Canon MultiPASS™ F50/F30

MultiPASS™ Suite for Windows
Version 4.0

Software User's Guide

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Chapter 1
Introduction

Welcome and congratulations on your purchase of the Canon MultiPASS F50 or F30 (also referred to in this guide as the printer) and its accompanying MultiPASS Suite for Windows.

With your printer, the MultiPASS Suite enables you to perform a variety of tasks, such as:

❏ **Printing a document**
   Print a document from any Windows application that supports printing. Define and customize print settings that affect the output of your printed documents.

❏ **Faxing a document (F50)**
   Fax a document from your PC, attaching a predefined fax cover page as needed. Receive faxes directly into your PC.

❏ **Scanning an image**
   Scan documents, photographs, and other images into your PC.

❏ **Viewing and managing your document**
   View and manage a document that has been faxed or scanned to your PC.

❏ **Defining printer settings (F50)**
   From your PC, define settings that affect fax operations of your printer.

System Requirements

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

❏ **Windows Operating System**
Microsoft Windows 95, Windows 98, Windows Me, Windows NT 4.0, or Windows 2000

❏ **Other Software**
Internet Explorer 4.0 or later

Windows 95: OSR2 or later

Windows NT 4.0: Service Pack 4 or later

❏ **Computer Processor**
Windows 95/98/NT 4.0: An IBM or compatible computer with a Pentium 90 processor or higher

Windows Me: An IBM or compatible computer with a Pentium 150 processor or higher

Windows 2000: An IBM or compatible computer with a Pentium 133 processor or higher

❏ **Memory**
Windows 95/98/Me/NT 4.0: 32 megabytes (MB) of RAM. 64 MB of RAM or more is recommended.

Windows 2000: 64 megabytes (MB) of RAM. 128 MB of RAM or more is recommended.

❏ **Hard Disk Space**
60 MB of available hard disk space. 150 MB of available hard disk space is recommended.

❏ **Disk Drive**
CD-ROM drive, or access to one over a network connection

❏ **Monitor**
256-color SVGA monitor or greater

❏ **Printer Cable**
For parallel port connection: A shielded, bi-directional, IEEE-1284-compatible parallel cable 6.6 feet (2 meters) in length or shorter.

For USB port connection (Windows 98/Me and Windows 2000): A USB cable 16.4 feet (5 meters) in length or shorter.

The MultiPASS Suite for Windows 98/Me and Windows 2000 supports both parallel and USB ports.

About This Guide

This guide assumes you have a basic understanding of Windows. This includes how to start your system and navigate within the Windows environment. You should be familiar with common Windows terms, such as window, dialog box, click, and double-click. For assistance in familiarizing yourself with Windows, see your Microsoft Windows user documentation.

For this guide, generally the images of the MultiPASS Suite were taken using a Windows 2000 system. However, where necessary, some images were taken using a Windows 98 system. Images may appear slightly different on other supported operating systems.

Conventions Used in This Guide

The following types of formatting identify specific types of information provided in this guide.

Italicized text	Used to stress the importance of a word or phrase, or to refer to the title of another guide. For example:
	You *cannot* access the dialog box.... -or- ...the *MultiPASS Suite User's Guide*....
Text in quotation marks	Used to refer to the title of a section within the guide. For example:
	...the "Installing the Software" section....

Click, double-click	Use of the word click or double-click provides instructions for selecting or choosing a command or option, generally with a mouse. For example:
	Click OK to continue.
Monospaced text	Used for commands you might type when installing the software, or system messages that may display on your screen. For example:
	`A:\SETUP`
Capitalization	Used for all the key words in the name or title of an option on the screen. For example:
	In the dialog box, click Image Type to set....

Other User Assistance

In addition to this guide, the following information is available:

❑ **Online Help**
   Provides information online about a window or dialog box, and step-by-step instructions for performing MultiPASS Suite tasks.

❑ **Canon MultiPASS F50 or F30 User's Manual**
   Provides information on how to set up and operate your printer.

❑ **Quick Start Guide**
   Provides summarized steps for setting up your MultiPASS system.

❑ **Online Reference Guide**
   Provides information on paper handling, copying, and maintenance.

❑ **Online Fax Guide**
   Provides information on faxing.

Chapter 2
Installing and Getting Started

The MultiPASS Suite includes the following software components which are installed automatically:

❏ **Printer Driver**
Enables you to print in any Windows application that supports printing.

❏ **Fax Driver (F50)**
Enables you to send a PC fax from any Windows application that supports printing with the fax driver.

❏ **Scan Driver (ScanGear for MultiPASS)**
Enables you to scan an image into your PC.

❏ **My MultiPASS**
Enables you to store and manage your MultiPASS documents in folders on your PC.

❏ **MultiPASS Viewer**
Enables you to view your documents stored in My MultiPASS.

❏ **MultiPASS Status Monitor**
Controls and tracks the activity occurring through the port to which the printer is connected. The Status Monitor must be running for the printer and MultiPASS Suite to communicate properly. Therefore, to ensure you have a proper communication setup, the Status Monitor is set during installation to automatically start each time you start Windows. You can later change this setting as needed.

❏ **MultiPASS Toolbar**
Enables you to scan an image directly to a destination, such as a desired application (for example your e-mail application or a graphic application).

> **NOTE**
>
> If you are using Windows NT/2000, MPService (MultiPASS Service) is automatically created and must be running for jobs to be processed with the MultiPASS Suite and the printer. 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, to process any MultiPASS jobs.

Installing the MultiPASS Suite

The MultiPASS Suite installation program installs all the appropriate software components on your local hard drive. The MultiPASS Suite should not be installed on a network drive.

MultiPASS Suite 3.x or earlier must be removed from your PC before installing MultiPASS Suite 4.x.

To install the MultiPASS Suite software if you are using Windows NT/2000, you must log on as Administrator or have Administrator privileges.

When you install the MultiPASS Suite, you must choose the port type for the printer connection.

❏ **If you are using Windows 95 or Windows NT:**
You can connect the printer only to the parallel port on your computer. Only a parallel port connection is supported in these operating systems.

❏ **If you are using Windows 98/Me or Windows 2000:**
You can connect to the parallel port. However, if your computer has a USB port available, it is recommended that you connect the printer to the USB port. When you connect to the USB port, the parallel port on your printer is disabled and is not available while the USB port is being used.

If later you change your mind and prefer to connect to the other port, you must remove and reinstall the MultiPASS Suite. For instructions, see Chapter 7, "Changing the Port Connection."

If the MultiPASS Suite has been copied on a local or network drive, you can install the software on your system from that drive, rather than using the installation disk.

NOTE

To install the MultiPASS Suite (USB port connection):

1. Turn on the printer, but *do not connect* the printer to your PC until prompted, or the PC may attempt to install the software before the unit is ready.

   If a New Hardware Found, Update Device Driver Wizard, or Add New Hardware Wizard dialog box appears, click Cancel.

2. With your PC on, close any open applications (including any virus checkers).

3. Insert the installation disk into your disk drive.

   If you are installing with a copy of the MultiPASS Suite located on another drive, skip to the next step.

4. If AutoRun is enabled, the installation starts automatically.

   If installation does not start automatically, or you are installing from the software copied on another drive, do the following:
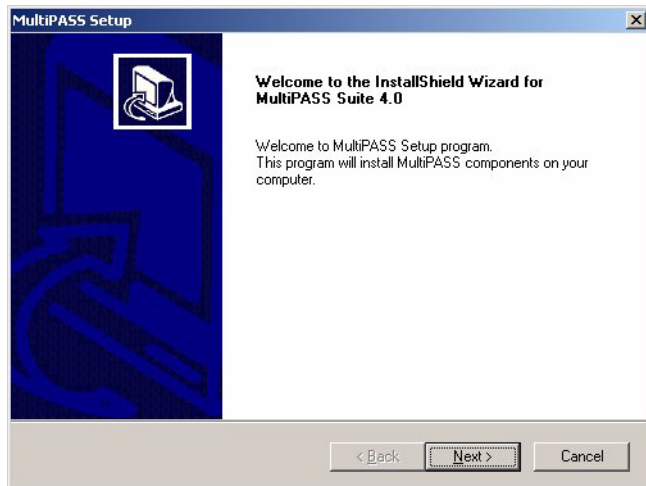   On the Windows taskbar, click Start, and then click Run. In the Run dialog box, type the following command and click OK (where D: is the drive containing the installation disk or copied software):

   ```
   D:\csplash.exe
   ```

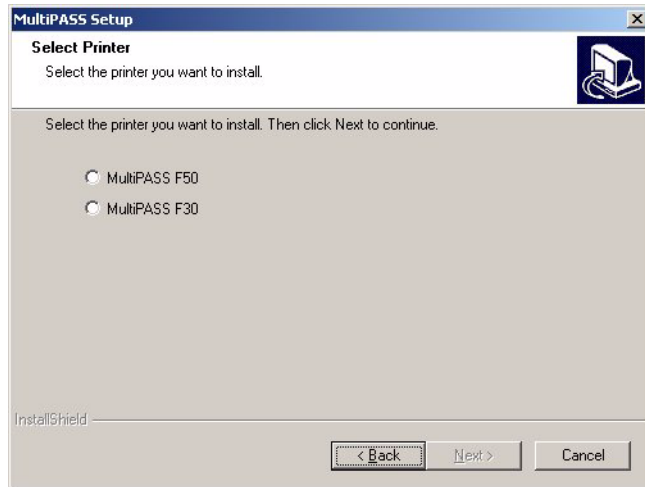5. When the main menu appears, click Install MultiPASS Suite.

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6. On the welcome screen, click Next.

Follow the on-screen instructions.

7. Read the License Agreement. If you agree to the terms, click Yes. If you do not agree, click No. You will not be allowed to continue the installation process.

8. When prompted, click your printer model.

9. When prompted, connect your printer cable to the ports on your printer and PC, so the printer can be automatically detected.

   Once the cable is connected, if a system message appears indicating the system driver is being installed, wait until the installation process is completed, and then click Yes to continue.

10. Continue to follow the on-screen instructions to complete the installation process.

When the installation is finished, restart your PC before using the MultiPASS Suite software. If your PC does not restart automatically, restart it manually.

To install the MultiPASS Suite (parallel port connection):
1. Make sure the printer is unplugged, and the printer and PC are turned *off*.

2. Connect your printer cable to the ports on your printer and PC.

3. Plug in your printer. Then, turn on the printer and PC.

   With your PC on, close any open applications (including any virus checkers).

   If a New Hardware Found, Update Device Driver Wizard, or Add New Hardware Wizard dialog box appears, click Cancel.

4. Insert the installation disk into your disk drive.

   If you are installing with a copy of the MultiPASS Suite located on another drive, skip to the next step.

5. If AutoRun is enabled, the installation starts automatically.

   If installation does not start automatically, or you are installing from the software copied on another drive, do the following:
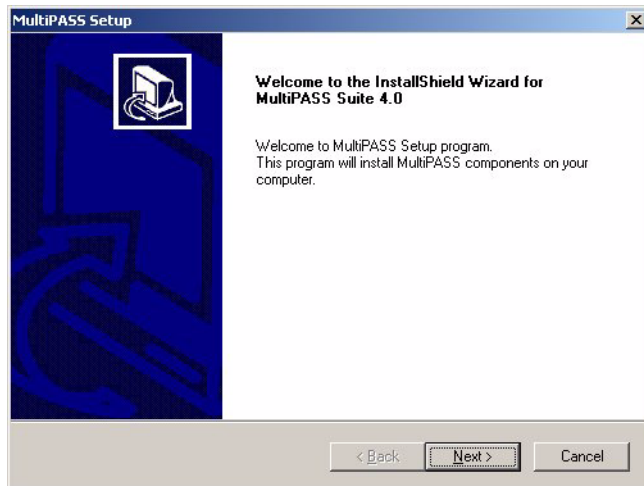   On the Windows taskbar, click Start, and then click Run. In the Run dialog box, type the following command and click OK (where D: is the drive containing the installation disk or copied software):

   ```
   D:\csplash.exe
   ```

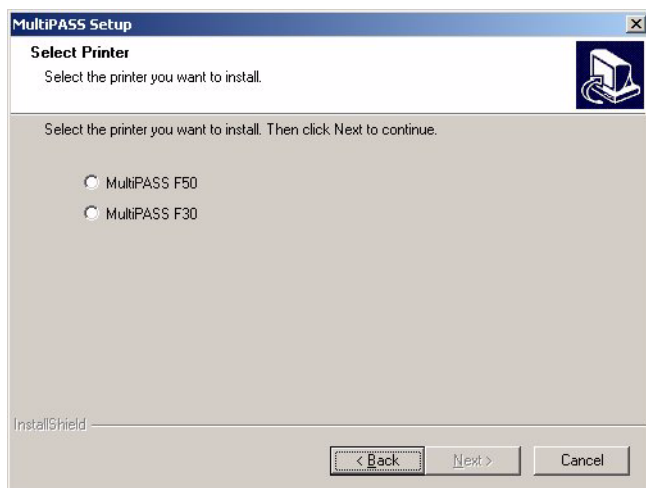6. When the main menu appears, click Install MultiPASS Suite.

7. On the welcome screen, click Next.

Follow the on-screen instructions.

8. Read the License Agreement. If you agree to the terms, click Yes. If you do not agree, click No. You will not be allowed to continue the installation process.

9. When prompted, click your printer model.

10. Continue to follow the on-screen instructions to complete the installation process.

When the installation is finished, restart your PC before using the MultiPASS Suite software. If your PC does not restart automatically, restart it manually.

Setting the Default Printer

When you install the software, the system automatically sets the printer as the default printer. If necessary, however, follow these instructions to set the default printer.

To set the default printer:
1. On the Windows desktop, click Start, point to Settings, and click Printers.

2. In the Printers window, click the printer icon.

3. On the File menu, click Set As Default (Windows 95/98/Me/NT) or Set as Default Printer (Windows 2000).

Sharing the Printer Installation

You may be using your computer and the printer connected to your computer in an environment where multiple computers are connected by a network. In this case, you can share the use of your printer with the other computers on the network.

If you choose to share the use of your printer, your computer acts as the host system or server to the other computers (also referred to as remote or client systems).

After you set up your printer for sharing, the client systems must install the printer driver onto their systems. They can do so directly from your system. Based on which Windows operating system you are using, the following client system can share your printer:

If your system (server) is:	Install on client system:
Windows 95/98/Me	Windows 95/98/Me
Windows NT/2000	Windows 95/98/Me or Windows NT/2000

When a document is printed by the client system to a shared printer, any printing messages (status or error messages) display on the server system.

To set up the printer for sharing:
1. On the MultiPASS server system, on the Windows taskbar, click Start.

2. On the Start menu, point to Settings. Then click Printers.

3. In the Printers window, click the MultiPASS printer icon.

4. On the File menu, click Sharing.

If the Sharing command is not available, you need to set up printer sharing in Windows. For details, see your Windows user documentation.

5. In the Properties dialog box, on the Sharing tab, click Shared or Shared As.

6. In the Share Name box (Windows 95/98/Me/NT) or Shared As box (Windows 2000), type a name you want to assign to the shared printer.

   If available, you may also want to assign a password, which would then be required by the client system when using the printer.

7. If your situation matches one of the following, set up an alternate or additional driver:

   • Windows NT/2000 server system sharing with Windows 95/98/Me client systems

   • Windows 2000 server system sharing with Windows NT client systems.

   For detailed instructions, see Appendix B in this guide.

8. In the Properties dialog box, click OK.

To install the printer driver on a client system:
1. On the server system, verify that the Status Monitor is running.

2. On the client system, on the Windows taskbar, click Start.

3. On the Start menu, point to Settings. Then click Printers.

4. In the Printers window, double-click Add Printer.

5. Follow the on-screen instructions.

   Install the printer driver as a network printer, based on the name assigned to the shared printer.

NOTE

You cannot install the printer driver on a client system that has a previous version of the MultiPASS software (version 3.x or earlier).

Understanding the My MultiPASS Folders

During the MultiPASS installation, the following My MultiPASS folders are created, which the MultiPASS system uses to store faxes and scanned images:

❏ **Outbox (F50)**
The Outbox folder stores pending and failed fax transmissions. Pending fax transmissions include documents currently being faxed, scheduled to be faxed, or on hold.

You can manage faxes in the Outbox using the MultiPASS menu commands. For more information about managing faxes in the Outbox, see Chapter 4, "PC Faxing (F50)."

❏ **Received Faxes (F50)**
The Received Faxes folder stores received PC faxes. Received PC faxes are assigned a unique name with a .mlj file name extension.

Unopened received faxes are marked to indicate this status. The folder name is bolded, with the number of unopened faxes indicated in parentheses. The name of the unopened fax within the folder is marked with a red icon (in list view) or an asterick (*) preceding and following the file name (in icon or thumbnail view).

❏ **Scan to Save**
The Scan to Save folder stores all images you scan with the printer using the MultiPASS Toolbar Scan to Save button. Scanned documents in this folder are assigned a unique name with a graphics file name extension, such as .bmp, .tif, or .jpg.

❏ **Sent Faxes (F50)**
After a PC fax is sent successfully, it moves from the Outbox into the Sent Faxes folder. Sent faxes in this folder are assigned a unique name with a .mlj file name extension.
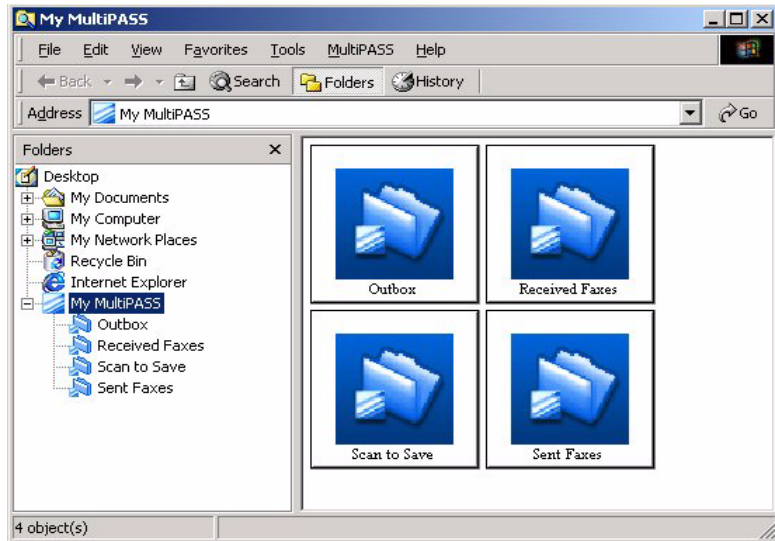
The My MultiPASS folders work within Windows Explorer, and thus have a similar structure. However, only the system can place documents into these folders. In addition, you cannot delete, move, or rename these folders. The folders can only be deleted by uninstalling the MultiPASS Suite.

You can perform basic Windows Explorer tasks to any document in a My MultiPASS folder, such as renaming or copying (and then pasting the document to another Windows folder). You can view documents as thumbnails, icons, or a list (sorting the list as needed). For more information, see your Windows Explorer documentation. However, note the following exceptions for the Outbox folder:

❑   You cannot copy or paste a document in the Outbox folder.

❑   Documents always display as a list in the Outbox folder.

A document remains in a My MultiPASS folder until it is deleted by you or, additionally for the Outbox folder, moved by the system to the Sent Faxes folder.
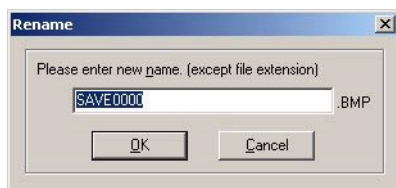
To open My MultiPASS:
Do one of the following:

❏ On the MultiPASS Toolbar, click MultiPASS.

❏ On the Windows desktop, double-click the My MultiPASS icon.

To rename a document in a My MultiPASS folder:
1. In the My MultiPASS window, under My MultiPASS, click the desired folder (Received Faxes, Scan to Save, or Sent Faxes folder only).

2. Click the desired document.

3. On the File menu, click Rename.

Rename	✕
Please enter new name. (except file extension)	
SAVE0000	.BMP
OK	Cancel

4. In the Rename dialog box, enter the new name for your document.

NOTE

Because My MultiPASS works within Windows Explorer, as an alternative, you can open My MultiPASS in Windows Explorer. In Windows Explorer, My MultiPASS appears under Desktop.

Chapter 3
Printing

Once you have installed the software, you are ready to print a document from any Windows application that supports printing, such as Word for Windows.

Your printer is initially installed using factory-predefined settings, enabling you to print immediately. These settings determine what your documents look like when printed. For example, the settings define print properties such as the paper size and page orientation.

Instructions for printing a document can vary somewhat for different Windows applications. Therefore, for detailed instructions, see the user documentation for the specific application from which you are printing.

The following instructions summarize the general procedures for printing a document.

To print a document:
1. With your document open in your 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 the printer is selected in the Printer box.

3. Click the command to print your document (usually OK or Print).

Changing Print Settings

The factory-predefined print settings can be changed when printing a particular document. For example, to suit your exact printing requirements, you can define settings for printing a draft copy of a report, and save the settings as a new print profile.

Unless you save your settings as a print profile, your settings are available only for the current print job.

Changes can be made to general quality print settings (such as media type), and to page setup and special effects you want to apply to your printed image.

You have two methods by which you can define print settings:

❏ **Print Advisor**
The Print Advisor displays as a wizard that guides you through a series of questions. Your responses enable the Print Advisor to automatically specify the appropriate print settings.

❏ **Manually**
You can manually change the individual settings to produce the most desirable results for your printed documents.

To change print settings using the Print Advisor:
1. In the Print dialog box when printing your document, click Properties.

2. In the Properties dialog box, on the Main tab, click Print Advisor.

3. Follow the on-screen instructions.

To change print settings manually:
1. In the Print dialog box when printing your document, click Properties.

2. In the Properties dialog box, on the appropriate tabs or dialog boxes, define your desired print settings.

3. 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.

    If available, to accept your changes while leaving the dialog box open, click Apply.
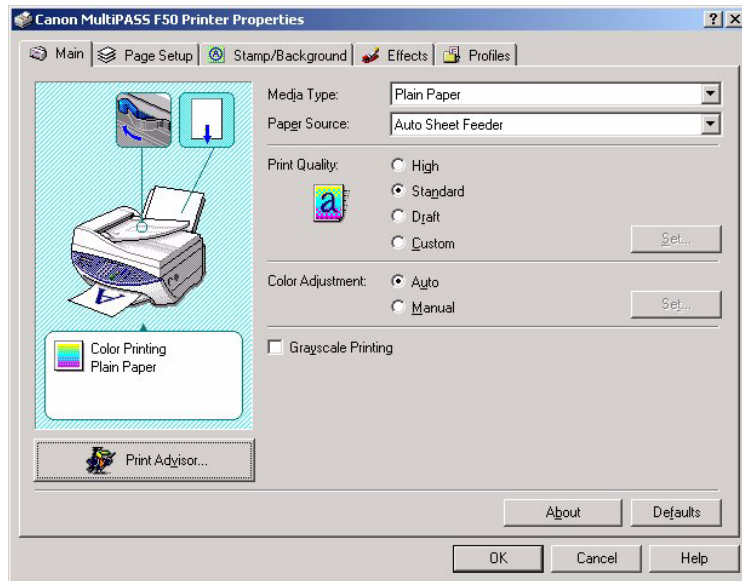
    To cancel your changes and close the dialog box, click Cancel.

Defining Main Print Settings

You can define settings that determine the overall quality of your printed document.

To change settings on the Main tab:

❏ **Media Type**
Click the type of media you are printing to, such as plain paper.

❏ **Paper Source**
If a selection is available, click the source for feeding paper into your printer.

❏ **Print Quality**
Click the predefined print quality that best suits your document.

- High
  Click if you want to print your document with a higher print quality, which may print more slowly.

- Standard
  Click to print your document with average speed and quality.

