Canon

FAX-JX200/JX201

User's Guide

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Getting Help from Canon

Help Us Help You Better
Before you contact Canon, please record the following information.

Serial Number (located on the inside of the product):_____

Model Number (located on the front of the product): _____

Setup CD-ROM number (located on the CD-ROM): _____

Purchase Date: _____

Customer Technical Support Sequence*

1. Internet — www.canontechsupport.com
For quick and comprehensive self-help in an intuitively guided interactive troubleshooting environment, the place to start is our helpful tech support web site. In addition, the latest driver downloads, answers to frequently asked questions, product information, and "where to buy" instructions are found here.

2. Email Tech Support — www.canontechsupport.com
For individual attention to a special issue, try emailing our friendly technical support representatives, specially trained to communicate quick, easy, and logical solutions to your inquiries within 24 hours.

3. Toll-Free Live Tech Support — (1-800-828-4040)
This option provides live telephone technical support, free of service charges, Monday-Saturday (excluding holidays), during your product's 1 year limited warranty period. Telephone Device for the Deaf (TDD) support is available at **(1-866-251-3752)**.

4. Extended Service and Support — www.canonesp.com
Canon CarePAK Extended Service Plan is a cost-attractive and easy-to-use extended service program that provides up to three full years of service and support coverage at a very attractive price. CarePAK offers toll-free Canon technical support and includes Canon's superb InstantExchange product replacement program. For further information about extending your Canon service and support, call **(1-800-385-2155)**, or visit our Web site at **www.canonesp.com**. CarePAK must be purchased during your product's warranty period.

For more information and updated program specifics, please visit our web site at **www.canontechsupport.com**.

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Disclaimer

Canon U.S.A., Inc. has reviewed this manual thoroughly in order that it will be an easy-to-use guide to your Canon FAX-JX200/JX201. 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, representation or warranties concerning the products described.

Specifications are subject to change without notice.

Trademarks

Canon is a registered trademark of Canon Inc.

All other product and brand names are trademarks of their respective owners.

About Consumables

Consumables (ink tanks / FINE Cartridges) are available for 5 years after production has stopped.

International ENERGY STAR® Program

As an ENERGY STAR® Partner, Canon Inc. has determined that this product meets the ENERGY STAR guidelines for efficiency.

IMPORTANT SAFETY INSTRUCTIONS

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

1. Do not use this product near water, for example, near a bath tub, wash bowl, kitchen sink or laundry tub, in a wet basement or near a swimming pool.

2. Avoid using this product during an electrical storm. There may be a remote risk of electric shock from lightning.

3. Do not use this product to report a gas leak in the vicinity of the leak.

SAVE THESE INSTRUCTIONS

Introduction

Useful Information

- **Replacing a FINE Cartridge**

  When the ink in the FINE Cartridge starts to run out, the machine will switch to memory reception of faxes.

  See "Printing a Document in Memory" on page 34
  See "Replacing a FINE Cartridge" on page 45
  See "Aligning the FINE Cartridge" on page 48

- **One-touch and Coded Dial Numbers**

  You can register One-touch and Coded Dial numbers in your fax machine to make sending faxes easier and faster.

  See "Registering One-touch Speed Dialing Numbers and Names" on page 13
  See "Registering Coded Speed Dialing Numbers and Names" on page 14

- **Different Ways to Receive Faxes**

  There are several different ways to receive faxes using this machine. Select the one that most suits your needs.

  See "Setting the Receive Mode" on page 29

- **Deleting Faxes from the Memory**

  When the ink level is low faxes will be received into the memory. Once 30 transmissions have been received reception will no longer be possible, so be sure to print out and delete unnecessary faxes from the memory.

  See "Printing All Unprinted Documents in Memory" on page 35
  See "Deleting All Printed Documents from Memory" on page 36

- **Clearing Documents and Paper Jams**

  In the unlikely event that your machine jams you will need to remove the jammed paper.

  See "Paper Jams" on page 53

Reading the Documentation

This guide provides detailed information on how to set up, operate, maintain, and troubleshoot your fax.

Please read the list below to become familiar with the symbols, terms, and abbreviations used in this guide.

⚠ Warning

Indicates a warning concerning operations that may lead to death or injury to persons if not performed correctly. In order to use the machine safely, always pay attention to these warnings.

⚠ Caution

Indicates a caution concerning operations that may lead to injury to persons or damage to property if not performed correctly. In order to use the machine safely, always pay attention to these cautions.

◓ Important

Indicates operational warnings and restrictions. Be certain to read these items to operate the machine correctly and to avoid damage to the machine.

📖 Note

Indicates notes for operation or additional explanations. Reading these is highly recommended.

(see page xx)	Indicates a page number that you can refer to for more information on the topic of the previous sentence or paragraph.
default	A setting that remains in effect unless you change it.
document	The original sheet(s) of paper you send, receive, or copy with your fax.
menu	A list of settings from which you select an item to set up or change. A menu has a title which appears on the LCD.
[▲] and [▼] buttons	Used to select an item in a menu. Press [▼] to select the next item, and press [▲] to select the previous item.
transaction number	When you send or receive a document, your fax automatically assigns the document a unique transaction number. A transaction number is a four-digit number that will help you keep track of documents you send and receive.
TX/RX NO.	TX/RX NO. is the abbreviation used for "transaction number."
TX	Denotes Transmission.
RX	Denotes Reception.
TRANSMITTING OK	LCD display. The contents of the LCD display may vary depending on the current settings.

In addition, this guide uses brackets to identify the buttons you press when performing different functions: [Stop].

📖 Note

This guide contains information for four Canon models. Please note that the illustrations of the fax in this guide may differ from your model. Instructions for specific models are labelled with the fax names.

⚠Safety Precautions

Please read the safety warnings and cautions provided in this manual to ensure that you use the machine safely. Do not attempt to use the machine in any way not described in this manual.

⚠ Warning

This product emits low level magnetic flux. If you use a cardiac pacemaker and feel abnormalities, please move away from this product and consult your doctor.

⚠ Warning

You may cause an electric shock, fire, or damage the machine if you ignore any of these safety precautions.

Choosing a location	Do not place the machine close to flammable solvents such as alcohol or thinners.
Power supply	Never attempt to plug in or unplug the machine from the power supply when your hands are wet.
	Always push the plug all the way into the power outlet.
	Never damage, modify, stretch or excessively bend or twist the power cord. Do not place heavy objects on the power cord.
	Never plug the machine into a power socket that is shared with other equipment (extension lead/cord, 2- or 3-way adapter, etc.).
	Never use the machine if the power cord is bundled or knotted.
	If you detect smoke, unusual smells or strange noises around the machine, immediately unplug the machine at the power supply and call for service.
	Periodically, unplug the machine and use a dry cloth to wipe off any dust or dirt collected on the plug and the power outlet. If the machine is placed at a location exposed to a lot of dust, smoke, or high humidity, the dust collected on the plug absorbs moisture and may cause insulation failure and fire.
	If you hear thunder, disconnect the power supply of the machine and refrain from using it. Leaving the machine plugged in may cause fire, electric shock, or damage to the machine, depending on the thunder storm.
	Never use a power supply source other than the one rated for the machine in the country of where you purchased the machine. AC 100-240 V, 50/60 Hz
Cleaning the machine	Use a damp cloth to clean the machine. Never use flammable solvents such as alcohol, benzene or thinners. If flammable solvents come in contact with electrical components inside the machine, it could cause a fire or electric shock.
	Always unplug the machine from the power outlet before cleaning the machine. If you accidentally switch the machine on while cleaning it, you could injure yourself or damage the machine.
Maintaining the machine	Do not attempt to disassemble or modify the machine. There are no user serviceable parts inside the machine. The machine contains high-voltage components. Never attempt any maintenance procedure not described in this guide.
Working around the machine	Do not use highly flammable sprays near the machine. This could cause a fire or electric shock if the spray comes into contact with electrical components inside the machine.

⚠ Caution

You may cause injury or damage the machine if you ignore any of these safety precautions.

| Choosing a location	Do not install the machine in a location that is unstable or subject to excessive vibration.
	Do not install the machine in locations that are very humid or dusty, in direct sunlight, outdoors, or close to a heating source.
	To avoid the risk of fire or electric shocks, install the machine in a location with an ambient temperature range of 59°F to 81.5°F (15°C to 27.5°C) and humidity of 20% to 80% (condensation free).
	Do not place the machine on a thick rug or carpet.
	Do not place the machine with its back attached to the wall.
Power supply	Ensure that the area around the power outlet is kept clear at all times so you can easily unplug the power cord if necessary.
	Never remove the plug by pulling on the cord.
	Do not use an extension lead/cord.
Working around the machine	Never put your hands or fingers in the machine while it is printing.
	Do not place any object on the machine.
	Do not place metal objects (paper clips, staples, etc.) or containers of flammable solvents (alcohol, thinners, etc.) on top of the machine.
	If any foreign object (metal or liquid) fall into the machine, unplug the power cord and call for service.
	Do not transport or store the machine on a slant, vertically or upside-down, as the ink may leak and damage the machine.
FINE Cartridge	For safety reasons, store FINE Cartridges out of the reach of small children. If a child ingests any ink, consult a doctor immediately.
	Do not shake the FINE Cartridge. Ink may leak out and stain clothing or the surrounding area.
	Never touch the electrical contacts on a FINE Cartridge after printing. The metal parts may be very hot and could cause burns.
	Do not throw FINE Cartridges into fire.

Legal Limitations

It may be unlawful to make copies of, scan, print, or use reproductions of the following documents. The list provided is non-exhaustive. When in doubt, check with a legal representative in your jurisdiction.

- Paper money
- Money orders
- Certificates of deposit
- Postage stamps (canceled or uncanceled)
- Identifying badges or insignias
- Selective service or draft papers
- Checks or drafts issued by governmental agencies
- Motor vehicle licenses and certificates of title
- Traveler's checks
- Food stamps
- Passports
- Immigration papers
- Internal revenue stamps (canceled or uncanceled)
- Bonds or other certificates of indebtedness
- Stock certificates
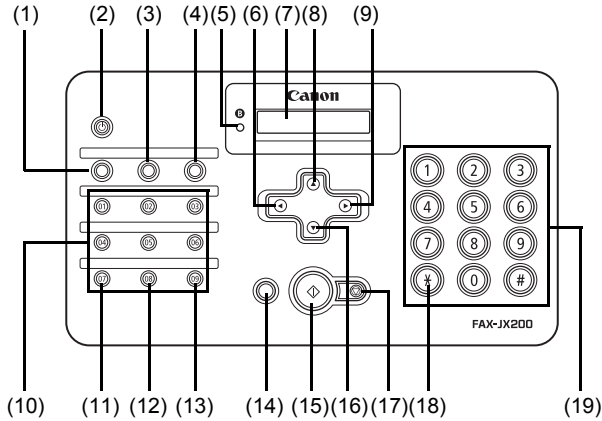- Copyrighted works/works of art without permission of copyright owner

Before Using Your Machine

Main Components and Their Functions
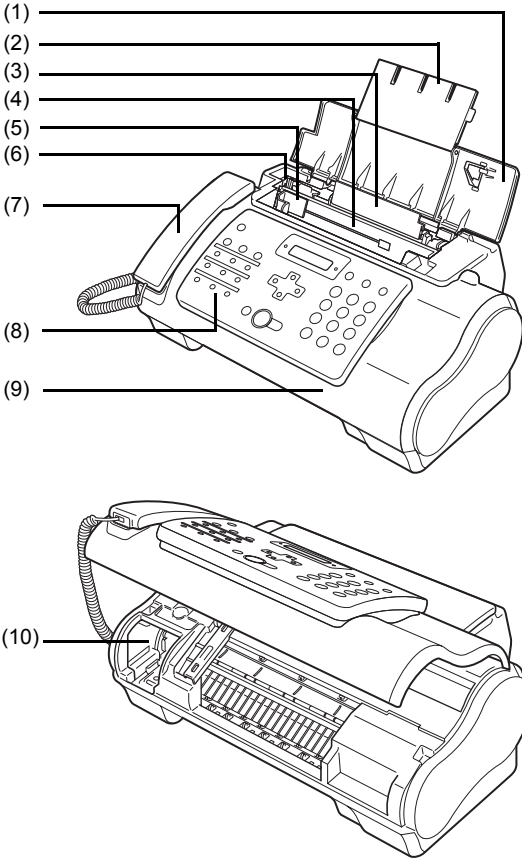
(1) Document Cover
(2) Paper Support
(3) Multi-Purpose Tray
(4) Document Tray
(5) Document Guide
(6) Paper Guide
(7) Handset
(8) Operation Panel
(9) Printer Cover
(10) Cartridge Holder

■ Operation Panel

(1) **[Maintenance] (see page 43)**

(2) **[ON/OFF] (see page 8)**

(3) **[Receive Mode/Resolution] (see page 18, page 20, page 29)**

(4) **[Menu] (see page 10)**

(5) **Ink Lamp (see page 43)**

(6) **[Caller History] (see page 22)**

(7) **LCD (Liquid Crystal Display)**

(8) **[Coded] (see page 14)**

(9) **[Redial] (see page 23)**

(10) **One-Touch Speed Dialing button (see page 13)**

(11) **[Pause] (see page 23)**

(12) **[Space] (see page 9)**

(13) **[Clear] (see page 10)**

(14) **[Hook] (see page 19)**

(15) **[Start/Copy]**

(16) **[Directory] (see page 22)**

(17) **[Stop]**

(18) **Tone (see page 9, page 23)**

(19) **Numeric buttons (see page 9)**

Turning the Machine ON and OFF

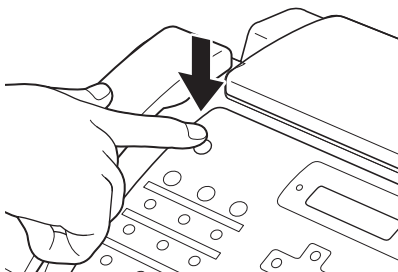Turn on the machine before starting printing.

■ Turning on the Machine

Before turning on the machine, confirm that the FINE Cartridge is set into place.

> 📖 **Note**
>
> If preparatory operations are not yet finished, follow the *Easy Setup Instructions* to complete them.

1 To turn on the machine, press [ON/OFF].

[ON/OFF] flashes green for a while, and then turns on.

> 📖 **Note**
> ● If an error message is displayed on the LCD, see "LCD Messages" on page 62.
> ● The LCD will turn itself off if inactive for more than 5 minutes, press any button on the Operation Panel except for [ON/OFF] to restore the display.

■ Turning off the Machine

1 To turn off the machine, press [ON/OFF] about a few seconds.

The machine is off after <SHUTTING DOWN....> is displayed on the LCD.

> ✋ **Important**
> ● Always press [ON/OFF] before disconnecting the power cord. This ensures the FINE Cartridge is covered to prevent it from drying out.
> ● If the machine is not used for an extended period of time, we recommend making copies or performing FINE Cartridge cleaning about once every month to prevent degradation of the FINE Cartridge.
> ● The FINE Cartridge has many nozzles in order to produce high-definition prints. In the same way that the tip of a felt-tip or marker pen will naturally dry out over time and become unusable even with the cap in place, the nozzles might become clogged. Periodically printing or performing FINE Cartridge cleaning can help to prevent this kind of clogging.
> ● If you change to another telephone line, turn off the machine before unplugging the telephone line cable.

> 📖 **Note**
>
> The power cannot be turned OFF with [ON/OFF] while the machine is operating.

Guidelines for Entering Numbers, Letters, and Symbols

When you come to a step that requires you to enter a name or number, see the table below to determine which numeric button to press for the letter you want.

