Windows

Generic Fax Driver

User's Guide

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Introduction

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How to Use the Manual

This explains things that you need to know in order to use this manual.

Notations Used in the Manual(P. 4)

Notations Used in the Manual

This explains symbols and settings used in this manual.

Symbols Used in This Manual

In this manual, explanations of items and operations that must be followed while using the driver are set forth the symbols that indicate the following.

IMPORTANT

- Indicates operational requirements and restrictions. Be sure to read these items carefully to operate the product correctly, and avoid damage to the product.

NOTE

- Indicates a clarification of an operation, or contains additional explanations for a procedure. Reading these notes is highly recommended.

About Settings

In this manual, setting names displayed on the computer screen are represented as shown in the following examples.

Example:

[Send]

[OK]

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About This Driver

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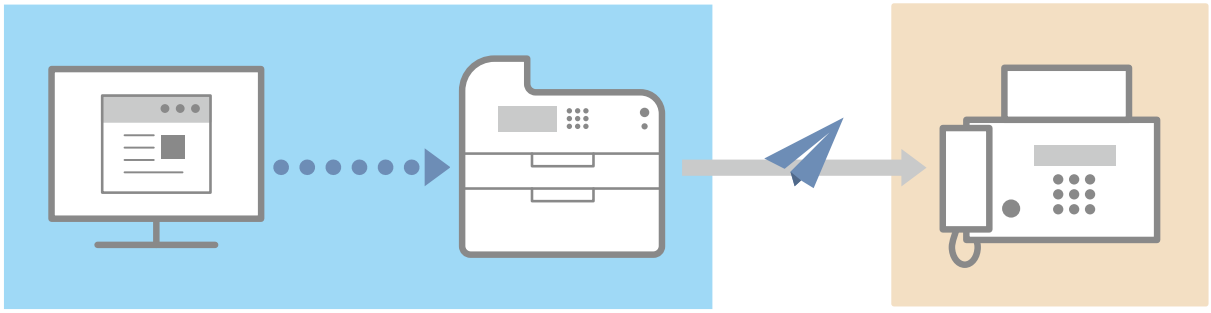
About This Driver

This driver is a fax driver for Windows that supports Canon multi-function devices for office use.

Features

You can send faxes without printing documents or images created with a computer.

- Reduces work time and printing costs
- Sends clean, clear images and fine text



Main Features

Attaching a Cover Sheet

You can attach a cover sheet to data to be transmitted. Templates are already provided in the driver. The items listed in the cover sheet can be customized. When sending to multiple destinations, you can change the information on the cover sheet for each destination.

Destination Management Using an Address Book

Registering frequently-used destinations in the Address Book makes specifying destinations easier. You can export the Address Book as a CSV format file etc. You can also import an address book that is being used by another application.

Detailed Setting of Transmission Data

You can set the paper size as well as the page layout, which arranges the page data on each sheet of paper.

You can also specify the transmission time and set an email notification of the transmission result.

Strengthening Security

You can set the driver so that confirmation input of the specified destination is required, in order to avoid sending the fax to a wrong destination. You can also record when, by whom, what, and to where faxes are transmitted with the login authentication function and fax information and image storing function.

If the subaddress function is supported, you can send faxes to memory boxes at the destination.

NOTE

- If you install the Canon Driver Information Assist Service when connected locally or sharing a printer, you can retrieve device information. In this manual, the function for retrieving device information using the Canon Driver Information Assist Service is referred to as the device information retrieval function.

Before Use

Before Use 11

Before Use

- To enable the functions supported by the device you are using and send faxes, you need to set the options of the device. The options of the device can be retrieved from the [Device Settings] sheet > [Retrieve Device Information], but if you cannot retrieve them, set them manually in the [Device Settings] sheet.
- Depending on the device, jobs sent by fax from the driver may not be noted in the PS print server log. Also, for jobs sent via NetWare, the logged information may not be noted correctly.
- If you select a fax board that is not compatible with the printer model you are using, and select a line that does not match a valid line to send from, there is a possibility that the fax will be sent via a different line.
- If you set a function in the driver that is not supported by the device you are using, it may lead to an unintended transmission result. It may also cause an inability to send faxes.

  Examples thereof are shown below.

  - Setting the driver so that sender designation, transmission time designation, subaddress functions, authentication functions, or the function for [Set the number of destinations that can be specified at once to 2000] are used, regardless of whether those functions are supported by the device you are using.
  - Setting authentication modes and an IP fax communication mode that are unsuitable for the device you are using.
- The newest driver software is posted on the Canon web site. Please verify the operating environment etc. and download the appropriate software as required.

  Canon Global Site: https://global.canon/
- The functions that you can use may vary according to the following conditions.
  - The device you are using and its settings
  - The firmware version of the device
  - The option structure of the device
  - The driver version
  - The computer environment you are using
- When sending a fax from a Windows Store app, because you cannot display the fax transmission settings screen of the driver, the number of functions you can set is limited.
- Do not change the settings related to the country or region in the operating system. Doing so may cause problems with the display of the address book.
- The screen content, procedures, etc. displayed and described in the manual may differ from those actually displayed.
- In this manual, examples using Windows 11 are explained.

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Installing the Driver

This explains items to check and various methods regarding driver installation.

Refer to the items to check before installing the driver.

The installation method differs according to the connection method and environment of the device to use. Select the appropriate method for installation.

Also, refer to the procedure indicated here when updating or uninstalling the driver.

Pre-installation Check(P. 14)
Customization of the Initial Driver Values(P. 21)
Installation Using the Installer(P. 28)
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Pre-installation Check

This explains what you need to confirm beforehand in order to install the driver correctly.

System Requirements(P. 15)
Services Required for Using the Device Information Retrieval Function(P. 17)
Notes and Warnings Regarding Installation(P. 19)
About the Readme File(P. 20)

System Requirements

This explains the system environments required to use the driver.

System Requirements

Operating Systems

Windows 11

Windows Server 2016/2019/2022/2025

For server-based computing environments:

Operating systems in a server environment

Windows Server 2016/2019/2022/2025

Server components

Citrix Virtual Apps and Desktops 7 2203(LTSR)/2402(LTSR)/2407/2411/2503

VMware vSphere 8.0/Enterprise Plus

Microsoft Application Virtualization (App-V)

Remote Desktop Service on Windows Server 2016/2019/2022/2025

Windows 365 (only fax transmission from devices redirected to a client computer)

Operating systems for a clustering server

Windows Server 2016/2019/2022/2025

Computer

Any computer which runs the above operating system software properly.

NOTE

- For the support status of the newest operating systems and service packs, check the Canon web site (https://global.canon/).
- The ARM architecture is not supported.
- Windows 365 Boot is not supported.

Combinations of Driver and Operating System Display Languages

Depending on the combination of supported driver languages and the display language of the operating system, correct operation may not be guaranteed. It is recommended that you install with the language selected by default when the installer starts.

Supported Driver Languages

English / Arabic / Basque / Catalan / Chinese (Simplified) / Chinese (Traditional) / Czech / Danish / Dutch / Finnish / French / German / Hungarian / Italian / Korean / Malay / Norwegian / Polish / Portuguese / Russian / Slovak / Spanish / Swedish / Thai / Turkish / Ukrainian

Scope of Guaranteed Operation

	Language of operating system included in supported driver languages	Language of operating system not included in supported driver languages
Installed with language matching the operating system	Guaranteed	--
Installed with language not matching the operating system	Guaranteed*	Not guaranteed*

* Operation is only guaranteed when installed with English. However, the layout may be broken or the driver may not be displayed correctly.

Services Required for Using the Device Information Retrieval Function

This section describes the services required for using the device information retrieval function and the installation destination of the device information retrieval function for different usage environments.

Services Required for the Device Information Retrieval Function

If you want to use the device information retrieval function, you need the following services and environments.

Operating System Services

- Remote Procedure (RPC)
- TCP/IP NetBIOS Helper Service
- Workstation

All the above services must be installed in the operating system. A setting other than disabled must be selected for the [Startup type] setting of each service.

Protocols

UDP or TCP (IPv4 or IPv6)

Supported Device Connection Configurations

When connected to a network: TCP/IP

When connected locally (32-bit): USB or Centronix

Installing the Device Information Retrieval Function in Different Usage Environments

For the device information retrieval function, the device information retrieval path and Canon Driver Information Assist Service installation destination etc. vary according to the following factors.

- Type of print queue (local printer or network printer)
- Connection method of the device (network connection (LPR etc.) or local connection (USB))
- Server environment (terminal server or Virtual Apps)

The items required for the Canon Driver Information Assist Service installation destination etc. for each combination of the above factors are shown below.

For a local printer:

- When connected to a network: device information can be retrieved with the driver alone
- When connected locally*: Canon Driver Information Assist Service must be installed on the same computer

* For local connections, you may not be able to use the device information retrieval function, depending on the device and environment you are using.

For a network printer:

- When connected to a shared server: Canon Driver Information Assist Service must be installed on the print server

- When connected by IPP: device information can be retrieved with the driver alone (when via IIS, configuration information cannot be retrieved)

Notes and Warnings Regarding Installation

Take care of the following items when installing.

- If a screen requiring you to allow changes to the computer is displayed, allow the changes with an administrator account.
- If a Windows Security screen indicating that the publisher of the driver cannot by verified is displayed, allow installation.
- When acquiring driver information using the Canon Driver Information Assist Service, if a warning regarding removing Windows Firewall blocking is displayed, remove the block.
- If you use the installer to install a driver, you can update existing drivers at the same time that you install the new driver.
- When updating an existing driver, match the language to install with the existing driver.
- The following operation is required to switch the display language after installing the driver:

  (1) Back up the address book used in the driver.

  It is recommended that you set the character code to UTF-8 and export the address book as a Canon Address Book (*.abk) file.

  (2) Uninstall the existing driver.

  (3) Specify the language to display, and reinstall the driver.

About the Readme File

Precautions regarding installing drivers or using drivers are included in the Readme file.

The Readme file is stored under the following name within the package folder of the driver.

Readme_en-US.hta

Also, if you are installing using the installer, you can refer to the Readme in the screen for selecting [Fax Setup].

Customization of the Initial Driver Values

This explains the preparations for installing a driver with initial values customized.

Customizing the Initial Driver Values(P. 22)
Customized Initial Driver Value Settings File(P. 23)

Customizing the Initial Driver Values

You can create an installation package that customizes the initial values of the driver settings.

When a driver is installed using the created package, the customized initial values are set for the driver during installation.

This function is useful for installing a driver with the same initial settings to multiple computers.

Regarding This Function

This function can be used when installing a new driver with the installer (Setup.exe). It cannot be used when upgrading a driver.

When this function is used to install a driver to a print server, the same initial settings are reflected in the driver on the client side.

Creating an Installation Package with Customized Initial Values

(1) Acquire the installer.

You can acquire the installer by any of the following means:

- From the Internet (32-bit and 64-bit versions)

  Download the Setup version driver from the Canon website (https://global.canon/).
- From the accompanying CD-ROM

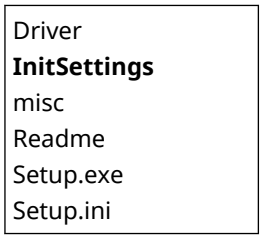
(2) Create the customized settings file (InitSettings.ini).

Specify one or more initial settings.

The installation process will fail if the InitSettings.ini file has no initial settings specified.

(3) Create an [InitSettings] folder in the driver set of the installer you acquired.

Create it at the same level as [Setup.exe].



(4) Store the InitSettings.ini file created in **(2)(P. 22)** in the root of the [InitSettings] folder.

NOTE

- When this function is used, the installation process may take longer than with a regular installation.
- The [Profile] item of the installed driver is displayed as [<Change> Default Settings].

Related Topics

- **Customized Initial Driver Value Settings File(P. 23)**
- **Installing by Discovering Devices on a Network(P. 31)**
- **Installing by Specifying a Port or IP Address(P. 37)**
- **Installing Using a USB Connection(P. 43)**

Customized Initial Driver Value Settings File

This section explains the driver settings that you can customize the initial values for. Create a customized settings file (InitSettings.ini) according to the file format and syntax described here.

Format of Customized Settings File

- File name: InitSettings.ini
- File format: UTF-8 (without BOM) text file

Syntax

```
[InitSettings]
CustomFAXUseDeviceInfo={ON|OFF}
CustomFAXSender=<Sender Name>
CustomFAXOptionBoard={NONE|PSTN2|PSTN2_3|PSTN3_4}
CustomFAXSubAdrsAuth={Mode1|Mode2}
CustomFAXDeptIDAuth={Mode1|Mode2}
CustomFAXHostSpooling={ON|OFF}
CustomFAXIntranet={ON|OFF}
CustomFAXVoIPGateway={ON|OFF}
CustomFAXSetTimeToSend={ON|OFF}
CustomFAXEmailNotify={ON|OFF}
CustomFAXEmailNotifyMode={ALWAYS|ERRONLY|BOTH}
CustomFAX2000Destinaton={ON|OFF}
CustomFAXUTF8={ON|OFF}
CustomFAXUseSubAdrs={ON|OFF}
CustomFAXConfirmationMsg={ON|OFF}
CustomFAXNotAllowManualEntry={ON|OFF}
CustomFAXSendImageStore={ON|OFF}
CustomFAXSelectLine={Auto|Line1|Line2|Line3|Line4}
CustomFAXAddPrefix={ON|OFF}
CustomFAXAddPrefixG3G4=<Outside Dialing Prefix>
CustomFAXAddPrefixIntranet=<Outside Dialing Prefix>
CustomFAXAddPrefixVoIPGateway=<Outside Dialing Prefix>
CustomFAXSetSendingTime={ON|OFF}
CustomFAXSendingTime=<Sending Time (Hour)>:<Sending Time (Minute)>
CustomFAXTransMode={FINE|ULTRAFINE}
```

Legend:

[InitSettings]

The section. Specify this before the items to specify.

{ }

Exclusive values to specify are indicated separated by a separator character (|). Specify any one of the values.

Underlined values such as {ON|OFF} are default values.

< >

Specify a numeric value or string.

Values to Specify

This section explains the values that can be specified for the items.

For items with a value other than the values indicated here, the customization is ignored and the default value of the driver is reflected.

[Device Settings] Sheet

CustomFAXUseDeviceInfo (Retrieve Device Information)

Specify which settings to reflect when the results of retrieving device information do not match the specified customized settings.

ON: When the retrieved device information does not match the customized settings, reflect the retrieved device information as the initial values.

OFF: When the retrieved device information does not match the customized settings, reflect the values specified in the customized settings file as the initial values.

CustomFAXSender (Sender)

Specify the sender name to be displayed in the header of the fax.

You can specify up to 24 ASCII characters for <Sender Name>.

If you exceed the maximum length or include invalid characters, the item will be ignored.

CustomFAXOptionBoard (Fax Board Options)

Specify the fax board installed in the device.

NONE: None

PSTN2: Canon Super G3 Fax Board (2 Lines)

PSTN2_3: Canon Super G3 Fax Board (3 Lines)

PSTN3_4: Canon Super G3 Fax Board (4 Lines)

CustomFAXSubAdrsAuth (Subaddress Authentication)

Specify the subaddress authentication mode.

Mode1: Issue the regular dial attributes.

Mode2: Issue the new dial attributes with enhanced security.

CustomFAXDeptIDAuth (Department ID Management Authentication)

Specify the department ID management authentication mode.

Mode1: No authentication

Mode2: New authentication method with enhanced security

CustomFAXHostSpooling (Spooling at Host)

Specify whether to process the data on the host (computer) or the device.

ON: Perform spooling on the host (computer).

OFF: Perform spooling on the device.

IP Fax Communication Mode Settings

Enables you to specify the communication mode that can be used with the device. For information about IP fax connection environments, refer to the manual for the device.

ON: The specified communication mode can be used.

OFF: The specified communication mode cannot be used.

CustomFAXIntranet (Intranet)

CustomFAXVoIPGateway (VoIP Gateway)

CustomFAXSetTimeToSend (Set the Time to Send)

Specify the fax transmission time in [Select Destination] or [Enter Destination] sheet > [Detailed Settings], or CustomFAXSetSendingTime.

ON: Enable the function for specifying the fax transmission time.

OFF: Disable the function for specifying the fax transmission time.

CustomFAXEmailNotify([Job Done Notice] Setting)

Enables notification of fax transmission results to be sent to a specified email address.

ON: Enable the job complete notification function.

OFF: Disable the job complete notification function.

CustomFAXEmailNotifyMode([Job Done Notice] Setting)

Specify the notification frequency when the job complete notification function is enabled.

ALWAYS: Enable [Notify for All Results]

ERRONLY: Enable [Only Notify for Errors]

BOTH: Enable All

CustomFAX2000Destinaton (Set the number of destinations that can be specified at once to 2000)

Expands the maximum number of destinations that can be specified at one time to 2,000.

ON: Up to 2,000 destinations.

OFF: Up to 500 destinations.

CustomFAXUTF8 (Use Unicode (UTF-8) for Communication with Device)

Transmits and receives internal information (CPCA attribute strings) such as user information to and from the device in Unicode (UTF-8).

ON: Use UTF-8 as the encoding and character set.

OFF: Use ANSI as the encoding and an ANSI related character set.

[Device Settings] Sheet ▶ [Detailed Settings] Dialog Box

CustomFAXUseSubAdrs (Use Subaddress)

Uses the subaddress function. If the subaddress function is enabled, the data to be sent is sent to the memory box of the destination.

ON: Enable the subaddress function.

OFF: Disable the subaddress function.

CustomFAXConfirmationMsg (Display confirmation message when sending)

Displays a confirmation message before sending faxes.

ON: Display a confirmation message.

OFF: Do not display a confirmation message.

CustomFAXNotAllowManualEntry (Do not allow manual destination entry)

Prevents new destinations from being entered manually.

ON: Do not allow new destinations to be registered via manual entry.

OFF: Allow new destinations to be registered via manual entry.

[Select Destination] Sheet

CustomFAXSendImageStore (Store Sent Fax Information and Image)

Saves the transmitted document name, transmission time, etc. as a transmission image.

ON: Save transmission images containing information such as the document name, destination, date/time, and images of the transmission job.

OFF: Do not save transmission images.

[Select Destination] Sheet ▶ [Detailed Settings] Dialog Box

CustomFAXSelectLine (Select G3 Line)

Specify the line to be used for fax transmission.

The settings for this item may differ according to the setting in [Device Settings] sheet > [Fax Board Options] or the CustomFAXOptionBoard setting.

CustomFAXAddPrefix (Add Outside Dialing Prefix to G3/IP Fax Number)

Specify an outside dialing prefix to be assigned to the fax number for each communication mode.

ON: Enable the outside dialing prefix setting.

OFF: Disable the outside dialing prefix setting.

Outside Dialing Prefix (Add Outside Dialing Prefix to G3/IP Fax Number)

When the outside dialing prefix setting is enabled, specify the outside dialing prefix for each communication mode.

CustomFAXAddPrefixG3G4

The outside dialing prefix for G3 environments

CustomFAXAddPrefixIntranet

The outside dialing prefix for environments with IP fax (Intranet) as the communication mode

CustomFAXAddPrefixVoIPGateway

The outside dialing prefix for environments with IP fax (VoIP Gateway) as the communication mode

You can specify up to five ASCII characters (excluding spaces and hyphens) for <Outside Dialing Prefix>.

If you specify more than five characters or include invalid characters, the item will be ignored.

CustomFAXSetSendingTime (Set the Time to Send)

Sends a fax at the specified time. The data to be sent is temporarily saved in the device, then sent at the specified time.

ON: Use the function for specifying the sending time.

OFF: Do not use the function for specifying the sending time.

To specify this item, [Device Settings] sheet > [Set the Time to Send] or CustomFAXSetTimeToSend needs to be enabled.

CustomFAXSendingTime (Sending Time)

When the function for specifying the sending time is enabled, specifies the time for sending the fax in the following format.

<Sending Time (Hour)>:<Sending Time (Minute)>

<Sending Time (Hour)>: 00 to 23

":": Single-byte character

<Sending Time (Minute)>: 00 to 59

Specify <Sending Time (Hour)> and <Sending Time (Minute)> using two digits or less. The leading zero may be omitted.

If you do not follow the format or include invalid characters, the item will be ignored.

[Special] Sheet

CustomFAXTransMode (Resolution)

Specify a resolution when transmitting a fax.

Click [Restore Defaults] on the fax transmission settings screen to return to the resolution specified in CustomFAXTransMode.

Example

```
[InitSettings]
CustomFAXOptionBoard=PSTN2
CustomFAXEmailNotify=ON
CustomFAXEmailNotifyMode=ALWAYS
CustomFAX2000Destinaton=ON
```

Installation Using the Installer

This explains the procedure for installing using the installer included in the accompanying CD-ROM or an installer downloaded from the web site.

Select the procedure most suitable to the device connection configuration and installation method.

- **Installer Types(P. 29)**
- **Installing by Discovering Devices on a Network(P. 31)**
- **Installing by Specifying a Port or IP Address(P. 37)**
- **Installing Using a USB Connection(P. 43)**
- **Installing a Driver Using Master Setup(P. 46)**

Installer Types

The installer that starts depends on the target device to install and how the installer was obtained.

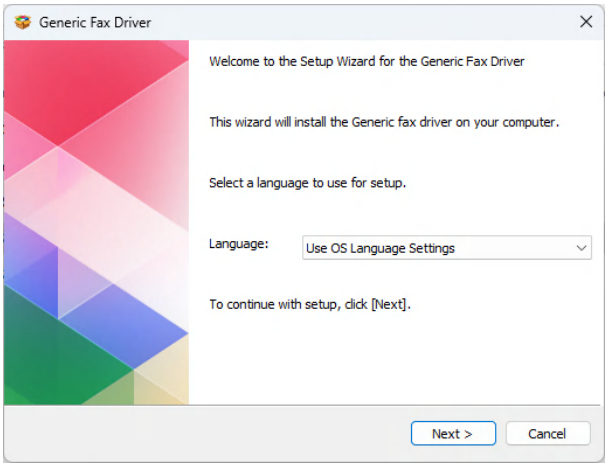
For information on the suitable installer for a device, see the notice included with the device.

Either an integrated installer or Master Setup is used, depending on the device.

There are multiple methods for installing a device, which depend on the type of installer and the connection method and environment of the device. Select the appropriate procedure to perform the installation process.

Driver-Specific Installer

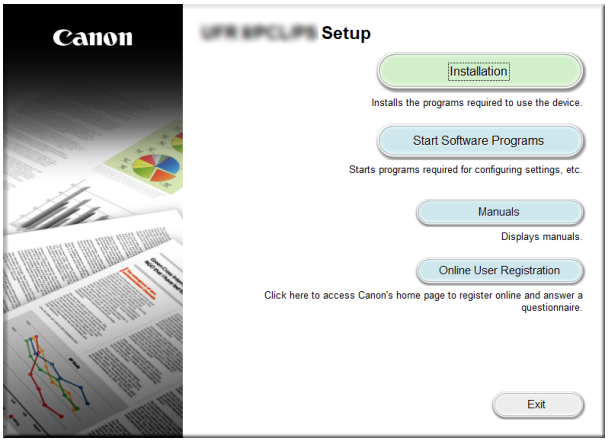
An installer provided for one driver. Installs a single driver.



- Obtained from : Supplied CD-ROM, or downloaded from the website indicated in the notice included with the device
- Executable name : [Setup.exe]

Integrated Installer

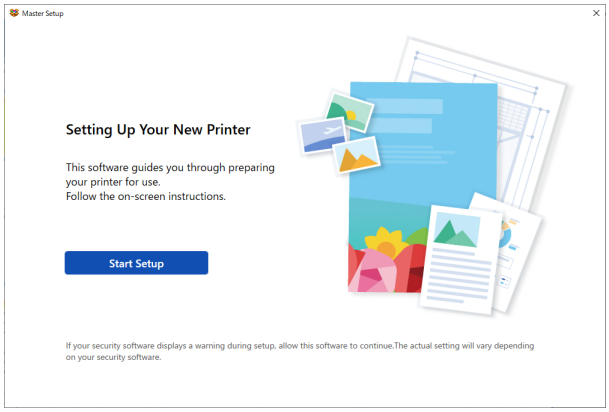
An installer that installs multiple drivers.



- Obtained from : Supplied CD-ROM
- Executable name : [MInst.exe]

Master Setup

An installer used for installing some target devices.



- Obtained from : Downloaded from the website indicated in the notice included with the device
- Executable name : [Msetup4.exe]

Installation Procedure

When using a driver-specific installer or integrated installer

Installing by Discovering Devices on a Network(P. 31)
Installing by Specifying a Port or IP Address(P. 37)
Installing Using a USB Connection(P. 43)

When using Master Setup

Installing a Driver Using Master Setup(P. 46)

Installing by Discovering Devices on a Network

You can search for devices on TCP/IP networks when installing the driver.

NOTE

- For network environments other than TCP/IP, refer to the procedure for installing by specifying a port or IP address.
- If you do not know the network environment you are using, check with your network administrator.

Prerequisites

- **System Requirements(P. 15)**
- The device is one that is on the same subnet as the computer you are using (for TCP/IP network environments)
- Enabling settings for both [Use WSD] and [Multicast Discovery Settings] at the device (for network environments that use WSD)
- Setting the page description language selection (plug and play) function of the device

  Set [PDL Selection (Plug and Play)] at the device to match the driver you are using. For details about the setting method, refer to the manual of the device.
- The device must be in the same subnet as the computer you are using.
- **Notes and Warnings Regarding Installation(P. 19)**
- When starting the computer, log on as a user with administrator privileges.

Procedures

1 Start the installer.

If you are using an installer downloaded from the web site

Double-click the downloaded file to decompress it. If the installer does not start automatically after it is decompressed, double-click [Setup.exe].

