Canon

QUICK START GUIDE

MultiPASS™ C530/C560

Color Bubble Jet™ Printer • Fax
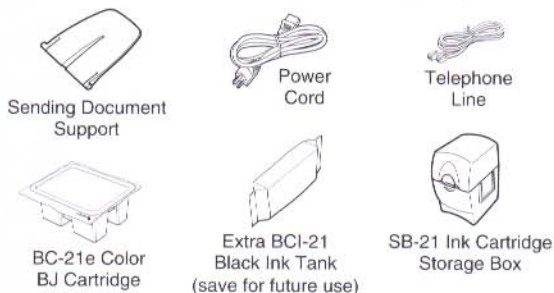## Copier • Scanner

IMPORTANT

Follow the steps in this Quick Start Guide to unpack and set up your new MultiPASS C530/C560 multi-function printer.
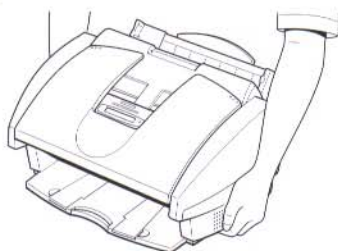
1 Unpack the MultiPASS

❶ Carefully remove all items from the box.

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

Remove these hardware items from the top tray:

Sending Document Support

Power Cord

Telephone Line

BC-21e Color BJ Cartridge

Extra BCI-21 Black Ink Tank (save for future use)

SB-21 Ink Cartridge Storage Box

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.

❷ 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.
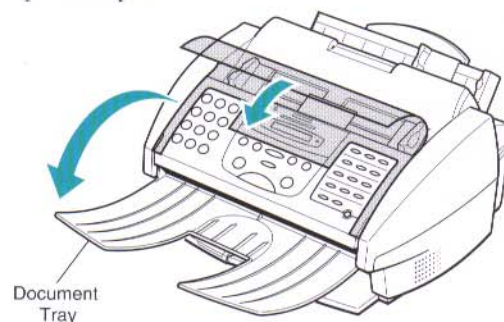
Remove the protective plastic piece from the sheet feeder.

Remove protective plastic piece

Document Tray

Remove protective styrofoam
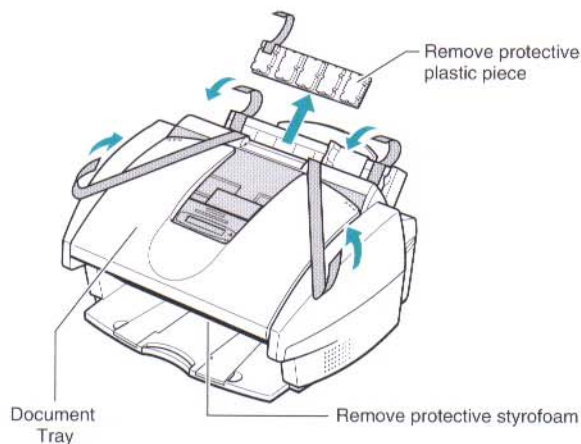
Note that tape may not be in the exact locations shown here.
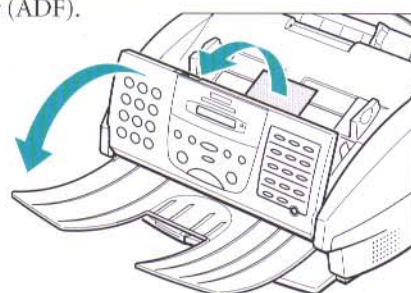
❸ Open the document tray.

Remove the protective sheet covering the operation panel.

Document Tray

❹ Open the operation panel.

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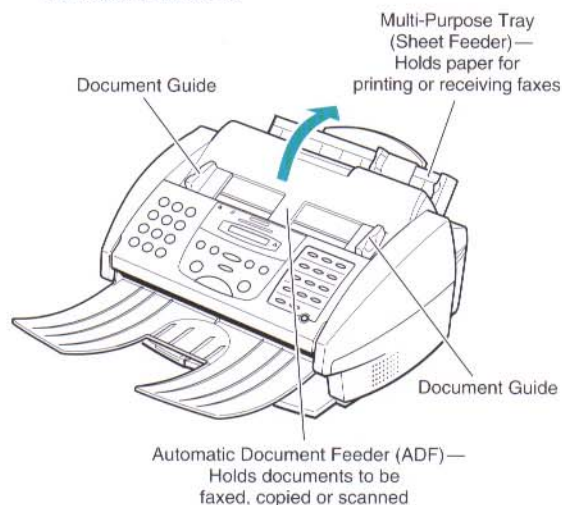
Remove the soft styrofoam sheet from the unit's Automatic Document Feeder (ADF).

