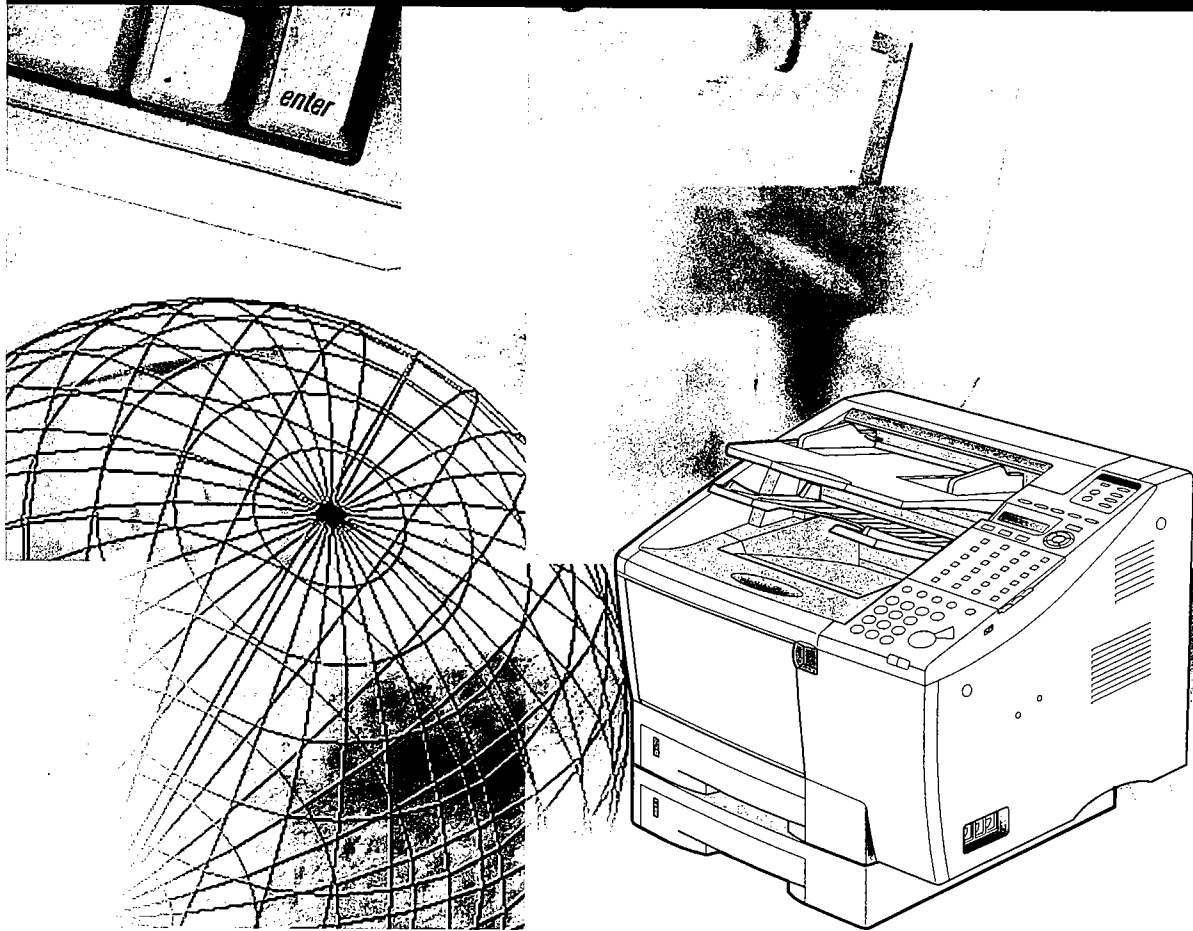


Canon

LASER CLASS® 700 Series

Sending Guide



Please read this guide before operating this equipment.
After you finish reading this guide, store it in a safe place for future reference.

ENG

LASER CLASS 700 Series Sending Guide

Manuals for the Machine

The manuals for this machine are divided as follows. Please refer to them for detailed information. The manuals supplied with optional equipment are included in the list below. Depending on the system configuration and product purchased, some manuals may not be needed.



Guides with this symbol are printed manuals.



Guides with this symbol are PDF manuals included on the accompanying CD-ROM.