- Draft
  Click if you want to print your document quickly but with a lower print quality. This setting is ideal for longer documents and proofreading purposes.

- Custom
  Click to set the print quality and halftoning individually. For details, see the "Setting a Custom Print Quality" section.

❑ **Color Adjustment**
Click the preferred method for adjusting the color in your document.

- Auto
  Click to have the printer driver automatically adjust the color.

- Manual
  Click to define the color adjustment manually. For details, see the "Setting a Custom Color Adjustment" section.

❑ **Grayscale Printing**
Click to print a black and white version of a color document.

The printer picture illustrates the current settings.

Setting a Custom Print Quality

If the available Print Quality settings do not suit your needs, you can make finer adjustments to the print quality and halftone settings.

1. Under Print Quality, click Custom. Then, click Set.
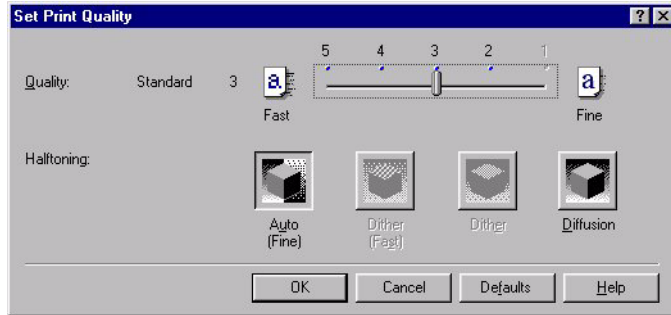
2. In the Set Print Quality dialog box, move the print quality slider to choose the best balance between printing speed and print quality.

3. Click the halftoning method:

- Auto Fine (Auto in Windows NT/2000)
  Click to automatically change dithering and diffusion based on the characteristics of the image.

- Auto Fast (Windows 95/98/Me)
  When Quality is set to 5, Auto Fine changes to Auto Fast. Click to automatically change dithering and diffusion based on the characteristics of the image.

- Dither and Dither Fast (Windows 95/98/Me)
  Click to arrange image pixels in a fixed pattern to create halftones. This setting is suitable for business charts and graphics with well-defined color boundaries. Dither Fast prints at a higher speed after performing simple dithering.

- Diffusion
  Click to arrange image pixels randomly. This setting is suitable for photographs and graphics that require a finer color gradation.

Setting a Custom Color Adjustment

Since color is generally adjusted from within your application, you should set the color balance here only for finer adjustments.

1. Under Color Adjustment, click Manual. Then, click Set.
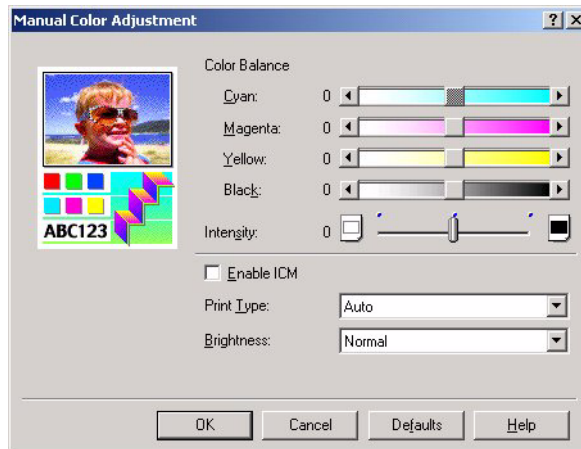

2. In the Manual Color Adjustment dialog box, move the color balance sliders to adjust the color balance and intensity.

3. Click Enable ICM (Image Color Management) (Windows 98/Me/2000) to activate the color correction function built into Windows.

4. In the Print Type box, click the type of image you are printing.

5. In the Brightness box, click a level of brightness you prefer for your image.

Defining Page Settings

Page settings enable you to determine properties such as the overall size of the printed page and its contents, and how the document is oriented on the page.

To change the settings on the Page Setup tab:
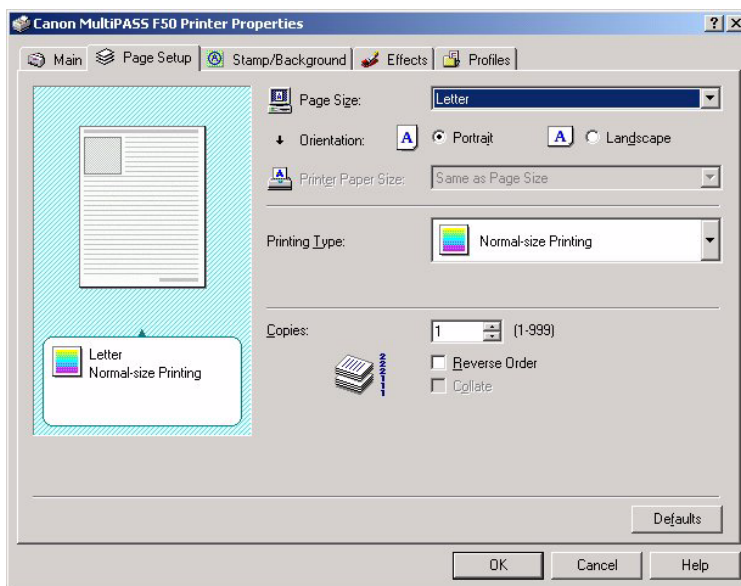
❏ **Page Size**
Click the size of the page you are printing, which matches the page size specified in the Windows application. To specify a custom size paper, click Custom or Custom Size. For details, see the "Defining a Custom Paper Size" section.

❏ **Orientation**
Click to determine how your document is printed on the page: Portrait to print the contents of your document vertically on the page, or Landscape to print the contents of your document horizontally on the page.

❏ **Printer Paper Size**
Based on the printing type you select, click the size of the paper on which you want to print. To specify a custom size paper, click Custom or Custom Size. For details, see the "Defining a Custom Paper Size" section.

❏ **Printing Type**
Click the type of printing you want to use for your document.

- If your page size and printer paper size are different, click Fit-to-Page Printing (Windows NT/2000) to automatically print your document to fit the printer paper size.

- If you want to enlarge or reduce the printed document, click Scaled Printing.

- If you want to print more than one page on a single sheet of paper (for example, to conserve paper for reviewing the draft copy of a report), click Page Layout Printing.

  If you are using Windows NT, you are now set up to print two pages on a single sheet.

  If you are using Windows 95/98/Me/2000, see the "Printing More Than One Page on a Single Sheet (Windows 95/98/Me/2000)" section for details.

- If you want to print your image as a poster, click Poster Printing (Windows 95/98/Me/2000). For details, see the "Printing a Poster (Windows 95/98/Me/2000)" section.

- If you want to print your image or document as a banner, click Banner Printing. For details, see the "Printing a Banner" section.

❏ **Scaling**
If you selected Scaled Printing as your printing type, click, or type, the percentage to enlarge or reduce the print size of your document.

❏ **Copies**
Click or type the number of copies you want to print.

❏ **Reverse Order (Windows 95/98/Me/2000)**
If you are printing a multiple page document, click to print pages in sequence, starting with the last page. The result is the pages of the document are stacked in the proper order.
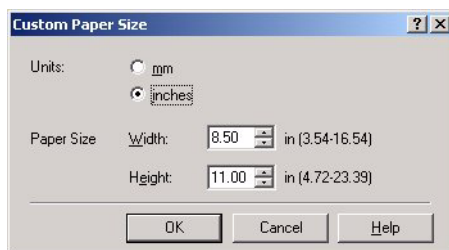
❏ **Collate (Windows 95/98/Me/2000)**
If you are printing multiple copies of a multiple page document, click to print all pages of the document before the next copy is printed. When not selected, each page is printed for the specified number of copies before the next page is printed.

Defining a Custom Paper Size

You can specify a custom size for the page size or printer paper size.

1. In the Page Size or Printer Paper Size box, click Custom or Custom Size.

2. In the Custom Paper Size dialog box, click a unit of measure, and specify the width and height.

Printing More Than One Page on a Single Sheet (Windows 95/98/Me/2000)

If you want to print more than one page of your document on a single sheet of paper, do the following:

1. In the Printing Type box, click Page Layout Printing. Then, click Specify.
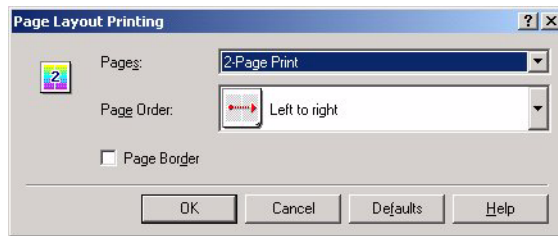
2. In the Page Layout Printing dialog box, in the Pages box, click the number of pages you want to print on a single sheet.

3. To rearrange the printing order of the pages, in the Page Order box, click the desired position.

4. To print a border around each page, click Page Border.

Printing a Poster (Windows 95/98/Me/2000)

You can print a single image divided across several sheets of paper. When the printed sheets are pasted together, they form a poster. The number of divisions determines the number of printed pages, and thus the overall size of the poster. You can also print text in the margins that serve as guidelines for pasting the poster together.

1. In the Printing Type box, click Poster Printing. Then, click Specify.
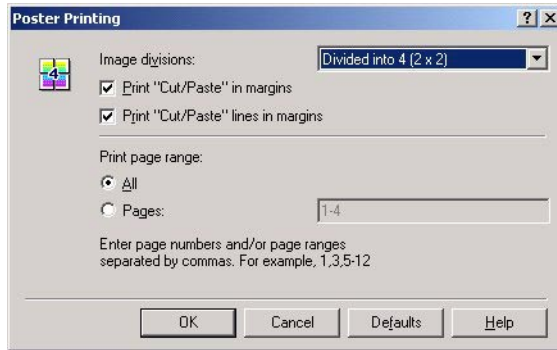
2. In the Poster Printing dialog box, under Image Divisions, click the number of pages on which to print the poster.

3. Click if you want the words "Cut" and "Paste," cut lines, or both printed in the margins as guidelines.

Printing a Banner

When printing a banner, be aware of the following limitations:

❑ You can print a document as a banner on banner paper from two to six sheets in length.

❑ Banner printing consumes large quantities of ink. You will not be able to change an ink tank during printing, so check the ink supply before printing, and load a new ink tank if needed.

❑ In your Windows application for your document, make sure the number of copies to print is set to 1. Banner printing does not operate properly if you specify more than one copy.

❑ When Banner printing is selected, certain print options may be unavailable.

To prepare your printer for banner printing:
1. Cut the banner paper one sheet longer than the document requires.

2. Insert the banner paper into your printer. Make sure the printed surface faces up.

3. Press down gently on the sheet until paper feeding starts.

To set your banner printing options and print your banner:
1. In the Printing Type box, click Banner Printing.

2. If the banner printing message box appears, click OK.

3. In the Printer Properties dialog box, click OK.

4. In the Print dialog box click the print command (usually OK or Print). If you are prompted to accept your printing options, click OK.

Using Printer Control (Windows 95/98/Me)

You can define settings that control certain print operations.

1. On the Page Setup tab, click Printer Control.
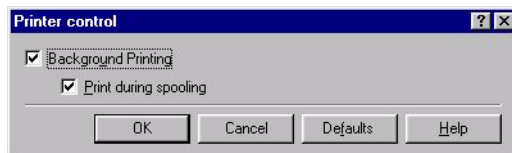
2. In the Printer Control dialog box, click Background Printing if you want printing to continue in the background while you process other work on your PC.

3. If you selected Background Printing, click Print During Spooling if you want printing to start while the document is being sent to the print queue. Otherwise, printing will not begin until the entire document is sent to the queue.

# *Using Stamps and Backgrounds (Windows 95/98/Me/2000)*

You can add stamps and background images to your printed documents. The software contains a library of images to use as stamps or backgrounds, stored as .bmp files, that were installed with the software. You can also define a stamp or background of your own.

For example, you may want to use a stamp that designates the status of the document, such as confidential or a draft version.

To use a stamp:
1. In the Printer Properties dialog box, on the Stamp/Background tab, click Stamp and then click a stamp in the list.

Stamp/Background tab: Windows 95/98/Me/2000 only
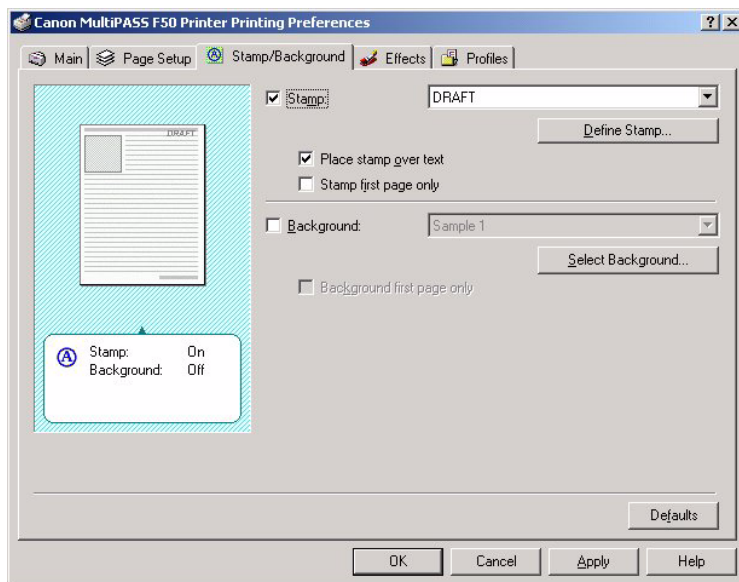
2. To print the stamp over the text in your document, click Place Stamp Over Text.

To preserve the readability of your printed document, clear this setting to print the text of your document over the stamp.

3. To print the stamp only on the first page of your printed document, rather than all the pages, click Stamp First Page Only.

To use a background:
1. In the Printer Properties dialog box, on the Stamp/Background tab, click Background and then click a background in the list.

2. To print the background on the first page only, rather than all the pages, click Background First Page Only.

Creating or Changing a Stamp or Background

You can change the settings of a predefined stamp or create one of your own. When creating or changing a stamp, you define its various characteristics, such as the text and font. After defining stamp settings, you can save the stamp for later use.

Once you select a background image from the factory-predefined list or by importing one, you can define the settings for the background.

To create or change a stamp:
1. On the Stamp/Background tab, do one of the following:

   • To change an existing stamp, click Stamp and then click the name of the stamp in the list.

   • To create a new stamp, clear Stamp.

2. Click Define Stamp.

3. In the Stamp Settings Properties dialog box, on the appropriate tabs, set your desired options.

To define the text and color of a stamp (Windows 95/98/Me):
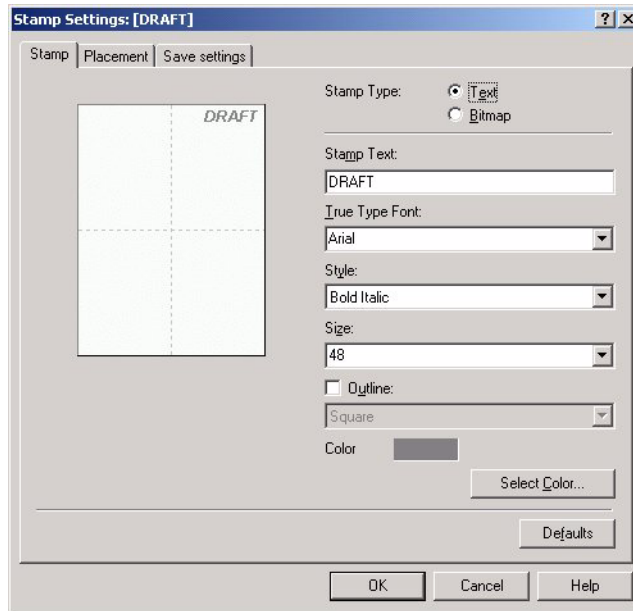1. On the Text tab, enter the stamp text.
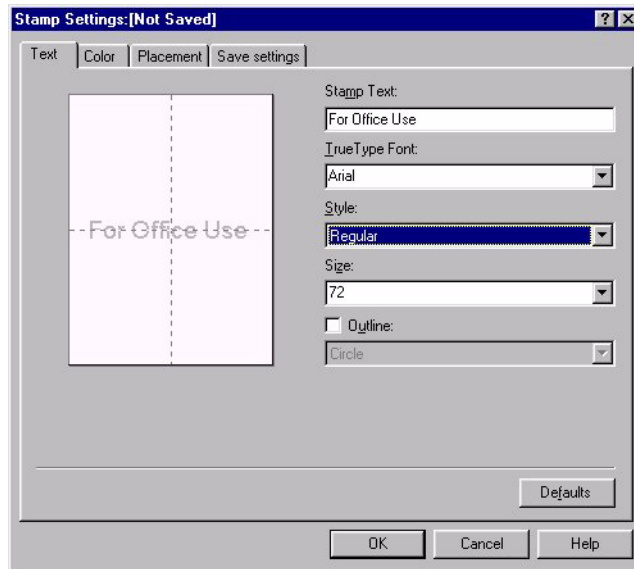
2. Specify the font characteristics, such as type, style, size, and outline.

3. On the Color tab, under Palette, click an available color shown in the palette.
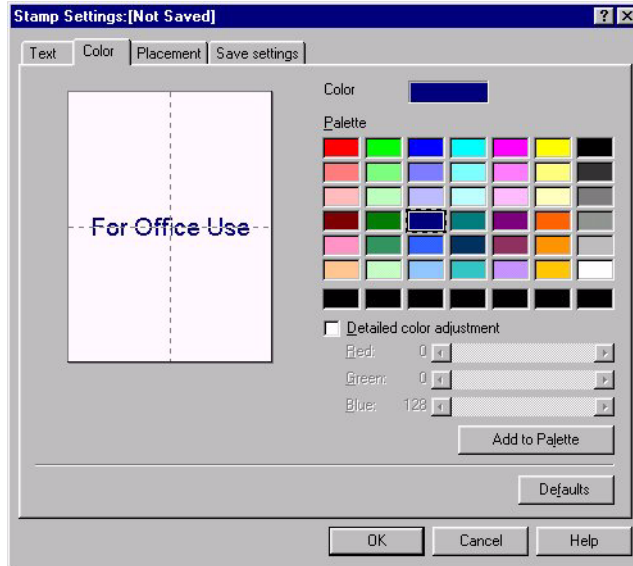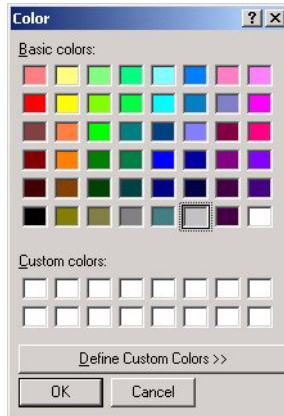
4. If you want to customize a stamp color, under Palette, click the color that is closest to your desired custom color. Then, click Detailed Color Adjustment.

5. Move the slider for each of the listed colors until you have reached the desired mix for your custom color.

6. If you want to save the custom color in the palette, click Add to Palette. The newly created color is added to the last row on the color palette. If the last row has been filled with custom colors you created previously, you can choose to replace the earliest existing custom color.

To define the text and color of a text stamp (Windows 2000):
1. On the Stamp tab, click Text for the Stamp Type.

Stamp Settings: [DRAFT]

Stamp | Placement | Save settings

DRAFT

Stamp Type: ● Text
             ○ Bitmap

Stamp Text:
DRAFT

True Type Font:
Arial

Style:
Bold Italic

Size:
48

☐ Outline:
Square

Color

Select Color...

Defaults

OK   Cancel   Help

2. In the Stamp Text box, enter the stamp text.

3. Specify the font characteristics, such as font type, style, size and outline.

4. Click Select Color to change the color of your stamp text.

5. In the Color dialog box, under Basic Colors, click an available color.

6. If you want to customize a stamp color, under Basic Colors, click the color that is closest to your desired custom color. Then, click Define Custom Colors.
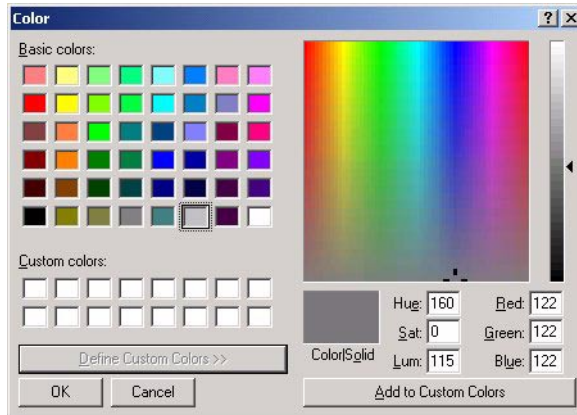
7. Move the slider, or enter the color values, until you have reached the desired mix for your custom color.

8. If you want to save the custom color in the Custom Colors palette, click Add to Custom Colors. The newly created color is added to the Custom Colors palette. If the Custom Colors palette is filled with custom colors you created previously, the earliest existing custom color is replaced.

To define the image for a graphic stamp (Windows 2000):
1. On the Stamp tab, click Bitmap for the Stamp Type.
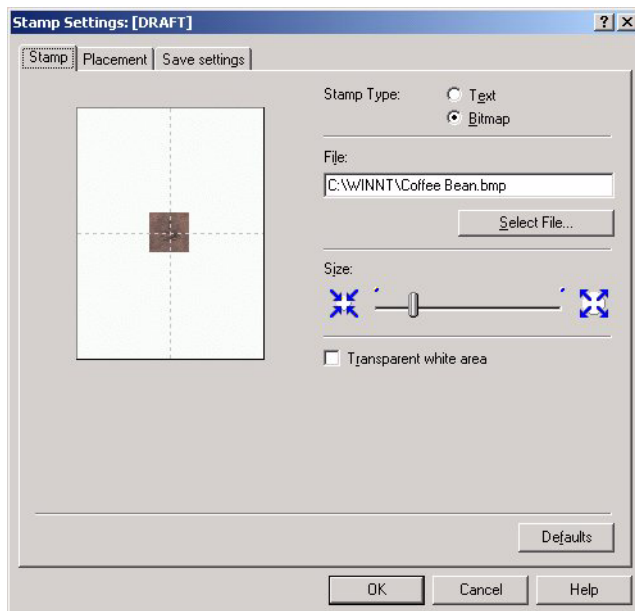
2. Click Select File.
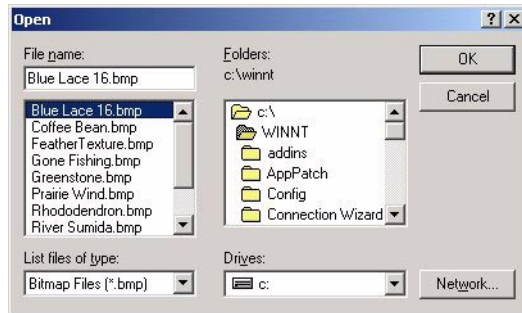
3. In the Open dialog box, specify the path and filename for your graphic. Then, click OK.

4. On the Stamp tab, move the Size slider to the left to decrease the size of the graphic, right to increase.

5. Click Transparent White Area to make the white areas in the graphic transparent.

To define the placement of a stamp:
On the Placement tab, specify the following settings:

Stamp Settings: [Not Saved]

Stamp | Placement | Save settings

For Office Use

Position:
Center

X-Position: (-100 - +100)
Y-Position: (-100 - +100)

Orientation: 0   (-180 - +180)

Defaults

OK   Cancel   Help
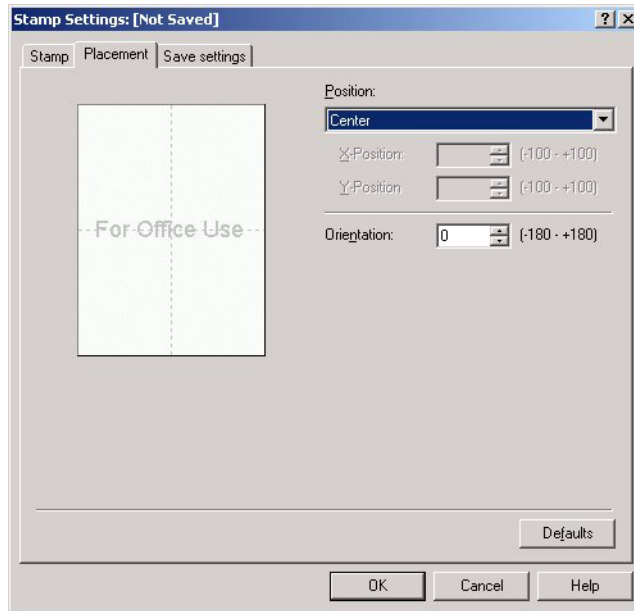
❏ **Position**
Click the desired placement on the page. If you want to define your own placement, click Custom. Then, in the X-Position and Y-Position boxes, click or type the X-position and Y-position coordinates for the position of the stamp.

