting a document from the ADF)

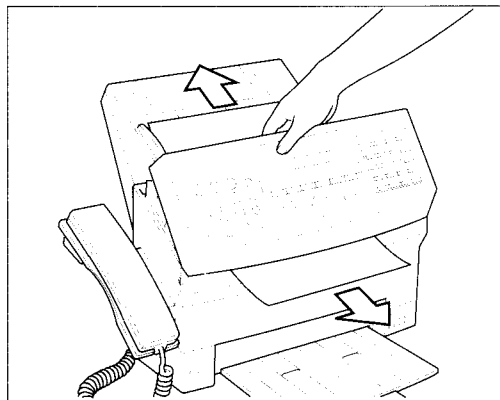
---

### ■ Removing a jammed sheet

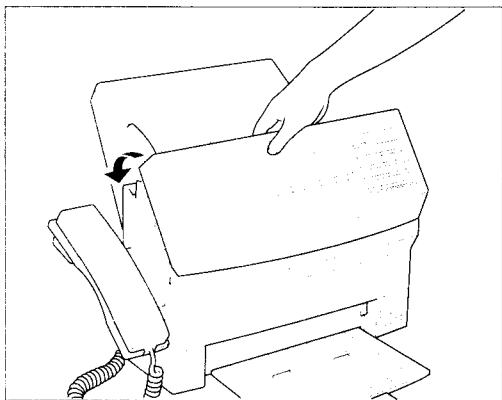
- 1** Grip the operation panel with the right hand while holding down the FAXPHONE with the left hand as shown and gently pull the panel toward you until it opens.



- 2** While holding the operation panel open, pull the sheet out from the top or bottom.




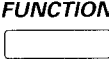



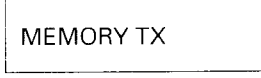



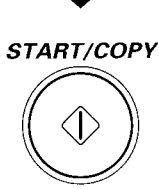
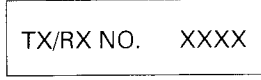
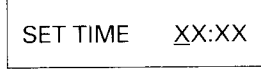

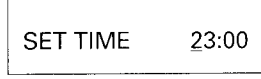
- 3** Gently push the operation panel shut until it clicks.



# Delayed sending

Your FAXPHONE can send documents automatically at a preset time. This allows you to take advantage of lower late night long-distance rates offered by some telephone companies.

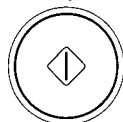
You can use any dialing method to dial fax numbers to send a document to up to 71 destinations at a preset time. See Sending to more than one location for details. pg.66.

- 1 Feed the document face-down into the Automatic Document Feeder (ADF).**  
See Loading the document. pg.49.  

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

- 3 Press [TRANSMISSION MODE].**  
  

- 4 Use [<]or [>] to select DELAYED TX.**  
  
  
  
**Press [START/COPY].**  
Wait a second for SET TIME to appear.  
  
  
1sec.  

- 5 Enter the desired sending time (24-hour clock) using the numeric buttons.**  
  

  - Set the time using the 24-hour clock system.  
Precede single digits with a zero.  
Example:  
07:30 = 7:30 a.m.  
17:05 = 5:05 p.m.
  - Press [CLEAR] if you need to re-enter the time.

---

## 6 Press [START/COPY].

START/COPY



TEL=

## 7 Dial the other party's fax number.

- You can enter the other party's fax number using the numeric buttons. One-touch Speed Dialing (see pg. 57), or Coded Speed Dialing (see pg.57) .
- If you use the numeric buttons, press [START/COPY] after entering the number to register it before going on to the next number.



TEL= 3456 7890

## 8 Press [START/COPY].

The FAXPHONE reads the document into memory.

START/COPY



MEMORY INPUT P01

After reading in the document, the FAXPHONE displays TIMER on the LCD. When the set time comes, the FAXPHONE dials and sends the document.

TIMER

## Sending other documents while the FAXPHONE is set for Delayed sending

You can send, receive, and copy other documents even when the FAXPHONE is set for sending at a preset time.

The FAXPHONE can only register one preset sending operation at a time.

To send or copy other documents after setting the FAXPHONE for Delayed Sending, simply send or copy using any other sending procedure in this manual.

**NOTE**

### **Delayed sequential broadcasting**

Delayed sequential broadcasting is applicable for sending one document to more than one location at a later time when multiple fax numbers are dialed or Group Dialing is used. See pg.66.

## Canceling Delayed Sending

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

FUNCTION	[ ]	SELECT MENU
		<small>1sec.</small>
		TEL REGISTRATION
  
- 2** Press [TRANSMISSION MODE].

TRANSMISSION MODE	01 [ ]	MEMORY TX
-------------------	--------	-----------
  
- 3** Use [<] or [>] to select DELAYED TX.  
Press [START/COPY].  
Wait a second for SET TIME to appear.

	[<] [>]	DELAYED TX
START/COPY	[ ]	TX/RX NO. XXXX
		<small>1sec.</small>
		SET TIME 23:00
  
- 4** Press [CLEAR].

CLEAR	18 [ ]	SET TIME _ :
-------	--------	--------------
  
- 5** Press [START/COPY].  
Delayed Sending cancels.

START/COPY	[ ]	ERASING END
------------	-----	-------------

# Sequential broadcasting

## Sending a document to more than one location

Sequential broadcasting sends one document to more than one location.

If you often send to the same group of destinations, see Registering Group Dialing numbers and names, pg.42 to register the fax numbers for the group.

You can send to a total of 71 destinations as follows:

One-touch Speed Dialing	=	20 destinations
Coded Speed Dialing	=	50 destinations
Regular dialing (Numeric buttons dialing)	=	1 destination
or		
Group Dialing	=	69 destinations

You can enter the One-touch Speed Dialing and Coded Speed Dialing destinations in any order. You simply press the One-touch Speed Dialing button, or press [CODED DIAL/DIRECTORY] followed by the two-digit code (on the numeric buttons pad).

You can also include one destination using Regular dialing. Remember that when using regular dialing, you must press [START/COPY] after entering the number.

You can send up to 15 letter-size pages (based on the CCITT#1 Chart-standard resolution).

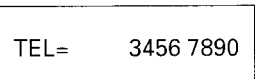
### 1 Feed the document face-down into the Automatic Document Feeder (ADF).

See Loading the document, pg.49.



### 2 Dial the other party's fax number.

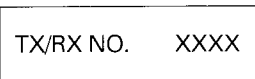
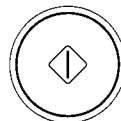
- You can send to up to 71 destinations.
- **Simply enter the numbers one after the other:** press the desired One-touch Speed Dialing button or press [CODED DIAL/DIRECTORY] followed by the two-digit code (on the numeric buttons pad).
- You can enter only one number directly from the numeric buttons pad using regular dialing. Remember to press [START/COPY] after entering the number.
- You must press each button within 10 seconds of the preceding one. The FAXPHONE begins the operation approximately 10 seconds after you press the last button.



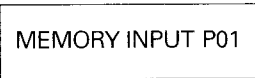
### 3 Press [START/COPY].

- The FAXPHONE reads the document into memory and begins sending. Between transmissions, MULTI TRANS ON displays on the LCD.
- To cancel a transmission, press [STOP] during the dialing or transmission. All transmissions in the sequence are cancelled.

START/COPY



1sec.



## Sending a document using Group Dialing \_\_\_\_\_

### 1 Feed the document face-down into the Automatic Document Feeder (ADF).

See Loading the document, pg.49.

DOCUMENT READY

### 2 Enter the group number you wish to dial:

- Press the One-touch Speed Dialing button under which you registered the group.  
or
- Press [CODED DIAL/DIRECTORY] followed by the two-digit code under which you registered the group.

02=CANON GROUP

The FAXPHONE automatically scans the document into memory.

MEMORY INPUT P01

After scanning the document into memory, the FAXPHONE automatically dials each number in the group.

- If there is no group registered under the One-touch Speed Dialing button or the two-digit code, the LCD displays the NO TEL # message. Make sure you entered the correct number and that the group whose numbers you want to dial has been registered correctly for Group Dialing.
- If you make a mistake when dialing, press [STOP]. Then try again.





# 5

## **RECEIVING FAXES**

<b>Receiving documents</b> .....	<b>70</b>
Receiving documents manually .....	70
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Registering a polling ID .....	74
Requesting another fax to send a document .....	75

# Receiving documents

---

## Receiving documents manually


---


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

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

Keep in mind that you cannot use Manual Receiving if a document is in the Automatic Document Feeder waiting to be sent.

### 1 Press [ANS HOOK UP/MANUAL].

 icon displayed on the LCD is to show that the FAXPHONE is set for Manual Receiving.

If  icon is not displayed on the LCD, press [ANS HOOK UP/MANUAL.] to turn it on.

ANS HOOK UP  
MANUAL

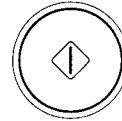


### 2 When the FAXPHONE rings, pick up the handset.

For the FAXPHONE B540, pick up the handset of the connected extension phone.

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

START/COPY



or

**If you hear a slow beep or silence, another fax is trying to send you a document. Press [START/COPY].**

For the FAXPHONE B540 (or if you are using an extension phone connected to the B550), you can also press 2 5 on the extension phone and hang up. See Receiving a document with an extension phone, pg.78.

Your FAXPHONE begins receiving the document.

- Hang up the handset after the FAXPHONE displays RECEIVE. If you don't hang up, the FAXPHONE beeps intermittently for a few seconds after you receive the document. To turn off the beeping, see the OFF HOOK ALARM in USER SETTINGS, pg.87.

## Receiving documents automatically over a dedicated fax line

When the FAXPHONE is set up for a dedicated line, it automatically receives documents whenever a call comes over the fax line.

The FAXPHONE cannot receive automatically if you are making copies, printing reports, or registering information. See pg.73.

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

See Receiving documents automatically over a dedicated fax line, pg.16.

### 2 Press [ANS HOOK UP/MANUAL].

Make sure both the ANS HOOK UP (☎) and MANUAL (📠) icons do not appear on the LCD display.

ANS HOOK UP  
MANUAL



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

## Receiving both documents and telephone calls automatically

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

The FAXPHONE cannot receive automatically if you are making copies, printing reports, or registering information. See pg.73.

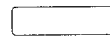
### 1 Make sure you have set the FAXPHONE for both fax and telephone communication (FAX/TEL SWITCH is ON).

See Setting up the FAXPHONE for a shared line pg.18.

### 2 Press [ANS HOOK UP/MANUAL].

Make sure both the ANS HOOK UP (☎) and MANUAL (📠) icons do not appear.

ANS HOOK UP  
MANUAL



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

- If the INCOMING RING function is set to OFF, the FAXPHONE does not ring when it receives a call from another fax machine that is trying to send a document. This is so that you are not disturbed when your FAXPHONE is communicating with another fax machine. The FAXPHONE automatically receives the document.
- If the call is from a person, the FAXPHONE rings to alert you to pick up the phone.
- If you do not pick up the handset within 15 seconds, the FAXPHONE stops ringing. It checks again to make sure the call is not from a fax machine and then hangs up.

**NOTE**

- If the paper runs out or if the BJ cartridge runs out of ink, the FAXPHONE receives the rest of the document in memory.
- To stop receiving before the document is complete, press [STOP].
- If the ALARM light is flashing for any reason, make sure the error is corrected and then press [STOP]. If necessary, see Troubleshooting, pg.104.
- The FAXPHONE beeps once to show that the document was received. If an error occurs, the FAXPHONE beeps intermittently for a few seconds. If this happens, contact the other party and have them resend the document.

## Receiving documents in memory

When the FAXPHONE receives documents in memory, you see one of the following messages and you must perform one of the following actions:

CHANGE CARTRIDGE

**Cause:** You ran out of ink or the BJ cartridge is not set properly.

**Action:** Install a new BJ cartridge (See Replacing the BJ cartridge, pg.103).

PUT IN CARTRIDGE

**Cause:** There is no BJ cartridge.

**Action:** Install a BJ cartridge (See Installing the BJ cartridge, pg.10).

CHECK REC PAPER

**Cause:** You ran out of recording paper.

**Action:** Load paper into the paper tray, then press [STOP] (See Loading the paper, pg.6).

REC. PAPER JAM

**Cause:** A paper jam occurs.

**Action:** Clear the jam, then press [STOP] (See Recording paper jams, pg.99).

CHK. FRONT COVER

**Cause:** The front cover is open.

**Action:** Close the front cover.

- The FAXPHONE can store up to 15 letter-size pages (based on the CCITT #1 chart).
- The display shows REC'D IN MEMORY alternating with the error display when the memory contains documents.

## Printing documents in memory \_\_\_\_\_

Except when you run out of paper, the FAXPHONE will automatically print out the contents of memory when you remedy the cause of the problem.

If running out of recording paper caused memory reception, add recording paper and press [STOP] to begin printing the stored document(s).

After printing the page, the FAXPHONE erases the documents in memory.

