# Canon

COLOR BUBBLE JET™ PRINTER
SCANNER • COPIER • FAX

## MultiPASS Desktop Manager for Windows

## Update for Maintenance Release

MULTIPASS™
C3000

MULTIPASS™
C5000

MULTIPASS™
L6000

**Canon Computer Systems**
**CUSTOMER CARE CENTER**
1-800-423-2366

**Canon Canada**
1-800-263-1121

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# Installing the Maintenance Release 1

Before you begin installing the maintenance release, you must first uninstall your current MultiPASS™ installation. Once you complete the uninstallation, installing the maintenance release is very similar to the original installation process.

## Preparing for the Uninstallation

Before you uninstall the current version of your MultiPASS software, decide what data, if any, you want to preserve.

**Important!** The uninstallation process removes all documents and all Address Book entries from the Desktop Manager. Be sure to export any documents you want to use again and your Address Book as described below.

❍ Set up a temporary directory to store the data you want to save.

❍ In the Desktop Manager, export any desired documents to .TIF format. Store them in your temporary directory.

❍ In the Desktop Manager, open your Address Book and export it to the temporary directory. Remember that you cannot export your group addresses, so be prepared to reenter them.

The addresses and comments from your Address Book cannot be imported, so be prepared to reenter them.

❍ Custom cover pages cannot be exported, so be prepared to re-create them.

❍ User-defined folders in the Desktop Manager cannot be exported, so be prepared to re-create them.

❍ You may want to access your setup information, in order to take note of your preferred settings. You can reenter them after installing the maintenance release.

# Uninstalling the Current MultiPASS Software

After exporting any files you want to keep, you must uninstall the current installation of your MultiPASS software.

**MultiPASS C3000 Users**
You will need to uninstall the printer driver and the Desktop Manager.

**MultiPASS C5000 Users**
You will need to uninstall the printer driver, the Desktop Manager, ScanGear™, and the Pagis™ software.

**MultiPASS L6000 Users**
You will need to uninstall the printer driver, the Desktop Manager, and ScanGear.

The instructions in the following subsections describe the procedures for the MultiPASS C5000 and Windows® 98/95. If you have a MultiPASS C3000 or MultiPASS L6000, or if you are using Windows 3.1, follow the procedures below but see your *User's Manual* for instructions specific to your product. The uninstall procedures are described in Chapter 8, Setup and Other Utilities in the Desktop Manager, in your *User's Manual.*

## Removing the Printer Driver

1. On the Windows desktop, click **Start**, and then point to Settings.

2. On the Settings menu, click **Printers**.

3. In the Printers dialog box, click the **Canon MultiPASS C5000 Printer** icon and press the **Delete** key.

   Repeat this step for the **Canon MultiPASS C5000 Fax** icon.

## Removing the Desktop Manager

1.  Close the MultiPASS Desktop Manager and all MultiPASS-related utilities (such as the Cover Page Designer).

2.  Close the MultiPASS Background.

3.  On the Windows desktop, click **Start**, and then point to Programs.

4.  From the Programs menu, point to Canon MultiPASS C5000, and then click **MultiPASS Uninstaller**.

5.  Follow the on-screen instructions.

N
When the uninstall is complete, be sure to delete the MPASS directory.

## Removing Other Software

MultiPASS C5000 users must uninstall both ScanGear and Pagis. MultiPASS L6000 users must uninstall ScanGear. If these programs are not uninstalled, the Maintenance Release will not load.

Use **Add/Remove Program** to remove ScanGear and Pagis.

# Preparing for the Installation

You can prepare the maintenance release fax setup information using your original settings. Be aware of the new names assigned to these fax setup features:

❍ **Fax Heading/Unit Name**
This information was previously labeled Fax Heading.

❍ **Company (for Cover Page)**
This information was previously labeled Company.

N
Be sure to restart your computer *after uninstalling* the Desktop Manager and *before reinstalling.*

# Installing the Maintenance Release Software

Before you begin, close any programs that are open.

N

The following procedures describe how to install the Maintenance Release software from a CD. If you are installing from diskettes, please insert the appropriate diskette into your diskette drive and type `a:` instead of `d:` in the following instructions (where `a:` identifies your diskette drive).

## MultiPASS C3000 Users

1. Insert the Maintenance Release CD into your CD drive.

2. From the Windows taskbar, click **Start**, **Settings**, and **Printers**. Now, double-click the **Add Printer** icon.

