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.


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.


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 geamendeed door richtlijn 92/31/EEC), welke beide zijn geamendeed door de richtlijn 93/68/EEC.

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 modifiche 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.


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 89/336 EEC (sikeresen ellátott korrigálja az EEC 93/68 EEC-megfelelőségen a Directiva 92/31 EEC), amiből a Directiva 93/68 EEC által korrigált.

Este 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.

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 Dyrektywy 93/68/EEC.

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


CE markējums norāda, ka šī iekārta atbilst prasībām, kas iekļautas EK direktīvās 73/23 un 89/336 (ar EK direktīvā 92/31 paredzētajam izmantojām), kurās veikti lojāmīsi saskaņā ar EK direktīvu 93/68.

Ženklas CE reiškia, kad šis įrenginys atitinka direktivy 73/23/EEC ir 89/336/EEC (atlikus pataisias direktivy 92/31/EEC), kuriuos buvo atliktos pataisos direktivy 93/68/EEC.

Marca CE indica que este equipo cumple con las Directivas 73/23/EEC y 89/336/EEC (conforme a la directiva 92/31/EEC), ambas modificadas por la directiva 93/68/EEC.

Marca CE indica, que este equipo cumple con las Directivas 73/23/EEC y 89/336/EEC (conforme a la directiva 92/31/EEC), ambas modificadas por la directiva 93/68/EEC.

Marca CE indica que este equipo cumple con las Directivas 73/23/EEC y 89/336/EEC (conforme a la directiva 92/31/EEC), ambas modificadas por la directiva 93/68/EEC.

In Sweden and Norway, connect this machine to an NT (Network Termination) compliant with EN 60950: 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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**Trademarks**

Canon® is a registered trademark, and UHQ™ is a trademark of Canon Inc.

Other brand and product names may be trademarks or registered trademarks of their respective companies.

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 EN 60825-1:1994 and conforms to the following classes:

CLASS 1 LASER PRODUCT
LASER KLASSE 1
APPAREIL A RAYONNEMENT LASER DE CLASSE 1
APPLIANCE A RAYONNEMENT LASER DE 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.
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Chapter 1
Introducing the FAX-L260i

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.

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Welcome

Thank you for purchasing the new Canon FA X-L 260i. The FA X-L 260i is a G 3/G 4 facsimile unit that allows you to send documents at high speed, in the shortest time possible. We are sure that your FA X-L 260i 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 G 4 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 FA X-L 260i is a multifunction system for your home or small office. The FA X-L 260i combines a plain paper fax machine and a copier, into a single, convenient desktop unit.

The FA X-L 260i’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 FA X-L 260i makes it ideal for desktop use, and lets you use it in places where other machines may not fit.

The FA X-L 260i includes the following features:

Excellent print quality and speed
The FA X-L 260i 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 FA X-L 260i contains both the toner and the drum, making installation and replacement simple.

Convenient paper handling
The FA X-L 260i sheet feeder holds up to 100 sheets* of plain A 4-size paper.

Economy toner-saving printing
The FA X-L 260i includes an economy printing mode that uses up to approximately 50% less toner, resulting in longer cartridge life.

Flexible document feeding
The FA X-L 260i 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 A 4-size pages at a time), to a single photo or business card.

Fully ISDN compatible
You can connect the FA X-L 260i directly to a Euro-ISDN multi-device connection.

* 75 g/m² 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 FA X-L 260i 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 FA X-L 260i copies documents at 600 × 300 dpi when using direct copying, and 300 × 300 dpi when using memory copying.

Copy reduction
The FA X-L 260i 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.

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

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 FA-X-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 FA-X-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.

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.

- 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 FA X-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 FA X-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 FA X-L260i before moving or cleaning it.

- Whenever you unplug the FA X-L260i, wait at least five seconds before you plug it back in.

- Keep the FA X-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 FA X-L260i to extreme temperature fluctuations. Install the unit in a place with temperatures between 10° and 32.5°C.

- Always unplug the FA X-L260i during thunderstorms.

- Before you transport the FA X-L260i, remove the toner cartridge.

- Always lift the FA X-L260i as shown below. Never lift it by its sheet feeder or other supports.
Unplug the FA X-L 260i 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 FA X-L 260i 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 FA X-L 260i is dropped or its cabinet damaged.
- If the FA X-L 260i 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

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.

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  - 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.

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

- 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 FA X-L 260i 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.

If you need help installing your FA X-L 260i or have any questions about it, please contact your local authorised Canon dealer or service centre.
**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.

   ![Diagram of FAX-L260i components](image)
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

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 FA X-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 FA X-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 FA X-L 260i main unit and components. To see how the FA X-L 260i will look fully assembled, see “Getting Acquainted with Your FA X-L 260i” 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 FA X-L 260i unit. Attach the label to the left of the sheet feeder as shown below.

**Attaching the Extension Tray**

Lift the FA X-L 260i 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 FA X-L260i to a power source:

- The FA X-L260i is intended for domestic use only and requires 200–240 V A C. 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 FA X-L260i to malfunction.
- Unplug the unit only by pulling on the plug itself. Never pull on the cord.
- Do not plug the FA X-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 FA X-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 FA X-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
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

[Diagram of FAX-L260i with labeled parts]

- Support trays
- Automatic Document Feeder (ADF)
- Document guides
- Operation panel
- Paper delivery selector
- Paper rest
- Sheet feeder
- Paper guide
- Face-down delivery slot
- Release latch
- Front cover
- Face-up delivery slot
- Extension tray
Inside View

Fixing assembly

Paper release lever

FX-3 toner cartridge compartment

Transfer charging roller

Front cover
Rear View

- Power connector
- Release latch
- ISDN line jack
The Operation Panel

1 REDIAL button
Press this button to redial the last number that was dialled using the numeric buttons.

2 Document feed lever
Set this lever to the left (left) for automatic document feed, or to the right (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 FA X-L 260i is out of paper or toner.
**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.

**ON-HOOK button**  
Use this button to access “touch-line” services.

**CODED DIAL button**  
Press this button and a two-digit code to dial a fax number that you have registered for coded speed dialling.

**START/COPY button**  
Press this button to begin sending, scanning, copying or other operations, or to select functions when registering information.

**RESOLUTION button**  
Press this button to select the resolution the FAX-L260i will use for the document you want to fax or copy.

**STOP button**  
Press this button to cancel sending, receiving, or any other operation.

**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.

**DO NOT PLACE THE CARTRIDGE IN FIRE. TONER POWDER IS FLAMMABLE.**
Installing/Replacing the Toner Cartridge

The FA X-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.

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

1. Remove any documents and/or printed pages from the unit.
2. Make sure the FA X-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/m² 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, discolor, 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/m² 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/m²). 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/m²).

Move the paper delivery selector up to the mark.
**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 FA X-L 260i 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.

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.

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Guidelines for Entering Information

The following section explains how to enter user information into the FA X-L 260i.

- If you pause while entering information and do not make an entry for more than 60 seconds, the FA X-L 260i returns to standby mode and loses all information you had entered up to that point. You will then have to start over.
Capturing 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.

<table>
<thead>
<tr>
<th>Button</th>
<th>Uppercase</th>
<th>Lowercase</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>ABCÅÄÁÀA ÂÆÇ</td>
<td>abcåäáàa ˜âæç</td>
</tr>
<tr>
<td>3</td>
<td>DEFÐËÉÈÊ</td>
<td>defðëéèê</td>
</tr>
<tr>
<td>4</td>
<td>GHIïïî</td>
<td>ghiïïï</td>
</tr>
<tr>
<td>5</td>
<td>JKL</td>
<td>jkl</td>
</tr>
<tr>
<td>6</td>
<td>MNON˜ØÖÓÒO˜Ô</td>
<td>mnonøöóòo˜ô</td>
</tr>
<tr>
<td>7</td>
<td>PQRS Þ</td>
<td>pqrs þ</td>
</tr>
<tr>
<td>8</td>
<td>TUVÜÚÙÛ</td>
<td>tuvúúû</td>
</tr>
<tr>
<td>9</td>
<td>WXYZY´</td>
<td>wxyzý</td>
</tr>
<tr>
<td>0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Uppercase → Lowercase → Number

# -.*#",;`^`_=\%/1'?%@&+()[]{}○

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.

