Canon

Multi PASS.™ F80
Multi PASS.™ F60

Basic Guide

As an ENERGY STAR® Partner, Canon Inc. has determined that this product meets the ENERGY STAR® guidelines for energy efficiency.
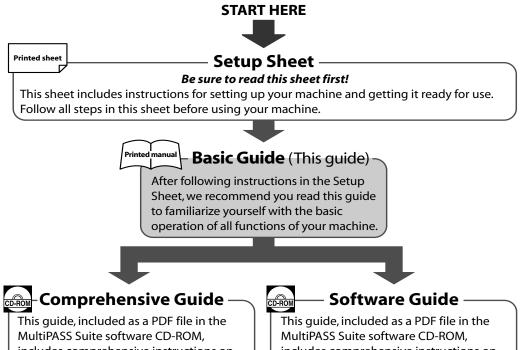
Super G3 is a phrase used to describe the new generation of fax machines that use ITU-T V.34 standard 33.6 Kbps* modems. Super G3 High Speed Fax machines allow transmission time of approximately 3 seconds* per page which results in reduced telephone line charges.

* Approximately 3 seconds per page fax transmission time based on ITU-T No. 1 Chart (Standard Mode) at 33.6 Kbps modem speed. The Public Switched Telephone Network (PSTN) currently supports 28.8 Kbps modem speeds or lower, depending on telephone line conditions.

▶ How to use the documentation provided

START HERE

▼

Printed sheet ──── **Setup Sheet** ────

Be sure to read this sheet first!

This sheet includes instructions for setting up your machine and getting it ready for use.
Follow all steps in this sheet before using your machine.

▼

Printed manual ── **Basic Guide** (This guide) ─

After following instructions in the Setup
Sheet, we recommend you read this guide
to familiarize yourself with the basic
operation of all functions of your machine.

◀──────────┴──────────▶

CD-ROM **Comprehensive Guide** ─

This guide, included as a PDF file in the
MultiPASS Suite software CD-ROM,
includes comprehensive instructions on
functions that can be performed directly
from your machine. Refer to this guide for
in-depth instructions not included in the
Basic Guide, or if you want to learn more
about advanced features.

CD-ROM **Software Guide** ─

This guide, included as a PDF file in the
MultiPASS Suite software CD-ROM,
includes comprehensive instructions on
using the MultiPASS Suite software. Refer
to this guide for full instructions on
printing, scanning, and **Fax Model** faxing
from your computer.

✎ **NOTE**

· In addition to the above documentation, you can also refer to the online help in the MultiPASS Suite
software for online information about a window or dialog box, and for step by step instructions on
performing MultiPASS Suite tasks. To access the online help, select or click [Help] in the software.

Viewing documentation provided in the CD-ROM

To view the Comprehensive Guide and Software Guide on your computer, you will need to
have Adobe Acrobat Reader installed. If you do not have this software installed, follow this
procedure:

1 **Insert the MultiPASS Suite CD-ROM in your CD-ROM drive.**

2 **When the main menu appears, click [INSTALL ADOBE ACROBAT
READER].**

3 **Follow the on-screen instructions.**

▶ Type conventions

Please read the list below of symbols, terms, and abbreviations used in this guide.

⚠ **WARNING**	**Indicates a warning concerning operations that may lead to death or injury to persons if not performed correctly. In order to use the machine safely, always pay attention to these warnings.**
⚠ **CAUTION**	**Indicates a caution concerning operations that may lead to injury to persons or damage to property if not performed correctly. In order to use the machine safely, always pay attention to these cautions.**
✋ **IMPORTANT**	**Indicates operational warnings and restrictions. Be certain to read these items to operate the machine correctly, and to avoid damage to the machine.**
✎ **NOTE**	Indicates notes for operation or additional explanations. Reading these is highly recommended.
Fax Model	Indicates information exclusively for the MultiPASS F80.
(→ p. n-nn)	Indicates a page number where additional information can be found.
→ *Setup Sheet*	Refer to the Setup Sheet for more details.
→ *Comprehensive Guide*	Refer to the Comprehensive Guide (included in the CD-ROM) for more details.
→ *Software Guide*	Refer to the MultiPASS Suite Software User's Guide (included in the CD-ROM) for more details.
machine	General term used to represent the MultiPASS F80 or MultiPASS F60.
default	A setting that remains in effect unless you change it.
document	The original sheet(s) of paper you copy or scan with the machine.
menu	A list of settings from which you select an item to set up or change. A menu has a title which appears in the LCD.
[key name]	Text enclosed in these brackets indicate a key name or item on the computer you have to click, double-click, or point to.
<message>	Text enclosed in these brackets indicate an LCD message.
click, double-click	Term used to select or choose a command or option on your computer, generally with a mouse.

Fax model only:

fax or document	The original sheet(s) of paper you send or receive with the machine.
transaction number	A four-digit number assigned automatically to any document you send or receive.
TX/RX NO.	Denotes *Transaction number*.
TX	Denotes *Sending*.
RX	Denotes *Receiving*.

▶ Contents

9: Scanning—Basic operation

10: Maintenance

11: Troubleshooting

12: Machine settings

Appendix: Specifications

Index

▶ Safety information

Read this safety information thoroughly before using your machine, and keep it handy in case you need to refer to it later.

⚠ WARNING
- **This product emits low level magnetic flux. If you use a cardiac pacemaker and feel abnormalities, please move away from this product and consult your doctor.**

⚠ CAUTION
- **Do not disassemble or modify. There are high-temperature and high-voltage components inside the machine which may result in a fire or electrical shock.**
- **Follow all warnings and instructions marked on the machine.**

Location
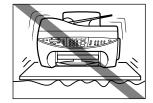
⚠ WARNING
- **Do not place the machine near alcohol, paint thinner, or other inflammable substances. If inflammable substances come into contact with electrical parts inside the machine, it may result in a fire or electrical shock.**
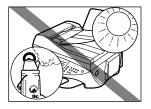
⚠ CAUTION
- **Do not place the machine on top of a carpet or rug which has long pile. The threads may get inside the machine and cause a fire.**
- **Do not block or cover the ventilation port or any openings on the machine with objects, as this may result in a fire.**
- **Place the machine on a flat, stable, vibration-free surface that is strong enough to support its weight. (For the weight of the machine, see the Appendix.)**

- **Do not place objects around the power plug so that you are able at any time to readily disconnect the power plug from the wall socket. Otherwise you will be unable to disconnect the power plug in case of an emergency.**

- Make sure the area is free from dust.
- Make sure the location is not affected by extreme temperature changes, and always stays between 59° and 81.5°F (15° and 27.5°C).
- Make sure the relative humidity of the area is between 20% and 80%.
- Keep the machine away from direct sunlight.
- Do not use or store the machine outdoors.
- Do not install the machine near devices that contain magnets or generate magnetic fields, such as speakers.

- To ensure proper ventilation, make sure the machine is approximately 3.9 inches (10 cm) away from walls and other equipment.

Power Supply

⚠ WARNING

- **Do not damage or modify the power cord and power plug. Also do not place heavy objects on the power cord, pull on it, or extensively bend it. These actions may cause electrical damage and result in a fire or electrical shock.**

- **Do not insert or unplug the power plug with wet hands, as this may result in electrical shock.**

- **Do not overload the wall outlet with too many electrical appliances, as this may result in a fire or electrical shock.**
- **Plug the machine into a standard 120 V AC, 60 Hz, three-prong grounded outlet. Operate the machine only from the type of power source indicated on the machine's label or a fire, electrical shock or malfunction may occur. If you are not sure of the type of power available, consult your local power company.**
- **Do not allow the power cord to be near objects that emit heat. The outer cover of the power cord may melt resulting in fire or electrical shock.**
- **Make sure the power cord is fully extended and has no knots in it when electricity is running through it. Knots etc. in the cord may result in fire or electrical shock.**
- **Fully insert the power plug securely into the electrical outlet. If the prongs of the power plug come into contact with metallic objects etc., it may result in fire or electrical shock.**

⚠ CAUTION
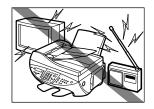
- **During electrical storms, turn off the power and disconnect the power cord from the power outlet. (Please note that any documents stored in the machine's memory will be deleted when you turn off the power.)**

- **Do not use an extension cord as this may result in fire or electrical shock.**
- **Turn off the power and disconnect the power cord if the machine will not be used for a long period such as during holidays.**

IMPORTANT

- **If dust accumulates around the plug of the power cord when it is connected to a power outlet, unplug the machine and wipe the plug with a clean, dry cloth.**
- **Fax Model Do not plug the machine into the same circuit as appliances such as an air conditioner, television, or copier. These devices generate electrical noise which may interfere with your machine's operation.**
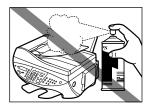
- **Whenever you turn off the power and unplug the machine, wait at least five seconds before you plug it in again.**

- Use only the power cord that came with the machine.
- Turn off the power and unplug the machine in the following conditions:
  - When the power cord or plug is damaged or frayed.
  - If liquid has spilled into the machine.
  - If the machine has been exposed to rain or water.
  - If the machine does not operate normally when you have followed the instructions in the guides included with your machine. Adjust only those controls that are covered by the instructions in the guides since improper adjustment of other controls may result in damage and will often require extensive work by a qualified technician to restore the product to normal operation.
  - If the machine has been dropped or damaged.
  - If the machine exhibits a distinct change in performance, indicating a need for servicing.

Handling

⚠ WARNING

- **Do not drop paper clips, staples, or other metal objects inside the machine. Also, do not spill water, liquid, or inflammable substances inside the machine. If these items come into contact with high-voltage parts inside the machine, it may result in a fire or electrical shock. If these items are dropped or spilled in the machine, turn off the power and unplug the power cord immediately with dry hands. Then, contact the Canon Customer Care Center.**
- **Do not use any highly flammable spray near the machine. If gas from a spray comes into contact with the electrical components inside the machine, it will result in a fire.**

- **There are high-voltage components inside the machine. If you are looking inside the machine to remove paper jams etc., do not allow metallic objects such as jewelry to come into contact with the inside of the machine. Contact may result in burns or electrical shock.**
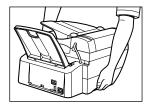
⚠ CAUTION
- **Close the document cover, scanning unit, and `Fax Model` ADF gently to avoid catching your hand. Failing to do so may result in personal injury.**

- **Do not press down hard on the the document cover or `Fax Model` ADF when using the platen glass to scan thick books. This may damage the platen glass and/or result in personal injury.**

- **Do not place the following objects on top of the machine. If such objects come into contact with internal electrical components, the machine may short-circuit resulting in fire or electrical shock.**
  – Metallic objects such as jewelry and watches
  – Containers of water or other liquids such as glasses, vases or pot plants
  If water etc. does spill inside the machine, turn off the power immediately, disconnect the power cord and contact the retailer.
- **Do not touch the high-voltage electrical parts as this may result in electrical shock.**
- **Do not place heavy objects on top of the machine as these may topple over and result in injury.**
- **Do not insert your hands into the machine while it is printing as parts inside the machine are moving, and this may result in injury.**
- **After printing, do not touch the electrical contacts of the BJ cartridge. They will be hot and may result in burns or electrical shock.**

- Do not subject the machine to strong physical shock or vibration.
- Turn off the power and unplug the machine before moving it.
- Do not lift the machine by any of its attachments. Lift it by the recessed areas on the sides of the machine.
- A distinct change in performance may indicate a need for servicing.

Maintenance

⚠ WARNING
- **Do not service the machine yourself except as specifically described in this guide. If further servicing is required, contact the Canon Customer Care Center.**

- Keep the machine clean. Dust accumulation may prevent the machine from operating properly.

► Legal limitation on usage of your product and the use of images

Using your product to scan, print or otherwise reproduce certain documents, and the use of such images as scanned, printed or otherwise reproduced by your product, may be prohibited by law and may result in criminal and/or civil liability. A non-exhaustive list of these documents is set forth below. This list is intended to be a guide only. If you are uncertain about the legality of using your product to scan, print or otherwise reproduce any particular document, and/or of the use of the images scanned, printed or otherwise reproduced, you should consult in advance with your legal advisor for guidance.

- Paper money
- Money orders
- Certificates of deposit
- Postage stamps (canceled or uncanceled)
- Identifying badges or insignias
- Selective service or draft papers
- Checks or drafts issued by governmental agencies
- Motor vehicle licenses and certificates of title
- Traveler's checks
- Food stamps
- Passports
- Immigration papers
- Internal revenue stamps (canceled or uncanceled)
- Bonds or other certificates of indebtedness
- Stock certificates
- Copyrighted works/works of art without permission of copyright owner

► Users in the U.S.A.

Pre-installation requirements for Canon facsimile equipment

A. Location
Supply a suitable table, cabinet, or desk. See the Appendix for the machine's dimensions and weight.

B. Order information
1. Only a single line, touch-tone or rotary telephone set is to be used.
2. Order an RJ11-C modular jack (USOC code), which should be installed by the telephone company. If the RJ11-C jack is not present, installation cannot occur.
3. Order a normal business line from your telephone company's business representative. The line should be a regular voice grade line or the equivalent. Use one line per machine.
   DDD (DIRECT DISTANCE DIAL) LINE
   -or-
   IDDD (INTERNATIONAL DIRECT DISTANCE DIAL) LINE IF YOU COMMUNICATE OVERSEAS

✎ **NOTE**
- Canon recommends an individual line following industry standards, e.g., the 2500 (Touch Tone) or 500 (Rotary/Pulse Dial) telephones. A dedicated extension off a PBX unit without "Call Waiting" can be used with the MultiPASS F80. Key telephone systems are not recommended because they send non-standard signals to individual telephones for ringing and special codes, which may cause a fax error.

C. Power requirements
This equipment should be connected to a standard 120-volt AC, three-wire grounded outlet only. Do not connect this machine to an outlet or power line shared with other appliances that cause "electrical noise." Air conditioners, electric typewriters, copiers, and machines of this sort generate electrical noise which often interferes with communications equipment and the sending and receiving of documents.

Connection of the equipment

This equipment complies with Part 68 of the FCC rules. On the rear panel of this equipment is a label that contains, among other information, the FCC Registration Number and Ringer Equivalence Number (REN) for this equipment. If requested, this information must be given to the telephone company. This equipment may not be used on coin service provided by the telephone company. Connection to party lines is subject to state tariffs.

An FCC compliant telephone cord and modular jack are provided with this equipment. This equipment is designed to be connected to the telephone network or premises wiring using a compatible modular jack which is Part 68 compliant. See Installation instructions for details.

The REN is used to determine the quantity of devices which may be connected to the telephone line. Excessive RENs on the telephone line may result in the devices not ringing in response to an incoming call. In most, but not all areas, the sum of the RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to the line, as determined by the total RENs, contact the telephone company to determine the maximum REN for the calling area.

In case of equipment malfunction

Should any malfunction occur which cannot be corrected by the procedures described in this guide, disconnect the equipment from the telephone line or turn off the power and unplug the power cord. The telephone line should not be reconnected or the power cord plugged in until the problem is completely resolved. Users should contact Canon Authorized Service Facilities for servicing of equipment. Information regarding Authorized Service Facility locations can be obtained by calling the Canon Customer Care Center. (1-800-423-2366)

Rights of the telephone company

Should the equipment cause harm to the telephone network, the telephone company may temporarily disconnect service. The telephone company also retains the right to make changes in facilities and services which may affect the operation of this equipment. When such changes are necessary, the telephone company is required to give adequate prior notice to the user.

FCC Notice

MultiPASS F80: Facsimile Transceiver, Model H12258

MultiPASS F60: H12259

This device complies with Part 15 of the FCC Rules.

Operation is subject to the following two conditions:

(1) This device may not cause harmful interference, and

(2) this device must accept an interference received, including interference that may cause undesired operation.

✐ **NOTE**

• This equipment has been tested and found to comply with the limits for a class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

Use of shielded cable is required to comply with class B limits in Subpart B of Part 15 of the FCC Rules.

Do not make any changes or modifications to the equipment unless otherwise specified in this guide. If such changes or modifications should be made, you could be required to stop operation of the equipment.

<center>
Canon U.S.A. Inc.

One Canon Plaza, Lake Success, NY 11042, U.S.A.

TEL No. (516) 328-5600
</center>

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device to send any message via a telephone fax machine unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity, or individual.

To automatically enter this information into your machine, follow the instructions on p. 7-1 or p. 8-1 of this guide.

▶ Users in Canada

Pre-installation requirements for Canon facsimile equipment

A. Location

Supply a suitable table, cabinet, or desk. See the Appendix for the machine's dimensions and weight.

B. Order information

1. Provide only a single-line to touch-tone or rotary telephone set terminated with a standard 4-pin modular phone plug. (Touch-tone is recommended if available in your area.)
2. Order an RJ11-C modular jack (USOC code), which should be installed by the telephone company. If the RJ11-C jack is not present, installation cannot occur.
3. Order a normal business line from your telephone company's business representative. The line should be a regular voice grade line or equivalent. Use one line per machine.
   DDD (DIRECT DISTANCE DIAL) LINE
   -or-
   IDDD (INTERNATIONAL DIRECT DISTANCE DIAL) LINE IF YOU COMMUNICATE OVERSEAS

✐ **NOTE**
- Canon recommends an individual line following industry standards [e.g., the 2500 (touch tone) or 500 (rotary/pulse dial) telephones]. A dedicated extension off a PBX unit without "Camp On" signals is also permissible with your MultiPASS F80. Key telephone systems are not recommended because they send non-standard signals to individual telephones for ringing and special codes, which may cause a fax error.

C. Power requirements

The power outlet should be a three-prong grounded receptacle (Single or Duplex). It should be independent from copiers, heaters, air conditioners or any electric equipment that is thermostatically controlled. The rated value is 120 volts and 15 amperes. The RJ11-C modular jack should be relatively close to the power outlet to facilitate installation.

NOTICE

This equipment meets the applicable Industry Canada Terminal Equipment Technical Specifications. This is confirmed by the registration number. The abbreviation, IC, before the registration number signifies that registration was performed based on a Declaration of Conformity indicating that Industry Canada technical specifications were met. It does not imply that Industry Canada approved the equipment.

Cet appareil est conforme aux Spécifications techniques des équipements terminaux de l'Industrie du Canada. Ceci est confirmé par le numéro d'enregistrement. L'abréviation IC précédant le numéro d'enregistrement signifie que l'enregistrement a été effectué sur la base de la Déclaration de conformité indiquant que le produit est conforme aux spécifications techniques du Canada. Ceci n'implique pas que le produit ait été approuvé par l'industrie du Canada.

Before installing this equipment, users should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.

Repairs to certified equipment should be coordinated by a representative designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user to disconnect the equipment.

Users should ensure for their own protection that the electrical ground connections of the power utility, telephone lines and internal metallic water pipe system, if present, are connected together. This precaution may be particularly important in rural areas.

⚠ CAUTION
• **Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority, or electrician, as appropriate.**

✋ IMPORTANT
• **This Class B digital apparatus meets all requirements of the Canadian Interference-Causing Equipment Regulations.**
  Cet appareil numérique de la classe B respecte toutes les exigences du Règlement sur le matériel brouilleur du Canada.

The Ringer Equivalence Number (REN) for this terminal equipment is 0.3. The REN assigned to each terminal equipment provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the Ringer Equivalence Numbers of all the devices does not exceed five.

Le Nombre d'équivalence Ringer (REN) de cet appareil terminal est 0.3. Le REN attribué à chaque équipement terminal fournit une indication sur le nombre maximum de terminaux pouvant être connectés sur une interface téléphonique. La terminaison sur une interface peut consister en n'importe quelle combinaison d'appareils, à la condition seulement que la somme des Nombres d'équivalence Ringer de tous les appareils ne soit pas supérieure à 5.

CANON CANADA INC.
1-800-263-1121
24 HOURS A DAY, SEVEN DAYS A WEEK

Chapter

1 **Introduction**

▶ **What your machine can do**

Thank you for purchasing the Canon MultiPASS F80 (indicated by the mark Fax Model) or the MultiPASS F60. Your machine incorporates the following functions in one simple-to-operate device:

Printer · · · · · · · · · · · · · · Print crisp, clear color or black & white documents from your computer.

Photo printer · · · · · · · · · Print photo-quality images from a memory card inserted directly into your machine.

Copier · · · · · · · · · · · · · · Make color or black & white copies from your machine. Also, apply advanced copy features to your copies.

Scanner · · · · · · · · · · · · · Scan high-resolution images to your computer and process them easily using the software provided.

Fax Model **Fax** · · · · · · · · · · · Fax directly from your machine, or use your computer to send and receive faxes.
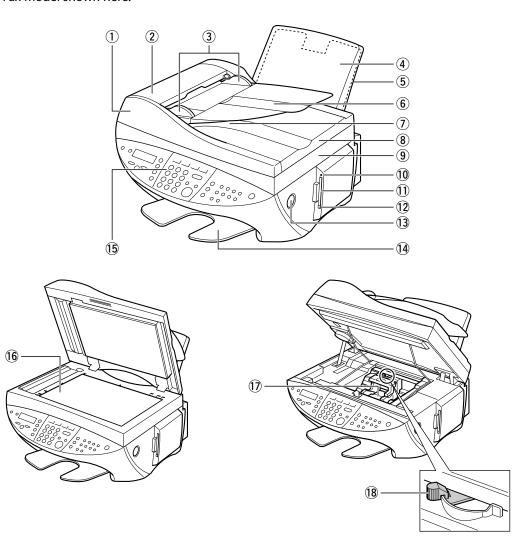
You may choose to use your machine as a stand-alone device for photo printing, copying, and Fax Model faxing. Alternatively, connect your machine to a computer and you will have a fully integrated printer/photo printer/copier/scanner/ Fax Model fax. The MultiPASS Suite software provided with your machine will allow you to perform a variety of tasks from your computer effortlessly and efficiently.

