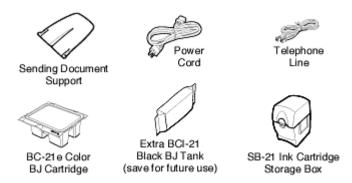
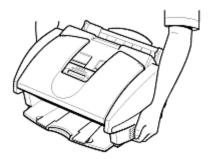
# Step 1: Unpack the MultiPASS

# 1. Carefully remove all items from the box.

- Remove these items from the documentation package: Quick Start Guide, the Canon Creative for MultiPASS CD-ROM, Registration card, and Warranty card.
- Remove these hardware items from the top tray:



Lift out the MultiPASS unit. Always lift the unit from the bottom.

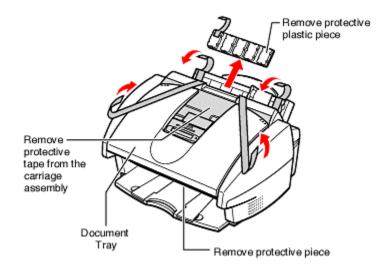


### Important!

Save the box and shipping materials for transporting the MultiPASS in the future.

# 2. Remove all pieces of shipping tape and protective materials from the unit.

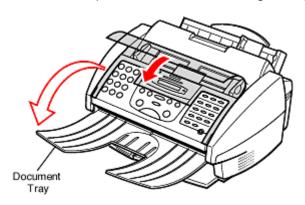
- Remove all pieces of shipping tape from the outside of the printer. Be sure to remove the tape from the back of the printer also.
- Remove the protective plastic piece from the sheet feeder and protective foam block from the paper path.



Note that tape may not be in the exact locations shown here.

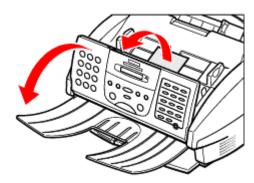
## 3. Open the document tray.

Remove the protective sheet covering the operation panel.



# 4. Open the operation panel.

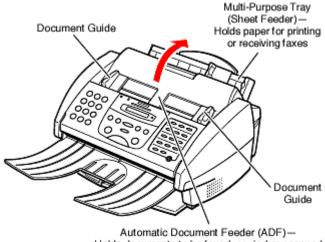
- Use both hands to grip the operation panel, and gently pull it toward you until it opens partially.
- Remove the soft foam sheet from the unit's Automatic Document Feeder (ADF).



Press the operation panel closed until it clicks into place.

## 5. Open the Automatic Document Feeder (ADF).

Grasp both document guides and lift up. Check for any shipping tape or shipping material inside the unit and remove it.



Holds documents to be faxed, copied or scanned

### Step 2: Set Up the MultiPASS

## 1. Attach the sending document support.

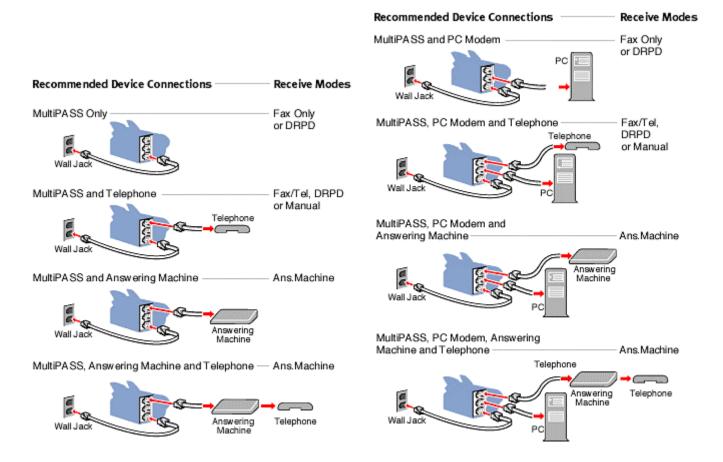
# 2. Connect the phone line.

The MultiPASS unit has three telephone jacks (located on the left side of the unit) that will accept standard line connections.

Use the bottom jack to connect the MultiPASS to the wall jack with the supplied line cord (unless connected with Caller ID). The other two jacks are pass-through ports to connect other devices to the MultiPASS and your telephone service. Select from the options in the diagram below to configure your telephone device to work in conjunction with your MultiPASS.

If you have only one telephone line and plan to use the MultiPASS for receiving both faxes and voice calls, you must attach a telephone and/or answering machine to the unit.

**NOTE:** If you use Caller ID with any of these configurations, place the Caller ID device between the MultiPASS and the wall jack.



## 3. Connect your computer to the MultiPASS.

USB Cable Users-Do not connect the cable now. Instead, go to Step 5 and follow the instructions for USB connection.

Make sure the computer is turned off. Connect a USB or parallel cable to your computer and then to the MultiPASS.

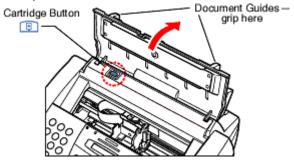
## 4. Connect the power cord to the MultiPASS and to a wall outlet.

The MultiPASS has no power switch. The power is on as long as the unit is plugged in. The socket outlet shall be installed near the equipment and shall be easily accessible.