3. When you see the Add Printer Wizard screen, click **Next**. Select Local Printer and click **Next**. Now, click the **Have Disk** button.

4. In the Install From Disk dialog box, type `d:\mpc3000\winbj\disk1` (where `d:` is your CD driver; most CD drives are `d:` or `e:`) and click **OK**.

5. When you see the Canon MultiPASS C3000 Printer highlighted in the Add Printer Wizard screen, click **Next**.

6. Make sure the MultiPASS is connected to the LPT port selected here (such as LPT1) and click **Next**.

7. On the next Add Printer Wizard screen, you can change the printer name or leave it as Canon MultiPASS C3000 Printer. You can also specify whether or not you want the MultiPASS C3000 to be your default printer. Now click **Finish**.

8. When you see the Insert Disk dialog box, click **OK**.

9.  In the Copying Files dialog box, type `d:\mpc3000\winbj\`
    `disk2` (where `d:` is your CD driver; most CD drives are `d:` or `e:`)
    and click **OK**.

10. When you see the Setup screen that asks you to insert Disk 1 of the
    MultiPASS Desktop Manager, type `d:\mpc3000\mpassdtm\`
    `disk1\setup.exe` (where `d:` is your CD driver; most CD drives
    are `d:` or `e:`) and click **OK**.

11. Follow the on-screen instructions to complete installation of the
    MultiPASS Desktop Manager.

## MultiPASS C5000 Users

1.  Start Windows. If you see a "New Hardware Found", "Update Device
    Driver Wizard", or "New Hardware Wizard" screen, click **Cancel**.
    (Click whatever you need to until you return to the Windows
    Desktop.)

2.  Insert the Maintenance Release installation CD into your CD drive.

3.  From the Windows taskbar, click **Start** and then **Run**.

4.  In the Run dialog box, type `d:\mpc5000\setup.exe` (where
    `d:` is your CD driver, most CD drives are `d:` or `e:`) and click **OK**.

5.  Follow the on-screen instructions.

## MultiPASS L6000 Users

1.  Start Windows. If you see a "New Hardware Found", "Update Device
    Driver Wizard", or "New Hardware Wizard" screen, click **Cancel**.
    (Click whatever you need to until you return to the Windows
    Desktop.)

2.  Insert the Maintenance Release installation CD into your CD drive.

3.  From the Windows taskbar, click **Start** and then **Run**.

4.  In the Run dialog box, type `d:\mpl6000\setup.exe` (where
    `d:` is your CD driver; most CD drives are `d:` or `e:`) and click **OK**.

5.  Follow the on-screen instructions.

# Following the Installation

After you have completed the installation of the maintenance release software, you can import and reenter your saved data.

1. In the Desktop Manager, re-create any user-defined folders.

2. In the Desktop Manager, import any desired documents.

N | You can import .TIF files to your In Box or to any user-defined folders. Be sure to create any user-defined folders you may want to use before you start to import your .TIF files.

3. In Setup Options, reenter any preferred settings.

4. In the Desktop Manager, import your Address Book.

   When you import your Address Book, you import all of your Address Book information, except the addresses and comments. Therefore, because the addresses and comments cannot be imported, an error message appears. Click **OK** to close the message box, then reenter the information at your leisure.

5. In the Cover Page Designer, re-create any custom cover pages.

# Windows 98 Users

If you are a Windows 98 user and if you see PLEASE WAIT on your LCD everytime you boot up your computer, please do the following:

1. Click **Start**, point to **Find**, and then click **Files Or Folders**.

2. In the Named box, type `drvwppqt.vxd` and then click **Find Now**.

3. Rename all instances of the file by changing the file name extension. You must change the extension to prevent the driver from being loaded.

N | Do not implement this resolution if you have a tape backup device connected to a parallel (LPT) port on your computer.

# MultiPASS Desktop Manager Update 2

This section is a supplement to your existing user documentation for the Canon MultiPASS C3000 or MultiPASS C5000 and accompanying MultiPASS Desktop Manager for Windows software.

Several features have been updated or added to increase the productivity and efficiency of your MultiPASS. This guide provides an explanation of these features.

