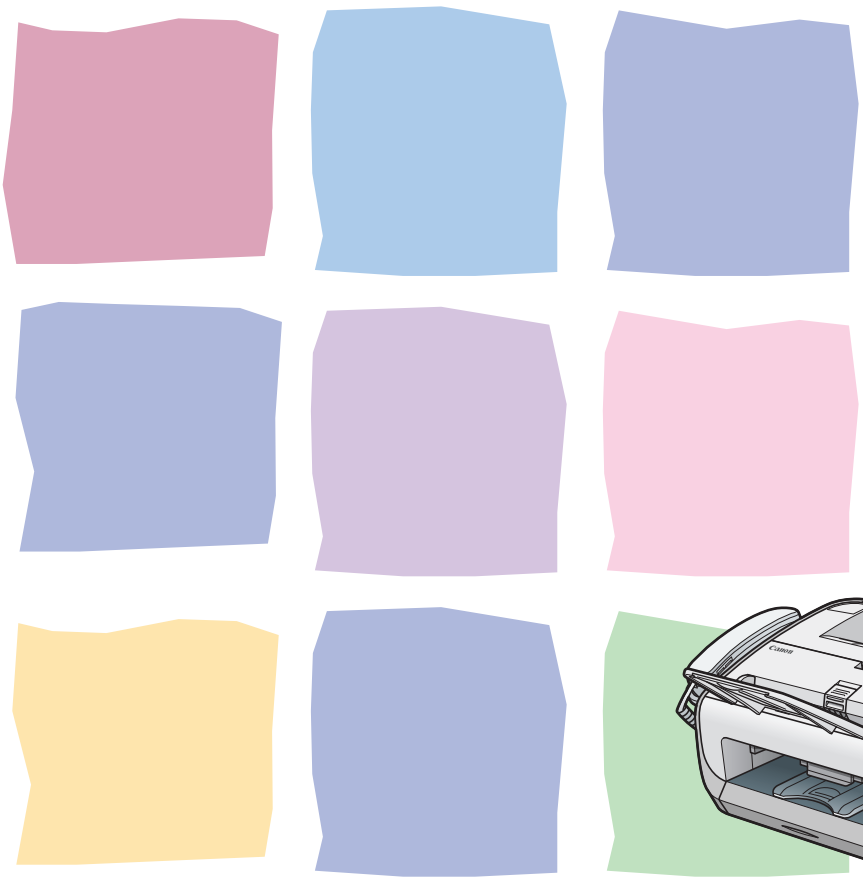
Canon

FAXPHONE L90

Basic Operation Guide

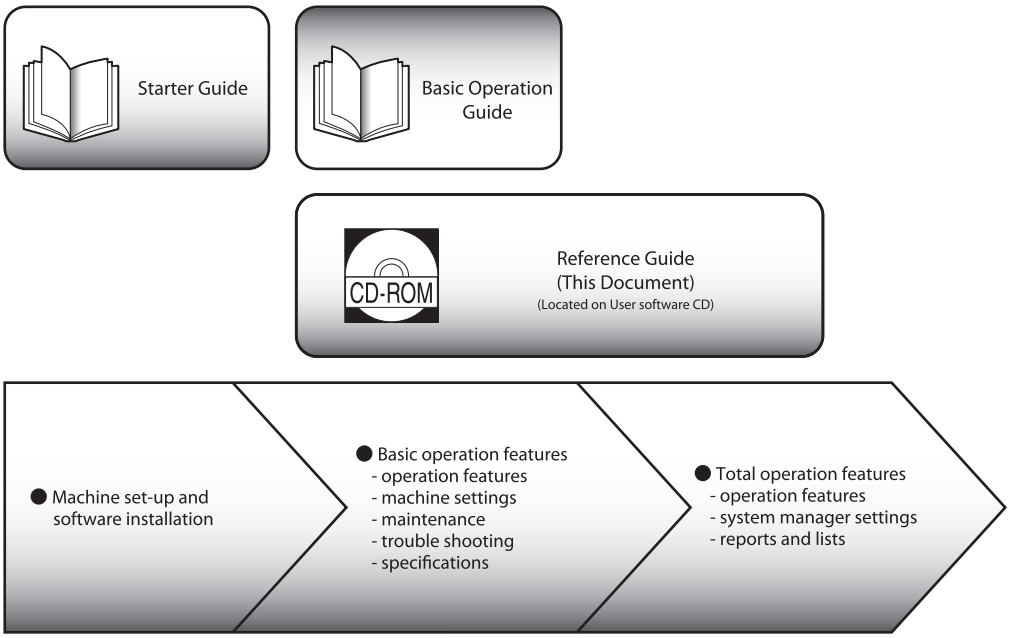
- What Can I Do with This Machine?
- Before Using the Machine
- Document and Paper
- Sending Documents
- Receiving Documents
- Copying
- Printing
- Maintenance
- Troubleshooting
- Machine Settings
- Appendix



Please read this guide before operating this product.
After you finish reading this guide, store it in a safe place for future reference.

ENG

Manuals for the Machine



- To view the manuals in PDF format, Adobe Reader/Acrobat Reader/Acrobat is required. If Adobe Reader/Acrobat Reader/Acrobat is not installed on your system, please download it from the Adobe Systems Incorporated website (http://www.adobe.com).
- Considerable effort has been made to make sure that the manuals for the machine are free of inaccuracies and omissions. However, as we are constantly improving our products if you need an exact specification, please contact Canon.
- The machine illustration on the cover may differ slightly from your machine.

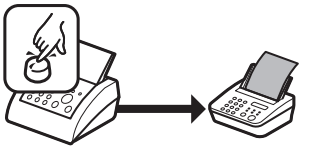
What Can I Do with This Machine?

Fax Features

Specify a recipient with a single key

One-Touch Speed Dialing Keys

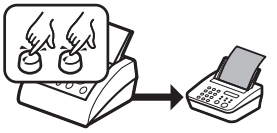
→ p. 3-29



Specify a recipient with a two-digit code

Coded Speed Dialing Codes

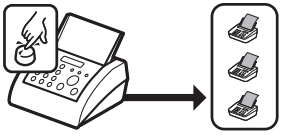
→ p. 3-31



Specify multiple recipients as a group

Group Dialing

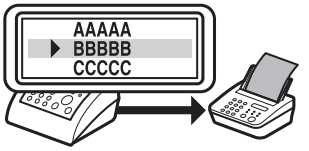
→ p. 3-33



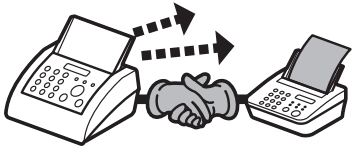
Look up a particular recipient

Address Book Search

→ p. 3-34



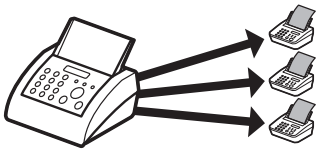
Redial when the line is busy



Redialing

→ Reference Guide

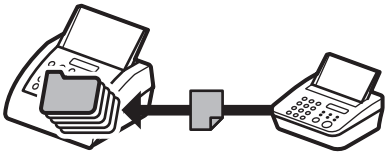
Send documents to multiple recipients



Broadcasting

→ Reference Guide

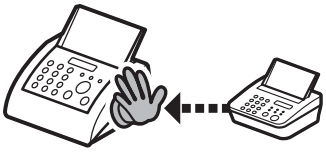
Receive faxes in memory without printing out



Memory Lock Reception

→ Reference Guide

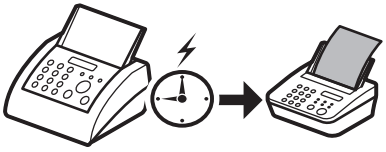
Reject faxes without their numbers



RX Restriction

→ Reference Guide

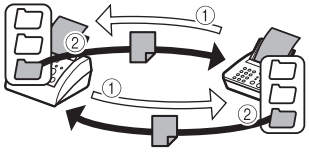
Send a fax at a specified time



Delayed Sending

→ Reference Guide

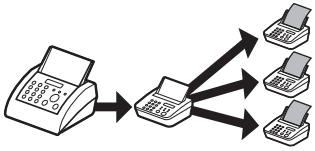
Send or receive a fax automatically upon request



Polling

→ Reference Guide

Send a fax to be relayed to other fax machines



Relay

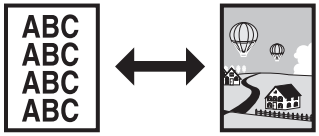
→ Reference Guide

Copy Features

Select a scan mode depending on the type of image

Image Quality

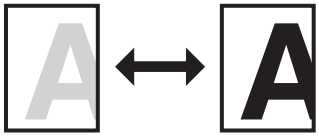
→ p. 5-4



Adjust the density level of scanned images

Density

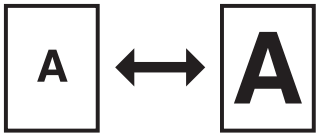
→ p. 5-6



Enlarge or reduce copied images

Zoom Ratio

→ p. 5-8

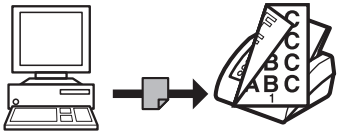


Printer Feature

Print a document from a PC

Printing

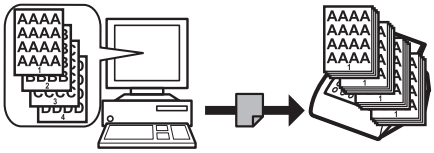
→ p. 6-2



Sort printouts by page order

Collate Printing

→ p. 6-4

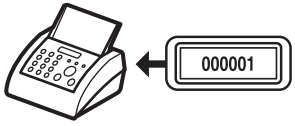


System Manager Settings

Restrict the use of the machine with a password

System Manager Settings

→ Reference Guide



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Preface

Thank you for choosing a Canon product. Before using the machine, please read the following instructions for your safety.

Important Safety Instructions

WARNING

Except as specifically described in this guide, do not attempt to service the machine yourself. Never attempt to disassemble the machine: opening and removing its interior covers will expose you to dangerous voltages and other risks. For all service, contact Canon Customer Care Center, or a Canon Authorized Service Facility.

Handling and Maintenance

CAUTION

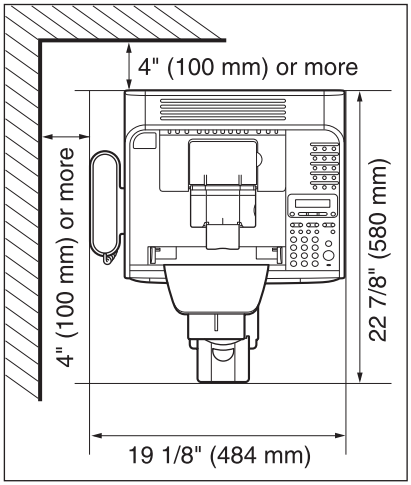
- Be careful when removing printed paper from output trays or when aligning it, because it may be hot and result in burn injury.
- Follow all warnings and instructions marked on the machine.
- Do not subject the machine to strong physical shocks or vibrations.
- Always unplug the machine before moving or cleaning it.
- To avoid paper jams, never unplug the power cord, open the scanning platform, or add or remove paper in the machine while printing.
- When transporting the machine, be sure to remove the toner cartridge from the machine.
- Place the toner cartridge in its original protective bag or wrap it in a thick cloth to prevent exposure to light.
- Always grip the handle on the sides of the machine when you lift the machine. Never lift the machine by any of its trays or attachments.
- Do not insert any objects into the slots or openings on the machine since they may touch dangerous voltage points or short out parts. This could result in fire or electric shock.
- Do not allow small objects (such as pins, paper clips, or staples) to fall into the machine.
- To avoid spillage in or around the machine, do not eat or drink near it.
- Keep the machine clean. Dust accumulation can prevent the machine from operating properly.

- Disconnect the power cord from the wall outlet and contact Canon Customer Care Center in any of the following cases:
  - When the power cord or plug is damaged or frayed.
  - If liquid or small object has fallen into the machine.
  - If the machine has been exposed to rain or water.
  - If the machine does not operate normally when you have followed the instructions in this guide. Adjust only those controls that are covered by the instructions in this guide. Improper adjustment of other controls may result in damage and may require extensive work by a qualified technician to restore the product to normal operation.
  - If the machine has been dropped.
  - If the machine exhibits a distinct change in performance, indicating a need for servicing.

Location

- Place the machine on a flat, stable, vibration-free surface that is strong enough to support its weight.
- Place the machine in a cool, dry, clean, well ventilated place.
- Make sure the area is free from dust.
- Make sure the location is not exposed to high temperature or humidity.
- Keep the machine away from direct sunlight as this can damage it. If you have to place the machine near a window, install heavy curtains or blinds.
- Do not use the machine near water. Make sure that no wet or humid objects come into contact with the machine.
- Do not use or store the machine outdoors.
- Do not place the machine near devices that contain magnets or generate magnetic fields, such as speakers.

– If possible, place the machine near an existing telephone line outlet for easy connection of the telephone line cord, and to avoid the expense of installing a new outlet.
– Place the machine near a standard 120 V AC (60 Hz) power outlet.
– To ensure reliable operation of the machine and to protect it from overheating (which can cause it to operate abnormally and create a fire risk), do not block the exhaust vent. Never block or cover any openings on the machine by placing it on a bed, sofa, rug, or other similar surface. Do not place the machine in a cupboard or built-in installation, or near a radiator or other heat source unless proper ventilation is provided. Leave at least 4" (10 cm) around all sides of the machine.



* The depth is 23 3/4" (602 mm) when toner cover is lifted up.

– Do not stack boxes or furniture around the power outlet. Keep the area free so you can reach the outlet quickly. If you notice anything unusual (smoke, strange odors, noises) around the machine, unplug the power cord immediately. Contact Canon Customer Care Center.
– Do not allow anything to rest on the power cord, and do not place the machine where the cord will be walked on. Make sure the cord is not knotted or kinked.

Power Supply

– During electrical storms, disconnect the power cord from the power outlet. (Please note that any data stored in the memory, including received fax documents, will be deleted if you disconnect the power cord.)
– Whenever you disconnect the power cord, wait at least five seconds before you plug it again.
– Do not plug the power cord into an uninterruptible power supply (UPS).

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.

Telephone Equipment

WARNING

When using telephone equipment, basic safety precautions should always be followed to reduce the risk of fire, electric shock, and injury to persons, including the following:
1. Do not use this machine near water (i.e., near a bathtub, kitchen sink, or laundry tub), or in a wet basement or near a swimming pool.
2. Avoid using the telephone during an electrical storm, as there may be a remote risk of electric shock from lightning.
3. Do not use the telephone to report a gas leak in the vicinity of the leak.

Customer Support (U.S.A.)

Your machine is designed with the latest technology to provide trouble-free operation. If you encounter a problem with the machine's operation, try to solve it by using the information in Chapter 11. If you cannot solve the problem or if you think your machine needs servicing, contact Canon Customer Care Center at 1-800-828-4040 between the hours of 8:00 A.M. to 8:00 P.M. EST for U.S.A. and 9:00 A.M. to 8:00 P.M. EST for Canada Monday through Friday and 10:00 A.M. to 8:00 P.M. on Saturday. On-line support for 24 hours is also available at the website.
http://www.canontechsupport.com/

Customer Support (Canada)

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

– For step-by-step troubleshooting, e-mail technical support, the latest driver or document downloads, and answers to frequently asked questions, visit http://www.canon.ca/
– Free live technical support 9:00 A.M. to 8:00 P.M. EST Monday through Friday (excluding holidays) for products still under warranty 1-800-652-2666
– For the location of the authorized service facility nearest you, visit http://www.canon.ca/ or 1-800-652-2666
– If the problem cannot be corrected by using one of the above technical support options, repair options are available at the time of your call to the live technical support number above or via the website at http://www.canon.ca/

* Support program specifics are subject to change without notice.

How to Use This Guide

Symbols Used in This Manual

The following symbols are used throughout the manuals for the machine and indicate the warnings, cautions and notes you should keep in mind when using the machine.

WARNING Indicates a warning that may lead to death or serious injury if not observed.

CAUTION Explains how to avoid actions that could injure you or damage your machine.

NOTE Explains operating restrictions and how to avoid minor difficulties.

In addition, this guide uses distinctive notations to identify keys and information in the LCD:

– The keys you press appear in square brackets: [Stop/Reset].

– Information in the LCD appears in angle brackets: <LOAD PAPER>.

The numbers that point to the keys on the operation panel diagram correspond to the order of steps to take in the procedure.

Legal Notices

As an ENERGY STAR Partner, Canon U.S.A., Inc. has determined that this product meets the ENERGY STAR Program for energy efficiency.

The International ENERGY STAR Office Equipment Program is an international program that promotes energy saving through the use of computers and other office equipment.

The program backs the development and dissemination of products with functions that effectively reduce energy consumption. It is an open system in which business proprietors can participate voluntarily.

The targeted products are office equipment, such as computers, displays, printers, facsimiles, and copiers. The standards and logos are uniform among participating nations.

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

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- Paper Money
- Money Orders
- Certificates of Deposit
- Postage Stamps (canceled or uncanceled)
- Identifying Badges or Insignias
- Selective Service or Draft Papers
- Checks or Drafts Issued by Governmental Agencies
- Motor Vehicle Licenses and Certificates of Title
- Travelers Checks
- Food Stamps
- Passports
- Immigration Papers
- Internal Revenue Stamps (canceled or uncanceled)
- Bonds or Other Certificates of Indebtedness
- Stock Certificates
- Copyrighted Works/Works of Art without Permission of Copyright Owner

Users in the U.S.A.

Pre-Installation Requirements for Canon Facsimile Equipment

A. Location

Supply a suitable table, cabinet, or desk. See p. 10-2 for the machine's weight and dimensions.

B. Order Information

1. Only a single line, touch-tone or rotary telephone set is to be used.
2. Order an RJ11-C modular jack (USOC code), which should be installed by the telephone company. If the RJ11-C jack is not present, installation cannot occur.
3. Order a regular voice grade line or the equivalent from your telephone company's business representative.

   Use one line per machine.

   DDD (DIRECT DISTANCE DIAL) LINE

   -or-

   IDDD (INTERNATIONAL DIRECT DISTANCE DIAL) LINE IF YOU COMMUNICATE OVERSEAS

NOTE

Canon recommends an individual line following industry standards, e.g. the 2500 (Touch Tone) or 500 (Rotary/Pulse Dial) telephones. A dedicated extension off a PBX machine without "Call Waiting" can be used with the machine. Key telephone systems are not recommended because they send non-standard signals to individual telephones for ringing and special codes, which may cause a fax error. This machine is not supported on Voice Over Internet Protocol (VOIP).

C. Power Requirements

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

Connection of the Equipment

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

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

The Ringer Equivalence Number (REN) is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most but not all areas, the sum of RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact the local telephone company. The REN for this product is part of the product identifier that has the format US: AAAEQ##TXXXX. The digits represented by ## are the REN without a decimal point (e.g., 10 is a REN of 1.0).

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

In Case of Equipment Malfunction

Should any malfunction occur which cannot be corrected by the procedures described in this guide, disconnect the equipment from the telephone line, unplug the network cable (if connected), and unplug the power cord. The telephone line should not be reconnected or the power cord plugged in until the problem is completely resolved. Users should contact Canon Authorized Service Facilities for servicing of equipment. Information regarding Authorized Service Facility locations can be obtained by calling Canon Customer Care Center (1-800-828-4040).

Rights of the Telephone Company

Should the equipment cause harm to the telephone network, the telephone company may temporarily disconnect service. The telephone company also retains the right to make changes in facilities and services which may affect the operation of this equipment. When such changes are necessary, the telephone company is required to give adequate prior notice to the user.

FCC Notice

FAXPHONE L90: Model F152800

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions:

(1) This device may not cause harmful interference, and

(2) this device must accept an interference received, including interference that may cause undesired operation.

NOTE

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

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

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

Canon U.S.A., Inc.
One Canon Plaza, Lake Success, NY 11042, U.S.A.
TEL No. 1-516-328-5600

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device to send any message via a telephone fax machine unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity, or individual. In order to program this information into the machine, follow the instructions in the Starter Guide.

Users in Canada

Pre-Installation Requirements for Canon Facsimile Equipment

A. Location

Supply a suitable table, cabinet, or desk. See p. 10-2 for the machine's weight and dimensions.

B. Order Information

1. Provide only a single-line to touch-tone or rotary telephone set terminated with a standard 4-pin modular phone plug. (Touch-tone is recommended if available in your area.)
2. Order an CA11A modular jack (USOC code), which should be installed by the telephone company. If the CA11A jack is not present, installation cannot occur.
3. Order a normal business line from your telephone company's business representative. The line should be a regular voice grade line or equivalent. Use one line per machine.

   DDD (DIRECT DISTANCE DIAL) LINE

   -or-

   IDDD (INTERNATIONAL DIRECT DISTANCE DIAL) LINE IF YOU COMMUNICATE OVERSEAS

NOTE

Canon recommends an individual line following industry standards, e.g., the 2500 (touch tone) or 500 (rotary/pulse dial) telephones. A dedicated extension off a PBX machine without "Camp On" signals is also permissible with the machine. Key telephone systems are not recommended because they send non-standard signals to individual telephones for ringing and special codes, which may cause a fax error.

C. Power Requirements

The power outlet should be a three-prong grounded receptacle (Single or Duplex). It should be independent from copiers, heaters, air conditioners or any electric equipment that is thermostatically controlled. The rated value is 120 volts and 15 amperes. The CA11A modular jack should be relatively close to the power outlet to facilitate installation.

Notice

This equipment meets the applicable Industry Canada Terminal Equipment Technical Specifications. This is confirmed by the registration number. The abbreviation, IC, before the registration number signifies that registration was performed based on a Declaration of Conformity indicating that Industry Canada technical specifications were met. It does not imply that Industry Canada approved the equipment.

Cet appareil est conforme aux Spécifications techniques des équipements terminaux de l'Industrie du Canada.

Ceci est confirmé par le numéro d'enregistrement. L'abréviation IC précédant le numéro d'enregistrement signifie que l'enregistrement a été effectué sur la base de la Déclaration de conformité indiquant que le produit est conforme aux spécifications techniques du Canada. Ceci n'implique pas que le produit ait été approuvé par l'industrie du Canada.

Before installing this equipment, users should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.

Repairs to certified equipment should be coordinated by a representative designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user to disconnect the equipment.

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

CAUTION

Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority, or electrician, as appropriate.

NOTE

This Class B digital apparatus meets all requirements of the Canadian Interference- Causing Equipment Regulations.
Cet appareil numérique de la classe B respecte toutes les exigences du Règlement sur le matériel brouilleur du Canada.

The Ringer Equivalence Number (REN) for this terminal equipment is 1.0. The REN assigned to each terminal equipment provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the Ringer Equivalence Numbers of all the devices does not exceed five.
Le Nombre d'équivalence Ringer (REN) de cet appareil terminal est 1.0. Le REN attribué à chaque équipement terminal fournit une indication sur le nombre maximum de terminaux pouvant être connectés sur une interface téléphonique. La terminaison sur une interface peut consister en n'importe quelle combinaison d'appareils, à la condition seulement que la somme des Nombres d'équivalence Ringer de tous les appareils ne soit pas supérieure à 5.

CANON CANADA INC.
1-800-652-2666
9 A.M. to 8 P.M. EST Monday through Friday (excluding holidays)

Laser Safety

This machine complies with 21 CFR Chapter 1 Subchapter J as a Class 1 laser product under the U.S. Department of Health and Human Services (DHHS) Radiation Performance Standard according to the Radiation Control for Health and Safety Act of 1968. This means that the machine does not produce hazardous radiation.
Since radiation emitted inside the machine is completely confined within protective housings and external covers, the laser beam cannot escape from the machine during any phase of user operation.

CDRH Regulations

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

CAUTION

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

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

This machine is confirmed as the class 1 laser product in IEC60825-1:2007.

1 Before Using the Machine

Machine Components **1-2**
Operation Panel **1-5**
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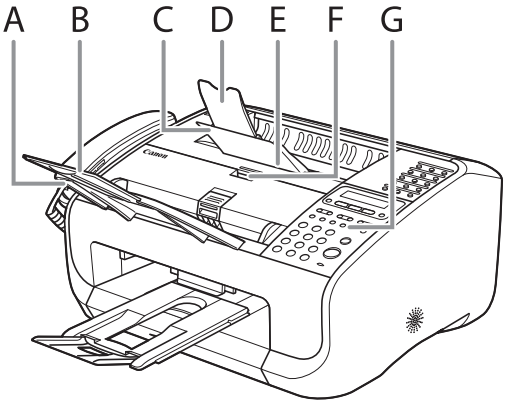
Machine Components



A Document feeder tray
Holds documents.

B Document feeder tray extension
Extension for the document feeder tray.

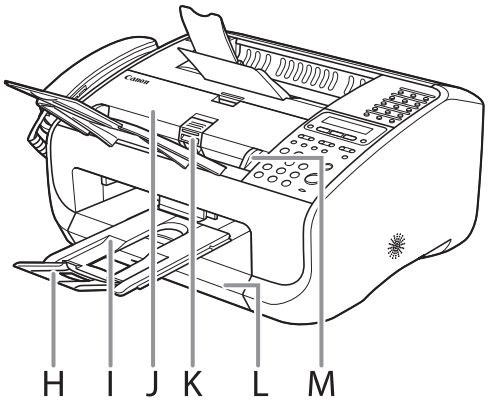
C Paper delivery tray
Outputs printouts.

D Paper delivery tray extension
Extension for the paper output tray.

E Toner cover
Open it when replacing the toner cartridge or removing jammed paper.

F Notch
Used to open the toner cover.

G Operation panel
Controls the machine.



H Document delivery tray extension
Extension for the document delivery tray.

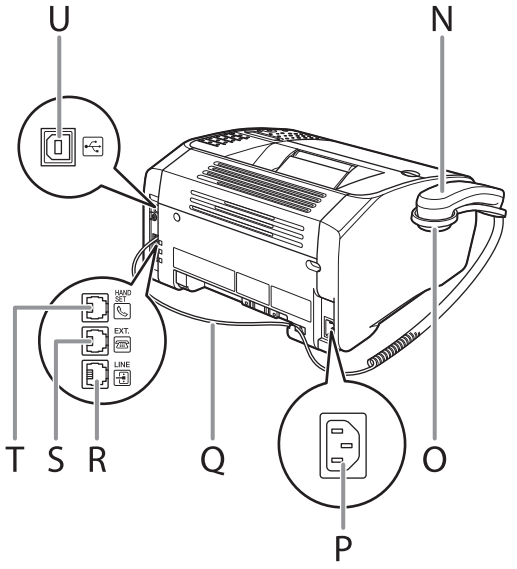
I Document delivery tray
Outputs scanned documents. Part of paper stack cover.

J ADF (Automatic Document Feeder)
Feeds documents automatically into the machine for scanning.

K Document release lever
Releases jammed document.

L Paper stack cover
Protects paper supply in the machine from dirt and dust.

M Document guides
Adjust to the width of documents.



N Handset
For using the machine as a telephone or sending/receiving faxes remotely.

O Handset cradle
Cradle for the handset.

P Power socket
Connect the power cord.

Q Handset cable retainer
Hook the handset cable to retain the slack.

R Line jack
Connect the telephone cable.

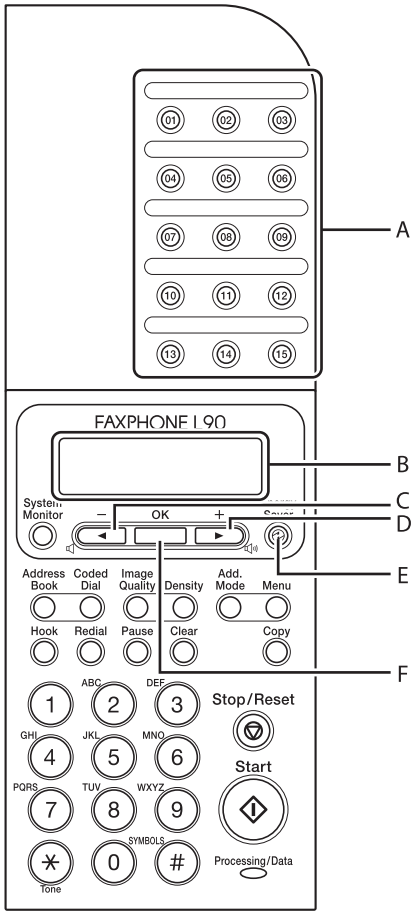
S External device jack
Connect an external device if necessary.

T Handset jack
Connect the handset.

U USB port
Connect the USB cable.

Operation Panel

Operation Panel



A One-Touch Speed Dialing keys
Press to enter destinations registered for one-touch speed dialing or group dialing.

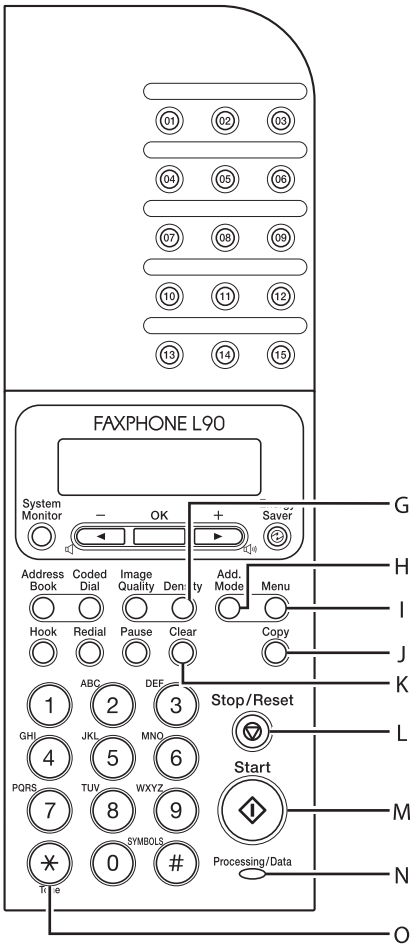
B LCD display
Displays messages and prompts during operation. Also displays selections, text, and numbers when adjusting settings.