Press the operation panel closed until it clicks into place.

❺ 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.

Multi-Purpose Tray (Sheet Feeder)— Holds paper for printing or receiving faxes

Document Guide

Document Guide

Automatic Document Feeder (ADF)— Holds documents to be faxed, copied or scanned

2 Set Up the MultiPASS

Place the main unit of the MultiPASS on a level surface with plenty of room to work.

❶ Attach the sending document support.

Fit the tabs on the sending document support into the slots above the ADF. Make sure the support curves toward the back of the unit.

ADF
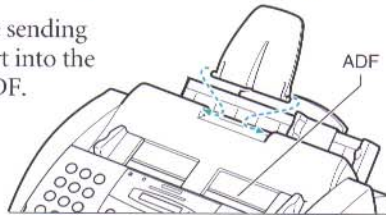
❷ Connect the phone line.

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

Jacks on MultiPASS

Use the bottom ⌴ jack to connect the wall jack to the MultiPASS 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.
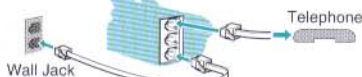
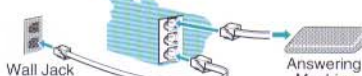Recommended Device Connections — Receive Modes

MultiPASS Only — Fax Only or DRPD
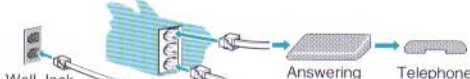
Wall Jack

MultiPASS and Telephone — Fax/Tel, DRPD, or Manual

Telephone
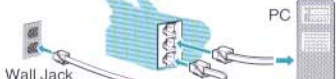Wall Jack

MultiPASS and Answering Machine — Ans.Machine

Answering Machine
Wall Jack

MultiPASS, Answering Machine and Telephone — Ans.Machine

Answering Machine   Telephone
Wall Jack

MultiPASS and PC Modem — Fax Only or DRPD

PC
Wall Jack
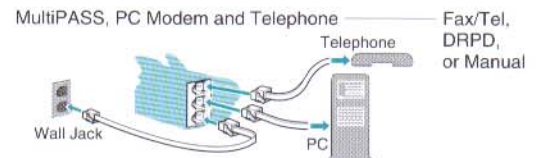
MultiPASS, PC Modem and Telephone — Fax/Tel, DRPD, or Manual

Telephone
Wall Jack   PC
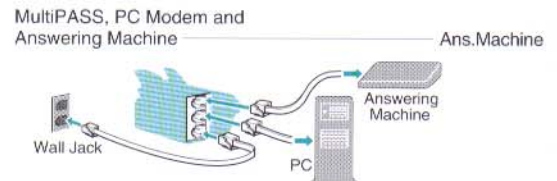
MultiPASS, PC Modem and Answering Machine — Ans.Machine

Answering Machine
Wall Jack   PC
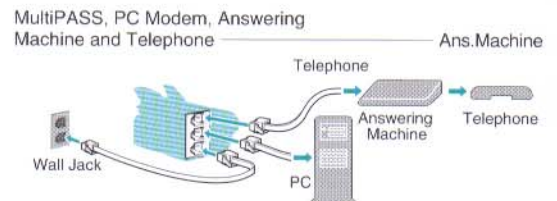
MultiPASS, PC Modem, Answering Machine and Telephone — Ans.Machine

Telephone
Answering Machine   Telephone
Wall Jack   PC

> **Note** ChromaFAX™, the PC Color Fax software bundled with the MultiPASS, only supports the built-in fax modem in your PC. To use ChromaFAX, be sure to connect your PC's fax modem to the middle jack on the MultiPASS.

❸ Connect a bi-directional parallel cable and power cord.

Make sure the computer is turned off.

You need to purchase a Centronics®-compatible, parallel cable with bi-directional capability. It must be IEEE 1284-compliant and less than 7 feet (2 meters) in length.

Connect the cable to the MultiPASS and to your computer.

