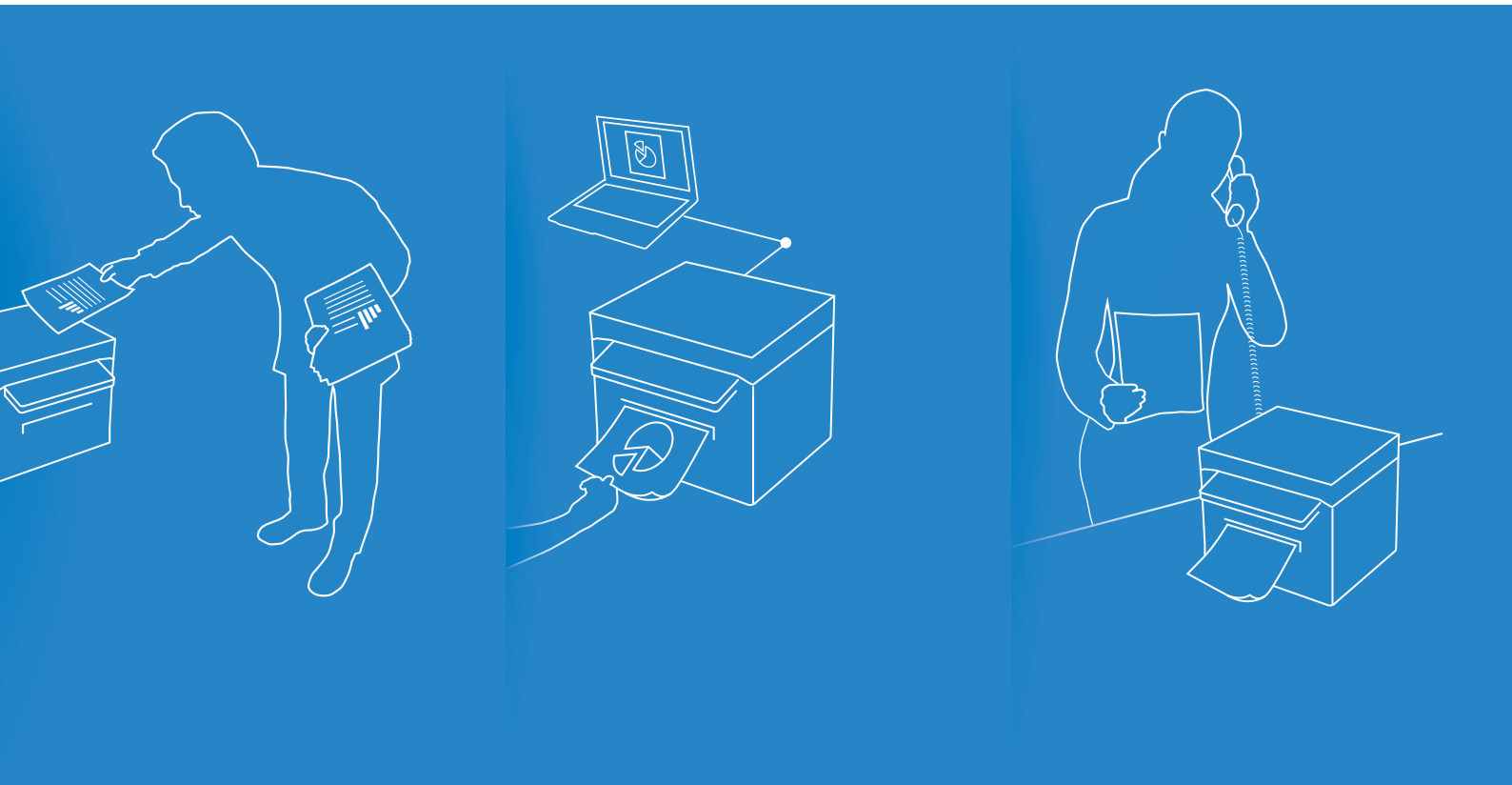
Canon

Basic Operation Guide

FAXPHONE L190



For information about machine setup and software installation, see the Starter Guide.

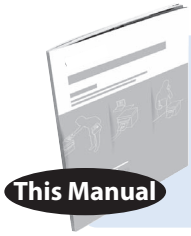
- This guide describes the basic use of the machine. Read this guide after finishing the machine setup.
- Read "Important Safety Instructions" first (→p.94).
- Keep this manual for future reference.

For information about advanced operations and specifications, see the e-Manual included on the User Software CD-ROM.

Manuals for the Machine

Starter Guide

The Starter Guide describes setting up the machine and installing the software. Be sure to read this manual before using the machine.



Basic Operation Guide

The Basic Operation Guide describes common use and basic functions of the copy, fax, and print functions.

e-Manual

The e-Manual includes information about all functions and configurations of the machine. This manual is included on the User Software CD-ROM. Use the e-Manual's search function to easily find the information you want.

For Macintosh Users

The examples shown in this manual are based on the operation in the Windows environment. To view how to use printer driver and fax driver, refer to the driver guides included in the User Software CD-ROM and the driver's help.

Displaying Driver Guides

To view the Driver Guides, double-click the HTML files from the following folders on the User Software CD-ROM.

- Canon MF Printer Driver Installation Guide ➡ [**Documents**] ➡[**Print**] ➡ [**Guide**] ➡ [**index.html**]
- Canon Fax Driver Installation Guide ➡ [**Documents**] ➡ [**Fax**] ➡ [**Guide**] ➡ [**index.html**]

Displaying from Driver's Help System

From each driver panel, click [?]

How to Use This Manual

Symbols Used in This Manual

WARNING	Indicates a situation that may lead to death or injury to persons. To use the machine safely, always pay attention to these warnings.
CAUTION	Indicates a situation that may lead to injury to persons or damage to equipment. To use the machine safely, always pay attention to these cautions.
	Indicates an operation that must not be performed. Read these items carefully, and make sure not to perform the described operations.
IMPORTANT	Indicates operational requirements and restrictions. Be sure to read these items carefully to operate the machine correctly and avoid damage to the machine or property.
NOTE	Indicates a clarification of an operation or additional explanations for a procedure. Reading these notes is highly recommended.

Keys and Buttons Used in This Manual

In this manual, the following styles are used to represent keys, messages on the display, and buttons or other items on a computer screen.

- Operation panel keys: [Key icon] (Key name)
  Example: [ ] (Stop)
- Display: <**Message**>
  Example: <**Specify Destination**>
- Buttons and items on a computer screen: [**Item**]
  Example: [**Preference**]

Main Functions

Multiple Documents onto Single Page

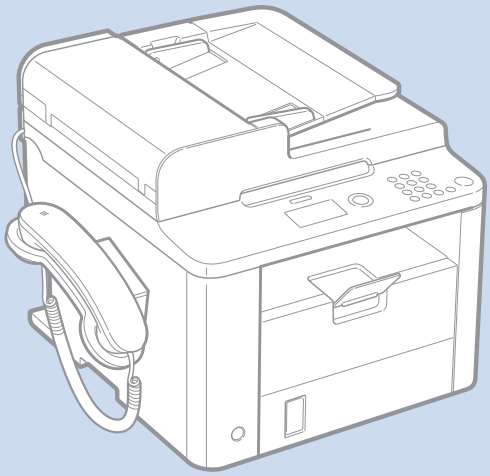
Print multiple pages onto a single page.

- Copy → P.34
- Print → P.40

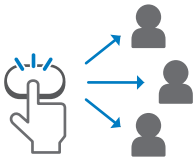
2-Sided Printing

Print copies, received faxes, or documents on both sides of paper.

- Copy → P.33
- Print → P.39
- Fax → P.62



Fax



One-touch/Coded/Group Dialing → p.64

Specify fax destinations using one-touch keys, coded dial, and group dial.

Receiving in the Memory → p.73

- Store received faxes in the memory.
- Print or forward the received fax after confirming the sender.

Copy

Adjusting Quality → p.31

Adjust image quality by setting the density and resolution.

Enlarging and Reducing → p.31

Enlarge or reduce copies using custom copy ratios.

Print

Enlarging and Reducing → p.31

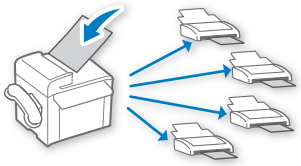
Enlarge or reduce data to fit the paper size automatically or to print at custom ratios.

Poster Printing → p.42

- Magnify and divide a single-page image to print on multiple sheets of paper.
- Make a poster by combining the prints together.

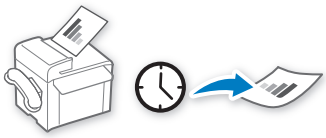
Watermark Printing → p.43

Add watermarks, such as "COPY" or "DRAFT", to the document.



Sequential broadcasting → p.66

Send the same document to multiple destinations at a time.



Delayed Sending → p.66

Scan a document and set a time to send it.

Polling Receiving → e-Manual

Retrieve pre-loaded documents from a sender's fax machine.

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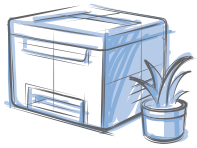

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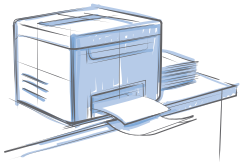

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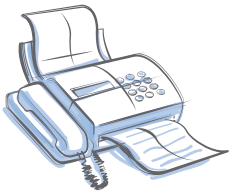

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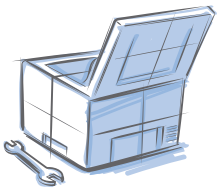
FAQs ? (→ p.92)

You can see frequently asked questions about the receive mode.



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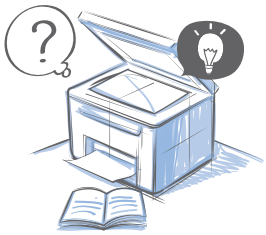

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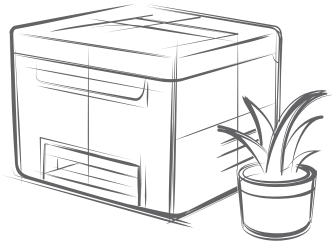
Basic Operation

This chapter describes overall information about the machine, and how to place the documents and load paper. Read this chapter first.



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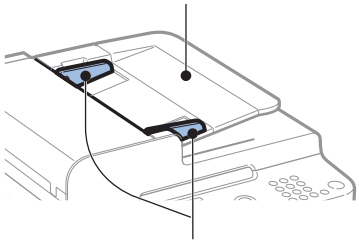
Learn the Names and Functions of Each Part of the Machine

Front side

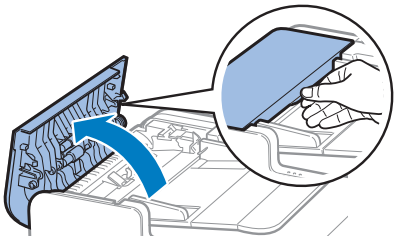
Feeder
Automatically feeds documents into the machine (→p.20).

Document feeder tray
Place your documents in this tray.



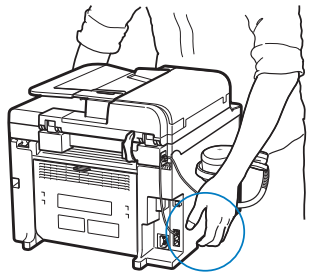
Document guides
Adjust these guides to fit the document.

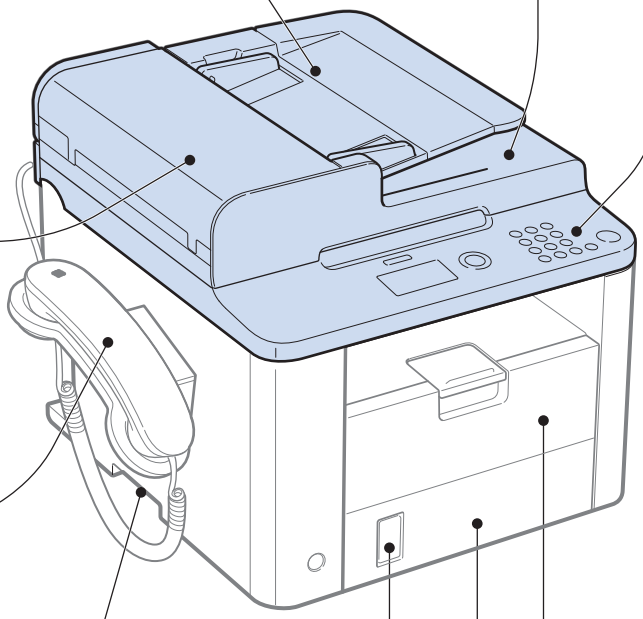
Feeder cover
Open this cover to clear paper jams (→P.83).



Handset
Use the handset when make a phone call or send a fax manually.

Lift handles (left, right)
Use the handset when make a phone call or send a fax.





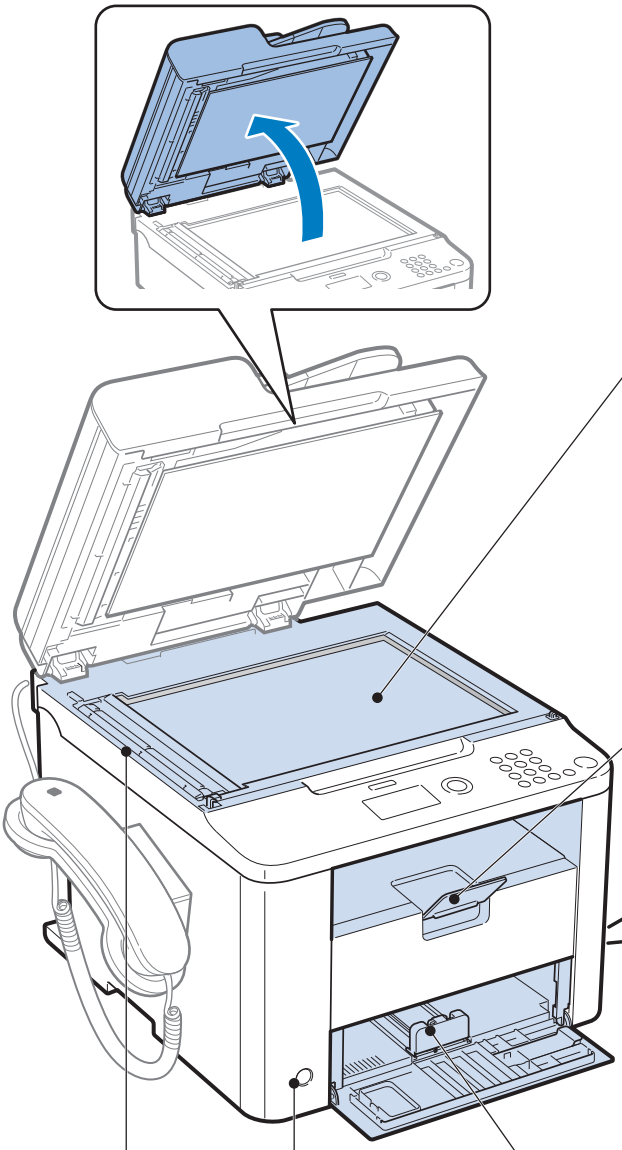
Operation panel
Use the panel to control the machine (→p.14).

Document return tray
Returns documents after scanning.

Paper level indicator
Shows the remaining amount of paper.

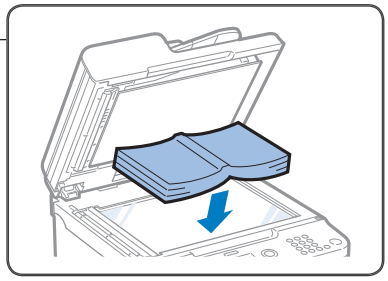
Front cover
Open the cover to load paper.

Lower front cover
Open when using paper that is larger than LTR size.



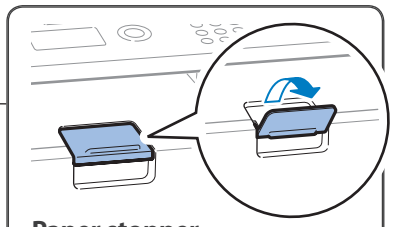
Platen glass

Use to scan non-standard size paper or books, as well as standard size paper (→p.19).



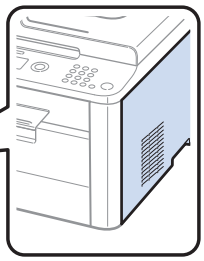
Output tray

Printed documents are output here.



Paper stopper

Use the paper stopper to prevent paper from falling out of the output tray.

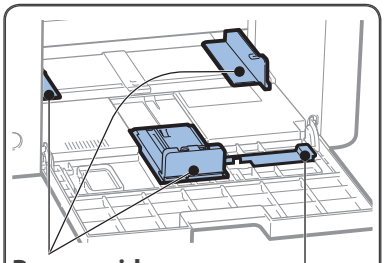


Ventilation slots

Allows heat to escape from inside of the machine. Leave more than 4" (10 cm) of space around the machine.

Paper cassette (Auto)

Load paper here (→p.22).



Paper guides

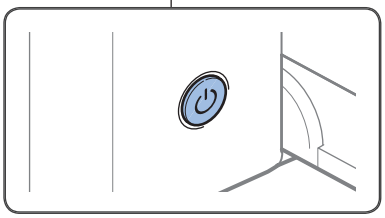
Adjust these guides to fit the paper.

Small paper guide

Attach this guide to hold the small size paper.

Scanning area

Scans documents from the feeder.



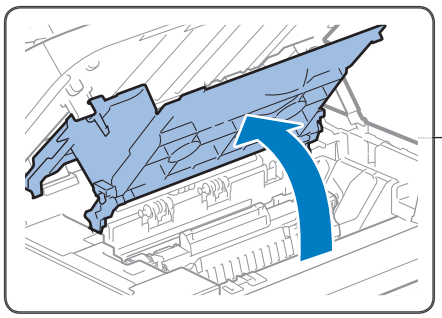
Power button

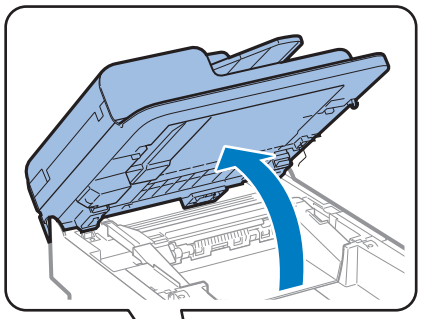
Turn the power ON or OFF.

Interior

Toner cover

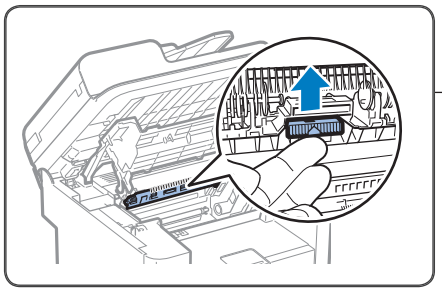
Open this cover to access the toner cartridge or clear paper jams (→p.50, p.84).

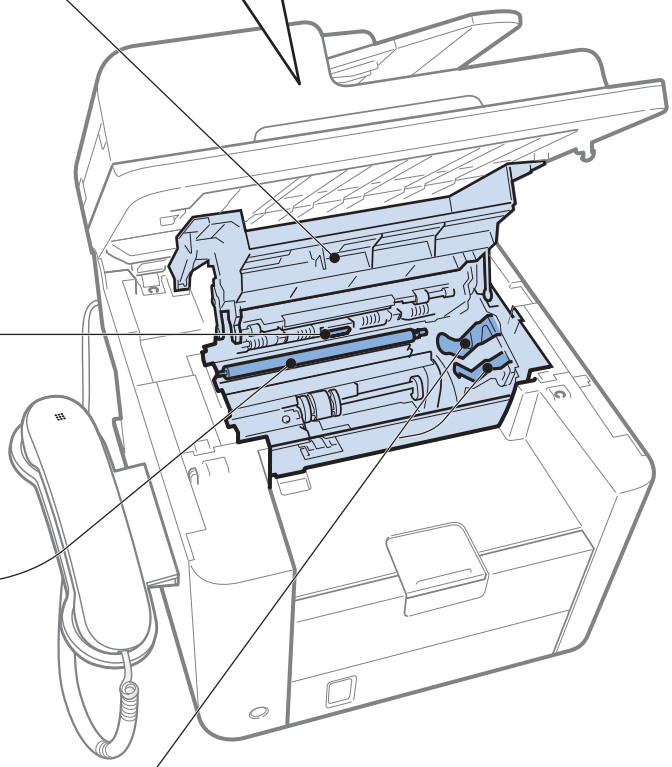




Paper exit guide

Open this guide to clear paper jams. (→p.84)



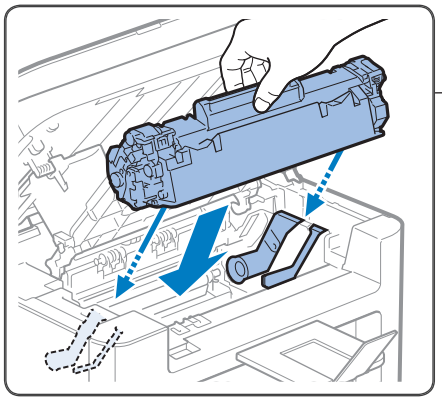


Transfer roller

Transfers toner onto paper.

Toner guides

When inserting the toner cartridge, fit the protrusions on the toner cartridge into these guides.



Back Side

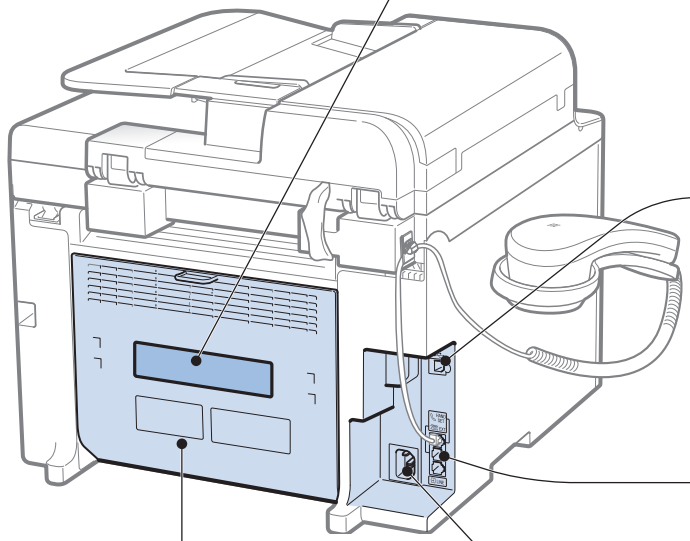
Rating label

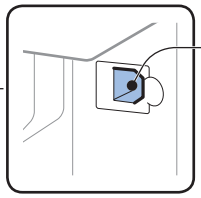
The machine's serial number (consists of three letters and a 5-digit number) and the required voltage and current are specified.

NOTE

Write the serial number on the back cover of this guide for reference when contacting the Canon Customer Center.