If you are using the accompanying CD-ROM

(1) Set the CD-ROM in the computer.

If the CD-ROM menu is not displayed, click the subsequent "Open details."

Start the installer by following the procedure below.

- If a message prompting you to insert a CD-ROM is displayed or if Windows Explorer is displayed: Execute [MInst.exe].
- If nothing is displayed: Double-click the CD-ROM icon.
- If the above [MInst.exe] does not exist: Execute [Setup.exe] in the driver folder of the CD-ROM.

If you executed [Setup.exe], proceed to step **2.(P. 32)**

(2) If the language selection screen is displayed, select a language → click [OK].

(3) Click [Installation] from the menu screen.

(4) If the [Select the Type of Connection] screen is displayed, select [Network Connection] → click [Next].

(5) On the [Installation] screen, confirm that the fax driver is selected → click [Install].

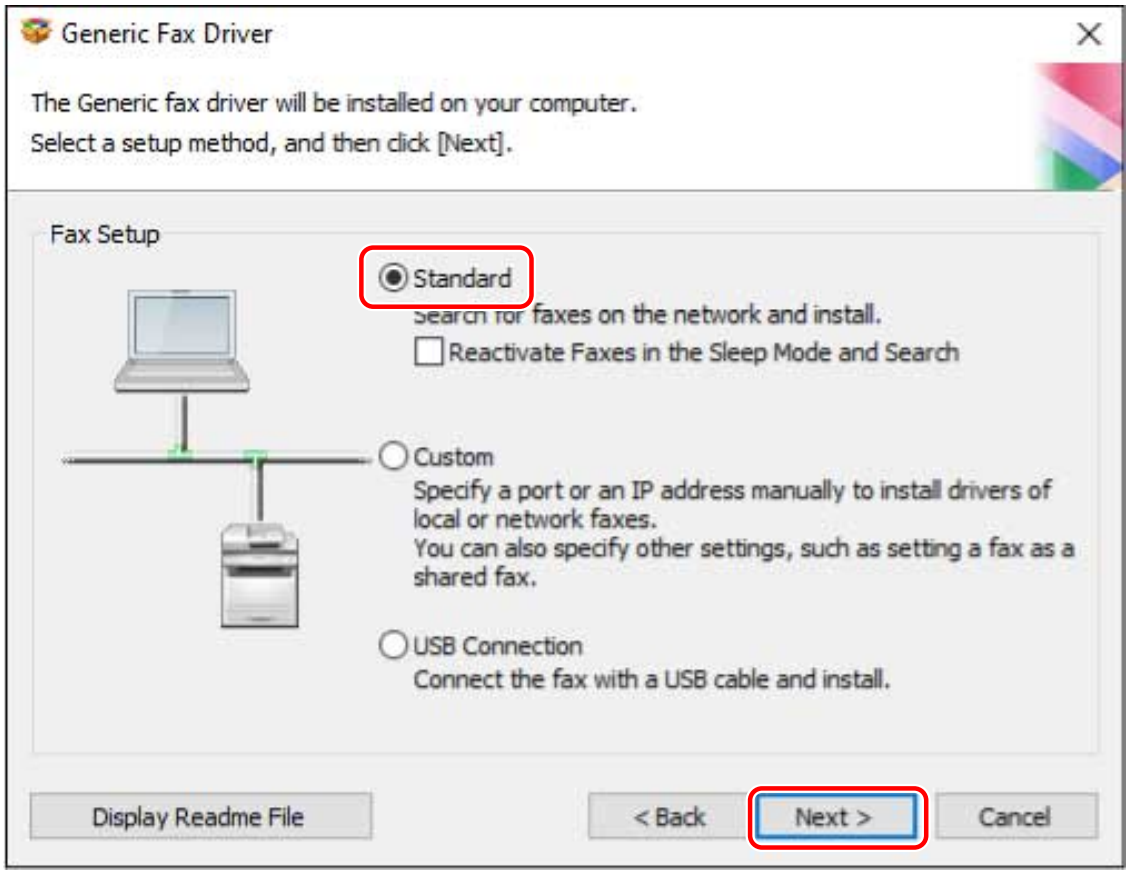
(6) Confirm the content of the CANON SOFTWARE LICENSE AGREEMENT → click [Yes].

2 Select a language → click [Next].

3 When the CANON SOFTWARE LICENSE AGREEMENT is displayed, confirm the content → click [Yes].

4 Select [Standard] → click [Next].

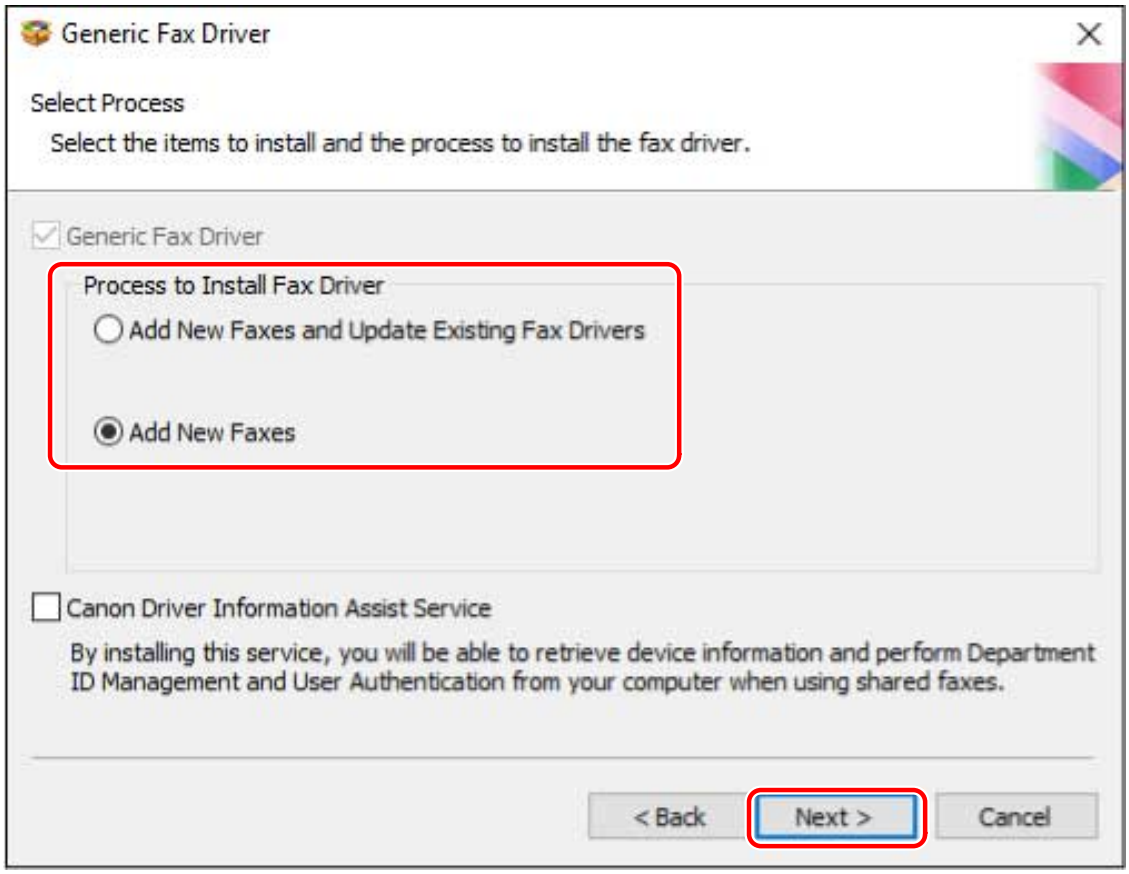
[Reactivate Faxes in the Sleep Mode and Search]: Select this when you want to detect devices on the network that are in sleep mode.



5 Select the required items → click [Next].

[Process to Install Fax Driver]: Select this if necessary if a driver is already installed.

[Canon Driver Information Assist Service]: Select this when you want to use the device information retrieval function.



6 Select the device to install from [Fax List].

[IPv4 Devices]/[IPv6 Devices]: The search results are displayed on the sheet corresponding to the connection method of the device. Click a sheet to switch to it.

[Search Options]: Change the time for searching for devices. This enables you to extend the time spent searching for devices when devices are not displayed in [Fax List].

You can enter the SNMP community name specified in the device to display the discovery results.

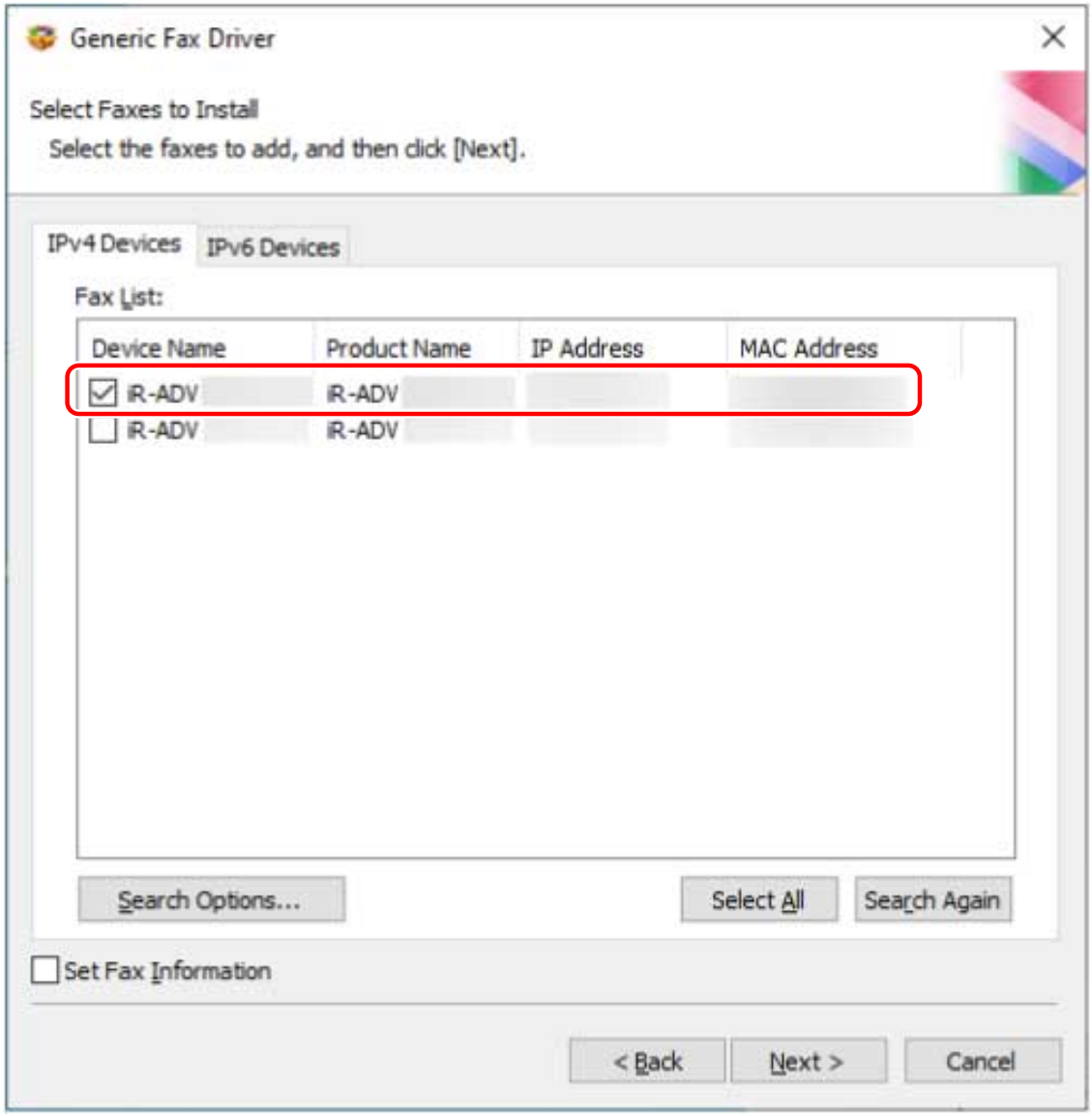
Set this when a name other than the default name "public" is specified in the device.

[Search Again]: Click this if the device is not displayed in [Fax List]. If the device is still not displayed after re-searching, select [Custom] and install by specifying a port or IP address.

NOTE

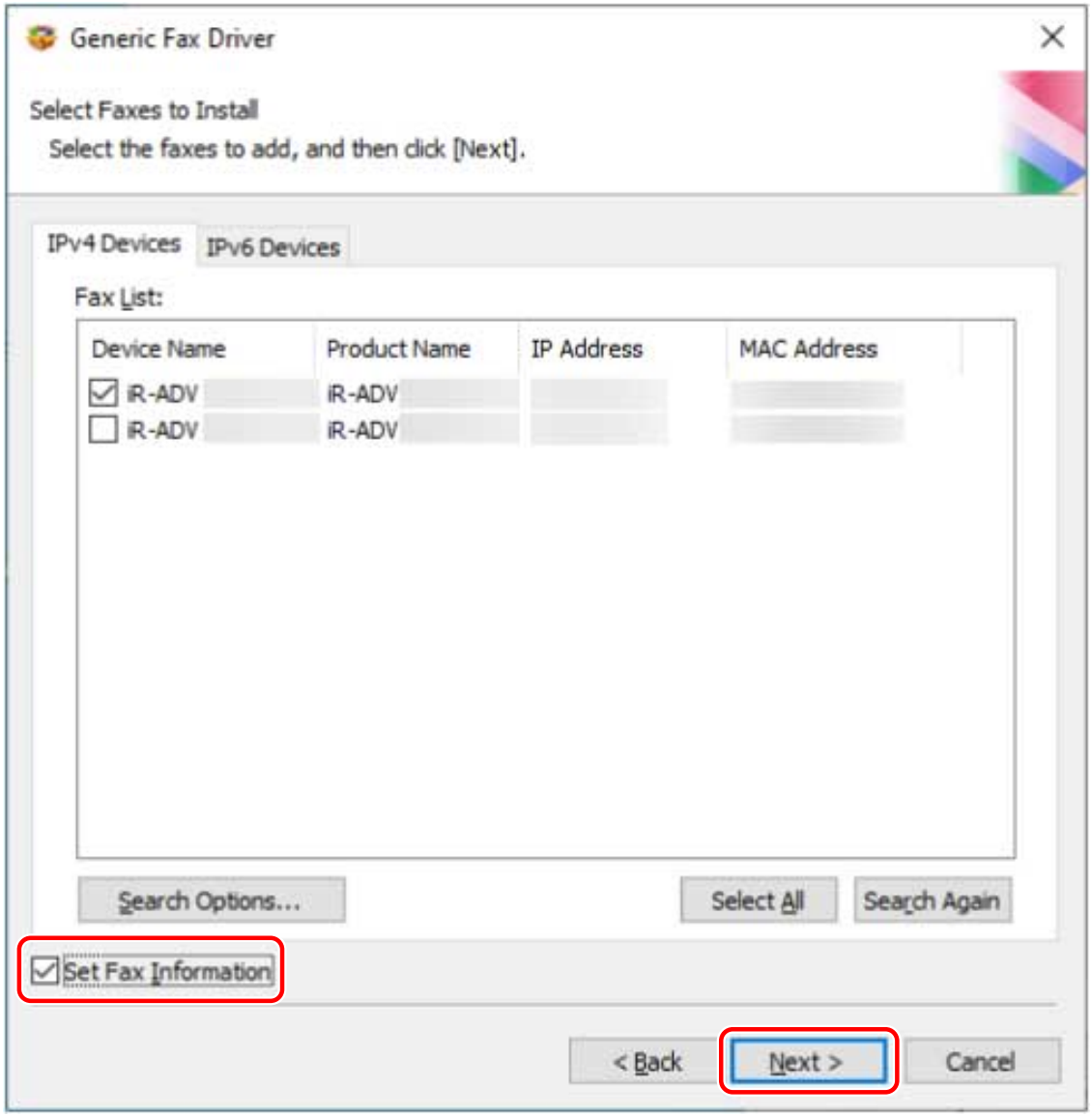
- If you cannot discover a device connected by a WSD port, there could be a problem with the operating system or device settings. Refer to the following to enable the device to be displayed in the search results.

Cannot discover a device connected via a WSD port(P. 132)



7 If you want to change the name of the device, or set it as the default device, select [Set Fax Information] → click [Next].

If you do not want to change the name of the device or set it as the default device, click [Next] and proceed to step **9.(P. 36)**



8 Change [Fax Name] if necessary → click [Next].

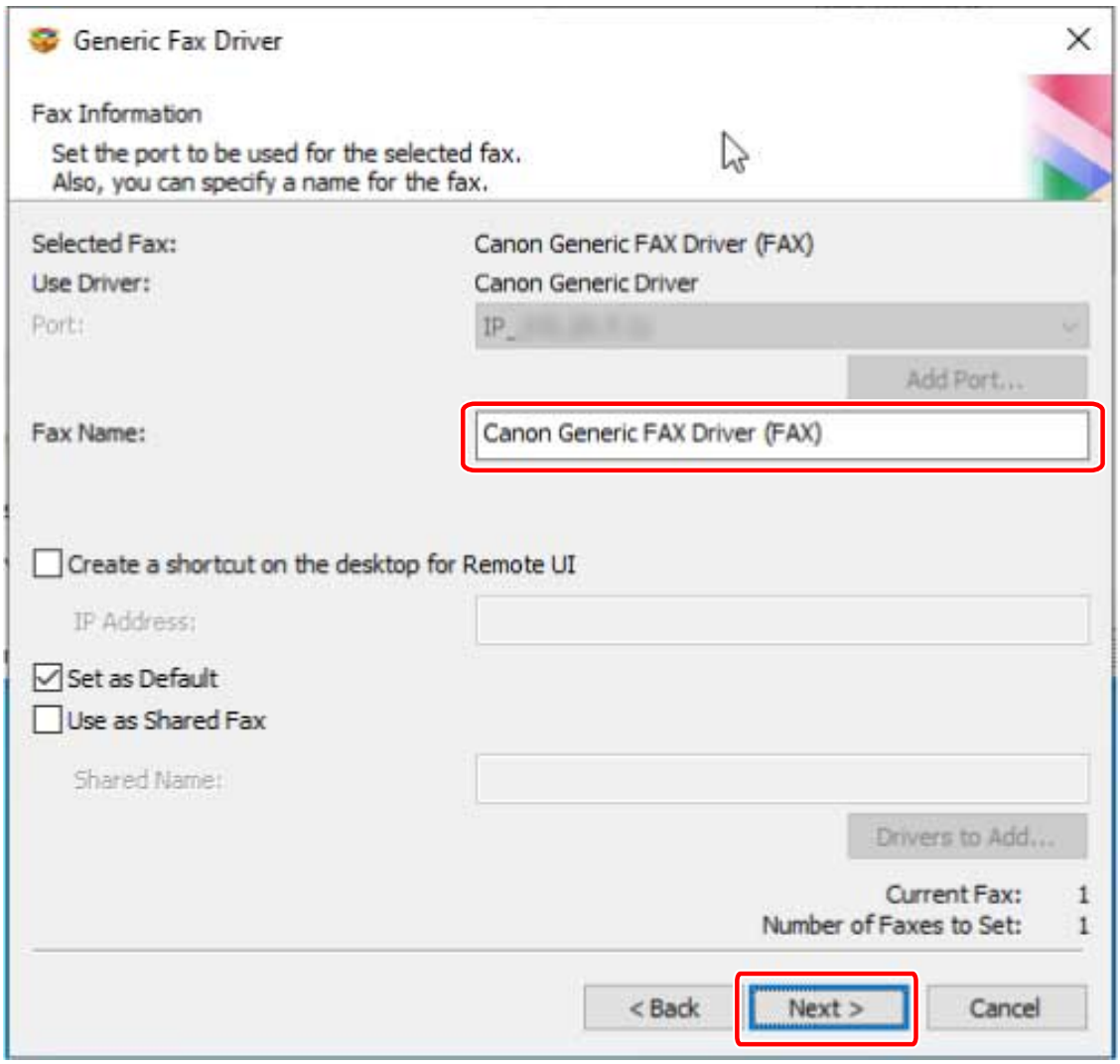
[Create a shortcut on the desktop for Remote UI]: Creates a shortcut to the Remote UI of the device on the desktop.

To update the IP address of the device set in the shortcut after installing the driver, or delete the shortcut, do so manually.

[Set as Default]: Select this to set the device as the device that is normally used.

[Use as Shared Fax]: Select this if you want to configure shared settings for the device.

You cannot select [Fax Name] if the device is connected via a WSD port.



9 **Check [Fax List for Driver Installation] → click [Start].**

Proceed with the installation according to the instructions on the screen.

10 **Click [Restart] (or [Exit]).**

Related Topics

- **Customizing the Initial Driver Values(P. 22)**
- **Installing by Specifying a Port or IP Address(P. 37)**
- **Configuring Share Print Server Settings(P. 64)**

Installing by Specifying a Port or IP Address

You can manually specify the port or IP address to use for network connected or locally connected devices and install the driver. Install according to this procedure when you cannot discover a device on the network or when unique settings are required.

As well as using an existing port, you can add a new port.

Prerequisites

- **System Requirements(P. 15)**
- **Notes and Warnings Regarding Installation(P. 19)**
- Confirm the port to be specified

  Specify a standard TCP/IP port or a local port. You can specify an already registered port. You can select a temporary port ([LPT1] etc.) and set it after installation is complete.
- Confirm the name and IP address of the device (if adding a standard TCP/IP port).

  You must enter the device name and IP address when adding a standard TCP/IP port and installing. For the name of the device, use the name by which the device is known on the network. If you do not know the device name or IP address, check with your network administrator.
- Confirm the queue specified for each port (if the target device is shown in the following).

  If an optional external print server unit is attached to the target device, after selecting the port, you must specify the queue. Click "Open details," and confirm the queue corresponding to the selected port.

  Specify the queues corresponding to the port.

  For LPR:

  For Windows TCP/IP, enter a Print, Hold, and Direct queue name in the [Queue Name] column.

  For RAW:

  The queue to be specified is determined by the port number.

  9100: Print, Hold, or Direct

  9101: Direct queue

  9102: Print queue

  9103: Hold queue

  For SMB:

  When you select the device from the network tree, three queues are displayed. Select one from among the displayed queues.

  For NetWare:

  Depending on the device you are using, turn the banner setting off.
- When starting the computer, log on as a user with administrator privileges.

Procedures

1 Start the installer.

If you are using an installer downloaded from the web site

Double-click the downloaded file to decompress it. If the installer does not start automatically after it is decompressed, double-click [Setup.exe].

If you are using the accompanying CD-ROM

(1) Set the CD-ROM in the computer.
If the CD-ROM menu is not displayed, click the subsequent "Open details."
Start the installer by following the procedure below.
- If a message prompting you to insert a CD-ROM is displayed or if Windows Explorer is displayed: Execute [MInst.exe].
- If nothing is displayed: Double-click the CD-ROM icon.
- If the above [MInst.exe] does not exist: Execute [Setup.exe] in the driver folder of the CD-ROM.

If you executed [Setup.exe], proceed to step **2.(P. 38)**

(2) If the language selection screen is displayed, select a language → click [OK].

(3) Click [Installation] from the menu screen.

(4) If the [Select the Type of Connection] screen is displayed, select [Network Connection] → click [Next].

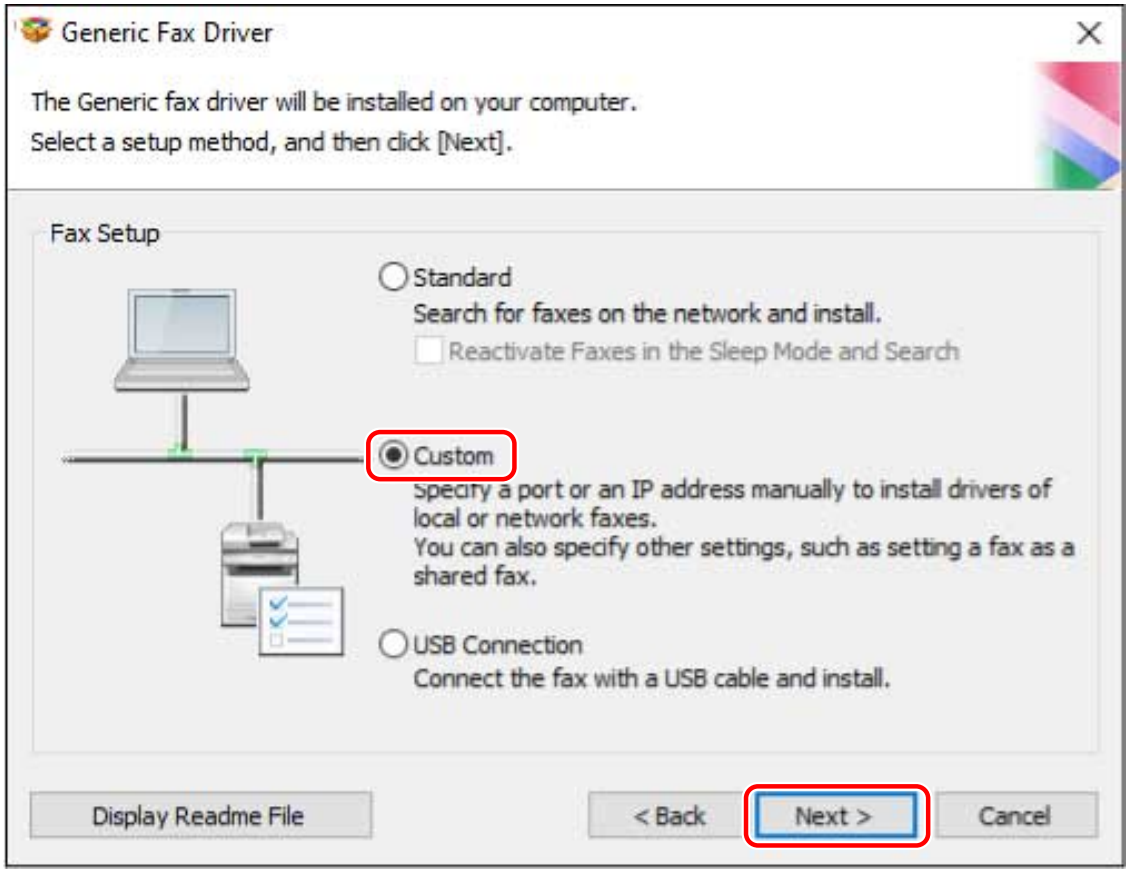
(5) On the [Installation] screen, confirm that the fax driver is selected → click [Install].

