

# **Canon**

# **Fax-L260i**

**User's Guide**



This CE Marking shows compliance of this equipment with Directive 73/23/EEC and Directive 89/336/EEC (as amended by Directive 92/31/EEC), both as amended by Directive 93/68/EEC.

L'estampille CE indique que ce matériel est conforme aux dispositions de la Directive 73/23/CEE et de la Directive 89/336/CEE (modifiée par la Directive 92/31/CEE), toutes deux modifiées par la Directive 93/68/CEE.

Diese CE-Markierung weist darauf hin, daß dieses Gerät mit Richtlinie 73/23/EWG und der durch Richtlinie 92/31/EWG geänderten Richtlinie 89/336/EWG übereinstimmt, die beide durch Richtlinie 93/68/EWG geändert wurden.

Denne CE-mærkning indikerer, at dette udstyr følger Direktiv 73/23/EU og Direktiv 89/336/EU (som udvidet med Direktiv 92/31/EU), begge som udvidet med Direktiv 93/68/EU.

CE Märkningen visar att denna utrustning följer direktiven 73/23/EEC och 89/336/EEC (komplement till 92/31/EEC) båda som komplement till direktiv 93/68/EEC.

CE merkintä osoittaa tämän tuotteen yhteensopivuuden direktiivien 73/23/EEC ja 89/336/EEC (täydennetty direktiivillä 92/31/EEC) kanssa, joita on täydennetty direktiivillä 93/68/EEC.

Dette CE merket viser at utstyret er i samsvar med EU direktivene 73/23 og 89/336 (med korreksjon av EU direktiv 92/31), begge med korreksjon av EU direktiv 93/68.

Deze CE markering toont aan dat het product in overeenstemming is met de richtlijnen 73/23/EEC en 89/336/EEC (zoals geammenteerd door richtlijn 92/31/EEC), welke beide zijn geammenteerd door de richtlijn 93/68/CEE.

Questo contrassegno CE indica che l'apparecchio è conforme alle Direttive CEE 73/23 e 89/336 (successivamente modificata con la Direttiva 92/31), entrambe modificate con la Direttiva 93/68.

Este símbolo CE indica que el equipo cumple con las Directivas 73/23/EEC y 89/336/EEC (según la enmienda a la Directiva 92/31/EEC), ambas según la enmienda de la Directiva 93/68/EEC.

Esta marca CEE indica que este equipamento está de acordo com as Directivas 73/23/EEC e 89/336/EEC (conforme amenda da directiva 92/31/EEC), ambas amendas da directiva 93/68/EEC.

Auth h CE shmansh dhl wnei thn sumvwnia thē Suskeuhē me thn Odhgia 73/23/EEC kai thn Odhgia 89/336/EEC (ōpwē tropopoihchkan apō thn Odhgia 92/31/EEC), ōpwē amvōtereē ēqoun tropopoihcei apō thn Odhgia 93/68/EEC.

Oznaka CE prikazuje, da oprema ustreza predpisu 73/23/EEC, in kot to predpisuje predpis 93/68/EEC.

A CE jelzés tanúsítja, hogy a berendezés megfelel az EEC 92/31 és 93/68 előírásokkal módosított EEC 73/23 és 89/336 követelményrendszernek.

Oznaczenie CE jest potwierdzeniem zgodności niniejszego urządzenia z wymaganiami Dyrektywy 73/23/EEC oraz Dyrektywy 89/336/EEC (zgodnie ze zmianami Dyrektywy 92/31/EEC), obie uzupełnione przez Dyrektywę 93/68/EEC.

Značka CE indikuje, že toto zařízení odpovídá Směrnici 73/23/EEC a Směrnici 89/336/EEC (doplňené Směrnici 92/31/EEC), které byly dále doplněny Směrnici 93/68/EEC.

Käesolev CE-markeerung näitab, et antud seade vastab Euroopa Liidu Direktiividele 73/23/EEC ja 89/336/EEC (koos muudatustega vastavalt Direktiivile 92/31/EEC) ning võttes arvesse, et mõlemaid direktiive on muudetud vastavalt Direktiivile 93/68/EEC.

CE marķējums norāda, ka šī iekārta atbilst prasībām, kas iekļautas EK direktīvās 73/23 un 89/336 (ar EK direktīvā 92/31 paredzētajām izmaiņām), kurās veikti labojumi saskaņā ar EK direktīvu 93/68.

Ženklas CE reiškia, kad šis įrenginys atitinka direktyvas 73/23/EEC ir 89/336/EEC (atlikus pataisas direktyva 92/31/EEC), kuriose buvo atliktos pataisos direktyva 93/68/EEC.

Маркировка CE указывает на то, что данное оборудование соответствует Директиве 73/23/EEC и Директиве 89/336/EEC (с изменениями в соответствии с Директивой 92/31/EEC) с изменениями, предписываемыми Директивой 93/68/EEC.

Маркування CE вказує на те, що дане обладнання відповідає Директивам МЕК 73/23/EEC і 89/336/EEC (із змінами у відповідності до Директиви 92/31/EEC) із змінами, що диктуються Директивою 93/68/EEC.

Fax IV

In Sweden and Norway, connect this machine to an NT (Network Termination) compliant with EN60950: 1992/A4: 1997, Annex ZB, Clause 6.2.1.2. Check that your NT (Network Termination) is of the correct type before connecting.

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As an Energy Star Partner, Canon has determined that the FAX-L260i meets the Energy Star guidelines for energy efficiency.

# Safety Information

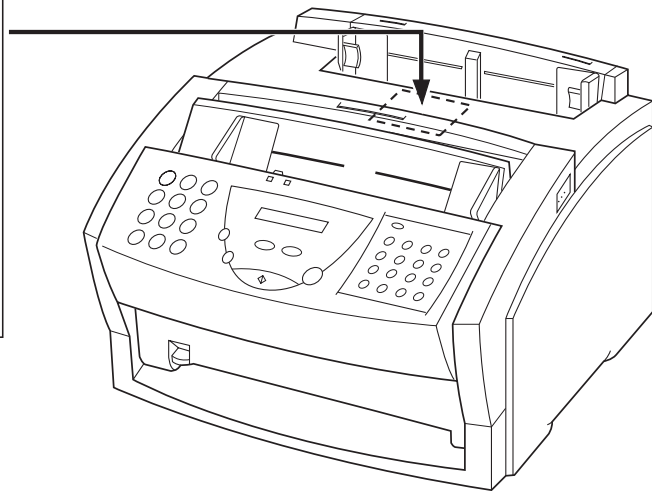
## Laser Safety Information

Laser radiation could be hazardous to the human body. For this reason, laser radiation emitted inside this fax is hermetically sealed within the protective housing and external cover. No radiation can leak from the machine in the normal operation of the product by the user.

This fax is classified as a Class 1 Laser Product under EN 60825-1:1994.

### 220V-240V model

The label shown below is attached to the laser scan unit on the fax.



### 220V-240V model

This fax has been classified under EN60825-1:1994 and conforms to the following classes:

CLASS 1 LASER PRODUCT

LASER KLASSE 1

APPAREIL A RAYONNEMENT LASER DE CLASSE 1

APPARECCHIO LASER DI CLASSE 1

PRODUCTO LASER DE CLASE 1

APARELHO A LASER DE CLASSE 1



Performance of procedures other than those specified in this guide may result in hazardous radiation exposure.

# Contents

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<b>Chapter 1</b>	<b>Introducing the FAX-L260i</b> .....	1-1
	Welcome .....	1-2
	The Main Features of the FAX-L260i .....	1-3
	Plain Paper Fax Features .....	1-4
	Copier Features .....	1-5
	How to Use this User's Guide .....	1-6
	Type Conventions Used in this User's Guide .....	1-7
	Customer Support .....	1-8
	Safety Instructions .....	1-9
<b>Chapter 2</b>	<b>Setting Up Your FAX-L260i</b> .....	2-1
	Choosing a Location for Your FAX-L260i .....	2-3
	Dimensions .....	2-4
	Unpacking Your FAX-L260i .....	2-5
	Do You Have Everything? .....	2-5
	Lifting the FAX-L260i .....	2-7
	Removing Shipping Materials .....	2-8
	Replaceable Parts .....	2-10
	Assembling the FAX-L260i .....	2-11
	Attaching Components .....	2-11
	Attaching the Paper Rest .....	2-11
	Attaching the Paper Loading Label .....	2-12
	Attaching the Extension Tray .....	2-12
	Attaching the Support Trays .....	2-13
	Making Connections .....	2-14
	Connecting the ISDN Line .....	2-14
	Connecting the Power Cord .....	2-15
	Getting Acquainted with Your FAX-L260i .....	2-17
	Front View .....	2-17
	Inside View .....	2-18
	Rear View .....	2-19
	The Operation Panel .....	2-20
	Special Function Buttons .....	2-22
	The Toner Cartridge .....	2-24
	Handling and Storing Cartridges .....	2-24
	Installing/Replacing the Toner Cartridge .....	2-26
	Loading Recording Paper .....	2-32
	Testing the FAX-L260i .....	2-35
	The Paper Path .....	2-36
	Selecting Paper Delivery .....	2-37
	Face-Down Delivery .....	2-38
	Face-Up Delivery .....	2-39

<b>Chapter 3</b>	<b>Registering Information in the FAX-L260i</b> .....	3-1
	Guidelines for Entering Information .....	3-2
	Entering Numbers, Letters, and Symbols .....	3-3
	Editing Information .....	3-5
	Using the One-Touch Speed Dial/Special Function Buttons .....	3-6
	Using the Menu System .....	3-6
	Personalising Your FAX-L260i .....	3-8
	Identifying Your Documents .....	3-8
	Entering the Date and Time .....	3-9
	Registering Your ISDN Number, Fax Number and Name .....	3-10
<b>Chapter 4</b>	<b>Speed Dialling</b> .....	4-1
	Speed Dialling Methods .....	4-2
	One-Touch Speed Dialling .....	4-3
	Storing Numbers for One-Touch Speed Dialling .....	4-3
	Changing a Number/Name Stored under a One-Touch Speed Dialling Button .....	4-8
	Using One-Touch Speed Dialling .....	4-13
	Coded Speed Dialling .....	4-15
	Storing Numbers for Coded Speed Dialling .....	4-15
	Changing a Number/Name Stored under a Coded Speed Dialling Code .	4-20
	Using Coded Speed Dialling .....	4-25
	Group Dialling .....	4-27
	Creating Groups for Group Dialling .....	4-27
	Using Group Dialling .....	4-30
<b>Chapter 5</b>	<b>Sending Faxes</b> .....	5-1
	Preparing to Send a Fax .....	5-3
	Document Requirements .....	5-3
	Scanning Area .....	5-5
	Selecting Automatic/Manual Document Feed .....	5-6
	Loading Documents for Automatic Feed .....	5-7
	Loading Documents for Manual Feed .....	5-11
	Setting the Resolution and Contrast .....	5-13
	Setting the Scanning Resolution .....	5-13
	Setting the Scanning Contrast .....	5-15
	Sending Method .....	5-16
	Memory Sending .....	5-16
	Dialling Methods .....	5-16
	Messages Displayed During Sending .....	5-17

Sending Documents .....	5-18
Memory Sending .....	5-18
Adding Pages to the Document in the Automatic Document Feeder (ADF) .....	5-20
Cancelling Sending .....	5-21
Removing the Document from the Automatic Document Feeder (ADF) .....	5-22
Redialling .....	5-24
Manual Redialling .....	5-24
Automatic Redialling with Memory Sending .....	5-24
Cancelling Automatic Redialling .....	5-25
Setting Up Automatic Redialling .....	5-26
Sequential Broadcasting .....	5-29
Sending a Document to More than One Destination .....	5-29
Sending a Document Using Group Dialling .....	5-31
Delayed Sending .....	5-32
Sending Other Documents While the FAX-L260i is Set for Delayed Sending .....	5-34
Documents Stored in Memory .....	5-35
Printing a List of Documents Stored in Memory .....	5-35
Deleting a Document Stored in Memory .....	5-37
Resending a Document that Encountered an Error .....	5-38
Sending with the Password/Subaddress Feature .....	5-40
Other Settings for Sending .....	5-43
G3 ECM Setting for Sending .....	5-43
CLIP (Calling Line Identification Presentation) Setting .....	5-44
<b>Chapter 6 Receiving Faxes .....</b>	<b>6-1</b>
Receiving Documents Automatically .....	6-2
Documents Received in Memory .....	6-2
Messages Displayed When Documents are Received in Memory .....	6-3
Printing Documents Received in Memory .....	6-3
Page Footer .....	6-4
Receiving While Registering, Copying, or Printing .....	6-5
Cancelling an Incoming Fax .....	6-5
Restricting Incoming Documents .....	6-6
Polling to Receive Faxes .....	6-7
Polling a Fax Machine .....	6-7
Other Settings for Receiving .....	6-8
G3 ECM for Receiving .....	6-8
CHECK RX ID Setting .....	6-9
Accessing "Touch-line" Services .....	6-10
<b>Chapter 7 Making Copies .....</b>	<b>7-1</b>
Making Copies .....	7-2

<b>Chapter 8 Reports and Lists</b> .....	8-1
Activity Report .....	8-2
Transmission (TX) Reports .....	8-3
Error TX Report .....	8-3
TX Report .....	8-4
Multi TX/RX Report .....	8-5
Reception (RX) Report .....	8-6
Memory Clear Report .....	8-7
User's Data List .....	8-8
Speed Dialling Lists .....	8-10
One-Touch Speed Dial List 1 .....	8-11
One-Touch Speed Dial List 2 .....	8-11
Coded Speed Dial List 1 .....	8-12
Coded Speed Dial List 2 .....	8-12
Group Dial List .....	8-12
 <b>Chapter 9 Frequently Asked Questions</b> .....	9-1
If You Cannot Solve the Problem .....	9-2
Problems Index .....	9-3
Paper Jams .....	9-5
Jams in the Automatic Document Feeder (ADF)? .....	9-5
Jams in the Output Slots? .....	9-8
Jams Inside the Unit? .....	9-9
Jams in the Front Area of the Unit? .....	9-14
After Clearing a Paper Jam .....	9-17
Problems Feeding Paper Into the FAX-L260i Sheet Feeder .....	9-18
Faxing Problems .....	9-20
Sending Faxes .....	9-20
Receiving Faxes .....	9-22
Copying Problems .....	9-26
Printing Problems .....	9-27
Print Quality Problems .....	9-28
General Problems .....	9-29
If a Power Cut Occurs .....	9-30
Error Codes, Messages, and Solutions .....	9-31
 <b>Chapter 10 Maintaining Your FAX-L260i</b> .....	10-1
Cleaning the FAX-L260i .....	10-2
Cleaning the FAX-L260i Exterior .....	10-2
Cleaning the Inside of the FAX-L260i .....	10-3
Cleaning the Scanner Components .....	10-6
Replacing the Toner Cartridge .....	10-8
Transporting the FAX-L260i .....	10-9



<b>Chapter 11 The Menu System</b> .....	11-1
Understanding the Menu System .....	11-2
Accessing the TEL REGISTRATION Menu .....	11-2
Accessing the USER SETTINGS Menu .....	11-4
Accessing the REPORT SETTINGS Menu .....	11-6
Accessing the TX SETTINGS Menu .....	11-8
Accessing the RX SETTINGS Menu .....	11-10
Accessing the FAX PRINTER Menu .....	11-12
Accessing the SYSTEM SETTINGS Menu .....	11-14
<b>Appendix Specifications</b> .....	A-1
General .....	A-2
Plain Paper Fax .....	A-4
Copier .....	A-6
Document Sizes .....	A-7
Printing Area .....	A-8
Glossary .....	G-1
Index .....	I-1



# Chapter 1

## Introducing the FAX-L260i

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This chapter introduces you to the main features of the FAX-L260i. It also explains how to get the most out of the documentation that comes with the unit, and gives important safety instructions.

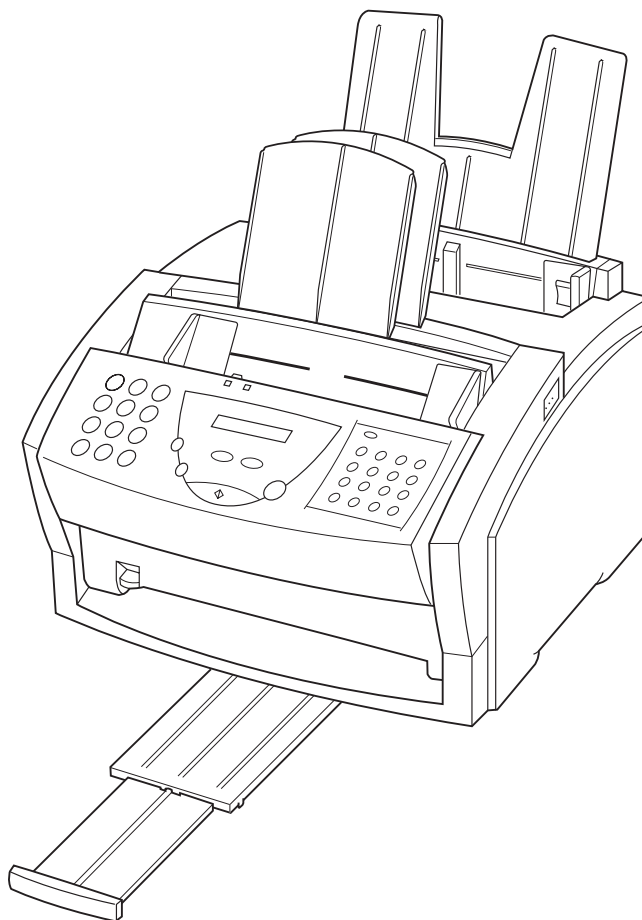
Welcome .....	1-2
The Main Features of the FAX-L260i .....	1-3
Plain Paper Fax Features .....	1-4
Copier Features .....	1-5
How to Use this User's Guide .....	1-6
Type Conventions Used in this User's Guide .....	1-7
Customer Support .....	1-8
Safety Instructions .....	1-9

# Welcome

Thank you for purchasing the new Canon FAX-L260i. The FAX-L260i is a G3/G4 facsimile unit that allows you to send documents at high speed, in the shortest time possible. We are sure that your FAX-L260i will help meet your fax requirements easily and conveniently, as well as your copying needs.

We are confident your new fax will greatly expand your work capacity and efficiency. Using the G4 facsimile standard with the ISDN network, this fax allows you to send large volumes of documents quickly and economically.

The fax has a number of features that make it ideal for small to medium-sized offices.



# The Main Features of the FAX-L260i

The FAX-L260i is a multifunction system for your home or small office. The FAX-L260i combines a plain paper fax machine and a copier, into a single, convenient desktop unit.

The FAX-L260i's multitasking ability enables you to perform operations simultaneously. For example, you can make copies at the same time you are sending a fax or receiving a fax into memory.

The compact size of the FAX-L260i makes it ideal for desktop use, and lets you use it in places where other machines may not fit.

The FAX-L260i includes the following features:

## **Excellent print quality and speed**

The FAX-L260i offers 600 × 600 dpi laser beam printing, providing you with high resolution text and graphics. The exceptional printing speed of 6 pages per minute allows you to work more effectively.

## **Simple maintenance**

The FX-3 toner cartridge for the FAX-L260i contains both the toner and the drum, making installation and replacement simple.

## **Convenient paper handling**

The FAX-L260i sheet feeder holds up to 100 sheets\* of plain A4-size paper.

## **Economy toner-saving printing**

The FAX-L260i includes an economy printing mode that uses up to approximately 50% less toner, resulting in longer cartridge life.

## **Flexible document feeding**

The FAX-L260i includes an Automatic Document Feeder (ADF) that can be set for automatic document feed or manual document feed, according to your needs. This allows you to fax a variety of documents, from multipage documents (up to 20 A4-size pages at a time), to a single photo or business card.

## **Fully ISDN compatible**

You can connect the FAX-L260i directly to a Euro-ISDN multi-device connection.

\* 75 g/m<sup>2</sup> paper

# Plain Paper Fax Features

## **UHQ™ Image Processing System**

The FAX-L260i uses Canon's Ultra-High Quality Image Processing System to provide enhanced definition in faxed photos.

## **Error Correction Mode (ECM)**

Using the FAX-L260i's Error Correction Mode reduces transmission errors when sending faxes to or receiving faxes from G3 fax machines that also have ECM capability.

## **Transmission speed**

The FAX-L260i uses G3 and G4 data encoding methods. G4 can increase transmission speed to approximately 3 seconds\* per page. (G3's maximum speed is approximately 6 seconds\* per page.)

## **Memory sending/receiving**

The FAX-L260i can store up to 230\* fax pages (either received or to be sent) in its built-in memory, and can receive faxes while printing.

## **Reduced-size printing**

The FAX-L260i automatically scales received faxes to fit the size of the paper loaded into the sheet feeder. So if your client is sending you a fax on paper larger than an A4-size page and you have A4-size paper in your sheet feeder, the fax will be scaled and printed on A4-size paper.

## **Automatic dialling and broadcasting**

To make faxing even easier, the FAX-L260i provides several automatic dialling methods: coded speed dialling, one-touch speed dialling, and group dialling. The FAX-L260i also enables you to broadcast faxes or send faxes at a preset time to as many as 117 locations at once.

## **Access to "touch-line" services**

You can use the ON-HOOK button of your fax to access "touch-line" services and request information to be faxed to you.

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

# ***Copier Features***

## **Up to 99 copies**

The FAX-L260i can make up to 99 copies of a document at a time, at a rate of up to six copies per minute.

## **600 dpi and 300 dpi resolution**

The FAX-L260i copies documents at 600 × 300 dpi when using direct copying, and 300 × 300 dpi when using memory copying.

## **Copy reduction**

The FAX-L260i can reduce copies to 90%, 80%, or 70% of their original size. This allows you to copy legal-size documents onto A4-size paper, for example.

# *How to Use this User's Guide*

To make the best use of this user's guide in learning how to set up and operate your FAX-L260i, be sure to do the following:

- Read this chapter to learn about the FAX-L260i's main features and for guidelines on using the unit safely.
- Carefully follow the instructions in Chapter 2, "Setting Up Your FAX-L260i" to get your unit unpacked and assembled properly.
- Read Chapter 3 to learn how to enter information in the FAX-L260i and to register your user information.
- Read Chapters 4 through 7 to master the FAX-L260i operating procedures (such as sending faxes, receiving faxes and making copies) and to learn more about its special features (such as restricting use of the unit and special dialling features).
- If your FAX-L260i begins operating improperly, use Chapter 9, "Frequently Asked Questions," to try to solve the problem.
- Look over Chapter 10, "Maintaining Your FAX-L260i" to become familiar with procedures for cleaning your FAX-L260i and replacing the toner cartridge.
- Refer to Chapter 11 "The Menu System" to learn how to change settings of the FAX-L260i.
- Refer to Appendix for the FAX-L260i technical specifications.

If you still have questions about how to use your FAX-L260i, please contact your local authorised Canon dealer or service centre. They will be happy to answer your questions.



# Type Conventions Used in this User's Guide

This user's guide follows the conventions below to emphasise certain information that will help you use your FAX-L260i correctly and safely:



Cautions tell you how to avoid actions that could injure you or damage your FAX-L260i.

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Notes provide advice for using your FAX-L260i more effectively, describe operating restrictions, and tell how to avoid minor operating difficulties.

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In addition, this user's guide uses bold capital letters to show the names of buttons and switches on the FAX-L260i, such as **FUNCTION**, **STOP**, and **START/COPY**. Text that appears in the unit's display is shown in plain capital letters, such as: RECEPTION OK.

# *Customer Support*

Your FAX-L260i is designed with the latest technology to provide trouble-free operation.

If you have a problem with the unit's operation, try to solve it by using the information in Chapter 9, "Frequently Asked Questions". If you cannot solve the problem or if you think your FAX-L260i needs service, contact your local authorised Canon dealer or service centre.

# Safety Instructions

Read these safety instructions thoroughly before using your FAX-L260i, and keep them handy in case you need to refer to them later.



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Except as specifically described in this user's guide, do not attempt to service the FAX-L260i yourself. Never attempt to disassemble the unit: opening and removing its interior covers will expose you to dangerous voltages and other risks. For all service, contact your local authorised Canon dealer or service centre.

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- Always follow all warnings and instructions marked on the FAX-L260i.
- Use the FAX-L260i only on a sturdy, stable, level surface. If the unit falls, it could be seriously damaged.
- Do not use the FAX-L260i near water. If you spill liquid on or into the unit, unplug it immediately and call your local authorised Canon dealer or service centre.
- The back of the FAX-L260i includes slots and openings for ventilation. To keep the FAX-L260i from overheating (which can cause it to operate abnormally and create a fire risk), take care not to block or cover these openings. Do not operate the unit on a bed, sofa, rug, or other similar soft surface, or near a radiator or other heat source. Do not place the FAX-L260i in a cupboard or cabinet or on shelves unless adequate ventilation is available. See "Choosing a Location for Your FAX-L260i" on page 2-3 for guidelines on how much space the unit needs for ventilation.
- Operate the FAX-L260i only from the type of power source indicated on the unit's label. If you are unsure of the type of power available from your wall outlets, contact your local power company.
- Make sure the total amperage used by all devices plugged into the wall outlet does not exceed the ampere rating of the outlet's circuit breaker.
- Do not allow anything to rest on the power cord or place the FAX-L260i where the cord will be walked on. Make sure the cord is not knotted or kinked.

- Do not insert objects of any kind into the slots or openings on the FAX-L260i's cabinet, as they could touch dangerous voltage points or short out parts, and result in fire or electric shock.
- Do not allow small objects (such as pins, paper clips, or staples) to fall into the FAX-L260i. If something does fall into it, unplug the unit immediately and call your local authorised Canon dealer or service centre.
- Do not plug the power cord into an uninterruptible power supply (UPS).
- Always unplug the FAX-L260i before moving or cleaning it.
- Whenever you unplug the FAX-L260i, wait at least five seconds before you plug it back in.
- Keep the FAX-L260i away from direct sunlight, as this can damage it. If you have to place it near a window, install heavy curtains or blinds.
- Do not expose the FAX-L260i to extreme temperature fluctuations. Install the unit in a place with temperatures between 10° and 32.5°C.
- Always unplug the FAX-L260i during thunderstorms.
- Before you transport the FAX-L260i, remove the toner cartridge.
- Always lift the FAX-L260i as shown below. Never lift it by its sheet feeder or other supports.





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Unplug the FAX-L260i and contact your local authorised Canon dealer or service centre in any of these situations:

- If the power cord or plug is damaged or frayed.
  - If liquid spills into the unit, or if it is otherwise exposed to rain or liquids.
  - If you notice smoke or unusual noises or odour coming from it.
  - If the FAX-L260i does not operate normally when you follow the operating instructions. Adjust only those controls that are covered by the operating instructions in this user's guide, or you can damage the unit and require extensive repair work.
  - If the FAX-L260i is dropped or its cabinet damaged.
  - If the FAX-L260i begins performing poorly, and you cannot correct the problem by following the procedures in Chapter 9, "Frequently Asked Questions".
-



# Chapter 2

## Setting Up Your FAX-L260i

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This chapter tells you how to unpack, assemble, and connect your FAX-L260i, install the FX-3 toner cartridge, and load paper – everything you need to know to get your FAX-L260i ready to use.

Choosing a Location for Your FAX-L260i .....	2-3
Dimensions .....	2-4
Unpacking Your FAX-L260i .....	2-5
Do You Have Everything? .....	2-5
Lifting the FAX-L260i .....	2-7
Removing Shipping Materials .....	2-8
Replaceable Parts .....	2-10
Assembling the FAX-L260i .....	2-11
Attaching Components .....	2-11
Attaching the Paper Rest .....	2-11
Attaching the Paper Loading Label .....	2-12
Attaching the Extension Tray .....	2-12
Attaching the Support Trays .....	2-13
Making Connections .....	2-14
Connecting the ISDN Line .....	2-14
Connecting the Power Cord .....	2-15
Getting Acquainted with Your FAX-L260i .....	2-17
Front View .....	2-17
Inside View .....	2-18
Rear View .....	2-19
The Operation Panel .....	2-20
Special Function Buttons .....	2-22
The Toner Cartridge .....	2-24
Handling and Storing Cartridges .....	2-24
Installing/Replacing the Toner Cartridge .....	2-26

Loading Recording Paper .....	2-32
Testing the FAX-L260i .....	2-35
The Paper Path .....	2-36
Selecting Paper Delivery .....	2-37
Face-Down Delivery .....	2-38
Face-Up Delivery .....	2-39



# Choosing a Location for Your FAX-L260i

Before unpacking your FAX-L260i, follow these guidelines to choose an appropriate location for the unit.



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Please review the information provided in "Safety Instructions" on page 1-9, to make sure you are installing your FAX-L260i for safe use.

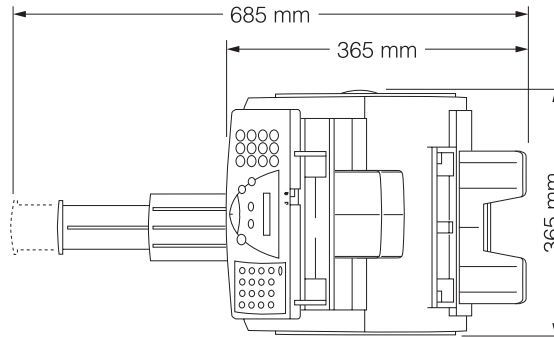
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- Put the FAX-L260i in a cool, dry, clean, well ventilated place:
  - Make sure the area is free from dust.
  - Make sure the location is not affected by extreme temperature fluctuations, and remains between 10° and 32.5°C.
  - Make sure the area's relative humidity is always between 20% and 85%.
- Keep the FAX-L260i away from direct sunlight.
- If possible, place the FAX-L260i near an existing ISDN outlet, to allow for an easy connection of the ISDN line to the unit.
- Place the FAX-L260i near an electrical wall outlet that provides 200–240-volt AC (50–60 Hz) power.
- Do not plug the FAX-L260i into the same circuit as an appliance such as an air conditioner, electric typewriter, television, or copier. Such devices generate electrical noise that can interfere with your unit's ability to send or receive faxes.
- Set the FAX-L260i on a flat, stable, vibration-free surface that is strong enough to support its weight (about 8.6 kg).

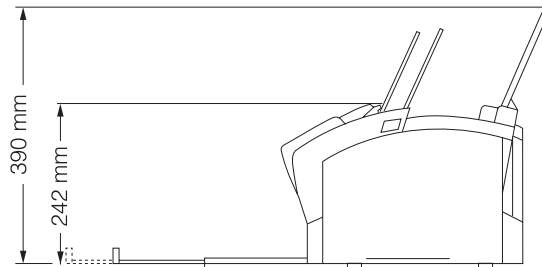
# Dimensions

Make sure the location you choose provides enough space around the FAX-L260i for adequate ventilation, and to allow paper to flow freely into and out of the unit. The figure below shows the minimum space required for the unit.

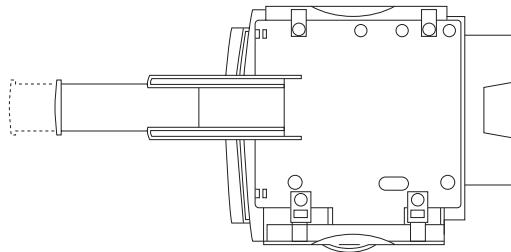
Top view



Side view



Bottom view



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If you need help installing your FAX-L260i or have any questions about it, please contact your local authorised Canon dealer or service centre.

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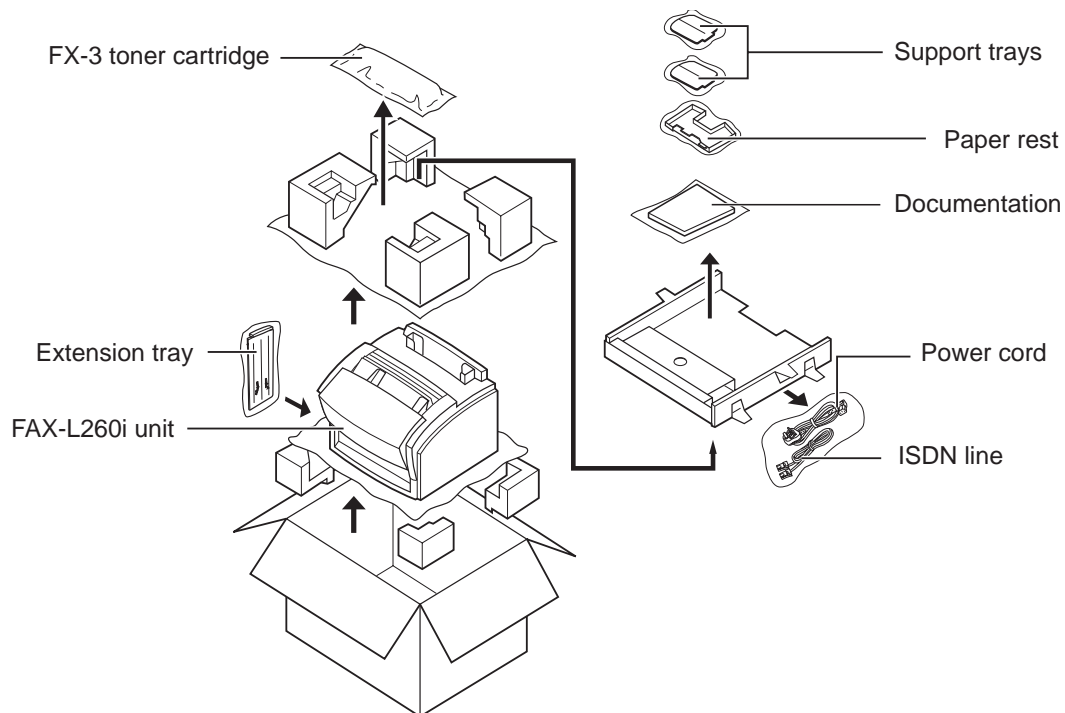
# Unpacking Your FAX-L260i

Follow the directions below to unpack your FAX-L260i properly, and to make sure you have all of its components and documentation.

## Do You Have Everything?

As you unpack the FAX-L260i, save the carton and packing material in case you want to move or ship the unit in the future.

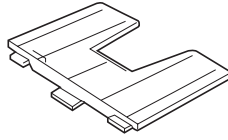
1. Carefully remove all items from the box. You should have someone help by holding the box while you lift the FAX-L260i and its protective packaging out of the carton.



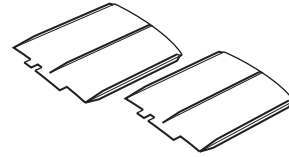
2. Make sure you have the following items:



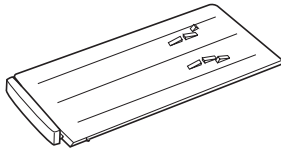
FAX-L260i unit



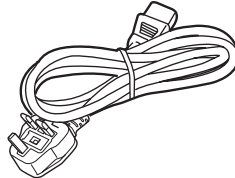
Paper rest



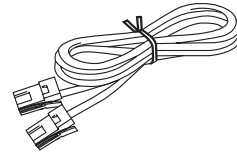
Support trays



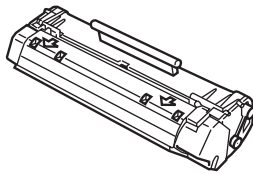
Extension tray



Power cord\*



ISDN line\*\*



FX-3 toner cartridge



FAX-L260i  
User's Guide (This book)

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

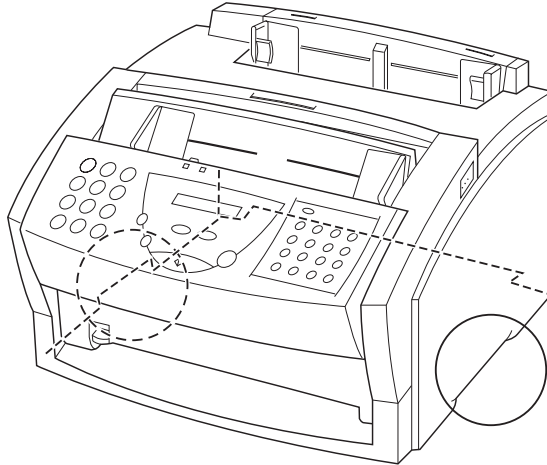
\* The shape of the power cord varies depending on the country of purchase.

\*\* The shape of the ISDN line varies depending on the country of purchase.

## ***Lifting the FAX-L260i***

Whenever you plan to move the FAX-L260i, be sure to:

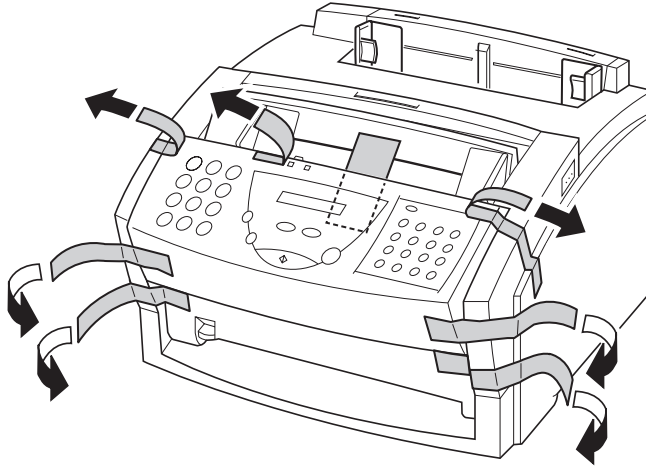
- Hold the unit firmly and keep it level.
- Always grip the sides of the unit. The recessed areas on each side of the unit serve as handles.



