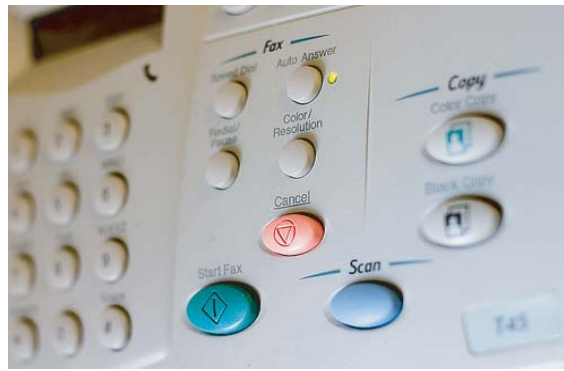


Canon Equipment



Canon Fax Reference Guide

SENDING YOUR BASIC FAX (Touch the FAX Key)

Place documents Face-UP in the Feeder (30)

TWO WAYS TO SEND YOUR DOCUMENT:

1. Dial Fax Number & Press Start
2. Touch Desired One-Touch Key from the Address Book & Press Start

SENDING ONE FAX TO MORE THAN ONE LOCATION

You can send a document up to 250 locations!

Place documents Face-UP in Feeder (30)

1. Dial by any combination of the following methods:
 - Touch Desired One-Touch Keys from the Address Book
 - Dial Fax Number & touch Next (up to 50)

You will note total Destinations Selected in the Upper Right of the Screen

2. Press Start when all locations have been entered

2-SIDED TRANSMISSION

The ability to send 2-Sided documents

1. Touch the Special Features Tab
2. Touch the Two-Sided Original Key
3. Select Book Type or Calendar Type & OK
4. Select Destination & then Press Start

CANCELING A MEMORY TRANSMISSION

Should your documents be scanned in & awaiting transmission

1. Touch System Monitor & then touch the Fax Tab
2. Touch the "number" which you wish to cancel
3. Touch the Cancel Key
4. The screen will indicate, "Is it OK to cancel?"
5. Touch Yes to verify & then touch Done

IKON

**Document Efficiency
At Work.®**