Canon

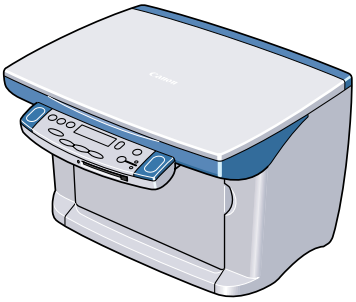
MultiPASS F20 Set-Up Sheet

READ THIS SHEET FIRST

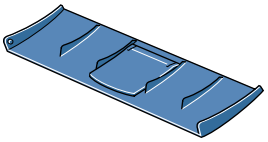
Thank you for purchasing the Canon MultiPASS F20.
To get your machine ready for use, please follow the instructions in this Set-Up Sheet before referring to any other documentation.

1 Unpack the machine and its components.

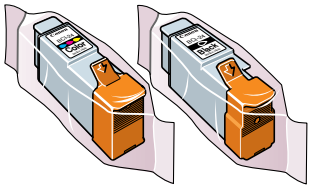
Check that you have the following:



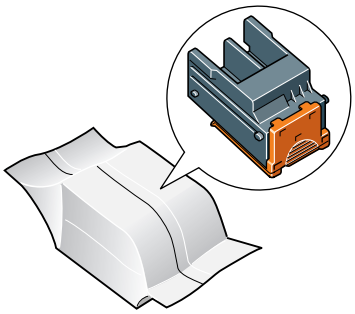
- **Machine**



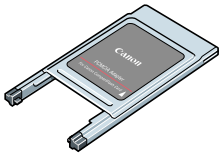
- **Multi-purpose tray**



- **Ink tanks**
  (Black, color)



- **Printhead**



- **PCMCIA card adapter**

- **Power cord**
- **Documentation**
  (Set-Up Sheet, Basic Guide,
  Registration Card,
  Extended Service Plan)
- **MultiPASS Suite software CD-ROM**

NOTE

- A printer cable is not included. You must purchase a USB cable (less than 16 3/8 ft./5 m) to connect your machine to a computer.

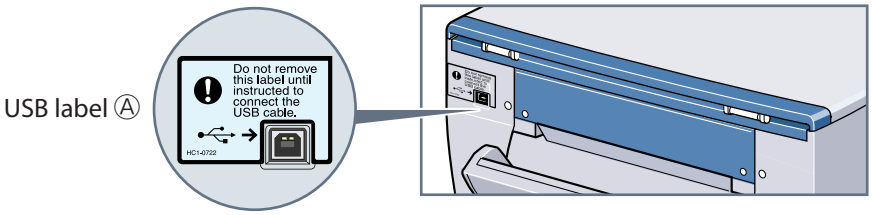
2 Remove the shipping material from the machine.

1 Place the machine on a flat surface.

2 Remove **all** shipping tapes from the **exterior** of the machine.

NOTE

- DO NOT remove the USB label Ⓐ at this stage.

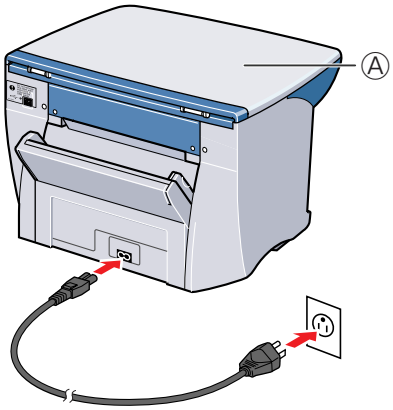


3 Connect the power cord.

NOTE

- Before turning on the power, make sure the document cover Ⓐ is closed.