Line to wall jack

Power Cord (to outlet)   Parallel Cable (to computer)
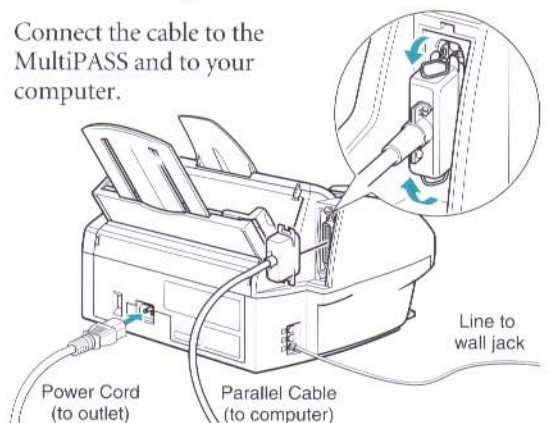
Connect the power cord to the MultiPASS and to a wall outlet. The MultiPASS has no power switch. The power is on as long as the system is plugged in.

> **⚠ Caution** The MultiPASS is equipped with a 3-prong, grounding-type plug. Do not defeat the safety purpose of this plug.

3 Install the Canon BJ® Cartridge
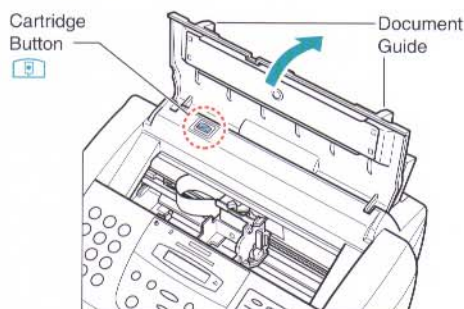
> ⚠️ **Caution**
>
> Spilled ink can stain any surface. Open BJ cartridges and ink tanks very carefully. See your *User's Manual* for complete details on BJ cartridge and ink tank maintenance.

Make sure the MultiPASS is plugged in. The LCD reads:

> PUT IN CARTRIDGE

❶ Open the ADF.

Grasp both the document guides and lift up.

Cartridge Button 🔲 · Document Guide

> ✏️ **Note**
>
> When you plug in the MultiPASS for the first time, the cartridge holder moves to the center of the unit so you can install the BJ cartridge. If the cartridge holder is not in the center, press the cartridge button 🔲 inside the unit.

> ⚠️ **Caution**
>
> Do not touch the ribbon cable, the small circuit board, the guide rail, or the round shaft. Touching these parts may adversely affect operation of the unit and/or cause print quality deterioration.


Circuit Board · Ribbon Cable · Round Shaft · Guide Rail
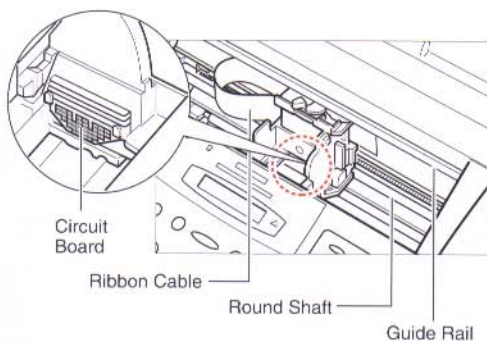
❷ Remove the cap and tape from the BC–21e Color BJ Cartridge.

Peel the clear plastic from the BJ cartridge's protective packaging and remove the cartridge.

Hold the BJ cartridge on the sides only. Do not touch the silver plate on the bottom of the cartridge, or the silver metal or circuit area on the side.

Make sure the BJ cartridge's print head is facing away from you. Carefully remove the orange cap and then pull the orange tape from the print head.

Ink Tanks · Print Head **do not touch** · BJ Cartridge · Cap · Tape
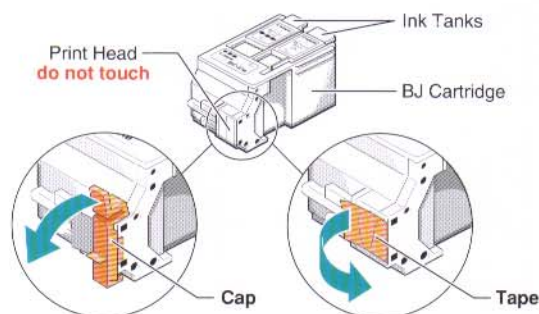
Discard the cap and tape immediately. Never attempt to re-attach the cap or tape to the print head; this may adversely affect the ink flow or quality of the ink color.