(6) Confirm the content of the CANON SOFTWARE LICENSE AGREEMENT → click [Yes].

2 Select a language → click [Next].

3 When the CANON SOFTWARE LICENSE AGREEMENT is displayed, confirm the content → click [Yes].

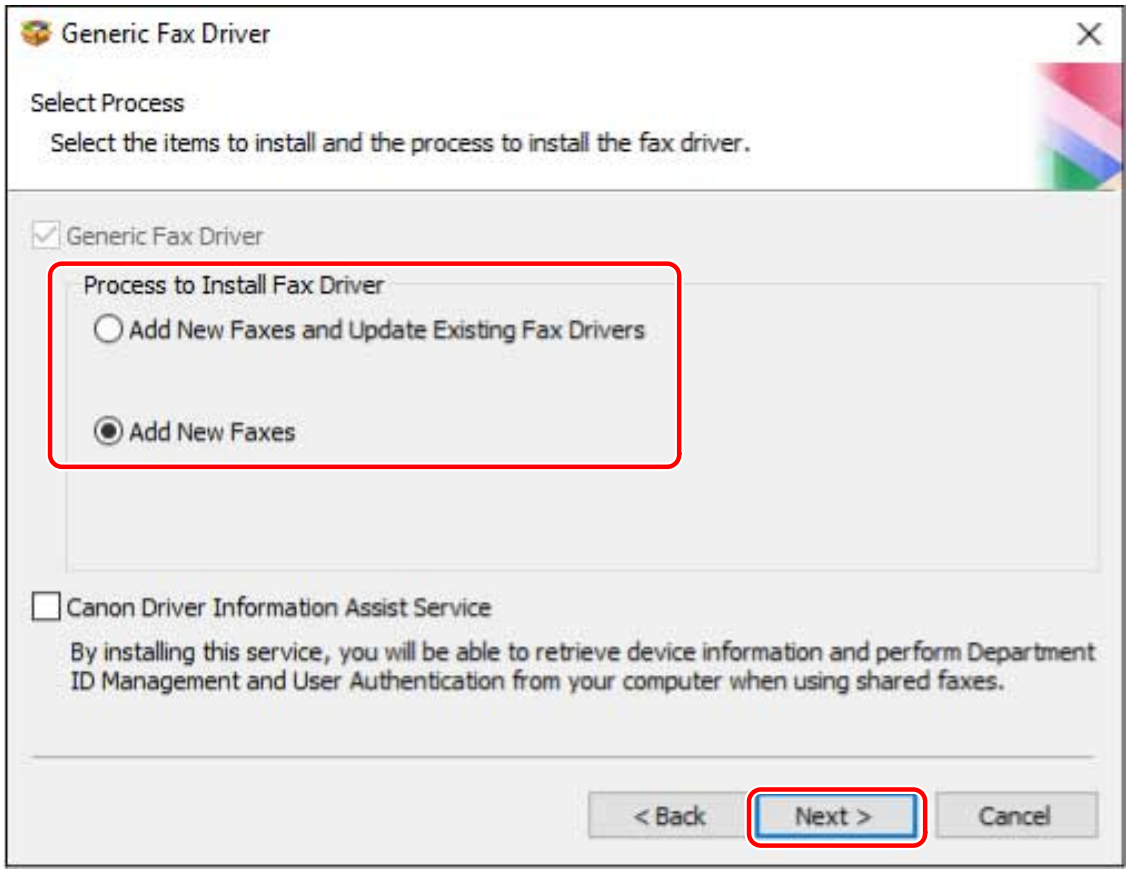
4 Select [Custom] → click [Next].



5 Select the required items → click [Next].

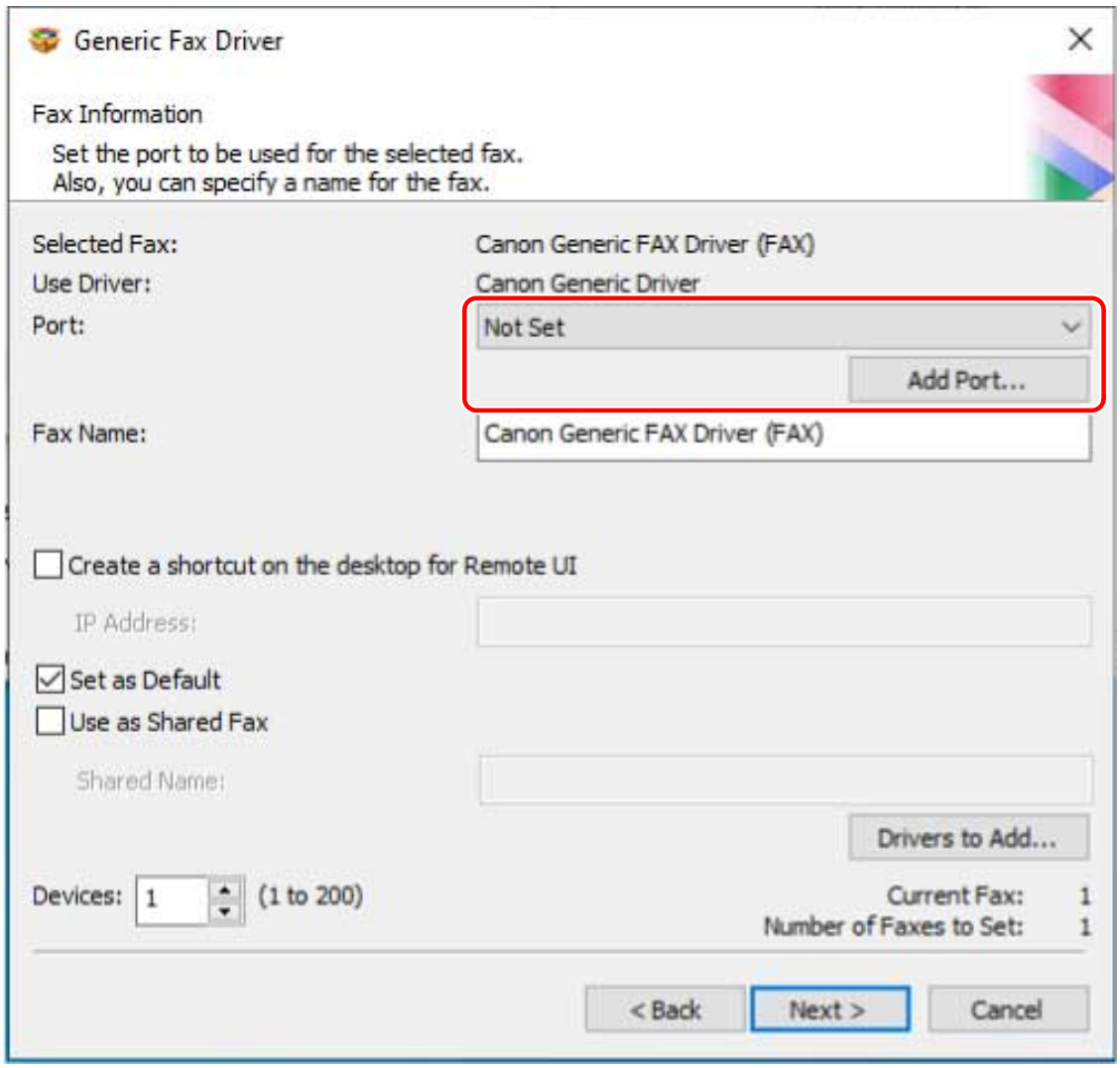
[Process to Install Fax Driver]: Select this if necessary if a driver is already installed.

[Canon Driver Information Assist Service]: Select this when you want to use the device information retrieval function.



6 Set the port.

Ports that can be specified if you are using a device that does not support NetWare or IPP are LPR, RAW, and SMB.



When adding a port

(1) Click [Add Port] → select the type of port to add in [Port to Add] → click [OK].

You can add the following types of ports.

Standard TCP/IP / Local

(2) Follow the instructions in the displayed dialog box or wizard.

If you selected local port, enter the value to set, then click [OK] and proceed to step **7.(P. 40)**

If you selected standard TCP/IP port, a wizard is displayed. Follow the instructions in the wizard and proceed to the next step.

(3) Enter the device name or IP address.

[Port Name] is automatically entered. Change the port name if required.

If the [Additional port information required] screen is displayed, click the subsequent "Open details" and perform the necessary operations.

Perform one of the following.

- Return to the previous screen in the wizard → re-enter the information for [Printer Name or IP Address] → click [Next].
- Select [Device Type] > [Standard] > [Canon Network Printing Device with P9100] → click [Next].

Depending on the device you are using, the name you select in [Device Type] > [Standard] may differ from [Canon Network Printing Device with P9100].

When using an existing port

Select a port from [Port].

7 Change [Fax Name] if necessary → click [Next].

[Create a shortcut on the desktop for Remote UI]: Creates a shortcut to the Remote UI of the device on the desktop. Enter the IP address of the device in [IP Address].

To update the IP address of the device set in the shortcut after installing the driver, or delete the shortcut, do so manually.

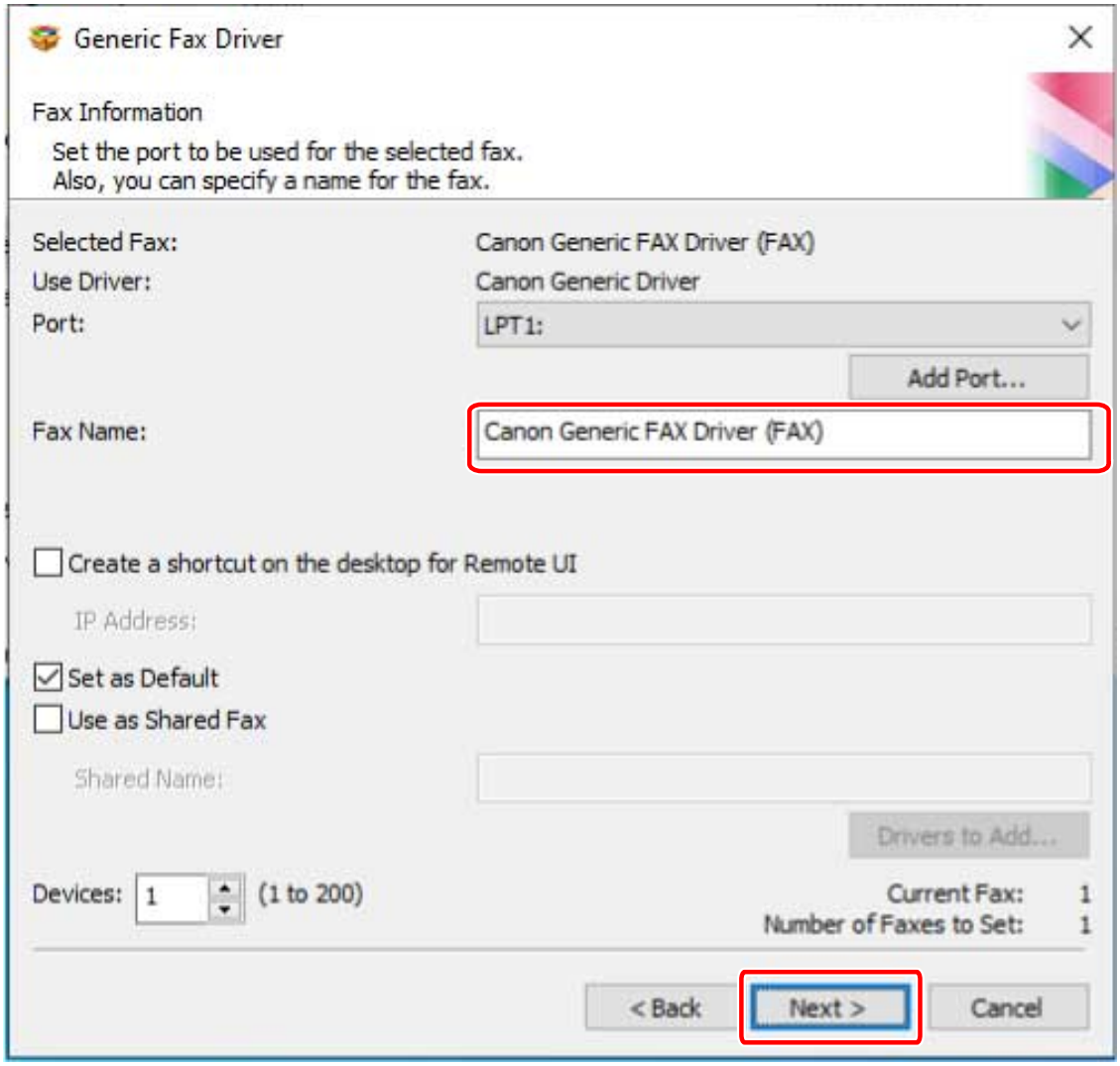
[Set as Default]: Select this to set the device as the device that is normally used.

[Use as Shared Fax]: Select this if you want to configure shared settings for the device.

If you selected a network printer port, you cannot set [Fax Name] and [Use as Shared Fax].

[Devices]: If necessary, enter the number of devices to be installed.

When you click [Next], the [Fax Information] screen is repeatedly displayed for the number of devices specified. Configure the settings for each device.



8 Check [Fax List for Driver Installation] → click [Start].

Proceed with the installation according to the instructions on the screen.

9 Click [Restart] (or [Exit]).

Related Topics

Customizing the Initial Driver Values(P. 22)

Configuring Share Print Server Settings(P. 64)
Changing to a Standard TCP/IP Port(P. 59)

Installing Using a USB Connection

This explains the procedure for connecting a device and computer with a USB cable and installing a driver.

IMPORTANT

- If connecting by USB and installing, since Canon Driver Information Assist Service cannot be installed simultaneously, you cannot use the device information retrieval function as is. If you want to use it, install the Canon Driver Information Assist Service after installing the driver. However, if connected by USB, you may not be able to use the device information retrieval function, depending on the device and environment you are using.

Prerequisites

- **System Requirements(P. 15)**
- Installation of the optional USB interface board (if required with the device you are using)
- Page description language selection (plug & play) function setting of the device (if required with the device you are using)

  Set [PDL Selection (Plug and Play)] at the device to match the driver you are using. For details about the setting method, refer to the manual of the device.
- Confirm that the target device supports Version 9.00 or earlier fax drivers.
- **Notes and Warnings Regarding Installation(P. 19)**
- When starting the computer, log on as a user with administrator privileges.

Procedures

1 Turn off the device.

2 Start the installer.

If you are using an installer downloaded from the web site

Double-click the downloaded file to decompress it. If the installer does not start automatically after it is decompressed, double-click [Setup.exe].

If you are using the accompanying CD-ROM

(1) Set the CD-ROM in the computer.

If the CD-ROM menu is not displayed, click the subsequent "Open details."

Start the installer by following the procedure below.

- If a message prompting you to insert a CD-ROM is displayed or if Windows Explorer is displayed: Execute [MInst.exe].
- If nothing is displayed: Double-click the CD-ROM icon.
- If the above [MInst.exe] does not exist: Execute [Setup.exe] in the driver folder of the CD-ROM.

If you executed [Setup.exe], proceed to step **3.(P. 44)**

(2) If the language selection screen is displayed, select a language → click [OK].

(3) Click [Installation] from the menu screen.

(4) If the [Select the Type of Connection] screen is displayed, select [USB Connection] → click [Next].

(5) On the [Installation] screen, confirm that the fax driver is selected → click [Install].

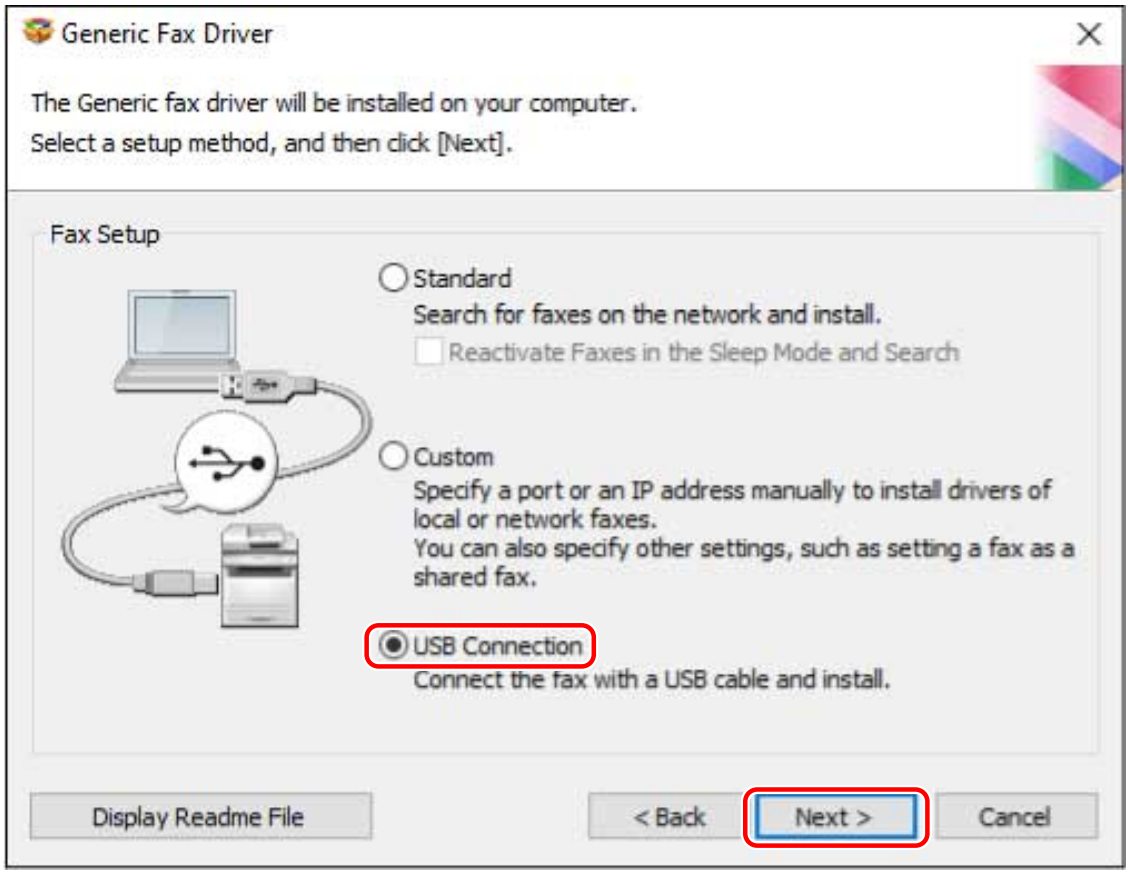
(6) Confirm the content of the CANON SOFTWARE LICENSE AGREEMENT → click [Yes].

3 Select a language → click [Next].

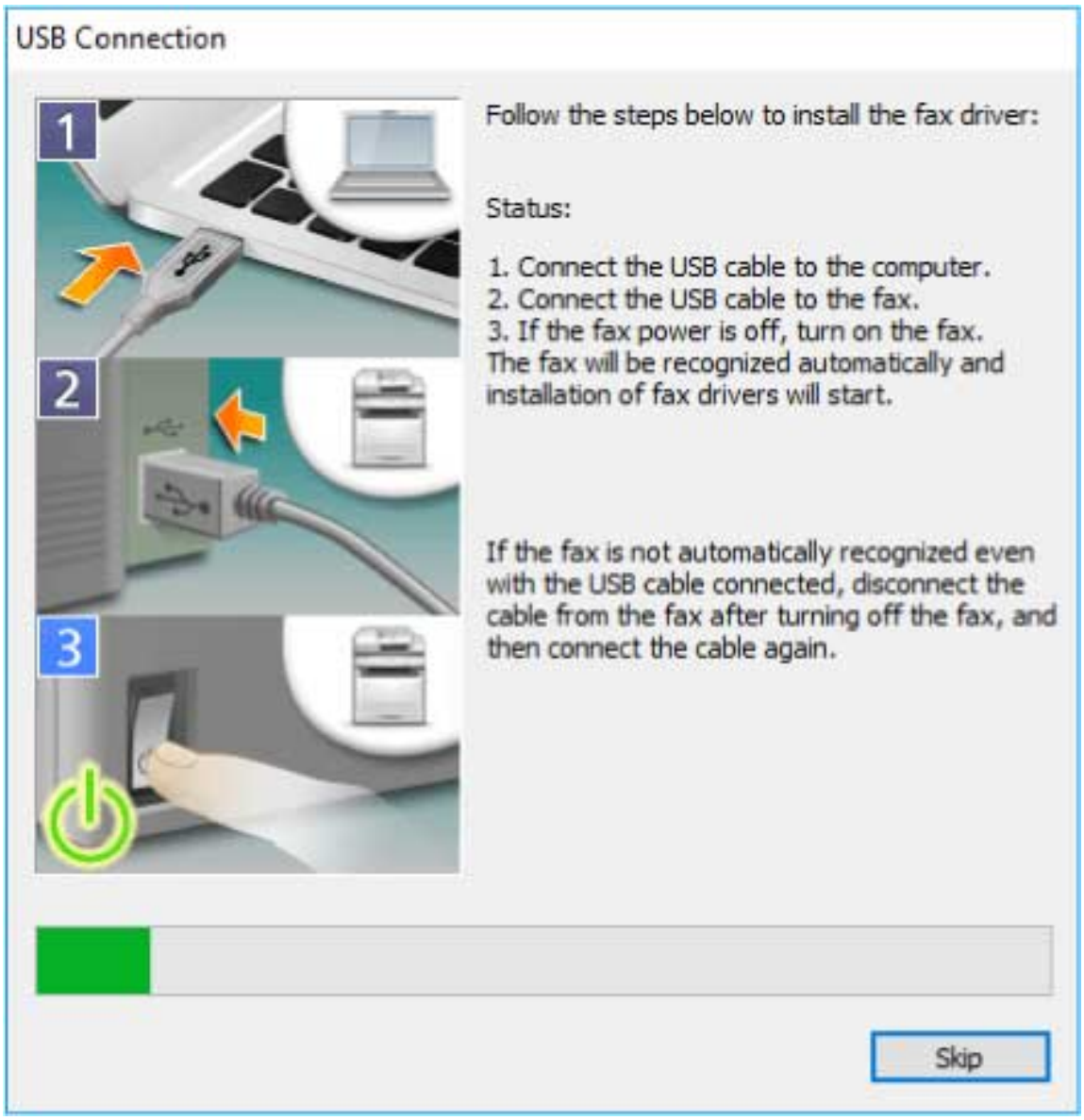
4 When the CANON SOFTWARE LICENSE AGREEMENT is displayed, confirm the content → click [Yes].

5 Select [USB Connection] → click [Next].

Proceed with the installation according to the instructions on the screen.



6 When the following screen appears, connect the device and computer with a USB cable → turn on the device.



Proceed with the installation according to the instructions on the screen.

If installation fails in the above screen, click "Open details."

Reinstall after performing the following procedure.

(1) Connect the device and computer with a USB cable → turn on the device.

(2) Right-click the icon of the Start menu in Windows → select [Device Manager] from the menu.

(3) Right-click the target device in [Other devices] → select the menu for uninstalling the device.

(4) Confirm the device name.

Canon + <model name being used>

7 Click [Restart] (or [Exit]).

Related Topics

- **Customizing the Initial Driver Values(P. 22)**
- **Automatically Setting the Device Information Retrieval Function(P. 66)**

Installing a Driver Using Master Setup

Master Setup can install the driver for a device without worrying about the connection environment of the target device (whether the device uses a network connection or USB connection).

Install the driver by following the instructions on the screen.

NOTE

- Master Setup does not support the following functions. Use an installer other than Master Setup if these functions are required.
  - Discovery of devices connected via IPv6
  - Identification of multiple devices of the same model connected via USB
  - Shared printer settings
  - Installation of alternate drivers

Prerequisites

- The environment is connected to the Internet
- **System Requirements(P. 15)**

  Installation using Master Setup is only supported with Windows 11.
- Page description language selection (Plug & Play) function setting of the device (if required with the device you are using)

  Set [PDL Selection (Plug and Play)] at the device to match the driver you are using. For details about the setting method, refer to the manual of the device.
- The device is one that is on the same subnet as the computer you are using (when discovering a device connected via a network)
- **Notes and Warnings Regarding Installation(P. 19)**
- When starting the computer, log on as a user with administrator privileges.

Procedures

1 Start the installer.

Extract the downloaded file, and double-click [Msetup4.exe].

If the combination of selected language and region is not supported by the driver, the driver is installed in the language set for Windows.

2 Proceed with the installation according to the instructions on the screen.

3 Click [Finish], [Restart Now], or [Later].

A shortcut to the online manual is created on your desktop.

Installation Without Using the Installer

This explains the procedure for installing the driver without using the usual installer.

Installing by Specifying an inf File(P. 48)
Installing Using a WSD Port(P. 50)

Installing by Specifying an inf File

You can install a driver by specifying an inf file with the add printer function of Windows. The following explanation will be given with respect to installation with a standard TCP/IP port.

Prerequisites

- Confirm the IP address of the device.
- Prepare the inf file.

