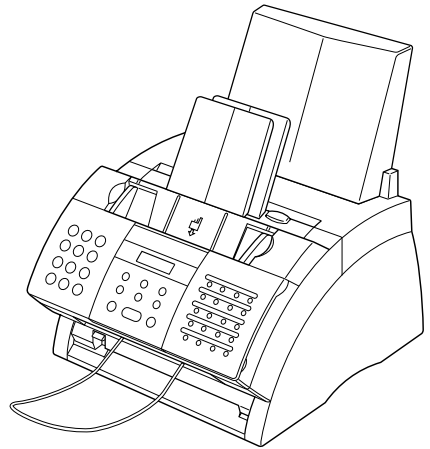# Canon

FAX-L280/L200

Getting Started Guide

Please Read This First!

The following pages have been copied from the *FAX-L280/L200 User's Guide* to get you started. Please use the FAX-L280/L200 User's Guide for full details.
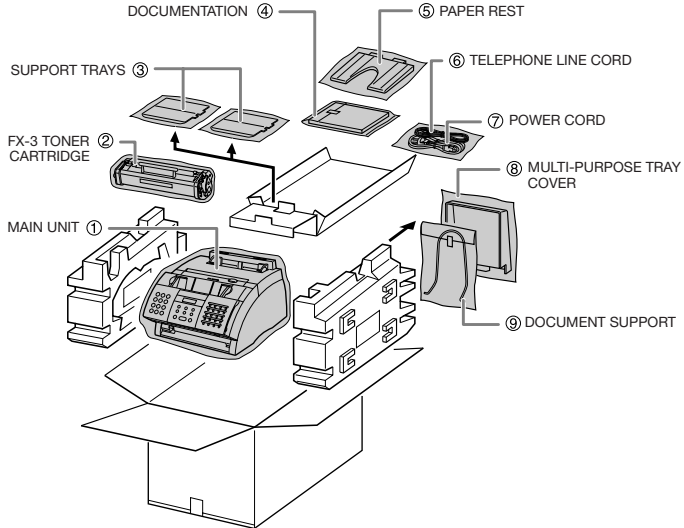
Contents

Unpacking the FAX (2-2)

Before unpacking your FAX, be sure to choose a suitable location for it
(→ p. 1-5).

Make sure you have the following items:

DOCUMENTATION ④   ⑤ PAPER REST

SUPPORT TRAYS ③   ⑥ TELEPHONE LINE CORD

FX-3 TONER ②   ⑦ POWER CORD
CARTRIDGE

⑧ MULTI-PURPOSE TRAY
COVER

MAIN UNIT ①

⑨ DOCUMENT SUPPORT

Note

❏ If you have purchased the optional handset, see Appendix B for the
items included.

Removing Shipping Materials (2-4)

Follow this procedure to remove the shipping materials. Keep them in case
you need to transport the unit in the future.
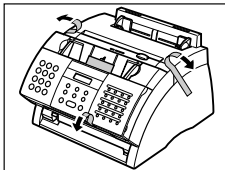
1 Remove all shipping
tapes from the FAX.
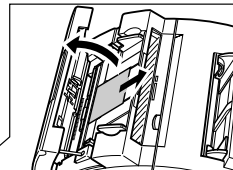
2 Use both hands to gently
open the operation panel
(it only opens partially).
Then remove the
protective sheet from the
ADF. Close the
operation panel by
pressing it down from
the centre until it locks
into place.

Assembling the FAX (2-5)

Follow this procedure to assemble your FAX:

1 Attach the paper loading warning label to the left of the multi-purpose tray.

2 Insert the tabs on the paper rest into the slots on the unit.

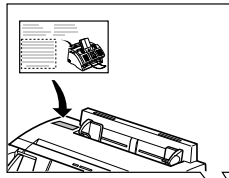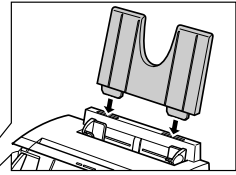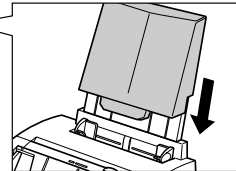**3** Slide the multi-purpose tray cover over the paper rest.
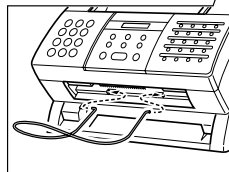
4 Insert the ends of the document support into the slots on the unit.
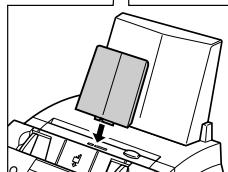
5 Insert the tabs on one of the support trays into the corresponding slots above the face-down delivery slot.
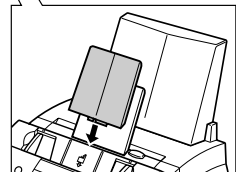
6 Insert the tabs on the other support tray into the corresponding slots above the ADF.