❸ Insert the BJ cartridge.

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

Make sure the cartridge label faces you and the print head is down.

Carefully set the BJ cartridge straight down into the cartridge holder.
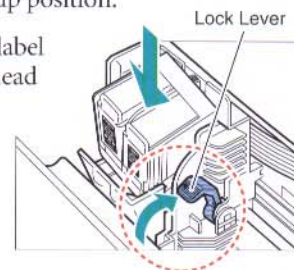
Lock Lever

❹ Lower the lock lever and press the cartridge button 🔲.

Make sure the cartridge is aligned against the back of the holder, then press the blue lock lever down completely.

The BJ cartridge locks into position.

Press the 🔲 button (see step ❶ 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.

4 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.

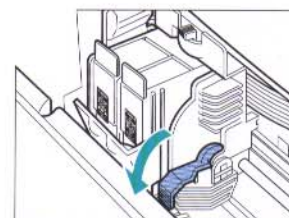**Important!** The MultiPASS must be plugged in and connected to your computer. If you have a previous version of the MultiPASS Desktop Manager installed, you must remove it. See your online *MultiPASS Desktop Manager Software Guide* for details.

> **Note** **Windows® NT Users:** Administrator Privileges are required to install and remove the MultiPASS Desktop Manager software.
>
> **Stand-alone Fax Users:** If you plan to use the MultiPASS as a stand-alone fax machine, see the online *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**.

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 program.

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 98, Windows 95, or Windows NT 4.0 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.
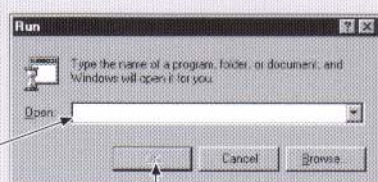
If anything is displayed in the Open box, replace it by typing **X:\SETUP** (where **X:** is your CD drive). Then click **OK**.

2. Follow the on-screen instructions to finish installation.

- Be sure to wait for Windows to complete each operation. Some operations may take awhile; if you hear your computer working, wait for it to finish.

- 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**.

- Be sure to complete Printer Driver Installation, Product Registration, and Canon Creative Installation.

When installation is complete, the Setup program determines whether or not 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.

MultiPASS Software

The MultiPASS comes with the following software: MultiPASS Desktop Manager, MultiPASS Printer Driver, ScanGear™ for MultiPASS, and Canon Creative for MultiPASS.

Your Canon Creative for MultiPASS software includes:

OfficeReady™ CC

Now you can enhance your image and boost your performance with professionally designed Microsoft® Office templates – for business and personal use.

- 250 templates integrated for Word®, Excel®, and PowerPoint®
- Perfect for business and personal applications
- Customized templates create professional documents in seconds
- Integrated tools simplify advanced office-document functions

You must have Microsoft Office installed on your system to use OfficeReady CC.

PrintMaster® Special Edition

The best print-creativity software for the family and home office:

- Over 2100 spectacular images including exclusive MasterArt™
- Over 1400 professionally designed project templates to help you easily create thousands of projects
- Exciting new project ideas for the whole family, such as Homework Helper and Kitchen Crafts

You cannot use PrintMaster with the Windows NT operating system.

Canon Photo

With Canon Photo, you can digitally enhance and retouch your photographs, share them with friends over the Internet, explore special effects and create wonderful photo projects:

- Organize and enhance your digital pictures easily
- Add pictures, movies, and sound to your e-mail
- Create photo projects from over 250 ready-made templates
- Canon Photo is backed by Canon's photographic expertise and leadership

TextBridge® Pro

The powerful, easy way to scan documents into your personal computer for editing as text:

- Turn paper into PC documents without retyping. TextBridge Pro is a full-featured, highly accurate and easy-to-use document recognition package.
- TextBridge Pro offers increased accuracy and improved duplication of page layout including pictures and tables.
- Edit scanned documents with a word processor, spreadsheet, or HTML editor

ChromaFAX™

Color PC fax solution that is compatible with the color fax standard of your MultiPASS. Use your computer fax modem to send color digital pictures as a fax instead of using expensive courier services.

