

Fax Soft Key

Prepared for

Canon UK

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Canon

Contents

1	Introduction	4
2	Faxing from the imageRUNNER ADVANCE.....	5
3	Adding recipients to the address book on the device	6
4	Registering a One Touch Number	7
5	Fax Basic Features	8
6	Options Screen (1 of 2).....	12
7	Options Screen (2 of 2).....	15
8	Faxing a Document from a P.C.....	16
9	Edit Address Book Tab On The P.C	17
10	Cover Sheet Tab	18

1 Introduction

This guide has been designed to provide users of your new Canon imageRUNNER ADVANCE device(s) with all of the information needed to gain the most out of your investment. The following sections will take you through, in detail, the steps you need to take to send a fax from your imageRUNNER ADVANCE Multi-Functional Device or from your PC.

Additional guides are available from the Canon Customer Training and Support department, which will give you all of the information you need to take full advantage of the complete features and functionality of your device(s).

Please note that not all features are available on some devices.

2 Faxing from the imageRUNNER ADVANCE

1. Select the **Fax button**



from the Home screen

2. Place your originals in the document feeder or on the platen glass.
3. Specify the destination (can be specified from the address book, one touch button, or one-touch number entry). If entering number manually, use the number key pad, and remember also to dial a prefix of 9 if required.
4. Specify any further settings if necessary
5. Press the **Green Start Key**

3 Adding recipients to the address book on the device

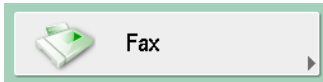
1. Press the fax button  on the home screen