▶ Main components of the machine

Fax model shown here.
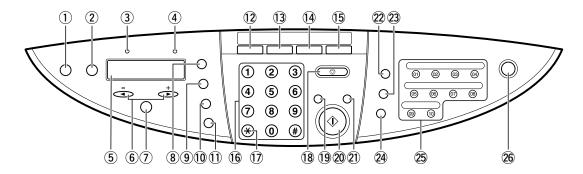
① **Fax Model** ADF (Automatic Document Feeder)
② **Fax Model** Feeder cover
③ **Fax Model** Document guides
④ Multi-purpose tray
⑤ Tray cover
⑥ **Fax Model** Document tray
⑦ **Fax Model** Document output slot
⑧ Document cover
⑨ Scanning unit
⑩ Indicator light
⑪ Card slot
⑫ [Eject] button
⑬ [Open] button
⑭ Paper output tray
⑮ Operation panel
⑯ Platen glass
⑰ Printhead holder
⑱ Paper thickness lever

Operation panel of the machine

Fax model shown here.

① **[Resume] key**
Resumes an operation after an error is corrected. `Fax Model` Also ejects a document remaining in the ADF.

② **[Menu] key**
Accesses the settings to customize operation of your machine.

③ `Fax Model` **In Use/Memory light**
Blinks or lights during operation. Lights also when there are documents in the machine's memory.

④ **Alarm light**
Blinks when an error occurs or when the machine needs attention.

⑤ **LCD**
Displays messages and selections, and prompts during operation.

⑥ **[◀ (-)] and [▶ (+)] keys**
Scroll through selections, select the number of copies, and the photograph file number. `Fax Model` [◀] also clears an entry and [▶] enters a space between characters.

⑦ **[Set] key**
Selects or confirms settings.

⑧ **[Enlarge/Reduce] key**
Sets the copy enlargement or reduction ratio.

⑨ **[Paper Select] key**
Selects the paper size and paper type for copying and `Fax Model` received faxes.

⑩ **[Exposure] key**
Selects the copy exposure and `Fax Model` fax exposure.

⑪ **[Image Quality] key**
Selects the copy resolution and `Fax Model` fax resolution.

⑫ **[Copy] key**
Switches the machine to copy mode.

⑬ **[Fax Model] [Fax] key**

Switches the machine to fax mode.

⑭ **[Scan] key**

Scans a document to your computer according to the action selected.

⑮ **[Photo Print] key**

Switches the machine to photo card print mode.

⑯ **Numeric keys**

Enter numerical values as well as [Fax Model] fax/telephone numbers and characters.

⑰ **[Fax Model] [Tone] key**

Switches temporarily to tone dialing.

⑱ **[Stop/Reset] key**

Cancels operations and returns the machine to standby mode.

⑲ **[Color] key**

Sets the machine for color copying and [Fax Model] color sending.

⑳ **[Start] key**

Starts operations.

㉑ **[B&W] key**

Sets the machine for black & white copying and [Fax Model] black & white sending.

㉒ **[Fax Model] [Redial/Pause] key**

Redials the last number dialed with the numeric keys. Also enters pauses between or after numbers.

㉓ **[Fax Model] [Coded Dial] key**

Press this key and a two-digit code to dial a pre-registered fax/telephone number or group.

㉔ **[Fax Model] [Hook] key**

Engages or disengages the telephone line.

㉕ **[Fax Model] One-touch speed dialing keys**

Dial a pre-registered fax/telephone number or group.

㉖ **[ON/OFF(1 sec.)] key**

Turns the machine on and off. To turn off the machine, press this key for one second.

✎ **NOTE**
- The power cannot be turned off when the machine is operating or when the In Use/Memory light is on or blinking.
- Your machine performs printhead cleaning every time you turn on the machine. This ensures optimum print quality, but also consumes a small amount of ink during the cleaning process. For this reason, it is recommended that you always leave your machine turned on, and only turn it off when instructed to do so in this guide, or when not using the machine for a long period of time (one month or more). This will avoid unnecessary ink consumption.

Chapter 2

Documents and print media

▶ Documents

Document requirements

The documents you load on the platen glass or [Fax Model] ADF for copying, scanning, or [Fax Model] sending must meet these requirements:

	Platen glass	[Fax Model] **ADF**
Document type	• Special types of paper • Photographs • Book • [Fax Model] Documents that are not suitable for the ADF.	Multipage documents of the same size, thickness, and weight.
Size (W × L)	Max. 8.5 × 14 in. (216 × 356 mm) [Fax Model] Max. 8.5 × 11.7 in. (216 × 297 mm)	Max. 8.5 × 39 in. (216 mm × 1 m) Min. 4.13 × 5.83 in. (105 × 148 mm)
Quantity	• 1 sheet • 10 photographs for multi-scan	• Max. 30 letter- or A4-size sheets (20 lb. or 75 g/m² paper) • Max. 10 legal-size sheets (20 lb. or 75 g/m²) • 1 sheet for sizes other than these.
Thickness	Max. 0.79 in. (20 mm)	0.002 to 0.005 in. (0.06 to 0.13 mm)
Weight	—	13 to 24 lb. (50 to 90 g/m²)

Problem documents
- Make sure any glue, ink, or correction fluid on the document is completely dry before loading.
- Remove all fasteners (staples, paper clips, etc.) before loading.
- [Fax Model] To prevent jams in the ADF, do not use any of the following:
  - Wrinkled or creased paper
  - Curled or rolled paper
  - Torn paper
  - Hole-punched paper
  - Carbon paper or carbon-backed paper
  - Coated paper
  - Onion skin or thin paper
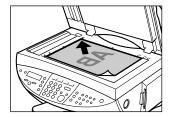
Loading documents

You can load your document on the platen glass or `Fax Model` ADF. Where you load it depends on the type of document and the machine you are using (→ p. 2-1).

Using the platen glass
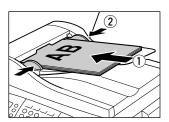
✎ **NOTE**
• `Fax Model` Load legal-size documents in the ADF.

1 Lift the document cover.

2 Place your document face down on the platen glass. Align the upper left corner of your document with the alignment mark on the upper left corner of the platen glass.

3 Gently lower the document cover.

`Fax Model` Using the ADF

✎ **NOTE**
• For clearer scans, use the platen glass.

1 Check first to make sure there is no document on the platen glass.

2 Insert the top of your document, face up, into the ADF until you hear a beep ①. Then adjust the document guides to the width of the document ②.

▶ Print media

Recommended print media and requirements

The following print media is recommended for use with your machine. Please be sure to follow the guidelines and meet the requirements when loading print media in the multi-purpose tray.

● **Plain Paper**
Size: Letter (8.5 × 11 in./215.9 × 279.4 mm)
Legal (8.5 × 14 in./215.9 × 355.6 mm)
A4 (8.27 × 11.69 in./210 × 297 mm)
Weight: 17–28 lb. (64–105 g/m²)
Quantity: Approx. 100 sheets (20 lb. or 75 g/m²) or maximum stack height of 0.4 in. (10 mm)
Paper thickness lever position: Left
Use for: All functions

- The machine supports the above paper sizes in portrait orientation.
- You can use regular copier paper, cotton bond paper, or typical letterhead.
- Your machine does not require special ink jet paper.

● Envelopes

Size: U.S. Commercial No. 10 (9.5 × 4.1 in./241 × 105 mm)
European DL (8.66 × 4.33 in./220 × 110 mm)
Quantity: 10 envelopes
Paper thickness lever position: Right
Use for: Printing from your computer
- You may be able to load other envelope sizes, but Canon cannot guarantee consistent performance on these.
- Do not use the following types of envelopes since they may cause problems:
  – Envelopes with windows, holes, perforations, cutouts, double flaps, and pressure seals.
  – Envelopes made with treated surface paper or deeply embossed paper.
  – Envelopes with peel-off sealing strips.
  – Envelopes with letters enclosed.
- Remove each envelope as it is delivered in the paper output tray.
- For details on loading envelopes, see the *Comprehensive Guide*.

● Bubble Jet Paper LC-301

Developed for high quality printing with minimal or no smearing when in contact with water or damp surfaces. This specially coated paper produces bright and vivid colors and stands up to normal office highlighters.
Size: Letter, A4
Quantity: Approx. 100 sheets (20 lb. or 75 g/m^2) or maximum stack height of 0.4 in. (10 mm)
Paper thickness lever position: Left
Use for: All functions

● High Resolution Paper HR-101N

Designed to produce near-photographic quality print output with sharp and vivid graphics.
Size: Letter, A4
Quantity: Approx. 80 sheets or maximum stack height of 0.4 in. (10 mm)
Paper thickness lever position: Left
Use for: Printing from your computer/copying
- Load the paper with the whiter side facing up.
- Remove the sheets from the paper output tray before the count reaches 50. If the paper curls, remove each sheet as it is delivered in the paper output tray.

● Glossy Photo Paper GP-301/GP-301N

A high gloss, thick paper that produces the look and feel of a photograph.
Size: Letter, A4
Quantity: 1 sheet
Paper thickness lever position: Left
Drying time: 2 minutes
Use for: Printing from your computer/copying
- Remove each sheet after it is delivered, being careful not to touch any surfaces. Do not allow the paper to stack up in the paper output tray.

- Load the paper with the whiter side facing up.
- Do not use the loading support sheet included with this print media.

● Glossy Photo Cards FM-101
Made from the same stock as Glossy Photo Paper GP-301, these cards allow you to print images over the entire area of the card.
Size: 4.7 × 8.4 in. (119 × 214 mm)
Quantity: 20 sheets
Paper thickness lever position: Left
Drying time: 2 minutes
Use for: Printing from your computer/copying
- Print the image so that it extends beyond the perforations and then trim off the unwanted white margins.
- Load the paper with the glossy side facing up.
- Do not use the loading support sheet included with this print media.

● Photo Paper Pro PR-101
A thick paper with a treated surface that enhances gloss and provides superior color reproduction. It is ideal for printing high-quality photographs.
Size: Letter, A4, 4 × 6 in. (101.6 × 152.4 mm)
Quantity: 1 sheet, 20 sheets (4 × 6 in./101.6 × 152.4 mm size)
Paper thickness lever position: Left
Drying time: 30 minutes
Use for: Printing from your computer/photo printing/copying
- Load the paper with the glossier side facing up.
- Do not attempt to dry the ink with a hairdryer or by exposing printed sheets to direct sunlight.

● Photo Paper Pro PC-101S
Made from the same stock as Photo Paper Pro PR-101, these cards are intended for printing images that cover the entire surface of the card, without a white border. This paper is ideal for printing high quality photographs.
Size: 4 × 6 in. (101.6 × 152.4 mm)
Quantity: 20 sheets
Paper thickness lever position: Left
Drying time: 30 minutes
Use for: Printing from your computer/photo printing/copying
- Load the paper with the glossy side facing up.

● High Gloss Photo Film HG-201
A bright white finish film that lends striking visual power to charts, graphs, and photographic images. It creates a sharper and more vivid color output than is possible with coated paper.
Size: Letter, A4
Quantity: 1 sheet
Paper thickness lever position: Left
Drying time: 2 minutes
Use for: Printing from your computer/copying
- If the film is curled, flatten it by curling it in the opposite direction.
- Load the film with the cut corner at the upper right.

● Transparencies CF-102

Produce excellent contrast, sharpness, and color, creating crisp and professional overhead presentations.

Size: Letter, A4
Quantity: 30 sheets
Paper thickness lever position: Left
Drying time: 15 minutes
Use for: Printing from your computer/copying

- Although you can print on either side of CF-102 transparencies, best results can be obtained by printing on the side toward which it curls when held by the edge.
- Remove each transparency after it is delivered, being careful not to touch any surfaces. Do not allow transparencies to stack up in the paper output tray.
- Load one sheet of plain paper as the last sheet in the stack.

● Banner Paper BP-101

Specifically designed for printing one continuous sheet in a banner format. The connected sheets are divided by perforations.

Size: 8.5 × 11 in. (215.9 × 279.4 mm), A4
        Maximum length: 66 in. (1676 mm)
Quantity: 2 to 6 sheets (joined)
Paper thickness lever position: Right
Use for: Printing from your computer

- You can print from two to six continuous sheets at a time.
- When tearing the banner paper, tear off one more sheet than you actually need to print.
- The maximum length for one print job is six sheets, so if you will be printing on six sheets, tear off a seven-sheet length.
- Load banner paper print side up.
- Ensure the ink does not stain the table or floor.
- For details on loading banner paper, see the *Comprehensive Guide*.

● T-Shirt Transfers TR-201

Used to produce iron-on transfers.

Size: Letter, A4
Quantity: 1 sheet
Paper thickness lever position: Right
Use for: Printing from your computer/copying

- Load the paper with the side that does not have green lines facing up.
- Use mirror printing to print or copy the image onto the T-shirt transfer.
- If the T-shirt transfer is curled, flatten it by curling it in the opposite direction.

Handling of printed output

- Remove each sheet as soon as it is printed.
- Do not stack more than 20 sheets of 4 × 6 in. (101.6 × 152.4 mm) paper in the paper output tray.
- Do not touch the printed surface until the ink is fixed (approx. 30 minutes). Colors in dark images may appear indistinct at first, but will become clearer after about 30 minutes.

- Images may smudge if you place them in an album before the ink is completely dry. It is recommended that you allow the ink to dry for 24 hours.
- Do not attempt to dry the ink with a hairdryer or by exposing printed sheets to direct sunlight.
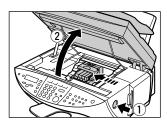
Storing printed output

- Do not store or display printouts in hot, damp, or humid conditions. Never expose them to heat or direct sunlight.
- Store printouts in photo albums, photo frames, or presentation binders to protect them from direct exposure to air or sunlight.
- Do not mount printouts in an adhesive-type album as you may not be able to remove them.
- Be aware that some types of clear plastic folders and albums may cause the edges of the paper to turn yellow.
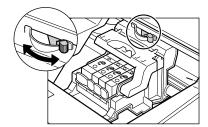
Setting the paper thickness lever

The paper thickness lever adjusts the gap between the printhead and the print media to suit the print media's thickness. Before printing, be sure to set the paper thickness lever.

Follow this procedure to set the paper thickness lever:

1 **Press [Open] ① and lift up the scanning unit ②.**

2 **Move the paper thickness lever to the appropriate setting.**
  - For details on which position to set for the print media you are using, see p. 2-2.

3 **Close the scanning unit until it locks into place.**

Setting the print media size and type

For copying and Fax Model receiving faxes, you need to set the size and type of print media loaded in the multi-purpose tray.

✎ **NOTE**
• For documents printed from your computer, you can specify the print media size and type on your computer (→ *Software Guide*).
• For photo printing, specify the print media size as described in Chapter 5.

Follow this procedure to set the print media size and type:

1 **Press [Copy] or** Fax Model **[Fax].**

2 **Press [Paper Select].**

Ex:
```
SIZE :     <    LTR    >
TYPE :          PLAIN
```

3 **Use [◀] or [▶] to select the print media size.**
   • Select from the following:
     – <LTR>   – <4"×6">
     – <LGL>   – <A4>
   • Fax Model For received faxes, select <LTR>, <LGL>, or <A4>.

4 **Press [Set].**

Ex:
```
SIZE :           A4
TYPE :     <   PLAIN  >
```

5 **Use [◀] or [▶] to select the print media type.**
   • Select:
     – <PLAIN> for plain paper.   – <TRANS.> for transparencies.
     – <GLOSSY> for glossy photo paper.   – <PHOTO> for Photo paper pro.
     – <H.RES.> for high resolution paper.

6 **Press [Set].**
   • If you are in copy mode, the LCD will display the print media size and type.

Loading paper

For details on loading paper in the multi-purpose tray, refer to the *Setup Sheet* or the *Comprehensive Guide*.

The MultiPASS Suite software
Basic operation

▶ Installing the software

If you have not already installed the software as explained in the Setup Sheet, please do so now. For instructions, see the *Setup Sheet* or the *Software Guide*.

▶ System requirements

To successfully install and operate the MultiPASS Suite, your system must meet the following requirements:

- CD-ROM drive, or access to one over a network connection
- 256-color SVGA monitor or greater
- Microsoft Internet Explorer version 4.01 or later
- 60 MB of available hard disk space (150 MB recommended.)
- USB cable 16.4 ft. (5 m) or shorter

● **Microsoft Windows 98**
- IBM or compatible computer with a Pentium® 90 processor or higher
- 32 MB of RAM (64 MB or more recommended)

● **Windows Me**
- IBM or compatible computer with a Pentium® 150 processor or higher
- 32 MB of RAM (64 MB or more recommended)

● **Windows 2000**
- IBM or compatible computer with a Pentium® 133 processor or higher
- 64 MB of RAM (128 MB or more recommended)

● **Windows XP**
- IBM or compatible computer with a Pentium® 233 processor (Pentium® 300 processor or higher recommended)
- 64 MB of RAM (128 MB or more recommended)

▶ Software components of the MultiPASS Suite

The following components are installed when you install the MultiPASS Suite software:

● **Printer driver (→ Chapter 4)**
Enables you to print from any Windows application that supports printing.

● `Fax Model` **Fax driver (→ Chapter 7)**
Enables you to send a PC fax from any Windows application that supports printing.

● **Scan driver: ScanGear for MultiPASS (Windows 98/Me/2000/XP) or WIA Driver (Windows XP) (→ Chapter 9)**
Enables you to scan an image to your computer.

● **My MultiPASS (→ p. 3-3)**
Enables you to store and manage your MultiPASS documents in folders on your computer.

● **MultiPASS Viewer (→ p. 3-4)**
Enables you to view your documents stored in My MultiPASS.

● **MultiPASS Photo Enhancer (→ *Software Guide*)**
Enables you to make advanced image adjustments to an image opened in the MultiPASS Viewer.

● **MultiPASS Status Monitor (→ p. 3-5)**
Shows the current status of the machine and any error conditions.

● **MultiPASS Toolbar (→ p. 9-1)**
Enables you to scan an image directly to a destination, such as a desired application (e.g. your e-mail application or a graphic application).
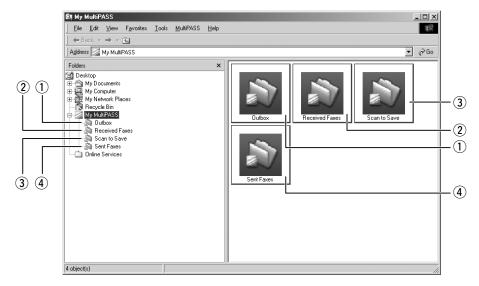
✎ **NOTE**
• If you are using Windows 2000/XP, MPService (MultiPASS Service) is automatically created and must be running for jobs to be processed with the MultiPASS Suite and the machine. MPService starts automatically when you start your computer, even if you have not yet logged into Windows. If you log off Windows and leave the computer on, MPService continues to run in order to process any MultiPASS jobs.

▶ My MultiPASS

My MultiPASS consists of several folders created when you install the MultiPASS Suite software. They are used for storing scanned images and `Fax Model` faxes using the MultiPASS Suite software.

① `Fax Model` **Outbox folder**—Stores pending and failed fax transmissions. You can manage faxes in this folder using the MultiPASS menu commands.

② `Fax Model` **Received Faxes folder**—Stores received PC faxes.

③ **Scan to Save folder**—Stores scanned images in the My Pictures folder, or if not available, in the My Documents folder or Scan to Save folder.

④ `Fax Model` **Sent Faxes folder**—Stores PC faxes successfully sent.

The My MultiPASS folders work within Windows Explorer, and thus have a similar structure. For more details on the My MultiPASS folders, see the *Software Guide*.

Opening My MultiPASS

Follow one of the procedures below to open My MultiPASS:

On the MultiPASS Toolbar, click [MultiPASS].
-or-
On the Windows desktop, double-click the My MultiPASS icon.
-or-
If opening My MultiPASS from Windows Explorer, select My MultiPASS under Desktop.

✎ NOTE
• When you open My MultiPASS, the MultiPASS menu appears on the menu bar.

The MultiPASS Suite software—Basic operation

3
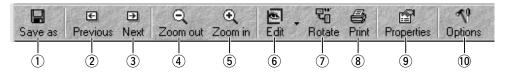
▶ MultiPASS Viewer

The MultiPASS Viewer allows you to open and view documents stored in the My MultiPASS folders. Once open in the Viewer, if you want to edit your document, you can open it in the MultiPASS Photo Enhancer to make advanced image adjustments, such as applying filters or effects to your document. For details on the MultiPASS Photo Enhancer, refer to the *Software Guide*.

Opening a document in the Viewer

1 **In the My MultiPASS folders, double-click the document you want to open.**

Toolbar buttons

① Saves the document under a new name.
② Displays the previous image.
③ Displays the next image.
④ Zooms out of the document.
⑤ Zooms in on the document.
⑥ Opens the document in Photo Enhancer.
⑦ Rotates the document.
⑧ Prints the document.
⑨ Opens the Properties dialog box.
⑩ Customizes Viewer window options.

To save a document: On the File menu, click [Save As]. Enter the details for the document, then click [Save].

To close the Viewer: On the File menu, click [Exit].

For more details on the different functions and settings of the Viewer, refer to the online help or the *Software Guide*.

▶ MultiPASS Status Monitor

The MultiPASS Status Monitor shows the current status of the machine and any errors that need your attention. It cannot interrupt any activities.

When the Status Monitor is open, it displays as a window on the Windows desktop and as an icon in the Windows taskbar.

Opening the Status Monitor

On the Windows desktop, click [Start], point to [Programs] or [All Programs], point to [MultiPASS Suite], then click [MultiPASS Status Monitor].

For more details on the Status Monitor, refer to the online help or the *Software Guide*.

▶ MultiPASS Toolbar

The MultiPASS Toolbar appears on the Windows desktop and allows you to scan a document to your computer and process it.

Opening the Toolbar

During installation, the Toolbar is set to automatically open every time you start Windows. If for any reason you have closed it, follow this procedure to open it:

On the Windows desktop, click [Start], point to [Programs] or [All Programs], point to [MultiPASS Suite], then click [MultiPASS Toolbar]. You can also double-click the MultiPASS Toolbar icon on the Windows desktop.