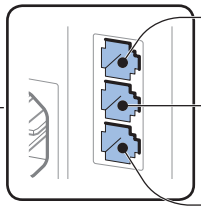
Serial No.	ABC
Date of Purchase	





USB port

Connect to a computer via a USB cable.



Handset jack

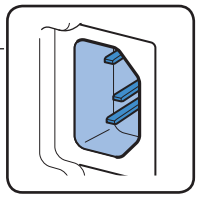
Connect the handset.

External device jack

Connect and external telephone.

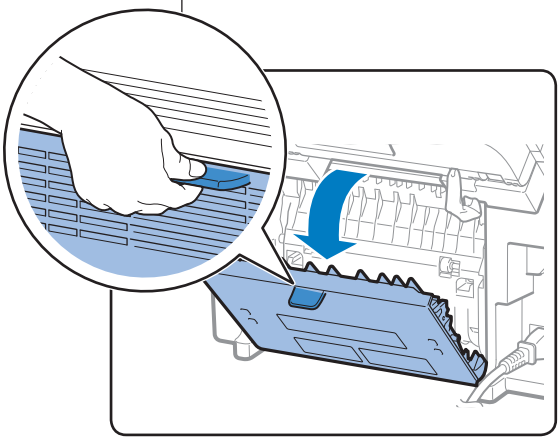
Telephone line jack

Connect a telephone line.



Power socket

Connect the power cord.



Rear cover

Open this cover to clear paper jams. (→p.86)

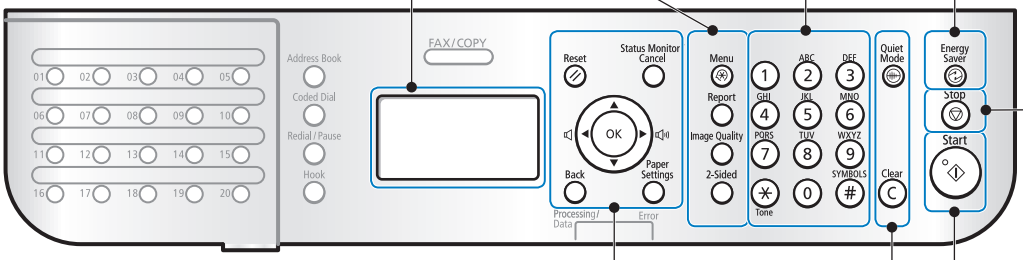
Learn the Functions of the Operation Panel

Menu	Press to access menu functions (see "Navigating the Menu" at the bottom of the next page).
Report	Press to manually print reports and lists (→p.53).
Image Quality	Press to select the image quality for copying or the scanning resolution for the sending document.
2-Sided	Press to print on both sides of paper.

0 to 9 (Numeric Keys)	Press to enter letters and numbers.
*****	• Press to switch the character entry mode. • When sending a fax, press to switch between pulse and tone dialing.
#	Press to enter symbols.

Energy Saver
Press to manually set or cancel the Sleep mode (→p.27).

Display



Stop
Press to cancel jobs.

Start
Press to start copying or sending a fax.

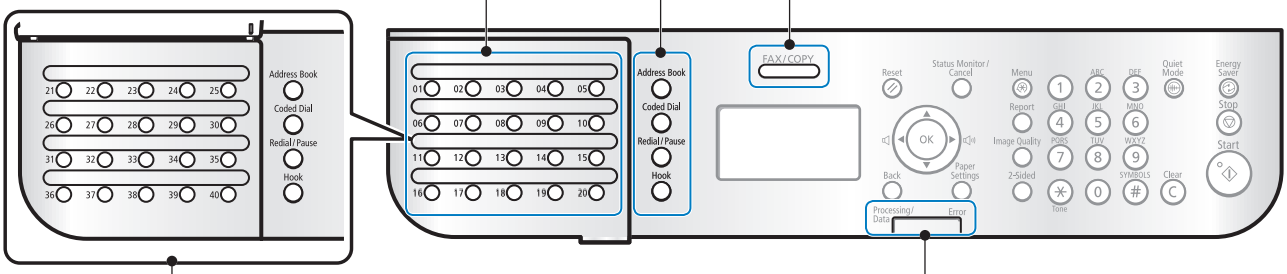
Reset	Press to reset the settings.
Status Monitor/ Cancel	Press to view or cancel jobs. You can also check the status of the machine (→p.36, p.75).
▲/▼	Press to scroll up and down, or to increase or decrease a value.
◀/▶	• Press to return to the previous screen, proceed to the next screen, or move the cursor to the left or right. • Press to decrease or increase the fax ring volume.
OK	Press to confirm an action or setting.
Back	Press to return to the previous screen.
Paper Settings	Press to specify paper size and type for the paper cassette (→p.26).

Quiet Mode	Press to reduce the noise when performing a job.
Clear	Press to delete letters and numbers.

Address Book	Press to search for recipients registered in the address book (→p.65).
Coded Dial	Press to enter a recipient's code for coded speed dialing (→p.64).
Redial/Pause	When faxing, press to redial the last three numbers called or insert a pause in a fax number (→p.65, p.67).
Hook	Press to dial a number without using a telephone or handset.

One-touch Speed Dial Keys
Press to specify recipients registered to one-touch keys (→p.64).

Mode Switching Keys
Press to switch between the Copy and Fax mode (→p.16).



Open the cover to press between 21 and 40.

Processing/Data Indicator
The indicator blinks while sending or receiving data and remains lit when jobs are waiting in memory.

Error Indicator
The indicator blinks when an error occurs.

Navigating the Menu

Example: Adjust the density

Press [◯] (Back) or [◀] to return to the previous screen.

Press [⊛] (Menu).

```
Menu
 Preferences
 Timer Settings
 Copy Settings
 Fax TX Settings
```

Press [▲] or [▼] to highlight an item, and then press [OK].

```
Copy Settings
 Change Defaults
 Correct Density
```

Press [▲] or [▼] to highlight an item, and then press [OK].

```
Correct Density
- □□□□■□□□□ +
```

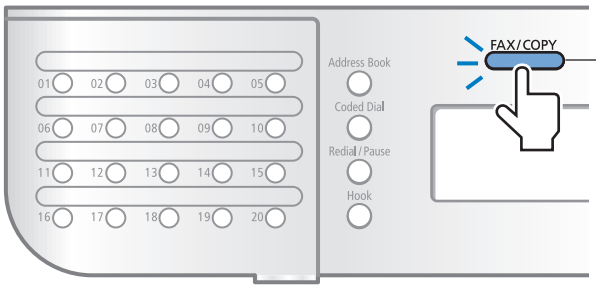
Press [◀] or [▶] to adjust the level, and then press [OK].
(If necessary, press [▲] or [▼].)

Press [⊛] (Menu) to save the setting.

NOTE If you close the menu before you press [**OK**], the changes made to the settings are not saved.

Switch between Copy and Fax Mode

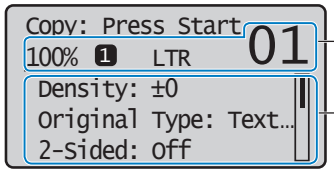
Switch to Copy or Fax mode first to use each mode.



Press the key to switch between the Copy and Fax modes.

If you do not operate the machine for a while, the machine returns to the Fax mode (standby mode) automatically.

Copy Mode

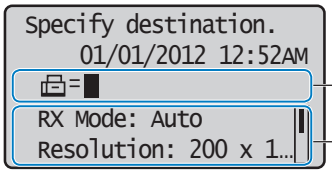


Displays the copy ratio, paper source, paper size, and number of copies.

To change the settings:

1. Press [▲] or [▼] to highlight an item, and then press [**OK**].
2. Press [▲], [▼], [◀] or [▶] to specify the values, and then press [**OK**].

Fax Mode



Displays the recipient's number.

To change the settings:

1. Press [▲] or [▼] to highlight an item, and then press [**OK**].
2. Press [▲], [▼], [◀] or [▶] to specify the values, and then press [**OK**].

NOTE

To specify how long the machine waits before returning to standby mode:
Press [ ] (Menu) ➡ <**Timer Settings**> ➡ <**Auto Reset Time**> ➡ Specify the time ➡ [**OK**].

Enter Text

Enter characters with the alphanumeric keys.

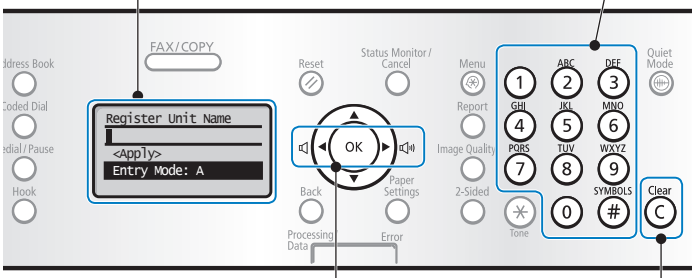
To switch entry modes:

<A>	Uppercase alphabetic letters and symbols
<a>	Lowercase alphabetic letters and symbols
<12>	Numbers

Press [⊛] (Tone) repeatedly.

or

1. Press [▲] or [▼] to highlight <**Entry Mode**>, and then press [**OK**].
2. Press [▲] or [▼] to highlight the desired mode, and then press [**OK**].



To enter text, symbols, and numbers:

Press a key several times until the desired character is displayed.

Key	Entry mode: <A>	Entry mode: <a>	Entry mode: <12>
①	@.-_/		1
②	ABC	abc	2
③	DEF	def	3
④	GHI	ghi	4
⑤	JKL	jkl	5
⑥	MNO	mno	6
⑦	PQRS	pqrs	7
⑧	TUV	tuv	8
⑨	WXYZ	wxyz	9
⓪	(Not available)		0
#	- . * # ! " , ; : ^ ` _ = / | ´ ? $ @ % & + \ ( ) [ ] { } < >		(Not available)

- Press to delete the last character.
- Press and hold to delete all text.

- Press to move the cursor.
- To enter a space, move the cursor to the end of the text, and then press [▶].

Example: Enter "CANON1"

Press [⊛] to switch the entry mode to <**A**>.

▶

Press [②] until the letter "**C**" appears on the screen.

C▌

▶

Press [②] until the letter "**A**" appears on the screen.

CA▌

Press [⑥] until the letter "**N**" appears on the screen.

CAN▌

▶

Press [⑥] until the letter "**O**" appears on the screen.

CANO▌

▶

Press [⑥] until the letter "**N**" appears on the screen.

CANON▌

Press [⊛] to switch the entry mode to <**12**>.

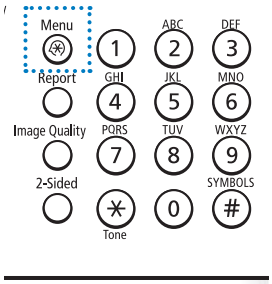
▶

Press [①] to enter "**1**."

CANON1▌

Set Date and Time

If the incorrect date or time is printed on faxes or reports, change the date and time settings.



1 **Press [ ] (Menu).**

2 **Press [▲] or [▼] to highlight <Timer Settings>, and then press [OK].**

3 **Press [▲] or [▼] to highlight <Time & Date Settings>, and then press [OK].**

```
Timer Settings
 Quiet Mode Time Sett...
 Time & Date Settings
 Auto Sleep Time
 Auto Reset Time
```

4 **Press [▲] or [▼] to highlight <Current Time Settings>, and then press [OK].**

- To change the display format for the date or time, specify <**Date Display Type**> or <**12/24 Hour Clock**>.
- To use daylight savings time, set <**Daylight Savings**> to <**On**>, and then specify the starting date and the ending date.

5 **Use the numeric keys to enter the date and time, and then press [OK].**

- To move the cursor, press [◀] or [▶].
- To switch between <**AM**> or <**PM**>, press [▲] or [▼].

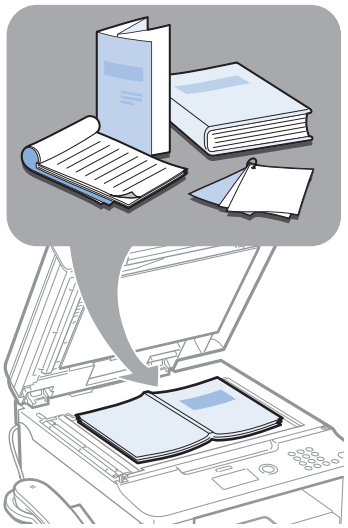
```
Current Time Set.
 01/01/2012 12:52 AM
 (0:00-12:59)
```

6 **Press [ ] (Menu) to close the screen.**

Place Documents

Choose the appropriate way to place documents according to the document's type.

When placing non-standard documents such as heavy paper, small paper, or booklets.

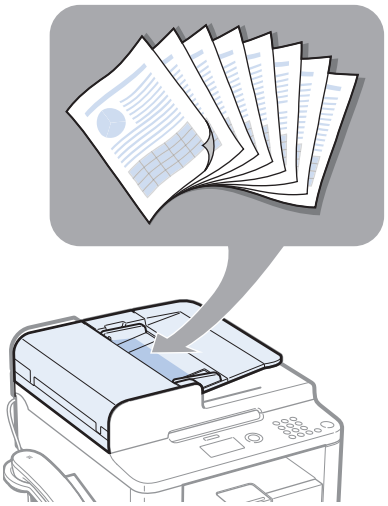


Use the platen glass. (→P.20)

Check available documents.

Size (Width x Length)	11 3/4" (297mm) × 8 1/2" (215.9mm) Maximum
Weight	Maximum 4.4 lb (2 kg)
Capacity	1 Sheet

When placing multiple documents of plain paper in the same size, thickness , and weight.



Use the feeder. (→P.20)

Check available documents.

Size (Width x Length)	14" (356 mm) × 8 1/2" (216 mm); 5" (127 mm) × 5 1/2" (140 mm) Max. Min.
Capacity (For 21 lb Bond 80 (g/m²))	50 Sheets
Weight	1-sided document 13.3 lb bond to 27.9 lb bond (50 g/ m² to 105 g/ m²) 2-sided document 16.0 lb Bond to 27.9 lb Bond (60 g/m² to 105 g/m²)

IMPORTANT

- Place a document after glue, ink, or correction fluid on the document is completely dry.
- To prevent paper jams in the feeder, place a document on the platen glass when using the following types of paper:
  - Wrinkled of creased paper
  - Carbon paper or carbon-backed paper
  - Curled or rolled paper
  - Torn paper
  - Thin paper
  - Documents with staples or paper clips attached
  - Transparency

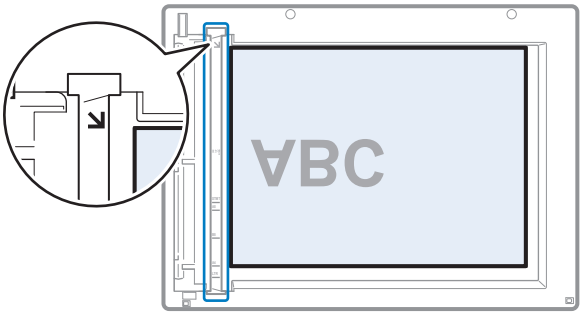
Placing Documents on the Platen Glass

1 **Open the feeder.**

2 **Place your document face down.**

3 **Align the document with the appropriate paper size marks.**

- If the document does not match any of the paper size marks, align the upper left edge of your document with the arrow mark.
- If the document is a transparency, place white paper above the document.



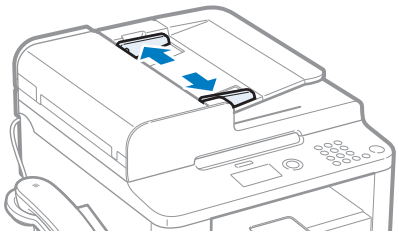
4 **Close the feeder.**

CAUTION

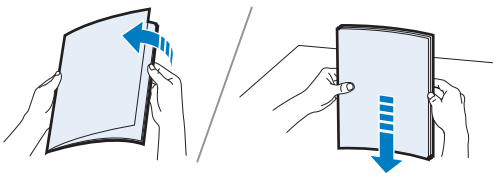
- When closing the feeder, be careful not to get your fingers caught.
- Do not press down on the feeder forcefully. This may damage the platen glass and cause personal injury.

Load Documents in the Feeder

1 **Spread the document guides a little wider than the document's width.**



2 **Fan the document stack and align the edges of the pages.**

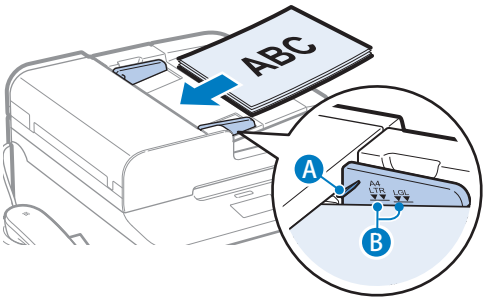


Thoroughly fan the paper in small batches.

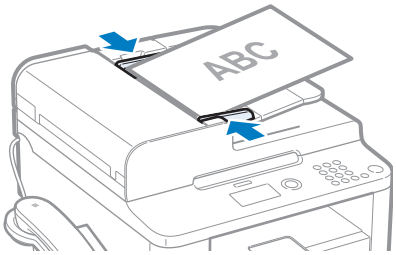
Align the edges a few times on a flat surface.

3 Neatly place the documents face up.

- Place the document under the load limit guides (A).
- Make sure that the paper stack does not exceed the load limit marks (B).

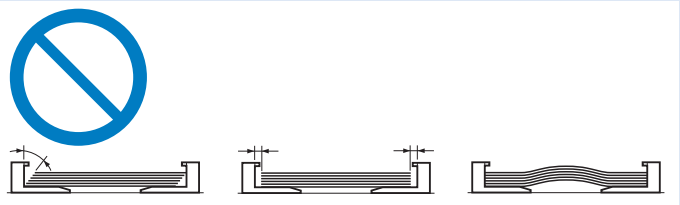


4 Align the document guides tightly to the width of the document.



IMPORTANT

If the document guides are too loose or too tight, this may result in misfeeds or paper jams.



IMPORTANT

- While scanning documents, do not add or remove documents.
- When scanning is complete, remove the document from the document return tray to avoid paper jams.
- Do not scan the same document more than 30 times. When a document is scanned repeatedly, the paper can become wrinkled, earmarked, or torn, which may result in paper jams.

Load Paper

Before loading paper, check the paper is the right type. If you load inappropriate paper repeatedly, this may cause paper jams.

Step 1 Check if the type of paper is appropriate.

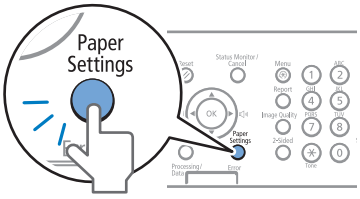
Paper such as Legal, Letter, Statement, Executive, and envelopes can be used. For details about the available paper or precautions, see [**Basic Operation**] ➡ [**Loading paper**] in the e-Manual.

NOTE

To prevent paper jams, do not use any of the following:

- Wrinkled or creased paper
- Curled or rolled paper
- Torn paper
- Damp paper
- Paper printed with a thermal transfer printer
  (Do not copy on the reverse side.)

Step 2 Check if the type of paper is appropriate.



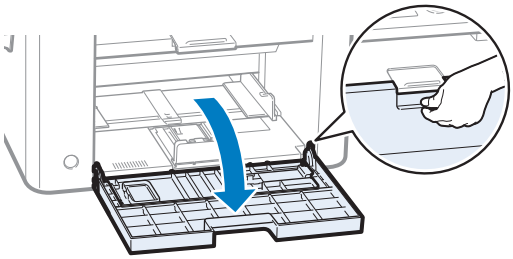
NOTE

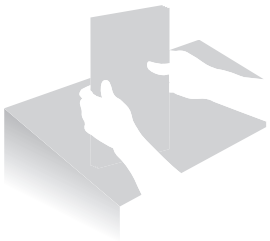
If the setting is different from the size of the loaded paper, an error message appears, or printing is not performed correctly.

Loading Paper in the Paper Cassette

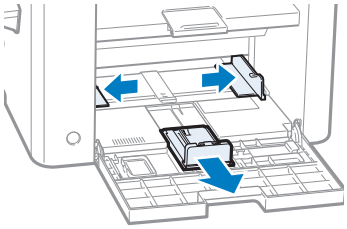
This section describes how to load letter paper in the Paper Cassette. When loading envelopes or paper with a letterhead, see "Loading Small Size Paper" (→p.24).

1 Open the front cover and the lower front cover.



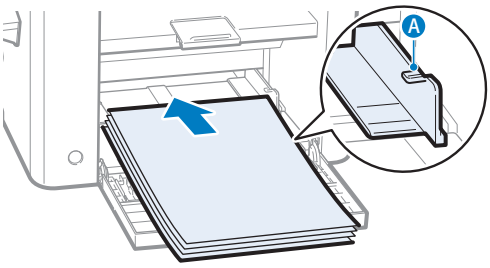


2 **Spread the paper guides a little wider than the paper size.**

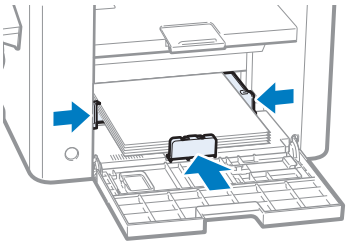


3 **Gently load the paper into the paper cassette with the print side face up, until the edge of the paper stack meets the back of the paper cassette.**

- Make sure that the paper stack does not exceed the load limit guides (A).

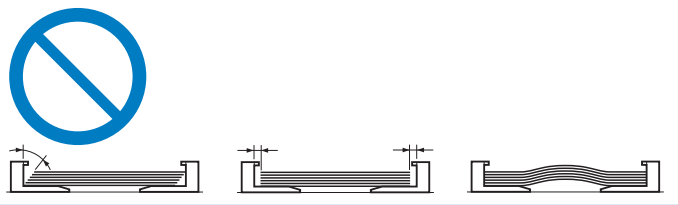


4 **Adjust the paper guides tightly to the width and length of the paper.**



IMPORTANT

If the paper guides are too loose or too tight, this may result in misfeeds or paper jams.



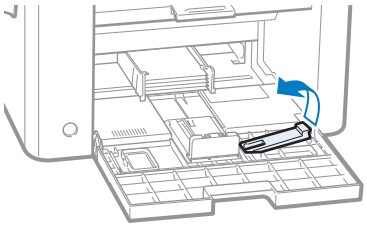
5 **Close the front cover and the lower front cover.**

6 **Specify the loaded paper size and type (→p.26).**

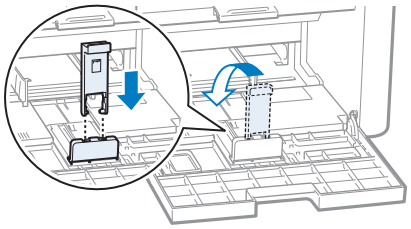
Loading Small Size Paper

Use small paper guide when loading small paper, such as postcards, in the paper cassette.