---

Chapter 3  Registering Information in the FA X -L 260i  3-3

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**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.
   ![Image of pressing ◆](image1)
   
   _ _ : a

2. Press 2 twice to display “b” on the left of the LCD display.
   ![Image of pressing 2](image2)
   
   b : a

**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.
   ![Image of pressing ◆](image3)
   
   _ _ : A

2. Press 2 once to display the first “A” on the left of the LCD display.
   ![Image of pressing 2](image4)
   
   A : A

3. Press > to enter the “A” and move the cursor to the right.
   ![Image of pressing >](image5)
   
   A _ : A

4. Press 2 until the second “A” is displayed.
   ![Image of pressing 2](image6)
   
   AA : A
Editing Information

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

The date and time you sent the document  
Your fax number  
Your name or company name  
The name of the party who is receiving the fax*  
The page number

* 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.

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

   - 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.

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

---

**UNIT NAME**

**CANON : A**

**TX TERMINAL ID**

08/10 1998 16:21
Chapter 4
Speed Dialling

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

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Speed Dialling Methods

In addition to regular dialling, the FA X-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.

1-TOUCH SPD DIAL 01=
4. Use < or > to select a one-touch speed dialling button between 01 and 16.

   10 12 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.

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

Ex:

```
Canon EUROP
```

- 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.

```
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**.

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

13b Press **START/COPY**.

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

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

Ex:

```
SUB= 123456
```
17. Press **START/COPY** twice.

18. Enter the ITU-T password number (up to 20 digits) using the numeric buttons.
   Ex:
   
   ![Password Entry]
   PWD= 654321

19. Press **START/COPY**.

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.

   ![Stop]
   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**.

2. Press < or > to select TEL REGISTRATION.

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

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

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

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

TEL= 2 50921

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**.

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

13b Press **START/COPY**.

14. Press **START/COPY**, then use > to select **REGULAR TX** or **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.
16. Enter the ITU-T subaddress number (up to 20 digits) using the numeric buttons.  
   **Ex:**

   ![SUB= 123456](image)

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

![PASSWORD](image)

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

   ![PWD= 654321](image)

19. Press **START/COPY**.

![05= 1 432 2060](image)

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.
# 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 FA X-L 260i will begin sending automatically.
   - If an error occurs during sending, the FA X-L 260i 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.
Chapter 4 Speed Dialling

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**.

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

- 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.

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

   **Ex:**

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

Ex:

![Number pad with letters](image)

- Canon ESPAÑA : A

- 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.

   ![Arrow buttons](image)

   ON

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

   ![Arrow buttons](image)

   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.

   ![Arrow buttons](image)

   G4

- The default setting is G4/G3.
14a Select G4 and press **START/COPY**.

Use > to select ISDN or OTHER NET.

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

14b Press **START/COPY**.

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

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

**Ex:**

```
SUB= 123456
```
18. Press **START/COPY** twice.

19. Enter the ITU-T password number (up to 20 digits) using the numeric buttons.
   **Ex:**
   ![Number pad]
   **PWD= 654321**

20. Press **START/COPY**.

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.
   ![Clock]
   **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).

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

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

---

*00* = 2131 1250

*01* = 1 538 4500

**TELEPHONE NUMBER**

TEL = 1 538 4500
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:**
   
   \[
   \begin{array}{c}
   \text{TEL=}03 3758 2111
   \end{array}
   \]

   - 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.

   **NAME**
   
   Canon ESPAÑA :A
9. To change the name, use the numeric buttons to enter the new name over the previous name.

Ex:

![Numeric buttons]

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**.

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**.

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

14b Press **START/COPY**.

}{

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

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

   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:

*21=

- 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.


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.

   ![Name Screen]

   - 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.

---

**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:**
   
   ![MEMORY REF]
   
   TEL=Canon GROUP2

   **Ex:**
   
   ![CODED DIAL]
   
   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 FA X -L 260i begins sending automatically. If you have entered more than one speed dialling button or code, the FA X -L 260i waits for 10 seconds before it begins sending.

3. When you finish entering groups, press **START/COPY**.

The FA X -L 260i 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.

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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/m²
  - 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/m²
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 FA X -L 260i, 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 FA X-L 260i 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**.

   - **STANDARD** resolution (203 × 98 dpi)

   The LCD display shows the current resolution setting.

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

   - **FINE** (FINE resolution with halftone)

   (FINE resolution with halftone)

   - **PHOTO** resolution (203 × 196 dpi, with halftones)

   - **SUPER FINE** resolution (203 × 391 dpi)

   - **ULTRA FINE** (406 × 391 dpi)

   - **STANDARD** resolution (203 × 98 dpi)
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.
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.

2. Use < or > to select USER SETTINGS.

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

4. Press START/COPY.

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.

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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 FA X-L 260i.

Memory Sending

Memory sending is a quick and easy way to send a fax. The FA X-L 260i scans the document into its memory before dialling the number. The FA X-L 260i 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 FA X-L 260i then begins scanning the document into memory:
  - The display shows the page number of the page being scanned:
    
    ![](image)

  - The display then shows the transaction number for the fax. This is a unique number the FA X-L 260i assigns to the document, and is used to identify the document in transaction reports:
    
    ![](image)

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

- The FA X-L 260i then dials the number.

- When the FA X-L 260i finishes sending the fax, the display shows the **TRANSMITTING OK** message:

  ![](image)

If an error occurs during sending, the FA X-L 260i 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 FA X-L 260i 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 FA X-L 260i 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.

   ![STOP](image)

   CANCEL? *YES #NO

2. To cancel sending, press *:

   ![asterisk](image)

   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 FA X - L 260i 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 FA X - L 260i will redial the number, how long it will wait between dialling attempts, and how much of the fax the FA X - L 260i 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 FA X - L 260i alternately displays **AUTO REDIAL** and the transaction number while it is waiting to redial.

![AUTO REDIAL](image)

**TX/RX NO. 0013**

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

![CALLING](image)

**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.

**Cancelling 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 FA X-L 260i 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 FA X-L 260i redials twice.
- The FA X-L 260i waits two minutes before redialling.
- If an error occurs during transmission, the FA X-L 260i 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**.

2. Press `<` or `>` to select **TX SETTINGS**.

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

```
< 10 12 >
```

- 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).

```
<>
```

```
02TIMES
```

- 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)

```
<>
```

```
02MIN.
```

- The default setting is two minutes.

9. Press **START/COPY**.