▶ More information

For detailed information on all features of the MultiPASS Suite Software, refer to the online help or the *Software Guide*.

Printing from your computer
Basic operation

▶ Before printing

Before printing, check the following:

- **Have you installed the MultiPASS Suite software?**
  If not, see the *Setup Sheet* or the *Software Guide.*
- **Is the machine selected as the default printer?**
  You can check if your machine is set as the default printer when you open the Print dialog box in an application and your machine is selected in the Printer box (see below for details). Follow this procedure if it is not selected:
  1 **On the Windows desktop, click [Start], point to [Settings], then click [Printers] (Windows XP: Click [Start], then click [Printers and Faxes]).**
  2 **In the Printers (Printers and Faxes) window, click the machine icon.**
  3 **On the File menu, click [Set as Default] or [Set as Default Printer].**
- **Is the correct print media loaded in the multi-purpose tray?**
  For details, see p. 2-2.

▶ Printing

Once you have installed the MultiPASS Suite software, you can begin printing from any Windows application that supports printing.

The procedure for printing documents varies somewhat for different Windows applications. Below is the general printing procedure. For detailed instructions on printing from a specific application, refer to the documentation provided with that application.

Follow this procedure to print a document:

1 **With your document open in the Windows application, click the print command.**
  · In most applications, the print command is on the File menu or toolbar.

2 **In the Print dialog box, make sure your machine is selected in the Printer box. If not, select your machine from the printer name drop-down list ①.**

3 **Click the command to print your document ②.**
  · This command is usually [OK] or [Print].

▶ Canceling printing

Follow this procedure to cancel printing before clicking the print command in the Print dialog box:

1   In the Print dialog box, press the command to cancel printing.
   · This command is usually [Cancel].

If printing has already begun, follow this procedure to cancel printing from Windows:

1   On the Windows desktop, click [Start], point to [Settings], then click [Printers] (Windows XP: Click [Start], then click [Printers and Faxes]).

2   In the Printers (Printers and Faxes) window, double-click the machine icon, right click the print job, then click [Cancel Printing] or [Cancel].

▶ Changing print settings

Your machine is initially installed using factory-predefined settings, enabling you to print immediately. These settings determine what your documents will look like when printed. You can change these print settings to suit the document you are printing.

Unless you save your settings as a profile, your settings are available only for the current print job. For details on print profiles, see the *Software Guide*.

You can define print settings in two ways:
Print Advisor—Displays as a wizard that guides you through a series of questions to select the appropriate print settings for your document.
Manually—You can manually change individual settings to suit your document.
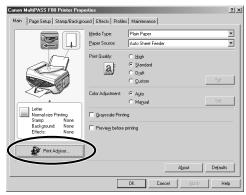
Changing print settings with the Print Advisor

Follow this procedure to change print settings with the Print Advisor:

1   With your document open in the Windows application, click the print command.
   · In most applications, the print command is on the File menu or toolbar.

2   In the Print dialog box, click [Properties].

3   In the Properties dialog box, on the Main tab, click [Print Advisor].

4   Follow the on-screen instructions.

For more details, refer to the online help or the *Software Guide*.

Changing print settings manually

Follow this procedure to change print settings manually:

1   With your document open in the Windows application, click the print command.
   · In most applications, the print command is on the File menu or toolbar.

2   In the Print dialog box, click [Properties].

3   In the Properties dialog box, define your settings on the appropriate tabs or dialog boxes.
   · If you are dissatisfied with your changes on a particular tab and want to revert to the default settings, click [Defaults].

4   To accept your changes and close the dialog box, click [OK].
   · To cancel your changes and close the dialog box, click [Cancel].

For details on the different settings, refer to the online help or the *Software Guide*.

▶ More information

For detailed information on all printing features, refer to the online help or the *Software Guide*.

5

Photo printing from a memory card
Basic operation

This feature allows you to insert a memory card (with a PC card adapter) into your machine and print photographs directly from it.

▶ Before printing from a memory card

Before printing from a memory card, check the following:

● **Is your digital camera's memory card compatible with the machine?**
The following cards are compatible with the machine:
- Compact flash
- Smart media
- Memory stick
- SD memory card
- Multimedia card
- Flash ATA card PCMCIA Type II (PC card adapter not necessary)

✐ **NOTE**
- The file format must comply with the DCF standard.
- Some digital cameras are not compatible with 64 MB and 128 MB memory cards. Photographs on memory cards that are not compatible with the camera may be unreadable or the image data may be damaged.
- Format the memory card with the digital camera. It is not compatible with the computer's own format.
- For information on memory cards compatible with your digital camera and PC card adapters contact your digital camera manufacturer.
- To use your computer to read or write data on a memory card, refer to the *Software Guide*.
- If you have copied photographs from a memory card to your computer and then edited them, be sure to print them from your computer. Copying edited photographs back onto a memory card and then printing them from your machine will not produce good results. If you do decide to copy edited photographs back onto a memory card, remove the memory card from the card slot, reinsert it into the slot and then print.

● **Is the correct print media loaded in the multi-purpose tray?**
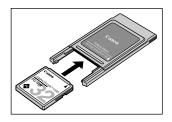Although you can use plain paper, Photo Paper Pro paper and cards are recommended for high-quality images. For details on print media, see p. 2-2.

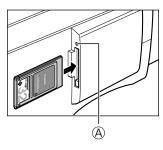## ▶ Inserting/removing a memory card

Inserting a memory card

To use a memory card, you will need to insert it into a PC card adapter before inserting it in the card slot. Do not attempt to insert it into the card slot without a PC card adapter.

1   **Make sure the machine is on.**
  • If not, press [ON/OFF(1 sec.)].

2   **Insert the memory card into the PC card adapter.**

3   **Insert the PC card adapter all the way into the card slot on the right side of the machine.**
  • The indicator light Ⓐ turns on.
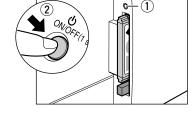
📎 **NOTE**
• If the memory card cannot be read, check that:
  – the PC card adapter containing the memory card is inserted all the way into the card slot.
  – the PC card adapter containing the memory card was not removed while being read.
  – you are using a compatible memory card.
  – your memory card contains photographs.

Removing a memory card
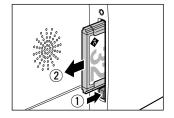
⚠ **CAUTION**
• **Do not remove the memory card or turn off the machine when the indicator light is blinking as this may damage the data in the memory card.**

1   **Check that the indicator light is not blinking ①, then press [ON/OFF(1 sec.)] to turn the machine off ②.**
  • If you have been writing to a memory card in Windows 2000, wait a few seconds before turning off the machine.
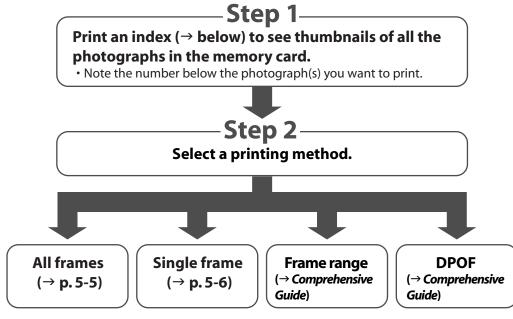
2   **Press [Eject] ① and remove the PC card adapter ②.**
  • Do not remove the memory card and PC card adapter separately from the card slot.

▶ Printing methods

There are different methods for printing photographs from a memory card. Follow this general procedure to print photographs:

━ Step 1 ━

Print an index (→ below) to see thumbnails of all the photographs in the memory card.
• Note the number below the photograph(s) you want to print.

⬇

━ Step 2 ━
Select a printing method.

| **All frames** (→ **p. 5-5**) | **Single frame** (→ **p. 5-6**) | **Frame range** (→ *Comprehensive Guide*) | **DPOF** (→ *Comprehensive Guide*) |

📝 NOTE
• If there are DPOF settings in the memory card, <DPOF> will display in the LCD in standby mode. If you press [Start], the photographs will be printed immediately according to the DPOF settings.
• You may not be able to print photographs if their file sizes are too large.
• For each printing method except DPOF, you can set date printing from the machine. For details, see the *Comprehensive Guide*.

Printing an index

This printing method prints thumbnails of the photographs in a memory card. An index is useful to see small versions of all photographs in a memory card without having to print each photograph individually.
When you print an index, a number Ⓐ is assigned to each thumbnail. You will need these numbers to select the photographs you want to print in a larger format.

| 0001 | 0002 | 0003 | 0004 | 0005 | 0006 | 0007 | 0008 |
Ⓐ
| 0009 | 0010 | 0011 | 0012 |

If "?" appears in the index, see p. 11-6.

Follow this procedure to print an index print:

1   **Load the correct print media in the multi-purpose tray.**
· For details on print media and how to load it, see pp. 2-2, 2-7.

2   **Insert the memory card as described on p. 5-1.**

3   **Press [Photo Print].**

4   **Press [Menu].**

5   **Press [Set].**

Ex:
```
PHOTO PRINT MODE
                INDEX
```

6   **Use [◄] or [►] to select <INDEX>.**

7   **Press [Set].**

Ex:
```
SELECT PAPER SIZE
                LTR
```

8   **Use [◄] or [►] to select the paper size.**
· Select:
– <LTR> for letter-size print media.
– <4" × 6"> for card-size print media.
– <A4> for A4-size print media.
· If you select <4" × 6">, the print media type is fixed to <PHOTO PAPER PRO>.

● **If you selected <4" × 6"> in step 8:**
9   **Go to step 11.**

● **If you selected <LTR> or <A4> in step 8:**
9   **Press [Set].**

Ex:
```
SELECT PAPER TYPE
        PHOTO PAPER PRO
```

10   **Use [◄] or [►] to select the paper type.**
· Select from the following:
– <PLAIN PAPER>
– <PHOTO PAPER PRO>

11   **Press [Set].**

12   **Press [Start].**
· To cancel printing, press [Stop/Reset].

✐ **NOTE**
· You can only print one index print at a time.
· The number assigned to each thumbnail on the index print is different from the ID numbers assigned by the digital camera.

Printing all frames

This printing method prints individually all photographs stored in a memory card.

Follow this procedure to print individually all photographs in a memory card:

1   **Load the correct print media in the multi-purpose tray.**
   • For details on print media and how to load it, see pp. 2-2, 2-7.

2   **Insert the memory card as described on p. 5-1.**

3   **Press [Photo Print].**

4   **Press [Menu].**

5   **Press [Set].**

Ex:
```
PHOTO PRINT MODE
                INDEX
```

6   **Use [◄] or [►] to select <ALL FRAMES>.**

7   **Press [Set].**

Ex:
```
SELECT PAPER SIZE
                LTR
```

8   **Use [◄] or [►] to select the paper size.**
   • Select:
     – <LTR> for letter-size print media.
     – <4" × 6"> for card-size print media.
     – <A4> for A4-size print media.
   • If you select <4" × 6">, the print media type is fixed to <PHOTO PAPER PRO>.

● **If you selected <4" × 6"> in step 8:**
9   **Press [Set].**

Ex:
```
BORDERLESS PRINT
                OFF
```

10 **Use [◄] or [►] to select borderless printing.**
   • Select:
     – <OFF> to print the photographs with borders.
     – <ON> to print the photographs without borders.

11 **Go to step 13.**

● **If you selected <LTR> or <A4> in step 8:**

9 **Press [Set].**

Ex:
```
SELECT PAPER TYPE
            PLAIN PAPER
```

10 **Use [◄] or [►] to select the paper type.**
   · Select from the following:
     – <PLAIN PAPER>
     – <PHOTO PAPER PRO>

● **If you selected <PLAIN PAPER> in step 10:**

11 **Go to step 13.**

● **If you selected <PHOTO PAPER PRO> in step 10:**

11 **Press [Set].**

Ex:
```
BORDERLESS PRINT
               OFF
```

12 **Use [◄] or [►] to select borderless printing.**
   · Select:
     – <OFF> to print the photographs with borders.
     – <ON> to print the photographs without borders.

13 **Press [Set].**

14 **Press [Start].**

✎ **NOTE**
· Printing is enlarged or reduced automatically according the paper size. Depending on the paper type and whether borderless printing is selected, the photographs may be cropped.
· A margin may still appear even if you select borderless printing on letter-size paper.

Printing a single frame

This printing method prints a specified single photograph from a memory card. In order to select the photograph you want to print, you will need to print the index and note the number assigned to the photograph. To print an index, see p. 5-3.

Without a border

With a border

Follow this procedure to print a single photograph on a memory card:

1 **Load the correct print media in the multi-purpose tray.**
   · For details on print media and how to load it, see pp. 2-2, 2-7.

2 **Insert the memory card as described on p. 5-1.**

3 **Press [Photo Print].**

4 **Press [Menu].**

5 **Press [Set].**

Ex:
```
PHOTO PRINT MODE
                INDEX
```

6 **Use [◄] or [►] to select <SINGLE FRAME>.**

7 **Press [Set].**

```
FILE NO:
                0001
```

8 **Use the numeric keys to enter the frame number.**
· You can also use [◄] or [►] to enter the frame number.
· To find the frame number, you will need to print the index beforehand
  (→ p. 5-3).

9 **Press [Set].**

```
NUMBER OF PRINTS
                1COPIES
```

10 **Use the numeric keys to enter the number of copies of the photograph
you want.**
· Enter a zero before single digits (e.g. 07).
· You can also use [◄] or [►] to enter the quantity.

11 **Press [Set].**

Ex:
```
SELECT PAPER SIZE
                LTR
```

12 **Use [◄] or [►] to select the paper size.**
· Select:
  – <LTR> for letter-size print media.
  – <4" × 6"> for card-size print media.
  – <A4> for A4-size print media.
· If you select <4" × 6">, the print media type is fixed to <PHOTO PAPER PRO>.

● **If you selected <4" × 6"> in step 12:**
13 **Press [Set].**

Ex:
```
BORDERLESS PRINT
                OFF
```

14 **Use [◄] or [►] to select borderless printing.**
· Select:
  – <OFF> to print the photographs with borders.
  – <ON> to print the photographs without borders.

15 **Go to step 17.**

● **If you selected <LTR> or <A4> in step 12:**

13 **Press [Set].**

Ex:
```
SELECT PAPER TYPE
            PLAIN PAPER
```

14 **Use [◀] or [▶] to select the paper type.**
　　・Select from the following:
　　　－<PLAIN PAPER>
　　　－<PHOTO PAPER PRO>

● **If you selected <PLAIN PAPER> in step 14:**

15 **Go to step 17.**

● **If you selected <PHOTO PAPER PRO> in step 14:**

15 **Press [Set].**

Ex:
```
BORDERLESS PRINT
                 OFF
```

16 **Use [◀] or [▶] to select borderless printing.**
　　・Select:
　　　－<OFF> to print the photograph with a border.
　　　－<ON> to print the photograph without a border.

17 **Press [Set].**
　　・Use [◀] or [▶] to view your settings in the LCD.

Ex:
```
【SINGLE FRAME】
PLAIN LTR▯          ▶
```
or
```
【SINGLE FRAME】
◀ NO.0002          01
```

18 **Press [Start].**

✐ **NOTE**
・Printing is enlarged or reduced automatically according the paper size. Depending on the paper type and whether borderless printing is selected, the photograph may be cropped.
・A margin may still appear even if you select borderless printing on letter-size paper.

▶ More information

For detailed information on all photo printing features, refer to the *Comprehensive Guide*.

Chapter 6 Copying
Basic operation

▶ Before copying

Before copying, check the following:

● **Does the document you want to copy meet the requirements for loading on the platen glass or** `Fax Model` **ADF?**
For details, see p. 2-1.

● **Is the correct print media loaded in the multi-purpose tray?**
For details, see p. 2-2.

▶ Making copies

Follow this procedure to make color or black & white copies.

1 **Press [Copy].**

2 **Load the document on the platen glass or** `Fax Model` **ADF.**
· For details on how to load documents, see p. 2-2.

3 **Use the numeric keys to enter the number of copies.**

4 **Adjust any necessary settings for your document.**
· Press [Color] for color copying, or [B&W] for black & white copying (→ below).
· Press [Paper Select] to select the print media size and type (→ p. 2-7).
· Press [Image Quality] to select the scanning resolution (→ p. 6-2).
· Press [Exposure] to select the scanning exposure (→ p. 6-2).
· Press [Enlarge/Reduce] to select the copy ratio (→ *Comprehensive Guide*).

5 **Press [Start].**
· To cancel copying, press [Stop/Reset].

▶ Improving copied images

Setting color or black & white copying

Refer to *Making copies* above, and in step 4, set color or black & white copying as follows:
For color copying: Press [Color] to turn on its light.
For black & white copying: Press [B&W] to turn on its light.

Adjusting the image quality (resolution)

Refer to *Making copies* on p. 6-1, and in step 4, adjust the image quality as follows:

1 **Press [Image Quality].**

2 **Use [◀] or [▶] to select the image quality.**

    • In black & white mode, select:
      – <B&W TEXT> for text-only documents.
      – <B&W PHOTO> for photographs.
      – <B&W DRAFT> for high-speed copying at a lower resolution.*
     In color mode select:
      – <COLOR NORMAL> for color text-only documents.
      – <COLOR FINE> for color photographs.
      – <COLOR FAST> for high-speed color copying at a lower resolution.*

3 **Press [Set].**

✎ **NOTE**
• When using <COLOR FAST>, if the color output is different from that expected, select <COLOR NORMAL> or <COLOR FINE> and try copying again.

Adjusting the exposure (density)

Exposure (density) is the degree of difference between light and dark. A high contrast setting will make blacks darker and whites brighter, whereas a low contrast setting will make the differences between black and white less marked.

Refer to *Making copies* on p. 6-1, and in step 4, adjust the exposure as follows:

1 **Press [Exposure].**

2 **Use [◀] or [▶] to select the exposure.**

3 **Press [Set].**

▶ More information

For detailed information on all copying features, refer to the *Comprehensive Guide*.

---

* This setting is only available when <PLAIN> is selected as the print media type (→ p. 2-7).

Fax Model

Faxing from your computer Basic operation

▶ Sending faxes from your computer

Before sending faxes from your computer

Before sending faxes from your computer, check the following:

● **Have you installed the MultiPASS Suite software?**
If not, see the *Setup Sheet* or the *Software Guide*.

● **Have you entered the sender information?**
Before sending faxes, you must register your name and fax/telephone number so that they are printed at the top of faxes you send. For more details on what sender information is, see the *Comprehensive Guide*.

You can register this information directly from the operation panel (→ p. 8-1), or from the MultiPASS Suite software. Follow this procedure to set it from the software:

1 **Open My MultiPASS (→ p. 3-3).**

2 **On the MultiPASS menu, point to [Device Setup/Speed Dial], then click [MultiPASS F80].**

3 **On the Send Fax tab, enter your name and fax/telephone number in Fax Information.**
 • You do not need to enter the date and time. Faxes sent from your computer will include your computer system's date and time.

4 **Click [OK].**

● **Have you set the correct telephone line type?**
Before sending faxes from your computer, make sure you have set the correct telephone line type for your telephone line.

You can set the telephone line type directly from the operation panel, or from the MultiPASS Suite software. Follow this procedure to set it from the software:

1 **Open My MultiPASS (→ p. 3-3).**

2 **On the MultiPASS menu, point to [Device Setup/Speed Dial], then click [MultiPASS F80].**

3 **On the Send Fax tab, select the telephone line type in Phone line.**

4 **Click [OK].**
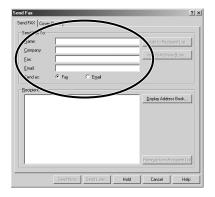
Sending or e-mailing a fax from your computer

You can send a fax from any Windows application that supports document printing using a fax driver. You can also send a fax as an e-mail message if you have a Messaging Application Program Interface (MAPI) compliant application installed. The e-mail application must be set up as the system default MAPI client. For details, see your e-mail application documentation.

Follow this procedure to send or e-mail a fax from your computer:

1 **With the document you want to fax or e-mail open in a Windows application, click the print command.**
· In most applications, the print command is on the File menu or toolbar.

2 **In the Print dialog box, click [Canon MultiPASS FAX] in the Printer list.**

3 **Click [OK].**

4 **On the Send FAX tab, enter the required recipient information.**

5 **In Send as, click [Fax] to send the document as a fax, or click [Email] to send the document as an e-mail message.**

6 **Click [Add to Recipient List].**
· To send the same document to other recipients (max. 150 recipient), repeat steps 4 to 6.
· You can add the recipient to the Address Book by clicking [Add to Address Book] (→ p. 7-3).

7 **Send the document.**
· Click:
– [Send Now] to send the fax or e-mail now.
– [Send Later] to schedule the fax for sending later. In the Send Later dialog box, select the date and time you want the fax to be sent at. [Send Later] is only available for faxes.
– [Hold] to store the fax or e-mail until you decide to send or delete it.

Your document is sent to the Outbox folder and once sent, moved to the Sent Faxes folder. For details on these folders, see p. 3-3.

Address Book

The Address Book allows you to store your contacts so that you can easily access them when sending faxes or e-mails from your computer.

Adding recipients to the Address Book
Follow this procedure to add recipients to the Address Book:

1   **In a Windows application, click the print command.**
  • In most applications, the print command is on the File menu or toolbar.

2   **In the Print dialog box, click [Canon MultiPASS FAX] in the Printer list.**

3   **Click [OK].**

4   **On the Send Fax tab, enter the recipient information in the Name, Fax, and Email boxes.**

5   **Click [Add to Address Book].**

6   **In the next dialog box, enter any other desired information.**

7   **Click [OK].**

For more information on setting up the Address Book, refer to the *Software Guide*.

Specifying a recipient from the Address Book
Follow this procedure to specify a recipient from the Address Book:

1   **When you need to enter a recipient's details in the Send Fax dialog box (see step 4 on p. 7-2), click [Display Address Book].**

2   **In the Select Recipient from Address Book dialog box, select the desired recipient from the Recipients list.**

3   **Click [Add to Recipient List], then click [OK].**
  • If the entry you added has both a fax and e-mail address, the entry is automatically added with the fax number. If you want to send the fax as an e-mail message instead, in the Send Fax dialog box, on the Send FAX tab, in the Recipient list, right click the recipient. Then click [Email] on the displayed menu.