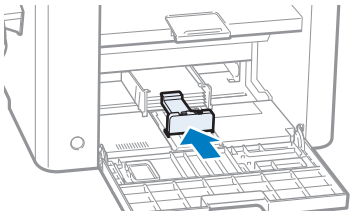
1. **Open the front cover and the lower front cover.**
2. **Spread the paper guides a little wider than the paper.**
3. **Gently load the paper into the paper cassette with the print side face up, until the edge of the paper stack meets the back of the paper cassette.**
4. **Adjust the paper guides tightly to the width of the paper.**
5. **Remove the small paper guide from the paper cassette.**



6. **Attach and then lower the small paper guide, as shown.**

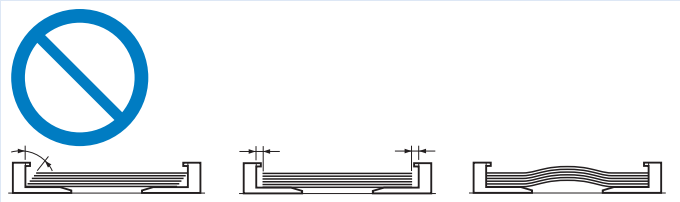


7. **Adjust the small paper guide tightly to the length of the paper.**



IMPORTANT

If the paper guides are too loose or too tight, this may result in misfeeds or paper jams.



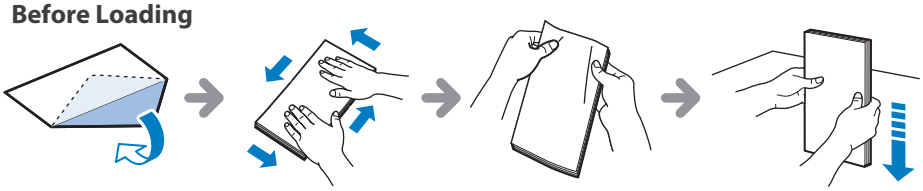
8. **Close the front cover and the lower front cover.**
9. **Specify the loaded paper size and type (→p.26).**

Loading Envelopes or Paper with a Letterhead

This section describes how to load envelopes and paper with a letterhead.

Envelopes

Before Loading

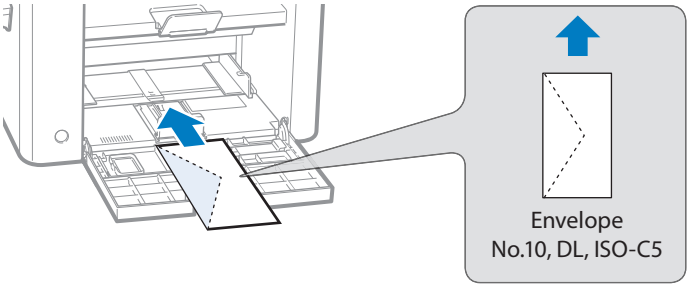


Flatten envelopes to release any remaining air.

Loosen any stiff corners of the envelopes, and flatten any curls, as shown in the figure.

Loading Orientation

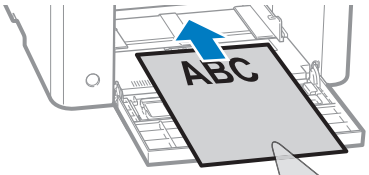
Load the envelopes with the flaps face up.



Paper with a Letterhead or Logo

Loading Orientation

Load the paper properly by following the instructions below.



1-sided printing

Load the paper with the printed side face up.

When printing with portrait layout

When printing with landscape layout

2-sided printing

Load the paper with the printed side face down.

When printing with portrait layout

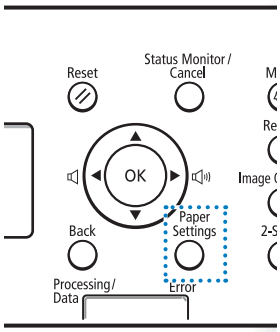
When printing with landscape layout

NOTE

If <**Print Side Priority**> is selected, load the paper with the printed side face down regardless of 1-sided or 2-sided printing. For details, see [**Basic Operation**] ➡ [**Select the Print Side**] in the e-Manual.

Setting a Paper Size and Type

Make sure that the Paper Settings match the size and the type of the loaded paper.



1 **Press [ ] (Paper Settings).**

2 **Press [▲] or [▼] to highlight <Drawer 1>, and then press [OK].**

3 **Press [▲] or [▼] to highlight the desired paper size, and then press [OK].**

- To specify the paper size manually, select <**Custom Size**>, and then refer to "Specify a Paper Size Manually" at the bottom of this page to specify the size.

```
Paper Size
 LTR
 LGL
 STMT
 EXEC
```

4 **Press [▲] or [▼] to highlight the desired paper type, and then press [OK].**

```
Paper Type
 Plain (16 lb Bond-24
 Plain L (16 lb Bond...
 Recycled
 Color
```

5 **Press [ ] (Paper Settings) to close the screen.**

Specify a Paper Size Manually

For paper size, specify within the possible range of length and width (<**Y**> ≥ <**X**>).

1 **Press [▲] or [▼] to highlight <X>, and then press [OK].**

2 **Use the numeric keys to specify the width, and then press [OK].**

```
Set Length for X
  3_ 0/0 "
 (3-8_1/2)
```

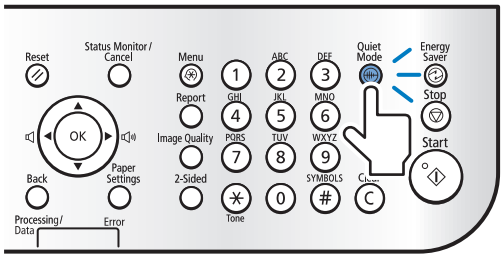
3 **Press [▲] or [▼] to highlight <Y>, and then press [OK].**

4 **Use the numeric keys to specify the length, and then press [OK].**

5 **Press [▲] or [▼] to highlight <Apply>, and then press [OK].**

Switch to the Quiet Mode

You can switch to and cancel the Quiet mode, by pressing [ ] (Quiet Mode).

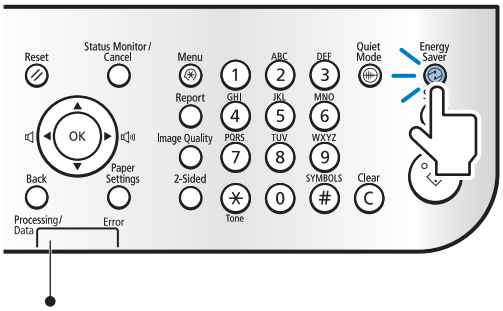


NOTE

- By default, the Quiet mode is set to <**Off**>. To change this setting to <**On**> and specify the time to switch to the Quiet mode automatically, press [ ] (Menu) ➡ <**Timer Settings**> ➡ <**Quiet Mode Time Settings**>, and then specify a time.
- When the Quiet mode is On, the processing speed of functions becomes slower.
- The Quiet mode cannot be used with some paper sizes or types.
- The Special mode has higher priority than the Quiet mode.
- The Quiet mode only reduces noise that occurs while the machine is performing jobs. To lower or set <**Off**>, <**Entry Tone**> or <**Job Done Tone**>, refer to the [**Basic Operation**] ➡ [**Adjusting the Volume**] in the e-Manual.

Switch to the Sleep Mode

You can switch to and cancel the Sleep mode, by pressing [ ] (Energy Saver).



When the Processing/Data indicator is lit or blinking, the machine will not enter the Sleep mode, because an operation is in progress or an error has occurred.

NOTE

By default, the machine automatically enters the Sleep mode if you do not perform any functions for 3 minutes. To change this setting, press [ ] (Menu) ➡ <**Timer Settings**> ➡ <**Auto Sleep Time**>, and then specify a time.

Use the Toner Saver Mode

You can set whether or not to conserve toner when copying or faxing. When using the Toner Save mode, the output may not be clear, as subtle details, such as thin lines and light colors, may not be clearly reproduced.

1 **Press [ ] (Menu).**

2 **Press [▲] or [▼] to highlight <Preferences>, and then press [OK].**

3 **Press [▲] or [▼] to highlight <Toner Saver Mode>, and then press [OK].**

```
Preferences
 Sound Volume Control
 Display Settings
 Toner Saver Mode
 Paper Feed Method Sw...
```

4 **Press [▲] or [▼] to highlight <Copy> or <Fax>, and then press [OK].**

5 **Press [▲] or [▼] to highlight <On> or <Off>, and then press [OK].**

6 **Press [ ] (Menu) to close the screen.**

Copy

This chapter describes basic copy functions.

Make a Basic Copy 30
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- Adjusting the density 31
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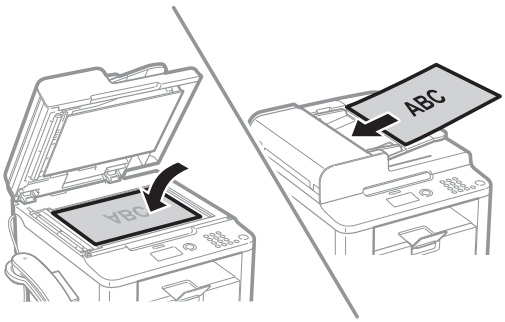
Make a Basic Copy

1 **Place your documents (→p.19).**



IMPORTANT

If the document guides are too loose or too tight, this may result in misfeeds or paper jams.

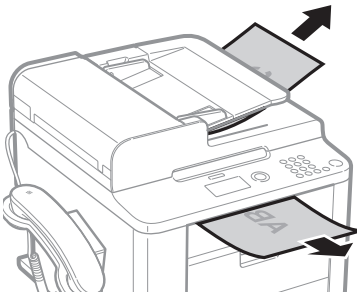
2 **Switch to the Copy mode (→p.16).**

3 **Enter the desired copy quantity (1 to 99) with the alphanumeric keys.**

- Press [C] (Clear) to delete the entered copy quantity.

```
Copy: Press Start
100% 1   LTR        01
 Density: ±0
 Original Type: Text…
 2-Sided: Off
```

4 **Press [◇] (Start).**

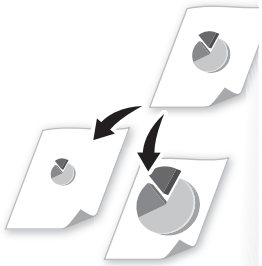


Canceling Copy Jobs

Press [⊗] (Stop) twice.

* It is valid when only one job is processing or waiting.

Enlarge or Reduce Copies



Enlarge or reduce copies using preset copy ratios or custom copy ratios.

1. **Place your documents (→p.19).**
2. **Switch to the Copy mode (→p.16).**
3. **Press [▲] or [▼] to highlight <Copy Ratio>, and then press [OK].**
4. **Press [▲] or [▼] to highlight the desired ratio, and then press [OK].**
   - If you want to set a copy ratio in 1% increments, select <**Custom Ratio**>, and then enter the copy ratio using the numeric keys or press [▲] or [▼] to specify the ratio.

```
Copy Ratio
 Custom Ratio
 100% Direct
 400% Max
 200%
```

5. **Press [◇] (Start).**

Adjust the Image Quality for Copy

NOTE

Relation between the density and document type:
If <**Density**> is set to <**Auto Density**>, <**Original Type**> will be changed to <**Text**>.

Adjusting the density

You can make the density brighter or darker than the original documents.

1. **Place your documents (→p.19).**
2. **Switch to the Copy mode (→p.16).**
3. **Press [▲] or [▼] to highlight <Density>, and then press [OK].**
4. **Press [◀] or [▶] to adjust the density , and then press [OK].**
   - Select <**Auto Density**> to use the density that is most suitable for the document.

```
Density
 Auto Density
 Manual Density
 -□□□□□■□□□□+
```

– : Less density (lighter)
+ : More density (darker)

5. **Press [◇] (Start).**

Selecting the Document Type

Select the appropriate document type.

1 **Place your documents (→p.19).**

2 **Switch to the Copy mode (→p.16).**

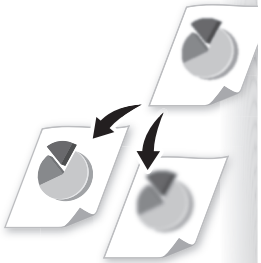
3 **Press [▲] or [▼] to highlight <Original Type>, and then press [OK].**

4 **Press [▲] or [▼] to highlight the appropriate document type, and then press [OK].**

<Text>	Best suited for text-only documents.
<Text/Photo (High Speed)>	Suitable for documents that contain text and photos (Scanned documents are at a low resolution at high speed).
<Text/Photo>	Suitable for documents that contain text and photos.
<Photo>	Suitable for documents that contain large photos.

5 **Press [⊕] (Start).**

Adjusting the Sharpness



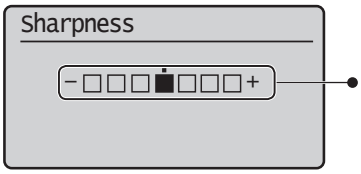
You can sharpen or soften the edges of images by adjusting the sharpness.

1 **Place your documents (→p.19).**

2 **Switch to Copy mode (→p.16).**

3 **Press [▲] or [▼] to highlight <Sharpness>, and then press [OK].**

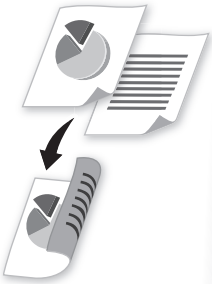
4 **Press [◀] or [▶] to adjust the sharpness, and then press [OK].**



– : Less Sharpness (Suitable for photos)
+ : More Sharpness (Suitable for documents written in pen or pencil)

5 **Press [⊕] (Start).**

Make Double-Sided Copies



You can make double-sided copies from single-sided documents. You can also make double-sided or single-sided copies from double-sided documents.

1 Place your documents (→p.19).

- To make double-sided copies from single-sided documents, place the documents in the feeder or on the platen glass.
- To make double-sided or single-sided copies from double-sided documents, place documents in the feeder.

2 Switch to the Copy mode (→p.16).

3 Press [▲] or [▼] to highlight <2-Sided>, and then press [OK].

4 Press [▲] or [▼] to highlight the 2-sided copy format, and then press [OK].

```
2-Sided
 Off
 1➞2-Sided
 2➞2-Sided
 2➞1-Sided
```

5 Press [◇] (Start).

When placing your documents in the feeder	Copying starts automatically.
When placing your documents on the platen glass	1. Press [▲] or [▼] to highlight the size of the original document, and then press [OK]. • You may specify the scan size as <LGL> size, but the actual size is <A4> size. 2. Place the next page on the platen glass, and then press [◇] (Start). • Press [◇] (Start) for every scanning. 3. After scannning all your documents, press [▲] or [▼] to highlight <**Start Copying**>, and then press [**OK**].

Specifying the orientation

If you select <Format Settings> at step 4 above, you may specify the orientation of documents and the desired finishing format.

<Calendar Type>

<Book Type>

Copy Multiple Pages onto One Sheet

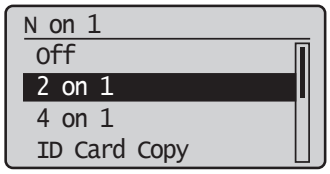
You can combine multiple pages (two or four pages) onto one copy sheet.

1 **Place your documents (→p.19).**

2 **Switch to the Copy mode (→p.16).**

3 **Press [▲] or [▼] to highlight <N on 1>, and then press [OK].**

4 **Press [▲] or [▼] to highlight <2 on 1> or <4 on 1>, and the press [OK].**

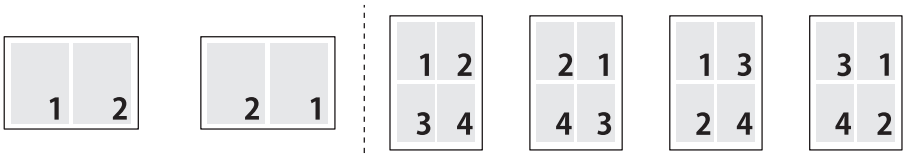


5 **Press [▲] or [▼] to highlight the desired scan size, and then press [OK].**
- You may specify the scan size as <LGL> size, but the actual size is <A4> size.

6 **Press [ ] (Start).**

Specifying the page layout manually

If you select <**Select Layout**> at step 4 above, you may specify the desired page layout.



<2 on 1 (1)> <2 on 1 (2)> <4 on 1 (1)> <4 on 1 (2)> <4 on 1 (3)> <4 on 1 (4)>

Collate Copies

<ON>

<OFF>

You can arrange copies into sets arranged in page order by using the <**Collate**> function when making multiple copies of multiple documents.

1 **Place your documents (→p.19).**

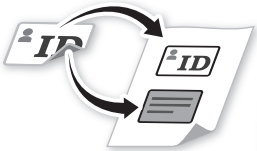
2 **Switch to Copy mode (→p.16).**

3 **Press [▲] or [▼] to highlight <Collate>, and then press [OK].**

4 **Press [▲] or [▼] to highlight <On>, and then press [OK].**

5 **Press [ ] (Start).**

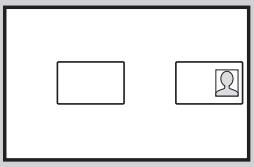
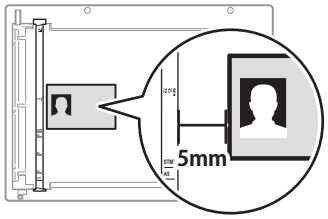
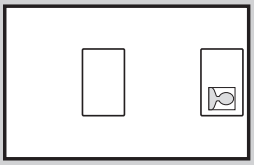
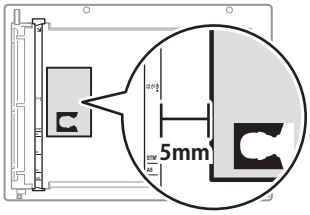
Copy a Double-Sided ID Card



You can make a copy of a double-sided ID card onto single-sided paper.

1 **Place an ID on the platen glass.**

- Place the card at the center of the left edge of the platen glass, with a 1/4" (5mm) space created.

To place the card horizontally 	
To place the card vertically 	

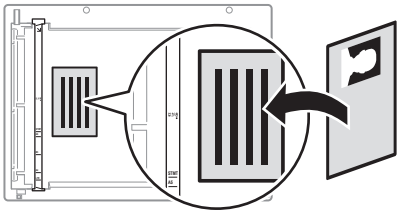
2 **Switch to the Copy Mode (→p.16).**

3 **Press [▲] or [▼] to highlight <N on 1>, and then press [OK].**

4 **Press [▲] or [▼] to highlight <ID Card Copy>, and then press [OK].**

5 **Press [◇] (Start).**

6 **Turn and place the card.**



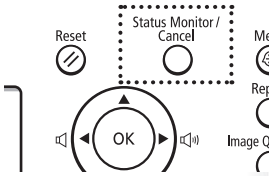
7 **Press [◇] (Start).**

NOTE

- The copy ratio is automatically set to <**100%**>
- You can only use Letter size or larger paper for ID card Copying

View and Cancel Copy Jobs

You can view or cancel copy jobs while the jobs are in progress.



1 **Press [◯] (Status Monitor/Cancel).**

2 **Press [▲] or [▼] to highlight <Copy Job Status>, and then press [OK].**

3 **View the details of a copy job or cancel the job.**
- To view the details, press [▲] or [▼].
- To cancel the job, press [▲] or [▼] to highlight <**Cancel**>, and then press [**OK**].

```
Copy Job Status
 <Cancel>
 Job Number: 0001
 Status: Copying
 Time: 01/01 12:52 AM
```

4 **Press [◯] (Status Monitor/Cancel) to close the screen.**

Change the Default Copy Settings

You can change the default copy settings that are applied when the machine is restarted, [⊘] (Reset) is pressed or the screen is returned to the default screen after auto reset is performed.

1 **Press [⊛] (Menu).**

2 **Press [▲] or [▼] to highlight <Copy Settings>, and then press [OK].**

3 **Press [▲] or [▼] to highlight <Change Defaults>, and then press [OK].**

4 **Press [▲] or [▼] to highlight the desired option, and then press [OK].**

<No. of Copies>	Select the copy quantity.
<Density>	Make the density lighter or darker.
<Original Type>	Select the image quality.
<2-Sided>	Copy 1-sided document to 2 sides.
<Copy Ratio>	Select the copy ratio.
<N on 1>	Copy multiple documents onto one sheet.
<Collate>	Collate copies of a complete copy job arranged in page sequential order or by page.
<Sharpness>	Emphasize the outline of the image or decrease the contrast.

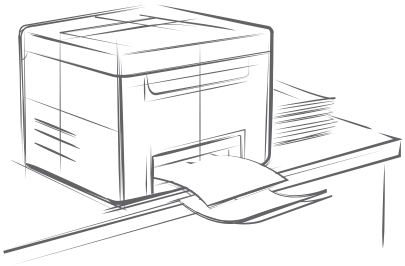
5 **Specify the desired setting.**

6 **After you have specified the setting, press [▲] or [▼] to highlight <Apply>, and then press [OK].**

7 **Press [⊛] (Menu) to close the screen.**

Print

This chapter describes basic print functions.



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Before using the printing functions, connect the machine to a computer and install the printer driver on the computer. See the Starter Guide to learn how to install the printer driver.

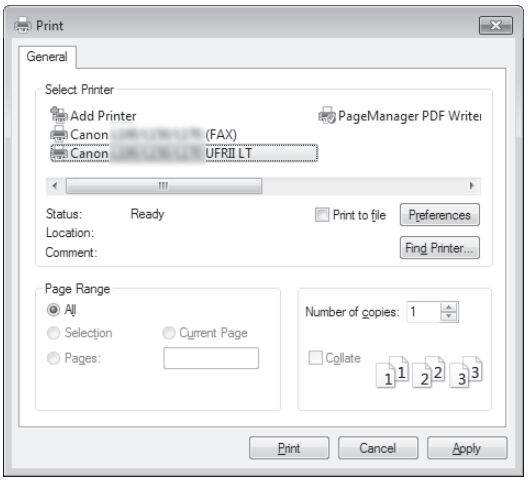
- You cannot specify printing options with the printer driver and another application at the same time.
- Your computer screen may differ from the images shown here, depending on your operating system and the type and version of the printer driver.

Print a Document

1 **Make sure that a computer and the machine are connected properly, and the printer driver is installed on the computer.**

2 **Open a document from an application, and then open the Print window.**

3 **Select your printer driver, and click [Preferences] (or [Properties]).**



4 **Specify the print settings such as the number of copies and print orientation, and click [OK].**

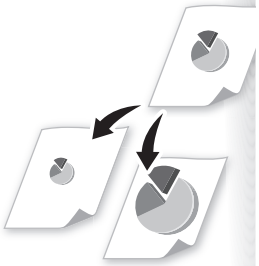
5 **Click [Print] to start printing.**

Canceling Print Jobs

Press [⊗] (Stop) twice.

* It is valid when only one job is processing or waiting.