2. Press the address book button

3. Press Register

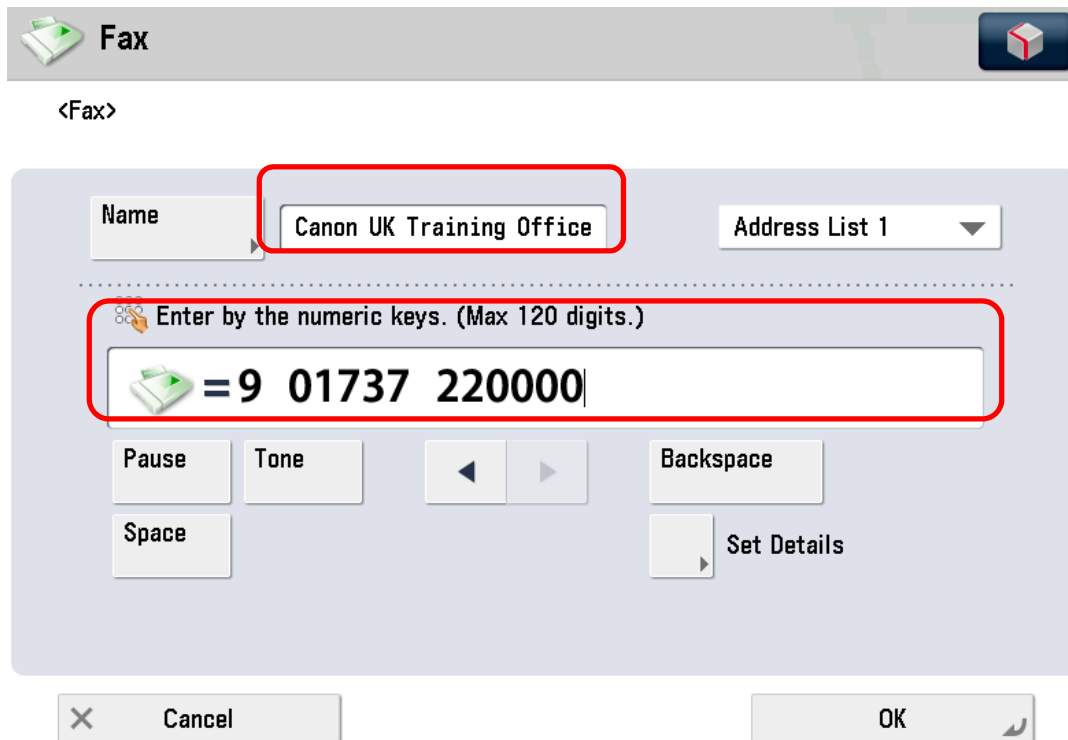
4. Press Register New Dest

5. Press



6. In the name field, enter the name of the recipient



7. In the fax field enter the telephone number of the recipient, remembering to add any prefix i.e 9 if required.

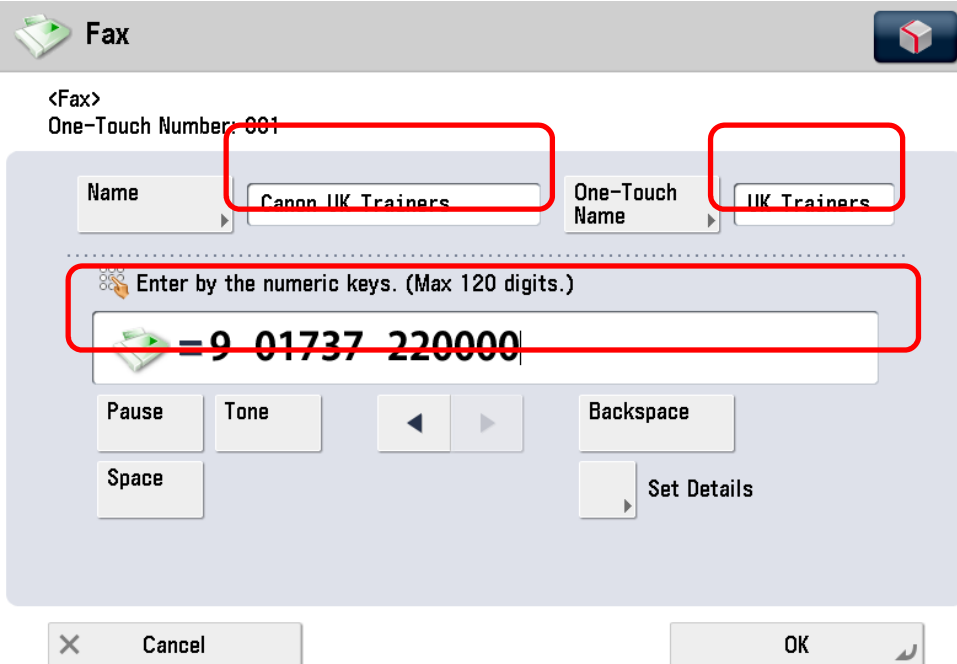
A screenshot of a device's fax registration interface. At the top, there is a header bar with a fax icon and the word "Fax" on the left, and a small red cube icon on the right. Below the header, the text "<Fax>" is displayed. The main area contains a "Name" field with a dropdown arrow, containing the text "Canon UK Training Office", and an "Address List 1" dropdown menu. Below these is a large text input field with a red border, containing the text "=9 01737 220000". Above this field is a small icon of a hand and the text "Enter by the numeric keys. (Max 120 digits.)". Below the input field are several buttons: "Pause", "Tone", "Backspace", "Space", and "Set Details". At the bottom, there are two large buttons: "Cancel" with an 'X' icon and "OK" with a checkmark icon.

8. Press the OK button

9. Press the close button. At this stage you can add more recipients to the address book. If completed press the OK button to finish

4 Registering a One Touch Number

1. Press the  from the main fax screen
2. Select a  one touch number to register and then press **Register/Edit**
3. Press the **Fax** button
4. From the screen below enter the recipient name in the name field, the recipient fax number in the fax field and then give the recipient a one touch key name. This has to be no more than 12 characters.