### Step 3: Install the BJ® Cartridge

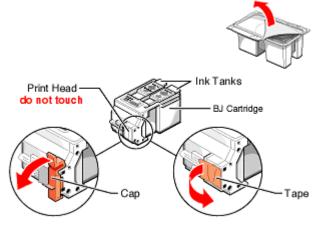
Make sure the MultiPASS is plugged in.

# 1. Open the ADF.



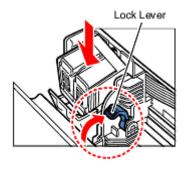
**Note:** If the cartridge holder is not in the center, make sure the shipping tape is removed and press the cartridge button inside the unit.

# 2. Remove the cap and tape from the BC-21e Color BJ Cartridge.



### 3. Insert the BJ cartridge.

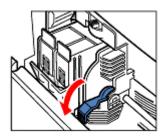
Raise the blue lock lever (on the right side of the cartridge holder) to the up position.



# 4. Lower the lock lever and press the cartridge button

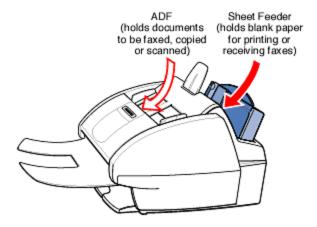
Press the blue lock lever down completely.

Press the cartridge button (see step 1 for location) to move the cartridge to its home position on the right and close the ADF. The MultiPASS cleans the print head, which takes about one minute.



Step 4: Load a Stack of Paper

For printing or receiving faxes, the MultiPASS uses paper from the sheet feeder. The sheet feeder is the larger capacity tray behind the ADF.



# 1. Pull the paper rest up until it stops.

Move the paper guide to the left to match the size of your paper.

Fan a stack of paper. Fan the edge that will feed into the MultiPASS first; then tap the stack on a flat surface to even its edges.

### 2. Insert the stack of paper.

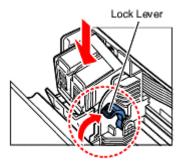
Make sure the print-side of the paper is face-up. Align the right edge of the stack with the right side of the sheet feeder.

Do not fill the sheet feeder above the limit mark  $(\blacktriangleright)$ . The sheet feeder holds up to 100 sheets of plain paper (20 lb or 75 g/m<sup>2</sup>).

Adjust the paper guide snugly against the side of the stack of paper.

### 3. Insert the BJ cartridge.

Raise the blue lock lever (on the right side of the cartridge holder) to the up position.

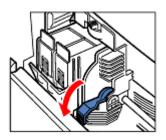


# 4. Lower the lock lever and press the cartridge button



Press the blue lock lever down completely.

Press the cartridge button (see step 1 for location) to move the cartridge to its home position on the right and close the ADF. The MultiPASS cleans the print head, which takes about one minute.



# Step 5: Install the MultiPASS Software

Your MultiPASS comes with a Setup program that makes installing the MultiPASS software easy and fast. You install the MultiPASS software from the Canon Creative for MultiPASS CD-ROM.

Important! The MultiPASS must be plugged in. If you have a previous version of the MultiPASS Desktop Manager installed, it is recommended that you remove it. See your MultiPASS Software User's Guide for details.

NOTE: Stand-alone Fax Users: If you plan to use the MultiPASS as a stand-alone fax machine, see the Stand-alone Fax Manual for instructions on how to program your name and fax number. Then select your Receive mode based on how you set up your phone connection in Step 2.

### **Macintosh Users**

## Start up your system in this order:

- 1. Make sure your computer is turned off.
- 2. Be sure the MultiPASS is plugged in and connected to the computer.
- 3. Now turn on the computer.

# When you see the Macintosh desktop, follow these steps.

- 1. Insert the MultiPASS Canon Creative CD into your CD drive. (This CD contains all the device software for your MultiPASS.)
- 2. The MultiPASS Canon Creative screen should appear automatically. (If not, double-click the MultiPASS C555 icon that appears in the CD window on your desktop. This will launch the MultiPASS Canon Creative screen.)
- 3. Click the Install/Uninstall button on the MultiPASS Canon Creativescreen.
- 4. On the new screen that appears, click the Install MultiPASS Software button. Follow the on-screen instructions. (In the Install/Uninstall screen, you must accept the license agreement to proceed with installation.)
- 5. When installation is complete, you are prompted to restart your computer.

- 6. After you restart, the Fax Setup Utility launches automatically. You are prompted to enter important information, which is outlined in steps 7 and 8.
- 7. On the Send Fax tab of the Fax Setup Utility, fill in your name in the Fax Heading/Unit Name box. Fill in your fax number in the Fax Number box.

Fax Heading/Unit name:	, , , , , , , , , , , , , , , , , , ,
Fax Number:	

- 8. On the Receive Fax tab, select one of five Receive Modes to determine how faxes are received. For more information about these Receive Modes, see Chapter 3, Using the Fax Setup Utility in your MultiPASS Suite for Macintosh User's Guide (click the Manuals/Supplies/Help button on the Canon Creative screen, or double-click the MultiPASS Suite for Macintosh User's Guide icon in the Desktop Manager folder on your hard drive).
- 9. Click OK to save the settings. Installation and setup of the MultiPASS Desktop Manager software is now complete.