- Basic Operations
- Troubleshooting

Reference Guide



- Sending Instructions

Sending Guide (This Document)



- Fax Instructions

Facsimile Guide



- Setting Up the Network Connection and Installing the CD-ROM Software

Setup Guide



- Remote User Interface Instructions

Remote UI Guide



- Network Connectivity and Setup Instructions

Network Guide



- PCL Printer Instructions

PCL Printer Guide



- PCL Printer Driver Installation and Instructions

PCL Driver Guide



- Fax Driver and Cover Sheet Editor Installation and Instructions

Fax Driver Guide with Cover Sheet Editor





How This Manual Is Organized

Chapter 1 Overview

Chapter 2 Setting Up the Network

Chapter 3 Setting Up a Mail Account

Chapter 4 Checking Settings and Registering Destinations

Chapter 5 Special Sending and Receiving Features

Chapter 6 Appendix

Includes report samples and formats, troubleshooting causes and remedies, the glossary, and index.

Considerable effort has been made to ensure that this manual is free of inaccuracies and omissions. However, as we are constantly improving our products, if you need an exact specification, please contact Canon.

Contents

| | |
|---|------------|
| Preface | vii |
| How to Use This Manual | vii |
| Symbols Used in This Manual | vii |
| Keys Used in This Manual | vii |
| Illustrations Used in This Manual | viii |
| Abbreviations Used in This Manual | viii |
| Legal Notices | .ix |
| Trademarks | ix |
| Copyright | ix |
| Disclaimers | ix |
| | |
| Chapter 1 Overview | |
| <hr/> | |
| What Is I-Fax? | 1-2 |
| Simple Mode | 1-2 |
| E-mail Mode | 1-2 |
| Preparation Before Use | 1-4 |
| | |
| Chapter 2 Setting Up the Network | |
| <hr/> | |
| Specifying Network Settings | 2-2 |
| Automatically Allocating an IP Address | 2-3 |
| Manually Specifying an IP Address | 2-5 |
| Specifying a Subnet Mask | 2-7 |
| Specifying a Default Gateway | 2-8 |
| Specifying a DNS Server Address | 2-10 |
| Specifying the DNS Dynamic Setting | 2-11 |
| Specifying a Host Name | 2-13 |
| Specifying the Domain Name | 2-14 |
| | |
| Chapter 3 Setting Up a Mail Account | |
| <hr/> | |
| Mail User Settings | 3-2 |
| Registering an SMTP Server | 3-3 |
| Registering a POP3 Server | 3-5 |
| Specifying a Mail Reception Protocol | 3-6 |
| Specifying a POP3 Mail Check Interval | 3-8 |
| Specifying the Number of Retry Attempts | 3-10 |

| | |
|--|-------------|
| Specifying a Retry Interval | 3-12 |
| Specifying the Time Zone | 3-14 |
| Specifying a Port Number | 3-16 |
| Specifying the Maximum Reception Data Size | 3-19 |
| Specifying the Transmission Mode | 3-21 |
| Specify Whether Received Text Is Printed | 3-23 |
| Handling Large E-mail Files | 3-24 |
| Handling Error Mail | 3-26 |
| Specifying an E-mail Address Format | 3-27 |
| Specify Whether a Mail Header Is Printed | 3-29 |
| Registering User E-mail Addresses | 3-31 |
| Optional Settings for Transmitting Mail | 3-34 |
| Registering Sender's Names | 3-42 |
| Receiving Mail via a POP3 Server | 3-45 |

Chapter 4 Checking Settings and Registering Destinations

| | |
|---|-------------|
| Checking Settings | 4-2 |
| Checking the IP Address | 4-2 |
| Using the User's Data List | 4-4 |
| Registering Destination E-mail Addresses | 4-5 |
| Using One-Touch and Coded Speed Dialing | 4-5 |
| Optional Settings | 4-9 |
| Registering an FTP Server | 4-16 |
| Registering an FTP Server Name for One-Touch and Coded Speed Dialing | 4-16 |
| Optional Settings | 4-22 |

Chapter 5 Special Sending and Receiving Features

| | |
|--|-------------|
| Sending and Receiving an I-Fax | 5-2 |
| Using One-Touch Speed Dialing, Coded Speed Dialing, and Access Code Dialing | 5-2 |
| Sending an I-Fax Manually | 5-4 |
| Receiving an I-Fax | 5-6 |
| Sending a Document to an FTP Server | 5-8 |
| Setting Up and Using Relay Box | 5-10 |
| Setting Your Machine as a Relay Unit | 5-10 |
| Changing the Relay Broadcast Settings | 5-14 |
| Deleting the Relay Group | 5-16 |
| Sending an I-Fax Document to a Relay Unit for Relay Broadcasting | 5-18 |
| Sending an I-Fax Document to a Relay Unit with Speed Dialing | 5-19 |
| Transferring I-Fax Documents | 5-20 |
| Before You Setup Document Transfer | 5-20 |

| | |
|--|------|
| Setting Up the Machine for Document Transfer | 5-21 |
| Changing the Transfer Settings | 5-24 |
| Canceling the Transfer Settings | 5-26 |