1 Plug the power cord into a socket.



2 When you connect the machine, the Alarm light blinks, and the messages below should appear in the LCD.

```
PLEASE WAIT
```

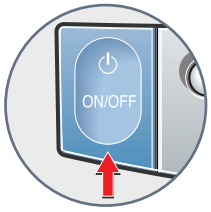
▼ Approx. 30 seconds

```
PUT IN CARTRIDGE
```

NOTE

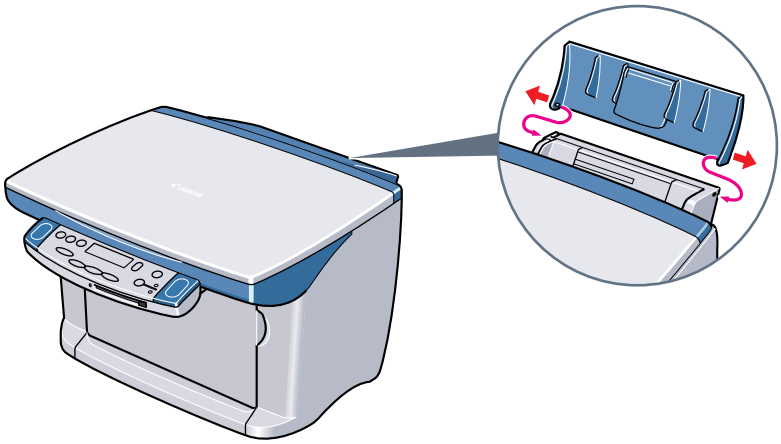
- Please note that the cartridge (printhead and ink tanks) is installed in steps 5 and 6.

3 If nothing appears in the LCD, press [ON/OFF] to turn on the machine.



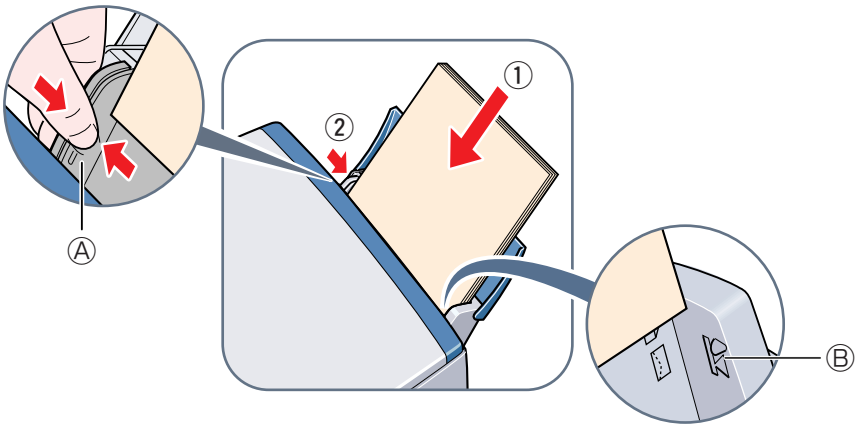
4 Attach the multi-purpose tray and load paper.

1 Insert the tabs on the bottom edge of the multi-purpose tray into the holes on the machine as shown.



2 Lift up the tray extension.

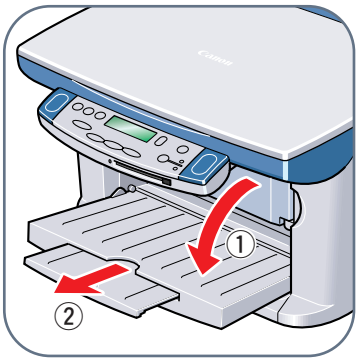
3 Place a stack of paper (print side up) in the multi-purpose tray ① and adjust the paper guide Ⓐ to the width of the stack ②. Make sure the stack does not exceed the paper limit mark Ⓑ.



NOTE

- When you are not printing, remove the paper stack from the multi-purpose tray and close the tray.

4 Open the paper output tray ①, then pull out the tray extension ②. Printouts will exit the machine here.



NOTE

- When you are not printing, you can close the paper output tray.

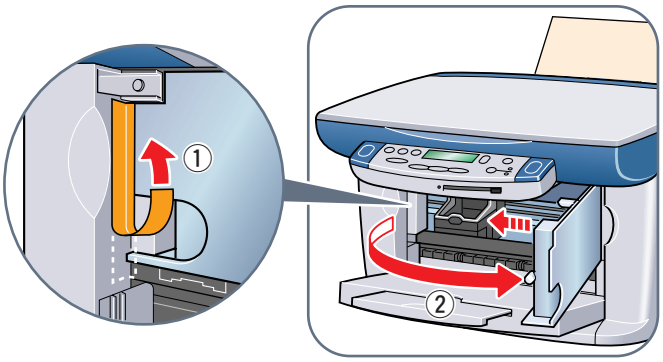
5 Install the printhead.