▶ Receiving faxes on your computer

Before receiving faxes on your computer

Before receiving faxes on your computer, check the following:

● **Have you set the receive mode?**
Follow this procedure to set the receive mode:

1   **Open My MultiPASS (→ p. 3-3).**

2   **On the MultiPASS menu, point to [Device Setup/Speed Dial], then click [MultiPASS F80].**

3 **On the Receive Fax tab, select the receive mode from the Receive Mode drop-down list.**
  · For details on the different receive modes, see p. 8-7 or the *Software Guide*.

4 **Click [OK].**

● **Have you set your computer to upload received faxes from your machine?**
Follow this procedure to automatically transfer any faxes received on your machine to your computer:

1 **Open My MultiPASS (→ p. 3-3).**

2 **On the MultiPASS menu, point to [Device Setup/Speed Dial], then click [MultiPASS F80].**

3 **On the Receive Fax tab, in Receive Conditions, choose how the system should handle incoming faxes when your computer is off and on.**

4 **Click [OK].**

Receiving a fax on your computer

When you have set your computer to receive faxes, incoming faxes will be uploaded to the Received Faxes folder (→ p. 3-3). You can open them from this folder and view them in the Viewer (→ p. 3-4) or Photo Enhancer (→ *Software Guide*).

You can receive faxes regardless of whether your computer is turned on or off.

If your computer is on—Depending on your setting (→ above), the fax is either printed directly from the machine or uploaded to the My MultiPASS Received Faxes folder.

If your computer is off—Depending on your setting (→ above), the fax is either printed directly from the machine, or saved in the machine's memory.

If you set faxes to be saved in the machine's memory, they will be uploaded to the Received Faxes folder when you turn on your computer and open My MultiPASS (→ p. 3-3).

✐ **NOTE**
· If your computer is going to be off for a long time, or you are expecting many incoming faxes, it is recommended that you set the machine to automatically print incoming faxes. This setting enables you to leave the computer off for a long time, and still be assured of receiving your faxes. You can always later scan a printed fax into the My MultiPASS Scan to Save folder (→ p. 9-1).

▶ More information

For detailed information on all faxing features that can be performed from your computer, refer to the online help or the *Software Guide*.

Faxing with your machine
Basic operation

▶ Sending faxes from your machine

Before sending faxes

Before sending faxes from your machine, check the following:

● **Does the document you want to send meet the requirements for loading on the platen glass or ADF?**
For details, see p. 2-1.

● **Have you entered the sender information?**
Before sending faxes, you must register the date and time, your name and fax/telephone number so that they are printed at the top of faxes you send. For more details on what sender information is, see the *Comprehensive Guide*.

If you have connected your machine to a computer, enter the sender information from your computer (→ p. 7-1). Otherwise, follow this procedure:

1 **Press [Menu].**

2 **Use [◀] or [▶] to select <USER DATA>.**

3 **Press [Set].**

```
USER DATA
 1.TEL REGISTRATION
```

4 **Use [◀] or [▶] to select <FAX SETTINGS>.**

5 **Press [Set] three times.**

```
DATE & TIME
12/03/2002     15:10
```

6 **Use the numeric keys to enter the date (month/day/year) and time (in 24-hour format).**
• Enter only the last two digits of the year.

7 **Press [Set].**

```
USER SETTINGS
 2.DATE SETUP
```

8 **Use [◀] or [▶] to select <UNIT TELEPHONE #>.**

Use the numeric keys to enter characters:

Key	Letters	Number
[1]		1
[2]	ABCabc	2
[3]	DEFdef	3
[4]	GHIghi	4
[5]	JKLjkl	5
[6]	MNOmno	6
[7]	PQRSpqrs	7
[8]	TUVtuv	8
[9]	WXYZwxyz	9
[0]		0
[#]	-.✳#!",;:^`_=/|'?$@%&+()[]{}<>	

[✳] Switches between letter and number mode.

• **To enter a space:** Press [▶].
• **To delete a character:** Press [◀].
• **To delete an entire entry:** Press and hold [◀].

9 **Press [Set].**

```
UNIT TELEPHONE #
TEL=
```

10 **Use the numeric keys to enter your fax/telephone number (max. 20 digits, including spaces).**
   • To enter a plus sign (+) before the number, press [#].
   • For details on how to enter or delete numbers, see p. 8-1.

11 **Press [Set] twice.**

```
UNIT NAME         :A
     _
```

12 **Use the numeric keys to enter your name (max. 24 characters, including spaces).**
   • For details on how to enter or delete characters, see p. 8-1.

13 **Press [Set].**

14 **Press [Stop/Reset].**

● **Have you set the correct telephone line type?**
Before sending faxes, make sure you have set the correct telephone line type for your telephone line. If you are unsure of your telephone line type, contact your telephone company.

If you have connected your machine to a computer, enter the telephone line type from your computer (→ p. 7-1). Otherwise, follow this procedure:

1 **Press [Menu].**

2 **Use [◀] or [▶] to select <USER DATA>.**

3 **Press [Set].**

```
USER DATA
 1.TEL REGISTRATION
```

4 **Use [◀] or [▶] to select <FAX SETTINGS>.**

5 **Press [Set] twice.**

```
USER SETTINGS
 1.DATE & TIME
```

6 **Use [◀] or [▶] to select <TEL LINE TYPE>.**

7 **Press [Set].**

Ex:
```
TEL LINE TYPE
          TOUCH TONE
```

8 **Use [◀] or [▶] to select the telephone line type setting.**
   • Select:
     – [ROTARY PULSE] for pulse dialing.
     – [TOUCH TONE] for tone dialing.

9 **Press [Set].**

10 **Press [Stop/Reset].**

Sending methods

There are two methods of sending faxes from your machine:
- Memory sending (→ below)
- Manual sending (→ *Comprehensive Guide*)

Memory sending

You should normally use memory sending to send documents fast and efficiently.

Follow this procedure for memory sending:

1 **Load the document on the platen glass or ADF.**
- For details on how to load documents, see p. 2-2.

2 **Press [Fax].**

3 **Adjust any necessary settings for your document.**
- Press [Color] for color sending, or [B&W] for black & white sending (→ below).
- Press [Image Quality] to select the fax resolution (→ below).
- Press [Exposure] to select the scan contrast (→ p. 8-4).

4 **Dial the recipient's number.**
- For details on the different dialing methods, see the *Comprehensive Guide*.

5 **Press [Start].**
If you are using the platen glass, you will be prompted when the page has been scanned. Load the next page (for a multipage document) and press [Start]. To start sending, press [Set].

To cancel memory sending: Press [Stop/Reset] and follow any instructions in the LCD.

Improving faxed images

There are several settings that allow you to improve the quality of faxed documents.

Setting color or black & white transmission

Refer to *Memory sending* for sending a document (→ above), and in step 3, set color or black & white sending as follows:

For color sending: Press [Color] to turn on its light.
For black & white sending: Press [B&W] to turn on its light.

The setting automatically reverts to black & white after a document is sent or canceled.

✎ **NOTE**
- If you attempt to send a color document to a fax machine that does not support color faxing, you will get an error message. Try sending again in black & white. Alternatively, you can enable the <COLOR DIRECT TX> setting (→ p. 12-4) that will send a color document in black & white if the recipient's fax machine does not support color faxing.

Adjusting the image quality (fax resolution)

You can adjust the image quality (fax resolution) of the document you send. The higher the resolution, the better the output quality at the other end, but the slower the transmission speed. Adjust the scanning resolution according to the type of document you are sending.

Refer to *Memory sending* for sending a document (→ p. 8-3), and in step 3, adjust the resolution as follows:

1   Press [Image Quality].

2   Use [◄] or [►] to select the resolution.
   • In black & white mode, select:
      – <B&W STANDARD> for text-only documents.
      – <B&W FINE> for fine-print documents.
      – <B&W PHOTO> for photographs.
      In color mode select:
      – <COLOR STANDARD> for normal color documents.
      – <COLOR FINE> for fine color documents.

3   Press [Set].

Adjusting the exposure (scan contrast)

Exposure (scan contrast) is the degree of difference between light and dark. A high contrast setting will make blacks darker and whites brighter, whereas a low contrast setting will make the differences between black and white less marked.

Refer to *Memory sending* for sending a document (→ p. 8-3), and in step 3, adjust the contrast as follows:

1   Press [Exposure].

2   Use [◄] or [►] to select the exposure.

3   Press [Set].

Speed dialing

You can simplify dialing of fax/telephone numbers by registering numbers under speed dialing keys or codes.

✎ **NOTE**
• If you have connected your machine to a computer, you can register speed dialing from your computer. For details, see the *Software Guide*.

Registering one-touch speed dialing

Before you can use one-touch speed dialing (→ p. 8-6), you need to register the recipients' numbers. Follow this procedure:

1   Press [Menu].
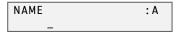
2   Use [◄] or [►] to select <USER DATA>.

3   Press [Set] three times.

```
1-TOUCH SPD DIAL
 01=
```

4   Use [◄] or [►] to select a one-touch speed dialing key (01 to 10).
   • You can also select a key by pressing the one-touch speed dialing key.

5   Press [Set] twice.

```
TELEPHONE NUMBER
TEL=_
```

6   Use the numeric keys to enter the fax/telephone number you want to register (max. 120 digits, including spaces and pauses).
· For details on how to enter or delete numbers, see p. 8-1.

7   Press [Set] twice.

```
NAME              :A
      _
```

8   Use the numeric keys to enter a name for the one-touch speed dialing key (max. 16 characters, including spaces).
· For details on how to enter or delete characters, see p. 8-1.

9   Press [Set].

**10   To continue registering one-touch speed dialing keys, repeat the procedure from step 4.
      -or-
      Press [Stop/Reset] to return to standby mode.**

✐ **NOTE**
· Use the destination labels provided with your machine to label the one-touch speed dialing keys with the recipients' names.
· For a list of the recipients you have registered, print the one-touch speed dialing list (→ *Comprehensive Guide*).

To change or delete an entry: Refer to the *Comprehensive Guide*.

Registering coded speed dialing

Before you can use coded speed dialing (→ p. 8-6), you need to register the recipients' numbers. Follow this procedure:

1   Press [Menu].

2   Use [◄] or [►] to select <USER DATA>.

3   Press [Set] twice.

```
TEL REGISTRATION
 1.1-TOUCH SPD DIAL
```

4   Use [◄] or [►] to select <CODED SPEED DIAL>.
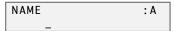
5   Press [Set].

```
CODED SPEED DIAL
*00=
```

6   Use [◄] or [►] to select a coded speed dialing code (00 to 99).
· You can also select a code by pressing [Coded Dial] and then using the numeric keys to enter a two-digit code.

7   Press [Set] twice.

```
TELEPHONE NUMBER
TEL=_
```

8 **Use the numeric keys to enter the fax/telephone number you want to register (max. 120 digits, including spaces and pauses).**
　・For details on how to enter or delete numbers, see p. 8-1.

9 **Press [Set] twice.**

```
NAME              : A
    _
```

10 **Use the numeric keys to enter a name for the coded speed dialing code (max. 16 characters, including spaces).**
　・For details on how to enter or delete characters, see p. 8-1.

11 **Press [Set].**

12 **To continue registering coded speed dialing codes, repeat the procedure from step 6.**
-or-
Press [Stop/Reset] to return to standby mode.
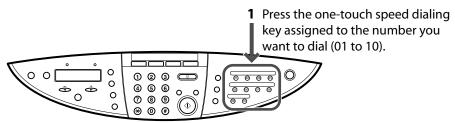
✎ **NOTE**
・For a list of the recipients you have registered, print the coded speed dialing list (→ *Comprehensive Guide*).

To change or delete an entry: Refer to the *Comprehensive Guide*.
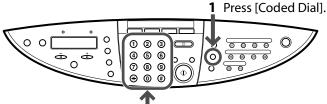
Using speed dialing

Follow this procedure to dial speed dialing number:

● **One-touch speed dialing:**

1 Press the one-touch speed dialing key assigned to the number you want to dial (01 to 10).

● **Coded speed dialing:**

1 Press [Coded Dial].

2 Use the numeric keys to enter the two-digit code assigned to the number you want to dial (00 to 99).

If you use speed dialing to send a fax, press [Start] after dialing, or wait a few seconds for the machine to automatically begin scanning your document for sending. If you do not want the machine to begin scanning automatically, disable the <TIME OUT> setting (→ p. 12-4).

▶ Receiving faxes to your machine

Before receiving faxes to your machine

Before receiving faxes, check the following:

● **Is the correct paper loaded in the multi-purpose tray?**
Load plain paper in the multi-purpose tray. For details, see p. 2-2.

● **Have you set the paper size setting?**
Before receiving faxes, you must set the paper size setting for the paper loaded in the multi-purpose tray. For details, see p. 2-7.

● **Have you set the receive mode?**
Before using your machine to receive faxes, you need to set the receive mode according to how you plan to use your machine.

Follow this procedure to set the receive mode:

1 **Press [Fax].**

2 **Press [Menu].**

3 **Press [Set].**

Ex:
```
RECEIVE MODE
       FAX/TEL AUTO SW
```

4 **Use [◀] or [▶] to select the receive mode:**
   · Select:
     – <FAX/TEL AUTO SW> to receive both faxes and voice calls.
     – <FAX ONLY MODE> to receive faxes only.
     – <DRPD> if you have subscribed to a DRP (Distinctive Ring Pattern) service
       offered by some companies. (If you select this setting, refer to the
       Comprehensive Guide to set the ring pattern.)
     – <MANUAL MODE> to answer all voice and fax calls manually.
     – <ANS.MACHINE MODE> to receive faxes automatically and route voice calls to
       an answering machine connected to your machine.

5 **Press [Set].**
   · The receive mode will be displayed on the bottom left of the LCD.

Ex:
```
12/27/2002 FRI 15:30
FaxTel        STANDARD
```

● **Have you connected the external devices correctly?**
Depending on how you plan to use your machine, you may need to connect an external device to it. For details on the different connection combinations, refer to the *Setup Sheet*.

Receiving faxes manually

If you have set <MANUAL MODE>, follow this procedure to receive a fax manually:

1 **Make sure you have set <MANUAL MODE> (→ above).**

2 **Make sure you have connected a telephone to your machine
(→ *Setup Sheet).***

3 **When the telephone rings, pick up the handset.**

4 • **If you hear a person's voice:**
**Start your conversation. If the caller wants to send a fax after talking
to you, ask them to press the start key on their machine. When you
hear a slow beep tone, press [Start] on your machine to begin
receiving the fax. Hang up the handset.**

• **If you hear a slow beep tone or silence:**
**Someone is trying to send you a fax. If your telephone is close to
your machine, press [Start] on the machine to begin receiving the
fax. Hang up the handset. If you are far from your machine, dial 25
(the remote receiving ID) on your telephone and hang up.**

✎ **NOTE**
• You can customize remote receiving by enabling/disabling it, or by changing the remote receiving ID
(→ <REMOTE RX>, p. 12-5).
• If you have an answering machine connected to your machine that can carry out remote-control
operations (controlling your answering machine from a remote telephone), the security code for this
function may be the same as the remote receiving ID. If so, make sure you change the machine's
remote receiving ID to make it distinct from the answering machine's security code (→ <REMOTE RX
ID>, p. 12-5).

Canceling receiving

Press [Stop/Reset] and follow any instructions in the LCD.

▶ More information

For detailed information on all faxing features that can be performed directly from your
machine, refer to the *Comprehensive Guide*.

Scanning
Basic operation

▶ Before scanning

Before scanning, check the following:

● **Have you installed the MultiPASS Suite software?**
If not, see the *Setup Sheet* or the *Software Guide*.

● **Does the document you want to scan meet the requirements for loading on the platen glass or** Fax Model **ADF?**
For details, see p. 2-1.

▶ Scanning methods

There are three methods of scanning images to your computer:

● Using the MultiPASS Toolbar (→ below)
● Using a TWAIN or WIA (Windows XP) compliant Windows application (→ p. 9-3)
● Using the [Scan] key on the operation panel (→ p. 9-4)

For details on these methods, see below.
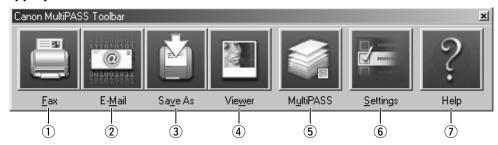
Scanning with the MultiPASS Toolbar

When you install the MultiPASS Suite software, the MultiPASS Toolbar is set to automatically appear on the Windows desktop. The Toolbar contains several buttons that allow you to scan a document to your computer and process it according to your needs.

Follow this procedure to scan a document using the Toolbar:

1   Load the document on the platen glass or Fax Model **ADF.**
· For details on how to load documents, see p. 2-2.

2 **On the Windows desktop, on the MultiPASS Toolbar, click the appropriate scan button.**

① Fax Model Scans the document and automatically sends it as a fax from your computer.

② Scans the document and automatically attaches it to an e-mail message in your e-mail application.

③ Scans and saves the document in the My MultiPASS Scan to Save folder (→ p. 3-3).

④ Scans the document and automatically displays it in a graphic application (which you can specify).

⑤ Opens My MultiPASS (→ p. 3-3).

⑥ Allows you to define Toolbar settings that affect the behavior of the scan buttons and other general settings.

⑦ Displays the online help.

3 **If the scanner window appears, define your scan settings as desired and scan your document.**
　・For details on the scanner window settings, see the *Software Guide.*

4 **When the scan is complete, do one of the following:**
　• **If you clicked [Fax] in step 2—In the Send Fax dialog box, enter the appropriate information and send the fax.**
　• **If you clicked [E-Mail] in step 2—In the e-mail message window, enter the appropriate information and send the e-mail message.**
　• **If you clicked [Save As] in step 2—The image file is automatically saved in the Scan to Save folder (→ p. 3-3).**
　• **If you clicked [Viewer] in step 2—The image automatically appears in the associated graphic application.**

Customizing Toolbar buttons

You can customize settings for each Toolbar button. You can also set the Toolbar to display other buttons that scan a document and process it differently.

Follow this procedure to customize Toolbar buttons:

1 **Click [Settings] on the Toolbar.**

2 **Select the tab for the button you want and modify as necessary.**

3 **Click [OK].**

For details on each setting, refer to the online help or the *Software Guide*.

Scanning from within an application

You can scan documents directly from TWAIN or WIA (Windows XP) compliant Windows applications. Some applications support multipage scans while others do not. Refer to the documentation for the application you are using.

Follow this procedure to scan from within an application.
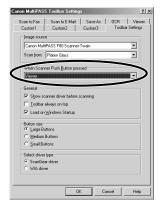
1 **Load the document on the platen glass or** `Fax Model` **ADF.**
　・For details on how to load documents, see p. 2-2.

2 **In your Windows application, click the command to scan a document.**
　・In some applications, the appropriate command may be listed as Acquire or
　　Acquire Image.

3 **In the scanner window, specify the preview scan options for your document as necessary.**

4 **Click [Preview].**

5 **Review the display of your scanned preview image. Adjust the properties of the image as necessary.**

6 `Fax Model` **If you loaded your document in the ADF in step 1, reload your document in the ADF.**

7 **Click [Scan].**
　・When complete, the image appears in the Windows application.

Using the [Scan] key on the operation panel

You can assign a scan action to the [Scan] key on the operation panel so that you only have to press this key to perform the action. For example, you can set it to display the toolbar, or to perform one of the actions of the Toolbar scan buttons.

Follow this procedure to select an action for the [Scan] key on the operation panel:

1 **On the Windows desktop, on the MultiPASS Toolbar, click [Settings].**

2 **In When Scanner Push Button pressed, click the desired action that will occur when you press the [Scan] key on the operation panel.**

3 **Click [OK].**

▶ More information

For detailed information on all scanning features, refer to the online help or the *Software Guide*.

▶ Cleaning your machine

This section describes the necessary cleaning procedures for your machine.

⚠ CAUTION
- **Be sure to turn off the power and disconnect the power cord before cleaning the machine.**
- **Fax Model Print any documents stored in memory before disconnecting the power cord, since documents in memory are erased when the power is disconnected (→ *Comprehensive Guide*).**
- **Do not use tissue paper, paper towels, or similar materials for cleaning; they can stick to the components or generate static charges. Use a soft cloth to avoid scratching the components.**
- **Never use volatile liquids such as thinners, benzene, acetone, or any other chemical cleaner to clean the interior of the machine; these can damage the machine's components.**
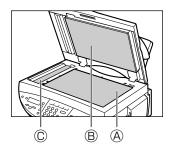
Cleaning the exterior

Wipe the machine's exterior with a clean, soft, lint-free cloth moistened with water or diluted dishwashing liquid.

Cleaning the interior

Cleaning the scanning area

Wipe the platen glass Ⓐ, white area Ⓑ, and Fax Model transparent sheet Ⓒ with a clean, soft, lint-free cloth moistened with water, then wipe with a clean, soft, dry, lint-free cloth.

Cleaning inside the scanning unit

To prevent ink spots and paper dust from accumulating inside the machine and affecting print quality, clean the machine's print area periodically.

Follow this procedure to clean inside the scanning unit:

1   Turn off the power and disconnect the power cord from the wall outlet.

2 Press [Open] ① and lift up the scanning unit ②.
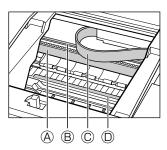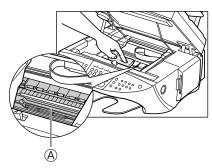
> **⚠ CAUTION**
> • **Do not touch the round shaft Ⓐ, transparent film Ⓑ, film cable Ⓒ, ink absorber (sponge part) Ⓓ, or any metal parts.**
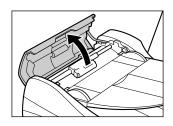
3 Use a dry cloth to wipe away any stray drops of ink, scraps of paper, and dust, especially from the black panel Ⓐ.