Chapter 6 Appendix

| | |
|--|-------------|
| Samples and Formats | 6-2 |
| Report Samples | 6-2 |
| Image Transmission Format | 6-3 |
| Message Text and Signature Formats | 6-4 |
| Error Code Table (Listed by Number) | 6-5 |
| Glossary | 6-10 |
| Index | 6-14 |





Preface

Thank you for purchasing the Canon LASER CLASS 700 Series. Please read this manual thoroughly before operating the machine in order to familiarize yourself with its capabilities, and to make the most of its many functions. After reading this manual, store it in a safe place for future reference.

How to Use This Manual

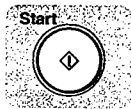
Symbols Used in This Manual

The following symbols are used in this manual to explain procedures, restrictions, handling precautions, and instructions that should be observed for safety.

-  **WARNING** Indicates a warning concerning operations that may lead to death or injury to persons if not performed correctly. In order to use the machine safely, always pay attention to these warnings.
-  **CAUTION** Indicates a caution concerning operations that may lead to injury to persons, or damage to property if not performed correctly. In order to use the machine safely, always pay attention to these cautions.
-  **IMPORTANT** Indicates operational requirements and restrictions. Be sure to read these items carefully in order to operate the machine correctly, and to avoid damage to the machine.
-  **NOTE** Indicates a clarification of an operation, or contains additional explanations for a procedure. Reading these notes is highly recommended.

Keys Used in This Manual

The following symbols and key names are a few examples of how keys to be pressed are expressed in this manual. The operation panel keys on the machine are indicated within brackets.



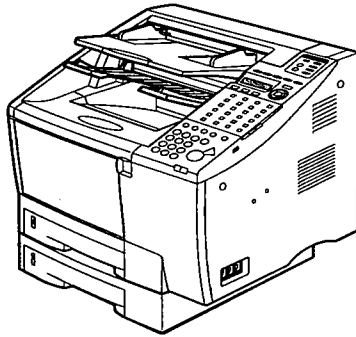
Press [Start].



Press [Data Registration].

Illustrations Used in This Manual

Unless otherwise mentioned, illustrations used in this manual are those taken when no optional equipment is attached to the LASER CLASS 710.



The model LASER CLASS 710 is used for illustration purposes in this manual. When there is any difference between the three models (710, 720i, 730i), it is clearly indicated in the text, e.g., "LASER CLASS 720i only."

Abbreviations Used in This Manual

In this manual, product names and model names are abbreviated as follows:

| | |
|--|--------------|
| Microsoft® Windows® 95 operating system: | Windows 95 |
| Microsoft® Windows® 98 operating system: | Windows 98 |
| Microsoft® Windows® Millennium Edition operating system: | Windows Me |
| Microsoft® Windows NT® operating system: | Windows NT |
| Microsoft® Windows® 2000 operating system: | Windows 2000 |
| Microsoft® Windows® XP operating system: | Windows XP |
| Microsoft® Windows® operating system: | Windows |
| Novell NetWare®: | NetWare |

Unless otherwise mentioned, Windows NT refers exclusively to the Windows NT 4.0 operating system.

Legal Notices

Trademarks

Canon, the Canon logo, and LASER CLASS are trademarks of Canon Inc.

Other product and company names herein may be the trademarks of their respective owners.

Copyright

Copyright 2002 by Canon Inc. All rights reserved.

No part of this publication may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying and recording, or by any information storage or retrieval system without the prior written permission of Canon Inc.

Disclaimers

The information in this document is subject to change without notice.

CANON INC. MAKES NO WARRANTY OF ANY KIND WITH REGARD TO THIS MATERIAL, EITHER EXPRESS OR IMPLIED, EXCEPT AS PROVIDED HEREIN, INCLUDING WITHOUT LIMITATION, THEREOF, WARRANTIES AS TO MARKETABILITY, MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE OF USE OR AGAINST INFRINGEMENT OF ANY PATENT. CANON INC. SHALL NOT BE LIABLE FOR ANY DIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES OF ANY NATURE, OR LOSSES OR EXPENSES RESULTING FROM THE USE OF THIS MATERIAL.