C [◄–] key
Press to decrease the value for various settings. Also press to see the previous item in the menu.

D [+►] key
Press to increase the value for various settings. Also press to see the next item in the menu.

E [Energy Saver] key
Press to set or cancel the Sleep mode manually. The key lights green when the Sleep mode is set, and goes off when the mode is canceled.

F [OK] key
Press to accept a set function or mode.



G [Density] key
Press to adjust the density for copy or documents you send.

H [Add. Mode] key
Press to access additional fax modes.

I [Menu] key
Press to access the setting menu for customizing machine operations.

J [Copy] key
Press to switch to the Copy mode.

K [Clear] key
Press to clear entered alphanumeric characters.

L [Stop/Reset] key
Press to stop a current job. Also, press to return the machine to the standby mode.

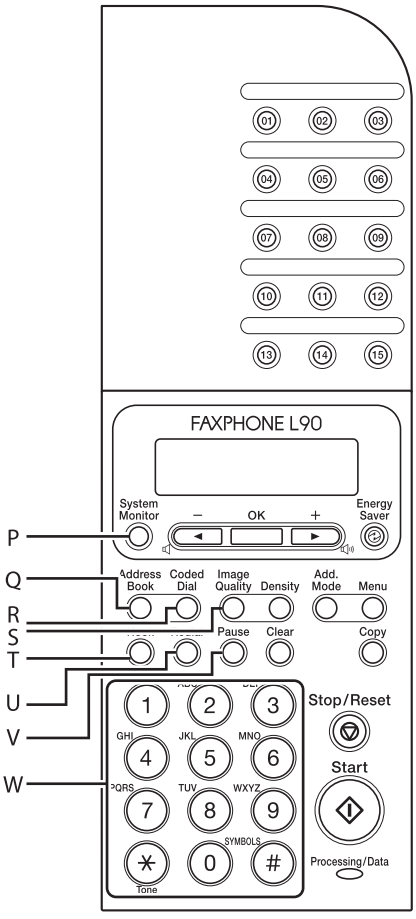
M [Start] key
Press to start scanning documents for sending or copying.

N Processing/Data indicator
Flashes while sending or receiving faxes. Lights when the machine has waiting jobs and stores the data in memory.

NOTE

Any data stored in the memory, including received fax documents, will be deleted if you disconnect the power cord of the machine.

O [Tone] key
Press to switch from rotary pulse to tone dialing.



P [System Monitor] key
Press to check the sending status, print status, sending/receiving log, available memory, or printing/scanning count.

Q [Address Book] key
Press to search pre-registered destinations under one-touch speed dialing keys or coded speed dialing codes by name.

R [Coded Dial] key
Press to specify recipients registered under coded speed dialing.

S [Image Quality] key
Press to select image quality for copy or fax.

T [Hook] key
Press when you want to dial without lifting up the handset or the handset of the external telephone.

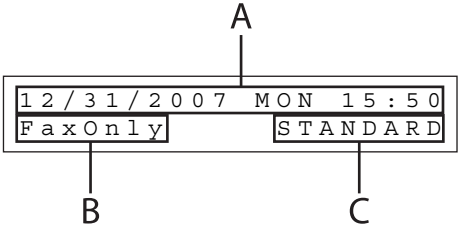
U [Redial] key
Press to redial the last dialed number.

V [Pause] key
Press to insert a pause when entering a fax number.

W Numeric keys
Use to enter letters and numbers.

LCD (Standby Mode)

Fax Mode

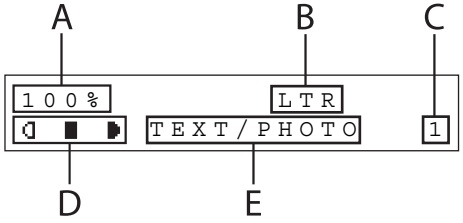


A Date & Time

B Receive mode

C Image quality

Copy Mode



A Zoom ratio

B Paper size

C Quantity

D Density

E Image quality

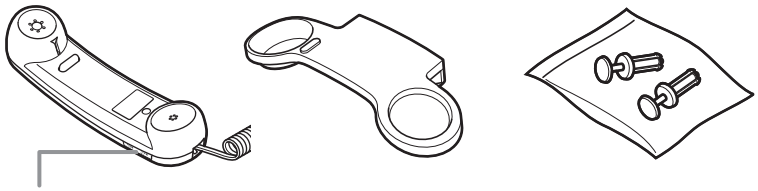
NOTE

– When you connect the power cord, the LCD displays <PLEASE WAIT> first, and then displays <INITIALIZING...> until the standby display appears. It is also possible to see the standby display without having <INITIALIZING...> shown.

– If the machine remains idle for one minute, the display returns to the Fax mode.

Handset

The handset is used to use the machine as a telephone and a fax machine, and to receive faxes manually.



Use a sharp object (i.e., pen) to select the ring volume of the handset.

NOTE

For how to install the handset, see “Before FAX Setting,” in the Starter Guide.

Maintaining the Handset

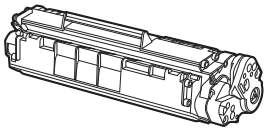
– Do not leave the handset exposed to direct sunlight.
– Do not install the handset in hot or humid conditions.
– Do not spray aerosol polish on the handset as it may cause damage.
– Use a damp cloth to wipe clean the handset.

Toner Cartridge

The lifetime of the Canon genuine starter toner cartridge which comes with the machine is approximately 1,000 pages, the Canon genuine replacement toner cartridge is approximately 2,000 pages. The page counts are based on 5% coverage* when printing A4 size paper with the default print density setting. The level of toner consumption varies depending on the type of documents printed. If your average document contains a lot of graphics, tables, or charts, the life of the toner cartridge will be shorter as they consume more toner. When you are replacing a toner cartridge, be sure to use a toner cartridge designed for this product. To purchase the Canon genuine replacement toner cartridge, contact your local Canon dealer or Canon Customer Care Center (U.S.A.:1-800-828-4040, Canada:1-800-652-2666).

* The term "5% coverage" denotes a document on which the area covered with toner is 5% of the total area of a sheet.

Toner Cartridge name:
Canon Cartridge 104



Model Name	Type	Supported Canon Genuine Cartridge	Print Yield
L90	Bundled	Canon Cartridge 104 Starter	Approx. 1,000 pages
	Replacement	Canon Cartridge 104	Approx. 2,000 pages

Maintaining the Toner Cartridge

- Keep the toner cartridge away from computer screens, disk drives, and floppy disks. The magnet inside the toner cartridge may harm these items.
- Avoid locations subject to high temperature, high humidity, or rapid changes in temperature.
- Do not expose the toner cartridge to direct sunlight or bright light for more than five minutes.
- Store the toner cartridge in its protective bag. Do not open the bag until you are ready to install the toner cartridge in the machine.
- Save the toner cartridge's protective bag in case you need to repack and transport the toner cartridge at a later date.
- Do not store the toner cartridge in a salty atmosphere or where there are corrosive gases such as from aerosol sprays.
- Do not remove the toner cartridge from the machine unnecessarily.
- Do not open the drum protective shutter on the toner cartridge. Print quality may deteriorate if the drum surface is exposed to light or is damaged.
- Always hold the toner cartridge by its handle to avoid touching the drum protective shutter.
- Do not stand the toner cartridge on end, and do not turn it upside down. If toner becomes caked in the toner cartridge, it may become impossible to free it even by shaking the toner cartridge.

- If there is a toner powder leakage, make sure not to inhale or touch the toner powder. If it comes in contact with your skin, rinse with cold water using soap. If you feel an irritation on your skin or inhale the powder, consult a doctor immediately.
- When removing the toner cartridge from the machine, make sure to remove it carefully. If not removed with care, the toner powder may scatter and come in contact with your eyes and mouth. If this happens, rinse with water and consult a doctor immediately.
- Keep the toner cartridge away from small children. If they ingest the toner powder, consult a doctor immediately.
- Do not disassemble the toner cartridge. The toner powder may scatter and come in contact with your eyes and mouth. If this happens, rinse with water and consult a doctor immediately.

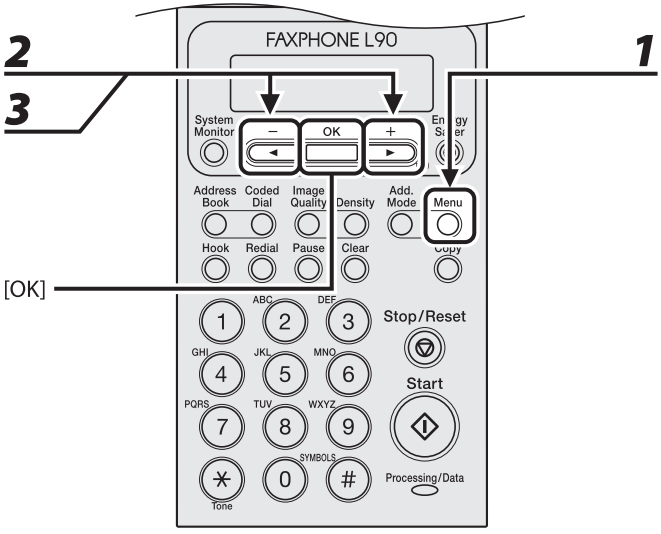
CAUTION

Do not place the toner cartridge in fire. Toner powder is flammable.

Telephone Line Setting

Setting the Telephone Line Type

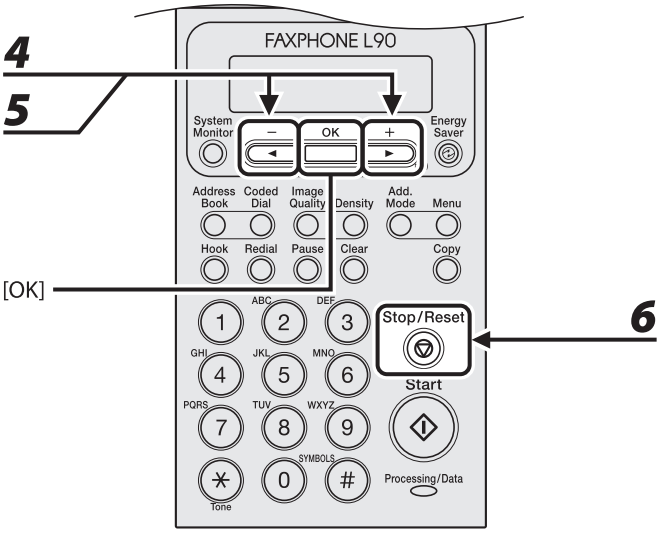
The default setting is <TOUCH TONE>.



1 **Press [Menu].**

2 **Press [◄—] or [+►] to select < FAX SETTINGS>, then press [OK].**

3 **Press [◄—] or [+►] to select < USER SETTINGS>, then press [OK].**



4 **Press [◄—] or [+►] to select <TEL LINE TYPE>, then press [OK].**

5 **Press [◄—] or [+►] to select the telephone line type, then press [OK].**

<TOUCH TONE>: Tone dialing
<ROTARY PULSE>: Pulse dialing

NOTE

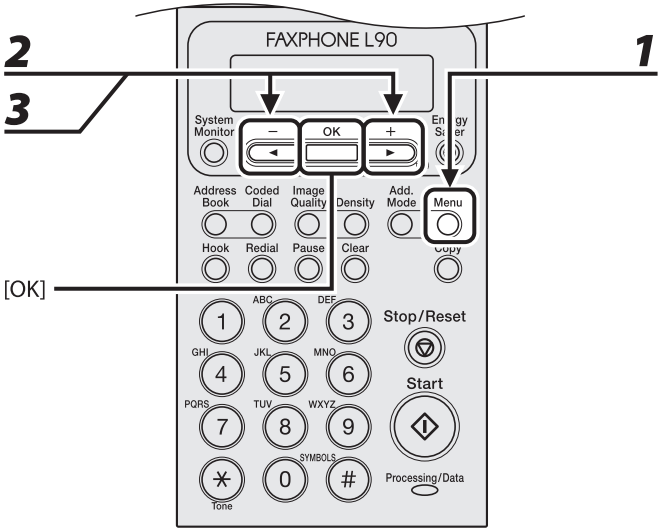
If you do not know the type of telephone line you use, contact your local telephone company.

6 **Press [Stop/Reset] to return to the standby mode.**

Timer Settings

Setting the Sleep Mode

When the machine remains idle for a certain period of time, it automatically enters the Sleep mode. The default settings are <ON> and <5MIN.>.



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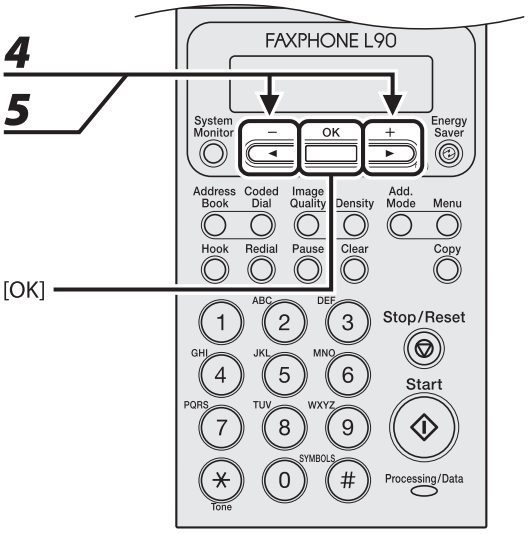
1 **Press [Menu].**

2 **Press [◄—] or [+►] to select <TIMER SETTINGS>, then press [OK].**

3 **Press [◄—] or [+►] to select <AUTO SLEEP>, then press [OK].**



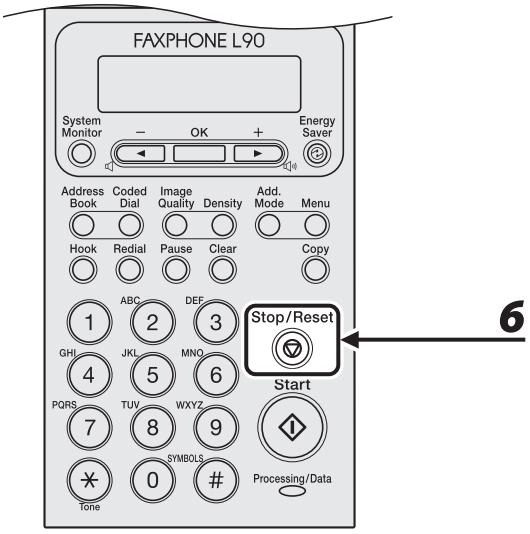
4 **Press [◄−] or [+►] to select <ON>, then press [OK].**

5 **Press [◄−] or [+►] to select the desired interval, then press [OK].**

You can set the interval from 3 to 30 minutes (in one-minute increments).
You can also enter values using numeric keys.

NOTE

The default setting is 5 minutes.



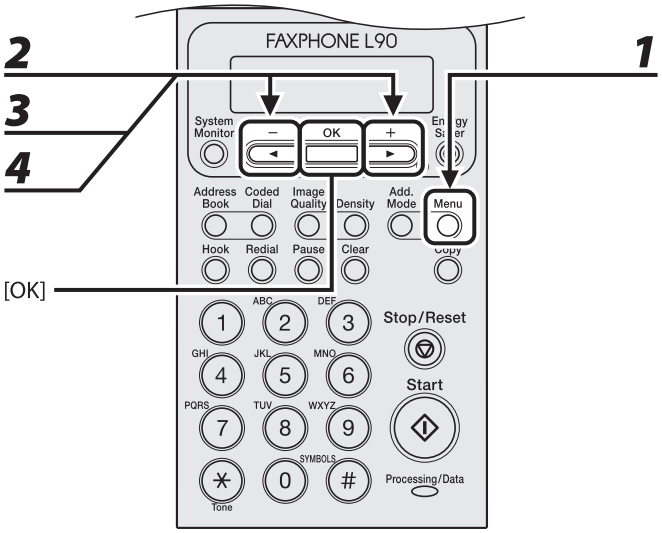
6 Press [Stop/Reset] to return to standby mode.

NOTE

– [Energy Saver] lights green when the machine enters the Sleep mode.
– To resume the normal mode from the Sleep mode, press [Energy Saver] on the operation panel.
– To enter the Sleep mode manually, press [Energy Saver] on the operation panel.
– The machine will not enter the Sleep mode when:
  • the machine is in operation
  • the Processing/Data indicator lights or flashes
  • a message appears on the display
  • a paper jam occurs in the machine
  • the handset or the handset of the external telephone is off the hook
– The machine will leave the Sleep mode when:
  • you press [Energy Saver] on the operation panel
  • a fax is received
  • the handset or the handset of the external telephone is off the hook
  • a print job is sent from a computer, and the print is started

Setting the Daylight Saving Time

In some countries or areas, time is advanced throughout the summer season. This is called "Daylight Saving Time." The default setting is <OFF>.



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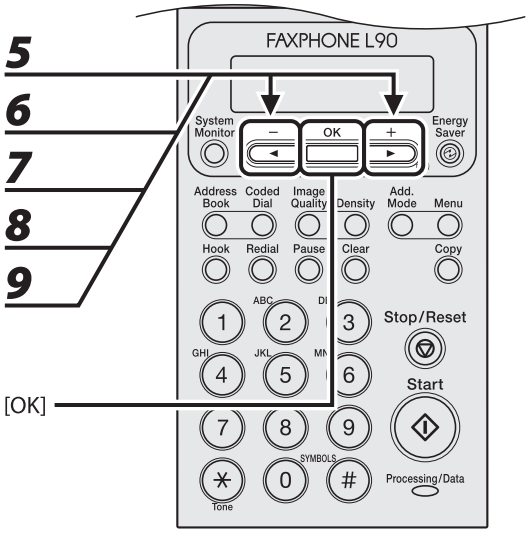
1 **Press [Menu].**

2 **Press [◄—] or [+►] to select <TIMER SETTINGS>, then press [OK].**

3 **Press [◄—] or [+►] to select <DAYLIGHT SV.TIME>, then press [OK].**

4 **Press [◄—] or [+►] to select <ON>, then press [OK].**



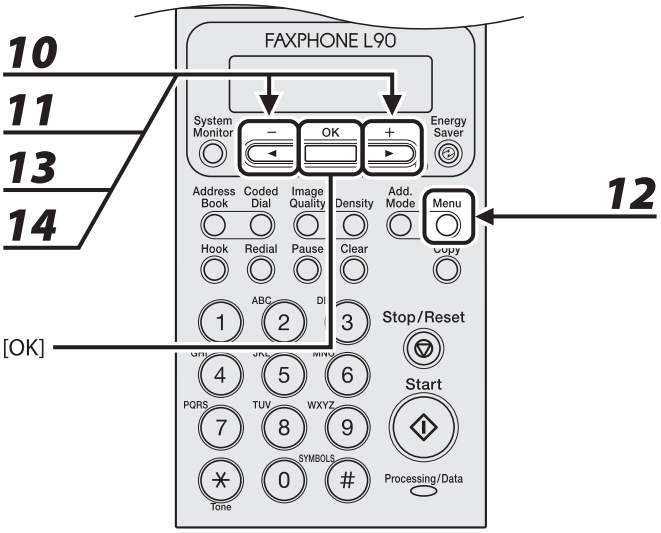
5 **Press [◄—] or [+►] to select <START DATE/TIME>, then press [OK].**

6 **Press [◄—] or [+►] to select <MONTH>, then press [OK].**

7 **Press [◄—] or [+►] to select the month, then press [OK].**

8 **Press [◄—] or [+►] to select <WEEK>, then press [OK].**

9 **Press [◄—] or [+►] to select the week, then press [OK].**



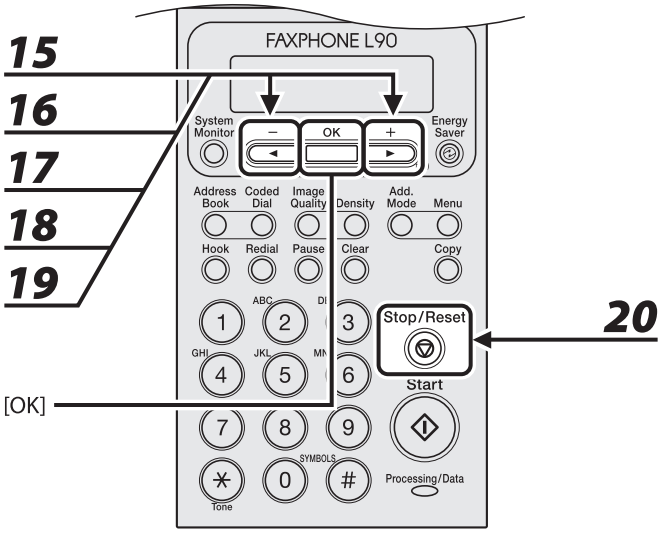
10 **Press [◄—] or [+►] to select <DAY>, then press [OK].**

11 **Press [◄—] or [+►] to select the day, then press [OK].**

12 **Press [Menu].**

13 **Press [◄—] or [+►] to select <END DATE/TIME>, then press [OK].**

14 **Press [◄—] or [+►] to select <MONTH>, then press [OK].**



15 **Press [◄—] or [+►] to select the month, then press [OK].**

16 **Press [◄—] or [+►] to select <WEEK>, then press [OK].**

17 **Press [◄—] or [+►] to select the week, then press [OK].**

18 **Press [◄—] or [+►] to select <DAY>, then press [OK].**

19 **Press [◄—] or [+►] to select the day, then press [OK].**

20 **Press [Stop/Reset] to return to standby mode.**

2 Document and Paper

Document Requirements **2-2**
Scanning Area **2-3**
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Document Requirements

Size (W x L)	Quantity (for 25 lb bond (75 g/m^2) paper)	Weight
Max. 8 1/2" x 15 3/4" (Max. 216 x 400 mm) Min. 5 7/8" x 4 1/8" (Min. 148 x 105 mm)	– Max. 30 A4- or Letter-size sheets – Max. 10 Legal-size sheets or the stack height of 1/4" (5 mm)	17 to 28 lb bond (64 to 105 g/m^2)

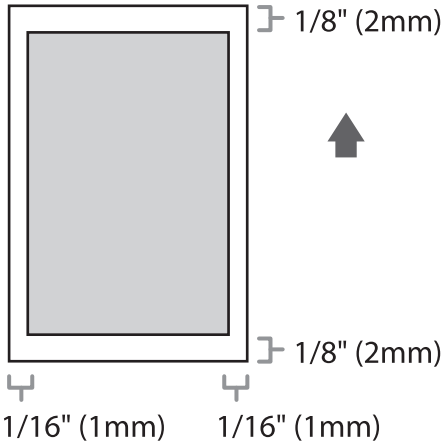
NOTE

If using fine art paper, it should be 0.004 in. (0.1 mm) or thicker per sheet.

- Do not place the document in the ADF until the glue, ink or correction fluid on the document is completely dry.
- To prevent document jams in the ADF, do not use any of the following:
  - Wrinkled or creased paper
  - Carbon paper or carbon-backed paper
  - Curled or rolled paper
  - Coated paper
  - Torn paper
  - Onion skin or thin paper
  - Documents with staples or paper clips attached
  - Paper printed with a thermal transfer printer
  - Transparencies

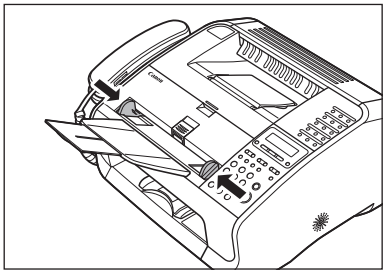
Scanning Area

Make sure your document's text and graphics fall within the shaded area in the following diagram. Note that the margin widths listed are approximate and there may be slight variations in actual use.

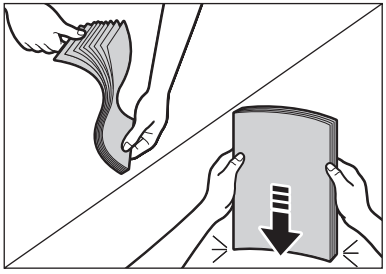


Loading Documents

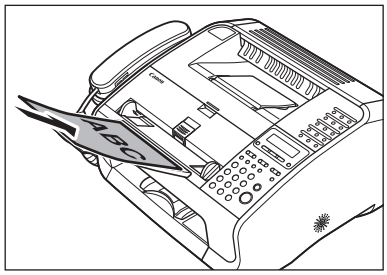
1 **Adjust the slide guides to the width of the documents.**



2 **Fan the document stack and even the edges.**



3 **Insert the document top edge first in the ADF with the printed side facing up.**



The document is ready for scanning.

Paper Requirements

Paper Size Setting	Weight	Quantity
LTR, LGL, A4, B5*, A5*, Executive*, Envelope* (COM10, Monarch, DL, ISO-C5 (6 3/8" x 9" (162 x 229 mm)), Oficio, Brazil-Oficio, Mexico-Oficio, Folio, Government-LTR, Government-LGL, Foolscap, Custom paper* (3" x 5" to 8 1/2" x 14" (76 x 127 to 216 x 356 mm))	17 to 34 lb bond (64 to 128 g/m^2)	Max. stack height: 5/8" (15 mm) (Approx. 150 sheets of 21 lb bond (80 g/m^2) paper)

* Only for PC printing

Paper Type Setting	Paper Type	Weight
Plain Paper	Plain paper	17 to 24 lb bond (64 to 90 g/m^2)
Plain Paper L		
Heavy Paper	Heavy paper	28 to 34 lb bond (105 to 128 g/m^2)
Heavy Paper H		
Transparency	Transparencies	

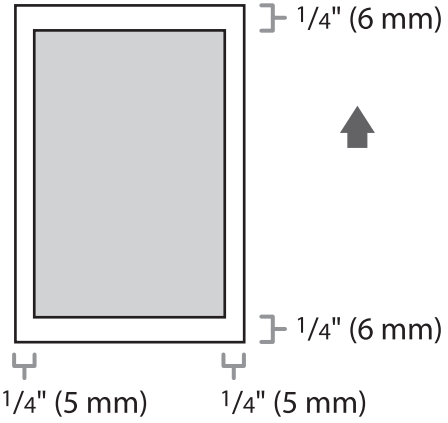
NOTE

– The default paper size is LTR. If you use a different paper size, you must change the paper size settings. (See "Setting Paper Size and Type," on p. 2-13.)
– For transparencies, you can load only up to 100 sheets.

- To prevent paper jams, do not use any of the following:
  - Wrinkled or creased paper
  - Curled or rolled paper
  - Coated paper
  - Torn paper
  - Damp paper
  - Very thin paper
  - Paper which has been printed on using a thermal transfer printer (Do not copy on the reverse side.)
- The following types of paper do not print well:
  - Highly textured paper
  - Very smooth paper
  - Shiny paper
- Make sure the paper is free from dust, lint, and oil stains.
- Be sure to test paper before purchasing large quantities.
- Store all paper wrapped and on a flat surface until ready for use. Keep opened packs in their original packaging in a cool, dry location.
- Store paper at 64.4°F–75.2°F (18°C–24°C), 40%–60% relative humidity.
- Use only the transparencies designed for laser printers. Canon recommends you to use Canon type transparencies with this machine.

Printable Area

The shaded area indicates the approximate printable area of LTR paper and envelope. Note that the margin widths listed are approximate and there may be slight variations in actual use.



Loading Paper

To load paper in the paper feeder, see "Set Up the Machine," in the Starter Guide.

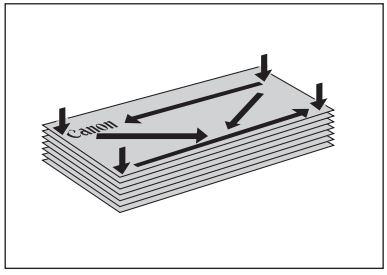
Loading Envelopes

- **Use standard envelopes with diagonal seams and flaps.**
- **Make sure to set the correct envelope size in the printer driver. (See Online Help.)**
- **To prevent jams, do not use the following:**

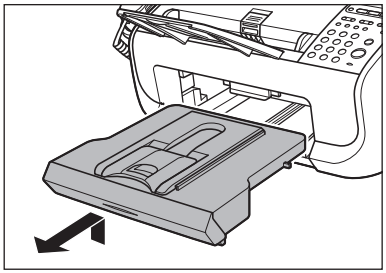
– Envelopes with windows, holes, perforations, cutouts, and double flaps
– Envelopes made with special coated paper or deeply embossed paper
– Envelopes with peel-off sealing strips
– Envelopes with letters enclosed

1 Place the stack of envelopes on a firm, flat surface, and press down firmly on the edges to make the folds crisp.

Press all the way around the envelopes to remove any curls and expel air from inside the envelopes. Make sure that the stack is flat before loading it in the machine.



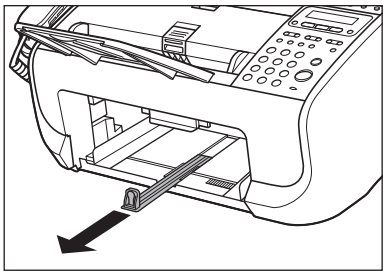
2 Lift the paper stack cover and pull it out completely.



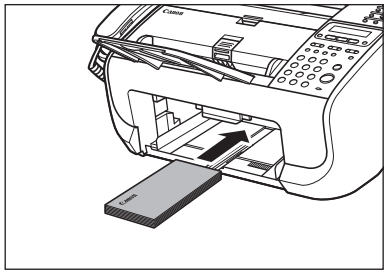
NOTE

Make sure the back end of the cover does not catch the front paper guide.

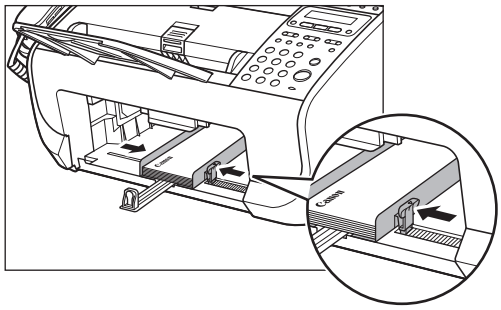
3 Pull out the paper guide rail.