# To register your MultiPASS:

- 1. Return to the Canon Creative CD. Double-click the MultiPASS C555 icon if the Canon Creative screen does not appear automatically.
- 2. Click the Product Registration button to register your MultiPASS C555. Follow the instructions.

### Windows 95/98/2000/NT/Millennium Edition Parallel Cable Users

# Start up your system in this order:

- 1. Make sure your computer is turned off.
- 2. Be sure the MultiPASS is plugged in and connected to the computer.
- 3. Make sure the Canon Creative CD is NOT yet inserted in your CD drive.
- 4. Now turn on the computer.
- 5. If any Windows applications start automatically, close them before you start installation. This is very important. Make sure NO programs are running, including any virus protection programs.

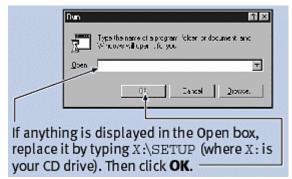
## Make sure Windows starts.

Click Cancel if you see a screen similar to these: "New Hardware Found", "Update Device Driver Wizard", or "Add New Hardware Wizard".

Make sure you return to the Windows desktop.

## When you see the Windows desktop, follow these steps.

1. Insert the Canon Creative CD into your CD drive. (This CD contains all the device software for your MultiPASS, including the MultiPASS Printer and Fax drivers, MultiPASS ODBC and ScanGear™ for MultiPASS.) Setup starts automatically. Note: If Setup does not start automatically, from the taskbar, click Start and then Run. You see the Run screen.



- 2. Follow the on-screen instructions to finish installation.
  - Normally you click Next or Finish to move from one screen to the next.
  - Be sure to read each screen carefully. When specifying your fax information, you must enter a fax heading and specify a Receive mode. Select your Receive mode based on how you set up your phone connection in Step 2.

3. After the MultiPASS Desktop Manager software has installed, Canon Photo and TextBridge Pro will install automatically. When installation is complete, the Setup program determines whether your computer needs to be restarted.

**NOTE:** The next time you start your computer, you may see the "New Hardware Found" screen. Wait a few seconds while the system updates itself; the screen will disappear.

The next time you start your system, double-click on the Canon Creative Launcher icon on your desktop. From here you can install the Canon Creative software, run the software programs after they are installed, register the MultiPASS, view the online manuals, and find out how to order supplies and get help from Canon.

### Windows 98/2000/Millennium Edition USB Cable Users

### Windows 98/Millennium Edition

- 1. Make sure the MultiPASS C555 is NOT connected to your computer.
- 2. Turn on your computer. Close all applications before you start installation.
- 3. Insert the Canon Creative CD into your CD drive. Setup starts automatically. NOTE: If Setup does not start automatically, click Start on the Windows taskbar and then click Run. Type X:\SETUP (where X:is your CD-ROM drive). Then click OK.
- 4. When prompted, connect the USB cable to your computer and then to the MultiPASS (see Step 2 for details).
- 5. Follow the instructions on each screen to complete software installation.

### Windows 2000

- 1. Make sure the MultiPASS C555 is NOT connected to your computer.
- 2. Turn on your computer.
- 3. Connect the USB cable to your computer and then to the MultiPASS (see Step 2 for details). Windows recognizes the new device and starts Plug & Play for your USB port.
- 4. Follow the instructions on each screen. When you see this screen:



Insert the Canon Creative CD into your CD drive and wait for the drive to start up. Make sure CD-ROM drive is checked, and be sure to uncheck the other options. Then click Next.

5. Continue to follow the instructions on each screen to complete software installation.

#### What's Next?

After using this Quick Start Guide to unpack and set up your new MultiPASS unit, you'll want to look at the rest of your documentation.

### MultiPASS C555 User's Manual (online)

This manual offers detailed information on how to operate your new MultiPASS. It describes how to use the MultiPASS as a color printer and covers the basics on how to send and receive faxes. It also includes maintenance, troubleshooting and specifications.

# MultiPASS Desktop Manager Software Guide (online)

To use the PC faxing and scanning features of the MultiPASS, you must install the MultiPASS Desktop Manager software. Then use the online Software Guide to find out how to use the MultiPASS Desktop Manager to define and control all of the features of the MultiPASS.

## Stand-alone Fax Manual (printed)

If you are NOT going to connect the MultiPASS to your computer, use this manual to find out how you use the operation panel on the MultiPASS to control all your faxing and receiving functions.

The User's Manual and Software Guide are provided in Adobe® Acrobat® PDF format. You can access the manuals in one of two ways:

Double-click the Canon Creative Launcher icon on your desktop.

Browse the Canon Creative for MultiPASS CD-ROM from your CD drive.

Next, click the "Manuals, Supplies, and Help" button. Then click on the button that corresponds to the manual you want to read. If you do not have Adobe Acrobat 4.0 loaded on your computer, simply follow the instructions to load it. (You must use Adobe Acrobat 4.0; do not use previous versions.) You can also open the manuals from the MultiPASS program list.