- Now you can send and receive color faxes from your PC and save time and money
- Send faxes to any standard stand-alone fax in black and white or color if supported
- Easy to use and set up for home or small office users

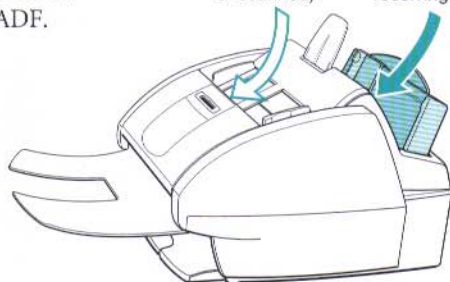You cannot use ChromaFAX with the Windows NT operating system.

5 Load a Stack of Paper

For printing or receiving faxes, the MultiPASS uses paper from the sheet feeder.

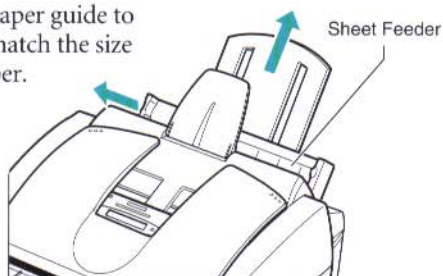The sheet feeder is the larger capacity tray behind the ADF.

ADF (holds documents to be faxed, copied, or scanned)

Sheet Feeder (holds blank paper for printing or receiving faxes)

❶ Pull the paper rest up until it stops.

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

Sheet Feeder

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.

❷ 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.
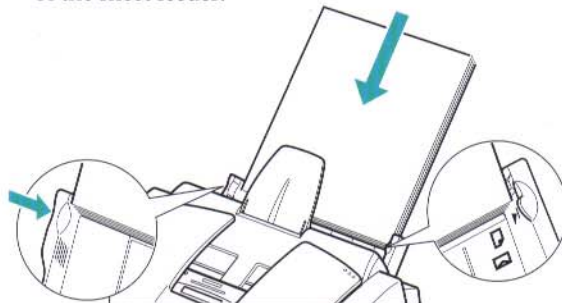
> **Note** Do not fill the sheet feeder above the limit mark (▶). The sheet feeder holds up to 100 sheets of plain paper (20 lb or 75 g/m^2).

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

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. The following manuals 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.
• Insert the Canon Creative for MultiPASS CD-ROM into 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 other versions.) You can also open the manuals from the MultiPASS program list.

MultiPASS C530/C560 User's Manual

This manual offers detailed information on how to operate your new MultiPASS. It describes how to use the MultiPASS as a monochromatic or 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

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

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.

Printing an Image or Document

To print an image or a document, make sure you have paper loaded in the sheet feeder (see Step **5**). Then simply start the application program that you used to create the image or document. With the document open, select the **Print** command. (Normally you choose **Print** or **Print Setup** from the File menu.) Make sure the Canon MultiPASS printer is selected as your default printer. After specifying any special printing parameters, select **OK** to start the print job. See your online *MultiPASS C530/C560 User's Manual* for details.

Faxing or Scanning an Image or Document

For faxing, you load the document face-down in the Automatic Document Feeder (ADF), dial the number you are faxing to, and then press the **Start/Scan** button on the MultiPASS.

For scanning, you load the image or document face-down in the ADF, then press the **Start/Scan** button on the MultiPASS.
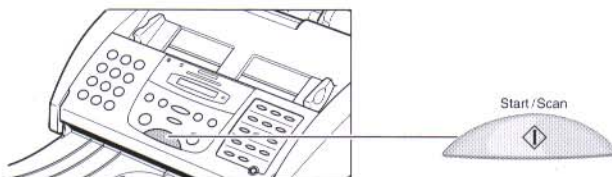
When scanning, the Toolbar will launch on your Windows desktop:

Now you simply click a button on the Toolbar to scan a document or image to a particular destination. See your online *MultiPASS Desktop Manager Software Guide* for complete details on using the Toolbar.

Copying an Image or Document

To copy an image or a document, make sure you have paper loaded in the sheet feeder. Next, place the image or document you want to copy face-down in the ADF. On the operation panel, press the **Copy** button and then press the **Start/Scan** button. (To make multiple copies, press **Copy**, enter the number of copies with the numeric buttons, and then press **Start/Scan**. To make one color copy, press **Color** so the light comes on, press **Copy**, and then press **Start/Scan**. See your online *MultiPASS C530/C560 User's Manual* for details.)

Note

MultiPASS Hardware Cannot Initialize
If you see this error message, refer to the *Troubleshooting* chapter in your online *MultiPASS C530/C560 User's Manual* for details.

ENERGY STAR® Compliant