## Restricting incoming documents \_\_\_\_\_

To avoid unwanted "junk mail" from vendors or other persons, you can restrict receiving to parties who are registered for one-touch or coded speed dialing. When you use this procedure, only persons whose fax numbers are registered in your FAXPHONE can send documents to you. See RX RESTRICTION in SYSTEM SETTINGS, pg.90.

## Receiving while registering, copying or printing \_\_\_\_\_

If the FAXPHONE rings while you are ① entering registration information, ② making a copy or ③ printing a report manually, lift the handset.

- If you hear a slow beep or nothing at all, someone is trying to send a fax; press [STOP] to cancel ①, ② or ③. Then, press [START/COPY].  
To cancel making a copy to receive a fax, make sure that the document is removed from the Automatic Document Feeder (ADF). Then, press [START/COPY].
- If it is a phone call, you can converse normally.

If you canceled operations ①, ② or ③, start the procedure again from the beginning after the call.

### NOTE

If you are performing operations ①, ② or ③ above, the FAXPHONE will not automatically answer an incoming call, even if the FAXPHONE is in automatic answering mode or the FAX/TEL SWITCH is set to ON. Follow the above procedure to answer the call.

# Requesting a document from another fax (Polling reception)

Polling reception lets you dial a fax machine and automatically receive a fax loaded in that machine. Your FAXPHONE and the fax you call must have the same polling ID in order for this to work. You can then receive faxes from someone even if they are not in their office to send them. (The other fax must have transmit polling capability and the document must be placed in the document feeder or loaded in memory to be polled.)

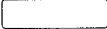
## Registering a polling ID

Polling IDs are eight-digit numbers consisting of only zeros and ones.

If the other party has a Canon fax and uses a polling ID other than 11111111, your polling ID must match.

You cannot poll if the other party's ID is 00000000.

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

**FUNCTION**  


**SELECT MENU**  
1sec.

**TEL REGISTRATION**

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

**< >**  
START/COPY

**SYSTEM SETTINGS**

**AUTO TEST PRINT**


**3** Use [<] or [>] to select POLLING ID.  
Press [START/COPY].

**< >**  
START/COPY

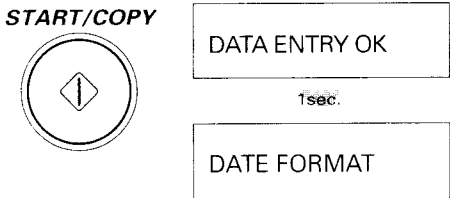
**POLLING ID**

**00000000**

**4** Enter an eight digit polling ID using the 0 and 1 numeric buttons.  
To correct a digit, move the cursor to the digit using [**<**] or [**>**] and reenter the correct number.



**5** Press [**START/COPY**] to register the ID.  
Wait a second for DATE FORMAT to appear.



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



## Requesting another fax to send a document \_\_\_\_\_

Make sure the fax to be polled has the same polling ID as your FAXPHONE.

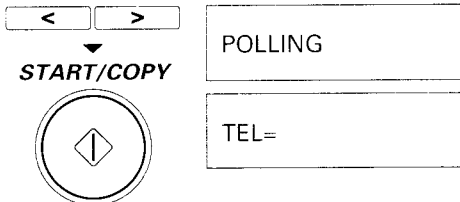
**1** Press [**FUNCTION**].  
Wait a second for TEL REGISTRATION to appear.



**2** Press [**TRANSMISSION MODE**].



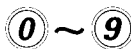
**3** Use [**<**] or [**>**] to select **POLLING**.  
Press [**START/COPY**].



#### 4 Dial the other party's fax number.

See Dialing methods, pg.55.

Make sure there is no document loaded in the document feeder.

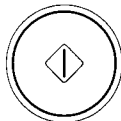


TEL= 4451551

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

Polling reception starts.

START/COPY



TX/RX NO. XXXX

- The FAXPHONE beeps once to indicate that the document has been received successfully.
- If an error occurs during reception the FAXPHONE beeps intermittently for a few seconds. If this happens, try polling the fax again.
- The FAXPHONE automatically redials if the other fax machine does not answer or if the line is busy. (You can specify the number of times it redials; see AUTO REDIAL in TX SETTINGS, pg.88.)
- To stop polling before the fax is finished, press [STOP].
- If the ALARM light is flashing for any reason, correct the problem and then press [STOP]. If necessary, refer to Troubleshooting, pg.104.

#### NOTE

- You can request up to 71 locations to send you a fax using this feature and Sequential broadcasting. See Sequential broadcasting, pg.66.
- You can use polling reception with multiple parties, as long as each party uses the same polling ID.



# 6

## **TELEPHONE, EXTENSION PHONE, ANSWERING MACHINES**

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# Using the FAXPHONE as a telephone

## Making telephone calls

You can use your FAXPHONE as a telephone and dial manually or use any of the registered One-touch and Coded Speed Dial numbers.

### ■ Dialing

- 1 Pick up the handset or press [ON HOOK].

ON HOOK



- 2 Dial the telephone number using the numeric buttons.

To dial using One-touch or Coded Speed Dialing, pick up the handset or press [ON HOOK], and press the desired One-touch buttons or press [CODED DIAL /DIRECTORY] and the 2-digit code. Directory Dialing is also available (see Directory Dialing pg.58).

For the FAXPHONE B540, pick up the handset of the connected extension phone.

#### NOTE

#### Hold function


To place the other party on hold, press <sup>HOLD</sup> and place the handset on the cradle.

To resume the call, pick up the handset.

You can leave the party on hold for approximately six minutes, after which the FAXPHONE automatically hangs up.

## Receiving a document manually using the extension phone

If your extension phone is connected to the FAXPHONE but is not located near the unit, you can activate reception of a document manually by answering the extension phone without physically touching the FAXPHONE.

For this feature, extension phone must be plugged into the telephone jack  of the FAXPHONE. See Connecting an extension phone or answering machine, pg.13.

- 1 When you answer a call using your extension and you hear a long beep or silence, a fax is being sent.

- 2 Press 25 (factory preset) on your extension phone to switch the fax to receive mode. Wait for a high pitch tone and then hang up.



The two-digit number is preset at the factory to 25.

You can change the two digit number. See REMOTE RX ID in the RX SETTINGS, pg.89.

# Using the FAXPHONE with an answering machine

Connecting an answering machine to the FAXPHONE allows you to receive not only documents sent from other fax machines, but also messages from people calling when you are out of the office. When the FAXPHONE is connected to an answering machine, all incoming calls are first directed to the answering machine. If the call is from a person, the caller can leave a message. If the call is from a fax machine, your FAXPHONE receives the document automatically. See Connecting the phone line, pg.13 for instruction on how to connect the answering machine to the FAXPHONE.

## Recording the outgoing message

### When recording a message...

- Try to keep your message to less than 15 seconds long.
- In the message tell your callers how to send a fax.  
Here's a sample message:  
"Hello. I'm not in the office right now, but please leave a message after the beep. I'll return your call as soon as possible. If you would like to send a fax, press the start button on your fax after recording your message. Thank you."
- Leave 4 seconds pause at the beginning of the message (the 4 seconds pause plus the outgoing message should not exceed 15 seconds).
- Set the answering machine to answer on the first or second ring.


## ■ Using the FAXPHONE with the answering machine

- 1** Press [ANS HOOK UP/MANUAL] until the  icon appears on the LCD display.

ANS HOOK UP  
MANUAL



- 2** Set your answering machine to answer.
  - The FAXPHONE allows the answering machine to answer, then listens for a fax tone, and switches to receive mode automatically if it detects the tone.
  - The FAXPHONE also listens for 4 seconds of silence, also an indication that a fax is coming in. After 4 seconds of silence, the FAXPHONE automatically switches to receive mode.
  - If the FAXPHONE runs out of paper or ink, it receives the document and stores it in memory. To print out documents in memory, see pg.72, 73.

- 3** When not in use, turn the answering machine off and switch modes to Manual receive () or Automatic receive (no icon) using [ANS HOOK UP/MANUAL].

---

## **Adjusting the FAXPHONE different types of answering machines**

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Some answering machines listen for a pause and disconnect the line after a certain period of silence. When used with an answering machine, your FAXPHONE also listens for a pause to determine if a fax is being received.

If your answering machine disconnects before the FAXPHONE has a chance to switch, the caller may not be able to send a fax on the same call.

If you experience this problem, adjust the ANS/FAX SWITCH TIME setting in the RX SETTINGS (see pg.89). Adjust so that the required time for the FAXPHONE to switch occurs prior to the time when your answering machine disconnects automatically.

If your answering machine does not record at all or does not finish recording the voice message, change the ANS/FAX switch to OFF. When the ANS/FAX SWITCH is set to OFF, the FAXPHONE switches to automatic receiving only for fax machines that use CNG (calling tone). Some fax machines (especially older models) do not send a CNG tone. In this case, you need to set the ANS/FAX SWITCH to ON. See ANS/FAX SWITCH in RX SETTINGS, pg.89.

# 7

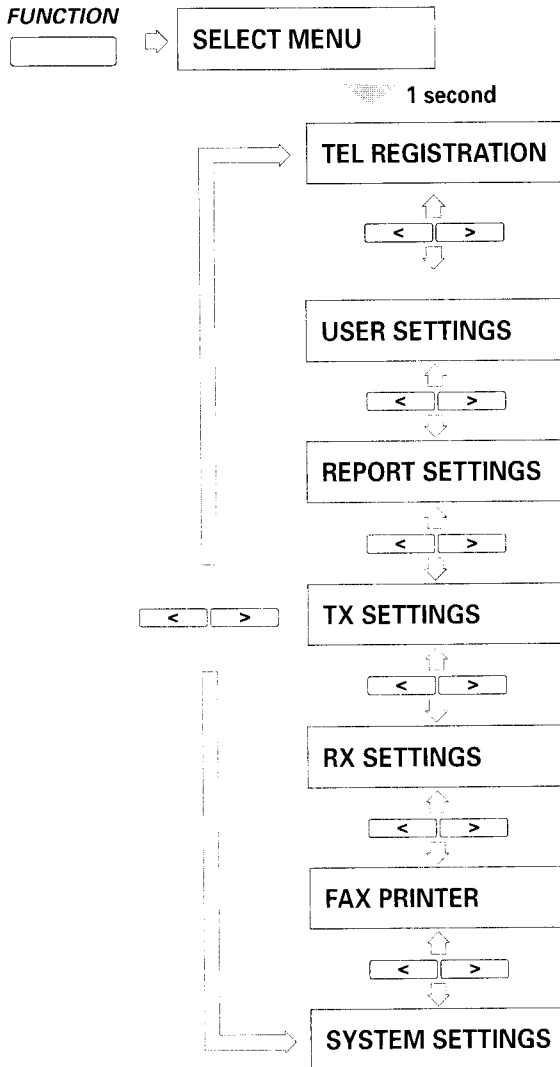
## **SETTINGS AND ACTIVITY REPORTS**

<b>User menu settings</b> .....	<b>82</b>
<b>Settings</b> .....	<b>85</b>
How to change a setting .....	85
<b>Activity reports</b> .....	<b>91</b>
How to print a report .....	91
Activity management report .....	92
One-touch Speed Dialing list .....	92
Coded Speed Dialing list .....	93
Group Dialing list .....	93
User's Data list .....	94
Activity report (Sending) .....	94
Activity report (Receiving) .....	95
Multi-activity report .....	95
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# User menu settings

The following illustrates the user menu settings in hierarchical order. The **TEL REGISTRATION**, **USER SETTINGS**, **REPORT SETTINGS**, **TX SETTINGS**, **RX SETTINGS**, **FAX PRINTER**, and **SYSTEM SETTINGS** menus comprise the items shown on the following pages.

Take a few minutes to familiarize yourself with the user menu settings.



To select the desired menu, complete the procedure as shown in the shaded area. Press [FUNCTION]. **SELECT MENU** is displayed for approximately 1 second followed by the **TEL REGISTRATION** menu. Use the arrow buttons to scroll through the menus.

Press **FUNCTION** to display the **SELECT MENU**.

Press **>** to go to the next menu.

Press **<** to go to the previous menu.

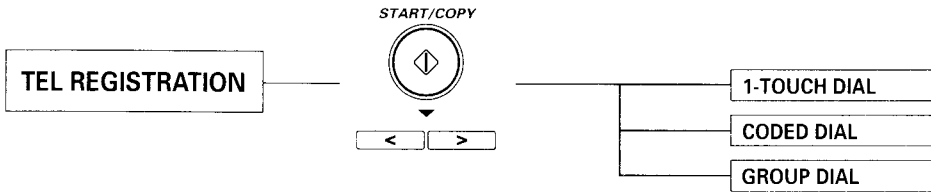
Press **START/COPY** when you wish to make a change to a setting.

Press **STOP** to exit from the user menu settings.