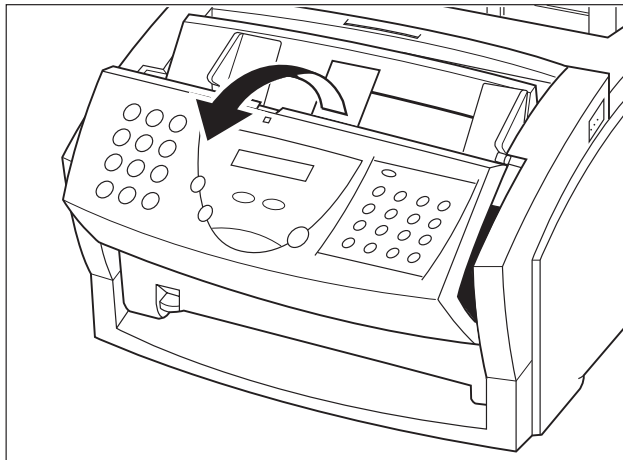
## Removing Shipping Materials

In order to protect your FAX-L260i during shipping, the unit has been packed with protective material that you must remove before using. Follow these steps:

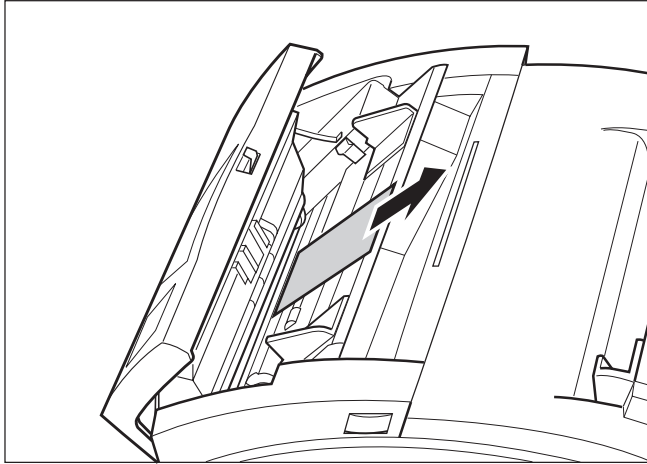
1. Remove all pieces of shipping tape from the outside of the FAX-L260i.



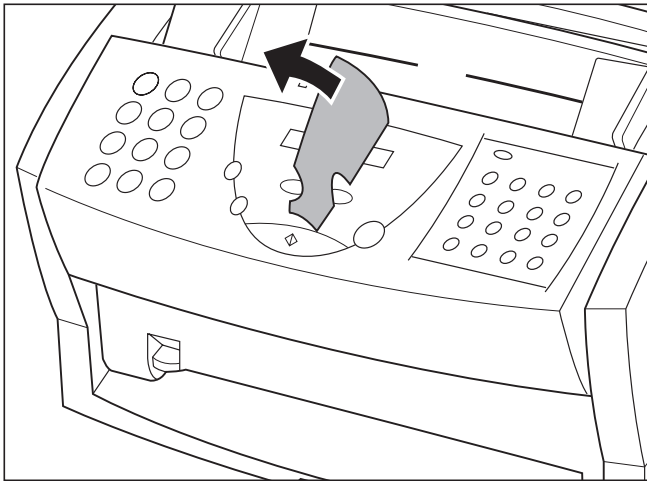
2. Open the operation panel by grasping it with both hands and gently pulling it towards you.



3. Remove the soft styrofoam sheet from the Automatic Document Feeder (ADF), then gently close the operation panel by pressing it down from the centre until it clicks.



4. Peel the clear protective sheet off the LCD display.



## ***Replaceable Parts***

The only component of the FAX-L260i that needs regular service or replacement is the FX-3 toner cartridge. Although Canon manufactures many types of toner cartridges, the FX-3 toner cartridge is the only one designed to be used with your FAX-L260i. The FX-3 toner cartridge can be purchased at any Canon authorised dealer.



# Assembling the FAX-L260i

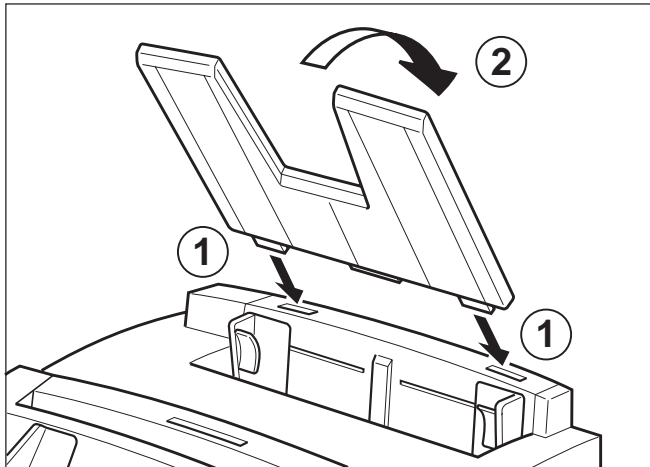
Use the following instructions to assemble your FAX-L260i main unit and components. To see how the FAX-L260i will look fully assembled, see "Getting Acquainted with Your FAX-L260i" on page 2-17.

## Attaching Components

### Attaching the Paper Rest

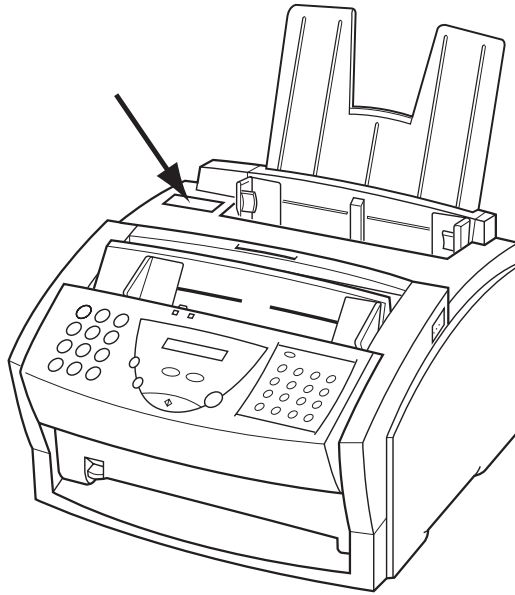
The paper rest helps keep paper or other media straight in the sheet feeder.

To attach the paper rest, insert the two side tabs diagonally into the corresponding slots above the sheet feeder (1), and then straighten it (2).



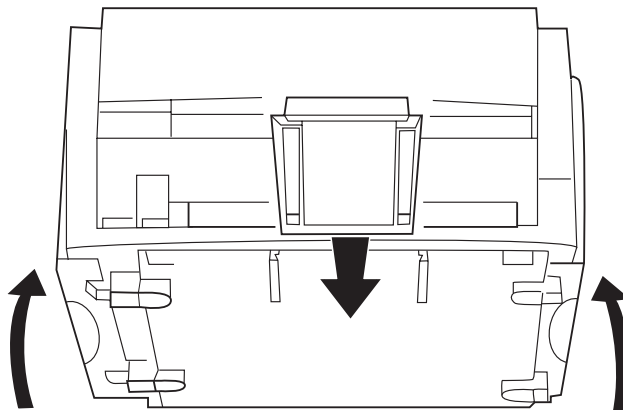
## ***Attaching the Paper Loading Label***

The paper loading label is included with your FAX-L260i unit. Attach the label to the left of the sheet feeder as shown below.



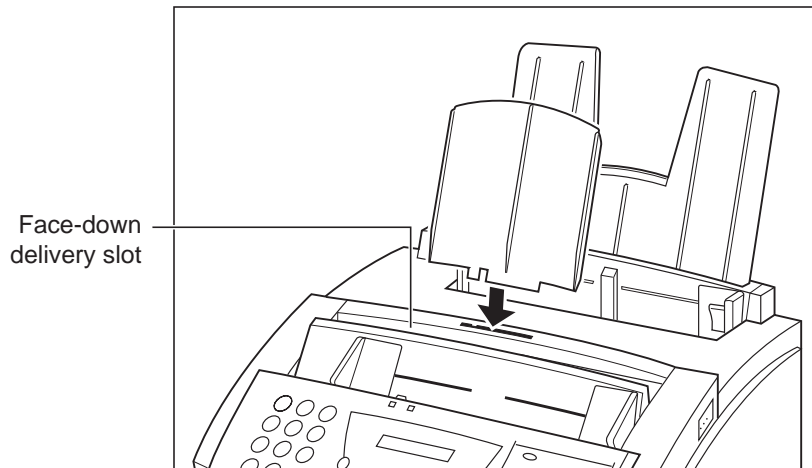
## ***Attaching the Extension Tray***

Lift the FAX-L260i unit as shown and slide the extension tray into the rails on the bottom of the unit.

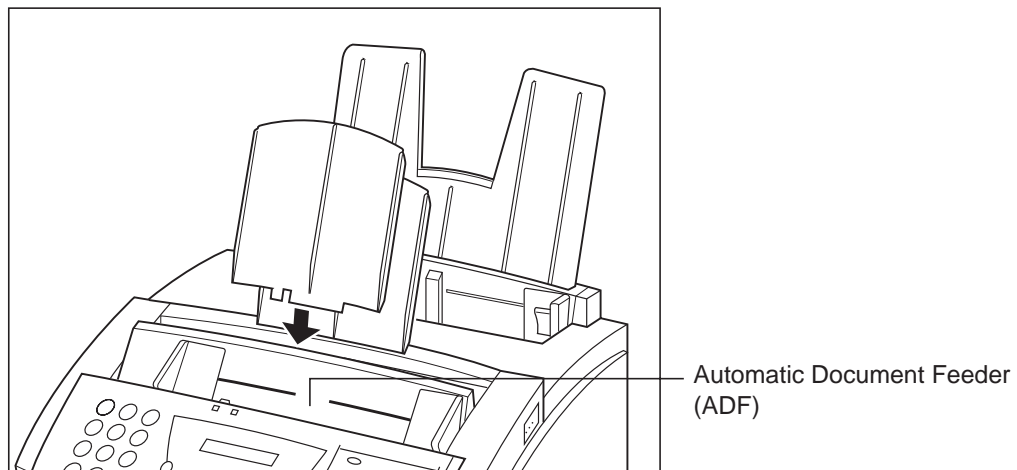


## Attaching the Support Trays

There are two identical support trays. One of the support trays holds paper as it comes out of the face-down delivery slot. To install this support, insert the tabs into the corresponding slots above the face-down delivery slot, making sure that the smaller tab is on the left.



The other support tray holds documents as they are fed into the Automatic Document Feeder (ADF). To install this support, insert the tabs into the corresponding slots above the Automatic Document Feeder (ADF), making sure that the smaller tab is on the left.

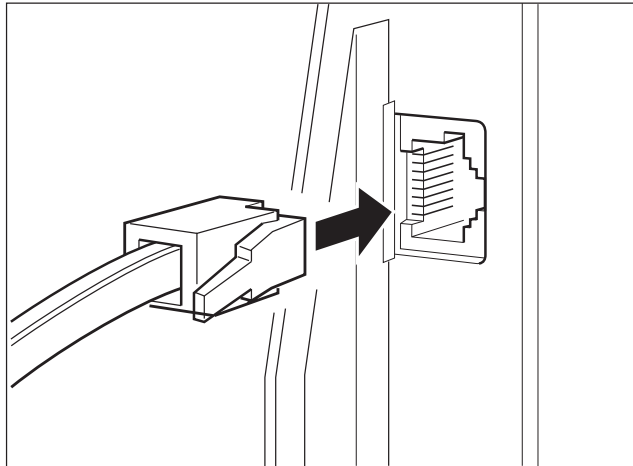


# Making Connections

## Connecting the ISDN Line

Connect the FAX-L260i to an ISDN line as follows:

1. Connect one end of the supplied ISDN line to the jack on the side of the FAX-L260i. (See page 2-19.)



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

# Connecting the Power Cord

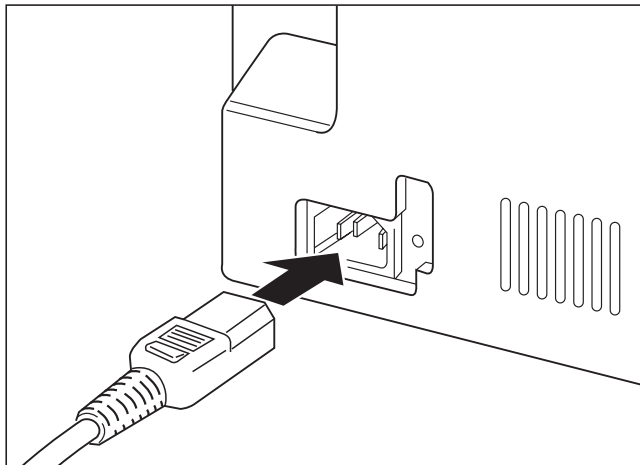


Follow these guidelines when connecting your FAX-L260i to a power source:

- The FAX-L260i is intended for domestic use only and requires 200–240 V AC. Do not use it outside the country where it was purchased.
- Use only the power cord that came with the unit. Using a longer cord or extension cord can cause the FAX-L260i to malfunction.
- Unplug the unit only by pulling on the plug itself. Never pull on the cord.
- Do not plug the FAX-L260i into an outlet shared with an appliance such as an air conditioner, computer, electric typewriter, or copier. These devices generate electrical noise, which can interfere with the operation of the FAX-L260i.
- Make sure nothing is laying on the power cord, and that the cord cannot be walked on or tripped over.
- Do not overload the electrical outlet. Make sure the total amperage used by all the machines plugged into the outlet does not exceed the ampere rating of the outlet's circuit breaker.
- Do not plug the unit into an uninterruptible power supply (UPS).

Connect the power cord as follows:

1. Plug the supplied power cord into the power connector on the back of the FAX-L260i.



2. Plug the other end of the power cord into the outlet.



---

The FAX-L260i has no power switch, so its power is on as long as it is plugged in. Once connected, though, the unit still needs to warm up before you can use it.

---

- While the FAX-L260i is warming up, the message PLEASE WAIT appears in the LCD display:

PLEASE WAIT

- When the date and time appears, the FAX-L260i is in standby mode and ready for use:

08/10 1998 16:21



---

If the toner cartridge has not been installed yet, the message CHECK COVER/CART alternates with the standby mode display:

CHECK COVER/CART

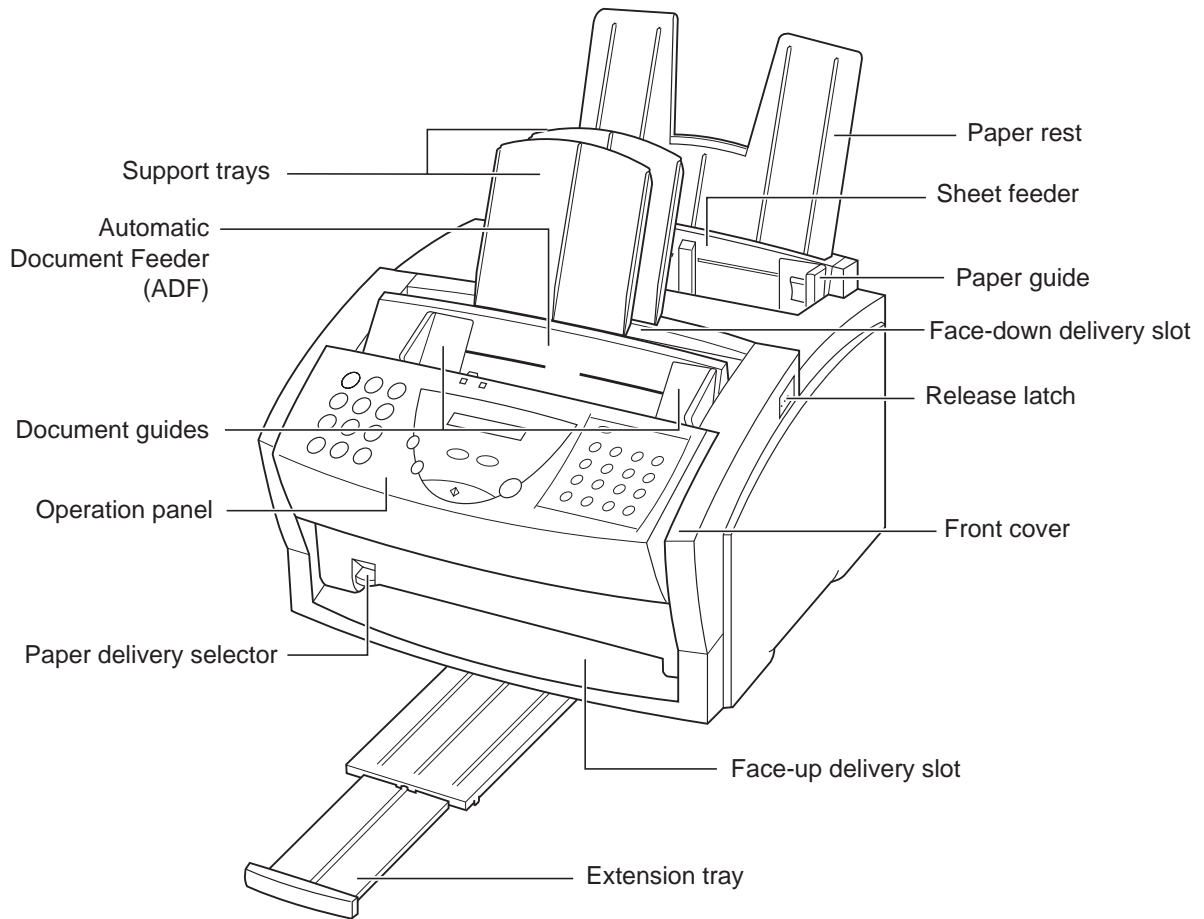
08/10 1998 16:21

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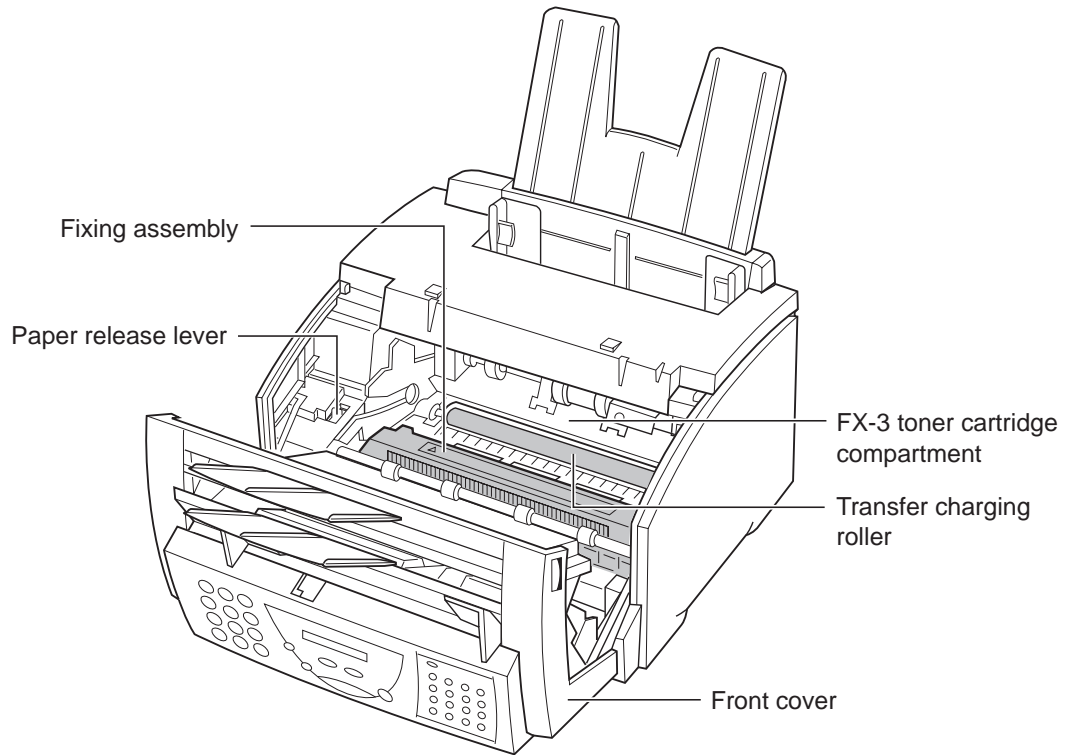
# Getting Acquainted with Your FAX-L260i

Before using your FAX-L260i, look over the diagrams on these pages to become familiar with the unit's components and their functions.

## Front View

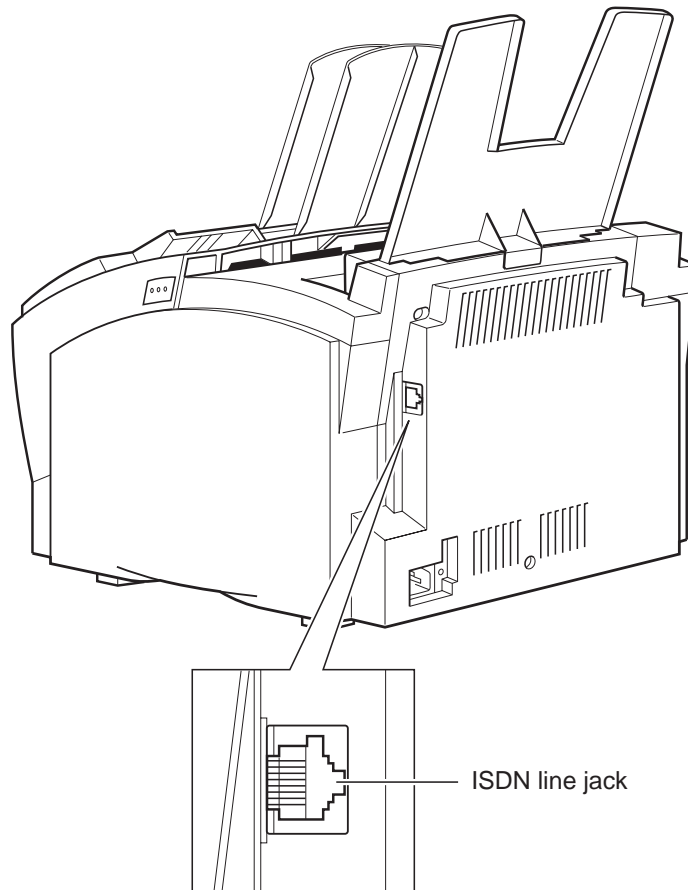
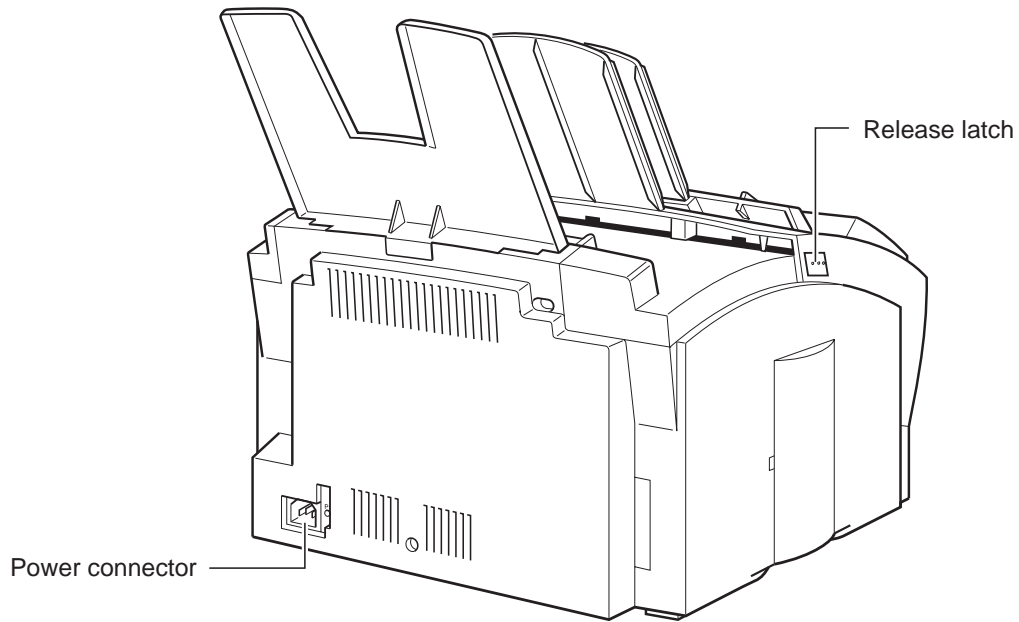


# Inside View

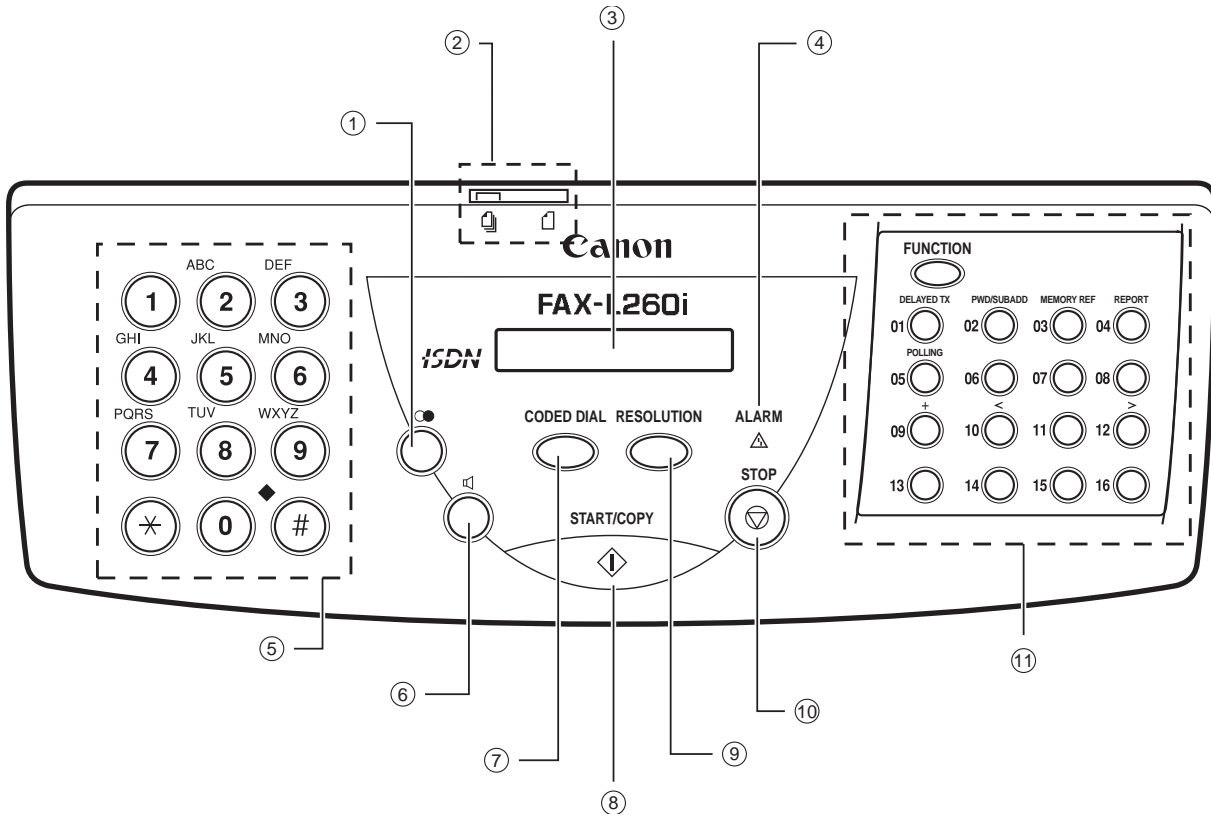




## Rear View



# The Operation Panel



**1 REDIAL button**

Press this button to redial the last number that was dialed using the numeric buttons.

**2 Document feed lever**

Set this lever to the left (☞) for automatic document feed, or to the right (☜) for manual document feed.

**3 LCD display**

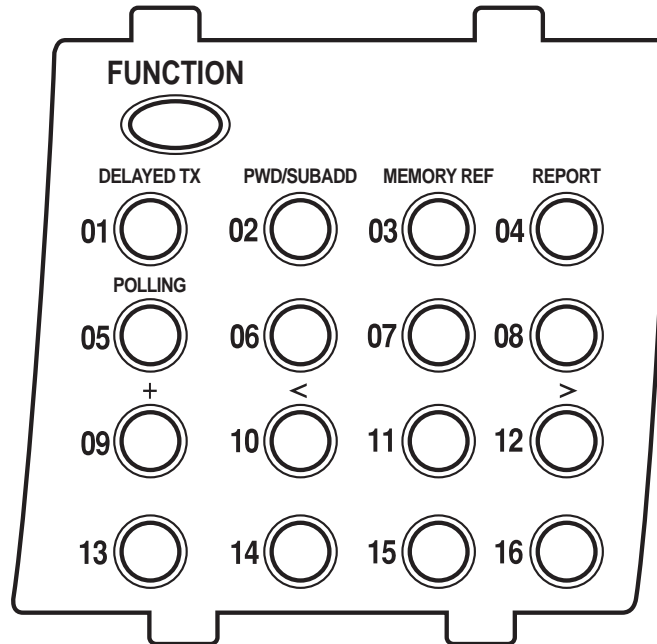
The LCD display shows messages and prompts during operation, and displays selections, text, numbers and names when registering information.

**4 ALARM lamp**

This lamp flashes when an error occurs, or when the FAX-L260i is out of paper or toner.

- ⑤ **Numeric buttons**  
Use these buttons to enter numbers and names when registering information, and to dial fax numbers that are not registered for automatic dialling.
- ⑥ **ON-HOOK button**  
Use this button to access "touch-line" services.
- ⑦ **CODED DIAL button**  
Press this button and a two-digit code to dial a fax number that you have registered for coded speed dialling.
- ⑧ **START/COPY button**  
Press this button to begin sending, scanning, copying or other operations, or to select functions when registering information.
- ⑨ **RESOLUTION button**  
Press this button to select the resolution the FAX-L260i will use for the document you want to fax or copy.
- ⑩ **STOP button**  
Press this button to cancel sending, receiving, or any other operation.
- ⑪ **One-Touch Speed Dial/Special Function buttons**  
Use these buttons for one-touch speed dialling and to perform special operations. See pages 2-22 and 2-23 for details on the special function buttons.

## Special Function Buttons



### **FUNCTION button**

Use this button to enable access to the special function buttons described below.

### **DELAYED TX button 01**

Press this button to register a time and fax number for delayed sending.

### **PWD/SUBADD button 02**

Press this button to send a document using a password and subaddress based on the ITU-T standard.

### **MEMORY REF button 03**

Use this button to delete or resend documents stored in memory, or to print a list of documents in memory.

### **REPORT button 04**

Use this button to print activity reports.

**POLLING button 05**

Press this button for polling reception.

**+ button 09**

Press this button to enter a + sign when registering your fax number.

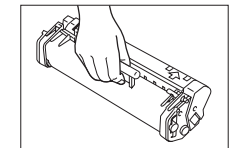
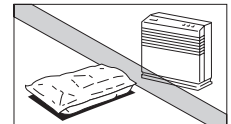
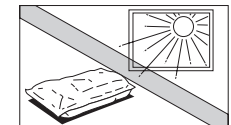
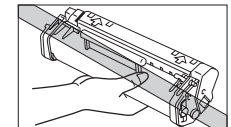
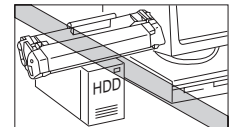
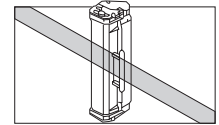
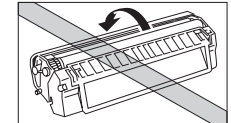
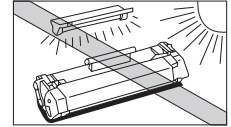
**<, > (Arrow) buttons 10 and 12**

Use these buttons to scroll through menu selections or to move the cursor when registering data.

# The Toner Cartridge

## Handling and Storing Cartridges

- Do not expose the cartridge to direct sunlight or bright light for longer than five minutes.
- Do not open the drum protective shutter on the cartridge. If the drum surface is exposed to light and damaged, print quality may deteriorate.
- Do not stand the cartridge on end, and do not turn it upside down. If toner becomes caked in the cartridge, it may prove impossible to free it even by shaking the cartridge.
- Keep the cartridge away from computer screens, disk drives, and floppy disks. The magnet inside the cartridge may harm these items.
- Never touch the drum protective shutter. When holding the cartridge avoid touching the drum protective shutter with your hands.
- Do not store the cartridge in direct sunlight.
- Avoid locations subject to high temperature, high humidity, or rapid changes in temperature. Store the cartridge between 0° and 35°C.
- Hold the cartridge as shown so that your hand is not touching the drum protective shutter.



- Store the cartridge in its protective bag. Do not open the bag until you are ready to install the cartridge in the unit.
- Save the protective bag. You may need to repack and transport the cartridge at a later date.
- Do not store the cartridge in salty air or where there are corrosive gases such as from aerosol sprays.
- Do not remove the cartridge from the FAX-L260i unless necessary.



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**DO NOT PLACE THE CARTRIDGE IN FIRE. TONER POWDER IS FLAMMABLE.**

---

# Installing/Replacing the Toner Cartridge

The FAX-L260i uses a Canon FX-3 toner cartridge. The procedure below explains how to install the cartridge for the first time, and how to replace it when the toner runs out.

When the message CHANGE CARTRIDGE appears, the toner in the cartridge may simply be unevenly distributed. Before replacing the cartridge, follow the instructions on page 9-28 to evenly distribute the toner. If after doing this the message remains displayed or the print quality is low, replace the cartridge as described below.

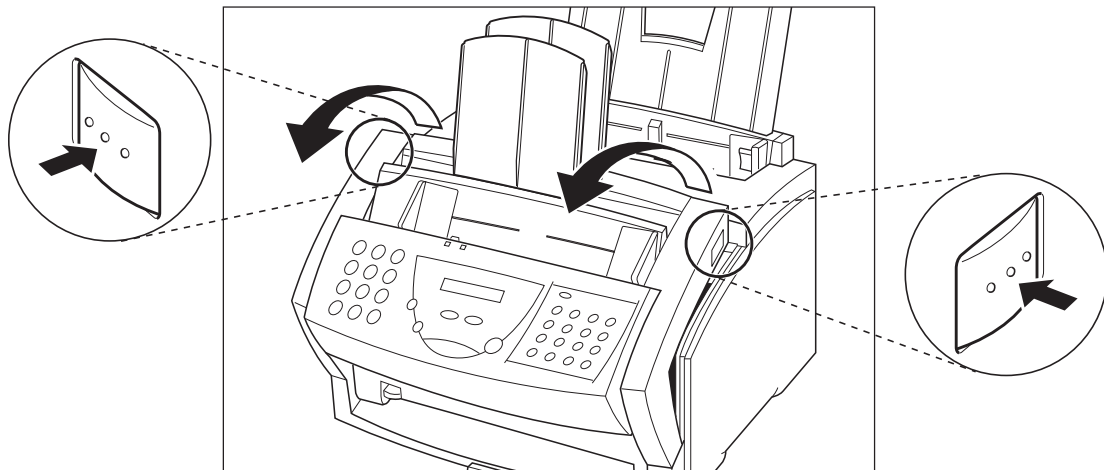


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Canon makes numerous cartridges. The FX-3 toner cartridge has been designed specially for the FAX-L260i and is the only one Canon recommends that you use.

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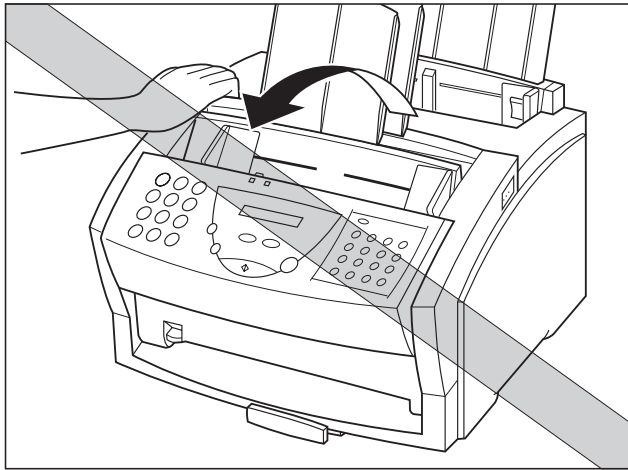
1. Remove any documents and/or printed pages from the unit.
2. Make sure the FAX-L260i is plugged in.
3. Open the front cover by pressing the release latches on the sides of the unit.
  - Lift the cover forward to its open position.



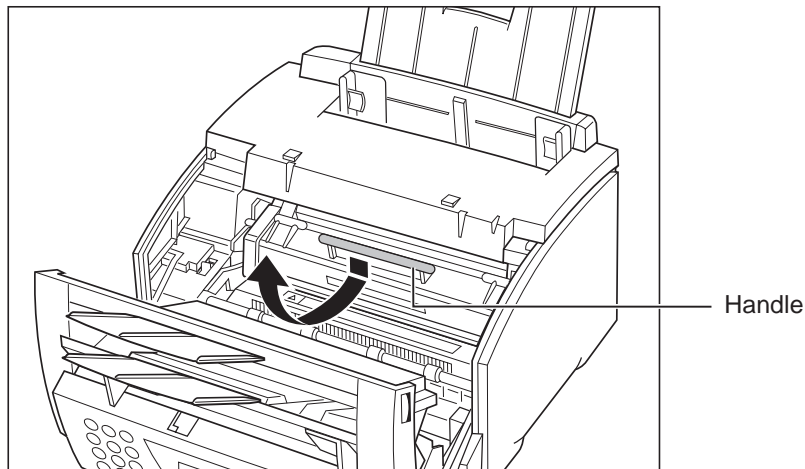




Do not open the front cover without pressing the release latches as this may cause damage to your unit.