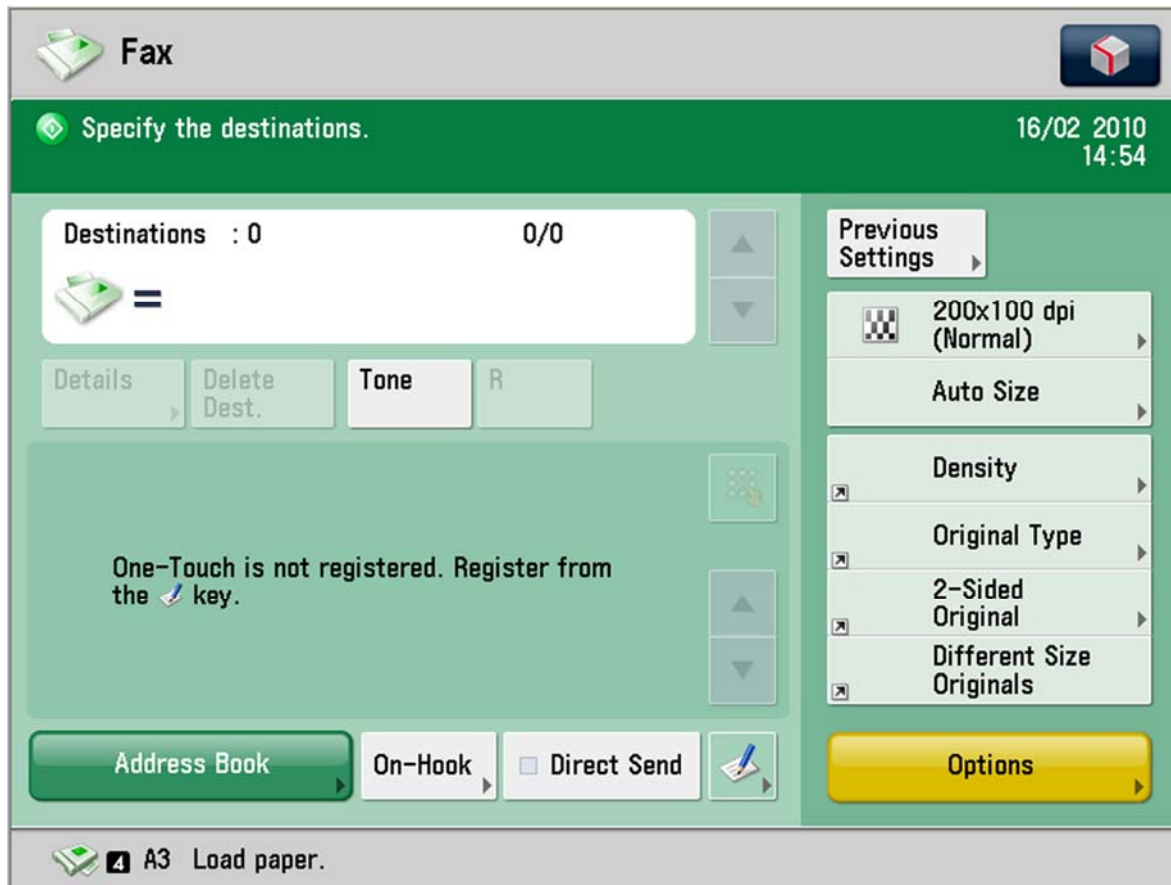


The screenshot shows a 'Fax' registration screen. At the top, there is a 'Fax' header with a fax icon on the left and a cube icon on the right. Below the header, it displays '<Fax>' and 'One-Touch Number: 001'. There are two input fields: 'Name' with the text 'Canon IJK Trainers' and 'One-Touch Name' with the text 'IJK Trainers'. Below these fields is a numeric keypad area with the instruction 'Enter by the numeric keys. (Max 120 digits.)' and a text field containing '=9 01737 220000'. At the bottom of the screen are 'Cancel' and 'OK' buttons.

5. Press the OK button
6. Press the Close button and the one touch number will appear on the main fax screen for use. Please note the MFD has to be configured to see the one touch screen as default and this can be done via the additional functions key

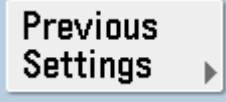

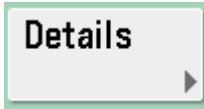
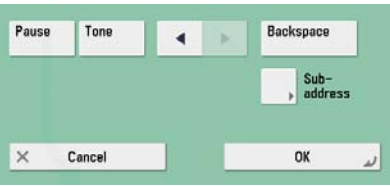



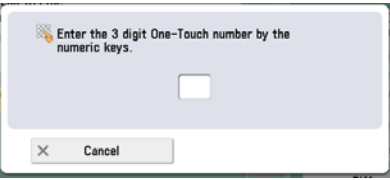

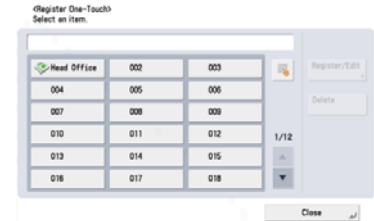
5 Fax Basic Features

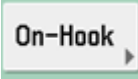

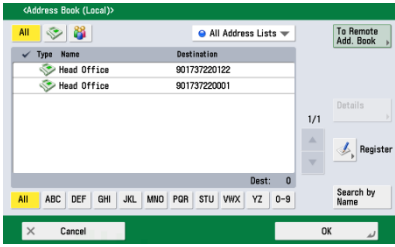

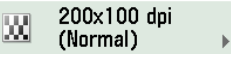
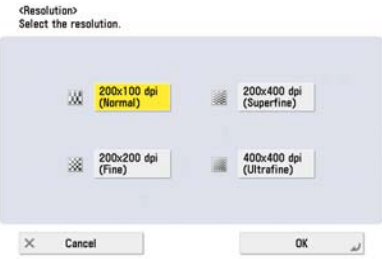
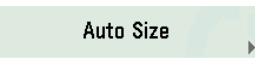
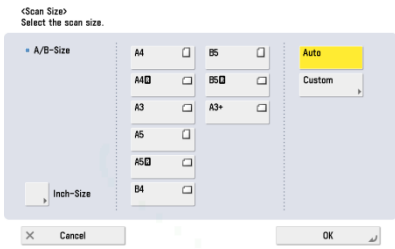