4 Close the scanning unit until it locks into place.

5 Reconnect the power cord and turn on the power.
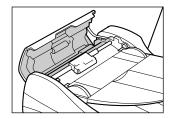
Fax Model Cleaning the ADF area

1 Turn off the power and disconnect the power cord from the wall outlet.

2 Open the feeder cover.

3 **Use a clean, soft, dry, lint-free cloth to wipe up paper dust from the shaded area.**

4 **When you are finished, close the feeder cover until it clicks.**

5 **Reconnect the power cord and turn on the power.**

Cleaning the roller

Clean the roller when envelopes do not feed correctly.

For details on cleaning the roller, refer to the *Comprehensive Guide*.

▶ Replacing ink tanks

When to replace an ink tank

If one of the following messages appears in the LCD, replace the necessary ink tank(s) as described on p. 10-4:

\<C INK EMPTY\> . . . . Cyan ink tank empty
\<M INK EMPTY\>. . . . . . . Magenta ink tank empty
\<Y INK EMPTY\> . . . . Yellow ink tank empty
\<K INK EMPTY\> . . . . Black ink tank empty

If more than one ink tank is empty, several letters may appear (e.g. \<C Y INK EMPTY\>).

If no message appears, but print quality is below standard, refer to the flow chart to determine the problem (→ p. 10-5).

Guidelines

⚠ CAUTION

• **Keep the printhead and ink tanks out of the reach of children. If a child inadvertently ingests ink, consult a physician immediately.**

• Ink tanks compatible with the machine are as follows:
  – Black ink tank (BCI-3eBK)   – Cyan ink tank (BCI-3eC)
  – Magenta ink tank (BCI-3eM)   – Yellow ink tank (BCI-3eY)
• To maintain the best possible print quality, it is recommended that ink tanks manufactured by Canon be used. Refilling ink tanks is not recommended.
• Replacement ink tanks should be new. If you install partially used ink tanks, the nozzles may block and the warning about ink replacement may not be accurate.
• For best ink quality, use ink tanks within one year of purchase. After placing ink tanks in the machine, use the ink tanks within six months.
• Do not open the ink tank packaging until ready to install.
• Do not touch printed paper with wet hands or spill liquids on it as the ink may run.

• Replace ink tanks quickly. Once installed, do not remove from the machine and leave out in the open. Doing so may cause the ink tank not to function when reinstalled in the machine.

✎ **NOTE**
• Damage caused by using refilled ink tanks is not covered by Canon's warranty. To ensure optimum printing results and to avoid printing problems, Canon recommends using original Canon ink tanks only.

Replacing an ink tank

This section describes how to replace an ink tank. Before replacing an ink tank, be sure to read the section *When to replace an ink tank* (→ p. 10-3).
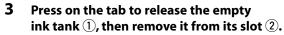
⚠ **CAUTION**
• **Do not replace ink tanks while the machine is printing or performing another operation.**

Follow this procedure to replace an ink tank:

1 **Make sure the power is turned on.**

2 **Press [Open] ① and lift up the scanning unit ②.**
   • The printhead holder automatically moves to the center of the machine.

   ⚠ **CAUTION**
   • **Do not try to manually move or stop the printhead holder.**
   • **Do not touch any metal parts.**
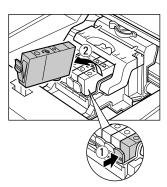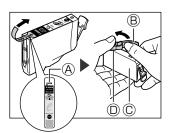
3 **Press on the tab to release the empty ink tank ①, then remove it from its slot ②.**
   ⚠ **CAUTION**
   • **Do not remove the printhead from the machine.**
   • **If several ink tanks need replacing, remove and replace each one individually.**

   ✋ **IMPORTANT**
   • **Discard the empty ink tank immediately according to local laws and regulations for disposal of consumables.**
   • **Handle ink tanks carefully to avoid staining clothing or the surrounding area.**

4 **Pull the orange tape in the direction of the arrow and remove the plastic wrapper so you can see the air hole Ⓐ. Hold the ink tank as shown and remove the protective cap Ⓑ.**
   • To avoid spilling ink, never press on the long sides of the ink tank Ⓒ.
   • Once you remove the cap Ⓑ, do not touch the ink port Ⓓ.
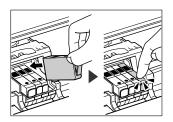
5 **Insert the ink tank into the empty slot on the printhead. Press down gently on the ink tank until an audible click is heard.**

• Make sure the ink tank is the correct color for the slot.

6 **Close the scanning unit until it locks into place.**
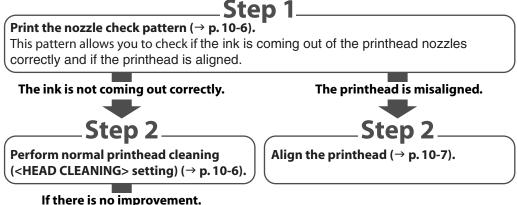
▶ Maintaining the printhead

After you have printed the nozzle check pattern and checked the state of the nozzle, clean the printhead and align it.

✎ **NOTE**
• Before doing the following, open the scanning unit, press "PUSH" on the ink tanks and check that they are securely inserted. Check how much ink is left and if there is none, replace the ink tank (→ p. 10-4).

Flowchart of printhead maintenance

Step 1
Print the nozzle check pattern (→ **p. 10-6**).
This pattern allows you to check if the ink is coming out of the printhead nozzles correctly and if the printhead is aligned.

The ink is not coming out correctly.   **The printhead is misaligned.**

Step 2
Perform normal printhead cleaning (<**HEAD CLEANING**> setting) (→ **p. 10-6**).

Step 2
Align the printhead (→ **p. 10-7**).

If there is no improvement.

Step 3
Perform deep printhead cleaning (<**HEAD REFRESHING**> setting) (→ **p. 10-6**).

✎ **NOTE**
• **If the problem is still not solved**
If you have followed steps 1 to 3 above and there is no improvement, the printhead may be damaged. Contact the Canon Customer Care Center.

Printing the nozzle check pattern
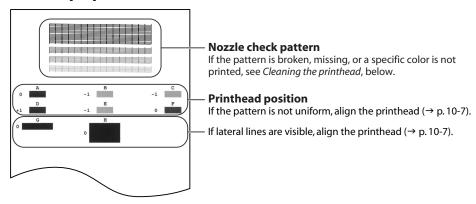
The nozzle check pattern shows if each printhead nozzle is operating properly.

✎ **NOTE**
• You can also print the nozzle check pattern from your computer (→ *Software Guide*).

Follow this procedure to print the nozzle check pattern from the machine:

1 **Press [Menu].**

2 **Use [◀] or [▶] to select <MAINTENANCE>.**

3 **Press [Set] twice.**

Nozzle check pattern
If the pattern is broken, missing, or a specific color is not printed, see *Cleaning the printhead*, below.

Printhead position
If the pattern is not uniform, align the printhead (→ p. 10-7).

If lateral lines are visible, align the printhead (→ p. 10-7).

Cleaning the printhead

If the printed nozzle check pattern is broken, missing, or a specific color is not printed, clean the printhead.

✎ **NOTE**
• Cleaning the printhead consumes a small amount of ink. Cleaning too often reduces the amount of ink in the ink tanks.
• You can also clean the printhead from your computer (→ *Software Guide*).

Follow this procedure to clean the printhead from the machine:

1 **Press [Menu].**

2 **Use [◀] or [▶] to select <MAINTENANCE>.**

3 **Press [Set].**

```
MAINTENANCE
 1.NOZZLE CHECK
```

4 **Use [◀] or [▶] to select the cleaning setting you want.**
  • Select:
    – <HEAD CLEANING> for normal printhead cleaning.
    – <HEAD REFRESHING> for deep printhead cleaning.
  • For details on which to select, see p. 10-5.

5 **Press [Set].**

Aligning the printhead

To align the printhead after you have just installed it, follow the procedure in the *Setup Sheet*.

If you have printed the nozzle check pattern (→ p. 10-6) and determined that the printhead needs aligning, align it from the operation panel or from the MultiPASS Suite software.
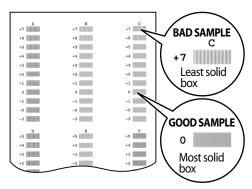
Aligning the printhead from the operation panel

Follow this procedure to align the printhead from the operation panel:

1 **Press [Menu].**

2 **Use [◄] or [►] to select <MAINTENANCE>.**

3 **Press [Set].**

```
MAINTENANCE
 1.NOZZLE CHECK
```

4 **Use [◄] or [►] to select <ALIGN PRINT HEAD>.**

5 **Press [Set].**
　・The machine prints a horizontal line pattern.

```
CHANGE H VALUE
     A   0
```

6 **In column A on the printout, note which box has the most solid image.**
Note the value next to this box and use [◄] or [►] to enter it.
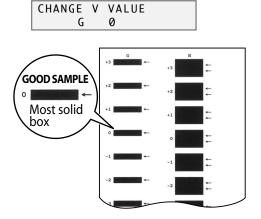
7 **Press [Set].**

8 **Repeat steps 6 and 7 for columns B to F.**
When all values have been entered, the LCD displays the following:

```
PRINT VERT.PATTERN?
YES=(*)   NO= (#)
```

9 **Press [✳].**

10

Maintenance

10 When values for all columns have been entered, the machine will print a vertical line pattern.

11 In column G on the printout, note which box has the most solid image. Note the value next to this box and use [◀] or [▶] to enter it.

```
CHANGE V VALUE
     G   0
```


GOOD SAMPLE

Most solid box

12 Press [Set].

13 Repeat steps 11 and 12 for column H.

Aligning the printhead from the MultiPASS Suite

Follow this procedure to align the printhead from the MultiPASS Suite software:

1 On the Windows desktop, click [Start], point to [Settings], then click [Printers] (Windows XP: Click [Start], then click [Printers and Faxes]).

2 In the Printers (Printers and Faxes) window, click the machine icon.

3 On the File menu, click [Properties] (Windows 98/Me) or [Printing Preferences...] (Windows 2000/XP).

4 In the Properties dialog box, on the Maintenance tab, click the printhead alignment icon.

5 Click [OK].
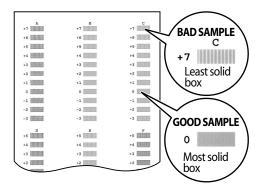
6 **Click [OK].**
- If a message warning you not to perform other operations appears, click [OK].
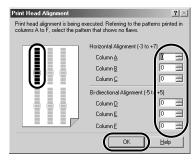
7 **After the pattern is printed, click [Yes].**
- If the pattern is not printed successfully, check that the ink tanks are properly installed.

8 **In column A on the printout, note which box has the most solid image. Note the value next to this box and enter the number. Repeat for columns B to F.**

9 **Click [OK] twice.**

10 **Click [OK].**
- If a message warning you not to perform other operations appears, click [OK].
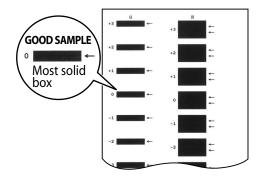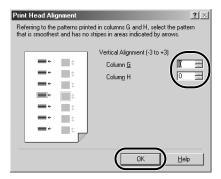
11 In column G on the printout, note which box has the most solid image. Note the value next to this box and enter the number. Repeat for column H.

GOOD SAMPLE

Most solid box

12 Click [OK] twice.

Chapter 11

Troubleshooting

▶ Problems installing and removing software

See below if you were unable to install or remove the software.

● **Cannot install the software.**

1. **Have you followed the instructions in the Setup Sheet to install the software?**
   If you have not followed the installation procedure correctly, try reinstalling the software. If there was an error during installation and installation was not completed, restart your computer and try installing again.
2. **Are any other applications open?**
   If you have other applications open, quit all of these and try installing again.
3. **Have you installed an earlier version of the MultiPASS Suite software (version 4.1 or earlier)? (Is Canon MultiPASS registered as the startup item in the Start menu program?)**
   Remove the old version of the MultiPASS Suite software following the instructions in the Software Guide of that version and try installing again.

● **During installation, you were prompted to connect a USB cable, and you could not proceed further.**
   Remove the device from the Device Manager as follows:

1. In the dialog box prompting you to connect a USB cable, click [No] and exit installation of the MultiPASS Suite.
2. On the Windows desktop, click [Start], point to [Settings], then click [Control Panel]. (Windows XP: On the Windows desktop, click [Start], then [Control Panel].)
3. In the Control Panel window, double-click [System]. (Windows XP: Click [Performance and Maintenance], then [System].)
4. On the Device Manager tab (Windows 2000/XP: On the Hardware tab, click [Device Manager]), under Other Devices, click [MultiPASS F80] or [MultiPASS F60], then press the [Delete] key.
   If you follow this procedure and are unable to remove the device, repeat the procedure.
5. Remove the USB cable from the port.
6. Install the MultiPASS Suite following the instructions in the *Setup Sheet*.

● **Installation or removal of the MultiPASS Suite cannot be completed.**

1. **On the Windows desktop, double-click [My Computer], then double-click the CD-ROM icon. In the MultiPASS folder, in Setup, click [FrcInst] or [FrcInst.exe].**
2. **Install the MultiPASS Suite following the instructions in the *Setup Sheet*.**

● **Cannot use the MultiPASS Suite software after upgrading to Windows XP.**
If the MultiPASS Suite was installed in Windows 98/2000/Me and you upgraded to Windows XP without removing the MultiPASS Suite, the machine may not being recognized.
Follow this procedure in Windows XP to remove the device from the Device Manager, remove the MultiPASS Suite and then reinstall it:
1. On the Windows desktop, click [Start], then [Control Panel].
2. In the Control Panel window,click [Performance and Maintenance], then [System].
3. On the Hardware tab, click [Device Manager]. Under Other Devices, click [MultiPASS F80] or [MultiPASS F60], then press the [Delete] key.
4. Remove the MultiPASS Suite (→ *Software Guide*).
5. Restart your computer.
6. Reinstall the MultiPASS Suite (→ *Setup Sheet*).

▶ Problems turning on the computer (when the MultiPASS Suite opens)

When you install the MultiPASS Suite and you turn on your computer, the MultiPASS Toolbar is set to open.
See below if you have problems executing a job.

● **The message <Unable to communicate with the device> appears on your computer.**
The MultiPASS Suite operates after checking that there is a USB cable connecting the machine and the computer.
This message appears and the MultiPASS Suite will not open if there is no USB cable connected or the machine is not turned on.

1. **Is there anything displayed in the LCD?**
   If nothing is displayed, see p. 11-14.
2. **Is the USB cable connecting the computer to the machine?**
   The USB cable may have become disconnected when the MultiPASS Suite was running. If it has, connect the cable.
3. **Is another printer connected to the USB port?**
   You might have connected a different printer to the USB port allocated to the machine when the MultiPASS Suite was running. Reconnect the machine to the USB port.
4. **Replace the USB cable with another USB cable.**
   The USB cable may be too long or defective. Replace it with another USB cable that complies with the requirements (→ *Setup Sheet*).
5. **The machine has been configured to use a port on the computer which does not exist or which is malfunctioning.**
   Disconnect the USB cable. Reconfigure the port, then reconnect the USB cable.
6. **Did you disconnect then reconnect the USB cable during standby?**
   Reconnect the USB cable.

▶ Problems printing from your computer

See below if you have tried unsuccessfully to print from your comsuter, or if you cannot print images scanned or faxed to your computer.
The ♺ mark indicates problems that also occurs when printing copies or received faxes on your machine.

● **Cannot print at all.**

1. **Is there anything displayed in the LCD?**
   If nothing is displayed, see p. 11-14.
2. **Is the Alarm light blinking?**
   If it is blinking, see p. 11-17.
3. **Is there a warning or attention displayed in the Status Monitor?**
   If displayed, see p. 11-22.
♺ 4. **Print the nozzle check pattern (→ *Maintaining the printhead*, p. 10-5).**
5. **Are you trying to print in DOS?**
   You can only print in Windows and not in DOS.
6. **Is there an application error or General Protection Fault error displayed on the computer?**
   Is the application you are using to print with compatible with the operating system?
   Refer to the application's documentation. If the application is not compatible, generally you will be unable to print.
   Has the application been allocated enough memory?
   If other applications are open, close them to increase the available memory.
   Refer to the application's documentation to check the amount of memory the application requires.
   If a problem occurs when printing a specific document
   Try printing again after opening and editing the document.
7. **Does the hard disk have enough available space?**
   If not, delete files you do not need to increase the available disk space.
8. **Restart the computer.**
9. **There may be a problem with the printer driver.**
   Remove the MultiPASS Suite software and try installing again.
   To remove the MultiPASS Suite, see the *Software Guide*. To install, see the *Setup Sheet*.

● **Cannot print to a shared printer.**

1. **Is the server (the computer to which the machine is connected) turned on?**
   Turn the server on.
2. **Is the server set up for printer sharing?**
   Set up the server for printer sharing (→ *Software Guide*).
3. **Is the server set up to allow your system access to the shared printer?**
   Set up the server to allow your system access to the shared printer.

● **Printing stops in the middle.**

♺ 1. **Has the machine been printing continuously over a long period?**
   If so, the printhead will overheat. To protect the printhead, printing will stop temporarily and resume after a period of time. Interrupt printing when appropriate, turn off the machine and wait 15 minutes.
   ⚠ CAUTION
   • **The area around the printhead may become extremely hot. Do not under any circumstances touch it.**

2. Are you printing large files such as photographs or illustrations?
If you are printing large files, it will take time to process the data and printing will appear to have stopped. Wait until data is processed.

● Paper does not feed properly.

1. Is the paper the correct weight?
Use 17–28 lb. (64–105 g/m^2) paper.

2. Does the paper stack exceed the paper limit mark (◄) or exceed the capacity of the multi-purpose tray?
If so, reduce the amount of paper.

3. Has the paper been loaded correctly?
Check that the paper has been loaded correctly and that the paper guide is properly adjusted (→ *Setup Sheet*).

4. Is the paper creased or curled?
You cannot use paper that is creased. Uncurl curled paper.

5. Clean the roller (→ *Comprehensive Guide*).

6. Is there some foreign matter in the multi-purpose tray?
Check and remove any foreign matter.

● Paper curls.

1. Remove the printed page after 30 to 60 seconds.
The paper may curl if you use thin paper and print images that use a large quantity of ink such as photographs or pictures.
Leave the printed page in the paper output tray for 30 to 60 seconds and remove when the ink has dried.

2. Is intensity set too high?
The paper may curl or rub if intensity is set too high in the printer driver. In the Properties dialog box, on the Main tab, click [Manual] in Color Adjustment, then click [Set]. In the Manual Color Adjustment dialog box, reduce the intensity with the Intensity slider.

3. Are you using thin paper?
The paper may curl if you use thin paper and print images that use a large quantity of ink such as photographs or pictures with intense colors. Use thicker paper such as high resolution paper or photo paper.

4. Was the paper already curled before loading?
Uncurl the paper and reload.

● Meaningless characters and symbols are printing.

1. If this problem only occurs when printing a specific document
Open and edit the document and try printing again. If this does not work, there may be a problem with the application. Contact the application's manufacturer.

● White streaks appear on the printout.

1. Print the nozzle check pattern (→ *Maintaining the printhead*, p. 10-5).

2. Are you printing on coated paper?
In the Properties dialog box, on the Main tab, click [High] in Print Quality.

● Printout is rubbed or stained.

1. Is the paper thickness lever set correctly?
When you print documents that contain large quantities of ink such as documents with a lot of detail, the paper may curl and rub. Move the paper thickness lever to the right (→ p. 2-6).

2. Does the paper stack exceed the paper limit mark (◄) or exceed the capacity of the multi-purpose tray?
If so, reduce the amount of paper.

3. **Are you printing outside the printable area?**
Change the margin settings in the application to keep the document within the recommended printable area.
4. **Is intensity set too high?**
The paper may curl or rub if intensity is set too high in the printer driver. In the Properties dialog box, on the Main tab, click [Manual] in Color Adjustment, then click [Set]. In the Manual Color Adjustment dialog box, reduce the intensity with the Intensity slider.
5. **Are you using recommended print media?**
For recommended print media, see p. 2-2.
6. **Clean the machine's interior.**
If the machine's interior is dirty with ink or there is a build-up of paper dust, your printout may contain ink stains. Clean the machine (→ p. 10-1).
7. **Are you printing on the wrong side of the paper?**
Some papers have a "right" side for printing. Turn the paper over and try printing again. There are also types of paper such as Photo Paper Pro that can only be printed on one side.
8. **Borderless printing**
Check the print media.
For borderless printing, the quality of the printout at the top and bottom edges of the paper may deteriorate or the printout may be stained. If the printout is dirty even on recommended print media, move the paper thickness lever to the right (→ p. 2-6).
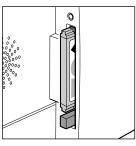
▶ Problems using a memory card

See the information below if the memory card is not recognized when inserted into the card slot, or the image data is not being read.
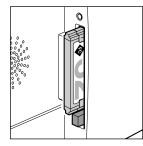
● Memory card is not recognized.

1. **Is the memory card securely inserted into the card slot?**
When securely inserted, a PCMCIA-compatible memory card will click into position and protrude a maximum of 0.3 inches (7 mm) from the slot.

Correct   Incorrect

2. **The memory card is not recognized although it is inserted securely into the card slot.**
Remove and reinsert the memory card as explained on p. 5-1.
3. **Are there any images on the memory card?**
Check if there is any image data on the memory card using your digital camera or computer.
4. **Is the image data valid?**
If standby mode is displayed in photo print mode, there are valid images on the memory card. If a message is displayed, see p. 11-18.

- **"?" is printed in the index.**
  Yellow "?": The photograph data does not comply with the DCF standard, there is no thumbnail photograph recorded, or the photograph is not in JPEG format.
  Check the photograph in your digital camera or computer. If you cannot print the photograph from the machine, print it from your computer.
  Red "?": The photograph data is too large for the machine.
  Print the photograph from your computer.