```
<>
```

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

- **ON**
- **OFF**

- 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**.

- **RESEND TX FROM**

- 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. **ERROR & 1ST PG**
- Resends from the page where the error occurred. **ERROR PAGE**
- Resends all the pages of the document. **ALL PAGES**

- The default setting is ERROR & 1ST PG.

13. Press **START/COPY** to save your selection, then press **STOP** to return to standby mode.

- **08/10 1998 16:21**
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**.

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**.

   
   
   

   - The FA X -L 260i 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 FA X-L 260i begins printing a list of documents stored in memory.
### DOC.MEMORY LIST

<table>
<thead>
<tr>
<th>TX/RX NO</th>
<th>MODE</th>
<th>CONNECTION TEL/ID</th>
<th>PGS.</th>
<th>SET TIME</th>
<th>ST TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001</td>
<td>DEL SQ BDCST</td>
<td>[ 01] Canon TOKYO</td>
<td>3</td>
<td>07/09 09:07</td>
<td>14:30</td>
</tr>
<tr>
<td></td>
<td></td>
<td>[ 02] CANON ESPAÑA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0002</td>
<td>TRANSMIT</td>
<td>[*01] Canon TOKYO</td>
<td>1</td>
<td>07/09 11:11</td>
<td></td>
</tr>
</tbody>
</table>
Deleting a Document Stored in Memory

Follow this procedure to delete a document from memory.

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

   ![FUNCTION MEMORY REF](image)

2. Press **START/COPY**.

   ![START/COPY](image)

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

   ![TX/RX NO.](image)

   - 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**.

   ![START/COPY](image)

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

   ![Star and hash](image)

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

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

   ![STOP](image)

   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**.

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

   ![Numeric Keypad]

   **SUB= *123456**

   - The subaddress can be up to 20 digits long.

4. Press **START/COPY**.

   ![Password Keypad]

   **PASSWORD**

   - 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.

   ![Numeric Keypad]

   **PWD= 654321**

   - The password can be up to 20 digits long.

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

   ![Select Locations Keypad]

   **SELECT LOCATIONS**

   **TEL=**
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 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.
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
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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 FA X-L 260i 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.

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 FA X-L 260i ran out of paper.

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 FA X-L 260i automatically prints the faxes it has stored in memory. Once the faxes are printed, the FA X-L 260i 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 FA X-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 FA X-L260i stores the incoming fax in memory. Then, as soon as you finish making copies or printing the report, the FA X-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.

   CANCEL? *YES #NO

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 **POLLLING**.

![Polling Interface](image)

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.

2. Press < or > to select RX SETTINGS.

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

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

5. Press START/COPY.

6. Press STOP to return to standby mode.
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 FA X-L 260i 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 FA X-L 260i 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

This chapter describes how to make copies with your FA X-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.
   
   ![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:

```
COPY 80% 01
```

- 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:

```
COPY 80% 35
```

- 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.

```
COPY
```

- 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.
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
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Multi TX/RX Report ................................................................................................... 8-5
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  Coded Speed Dial List 1 ..................................................................................... 8-12
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Activity Report

The Activity Report is printed out automatically by the FA X-L 260i 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 FA X-L 260i 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**.

---

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.

Stop was pressed during transaction.

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

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
*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
*07/09 14:57  2131 1250  CANON DEUTSCH.  0003  TRANSMIT  G3  3  NG  00'51
*07/09 14:59  1 538 4500  CANON ESPAÑA  0004  TRANSMIT  G3  0  NG  00'01
456#123 #**

PHYSICAL
07/09 1998 MON 15:00 FAX 81 733 3173  CANON U.K.  001

* * * * * * * * * * * * * *
* * * * * * * * * * * * * *
* * * * * * * * * * * * * *

001

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.

Stop was pressed during transaction.

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

<table>
<thead>
<tr>
<th>07/09 1998 MON 14:59 FAX 81 733 3173 CANON U.K.</th>
<th>4001</th>
</tr>
</thead>
<tbody>
<tr>
<td>* * * * * * * * * * * * * * * * * * * * * * * * *</td>
<td></td>
</tr>
<tr>
<td>(*) ERROR TX REPORT</td>
<td></td>
</tr>
<tr>
<td>* * * * * * * * * * * * * * * * * * * * * * * * *</td>
<td></td>
</tr>
<tr>
<td>TX FUNCTION WAS NOT COMPLETED</td>
<td></td>
</tr>
<tr>
<td>TX/RX NO                                         0003</td>
<td></td>
</tr>
<tr>
<td>CONNECTION TEL                                   1 538 4500</td>
<td></td>
</tr>
<tr>
<td>SUBADDRESS                                      13580</td>
<td></td>
</tr>
<tr>
<td>CONNECTION ID                                   CANON ESPAÑA</td>
<td></td>
</tr>
<tr>
<td>ST. TIME                                        07/09 14:59</td>
<td></td>
</tr>
<tr>
<td>USAGE T                                         00'04</td>
<td></td>
</tr>
<tr>
<td>PGS.                                            0</td>
<td></td>
</tr>
<tr>
<td>RESULT                                          NG</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>07/09 1998 MON 08:47 FAX 81 733 3173 CANON U.K.</th>
</tr>
</thead>
<tbody>
<tr>
<td>* * * * * * * * * * * * * * * * * * * * * *</td>
</tr>
<tr>
<td>* RX REPORT *</td>
</tr>
<tr>
<td>* * * * * * * * * * * * * * * * * * * * * *</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>TX/RX NO</th>
<th>MODE</th>
<th>CONNECTION TEL/ID</th>
<th>PGS.</th>
<th>SET TIME</th>
<th>ST. TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001</td>
<td>DEL SQ BDCST</td>
<td>[ 01] Canon TOKYO [ 02] CANON ESPAÑA</td>
<td>3</td>
<td>06/09 09:07</td>
<td>14:30</td>
</tr>
<tr>
<td>0002</td>
<td>TRANSMIT</td>
<td>[* 01] Canon TOKYO</td>
<td>1</td>
<td>06/09 11:11</td>
<td>14:30</td>
</tr>
</tbody>
</table>

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**.
### USER SETTINGS

<table>
<thead>
<tr>
<th>Setting</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>ISDN NUMBER</td>
<td>12345</td>
</tr>
<tr>
<td>UNIT TELEPHONE #</td>
<td>81 733 3173</td>
</tr>
<tr>
<td>UNIT NAME</td>
<td>CANON U.K.</td>
</tr>
<tr>
<td>TX TERMINAL ID</td>
<td>ON</td>
</tr>
<tr>
<td>TTI POSITION</td>
<td>OUTSIDE IMAGE</td>
</tr>
<tr>
<td>SCANNING CONTRAST</td>
<td>STANDARD</td>
</tr>
<tr>
<td>VOLUME CONTROL</td>
<td></td>
</tr>
<tr>
<td>KEYPAD VOLUME</td>
<td>VOL MID</td>
</tr>
<tr>
<td>ALARM VOLUME</td>
<td>VOL MID</td>
</tr>
<tr>
<td>LINE MONITOR VOL.</td>
<td>VOL MID</td>
</tr>
</tbody>
</table>

### REPORT SETTINGS

<table>
<thead>
<tr>
<th>Setting</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>TX REPORT</td>
<td>OUTPUT YES</td>
</tr>
<tr>
<td>TX CONFIRM REP.</td>
<td>OFF</td>
</tr>
<tr>
<td>RX REPORT</td>
<td>OUTPUT NO</td>
</tr>
</tbody>
</table>

### SYSTEM SETTINGS

<table>
<thead>
<tr>
<th>Setting</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHECK RX ID</td>
<td>OFF</td>
</tr>
<tr>
<td>RX RESTRICTION</td>
<td>ON</td>
</tr>
<tr>
<td>DATE FORMAT</td>
<td>DD/MM YYYY</td>
</tr>
<tr>
<td>DISPLAY LANGUAGE</td>
<td>ENGLISH</td>
</tr>
<tr>
<td>TX START SPEED</td>
<td>14400bps</td>
</tr>
<tr>
<td>RX START SPEED</td>
<td>14400bps</td>
</tr>
</tbody>
</table>

| TOTAL FAX MEMORY      | 0.656MByte     |
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**.

4. Press **REPORT**.

   - To print the 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)

The fax will automatically print three lists: One touch Speed dial list 1, Coded Speed dial list 1 and Group dial list.
5. Press **START/COPY** twice.

6. Press **REPORT**.

---

**One-Touch Speed Dial List 1**