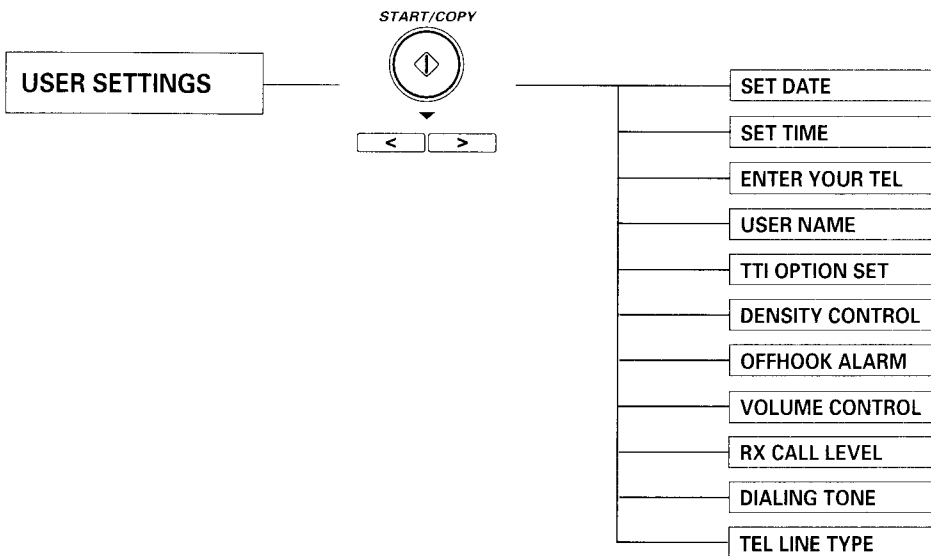
Whenever you make a change to a setting, press [START/COPY] and confirm that **DATA ENTRY OK** displays on the LCD. Unless this message displays, the setting has not been changed.

Refer to the following section as a comprehensive guide of the user menu settings.

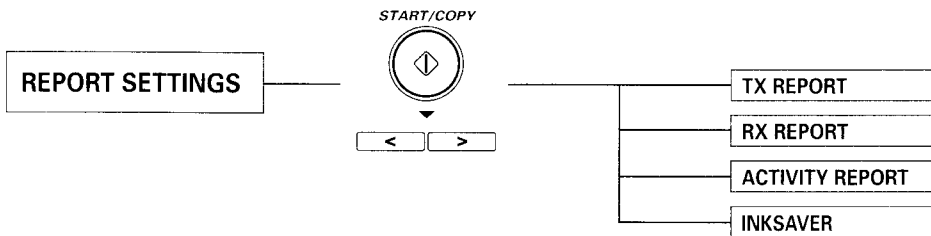
■ The **TEL REGISTRATION** menu contains the following settings.



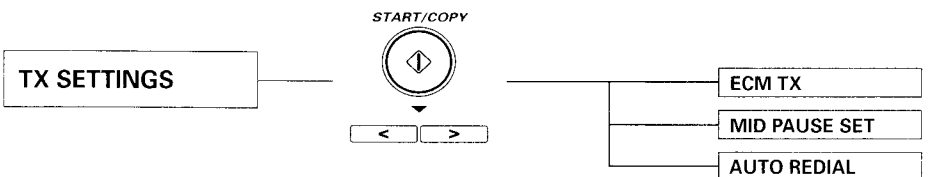
■ The **USER SETTINGS** menu contains the following settings.



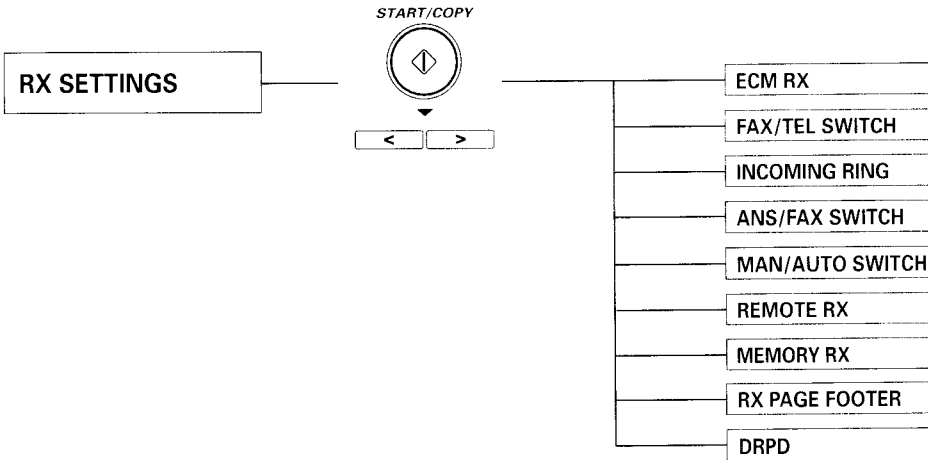
■ The **REPORT SETTINGS** menu contains the following settings.



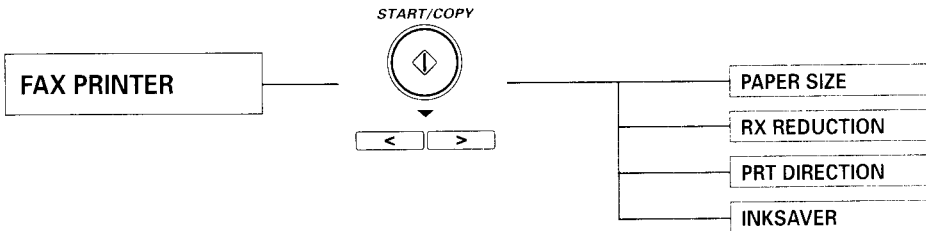
■ The **TX SETTINGS** menu contains the following settings.



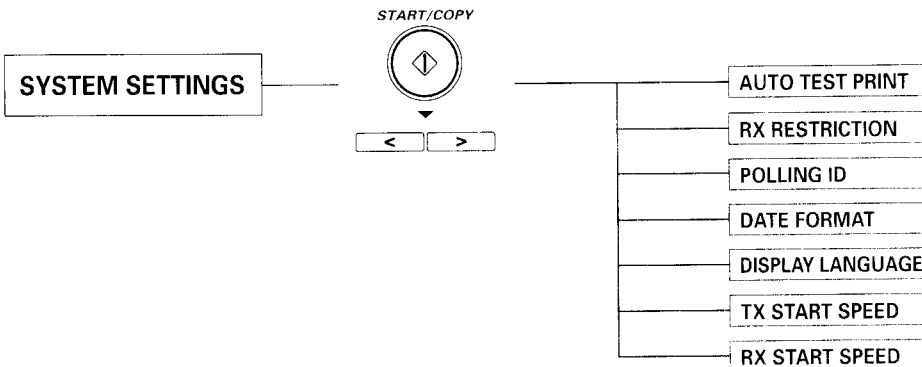
■ The **RX SETTINGS** menu contains the following settings.



■ The **FAX PRINTER** menu contains the following settings.



■ The **SYSTEM SETTINGS** menu contains the following settings.





# Settings








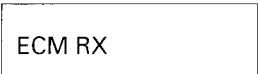





The FAXPHONE has seven sets of settings that control its various modes of operation. The settings and how to change them are described below.

## How to change a setting

There are two basic types of settings, selectable settings and numeric entry settings. The following example shows how to make both types of changes.

Whenever you make a change to a setting, press [START/COPY] and confirm that DATA ENTRY OK displays on the LCD. Unless this message displays, the setting has not been changed.

**Example:**  
Changing **INCOMING RING**, the number of rings before the FAXPHONE answers.

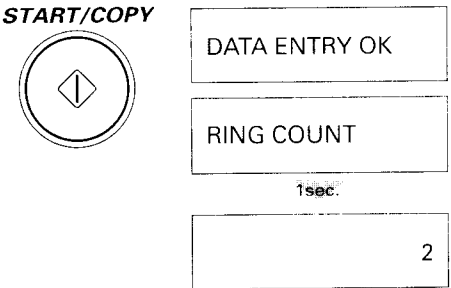
<b>1</b>	<b>Press [FUNCTION].</b> Wait a second for TEL REGISTRATION to appear.	<i>FUNCTION</i> 	 1sec. 
<b>2</b>	<b>Use [&lt;] or [&gt;] to select RX SETTINGS.</b>	 	
<b>3</b>	<b>Press [START/COPY].</b>	<i>START/COPY</i> 	
<b>4</b>	<b>Use [&lt;] or [&gt;] to select INCOMING RING.</b>	 	
<b>5</b>	<b>Press [START/COPY].</b>	<i>START/COPY</i> 	

**6** Use [**<**] or [**>**] to select **ON**.



The image shows two small rectangular buttons with left and right arrow symbols. To their right is a larger rectangular display box containing the text "ON".

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



The image shows a circular button with a diamond-shaped arrow pointing down, labeled "START/COPY". To its right is a sequence of three display boxes: the first contains "DATA ENTRY OK", the second contains "RING COUNT", and the third contains "1sec." followed by a blank space and the number "2".

**8** Use the numeric buttons to enter a new ring count, for example 3.



The image shows a row of circular buttons labeled "0", "~", and "9". To their right is a rectangular display box containing the number "3".

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



The image shows the same circular "START/COPY" button as in step 7. To its right is a rectangular display box containing the text "DATA ENTRY OK".

**10** Press [**STOP**] to finish registration and return to standby mode.



The image shows a circular button with a diamond-shaped arrow pointing down, labeled "STOP".

## TEL REGISTRATION

Factory settings are in bold. For instructions on how to change a setting, refer to How to change a setting,pgs.85-86.

<b>Name</b>	<b>Description</b>	<b>settings</b>
<b>1-TOUCH DIAL</b>	See Registering One-touch Speed Dialing numbers and names, pg.39.	—
<b>CODED DIAL</b>	See Registering Coded Speed Dialing numbers and names, pg.41.	—
<b>GROUP DIAL</b>	See Registering Group Dialing numbers and names, pg.42.	—

## USER SETTINGS

Factory settings are in bold. For instructions on how to change a setting, refer to How to change a setting,pgs.85-86.

<b>Name</b>	<b>Description</b>	<b>Settings</b>
<b>SET DATE</b>	Set the date using the numeric buttons.	—
<b>SET TIME</b>	Set the time (24-hour clock) using the numeric buttons.	—
<b>ENTER YOUR TEL</b>	Enter your fax number using the numeric buttons.	—
<b>USER NAME</b>	This is the name that appears at the top of each fax page you send. See Entering a name, pg.34.	—
<b>TTI OPTION SET</b>	This option sets the parameters for the identification header that appears on every page you send.	
<b>TTI POSITION</b>	Select the position of the TTI OUTSIDE IMAGE: Position the TTI outside the image area INSIDE IMAGE: Position the TTI inside the image area.	<b>OUTSIDE IMAGE</b> /INSIDE IMAGE
<b>TTI MARKER</b>	Select the icon for the fax number. FAX: Sets the fax icon. TEL: Sets the telephone icon.	<b>FAX/TEL</b>
<b>DENSITY CONTROL</b>	Set the density of the reproduction. Set to DARKER for light originals and LIGHTER for dark originals.	<b>STANDARD/LIGHTER/</b> DARKER
<b>OFFHOOK ALARM</b>	Enable/disable the off hook alarm. The alarm alerts you that the telephone is off hook.	<b>ON/OFF</b>
<b>VOLUME CONTROL</b>	Set the audio level of the line monitor, calling signal and alarm.	—
<b>PHONE VOL LEVEL</b>	Set the volume of the line monitor (sound during off hook and dialing conditions)	<b>VOL MIN/VOL MID</b> /VOL MAX
<b>CALLING VOLUME</b>	Set the volume of the ring produced when the FAXPHONE detects a voice call during FAX/TEL switchover.	<b>VOL MIN/VOL MID</b> /VOL MAX
<b>ALARM VOLUME</b>	Set the volume of the error alarm sound.	<b>VOL MIN/VOL MID</b> /VOL MAX
<b>RX CALL LEVEL</b>	Set the ring tone.	<b>LOW/HIGH</b>
<b>DIALING TONE</b>	Turn the dial tone on/off for dialing.	<b>ON/OFF</b>
<b>TEL LINE TYPE</b>	Set the dialing method the FAXPHONE uses to match the type of phone line you have.	<b>TOUCH TONE</b> /ROTARY PULSE

## REPORT SETTINGS

Factory settings are in bold. For instructions on how to change a setting, refer to How to change a setting, pgs.85-86.

<b>Name</b>	<b>Description</b>	<b>Settings</b>
<b>TX REPORT</b>	Enable/disable automatic printing of the transmission report. PRINT ERROR ONLY prints only when a transmission error occurs. OUTPUT YES sets the FAXPHONE to print an activity report every time you send a document. OUTPUT NO turns off the activity report feature.	OUTPUT YES/ <b>OUTPUT NO</b> /PRINT ERROR ONLY
<b>TX CONFIRM REP.</b>	Add to the TX report half of the first page of the document that was being sent. This can help remind you which document was being sent. Valid only for memory transmissions.	OUTPUT YES/ <b>OUTPUT NO</b>
<b>RX REPORT</b>	Enable/disable automatic printing of the reception report. PRINT ERROR ONLY prints only when an error occurs during receiving. OUTPUT YES sets the FAXPHONE to print an activity report every time you receive a document. OUTPUT NO turns off the activity report feature.	OUTPUT YES/ <b>OUTPUT NO</b> /PRINT ERROR ONLY
<b>ACTIVITY REPORT</b>	Unless you change the setting, your FAXPHONE is set to print an activity management report for every 20 transactions (sending or receiving).	
<b>AUTO PRINT</b>	Enable/disable automatic printing of the activity report.	<b>OUTPUT YES</b> /OUTPUT NO
<b>TX/RX SEPARATE</b>	Divide the activity management report into sending and receiving transactions.	ON/ <b>OFF</b>
<b>INKSAVER</b>	Enable/disable economy printing (ink saving feature) when printing reports By enabling the INKSAVER mode, ink consumption can be decreased by as much as fifty percent, resulting in a longer effective cartridge life.	ON/ <b>OFF</b>

## TX SETTINGS

Factory settings are in bold. For instructions on how to change a setting, refer to How to change a setting, pgs.85-86.

