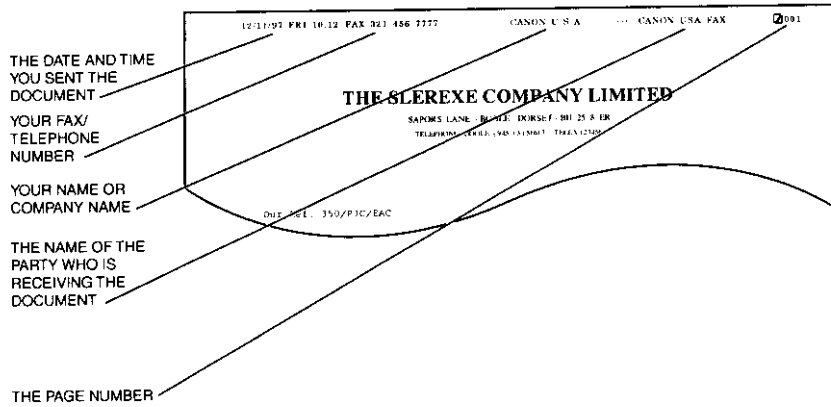


Entering User Information in the C3500

FCC rules governing the use of fax equipment require you to include your name or company name, your fax number, and the date and time of transmission on each fax you send. This information is called your Transmit Terminal Identification, or TTI, and appears at the top of the received fax in small type.



You must enter this information before using your C3500. There are two ways to do this:

Method 1: C3500 Operation Panel

You can enter the user information directly into the C3500 using the instructions on the following pages. This allows you to use the C3500 as a fax machine even if you do not have a PC connected to it.

Method 2: MultiPASS Desktop Manager

You can also enter the user information using the MultiPASS Desktop Manager. Entering information in this way will override any information entered directly into the C3500. See the *MultiPASS Desktop Manager for Windows® User's Guide* for more information.



The top line of your faxes also include the name of the receiving party when you use one-touch speed dialing, coded speed dialing, or group dialing.

Guidelines for Entering Information

Follow these guidelines for entering user information into the C3500:

If you pause while entering information and do not make an entry for more than 60 seconds, the C3500 returns to Standby mode and loses all information you had entered up to that point. You will then have to start over.



Note

If the C3500 rings while you are entering information, press **STOP** and lift the handset on the extension phone: The C3500 will automatically save all the information you have entered up to the last time you pressed **START/COPY**.

- If you hear nothing or a slow beep, someone is trying to send a fax: press **START/COPY**.
- If you hear a voice, you are receiving a normal telephone call.
- If your C3500 is set to receive faxes automatically, you do not have to press **STOP**, the C3500 will automatically receive the fax. See "Receiving Faxes" on page 5-16.

Setting Up Your
C3500

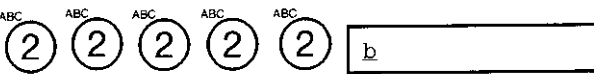
Entering a Name

When entering a name (such as "Unit Name"), each numeric button has a number and a group of uppercase and lowercase letters assigned to it. The chart below shows which number to press for each character.

Button	Characters
1	1
2	ABCabc2
3	DEFdef3
4	GHIghi4
5	JKLjkl5
6	MNOmno6
7	PQRSpqrs7
8	TUVtuv8
9	WXYZwxyz9
0	0
#	-.*#!'";:~^`_=/ '?\$@%&+()[]{}<>

Entering a single letter

For example, you would enter a lowercase letter **b** like this:

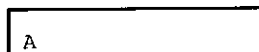
Operation: 
 Display: A → B → C → a → b

Entering two letters from the same group

To enter two letters from the same group, you have to use the right cursor button (>). For example, you would enter **AA** like this:

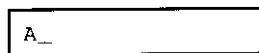


1. Press 2 once to display the first **A**.



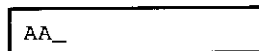


2. Press the right cursor button (>) to enter the **A** and move the cursor to the right.

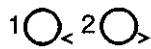




3. Press 2 again for the second **A**.



Editing Information



- If you make a mistake while entering a name, you can correct it by using the < and > buttons:
 1. Use the > button to scroll to the incorrect character.
 2. Press the < button once to erase the character above the cursor. (The cursor moves one space to the left.)
 3. Press the > button to move back to the empty space and type in the correct character.

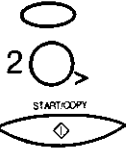


- You can also press the **STOP** button to cancel and re-enter the information in the current category (DATE & TIME, UNIT NAME, UNIT TELEPHONE, etc.)

Entering Your Identification Information

The following pages show you how to enter your name or company name, your fax number, and the date and time, and how to select the type of telephone line connected to your C3500.

FUNCTION



1. Press **FUNCTION**, **>**, then **START/COPY**.

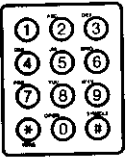
DATE & TIME



2. Press **START/COPY** once more.

- The currently set date and time appears.

11/22/97 13:00



3. Use the numeric buttons to type in the correct date and time.

- Use the MM/DD/YY format for the date and use the 24-hour clock for the time, so 5:32 p.m. would be 17:32, for example.)

12/23/97 17:32

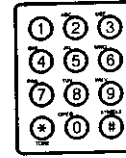


4. Press **START/COPY** to save the Date and Time.

UNIT TELEPHONE



5. Press **START/COPY** again and enter your fax number (up to 20 digits) using the numeric buttons.



TEL=541 766 3452

- You can enter spaces with the **>** button to make the number easier to read.



6. Press **START/COPY** to save the Unit Telephone.

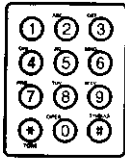
UNIT NAME

Setting Up Your C3500



7. Press **START/COPY** again and use the numeric buttons to type in your name or your business' name (up to 24 characters).

See "Entering a Name" on page 2-51 for instructions.



CANON

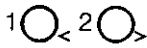


8. Press **START/COPY** to save the Unit Name.

TEL LINE TYPE



9. Press **START/COPY** then press < or > to select the correct type of telephone line:



TOUCH TONE

ROTARY PULSE



Contact your local phone company if you are not sure what type of phone line you have.



10. Press **START/COPY** to save the Tel Line Type.

FILE PRINT



11. Press **STOP** to return to Standby mode.

12/23/97 Manual

Editing Your Identification Information

If you ever need to change the user name, fax number, or phone line type, or to reset the date or time, you can use the procedures above to display the settings you need to change, then edit them using the numeric buttons and the < and > buttons.

The C3500 Menu System

In addition to the user information described on the previous pages, the C3500's menu system also contains settings for cleaning and maintenance. Descriptions of C3500 menu items are found on the page numbers shown below.

Menu Item	Description	Page
1. USER SETTINGS		
A. DATE & TIME	The date and time (24-hour clock).	2-53
B. UNIT TELEPHONE #	Your fax number (up to 20 digits).	2-53
C. UNIT NAME	Your name or business name (up to 24 characters)	2-53
D. TEL LINE TYPE	The type of telephone line connected to your C3500.	2-53
2. FILE PRINT	Prints documents stored in the C3500's memory	5-23
3. CLEANING	Cleans the BJ cartridge's print head.	7-4
4. NOZZLE CHECK	Prints a test pattern to check whether the BJ cartridge is functioning normally.	7-6

Testing the C3500

After you have assembled your C3500, installed a BJ cartridge, loaded the print media, and entered your user identification information, you can make sure the C3500 is printing properly by making several copies of a document. For instructions, see "Making Copies" on page 4-9.

