

**CANON**

**FAX – L350**

**SIMPLIFIED**

**GUIDE**

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## TO REGISTER SENDER IDENTIFICATION

### I. INPUT YOUR FAX NUMBER AND COMPANY NAME

1. Open panel cover
2. Press **DATA REGISTRATION**
3. Press **SET** to display “1. USER SETTINGS”
4. Press **SET** to display “1. DATE & TIME”
5. Press **▼** to display “2. UNIT TELEPHONE #”
6. Press **SET**
7. Enter your fax number
8. Press **SET** to display “3. UNIT NAME”
9. Press **SET**
10. Enter your company or personal name  
Register the name by pressing the buttons on the numeric keypad

### CODE NUMBERS FOR ALPHABETS AND SYMBOLS

<u>NUMERIC KEY</u>	<u>ALPHABETS</u>	<u>NUMERIC KEY</u>	<u>ALPHABETS</u>
2	A,B,C	6	M,N,O
3	D,E,F	7	P,Q,R,S
4	G,H,I	8	T,U,V
5	J,K,L	9	W,X,Y,Z
#	symbols		

Press **>** to enter next alphabet

Press **SPACE** to enter a space

Press **\*** to enter a digit

11. Press **SET**
12. To end, press **STOP**

## **II SENDING A DOCUMENT**

### **A. DIRECT / MANUAL SENDING**

1. Place documents face down on the fax
2. Press **HOOK**
3. Enter fax number
4. Press **START/COPY**

**N.B.** The fax number dialed will not appear in the TX and activity report in the above method.

### **B. MEMORY SENDING**

1. Place documents face down on the fax
2. Enter fax number
4. Press **START/COPY**
5. Take note of “ TX / RX ” number

### **C. ONE-TOUCH / CODED DIAL SENDING**

1. Place documents face down on the fax
2. Press the appropriate one-touch key OR  
Press **CODED DIAL** and a two-digit code
3. Take note of “ TX / RX ” number

**N.B.** If direct sending is required, activate **HOOK** before step No. 2

## **TO STOP SENDING**

**A.** During a **DIRECT TX** sending, press **STOP**

**B./C.** During a memory sending, press **STOP** then \* to confirm

### **III TO STORE FAX NUMBERS**

#### **A. ONE-TOUCH SPEED DIAL ( 01-KEY TO 32-KEY )**

1. Open panel cover
2. Press **DATA REGISTRATION**
3. Press **▼** to display “**2. TEL REGISTRATION**”
4. Press **SET** twice
5. Press **▼** (if necessary) until an empty space appears
6. Press **SET** twice
7. Enter fax number
8. Press **SET** twice
9. Enter name  
Register the name by pressing the buttons on the numeric keypad

#### **CODE NUMBERS FOR ALPHABETS AND SYMBOLS**

<u>NUMERIC KEY</u>	<u>ALPHABETS</u>	<u>NUMERIC KEY</u>	<u>ALPHABETS</u>
2	A,B,C	6	M,N,O
3	D,E,F	7	P,Q,R,S
4	G,H,I	8	T,U,V
5	J,K,L	9	W,X,Y,Z
#	symbols		

Press **>** to enter next alphabet

Press **SPACE** to enter a space

Press **\*** to enter a digit

10. Press **SET**
11. To continue, press **DATA REGISTRATION**
12. Repeat steps **No. 5** to **No. 10**
13. To end, press **STOP**

**B. CODED SPEED DIAL (\*00 TO \*99)**

1. Open panel cover
2. Press **DATA REGISTRATION**
3. Press **▼** to display “**2. TEL REGISTRATION**”
4. Press **SET**
5. Press **▼** to display “**2. CODED SPD DIAL**”
6. Press **SET**
7. Press **▼** (if necessary) until an empty space appears
8. Press **SET** twice
9. Enter fax number
10. Press **SET** twice
11. Enter name (refer to **A.9.** on III : TO STORE FAX NUMBERS)
12. Press **SET**
13. To continue, press **DATA REGISTRATION**
14. Repeat steps **No. 7** to **No. 12**
15. To end, press **STOP**

### **C. TO PROGRAM GROUP DIAL**

1. Open panel cover
2. Press **DATA REGISTRATION**
3. Press **▼** to display “**2. TEL REGISTRATION**”
4. Press **SET**
5. Press **▼** to display “**3. GROUP DIAL**”
6. Press **SET**
7. Press **▼** (if necessary) until an empty space appears
8. Press **SET** twice
9. Close panel cover & press desired one-touch keys & / or the coded speed dial numbers
10. Press **SET** twice
11. Enter name for the above group dialer (refer to **A.9.** on III : TO STORE FAX NUMBERS)
12. Press **SET**
13. To continue, press **DATA REGISTRATION**
14. Repeat steps **No. 7** to **No. 12**
15. To end, press **STOP**