```
07/09 1998 MON 13:38 FAX 81 733 3173    CANON U.K.
********* ********* ********* ********* ********* ********* ********* *********
* 1-TOUCH SPD DIAL LIST 1
********* ********* ********* ********* ********* ********* *********

<table>
<thead>
<tr>
<th>NO.</th>
<th>CONNECTION TEL</th>
<th>CONNECTION ID</th>
<th>TX TYPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>[01]</td>
<td>03 3758 2111</td>
<td>Canon TOKYO</td>
<td>G4 PSWD/SUBADD.</td>
</tr>
<tr>
<td>[02]</td>
<td>905 795 1111</td>
<td>CANON CANADA</td>
<td>G3 REGULER TX</td>
</tr>
<tr>
<td>[03]</td>
<td>20 545 8545</td>
<td>CANON Europa NV</td>
<td>G4/G3 REGULER TX</td>
</tr>
<tr>
<td>[04]</td>
<td>1 49 39 25 25</td>
<td>CANON FRANCE</td>
<td>G4 PSWD/SUBADD.</td>
</tr>
<tr>
<td>[05]</td>
<td>GROUP DIAL</td>
<td>CANON GROUP-1</td>
<td>G3 REGULER TX</td>
</tr>
</tbody>
</table>
```

**One-Touch Speed Dial List 2**

```
07/09 1998 MON 13:38 FAX 81 733 3173    CANON U.K.
********* ********* ********* ********* ********* ********* *********
* 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

<table>
<thead>
<tr>
<th>NO.</th>
<th>CONNECTION TEL</th>
<th>CONNECTION ID</th>
<th>TX TYPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>[* 00]</td>
<td>1 538 4500</td>
<td>CANON ESPAÑA</td>
<td>G4/G3 REGULER TX</td>
</tr>
<tr>
<td>[* 11]</td>
<td>7390802</td>
<td>CANON HONG KONG</td>
<td>G3 REGULER TX</td>
</tr>
<tr>
<td>[* 60]</td>
<td>63 9399</td>
<td>Mr. G. Robert</td>
<td>G4 PSWD/SUBADD.</td>
</tr>
<tr>
<td>[* 61]</td>
<td>03 3756 6112</td>
<td>Ms. A. Smith</td>
<td>G4 PSWD/SUBADD.</td>
</tr>
</tbody>
</table>

Coded Speed Dial List 2

<table>
<thead>
<tr>
<th>[* 00]</th>
<th>CONNECTION TEL</th>
<th>CONNECTION ID</th>
<th>TX MODE</th>
<th>TX TYPE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1 538 4500</td>
<td>CANON ESPAÑA</td>
<td>G4/G3</td>
<td>REGULER TX</td>
</tr>
<tr>
<td>[* 11]</td>
<td>7390802</td>
<td>CANON HONG KONG</td>
<td>G3</td>
<td>REGULER TX</td>
</tr>
<tr>
<td>[* 60]</td>
<td>63 9399</td>
<td>Mr. G. Robert</td>
<td>G4</td>
<td>PSWD/SUBADD.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>SUBADDRESS</td>
<td>123456</td>
</tr>
</tbody>
</table>

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

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

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If You Cannot Solve the Problem

If you have a problem with your FA X-L 260i and cannot solve it using the information in this chapter, contact your local authorised Canon dealer or service centre.

If the FA X-L 260i 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.

Attempting to repair the FA X-L 260i 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 FA X-L 260i:

- The unit’s name: FA X-L 260i
- The FA X-L 260i serial number (on a label on the back of the FA X-L 260i)

```
CANON INC.       MADE IN X X X X X

NO.  X X X X X X X

Serial number
```

- Where you purchased the unit
- A detailed description of the problem
- The steps you have taken to solve the problem, and the results
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<tr>
<td>The FA X -L 260i has no power?</td>
<td>9-29</td>
</tr>
<tr>
<td>Nothing appears in the LCD display?</td>
<td>9-29</td>
</tr>
</tbody>
</table>
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.

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.

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.

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.

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”.

Appendix, “Specifications”.

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# Problems Feeding Paper Into the FAX-L260i Sheet Feeder

If you are having problems feeding paper into the FA X-L 260i’s sheet feeder, check the following table.

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.

<table>
<thead>
<tr>
<th>Problem</th>
<th>Possible cause</th>
<th>Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper does not feed into the FA X-L 260i?</td>
<td>The sheet feeder may contain too many sheets.</td>
<td>Make sure the sheet feeder is not filled past the limit. See page 2-32.</td>
</tr>
<tr>
<td></td>
<td>Paper may not be inserted in the sheet feeder correctly.</td>
<td>Make sure paper is inserted all the way into the sheet feeder. See page 2-32.</td>
</tr>
<tr>
<td>Printing is skewed?</td>
<td>Paper may not be stacked correctly in the sheet feeder.</td>
<td>Make sure the stack of paper is straight in the sheet feeder.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Make sure there are no gaps between the stack of paper and the paper guides. See page 2-32.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Make sure the paper exit path is clear.</td>
</tr>
<tr>
<td>Problem</td>
<td>Possible cause</td>
<td>Solution</td>
</tr>
<tr>
<td>---------</td>
<td>---------------</td>
<td>----------</td>
</tr>
<tr>
<td>Several sheets load into the FAX-L260i at once?</td>
<td>Paper may not be loaded in the sheet feeder correctly.</td>
<td>Make sure paper is inserted correctly in the sheet feeder. See page 2-32.</td>
</tr>
<tr>
<td></td>
<td>Sheets of paper may be sticking together.</td>
<td>Make sure the paper is not sticking together. Be sure to fan the stack of paper before placing it in the sheet feeder.</td>
</tr>
<tr>
<td></td>
<td>The sheet feeder may contain too many sheets.</td>
<td>Make sure the sheet feeder is not filled past the limit. Do not force the stack into the sheet feeder.</td>
</tr>
<tr>
<td></td>
<td>The sheet feeder may contain more than one type of paper.</td>
<td>Load only one type of paper at a time. Make sure the paper you use meets the specifications for media in Appendix, &quot;Specifications&quot;. Let the paper run out before you refill the sheet feeder. Avoid mixing new paper with paper remaining in the sheet feeder.</td>
</tr>
<tr>
<td>The paper jams repeatedly?</td>
<td>The paper itself may be causing the jams.</td>
<td>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, &quot;Specifications&quot;.</td>
</tr>
</tbody>
</table>
# Faxing Problems

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

## Sending Faxes

<table>
<thead>
<tr>
<th>Problem</th>
<th>Possible cause</th>
<th>Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cannot send a fax?</td>
<td>The FAX-L260i may have overheated and shut itself down.</td>
<td>If you suspect this, unplug the FAX-L260i and let it cool for several minutes, then try sending again.</td>
</tr>
<tr>
<td></td>
<td>The document may not have been set in the Automatic Document Feeder (ADF) properly.</td>
<td>Remove the document, stack it, and feed it into the Automatic Document Feeder (ADF) again.</td>
</tr>
<tr>
<td></td>
<td>The one-touch or coded speed dialling number you used may not be registered for the feature you are using.</td>
<td>Check the content of the one-touch or coded speed dialling button and make sure it was registered correctly.</td>
</tr>
<tr>
<td></td>
<td>The receiving fax machine may be out of paper.</td>
<td>Call the other party and make sure they have paper in their fax machine.</td>
</tr>
<tr>
<td></td>
<td>The FAX-L260i may be sending another document from memory.</td>
<td>Allow time for the current document to finish sending.</td>
</tr>
<tr>
<td></td>
<td>The ISDN line may not be connected properly.</td>
<td>Make sure the ISDN line connection is secure.</td>
</tr>
</tbody>
</table>
### Chapter 9 Frequently Asked Questions

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

If none of the above solve the problem, try unplugging the FA X-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 FA X-L260i is unplugged.

