

FAX-JX500/JX300/ JX200/JX201

User's Guide

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Model Name

K10297 (FAX-JX500/JX300/JX200/JX201)

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About Consumables

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

International ENERGY STAR® Program

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

IMPORTANT SAFETY INSTRUCTIONS

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

1. Do not use this product near water, for example, near a bath tub, wash bowl, kitchen sink or laundry tub, in a wet basement or near a swimming pool.
2. Avoid using this product during an electrical storm. There may be a remote risk of electric shock from lightning.
3. Do not use this product to report a gas leak in the vicinity of the leak.

SAVE THESE INSTRUCTIONS

Introduction

Useful Information

- **Replacing a FINE Cartridge**

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

See "Printing a Document in Memory" on page 35

See "Replacing a FINE Cartridge" on page 57

See "Aligning the FINE Cartridge" on page 60

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

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

See "Registering One-touch Speed Dialing Numbers and Names" on page 12

See "Registering Coded Speed Dialing Numbers and Names" on page 13

- **Different Ways to Receive Faxes**

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

See "Setting the Receive Mode" on page 28

- **Deleting Faxes from the Memory**

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

See "Printing All Unprinted Documents in Memory" on page 35

See "Deleting All Printed Documents from Memory" on page 36

- **Deleting Messages from the Memory**

Answering machine messages are also stored in the machine's memory. Again delete unnecessary messages to free up memory for new messages.

See "Deleting Messages" on page 41

- **Clearing Documents and Paper Jams**

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

See "Paper Jams" on page 65

Reading the Documentation

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

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

Warning

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

Caution

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

Important

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

Note

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

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

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

Note

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

▲ Safety Precautions

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

▲ Warning

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

▲ Warning

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

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

▲ Caution

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

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

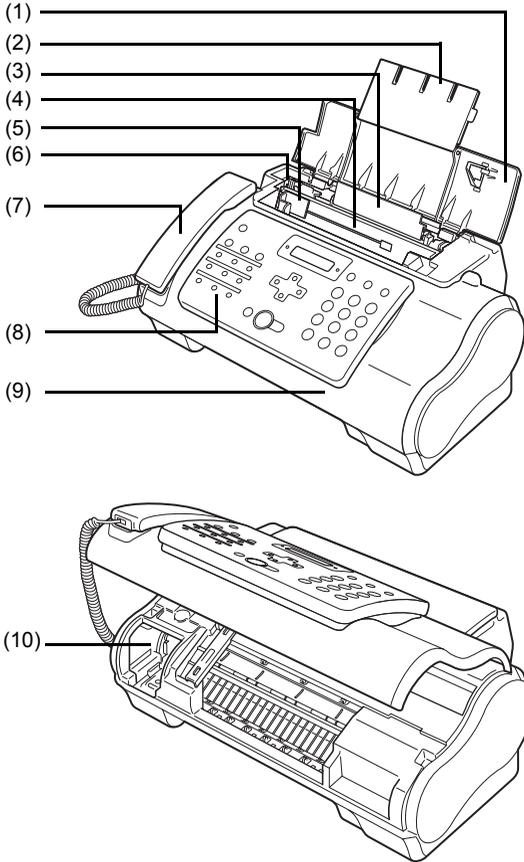
Legal Limitations

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

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

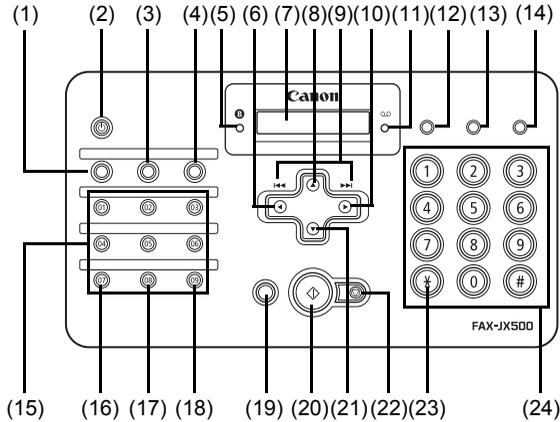
Before Using Your Machine

Main Components and Their Functions



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

■ Operation Panel



- | | |
|---|---|
| (1) [Maintenance] (see page 55) | (15) One-Touch Speed Dialing button (see page 12) |
| (2) [ON/OFF] (see page 7) | (16) [Pause] (see page 22) |
| (3) [Receive Mode/Resolution] (see page 17, page 19, page 28) | (17) [Space] (see page 8) |
| (4) [Menu] (see page 9) | (18) [Clear] (see page 9) |
| (5) Ink Lamp (see page 55) | (19) [Hook] (see page 18) |
| (6) [Caller History] (see page 21) | (20) [Start/Copy] |
| (7) LCD (Liquid Crystal Display) | (21) [Directory] (see page 21) |
| (8) [Coded] (see page 13) | (22) [Stop] |
| (9) [◀▶] (see page 41) | (23) Tone (see page 8, page 22) |
| (10) [Redial] (see page 22) | (24) Numeric buttons (see page 8) |
| (11) TAM Lamp (see page 38) | |
| (12) [TAM] (see page 38) | |
| (13) [Delete] (see page 41) | (FAX-JX500/JX300 only) |
| (14) [Play] (see page 41) | |

Turning the Machine ON and OFF

Turn on the machine before starting printing.

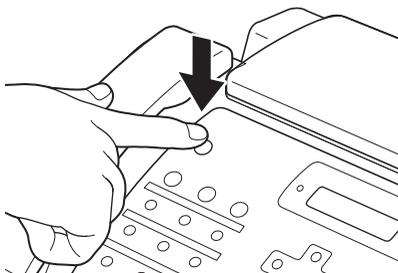
■ Turning on the Machine

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

Note

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

- 1 To turn on the machine, press [ON/OFF].
[ON/OFF] flashes green for a while, and then turns on.



Note

- If an error message is displayed on the LCD, see “LCD Messages” on page 74.
 - The LCD will turn itself off if inactive for more than 5 minutes, press any button on the Operation Panel except for [ON/OFF] to restore the display.
-

■ Turning off the Machine

- 1 To turn off the machine, press [ON/OFF] about a few seconds.
The machine is off after <SHUTTING DOWN....> is displayed on the LCD.

Important

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

Note

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

Guidelines for Entering Numbers, Letters, and Symbols

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

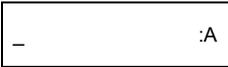
| Button | Uppercase Letter Mode (:A) | Lowercase Letter Mode (:a) | Number Mode (:1) |
|-----------------------|--|----------------------------|------------------|
| 1 | | | 1 |
| <small>ABC</small> 2 | ABCÄÅÄÄÄÄÄÆÇ | abcääääääääæç | 2 |
| <small>DEF</small> 3 | DEFÐËËËËË | defðëëëëë | 3 |
| <small>GHI</small> 4 | GHIÏÏÏÏ | ghiiïïïï | 4 |
| <small>JKL</small> 5 | JKL | jkl | 5 |
| <small>MNO</small> 6 | MNOÑØÖÓÓÓÓ | mnoñøöóóóó | 6 |
| <small>PQRS</small> 7 | PQRSÞ | pqrsþ | 7 |
| <small>TUV</small> 8 | TUVÜÚÚÚ | tuvüúúú | 8 |
| <small>WXYZ</small> 9 | WXYZÝ | wxyzý | 9 |
| 0 | | | 0 |
| # | - . * # ! " , ; : ^ ` _ = / ' ? \$ @ % & + () [] { } < > | | |
| * | Uppercase letter mode (:A) → Lowercase letter mode (:a) → Number mode (:1) | | |

Note

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

● Entering Numbers, Letters, and Symbols

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



- 2 Use the numeric buttons to enter characters.

- Press repeatedly until the character you want appears.



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

- To delete a character:
 - (1) In number mode, press [◀]. In uppercase or lowercase mode, use [◀] or [▶] to move the cursor under the incorrect letter. Then press [Space].
 - To delete an entire entry:
 - (1) Press [Clear].
- 3 Continue entering other letters or numbers using the numeric buttons.
 - 4 When you have finished entering characters, press [Start/Copy] to register the entry.

Setting the TEL LINE TYPE

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

Note

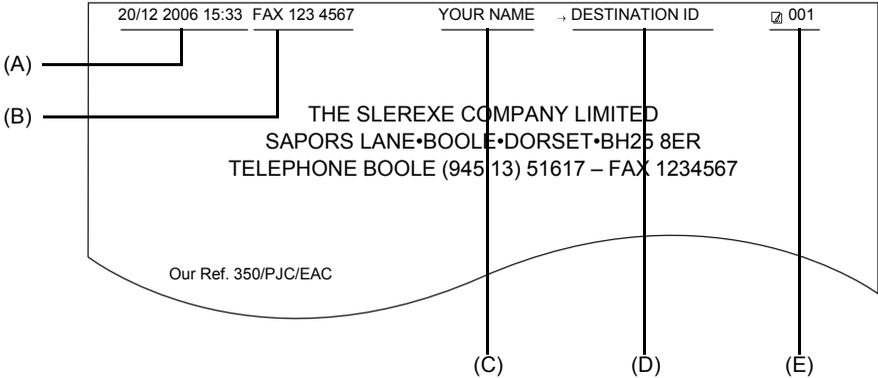
In Australia and New Zealand, select <TOUCH TONE>. You cannot use <ROTARY PULSE>.

- 1 Press [Menu].
- 2 Use [▲] or [▼] to select <DATA REGISTRATION>, then press [Start/Copy] twice. The LCD displays <DATE & TIME>.
- 3 Use [▲] or [▼] to select <TEL LINE TYPE>, then press [Start/Copy]. The LCD displays <TOUCH TONE>.
- 4 Use [▲] or [▼] to select the telephone line type, then press [Start/Copy]. You can select <TOUCH TONE> or <ROTARY PULSE>.
- 5 Press [Stop].
Setting ends and the fax returns to standby mode.

Registering Sender Information

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

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



(A) Date and time of transmission

(B) Your fax/telephone number

You can select <FAX> or <TEL> to be displayed in front of the number. See “FAX/TEL No. MARK” on page 49.

(C) Your name

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

(E) Page number

■ Entering the Date and Time

1 Press [Menu].

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

| | |
|------------|-------|
| 20/12 2006 | 13:30 |
|------------|-------|

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

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

4 Press [Stop].

Registration ends and the fax returns to standby mode.

■ Registering Your Fax/Telephone Number and Name

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

- 1 Press [Menu].
- 2 Use [▲] or [▼] to scroll through the menus and select <DATA REGISTRATION>, then press [Start/Copy] twice. The LCD displays <DATE & TIME>.
- 3 Use [▲] or [▼] to select <UNIT TELEPHONE #>, then press [Start/Copy].
- 4 Enter your fax number (up to 20 digits) using the numeric buttons, then press [Start/Copy] twice (see page 8).

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

| | |
|------|----------|
| TEL= | 123 xxxx |
|------|----------|

- 5 Enter your name (up to 24 letters) using the numeric buttons, then press [Start/Copy] (see page 8).

| | |
|-------|-----|
| CANON | : A |
|-------|-----|

- 6 Press [Stop].
Registration ends and the fax returns to standby mode.

■ Setting Daylight Saving Time (Summer Time)

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

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

- 1 Press [Menu].
- 2 Use [▲] or [▼] to select <DATA REGISTRATION>, then press [Start/Copy].
- 3 Use [▲] or [▼] to select <SYSTEM SETTINGS>, then press [Start/Copy].
- 4 Use [▲] or [▼] to select <DAYLGH T SAV TIME>, then press [Start/Copy]. The LCD displays <ON>.
- 5 Use [▲] or [▼] to select <ON> or <OFF>, then press [Start/Copy].
- 6 If you cancel by selecting <OFF> in step 5, press [Stop] to return to standby mode. If you select <ON> in step 5, use [▲] or [▼] to select <START DATE/TIME>, then press [Start/Copy] twice. The LCD displays <MARCH>.
- 7 Use [▲] or [▼] to select the month in which the summer time starts, then press [Start/Copy] twice. The LCD displays <LAST WEEK>.

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

| | |
|------|-------|
| TIME | 02:00 |
|------|-------|
- 10 Use the numeric buttons to enter the time at which the summer time will take effect, then press [Start/Copy]. The LCD displays <END DATE/TIME>.
- 11 Use [▲] or [▼] to select <END DATE/TIME>, then press [Start/Copy] twice. The LCD displays <OCTOBER>.
- 12 Repeat steps 7 to 9 to set the month, week, the day of the week, and time when the summer time ends.
- 13 Press [Stop].
Setting ends and the fax returns to standby mode.

Registering One-touch Speed Dialing Numbers and Names

One-touch speed dialing allows you to dial a number by pressing a single button. Before you can use one-touch speed dialing, you must register the receiving number with your fax.

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

- 1 Press [Menu].
- 2 Use [▲] or [▼] to select <TEL REGISTRATION>, then press [Start/Copy]. The LCD displays <1-TOUCH SPD DIAL>.
- 3 Press [Start/Copy]. The LCD displays <01=>.
- 4 Use [▲] or [▼] to select the number of the one-touch speed dialing button (01-09) under which you want to register the number, then press [Start/Copy] twice.
If a number is already registered under this one-touch speed dialing button, the number is displayed on the LCD.
- 5 Enter the party's number (up to 60 digits) using the numeric buttons, then press [Start/Copy] twice.

| |
|-------------|
| TEL=250xxx_ |
|-------------|

- 6** Enter the party's name (up to 16 letters) using the numeric buttons, then press [Start/Copy] to register the name. (see page 8).

CANON :A

Note

To delete the name and number registered under the one-touch speed dialing button, press [Clear] and [Start/Copy] after you perform steps 1 to 4.

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

Registering Coded Speed Dialing Numbers and Names

Use coded speed dialing to dial a fax number at the press of three buttons. A fax/telephone number can be registered under each two-digit speed dialing code and you can register up to 100 locations (60 locations for the FAX-JX200/JX201 models). You can also register the name of the party the name appears on the printout of the coded speed dialing list.