<b>Name</b>	<b>Description</b>	<b>Settings</b>
<b>ECM TX</b>	Enable/disable error correction during transmission.	ON/ <b>OFF</b>
<b>MID PAUSE SET</b>	Set the length of the pause you insert into a dialing sequence.	<b>2</b> seconds (1 to 15)
<b>AUTO REDIAL</b>	Set the number of times the FAXPHONE will redial a number if it fails to get a response on the first attempt, and the interval between redial attempts.	<b>ON</b> / <b>OFF</b>
<b>REDIAL TIMES</b>	Set the number of retries.	<b>2</b> times (1 to 10)
<b>REDIAL INTERVAL</b>	Set the period of time between redialings.	<b>2</b> minutes (1 to 60)

**RX SETTINGS**

Factory settings are in bold. For instructions on how to change a setting, refer to How to change a setting.pgs.85-86.

<b>Name</b>	<b>Description</b>	<b>Settings</b>
<b>ECM RX</b>	Enable/disable error correction during reception.	<b>ON/OFF</b>
<b>FAX/TEL SWITCH</b>	Enable/disable FAX/TEL switchover. When ON, this feature answers calls, and if no fax tone is detected, the FAXPHONE rings to alert you of an incoming call.	<b>ON/OFF</b>
<b>RING START TIME</b>	Set the duration that the FAXPHONE listens for a fax tone before starting to ring.	<b>8</b> seconds(0 to 30)
<b>F/T RING TIME</b>	Set the length of time the FAXPHONE will ring to alert you of an incoming call.	<b>15</b> seconds(10 to 45)
<b>F/T SW ACTION</b>	Select the action taken after the F/T RING TIME expires.	<b>DISCONNECT/RECEIVE</b>
<b>INCOMING RING</b>	When the FAXPHONE is set for automatic receiving, set the FAXPHONE to ring when it receives a call.	<b>ON/OFF</b>
<b>RING COUNT</b>	Set the number of incoming rings before the FAXPHONE answers.	<b>2</b> times(1 to 99)
<b>ANS/FAX SWITCH</b>	Enable/disable whether the FAXPHONE automatically switches to receive mode if a period of silence is detected after answering the call.	<b>ON/OFF</b>
<b>ANS/FAX SW TIME</b>	Set the duration of silence the FAXPHONE listens for to determine if a fax is coming in.	<b>4</b> seconds(1 to 60)
<b>MAN/AUTO SWITCH</b>	Determine if the FAXPHONE switches to document receive mode after the FAXPHONE rings for a specified time when the FAXPHONE is in the manual receive mode.	<b>ON/OFF</b>
<b>RING TIME</b>	Set the amount of time the FAXPHONE will ring before switching to document receive mode.	<b>10</b> seconds(1 to 99)
<b>REMOTE RX</b>	Allow you to dial a number code on the remote extension to start receiving a document.	<b>ON/OFF</b>
<b>REMOTE RX ID</b>	If you set REMOTE RX ON, you can change the remote receiving ID.	<b>25</b> (00 to 99, * and # included)
<b>MEMORY RX</b>	Turn on/off memory receiving of a document.	<b>ON/OFF</b>
<b>RX PAGE FOOTER</b>	Set the FAXPHONE to print the time a document is received, the transaction number, page numbers, and other useful information. If you set RX PAGE FOOTER ON, SELECT REDUCE % setting in RX REDUCTION is set to 90% automatically.	<b>ON/OFF</b>
<b>DRPD</b>	Enable/disable the Distinctive Ring Pattern Detection (DRPD) feature and assign a setting mode to each ring pattern. See pg.21.	<b>ON/OFF</b>
<b>NORMAL RING</b>		<b>TEL-FAX-FAX/TEL SWITCH</b>
<b>DOUBLE RING</b>		<b>TEL-FAX-FAX/TEL SWITCH</b>
<b>SHORT-SHORT-LONG</b>		<b>TEL-FAX-FAX/TEL SWITCH</b>
<b>SHORT-LONG-SHORT</b>		<b>TEL-FAX-FAX/TEL SWITCH</b>
<b>OTHER RING TYPE</b>		<b>TEL-FAX-FAX/TEL SWITCH</b>

## FAX PRINTER

Factory settings are in bold. For instructions on how to change a setting, refer to How to change a setting.pgs.85-86.

<b>Name</b>	<b>Description</b>	<b>Settings</b>
<b>PAPER SIZE</b>	Select the size of the loaded fax paper.	<b>LTR/A4/LEGAL</b>
<b>RX REDUCTION</b>	Select the amount of reduction for received faxes.	<b>ON/OFF</b>
<b>SELECT REDUCE %</b>	Set the reduction factor in percent.	<b>95%/90%/85%/75%</b>
<b>SEL. REDUCE DIR</b>	Select reduction in width only or both width and height.	<b>VERTICAL ONLY</b> /HORIZ & VERTICAL
<b>PRT DIRECTION</b>	Select between unidirectional and bi-directional printing	<b>BI-DIRECTION PRT</b> /PRT ONE DIRECT.
<b>INKSAVER</b>	Enable/disable economy printing (ink saving feature) By enabling the INKSAVER mode, ink consumption can be decreased by as much as fifty percent, resulting in a longer effective cartridge life.	<b>ON/OFF</b>

## SYSTEM SETTINGS

Factory settings are in bold. For instructions on how to change a setting, refer to How to change a setting.pgs.85-86.

<b>Name</b>	<b>Description</b>	<b>Settings</b>
<b>AUTO TEST PRINT</b>	Enable/disable auto test printing whenever the BJ cartridge is replaced.	<b>ON/OFF</b>
<b>RX RESTRICTION</b>	Enable/disable reception that is restricted to only numbers registered for One-touch or Coded Speed Dialing.	<b>ON/OFF</b>
<b>POLLING ID</b>	Set the polling ID. See pg.74.	00000000
<b>DATE FORMAT</b>	Set the date format.	<b>MM/DD/YY</b> DD/MM 'YY 'YY MM/DD
<b>DISPLAY LANGUAGE</b>	Set the language of the LCD messages.	<b>ENGLISH/FRENCH</b> /SPANISH
<b>TX START SPEED</b>	Set the speed at which the FAXPHONE starts transmitting. Set this to a lower speed if you have difficulties connecting over long distance or noisy lines.	<b>9600bps/7200bps/</b> 4800bps/2400bps
<b>RX START SPEED</b>	Set the speed at which the FAXPHONE starts receiving. Set this to a lower speed if you have difficulties connecting over long distance or noisy lines.	<b>9600bps/7200bps/</b> 4800bps/2400bps

# Activity reports

Your FAXPHONE keeps track of most of its sending and receiving operations. These operations can be printed out in the form of activity reports that can help you confirm the dates and times of facsimile transmissions and whether or not each transaction was successful.

## How to print a report

Depending on the type of report, you can have the FAXPHONE print the report automatically, or you can print it directly. See REPORT SETTINGS (pg. 88) on how and when reports are printed automatically. The FAXPHONE prints the Send report, Receive report, and Multi activity report automatically only. You'll find a sample of each report below.

**1** Press [FUNCTION].

FUNCTION

**2** Press [REPORT].

REPORT

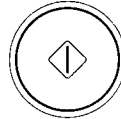
02

**3** Use [<] or [>] to display the type of report you want to print

Press [START/COPY].



START/COPY



ACTIVITY REPORT

1-TOUCH SPD LIST

CODED SPD LIST

GROUP DIAL LIST

USER'S DATA LIST

## Activity management report

Summarizes the information for the sending and receiving activities of your FAXPHONE after 20 transactions. For automatic printing see ACTIVITY REPORT in REPORT SETTINGS, pg.88.

```

12 01 95  10:12  FAX 321 456 7777          CANON          P01

*****
***** ACTIVITY REPORT *****
*****

START TIME  CONNECTION TEL      CONNECTION ID      NO.      MODE      PAGES  RESULT
12 01 11 55      3 7390602  CANON HONGKONG    0017    TRANSMISSION  1  OK  00 31
11 57      312 228 5700  CANON INC         0016    TRANSMISSION  1  OK  00 47
12 45      0337582111  CANON TOKYO       0018    RECEPTION    1  OK  00 35
12 53      321 228 5700  CANON INC         0019    RECEPTION    1  NG  00 01
12 57      356 895 1111  DERIC MAY        0021    TRANSMISSION  1  NG  00 31
12 56      37582111    CANON TOKYO       0022    TRANSMISSION  1  OK  00 31
13 55      2 5059      CANON ITALIA      0023    TRANSMISSION  1  OK  00 21
                                *STOP
  
```

Error Code: See Error Codes messages and solutions, pg.109.

[STOP] was pressed during transaction.

If marked with an asterisk, has already been printed out.

Transaction number

The number of the page with an error.

- The FAXPHONE prints sending and receiving transactions together in the same report. You can also set the FAXPHONE to print sending and receiving transactions separately. See TX/RX SEPARATE, pg.88.

## One-touch Speed Dialing list

Lists the information for each of the registered One-touch Speed Dialing numbers.

```

12 01 95  10:12  FAX 321 456 7777          CANON          P01

*****
***** 1 TOUCH SPD LIST *****
*****

SD #      CONNECTION TEL      CONNECTION ID
01      1 773 3173          CANON UK
02      312 228 5700        CANON INC
03      2 5059              CANON ITALIA
04      3 7390802           CANON HONGKONG
  
```



## Coded Speed Dialing list

Lists information for each of the registered Coded Speed Dialing numbers.

SD #	CONNECTION TEL	CONNECTION ID
101	356 895 1111	DERIC MAY
102	001 813 5236 7456	CHARLIE PARISEK
103	516 484 1005	ABDUL HISHAM
104	3290 2644	TECHNO GRAPHICS

## Group Dialing list

Lists the information for each of the registered groups for the Group Dialing function.

SD #	CONNECTION ID	SD #	CONNECTION TEL	CONNECTION ID
105	CANON GROUP	101	1 773 3173	CANON UK
		102	312 226 5700	CANON INC
		103	2 5059	CANON ITALIA
		104	3 7390802	CANON HONGKONG

---

## User's data list

---

Lists the name and number you registered during setup and a list of all current settings.

```
12-01-95 10:12 FAX 321 456 7777 CANON P01

*****
***** USER'S DATA LIST *****
*****

USER SETTINGS

USER TEL #          321 456 7777
USER ID             CANON USA
TTL OPTION SET
TTL POSITION         OFFSIDE IMAGE
TTL MARKER         FAX
DENSITY CONTROL    STANDARD
OFFHOOK ALARM      ON
VOLUME CONTROL
PHONE VOL. LEVEL   VOL. 1
CALLING VOLUME
ALARM VOLUME
RX CALL LEVEL
```

---

## Activity report (Sending)

---

Normally the FAXPHONE does not print an activity report for sending, but you can set the FAXPHONE to print an activity report every time you send a document. See TX REPORT in REPORT SETTINGS, pg.88.

```
12-01-95 10:12 FAX 321 456 7777 CANON P01

*****
***** ACTIVITY REPORT *****
*****

TRANSMISSION OK

TX FAX No          0002
CONNECTION TEL     1516334435
CONNECTION ID      CANON USA FAX
START TIME         12-01 10:11
DIAL TIME          00:36
PAGES              1
RESULT             OK
```

- You can set the FAXPHONE to print an activity report only when an error occurs during sending. See TX REPORT in REPORT SETTINGS, pg.88.
- You can set the FAXPHONE to print the first page of the documents. Valid only for memory transmissions. See TX CONFIRM REP. in REPORT SETTINGS, pg.88.

## Activity report (Receiving)

Normally the FAXPHONE does not print an activity report for receiving, but you can set the FAXPHONE to print an activity report every time you receive a document. See RX REPORT in REPORT SETTINGS, pg.88.

```

12/01/95 10:12 FAX 321 456 7777 CANON P01

*****
***** ACTIVITY REPORT *****
*****

RECEPTION OK

TX/RX No          0026
CONNECTION TEL    0337582111
CONNECTION ID     CANON TOKYO
START TIME        12/01 13:49
USAGE TIME        00:27
PAGES             1
RESULT            OK
    
```

■ You can set the FAXPHONE to print an activity report only when an error occurs during receiving. See RX REPORT in REPORT SETTINGS, pg.88.