  Acquire the driver from the Canon web site (https://global.canon/) or the accompanying CD-ROM, and prepare the inf file.

  The inf file is stored in the [Driver] folder in the folder of the driver you have acquired.
- When starting the computer, log on as a user with administrator privileges.

Procedures

1 Start the Windows add printer wizard.

(1) Display [Bluetooth & devices] (or [Devices]) from [Settings] in the Start menu.

(2) In [Printers & scanners], click [Add a printer or scanner] > [Add device] (or [Add a printer or scanner]).

(3) Click [The printer that I want isn't listed] > [Add a new device manually] (or [The printer that I want isn't listed]).

2 Select local printer addition and proceed to the next screen.

3 Select [Create a new port] → select [Standard TCP/IP Port] from [Type of port] → click [Next].

4 Enter the IP address of the device in [Hostname or IP address] → proceed according to the instructions on the screen.

If the device cannot be found, it may be recognized as an unknown device. If so, click the subsequent "Open details."

(1) Right-click the icon of the Start menu in Windows → select [Device Manager] from the menu.

(2) Select and right-click [Other devices] > [Unknown device] → select the menu for updating the driver.

(3) In the driver software update wizard, click [Browse my computer for drivers] → click [Let me pick from a list of available drivers on my computer].

(4) Select [Printers] from [Common hardware types] → click [Next].

5 In the [Install the printer driver] screen, click [Have Disk].

6 **Click [Browse] → select the prepared inf file.**

7 **Select the device to use from [Printers] → click [Next].**

8 **Install the driver according to the instructions on the screen → click [Finish].**

Related Topics

- Notes and Warnings Regarding Installation(P. 19)
- Changing to a Standard TCP/IP Port(P. 59)

Installing Using a WSD Port

This explains the procedure for searching for devices on a network from Windows using a WSD (Web Services on Devices) port and installing the driver.

You cannot install multiple drivers in the computer you want to install a driver in using a WSD port. If you are installing a new driver, do so after first uninstalling the drivers. If you want to install multiple drivers, share a standard TCP/IP port.

Prerequisites

- Page Description Language selection (Plug & Play) function settings of the device

  Set [PDL Selection (Plug and Play)] at the device to match the driver you are using. For details about the setting method, refer to the manual of the device.

- **Installing by Specifying a Port or IP Address(P. 37)**

  Specify a temporary port ([LPT1] etc.) and install the driver.

Procedures

1 **Display [Bluetooth & devices] (or [Devices]) from [Settings] in the Start menu.**

2 **In [Printers & scanners], click [Add a printer or scanner] > [Add device] (or [Add a printer or scanner]).**

3 **Click [Add device] for the target device.**

NOTE

- After installation using the WSD port is complete, the device added to the printer list of Windows during installation specifying the temporary port is unnecessary.

  Select the device to be removed in the printer list of Windows, then select [Remove device] or click [Remove] on the management screen for the device.

  Refer to the above procedure for how to display the printer list of Windows.

Related Topics

- **Notes and Warnings Regarding Installation(P. 19)**
- **Cannot discover a device connected via a WSD port(P. 132)**

Updating Installation and Uninstallation

This explains the procedures for updating the driver to a new version and the procedure for uninstalling a driver that is no longer needed.

Updating the Driver(P. 52)
Uninstalling the Driver(P. 55)

Updating the Driver

This explains the procedure for updating an installed driver to a new version.

You can also update alternate drivers installed in the clients of a print server. However, if you use a driver updated on the print server from a client, uninstall the driver you are using and reinstall.

Prerequisites

- Driver Installation
- Acquire the installer

  You can download the update installer from the Canon web site (https://global.canon/).
- When starting the computer, log on as a user with administrator privileges.

NOTE

- When updating an existing driver, match the language to install with the existing driver.

Procedures

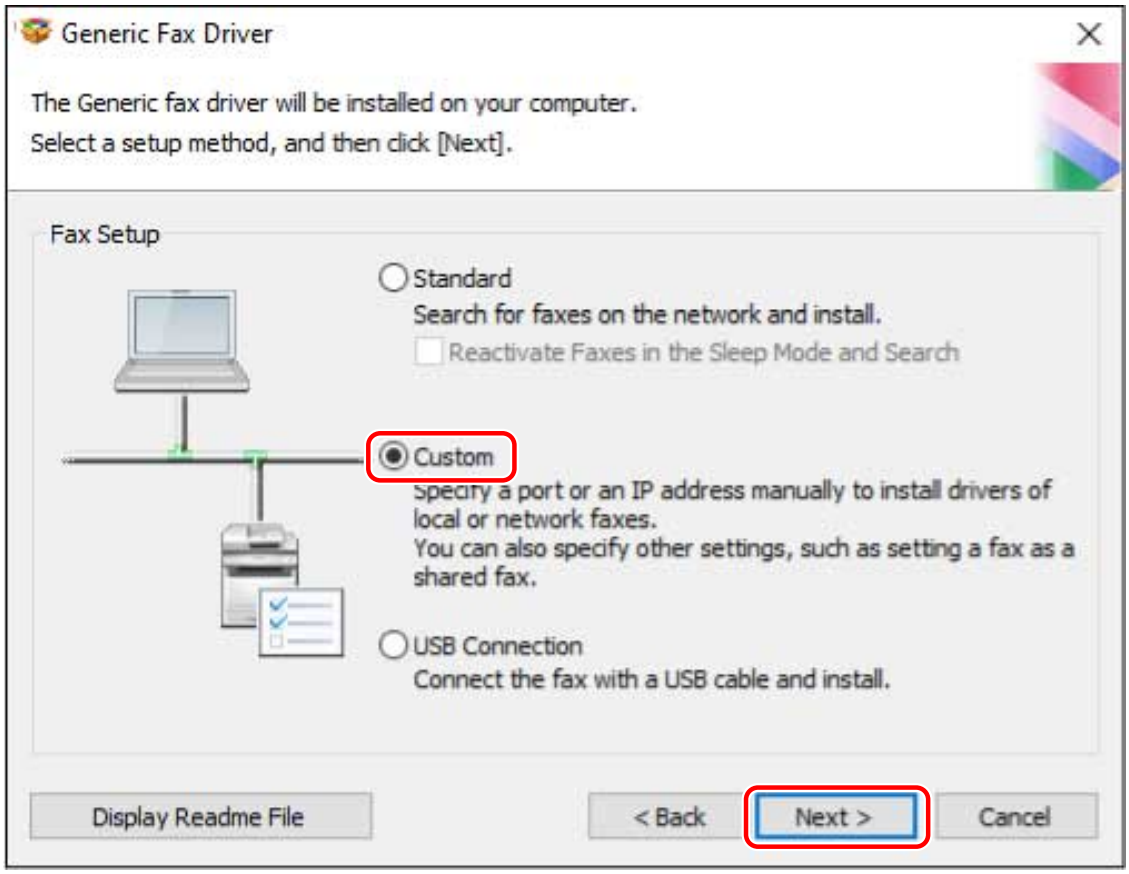
1 Start the installer.

Double-click the downloaded file to decompress it. If the installer does not start automatically after it is decompressed, double-click [Setup.exe].

2 Select a language → click [Next].

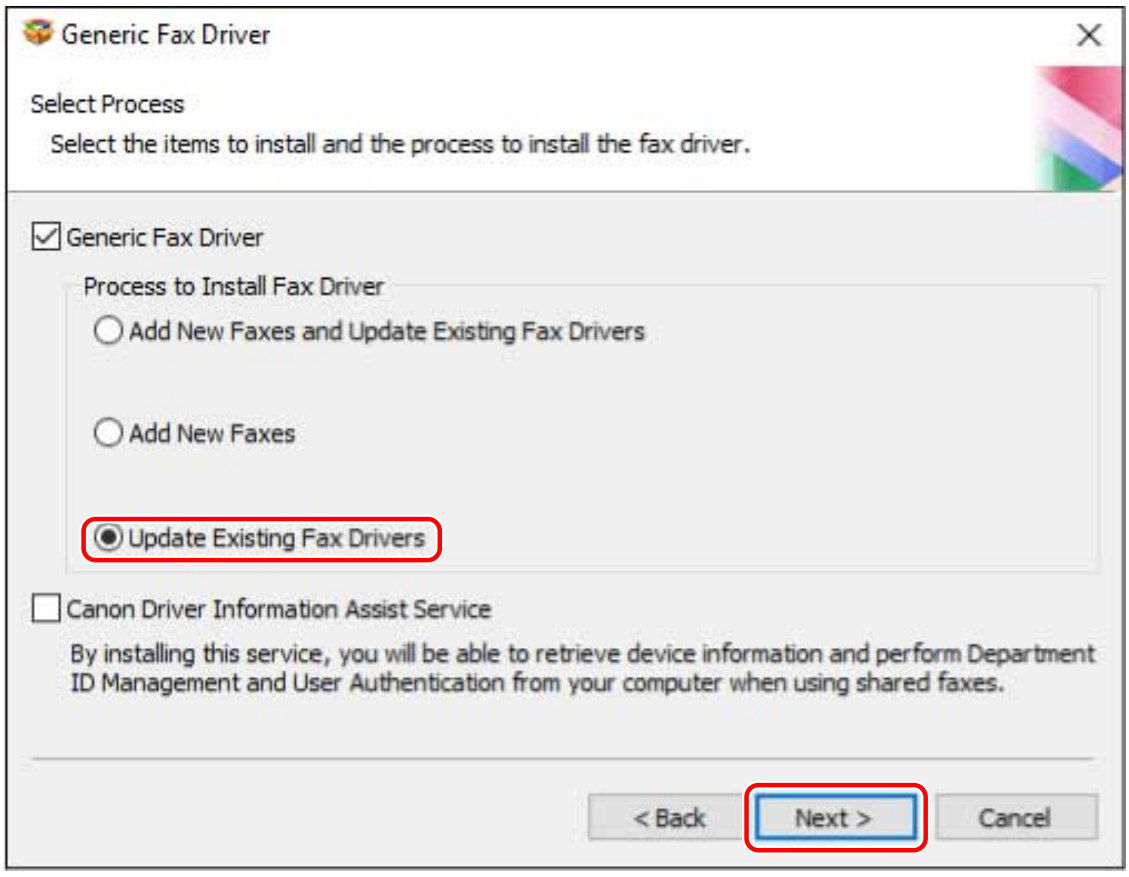
3 Read the CANON SOFTWARE LICENSE AGREEMENT → click [Yes].

4 Select [Custom] → click [Next] in the displayed message.



5 Select [Update Existing Fax Drivers] for [Process to Install Fax Driver] → click [Next].

[Canon Driver Information Assist Service]: Select this when you want to use the device information retrieval function.



6 Check [Fax List for Driver Installation] → click [Start].

7 Click [Exit].

Restart your computer when a message is displayed prompting you to do so.

NOTE

- If you use the installer to install a driver, you can update existing drivers at the same time that you install the new driver.

Related Topics

- **Configuring Share Print Server Settings(P. 64)**
- **Setting up Clients of a Shared Device(P. 65)**

Uninstalling the Driver

This explains the procedure for uninstalling a driver.

There are two methods for uninstalling: starting the uninstaller from Windows, and using the uninstall file.

Prerequisites

- Driver Installation
- The driver to be uninstalled was not installed using WSD

  Drivers installed using WSD must be uninstalled from the Windows printer list.

  For information on displaying the Windows printer list, see the procedure for using WSD to install a driver.
- When starting the computer, log on as a user with administrator privileges.

Procedures

1 Start the uninstaller of the driver.

- **When using Windows functions**

  (1) Display [Apps] (or [System]) > [Installed apps] (or [Apps & features]) from [Settings] in the Start menu.

  (2) Click […] for the driver you want to uninstall (or select the driver) → click [Uninstall].
- **When using the uninstall file provided with the driver**

  Double-click one of the following files.

When using a file in an installed driver folder

Use [UNINSTAL.exe] corresponding to the driver in the following folder.

<install folder>\Canon\PrnUninstall

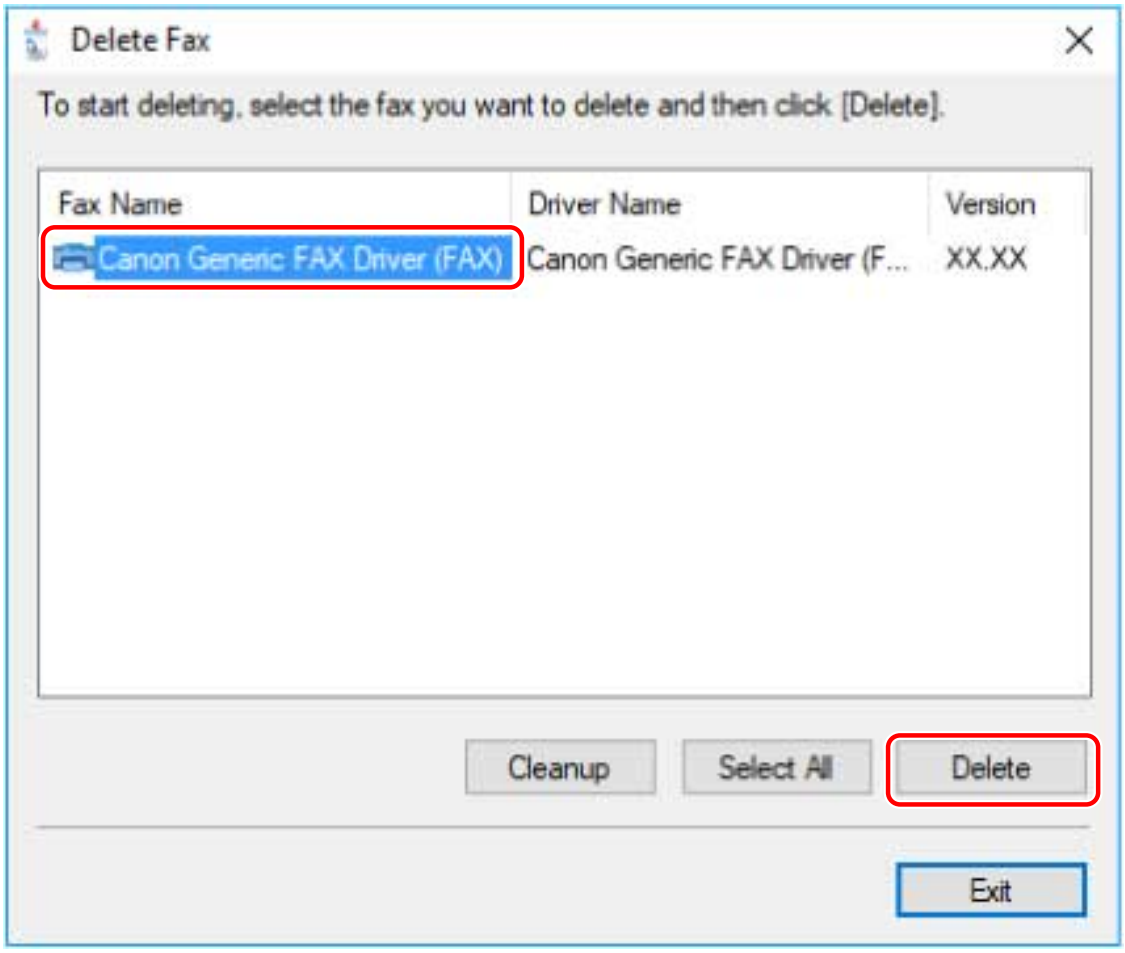
When using the file in the accompanying CD-ROM or downloaded driver folder

Use the following file in the folder of the driver you have acquired.

misc\UNINSTAL.exe

2 Select the name of the device you want to uninstall → click [Delete].

[Cleanup]: Click this to simultaneously delete all files and registry information relating to all of the drivers displayed in the list, not just the selected driver. Click [Delete] to perform a normal uninstallation of the driver.



3 **If the confirm deletion message is displayed, click [Yes].**

4 **In the [Delete Fax] screen, click [Exit].**

Related Topics

Installing Using a WSD Port(P. 50)

Changing Settings to Match the Usage Environment

Changing Settings to Match the Usage Environment 58
Changing to a Standard TCP/IP Port 59
Using a Shared Device 63
Configuring Share Print Server Settings 64
Setting up Clients of a Shared Device 65
Automatically Setting the Device Information Retrieval Function 66

Changing Settings to Match the Usage Environment

This explains procedures for changing the port being used by a device, configuring printer share settings, and setting the printer so that you can use the device information retrieval function.

If you need to configure settings to match the environment you are using, refer to this chapter.

Changing to a Standard TCP/IP Port(P. 59)
Using a Shared Device(P. 63)
Automatically Setting the Device Information Retrieval Function(P. 66)

Changing to a Standard TCP/IP Port

This explains the procedure for changing the port used by a device connected by a network to a standard TCP/IP port. If you temporarily set a port for the device when installing the driver, you can change it to the correct port by following this procedure.

Prerequisites

- **Installing by Specifying a Port or IP Address(P. 37)**

  Specify a temporary port ([LPT1] etc.) and install the driver with [Custom].
- Confirm the device name and IP address

  You must enter the device name and IP address when adding a standard TCP/IP port. For the name of the device, use the name by which the device is known on the network. If you do not know the device name or IP address, check with your network administrator.
- Determining to protocol to use

  LPR: The protocol commonly used by TCP/IP.

  Raw: A protocol that can be used with Windows. It transmits data at a higher speed than LPR.
- When starting the computer, log on as a user with administrator privileges.

Procedures

1 Display the printer properties screen.

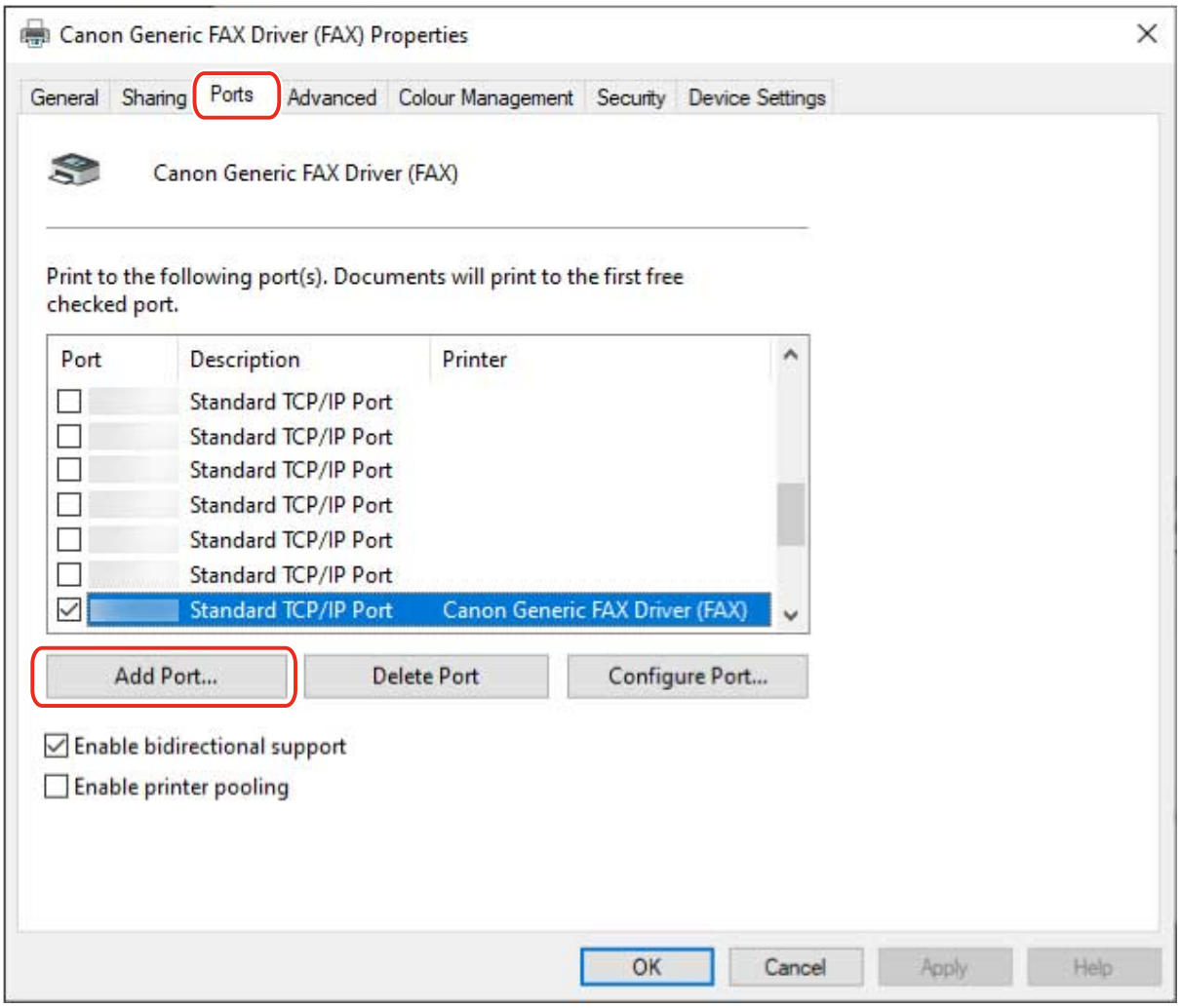
(1) Display [Bluetooth & devices] (or [Devices]) from [Settings] in the Start menu.

(2) In [Printers & scanners], display the management screen for the device to set.

To display the management screen, click the device or click [Manage] for the corresponding device.

(3) Click [Printer properties] for the device to set.

2 Display the [Ports] sheet → click [Add Port].



3 Select [Standard TCP/IP Port] from [Available port types] → click [New Port].

4 Enter the device name or IP address according to the instructions of the wizard.

[Port Name] is automatically entered. Change the port name if required.

If the [Additional port information required] screen is displayed, click the subsequent "Open details" and perform the necessary operations.

Perform one of the following.

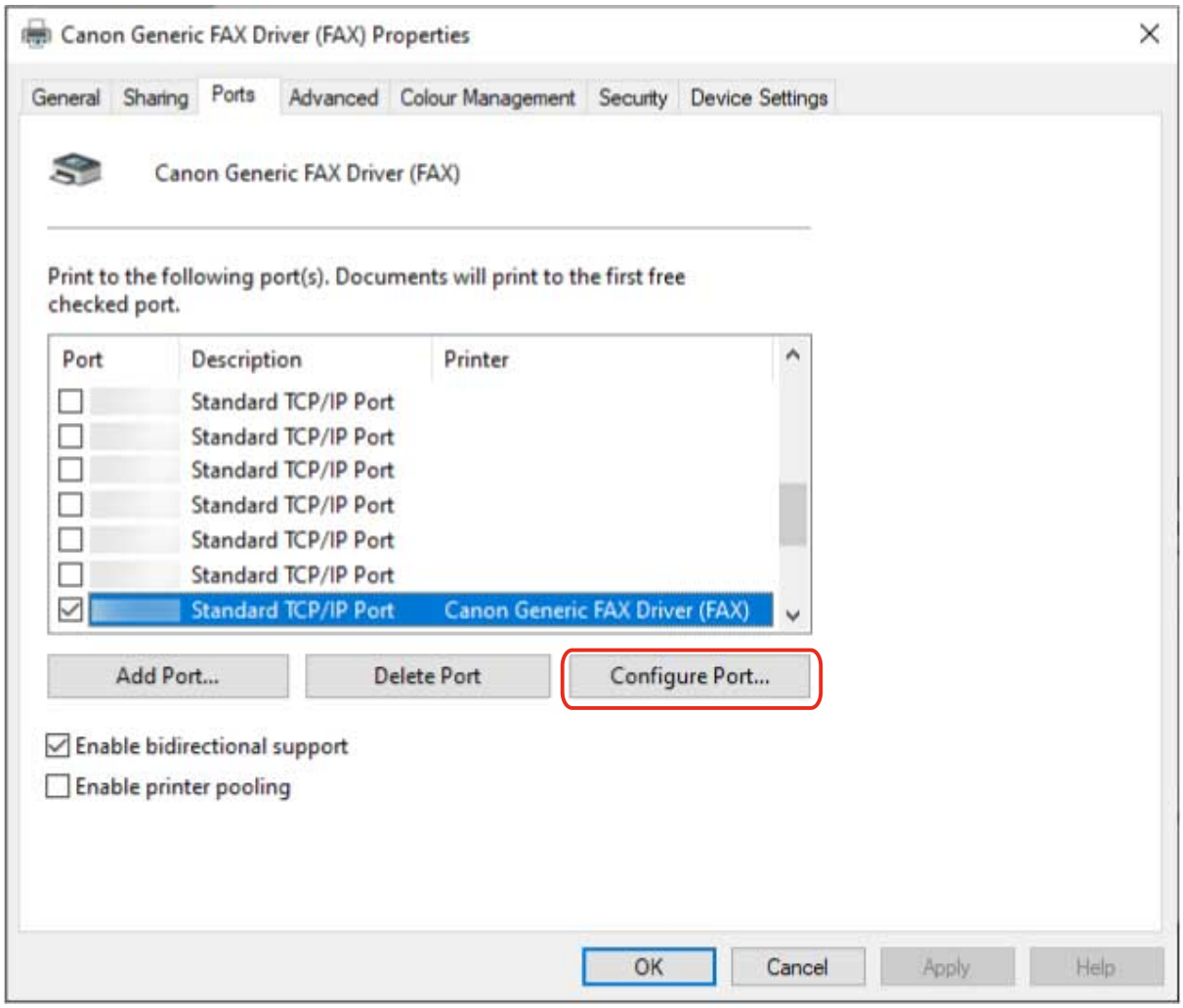
- Return to the previous screen in the wizard → re-enter the information for [Printer Name or IP Address] → click [Next].
- Select [Device Type] > [Standard] > [Canon Network Printing Device with P9100] → click [Next].

Depending on the device you are using, the name you select in [Device Type] > [Standard] may differ from [Canon Network Printing Device with P9100].