You can also click the stamp in the page illustration on the left and drag the stamp to the desired position on the page.

❏ **Orientation (Text Stamp)**
Click or type the number of degrees to specify the angle of rotation of your stamp. A negative number of degrees rotates the stamp clockwise. A positive number of degrees rotates the stamp counter clockwise.

To save a stamp:
1. On the Save Settings tab, in the Title box, enter a name for the stamp.
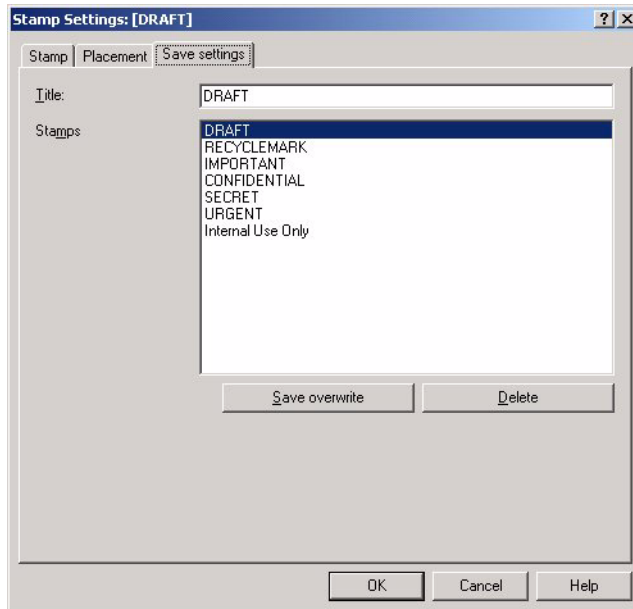
2. Click Save.

3. When prompted, confirm that you want to save the stamp.

To delete a stamp:
1. On the Save Settings tab, click the stamp in the list that you want to delete.

2. Click Delete.

   When prompted, confirm that you want to delete the stamp.

To select and define a background:
1. On the Stamp/Background tab, do one of the following:

   - To change the properties of an existing background, click Background and then the name in the list.

   - To select a new background image, clear Background.

2.	Click Select Background.
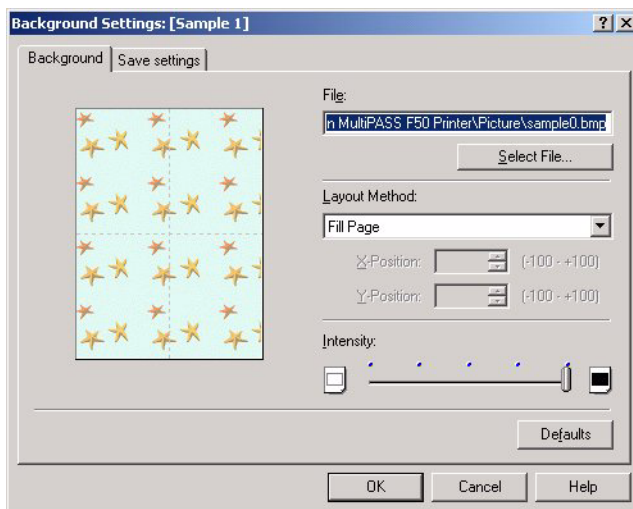
To select a new background image:
1.	In the Background Settings Properties dialog box, on the Background tab, click Select File.

2.	In the Select Image File (Windows 95/98/Me) or Open (Windows 2000) dialog box, specify the path and file name for the graphic that you want to use as the background image. Then, click OK.

To define the properties of the background:
1.	In the Background Settings Properties dialog box, make sure the name of the graphic you want to change displays in the File box.

2.	On the Background tab, specify the layout method for the background image. If you want to define your own layout position, click Custom.

3.	If you selected Custom as your layout position, in the X- and Y-Position boxes, click or type the desired coordinates.

4.	Under Intensity, move the slider to lighten or darken the background.

To save a background:
1. In the Background Settings Properties dialog box, click the Save Settings tab.
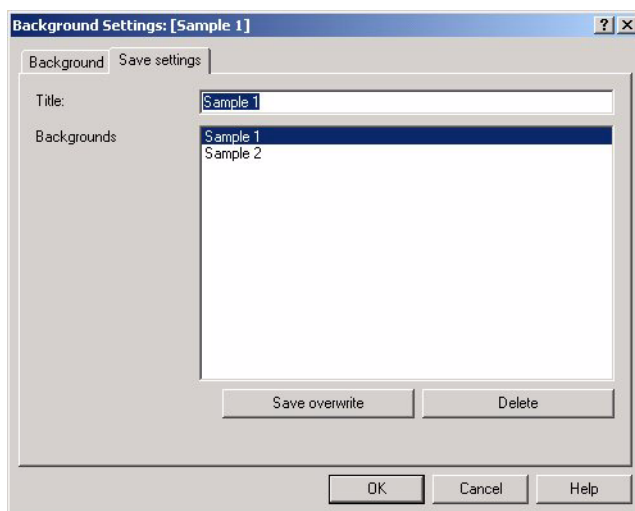
2. In the Title box, enter a name for the background. Then, click Save.

3. When prompted, confirm that you want to save the setting.

To delete a background setting:
1. In the Printer Properties dialog box, on the Stamp/Background tab, click the background you want to delete in the Background list.

2. Click Select Background.

3. In the Background Settings Properties dialog box, click the Save Settings tab.

4. In the Title box, confirm the background setting you want to delete appears. Then, click Delete.

5. When prompted, confirm that you want to delete the setting.

Defining Special Effects

You can set effects to make images appear more interesting, such as making a photograph resemble a drawing or changing the colors of an image to monochrome.

To change the settings on the Effects tab:
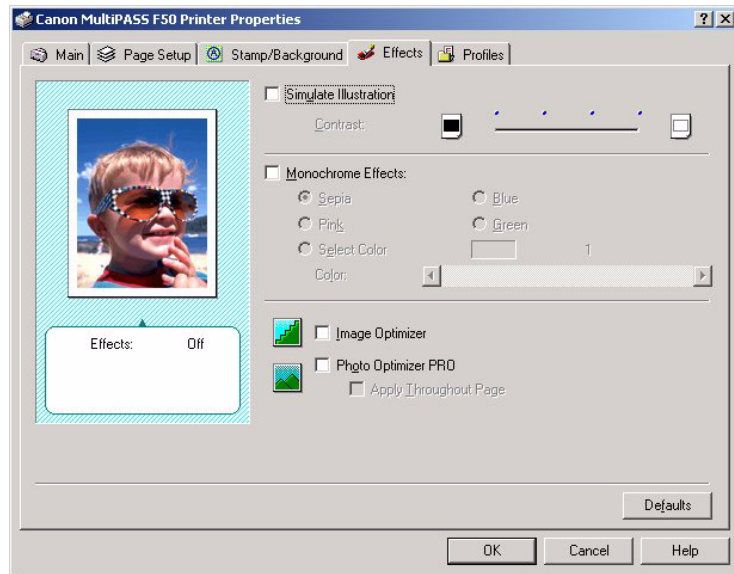
❑ **Simulate Illustration**
Click to convert full-color and 256-color images into a simulated hand-drawn illustration. When Simulate Illustration is selected, the Contrast option enables you to adjust the image contrast using the slider.

❑ **Monochrome Effects**
Click to display full-color and 256-color images in a single, or monochrome, color. Then, click the desired color from those listed.

To set a custom monochrome effect, click Select Color. In the Color box, move the slider to set a custom color.

❏ **Image Optimizer**
Click to smooth the jagged edges in graphics and photos that have been enlarged by your application. This feature is also useful when printing low-resolution images from Web pages.

❏ **Photo Optimizer PRO**
Click to correct problems with images taken with a digital camera or acquired by a scanner. It is specifically designed to compensate for color shift, underexposure, and overexposure.

❏ **Apply Throughout Page**
If you selected Photo Optimizer PRO and there are multiple images on a page, click if you want the effect applied to all images.

Saving Your Settings As a Print Profile

If you use certain print settings frequently, you can save these settings as a print profile to use for printing future documents. A print profile can be easily retrieved for use at any time. The settings associated with the profile are then applied to the options on the Main, Page Setup, and Effects tabs.

When a print profile is no longer needed, you can delete it. The factory-predefined profiles (Current Settings and Default Settings) cannot be deleted.

After using a custom print profile, you can restore the settings on the Main, Page Setup, and Effects tabs to their factory-predefined settings.
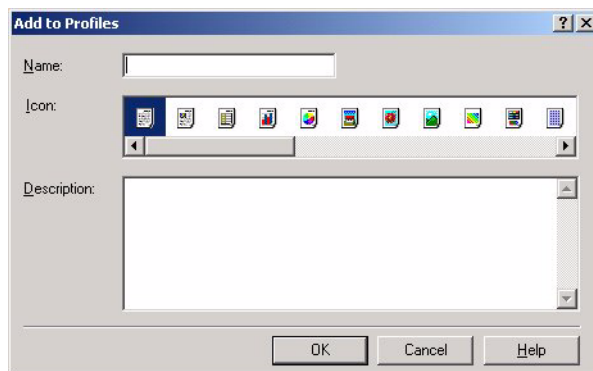
To save a print profile:
1.   Specify your desired print settings on the Main, Page Setup, and Effects tabs.

2.   Click the Profiles tab.
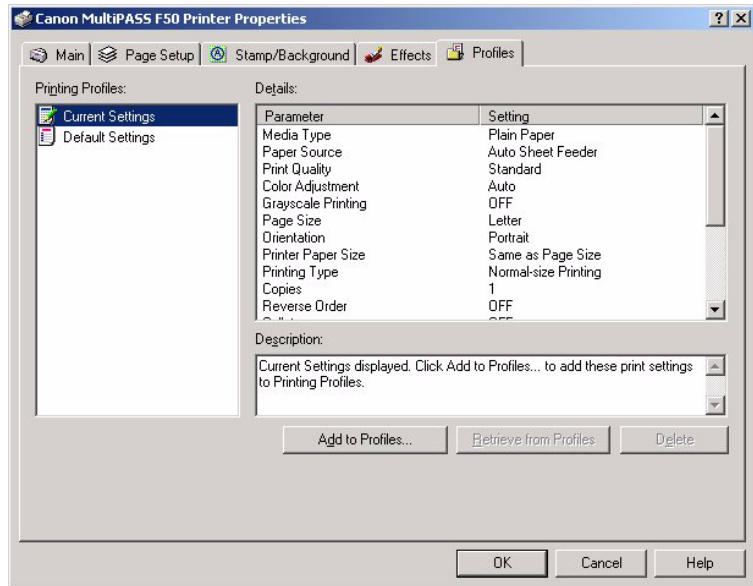
3. Click Add to Profiles.

4. In the Add to Profiles dialog box, in the Name box, enter a name for the profile.

5. In the Icon box, click an icon to associate with the profile.

6. Enter a description of the profile.

To retrieve and use a print profile:
1. On the Profiles tab, in the Printing Profiles list, click the desired profile.

2. Click Retrieve from Profiles. When the confirmation message appears, click OK.

To delete a print profile:
1. On the Profiles tab, in the Printing Profiles list, click the profile.

2. Click Delete. When the confirmation message appears, click OK.

To restore the factory-predefined settings:
1. On the Profiles tab, in the Printing Profiles list, click Default Settings.

2. Click Retrieve from Profiles. When the confirmation message appears, click OK.

NOTE

To change the default print settings, before actually printing a document, do the following: On the Windows desktop, click Start, point to Settings, and then click Printers. In the Printers window, click the printer icon. On the File menu, click Document Defaults (Windows NT) or Printing Preferences (Windows 2000). In the Printer Default dialog box (Windows NT) or the Printing Preferences dialog box (Windows 2000), on the appropriate tabs, specify your changes and click OK.

The following tabs provide standard Windows options for your printer driver: General, Ports, Sharing, and Security in Windows NT/2000, Scheduling in Windows NT, and Advanced and Color Management in Windows 2000. For details about these options, see your Windows user documentation.

Chapter 4
PC Faxing (F50)

With your printer, you can send and receive faxes from and to your PC. You can also set up an Address Book, containing fax and e-mail information for people to whom you often send faxes. To assist you in managing your faxes, a Fax Log maintains a record of every fax you send or receive.

Before sending a PC fax, confirm that you have specified a unit name and fax number for your printer in the Device setup. For more information, see Chapter 7, "Fine-tuning the MultiPASS Suite."

Sending a Fax from Your Computer (PC Faxing)

You can send a PC fax from any Windows application that supports document printing using the fax driver.

The MultiPASS Suite sends the PC fax to the Outbox, where progress is tracked until it is actually transmitted. If you specified multiple recipients, an individual fax job for each recipient is generated. Once transmitted, the fax is placed in the Sent Faxes folder. A record of the sent fax is also recorded in the Fax Log. If a fax fails (for example, because of an incorrect fax number), it remains in the Outbox until you attempt to resend it or delete it.

You can 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.

To send a PC fax:
1. With the document you want to fax open in a Windows application (such as Word), click the Print command. (In most Windows applications, the command is on the File menu or toolbar.)

2. In the Print dialog box, click Canon MultiPASS FAX in the Printer list, and then click OK.
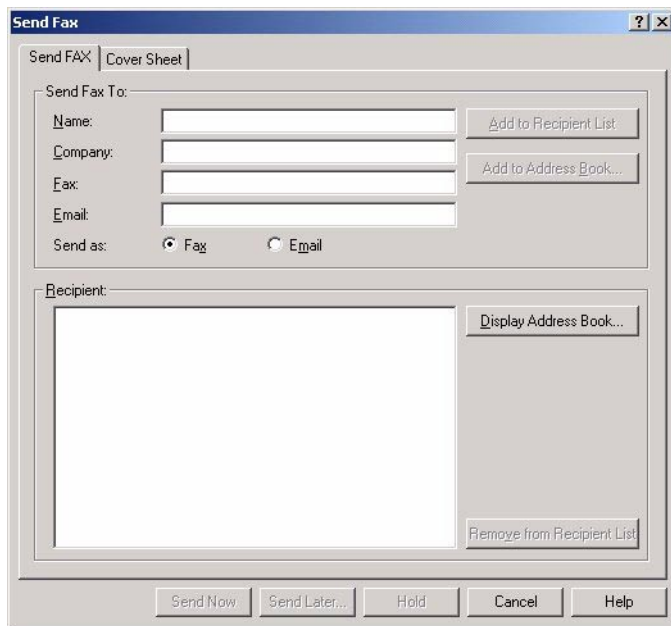
3. In the Send Fax dialog box, on the Send FAX tab, enter the required recipient information: recipient's name and fax number or e-mail address. Then, click Add to Recipient List.

    •   A maximum of 150 recipients can be added.

    •   When you enter a fax number, you use the actual numeric characters plus any valid characters that separate the different segments of the number. For example, you can use 0 through 9, dash (-), and parentheses (). For a complete list of valid characters, see Appendix A.

In addition, you must enter any necessary dialing prefixes. For example, in some businesses, dialing 9 before the phone number may be necessary to obtain an outside line. Thus you would enter the fax number as 9xxx-xxxx; where xxx-xxxx is the phone number.

- When you enter your contact's e-mail address, you enter it for reference only. However, if you have a MAPI-compliant e-mail application installed on your system (as described earlier in this chapter), you can use the e-mail address to transmit a document as an e-mail message.

4. Specify your Send As setting. Click Fax if you want to send the document as a fax; otherwise, click Email.

5. Process the job.

   - Click Send Now to send the fax now. The fax document is sent to the Outbox until it is transmitted. Once transmission is complete, the fax is moved to the Sent Faxes folder.

   - Click Send Later to schedule the fax for sending later.

   - Click Hold to store the fax until you decide to send or delete it. Held faxes are stored in the Outbox. Any fax information you specified is preserved.

If you clicked Send Later, to schedule the fax:
In the Send Later dialog box, select the desired date and time.
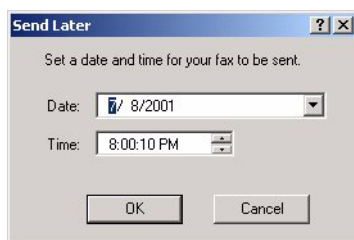
The fax is sent to the Outbox folder for processing at the specified date and time.

Specifying a Fax Recipient from the Address Book

In addition to entering recipient information directly into the Send Fax dialog box, you can specify a fax recipient from the Address Book. This prevents you from having to re-enter the information of recipients that you often send faxes to.

In addition, in the Send Fax dialog box, you can make recipient information that you enter directly available for future use by adding the recipient to the Address Book. If you do not add the recipient to the Address Book, the information is available only for the current fax.

To specify a recipient from the Address Book:
1. In the Send Fax dialog box, on the Send FAX tab, click Display Address Book.
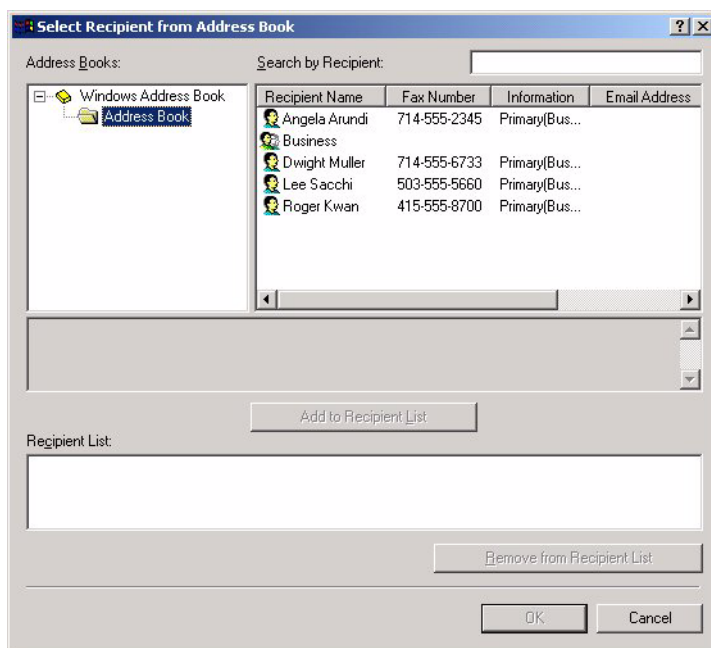
2. In the Select Recipient From Address Book dialog box, select the desired recipient in the Recipients list and click Add to Recipient List. Then click OK.

3. 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, on the displayed menu, click Email.

To add a recipient to the Address Book:
1. In the Send Fax dialog box, on the Send FAX tab, enter the recipient information in the Name, Fax, and Email boxes.

2. Click Add to Address Book.

3. The required information you entered in the Send Fax dialog box is automatically inserted on the appropriate tabs in the Properties dialog box.

   Optionally, enter any other desired information. Then click OK.

You can also click the Add to Address Book button without first entering the recipient information in the Send Fax dialog box. In this case, when the Properties dialog box appears, at a minimum enter the recipient's name and fax or e-mail address. Then click OK.

For more information about setting up the address book, see the "Setting Up the Address Book" section later in this chapter.

Attaching and Previewing a Cover Sheet

As desired, you can attach a cover sheet to your fax. Before sending the fax, you can preview the attached cover sheet. You can select from a number of predefined cover sheet styles. On the cover sheet, you can specify sender information and memo text for your fax.

To attach a cover sheet:
1.   In the Send Fax dialog box, click the Cover Sheet tab.

2. On the Cover Sheet tab, click Use This Cover Sheet for All My Faxes. Then, click a cover sheet style in the list.

3. Enter the sender's information in the Name, Fax Number, and Phone Number boxes. Optionally enter the sender's company name in the Company box.

4. In the Memo box, optionally enter a memo to display on the cover sheet.

To preview a cover sheet:
With the desired cover sheet selected, click Preview.

The cover sheet displays in the Viewer. This display is read only and cannot be edited.

To print a cover sheet:
1. With the cover sheet open in the Viewer window, click Print on the File menu or toolbar.

2. In the Print dialog box, specify your printing options.

Defining Fax Settings

You can change your preferred fax settings, such as paper size and orientation of your fax. The settings you define, including cover sheet settings and send to information, is used for the current fax, as well as future faxes.

To define fax settings:
1. In the Print dialog box, click the Fax Options tab, or click Properties.
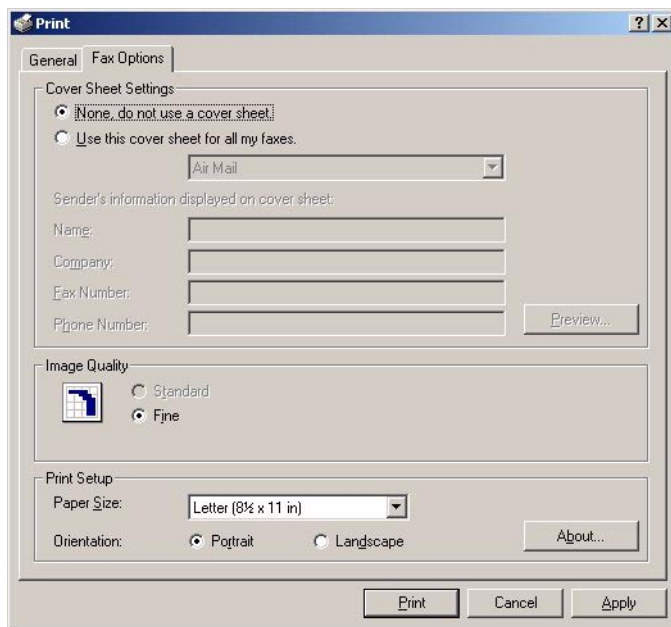
2. On the Fax Options tab or dialog box, specify the preferred fax settings.

Creating and Sending a Quick Fax

A Quick Fax is a brief, one-page fax sent directly from My MultiPASS. You specify the fax information as described in the previous sections of this chapter.