- ❑ If you are printing on plain paper, note the following:
 - If the printed sheets are curled as they exit the C3500, remove them from the output tray immediately to avoid paper jams.
 - Make sure your text or graphics fall within the printable area.
 - If the print head is printing past the edge of the paper and directly on the platen, clean the platen. See "Cleaning the C3500's Interior" on page 7-2.
- ❑ If you are printing on transparencies or back print film, note the following:
 - Remove each sheet of film after it exits the C3500. Do not let film stack up on the output tray.
 - Allow printed film to dry before storing it. (Canon film needs about 15 minutes to dry properly.)
 - After the film dries, cover each printed side with a sheet of plain paper before storing. This is necessary even if you put the film in a clear file.

Chapter 3

Printing from Your PC

This chapter describes how to use the C3500 to print from your PC. It describes how to prepare the print media, and gives some advice on printing with color.

- Paper Handling 3-2
 - Selecting Paper Types 3-2
 - Printing on Envelopes 3-2
- Some Advice for Color Printing 3-6
 - Selecting Paper and Other Print Media 3-6
 - Understanding Your Application's Capabilities 3-6
 - Understanding Your Computer's Monitor and Color 3-7
 - Improving Print Speed 3-8
 - Controlling Printing Costs 3-9



Paper Handling

This section describes how to prepare the print media for use in your C3500.

Selecting Paper Types

One of the most important things you can do to achieve the best possible print quality is to select the best medium for your particular print requirements. See "Selecting the Print Media," on page 2-33 for guidelines to help you choose the right media.

Printing on Envelopes

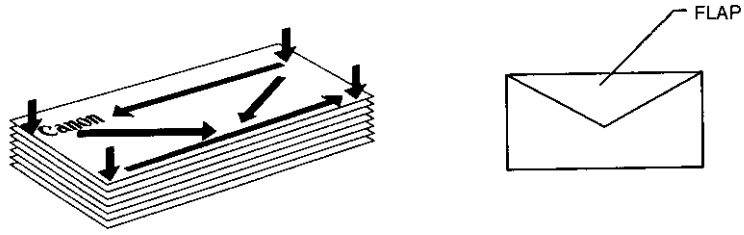
The C3500's sheet feeder can hold up to 15 envelopes. U.S. Commercial No. 10 (COM10) envelopes and European DL envelopes are recommended. You may be able to stack envelopes of other sizes in the sheet feeder, but Canon cannot guarantee consistent performance on envelope sizes other than Commercial No. 10 or DL.

Avoid printing on any of the following, as they can cause jams or smears, or damage your C3500:

- Envelopes with windows, holes, perforations, cutouts, or double flaps
- Envelopes made with special coated paper or deeply embossed paper
- Envelopes using peel-off sealing strips
- Envelopes containing letters

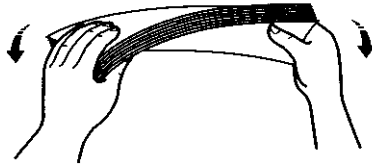
Follow these steps to stack envelopes in the sheet feeder.

1. Arrange the stack of envelopes on a firm, clean surface and press down firmly on the envelopes' edges to make the folds crisp.
 - Press all the way around the envelopes to remove any curls and expel air from inside the envelopes. Also, press firmly on the area that corresponds to the edges of the flap.



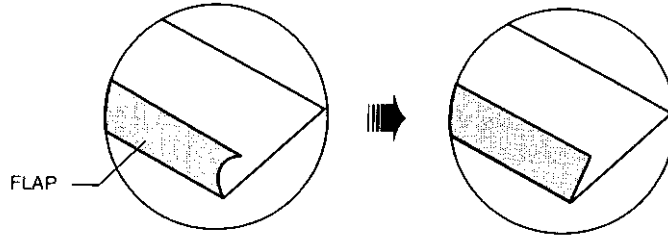
PRESS DOWN FIRMLY ON THE EDGES OF THE FLAP.

2. Remove any curling from the envelopes by holding the edge of the envelopes diagonally and bending them gently.

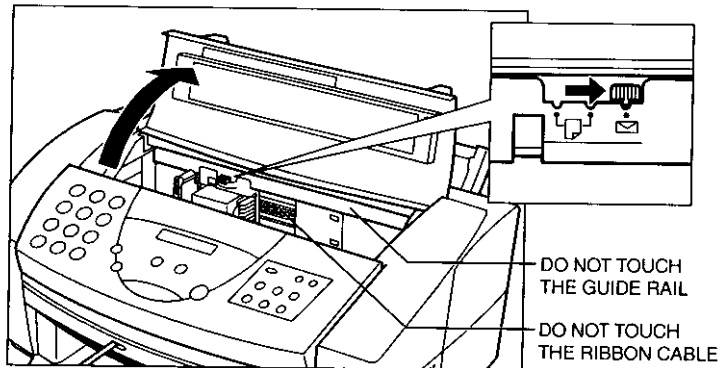


Printing from
Your PC

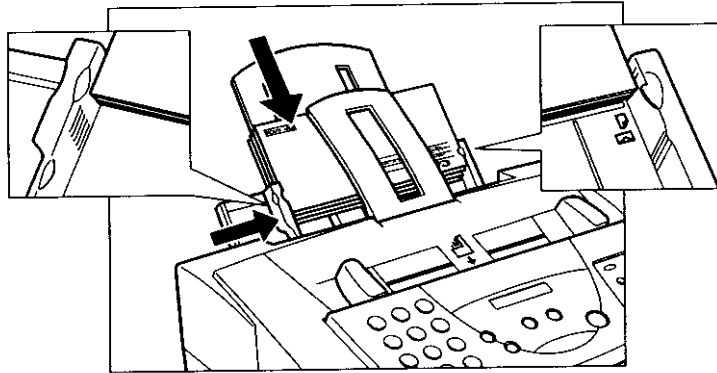
3. Make sure the flaps of the envelopes are flat and not curled.



4. Open the printer cover by grasping the document guides and lifting.
 - Make sure the paper thickness lever is set properly then close the cover. See "Adjusting the Paper Thickness Lever" on page 2-38.



5. Slide the stack of envelopes into the sheet feeder until it stops.
 - Align the paper guide with the left edge of the stack.



The C3500 is now ready to print envelopes.

Printing from
Your PC

Some Advice for Color Printing

Your Canon C3500 is a powerful color printer. If this is the first time you have used a color printer, read this section for some tips on printing with color effectively.

Color lets you strengthen the visual impact of reports, memos, and presentations. Color captures your readers' attention, holds their interest, and increases their understanding of your message. You don't have to be an artist or a graphic designer to use color effectively, but you do need software that supports color printing, and you need to spend some time thinking about how best to use color to highlight important information. Without careful planning, you can overuse color, and actually detract from the content of your document.

Selecting Paper and Other Print Media

Selecting the right print media is crucial for achieving the best possible print quality. See "Selecting the Print Media" on page 2-33 for guidelines to help you choose the right media for your particular print requirements.