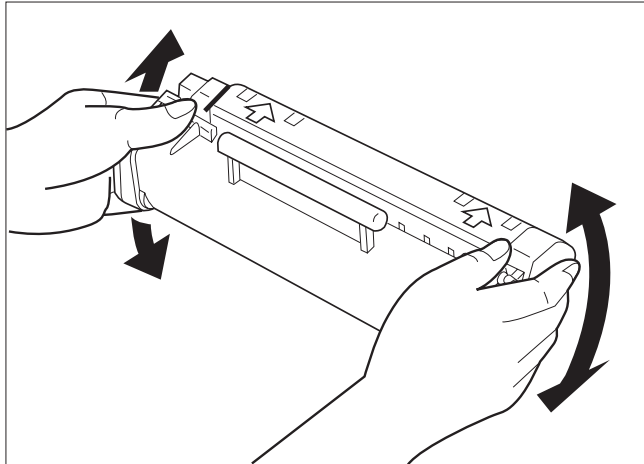


4. If replacing a used cartridge, hold the cartridge by its handle and remove it as shown.

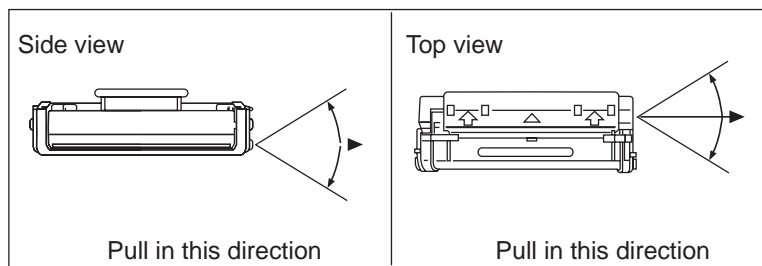
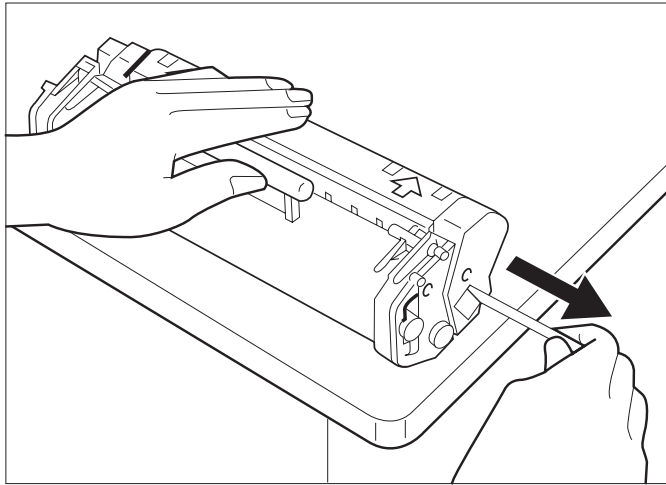


- Dispose of the toner cartridge properly. To recycle your used cartridge, simply follow the instructions included with your new FX-3 toner cartridge.

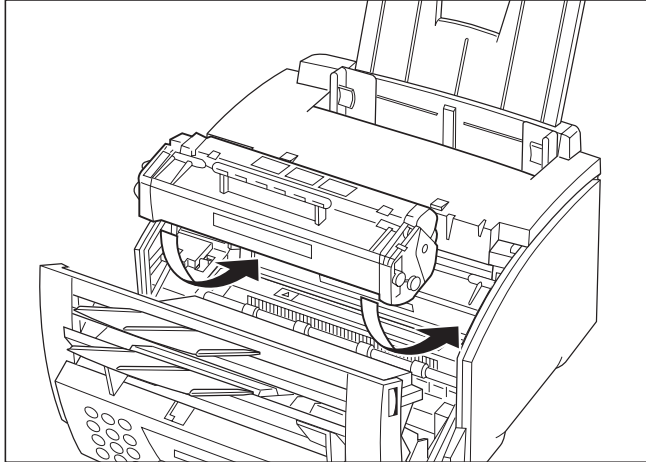
5. Remove the new FX-3 toner cartridge from its protective bag.
  - Save the protective bag the cartridge comes in. You may need to repack the cartridge later.
6. Gently rock the cartridge from side to side several times to distribute the toner evenly inside the cartridge.
  - Poor print quality may result if the toner becomes unequally distributed inside the cartridge.



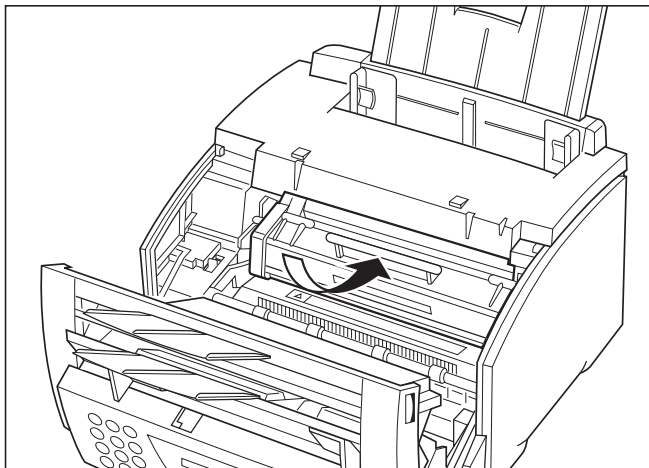
7. Place the cartridge on a flat, clean surface, and steady it with one hand. Remove the seal by gently pulling on the plastic tab with your other hand.
  - Use a firm, even pull to remove the plastic seal. To avoid breaking the seal, do not jerk on it unevenly.



8. Insert the toner cartridge into the unit.
  - Align the rails on the left and right sides of the cartridge with the guides inside the unit.
  - Slide the unit into position.
  - Always hold the cartridge by its handle when inserting it in the unit.

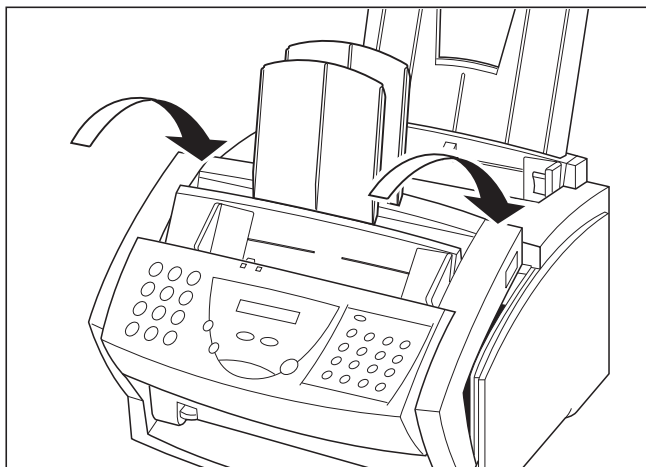


9. Gently press the cartridge into the unit as far as it will go.
  - Press down and back on the cartridge's handle.



10. Close the front cover.

- Use both hands to lift the cover back into the closed position.



# Loading Recording Paper

When the message LOAD PAPER appears in the LCD display, you need to add paper to the sheet feeder. Here are a few tips you should follow when you load paper into the sheet feeder.

- Use A4-size paper.
- Use standard 64–90 g/m<sup>2</sup> weight paper.
- The sheet feeder holds up to 100 sheets of standard weight paper\* (maximum 10 mm stack height).
- Let the paper run out before you refill the sheet feeder. Avoid mixing new paper with paper remaining in the sheet feeder.
- Stack the paper so that the top and bottom edges and sides are straight and even before placing it in the sheet feeder.
- Do not print on both sides of the paper. Doing so may cause several sheets to feed into the unit at the same time.



- 
- Do not use damp, curled, wrinkled, or torn paper as these can cause paper jams or poor print quality.
  - Highly textured or extremely smooth or shiny paper does not print well.
  - The laser printing process uses high temperatures to fuse toner to the paper. Use paper that will not melt, vaporise, discolour, or emit dangerous fumes at temperatures near 170°C. For example, do not use vellum paper in a laser printer. Make sure any letterhead or coloured paper you use can withstand high temperatures.
  - Make sure the paper is free of dust, lint, and oil stains.
  - To keep the paper from curling, do not open paper packs until you are ready to use the paper. Store unused paper from opened packs in a cool, dry location in the original packaging.
  - Your FAX-L260i is factory-set to use A4-size paper. If you wish to use letter- or legal-size paper, you must change the setting from the FAX PRINTER menu. See Chapter 11, "The Menu System" for more details on changing the setting.
- 



---

Do not load paper in the sheet feeder when the unit is printing.

---

\* 75 g/m<sup>2</sup> paper

Follow these steps to load paper in the sheet feeder.

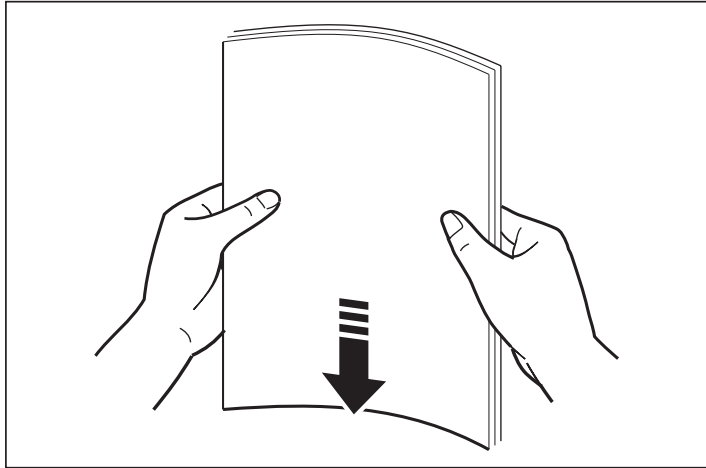


---

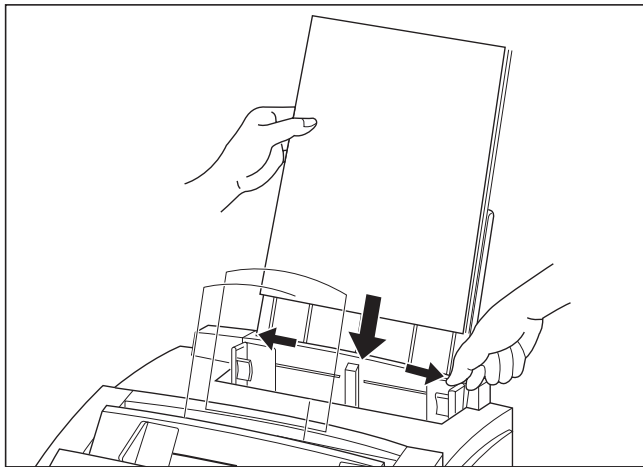
Let the paper run out before you refill the sheet feeder.

---

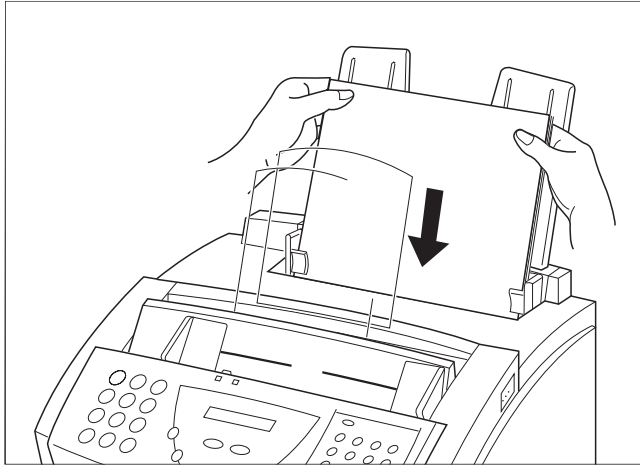
1. Before loading paper, stack it so that the leading edge and sides of the paper are even.



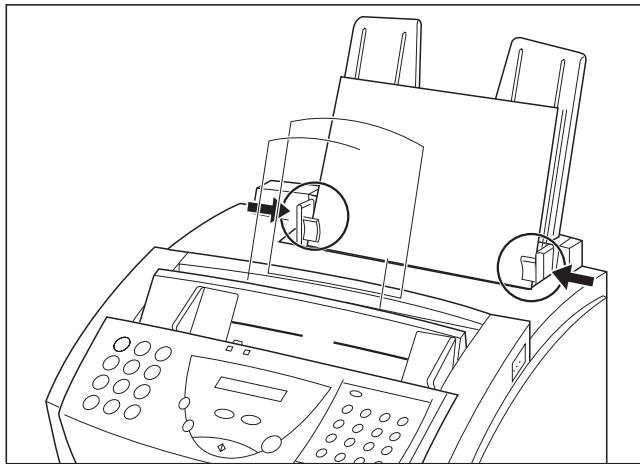
2. Open the paper guides to the approximate width of the stack of paper.



3. Insert the stack of paper—print side facing you and top edge first into the sheet feeder.
  - Insert the stack until it stops, but do not force it in.



4. Adjust the paper guides to the width of the paper.
  - Make sure there is no space between the paper guides and the stack of paper.



Your FAX-L260i is now ready to print.



---

Let the paper run out before you refill the sheet feeder. Avoid mixing new paper with paper remaining in the sheet feeder.

---



# Testing the FAX-L260i

After you have assembled your FAX-L260i, installed the toner cartridge, loaded plain paper in the sheet feeder, you can make sure the FAX-L260i is printing properly by making several copies of a document. For instructions, see Chapter 7 "Making Copies".

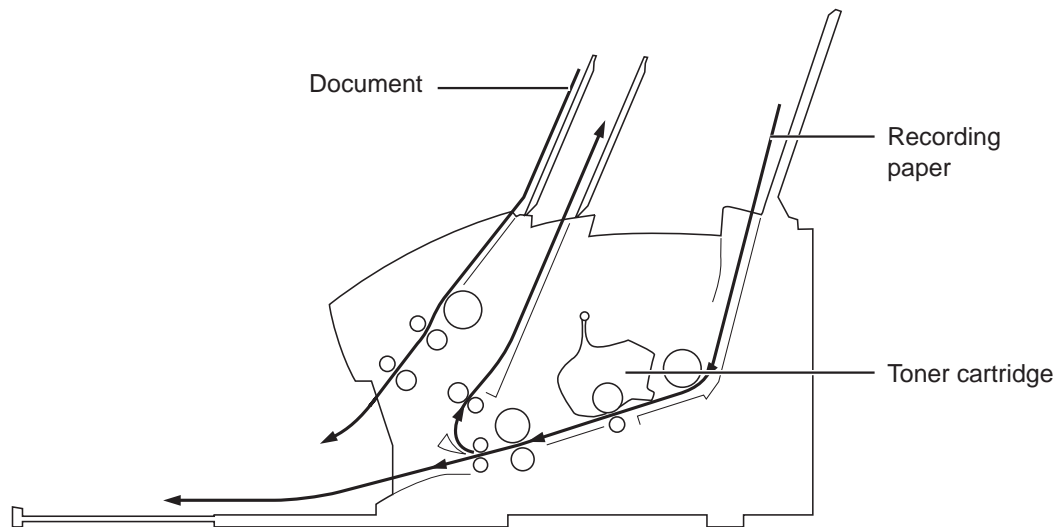
Note the following:

- If the printed sheets are curled as they exit the FAX-L260i, remove them from the output slot immediately to avoid paper jams.
- Make sure your text or graphics fall within the printable area.

# The Paper Path

Understanding how paper feeds through the FAX-L260i will help you to determine how to load paper and handle paper jams.

The page travels first to the FX-3 toner cartridge. Here a laser beam "draws" the print image on the drum, then the drum applies toner to the page. The page then travels to the fixing assembly where the toner is fused to the page. The page then exits the unit from the front or top.

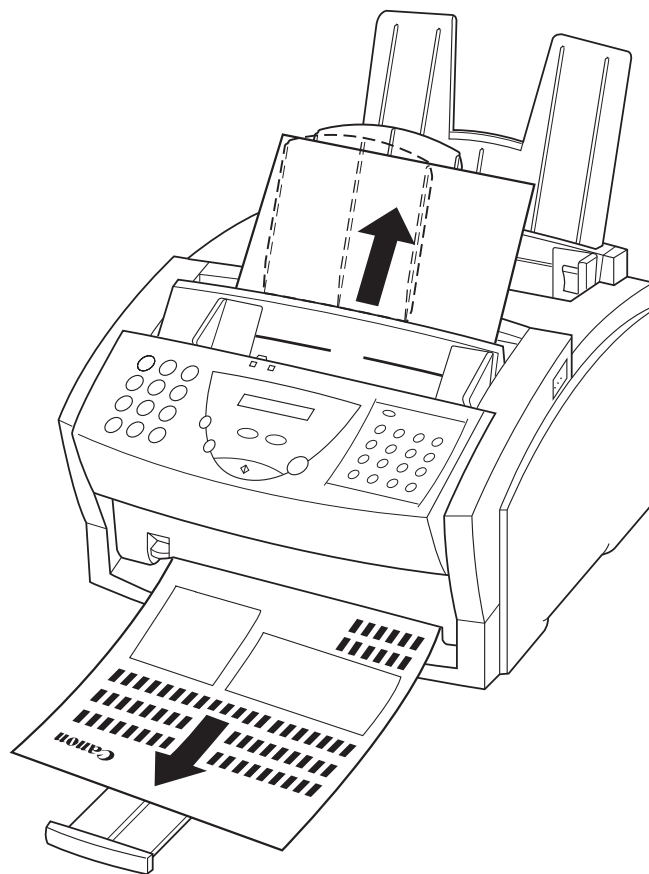


When you are printing, follow these guidelines:

- Always set the paper delivery selector before starting to print.
- Do not switch the paper delivery selector until the printout completely comes out of the delivery slot. Otherwise, a paper jam may occur.
- Make sure there is enough room for the paper to exit from the face-up delivery slot.
- Never pull the paper as it comes out of the unit.
- When using face-up delivery, receive each printout by letting it slide onto your open hand or onto the table.

# Selecting Paper Delivery

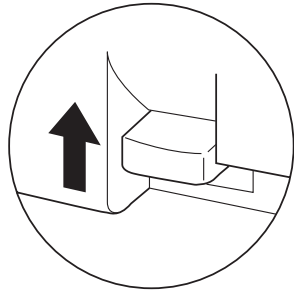
Received faxes and copies can be delivered through the face-up or face-down delivery slots. Choose paper delivery according to the job the FAX-L260i is performing and the type of print media you are using.



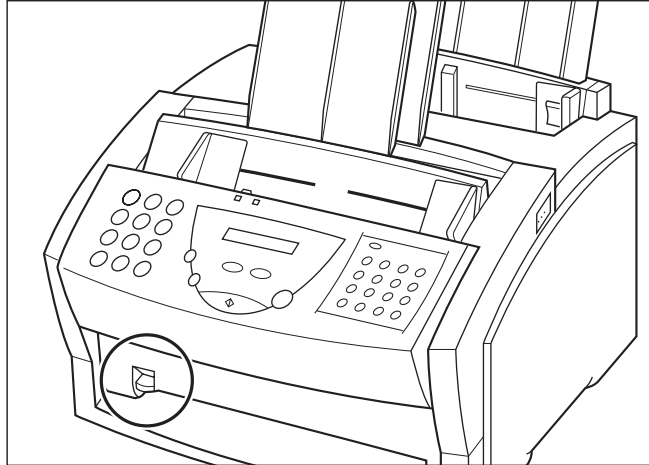
## Face-Down Delivery

Face-down delivery is used for most jobs and when using plain paper only (64 to 90 g/m<sup>2</sup>). Printed pages are stacked in the order printed in the face-down delivery slot. This slot holds up to 50 sheets of plain paper (75 g/m<sup>2</sup>).

Move the paper delivery selector up to the  mark.



Face-down delivery

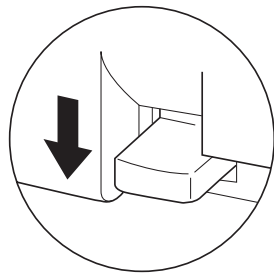


## Face-Up Delivery

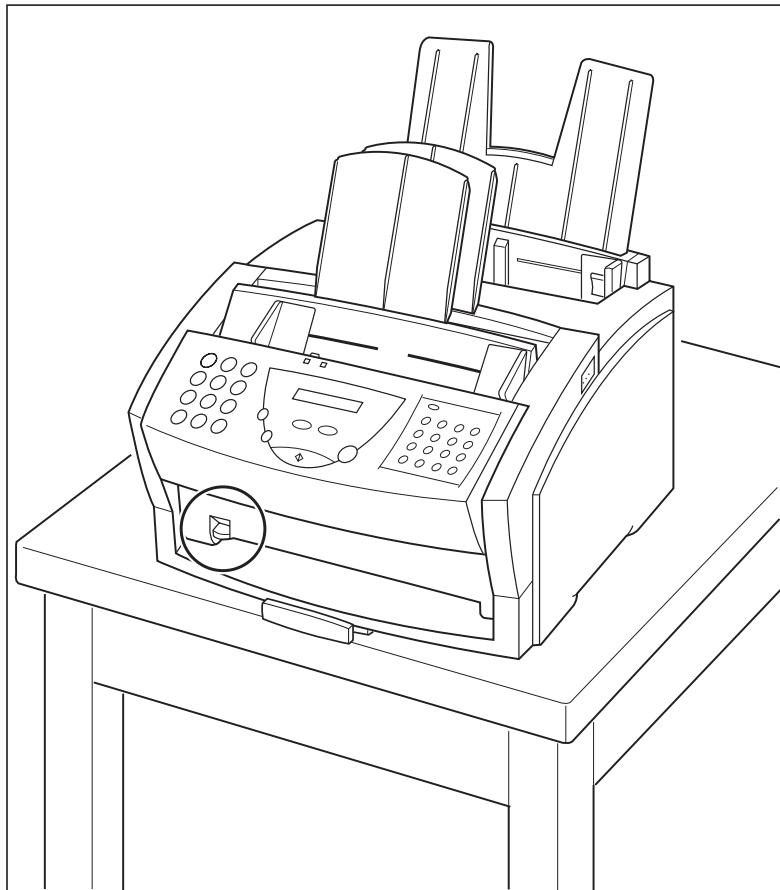
Printed pages come out through the face-up delivery slot in reverse order. Since there is no limit in the number of pages that can be delivered, this setting is convenient when receiving a large number of faxes, when making many copies, or when you plan to be away from your office or home for a long period of time.

Place the FAX-L260i on the edge of a table so that printed pages can come out without blocking the face-up delivery slot.

1. Move the paper delivery selector down to the  mark.



Face-up delivery



---

When using face-up delivery, make sure that the unit is placed as shown above so that the pages can drop away from the unit. If you do not place the unit as shown and prefer to use the extension tray, be sure to remove each page as it is delivered to avoid blocking the face-up delivery slot.

---

2. Make sure there is enough room for the pages to exit in front of the unit.



# Chapter 3

## Registering Information in the FAX-L260i

---

This chapter describes how to enter information in your FAX-L260i.

Guidelines for Entering Information .....	3-2
Entering Numbers, Letters, and Symbols .....	3-3
Editing Information .....	3-5
Using the One-Touch Speed Dial/Special Function Buttons .....	3-6
Using the Menu System .....	3-6
Personalising Your FAX-L260i .....	3-8
Identifying Your Documents .....	3-8
Entering the Date and Time .....	3-9
Registering Your ISDN Number, Fax Number and Name .....	3-10

# ***Guidelines for Entering Information***

The following section explains how to enter user information into the FAX-L260i.



- 
- If you pause while entering information and do not make an entry for more than 60 seconds, the FAX-L260i returns to standby mode and loses all information you had entered up to that point. You will then have to start over.
-



## Entering Numbers, Letters, and Symbols

Each numeric button has a number and a group of uppercase and lowercase letters assigned to it. Use the chart below to determine which number button to press for each character.

Button	Uppercase	Lowercase
1		
2	ABCĂĂĂĂĂĂÆÇ	abcăăăăăăæç
3	DEFÐĚĚĚĚĚ	defðěěěěě
4	GHIİİİİ	ghiïïïï
5	JKL	jkl
6	MNOÑØÖÓÒÔ	mnoñøöóòô
7	PQRS Þ	pqrs þ
8	TUVÛÚÛÛÛ	tuvüúüü
9	WXYZÝ	wxyzý
0		
*	Uppercase → Lowercase → Number	
#	-.*#!“,:; ^ ` _=/!‘?@\$@%&+()[]{}<>	

Press the \* button to change between number mode, uppercase letter mode, and lowercase letter mode.

When you are in number mode, "1" appears on the right of the LCD display.

\_ :1

When you are in uppercase letter mode, "A" appears on the right of the LCD display.

\_ :A

When you are in lowercase mode, "a" appears on the right of the LCD display.

\_ :a



To enter a symbol, press # repeatedly until the symbol you want appears. Press any other button or > to enter the symbol and move the cursor.

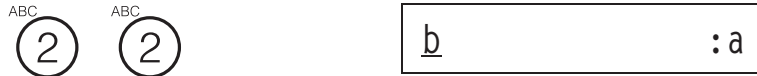
### Entering a single letter

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

1. Press **\*** until an "a" appears on the right of the LCD display.



2. Press **2** twice to display "b" on the left of the LCD display.



### Entering two letters from the same group

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

1. Press **\*** until an "A" appears on the right of the LCD display.



2. Press **2** once to display the first "A" on the left of the LCD display.



3. Press **>** to enter the "A" and move the cursor to the right.



4. Press **2** until the second "A" is displayed.

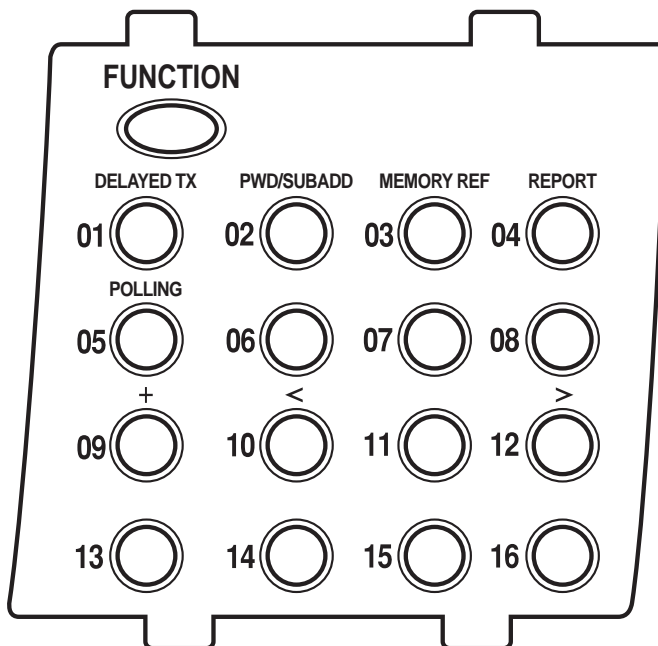


## ***Editing Information***

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

## Using the One-Touch Speed Dial/Special Function Buttons

The one-touch speed dial/special function buttons allow you to use speed dialling and special functions such as delayed fax transmission, printing reports, and sending with a password/subaddress. The **FUNCTION** button switches the buttons' functions between one-touch speed dialling and special functions.



## Using the Menu System

The FAX-L260i includes a menu system under the **FUNCTION** button that allows you to select operation settings, and to enter user information. The system includes these items:

### TEL REGISTRATION

Lets you register numbers for one-touch speed dialling, coded speed dialling, and group dialling.

### USER SETTINGS

Lets you enter the information that prints on the faxes you send, to set scanning contrast, and to enter other basic data. Enter these settings when you plug your unit in for the first time; you will rarely need to change them thereafter.

## REPORT SETTINGS

Lets you set the unit to print a report every time you send or receive a fax, and also contains options for printing summary reports.

## TX SETTINGS

Contains items that let you customise how your unit sends documents.

## RX SETTINGS

Allows you to customise how your unit receives documents.

## FAX PRINTER

Lets you customise how your unit prints documents.

## SYSTEM SETTINGS

Allows you to set the date format, transmission and receive speed, etc.

For details, see Chapter 11, "The Menu System".

You'll use the arrow buttons to display and select items from the menu system, as follows:

1. Press **FUNCTION**.



2. Use < or > to change the menu display.



- Press the > button to display the next item in the menu. (The list will wrap from the last item in the list back to the first.)
  - Press the < button to display the previous item in the menu. (The list will wrap from the first item in the list back to the last.)
3. Press **START/COPY** to select an item from the menu, or press **STOP** to cancel the menu selection and return to standby mode.

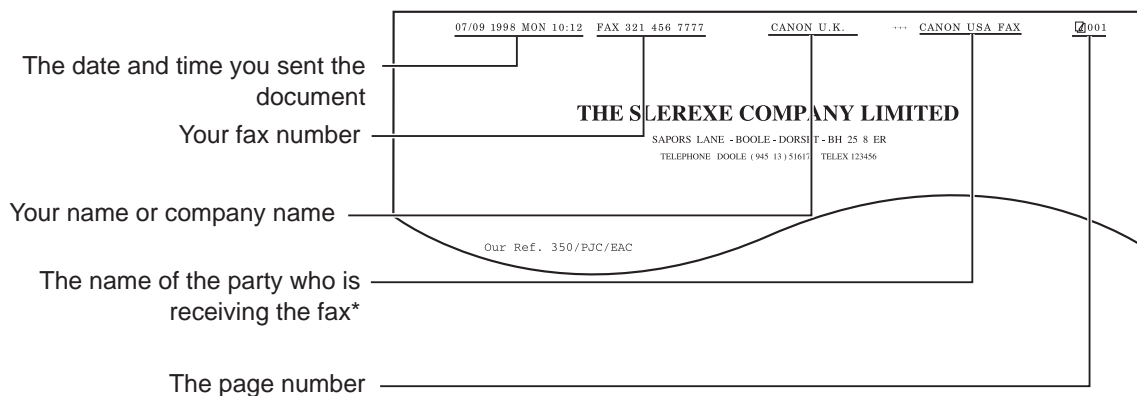


# Personalising Your FAX-L260i

## Identifying Your Documents

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

By identifying the documents you send, the receiving party can recognise your fax messages at a glance. Here is a sample document with the identifying information:



\* If you send a fax using speed dialling, the top line also includes the name registered under the speed dialling button or code you entered.

You can enter this information into the FAX-L260i by following the instructions on the pages below.

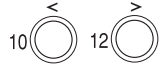
# Entering the Date and Time

Follow these steps to enter the date and time:

1. Press **FUNCTION**.



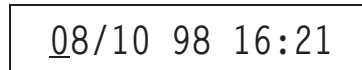
2. Use < or > to select **USER SETTINGS**.



3. Press **START/COPY**.



4. Press **START/COPY** again, then use the numeric buttons to type in the correct date and time.

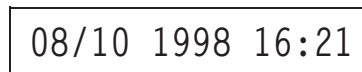


- Use the DD/MM YYYY format for the date and use the 24-hour clock for the time (so 2:30 p.m. would be 14:30, for example).
- Enter two digits for the year.

5. Press **START/COPY** to save the date and time.



6. Press **STOP** to return to standby mode.



# Registering Your ISDN Number, Fax Number and Name

You should now register your ISDN number, name and fax number. Make sure you set the ISDN number in ENTER ISDN NO. If you do not set this item, the fax will not operate properly.

The name and fax number will appear at the top of every page you send.

Your ISDN connection may provide you with several telephone numbers. Select one of these numbers when registering your ISDN number below. Note that faxes sent to the other numbers will not be received by your fax. Do not enter the area code when registering your ISDN number.

The ISDN number will be used as the ISDN Subscriber Number (MSN=Multiple Subscriber Number) since this fax can only store one ISDN Subscriber Number.

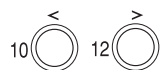
The ISDN number you register is used by the TX CLIP (see page 5-44) and the CHECK RX ID (see page 6-9) functions.

Use the following procedure to register your ISDN number, fax number and name.

1. Press **FUNCTION**.



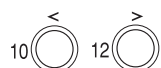
2. Use < or > to select USER SETTINGS.



3. Press **START/COPY**.

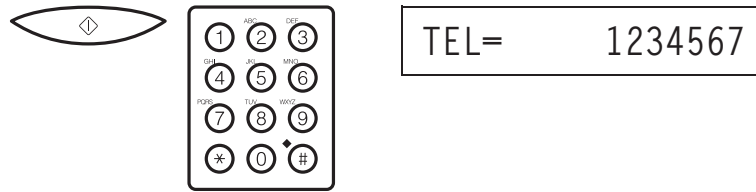


4. Use < or > to select ENTER ISDN NO.





5. Press **START/COPY**. Then enter your ISDN number using the numeric buttons.

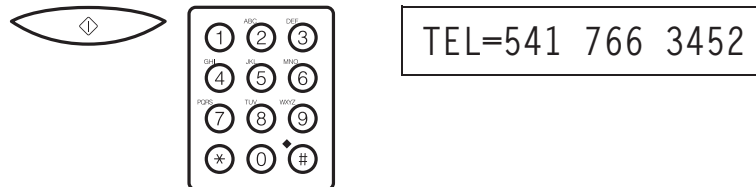


- You can enter up to 20 digits for your ISDN number.
- If you are using Multiple Subscriber Numbers (MSNs), be sure to register the number you wish to use as your fax number as the ISDN number.  
When CHECK RX ID (see page 6-9) is ON, only faxes sent to the number registered here will be received by this machine.

6. Press **START/COPY** to save the ISDN number.

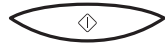


7. Press **START/COPY**, then enter your fax number using the numeric buttons.



- You can enter up to 20 digits for your fax number.
- You can enter spaces with the > button to make the number easier to read.

8. Press **START/COPY** to save the fax number.



UNIT NAME

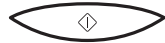
9. Press **START/COPY** again, then use the numeric buttons to type in your name or business name.



CANON :A

- For more details on entering letters, see page 3-3.
- You can enter up to 24 characters for your name or business name.

10. Press **START/COPY** to save the name.



TX TERMINAL ID

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



08/10 1998 16:21

# Chapter 4

## Speed Dialling

---

This chapter describes how to register and use the speed dialling features of the FAX-L260i.

Speed Dialling Methods .....	4-2
One-Touch Speed Dialling .....	4-3
Storing Numbers for One-Touch Speed Dialling .....	4-3
Changing a Number/Name Stored under a One-Touch Speed Dialling Button .....	4-8
Using One-Touch Speed Dialling .....	4-13
Coded Speed Dialling .....	4-15
Storing Numbers for Coded Speed Dialling .....	4-15
Changing a Number/Name Stored under a Coded Speed Dialling Code .	4-20
Using Coded Speed Dialling .....	4-25
Group Dialling .....	4-27
Creating Groups for Group Dialling .....	4-27
Using Group Dialling .....	4-30

# *Speed Dialling Methods*

In addition to regular dialling, the FAX-L260i provides several ways to dial fax numbers automatically.

## **One-touch speed dialling**

Dial a fax number by pressing the one-touch speed dialling button that the number is assigned to.

## **Coded speed dialling**

Dial a fax number by pressing the **CODED DIAL** button followed by a two-digit code assigned to that number.

## **Group dialling**

Send a document to a pre-defined group of fax numbers. (The numbers must already be stored as one-touch speed dialling numbers or coded speed dialling numbers.)

# One-Touch Speed Dialling

## Storing Numbers for One-Touch Speed Dialling

Your FAX-L260i can store up to 16 of your most frequently dialled numbers under one-touch speed dialling buttons. Follow this procedure to store one-touch speed dialling numbers and names.

If the receiving fax (G3 or G4 standard) is connected to an ISDN line, set the TX MODE to G4/G3. If it is a G3 fax connected to a normal telephone line, set the TX MODE to G3. (You can still use G4/G3 mode but G3 mode has a simpler, and therefore quicker, connection procedure.)

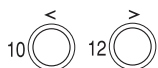
If the receiving fax supports the ITU-T standard, you can set One-touch Speed Dialling numbers for fax transmission and set an ITU-T subaddress and password.

The ITU-T subaddress and password serve the same purpose as the bank account number and a personal identification number on your bank card. Just as you cannot complete a bank transaction without your account number and your personal identification number, you cannot send or receive password/subaddress protected documents if the subaddress and password do not match.

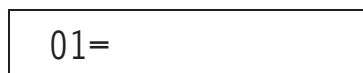
1. Press **FUNCTION**.



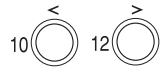
2. Use < or > to select TEL REGISTRATION.



3. Press **START/COPY** twice.



4. Use < or > to select a one-touch speed dialling button between 01 and 16.



04=

- If a number is already stored under the button you select, that number appears.
- If the button you select is registered for group dialling, GROUP DIAL appears.

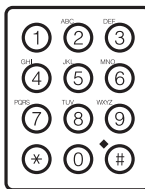
5. Press **START/COPY**.



TELEPHONE NUMBER

6. Press **START/COPY** again, then use the numeric buttons to enter the number you want to store.

Ex:



TEL= 20 545 8545

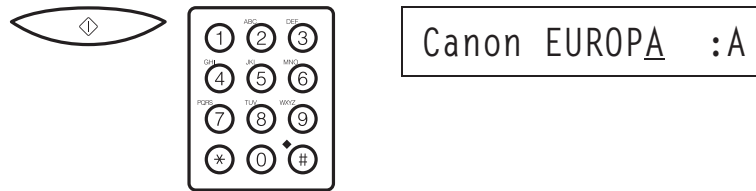
- The number can be up to 32 digits long.
  - Press the > button to enter spaces between numbers (spaces are optional and are ignored during dialling).
  - If you want to clear a mistaken entry, press the < button.
7. Press **START/COPY**.



NAME

8. Press **START/COPY** again, then use the numeric buttons to store the name that goes with the number.

Ex:



- For details on entering letters, see page 3-3.
- You can store up to 16 characters for the name.

9. Press **START/COPY**.



10. Press **START/COPY** again.

- If you do not need to set the sending mode, use > to select OFF, and go directly to step 19.



11. Use > to select ON then press **START/COPY**.



12. Press **START/COPY**, then use < or > to select G4/G3, G4 or G3.

If you select G4/G3 or G3, go directly to step 13b.



- The default setting is G4/G3.

13a Select G4 and press **START/COPY**.

Use > to select ISDN or OTHER NET.



ISDN

- If you wish to connect to ACCUNET, which is a network in the US, select OTHER NET.

13b Press **START/COPY**.



TX TYPE

14. Press **START/COPY**, then use > to select REGULAR TX or PSWD/SUBADDRESS.



PSWD/SUBADDRESS

- If you select REGULAR TX, go directly to step 19.



- When sending using a password you must first agree on a password with the other party. See page 5-40 for details.

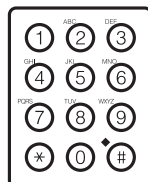
15. Press **START/COPY** twice.



SUBADDRESS

16. Enter the ITU-T subaddress number (up to 20 digits) using the numeric buttons.

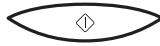
Ex:



SUB= 123456



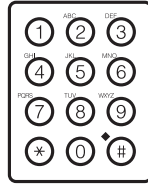
17. Press **START/COPY** twice.



PASSWORD

18. Enter the ITU-T password number (up to 20 digits) using the numeric buttons.

Ex:



PWD= 654321

19. Press **START/COPY**.



05=

20. To continue registering numbers and names, repeat steps 4 to 19.

**-or-**

If you have finished registering numbers and names, press **STOP** to return to standby mode.