To create and send a Quick Fax:
1. In My MultiPASS, click Send Quick Fax on the MultiPASS menu.
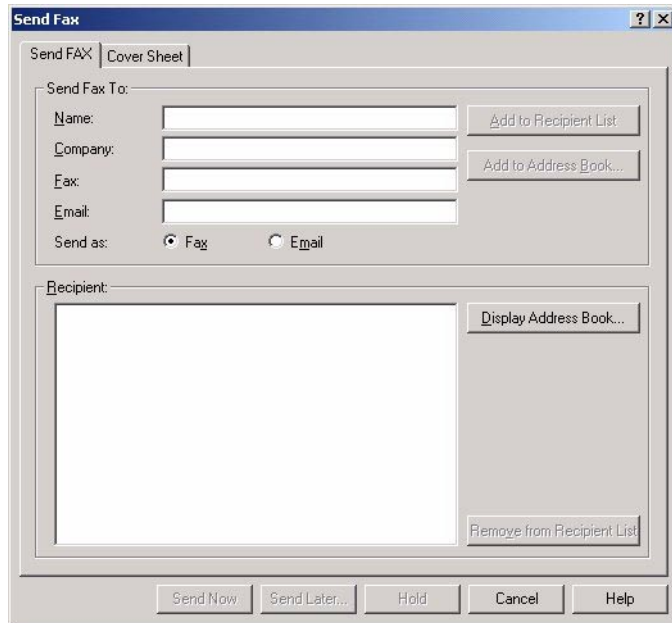
2. In the Send Fax dialog box, on the Send FAX tab, specify your recipient information as described in the previous sections.
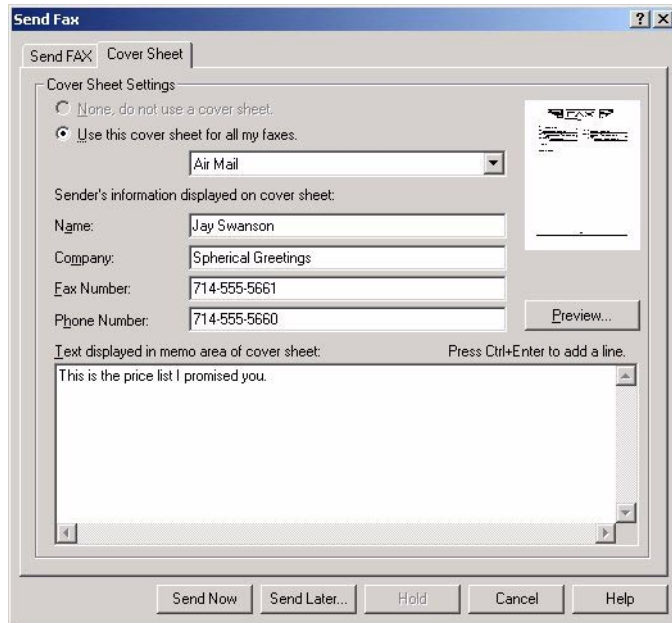
3. On the Cover Sheet tab, select a cover sheet and specify your sender information.

4. Because the fax memo is not originating from a document created in another Windows application, enter the memo message in the Memo box.

5. After completing the entries in the Send Fax dialog box, click Send Now.

Working with Fax Jobs in the Outbox Folder

The Outbox folder stores the active fax currently being sent, queued faxes, faxes that were stopped from being sent, faxes that failed during sending, faxes that are scheduled for later, and faxes that were put on hold. You can perform a variety of tasks to these faxes.
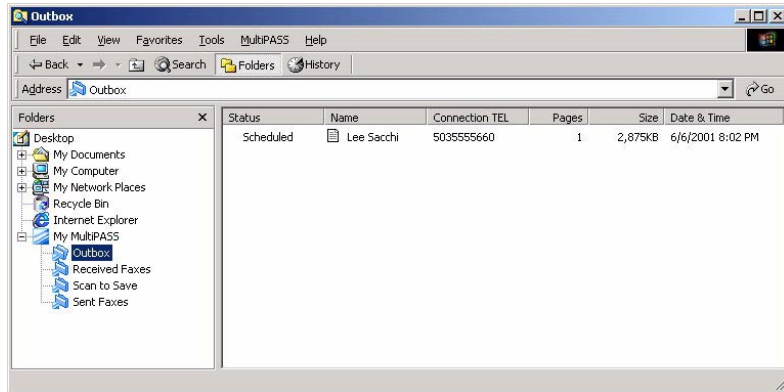
To view a fax:
Click the fax you want to view, and then click Open on the MultiPASS menu. Or, double-click the job.

When opened, the fax document displays in the Viewer, but cannot be edited.

To stop the active fax:
Click the active fax, and then click Stop on the MultiPASS menu.

To delete a fax:
1. Click the fax you want to delete. To select all the faxes, click Select All on the Edit menu.

2. Click Delete on the File menu, or press the Delete key.

3. When prompted, confirm that you want to permanently delete the fax.

To send, resend, hold a fax, or change fax information:
1. Click the desired fax.

2. If you clicked the active or a scheduled job, click Stop on the MultiPASS menu.

3. With the appropriate fax selected, click Resend on the MultiPASS menu.

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4. In the Send Fax dialog box, change any fax information as needed on the Send Fax tab.

   You can change the information that you initially entered for the PC fax. Additionally, you can add a new cover sheet to the fax.

5. Click Send Now, Send Later, or Hold.

Receiving a Fax

All incoming faxes are received by your printer. The incoming faxes can be uploaded to the Received Faxes folder in My MultiPASS, based what you specified for the MultiPASS Receive Fax settings. (For more information about Receive Fax settings, see Chapter 7, "Fine-tuning the MultiPASS Suite.")

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

❏ **If the computer is on and the Status Monitor is running**
   If your computer is turned on and the Status Monitor is running when the printer receives a fax, the fax is either printed directly from the printer or uploaded to the My MultiPASS Received Faxes folder.

❏ **If the computer is off or the Status Monitor is not running**
   If your computer is turned off or the Status Monitor is not running when the printer receives a fax, the fax is either printed directly from the printer, or saved in printer memory.

   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 printer 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.

If you set the printer to save a fax in memory, it can later be printed or sent to the My MultiPASS Received Faxes folder when your computer is turned on. When a fax is saved in printer memory, a notification message appears on the printer LCD display, indicating the fax is received in a file.

To move received faxes from printer memory to My MultiPASS:
1. Turn on your computer and start Windows.

2. Open My MultiPASS.

NOTE

In Device Setup, on the Receive Fax tab, the When Computer Is On option must be set to Send to PC.

Automatically Forwarding Received Faxes

If you are going to be away from your computer for a long period of time, you can have faxes automatically forwarded to you at a remote location. You specify the specific fax number to which all faxes are forwarded. Faxes are forwarded to you for as long as the Auto Forward setting is enabled.

When you automatically forward faxes, color faxes are forwarded as black and white documents.

The following requirements must be met for the Auto Forward feature to work correctly:

❏ The PC must be on. Standby or Sleep mode must be inactive.

❏ The MultiPASS Status Monitor and MultiPASS Service (Windows NT/2000) must be running.

❏ In the Device Setup, on the Receive Fax tab, the When Computer Is On option must be set to Send to PC.

To setup fax forwarding:
1. On the MultiPASS menu, click Auto Forward.

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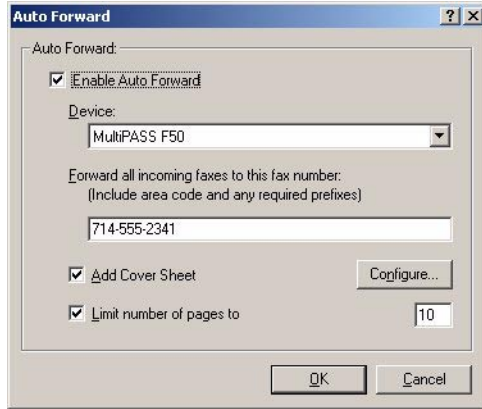
2. In the Auto Forward dialog box, click Enable Auto Forward and specify your auto-forwarding options.

    • Click the device that you want to automatically forward your faxes.

    • Enter the desired fax number.

    • Click to add a cover sheet.

    • Select whether to limit the number of pages of each automatically forwarded fax.

If you clicked Add Cover Sheet, to configure the cover sheet:
1. Click Configure.

2. In the Configure Auto Forward Cover Sheet dialog box, click the cover sheet style to use.

3. In the Sender and Recipient boxes, enter the sender and recipient information that applies to all forwarded faxes.

4. In the Notes Field box, optionally enter memo text. The text displays on the cover sheet each time a fax is forwarded.

To disable fax forwarding:
1. On the MultiPASS menu, click Auto Forward.
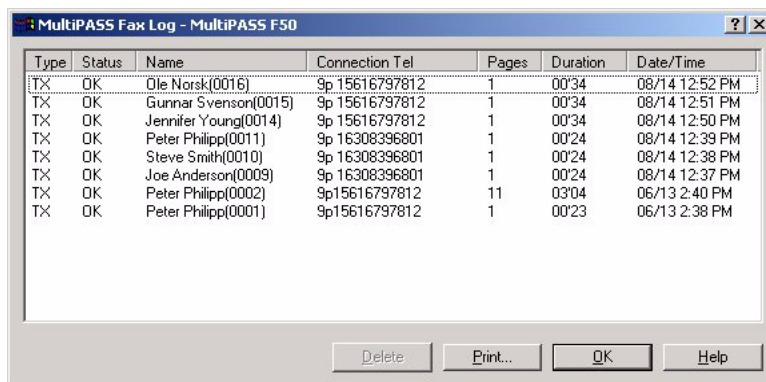
2. In the Auto Forward dialog box, clear Enable Auto Forward.

Using the Fax Log

The Fax Log contains a list of fax activity (faxes sent and received) for both PC and machine faxes. Each fax lists historical information, such as transmission status, date and time the fax was sent or received, the sender and recipient of the fax, and the number of pages. You can use the Fax Log for a variety of purposes, such as reviewing the status of a sent PC fax. Entries in the Fax Log cannot be opened in the Viewer. Fax Log entries remain in the Fax Log until you delete them or for the duration that you specified in the Options setup. The Fax Log does not record fax transmissions sent as e-mail messages.

To display the Fax Log:
In My MultiPASS, on the MultiPASS menu, click Fax Log.

Type	Status	Name	Connection Tel	Pages	Duration	Date/Time
TX	OK	Ole Norsk(0016)	9p 15616797812	1	00'34	08/14 12:52 PM
TX	OK	Gunnar Svenson(0015)	9p 15616797812	1	00'34	08/14 12:51 PM
TX	OK	Jennifer Young(0014)	9p 15616797812	1	00'34	08/14 12:50 PM
TX	OK	Peter Philipp(0011)	9p 16308396801	1	00'24	08/14 12:39 PM
TX	OK	Steve Smith(0010)	9p 16308396801	1	00'24	08/14 12:38 PM
TX	OK	Joe Anderson(0009)	9p 16308396801	1	00'24	08/14 12:37 PM
TX	OK	Peter Philipp(0002)	9p15616797812	11	03'04	06/13 2:40 PM
TX	OK	Peter Philipp(0001)	9p15616797812	1	00'23	06/13 2:38 PM

MultiPASS Fax Log - MultiPASS F50

Delete   Print...   OK   Help

To print the Fax Log:
1. In the Fax Log dialog box, click Print.

2. In the Print dialog box, specify the desired print options.

To delete an entry in the Fax Log:
Click the entry you want to delete. Then, click Delete.

Setting Up an Address Book

Using an address book can make sending a PC fax quicker and easier. When set up, the address book contains a list of names, fax and phone numbers, and e-mail addresses for contacts to whom you send PC faxes. You can also use address book entries for defining speed dial assignments for your printer.

The MultiPASS Suite uses a Windows address book (.wab) file for your contact information. When you first decide to use an address book, you designate whether you want to set up the WAB file directly in My MultiPASS or use a previously set up WAB file provided with Windows. Whichever WAB file you designate, you can use My MultiPASS to add and edit any contact information. If you choose to set up an address book in My MultiPASS, you can later change your designated WAB file and use a different address book for MultiPASS.

To designate the address book to use:
1. On the Windows Desktop, click Start, point to Programs, point to Canon MultiPASS Suite, and then click Canon MultiPASS Address Book Profile.
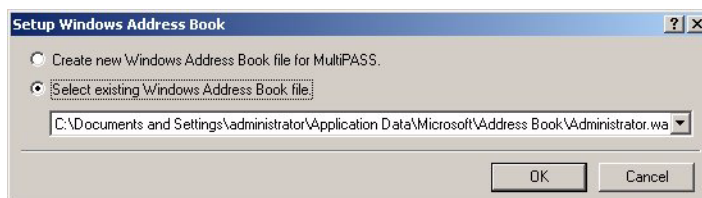
2. In the Setup Windows Address Book dialog box, click if you want to create the address book file in MultiPASS or if you want to use an existing address book file.

   If you click to use an existing address book file, you will not have an opportunity later on to create a separate address book file directly in MultiPASS.

3. If you clicked to use an existing WAB file, and the system detects more than one file available, click the desired file in the list box.

---

4. Click OK.

5. In the Address Books dialog box, click OK.

To open the address book you designated:
In My MultiPASS, on the MultiPASS menu, click Address Book.
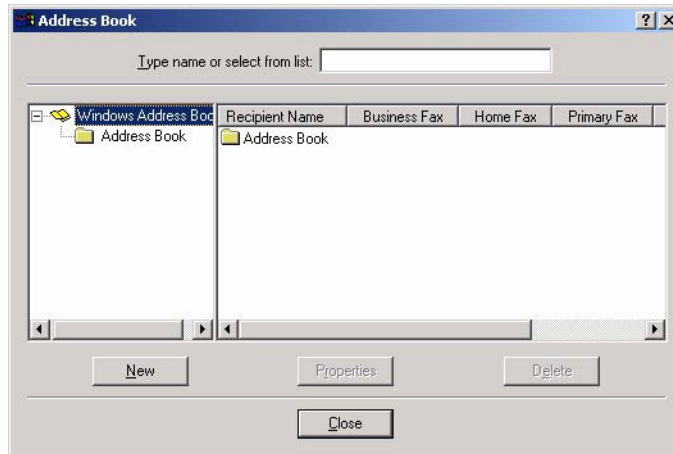
Working with the Address Book

The address book contains the following types of entries:

❏ **WAB Contact**
Contact entries enable you to identify each individual to whom you
frequently send PC faxes. Once entered, you can quickly specify the
recipients of a PC fax by selecting them from the address book.

❏ **WAB Distribution List**
Distribution lists identify two or more contact entries to whom you repeatedly send the same PC fax. For example, you may want to setup a distribution list to include those contacts involved in a particular business project. When you specify the distribution list entry as the fax recipient on your PC fax, the PC fax is sent to each contact in the list. If you specify more than one distribution list address for a fax, and the distribution lists contain the same contacts, the duplicate contacts are automatically removed.

You can add, edit, search for, and delete both entry types.

To add a contact:
1.   In the Address Book dialog box, click New.
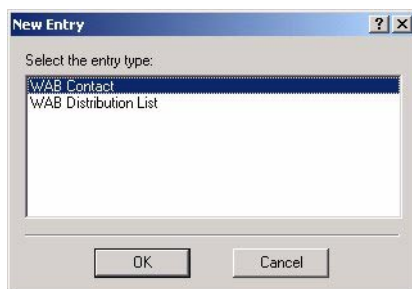
2.   In the New Entry dialog box, click WAB Contact, and then click OK.

Lee Sacchi Properties

Summary | **Name** | Home | Business | Personal | Other | NetMeeting | Digital IDs

Enter name and e-mail information about this contact here.

First: Lee   Middle: [ ]   Last: Sacchi

Title: [ ]   Display: Lee Sacchi   Nickname: [ ]

E-Mail Addresses: [ ]   Add

Edit

Remove

Set as Default

☐ Send E-Mail using plain text only.

OK   Cancel

3. In the Properties dialog box, enter the following required
    information:

    • First name and last name

    • Fax number (home or business) or e-mail address.

To edit a contact entry:
1. In the Address Book dialog box, click the entry to edit in the Recipient
    list, and then click Properties.

2. In the Properties dialog box, make the desired changes.

To add a distribution list entry:
1. In the Address Book dialog box, click New.
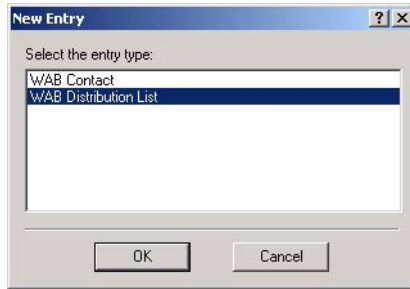
2. In the New Entry dialog box, click WAB Distribution List, and then click OK.
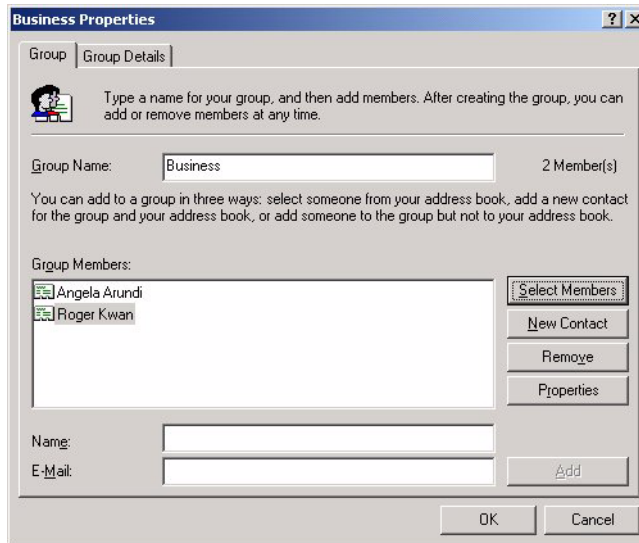
3. In the Properties dialog box, in the Group Name box, enter the name of the distribution list.

4. To add members to the group, do one of the following.

    • Click Select Members to add existing address book contacts to the group.
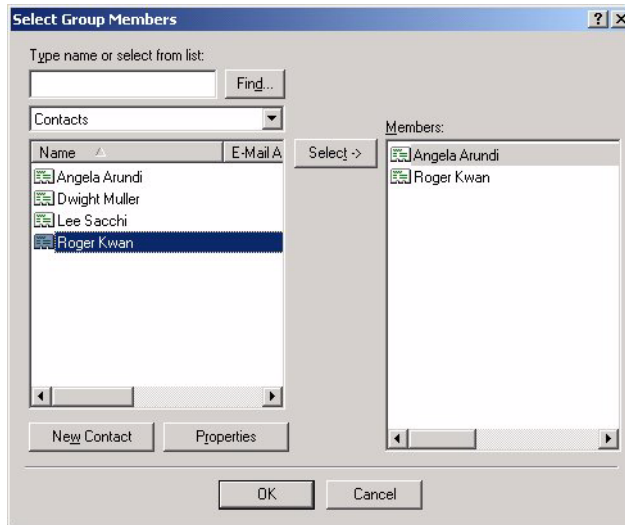
• Click New Contact to create a new contact for the group.
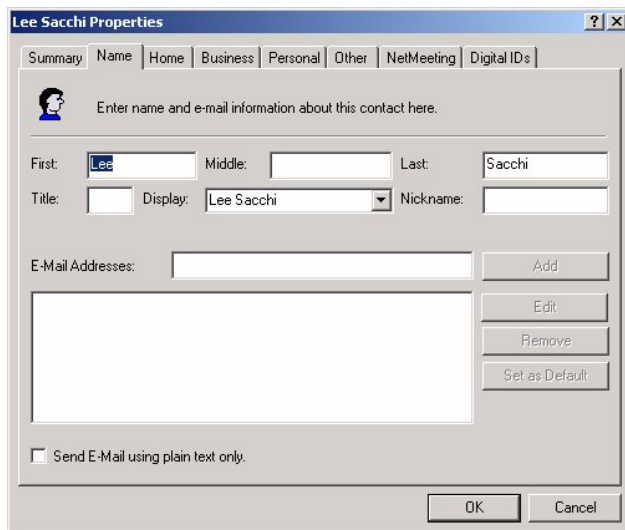
5. Do one of the following:

- If you clicked Select Members in the previous step, in the Select Group Members dialog box, in the Address Book list, click the individual entry you want to add to the group, and then click Select. When you have added all the desired members, click OK.

- If you clicked New Contact in the previous step, in the Properties dialog box, enter the new member's information and click OK. Repeat this step for each individual that is not in your Contact list.

6. To remove an entry from the group, click the name in the Distribution list, and then click Remove.

7. Click OK to add your new group to your address book.

To edit a Distribution List entry:
1. In the Address Book dialog box, in the Recipient list, click the Distribution List entry to edit. Then click Properties.
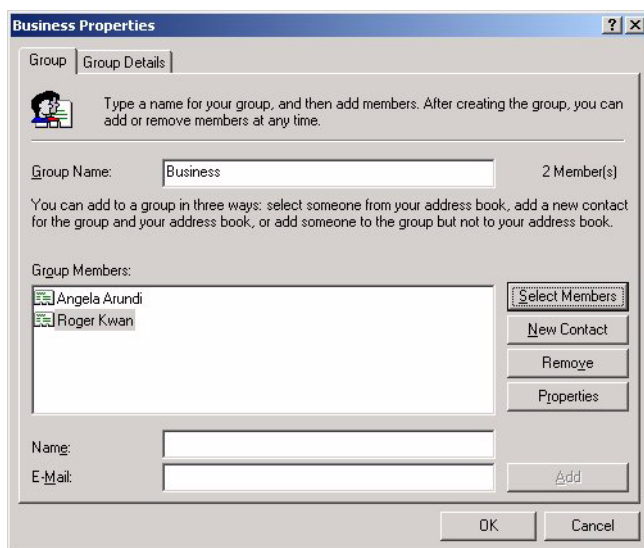
2. In the Properties dialog box, make the desired changes.

To search for an entry in the address book:
Enter the name of the contact you want in the Search box. If an entry exists with that name, it is selected.

You can only search through entries by name, you cannot search using any other entry characteristic.

To delete an address book entry:
Click the name in the list. Then click Delete, or press the Delete key. If prompted, confirm that you want to delete the entry.

Designating a Different Windows Address Book

You can designate to use a different Windows address book file for MultiPASS, from the one you previously designated. You can change the designated WAB file as needed.

To change the designated Windows address book for MultiPASS:
1. On the Windows Desktop, click Start, point to Programs, point to Canon MultiPASS Suite, and then click Canon MultiPASS Address Book Profile.
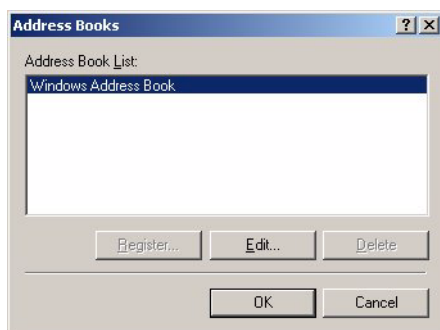
2. In the Address Books dialog box, click Windows Address Book, and then click Edit.
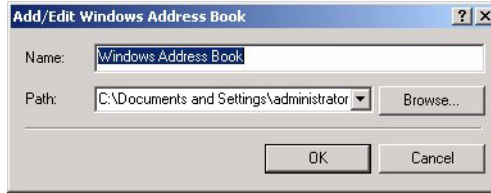
3. In the Add/Edit Windows Address Book dialog box, enter a name for your WAB file.

4. Click Browse. In the Select WAB File dialog box, specify the path and name of the .wab file you want to use. Then, click OK.

Once designated, you open and use the Windows address book file as described in a previous section of this chapter.

NOTE

As an Alternative: Importing Your Address Book
You can import the entries from one Windows address book file into another, combining both sets of address book entries (for example, import from the address book created directly in MultiPASS to an existing Windows address book). The following summarizes the procedure for importing the entries. For details on importing the entries, see your Windows user documentation.

On your system, search for the appropriate .wab files (for example, the address book file created in MultiPASS and the existing Windows address book file). Using Windows commands, open the Windows address book file into which you want to import entries. Then, import the entries from the other Windows address book file.

Chapter 5
Scanning

You can use the printer to scan documents by the following methods:

❏ **Using the MultiPASS Toolbar**
The MultiPASS Toolbar (also referred to as the Toolbar) enables you to scan a document or image into your PC. The appearance of the Toolbar can change based on the settings (such as shown buttons and size) you define for the Toolbar.
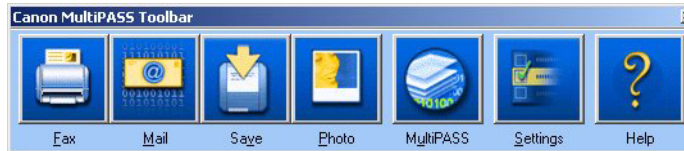
❏ **Using a TWAIN-compliant Windows application**
You can use the printer to scan documents directly into a Windows application that supports a TWAIN interface (such as Photoshop). Some applications allow multiple page scans, while others do not. If you are unsure whether your Windows application supports this feature, refer to the user documentation for the application you are using.