Note

If you use coated paper, the colors may print out differently from what you expect.

Understanding Your Application's Capabilities

It is important that you know how to correctly use the application you will be printing from, and its capabilities and limitations for color printing.

Your C3500 can produce up to 16.7 million different colors, but the number you can actually print depends on the application you use. Some applications have restrictions on how they can use color: see your application's documentation to see if it has any such restrictions.

Your application may also offer a number of color-control functions, such as dithering, intensity, or hue:

- ❑ **Dithering** creates colors with patterns of alternating dots. For example, an alternating red and white dither pattern can create pink.
- ❑ **Intensity (saturation)** lets you adjust the depth of a color if the printout appears lighter or darker than the image on the monitor.
- ❑ **Hue** allows you to change a color's hue. For example, you can adjust the hue of red to make it more purple.

For details about these functions, see your application's documentation.

Understanding Your Computer's Monitor and Color

Be sure you know what type of monitor your PC has. Monitors are classified by their resolution and by the number of different colors they can display. The following factors can affect how well the colors on your printed page match the colors displayed on your monitor:

Monitors create the colors they display by combining red, green, and blue at different intensities. Printers create colors by combining overlaying dots of cyan, yellow, magenta, and black in a variety of combinations with varying amounts of ink.

The C3500 is optimized to provide the best color match possible of printed output with popular monitors. Yet, because monitors and printers use such different methods to create color, achieving an accurate match between your printed image and the image on your monitor can be extremely difficult in some cases.

To maximize the color-matching capabilities of your C3500, use a 24-bit color monitor and video card. For details about your monitor's ability to display color, see the monitor's documentation.

Improving Print Speed

The C3500 can produce a full spectrum of up to 16.7 million colors. When printing with black ink only, the driver only has to process information for one color. When printing in color, however, the C3500 has to process significantly more information and prints more slowly.

To improve color printing speed, try the following:

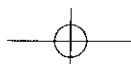
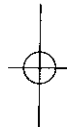
- Increase the amount of RAM in your computer.
- Use a computer with a faster processor.
- Use only one application at a time, and turn off any screen savers or other memory-resident applications.
- Limit the number of colors you use.
- Use smaller graphics and more white space in your documents.
- When printing presentation graphics, use only the C3500's primary colors: black, cyan, magenta, and yellow.
- Use Draft mode printing when not producing final copy.
- Use plain paper and set the Media Type to Plain Paper on your PC. This sets the C3500 to make only one pass for each printed line. See the *MultiPASS Desktop Manager for Windows® User's Guide*.
- Print drafts in black only, or in Draft color mode. This reduces your color ink consumption, as well as speeds up printing.
- See the *MultiPASS Desktop Manager for Windows® User's Guide* for other suggestions for improving print speed.

Controlling Printing Costs

Printing in color costs more than printing in black. To keep your color printing costs down, follow these guidelines:

- ❑ Use Draft mode with the BC-21 Color BJ cartridge or the BC-22 Photo Color BJ cartridge to print drafts. Or use the BC-20 Black BJ cartridge.
- ❑ For graphs and charts, set the fill option to colored hatch patterns instead of solid colors. Hatch patterns require less ink.
- ❑ Use lighter colors that incorporate more white space. For example, use pink instead of red. The C3500 produces light colors by alternating colored dots with white (unprinted) dots, and so uses less ink.
- ❑ Avoid full-color backgrounds. If you must use one, do not set the background for color until you are ready for final printing.
- ❑ Some applications allow you to condense several pages of data onto a single page for draft printing.

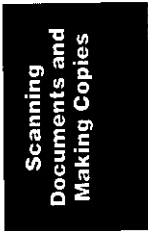
Printing from
Your PC



Chapter 4 Scanning Documents and Making Copies

This chapter describes how to load documents into the C3500 for faxing, copying, or scanning, and tells how to make copies.

- Scanning Documents 4-2
 - Types of Documents You Can Scan 4-2
 - Effective Image Size 4-3
 - Loading the Document 4-4
 - Adding Pages to the Document in the Feeder 4-7
 - Trouble With Multipage Documents 4-8
- Making Copies 4-9



Scanning Documents

The first step in scanning a document is to load the document into the C3500's Automatic Document Feeder (ADF). You can then use the MultiPASS Desktop Manager to scan documents and save the scanned images as .TIF, .BMP, .PCX, or .DCX files. The C3500 can also scan documents directly into any Windows application with a TWAIN-compatible interface.

Once you have scanned the document, you can use the Desktop Manager to view the document on your PC's monitor, as well as save, rotate, or print it, or copy it to the PC's clipboard. You can also process the scanned image using applications such as Adobe Pagemaker®, Adobe Photoshop®, Zsoft PhotoFinish™, and Caere WordScan™.

This chapter describes the types of documents you can scan and how to load the documents for scanning. For instructions on faxing a scanned document, see Chapter 5, "Sending and Receiving Faxes." For instructions on using the Desktop Manager to scan documents, see the *MultiPASS Desktop Manager for Windows® User's Guide*. For information on using other applications to scan documents or process images, refer to the application's documentation.

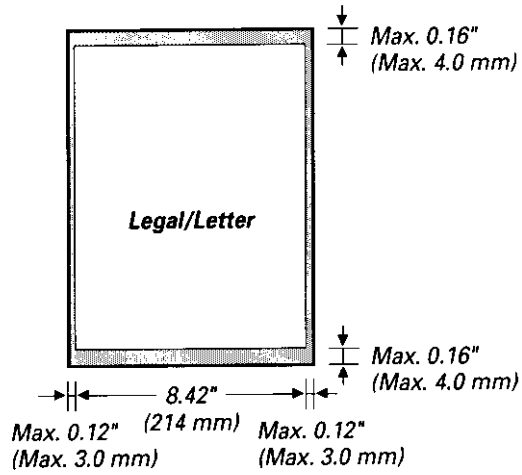
Types of Documents You Can Scan

The documents you load into the Automatic Document Feeder (ADF) must meet these requirements:

- Size:**
 - Maximum: 8.5 x 39.3 in (216 x 1000 mm)
 - Minimum: 3.5 x 2.5 in (88.9 x 63.5 mm)
- Quantity:**
 - Up to 20 letter-size, 20 A4-size, or 10 legal-size pages (1 page for sizes other than these)
- Thickness:**
 - 0.003–0.005 in (0.08–0.13 mm)
(For pages thicker than this, load one page at a time)
 - All sheets should have the same thickness.
- Weight:**
 - 20–24 lbs (75–90 g/m²)
 - All sheets should have the same weight.

Effective Image Size

The C3500 does not scan the areas within the maximum margins of 0.12 inches (3.0 mm) on either side of the sheet and 0.16 in (4.0 mm) on the top and bottom. Make sure your document's text and graphics do not extend into these margins.



Scanning Documents and Making Copies

Loading the Document

The C3500's Automatic Document Feeder (ADF) can hold up to 20 letter- or A4-size pages, or up to 10 legal-size pages. If your document has more pages than this, you can add pages while scanning. See "Adding Pages to the Document in the Feeder" on page 4-7.



