Setting Up Your MX922 In Default Mode (Tel Priority Mode) With An Answering Machine
Fax Easy Setup

Click **Next** to step through this image-friendly version of Fax Easy Setup.

If you started Fax Easy Setup, on the fax machine’s operation panel, and prefer to go through this image-friendly version…

**Step 1**
Press the **FAX** button at any screen to go to fax standby mode.

**Step 2**
Click **Next** to proceed through the setup.
Connecting The Phone Lines
Connecting Your Phone/Answering Machine

Is your answering machine built into your phone?

YES
Click Here or Go To Page 13

NO
Click the Next Button
Fax to Phone Line Connection

**Before**

Wall Jack → (Existing Phone Cord) → Answering Machine → (Existing Phone Cord) → Hand Set (Phone)

**After**

Wall Jack → (Existing Phone Cord) → Answering Machine → (Existing Phone Cord) → Hand Set (Phone)

(Phone Cord included with Canon printer)
Fax to Phone Line Connection

• Plug the provided phone cord into the wall jack
Fax to Phone Line Connection

- Plug the provided phone cord into the “LINE” jack located on the rear of the multifunction.
Fax to Phone Line Connection

- Remove the white plug from the upper jack labeled “EXT.”
Fax to Phone Line Connection

- Plug the second phone cord into the “EXT.” jack located on the rear of the multifunction
Fax to Phone Line Connection

- Plug the second phone cord into the answering machine.
Fax to Phone Line Connection

- Plug the third phone cord into the answering machine.

Wall Jack

(Existing Phone Cord)

(Phone Cord included with Canon printer)

Answering Machine

(Existing Phone Cord)

Hand Set (Phone)
Fax to Phone Line Connection

- Plug the third phone cord into the phone.
Fax to Phone Line Connection

**Before**

Wall Jack

(Existing Phone Cord)

Hand Set (Phone)

**After**

Wall Jack

(Phone Cord included with Canon printer)

Hand Set (Phone)

(Existing Phone Cord)
Fax to Phone Line Connection

- Plug the provided phone cord into the wall jack
Fax to Phone Line Connection

• Plug the provided phone cord into the “LINE” jack located on the rear of the multifunction

(Phone Cord included with Canon printer)
Fax to Phone Line Connection

- Remove the white plug from the upper jack labeled “EXT.”
Fax to Phone Line Connection

• Plug the second phone cord into the “EXT.” jack located on the rear of the multifunction
Fax to Phone Line Connection

- Plug the second phone cord into the phone

(Phone Cord included with Canon printer)
Setting Up The Receive Mode
Step 1

Turn on the MX922 by pressing the **ON** button if the machine is not powered on already.

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Step 2

Press the **FAX** button.
Step 3

The fax standby screen will appear.

Step 4

Press the center **FUNCTION** button.
Step 5

The **Receive mode settings** screen will appear.

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Step 6

Use the **UP** or **Down** button to highlight “TEL priority mode”.

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Step 7
Press the right FUNCTION button under the Advanced label.

Step 8
The Advanced screen will appear.
Step 9
Use the **UP** or **DOWN** button to select “User-friendly reception”.

Step 10
Press the **OK** button.
Step 11

The **User-friendly reception** screen will appear.

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Step 12

Use the **UP** or **DOWN** button to select “ON”.

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![User-friendly reception screen](image_url)
Step 13
Press the **OK** button.

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Step 14
The screen will quickly flash “User-friendly reception ON”.

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Previous  Next
Step 15

The screen will return to the Advanced window.

Step 16

Press the Back button to return to Receive mode settings window.
Step 17
Confirm “TEL priority mode” is highlighted and then press the **OK** button.

Step 18
You will return to the “Fax standby screen” and ‘TEL priority’ will appear on the screen.
Receiving A Fax

To receive a fax:
• Pick up the handset on the phone connected to the MX922.
• Listen for fax tones.
• When the tones stop hang up the handset.
• The MX922 will receive the fax document.

To receive a fax while you are away:
• The answering machine will answer the call.
• If fax tones are heard by the MX922 it will take over the call and receive the fax document.

IMPORTANT: In order to receive a fax, you must either pick up the handset on a phone that is connected to the MX922 or let your answering machine answer the call.