- **You have followed the procedures above and the memory card is still not recognized.**
  1. **Try again with another memory card.**
     1. Try with another memory card and if you do not experience a problem, the first memory card may be damaged. In this case, reformat the memory card with the digital camera.
        When you reformat the memory card with the digital camera, all the data on the memory card will be deleted. If you can read image data on the computer, reformat the memory card after you have backed up the image data.
     2. If you still have a problem with another memory card, the PC card adapter may be defective, or the card is having difficulties operating with the machine. Try again with a recommended memory card and PC card adapter.

- **Cannot write to the memory card (write protect error displayed in Windows).**
  1. **Is the machine in photo print mode and card protection set to <ON>?**
     Windows 98/ME: Switch to a different mode and set the <CARD PROTECT> setting to <OFF> (→ p. 12-5). Then disconnect and reconnect the USB cable.
     Windows XP: Switch to a different mode and set the <CARD PROTECT> setting to <OFF> (→ p. 12-5). If necessary, disconnect then reconnect the USB cable
  2. **If a delayed write failed error is displayed in Windows 2000**
     This error appears if you do not disconnect then reconnect the USB cable after setting <CARD PROTECT> to <ON> or switching to photo print mode. Disconnect then reconnect the USB cable after setting <CARD PROTECT> to <ON> or switching to photo print mode.
     ⚠ CAUTION
     • **In Windows 2000, when you move from the hard disk to the memory card, writing will fail and the original file may be lost.**
  3. **If you have connected in Windows XP**
     The date and time of access is written in the Windows XP preview and if <CARD PROTECT> is set to <ON> or photo print mode is selected, a write protect error may be displayed. Disconnect then reconnect the USB cable.

- **Removable disk does not appear in Windows Explorer.**
  This behavior can occur if you map a network drive to the next available drive letter after the local volumes and CD-ROM drives have been assigned drive letters. Do the following if you experience this problem:
  1. Assign the network drive to any other drive letters.
  2. Restart your computer.

▶ Copying problems

See below if you are having problems copying.
For printing-related problems, see the items marked with ☻ in *Problems printing from your computer*, p. 11-3.

● **Cannot make a copy (the document or paper will not feed into the machine).**
1. **Is there anything displayed in the LCD?**
   If nothing is displayed, see p. 11-14.
2. **Is the Alarm light blinking?**
   If it is blinking, see p. 11-17.
3. **Is the document loaded correctly?**
   Check that the document is loaded correctly on the platen glass or ⟨Fax Model⟩ ADF (→ p. 2-2).
4. **See *Paper does not feed properly* on p. 11-4.**
5. **Print the nozzle check pattern (→ *Maintaining the printhead*, p. 10-5).**
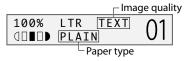
● **Paper comes out but there is nothing copied on it.**
1. **Is the document loaded the right way up?**
   If placing the document on the platen glass, the side to be copied should be face down. ⟨Fax Model⟩ If placing the document in the ADF, the side to be copied should be face up.
2. **Print the nozzle check pattern (→ *Maintaining the printhead*, p. 10-5).**

● **Copy quality is poor.**
1. **Clean the platen glass and document cover (→ p. 10-1).**
2. **Does the LCD show the correct type of print media loaded?**
   If not, set the print media type (→ p. 2-7).
3. **Is the image quality displayed in the LCD suitable for the document?**
   If not, set an image quality suitable for the document (→ p. 6-2).

```
                        ┌─Image quality
   100%  LTR  TEXT  01
   ◁□□■□▷ PLAIN
            └─Paper type
```

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Troubleshooting

▶ Problems scanning to a computer

See below if you have problems scanning a document to your computer from the machine.

● **Cannot scan a document.**
  1. **Is there anything displayed in the LCD?**
     If nothing is displayed, see p. 11-14.
  2. **Is the Alarm light blinking?**
     If it is blinking, see p. 11-17.
  3. **Is there a warning or attention displayed in the Status Monitor?**
     If displayed, see p.11-22.
  4. **Is the document loaded correctly?**
     Check that the document is loaded correctly on the platen glass or Fax Model ADF (→ p. 2-2).
  5. **Restart the computer.**
  6. **If using a USB hub or repeater, try connecting the USB cable directly to the computer.**
     If you can scan when the USB cable is connected directly to the computer, the USB hub or repeater may be defective. Replace them.
  7. Fax Model **Is the paper feed method set correctly in the MultiPASS Toolbar settings?**
     Choose between loading the document on the platen glass or ADF.
  8. **After installing the MultiPASS Suite, did you install a TWAIN-compatible application?**
     If this is the case, the TWAIN system file is replaced with something inappropriate and you will be unable to scan images. If this happens, reinstall the MultiPASS Suite.
  9. **Is the machine recognized in the Scanners and Cameras Windows Control Panel (Windows XP only)?**
     Follow this procedure to check if Canon MultiPASS is in Scanners and Cameras.
     1. On the Windows desktop, click [Start], then [Control Panel].
     2. In the Control Panel window, click [Printers and Other Hardware], then [Scanners and Cameras].
     3. If [Canon MultiPASS F80 scanner] or [Canon MultiPASS F60 scanner] is present, the machine is recognized. If not, remove the MultiPASS Suite and reinstall.

● **Computer has hung up or frozen.**
  1. **Quit other open applications and try again.**
     Memory may be insufficient. Quit other open applications and try again.
  2. **Does the hard disk have enough available space?**
     Check that hard disk has enough available space, in particular when scanning large documents at a high resolution. For example, a letter-size document scanned at 600 dpi, full color requires a minimum of 300 MB of space.
  3. **If an error occurs when scanning an image in Photoshop**
     Change the allocated memory. On the Edit menu, point to [References], then click [Memory & Image Cache]. Change the Physical Memory Usage to 10% or 20%.
  4. **Remove the MultiPASS Suite software and reinstall.**

● **When you click a button on the Toolbar, another application opens.**
  When you click a button on the Toolbar, you want another application to open.
  1. **Set the application you want to open in Link To in the Toolbar Settings dialog box (→ *Software Guide*).**

● The image you have scanned looks dirty.

1. **If the image looks grainy, increase the scan resolution (→ *Software Guide*).**
2. **Display the image at 100%.**
   Some applications do not display an image well at small sizes. Try displaying the image at 100% magnification.
3. **There is moiré when you scan printed material.**
   In ScanGear, click [Descreen] (→ *Software Guide*).
4. **Set the monitor display colors to 16-bit or higher.**
   In Display Properties, set the display colors to Medium (16-bit), High Color 16 bit color or 24 bit color or higher.
5. **Clean the platen glass and document cover (→ p. 10-1).**

● White margins appear around the scanned image.

1. **Specify the scan area.**
   In ScanGear, click [Multi-Photo Scan] to automatically specify the scan area.
   If there are white margins around documents such as photographs, or if you want to trim a document (i.e. you want to scan only one part of a document), specify the area of the scan manually (→ *Software Guide*).
   To display ScanGear when scanning: On the Windows desktop, on the Toolbar, click [Settings]. Click [Show scanner driver before scanning] (→ *Software Guide*).
2. **When you do not want to display ScanGear**
   Even if you do not want to display ScanGear, you can make a scan at the paper size specified and the area outside the paper size will not be scanned. Do the following:
   On the Windows desktop, on the Toolbar, click [Settings]. In the Toolbar Settings dialog box, in the tab for the button used to scan, specify the paper size (→ *Software Guide*).

● White lines appear on the left side of the image.

1. **Place the document approximately 0.1 inches (3 mm) from the edge of the platen glass.**

● Cannot scan multiple photographs correctly.

1. **Does the position of the photographs and the way they are positioned fulfil the following requirements?**
   - There should be a gap of at least 0.4 inches (1 cm) between the edge of the platen glass and photographs.
   - There should be a gap of at least 0.4 inches (1 cm) between the edges of the photographs.
   - There should be no more than ten photographs.
   - The photographs should be straight (any tilting should be kept within 10 degrees).
2. **Some applications do not accept multiple scans of more than two images.**
   Check the application's documentation or contact the application's manufacturer.
3. **Clean the platen glass and document cover (→ p. 10-1).**

● Scanned image is displayed at a large (small) size on the computer screen.

1. **Enlarge or reduce the image display in the application.**
   However, if you open the image in Paint or Imaging, it may display at a large size and you will not be able to reduce it. Open it in the MultiPASS Viewer.
2. **Change the resolution in ScanGear and try scanning again.**
   The image will be large if resolution is high. It will be small if resolution is low (→ *Software Guide*).

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Troubleshooting

▶ Fax Model ◀ Problems receiving faxes

See below if you are having problems receiving faxes on the machine.

● Cannot receive a fax, cannot print a fax.

1. **Is there anything displayed in the LCD?**
    If nothing is displayed, see p. 11-14.
2. **Is the Alarm light blinking?**
    If it is blinking, see p. 11-17.
3. **Is there a warning or attention displayed in the Status Monitor?**
    If displayed, see p. 11-22.
4. **Nothing is printed on the printout.**
    Print the nozzle check pattern (→ p. 10-6) and check.
    If the nozzle check pattern does not print properly, see p. 10-5.
    If the nozzle check pattern does print properly, see the items marked with 🔁 in *Problems printing from your computer*, p. 11-3.
5. **In manual receive mode, did you pick up the handset to receive the fax and before replacing the handset, did you press [Start] or dial the remote receiving ID number?**
    If you replace the handset without doing either of these things, the call will disconnect.
6. **What receive mode is displayed on the bottom left of the LCD? Have you followed the procedure for that receive mode correctly?**

    ```
    12/03/2002 TUE 15:00
    FaxOnly      STANDARD
    ```
    └─ Receive mode

    <FAX/TEL AUTO SW>: Fax calls are received automatically and the telephone rings for voice calls. There are no procedures to follow for receiving faxes. Ringing indicates a voice call so pick up the handset.
    <FAX ONLY MODE>: The machine automatically receives faxes without ringing. You cannot manually answer calls.
    <DRPD>: Set this mode if you have subscribed to a DRP (Distinctive Ring Pattern) service offered by some companies. The machine will then ring differently depending on whether a call is a fax or voice call.
    <MANUAL MODE>: The machine rings for both voice and fax calls. If you hear the machine ring, pick up the handset and either press [Start] or dial the remote receiving ID to receive a fax.
    <ANS.MACHINE MODE>: Fax calls are received automatically and voice calls are received by the answering machine connected to the machine. There are no procedures to follow for receiving faxes. The answering machine should be left connected.
7. **Are there documents in the machine's memory?**
    The memory may be full. Either print or delete documents (→ *Comprehensive Guide*) to free up memory. Then ask the sender to resend the fax.
8. **Is the received fax saved on the computer?**
    Has the fax been saved in the My MultiPASS folder on your computer instead of being printed? This will happen if you connect your machine to a computer and set the MultiPASS Suite to save received faxes on your computer.
    If you want to print faxes as soon as you receive them, do the following: In My MultiPASS, on the MultiPASS menu, point to [Device Setup/Speed Dial], then click [MultiPASS F80]. On the Receive Fax tab, select Print Fax in When Computer is On and When Computer is Off.
9. **Was there an error during reception?**
    Print the ACTIVITY REPORT and check for an error (→ *Comprehensive Guide*).

10. Is there a telephone line connected?
Check that the telephone line is correctly connected (→ *Setup Sheet*).

● **Cannot receive faxes automatically.**

1. Is <FaxOnly>, <AnsMode>, <FaxTel>, or <DRPD> receive mode displayed on the bottom left of the LCD?
If <Manual> is displayed, you cannot receive faxes unless you pick up the handset and either press [Start] or dial the remote receiving ID.
If you want to receive faxes automatically which means not having to do anything when you are sent a fax, set the receive mode to <FAX/TEL AUTO SW>, <FAX ONLY MODE>, <DRPD>, or <ANS. MACHINE MODE> (→ p. 8-7).
If set to <ANS.MACHINE MODE>, connect an answering machine to the machine (→ *Setup Sheet*) and check that a message plays when the answering machine answers.

● **Machine does not switch automatically between voice and fax reception.**

1. Is <AnsMode>, <FaxTel>, or <DRPD> receive mode displayed on the bottom left of the LCD?
There will be no automatic switching between voice and fax calls unless the receive mode is set to <FAX/TEL AUTO SW>, <DRPD>, or <ANS.MACHINE MODE>. If set to <ANS.MACHINE MODE>, connect an answering machine to the machine (→ *Setup Sheet*) and check that a message plays when the answering machine answers.

2. Was there an error during reception?
Print the ACTIVITY REPORT and check for an error (→ *Comprehensive Guide*).

3. Is the sender's fax machine unable to send a CNG signal (the signal which indicates that the call is a fax call)?
Some fax machines are not able to send CNG signals. If so, receive the fax manually (→ p. 8-7).

● **Quality of received fax is poor.**

🔧 **1. Are you using recommended print media?**
For recommended print media, see p. 2-2.

🔧 **2. Print the nozzle check pattern (→ *Maintaining the printhead*, p. 10-5).**

3. Is <ECM RX> set to <OFF>?
Set <ECM RX> to <ON> (→ p. 12-4).

4. The printed fax is poor quality.
See the items marked with 🔧 in *Problems printing from your computer*, p. 11-3.

5. Check whether the sender's fax machine is dirty.
The image quality of the fax is mainly determined by the sender's fax machine. Contact the sender and check whether the document cover and platen glass of his fax machine are dirty.

● **Cannot receive a fax in ECM mode.**
If you receive a fax in ECM mode, "ECM" will show on the ACTIVITY REPORT. If "ECM" is not shown, the fax was not received in ECM mode.

1. Is <ECM RX> set to <OFF>?
Set <ECM RX> to <ON> (→ p. 12-4).

2. Is the sender's fax machine ECM-compatible?
If the sender's fax machine is not ECM-compatible, the fax will be received in standard mode without error correction.

● **Repeated errors occur when you receive a fax.**
If there is an error, a message will be displayed in the LCD. The ACTIVITY REPORT and RX REPORT will show "NG" and an error code.

1. Reduce the reception start speed (→ <RX START SPEED>, p. 12-5).
If there is a bad line or connection, reception may be canceled.

2. Check whether the sender's fax machine is operating normally.
Contact the sender and check whether his fax machine is operating normally.

▶ `Fax Model` **Problems sending faxes**

See the items marked with Ⓜ (machine) if you are having problems sending a fax from the machine.
See the items marked with Ⓒ (computer) if you are having problems sending a fax from your computer.

● **Cannot send a fax.**

1. Is the machine making a noise and is the In Use/Memory light blinking?
The telephone line is connected to the ☎ jack. Reconnect to the 🔳 jack (→ *Setup Sheet*).

ⓂⒸ **2. Did you set the correct line type?**
You can still receive faxes even if the telephone line type is not set correctly. If you can receive but cannot send, check the telephone line type setting (→ pp. 7-1, 8-2).

ⓂⒸ **3. Is there anything displayed in the LCD?**
If nothing is displayed, see p. 11-14.

ⓂⒸ **4. Is the Alarm light blinking?**
If it is blinking, see p. 11-17.

Ⓒ **5. Is there a warning or attention displayed in the Status Monitor?**
If displayed, see p. 11-22.

ⓂⒸ **6. Press [Hook] or pick up the handset of the telephone connected to the machine. Can you hear a tone?**
If not, there is a problem with the telephone line. Contact your telephone company.

Ⓜ **7. Is the document loaded correctly?**
Check that the document is loaded correctly on the platen glass or ADF (→ p. 2-2).

Ⓜ **8. Is one-touch or coded speed dialing registered with fax numbers?**
If you are using one-touch or coded speed dialing, check that the fax number is correctly registered (→ p. 8-4).

ⓂⒸ **9. Is the number dialed correct?**
Check the number and try dialing again.

ⓂⒸ **10. Is the In Use/Memory light blinking? Is the fax recipient shown in the LCD?**
Another document is being sent from memory. Wait until the document has finished sending.

Ⓜ **11. Was there an error during transmission?**
Print the ACTIVITY REPORT and check for an error (→ *Comprehensive Guide*).

ⓂⒸ **12. Is the recipient's fax machine G3-compatible?**
Check that the recipient's fax machine is G3-compatible. If not, you will be unable to send faxes.

● **Fax sent is dirty.**

Ⓜ **1. Is the document loaded correctly?**
Check that the document is loaded correctly on the platen glass or ADF (→ p. 2-2).

Ⓜ **2. Try making a copy.**
If you can make a clean copy, it is probably that the recipient's fax machine is the source of the problem. Contact the recipient to confirm.
If you are unable to make a clean copy, clean the machine (→ p. 10-1).

● **You cannot send a fax in ECM mode.**

If you send a fax in ECM mode, "ECM" will show on the ACTIVITY REPORT. If "ECM" is not shown, the fax was not sent in ECM mode.

ⓂⒸ **1. Is <ECM TX> set to <OFF>?**
Set <ECM TX> to <ON> (→ p. 12-4).

Ⓜ Ⓒ **2. Is the recipient's fax machine ECM-compatible?**
If the recipient's fax machine is not ECM-compatible, the fax will be sent in standard mode without error correction.

● **Repeated errors occur when you send a fax.**
Ⓜ Ⓒ **1. Reduce the transmission start speed (→ <TX START SPEED>, p. 12-4).**
If there is a bad line or connection, transmission may be canceled.

▶ Telephone problems

See below if you have problems using the telephone.

● **Cannot dial.**
1. Is there anything displayed in the LCD?
If nothing is displayed, see p. 11-14.
2. Is the Alarm light blinking?
If it is blinking, see p. 11-17.
3. Is the power strip correctly connected?
Check that the power strip is correctly connected.
4. Did you set the correct telephone line type?
Make sure the machine is set for the correct telephone line type (→ pp. 7-1, 8-2).

● **Telephone disconnects during a call.**
This will happen if the power cord is not connected securely to the machine and wall outlet.
Check that the power cord is securely inserted into the machine and wall outlet, and that the power is on (→ *Setup Sheet*).
If the machine is connected to a table tap, OA tap or extension cord, make sure they are connected correctly and, if there is a power switch, that it is on.

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Troubleshooting

▶ If nothing displays in the LCD (if there is no power)

When you connect the power cord to the machine and wall outlet, and press [ON/OFF(1 sec.)], the machine powers up and a message is displayed in the LCD.

While the Alarm light blinks, the machine is initializing and you will not be able to use it. Wait until the Alarm light stops blinking.

If nothing is displayed in the LCD, make the checks in the following order until something is displayed.

1. **Is the power cord correctly connected?**
   Securely connect the power cord to the machine and wall outlet.
2. **Have you pressed [ON/OFF(1 sec.)]?**
   The machine will power up and the LCD will show a message when you connect the power cord and press [ON/OFF(1 sec.)].
3. **Check that the wall outlet is working normally.**
   Connect another electrical appliance to the wall outlet and check whether the wall outlet is working properly.
4. **Connect the power cord directly to the wall outlet.**
   Disconnect the power cord from any table taps, OA taps or extension cords and connect directly to the wall outlet. If the machine powers up when the power cord is connected directly, the table taps, OA taps or extension cords are probably defective and should be replaced.
   If they have a power switch, turn it on.
5. **Check that the power cord is not defective.**
   Either replace the power cord with another, or using a tester, check whether the cord is defective.

▶ Fax Model If the power disconnects unexpectedly

User data and speed dialing settings are stored using the internal battery if there is a power failure or if you accidentally disconnect the power cord. However, all documents stored in memory will be deleted.

If the power disconnects, the following will apply:
• You will not be able to send or receive faxes or make copies.
• If a telephone is connected to the machine, you may be able to receive and/or make voice calls (depending on your telephone).

When power is restored, the MEMORY CLEAR REPORT will be printed automatically listing the documents deleted from memory. Note however that this report will not be printed if the paper size is set to a setting other than <LTR>, <LGL>, or <A4>, or if black ink or paper has run out.

► Removing jammed paper
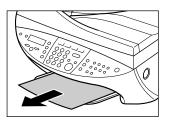
If <CLEAR PAPER JAM> is displayed in the LCD, follow this procedure to clear the paper jam.

Fax Model If a paper jam occurs when receiving a fax, that fax will be stored in memory and printed automatically when you clear the jam and press [Resume].

Removing jams in the paper output tray

Follow this procedure to remove jams from the paper output tray:

1 Gently pull any jammed paper out of the paper output tray.
  • If you cannot see any jammed paper in the paper output tray, remove it from the machine's interior (→ below).
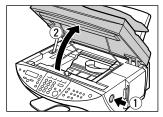
2 Press [Resume].
  • If you are printing from a Windows application, follow the instructions displayed on your computer.

Removing jams from the machine's interior

Follow this procedure to remove jams from the machine's interior:

1 Press [Open] ① and lift up the scanning unit ②.

2 Gently gather the jammed paper to the center of the opening and then remove it.
  ⚠ CAUTION
  • **Be careful not to touch the components inside the machine.**

3 Close the scanning unit until it locks into place.

4 Press [Resume].
  • If you are printing from a Windows application, follow the instructions displayed on your computer.

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Troubleshooting

If there are repeated paper jams

Paying attention to the following points, reload the paper.
1. Fan out the sheets of paper well so that they do not stick together.
2. Align the edges of the paper.
3. Adjust the paper guide correctly.
4. Make sure the paper stack does not exceed the paper limit mark (◄).
5. Make sure the paper loaded does not exceed the capacity of the multi-purpose tray.
6. Do not force paper into the multi-purpose tray.
7. Only use the same type of paper.
8. Use recommended print media (→ p. 2-2).
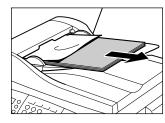
► Fax Model Removing jammed documents
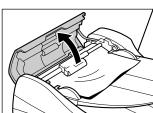
If documents jam in the ADF or do not feed properly, <DOC. TOO LONG> is displayed in the LCD.

You do not need to turn off the power when clearing document jams.
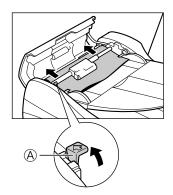
1   Press [Stop/Reset].