<table>
<thead>
<tr>
<th>Problem</th>
<th>Possible cause</th>
<th>Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Images on faxes received from the FA X-L260i are spotted or dirty?</td>
<td>The receiving fax machine may not be working properly.</td>
<td>Check the FA X-L260i by making a copy. If the image is clear, the problem may be in the receiving fax machine.</td>
</tr>
<tr>
<td></td>
<td>The document may not be properly inserted in the Automatic Document Feeder (ADF).</td>
<td>Remove the document and feed it correctly into the Automatic Document Feeder (ADF).</td>
</tr>
<tr>
<td>The FA X-L260i cannot send a fax using ECM? (ECM TX does not appear in the LCD display when sending)</td>
<td>The receiving fax machine may not support ECM.</td>
<td>If the receiving fax does not support ECM, then the FA X-L260i sends the fax in normal mode without error checking.</td>
</tr>
</tbody>
</table>
### Frequently Asked Questions

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

### Receiving Faxes

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

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9-22 Frequently Asked Questions Chapter 9
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<tr>
<th>Problem</th>
<th>Possible cause</th>
<th>Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cannot receive a document from some fax machines?</td>
<td>RX RESTRICTION is set to ON.</td>
<td>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.</td>
</tr>
<tr>
<td>ISDN number is not registered correctly.</td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>Cannot poll and receive from other units?</td>
<td>Polling IDs do not match.</td>
<td>Contact the other party and have them check their polling ID is the same.</td>
</tr>
<tr>
<td>The other party has not fed the document into the fax correctly.</td>
<td>Make sure that the other party has fed the document correctly.</td>
<td></td>
</tr>
<tr>
<td>The fax has run out of papers.</td>
<td>Make sure that paper is loaded in the paper tray. See page 2-32.</td>
<td></td>
</tr>
<tr>
<td>Problem</td>
<td>Possible cause</td>
<td>Solution</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>The print quality is poor?</td>
<td>You may not be using the correct paper.</td>
<td>Make sure the paper in the sheet feeder meets the specifications given in Appendix, “Specifications”.</td>
</tr>
<tr>
<td></td>
<td>The sending fax machine may not be operating properly.</td>
<td>Make a copy with your FA X-L 260i. If the copy looks alright, then your FA X-L 260i is operating properly. Contact the sender and have them check their fax machine.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Also see “Printing Problems” on page 9-27.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The FA X-L 260i cannot receive faxes using ECM? (ECM RX does not appear in the LCD display when receiving)</td>
<td>The sending fax machine may not support ECM.</td>
<td>If the sending fax does not support ECM, then the FA X-L 260i receives the fax in normal mode without error checking.</td>
</tr>
<tr>
<td></td>
<td>ECM reception may not be turned on.</td>
<td>Make sure the FA X-L 260i has its ECM RX setting turned on.</td>
</tr>
<tr>
<td>Nothing prints?</td>
<td>The toner cartridge may not have been installed properly.</td>
<td>Make sure the toner cartridge is installed correctly. See page 2-26.</td>
</tr>
<tr>
<td></td>
<td>The toner cartridge may need to be replaced.</td>
<td>See page 2-26.</td>
</tr>
<tr>
<td>Problem</td>
<td>Possible cause</td>
<td>Solution</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>--------------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Received faxes are blotched or uneven?</td>
<td>The phone lines of the other party's G3 fax may be in poor condition, or you may have a bad connection.</td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>The sending fax machine may not be functioning properly.</td>
<td>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.</td>
</tr>
<tr>
<td>Errors occur frequently while receiving?</td>
<td>The phone lines of the other party's G3 fax may be in poor condition, or you may have a bad connection.</td>
<td>Lower the speed at which the unit receives faxes in the RX START SPEED setting. See page 11-15.</td>
</tr>
</tbody>
</table>
## Copying Problems

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

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

<table>
<thead>
<tr>
<th>Problem</th>
<th>Possible cause</th>
<th>Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>The A L A R M lamp comes on and the FAX-L260i beeps while printing?</td>
<td>The FAX-L260i may have a paper jam.</td>
<td>Clear any paper jams as described earlier in this chapter. If the FAX-L260i has no paper jam, unplug it, wait five seconds, then plug it in again. If the problem is fixed, the A L A R M lamp will be off, and the LCD display will show the date and time (standby mode). If the A L A R M lamp stays on, call your local authorised Canon dealer or service centre.</td>
</tr>
<tr>
<td>Nothing prints?</td>
<td>The power cord may not be plugged in securely.</td>
<td>Make sure the power cord is plugged securely into the unit and into a wall outlet.</td>
</tr>
<tr>
<td>Printout does not match paper size?</td>
<td>Paper may not be loaded and aligned correctly in the sheet feeder.</td>
<td>Make sure the paper is loaded correctly. See page 2-32.</td>
</tr>
<tr>
<td>The printout curls?</td>
<td>Your pages may include a large amount of toner.</td>
<td>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.</td>
</tr>
</tbody>
</table>
# Print Quality Problems

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

<table>
<thead>
<tr>
<th>Problem</th>
<th>Possible cause</th>
<th>Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print is not clear?</td>
<td>You may be printing on the wrong side of the paper.</td>
<td>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.</td>
</tr>
</tbody>
</table>
| The printout has vertical white streaks? | Toner may be low or be unevenly distributed. | Follow these steps:  
1. Open the front cover and take out the FX-3 toner cartridge.  
2. Gently rock the cartridge side to side five or six times to evenly distribute the toner inside.  
3. Put the cartridge back into the unit.  
4. Close the front cover and try to print again.  
If this does not solve the problem, replace the FX-3 cartridge. |
## General Problems