When you scan a document, the system uses predefined settings that determine the characteristics of your scanned image (such as the image type and resolution), enabling you to begin scanning immediately. However, you can change these settings as needed.

To scan an image with the Toolbar:
1. Place your image facedown on the platen glass, or load it in the automatic document feeder (F50), of your printer.

   Only one sheet can be scanned if you plan on scanning with the Photo, Text, Custom1, Custom2, or Custom3 button (see next step).

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

- Click Fax to scan your document and automatically send it as a fax from your PC (F50).

- Click Mail to scan your document and automatically attach it to a message in your e-mail application.

- Click Save to scan your document and automatically save it in the My MultiPASS Scan to Save folder.

- Click Photo to scan your document and automatically have it display in a graphic application (such as MultiPASS Viewer).

- If the buttons appear on the Toolbar, click Text, Custom1, Custom2, or Custom3 to scan your document and automatically have it display in an application you assigned in the Toolbar settings (such as OmniPage or Microsoft Paint).

3. If the ScanGear window appears, define your scan settings as desired and scan your document.

For details on setting the ScanGear window to appear, see the "Defining Toolbar Settings" section. For details on defining scan settings, see the "Working with Scan Settings in ScanGear" section.

If the ScanGear window does not appear, skip to the next step.

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 Mail in Step 2:
In the e-mail message window, enter the appropriate information and send the e-mail message.

- If you clicked Save in Step 2:
  The image file is automatically saved in My MultiPASS, in the Scan to Save folder.

- If you clicked Photo in Step 2:
  The image automatically appears in the associated graphic application.

- If you clicked Text, Custom1, Custom2, or Custom3 in Step 2:
  The image automatically appears in the software application set up as the linked application in your Toolbar settings.

To scan an image from a TWAIN-compliant Windows application:
1. Place your image facedown on the platen glass, or load it in the automatic document feeder (F50), of your printer.

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 ScanGear 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. If you loaded your document into the automatic document feeder in Step 1, replace your document in the automatic document feeder.

7. Click Scan.

When complete, the image appears in the display area of your Windows application.

Working with Scan Settings in ScanGear

When you use ScanGear before scanning, typically you scan a preview of the document first. The preview image enables you to review the results of your scanned image and make any necessary adjustments (for example, to size, tone, and so on). When you are satisfied with the results, you then perform the final scan of the document.

The following instructions summarize the procedures for scanning an image with ScanGear.

To scan an image in ScanGear:
1. In the ScanGear window, click whether you want to work in Simple Mode or Advanced Mode.

2. On the appropriate tabs, specify the desired preview scan settings for your image, such as the color mode, scan resolution, and page size.

3. Click Preview.

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

5. With your document in the printer, click Scan to perform the final scan of your image.

Defining Preview Scan Settings in Simple Mode

Simple Mode enables you to use a more simplified screen, providing basic but fewer choices, in defining the scan settings for the preview image. You choose an image type that determines the predefined color mode and resolution for scanning your image. You can define and delete custom image types as needed.
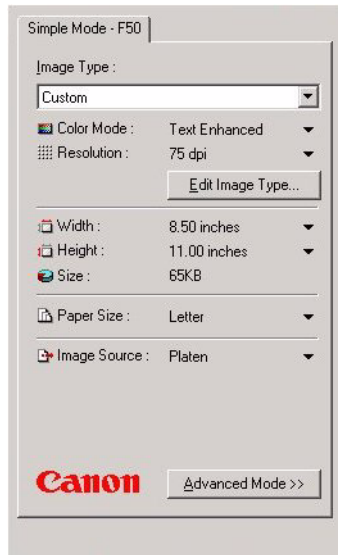
To define preview scan settings in Simple Mode:

1. On the Simple Mode tab, in the Image Type box, click the type of image you are scanning, which automatically sets the color mode and resolution.

2. In the Paper Size list, click the size of the source document or image you are scanning.

3. In the Width and Height lists, click the unit of measure by which you want to display the dimensions of your selected paper size.

4. In the Image Source list, click where you placed the source image you are scanning.

To define a custom image type:

1. In the Image Type box, click Custom.

2. Click Edit Image Type.

Image Type Settings ✕

Image Type :

[   ]

🔲 Color Mode :   [Black and White ▼]

▦ Resolution :   [300 ▼] dpi

[Delete]   [**Save**]   [Cancel]
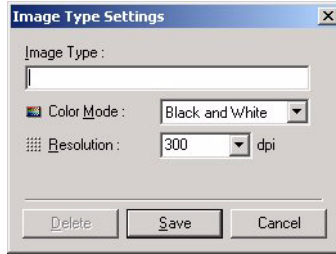
3. In the Image Type Settings dialog box, enter a name for the image type you are defining.

4. Click the preferred color mode and resolution.

5. Click Save.

To delete a custom image type:
1. In the Image Type box, click the name of the image type you want to delete.

2. Click Edit Image Type.

3. In the Image Type Settings dialog box, click Delete.

4. When prompted, click Yes to delete the image type.

Defining Preview Scan Settings in Advanced Mode

In addition to defining scan settings similar to Simple Mode, Advanced Mode enables you to adjust the preview image before the final scan. These adjustments can include setting the tone and brightness of your scanned image.

To define preview scan settings in Advanced Mode:
1. On the Main tab, click the color mode for your image.

Color Mode :

Color

Resolution : 75 dpi
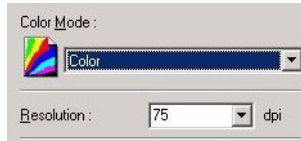
2. Click or type the resolution, as dots per inch (dpi).

    If you are using the platen, in addition to the available settings in the box, you can enter 4800, 7200, or 9600 as the resolution.

3. On the Preferences tab, set the following:

When application hides driver user interface :

☑ Text Enhanced instead of B&W

☑ Canon ColorGear
   Color Matching

Current Monitor Profile :

Canon's Default Profile for Monitors

Change Monitor Profile...
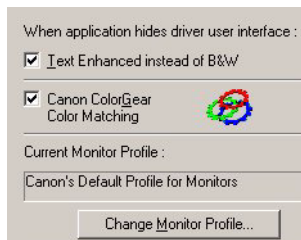
• Text Enhanced Instead of B&W
  Click to use with OCR (Optical Character Recognition) software. This setting increases the contrast in black and white scanning to promote the accurate recognition of characters in OCR software. Resolution should be at least 300 dpi for OCR scans.

  If selected, the text enhanced setting is used for applications that request a black and white scan and do not use the scan window (including most OCR applications).

• Canon ColorGear Color Matching
  Click to enable your system to show an image in colors that best represent the original, based on the display characteristics of your monitor.

  Since results can vary, it is recommended that you experiment scanning your image with this option turned on and off. Results can vary based on the type of image you are scanning and the output of your final scan.

- Change Monitor Profile
  If the appropriate monitor profile is not displayed, click to change
  your monitor profile. Then, in the displayed list, click your
  monitor. If your monitor is not listed, click Canon's Default
  Profile for Monitors.

  Since the quality of your scanned image could be affected if the
  correct monitor profile is not selected, changing the monitor
  profile enables a better quality scanned image.

4. On the F50 tab (F30 tab), click where you placed the source image you
   are scanning:

5. In the Paper Size list, click the size of the source image you are
   scanning.

Adjusting the Preview Image for Final Scan

Once an image has been previewed, you can adjust the image and the
area in which it is viewed.

To resize a preview image, to better view its details:
1. On the toolbar, click Zoom.

2. To enlarge the view, left-click the mouse pointer on the image.

   To reduce the view, right-click the mouse pointer on the image.

To move an enlarged image:
If the image is too large to see in its entirety, on the toolbar, click Scroll
and drag the zoomed image to display the appropriate section.

To reverse the tone of an image:
On the toolbar, click Negative/Positive.

To create a mirrored view of your image:
On the toolbar, click Flip.

To rotate the image 90° left or right:
On the toolbar, click Rotate Left or Rotate Right to change the orientation of the image.

To display rulers in the preview area:
On the toolbar, click Rulers to work more precisely with a preview image, by displaying rulers on the top and left borders of the preview area.

To remove the current preview image:
Click Clear if the preview image does not serve your purpose.

To reduce the moire pattern in the preview image:
In Advanced Mode, on the F50 (F30) tab, click Descreen.

If you are scanning at a higher resolution, the descreen process may take several minutes to complete.

Cropping Your Preview Image

You can crop your preview image by selecting only that portion of the image that you want. Then, when you rescan the image, only that portion of the image appears.

There are different methods available for cropping your image.

To automatically crop the image:
Click Auto Crop. Click repeatedly to reduce the size of the cropped area.

You can manually resize and reposition the cropped area, as explained in the following procedure.

To manually define the cropped area:
1. Click Advanced Mode.

2. On the Main tab, if you want to maintain the current width and height proportions of the image while cropping, click Keep Proportions.

3. Do one of the following:

   - To draw the cropped area:
     Click Select. Position the mouse point at the upper left corner of the area you want to select, and drag the mouse to the lower right corner of the desired area.

   - To define the cropped area by its size:
     In the Width and Height boxes, type the appropriate dimensions.

4. To resize the cropped area, do one of the following:

   - In the Width and Height boxes, type the appropriate dimensions.

   - Drag any sizing handle on the crop border.

5. To reposition the crop border, place the mouse cursor inside the border and drag to the appropriate area.

6. If you want to clear the current selection, click outside the crop border.

7. To preview the cropped image, click Preview.

Scaling the Image Output Size

You can scale the size of your preview image, to maintain the image size while enlarging or reducing the output size. For example, if you scale your image by 50%, the output size of the image is half the size of the actual image size.

To set an image scale:
On the Main tab, in the Scale box, enter a percentage.

Adjusting the Tone of a Color or Grayscale Image

If you selected Color or Grayscale as your color mode, you can produce a wide range of visual effects or corrections in your preview image by adjusting the settings on the Tone tab. The tone settings can be adjusted using the following methods.

To automatically correct the tone:
Click Auto on the ScanGear toolbar or the Tone tab.

To adjust the contrast or brightness of an image:
1. On the Tone tab, click Contrast/Brightness.
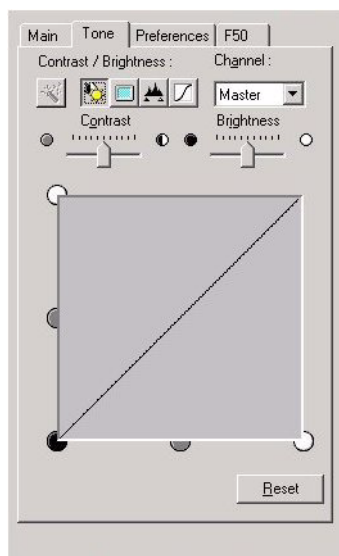
2. If you are working with a color image, click the appropriate color channel.

3. Move the Contrast and Brightness sliders to the left for less contrast or brightness, and to the right for more contrast or brightness.

4. To return to the original setting, click Reset.

To adjust the tone with the gamma value:

1. On the Tone tab, click Gamma.
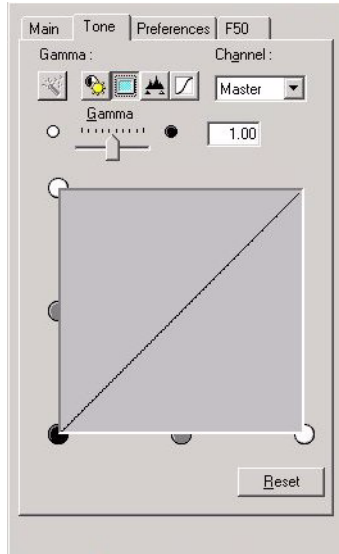
2. If you are working with a color image, click the appropriate color channel.

3. Move the slider to the left to decrease, to the right to increase, the contrast displayed in the middle of the tonal range (midtones) of your image. Or, enter the value in the box.

4. To return to the original setting, click Reset.

To adjust the tone using a histogram:

1. On the Tone tab, click Histogram.
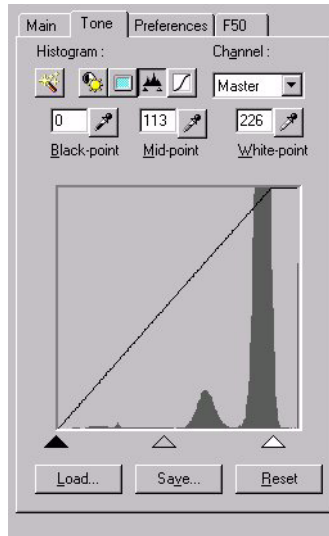
2. If you are working with a color image, click the appropriate color channel.

3. For the black-point, midpoint, or white-point, do one of the following to make a change:

   • Click the appropriately labeled button. Then click the portion of the image in the preview area that is darkest (for black-point), lightest (for white-point), or in the middle of the tonal range (for midpoint).

   • Drag the appropriate arrow at the bottom of the histogram to the level you want.

   When you adjust the black-point, all tones in the image darker than the selected black-point are adjusted to black.

   When you adjust the midpoint, all tones in the image between the black-point and the white-point are adjusted to the selected mid-point.

When you adjust the white-point, all tones in the image lighter than the selected white-point are adjusted to white.

4. To return to the original setting, click Reset.

To save the histogram setting:
1. Click Save.

2. In the Save As dialog box, specify the file name and location where you want to save the setting, and click Save.

To open a previously saved histogram setting:
1. Click Load.

2. In the Open dialog box, click the file name for the tone setting you want to load and click Open.

To correct a common tone problem with a predefined tone curve:
1. On the Tone tab, click Special Tone Curves.
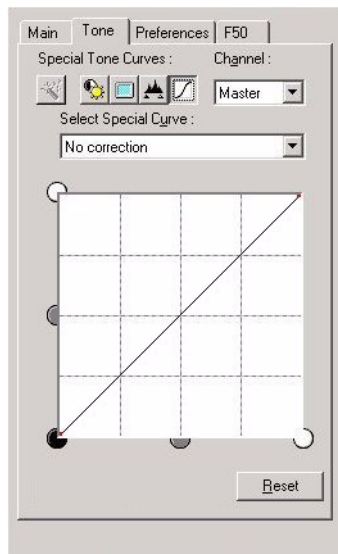
2. If you are working with a color image, click the appropriate color channel.

3. In the Select Special Curve box, click the desired correction.

4. To return to the original setting, click Reset.

Adjusting the Tone of a Black and White Image

If you selected Black and White as your color mode, you can define the following tone settings on the Black & White tab.
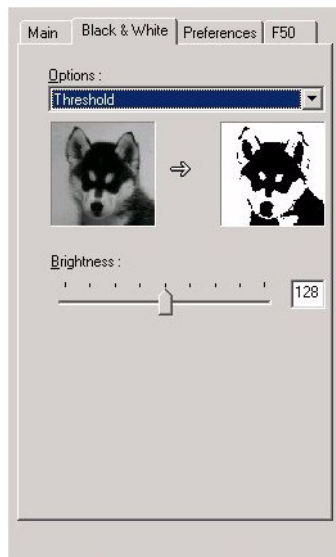
❏ **Options**
Click the method that produces the most desirable results for your black and white image, based on how the method represents the black and white portions of your image. To better understand how each method affects the black and white portions of your image, it is recommended that you select each method in turn and preview the results in the sample image.

❏ **Brightness**
Move the slider to the left to decrease the brightness, to the right to increase the brightness. Or, enter a value in the box.

NOTE

Although the Black & White tab appears when you select Text Enhanced as the color mode, the settings are not available and cannot be changed.

Adjusting ScanGear Preferences

In addition to scan preferences you can set prior to scanning a preview image (described previously), you can adjust other preferences for ScanGear that affect the scan behavior the next time you scan an image.

To adjust scan behavior preferences:
1. In Advanced Mode, click the Preferences tab.

Preview at opening of ScanGear :
○ Automatically execute a preview
◉ Display saved preview image
○ None

☐ Automatically quit ScanGear after scanning
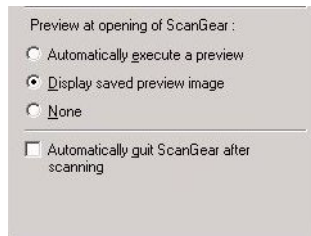
2. Under Preview at Opening of ScanGear, click whether or not you want ScanGear to automatically scan a preview of the image in your printer, or to display the previous preview image.

3. Since not all Windows scan applications may close the ScanGear window automatically, click if you want to ensure that ScanGear will automatically close after the final scan is complete.

Defining Toolbar Settings

You can define settings on the Toolbar that affect the behavior of the scan buttons and other general settings.

To change the scan button settings:
1. On the Windows desktop, on the MultiPASS Toolbar, click Settings.

2. In the Toolbar Settings dialog box, click the appropriate tab for the scan button whose settings you want to change (for example, Custom1).

Illustration of Custom tab. However, the options on each tab are very similar.

Canon MultiPASS Toolbar Settings

| Scan to Fax | Scan to Mail | Scan to Save | Scan Text |
| Scan Photo | Custom1 | Custom2 | Custom3 | Toolbar Settings |

☐ Show this button on Toolbar

Button links
Link to:

[   ] Set...

File format
Save as type: [BMP - Windows Bitmap ▾]

Scan settings
Image type: [Color ▾]

Image quality (Resolution): [75 dpi ▾]

Paper size: [Letter ▾]

Width: [8.50]   Height: [11.00]   [inches ▾]

[OK] [Cancel] [Help]
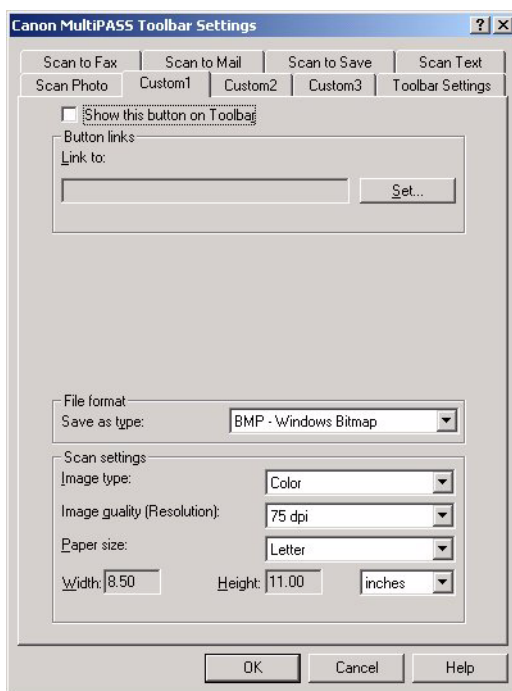
3. On the appropriate tab, make your preferred changes:

    •   Show This Button on Toolbar
        Click to display the button associated with this scan destination on the Toolbar. If this option is cleared, the button does not appear on the Toolbar.

- Link To
  On the Scan to Fax tab, this setting displays the fax driver that is used to send your scanned document as a fax.

  On the Scan Text, Scan Photo, and Custom tabs, this setting displays the path and executable file for the application associated with the scan destination. The Scan Text and Scan Photo buttons may be factory-predefined with an application bundled with your MultiPASS Suite. For example, the Scan Text button may be linked to the OmniPage application (omnipage.exe). The Custom tabs enable you to associate your preferred applications with the Custom buttons.

- Set
  On the Scan to Fax tab, click to change the fax options used when faxing the scanned document with the Fax button. In the FAX Properties dialog box, specify your changes (such as paper size) and click OK.

  On the Scan Text, Scan Photo and Custom tabs, click to associate an application with this scan button (for example, Microsoft Paint). In the Select Application dialog box, click the path and file name for the application executable (.EXE) file. Then click Open.

- Image File
  On the Scan to Save tab, click Browse to select a location (drive and folder) where you want your image files to be saved. The factory-predefined setting is the Scan to Save folder in My MultiPASS.
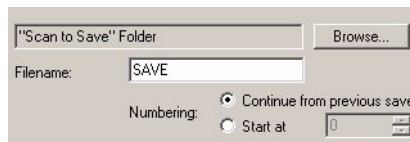
- Filename and Numbering
On the Scan to Save tab, in the Filename box, enter the base file name you want to use to define your own preference for naming files. For Numbering, click whether you want to continue numbering from the previously saved file, or to begin the numbering from the specified number.

  MultiPASS uses a naming rule for automatically assigning file names to scanned images that are saved as files. This rule includes a base file name plus a sequential number.

  For example, if you enter SavedScan as the base file name, and you specify the numbering to start at 100, your subsequent image files would be named: SavedScan100, SavedScan101, and so on.

- Save as Type
If available, click the file format in which you want your scanned image saved, such as BMP or TIF. This option is available only for those scan destinations where saving the image file is appropriate.

- Image Type
If available, click the type of image you are scanning, such as Black and White.

- Image Quality (Resolution)
If available, click the resolution (in dots per inch, dpi) for the image you are scanning. A higher resolution results in a better image quality, but may take longer to scan. A lower resolution generally scans faster, but may generate a lesser quality image.

- Paper Size (if available)
Click the physical size of the image being scanned, such as letter or business card size.

  If you want to specify a custom paper size, click Custom. Then, click the unit of measure by which you want to define your custom paper size. In the Width and Height boxes, enter the dimensions of your custom paper size.

- Width and Height
  Click the unit of measure to display the dimensions of the paper size you selected.

To change general Toolbar settings:
1. On the Windows desktop, on the Toolbar, click Settings.

2. In the Toolbar Settings dialog box, click the Toolbar Settings tab.
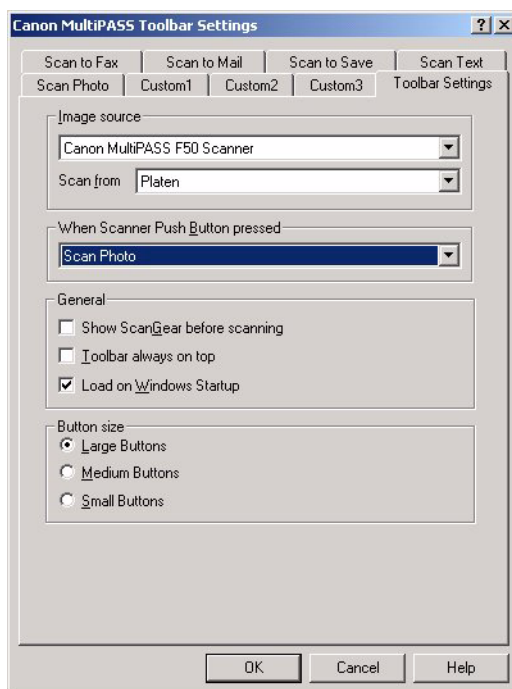
3. Specify your changes:

- Image Source
  Click the printer you prefer to use for scanning.

  Then, if a selection is available for that particular printer, click where you prefer to place the original image for scanning.

- When Scanner Push Button Pressed
  Click the desired action that occurs when you push the scan
  button on your printer. For example, you can set the button to
  display the Toolbar, or to send the scanned document to a
  particular destination, such as fax.

- Show ScanGear Before Scanning
  Click to display the ScanGear window when you scan a
  document. When the ScanGear window is displayed, you can
  adjust scan settings.

  If this option is cleared, the image is scanned based on the scan
  settings defined in the Toolbar.

- Toolbar Always on Top
  Click to keep the Toolbar displayed on top of all applications that
  may appear on the Windows desktop.

- Load on Windows Startup
  Click to open the Toolbar when Windows is started. If this setting
  is cleared, you need to open the Toolbar when you want to use it.

- Button Size
  Click your preferred display size for the Toolbar buttons.

Viewing the Toolbar

If the Toolbar does not automatically open, you will need to open it when
necessary. Under certain circumstances, you may be required to close the
Toolbar (for example, when removing the software). The display of the
Toolbar can also be minimized or maximized on the Windows taskbar or
desktop.