08/10 1998 16:21

# Changing a Number/Name Stored under a One-Touch Speed Dialling Button

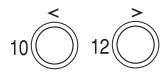
Follow these steps if you want to change a number and/or name registered under a one-touch speed dialling button, or if you want to delete all information stored under a button.

1. Press **FUNCTION**.



FUNCTION

2. Press < or > to select TEL REGISTRATION.



TEL REGISTRATION

3. Press **START/COPY** twice.



1-TOUCH SPD DIAL

01=905 795 1111

4. Use < or > to select the one-touch speed dialling button you want to change (between 01 and 16).



04= 20 545 8545

- If the button you select is registered for group dialling, **GROUP DIAL** appears.

5. Press **START/COPY** twice.



TELEPHONE NUMBER

TEL= 20 545 8545

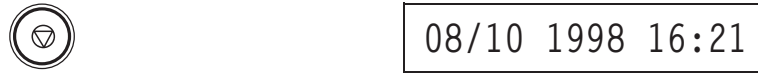
**To delete a number:**

6. Press < to delete the number, then press **START/COPY**.



- When you delete a number, the name registered for that number is also deleted.

7. Press **STOP** to return to standby mode.



**To change the number and/or name:**

6. To change the number, use the numeric buttons to enter the new number over the previous number.

Ex:



- The fax number can be up to 32 digits long.
- If you only want to change the name, ignore this step and go to step 7.

7. Press **START/COPY** twice to display the registered name.



8. To change the name, use the numeric buttons to enter the new name over the previous name.

Ex:



Canon ITALIA :A

- For details on entering letters, see page 3-3.
  - You can enter up to 16 characters for the name.
  - If you want to keep the same name, do not enter a new name and go to step 9.
9. Press **START/COPY**.



OPTIONAL SETTING

10. Press **START/COPY** again.

If you do not need to set the sending mode, use > to select OFF, and go directly to step 19.



ON

11. Use > to select ON then press **START/COPY**.



TX MODE

12. Press **START/COPY**, then use < or > to select G4/G3, G4 or G3.

If you select G4/G3 or G3, go directly to step 13b.



G4

- The default setting is G4/G3.

13a Select G4 and press **START/COPY**.

Use > to select ISDN or OTHER NET.



ISDN

- If you wish to connect to ACCUNET, which is a network in the US, select OTHER NET.

13b Press **START/COPY**.



TX TYPE

14. Press **START/COPY**, then use > to select REGULAR TX or PSWD/SUBADDRESS.



PSWD/SUBADDRESS

- If you select REGULAR TX, go directly to step 19.



- 
- When sending using a password you must first agree on a password with the other party. See page 5-40 for details.
- 

15. Press **START/COPY** twice.



SUBADDRESS

16. Enter the ITU-T subaddress number (up to 20 digits) using the numeric buttons.

Ex:



SUB= 123456

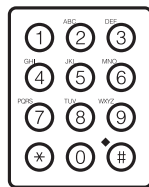
17. Press **START/COPY** twice.



PASSWORD

18. Enter the ITU-T password number (up to 20 digits) using the numeric buttons.

Ex:



PWD= 654321

19. Press **START/COPY**.



05= 1 432 2060

20. To change additional numbers and/or names, repeat steps 4 to 19.

**-or-**

If you have finished changing numbers and/or names, press **STOP** to return to standby mode.



08/10 1998 16:21

# Using One-Touch Speed Dialling

Once you have registered your numbers under one-touch speed dialling buttons, you can use them to send documents as follows:



---

Be sure to adjust the document feed lever before loading your document. See page 5-6 for more details.

---

1. Prepare the document and load it, face down, into the Automatic Document Feeder (ADF).
  - If necessary, you can adjust the resolution and contrast. See page 5-13 for more details.
2. Press the one-touch speed dialling button assigned to the number to which you wish to fax.

Ex:



TEL=CANON Europe

- The name registered under that one-touch speed dialling button is displayed. If no name is registered, the number registered under that button will be displayed.
  - If you mistakenly press the wrong one-touch speed dialling button, press the **STOP** button then press the correct button.
  - If no fax number is assigned to the one-touch dialling button you press, the LCD displays NO TEL #. If this happens, make sure you pressed the correct button and that the number you want to dial is registered under that button.
3. Press **START/COPY**.



- If you do not press the **START/COPY** button within five seconds of pressing the one-touch speed dialling button, the FAX-L260i will begin sending automatically.
- If an error occurs during sending, the FAX-L260i will print an error report. If this happens, try sending the fax again. See "Faxing Problems" on page 9-20 for details about errors.



---

You can also use one-touch speed dialling to send a document to more than one location at a time. For details, see "Sequential Broadcasting" on page 5-29.

---



# Coded Speed Dialling

## Storing Numbers for Coded Speed Dialling

You can store up to 100 numbers for coded speed dialling. Follow this procedure to store coded speed dialling numbers and names.

If the receiving fax (G3 or G4 standard) is connected to an ISDN line, set the TX MODE to G4/G3. If it is a G3 fax connected to a normal telephone line, set the TX MODE to G3. (You can still use G4/G3 mode but G3 mode has a simpler, and therefore quicker, connection procedure.)

If the receiving fax supports the ITU-T standard, you can set Coded Speed Dialling numbers for fax transmission and set an ITU-T subaddress and password.

The ITU-T subaddress and password serve the same purpose as the bank account number and a personal identification number on your bank card. Just as you cannot complete a bank transaction without your account number and your personal identification number, you cannot send or receive password/subaddress protected documents if the subaddress and password do not match.

1. Press **FUNCTION**.



2. Press < or > to select TEL REGISTRATION.



3. Press **START/COPY**, then use < or > to select CODED SPEED DIAL.



4. Press **START/COPY**.



\*00=

5. Use < or > to select a two digit code (00-99) in the display.



\*01=

- If a number is already registered under the code you select, that number is displayed.
- If the code you select is registered for group dialling, GROUP DIAL appears.

6. Press **START/COPY** twice.

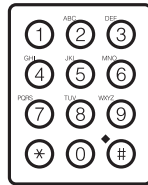


TELEPHONE NUMBER

TEL=

7. Use the numeric buttons to enter the number you want to store.

Ex:



TEL= 1 538 4500

- The number can be up to 32 digits long.
- Press the > button to enter spaces between numbers (spaces are optional and are ignored during dialling).
- If you want to clear a mistaken entry, press the < button.

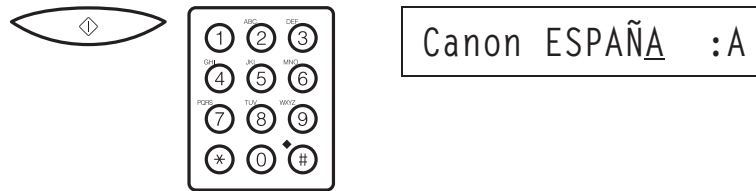
8. Press **START/COPY**.



NAME

9. Press **START/COPY** again, then use the numeric buttons to store the name that goes with the number.

Ex:



- For details on entering letters, see page 3-3.
- You can store up to 16 characters for the name.

10. Press **START/COPY**.



11. Press **START/COPY** again.

If you do not need to set the sending mode, use > to select OFF, and go directly to step 20.



12. Use > to select ON then press **START/COPY**.



13. Press **START/COPY**, then use < or > to select G4/G3, G4 or G3.

If you select G4/G3 or G3, go directly to step 14b.



- The default setting is G4/G3.

14a Select G4 and press **START/COPY**.

Use > to select ISDN or OTHER NET.



ISDN

- If you wish to connect to ACCUNET, which is a network in the US, select OTHER NET.

14b Press **START/COPY**.



TX TYPE

15. Press **START/COPY**, then use > to select REGULAR TX or PSWD/SUBADDRESS.



PSWD/SUBADDRESS

- If you select REGULAR TX, go directly to step 20.



- When sending using a password you must first agree on a password with the other party. See page 5-40 for details.

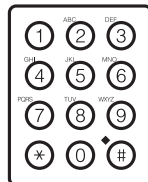
16. Press **START/COPY** twice.



SUBADDRESS

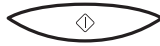
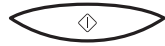
17. Enter the ITU-T subaddress number (up to 20 digits) using the numeric buttons.

Ex:



SUB= 123456

18. Press **START/COPY** twice.



PASSWORD

19. Enter the ITU-T password number (up to 20 digits) using the numeric buttons.

Ex:



PWD= 654321

20. Press **START/COPY**.



\*02=

21. To continue registering numbers and names, repeat steps 5 to 20.

**-or-**

If you have finished registering numbers and names, press **STOP** to return to standby mode.



08/10 1998 16:21

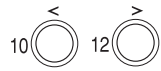
# Changing a Number/Name Stored under a Coded Speed Dialling Code

Follow these steps if you want to change the number and/or name registered under a coded speed dialling code, or if you want to delete all information stored under a code.

1. Press **FUNCTION**.



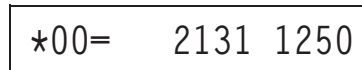
2. Use < or > to select TEL REGISTRATION.



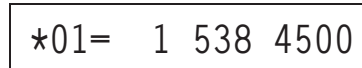
3. Press **START/COPY**, then use < or > to select CODED SPEED DIAL.



4. Press **START/COPY**.

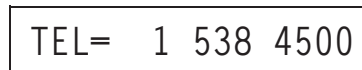


5. Use < or > to select the coded speed dialling code you want to change (between 00 and 99).



- If the button you select is registered for group dialling, GROUP DIAL is displayed.

6. Press **START/COPY** twice.



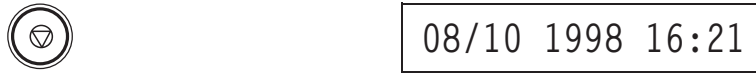
**To delete a number:**

7. Press < to delete the number, then press **START/COPY**.



- When you delete a number, the name registered for that number is also deleted.

8. Press **STOP** to return to standby mode.



**To change the number and/or name:**

7. To change the number, use the numeric buttons to enter the new number over the previous number.

Ex:



- The fax number can be up to 32 digits long.
- If you only want to change the name, ignore this step and go to step 8.

8. Press **START/COPY** twice to display the registered name.



9. To change the name, use the numeric buttons to enter the new name over the previous name.

Ex:



Canon TOKYO :A

- For details on entering letters, see page 3-3.
- You can enter up to 16 characters for the name.
- If you want to keep the same name, do not enter a new name and go to step 10.

10. Press **START/COPY**.



OPTIONAL SETTING

11. Press **START/COPY** again.

If you do not need to set the sending mode, use > to select OFF, and go directly to step 20.



ON

12. Use > to select ON then press **START/COPY**.



TX MODE

13. Press **START/COPY**, then use < or > to select G4/G3, G4 or G3.

If you select G4/G3 or G3, go directly to step 14b.



G4

- The default setting is G4/G3.



14a Select G4 and press **START/COPY**.

Use > to select ISDN or OTHER NET.



ISDN

- If you wish to connect to ACCUNET, which is a network in the US, select OTHER NET.

14b Press **START/COPY**.



TX TYPE

15. Press **START/COPY**, then use > to select REGULAR TX or PSWD/SUBADDRESS.



PSWD/SUBADDRESS

- If you select REGULAR TX, go directly to step 20.



- 
- When sending using a password you must first agree on a password with the other party. See page 5-40 for details.
- 

16. Press **START/COPY** twice.



SUBADDRESS

17. Enter the ITU-T subaddress number (up to 20 digits) using the numeric buttons.

Ex:



SUB= 123456

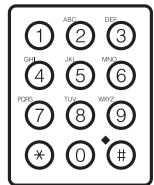
18. Press **START/COPY** twice.



PASSWORD

19. Enter the ITU-T password number (up to 20 digits) using the numeric buttons.

Ex:



PWD= 654321

20. Press **START/COPY**.



\*02=1 4939 25 25

21. To change additional numbers and/or names, repeat steps 5 to 20.

**-or-**

If you have finished changing numbers and/or names, press **STOP** to return to standby mode.



08/10 1998 16:21

# Using Coded Speed Dialling

Once you have registered your numbers under coded speed dialling codes, you can send documents as follows:



---

Be sure to adjust the document feed lever before loading your document. See page 5-6 for more details.

---

1. Prepare the document and load it, face down, into the Automatic Document Feeder (ADF).
  - If necessary, you can adjust the resolution and contrast. See page 5-13 for more details.

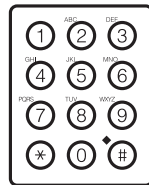
2. Press **CODED DIAL**.

CODED DIAL



\*

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



\*03

TEL=CANON U.S.A

- If you are not sure of the two-digit code, press **FUNCTION** instead of entering the code. Then use < or > to search for the name or number that you want to call.
- The name registered under that coded speed dialling code is displayed. If no name is registered, the number registered under that code will be displayed.
- If you mistakenly enter the wrong code, press the **STOP** button. Then press the **CODED DIAL** button and enter the correct code.
- If no fax number is assigned to the coded speed dialling code you press, the LCD displays NO TEL #. If this happens, make sure you entered the correct code and that the number you want to dial is registered under that code.

4. Press **START/COPY**.



- If you do not press the **START/COPY** button within five seconds of entering the coded speed dialling code, the FAX-L260i will begin sending automatically.
- If an error occurs during sending, the FAX-L260i will print an error report. If this happens, try sending the fax again. See "Faxing Problems" on page 9-20 for details about errors.



---

You can also use coded speed dialling to send a document to more than one location at a time. For details, see "Sequential Broadcasting" on page 5-29.

---

# Group Dialling

If you frequently send faxes to the same group of numbers, you can create a "group". Groups are stored under one-touch speed dialling buttons or coded speed dialling codes and can contain as many as 115 numbers.

## Creating Groups for Group Dialling

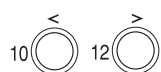
The numbers you use in a group must already be stored under one-touch speed dialling buttons or coded speed dialling codes. Each group is stored under a one-touch speed dialling button or a coded speed dialling code.

Create groups for group dialling as follows:

1. Press **FUNCTION**.



2. Use < or > to select TEL REGISTRATION.



3. Press **START/COPY**, then use < or > to select GROUP DIAL.



4. Press **START/COPY**.



### To store a group under a one-touch speed dialling button:

5. Use < or > to select an unused one-touch speed dialling button (01 to 16).

Ex:

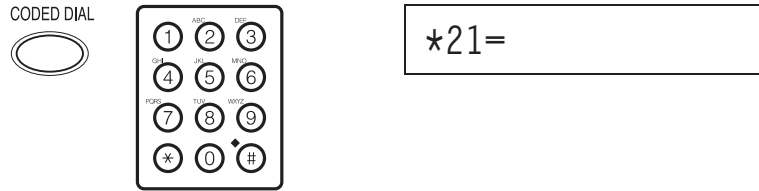


- If a group or number is already registered under the button you select, GROUP DIAL or 1-TOUCH DIAL is displayed.

**To store a group under a coded speed dialling code:**

5. Press **CODED DIAL**, then use the numeric buttons to enter an unused two-digit code (00 to 99).

Ex:

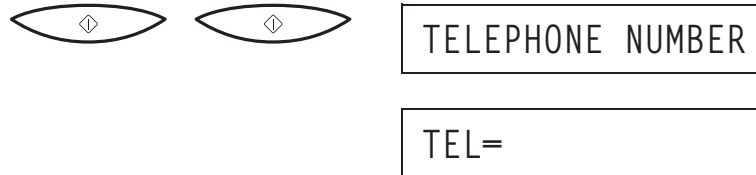


- If a group or number is already registered under the code you select, **GROUP DIAL** or **CODED DIAL** is displayed.



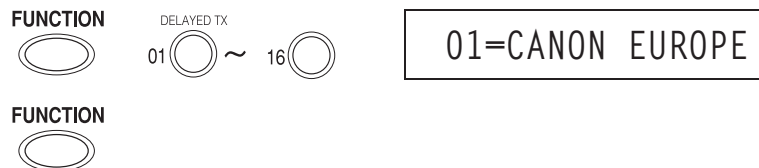
- Each one-touch speed dialling button or coded speed dialling code can store either a name and number for speed dialling, or a group. Be careful not to override speed dialling numbers and names when creating and registering groups.
- If you wish to register a group under a one-touch speed dialling button or coded speed dialling code already registered for speed dialling, or if you want to re-enter a group, you must delete the previous information first. See pages 4-8 and 4-20 for more details.

6. Press **START/COPY** twice.

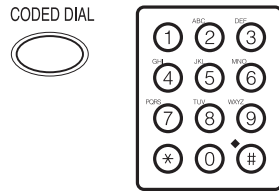


7. Enter the speed dialling numbers you want to store in the group.

- To enter in the group a number stored under a one-touch speed dialling button, press **FUNCTION**, press the desired one-touch speed dialling button (s), then press **FUNCTION** again.



- To enter a number stored under a coded speed dialling code, press **CODED DIAL**, then enter the two-digit code for the number using the numeric buttons.



- For multiple entries, press **CODED DIAL** between each entry.



- You cannot register numbers in the groups that have not been registered for speed dialling.
- You can review the numbers registered under the group by pressing the > button.
  - If you want to delete one of these numbers from the group, press < (ERASING END is displayed) and then the **START/COPY** button.
  - If you want to delete all numbers in the group, press < repeatedly until all numbers are deleted, and then press the **START/COPY** button. Deleting all numbers will cancel the group.
  - If you want to add a number to the group, press the one-touch speed dialling button or coded speed dialling code the number is registered under, and then press the **START/COPY** button. The number will be added to the group.
- You can cancel registering numbers and return to standby mode by pressing the **STOP** button anytime before pressing the **START/COPY** button in step 8.

8. Press **START/COPY** twice, then use the numeric buttons to enter a name for the group.



- See page 3-3 for details on entering letters.
- You can enter up to 16 characters for the name.

9. Press **START/COPY**.



10. To enter additional groups, repeat steps 5 to 9.

**-or-**

If you have finished registering groups press **STOP** to return to standby mode.



08/10 1998 16:21

## Using Group Dialling

To send a document to a group of numbers, follow these instructions.



---

Be sure to adjust the document feed lever before loading your document. See page 5-6 for more details.

---

1. Prepare the document and load it, face down, into the Automatic Document Feeder (ADF).
  - If necessary, you can adjust the resolution and contrast. See page 5-13 for more details.
2. Enter the group(s) stored under a one-touch speed dialling button(s) and/or coded speed dialling code(s).

Ex:



TEL=Canon GROUP2

Ex:



TEL=Canon GROUP1

- The name registered under that one-touch speed dialling button or coded speed dialling code is displayed. If no name is registered, GROUP DIAL will be displayed.
- If you make a mistake when selecting a group, press the **STOP** button and start again.



- If you press a one-touch speed dialling button or coded speed dialling code that has no group (or fax number) registered under it, the LCD displays NO TEL #. Make sure you pressed the correct one-touch speed dialling button or entered the correct coded speed dialling code, and that the group you want has been registered correctly under that button or code.
  - After entering the first one-touch speed dialling button or coded speed dialling code, you have five seconds to enter another speed dialling button or code before the FAX-L260i begins sending automatically. If you have entered more than one speed dialling button or code, the FAX-L260i waits for 10 seconds before it begins sending.
3. When you finish entering groups, press **START/COPY**.



- The FAX-L260i then scans the document into memory, and begins dialling the numbers in the groups.



# Chapter 5

## Sending Faxes

---

This chapter describes how to use your FAX-L260i to send faxes.

Preparing to Send a Fax .....	5-3
Document Requirements .....	5-3
Scanning Area .....	5-5
Selecting Automatic/Manual Document Feed .....	5-6
Loading Documents for Automatic Feed .....	5-7
Loading Documents for Manual Feed .....	5-11
Setting the Resolution and Contrast .....	5-13
Setting the Scanning Resolution .....	5-13
Setting the Scanning Contrast .....	5-15
Sending Method .....	5-16
Memory Sending .....	5-16
Dialling Methods .....	5-16
Messages Displayed During Sending .....	5-17
Sending Documents .....	5-18
Memory Sending .....	5-18
Adding Pages to the Document in the Automatic Document Feeder (ADF) .....	5-20
Cancelling Sending .....	5-21
Removing the Document from the Automatic Document Feeder (ADF) .....	5-22
Redialling .....	5-24
Manual Redialling .....	5-24
Automatic Redialling with Memory Sending .....	5-24
Cancelling Automatic Redialling .....	5-25
Setting Up Automatic Redialling .....	5-26
Sequential Broadcasting .....	5-29
Sending a Document to More than One Destination .....	5-29
Sending a Document Using Group Dialling .....	5-31
Delayed Sending .....	5-32
Sending Other Documents While the FAX-L260i is Set for Delayed Sending .....	5-34
Documents Stored in Memory .....	5-35
Printing a List of Documents Stored in Memory .....	5-35
Deleting a Document Stored in Memory .....	5-37
Resending a Document that Encountered an Error .....	5-38
Sending with the Password/Subaddress Feature .....	5-40
Other Settings for Sending .....	5-43
G3 ECM Setting for Sending .....	5-43
CLIP (Calling Line Identification Presentation) Setting .....	5-44



# Preparing to Send a Fax

Before you can send a fax, you need to load the document into the FAX-L260i. For instructions and information about the types of documents you can scan with the FAX-L260i, see below.

## Document Requirements

The documents you load into the FAX-L260i must meet these requirements:

### When the document feed lever is set to Automatic Document Feed:

- Size:** Maximum: 216 × 355.9 mm  
Minimum: 148 × 105 mm
- Quantity:** Up to 20 A4-size pages (1 page for sizes other than these)
- Thickness:** 0.07–0.13 mm (For pages thicker than this, load one page at a time)  
All sheets should be of the same thickness.
- Weight:** 50–90 g/m<sup>2</sup>  
All sheets should be of the same weight.

### When the document feed lever is set to Manual Document Feed:

- Size:** Maximum: 216 mm × approx. 1 m  
Minimum: 88.9 × 44.5 mm
- Quantity:** 1 page
- Thickness:** 0.06–0.3 mm
- Weight:** 40–340 g/m<sup>2</sup>



---

## Problem documents

- To prevent paper jams in the Automatic Document Feeder (ADF), do not use any of the following paper in the FAX-L260i:



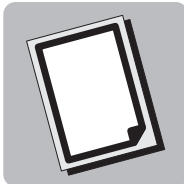
Wrinkled or creased paper



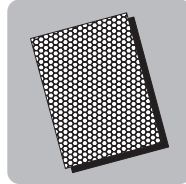
Curled or rolled paper



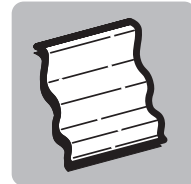
Torn paper



Carbon paper or carbon-backed paper



Coated paper

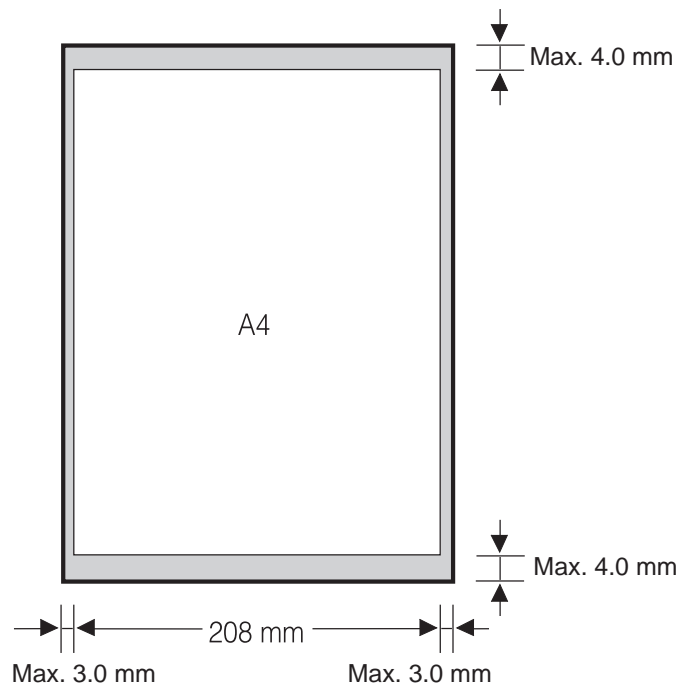


Onion skin or thin paper

- Remove all staples, paper clips, or any other fasteners before loading the document into the Automatic Document Feeder (ADF).
  - Make sure any glue, ink, or correction fluid on the paper is completely dry before loading the document into the Automatic Document Feeder (ADF).
  - If you have a document that will not feed into the FAX-L260i properly, make a photocopy of the document, then load the copy instead.
-

## Scanning Area

The FAX-L260i does not scan the areas within the maximum margins of 3.0 mm on either side of the sheet and 4.0 mm on the top and bottom. Make sure your document's text and graphics do not extend into these margins.



## Selecting Automatic/Manual Document Feed

With the FAX-L260i, you can select whether you want to scan documents automatically or manually.

Automatic document feeding is used when scanning multipage documents on normal paper. Use manual document feeding when scanning single-page documents such as photos, business cards, or documents on other special types of paper. Manual document feed will allow you to scan your document with minimum damage to the surface of the document.

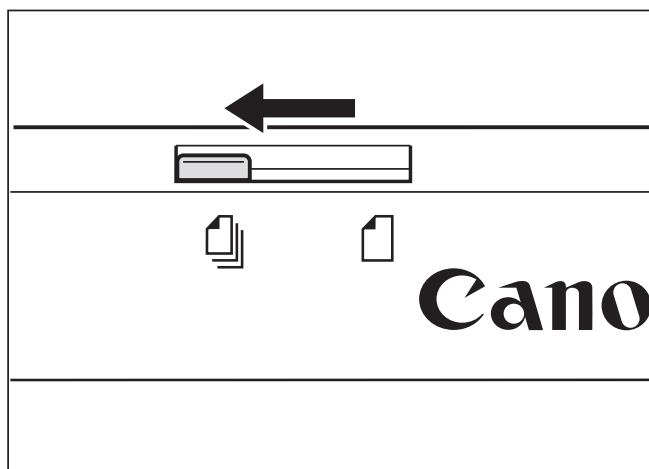


---

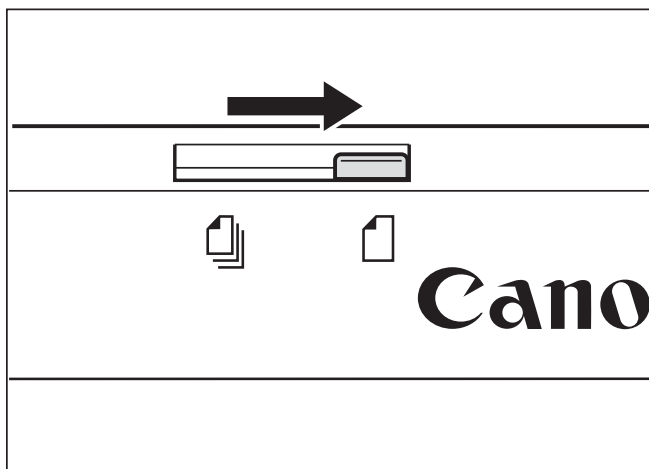
When using manual feed, use a carrier sheet to avoid scratching the surface of important documents (photographs, for example).

---

Use the document feed lever located at the top of the operation panel, to select automatic document feed or manual document feed.



Automatic document feed

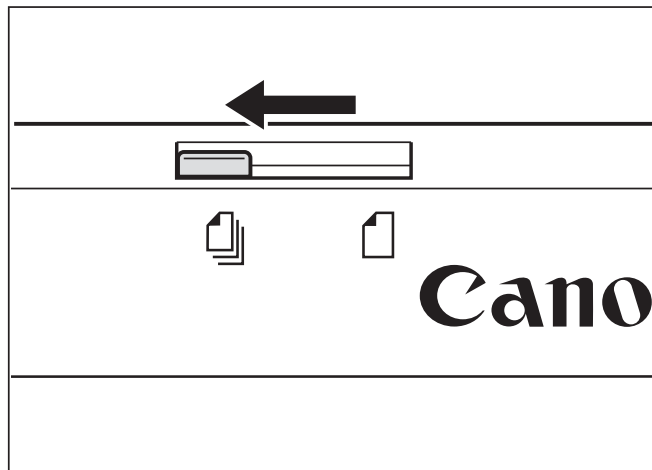


Manual document feed

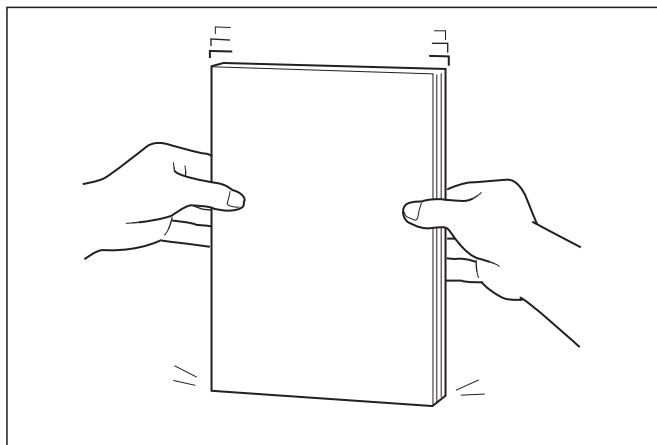


## ***Loading Documents for Automatic Feed***

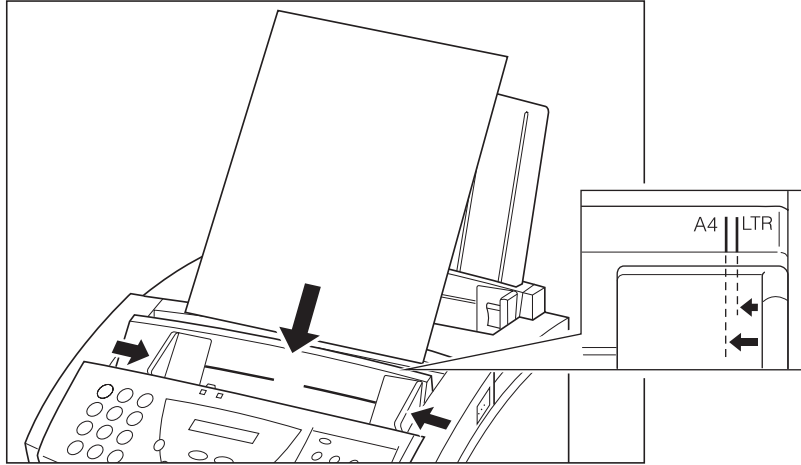
1. Make sure the document feed lever is set to automatic document feed.



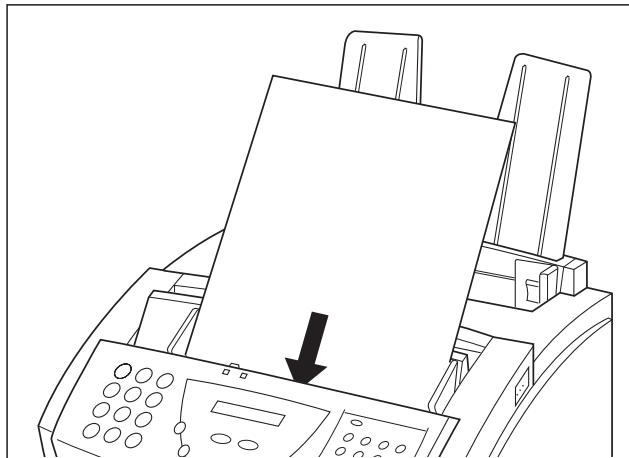
2. If the document has multiple pages, tap it on a flat surface to even the edges.



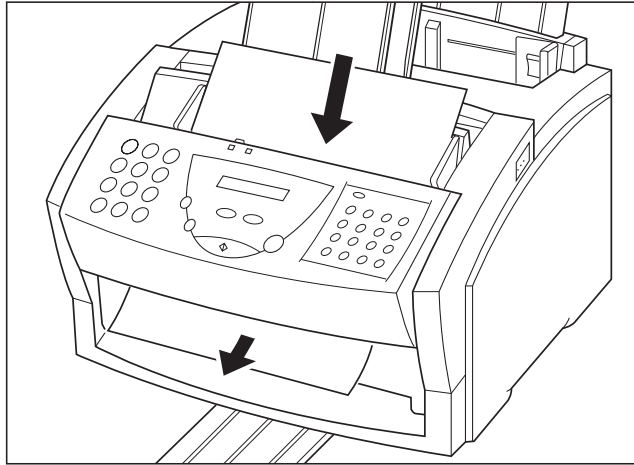
3. Adjust the document guides to the width of the document.



4. Gently insert the document face down (top of the document towards you) into the Automatic Document Feeder (ADF) until it stops.



The document is now ready for scanning. The FAX-L260i automatically feeds the pages one by one from the bottom of the stack.



---

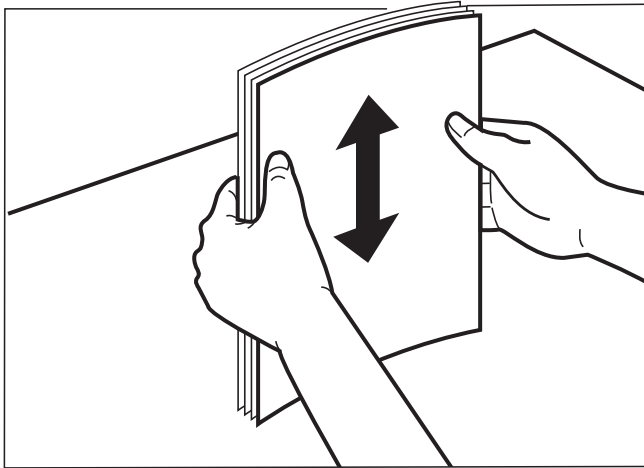
Wait until all pages of your document have been scanned completely before starting a new job.

---

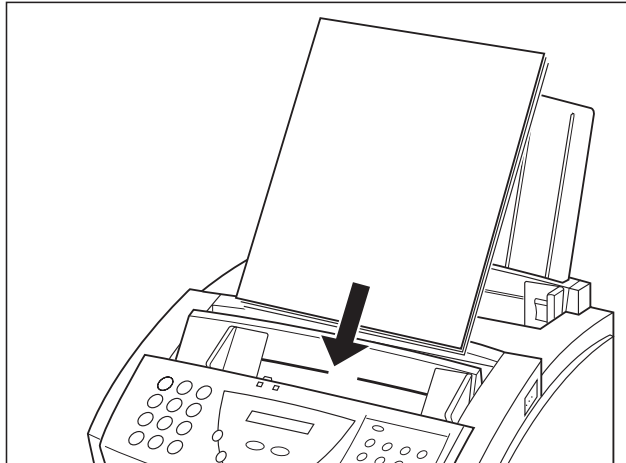
#### **Trouble With Multipage Documents**

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

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



2. Gently insert the stack into the Automatic Document Feeder (ADF) until it stops.



- 
- If you have further trouble with page jams while feeding, see "Jams in the Automatic Document Feeder (ADF)?" on page 9-5.
  - You cannot feed a multipage document of thick media, such as postcards or business cards. Use manual feed instead to feed one page at a time.
  - Wait until all pages of your document have been scanned completely before starting a new job.
-

## Loading Documents for Manual Feed

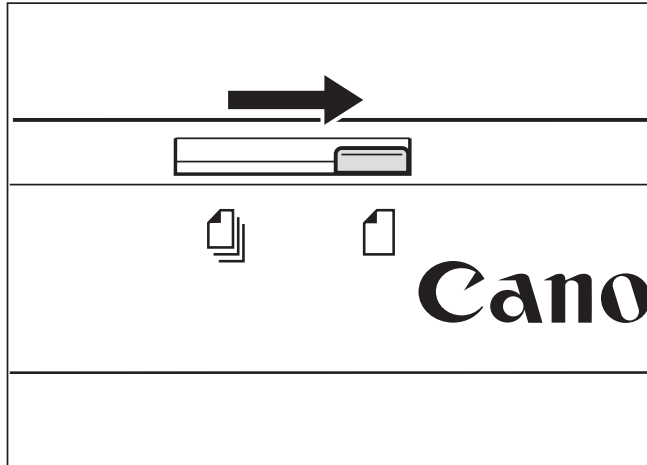
1. Make sure the document feed lever is set to manual document feed.



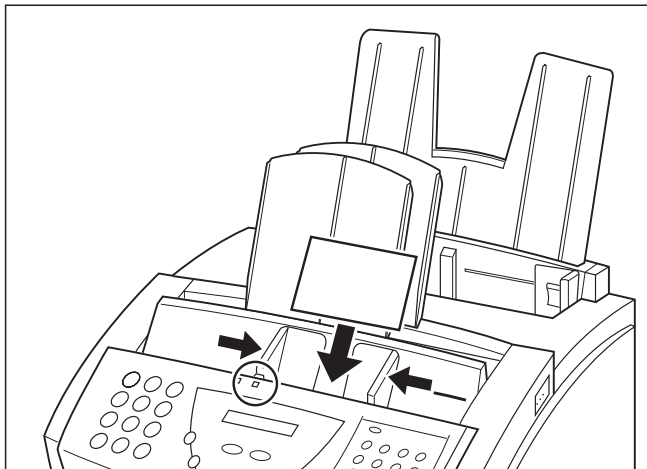
---

When using manual feed, use a carrier sheet to avoid scratching the surface of important documents (photographs, for example).

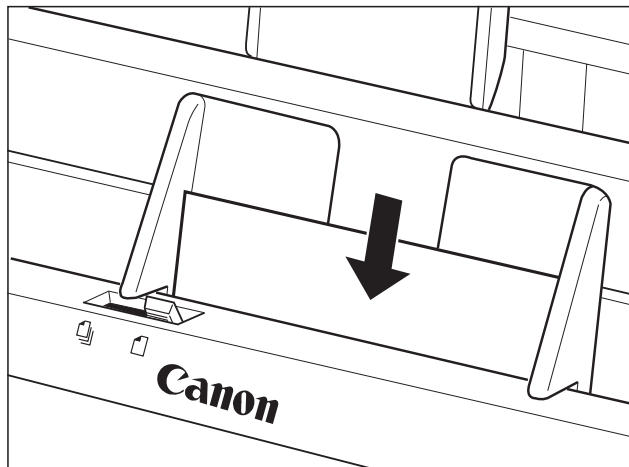
---



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



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



The document is now ready for scanning.