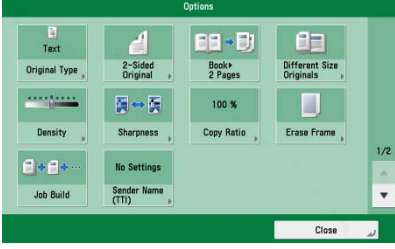
The screen below, which appears when the **Fax Button** is selected, is called the Fax Basic Features screen.





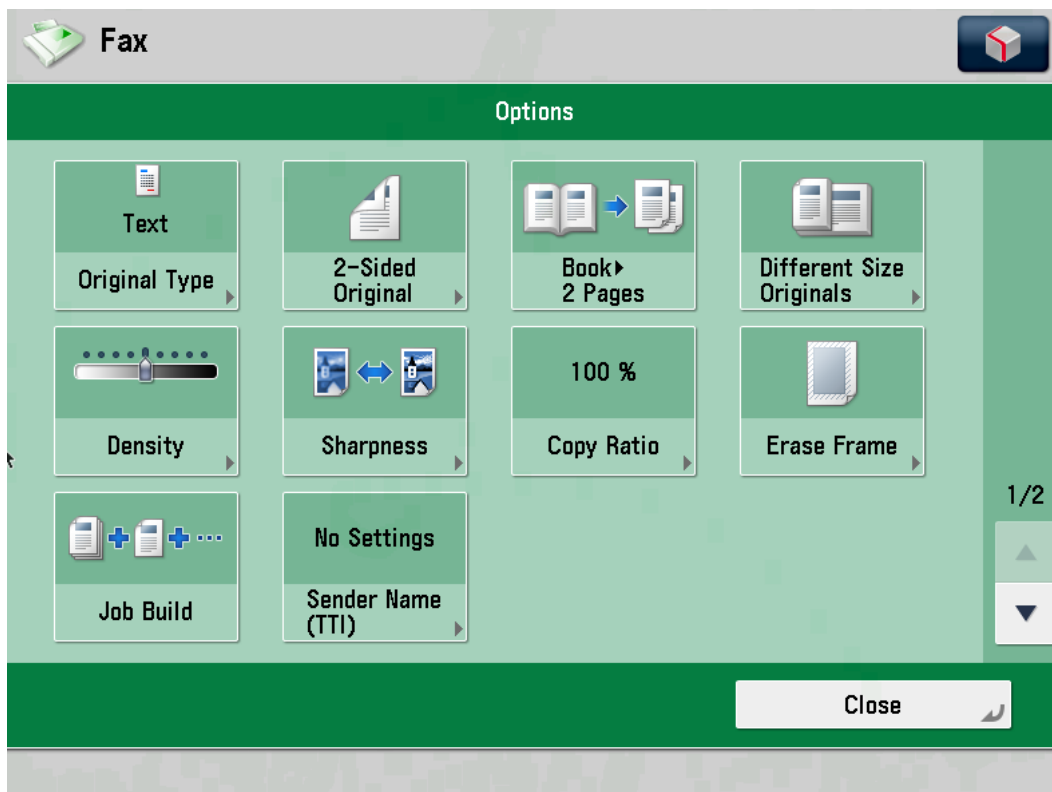
Displays the fax number entered by using the numeric key


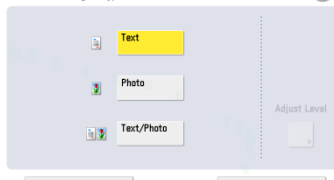

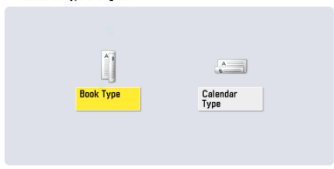
		<p>Press to recall the last 3 fax numbers and settings used.</p>
		<p>Press to check or change the destination information selected from the destination list.</p>
		<p>Press to delete the destination displayed in the destination list.</p>
		<p>Press when you want to directly call an extension which only accepts Tone signals. The letter T appears</p>
		<p>If One Touch Button Entries have been stored, press this to specify the destination by entering the number of a one-touch button</p>
		<p>Press to store destinations in one touch buttons. This way they can be easily accessed from the basic screen</p>



