



TS Type-B EN CINC

## Document Stored in Machine's Memory

### Solution

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- [Printing a Document in Machine's Memory](#)
- [Deleting a Document in Machine's Memory](#)
- [Saving a Document in Machine's Memory to USB Flash Drive](#)
- [Forwarding a Document in Machine's Memory to Shared Folder on the Computer](#)

If the sending faxes is not complete or the machine was not able to print the received faxes, these faxes are stored in the machine's memory.

If an error occurred during a fax transmission, the document is not stored in the machine's memory.

In the following cases, the machine is not able to print the received fax and will automatically store the fax in its memory.

- The amount of remaining ink is insufficient to print a fax.
- Paper has run out.
- A different size of paper from that specified by Page size in FAX paper settings is loaded.
- Do not print is selected for Received documents in Auto print settings under FAX settings.

- You pressed the Stop button to cancel printing of a received fax.

## **IMPORTANT**

- If you unplug the power cord of the machine, all faxes stored in the machine's memory are deleted.

You can print or delete the faxes stored in the machine's memory. You can also save the received faxes stored in the machine's memory on the USB flash drive or forward the received faxes stored in the machine's memory to the shared folder on the computer.

- To print a document in the machine's memory:

-> See [ Printing a Document in Machine's Memory ] in this page.

- To delete a document in the machine's memory:

-> See [ Deleting a Document in Machine's Memory ] in this page.

- To save a document on a USB flash drive:

-> See [ Saving a Document in Machine's Memory to USB Flash Drive ] in this page.

- To forward a document to the shared folder on the computer:

-> See [ Forwarding a Document in Machine's Memory to Shared Folder on the Computer ] in this page.

## REFERENCE

When confirming, printing, or deleting a document stored in the machine's memory, you specify it by its transaction number. If you do not know the transaction number for your target document, print the list of documents (MEMORY LIST) first.

For details on how to print MEMORY LIST, see [ Printing a Document in Machine's Memory ] in this page.

## Printing a Document in Machine's Memory

You can print a specified document in the machine's memory or print all the documents in its memory at a time.

When printing a specified document, you specify it by its transaction number. If you do not know the transaction number for your target document, print the list of documents (MEMORY LIST) first.

1. Make sure that the machine is turned on.
2. Load paper.

3. Flick the HOME screen, then tap  FAX.

The Fax standby screen is displayed.

4. Tap Function list.

The Function list screen is displayed.

5. Tap Memory reference.

The memory list is displayed.



A. Date and time of transaction and fax/telephone number

B. Transaction number (TX/RX NO.)

A transaction number from "0001" to "4999" indicates a document being sent.

A transaction number from "5001" to "9999" indicates a document being received.

C. Color information

Color is displayed for color transmission/reception. Nothing is displayed for black & white transmission/reception.

## REFERENCE

- If no document is stored in the machine's memory, There is no document in memory. is displayed. Tap OK to return to the previous screen.

6. Select a print menu.

- To print the memory list (MEMORY LIST):

You can print a list of the documents in the machine's memory by tapping Print doc. list.

When the print confirmation screen is displayed, tap Yes. The printing starts.

MEMORY LIST shows the transaction number of the unsent or unprinted fax (TX/RX NO.), transaction mode, recipient's number, and the date and time of the transaction.

A transaction number from "0001" to "4999" on MEMORY LIST indicates a document being sent. A transaction number from "5001" to "9999" on MEMORY LIST indicates a document being received.

- To specify a document to print:

Select a document to print on the Memory list screen, tap Print specified document.

## REFERENCE

- If the specified document is not stored in the machine's memory, There is no document that can be printed. is displayed. Tap OK to return to the previous screen.

The confirmation screen to select whether to print only the first page of the document is displayed.

If you select Yes, only the first page of the document will be printed. The document is still stored in the machine's memory.

If you select No, all pages of the document will be printed. The screen to confirm whether to delete the printed document in the machine's memory is displayed after printing.

- To print all the received documents stored in the machine's memory:

Tap Batch process then tap Print all RX documents.