❏ For details on attaching the optional handset to your FAX, see Appendix B.

Note

The numbers in parentheses indicate the pages in the *FAX-L280/L200 User's Guide* on which you can find detailed information.

Connecting the Telephone Line Cord and External Devices (2-6)
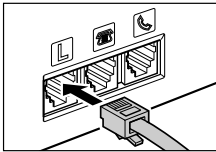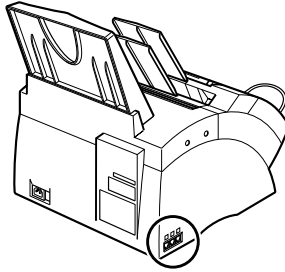
1 Connect the supplied telephone line cord to the ▣ jack, then the other end to the telephone line jack on your wall.
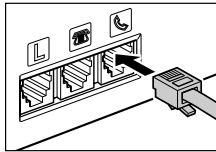
2 Connect the optional handset or telephone cord to the ▣ jack. (UK users, see the following page.)
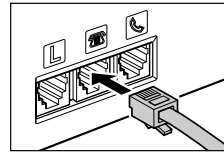
3 Connect the additional telephone, answering machine, or data modem cord to the ▣ jack. (UK users, see the following page.)

Connecting the Power Cord (2-8)
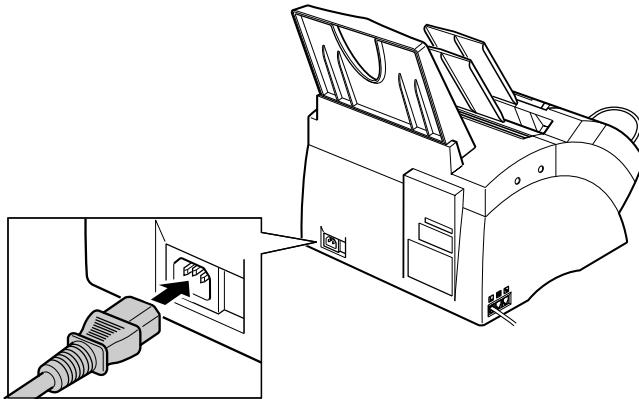
Connect the supplied power cord to the power cord connector. Then connect the other end into a properly grounded 200–240 V AC three-prong outlet.*

* The shape of the plug and outlet vary depending on the country of purchase.

Installing the Toner Cartridge (2-11)

1 Make sure the FAX is plugged in.

2 Lift the latch and open the front cover.
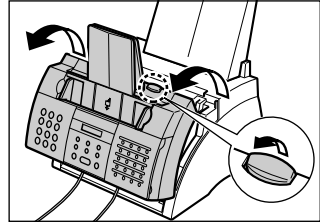
3 Remove the new FX-3 toner cartridge from its protective bag.

❑ Save the protective bag in case you need to repack the toner cartridge at a later date.

4 Gently rock the toner cartridge from side to side a few times to distribute the toner evenly inside it.

❑ Poor print quality may result if the toner is unequally distributed.
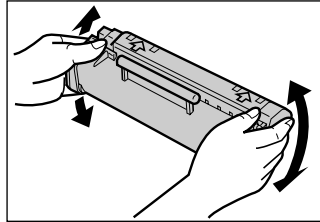
5 Place and support the toner cartridge on a flat, clean surface, then gently pull on the plastic tab to remove the plastic seal.