To open the Toolbar:
On the Windows desktop, click Start, point to Programs, point to
MultiPASS Suite, and then click MultiPASS Toolbar. Or, double-click the
MultiPASS Toolbar icon on the Windows desktop.

To close the Toolbar:
On the Windows taskbar, right-click the Toolbar icon. On the displayed menu, click Exit MultiPASS Toolbar.

To minimize the Toolbar open on the desktop:
On the Toolbar, click the Close button on the title bar.

To maximize the Toolbar from an icon on the taskbar:
Double-click the Toolbar icon.

NOTE

As an alternative for performing some of the tasks described for the Toolbar (such as scanning to a particular destination), you can use the Toolbar menus. To do so: On the Windows taskbar, click or right-click the Toolbar icon. On the displayed menu, click the desired command.

Chapter 6
Viewing and Enhancing Images

You can open and view documents stored in the My MultiPASS folders with the MultiPASS Viewer (also referred to as the Viewer).

Once open in the Viewer, if you want to edit your document, you can open it in the MultiPASS Photo Enhancer (also referred to as the Photo Enhancer). The Photo Enhancer enables you to make advanced image adjustments, such as applying filters or effects to your images.

Since the appearance and behavior of both the Viewer and Photo Enhancer are very similar, many of the procedures in this chapter are used for working with documents in either application.

To open a document in the Viewer:
In the My MultiPASS folders, click the document, and then click Open on the File menu. Or, double-click the document.
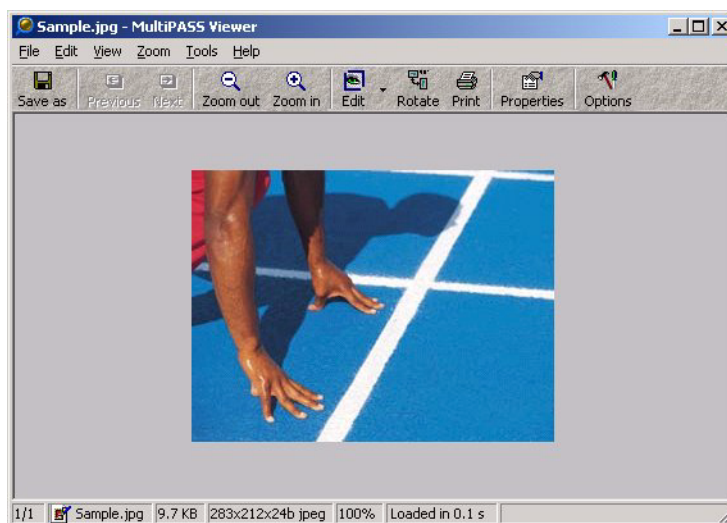
To close the Viewer:
On the File menu, click Exit.

To open an image in the Photo Enhancer:
1. Open the document that you want to edit in the Viewer.

2. Click Edit on the Viewer toolbar or Tools menu.
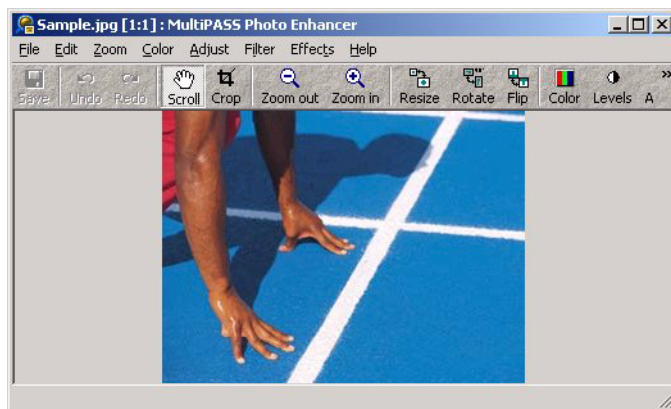
Documents containing metadata can be opened with the Photo Enhancer. However, if the document is edited and saved, all metadata is lost.

NOTE

To close the Photo Enhancer:
On the File menu, click Exit.

Specifying Display Preferences

While working with a document, you may want to modify the display of the document or Viewer window layout area to suit your needs.

To page through a multipage document:
1. Open your multipage document in the Viewer or Photo Enhancer.

2. In the Viewer:
On the View menu, point to Page. Then, click to the next, previous, first, or last page. Or, on the toolbar, click Previous Page or Next Page.

Previous page   Next page

In the Photo Enhancer:
On the Page toolbar, click to the previous, next, first, or last page.

Previous page   Next page   First page   Last page   Goto page

For a specific page, click Goto Page. Then, in the Goto Page dialog box, enter the page number.

To move through the images in a My MultiPASS folder (Viewer):
1. Open an image from the My MultiPASS folder you want to page through.
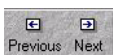
Previous   Next

2. On the View menu, point to Image. Then, click to the next, previous, first, or last image. Or, on the toolbar, click Previous or Next.

To adjust the magnification of the document or image:
In the Viewer or Photo Enhancer, do one of the following:

Zoom out   Zoom in

❏ On the Zoom menu or toolbar, click to zoom out or in, decreasing or increasing the magnification, by increments.

❏ On the Zoom menu, click a specific setting.

• In the Viewer, display the image at its full size, resized so that the entire image fits the window, resized so the image width fits the window (while maintaining the aspect ratio for the height), or resized so the image height fits the window (while maintaining the aspect ratio for the width).

• In the Photo Enhancer, display the image resized so that the entire image fits the window, or at its full size.

To save the desired display size (Viewer):
On the Zoom menu, click Lock.

Once locked, each image opens using the same size.

To scroll through a zoomed document (Viewer):
Drag the mouse pointer to move your view of the image.

To scroll through a zoomed image (Photo Enhancer):
1. On the toolbar or Edit menu, click Scroll.

2. In the image layout area, drag the mouse pointer to move your view of the image.

To view the document in full-screen mode (Viewer):
On the View menu, click Full Screen.

The document displays as the only item on the screen.

To return from full-screen to the regular window view (Viewer):
1. Right-click anywhere in the document.

2. Clear Full Screen.

To hide or show the toolbar or status bar (Viewer):
On the View menu, do one of the following:

❏ To toggle the toolbar on or off, click Toolbar.

❏ To toggle the Status bar on or off, click Status Bar.

Manipulating a Document or Image

You can perform a variety of tasks that affect your document image, such as printing, reloading, and changing the orientation of your document; flipping the image on a horizontal or vertical axis; and rotating the image clockwise or counter-clockwise by selected increments.

To print a document (Viewer):
1. On the File menu or Viewer toolbar, click Print.

2. In the Print dialog box, specify the desired print options.

To print documents in a folder as thumbnails (Viewer):
1. Open a document in the folder that you want to display thumbnails of.

2. On the File menu, click Print Thumbnails.

3. In the Print dialog box, select the printer and click Print. The thumbnails display in the Preview window.
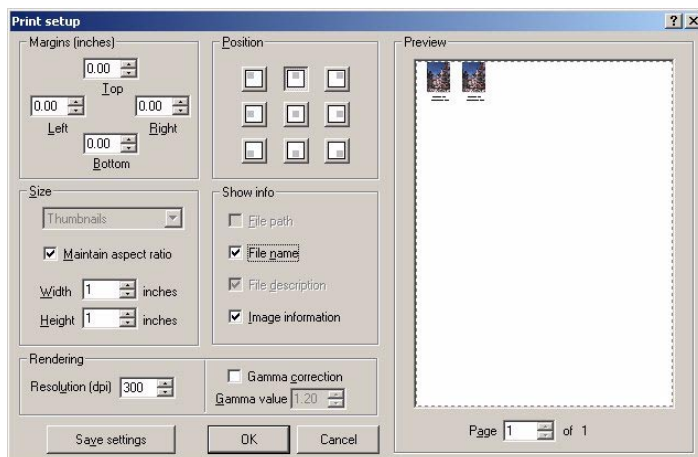
4. In the Print Setup dialog box, specify your print settings:

   • Click, or type, the margins you want to use along the edge of the paper.

   • If the one or more thumbnail images do not fill the page, click where on the paper the body of thumbnails should be positioned.

   • Click the size you want to use for the thumbnails. To keep the width and height properly proportioned, click Maintain Aspect Ratio. Then, enter the appropriate width or height.

   • Click other information you may want shown on the printed document.

- Click the preferred resolution for the printed document. Generally, the higher the resolution, the higher the print quality. However, print speed may be slower.

- Click if you want to correct the image's brightness and contrast (gamma). Then, specify the gamma value.Generally, the higher the value, the higher the correction to produce a more subtle brightness and contrast.

To change the print setup (Viewer):
1. On the File menu, click Print Setup.
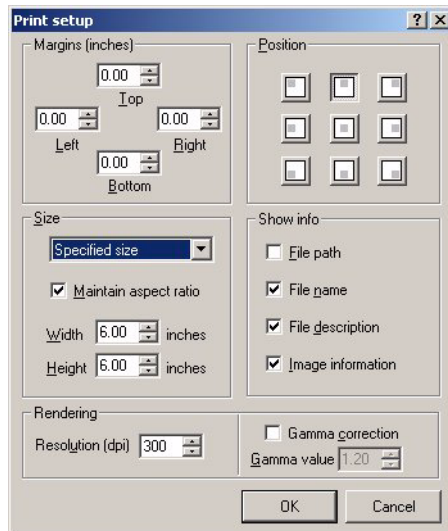
2. In the Print Setup dialog box, make the desired changes:

- Click, or type, the margins you want to use along the edge of the paper.

- If the image does not fill the page, click where on the paper the printed image should be positioned.

- Click how you want the image sized. To specify a size, click Specified Size. To keep the width and height properly proportioned, click Maintain Aspect Ratio.Then, enter the appropriate width or height.

- Click other information you may want shown on the printed document.

- Click the preferred resolution for the printed document. Generally, the higher the resolution, the higher the print quality. However, print speed may be slower.

- Click if you want to correct the image's brightness and contrast (gamma). Then, specify the gamma value.Generally, the higher the value, the higher the correction to produce a more subtle brightness and contrast.

To flip an image (Photo Enhancer):
1. On the toolbar or Edit menu, click Flip.
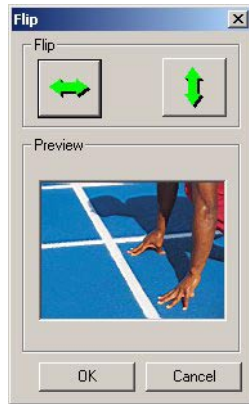
2. In the Flip dialog box, click the Horizontal or Vertical Flip button.

To rotate a document or image:
1. Do one of the following:

- In the Viewer, on the toolbar or Tools menu, click Rotate.

- In the Photo Enhancer, on the toolbar or Edit menu, click Rotate.
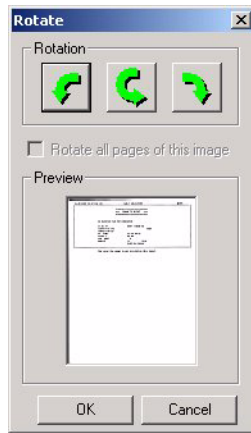
2. In the Rotate dialog box, click the Rotation button that corresponds to the direction you want to rotate the document or image.

3. Click Rotate All Pages or Rotate All Pages of This Image if you want to rotate all the pages in the document.

To reload a document or image:
Do one of the following:

❏ In the Viewer, on the View menu, click Reload.

❏ In the Photo Enhancer, on the File menu, click Revert.

Reloading a document replaces the current document with the most recently saved version of the document.

Saving Documents and Images

You can save your documents to preserve the changes you made. If the document you are saving is a multipage .tif or .mlj file, you can save each page in the document as a separate image. The system assigns unique names to each of the individually saved documents. For example, a three page document originally named File.tif would become three separate documents named File-0001.tif, File-0002.tif, and File-0003.tif.

In addition, when saving an image as a .jpg or .tif image, you can change the options that apply to the image file type.

To save a document or image:
1.   On the File menu, click Save As.
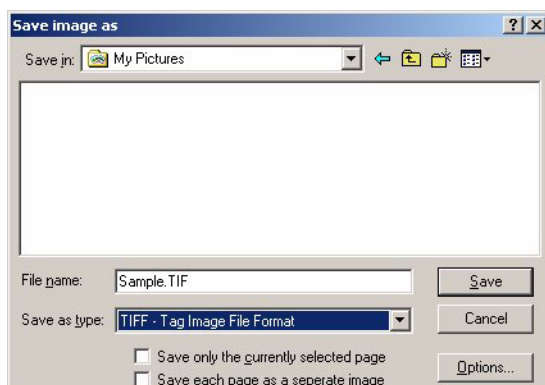
2.   In the Save Image As dialog box, specify the Windows folder where you want to save the file.

3.   Enter a name for the file in the File Name box.

4.   Click a file type in the Save As Type list.

5.   If you are working with a multipage document, click if you want to save only the currently selected page, or each page as a separate image (.mlj and .tif file types only).

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6. If you selected the .jpg or .tif file type, click Options to specify save settings for your file.

If you selected .jpg as the save as type, and clicked Options:
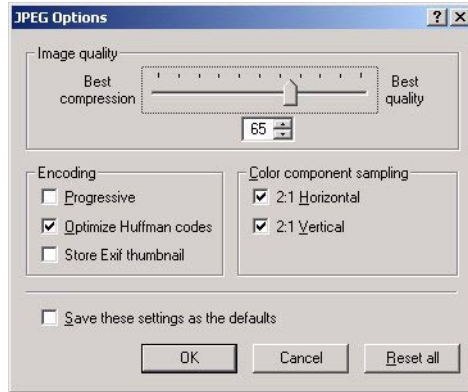
1. In the JPEG Options dialog box, move the Image Quality slider or enter a value to specify the desired compression.

   Move the slider to the left for more compression and less image quality, to the right for more quality and less compression.

2. Click the appropriate Encoding.

   • Progressive
     Click to create an image that displays progressively in a Web browser. The image displays as a series of overlays, enabling viewers to see a low-resolution version of the image before downloading it completely. Progressive .jpg files are not supported by some browsers and require more RAM for Viewing.

   • Optimize Huffman Codes
     Click to optimize the color quality of the image while making a slightly more compressed file. Optimized .jpg images are not supported by some Web browsers.

- Store Exif Thumbnail
  Click to create a preview thumbnail for the image. Preview thumbnails appear as icons on the desktop and in file lists (when the view is set to Large Icons). Selecting this option will increase the file size of the saved image. This option is available only if you clicked Optimize Huffman Codes.

3. Select whether to use color component sampling.

   If you select color component sampling, the color accuracy of your image is slightly reduced, resulting in a smaller image file size. If color accuracy is more important than image size, you should not use color component sampling.

4. Click Save These Settings as the Defaults if you always want .jpg images saved in these settings.

   If you selected .tif as the save as type, and clicked Options:
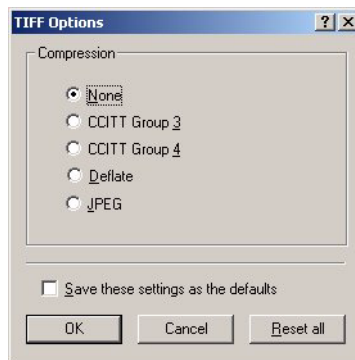
1. In the TIFF Options dialog box, click the desired compression type. If you do not want to compress the image data, click None.

   - CCITT Group 3
     Click if your image is black and white and you want to optimize viewing in PDF or PostScript language file formats.

- CCITT Group 4
  Click to compress the file more than CCITT Group 3. Use this technique if you want to achieve the same goals as CCITT Group 3, while compressing the image more.

- Deflate
  Click if your image contains large areas of a single color. This technique is supported by the PDF file format, but is not supported by all .tif file format readers.

- JPEG
  Click for continuous-tone images (such as photographs) that you want to compress, but save in the .tif file format. This technique is supported by both the PDF and PostScript language file formats.

2. Click Save These Settings as the Defaults if you always want .tif images saved in these settings.

Specifying Viewer Preferences

You can set the Viewer window and photo editor preferences. You can also set the current document as the desktop wallpaper.

If desired, you can make the Viewer the default viewing application for some image types, such as jpg or tiff. When you open an image of the specified type located anywhere on your system, it opens in the Viewer.

To specify and save Viewer window options:
1. On the Viewer toolbar or Tools menu, click Options.
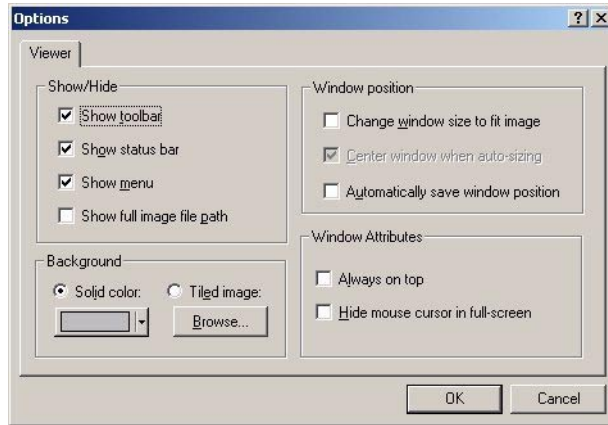
2. In the Options dialog box, specify whether to show or hide Viewer window attributes, such as the toolbar, or status bar.

3. Specify your Viewer window background preferences. Click a color from the color list or browse to an image to be used for the Viewer window background.

4. Specify your window position options.

    •   Click Change Window Size to Fit Image if you want the Viewer Window to automatically shrink to fit the displayed image.

    •   If you clicked Change Window Size to Fit image, you can also click Center Window When Auto-sizing to center the Viewer window after the window is resized.

    •   Click Automatically Save Window Position if you want to save the Viewer window position for the viewing of future images.

5. Specify your window attributes.

    •   Click Always On Top if you want the Viewer window to stay in the forefront of other windows.

• Click Hide Mouse Cursor in Full-screen if you want the mouse cursor to disappear when viewing a document in full-screen mode.

To make the Viewer the default viewing application for some image types:

1. On the Tools menu, click File Associations.
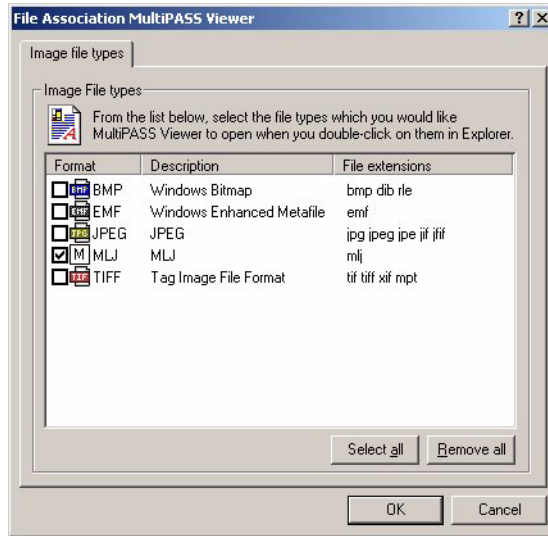
2. In the File Associations dialog box, select the desired image file types.

To set the current document as the desktop wallpaper:

On the Tools menu, point to Set Wallpaper, and then do one of the following:

❏ Click Centered to center a single document image on the desktop.

❏ Click Tiled to tile multiple document images to fill the desktop area.

To restore the previous desktop wallpaper:

On the Tools menu, point to Set Wallpaper, and then click Restore.

Specifying a Photo Editor

The MultiPASS Photo Enhancer is the default photo editor for the Viewer. However, you can setup another photo editor (such as Paint Shop Pro) as the default editor. To add a third-party editor, it must be installed on your system.

To add a photo editor:

1. On the Viewer toolbar, click the Edit arrow button. Then, click Configure Editors.
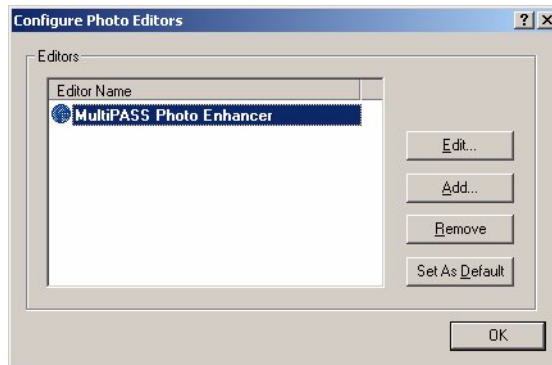
2. In the Configure Photo Editors dialog box, click Add.

3. In the Browse for Photo Editor Application dialog box, locate the executable file for the editor you want to add, and then click Open.

4. In the Configure Photo Editor dialog box, change the application name as needed. Then, click OK.

To specify a different default photo editor:
1. On the Viewer toolbar, click the Edit arrow button, and then click Configure Editors.

2. In the Configure Photo Editors dialog box, click the photo editor that you want, and then click Set As Default.

To edit the properties of the associated photo editor:
1. On the Viewer toolbar, click the Edit arrow button. Then, click Configure Editors.

2. In the Configure Photo Editors dialog box, select the photo editor to edit, and then click Edit.
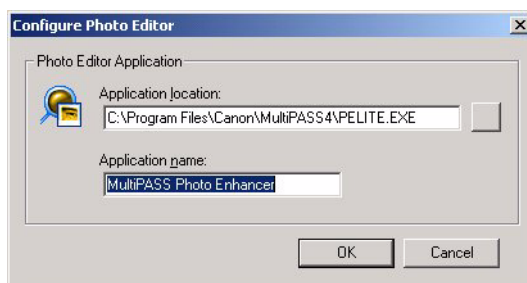
3. Make the desired changes to the name and/or location.

To remove a photo editor:
1. On the Viewer toolbar, click the Edit arrow button. Then, click Configure Editors.

2. In the Configure Photo Editors dialog box, select the photo editor that you want to remove, and then click Remove.

Enhancing Your Images (Photo Enhancer)

You can perform a variety of image enhancing tasks with your images in the Photo Enhancer.

To resize an image:

1. On the toolbar or Edit menu, click Resize.
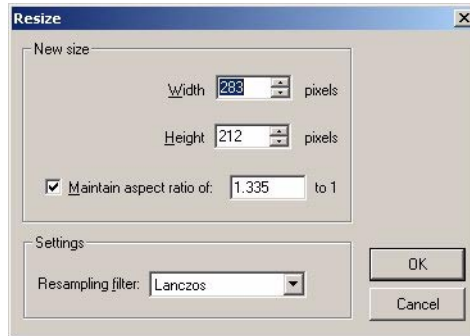
2. In the Resize dialog box, if you want to maintain the original image proportions, click Maintain Aspect Ratio.

3. Click or enter the dimensions of the new size in the Width or Height boxes.

4. Click the desired resampling filter. Changing the pixel dimensions (and therefore display size) of an image is referred to as resampling. The Lanczos setting generally gives the best quality to the resized image.

When you resize a file, you permanently alter the file by changing the number of pixels used to represent it.

To crop an image:

1. On the toolbar or Edit menu, click Crop.

2. Drag the mouse pointer so that the area you want is framed, and then double-click the area.

When you crop an image you cut the selected area out of the base page of the current image.

To adjust the image type:
On the Color menu, click the desired image type (such as Truecolor or Black and White).

To adjust color balances (Truecolor image types):
1. On the toolbar or Adjust menu, click Color Balance.
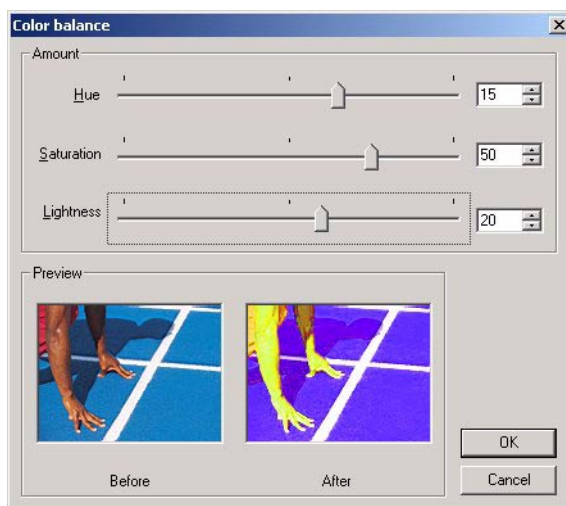
In the Color Balance dialog box, the original image appears on the left. As you modify the image, you can see the results on the right.