- 
- Wait until your document has been scanned completely before inserting a new document.
  - The length of the document is slightly reduced when copying or sending documents using manual feed.
-

# Setting the Resolution and Contrast

## Setting the Scanning Resolution

Canon's Ultra High Quality (UHQ™) imaging technology enables you to send faxes with a print quality that is very close to that of the original document. The FAX-L260i also lets you adjust the resolution it uses in sending faxes to best suit your particular document.

The FAX-L260i has five resolution settings:

- **STANDARD** resolution (203 × 98 dpi) is adequate for most text documents.
- **FINE** resolution (203 × 196 dpi) is suitable for documents with fine print (smaller than the print in this sentence).
- **PHOTO** resolution (203 × 196 dpi, with halftones) is for documents that contain photographs. With this setting, areas of the document that contain photos are automatically scanned with 64 levels of grey, rather than just two (black and white). This gives a much better reproduction of the photos, though transmission time is longer.
- **SUPER FINE** resolution (203 × 391 dpi) is suitable for documents with very detailed content (e. g. intricate diagrams).
- **ULTRA FINE** (406 × 391 dpi) is the best resolution available.

Set the resolution as follows:

1. Press **RESOLUTION**.

RESOLUTION



STANDARD

- The LCD display shows the current resolution setting.

2. Press **RESOLUTION** until the resolution you want is displayed.

RESOLUTION



FINE

(FINE resolution with halftone)

PHOTO

SUPER FINE

ULTRA FINE

STANDARD

3. Continue with the operation you wish to complete.
  - If you do not proceed with any other operation, the LCD display returns to standby mode after about 5 seconds.

08/10 1998 16:21



## Setting the Scanning Contrast

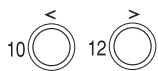
Contrast is the difference in brightness between the lightest and darkest parts of a printed document. You can adjust the contrast the FAX-L260i uses when scanning documents to be sent. STANDARD is the default setting and is adequate for most documents. To darken a light original, set to DARKER; to lighten dark originals, use LIGHTER.

1. Press **FUNCTION**.



FUNCTION

2. Use < or > to select USER SETTINGS.



USER SETTINGS

3. Press **START/COPY**, then use < or > to select SCAN CONTRAST.



SCAN CONTRAST

4. Press **START/COPY**.



STANDARD

- The currently set scanning contrast is displayed.
5. Press < or > to select the scanning contrast you wish to set.
    - You can select STANDARD, LIGHTER, or DARKER.
    - You can cancel and return to standby mode by pressing the **STOP** button any time before pressing the **START/COPY** button in step 6.
  6. Press **START/COPY** to save your selection, then press **STOP** to return to standby mode.



08/10 1998 16:21

# ***Sending Method***

## ***Memory Sending***

Memory sending allows you to send a document easily and quickly. This method of sending scans the document into memory, so you can get your document back immediately.

To use memory sending, you load the document, dial the fax number and press the **START/COPY** button. See page 5-18 for more details on memory sending.

Since the FAX-L260i is multitasking, you can even scan a document into the memory while sending a document, receiving a document, or printing a report.

## ***Dialling Methods***

There are several ways of dialling the number of the party you want to send to:

### **Regular dialling**

Use the numeric buttons to dial the recipient's fax number.

### **One-touch speed dialling**

Press the one-touch speed dialling button (1 to 16) under which you have registered the number you want to send to. See Chapter 4 "Speed Dialling" for details on registering and using one-touch speed dialling.

### **Coded speed dialling**

Press **CODED DIAL** and enter the two-digit code (00 to 99) under which you have registered the number you want to send to. See Chapter 4 "Speed Dialling" for details on registering and using coded speed dialling.

## Messages Displayed During Sending

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

1. The fax is dialling the recipient's phone number.

Ex:

789 34567

DIALING

2. The recipient's phone is ringing.

CALLING

3. The fax transmission is beginning.

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

TX/RX NO. 0032

Other party's number:

789 34567

Other party's name:

CANON UK

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

TRANSMITTING OK

# Sending Documents

This section describes the way to send faxes with the FAX-L260i.

## Memory Sending

Memory sending is a quick and easy way to send a fax. The FAX-L260i scans the document into its memory before dialling the number.

The FAX-L260i has enough memory to store up to 230 pages (fewer if the document contains many graphics or particularly dense text).

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



---

Be sure to adjust the document feed lever before loading your document. See page 5-6 for details.

---

1. Prepare the document and load it, face down, into the Automatic Document Feeder (ADF).

- Once the document is loaded, the LCD display shows the following:

Currently used memory:

MEMORY USED 0%

Current resolution:

STANDARD

Standby to scan:

DOCUMENT READY

- If necessary, you can adjust the resolution and contrast. See page 5-13 for details.

2. Dial the other party's fax number.

Ex:

TEL= 95164886700

- Use one of the dialling methods described on page 5-16.

3. Press **START/COPY**.



- The FAX-L260i then begins scanning the document into memory:

The display shows the page number of the page being scanned:

SCANNING P.001

TX

The display then shows the transaction number for the fax. This is a unique number the FAX-L260i assigns to the document, and is used to identify the document in transaction reports:

TX/RX NO. 0002

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

- The FAX-L260i then dials the number.
- When the FAX-L260i finishes sending the fax, the display shows the TRANSMITTING OK message:

TRANSMITTING OK



---

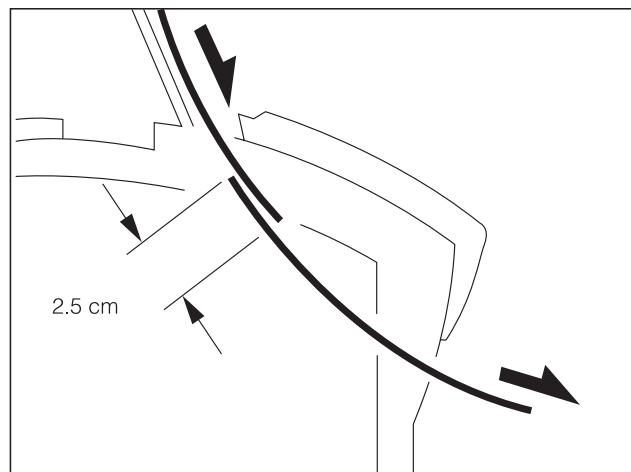
If an error occurs during sending, the FAX-L260i will print out an error report. If this happens, try sending the fax again. See "Faxing Problems" on page 9-20 for details about errors.

---

# Adding Pages to the Document in the Automatic Document Feeder (ADF)

The FAX-L260i Automatic Document Feeder (ADF) can hold up to 20 A4-size pages at a time when the document feed lever is set to automatic document feed. If your document has more pages than this, you can add pages while the FAX-L260i is scanning.

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



---

Wait until all pages of your document have been scanned completely before starting a new job.

---

# Cancelling Sending

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

1. Press **STOP**.



CANCEL? \*YES #NO

2. To cancel sending, press **\***:



TX/RX CANCELLED

TX/RX NO. 0001

- If you change your mind and want the unit to continue sending, press the # button. The FAX-L260i will continue sending normally.



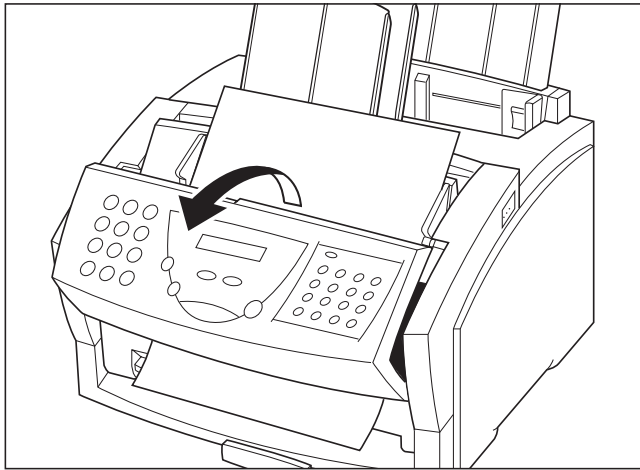
---

After you cancel a fax, you may need to open the operation panel to remove the document from the Automatic Document Feeder (ADF). See "Removing the Document from the Automatic Document Feeder (ADF)" on page 5-22.

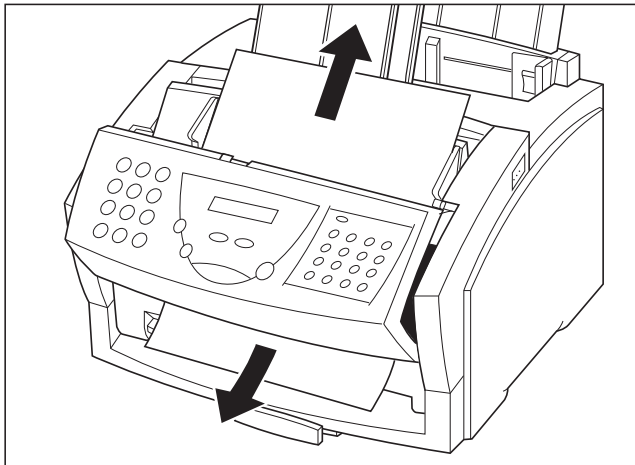
---

## ***Removing the Document from the Automatic Document Feeder (ADF)***

1. Open the operation panel by gently pulling towards you.



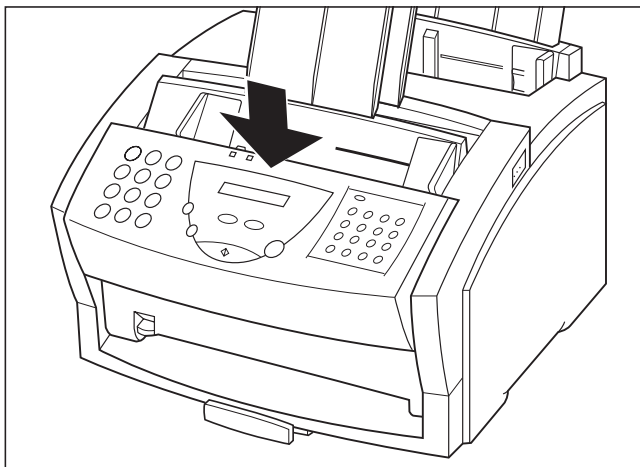
2. Remove the document by pulling it out from the top or bottom.



- Do not pull the document without opening the operation panel, otherwise the document will tear.



3. When you are finished, close the operation panel by pressing it down from the centre as shown.



---

Be sure to close the operation panel until it locks into place. Otherwise the unit will not function properly.

---

# Redialling

## Manual Redialling

To redial the last number dialled with the numeric buttons, press the **REDIAL** button.

To cancel manual redialling, simply press the **STOP** button.

## Automatic Redialling with Memory Sending

With memory sending, you can set the FAX-L260i to automatically dial the fax number again if the receiving fax machine does not answer, if the line is busy, or if an error occurs during sending. You can also control how many times the FAX-L260i will redial the number, how long it will wait between dialling attempts, and how much of the fax the FAX-L260i will resend if an error occurs. See "Setting Up Automatic Redialling" on page 5-26 for more details.

When automatic redialling is in use, the FAX-L260i alternately displays **AUTO REDIAL** and the transaction number while it is waiting to redial.

AUTO REDIAL

TX/RX NO. 0013

When it begins redialling, it alternately displays **CALLING**, the transaction number, and the fax number you dialled.

CALLING

TX/RX NO. 0013

7390208

- If you used one-touch or coded speed dialling to dial the number, the name registered under that button or code will also be displayed.

If the receiving fax machine does not answer on the last attempt, the FAX-L260i displays BUSY/NO SIGNAL (if the unit is set not to print a report).

BUSY/NO SIGNAL

If this happens, try sending again later.

## ***Canceling Automatic Redialling***

Automatic redialling cannot be cancelled with the **STOP** button while the unit is waiting to redial. To cancel do the following steps.

1. Wait until the FAX-L260i begins redialling.

CALLING

- While the FAX-L260i is waiting to redial, the LCD displays AUTO REDIAL.

2. Press **STOP**.

- The FAX-L260i asks you to confirm that you want to cancel:



CANCEL? \*YES #NO

3. To cancel the redialling, press **\***.

- The FAX-L260i beeps and alternates the following displays:



TX/RX CANCELLED

TX/RX NO. 0002

- The unit then prints an error report (if set to print one).

PRINTING REPORT



---

You can also delete the document from memory. See "Deleting a Document Stored in Memory" on page 5-37.

---

## Setting Up Automatic Redialling

You can set up the following for automatic redialling:

- The number of times the FAX-L260i attempts redialling
- The time interval between redialling attempts
- How the unit handles redialling when a transmission error occurs



---

The factory default settings for the auto redial feature are:

- The FAX-L260i redials twice.
  - The FAX-L260i waits two minutes before redialling.
  - If an error occurs during transmission, the FAX-L260i resends the first page of the document and the pages from where the error occurred.
- 

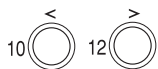
Follow the procedure below to adjust the automatic redialling settings.

1. Press **FUNCTION**.



FUNCTION

2. Press < or > to select TX SETTINGS.



TX SETTINGS

3. Press **START/COPY**, then press < or > to select AUTO REDIAL.



AUTO REDIAL

4. Press **START/COPY**, then use < or > to select ON.

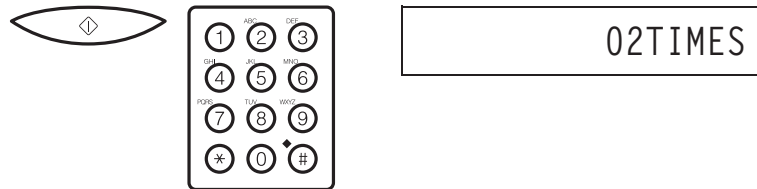


- The default setting is ON.

5. Press **START/COPY**.



6. Press **START/COPY** again, then use the numeric buttons to enter the number of times you want the unit to redial (1 to 4 times).

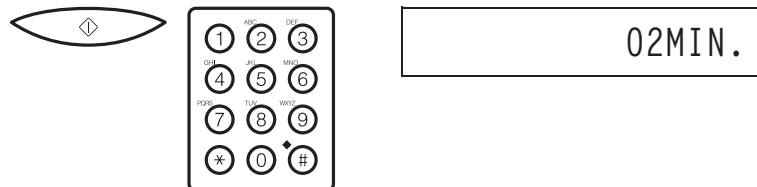


- The default setting is twice.

7. Press **START/COPY**.



8. Press **START/COPY** again, then use the numeric buttons to enter the time interval between rediallings. (2 to 99 minutes)

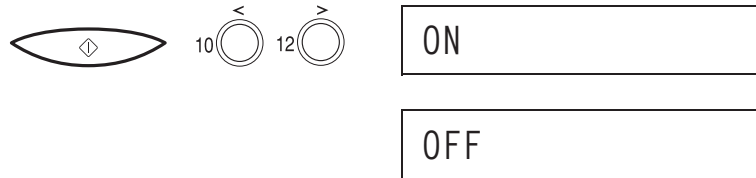


- The default setting is two minutes.

9. Press **START/COPY**.



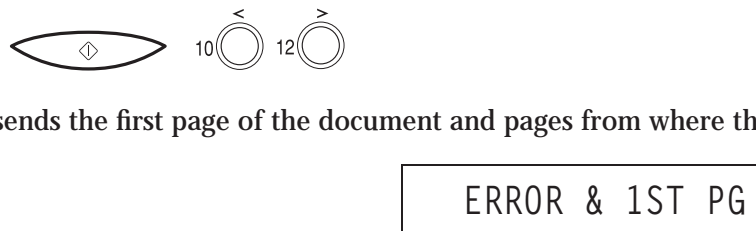
10. Press **START/COPY** again, then use < or > to select whether or not the unit redials when a transmission error occurs.



- Select ON to redial when a transmission error occurs; select OFF to cancel redialling when a transmission error occurs.
  - The default setting is ON.
11. Press **START/COPY**.



- If you select OFF in step 10, ERASE FAILED TX will be displayed and the setting is finished. Press **STOP** to return to standby mode.
12. If you select ON in step 10, press **START/COPY** again, and use < or > to select which pages are sent when an error occurs.



Resends the first page of the document and pages from where the error occurred.

Resends from the page where the error occurred.



Resends all the pages of the document.



- The default setting is ERROR & 1ST PG.
13. Press **START/COPY** to save your selection, then press **STOP** to return to standby mode.



# Sequential Broadcasting

## Sending a Document to More than One Destination

The FAX-L260i's sequential broadcasting feature allows you to send a fax to a sequence of up to 117 fax numbers, using any combination of dialling methods as follows:

- One-touch speed dialling: up to 16 destinations
- Coded speed dialling: up to 100 destinations
- Regular dialling (with the numeric buttons): 1 destination only

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

To send a fax to more than one location, do the following:



---

Be sure to adjust the document feed lever before loading your document. See page 5-6 for details.

---

1. Prepare the document and load it, face down, into the Automatic Document Feeder (ADF).
  - If necessary, you can adjust the resolution and contrast. See page 5-13 for details.
2. Enter up to 117 fax destinations using any of the following three methods:
  - **One-touch speed dialling:**  
Press the desired one-touch speed dialling button(s).



■ **Coded speed dialling:**

Press **CODED DIAL**, then enter the two-digit code (00–99) using the numeric buttons.



- Be sure to press **CODED DIAL** before each code.

■ **Regular dialling:**

Enter the number using the numeric buttons, then press **START/COPY**.



- You can only enter one number with the numeric buttons.



- 
- After entering the first one-touch speed dialling button or coded speed dialling code, you have five seconds to enter another speed dialling button or code before the FAX-L260i begins sending automatically. If you have entered more than one speed dialling button or code, the FAX-L260i waits for 10 seconds before it begins sending.
  - If you want to review the numbers you entered, press the **FUNCTION** button and use the < or > button to scroll through the numbers.
- 

3. When you finish entering numbers, press **START/COPY** to begin sending, or wait a few seconds for the FAX-L260i to begin sending automatically.



- The FAX-L260i then scans the document into memory, and begins sending it to the destinations in numerical order, starting with the coded dial numbers, then the one-touch numbers, and finally the number dialled with the numeric buttons.





---

If the FAX-L260i memory becomes full while scanning your document, MEMORY FULL appears on the LCD display. If this happens, remove the remainder of the document from the Automatic Document Feeder (ADF) (you may need to open the operation panel to do so), then divide the document into several sections and send each section individually.

---

## ***Sending a Document Using Group Dialling***

If you frequently send faxes to the same group of people, you can create a "group." Groups are stored under one-touch speed dialling buttons or coded speed dialling codes. See Chapter 4, "Speed Dialling" for details on registering numbers under groups and using group dialling.

# Delayed Sending

Your FAX-L260i allows you to scan a document into its memory and send it automatically at a preset time. By using this feature, you can take advantage of lower long distance rates at night, for example.

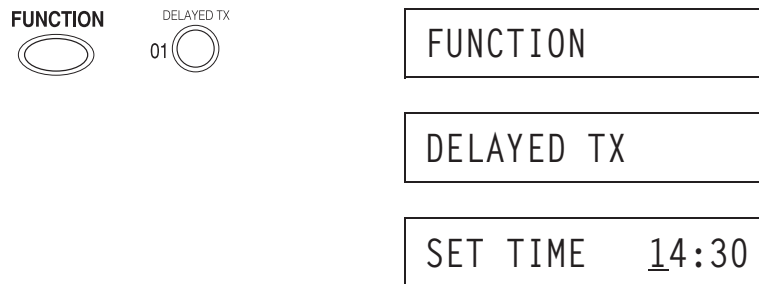


---

Be sure to adjust the document feed lever before loading your document. See page 5-6 for more details.

---

1. Prepare the document and load it, face down, into the Automatic Document Feeder (ADF).
  - If necessary, you can adjust the resolution and contrast. See page 5-13 for more details.
2. Press **FUNCTION**, then **DELAYED TX**.



- The current time is displayed.
3. Use the numeric buttons to enter the time at which you want to send the document.

Ex:



- Enter the time using the 24-hour clock system. Precede single digits with a zero.

Example:

7:30 a.m. = 07:30

11:30 p.m. = 23:30

4. Press **START/COPY**.



SELECT LOCATIONS

TEL=

5. Enter the destination(s) using any of the following three methods.

■ **One-touch speed dialling:**

Press the desired one-touch speed dialling button(s).



■ **Coded speed dialling:**

Press **CODED DIAL**, then enter the two-digit code (00–99) using the numeric buttons.



- Be sure to press **CODED DIAL** before each code.

■ **Regular dialling:**

Enter the number using the numeric buttons, then press **START/COPY**.



- You can only enter one number with the numeric buttons.

6. When you finish entering numbers, press **START/COPY**.



SCANNING P.001

- The FAX-L260i begins scanning the document into memory.



- 
- If the FAX-L260i memory becomes full while scanning your document, MEMORY FULL appears on the LCD display. If this happens, you cannot send the document at a delayed time. See page 5-22 to remove your document from the Automatic Document Feeder (ADF).
  - You can only register one preset sending operation at a time.
- 

When the set time comes, the FAX-L260i dials and sends the document.

## ***Sending Other Documents While the FAX-L260i is Set for Delayed Sending***

The FAX-L260i is a multitasking unit, so you can send, receive, and copy other documents even when you have set the FAX-L260i for delayed sending.

To copy or send other documents after setting the FAX-L260i for delayed sending, simply follow the sending or copying procedures described in this user's guide.

# Documents Stored in Memory

Documents stored in memory can be dealt with differently according to their type. The following functions can be used with documents stored in memory for delayed sending, stored when a transmission error has occurred, or with faxes received in memory.

## Printing a List of Documents Stored in Memory

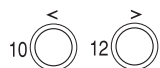
The FAX-L260i can print out a list of documents stored in memory, along with the transaction (TX/RX) number of each. Once you know the transaction number of a document in memory, you can resend it or delete it. These procedures are described later in this chapter.

To print a list of documents stored in memory, follow this procedure.

1. Press **FUNCTION**, then **MEMORY REF.**



2. Use < or > to select DOC. MEMORY LIST.



3. Press **START/COPY**.



- The FAX-L260i begins printing a list of documents stored in memory.

07/09 1988 MON 17:23 FAX 81 733 3173 CANON U.K. ☐001

\* \* \* \* \*

\* DOC.MEMORY LIST \*

\* \* \* \* \*

TX/RX NO	MODE	CONNECTION TEL/ID	PGS.	SET TIME	ST.TIME
0001	DEL SQ BDCST	[ 01] Canon TOKYO	3	07/09 09:07	14:30
		[ 02] CANON ESPAÑA			14:30
0002	TRANSMIT	[*01] Canon TOKYO	1	07/09 11:11	

Downloaded from [www.Manualslib.com](http://www.Manualslib.com) manuals search engine

# Deleting a Document Stored in Memory

Follow this procedure to delete a document from memory.

1. Press **FUNCTION**, then **MEMORY REF.**



FUNCTION

MEMORY REFERENCE

DELETE DOCUMENT

2. Press **START/COPY**.



TX/RX NO. 0001

3. Use < or > to select the TX/RX number of the document you want to delete.



TX/RX NO. 0003

- If you are not sure of the TX/RX number of the document you want to delete, print the list of documents stored in memory. See page 5-35 for details.

4. Press **START/COPY**.



YES=(\*) NO=(#)

5. Press \* to delete the fax, or # to cancel deleting.



- If you press #, the unit returns to step 3.

6. Press **STOP** to return to standby mode.



08/10 1998 16:21

# Resending a Document that Encountered an Error

If you get an error signal when sending a document from memory, you can try resending the document to the same destination without having to scan it again.



- Make sure that the ERASE FAILED TX setting in the TX SETTINGS is set to OFF. See page 11-8 for details on changing the setting.
- When the AUTO REDIAL setting in the TX SETTINGS is set to OFF, a document that failed to be sent is also considered an error document.

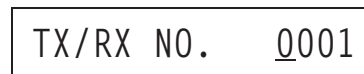
1. Press **FUNCTION**, then **MEMORY REF.**



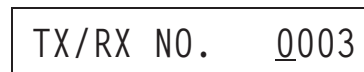
2. Use < or > to select MEM. RETRANSMIT.



3. Press **START/COPY.**



4. Use < or > to select the TX/RX number of the document you want to resend.



- If you are not sure of the TX/RX number of the document you want to resend, print the list of documents stored in memory. See page 5-35 for details.



5. Press **START/COPY**.



DIALING



---

The document is erased from memory after it is successfully sent.

---

# ***Sending with the Password/ Subaddress Feature***

Some fax machines will only receive faxes from other fax machines if they are sent using a password and subaddress that correspond to the password and subaddress of the receiving fax machine. This feature allows you to enter the password/subaddress (based on the ITU-T standard) of the receiving fax before sending the document.



---

Make sure you have the other party's password and subaddress. The password and subaddress you enter must be identical to those of the receiving fax.

---

To send a document with a password and subaddress, follow this procedure.



---

Be sure to adjust the document feed lever before loading your document. See page 5-6 for more details.

---

1. Prepare the document and load it, face down, into the Automatic Document Feeder (ADF).
  - If necessary, you can adjust the resolution and contrast. See page 5-13 for more details.
2. Press **FUNCTION**, then **PWD/SUBADD**.

FUNCTION



PWD/SUBADD

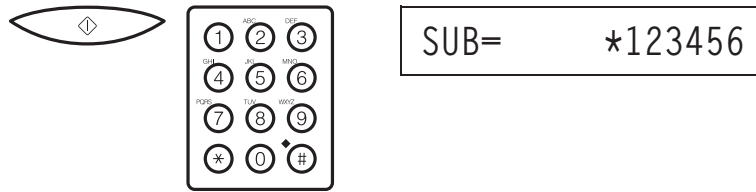


FUNCTION

PSWD/SUBADDRESS

SUBADDRESS

3. Press **START/COPY**, then use the numeric buttons to enter the subaddress.



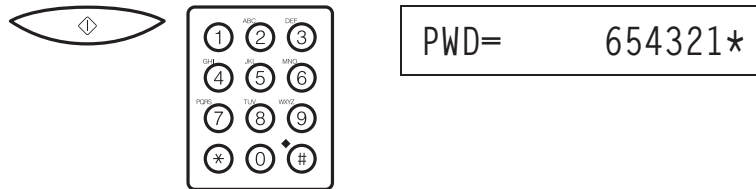
- The subaddress can be up to 20 digits long.

4. Press **START/COPY**.



- If the other party does not register the password, you must not enter a password. In this case, use the < or > button to select SELECT LOCATIONS, press the **START/COPY** button and go to step 7.

5. Press **START/COPY** again, then use the numeric buttons to enter the password.



- The password can be up to 20 digits long.

6. Press **START/COPY** twice.



7. Enter the destination(s) using either of the following methods.

■ **One-touch speed dialling:**

Press the desired one-touch speed dialling button(s).



■ **Coded speed dialling:**

Press **CODED DIAL**, then enter the two-digit code (00–99) using the numeric buttons.



- Be sure to press **CODED DIAL** before each code.

8. Press **START/COPY**.



- The FAX-L260i begins scanning the document.

# Other Settings for Sending

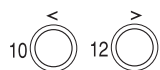
## G3 ECM Setting for Sending

The ECM function ("Error Correction Mode") enables error-free transmission for the G3 mode, as long as the other fax machine is also set up for ECM operation. However, if the line quality is poor, image transmission can take an extended period of time. In such a case, use the following procedure to turn off ECM.

1. Press **FUNCTION**.



2. Use < or > to select TX SETTINGS.



3. Press **START/COPY**, then press < or > to select ECM TX.



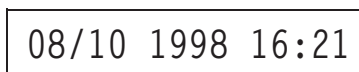
4. Press **START/COPY**, then use < or > to select OFF.



5. Press **START/COPY**.



6. Press **STOP** to return to standby mode.



# CLIP (Calling Line Identification Presentation) Setting

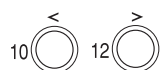
Normally, the CLIP setting is set to ON, which notifies the receiving fax of your ISDN number each time you call.

You can turn off this notification using the following procedure.

1. Press **FUNCTION**.



2. Use < or > to select TX SETTINGS.



3. Press **START/COPY**, then use < or > to select TX CLIP.



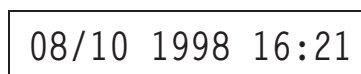
4. Press **START/COPY**, then use < or > to select OFF.



5. Press **START/COPY**.



6. Press **STOP** to returns to standby mode.



---

See page 3-10 for details on registering your ISDN number.

When this function is set to OFF, the fax will answer calls for all telephone numbers supplied with your ISDN connection.

---

# Chapter 6

## Receiving Faxes

---

This chapter describes how to use your FAX-L260i to receive faxes.

Receiving Documents Automatically .....	6-2
Documents Received in Memory .....	6-2
Messages Displayed When Documents are Received in Memory .....	6-3
Printing Documents Received in Memory .....	6-3
Page Footer .....	6-4
Receiving While Registering, Copying, or Printing .....	6-5
Cancelling an Incoming Fax .....	6-5
Restricting Incoming Documents .....	6-6
Polling to Receive Faxes .....	6-7
Polling a Fax Machine .....	6-7
Other Settings for Receiving .....	6-8
G3 ECM for Receiving .....	6-8
CHECK RX ID Setting .....	6-9
Accessing "Touch-line" Services .....	6-10

# ***Receiving Documents Automatically***

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

## ***Documents Received in Memory***

The FAX-L260i will automatically receive incoming faxes into its memory if it encounters a problem that prevents it from printing normally (when it runs out of paper and/or toner, for example). The LCD will display a message showing the problem. See below for correcting the problem.



---

The FAX-L260i memory can store up to approximately 230 A4-size pages.

---



## ***Messages Displayed When Documents are Received in Memory***

If the FAX-L260i receives a document into its memory, the LCD displays one of the following messages. These messages show the action you must take to correct the problem.

CHANGE CARTRIDGE

**Cause:** The toner cartridge ran out of toner.

**Action:** Install a new cartridge. See "Installing/Replacing the Toner Cartridge" on page 2-26.

CHECK COVER/CART

**Cause:** The toner cartridge is not installed properly.

**Action:** Make sure the cartridge is installed properly, and install a new one if necessary. See "Installing/Replacing the Toner Cartridge" on page 2-26.

LOAD PAPER

**Cause:** The FAX-L260i ran out of paper.

**Action:** Add paper to the sheet feeder. See "Loading Recording Paper" on page 2-32.

CLEAR PAPER JAM

**Cause:** A paper jam occurred.

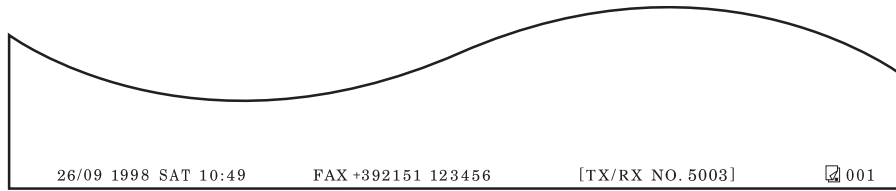
**Action:** Clear the jam, then press the **STOP** button. See "Paper Jams" on page 9-5.

## ***Printing Documents Received in Memory***

When the problem shown on the LCD display is corrected (see above), the FAX-L260i automatically prints the faxes it has stored in memory. Once the faxes are printed, the FAX-L260i deletes them from memory.

# Page Footer

Normally the fax prints the time a document is received, the transaction number, page numbers, and other useful information.



You can set the fax not to print the footer information.

1. Press **FUNCTION**.



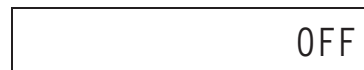
2. Press < or > to select RX SETTINGS.



3. Press **START/COPY**, then use < or > to select RX PAGE FOOTER.



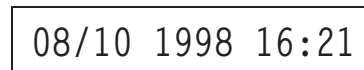
4. Press **START/COPY**, then use < or > to select OFF.



5. Press **START/COPY**.



6. Press **STOP** to return to standby mode.



## Receiving While Registering, Copying, or Printing

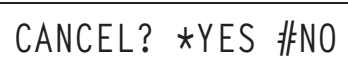
Since the FAX-L260i is a multitasking device, it can receive faxes while you are entering your user information, making copies, or printing a report.

If you receive a fax while you are making copies or printing a report manually, the FAX-L260i stores the incoming fax in memory. Then, as soon as you finish making copies or printing the report, the FAX-L260i automatically prints the fax. If you are entering registration information, the fax is printed as soon as it is received, and does not go in to memory.

## Cancelling an Incoming Fax

To cancel an incoming fax, follow this procedure:

1. Press **STOP**.



2. Press **\*** to stop receiving, or **#** to resume receiving the fax.



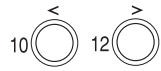
# Restricting Incoming Documents

To avoid unwanted "junk mail" from vendors or other persons, you can restrict receiving to parties who are registered for one-touch or coded speed dialling.

1. Press **FUNCTION**.



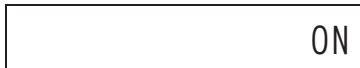
2. Press < or > to select SYSTEM SETTINGS.



3. Press **START/COPY**, then use < or > to select RX RESTRICTION.



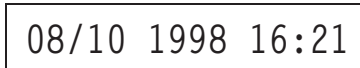
4. Press **START/COPY**, then use < or > to select ON.



5. Press **START/COPY**.



6. Press **STOP** to return to standby mode.



When you turn on this function, you will only receive documents from senders whose fax numbers are registered for One-touch Speed Dialling or Coded Speed Dialling.

# Polling to Receive Faxes

The FAX-L260i's polling feature allows you to request a document to be faxed to you from another fax machine. The sender only needs to make sure the document is on his fax machine and ready to be sent: when your FAX-L260i polls that machine, the document is sent automatically. The FAX-L260i can poll any fax machine that supports polling. (This process does not work in reverse, however: the FAX-L260i cannot be polled by other fax machines.)

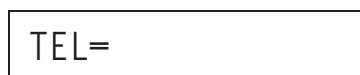
## Polling a Fax Machine

To poll another fax machine and receive a document from it, do the following:



- Before attempting to poll a fax machine, make sure that fax machine supports polling.
- Your FAX-L260i cannot be polled by another fax machine.

1. Press **FUNCTION**, then **POLLING**.



2. Use one-touch speed dialling or coded speed dialling to dial the fax number of the fax machine you wish to poll.
  - You can only use one-touch speed dialling or coded speed dialling to dial a polling fax number.

The FAX-L260i begins receiving the fax automatically.



- For polling using an ITU-T subaddress, you need to register the subaddress and password under a one-touch speed dialling button or coded speed dialling code. See page 4-3 (one-touch speed dialling) or page 4-15 (coded speed dialling) for details.
- If the sender is using a Canon fax machine which has the Polling ID function, ask him to set the Polling ID of his fax machine to 255 (1111 1111 binary number). For details on the Polling ID, refer to the sender's fax machine manual. In all other cases the Polling ID is not a concern.

# Other Settings for Receiving

## G3 ECM for Receiving

ECM function enables error-free receiving for G3 mode, as long as the other fax machine is also set up for ECM operation.

However, if the line quality is poor, image reception can take an extended period of time. In such a case, use the following procedure to turn off ECM.

1. Press **FUNCTION**.



FUNCTION

2. Press < or > to select RX SETTINGS.



RX SETTINGS

3. Press **START/COPY**, then use < or > to select ECM RX.



ECM RX

4. Press **START/COPY**, then use < or > to select OFF.



OFF

5. Press **START/COPY**.



MEMORY RX

6. Press **STOP** to return to standby mode.



08/10 1998 16:21

# CHECK RX ID Setting

Normally, the CHECK RX ID setting is ON, which verifies that the calling fax machine was sending the fax to your ISDN number.

You can turn off this verification using the following procedure.

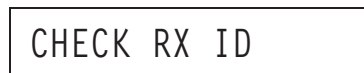
1. Press **FUNCTION**.



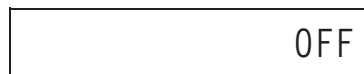
2. Press < or > to select SYSTEM SETTINGS.



3. Press **START/COPY**, then use < or > to select CHECK RX ID.



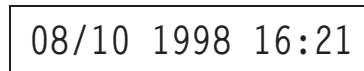
4. Press **START/COPY**, then use < or > to select OFF.



5. Press **START/COPY**.



6. Press **STOP** to return to standby mode.



---

See page 3-10 for details on registering your ISDN number.

When this function is set to OFF, the fax will answer calls for all telephone numbers supplied with your ISDN connection.

---

# Accessing "Touch-line" Services

Your FAX-L260i allows you to access "Touch-line" services and request information to be faxed to you. Follow the procedure below.

1. Press **ON-HOOK**.



2. Dial the number you wish to access.
  - Use one of the dialling methods described on page 5-16.
  - If you use regular dialling with the numeric buttons, press **START/COPY** after you enter the number.
3. Follow the instructions recorded by the other party.
  - If necessary, press < or > to temporarily adjust the speaker volume (MAX/MID/MIN/OFF). After the call, it will be reset to the LINE MONITOR VOL level specified in the user settings. (see page 11-5).
4. When you are ready to receive a fax, press **START/COPY**.



- The FAX-L260i begins receiving the fax automatically.
5. Press **STOP** to finish.



- 
- To return to standby mode when using regular dialling to dial the number, press **STOP**.
  - To return to standby mode after you have dialled the number, press **STOP** or **ON-HOOK**.
-



# Chapter 7

## Making Copies

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This chapter describes how to make copies with your FAX-L260i.

Making Copies .....	7-2
---------------------	-----

# Making Copies

One of the FAX-L260i's convenient features is its ability to make up to 99 high-quality copies of a document. To make copies, do the following:



Be sure to adjust the document feed lever before loading your document. See page 5-6 for details.

1. Prepare the document and load it, face down, into the Automatic Document Feeder (ADF).

- Once the document is loaded, the LCD display shows the following:

Currently used memory:

MEMORY USED 0%

Current resolution for fax sending:

FINE

Standby to scan:

DOCUMENT READY

2. Press **START/COPY**.



PHOTO

COPY 100% 01

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

3. To set the copying resolution, press **RESOLUTION** and select the setting you want.

RESOLUTION



FINE

(FINE resolution with halftone)

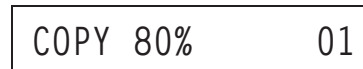
PHOTO



- You can only make copies in FINE or PHOTO resolution. (STANDARD, SUPER FINE, and ULTRA FINE do not appear as any of the available resolutions.)
- FINE resolution works well for copying most text documents.
- Use PHOTO resolution when copying documents that contain photographs. This scans areas of the document that contain photos with 64 levels of grey, and results in a much better reproduction of the photograph.