5 Click [Finish].

6 In the [Printer Ports] dialog box, click [Close].

7 Click [Configure Port].



8 Set the port.

When using LPR:

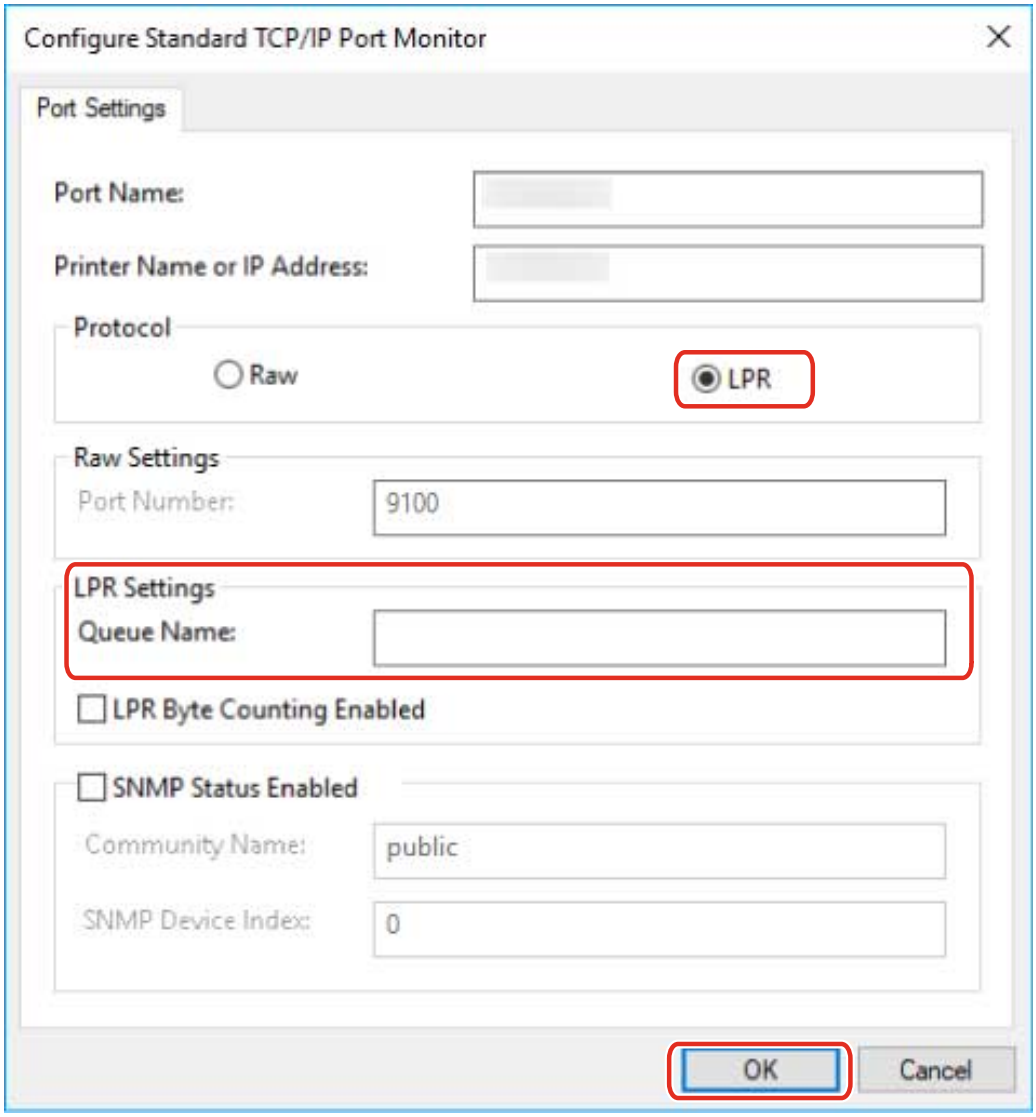
(1) Select [LPR] for [Protocol] → specify one of the print queues for [Queue Name] in [LPR Settings].

LP: Outputs according to the spool setting of the device. This is the setting that is normally used.

SPOOL: Always outputs after spooling to the hard disk, regardless of the device settings.

DIRECT: Always outputs without spooling to the hard disk, regardless of the device settings.

(2) Click [OK].



When using Raw:

(1) Select [Raw] for [Protocol] → click [OK].

9 Click [Close].

Using a Shared Device

This explains the setting procedure for sharing a device with computers on the same network.

You can set a computer connected to a device as a print server, and set computers on the same network as clients.

Configuring Share Print Server Settings(P. 64)
Setting up Clients of a Shared Device(P. 65)

Configuring Share Print Server Settings

This explains the procedure for setting a computer connected to a device as a print server. To use it as a print server, install Canon Driver Information Assist Service and configure the fax share settings.

Also, when computers on the same network as the print server (clients) are connected to the print server, you can set them to automatically download an alternate driver from the print server. An alternate driver is a driver that enables clients with different operating systems to the print server to use the shared device.

Prerequisites

- When starting the computer, log on as a user with administrator privileges.

Procedures

1 Start the installer → proceed according to the instructions on the screen.

2 Select [Standard] or [Custom] → click [Next].

3 Select [Canon Driver Information Assist Service] → click [Next].

4 Select [Set Fax Information] in the [Select Faxes to Install] screen → click [Next].

5 Select [Use as Shared Fax] → change [Shared Name] if necessary → click [Next].

[Drivers to Add]: Click this if you want to set the driver to be able to download alternate drivers to clients.

6 Follow the instructions on the screen → click [Restart] or [Exit].

Related Topics

- **Installing by Discovering Devices on a Network(P. 31)**
- **Installing by Specifying a Port or IP Address(P. 37)**
- **Setting up Clients of a Shared Device(P. 65)**

Setting up Clients of a Shared Device

This explains the procedure for installing a driver that supports shared devices in order to set up, as clients, computers on the same network as the print server.

Prerequisites

- **Configuring Share Print Server Settings(P. 64)**

  If the types of operating systems on the print server and clients differ, install the drivers for operating systems supported by the clients on the print server.
- When starting the computer, log on as a user with administrator privileges.

NOTE

- Match the driver language with the print server and the client.

Procedures

1 **Display [Network] in Windows Explorer.**

2 **Select and double-click the computer (print server) you have set for print sharing.**

3 **Double-click the icon of the device for installation.**

4 **Click [Yes] in the displayed message.**

5 **Set according to the instructions in the wizard.**

6 **Restart the computer after installation is complete.**

NOTE

- Make sure that the drivers installed in the clients are always in the newest state to match updates to the driver installed in the print server. If the driver version in the clients is older than that in the print server, the server driver settings will not be reflected in the clients.

Related Topics

Updating the Driver(P. 52)

Automatically Setting the Device Information Retrieval Function

This explains the procedure for installing Canon Driver Information Assist Service for automatically setting the device information retrieval function. To enable use of the device information retrieval function after the driver has been installed, follow this procedure.

Prerequisites

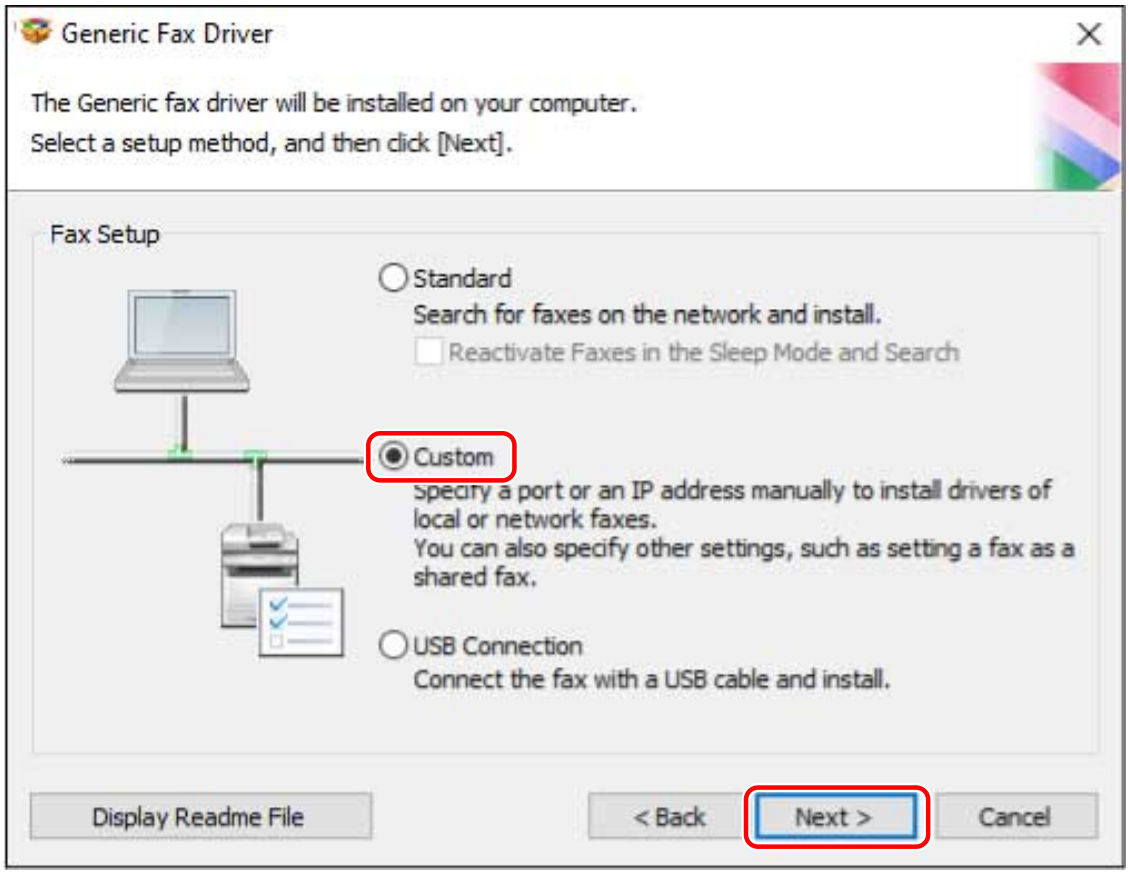
- Driver Installation
- **System Requirements(P. 15)**
- **Services Required for Using the Device Information Retrieval Function(P. 17)**

  Whether you need to install the Canon Driver Information Assist Service and what should be installed in order to use the device information retrieval function differs depending on type of printer queue, connection method of the device, and server environment. Install the Canon Driver Information Assist Service after verifying the environment of the device you are using.
- When starting the computer, log on as a user with administrator privileges.

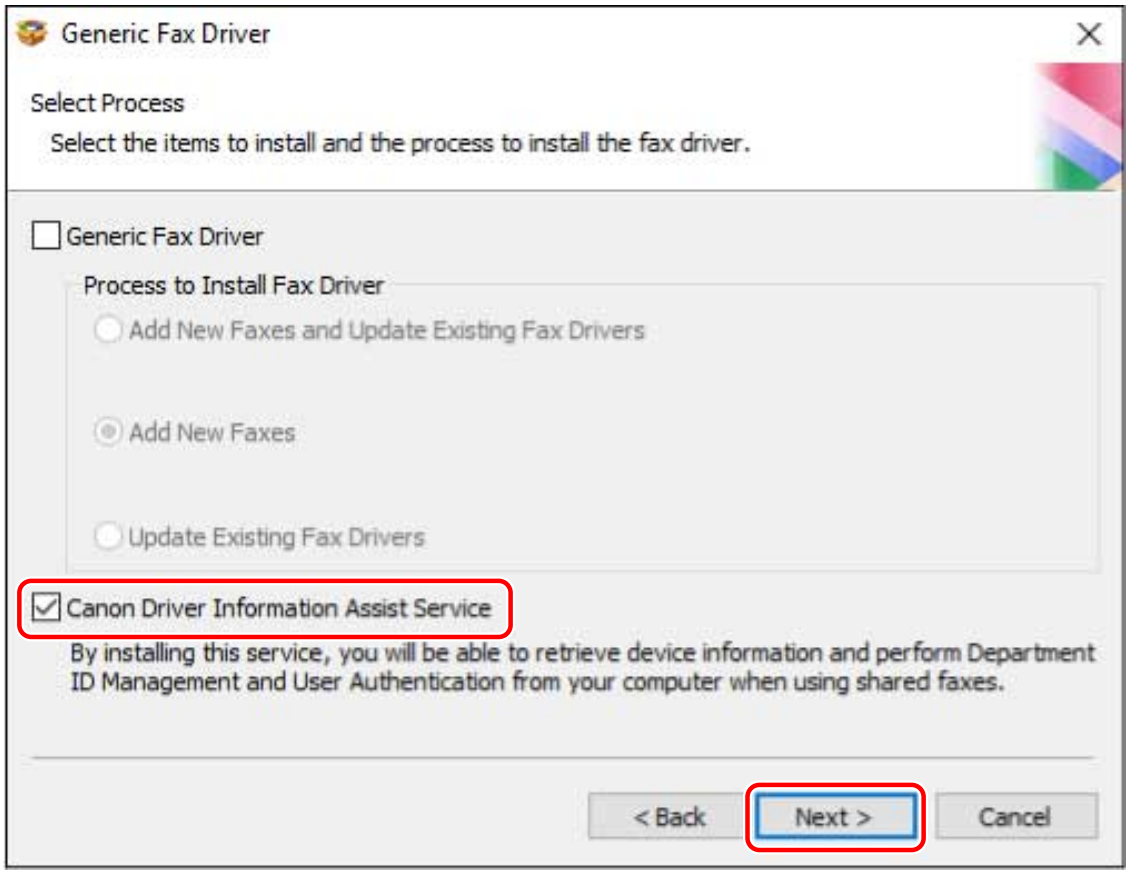
Procedures

1 Start the installer → proceed according to the instructions on the screen.

2 Select [Custom] → click [Next].



3 Cancel driver selection → select [Canon Driver Information Assist Service] → click [Next].



Proceed with the installation according to the instructions on the screen.

4 **Click [Restart] (or [Exit]).**

Related Topics

Installing by Specifying a Port or IP Address(P. 37)

Fax Sending

Fax Sending 70
Sending a Fax from a Computer 71
About Communication Methods That Can Be Used with Fax Transmissions 75
Attaching a Cover Sheet 76
Setting Confidential Transmission 79
Managing Transmission Logs 81
Changing the Default Settings 83

Fax Sending

- Sending a Fax from a Computer(P. 71)
- About Communication Methods That Can Be Used with Fax Transmissions(P. 75)
- Attaching a Cover Sheet(P. 76)
- Setting Confidential Transmission(P. 79)
- Managing Transmission Logs(P. 81)
- Changing the Default Settings(P. 83)

Sending a Fax from a Computer

This explains the basic procedure for fax transmission from a computer of documents created in an application.

NOTE

- When using a device connected via a WSD port, enable [Use WSD] at the device.

Prerequisites

- **Setting Device Information(P. 106)**
  If you cannot retrieve the device information, you need to manually set the options installed in the device.

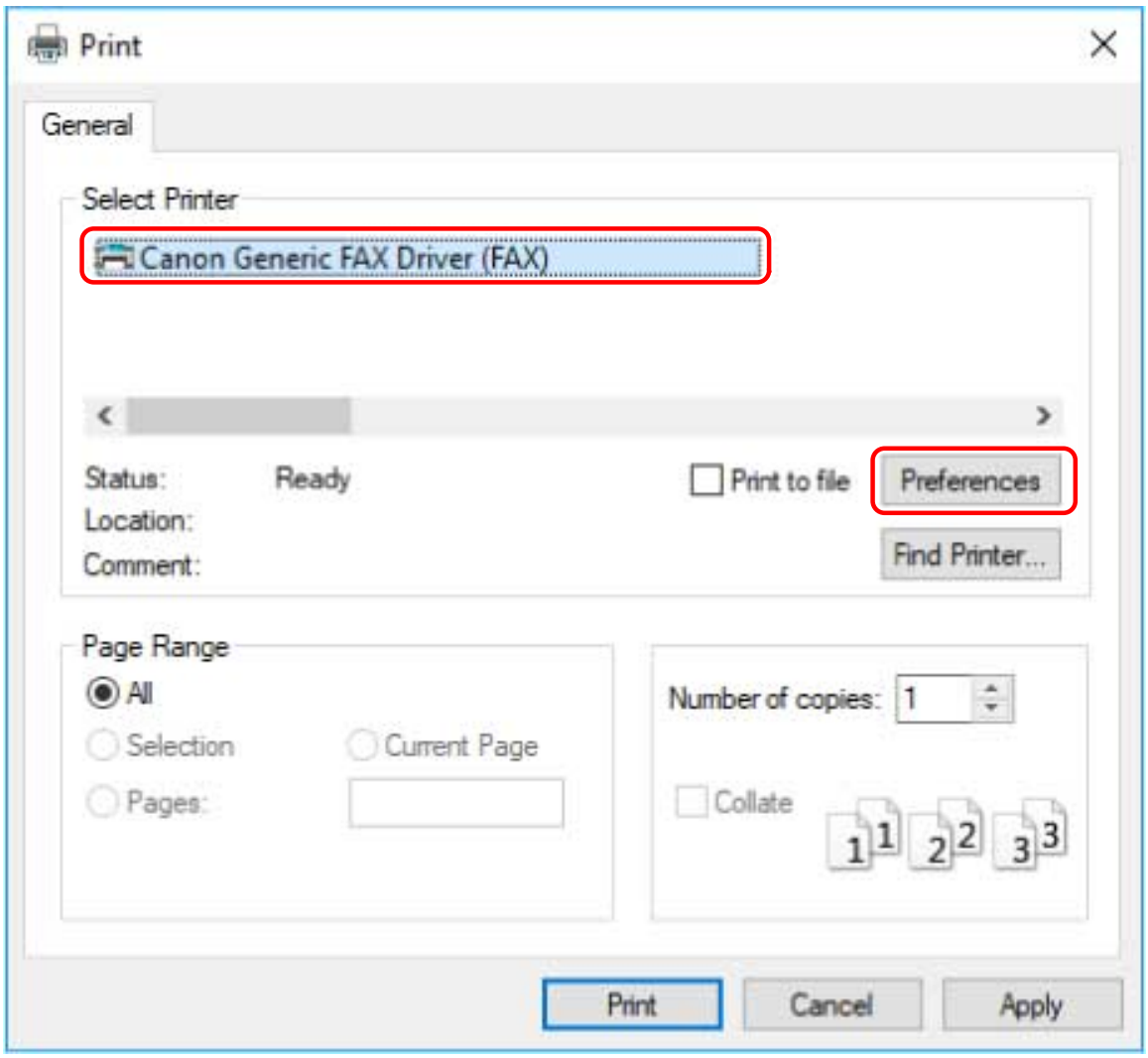
Procedures

1 Open a document in the application → display the print screen.

2 Select the device you are using → click [Preferences].

Depending on the application, [Preferences] may be called "Printer properties" or "Properties."

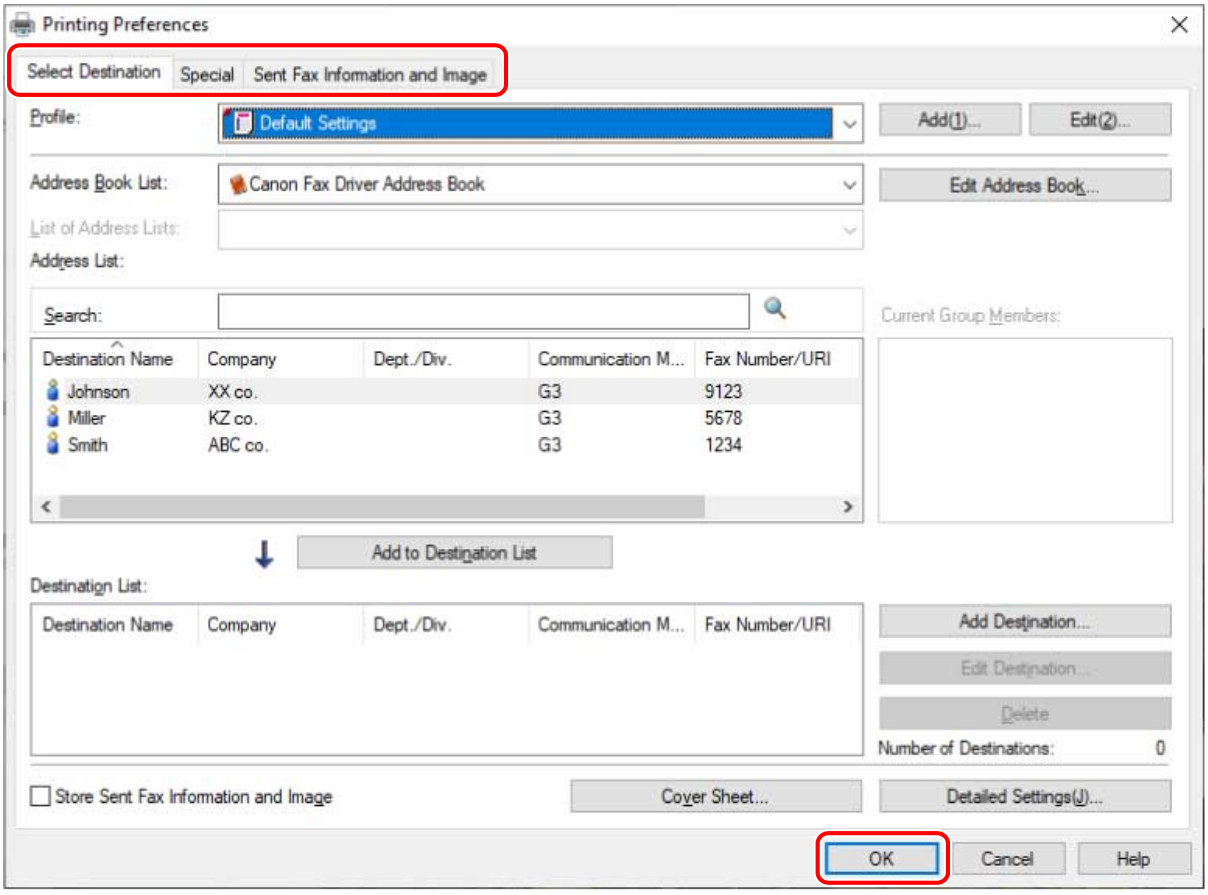
If you do not need detailed fax transmission settings, click [Print] or [OK] and proceed to step **5.(P. 73)**



3 Set the necessary items in the print settings screen of the driver → click [OK].

If necessary, switch sheets and configure other settings.

[Select Destination] sheet > [Store Sent Fax Information and Image], [Cover Sheet] and [Detailed Settings] can also be set when sending a fax in step **5.(P. 73)**



For details about the setting methods for the main functions, click the subsequent "Open details" below.

To arrange multiple pages on a single sheet of paper

Specify the number of pages to be arranged in [Special] sheet > [Page Layout].

To enter confirmation of the destination

Click [Special] sheet > [Security Settings] → enable [Confirm Fax Number/URI when Configuring Destinations (Prevent Sending to Wrong Destination)] in the [Security Settings] dialog box.

To specify the send time *

Click [Select Destination] sheet > [Detailed Settings] → enable [Set the Time to Send] to specify time in the [Detailed Settings] dialog box → click [OK].

To send notification of the transmission result by email *

Click [Select Destination] sheet > [Detailed Settings] → enable [Job Done Notice] and set the notification conditions and email address in the [Detailed Settings] dialog box → click [OK].

* To set these functions, the functions must be enabled beforehand in the [Device Settings] sheet. Set them by referring to the procedures for setting device information.

4 Click [Print] or [OK] in the print screen of the application.

5 Specify a destination from the displayed [Fax Sending Settings] screen.

When specifying a destination from the address book

(1) Display the [Select Destination] sheet.

(2) Select the address book from [Address Book List].

When the sub address books are displayed in [List of Address Lists], select the target sub address book.

(3) Select a destination → click [Add to Destination List].

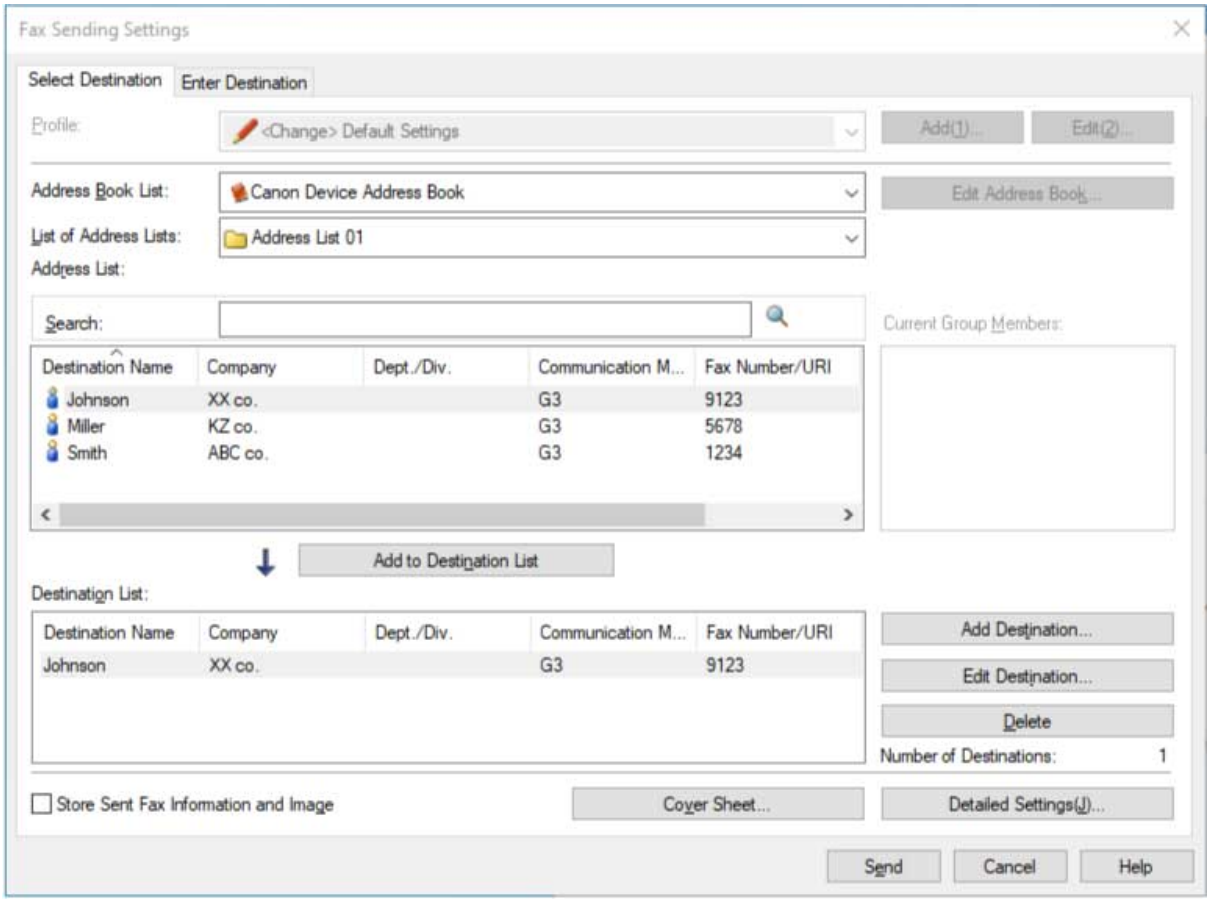
When entering a destination directly

(1) Display the [Enter Destination] sheet.