MultiPASS L6000 users can refer to their existing *User's Manual.*

## Updated Desktop Manager Features

This section provides an overview of the additions to the MultiPASS Desktop Manager screen. Detailed instructions for using the various commands and components of the screen are provided in later sections.
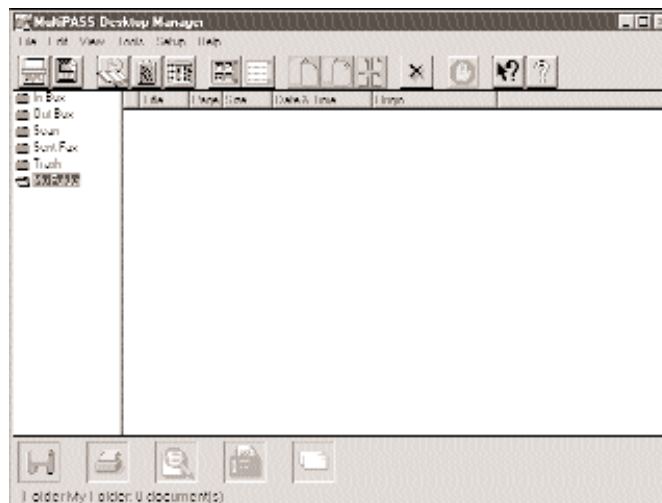
❍ **The Desktop Manager Window**
The Desktop Manager window now has an Origin column. The information displayed in this column refers to the original form of the document listed. The Origin column is available only in List View.

The Origin column is available in all Desktop Manager folders (whether system- or user-defined) when viewed in List View.

❍ **Standard Toolbar**
The standard toolbar provides you quick access to performing certain new Desktop Manager tasks.

The updated standard toolbar includes the following new buttons:



| DOCUMENT VIEW | LIST VIEW | REMOVE TOP PAGE | SPLIT | MERGE |

❍ **Work Area**
The work area appears to the right of the folders list and displays the documents within the open folder. The documents are displayed either as a graphic thumbnail of each document or as a list of the documents.

# Viewing Documents in the Desktop Manager

When you open a folder, you can view the documents contained within the folder. With the exception of the Out Box folder, you can choose to display the documents in Document View or List View.

When you first open the Desktop Manager, the documents are displayed in Document View. However, you can change to List View at any time.

If the number of documents within a folder exceeds the available work area, horizontal and/or vertical scroll bars appear. You can then scroll the work area to view your documents.

To open a folder, simply click the desired folder in the folders list.

# Document View

Document View presents each individual document as a thumbnail of the document. Each document thumbnail displays the document name at the top. For multiple page documents, the thumbnail also displays the page count and scroll arrows at the bottom, and a scroll box at the right side. The scroll arrows and scroll box enable you to page through a multi-page document, displaying each page in turn or moving you to a particular page in the document.
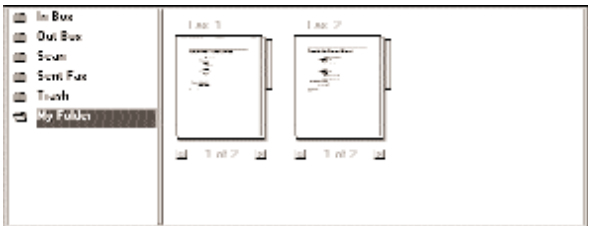


Document View enables you to work with an individual document at the page level: scrolling through the pages, removing a page, splitting a document, or merging two or more documents into a single document. You can rearrange the document thumbnails within the work area as needed.

Document View is available only for the In Box, Scan, Sent Fax, and Trash folders, and any user-defined folders you create. You cannot use Document View for the Out Box folder.

❍ To view documents in a folder as thumbnails, make sure the folder is open. Then click Document View on the View menu or toolbar.

# List View

List View presents the documents within the open folder as a list. Each document on the list displays an icon representing the document type, along with other pertinent information about the document (such as the name, page count, disk storage size, and date and time of creation).

The icon designates the document type as fax, scan, or modified. A modified document is a document where the fax cover page has been removed from a fax, a scan that has been annotated, or a multi-page document that has been split into multiple documents.

List View is available for all folders, both system- and user-defined. When you display documents using List View, the documents cannot be manipulated at the page level (as in Document View), such as splitting a document or merging two or more documents.

❍ To view the documents in a folder as a list, make sure the folder is open. Then click **List View** on the View menu or toolbar.

## Selecting Documents in Document View

To work with a document, you select it in the open folder, while in either Document View or List View. If you are in Document View, generally you can select one or more documents at a time for whatever task you need to perform.