When the print confirmation screen is displayed, tap Yes. All the documents in the machine's memory are printed.

Each time a document is printed, the screen to confirm whether to delete the printed document in the machine's memory is displayed.

If you tap Yes, the printed document in the machine's memory is deleted.

## **Deleting a Document in Machine's Memory**


You can delete a specified document in the machine's memory or delete all the documents in its memory at a time.

## **REFERENCE**

When deleting a specified document, you specify it by its transaction number. If you do not know the transaction number for your target document, print the list of documents (MEMORY LIST) first.

-> See [ Printing a Document in Machine's Memory ] in this page.

1. Make sure that the machine is turned on.

2. Flick the HOME screen, then tap  FAX.

The Fax standby screen is displayed.

3. Tap Function list.

The Function list screen is displayed.

4. Tap Memory reference.

The memory list is displayed.



A. Date and time of transaction and fax/telephone number

B. Transaction number (TX/RX NO.)

A transaction number from "0001" to "4999" indicates a document being sent.

A transaction number from "5001" to "9999" indicates a document being received.

#### C. Color information

Color is displayed for color transmission/reception. Nothing is displayed for black & white transmission/reception.

### REFERENCE

If no document is stored in the machine's memory, There is no document in memory. is displayed. Tap OK to return to the previous screen.

#### 5. Select a delete menu.

- To specify a document to delete:

Select a document to delete on the Memory list screen, tap Delete specified doc..

### REFERENCE

- If the specified document is not stored in the machine's memory, There is no document that can be deleted. is displayed. Tap OK to return to the previous screen.

The confirmation screen is displayed.

If you select Yes, the specified document is deleted from machine's memory.



- To delete all documents stored in the machine's memory:

Tap Batch process then tap Delete all documents.

The confirmation screen is displayed.

If you select Yes, all documents are deleted from machine's memory.

## **Saving a Document in Machine's Memory to USB Flash Drive**

You can save the received faxes stored in the machine's memory to the USB flash drive as PDF files using the operation panel of the machine.

You can save a specified document in the machine's memory to the USB flash drive or save all the documents in its memory to the USB flash drive at a time.

### **IMPORTANT**

- Do not remove the USB flash drive from the machine until saving is complete.
- For safety reasons, we recommend backing up faxes saved on a USB flash drive to another media periodically to avoid unexpected accidents.
- We assume no responsibility for damage to or loss of data for whatever reason even within the warranty period.

### **REFERENCE**

- When saving a specified document, you specify it by its transaction number. If you do not know the transaction number for your target document, print the list of documents (MEMORY LIST) first.


-> See [ Printing a Document in Machine's Memory ] in this page.

- After saving the fax in the machine's memory to the USB flash drive, the fax is still stored in the machine's memory.

For details on how to delete the fax in the machine's memory, see [ Deleting a Document in Machine's Memory ] in this page.

1. Make sure that the machine is turned on.

2. Insert the USB flash drive into the USB flash drive port.

3. Flick the HOME screen, then tap  FAX.

The Fax standby screen is displayed.

4. Tap Function list.

The Function list screen is displayed.

5. Tap Memory reference.

The memory list is displayed.



A.Date and time of transaction and fax/telephone number

B.Transaction number (TX/RX NO.)

A transaction number from "0001" to "4999" indicates a document being sent.

A transaction number from "5001" to "9999" indicates a document being received.

C.Color information

Color is displayed for color transmission/reception. Nothing is displayed for black & white transmission/reception.

## REFERENCE

If no document is stored in the machine's memory, There is no document in memory. is displayed. Tap OK to return to the previous screen.

6. Select a save menu.

- To specify a document to save on the USB flash drive:

Select a document to save on the Memory list screen, tap Save specified document.

## REFERENCE

- If the specified document is not stored in the machine's memory, There is no document that can be saved. is displayed. Tap OK to return to the previous screen.

Tap USB flash drive as the destination. The specified document is saved on the USB flash drive.

- To save all the received documents stored in the machine's memory on the USB flash drive:

Tap Batch process then tap Save all RX documents.