Enlarge or Reduce a Document

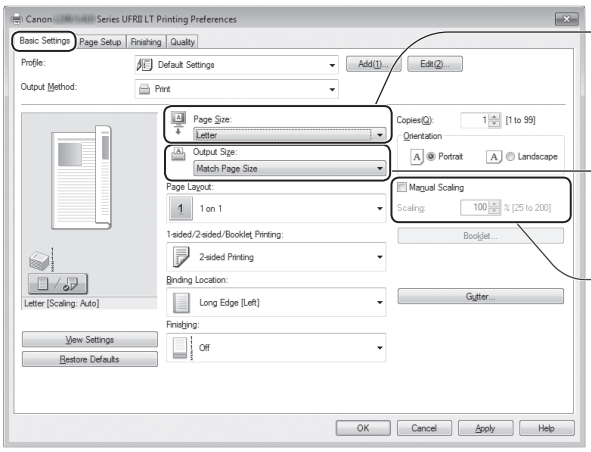


You can enlarge or reduce the data to fit the paper size automatically, or specify a custom ratio.

1 **Open a document from an application, and then open the Print window.**

2 **Select your printer driver, click [Preferences] (or [Properties]), and display the Printing Preferences window.**

3 **Click the [Basic Settings] tab, and then specify the print ratio.**



- Select the paper size of the document.
- To automatically scale the document to fit the loaded paper, select an output size.
- To specify the print ratio manually, select [**Manual Scaling**], and then specify the scaling ratio.

4 **Click [OK] to return to the Print window.**

5 **Click [OK] to start printing.**

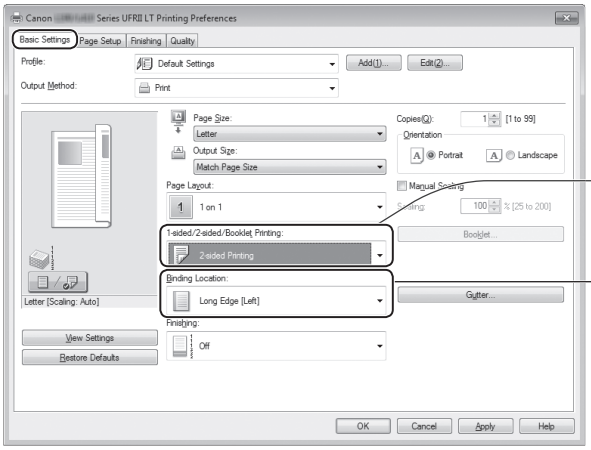
Print a Double-Sided Document

You can print on both sides of paper.

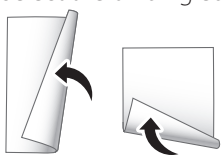
1 **Open a document from an application, and then open the Print window.**

2 **Select your printer driver, click [Preferences] (or [Properties]), and display the Printing Preferences window.**

3 **Click the [Basic Settings] tab, and then specify the settings for double-sided printing.**



- Select [**2-Sided Printing**].
- Select the binding edge.



4 **Click [OK] to return to the Print window.**

5 **Click [OK] to start printing.**

NOTE

Supported document sizes for double-sided printing varies depending on the models. For details, see [**Specifications**] ➡ [**Supported Paper Types**] in the e-Manual.

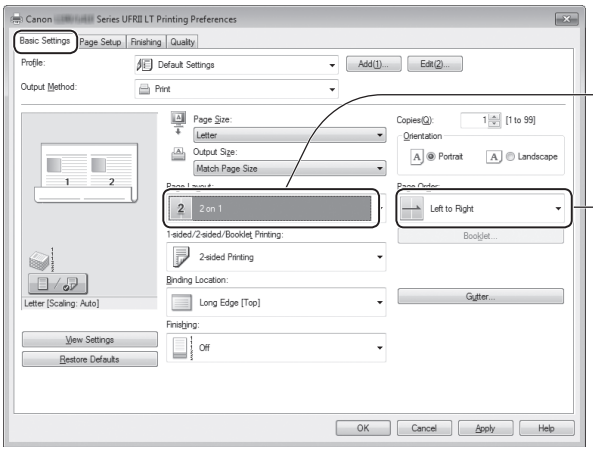
Print Multiple Pages onto One Sheet

You can reduce and print 2, 4, 6, 8, 9, or 16 pages of an original document onto a single sheet of paper. This feature allows you to save paper or to view several pages at once.

1 **Open a document from an application, and then open the Print window.**

2 **Select your printer driver, click [Preferences] (or [Properties]), and display the Printing Preferences window.**

3 **Click the [Basic Settings] tab, and then specify the number of pages and a page layout.**



Select the number of pages to print on a single page.

Select the page layout.

4 **Click [OK] to return to the Print window.**

5 **Click [OK] to start printing.**

NOTE

You cannot enlarge or reduce the documents manually when using this function.

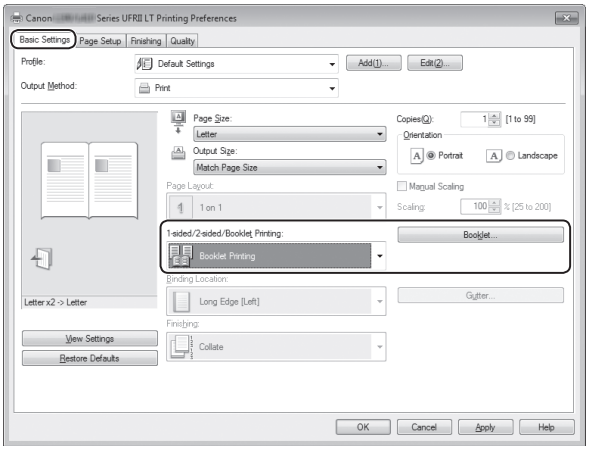
Print a Booklet

You can print pages side-by-side, and then fold them to create a booklet.

1 **Open a document from an application, and then open the Print window.**

2 **Select your printer driver, click [Preferences] (or [Properties]), and display the Printing Preferences window.**

3 **Click the [Basic Settings] tab, select [Booklet Printing], and then click [Booklet].**



4 **Specify the settings for the booklet, and then click [OK].**

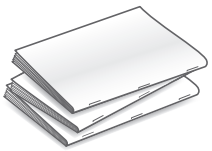
You can choose to print all pages at once or print sets of pages according to the specified number of pages.

To specify the margin for binding, select the check box, and then enter the value.

5 **Click [OK] to return to the Print window.**

6 **Click [OK] to start printing.**

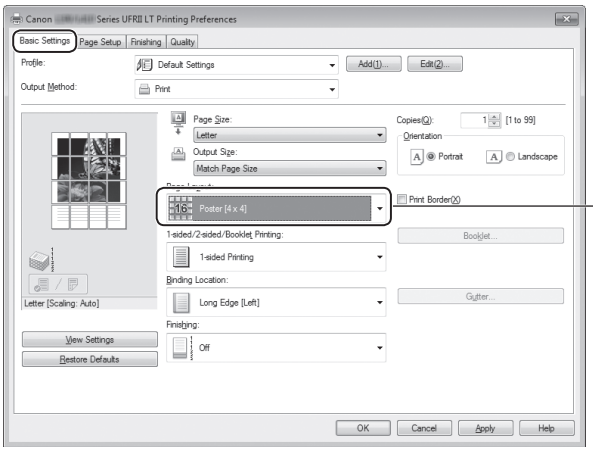
7 **Make a booklet by folding the printouts in half.**



Print a Poster

You can enlarge a one-page document and print it on multiple pages. You can then combine the printed pages to create a large poster.

1. **Open a document from an application, and then open the Print window.**
2. **Select your printer driver, click [Preferences] (or [Properties]), and display the Printing Preferences window.**
3. **Click [Basic Settings] tab, and then select [Poster(N×N)] from the [Page Layout] drop-down menu.**



Select [**Poster [N×N]**] (N×N is split numbers of divided pages wide by high).

4. **Click [OK] to return to the Print window.**
5. **Click [OK] to start printing.**
6. **Make a poster by gluing or taping the printouts together.**

NOTE You cannot combine this feature with watermark printing, manual scaling, or printing multiple pages onto one sheet.

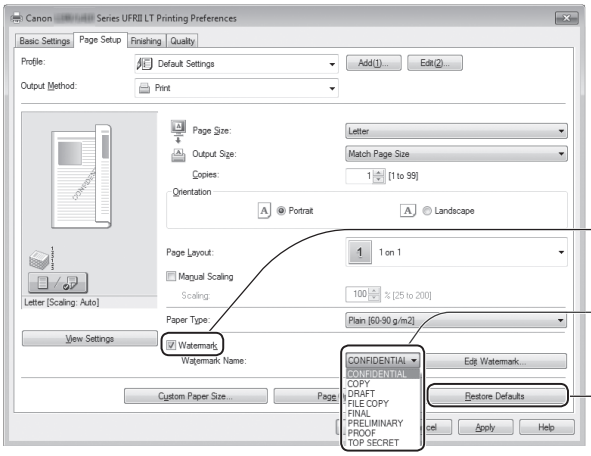
Add Watermarks to a Printout

You can add watermarks, such as "DRAFT," to a document.

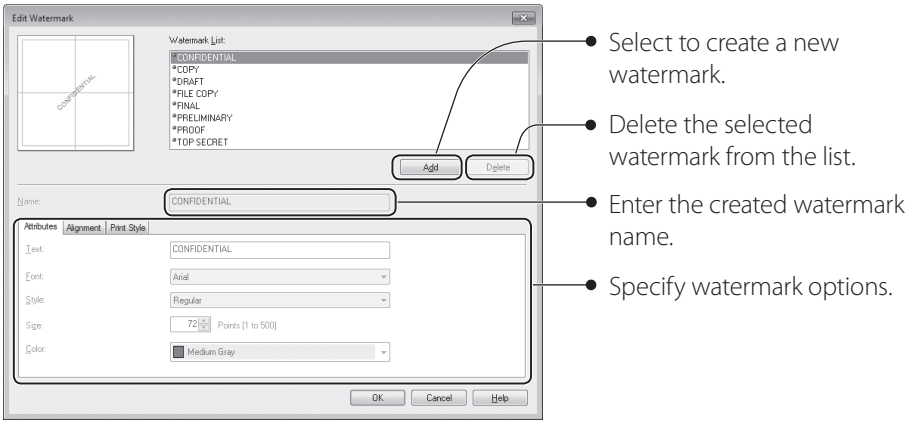
1 **Open a document from an application, and then open the Print window.**

2 **Select your printer driver, click [Preferences] (or [Properties]), and display the Printing Preferences window.**

3 **Click the [Page Setup] tab, and then specify the settings for watermark printing.**



4 **To create a new original watermark, click [Edit Watermark], and then enter the new text.**



5 **Click [OK] to return to the Print window.**

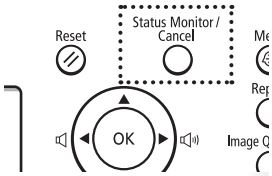
6 **Click [OK] to start printing.**

NOTE

You can register up to 50 new watermarks, in addition to the provided watermarks.

View and Cancel Print Jobs

You can view or cancel print jobs that are waiting or in progress.



1 **Press [◯] (Status Monitor/Cancel).**

2 **Press [▲] or [▼] to highlight <Print Job Status>, and then press [OK].**

3 **View the details of a print job or cancel the job.**

- Press [▲] or [▼] to view the print job status.
- Press [**OK**] to view the detailed information.
- To cancel the job, press [▲] or [▼] to highlight <**Cancel**>, and then press [**OK**].

```
Details
<Cancel>
Job Number: 0020
Status: Printing
Time: 01/01 09:42AM
```

4 **Press [◯] (Status Monitor/Cancel) to close the screen.**

Maintenance and Management

This chapter describes how to clean the machine, replace the toner cartridge, and explains the report and list functions used for managing the machine.

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Cleaning the Exterior and Interior 46
Cleaning the Fixing Unit 47
Cleaning the Platen Glass and Feeder 48
Check and Replace Toner Cartridges 49
Checking the Toner Level 49
Conserving the Toner to Extend the Life of Toner Cartridges 50
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Manage Using the Report and List Functions 53

Clean the Machine

Clean the exterior and interior of the machine, platen glass, feeder, and the fixing unit periodically.

Cleaning the Exterior and Interior

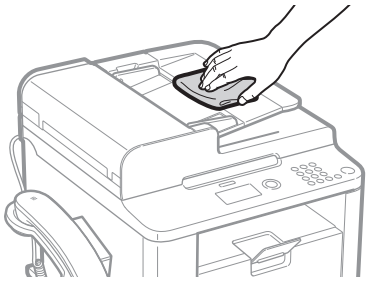
Clean the exterior and interior of the machine to prevent toner powder and paper dust from accumulating inside.

IMPORTANT

For safety, be sure to turn OFF the machine and disconnect all cables from the machine before cleaning the machine. When you finish cleaning the machine, wait for it to dry completely before reconnecting the power cord, and then turn ON the power.

Cleaning the Exterior

1. **Turn OFF the machine and disconnect all the cables from the machine.**
2. **Remove any documents from the platen glass or feeder.**
3. **Clean the exterior of the machine and ventilation slots with a soft, well wrung-out cloth dampened with water or a mild detergent that has been diluted with water.**

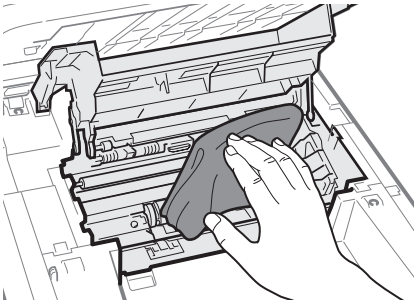


4. **Wait for the printer to dry completely.**
5. **Reconnect all the cables, and then turn ON the power.**

Cleaning the Interior

1. **Turn OFF the machine and disconnect all the cables from the machine.**
2. **Remove any documents from the platen glass or feeder.**
3. **Lift the scanning platform, open the toner cover, and then remove the toner cartridge.**

4 **Remove any toner or paper debris from the interior of the machine, with a soft, dry cloth that is clean and lint-free.**

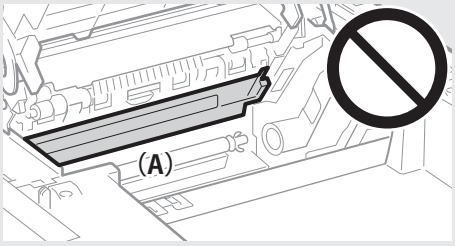


5 **Insert the toner cartridge.**

6 **Close the toner cover, and then lower the scanning platform.**

7 **Reconnect all the cables, and then turn ON the power.**

CAUTION



When closing the scanning platform:
Be careful not to get your fingers caught.

Do not touch the fixing unit (A).
Touching the fixing unit (A) may cause burns as it becomes very hot during use.

If you get toner on your hands or clothing:
If toner gets on your hands or clothing, wash them immediately with cold water. Washing with warm water makes it impossible to remove the toner stains.

Cleaning the Fixing Unit

Clean the fixing unit when black streaks appear on printed pages.

1 **Press [⊛] (Menu).**

2 **Press [▲] or [▼] to highlight <Adjustment/Maintenance>, and then press [OK].**

3 **Press [▲] or [▼] to highlight <Clean Fixing Unit>, and then press [OK].**

4 **Load Letter size plain paper in the paper cassette, and then press [OK].**
- The cleaning process begins. Cleaning takes approximately 90 seconds.

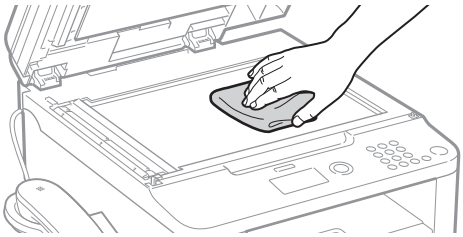
5 **When the cleaning is complete, press [⊛] (Menu) to close the screen.**

Cleaning the Platen Glass and Feeder

If a scanned image has unexpected specks, clean the platen glass and feeder.

Cleaning the Platen Glass

1. **Turn OFF the machine and disconnect all the cables from the machine.**
2. **Remove any documents from the platen glass.**
3. **Open the feeder.**
4. **Clean the platen glass and the under surface of the feeder.**
   - Clean the platen glass with a well wrung out cloth dampened with water and wipe it with a soft, dry cloth.

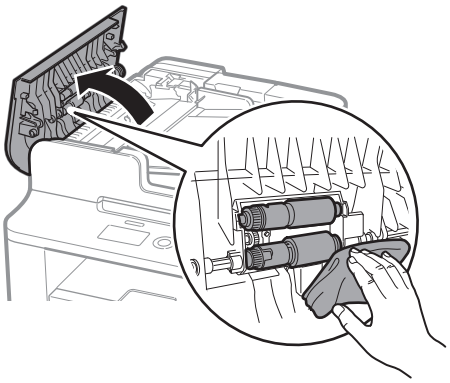


5. **Close the feeder.**
6. **Reconnect all the cables, and then turn ON the power.**

When cleaning the machine, do not use tissue paper, paper towels, or similar materials for cleaning. They can generate static electricity.

Cleaning the Feeder

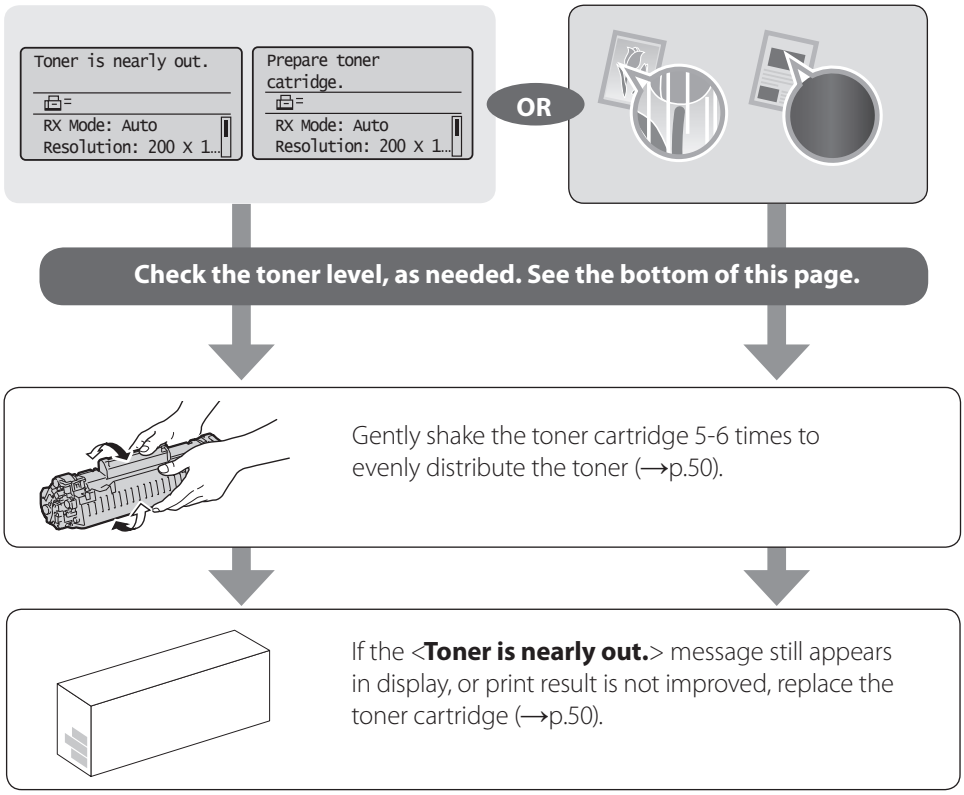
1. **Turn OFF the machine and disconnect all the cables from the machine.**
2. **Remove any documents from the feeder.**
3. **Open the feeder cover, clean the rollers with a well wrung-out cloth dampened with water, and then wipe them with a soft and dry cloth.**



4. **Close the feeder cover.**
5. **Reconnect all the cables, and then turn ON the power.**

Check and Replace Toner Cartridges

Toner cartridges are consumable products. When the toner has almost run out, a message appears in the display and streaks may appear on printed pages. Check the toner level, and replace the toner cartridge if necessary.

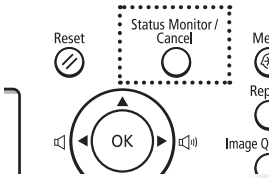


NOTE

When the <**Toner is nearly out.**> message appears on the display, the incoming faxes will be stored in the memory without printing. You can also set to print the received faxes, however, the printed documents may be light or blurred.

Press [ ] (Menu) ➡ <**Fax RX Settings**> ➡ <**RX Print Settings**> ➡ <**Continue Print. When Toner Is Nearly Out**> ➡ <**On**>, and then press [**OK**].

Checking the Toner Level

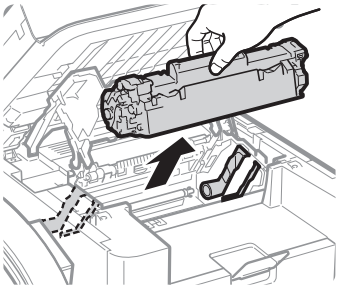


1. **Press [ ] (Status Monitor/Cancel).**
2. **Press [▲] or [▼] to highlight <Device Status>, and then press [OK].**
3. **Press [▲] or [▼] to highlight <Remaining Toner>, and then press [OK].**
4. **Check the toner level.**
   - The toner level will appear as <**OK**>, <**Low**>, or <**Nearly Out**>.
5. **Press [ ] (Status Monitor/Cancel) to close the screen.**

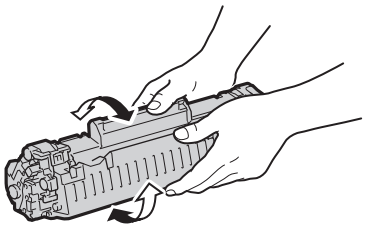
Conserving the Toner to Extend the Life of Toner Cartridges

If you redistribute the toner, you may be able to print for some time until the toner runs out.

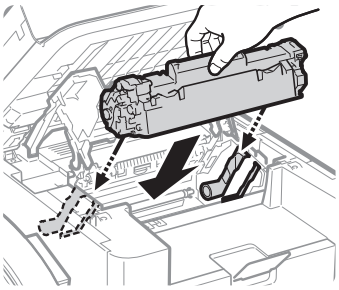
1 **Lift the scanning platform, open the toner cover, and then remove the toner cartridge.**



2 **Gently shake the toner cartridge 5-6 times to evenly distribute the toner.**



3 **Insert the toner cartridge.**



4 **Close the toner cover, and then lower the scanning platform.**

CAUTION

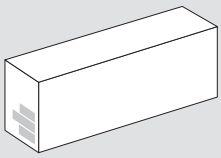
If toner comes in contact with your hands or clothing, wash them immediately in cold water. Do not use warm water, as it will set the toner and make it difficult to remove the toner stains.

Replacing the Toner Cartridge

You can purchase replacement toner cartridges from your local authorized Canon dealer.