<table>
<thead>
<tr>
<th>Problem</th>
<th>Cause</th>
<th>Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>The FAX-L260i has no power?</td>
<td>The power cord may not be securely plugged into the unit.</td>
<td>Make sure the power cord is plugged securely into the unit and into a wall outlet.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>If the power cord is connected to a power strip, make sure the strip is connected to an outlet and turned on.</td>
</tr>
<tr>
<td></td>
<td>The power cord may not be supplying power.</td>
<td>Check the power cord by substituting another, or by using a voltameter to test it for continuity.</td>
</tr>
<tr>
<td>Nothing appears in the LCD</td>
<td>The FAX-L260i may not be receiving power.</td>
<td>Check the plug and be sure it is firmly plugged into the power connector and the wall outlet.</td>
</tr>
<tr>
<td>display?</td>
<td></td>
<td>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.</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Message</th>
<th>Error Code</th>
<th>Cause</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO REDIAL</td>
<td></td>
<td>The receiving fax machine was busy and the FAX-L260i is waiting to redial.</td>
<td>-</td>
</tr>
<tr>
<td>BUSY/NO SIGNAL</td>
<td>#005/018</td>
<td>The fax number you dialled is busy.</td>
<td>Try sending the document again later.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The other party's fax machine is not working properly.</td>
<td>Contact the other party and have them check their fax machine.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The other party is not using a G4/G3 fax machine.</td>
<td>Contact the other party and have them send or receive the document using a G4/G3 machine.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The receiving fax machine did not answer within 55 seconds.</td>
<td>Contact the other party and have them check their fax machine.</td>
</tr>
<tr>
<td>CALLING</td>
<td></td>
<td>The FAX-L260i is calling the receiving fax machine.</td>
<td>If you want to cancel the transmission, press the STOP button.</td>
</tr>
<tr>
<td>CHANGE CARTRIDGE</td>
<td></td>
<td>The toner cartridge is empty.</td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The FAX-L260i image memory may be full because the toner cartridge ran out of toner.</td>
<td>Replace the toner cartridge and have the other party send the fax again.</td>
</tr>
<tr>
<td>Message</td>
<td>Error Code</td>
<td>Cause</td>
<td>Action</td>
</tr>
<tr>
<td>----------------------</td>
<td>------------</td>
<td>----------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------</td>
</tr>
<tr>
<td>CHECK COVER/CART</td>
<td>-</td>
<td>The toner cartridge is not installed properly.</td>
<td>Make sure the toner cartridge is installed properly.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The front cover is open.</td>
<td>Close the front cover.</td>
</tr>
<tr>
<td>CHECK DOCUMENT</td>
<td>#001</td>
<td>A document is jammed in the Automatic Document Feeder (ADF).</td>
<td>Remove the document you are trying to send or copy and load it again.</td>
</tr>
<tr>
<td></td>
<td>#011</td>
<td>The fax tried to poll another unit but the other fax unit did not have a document to send.</td>
<td>Contact the other party and have them set the documents for polling.</td>
</tr>
<tr>
<td>CHECK PAPER SIZE</td>
<td>-</td>
<td>The size of the paper in the sheet feeder differs from that specified in the FAX PRINTER menu setting.</td>
<td>Set the correct paper size in the FAX PRINTER menu setting.</td>
</tr>
<tr>
<td>CHECK PRINTER</td>
<td>-</td>
<td>The toner cartridge in the FAX-L260i is defective.</td>
<td>1. Reinstall the cartridge.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2. Unplug the FAX-L260i, wait five seconds, then plug it in again. If the display does not change, call for service.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The unit is connected to an uninterruptible power supply (UPS).</td>
<td>Make sure the power cord is plugged into an AC outlet.</td>
</tr>
<tr>
<td>CHECK SUB/PWD</td>
<td>#083/102</td>
<td>You cannot poll the other party to receive a document because a subaddress and/or password does not match.</td>
<td>Call the other party and confirm that the subaddress and/or password that you are using are correct.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>You cannot send documents because the subaddress and/or password are rejected by the other party’s fax machine.</td>
<td>Call the other party and confirm that the subaddress and/or password that you are using are correct.</td>
</tr>
<tr>
<td>CLEAR PAPER JAM</td>
<td>#009</td>
<td>The FAX-L260i has no paper in its sheet feeder, or has a paper jam.</td>
<td>Add paper or clear the jam. If a document was received in memory, the fax prints the received documents from memory.</td>
</tr>
<tr>
<td>Message</td>
<td>Error Code</td>
<td>Cause</td>
<td>Action</td>
</tr>
<tr>
<td>----------------------</td>
<td>------------</td>
<td>----------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------</td>
</tr>
<tr>
<td>DOC TOO LONG</td>
<td>#003</td>
<td>It took more than 32 minutes to send or copy a document.</td>
<td>Divide the document and send or copy each part separately.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>It took more than 32 minutes to receive a document.</td>
<td>Contact the sender, and have them divide the document and send each part separately.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The document is longer than 1 metre.</td>
<td>Use a copier to divide the document into smaller sections and send the copy.</td>
</tr>
<tr>
<td>DOCUMENT READY</td>
<td>-</td>
<td>The document in the Automatic Document Feeder (ADF) is ready for scanning.</td>
<td>Send the fax, scan the document, or make a copy.</td>
</tr>
<tr>
<td>ECM RX</td>
<td>-</td>
<td>The FAX-L260i is receiving a fax using ECM.</td>
<td>Faxes can take longer to receive when using ECM. Try turning ECM off if you need to receive quickly.</td>
</tr>
<tr>
<td>ECM TX</td>
<td>-</td>
<td>The FAX-L260i is sending a fax using ECM.</td>
<td>Faxes can take longer to send when using ECM. Try turning ECM off if you need to send quickly.</td>
</tr>
<tr>
<td>LOAD PAPER</td>
<td>-</td>
<td>The FAX-L260i is out of recording paper.</td>
<td>Load paper in the sheet feeder. Any documents received in memory will then be printed automatically.</td>
</tr>
<tr>
<td>MEMORY FULL</td>
<td>#037</td>
<td>The FAX-L260i’s memory is full because it has received too many documents, or a very long or detailed document.</td>
<td>Print out any documents that are stored in memory. Then start the operation again. See page 6-3.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The memory is full because you sent too many pages at once, or a very long or detailed document.</td>
<td>Divide the document and send each part separately. If the memory contains any faxes, you do not need to delete them.</td>
</tr>
<tr>
<td>Message</td>
<td>Error Code</td>
<td>Cause</td>
<td>Action</td>
</tr>
<tr>
<td>------------------</td>
<td>------------</td>
<td>----------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>MEMORY FULL</td>
<td></td>
<td>The FA X -L 260i is sending a fax and its memory is full.</td>
<td>Wait until the fax is sent. The FA X -L 260i continues to send the fax as memory becomes available.</td>
</tr>
<tr>
<td>PLEASE WAIT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MEMORY USED nn%</td>
<td></td>
<td>Shows how much of the FA X -L 260i’s memory is in use.</td>
<td>If you need more memory, print or send any documents stored in memory.</td>
</tr>
<tr>
<td>NO ANSWER</td>
<td>#005</td>
<td>The receiving fax machine does not answer.</td>
<td>Make sure you dialled the correct number. Try again later.</td>
</tr>
<tr>
<td>NO PWD POLLING</td>
<td>#084</td>
<td>The other party cannot receive a document with an ITU -T password.</td>
<td>Call the other party and confirm whether or not the other party’s fax supports receiving a polling request with an ITU-T password. A sk the other party to try again without an ITU-T password.</td>
</tr>
<tr>
<td>NO PWD TX</td>
<td>#081</td>
<td>The other party’s fax does not support receiving a document with an ITU -T password.</td>
<td>Call the other party and confirm whether or not their fax supports ITU-T password receiving. Try sending again without a password.</td>
</tr>
<tr>
<td>NO RX PAPER</td>
<td>#012</td>
<td>The other party’s fax machine is out of paper and its memory is full.</td>
<td>Contact the other party and have them add paper to their fax machine.</td>
</tr>
<tr>
<td>NO SLCT POLLING</td>
<td>#082</td>
<td>The other party’s fax does not support accepting a polling request with a subaddress.</td>
<td>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.</td>
</tr>
<tr>
<td>NO SUB TX</td>
<td>#080</td>
<td>The other party’s fax does not support receiving a document with a subaddress.</td>
<td>Call the other party and confirm whether or not their fax supports subaddress receiving. Try sending again without a subaddress.</td>
</tr>
<tr>
<td>Message</td>
<td>Error Code</td>
<td>Cause</td>
<td>Action</td>
</tr>
<tr>
<td>-----------------</td>
<td>------------</td>
<td>------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------</td>
</tr>
<tr>
<td>NO TEL #</td>
<td>#022</td>
<td>The one-touch or coded speed dialling number has not been registered.</td>
<td>Register the number.</td>
</tr>
<tr>
<td>NOT AVAILABLE</td>
<td>-</td>
<td>You tried to register a number which has been registered for a One-touch or Coded Speed Dialling number as a group.</td>
<td>Start the procedure again from the beginning and try again.</td>
</tr>
<tr>
<td>PLEASE WAIT</td>
<td>-</td>
<td>The FAX-L260i is warming up.</td>
<td>Wait until the date and time appear in the LCD display, then begin.</td>
</tr>
<tr>
<td>POLLING ID ERROR</td>
<td>#021</td>
<td>You cannot poll the other party's fax because the polling IDs do not match.</td>
<td>Ask the other party to set their polling ID to 11111111. See page 6-7.</td>
</tr>
<tr>
<td>REC'D IN MEMORY</td>
<td>-</td>
<td>The paper or toner ran out, or a paper jam occurred, so the FAX-L260i received the document in memory.</td>
<td>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.</td>
</tr>
<tr>
<td>START AGAIN</td>
<td>-</td>
<td>An error occurred in the phone line or in the system.</td>
<td>Start the procedure over from the beginning.</td>
</tr>
<tr>
<td>Message</td>
<td>Error Code</td>
<td>Cause</td>
<td>Action</td>
</tr>
<tr>
<td>----------------------</td>
<td>------------</td>
<td>----------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------</td>
</tr>
<tr>
<td>TX/RX CANCELLED</td>
<td>-</td>
<td>You pressed the <strong>STOP</strong> button to cancel the transmission.</td>
<td>-</td>
</tr>
<tr>
<td>TX/RX NO. nnnn</td>
<td>-</td>
<td>When the FAX-L260i sends or receives a fax, it assigns a unique identification number to it.</td>
<td>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.</td>
</tr>
</tbody>
</table>

**##322-##324**

Contact your local authorised Canon dealer or service centre.
Chapter 10
Maintaining Your FAX-L260i

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.