Button	Uppercase Letter Mode (:A)	Lowercase Letter Mode (:a)	Number Mode (:1)
1			1
2	A B C Å Ä Á À Ã Â Æ Ç	a b c å ä á à ã â æ ç	2
3	D E F Ð Ë É È Ê	d e f ð ë é è ê	3
4	G H I Ï Í Ì Î	g h i ï í ì î	4
5	J K L	j k l	5
6	M N O Ñ Ø Ö Ó Ò Õ Ô	m n o ñ ø ö ó ò õ ô	6
7	P Q R S Þ	p q r s Þ	7
8	T U V Ü Ú Ù Û	t u v ü ú ù û	8
9	W X Y Z Ý	w x y z ý	9
0			0
#	− . * # ! " , ; : ^ ` _ = / l ' ? $ @ % & + ( ) [ ] { } < >		
*	Uppercase letter mode (:A) ⟶ Lowercase letter mode (:a) ⟶ Number mode (:1)		

📖 Note

After 120 seconds of no operation panel input, the fax returns to standby mode and any unregistered changes are lost.
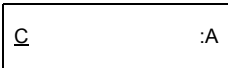
● Entering Numbers, Letters, and Symbols

1 Press [*] to switch between the letter and number mode.

```
_                    :A
```

2 Use the numeric buttons to enter characters.

● Press repeatedly until the character you want appears.

```
C                    :A
```

● To enter a character that is under the same button as the previous entry:
   (1) Press [▶], then press the same numeric button.
● To enter a space:
   (1) Press [▶] or press [Space].

- To delete a character:
  - **(1)** In number mode, press [◀]. In uppercase or lowercase mode, use [◀] or [▶] to move the cursor under the incorrect letter. Then press [Space].
- To delete an entire entry:
  - **(1)** Press [Clear].

3 Continue entering other letters or numbers using the numeric buttons.

4 When you have finished entering characters, press [Start/Copy] to register the entry.
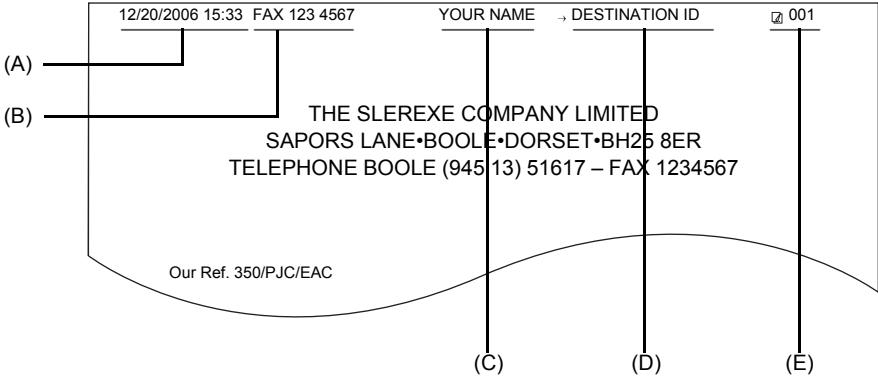
Setting the TEL LINE TYPE

Before using your fax, make sure it is set for the telephone line type of your telephone system. If you are unsure of your telephone line type, check with your local telephone company.

1 Press [Menu].

2 Use [▲] or [▼] to select <DATA REGSTRATION>, then press [Start/Copy] twice. The LCD displays <DATE & TIME>.

3 Use [▲] or [▼] to select <TEL LINE TYPE>, then press [Start/Copy]. The LCD displays <TOUCH TONE>.

4 Use [▲] or [▼] to select the telephone line type, then press [Start/Copy].
You can select <TOUCH TONE> or <ROTARY PULSE>.

5 Press [Stop].
Setting ends and the fax returns to standby mode.

Registering Sender Information

You can register sender information (Transmit Terminal Identification (TTI)) in your machine so that your name, your fax/telephone number, and the date and time of transmission are printed in small type at the top of each page to be received. Thus, whenever you send a fax from this machine, the recipient receiving the fax knows who sent it, and when it was sent.

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

```
(A)     12/20/2006 15:33  FAX 123 4567      YOUR NAME   → DESTINATION ID      ☑ 001

(B)
                        THE SLEREXE COMPANY LIMITED
                    SAPORS LANE•BOOLE•DORSET•BH25 8ER
                 TELEPHONE BOOLE (945 13) 51617 – FAX 1234567


            Our Ref. 350/PJC/EAC


                                  (C)              (D)              (E)
```

(A) Date and time of transmission

(B) Your fax/telephone number

You can select <FAX> or <TEL> to be displayed in front of the number. See "FAX/TEL No. MARK" on page 38.

(C) Your name

(D) Displays the name of the destination when sending from one-touch or coded speed dialing.

(E) Page number

■ Entering the Date and Time

1   Press [Menu].

2   Use [▲] or [▼] to select <DATA REGSTRATION>, then press [Start/Copy] three times.

```
12/20/2006      13:30
```

3   Use the numeric buttons to enter the date and time (in 24-hour format). Enter only the last two digits of the year.

● Precede single digits with a zero, then press [Start/Copy].

4   Press [Stop].

Registration ends and the fax returns to standby mode.

■ Registering Your Fax/Telephone Number and Name

This information appears at the top of each document you send.

1 Press [Menu].

2 Use [▲] or [▼] to scroll through the menus and select <DATA REGSTRATION>, then press [Start/Copy] twice. The LCD displays <DATE & TIME>.

3 Use [▲] or [▼] to select <UNIT TELEPHONE #>, then press [Start/Copy].

4 Enter your fax number (up to 20 digits) using the numeric buttons, then press [Start/Copy] twice (see page 9).

You can enter a space to make your number easier to read.

```
TEL=        123 xxxx
```

5 Enter your name (up to 24 letters) using the numeric buttons, then press [Start/Copy] (see page 9).

```
CANON           : A
```

6 Press [Stop].

Registration ends and the fax returns to standby mode.

■ Setting Daylight Saving Time (Summer Time)

Some countries adopt the daylight saving time (summer time) system that shifts the clock time forward or back at certain periods of the year.

You can set your machine to automatically change the time by registering the day and time that daylight saving time (summer time) begins and ends.

1 Press [Menu].

2 Use [▲] or [▼] to select <DATA REGSTRATION>, then press [Start/Copy].

3 Use [▲] or [▼] to select <SYSTEM SETTINGS>, then press [Start/Copy].

4 Use [▲] or [▼] to select <DAYLGHT SAV TIME>, then press [Start/Copy]. The LCD displays <ON>.

5 Use [▲] or [▼] to select <ON> or <OFF>, then press [Start/Copy].

6 If you cancel by selecting <OFF> in step 5, press [Stop] to return to standby mode. If you select <ON> in step 5, use [▲] or [▼] to select <START DATE/TIME>, then press [Start/Copy] twice. The LCD displays <APRIL>.

7 Use [▲] or [▼] to select the month in which the summer time starts, then press [Start/Copy] twice. The LCD displays <FIRST WEEK>.

8 Use [▲] or [▼] to select the week in which the summer time starts, then press [Start/Copy] twice. The LCD displays <SUNDAY>.

9 Use [▲] or [▼] to select the day in which the summer time starts, then press [Start/Copy] twice.

```
TIME          02:00
```

10 Use the numeric buttons to enter the time at which the summer time will take effect, then press [Start/Copy]. The LCD displays <END DATE/TIME>.

11 Use [▲] or [▼] to select <END DATE/TIME>, then press [Start/Copy] twice. The LCD displays <OCTOBER>.

12 Repeat steps 7 to 9 to set the month, week, the day of the week, and time when the summer time ends.

13 Press [Stop].

Setting ends and the fax returns to standby mode.

Registering One-touch Speed Dialing Numbers and Names

One-touch speed dialing 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 fax.

You can also register the name of the party; the name appears on the printout of the one-touch speed dialing list.

1 Press [Menu].

2 Use [▲] or [▼] to select <TEL REGISTRATION>, then press [Start/Copy]. The LCD displays <1-TOUCH SPD DIAL>.

3 Press [Start/Copy]. The LCD displays <01=>.

4 Use [▲] or [▼] to select the number of the one-touch speed dialing button (01-09) under which you want to register the number, then press [Start/Copy] twice.

If a number is already registered under this one-touch speed dialing button, the number is displayed on the LCD.

5 Enter the party's number (up to 60 digits) using the numeric buttons, then press [Start/Copy] twice.

```
TEL=250xxx_
```

6 Enter the party's name (up to 16 letters) using the numeric buttons, then press [Start/Copy] to register the name. (see page 9).

```
CANON          :A
```

7 To assign additional one-touch speed dialing numbers, repeat from step 4.
To finish, press [Stop].

Registering Coded Speed Dialing Numbers and Names

Use coded speed dialing to dial a fax number at the press of three buttons. A fax/telephone number can be registered under each two-digit speed dialing code and you can register up to 60 locations. You can also register the name of the party the name appears on the printout of the coded speed dialing list.

1 Press [Menu].

2 Use [▲] or [▼] to select <TEL REGISTRATION>, then press [Start/Copy]. The LCD displays <1-TOUCH SPD DIAL>.

3 Use [▲] or [▼] to select <CODED SPEED DIAL>, then press [Start/Copy]. The LCD displays <✳00>.

4 Use [▲] or [▼] to select the two-digit code (00-59) under which you want to register the number, then press [Start/Copy] twice.

If a number is already registered under this coded speed dialing code, the number is displayed on the LCD.

5 Enter the party's number and name the same way you registered them for one-touch speed dialing.

See steps 5 to 6, "Registering One-touch Speed Dialing Numbers and Names" on page 13.
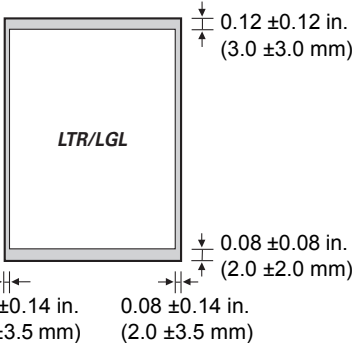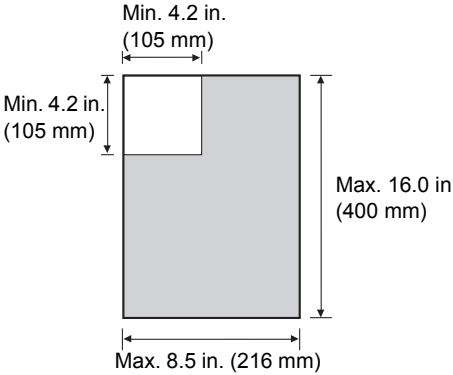
```
TEL=250xxx_
```

6 To assign additional coded speed dialing numbers, repeat from step 4.
To finish, press [Stop].

Document Requirements

■ **Types of Document You Can Scan**

● **Scanned Area**	● **Size**
The actual area scanned by the fax is shown below.	You can load documents larger than 4.2 in. (105 mm) wide and 4.2 in. (105 mm) long.
	The maximum size of document that can be loaded is 8.5 in. (216 mm) wide by 16.0 in. (400 mm) long.

0.12 ±0.12 in. (3.0 ±3.0 mm) *LTR/LGL* 0.08 ±0.08 in. (2.0 ±2.0 mm) 0.08 ±0.14 in. (2.0 ±3.5 mm) 0.08 ±0.14 in. (2.0 ±3.5 mm)	Min. 4.2 in. (105 mm) Min. 4.2 in. (105 mm) Max. 16.0 in (400 mm) Max. 8.5 in. (216 mm)

📖 **Note**

If you use documents smaller than letter size, align the document with the left Document Guide.

■ **Problem Documents**

● To prevent document jams in the Document Tray, do not attempt to load the following types of documents into the fax:

- 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
- Thick paper	- Envelopes

● Remove all staples, paper clips, etc. before loading the document into the Document Tray.

● Make sure any glue, ink, or correction fluid on the paper is completely dry before loading the document into the Document Tray.

● Make a photocopy of any document that will not feed into the fax so that you can then load the copy into the Document Tray.
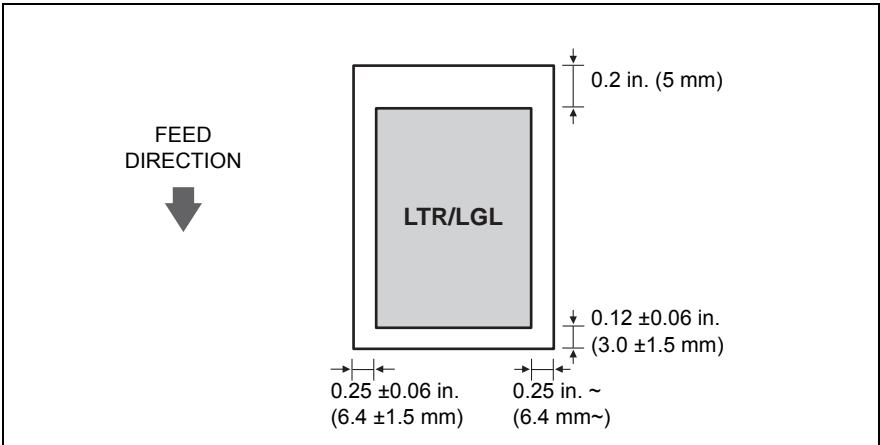
Paper Requirements

Your fax supports A4-, letter-, and legal-size paper in portrait orientation. You can use regular copier paper, cotton bond paper, or typical letterhead. Your fax does not require special ink jet paper. Always use paper without curls, folds, staples, or damaged edges. Look at the label on the package to see if the paper has a preferred side for printing.

📖 **Note**

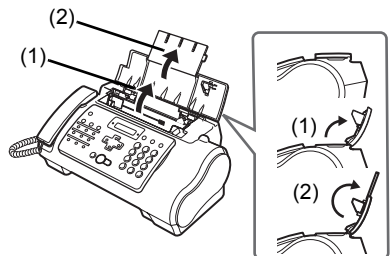Be sure to test paper before purchasing large quantities.

■ Printable Area

The shaded area below shows the printable area of letter/legal-size paper. Be sure to print within this area.

FEED DIRECTION

LTR/LGL

0.2 in. (5 mm)

0.12 ±0.06 in. (3.0 ±1.5 mm)

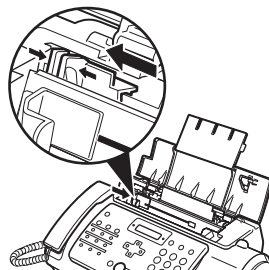0.25 ±0.06 in. (6.4 ±1.5 mm)

0.25 in. ~ (6.4 mm~)

Loading Documents and Paper

**1** Open the Document Cover (1) and extend the Paper Support (2) to support the paper.

2 Squeeze, then slide the Paper Guide to the left.

3 Insert the stack face up into the Multi-Purpose Tray (1), and align the right edge of the stack with the right side of the Multi-Purpose Tray. Then slide the Paper Guide (2) snugly against the left edge of the stack.

Be careful not to press the Paper Guide strongly against the stack, or the paper will not be fed properly.
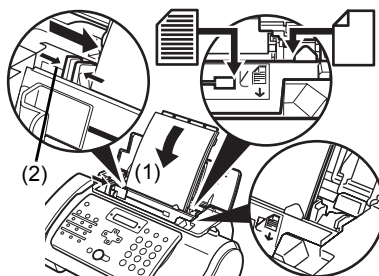
4 Adjust the Document Guide to the width of the document, and gently insert the top of the document face up into the Document Tray until you hear a beep.

- To avoid feeding problems, make sure the document meets the document requirements (see page 15).
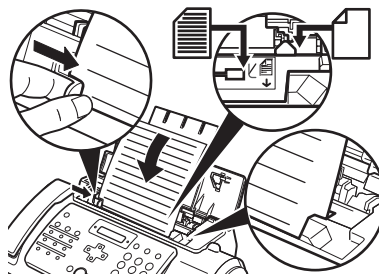
📖 **Note**
- For a multipage document, the pages are fed one by one from the top of the stack.
- Wait until all pages of your document have been scanned before starting a new job.
- Make sure you follow the procedure to load documents into the Document Tray. If the document is not loaded into the Document Tray correctly, it may not be fed into the fax properly; resulting in a jam, or in pages not being sent.
- If you want to send a document with more than 20 (10 legal-size) pages, divide the document into sections and send each section in a separate transmission.
- For multipage documents, tap the stack on a flat surface to even the edges before loading.

Copying

Making Copies

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

If you make copies of multiple documents at a time, the number of pages the fax can scan into memory is as follows:

● COPY STANDARD/COPY FINE/COPY DRAFT   = 10 pages

📖 **Note**
● The number of pages the fax can scan into memory is not affected by the scanning resolutions (see page 20).
● <COPY STANDARD> and <COPY FINE> result in the same resolution when making copies.
● If MEMORY FULL appears on the LCD when making multiple copies, see "Copying Problems" on page 58.