- 1** Press [Menu].
- 2** Use [▲] or [▼] to select <TEL REGISTRATION>, then press [Start/Copy]. The LCD displays <1-TOUCH SPD DIAL>.
- 3** Use [▲] or [▼] to select <CODED SPEED DIAL>, then press [Start/Copy]. The LCD displays <*00>.
- 4** Use [▲] or [▼] to select the two-digit code (00-99)* under which you want to register the number, then press [Start/Copy] twice.
If a number is already registered under this coded speed dialing code, the number is displayed on the LCD.
*Select or enter the two-digit code (00-59) for the FAX-JX200/JX201 models.
- 5** Enter the party's number and name the same way you registered them for one-touch speed dialing.
See steps 5 to 6, "Registering One-touch Speed Dialing Numbers and Names" on page 12.

TEL=250xxx_

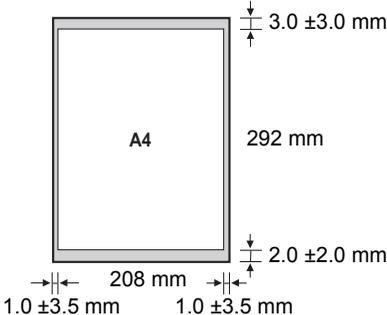
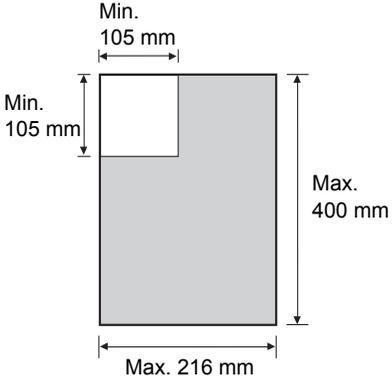
- 6** To assign additional coded speed dialing numbers, repeat from step 4. To finish, press [Stop].

Note

To delete the name and number registered under the coded speed dialing code, press [Clear] and [Start/Copy] after you perform steps 1 to 4.

Document Requirements

Types of Document You Can Scan

| | |
|--|---|
| <ul style="list-style-type: none">● Scanned Area The actual area scanned by the fax is shown below. | <ul style="list-style-type: none">● Size You can load documents larger than 105 mm wide and 105 mm long. The maximum size of document that can be loaded is 216 mm wide by 400 mm long. |
|  <p>A diagram of an A4 paper sheet. The height is labeled as 292 mm. The width is labeled as 208 mm. There are margins on all sides: 1.0 ± 3.5 mm on the left and right sides, and 3.0 ± 3.0 mm on the top and bottom edges. The text 'A4' is centered on the page.</p> |  <p>A diagram showing a rectangular area representing the maximum document size. The width is labeled as 'Max. 216 mm' and the height as 'Max. 400 mm'. A smaller rectangle is shown in the top-left corner, labeled 'Min. 105 mm' for both width and height, indicating the minimum required size for scanning.</p> |

Note

If you use documents smaller than A4 size, align the document with the left Document Guide.

Problem Documents

- To prevent document jams in the Document Tray, do not attempt to load the following types of documents into the fax:
 - Wrinkled or creased paper
 - Torn paper
 - Coated paper or glossy paper
 - Thick paper
 - Curled or rolled paper
 - Carbon paper or carbon-backed paper
 - Onion skin or thin paper
 - Envelopes
- Remove all staples, paper clips, etc. before loading the document into the Document Tray.
- Make sure any glue, ink, or correction fluid on the paper is completely dry before loading the document into the Document Tray.
- Make a photocopy of any document that will not feed into the fax so that you can then load the copy into the Document Tray.

Paper Requirements

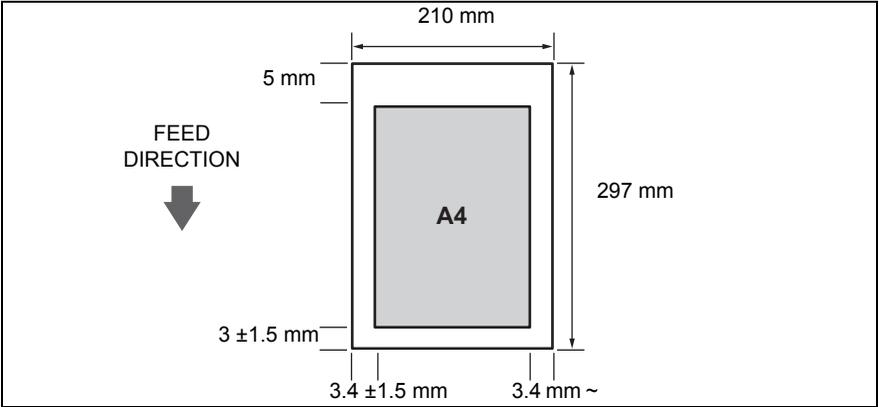
Your fax supports A4-, letter-, and legal-size paper in portrait orientation. You can use regular copier paper, cotton bond paper, or typical letterhead. Your fax does not require special ink jet paper. Always use paper without curls, folds, staples, or damaged edges. Look at the label on the package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

Note

Be sure to test paper before purchasing large quantities.

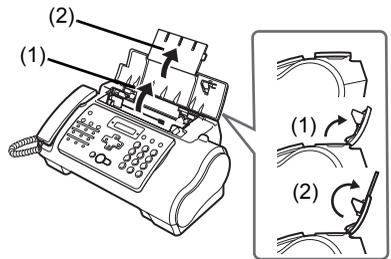
Printable Area

The shaded area below shows the printable area of A4-size paper. Be sure to print within this area.

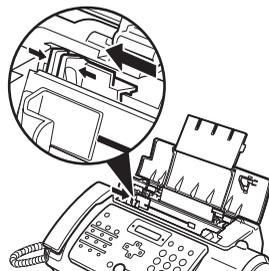


Loading Documents and Paper

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

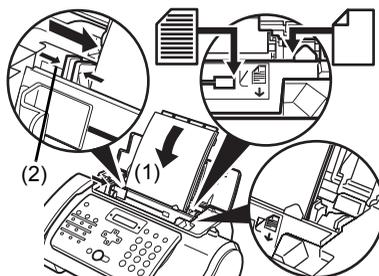


- 2** Squeeze, then slide the Paper Guide to the left.



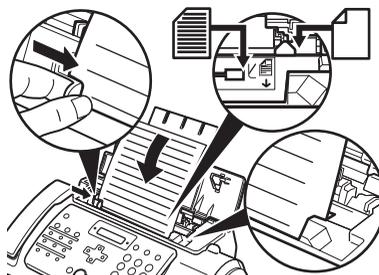
- 3** Insert the stack face up into the Multi-Purpose Tray (1), and align the right edge of the stack with the right side of the Multi-Purpose Tray. Then slide the Paper Guide (2) snugly against the left edge of the stack.

Be careful not to press the Paper Guide strongly against the stack, or the paper will not be fed properly.



- 4** Adjust the Document Guide to the width of the document, and gently insert the top of the document face up into the Document Tray until you hear a beep.

- To avoid feeding problems, make sure the document meets the document requirements (see page 14).



Note

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

Copying

Making Copies

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

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

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

Note

- The number of pages the fax can scan into memory is not affected by the scanning resolutions (see page 19).
- <COPY STANDARD> and <COPY FINE> result in the same resolution when making copies.
- If MEMORY FULL appears on the LCD when making multiple copies, see “Copying Problems” on page 70.

Note

If paper jams, see “Troubleshooting” on page 65.

- 1** Load the document face up into the Document Tray.
See “Loading Documents and Paper” on page 15.
- 2** Press [Start/Copy]. The LCD displays <COPY PAGE 01>.
- 3** Press [Receive Mode/Resolution].
You can select <COPY STANDARD>, <COPY FINE>, or <COPY DRAFT>.
- 4** Enter the number of copies (up to 99) using the numeric buttons, then press [Start/Copy].
To make a correction to the number of copies, press [Clear] and re-enter the number.
To stop copying anytime, press [Stop]. If the document does not eject, press [Start/Copy] for a few seconds, then the fax will feed out the document. See “Jams in the Document Tray” on page 65.

Sending Faxes

Sending Documents

Before you send a document, see “Documents Requirements” on page 14, and “Loading Documents and Paper” on page 15.

Note

- If paper jams, see “Troubleshooting” on page 65.
 - You can send up to 20 A4-size (10 legal-size) pages at a time (based on the Canon FAX Standard Chart No.1, standard resolution). You cannot add pages while the fax is sending.
 - The fax stores the document temporarily in memory when sending a document, however, when memory is full, it will send the document as it scans the document without storing document in memory.
-

■ Direct Sending

- 1** Load the document face up into the Document Tray.
See “Loading Documents and Paper” on page 15.
You can set the scanning resolution and contrast (see page 19).
- 2** Dial the receiving party’s fax number.
Use one of the dialing methods described in this chapter.

| | |
|------|----------|
| TEL= | 3456xxxx |
|------|----------|

- 3** Press [Start/Copy].
The fax begins sending.

Note

- If an error occurs during sending, the fax beeps intermittently for a few seconds and an error message appears on the LCD. If this happens, correct the problem and then press [Stop], then try sending the document again. See “LCD Messages” on page 74.
 - The fax automatically redials if the receiving party does not answer or if the line is busy. (You can specify the number of times it redials; see <AUTO REDIAL> on page 50.)
-

■ Manual Sending

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

- 1** Load the document face up into the Document Tray.
See “Loading Documents” on page 15.
You can set the scanning resolution and contrast (see page 19).
- 2** Pick up the Handset or press [Hook] and dial the receiving party’s fax number.
Use one of the dialing methods described in this chapter.

| | |
|------|----------|
| TEL= | 3456xxxx |
|------|----------|

- 3** If a person answers, converse normally, then ask them to press the start button on their fax. Press [Start/Copy] and hang up.
If you hear a high pitch tone, press [Start/Copy] and hang up.
-

 **Note**

- If you pressed [Hook] in step 2, you need to pick up the Handset when a person answers the phone.
 - The fax will beep if the Handset is not hang up properly. Make sure the Handset is seated properly in its cradle. If you do not want the fax to beep, disable the <OFFHOOK ALARM> setting (see page 49).
 - If an error occurs during sending, the fax beeps intermittently for a few seconds and an error message appears on the LCD. If this happens, correct the problem then try sending the document again. See "LCD Messages" on page 74.
-

■ Canceling Sending

- 1** Press [Stop].
-

 **Note**

- When you cancel sending, you may need to press and hold [Start/Copy] for a few seconds to feed out the document.
 - You can set whether or not the fax prints an <TX REPORT> (see page 49).
-

■ Adjusting the Quality of Your Documents

● Setting the Scanning Resolution

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

 **Note**

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

- 1** Load the document face up into the Document Tray.
See "Loading Documents and Paper" on page 15.
- 2** Press [Receive Mode/Resolution] to select the resolution.
You can select <FAX STANDARD>, <FAX FINE> or <FAX PHOTO>.
After about 2 seconds, the fax returns to standby mode.
-

 **Note**

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

● Setting the Scanning Contrast

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

- 1** Press [Menu].
- 2** Use [▲] or [▼] to select <DATA REGISTRATION>, then press [Start/Copy] twice.
The LCD displays <DATE & TIME>.
-

- 3 Use [▲] or [▼] to select <SCAN CONTRAST>, then press [Start/Copy]. The LCD displays <STANDARD>.
- 4 Use [▲] or [▼] to adjust the scanning contrast, then press [Start/Copy]. You can select <STANDARD>, <DARKER> or <LIGHTER>.
- 5 Press [Stop].
Setting ends and the fax returns to standby mode.

Automatic Dialing

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

To use this feature you must first register numbers for one-touch speed dialing (see page 12) or coded speed dialing (see page 13).

- 1 Load the document face up into the Document Tray.
See “Loading Documents and Paper” on page 15.
You can set the scanning resolution and the contrast (see page 19).
- 2 Press the one-touch speed dialing button under which the number you wish to fax is registered.

01=CANON

-or-

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

The registered name and number appear.

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

*01=CANON

- 3 Press [Start/Copy].
The fax begins sending.
-or-
After about 10 seconds of no operation panel input, the fax starts sending automatically.

■ Sending a Document Using Directory Dialing

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

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

- 1 Load the document face up into the Document Tray.
See "Loading Documents and Paper" on page 15.
You can set the scanning resolution and the contrast (see page 19).
- 2 Press [Directory].
- 3 Press a numeric button to enter the first letter of the name of the party you are searching for.

*01=Canon CANADA

- 4 Press [▲] or [▼] to display the other names and numbers registered for the button letter group.
 - The names for one-touch speed dialing numbers are prefixed with two digits and the names for coded speed dialing numbers are prefixed with an asterisk (*) and two digits.
 - When you reach the last name and number registered for the letter group, you will return to the first name and number in the group.
 - If the LCD does not change after you press [▲] or [▼], this means only one name and number is registered for the button you just pressed.
 - Press [Redial] to switch between the name and number on the LCD.
- 5 With the telephone number you want to dial displayed, press [Start/Copy] to start the document transmission.

Special Dialing

■ Sending a Document Using Caller History

If the <CALLER ID> setting is set to <ON>, the caller's name and phone/fax number appear on the LCD when you receive a call (see page 53). The fax keeps up to 20 latest caller IDs in memory.

Note

The caller history feature is only available in some countries. The feature uses the Telcordia or the ETSI EN 300 778-1 protocol. Contact your local telephone company for detailed information.

- 1 Press [Caller History], then wait for 2 seconds or press any button.
The numbers, names, and date and time from which you have received calls recently will be displayed on the LCD.



- Press [Redial] or [Coded Dial/Directory] to switch between the date and time, name, and phone/fax number on the LCD.

- 2 Use [▲] or [▼] to select the receiving party, then press [Start/Copy].
The fax begins calling the number.

■ Switching Temporarily to Tone Dialing

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

- 1 Press [Hook] or lift the handset.
- 2 Use the Numeric buttons to dial the number of the information service.
- 3 When the recorded message of the information service answers, press [Tone] ([*]) to switch to tone dialing.
If you pressed [Hook] in step 1 and wish to talk to the other party, lift the handset.
- 4 Use the Numeric buttons to enter the numbers requested by the information service.
- 5 When you have finished using the service, press [Hook] or hang up the handset.

■ Long-Distance Dialing

When you register a long-distance number, you may have to insert a pause within or after the number. For long-distance dialing, the location and length of the pause may differ depending on the telephone system. To enter a pause, press [Pause]. The length of this pause can be adjusted. See <PAUSE TIME> on page 50. A pause at the end of a number is fixed at 10 seconds.