Problem documents

- To prevent paper jams in the Automatic Document Feeder (ADF), do not use any of the following in the C3500:



WRINKLED OR
CREASED PAPER



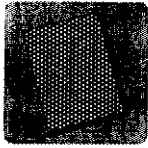
CURLED OR
ROLLED PAPER



TORN PAPER



CARBON PAPER OR
CARBON-BACKED
PAPER



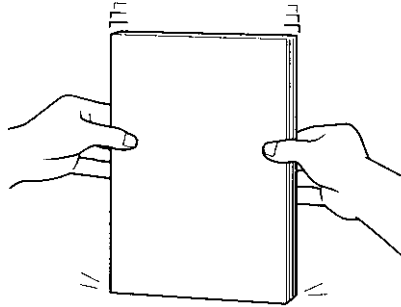
COATED PAPER



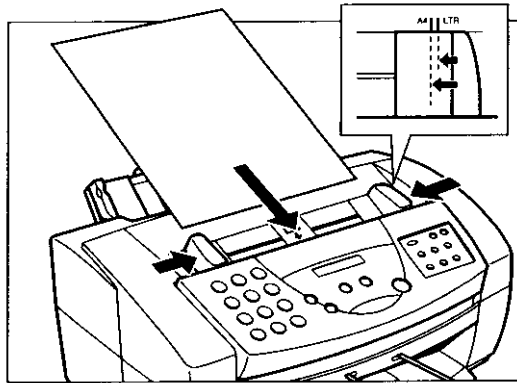
ONION SKIN OR
THIN PAPER

- Remove all staples, paper clips, or any other fasteners before loading the document into the Automatic Document Feeder (ADF).
- Make sure any glue, ink, or correction fluid on the paper is completely dry before loading the document into the Automatic Document Feeder (ADF).
- If you have a document that will not feed into the C3500 properly, make a photocopy of the document, then load the copy instead.

1. If the document has multiple pages, tap it on a flat surface to even the stack's edges.



2. Adjust the document guides to the width of the document.



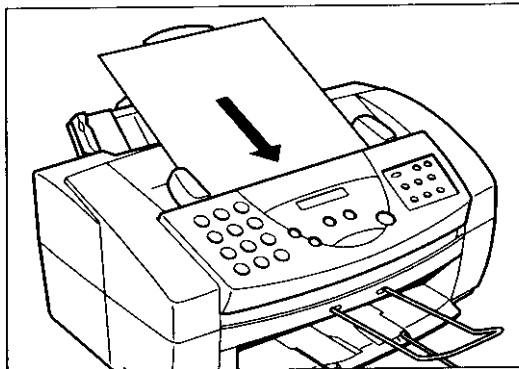
Note

If you are scanning a business card or postcard that is thicker than 0.005 in. (0.13 mm) it may not scan correctly. If you wish to scan a document that is thicker than 0.005 in. (0.13 mm), scan only one sheet at a time and push the document slightly to feed it through the sheet feeder.

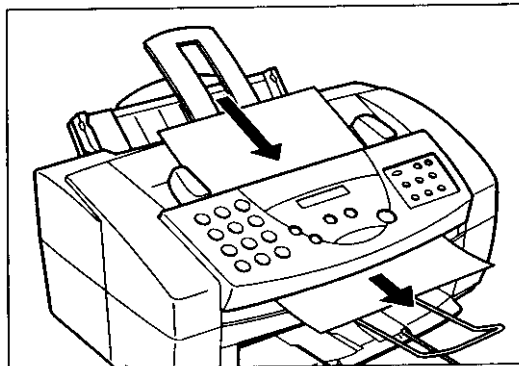
Scanning Documents and Making Copies



3. Gently insert the document face-down (top of the document towards you) into the Automatic Document Feeder (ADF) until you hear a beep.



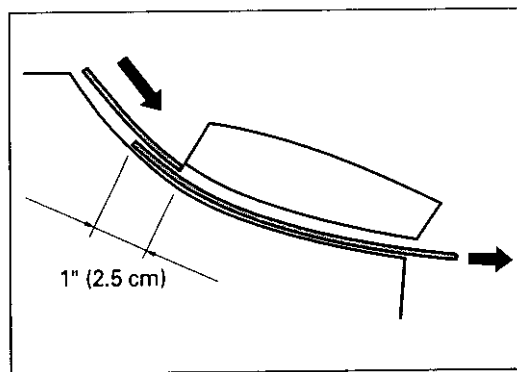
The document is now ready for scanning. The C3500 automatically feeds the pages one by one from the bottom of the stack.



Adding Pages to the Document in the Feeder

The C3500's Automatic Document Feeder (ADF) can hold up to 20 letter-size, 10 legal-size, or 20 A4-size pages at a time. If your document has more pages than this, you can add pages while the C3500 is scanning, as follows:

1. Wait until the last sheet in the Automatic Document Feeder (ADF) starts feeding.
2. Load up to 20 additional sheets (10 legal size).
 - Insert the first new page so that it overlaps the last page by about an inch (2.5 cm).

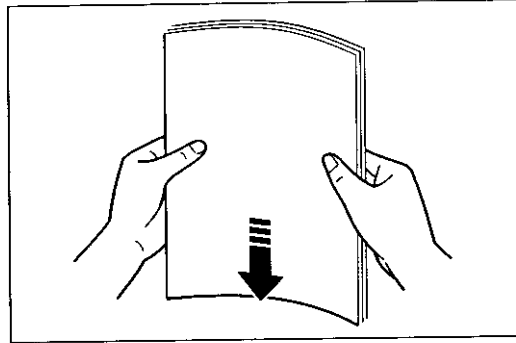


Scanning Documents and Making Copies

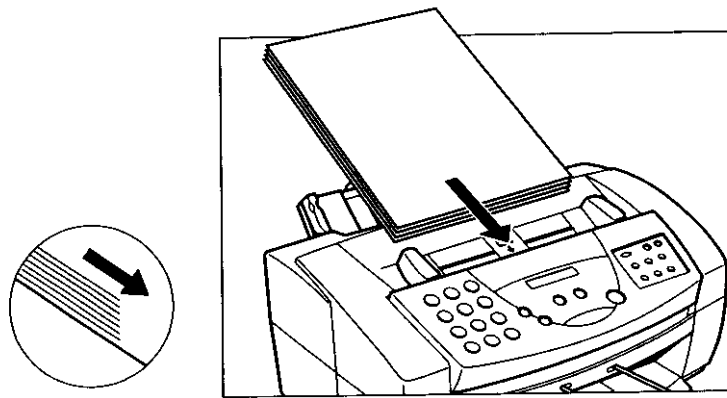
Trouble With Multipage Documents

If you have trouble feeding a multipage document, do the following:

1. Remove the stack and tap it on a flat surface to even the edges.



2. "Slant" the stack so that its front edge is beveled as shown below, then insert the stack into the Automatic Document Feeder (ADF).



Note

- ❑ If you have further trouble with page jams while feeding, see "Jams in the Automatic Document Feeder (ADF)" on page 6-6.
- ❑ You cannot feed a multipage document of thick media, such as postcards or business cards.

