

**CANON**

**FAX – L2000**

**SIMPLIFIED**

**PROMOTONER**

**GUIDE**

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**SUPER G3 FAX-L2000**

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## I TO REGISTER SENDER IDENTIFICATION

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

1. Open all three all three panel covers
2. Press **Data Registration**
3. Press ▼ until display shows “3. FAX SETTINGS”
4. Press **OK** to display “1. USER SETTINGS”
5. Press **OK** to display “1. TEL LINE SETTINGS”
6. Press **OK** to display “1. USER TEL NO.”
7. Press **OK**
8. Enter your fax number
9. Press **OK** to save the number
10. Press **Data Registration**
11. Press ▼ to display “2. UNIT NAME”
12. Press **OK**
13. 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

14. Press **OK**
15. To end, press **Stop** ○

## **II SENDING A DOCUMENT**

### **A. DIRECT SENDING**

1. Place documents face up on the feeder
2. Press **DIRECT TX** (indicator lights up)
3. Enter fax number
4. Press **START** ◇

### **B. MEMORY SENDING**

1. Place documents face up on the feeder
2. Make sure **DIRECT TX** is “off”
3. Enter fax number
4. Press **START** ◇
5. Take note of “TX / RX ” number

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

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

### **C. USING DIRECTORY DIALING**

1. Place documents face up on the feeder
2. Press **Directory**
3. Press a numeric key which contains the 1<sup>st</sup> letter of the desired name
4. Press **OK**
5. Press ▼ to scroll to the desired destination
6. Press **OK**
7. Press **START** ◇

**N.B.** If direct sending is required, activate **DIRECT TX** 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

For all of the above methods, press **Stop** ○ again to eject the documents, if any.

### III TO STORE FAX NUMBERS

#### A. ONE-TOUCH SPEED DIAL ( 01-KEY TO 72-KEY)

1. Open all three panel covers
2. Press **Data Registration**
3. Press ▼ until display shows “**4. ADD. REGISTRATION**”
4. Press **OK** twice
5. Press ▼ (if necessary) until an empty space appears
6. Press **OK** twice
7. Enter fax number
8. Press **OK** 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 **OK**
11. To continue, press **Data Registration**
12. Repeat steps **No. 5** to **No. 10**
13. To end, press **Stop** ○

**B. CODED SPEED DIAL (\*000 TO \*127)**

1. Open all three panel covers
2. Press **Data Registration**
3. Press ▼ until display shows “**4. ADD. REGISTRATION**”
4. Press **OK**
5. Press ▼ to display “**2. CODED SPD DIAL**”
6. Press **OK**
7. Press ▼ (if necessary) until an empty space appears
8. Press **OK** twice
9. Enter fax number
10. Press **OK** twice
11. Enter name (refer to **A.9.** on III : TO STORE FAX NUMBERS)
12. Press **OK**
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 all three panel covers
2. Press **Data Registration**
3. Press ▼ until display shows “**4. ADD. REGISTRATION**”
4. Press **OK**
5. Press ▼ to display “**3. GROUP DIAL**”
6. Press **OK**
7. Press ▼ (if necessary) until an empty space appears
8. Press **OK** twice
9. Close all three panel covers & press desired one-touch keys & / or the coded speed dial numbers
10. Press **OK** twice
11. Enter name for the above group dialer (refer to **A.9.** on III : TO STORE FAX NUMBERS)
12. Press **OK**
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**

##### **A 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 all three panel covers & press desired one-touch key
3. Press **OK** twice
4. Press **C** to clear the number
5. Press **OK** to delete the whole entry
6. Press **Stop** ○

##### **B 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 **OK** twice
4. Press **C** to clear the number
5. Press **OK** to delete the whole entry
6. Press **Stop** ○

##### **C TO CANCEL A GROUP DIALER OR A NUMBER IN THE GROUP**

1. Follow steps **C.1.** to **C.6.** (Refer to III : TO STORE FAX NUMBERS : GROUP DIAL)
2. Close all three panel covers & press the desired group dialer using one-touch key OR **CODED DIAL** ● & the relevant 3-three digit code
3. Press **OK** twice
4. Press **C** for each of the speed dialers that are to be deleted
5. To confirm, press **OK**
6. Press **OK** 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 up on the feeder
2. Press all the relevant one-touch / coded-dial numbers one right after another
3. Press **START** ◇
4. Take note of “ TX / RX ” number

#### B. MANUAL DIALING FROM THE NUMERIC 10-KEY PAD

1. Place documents face up on the feeder
2. Enter one fax number
3. Press **OK**
4. Continue steps 2. & 3. until all the fax numbers (maximum 10 destinations) have been entered
5. Press **START** ◇
6. Take note of “ TX / RX ” number

#### C. USING DIRECTORY DIALING


1. Place documents face up on the feeder
2. Press **Directory**
3. Press a numeric key which contains the 1<sup>st</sup> letter of the desired name
4. Press **OK**
5. Press ▼ to scroll to the desired destination
6. Press **OK**
7. Continue steps 2. to 6. until all the destinations has been specified
8. Press **START** ◇
9. Take note of “ TX / RX ” number

#### C. COMBINATION OF (A) & (B)

If some destinations are from auto-dialers and some are not, follow steps **A.1.** & **A.2.** then **B.2.** to **B.6.**

**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. After dialing the 1st destination, within 5 seconds, you must start dialing the 2nd number & for all subsequent destinations, within 10 seconds of each other. Otherwise, the machine will start scanning the documents.