## Multi-activity report

Lists the result of a Sequential broadcast.

```

12/01/95 10:12 FAX 321 456 7777 CANON P01

*****
***** MULTI TX/RX REP *****
*****

TX/RX No          0026

INCOMPLETE TX/RX 01: 3 7390602          CANON HONGKONG
TRANSMISSION OK  02: 312 228 5700      CANON INC.
ERROR            03: 2 5059           CANON ITALIA
    
```

■ If you set the FAXPHONE to print activity reports (TX REPORT or RX REPORT) and then use Sequential broadcasting or Polling reception with multiple parties, Multi-activity report will be printed instead of the activity report (Sending or Receiving). See TX REPORT, RX REPORT in REPORT SETTINGS, pg.88.

---

## Memory clear list

---

The memory clear list summarizes the documents in memory.

12/01/95	10:12	FAX 321 456 7777	CANON	P01	
***** MEMORY CLEAR REPORT ***** *****					
TX/RX NO	MODE	CONNECTION TEL	PAGES	SET TIME	START TIME
0012	TRANSMISSION	312 228 5700	3	12/01 23:00	
0013	RECEPTION	0337582111	2	12/01 12:37	

- If you experience a power failure, every document stored in memory will be saved for approximately an hour. If the power failure occurs for an extended period of time beyond this limit, the documents in the FAXPHONE memory will be lost. After you turn on the FAXPHONE as soon as power is restored, the FAXPHONE will automatically print out a list of documents that were stored in the memory at the time of the power failure.

# 8

## ***SOLUTIONS TO COMMON PROBLEMS***

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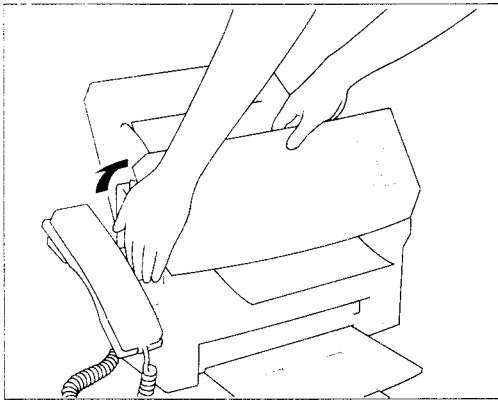
# Paper Jams

---

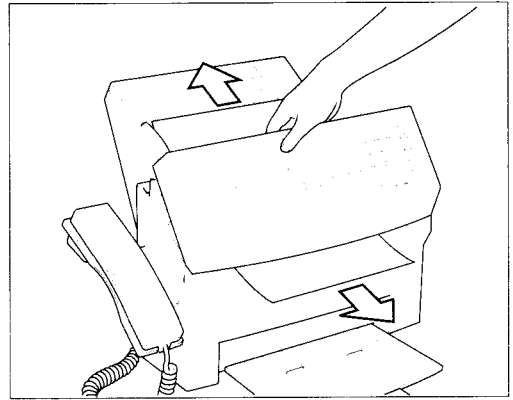
## Automatic Document Feeder (ADF) jams

### ■ To remove a jammed document

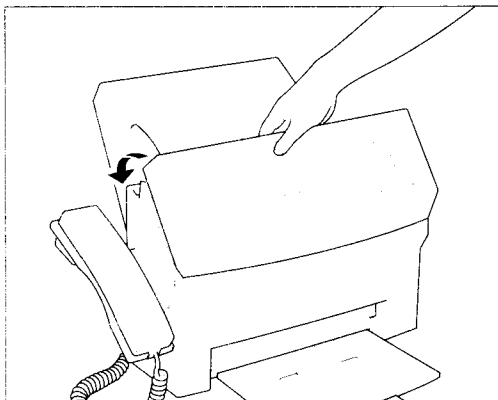
**1** Grip the operation panel with the right hand while holding down the FAXPHONE with the left hand as shown and gently pull the panel toward you until it opens.



**2** While holding the operation panel open, pull the sheet out from the top or bottom.



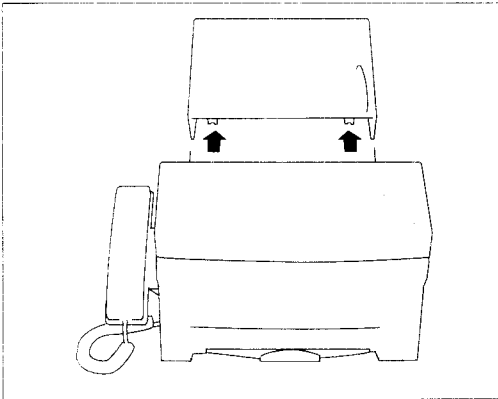
**3** Gently push the operation panel shut until it clicks.



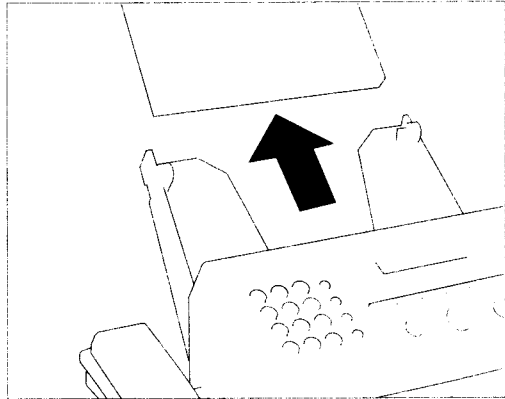
## Recording paper jams

### ■ To remove jammed paper

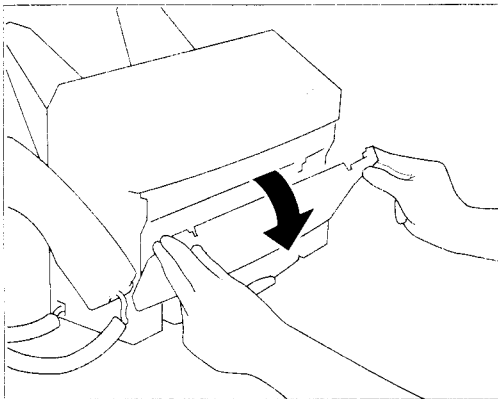
**1** Remove the paper tray cover.



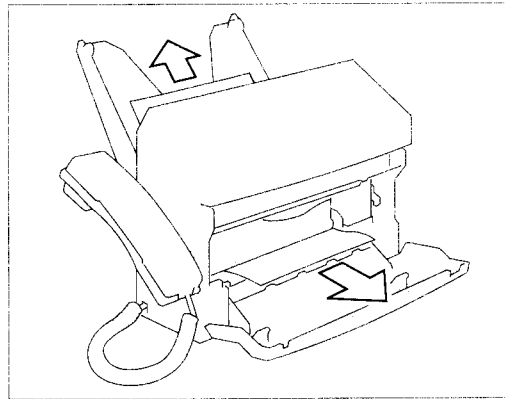
**2** Remove the recording paper.



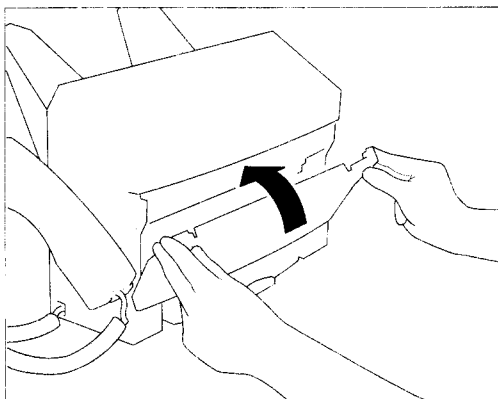
**3** Open the front cover.



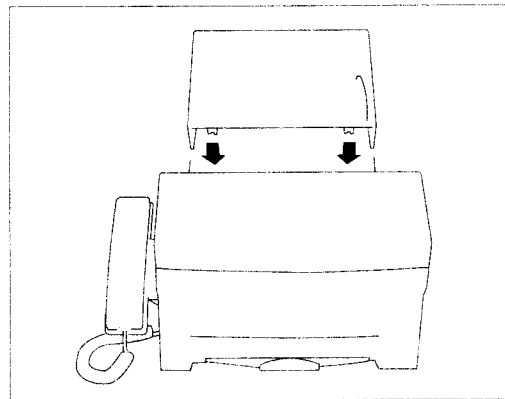
**4** Pull the sheet out slowly.



**5** Close the front cover.



**6** Load the paper (see Loading the paper, pg.6), then replace the paper tray cover, and press [STOP].



# Periodic care

---

## Cleaning the FAXPHONE exterior

---

To keep the exterior of the FAXPHONE clean, gently wipe the FAXPHONE with a soft cloth lightly moistened with water. Never use thinner, benzene, alcohol or any other organic solvent, as it may damage the surface of the FAXPHONE.

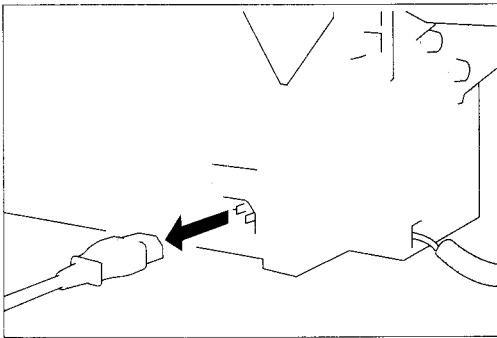
## Cleaning the glass scanning window

---

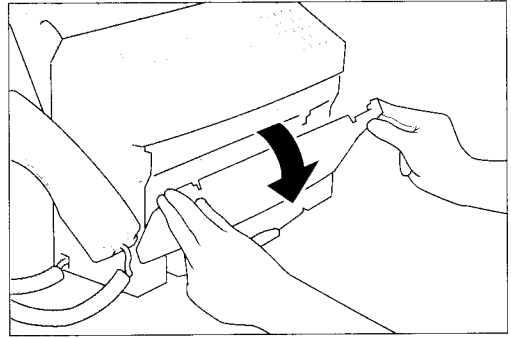
The glass scanning window can accumulate dirt with continued use, resulting in spots on faxes and copies.

### ■ To clean the glass scanning window

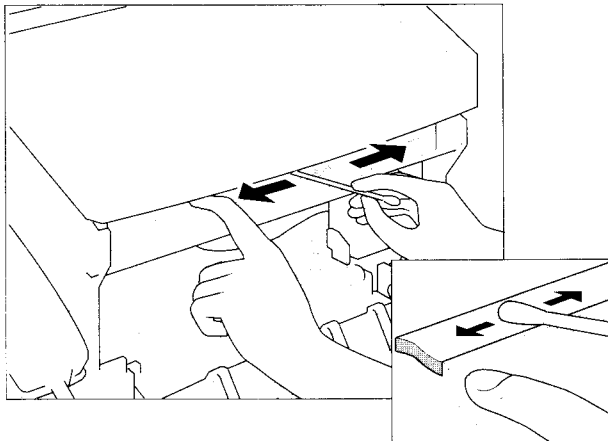
**1** Disconnect the power cord.



**2** Open the front cover.



**3** Press down on the scanning window assembly and clean the glass window with a dry cotton swab.



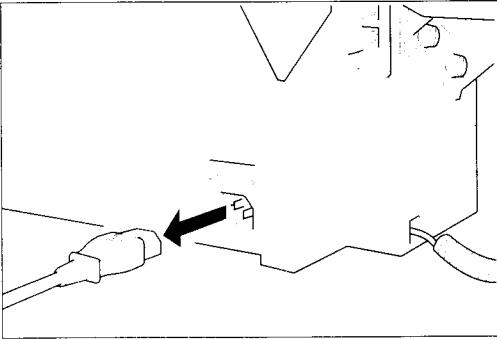


## Cleaning the printer area

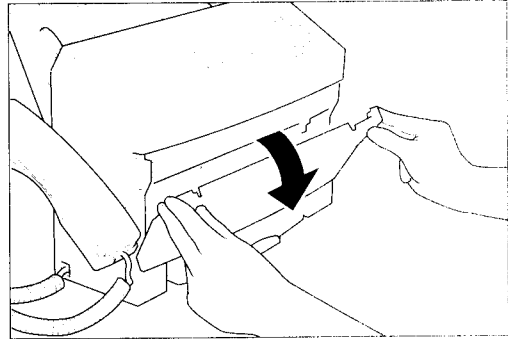
Clean the printer area regularly to prevent accumulation of paper dust and ink spots.

### ■ To clean the printer area

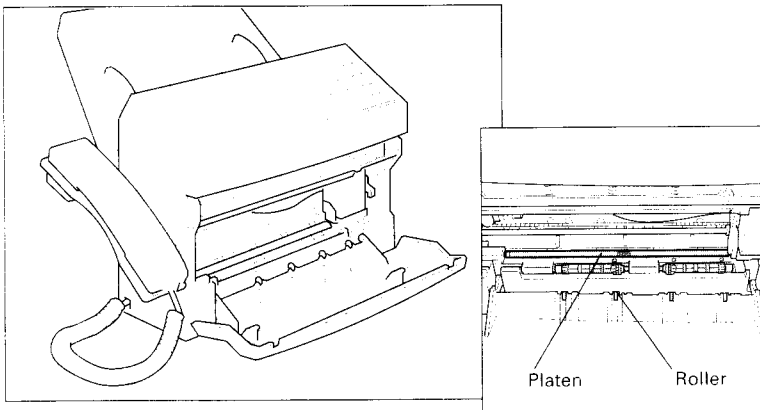
**1** Disconnect the power cord.