4 Insert the envelope stack with the print side facing up.



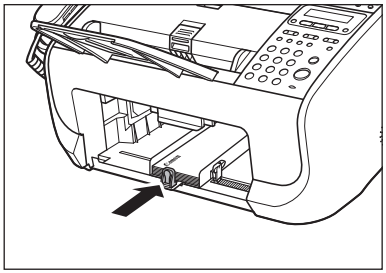
5 Adjust the side paper guides to the size of the stack.



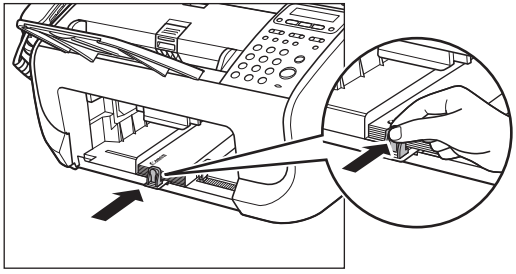
NOTE

If the paper guides are not adjusted correctly for the size of the envelopes, the quality of your printouts may be adversely affected.

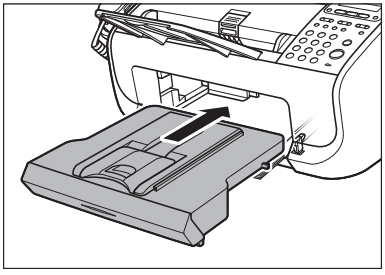
6 **Push back the paper guide rail to the front edge of the stack.**



7 **Pinch and slide the front paper guide to match the envelope size.**



8 **Insert the paper stack cover.**

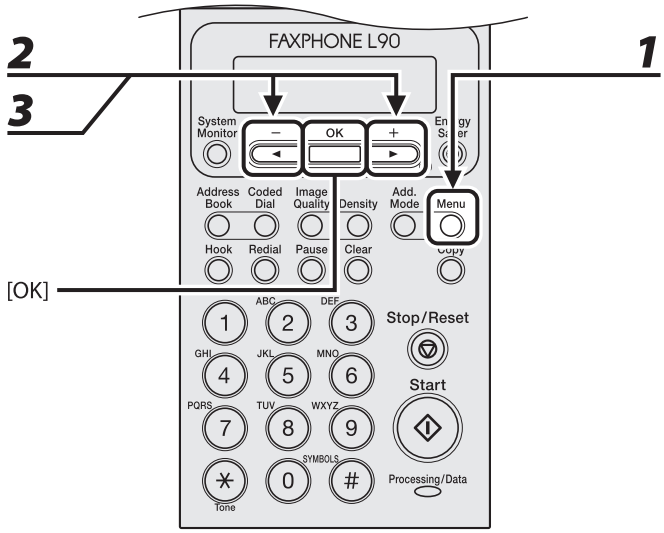


NOTE

Make sure the back end of the cover does not catch and lower the scanning platform.

Setting Paper Size and Type

The default setting is <LTR> and <PLAIN PAPER>. When you place other sizes and/or types of paper, follow this procedure to change the settings.

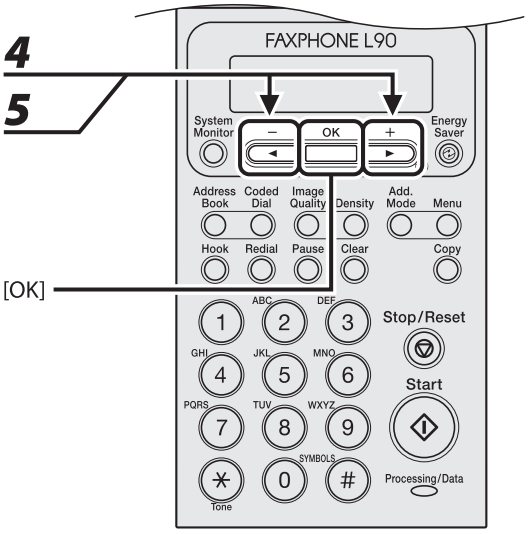


---

1 **Press [Menu].**

2 **Press [◄—] or [+►] to select <PAPER SETTINGS>, then press [OK].**

3 **Press [◄—] or [+►] to select <CASSETTE>, then press [OK].**



---

4 **Press [◄—] or [+►] to select <PAPER SIZE>, then press [OK].**

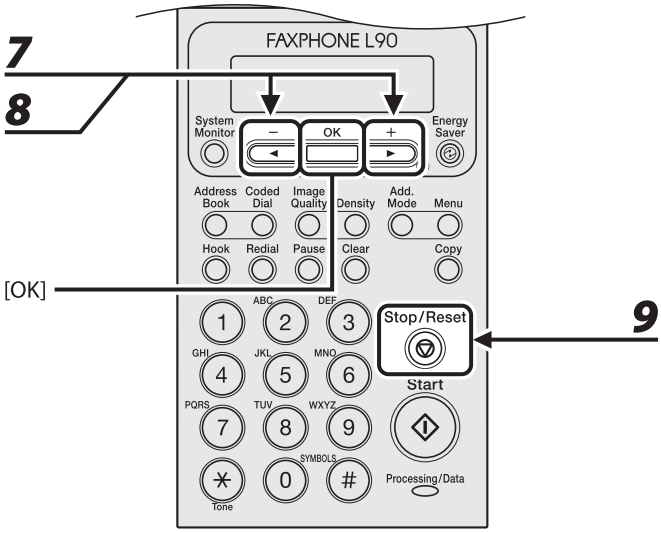
5 **Press [◄—] or [+►] to select the paper size, then press [OK].**

You can select from the following paper sizes:
<LTR>, <LGL>, <A4>, <OFICIO>, <BRAZIL-OFICIO>, <MEXICO-OFICIO>, <FOLIO>, <GOVERNMENT-LETTER>, <GOVERNMENT-LEGAL>, and <FOOLSCAP>

NOTE

The available paper sizes will vary depending on the country where the unit was purchased.

6 **Press [OK].**



7 Press [◄—] or [+►] to select <PAPER TYPE>, then press [OK].

8 Press [◄—] or [+►] to select the paper type, then press [OK].

You can select from the following paper types:
<PLAIN PAPER> or <PLAIN PAPER L>*1 for Plain paper (17 lb to 24 lb (64 g/m^2 to 90 g/m^2))
<HEAVY PAPER> or <HEAVY PAPER H>*2 for Heavy paper (Paper feeder: 28 lb to 34 lb (105 g/m^2 to 128 g/m^2), or Envelope
<TRANSPARENCY> for Transparency
*1 If paper curls excessively when printed with <PLAIN PAPER> selected, select <PLAIN PAPER L>.
*2 If print fixing is not sufficient when printed with <HEAVY PAPER> selected, select <HEAVY PAPER H>.

9 Press [Stop/Reset] to return to the standby mode.

3 Sending Documents

Basic Sending Method **3-2**
Scan Settings **3-4**
Image Quality 3-5
Density 3-6
Storing/Editing Address Book **3-7**
Storing/Editing One-Touch Speed Dialing Keys/ Coded Speed Dialing Codes 3-8
Storing/Editing Recipients for Group Dialing 3-18
Specifying Recipients **3-29**
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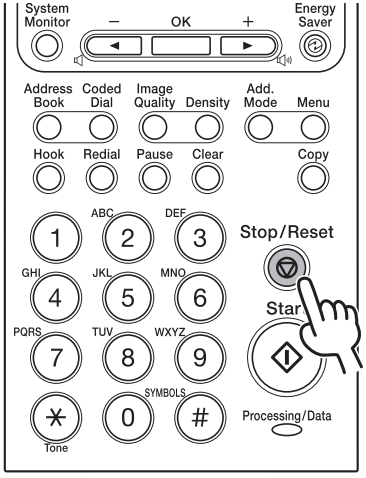
Basic Sending Method

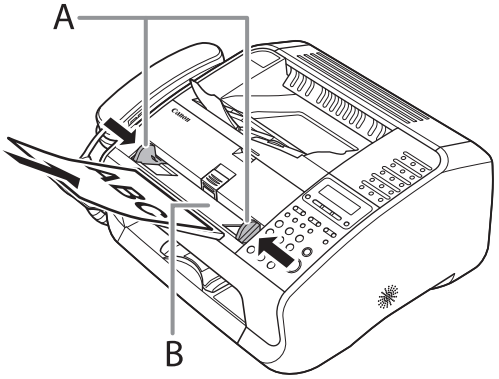
Follow this procedure to send faxes.
For advanced sending features, see Chapter 3, "Sending and Receiving," in the Reference Guide.

1 Display the Fax Mode



Make sure the LCD shows the fax mode. If the LCD shows the copy mode, press [Stop/Reset].

2 Load a Document



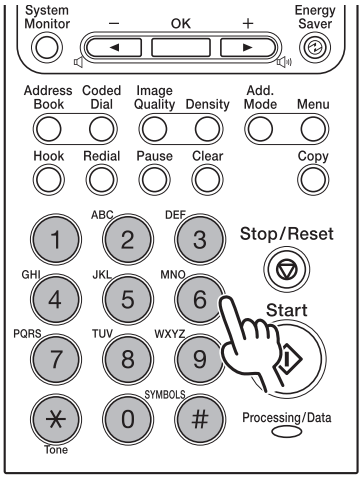
Adjust the document guides (A) to the width of the document, and insert the document face up in the ADF (B).

For documents you can send, see "Document Requirements," on p. 2-2.

What if...

- **You want to adjust the image quality and density :**
  See "Scan Settings," on p. 3-4.

3 Enter the Fax Number



Specify the fax number with the numeric keys.

You can also specify the fax number with one-touch speed dialing keys, coded speed dialing codes, or [Address Book] key. (See "Specifying Recipients," on p. 3-29.)

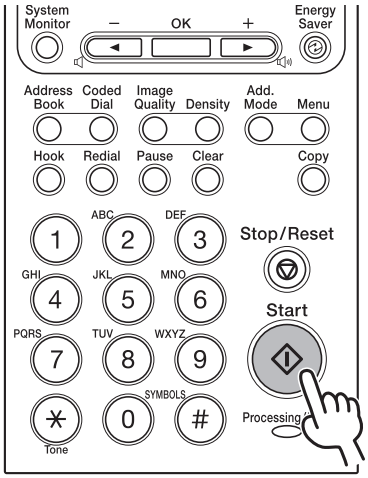
Ex.

```
= 0 1 2 X X X X X X X _
```

What if...

- **You enter a wrong number:**
  Press [◄—] or [+►] to move the cursor to the wrong digit, then press [Clear]. Or press and hold [Clear] to delete the entire entry. Then try again.

4 Send the Document



Press [Start].

What if...

- **You want to cancel sending:**
  Press [Stop/Reset] on the operation panel. When the <CANCEL DURING TX/RX?> message appears, press [◄—] to select <YES>.

Scan Settings

You can adjust the image quality and density of the document you send. The higher image quality you set, the better the output will be, but the longer the transmission will take.

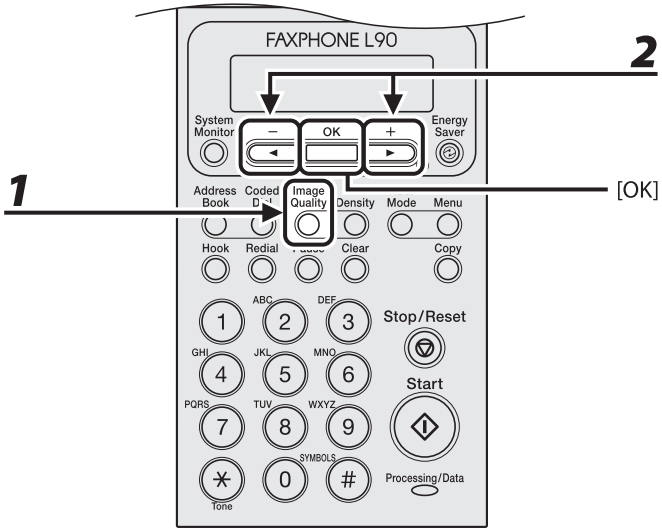
These settings return to the default values after all documents are scanned. If you want to keep the settings, set the image quality and/or density as following;

[Menu] → <FAX SETTINGS> → <USER SETTINGS> → <STANDARD SETTINGS> → <DENSITY> or <IMAGE QUALITY>

(See "STANDARD SETTINGS," on p. 9-8.)

Image Quality

The default setting is <STANDARD>.



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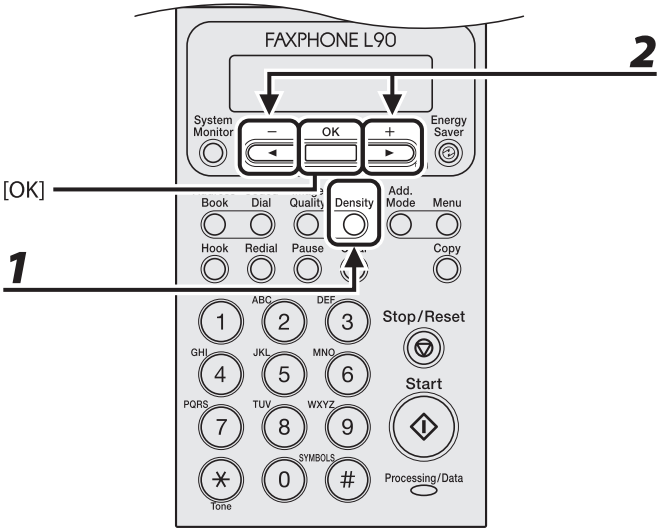
1 **Press [Image Quality].**

2 **Press [◄—] or [+►] to select the resolution, then press [OK].**

<STANDARD>: for most text-only documents (200 x 100 dpi)
<FINE>: for fine-print documents (the resolution is twice that of <STANDARD>) (200 x 200 dpi)
<PHOTO>: for documents that contain photographs (the resolution is twice that of <STANDARD>) (200 x 200 dpi)
<SUPER FINE>: for documents that contain fine print and images (the resolution is four times that of <STANDARD>) (200 x 400 dpi)

Density

The default setting is (5).



1 **Press [Density].**

2 **Press [◄ –] or [+ ►] to adjust the density, then press [OK].**

Ex.

```
DENSITY
-LT    ◖□□□□■□□□□◗  DK+
```

[◄ –]: to make dark documents lighter.
[+ ►]: to make light documents darker.

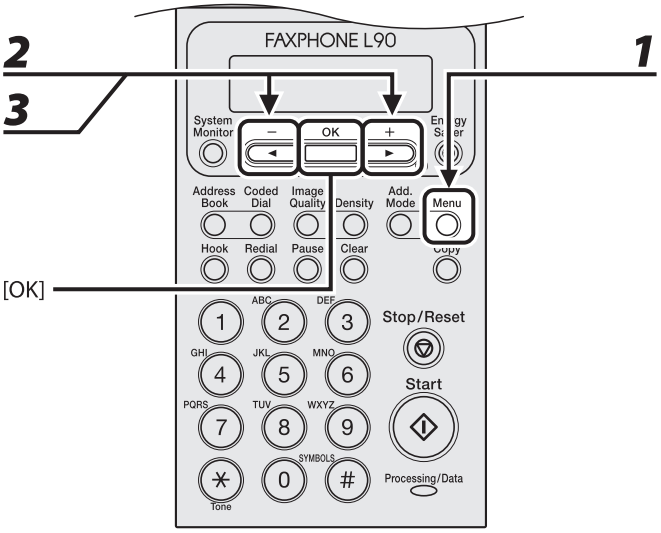
Storing/Editing Address Book

This machine provides you with various ways to specify the fax/telephone numbers besides using the numeric keys. You can register fax/telephone numbers to the Address Book. Once you have registered fax/telephone numbers using these functions, you can specify the fax/telephone numbers by simply pressing one or a combination of keys:

- **Using One-Touch Speed Dialing Key (p. 3-29)**
  You can specify fax/telephone numbers by pressing one-touch speed dialing keys. You can register up to 15 one-touch speed dialing keys, including group dialing.
- **Using Coded Speed Dialing (p. 3-31)**
  You can specify fax/telephone numbers by pressing [Coded Dial] followed by two-digit code. You can register up to 100 coded speed dialing codes.
- **Using Group Dialing (p. 3-33)**
  You can specify up to 15 groups of fax/telephone numbers registered in one-touch speed dialing keys. You can register up to 50 fax/telephone numbers in a group.
- **Using Address Book Key (p. 3-34)**
  You can specify fax/telephone numbers by pressing [Address Book] and searching a fax/telephone number from Address Book.

Storing/Editing One-Touch Speed Dialing Keys/Coded Speed Dialing Codes

● Registering One-Touch Speed Dialing Keys/Coded Speed Dialing Codes

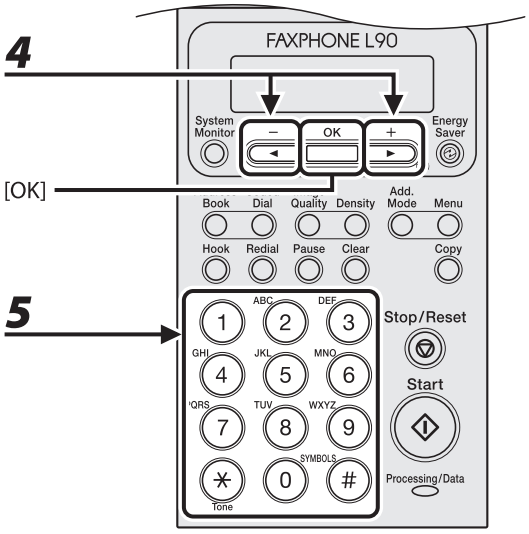


---

1 **Press [Menu].**

2 **Press [◄−] or [+►] to select <ADDRESS BOOK SET.>, then press [OK].**

3 **Press [◄−] or [+►] to select <1-TOUCH SPD DIAL> or <CODED DIAL>, then press [OK].**



4 **Press [◄—] or [+►] to select a one-touch speed dialing key (01 to 15) or coded speed dialing code (00 to 99) for which you want to register the fax/telephone number, then press [OK].**

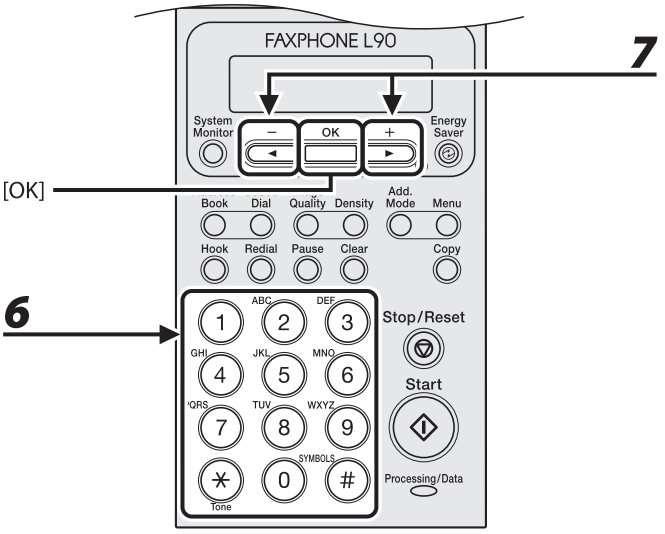
You can also select a one-touch speed dialing key or coded speed dialing code by pressing the corresponding one-touch speed dialing key, or [Coded Dial] followed by the desired two-digit code.

5 **Enter the recipient name (max. 20 letters, including spaces) with the numeric keys, then press [OK].**

Ex.

```
NAME                    [A]
Can
```

If you do not want to register the recipient's name, press [OK] again to proceed to the next.



6 Enter the fax/telephone number you register (max. 50 digits, including spaces and pauses) with the numeric keys, then press [OK].

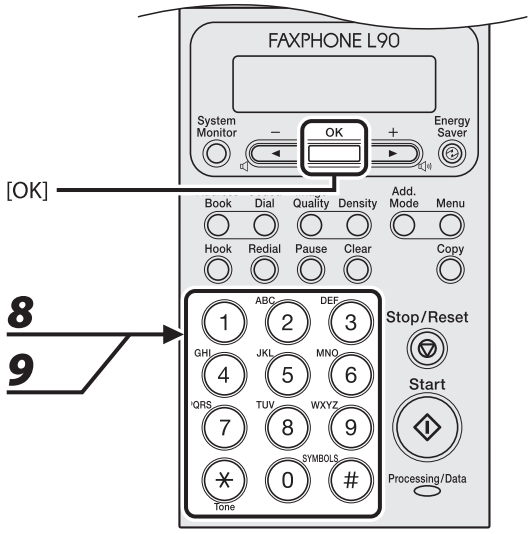
Ex.

```
TEL NUMBER ENTRY
012XXXXXXX_
```

Press [Pause] to enter a pause. (See "Dialing an Overseas Number (With Pauses)," in the Reference Guide.)

7 Press [◄—] or [+►] to select <ON>, then press [OK].

- If you use the polling or relay feature, subaddress and/or password may be required. For details, see Chapter 3, "Sending and Receiving," in the Reference Guide.
- If no subaddress or password is required, press [◄—] or [+►] to select <OFF>, then press [OK]. And press [Stop/Reset] to return to the standby mode.



8 Enter the subaddress number you register (max. 20 digits) with the numeric keys, then press [OK].

If you want to attach a subaddress to your send job, make sure that the recipient's fax machine supports ITU-T standard subaddresses.

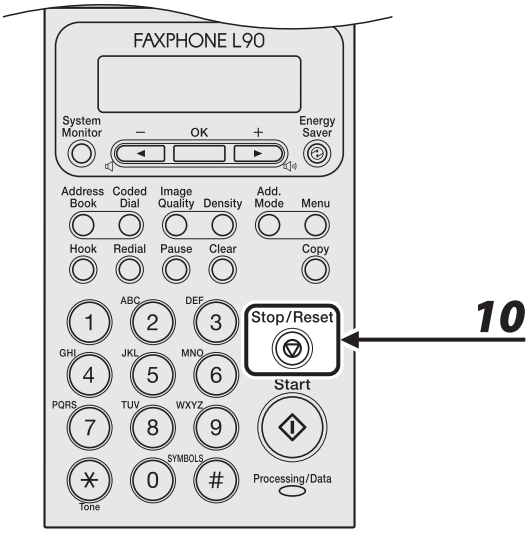
Ex.

```
SUBADDRES=1234_
```

9 Enter the password you register (max. 20 digits) with the numeric keys, then press [OK].

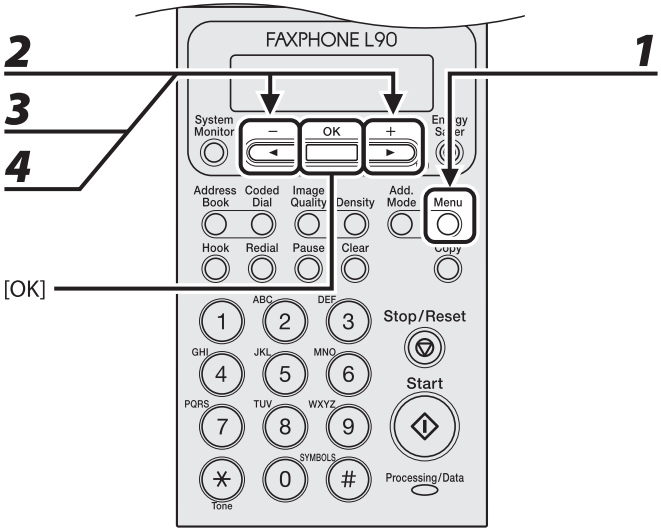
Ex.

```
PASSWORD=5678_
```



10 **Press [Stop/Reset] to return to the standby mode.**

● Editing One-Touch Speed Dialing Keys/Coded Speed Dialing Codes



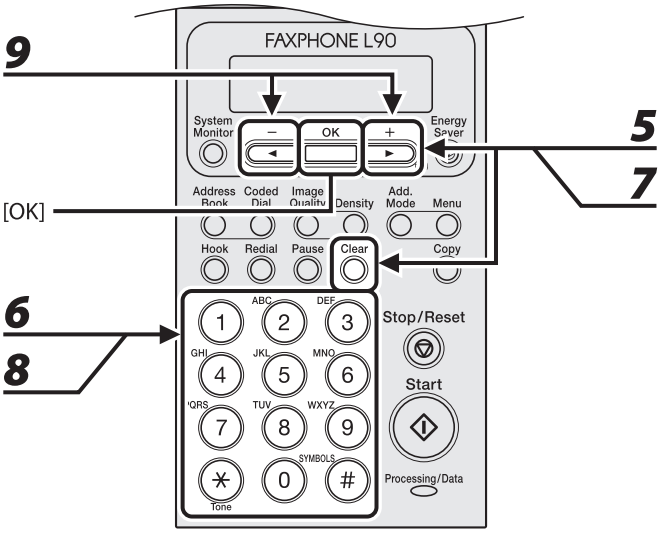
1 **Press [Menu].**

2 **Press [◄—] or [+►] to select <ADDRESS BOOK SET.>, then press [OK].**

3 **Press [◄—] or [+►] to select <1-TOUCH SPD DIAL> or <CODED DIAL>, then press [OK].**

4 **Press [◄—] or [+►] to select the one-touch speed dialing key (01 to 15) or coded speed dialing code (00 to 99) you want to edit, then press [OK].**

You can also select a one-touch speed dialing key or coded speed dialing code by pressing the corresponding one-touch speed dialing key, or [Coded Dial] followed by the two-digit code.



5 **Press [+►] repeatedly to go to the character you want to change, then press [Clear].**

To delete the entire entry, press and hold [Clear].

6 **Enter a new character with the numeric keys, then press [OK].**

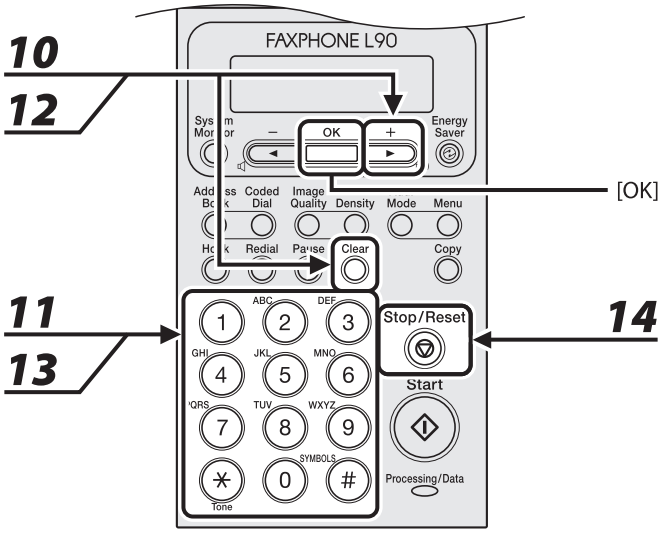
7 **Press [+►] repeatedly to go to the wrong digit, then press [Clear] to delete it.**

To delete the entire entry, press and hold [Clear].

8 **Enter a new number with the numeric keys, then press [OK].**

9 **If you want to change or enter the subaddress, press [◄−] or [+►] to select <ON>, then press [OK].**

If no subaddress is required, skip to step14.



10 **Press [+►] repeatedly to go to the digit you want to change, then press [Clear] to delete it.**

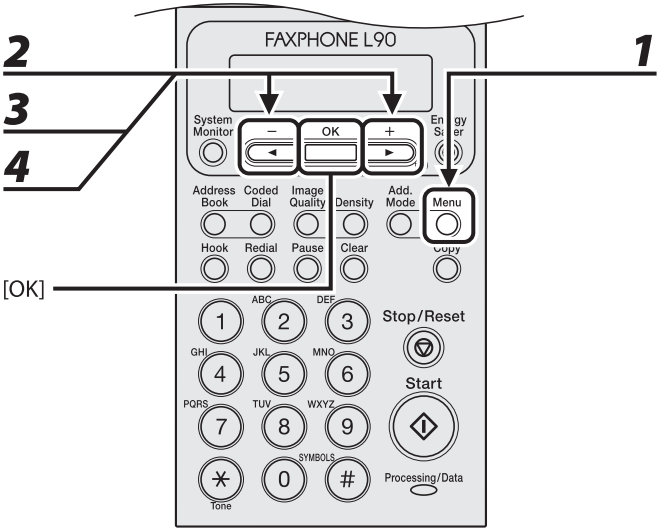
11 **Enter a new subaddress with the numeric keys, then press [OK].**

12 **Press [+►] repeatedly to go to the digit you want to change, then press [Clear] to delete it.**

13 **Enter a new password with the numeric keys, then press [OK].**

14 **Press [Stop/Reset] to return to the standby mode.**

● Deleting One-Touch Speed Dialing Keys/Coded Speed Dialing Codes



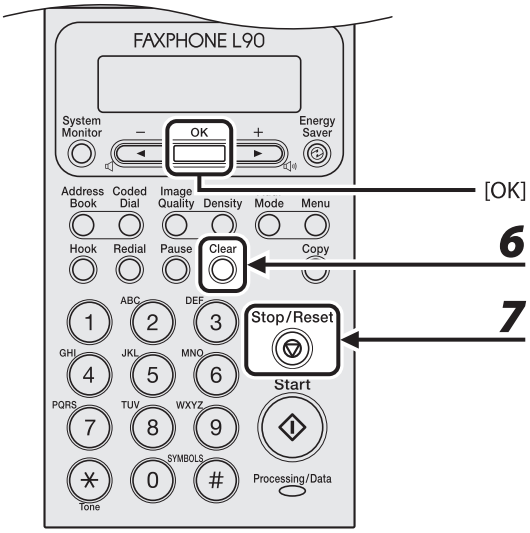
1 **Press [Menu].**

2 **Press [◄—] or [+►] to select <ADDRESS BOOK SET.>, then press [OK].**

3 **Press [◄—] or [+►] to select <1-TOUCH SPD DIAL> or <CODED DIAL>, then press [OK].**

4 **Press [◄—] or [+►] to select the one-touch speed dialing key (01 to 15) or coded speed dialing code (00 to 99) you want to delete, then press [OK].**

You can also select a one-touch speed dialing key or coded speed dialing code by pressing the corresponding one-touch speed dialing key, or [Coded Dial] followed by the two-digit code.