Making Copies

One of the C3500's convenient features is its ability to make up to 99 high-quality copies of a document. To make copies, do the following:



1. Prepare the document and load it into the Automatic Document Feeder (ADF) as described in "Loading the Document" on page 4-4.
 - Once the document is loaded, the display shows how much of the unit's memory is used, then displays the current resolution, and finally the message DOCUMENT READY:

MEMORY USED 0%

PHOTO

DOCUMENT READY



2. Press **START/COPY**.

- The display now shows COPY, the size the copy will be printed at (the default is 100%), and the number of copies (the default is 1):

COPY 100% 01

RESOLUTION



3. To change the copying resolution, press **RESOLUTION**.

FINE

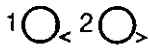
PHOTO

Scanning
Documents and
Making Copies



Note

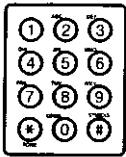
- You cannot make copies in STANDARD resolution, but must use FINE or PHOTO resolution instead. (STANDARD does not appear as one of the available resolutions.)
- FINE resolution works well for copying most text documents.
- Use PHOTO resolution when copying documents that contain photographs. This scans areas of the document that contain photos with 64 levels of gray, and results in a much better reproduction of the photograph.
- You cannot use the BC-22 Photo Color BJ Cartridge for making copies. This cartridge is only to be used for printing color documents from your PC.



4. If you want to reduce the size of the copies, use the < and > buttons to select the reduction percentage you want (70%, 80%, 90%, or 100%).

Ex:

COPY 80% 01



5. If you want to make multiple copies, use the numeric buttons to enter the number of copies (up to 99):

COPY 80% 35



6. Press **START/COPY** to begin copying:

COPY

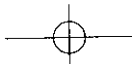
- To stop copying, press **STOP**. You may then need to lift the operation panel to remove the document. See "Jams in the Automatic Document Feeder (ADF)" on page 6-6.
- If an error occurs during copying, the message **START AGAIN** appears in the display, and you will need to reload the document and start copying again.

**Note**

If MEMORY FULL appears in the display while you are making multiple copies of a document, you will not be able to use the multiple copy feature for copying the document. Instead, you will need to make single copies of the document (as many times as required). To correct this situation, print out the documents stored in memory using the FILE PRINT function. See "Printing Documents Stored in Memory" on page 5-23.



Scanning
Documents and
Making Copies



Chapter 5

Sending and Receiving Faxes

This chapter describes how to use your C3500 to send and receive faxes.

- ❑ Preparing to Send a Fax 5-3
 - Setting the Resolution and Contrast 5-3
 - Setting the Resolution 5-3
- ❑ Sending Faxes 5-5
 - Preparing to Fax a Document 5-5
 - Manual Sending 5-6
 - Memory Sending 5-6
 - Cancelling a Transmission 5-8
- ❑ Automatic Speed Dialing 5-9
 - Using One-Touch or Coded Speed Dialing 5-9
 - Automatic Redialing 5-11
 - Cancelling Automatic Redialing 5-12
 - Redialing with Manual Sending 5-12
- ❑ Sequential Broadcasting 5-10
 - Using Group Dialing 5-14
 - If the Power Goes Out 5-15

Sending and Receiving Faxes

- ❑ Receiving Faxes 5-16
 - Setting the Receive Mode 5-17
 - Receiving Faxes and Phone Calls Automatically:
 - Fax/Tel Mode 5-18
 - Receiving Faxes Manually: Manual Mode 5-19
 - Receiving Faxes Automatically: Fax Only Mode 5-20
 - Using an Answering Machine: Ans. Machine Mode 5-21
 - Using the C3500 with an Answering Machine 5-21
 - Messages Displayed When Receiving Faxes in Memory .. 5-22
- ❑ Printing Documents stored in Memory 5-23
- ❑ Receiving While Registering, Copying, or Printing 5-23

Preparing to Send a Fax

Before you can send a fax, you need to load the document into the C3500's Automatic Document Feeder (ADF). For instructions and information about the types of documents the C3500 is able to scan, see "Types of Documents You Can Scan" on page 4-2.

Setting the Resolution

Canon's Ultra High Quality (UHQ) imaging technology enables you to send faxes with a print quality that is very close to that of the original document. The C3500 also lets you adjust the resolution it uses in sending faxes to best suit your particular document.

Setting the Resolution

The C3500 has three resolution settings:

- STANDARD** resolution (203 x 98 dpi) is adequate for most text documents.
- FINE** resolution (203 x 196 dpi) is suitable for documents with fine print (smaller than the print in this sentence).
- PHOTO** resolution (203 x 196 dpi, with halftones) is for documents that contain photographs. With this setting, areas of the document that contain photos are automatically scanned with 64 levels of gray, rather than just two (black and white). This gives a much better reproduction of the photos, though transmission time is longer.

Set the resolution as follows:



1. Press **RESOLUTION**.

The LCD display shows the current resolution.

STANDARD



2. Press **RESOLUTION** to display the resolution you want.

FINE

PHOTO

STANDARD

3. Continue with the operation you wish to complete.

If you do not proceed with any other operation, the LCD display returns to Standby mode after about 5 seconds.

12/11/97 FaxTel

Sending Faxes

This section describes how to send faxes with the C3500.

Preparing to Fax a Document

To send a fax, you first need to load the document into the Automatic Document Feeder (ADF) and adjust the resolution as follows:



1. Prepare the document and load it into the Automatic Document Feeder (ADF) as described in "Loading the Document" on page 4-4.

- Once the document is loaded, the display shows how much of the unit's memory is in use, then displays the current resolution, and finally the message DOCUMENT READY.

MEMORY USED 0%

STANDARD

DOCUMENT READY

RESOLUTION



2. If you want to change the resolution, press **RESOLUTION** to display the resolution you want.

PHOTO

STANDARD

FINE

The C3500 is now ready to send the fax.

Sending and Receiving Faxes

Manual Sending

If you have an extension phone connected to your C3500, you can send faxes manually. This allows you to talk to the other party before sending the fax, which can be useful if the other party uses a single line for both voice and fax transmissions.



1. Prepare the document, load it into the Automatic Document Feeder (ADF), and adjust the resolution as described in "Loading the Document" on page 4-4.
2. Lift the extension phone handset, and dial the number.

Ex:

TEL=15037537984



3. If a person answers, you can converse normally. When you are ready to send the fax, ask the person to press the start button on their fax, then press **START/COPY** on the C3500 and hang up.



Be sure to press **START/COPY** *before* you hang up, or you will disconnect the call.

Memory Sending

Memory sending is a quick and easy way to send a fax. When you use memory sending, the C3500 scans the document into its memory as it dials the fax number. If the line is free, the C3500 begins sending the fax as it scans the rest of the document.

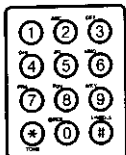
The C3500 has enough memory to store up to 42 pages (fewer if the document contains many graphics or particularly dense text).

Since the C3500 is a multitasking device, you can use memory sending to scan one document into memory and at the same time send another fax, receive a fax, or print a document.

Follow the instructions below to send a document with memory sending:



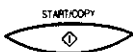
1. Prepare the document, load it into the Automatic Document Feeder (ADF), and adjust the resolution as described in "Loading the Document" on page 4-4.



2. Use the numeric buttons to dial the other party's fax number.

Ex: TEL=9P1503753798

- You can either dial the number directly, or use one of the speed dialing methods described in "Automatic Speed Dialing" on page 5-9.
- If you must first dial a digit to get an outside line (e.g. "9"), press **REDIAL/PAUSE** to add a pause after that digit, as shown in the example above.