NOTE

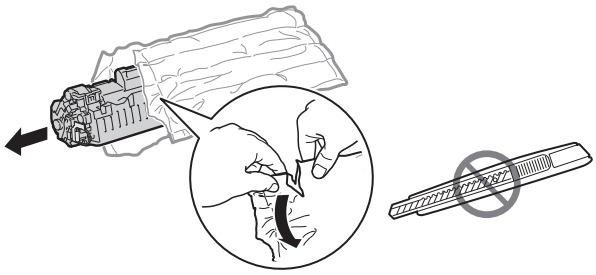
Supported Canon Genuine Toner Cartridge:
Canon Cartridge 128

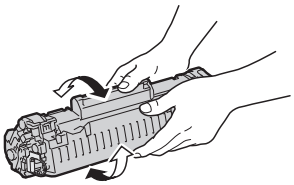


1 **Open the operation panel and the toner cover, and then remove the toner cartridge.**

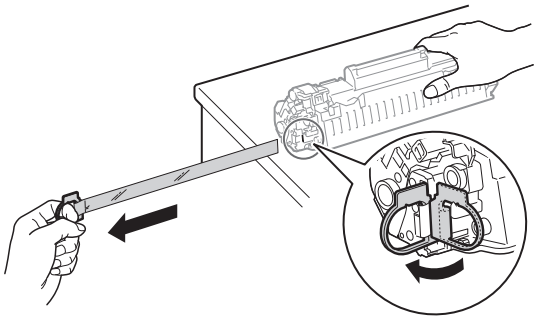
2 **Prepare a new toner cartridge.**

- Store the protective bag. It is required when you remove the toner cartridge for printer maintenance or other purposes.





Shake the toner cartridge 5-6 times to evenly distribute the toner.

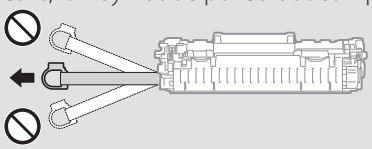


Place the toner cartridge on a flat surface, remove the tab, and carefully pull the sealing tape completely out (20" (50 cm)).

IMPORTANT

When pulling out the sealing tape:

- Do not pull the sealing tape at an angle or up and down. If the tape breaks, it may not be pulled out completely.

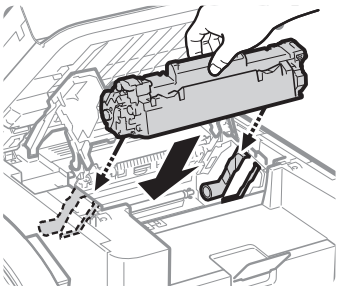


- Even if the sealing tape stops at midpoint, pull it out of the toner cartridge completely.
- If any tape remains in the toner cartridge, this may result in poor print quality. If you are using the Fax, please note that you can only print the received data once, because the received data is deleted once it is printed.

Disposing of the removed sealing tape:

Dispose of the packing materials according to local regulations.

3 Insert the toner cartridge.



4 Close the toner cover, and then lower the scanning platform.

⚠ WARNING

Do not dispose of a used toner cartridge in open flames.
This may cause the toner remaining inside the cartridge to ignite, resulting in burns or a fire.

When cleaning up spilled or scattered toner:
If you accidentally spill or scatter toner, carefully gather the toner particles together or wipe them up with a soft, damp cloth in a way that prevents inhalation.
Never use a vacuum cleaner to clean up spilled toner. Doing so may cause a malfunction in the vacuum cleaner, or result in a dust explosion due to static discharge.

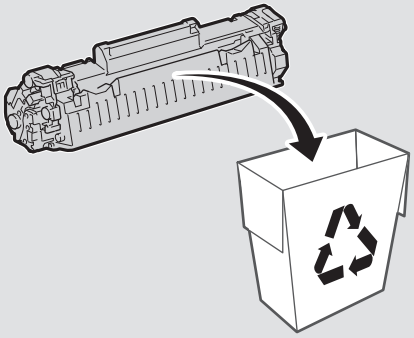
⚠ CAUTION

Precautions to take when you get toner onto your hands or into clothing:
If toner comes in contact with your hands or clothing, wash them immediately in cold water. Do not use warm water, as it will set the toner and make it difficult to remove the toner stains.

Do not allow the toner to scatter.
Do not pull out the sealing tape forcefully or stop before it is removed, as this may cause toner to spill out. If toner gets into your eyes or mouth, flush them immediately with cold water and immediately consult a physician.

NOTE

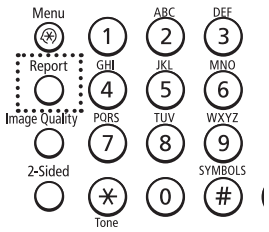
- Follow all local and federal regulations when disposing of the sealing tape removed from the new toner cartridge.
- Canon will collect and recycle your used toner cartridges (→p.93).



- For more details about handling toner cartridges, see [**Handling Toner Cartridges**] in the e-Manual.

Manage Using the Report and List Functions

Print out reports or lists to view communication status, address book information, or settings, for monitoring the machine.



1 **Press [◯] (Report).**

2 **Press [▲] or [▼] to highlight <Print Report Lists>, and then press [OK].**

3 **Press [▲] or [▼] to highlight a report or list, and then press [OK].**

<Address Book List>	Numbers that are registered in the address book (coded dialing codes, one-touch keys, and groups)
<User Data List>	Information about the machine and settings
<Communication Management Report>	Fax communication history

4 **Follow the on-screen instructions to print the report or list.**

5 **Press [◯] (Report) to close the screen.**

NOTE

- To set the report not to be printed automatically, If an error occurs while sending or receiving faxes, report is printed automatically. Confirm the error code printed on the report and resolve the problem (→p.88).

```
Job No.          0123
Address          0123456789
Name             name
Start Time       01/01 02:07 AM
Call Length      01'15
Sheets           1
Result           NG
                 #018    Busy/No Signal
```

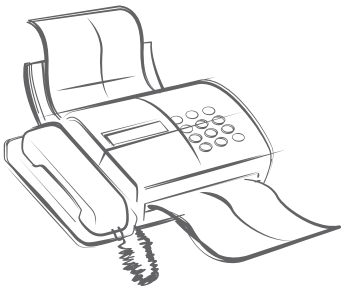
Error code

- To change when to print the send or receive result report, or communication management list, select <**Report Settings**> at the step 2 above. For details, see [**Basic Operation**] ➡ [**Printing the Report Automatically**] in the e-Manual.
- Report and list printouts are limited to 10 pages.

Memo

Fax

This chapter describes the basic fax functions.



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FAQs ?

(→ p.92)

You can see frequentely asked questions about the receive mode.

e-Manual

About PC Fax

You can fax documents directly from a computer using PC Fax (Fax driver). By faxing directly from the computer, you can reserve paper and toner, and send a higher-quality fax document. See "PC Fax" in the e-Manual.

Register Numbers in the Address Book

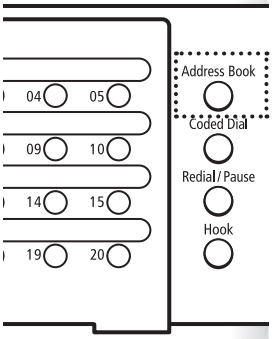
You can register frequently-used numbers in the address book. You can register numbers to one-touch keys or coded dialing codes for convenient dialing.

NOTE

- To set an address book PIN, press [ ] (Menu) ➡ <**System Settings**> ➡ <**Restrict TX Function**> ➡ <**Address Book PIN**>, and then specify the PIN.
- If the address book is protected with a PIN, you must enter the PIN when you press [ ] (Address Book). Enter your PIN, and then press [**OK**] to use the address book.
- With the Address Book Import/Export Tool that is supplied on the User Software CD-ROM, you can export address book entries that are registered to the machine or import the entries that are created or edited from the FAX L Driver.

Registering Numbers to One-Touch Keys

To send a fax to a destination registered to a one-touch key, see "Using the One-Touch Keys" (→p.64).



1 Switch to the Fax mode, and then press [ ] (Address Book).

- Press [◀] or [▶] to switch to the menu screen or a screen for searching registered destinations.
  - : Display the address book menu.
  - All: Display all registered destinations.
  - A-Z ~ YZ: Display registered destinations sorted by name.
  - : Display registered coded dialing codes.
  - : Display the number of registered destinations in a group.
  - : Display registered one-touch keys.

2 Press [◀] or [▶] to highlight < > (Menu).

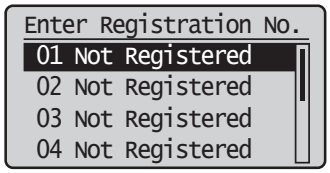
3 Press [▲] or [▼] to highlight <Register New Destination to Address Book>, and then press [OK].

4 Press [▲] or [▼] to highlight <One-Touch>, and then press [OK].

5 Press [▲] or [▼] to highlight <Fax>, and then press [OK].

6 Press [▲] or [▼] to highlight the number of the one-touch key you want to register (01 to 40), and then press [OK].

- You can register fax numbers to each of the 40 one-touch dial keys.



7 Press [▲] or [▼] to highlight <Name>, and then press [OK].

8 **Enter a name for the destination, press [▲] or [▼] to highlight <Apply>, and then press [OK].**

```
Name (Max 16 char.)
CANON
<Apply>
Entry Mode: A
```

9 **Press [▲] or [▼] to highlight <Destination>, and then press [OK].**

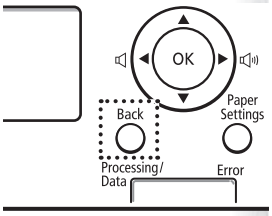
10 **Enter the fax number, press [▲] or [▼] to highlight <Apply>, and then press [OK].**

- Select <**Set Details**> to specify detailed options as needed.

```
Destination (Max 40)
0123456789
<Apply>
Set Details
```

11 **Press [▲] or [▼] to highlight <Apply>, and then press [OK].**

12 **Press [◯] (Back) to close the screen.**



Registering Numbers to Coded Dialing Codes

To send a fax to a destination that is registered to a coded dialing code, see "Using the Coded Dialing Codes" (→p.64).

1 **Switch to the Fax mode, and then press [◯] (Address Book).**

2 **Press [◀] or [▶] to highlight < ☑ > (Menu).**

3 **Press [▲] or [▼] to highlight <Register New Destination to Address Book>, and then press [OK].**

4 **Press [▲] or [▼] to highlight <Coded Dial>, and then press [OK].**

5 **Press [▲] or [▼] to highlight <Fax>, and then press [OK].**

6 **Press [▲] or [▼] to highlight <Name>, and then press [OK].**

7 **Enter a name for the destination, press [▲] or [▼] to highlight <Apply>, and then press [OK].**

```
Name (Max 16 char.)
CANON
<Apply>
Entry Mode: A
```

8 **Press [▲] or [▼] to highlight <Destination>, and then press [OK].**

9 **Enter the fax number, press [▲] or [▼] to highlight <Apply>, and then press [OK].**

- Select <**Set Details**> to specify detailed options as needed.

```
Destination (Max 40)
0123456789
<Apply>
Set Details
```

10 **Press [▲] or [▼] to highlight <Coded Dial>, and then press [OK].**

11 **Press [▲] or [▼] to highlight the coded dialing number you want to register (001 to 200), and then press [OK].**

- Up to 200 coded dialing codes are available.

```
Enter Registration No.
001 Not Registered
002 Not Registered
003 Not Registered
004 Not Registered
```

12 **Press [▲] or [▼] to highlight <Apply>, and then press [OK].**

13 **Press [◯] (Back) to close the screen.**

Registering Recipients for Group Dialing

You can register a group of multiple recipients to a one-touch keys or a coded dialing code. It is useful when sending a fax to multiple destinations at once.

IMPORTANT

- Register group addresses to an unused one-touch key or coded dialing codes. Make sure that you leave some unused one-touch keys or coded dialing codes for group dialing.
- Individual destinations must be registered to one-touch keys or coded dialing codes before they can be added to a group.

1 **Switch to the Fax mode, and then press [◯] (Address Book).**

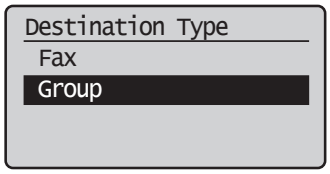
2 **Press [◀] or [▶] to highlight < ☑ > (Menu).**

3 **Press [▲] or [▼] to highlight <Register New Destination to Address Book>, and then press [OK].**

4 **Press [▲] or [▼] to highlight a destination type to register the group dial to.**

- You can select between coded dialing and one-touch key.

5 **Press [▲] or [▼] to highlight <Group>, and then press [OK].**

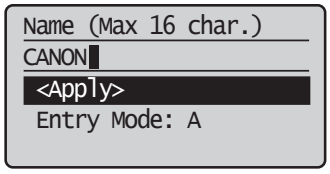


6 **If you selected <One-Touch> in step 4, press [▲] or [▼] to highlight an empty one-touch key (01 to 40), and then press [OK].**

- If you selected <Coded Dial> in step 4, proceed to step 7.

7 **Press [▲] or [▼] to highlight <Name>, and then press [OK].**

8 **Enter a name for the destination, press [▲] or [▼] to highlight <Apply>, and then press [OK].**



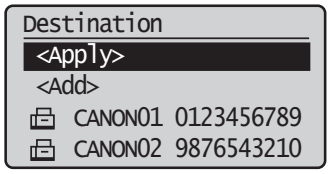
9 **Press [▲] or [▼] to highlight <Destinations>, and then press [OK].**

10 **Press [▲] or [▼] to highlight <Add>, and then press [OK].**

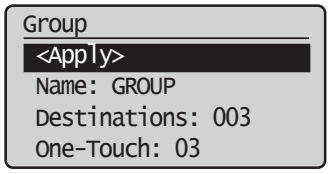
11 **Press [▲] or [▼] to highlight the destination you want to add, and then press [OK].**

12 **Repeat steps 10 and 11 to add more destinations as needed.**

13 **Press [▲] or [▼] to highlight <Apply>, and then press [OK].**



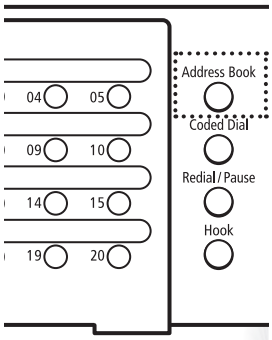
14 **Press [▲] or [▼] to highlight <Apply>, and then press [OK].**



15 **Press [◯] (Back) to close the screen.**

Editing and Deleting Registered Destinations

You can edit or delete destinations registered in the address book.



1 **Switch to the Fax mode, and then press [◯] (Address Book).**

2 **Press [◀] or [▶] to highlight < ☑ > (Menu).**

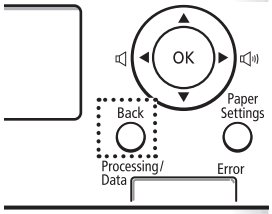
3 **Press [▲] or [▼] to highlight the desired option, and then press [OK].**

<Edit Address Book>	• For a one-touch key or coded dialing code, edit the name, fax number, one-touch key, or coded dialing code. • For a group, edit the group name, delete destinations registered to the group, or add new destinations to the group.
<Address Book Details>	View the details for the destination.
<Delete From Address Book>	Delete destinations from the address book.

4 **Select the desired destination, and then press [OK].**

5 **Select the desired option, and then edit or delete the destination.**

6 **Press [◯] (Back) to close the screen.**



Adjust the Image Quality for Fax

Adjusting the Density

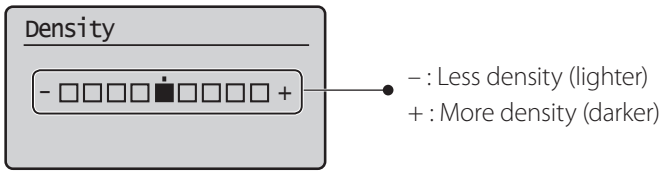
You can adjust the density of a fax darker or lighter.

1 **Place your documents (→p.19).**

2 **Switch to the Fax mode (→p.16).**

3 **Press [▲] or [▼] to highlight <Density>, and then press [OK].**

4 **Press [◀] or [▶] to adjust the density, and then press [OK].**



5 **Send a fax to the desired destination (→p.63).**

Selecting the Resolution

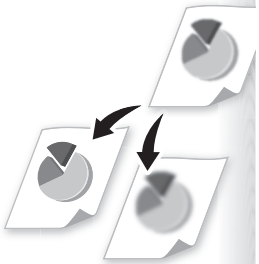
You can select a resolution that is appropriate for the document. Set a higher resolution for documents that contain small text.

1. **Place your documents (→p.19).**
2. **Switch to the Fax mode (→p.16).**
3. **Press [▲] or [▼] to highlight <Resolution>, and then press [OK].**
4. **Select the desired resolution, and then press [OK].**

<200 dpi x 100 dpi (Normal)>	For general text documents
<200 dpi x 200 dpi (Fine)>	For fine text documents
<200 dpi x 200 dpi (Photo)>	For documents that contain photographs
<200 dpi x 400 dpi (Superfine)>	For documents that contain very fine text

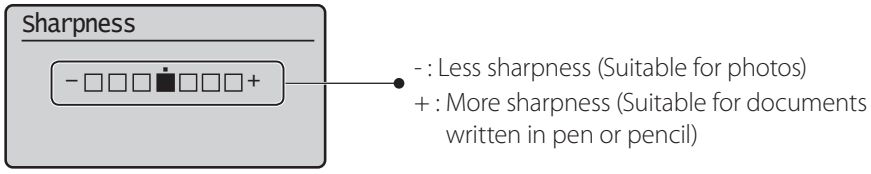
5. **Send a fax to the desired destination (→p.63).**

Adjusting the Sharpness



You can sharpen or soften the edges of images by adjusting the sharpness.

1. **Place your documents (→p.19).**
2. **Switch to the Fax mode (→p.16).**
3. **Press [▲] or [▼] to highlight <Sharpness>, and then press [OK].**
4. **Press [◀] or [▶] to adjust the sharpness, and then press [OK].**



5. **Send a fax to the desired destination (→p.63).**

Specifying the Double-Sided Document Format

You can set the document format to scan double-sided documents automatically.

1 **Place your documents in the feeder (→p.20).**

2 **Switch to the Fax mode (→p.16).**

3 **Press [▲] or [▼] to highlight <2-Sided Original>, and then press [OK].**

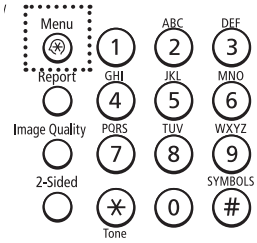
4 **Press [▲] or [▼] to highlight the desired option, and then press [OK].**

<Off>	Read only one side of documents.	
<Book Type>	• Read both sides of documents. • Select when the document is a book type.	
<Calendar Type>	• Read both sides of documents. • Select when the document is calendar type.	

5 **Send a fax to the desired destination (→p.63).**

Changing the Default Settings

You can change the default settings that is applied when the machine is restarted, [⊘] (Reset) is pressed or the screen is returned to the default screen after auto screen is performed.



1 **Press [⊛] (Menu).**

2 **Press [▲] or [▼] to highlight <Fax TX Settings>, and then press [OK].**

3 **Press [▲] or [▼] to highlight <TX Function Settings>, and then press [OK].**

4 **Press [▲] or [▼] to highlight <Change Defaults>, and then press [OK].**

5 **Press [▲] or [▼] to highlight the desired option, and then press [OK].**

<Resolution>	Make the resolution higher or lower.
<Density>	Make the density lighter or darker.
<2-Sided Original>	Set whether to read one side of documents or both sides of documents automatically.
<Sharpness>	Emphasize the outline of the image or decrease the contrast.

6 **Specify the desired setting.**

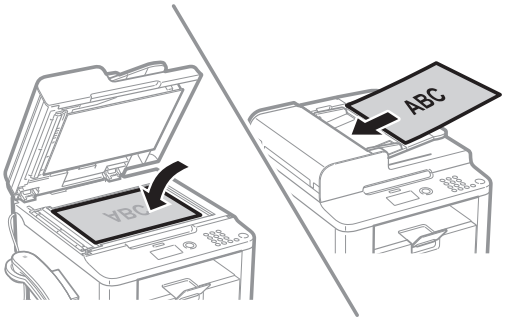
7 **After you have specified the setting, press [▲] or [▼] to highlight <Apply>, and then press [OK].**

8 **Press [⊛] (Menu) to close the screen.**

Send a Fax

Entering a Fax Number with the Alphanumeric Keys

1 **Place your documents (→p.19).**



IMPORTANT

If the document guides are too loose or too tight, this may result in misfeeds or paper jams.

2 **Switch to the Fax mode (→p.16).**

3 **Enter the recipient's fax number with the alphanumeric keys.**

```
Send: Press Start
     Destinations: 001
 =012XXXXXX
 RX Mode: Auto
 Resolution: 200 x 1...
```

4 **Press [◇] (Start).**

When loading documents into the feeder	Scanning documents starts. The fax is sent after the scanning is finished.
When placing documents on the platen glass	1. Press [▲] or [▼] to highlight the size of the original document, and then press [**OK**]. 2. After placing next page, press [◇] (Start). • Press [◇] (Start) for each page. 3. When all pages are scanned completely, press [▲] or [▼] to highlight <**Start Sending**>, and then press [**OK**].

NOTE

If the recipient's line is busy or an error occurs, the machine automatically redials the last destination. The default number of reattempts is two, and the interval between each attempt is two minutes.
To change the default settings, press [⊛] (Menu) ➡ <**Fax TX Settings**> ➡ <**TX Function Settings**> ➡ <**Auto Redial**>, and then change the setting to <**On**>.

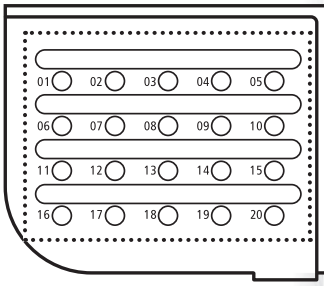
Canceling Fax Jobs

Press [⊗] (Stop) twice.

* It is valid when only one job is processing or waiting.

Using the One-Touch Keys

You can easily send faxes to a destination registered to a one-touch key. You can send faxes to multiple destinations at once, if a group is registered to the one-touch key.



1 **Place your documents (→p.19).**

2 **Switch to the Fax mode (→p.16).**

3 **Adjust the image quality of the documents as needed (→p.60).**

4 **Press the one-touch key of the desired destination.**

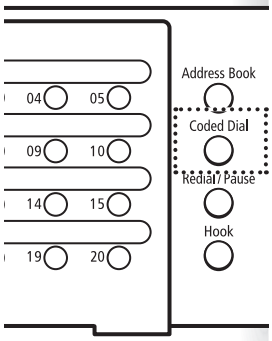
- The number registered to the one-touch key is displayed. If you accidentally select an incorrect destination, press [C] (Clear) and then press another one-touch key.
- When specified by one-touch keys or coded dialing codes, a screen for confirming the destination may appear. After confirmation, press [OK] to start sending a fax.

```
Send: Press Start
     Destinations: 001
 = User01 01234567
 RX Mode: Auto
 Resolution: 200 X 1...
```

5 **Press [◇] (Start).**

Using the Coded Dialing Codes

You can easily send faxes to a destination registered to a coded dialing code. You can send faxes to multiple destinations at once, if a group is registered to a coded dialing code.



1 **Place your documents (→p.19).**

2 **Switch to the Fax mode (→p.16).**

3 **Adjust the image quality of the documents as needed (→p.60).**

4 **Press [◯] (Coded Dial).**

5 **Enter the three-digit registration number (001 to 100) with the alphanumeric keys.**

- The destination number registered to the coded dialing code is displayed. If you accidentally select an incorrect destination, press [C] (Clear) and then enter another dial code.
- When specified by one-touch keys or coded dialing codes, a screen for confirming the destination may appear. After confirmation, press [OK] to start sending a fax.