5 **Press [OK].**

6 **Press and hold [Clear] to delete the entire entry, then press [OK].**

NOTE

If you delete the fax/telephone number, the registered name is cleared automatically.

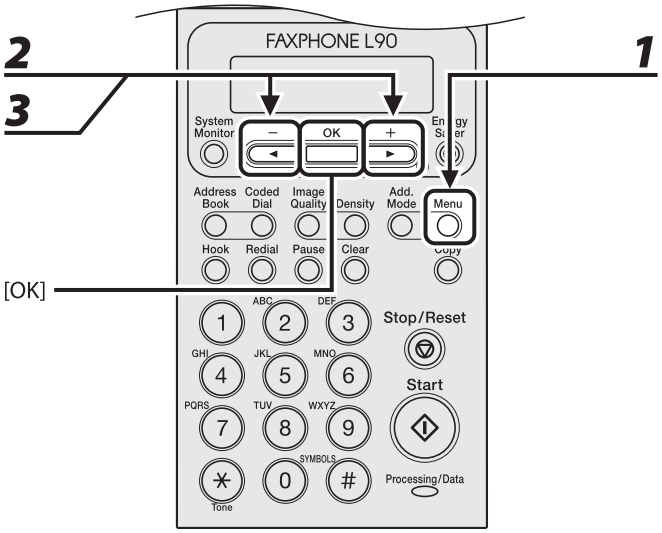
7 **Press [Stop/Reset] to return to the standby mode.**

Storing/Editing Recipients for Group Dialing

NOTE

The recipients must be registered in one-touch speed dialing keys or coded speed dialing codes beforehand.

● Registering Group Dialing

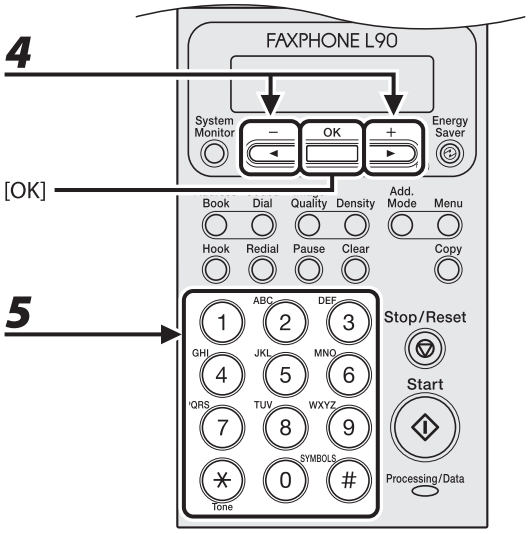


---

1 **Press [Menu].**

2 **Press [◄—] or [+►] to select <ADDRESS BOOK SET.>, then press [OK].**

3 **Press [◄—] or [+►] to select <GROUP DIAL>, then press [OK].**



4 Press [◄–] or [+►] to select an empty one-touch speed dialing key that you want to set as the group dialing, then press [OK].

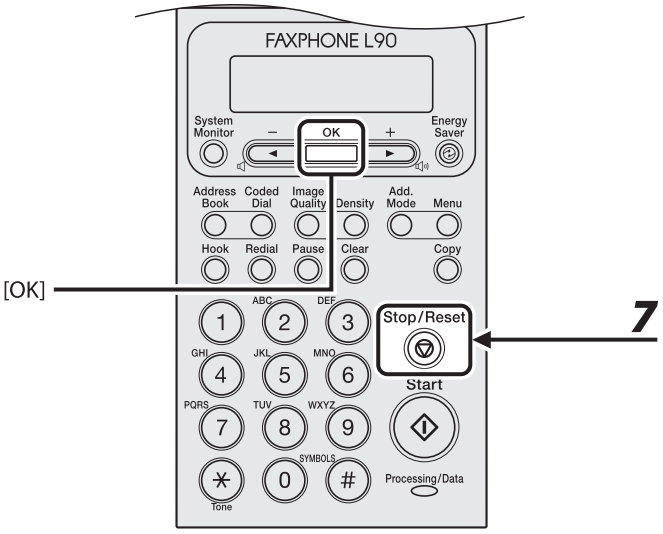
You can also select a one-touch speed dialing key by pressing the corresponding one-touch speed dialing key.

5 Enter the group name (max. 20 letters, including spaces) with the numeric keys, then press [OK].

To register another group, repeat the procedure from step 4.

Ex.

```
NAME                    [A]
Canon Group
```



6 Select the recipients you want to register in the group (max. 50 recipients) until all recipients are registered, then press [OK].

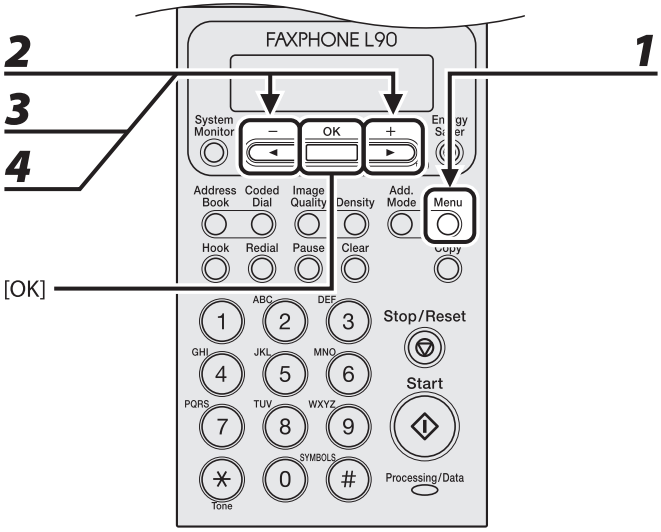
To enter a recipient stored under a one-touch speed dialing key, press the desired one-touch speed dialing key.
To enter a recipient stored under a coded speed dialing code, press [Coded Dial], then enter the two-digit code with the numeric keys. For multiple entries, press [Coded Dial] between each entry.

NOTE

You can review the recipients which have been already entered with [◄–] or [+►].

7 Press [Stop/Reset] to return to the standby mode.

● Adding New Recipients to Group



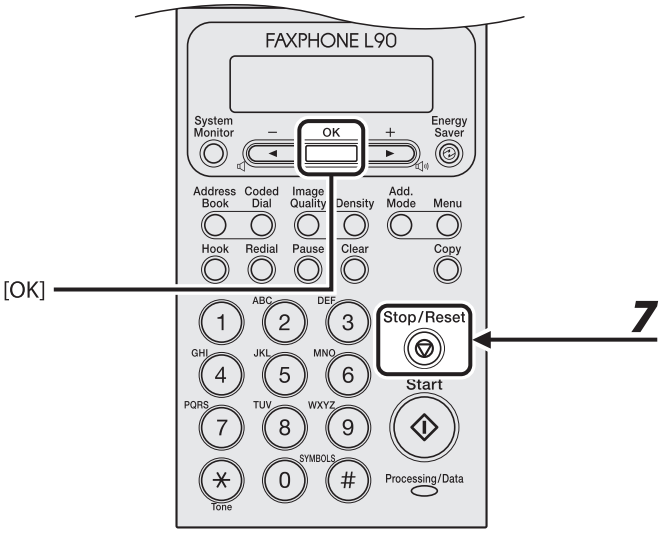
1 **Press [Menu].**

2 **Press [◄—] or [+►] to select <ADDRESS BOOK SET.>, then press [OK].**

3 **Press [◄—] or [+►] to select <GROUP DIAL>, then press [OK].**

4 **Press [◄—] or [+►] to select a group to edit, then press [OK].**

You can specify a group to edit by pressing the corresponding one-touch speed dialing key.



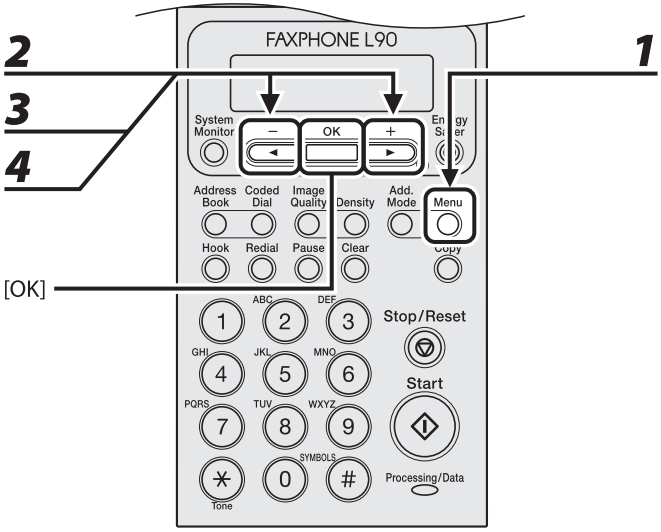
5 **Press [OK].**

6 **Select the recipient you want to add to the group, then press [OK].**

For details on specifying a recipient from Address Book, see "Registering Group Dialing," on p. 3-18.

7 **Press [Stop/Reset] to return to the standby mode.**

● Deleting Recipients from Group



---

1 **Press [Menu].**

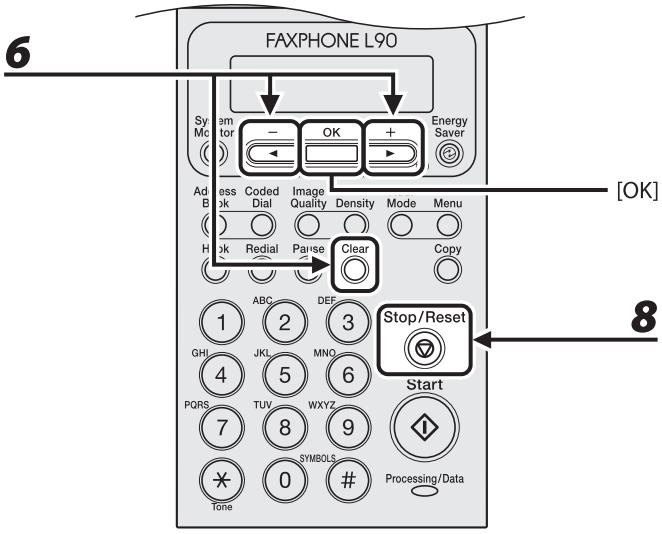
2 **Press [◄—] or [+►] to select <ADDRESS BOOK SET.>, then press [OK].**

3 **Press [◄—] or [+►] to select <GROUP DIAL>, then press [OK].**

4 **Press [◄—] or [+►] to select a group to edit, then press [OK].**

You can specify a group to edit by pressing the corresponding one-touch speed dialing key.

5 **Press [OK].**



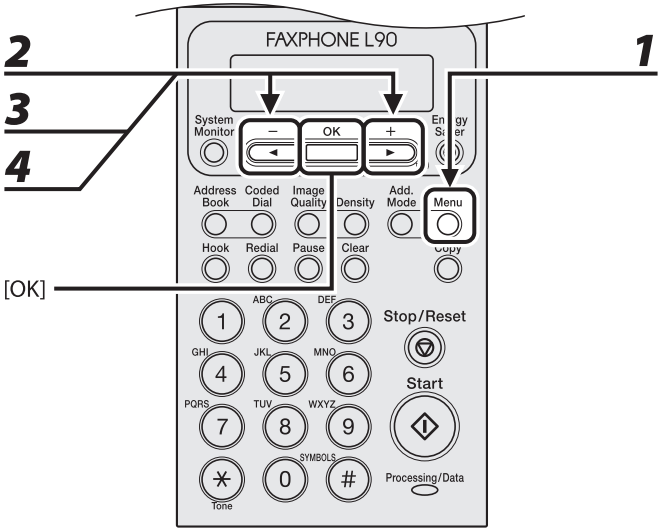
6 **Press [◄—] or [+►] to display the recipient you want to delete from the group, then press [Clear].**

Repeat this step if you want to delete another recipient.

7 **Press [OK].**

8 **Press [Stop/Reset] to return to the standby mode.**

● Changing Group Name



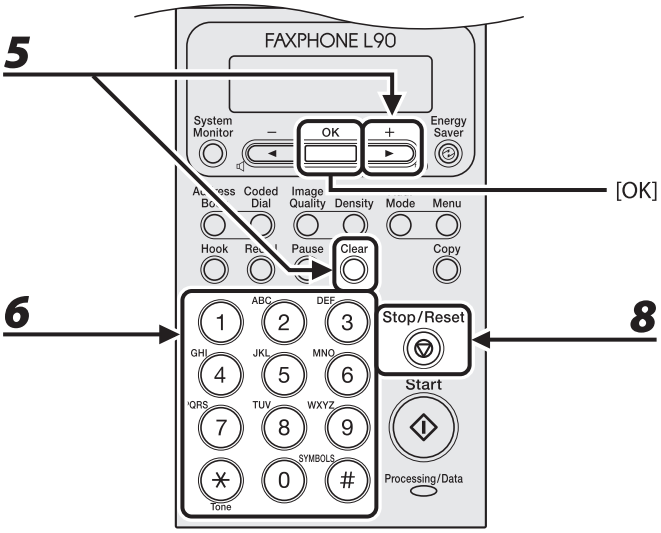
1 **Press [Menu].**

2 **Press [◄—] or [+►] to select <ADDRESS BOOK SET.>, then press [OK].**

3 **Press [◄—] or [+►] to select <GROUP DIAL>, then press [OK].**

4 **Press [◄—] or [+►] to select a group to edit, then press [OK].**

You can specify a group to edit by pressing the corresponding one-touch speed dialing key.



---

5 **Press [+►] repeatedly to go to the character you want to change, then press [Clear].**

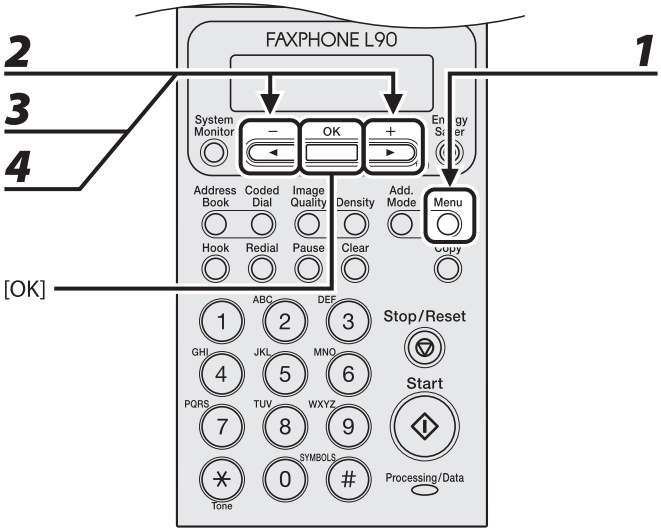
To delete the entire name, press and hold [Clear].

6 **Enter a new character with the numeric keys, then press [OK].**

7 **Press [OK].**

8 **Press [Stop/Reset] to return to the standby mode.**

● Deleting Group Dialing



1 **Press [Menu].**

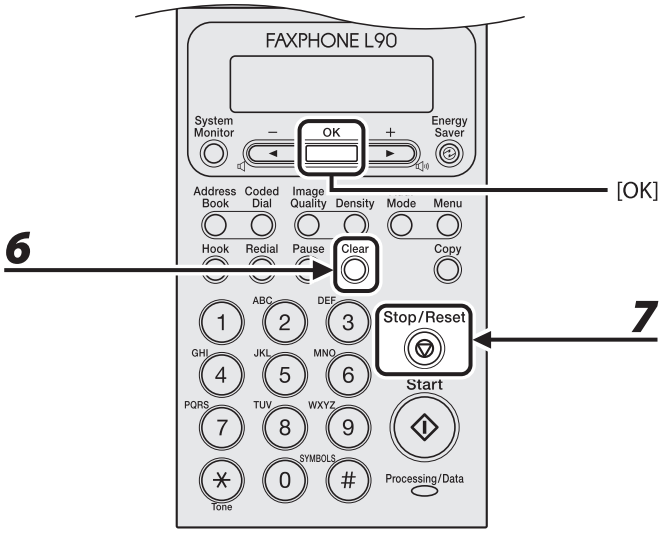
2 **Press [◄—] or [+►] to select <ADDRESS BOOK SET.>, then press [OK].**

3 **Press [◄—] or [+►] to select <GROUP DIAL>, then press [OK].**

4 **Press [◄—] or [+►] to select a group to delete, then press [OK].**

You can specify a group to delete by pressing the corresponding one-touch speed dialing key.

5 **Press [OK].**



6 Press [Clear] repeatedly until all recipients are deleted, then press [OK].

NOTE

– When you delete all recipients, the registered name is cleared automatically.
– If you press [Clear] excessively, the display returns to <ADDRESS BOOK>, and the recipients are left undeleted. Repeat the procedure from step 2.

7 Press [Stop/Reset] to return to the standby mode.

Specifying Recipients

Follow the procedure below to send documents to registered recipients.

Using One-Touch Speed Dialing Keys

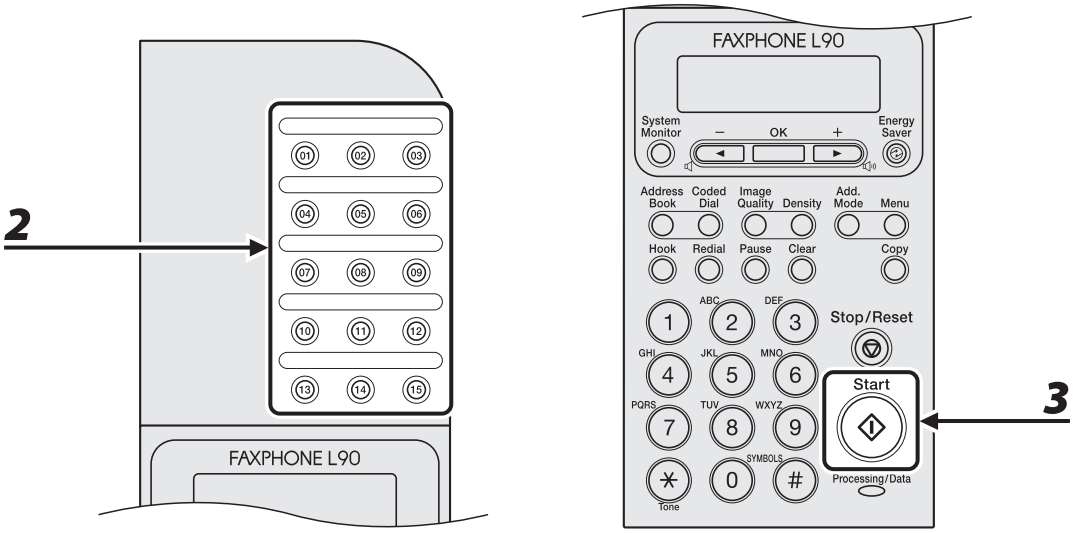
You can specify up to 15 recipients using one-touch speed dialing keys.

NOTE

To use this feature, you must register recipients in one-touch speed dialing keys beforehand. (See "Storing/ Editing Address Book," on p. 3-7.)

1 Set documents.

If you want to adjust the image quality and density, see "Scan Settings," on p. 3-4.



2 Press the desired one-touch speed dialing keys (01 to 15).

If you pressed a wrong key, press [Stop/Reset] and try again.

Ex.

```
= 0 1 2 3 X X X X X X
[ 0 5 ] C A N O N  U S A
```

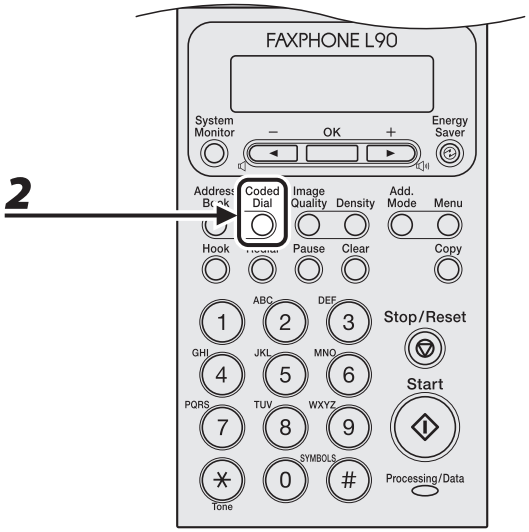
3 Press [Start].

Using Coded Speed Dialing Codes

You can specify up to 100 recipients using coded speed dialing codes.

NOTE

To use this feature, you must register recipients in coded speed dialing codes beforehand. (See "Storing/Editing Address Book," on p. 3-7.)

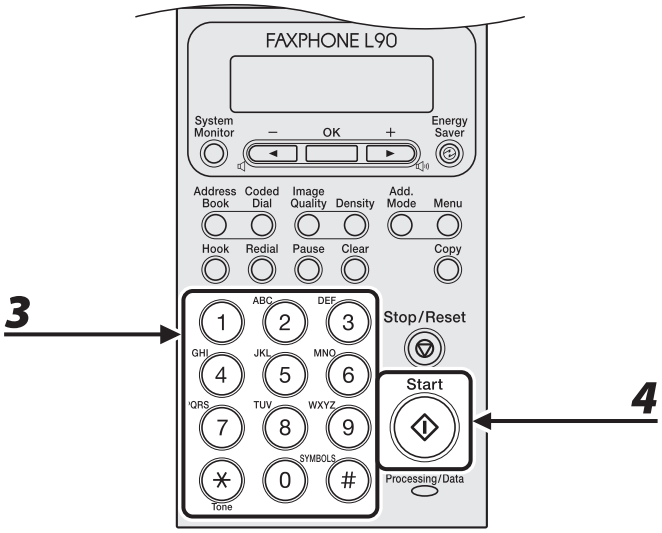


---

1 Set documents.

If you want to adjust the image quality and density, see "Scan Settings," on p. 3-4.

2 Press [Coded Dial].



3 Enter the desired two-digit code (00 to 99) with the numeric keys.

Ex.

```
= 0 1 2 X X X X X X X
[ * 0 1 ] C A N O N
```

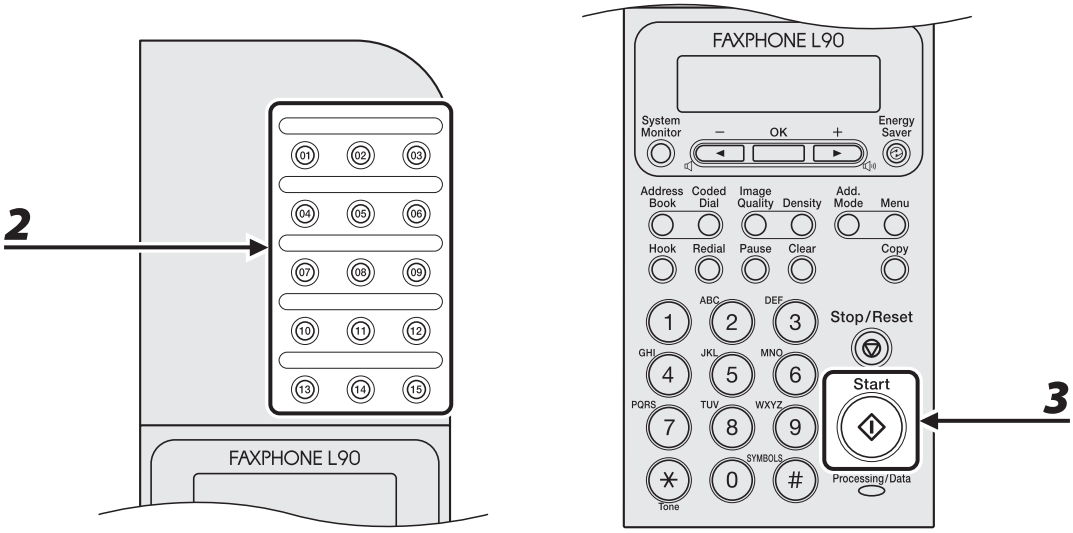
If you entered a wrong code, press [Stop/Reset], then try again from step 2.

4 Press [Start].

Group Dialing

NOTE

To use this feature, you must register recipients in a group dialing beforehand. (See "Storing/Editing Address Book," on p. 3-7.)



1 Set documents.

If you want to adjust the image quality and density, see "Scan Settings," on p. 3-4.

2 Press the one-touch speed dialing key (01 to 15) under which the desired group dialing is registered.

If you pressed a wrong key, press [Stop/Reset], and perform step 2 again.

3 Press [Start].

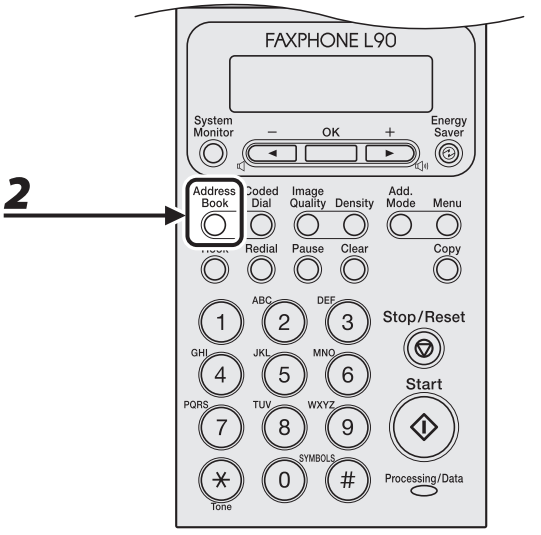
Using Address Book Key

Address book search enables you to search for a particular recipient registered in the machine. This is useful when you forget which one-touch speed dialing key or coded speed dialing the recipient you want is registered under.
You can either go through all the recipients registered in the machine (<LIST>), or look up a particular one by their name (<SEARCH>).

NOTE

To use this feature, you must register destinations in Address Book beforehand. (See "Storing/Editing Address Book," on p. 3-7.)

● Listing All Recipients



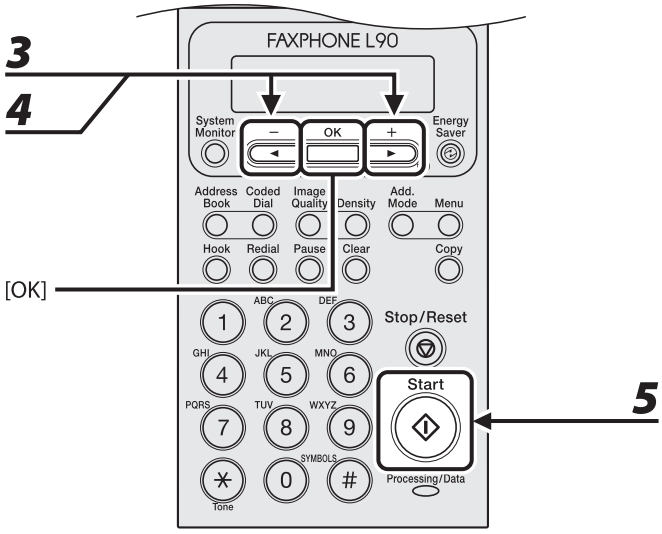
---

1 Set documents.

If you want to adjust the image quality and density, see "Scan Settings," on p. 3-4.

2 Press [Address Book].

If no recipient is registered for speed dialing, <NOT REGISTERED> is displayed.



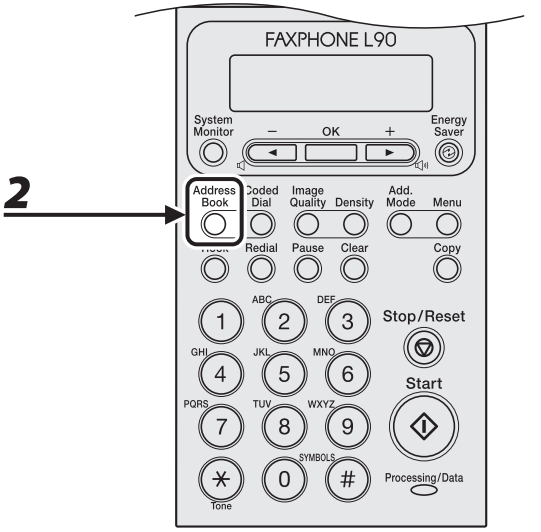
3 **Press [◄—] or [+►] to select <LIST>, then press [OK].**

4 **Press [◄—] or [+►] to find the required recipient.**

- The recipients are listed in the order of one-touch speed dialing keys (01 to 15), and coded speed dialing codes (00 to 99).
- For a one-touch speed dialing key or coded speed dialing code with no recipient name registered, their fax number is displayed.

5 **Press [Start].**

● Looking Up a Recipient

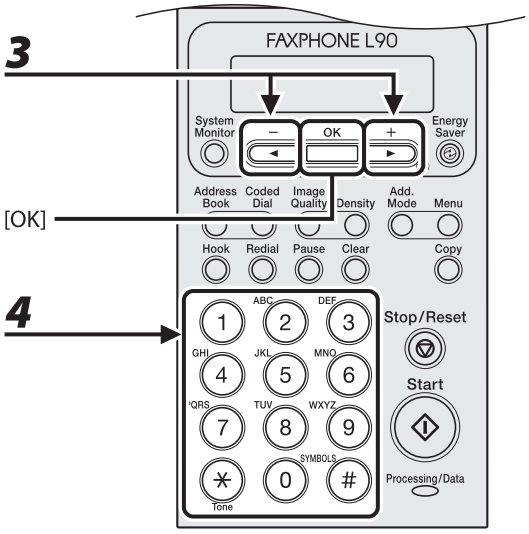


1 Set documents.

If you want to adjust the image quality and density, see "Scan Settings," on p. 3-4.

2 Press [Address Book].

If no recipient is registered for speed dialing, <NOT REGISTERED> is displayed.



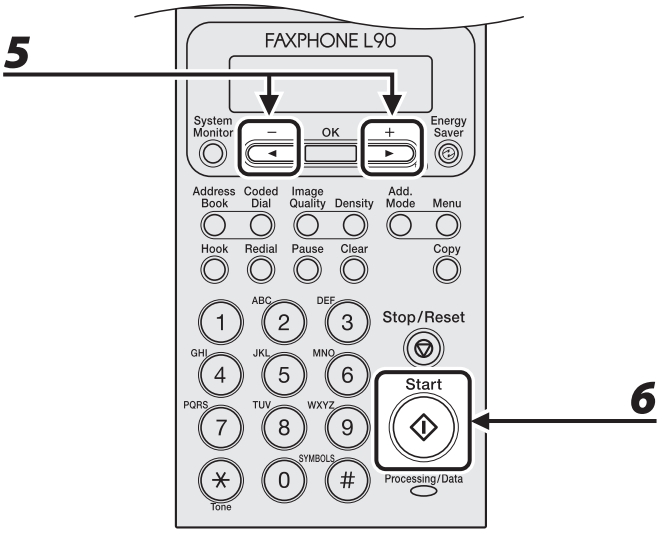
3 Press [◄−] or [+►] to select <SEARCH>, then press [OK].