Redialing When the Line is Busy

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

■ Manual Redialing

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

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

● Canceling Manual Redialing

To cancel manual redialing, press [Stop]. You may then need to press [Start/Copy] for a few seconds to feed out the document. See “Jams in the Document Tray” on page 65.

■ Automatic Redialing

● What is Automatic Redialing?

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

Automatic redialing can be turned off and on. The number of redialing attempts and the time interval between attempts can also be adjusted (see page 50).

If all redialing attempts are unsuccessful, the fax will cancel the transmission. You can set the fax to print an ERROR TX REPORT to remind you that the transmission was not completed (see page 49).

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

● Canceling Automatic Redialing

1 Press [Stop].

Note

If you want to cancel a memory-sending transmission while the fax is waiting to redial, you will have to delete the document from memory (see page 36).

● Setting the Options for Automatic Redialing

You can set the following options for automatic redialing:

- Whether or not the fax redials automatically.
- The number of times the fax attempts to redial.
- The time interval between redialing attempts.

1 Press [Menu].

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

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

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

- To disable automatic redialing, use [▲] or [▼] to select <OFF>, then press [Start/Copy]. Press [Stop] to return to standby mode.
- To enable automatic redialing, use [▲] or [▼] to select <ON> and continue with the steps below.

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

- 6 Use the numeric buttons, or [▲] or [▼] to enter the number of times you want the fax to redial, then press [Start/Copy] twice. The LCD displays <2MIN.>.
- 7 Use the numeric buttons, or [▲] or [▼] to enter the time interval between redialing attempts, then press [Start/Copy].
- 8 Press [Stop].
The fax returns to standby mode.

Delayed Sending

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

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

- 1 Load the document face up into the Document Tray.
See “Loading Documents and Paper” on page 15.
You can set the scanning resolution and contrast (see page 19).
- 2 Press [Menu].
- 3 Use [▲] or [▼] to select <FAX OPTIONS>, then press [Start/Copy].
- 4 Use [▲] or [▼] to select <DELAYED TX>, then press [Start/Copy].

| | |
|----------|-------|
| SET TIME | 15:00 |
|----------|-------|

- 5 Enter the desired sending time (in 24-hour clock format) using the numeric buttons.
 - Precede single digits with a zero.
 - Press [Clear] if you need to re-enter the time.
 - You can also use [◀] or [▶] to move the cursor.
- 6 Press [Start/Copy].
- 7 Enter the receiving party's fax number.
 - You can enter the receiving party's fax number by using the numeric buttons, one-touch speed dialing, coded speed dialing, or directory dialing (see page 20).
 - If you use the numeric buttons, press [Start/Copy] after entering the number to register it.
- 8 Press [Start/Copy].
 - Press [Start/Copy] when using directory dialing.
 - The fax scans the document into memory.

Note

If <MEMORY FULL> appears on the LCD during scanning, delete unnecessary documents from the memory (see page 36), then rescan your fax.

9 The fax will automatically dial at the programmed time.

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

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

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

Note

Delayed sequential broadcasting is applicable for sending one document to more than one location at a later time when multiple fax numbers are dialed (see page 26).

■ Canceling Delayed Sending

- 1** Press [Menu].
- 2** Use [▲] or [▼] to select <MEMORY REFERENCE>, then press [Start/Copy].
- 3** Use [▲] or [▼] to select <DELETE DOCUMENT>, then press [Start/Copy].

| | |
|-----------|------|
| TX/RX NO. | 0001 |
|-----------|------|

- 4** Use [▲] or [▼] to select the transaction number (TX/RX NO.) of the document you want to delete, then press [Start/Copy]. The LCD displays <YES=(*) NO=(#)>.
 - If the LCD does not change after you press [▲] or [▼], this means only one transaction is stored in memory.
 - If you are unsure of the transaction number (TX/RX NO.), print the <DOC. MEMORY LIST>. (see page 35).
- 5** Press [*] to delete the document.
If you want to continue sending, press [#].
- 6** Press [Stop].
The fax returns to standby mode.

Sequential Broadcasting

■ Sending a Document to More Than One Location

Sequential broadcasting sends one document to more than one location.

You can send to a total of 110 locations (70 locations for the FAX-JX200/JX201 models) as follows:

- One-touch speed dialing = 9 locations
- Coded speed dialing = 100 locations (60 locations for the FAX-JX200/JX201 models)
- Regular dialing (Numeric buttons dialing) = 1 location

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

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

Note

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

1 Load the document face up into the Document Tray.

See “Loading Documents and Paper” on page 15.

You can set the scanning resolution and contrast (see page 19).

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

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

| | |
|------|----------|
| TEL= | 3456xxxx |
|------|----------|

3 Press [Start/Copy].

- The fax reads the document into memory and begins sending.
- To cancel a transmission, press [Stop] during dialing or transmission. All transmissions in the sequence are canceled.

Receiving Faxes

Different ways to receive a document

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

| FAX/TEL MODE/NET SWITCH* | |
|--------------------------|---|
| | <p>Automatically switches between fax and voice calls. Receives documents automatically and rings for voice calls (see page 28).</p> <p>Net Switch: If your telephone service allows you to have one telephone line with two numbers: one for fax and one for telephone, use this mode. Subscribe to the Telstra FaxStream™ Duet service (Australia) or the Telecom FaxAbility service (New Zealand) (see page 30).</p> |
| MANUAL MODE | |
| | <p>Rings for every call, regardless of whether the call is a fax call or a voice call. For a fax call, you have to manually activate reception of the fax (see page 29).</p> |
| ANS.MACHINE MODE | |
| | <p>Receives documents automatically and routes voice calls to the answering machine. Connect an answering machine to your fax (see page 29). For the FAX-JX500/JX300 models, set <TAM MODE> to <OFF>.</p> |
| FAX ONLY MODE | |
| | <p>Answers all calls as fax calls. Receives documents automatically and disconnects voice calls. Separate telephone line for fax use only. If you want to be alerted when a fax call is received, enable the <INCOMING RING> setting (see page 50).</p> |

* This setting is only available for some countries.

Setting the Receive Mode

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

1 Press [Receive Mode/Resolution].

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

■ Receiving Faxes

 **Note**

- If paper jams, see “Troubleshooting” on page 65.
 - If the Ink Lamp lights up faxes will be received to memory.
-

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

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

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

1 Press [Menu].

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

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

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

5 Press [Start/Copy].

8SEC.

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

22SEC.

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

8 Use [▲] or [▼] to select <RECEIVE> or <DISCONNECT>, then press [Start/Copy].
This setting tells the fax what to do if the Handset is not picked up within the specified ring time set in step 6.

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

■ Receiving Documents Manually: MANUAL MODE

1 Check that <Manual> is displayed on the LCD (see page 28).



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

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

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

If you hear a slow beep tone:

Someone is trying to send you a document.

- Press [Start/Copy] and replace the Handset.
- If the extension phone is located away from your fax, dial 25 (the remote receiving ID) on the extension phone and hang up.
- The fax begins receiving the document.

Note

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

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

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

● Using Your Fax with an Answering Machine

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

- Set the answering machine to answer on the first or second ring.
- When recording an outgoing message on the answering machine, the entire message must be no longer than 15 seconds.

Canceling Receiving

- 1 Press [Stop].

Telstra FaxStream™ Duet (Australia only)

Telstra offers the FaxStream™ Duet capability. If you subscribe to this service, your line is assigned two numbers: one for fax and one for phone. When the fax number is called, the network sends a specific ringing tone which your fax recognizes and automatically handles as a fax call. If the phone number is called, a different ringing tone is sent out from the network so that the call is handled as a voice call. This means that there is no switching delay at the other party's end.

Contact Telstra for connection information.

■ Setting the Fax for Network Switch

- When the fax number is called, you will hear a triple-ring* ringing tone.
- When the telephone number is called, you will hear a ringing tone other than the triple-ring ringing tone. The ringing tone depends on your switchboard.

- 1 Press [Receive Mode/Resolution] to select <NET SWITCH>.

See "Setting the Receive Mode" on page 28.



The fax returns to standby mode.

* Three short rings (short-short-short) at regular intervals.

■ Operation for Network Switch System

The procedures for using the network switch system are almost the same as when using the fax over a normal telephone line. When you receive calls, however, the fax will respond slightly differently as described below.

When you hear the telephone call ring pattern:

Pick up the Handset and talk normally. If you hear a slow beep, it means the call is from a fax machine trying to send a document. Press [Start/Copy] to receive the document. If you do not pick up the Handset, the fax continues to ring until the other party hangs up. If an answering machine is connected**, it takes over the call.

** FAX-JX500/JX300 only.

When you hear the fax call ring pattern (triple ring):

After the fax rings, it receives the document automatically.

Telecom FaxAbility (New Zealand only)

Telecom N.Z. offers the FaxAbility capability. If you subscribe to this service, your line is assigned two numbers: one for fax and one for phone. When the fax number is called, the network sends a specific ringing tone which your fax recognizes and automatically handles as a fax call. If the phone number is called, a different ringing tone is sent out from the network so that the call is handled as a voice call. This means that there is no switching delay at the other party's end.

Contact Telecom for connection information.

■ Setting the Fax for Network Switch

- 1 Press [Receive Mode/Resolution] to select <NET SWITCH>.

See "Setting the Receive Mode" on page 28.



The fax returns to standby mode.

■ Operation for Network Switch System

The procedures for using the network switch system are almost the same as when using the fax over a normal telephone line. When you receive calls, however, the fax will respond slightly differently as described below.

When you hear the telephone call ring pattern:

Pick up the Handset and talk normally. If you hear a slow beep, it means the call is from a fax machine trying to send a document. Press [Start/Copy] to receive the document. If you do not pick up the Handset, the fax continues to ring until the other party hangs up. If an answering machine is connected*, it takes over the call.

* FAX-JX500/JX300 only.

When you hear the fax call ring pattern (double ring):

After the fax rings, it receives the document automatically.

Other Features

■ Saving Ink

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

Note

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

- 1 Press [Menu].
- 2 Use [▲] or [▼] to select <DATA REGISTRATION>, then press [Start/Copy].
- 3 Use [▲] or [▼] to select <PRINTER SETTINGS>, then press [Start/Copy].
- 4 Use [▲] or [▼] to select <INK SAVER>, then press [Start/Copy].
- 5 Use [▲] or [▼] to select <ON> or <OFF>, then press [Start/Copy].

- 6** Press [Stop].
Setting ends and the fax returns to standby mode.

■ Receiving to Memory Temporarily

You can enable memory receiving feature temporarily.

- 1** Press [ON/OFF] to select <AUTO PRINT OFF>.
- The fax starts receiving documents in memory.
 - To cancel, press [ON/OFF] again.

■ Changing Calling Volume

- 1** Press [Menu].
- 2** Use [▲] or [▼] to select <DATA REGISTRATION>, then press [Start/Copy].
- 3** Use [▲] or [▼] to select <USER SETTINGS>, then press [Start/Copy].
- 4** Use [▲] or [▼] to select <VOLUME CONTROL>, then press [Start/Copy].
- 5** Use [▲] or [▼] to select <CALLING VOLUME>, then press [Start/Copy].
- 6** Use [▲] or [▼] to change the volume, then press [Start/Copy].
- 7** Press [Stop].
Setting ends and the fax returns to standby mode.

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

If your fax is performing another task or encounters a problem when receiving a document, it automatically stores the unprinted pages in memory, and the LCD displays <REC'D IN MEMORY> as well as one or more messages. For an explanation of the message(s) and details on the action to take, see page 76.

Note

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

■ Polling to Receive Documents

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

Note

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

- 1** Press [Menu].
- 2** Use [▲] or [▼] to select <FAX OPTIONS>, then press [Start/Copy].
- 3** Use [▲] or [▼] to select <POLLING RX>, then press [Start/Copy].

- 4 Dial the fax number of the fax machine you wish to poll.
Use one of the dialing methods described.

| | |
|------|----------|
| TEL= | 3456xxxx |
|------|----------|

- 5 Press [Start/Copy].
Your fax begins receiving the document.

Setting CALLER ID

If the <CALLER ID> setting is set to <ON>, the caller's name and phone/fax number appear on the LCD when you receive a call. You can also set the fax to reject unwanted calls (FAX-JX500/JX300 only).

Note

- <CALLER ID> is only available in some countries.
 - To use this feature, you will need to subscribe for a Caller ID service (only available in some countries). The Caller ID feature uses the Telcordia or the ETSI EN 300 778-1 protocol. Contact your local telephone company for detailed information on this service.
-

- 1 Press [Menu].
- 2 Use [▲] or [▼] to select <DATA REGISTRATION>, then press [Start/Copy].
- 3 Use [▲] or [▼] to select <CALLER ID>, then press [Start/Copy]. The LCD displays <OFF>.
 - To disable Caller ID feature, use [▲] or [▼] to select <OFF>, then press [Start/Copy]. Press [Stop] to return to standby mode.
 - To enable Caller ID feature, use [▲] or [▼] to select <ON> and continue with the steps below.
- 4 Press [Start/Copy].
- 5 Use [▲] or [▼] to select the type of <CALL REJECTION> setting (FAX-JX500/JX300 only) you want, then press [Start/Copy].
You can select from the followings:
 - <ANONYMOUS>: The fax rejects calls from any callers who have blocked their phone/fax number from the Caller ID service.
 - <SELECTIVE>: The fax rejects calls from specific phone/fax numbers you place in <REJECTED NUMBER> list.
 - <OUT OF AREA>: The fax rejects calls from any callers in an area that does not have the Caller ID service.
 - <SHOW IN HISTORY?>: Determine if the fax stores phone/fax number for rejected calls in memory.