#### **IV TO ERASE A SPEED DIAL**

##### **TO CANCEL A NUMBER IN THE ONE-TOUCH SPEED DIAL**

1. Follow steps **A.1.** to **A.4.** (Refer to III : TO STORE FAX NUMBERS : ONE-TOUCH SPEED DIAL)
2. Close panel cover & press desired one-touch key
3. Press **SET** twice
4. Press **CLEAR**
5. Press **SET**
6. Press **STOP**

##### **TO CANCEL A NUMBER IN THE CODED SPEED DIAL**

1. Follow steps **B.1.** to **B.6.** (Refer to III : TO STORE FAX NUMBERS : CODED SPEED DIAL)
2. Press **CODED DIAL** followed by the relevant 3-digit code
3. Press **SET** twice
4. Press **CLEAR**
5. Press **SET**
6. Press **STOP**

##### **TO CANCEL A GROUP DIALER**

1. Follow steps **C.1.** to **C.6.** (Refer to III : TO STORE FAX NUMBERS : GROUP DIAL)
2. Close panel cover & press the desired group dialer using one-touch key OR **CODED DIAL** & the relevant two-digit code
3. Press **SET** twice
4. Press **CLEAR** for each of the speed dialers that are to be deleted
5. To confirm, press **SET**
6. Press **SET** again if the name of the group dialer remains unchanged
7. Press **STOP**

**V                    SENDING TO MORE THAN ONE LOCATION**

**(SEQUENTIAL BROADCASTING)**

**A.    USING ONE-TOUCH / CODED SPEED DIAL**

1. Place documents face down on the fax
2. Press all the relevant one-touch / coded-dial numbers one right after another
3. If there is one more destination to be dialed manually, enter the number using the numeric 10-key pad
4. Press **START/COPY**
5. Take note of “TX / RX ” number

**N.B.** Please check on the ***MULTI TRANSACTION REPORT*** which will be generated out after the broadcast is completed to ensure that the broadcast is successful.

## **VI TO SEND DOCUMENTS AT A LATER TIME**

### **(DELAYED TRANSMISSION)**

1. Open panel cover
2. Press **DELAYED TRANSMISSION**
3. Enter the desired time (time set must be within 24 hours from the time on the display)
4. Press **SET**
5. Enter the fax number
6. Press **START/COPY**
7. Place documents face down on the machine
8. Take note of “TX / RX ” number

Machine will now scan documents into the memory.

## **VII WHEN THE FAX DISPLAYS “RECEIVED IN MEMORY”**

Display screen flashes message “**RECEIVED IN MEMORY**” repeatedly.

1. Refill paper supply or replace toner cartridge
2. Press **START/COPY**

Machine will start to print the received documents from the memory.

## **VIII RE-SENDING**

***IF No.VII ABOVE METHOD IS NOT POSSIBLE, EACH DOCUMENT RECEIVED IN THE MEMORY CAN BE RE-SENT INDIVIDUALLY TO ANOTHER DESTINATION FOR PRINTING***

1. Open panel cover
2. Press **MEMORY REFERENCE**
3. Press **▼** to display **“3. RESEND DOCUMENT”**
4. Press **SET**
5. Press **▼** if necessary to select a new **“TX/RX No.”**  
(must be greater than 5000)
6. Press **SET** to display **“SELECT LOCATIONS”**
7. Dial the fax number
8. Press **SET** twice

Machine will now start to send the document.

IX **TO PRINT REPORTS AND LISTINGS**

A. **SPEED DIAL LIST**

1. Open panel cover
2. Press **REPORT**
3. Press **▼** to display **“2. SPEED DIAL LIST”**
4. Press **SET**
5. Press **▼** to search for desired list  
i.e. “1. 1-TOUCH LIST”, “2. CODED DIAL LIST” or  
“3.GROUP DIAL LIST”
6. Press **SET** twice

B. **TO PRINT A LIST OF PREVIOUS 20 TRANSACTIONS**

1. Open panel cover
2. Press **REPORT**
3. Press **SET**

C. **TO PRINT DOCUMENT MEMORY LIST**

To check the list of documents currently stored in the memory

1. Open panel cover
2. Press **REPORT**
3. Press **▼** to select **“4.DOC MEMORY LIST”**
4. Press **SET**

**X MAKING COPIES**

1. Place documents face down on the fax
2. Press **START/COPY**
3. Enter the number of copies required
4. Press **START/COPY** again to start copying  
To cancel the printing, press **STOP**

## **XI TRANSMISSION REPORT**

To set up Transmission (TX) Report For Every Document Sent Out

1. Open panel cover
2. Press **DATA REGISTRATION**
3. Press **SET**
4. Press **▼** to display **“2.REPORT SETTINGS”**
5. Press **SET** twice
6. Press **▼** to select **“OUTPUT YES”**
7. Press **SET**

## **XII ERASING A TRANSMIT DOCUMENT FROM THE MEMORY**

1. Press **MEMORY REFERENCE**
2. Press **▼** to select **“4.DELETE DOCUMENT”**
3. Press **SET**
4. Press **▼** to display the desired TX/RX number
5. Press **SET**
6. Press **\*** to confirm deletion
7. Press **STOP**