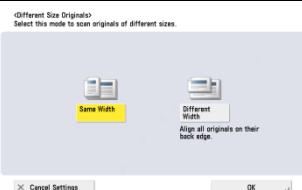

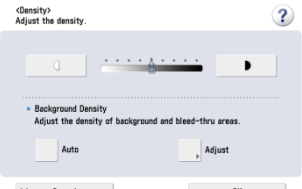

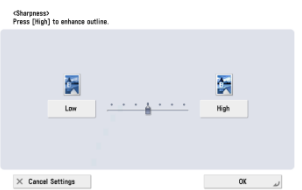
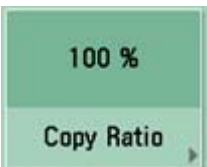
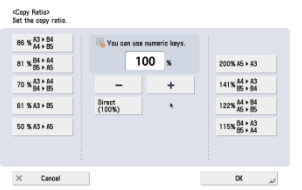

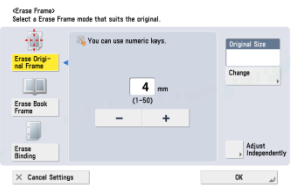


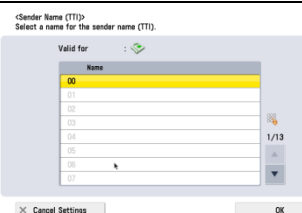
		<p>Press to use hear the dialling tone as you dial</p>
		<p>Press to send documents directly to the recipient. If this is not selected then memory sending will be used</p>
		<p>Press to access the local Address Book to select the destination(s). You can also register new fax numbers by pressing the Register button</p>
		<p>Press to set the resolution</p>
		<p>Auto Size will automatically detect the paper size or Press to specify the size of the original.</p>
		<p>Press to set useful fax functions such as sending 2 sided originals or different size originals. Some Options shortcuts already preset on the Basic Fax Features Screen.</p>

6 Options Screen (1 of 2)

The screen below, which appears on the touch panel display when you press [Options] button on the Fax Basic Features screen, is called the Options screen. This screen is divided into two sections. Pressing [▼] or [▲] displays the next or previous screen. All the special fax options are displayed here. In some cases, when a option is selected, a more detailed screen for the selected option is displayed.. To close the Options screen and return to the Fax Basic Features screen, press [OK].