4 Use the numeric keys to enter up to 10 first characters of the recipient's name, then press [OK].

Ex.

```
SEARCH                    [A]
CANON
```

- Press [*] to switch between input modes:
  - [A]: Letter mode
  - [1]: Number mode
- When the search is complete, the number of recipients that match the characters you entered is displayed in parentheses.
- Press [Clear] to run a new search.



5 Press [◄—] or [+►] to find the required recipient.

[◄—]: displays recipients in order of registration.
[+►]: displays recipients in reverse order.

6 When the recipient's name is displayed, press [Start].

Manual Sending

Use manual sending when you want to talk to the recipient before sending a document, or if the recipient does not have a fax machine that can receive automatically.

NOTE

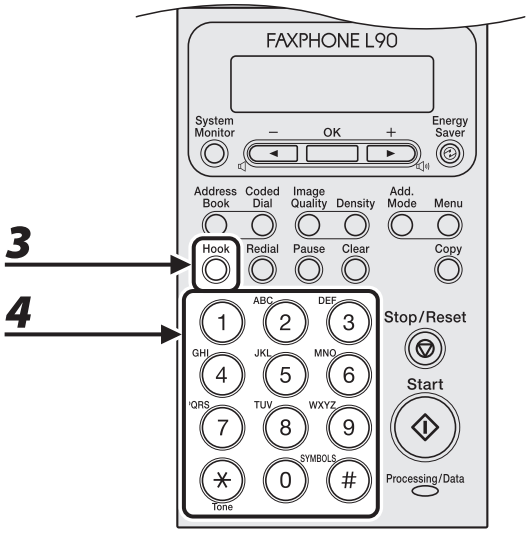
You cannot use group dialing for manual sending.

1 Connect the handset or an external telephone to the machine if you want to talk to the recipient before sending a document.

For details on how to connect the handset or an external telephone to the machine, see "Before FAX Setting," in the Starter Guide.

2 Set documents.

If you want to adjust the image quality and density, see "Scan Settings," on p. 3-4.

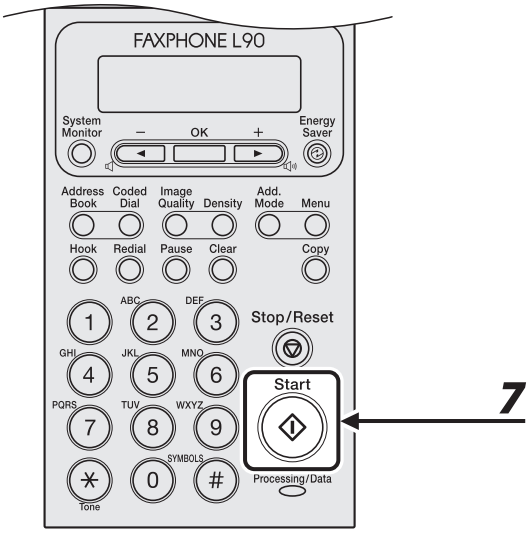


3 **Press [Hook] or pick up the handset or the handset of your external telephone.**

4 **Dial the recipient's fax/telephone number.**

NOTE

Make sure to confirm the dial tone before entering a fax/telephone number. If you enter the number before the dial tone can be heard, the call may not connect, or the wrong number may be dialed.



5 Talk through the handset to the recipient.

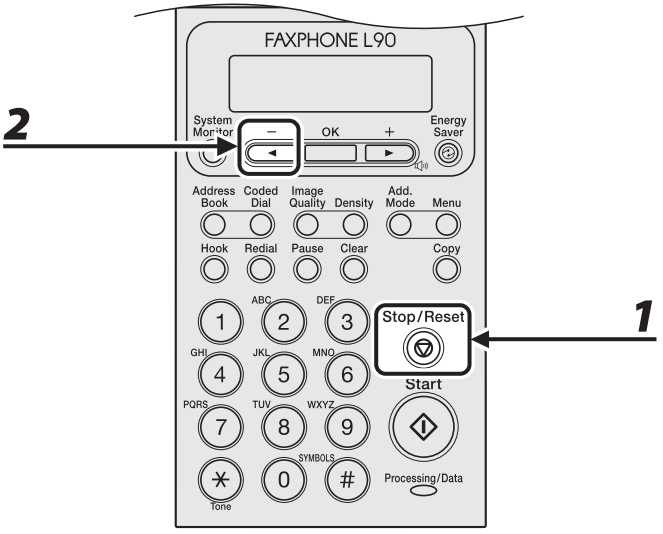
If you press [Hook] in step 3, you can pick up the handset when you hear the recipient's voice.
If you hear a high-pitched signal instead of the recipient's voice, go to step 7.

6 Ask the recipient to set their fax machine to receive faxes.

7 When you hear a high-pitched signal, press [Start], then hang up the handset.

Canceling TX Jobs

Follow the procedure below to cancel an ongoing fax job.



---

1 **Press [Stop/Reset].**

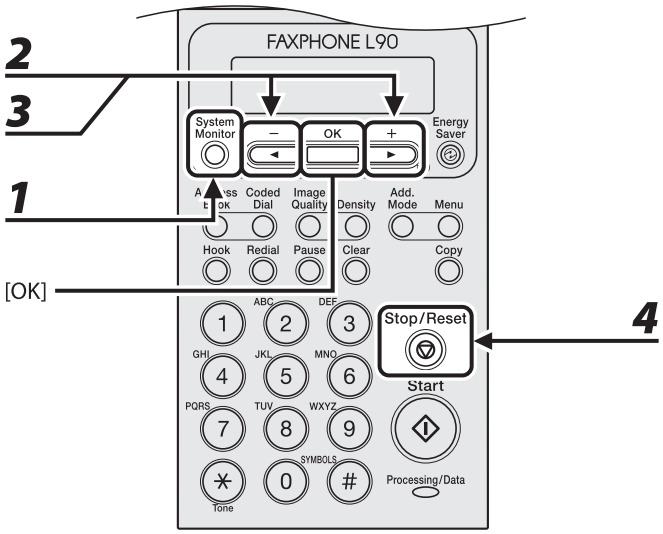
2 **When the <CANCEL DURING TX/RX?> message appears, press [◄—] to select <YES>.**

```
CANCEL DURING TX/RX?
 < YES          NO >
```

Checking and Deleting TX Jobs

System monitor enables you to view the transmission results, monitor the status of the send jobs currently being processed.

Checking Transmission Results



---

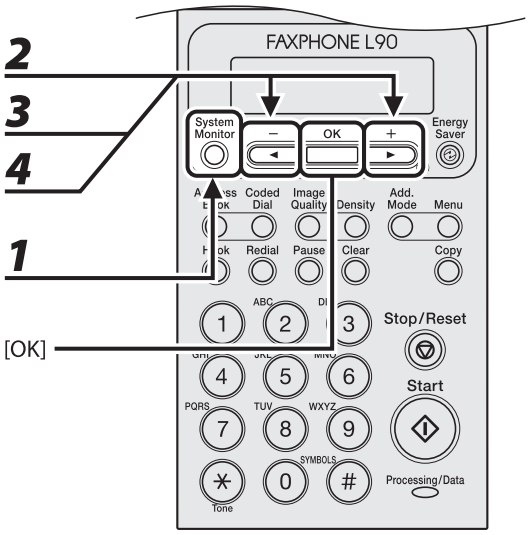
1 **Press [System Monitor].**

2 **Press [◄−] or [+►] to select <TX/RX LOG>, then press [OK].**

3 **Press [◄−] or [+►] to view the required transmission result.**

4 **Press [Stop/Reset] to return to the standby mode.**

Checking and Deleting Fax Documents Stored in Memory



1 **Press [System Monitor].**

2 **Press [◄—] or [+►] to select <TX STATUS>, then press [OK].**

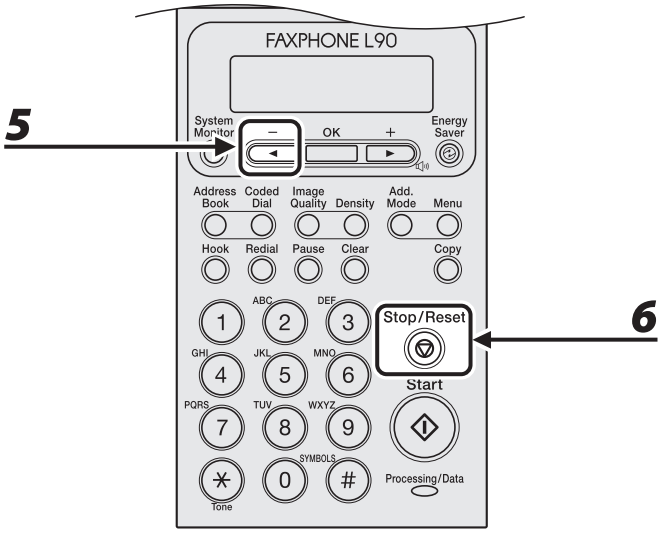
3 **Press [◄—] or [+►] to scroll through the job list, and check the status of the fax jobs.**

If you want to delete the job, go to step 4. Otherwise, press [Stop/Reset] to return to the standby mode.

4 **Press [◄—] or [+►] to select the desired job, then press [OK].**

NOTE

For <BROADCAST>, all recipients entered for a broadcasting job will be canceled.



5 Press [◄—] to select <YES>.

If you do not want to cancel the job, press [+►] to select <NO>.

6 Press [Stop/Reset] to return to the standby mode.

4 Receiving Documents

Basic Receiving Method 4-2
Canceling RX Jobs 4-4
Checking Reception Results 4-5

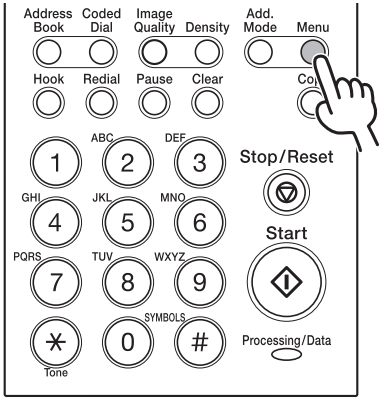
Basic Receiving Method

Follow this procedure to set the machine for receiving faxes.
For advanced receiving features, see Chapter 3, "Sending and Receiving," in the Reference Guide.

NOTE

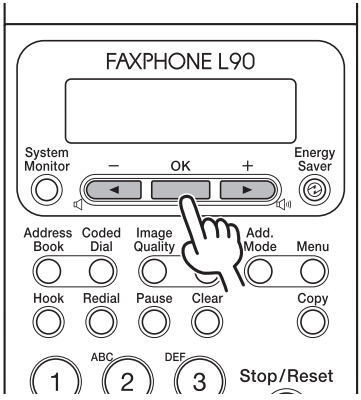
Any data stored in the memory, including received fax documents, will be deleted if you disconnect the power cord of the machine.

1 Enter the Setting Menu



Press [Menu].

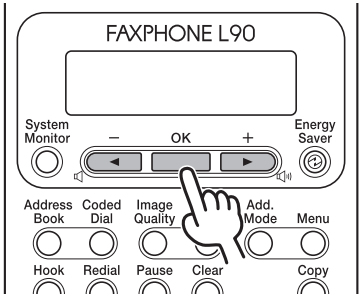
2 Enter the Receive Mode



Press [◄ −] or [+ ►] to select <FAX SETTINGS>, then press [OK].

Press [◄ −] or [+ ►] to select <RX MODE>, then press [OK].

3 Select the Receive Mode



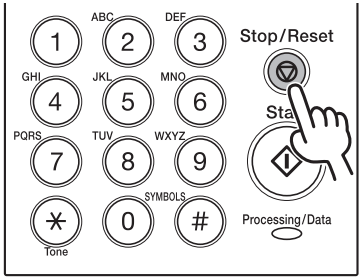
Press [◄–] or [+►] to select the receive mode, then press [OK].

<FaxOnly>: Answers all calls as faxes.
<AnsMode>: Receives faxes automatically and records voice messages.
<DRPD>: Distinguishes between fax and voice calls if you want to use the handset or an external telephone.
<FAX/TEL>: Switches between fax and voice calls automatically if the handset or an external telephone is connected to the machine.
<MANUAL>: Does not answer any calls. You have to manually receive faxes.
For details on these settings, see Chapter 3, "Sending and Receiving," in the Reference Guide.

NOTE

- For <FAX/TEL> or <MANUAL>, make sure the handset or an external telephone is connected to the machine.
- For <AnsMode>, make sure an external telephone with built in answering machine is connected to the machine.
- For <DRPD>, subscription to a DRPD service is required.

4 Exit the Setting Menu



Press [Stop/Reset] to return to the standby mode.

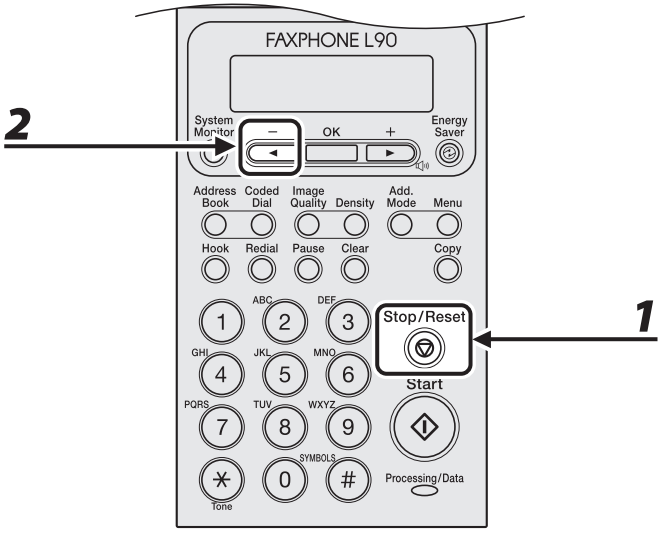
What if...

- **You press [Stop/Reset] to cancel a job:**
  The <CANCEL DURING TX/RX?> message appears. Press [◄–] to select <Yes>. The job is canceled, and the display returns to the standby mode.

- **The <OUT OF TONER/CHANGE TONER> message appears:**
  The toner cartridge is almost empty. Replace the toner cartridge or you can continue printing by setting <CONT. PRINTING> to <ON>. For details on this error message, see "Replacing the Toner Cartridge," on p. 7-9.

Canceling RX Jobs

Follow the procedure below to cancel an ongoing receive job.



---

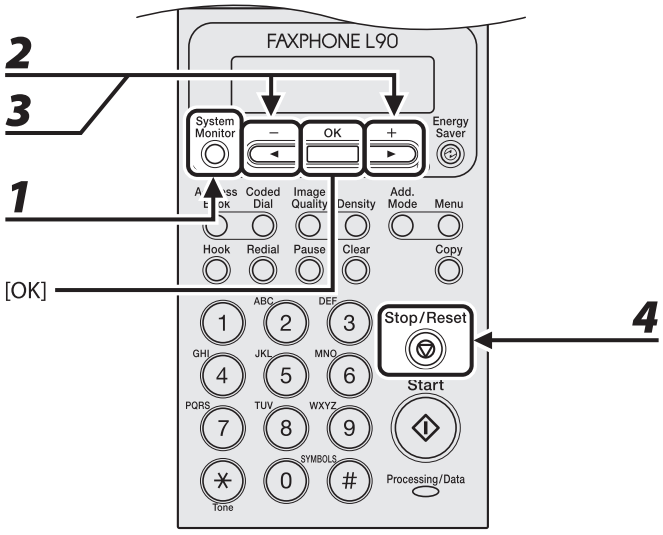
1 **Press [Stop/Reset].**

2 **When the <CANCEL DURING TX/RX?> message appears, press [◄—] to select <YES>.**

```
CANCEL DURING TX/RX?
 < YES          NO >
```

Checking Reception Results

System monitor enables you to view the reception result.



---

1 **Press [System Monitor].**

2 **Press [◄−] or [+►] to select <TX/RX LOG>, then press [OK].**

3 **Press [◄−] or [+►] to view the required reception result.**

4 **Press [Stop/Reset] to return to the standby mode.**

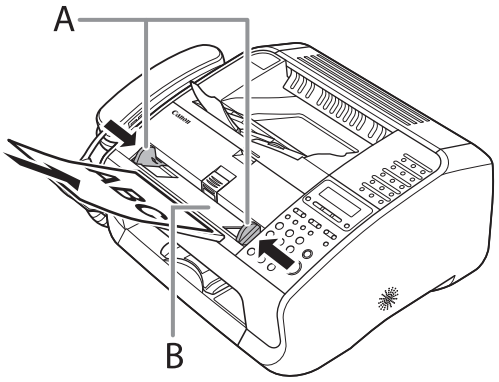
5 Copying

Basic Copying Method **5-2**
Scan Settings **5-4**
Image Quality 5-4
Density 5-6
Zoom Ratio 5-8
Canceling Copy Jobs **5-9**

Basic Copying Method

Follow this procedure to make a copy.

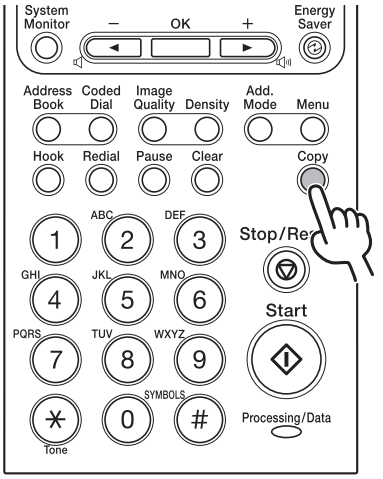
1 Set a Document



Adjust the document guides (A) to the width of the document, and insert the document face up in the ADF (B).

For documents you can copy, see "Document Requirements," on p. 2-2.

2 Enter the Copy Mode



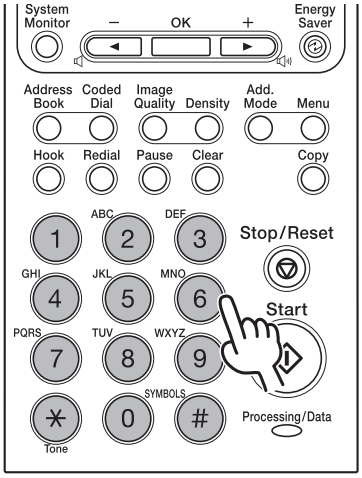
Press [COPY]

The copy mode automatically resets to the fax mode after one minute of inactivity, or when you press [Stop/Reset].

What if...

- **You want to adjust the image quality, density and zoom ratio:**
  See "Scan Settings," on p. 5-4.

3 Enter the Copy Quantity



Use the numeric keys to enter the desired copy quantity (1 to 99).

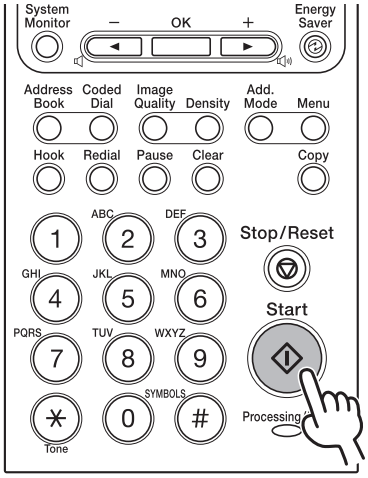
Ex.

```
100%              LTR
◖ ■ ◗  TEXT/PHOTO    1
```

What if...

- **You enter a wrong number:**
  Press [Clear], and enter a new number.

4 Start Copying



Press [Start].

What if...

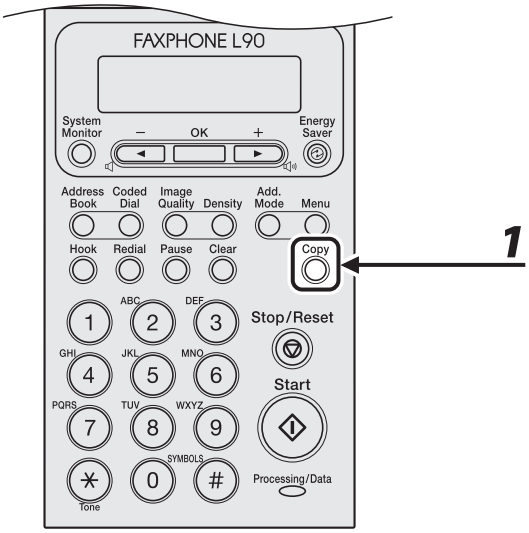
- **You want to cancel copying:**
  Press [Stop/Reset] and, when the <CANCEL COPYING?> message appears, press [◄ ─] to select <YES>.

Scan Settings

Before pressing [Start] to begin copying, you can adjust the settings to better suit the document to be scanned. These settings return to the default values if the machine remains idle for a certain period of time or if you press [Stop/Reset].

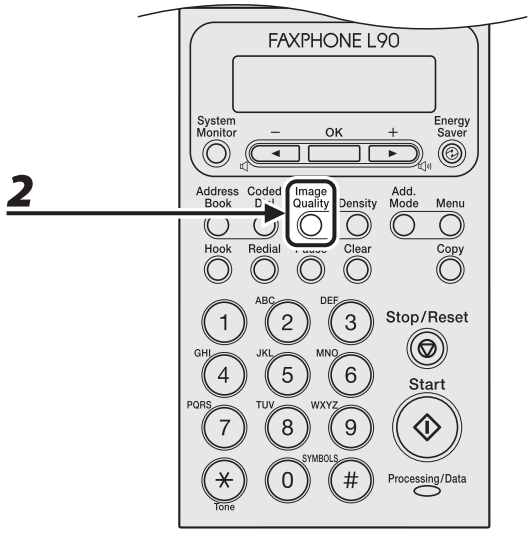
Image Quality

The default setting is <TEXT>.



---

1 **Press [COPY].**



2 Press [Image Quality] repeatedly to select the document type.

<TEXT>: For text documents.
<PHOTO>: For documents that contain fine text or photos.
<TEXT/PHOTO>: For documents that contain text and photos.

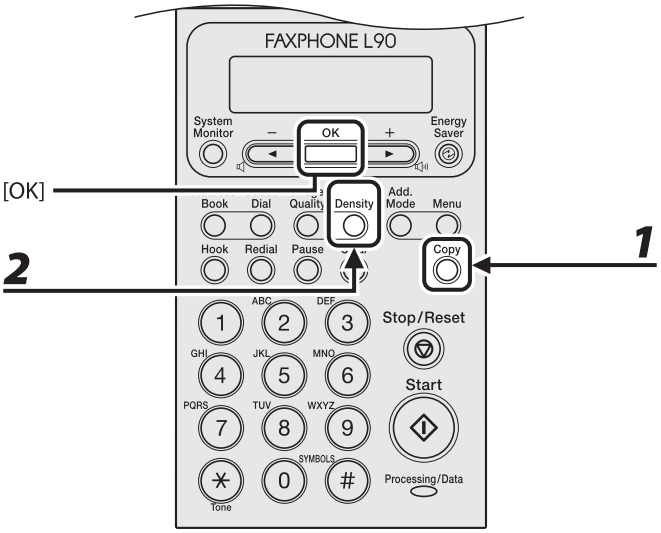
NOTE

– When you press [Stop/Reset], the setting will be canceled.
If you want to keep the settings, set the image quality as following:
[Menu] → <COPY SETTINGS> → <STANDARD SETTINGS> → <IMAGE QUALITY> → Press [◄–] or [+►] to select the desired document type.
– Copy density automatically changes to the manual mode when <TEXT/PHOTO> or <PHOTO> is set.

Density

You can adjust the density to the most appropriate level for the document either automatically or manually. The default setting is <MANUAL> (5).

● Adjusting Automatically



---

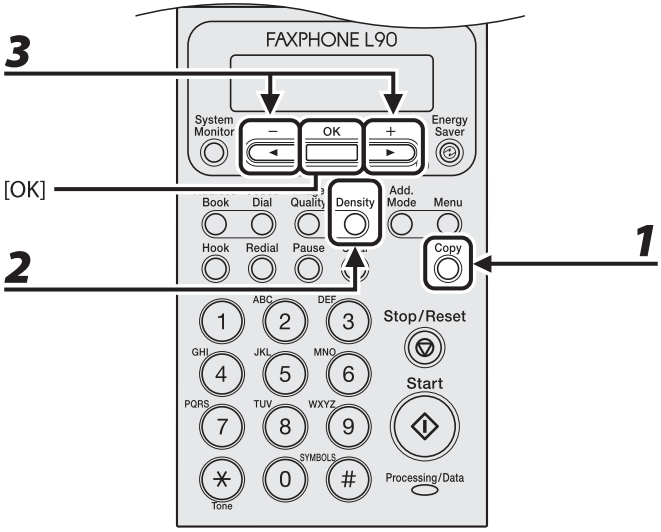
1 **Press [COPY].**

2 **Press [Density] repeatedly to select <AUTO>, then press [OK].**

NOTE

The image quality is automatically set to <TEXT>.

● Adjusting Manually



1 **Press [COPY].**

2 **Press [Density] repeatedly to select the manual mode.**

3 **Press [◄ −] or [+ ►] to adjust the copy density, then press [OK].**

Ex.

```
DENSITY
-LT    ◀□□□□■□□□□▶  DK+
```

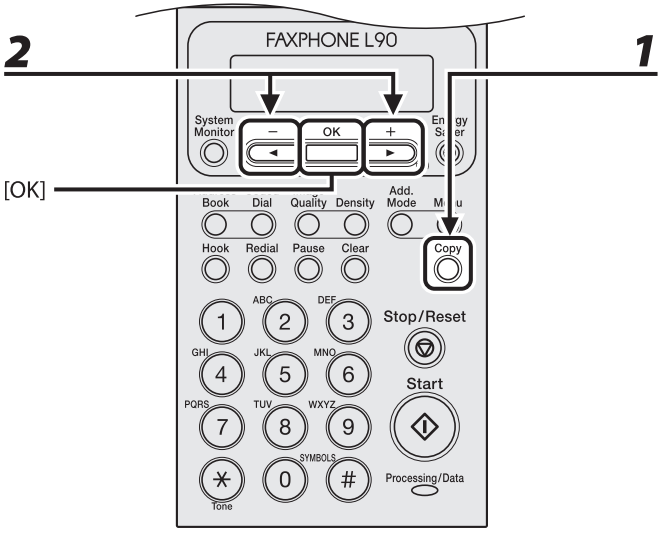
[◄ −]: to make dark documents lighter
[+ ►]: to make light documents darker

NOTE

When you press [Stop/Reset], the setting will be canceled.
If you want to keep the settings, set the density as following:
[Menu] → <COPY SETTINGS> → <STANDARD SETTINGS> → <DENSITY> → <MANUAL> (See "STANDARD SETTINGS" on p. 9-7.)

Zoom Ratio

You can reduce or enlarge images by any copy ratio, in 1% increments. The available copy ratios are from 50% to 200%.
The default setting is <100%>.



---

1 Press [COPY].

2 Press [◄–] or [+►] to adjust the zoom ratio, then press [OK].

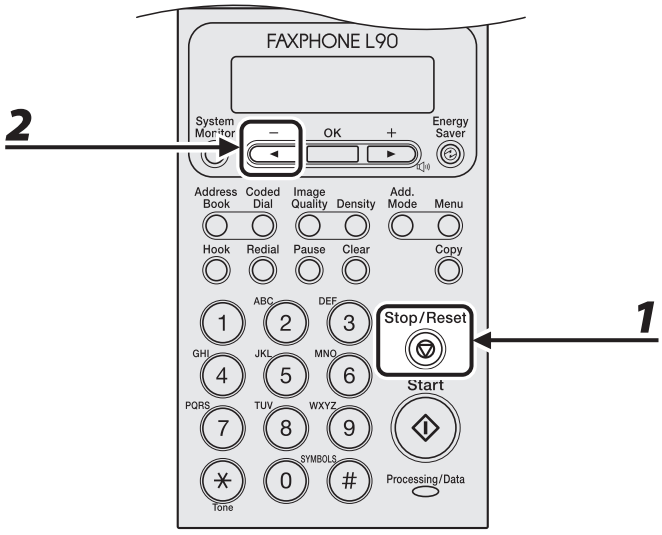
[◄–]: to decrease the zoom ratio
[+►]: to increase the zoom ratio

NOTE

When you press [Stop/Reset], the setting will be canceled.
If you want to keep the settings, set the zoom ratio as following:
[Menu] → <COPY SETTINGS> → <STANDARD SETTINGS> → <ZOOM RATIO> → Press [◄–] or [+►] to change the zoom ratio.

Canceling Copy Jobs

Follow the procedures to cancel an outgoing job.



---

1 **Press [Stop/Reset].**

2 **When the <CANCEL COPYING?> message appears, press [◄—] to select <YES>.**

```
CANCEL COPYING?
 < YES          NO >
```

The job is canceled, and the copy quantity is reset.

6 Printing

Printing Documents **6-2**
Collate Printing **6-4**
Checking and Deleting Print Jobs **6-5**
Checking and Deleting Print Jobs 6-5

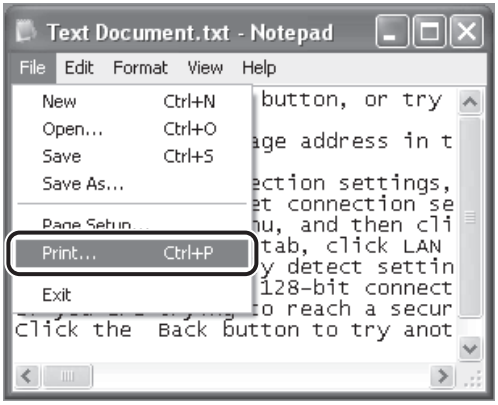
Printing Documents

Follow this procedure to print a document from your computer.
Make sure that the printer driver is installed. To check if the driver is installed, see "Software Settings with Computer," in the Starter Guide.
For details on printer driver settings, see Online Help.