2   If a multipage document is loaded, remove from the ADF all pages except for the jammed page.

3   Open the feeder cover.
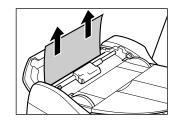
4   Raise the paper release lever Ⓐ and slide the page under the roller towards the feeder cover.
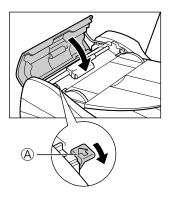
5 **Pull out the jammed page from the ADF.**

6 **Lower the paper release lever Ⓐ and then close the feeder cover.**
- If [Stop/Reset] is pressed during scanning and the document remains in the ADF, wait for the machine to return to standby mode, then press [Resume]. Documents left in the ADF will be ejected automatically.

▶ If the nozzle check pattern does not print properly

Refer to *Maintaining the printhead*, p. 10-5.

▶ Interpreting the messages

When the Alarm light blinks
Check the message in the LCD. If there is a message, follow the instructions and correct the error. Then to resume operation, press [Resume]. The Alarm light will turn off.
If the error remains, turn off the machine and disconnect the power cord. Wait 15 seconds, then reconnect the power cord and turn on the power.

If you cannot clear a paper jam
Turn off the machine and disconnect the power cord. Wait five seconds, reconnect the power cord and turn on the power. If the problem has been resolved, the Alarm light will turn off.

If the Alarm light still lights even after you have turned the power on again
Contact the Canon Customer Care Center.

Error codes are printed in the ACTIVITY REPORT.

LCD messages

Message (Error code)	Cause	Action	Details
Fax Model AUTO REDIAL	The machine is waiting to redial the other party's number because the line was busy or the recipient did not answer when you tried to send a document.	Wait for the machine to automatically redial the number. If you want to cancel automatic redialing, wait until the machine starts dialing the number, press [Stop/Reset] then [✳].	CG
Fax Model BUSY/NO SIGNAL (#018)	The telephone number you dialed is busy.	Try sending the document at a later time.	
	The fax number dialed was incorrect.	Check the fax number and dial again.	
	The other party's fax machine is not working.	Contact the other party and have them check their fax machine.	
	The other party is not using a G3 machine.	Contact the other party and ask them to send or receive the document using a G3 machine.	
	The touch tone/rotary pulse setting on your machine is incorrect.	Set your machine to the setting that matches your telephone line.	p. 7-1 p. 8-2
	The receiving fax machine did not answer within 55 seconds (after all automatic redialing attempts).	Contact the other party and have them check their fax machine. You can try to send the document using manual sending. For an overseas call, add pauses to the registered number.	CG
C INK EMPTY	The cyan ink tank in the printhead is empty.	Replace the ink tank.	p. 10-4
CARD READER BUSY	You tried to start photo printing when the card slot was in use by the computer.	Wait until the card slot is no longer being used by the computer.	
CARD READER ERROR	There is a problem with the card slot.	Try switching to another mode or turning the machine off and on. If the message remains, contact the Canon Customer Care Center.	
CARD READER OFFLINE	The card slot may not be receiving any power.	Remove the memory card from the card slot, turn the power off and on again, then reinsert the memory card.	p. 5-1
CARTRIDGE JAMMED	The printhead holder cannot move. This is normally due to a paper jam.	Clear the paper jam or whatever is obstructing the printhead holder and then press [Resume]. Do not attempt to move the printhead holder manually.	p. 11-15
Fax Model CHANGE PAPERSIZE:FAX	The paper size setting is set to a size other than letter, legal, or A4.	Set the paper size setting to letter, legal, or A4 and load paper of the same size. The received fax will then be printed automatically.	p. 2-7

Message (Error code)	Cause	Action	Details
Fax Model CHECK DOCUMENT	The feeder cover may not be closed properly.	Close the feeder cover properly.	p. 11-17
	The document is not loaded properly in the ADF, or there may be a document jam.	Remove the document from the ADF and reload it. Clear the document jam if necessary.	p. 2-2 p. 11-16
CHECK PAPER SIZE	The size of the paper in the multi-purpose tray and that specified in the paper size setting are different.	Load the correct paper size or change the paper size setting. Then press [Resume].	SS p. 2-7
CHECK PRINTER	There may be an obstruction that is not allowing the printhead holder mechanism to move.	Check for any obstruction (paper clip, small object, etc.). Check also for a paper jam and clear the jam if necessary. Then press [Resume] and start again. If the message does not clear after pressing [Resume], contact the Canon Customer Care Center.	p. 11-15
	The waste ink tank (which holds the ink used for printhead cleaning) may be full.	Contact the Canon Customer Care Center to have the waste ink tank replaced immediately.	
CLEAR PAPER JAM	There is a paper jam.	Clear the paper jam and reload paper in the multi-purpose tray. Then press [Resume].	p. 11-15
COVER OPEN	You opened the scanning unit during an operation.	Close the scanning unit.	
DATA IN MEMORY CANNOT TURN OFF	You are unable to turn the machine off with the [ON/OFF(1 sec.)] key.	Print or delete any documents stored in memory, then turn off the machine.	CG
Fax Model DOC. TOO LONG (#003)	The document is longer than 3.3 ft. (1 meter).	Reduce the length of the document to within 3.3 ft. (1 meter), and then re-send it.	
	There is a document jam in the ADF.	Clear the document jam and reload the document in the ADF.	p. 11-16
Fax Model ECM RX	The machine is receiving a fax using Error Correction Mode (ECM).	ECM receptions may take longer than normal receptions. Turn off ECM if you need to receive quickly, or if you know your local lines are in good condition.	p. 12-4
Fax Model ECM TX	The machine is sending a fax using Error Correction Mode (ECM).	ECM transmissions may take longer than normal transmissions. Turn off ECM if you need to transmit quickly, or if you know your local lines are in good condition.	p. 12-4
INSERT PHOTO CARD	There is no PC card adapter (with a memory card) in the card slot.	If you want to use the photo print function, insert a PC card adapter (with a memory card) into the card slot.	p. 5-1

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Troubleshooting

Message (Error code)	Cause	Action	Details
INVALID KEY/SETTING	An invalid key was pressed or an invalid setting was selected.	Check the key or setting you want to enter.	
K INK EMPTY	The black ink tank in the printhead is empty.	Replace the ink tank.	p. 10-4
LOAD PAPER (PRESS START KEY)	The multi-purpose tray is empty.	Load paper in the multi-purpose tray. Make sure the stack is below the paper limit mark (◄). Then press [Start] or [Resume].	SS
M INK EMPTY	The magenta ink tank in the printhead is empty.	Replace the ink tank.	p. 10-4
MACHINE IN USE CANNOT TURN OFF	You are unable to turn the machine off with the [ON/OFF(1 sec.)] key.	Wait until the machine has finished the operation it is performing, then turn off the machine.	
MEMORY FULL (#037)	The machine's memory is full because you tried to send or copy too many pages at once, or a very long or detailed document.	Divide the document and send or copy each part separately. To free up space in the machine's memory, print or delete any documents in memory you no longer need.	CG
	In photo print mode, the photograph data is too large to print from your machine.	Print the photograph from your computer.	
	Fax Model The machine's memory is full because it has received too many documents, or a very long or detailed document.	Print any documents stored in memory. Then start again.	CG
	Fax Model In photo print mode, you tried to print photographs when the machine's memory was full.	Print or delete any documents in memory, or wait for the machine to send any documents stored in memory. Then try printing photographs again.	CG
Fax Model MEMORY USED nn %	Shows the percentage of memory currently in use.	If you need more space, wait for the machine to send any faxes. Also, print or delete any documents in memory you no longer need.	CG
NO FILES ON CARD	There are no available files in the memory card.	Make sure you have recorded photographs in the appropriate format on the memory card.	
Fax Model NO RX PAPER (#012)	The other party's fax machine is out of paper or its memory is full.	Contact the other party and have them load paper in their fax machine or free up space in their fax machine's memory.	
Fax Model NO TEL # (#022)	The one-touch speed dialing key or coded speed dialing code you entered has not been registered.	Register the one-touch speed dialing key or coded speed dialing code.	p. 8-4

Message (Error code)	Cause	Action	Details
`Fax Model` NOT AVAILABLE	In manual sending, you entered a speed dialing number that is assigned to a group.	Use regular dialing, or enter a one-touch speed dialing key or coded speed dialing code that only has one fax/telephone number registered.	p. 8-4
PROBLEM READING CARD	The data on the memory card may be inaccessible.	Check the data on the memory card in your digital camera.	
PUT IN CARTRIDGE	There is no printhead installed in the machine.	Install the printhead.	SS
`Fax Model` REC'D IN MEMORY	The machine received the fax in memory because paper or ink ran out, or a paper jam occurred.	Load paper in the multi-purpose tray, replace the ink tank(s), or clear the paper jam.	SS p. 10-4 p. 11-15
`Fax Model` RECEIVED IN FILE	Your computer was off and a document was received in the machine's memory.	Upload the document to your computer, or print the document.	p. 7-4
	The MultiPASS Status Monitor is not running. (Windows 98/Me)	Open the MultiPASS Status Monitor.	p. 3-5
`Fax Model` TRY AGAIN IN B&W (#085)	You tried sending a color document to a machine that does not support color faxing.	Try sending again in black & white. Alternatively, enable the <COLOR DIRECT TX> setting.	p. 12-4
`Fax Model` TX nnnn SCANNING P. nnn MEMORY FULL PLEASE WAIT	The machine is sending a document and its memory is full.	The machine continues to send the document as memory becomes available.	
`Fax Model` TX/RX CANCELLED	You pressed [Stop/Reset] to cancel the transmission.	If required, try sending or receiving again.	
`Fax Model` TX/RX NO. nnnn	When the machine sends or receives a fax, it assigns it a unique identification number (nnnn).	Write the number down if you will need it later.	
UNABLE TO PRINT ALL	In all frames photo printing, not all the photographs were printed.	Check which photographs were not printed and try reprinting them.	Chapter 5
WAIT COOLING	During printing, the printhead may have become too hot.	Allow the machine to cool down. The machine will resume printing when it has cooled down.	
WASTED INK NEAR FULL	The waste ink tank is nearly full.	If <CHECK PRINTER> appears, contact the Canon Customer Care Center.	
WRONG CARTRIDGE	The printhead is not installed correctly.	Retry to install the printhead. If the message remains in the LCD, the printhead may be defective. Contact the Canon Customer Care Center.	
Y INK EMPTY	The yellow ink tank in the printhead is empty.	Replace the ink tank.	p. 10-4

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Troubleshooting

MultiPASS Status Monitor messages

Display the MultiPASS Status Monitor on your computer to see the status of the machine.

On the Windows desktop, click [Start], point to [Programs] or [All Programs], point to [MultiPASS Suite], then click [MultiPASS Status Monitor]. If a warning or attention is displayed, follow the instructions of the message.

▶ If you cannot solve the problem

If you have a problem with your machine that you cannot solve with the information provided in this chapter, contact the Canon Customer Care Center.

⚠ CAUTION
- **If the machine makes strange noises, emits smoke or strange smells, unplug it immediately and contact the Canon Customer Care Center. Do not attempt to disassemble or repair the machine yourself.**

✋ IMPORTANT
- **Attempting to repair the machine yourself may void the limited warranty.**

If you contact the Canon Customer Care Center, make sure you have the following information ready:

- Product name: MultiPASS F80 or MultiPASS F60
- Serial number (located on the label located at the back of the machine)
- Details of the problem
- Steps taken to try to resolve the problem and the results
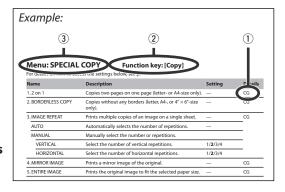
▶ 〔Fax Model〕 Printing a list to check the current settings

Before changing any settings, you can print the USER'S DATA LIST to check the current settings of your machine. For details, see the *Comprehensive Guide*.

▶ Accessing the machine settings

Follow this procedure to change a setting:

1 **Refer to the lists on the following pages to find the setting you want to change.**

2 **If there is a reference for the setting ①, refer to that page or guide for details. If not, at the top of the list, note under which function key ② and menu ③ the setting is located.**

Example:

③   ②   ①

Menu: SPECIAL COPY   **Function key: [Copy]**

For details on how to access the settings below, see p.

Name	Description	Setting	Details
1. 2 on 1	Copies two pages on one page (letter- or A4-size only).	—	CG
2. BORDERLESS COPY	Copies without any borders (letter, A4-, or 4" × 6"-size only).	—	CG
3. IMAGE REPEAT	Prints multiple copies of an image on a single sheet.	—	CG
AUTO	Automatically selects the number of repetitions.	—	
MANUAL	Manually select the number or repetitions.		
VERTICAL	Select the number of vertical repetitions.	1/**2**/3/4	
HORIZONTAL	Select the number of horizontal repetitions.	1/**2**/3/4	
4. MIRROR IMAGE	Prints a mirror image of the original.	—	CG
5. ENTIRE IMAGE	Prints the original image to fit the selected paper size.	—	CG

3 **Press [Copy], [Scan], [Photo Print], or 〔Fax Model〕 [Fax] depending under which function key ② the setting is located.**

4 **Press [Menu].**

5 **Use [◀] or [▶] to select the menu ③ under which the setting is located.**

6 **Press [Set].**
   • You have now accessed the settings in the list.

7 **Use [◀] or [▶] to select the setting you want.**

8 **Press [Set].**

9 **Follow these guidelines to scroll through and register settings:**
   • **Use [◀] or [▶] to scroll through settings.**
   • **To register a setting or access sub-settings, press [Set].**
   • **To return to a previous level, press [Menu].**

10 **When you have finished, press [Stop/Reset].**

▶ Settings

✎ **NOTE**
· Default settings are shown in **bold** type.

Menu: SPECIAL COPY   Function key: [Copy]

Name	Description	Setting	Details
1. 2 on 1	Copies two pages on one page (letter- or A4-size only).	—	CG
2. BORDERLESS COPY	Copies without any borders (letter, A4-, or 4" × 6"-size only).	—	CG
3. IMAGE REPEAT	Prints multiple copies of an image on a single sheet.	—	CG
AUTO	Automatically selects the number of repetitions.	—	
MANUAL	Manually select the number or repetitions.		
VERTICAL	Select the number of vertical repetitions.	1/**2**/3/4	
HORIZONTAL	Select the number of horizontal repetitions.	1/**2**/3/4	
4. MIRROR IMAGE	Prints a mirror image of the original.	—	CG
5. ENTIRE IMAGE	Prints the original image to fit the selected paper size.	—	CG

Menu: MAINTENANCE   Function keys: [Copy], [Scan], [Photo Print], Fax Model [Fax]

Name	Description	Setting	Details
1. NOZZLE CHECK	Prints the nozzle check pattern.	—	p. 10-6
2. HEAD CLEANING	Performs normal printhead cleaning.	—	p. 10-6
3. HEAD REFRESHING	Performs deep printhead cleaning.	—	p. 10-6
4. ALIGN PRINT HEAD	Aligns the printhead.	—	p. 10-7
HORIZ. PATTERN	Prints the horizontal pattern.	—	
CHANGE H VALUE	Select the horizontal value for columns A to F on the printout.	A,B,C: -3 to +7 D,E,F: -5 to +5	
PRINT VERT. PATTERN?	Select whether the vertical pattern is printed.	YES=(✱) NO=(#)	
VERTICAL PATTERN	Prints the vertical pattern.		
CHANGE V VALUE	Select the vertical value for columns G and H on the printout.	G, H: -3 to +3	
5. ROLLER CLEANING	Cleans the roller.	—	CG

Menu: USER DATA Function keys: [Copy], [Scan], [Photo Print], Fax Model [Fax]

Name	Description	Setting	Details
Fax Model 1. TEL REGISTRATION	—	—	
1. 1-TOUCH SPD DIAL	Register one-touch speed dialing.	—	p. 8-4
2. CODED SPEED DIAL	Register coded speed dialing.	—	p. 8-5
3. GROUP DIAL	Register group dialing.	—	CG
Fax Model 2. FAX SETTINGS	—	—	
1. USER SETTINGS	—	—	
1. DATE & TIME	Set the current date and time.	—	p. 8-1
2. DATE SETUP	Select the date format displayed in the LCD and printed on faxes you send.	**MM/DD/YYYY** DD/MM YYYY YYYY MM/DD	
3. UNIT TELEPHONE #	Enter the fax/telephone number printed on faxes you send.	—	p. 8-1
4. UNIT NAME	Enter the name printed on faxes you send.	—	p. 8-1
5. TX TERMINAL ID	—	—	
1. TTI POSITION	Select the position of the sender information (outside or inside the image area) when sending black & white faxes. (Automatically set inside the image area for color faxes.)	**OUTSIDE IMAGE** INSIDE IMAGE	
2. TELEPHONE # MARK	Select the mark to appear before the fax/telephone number printed on faxes you send.	**FAX** TEL	
6. OFFHOOK ALARM	Enable/disable the alarm that alerts you if the handset is not hung up properly.	**ON** OFF	
7. VOLUME CONTROL	—	—	
1. CALLING VOLUME	When the machine is set to ring, select the ring volume.	1/**2**/3	
2. LINE MONITOR VOL	Select the dialing and on-hook volume.	0 (off)/1/**2**/3	
8. RX CALL LEVEL	Select the ring type for incoming calls.	**HIGH** STANDARD	
9. TEL LINE TYPE	Select the telephone line type setting for your machine.	**TOUCH TONE** ROTARY PULSE	p. 8-2
2. REPORT SETTINGS	—	—	
1. TX REPORT	Enable/disable automatic printing of a transmission report after sending.	**PRINT ERROR ONLY** OUTPUT YES OUTPUT NO	CG
PRINT WITH IMAGE	If you select <PRINT ERROR ONLY> or <OUTPUT YES>, select whether the first page of the fax is printed under the report (black & white faxes only).	**ON** OFF	

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Machine settings

Name	Description	Setting	Details
2. RX REPORT	Enable/disable automatic printing of a transmission report after receiving.	**OUTPUT NO** PRINT ERROR ONLY OUTPUT YES	CG
3. ACTIVITY REPORT	Enable/disable automatic printing of an ACTIVITY REPORT after every 20 transactions.	**AUTO PRINT ON** AUTO PRINT OFF	CG
3. TX SETTINGS	—	—	
1. ECM TX	Enable/disable Error Correction Mode (ECM) during sending.	**ON** OFF	
2. MID PAUSE SET	Select the pause length when you press [Redial/Pause].	**2** SEC (1 to 15)	
3. AUTO REDIAL	Enable/disable automatic redialing.	**ON** OFF	CG
1. REDIAL TIMES	If you select <ON>, select the number of redialings.	**2** TIMES (1 to 10)	
2. REDIAL INTERVAL	If you select <ON>, select the length of time between redialings.	**2** MIN. (2 to 99)	
4. TIME OUT	Enable/disable automatic scanning without having to press [Start] after using speed dialing or redialing to send a document.	**ON** OFF	
5. TX START SPEED	Select the speed at which the machine starts transmitting.	**33600bps** 14400bps 9600bps 7200bps 4800bps 2400bps	
6. COLOR DIRECT TX	Enable/disable sending of color documents to fax machines that do not have color faxing capability.	**OFF** ON	
4. RX SETTINGS	—	—	
1. ECM RX	Enable/disable Error Correction Mode (ECM) during reception.	**ON** OFF	
2. FAX/TEL AUTO SW	If you select <FAX/TEL AUTO SW> as the receive mode, customize its settings.	—	CG
1. RING START TIME	Select the time the machine takes to check whether a call is a fax or voice call.	**8** SEC (0 to 30)	
2. F/T RING TIME	Select the ring length for voice calls.	**15** SEC (10 to 45)	
3. DEFAULT ACTION	Select whether the machine switches to receive mode after the ring time has elapsed.	**RECEIVE** DISCONNECT	
3. DRPD:SELECT FAX	If you select <DRPD> as the receive mode, select the ring pattern for the machine.	**DOUBLE RING** SHORT-SHORT-LONG SHORT-LONG-SHORT OTHER RING TYPE NORMAL RING	CG

Name	Description	Setting	Details
4. INCOMING RING	If you select <FAX ONLY MODE>, <FAX/TEL AUTO SW>, or <DRPD> as the receive mode, enable/disable ringing for fax calls. (A telephone must be connected to your machine for ringing to occur.)	**OFF** ON	
RING COUNT	If you select <ON>, select the number of rings for fax calls.	**2** TIMES (1 to 99)	
5. MAN/AUTO SWITCH	If you select <MANUAL MODE> as the receive mode, select if the machine switches to fax receive mode after ringing for a specified length of time.	**OFF** ON	
F/T RING TIME	If you select <ON>, select the length of time the machine rings before switching to fax receive mode.	**15** SEC (5 to 99)	
6. REMOTE RX	Enable/disable remote receiving.	**ON** OFF	
REMOTE RX ID	If you select <ON>, select the remote receiving ID.	**25** (00 to 99)	
7. RX REDUCTION	Enable/disable automatic reduction of faxes to fit the paper loaded.	**ON** OFF	
REDUCE DIMENSION	Select the direction of the reduction.	**VERTICAL ONLY** HORIZ & VERTICAL	
8. RX START SPEED	Select the speed at which the machine starts receiving.	**33600bps** 14400bps 9600bps 7200bps 4800bps 2400bps	
3. PRINTER SETTINGS	—	—	—
1. QUIET MODE	Enable/disable quiet printing mode.	**OFF** ON	
2. EXTENSION AMOUNT	Select the extension amount for borderless printing.	**SMALL** LARGE	
4. SYSTEM SETTINGS	—		
1. AUDIBLE TONES	—		
1. KEYPAD VOLUME	Select the beep volume when pressing keys on the operation panel.	0 (off)/1/**2**/3	
2. ALARM VOLUME	Select the alarm volume.	0 (off)/1/**2**/3	
2. CARD PROTECT	Enable/disable overwriting memory card data in all modes except photo print mode.	**ON** OFF	
3. DISPLAY LANGUAGE	Select the language for LCD messages and reports.	**ENGLISH** FRENCH SPANISH	

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Machine settings

Fax Model ▶ **Menu: RECEIVE MODE**   **Function key: [Fax]**

Name	Description	Setting	Details
FAX/TEL AUTO SW	Selects <FAX/TEL AUTO SW> receive mode.	—	p. 8-7
FAX ONLY MODE	Selects <FAX ONLY MODE> receive mode.	—	p. 8-7
DRPD	Selects <DRPD> receive mode.	—	p. 8-7
MANUAL MODE	Selects <MANUAL MODE> receive mode.	—	p. 8-7
ANS.MACHINE MODE	Selects <ANS.MACHINE MODE> receive mode.	—	p. 8-7

Fax Model ▶ **Menu: MEMORY REFERENCE**   **Function key: [Fax]**

These settings can only be accessed when there is a document in memory.