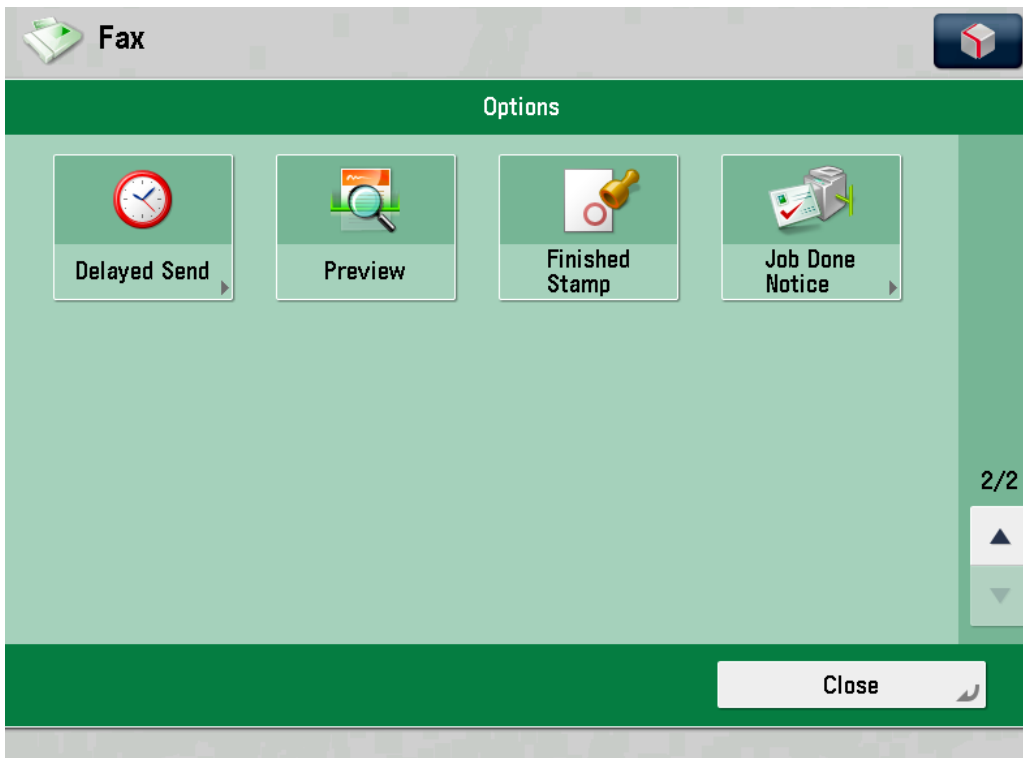


	<p><Original Type> Select the original type to scan.</p> 	<p>Press to adjust the image quality of the fax according to the type of original ([Text/Photo], [Photo], or [Text])</p>
	<p><2-Sided Original> Select the type of original.</p> 	<p>Both sides of 2-sided originals that are placed in the feeder can be scanned simultaneously.</p>

 <p>Book > 2 Pages</p>		<p>Press to select or cancel the Book>2-Pages mode. This mode enables you to fax facing pages of an opened book onto separate sheets.</p>
 <p>Different Size Originals</p>		<p>Press to make copies feeding different size originals together in one group, by placing them in the feeder</p>
 <p>Density</p>		<p>Press to adjust the density when the original is being scanned ready to fax.</p>
 <p>Sharpness</p>		<p>Press to sharpen or soften the image of the original.</p>
 <p>100 % Copy Ratio</p>		<p>The copy ratio can be adjusted before the fax is sent.</p>
 <p>Erase Frame</p>		<p>Press to eliminate dark border areas and lines that appear around original images or shadows from binding holes.</p>
 <p>Job Build</p>		<p>This mode enables you to divide the originals into several parts, scan them, and then fax them all together. This is convenient when you cannot place all of the originals that you want to fax at one time.</p>
 <p>No Settings Sender Name (TTI)</p>		<p>You can display the senders name on the fax. Names have to be registered in additional functions.</p>

7 Options Screen (2 of 2)

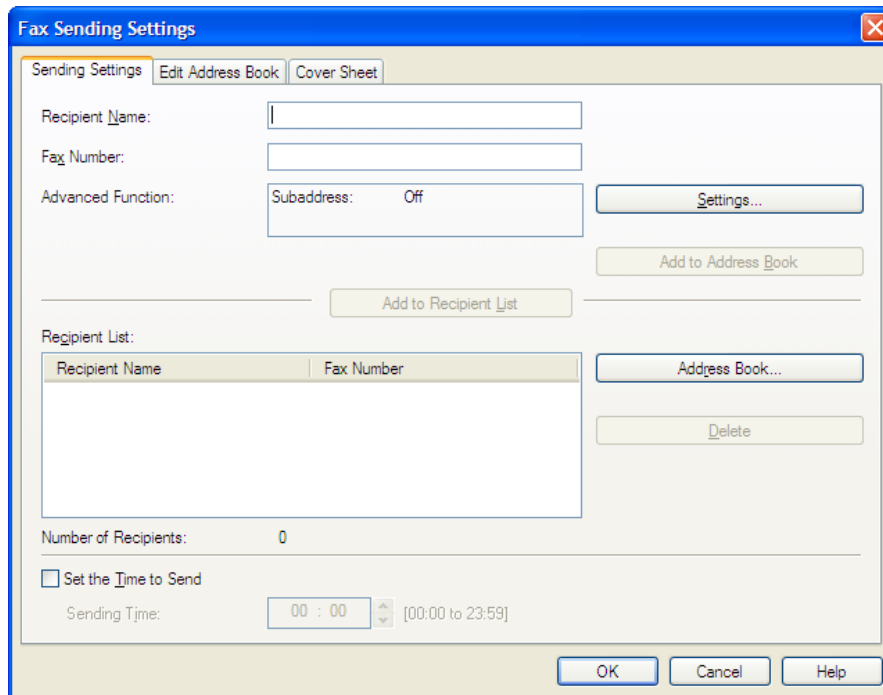
The screen below appears if you press [▼] to page 2/2 on the Options screen.