Overview

1

CHAPTER

This chapter provides an overview of I-Fax (Internet Fax), and what you need to do before using the I-Fax function.

| | |
|------------------------------|-----|
| What Is I-Fax? | 1-2 |
| Simple Mode | 1-2 |
| E-mail Mode | 1-2 |
| Preparation Before Use | 1-4 |

What Is I-Fax?

1

Overview

I-Fax (Internet Fax) enables you to transmit and receive a scanned original document that has been converted to TIFF (Tagged Image File Format) image data or PDF (Portable Document Format) as an attachment in an e-mail, to/from any fax machine with I-Fax capabilities or personal computer with e-mail capabilities via the Internet. I-Fax has two transmission modes: the Simple Mode and E-mail Mode.

Simple Mode

In the Simple Mode, a scanned original document is converted to TIFF (MH (Modified Huffman)) image data. The size of the converted image data is limited to LTR (letter), and its resolution is fixed to 200 x 200 dpi or 100 x 200 dpi, which adheres to the common I-Fax standard. The image format, image size, and resolution are restricted in the Simple Mode.

To exchange image data with other fax machines with I-Fax capabilities, select the Simple Mode when specifying the Transmission mode.

E-mail Mode

In the E-mail Mode, a scanned original document is converted to PDF, TIFF (MMR (Modified Modified Read)), TIFF (MR (Modified Read)), or TIFF (MH (Modified Huffman)) image data. To select an image data format, see "Using One-Touch and Coded Speed Dialing," on p. 4-5.

If you select the E-mail Mode as the transmission mode, you can send and receive image data through e-mail messages.

If the image data exchange is between two LASER CLASS 700 Series machines with I-Fax capabilities, you can exchange all types of image data, except for PDF file formats in the E-mail Mode. You can also exchange image data with personal computers through e-mail messages.

To specify a Transmission mode, see "Optional Settings," on p. 4-9, and "Mail User Settings," on p. 3-2. You can specify a Transmission mode in two ways: when registering one-touch speed dialing/coded speed dialing numbers, or specifying Mail User Settings. The Transmission mode specified when you register one-touch speed dialing/coded speed dialing numbers has a higher priority.

Furthermore, I-Fax enables you to:

- Select POP3 (Post Office Protocol) or SMTP (Simple Mail Transfer Protocol) as a reception protocol.
- Set the machine to check for e-mail periodically.
- Set the timer to transmit an I-Fax, up to five times a day, or for selected days of the week.
- Upload image data to an FTP server.



Preparation Before Use

In order to use the I-Fax function, you need to have your local authorized Canon dealer install the Network Kit III and Printer Kit III (optional for the LASER CLASS 710). Before using the I-Fax function, it is necessary to specify the following settings from the machine's operation panel.

- Network Settings of the machine
- Mail Transmission/Reception Settings
- Register e-mail addresses for one-touch and coded speed dialing

■ Network Settings of the Machine

Specify the machine's parameters, and set up the network environment. To transmit and receive data using I-Fax on the network, specify the TCP/IP communication protocol settings. (See "Specifying Network Settings," on p. 2-2.)

■ Mail Transmission/Reception Settings

Specify settings such as a subject, message text, signature, etc., for each registered e-mail address. Also, specify items related to e-mail transmissions and receptions. (See "Mail User Settings," on p. 3-2.) For specific network settings, contact your Network Administrator.

■ Registering E-mail Addresses for One-Touch/Coded Speed Dialing

Register e-mail addresses, so that you can transmit an I-Fax document by specifying the destinations using one-touch/coded speed dialing, or access code dialing.

You can also register the transmission start time, transmission mode, and e-mail address for each one-touch or coded speed dialing address. (See "Registering Destination E-mail Addresses," on p. 4-5.)

Setting Up the Network

2

CHAPTER

This chapter describes how to specify the network settings on the machine, such as the IP address, subnet mask, default gateway, host name, and domain name.

| | |
|--|------|
| Specifying Network Settings | 2-2 |
| Automatically Allocating an IP Address | 2-3 |
| Manually Specifying an IP Address | 2-5 |
| Specifying a Subnet Mask | 2-7 |
| Specifying a Default Gateway | 2-8 |
| Specifying a DNS Server Address | 2-10 |
| Specifying the DNS Dynamic Setting | 2-11 |
| Specifying a Host Name | 2-13 |
| Specifying the Domain Name | 2-14 |

Specifying Network Settings

Before using the I-Fax function, you need to specify the following network settings on the machine:

- IP Address (automatically or manually)
- Subnet Mask
- Default Gateway
- DNS Server Address
- DNS Dynamic Setting
- Host Name
- Domain Name



IMPORTANT

Specified settings become effective after the machine is restarted (when you disconnect the power cord, then connect it again).