📖 **Note**
If paper jams, see "Troubleshooting" on page 53.

---

1 Load the document face up into the Document Tray.
See "Loading Documents and Paper" on page 16.

2 Press [Start/Copy]. The LCD displays <COPY PAGE 01>.

3 Press [Receive Mode/Resolution].
You can select <COPY STANDARD>, <COPY FINE>, or <COPY DRAFT>.

4 Enter the number of copies (up to 99) using the numeric buttons, then press [Start/Copy].
To make a correction to the number of copies, press [Clear] and re-enter the number.

To stop copying anytime, press [Stop]. If the document does not eject, press [Start/Copy] for a few seconds, then the fax will feed out the document. See "Jams in the Document Tray" on page 53.

Sending Faxes

Sending Documents

Before you send a document, see "Documents Requirements" on page 15, and "Loading Documents and Paper" on page 16.

📖 Note
- If paper jams, see "Troubleshooting" on page 53.
- You can send up to 20 A4-size (10 legal-size) pages at a time (based on the Canon FAX Standard Chart No.1, standard resolution). You cannot add pages while the fax is sending.
- The fax stores the document temporally in memory when sending a document, however, when memory is full, it will send the document as it scans the document without storing document in memory.

■ Direct Sending

1 Load the document face up into the Document Tray.

See "Loading Documents and Paper" on page 16.

You can set the scanning resolution and contrast (see page 20).

2 Dial the receiving party's fax number.

Use one of the dialing methods described in this chapter.

```
TEL=        3456xxxx
```

3 Press [Start/Copy].

The fax begins sending.

📖 Note
- If an error occurs during sending, the fax beeps intermittently for a few seconds and an error message appears on the LCD. If this happens, correct the problem and then press [Stop], then try sending the document again. See "LCD Messages" on page 62.
- The fax automatically redials if the receiving party does not answer or if the line is busy. (You can specify the number of times it redials; see <AUTO REDIAL> on page 39.)

■ Manual Sending

If you would like to first speak with the person you are sending the document to, use manual sending.

1 Load the document face up into the Document Tray.

See "Loading Documents" on page 16.

You can set the scanning resolution and contrast (see page 20).

2 Pick up the Handset or press [Hook] and dial the receiving party's fax number.

Use one of the dialing methods described in this chapter.

```
TEL=        3456xxxx
```

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.

▤ Note
- If you pressed [Hook] in step 2, you need to pick up the Handset when a person answers the phone.
- The fax will beep if the Handset is not hang up properly. Make sure the Handset is seated properly in its cradle. If you do not want the fax to beep, disable the <OFFHOOK ALARM> setting (see page 38).
- If an error occurs during sending, the fax beeps intermittently for a few seconds and an error message appears on the LCD. If this happens, correct the problem then try sending the document again. See "LCD Messages" on page 62.

■ Canceling Sending

1 Press [Stop].

▤ Note
- When you cancel sending, you may need to press and hold [Start/Copy] for a few seconds to feed out the document.
- You can set whether or not the fax prints an <TX REPORT> (see page 38).

■ Adjusting the Quality of Your Documents

● Setting the Scanning Resolution

Resolution is a measure of the fineness or clarity of a printout. Low resolutions may cause text and graphics to have a jagged appearance, while higher resolutions provide smoother curves and lines, crisp text and graphics, and a better match to traditional typeface designs.

▤ Note
Using a higher resolution will increase the output quality, but will slow down the scanning speed.

---

1 Load the document face up into the Document Tray.

See "Loading Documents and Paper" on page 16.

2 Press [Receive Mode/Resolution] to select the resolution.

You can select <FAX STANDARD>, <FAX FINE> or <FAX PHOTO>.

After about 2 seconds, the fax returns to standby mode.

▤ Note
You can change the resolution setting while the document is being scanned for sending. However, please note that your new setting will only affect the next page scanned.

● Setting the Scanning Contrast

Contrast is the difference in brightness between the lightest and darkest parts of a printed document. You can adjust the contrast your fax uses to send or copy documents, according to how light or dark your document is.

1 Press [Menu].

2 Use [▲] or [▼] to select <DATA REGSTRATION>, then press [Start/Copy] twice.
The LCD displays <DATE & TIME>.

3 Use [▲] or [▼] to select <SCAN CONTRAST>, then press [Start/Copy]. The LCD displays <STANDARD>.

4 Use [▲] or [▼] to adjust the scanning contrast, then press [Start/Copy].

You can select <STANDARD>, <DARKER> or <LIGHTER>.

5 Press [Stop].

Setting ends and the fax returns to standby mode.

Automatic Dialing

■ **Sending a Document Using One-Touch Speed Dialing or Coded Speed Dialing Numbers**

To use this feature you must first register numbers for one-touch speed dialing (see page 13) or coded speed dialing (see page 14).

1 Load the document face up into the Document Tray.

See "Loading Documents and Paper" on page 16.

You can set the scanning resolution and the contrast (see page 20).

2 Press the one-touch speed dialing button under which the number you wish to fax is registered.

```
01=CANON
```

-or-

Press [Coded] and enter the appropriate two-digit coded speed dialing code.

The registered name and number appear.

If you make a mistake, press [Stop]. Then press the correct one-touch speed dialing button or press [Coded] and re-enter the code.

```
＊01=CANON
```

3 Press [Start/Copy].

The fax begins sending.

-or-

After about 10 seconds of no operation panel input, the fax starts sending automatically.

■ **Sending a Document Using Directory Dialing**

This feature is convenient when you know the other party's name but cannot recall the one-touch speed dialing button or the code for coded speed dialing where the number is registered.

This procedure can also be used to look up the other party's name and retrieve the number for dialing.

1 Load the document face up into the Document Tray.

See "Loading Documents and Paper" on page 16.

You can set the scanning resolution and the contrast (see page 20).

2 Press [Directory].

3 Press a numeric button to enter the first letter of the name of the party you are searching for.

＊01=Canon CANADA

4 Press [▲] or [▼] to display the other names and numbers registered for the button letter group.

● The names for one-touch speed dialing numbers are prefixed with two digits and the names for coded speed dialing numbers are prefixed with an asterisk (＊) and two digits.

● When you reach the last name and number registered for the letter group, you will return to the first name and number in the group.

● If the LCD does not change after you press [▲] or [▼], this means only one name and number is registered for the button you just pressed.

● Press [Redial] to switch between the name and number on the LCD.

5 With the telephone number you want to dial displayed, press [Start/Copy] to start the document transmission.

# Special Dialing

■ **Sending a Document Using Caller History**

If the <CALLER ID> setting is set to <ON>, the caller's name and phone/fax number appear on the LCD when you receive a call (see page 41). The fax keeps up to 20 latest caller IDs in memory.

📖 **Note**

The feature uses the Telcordia or the ETSI EN 300 778-1 protocol. Contact your local telephone company for detailed information.

1 Press [Caller History], then wait for 2 seconds or press any button.

The numbers, names, and date and time from which you have received calls recently will be displayed on the LCD.

| 01:   3456XXXX | ▶ | CANON | ▶ | 20/12 2006 13:30 |
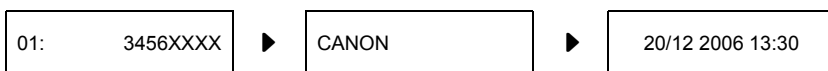
- Press [Redial] or [Coded Dial/Directory] to switch between the date and time, name, and phone/fax number on the LCD.

2 Use [▲] or [▼] to select the receiving party, then press [Start/Copy].

The fax begins calling the number.

■ Switching Temporarily to Tone Dialing

Many information services for banks, airline reservations, hotel reservations, etc. require tone dialing for their services. If your machine is connected to a rotary pulse line, you can set the machine to temporarily switch to tone dialing.

1 Press [Hook] or lift the handset.

2 Use the Numeric buttons to dial the number of the information service.

3 When the recorded message of the information service answers, press [Tone] ([∗]) to switch to tone dialing.

If you pressed [Hook] in step 1 and wish to talk to the other party, lift the handset.

4 Use the Numeric buttons to enter the numbers requested by the information service.

5 When you have finished using the service, press [Hook] or hang up the handset.

■ Long-Distance Dialing

When you register a long-distance number, you may have to insert a pause within or after the number. For long-distance dialing, the location and length of the pause may differ depending on the telephone system. To enter a pause, press [Pause]. The length of this pause can be adjusted. See <PAUSE TIME> on page 39. A pause at the end of a number is fixed at 10 seconds.

Redialing When the Line is Busy

There are two methods of redialing: manual redialing and automatic redialing. This section explains these two methods.

■ Manual Redialing

Press [Redial] to dial the last number you dialed with the numeric buttons*. (This starts redialing regardless of whether automatic redialing is enabled.)

*This setting is only available when you dialed with the numeric buttons.

● **Canceling Manual Redialing**

To cancel manual redialing, press [Stop]. You may then need to press [Start/Copy] for a few seconds to feed out the document. See "Jams in the Document Tray" on page 53.

■ **Automatic Redialing**

● **What is Automatic Redialing?**

When you are sending a document and the receiving party's line is busy, the fax waits the specified time and then dials the same number again. You can set the fax to redial several times if previous attempts fail because of a busy signal.

Automatic redialing can be turned off and on. The number of redialing attempts and the time interval between attempts can also be adjusted (see page 39).

If all redialing attempts are unsuccessful, the fax will cancel the transmission. You can set the fax to print an ERROR TX REPORT to remind you that the transmission was not completed (see page 38).

When automatic redialing is in use, the LCD displays <AUTO REDIAL> while it is waiting to redial.

● **Canceling Automatic Redialing**

1 Press [Stop].

📖 **Note**

If you want to cancel a memory-sending transmission while the fax is waiting to redial, you will have to delete the document from memory (see page 35).

● **Setting the Options for Automatic Redialing**

You can set the following options for automatic redialing:

● Whether or not the fax redials automatically.

● The number of times the fax attempts to redial.

● The time interval between redialing attempts.

1 Press [Menu].

2 Use [▲] or [▼] to select <DATA REGSTRATION>, then press [Start/Copy]. The LCD displays <USER SETTINGS>.

3 Use [▲] or [▼] to select <TX SETTINGS>, then press [Start/Copy]. The LCD displays <ECM TX>.

4 Use [▲] or [▼] to select <AUTO REDIAL>, then press [Start/Copy]. The LCD displays <ON>.

● To disable automatic redialing, use [▲] or [▼] to select <OFF>, then press [Start/Copy]. Press [Stop] to return to standby mode.

● To enable automatic redialing, use [▲] or [▼] to select <ON> and continue with the steps below.

5 Press [Start/Copy] twice. The LCD displays <2TIMES>.

6 Use the numeric buttons, or [▲] or [▼] to enter the number of times you want the fax to redial, then press [Start/Copy] twice. The LCD displays <2MIN.>.

7 Use the numeric buttons, or [▲] or [▼] to enter the time interval between redialing attempts, then press [Start/Copy].

8 Press [Stop].

The fax returns to standby mode.

Delayed Sending

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

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

1 Load the document face up into the Document Tray.

See "Loading Documents and Paper" on page 16.

You can set the scanning resolution and contrast (see page 20).

2 Press [Menu].

3 Use [▲] or [▼] to select <FAX OPTIONS>, then press [Start/Copy].

4 Use [▲] or [▼] to select <DELAYED TX>, then press [Start/Copy].

```
SET TIME       15:00
```

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

● Precede single digits with a zero.

● Press [Clear] if you need to re-enter the time.

● You can also use [◀] or [▶] to move the cursor.

6 Press [Start/Copy].

7 Enter the receiving party's fax number.

● You can enter the receiving party's fax number by using the numeric buttons, one-touch speed dialing, coded speed dialing, or directory dialing (see page 21).

● If you use the numeric buttons, press [Start/Copy] after entering the number to register it.

8 Press [Start/Copy].

● Press [Start/Copy] when using directory dialing.

● The fax scans the document into memory.

📖 **Note**

If <MEMORY FULL> appears on the LCD during scanning, delete unnecessary documents from the memory (see page 35), then rescan your fax.

9 The fax will automatically dial at the programmed time.

■ Sending Other Documents While the Fax is Set for Delayed Sending

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

To send or copy other documents after setting the fax for delayed sending, simply send or copy using any other sending procedure in this guide.

📖 **Note**

Delayed sequential broadcasting is applicable for sending one document to more than one location at a later time when multiple fax numbers are dialed (see page 27).

■ Canceling Delayed Sending

1 Press [Menu].

2 Use [▲] or [▼] to select <MEMORY REFERENCE>, then press [Start/Copy].

3 Use [▲] or [▼] to select <DELETE DOCUMENT>, then press [Start/Copy].

```
TX/RX NO.      0001
```

4 Use [▲] or [▼] to select the transaction number (TX/RX NO.) of the document you want to delete, then press [Start/Copy]. The LCD displays <YES=(∗) NO=(#)>.

- If the LCD does not change after you press [▲] or [▼], this means only one transaction is stored in memory.
- If you are unsure of the transaction number (TX/RX NO.), print the <DOC. MEMORY LIST>. (see page 34).

5 Press [∗] to delete the document.

If you want to continue sending, press [#].

6 Press [Stop].

The fax returns to standby mode.

Sequential Broadcasting

■ **Sending a Document to More Than One Location**

Sequential broadcasting sends one document to more than one location.

You can send to a total of 70 locations as follows:

● One-touch speed dialing   =   9 locations

● Coded speed dialing   =   60 locatitons

● Regular dialing (Numeric buttons dialing)   =   1 location

You can enter the one-touch speed dialing and coded speed dialing locations in any order. You simply press the one-touch speed dialing button, or press [Coded] or [Directory] followed by the two-digit code.

You can also include one location using regular dialing. Remember that when using regular dialing, you must press [Start/Copy] after entering the number.

📖 **Note**
● You must press each button within 10 seconds of the preceding one. The fax begins the operation approximately 10 seconds after you press the last button.
● The regular dialing number must be entered last.

---

1 Load the document face up into the Document Tray.

See "Loading Documents and Paper" on page 16.

You can set the scanning resolution and contrast (see page 20).

2 Dial the receiving party's fax numbers as you need.

You can also press [Redial] to redial the last number dialed with the numeric buttons.

```
TEL=        3456xxxx
```

3 Press [Start/Copy].

● The fax reads the document into memory and begins sending.

● To cancel a transmission, press [Stop] during dialing or transmission. All transmissions in the sequence are canceled.

Receiving Faxes

Different ways to receive a document

Your fax provides you with several modes for receiving documents. To determine which mode best suits your requirements, see the table below.

FAX/TEL MODE/DRPD	
	Automatically switches between fax and voice calls. Receives documents automatically and rings for voice calls (see page 29). DRPD: The fax rings differently depending on whether a call is a fax or voice call. Subscribe to a DRPD service. Handset or extension phone connected to the fax (see page 31).

MANUAL MODE	
	Rings for every call, regardless of whether the call is a fax call or a voice call. For a fax call, you have to manually activate reception of the fax (see page 30).

ANS.MACHINE MODE	
	Receives documents automatically and routes voice calls to the answering machine. Connect an answering machine to your fax (see page 30).

FAX ONLY MODE	
	Answers all calls as fax calls. Receives documents automatically and disconnects voice calls. Separate telephone line for fax use only. If you want to be alerted when a fax call is received, enable the <INCOMING RING> setting (see page 39).

Setting the Receive Mode

Once you have decided which mode is suitable for your needs, set the mode by pressing [Receive Mode/Resolution].

1 Press [Receive Mode/Resolution].

Every time you press [Receive Mode/Resolution], the mode changes cyclically.

■ Receiving Faxes

📳 **Note**
● If paper jams, see "Troubleshooting" on page 53.
● If the Ink Lamp lights up faxes will be received to memory.

■ Receiving Both Documents and Telephone Calls Automatically: Fax/Tel Mode

If you set Fax/Tel mode, you can control precisely how the fax handles incoming calls by adjusting the following settings:

● Adjust the time the fax takes to check whether a call is from a fax machine or a telephone (<RING START TIME> setting).
● Adjust the length of time the fax rings when the call is a voice call (<TEL RING TIME> setting).
● Set whether the fax switches to receive mode after the ring time set in <TEL RING TIME> has elapsed (<DEFAULT ACTION> setting).