NOTE

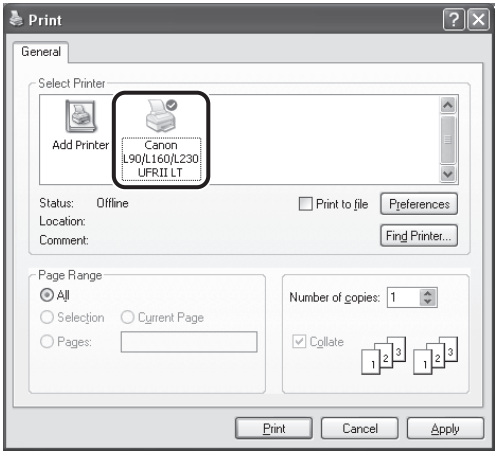
How to display the print screen or items on the screen may vary depending on your application and/or OS.

1 Start the Print Command



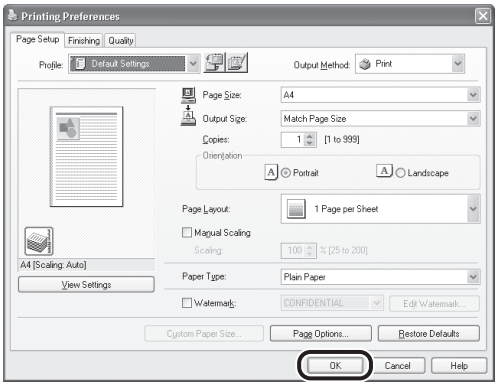
From an open document on an application, click [File] → [Print].

2 Select the Printer



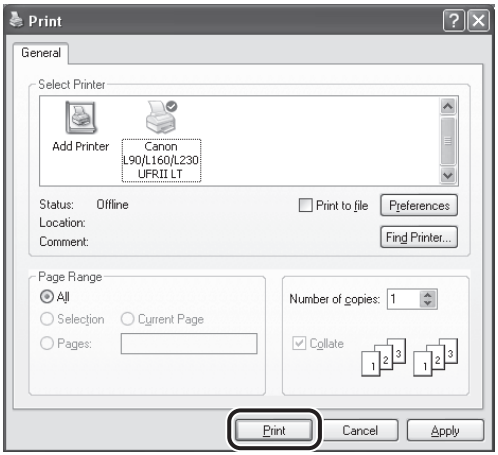
Select the printer icon for the machine ([Canon L90/L160/L230 UFRII LT]), then click [Preferences] or [Properties] to open the dialog box.

3 Adjust Preferences



After finished setting, click [OK].

4 Print the Document



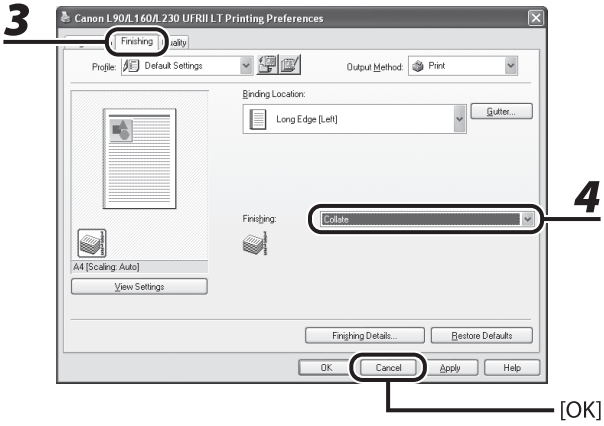
Click [Print] or [OK].

What if...

- **You want to cancel printing:**
  See Chapter 6, "Checking and Deleting Print Jobs," on p. 6-5.

Collate Printing

You can print documents collated into sets arranged in page order. For example, when printing multiple copies of a 3-page document, the print order is 1, 2, 3, 1, 2, 3, and so on.



1 **From an open document on an application, click [File] → [Print].**

2 **Select the printer icon for the machine ([Canon L90/L160/L230 UFRII LT]), then click [Preferences] or [Properties] to open the dialog box.**

3 **Click the [Finishing] tab.**

4 **For [Finishing], select [Collate], then click [OK].**

5 **On the [Print] dialog box, click [Print] or [OK].**

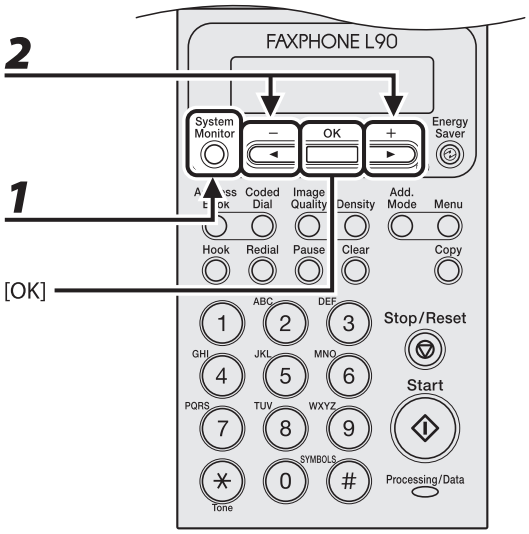
Checking and Deleting Print Jobs

System monitor enables you to monitor the status of the print jobs currently being processed.

NOTE

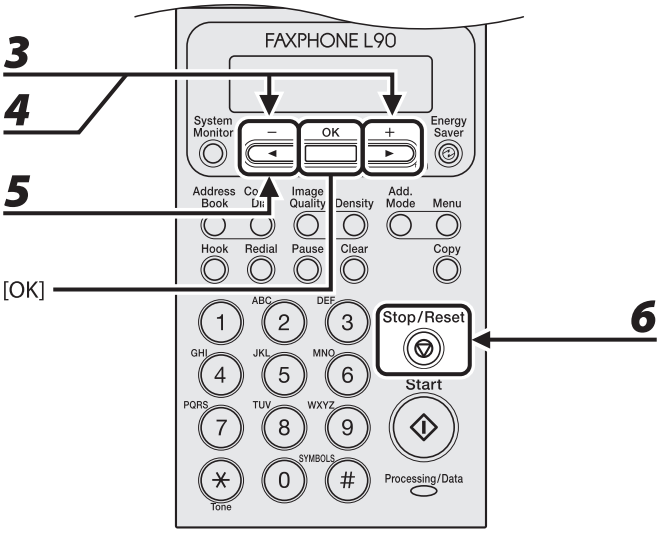
Make sure that the Processing/Data indicator is turned on. When the Processing/Data indicator is turned off, all print jobs are erased from the memory.

Checking and Deleting Print Jobs



1 **Press [System Monitor].**

2 **Press [◄−] or [+►] to select <PRINT STATUS>, then press [OK].**



3 **Press [◄—] or [+►] to scroll through the job list, and check the status of the print jobs.**

If you want to delete the job, go to step 4. Otherwise, press [Stop/Reset] to return to the standby mode.

4 **Press [◄—] or [+►] to select the desired job, then press [OK].**

5 **Press [◄—] to select <YES>.**

If you do not want to cancel the job, press [+►] to select <NO>.

6 **Press [Stop/Reset] to return to the standby mode.**

7 Maintenance

Cleaning the Machine 7-2
Exterior 7-2
Interior 7-3
Fuser Roller 7-6
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Transporting the Machine 7-24

Cleaning the Machine

Note the following before cleaning your machine:

- **Make sure no document is stored in memory, and disconnect the power cord.**
- **Use a soft cloth to avoid scratching the components.**
- **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 machine. These can damage the machine components.

NOTE

When you disconnect the power cord, the documents stored in memory will be erased. To check the jobs stored in memory, see the following:

- "Checking and Deleting Fax Documents Stored in Memory," on p. 3-44
- "Checking and Deleting Print Jobs," on p. 6-5

Exterior

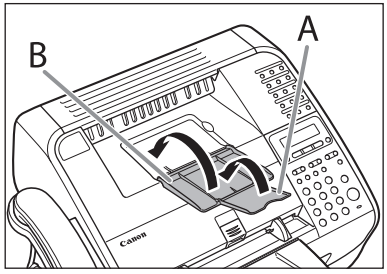
1. **Disconnect the power cord from the machine.**
2. **Wipe the machine's exterior with a clean, soft, lint-free cloth dampened with water or diluted dishwashing detergent solution.**
3. **Wait for the machine to dry, then reconnect the power cord.**

Interior

Clean the machine's print area periodically to prevent toner powder and paper dust from accumulating inside.

1 **Disconnect the power cord from the machine.**

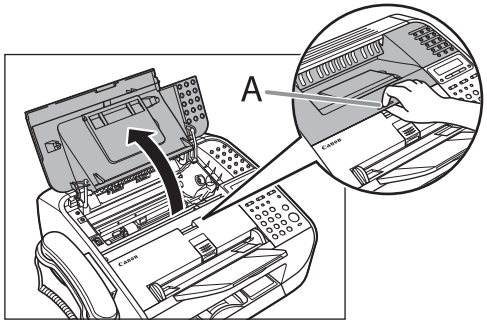
2 **Close the paper delivery tray extension (A), and then the paper delivery tray (B) itself.**



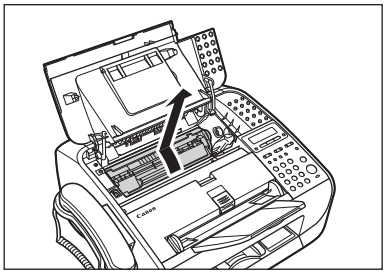
CAUTION

Do not close the paper delivery tray without folding the extension first.

3 **Open the toner cover by the notch (A).**



4 Remove the toner cartridge.



CAUTION

– Do not touch the rollers and parts which have labels "CAUTION! Hot surface avoid contact" on. They become very hot during use.
– To avoid exposing the toner cartridge to light, place it in its protective bag or wrap it in a thick cloth.
– Do not open the drum protective shutter on the toner cartridge. Print quality may deteriorate if the drum surface is exposed to light or is damaged.

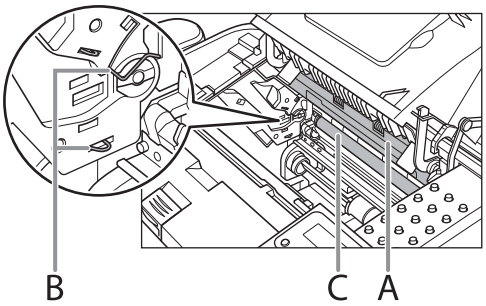
NOTE

Always hold the toner cartridge by its handle.

5 Use a clean, soft, dry, lint-free cloth to remove any toner or paper debris from the machine's interior.

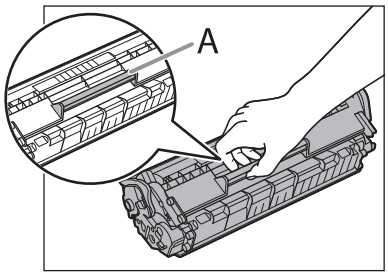
CAUTION

– Do not touch the fixing assembly (A) as it becomes very hot during use.
– Do not touch the pins (B) or the transfer roller (C) as this can damage the machine.

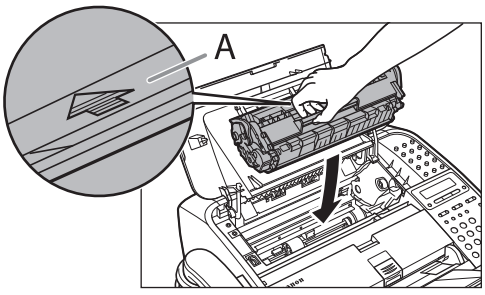


– If loose toner comes into contact with your skin or clothing, wash with cold water. Warm water will set the toner.

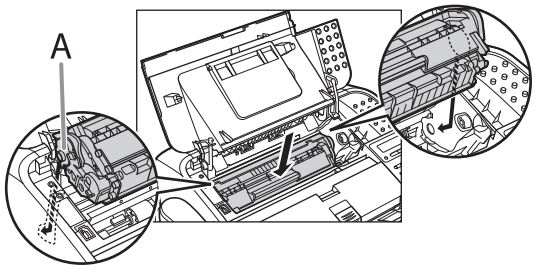
6 **Hold the toner cartridge by its handle (A).**



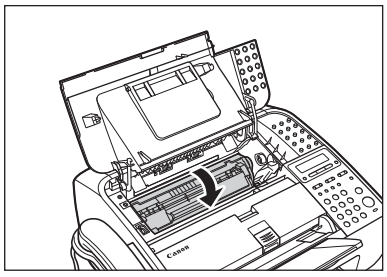
7 **The arrow (A) on the toner cartridge should be facing away from you and pointing down.**



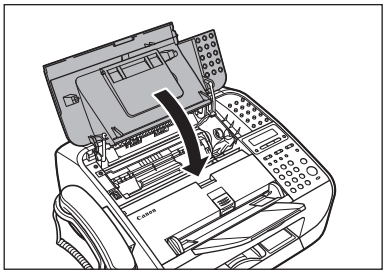
8 **Insert the toner cartridge so that the guide (A) on the left side of the toner cartridge fits into the groove inside the machine and slide it down parallel to the guide.**



9 **Push the toner cartridge to make sure it is properly set in the machine.**



10 **Close the toner cover.**



CAUTION

Be careful not to get your fingers caught.

11 **Reconnect the power cord.**

Fuser Roller

If black streaks appear with printing, the fuser roller in the main unit may be dirty. Should this occur, clean the fusing roller in the following procedure. The roller should also be cleaned each time the toner cartridge is replaced. Load a sheet of blank LTR paper into the feeder and start cleaning.

NOTE

Cleaning the roller takes approximately 180 seconds.

1 **Press [Menu].**

2 **Press [◄—] or [+►] to select <ADJUST./CLEANING>, then press [OK].**

3 **Make sure that a sheet of blank LTR paper is in the feeder.**

4 **Press [◄—] or [+►] to select <FIX. UNIT CLEANING>, then press [OK].**

NOTE

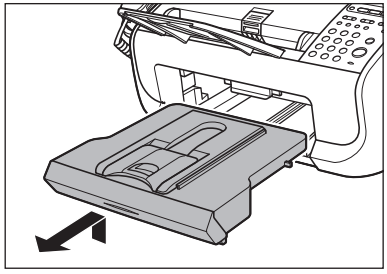
Use standard paper as the cleaning paper. Throw away the cleaning paper after use.

Scanning area

Keep the scanning area clean to avoid dirty copies or faxes to be sent.
If your documents have black streaks or appear dirty after copying them using the ADF, this may be caused by pencil lead rubbing off the documents and onto the roller. Clean the ADF scanning area and roller.

1 **Disconnect the power cord from the machine.**

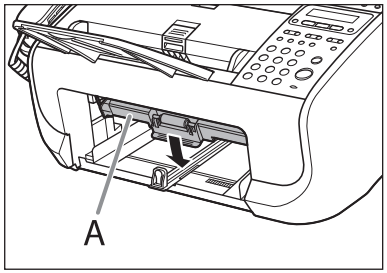
2 **Lift the paper stack cover and pull it out completely.**



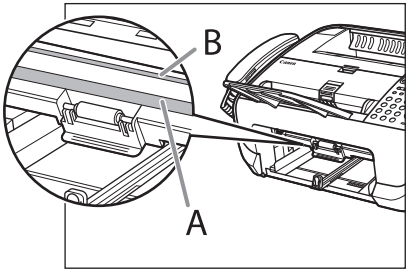
NOTE

Make sure the back end of the cover does not catch the front paper guide.

3 **Lower the scanning platform (A) in the document delivery slot.**



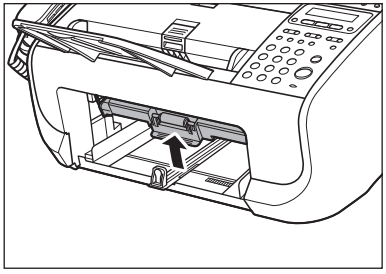
4 **Gently wipe the scanning glass (A) and white sheet (B) with a clean, soft, lint-free cloth moistened with water.**



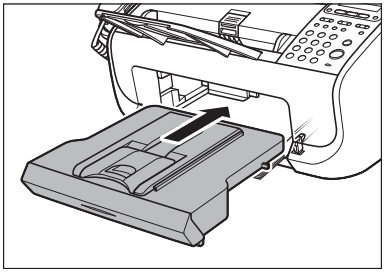
NOTE

Do not dampen the cloth too much, as this may tear the document or damage the machine.

5 **After the scanning area becomes dry, lift the scanning platform back into place.**



6 **Insert the paper stack cover.**



NOTE

Make sure the back end of the cover does not catch and lower the scanning platform.

7 **Reconnect the power cord.**

Replacing the Toner Cartridge

When the toner is running low, the message <TONER LOW/PREPARE NEW TONER> appears on the LCD. In that case, redistribute toner in the toner cartridge. We recommend that you prepare a new toner cartridge for future replacement with ease.

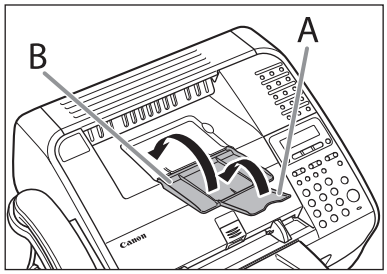
If the message appears while copying or printing, the running job will be executed. If the message appears while receiving a fax, the fax will not be printed and the received data will be stored in the memory. If you do not have a new toner cartridge and you want to print out the documents immediately, set <CONT. PRINTING> in <PRINTER SETTINGS> in <FAX SETTINGS> to <ON>. The default setting for <CONT.PRINTING> is <OFF>. We recommend that you set the setting back to <OFF> after replacing the toner. (See "CONT. PRINTING," on p. 9-11.)

CAUTION

- When <CONT. PRINTING> is set to <ON>, the printed documents may be light or blurred because of lack of toner. The data is erased when the documents are printed out, so you can not print the same documents again.
- Do not touch the rollers and parts which have labels "CAUTION! Hot surface avoid contact" on. They become very hot during use.

Redistributing Toner

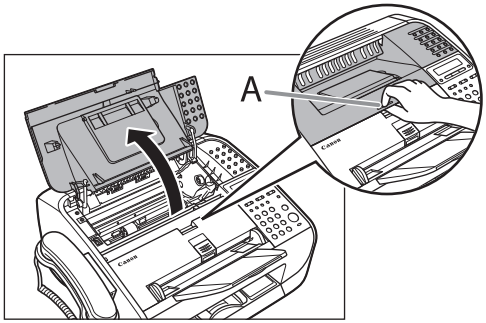
1 **Close the paper delivery tray extension (A), and then the paper delivery tray (B) itself.**



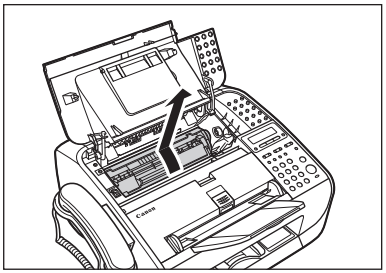
CAUTION

Do not close the paper delivery tray without folding the extension first.

2 **Open the toner cover by the notch (A).**



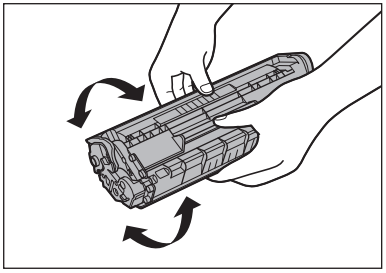
3 **Remove the toner cartridge.**



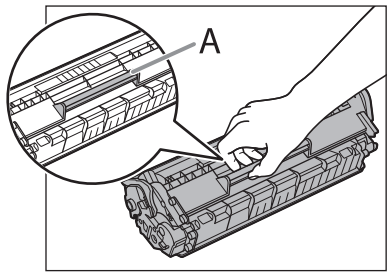
CAUTION

Do not touch the rollers and parts which have labels "CAUTION! Hot surface avoid contact" on. They become very hot during use.

4 **Gently rock the toner cartridge several times to evenly distribute the toner inside.**

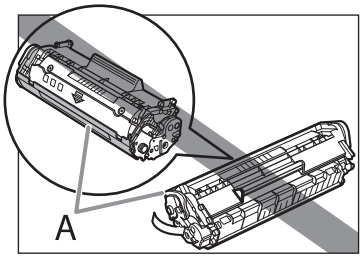


5 **Hold the toner cartridge by its handle (A).**



CAUTION

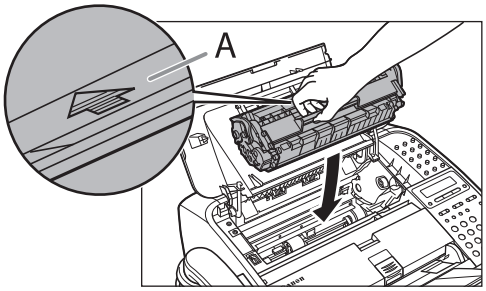
Do not open the drum protective shutter (A).



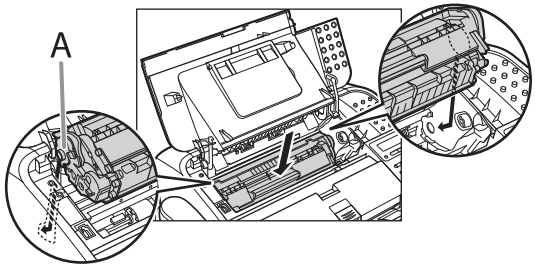
NOTE

Always hold the toner cartridge by its handle.

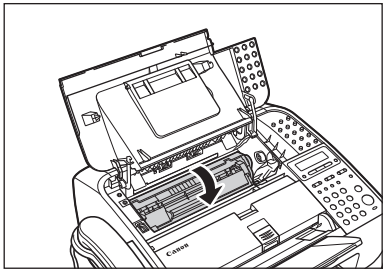
6 **The arrow (A) on the toner cartridge should be facing away from you and pointing down.**



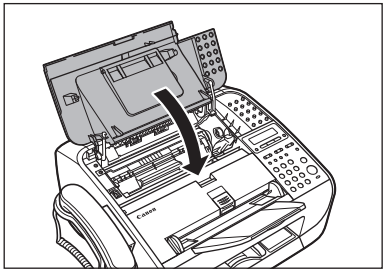
7 **Insert the toner cartridge so that the guide (A) on the left side of the toner cartridge fits into the groove inside the machine and slide it down parallel to the guide.**



8 **Push the toner cartridge to make sure it is properly set in the machine.**



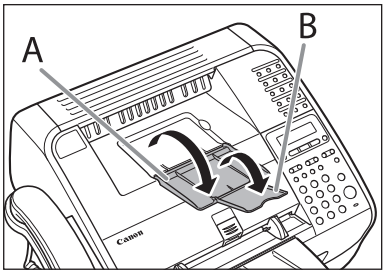
9 **Close the toner cover.**



CAUTION

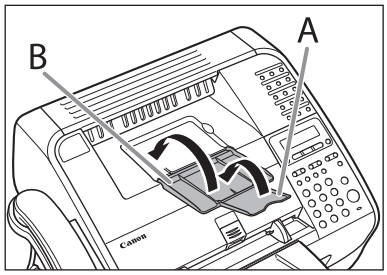
Be careful not to get your fingers caught.

10 **Open the paper delivery tray (A) and the extension (B).**



Replacing the Toner Cartridge with a New One

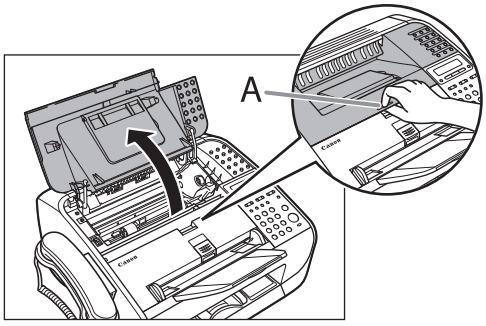
1 **Close the paper delivery tray extension (A), and then the paper delivery tray (B) itself.**



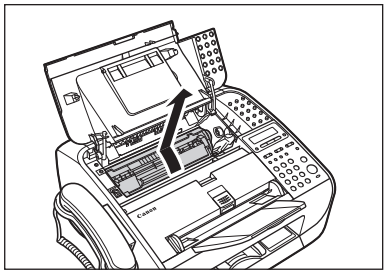
CAUTION

Do not close the paper delivery tray without folding the extension first.

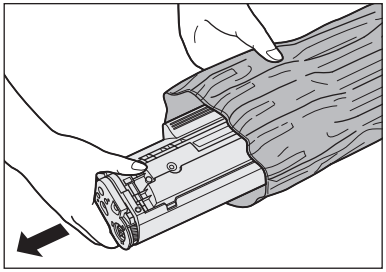
2 **Open the toner cover by the notch (A).**



3 **Remove the toner cartridge.**

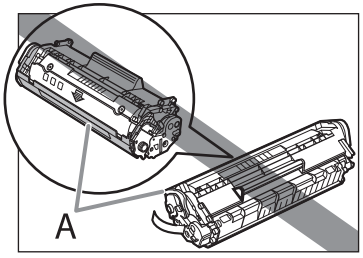


4 **Remove the new toner cartridge from the protective bag.**



CAUTION

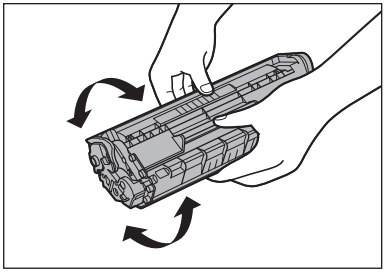
Do not open the drum protective shutter (A).



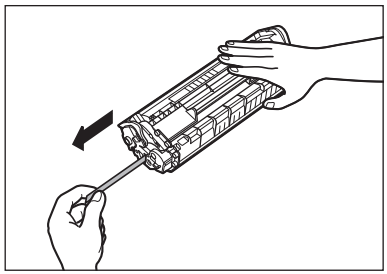
NOTE

Save the protective bag. You may need it later when you remove the toner cartridge from the machine.

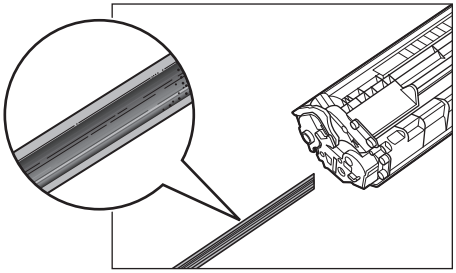
5 **Gently rock the toner cartridge several times to evenly distribute the toner inside.**



6 Hold the toner cartridge with one hand, and pull the seal completely out.



CAUTION

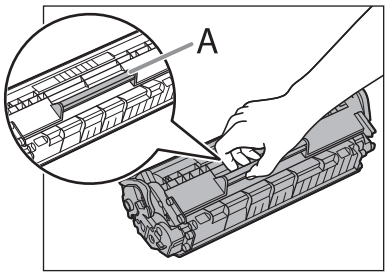


– If toner is adhered on the removed seal, be careful that your hands or clothes do not get dirty from touching the toner.
– If your hands or clothes get dirty from touching the toner, wash them immediately in cold water. Do not use hot water. If you do, the toner may be set permanently.

NOTE

Do not pull the seal out at an angle.

7 Hold the toner cartridge by its handle (A).



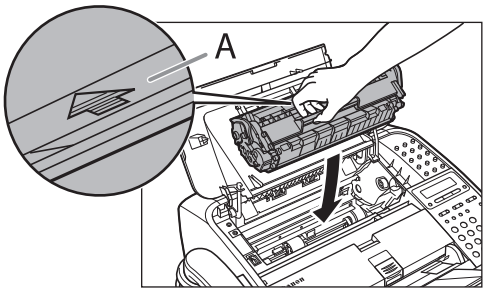
CAUTION

Do not open the drum protective shutter on the toner cartridge. Print quality may deteriorate if the drum surface is exposed to light or is damaged.

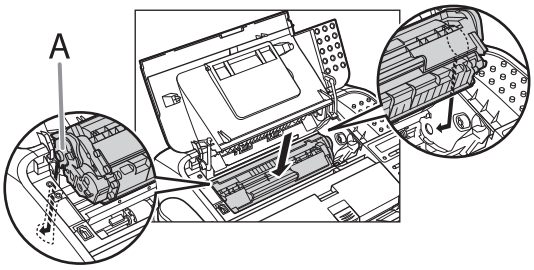
NOTE

Always hold the toner cartridge by its handle.

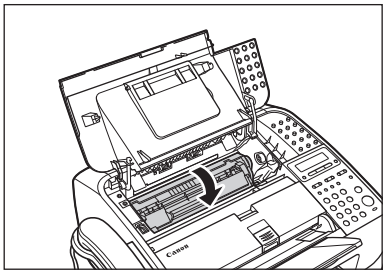
8 The arrow (A) on the toner cartridge should be facing away from you and pointing down.



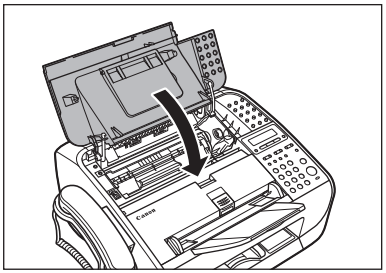
9 **Insert the toner cartridge so that the guide (A) on the left side of the toner cartridge fits into the groove inside the machine and slide it down parallel to the guide.**



10 **Push the toner cartridge to make sure it is properly set in the machine.**



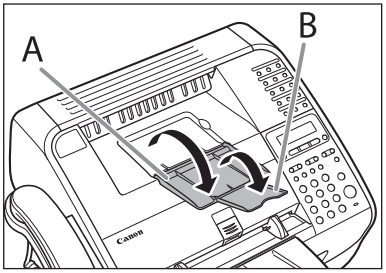
11 **Close the toner cover.**



CAUTION

Be careful not to get your fingers caught.