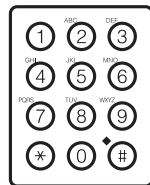
4. If you want to reduce the size of the copies, use < or > to select the reduction percentage you want.

Ex:



- You can select 70%, 80%, 90%, or 100%.
5. If you want to make multiple copies, use the numeric buttons to enter the number of copies.

Ex:

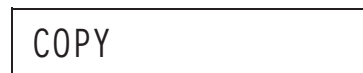


- You can make up to 99 copies.



The FAX-L260i copies at 600 × 300 dpi for single copies, and at 300 × 300 dpi for multiple copies. For high resolution copying, make one copy at a time.

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



- To stop copying, press the **STOP** button. You may then need to lift the operation panel to remove the document. See "Jams in the Automatic Document Feeder (ADF)?" on page 9-5.



---

If MEMORY FULL appears in the display while you are making multiple copies of a document, you will not be able to use the multiple copy feature for copying the document. Instead, make single copies of the document (as many times as required). To correct this situation, delete or resend any documents stored in memory. See "Documents Stored in Memory" on page 5-35.

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# Chapter 8

## Reports and Lists

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This chapter describes how to print reports and lists. These include activity reports (transmission and reception reports), lists of registered numbers, list of user's data registered in the FAX-L260i and the memory clear list.

Activity Report .....	8-2
Transmission (TX) Reports .....	8-3
Error TX Report .....	8-3
TX Report .....	8-4
Multi TX/RX Report .....	8-5
Reception (RX) Report .....	8-6
Memory Clear Report .....	8-7
User's Data List .....	8-8
Speed Dialling Lists .....	8-10
One-Touch Speed Dial List 1 .....	8-11
One-Touch Speed Dial List 2 .....	8-11
Coded Speed Dial List 1 .....	8-12
Coded Speed Dial List 2 .....	8-12
Group Dial List .....	8-12

# Activity Report

The Activity Report is printed out automatically by the FAX-L260i after every 20 sending and receiving transactions. This report lists the details of the faxes you have sent or received so that you can keep track of the transaction operations your FAX-L260i has performed.

You can also print the Activity Report manually if you want to check the report before the 20 transactions are completed. Follow this procedure to print the Activity Report.

1. Press **FUNCTION**.



2. Press **REPORT**.



```

07/09 1998 MON 15:00 FAX 81 733 3173      CANON U.K.                                001
* * * * *
*                ACTIVITY REPORT                *
* * * * *
  
```

ST. TIME	CONNECTION TEL	CONNECTION ID	NO.	MODE	PGS.	RESULT
*07/09 13:43	905 795 1111	Canon Canada	5001	AUTO FAX RX G4	1	OK 00'33
*07/09 13:45	905 795 1111	Canon Canada	5002	AUTO FAX RX G4	1	OK 00'24
*07/09 13:51	1 49 39 25 25	Canon FRANCE	0001	B'CAST G3	3	OK 01'18
*07/09 14:31	2131 1250	CANON DEUTSCH.	0001	B'CAST G3	3	OK 01'18
*07/09 14:34	905 795 1111	CANON CANADA	5003	AUTO FAX RX G4	1	OK 00'18
*07/09 14:36	516 488 6700	CANON U.S.A.	5004	AUTO FAX RX G3	4	OK 00'59
*07/09 14:41	20 545 8545	CANON Europa NV	0002	TRANSMIT G3	1	NG 01'20
						1
*07/09 14:45	20 545 8545	CANON Europa NV	0002	TRANSMIT G3	1	OK 04'12
*07/09 14:53	03 3756 6112	Canon Tokyo	5005	AUTO FAX RX G4	4	NG 01'16
						4
*07/09 14:57	2131 1250	CANON DEUTSCH.	0003	TRANSMIT G3	3	NG 00'51
						3 STOP
*07/09 14:59	1 538 4500	CANON ESPAÑA	0004	TRANSMIT G3	0	NG 00'01
	456#123 **#					0 #081

If marked with an asterisk, the entry has appeared on a previous report if marked with >, the entry has been forwarded to another number.

Subaddress

Transaction number

Sending mode

The facsimile transmission standard used.

The number of the page with an error

Error code: describes the nature of the error

**STOP** was pressed during transaction

# Transmission (TX) Reports

The FAX-L260i normally prints a report only when an error occurs during sending (TX Error Report). However, you can set the FAX-L260i to print a report every time you send a document (TX Report).

If you send a document using memory, you can also select whether the first page of the document is printed with the report.

See page 11-7 for details on setting these options.

## Error TX Report

```
07/09 1998 MON 14:59 FAX 81 733 3173      CANON U.K. 001
* * * * *
*                ERROR TX REPORT          *
* * * * *

TX FUNCTION WAS NOT COMPLETED

TX/RX NO           0003
CONNECTION TEL     1 538 4500
SUBADDRESS                               13580
CONNECTION ID     CANON ESPAÑA
ST. TIME          07/09 14:59
USAGE T           00'04
PGS.              0
RESULT            NG #018
```

- See the next page for an explanation of the report.

# TX Report

07/09 1998 MON 08:50 FAX 81 7333173	CANON U.K.	001
* * * * *		
* TX REPORT *		
* * * * *		
TRANSMISSION OK		
TX/RX NO	0004	
CONNECTION TEL	20 545 8545	
SUBADDRESS		13580
CONNECTION ID	CANON Europa NV	
ST. TIME	07/09 08:48	
USAGE T	00'18	
PGS.	1	
RESULT	OK	

●

**THE SLEREXE COMPANY LIMITED**  
SAPORS LANE - BOOLE - DORSET - BH25 8ER  
TELEPHONE BOOLE (945 13) 51617 - TELEX 123456

Our Ref. 350/PJC/EAC 18th January, 1972.

Dr. P. N. Cundall,  
Mining Surveys Ltd.,  
Holroyd Road,  
Reading,  
Berks.

When you set the fax to print the first page of the document

## ST. TIME

Represents the time the last attempt was made to transmit a document.

## USAGE T

Represents the amount of time it took during the last attempt to transmit. Please note that the usage time does not reflect the total usage time used to transmit all pages of the document when "retry" occurs. By printing an **ACTIVITY REPORT** and matching the transaction number of the **TX REPORT** with a transaction number in the **ACTIVITY REPORT** you can find out exactly how many attempts were made to send the document, how many pages were sent in each attempt as well as the usage time for each attempt.



PGS.

When OK appears under RESULT (see below), PGS. represents the number of pages that were successfully transmitted when an error did not occur in the first attempt or in consequent retries.

When NG appears under RESULT (see below), PGS. indicates the last page number on which an error occurred. Pages after this page were not sent.

RESULT

OK

means that all pages were transmitted either during the first attempt or after the first or second retry. (The default, which is two retries, can be changed. See page 11-9 for more details.)

NG

means that either some or no pages were transmitted after two retries. (The default, which is two retries, can be changed. See page 11-9 for more details.)

## Multi TX/RX Report

If you used sequential broadcasting to send a document, the Multi TX/RX Report is printed.

```
07/09 1998 MON 14:59 FAX 81 733 3173      CANON U.K. ☐001
* * * * *
*          MULTI TX/RX REPORT          *
* * * * *

TX/RX NO          0007
INCOMPLETE TX/RX  [01] 03 3758 2111      Canon TOKYO
                  [02] 905 795 1111      CANON CANADA

TRANSACTION OK
ERROR
```

# Reception (RX) Report

Normally the FAX-L260i does not print a reception report (RX Report) unless you set it to do so.

You can set the FAX-L260i to print the RX Report every time you receive a document or only if an error occurs during receiving. See page 11-7 for details on setting this option.

```
07/09 1998 MON 08:47 FAX 81 733 3173      CANON U.K. 001
* * * * *
*                RX REPORT                *
* * * * *

RECEPTION OK

TX/RX NO          5004
CONNECTION TEL    516 488 6700
SUBADDRESS
CONNECTION ID    CANON U.S.A.
ST. TIME         07/09 08:45
USAGE T          00'59
PGS.             4
RESULT           OK
```

# Memory Clear Report

If you experience a power failure, all documents stored in memory will be lost. As soon as power is restored, the FAX-L260i will automatically print a list of documents that were stored in memory before the power failure.

07/09 1998 MON 07:55 FAX 81 733 3173 CANON U.K. <span style="float: right;">001</span>					
* * * * * * MEMORY CLEAR REPORT * * * * * *					
MEMORY FILES DELETED					
TX/RX NO	MODE	CONNECTION TEL/ID	PGS.	SET TIME	ST. TIME
0001	DEL SQ BDCST	[ 01] Canon TOKYO [ 02] CANON ESPAÑA	3	06/09 09:07	14:30 14:30
0002	TRANSMIT	[* 01] Canon TOKYO	1	06/09 11:11	



If there are one or more documents in the image memory when the power is cut off, the LCD will display PRINTING REPORT when the power is restored. If there is no paper in the sheet feeder at this time, the LCD will also display LOAD PAPER. If this happens, load paper in the sheet feeder and wait for the unit to print the Memory Clear Report. You will be unable to send documents or receive faxes in memory until you do this. If you have no paper available and you urgently need to send a document or receive a fax in memory, press the **STOP** button to enable sending and receiving. However, please note that once you have pressed the **STOP** button, the unit will no longer print the Memory Clear Report.

# User's Data List

You can print a list of the data registered in your FAX-L260i. This list is useful when you want to review the user data information you may have entered (such as your name and number, the date and time) and all other settings currently selected.

Follow this procedure to print the User's Data List.

1. Press **FUNCTION**.



2. Use < or > to select USER SETTINGS.



3. Press **START/COPY**, then **REPORT**.





# Speed Dialling Lists

Your FAX-L260i can print speed dialling lists. These lists allow you to review the numbers and names registered under one-touch speed dialling buttons and coded speed dialling codes.

Follow this procedure to print the lists.

1. Press **FUNCTION**.



2. Use < or > to select TEL REGISTRATION.



3. Press **START/COPY**.



**To print the One touch speed dial list 1, Coded speed dial list 1 and Group dial list**

4. Press **REPORT**.



- The fax will automatically print three lists: One touch Speed dial list 1, Coded Speed dial list 1 and Group dial list.

**To print one of the detailed lists (One touch speed dial list 2, Coded speed dial list 2)**

4. Use < or > to select 1-TOUCH SPD DIAL or CODED SPEED DIAL.



5. Press **START/COPY** twice.



01=03 3758 2111



TELEPHONE NUMBER

6. Press **REPORT**.



PRINTING REPORT

## One-Touch Speed Dial List 1

07/09 1998 MON 13:38 FAX 81 733 3173 CANON U.K. <span style="float: right;">001</span>			
* * * * * * 1-TOUCH SPD DIAL LIST 1 * * * * * *			
NO.	CONNECTION TEL	CONNECTION ID	TX TYPE
[01]	03 3758 2111	Canon TOKYO	G4 PSWD/SUBADD.
[02]	905 795 1111	CANON CANADA	G3 REGULER TX
[03]	20 545 8545	CANON Europa NV	G4/G3 REGULER TX
[04]	1 49 39 25 25	CANON FRANCE	G4 PSWD/SUBADD.
[05]	GROUP DIAL	CANON GROUP-1	G3 REGULER TX

## One-Touch Speed Dial List 2

07/09 1998 MON 13:38 FAX 81 733 3173 CANON U.K. <span style="float: right;">001</span>		
* * * * * * 1-TOUCH SPD DIAL LIST 2 * * * * * *		
[ 01]	CONNECTION TEL	03 3758 2111
	CONNECTION ID	Canon TOKYO
	TX MODE	G4
	TX TYPE	PSWD/SUBADD.
	SUBADDRESS	123456
[ 02]	CONNECTION TEL	905 795 1111
	CONNECTION ID	CANON CANADA
	TX MODE	G3
	TX TYPE	REGULER TX
[ 03]	CONNECTION TEL	20 545 8545
	CONNECTION ID	CANON Europa NV
	TX MODE	G4/G3

## Coded Speed Dial List 1

07/09 1998 MON 13:39 FAX 81 733 3173 CANON U.K. <span style="float: right;">☐001</span>			
* * * * * * CODED SPEED DIAL LIST 1 * * * * * *			
NO.	CONNECTION TEL	CONNECTION ID	TX TYPE
[* 00]	1 538 4500	CANON ESPAÑA	G4/G3 REGULER TX
[* 11]	7390802	CANON HONG KONG	G3 REGULER TX
[* 60]	63 9399	Mr. G. Robert	G4 PSWD/SUBADD.
[* 61]	03 3756 6112	Ms. A. Smith	G4 PSWD/SUBADD.

## Coded Speed Dial List 2

07/09 1998 MON 13:39 FAX 81 733 3173 CANON U.K. <span style="float: right;">☐001</span>			
* * * * * * CODED SPEED DIAL LIST 2 * * * * * *			
[* 00]	CONNECTION TEL	1 538 4500	
	CONNECTION ID	CANON ESPAÑA	
	TX MODE	G4/G3	
	TX TYPE	REGULER TX	
[* 11]	CONNECTION TEL	7390802	
	CONNECTION ID	CANON HONG KONG	
	TX MODE	G3	
	TX TYPE	REGULER TX	
[* 60]	CONNECTION TEL	63 9399	
	CONNECTION ID	Mr. G. Robert	
	TX MODE	G4	
	TX TYPE	PSWD/SUBADD.	
	SUBADDRESS	123456	

## Group Dial List

07/09 1998 MON 13:39 FAX 81 733 3173 CANON U.K. <span style="float: right;">☐001</span>			
* * * * * * GROUP DIAL LIST * * * * * *			
[ 05] CANON GROUP-1	[ 01] 03 3758 2111	Canon TOKYO	
	[ 02] 905 795 1111	CANON CANADA	
	[ 03] 20 545 8545	CANON Europa NV	
	[ 04] 1 49 39 25 25	Canon FRANCE	
[ 08] GROUP-02	[ 06] 516p488 6700	Canon U.S.A.	
	[ 07] 2131 1250	CANON DEUTSCH.	



# Chapter 9

## Frequently Asked Questions

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If your FAX-L260i is not operating properly, use the information and suggestions in this chapter to try to solve the problem.

If You Cannot Solve the Problem .....	9-2
Problems Index .....	9-3
Paper Jams .....	9-5
Jams in the Automatic Document Feeder (ADF)? .....	9-5
Jams in the Output Slots? .....	9-8
Jams Inside the Unit? .....	9-9
Jams in the Front Area of the Unit? .....	9-14
After Clearing a Paper Jam .....	9-17
Problems Feeding Paper Into the FAX-L260i Sheet Feeder .....	9-18
Faxing Problems .....	9-20
Sending Faxes .....	9-20
Receiving Faxes .....	9-22
Copying Problems .....	9-26
Printing Problems .....	9-27
Print Quality Problems .....	9-28
General Problems .....	9-29
If a Power Cut Occurs .....	9-30
Error Codes, Messages, and Solutions .....	9-31

# If You Cannot Solve the Problem

If you have a problem with your FAX-L260i and cannot solve it using the information in this chapter, contact your local authorised Canon dealer or service centre.



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If the FAX-L260i makes strange noises, emits smoke, or strange smells, unplug it immediately and contact your local authorised Canon dealer or service centre. Do not attempt to disassemble or repair the unit yourself.

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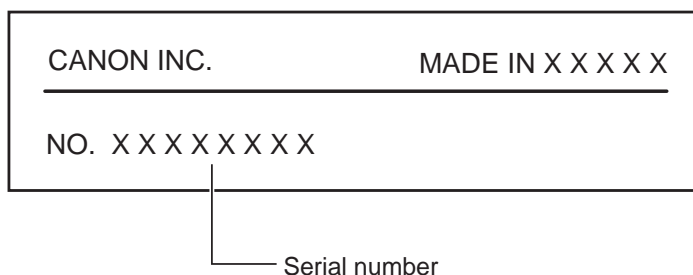
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Attempting to repair the FAX-L260i yourself may void the limited warranty.

---

Before contacting your local authorised Canon dealer or service centre, make sure you have the following information about your FAX-L260i:

- The unit's name: FAX-L260i
- The FAX-L260i serial number (on a label on the back of the FAX-L260i)



- Where you purchased the unit
- A detailed description of the problem
- The steps you have taken to solve the problem, and the results

# Problems Index

<b>Problem</b>	<b>See page</b>
Paper Jams .....	9-5
Jams in the Automatic Document Feeder (ADF)? .....	9-5
Jams in the Output Slots? .....	9-8
Jams Inside the Unit? .....	9-9
Jams in the Front Area of the Unit? .....	9-14
After Clearing a Paper Jam .....	9-17
Problems Feeding Paper Into the FAX-L260i Sheet Feeder .....	9-18
Paper does not feed into the FAX-L260i? .....	9-18
Printing is skewed? .....	9-18
Several sheets load into the FAX-L260i at once? .....	9-19
The paper jams repeatedly? .....	9-19
Faxing Problems .....	9-20
Cannot send a fax? .....	9-20
Images on faxes received from the FAX-L260i are spotted or dirty? .....	9-21
The FAX-L260i cannot send a fax using ECM? .....	9-21
Errors occur frequently while sending faxes? .....	9-22
The FAX-L260i cannot receive faxes automatically? .....	9-22
Cannot receive a document from some fax machines? .....	9-23
Cannot poll and receive from other units? .....	9-23
The print quality is poor? .....	9-24
The FAX-L260i cannot receive faxes using ECM? .....	9-24
Nothing prints? .....	9-24
Received faxes are blotched or uneven? .....	9-25
Errors occur frequently while receiving? .....	9-25
Copying Problems .....	9-26
The FAX-L260i will not make a copy? .....	9-26
MEMORY FULL appears in the LCD display when you are making multiple copies? .....	9-26

<b>Problem</b>	<b>See page</b>
Printing Problems .....	9-27
The ALARM lamp comes on and the FAX-L260i beeps while printing? .....	9-27
Nothing prints? .....	9-27
Printout does not match paper size? .....	9-27
The printout curls? .....	9-27
Print Quality Problems .....	9-28
Print is not clear? .....	9-28
The printout has vertical white streaks? .....	9-28
General Problems .....	9-29
The FAX-L260i has no power? .....	9-29
Nothing appears in the LCD display? .....	9-29

# Paper Jams

On occasion, the document feeding into the FAX-L260i Automatic Document Feeder (ADF) or the paper in its sheet feeder may misfeed or jam. If this happens, you can usually fix the problem using one of the following procedures.



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You do not need to unplug the FAX-L260i while clearing paper jams.

---

## Jams in the Automatic Document Feeder (ADF)?

Use this procedure if the document in the FAX-L260i's Automatic Document Feeder (ADF) jams or misfeeds. (If this occurs, the message CHECK DOCUMENT appears in the display.)

1. Press **STOP**.

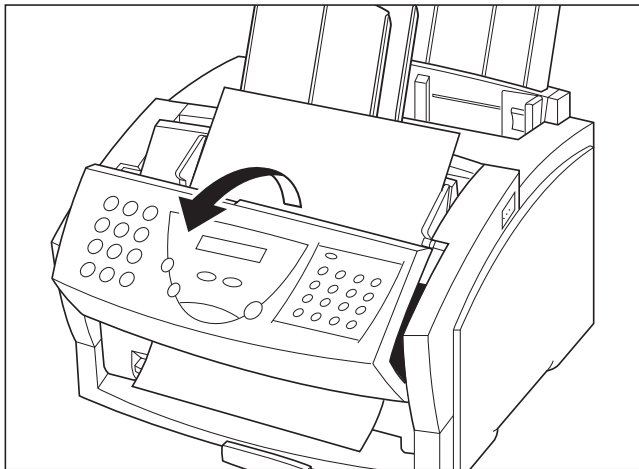


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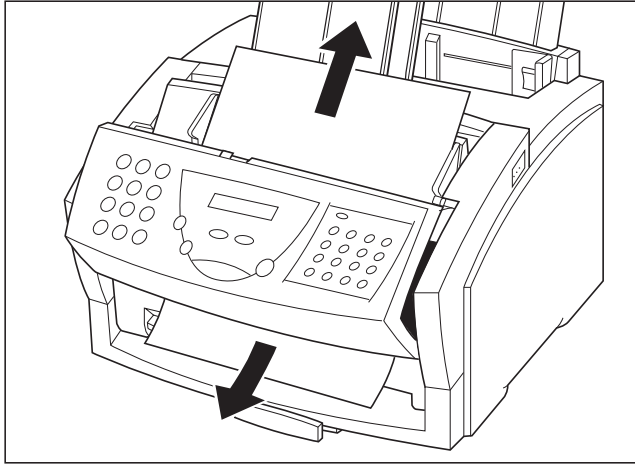
Do not try to pull the document out without opening the operation panel, or you may tear or smudge the document.

---

2. Open the operation panel by gently pulling it towards you.



3. Remove the jammed page by pulling it in either direction.

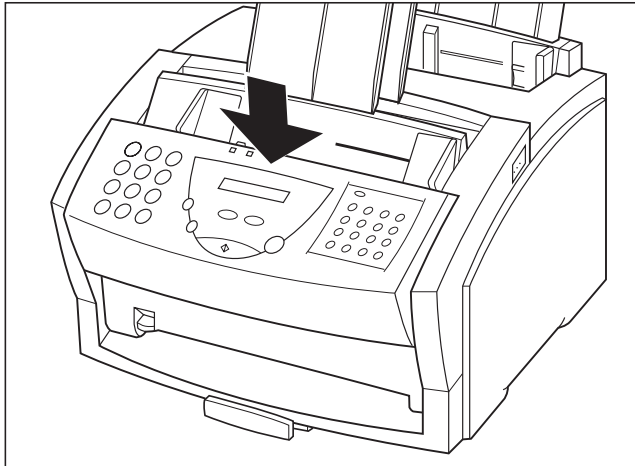


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If the paper does not pull out easily, do not force it. Contact your local authorised Canon dealer or service centre.

---

4. When you are finished, close the operation panel by pressing it down from the centre as shown.



---

Be sure to close the operation panel until it locks into place. Otherwise the unit will not function properly.

---

5. Press **STOP** to clear the error message.

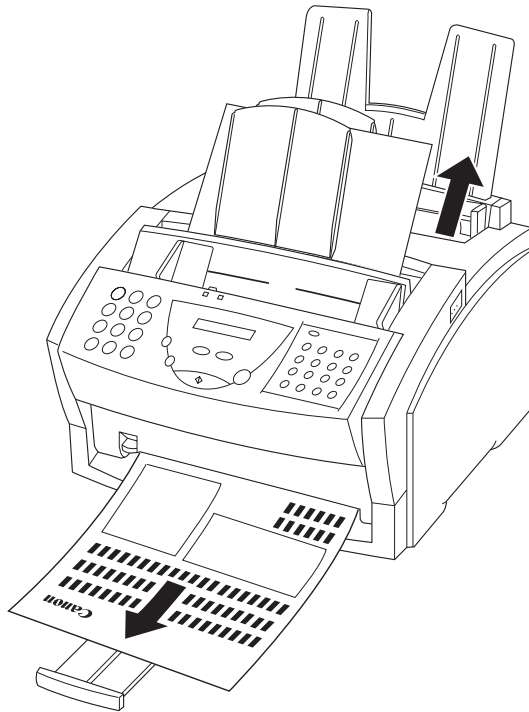


6. If you have a multi-page document, remove the entire document from the Automatic Document Feeder (ADF), and reload it.

## ***Jams in the Output Slots?***

Use this procedure if the recording paper jams or misfeeds in the output slots. If this happens, the message CLEAR PAPER JAM appears in the LCD display.

1. Gently pull any jammed paper out of the unit as shown.



2. Remove the paper stack from the sheet feeder and reload it, following the instructions in "Loading Recording Paper" on page 2-32.



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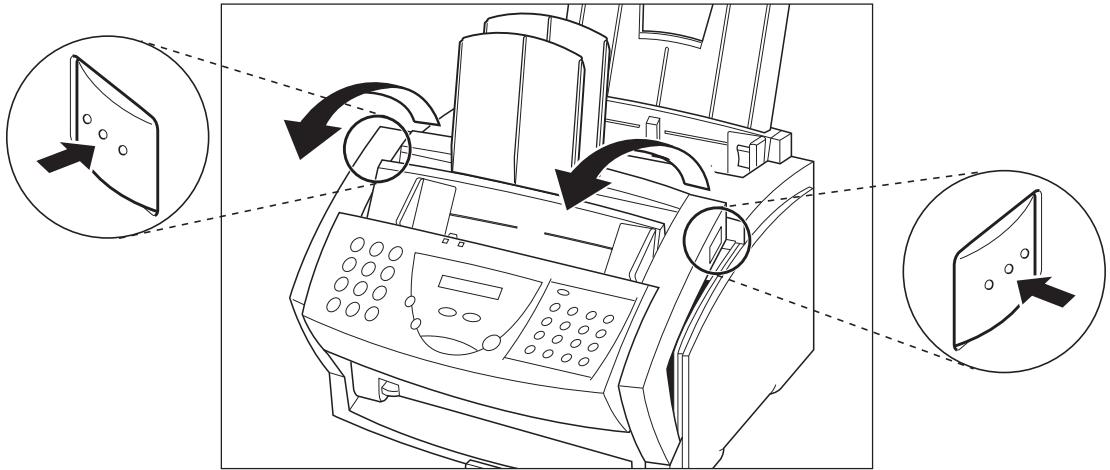
If the paper jam occurred while a fax was being received into the FAX-L260i memory, that fax will print automatically when the jam is cleared.

---

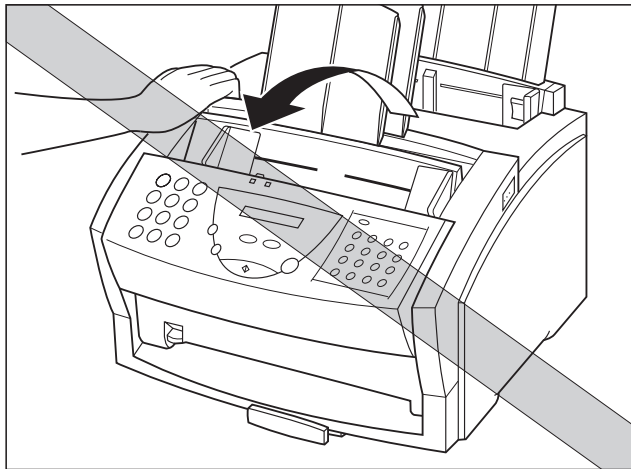


## Jams Inside the Unit?

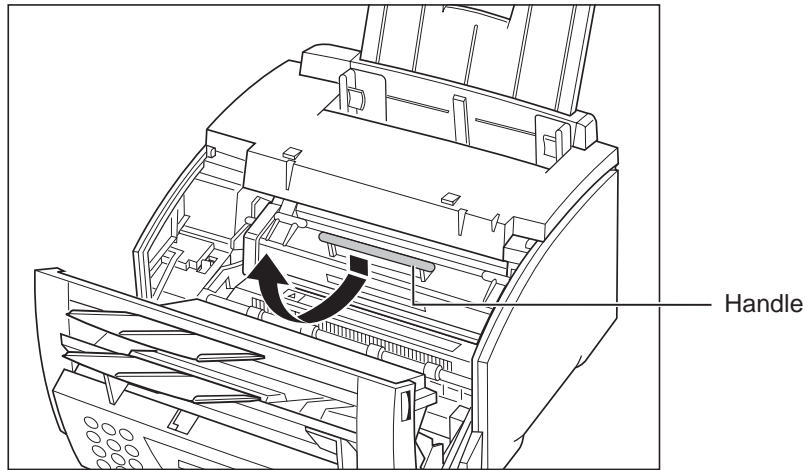
1. Open the front cover by pressing the release latches on the sides of the unit.
  - Lift the cover forward to its open position.



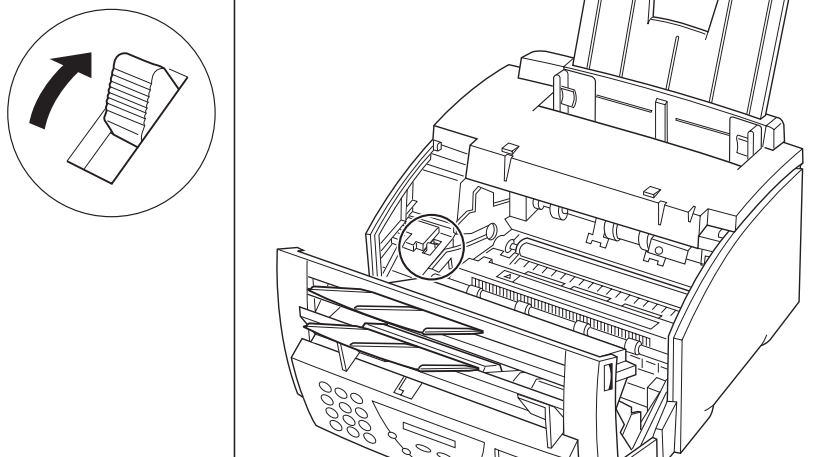
Do not open the front cover without pressing on the release latches as this may cause damage to your unit.



2. Hold the cartridge by its handle and remove it from the unit.
  - Cover the cartridge to protect it from the light.

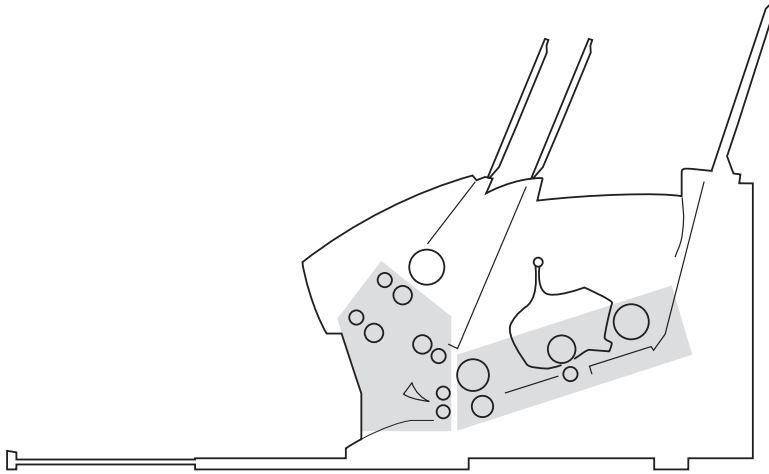


3. Move the paper release lever towards the back of the unit.

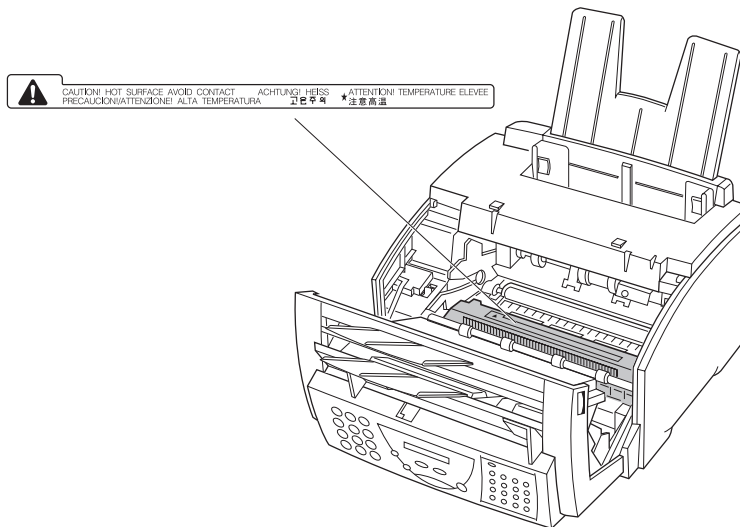


4. Locate the jammed piece of paper.

- First check the inside of the unit and then the front area.

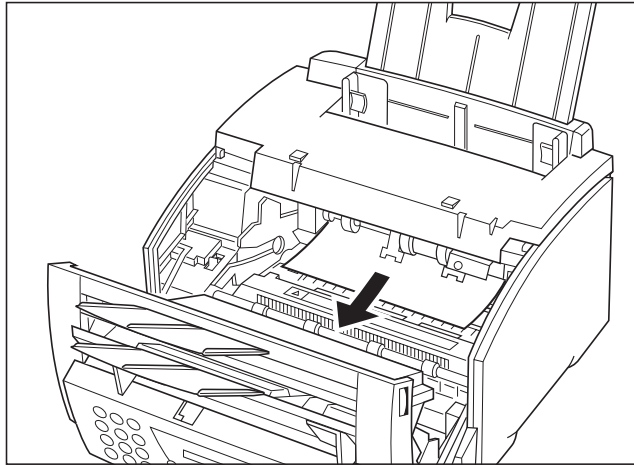


The fixing assembly (shaded) becomes extremely hot when the unit is in use. Be very careful not to touch it, as injury may result.



**If the paper has jammed near the sheet feeder slot**

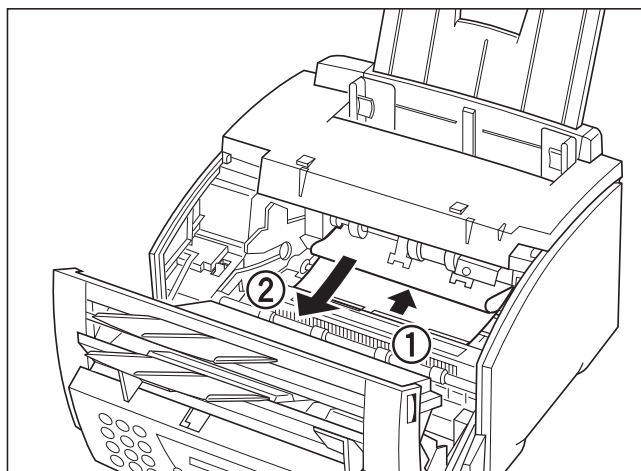
Hold the unit steady and pull the jammed paper straight out from the unit.



- 
- Do not tear jammed paper. If the sheet tears, remove all of the paper scraps from the unit.
  - Be careful not to spill the toner that is on the jammed sheet of paper. The toner has not been fused to the paper yet, and toner spilled inside the unit may adversely affect the print quality.
  - Be careful not to get toner on your hands or clothing. If you do, wash it off immediately with cold water.
-

**If the top edge of the paper is in the fixing assembly**

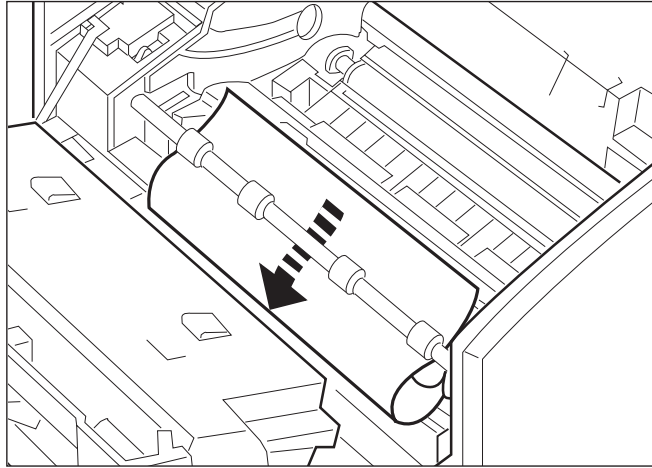
First move the jammed paper towards the unit (1); then pull it towards you to remove it (2).



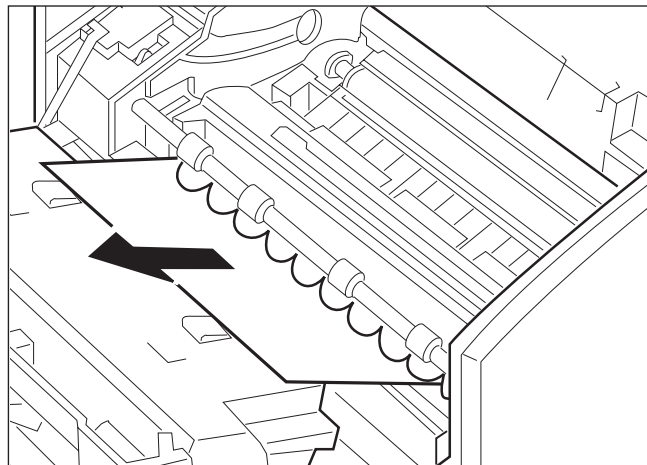
## ***Jams in the Front Area of the Unit?***

**If the top edge of the paper has passed through the fixing assembly**

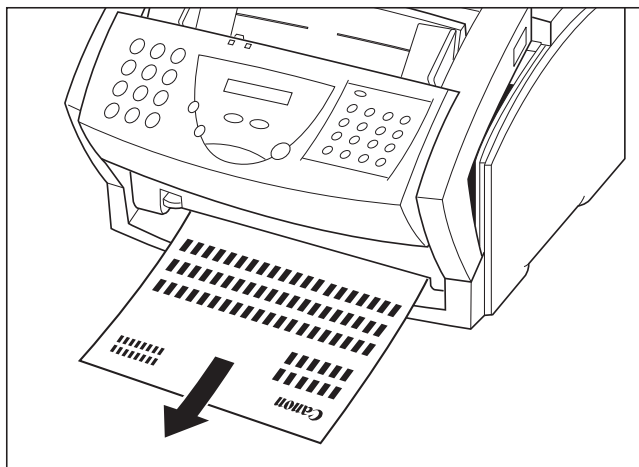
1. Pass the paper under the roller as shown.



2. Use both hands to carefully pull the jammed paper.
  - Be sure to pull gently, otherwise the paper may tear and remain inside the unit.
  - Be sure to remove all the jammed paper. Not doing so will cause paper to jam again.



**If the paper has jammed near the face-up delivery slot**  
Hold the front cover and gently pull the sheet through the exit slot.