1 Press [Menu].

2 Use [▲] or [▼] to select <DATA REGSTRATION>, then press [Start/Copy]. The LCD displays <USER SETTINGS>.

3 Use [▲] or [▼] to select <RX SETTINGS>, then press [Start/Copy]. The LCD displays <ECM RX>.

4 Use [▲] or [▼] to select <FAX/TEL AUTO SW>, then press [Start/Copy]. The LCD displays <RING START TIME>.

5 Press [Start/Copy].

> 8SEC.

6 Use the numeric buttons, or [▲] or [▼] to enter the time the fax waits before ringing when it receives a call, then press [Start/Copy] twice.

> 22SEC.

7 Use the numeric buttons, or [▲] or [▼] to enter the time the fax rings while waiting for someone to pick up the Handset, then press [Start/Copy] twice. The LCD displays <RECEIVE>.

8 Use [▲] or [▼] to select <RECEIVE> or <DISCONNECT>, then press [Start/Copy].

This setting tells the fax what to do if the Handset is not picked up within the specified ring time set in step 6.

9 Press [Stop].

Setting ends and the fax returns to standby mode.

■ Receiving Documents Manually: MANUAL MODE

1 Check that <Manual> is displayed on the LCD (see page 29).

```
15:00        Manual
```

2 When you hear the fax or extension phone ring, pick up the Handset.

3 If you hear a person's voice:
Start your conversation. If the caller wants to send a document after talking to you, ask them to press the start button on their fax machine.
When you hear a slow beep, press [Start/Copy] on the fax to begin receiving the document. Hang up the Handset.

● If the extension phone is located away from the fax, dial 25 (the remote receiving ID) on the extension phone and hang up.

● The fax begins receiving the document.

If you hear a slow beep tone:

Someone is trying to send you a document.

● Press [Start/Copy] and replace the Handset.

● If the extension phone is located away from your fax, dial 25 (the remote receiving ID) on the extension phone and hang up.

● The fax begins receiving the document.

📖 Note
Be sure to replace the Handset after you press [Start/Copy] otherwise the call will be disconnected.

■ Receiving Documents with an Answering Machine: ANS.MACHINE MODE

Connecting an answering machine to your fax allows you to receive documents and telephone messages while you are out.

● Using Your Fax with an Answering Machine

Follow these guidelines when using your fax with an answering machine.

● Set the answering machine to answer on the first or second ring.

● When recording an outgoing message on the answering machine, the entire message must be no longer than 15 seconds.

■ **Receiving with a DRPD (Distinctive Ring Pattern Detection) service: DRPD**

DRPD service assigns two or more telephone numbers with distinctive ring patterns to a single telephone line, allowing you to have both a fax number(s) and a telephone number(s) using only one telephone line. Your fax will automatically monitor incoming calls and based on the ring pattern, will let you know if the call is a fax or voice call. Follow the procedure below to set the fax ring pattern that matches the pattern assigned by your telephone company.

📖 **Note**

Contact your local telephone company for detailed information on this service.

1 Press [Menu].

2 Use [▲] or [▼] to select <DATA REGSTRATION>, then press [Start/Copy]. The LCD displays <USER SETTINGS>.

3 Use [▲] or [▼] to select <RX SETTINGS>, then press [Start/Copy]. The LCD displays <ECM RX>.

4 Use [▲] or [▼] to select <DRPD:SELECT FAX>, then press [Start/Copy]. The LCD displays <DOUBLE RING>.

5 Use [▲] or [▼] to select the ring pattern that your telephone company assigned to your fax number, then press [Start/Copy].

You can select <NORMAL RING>, <DOUBLE RING>, <SHORT-SHORT-LONG>, <SHORT-LONG-SHORT>, or <OTHER RING TYPE>.

6 Press [Stop].

Setting ends and the fax returns to standby mode.

Canceling Receiving

1 Press [Stop].

Other Features

■ **Saving Ink**

You can enable/disable ink-saving feature by selecting <INK SAVER> when the [Menu] button is pressed.

📖 **Note**

By enabling this feature, print quality will be reduced. For highest print quality, disable this feature.

1 Press [Menu].

2 Use [▲] or [▼] to select <DATA REGSTRATION>, then press [Start/Copy].

3 Use [▲] or [▼] to select <PRINTER SETTINGS>, then press [Start/Copy].

4 Use [▲] or [▼] to select <INK SAVER>, then press [Start/Copy].

5 Use [▲] or [▼] to select <ON> or <OFF>, then press [Start/Copy].

6 Press [Stop].

Setting ends and the fax returns to standby mode.

■ Receiving to Memory Temporarily

You can enable memory receiving feature temporarily.

1 Press [ON/OFF] to select <AUTO PRINT OFF>.

● The fax starts receiving documents in memory.
● To cancel, press [ON/OFF] again.

■ Changing Calling Volume

1 Press [Menu].

2 Use [▲] or [▼] to select <DATA REGSTRATION>, then press [Start/Copy].

3 Use [▲] or [▼] to select <USER SETTINGS>, then press [Start/Copy].

4 Use [▲] or [▼] to select <VOLUME CONTROL>, then press [Start/Copy].

5 Use [▲] or [▼] to select <CALLING VOLUME>, then press [Start/Copy].

6 Use [▲] or [▼] to change the volume, then press [Start/Copy].

7 Press [Stop].

Setting ends and the fax returns to standby mode.

■ Changing Receiving Volume of Handset

1 Press [Menu].

2 Use [▲] or [▼] to select <DATA REGSTRATION>, then press [Start/Copy].

3 Use [▲] or [▼] to select <USER SETTINGS>, then press [Start/Copy].

4 Use [▲] or [▼] to select <VOLUME CONTROL>, then press [Start/Copy].

5 Use [▲] or [▼] to select <HANDSET VOL>, then press [Start/Copy].

6 Use [▲] or [▼] to change volume, then press [Start/Copy].

7 Press [Stop].

Setting ends and the fax returns to standby mode.

■ Receiving Documents in Memory While Performing Another Task or When a Problem Occurs

If your fax is performing another task or encounters a problem when receiving a document, it automatically stores the unprinted pages in memory, and the LCD displays <REC'D IN MEMORY> as well as one or more messages. For an explanation of the message(s) and details on the action to take, see page 64.

📖 **Note**

Once the pages are printed, they are deleted from memory.

■ Polling to Receive Documents

The polling feature allows you to request a document to be faxed to you from another fax machine. The sending party only needs to make sure the document is on a fax machine and ready to be sent. Thus, when your fax polls the other fax machine, the document is sent automatically. The fax can poll any fax machine that supports polling.

📖 **Note**

- Before attempting to poll a fax machine, make sure that the other fax machine supports polling.
- Your fax cannot do polling transmissions.

1 Press [Menu].

2 Use [▲] or [▼] to select <FAX OPTIONS>, then press [Start/Copy].

3 Use [▲] or [▼] to select <POLLING RX>, then press [Start/Copy].

4 Dial the fax number of the fax machine you wish to poll.

Use one of the dialing methods described.

```
TEL=          3456xxxx
```

5 Press [Start/Copy].

Your fax begins receiving the document.

Setting CALLER ID

If the <CALLER ID> setting is set to <ON>, the caller's name and phone/fax number appear on the LCD when you receive a call.

📖 **Note**

To use this feature, you will need to subscribe for a Caller ID service. The Caller ID feature uses the Telcordia or the ETSI EN 300 778-1 protocol. Contact your local telephone company for detailed information on this service.

1 Press [Menu].

2 Use [▲] or [▼] to select <DATA REGSTRATION>, then press [Start/Copy].

3 Use [▲] or [▼] to select <CALLER ID>, then press [Start/Copy]. The LCD displays <OFF>.
- To disable Caller ID feature, use [▲] or [▼] to select <OFF>, then press [Start/Copy].
- To enable Caller ID feature, use [▲] or [▼] to select <ON> , then press [Start/Copy].

4 Press [Stop] to return to standby mode.

Documents Stored in Memory

■ Printing a List of Documents in Memory

Your fax can print a list of documents stored in memory, along with the transaction number (TX/RX NO.) of each document. Once you know the transaction number of a document in memory, you can print it or delete it.

1 Press [Menu].

2 Use [▲] or [▼] to select <MEMORY REFERENCE>, then press [Start/Copy].

3 Use [▲] or [▼] to select <DOC. MEMORY LIST>, then press [Start/Copy].

■ Printing a Document in Memory

1 Press [Menu].

2 Use [▲] or [▼] to select <MEMORY REFERENCE>, then press [Start/Copy].

3 Use [▲] or [▼] to select <PRINT DOCUMENT>, then press [Start/Copy].

TX/RX NO.	0001

4 Use [▲] or [▼] to select the transaction number (TX/RX NO.) of the document you want to print, then press [Start/Copy]. The LCD toggles between <1ST PAGE ONLY?> and <YES=(∗) NO=(#)>.

If you are unsure of the transaction number (TX/RX NO.), print a list of documents in memory (see page 34).

5 Press [∗] to print the first page only, or press [#] to print all pages of the document.

The fax prints the document.

■ Printing All Unprinted Documents in Memory

1 Press [Menu].

2 Use [▲] or [▼] to select <MEMORY REFERENCE>, then press [Start/Copy].

3 Use [▲] or [▼] to select <PRINT ALL NEW RX>.

4 Press [Start/Copy].

The fax prints the documents one at a time, after each the reception number is displayed on the LCD.

5 After printing, the LCD displays <YES=(∗) NO=(#) >.

6 Press [∗] to delete the previous printed documents.

If you want to keep the documents in memory, press [#].

■ Deleting a Document from Memory

1 Press [Menu].

2 Use [▲] or [▼] to select <MEMORY REFERENCE>, then press [Start/Copy].

3 Use [▲] or [▼] to select <DELETE DOCUMENT>, then press [Start/Copy].

```
TX/RX NO.      0001
```

4 Use [▲] or [▼] to select the transaction number (TX/RX NO.) of the document you want to delete, then press [Start/Copy]. The LCD displays <YES=(∗) NO=(#)>.

- If the LCD does not change after you press [▲] or [▼], this means only one transaction is stored in memory.
- If you are unsure of the transaction number (TX/RX NO.), print a list of documents in memory (see page 34).

5 Press [∗] to delete the document.

If you want to keep the document in memory, press [#].

6 To continue deleting other documents in memory, repeat the procedure from step 4. To finish, press [Stop].

■ Deleting All Printed Documents from Memory

1 Press [Menu].

2 Use [▲] or [▼] to select <MEMORY REFERENCE>, then press [Start/Copy].

3 Use [▲] or [▼] to select <DEL. PRINTED RX>, then press [Start/Copy]. The LCD displays <YES=(∗) NO=(#) >.

4 Press [∗] to delete all printed documents.
If you want to keep the documents in memory, press [#].

5 To finish, press [Stop].

Settings and Activity Reports

Selecting a Menu

The <USER SETTINGS>, <REPORT SETTINGS>, <TX SETTINGS>, <RX SETTINGS>, <PRINTER SETTINGS>, <SYSTEM SETTINGS>, and <CALLER ID> menus allow you to customize the way your fax works. Each menu contains settings that control different functions of your fax.

1 Press [Menu].

2 Use [▲] or [▼] to select <DATA REGSTRATION>, then press [Start/Copy]. The LCD displays <USER SETTINGS>.

3 Use [▲] and [▼] to scroll through the menus and select the menu you want.

You can select the <USER SETTINGS>, <REPORT SETTINGS>, <TX SETTINGS>, <RX SETTINGS>, <PRINTER SETTINGS>, <SYSTEM SETTINGS>, or <CALLER ID> menu (see page 38).

4 Press [Start/Copy] to access the settings under the menu you selected.

5 See the tables on the following pages (see page 38) for guidelines on selecting and registering settings.

● Use [▲] and [▼] to scroll through the settings.

● To register a setting or access a sub-setting, press [Start/Copy].

● To return to a previous level, press [Menu].

6 Press [Stop].

Setting ends and the fax returns to standby mode.

📖 Note

● If at any stage you want to return to standby mode, press [Stop].
● If you pause for more than 120 seconds while accessing a menu, the fax will automatically return to standby mode.

■ USER SETTINGS

Name	Description	Settings
DATE & TIME	Set the date and time (24-hour clock) using the numeric buttons.	–
UNIT TELEPHONE #	Enter your fax number using the numeric buttons.	–
UNIT NAME	This is the name that appears at the top of each fax page you send (see page 11).	–
TX TERMINAL ID	This option sets the parameters for the identification header that appears on every page you send.	ON/OFF
FAX/TEL No. MARK	Select the icon for the fax number.	FAX/TEL
TTI POSITION	Select the position of the TTI.	OUTSIDE IMAGE/ INSIDE IMAGE
SCAN CONTRAST	Set the density of the reproduction.	STANDARD/ DARKER/ LIGHTER
OFFHOOK ALARM	Enable/disable the off hook alarm. The alarm alerts you that the Handset is not seated properly in its cradle.	ON/OFF
VOLUME CONTROL	Set the volume of the fax sounds.	–
CALLING VOLUME	Set the volume of the ring sound.	0 (off)/1/2/3
LINE MONITOR VOL	Set the volume of the line monitor (sound during dialing).	0 (off)/1/2/3
ALARM VOLUME	Set the volume of the error alarm sound.	0 (off)/1/2/3
KEYPAD VOLUME	Set the volume of the keypad.	0 (off)/1/2/3
HANDSET VOL	Set the volume of the Handset. This setting can be changed during a call, with [▲] or [▼].	1/2
RX CALL LEVEL	Set the ring tone.	STANDARD/HIGH
TEL LINE TYPE	Set the dialing method the fax uses to match the type of phone line you have.	TOUCH TONE/ ROTARY PULSE
COPY RATIO	Set the enlargement and reduction and ratio for copying.	50% MIN/94%/100% AS IS/156%/183%/ 200% MAX
DIAL SECURITY	Enable/disable the dial security. When it is ON, it will ask you to dial the number twice to prevent dialing the wrong number. The fax will dial the number after confirming the number you dialed in twice are matched.	ON/OFF

■ REPORT SETTINGS

Name	Description	Settings
TX REPORT	Enable/disable automatic printing of the transmission report.	
PRINT ERROR ONLY:	Print only when an error occurs during sending.	-
	ATTACH TX IMAGE:Print a transmission report attaching its image.	YES/NO
OUTPUT YES:	Set the fax to print a transmission report every time you send a document.	
	ATTACH TX IMAGE:Print a transmission report attaching its image.	YES/NO
OUTPUT NO:	Turn off the transmission report feature.	-
RX REPORT	Enable/disable automatic printing of the reception report.	PRINT ERROR ONLY/ OUTPUT YES/ OUTPUT NO

Name	Description	Settings
ACTIVITY REPORT	Enable/disable automatic printing of the activity report.	–
AUTO PRINT	When you set ON, your fax is set to print an activity report for every 20 transactions (sending and receiving).	ON/OFF
TX/RX SEPARATE	Divide the activity management report into sent and received transactions.	ON/OFF

■ TX SETTINGS

Name	Description	Settings
ECM TX	Enable/disable error correction during transmission.	ON/OFF
PAUSE TIME	Set the length of the pause you insert into a dialing sequence.	1 to 9 seconds
AUTO REDIAL	Determine whether the fax will redial a number if it fails to get a response on the first attempt.	ON/OFF
REDIAL TIMES	Set the number of retries.	1 to 10 times
REDIAL INTERVAL	Set the period of time between redialing attempts.	2 to 99 minutes
DIAL TONE DETECT	Set whether to send faxes after detecting the dial tone. This function may not work correctly with some telephone lines.	ON/OFF

■ RX SETTINGS

Name	Description	Settings
ECM RX	Enable/disable error correction during reception.	ON/OFF
FAX/TEL AUTO SW	This feature is used to answer calls, and if no fax tone is detected, the fax rings to alert you of an incoming call.	–
RING START TIME	Set the duration that the fax listens for a fax tone before starting to ring.	0 to 20 seconds
TEL RING TIME	Set the length of time the fax will ring to alert you of an incoming call.	10 to 60 seconds
DEFAULT ACTION	Select the action taken after the TEL RING TIME expires.	DISCONNECT/ RECEIVE
INCOMING RING	Set the fax to ring when it receives a call.	ON/OFF
RING COUNT	Set the number of incoming rings before the fax answers.	2 to 30 times*
MAN/AUTO SWITCH	Determine if the fax switches to document receive mode after the fax rings for a specified time when the fax is in the manual receive mode.	ON/OFF
RING TIME	Set the amount of time the fax will ring before switching to document receive mode.	1 to 60 seconds
REMOTE RX	Enable/disable remote receiving.	ON/OFF
REMOTE RX ID	If you set REMOTE RX to ON, you can select the remote receiving ID.	00 to 99
SAVE RX IMAGE	Set whether to save images received.	ON/OFF
OPTION SETTINGS	Set whether the fax prints out received documents even when the ink level is low. Faxes will be deleted from memory after printing. If there is no ink left, the information contained in the fax will be lost. This setting will be retained even if the FINE cartridge is replaced with a new cartridge.	ON/OFF
DRPD:SELECT FAX	If you select DRPD as the receive mode, select the ring pattern for the fax.	NORMAL RING DOUBLE RING SHORT-SHORT-LONG SHORT-LONG-SHORT OTHER RING TYPE

* The values may differ depending on the country/region of use.