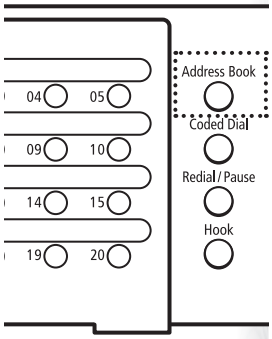
```
Enter coded dial no.
*
   *001
```

```
Send: Press Start
     Destinations: 001
 = Canon 0123456789
 RX Mode: Auto
 Resolution: 200 X 1...
```

6 **Press [◇] (Start).**

Searching the Address Book

You can search a name registered to the address book.



1 **Place your documents (→p.19).**

2 **Switch to the Fax mode (→p.16).**

3 **Adjust the image quality of the documents as needed (→p.60).**

4 **Press [ ] (Address Book).**

5 **Press [◀] or [▶] to search for a recipient.**

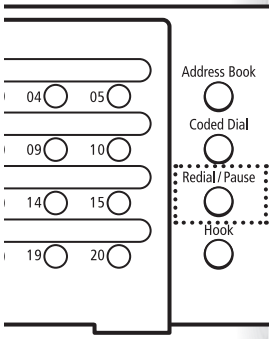
Select <**All**> or an initial in the recipient's name.

6 **Press [▲] or [▼] to highlight the desired recipient, and then press [OK].**

7 **Press [ ] (Start).**

Redialing

If you send faxes by entering the fax number manually, the last three destinations are stored in the memory. You can send faxes to the stored destinations.

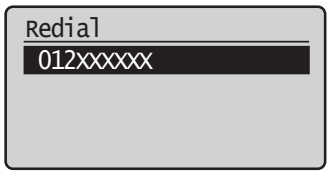


1 **Place your documents (→p.19).**

2 **Switch to the Fax mode (→p.16).**

3 **Press [ ] (Redial/Pause).**

4 **Press [▲] or [▼] to highlight the destination, and then press [OK].**



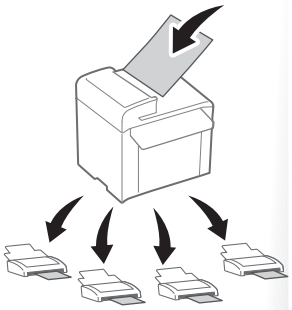
5 **Press [ ] (Start).**

NOTE

- To automatically enter the last destination used, press [ ] (Hook). When the dial tone sounds, press [ ] (Redial/Pause).
- The destinations stored in the memory are deleted, if you restart the machine.

Fax

Sending a Fax to Multiple Destinations (Sequential Broadcast)



You can send the same document to multiple recipients at once.

1 **Place your documents (→p.19).**

2 **Switch to the Fax mode (→p.16).**

3 **Specify the detination.**

4 **Press [▲] or [▼] to select the desired method for specifying destinations.**

<Address Book>	Select a destination from the address book.
<Coded Dial>	Enter the numbers registered in the coded dialing codes.
<Specify Next Destination (New)>	Enter the destination with alphanumeric keys.

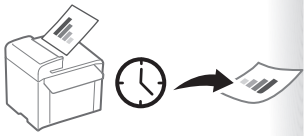
```
Send: Press Start
     Destinations: 001
 = 0123456789
 Address Book
 Coded Dial
```

5 **Specify the destination, and then press [OK].**

6 **Repeat steps 3-4 to enter additional destinations as needed.**
- <**Specify Next Destination (New)**> is available up to 10 destinations.
- To confirm or delete destinations, press [▲] or [▼] to highlight <**Confirm/Edit Destination**>, and then press [**OK**].

7 **Press [◇] (Start).**

Sending a Fax at a Preset Time



You can automatically send a pre-scanned fax at a preset time.

1 **Place your documents (→p.19).**

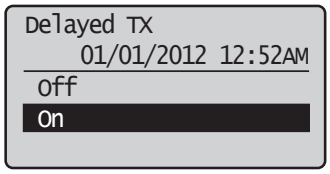
2 **Switch to the Fax mode (→p.16).**

3 **Adjust the image quality of the documents as needed (→p.60).**

4 **Press [▲] or [▼] to highlight <Delayed TX>, and then Press [OK].**

```
Specify destination.
     01/01/2011 12:52AM
 =
 Sharpness: ±0
 Delayed TX: Off
```

5 **Press [▲] or [▼] to highlight <On>, and then press [OK].**



6 **Enter the time at which you want to send the document, and then press [OK].**

7 **Specify a destination (→p.63).**

8 **Press [◇] (Start).**
- Your fax is sent at the specified time.

Fax

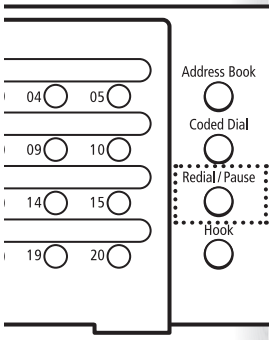
Sending a Fax to an International Destination (Adding Pauses)

When sending faxes to international destinations, it is sometimes difficult to connect to a recipient, due to the long distance that the signal must travel. You can insert a pause after the international access code to reduce this problem.

1 **Place your documents (→p.19).**

2 **Switch to the Fax mode (→p.16).**

3 **Use the alphanumeric keys to enter the international access code.**
- For details about international access codes, contact your telephone service provider.

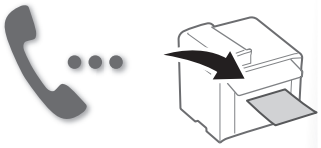


4 **Press [◯] (Redial/Pause) to enter a pause.**
- The letter <**p**> is displayed to indicate the pause.
- The default pause added before the number is two seconds. To change the pause time, see "<Pause Time>" (→p.76).
- To add another pause, press [◯] (Redial/Pause) again.

5 **Use the alphanumeric keys to enter the country code, area code, and fax number.**

6 **Press [◯] (Redial/Pause), and then press [OK].**
- A pause added to the end of the number is fixed at 10 seconds.

7 **Press [◇] (Start).**



Calling a Recipient before Sending a Fax

In the following cases, follow the procedure below to send faxes:

- If you want to call a recipient before sending a fax
- If the recipient's machine cannot receive a fax automatically

NOTE

To use this function, you must connect the handset or an external telephone to the machine. If they are not connected, use another telephone to make sure the recipient to switch the fax mode to receive fax.

1. **Place your documents (→p.19).**
2. **Switch to the Fax mode (→p.16).**
3. **Lift the handset or telephone receiver.**
   - A dial tone sounds.
4. **Dial the recipient's fax number.**
5. **Ask the recipient to allow his or her machine to receive faxes.**
6. **When you hear a beep, press [◇] (Start), and then replace the handset or telephone receiver.**

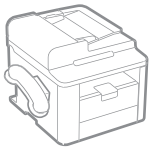
Receive a Fax (Receive Mode)

Your machine provides multiple methods for automatically or manually receiving faxes. Select the receive mode that best suits your needs.

(→ p.92)
You can see frequantely asked questions about the receive mode.

Do you want to use a telephone (voice call)?

No → **<Auto> mode**

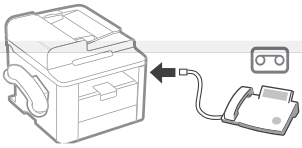


See "Using the Machine for Fax Only" (→p.70).

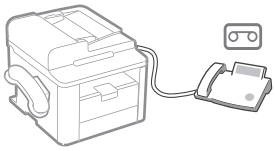
Yes ↓

Do you want to use an answering machine?

Yes → **Connect an answering machine to the machine.**



→ **<Answering Machine> mode**

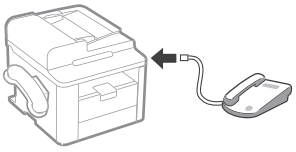


See "Using the Answering Machine" (→p.71).

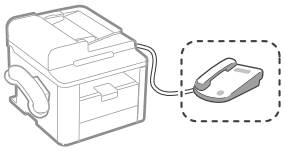
No ↓

Do you want to automatically receive faxes?

Yes → **Connect an external telephone to the machine (If necessary).**

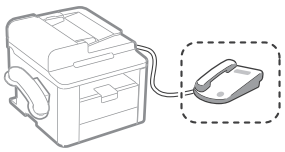


→ **<FAX/TEL Auto Switch> mode**



See "Using the Machine for Faxing and Phoning" (→p.70).

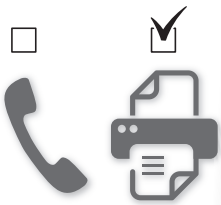
No → **<Manual> mode**



See "Using the Machine Primarily for Phoning" (→p.71).

- For details about each mode, see [**RX Mode**] in the e-Manual.
- Depending on the connected telephone, you may not normally receive a fax. If you are using an external telephone that has fax functions, disable the external telephone's auto receive functions.
- If <**RX Mode**> is set to <**Auto**> or <**FAX/TEL Auto Switch**>, you can specify whether or not the external telephone rings when receiving an incoming call. Also, you can specify the number of rings.
  Press [⊛] (Menu) ➡ <**Fax RX Settings**> ➡ <**RX Function Settings**> ➡ <**Incoming Ring**>.

Using the Machine for Fax Only



Set the fax receive mode to <**Auto**>.

1 **Switch to the Fax mode (→p.16).**

2 **Press [▲] or [▼] to highlight <RX Mode>, and then press [OK].**

3 **Press [▲] or [▼] to highlight <Auto>, and then press [OK].**

```
RX Mode
 Auto
 Fax/Tel Auto Switch
 Manual
 Answering Machine
```

When a Fax or Call Comes In

When a fax comes in, the machine automatically begins receiving the fax after two rings. If a voice call comes in, the caller will hear a fax tone.

NOTE

To change the number of rings before the machine receives a fax, press [⊛] (Menu) ➡ <**Fax RX Settings**> ➡ <**RX Function Settings**> ➡ <**Incoming Ring**> ➡ <**On**>, and then specify the number of rings.

Using the Machine for Faxing and Phoning

Set the fax receive mode to <**Fax/Tel Auto Switch**>.

1 **Switch to the Fax mode (→p.16).**

2 **Press [▲] or [▼] to highlight <RX Mode>, and then press [OK].**

3 **Press [▲] or [▼] to highlight <Fax/Tel Auto Switch>, and then press [OK].**

```
RX Mode
 Auto
 Fax/Tel Auto Switch
 Manual
 Answering Machine
```

4 **Specify ring settings.**

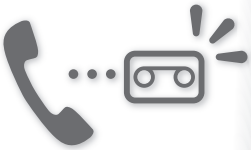
<Ring Start Time>	Specify how long the machine will attempt to detect a fax tone before the handset starts ringing (4-30 seconds).
<Incoming Ring Time>	Specify how long the handset will ring during an incoming call (15-300 seconds).
<After Ring>	Specify how the machine should behave when an incoming call is not answered: • **<End>**: Disconnects the call. • **<RX>**: Receives a fax.

5 **After you have specified the setting, press [▲] or [▼] to highlight <Apply>, and then press [OK].**

When a Fax or Call Comes In

The machine automatically detects whether the call is a fax or voice call after two rings. If the call is a fax, the machine starts receiving the fax. If the call is a voice call, the handset rings until it is answered or the caller hangs up.

Using the Answering Machine



Set the fax receive mode to <**Answering Machine**>.

1. **Switch to the Fax mode (→p.16).**
2. **Press [▲] or [▼] to highlight <RX Mode>, and then press [OK].**
3. **Press [▲] or [▼] to highlight <Answering Machine>, and then press [OK].**

```
RX Mode
 Auto
 Fax/Tel Auto Switch
 Manual
 Answering Machine
```

When a Fax or Call Comes In

The connected answering machine answers the call, and if the call is a fax, the machine starts receiving the fax. If the call is a voice call, the answering machine answers and records the caller's message.

> **NOTE** Before use the answering machine, set the number of rings before the answering machine activates to at least two, and then record a greeting.

Using the Machine Primarily for Phoning

Set the fax receive mode to <**Manual**>.

1. **Switch to the Fax mode (→p.16).**
2. **Press [▲] or [▼] to highlight <RX Mode>, and then press [OK].**
3. **Press [▲] or [▼] to highlight <Manual>, and then press [OK].**

```
RX Mode
 Auto
 Fax/Tel Auto Switch
 Manual
 Answering Machine
```

When a Fax or Call Comes In

The handset continuously rings in Manual mode. Pick up the handset or the receiver of the external telephone to answer the call. If the call is a fax, you will hear a beep. See "Receiving Faxes in Manual Mode," to manually switch to receive mode.

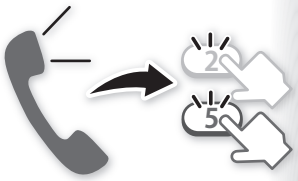
Receiving Faxes in Manual Mode

If you hear a beep when you answer a call in manual mode, the call is a fax. Follow the procedure below to manually switch to receive mode.

When Using the Handset

1. **If you hear a beep when you answer the call, switch to the Fax mode.**
2. **Press [▲] or [▼] to highlight <Start Receiving>, and then press [OK].**
3. **Hang up the handset.**

When Using an External Telephone



1. **If you hear a beep when you answer the call, press [2] and [5] (Remote RX ID).**
2. **Hang up the receiver.**

NOTE

To change the remote RX ID, press [⊛] (Menu) ➡ <**Fax RX Settings**> ➡ <**RX Function Settings**> ➡ <**Remote RX**> ➡ <**On**>, and then specify a remote RX ID.

Receive a Fax from Memory

If a fax is stored in memory, you can view the sender of the received fax and print or forward the fax.

Switching to Memory Lock Mode

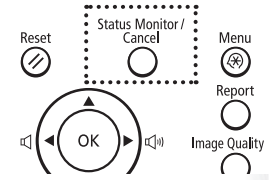
1. **Press [ ] (Menu).**
2. **Press [▲] or [▼] to highlight <System Settings>, and then press [OK]**
3. **Press [▲] or [▼] to highlight <Communication Management Settings>, and then press [OK].**
4. **Press [▲] or [▼] to highlight <Memory Lock Settings>, and then press [OK].**
5. **Press [▲] or [▼] to highlight <On>, and then press [OK].**
6. **Set the details as needed.**

<Memory Lock PIN>	Register a seven-digit PIN to protect the memory lock settings. NOTE: You can use numbers between "0" and "9," but cannot register consecutive digits that consist of only "0" as a PIN.
<Report Print>	Set the RX Result Report to print automatically when faxes are received into the memory. • <**Off**>: Do not print the RX Result Report. • <**On**>: Print the RX Result Report. NOTE: To use this feature, you must also activate the <**RX Result Report**> item: [ ] (Report) ➡ <**Reports Settings**> ➡ <**RX Result Report**> The default setting is <**Off**>.
<Memory Lock Time>	Set this feature to receive faxes into the memory only for a specified time. When the preset time starts, the machine is switched to receive fax into the memory. When the preset time ends, faxes stored in the memory are automatically printed and the memory receiving feature is deactivated.

7. **After you have specified the setting, press [▲] or [▼] to highlight <Apply>, and then press [OK].**
8. **Press [ ] (Menu) to close the screen.**

Viewing/Canceling/Forwarding Received Fax Documents

You can view the sender of the fax stored in memory. You can also delete unnecessary faxes or forward them to other destinations.



1 **Press [ ] (Status Monitor/Cancel).**

2 **Press [▲] or [▼] to highlight <Fax Job Status/History>, and then press [OK].**

3 **Press [▲] or [▼] to highlight <RX Job Status>, and then press [OK].**

4 **Press [▲] or [▼] to highlight a job to be checked, and then press [OK].**
- To delete the fax job, press [▲] or [▼] to highlight <**Delete**>, press [◀] or [▶] to highlight <**Yes**>, and then press [**OK**].
- To forward the fax, press [▲] or [▼] to highlight <**Forward**>, specify destination, and then press [**OK**].

```
Details
 <Delete>
 <Forward>
 Job Number: 5004
 Status: Waiting to ...
```

5 **Press [ ] (Status Monitor/Cancel) to close the screen.**

Printing Received Fax Documents

When the memory receiving is deactivated, all faxes stored in the memory are automatically printed.

IMPORTANT

The machine do not support the function to select fax documents to print. Delete the unnecessary documents first.

1 **Press [ ] (Menu).**

2 **Press [▲] or [▼] to highlight <System Settings>, and then press [OK].**

3 **Press [▲] or [▼] to highlight <Communication Management Settings>, and then press [OK].**

4 **Press [▲] or [▼] to highlight <Memory Lock Settings>, and then press [OK].**

5 **Press [▲] or [▼] to highlight <Off>, and then press [OK].**
- All faxes stored in the memory are printed.

6 **Press [ ] (Menu) to close the screen.**

View/Cancel/Forward a Fax Job

You can view or cancel fax jobs that are waiting or in progress.

1 **Press [◯] (Status Monitor/Cancel).**

2 **Press [▲] or [▼] to highlight <Fax Job Status/History>, and then press [OK].**

3 **Press [▲] or [▼] to highlight <TX Job Status> or <RX Job Status>, and then press [OK].**

4 **Press [▲] or [▼] to highlight a job to be checked, and then press [OK].**

- To cancel the job, in <**TX Job Status**>, press [▲] or [▼] to select <**Cancel**>.

```
Details
 <Cancel>
 Job Number: 0004
 Status: Sending
 Time: 01/01 12:52AM
```

- To delete or forward the job, in <**RX Job Status**>, press [▲] or [▼] to select <**Delete**> or <**Forward**> (→p.74).

```
Details
 <Delete>
 <Forward>
 Job Number: 5004
 Status: Receiving
```

5 **Press [◯] (Status Monitor/Cancel) to close the screen.**

Change the Fax Settings

You can change the fax settings for sending and receiving to suit your needs.

Changing Fax Sending Settings

1 **Press [⊛] (Menu).**

2 **Press [▲] or [▼] to highlight <Fax TX Settings>, and then press [OK].**

3 **Press [▲] or [▼] to highlight <Basic Settings> or <TX Function Settings>, and then press [OK].**

4 **Press [▲] or [▼] to highlight the desired item, and then press [OK].**

- See "Settings for Sending Faxes."

```
Basic Settings
 Register Unit Teleph
 Register Unit Name
 Select Line Type
 Public Line Connect...
```

```
TX Function Settings
 Change Defaults
 ECM TX
 Pause Time
 Auto Redial
```

5 **Specify the setting values, and then press [OK].**

6 **Press [⊛] (Menu) to close the screen.**

Settings for Sending Faxes

Settings	Options Bold: Default settings	Details
<Register Unit Telephone Number> **<Register Unit Name>**		Register your machine name (the name of company or the user) or a fax number for the machine. The name and number that you register will appear at the top of the fax.
<Select Line Type>	Pulse **Tone**	If you cannot send a fax, change the line type. NOTE If you are not sure about your telephone line type, contact your local telephone company.
<Public Line Connection>	**Direct** Adapter 1 Adapter 2	If you cannot make a call or do not hear a ring tone when the fax receive mode is set to <**Fax/Tel Auto Switch**> and an external telephone or a handset is connected, change this setting to <**Adapter 1**> or <**Adapter 2**>.
<Off-Hook Alarm>	**Off** On - Off-Hook Alarm Volume: **1** to 5	Specify whether or not to sound an alarm when the handset is left unhooked at the end of a fax communication.
<Change Defaults>		You can specify frequently used settings as the default.
<ECM TX>	Off **On**	The Error Correction Mode (ECM) automatically detects and corrects errors during fax communication. Using the ECM function can diminish send errors even over poor connections.
<Pause Time>	1 to **2** to 15 (seconds)	Specify the length of pauses added to fax destination numbers.
<Auto Redial>	Off **On** - Redial Times: 1 to **2** to 10 (times) - Redial Interval: **2** to 99 (minutes) - Redial When Err Occurs: Off, **On**	Set auto redialing to automatically reattempt to connect to a destination if the line is busy or an error occurs. You can also specify the how many times to redial a number and the interval between attempts.
<Sender ID>	Off **On** - Print Location: On Image, **Above Image** - Mark No. as TEL/FAX: **FAX**, TEL	Specify whether or not to include the sender ID at the top of recipient's faxes. Information such as your fax number and name is included, enabling the recipient to recognize the sender. Fax/Telephone Number (FAX No.) Sending Date/Time Sender Name (Unit Name) Page Number 01/01/2011 02:07 PM FAX 123XXXXXXX CANON P.0001 Telephone Number Mark
<Check Dial Tone Before Sending>	**Off** On	When sending a fax, you can specify whether or not to verify the dial tone before dialing.

Restricting Fax Sending Functions

1 **Press [⊛] (Menu).**

2 **Press [▲] or [▼] to highlight <System Settings>, and then press [OK].**

3 **Press [▲] or [▼] to highlight <Restrict TX Function>, and then press [OK].**

4 **Press [▲] or [▼] to highlight the desired item, and then press [OK].**

- See "Settings for Restricting Fax Sending."

```
Restrict TX Function
 Restrict Fax TX/Tele
 Address Book PIN
 Restrict New Destin...
 Allow Fax Driver TX
```

5 **Specify the setting values, and then press [OK].**

6 **Press [⊛] (Menu) to close the Menu screen.**

Settings for Restricting Fax Sending

Settings	Options Bold: Default settings	Details
<Restrict Fax TX/ Telephone Dialing>	**Off** On	Specify whether or not to restrict sending faxes and dialing telephone.
<Address Book PIN>		Specify a PIN to protect the address book. The PIN will be required to register, edit, or delete destinations.
<Restrict New Destinations>	**Off** On	Restrict the destinations that can be specified to pre-registered one-touch keys or coded dialing codes. Restricting destinations will prevent the following operations: • Specifying a destination with the numeric keys • Registering new destinations to the address book, one-touch keys, or coded dialing codes • Changing destinations that are registered to the address book, one-touch keys, or coded dialing codes
<Allow Fax Driver TX>	Off **On**	Specify whether or not to allow faxes to be sent via a computer's fax driver.
<Restrict Sending From History>	**Off** On	Specify whether or not to restrict sending faxes from history by pressing [◯] (Redial).
<Fax No. Confirmation Re-Entry>	**Off** On	Specify whether or not to require a confirmation before sending a fax. If you activate this feature, you must re-enter the fax number before sending a fax.
<One-Touch/Coded Dial TX Confirmation>	**Off** On	Specify whether or not to require confirmation when specifying a destination by the one-touch key or coded dialing code.
<Restrict Sequential Broadcast>	**Off** Confirm Sequential Broadcast Reject Sequential Broadcast	Specify whether or not to restrict faxes to multiple recipients. If <**Confirm Sequential Broadcast**> is selected, a confirmation screen is displayed when you send a fax to multiple recipients. If <**Reject Sequential Broadcast**> is selected, you cannot send a fax to multiple recipients.