Name	Description	Setting	Details
1. DOC. MEMORY LIST	Prints the DOC. MEMORY LIST.	—	CG
2. PRINT DOCUMENT	Prints a document in memory.	—	CG
3. DELETE DOCUMENT	Deletes a document in memory.	—	CG
4. FILE PRINT	Prints a document in memory instead of uploading it to your computer.	—	CG

Fax Model ▶ **Menu: REPORTS/LISTS**   **Function key: [Fax]**

Name	Description	Setting	Details
1. ACTIVITY REPORT	Prints an ACTIVITY REPORT.	—	CG
2. SPEED DIAL LIST	—	—	
1. 1-TOUCH LIST	Prints the 1-TOUCH SPD DIAL LIST.	—	CG
SORTED OUTPUT	Select the order of the destinations in the list <YES>: Prints the list in alphabetical order. <NO>: Prints the list in key order.	**YES** NO	
2. CODED DIAL LIST	Prints the CODED SPEED DIAL LIST.	—	CG
SORTED OUTPUT	Select the order of the destinations in the list <YES>: Prints the list in alphabetical order. <NO>: Prints the list in key order.	**YES** NO	
3. GROUP DIAL LIST	Prints the GROUP DIAL LIST.	—	CG
3. USER DATA LIST	Prints the USER DATA LIST.	—	CG
4. DOC. MEMORY LIST	Prints the DOC. MEMORY LIST.	—	CG

Menu: PHOTO PRINT MODE   Function key: [Photo Print]

Name	Description	Setting	Details
1. PHOTO PRINT MODE		—	
INDEX	—		p. 5-3
SELECT PAPER SIZE	Select the paper size for the index.	**LTR** 4" × 6" A4	
SELECT PAPER TYPE	Select the paper type for the index.	**PHOTO PAPER PRO** PLAIN PAPER	
ALL FRAMES	—	—	p. 5-5
SELECT PAPER SIZE	Select the paper size for the photographs.	**LTR** 4" × 6" A4	
SELECT PAPER TYPE	Select the paper type for the photographs.	**PHOTO PAPER PRO** PLAIN PAPER	
BORDERLESS PRINT	If you select <PHOTO PAPER PRO>, enable/disable borderless printing for the photographs.	**OFF** ON	
SINGLE FRAME	—	—	p. 5-6
FILE NO:	Select the file number.	0001 to 9999	
NUMBER OF PRINTS	Select the number of copies.	1 to 99 COPIES	
SELECT PAPER SIZE	Select the paper size for the photograph.	**LTR** 4" × 6" A4	
SELECT PAPER TYPE	Select the paper type for the photograph.	**PHOTO PAPER PRO** PLAIN PAPER	
BORDERLESS PRINT	If you select <PHOTO PAPER PRO>, enable/disable borderless printing for the photograph.	**OFF** ON	
FRAME RANGE	—	—	CG
FIRST FILE:	Select the first photograph number.	0001 to 9999	
LAST FILE:	Select the last photograph number.	0001 to 9999	
SELECT PAPER SIZE	Select the paper size for the photographs.	**LTR** 4" × 6" A4	
SELECT PAPER TYPE	Select the paper type for the photographs.	**PHOTO PAPER PRO** PLAIN PAPER	
BORDERLESS PRINT	If you select <PHOTO PAPER PRO>, enable/disable borderless printing for the photographs.	**OFF** ON	

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Machine settings

Name	Description	Setting	Details
DPOF	—	—	CG
SELECT PAPER SIZE	Select the paper size for the photographs.	**LTR** 4" × 6" A4	
SELECT PAPER TYPE	Select the paper type for the photographs.	**PHOTO PAPER PRO** PLAIN PAPER	
BORDERLESS PRINT	If you select <PHOTO PAPER PRO>, enable/disable borderless printing for the photographs.	**OFF** ON	
2. VIVID PHOTO PRINT	Enable/disable to make colors, especially blues and greens, appear more vibrant.	**ON** OFF	CG
3. PRINT PHOTO DATE	Enable/disable date printing.	**OFF** ON	CG

Appendix **Specifications**

▶ General specifications

Power source	120 V/60 Hz
Power consumption	• Maximum: Approx. 35.0 W

Power consumption
- Maximum: Approx. 35.0 W
  - `Fax Model` Approx. 39.9 W
- Standby: Approx. 6.1 W
  - `Fax Model` Approx. 7.5 W
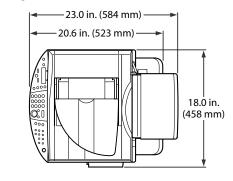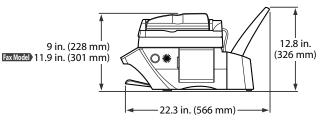
Weight   23.6 lb./10.7 kg
(Components attached)   `Fax Model` 28 lb./12.7 kg

Dimensions

23.0 in. (584 mm)
20.6 in. (523 mm)
18.0 in. (458 mm)

9 in. (228 mm)
`Fax Model` 11.9 in. (301 mm)
12.8 in. (326 mm)
22.3 in. (566 mm)

Environmental conditions
- Temperature: 59º–81.5ºF (15º–27.5ºC)
- Humidity: 20%–80%

Liquid Crystal Display (LCD)   20 × 2

Display languages   English/French/Spanish

Applicable standards
- Electrical safety: UL1950, C-UL
- Radiation: FCC Part 15 Class B, IC
- Other: FCC Part 68, IC, Energy Star compliant

`Fax Model` **ADF capacity**   → p. 2-1

Multi-purpose tray capacity   → p. 2-2

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Specifications

Printable areas

Note on printing area illustrations:

Printing area: (dark shade) Canon recommends that you print within this area.
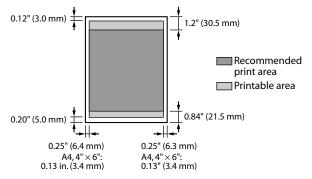
Printing area: (light shade) The area where it is possible to print. However, printing in this area can adversely affect print quality or paper feed precision.
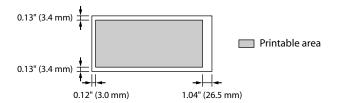
• Paper printable areas:
Letter size: 8.0×10.7 in. (203.2×271.4 mm)
Legal size: 8.0×13.7 in. (203.2×347.6 mm)
A4 size: 8.0×11.4 in. (203.2×289 mm)
$4" \times 6"$ size: 3.7×5.7 in. (94.8×144.4 mm)

0.12" (3.0 mm)   1.2" (30.5 mm)

■ Recommended print area
□ Printable area

0.20" (5.0 mm)   0.84" (21.5 mm)

0.25" (6.4 mm)
A4, 4" × 6":
0.13 in. (3.4 mm)

0.25" (6.3 mm)
A4, 4" × 6":
0.13 in. (3.4 mm)
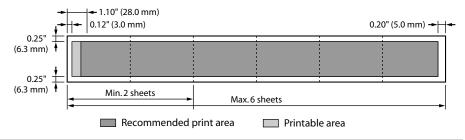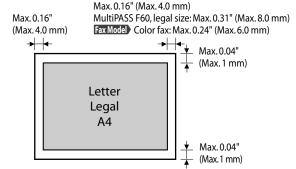
✎ **NOTE**
• Borderless printing allows you to make prints with no margins. However, it may cause the top and bottom paper edges to decrease in print quality or become soiled.

• Envelope printable areas:
US COM #10: 7.5×4.1 in. (190.5×103.2 mm)
European DL: 8.3×3.9 in. (211.8×98 mm)

0.13" (3.4 mm)

□ Printable area

0.13" (3.4 mm)

0.12" (3.0 mm)   1.04" (26.5 mm)

• Banner paper printable areas:
Letter size: 8.0×65.7 in. (203.2×1668.4 mm)
A4 size: 8.0×69.8 in. (203.2×1774 mm)

1.10" (28.0 mm)
0.12" (3.0 mm)   0.20" (5.0 mm)

0.25" (6.3 mm)

0.25" (6.3 mm)

Min. 2 sheets   Max. 6 sheets

■ Recommended print area   □ Printable area

Scanned area

Max. 0.16" (Max. 4.0 mm)
MultiPASS F60, legal size: Max. 0.31" (Max. 8.0 mm)
Fax Model Color fax: Max. 0.24" (Max. 6.0 mm)

Max. 0.16"
(Max. 4.0 mm)

Max. 0.04"
(Max. 1 mm)

Letter
Legal
A4

Max. 0.04"
(Max. 1 mm)

✐ **NOTE**
• For entire image copying, the entire area of the document is scanned.

▶ System requirements

→ p. 3-1

▶ Ink specifications

Ink tank colors/capacity
• Black (BCI-3eBK): approx. 695*, approx. 1200**
• Cyan (BCI-3eC): approx. 600**
• Magenta (BCI-3eM): approx. 480**
• Yellow (BCI-3eY): approx. 390**

▶ Print specifications

Printing method	Bubble jet on-demand
Paper handling	Automatic feed
Print media size and weight	→ p. 2-2
Recommended print media	→ p. 2-2
Print speed	• Black printing: Fast: 20 pages/minute
	Standard: 12.8 pages/minute
	• Color printing: Fast: 13 pages/minute
	Standard: 9 pages/minute
	(Based on Canon standard pattern)
Maximum print width	8 in. (203.2 mm)
Resolution	2400 (horizontal) × 1200 (vertical) dpi

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Specifications

* 1500 characters per page, normal text, at standard and plain paper mode with Windows 98/Me.
** Based on printing the ISO JIS-SCID No. 5 pattern at standard and plain paper mode with Windows 98/Me.

▶ Photo print specifications

Interface	Card slot
Print media	• Plain paper
	• Photo Paper Pro PR-101/PC-101S
Layout	• Photo Paper Pro:
	Letter/A4: With/without borders, index (max. 70 frames)
	Card: Without borders, index (max. 15 frames)
	• Plain paper:
	Letter/A4: With/without borders, index (max. 70 frames)
Features	• Date printing
	• Vivid photo printing
	• DPOF function-compatible (Index printing, specified quantity, specified frames, date printing, image number printing)

▶ Copy specifications

Copy speed	• Black & white: <DRAFT> Approx. 20 pages/minute (letter size)
	• Color: <COLOR FAST> mode approx. 11 pages/minute (letter size)
	(Based on BJ printer specific speed test pattern.)
No. of copies	Maximum 99 copies
Density adjustment	9 levels
Zoom	25%–400%

▶ ⟨Fax Model⟩ Fax specifications

Applicable line	Public Switched Telephone Network (PSTN)
Compatibility	G3
Data compressing system	MH, MR, MMR, JBIG, JPEG
Modem type	Fax modem
Modem speed	33600/14400/9600/7200/4800/2400 bps
	Automatic fallback
Transmission speed	• Black & white: Approx. 3 seconds/page at 33.6 Kbps, ECM-MMR, transmitting from memory
	(Based on ITU-T No. 1 Chart, standard mode.)
	• Color: Approx. 1 minute/page at 33.6 Kbps, ECM-JPEG, transmitting from memory
	(Based on Canon COLOR FAX TEST SHEET.)
Scanning image processing	• UHQ™ (Ultra High Quality) image enhancement
	• Halftones: 64 levels of gray
	• Density adjustment: 3 levels

Memory	Transmission/reception: 270 pages
	(Based on ITU-T No. 1 Chart, standard mode.)
Fax scanning speed	Approx. 5.3 seconds/page
	(Based on ITU-T No. 1 Chart, standard mode.)
Fax resolution	• <B&W STANDARD>: 203 pels/in. $\times$ 98 lines/in.
	(8 pels/mm $\times$ 3.85 lines/mm)
	• <B&W FINE>, <B&W PHOTO>: 203 pels/in. $\times$ 196 lines/in.
	(8 pels/mm $\times$ 7.70 lines/mm)
	• <COLOR STANDARD>, <COLOR FINE>: 200 $\times$ 200 dpi
Dialing	• Automatic dialing
	One-touch speed dialing (10 destinations)
	Coded speed dialing (100 destinations)
	Group dialing (Max. 109 destinations)
	• Regular dialing (with numeric keys)
	• Automatic redialing
	• Manual redialing (with [Redial/Pause] key)
Networking	• Sequential broadcast (Max. 111 destinations)
	• Automatic reception
	• Automatic fax/tel switchover
	• Remote reception by telephone (Default ID: 25)
	• Non-ring reception
	• ECM deactivation
	• DRPD (Distinctive Ring Pattern Detection)
	• ACTIVITY REPORT (after every 20 transactions)
	• Non-delivery report
	• TTI (Transmit Terminal Identification)

▶ Scan specifications

Compatibility	TWAIN/WIA (Windows XP)
Scanning speed	• Black & white text/grayscale: Min. 5 seconds/page (letter size)
	• Color: Min. 15 seconds/page (letter size)
Effective scanning width	8.4 in. (214 mm)
Scanning resolution	• 600 $\times$ 1200 dpi optical
	• 9600 dpi enhanced
Scanning image processing	• Halftones: 256 levels of gray
	• Color: 16,777,216 colors

▶ Telephone specifications

Connection	Telephone/answering machine (CNG detecting signal)/data modem

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Specifications

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Canon U.S.A., Inc.
Limited Warranty—U.S. Only

The limited warranty set forth below is given by Canon U.S.A., Inc. ("Canon") with respect to the Canon brand computer peripheral product (the "product") that you have purchased, when purchased and used in the United States. The product that you have purchased is the only product to which this warranty card and the limited warranty provided by Canon and stated on the card apply.

Your product, when delivered to you in new condition in its original container, is warranted against defects in materials or workmanship as follows: for a period of one (1) year from the date of original purchase, defective parts or a defective product returned to a Canon repair facility or a Canon Authorized Service Facility ("ASF") for such product, as applicable, and proven to be defective upon inspection, will be exchanged for new or comparable rebuilt parts, or a refurbished product, as determined by the Canon repair facility or the ASF.
Warranty repair or replacement shall not extend the original warranty period of the defective product. This limited warranty does not cover any supplies or accessories, including without limitation print heads, ink cartridges and ink tanks, as to which there shall be no warranty or replacement.

This limited warranty shall only apply if the product is used in conjunction with compatible computer equipment and compatible software, as to which items Canon shall have no responsibility.

Non-Canon brand equipment and software that may be distributed with the product are sold "as is," without warranty of any kind by Canon, including any implied warranty regarding merchantability or fitness for a particular purpose, and all such warranties are disclaimed. The sole warranty, if any, with respect to such non-Canon brand items is given by the manufacturer or producer thereof.

This limited warranty covers all defects encountered in normal use of the product, and does not apply in the following cases:

(a) Loss of or damage to the product due to abuse, mishandling, improper packaging by you, alteration, accident, electrical current fluctuations, failure to follow operating, maintenance or environmental instructions prescribed in Canon's instruction manual, or service performed by other than a Canon repair facility or an ASF.

(b) Use of parts or supplies (other than those sold by Canon) that cause damage to the product or cause abnormally frequent service calls or service problems.

(c) If the product has had its serial number or dating altered or removed.

NO IMPLIED WARRANTY, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, APPLIES TO THE PRODUCT AFTER THE APPLICABLE PERIOD OF THE EXPRESS LIMITED WARRANTY STATED ABOVE, AND NO OTHER EXPRESS WARRANTY OR GUARANTY, EXCEPT AS MENTIONED ABOVE, GIVEN BY ANY PERSON OR ENTITY WITH RESPECT TO THE PRODUCT SHALL BIND CANON. (SOME STATES DO NOT ALLOW LIMITATIONS ON HOW LONG AN IMPLIED WARRANTY LASTS, SO THE ABOVE LIMITATION MAY NOT APPLY TO YOU.) CANON SHALL NOT BE LIABLE FOR LOSS OF REVENUES OR PROFITS, INCONVENIENCE, EXPENSE FOR SUBSTITUTE EQUIPMENT OR SERVICE, STORAGE CHARGES, LOSS OR CORRUPTION OF DATA, OR ANY OTHER SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES CAUSED BY THE USE OR MISUSE OF, OR INABILITY TO USE THE PRODUCT, REGARDLESS OF THE LEGAL THEORY ON WHICH THE CLAIM IS BASED, AND EVEN IF CANON HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. IN NO EVENT SHALL RECOVERY OF ANY KIND AGAINST CANON BE GREATER IN AMOUNT THAN THE PURCHASE PRICE OF THE PRODUCT SOLD BY CANON WHICH CAUSED THE ALLEGED DAMAGE. WITHOUT LIMITING THE FOREGOING, YOU ASSUME ALL RISK AND LIABILITY FOR LOSS, DAMAGE OR INJURY TO YOU AND YOUR PROPERTY AND TO OTHERS AND THEIR PROPERTY ARISING OUT OF USE OR MISUSE OF, OR INABILITY TO USE THE PRODUCT NOT CAUSED DIRECTLY BY THE NEGLIGENCE OF CANON. (SOME STATES DO NOT ALLOW THE EXCLUSION OR LIMITATION OF INCIDENTAL OR CONSEQUENTIAL DAMAGES, SO THE ABOVE EXCLUSION OR LIMITATION MAY NOT APPLY TO YOU.) THIS LIMITED WARRANTY SHALL NOT EXTEND TO ANYONE OTHER THAN THE ORIGINAL PURCHASER OF THE PRODUCT, OR THE PERSON FOR WHOM IT WAS PURCHASED AS A GIFT, AND STATES YOUR EXCLUSIVE REMEDY.

You may obtain technical support* for your product as follows:

- For e-mail technical support, the latest driver downloads and answers to frequently asked questions **(www.usa.canon.com/consumer)**
- 24-hour, 7-day-a-week, automated support for troubleshooting issues on most current products **(1-800-423-2366)**
- 24-hour, Fax-On-Demand System for product specifications and technical information **(1-800-526-4345)**
- Free technical support Monday–Saturday (excluding holidays) for products still under warranty **(1-757-413-2848)**
- Technical support 7 days a week (excluding holidays) for products no longer under warranty, at $9.99 per incident **(1-757-413-2848)**

If the problem can't be corrected by using one of the above technical support options, you will be asked to follow the applicable procedures for warranty service. **Note that a dated proof of purchase (bill of sale) is required to verify eligibility at the time of service. This requirement will be satisfied by providing a copy of your dated bill of sale. You will also need to supply the product serial number.**

InstantExchange[†]

InstantExchange is a warranty program that expedites, usually by the next business day, [††] the exchange of a defective product with a refurbished product. The refurbished product you receive will be covered by the balance of the period remaining on your original limited warranty. **Note that by using this service you will keep the replacement product that is sent to you, and your originally purchased product shall become the property of Canon.** InstantExchange warranty program service is available only during the express limited-warranty period for your product and only in the continental United States, Alaska and Hawaii during such period.

If the Canon Customer Care Center representative cannot correct the problem with your product over the telephone, and you elect InstantExchange warranty program service, the representative will issue you a reference number upon verification of warranty eligibility. You will be asked for information pertaining to your defective product and for a ship-to location for the replacement product (street address only). You must also provide a major credit card number that will be pre-authorized by Canon in an amount up to the cost of a new product at the time you elect InstantExchange warranty program service. **Your credit card number will be charged in an amount up to the cost of a new product** (i) if you do not return your defective product to a Canon repair facility by the date specified by Canon and in the manner described below; (ii) if the defect(s) in the product is/are not covered by this limited warranty; or (iii) if the warranty period on the product has expired or has not been sufficiently established by your supplying the appropriate documentation.

The Canon repair facility will ship out the replacement product via overnight courier, prepaid by Canon.

After receipt of the replacement product (with instructions and a pre-paid return waybill), follow the instructions to ship the defective product to a Canon repair facility. You must return the defective product in the shipping carton in which the replacement product was packed (be sure to retain your ink cartridges and tanks), and you must include the reference number, **a copy of your dated proof of purchase** (bill of sale) and a complete explanation of the problem. **Do not include any other items in the return shipping container.**

Carry-In/ Mail-In

Carry-In/Mail-In is a service program by which your defective product is repaired by an ASF. The name and telephone number of the ASF(s) nearest to your location may be obtained from our Web site at **www.usa.canon.com**, or by calling the Canon Customer Care Center at **1-800-423-2366**. If shipping is involved, it is your responsibility to properly package and send your defective product, together with your dated proof of purchase, a complete explanation of the problem and a return address, to the ASF at your expense. **Do not include any other items with your product**. The repair(s) covered by this limited warranty will be made and the product will be returned to you without charge by the ASF. Repairs not covered under this limited warranty will be charged to you at such costs as each ASF may generally establish from time to time.

This limited warranty gives you specific legal rights, and you may also have other rights that vary from state to state.

* Support program specifics are subject to change without notice.

† InstantExchange warranty program service is subject to availability of refurbished replacement units.

†† 9 a.m.–5 p.m.(local), Monday–Friday (excluding holidays). The Canon Customer Care Center must receive pertinent information by 3 p.m. (E.S.T.) to ensure next-business-day InstantExchange warranty program service (two-business-day InstantExchange warranty service for Alaska and Hawaii). Canon does not guarantee next-business-day service in the event of factors beyond Canon's reasonable control.

MultiPASS F60/F80

Basic Guide

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