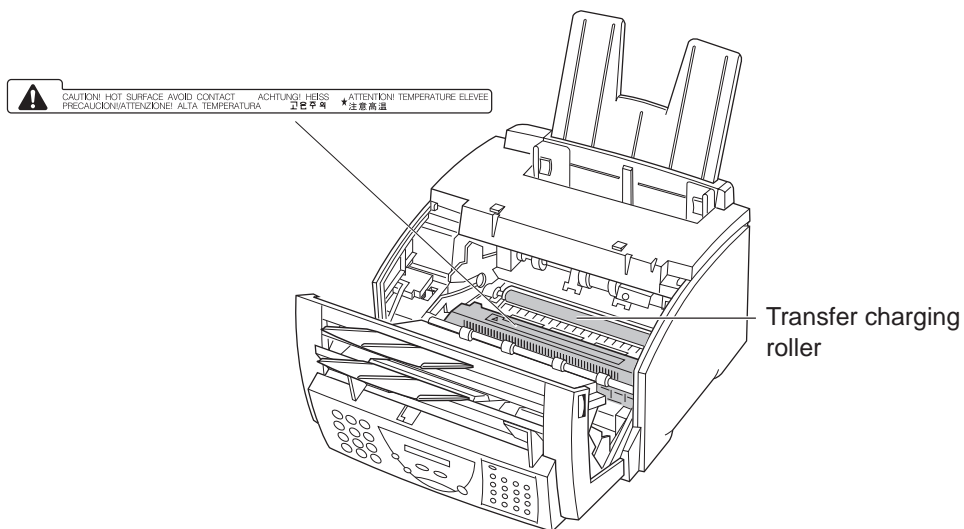
---

Do not close the front cover while removing a jammed sheet of paper. This will return the paper release lever to its closed position.

---



- The fixing assembly (shaded) becomes extremely hot when the unit is in use. Be very careful not to touch it, as injury may result.
- When removing the jammed paper, be careful not to touch the transfer charging roller as its surface is very delicate and susceptible to finger oil and scratches, which may lead to print deterioration.





## ***After Clearing a Paper Jam***

After removing the jammed paper, follow these steps:

1. Install the FX-3 toner cartridge back in the unit.
2. Move the paper release lever back to its original position (towards the front).
3. Close the front cover to reset the unit.
4. Load paper in the sheet feeder.



If you are experiencing repeated paper jams, it may be due to the paper you are using:

- Tap the paper on a flat surface before stacking it in the sheet feeder.
  - Check that the paper you are using and your printing environment are within the specifications of the unit. See Appendix, "Specifications".
-

## Problems Feeding Paper Into the FAX-L260i Sheet Feeder

If you are having problems feeding paper into the FAX-L260i's sheet feeder, check the following table.



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Whenever you correct one of these problems, be sure to remove the paper from the sheet feeder and load it again. See page 2-32.

---

The following problems can also cause the paper to jam in the unit. See page 9-5 for instructions on clearing paper jams.

<b>Problem</b>	<b>Possible cause</b>	<b>Solution</b>
Paper does not feed into the FAX-L260i?	The sheet feeder may contain too many sheets.	Make sure the sheet feeder is not filled past the limit. See page 2-32.
	Paper may not be inserted in the sheet feeder correctly.	Make sure paper is inserted all the way into the sheet feeder. See page 2-32.
Printing is skewed ?	Paper may not be stacked correctly in the sheet feeder.	Make sure the stack of paper is straight in the sheet feeder.
		Make sure there are no gaps between the stack of paper and the paper guides. See page 2-32.
		Make sure the paper exit path is clear.

---

<b>Problem</b>	<b>Possible cause</b>	<b>Solution</b>
Several sheets load into the FAX-L260i at once?	Paper may not be loaded in the sheet feeder correctly.	Make sure paper is inserted correctly in the sheet feeder. See page 2-32.
	Sheets of paper may be sticking together.	Make sure the paper is not sticking together. Be sure to fan the stack of paper before placing it in the sheet feeder.
	The sheet feeder may contain too many sheets.	Make sure the sheet feeder is not filled past the limit.  Do not force the stack into the sheet feeder.
	The sheet feeder may contain more than one type of paper.	Load only one type of paper at a time.  Make sure the paper you use meets the specifications for media in Appendix, "Specifications".  Let the paper run out before you refill the sheet feeder. Avoid mixing new paper with paper remaining in the sheet feeder.
The paper jams repeatedly?	The paper itself may be causing the jams.	Fan the paper before stacking it in the sheet feeder. This keeps the sheets from sticking together.  Make sure the paper you are using and your printing environment meet the specifications given in Appendix, "Specifications".

# Faxing Problems

Use the following tables to solve problems that can occur when sending and receiving faxes with the FAX-L260i.

## Sending Faxes

<b>Problem</b>	<b>Possible cause</b>	<b>Solution</b>
Cannot send a fax?	The FAX-L260i may have overheated and shut itself down.	If you suspect this, unplug the FAX-L260i and let it cool for several minutes, then try sending again.
	The document may not have been set in the Automatic Document Feeder (ADF) properly.	Remove the document, stack it, and feed it into the Automatic Document Feeder (ADF) again.
	The one-touch or coded speed dialling number you used may not be registered for the feature you are using.	Check the content of the one-touch or coded speed dialling button and make sure it was registered correctly.
	The receiving fax machine may be out of paper.	Call the other party and make sure they have paper in their fax machine.
	The FAX-L260i may be sending another document from memory.	Allow time for the current document to finish sending.
	The ISDN line may not be connected properly.	Make sure the ISDN line connection is secure.

<b>Problem</b>	<b>Possible cause</b>	<b>Solution</b>
Cannot send a fax? ( <i>continued</i> )	An error may have occurred during sending.	Print an activity report and check for an error code.
	The receiving fax machine may not be a G3/G4 fax machine.	Make sure the receiving fax machine is compatible with the FAX-L260i.
	You attempted sending with an incorrect subaddress/password.	Contact the other party and confirm that you are using the correct subaddress/password.



If none of the above solve the problem, try unplugging the FAX-L260i for at least five seconds, then plugging it back in. If the problem persists, contact your local authorised Canon dealer or service centre. Please note that any documents stored in memory will be erased when the FAX-L260i is unplugged.

Images on faxes received from the FAX-L260i are spotted or dirty?	The receiving fax machine may not be working properly.	Check the FAX-L260i by making a copy. If the image is clear, the problem may be in the receiving fax machine.
	The document may not be properly inserted in the Automatic Document Feeder (ADF).	Remove the document and feed it correctly into the Automatic Document Feeder (ADF).
The FAX-L260i cannot send a fax using ECM? (ECM TX does not appear in the LCD display when sending)	The receiving fax machine may not support ECM.	If the receiving fax does not support ECM, then the FAX-L260i sends the fax in normal mode without error checking.

<b>Problem</b>	<b>Possible cause</b>	<b>Solution</b>
The FAX-L260i cannot send a fax using ECM? ( <i>continued</i> )	ECM receiving on the receiving fax machine may not be turned on.	If the receiving fax does support ECM reception, call the other party and have them check if ECM reception is turned on.
Errors occur frequently while sending faxes?	The phone line of the other party's G3 fax may be in poor condition, or may have a poor connection.	Lower the speed at which the unit starts sending faxes in the TX START SPEED menu setting. See page 11-15.

## ***Receiving Faxes***

<b>Problem</b>	<b>Possible cause</b>	<b>Solution</b>
The FAX-L260i cannot receive faxes automatically?	The FAX-L260i may have a document in memory, leaving very little or no memory available.	Print out any documents stored in memory. See page 6-3.
	An error may have occurred during reception.	Check the LCD display for an error message. See page 9-31 for a listing of the FAX-L260i's error messages.
		Print an activity report and look for an error code.
	The sheet feeder may be empty.	Make sure the sheet feeder has paper in it.
	The ISDN line may not be connected properly.	Make sure the ISDN line connection is secure.

<b>Problem</b>	<b>Possible cause</b>	<b>Solution</b>
Cannot receive a document from some fax machines?	RX RESTRICTION is set to ON.	Set RX RESTRICTION to OFF. If RX RESTRICTION is set to ON, the fax will only receive faxes from numbers which have been registered for One-touch Speed Dialling or Coded Speed Dialling. See page 6-6.
	ISDN number is not registered correctly.	If CHECK RX ID is set to ON, make sure that the ISDN number is entered correctly and has been registered. See page 6-9.
Cannot poll and receive from other units?	Polling IDs do not match.	Contact the other party and have them check their polling ID is the same.
	The other party has not fed the document into the fax correctly.	Make sure that the other party has fed the document correctly.
	The fax has run out of papers.	Make sure that paper is loaded in the paper tray. See page 2-32.

<b>Problem</b>	<b>Possible cause</b>	<b>Solution</b>
The print quality is poor?	You may not be using the correct paper.	Make sure the paper in the sheet feeder meets the specifications given in Appendix, "Specifications".
	The sending fax machine may not be operating properly.	Make a copy with your FAX-L260i. If the copy looks alright, then your FAX-L260i is operating properly. Contact the sender and have them check their fax machine.



Also see "Printing Problems" on page 9-27.

The FAX-L260i cannot receive faxes using ECM? (ECM RX does not appear in the LCD display when receiving)	The sending fax machine may not support ECM.	If the sending fax does not support ECM, then the FAX-L260i receives the fax in normal mode without error checking.
	ECM reception may not be turned on.	Make sure the FAX-L260i has its ECM RX setting turned on.
Nothing prints ?	The toner cartridge may not have been installed properly.	Make sure the toner cartridge is installed correctly. See page 2-26.
	The toner cartridge may need to be replaced.	See page 2-26.



<b>Problem</b>	<b>Possible cause</b>	<b>Solution</b>
Received faxes are blotched or uneven?	The phone lines of the other party's G3 fax may be in poor condition, or you may have a bad connection.	Use ECM receiving to try to eliminate such problems. However, if the telephone lines are in poor condition, you may need to have the fax sent again.
	The sending fax machine may not be functioning properly.	The sending fax machine usually determines the fax's quality. Call the sender and have them make sure the top cover and scanning glass on their fax machine are clean.
Errors occur frequently while receiving?	The phone lines of the other party's G3 fax may be in poor condition, or you may have a bad connection.	Lower the speed at which the unit receives faxes in the RX START SPEED setting. See page 11-15.

## ***Copying Problems***

<b>Problem</b>	<b>Cause</b>	<b>Solution</b>
The FAX-L260i will not make a copy?	The document may not be placed in the Automatic Document Feeder (ADF) correctly.	Make sure the document you are copying is set in the Automatic Document Feeder (ADF) properly, and the LCD display shows DOCUMENT READY.
MEMORY FULL appears in the LCD display when you are making multiple copies?	The FAX-L260i's memory is full.	Print out any received faxes stored in memory, then start making copies again. See page 7-4.

## Printing Problems

If you are having problems printing with the FAX-L260i, check the problems and solutions listed in the following table.

<b>Problem</b>	<b>Possible cause</b>	<b>Solution</b>
The ALARM lamp comes on and the FAX-L260i beeps while printing?	The FAX-L260i may have a paper jam.	<p>Clear any paper jams as described earlier in this chapter.</p> <p>If the FAX-L260i has no paper jam, unplug it, wait five seconds, then plug it in again. If the problem is fixed, the ALARM lamp will be off, and the LCD display will show the date and time (standby mode).</p> <p>If the ALARM lamp stays on, call your local authorised Canon dealer or service centre.</p>
Nothing prints?	The power cord may not be plugged in securely.	Make sure the power cord is plugged securely into the unit and into a wall outlet.
	The toner cartridge may need to be replaced.	Replace the toner cartridge. See page 2-26.
Printout does not match paper size?	Paper may not be loaded and aligned correctly in the sheet feeder.	Make sure the paper is loaded correctly. See page 2-32.
The printout curls?	Your pages may include a large amount of toner.	Remove the printout as soon as it exits the FAX-L260i and let it dry, then roll it in the direction opposite of the curl.

# Print Quality Problems

If your print quality is not what you expect it to be, check the problems and solutions below.

<b>Problem</b>	<b>Possible cause</b>	<b>Solution</b>
Print is not clear?	You may be printing on the wrong side of the paper.	Many types of paper have a "correct" side for printing. If your paper does, make sure that side is facing up. If the paper has no obvious correct side, try turning the paper over and printing on the other side.
The printout has vertical white streaks?	Toner may be low or be unevenly distributed.	Follow these steps: <ol style="list-style-type: none"><li>1. Open the front cover and take out the FX-3 toner cartridge.</li><li>2. Gently rock the cartridge side to side five or six times to evenly distribute the toner inside.</li><li>3. Put the cartridge back into the unit.</li><li>4. Close the front cover and try to print again.</li></ol> If this does not solve the problem, replace the FX-3 cartridge.

# General Problems

<b>Problem</b>	<b>Cause</b>	<b>Solution</b>
The FAX-L260i has no power?	The power cord may not be securely plugged into the unit.	Make sure the power cord is plugged securely into the unit and into a wall outlet.  If the power cord is connected to a power strip, make sure the strip is connected to an outlet and turned on.
	The power cord may not be supplying power.	Check the power cord by substituting another, or by using a voltameter to test it for continuity.
Nothing appears in the LCD display?	The FAX-L260i may not be receiving power.	Check the plug and be sure it is firmly plugged into the power connector and the wall outlet.  If the display remains blank, unplug the FAX-L260i, wait five seconds, then plug it in again. If the display still remains blank, call your local authorised Canon dealer or service centre.

# ***If a Power Cut Occurs***

If power to the FAX-L260i is cut off, any documents stored in its fax memory will be lost. (The FAX-L260i automatically prints a list of the lost documents when power is restored. See page 8-7.) Because of this, you should be sure to print documents stored in memory or resend them as soon as possible.

You will need to resend any documents and contact the other party to ask them to resend any documents in the list.

While power is out, you cannot send or receive faxes.

# Error Codes, Messages, and Solutions

This table lists the error messages that appear in the FAX-L260i LCD display and the corresponding error codes that appear in activity reports, and tells what to do for each.

Message	Error Code	Cause	Action
AUTO REDIAL	-	The receiving fax machine was busy and the FAX-L260i is waiting to redial.	-
BUSY/NO SIGNAL	#005/018	The fax number you dialled is busy.	Try sending the document again later.
		The other party's fax machine is not working properly.	Contact the other party and have them check their fax machine.
		The other party is not using a G4/G3 fax machine.	Contact the other party and have them send or receive the document using a G4/G3 machine.
		The receiving fax machine did not answer within 55 seconds.	Contact the other party and have them check their fax machine.
CALLING	-	The FAX-L260i is calling the receiving fax machine.	If you want to cancel the transmission, press the <b>STOP</b> button.
CHANGE CARTRIDGE	-	The toner cartridge is empty.	Make a copy of a document. If the printout is light or blank, replace the toner cartridge. The documents received in memory will then be printed automatically.
		The FAX-L260i image memory may be full because the toner cartridge ran out of toner.	Replace the toner cartridge and have the other party send the fax again.

Message	Error Code	Cause	Action
CHECK COVER/CART	-	The toner cartridge is not installed properly.	Make sure the toner cartridge is installed properly.
		The front cover is open.	Close the front cover.
CHECK DOCUMENT	#001	A document is jammed in the Automatic Document Feeder (ADF).	Remove the document you are trying to send or copy and load it again.
	#011	The fax tried to poll another unit but the other fax unit did not have a document to send.	Contact the other party and have them set the documents for polling.
CHECK PAPER SIZE	-	The size of the paper in the sheet feeder differs from that specified in the FAX PRINTER menu setting.	Set the correct paper size in the FAX PRINTER menu setting.
CHECK PRINTER	-	The toner cartridge in the FAX-L260i is defective.	<ol style="list-style-type: none"> <li>1. Reinstall the cartridge.</li> <li>2. Unplug the FAX-L260i, wait five seconds, then plug it in again. If the display does not change, call for service.</li> </ol>
		The unit is connected to an uninterruptible power supply (UPS).	Make sure the power cord is plugged into an AC outlet.
CHECK SUB/PWD	#083/102	You cannot poll the other party to receive a document because a subaddress and/or password does not match.	Call the other party and confirm that the subaddress and/or password that you are using are correct.
		You cannot send documents because the subaddress and/or password are rejected by the other party's fax machine.	Call the other party and confirm that the subaddress and/or password that you are using are correct.
CLEAR PAPER JAM	#009	The FAX-L260i has no paper in its sheet feeder, or has a paper jam.	Add paper or clear the jam. If a document was received in memory, the fax prints the received documents from memory.



Message	Error Code	Cause	Action
DOC TOO LONG	#003	It took more than 32 minutes to send or copy a document.	Divide the document and send or copy each part separately.
		It took more than 32 minutes to receive a document.	Contact the sender, and have them divide the document and send each part separately.
		The document is longer than 1 metre.	Use a copier to divide the document into smaller sections and send the copy.
DOCUMENT READY	-	The document in the Automatic Document Feeder (ADF) is ready for scanning.	Send the fax, scan the document, or make a copy.
ECM RX	-	The FAX-L260i is receiving a fax using ECM.	Faxes can take longer to receive when using ECM. Try turning ECM off if you need to receive quickly.
ECM TX	-	The FAX-L260i is sending a fax using ECM.	Faxes can take longer to send when using ECM. Try turning ECM off if you need to send quickly.
LOAD PAPER	-	The FAX-L260i is out of recording paper.	Load paper in the sheet feeder. Any documents received in memory will then be printed automatically.
MEMORY FULL	#037	The FAX-L260i's memory is full because it has received too many documents, or a very long or detailed document.	Print out any documents that are stored in memory. Then start the operation again. See page 6-3.
		The memory is full because you sent too many pages at once, or a very long or detailed document.	Divide the document and send each part separately. If the memory contains any faxes, you do not need to delete them.

Message	Error Code	Cause	Action
MEMORY FULL PLEASE WAIT	-	The FAX-L260i is sending a fax and its memory is full.	Wait until the fax is sent. The FAX-L260i continues to send the fax as memory becomes available.
MEMORY USED nn%	-	Shows how much of the FAX-L260i's memory is in use.	If you need more memory, print or send any documents stored in memory.
NO ANSWER	#005	The receiving fax machine does not answer.	Make sure you dialed the correct number. Try again later.
NO PWD POLLING	#084	The other party cannot receive a document with an ITU-T password.	Call the other party and confirm whether or not the other party's fax supports receiving a polling request with an ITU-T password. Ask the other party to try again without an ITU-T password.
NO PWD TX	#081	The other party's fax does not support receiving a document with an ITU-T password.	Call the other party and confirm whether or not their fax supports ITU-T password receiving. Try sending again without a password.
NO RX PAPER	#012	The other party's fax machine is out of paper and its memory is full.	Contact the other party and have them add paper to their fax machine.
NO SLCT POLLING	#082	The other party's fax does not support accepting a polling request with a subaddress.	Call the other party and confirm whether or not their fax can accept a polling request with a subaddress. Try sending again without a subaddress.
NO SUB TX	#080	The other party's fax does not support receiving a document with a subaddress.	Call the other party and confirm whether or not their fax supports subaddress receiving. Try sending again without a subaddress.

<b>Message</b>	<b>Error Code</b>	<b>Cause</b>	<b>Action</b>
NO TEL #	#022	The one-touch or coded speed dialling number has not been registered.	Register the number.
NOT AVAILABLE	-	You tried to register a number which has been registered for a One-touch or Coded Speed Dialling number as a group.	Start the procedure again from the beginning and try again.
PLEASE WAIT	-	The FAX-L260i is warming up.	Wait until the date and time appear in the LCD display, then begin.
POLLING ID ERROR	#021	You cannot poll the other party's fax because the polling IDs do not match.	Ask the other party to set their polling ID to 11111111. See page 6-7.
REC'D IN MEMORY	-	The paper or toner ran out, or a paper jam occurred, so the FAX-L260i received the document in memory.	Add paper to the sheet feeder, change the toner cartridge, or clear the paper jam, as needed. When the problem is solved, the FAX-L260i automatically prints the document stored in memory.
START AGAIN	-	An error occurred in the phone line or in the system.	Start the procedure over from the beginning.

Message	Error Code	Cause	Action
TX/RX CANCELLED	-	You pressed the <b>STOP</b> button to cancel the transmission.	-
TX/RX NO. nnnn	-	When the FAX-L260i sends or receives a fax, it assigns a unique identification number to it.	Write the number down if you will need it later. You can also print an activity management report after the transmission to check the TX/RX number if necessary.

##322-##324

Contact your local authorised Canon dealer or service centre.

# Chapter 10

## Maintaining Your FAX-L260i

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Your FAX-L260i requires no maintenance other than periodic cleaning, and replacing of the toner cartridges as needed.

Cleaning the FAX-L260i .....	10-2
Cleaning the FAX-L260i Exterior .....	10-2
Cleaning the Inside of the FAX-L260i .....	10-3
Cleaning the Scanner Components .....	10-6
Replacing the Toner Cartridge .....	10-8
Transporting the FAX-L260i .....	10-9

# Cleaning the FAX-L260i

Clean your FAX-L260i regularly to keep it in good operating condition.



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Follow these precautions whenever you clean the FAX-L260i:

- Before you begin cleaning the FAX-L260i, be sure to print any faxes stored in its memory. See "Printing Documents Received in Memory" on page 6-3.
  - Do not use tissue paper, paper towels, or similar materials for cleaning; they can stick to the components or generate static charges.
- 

## Cleaning the FAX-L260i Exterior

Clean the FAX-L260i outer casing as follows.

1. Disconnect the power cord from the FAX-L260i.
2. Wipe the FAX-L260i exterior with a clean, soft, lint-free cloth moistened with water or diluted dishwashing detergent solution.



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Never use thinner, benzene, alcohol, or any other organic solvent to clean the FAX-L260i, as these can damage the FAX-L260i's surface.

---

3. Plug the power cord back in.

## Cleaning the Inside of the FAX-L260i

To prevent toner powder and paper dust from accumulating and affecting the quality of the unit's printing, clean the inside of the FAX-L260i periodically as follows.

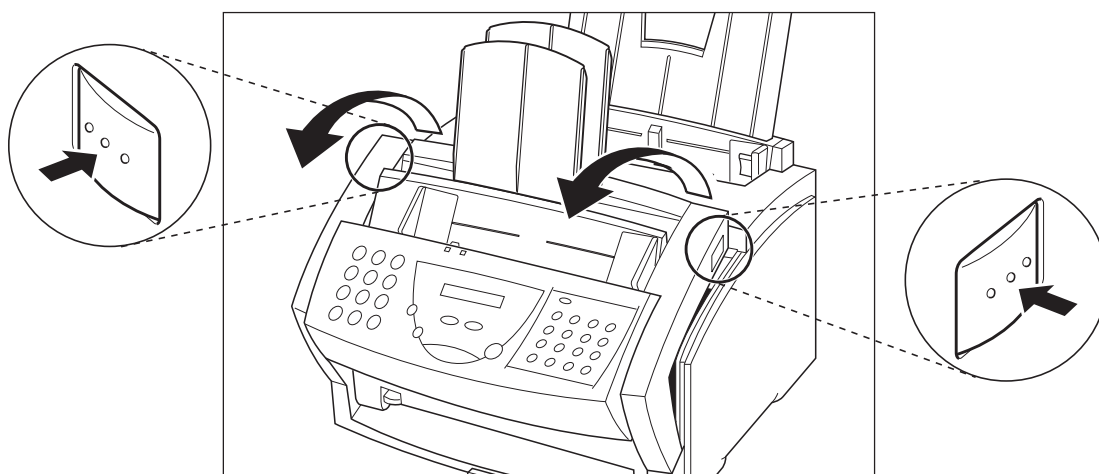


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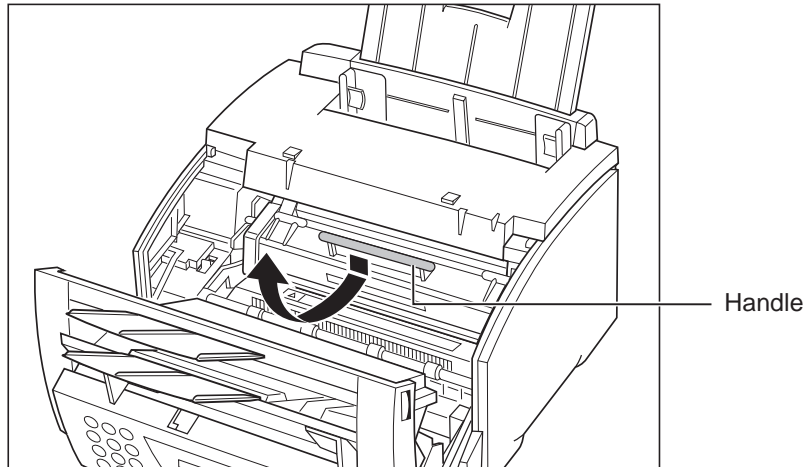
When you unplug the unit, any faxes stored in memory will be erased. Be sure to print out any documents stored in memory before unplugging the unit. See "Printing Documents Received in Memory" on page 6-3.

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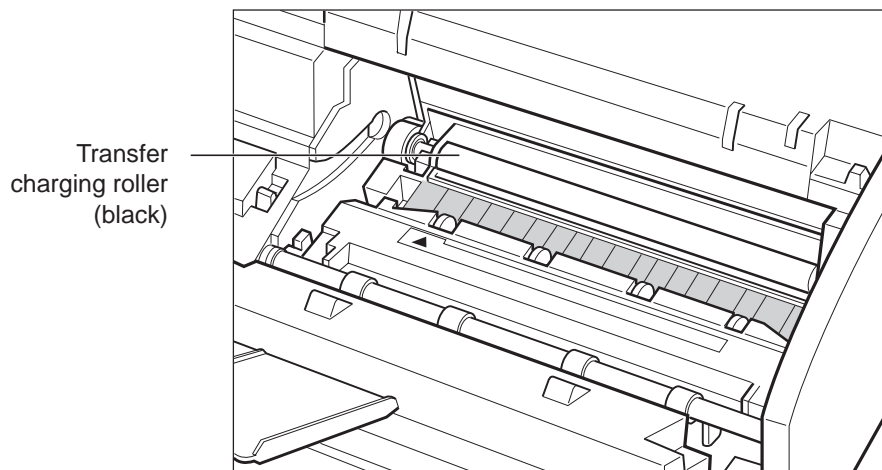
1. Unplug the FAX-L260i.
2. Open the front cover by pressing the release latches on the sides of the unit.
  - Lift the cover forward to its open position.



3. Hold the cartridge by its handle and remove it as shown.



- Store the cartridge in its protective bag to avoid exposure to light.
4. Use a clean, soft, dry, lint-free cloth to remove any toner or paper debris from the shaded area.



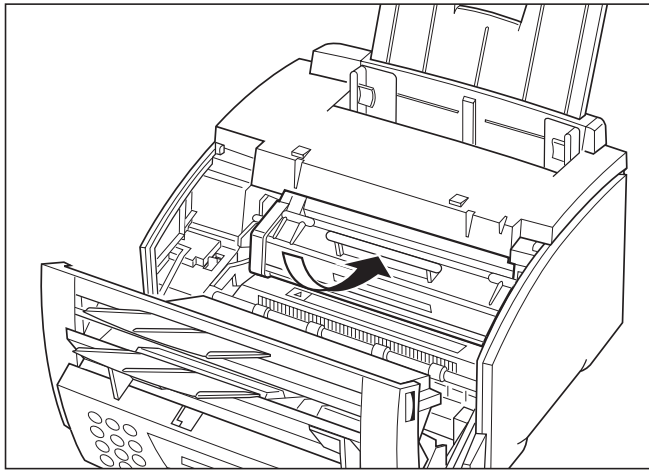
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Do not touch the transfer charging roller (black) at the back, as this may affect the print quality of the your faxes.

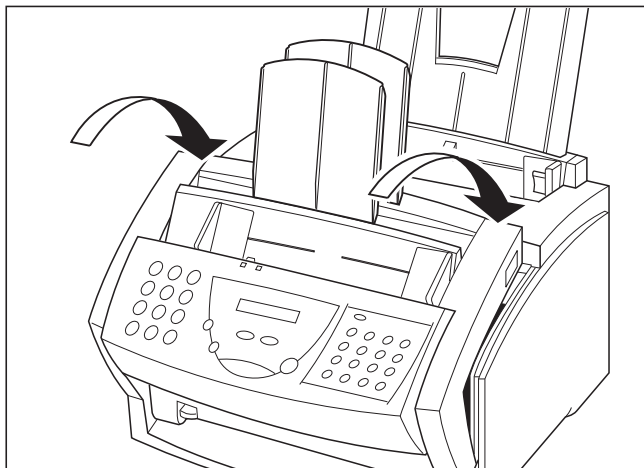
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5. When you have finished cleaning the FAX-L260i, replace the toner cartridge.
  - Gently press the cartridge into the unit as far as it will go. Press down and back on the cartridge's handle.



6. Close the front cover.
  - Use both hands to lift the cover back into the closed position.



7. Plug the unit back in.

# Cleaning the Scanner Components

Periodically check the scanning glass and rollers.



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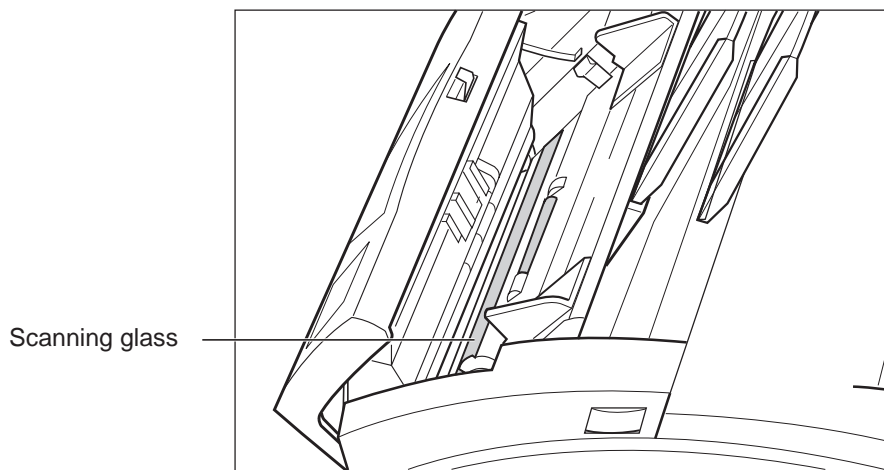
When you unplug the unit, any faxes stored in memory will be erased. Be sure to print out any documents received in memory before unplugging the unit. See "Printing Documents Received in Memory" on page 6-3.

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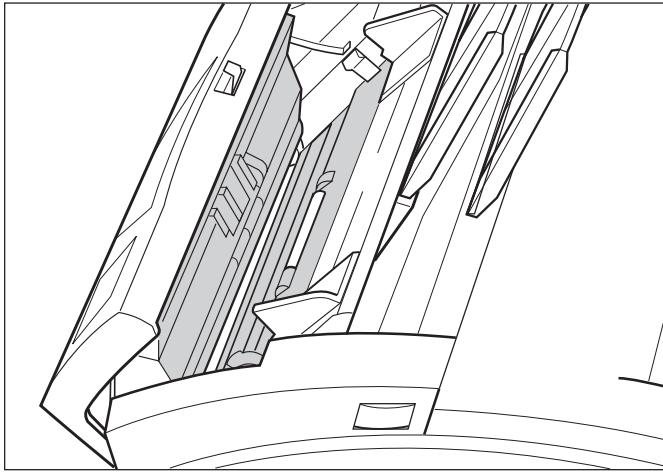
1. Unplug the FAX-L260i.
2. Open the operation panel.



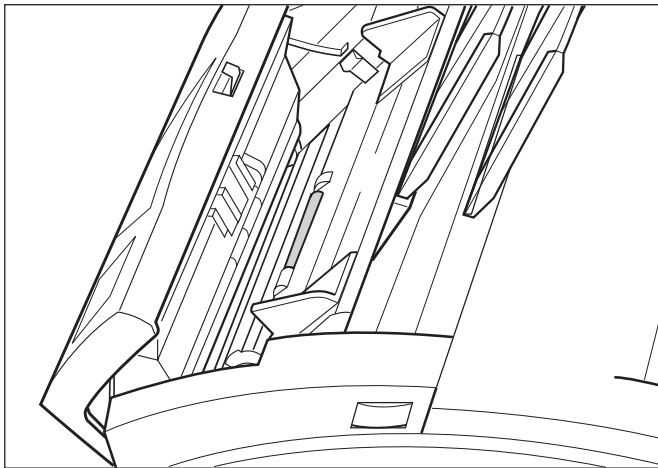
3. Use a soft, dry clean cloth to clean the scanning glass and rollers (shaded areas).
  - If the document scanning glass and rollers are dirty, the documents you send or print will also be dirty.
  - Clean with a soft cloth that will not scratch the glass or rollers.



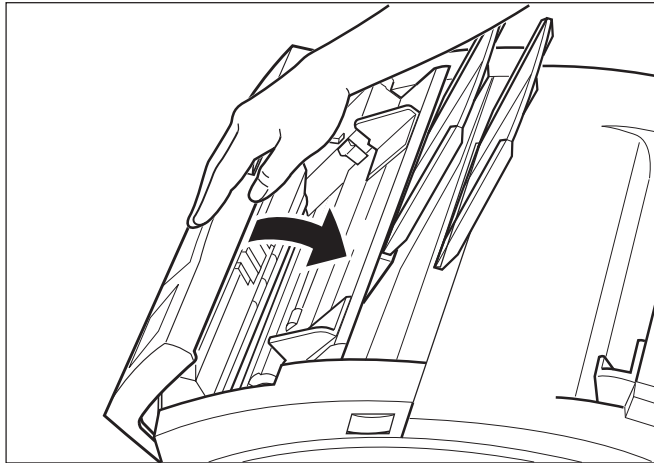
4. Clean the shaded areas of the operation panel and the unit.
  - Dirt and dust particles that collect on the underside of the operation panel also affect the quality of documents you copy and send.



5. Use a soft, dry clean cloth to wipe up paper dust around the rollers.



6. When you are finished, close the operation panel by pressing it down from the centre as shown.



---

Be sure to close the operation panel until it locks into place. Otherwise the unit will not function properly.

---

7. Plug the FAX-L260i back in.

## ***Replacing the Toner Cartridge***

If you cannot solve a print quality problem after following the steps in Chapter 9, "Frequently Asked Questions", you may need to replace the FX-3 toner cartridge.

For instructions on replacing the toner cartridge, see "The Toner Cartridge" on page 2-24.

# Transporting the FAX-L260i

Whenever you plan to transport the FAX-L260i, you need to prepare it so it will not be damaged during the move.

1. Unplug the unit from the wall outlet.
2. Remove any paper and/or documents from the unit.
3. Open the front cover by pressing the release latches on both sides of the unit and remove the toner cartridge.
  - Store the toner cartridge in its original protective bag or wrap it in a thick cloth to avoid exposure to light.
4. Use both hands to close the front cover until it clicks into position.
5. Disconnect the power cord from the unit.
6. Remove the paper rest and support trays from the unit. See "Attaching Components" on page 2-11.
7. Replace all tapes and shipping materials you removed when you first unpacked the FAX-L260i. See "Removing Shipping Materials" on page 2-8.
8. Pack the FAX-L260i and all its components into its original shipping carton. Use the illustration on page 2-5 for reference.



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If you no longer have the shipping carton your FAX-L260i came in, pack the unit in a suitably sized, sturdy cardboard box, using bubble wrap, foam peanuts, or other suitable packing materials.

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# Chapter 11

## The Menu System

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This chapter summarises the FAX-L260i menu system. Use the information here as a guide to help you customise operations your unit performs.

Understanding the Menu System .....	11-2
Accessing the TEL REGISTRATION Menu .....	11-2
Accessing the USER SETTINGS Menu .....	11-4
Accessing the REPORT SETTINGS Menu .....	11-6
Accessing the TX SETTINGS Menu .....	11-8
Accessing the RX SETTINGS Menu .....	11-10
Accessing the FAX PRINTER Menu .....	11-12
Accessing the SYSTEM SETTINGS Menu .....	11-14

# Understanding the Menu System

The FAX-L260i menu system allows you to customise the way your unit operates. The menu system consists of seven menus, each containing settings that control different functions of your FAX-L260i. This chapter outlines the various menus and shows you how to use them.



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The factory default settings in the following tables are shown in bold type.

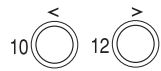
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## Accessing the TEL REGISTRATION Menu

1. Press **FUNCTION**.



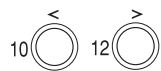
2. Use < or > to select TEL REGISTRATION.



3. Press **START/COPY**.



4. Use < or > to select the item you want to set or change.





## TEL REGISTRATION

<i>Name</i>	<i>Description</i>	<i>Settings</i>
1-TOUCH SPD DIAL TELEPHONE NUMBER NAME OPTIONAL SETTING	See page 4-3 "One-Touch Speed Dialling".	–
CODED SPEED DIAL TELEPHONE NUMBER NAME OPTIONAL SETTING	See page 4-15 "Coded Speed Dialling".	–
GROUP DIAL TELEPHONE NUMBER NAME	See page 4-27 "Group Dialling".	–

# Accessing the *USER SETTINGS* Menu

1. Press **FUNCTION**.



2. Use < or > to select **USER SETTINGS**.



3. Press **START/COPY**, then use < or > to select the item you want to set or change.



- See the following table for a list of the items you can select.

4. Press **START/COPY**, then use < or > to select a setting or the sub-item you want to set or change.



- See the following table for a list of the settings and sub-items you can select.