12 **Open the paper delivery tray (A) and the extension (B).**



Recycling Used Cartridges

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

The Clean Earth Campaign

● THE Canon CARTRIDGE RECYCLING PROGRAM

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

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

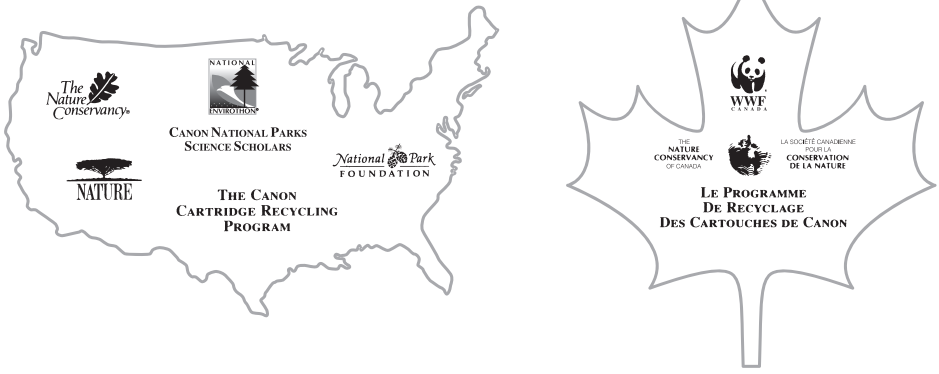
The remaining "Clean Earth" initiatives are supported in the U.S. through sponsorships of the National Park Foundation, the National Wildlife Federation, and The Nature Conservancy and in Canada through donations to the World Wildlife Fund Canada and The Nature Conservancy of Canada.

Since its inception, The Canon Cartridge Recycling Program has collected huge amount of cartridges that otherwise would have been discarded into landfills or similar facilities. Instead, this rapidly growing program returns used cartridges to the manufacturing process, thus conserving an array of resources.
Becoming a part of this worthwhile program is easy. When your cartridge is of no further use, simply follow the instructions detailed for U.S. or Canadian residents.
We appreciate your support of The Canon Cartridge Recycling Program.
Working together we can make a significant contribution to a cleaner planet.

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

The Clean Earth Campaign

Supporting Environmental Initiatives With



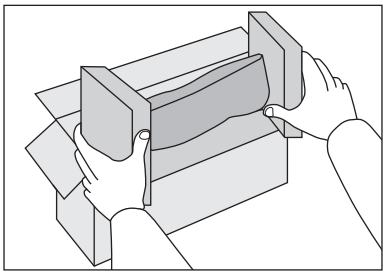
U.S.A. PROGRAM

● Packaging

■ Option A-1: Single Box Return

● Repackage the empty cartridge utilizing the wrapper and pulp mould end-blocks from the new cartridge's box.

● Place the empty cartridge in the box of your new cartridge. Seal the box.

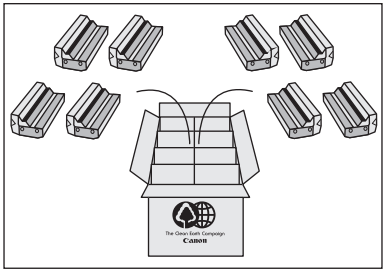


■ Option B: Volume Box Return

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

● Place as many cartridges as possible into one box.
Carefully seal the box with tape;
or

● Call **1-800-OK-Canon** to receive your free eight cartridge collection box.

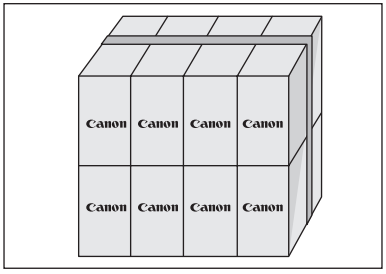


■ **Option A-2: Multiple Box Return**

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

● Complete Option A-1.

● Bundle multiple cartridge boxes together securely with tape.



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

Maximum weight = 70 lb. (31.8 kg)

Maximum length = 108 in. (2,743 mm)

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

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

Please Note:

Do not send defective cartridges for replacement.

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

● Shipping

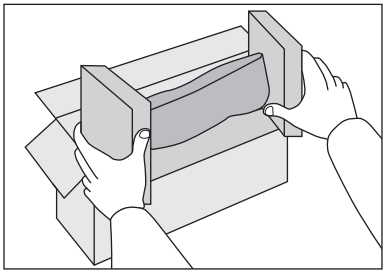
Apply the UPS authorized returning label provided in this guide.
Residents of Alaska and Hawaii: Do not use the UPS authorized returning label. For Alaska and Hawaii Canon set up alternative mail service with the U.S. Postal Service.
Please call **1-800-OK-Canon** to receive U.S. Postal Service merchandise returning label.

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

CANADA PROGRAM-CANADA PROGRAMME

■ **Option A: Single Box Return**

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

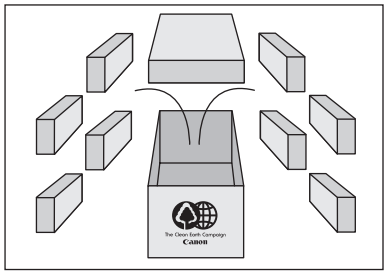


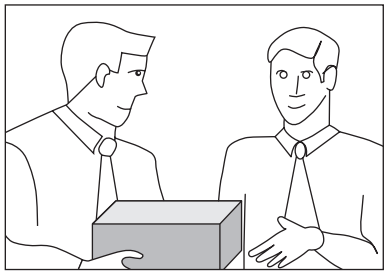
■ **Option B: Volume Box Return (eight or more cartridges)**

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

- Call **1-800-667-2666** to receive your free Canon collection box kit.
- The collection box can accommodate eight individual cartridge boxes.
- Place your eight individually packaged boxes of empty cartridges into the Canon collection box. Seal the box.

- Apply the Canon Canada Inc./Canada Post label provided in this brochure.
- Canon's labels are specially marked so that Canon pays the postage.
- Deliver to any local Canada Post outlet or franchise. Customers who hold a Commercial pick-up agreement with Canada Post may have their collection box picked up.





Working to preserve endangered species is a long-standing Canon interest.
To this end, for every cartridge collected, Canon Canada donates $1, shared equally between World Wildlife Fund Canada and the Nature Conservancy of Canada. This donation is utilized in Canada.

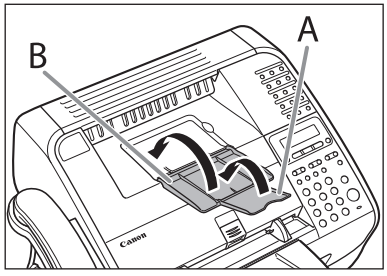
- For further information about The Clean Earth Campaign in Canada, please call or write to Canon.
  1-800-667-2666
  Canon Canada Inc.
  Corporate Customer Relations
  6390 Dixie Road
  Mississauga, ON L5T 1P7

Transporting the Machine

Follow this procedure to avoid vibration damage to the machine when transporting it over a long distance.

1 **Disconnect the power cord and all the cables from the back of the machine.**

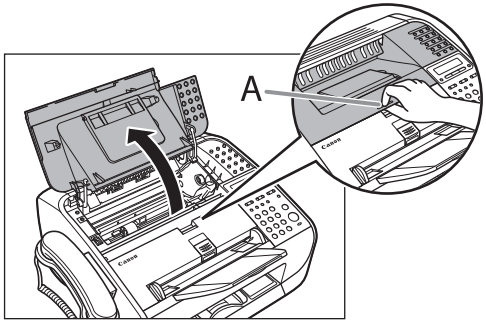
2 **Close the paper delivery tray extension (A), and then the paper delivery tray (B) itself.**



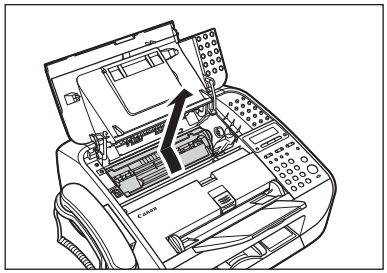
CAUTION

Do not close the paper delivery tray without folding the extension
first.

3 **Open the toner cover by the notch (A).**

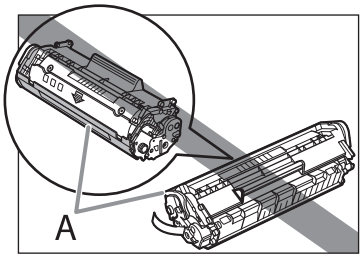


4 Remove the toner cartridge.



CAUTION

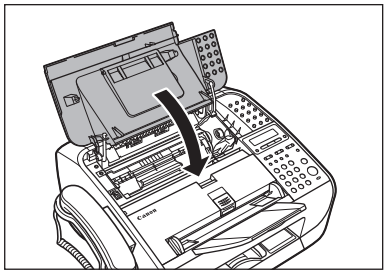
– To avoid exposing the toner cartridge to light, place it in its protective bag or wrap it in a thick cloth.
– Do not open the drum protective shutter (A).



NOTE

Always hold the toner cartridge by its handle.

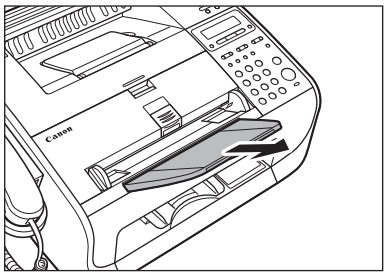
5 Close the toner cover.



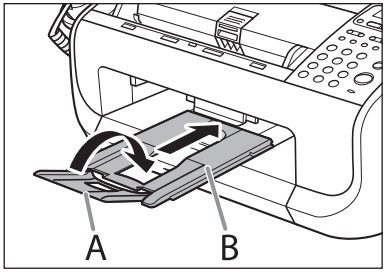
CAUTION

Be careful not to get your fingers caught.

6 Detach the document feeder tray.



7 **Fold the document delivery tray extension (A), and then push the document delivery tray (B) into the machine.**



CAUTION

Do not open or close the document delivery tray extension without extending the document delivery tray first.

8 Troubleshooting

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Clearing Jams

This section describes how to remove jammed paper. When error messages appear on the LCD display, see "LCD Messages," on p. 8-9. For other troubles, see Chapter 8, "Troubleshooting," in the Reference Guide.

When <CHECK DOCUMENT>, or <PAPER JAM/OPEN REAR COVER> appears on the LCD display, remove jammed paper from the machine first, then from the paper feeder if necessary. Check the following if you experience repeated paper jams:

- **Fan and tap the paper stack on a flat surface before loading it in the machine.**
- **Check that the paper you are using meets the requirements for use. (See "Paper Requirements," on p. 2-6.)**
- **Make sure you have removed any scraps of paper from the inside of the machine.**

CAUTION

- When removing jammed documents or paper, take care not to cut your hands on the edges of the document or paper.
- When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.
- If you tear the paper, remove any torn pieces to avoid further jams.
- If loose toner comes into contact with your skin or clothing, wash with cold water. Warm water will set the toner.

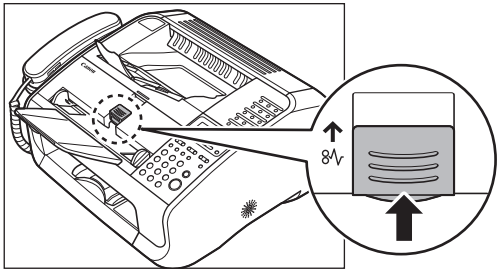
NOTE

Do not force a jammed document or paper out of the machine. Contact Canon Customer Care Center if needed.

Document Jams

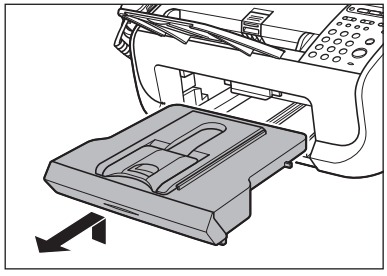
When <CHECK DOCUMENT> appears on the LCD display, remove a jammed document from the ADF.

1 Lift the document release lever.



If a multi-page document is loaded, remove the entire document from the ADF.

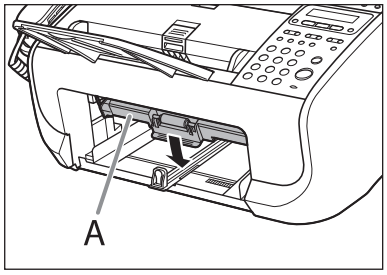
2 Lift the paper stack cover and pull it out completely.



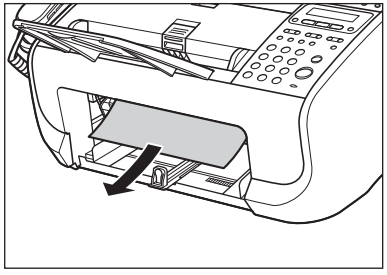
NOTE

Make sure the back end of the cover does not catch the front paper guide.

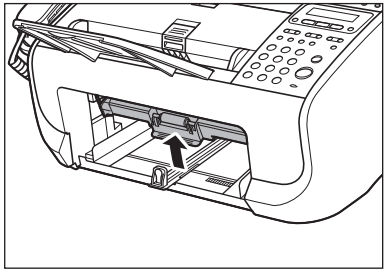
3 Lower the scanning platform (A) in the document delivery slot.



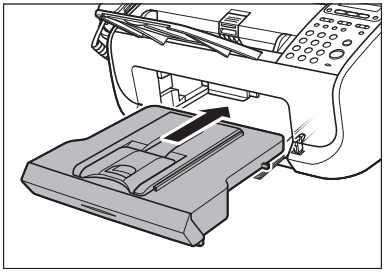
4 Carefully pull out the jammed document.



5 Lift the scanning platform back into place.



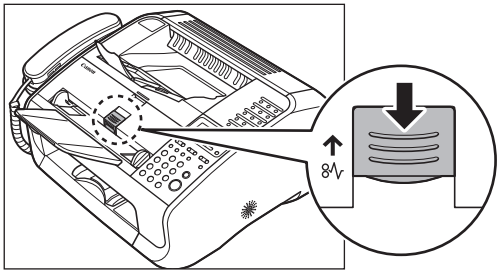
6 **Insert the paper stack cover.**



NOTE

Make sure the back end of the cover does not catch and lower the scanning platform.

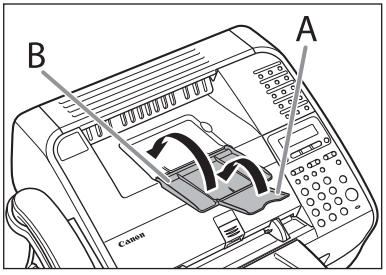
7 **Lower the document release lever back into place.**



Paper Jams

When <PAPER JAM/OPEN TONER COVER> appears on the LCD display, remove jammed paper from the inside of the machine first, then from the paper feeder tray if necessary.

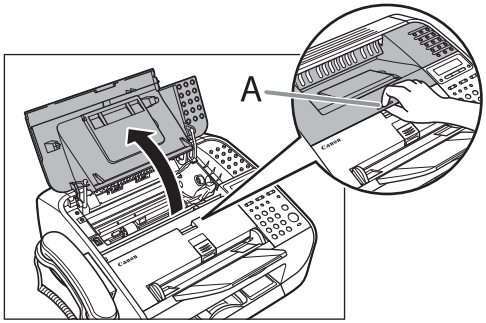
1 **Close the paper delivery tray extension (A), and then the paper delivery tray (B) itself.**



CAUTION

Do not close the paper delivery tray without folding the extension first.

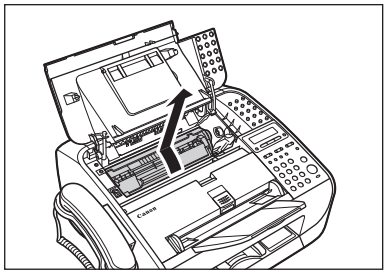
2 Open the toner cover by the notch (A).



CAUTION

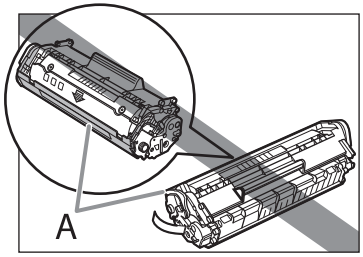
Always open the toner cover first before removing jammed paper inside the machine.

3 Remove the toner cartridge.



CAUTION

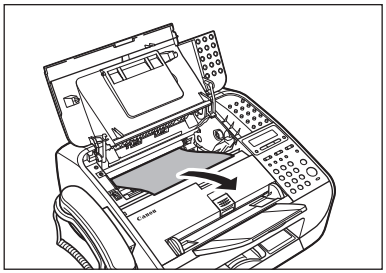
- To avoid exposing the toner cartridge to light, place it in its protective bag or wrap it in a thick cloth.
- Do not open the drum protective shutter (A).



NOTE

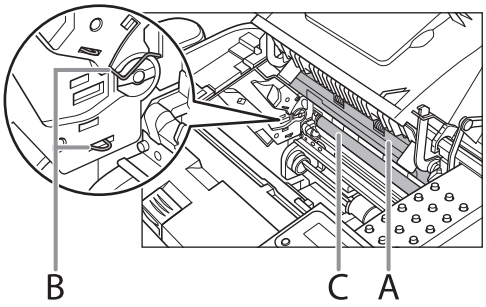
Always hold the toner cartridge by its handle.

4 Gently pull jammed paper out of the machine.



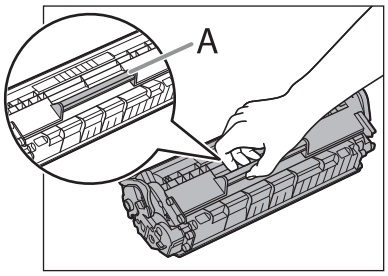
CAUTION

– Do not touch the fixing assembly (A) as it becomes very hot during use.
– Do not touch the pins (B) or the transfer roller (C) as this can damage the machine.

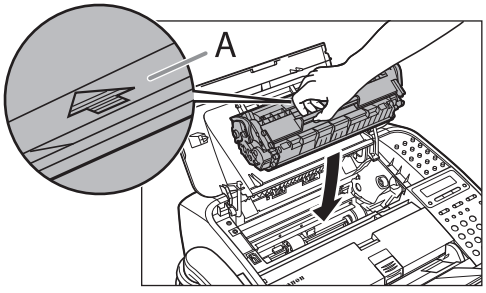


– If you tear the paper, remove any torn pieces to avoid further jams.
– If loose toner comes into contact with your skin or clothing, wash with cold water. Warm water will set the toner.

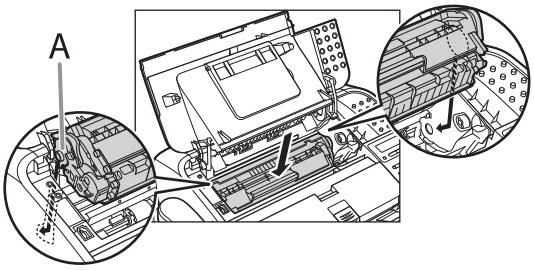
5 Hold the toner cartridge by its handle (A).



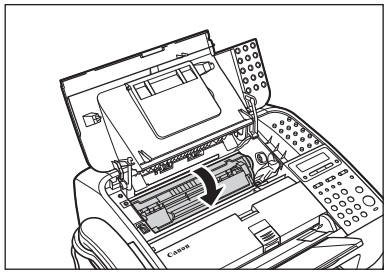
6 The arrow (A) on the toner cartridge should be facing away from you and pointing down.



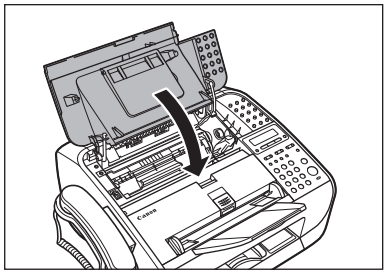
7 **Insert the toner cartridge so that the guide (A) on the left side of the toner cartridge fits into the groove inside the machine and slide it down parallel to the guide.**



8 **Push the toner cartridge to make sure it is properly set in the machine.**



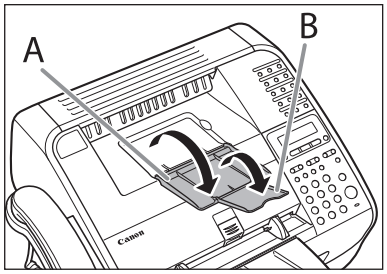
9 **Close the toner cover.**



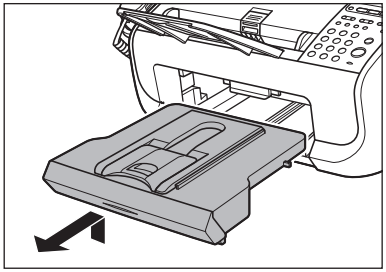
NOTE

Be careful not to get your fingers caught.

10 **Open the paper delivery tray (A) and the extension (B).**



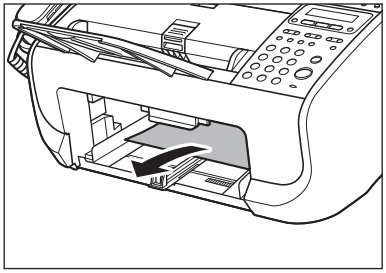
11 Lift the paper stack cover and pull it out completely.



NOTE

Make sure the back end of the cover does not catch the front paper guide.

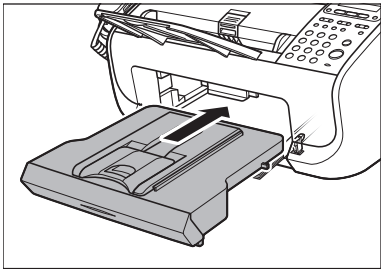
12 Carefully pull jammed paper from inside the slot.



NOTE

If you tear the paper, remove any torn pieces to avoid further jams.

13 Insert the paper stack cover.



NOTE

Make sure the back end of the cover does not catch and lower the scanning platform.

LCD Messages

See the following when the LCD displays error and status messages.

Message	Description	Action
ALREADY REGISTERED	The same recipient was entered twice.	Select a different recipient.
AVAILABLE MEMORY nn%	This message shows the percentage of the memory currently available.	If you need more space, wait for the machine to send any documents in memory. Also print, send, or delete any documents stored in memory.
CANNOT PRINT RX DATA	The machine temporarily received the fax in memory because an error of some kind has occurred in the machine. This error message appears with one of the messages below. – <CLOSE COVER/TONER COVER> – <LOAD CORRECT PAPER> – <SET PAPER AGAIN/SET TONER AGAIN> – <PAPER JAM /OPEN TONER COVER> – <LOAD PAPER>	This error message appears with another message. When the error is resolved, the received data will be printed out. For how to solve the problem, see the action for the messages displayed with it.

Message	Description	Action
CANNOT REGIST MORE	– The number of entered recipients for broadcasting has already reached the upper limit (131). – The number of registered recipients for group dialing has already reached the upper limit (50). – The number of memory stored in Polling TX has already reached the upper limit (30). – The number of entered recipients for Polling RX has already reached the upper limit (131).	– Send the document separately. – Register a different one-touch speed dialing key for group dialing. – Wait for the sending to complete or delete the unnecessary documents. – Send the document separately.
CANNOT USE FUNCTION	Redialing is not available with [Redial]. This message appears when <RESTRICT REDIAL> is set to <ON> in the <ACCESS TO DEST.> of the <SYSTEM SETTINGS> menu.	Dial the number manually.
CHECK DOCUMENT	– A document jam may have occurred in the ADF. – The document is longer than 15 3/4" (400 mm).	– Remove the jammed document. – Reduce the length of the document to within 15 3/4" (400 mm), then try again.

Message	Description	Action
CHECK DESTINATION	The fax number entered at the second time is different from the one entered at the first time. This message appears when <CONFIRM_FAX_NO.> is set to <ON> in the <ACCESS TO DEST.> of the <SYSTEM SETTINGS> menu.	Check if the fax number is correct, then enter the same fax number as the first one after pressing [Start].
CHECK SCANNING AREA	The scanning platform is dirty, or not set into scanning position.	Clean the scanning area, or lift the scanning platform into place.
CLOSE COVER **TONER COVER**	The toner cover is not closed completely.	Check the toner cover, and make sure that it is completely closed.
HANG UP PHONE	The handset or the external telephone is off the hook.	Hang up the handset or the external telephone.
INITIALIZING...	This message appears when connecting the power cord, or when the machine is not ready for printing.	Wait until the message disappears.
LOAD CORRECT PAPER	The size of the paper in the paper feeder is different from that of the paper specified in <CASSETTE> of the <PAPER SETTINGS> menu.	Load the correct size paper or change the paper size in <CASSETTE> of the <PAPER SETTINGS> menu. For more information, see "If <LOAD CORRECT PAPER> is displayed," on p. 8-18.

Message	Description	Action
LOAD PAPER	No paper is loaded in the paper feeder.	Load paper correctly. Then press [OK] when using the paper feeder.
LOST IMAGE	The machine was turned off when any documents were stored in the machines memory. Any data stored in the memory, including received fax documents, will be deleted if you disconnect the power cord of the machine.	The error is automatically released after two seconds, and the machine automatically prints out the lost report that shows the records still existing in the activity report.
MEMORY FULL	– The machine is full of jobs. – The number of TX/RX jobs that can be stored in memory reached the maximum.	– Print, send, or delete any documents stored in memory. – Divide the document stack into a few parts and try again one by one. – Send the document with low resolution. – The maximum numbers of jobs that can be stored in memory are as follows (Based on the condition that the other party sends the fax by FAXPHONE L90 with ITU-T Standard Chart No.1, mode); Up to 256 jobs for sending and receiving. Wait for the machine to send any documents in memory. Also print, send, or delete any documents stored in memory.

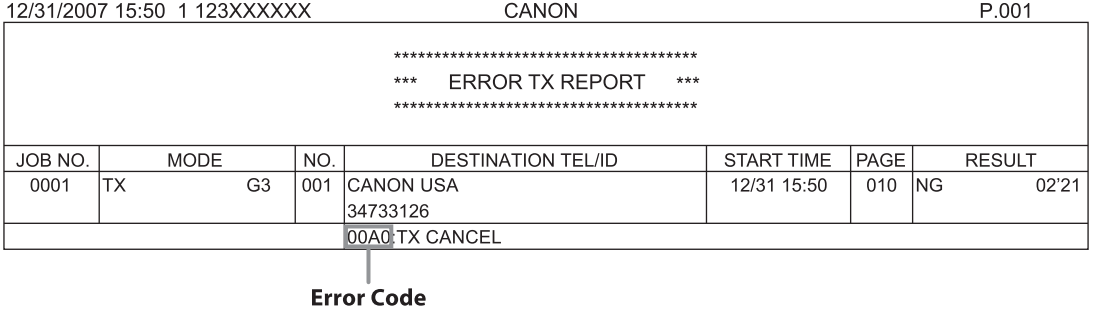
Message	Description	Action
NOT AVAILABLE	– You pressed the one-touch speed dialing key that has already been registered, when you are registering group dialing. – You pressed the group dialing that has already been registered, when you are registering a one-touch speed dialing key.	– Register the one-touch speed dialing key or coded speed dialing that is not used.
	– The number of entered recipients for broadcasting by the numeric keys has already reached the upper limit (16).	– Enter not more than 16 recipients for broadcasting by the numeric keys.
	– You have specified the group dialing when the line is off the hook or [Hook] key is pressed.	– Specify the recipient other than group dialing.
	– A group dialing key is used for Relay TX.	– Enter the recipients except group dialing keys.
NOT REGISTERED	No destination is registered for the one-touch speed dialing key or coded speed dialing you pressed.	Register the destinations before using the Address Book function.
OUT OF TONER **CHANGE TONER**	Toner has run out.	Install a new cartridge.
PAPER JAM **OPEN TONER COVER**	Paper jams have occurred in the machine.	Clear the paper jam (See "Paper Jams," on p. 8-4.) and reload paper in the paper feeder.

Message	Description	Action
PRINTER DATA ERROR CHECK PRINTER	The data from the PC was not printed.	– Check if the software is installed properly or if the printer cable is properly connected. – Check if the memory is full.
REGISTERING KEY CANNOT REGISTER	The selected one-touch speed dialing key is already used as the group dialing key it is being assigned to.	Select a different one-touch speed dialing key.
SET DOCUMENT	No document was set on the machine when [Start] was pressed. (in the copy/fax mode)	Set a document.
SYSTEM ERROR EXXX	A system error has occurred. <XXX> will be a three-digit code that indicates a particular type of error.	Unplug the machine. Wait for at least 5 seconds and reconnect the power cord. If the message persists, disconnect the power cord, and contact your local authorized Canon dealer or the Canon help line.
SET PAPER AGAIN SET TONER AGAIN	Paper is not loaded properly, or the toner cartridge is not set.	Load paper properly. (For instructions on how to load paper in the paper feeder, see "Set Up the Machine," in the Starter Guide. Set the toner cartridge in the machine. For details, see "Set Up the Machine," in the Starter Guide.

Message	Description	Action
TONER LOW **PREPARE NEW TONER**	The toner is running low.	Redistribute toner in the toner cartridge. (See "Redistributing Toner," on p. 7-10.) Prepare a new toner cartridge for future replacement with ease.
WRONG NUMBER ENTRY	An invalid number was entered in the date and time setting, then [OK] key was pressed.	Enter a correct date or time.
WRONG PASSWORD	The memory lock reception password or system password you entered is incorrect.	Enter the correct password. For details, Chapter 3, "Sending and Receiving," and Chapter 6, "System Manager Settings," in the Reference Guide.

Error Codes

An error code is a four-digit code shown on an ERROR TX REPORT or an ERROR RX REPORT when an error occurs.



12/31/2007 15:50 1 123XXXXXX CANON P.001

****
*** ERROR TX REPORT ***
****

JOB NO.	MODE	NO.	DESTINATION TEL/ID	START TIME	PAGE	RESULT
0001	TX G3	001	CANON USA 34733126	12/31 15:50	010	NG 02'21
			00A0 TX CANCEL			

Error Code

For details on reports, see Chapter 9, "Appendix," in the Reference Guide.

See the table below for individual error codes.