(2) Select the communication mode to use from [Communication Mode].

(3) Select [Fax Number/URI] → specify [Fax Number] or [URI].

If necessary, set other items.



If destinations are added to [Destination List] before changing the destination details in the address book, the changes made in the address book are not reflected. If you registered destinations from the address book with the default settings, check whether the destinations are correct.

6 In the [Fax Sending Settings] screen, click [Send].

When the confirmation dialog box is displayed, confirm the destination name and destination fax number, and click [OK].

NOTE

- To cancel sending, click [Cancel] on the [Fax Sending Settings] screen.

  With some applications, an error message may be displayed even if sending is canceled successfully. In this case, click [OK].

Related Topics

- **[Select Destination] Sheet(P. 114)**
- **[Enter Destination] Sheet(P. 120)**
- **[Special] Sheet(P. 123)**
- **[Sent Fax Information and Image] Sheet(P. 125)**
- **Changing the Default Settings(P. 83)**

About Communication Methods That Can Be Used with Fax Transmissions

Communication methods that can be used with fax transmissions are determined by the fax board supported by the device you are using and the fax settings of the destination.

Configure communication settings such as the fax board, communication mode, etc. to their appropriate settings in the [Device Settings] sheet. Also, check the fax settings of the destination and set the address correctly. If the communication settings are not configured appropriately, a mistransmission or transmission error may occur.

The connection environments that correspond to IP fax communication modes that can be set with this driver are as follows.

- Intranet

  When using an IP fax compatible device or SIP server in an intranet

- VoIP Gateway

  G3 fax compatible devices via a VoIP gateway

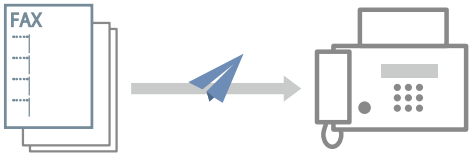
Related Topics

- **[Device Settings] Sheet(P. 126)**
- **[Select Destination] Sheet(P. 114)**
- **[Enter Destination] Sheet(P. 120)**
- **Setting Device Information(P. 106)**

Attaching a Cover Sheet

You can attach a cover sheet to the top of the transmission data.

As well as the transmission origin and destination information, cover sheets can also be created with logos and/or signatures.



An example of an arrangement of cover sheet items in a template is introduced below.

Arrangement Example of Items Set in a Cover Sheet(P. 77)

To Attach a Cover Sheet

1 Display the [Select Destination] or [Enter Destination] sheet.

You can display these from the fax transmission settings screen.

You can also display the [Select Destination] sheet when changing the default settings.

2 Click [Cover Sheet] → select [Different Sheet to Each Destination] or [Same Sheet to All Destinations] from [Cover Sheet Attachment] in the [Cover Sheet] dialog box.

When you select [Different Sheet to Each Destination], the destination information is set in the cover sheet according to the destination.

When you select [Same Sheet to All Destinations], the destination information for all members is set in the cover sheet.

3 Select a template from [Style].

4 Check the set state of items in [Items to Include] → when changing items or configuring detailed settings, click [Settings].

If you do not want to set items, proceed to step **6.(P. 76)**

5 In the [Item Settings] dialog box, set the required items → click [OK].

Refer to the following arrangement example for set items and the positions in which they are displayed on the cover sheet.

Arrangement Example of Items Set in a Cover Sheet(P. 77)

NOTE

- If you register the information included in the cover sheet as a default setting, you can reduce the effort required to configure settings when sending faxes.

6 If you want to attach a label such as "Urgent" or "Confidential", select [Insert Attention Note] → select a label from [Attention Note].

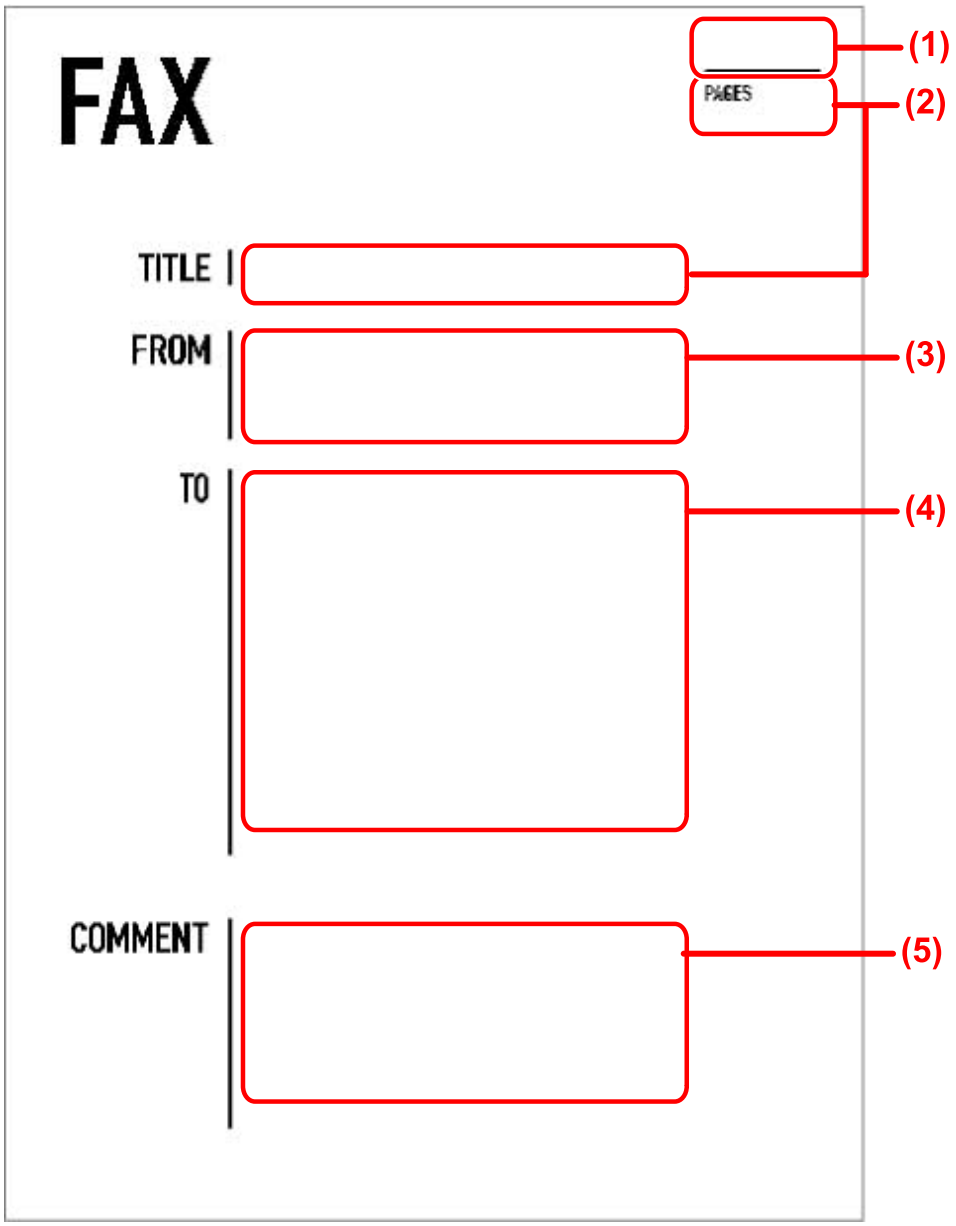
You can also enter desired text in [Attention Note].

7 **If necessary, enter a comment in [Comment to Include] → click [Preview] to check the preview.**

8 **In the [Cover Sheet] dialog box, click [OK].**

Arrangement Example of Items Set in a Cover Sheet

The default template [Template 1] is shown below as an example of how to arrange items after they are set.



Items set in the [Cover Sheet] dialog box

(1) [Insert Attention Note]

(2) [Items to Include] > [Item Settings] dialog box > [Details] sheet

(3) [Items to Include] > [Item Settings] dialog box > [Sender] sheet

(4) [Items to Include] > [Item Settings] dialog box > [Destination] sheet

(5) [Comment to Include]

When setting a file for a logo or signature in [Item Settings] dialog box > [Logo] or [Signature] sheet, if you click [Cover Sheet] dialog box > [Preview], you can check how the logo or signature is displayed.

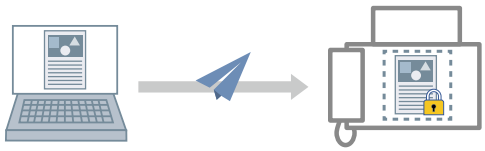
Related Topics

- **[Cover Sheet] Dialog Box(P. 118)**
- **[Item Settings] Dialog Box(P. 118)**
- **Changing the Default Settings(P. 83)**

Setting Confidential Transmission

You can send fax data to a memory box at the destination.

Since a password must be entered to output the sent data, this is convenient when sending confidential documents.



To Enable the Confidential Transmission Function

Prerequisites

- When starting the computer, log on as a user with administrator privileges.

Procedures

1 Display the printer properties screen.

(1) Display [Bluetooth & devices] (or [Devices]) from [Settings] in the Start menu.

(2) In [Printers & scanners], display the management screen for the device to set.

To display the management screen, click the device or click [Manage] for the corresponding device.

(3) Click [Printer properties] for the device to set.

2 Display the [Device Settings] sheet.

3 Select the authentication mode to use from [Subaddress Authentication].

Configure this setting to match the authentication method set at the device.

4 Click [Detailed Settings] → in the [Detailed Settings] dialog box, select [Use Subaddress] → click [OK].

5 In the [Device Settings] sheet, click [OK] or [Apply].

To Set Confidential Information at the Destination

To perform confidential transmissions, set the confidential information (subaddress and password) registered in the destination fax device in the address.

An example of the procedure for setting confidential information when adding an address from the [Select Destination] is shown below.

Prerequisites

- Confidential information (subaddress and password) registered in the destination fax device

Procedures

1 Display the [Select Destination] sheet.

You can display this from the fax transmission settings screen when sending a fax or changing the default settings.

2 Click [Add Destination] beside [Destination List].

3 In the [Add Destination] dialog box, specify [Destination Name], [Communication Mode], etc.

4 Select [Use Subaddress] → enter [Subaddress] and [Password] → click [OK].

The address is added to [Select Destination] sheet > [Destination List].

As well as the above procedure, confidential information can be set when adding or editing either one of the following addresses.

- Address of a person in the address book

  When transmitting by specifying [G3 Fax Number], you can specify a maximum of two fax numbers. You can set confidential information for the respective fax number from [Advanced Function].

- Address entered manually in the [Enter Destination] sheet

Related Topics

- **[Detailed Settings] Dialog Box(P. 128)**
- **[Add Destination] Dialog Box(P. 114)**
- **[Enter Destination] Sheet(P. 120)**
- **About Communication Methods That Can Be Used with Fax Transmissions(P. 75)**
- **Changing the Default Settings(P. 83)**

Managing Transmission Logs

You can save and manage logs of transmission data images, transmission times, destinations, etc. as transmission images.

If you are using the driver with multiple devices, you can view the log for each device. Also, for logs transmitted to multiple addresses, you can check transmission images for each address.

To Save Transmission Logs

1 Display the [Select Destination] sheet.

You can display this from the fax transmission settings screen when sending a fax or changing the default settings.

2 Select [Store Sent Fax Information and Image].

If you want to set the save destination for transmission logs and the maximum number that can be saved, perform the following procedure.

If you do not want to set them, click [OK].

3 Display the [Sent Fax Information and Image] sheet.

4 Click [Store Settings].

5 In the [Store Settings] dialog box, set the save destination for transmission logs and the maximum number that can be saved → click [OK].

Only a local folder can be specified as the save destination. A network folder cannot be specified.

6 In the [Sent Fax Information and Image] sheet, click [OK].

NOTE

- You can also select the [Store Sent Fax Information and Image] in the [Enter Destination] sheet.

To Check Transmission Logs

1 Display the [Sent Fax Information and Image] sheet.

You can display this from the fax transmission settings screen when sending a fax or changing the default settings.

2 If you are using the driver with multiple devices, select the driver names corresponding to those devices in [Driver to Display From].

3 Select the transmission log to be checked from [Sent Fax Information and Image].

If the transmission log you want to check is not displayed, click [Refresh] to update the display.

4 Check the details of the transmission log in the preview.

If you click [Enlarge], you can further enlarge and check the transmission log in the viewer.

If the log spans multiple pages, switch between pages with [Back] or [Next].

If you transmitted to multiple destinations, select and check the destination of the log you want to check in [Destination List].

Related Topics

- **[Select Destination] Sheet(P. 114)**
- **[Store Settings] Dialog Box(P. 125)**
- **[Enter Destination] Sheet(P. 120)**
- **Changing the Default Settings(P. 83)**

Changing the Default Settings

You can change the default settings to desired fax transmission settings. If you change them to settings that you use frequently, you can reduce the effort required to configure settings when sending faxes.

1 Display the print settings screen of the driver.

(1) Display [Bluetooth & devices] (or [Devices]) from [Settings] in the Start menu.

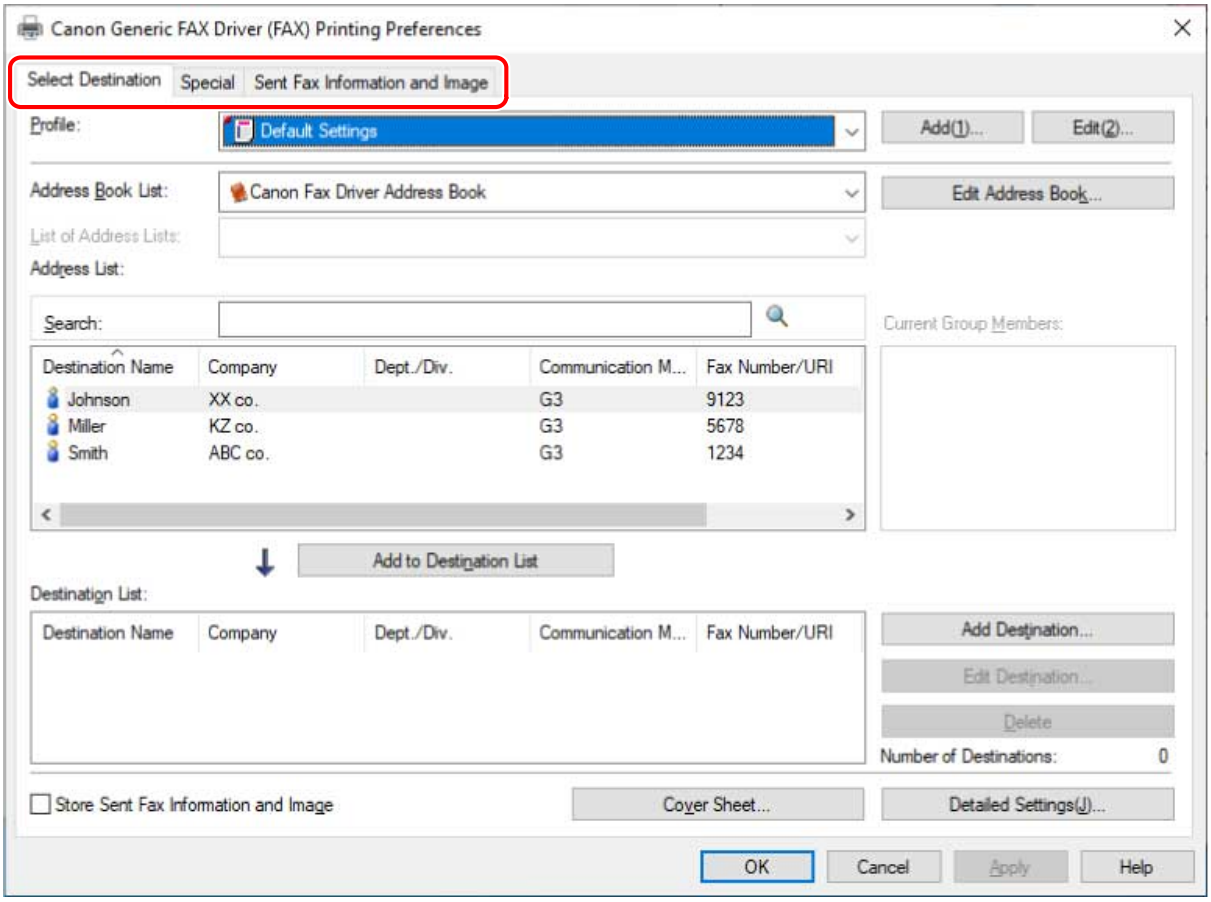
(2) In [Printers & scanners], display the management screen for the device to set.

To display the management screen, click the device or click [Manage] for the corresponding device.

(3) Click [Printing preferences] for the device to set.

2 In the displayed print settings screen, set the required items.

If necessary, switch sheets and configure relevant settings.



3 Click [OK] or [Apply].

Editing the Driver Address Book

Editing the Driver Address Book 85
Adding the Address of a Person to the Driver Address Book 86
Adding a Group to the Driver Address Book 88

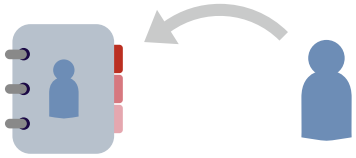
Editing the Driver Address Book

Adding the Address of a Person to the Driver Address Book(P. 86)
Adding a Group to the Driver Address Book(P. 88)

Adding the Address of a Person to the Driver Address Book

You can register the information of a personal destination to the address book. You can also set the communication mode according to the destination fax device.

You can add up to 3,000 personal destinations.



1 Display the [Select Destination] sheet.

You can display this from the fax transmission settings screen when sending a fax or changing the default settings.

2 Select [Canon Fax Driver Address Book] from [Address Book List] → click [Edit Address Book].

3 In the [Edit Address Book] dialog box, click [Add Person].

4 In the [Add Person] dialog box, enter items such as the destination name, company name, etc.

Enter [Notes] if necessary.

5 If you are using G3 communication, select the [G3 Fax Number] sheet and enter the fax number.

If necessary, set the subaddress function from [Settings].

6 If you are using IP fax communication, select the [IP Fax Number] sheet and set each item.

If necessary, set the subaddress function or enter [Description].

7 In the [Add Person] dialog box, click [OK].

The destination is added to [Address Book] in the [Edit Address Book] dialog box.

8 In the [Edit Address Book] dialog box, click [OK].

Related Topics

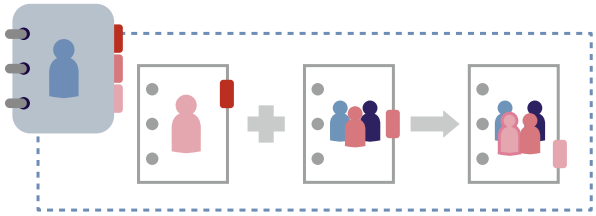
- [Edit Address Book] Dialog Box(P. 116)
- [Add Person] Dialog Box(P. 116)

About Communication Methods That Can Be Used with Fax Transmissions(P. 75)
Changing the Default Settings(P. 83)

Adding a Group to the Driver Address Book

You can register destinations that are registered in the address book as a group. This is a convenient function when you want to send data with the same content to multiple destinations.

You can add up to 3,000 groups, and up to 256 personal destinations to each group.



1 Display the [Select Destination] sheet.

You can display this from the fax transmission settings screen when sending a fax or changing the default settings.

2 Select [Canon Fax Driver Address Book] from [Address Book List] → click [Edit Address Book].

3 In the [Edit Address Book] dialog box, click [Add Group].

4 In the [Add Group] dialog box, set the group name.

5 Select the groups or destinations to register to the group from [Destinations to Add] → click [Add].

You can switch the category to be displayed in [Show].

If you add one, the added destination is displayed in [Details] > [Current Group Members].

If you want to delete a group or destination from the group, select the group or destination to be deleted from [Current Group Members] → click [Delete].

6 In the [Add Group] dialog box, click [OK].

The group is added to [Address Book] in the [Edit Address Book] dialog box.

7 In the [Edit Address Book] dialog box, click [OK].

Related Topics

- [Edit Address Book] Dialog Box(P. 116)
- [Add Group] Dialog Box(P. 116)
- Changing the Default Settings(P. 83)

Registering an Address Book

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Registering an Address Book

- **Types of Address Books(P. 91)**
- **Importing/Exporting a Driver Address Book(P. 93)**
- **Registering the Address Book of a Device or Application(P. 95)**

Types of Address Books

The types of address books that can be used with this driver and the file formats that you can register or import are indicated below.

Canon Fax Driver Address Book: The address book of this driver

You can import and export the content of the address book.

File formats that can be imported

- CSV Files (*.csv)
- Canon Address Book (*.abk)
- Device Setting Information Files (*.dcm)

  Only files exported from a device with security level 1

The Canon Fax Driver Address Book can be exported in the CSV Files (*.csv) or Canon Address Book (*.abk) file format.

Messaging API: The Microsoft Outlook address book

File formats that can be registered

- MAPI profiles registered in Outlook

  If the driver is being used in a 64-bit environment, you can register a 64-bit version of the Microsoft Outlook address book.

  However, the Microsoft Outlook address book cannot be registered if it is shared in a virtual environment such as a Citrix Virtual Apps environment.

Windows Address Book: The Microsoft Outlook Express address book

File formats that can be registered

- Windows Address Book (*.wab)

  If you do not specify the file path, the default Windows Address Book is registered.

Canon Device Address Book: An address book exported from a device

To register an address book exported from a device to this driver, it must include one of the following sub address books.

- Address List 1 to 10
- One-Touch
- Address List for Administrators

Use the control panel of the device you are using or the Remote UI to check whether one of the above sub address books is included.

File formats that can be registered

- Canon Device CSV Files (*.csv)
- Canon Address Book (*.abk)
- Device Setting Information Files (*.dcm)

  Only files exported from a device with security level 1

Related Topics

- **Importing/Exporting a Driver Address Book(P. 93)**
- **Registering the Address Book of a Device or Application(P. 95)**

Importing/Exporting a Driver Address Book

You can import the content of an address book used in another application into the address book of the driver. You can also export the content of the address book and use it in other applications.

To Export the Address Book

NOTE

- If you want to protect an exported address book with a password, you can set it in [Special] sheet > [Security Settings].

1 Display the [Select Destination] sheet.

You can display this from the fax transmission settings screen when sending a fax or changing the default settings.

2 Select [Canon Fax Driver Address Book] from [Address Book List] → click [Edit Address Book].

3 Click [Export] in the [Edit Address Book] dialog box.

4 Specify the save location and file name → click [Save] or [OK].

The file formats and character codes that can be selected when saving the address book are as follows:

- File format: CSV Files (*.csv) / Canon Address Book (*.abk)
- Character code (when saving as a Canon Address Book): ANSI / UTF-8

The [Notes] item in the address book is not exported.

5 Click [OK].

To Import an Address Book

Prerequisites

- Check the type and format of the address book file to import.

Procedures

1 Display the [Select Destination] sheet.

You can display this from the fax transmission settings screen when sending a fax or changing the default settings.

2 Select [Canon Fax Driver Address Book] from [Address Book List] → click [Edit Address Book].

3 In the displayed dialog box, click [Import] → select the address book file to be imported.

To import while checking whether duplicate personal destinations are included, enable [Confirm whether or not personal destinations are duplicates (groups will not be imported)].

If it is enabled, groups will not be imported.

4 Click [Open].

If you enabled [Confirm whether or not personal destinations are duplicates (groups will not be imported)] in the above step, a confirmation dialog box is displayed when duplicate personal destinations are found.

Follow the message in the dialog box to proceed with the import process.

5 In the [Edit Address Book] dialog box, click [OK].

Related Topics

- **[Edit Address Book] Dialog Box(P. 116)**
- **Types of Address Books(P. 91)**
- **Changing the Default Settings(P. 83)**
- **[Special] Sheet(P. 123)**

Registering the Address Book of a Device or Application

You can register an address book that was used with a device or an application to the driver so that it can be accessed.

This section explains the procedure for registering an address book for each user and the procedure for an administrator registering an address book to a print server device.

By registering an address book to a print server device, the same address book can be used on the client side.