<p>Delayed Send</p>	<p><Delayed Send> Specify the time to send.</p> <p>Enter by the numeric keys.</p> <p>2010 07/22 1:28</p> <p>00:00-23:59</p> <p>Cancel Settings OK</p>	<p>Press to store the fax job in the memory and have it sent at a later time.</p>						
<p>Preview</p>		<p>Press to preview your scanned originals so you can check the page count, page rotation, etc. before sending your fax.</p>						
<p>Finished Stamp</p>		<p>Press to print a pink stamp on your originals to show that they have been faxed.</p>						
<p>Job Done Notice</p>	<p>Call Done Notice Set the destinations to notify.</p> <p>All Address Lists</p> <table border="1"> <thead> <tr> <th>Type</th> <th>Name</th> <th>Destination</th> </tr> </thead> <tbody> <tr> <td>Call Done Notice</td> <td>msm_07@ibruok.com.au</td> <td></td> </tr> </tbody> </table> <p>1/1</p> <p>Search by Name</p> <p>Cancel Settings OK</p>	Type	Name	Destination	Call Done Notice	msm_07@ibruok.com.au		<p>Press to have the machine notify the user through e-mail when the fax job is finished. (iSend settings must be activated before use)</p>
Type	Name	Destination						
Call Done Notice	msm_07@ibruok.com.au							

8 Faxing a Document from a P.C

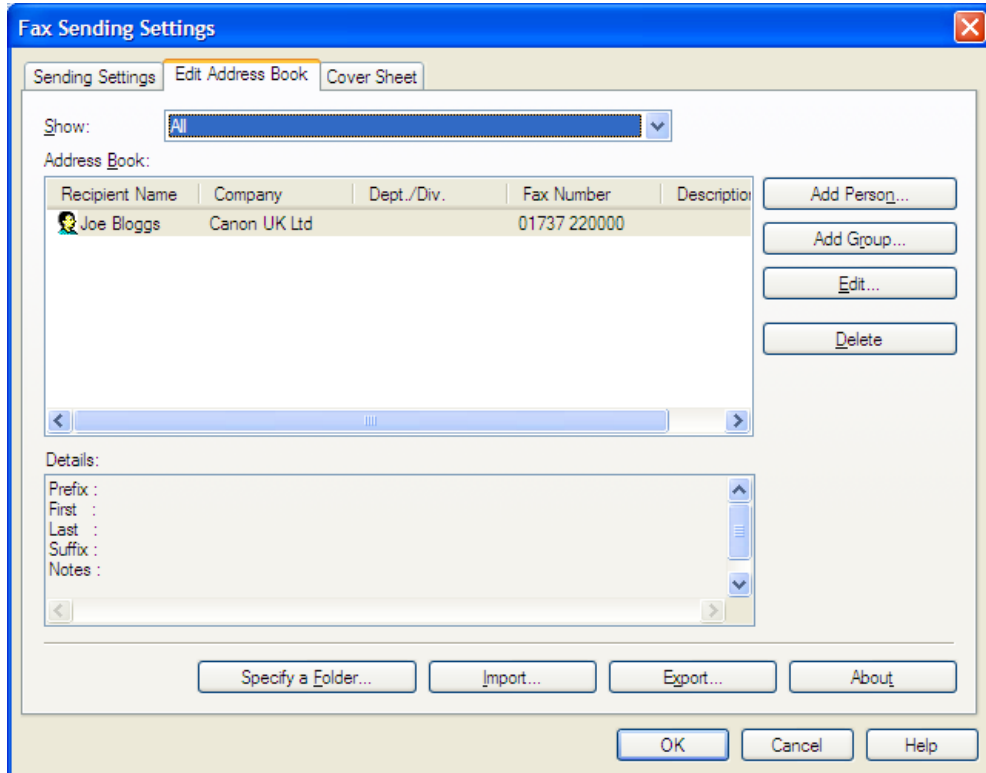
1. In the Windows application, with the document open, click on **file** and **print**
2. In the print dialog box, select your Canon **FAX** printer from the name drop-down list box, and then click the **OK** button.
3. The following window will open which allows you to select the recipients for an outgoing fax and alter other settings. Check the settings as per below then click **OK** to send.



- **Recipient Name** - Specifies to whom the fax is being sent to
- **Fax Number** - Specifies the fax number of the recipient
- **Add to Address Book** - Adds the name and fax number specified in the Recipient Name and Fax Number text boxes to the Address Book. (see Address book tab)
- **Add to Recipient List** - Adds the name and fax number specified in the Recipient Name and Fax Number text boxes to the Recipient List box.
- **Recipient List** - Displays the names and fax numbers of the people the fax will be sent to.
- **Address Book** - Displays the “Select from Address Book” dialog box for selecting fax recipients from the Address Book.
- **Remove From Recipient List** - Removes a selected name and fax number from the Recipient List box.