**2** Open the front cover.



**3** Clean the printer area with a soft, dry cloth.



- Remove any ink mist or paper debris from the interior of the printer using a soft cloth. Clean especially well around the platen area. If the rollers become dirty, you can clean them using a small, soft brush.
- Never use a solvent, such as thinner or benzene, to clean the printer area.
- Do not remove the BJ cartridge or attempt to wipe the cartridge print head.

---

## Cleaning the BJ cartridge print head

To maintain the best possible print quality, the BJ cartridge print head needs to be cleaned from time to time. If you notice some degradation in the print quality, try cleaning the print head.

Cleaning the print head consumes a small amount of ink. Cleaning too often significantly reduces the amount ink in the cartridge.

**1**

Press **[FUNCTION]**.

Wait a second for TEL REGISTRATION to appear.

*FUNCTION*

SELECT MENU

1sec.

TEL REGISTRATION

**2**

Press **[CLEANING]**.

*CLEANING*

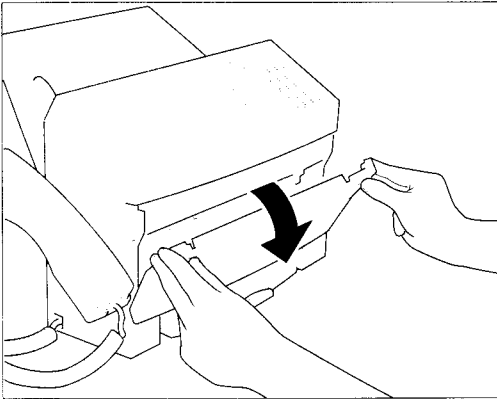
03

HEAD CLEANING

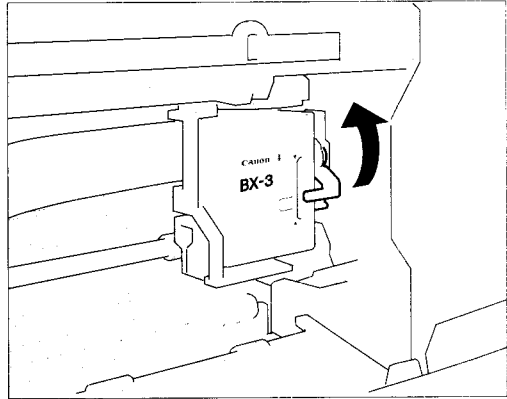
## Replacing the BJ cartridge

Replace the BJ cartridge when you see the message CHANGE CARTRIDGE displayed.

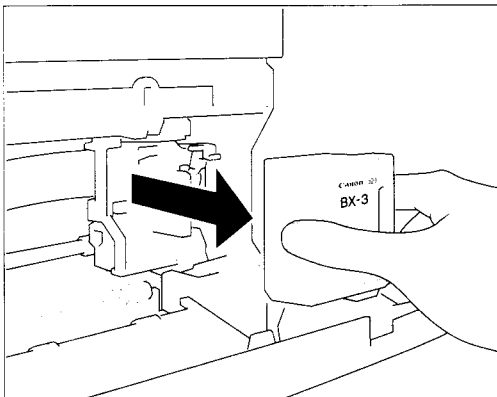
- 1** Open the front cover of the FAXPHONE.



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



- 3** Remove the cartridge.



- 4** Insert a new cartridge.  
See Installing the BJ cartridge, steps 3 to 8, pg.10.

Dispose of the BJ cartridge properly.  
You may want to place it in a plastic bag to keep from spilling any residual ink.

# Troubleshooting

---

Refer to this section if you experience trouble operating your FAXPHONE.

## **TRANSMITTING**

### **┘ Cannot send a document?**

- *Is the FAXPHONE set for the type of telephone line in use (pulse/tone)?*  
If you have a pulse line, be sure the FAXPHONE is set for pulse dialing. If you are not sure about what type of line you have, contact your local telephone company. See pg.14.
- *Has the document been fed correctly into the FAXPHONE?*  
Remove the document, stack it and feed it into the FAXPHONE correctly. See pg.49.
- *Is the One-touch or Coded Speed Dialing number you used registered for the feature you want to use?*  
Check the content of the One-touch or Coded Speed Dialing button and be sure it was registered correctly. See pg.39, 41.
- *Is the other party's fax out of paper?*  
Call the other party and be sure paper is installed in the other party's fax unit.
- *Are there any other documents being sent from memory?*  
Allow time for the current document to finish sending.
- Print an activity report and check for an error code. See pg.91, 109.
- Make sure there is a dial tone when you lift the handset.

### **┘ Are the images you send or copy spotted or dirty?**



- *Is the document scanning glass clean?*  
If the scanning glass is dirty, clean it. See pg.100.
- *Is the other party's fax working properly?*  
To confirm correct operation of your own FAXPHONE, make a copy. If the copy is clear, the other party's fax may have a problem.
- *Is the document fed correctly into the Automatic Document Feeder?*  
Remove the document and feed it correctly into the feeder. See pg.49.

### **┘ Cannot send using Error Correction Mode (ECM)?**

- *Does the other party's fax support ECM?*  
Some fax units do not support ECM transmission. If the other party's fax does not support ECM transmission, then the document is sent in the normal mode without error checking.
- *Is your FAXPHONE set for ECM sending?*  
ECM sending for your FAXPHONE can be turned off and on. Check the current setting. See pg.88.

## **RECEIVING**

### **┘ Cannot receive a document automatically?**

- *Is the FAXPHONE set to receive automatically?*  
For the FAXPHONE to automatically switch from telephone to fax document reception,  and  icons must be off. Press the [ANS HOOK UP/MANUAL] to turn them off. See pg.71.

- *Is RX RESTRICTION set to ON?*  
If RX RESTRICTION is set to ON, the FAXPHONE will only receive faxes from numbers which have been registered for One-touch Speed Dialing and Coded Speed Dialing. See pg.90.
- Make sure you have printed out any document received in memory. See pg.73.
- Check the LCD for an error message. See pg.109.
- Print an activity report and look for an error code. See pg.91, 109.

**❑ The FAXPHONE won't switch automatically between telephone and fax transmissions.**

- *Does the ANS HOOK UP or MANUAL icon appear?*  
For the FAXPHONE to switch automatically between telephone and fax reception, the ANS HOOK UP and MANUAL icons must both be off. Press [ANS HOOK UP/MANUAL] below these icons on the operation panel to turn them off. See pg.71.
- *Is the FAX/TEL SWITCH set to OFF?*  
Check this setting and turn it on. See pg.18.
- Make sure you have printed out any documents in memory. See pg.73.
- Check the LCD for an error message. See pg.109.
- Some fax units cannot send the CNG signal that tells your FAXPHONE the incoming signal is from a fax. In such cases, you will have to receive the document manually.

**❑ Cannot receive a document manually?**

- *Is a document fed into the FAXPHONE?*  
Remove the document. You cannot receive when there is a document fed into your FAXPHONE.
- *Did you press [START/COPY] after hanging up the handset?*  
Always press [START/COPY] before hanging up the handset. Don't press [START/COPY] after you hang up the handset.

**❑ Cannot poll and receive from other units?**

- *Is a document fed into the FAXPHONE?*  
Remove the document. You cannot receive when there is a document fed into your FAXPHONE.
- *Do the polling IDs match?*  
Be sure the polling IDs on both fax units are the same. See pg.74.
- *Has the other party fed the document into the fax correctly?*  
Be sure the other party has fed the document correctly.
- Make sure paper is loaded in the paper tray. See pg.6.

---

### ┘ **Print quality poor?**

- *Are you using the correct type of paper?*  
Be sure you are using stock paper that meets the paper requirements for this FAXPHONE. See pg.6.
- *Is the fax unit's BJ cartridge out of ink?*  
Change the BJ cartridge. See pg.103.
- *Make a copy on your FAXPHONE. If the image is OK, then your FAXPHONE is operating properly.*  
Contact the other party and have them check their machine.

### ┘ **Cannot receive using Error Correction Mode (ECM)?**

- *Does the other party's fax support ECM?*  
Some fax units do not support ECM transmission. If the other party's fax does not support ECM, the document is sent in the normal mode without error checking.
- *Is your FAXPHONE set for ECM receiving?*  
ECM receiving can be turned off and on. Check the current setting. See pg.89.

### ┘ **Nothing prints?**

- *Did you remove the orange tape from the BJ cartridge before you installed it in the FAXPHONE?*  
Be sure to remove the orange tape from the BJ cartridge before you install it in the FAXPHONE. See pg.10.
- *Make sure the BJ cartridge is installed correctly.* See pg.10.
- *Clean the print head several times.* See pg.102.
- *Try another BJ cartridge.*

### ┘ **Are the images you print blotched or uneven?**

- *Are you using ECM sending/receiving?*  
ECM sending/receiving should eliminate such problems. However, if the telephone lines are in poor condition, you may have to try again.
- *How is the quality of the other party's fax?*  
Remember, the sending fax usually determines document quality. Be sure the other party's the back of top cover and scanning glass are clean.

## **TELEPHONE**

### ┘ **Cannot dial?**

- *Is the telephone line connected to the FAXPHONE?*  
Be sure the telephone line is correctly connected to the FAXPHONE. See pg.13.
- *Is the FAXPHONE set for the type of telephone line in use (pulse/tonic)?*  
If you have a pulse line, be sure the FAXPHONE is set for pulse dialing. If you are not sure about what type of line you have, contact your local telephone company. See pg.14.

❑ **Does the phone disconnect while you are talking on the line?**

- *Is the ANS HOOK UP icon on?*

If the ANS HOOK UP icon is on, press the [ANS HOOK UP/MANUAL] button to turn it off. The ANS HOOK UP icon *should be on* only when an answering machine is connected and turned on and ready to take messages from telephone callers.

## **COPYING**

❑ **Cannot make a copy?**

- *Was the [ON HOOK] button pressed.*  
You cannot make copies if [ON HOOK] was pressed. Press [ON HOOK] to release it.
- Make sure the handset is on the hook (FAXPHONE B550 only).
- Make sure a document is set in the Automatic Document Feeder and the LCD displays DOCUMENT READY.
- Print an activity report to ensure the FAXPHONE is working properly.

## **PAPER LOADING PROBLEMS**

⌋ **Multiple sheets feed into the FAXPHONE.**

- Make sure the paper is not sticking together. Fan the paper before loading it into the paper tray. Always fan a stack of paper along the edge that will feed into the first.
- Make sure the paper tray does not contain too much paper. Remove a few sheets of paper from the paper tray.
- If different paper types are loaded in the paper tray, load just one paper type. See Loading the paper, pg. 6.

❑ **Paper is loaded skewed (Printing is skewed).**

- Make sure the paper is loaded properly in the paper tray: the right side of the paper is aligned against the right side of the paper tray and the paper guide rests against the left side of the paper stack, see Loading the paper, pg. 6.

## **GENERAL**

❑ **Nothing shows on the display?**

- *Is the power plug firmly plugged in?*  
Check the plug and be sure it is firmly plugged into the socket.
- *Cannot solve the problem?*  
Disconnect the power. Wait five seconds and reconnect the power again. Check the other party's fax and be sure that it is compatible with your FAXPHONE. There are some compatibility problems between certain types of faxes.  
Still cannot solve the problem?  
Call for service.

# Print Quality Problems

---

If the printout is unsatisfactory, consider the following suggestions:

- Most paper has a right side and a wrong side. If the print quality is poor, try turning the paper over and printing on the other side.
- If characters and images are blurred, check that you are using the correct kind of paper. see pg.6.
- If ink gets on the printer's platen, the reverse side of the printed page will have smudges. In this case, clean the platen area with a soft dry cloth. see pg.101.
- If white streaks or missing dots appear on printed pages, perform the print head cleaning operation. See pg.102.
- If the quality is not crisp and clear after cleaning the print head, repeat the head cleaning procedure again. If output still is not satisfactory after cleaning the print head five consecutive times, replace the BJ cartridge. See pg.103.
- If the following print quality problems occur in the entire printing area, check for the most probable cause and remedy as listed below.

<b>Print Results</b>	<b>Most Probable Cause</b>	<b>Remedy</b>
Smudged	Paper type	Try a different type. See pg.6.
Blurred	Paper type	Try a different type. See pg.6.
Faded	Print head is clogged or out of ink.	Perform head cleaning or replace the BJ cartridge. See pg.102, 103.
White Streaks	Print head is clogged.	Perform head cleaning or reinstalling the BJ cartridge. See pg.10, 102.
Dots Missing	Print head is clogged.	Perform head cleaning. See pg.102.
Irregular Dots	Print head is clogged.	Perform head cleaning. See pg.102.