- 6** Use [▲] or [▼] to select <ON> (YES), then press [Start/Copy].
 - If you set to <OFF>, the setting goes on to the next <CALL REJECTION> setting.
 - If you set <SHOW IN HISTORY?> to <YES> or <NO>, the setting returns to <TEL REGISTRATION>.
- 7**
 - If you set <ANONYMOUS> or <OUT OF AREA> to <ON>, press [Start/Copy] twice. Proceed to step 12.
 - If you set <SELECTIVE> to <ON>, register the specific phone/fax numbers you want to reject in <REJECTED NUMBER> list. Follow the steps below.
- 8** Press [Start/Copy].
- 9** Use [▲] or [▼] to select the number of <REJECTED NUMBER> list (00-09) under which you want to register the phone/fax number, then press [Start/Copy].
- 10** Enter the phone/fax number using the numeric buttons, then press [Start/Copy].
- 11** To assign additional numbers, repeat the procedure from step 8. To finish, press [Menu], then press [Start/Copy].
- 12** Use [▲] or [▼] to select <PLAY MESSAGE> or <DISCONNECT>, then press [Start/Copy].
 - <PLAY MESSAGE>: The call will be disconnected after the <ALT OUTGOING MSG> (see page 37) is played. If you set <SELECTIVE> to <ON> in step 5, and want to select this setting, <OUTGOING MESSAGE> must have been recorded.
 - <DISCONNECT>: The call will be disconnected without notice.
- 13** Press [Stop] to return to standby mode.

Documents Stored in Memory

■ Printing a List of Documents in Memory

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

- 1 Press [Menu].
- 2 Use [▲] or [▼] to select <MEMORY REFERENCE>, then press [Start/Copy].
- 3 Use [▲] or [▼] to select <DOC. MEMORY LIST>, then press [Start/Copy].

■ Printing a Document in Memory

- 1 Press [Menu].
- 2 Use [▲] or [▼] to select <MEMORY REFERENCE>, then press [Start/Copy].
- 3 Use [▲] or [▼] to select <PRINT DOCUMENT>, then press [Start/Copy].

| | |
|-----------|------|
| TX/RX NO. | 0001 |
|-----------|------|

- 4 Use [▲] or [▼] to select the transaction number (TX/RX NO.) of the document you want to print, then press [Start/Copy]. The LCD toggles between <1ST PAGE ONLY?> and <YES=(*) NO=(#)>.
If you are unsure of the transaction number (TX/RX NO.), print a list of documents in memory (see page 35).
- 5 Press [*] to print the first page only, or press [#] to print all pages of the document.
The fax prints the document.

■ Printing All Unprinted Documents in Memory

- 1 Press [Menu].
- 2 Use [▲] or [▼] to select <MEMORY REFERENCE>, then press [Start/Copy].
- 3 Use [▲] or [▼] to select <PRINT ALL NEW RX>.
- 4 Press [Start/Copy].
The fax prints the documents one at a time, after each the reception number is displayed on the LCD.
- 5 After printing, the LCD displays <YES=(*) NO=(#) >.
- 6 Press [*] to delete the previous printed documents.
If you want to keep the documents in memory, press [#].

■ Deleting a Document from Memory

- 1 Press [Menu].
- 2 Use [▲] or [▼] to select <MEMORY REFERENCE>, then press [Start/Copy].
- 3 Use [▲] or [▼] to select <DELETE DOCUMENT>, then press [Start/Copy].

| | |
|-----------|------|
| TX/RX NO. | 0001 |
|-----------|------|

- 4 Use [▲] or [▼] to select the transaction number (TX/RX NO.) of the document you want to delete, then press [Start/Copy]. The LCD displays <YES=(*) NO=(#)>.
 - If the LCD does not change after you press [▲] or [▼], this means only one transaction is stored in memory.
 - If you are unsure of the transaction number (TX/RX NO.), print a list of documents in memory (see page 35).
- 5 Press [*] to delete the document.
If you want to keep the document in memory, press [#].
- 6 To continue deleting other documents in memory, repeat the procedure from step 4. To finish, press [Stop].

■ Deleting All Printed Documents from Memory

- 1 Press [Menu].
- 2 Use [▲] or [▼] to select <MEMORY REFERENCE>, then press [Start/Copy].
- 3 Use [▲] or [▼] to select <DEL. PRINTED RX>, then press [Start/Copy]. The LCD displays <YES=(*) NO=(#) >.
- 4 Press [*] to delete all printed documents.
If you want to keep the documents in memory, press [#].
- 5 To finish, press [Stop].

Using TAM Mode (FAX-JX500/JX300 only)

Recording the Outgoing Message

Before you use the built-in answering machine (TAM), you must record an outgoing message. Use the Handset on the fax to record your outgoing message. Only one outgoing message, no longer than 20 seconds, can be recorded.

Note

You cannot receive documents while you are recording a message or voice memo. Also, the Caller ID function (see page 33) may not work properly.

■ Types of Messages that can be Recorded

- <OUTGOING MESSAGE>**: Answering machine message
- <ALT OUTGOING MSG>**: Answering message only, used when the recording time is set to 0, the memory is full, or <PLAY MESSAGE> is selected when the call is disconnected (see page 34). Caller cannot leave a message.
- <VOICE MEMO>**: See page 40.
- <FAXTEL MESSAGE>**: Message played when the Fax/Tel mode is set. The fax receives documents automatically and only rings for voice calls.
- <FORWARDING MSG>**: Message played when any new telephone messages are forwarded to a forwarding number.

■ Recording the Outgoing Message

To record another type of message, select the type of message you want to record in step 3, and then follow the procedure below to record it.

- 1** Press [Menu].
- 2** Use [▲] or [▼] to select <MSG REGISTRATION>, then press [Start/Copy].
- 3** Use [▲] or [▼] to select <OUTGOING MESSAGE>, then press [Start/Copy].
You can record an alternative outgoing message, fax/tel message or forwarding message by selecting the appropriate message and then continuing on to steps 4 to 7.
- 4** Use [▲] or [▼] to select <RECORD>, then press [Start/Copy]. The LCD displays <LIFT HANDSET>.
- 5** Pick up the Handset. Press [Start/Copy] and speak into the Handset to record your outgoing message.
The remaining recording seconds is displayed on the LCD.
- 6** Press [Stop] when recording is finished. The LCD displays <REPLACE HANDSET>.

7 Hang up the Handset and press [Stop].

The fax returns to standby mode.

Note

You cannot delete the <OUTGOING MESSAGE>. To record a new outgoing message, repeat steps 1 to 7. The old outgoing message will be automatically deleted when you record your new message.

Setting TAM MODE

Setting <TAM MODE> allows you to receive telephone messages (ICM) and fax transmissions while the fax is unattended. When you cancel <TAM MODE>, any new telephone messages will be played automatically.

1 Press [TAM] to set <TAM MODE>.



- When you set <TAM MODE>, the TAM Lamp lights up and the outgoing message is played.
- When you cancel <TAM MODE>, the TAM Lamp switches off. If you have any new telephone messages, the messages are played automatically.
- To cancel <TAM MODE>, press [TAM] again.

Note

- <NO OGM> is displayed on the LCD when no outgoing message has been recorded. You must record an outgoing message before you can set <TAM MODE> (see page 37).
 - A maximum of 55 messages, including an outgoing message, alternative message, voice memos, Fax/Tel message and forwarding message, with a total maximum recording time of 30 minutes can be recorded. You can set a maximum recording time of 240 seconds for each telephone message (see page 39).
 - The number of messages or total recording time may be reduced if there are many faxes stored in memory.
 - If you have any new telephone messages, the TAM Lamp blinks and the number of messages appears on the LCD.
 - The day and time when the telephone message was recorded, the number of telephone messages and the number of the message being played (ICM No.) are displayed whenever a message is played.
-

Note

When the fax is set to <MANUAL MODE> and <MAN/AUTO SWITCH> has been set to <OFF> (see page 50), <TAM MODE> will be activated if the fax rings 15 times and the call is not answered (only when an outgoing message has been recorded). When the call is disconnected, the fax returns to <MANUAL MODE>.

■ Setting the Recording Time for a Telephone Message

1 Press [Menu].

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

- 3 Use [▲] or [▼] to select <TAM SETTINGS>, then press [Start/Copy] twice. The LCD displays <60 SECONDS>.
- 4 Use [▲] or [▼] to select the recording time, then press [Start/Copy].
The recording time can be set to 0, 60, 120 or 240 seconds.
- 5 Press [Stop].
Setting ends and the fax returns to standby mode.

 **Note**

When the recording time is set to 0, the alternative outgoing message is played. If an alternative outgoing message has not been recorded, the outgoing message is played. In this case, there will be no beep after the message is played and the caller will not be able to leave a message.

■ Setting TAM MONITOR

<TAM MONITOR> allows you to screen all incoming calls.

 **Note**

To use this feature, <LINE MONITOR VOL> (see page 49) must be set to a setting other than 0. If <LINE MONITOR VOL> is set to 0, you will not be able to hear any incoming messages as they are being recorded.

- 1 Press [Menu].
- 2 Use [▲] or [▼] to select <DATA REGISTRATION>, then press [Start/Copy]. The LCD displays <USER SETTINGS>.
- 3 Use [▲] or [▼] to select <TAM SETTINGS>, then press [Start/Copy]. The LCD displays <MESSAGE LENGTH>.
- 4 Use [▲] or [▼] to select <TAM MONITOR>, then press [Start/Copy]. The LCD displays <ON>.
- 5 Use [▲] or [▼] to select <ON>, then press [Start/Copy].
- 6 Press [Stop].
Setting ends and the fax returns to standby mode.

■ Setting TOLL SAVER

Setting <TOLL SAVER> allows you to check whether you have any new messages when you call from a remote location. When <TOLL SAVER> is set to <ON> and there are new messages, the fax will answer after the second ring. If there are no new messages the fax will ring five times before answering.

- 1 Press [Menu].
- 2 Use [▲] or [▼] to select <DATA REGISTRATION>, then press [Start/Copy]. The LCD displays <USER SETTINGS>.
- 3 Use [▲] or [▼] to select <TAM SETTINGS>, then press [Start/Copy]. The LCD displays <MESSAGE LENGTH>.

- 4 Use [▲] or [▼] to select <TOLL SAVER>, then press [Start/Copy]. The LCD displays <ON>.
- 5 Use [▲] or [▼] to select <ON>, then press [Start/Copy].
- 6 Press [Stop].
Setting ends and the fax returns to standby mode.

Recording Voice Memos

Use this feature when you are going out and want to leave a message for another member of the family. Use the Handset on the fax to record your voice memo.

Only one voice memo, 60, 120, or 240 seconds*, can be recorded. If you record a new voice memo when there is already a voice memo recorded, the old voice memo will be deleted.

- 1 Press [Menu].
- 2 Use [▲] or [▼] to select <MSG REGISTRATION>, then press [Start/Copy].
- 3 Use [▲] or [▼] to select <VOICE MEMO>, then press [Start/Copy].
- 4 Use [▲] or [▼] to select <RECORD>, then press [Start/Copy]. The LCD displays <LIFT HANDSET>.
- 5 Pick up the Handset. Press [Start/Copy] and speak into the Handset to record your voice memo.
The remaining recording seconds is displayed on the LCD.
- 6 Press [Stop] when recording is finished. The LCD displays <REPLACE HANDSET>.
- 7 Hang up the Handset and press [Stop].
The fax returns to standby mode.

Note

To play a voice memo, carry out step 1 to 3, select <PLAY> and then press [Start/Copy].

* The recording time for a voice memo can be set to the same settings as the recording time for a telephone message. However, if you set 0 as the recording time for each telephone message, voice memo recording time will be set to 60.

Deleting Messages

- 1 Press [Menu].
- 2 Use [▲] or [▼] to select <MSG REGISTRATION>, then press [Start/Copy].
- 3 Use [▲] or [▼] to select the type of message you want to delete, then press [Start/Copy]. The LCD displays <PLAY>.
- 4 Use [▲] or [▼] to select <DELETE>, then press [Start/Copy].
- 5 Press [Stop].
The fax returns to standby mode.

Note

You cannot delete the <OUTGOING MESSAGE>. The old outgoing message will be automatically deleted when you record your new message.

Playing Telephone Messages

Telephone messages will be played back in order from the oldest message recorded. If a voice memo has been recorded, it will be played back first.

- 1 Press [Play].
The day and time when the telephone message was recorded, the number of telephone messages and the number of the message being played (ICM No.) are displayed whenever a message is played.

| | |
|-----------|-------|
| SUN 17:15 | 02/05 |
|-----------|-------|

Note

- Press [◀◀] to listen to the message again. (Repeat)
 - Press [▶▶] to play the next message. (Skip)
 - Press [◀◀] twice to play the previous message.
 - Press [Stop] to stop playback.
 - Press [Delete] during playback to delete a message.
 - Use [▲] or [▼] to change the volume.
-

Follow the procedures below to delete all messages.

- 1 Press [Delete]. The LCD displays <YES=(*) NO=(#)>.
- 2 Press [*] to delete all messages.
 - A voice memo is not deleted (see page 41).
 - If you decide not to delete all messages, press [#].

Remote Control Features

Use these features when you call home to play back any messages you may have received. You can also use the remote control features to set <TAM MODE>.

You must register a four-digit PIN as your password before you can use these features.

■ Registering the Password for Remote Control

- 1 Press [Menu].
- 2 Use [▲] or [▼] to select <DATA REGISTRATION>, then press [Start/Copy]. The LCD displays <USER SETTINGS>.
- 3 Use [▲] or [▼] to select <TAM SETTINGS>, then press [Start/Copy]. The LCD displays <MESSAGE LENGTH>.
- 4 Use [▲] or [▼] to select <PASSWORD>, then press [Start/Copy]. The LCD displays <PASSWORD XXXX*>.
*The default setting is 1234.
- 5 Use the numeric buttons to enter a four-digit PIN as your password, then press [Start/Copy].
- 6 Press [Stop].
Registration ends and the fax returns to standby mode.

■ Using Remote Control

- 1 Call home.
- 2 The outgoing message will be played.
- 3 Press [#] while the outgoing message is playing. Enter your password when you hear the beeps indicating that you should enter your password. When your password is accepted, you will hear a confirmation tone (a short series of beeps).
- 4 The fax will now accept remote control commands (see “List of Remote Control Commands” on page 44).
For example, press [1][1][#] to play back any telephone messages you may have received. When playback has finished, press [9][9][#] to end the remote control.
- 5 End the remote control and hang up the Handset.