Error Code	Description	Action
0001	The sender may not be using a G3 fax machine.	Make sure the sender's machine is compatible with your machine.
0070	Reception was manually canceled on the machine.	Ask the sender to resend the document if necessary.
0071	The machine's memory is full.	Print, send, or delete any documents stored in memory.
0080	The recipient's machine did not respond within 35 seconds.	Resend the document. Ask the other party to check their machine. If you are making an overseas call, add a pause to the number.

Error Code	Description	Action
008D	The recipient's machine has run out of paper.	Ask the recipient to make sure that paper is loaded in their machine.
00A0	Transmission was manually canceled on the machine.	Resend the document if necessary.
00A1	There is a document jam.	Clear the document jam.
00FF	All redialing attempts have failed.	Check if the recipient's number is correct or the telephone cable is properly connected, and try again.

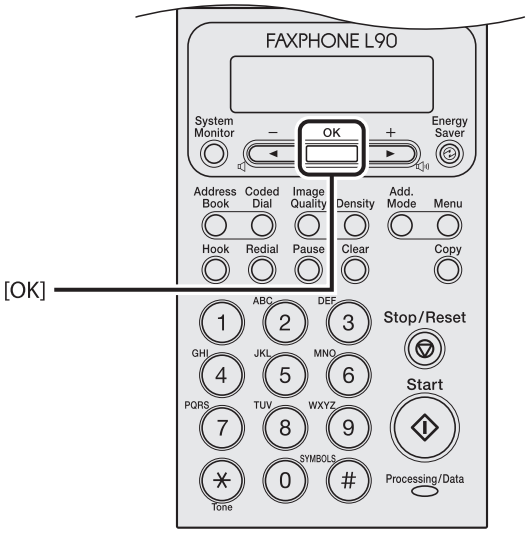
If <LOAD CORRECT PAPER> is displayed

When <LOAD CORRECT PAPER> appears on the LCD display, the size of the paper in the paper feeder is different from that of the paper specified in <CASSETTE> of the <PAPER SETTINGS> menu. You need to load the correct size paper or change the paper size in <CASSETTE> of the <PAPER SETTINGS> menu.

NOTE

– For print jobs, you need to specify the paper size from your computer.
– For copy jobs, <LOAD CORRECT PAPER> disappears automatically. Load the correct size paper or change the paper size setting. (See "Setting Paper Size and Type," on p. 2-13.)

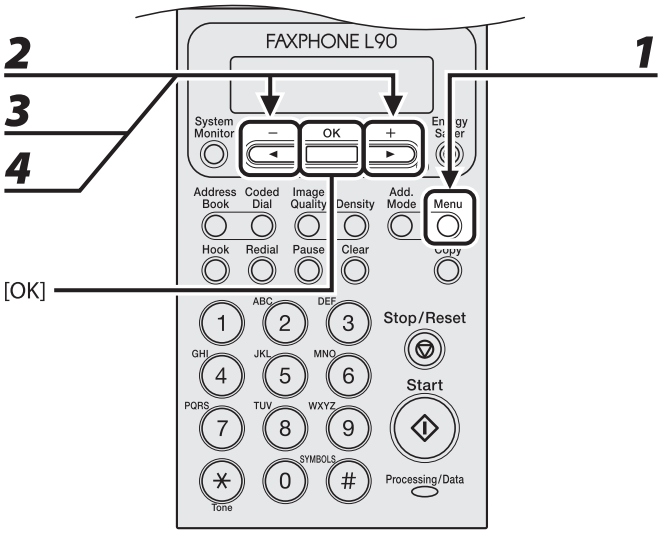
Re-loading the Paper



1 **Load the correct size paper as shown on the LCD display, then press [OK] to resume the job.**

The machine re-starts printing.

Changing the Paper Size Setting



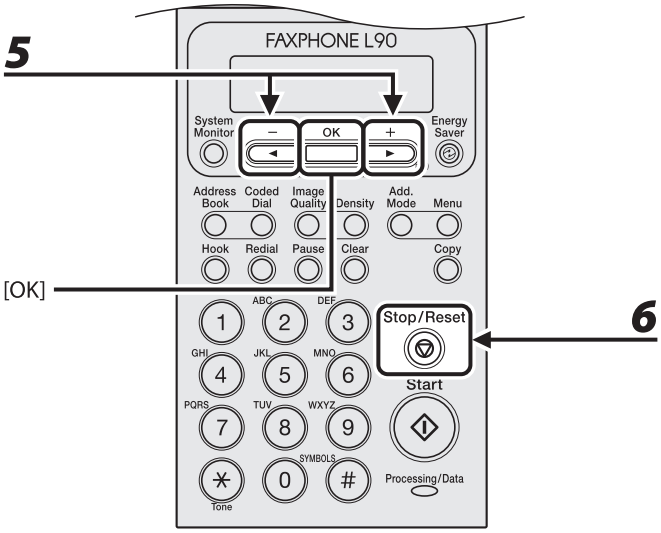
---

1 **Press [Menu].**

2 **Press [◄—] or [+►] to select <PAPER SETTINGS>, then press [OK].**

3 **Press [◄—] or [+►] to select <CASSETTE>, then press [OK].**

4 **Press [◄—] or [+►] to select <PAPER SIZE>, then press [OK].**



5 **Press [◄—] or [+►] to select the paper size same as paper loaded into the machine, then press [OK].**

6 **Press [Stop/Reset] to return to the standby mode.**

7 **Press [OK] to resume the job.**

No further operation is required.

If a Power Failure Occurs

If a power failure occurs, machine functions will be limited as follows:

– Depending on your telephone, you may not be able to make telephone calls.
– You can receive telephone calls from the handset or telephone connected to the machine.
– You cannot send, receive, or copy documents.

If power is suddenly lost due to a power failure or accidental unplugging, the machine may lose any data stored in the memory, including received fax documents. If this happens, the LCD displays <LOST IMAGE> when power is restored and automatically prints a Lost Report (unless the cartridge is empty or there is no paper in the machine) that lists the documents (received in the last 60 transactions) that were lost from memory as a result of the power cut.

If You Cannot Solve a Problem

Customer Support (U.S.A.)

If you cannot solve the problem after having referred to the information in this chapter, contact Canon Customer Care Center at 1-800-828-4040 between the hours of 8:00 A.M. to 8:00 P.M. EST for U.S.A. and 9:00 A.M. to 8:00 P.M. EST for Canada Monday through Friday and 10:00 A.M. to 8:00 P.M. on Saturday. On-line support for 24 hours is also available at the website.
http://www.canontechsupport.com/

Customer Support (Canada)

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

– For step-by-step troubleshooting, e-mail technical support, the latest driver or document downloads, and answers to frequently asked questions, visit http://www.canon.ca/
– Free live technical support 9:00 A.M. to 8:00 P.M. EST Monday through Friday (excluding holidays) for products still under warranty 1-800-652-2666
– For the location of the authorized service facility nearest you, visit http://www.canon.ca/ or 1-800-652-2666
– If the problem cannot be corrected by using one of the above technical support options, repair options are available at the time of your call to the live technical support number above or via the website at http://www.canon.ca/

* Support program specifics are subject to change without notice.

Please have the following information ready when you contact Canon:

- Product name (FAXPHONE L90)
- Serial number (On the label located at the back of the machine)
- Place of purchase
- Nature of problem
- Steps you have taken to solve the problem and the results

CAUTION

If the machine makes strange noises, emits smoke or odd odor, disconnect the power cord immediately, and contact Canon Customer Care Center. Do not attempt to disassemble or repair the machine yourself.

NOTE

Attempting to repair the machine yourself may void the limited warranty.

9 Machine Settings

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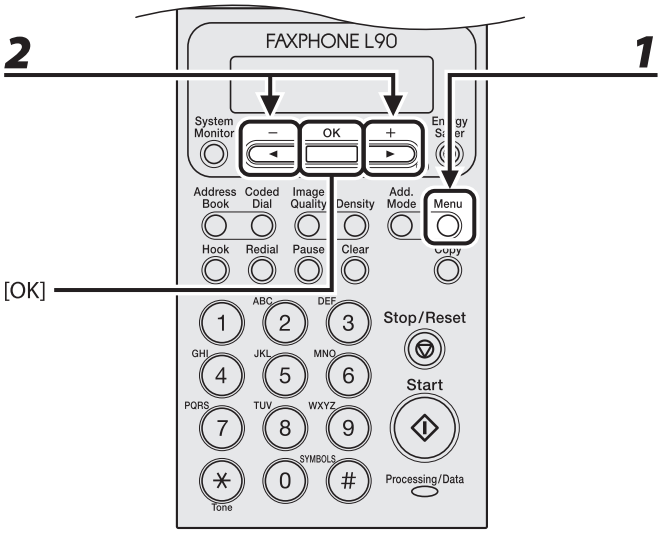
SYSTEM SETTINGS 9-16

Machine Settings

You can adjust the machine settings from the Setting Menu to customize the way the machine works. To see the list of current settings, print out USER DATA LIST.

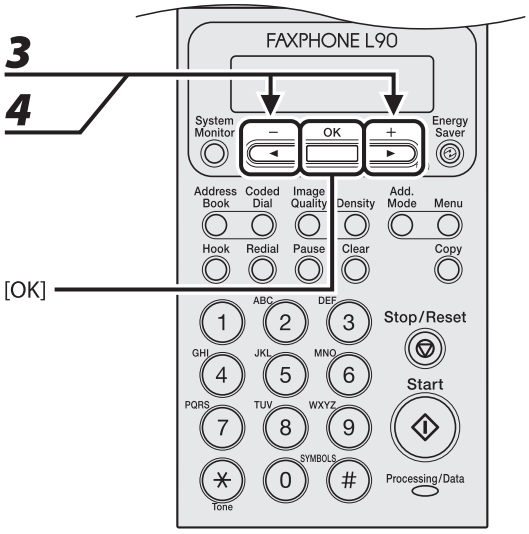
Printing USER DATA LIST



---

1 **Press [Menu].**

2 **Press [◄—] or [+►] to select <REPORT SETTINGS>, then press [OK].**

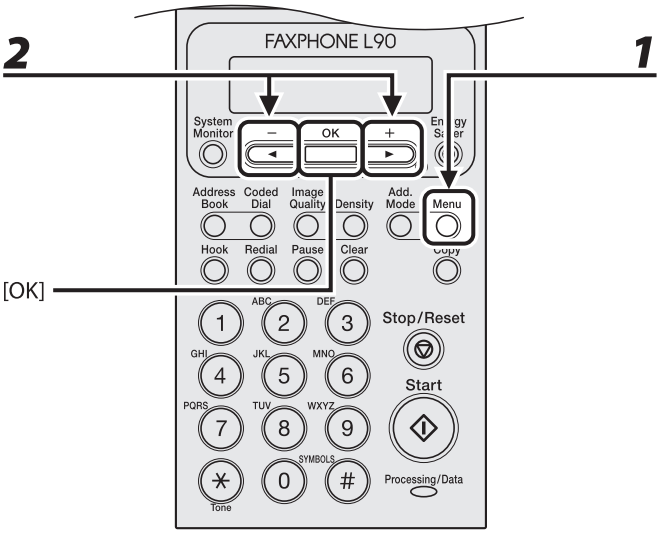


3 **Press [◄–] or [+►] to select <LIST PRINT>, then press [OK].**

4 **Press [◄–] or [+►] to select <USER DATA LIST>, then press [OK].**

Printing starts, and the screen automatically returns to the standby mode.

Accessing the Setting Menu

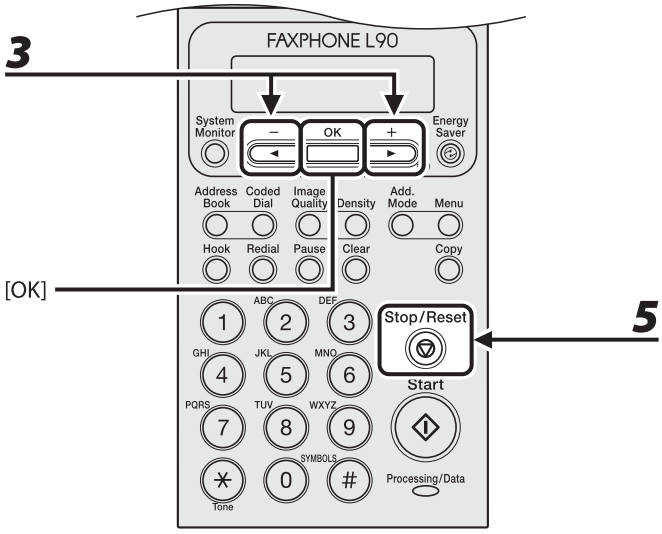


---

1 **Press [Menu].**

2 **Press [◄—] or [+►] to select the menu you want to access, then press [OK].**

<PAPER SETTINGS>
<VOLUME CONTROL>
<COMMON SETTINGS>
<COPY SETTINGS>
<FAX SETTINGS>
<ADDRESS BOOK SET.>
<PRINTER SETTINGS>
<TIMER SETTINGS>
<ADJUST./CLEANING>
<REPORT SETTINGS>
<SYSTEM SETTINGS>



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3 Press [◄–] or [+►] to select a submenu, then press [OK].

NOTE

For details on the submenu, see "Setting Menu," on p. 9-6.

4 To register the settings or go to a submenu item, then press [OK].

5 When finished, press [Stop/Reset] to return to standby mode.

NOTE

– If you press [Stop/Reset] before pressing [OK], the setting will not be registered.
– Press [Menu] to return to the previous display.

Setting Menu

The default settings are indicated in bold text.

NOTE

Depending on the country of purchase, some settings may not be available.

PAPER SETTINGS	
Setting Item	**Description**
1. CASSETTE	Sets the paper size and type on the paper feeder. (See "Setting Paper Size and Type," on p. 2-13.)
1. PAPER SIZE	Sets the paper size from the following options: **LTR**, LGL, A4, OFICIO, BRAZIL-OFICIO, MEXICO-OFICIO, FOLIO, GOVERNMENT-LETTER, GOVERNMENT-LEGAL, and FOOLSCAP
2. PAPER TYPE	Sets the paper type from the following options: **PLAIN PAPER**, PLAIN PAPER L, HEAVY PAPER, HEAVY PAPER H, and TRANSPARENCY

VOLUME CONTROL	
Setting Item	**Description**
1. MONITOR VOLUME	Sets the volume for monitor tone during the fax transmission. 0–3 (**2**)
2. CALLING TONE	Sets the volume of the ring produced when the machine detects a call. 0–3 (**2**)
3. ENTRY TONE	Beeps when pressing the keys on the operation panel. 0–3 (**2**)
4. ERROR TONE	Beeps when an error (e.g., TX error) occurs. 0–3 (**2**)

COMMON SETTINGS	
Setting Item	**Description**
1. TONER SAVER MODE	Sets whether to reduce toner consumption. – **OFF** – ON * This function is not effective for print jobs.
2. DISPLAY LANGUAGE	Selects the language on the display. (See "Specifications," on p. 10-2.) – **ENGLISH** – FRENCH – SPANISH – PORTUGUESE

COPY SETTINGS	
Setting Item	**Description**
1. STANDARD SETTINGS	Sets the default setting for copying.
1. IMAGE QUALITY	Sets the document type for copying. – **TEXT/PHOTO** – TEXT – PHOTO
2. DENSITY	Sets the density for copying. – **MANUAL** (1–9 (**5**)) – AUTO
3. ZOOM RATIO	Sets the zoom ratio for copying. Enters the zoom ratio by 1% increments. (50%–200% (**100%**))

FAX SETTINGS	
Setting Item	**Description**
1. RX MODE	Selects the receive mode. (See "Set the Machine for Receiving Faxes," in the Starter Guide.) – **FaxOnly** – AnsMode – DRPD – FAX/TEL – MANUAL
2. USER SETTINGS	Specifies the basic operation settings in the fax mode.
1. UNIT TELEPHONE #	Registers your fax number (max. 20 characters, including spaces). (See "Set the Machine for Sending Faxes," in the Starter Guide.)
2. UNIT NAME	Registers your name/company name (max. 32 characters, including spaces). (See "Set the Machine for Sending Faxes," in the Starter Guide.)
3. TEL LINE TYPE	Selects the telephone line type. (See "Before FAX Setting," in the Starter Guide.) – **TOUCH TONE** – ROTARY PULSE
4. STANDARD SETTINGS	Sets the default setting for faxing.
1. DENSITY	Sets the default density for faxing (1–9 (**5**)).
2. IMAGE QUALITY	Sets the default image quality for faxing. – **STANDARD** – FINE – PHOTO – SUPER FINE

FAX SETTINGS	
3. TX SETTINGS	Sets the transmission features.
1. AUTO REDIAL	Sets whether to redial automatically when the other line is busy or a transmission error occurs. (See Chapter 3, "Sending and Receiving," in the Reference Guide.)
ON	Customizes the redial operation.
1. REDIAL TIMES	Sets the number of retries. (1TIMES–10TIMES (**2TIMES**))
2. REDIAL INTERVAL	Sets period of time before redialing. (2MIN.–99MIN. (**2MIN.**))
OFF	After the first attempt at dialing fails, redialing is not attempted.
2. DIALING LINE CHCK	Sets whether to check the telephone line condition. – **OFF** – ON
4. RX SETTINGS	Sets the reception features.
1. FAX/TEL OPT. SET	Sets the optional items in the <FaxTel> mode. (See Chapter 3, "Sending and Receiving," in the Reference Guide.)
RING START TIME	Sets the time the machine takes to check whether a call is a fax or a voice call. (4SEC–30SEC (**6SEC**))
F/T RING TIME	Selects the ring length for voice calls. (10SEC–45SEC (**22SEC**))
F/T SWITCH ACTION	Selects whether the machine switches to the receive mode after the ring time has elapsed, or whether if disconnects the call. – **RECEIVE** – DISCONNECT

FAX SETTINGS	
2. DRPD:SELECT FAX	Selects the ring pattern for fax calls. – **NORMAL RING** – DOUBLE RING – SHORT-SHORT-LONG – SHORT-LONG-SHORT – OTHER RING TYPE
3. INCOMING RING	Sets whether or not to activate the ring alert of the handset or an external telephone if <RX MODE> is set to <FaxOnly>. Selecting <ON> allows you to learn the fax reception and answer voice calls if you pick up the handset or an external telephone while it is ringing.
ON	The handset or an external telephone rings.
RING COUNT	Sets the number of incoming rings before the machine answers. (1TIMES–16TIMES (**2TIMES**))
OFF	The handset or an external telephone does not ring. (In the Sleep mode, the handset or an external telephone may ring one or two times.)
4. REMOTE RX	Sets whether to use remote receiving. (See Chapter 3, "Sending and Receiving," in the Reference Guide.)
ON	The machine enables remote receiving.
REMOTE RX ID	You can dial a code on remote extension to start receiving a document. A combination of two characters using 0 to 9. (default: **25**)
OFF	The machine disables remote receiving.
5. RX PRINT	Sets whether to store all received pages in memory before printing them out or print each page as it is received. (See Chapter 3, "Sending and Receiving," in the Reference Guide.)
MEMORY RX	Print after all the pages of the document are received.
PRINT RX	Print each page as it is received.

FAX SETTINGS	
6. RX TERMINAL ID	Sets whether to insert the machine's fax number and the sender information on received faxes. – **OFF** – ON
7. RX RESTRICTION	You can reject faxes from senders with no fax/telephone number in their sender information. (See Chapter 3, "Sending and Receiving," in the Reference Guide.)
OFF	All receptions are conducted.
ON	Receives the fax only from the sending fax machine that sends the TSI signal.
5 PRINTER SETTINGS	Sets the printer functions.
1. RX REDUCTION	Sets whether to reduce or truncate the image when a faxed page is larger than the size of paper loaded. (See Chapter 3, "Sending and Receiving," in the Reference Guide.)
ON	Reduces the image to fit on the size of paper loaded.
OFF	Retains the original size of the image.
CUT	The image that is larger than 1-page record area is cut and not recorded.
2. CONT. PRINTING	Sets whether to continue printing when toner has run out. This function is only for printing fax documents and reports. (See "Replacing the Toner Cartridge," on p. 7-9.) – **OFF** – ON

ADDRESS BOOK SET.	
Setting Item	**Description**
1. 1-TOUCH SPD DIAL	Registers recipients on one-touch speed dialing keys. Up to 15 recipients can be registered. (See "Storing/Editing One-Touch Speed Dialing Keys/Coded Speed Dialing Codes," on p. 3-8.)
NAME	Registers the recipient's name (max. 20 characters, including spaces).
TEL NUMBER ENTRY	Registers the recipient's fax/telephone number (max. 50 digits, including spaces).
OPTIONAL SETTING	Sets the optional settings for sending faxes.
OFF	The optional setting is not set.
ON	The optional setting is set.
SUBADDRESS	Sets the subaddress (20 digits).
PASSWORD	Sets the password (20 digits).
2. CODED DIAL	Registers recipients for coded speed dialing codes. Up to 100 recipients can be registered. (See "Storing/Editing One-Touch Speed Dialing Keys/Coded Speed Dialing Codes," on p. 3-8.)
NAME	Registers the recipient's name (max. 20 characters, including spaces).
TEL NUMBER ENTRY	Registers the recipient's fax/telephone number (max. 50 digits, including spaces).
OPTIONAL SETTING	Sets the optional settings for sending faxes.
OFF	The optional setting is not set.
ON	The optional setting is set.
SUBADDRESS	Sets the subaddress (20 digits).
PASSWORD	Sets the password (20 digits).
3. GROUP DIAL	Registers recipients in group dialing. Up to 50 recipients can be registered in a group. (See "Storing/Editing One-Touch Speed Dialing Keys/Coded Speed Dialing Codes," on p. 3-8.)
NAME	Registers the group name (max. 20 characters, including spaces).

PRINTER SETTINGS	
Setting Item	**Description**
1. ERROR TIME OUT	Sets the length of time before the machine returns an error when no data is received from the computer.
ON	Sets the error time out period. (1SEC–300SEC (**15SEC**))
OFF	The error time out is off.

TIMER SETTINGS	
Setting Item	**Description**
1. DATE&TIME SETTING	Sets the current date and time. (See "Set Up the Machine," in the Starter Guide.)
2. DATE TYPE SELECT	Sets the date format. – **MM/DD/YYYY** – DD/MM YYYY – YYYY MM/DD
3. AUTO SLEEP	Sets the auto Sleep mode when the machine remains idle for a certain period of time. (3MIN.–30MIN. (**5MIN.**)) (See "Setting the Sleep Mode," on p. 1-15.) – **ON** – OFF
4. DAYLIGHT SV.TIME	Sets the daylight saving time mode. (See "Setting the Daylight Saving Time," on p. 1-18.)
OFF	Deactivates the daylight saving time mode.
ON	Activates the daylight saving time mode.
1. START DATE/TIME	Sets the start date. – 1. MONTH (**MARCH**) – 2. WEEK (**SECOND WEEK**) – 3. DAY (**SUNDAY**)
2. END DATE/TIME	Sets the end date. – 1. MONTH (**NOVEMBER**) – 2. WEEK (**FIRST WEEK**) – 3. DAY (**SUNDAY**)

ADJUST./CLEANING	
Setting Item	**Description**
1. FIX.UNIT CLEANING	Cleans the fuser roller. (See "Fuser Roller," on p. 7-6.)
2. SPECIAL MODE U	Select to improve print quality in high temperature and high humidity conditions or in low temperature and low humidity conditions. – **OFF** – ON

REPORT SETTINGS	
Setting Item	**Description**
1. SETTINGS	Sets the report functions. (See Chapter 9, "Appendix," in the Reference Guide.)
1. TX REPORT	Sets whether the transmission report prints out.
PRINT ERROR ONLY	Prints a report only when a transmission error occurs.
OUTPUT NO	No report is printed.
OUTPUT YES	Prints a report every time you send a document.
2. RX REPORT	Sets whether the reception report prints out. – **OUTPUT NO** – OUTPUT YES – PRINT ERROR ONLY
3. ACTIVITY REPORT	Sets whether an activity report is printed automatically every 60 transactions. – **OUTPUT YES** – OUTPUT NO
2. LIST PRINT	Prints reports/lists.
1. TX REPORT	Prints the fax transmission report manually.
2. RX REPORT	Prints the fax reception report manually.
3. ACTIVITY REPORT	Prints the fax transaction report manually.
4. MEMORY DATA LIST	Prints the list of the reserved jobs in memory.
5. MEMORY IMAGE PRNT	Prints the information and image of the first page of the reserved job.
6. 1-TOUCH LIST	Prints the list of fax/telephone numbers and names registered for one-touch speed dialing.
7. CODED DIAL LIST	Prints the list of fax/telephone numbers and names registered for coded speed dialing.
8. GROUP DIAL LIST	Prints the list of groups registered for group dialing.
9. USER DATA LIST	Prints the setting list registered in the menu. (See "Printing USER DATA LIST," on p. 9-2.)

SYSTEM SETTINGS	
Setting Item	**Description**
1. SYS. MANAGER INFO	Sets the system manager information to protect the contents of <SYSTEM SETTINGS>. Once the system password is set, it must be entered every time you access the <SYSTEM SETTINGS> menu.
1. SYSTEM PASSWORD	Sets the system manager password (seven digits).
2. COMMUNICATIONS	Sets the fax communication.
1. MEMORY LOCK	Sets whether to receive and store all documents in memory and not to print automatically. (See Chapter 3, "Sending and Receiving," in the Reference Guide.)
OFF	Disables memory lock reception.
ON	Enables memory lock reception.
1. PASSWORD	Registers the password that protects the authority for accessing to memory.
2. MEMORY RX TIME	Sets whether to set a period for memory lock reception.
OFF	Disables setting a period of memory lock reception.
ON	Enables setting a period of memory lock reception. – 1. MEM. RX START TIME (default: **00:00**) – 2. MEM. RX END TIME (default: **00:00**)
3. ACCESS TO DEST.	Sets restriction of the access to recipients.
1. RESTRICT REDIAL	Sets whether to disable the redial function of the [Redial] key. – **OFF** – ON
2. CONFIRM FAX NO.	Sets whether to confirm the entered fax numbers each time you send a fax. – **OFF** – ON
4. UPDATE FIRMWARE	This function is used only when the printer firmware needs to be updated.

10 Appendix

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Specifications

General	
● **Type**	Personal Desktop
● **Power Source**	120–127 V, 60 Hz (Power requirements differ depending on the country in which you purchased the product.)
● **Power Consumption**	Max: Less than 610 W
● **Warm-up Time**	Less than 12 sec.* (temperature: 68°F (20°C), humidity: 65%; from when the power is turned on until standby display appears) * Warm-up time may differ depending on the condition and environment of the machine.
● **Weight**	Approx. 19.1 lb (8.7 kg) (including toner cartridge)
● **Dimensions**	19 1/2" (W) x 15 1/4" (D) x 8 3/4" (H) (484 mm (W) x 386 mm (D) x 221 mm (H)) (with the handset attached)
● **Installation Space**	26 7/8" (W) x 30 3/4" (D) (684 mm (W) x 780 mm (D))

General	
● **Environmental Conditions**	Temperature: 46°F–95°F (7.5°C–35°C) Humidity: 5%–90% RH
● **Display Languages**	ENGLISH/FRENCH/SPANISH/PORTUGUESE
● **Acceptable Documents**	» p. 2-2.
● **Acceptable Paper Stock**	» p. 2-6.
● **Printable Area**	» p. 2-8.
● **Scanning Area**	» p. 2-3.

Facsimile	
● **Applicable Line**	Public Switched Telephone Network (PSTN)*1
● **Compatibility**	G3
● **Data Compression Schemes**	MH, MR, MMR
● **Modem Speed**	33.6 Kbps Automatic fallback
● **Transmission Speed**	Approx. 3 seconds/page*2 at 33.6 Kbps, ECM-MMR, transmitting from the memory
● **Transmission/Reception Memory**	Maximum approx. 346 pages*2 (total pages of transmission/reception)

*1 The Public Switched Telephone Network (PSTN) currently supports 28.8 Kbps modem speed or lower, depending on telephone line conditions.

*2 Based on ITU-T Standard Chart No. 1, MMR standard mode.

Facsimile	
● **Fax Resolution**	STANDARD: 203 pels/in. x 98 lines/in. (8 pels/mm x 3.85 lines/mm) FINE: 203 pels/in. x 196 lines/in. (8 pels/mm x 7.7 lines/mm) SUPER FINE: 203 pels/in. x 392 lines/in. (8 pels/mm x 15.4 lines/mm) PHOTO: 203 pels/in. x 196 lines/in. (8 pels/mm x 7.7 lines/mm)
● **Dialing**	– Speed dialing One-touch speed dialing (15 recipients) Coded speed dialing (100 recipients) Group dialing (15 x 50 recipients) Address Book dialing (with Address Book key) – Regular dialing (with numeric keys) – Automatic redialing – Manual redialing (with Redial key) – Sequential broadcast (131 recipients) – Automatic reception – Remote reception by telephone (Default ID: 25) – ACTIVITY REPORT (after every 60 transactions) – TX (Transmission)/RX (Reception) REPORT – TTI (Transmit Terminal Identification)

Telephone	
● **Connection**	– Handset – External telephone/answering machine/data modem

Copier	
● **Scanning Resolution**	TEXT/PHOTO mode, TEXT mode, PHOTO mode: 203 dpi x 300 dpi
● **Printing Resolution**	600 dpi x 600 dpi
● **Magnification**	0.50 (50%) to 2.00 (200%) in 0.01 (1%) increments
● **First Copy Time**	Less than 23.0 sec. (LTR)
● **Copy Speed**	Direct: LTR 13 cpm
● **No. of Copies**	Max. 99 copies

Printer	
● **Printing Method**	Electrophoto Method (on-demand fixing)
● **Paper Handling**	Paper feeder: 150 sheets (Height: max. 5/8" (15 mm))
● **Paper Delivery**	100 sheets (17 to 20 lb bond (64 to 75 g/m^2))
● **Print Speed**	Direct: LTR 15 ppm
● **Printing Resolution**	600 dpi x 600 dpi
● **Number of Tones**	256
● **Toner Cartridge**	» p. 1-10.

NOTE

Specifications are subject to change without notice.

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