IMPORTANT

- **To turn off the machine, be sure to always press [ON/OFF]. This will ensure that the printhead is capped and prevent it from drying up.**
- **If you are not using the machine for a long period of time, we recommend that you print (in black and color) or clean the printhead approximately once a month to maintain the printhead in good working condition.**

1 Remove the tape ①, then open the inner cover ②.

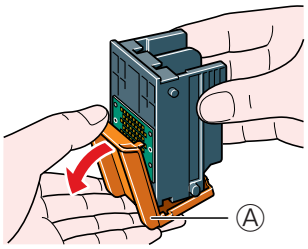
- The printhead holder automatically moves to the left of the machine.



IMPORTANT

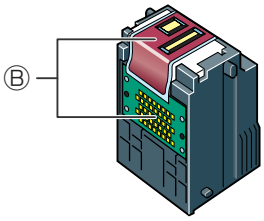
- **Do not try to manually move or stop the printhead holder.**
- **Do not touch any metal parts inside the machine.**
- **Do not turn off the machine when opening the inner cover.**

2 Remove the printhead from its packaging, then remove the orange protective cap Ⓐ.

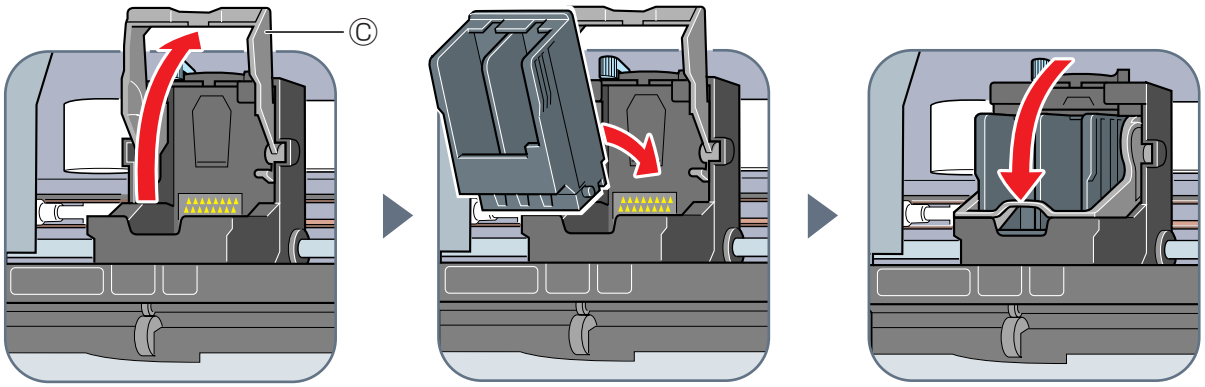


IMPORTANT

- **Do not touch the electrical contacts Ⓑ.**



3 Raise the lock lever Ⓒ, then gently slide the printhead into the holder. Lower the lock lever.



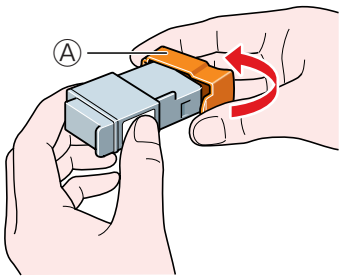
IMPORTANT

- **Do not touch the lock lever once the printhead has been installed.**

Turn over to continue

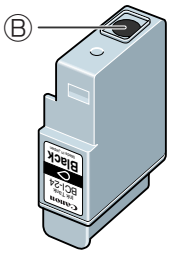
6 Install the ink tanks.

1 Start with the black ink tank. Remove the ink tank from its packaging, hold it as shown below, then remove the protective cap Ⓐ.