❑ Use a firm, even pull to avoid breaking the seal.
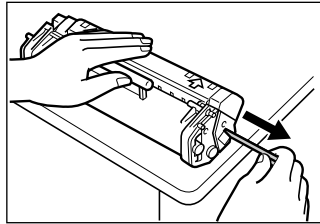
6 Hold the toner cartridge by its handle and insert it into the FAX as far as it will go, making sure that its tabs are aligned with the rails inside the unit.
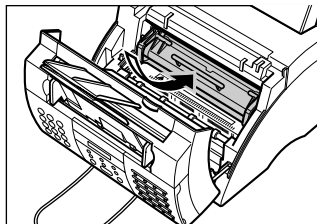
❏ Hold the toner cartridge as shown.
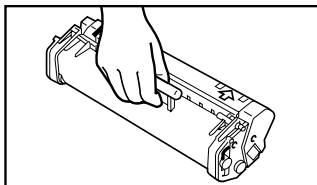
7 Use both hands to close the front cover.
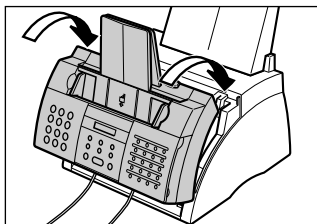
Loading Paper (2-14)

1   Remove the multi-purpose tray cover from the FAX.
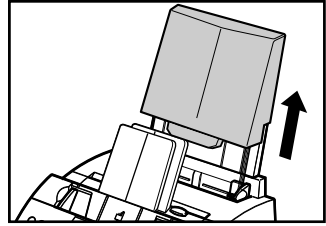
2   Prepare a stack of paper by tapping it on a flat surface to even its edges.
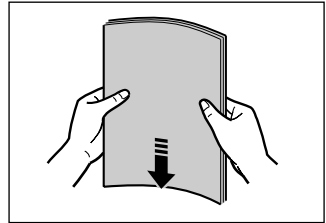
3   Open the paper guides to the approximate width of the stack.
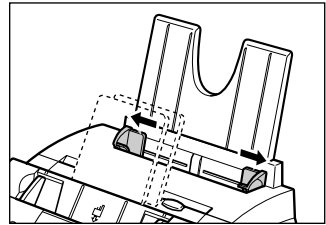
4   Insert the stack into the multi-purpose tray ① (print side facing you and top edge first), then adjust the paper guides to the width of the paper ②.

      ❏   Make sure there are no gaps between the paper guides and the paper stack.
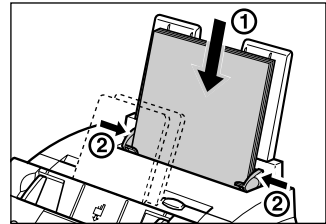
5   Replace the multi-purpose tray cover.

      ❏   Be sure to replace this cover to prevent dust accumulating inside the unit.

Your FAX is now ready to print.

Operation Panel (2-10)

- **Receive Mode Button** (→ Chapter 8)
- **R Button** (→ p. 3-9)
- **Hook Button** (→ pp. 6-17, 7-6, 9-3)
- **LCD**
- **Resolution Button** (→ pp. 7-2, 10-2)
- **Coded Dial Button** (→ pp. 6-2, 6-16, 6-17)
- **Start/Copy Button** (→ pp. 10-2, 10-3)
- **Alarm Light**
- **Set Button** (→ p. 14-3)
- **Redial/Pause Button** (→ pp. 7-9, 9-2)
- **Stop Button** (→ p. 14-3)
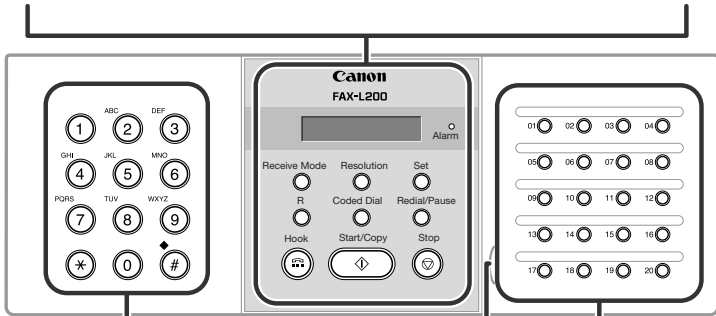
- **Numeric Buttons** (→ p. 3-2)
- **One-Touch Speed Dialling Buttons** (→ pp. 6-2, 6-16, 6-17)

- **One-Touch Speed Dial Panel**
  Open the one-touch speed dial panel to expose the special function buttons below.