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.

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.

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.

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.

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

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.

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.

7. Plug the FAX-L260i back in.

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

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.

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.
Chapter 11
The Menu System

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 FA X-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 FA X-L260i. This chapter outlines the various menus and shows you how to use them.

The factory default settings in the following tables are shown in bold type.

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
<th>Settings</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-TOUCH SPD DIAL</td>
<td>See page 4-3 &quot;One-Touch Speed Dialling&quot;.</td>
<td>–</td>
</tr>
<tr>
<td>TELEPHONE NUMBER</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NAME</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OPTIONAL SETTING</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CODED SPEED DIAL</td>
<td>See page 4-15 &quot;Coded Speed Dialling&quot;.</td>
<td>–</td>
</tr>
<tr>
<td>TELEPHONE NUMBER</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NAME</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OPTIONAL SETTING</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GROUP DIAL</td>
<td>See page 4-27 &quot;Group Dialling&quot;.</td>
<td>–</td>
</tr>
<tr>
<td>TELEPHONE NUMBER</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NAME</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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**.
## USER SETTINGS

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
<th>Settings</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE &amp; TIME</td>
<td>Set the date using the numeric buttons. Set the time (24-hour clock) using the numeric buttons.</td>
<td>–</td>
</tr>
<tr>
<td>ENTER ISDN NO.</td>
<td>Enter your ISDN number using the numeric buttons. (Up to 20 digits.)</td>
<td>–</td>
</tr>
<tr>
<td>UNIT TELEPHONE #</td>
<td>Enter your fax number using the numeric buttons. (Up to 20 digits.)</td>
<td>–</td>
</tr>
<tr>
<td>UNIT NAME</td>
<td>This is the name that appears at the top of each fax page you send (up to 24 characters). See page 3-10.</td>
<td>–</td>
</tr>
<tr>
<td>TX TERMINAL ID</td>
<td>This option sets the parameters for the identification header that appears on every page you send. (TTI)</td>
<td>ON/OFF</td>
</tr>
<tr>
<td>TTI POSITION</td>
<td>Select the position of the TTI. OUTSIDE IMAGE: Position the TTI outside the image area. INSIDE IMAGE: Position the TTI inside the image area.</td>
<td>OUTSIDE IMAGE/INSIDE IMAGE</td>
</tr>
<tr>
<td>SCAN CONTRAST</td>
<td>Set the density of the reproduction. Set to DARKER for light originals and LIGHTER for dark originals.</td>
<td>DARKER/STANDARD/LIGHTER</td>
</tr>
<tr>
<td>VOLUME CONTROL</td>
<td>Set the audio level of the calling signal alarm and buttons on the operation panel.</td>
<td>–</td>
</tr>
<tr>
<td>KEYPAD VOLUME</td>
<td>Set the volume of keypad touch beep.</td>
<td>OFF/VOL MIN/VOL MID/VOL MAX</td>
</tr>
<tr>
<td>ALARM VOLUME</td>
<td>Set the volume of the error alarm sound.</td>
<td>OFF/VOL MIN/VOL MID/VOL MAX</td>
</tr>
<tr>
<td>LINE MONITOR VOL</td>
<td>Set the volume of the line monitor (sound during dialling).</td>
<td>OFF/VOL MIN/VOL MID/VOL MAX</td>
</tr>
</tbody>
</table>

(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

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
<th>Settings</th>
</tr>
</thead>
<tbody>
<tr>
<td>TX REPORT</td>
<td>Enable/disable automatic printing of the transmission report.</td>
<td>PRINT ERROR ONLY/OUTPUT YES/OUTPUT NO</td>
</tr>
<tr>
<td></td>
<td>PRINT ERROR ONLY prints the transmission report only when a transmission error occurs.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>OUTPUT YES prints the transmission report every time you send a document.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>OUTPUT NO turns off the transmission report feature.</td>
<td></td>
</tr>
<tr>
<td>TX CONFIRM REP.</td>
<td>If you choose OUTPUT YES or PRINT ERROR ONLY, set whether the first page of the fax also prints.</td>
<td>ON/OFF</td>
</tr>
<tr>
<td>RX REPORT</td>
<td>Enable/disable automatic printing of the reception report.</td>
<td>PRINT ERROR ONLY/OUTPUT YES/OUTPUT NO</td>
</tr>
<tr>
<td></td>
<td>PRINT ERROR ONLY prints the reception report only when an error occurs during reception.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>OUTPUT YES prints the reception report every time you receive a document.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>OUTPUT NO turns off the reception report feature.</td>
<td></td>
</tr>
</tbody>
</table>

(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.

4. Press **START/COPY**, then use < or > to select a setting or the sub-item you want to set or change.

5. Press **START/COPY**.

See the following table for a list of the items you can select.

See the following table for a list of the settings and sub-items you can select.
## TX SETTINGS

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
<th>Settings</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECM TX</td>
<td>Enable/disable error correction during transmission.</td>
<td>ON/OFF</td>
</tr>
<tr>
<td>AUTO REDIAL</td>
<td>Set whether the FAX-L260i redials if it fails to get a response on the first attempt.</td>
<td>ON/OFF</td>
</tr>
<tr>
<td>REDIAL TIMES</td>
<td>Set the number of retries.</td>
<td>2 times (1 to 4)</td>
</tr>
<tr>
<td>REDIAL INTERVAL</td>
<td>Set the period of time between rediallings.</td>
<td>2 minutes (2 to 99)</td>
</tr>
<tr>
<td>TX ERROR RESEND</td>
<td>Set whether the fax redials if an error occurs while sending.</td>
<td>ON/OFF</td>
</tr>
<tr>
<td>RESEND TX FROM</td>
<td>Set which pages to resend if TX ERROR RESEND is on.</td>
<td>ERROR &amp; 1ST PG/ERROR PAGE/ALL PAGES</td>
</tr>
<tr>
<td>ERASE FAILED TX</td>
<td>Set whether the fax in memory is erased if an error occurs during sending but then it is resent successfully.</td>
<td>ON/OFF</td>
</tr>
<tr>
<td>TX CLIP</td>
<td>Enable/disable notification of your ISDN number to receiving party.</td>
<td>ON/OFF</td>
</tr>
</tbody>
</table>

(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.

4. Press START/COPY, then use < or > to select a setting or the sub-item you want to set or change.

5. Press START/COPY.
# RX SETTINGS

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
<th>Settings</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECM RX</td>
<td>Enable/disable error correction during reception.</td>
<td>ON/OFF</td>
</tr>
<tr>
<td>MEMORY RX</td>
<td>Turn on/off memory receiving of a document.</td>
<td>ON/OFF</td>
</tr>
<tr>
<td>RX PAGE FOOTER</td>
<td>Set the fax to print the time a document is received, the transaction number, page numbers, and other useful information.</td>
<td>ON/OFF</td>
</tr>
</tbody>
</table>

(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.