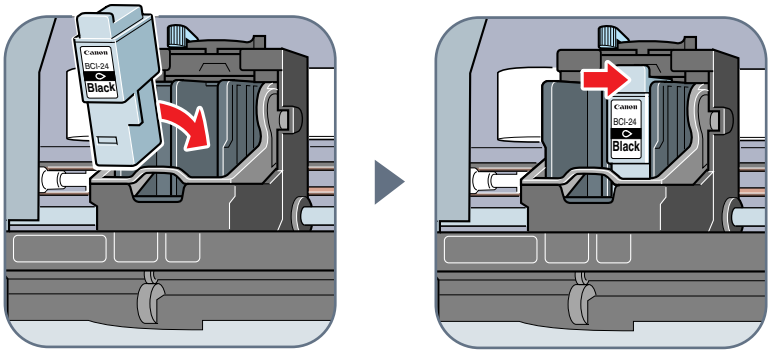


NOTE

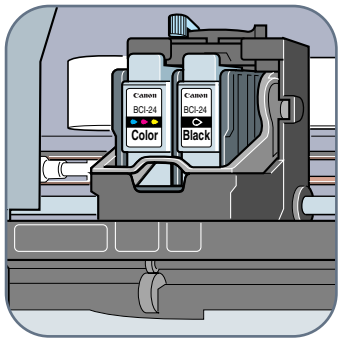
- Do not shake or drop the ink tank as the ink may leak and stain your clothes or hands.
- Do not attempt to reattach the protective cap Ⓐ once you remove it.
- Once you remove the protective cap Ⓐ, do not touch the ink port Ⓑ.



2 Insert the black ink tank into the right hand slot. Press firmly on the ink tank's tab until it clicks into place.



3 Repeat steps 1 and 2 to install the color ink tank in the left hand slot.



4 Close the inner cover.
Be sure to now align the printhead as explained in step 7.

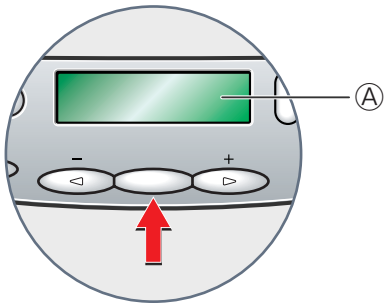
7 Align the printhead.

NOTE

- If you will be installing the MultiPASS Suite software, you can also align the printhead from the software. For details, see p. 9-7 of the *Basic Guide*.

1 When the LCD Ⓐ displays the following, press [Set].

```
ALIGN PRINT HEAD
PRESS SET KEY
```

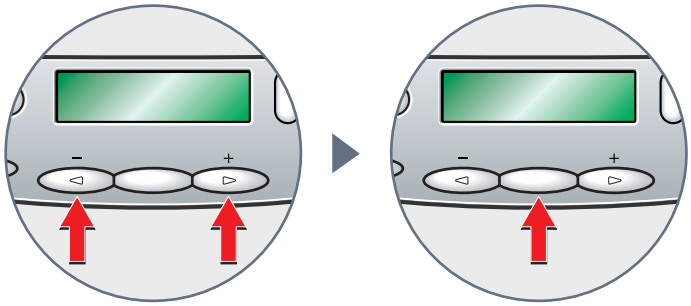


The machine will print a horizontal line pattern, and the LCD will display:

```
CHANGE H VALUE
      A    0
```

Column A — Value for column A

2 In column A on the printout, note which box has the most solid image. Note the value next to this box and use [◀] or [▶] on the operation panel to enter it. Then press [Set].



3 Repeat step 2 for columns B to F.
After finishing the setup, the machine returns to standby mode.

Ex:

```
100%  LTR  TEXT   01
◐□■□◑ PLAIN
```

8 Install the software.

IMPORTANT

- **DO NOT connect the USB cable before installing the software.**

NOTE

- Windows 98/Me users: You need to have "Client for Microsoft Networks" installed before installing the MultiPASS Suite software. For details, refer to p. 10-1 of the *Basic Guide*.
- When installing the software in Windows XP or Windows 2000, log onto the system as a member of the Administrator group.
- If you have previously installed an earlier version of the MultiPASS Suite software (version 4.2 or earlier), you must remove it before installing this version. For details on removing the software, refer to the documentation of the previous version.

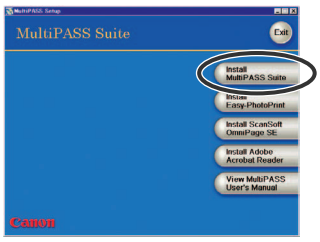
1 Make sure both your machine and computer are turned on.

2 On your computer, close any open applications, including virus checkers.

3 Insert the MultiPASS Suite CD-ROM into your CD-ROM drive.

- The setup program should start automatically. If it does not, double-click [My Computer] in the Windows screen, double-click the CD-ROM icon, then double-click [csplash] or [csplash.exe].