2. Move the sliders to the left to decrease, to the right to increase. Or, enter the desired value in the appropriate box.

   • When you adjust the hue, you adjust the shade or tint of colors in the image. Hue is measured on a circular spectrum running from red to green to blue and returning to red.

   • When you adjust the saturation, you adjust the purity of the hue. A color with 100% saturation is bright and vivid, and a color with 0% saturation is a shade of gray.

- When you adjust the lightness, you adjust the brightness of the color. A color with 100% lightness is always pure white, and a color with 0% lightness is always pure black.

To automatically adjust color levels (Truecolor, 256 Grays image types):
On the Adjust menu or toolbar, click Auto Levels.

The system automatically adjusts the color level for better viewing with your computer monitor or other output device.

To manually adjust color levels (Truecolor, 256 Grays image types):
1. On the toolbar or Adjust menu, click Levels.
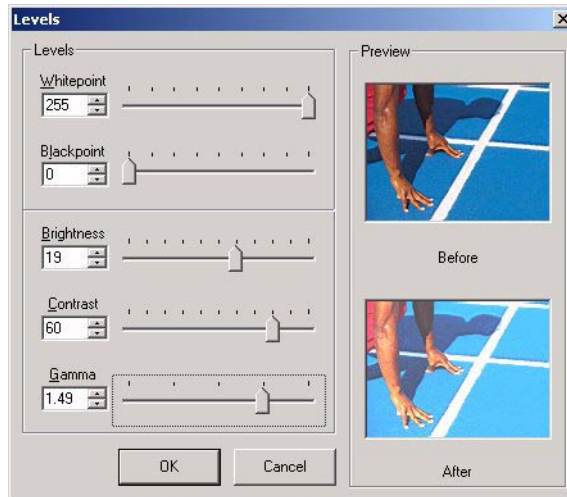
In the Levels dialog box, the original image appears on top. As you modify the image, you can see the results on the bottom.

2. Move the sliders to the left to decrease, to the right to increase. Or, enter the desired value in the appropriate box.

- When you adjust the black point and white point levels, you specify what you want the darkest and lightest points in the range to be when you change the brightness and contrast.

- When you change the brightness and contrast, you set the values in the specified black point and white point range.

- When you change the gamma, you adjust the mid-tones of the image to increase its contrast and enhance the overall image. When you increase the gamma value, light areas are made lighter, and dark areas are made darker.

To blur an image (Truecolor image types):

1. On the toolbar or Filter menu, click Blur.
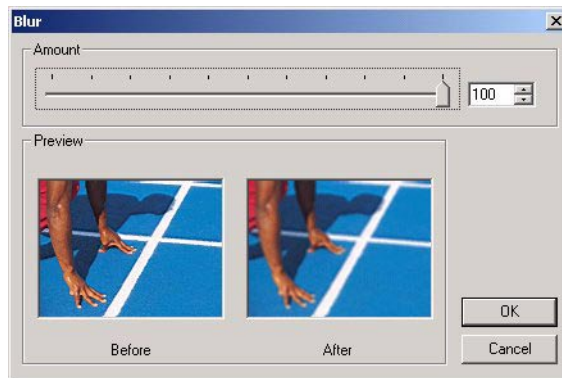
In the Blur dialog box, the original image appears on the left. As you modify the image, you can see the results on the right.

Images appear with a blur value of 50. Because the modified image cannot be made clearer than the original, specifying a blur value of less than 50 does not affect the modified image.

2. In the Blur dialog box, specify the desired value or move the slider to the left for less blur, right for more blur.

When you blur an image, you average the color values of adjacent pixels, removing peaks, to make the image smoother.

To sharpen an image (Truecolor image types):

1. On the toolbar or Filter menu, click Sharpen.

Sharpen

Amount

`90`

Preview

Before   After

OK   Cancel
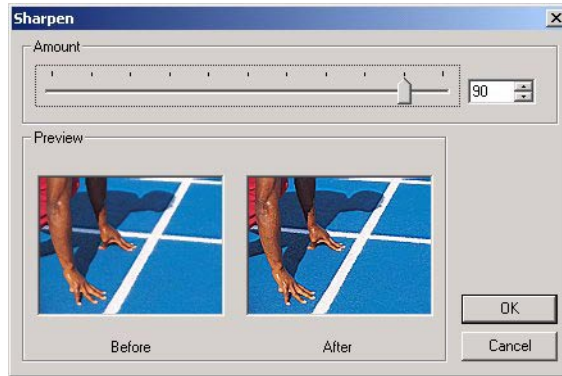
In the Sharpen dialog box, the original image appears on the left. As you modify the image, you can see the results on the right.

Images appear with a sharpen value of 50. Because the modified image cannot be made less sharp than the original, specifying a sharpen value of less than 50 does not affect the modified image.

2. Move the slider to the left to sharpen less, to the right to sharpen more. Or, specify a value in the Amount box.

When you sharpen an image, you increase the difference between color values of adjacent pixels, sharpening the appearance of a color or grayscale image.

To remove noise (despeckle) from an image (Truecolor image types):
On the toolbar or Filter menu, click Despeckle.

When you despeckle an image, you remove image noise while preserving detail. Despeckle removes noise by detecting the edges in an image and blurring all of the selection except those edges.

To reduce the redeye effect (Truecolor image types):
1. On the Filter menu, click Redeye Reduction.
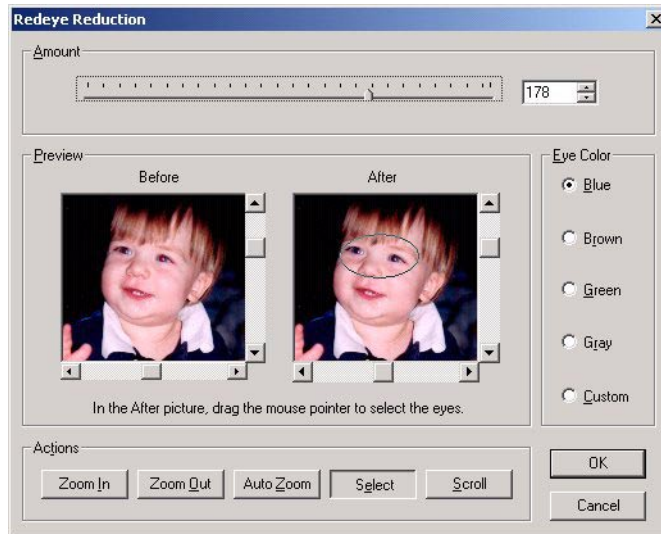
In the Redeye Reduction dialog box, the original image appears on the left. As you modify the image, you can see the results on the right.

2. Click Zoom In to zoom in on the eyes.

3. After zooming, if the eyes do not appear in the After box, click Scroll. On the image in the After box, drag the mouse pointer to locate the eyes.

4. Click Select. On the image in the After box, drag the mouse pointer to outline the eyes.

5. Click the appropriate eye color.

6. Move the slider to the right to increase the colored area, to the left to decrease. Or, specify a value in the Amount box.

When you use the redeye reduction feature, you reduce the redness of the eyes that appears on some images.

To make your image sepia-toned (not available with Black and White or 2 Color image types):
On the toolbar or Effects menu, click Sepia.

Applying the Sepia effect gives your image an antique look. When you apply this effect, the colors in your image are converted to shades of reddish brown.

To colorize your image (not available with Black and White or 2 Color image types):

1. On the toolbar or Effects menu, click Colorize.
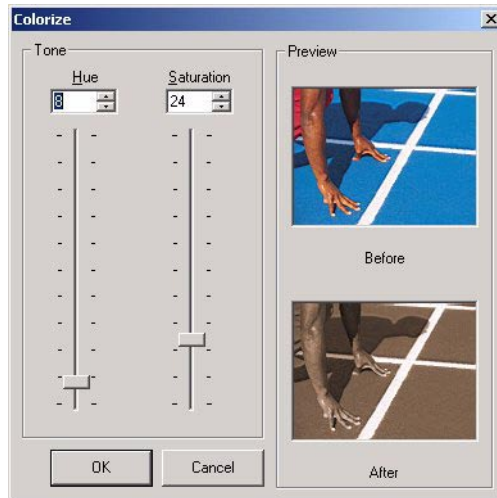
The original image appears on top in the Colorize dialog box. As you modify the image, you can see the results on the bottom.

2. Move the slider up to increase the hue or saturation values, down to reduce. Or, specify a value in the appropriate box.

Applying the Colorize effect converts your image to a monochrome. The image can then be adjusted by defining the hue and saturation values.

To convert your image into a negative (not available with High Color image types):

On the toolbar or Effects menu, click Negative.

Applying the Negative effect inverts the image. When you apply this effect, the colors in your image are converted to black and white.

Chapter 7
Fine-tuning the MultiPASS Suite

To successfully operate your MultiPASS system, you need to be familiar with defining device and system settings, using the Status Monitor, and disconnecting the printer or removing the software.

Defining Device Fax Settings (F50)

Although you can set fax options directly in the printer itself, you can also define the settings on your PC. You define settings that affect general preferences for sending and receiving a fax and speed dial assignments.

To define general fax preferences:
In My MultiPASS, on the MultiPASS menu, point to Device Setup/Speed Dial, and then click MultiPASS F50. On the Preferences tab, define the following settings:
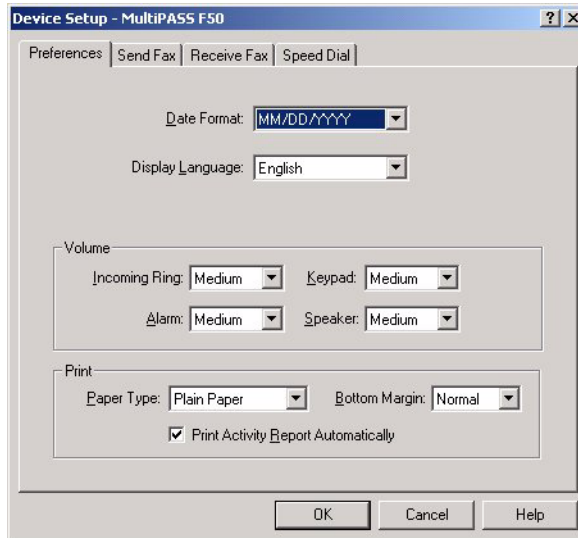
❏ **Date Format**
Click the format you want to use to display the date on the printer LCD and for printing the date on a fax.

❏ **Display Language**
Click the language you want to use on the printer LCD.

❏ **Volume**
Click the volume level of the various sound components of your printer to best suit your office environment.

❏ **Paper Type**
Click the type of paper on which you want to print faxes.

❏ **Bottom Margin**
Click whether to print a normal or longer than normal bottom margin. This option is useful when receiving faxes, printing, or copying in color.

❏ **Print Activity Report Automatically**
Click to have the printer automatically print an activity report after every 20 faxes sent and received. If this option is cleared, an activity report is not printed.

To define send fax settings:

In My MultiPASS, on the MultiPASS menu, point to Device Setup/Speed Dial, and then click MultiPASS F50. On the Send Fax tab, define the following settings:

❏ **Fax Information**

Specify the following information to appear as the header for all faxes: your name and your fax number.

❏ **Phone Line**

Click the dialing method the printer uses: touch tone or rotary pulse.

❏ **Automatic Retries**

Specify the number of retries the system should attempt when sending a fax transmission, and the length of time between each retry.

❏ **Automatic Report**

Click whether or not you want a report to print with each fax transmission, only when there is an error, or no report.

Also, click if you want an image of the first page of the fax included in the report (not available with PC faxing).

To define advanced send fax options:

On the Send Fax tab, click Advanced. In the Advanced Send Fax dialog box, define the following settings:
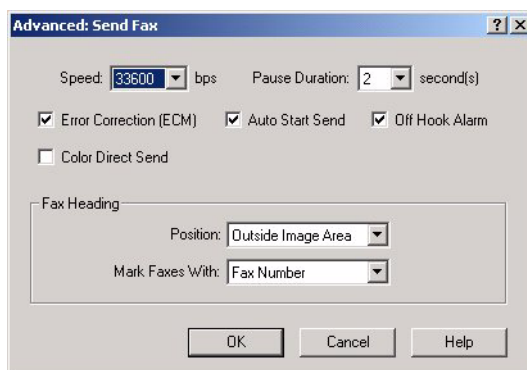
❏ **Speed**

Click the transmission speed to want to use to send faxes. The higher the setting, the faster the transmission. If you experience problems when sending faxes, try a lower speed setting.

❏ **Pause Duration**

Click the length of the pause that you may have to insert when dialing a long distance number.

❏ **Error Correction (ECM)**

Click to reduce system and line errors when sending a fax. With this option selected, the system checks each outgoing fax for lost data. If data has been lost from a portion of a page, the system transmits that portion again after confirming that all data within that portion can be transmitted successfully.

❏ **Auto Start Send**

Click if you want the unit to start scanning automatically if a speed dial number is pressed.

❏ **Off Hook Alarm**

Click to turn on the alarm after the printer has received or sent a fax if the telephone is off-hook.

❏ **Color Direct Send**
Click to have a color fax printed in black and white if the receiving fax machine cannot receive a color fax.

❏ **Position**
Click where you want the sent fax heading information (your fax number, your name, and date and time) to print on the faxes you send. This information is known as the Transmit Terminal Identification (TTI).

❏ **Mark Faxes With**
Click how you would like to identify the fax/phone number in the header of a fax you send. For example, if you typically use the designated number for phone calls rather than sending faxes, you can identify the number as a telephone number. Otherwise, identify the number as a fax number, used primarily for sending and receiving faxes.

To define receive fax options:
In My MultiPASS, on the MultiPASS menu, point to Device Setup/Speed Dial, and then click MultiPASS F50. On the Receive Fax tab, define the following settings:
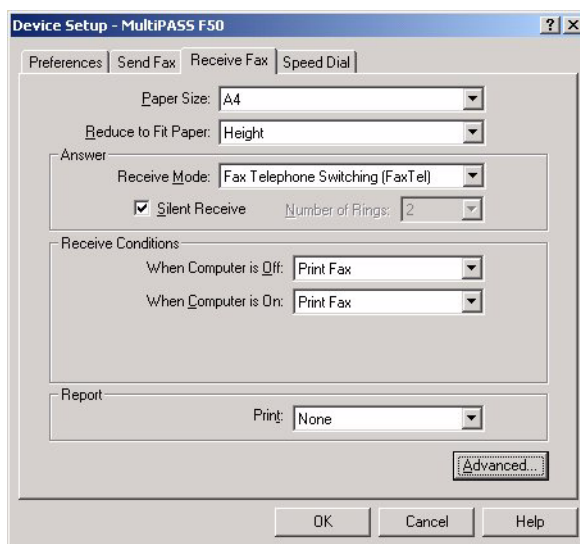
❏ **Paper Size**
Click the size of the paper you are using for printing a fax, based on the source of the paper.

❏ **Reduce to Fit Paper**
You can specify whether you want an incoming fax reduced to ensure the contents fits on the paper on which it is printed. If you want to reduce the incoming fax, you can fit to height only, or both the height and width, to fit the paper size.

❏ **Answer Receive Mode**
Click the mode by which you want the printer 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 printer 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**
Click to set the printer not to ring for an incoming fax.

❏ **Answer Number of Rings**
If you cleared the Silent Receive option, indicating you want the printer to ring for incoming fax calls, click the number of times the printer should ring for the fax call. The printer only rings if you have connected an extension telephone.

❑ **Receive Conditions**
Click how the system should handle an incoming fax under the following conditions:
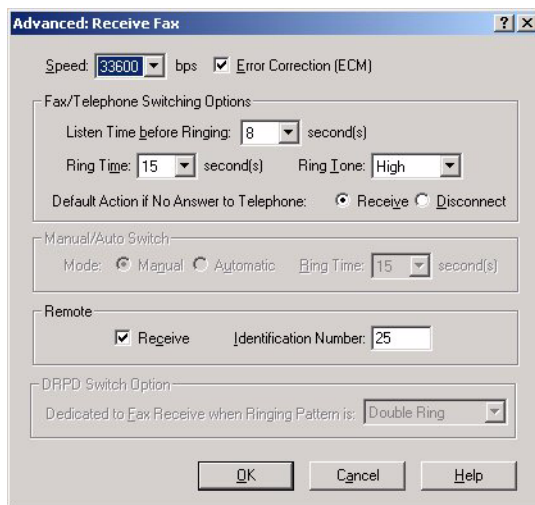
• If your computer is turned off or the Status Monitor is not running:
Click to set the printer to print the fax or save the fax in its memory.

• If your computer is turned on and the Status Monitor is running:
Click to set the printer to move the fax to your computer, or to print the fax.

❑ **Report Print**
Click whether or not you want a report to print with each fax reception, or only when there is an error.

To define advanced receive fax settings:
On the Receive Fax tab, click Advanced. In the Advanced Receive Fax dialog box, define the following settings:

❏ **Speed**
Click the transmission speed used to receive faxes. The higher the setting, the faster the fax is received. If you experience problems when receiving faxes, try a lower speed setting.

❏ **Error Correction (ECM)**
Click to reduce system and line errors when receiving a fax. With this option selected, the system checks each incoming fax for lost data. If data has been lost from a portion of a page, the system receives that portion again after confirming that all data within that portion can be received successfully.

❏ **Listen Time Before Ringing**
When a call is received, the printer checks to see if the call is from a fax machine or a telephone. If the printer does not have enough time to detect the fax tone, it assumes the call is from a telephone. Click to set the appropriate amount of time to allow the printer to check for the type of call.

❏ **Ring Time**
When your printer is set to receive both fax and telephone calls, it rings to inform you of an incoming telephone call. If you do not pick up the telephone receiver within a certain amount of time, the printer stops ringing. Click to set the appropriate amount of time the printer should ring.

❏ **Ring Tone**
Click to set the volume level of the ring tone.

❏ **Default Action If No Answer to Telephone**
Click Receive if you want the printer to handle an incoming call, detected as a telephone call that is not answered, as an incoming fax. If no fax is received, the line is then disconnected. If you set this option to Disconnect, the printer automatically disconnects the unanswered call, without switching to try and receive a fax.

❏ **Manual/Auto Switch**
To prevent missing incoming documents when the printer is set to manual receiving, click to set the unit to automatically answer the phone and switch to automatic. The unit can receive the incoming fax after the specified ring time (the number of seconds you specify).

❏ **Remote Receive**
Click so that you can set the printer, from a telephone extension, to receive a fax if an incoming call is ringing on the printer. If you select this option, you must assign a remote identification number that signals the printer to receive the fax.

❏ **Remote Identification Number**
If the Remote Receive option is selected, enter the identification number you will use to set the printer to receive a fax.

❏ **DRPD Switch Option**
If you subscribe to the Distinctive Ring Pattern Detection (DRPD) service through your phone company click the desired ring pattern.

Setting Up Speed Dial Assignments

You can set up fax numbers for speed dialing with the printer. You use the fax recipients set up in your address book, assigning the desired individual to speed dial codes.You can also set up a group speed dial, by assigning two or more individual speed dial assignments to a single speed dial assignment. For reference, you can print the list of speed dial assignments to display near the printer.

To assign a fax recipient to a speed dial code:
1. In My MultiPASS, on the MultiPASS menu, point to Device Setup/ Speed Dial, and then click MultiPASS F50.

2. On the Speed Dial tab, in the Address Book box, click Address Book to display the contents.
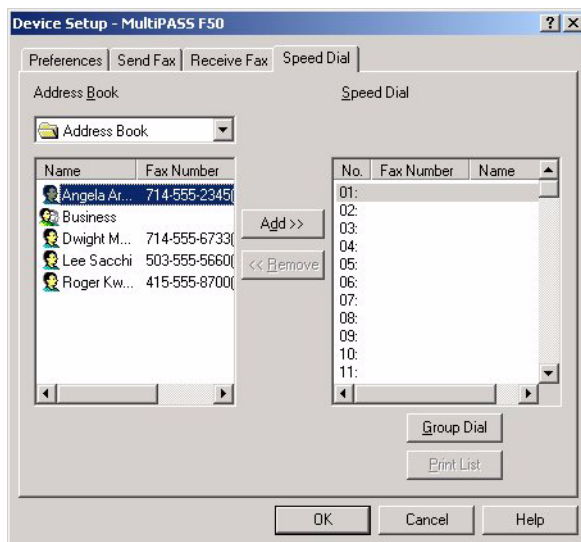
3. In the Address Book list, click the recipient that you want to assign to a speed dial code.

4. On the Speed Dial list, click the speed dial number to which you want to assign the recipient, and click Add.

5. To remove a recipient from a speed dial number, in the Speed Dial list, click the speed dial number, and then click Remove.

To print the speed dial assignment list:
Click Print List.

To define a group speed dial:
1. On the Speed Dial tab, make sure the desired recipients for your group are set up as individual speed dial assignments.

2. Click the speed dial number to which you want to assign the group of recipients, and click Group Dial.
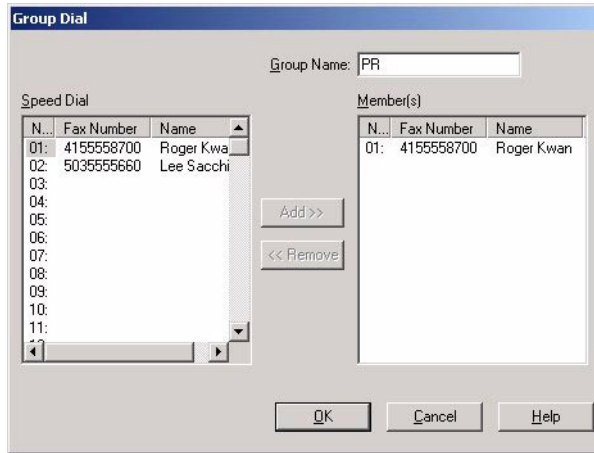
3. In the Group Dial dialog box, in the Group Name box, enter a name for the group.

4. In the Speed Dial list, click the first recipient and click Add. Repeat this procedure until the desired recipients are included in the Members list.

5. To remove a member from the group, click the member in the Members list and click Remove.

Defining System Settings (F50)

You can define general settings that affect the operation of the MultiPASS Suite.

To define general system preferences:
In My MultiPASS, on the MultiPASS menu, click Options. In the Options dialog box, define the following settings:
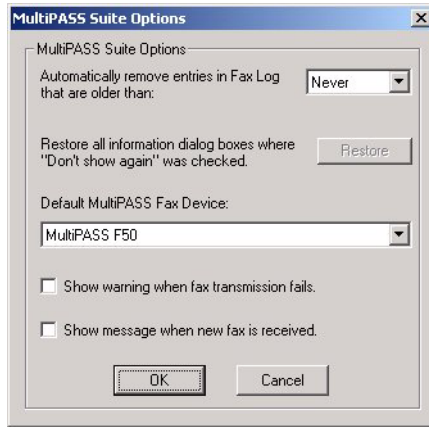
❏ Click at what point entries in the Fax Log should be automatically removed.

❏ Click to restore showing any dialog boxes where "Don't show this again" had been clicked previously.

❏ Click the MultiPASS printer model that you want to use as the default fax device.

❏ Click whether you want a warning message to appear when a fax transmission fails.

❏ Click whether you want a message to appear when a new fax is received.

Using the MultiPASS Status Monitor

You use the Status Monitor to review the current status of the printer and any error conditions needing your attention. You cannot interrupt MultiPASS activity with the Status Monitor.

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

Although you can close the Status Monitor, it is recommended that you keep the Status Monitor open while your computer is on and the printer is connected. The Status Monitor must be open for you (and any shared users) to use your printer with your computer.