■ PRINTER SETTINGS

Name	Description	Settings
RX REDUCTION	Enable/disable reduction for received documents.	ON/OFF
REDUCE DIMENSION	Select reduction in height only or both width and height.	VERTICAL ONLY/ HORIZ & VERTICAL
PAPER SIZE	Select the size of the loaded fax paper.	LTR/LGL/A4
INK SAVER	Set the ink saver mode.	ON/OFF

■ SYSTEM SETTINGS

Name	Description	Settings
RX RESTRICTION	Enable/disable the direct mail preventive function.	ON/OFF
RX CONDITION	WITH SENDER INFO: The fax only receives documents that contain TTI information. REGISTERED SENDR: The fax only receives documents that contain TTI information. Also, the phone/fax numbers on the TTI must be registered under one-touch/coded speed dialing on your fax.	WITH SENDER INFO/ REGISTERED SENDR
DATE DISPLAY	Set the date format.	MM/DD/YYYY DD/MM YYYY YYYY MM/DD
SELECT LANGUAGE	Set the language of the LCD messages.	ENGLISH/GERMAN FRENCH/ITALIAN/ SPANISH/DUTCH/ PORTUGUESE/ NORWEGIAN/ SWEDISH/DANISH/ FINNISH/RUSSIAN/ CZECH/HUNGARIAN/ POLISH/SLOVENE
TX START SPEED	Set the speed at which the fax starts transmitting. Set this to a lower speed if you have difficulties connecting over long distance or noisy lines.	14400bps/9600bps/ 7200bps/4800bps
RX START SPEED	Set the speed at which the fax starts receiving. Set this to a lower speed if you have difficulties connecting over long distance or noisy lines.	14400bps/9600bps/ 7200bps/4800bps
DAYLGHT SAV TIME	Enable/disable the summer time system.	ON/OFF
START DATE/TIME	Set the beginning of the summer time period.	–
END DATE/TIME	Set the end of the summer time period.	–
	MONTH: Set the beginning/end month.	APRIL/MAY/JUNE/ JULY/AUGUST/ SEPTEMBER/ OCTOBER/ NOVEMBER/ DECEMBER/ JANUARY/FEBRUARY/ MARCH
	WEEK: Set the beginning/end week.	FIRST WEEK/ SECOND WEEK/ THIRD WEEK/ FOURTH WEEK/ LAST WEEK
START DATE/TIME	DAY: Set the beginning/end day of the week.	SUNDAY/MONDAY/ TUESDAY/ WEDNESDAY/ THURSDAY/FRIDAY/ SATURDAY
END DATE/TIME	TIME: Set the beginning/end time.	–

■ CALLER ID

Name	Description	Settings
CALLER ID	Determine if the fax displays the caller's name and phone/fax number when receiving a call.	ON/OFF

Activity Reports

Your fax 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 check the dates and times of fax transmissions and whether or not each transaction was successful.

■ How to Print a Report

Depending on the type of report, you can have the fax print the report automatically, or you can print it directly. The TX report, RX report, MULTI TX report, and Memory clear report

(see page 61) can only be printed automatically. See <REPORT SETTINGS> (page 38) on how and when reports are printed automatically.

1 Press [Menu].

2 Use [▲] or [▼] to select <REPORT>, then press [Start/Copy].

3 Use [▲] or [▼] to display the type of report you want to print, then press [Start/Copy].

You can select <ACTIVITY REPORT>, <1-TOUCH LIST>, <CODED DIAL LIST>, or <USER DATA LIST>.

■ Activity Report

Summarizes the information for the sending and receiving activities of your fax after 20 transactions. For automatic printing, see <ACTIVITY REPORT> on page 39.

Transactions in an activity report are listed chronologically.

■ One-Touch Speed Dialing List

Lists the numbers and names registered under one-touch speed dialing buttons.

■ Coded Speed Dialing List

Lists the numbers and names registered under coded speed dialing codes.

■ User's Data List

Lists the current settings of the fax and the registered sender information.

■ List of Documents in Memory

Lists the documents currently stored in the fax's memory (see page 34).

■ TX (Transmission) Report

Normally the fax does not print an activity report for transmitting, but you can set the fax to print an activity report every time you send a document. See <TX REPORT> on page 38.

You can set the fax to print an activity report only when an error occurs during transmitting. See <TX REPORT> on page 38.

■ RX (Reception) Report

Normally the fax does not print an activity report for receiving, but you can set the fax to print an activity report every time you receive a document. See <RX REPORT> on page 38.

You can set the fax to print an activity report only when an error occurs during receiving. See <RX REPORT> on page 38.

■ Multi TX (Transmission) Report

Lists the result of a sequential broadcasting.

If you set the fax to print a <TX REPORT> and then use sequential broadcasting, a MULTI TX REPORT will be printed instead of a TX (Transmission) REPORT. See <TX REPORT> on page 38.

📖 Note

A memory clear report is printed automatically when power is restored after a power failure. See "Memory Clear Report" on page 61.

Routine Maintenance

Maintenance Menus

The table below shows the available maintenance menus when you press [Maintenance].

Menus
CS CLEANING (see page 50)
NOZZLE CHECK (see page 46)
CLEANING (see page 47)
DEEP CLEANING (see page 47)
ALIGN PRINT HEAD (see page 48)
HEAD ALIGN VALUE (see page 48)
ROLLER CLEANING (see page 51)
BOTTOM CLEANING (see page 51)

Replacing a FINE Cartridge

If there is no improvement with the quality of printing following such maintenance as FINE Cartridge Cleaning, the FINE Cartridge is probably empty. Replace the empty FINE Cartridge with a new one. When replacing a FINE Cartridge, check the model number very carefully.

The machine will not print properly if the wrong FINE Cartridge is used, or installed incorrectly.

PG-40 Black

PG-40

PG-50 Black

PG-50

■ **Knowing When to Replace a FINE Cartridge**

● **When Ink is Low**

When the ink level is low, the Ink Lamp lights up. In this state the FAX will receive documents to memory (up to 30 transactions or 60 pages) to prevent the information contained in the FAX from being lost if the ink runs out completely. You need to print out received faxes manually from the <MEMORY REFERENCE> menu.

After printing, delete unnecessary faxes from the memory. For more details, see "Documents Stored in Memory" on page 34.

● **When Ink is Empty**

When the ink is almost empty, the Ink Lamp blinks. When this occurs it may not be possible to clearly print received faxes from memory. Replace the FINE Cartridge with new one. For more details, see "Replacing a FINE Cartridge" on page 45.

Printing will resume as soon as the FINE Cartridge is replaced.

● Press [Stop] to cancel the current print job.

When printing is finished, replace the FINE Cartridge immediately. If you continue printing with an empty FINE Cartridge, it will be a cause of trouble.

● **Setting Automatic Printing**

When the ink is low, you can set the receiving fax either automatic printing or storing in memory.

1 Press [Menu].

2 Use [▲] or [▼] to select <DATA REGSTRATION>, then press [Start/Copy]. The LCD displays <USER SETTINGS>.

3 Use [▲] or [▼] to select <RX SETTINGS>, then press [Start/Copy]. The LCD displays <ECM RX>.

4 Use [▲] or [▼] to select <OPTION SETTINGS>, then press [Start/Copy]. The LCD displays <OFF>.

● To disable ink low automatic printing, use [▲] or [▼] to select <OFF>, then press [Start/Copy]. Press [Stop] to return to standby mode.

● To enable automatic printing, use [▲] or [▼] to select <ON> and continue with the steps below.

5 Press [Start/Copy].

6 Press [Stop].

The fax returns to standby mode.

■ **What is a Low Ink Warning?**

The machine counts the amount of ink used and when the remaining level reaches a preset level the Low Ink Warning lamp beside the LCD display lights up to advise you that the FINE Cartridge is running out of ink.

● When the <RECOMEND NEW CRT>, or <NO INK> message appears on the LCD.

```
RECOMEND NEW CRT   ▶   NO INK
```

The ink level of the FINE Cartridge showing <RECOMEND NEW CRT> is low. The ink level of the FINE Cartridge showing <NO INK> is empty. You should ensure you have a new FINE Cartridge.

● When the <INK VOL UNKNOWN> appears on the LCD.

```
INK VOL UNKNOWN
```
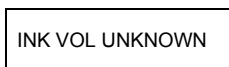
If you install the FINE Cartridge that was once empty, the <INK VOL UNKNOWN> message appears in the LCD. In this case, the remaining level of ink cannot be counted correctly. We recommend that you replace the FINE Cartridge with a new one.

Holding [Stop] cancels the error indication and enables continuation of printing.

However, the error detection function is disabled after the error indication is canceled, therefore, Low Ink Warning message does not appear later on. When you install a new FINE Cartridge, the Low Ink Warning is enabled automatically.

■ Replacing a FINE Cartridge

📑 **Note**
- Do not replace the FINE Cartridge while the fax is printing or performing another operation.
- If you need to unplug the fax, wait until it returns to standby mode (time and receive mode displayed on the LCD). Otherwise the Cartridge Holder may not be in its home position, causing the FINE Cartridge to remain uncapped and dry out.

1 Make sure the fax is turned on.

2 Open the Printer Cover until it locks into place securely at the second bump.

⚠ **Caution**
- Do not try to manually move or stop the Cartridge Holder.
- Do not touch any metal parts.

3 Remove the empty FINE Cartridge.

(1) Push down the FINE Cartridge.

(2) Remove the FINE Cartridge.

✎ **Important**
- Handle FINE Cartridges carefully to avoid staining your clothes or surrounding area.
- Discard empty FINE Cartridges according to local laws and disposal regulations.
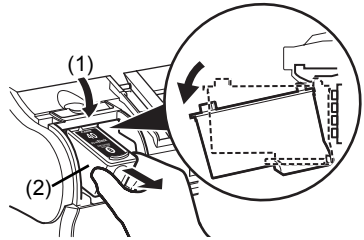
4 Prepare a replacement FINE Cartridge.

(1) Unpack a new FINE Cartridge and remove the Protective Tape (A) gently.

✎ **Important**
- Do not reattach the Protective Tape once you have removed it.
- Handle the removed Protective Tape carefully to avoid getting your hands dirty or staining surrounding work area.
- Once the Protective Tape is removed, do not touch the electrical contacts (A) or Print Head Nozzles (B) on the FINE Cartridge. The printer may not print out properly if you touch it.
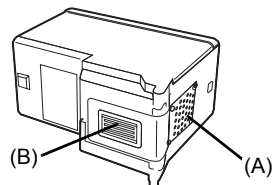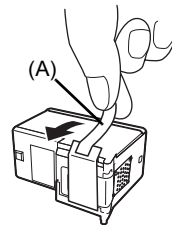
5 Insert the new FINE Cartridge.

    (1) Insert the new FINE Cartridge slightly slanted.

    (2) Push up the FINE Cartridge until it clicks into place.

6 Close the Printer Cover.
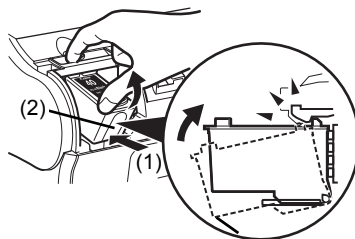
📖 **Note**

Load the paper in the Multi-Purpose Tray before you replace the FINE Cartridge.

🚫 **Important**

- To maintain optimal print quality, we recommend that you use Canon brand FINE Cartridge. Replenishing ink only is also not recommended.
- Replace the FINE Cartridge promptly. Do not leave with the FINE Cartridge removed.
- When a FINE Cartridge runs out of ink, replace the FINE Cartridge with a new one immediately. If you replace it with the FINE Cartridge that has previously been removed, the machine may not print properly due to clogged FINE Cartridge nozzles. Furthermore, the Low Ink Warning dialog box which advises when to exchange the FINE Cartridge will be inaccurate.
- To maintain optimal print quality, use up all the ink in the FINE Cartridge within six months of its first use (We recommend that you note the date that the FINE Cartridge was installed in the machine).
- Releasing the function for detecting the remaining ink level is memorized. Please be advised that Canon shall not be liable for any malfunction or trouble which may be caused by continuation of printing under the ink out condition.

Testing and Cleaning the FINE Cartridge

The print head in the FINE Cartridge contains nozzles through which ink is propelled onto the paper. To maintain the best possible print quality, these nozzles need to be cleaned from time to time. Your fax is equipped with a print head cleaning function that does this.

■ Printing the Nozzle Check Pattern

Before cleaning the print head, you may want to print the nozzle check pattern to test the print head of the FINE Cartridge installed in the fax. This test shows if each print head nozzle is operating properly.

1 Load paper into the Multi-Purpose Tray.

For details on loading paper in the Multi-Purpose Tray, see "Loading Documents and Paper" on page 16.

2 Press [Maintenance].

3 Use [▲] or [▼] to select <NOZZLE CHECK>, then press [Start/Copy].

The fax prints the nozzle check pattern.

(1)

Nozzle check pattern

BK
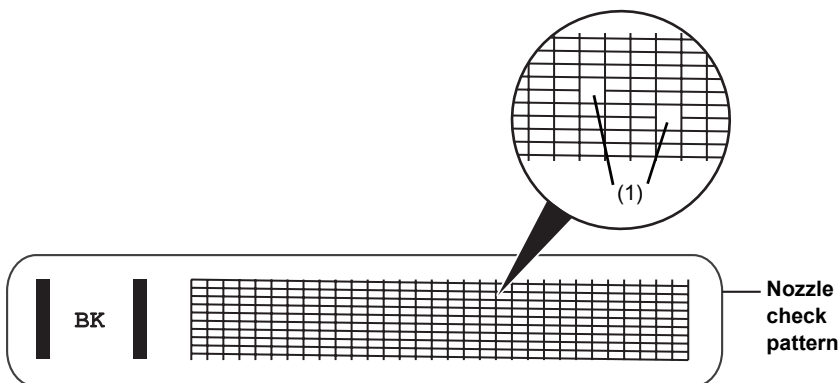
4 If the pattern is broken or missing (1), clean the FINE Cartridge print head (see page 47).

■ FINE Cartridge Cleaning

If the pattern is broken or missing, clean the FINE Cartridge print head.

📖 Note

Cleaning the print head consumes a small amount of ink. Cleaning too often reduces the amount of ink in the FINE Cartridge.

1 Press [Maintenance].

2 Use [▲] or [▼] to select <CLEANING>, then press [Start/Copy].

The fax cleans the print head.

📖 Note

● You can clean the print head up to five consecutive times if necessary.
● After cleaning, print the nozzle check pattern to check if cleaning corrected the problem (see page 46).
● If normal FINE Cartridge cleaning does not improve the print quality, perform deep FINE Cartridge cleaning (see page 47).

■ FINE Cartridge Deep Cleaning

If print quality does not improve after a standard Print Head Cleaning, try Print Head Deep Cleaning, which is a more powerful cleaning process.

📖 Note

Print Head Deep Cleaning consumes more ink than standard Print Head Cleaning, so perform this procedure only when necessary.