# Error codes, messages and solutions

The following table summarizes the error codes that appear on Activity reports (see pg.92), the displayed messages and what to do for each error.

<b>Message</b>	<b>Error Code</b>	<b>Cause</b>	<b>Action</b>
BUSY/NO SIGNAL	#005/018	The telephone number you dialed is busy.	Try sending the document at a later time.
		The other party's fax is not working.	Contact the other party and have them check their fax.
		The other party is not using a G3 machine.	Contact the other party and have them send or receive the document using a G3 machine.
		The touch tone/rotary pulse setting on your FAXPHONE is incorrect.	Set your FAXPHONE to the setting that matches your telephone line. (See pg.14)
		The receiving fax did not answer within 35 seconds.	Contact the other party and have them check their fax. You can try to send the document manually. For an overseas call, add pauses to the registered number. (See pg.33)
CHANGE CARTRIDGE	-	The BJ cartridge is empty or the ink has dried out.	Replace the BJ cartridge. (See pg.103)
CHECK REC PAPER	#009	No paper in the FAXPHONE or there is a paper jam.	Add paper or clear the jam, then press [STOP]. (See pg.6, 99)
CHK. FRONT COVER	-	The front cover is open.	Close the front cover.
CHECK DOCUMENT	#001	Document is jammed.	Remove the document you are trying to send or copy and start again. (See pg. 98)
	#011	The FAXPHONE tried to poll another unit but the other fax unit did not have a document to send.	Contact the other party and have them set the document for polling.

<b>Message</b>	<b>Error Code</b>	<b>Cause</b>	<b>Action</b>
CHECK PRINTER	–	An error occurred in the printer.	Press [STOP]. Try your operation again.
DOC. TOO LONG	#003	It took more than 32 minutes to send or copy a document. It took more than 32 minutes to receive a document.  The document is longer than 39.4 in. (1m).	Divide the document and send or copy each part separately. Contact the other party. Have them divide the document and send each part separately.  Use a copy machine to make a reduced copy of the document and send the copy.
HANG UP PHONE	–	The handset is off hook.	Place the handset properly into its cradle.
MEMORY FULL	#037	The memory of the FAXPHONE is full because it has received too many documents.  The memory is full because you tried to send too many pages at once.	Print out any documents that are stored in memory. Then start the operation again. (See pg.73)  Divide the documents and send each part separately.
MULTI TRANS. ON	–	Sequential broadcasting is in progress, with a pause between calls.	If you want the FAXPHONE to continue, do nothing. If you want to stop sending, wait until the FAXPHONE starts to dial the number, then press [STOP].
NO RX PAPER	#012	The other party's fax is out of paper.	Contact the other party and have them install paper in their fax.
NO TEL #	#022	The One-touch Dialing or Coded Speed Dialing number has not been registered.	Register the number. (See pg.39, 41)

## **Error codes, messages and solutions**

<b>Message</b>	<b>Error Code</b>	<b>Cause</b>	<b>Action</b>
POLLING ID ERROR	#021	You cannot poll the other party's fax because the polling IDs do not match.	Register your polling ID so that it matches that of the other fax unit, or have the other party set their polling ID to 11111111. (See pg.74)
PUT IN CARTRIDGE	-	The BJ cartridge is not set.	Set the BJ cartridge (See pg.10).
REC'D IN MEMORY	-	The paper or ink ran out, or a paper jam occurred, so the FAXPHONE received the document in memory.	Add paper to the paper tray, change the BJ cartridge, or clear the paper jam. Print out the document from memory. (See pg.73)
REC.PAPER JAM	#009	There is a paper jam.	Clear the jam, then press [STOP]. (See pg.99)
REDIALING	-	The FAXPHONE is waiting to redial the other party's number because the line was busy or the other party did not answer when you tried to send the document.	Wait for the FAXPHONE to try redialing. If that doesn't work, wait until the FAXPHONE starts to dial the number, then press [STOP] to cancel redialing. Try to send the document again at a later time.
START AGAIN	-	An error has occurred.	Start the procedure again from the beginning and try again.
STOP KEY PRESSED	-	[STOP] is pressed.	Start the procedure again from the beginning and try again.
TIMER	-	Delayed Sending is set and will send at the preset time.	
TALK	-	The FAX/TEL switch is set for the FAXPHONE to ring.	Answer the call.

# ***In case of a power failure***

---

The user data settings and registered data for One-touch Speed Dialing and Coded Speed Dialing are saved during a power failure using a built-in battery. The documents in the FAXPHONE memory are safeguarded also for approximately 1 hour during a power failure.

## **During a power failure**

---

The following restrictions apply to the function of the FAXPHONE during a power failure or while the power is turned off:

- A call can be received with the FAXPHONE during a power failure. However, a call cannot be made since the numeric buttons, One-touch Speed Dialing, Coded Speed Dialing, and Group Dialing features are not operational.
- A document can neither be sent nor received during a power failure.

## **Memory backup function**

---

A memory backup function safeguards the contents of the FAXPHONE memory during a power failure or while the power is turned off. Read the following descriptions carefully and make sure you follow the recommendations.

- Observe the precautions regarding the proper installation location of the FAXPHONE to maintain the optimum performance of the memory backup function.  
The optimum performance of the memory backup function of approximately 1 hour was verified where the ambient temperature was maintained at 73.4°F (23°C) at 60% relative humidity. Memory backup performance may vary according to the operating environment.
- The user data settings, and registered data for One-touch Speed Dialing and Coded Speed Dialing are saved with a built-in lithium battery.
- The documents in the FAXPHONE memory will be saved for approximately 1 hour. If a power failure occurs or if the power is turned off for an extended period of time beyond this limit, the documents in the FAXPHONE memory will be lost. After you turn on the FAXPHONE as soon as the power is restored, the FAXPHONE will automatically print out a memory clear list to inform you of the deleted memory files.
- The memory backup function requires that the FAXPHONE remain turned on for a period of five days to be fully charged. Regularly turning off the FAXPHONE during the evenings or holidays will prevent the memory backup function from fully recharging.

# Specifications

- Scanning sheet size:** Maximum width 8.5" (216 mm)  
Minimum width 8.3" (210 mm)  
Maximum length 39.4" (1 m)  
Minimum length 5.8" (148 mm)  
Maximum thickness 0.005" (0.13 mm)  
Minimum thickness 0.003" (0.08 mm)
- Effective image size:  
(when scanning)** Width (Letter, Legal) 8.4" (214 mm)
- Printing paper size:** Letter 8.5" x 11"  
Legal 8.5" x 14"  
A4 8.3" x 11.7"
- Transmission time:** G3 ECM MMR approx. 9 seconds\*  
G3 MR Standard mode approx. 18 seconds\*  
G3 MH Standard mode approx. 19 seconds\*
- Scanning line density:** Horizontal 203 dots/inch  
(8.00 dots/mm)  
Vertical Standard 98 lines/inch (3.85 lines/mm)  
Fine 196 lines/inch (7.7 lines/mm)
- Scanning method:** Solid state electronic scanning by contact image sensor
- Recording method:** Bubble Jet printing
- Paper tray capacity:** Maximum 100 sheets (20 lb or 75 g/m<sup>2</sup>)  
Maximum thickness of stacked paper 0.39" (10 mm)
- Paper type:** Plain cut sheet paper (Letter/Legal)  
Paper weight 17 to 24 lb (64 to 90 g/m<sup>2</sup>)  
Paper thickness 0.003" to 0.005" (0.08 to 0.12 mm)
- Image memory:** 15 letter-size pages\* (standard resolution)
- Applicable lines:** Subscriber's telephone circuit (PSTN)
- Auto dial functions:** One-touch Speed Dialing (Registration for 20 numbers)  
Coded Speed Dialing (Registration for 50 numbers)

\* Based on the CCITT #1 chart, Standard mode.

# Specifications

**Ink cartridge:** Type: Canon BX-3 (single cartridge ink supply)  
Ink color: Black  
Print head: 64 bubble jet nozzles  
\* By enabling the INKSAVER mode, ink consumption can be decreased by as much as fifty percent, resulting in a longer effective cartridge life.

**Ink amount:** Approx. 29 ml

**Power source:** 120 V/60 Hz

**Power consumption:** Standby: approx. 9 W  
68°F (20°C) room temp.  
Operation: approx. 29 W, maximum 43 W  
(based on all black copy)

**Operating environment:** Temperature: 50° to 90.5°F (10° to 32.5°C)  
Humidity: 20 to 80 % RH

**Dimensions:** FAXPHONE B540  
14.2" (W) x 11.6" (D) x 12.9" (H)  
360 mm (W) x 294 mm (D) x 328 mm (H)

FAXPHONE B550  
17.4" (W) x 11.9" (D) x 12.9" (H)  
442 mm (w) x 301 mm (D) x 328 mm (H)

**Weight:** FAXPHONE B540  
Approx. 12.6 lbs (5.7 kg)

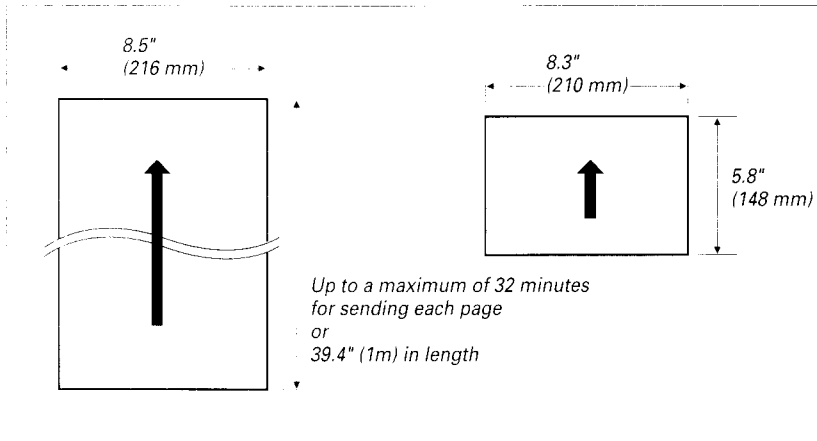
FAXPHONE B550  
Approx. 13.2 lbs (6.0 kg)

Specifications subject to change without notice.

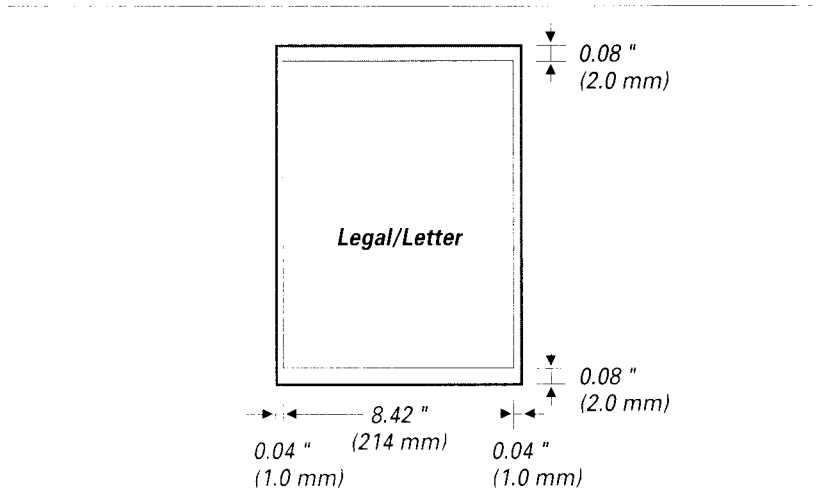
# Appendix

## Document sizes

The following illustrations show the maximum and minimum document sizes that can be fed into the FAXPHONE.



The actual scanned image size for the FAXPHONE is shown below.