Special Function Buttons

- **Data Registration Button** (→ p. 14-3)
- **Delayed Transmission Button** (→ pp. 7-14, 7-16, 7-17)
- **Report Button** (→ pp. 6-18, 11-3, 14-2)
- **Tone/+ Button** (→ pp. 3-7, 9-3)
- **◄, ► Buttons** (→ pp. 3-3, 3-4)
- **Clear Button** (→ p. 3-4)
- **Polling Button** (→ pp. 9-11, 9-15)
- **Memory Reference Button** (→ pp. 9-5, 9-6, 9-7, 9-9)
- **▲, ▼ Buttons** (→ p. 14-3)
- **D.T. Button*** (→ p. 9-4)
- **Space Button** (→ pp. 3-3, 3-4)
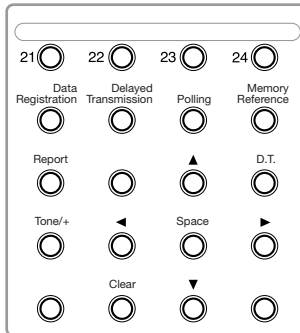
* This feature is not available for the UK, Ireland, Australia, New Zealand, Hong Kong, Singapore, or Malaysia.

The numbers in parentheses indicate the pages in the *FAX-L280/L200 User's Guide* on which you can find detailed information.

7

Entering the Date and Time (3-6)

Follow this procedure to set the current date and time:

1 Open the one-touch speed dial panel.

2 Press **Data Registration**.

```
DATA REGSTRATION
```

3 Press **Set** three times.

❏ The date and time currently set for your FAX are displayed.

```
USER SETTINGS
```

```
DATE & TIME
```

Ex:
```
20/12 2001  13:30
```

4 Use the numeric buttons to enter the correct day, month, year, and time in this order.

Ex:
```
27/12 2001  15:00
```

❏ Enter only the last two digits of the year.
❏ Use the 24-hour format for the time (e.g. 1:00 p.m. as 13:00), and precede single digits with a zero.
❏ If you make a mistake, press **Clear** and re-enter the date and time.

5 Press **Set**.

```
DATA ENTRY OK
```

```
UNIT TELEPHONE #
```

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

Ex:
```
15:00      FaxOnly
```

Registering Your FAX Number and Name

Follow this procedure to register the fax/telephone number for your FAX, and your name or company name:

1 Open the one-touch speed dial panel.

2 Press **Data Registration**.

```
DATA REGSTRATION
```

3 Press **Set** twice.

```
USER SETTINGS
```

```
DATE & TIME
```

4 Use ▼ or ▲ to select UNIT TELEPHONE #.

UNIT TELEPHONE #

5 Press **Set**.

Ex: TEL=

6 Use the numeric buttons to enter your fax/telephone number (max. 20 digits, including spaces).

Ex: TEL=   123 4567

❑ To enter a space, press **Space**. Spaces are optional but make the number easier to read.
❑ To enter a plus sign (+) before the number, press **Tone/+**.
❑ If you make a mistake, press **Clear** and re-enter the number.

7 Press **Set** twice.

DATA ENTRY OK

UNIT NAME

Ex: _   :A

8 Use the numeric buttons to enter your name or company name (max. 24 characters, including spaces).

Ex: CANO<u>N</u>   :A

❑ If you are unsure how to enter characters, see p. 3-2.
❑ If you make a mistake, press **Clear** and re-enter the name.

9 Press **Set**.

DATA ENTRY OK

TX TERMINAL ID

10 Press **Stop** to return to standby mode.

Ex: 15:00   FaxOnly

Sending Methods (7-5)

This section explains the two main sending methods: *Memory sending* and *Manual sending via the handset.*

Memory Sending (7-5)

Memory sending is a quick and easy way to send a document. As the FAX scans the first page of a multipage document into its memory, it begins calling the other party and transmitting the information even as the remaining pages are being scanned.

1 Load the document, face down in the ADF (→ p. 4-3).

Ex:
```
MEMORY USED 0%
```
(Currently used memory)

```
DOCUMENT READY
```
(Standby to scan)

2 Dial a fax number by using the numeric buttons, similar to dialling a telephone number.

Ex:
```
TEL=    9p7654321
```

- ❏ For dialling methods, see p. 7-4.
- ❏ If you enter the wrong number, press **Stop**, then enter the correct number.
- ❏ If you are connected to a PBX and need to first dial an outside line access number ("9", for example), add a pause after that number by pressing **Redial/Pause** (→ p. 9-2).

3 Press **Start/Copy** to begin scanning for sending, or if you used speed dialling, wait a few ′seconds for the FAX to begin scanning automatically.

- ❏ If the number you are calling is busy, the FAX redials the number automatically after a few minutes (→ p. 7-9).