Registering an Address Book for Each User

Prerequisites

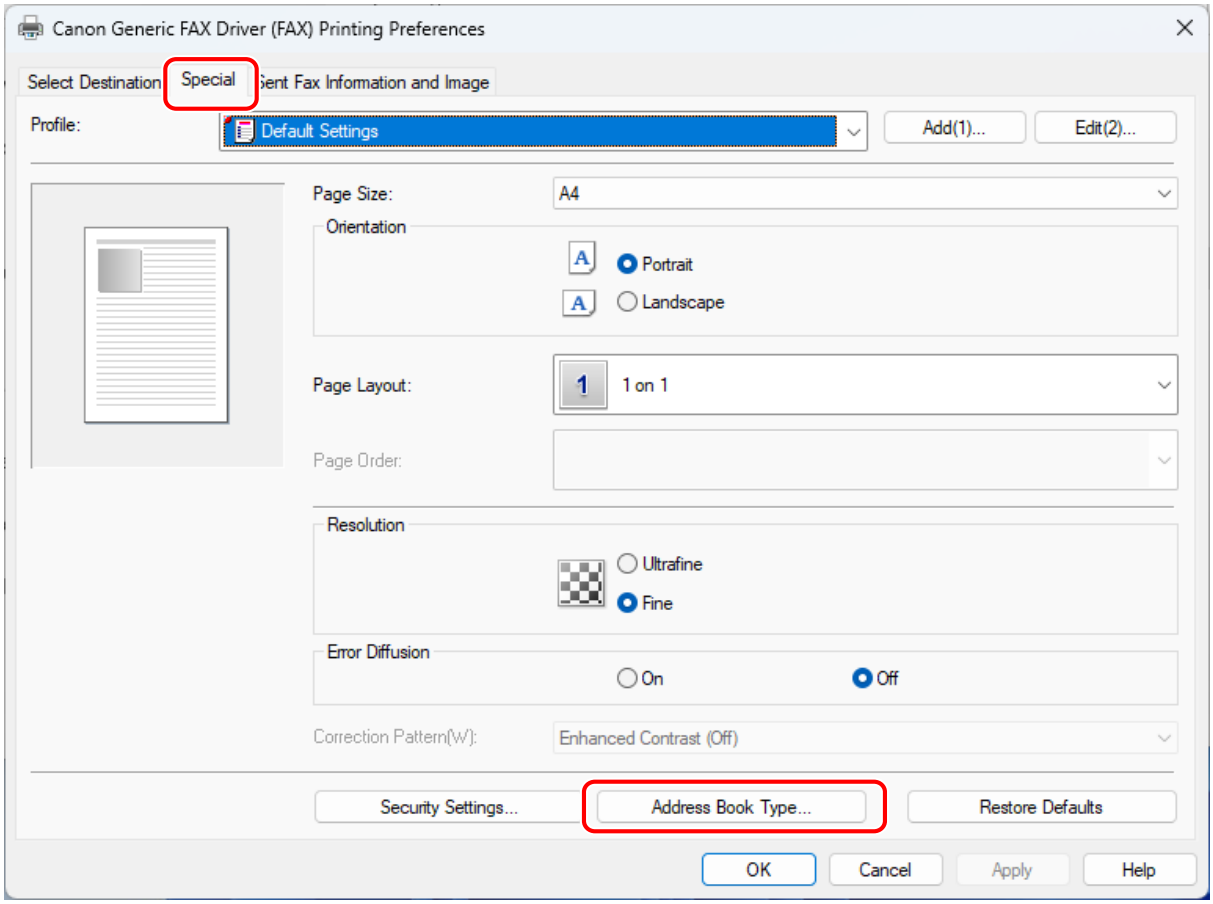
- Check the type and format of the address book file to register.

  The following types of address books can be registered with this procedure:

  - Windows Address Book
  - Messaging API
  - Canon Device Address Book

Procedures

1 Display the [Special] sheet → click [Address Book Type].



2 **In the displayed dialog box, click [Register].**

If an address book is already registered, it is displayed in the list in the dialog box.

3 **In the [Register Address Book] dialog box, select the type of address book to register → click [OK].**

You can register up to 10 address books of the Canon Device Address Book type.

4 **In the Add/Edit Dialog Box, select the address book file to register → click [OK].**

Enter or change the name of the address book type as required.

For the Messaging API type, select the profile to use.

5 **In [Address Book Type] dialog box, click [OK].**

Registering an Address Book to a Device Shared as a Print Server

Prerequisites

- When starting the computer, log on as a user with administrator privileges.
- Check the type and format of the address book file to register.

  Only address book files in the Canon Device Address Book format can be registered with this procedure.
- Store the address book file to register in a network folder.

If the address book file is stored in a local folder, it cannot be registered with this procedure.

Procedures

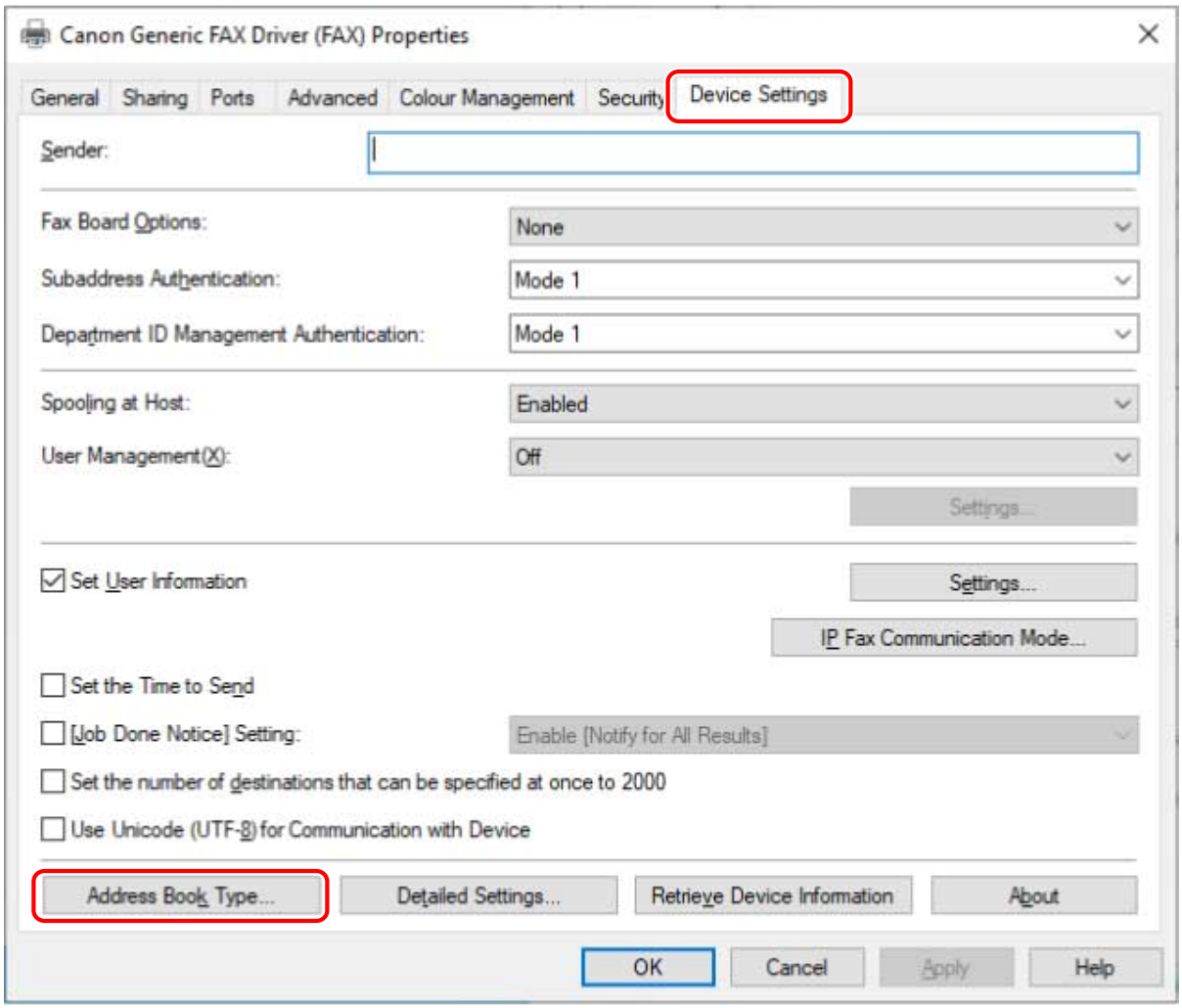
1 Display the printer properties screen.

(1) Display [Bluetooth & devices] (or [Devices]) from [Settings] in the Start menu.

(2) In [Printers & scanners], display the management screen for the device to set.
To display the management screen, click the device or click [Manage] for the corresponding device.

(3) Click [Printer properties] for the device to set.

2 Display the [Device Settings] sheet → click [Address Book Type].



3 In the displayed dialog box, click [Register].

If an address book is already registered, it is displayed in the list in the dialog box.
You can register up to 10 address books of the Canon Device Address Book type.

4 In the Add/Edit Dialog Box, enter the name of the address book to register, then select the file to register → click [OK].

5 **In [Address Book Type] dialog box, click [OK].**

6 **In the [Device Settings] sheet, click [OK] or [Apply].**

Related Topics

- **Types of Address Books(P. 91)**
- **[Special] Sheet(P. 123)**
- **[Device Settings] Sheet(P. 126)**

Editing Favorite Settings

Editing Favorite Settings 100
Registering Favorite Settings 101
Editing the Favorite Settings List 102

Editing Favorite Settings

Registering Favorite Settings(P. 101)
Editing the Favorite Settings List(P. 102)

Registering Favorite Settings

You can register frequently used settings as a profile.

1 Display the [Select Destination] or [Special] sheet → configure the settings you want to register.

You can display this from the fax transmission settings screen when sending a fax or changing the default settings.

2 Click [Add] beside [Profile].

3 In the [Add Profile] dialog box, set [Name] and [Icon].

Enter a comment in [Comment] if required.

4 Click [OK].

The new profile is added to [Profile]. You can apply registered fax transmission settings by simply selecting an item from [Profile].

Related Topics

[Add Profile] Dialog Box(P. 113)
Changing the Default Settings(P. 83)

Editing the Favorite Settings List

You can edit the [Profile] list. You can also import or export profiles to be used on other computers.

The [Select Destination] or [Special] sheet displayed for editing profiles is displayed in the fax transmission settings screen when sending a fax or changing the default settings.

To Edit the [Profile] List

1 **Display the [Select Destination] or [Special] sheet.**

2 **Click [Edit] beside [Profile].**

3 **In the [Edit Profile] dialog box, select the profile you want to edit from [Profile List] → set [Name] and [Icon].**

Enter a comment in [Comment] if required.

If you want to delete a profile, select the profile from [Profile List] → click [Delete] → click [Yes].

4 **Click [OK].**

To Export a Profile

1 **Display the [Select Destination] or [Special] sheet.**

2 **Click [Edit] beside [Profile].**

3 **In the [Edit Profile] dialog box, select the profile you want to export from [Profile List] → click [Export].**

4 **Specify the storage location and file name → click [Save] or [OK].**

5 **Click [OK].**

The selected profile is saved as a "*.cfg" file.

To Import a Profile

1 **Display the [Select Destination] or [Special] sheet.**

2 **Click [Edit] beside [Profile].**

3 **In the [Edit Profile] dialog box, click [Import] → select a profile file to be imported → click [Open].**
The imported profile is displayed in [Profile List].

4 **Click [OK].**

Related Topics

- **[Edit Profile] Dialog Box(P. 113)**
- **Registering Favorite Settings(P. 101)**

Linking the Driver and the Device

Linking the Driver and the Device 105
Setting Device Information 106
Setting the Authentication Function 108
Setting the User Name 110

Linking the Driver and the Device

Setting Device Information(P. 106)
Setting the Authentication Function(P. 108)
Setting the User Name(P. 110)

Setting Device Information

In the following cases, it is necessary to set the options of the device according to this procedure.

- The device information was not retrieved during installation.
- The device function and options are not set correctly in the [Device Settings] sheet.
- An option has been added to the device.
- The fax transmission settings of the device have been changed.

Prerequisites

- Settings at the device
  - If the device is connected via a WSD port, [Use WSD Browsing] is already enabled.
  - If the device is connected by specifying a standard TCP/IP port, [Retrieve Printer Mngt. Information from Host] is already enabled.

  For details, refer to the manual of the device.
- When starting the computer, log on as a user with administrator privileges.

Procedures

1 Display the printer properties screen.

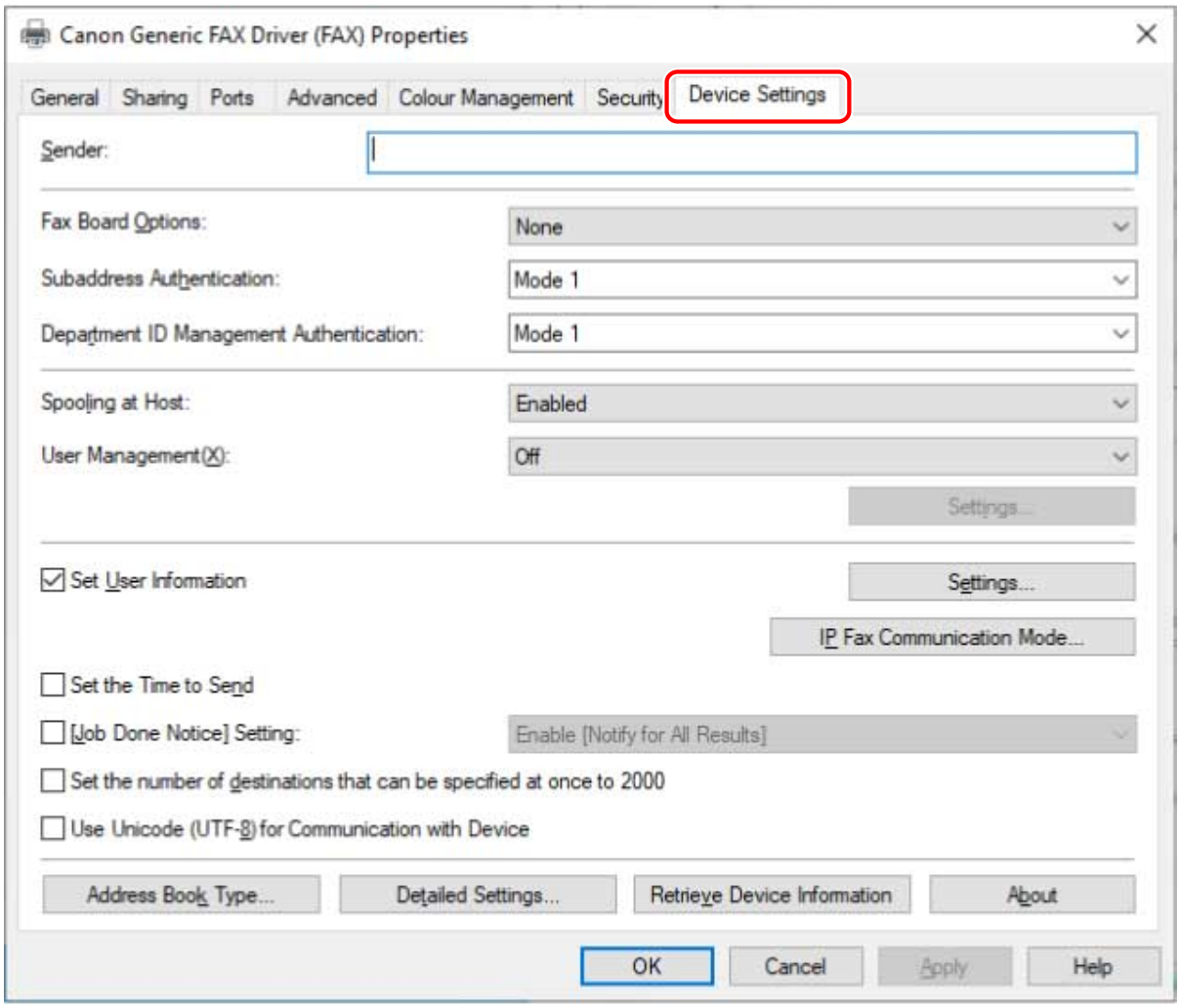
(1) Display [Bluetooth & devices] (or [Devices]) from [Settings] in the Start menu.

(2) In [Printers & scanners], display the management screen for the device to set.

To display the management screen, click the device or click [Manage] for the corresponding device.

(3) Click [Printer properties] for the device to set.

2 Display the [Device Settings] sheet.



3 Click [Retrieve Device Information].

4 If the message "Do you want to retrieve the device information?" is displayed, click [Yes].

If the information has been retrieved, confirm the automatically set option configuration.

If the information is not retrieved, set the option configuration manually. Select the options attached to the device.

5 Click [Detailed Settings] → set as required.

The items in [Detailed Settings] are not set automatically. If necessary, set them manually.

6 In the [Device Settings] sheet, click [OK] or [Apply].

Related Topics

- [Device Settings] Sheet(P. 126)
- Cannot use the acquire device information function/authentication function(P. 134)

Setting the Authentication Function

You can manage fax transmission by means of the department ID management function or the user authentication function.

Prerequisites

- When starting the computer, log on as a user with administrator privileges.

Procedures

1 Display the printer properties screen.

(1) Display [Bluetooth & devices] (or [Devices]) from [Settings] in the Start menu.

(2) In [Printers & scanners], display the management screen for the device to set.

To display the management screen, click the device or click [Manage] for the corresponding device.

(3) Click [Printer properties] for the device to set.

2 Display the [Device Settings] sheet.

3 Select the authentication function you want to use from [User Management] → click [Settings].

4 In the [Department ID/PIN Settings] or [User Authentication Settings] dialog box, select [Allow PIN Settings] or [Allow Password Settings] → enter the authentication information.

To use the department ID management function, enter the information in [Department ID] and [PIN].

To use the user authentication function, enter the information in [User Name] and [Password].

You can check whether the authentication information set in the device and the entered content match by clicking [Verify].

5 Select [Confirm Department ID/PIN When Sending Faxes] or [Confirm Authentication Information When Sending Faxes] if necessary → click [OK].

6 In the [Device Settings] sheet, click [OK] or [Apply].

If the [Confirm Department ID/PIN] or [Confirm User Name/Password] dialog box is displayed when sending a fax, confirm or set the authentication information.

Related Topics

- [Department ID/PIN Settings] Dialog Box(P. 126)
- [User Authentication Settings] Dialog Box(P. 126)
- [Confirm Department ID/PIN] Dialog Box(P. 128)
- [Confirm User Name/Password] Dialog Box(P. 129)

Setting the User Name

You can set a user name to be used for fax sending jobs.

The set user name is displayed on the control panel of the device, and is applied to the headers or footers of fax data.

Prerequisites

- When starting the computer, log on as a user with administrator privileges.

Procedures

1 Display the printer properties screen.

(1) Display [Bluetooth & devices] (or [Devices]) from [Settings] in the Start menu.

(2) In [Printers & scanners], display the management screen for the device to set.

To display the management screen, click the device or click [Manage] for the corresponding device.

(3) Click [Printer properties] for the device to set.

2 Display the [Device Settings] sheet.

3 Select [Set User Information] → click [Settings].

4 In the [User Information Settings] dialog box, enter the name in [User Name] → click [OK].

If you want to change the default user name or domain name, click [User Name Management] → configure [Name to Set for User Name] or [Domain Name Settings] → click [OK].

If you want to prevent changes to user names, click [User Name Management] → select [Do Not Allow User Name Changes] → click [OK].

5 In the [Device Settings] sheet, click [OK] or [Apply].

Related Topics

[User Information Settings] Dialog Box(P. 127)

Settings List

Settings List 112
Common Settings for Certain Sheets 113
[Select Destination] Sheet 114
[Enter Destination] Sheet 120
[Special] Sheet 123
[Sent Fax Information and Image] Sheet 125
[Device Settings] Sheet 126

Settings List

- Common Settings for Certain Sheets(P. 113)
- [Select Destination] Sheet(P. 114)
- [Enter Destination] Sheet(P. 120)
- [Special] Sheet(P. 123)
- [Sent Fax Information and Image] Sheet(P. 125)
- [Device Settings] Sheet(P. 126)

Common Settings for Certain Sheets

You can register frequently used settings as profiles.

You can set profiles in the [Select Destination] and [Special] sheets.

[Profile]

Applies registered fax transmission settings. Registered profiles can be edited or deleted.

Because profiles with a red dot ( ) are preset profiles, you cannot edit or delete them.

[Add] ▶ [Add Profile] Dialog Box

Enables you to register the current fax transmission settings as a profile.

Set [Name] and [Icon]. If necessary, enter a comment in [Comment]. If you want to check the current settings on a list, click [View Settings].

[Edit] ▶ [Edit Profile] Dialog Box

Enables you to edit the content of a profile. You can also specify a file to import a profile to, and save the current profile to a file.

[Profile List]

Enables you to display a list of registered profiles. If you click [ ] (Move Up) or [ ] (Move Down) after selecting a profile, you can change its place in the order of profiles.

[View Settings] ▶ [View Settings] Dialog Box

Enables you to display the content of a selected profile in list form. You can also copy the content of the settings to the clipboard.

[Delete]

Deletes the selected profile.

[Name]/[Icon]/[Comment]

Displays the name, icon, and comment of the selected profile. Registered names, icons, and comments of profiles can be edited.

[Import]

Imports the profile saved as a file (*.cfg) and adds it to [Profile List].

[Export]

Exports the profile selected in [Profile List] and saves it as a file (*.cfg).

[Apply Settings from Application]

For the following items, the settings of the application are given priority over the profile settings.

[Special] sheet > [Page Size]/[Orientation]

When this function is disabled, the above items are overwritten with the selected profile settings.

Related Topics

- **[Select Destination] Sheet(P. 114)**
- **[Special] Sheet(P. 123)**
- **Registering Favorite Settings(P. 101)**
- **Editing the Favorite Settings List(P. 102)**

[Select Destination] Sheet

You can set a destination when sending a fax, edit the address book, etc.

[Address Book List]/[List of Address Lists]

Select the address book and sub address book to use.

If the selected address book has a sub address book, select the sub address book to display in [List of Address Lists].

When the address book to display is selected, a list of destinations is displayed in [Address List].

An address book can be registered in [Special]/[Device Settings] sheet > [Address Book Type].

An address book with a red dot ( ) is a shared address book registered by the administrator. By registering it on the server side of a device shared as a print server, you can use the same address book on the client side.

[Edit Address Book]

Enables you to edit an address book of the driver saved in a local folder.

address books stored in a folder on the network cannot be edited.

When Business IJ FAX Driver is installed in your computer, the address book (Canon Fax Driver Address Book) is shared between drivers. Even if the destination folder to save the address book is changed, the new setting is shared.

[Edit Address Book] Dialog Box(P. 116)

[Address List]

Search for the target destination from the address book selected in [Address Book List]/[List of Address Lists].

Individual destinations ( ) and groups ( ) can be distinguished by the icons at the head of the list.

In [Current Group Members], individual destinations and groups registered in the selected group are displayed.

You can search for a specified character string and filter the displayed destinations.

[Add to Destination List] ▶ [Select Destination Fax Number] Dialog Box

Enables you to add a destination registered in the address book to [Destination List].

When you double-click an entry in [Address List], it is similarly added to [Destination List].

If multiple fax numbers are registered in a group, the [Select Destination Fax Number] dialog box is displayed. Select a fax number to add to [Destination List].

The types of destinations you can select in the [Select Destination Fax Number] dialog box vary according to the type of address book selected in [Address Book List].

[Destination List]

Displays a list of fax transmission destinations (or group names). [Number of Destinations] shows the total number of destinations that have been added to the list.

[Add Destination] and [Edit Destination] cannot be used when [Do not allow manual destination entry] is enabled in the [Device Settings] sheet > [Detailed Settings] dialog box.

[Add Destination] ▶ [Add Destination] Dialog Box

Enables you to enter and set a new destination and add it to [Destination List].

[Edit Destination] ▶ [Edit Destination] Dialog Box

Enables you to edit the destination selected in [Destination List]. When you double-click an entry in [Destination List], you can similarly edit the destination.

[Destination Name]

Enter a destination name.

[Communication Mode]/[Fax Number/URI]

Select the communication mode that matches the environment of the destination and specify a fax number or URI.

When [Confirm Fax Number/URI when Configuring Destinations (Prevent Sending to Wrong Destination)] is enabled in the [Special] sheet > [Security Settings], [Confirm Fax Number (Prevent Sending to Wrong Destination)] or [Confirm URI (Prevent Sending to Wrong Destination)] is displayed. Enter the same fax number or URI.

[Use Subaddress]

Sends data to a memory box in the destination.

Enter the values registered in the destination fax machine in [Subaddress] and [Password]. The password must be entered to output the sent data at the destination fax machine.

You can specify this when [Use Subaddress] is enabled in the [Device Settings] sheet > [Detailed Settings].

[Register to Address Book]

Registers the set destination in the address book (Canon Fax Driver Address Book).

[Add Next Destination]

Continues to add destinations.

[Delete]

Deletes the destination selected in [Destination List].

[Store Sent Fax Information and Image]

Saves the transmitted document name, transmission time, etc. as a transmission image. You can keep and manage a transmission image log.

You can check the log in the [Sent Fax Information and Image] sheet.

[Cover Sheet]

Enables you to set a cover sheet.

[Cover Sheet] Dialog Box(P. 118)

[Detailed Settings] ▶ [Detailed Settings] Dialog Box

Enables you to specify the outside dialing prefix and send time, and set the line to be used.

[Select G3 Line]

Select the line to be used for fax transmission.

[Customize Line Name] ▶ [Customize Line Name] Dialog Box

Enables you to set a name for each line.

[Add Outside Dialing Prefix to G3/IP Fax Number]

Specify an outside dialing prefix to be assigned to the fax number for each communication mode.