To select a document in Document View, make sure the folder is open. Then do one of the following:

❍ For a single document, click the document thumbnail.

❍ For multiple nonsequential documents, hold the **Ctrl** key while clicking on each document you want to select.
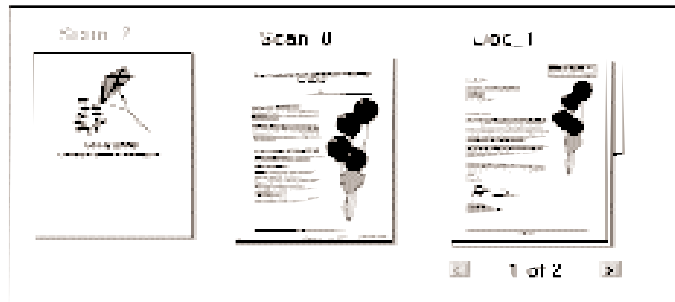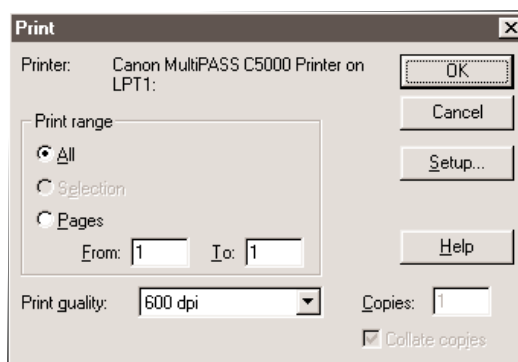
# Working With Documents in the Desktop Manager

The maintenance release software allows you to perform many new tasks in the Desktop Manager.

## Printing a Document in the Desktop Manager

You can print a document in either Document View or List View from any folder in the Desktop Manager (except the Trash folder).



In the revised Print dialog box, you can specify the Print Range and Print Quality, and then click **OK**.

N   The Copies option is not available when printing from the Desktop Manager.

# Working With Jobs in the Out Box Folder

While in the Out Box, you can now view a PC fax that has been stopped, held, or has failed. New columns have also been added to give you more detailed descriptions of jobs in the Out Box.



# Moving a Document

You can move a document from:

❍ A system-defined folder (except the Out Box folder) to a user-defined folder.

❍ A system-defined folder (except the Out Box folder) or user-defined folder to the Trash folder.

❍ One user-defined folder to another user-defined folder.

You cannot move a document into a system-defined folder other than the Trash folder.

To move a document:

1.  Open the folder containing the document you want to move.

2.  Drag the document to the desired folder.

In Document View, the document is placed in the first available grid space. In List View, it is placed in the appropriate sort order.

## Copying a Document

A document can be copied within the same user-defined folder, or from one folder to a different (user-defined) folder. When you copy a document within the same folder, the copy is assigned a unique name.

To copy a document within the same user-defined folder:

1.  Open the folder with the document you want to copy.

2.  Select the document and, on the Edit menu, click **Duplicate**.

To copy a document from one folder to another:

1.  Open the folder with the document you want to copy.

2.  Drag the document, while holding down the **Ctrl** key, to the desired folder.

## Deleting a Document or Folder

When you delete a document, it moves to the Trash folder. To delete a document permanently, you must empty the Trash folder.

When you delete a folder, it is removed from the Desktop Manager window immediately and permanently deleted.

To delete a document:

1.  Open the folder with the document you want to delete and click the document.

2.  Then, on the Edit menu, click **Delete** (or press the **Del** key).

To delete a folder:

1. Delete all documents from the folder you want to delete.

2. After you have deleted all the documents in the folder, click the folder. Then, on the Edit menu, click **Delete**.

## Restoring a Deleted Document

If a document is in the Trash folder, you can restore it to its original folder. If the original folder contains another document of the same name, a dialog box appears, giving you the option of replacing the document.

To restore a deleted document:

1. In the Desktop Manager, click the Trash folder.

2. In the Trash folder, click the document you want to restore.

3. On the File menu, click **Restore**.

Documents that have been deleted from the Trash folder cannot be restored.

## Exporting a Document

You can export a document in the Desktop Manager, saving it to a drive and directory you specify. When you export a document, you save a copy of the original document. The document you export can be in monochrome TIFF file format only.