Tap USB flash drive as the destination. All documents are saved on the USB flash drive.

## REFERENCE

- You can save up to 250 pages of fax as one PDF file.
- You can save up to 2000 PDF files on a USB flash drive.
- Faxes are saved according to the order of the transaction number when Save all RX documents is selected.
- If the USB flash drive is removed or becomes full while saving faxes is in progress, the error message is displayed on the touch screen. Tap OK to dismiss the error.
- The folder and file name of faxes saved on the USB flash drive is as follows:

- Folder name: CANON\_SC¥FAXDOC¥0001
- File name (file extension: PDF): Running numbers, starting from FAX\_0001
- File date: The date and time of saving as set in the machine.
- > See [ [Setting the Date and Time](#) ] in this page.

## Forwarding a Document in Machine's Memory to Shared Folder on the Computer

You can forward the received faxes stored in the machine's memory to the shared folder on the computer as PDF files using the operation panel of the machine.

You can forward a specified document in the machine's memory to the shared folder on the computer or forward all the documents in its memory to the shared folder on the computer at a time.

## **IMPORTANT**

- Do not disconnect the machine with the computer when the machine forwards received faxes to the shared folder on the computer.
- We assume no responsibility for damage to or loss of data for whatever reason even within the warranty period.

## **REFERENCE**

- Register the destination folder using Canon Quick Toolbox in advance.
- When forwarding a specified document, you specify it by its transaction number. If you do not know the transaction number for your target document, print the list of documents (MEMORY LIST) first.

-> See [ Printing a Document in Machine's Memory ] in this page.

- After forwarding the fax in the machine's memory to the shared folder on the computer, the fax is still stored in the machine's memory.

For details on how to delete the fax in the machine's memory, see [ Deleting a Document in Machine's Memory ] in this page.

1. Make sure that the machine is turned on.

2. Make sure that the machine is connected with the destination computer.

3. Flick the HOME screen, then tap  FAX.

The Fax standby screen is displayed.

4. Tap Function list.

The Function list screen is displayed.

5. Tap Memory reference.

The memory list is displayed.



A. Date and time of transaction and fax/telephone number

B. Transaction number (TX/RX NO.)

A transaction number from "0001" to "4999" indicates a document being sent.

A transaction number from "5001" to "9999" indicates a document being received.

C. Color information

Color is displayed for color transmission/reception. Nothing is displayed for black & white transmission/reception.

## REFERENCE

- If no document is stored in the machine's memory, There is no document in memory. is displayed. Tap OK to return to the previous screen.

6. Select a forward menu.

- To specify a document to forward to the shared folder on the computer:

Select a document to forward on the Memory list screen, tap Save specified document.

## REFERENCE

- If the specified document is not stored in the machine's memory, There is no document that can be forwarded. is displayed. Tap OK to return to the previous screen.

Tap Destination folder as the destination.

Tap a destination folder to forward the specified document to the shared folder on the computer.

## REFERENCE

- When you specify a PIN code for a registered folder, a screen asking you to enter a PIN code is displayed. Entering the PIN code allows you to assign the shared folder as the destination.

- To forward all the received documents stored in the machine's memory to the shared folder on the computer:

Tap Batch process then tap Save all RX documents.

Tap Destination folder as the destination.

Tap a destination folder to forward all documents to the shared folder on the computer.

## REFERENCE

- When you specify a PIN code for a registered folder, a screen asking you to enter a PIN code is displayed. Entering the PIN code allows you to assign the shared folder as the destination.

## REFERENCE

- You can forward up to 250 pages of fax as one PDF file.
- You can forward up to 2000 PDF files on a USB flash drive.
- Faxes are forwarded according to the order of the transaction number when Save all RX documents is selected.
- If the machine is disconnected with the computer or if the writing error occurs on the computer while forwarding faxes is in progress, the error message is displayed on the touch screen. Tap OK to dismiss the error.
- The faxes forwarded to the shared folder are named with the serial number from FAX\_0001 (file extension: PDF).

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## Related information

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