9 Edit Address Book Tab On The P.C

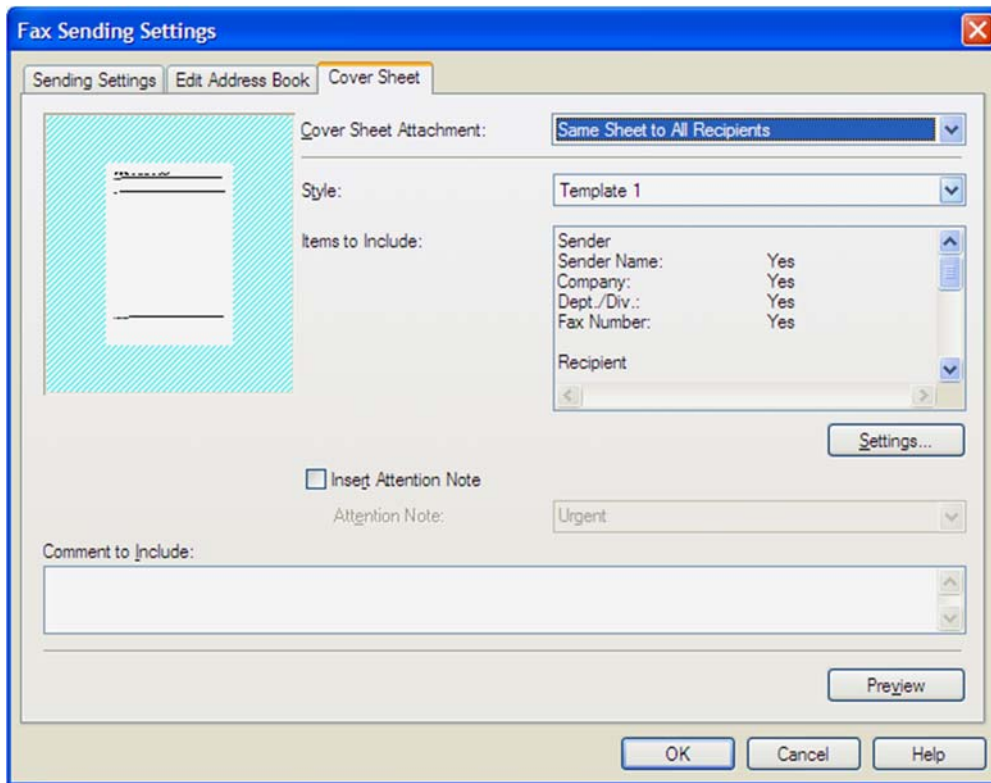
The Address Book sheet defines and manages individuals and groups of possible fax recipients.



- **Show** - Clicking Individuals displays the list of individual entries in the Address Book. Clicking Groups displays the list of group entries in the Address Book. Clicking All displays all entries in the address book.
- **New Individual** - Opens the Add Individual dialog box for creating a new individual entry in the Address Book
- **New Group** - Opens the Add Group dialog box for creating a new group entry in the Address Book.
- **Edit** - Opens either the Edit Individual or the Edit Group dialog box, depending on whether you selected an individual or group entry in the Entries list box. (An Address Book entry must be selected first.)
- **Delete** - Deletes the entry selected in the Entries list.
- **Import** - Opens the Open dialog box for importing into the Address Book CSV formatted data from a specified file.
- **Export** - Opens the Save dialog box for exporting the entries list in the Address Book to a specified file in CSV format.

10 Cover Sheet Tab

The Cover Sheet defines the settings for a fax cover sheet and displays a preview on screen.



- Cover Sheet Attachment - Specifies whether or not a cover sheet is attached to a fax and whether all recipients get the same cover. If a cover sheet is attached, select the style of the cover sheet from the Style drop-down list box.
- Items to Include on Cover Sheet - Specifies the Sender and Recipient information to be included on the cover sheet by clicking the appropriate check boxes. Under settings, you can enter the Sender information in the Name, Fax Number, Company and Dept\ Div. text boxes.
- Insert Attention Note - Includes a notice on the cover sheet. A notice can be selected from the drop-down list box. Or you may enter a notice within 30 characters.
- Comment to Include on Cover Sheet - Specifies any extra information you want to include on the cover sheet up to a maximum of 255 characters.