1 Press [Maintenance].

2 Use [▲] or [▼] to select <DEEP CLEANING>, then press [Start/Copy].

> 📖 **Note**
> ● After cleaning, print the nozzle check pattern to check if cleaning corrected the problem (see page 46).
> ● If cleaning does not improve print quality, replace the FINE Cartridge (see page 45).

Aligning the FINE Cartridge

If ruled lines are printed misaligned or print results are otherwise unsatisfactory, adjust the print head position.

■ Print Head Alignment

1 Make sure that the machine is turned on, open the Document Cover, and extend the Paper Support.

2 Load a sheet of A4 or Letter-sized plain paper in the Multi-Purpose Tray.

3 Press [Maintenance].

4 Use [▲] or [▼] to select <ALIGN PRINT HEAD>, then press [Start/Copy].

The machine prints the head alignment sheet.

> 📖 **Note**
> Select <HEAD ALIGN VALUE> to print the current adjustment values.

5 Adjust the print head position.

(1) Check the printed patterns and use the [◀] or [▶] button to input the number of the pattern in column A that has the least noticeable streaks.
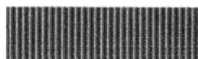
▼
Press [Start/Copy].
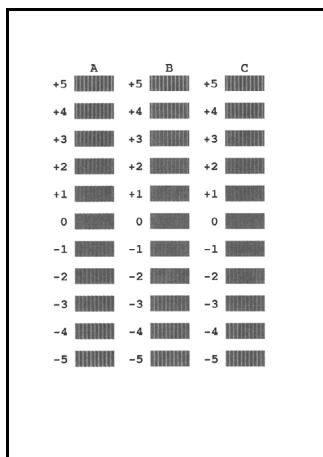
(2) Repeat the procedure to input inputting the pattern number for columns B and C.

> 📖 **Note**
>
> If it is difficult to pick the best pattern, pick the setting that produces the least noticeable vertical white streaks.

(A)   (B)

(A) Less noticeable white streaks

(B) More noticeable white streaks

(3) When you have finished inputting all pattern numbers, the fax returns to standby mode.

> 📖 **Note**
>
> When you turn off the machine, be sure to press the ON/OFF button on the machine. Otherwise, the settings made here will not be saved.

Cleaning Your Machine

Your fax requires little periodic maintenance. This section describes the necessary cleaning procedures for the fax. Please note the following before cleaning:

● Do not use tissue paper, paper towels, or similar materials for cleaning; they can stick to the components or generate static charges.

> ⚠ **Caution**
>
> Never use volatile liquids such as thinners, benzene, acetone, or any other chemical cleaner to clean the interior of the fax.

■ Cleaning the Exterior

1 Moisten with a clean, soft, lint-free cloth moistened with water or diluted dishwashing detergent solution and wring out excess water.

■ Cleaning Inside of the Machine

To prevent ink spots and paper dust from accumulating inside the fax and affecting print quality, clean the print area of the fax periodically.
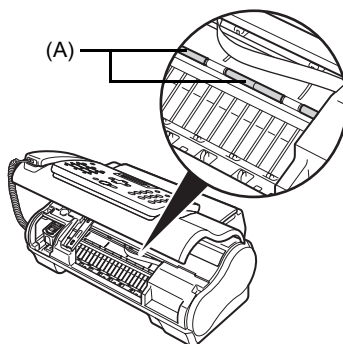
1 Open the Printer Cover.

> ⚠ **Caution**
>
> Do not touch the components or any metal parts.

2 Use a clean, soft, dry, lint-free cloth to remove any ink or paper debris from the interior of the fax, especially around the four pinch rollers (A).

Dirt and dust particles that collect on the underside of the Printer Cover affect the quality of the documents you copy or send.

Be careful not to touch the FINE Cartridge or its holder.

(A)

3 When you are finished, close the Printer Cover.

Be sure to close the Printer Cover until it locks into place.

■ Cleaning the Scanner Components

> **📖 Note**
> ● If the scanner components are dirty, the documents you send or copy will also be dirty.
> ● Use a soft, lint-free cloth.

> **⚠ Caution**
> Do not use tissue paper, paper towels, or similar materials for cleaning.

1 Press [Maintenance].

2 Use [▲] or [▼] to select <CS CLEANING>.

3 Press [Start/Copy].

4 Open the Printer Cover.

5 While lifting the Scanning Unit Cover (A), with the White Sheet (B) inside exposed, clean the components.

Wipe with a clean, soft, lint-free cloth moistened with water, then wipe with a clean, soft, dry, lint-free cloth and wring out excess water.

> **⚠ Caution**
> Do not bend the white sheet (B).

6 When you are finished, close the Printer Cover.

Be sure to close the Printer Cover until it locks into place.

(A)   (B)
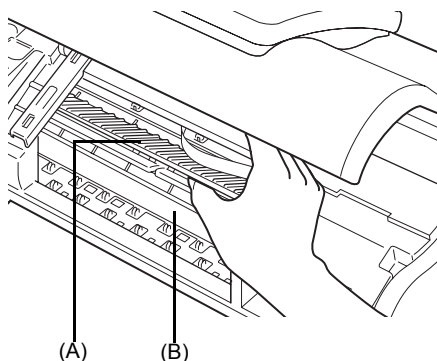
■ Cleaning The Roller

Clean the paper feed roller if paper is not fed properly. Cleaning the paper feed roller will wear the roller, so perform this only when necessary.

1 Ensure that the machine is turned ON and there is no paper loaded in the Multi-Purpose Tray.

2 Press [Maintenance].

3 Use [▲] or [▼] to select <ROLLER CLEANING>, then press [Start/Copy].

4 Repeat steps 2 to 3 twice.

5 Load three or more of A4- or Letter-sized paper in the Multi-Purpose Tray.

6 Repeat steps 2 to 3 three times.

The sheet of paper is automatically fed in and then out of the machine.

■ Cleaning The Bottom Plate

If the printed paper is smudged, the inside of the machine may be dirty. Periodic cleaning of certain parts on the inside of your machine is recommended to maintain a high standard of printing quality.

1 Ensure that the machine is turned ON and there is no paper loaded in the Multi-Purpose Tray.

2 Take a sheet of A4 or Letter-sized plain paper and fold it in half widthwise. Then, open the paper.

3 Load it into the Multi-Purpose Tray with the opened side facing up.
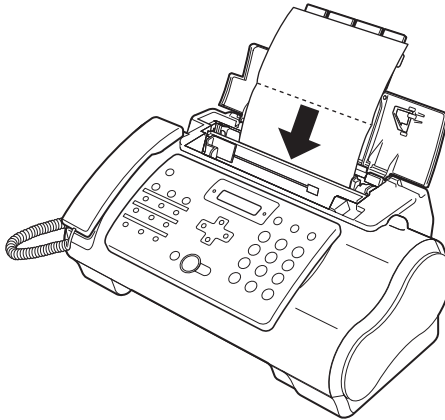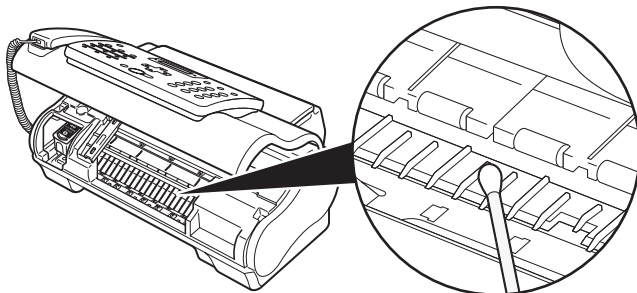

* Insert the paper open side up.

4 Press [Maintenance].

5 Use [▲] or [▼] to select <BOTTOM CLEANING>.

6 Press [Start/Copy].

Inspect the discharged paper. If dust or dirt can be seen on the paper, repeat the cleaning process.
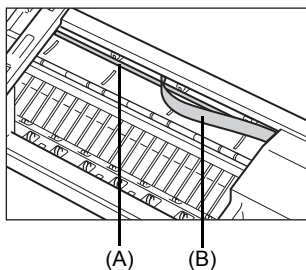
■ Cleaning The Protrusions Inside The Machine

If protrusions inside the machine are stained, wipe ink off the protrusions using a swab or something similar.

⚠ Caution

Do not touch the transparent film (A), film cable (B), or any metal parts.

(A) (B)

Troubleshooting

Paper Jams

■ Jams in the Document Tray

When a document jams or misfeeds in the Document Tray, <OPEN COVER> and <SEE FIG. 1> <!!CHECK!! 5100> are displayed on the LCD.

📖 **Note**

You do not need to unplug the fax when clearing document jams.

● When <OPEN COVER> and <SEE FIG. 1> are displayed alternatively

1 Press [Stop].

🚫 **Important**

Do not pull out the jammed paper manually at this point.

---

2 Hold down [Start/Copy] for a few seconds.
- The document will be fed out automatically.
- If the document is not fed out, gently pull the document out of the fax (see page 53).

● When <!!CHECK!! 5100> is displayed

1 Check if any paper is jammed.

If jammed, make sure to take out all the jammed paper.

2 After taking out jammed paper, turn the fax off, then turn it back on with [ON/OFF].

■ Jams in the Multi-Purpose Tray

If paper jams in the Multi-Purpose Tray, <CLEAR PAPER JAM> is displayed on the LCD.

1 Gently pull any jammed paper out of the fax as shown, then press [Stop].
- Pull it gently in either direction.
- If you cannot pull the paper out, continue with the steps below.
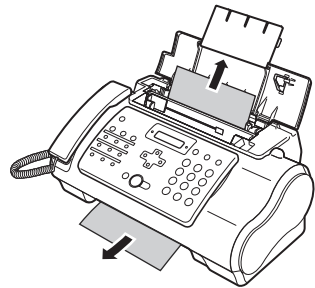
2 Open the Printer Cover.

3 Gently remove the jammed paper inside the
fax.

4 Press [Stop].

The fax returns to standby mode.
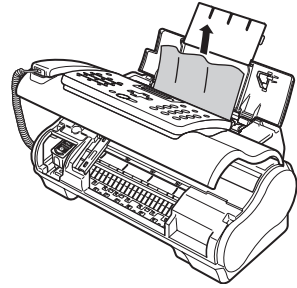
If the Power Disconnects Unexpectedly

The date and time setting on your device will be kept. All documents stored in memory will be
deleted.

If the power disconnects, the following will apply:

● You will not be able to send or receive faxes or make copies.

● If a telephone is connected to the machine, you can receive voice calls.

● Whether you are able to make voice calls or not depends on your telephone type.

Paper Feeding Problems

■ Paper Does Not Load

Cause	Action
The Multi-Purpose Tray may contain too many sheets.	Make sure the paper stack in the Multi-Purpose Tray does not exceed the paper limit mark (▶) (see the Easy Setup Instructions).
Paper may not be loaded correctly.	Make sure the paper stack is loaded properly in the Multi-Purpose Tray, and that the paper guide is adjusted correctly (see the Easy Setup Instructions).

■ Paper is Loaded Skewed (Printing is Skewed.)

Cause	Action
Paper may not be loaded correctly.	● Make sure the paper stack is loaded properly in the Multi-Purpose Tray, and that the Paper Guide is adjusted correctly (see the Easy Setup Instructions).
	● Make sure the right edge of the paper stack is aligned with the right side of the Multi-Purpose Tray and the Paper Guide is aligned with the left edge of the stack (see the Easy Setup Instructions).
	● Make sure the paper exit path is clear.

■ Multiple Sheets Load Into the Fax at the Same Time

Cause	Action
Paper may not be loaded correctly.	Make sure the paper stack is loaded properly in the Multi-Purpose Tray, and that the Paper Guide is adjusted correctly (see the Easy Setup Instructions).
Sheets of paper may be sticking together.	Be sure to fan the paper stack before loading it in the Multi-Purpose Tray. This keeps the sheets of paper from sticking together (see the Easy Setup Instructions).
The Multi-Purpose Tray may contain too many sheets.	● Make sure the paper stack in the Multi-Purpose Tray does not exceed the paper limit mark (▶) (see the Easy Setup Instructions). ● Do not exceed the maximum loading capacity of the Multi-Purpose Tray (see page 66). ● Do not force the paper stack into the Multi-Purpose Tray.
Different types of paper may be loaded in the Multi-Purpose Tray.	● Load only one type of paper. ● Make sure you load paper that meets the paper requirements for the fax (see page 16).

■ Repeated Paper Jams Occur

Cause	Action
The paper you are using may be causing the jams.	● Be sure to fan the paper stack before loading it in the Multi-Purpose Tray. This keeps the sheets of paper from sticking together (see the Easy Setup Instructions). ● Check that the paper you are using and your printing environment are within the specifications of the fax (see page 16, page 66). ● Try loading a fresh stack of paper in the Multi-Purpose Tray.

Faxing Problems

● Sending Problems

■ You Cannot Send a Document

Cause	Action
The FINE Cartridge may not be installed properly.	Make sure the FINE Cartridge is installed properly. Do not remove a used FINE Cartridge except to replace it with a new one.
The fax may have overheated.	Unplug the fax and let it cool for several minutes. Then plug it back in and try sending again.
The fax may not be set for the type of telephone line in use (pulse/tone).	Make sure the fax is set for the correct telephone line type (see page 10).
The document may not have been loaded correctly into the Document Tray.	● Remove the document, stack it if necessary, and load it into the Document Tray correctly (see page 16). ● Make sure the Printer Cover is closed.
The one-touch speed dialing button or coded speed dialing code you entered may not be registered for the feature you want to use.	Check the one-touch speed dialing button or coded speed dialing code and make sure it is registered correctly (see page 13).
You may have dialed or have been provided with an incorrect number.	Dial the number again, or check that you have the correct number.
The receiving party's fax machine may be out of paper.	Call the receiving party and ask them to make sure paper is loaded in their fax machine.

Cause	Action
There may be other documents being sent from memory.	Allow time for those documents to finish sending.
An error may have occurred during sending.	Print an activity report and check for an error (see page 41).
The telephone line may not be working properly.	Make sure there is a dial tone when you press [Hook] or when you lift the Handset. If there is no dial tone, contact your local telephone company.
The receiving fax machine may not be a G3 fax machine.	Make sure the receiving fax machine is compatible with this fax machine (which is a G3 fax machine).

■ Documents Sent From the Fax are Spotted or Dirty

Cause	Action
The receiving fax machine may not be working properly.	Check the fax by making a copy (see page 18). If the copy is clear, the problem may be in the receiving fax machine. If the copy is spotted or dirty, clean the scanner components (see page 50).
The document may not have been loaded correctly into the Document Tray.	Remove the document, stack it if necessary, and load it into the Document Tray correctly (see page 16).

■ Cannot Send Using Error Correction Mode (ECM)

Cause	Action
The receiving party's fax machine may not support ECM.	If the receiving party's fax machine does not support ECM, then the document is sent in normal mode without error checking.
ECM may be disabled.	Make sure ECM is on (see ECM TX on page 39).

■ Errors Occur Frequently While Sending

Cause	Action
The telephone lines may be in poor condition, or you may have a bad connection.	Lower the transmission speed (see TX START SPEED on page 40).

● Receiving Problems

■ Cannot Receive a Document Automatically

Cause	Action
The fax may not be set to receive automatically.	For the fax to receive documents automatically, the receive mode must be set to <FAX ONLY MODE>, <FAX/TEL AUTO SW> (Fax/Tel mode), DRPD, or <ANS.MACHINE MODE> (see page 28) must be set . If you have set <ANS.MACHINE MODE>, check that an answering machine is connected to the fax and that it is turned on with an outgoing message properly recorded (see page 30).
The fax may have a document stored in memory.	Print out any documents stored in memory (see page 34).
An error may have occurred during reception.	● Check the LCD for an error message (see page 62). ● Print an activity report and check for an error (see page 41).
The Multi-Purpose Tray may be empty.	Make sure paper is loaded in the Multi-Purpose Tray (see the Easy Setup Instructions).
The telephone line may not be connected properly.	Make sure all line connections are secure (see the Easy Setup Instructions).