To open the Status Monitor, if currently closed:
On the Windows desktop, click Start, point to Programs, point to MultiPASS Suite, and then click MultiPASS Status Monitor.

To display the Status Monitor menu:
Right-click the Status Monitor window or icon.

To display the Status Monitor window:
If the Status Monitor appears only as an icon on the taskbar, click Restore on the Status Monitor menu.

To specify the Status Monitor window as the top window:
Click Always On Top on the Status Monitor menu.

To reconnect communication between the printer and MultiPASS Suite (parallel port connection only):
As needed, if you previously disconnected the printer from its port, click Reconnect on the Status Monitor menu.

To display the port on which the printer is connected:
Click Device Information on the Status Monitor menu.

To minimize the Status Monitor window:
If the Status Monitor window currently appears, and you prefer to display only the icon on the taskbar, click Minimize on the Status Monitor menu or click the Minimize button on the title bar.

To set the Status Monitor to open when you start Windows:
Click Load on Windows Startup on the Status Monitor menu.

To close the Status Monitor:

As needed (for example, if you are removing the MultiPASS Suite software), click Close on the Status Monitor menu.

Restarting the Printer and MultiPASS Connection

If you reconnect the printer to the port and want to begin using the MultiPASS Suite again, the connection between your printer and MultiPASS system automatically restarts when you restart your computer. You can also restart the MultiPASS connection without restarting your computer.

To restart the MultiPASS connection without restarting your computer:

1. If you are using Windows NT/2000, restart MP Service (MultiPASS Service). For details, see your Windows NT/2000 documentation.

    If you are using Windows 95/98/Me, skip to Step 2.

2. Reconnect the communication between printer and the MultiPASS Suite by opening the Status Monitor.

    If already open, the Status Monitor should automatically reconnect communication between the MultiPASS Suite and your printer. However, if the Status Monitor does not automatically reconnect, display the Status Monitor menu and click Reconnect.

Removing the MultiPASS Suite

If you are planning on reinstalling the MultiPASS Suite, you must first remove the current installation of the software.

NOTE

If you are using Windows NT/2000, you must log on as Administrator or have Administrator privileges to remove the MultiPASS Suite software.

When you remove the MultiPASS Suite, all the software components (such as the printer and fax drivers) are automatically removed.

To remove the MultiPASS Suite:

1. Close the MultiPASS Suite and all of its components, including the Toolbar and Status Monitor.

   Be sure to close, and not just minimize, the Toolbar and Status Monitor. To close the Toolbar, right-click the Toolbar icon on the Windows taskbar, and then click Exit MultiPASS Toolbar on the Toolbar menu.

2. On the Windows desktop, click Start, point to Settings, and then click Control Panel.

3. In Control Panel, double-click Add/Remove Programs.

4. In the Add/Remove Programs Properties dialog box, click MultiPASS Suite, and then click the Add/Remove button (Windows 95/98/Me/NT) or the Change/Remove button (Windows 2000).

5. Follow the on-screen instructions.

   When prompted, click Remove to remove the MultiPASS Suite.

6. If prompted when the removal process is complete, restart your PC.

NOTE

If your installation of the MultiPASS Suite becomes damaged at some point (for example, program files are accidently deleted from the system), you can repair your installation without having to remove and reinstall the software. To do so, follow the instructions for removing the MultiPASS Suite. However, when prompted, click Repair instead of Remove. Then, follow the on-screen instructions. You may need to have your MultiPASS Suite installation disk available during the repair process.

Reinstalling the MultiPASS Suite

After you have uninstalled the MultiPASS Suite, you use the same instructions for reinstalling as described in Chapter 2, "Installing the MultiPASS Suite."

Changing the Port Connection

If you are using Windows 98/Me or Windows 2000, and have a USB port available on your computer, you may want to change the port to which you originally connected, either between the parallel port and USB port; or from one USB port to another USB port, or USB port with a hub.

To change ports between parallel and USB:
1. Remove the MultiPASS Suite software.

    For details, see the "Removing the MultiPASS Suite" section in this chapter.

2. Disconnect the printer from the port on your computer.

3. Reinstall the MultiPASS Suite software.

    For details, see the "Installing the MultiPASS Suite" section in Chapter 2.

To change ports between USB ports, or a USB port with a hub:
Simply disconnect the printer cable from the USB port on your computer and, when ready, reconnect to the other USB port or hub.

When changing the port connection, it is not necessary to remove and reinstall the MultiPASS Suite software.

Chapter 8
Frequently Asked Questions

To assist you in the operation of the MultiPASS Suite, see the solutions for some commonly asked questions.

Printer Cannot Be Initialized.

❏ **Is the operation panel blank?**

You might have a power problem. Check that the power cord is plugged securely into the printer, that the printer is on, and that your electrical source is OK. You should have the printer connected directly to its own AC outlet and not connected to a power strip to which your computer is connected.

❏ **Is the printer set to the correct port?**

Parallel port only: Make sure that the printer is configured for the correct port in the Printer Properties dialog box. Be sure that it is the only device configured to a particular port. Remove any switch boxes, zip drives, tape backups, docking stations, or scanners from the port if necessary. Check both ends of the printer cable to be sure that it is securely fastened.

❏ **Is the printer connected to the computer using the USB port?**

❏ You might have disconnected the MultiPASS printer from the USB port while the MultiPASS Suite was still running. Reconnect the printer to the USB port.

❏ You might have connected a printer other than the MultiPASS printer to the USB port assigned to the MultiPASS printer while the MultiPASS Suite was still running. Reconnect the MultiPASS printer to the USB port.

❏ Your USB cable may be too long or defective. Check to make sure that the USB cable complies with the MultiPASS hardware requirements.

❏ ***Is the printer connected to the computer using a parallel port?***

❏ You might have disconnected the MultiPASS printer from the parallel port while the MultiPASS Suite was still running. Reconnect the printer to the parallel port, and then click Reconnect on the Status Monitor menu.

❏ You might have connected a printer other than the MultiPASS printer to the parallel port assigned to the MultiPASS printer while the MultiPASS Suite was still running. Reconnect the MultiPASS printer to the parallel port, and then click Reconnect on the Status Monitor menu.

❏ Your parallel printer cable may not be compatible with the printer. Check to make sure your cable complies with the MultiPASS hardware requirements.

❏ The printer may be attached to the wrong parallel port. Try changing the port assignment in the printer properties.

❏ A pass-through device, such as a ZIP drive, may be connected to the same parallel port as the printer. Try disconnecting the pass-through device. Then, reconnect the printer directly to the parallel port.

❏ Another running program is using the same parallel port as the printer. Verify that all other printer software applications using the parallel port are closed. In addition, if you have multiple printers, assign the other printers to a different parallel port than the port used by the MultiPASS printer.

Installation Is Displaying Unexpected Behavior.

❏ ***For Windows 98 with parallel port connection: When restarting after installation, is the system trying to install the printer driver again?***

When you restart the computer after installing the MultiPASS Suite, you may encounter one of the following situations:

❏ **Found new hardware wizard displays.**
If this occurs, click Cancel.

❏ **Prompt for MultiPASS Suite Installation Disk displays.**
If this dialog box displays, do one of the following:

- If Cancel is available, click Cancel.

- If Cancel is not available, click OK. Then insert the MultiPASS Suite disk into your disk drive and browse to the following folder:

  ```
  MultiPASS\PrnDrv\F50\WinBj\disk1
  ```

❏ ***For Windows 2000 with USB port connection: Are you not able to complete the installation of the MultiPASS Suite?***

During the installation, you may be unable to continue beyond the dialog box prompting you to connect your printer cable to your port.

In this situation, you need to exit the MultiPASS Suite setup, remove the device from the Windows Device Manager, and restart the installation process.

To resolve this situation:
1. Click No in the dialog box prompting you to connect your cable, and exit the MultiPASS Suite setup.

2. Remove the device from the Windows Device Manager. The device may appear listed as Canon MultiPASS or Unknown Device.

To remove the device: Click Start, point to Settings and then click Control Panel. In the Control Panel window, double-click System. On the Hardware tab, click Device Manager. Under Other Devices, click the device and press the Delete key.

If you are unable to remove the device, turn the printer off, and then on again.

3. Disconnect your printer cable from the port.

4. Start the MultiPASS Suite installation process again. For instructions, see Chapter 2, "Installing the MultiPASS Suite."

❏ **For Windows 98/Me with USB port connection: Are you not able to complete the installation of the MultiPASS Suite?**

During the installation, you may be unable to continue beyond the dialog box prompting you to connect your printer cable to your port. You cannot continue the installation of the MultiPASS Suite.

In this situation, you need to exit the MultiPASS Suite setup, remove the device from the Windows Device Manager, and restart the installation process.

To resolve this situation:
1. Click No in the dialog box prompting you to connect your cable, and exit the MultiPASS Suite setup.

2. Remove the device from the Windows Device Manager. The device may appear listed as Canon MultiPASS or Unknown Device.

To remove the device: Click Start, point to Settings and then click Control Panel. In the Control Panel window, double-click System. On Device Manager tab, under Other Devices, click the device and press the Delete key.

If you are unable to remove the device, turn the printer off, and then on again.

3. Disconnect your printer cable from the port.

4. Start the MultiPASS Suite installation process again. For instructions, see Chapter 2, "Installing the MultiPASS Suite."

❏ *Are you not able to complete the installation or removal of the MultiPASS Suite?*

If installation stops unexpectedly, or you cannot complete uninstallation, you may need to force the setup program to run.

To resolve this situation:
1. On the Windows desktop, click Start, and then click Run.

2. In the Run dialog box, type the following command (where D: is your disk drive), and then click OK:

    ```
    D:MultiPASS\Setup\Setup.exe --Force
    ```

3. Start the MultiPASS Suite installation process again. For instructions, see Chapter 2, "Installing the MultiPASS Suite."

Images Are Not Scanning Properly.

❏ *Are you having problems scanning an image with your TWAIN-compliant Windows application?*

If you installed the TWAIN-compliant Windows application after installing the Multipass Suite, there may be a problem with the TWAIN system files that were overwritten. To correct the problem, reinstall the MultiPASS Suite software.

❏ *Is scanning an image very slow?*

If you change the parallel port on your computer to ECP (Extended Capabilities Port), scanning speed and throughput increase.

For details on using ECP, refer to your user documentation or contact technical support for your computer.

❏ **Is the scanned image blank?**

   ❏ Check that the image source is placed correctly on the platen or in the automatic document feeder (F50).

   ❏ Check to see if you specified the desired feed location (platen or automatic document feeder) in the MultiPASS Toolbar settings.

❏ **Does a white border appear on the left hand side of the image?**

Set the document approximately 3 millimeters away from the edge of the platen glass.

Documents Are Not Printing Correctly.

❏ **Is the operation panel blank?**

You might have a power problem. Check that the power cord is plugged securely into the printer, that the printer is on, and that your electrical source is OK.

❏ **Is the printer warm to the touch?**

The printer might have overheated and shut down. Turn the printer off and let it cool down for 15 minutes. Try using it again.

❏ **Is the ALARM light on?**

   ❏ Check the LCD display for a message. If a message is displayed, take the appropriate action to correct the error and clear the message. Press Resume to continue.

   ❏ Turn off and unplug the printer. Wait 15 seconds and plug it in again and turn it on. The ALARM light should go out.

❏ *Does paper not come out of the printer?*

Parallel port only: Check that you have a bi-directional parallel cable connecting the printer to your PC. Check your computer's setup to be sure the primary parallel port is set to the appropriate printer port, for example, LPT1 or LPT2. Make sure the Print Setup option of your printing application displays that the correct printer is being used.

❏ *Is the printing not fast enough?*

The print options you have selected might be too complex. Set print options to the basics, such as standard quality, automatic print mode, and so on.

❏ *Does the job not print when using DOS?*

The printer driver can be used to print documents only in Windows; it cannot print a document in DOS.

❏ *Are you unable to print?*

❏ Your Windows application settings may be preventing you from printing successfully. Check the settings of the Windows application you are trying to print from.

❏ The printer driver may not be configured correctly. Try printing a test page with your printer driver. If the test page prints successfully, the printer and printer driver are set up appropriately. If the test page does not print successfully, you need to remove and reinstall the MultiPASS Suite.

❏ *Are you unable to print to a shared printer?*

If you are using a client system that is set up to use a shared printer, yet you are unable to print to the shared printer, check the following:

❏ That the server system, to which the printer is connected, is turned on

❏ That the server system has set the printer to be shared

❏ That the server system is set to allow your system access to the shared printer.

❏ *Is the document printing with undesirable results?*

For a parallel port connection only: You may experience undesirable results when printing a document if you have the Windows Printing System (or other bi-directional device, such as a later model laser printer) installed on your computer and you are attempting to use the same parallel port to which you also have the printer connected. Be sure that the printer is the only device configured to a particular port. The printer operates properly only with a dedicated, parallel port.

❏ *Are you unable to print documents in the background (Windows 95/ 98/Me)?*

❏ Check the amount of available disk space on your computer. Background printing requires a certain amount of available disk space. If enough space is not available, you may need to delete unnecessary files or disable background printing.

❏ Check to see if background printing in the Printer Control setting of the printer driver is enabled.

❏ *Does a Printer Port error message appear?*

❏ Check to see if the printer is turned on. If nothing is displayed in the LCD, turn the printer on. If the Alarm lamp is flashing red, the printer is initializing. Wait until the Alarm lamp stops flashing before trying to print.

❏ Check to see if spooling is enabled. If spooling is enabled, disable it and try printing again.

To disable printer spooling:
1. In the Printer Properties dialog box, do one of the following

• For Windows 95/98/Me: Click the Details tab, and then click Spool Settings.

• For Windows NT: Click the Scheduling tab.

• For Windows 2000: Click the Advanced tab.

2. Click Print Directly to the Printer.

❏ ***Does an application error or General Protection Fault error appear?***

   ❏ Check to see if the application you are using is compatible with the operating system you are using.

   ❏ If other applications are open, close them to increase the available memory. Try printing it again.

   ❏ Check to see if enough memory is allocated to the application. For application memory guidelines, see documentation for your application.

   ❏ If the problem only occurs when printing a specific document, try opening and editing the document. Try printing it again.

Paper Is Not Loading Correctly.

❏ ***Does paper not load into the unit?***

   The multi-purpose tray might contain too many sheets or paper might not be inserted all the way into the multi-purpose tray.

❏ ***Does paper not feed through one sheet at a time?***

   Be sure to fan the stack of paper before placing it in the multi-purpose tray. Make sure the stack of paper does not exceed the paper limit mark.

❏ ***Does paper not feed through the automatic document feeder?***

   If paper jams in the automatic document feeder, on the printer, press Resume to continue feeding the jammed paper until it is removed from the printer. If pressing Resume does not work, open the feeder cover and remove the document gently; then close the feeder cover.

❏ ***Is an envelope not loading correctly?***

   ❏ Make sure you do not stack more than 10 envelopes in the multi-purpose tray.

❏ Perform roller cleaning. For more information about cleaning the rollers, see the *Online Reference Guid*e.

The Print Quality Is Not Satisfactory.

❏ **Are some of the characters not printing?**

If characters are not printing, check that the printer cable is securely plugged in at both ends. Make sure your cable does not exceed the maximum length: 6.6′ (2m) for a parallel cable, 16.4′ (5m) for a USB cable. Check your application's print setup to make sure the printer is selected.

❏ **Do characters not fit on the page?**

Make sure paper is aligned correctly in the multi-purpose tray. Check that margins and paper size are set correctly in your printing application.

❏ **Is printing not clear?**

Check to see if you are printing using the Draft print quality option.

❏ **Do fonts not print smoothly?**

Bitmapped fonts designed for dot matrix printers will not look smooth when printed by high-resolution printers such as the Canon printer. Choose another font. Make sure you install an outline font manager such as Adobe Type Manager or Bitstream Facelift, or that you choose a TrueType font.

❏ **Is the printing not dark enough?**

You might be using Draft print quality. Try setting print quality to Standard. Try replacing the ink cartridge.

❏ **Are pages printing blank?**

❏ You may be running out of ink. Try replacing the ink tank.

❏ The print head may be dirty. Try performing a nozzle check to see if the print head needs to be cleaned. For more information, see the Reference Guide.

❏ **Are the colors unclear?**

  ❏ Check to see if the Media Type setting in the printer driver matches the type of paper loaded in the printer.

  ❏ If you are printing a photograph or illustration, try increasing the Print Quality setting in the printer driver.

  ❏ Check to see if the correct ink tanks are installed. If installed, check to see if the ink tanks are empty and need to be replaced.

  ❏ Printed colors do not always match the colors on your screen exactly. If you are unhappy with the colors printed appearance, try changing the colors in your document.

❏ **Are colors uneven or streaked?**

  ❏ Try setting the halftoning method to Diffusion in the printer driver.

  ❏ Try removing the print head, reinstalling it, and then aligning it. For more information, see the *Quick Start Guide*.

❏ **Are the wrong colors printing or are the colors blurry when printed?**

  ❏ If a specific color is not printing, check to see if the corresponding ink tank is empty and needs to be replaced.

  ❏ Certain media can only be printed on one side, such as photo paper. Check to see if you are printing on the correct side of the media.

❏ **Are the lines in the document skewed?**

  ❏ Make sure paper is aligned correctly in the paper tray.

  ❏ Try increasing the Print Quality setting in the printer driver.

  ❏ Try removing the print head, reinstalling it, and then aligning it. For more information, see the *Quick Start Guide*.

❏ ***Are stray marks appearing on your printed documents?***

    ❏ In your application, check that the margins of the document are within the recommended printing area.

    ❏ Try reducing the Intensity setting in the printer driver.

❏ ***Does your printed document curl?***

Too much ink on plain paper can cause the paper to curl. Try using photo paper or high resolution paper to print images that require a lot of ink, such as pictures or photographs.

❏ ***Are meaningless characters or symbols appearing on your printed document?***

If the problem only occurs when printing a specific document, try opening and editing the document. Then print it again.

If the problem occurs with all documents originated from a specific software application, there may be a problem with the software application.

❏ ***Does the printer stop printing before it has reached the end of the document?***

Check to see if the Page Size setting in the printer driver matches the size of the paper loaded in the printer. In addition, check for a matching page size setting in the software application where your document was originated.

Appendix A
Fax/Phone Characters

Whenever entering or setting up a fax or phone number in the MultiPASS Suite—when sending a PC fax, setting up an entry in the Address Book, or making a phone call—you use only the following characters.

Character	Description
0 to 9 * #	Dialing digits
, p	Pause
P	Last Pause
T	Tone switch over function
.	DT detection function (Europe)
R	PSTN/PBX switchover function (Europe)
+ - ( ) Space	Display-only characters. Space cannot be used at the beginning of a number.

Appendix B
Sharing Your Printer Cross-Platform in Windows NT/2000

If you are using Windows NT/2000, you may need to set up an alternate or additional driver in the following situations:

❏ Windows NT/2000 server system sharing with Windows 95/98/Me client systems

❏ Windows 2000 server system sharing with Windows NT client systems.

The procedures vary somewhat based on whether you are using Windows NT or Windows 2000. For the setup procedure, have the MultiPASS Suite installation disk available.

To share your printer in Windows NT:
1. On the MultiPASS server system, on the Windows taskbar, click Start, point to Settings, and then click Printers.

2. In the Printers window, click the printer icon.

3. On the File menu, click Sharing.

4. In the Properties dialog box, on the Sharing tab, click Shared.

5. In Share Name box, type a name you want to assign to the shared printer.

6. Under Alternate Drivers, click Windows 95. Then, click OK.

7. Follow the on-screen instructions.

   • When prompted to insert the Windows 95 Flat Share disk into your disk drive, insert the MultiPASS Suite installation disk instead.

- When prompted for an .inf file, browse the MultiPASS Suite installation disk for the following folder:

  ```
  MultiPASS\PrnDrv\F50\WinBj\disk1
  ```

To share your printer in Windows 2000:

1. On the MultiPASS server system, on the Windows taskbar, click Start, point to Settings, and then click Printers.

2. In the Printers window, click the printer icon.

3. On the File menu, click Sharing.

4. In the Properties dialog box, on the Sharing tab, click Shared As.

5. In the Shared As box, type a name you want to assign to the shared printer.

6. Click Additional Drivers.

7. Follow the on-screen instructions:

   - When prompted in the Additional Drivers dialog box, click the environment you want to support on your Intel Pentium system: Windows 95/98, or Windows NT 4.0.

   - When prompted to insert your Windows 2000 disk into your disk drive, insert the MultiPASS Suite installation disk instead.

   - When prompted for an .inf file, browse your MultiPASS Suite installation disk for the following folder:

     For setting up the Windows 95/98/Me driver:
     ```
     MultiPASS\PrnDrv\F50\WinBj\disk1
     ```

     For setting up the Windows NT driver:
     ```
     MultiPASS\PrnDrv\F50\NTDrv\disk1
     ```

Glossary

A

application
Software prepared for a specific function or set of functions. Examples of an application program include word processing programs and the MultiPASS Viewer. Developers who make application programs include drivers that support different types of printers.

ASCII
Acronym for American Standard Code for Information Interchange. A set of definitions for the bit composition of characters and symbols. ASCII defines 128 symbols using 7 binary bits and 1 parity bit.

automatic feed
Method by which paper can be fed into the printer when the built-in paper feeder is used.

B

bi-directional parallel interface port
An interface connection that is capable of both sending and receiving information. For example, when you print or send a PC fax from your computer, information is sent from your computer to the printer. When you scan or receive a fax into your computer, information is sent from the printer to your computer.

D

default setting
A system setting incorporated at the factory and permanently registered application. Also, a value or a setting that the software assumes until or unless you specify another value.

dpi
Dots per inch. A unit of measurement for indicating a printer's resolution.

G

gamma
Contrast displayed within the middle of the tonal range (midtones) of your image.

graphic
A written, printed, or electronically displayed symbol or drawing. Also, characters or text that have been generated by a computer graphics application program.

grayscale
A color in black and white as a result of different intensities of black.

H

halftone
A bilevel (single bit) image composed of dots, lines, or another pattern, that mimics the appearance of a black and white image.

L

landscape orientation
The horizontal orientation of your document or image across the length of the page. The term landscape is derived from pictures of the landscape, which are usually horizontal in format.

M

MAPI
Acronym for Messaging Application Program Interface.

metadata
Data about data. Metadata describes how, when, and by whom a particular set of data was collected, and how the data is formatted. For example, the title, subject, author, and size of a document or image file constitute metadata about the file.

midtone
The middle of the tonal range of your image.

P

paper feed
Movement of a sheet of paper into the printer's paper path.

PC fax
An electronic way to send and receive faxes from your computer. A PC fax is sent from or received in a computer. Using the printer you can send and receive PC faxes and the MultiPASS Suite lets you save, sort, and print the PC faxes.

portrait orientation
The vertical orientation of your document or image across the width of the page (letter style). This is the opposite of landscape orientation.

printer driver
Software that sends printing instructions to a printer. The printer driver keeps track of the attributes of a printer and the codes a program must send to access those attributes.

T

threshold
In a bilevel (single bit) image, the point at which a gray pixel is determined to become black or white.

TWAIN
Both a protocol and an application programmer's interface (API) that allows you to input image data directly from any source (for example: desktop and handheld scanners, video capture boards, digital cameras, and other imaging equipment) without requiring you to switch out of the application. It provides compatibility between image input devices and applications by acting as the liaison between hardware devices and software applications. Because your printer supports TWAIN, you can use the scanning features of the printer with any Windows application that supports TWAIN. Twain, the industry standard, was developed by the TWAIN working group which consists of representatives from many leaders in the scanner hardware and software industry.

U

USB
Universal Serial Bus (USB) is a connectivity specification for attaching peripherals to computers. It eliminates the need to install cards into dedicated computer slots and reconfigure the system.

W

WAB
Acronym for Windows Address Book. The associated file is named with the .wab file extension.

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