Changing Fax RX Settings

1 **Press [⊛] (Menu).**

2 **Press [▲] or [▼] to highlight <Fax RX Settings>, and then press [OK].**

3 **Press [▲] or [▼] to highlight <RX Function Settings> or <RX Print Settings>, and then press [OK].**

4 **Press [▲] or [▼] to highlight the desired item, and then press [OK].**

- See "Settings for Receiving Faxes."

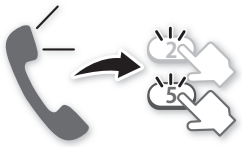
```
RX Function Settings
 ECM RX
 Incoming Ring
 Remote RX
 Switch to Auto RX
```

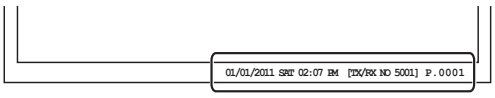
```
RX Print Settings
 2-Sided Printing
 Reduce RX Size
 RX Page Footer
 Continue Print. When...
```

5 **Specify the setting values, and then press [OK].**

6 **Press [⊛] (Menu) to close the screen.**

Settings for Receiving Faxes

Settings	Options Bold: Default settings	Details
<ECM RX>	Off **On**	The Error Correction Mode (ECM) automatically detects and corrects errors during fax communication. Using the ECM function can diminish receive errors even over poor connections.
<Incoming Ring>	Off **On** - Ring Times: 1 to **2** to 99 (times)	Specify whether or not the external telephone will ring during an incoming call if <**RX Mode**> is set to <**Auto**> or <**Fax/Tel Auto Switch**>. After the external telephone rings for specified times, the machine automatically starts receiving the fax, if the call is a fax. If the call is a voice call, the machine rings only when <**RX Mode**> is set to <**Fax/Tel Auto Switch**>.
<Remote RX>	Off **On** - Remote RX ID: 00 to **25** to 99	Specify whether or not to remotely instruct the machine to switch to fax mode when an external telephone is connected. To send the instruction to the machine, you must dial the remote RX ID from the external telephone. You can also specify a remote RX ID. 
<Switch to Auto RX>	**Off** On - Ring Time till Auto RX: 1 to **15** to 99 (seconds)	Specify how long an incoming call should ring before the machine automatically switches to fax mode. This option is available when the receive mode is set to <**Manual**>.
<2-Sided Printing>	**Off** On	Specify whether or not to print documents on both sides of the paper.

Settings	Options Bold: Default settings	Details
<Reduce RX Size>	Off **On** - Reduction Ratio: **Auto**, 97%, 95%, 90%, 75% - Reduction Direction: Vertical/ Horizontal, **Vertical Only**	Set to scale images automatically so they fit the selected paper size or to reduce the image according to the specified ratio.
<RX Page Footer>	**Off** On	Specify whether or not to print a received date, day of the week, time, number, and page number at the bottom of the page when printing received faxes. 
<Continue Print. When Toner Is Nearly Out>	**Off** On	Specify whether or not to continue printing received faxes when the toner is nearly out.

Fax

Changing Communication Management Settings

1 **Press [⊛] (Menu).**

2 **Press [▲] or [▼] to highlight <System Settings>, and then press [OK].**

3 **Press [▲] or [▼] to highlight <Communication Management Settings>, and then press [OK].**

4 **Press [▲] or [▼] to highlight the desired item, and then press [OK].**
- If you select <**Fax Settings**>, you can select a sub-item.
- See "Communication Management Settings."

```
Communication Mgt. Set
 Fax Settings
 Memory Lock Settings
```

5 **Specify the setting values, and then press [OK].**

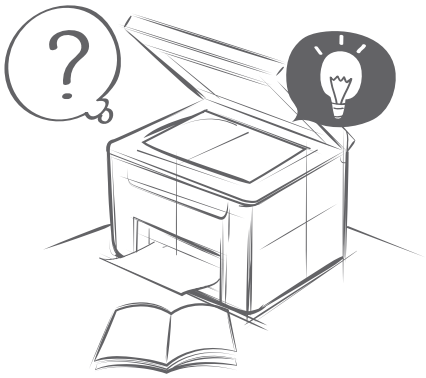
6 **Press [⊛] (Menu) to close the screen.**

Communication Management Settings

Settings	Options Bold: Default settings	Details
<TX Start Speed> **<RX Start Speed>**	**33600 bps** 14400 bps 9600 bps 7200 bps 4800 bps 2400 bps	Change the transmission or receiving start speed if you have difficulty sending or receiving faxes.
<Memory Lock Settings>	**Off** On - Memory Lock PIN: Seven-digit number - Print Report: Off, **On** - Memory Lock Time: **Off**, On	Generally, received documents are immediately printed. However, you can specify whether or not to store received faxes in memory before printing. You can then print the stored faxes at any time or delete them without printing to save paper.

Troubleshooting

This chapter describes how to clear paper jams and offers solutions to problems you may be having.



Clear Jams 82
Clearing Document Jams in the Feeder 83
Clearing Paper Jams Inside the Machine 84
Resolve a Displayed Message 87
Resolve an Error Code 88
Improve Output Quality 89
Resolve a Problem 91

Clear Jams

When <**Paper jam.**> appears on the display, a paper jam has occurred in the feeder or inside the machine. To remove the jammed document or paper, follow the instructions on the display.

```
Paper jam.
Press [▶] to
display steps.      ▶
```

WARNING

When removing jammed documents or paper:
Use caution to avoid paper cuts.

When removing jammed paper or inspecting the inside of the machine:
Do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.

CAUTION

If loose toner comes into contact with your skin or clothing:
Wash with cold water. Do not wash with warm water, as this will set the toner and cause it to stain your skin or clothing.

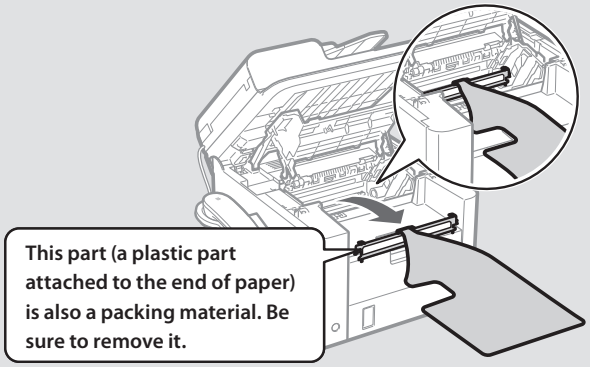
When removing jammed documents or paper:
If paper is jammed, remove it carefully so that no pieces of paper remain inside the machine according to the displayed message. Also, do not put your hand in an area other than indicated areas, as this may result in personal injuries or burns.

IMPORTANT

If the jammed paper is torn:
Remove all torn pieces to avoid further jams.

If repeated paper jams occur:
Do the following:

- Make sure that the following packing material is completely removed.

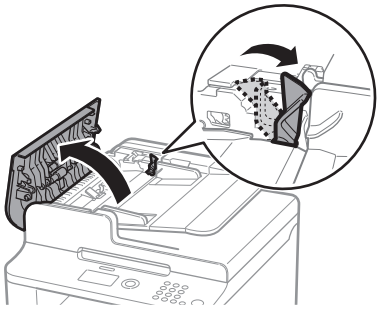


- Fan the paper stack and tap the edge on a flat surface to align the paper before loading it into the machine.
- Make sure that the paper meets the requirements for use (→ p.22).
- Make sure that you have removed all scraps of paper from the inside of the machine.

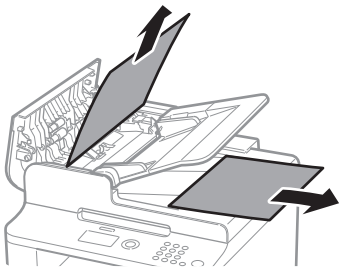
Clearing Document Jams in the Feeder

After removing any documents placed in the feeder, follow the procedure below to remove jammed documents.

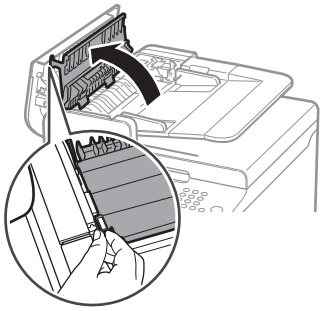
1 **Open the feeder cover and lift the lock release lever.**



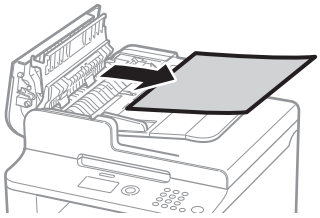
2 **Remove any jammed document by pulling it gently.**



3 **Hold the green grip, and then open the inner cover.**



4 **Remove any jammed document by pulling it gently.**



5 **Close the inner cover.**

6 **Replace the release lever and close the feeder cover.**

7 **Place documents in the feeder.**

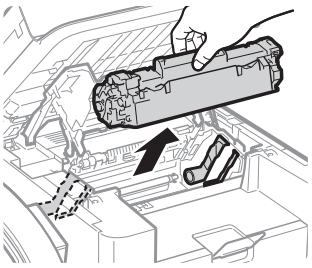
Clearing Paper Jams Inside the Machine

Follow the procedure below to remove jammed paper.

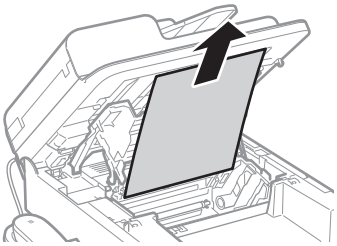
Step 1 Check and remove the jammed paper inside the machine.

1 **Lift the scanning platform, and then open the toner cover.**

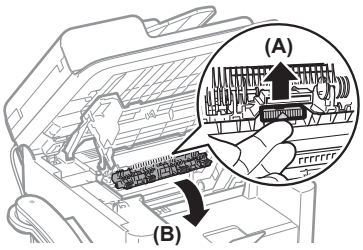
2 **Remove the toner cartridge.**



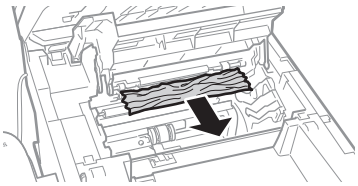
3 **Remove any jammed paper by pulling it gently.**



4 **Push up the green colored part (A), and then pull the paper exit guide (B) to open.**

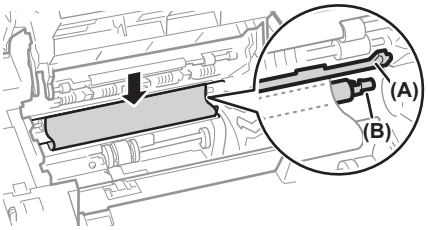


5 **Remove any jammed paper by pulling it gently.**

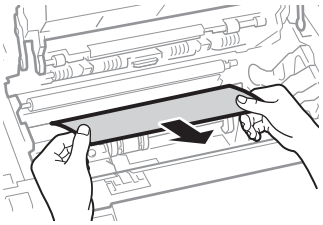


6 **Lift the paper exit guide, and then firmly close it.**
Ensure that each end of the paper exit guide is closed.

7 **Gently pull any jammed paper downward from between the fixing unit (A) and roller (B) until the leading edge emerges from the machine.**

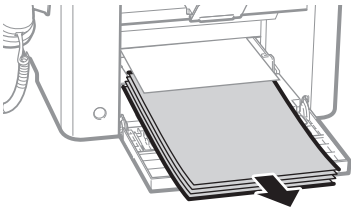


8 **When the leading edge emerges, hold both sides of the jammed paper and carefully pull it out.**

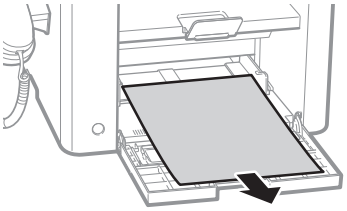


Step 2 Check and remove the jammed paper in the paper cassette.

1 **Open the front cover and the lower front cover, and then remove any paper loaded in the paper cassette.**



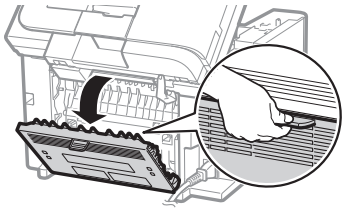
2 **Remove any jammed paper by pulling it gently.**



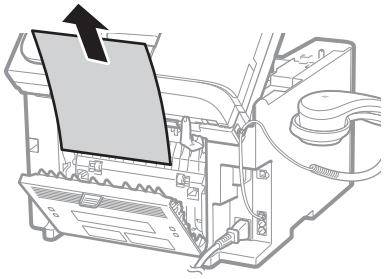
3 **Reload paper into the paper cassette, and then close the front cover.**

Step 3 Check and remove the jammed paper in the rear cover.

1 **Open the rear cover.**



2 **Remove any jammed paper by pulling it gently.**



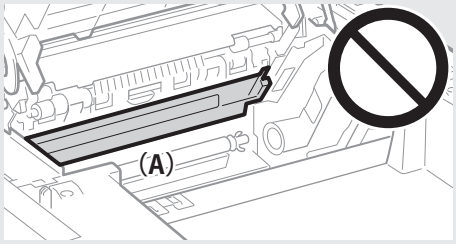
3 **Close the rear cover.**

Step 4 Lower the scanning platform and restore to a printable condition.

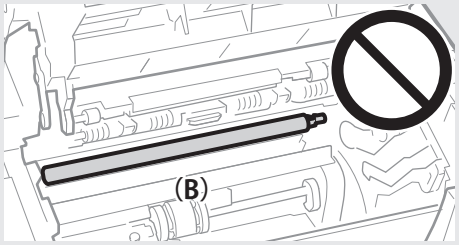
1 **Insert the toner cartridge.**

2 **Close the toner cover and lower the scanning platform.**

CAUTION



Do not touch the fixing unit (A).
Touching the fixing unit (A) may cause burns as it becomes very hot during use.



Do not touch the transfer roller (B).
Touching the transfer roller may damage the machine.

Resolve a Displayed Message

This section describes some of messages related to the toner, memory, and paper.

NOTE

For more details about other messages, see [**Troubleshooting**] ➡ [**Onscreen Messages**] in the e-Manual.

Message	Action
<Prepare toner cartridge.>	The toner cartridge needs to be replaced soon. Prepare the replacement toner cartridge (⟶p.49).
<Toner is nearly out.>	When the toner is evenly distributed inside the cartridge, it can be used for some time. If this message does not disappear, replace the toner cartridge (⟶p.50). ※ If this message is displayed while receiving a fax, the incoming fax will be stored in the memory without being printed. ※ Reports may not be printed, even if they are set to be printed automatically.
<Memory is full.>	• If there are any jobs waiting to be sent or printed, wait until the jobs are complete. • Split the job into smaller subsets or reduce the scanning resolution and try to send them again (⟶p.61).
<Memory is full. Scanning canceled. Print?>	• Print pages successfully scanned or cancel the job. • Split the job into smaller subsets or change the <**Original Type**>. Change the document type in <**Photo** -> ... -> **Text**> order.
<Check toner catridge.>	The toner cartridge needs to be replaced soon. Prepare the replacement toner cartridge. If Canon genuine toner cartridge is not used, this message can appear. ※ We recommend Canon genuine toner cartridges as replacement toner cartridges.
<Incorrect Size/Setting>	• Change the <**Paper Settings**> to the size of the loaded paper (⟶p.26). • When printing with the printer driver, verify that the paper size setting on the computer is correct.
<No Paper: Drawer 1>	Load paper same as the paper type displayed on the screen (⟶p.22).
<Insert toner cartridge.>	The toner cartridge is not inserted. Insert the toner cartridge.

Resolve an Error Code

If an error occurs, a report that contains a 3-digit error code is printed. Locate the error code in the table and follow the recommended actions to resolve the problem.

```
Job No.          0123
Address          0123456789
Name             name
Start Time       01/01 02:07 AM
Call Length      01'15
Sheets           1
Result           NG
                 #018    Busy/No Signal
```

Error code

Error Code	Cause	Action
#001	A document jam has occurred.	Remove the jammed document.
#003	Transmission failed due to the high volume of data.	When sending a fax: • Reduce the scanning resolution, and try to send the document again. When receiving a fax: • Reduce the scanning resolution or ask the sender to divide the document before sending it again.
#005	A fax recipient did not respond within 35 seconds.	Repeat the sending procedure from the beginning. Additionally, ask the recipient to check the fax machine. When making an overseas call, add a pause to the fax number.
	The recipient may not be a G3* fax machine. * G3 is one of international standards for fax that standardized by ITU-T (ITU Telecommunication Standardization Sector), and is for an analog telephone line.	Ask the recipient what type of fax machine is being used, and then send the document to a G3 fax machine. If the recipient does not have a G3 fax machine, send the document again using a communication mode that is compatible with the recipient's fax machine.
#012	The recipient's machine has run out of paper.	Ask the recipient to ensure that paper is loaded in the machine.
#018	You cannot send a fax because the line is busy or disconnected.	Wait a moment, and then try again. If you are still unable to send the document, ask the recipient to verify that the fax machine is ready to receive a fax.
	The settings configured on the recipient's machine may not incompatible with yours.	Verify that the recipient's machine is ready to receive a fax, and then try again.
	No pause was added to the fax number when attempting an international fax transmission.	Add a pause after the country code or in front of the fax number, and then redial the number. If you want to send the document to a recipient that is registered under a one-touch key, change the settings for international sending in the detailed setting screen.
#022	Sending faxes from a computer is restricted.	The restriction needs to be canceled. Contact your administrator for more information. For details, see [**Security**] ➡ [**Restricting Fax Sending from a Computer**] in the e-Manual.

Error Code	Cause	Action
#037	The machine's memory is full.	Print, send, or delete any documents stored in memory.
	The data size exceeds the machine's available memory.	Reduce the data resolution or change the file format to reduce the data size.
#099	A user canceled a job that is processing to be sent or received.	Try to send or receive the document again.
#995	A document waiting to be sent or received has been canceled by a user.	Try to send or receive the document again.

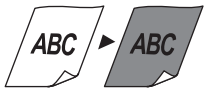
Improve Output Quality

Follow the recommended actions for each symptom to improve the output quality.

NOTE

If you cannot solve the problem with the following actions, see [**Troubleshooting**] ➡ [**Printing Results Are Not Good**] in the e-Manual.

Symptom	Example	Action
Paper curls.		• Verify that the appropriate paper is being used (→p.22). • Print a test page with new paper. • Verify that the paper is loaded properly (→p.22). • Change the <**Special Mode V**> setting from the operation panel.
Paper creases.		• Verify that the appropriate paper is being used (→p.22). • Print a test page with new paper. • Verify that the paper is loaded properly (→p.19). • Remove any foreign objects inside the machine. • Change the <**Special Mode V**> setting from the operation panel.
Printing is uneven.		• Verify that the appropriate paper is being used (→p.22). • Print a test page with new paper. • Verify that the paper is loaded properly (→p.19). • Check the toner level (→p.49). • Change the <**Special Mode J**> setting from the operation panel.
White specks appear.		• Verify that the appropriate paper is being used (→p.22). • Print a test page with new paper. • Check the toner level (→p.49). • If printing high-contrast documents from a computer, open the printer driver and select [**Finishing**] ➡ [**Advanced Settings**] ➡ [**Special Print Mode**] ➡ [**Special Settings 2**] to adjust the density.
The toner adheres to your hand.		• Verify that the appropriate paper is being used (→p.22). • Print a test page with new paper. • Change the <**Special Mode K**> setting from the operation panel.

Symptom	Example	Action
The printed paper has vertical streaks.		• Verify that the appropriate paper is being used (→p.22). • Print a test page with new paper. • If the machine is not in use for a long time after the toner cartridge has been replaced, change the <**Special Mode B**> settings from the operation panel. • When copying, change the <**Special Mode Z**> settings from the operation panel. • When faxing, change the <**Special Mode Z**> and <**Special Mode C**> settings from the operation panel. • When printing from a computer, change the <**Special Mode D**> settings from the operation panel, or change the [**Special Print Adjustment**] settings from the printer driver.
Smudge marks of spattering toner appear around the text or as patterns.		• Verify that the appropriate paper is being used (→p.22). • Change the <**Special Mode U**> settings from the operation panel.
The overall print result is dark.		• Adjust the copy density settings (→p.31). • If the machine is exposed to direct sunlight or strong light, move the machine to another location.
The bottom edge of paper has smudge marks.		Provide a margin around the data.
A portion of the page is not printed.		Provide a margin around the data.
Printed bar codes cannot be scanned.		If printing a bar code from a computer, open the printer driver and select [**Finishing**] ➡ [**Advanced Settings**] ➡ [**Special Print Mode**] ➡ [**Special Settings 1**] to change the printing preferences.

Resolve a Problem

Follow the procedures below to resolve your problem.

WARNING

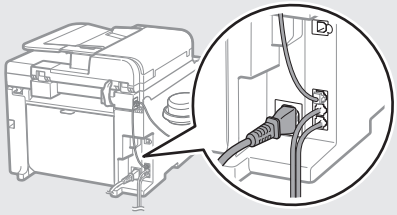
If the machine makes strange noises or emits smoke or odors:

Turn OFF the power immediately, disconnect the power cord, and contact the Canon Customer Care Center. Do not attempt to disassemble or repair the machine yourself.

IMPORTANT

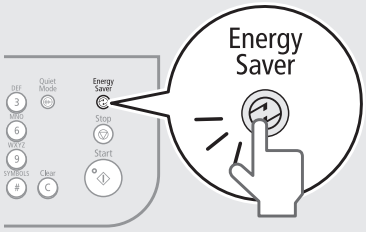
If you attempt to repair the machine by yourself, it may void the limited warranty.

Check 1 Verify that the cables are connected properly and that the power is switched ON (See the Starter Guide.)



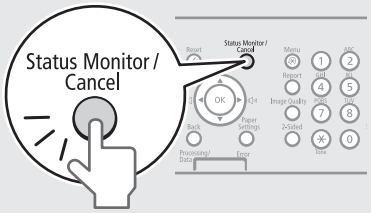
Check 2 Verify that the machine is not in Sleep mode (→ p.27).

- If the [**Energy Saver**] key blinks, press it to exit the Sleep mode.



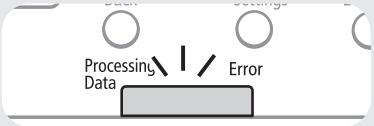
Check 3 Press [Status Monitor/Cancel] to check the status of the machine.

- If there are jobs in process, wait until the jobs are finished.



Check 4 Verify that the Error indicator is not on or blinking.

- Make sure that paper is loaded properly (→p.19).
- Remove any jammed paper (→p.82).
- Turn OFF the power, wait for more than 10 seconds, and then turn it ON again.



Check 5 Verify that no message appears on the display.

- If a message appears, resolve the problem (→p.87).

If you cannot solve the problem

See [Troubleshooting] in the e-Manual or the Q&A from the support page of the official Canon Web site.

If you cannot solve the problem

Contact your local authorized Canon dealer or the Canon help line for assistance.

Please have the following information ready when you contact Canon.