# Manipulating a Document in Document View

If you are using Document View, you can manipulate the documents in the open folder in a variety of ways. (The only exception is the Out Box folder.) You can arrange the documents in a preferred order. You can also remove a page from a document, split a single document, or merge one document with another.

# Arranging the Documents in Document View

A document thumbnail in Document View retains its position until you rearrange it. You can arrange one or more documents manually or automatically by clicking a command.

When you arrange the documents automatically, the documents are positioned within a grid, with row positions filling from left to right.

❍ To arrange documents manually:

   With the desired folder open, select one or more documents and drag them to a different location within the work area.

❍ To arrange documents automatically:

   With the desired folder open, click **Arrange** on the View menu.

# Scrolling Through a Multi-page Document

You scroll through a multiple-page document to position yourself at the page that you want to remove from the document or where you want to split the document.

As you scroll the pages in the document, the current page number for the document updates instantly. After scrolling, the top page is retained even if the folder is closed and reopened.

To scroll the pages in a document, do one of the following:

❍ Click the left and right scroll arrows displayed with the page numbers for the document.

❍ Drag the scroll tab on the right side of the document.
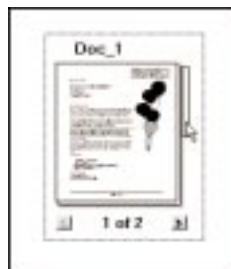
## Removing a Page From a Document

You can remove the current top page of a document. For example, you may want to remove the cover page from a received fax.

1. Scroll through the document until the page you want to remove is on top.

2. Click **Remove Page** on the Edit menu or toolbar.

## Splitting a Document

You can split a document into two documents. You can split a document from any page *after* the first page within the document. In other words, you cannot split a document on page 1 of the document nor can you split a single-page document. For example, you split a 10-page document, beginning at page 5. The original document consists of pages 1 through 4. The newly created document consists of pages 5 through 10.

The original document—consisting of at least the first page, up to the page where the split occurred—retains the original name. The newly created document is assigned a unique name.

## Merging a Document

You merge two documents to combine them into a single document. The documents are merged in the order you select them. In other words, the first document selected becomes the top pages of the second document selected. Both documents are merged into the second document.

To merge two or more documents:

1. Select the two documents you want to merge (by holding the Ctrl key and clicking each document).

2. Click **Merge** on the Edit menu or toolbar.

# Updated Setup Options

The Desktop Manager contains setup options that define the operation of your MultiPASS C5000 or MultiPASS C3000. Some of the options have been updated and the appearance of the tabs or windows may have changed.

## Preferences

For the MultiPASS C3000, the **Printing** option on the Preferences tab has been removed.

## Send Fax Options

The following changes have been made to the Send Fax tab.

❍ The Fax Heading option is now labeled **Fax Heading/Unit Name**.

❍ The Company option is now labeled **Company (for Cover Page)**.

## Receive Fax Options

The following options on the Receive Fax tab have been updated.

❍ **Paper Size**
You select the size of the paper you are using for printing a fax.

❍ **Answer Receive Mode**
You select the mode by which you want the MultiPASS to receive incoming calls:

- Automatically switch for receiving a call either as a fax or telephone call

- Automatically receive only fax calls

- Require you to manually answer the incoming call and then set the MultiPASS for an incoming fax

- Automatically receive a call with your answering machine

- Automatically switch between receiving a call either as a fax or telephone call based on the ring tone for each type of call. (U.S. only. This setting is applicable only if you subscribe to a special network service with your phone company that defines multiple ring tones for your phone line.)

❍ **Answer Silent Receive**
You select this option to set the MultiPASS to not ring for an incoming fax.

❍ **Receive Conditions**
You specify how the system should handle an incoming fax under the following conditions:

- If your computer is turned off
  You set the MultiPASS to print the fax or save the fax in its memory.

- If your computer is turned on
  You set the MultiPASS to move the fax to the Desktop Manager on your computer, or to print the fax.

# Advanced: Receive Fax Options

The following change has been made to the Advanced: Receive Fax
options—the feature formerly labeled Ink Saver is labeled now
Ink/Toner Saver.



❍ **Ink/Toner Saver**
You select this option if you want to print documents in the Desktop
Manager using a reduced amount of ink or toner, thereby saving
printer ink or toner. When using this option, the printed document
may appear to be less bright or contrasted.