NOTE

- For details about the specific network settings for the machine, contact your Network Administrator.
- You can also use the Remote UI (User Interface) to specify the network settings for the machine. For details, see the *Remote UI Guide*.

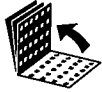
Automatically Allocating an IP Address

This section describes how to automatically allocate an IP address using the following protocols: DHCP (Dynamic Host Configuration Protocol), BOOTP (BOOTstrap Protocol), or RARP (Reserve Address Resolution Protocol).



NOTE

To allocate an IP address manually, see "Manually Specifying an IP Address," on p. 2-5.

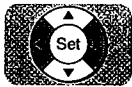


1 Open all three one-touch speed dialing panels.



2 Press [Data Registration].

```
ADDITIONAL FUNCTIONS
1.PAPER SETTINGS
```



3 Press [▼] or [▲] until <6.SYSTEM SETTINGS> appears → press [Set].

```
ADDITIONAL FUNCTIONS
6.SYSTEM SETTINGS
```

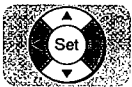


```
SYSTEM SETTINGS
1.SYS. ADMIN. INFO
```



IMPORTANT

If the prompt <PASSWORD> is displayed, enter the System Administrator's password using the numeric keys. For information on how to enter the System Administrator's password, see Chapter 4, "Restricting the Use of the Machine," in the *Reference Guide*.



4 Press [▼] or [▲] until <4.NETWORK SETTINGS> appears → press [Set].

```
SYSTEM SETTINGS
4.NETWORK SETTINGS
```



```
NETWORK SETTINGS
1.IP ADDRESS AUTO.
```



- 5** Press [▼] or [▲] until <1.IP ADDRESS AUTO.> appears → press [Set].

| | | |
|--|---|---------------------------|
| NETWORK SETTINGS 1.IP ADDRESS AUTO. | → | IP ADDRESS AUTO. FIXED |
|--|---|---------------------------|



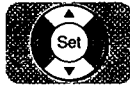
- 6** Press [▼] or [▲] until <AUTO> appears → press [Set].

| | | |
|--------------------------|---|----------------|
| IP ADDRESS AUTO. AUTO | → | AUTO 1.DHCP |
|--------------------------|---|----------------|



- 7** Press [▼] or [▲] to select <1.DHCP>, <2.BOOTP> or <3.RARP> → press [Set].

| | | |
|----------------|---|-------------|
| AUTO 1.DHCP | → | DHCP OFF |
|----------------|---|-------------|



- 8** Press [▼] or [▲] to select <ON> or <OFF> → press [Set].

| | | |
|------------|---|-----------------|
| DHCP ON | → | AUTO 2.BOOTP |
|------------|---|-----------------|

- 9** Repeat steps 7 and 8 to set DHCP, BOOTP, or RARP, if necessary.



- 10** Press [Stop] to return to the Standby mode.

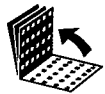
Manually Specifying an IP Address

This section describes how to manually specify an IP address from the NETWORK SETTINGS menu if an IP address has already been allocated, or if you cannot automatically obtain an IP address.



NOTE

To allocate an IP address automatically using DHCP, BOOTP or RARP, see "Automatically Allocating an IP Address," on p. 2-3.

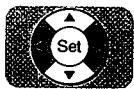


1 Open all three one-touch speed dialing panels.



2 Press [Data Registration].

```
ADDITIONAL FUNCTIONS
1.PAPER SETTINGS
```



3 Press [▼] or [▲] until <6.SYSTEM SETTINGS> appears → press [Set].

```
ADDITIONAL FUNCTIONS
6.SYSTEM SETTINGS
```



```
SYSTEM SETTINGS
1.SYS. ADMIN. INFO
```



IMPORTANT

If the prompt <PASSWORD> is displayed, enter the System Administrator's password using the numeric keys. For information on how to enter the System Administrator's password, see Chapter 4, "Restricting the Use of the Machine," in the *Reference Guide*.

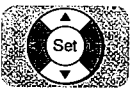


4 Press [▼] or [▲] until <4.NETWORK SETTINGS> appears → press [Set].

```
SYSTEM SETTINGS
4.NETWORK SETTINGS
```



```
NETWORK SETTINGS
1.IP ADDRESS AUTO.
```



5 Press [▼] or [▲] until <1.IP ADDRESS AUTO.> appears → press [Set].

```
NETWORK SETTINGS
1.IP ADDRESS AUTO.
```



```
IP ADDRESS AUTO.
AUTO
```