3. Press **START/COPY**.

- The C3500 then begins scanning the document into memory, and dials the number:

TRANSMIT

After a few seconds, the display shows the number of pages it has scanned:

SCAN DOC. P.001

The display then shows the transaction number for the fax. This is a unique number the C3500 assigns to the document, and is used to identify the document in transaction reports:

TX/RX NO. 0001

The display continues to show these three displays in order while the fax is sending.

Sending and Receiving Faxes

4. When the C3500 finishes sending the fax, the display shows the TRANSMITTING OK message:

TRANSMITTING OK

- If an error occurs during sending, the C3500 will print out an error report. If this happens, try sending the fax again. See "Faxing Problems" on page 6-22 for details about errors.

Canceling a Transmission

If you want to stop sending before the fax is finished, do the following.



1. Press **STOP**.

- If you are sending manually, the transmission is cancelled immediately.
- If you are sending from memory, the following appears in the display:

CANCEL? *YES #NO



2. To cancel the fax, press *****:

TX/RX CANCELLED

- If you change your mind and want the unit to continue sending, press the # button. The C3500 will continue sending normally.



After you cancel a fax, you may need to open the operation panel to remove the document from the Automatic Document Feeder (ADF). See "Jams in the Automatic Document Feeder (ADF)" on page 6-6.

Automatic Speed Dialing

In addition to manual dialing, the C3500 provides several ways to dial fax numbers automatically.

- One-touch speed dialing:** Dial a fax number by pressing the one-touch speed dialing button that the number is assigned to.
- Coded speed dialing:** Dial a fax number by pressing CODED DIAL followed by the two-digit code assigned to that fax number.
- Group dialing:** Send a fax to a pre-defined group of fax numbers. (The numbers must already be stored as one-touch speed dialing numbers or coded speed dialing numbers.)
- PC dialing:** Dial a fax number from your PC using the MultiPASS Desktop Manager for Windows software.



Note

To use the C3500's speed dialing or group dialing features, you must first store the fax numbers in the C3500's memory using the Desktop Manager. See the *MultiPASS Desktop Manager for Windows® User's Guide* for instructions.

Using One-Touch or Coded Speed Dialing

After registering your one-touch or coded speed dialing numbers in the Desktop Manager, you can use them to send documents as follows:

1. Prepare the document, load it into the Automatic Document Feeder (ADF), and adjust the resolution as described in "Loading the Document" on page 4-4.
2. **If using one-touch speed dialing:** press the one-touch speed dialing button assigned to the number to which you wish to fax.

CANON USA

- The name and number registered under that one-touch speed dialing button are displayed.

If using coded speed dialing:

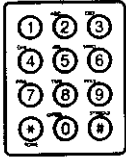
- a. Press CODED DIAL:

CODED DIAL



*

Sending and Receiving Faxes



- b. Use the numeric buttons to enter the two-digit code assigned to the fax number:

*03

- The name registered under that coded speed dialing code is displayed.

- c. Press **START/COPY**:



DIALING

- If you make a mistake while dialing, press **STOP**. Then press the correct one-touch speed dialing button or press **CODED DIAL** and enter the correct code.
- If no fax number is assigned to the one-touch dialing button you press or the code you enter, the LCD displays the following:

NO TEL #

If this happens, make sure you pressed the correct button or entered the correct code, and that the number you want to dial is registered to that button or code. For details, see the *MultiPASS Desktop Manager for Windows® User's Guide*.

- If an error occurs during sending, the C3500 will print an error report. If this happens, try sending the fax again. See "Faxing Problems" on page 6-22 for details about errors.



Note

You can also use the one-touch speed dialing buttons and speed dialing codes to send to more than one fax number at a time. For details, see "Sequential Broadcasting" on page 5-13.

Automatic Redialing

You can set the C3500 to automatically dial the fax number again if the receiving fax machine does not answer, if the line is busy, or if an error occurs during sending. You can also control how many times the C3500 will redial the number (up to ten), how long it will wait between dialing attempts (2 to 99 minutes), and how much of the fax the C3500 will resend if an error occurs. For instructions, see the *MultiPASS Desktop Manager for Windows® User's Guide*.

When automatic redialing is in use, the C3500 alternately displays AUTO REDIAL and the transaction number while it is waiting to redial:

AUTO REDIAL

TX/RX NO. 0002

When it begins redialing, it alternately displays DIALING and the fax number:

DIALING

503 555 1776

If the receiving fax machine does not answer on the last attempt, the C3500 displays this:

BUSY/NO SIGNAL

If this happens, try sending again later.

Canceling Automatic Redialing

You can cancel automatic redialing by pressing the **STOP** button. However, when you send a fax from memory, you cannot cancel redialing while the C3500 is waiting to redial (AUTO REDIAL appears in the LCD). Instead, wait until dialing begins (DIALING appears in the display), then press **STOP**.

1. Wait until the C3500 begins redialing.

DIALING

2. Press the **STOP** button. The C3500 asks you to confirm that you want to cancel:

CANCEL? *YES #NO

3. To cancel the redialing, press *****. The C3500 beeps and alternates the following displays:

TX/RX CANCELLED

TX/RX NO. 0002

4. The unit then prints an error report:

PRINTING REPORT

Redialing with Manual Sending

If you are sending a fax manually, you can redial by pressing the **REDIAL/PAUSE** button. This redials the last number that was dialed with the numeric buttons. (This also starts redialing regardless of whether automatic redialing is enabled.)

Sequential Broadcasting

The C3500's sequential broadcasting feature lets you send your fax to a sequence of up to 57 fax numbers, using any combination of dialing methods as follows:

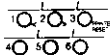
- One-touch speed dialing: up to 6 destinations
- Coded speed dialing: up to 50 destinations
- Manual dialing: 1 destination only

You can enter the one-touch speed dialing and coded speed dialing destinations in any order. You can also include one destination that you dial manually using the numeric buttons.

To send a fax using sequential broadcasting, do the following:



1. Prepare the document, load it into the Automatic Document Feeder (ADF), and adjust the resolution as described in "Loading the Document" on page 4-4.



2. Enter up to 57 fax numbers using the following three methods:

- One-touch dialing:** press the desired one-touch button(s).
- Coded speed dialing:** press **CODED DIAL**, then enter the two-digit code using the numeric buttons (be sure to press **CODED DIAL** before each code).
- Manual dialing:** enter the number using the numeric buttons, then press **START/COPY** to add the number to the broadcast list. (You can only enter one manual number.)

CODED DIAL



START/COPY



3. When you have finished entering numbers, press **START/COPY** to start the fax.

Sending and Receiving Faxes



After entering a one-touch speed-dialing button or coded speed dialing code, you have five or ten seconds to press each subsequent speed-dialing button or code before the C3500 begins sending.

3. When you finish entering numbers, press **START/COPY** to begin sending, or wait a few seconds for the C3500 to begin sending automatically.
 - The C3500 then scans the document into memory, and begins sending it to the destinations in numerical order, starting with the coded dial numbers, then the one-touch numbers, and finally the manual number (if there is one).