 **Note**

- A password is required to use the remote control features. However, if <PIN ENTRY> is set to <OFF> (see page 52), it is not necessary to enter your password when you use the <FORWARDING MSG> feature (see page 45).
 - If you enter an invalid password, you will hear an error tone. If you enter two invalid passwords consecutively, the call will be disconnected.
 - You should enter a remote command within 20 seconds of entering your password. If more than 20 seconds elapse after you enter your password and you do not enter a remote command, the call will be disconnected.
 - The remote control features can be used even when the fax is set to a mode other than <TAM MODE>.
 - In <FAX ONLY MODE>, the outgoing message will not be played. Press [#] when the call is connected.
 - In Fax/Tel mode (FAX/TEL AUTO SW), press [#] while the Fax/Tel message is playing. If you have not recorded a Fax/Tel message, press [#] when the call is connected.
 - When the fax is set to <MANUAL MODE> and <MAN/AUTO SWITCH> has been set to <OFF> (see page 50), <TAM MODE> will be activated if the fax rings 15 times and the call is not answered (only when an outgoing message has been recorded). When the call is disconnected, the fax returns to <MANUAL MODE>. Press [#] while the outgoing message is playing. Then, enter your password when you hear the beeps.
-

● List of Remote Control Commands

| Command | Sub-command* | Description |
|---------|--------------|-------------------------------------|
| 11# | | Play ICM |
| | 4# | Repeat |
| | 6# | Skip |
| | 5# | Stop playback |
| | 9# | Delete |
| 19# | | Delete all ICM |
| 20# | | Record voice memo |
| | # | End recording |
| 21# | | Play voice memo |
| | 4# | Repeat |
| | 5# | Stop playback |
| 29# | | Delete voice memo |
| 31# | | Record outgoing message |
| | # | End recording |
| 32# | | Record alternative outgoing message |
| | # | End recording |
| 33# | | Record forwarding message |
| | # | End recording |
| 34# | | Record FAX/TEL message |
| | # | End recording |
| 41# | | Play outgoing message |
| | 4# | Repeat |
| | 5# | Stop playback |
| 42# | | Play alternative outgoing message |
| | 4# | Repeat |
| | 5# | Stop playback |
| 43# | | Play forwarding message |
| | 4# | Repeat |
| | 5# | Stop playback |
| 44# | | Play FAX/TEL message |
| | 4# | Repeat |
| | 5# | Stop playback |
| 50# | | Cancel TAM MODE |
| 51# | | Set TAM MODE |
| 60# | | Cancel ICM forwarding mode |
| 61# | | Set ICM forwarding mode** |
| 89# | | Delete voice memo/all ICM messages |
| 99# | | End remote control |

* Sub-commands are only valid while the command they are linked to is active.

** When no forwarding number has been set, ICM forwarding mode cannot be set. When TAM MODE has not been set, entering this command activates TAM MODE and ICM forwarding mode simultaneously.

Forwarding Telephone Messages

This feature allows you to automatically forward telephone messages, recorded when the fax is set to <TAM MODE>, to a registered forwarding number.

You can use remote control to access the forwarding number and listen to your telephone messages.

Note

- You must register a forwarding number and set <TAM MODE> before you can use this feature. Remote control cannot be used to set this feature unless a forwarding number has been registered.
 - If you set <FWD SETTINGS> to <ON> when a forwarding message has not been recorded, you will hear a tone instead of a forwarding message when telephone messages are forwarded.
-

■ Setting the Forwarding Number

- 1 Press [Menu].
- 2 Use [▲] or [▼] to select <DATA REGISTRATION>, then press [Start/Copy]. The LCD displays <USER SETTINGS>.
- 3 Use [▲] or [▼] to select <TAM SETTINGS>, then press [Start/Copy]. The LCD displays <MESSAGE LENGTH>.
- 4 Use [▲] or [▼] to select <FWD SETTINGS>, then press [Start/Copy]. The LCD displays <OFF>.
- 5 Use [▲] or [▼] to select <ON>, then press [Start/Copy] twice. The LCD displays <TEL=>.
- 6 Use the numeric buttons to enter the forwarding number, then press [Start/Copy].
A maximum of 40 digits can be entered.
- 7 Press [Stop].
Setting ends and the fax returns to standby mode.

■ Setting the Number of Redial Times

- 1 Follow steps 1 to 4 on page 45.
- 2 Use [▲] or [▼] to select <ON>, then press [Start/Copy]. The LCD displays <FWD TEL NUMBER>.
- 3 Use [▲] or [▼] to select <AUTO REDIAL>, then press [Start/Copy]. The LCD displays <ON>.
- 4 Use [▲] or [▼] to select <ON>, then press [Start/Copy] twice. The LCD displays <2TIMES>.
- 5 Use the numeric buttons, or [▲] or [▼] to enter the number of redial times, then press [Start/Copy] twice. The LCD displays <2MIN.>.

- 6** Use the numeric buttons, or [▲] or [▼] to enter the redial interval, then press [Start/Copy].
- 7** Press [Stop].
Setting ends and the fax returns to standby mode.

■ Setting PIN ENTRY

If you set <PIN ENTRY> setting to <ON>, you must enter a password to use the forwarding feature (see page 46).

- 1** Follow steps 1 to 4 on page 45.
- 2** Use [▲] or [▼] to select <ON>, then press [Start/Copy]. The LCD displays <FWD TEL NUMBER>.
- 3** Use [▲] or [▼] to select <PIN ENTRY>, then press [Start/Copy]. The LCD displays <ON>.
- 4** Use [▲] or [▼] to select <ON>, then press [Start/Copy].
- 5** Press [Stop].
Setting ends and the fax returns to standby mode.

When a Forwarded Call is Received

When <FWD SETTINGS> is set to <ON>, telephone messages recorded when the fax is set to <TAM MODE> will be automatically forwarded to a registered forwarding number.

- 1** A call is received at the forwarding number.
- 2** When you answer the phone you will hear your forwarding message.
- 3** Press [#] while the forwarding message is playing.
If you have not set a forwarding message, press [#] when you hear the tone.
- 4** Enter your password when you hear the beeps.
 - When <PIN ENTRY> is set to <OFF> (see page 46), step 4 is not required.
 - If you enter an invalid password, you will hear an error tone. If you enter two invalid passwords consecutively, the call will be disconnected.
- 5** Any new telephone messages will be played.
- 6** When playback ends, it will be possible to use the remote control features.
For the remote control features, see page 42.
- 7** Hang up the Handset when you have finished.

 **Note**

- **When forwarding is not possible:**

You can set the fax to redial the forwarding number a certain number of times at specified intervals when forwarding is not possible, such as at times when the forwarding number is busy or the phone is unattended. If forwarding is still not possible after the fax redials the forwarding number the specified number of times, the forwarding setting will be temporarily canceled. However, the fax will dial the forwarding number again when any new telephone messages are received.

- After any recorded messages have finished playing, if you do not enter a remote command, the call will be disconnected.
-

Settings and Activity Reports

Selecting a Menu

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

- 1 Press [Menu].
- 2 Use [▲] or [▼] to select <DATA REGISTRATION>, then press [Start/Copy]. The LCD displays <USER SETTINGS>.
- 3 Use [▲] and [▼] to scroll through the menus and select the menu you want. You can select the <USER SETTINGS>, <REPORT SETTINGS>, <TX SETTINGS>, <RX SETTINGS>, <PRINTER SETTINGS>, <SYSTEM SETTINGS>, <TAM SETTINGS*> or <CALLER ID> menu (see page 49).
- 4 Press [Start/Copy] to access the settings under the menu you selected.
- 5 See the tables on the following pages (see page 49) for guidelines on selecting and registering settings.
 - Use [▲] and [▼] to scroll through the settings.
 - To register a setting or access a sub-setting, press [Start/Copy].
 - To return to a previous level, press [Menu].
- 6 Press [Stop].
Setting ends and the fax returns to standby mode.

Note

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

* FAX-JX500/JX300 only.

■ USER SETTINGS

| Name | Description | Settings |
|---|---|--|
| DATE & TIME | Set the date and time (24-hour clock) using the numeric buttons. | - |
| UNIT TELEPHONE # | Enter your fax number using the numeric buttons. | - |
| UNIT NAME | This is the name that appears at the top of each fax page you send (see page 10). | - |
| TX TERMINAL ID FAX/TEL No. MARK TTI POSITION | This option sets the parameters for the identification header that appears on every page you send. Select the icon for the fax number. Select the position of the TTI. | ON/OFF FAX/TEL OUTSIDE IMAGE/ INSIDE IMAGE |
| SCAN CONTRAST | Set the density of the reproduction. | STANDARD/ DARKER/ LIGHTER |
| OFFHOOK ALARM | Enable/disable the off hook alarm. The alarm alerts you that the Handset is not seated properly in its cradle. | ON/OFF |
| VOLUME CONTROL CALLING VOLUME LINE MONITOR VOL ALARM VOLUME KEYPAD VOLUME HANDSET VOL* | Set the volume of the fax sounds. Set the volume of the ring sound. Set the volume of the line monitor (sound during dialing). Set the volume of the error alarm sound. Set the volume of the keypad. Set the volume of the Handset. This setting can be changed during a call, with [▲] or [▼]. | - 0 (off)/1/2/3 0 (off)/1/2/3 0 (off)/1/2/3 0 (off)/1/2/3 1/2 |
| RX CALL LEVEL | Set the ring tone. | STANDARD/HIGH |
| TEL LINE TYPE** | Set the dialing method the fax uses to match the type of phone line you have. | TOUCH TONE |
| COPY RATIO | Set the enlargement and reduction and ratio for copying. | 100% AS IS/86%/70%/ 50% MIN/200% MAX/ 141%/115% |
| DIAL SECURITY | Enable/disable the dial security. When it is ON, it will ask you to dial the number twice to prevent dialing the wrong number. The fax will dial the number after confirming the number you dialed in twice are matched. | ON/OFF |

* Only available in some countries.

** In Australia and New Zealand, select <TOUCH TONE>. You cannot use <ROTARY PULSE>.

■ REPORT SETTINGS

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

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

■ TX SETTINGS

| Name | Description | Settings |
|--------------------------|--|-----------------|
| ECM TX | Enable/disable error correction during transmission. | ON/OFF |
| PAUSE TIME | Set the length of the pause you insert into a dialing sequence. | 1 to 15 seconds |
| AUTO REDIAL | Determine whether the fax will redial a number if it fails to get a response on the first attempt. | ON/OFF |
| REDIAL TIMES | Set the number of retries. | 1 to 10 times** |
| REDIAL INTERVAL | Set the period of time between redialing attempts. | 2 to 99 minutes |
| DIAL TONE DETECT* | Set whether to send faxes after detecting the dial tone. This function may not work correctly with some telephone lines. | ON/OFF |

* Only available in some countries.

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

■ RX SETTINGS

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

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

■ PRINTER SETTINGS

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

■ SYSTEM SETTINGS

| Name | Description | Settings |
|--|--|---|
| RX RESTRICTION RX CONDITION | Enable/disable the direct mail preventive function. WITH SENDER INFO: The fax only receives documents that contain TTI information. REGISTERED SENDR: The fax only receives documents that contain TTI information. Also, the phone/fax numbers on the TTI must be registered under one-touch/coded speed dialing on your fax. | ON/OFF WITH SENDER INFO/ REGISTERED SENDR |
| DATE DISPLAY | Set the date format. | DD/MM YYYY YYYY MM/DD MM/DD/YYYY |
| SELECT LANGUAGE | Set the language of the LCD messages. | ENGLISH/GERMAN FRENCH/ITALIAN/ SPANISH/DUTCH/ PORTUGUESE/ NORWEGIAN/ SWEDISH/DANISH/ FINNISH/RUSSIAN/ CZECH/HUNGARIAN/ POLISH/SLOVENE |
| TX START SPEED | Set the speed at which the fax starts transmitting. Set this to a lower speed if you have difficulties connecting over long distance or noisy lines. | 33600bps*/14400bps/ 9600bps/7200bps/ 4800bps |
| RX START SPEED | Set the speed at which the fax starts receiving. Set this to a lower speed if you have difficulties connecting over long distance or noisy lines. | 33600bps*/14400bps/ 9600bps/7200bps/ 4800bps |
| COUNTRY SELECT** | Set the country. | UK/GERMANY FRANCE/ ITALY/SPAIN/HOLLAND/ DENMARK/NORWAY/ SWEDEN/FINLAND/ AUSTRIA/BELGIUM/ SWITZERLAND/ PORTUGAL/IRELAND/ GREECE/ LUXEMBOURG/ HUNGARY/CZECH/ RUSSIA/SLOVENIA/ SOUTH AFRICA/ OTHERS |

* FAX-JX500 only.

** Only available in some countries.

| Name | Description | Settings |
|--------------------------|--|---|
| DAYLIGHT SAV TIME | Enable/disable the summer time system. | ON/OFF |
| START DATE/TIME | Set the beginning of the summer time period. | - |
| END DATE/TIME | Set the end of the summer time period. MONTH: Set the beginning/end month. WEEK: Set the beginning/end week. | - MARCH/APRIL/MAY/ JUNE/JULY/AUGUST/ SEPTEMBER/ OCTOBER/ NOVEMBER/ DECEMBER/ JANUARY/FEBRUARY LAST WEEK/ FIRST WEEK/ SECOND WEEK/ THIRD WEEK/ FOURTH WEEK |
| START DATE/TIME | DAY: Set the beginning/end day of the week. | SUNDAY/MONDAY/ TUESDAY/ WEDNESDAY/ THURSDAY/FRIDAY/ SATURDAY |
| END DATE/TIME | TIME: Set the beginning/end time. | - |

■ TAM SETTINGS (FAX-JX500/JX300 only)

| Name | Description | Settings |
|-----------------------|---|--|
| MESSAGE LENGTH | Set the maximum recording time for each recorded message. | 0 SECONDS/ 60 SECONDS/ 120 SECONDS/ 240 SECONDS |
| PASSWORD | Set a four-digit PIN so that you can access the fax from remote locations. | 0000 to 9999 |
| TOLL SAVER | Set the fax to answer after 2 rings if there are new messages. If there are no new messages the fax will answer after 5 rings. | ON/OFF |
| RING COUNT | If you set TOLL SAVER to OFF, this feature allows you to set the number of times the fax rings. | 2 to 15 times |
| FWD SETTINGS | Allows you to forward messages. | ON/OFF |
| FWD TEL NUMBER | Forwarding telephone number. A maximum of 40 digits can be entered. | - |
| AUTO REDIAL | Redial the previously dialed number. REDIAL TIMES: Set the number of retries. REDIAL INTERVAL: Set the period of time between redialing attempts. | ON/OFF 1 to 10 times 2 to 99 minutes |
| PIN ENTRY | PIN confirmation. | ON/OFF |
| TAM MONITOR | Allows you to screen all incoming calls. | ON/OFF |

■ CALLER ID

| Name | Description | Settings |
|-----------------------|---|---|
| CALLER ID | Determine if the fax displays the caller's name and phone/fax number when receiving a call. | ON/OFF |
| CALL REJECTION | <p>ANONYMOUS*: Allows you to reject anonymous calls. REJECTION METHOD: Set the way the fax rejects calls.</p> <p>SELECTIVE*: Allows you to reject calls from specific numbers. REJECTED NUMBER (00-09) : Set the phone/fax numbers to be rejected. A maximum of 20 digits can be entered. Press [Start/Copy] to set to the maximum 10 rejected number. REJECTION METHOD: Set the way the fax rejects calls.</p> <p>OUT OF AREA*: Allows you to reject out-of-area calls. REJECTION METHOD: Set the way the fax rejects calls.</p> <p>SHOW IN HISTORY?*: Determine if the fax stores the phone/fax numbers for rejected calls.</p> | <p>ON/OFF DISCONNECT/ PLAY MESSAGE</p> <p>ON/OFF</p> <p>—</p> <p>DISCONNECT/ PLAY MESSAGE</p> <p>ON/OFF</p> <p>DISCONNECT/ PLAY MESSAGE</p> <p>YES/NO</p> |

* FAX-JX500/JX300 only.