5. Press **START/COPY**.



<b>USER SETTINGS</b>		
<i>Name</i>	<i>Description</i>	<i>Settings</i>
DATE & TIME	Set the date using the numeric buttons. Set the time (24-hour clock) using the numeric buttons.	–
ENTER ISDN NO.	Enter your ISDN number using the numeric buttons. (Up to 20 digits.)	–
UNIT TELEPHONE #	Enter your fax number using the numeric buttons. (Up to 20 digits.)	–
UNIT NAME	This is the name that appears at the top of each fax page you send (up to 24 characters). See page 3-10.	–
TX TERMINAL ID	This option sets the parameters for the identification header that appears on every page you send. (TTI)	<b>ON/OFF</b>
TTI POSITION	Select the position of the TTI. OUTSIDE IMAGE: Position the TTI outside the image area.  INSIDE IMAGE: Position the TTI inside the image area.	<b>OUTSIDE IMAGE/ INSIDE IMAGE</b>
SCAN CONTRAST	Set the density of the reproduction. Set to DARKER for light originals and LIGHTER for dark originals.	<b>DARKER/STANDARD/ LIGHTER</b>
VOLUME CONTROL	Set the audio level of the calling signal alarm and buttons on the operation panel.	–
KEYPAD VOLUME	Set the volume of keypad touch beep.	<b>OFF/VOL MIN/VOL MID/VOL MAX</b>
ALARM VOLUME	Set the volume of the error alarm sound.	<b>OFF/VOL MIN/VOL MID/VOL MAX</b>
LINE MONITOR VOL	Set the volume of the line monitor (sound during dialling).	<b>OFF/VOL MIN/VOL MID/VOL MAX</b>

(Default settings are shown in bold type)

# Accessing the *REPORT SETTINGS* Menu

1. Press **FUNCTION**.



2. Use < or > to select **REPORT SETTINGS**.



3. Press **START/COPY**, then use < or > to select the item you want to set or change.



- See the following table for a list of the items you can select.

4. Press **START/COPY**, then use < or > to select a setting or the sub-item you want to set or change.



- See the following table for a list of the settings and sub-items you can select.

5. Press **START/COPY**.



## REPORT SETTINGS

<i>Name</i>	<i>Description</i>	<i>Settings</i>
TX REPORT	Enable/disable automatic printing of the transmission report. PRINT ERROR ONLY prints the transmission report only when a transmission error occurs.  OUTPUT YES prints the transmission report every time you send a document.  OUTPUT NO turns off the transmission report feature.	<b>PRINT ERROR ONLY/ OUTPUT YES/ OUTPUT NO</b>
TX CONFIRM REP.	If you choose OUTPUT YES or PRINT ERROR ONLY, set whether the first page of the fax also prints.	<b>ON/OFF</b>
RX REPORT	Enable/disable automatic printing of the reception report. PRINT ERROR ONLY prints the reception report only when an error occurs during reception.  OUTPUT YES prints the reception report every time you receive a document.  OUTPUT NO turns off the reception report feature.	<b>PRINT ERROR ONLY/ OUTPUT YES/ OUTPUT NO</b>

(Default settings are shown in bold type)

# Accessing the TX SETTINGS Menu

1. Press **FUNCTION**.



2. Use < or > to select TX SETTINGS.



3. Press **START/COPY**, then use < or > to select the item you want to set or change.



- See the following table for a list of the items you can select.

4. Press **START/COPY**, then use < or > to select a setting or the sub-item you want to set or change.



- See the following table for a list of the settings and sub-items you can select.

5. Press **START/COPY**.



<b>TX SETTINGS</b>		
<i>Name</i>	<i>Description</i>	<i>Settings</i>
ECM TX	Enable/disable error correction during transmission.	<b>ON/OFF</b>
AUTO REDIAL	Set whether the FAX-L260i redials if it fails to get a response on the first attempt.	<b>ON/OFF</b>
REDIAL TIMES	Set the number of retries.	<b>2</b> times (1 to 4)
REDIAL INTERVAL	Set the period of time between rediallings.	<b>2</b> minutes (2 to 99)
TX ERROR RESEND	Set whether the fax redials if an error occurs while sending.	<b>ON/OFF</b>
RESEND TX FROM	Set which pages to resend if TX ERROR RESEND is on.	<b>ERROR &amp; 1ST PG/ ERROR PAGE/ALL PAGES</b>
ERASE FAILED TX	Set whether the fax in memory is erased if an error occurs during sending but then it is resent successfully.	<b>ON/OFF</b>
TX CLIP	Enable/disable notification of your ISDN number to receiving party.	<b>ON/OFF</b>

(Default settings are shown in bold type)

# Accessing the RX SETTINGS Menu

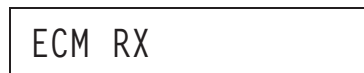
1. Press **FUNCTION**.



2. Use < or > to select RX SETTINGS.



3. Press **START/COPY**, then use < or > to select the item you want to set or change.



- See the following table for a list of the items you can select.

4. Press **START/COPY**, then use < or > to select a setting or the sub-item you want to set or change.



- See the following table for a list of the settings and sub-items you can select.

5. Press **START/COPY**.





<b>RX SETTINGS</b>		
<i><b>Name</b></i>	<i><b>Description</b></i>	<i><b>Settings</b></i>
ECM RX	Enable/disable error correction during reception.	<b>ON/OFF</b>
MEMORY RX	Turn on/off memory receiving of a document.	<b>ON/OFF</b>
RX PAGE FOOTER	Set the fax to print the time a document is received, the transaction number, page numbers, and other useful information.	<b>ON/OFF</b>

(Default settings are shown in bold type)

# Accessing the FAX PRINTER Menu

1. Press **FUNCTION**.



2. Use < or > to select FAX PRINTER.



3. Press **START/COPY**, then use < or > to select the item you want to set or change.



- See the following table for a list of the items you can select.

4. Press **START/COPY**, then use < or > to select a setting or the sub-item you want to set or change.



- See the following table for a list of the settings and sub-items you can select.

5. Press **START/COPY**.



<b>FAX PRINTER</b>		
<i>Name</i>	<i>Description</i>	<i>Settings</i>
PAPER SIZE	Select the size of the paper loaded in the sheet feeder.	<b>A4/LTR/LGL</b>
AUTO RX REDUCE	Reduce received faxes to fit on the recording paper.	<b>ON/OFF</b>
TONER SAVING	Enable/disable economy printing (toner saving feature). By enabling TONER SAVING, toner consumption can be decreased by as much as fifty percent, resulting in a longer effective cartridge life.	<b>ON/OFF</b>
TONER SUPPLY LOW	MEMORY RECEIVE enables receiving documents in memory when the toner level of the cartridge drops.	<b>MEMORY RECEIVE/ AUTO PRINT</b>

(Default settings are shown in bold type)

# Accessing the **SYSTEM SETTINGS** Menu

1. Press **FUNCTION**.



2. Use < or > to select **SYSTEM SETTINGS**.



3. Press **START/COPY**, then use < or > to select the item you want to set or change.



- See the following table for a list of the items you can select.

4. Press **START/COPY**, then use < or > to select a setting or the sub-item you want to set or change.



- See the following table for a list of the settings and sub-items you can select.

5. Press **START/COPY**.



<b>SYSTEM SETTINGS</b>		
<i>Name</i>	<i>Description</i>	<i>Settings</i>
CHECK RX ID	Enable/disable verification that a calling fax machine is sending the fax to your ISDN number.	<b>ON/OFF</b>
RX RESTRICTION	Enable/disable reception from numbers not registered for One-touch or Coded Speed Dialling.	<b>ON/OFF</b>
DATE FORMAT	Set the format used for dates displayed on the fax and printed on faxes you send.	<b>DD/MM YYYY</b> YYYY MM/DD MM/DD/YYYY
DISPLAY LANGUAGE	Set the language of the LCD messages.	<b>ENGLISH/FRENCH/</b> SPANISH/ITALIAN/ FINNISH/GERMAN/ DANISH/SWEDISH/ DUTCH/NORWEGIAN/ PORTUGUESE/ HUNGARIAN/CZECH
TX START SPEED	Set the speed at which the FAX-L260i starts transmitting. Set this to a lower speed if you have difficulties connecting over long distance or noisy lines.	<b>14400bps</b> /9600bps/ 7200bps/4800bps
RX START SPEED	Set the speed at which the FAX-L260i starts receiving. Set this to a lower speed if you have difficulties connecting over long distance or noisy lines.	<b>14400bps</b> /9600bps/ 7200bps/4800bps

(Default settings are shown in bold type)



# Appendix Specifications

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The specifications for the FAX-L260i are listed in this section.

General .....	A-2
Plain Paper Fax .....	A-4
Copier .....	A-6
Document Sizes .....	A-7
Printing Area .....	A-8

# General

<b>Applicable line:</b>	Euro-ISDN
<b>Compatibility:</b>	G3/G4
<b>Data compression system:</b>	G3 MH, MR, MMR (ECM-MMR) G4 MMR
<b>Modem type:</b>	FAX modem
<b>Modem speed:</b>	14400, 12000, 9600, 7200, 4800, 2400 bps (automatic fallback)
<b>Transmission speed:</b>	Approximately 3 seconds/page** (G4) Approximately 6 seconds/page* (G3) (transmitting from memory)
<b>Transmission/reception memory:</b>	<ul style="list-style-type: none"><li>■ Approx. 3.75 MB DRAM, MR storage</li><li>■ Approximately 230 pages**</li><li>■ LCD displays memory used</li><li>■ Uses direct transmission when memory is full</li></ul>
<b>Liquid crystal display:</b>	16 × 1
<b>Display languages:</b>	English, French, Spanish, Italian, Finnish, German, Danish, Swedish, Dutch, Norwegian, Portuguese, Czech, and Hungarian
<b>Power source:</b>	200–240 V/50–60 Hz
<b>Power consumption:</b>	<ul style="list-style-type: none"><li>■ Maximum: approximately 504 W</li><li>■ Minimum: approximately 11 W (Standby mode)</li></ul>
<b>Dimensions (W × D × H):</b>	365 × 365 × 242 mm
<b>Weight:</b>	Approximately 8.6 kg

\* Based on Canon FAX Standard Chart No.1, ECM-MMR, standard mode

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



**Environmental requirements:**

- Temperature: 10°–32.5°C
- Humidity: 20%–85% RH

**Applicable standards:**

- Electrical safety: GS
- Radiation: EN55122, Class B
- PTT
- Energy Star compliant

# Plain Paper Fax

**Automatic document feeder capacity:\***

- 20 A4-size sheets

**Manual document feeder capacity:\***

- 1 sheet

**Document sizes: (W × L)**

*Maximum:*

Automatic document feed: 216 × 355.9 mm

Manual document feed: 216 × Approx. 1 m

*Minimum:*

Automatic document feed: 148 × 105 mm

Manual document feed: 88.9 × 44.5 mm

**Document thickness:**

- Automatic document feed: 0.07–0.13 mm

- Manual document feed: 0.06–0.3 mm

**Document weight:**

- Automatic document feed: 50–90 g/m<sup>2</sup>

- Manual document feed: 40–340 g/m<sup>2</sup>

**Effective scanning width:**

208 mm

**Transmission time:**

Approx. 12 seconds\*\* (G3 MR)

Approx. 6 seconds\*\* (G3 ECM MMR)

Approx. 3 seconds\*\* (G4)

**Resolution:**

- Fine mode: 8 pels/mm × 7.7 lines/mm

- Standard mode: 8 pels/mm × 3.85 lines/mm

- Super fine mode: 8 pels/mm × 15.4 lines/mm

- Ultra fine mode: 16 pels/mm × 15.4 lines/mm

\* Based on 75 g/m<sup>2</sup> paper

\*\* Based on Canon FAX Standard Chart No. 1, A4, standard mode.

<b>Scanning image processing:</b>	<ul style="list-style-type: none"> <li>■ Ultra-High-Quality Image Processing System (UHQ™)</li> <li>■ Halftones: 64 levels of grey</li> </ul>
<b>Recording method:</b>	Laser Beam printing.
<b>Recording paper sizes:</b>	<ul style="list-style-type: none"> <li>■ A4 (210 × 297 mm)</li> <li>■ Letter (8.5 × 11 in.)</li> <li>■ Legal (8.5 × 14 in.)</li> </ul>
<b>Recording paper weight:</b>	64–90 g/m <sup>2</sup>
<b>Fax printing speed:</b>	Approx. 6 pages/minute*
<b>Dialling:</b>	<ul style="list-style-type: none"> <li>■ Automatic dialling: <ul style="list-style-type: none"> <li>● One-touch speed dialling (16 locations)</li> <li>● Coded speed dialling (100 locations)</li> <li>● Group dialling (115 locations)</li> </ul> </li> <li>■ Regular 10-button dialling (with numeric buttons)</li> <li>■ Automatic redialling (including error redialling)</li> <li>■ Manual redialling</li> <li>■ ON-HOOK dialling</li> </ul>
<b>Networking:</b>	<ul style="list-style-type: none"> <li>■ Delayed transmission (up to 117 locations at a single pre-set time)</li> <li>■ Sequential broadcast (up to 117 locations)</li> <li>■ Automatic receiving</li> <li>■ Non-ring reception</li> <li>■ Deactivate ECM</li> </ul>
<b>Report/reference:</b>	<ul style="list-style-type: none"> <li>■ Activity report (up to 20 transactions)</li> <li>■ Non-delivery report</li> <li>■ TTI (Transmitter Terminal Identification)</li> </ul>
<b>Toner saver:</b>	Economy mode for printing received faxes nearly doubles the cartridge life.

\* Based on Canon FAX Standard Chart No. 1, A4, standard mode.

# Copier

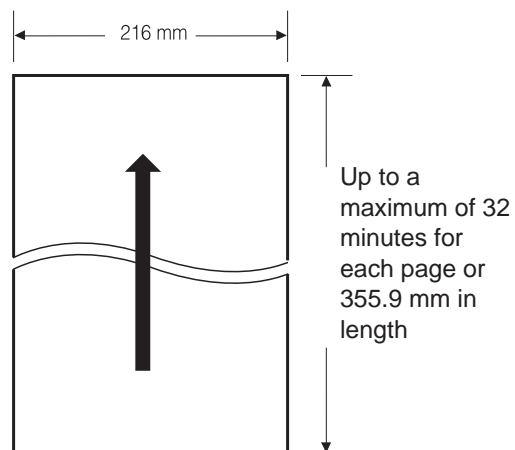
<b>Scanning resolution:</b>	<ul style="list-style-type: none"><li>■ 600 × 300 dpi (Direct copy)</li><li>■ 300 × 300 dpi (Memory copy)</li></ul>
<b>Printing resolution:</b>	600 × 600 dpi
<b>Default size:</b>	100%
<b>Reduction sizes:</b>	90%, 80%, 70%
<b>Copy speed:</b>	<ul style="list-style-type: none"><li>■ Initial copy: 45 seconds</li><li>■ Subsequent copies: 20 seconds</li></ul>
<b>Multiple copies:</b>	Up to 99 copies of a document

# Document Sizes

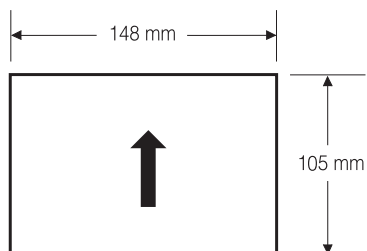
The following illustrations show the largest and smallest documents you can feed into the FAX-L260i.

## When the document feed lever is set to Automatic document feed

Maximum Document Size



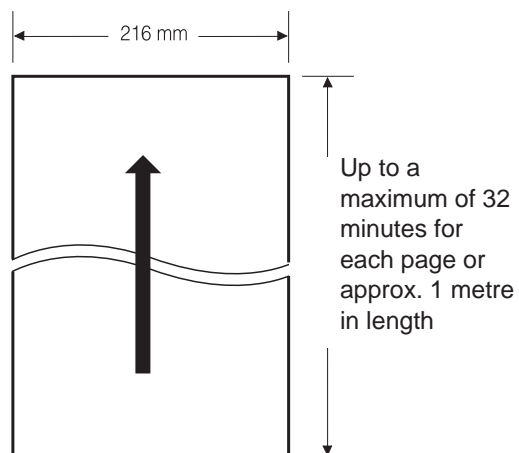
Minimum Document Size



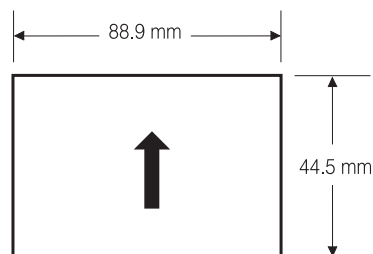
## When the document feed lever is set to Manual document feed

Note that the scanning length may be shorter than the length of the actual document.

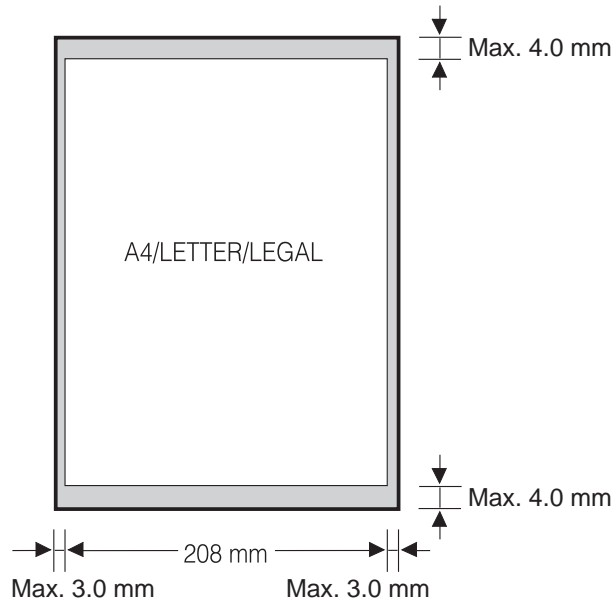
Maximum Document Size



Minimum Document Size



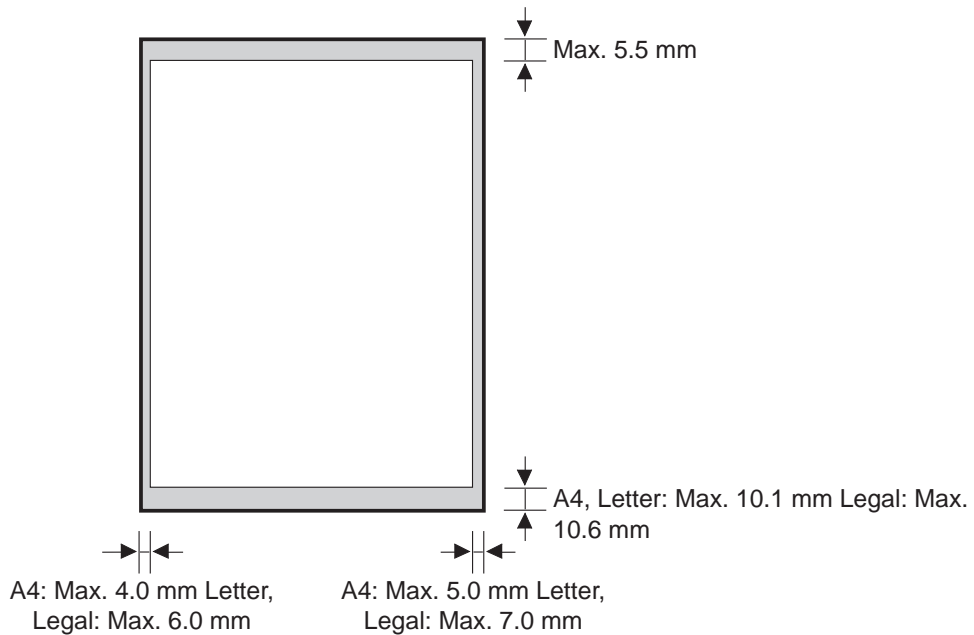
The figure below shows how much of an A4-, letter-, or legal-size document the FAX-L260i scans when faxing or scanning.



A margin of 3.0 mm on either side of the sheet and 4.0 mm on the top and bottom are outside the FAX-L260i's scanning area.

## Printing Area

Note that the unit cannot print completely from the edge of one border to another. The size of the margin differs slightly with the paper size.



# Glossary

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## A

### **AC**

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

### **Activity report**

A journal of the FAX-L260i's fax transactions, both sent and received.

### **Automatic dialling**

Dialling fax numbers by pressing one or three buttons. To use automatic dialling, you must register the numbers in the FAX-L260i's memory. See also *One-touch speed dialling*, *Coded speed dialling*, and *Group dialling*.

### **Automatic Document Feeder (ADF)**

The device included in the FAX-L260i that feeds the document being faxed, copied, or scanned into the FAX-L260i.

### **Automatic image reduction**

The FAX-L260i can print the date, time, company name, and a fax number at the top of the faxes it receives. To prevent this information from crowding the faxed image on the page and possibly lengthening the fax, the FAX-L260i automatically reduces the size of the image on the page.

### **Automatic redialling**

When the receiving fax machine is busy or does not answer, or when an error occurs while sending, the FAX-L260i waits a specified time and then automatically redials the number. If the receiving fax is still busy or does not answer, the FAX-L260i waits the specified time and dials again. If the fax still doesn't go through, the FAX-L260i prints an activity report.

## B

### **bps**

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

**Broadcasting**

Transmitting documents to more than one location (through the FAX-L260i's memory).

## C

**CCITT/ITU-T**

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

**Coded speed dialling**

An automatic dialling method that allows you to dial a fax number by pressing the **CODED DIAL** button and a two-digit code using the numeric buttons.

**Cursor**

The underline symbol you see on the LCD display when you register numbers and names in the FAX-L260i. Press the < or > button to move the cursor.

## D

**dB(A)**

Stands for decibel level (a decibel being a unit of measurement for the intensity of the sound coming from the unit), adjusted for background noise.

**Delayed sending**

The ability to send a document at a preset time in the future. You do not have to be in your office to use delayed sending to one or more destinations. (You can set up only one delayed transmission at a time on the FAX-L260i.)

**Dialling methods**

Ways of pressing one or more buttons to access a number to connect to an outside party or fax machine. Dialling methods include one-touch, coded speed dialling, group dialling, and regular dialling with the numeric buttons.



**Document**

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

**dpi**

*Dots per inch.* A unit of measurement for indicating a unit's resolution. Your FAX-L260i produces a resolution of 600 dpi.

**Dual access (Multitasking)**

Enables the FAX-L260i to receive a fax, even if it is copying or printing a document. Also enables you to load other faxes into memory, make copies, print out reports, print documents or register information while the FAX-L260i sends a fax from memory.

## **E**

**ECM**

*Error Correction Mode.* The ability of your FAX-L260i to reduce system and line errors when sending or receiving from a G3 fax with ECM capability. ECM is most effective when the other party is in an area where the telephone lines are in poor condition or there is frequent interference on the line. Do not use ECM if you need to send a document quickly and you are sure the other party is using a G4 fax or can read your transmission without it (turning off ECM also turns off MMR).

## **F**

**Factory default**

The FAX-L260i is preprogrammed in the factory with settings that we recommend. These are known as Factory Default Settings. You can customise your FAX-L260i by programming settings other than the Factory Default Settings.

**FINE**

The document setting you use for sending or copying documents with very small characters and lines.

## **G**

**G3, Group 3 fax machine**

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

**G4, Group 4 fax machine**

Defined by CCITT. Uses digital encoding to transmit image data. G4 fax machines can transmit data at 64 kbits per second with high image resolution of up to 400 × 400 dpi.

**Group dialling**

A dialling method that enables you to dial up to 115 registered one-touch speed dialling or coded speed dialling numbers together as a group. This means that you can press just one or three buttons to enter numbers when sending the same document to many destinations.

## H

**Halftone**

Using this method, the FAX-L260i produces shades of grey by mapping dots to be printed.

## I

**ISDN**

*Integrated Services Digital Network.* The ISDN enables this machine to send and receive digital data directly and quickly.

## M

**Manual redialling**

When you use Regular dialling, you can redial a number manually simply by pressing the **REDIAL** button on the operation panel. The last number called is the number redialled.

**Memory broadcast**

Allows you to send a scanned fax to as many as 117 locations at once, using a combination of one-touch speed dialling, coded speed dialling, or regular dialling.

**Memory sending**

Scans a document into memory before the FAX-L260i dials the numbers and sends it. This method allows you to retrieve your original document immediately after scanning.

**MSN**

Stands for Multiple Subscriber Number. MSN is one of the ISDN supplementary services which enables one ISDN line to use several ISDN numbers for transmission or communication.

**N****Noise level**

See *dB(A)*.

**Numeric buttons**

The round, numbered buttons on the operation panel marked the same as a standard telephone keypad. Press them to perform regular dialling. You also use the numeric buttons to enter numbers and letters when you register numbers and names, and for entering coded speed dialling codes.

**O****One-touch speed dialling**

An automatic dialling method that allows you to dial a fax number by pressing a single one-touch speed dialling button. The FAX-L260i can store up to 16 numbers for one-touch speed dialling.

**One-touch speed dialling buttons**

The buttons numbered 1 to 16 on the operation panel, each of which may be registered as a fax number. Once a number is registered, you press one button to dial the entire number.

**P****Paper feed**

Refers to guiding a sheet of paper into the unit's paper path.

**Photo**

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

**Polling**

One fax machine requesting another to send a document. The receiving party calls the fax machine holding the document to be sent, and requests that it be sent.

## R

**Receiving**

Receiving transmission is also defined as RX or Reception.

**Reception**

See *Receiving*.

**Redialling-automatic**

When the fax you dial does not answer or a sending error occurs, the FAX-L260i waits for a specified interval and then redials the same fax number. You can adjust the number of redials and the length of time between redialling.

**Redialling-manual**

When you use the regular dialling method, you can quickly call the last number dialled by pressing the **REDIAL** button.

**Reduction mode**

The FAX-L260i's automatic feature that slightly reduces the received image to allow room at the top of the page for the sender's ID information. You can also reduce the size of large incoming documents using the AUTO RX REDUCE option.

**Registering**

A process by which you place fax numbers and names in the FAX-L260i's memory for automatic dialling so that you can save time dialling frequently called destinations.

**Regular dialling**

Pressing the individual numeric buttons to dial a fax number.

**Report**

A document printed by the FAX-L260i and containing information about the faxes it has sent or received.

**Resolution**

The density of dots for any given output device. Expressed in terms of dots per inch (dpi). Low resolution causes font characters and graphics to have a jagged appearance. Higher resolution means smoother curves and angles as well as a better match to traditional typeface designs. Resolution values are represented by horizontal data and vertical data, for example, 360 × 360 dpi. This unit produces output with 600 × 600 dpi precision.

**RX**

See *Receiving*.

## S

**Scanning contrast**

A setting that darkens or lightens the scanning of documents.

**Sender ID**

Information printed at the top of a fax (also called TTI or Transmit Terminal ID):

- Date and time the fax was sent
- Sender's fax number
- Sender's name
- Your name or company name
- Page number

**Sending**

A fax document that has been scanned by a facsimile machine and sent over ISDN line, in the form of electrical pulses, to another facsimile machine. Also called TX or Transmit.

**Sending speed**

The rate at which faxes are transmitted through the ISDN line. See also *bps* (bits per seconds).

**STANDARD**

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

**Standby**

The mode in which the FAX-L260i is on and ready to use. All operations start from standby mode when the LCD displays the date and time.

**SUPER FINE**

A document setting for sending very detailed content.

## T

**Timed sending**

See *Delayed sending*.

**Toner**

A black, resin coated powder contained in the FX-3 toner cartridge. The unit applies the toner to the surface of the photosensitive drum inside the unit via an electrophotographic mechanism.

**Toner saver**

You can enable or disable economy printing (toner saving feature) when receiving faxes. By enabling the TONER SAVING mode, toner consumption can be decreased by as much as fifty percent, resulting in a longer effective cartridge life.

**Transaction number**

A unique number assigned to each fax document sent (TX NO.) or received (RX NO.) by the FAX-L260i and used to identify that particular fax document.

**Transmit**

See *Sending*.

**TTI**

*Transmit Terminal ID. See Sender ID.*

**TX**

See *Sending*.

**U****UHQ™ (Ultra High Quality)**

An exclusive Canon digital image processing system that incorporates 64 shades of grey along with a special edge enhancement feature which ensures that text and photos are transmitted with ultimate clarity.

**ULTRA FINE**

A document setting for sending very detailed content.





- + button 2-23
  - explanation 2-23

## A

- ADF see *Automatic Document Feeder (ADF)*
- ALARM lamp
  - explanation 2-20
- arrow buttons
  - explanation 2-23
- assembling 2-11
- attaching
  - paper loading label 2-12
  - paper rest 2-11
  - support trays 2-13
- AUTO REDIAL message 9-31
- automatic
  - redialling 5-24
- automatic document feed 5-3
  - loading documents 5-7
  - selecting 5-6
- Automatic Document Feeder (ADF) 2-17
  - Adding pages 5-20
  - jams 9-5 to 9-7
  - removing document 5-22
- automatic redialling 5-24 to 5-28
  - cancelling 5-25
  - setting up 5-26 to 5-28

## B

- broadcasting
  - sequential 5-29
- BUSY/NO SIGNAL message 9-31

## C

- CALLING message 9-31
- cancelling
  - automatic redialling 5-25
  - manual redialling 5-24
  - receiving 6-5
  - sending 5-21
- cartridge see *toner cartridge*
- CHANGE CARTRIDGE message 6-3, 9-31, 9-32
- CHECK COVER/CART message 9-32
- CHECK DOCUMENT message 9-32
- CHECK PAPER SIZE message 9-32
- CHECK PRINTER message 9-32
- CHECK RX ID setting 6-9
- CHECK SUB/PWD message 9-32
- cleaning
  - exterior 10-2
  - inside of unit 10-3 to 10-5
  - scanner components 10-6 to 10-8
- CLEAR PAPER JAM message 6-3, 9-32
- CLIP Setting 5-44
- CODED DIAL button
  - explanation 2-21
- coded speed dialling
  - changing names 4-20
  - changing numbers 4-20
  - description 4-2
  - list 8-12
  - storing numbers 4-15
  - using 4-25
- components 2-17 to 2-23
- connecting
  - power cord 2-15
- contrast
  - DARKER 5-15
  - LIGHTER 5-15
  - setting 5-15
  - STANDARD 5-15

- conventions
  - type 1-7
- copying 7-2 to 7-4
  - problems 9-26
  - receiving while 6-5
  - resolution 7-2
- customer support 1-8

## **D**

- delayed sending 5-32 to 5-34
  - sending during 5-34
- DELAYED TX button
  - explanation 2-22
- deleting
  - document in memory 5-37
- dialling
  - coded speed 4-15 to 4-26, 5-16
  - group 4-27 to 4-31
  - methods 5-16
  - one-touch speed 4-3 to 4-14, 5-16
  - regular 5-16
- dimensions 2-4
- DOC TOO LONG message 9-33
- document
  - identifying your 3-8
  - in memory 5-35 to 5-39, 6-3
  - requirements 5-3, 5-4
  - scanning area 5-5
- document feed
  - automatic 5-3, 5-6
  - manual 5-3, 5-6
- document feed lever
  - explanation 2-20
- DOCUMENT READY message 9-33

## **E**

- ECM (Error Correction Mode) 1-4
- ECM RX message 9-33
- ECM TX message 9-33
- editing
  - information 3-5
- entering
  - date 3-9
  - guidelines 3-2
  - letters 3-3
  - numbers 3-3
  - symbols 3-3
  - time 3-9
- error
  - codes 9-31 to 9-36
  - resending after 5-38

## **F**

- FAX PRINTER
  - accessing 11-12
  - description 3-7
  - settings 11-13
- features
  - copier 1-5
  - main 1-3
  - plain paper fax 1-4
- feeding paper
  - problems 9-18 to 9-19
- FUNCTION button
  - explanation 2-22

## **G**

- group dialling
  - creating groups 4-27
  - description 4-2
  - list 8-12
  - sending 5-31
  - using 4-30

## I

ISDN line  
connecting 2-14

## J

jams  
in Automatic Document Feeder  
(ADF) 9-5 to 9-7  
in front area 9-14 to 9-16  
in output slots 9-8  
inside unit 9-9 to 9-13  
paper 9-5 to 9-17

## L

LCD display  
explanation 2-20

list  
coded speed dial 8-12  
documents in memory 5-35  
group dial 8-12  
one-touch speed dial 8-11  
speed dialling 8-10 to 8-12  
user's data 8-8 to 8-9

LOAD PAPER message 6-3, 9-33

loading  
documents 5-7 to 5-12  
recording paper 2-32 to 2-34

location  
choosing 2-3  
dimensions 2-4

## M

manual  
redialling 5-24

manual document feed 5-3  
loading documents 5-11  
selecting 5-6

memory  
deleting documents from 5-37  
documents in 5-35 to 5-39  
list of documents in 5-35  
printing documents in 6-3  
resending 5-38

MEMORY FULL message 9-33

MEMORY FULL PLEASE WAIT  
message 9-34

MEMORY REF button  
explanation 2-22

memory sending 5-16, 5-18 to 5-19

MEMORY USED nn% message 9-34

menu system  
FAX PRINTER 3-7, 11-12 to 11-13  
REPORT SETTINGS 3-7 11-6 to 11-7  
RX SETTINGS 3-7, 11-10 to 11-11  
SYSTEM SETTINGS 3-7, 11-14 to 11-15  
TEL REGISTRATION 3-6, 11-2 to 11-3  
TX SETTINGS 3-7, 11-8 to 11-9  
understanding 11-2  
USER SETTINGS 3-6, 11-4 to 11-5  
using 3-6, 3-7

messages 5-17, 6-3, 9-31 to 9-36

multitasking 1-3

## N

NO ANSWER message 9-34

NO PWD POLLING message 9-34

- NO PWD TX message 9-34
- NO RX PAPER message 9-34
- NO SLCT POLLING message 9-34
- NO SUB TX message 9-34
- NO TEL # message 9-35
- NOT AVAILABLE message 9-35
- numeric buttons
  - explanation 2-21

## O

- one-touch speed dial buttons
  - explanation 2-21
  - using 3-6
- one-touch speed dialling
  - changing names 4-8 to 4-12
  - changing numbers 4-8 to 4-12
  - description 4-2
  - list 8-11
  - storing numbers 4-3 to 4-7
  - using 4-13 to 4-14
- operation panel 2-20

## P

- paper
  - jams 9-5 to 9-17
  - recording 2-32
- paper delivery
  - face-down delivery 2-38
  - face-up delivery 2-39
  - paper path 2-36
  - selecting 2-37 to 2-39
  - selector 2-17, 2-38, 2-39
- password/subaddress
  - sending with 5-40 to 5-42

- PLEASE WAIT message 9-35
- polling 6-7
- POLLING button
  - explanation 2-23
- POLLING ID ERROR message 9-35
- power cord
  - connecting 2-15
- power cut 9-30
- print quality
  - problems 9-28
- printing
  - documents in memory 6-3
  - list of documents in memory 5-35
  - problems 9-27
  - receiving while 6-5
- problems
  - copying 9-26
  - faxing 9-20 to 9-25
  - feeding paper in sheet feeder 9-18 to 9-19
  - general 9-29
  - index 9-3 to 9-4
  - printing 9-27
  - printing quality 9-28
  - receiving faxes 9-22 to 9-25
  - sending faxes 9-20 to 9-22
  - unable to solve 9-2
- PWD/SUBADD button
  - explanation 2-22

## R

- REC'D IN MEMORY message 9-35
- receive mode
  - setting 6-3
- receiving
  - cancelling 6-5
  - in memory 6-2
  - problems 9-22 to 9-25
  - while copying 6-5
  - while printing 6-5
  - while registering 6-5

- recording paper
  - loading 2-32
- REDIAL button
  - explanation 2-20
- redialling 5-24 to 5-28
  - automatic 5-24
  - cancelling 5-24, 5-25
  - manual 5-24
- registering
  - fax number 3-10
  - ISDN number 3-10
  - name 3-10
  - receiving while 6-5
- replaceable parts 2-10
- replacing cartridge 2-26, 10-8
- report 8-2 to 8-7
  - activity 8-2
  - error TX 8-3
  - memory clear 8-7
  - reception (RX) 8-6
  - transmission (TX) 8-3 to 8-5
  - TX 8-4 to 8-5
- REPORT button
  - explanation 2-22
- REPORT SETTINGS
  - accessing 11-6
  - description 3-7
  - settings 11-7
- resolution
  - copying 7-2
  - setting 5-13
- RESOLUTION button
  - explanation 2-21
  - FINE 5-13
  - PHOTO 5-13
  - STANDARD 5-13
  - using 5-13
- RX SETTINGS
  - accessing 11-10
  - description 3-7
  - settings 11-11

## S

- safety instructions 1-9 to 1-11
- scanning area 5-5
- sending
  - cancelling 5-21
  - delayed 5-32
  - documents 5-18
  - group dialling 5-31
  - memory 5-16, 5-18
  - methods 5-16
  - password/subaddress 5-40 to 5-42
  - preparing to send 5-3
  - problems 9-20 to 9-22
  - resending 5-38
  - sequential broadcast 5-29
- sequential broadcasting 5-29
- setting
  - contrast 5-15
  - resolution 5-13 to 5-14
- sheet feeder 2-17
  - problems feeding into 9-18
- shipping materials
  - removing 2-8, 2-9
- special function buttons
  - arrow buttons 2-23
  - DELAYED TX button 2-22
  - explanation 2-22 to 2-23
  - FUNCTION button 2-22
  - MEMORY REF button 2-22
  - PWD/SUBADD button 2-22
  - REPORT button 2-22
  - using 3-6

- speed dialling
  - coded 4-2, 4-15 to 4-26
  - group dialling 4-2, 4-27 to 4-31, 5-31
  - lists 8-10 to 8-12
  - methods 4-2
  - one-touch 4-2, 4-3 to 4-14
- START AGAIN message 9-35
- START/COPY button
  - explanation 2-21
- STOP button
  - explanation 2-21
- SYSTEM SETTINGS
  - accessing 11-14
  - description 3-7
  - setting 11-15

## T

- TEL REGISTRATION
  - accessing 11-2
  - description 3-6
  - settings 11-3
- testing
  - unit 2-35
- toner cartridge
  - handling 2-24
  - installing 2-26 to 2-31
  - replacing 2-26 to 2-31, 10-8
  - storing 2-24 to 2-25
- "touch-line" service 6-10
- transporting unit 10-9
- TX SETTINGS
  - accessing 11-8
  - description 3-7
  - settings 11-9
- TX/RX CANCELLED message 9-36
- TX/RX NO. nnnn message 9-36

## U

- UHQ™ (Ultra High Quality) 1-4
- unit
  - cleaning 10-2 to 10-8
  - components 2-17 to 2-23
  - lifting 2-7
  - paper path 2-36
  - personalising 3-8 to 3-12
  - testing 2-35
  - transporting 10-9
- unpacking 2-5 to 2-10
- USER SETTINGS
  - accessing 11-4
  - description 3-6
  - settings 11-5
- user's guide
  - using 1-6 to 1-7

## V

- Ventilation 1-9, 2-3