4. Press START/COPY, then use < or > to select a setting or the sub-item you want to set or change.

5. Press START/COPY.
## FAX PRINTER

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
<th>Settings</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAPER SIZE</td>
<td>Select the size of the paper loaded in the sheet feeder.</td>
<td>A4/LTR/LGL</td>
</tr>
<tr>
<td>AUTO RX REDUCE</td>
<td>Reduce received faxes to fit on the recording paper.</td>
<td>ON/OFF</td>
</tr>
<tr>
<td>TONER SAVING</td>
<td>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.</td>
<td>ON/OFF</td>
</tr>
<tr>
<td>TONER SUPPLY LOW</td>
<td>MEMORY RECEIVE enables receiving documents in memory when the toner level of the cartridge drops.</td>
<td>MEMORY RECEIVE/AUTO PRINT</td>
</tr>
</tbody>
</table>

( 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.

4. Press **START/COPY**, then use < or > to select a setting or the sub-item you want to set or change.

5. Press **START/COPY**.

- See the following table for a list of the items you can select.
- See the following table for a list of the settings and sub-items you can select.
## SYSTEM SETTINGS

<table>
<thead>
<tr>
<th><strong>Name</strong></th>
<th><strong>Description</strong></th>
<th><strong>Settings</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>CHECK RX ID</td>
<td>Enable/disable verification that a calling fax machine is sending the fax to your ISDN number.</td>
<td>ON/OFF</td>
</tr>
<tr>
<td>RX RESTRICTION</td>
<td>Enable/disable reception from numbers not registered for One-touch or Coded Speed Dialling.</td>
<td>ON/OFF</td>
</tr>
<tr>
<td>DATE FORMAT</td>
<td>Set the format used for dates displayed on the fax and printed on faxes you send.</td>
<td>DD/MM YYYY, YYYY MM/DD, MM/DD/YYYY</td>
</tr>
<tr>
<td>DISPLAY LANGUAGE</td>
<td>Set the language of the LCD messages.</td>
<td>ENGLISH, FRENCH, SPANISH, ITALIAN, FINNISH, GERMAN, DANISH, SWEDISH, DUTCH, NORWEGIAN, PORTUGUESE, HUNGARIAN, CZECH</td>
</tr>
<tr>
<td>TX START SPEED</td>
<td>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.</td>
<td>14400bps/9600bps/7200bps/4800bps</td>
</tr>
<tr>
<td>RX START SPEED</td>
<td>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.</td>
<td>14400bps/9600bps/7200bps/4800bps</td>
</tr>
</tbody>
</table>

(Default settings are shown in bold type)
Appendix Specifications

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

Applicable line: Euro-ISDN
Compatibility: G3/G4
Data compression system: G3 MH, MR, MMR (ECM-MMR), G4 MMR
Modem type: FAX modem
Modem speed: 14400, 12000, 9600, 7200, 4800, 2400 bps (automatic fallback)
Transmission speed: Approximately 3 seconds/page** (G4)
Transmission/reception memory: Approximately 230 pages**
Liquid crystal display: 16 × 1
Display languages: English, French, Spanish, Italian, Finnish, German, Danish, Swedish, Dutch, Norwegian, Portuguese, Czech, and Hungarian
Power source: 200–240 V/50–60 Hz
Power consumption: Maximum: approximately 504 W
Transmission (G4)
Transmission/reception memory:
- Approximately 3.75 MB DRAM, MR storage
- Approximately 230 pages**
- LCD displays memory used
- Uses direct transmission when memory is full
 Dimensions (W × D × H):
Weight: 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
Environment requirements:
- Temperature: 10°C – 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/m² | |
| Manual document feed: 40–340 g/m² | |
| **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/m² paper

** Based on Canon FAX Standard Chart No. 1, A4, standard mode.
### Appendix Specifications

**Scanning image processing:**
- Ultra-High-Quality Image Processing System (UHQ™)
- Halftones: 64 levels of grey

**Recording method:**
- Laser Beam printing.

**Recording paper sizes:**
- A4 (210 × 297 mm)
- Letter (8.5 × 11 in.)
- Legal (8.5 × 14 in.)

**Recording paper weight:**
- 64–90 g/m²

**Fax printing speed:**
- Approx. 6 pages/minute*

**Dialling:**
- Automatic dialling:
  - One-touch speed dialling (16 locations)
  - Coded speed dialling (100 locations)
  - Group dialling (115 locations)
- Regular 10-button dialling (with numeric buttons)
- Automatic redialling (including error redialling)
- Manual redialling
- ON-HOOK dialling

**Networking:**
- Delayed transmission (up to 117 locations at a single pre-set time)
- Sequential broadcast (up to 117 locations)
- Automatic receiving
- Non-ring reception
- Deactivate ECM

**Report/reference:**
- Activity report (up to 20 transactions)
- Non-delivery report
- TTI (Transmitter Terminal Identification)

**Toner saver:**
- Economy mode for printing received faxes nearly doubles the cartridge life.

* Based on Canon FAX Standard Chart No. 1, A4, standard mode.
Copier

**Scanning resolution:**
- 600 × 300 dpi (Direct copy)
- 300 × 300 dpi (Memory copy)

**Printing resolution:**
600 × 600 dpi

**Default size:**
100%

**Reduction sizes:**
90%, 80%, 70%

**Copy speed:**
- Initial copy: 45 seconds
- Subsequent copies: 20 seconds

**Multiple copies:**
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

Up to a maximum of 32 minutes for each page or 355.9 mm in length

**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

Up to a maximum of 32 minutes for each page or approx. 1 metre in length
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

A

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

Activity report
A journal of the FA X-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 FA X-L260i’s memory. See also One-touch speed dialling, Coded speed dialling, and Group dialling.

Automatic Document Feeder (ADF)
The device included in the FA X-L260i that feeds the document being faxed, copied, or scanned into the FA X-L260i.

Automatic image reduction
The FA X-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 FA X-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 FA X-L260i waits a specified time and then automatically redials the number. If the receiving fax is still busy or does not answer, the FA X-L260i waits the specified time and dials again. If the fax still doesn’t go through, the FA X-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 FA X -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 FA X -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 FA X -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 FA X-L 260i produces a resolution of 600 dpi.

**Dual access (Multitasking)**
Enables the FA X-L 260i 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 FA X-L 260i sends a fax from memory.

**ECM**
Error Correction Mode. The ability of your FA X-L 260i to reduce system and line errors when sending or receiving from a G 3 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 G 4 fax or can read your transmission without it (turning off ECM also turns off MMR).

**Factory default**
The FA X-L 260i is preprogrammed in the factory with settings that we recommend. These are known as Factory Default Settings. You can customise your FA X-L 260i 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 3, 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. G 3 fax machines can transmit one page in less than one minute. Encoding schemes for G 3 fax machines are M odified H uffman (M H), M odified R E A D (M R), and M odified M odified R E A D (M M R).
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 x 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.

Halftone
Using this method, the FAX-L260i produces shades of grey by mapping dots to be printed.

ISDN
Integrated Services Digital Network. The ISDN enables this machine to send and receive digital data directly and quickly.

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 redialed.

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.

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.

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.

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.

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 FA X-L 260i
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 FA X-L 260i’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 FA X-L 260i’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 N.O.) or received (RX N.O.) by the FA X-L 260i and used to identify that particular fax document.

**Transmit**
See Sending.

**TTI**
Transmit Terminal ID. See Sender ID.

**TX**
See Sending.

**U**

**UHQ™ (Uitra Highb Quality)**
A n 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.
G-10 Glossary

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.

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See Sending.

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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.
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