If the C3500's memory becomes full while scanning your document, **MEMORY FULL** appears in the LCD. If this happens, remove the remainder of the document from the Automatic Document Feeder (ADF) (you may need to open the operation panel to do so), then divide the document into several sections and send each section individually.

Using Group Dialing



If you frequently send faxes to the same group of people, you can use the Desktop Manager to create a "group." See the *MultiPASS Desktop Manager for Windows® User's Guide*. Groups are stored in one-touch speed dialing buttons or coded speed dialing codes.

To send a fax to a group, follow these instructions.

1. Prepare the document, load it into the Automatic Document Feeder (ADF), and adjust the resolution as described in "Loading the Document" on page 4-4.
2. Use the one-touch speed dialing buttons and/or the **CODED DIAL** button (along with the two-digit codes) to select the groups registered under those buttons and/or codes.



- You can make up to 55 groups. See the *MultiPASS Desktop Manager for Windows® User's Guide* for instructions.
- If you press a one-touch speed dialing button or coded speed dialing code that has no group (or fax number) registered under it, the LCD

displays NO TEL #. Make sure you pressed the correct one-touch speed dialing button or entered the correct coded speed dialing code, and that the group you want has been registered correctly under that button or code.

- After entering a one-touch speed-dialing button or coded speed dialing code, you have five or ten seconds to press each subsequent speed-dialing button or code before the C3500 begins sending.



3. When you finish entering groups, press **START/COPY**.
 - The C3500 then scans the document into memory, and begins dialing the numbers in the groups.
 - If you make a mistake when dialing, press **STOP** and try again.

If the Power Goes Out

If power to the C3500 is cut off, any documents stored in its fax memory will be lost. (The C3500 automatically prints a list of the lost documents when power is restored.) Because of this, you should be sure to print documents stored in memory or resend them as soon as possible.

While power is out, you can only use the C3500 to receive telephone

calls (if you have an extension telephone connected). You cannot make calls, or send or receive faxes.

Receiving Faxes

The C3500 provides you with four different modes for receiving faxes. To decide which mode will best suit your requirements, consider how you want to use the C3500:

- Fax/Tel Mode:** Use this mode if you will occasionally use the C3500 as a telephone. In this mode, if an incoming call is a fax, the C3500 then receives fax calls automatically, without ringing; if the call is from a person, the C3500 rings to alert you to pick up the extension phone to answer the call. This mode is economical, in that it allows you to have phone and fax service without the expense of an additional phone line.

This mode also includes settings that let you control precisely how it handles incoming calls. For details and instructions, see the *MultiPASS Desktop Manager for Windows® User's Guide*.

- Manual Mode:** Use this mode if you will frequently use the C3500 as a telephone and want to answer every call yourself, including fax calls. The C3500 then rings for every call, whether phone or fax, and you must press the **START/COPY** button to begin receiving a fax.
- Fax Only Mode:** Use this mode if the C3500 will be connected to a separate telephone line used only for transmitting faxes. The C3500 then answers all phone calls, and receives all faxes automatically.
- Ans. Machine Mode:** Use this mode if you plan to connect an answering machine to the C3500 to receive faxes and phone messages. The C3500 then receives incoming faxes normally, and routes incoming phone calls to the answering machine.

Once you've decided which mode you want, set the mode as described in "Setting the Receive Mode" on page 5-17. You can change the mode at any time.

The C3500 also offers these additional features to let you customize its function to suit your needs:

- The Distinctive Ring Pattern Detection (DRPD) feature lets the C3500 automatically distinguish incoming fax calls from telephone calls based on a distinctive ring pattern assigned to the called number. This makes it possible for you to have up to five separate fax and telephone numbers on a single telephone line. (To use this

feature, your local phone company must offer the Distinctive Ring Pattern (DRP) service.)

- The MultiPASS Desktop Manager allows you to receive faxes directly into your PC, where they will be stored as scanned images.
- The C3500's Error Correction Mode (ECM) corrects damaged data caused by line errors when receiving from a fax machine that also has ECM capability.

See the *MultiPASS Desktop Manager for Windows® User's Guide* for details on these and other functions, and instructions on enabling them.

RECEIVE MODE Setting the Receive Mode

Set the C3500's receive mode as follows:

RECEIVE MODE



1. Press **RECEIVE MODE**.

- The LCD display shows the current receive mode setting.

Manual Mode

2. If you want to change the receive mode, press **RECEIVE MODE** repeatedly until the mode you want appears.

Fax Only Mode

Ans. Machine Mode

Fax/Tel Mode

Manual Mode

- After about five seconds, the C3500 returns to Standby mode and displays the date and the new receive mode:

12/12/97 FaxTel

12/12/97 Manual

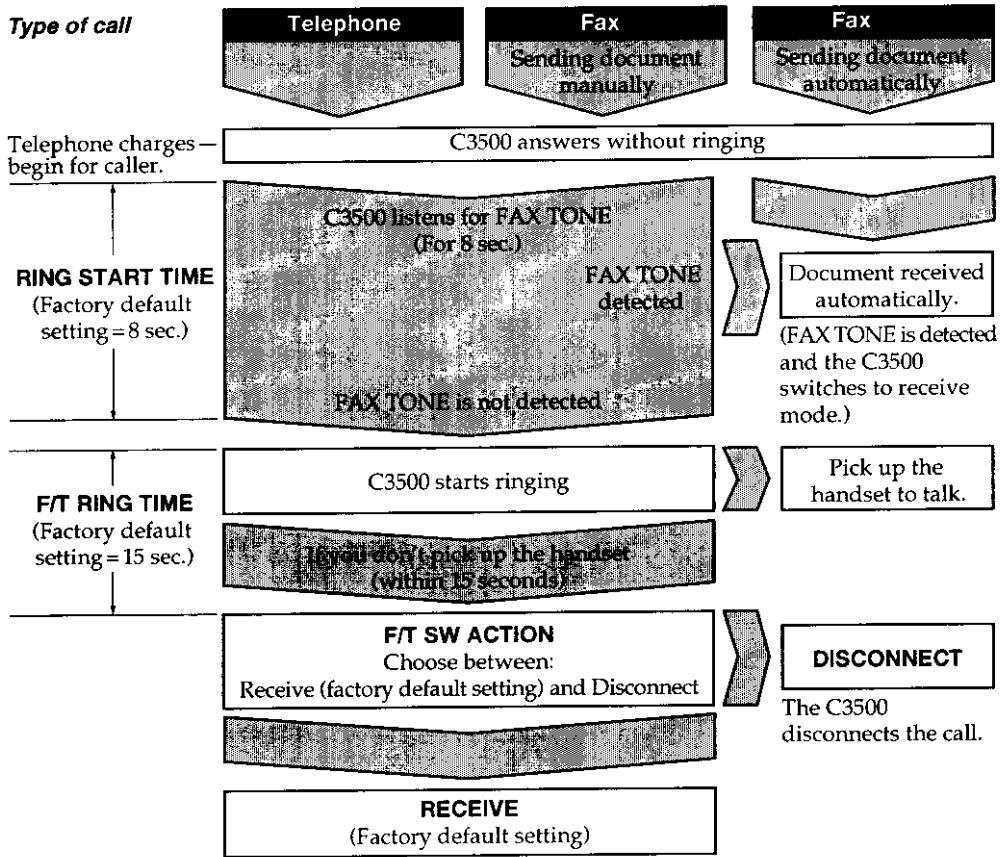
12/12/97 FaxOnly

Sending and
Receiving Faxes

12/12/97 AnsMode

Receiving Faxes and Phone Calls Automatically: Fax/Tel Mode

In Fax/Tel mode, the C3500 monitors all incoming calls to see whether the call is from another fax machine or from a telephone:



- ❑ If the call is from a fax machine, the C3500 receives the fax automatically. You can control whether or not the unit rings when it receives a fax call by enabling or disabling the FAX INCOMING RING item in the RECEIVE(RX) SETUP menu (see the *MultiPASS*

Desktop Manager for Windows® User's Guide for instructions).