Activity Reports

Your fax keeps track of most of its sending and receiving operations. These operations can be printed out in the form of activity reports that can help you check the dates and times of fax transmissions and whether or not each transaction was successful.

■ How to Print a Report

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

(see page 73) can only be printed automatically. See <REPORT SETTINGS> (page 49) on how and when reports are printed automatically.

1 Press [Menu].

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

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

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

* FAX-JX200/JX201 only.

■ Activity Report

Summarizes the information for the sending and receiving activities of your fax after 20 transactions. For automatic printing, see <ACTIVITY REPORT> on page 50.

Transactions in an activity report are listed chronologically.

■ One-Touch Speed Dialing List

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

■ Coded Speed Dialing List

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

■ User's Data List

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

■ List of Documents in Memory

Lists the documents currently stored in the fax's memory (see page 35).

■ TX (Transmission) Report

Normally the fax does not print an activity report for transmitting, but you can set the fax to print an activity report every time you send a document. See <TX REPORT> on page 49.

You can set the fax to print an activity report only when an error occurs during transmitting. See <TX REPORT> on page 49.

■ RX (Reception) Report

Normally the fax does not print an activity report for receiving, but you can set the fax to print an activity report every time you receive a document. See <RX REPORT> on page 49.

You can set the fax to print an activity report only when an error occurs during receiving. See <RX REPORT> on page 49.

■ Multi TX (Transmission) Report

Lists the result of a sequential broadcasting.

If you set the fax to print a <TX REPORT> and then use sequential broadcasting, a MULTI TX REPORT will be printed instead of a TX (Transmission) REPORT. See <TX REPORT> on page 49.

Note

FAX-JX500/JX300 models:

Faxes or messages stored in the memory are backed up automatically if the power is tuned off or fails. If however, the data cannot be retried when the power is tuned on again, a memory clear report is printed automatically.

FAX-JX200/JX201 models:

A memory clear report is printed automatically when power is restored after a power failure. See "Memory Clear Report" on page 73.

Routine Maintenance

Maintenance Menus

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

| Menu |
|--------------------------------|
| CS CLEANING (see page 62) |
| NOZZLE CHECK (see page 58) |
| CLEANING (see page 59) |
| DEEP CLEANING (see page 59) |
| ALIGN PRINT HEAD (see page 60) |
| HEAD ALIGN VALUE (see page 60) |
| ROLLER CLEANING (see page 63) |
| BOTTOM CLEANING (see page 63) |

Replacing a FINE Cartridge

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

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

PG-40 Black



PG-40

PG-50 Black



PG-50

■ Knowing When to Replace a FINE Cartridge

● When Ink is Low

When the ink level is low, the Ink Lamp lights up. In this state the FAX will receive documents to memory (up to 30 transactions or 120 pages (FAX-JX200/JX201: 60 pages)) to prevent the information contained in the FAX from being lost if the ink runs out completely. You need to print out received faxes manually from the <MEMORY REFERENCE> menu.

After printing, delete unnecessary faxes from the memory. For more details, see "Documents Stored in Memory" on page 35.

● When Ink is Empty

When the ink is almost empty, the Ink Lamp blinks. When this occurs it may not be possible to clearly print received faxes from memory. Replace the FINE Cartridge with new one. For more details, see "Replacing a FINE Cartridge" on page 57.

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

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

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

● Setting Automatic Printing

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

- 1 Press [Menu].
- 2 Use [▲] or [▼] to select <DATA REGISTRATION>, then press [Start/Copy]. The LCD displays <USER SETTINGS>.
- 3 Use [▲] or [▼] to select <RX SETTINGS>, then press [Start/Copy]. The LCD displays <ECM RX>.
- 4 Use [▲] or [▼] to select <OPTION SETTINGS>, then press [Start/Copy]. The LCD displays <OFF>.
 - To disable ink low automatic printing, use [▲] or [▼] to select <OFF>, then press [Start/Copy]. Press [Stop] to return to standby mode.
 - To enable automatic printing, use [▲] or [▼] to select <ON> and continue with the steps below.
- 5 Press [Start/Copy].
- 6 Press [Stop].

The fax returns to standby mode.

■ What is a Low Ink Warning?

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

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



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

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



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

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

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

■ Replacing a FINE Cartridge

Note

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

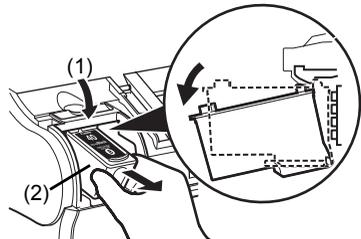
- 1 Make sure the fax is turned on.
- 2 Open the Printer Cover until it locks into place securely at the second bump.

Caution

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

- 3 Remove the empty FINE Cartridge.

- (1) Push down the FINE Cartridge.
- (2) Remove the FINE Cartridge.

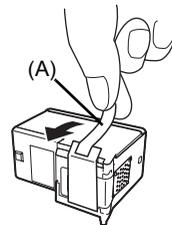


Important

- Handle FINE Cartridges carefully to avoid staining your clothes or surrounding area.
- Discard empty FINE Cartridges according to local laws and disposal regulations.

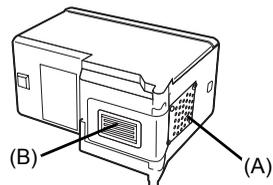
- 4 Prepare a replacement FINE Cartridge.

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

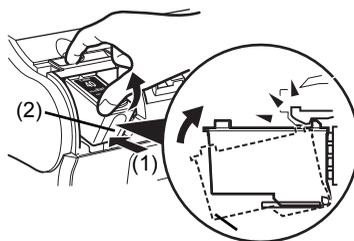


Important

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



- 5 Insert the new FINE Cartridge.
 - (1) Insert the new FINE Cartridge slightly slanted.
 - (2) Push up the FINE Cartridge until it clicks into place.
- 6 Close the Printer Cover.



 **Note**

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

 **Important**

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

Testing and Cleaning the FINE Cartridge

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

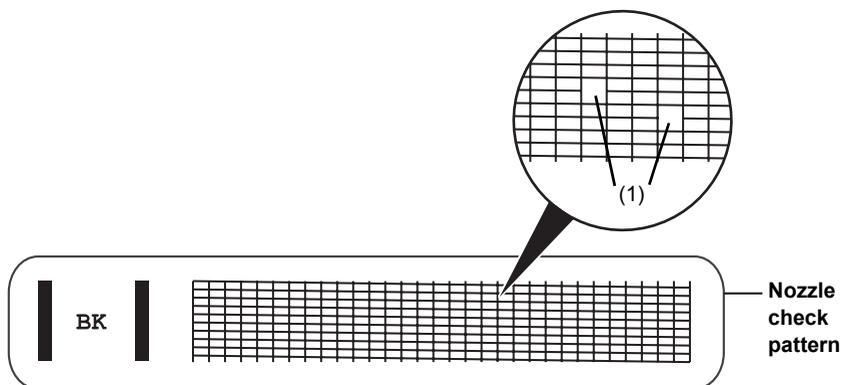
■ Printing the Nozzle Check Pattern

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

- 1 Load paper into the Multi-Purpose Tray.

For details on loading paper in the Multi-Purpose Tray, see “Loading Documents and Paper” on page 15.
- 2 Press [Maintenance].

- 3 Use [▲] or [▼] to select <NOZZLE CHECK>, then press [Start/Copy].
The fax prints the nozzle check pattern.



- 4 If the pattern is broken or missing (1), clean the FINE Cartridge print head (see page 59).

■ FINE Cartridge Cleaning

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

Note

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

- 1 Press [Maintenance].
- 2 Use [▲] or [▼] to select <CLEANING>, then press [Start/Copy].
The fax cleans the print head.

Note

- You can clean the print head up to five consecutive times if necessary.
 - After cleaning, print the nozzle check pattern to check if cleaning corrected the problem (see page 58).
 - If normal FINE Cartridge cleaning does not improve the print quality, perform deep FINE Cartridge cleaning (see page 59).
-

■ FINE Cartridge Deep Cleaning

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

Note

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

- 1 Press [Maintenance].

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

 **Note**

- After cleaning, print the nozzle check pattern to check if cleaning corrected the problem (see page 58).
- If cleaning does not improve print quality, replace the FINE Cartridge (see page 57).

Aligning the FINE Cartridge

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

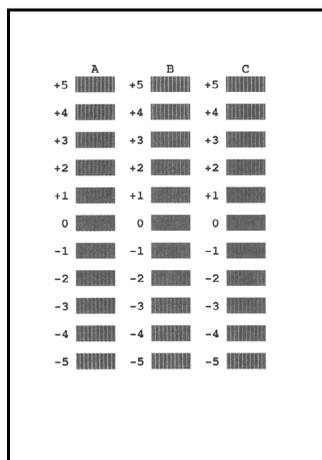
■ Print Head Alignment

- 1 Make sure that the machine is turned on, open the Document Cover, and extend the Paper Support.
- 2 Load a sheet of A4 or Letter-sized plain paper in the Multi-Purpose Tray.
- 3 Press [Maintenance].
- 4 Use [▲] or [▼] to select <ALIGN PRINT HEAD>, then press [Start/Copy].
The machine prints the head alignment sheet.

 **Note**

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

- 5 Adjust the print head position.
 - (1) Check the printed patterns and use the [◀] or [▶] button to input the number of the pattern in column A that has the least noticeable streaks.
- ▼
Press [Start/Copy].



(2) Repeat the procedure to input inputting the pattern number for columns B and C.

 **Note**

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



(A)



(B)

(A) Less noticeable white streaks

(B) More noticeable white streaks

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

 **Note**

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

Cleaning Your Machine

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

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

 **Caution**

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

■ Cleaning the Exterior

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

■ Cleaning Inside of the Machine

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

- 1 Open the Printer Cover.

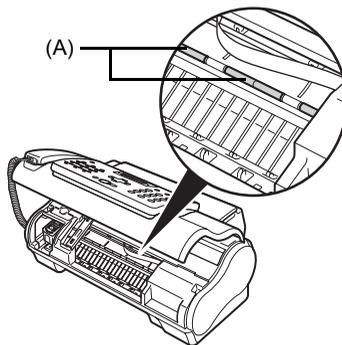
 **Caution**

Do not touch the components or any metal parts.

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

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

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



- 3** When you are finished, close the Printer Cover.
Be sure to close the Printer Cover until it locks into place.

■ Cleaning the Scanner Components

Note

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

Caution

Do not use tissue paper, paper towels, or similar materials for cleaning.

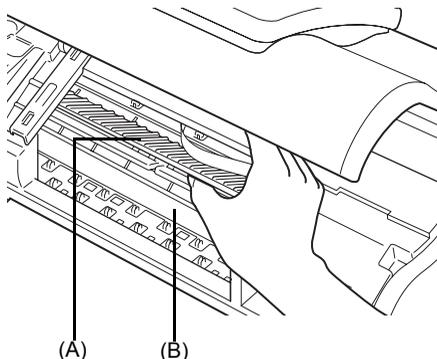
- 1** Press [Maintenance].
- 2** Use [▲] or [▼] to select <CS CLEANING>.
- 3** Press [Start/Copy].
- 4** Open the Printer Cover.
- 5** While lifting the Scanning Unit Cover (A), with the White Sheet (B) inside exposed, clean the components.

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

Caution

Do not bend the white sheet (B).

- 6** When you are finished, close the Printer Cover.
Be sure to close the Printer Cover until it locks into place.



■ Cleaning The Roller

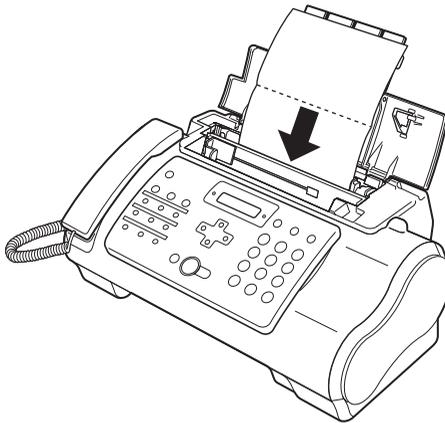
Clean the paper feed roller if paper is not fed properly. Cleaning the paper feed roller will wear the roller, so perform this only when necessary.

- 1 Ensure that the machine is turned ON and there is no paper loaded in the Multi-Purpose Tray.
- 2 Press [Maintenance].
- 3 Use [▲] or [▼] to select <ROLLER CLEANING>, then press [Start/Copy].
- 4 Repeat steps 2 to 3 twice.
- 5 Load three or more of A4- or Letter-sized paper in the Multi-Purpose Tray.
- 6 Repeat steps 2 to 3 three times.
The sheet of paper is automatically fed in and then out of the machine.