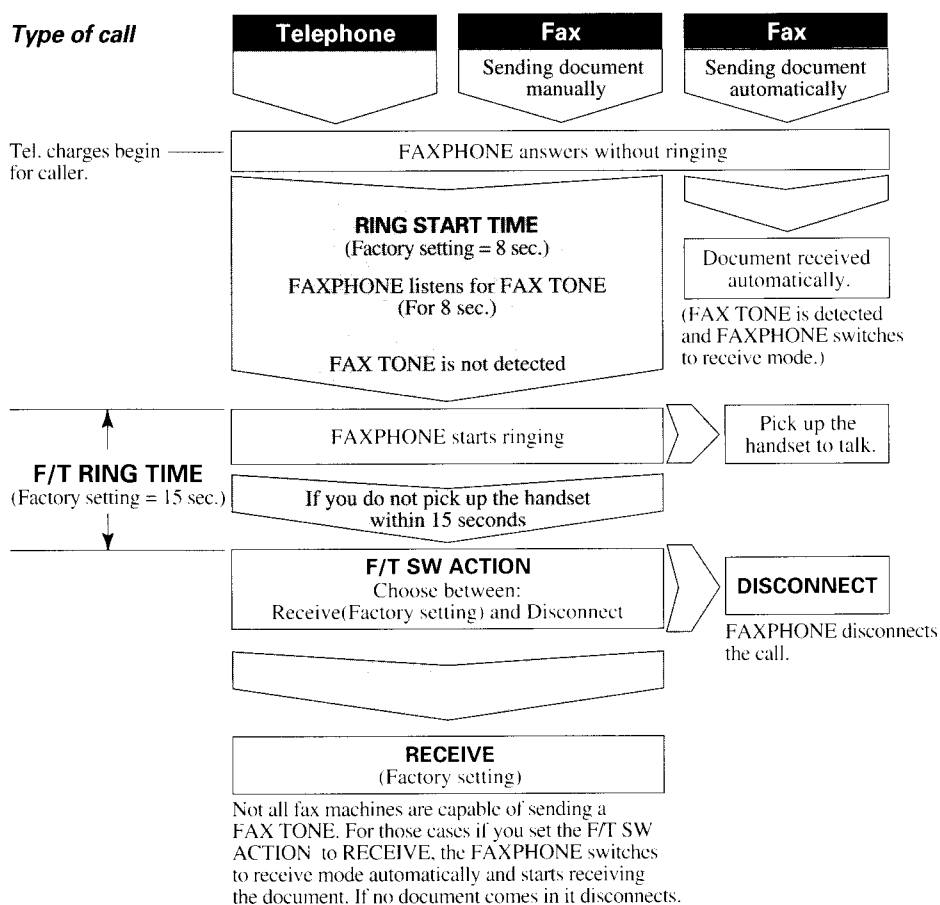
There is a 0.04"(1.0 mm) margin on either side of the sheet and a 0.08"(2.0 mm) margin on the top and bottom that are not picked up by the scanner.

### **NOTE** Document thickness

- Maximum 0.005" (0.13 mm)
- Minimum 0.003" (0.08 mm)

# Appendix

## What happens when the FAX/TEL switch is ON



### To change the settings:

- 1 Press [FUNCTION].
- 2 Press the [>] until RX SETTING is displayed in the LCD. Press [START/COPY].
- 3 Press the [>] until FAX/TEL SWITCH is displayed in the LCD. Press [START/COPY].
- 4 Press [<] or [>] to choose between ON and OFF. Press [START/COPY].
- 5 If FAX/TEL SWITCH was set to ON go to step 6. Else press [STOP] to finish registration and return to the standby mode.
- 6 LCD displays RING START TIME. Press [START/COPY]. Choose between 0-30 SECONDS (enter your selection using the numeric button pad) and press [START/COPY] again.
- 7 LCD displays F/T RING TIME. Press [START/COPY]. Choose between 10-45 SECONDS (enter your selection using the numeric button pad) and press [START/COPY] again.
- 8 LCD displays F/T SW ACTION. Press [<] or [>] to choose between RECEIVE and DISCONNECT. Press [START/COPY].
- 9 Press [STOP] to finish registration and return to the standby mode.



# Glossary

## A

### **AC**

Alternating current. The type of electrical current available from a wall outlet.

### **Activity report**

Journal of transactions, both sent and received.

### **ADF**

Automatic Document Feeder. The document tray on the FAXPHONE holds 20 sheets of paper.

### **Auto Halftone**

The document setting you use for sending documents with intermediate tones, such as photographs.

### **Automatic dialing**

Dialing fax or telephone numbers by pressing one or three buttons. To use automatic dialing, you must register the numbers in the FAXPHONE's memory. See also One-touch Speed Dialing, Coded Speed Dialing, and Group dialing.

### **ANS HOOK UP/MANUAL**

The icons and button that indicate and control how the FAXPHONE detects whether a call is from a fax or a telephone. When you use the FAXPHONE with an answering machine, set the ANS HOOK UP icon on so the answering machine will pick up the calls. When the MANUAL icon appears, the FAXPHONE will work as a telephone until you manually engage it to receive a faxed document. When no icon appears, the FAXPHONE is in automatic mode and will use the FAX/TEL switching capabilities.

### **Auto FAX/TEL switching**

See FAX/TEL switching.

## B

### **Bi-directional printing**

The ability of the FAXPHONE to print both left to right and right to left. This printing method provides a fast speed. See also Undirectional printing.

### **bps**

Bits per second. Refers to the speed with which a fax machine sends and receives data.

### **Broadcasting**

Transmitting documents to more than one location (through the FAXPHONE's memory).

### **Bubble Jet printing**

An ink-jet type printing method that heats the ink to the boiling point to form a bubble. When the bubble expands, there is no room left in the nozzle for the ink and the ink is projected onto the paper.

## C

### **CCITT #1 Chart**

A test chart, defined by CCITT, used to measure the transmission speed as well as the transmitting and receiving memory capacity of a fax machine.

### **CCITT/ITU-TS**

Formerly known as CCITT, Consultative Committee for International Telegraph and Telephone. CCITT has been replaced by the International Telecommunications Union-Telecommunications Sector (ITU-TS), a committee created to set international standards for telecommunications.

### **CNG**

Calling Tone. This is a signal sent by fax machines to identify the call as an incoming document. When the receiving fax detects this signal, it automatically starts to receive the fax transmission. The majority of fax machines in use today can send and detect CNG signals.

### **Coded Speed Dialing**

An automatic dialing method that allows you to dial a fax or telephone number by pressing three buttons-[CODED DIAL/DIRECTORY] and a two-digit code using the numeric buttons. You can register up to 50 Coded Speed Dialing numbers in the FAXPHONE.

### **Cursor**

The underline symbol you see on the LCD when you register numbers and names in the FAXPHONE. Press the arrow buttons to move the cursor.

## D

### **Delayed Sending**

The ability to send a document at a preset time in the future. You do not have to be in your office to use Delayed Sending to one or more destinations. (You can set up only one delayed transmission at a time on the FAXPHONE)

### **Density control**

A setting that darkens or lightens the scanning of documents.

# Glossary

## **Dialing methods**

Ways of pressing one or more buttons to access a number to connect to an outside party or fax machine. Dialing methods include One-touch, Coded Speed Dialing, Group Dialing, Directory Dialing, and Manual (Regular).

## **Direct Sending**

Transmitting a fax document one page at a time without having the document scanned into memory.

## **Directory Dialing**

A dialing method that allows you to dial any telephone or fax number registered for One-touch or Coded Speed Dialing. You recall the number by the name you entered when registering the number.

## **Document**

The sheet of paper containing the data that you send to or receive from a fax.

## **dpi**

Dots per inch. A unit of measurement for indicating a printer's resolution.

## **DRPD**

Distinctive Ring Pattern Detection. Allows you to assign up to five different ring patterns to distinguish voice and fax calls using your telephone company's special services.

## **E**

### **ECM**

Error Correction Mode. The ability of your FAXPHONE to reduce system and line errors when sending or receiving from another fax with ECM capability. ECM is most effective in areas where the telephone lines are in poor condition or there is frequent interference on the line. Do not use ECM if you need to send a document quickly and you are sure the other party can read your transmission without it (turning off ECM also turns off MMR).

### **Extension**

A telephone connected to the FAXPHONE that is used in place of the handset. You can use the extension telephone to activate incoming reception of documents manually.

## **F**

### **FAX/TEL switching**

This option allows you to set the FAXPHONE to automatically detect whether a call is from a fax or telephone. If the call is from another fax, the transmission is automatically received. If the call is from a telephone, the FAXPHONE rings to let you know, so you can pick up the handset. With this feature, one telephone line can be shared by both the telephone and the fax.

### **FINE**

The setting for documents with very small characters and lines.

## **G**

### **G3, Group 3 fax machine**

Defined by CCITT. Uses encoding schemes to transmit image data while reducing the amount of data that needs to be transmitted, thus reducing transmission time. G3 fax machines can transmit one page in less than one minute. Encoding schemes for G3 fax machines are Modified Huffman (MH), Modified Read (MR), and Modified Modified Read (MMR).

### **Group Dialing**

A dialing method that enables you to dial up to 69 registered One-touch Speed Dialing or Coded Speed Dialing numbers together as a group. This means that you can press just one or three buttons to enter numbers when sending the same document to many destinations.

## **H**

### **HOOK**

The button that engages and disengages the telephone line.

## **I**

### **Ink cartridge**

The special type of ink cartridge used with Canon Bubble Jet fax machines. The ink cartridge for the FAXPHONE includes the print head and ink. Use the BX-3 cartridge only.

# Glossary

## J

### **Jack**

The telephone receptacles on your wall or in your FAXPHONE used to connect the FAXPHONE to the telephone line, handset, answering machine and extension phone.

## M

### **Manual Dialing**

Pressing the individual numeric buttons to dial a fax or telephone number. Also called regular dialing.

### **Manual receiving**

A setting that allows you to answer all incoming telephone and fax calls. If you hear a slow beep it indicates an incoming fax transmission from another machine. Just press [START/COPY] to receive the incoming fax.

### **Manual redialing**

When you use Regular dialing, you can redial a number manually simply by pressing [REDIAL] on the operation panel. The last number called is the number redialed.

### **Memory Sending**

Scans a document into memory before the FAXPHONE dials the numbers and sends it. This method is faster than direct sending and it allows you to retrieve your original document immediately after scanning.

## N

### **Noise**

A term applied to a variety of problems that impair the operation of telephone lines used for faxing.

### **Numeric buttons**

The round numbered buttons on the operation panel marked the same as a standard telephone keypad. Press them to perform Manual Dialing. You also use the numeric buttons to enter numbers and letters when you register numbers and names, and for entering Coded Speed Dialing codes with two or more digits.

## O

### **One-touch Speed Dialing buttons**

The rectangular buttons numbered 01 to 20 on the operation panel, each of which may be registered as a fax or telephone number. Once a number is registered, you press one button to dial the entire number.

## P

### **Pause**

A timing entry required for registering certain long distance numbers and for dialing out through some telephone systems or switchboards.

### **PBX**

Private branch exchange. See Switchboard.

### **Polling**

Requesting another fax machine to send a document to your FAXPHONE. This feature is useful for obtaining a document when the original document is waiting in the other fax and the fax operator is not there. See Polling ID.

### **Polling ID**

An eight-digit binary number (binary= 0 or 1) used to control your ability to request another fax machine to send documents to your FAXPHONE. The polling ID you register must match the ID used in the polling network. See Polling.

### **Pulse**

See Rotary pulse.

## R

### **Redialing-automatic**

When the fax you dial does not answer or a sending error occurs, the FAXPHONE waits for a specified interval and then redials the same fax number. You can adjust the number of redials and the length of time between redialing.

### **Redialing-manual**

When you use the regular dialing method, you can quickly call the last number dialed by pressing [REDIAL].

# Glossary

## **Reduction mode**

The FAXPHONE's automatic feature that slightly reduces the received image to allow room at the top of the page for the sender's ID information. You can also reduce the size of large incoming documents using the RX REDUCTION option.

## **Remote receiving ID**

The two-digit code that enables you to manually activate a fax using an extension phone that is connected to the FAXPHONE.

## **Remote reception**

Activating a fax by answering an extension telephone that is connected to the FAXPHONE, but that is not located near the FAXPHONE.

## **Resolution**

The density of dots for any given output device. Expressed in terms of dots per inch (dpi). Low resolution causes font characters and graphics to have a jagged appearance. Higher resolution means smoother curves and angles as well as a better match to traditional typeface designs. Resolution values are represented by horizontal data and vertical data.

## **Restricted reception**

The ability of your FAXPHONE to restrict incoming documents. With this feature turned on, the FAXPHONE will receive documents only from speed dialing numbers registered in the unit.

## **Rotary pulse**

A telephone dialing system where a dial is rotated to send pulses to the telephone switching system. When you pulse dial, you hear clicks. When you touch-tone dial, the most common dialing system, you hear tones. Rotary pulse dialing requires certain setting adjustments.

## **S**

### **Sender ID**

The identifying information from the sender at the top of a document including: date and time, the sender's fax/telephone number, sender's name, receiver's name or company name, and page number. Also called TTI or Transmit Terminal ID.

### **Sending speed**

The bits per second rate at which documents are sent. See also bps.

## **STANDARD**

A document setting for sending normal typewritten or printed documents containing only text and no drawings, photographs, or illustrations.

## **Standby**

The mode in which the FAXPHONE is on and ready to use. All operations start from standby mode when the LCD displays the date and time.

## **Switchboard**

Also called a PBX (Private Branch Exchange) internal switching system. A telephone system, usually for a large company office with many extensions, whereby you must dial an outside line number along with the regular telephone or fax number. Dialing out through a switchboard sometimes requires use of the [PAUSE] button.

## **T**

### **Timed sending**

Setting the FAXPHONE to transmit documents at a preset time in the future. See also Delayed sending.

### **Tone/pulse setting**

The ability to set the FAXPHONE to match the telephone dialing system your telephone line uses: touch-tone or rotary pulse.

## **TONE**

A button that allows you to temporarily switch to touch-tone from pulse dialing. In some countries, on-line data services may require that you use tone dialing.

## **TTI**

Transmit Terminal ID. See Sender ID.

## **U**

### **Undirectional printing**

Printing in one direction only, left to right. This printing method on the FAXPHONE provides a higher image quality but slower print speed. See also Bi-directional printing.

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