[Set the Time to Send]

Sends a fax at the time specified in [Sending Time]. The data to be sent is temporarily saved in the device, then sent at the specified time.

To specify this item, [Device Settings] sheet > [Set the Time to Send] needs to be enabled.

[Job Done Notice]

Enables notification of fax transmission results to be sent to a specified email address.

The notification conditions that can be set vary according to the set content of [Device Settings] sheet > [[Job Done Notice] Setting].

Error notifications are limited to errors that occur between the device and the destination fax.

Notifications are not given for errors that occur between the computer and the device, even if [Only Notify for Errors] is selected.

To confirm whether a fax has been sent correctly, check the fax transmission log or print queue at the device, and check the transmission result between the computer and the device.

[Edit Address Book] Dialog Box

[Address Book]

Displays the content of the address book as a list. You can switch categories to be displayed in [Show].

Details about a selected destination are displayed in [Details].

The destinations cannot be edited in this dialog box when [Do not allow manual destination entry] is enabled in the [Device Settings] sheet > [Detailed Settings] dialog box.

[Add Person] ▶ [Add Person] Dialog Box

Enables you to add a personal destination. You can add up to 3,000 personal destinations.

[Prefix]/[Last]/[First]/[Suffix]

Specifies the name of the destination.

[Destination Name]

Specifies the [Destination Name] to be displayed in the cover sheet. If a name is not specified, [Prefix]/[Last]/[First]/[Suffix] is displayed in the cover sheet.

[Company]/[Dept./Div.]/[Notes]

Enter the respective items if necessary.

[G3 Fax Number] Sheet

[Primary Number]/[Secondary Number]

Enter the fax number of the destination. If you enter hyphens (−), the number is sent to the device without the hyphens.

You can enter a desired character string in [Description] for each number.

[Advanced Function]

Displays the usage conditions of the subaddress (internal line number) function.

[Settings] ▶ [Advanced Function Settings] Dialog Box

Enables you to set the detailed information necessary to use the subaddress functions.

[IP Fax Number] Sheet

[Communication Mode]/[Fax Number/URI]

Select the communication mode that matches the environment of the destination and specify a fax number or URI.

[Use Subaddress]

Sends data to a memory box in the destination.

Enter the values registered in the destination fax device in [Subaddress] and [Password].

The password must be entered to output the sent data at the destination fax device.

[Description]

Enter a desired character string.

[Add Group] ▶ [Add Group] Dialog Box

Enables you to add a group.

You can add up to 3,000 groups, and up to 256 personal destinations to each group.

[Group Name]

Enter the name of the group to be added.

[Destinations to Add]

Displays a list of destinations that can be added to the group in [Available Destinations].

In [Show], you can switch between individual and group display.

[Add]

Adds the destination selected in [Available Destinations] to the group members.

[Delete]

Deletes the destination selected in [Current Group Members] from the group members.

[Details]

Displays individuals and groups registered in the group in [Current Group Members].

You can enter notes about the group to be added in [Notes].

[Edit] ▶ [Edit Person]/[Edit Group] Dialog Box

Enables you to edit the selected item.

Items that can be edited are the same as those that can be edited when the individual or group is added.

[Delete]

Deletes the selected destination from the address book.

[Specify a Folder]

Enables you to specify the destination folder to save the address book of the driver (Canon Fax Driver Address Book).

If you specify a folder on the network, you can only browse the folder. You cannot edit or import.

[Import]

Enables you to import the content of an address book used in another application into the address book of the driver.

You can import up to 3,000 individual destinations and 3,000 group destinations.

The file formats that can be imported are shown below.

- CSV Files (*.csv)
- Canon Address Book (*.abk)
- Device Setting Information Files (*.dcm)

When importing a CSV format file, you can specify the separator. Characters that can be specified are the following single-byte characters.

! # $ % & ' ( ) * + , - . / : ; < = > ?

When importing with [Confirm whether or not personal destinations are duplicates (groups will not be imported)] enabled, the following personal destination information is checked for duplicates.

- [Destination Name]
- Communication Mode (G3 or IP fax)
- Whether [Fax Number] or [URI] is used and the value for the fax number or URI

[Export]

Enables you to save the content of the address book of the driver in another file format.

The saved file is convenient for use with other applications and for backing up the content of the address book.

The file formats that can be saved are shown below.

- CSV Files (*.csv)
- Canon Address Book (*.abk)

When saving in CSV format, you can specify the separator. Characters that can be specified are the following single-byte characters.

! # $ % & ' ( ) * + , - . / : ; < = > ?

When saving as a Canon Address Book, you can specify ANSI or UTF-8 as the character code.

When [Protect with Password when Exporting Address List] is enabled in the [Special] sheet > [Security Settings], a dialog box requesting that you enter a password is displayed before saving the content of the address book.

[About]

Displays information about the driver version.

Return to **[Edit Address Book](P. 114)**

[Cover Sheet] Dialog Box

[Cover Sheet Attachment]

Enables you to specify whether to attach a cover sheet. If you attach a cover sheet, you can select whether to display information for each destination or information for all destinations.

[Style]

Select a cover sheet template.

[Manage] ▶ [Cover Sheet Management] Dialog Box

Displays a list of the cover sheet templates that can be used with this driver. You can also delete unnecessary templates.

[Style]

Displays registered cover sheet templates in a list.

Also, if you click [Preview], a detailed preview is displayed.

[Recover]

Re-registers deleted default templates.

[Delete]

Deletes the cover sheet selected in [Style].

[Items to Include]

Displays the content of items displayed in the cover sheet.

[Settings] ▶ [Item Settings] Dialog Box

Enables you to set items to be displayed in the cover sheet.

[Sender] Sheet

Displays information relating to the sender in the cover sheet.

If you click [Import Sender] and [Save Sender], you can import sender information from a file or save it to a file. Files that can be imported and files created when saving are both CSV format files with commas as separators.

[Destination] Sheet

Displays information relating to the destination in the cover sheet.

The values set in the [Select Destination] sheet are displayed in enabled items.

[Logo]/[Signature] Sheet

Displays a logo or signature in the cover sheet.

You can specify a BMP format file for the logo or signature.

Click [Browse] and select the file to be used.

You can adjust the ratio and position while checking the preview of the selected file.

[Details] Sheet

Displays the number of pages being sent or the subject name in the cover sheet.

The number of pages being sent is not counted automatically. The number of sheets entered here is displayed in the cover sheet.

[Insert Attention Note]

Displays a label such as "Urgent" etc. in the cover sheet.

Select [Attention Note] from the list or enter a desired character string.

[Comment to Include]

Enables you to enter a comment to be displayed in the cover sheet.

[Preview]

Displays a preview of the cover sheet to which the selected template, descriptive items, etc. have been applied.

Return to **[Cover Sheet](P. 115)**

Related Topics

- **[Special] Sheet(P. 123)**
- **[Sent Fax Information and Image] Sheet(P. 125)**
- **[Device Settings] Sheet(P. 126)**
- **About Communication Methods That Can Be Used with Fax Transmissions(P. 75)**
- **Attaching a Cover Sheet(P. 76)**
- **Setting Confidential Transmission(P. 79)**
- **Managing Transmission Logs(P. 81)**
- **Adding the Address of a Person to the Driver Address Book(P. 86)**
- **Adding a Group to the Driver Address Book(P. 88)**
- **Registering Favorite Settings(P. 101)**

[Enter Destination] Sheet

You can specify each set of destination information when sending a fax.

Be sure to specify items with "*."

This sheet is not displayed when [Do not allow manual destination entry] is enabled in the [Device Settings] sheet > [Detailed Settings] dialog box.

[* Communication Mode]/[* Fax Number/URI]

Select the communication mode that matches the environment of the destination and specify a fax number or URI.

When [Confirm Fax Number/URI when Configuring Destinations (Prevent Sending to Wrong Destination)] is enabled in the [Special] sheet > [Security Settings], [Confirm Fax Number (Prevent Sending to Wrong Destination)] or [Confirm URI (Prevent Sending to Wrong Destination)] is displayed. Enter the same fax number or URI.

[Destination Name]

Enter a destination name.

[Use Subaddress]

Sends data to a memory box in the destination.

Enter the values registered in the destination fax machine in [Subaddress] and [Password]. The password must be entered to output the sent data at the destination fax machine.

You can specify this when [Use Subaddress] is enabled in the [Device Settings] sheet > [Detailed Settings].

[Add to Address Book]

Registers the set destination in the address book (Canon Fax Driver Address Book).

[Store Sent Fax Information and Image]

Saves the transmitted document name, transmission time, etc. as a transmission image. You can keep and manage a transmission image log.

You can check the log in the [Sent Fax Information and Image] sheet.

[Cover Sheet]

Enables you to set a cover sheet.

[Cover Sheet] Dialog Box(P. 121)

[Detailed Settings] ▶ [Detailed Settings] Dialog Box

Enables you to specify the outside dialing prefix and send time, and set the line to be used.

[Select G3 Line]

Select the line to be used for fax transmission.

[Customize Line Name] ▶ [Customize Line Name] Dialog Box

Enables you to set a name for each line.

[Add Outside Dialing Prefix to G3/IP Fax Number]

Specify an outside dialing prefix to be assigned to the fax number for each communication mode.

[Set the Time to Send]

Sends a fax at the time specified in [Sending Time]. The data to be sent is temporarily saved in the device, then sent at the specified time.

To specify this item, [Device Settings] sheet > [Set the Time to Send] needs to be enabled.

[Job Done Notice]

Enables notification of fax transmission results to be sent to a specified email address.

The notification conditions that can be set vary according to the set content of [Device Settings] sheet > [[Job Done Notice] Setting].

Error notifications are limited to errors that occur between the device and the destination fax.

Notifications are not given for errors that occur between the computer and the device, even if [Only Notify for Errors] is selected.

To confirm whether a fax has been sent correctly, check the fax transmission log or print queue at the device, and check the transmission result between the computer and the device.

[Cover Sheet] Dialog Box

[Cover Sheet Attachment]

Enables you to specify whether to attach a cover sheet. If you attach a cover sheet, you can select whether to display information for each destination or information for all destinations.

[Style]

Select a cover sheet template.

[Manage] ▶ [Cover Sheet Management] Dialog Box

Displays a list of the cover sheet templates that can be used with this driver. You can also delete unnecessary templates.

[Style]

Displays registered cover sheet templates in a list.

Also, if you click [Preview], a detailed preview is displayed.

[Recover]

Re-registers deleted default templates.

[Delete]

Deletes the cover sheet selected in [Style].

[Items to Include]

Displays the content of items displayed in the cover sheet.

[Settings] ▶ [Item Settings] Dialog Box

Enables you to set items to be displayed in the cover sheet.

[Sender] Sheet

Displays information relating to the sender in the cover sheet.

If you click [Import Sender] and [Save Sender], you can import sender information from a file or save it to a file. Files that can be imported and files created when saving are both CSV format files with commas as separators.

[Destination] Sheet

Displays information relating to the destination in the cover sheet.

The values set in the [Select Destination] sheet are displayed in enabled items.

[Logo]/[Signature] Sheet

Displays a logo or signature in the cover sheet.

You can specify a BMP format file for the logo or signature.

Click [Browse] and select the file to be used.

You can adjust the ratio and position while checking the preview of the selected file.

[Details] Sheet

Displays the number of pages being sent or the subject name in the cover sheet.

The number of pages being sent is not counted automatically. The number of sheets entered here is displayed in the cover sheet.

[Insert Attention Note]

Displays a label such as "Urgent" etc. in the cover sheet.

Select [Attention Note] from the list or enter a desired character string.

[Comment to Include]

Enables you to enter a comment to be displayed in the cover sheet.

[Preview]

Displays a preview of the cover sheet to which the selected template, descriptive items, etc. have been applied.

Return to **[Cover Sheet](P. 120)**

Related Topics

- **[Select Destination] Sheet(P. 114)**
- **[Special] Sheet(P. 123)**
- **[Sent Fax Information and Image] Sheet(P. 125)**
- **[Device Settings] Sheet(P. 126)**
- **About Communication Methods That Can Be Used with Fax Transmissions(P. 75)**
- **Attaching a Cover Sheet(P. 76)**
- **Setting Confidential Transmission(P. 79)**
- **Managing Transmission Logs(P. 81)**

[Special] Sheet

You can set the page layout and resolution for the transmitted data when it is printed at the destination.

You can also re-enter the fax number or URI in order to prevent a transmission error. You can also configure security settings to protect the address book.

[Page Size]

Select the paper size of transmitted data created in an application.

[Orientation]

Select the orientation at which the transmitted data is printed.

[Page Layout]

Specify the number of pages when the transmitted data is printed on one sheet of paper. You can set the layout by clicking the preview at the side of the screen.

If you specify that the transmitted data is to be printed on multiple pages, you can select [Page Order].

[Resolution]

Select a resolution when transmitting a fax.

[Error Diffusion]

Improves the image quality of the fax data to send.

Try using this function to correct the output image quality when linking with an external function.

[Correction Pattern]

When [Error Diffusion] is enabled, this item sets whether to enhance contrast.

"Contrast" refers to the difference between the light and dark of an image. Enhancing contrast increases the difference between light and dark for a more defined image.

[Enhanced Contrast (Off)]

Contrast is not enhanced.

[Enhanced Contrast (Low)]

Contrast is somewhat enhanced.

[Enhanced Contrast (High)]

Contrast is greatly enhanced.

[Security Settings] ▶ [Security Settings] Dialog Box

Enables you to configure settings for checking destinations and security settings when saving (exporting) an address book to a file.

When these are set, a dialog box requesting that the fax number and password be entered for each operation is displayed.

[Address Book Type] ▶ [Address Book Type] Dialog Box

Enables you to register an address book to access when sending. You can also change the attributes of the address book such as its name.

[Address Book Type]

Displays the registered address book in a list.

[Register] ▶ [Register Address Book] Dialog Box

Enables you to select and register an address book from [Available Address Books].

Canon Fax Driver Address Book is the address book for this driver. It can be used without registering it.

You can register up to 10 address books of the Canon Device Address Book type.

For details on the address books that you can register, see the following.

Types of Address Books(P. 91)

[Edit] ▶ Add/Edit Dialog Box

Enables you to change the name etc. of a selected address book. The items that you can change vary according to the type of address book.

[Delete]

Deletes the selected address book. You can delete address books other than the Canon Fax Driver Address Book.

[Restore Defaults]

Returns all the driver settings to their standard (default) values.

Related Topics

- **[Select Destination] Sheet(P. 114)**
- **Importing/Exporting a Driver Address Book(P. 93)**
- **Registering the Address Book of a Device or Application(P. 95)**
- **Registering Favorite Settings(P. 101)**
- **Editing the Favorite Settings List(P. 102)**

[Sent Fax Information and Image] Sheet

You can manage saved transmission logs of transmission data images, transmission times, destinations, etc.

[Driver to Display From]

Switch between lists of logs to be displayed in [Sent Fax Information and Image], if you are using the driver with multiple devices.

[Sent Fax Information and Image]

Displays a fax transmission log as a list.

If there are multiple pages, you can switch between pages using [Back] and [Next]. For transmission logs of faxes sent to multiple destinations, you can also switch between each destination.

If you click [Enlarge], you can enlarge and check the selected transmission log.

[Sending Time] is the time of transmission from the driver to the device. It differs from the time when the fax is actually transmitted from the device.

[Delete All]

Deletes all logs.

[Delete]

Deletes the selected log.

[Refresh]

Updates the logs to their newest status.

[Destination List]

Displays the destination of the selected log.

[Store Settings] ▶ [Store Settings] Dialog Box

Enables you to set the destination for saving sent images, and the maximum number of sent images that can be saved.

Only a local folder can be specified as the save destination.

You can select a maximum number from 32 to 1,024.

Several dozen kilobytes of space is used for each sent image.

Related Topics

- **[Select Destination] Sheet(P. 114)**
- **[Enter Destination] Sheet(P. 120)**
- **Managing Transmission Logs(P. 81)**

[Device Settings] Sheet

You can set device options, authentication methods, etc.

Also, if confirmation of authentication information is set in [User Management] in this sheet, a confirmation dialog box is displayed when sending faxes.

Here, the content of the [Device Settings] sheet and the dialog box for confirming authentication information are explained.

Descriptions of Settings

[Sender]

Enter a sender name to be displayed in the header of the fax.

[Fax Board Options]

Select the fax board installed in the device.

[Subaddress Authentication]/[Department ID Management Authentication]

Select respective authentication modes.

Configure this setting to match the authentication method set at the device.

[Spooling at Host]

Select whether to process the data on the host (computer) or the device.

[User Management]

Enables you to set the type of authentication function to be used.

[Settings] ▶ [Department ID/PIN Settings] Dialog Box

Enables you to set details when [Department ID Management] is selected from [User Management].

[Allow PIN Settings]

Enable this when setting [PIN].

If you want to disable the PIN setting on the client side in an environment where the device is shared as a print server, disable this item on the server side.

[Department ID]

Set the department ID set at the device.

[PIN]

Set a PIN for department ID management. If a PIN is not set at the device, this is blank.

[Verify]

Verifies that the entered department ID and PIN match those set at the device.

[Confirm Department ID/PIN When Sending Faxes]

Displays a dialog box for setting or confirming a department ID and PIN, when sending a fax.

[Settings] ▶ [User Authentication Settings] Dialog Box

Enables you to set details when [User Authentication] is selected from [User Management].

[Allow Password Settings]

Enable this when setting [Password].

If a password is not set here, enter the password when sending the fax.

[User Name]

Set a user name to be used for user authentication.

[Password]

Set a password to be used for user authentication. If a password is not set at the device, this is blank.

[Verify]

Verifies that the entered password matches that set at the device.

[Confirm Authentication Information When Sending Faxes]

Displays a dialog box for setting or confirming a user name and password, when sending a fax.

[Set User Information]

Enables you to set the user name displayed in the fax transmission log of the device.

[Settings] ▶ [User Information Settings] Dialog Box

[User Name]

Set a user name to be used for fax transmission jobs.

[User Name Management] ▶ [User Name Management] Dialog Box

Enables you to set a user name to be used as a default.

[Name to Set for User Name]

Enables you to specify the Windows logon name, computer name, or any desired name for the user name.

For the logon name, you can select an item such as [User Account Name], [User Account Display Name], or [User Principal Name] as the type of name to display. The reflected user name differs according to the environment and the type of account you are using.

[Domain Name Settings]

Enables you to specify the domain name used for logging on to Windows or any desired name as the domain name.

If you want to leave the domain name unspecified, leave [Enter Name] > [Name] blank.

[Do Not Allow User Name Changes]

Prohibits changes to the user name in the [User Information Settings] dialog box.

[IP Fax Communication Mode] ▶ [IP Fax Communication Mode Settings] Dialog Box

Enables you to set the communication mode that can be used with the device. For information about IP fax connection environments, refer to the manual for the device.

[Set the Time to Send]

Specify the fax transmission time in [Select Destination] or [Enter Destination] sheet > [Detailed Settings].

[[Job Done Notice] Setting]

Enables notification of fax transmission results to be sent to a specified email address.

Items that are enabled here can be set in the [Select Destination] or [Enter Destination] sheet > [Detailed Settings].

[Set the number of destinations that can be specified at once to 2000]

Expands the maximum number of destinations that can be specified at one time to 2,000.

[Use Unicode (UTF-8) for Communication with Device]

Transmits and receives internal information such as user information etc. to and from the device in Unicode (UTF-8).

[Address Book Type] ▶ [Address Book Type] Dialog Box

Enables you to register an address book (Canon Device Address Book) to access when sending. You can also change the attributes of the address book such as its name.

When the device is shared as a print server, by registering the address book from this setting on the server side, you can use the same address book on the client side.

[Registered Device Address Book]

Displays the registered address book in a list.

[Register]/[Edit] ▶ [Add/Edit Canon Device Address Book] Dialog Box

Enables you to specify the name of the address book to register and the path to save the file.

You can register up to 10 address books of the Canon Device Address Book type.

You can click [Edit] to change the name and file path of the registered address book.

For details on the address books that you can register, see the following.

Types of Address Books(P. 91)

[Delete]

Deletes the selected address book.

[Detailed Settings] ▶ [Detailed Settings] Dialog Box

Enables you to set detailed functions related to fax transmission.

You can prevent faxes from being sent to the wrong destination by setting the function for displaying a confirmation message when sending and the function for prohibiting the manual entry of destinations.

The items in [Detailed Settings] are not set even if device information is retrieved. Set them manually.

[Retrieve Device Information]

Retrieves device information and applies it to each setting.

[About]

Displays information about the driver version.

Authentication Information Confirmation Dialog Box

[Confirm Department ID/PIN] Dialog Box

[Department ID]

Set the department ID set at the device.

[PIN]

Set a PIN for department ID management. If a PIN is not set at the device, this is blank.

[Confirm User Name/Password] Dialog Box

[User Name]

Set a user name to be used for user authentication.

[Password]

Set a password to be used for user authentication. If a password is not set at the device, this is blank.

Related Topics

- **[Select Destination] Sheet(P. 114)**
- **[Enter Destination] Sheet(P. 120)**
- **About Communication Methods That Can Be Used with Fax Transmissions(P. 75)**
- **Setting Confidential Transmission(P. 79)**
- **Registering the Address Book of a Device or Application(P. 95)**
- **Setting Device Information(P. 106)**
- **Setting the Authentication Function(P. 108)**
- **Setting the User Name(P. 110)**
- **Cannot use the acquire device information function/authentication function(P. 134)**

Troubleshooting

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Cannot discover a device connected via a WSD port 132
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Troubleshooting

This explains solutions to common problems.

- **Cannot discover a device connected via a WSD port(P. 132)**
- **Cannot use the acquire device information function/authentication function(P. 134)**
- **Cannot view or edit the Address Book(P. 136)**

Cannot discover a device connected via a WSD port

This explains what to do if the device is not displayed in the [Fax List] of the installer even if it is connected and discovered via a WSD port, when installing with a network connection.

A number of causes can be considered. Change the settings as required while referring to each "Remedy."

Cause 1.

The device settings are incorrect.

Remedy

Check whether the following have been set at the device. If they have not been set, change the settings or install the appropriate driver.

- The settings for both [Use WSD] and [Multicast Discovery Settings] are enabled.
- [PDL Selection (Plug and Play)] and the page description language of the driver match.

  For details about the setting method for the page description language (plug and play) function of the device, refer to the manual of the device.

Cause 2.

The network settings of the operating system are incorrect.

Remedy

Check whether the necessary settings have been configured in the network settings of the operating system. If they have not been set, change the settings.

(1) Display [Settings] > [Network & internet].

(2) Click the type of network you are connected to ([WiFi] or [Ethernet]) to display the screen for selecting the network profile.

The screen for selecting the network profile may not be displayed, depending on your environment.

(3) Select a private network for the network profile.

If the above method cannot be used, follow the procedure below.

In Windows Server 2016

Display [Settings] > [Network & Internet] → click an icon displayed in the connection method to the current network → enable [Make this PC discoverable].

Cause 3.

The device is not displayed in the discovery results because the driver corresponding to the discovered device is already installed.

Remedy

If you want to install a driver by discovering a device, uninstall the driver first, then discover it again.

Related Topics

- **Installing by Discovering Devices on a Network(P. 31)**
- **Installing Using a WSD Port(P. 50)**

Uninstalling the Driver(P. 55)

Cannot use the acquire device information function/ authentication function

If you cannot acquire the device information, or cannot use the department ID management function or the user authentication function, check the following.

Cause 1.

The device is turned off, or the cable is not plugged in properly.

Remedy

Check the status of the device.

Cause 2.

The function has not been set to match the connection environment.

Remedy

Confirm the printable area of the device, and correct the transmission data in the application you are using.

In a print server environment

- Install the Canon Driver Information Assist Service in the server computer using the driver installer.
- Install TCP/IP as a protocol in your environment from the CD-ROM for the operating system you are using.

When the device is connected in a USB connection or port connection environment

You cannot use the acquire device information, department ID management, and user authentication functions. Also, you cannot use them in the following port connection environments:

- When a local port or other port that information cannot be obtained for is specified
- An environment in which the computer is directly connected to the device using the SMB function
- An environment in which [Enable printer pooling] in the [Ports] sheet of the printer properties screen of Windows * is enabled

Use another connection environment such as a TCP/IP network connection environment for the acquire device information, department ID management, and user authentication functions.

Cause 3.

The name of the device is too long.

Remedy

Confirm that the name of the device registered in the printer list of Windows does not exceed the following number of characters.

- Device name: within 209 characters
- Share name: within 260 characters

If it exceeds the above numbers, change the name in the [General] or [Sharing] sheet of the Windows printer properties screen *.

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* The Windows printer properties screen can be displayed by the following procedure.

(1) Display [Bluetooth & devices] (or [Devices]) from [Settings] in the Start menu.

(2) In [Printers & scanners], display the management screen for the device to set.

To display the management screen, click the device or click [Manage] for the corresponding device.

(3) Click [Printer properties] for the device to set.

Related Topics

- **Setting Device Information(P. 106)**
- **Setting the Authentication Function(P. 108)**

Cannot view or edit the Address Book

If you cannot view or edit the Address Book registered in the driver, the following causes can be considered. Follow the instructions described in "Remedy."

Cause

You have no access privileges for the destination folder of the Address Book.

Remedy1.

Request your administrator to assign you access privileges for the destination folder.

Remedy2.

Change the save location of the Address Book to a folder for which you have access privileges in [Select Destination] sheet > [Edit Address Book] dialog box > [Specify a Folder].

Related Topics

- **[Edit Address Book] Dialog Box(P. 116)**
- **Adding the Address of a Person to the Driver Address Book(P. 86)**
- **Adding a Group to the Driver Address Book(P. 88)**
- **Importing/Exporting a Driver Address Book(P. 93)**

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