Manual Sending Via the Handset (7-6)

Manual sending via the handset allows you to talk to the other party before sending a document. This method is useful if the other party must manually activate their fax machine to receive a fax.

Note

For this mode, you need to connect the optional handset or a telephone to your FAX (→ p. 2-6).

1 Make sure you have connected the optional handset or a telephone to the FAX (→ p. 2-6).

2 Load the document, face down in the ADF (→ p. 4-3).

Ex:
```
MEMORY USED 0%
```
(Currently used memory)

3 Press **Hook**.

```
TEL=
```

4 Dial a fax number by using the numeric buttons, similar to dialling a telephone number.

Ex:
```
TEL=        7654321
```

❏ For dialling methods, see p. 7-4.
❏ If you make a mistake during dialling, press **Hook**.

■ **If you hear a high-pitched signal instead of a voice:**

5 Press **Start/Copy** to begin sending the document.

❏ If you picked up the handset to dial, press **Start/Copy** and hang up.

■ **If you hear a person's voice:**

5 Pick up the handset and start your conversation.

6 When you are ready to send your document, ask the other party to press the start button on their fax machine.

7 When you hear the high-pitched signal of the other party's fax machine, press **Start/Copy** and hang up to begin sending the document.

Registering One-Touch Speed Dialling (6-3)

By registering a fax/telephone number under a one-touch speed dialling button, you can simplify dialling of that number to the press of a single button.

1   Open the one-touch speed dial panel.

2   Press **Data Registration**.

```
DATA REGSTRATION
```

3   Use ▼ or ▲ to select TEL REGISTRATION.

```
TEL REGISTRATION
```

4   Press **Set** twice.

```
1-TOUCH SPD DIAL
```

Ex:
```
01=
```

5   Use ▼ or ▲ to select the one-touch speed dialling button (01 to 24) under which you want to register the fax/telephone number.

Ex:
```
04=
```

6   Press **Set** twice.

```
TELEPHONE NUMBER
```

Ex:
```
TEL=_
```

7   Use the numeric buttons to enter the fax/telephone number you want to register.

Ex:
```
TEL=20 545 8545_
```

❏   To enter a pause, press **Redial/Pause** (→ p. 9-2).
❏   To correct a mistake in the number, press ◄ to delete the rightmost digit. Alternatively, press **Clear** to delete the entire number.

8   Press **Set** twice.

```
DATA ENTRY OK
```

```
NAME
```

Ex:
```
_              :A
```

9   Use the numeric buttons to enter a name for the one-touch speed dialling button (max. 16 characters, including spaces).

Ex:
```
Canon EUROPA   :A
```

❏   If you are unsure how to enter characters, see p. 3-2.

10 Press **Set**.

```
DATA ENTRY OK
```

```
OPTIONAL SETTING
```

11 This completes the basic one-touch
speed dialling settings.
To continue registering other
one-touch speed dialling buttons,
press **Data Registration** and repeat the
procedure from step 5.
-or-
To end registering one-touch speed
dialling buttons, press **Stop** to return
to standby mode.

Ex:
```
05=
```

Ex:
```
15:00      FaxOnly
```

Sending a Document With Speed Dialling (6-16)

Follow this procedure to send a document using one-touch speed dialling,
coded speed dialling, or group dialling:

1 Load the document, face down in
the ADF (→ p. 4-3).

Ex:
```
MEMORY USED 0%
```
(Currently used memory)

2 Press the one-touch speed dialling
button you want.

3 Press **Start/Copy** to begin scanning for
sending, or wait a few seconds for the
FAX to begin scanning automatically.

Receiving Faxes Automatically: FAX ONLY MODE (8-3)

If you have a separate telephone line for fax use only, connect your FAX to this line and set `FAX ONLY MODE`. Your FAX will answer all calls as fax calls.

Setting FAX ONLY MODE

1 Press **Receive Mode** to select `FAX ONLY MODE`.

> ❑ After a few seconds, the LCD changes to this display:

```
FAX ONLY MODE
```

Ex:
```
15:00      FaxOnly
```

If `FAX ONLY MODE` does not appear in the LCD when you press **Receive Mode**, follow this procedure to set this mode:

1 Open the one-touch speed dial panel.

2 Press **Data Registration**.

```
DATA REGSTRATION
```

3 Press **Set**.

```
USER SETTINGS
```

4 Use ▼ or ▲ to select `RX SETTINGS`.

```
RX SETTINGS
```

5 Press **Set**.

```
ECM RX
```

6 Use ▼ or ▲ to select `RX MODE`.

```
RX MODE
```

7 Press **Set**.

Ex:
```
FAX/TEL AUTO SW
```

8 Use ▼ or ▲ to select `FAX ONLY MODE`.

```
        FAX ONLY MODE
```

9 Press **Set**.

```
INCOMING RING
```

10 Press **Stop** to return to standby mode.

Ex:
```
15:00      FaxOnly
```

11 Confirm that `FaxOnly` is displayed in the LCD.

> ❑ If `FaxOnly` is not displayed, press **Receive Mode** to select `FAX ONLY MODE`. After a few seconds, the LCD returns to standby mode.

Ex:
```
15:00      FaxOnly
```

Receiving Both Faxes and Telephone Calls Automatically: Fax/Tel Mode (8-5)

Set this mode if you only have one telephone line for fax and telephone use and want your FAX to automatically switch between fax and voice calls.

Note

For this mode, you need to connect the optional handset or a telephone to your FAX (→ p. 2-6).

Setting Up Fax/Tel Mode

Follow this procedure to set the receive mode to `FAX/TEL AUTO SW` (Fax/Tel Mode):

1 Open the one-touch speed dial panel.

2 Press **Data Registration**.

```
DATA REGSTRATION
```

3 Press **Set**.

```
USER SETTINGS
```

4 Use ▼ or ▲ to select `RX SETTINGS`.

```
RX SETTINGS
```

5 Press **Set**.

```
ECM RX
```

6 Use ▼ or ▲ to select `RX MODE`.

```
RX MODE
```

7 Press **Set**.

Ex:
```
        FAX ONLY MODE
```

8 Use ▼ or ▲ to select `FAX/TEL AUTO SW`.

```
    FAX/TEL AUTO SW
```

9 Press **Set**.

❏ To set the options for `FAX/TEL AUTO SW` (Fax/Tel Mode), see the following pages.

```
RING START TIME
```

10 Press **Stop** to return to standby mode.

Ex:
```
15:00       FaxTel
```

11 Confirm that FaxTel is displayed in the LCD.

Ex:
```
15:00       FaxTel
```

❏ If FaxTel is not displayed, press **Receive Mode** to select Fax/Tel Mode. After a few seconds, the LCD returns to standby mode.

Receiving Faxes Manually: MANUAL MODE (8-8)

Set this mode if you only have one telephone line that you use mainly for voice calls, and only occasionally to receive faxes.

For this mode, you will need to connect the optional handset or a telephone to your FAX to be able to receive voice calls and also to manually activate reception of documents. You can activate reception directly from your FAX, or if your telephone is located away from your unit, you can dial the remote receiving ID on the telephone to activate reception (this is called *Remote reception*).

Setting MANUAL MODE

Follow this procedure to set the receive mode to MANUAL MODE:

1 Press **Receive Mode** to select MANUAL MODE.

```
MANUAL MODE
```

❏ After a few seconds, the LCD changes to this display:

Ex:
```
15:00        Manual
```

Receiving a Fax Manually

Follow this procedure to receive a fax manually:

1 Make sure Manual is displayed in the LCD (→ above).

Ex:
```
15:00        Manual
```

2 Make sure you have connected the optional handset or a telephone to the FAX (→ p. 2-6).

3 When you hear the optional handset or telephone ring, pick up the handset.

If you hear a long beep tone or silence:

4 Someone is trying to send you a fax. Press **Start/Copy** on your FAX and hang up to begin receiving the document.

If you hear a person's voice:

4 Start your conversation. If the caller wants to send a document after talking to you, ask them to press the start button on their fax machine.

5 When you hear a long beep, press **Start/Copy** on your FAX and hang up to begin receiving the document.

Making a Quick Single Copy (10-3)

Follow this procedure if you want to make a quick single copy of a
document without adjusting the resolution, contrast, or size:

1   Load the document, face down in
the ADF (→ p. 4-3).

Ex:
```
MEMORY USED 0%
```
(Currently used memory)

```
DOCUMENT READY
```
(Standby to scan)

2   Press **Start/Copy** twice to begin
copying.

```
COPY   100%    01
```

    ❏ To cancel copying, press **Stop**.
You may then need to open the
operation panel to remove the
document from the ADF
(→ p. 13-2).

NOTES

NOTES

NOTES

Canon

LGSXA610

(91)LGSXA610

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8375AX