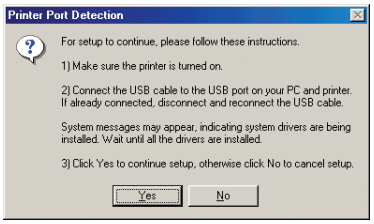
4 When the next screen appears, click **INSTALL MULTIPASS SUITE**.



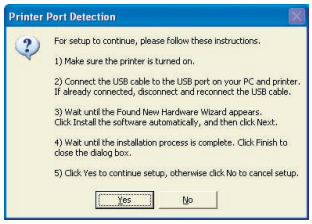
5 Follow the on-screen instructions.

6 When the message below appears, remove the label Ⓐ from the USB port Ⓑ located on the back of the machine. Then connect a USB cable Ⓒ (not included) to the machine and computer.

Windows 98/Me/2000

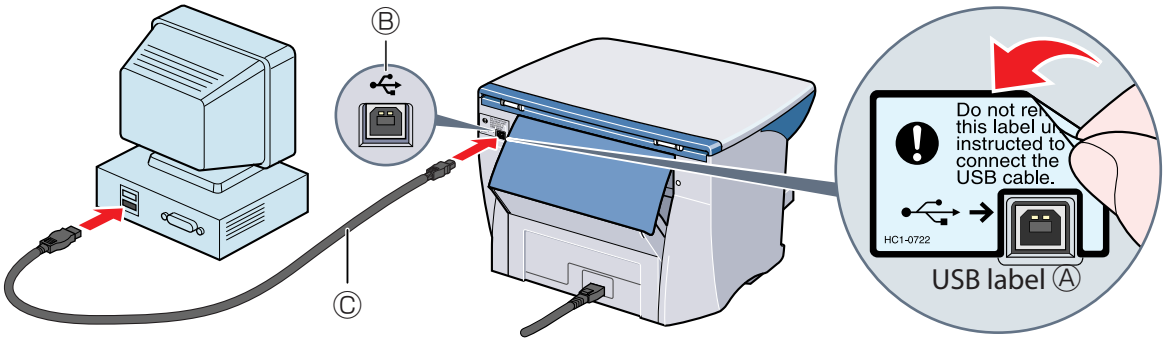


Windows XP

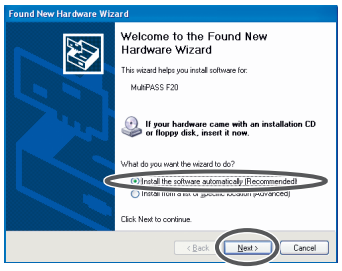


NOTE

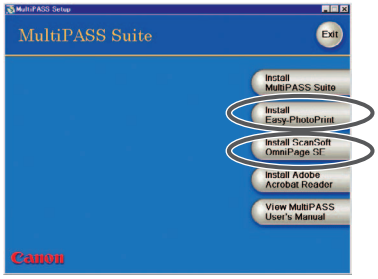
- If you cannot continue with the installation after connecting the USB cable, refer to p. 10-1 of the *Basic Guide*.



- Windows 98/Me/2000 users: Once connected, the USB driver will automatically be installed.
- Windows XP users: Once connected, the "Found New Hardware Wizard" dialog box appears. Click [Install the software automatically], then click [Next].



7 Follow the on-screen instructions to complete installation.



If you wish to install any other software included in the CD-ROM, click [Install Easy-PhotoPrint] or [Install ScanSoft Omnipage SE].

8 When installation is complete, restart your computer before using the MultiPASS Suite software.
Once installed, the MultiPASS Toolbar will be displayed on the desktop:

For details on using the MultiPASS Toolbar, see p. 7-1 of the *Basic Guide*.

NOTE

- Remember to register your machine to ensure product support. The serial number is located on the back of the machine.

9 Congratulations! You have now completed your machine setup.

Where to from here...

Once you have completed all steps in this Set-Up Sheet, refer to the *Basic Guide* for instructions on all functions of your machine. For comprehensive instructions on the MultiPASS Suite software, refer to the *Software Guide* (included in the CD-ROM).

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