■ The Fax Does Not Switch Automatically Between Telephone and Fax Reception

Cause	Action
The fax may not be set to switch automatically between telephone and fax reception.	For the fax to switch automatically, the receive mode must be set to <FAX/TEL AUTO SW> (Fax/Tel mode), DRPD, or <ANS.MACHINE MODE> (see page 28) must be set . If you have set <ANS.MACHINE MODE>, check that an answering machine is connected to the fax and that it is turned on with an outgoing message properly recorded (see page 30).
The fax may have a document stored in memory.	Print out any documents stored in memory (see page 34).
An error may have occurred during reception.	● Check the LCD for an error message (see page 62). ● Print an activity report and check for an error (see page 41).
The Multi-Purpose Tray may be empty.	Make sure paper is loaded in the Multi-Purpose Tray (see the Easy Setup Instructions).
The sending fax machine may not send the CNG signal that tells the fax that the incoming signal is a fax.	Some fax machines cannot send the CNG signal that tells your fax the incoming call is from a fax machine. In such cases, you will have to receive the document manually (see page 30).

■ Cannot Receive a Document Manually

Cause	Action
You may have disconnected the call by pressing [Start/Copy] or dialing the remote receiving ID after hanging up.	Always press [Start/Copy] or dial the remote receiving ID before hanging up the Handset, otherwise you will disconnect the call (see page 30).
The remote receiving ID may be incorrect.	Make sure you dialed the correct remote receiving ID (see page 30).

■ Print Quality is Poor

Cause	Action
You may not be using the correct type of paper.	Make sure you load paper that meets the paper requirements for the fax (see page 16).
The FINE cartridge print head may need cleaning.	Clean the FINE cartridge print head if necessary (see page 47).
The sending fax machine may not be functioning properly.	The sending fax machine usually determines the quality of the document. Call the sender and have them make sure their fax machine is functioning properly.
Error Correction Mode (ECM) may be disabled.	Make sure ECM is on (see ECM RX on page 39).

■ Fax Does Not Print

Cause	Action
The FINE Cartridge may not be installed properly.	● Make sure the FINE Cartridge is installed properly (see the Easy Setup Instructions). ● Be sure to remove the protective tape from the FINE Cartridge before you install it (see the Easy Setup Instructions).
The FINE Cartridge print head may need cleaning.	Clean the FINE Cartridge print head if necessary (see page 47).
The FINE Cartridge may need to be replaced.	Determine if the problem is with the FINE Cartridge and replace if necessary (see page 43).
A document may be set.	Make sure a document is not set.

■ Fax Images Print Blotched or Uneven

Cause	Action
The telephone lines may be in poor condition, or you may have a bad connection.	● Error Correction Mode (ECM) sending/receiving should eliminate such problems. However, if the telephone lines are in poor condition, you may have to try again. ● Lower the reception speed (see RX START SPEED on page 40).
The sending fax machine may not be functioning properly.	The sending fax machine usually determines the quality of the document. Call the sender and have them make sure their fax machine is functioning properly.

■ Cannot Receive Using Error Correction Mode (ECM)

Cause	Action
The sending fax machine may not support ECM.	If the sending fax machine does not support ECM, then the document is received in normal mode without error checking.
ECM may be disabled.	Make sure ECM is on (see ECM RX on page 39).

■ Errors Occur Frequently While Receiving

Cause	Action
The telephone lines may be in poor condition, or you may have a bad connection.	Lower the reception speed (see RX START SPEED on page 40).
The sending fax machine may not be functioning properly.	Call the sender and have them check that their fax machine is functioning properly.

Copying Problems

■ The Fax Does Not Make a Copy

Cause	Action
The FINE Cartridge may need to be replaced.	Determine if the problem is with the FINE Cartridge and replace if necessary (see page 43).
The document may not have been loaded correctly into the Document Tray.	● Remove the document, stack it if necessary, and load it face up into the Document Tray correctly (see page 16). ● Make sure the Printer Cover is closed.
The FINE Cartridge may not be installed properly.	Make sure the FINE Cartridge is installed properly (see the Easy Setup Instructions).
Print head nozzles are clogged.	Print the nozzle check pattern (see page 46).

■ MEMORY FULL Appears on the LCD When Making Multiple Copies

Cause	Action
The fax's memory is full.	● Print or delete any documents stored in memory (see page 34) to free up space in the fax's memory, then start again. ● Change the scanning resolution and try copying again.
The document you are copying may have too many graphics.	If multiple pages are being copied, separate the pages into smaller stacks. If not, make the desired number of copies one at a time as needed. 📖 **Note** For additional troubleshooting, see "Print Quality Problems" on page 59.

Telephone Problems

■ You Cannot Dial

Cause	Action
The telephone line may not be connected properly.	Make sure all line connections are secure (see the Easy Setup Instructions).
The power cord may not be plugged in securely.	Check that the power cord is plugged securely into the fax and into the wall outlet (see the Easy Setup Instructions). If the fax is plugged into a power strip, make sure the power strip is plugged in and turned on.
The machine may not be switched on.	Press the [ON/OFF] to turn the machine on.
The fax may not be set for the type of telephone line in use (pulse/tone).	Make sure the fax is set for the correct telephone line type (see page 10).

■ The Handset, Telephone, or Extension Phone Disconnects While You are Talking

Cause	Action
The telephone line cord may not be plugged in securely.	Check that the telephone line cord is plugged securely into the fax and into the telephone line jack on your wall.

■ There is Interference on the Line

Cause	Action
A mobile phone or cordless phone may be in use near the fax.	Make sure that mobile phones and cordless phones are not used near the fax.

Print Quality Problems

■ The Print Quality is Not What You Expect; Print is Not Clear, is Splashed, has Missing Dots or White Streaks

Cause	Action
The paper you are using may not be supported by the fax.	Make sure you are using the recommended paper (see page 16).
You may be printing on the wrong side of the paper.	Some papers have a "right" side for printing. If the print quality is not as clear as you would like it to be, try turning the paper over and printing on the other side.
The nozzles on the FINE Cartridge print head may be clogged.	Clean the FINE Cartridge print head if necessary (see page 46).
The FINE Cartridge may not be installed properly.	Make sure the FINE Cartridge is installed properly (see the Easy Setup Instructions).
The FINE Cartridge print head may be damaged.	Determine if the problem is with the FINE Cartridge print head (see page 46) and replace the FINE Cartridge if necessary (see page 43).

■ The Printout Contains Blurred or Smudged Ink

Cause	Action
The paper you are using may not be supported by the fax.	Make sure you are using the recommended paper (see page 16).
You may be printing on the wrong side of the paper.	Some papers have a "right" side for printing. If the print quality is not as clear as you would like it to be, try turning the paper over and printing on the other side.

General Problems

■ The Fax has no Power

Cause	Action
The power cord may not be plugged in securely.	Check that the power cord is plugged securely into the fax and into the wall outlet (see the Easy Setup Instructions). If the fax is plugged into a power strip, make sure the power strip is plugged in and turned on.
The power cord may not be supplying power.	Check the power cord by substituting with another.

■ The Fax will not Print Reports

Cause	Action
The FINE Cartridge may need to be replaced.	Determine if the problem is with the FINE Cartridge and replace if necessary (see page 43).

■ Nothing Appears on the LCD

Cause	Action
The power cord may not be plugged in securely.	Check that the power cord is plugged securely into the fax and into the wall outlet (see the Easy Setup Instructions). If the fax is plugged into a power strip, make sure the power strip is plugged in and turned on. If the LCD remains blank, unplug the fax, wait five seconds, then plug it in again.
The LCD/LED may be in the Power Saver mode.	Press any button on the Operation Panel except for [ON/OFF] to restore the display.

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.

However, documents stored in the fax memory will be deleted and redial data in the extension phone memory may be lost. If a power failure occurs or the power is turned off, the fax will automatically print a memory clear report as soon as the power is turned on or the power is restored. This report includes a list of the documents that were stored in the memory at the time of power failure.

■ During a Power Failure

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

● You cannot use the fax to make telephone calls. Also if your fax is connected to a telephone, you may not be able to make telephone calls.

● You cannot send, receive, or copy documents.

● You can receive voice calls only if a telephone, or an extension phone is connected to your fax.

■ Memory Clear Report

If you experience a power failure, the documents in the fax memory will be lost.

As soon as power is restored to the fax, it will automatically print out a list of documents that were stored in the memory at the time of the power failure.

> **📖 Note**
>
> If the cartridge is empty or there is no paper in the Multi-Purpose Tray when power is restored, the memory clear report will not be printed even after the cartridge is replaced or paper is loaded.

LCD Messages

The following messages are displayed on the LCD when the fax is performing a function or encounters an error.

■ !!CHECK!! 5100

Cause	Action
Movement of the FINE Cartridge Holder is blocked.	Clear the paper jam or foreign object that is preventing the FINE Cartridge Holder from moving, then turn off the machine and turn it back on again.
There may be an obstruction that is not allowing the Cartridge Holder mechanism to move.	Check for any obstruction (paper clip, small object, etc.) and also that the protective tape are removed from the FINE Cartridge. Check also for a paper jam and clear the jam if necessary (see page 53). Then press [Stop] and start again.
The FINE Cartridge may be defective.	Press [Stop]. Reinstall the FINE Cartridge (see the Easy Setup Instructions) and start again. In either case, if the error does not clear, try unplugging the fax. Wait several minutes, then plug it back in. Also, try replacing the FINE Cartridge with a new one (see page 43).
During printing, the FINE Cartridge print head may have become too hot.	Allow the fax to cool down. The fax will resume printing when it has cooled down.
An error requiring servicing might have occurred.	Turn OFF the machine, and unplug the power cord of the machine from the power supply. After a while, plug the power cord of the machine back in and turn ON the machine. If the same error occurs, contact a Canon service representative.

■ !!CHECK!! 5B00

Cause	Action
The ink absorber (which holds the ink used for print head cleaning) may be full.	Contact a Canon service representative as early as possible.

■ AUTO REDIAL

Cause	Action
The fax is waiting to redial the receiving number because the line was busy or the receiving party did not answer when you tried to send the document.	Wait for the fax to automatically redial the number. If you want to cancel automatic redialing, press [Stop] (see page 24).

■ BUSY/NO SIGNAL

Cause	Action
The telephone number you dialed is busy.	Try sending the document at a later time.
The fax number dialed was incorrect.	Check the fax number and dial again.
The other party's fax machine is not working.	Contact the other party and have them check their fax machine.
The other party is not using a G3 machine.	Contact the other party and ask them to send or receive the document using a G3 machine.
The touch tone/dial pulse setting on your fax is incorrect.	Set your fax to the setting that matches your telephone line (see page 10).
The receiving fax machine did not answer within 55 seconds (after all automatic redialing attempts).	Contact the receiving party and have them check their fax machine. You can try to send the document using manual sending (see page 19). For long-distance call, add pauses to the registered number (see page 23).

■ CHECK DOCUMENT

Cause	Action
The document is not set in the Document Tray, or has jammed.	Set the document you are trying to send or copy (see page 16), or check for a document jam and clear the jam if necessary (see page 53), and start again.

■ CHECK PAPER SIZE

Cause	Action
The size of the paper in the multi-purpose tray and that specified in the PAPER SIZE setting are different.	Load the correct paper size or change the <PAPER SIZE> setting (see page 40). Press [Stop].

■ CLEAR PAPER JAM

Cause	Action
There is a paper jam.	Clear the paper jam (see page 53) and reload paper in the Multi-Purpose Tray. Press [Stop].

■ DATA ERROR

Cause	Action
An error has occurred and all one-touch speed dialing, coded speed dialing, and user data have been lost.	Press [Start/Copy], then re-register the data (see page 7).

■ DOC. TOO LONG

Cause	Action
The document is longer than 16.0 in. (400 mm).	Use a copier to make a reduced copy of the document and then send the copy.

■ ECM RX

Cause	Action
The fax is receiving a document using Error Correction Mode (ECM).	ECM receptions may take longer than normal receptions. Turn off ECM if you need to receive quickly, or if you know your local lines are in good condition (see <ECM RX> on page 39).

■ ECM TX

Cause	Action
The fax is sending a document using Error Correction Mode (ECM).	ECM transmissions may take longer than normal transmissions. Turn off ECM if you need to transmit quickly, or if you know your local lines are in good condition (see <ECM TX> on page 39).

■ INK ABS NEAR FUL

Cause	Action
The ink absorber is almost full.	Printing will no longer be possible once the ink absorber is full. Contact the service center immediately. Press [Stop] to continue printing.

■ NO INK

Cause	Action
Ink has run out.	Replace the FINE Cartridge (see page 43).

■ INK VOL UNKNOWN

Cause	Action
The remaining level of the ink cannot be correctly detected.	A FINE Cartridge that was once empty is installed. Replace the FINE Cartridge (see page 43).

■ MEMORY FULL

Cause	Action
The fax's memory is full because it has received too many documents, or a very long or detailed document.	Print and delete any documents stored in memory (see page 34). Then start again.
The fax's memory is full because you either tried to send or copy too many pages at once, or you tried to send or copy a very long or detailed document, using memory sending.	Free up space in the fax's memory by printing or deleting any documents in memory you no longer need (see page 34). If multiple pages are loaded, separate the pages into smaller stacks. If not, try sending the document by direct sending (see page 19).

■ NO TEL

Cause	Action
The one-touch speed dialing button or coded speed dialing code you entered has not been registered.	Register the one-touch speed dialing button or coded speed dialing code (see page 13).

■ REC'D IN MEMORY

Cause	Action
The fax received the document in memory because paper or ink ran out, a paper jam occurred, or the incorrect FINE Cartridge was installed.	Load paper in the Multi-Purpose Tray (see the Easy Setup Instructions), replace the FINE Cartridge (see page 43) or clear the paper jam (see page 53). Print any documents stored in memory (see page 34).

■ RECOMEND NEW CRT

Cause	Action
Ink is low.	Replace the FINE Cartridge (see page 43).

■ REMOVE DOCUMENT

Cause	Action
The document is set while printing.	Remove the document. Press [Stop] and try printing again.

■ SET DOCUMENT IN CORRECT POSITION

Cause	Action
The document cannot be correctly detected or the document is too small.	Make sure the document meets the requirements and is correctly loaded. If necessary, reload the document and press [Start/Copy]. See "Document Requirements" on page 15 and "Loading Documents and Paper" on page 16.

■ TX/RX CANCELLED

Cause	Action
You pressed [Stop] to cancel the transmission.	If required, try sending again.

■ **TX/RX NO.** *nnnn*

Cause	Action
When the fax sends or receives a document, it assigns it a unique identification number (*nnnn*).	Write the number down if you will need it later.

■ **!!CHECK!! nnnn**

Cause	Action
An error requiring servicing might have occurred.	Turn OFF the machine, and unplug the power cord of the machine from the power supply. After a while, plug the power cord of the machine back in and turn ON the machine. If the same error occurs, contact a Canon service representative.

Specifications

General Specifications		
Scanning sheet size	Width:	Max. 8.5 in. (216 mm)
		Min. 4.2 in. (105 mm)
	Height:	Max. 16.0 in. (400 mm)
		Min. 4.2 in. (105 mm)
	Thickness:	Max. 0.005 in. (0.13 mm) (105 g/m^2)
		Min. 0.002 in. (0.06 mm) (40 g/m^2)
Effective scanning size	Width: (LTR/LGL): 8.4 in. (214 mm)	
Effective printing size	Width: 8.0 in. (203 mm)	
Transmission time	G3 ECM MMR: Approx. 6 seconds*	
Scanning line density	Horizontal:	203 dots/in. (8.00 dots/mm)
	Vertical Standard:	98 lines/in. (3.85 lines/mm)
	Vertical Fine:	196 lines/in. (7.70 lines/mm)
Recording method	Ink Jet printing	
Paper tray capacity	Maximum: 11 mm (100 sheets with 20 lb./75 g/m^2 paper)	
Paper type	Plain cut sheet paper (Letter/A4/Legal)	
	Paper weight:	17 lb. to 24 lb. (64 g/m^2 to 105 g/m^2)
	Paper thickness:	0.003 in. to 0.005 in. (0.09 mm to 0.13 mm)
Image memory	Up to 60 pages* (standard resolution)	
Auto dial functions	One-touch speed dialing (Registration for 9 numbers)	
	Coded speed dialing (Registration for 60 numbers)	
Ink cartridges	Canon FINE Cartridge PG-40, Canon FINE Cartridge PG-50 (Option)	
Power source	AC 100-240 V, 50/60 Hz	
Power consumption	Sleep:	Approx. 1.5 W
	Maximum:	Approx. 37 W
Operating environment	Temperature: 59º to 81.5ºF (15ºC to 27.5ºC)	
	Humidity:	20% to 80% RH
Dimensions	Approx. 16 (W) x 10.8 (D) x 7(H) inches /400 mm (W) × 269 mm (D) × 174 mm (H) (excluding trays)	
Weight	Approx. 9.0 lb. (Approx. 4.1 kg) (with Handset)	

Specifications are subject to change without notice.