- ❑ If the call is a telephone call, the C3500 rings to alert you to pick up the phone. If you do not pick up the handset within 15 seconds, the C3500 stops ringing, checks again to make sure the call is not from a fax machine, then hangs up. (You can use the MultiPASS Desktop Manager to change the 15 seconds, increasing the amount of time the C3500 rings before it hangs up.)



Note

- ❑ Not all fax machines are capable of sending a FAX TONE. For those cases if you can set your C3500 to switch to receive mode automatically and start receiving the document. If no document comes in, it disconnects after approximately 35 seconds. See the *MultiPASS Desktop Manager for Windows® User's Guide* for instructions on setting this switch.
- ❑ If the C3500 runs out of paper or if its BJ cartridge runs out of ink while the unit is receiving a fax, it receives the remainder of the fax into its memory.
- ❑ To stop receiving a fax before it is complete, press **STOP**.
- ❑ If the ALARM light flashes, make sure the error is corrected and then press **STOP**. See "The Alarm light comes on..." under "Printing Problems" on page 6-9.

Receiving Faxes Manually: Manual Mode

To use this feature, the extension phone must be plugged into the telephone jack of the C3500. See "Connecting an Extension Phone or Answering Machine" on page 2-20. You must also use the MultiPASS Desktop Manager to enable the REMOTE RX setting and select the two-digit ID code (the default code is 25). For details, see the *MultiPASS Desktop Manager for Windows® User's Guide*.



If you use your C3500 with Manual mode, answer incoming calls as follows:

1. When the C3500 rings, pick up the handset of the extension phone.

Sending and Receiving Faxes

2. **If you hear a person's voice:** Start your conversation. If the caller wants to send a document after talking to you, wait on the line until you hear a slow beep, then press **START/COPY** to begin receiving the document.



If you hear a slow beep or silence: A fax machine is trying to send you a document.

Press **START/COPY** on the C3500.

OR

Enter the two-digit ID code from the extension phone, then hang up.

- The C3500 then begins receiving the document. (This is particularly convenient if your extension phone is located away from the C3500.)
- If you don't hang up after pressing the two-digit ID code, the unit beeps intermittently for a few seconds after you receive the document. (You can turn the beeping off by disabling the OFFHOOK ALARM from the Desktop Manager. See the *MultiPASS Desktop Manager for Windows® User's Guide* for details.)



If you have an answering machine connected to your C3500 that can carry out remote-control operations (controlling your answering machine from a remote telephone), the security code for this function may be the same as the two-digit ID code described above. If so, make sure you change the C3500's two-digit ID code to make it distinct from the answering machine's security code.

Receiving Faxes Automatically: Fax Only Mode

When the C3500 is in Fax Only mode, it assumes all incoming calls are from a fax machine, and receives the faxes automatically. It also disconnects any calls that are not from a fax machine.

Using an Answering Machine: Ans. Machine Mode

Connecting an answering machine to the C3500 allows you to receive faxes and phone messages while you are out of the office.

In Ans. Machine mode, the C3500 allows the answering machine to answer incoming calls, then listens for a fax tone or for four seconds of silence (also an indication that a fax is coming in), and automatically receives the fax if it detects the fax tone or a four-second silence.

For instructions on connecting an answering machine to the C3500, see "Connecting an Extension Phone or Answering Machine" on page 2-20.



Canon does not recommend using an "answering service" (like those offered by local telephone companies that provide voice mail) on the telephone line you are connecting to the C3500. If you do subscribe to an answering service, you may want to dedicate a separate line for fax communication only and connect that line to the C3500.

Using the C3500 with an Answering Machine

Follow these guidelines in using the C3500 with an answering machine:

- Set the answering machine to answer on the first or second ring.
- If the C3500 runs out of paper or ink in Ans. Machine mode, it receives all faxes into memory. The faxes then print automatically when you add paper or replace the BJ ink cartridge.
- When recording the outgoing message on the answering machine:
 - Leave a four-second pause at the beginning of the message to indicate that you have a fax machine on this line. This will alert the receiving party that they are receiving a fax.
 - The entire message, including the four-second pause, must be no more than 15 seconds long.
 - In the message, tell your callers how to send a fax. For example:
"Hello. I can't answer the phone right now, but please leave a

**Sending and
Receiving Faxes**

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 machine after you leave your message. Thank you."

Messages Displayed When Receiving Faxes in Memory

The C3500 is able to receive faxes into memory (up to 42 letter-size pages) whenever a problem occurs that prevents the fax from printing normally. Whenever this happens, the C3500 alternately displays RECEIVED IN MEMORY and one of the following messages: these messages show the action you must take to correct the problem.



Note

Once the problem is corrected, the C3500 automatically prints the faxes it has stored in memory and then deletes them.

CHANGE CARTRIDGE

Cause: The BJ cartridge ran out of ink or is not installed properly.
Action: Make sure the cartridge is installed properly, and install a new one if needed. See "Replacing an Ink Tank in the BC-21 Color Cartridge" on page 7-7 or "Replacing the BJ Cartridge" on page 7-11.

PUT IN CARTRIDGE

Cause: There is no BJ cartridge in the C3500.
Action: Install a BJ cartridge. See "Installing the BJ Cartridge" on page 2-27.

LOAD PAPER

Cause: The C3500 ran out of paper.
Action: Add paper to the sheet feeder and press **STOP**. See "Loading Print Media for Automatic Feed" on page 2-41.

CLEAR PAPER JAM

- Cause:** A paper jam occurred.
Action: Clear the jam, then press **STOP**. See "Paper Jams" on page 6-6.

Printing Documents Stored in Memory

To print received faxes rather than transferring them to your PC, do not turn on your PC and follow these steps:

- 1 2 1. Press **FUNCTION**.

FUNCTION



2. Press **<** or **>** until **FILE PRINT** is displayed.

FILE PRINT

3. Press **START/COPY**. The C3500 then prints all received faxes currently in memory.



When you print the fax, it is erased from memory and can no longer be transferred to the PC.

Receiving While Registering, Copying, or Printing

Since the C3500 is a multitasking device, it can receive faxes and phone calls while you are entering your user information, making copies, or printing a report.

If your C3500 is set to print received faxes, the faxes are stored in memory if they arrive while you are making copies or printing a report manually. Then, as soon as you finish making copies or printing the report, the C3500 automatically prints the fax. If you are entering registration information, the fax is printed as soon as it is received, and does not go into memory.

Sending and Receiving Faxes