■ Cleaning The Bottom Plate

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

- 1 Ensure that the machine is turned ON and there is no paper loaded in the Multi-Purpose Tray.
- 2 Take a sheet of A4 or Letter-sized plain paper and fold it in half widthwise. Then, open the paper.
- 3 Load it into the Multi-Purpose Tray with the opened side facing up.



* Insert the paper open side up.

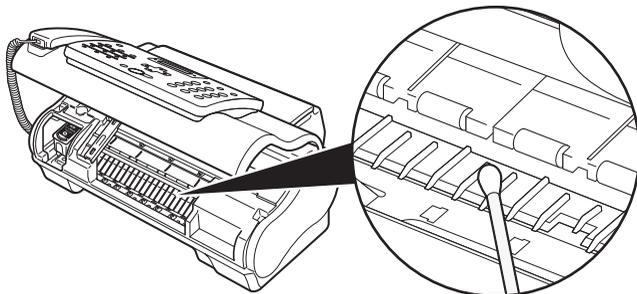
- 4 Press [Maintenance].
- 5 Use [▲] or [▼] to select <BOTTOM CLEANING>.

6 Press [Start/Copy].

Inspect the discharged paper. If dust or dirt can be seen on the paper, repeat the cleaning process.

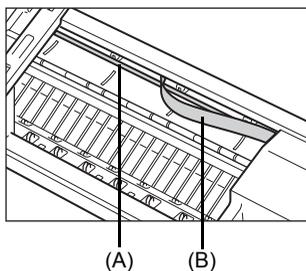
■ Cleaning The Protrusions Inside The Machine

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



⚠ Caution

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



Troubleshooting

Paper Jams

■ Jams in the Document Tray

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

Note

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

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

- 1 Press [Stop].
-

Important

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

- 2 Hold down [Start/Copy] for a few seconds.
 - The document will be fed out automatically.
 - If the document is not fed out, gently pull the document out of the fax (see page 65).

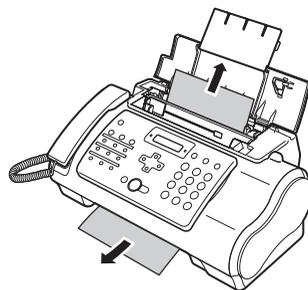
● When <!!CHECK!! 5100> is displayed

- 1 Check if any paper is jammed.
If jammed, make sure to take out all the jammed paper.
- 2 After taking out jammed paper, turn the fax off, then turn it back on with [ON/OFF].

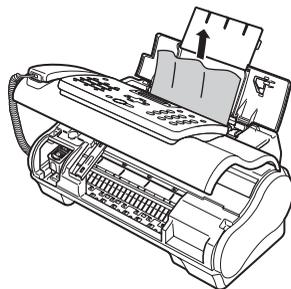
■ Jams in the Multi-Purpose Tray

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

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



- 2 Open the Printer Cover.
- 3 Gently remove the jammed paper inside the fax.
- 4 Press [Stop].
The fax returns to standby mode.



If the Power Disconnects Unexpectedly

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

*All documents stored in memory will be deleted for the FAX-JX200/JX201 models.

If the power disconnects, the following will apply:

- You will not be able to send or receive faxes or make copies.
- If a telephone is connected to the machine, you can receive voice calls.
- Whether you are able to make voice calls or not depends on your telephone type.

Paper Feeding Problems

■ Paper Does Not Load

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

■ Paper is Loaded Skewed (Printing is Skewed.)

| Cause | Action |
|------------------------------------|--|
| Paper may not be loaded correctly. | <ul style="list-style-type: none"> ● Make sure the paper stack is loaded properly in the Multi-Purpose Tray, and that the Paper Guide is adjusted correctly (see the Easy Setup Instructions). ● Make sure the right edge of the paper stack is aligned with the right side of the Multi-Purpose Tray and the Paper Guide is aligned with the left edge of the stack (see the Easy Setup Instructions). ● Make sure the paper exit path is clear. |

■ Multiple Sheets Load Into the Fax at the Same Time

| Cause | Action |
|---|---|
| Paper may not be loaded correctly. | Make sure the paper stack is loaded properly in the Multi-Purpose Tray, and that the Paper Guide is adjusted correctly (see the Easy Setup Instructions). |
| Sheets of paper may be sticking together. | Be sure to fan the paper stack before loading it in the Multi-Purpose Tray. This keeps the sheets of paper from sticking together (see the Easy Setup Instructions). |
| The Multi-Purpose Tray may contain too many sheets. | <ul style="list-style-type: none"> ● Make sure the paper stack in the Multi-Purpose Tray does not exceed the paper limit mark (▶) (see the Easy Setup Instructions). ● Do not exceed the maximum loading capacity of the Multi-Purpose Tray (see page 78). ● Do not force the paper stack into the Multi-Purpose Tray. |
| Different types of paper may be loaded in the Multi-Purpose Tray. | <ul style="list-style-type: none"> ● Load only one type of paper. ● Make sure you load paper that meets the paper requirements for the fax (see page 15). |

■ Repeated Paper Jams Occur

| Cause | Action |
|--|--|
| The paper you are using may be causing the jams. | <ul style="list-style-type: none"> ● Be sure to fan the paper stack before loading it in the Multi-Purpose Tray. This keeps the sheets of paper from sticking together (see the Easy Setup Instructions). ● Check that the paper you are using and your printing environment are within the specifications of the fax (see page 15, page 78). ● Try loading a fresh stack of paper in the Multi-Purpose Tray. |

Faxing Problems

● Sending Problems

■ You Cannot Send a Document

| Cause | Action |
|---|---|
| The FINE Cartridge may not be installed properly. | Make sure the FINE Cartridge is installed properly. Do not remove a used FINE Cartridge except to replace it with a new one. |
| The fax may have overheated. | Unplug the fax and let it cool for several minutes. Then plug it back in and try sending again. |
| The fax may not be set for the type of telephone line in use (pulse/tone). | Make sure the fax is set for the correct telephone line type (see page 9). |
| The document may not have been loaded correctly into the Document Tray. | <ul style="list-style-type: none"> ● Remove the document, stack it if necessary, and load it into the Document Tray correctly (see page 15). ● Make sure the Printer Cover is closed. |
| The one-touch speed dialing button or coded speed dialing code you entered may not be registered for the feature you want to use. | Check the one-touch speed dialing button or coded speed dialing code and make sure it is registered correctly (see page 12). |
| You may have dialed or have been provided with an incorrect number. | Dial the number again, or check that you have the correct number. |
| The receiving party's fax machine may be out of paper. | Call the receiving party and ask them to make sure paper is loaded in their fax machine. |

| Cause | Action |
|--|--|
| There may be other documents being sent from memory. | Allow time for those documents to finish sending. |
| An error may have occurred during sending. | Print an activity report and check for an error (see page 53). |
| The telephone line may not be working properly. | Make sure there is a dial tone when you press [Hook] or when you lift the Handset. If there is no dial tone, contact your local telephone company. |
| The receiving fax machine may not be a G3 fax machine. | Make sure the receiving fax machine is compatible with this fax machine (which is a G3 fax machine). |

■ Documents Sent From the Fax are Spotted or Dirty

| Cause | Action |
|---|---|
| The receiving fax machine may not be working properly. | Check the fax by making a copy (see page 17). If the copy is clear, the problem may be in the receiving fax machine. If the copy is spotted or dirty, clean the scanner components (see page 62). |
| The document may not have been loaded correctly into the Document Tray. | Remove the document, stack it if necessary, and load it into the Document Tray correctly (see page 15). |

■ Cannot Send Using Error Correction Mode (ECM)

| Cause | Action |
|--|---|
| The receiving party's fax machine may not support ECM. | If the receiving party's fax machine does not support ECM, then the document is sent in normal mode without error checking. |
| ECM may be disabled. | Make sure ECM is on (see ECM TX on page 50). |

■ Errors Occur Frequently While Sending

| Cause | Action |
|---|---|
| The telephone lines may be in poor condition, or you may have a bad connection. | Lower the transmission speed (see TX START SPEED on page 51). |

● Receiving Problems

■ Cannot Receive a Document Automatically

| Cause | Action |
|---|---|
| The fax may not be set to receive automatically. | For the fax to receive documents automatically, the receive mode must be set to <FAX ONLY MODE>, <FAX/TEL AUTO SW> (Fax/Tel mode), <NET SWITCH>, <ANS.MACHINE MODE> (see page 27), or <TAM MODE*> must be set (see page 37). If you have set <ANS.MACHINE MODE>, check that an answering machine is connected to the fax and that it is turned on with an outgoing message properly recorded (see page 29). |
| The fax may have a document stored in memory. | Print out any documents stored in memory (see page 35). |
| An error may have occurred during reception. | <ul style="list-style-type: none"> ● Check the LCD for an error message (see page 74). ● Print an activity report and check for an error (see page 53). |
| The Multi-Purpose Tray may be empty. | Make sure paper is loaded in the Multi-Purpose Tray (see the Easy Setup Instructions). |
| The telephone line may not be connected properly. | Make sure all line connections are secure (see the Easy Setup Instructions). |

* FAX-JX500/JX300 only.

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

| Cause | Action |
|---|---|
| The fax may not be set to switch automatically between telephone and fax reception. | For the fax to switch automatically, the receive mode must be set to <FAX/TEL AUTO SW> (Fax/Tel mode) or <ANS.MACHINE MODE> (see page 27), or <TAM MODE*> must be set (see page 37). If you have set <ANS.MACHINE MODE>, check that an answering machine is connected to the fax and that it is turned on with an outgoing message properly recorded (see page 29). |
| The fax may have a document stored in memory. | Print out any documents stored in memory (see page 35). |
| An error may have occurred during reception. | <ul style="list-style-type: none"> ● Check the LCD for an error message (see page 74). ● Print an activity report and check for an error (see page 53). |
| The Multi-Purpose Tray may be empty. | Make sure paper is loaded in the Multi-Purpose Tray (see the Easy Setup Instructions). |
| The sending fax machine may not send the CNG signal that tells the fax that the incoming signal is a fax. | Some fax machines cannot send the CNG signal that tells your fax the incoming call is from a fax machine. In such cases, you will have to receive the document manually (see page 29). |

* FAX-JX500/JX300 only.

■ Cannot Receive a Document Manually

| Cause | Action |
|--|--|
| You may have disconnected the call by pressing [Start/Copy] or dialing the remote receiving ID after hanging up. | Always press [Start/Copy] or dial the remote receiving ID before hanging up the Handset, otherwise you will disconnect the call (see page 29). |
| The remote receiving ID may be incorrect. | Make sure you dialed the correct remote receiving ID (see page 29). |

■ Print Quality is Poor

| Cause | Action |
|--|--|
| You may not be using the correct type of paper. | Make sure you load paper that meets the paper requirements for the fax (see page 15). |
| The FINE cartridge print head may need cleaning. | Clean the FINE cartridge print head if necessary (see page 59). |
| The sending fax machine may not be functioning properly. | The sending fax machine usually determines the quality of the document. Call the sender and have them make sure their fax machine is functioning properly. |
| Error Correction Mode (ECM) may be disabled. | Make sure ECM is on (see ECM RX on page 50). |

■ Fax Does Not Print

| Cause | Action |
|---|---|
| The FINE Cartridge may not be installed properly. | <ul style="list-style-type: none"> ● Make sure the FINE Cartridge is installed properly (see the Easy Setup Instructions). ● Be sure to remove the protective tape from the FINE Cartridge before you install it (see the Easy Setup Instructions). |
| The FINE Cartridge print head may need cleaning. | Clean the FINE Cartridge print head if necessary (see page 59). |
| The FINE Cartridge may need to be replaced. | Determine if the problem is with the FINE Cartridge and replace if necessary (see page 55). |
| A document may be set. | Make sure a document is not set. |

■ Fax Images Print Blotched or Uneven

| Cause | Action |
|---|---|
| The telephone lines may be in poor condition, or you may have a bad connection. | <ul style="list-style-type: none"> ● Error Correction Mode (ECM) sending/receiving should eliminate such problems. However, if the telephone lines are in poor condition, you may have to try again. ● Lower the reception speed (see RX START SPEED on page 51). |
| The sending fax machine may not be functioning properly. | The sending fax machine usually determines the quality of the document. Call the sender and have them make sure their fax machine is functioning properly. |

■ Cannot Receive Using Error Correction Mode (ECM)

| Cause | Action |
|--|---|
| The sending fax machine may not support ECM. | If the sending fax machine does not support ECM, then the document is received in normal mode without error checking. |
| ECM may be disabled. | Make sure ECM is on (see ECM RX on page 50). |

■ Errors Occur Frequently While Receiving

| Cause | Action |
|---|---|
| The telephone lines may be in poor condition, or you may have a bad connection. | Lower the reception speed (see RX START SPEED on page 51). |
| The sending fax machine may not be functioning properly. | Call the sender and have them check that their fax machine is functioning properly. |

Copying Problems

■ The Fax Does Not Make a Copy

| Cause | Action |
|---|---|
| The FINE Cartridge may need to be replaced. | Determine if the problem is with the FINE Cartridge and replace if necessary (see page 55). |
| The document may not have been loaded correctly into the Document Tray. | <ul style="list-style-type: none"> ● Remove the document, stack it if necessary, and load it face up into the Document Tray correctly (see page 15). ● Make sure the Printer Cover is closed. |
| The FINE Cartridge may not be installed properly. | Make sure the FINE Cartridge is installed properly (see the Easy Setup Instructions). |
| Print head nozzles are clogged. | Print the nozzle check pattern (see page 58). |

■ MEMORY FULL Appears on the LCD When Making Multiple Copies

| Cause | Action |
|--|---|
| The fax's memory is full. | <ul style="list-style-type: none"> ● Print or delete any documents stored in memory (see page 35) to free up space in the fax's memory, then start again. ● Change the scanning resolution and try copying again. |
| The document you are copying may have too many graphics. | <p>If multiple pages are being copied, separate the pages into smaller stacks. If not, make the desired number of copies one at a time as needed.</p> <p> Note For additional troubleshooting, see "Print Quality Problems" on page 71.</p> |

Telephone Problems

■ You Cannot Dial

| Cause | Action |
|--|---|
| The telephone line may not be connected properly. | Make sure all line connections are secure (see the Easy Setup Instructions). |
| The power cord may not be plugged in securely. | Check that the power cord is plugged securely into the fax and into the wall outlet (see the Easy Setup Instructions). If the fax is plugged into a power strip, make sure the power strip is plugged in and turned on. |
| The machine may not be switched on. | Press the [ON/OFF] to turn the machine on. |
| The fax may not be set for the type of telephone line in use (pulse/tone). | Make sure the fax is set for the correct telephone line type (see page 9). |

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

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

■ There is Interference on the Line

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

Print Quality Problems

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

| Cause | Action |
|--|---|
| The paper you are using may not be supported by the fax. | Make sure you are using the recommended paper (see page 15). |
| You may be printing on the wrong side of the paper. | Some papers have a "right" side for printing. If the print quality is not as clear as you would like it to be, try turning the paper over and printing on the other side. |
| The nozzles on the FINE Cartridge print head may be clogged. | Clean the FINE Cartridge print head if necessary (see page 58). |
| The FINE Cartridge may not be installed properly. | Make sure the FINE Cartridge is installed properly (see the Easy Setup Instructions). |
| The FINE Cartridge print head may be damaged. | Determine if the problem is with the FINE Cartridge print head (see page 58) and replace the FINE Cartridge if necessary (see page 55). |

■ The Printout Contains Blurred or Smudged Ink

| Cause | Action |
|--|---|
| The paper you are using may not be supported by the fax. | Make sure you are using the recommended paper (see page 15). |
| You may be printing on the wrong side of the paper. | Some papers have a "right" side for printing. If the print quality is not as clear as you would like it to be, try turning the paper over and printing on the other side. |

General Problems

■ The Fax has no Power

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

■ The Fax will not Print Reports

| Cause | Action |
|---|---|
| The FINE Cartridge may need to be replaced. | Determine if the problem is with the FINE Cartridge and replace if necessary (see page 55). |

■ Nothing Appears on the LCD

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

In Case of a Power Failure

The user data settings and registered data for one-touch speed dialing and coded speed dialing are saved during a power failure.