* Based on the Canon FAX Standard Chart No.1, Standard mode.

Appendix

Users in the U.S.A.

■ Pre-Installation Requirements for FAX-JX200/JX201

A. Location

Supply a suitable table, cabinet, or desk for the machine. See the Appendix for the machine's specific dimensions and weight.

B. Order Information

1. Only a single telephone line (touch-tone or rotary) should be used.
2. Order an RJ11-C modular wall jack (USOC code), which should be installed by the telephone company. If the RJ11-C modular wall jack is not present, telephone/fax operation is not possible.
3. Order a normal business line from your telephone company's business representative. The line should be a regular voice grade line or the equivalent one. Use one line per machine. DDD (Direct Distance Dial) line
   -or-
   IDDD (International Direct Distance Dial) line if you communicate overseas

> 📖 **Note**
>
> Canon recommends an individual line following industry standards, such as the 2500 (touch-tone) or 500 (rotary/pulse dial) telephones. A dedicated extension off a PBX (Private Branch Exchange) unit without "Call Waiting" can be used with the machine. Button telephone systems are not recommended because they send nonstandard signals to individual telephones for ringing and special codes, which may cause a fax error.

C. Power Requirements

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

■ Connection of the Equipment

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

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

An FCC compliant telephone line cable cord and modular plug is provided with this equipment. This equipment is designed to be connected to the telephone network or premises wiring using a compatible modular jack which is Part 68 compliant. See Installation instructions for details.

This equipment if it uses a telephone receiver is hearing aid compatible.

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

■ In Case of Equipment Malfunction

Should any malfunction occur which cannot be corrected by the procedures described in this guide, disconnect the equipment from the telephone line cable, turn off the power and disconnect the power cord. The telephone line cable should not be reconnected or the main power switch turned ON until the problem is completely resolved. Users should contact their local authorized Canon Facsimile Service Dealer for the servicing of equipment.

■ Rights of the Telephone Company

If this equipment causes harm to the telephone network, the telephone company may temporarily disconnect service. The telephone company also retains the right to make changes in facilities and services that may affect the operation of this equipment. When such changes are necessary, the telephone company is required to give adequate prior notice to the user. However, if advance notice is not possible, the telephone company will notify the customer as soon as possible. Also, the customer will be advised of his/her right to file a compliant with the FCC if he/she believes it is necessary.

⚠ Warning

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device to send any message via a telephone facsimile 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 machine, you should complete the procedure to register your name, unit's telephone number, time, and date. See "Registering Sender Information" on page 11.

■ FCC Notice (USA Only)

For 120V, 60Hz model

FAX-JX200/JX201: K10297

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

Note: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications.

However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

● Reorient or relocate the receiving antenna.

● Increase the separation between the equipment and receiver.

● Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.

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

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

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

Canon U.S.A., Inc.
One Canon Plaza
Lake Success, NY 11042
1-516-328-5600

■ For California, USA only

This product contains an internal battery for backup purposes.

Included battery contains Perchlorate Material-special handling may apply.

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

■ Canon U.S.A., INC. LIMITED WARRANTY --- (USA Only)

The limited warranty set forth below is given by Canon U.S.A., Inc. ("Canon USA") with respect to the new or refurbished Canon-brand product ("Product") packaged with this limited warranty, when purchased and used in the United States only.

The Product is warranted against defects in materials and workmanship under normal use and service (a) for a period of one (1) year from the date of original purchase when delivered to you in new condition in its original container or (b) for 90 days from the date of original purchase for refurbished Products. Defective parts or a defective Product returned to a Canon USA repair facility or a Canon USA Authorized Service Facility ("ASF"), and proven to be defective upon inspection will be (a) repaired; (b) exchanged for new or comparable rebuilt, recovered, remanufactured, repaired and/or recycled parts or; (c) exchanged for a refurbished Product, as determined by the Canon USA repair facility or the ASF. Warranty repair or replacement shall not extend the original warranty period of the Product. A dated proof of purchase is required at the time of warranty service. A copy of your dated bill of sale will satisfy this requirement. This warranty does not cover any accessories, or any consumables, such as paper or ink cartridges, as to which there shall be no warranty or replacement.

This limited warranty shall only apply if the Product is used in conjunction with compatible computers, peripheral equipment and software. Canon USA shall have no responsibility for such items except for compatible Canon brand peripheral equipment covered by a separate warranty ("Separate Warranty"). Repairs of such Canon brand peripheral equipment shall be governed by the terms of the Separate Warranty. Non-Canon brand equipment and software that may be distributed with the Product are sold "as is" and without warranty of any kind by Canon USA, including any implied warranty regarding merchantability or fitness for a particular purpose, and all such warranties are disclaimed. The sole warranty, if any, with respect to such non-Canon brand items is given by the manufacturer or producer thereof.

This limited warranty covers all defects encountered in normal use of the Product and does not apply in the following cases:

(a) Loss of or damage to the Product due to abuse, neglect, mishandling, improper packaging by you, alteration, accident, electrical current fluctuations, improper use, failure to follow operating or maintenance instructions in, or environmental conditions prescribed in, Canon USA's user's manual or other documentation, or services performed by someone other than a Canon USA repair facility or ASF. Without limiting the foregoing, dropping the Product, scratches, and abrasions will be presumed to have resulted from misuse, abuse or failure to operate the Product as set forth in the user's manual or other documentation for the Product.

(b) Use of parts, media, software or supplies (other than those sold by Canon USA), including non-Canon ink cartridges or refilled ink cartridges, that cause damage to the Product or cause abnormally frequent service calls or service problems.

(c) If the Product has had its serial number or dating defaced, altered or removed.

ANY SYSTEM SOFTWARE (WHETHER FACTORY LOADED ON THE PRODUCT OR CONTAINED ON THE SOFTWARE DISKETTES OR CD-ROMS ENCLOSED WITH, OR ACCOMPANYING, THE PRODUCT), AND ANY UTILITY SOFTWARE, DISTRIBUTED WITH OR FOR THE PRODUCT, IS SOLD "AS IS" AND WITHOUT WARRANTY BY CANON USA. THE SOLE WARRANTY WITH RESPECT TO SUCH SOFTWARE IS CONTAINED IN THE SOFTWARE MANUFACTURER'S LICENSE AGREEMENT DISTRIBUTED THEREWITH, INCLUDING ANY LIMITATIONS AND DISCLAIMERS THEREON. PLEASE CONTACT CANON USA IMMEDIATELY IF YOU HAVE NOT RECEIVED A COPY OF THE SOFTWARE MANUFACTURER'S LICENSE AGREEMENT.

NO IMPLIED WARRANTY, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, APPLIES TO THE PRODUCT AFTER THE APPLICABLE PERIOD OF THE EXPRESS LIMITED WARRANTY STATED ABOVE, AND NO OTHER EXPRESS WARRANTY OR GUARANTY, EXCEPT AS MENTIONED ABOVE, GIVEN BY ANY PERSON OR ENTITY WITH RESPECT TO THE PRODUCT SHALL BIND CANON USA, OR ITS ASF. (SOME STATES DO NOT ALLOW LIMITATIONS ON HOW LONG AN IMPLIED WARRANTY LASTS, SO THE ABOVE LIMITATION MAY NOT APPLY TO YOU.) CANON USA SHALL NOT BE LIABLE FOR LOSS OF REVENUES OR PROFITS, INCONVENIENCE, EXPENSE FOR SUBSTITUTE EQUIPMENT OR SERVICE, STORAGE CHARGES, LOSS OR CORRUPTION OF DATA, OR ANY OTHER SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES CAUSED BY THE USE, MISUSE, OR INABILITY TO USE THE PRODUCT REGARDLESS OF THE LEGAL THEORY ON WHICH THE CLAIM IS BASED, AND EVEN IF CANON USA OR ITS ASF HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. NOR SHALL RECOVERY OF ANY KIND AGAINST CANON USA OR ITS ASF BE GREATER IN AMOUNT THAN THE PURCHASE PRICE OF THE PRODUCT CAUSING THE ALLEGED DAMAGE. WITHOUT LIMITING THE FOREGOING, YOU ASSUME ALL RISK AND LIABILITY FOR LOSS, DAMAGE OR INJURY TO YOU AND YOUR PROPERTY AND TO OTHERS AND THEIR PROPERTY ARISING OUT OF THE POSSESSION, USE, MISUSE, OR INABILITY TO USE THE PRODUCT SOLD BY CANON USA NOT CAUSED SOLELY AND DIRECTLY BY THE NEGLIGENCE OF CANON USA, OR ITS ASF. (SOME STATES DO NOT ALLOW THE EXCLUSION OR LIMITATION OF INCIDENTAL OR CONSEQUENTIAL DAMAGES, SO THE ABOVE EXCLUSION OR LIMITATION MAY NOT APPLY TO YOU.) THIS LIMITED WARRANTY SHALL NOT EXTEND TO ANYONE OTHER THAN THE ORIGINAL PURCHASER OF THE PRODUCT OR THE PERSON FOR WHOM IT WAS PURCHASED AS A GIFT, AND STATES YOUR EXCLUSIVE REMEDY.

Canon USA offers a range of customer technical support* options:

● Interactive troubleshooting, e-mail technical support, the latest driver downloads and answers to frequently asked questions (**www.canontechsupport.com**)

● Toll-free live technical support Monday-Saturday (excluding holidays) at 1-800-828-4040

● Telephone Device for the Deaf (TDD-1-866-251-3752)

● Repair or Exchange Service Options:
In the event service is required for the Product during the limited warranty period, Canon USA offers two hardware support options:

Authorized Service Facility Carry-In / Mail-In Service

Canon USA's Carry-In/Mail-In Service provides repair or exchange, at Canon USA's option, through Canon USA's Authorized Service Facility (ASF) network. The name and telephone number of the ASF(s) near you may be obtained from Canon USA's Web site at **www.canontechsupport.com** or by calling the Canon USA Customer Care Center at 1-800-828-4040, or any time while speaking to a technical support person. A Product covered by this limited warranty will be repaired or exchanged, as determined by Canon USA, and returned without charge by the ASF.

InstantExchange Service **

A Canon Customer Care Center or ASF technician will attempt to diagnose the nature of the problem and, if possible, correct it over the telephone. If the problem cannot be corrected over the telephone, and you elect the InstantExchange option, a reference number will be issued to you. You will be asked for the Product serial number and other information pertaining to your defective Product and for a ship-to location for the replacement Product (must include street address).

The Canon USA repair facility will ship out the replacement Product, via 2nd day Air freight service, prepaid by Canon USA. After receipt of the replacement Product (with instructions and a prepaid waybill), follow the enclosed instructions on how to ship the defective Product to the Canon USA repair facility. The defective Product must be returned in the shipping carton in which the replacement Product was packed and include the reference number, A COPY OF YOUR DATED PROOF OF PURCHASE (BILL OF SALE), and a complete explanation of the problem. DO NOT INCLUDE ANY OTHER ITEMS WITH THE DEFECTIVE PRODUCT IN THE RETURN SHIPPING CARTON, AND BE SURE TO RETAIN YOUR PRINTHEAD AND INK CARTRIDGE(S) AND TANK(S).

InstantExchange Service expedites, usually by the second business day, the exchange of a defective Product with a replacement Product, which will normally be shipped the same day if your request for this service is by 3 p.m. E.T. Monday through Friday, except holidays (three (3) business day InstantExchange Service for Alaska and Hawaii). Canon USA does not guarantee expedited shipping service in the event of the occurrence of factors beyond its reasonable control. The replacement Product you receive may be a refurbished or reconditioned unit and will be covered for the balance of the period remaining on your original limited warranty. NOTE THAT BY USING THIS SERVICE YOU WILL KEEP THE REPLACEMENT PRODUCT THAT IS SENT TO YOU. CANON USA WILL RETAIN THE DEFECTIVE PRODUCT THAT YOU ORIGINALLY PURCHASED, WHICH SHALL BECOME THE PROPERTY OF CANON USA. InstantExchange warranty program service is available only during the express limited-warranty period for your Product and only in the continental United States, Alaska and Hawaii during such period.

This limited warranty gives you specific legal rights, and you may also have other rights, which vary from state to state.

* Support program specifics are subject to change without notice.

** InstantExchange warranty service is subject to the availability of refurbished or new replacement units.

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

Canon is a registered trademark of Canon Inc.

Users in Canada

■ Pre-Installation Requirements for Canon Facsimile Equipment

A. Location

Supply a suitable table, cabinet, or desk for the machine. See the Appendix for the machine's specific dimensions and weight.

B. Order Information

1. Provide only a single line touch-tone or rotary telephone set terminated with a standard 6-pin modular telephone plug. (Touch-tone is recommended if available in your area.)
2. Order a CA11A modular wall jack, which should be installed by the telephone company. If the CA11A modular wall jack is not present, installation cannot occur.
3. Order a normal business line from your telephone company's business representative. The line should be a regular voice grade line or an equivalent one. Use one line per machine.
   DDD (Direct Distance Dial) line
   -or-
   IDDD (International Direct Distance Dial) line if you communicate overseas

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📖 Note

Canon recommends an individual line following industry standards, such as the 2500 (touch-tone) or 500 (rotary/pulse dial) telephones. A dedicated extension off a PBX (Private Branch Exchange) unit without "Call Waiting" can be used with your facsimile unit. Button 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 two-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 CA11A modular jack should be relatively close to the power outlet to facilitate installation.

Notice

This equipment meets the applicable Industry Canada terminal Specifications.

Avis

Le présent matériel est conforme aux spécifications techniques applicables d'Industrie Canada.

Before installing this equipment, users should ensure that it is permitted 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 Ringer Equivalence Number is an indication of the maximum number of devices allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the RENs of all the devices does not exceed five.

Even if the dual-line option is installed, the REN is applicable to each port.

Avis

L'indice d'équivalence de la sonnerie (IES) sert à indiquer le nombre maximal de terminaux qui peuvent être raccordés à une interface téléphonique. La terminaison d'une interface peut consister en une combinaison quelconque de dispositifs, à la seule condition que la somme d'indices d'équivalence de la sonnerie de tous les dispositifs n'excède pas 5.

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

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

⚠ **Caution**
● Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority, or electrician, as appropriate.
● This Class B digital apparatus meets all requirements of the Canadian Interference-Causing Equipment Regulations.
● Cet appareil numérique de la classe B respecte toutes les exigences du Règlement sur le matériel brouilleur du Canada.

■ Customer Technical Supports

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

For interactive troubleshooting, e-mail technical support, the latest driver downloads and answers to frequently asked questions (www.canon.ca)

Free live technical support Mon - Fri 9am-8pm EST (excluding holidays) for products still under warranty (1-800-OK-CANON)

The location of the authorized service facility nearest you (1-800-OK-CANON) If the problem cannot be corrected by using one of the above technical support options, repair options are available at the time of your call to the Free live technical support number above or via the website at www.canon.ca

* Support program specifics are subject to change without notice.

CANON CANADA INC.
1-800-OK-CANON (1-800-652-2666)
http://www.canon.ca

This product uses the following copyrighted software:

Ordering Information

For additional supplies, use the following descriptions and order numbers.

Description	Order #
FINE Cartridges	
PG-40 Black	0615B002
PG-50 Black	0616B002

Call **1-800-OK-CANON** to locate a dealer near you, or visit the Canon eStore at
www.estore.usa.canon.com.

Canon

The following FINE Cartridges are compatible with this machine.
For details on FINE Cartridge replacement, refer to "Replacing A FINE Cartridge" in this guide.

40 Black
PG-40

50 Black
PG-50