- Product name
- Serial number
- Place of purchase
- Nature of problem
- Steps you have taken to solve the problem and the results

Q Can I turn off the incoming ring when receiving a fax?

A Yes, but you can turn off the incoming ring for faxes only when you are using <Fax/Tel Auto Switch> mode.

To turn off the incoming ring for faxes, press [⊛] (Menu) ➡ <**Fax RX Settings**> ➡ <**RX Function Settings**> ➡ <**Incoming Ring**> ➡ <**Off**>.

Q When using <Fax/Tel Auto Switch> mode, I often miss voice calls because the incoming ring rings only for a short period of time. How do I increase the time of rings when receiving a voice call?

A Select <**RX Mode**> in the fax mode ➡ <**Fax/Tel Auto Switch**> ➡ <**Incoming Ring Time**>, and then specify the desired ring time (sec.).

Q When an answering machine is connected to the machine, how do I make the answering machine to activate only when receiving a voice call?

A Set the fax receive mode to <Answering Machine>, and then set the answering machine to activate after a few rings.

The machine will detect a fax signal before the answering machine activates, if the answering machine is set to activate after at least two rings.

For details about how to change the number of rings, see the answering machine's manual.

Q The connected external telephone has fax functions, but I want to receive a fax not with the external telephone but this machine.

A Set the fax receive mode to <Fax/Tel Auto Switch>, and then disable the external telephone's fax functions.

When both the machine and the external telephone are set to use the fax function, the machine or device that first detects the fax signal will receive the fax. To always receive fax with the machine, you should disable the external telephone's fax functions.

For details, see the external telephone's manual.

If a Power Failure Occurs

The machine cannot be used while the power supply is cut OFF.

The fax function during a power failure :

- Faxes cannot be sent or received.
- You may not be able to make a call with the external telephone depending on your telephone.
- You may be able to receive a call with the external telephone depending on your telephone.

IMPORTANT

Data storage for when the power supply is cut OFF

Even if power is lost due to a power failure or accidental unplugging, any sent or received documents stored in the memory are backed up for approximately 5 minutes.

Recycling Used Cartridges

Canon has instituted a worldwide recycling program for cartridges called "The Clean Earth Campaign". This program preserves precious natural resources by utilizing a variety of materials found in the used cartridges that are of no further use, to remanufacture new cartridges which, at the same time, keeps the environment cleaner by reducing landfill waste.

Complete details concerning this program are enclosed in each Cartridge box.

The Clean Earth Campaign

THE Canon CARTRIDGE RECYCLING PROGRAM

The Canon Cartridge Recycling Program fulfills the first initiative of Canon's Clean Earth Campaign, which supports four critical environmental areas:

- Recycling in the Workplace
- Conserving Environmental Resources
- Scientific Research and Education
- Encouraging Outdoors Appreciation

The remaining "Clean Earth" initiatives are supported in the U.S. through sponsorships of the National Park Foundation, the National Wildlife Federation, and The Nature Conservancy and in Canada through donations to the World Wildlife Fund Canada and The Nature Conservancy of Canada.

Since its inception, The Canon Cartridge Recycling Program has collected huge amount of cartridges that otherwise would have been discarded into landfills or similar facilities.

Instead, this rapidly growing program returns used cartridges to the manufacturing process, thus conserving an array of resources.

Becoming a part of this worthwhile program is easy. When your cartridge is of no further use, simply follow the instructions detailed for U.S. or Canadian residents.

We appreciate your support of The Canon Cartridge Recycling Program.

Working together we can make a significant contribution to a cleaner planet.

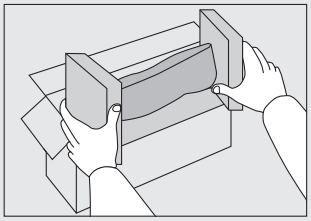
- Cartridges collected through this program are not refilled.
- You are not entitled to a tax deduction or rebate for the return of empty cartridges.
- This program may be modified or discontinued without notice.

U.S.A. PROGRAM

Packaging

Option A-1: Single Box Return

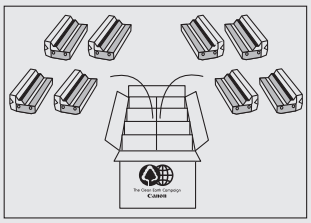
- Repackage the empty cartridge utilizing the wrapper and pulp mould end-blocks from the new cartridge's box.
- Place the empty cartridge in the box of your new cartridge. Seal the box.



Option B: Volume Box Return

We encourage you to use this option as a more efficient way to ship cartridges.

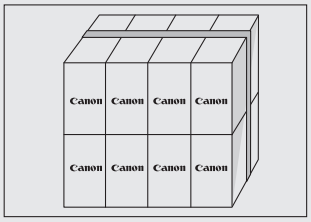
- Place as many cartridges as possible into one box. Carefully seal the box with tape;
  or
- Call 1-800-OK-Canon to receive your free eight cartridge collection box.



Option A-2: Multiple Box Return

We encourage you to use this option as a more efficient way to ship cartridges.

- Complete Option A-1.
- Bundle multiple cartridge boxes together securely with tape.



Please be sure that the shipment does not exceed UPS specifications.

Maximum weight = 70 lb. (31.8 kg)

Maximum length = 108" (2,743 mm)

Maximum girth (length + 2 x width + 2 x height) = 130" (3,302 mm)

.If your shipment exceeds the above limits, please call 1-800-OK-Canon for special shipping information.

Please Note:

Do not send defective cartridges for replacement.

Defective cartridges under warranty should be exchanged by an authorized dealer or service facility as provided in the warranty.

Shipping

Apply the UPS authorized returning label provided in this guide.

Residents of Alaska and Hawaii: Do not use the UPS authorized returning label. For Alaska and Hawaii Canon set up alternative mail service with the U.S. Postal Service.

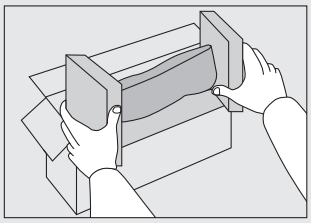
Please call 1-800-OK-Canon to receive U.S. Postal Service merchandise returning label.

- Give the shipment to your UPS driver when you receive your next regular delivery; (UPS may charge a fee for customers who call UPS to pick up a cartridge shipment if they do not already have a delivery scheduled.)
  or
- Take the shipment to your local UPS receiving point.

CANADA PROGRAM-CANADA PROGRAMME

Option A: Single Box Return

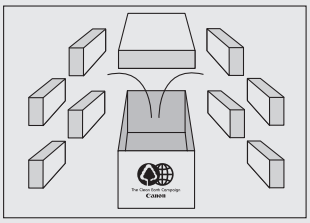
- Repackage the empty cartridge utilizing the wrapper and pulp mould end-blocks from the new cartridge's box.
- Place the empty cartridge in the box of your new cartridge. Seal the box.
- Apply the Canon Canada Inc./Canada Post label provided in this brochure. Canon's labels are specially marked so that Canon pays the postage.
- Deposit your empty cartridge in any full size street mailbox or take it to your local Canada Post outlet or franchise.

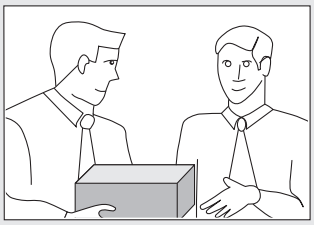


Option B: Volume Box Return (eight or more cartridges)

We encourage you to use this option as a more efficient way to ship cartridges.

- Call 1-800-667-2666 to receive your free Canon collection box kit.
- The collection box can accommodate eight individual cartridge boxes.
- Place your eight individually packaged boxes of empty cartridges into the Canon collection box. Seal the box.
- Apply the Canon Canada Inc./Canada Post label provided in this brochure.
- Canon's labels are specially marked so that Canon pays the postage.
- Deliver to any local Canada Post outlet or franchise. Customers who hold a Commercial pick-up agreement with Canada Post may have their collection box picked up.





Working to preserve endangered species is a long-standing Canon interest.

To this end, for every cartridge collected, Canon Canada donates $1, shared equally between World Wildlife Fund Canada and the Nature Conservancy of Canada. This donation is utilized in Canada.

- For further information about The Clean Earth Campaign in Canada, please call or write to Canon.
  1-800-667-2666
  Canon Canada Inc.
  Corporate Customer Relations
  6390 Dixie Road
  Mississauga, ON L5T 1P7

Important Safety Instructions

Please read the "Important Safety Instructions" in this manual and in the e-Manual thoroughly before operating the machine.

As these instructions are intended to prevent injury to the user and other persons or to prevent destruction of property, always pay attention to these instructions and operational requirements.

Please note that you are responsible for all damages caused by failure to follow the directions provided herein, using the device for any purpose for which it was not intended, or repairs or alterations made by anyone other than a Canon-approved technician.

Installation

WARNING

- Do not install the machine near flammable substances, such as alcohol-based products or paint thinners. If these substances come into contact with the electrical parts inside the machine, they could ignite these substances and cause a fire or increase your risk of electric shock.
- Do not place necklaces and other metal objects or containers filled with liquid on the machine. If foreign substances come into contact with electrical parts inside the machine, this may result in a fire or electrical shock.
  If any of these substances falls into the machine, turn OFF the power to the machine immediately and contact your local Canon dealer.

CAUTION

- Do not install the machine in the following locations. Doing so may result in personal injury, fire, or electrical shock.
  - Unstable location
  - A location subject to excessive vibrations
  - A location that blocks the ventilation slots (too close to walls, bed, shaggy rug, and other similar objects)
  - A damp or dusty location
  - A location exposed to direct sunlight or an outside place
  - A location subject to high temperatures
  - A location near open flames
  - A location with poor ventilation
- Although ozone is produced by this machine when it is working, the amount is too low to have any affect on the human body. However, if you intend to use the machine for long periods of time, ensure that the installation location is well ventilated.
- Do not connect unapproved cables to this machine. Doing so may result in a fire or an electric shock.
- Machines with a hard disk may not operate properly when used at high altitudes of about 3,000 meters above sea level, or higher.

Power Supply

WARNING

- Do not use power cords other than the one provided, as this can result in a fire or electrical shock.
- Do not modify or bend the power cord and do not pull on it with great force. Do not place heavy objects on the power cord. Damaging the power cord may result in a fire or an electric shock.
- Do not plug or unplug the power plug with wet hands, as this can result in electrical shock.
- Do not use extension cords or multi-plug power strips with this machine. Doing so may result in a fire or electric shock.
- Do not bundle up or tie up the power cord in a knot, as this can result in a fire or electrical shock.
- Insert the power plug completely into the AC power outlet. Failure to do so can result in a fire or electrical shock.
- Remove the power plug completely from the power outlet during a thunder storm. Failure to do so can result in a fire, electrical shock, or malfunction.

CAUTION

- Use only a power supply that meets the voltage requirements listed herein. Failure to do so may result in a fire or electric shock.
- Do not obstruct the power outlet where this machine is connected, so that you can unplug the power cord easily in an emergency.

Handling

WARNING

- Do not disassemble or modify the machine. There are high-temperature and high-voltage components inside the machine which may result in a fire or electrical shock.
- Do not allow children to touch or play with the power cord and cables or internal or electrical parts. Doing so may result in serious personal injury.
- Please contact an authorized Canon dealer if the machine makes an unusual noise, emits an unusual smell, or emits smoke or excessive heat. Continued use may result in a fire or electric shock.
- Do not use flammable sprays near the machine. If flammable substances come into contact with electrical parts inside the machine, this may result in a fire or electric shock.

CAUTION

- For your safety, please unplug the power cord if the machine will not be used for a long period of time.
- Use caution when opening and closing covers to avoid injury to your hands.
- Keep hands and clothing away from the rollers in the output area. If the rollers catch your hands or clothing, this may result in personal injury.
- The inside of the machine and the output slot is very hot during and immediately after use. Avoid contact with these areas to prevent burns. Also, printed paper may be hot immediately after being output, so use caution when handling it. Failure to do so may result in burns.

Maintenance and Inspections

WARNING

- Turn OFF the machine and unplug the power cord from the outlet before cleaning. Failure to do so may result in a fire or an electric shock.
- Unplug the power plug from the power outlet periodically and clean the area around the base of the power plug's metal pins and the power outlet with a dry cloth to remove dust and grime. When damp, accumulated dust may cause short circuiting or fires.
- Use a damp, well wrung-out cloth to clean the machine. Dampen cleaning cloths with water only. Do not use alcohol, benzenes, paint thinners, or other flammable substances. If these substances come into contact with electrical parts inside the machine, this may result in a fire or electric shock.
- Check the power cord and plug regularly for damage. Check the machine for rust, dents, scratches, cracks, or excessive heat generation. Use of poorly-maintained equipment may result in a fire or electric shock.

Consumables

WARNING

- Do not dispose of used toner cartridges in open flames. This may cause an ignition, and result in burns or a fire.
- If you accidentally spill or scatter toner, carefully wipe up the loose toner with a damp, soft cloth and avoid inhaling any toner dust. Never use a vacuum cleaner to clean up loose toner. Doing so may cause a malfunction in the vacuum cleaner or result in a dust explosion due to static discharge.

CAUTION

- Keep the toner cartridges and other consumables out of the reach of small children. If toner is ingested, consult a physician or poison control center immediately.
- Do not attempt to disassemble the toner cartridge. The toner may scatter and get into your eyes or mouth. If toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.
- If toner spills from the toner cartridge, avoid inhaling it or allowing it to come into contact with your skin. If the toner comes into contact with your skin, wash immediately with soap and cold water. If you inhale the toner or your skin becomes irritated due to contact with the toner, consult a physician or poison control center immediately.

Others

WARNING

- If you are using a cardiac pacemaker:
  This machine generates a low level magnetic field. If you feel any abnormalities in your body while using this machine, please move away from the machine and consult your physician immediately.

Telephone Equipment

When using 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 machine near water (i.e., near a bathtub, kitchen sink, or laundry tub), or in a wet basement or near a swimming pool.
2. Avoid using the telephone during an electrical storm, as there may be a remote risk of electric shock from lightning.
3. Do not use the telephone to report a gas leak in the vicinity of the leak.

Legal Notices

Legal Limitations on the Usage of Your Product and the Use of Images

Using your product to scan, print or otherwise reproduce certain documents, and the use of such images as scanned, printed or otherwise reproduced by your product, may be prohibited by law and may result in criminal and/or civil liability.

A non-exhaustive list of these documents is set forth below. This list is intended to be a guide only. If you are uncertain about the legality of using your product to scan, print or otherwise reproduce any particular document, and/or of the use of the images scanned, printed or otherwise reproduced, you should consult in advance with your legal advisor for guidance.

- 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
- Travelers 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

FCC (Federal Communications Commission)

FAXPHONE L190: F164302

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.

FCC WARNING

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

NOTE

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

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

Use of shielded cable is required to comply with class B limits in Subpart B of Part 15 of the FCC Rules. Do not make any changes or modifications to the equipment unless otherwise specified in this manual. If you make such changes or modifications, you could be required to stop operation of the equipment.

Canon U.S.A., Inc.

One Canon Park, Melville, NY 11747, U.S.A.

TEL No. 1-800-OK-CANON

Users in the U.S.A.

Pre-Installation Requirements for Canon Facsimile Equipment

A. Location

Supply a suitable table, cabinet, or desk for the machine. See Chapter 11, "Appendix," for specific dimensions and weight.

B. Order Information

1. A single telephone line (touch-tone or rotary) should be used.
2. Order an RJ11-C telephone wall jack (USOC), which should be installed by the telephone company. If the RJ11-C wall jack is not present, telephone/facsimile 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 an equivalent one. Use one line per unit.

DDD (Direct Distance Dial) line

-or-

IDDD (International Direct Distance Dial) line if you communicate overseas

NOTE

Canon recommends an individual line following industry standards, i.e., 2,500 (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. Key telephone systems are not recommended because they send nonstandard signals to individual telephones for ringing and special codes, which may cause a facsimile error..

C. Power Requirements

The machine should be connected to a standard 120 volt AC, three-wire grounded outlet only.

Do not connect this machine to an outlet or power line shared with other appliances that cause "electrical noise." Air conditioners, electric typewriters, copiers, and machines of this sort generate electrical noise that often interferes with communications equipment and the sending and receiving of documents.

Connection of the Equipment

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

The REN (Ringer Equivalence Number) 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 the 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., 10 is a REN of 1.0).

An FCC compliant telephone line cable and modular plug is provided with this equipment. This equipment is designed to be connected to the telephone network or premise wiring using a compatible modular jack that is Part 68 compliant.

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

This equipment is hearing aid compatible.

In Case of Equipment Malfunction

Should any malfunction occur which cannot be corrected by the procedures described in this guide or the e-Manual, disconnect the equipment from the telephone line cable and disconnect the power cord.

The telephone line cable should not be reconnected or the power switch turned ON until the problem is completely resolved. Users should contact Canon Authorized Service Facilities for servicing of equipment, Information regarding Authorized Service Facility locations can be obtained by calling Canon Customer Care Center (1-800-OK-CANON).

Rights of the Telephone Company

If this equipment (FAXPHONE L190) 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 complaint 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, including FAX machines, to send any message 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.

(The telephone number provided may not be a 900 number or any other number for which charges exceed local or long-distance transmission charges.)

NOTE

In order to program this information into your machine, you should complete the procedure for registering your name, unit's telephone number, time, and date in the Starter Guide.

Users in Canada

Pre-Installation Requirements for Canon Facsimile Equipment

A. Location

Supply a suitable table, cabinet, or desk for the machine. See Chapter 11, "Appendix," for specific dimensions and weight.

B. Order Information

1. A single telephone line (touch-tone or rotary) should be used.
2. Order a CA11A modular jack, which should be installed by the telephone company. If the CA11A 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 unit.

DDD (Direct Distance Dial) line

-or-

IDDD (International Direct Distance Dial) line if you communicate overseas

NOTE

Canon recommends an individual line following industry standards, i.e., 2,500 (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. Key telephone systems are not recommended because they send nonstandard signals to individual telephones for ringing and special codes, which may cause a facsimile error.

C. Power Requirements

The power outlet should be a three-prong grounded receptacle (Single or Duplex). It should be independent from copiers, heaters, air conditioners, or any electric equipment that is thermostatically controlled. The rated value is 115 volts and 15 amperes. The CA11A modular jack should be relatively close to the power outlet to facilitate installation.

Notice

- This product meets the applicable Industry Canada technical specifications.
- The Ringer Equivalence Number is an indication of the maximum number of devices allowed to be connected to a telephone interface. The termination of 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.
- The REN of this product is 1.0.
- Before installing this equipment, users should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. In some cases, the company's inside wiring associated with a single line individual service may be extended by means of a certified connector assembly (telephone extension cord). The customer should be aware that compliance with the above conditions may not prevent deterioration of service in some situations.
- 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.

NOTE

This equipment complies with the Canadian ICES-003 Class B limits.

Utilisation au Canada

Conditions à Remplir Préalablement à L'installation d'un Télécopieur Canon

A. Emplacement

Prévoir une table, un meuble, ou un bureau suffisamment solide et de taille appropriée (voir le chapitre 11, Annexe (Appendix), pour les indications de poids et dimensions).

B. Installation téléphonique

1. Une seule ligne téléphonique (tonalités ou impulsions) doit être utilisée.
2. Il faut commander un jack modulaire CA11A qui sera installé par la compagnie téléphonique. Sans ce jack, la mise en place serait impossible.
3. Si vous vous abonnez à une nouvelle ligne, demandez une ligne d'affaires normale de qualité téléphonique courante ou équivalente. Prenez un abonnement d'une ligne par appareil.

Ligne automatique interurbaine

ou

Ligne automatique internationale (si vous communiquez avec les pays étrangers)

NOTE

Canon vous conseille d'utiliser une ligne individuelle conforme aux normes industrielles, à savoir:
ligne téléphonique 2,500 (pour appareil à clavier) ou 500 (pour appareil à cadran/impulsions). Il est également possible de raccorder ce télécopieur à un système téléphonique à poussoirs car la plupart de ces systèmes émettent des signaux d'appel non normalisés ou des codes spéciaux qui risquent de perturber le fonctionnement du télécopieur.

C. Condition d'alimentation

Raccordez le télécopieur à une prise de courant plus terre à trois branches, du type simple ou double, et qui ne sert pas à alimenter un copieur, un appareil de chauffage, un climatiseur ou tout autre appareil électrique à thermostat.

L'alimentation doit être de 115 volts et 15 ampères. Pour faciliter l'installation, le jack CA11A doit être assez proche de la prise de courant.

Remarques

- Le présent matériel est conforme aux spécifications techniques applicables d'Industrie Canada.
- Avant d'installer cet appareil, l'utilisateur doit s'assurer qu'il est permis de le connecter à l'équipement de la compagnie de télécommunication locale et doit installer cet appareil en utilisant une méthode de connexion autorisée. Il se peut qu'il faille étendre la circuiterie intérieure de la ligne individuelle d'abonné, qui a été installée par la compagnie, au moyen d'un jeu de connecteurs homologués (rallonge téléphonique).
- L'attention de l'utilisateur est attirée sur le fait que le respect des conditions mentionnées ci-dessus ne constitue pas une garantie contre les dégradations de qualité du service dans certaines circonstances.
- 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.
- Le nombre d'équivalents sonnerie (REN) de ce produit est 1,0.
- Les réparations sur un appareil certifié doivent être faites par une société d'entretien canadienne autorisée par le Gouvernement canadien et désignée par le fournisseur. Toute réparation ou modification que pourrait faire l'utilisateur de cet appareil, ou tout mauvais fonctionnement, donne à la compagnie de télécommunication le droit de débrancher l'appareil.
- Pour sa propre protection, l'utilisateur doit s'assurer que les prises de terre de l'appareil d'alimentation, les lignes téléphoniques et les tuyaux métalliques internes, s'il y en a, sont bien connectés entre eux. Cette précaution est particulièrement importante dans les zones rurales

CAUTION

Au lieu d'essayer de faire ces branchements eux-mêmes, les utilisateurs sont invités à faire appel à un service d'inspection faisant autorité en matière d'électricité ou à un électricien, selon le cas.

NOTE Respecte les limites de la classe B de la NMB-003 du Canada.

Laser Safety

This machine complies with 21 CFR Chapter 1 Subchapter J as a Class 1 laser product under the U.S. Department of Health and Human Services (DHHS) Radiation Performance Standard according to the Radiation Control for Health and Safety Act of 1968. This means that the machine does not produce hazardous radiation.

Since radiation emitted inside the machine is completely confined within protective housings and external covers, the laser beam cannot escape from the machine during any phase of user operation.

CDRH Regulations

The Center for Devices and Radiological Health (CDRH) of the U.S. Food and Drug Administration implemented regulations for laser products on August 2, 1976. These regulations apply to laser products manufactured from August 1, 1976. Compliance is mandatory for products marketed in the United States.

CAUTION

Use of controls, adjustments, or performance of procedures other than those specified in this manual may result in hazardous radiation exposure.

The label is attached to the laser scanner machine inside the machine and is not in a user access area.

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