FAX-JX500/JX300 models:

Faxes or messages stored in the memory are backed up automatically if the power is tuned off or fails. If however, the data cannot be retried when the power is tuned on again, a memory clear report is printed automatically.

FAX-JX200/JX201 models:

A memory clear report is printed automatically when power is restored after a power failure. This report includes a list of the documents that were stored in the memory at the time of power failure.

■ During a Power Failure

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

- You cannot use the fax to make telephone calls. Also if your fax is connected to a telephone, you may not be able to make telephone calls.
- You cannot send, receive, or copy documents.
- You can receive voice calls only if a telephone, or an extension phone is connected to your fax.

■ Memory Clear Report (FAX-JX200/JX201 only)

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

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

Note

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

LCD Messages

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

■ !!CHECK!! 5100

| Cause | Action |
|--|--|
| Movement of the FINE Cartridge Holder is blocked. | Clear the paper jam or foreign object that is preventing the FINE Cartridge Holder from moving, then turn off the machine and turn it back on again. |
| There may be an obstruction that is not allowing the Cartridge Holder mechanism to move. | Check for any obstruction (paper clip, small object, etc.) and also that the protective tape are removed from the FINE Cartridge. Check also for a paper jam and clear the jam if necessary (see page 65). Then press [Stop] and start again. |
| The FINE Cartridge may be defective. | Press [Stop]. Reinstall the FINE Cartridge (see the Easy Setup Instructions) and start again. In either case, if the error does not clear, try unplugging the fax. Wait several minutes, then plug it back in. Also, try replacing the FINE Cartridge with a new one (see page 55). |
| During printing, the FINE Cartridge print head may have become too hot. | Allow the fax to cool down. The fax will resume printing when it has cooled down. |
| An error requiring servicing might have occurred. | Turn OFF the machine, and unplug the power cord of the machine from the power supply. After a while, plug the power cord of the machine back in and turn ON the machine. If the same error occurs, contact a Canon service representative. |

■ !!CHECK!! 5B00

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

■ AUTO REDIAL

| Cause | Action |
|--|---|
| The fax is waiting to redial the receiving number because the line was busy or the receiving party did not answer when you tried to send the document. | Wait for the fax to automatically redial the number. If you want to cancel automatic redialing, press [Stop] (see page 23). |

■ BUSY/NO SIGNAL

| Cause | Action |
|--|--|
| The telephone number you dialed is busy. | Try sending the document at a later time. |
| The fax number dialed was incorrect. | Check the fax number and dial again. |
| The other party's fax machine is not working. | Contact the other party and have them check their fax machine. |
| The other party is not using a G3 machine. | Contact the other party and ask them to send or receive the document using a G3 machine. |
| The touch tone/dial pulse setting on your fax is incorrect. | Set your fax to the setting that matches your telephone line (see page 9). |
| The receiving fax machine did not answer within 55 seconds (after all automatic redialing attempts). | Contact the receiving party and have them check their fax machine. You can try to send the document using manual sending (see page 18). For long-distance call, add pauses to the registered number (see page 22). |

■ CHECK DOCUMENT

| Cause | Action |
|--|---|
| The document is not set in the Document Tray, or has jammed. | Set the document you are trying to send or copy (see page 15), or check for a document jam and clear the jam if necessary (see page 65), and start again. |

■ CHECK PAPER SIZE

| Cause | Action |
|---|---|
| The size of the paper in the multi-purpose tray and that specified in the PAPER SIZE setting are different. | Load the correct paper size or change the <PAPER SIZE> setting (see page 51). Press [Stop]. |

■ CLEAR PAPER JAM

| Cause | Action |
|-----------------------|---|
| There is a paper jam. | Clear the paper jam (see page 65) and reload paper in the Multi-Purpose Tray. Press [Stop]. |

■ DATA ERROR

| Cause | Action |
|---|---|
| An error has occurred and all one-touch speed dialing, coded speed dialing, and user data have been lost. | Press [Start/Copy], then re-register the data (see page 6). |

■ DOC. TOO LONG

| Cause | Action |
|-------------------------------------|---|
| The document is longer than 400 mm. | Use a copier to make a reduced copy of the document and then send the copy. |

■ ECM RX

| Cause | Action |
|--|--|
| The fax is receiving a document using Error Correction Mode (ECM). | ECM receptions may take longer than normal receptions. Turn off ECM if you need to receive quickly, or if you know your local lines are in good condition (see <ECM RX> on page 50). |

■ ECM TX

| Cause | Action |
|--|---|
| The fax is sending a document using Error Correction Mode (ECM). | ECM transmissions may take longer than normal transmissions. Turn off ECM if you need to transmit quickly, or if you know your local lines are in good condition (see <ECM TX> on page 50). |

■ INK ABS NEAR FUL

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

■ NO INK

| Cause | Action |
|------------------|---|
| Ink has run out. | Replace the FINE Cartridge (see page 55). |

■ INK VOL UNKNOWN

| Cause | Action |
|--|--|
| The remaining level of the ink cannot be correctly detected. | A FINE Cartridge that was once empty is installed. Replace the FINE Cartridge (see page 55). |

■ MEMORY FULL

| Cause | Action |
|--|--|
| The fax's memory is full because it has received too many documents, or a very long or detailed document. | Print and delete any documents stored in memory (see page 35). Then start again. |
| The fax's memory is full because you either tried to send or copy too many pages at once, or you tried to send or copy a very long or detailed document, using memory sending. | Free up space in the fax's memory by printing or deleting any documents in memory you no longer need (see page 35). If multiple pages are loaded, separate the pages into smaller stacks. If not, try sending the document by direct sending (see page 18). |

■ NO TEL

| Cause | Action |
|---|--|
| The one-touch speed dialing button or coded speed dialing code you entered has not been registered. | Register the one-touch speed dialing button or coded speed dialing code (see page 12). |

■ NO OGM

| Cause | Action |
|---|---|
| The outgoing message has not been recorded. | Record an outgoing message (see page 37). |

■ REC'D IN MEMORY

| Cause | Action |
|--|---|
| The fax received the document in memory because paper or ink ran out, a paper jam occurred, or the incorrect FINE Cartridge was installed. | Load paper in the Multi-Purpose Tray (see the Easy Setup Instructions), replace the FINE Cartridge (see page 55) or clear the paper jam (see page 65). Print any documents stored in memory (see page 35). |

■ RECOMEND NEW CRT

| Cause | Action |
|-------------|---|
| Ink is low. | Replace the FINE Cartridge (see page 55). |

■ REMOVE DOCUMENT

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

■ SET DOCUMENT IN CORRECT POSITION

| Cause | Action |
|---|---|
| The document cannot be correctly detected or the document is too small. | Make sure the document meets the requirements and is correctly loaded. If necessary, reload the document and press [Start/Copy]. See "Document Requirements" on page 14 and "Loading Documents and Paper" on page 15. |

■ TAM MEMORY FULL*

| Cause | Action |
|---|--|
| Either 55 messages, including an outgoing message, alternative message, voice memos, Fax/Tel message and forwarding message, have been recorded or the total maximum recording time of 30 minutes has been reached. | Listen to your telephone messages and delete any unnecessary messages. Alternatively, erase all telephone messages stored in the fax memory (see page 41). |

* FAX-JX500/JX300 only.

■ TX/RX CANCELLED

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

■ TX/RX NO. *nnnn*

| Cause | Action |
|--|--|
| When the fax sends or receives a document, it assigns it a unique identification number (<i>nnnn</i>). | Write the number down if you will need it later. |

■ !!CHECK!! *nnnn*

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

Specifications

| General Specifications | |
|--------------------------------|---|
| Scanning sheet size | Width: Max. 216 mm Min. 105 mm Height: Max. 400 mm Min. 105 mm Thickness: Max. 0.13 mm (105 g/m ²) Min. 0.06 mm (40 g/m ²) |
| Effective scanning size | Width: A4: 208 mm |
| Effective printing size | Width: 203 mm |
| Transmission time | G3 ECM MMR: Approx. 3 seconds* (FAX-JX500) /6 seconds* (FAX-JX300/JX200/JX201) |
| Scanning line density | Horizontal: 8.00 dots/mm Vertical Standard: 3.85 lines/mm Vertical Fine: 7.70 lines/mm |
| Recording method | Ink Jet printing |
| Paper tray capacity | Maximum: 11 mm (100 sheets with 75 g/m ² paper) |
| Paper type | Plain cut sheet paper (A4/Letter/Legal) Paper weight: 64 g/m ² to 105 g/m ² Paper thickness: 0.09 mm to 0.13 mm |
| Image memory | Up to 120 A4-size pages (FAX-JX500/JX300)* /60 A4-size pages (FAX-JX200/JX201)* (standard resolution) |
| Auto dial functions | One-touch speed dialing (Registration for 9 numbers) Coded speed dialing (Registration for 100 numbers (FAX-JX500/JX300)/60 numbers (FAX-JX200/JX201)) |
| Ink cartridges | Canon FINE Cartridge PG-40, Canon FINE Cartridge PG-50 (Option) |
| Power source | AC 100-240V, 50/60Hz |
| Power consumption | Sleep: Approx. 1.5 W Maximum: Approx. 37 W |
| Operating environment | Temperature: 15°C to 27.5°C Humidity: 20% to 80% RH |
| Dimensions | 400 mm (W) × 269 mm (D) × 174 mm (H) (excluding trays) |
| Weight | Approx. 4.1 kg (with Handset) |

Specifications are subject to change without notice.

* Based on the Canon FAX Standard Chart No.1, Standard mode. The number of pages may be reduced if many messages are stored in the TAM memory.

Appendix

For your safety (Australia only)

To ensure safe operation the three-pin plug supplied must be inserted only into a standard three-pin power point which is effectively earthed through the normal household wiring.

Extension cords used with the equipment must be three-core and be correctly wired to provide connection to earth. Wrongly wired extension cords are a major cause of fatalities.

The power point shall be located near the equipment and shall be easily accessible.

The fact that the equipment operates satisfactorily does not imply that the power point is earthed and the installation is completely safe. For your safety, if in any doubt about the defective earthing of the power point, consult a qualified electrician.

Note

Decadic Dialing is not available in Australia.

Caution (New Zealand only)

The grant of a Telepermit for any item of terminal equipment indicates only that Telecom has accepted that the item complies with the minimum conditions for connection to its network. It indicates no endorsement of the product by Telecom, nor does it provide any sort of warranty. Above all, it provides no assurance that any item will work correctly in all respects with another item of Telepermitted equipment of a different make or model, nor does it imply that any product is compatible with all of Telecom's network services.

This equipment may not necessarily provide for the effective hand-over of a call to or from a telephone connected to the same line.

The operation of this equipment on the same line as telephone or other equipment with audible warning devices or automatic ring detectors will give rise to bell tinkle or noise and may cause false tripping of the ring detector. Should such problems occur, the user is not to contact Telecom Faults service.

Should this equipment become physically damaged, disconnect immediately from the Telecom connection and power source and contact your nearest service agent.

To relocate the equipment, please:

- (1) Disconnect the equipment from the Telecom connection.
- (2) Disconnect the equipment from the power source.
- (3) Reconnect the equipment to the power source.
- (4) Reconnect the equipment to the Telecom connection.

If the supply cord of this equipment is damaged, it must be replaced by the special cord (Parts NO.: HH2-1910).

Telepermitted equipment only may be connected to the auxiliary telephone port. The auxiliary telephone port is not specifically designed for 3-wire-connected equipment. 3-wire-connected equipment might not respond to incoming ringing when attached to this port.

This device may be subject to bell tinkle, or mistakenly enter receive mode when calls are made from another device on the same line. If this occurs, the problem should not be referred to the Telecom Faults service.

Please note when you connect an extension phone to this device, if you use an extension phone which has features such as "last number redial," redial memory numbers may be lost.

The automatic calling functions of this equipment must not be used to cause a nuisance to other Telecom customers.

Under power fail conditions, this telephone may not operate, Please ensure that a separate telephone, not dependent on local power, is available for emergency use.

The caller's telephone numbers which are displayed and stored in this equipment include the caller's area code but do not include the toll access "0" prefix. When dialing back to the caller, it is necessary to add a "0" prefix to the telephone number, or if the telephone number is a local number, omit the area code digit.

If you are using the toll services of a company other than Telecom then a toll charge may be incurred should you dial the "0" prefix and area code.

 **Note**

Decadic Dialing is not available New Zealand.

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



PG-40



PG-50