**VI TO SEND DOCUMENTS AT A LATER TIME**  
**(DELAYED TRANSMISSION)**

1. Open all three panel covers
2. Press **Delayed Transmission**
3. Enter the desired time (time set must be within 24 hours from the time on the display)
4. Press **OK**
5. Enter the fax number(s)
6. Press Start 
7. Place documents face up on the feeder
8. Take note of “TX / RX ” number

Machine will now scan documents into the memory.

**TO CANCEL A DELAYED TRANSMISSION**

Refer to *XIII* on “Erasing A Document From The Memory”

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

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

1. Supply paper to the paper cassette if display prompts

**“SUPPLY REC. PAPER”**

OR

Replace the toner cartridge if display prompts

**“REPLACE CARTRIDGE”**

OR

Pick up the printed paper in the output/receiving trays if display prompts **“OUTPUT TRAY FULL”**

OR

Remove jammed paper from the machine if display prompts

**“REC. PAPER JAM”**

2. Machine will automatically start to print the received documents from the memory after the above troubleshooting has been done.

## VIII RE-SENDING

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

1. Open all three panel covers
2. Press **Memory Reference**
3. Press ▼ to display “**4. RESEND DOCUMENT**”
4. Press **OK**
5. Press ▼ if necessary, to select a new “**TX/RX No.**” (must be greater than 5000 – for received documents)
6. Press **OK** to display “**SELECT LOCATIONS**”
7. Dial the fax number
8. Press **OK** twice

Machine will now start to send the document to the number dialed.

## IX TO PRINT REPORTS AND LISTINGS

### A. SPEED DIAL LIST

1. Open all three panel covers
2. Press **Report**
3. Press ▼ to display “**2. SPEED DIAL LIST**”
4. Press **OK**
5. Press ▼ to search for desired list  
i.e. “1. 1-TOUCH LIST”, “2. CODED DIAL LIST” or  
“3.GROUP DIAL LIST”
6. Press **OK**
7. (a) If Group Dial list is selected, machine will now start to print  
(b) If 1-Touch or Coded Dial list is selected, display will show  
“**SORTED OUTPUT**”
8. Press ▼ to select “1.NO SORT” or “2.SORT”  
(a) “1.NO SORT” - list is printed in order of Speed Dial numeric list  
(b) “2.SORT” - list is printed in alphabetical order in the name column
9. Press **OK**

### B. TO PRINT A LIST OF PREVIOUS 40 TRANSACTIONS





1. Open all three panel covers
2. Press **Report**
3. Press **OK**

### C. TO PRINT DOCUMENT MEMORY LIST

To check the list of documents currently stored in the memory

1. Open all three panel covers
2. Press **Report**
3. Press ▼ to select “**4.DOC MEMORY LIST**”
4. Press **OK**

**X MAKING COPIES**

1. Place documents face up on the feeder
2. Press **COPY** 
3. Press  to select paper cassette, if required
4. Enter the number of copies required (01 to 99)  
To re-enter the number, press **C**
5. Press **START**  to start copying  
To cancel the printing, press **Stop** 

## **XI CONFIRMATION REPORT**

To Request For A Transmission (TX) Report Only For One Particular Sending

### **Setting up the Program One-Touch Key**

1. Open all three all three panel covers
2. Press **Data Registration**
3. Press ▼ until display shows “3. FAX SETTINGS”
4. Press **OK** to display “1. USER SETTINGS”
5. Press **OK**
6. Press ▼ until display shows “6. PROG 1-TOUCH KEY”
7. Press **OK**
8. Press ▼ to an available speed-dial number to which you want to assign
9. Press **OK**
10. Press ▼ to display “USE”
11. Press **OK** to display “1. PRINT REPORT”
12. Press **OK** again
13. Press **Stop** ○

### **To activate the TX Report**

1. Press the speed dial number which has been assigned for TX report
2. Press \* to confirm
3. Start the usual sending

After the transmission, the machine will print TX REPORT for that sending only.



## **XII TRANSMISSION REPORT**

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

1. Open all three panel covers
2. Press **Data Registration**
3. Press ▼ until display shows “**3. FAX SETTINGS**”
4. Press **OK**
5. Press ▼ to display “**2. REPORT SETTINGS**”
6. Press **OK** twice
7. Press ▼ to select “**OUTPUT YES**”
8. Press **OK**
9. Press **Stop** ○

### **XIII ERASING A DOCUMENT FROM THE MEMORY**

#### **A. Using the DELETE FILE Button**

1. Press **Delete File**
2. Press **▼** to select the desired TX/RX number to be deleted
3. Press **OK**
4. Press **\*** to confirm deletion

#### **B. Using The Memory Reference Button**

1. Press **Memory Reference**
2. Press **▼** to select “**DELETE DOCUMENT**”
3. Press **OK**
4. Press **▼** to display the desired TX/RX number
5. Press **OK**
6. Press **\*** to confirm deletion
7. Press **Stop** **○**

#### **XIV TO CHECK THE STATUS OF A FAX TRANSACTION**

##### **A. The Status Of A Pending Job**

1. Press **Monitor**
2. Press **OK** to check the status of a transaction
3. Press **▼** to select the list of TX/RX jobs
4. To end, press **Stop** **○**

##### **B. The Result after Sending / Receiving**

1. Press **Monitor**
2. Press **▼** to display “2. TX/RX RESULTS”
3. Press **OK** to check the status of a transaction
4. Press **▼** to select the list of TX/RX jobs
5. To end, press **Stop** **○**