Canon

Multi PASS C755 User's Manual

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Disclaimer

Canon Computer Systems, Inc. has reviewed this User's Guide thoroughly in order to make it an easy to use guide for your Canon MultiPASS C755 system. All statements, technical information, and recommendations in this guide and in any guides or related documents are believed reliable, but the accuracy and completeness thereof are not guaranteed or warranted, and they are not intended to be, nor should they be understood to be, representations or warranties concerning the products described.

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As an ENERGY STAR® Partner, Canon U.S.A., Inc. has determined that this product meets the ENERGY STAR® guidelines for energy efficiency.



Super G3 is a phrase used to describe the new generation of fax units that use ITU-T V.34 standard 33.6 Kbps* modems. Super G3 High Speed Fax units allow transmission time of approximately three seconds* per page which results in reduced telephone line charges.

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

Users in the U.S.A.

Pre-Installation Requirements for Canon Facsimile Equipment

A. Location

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

B. Order Information

- 1. Only a single line, touch-tone or rotary telephone set is to be used.
- 2. Order an RJ11-C modular jack (USOC code), which should be installed by the telephone company. If the RJ11-C jack is not present, installation cannot occur.
- 3. Order a normal business line from your telephone company's business representative. The line should be a regular voice grade line or the equivalent. Use one line per unit.

DDD (DIRECT DISTANCE DIAL) LINE

IDDD (INTERNATIONAL DIRECT DISTANCE DIAL) LINE IF YOU COMMUNICATE OVERSEAS



(Touch Canon recommends an individual line following industry standards, e.g. the 2500 (Touch Tone) or 500 (Rotary/Pulse Dial) telephones. A dedicated extension off a PBX unit without "Call Waiting" can be used with your MultiPASS C755 peripheral. Key telephone systems are not recommended because they send non-standard signals to individual telephones for ringing and special codes, which may cause a fax error.

C. Power Requirements

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

Connection of the Equipment

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

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

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

In Case of Equipment Malfunction

Should any malfunction occur which cannot be corrected by the procedures described in this User's Guide, disconnect the equipment from the telephone line or unplug the power cord. The telephone line should not be reconnected or the power cord plugged in until the problem is completely resolved. Users should contact Canon Authorized Service Facilities for servicing of equipment. Information regarding Authorized Service Facility locations can be obtained by calling the Canon Computer Systems Customer Care Center.

Rights of the Telephone Company

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

FCC Notice

MultiPASS C755: Facsimile Transceiver, Model H12187

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions:

- (1) This device may not cause harmful interference, and
- (2) this device must accept an interference received, including interference that may cause undesired operation.



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

· Reorient or relocate the receiving antenna.

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

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

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

Canon U.S.A. Inc.
One Canon Plaza, Lake Success, NY 11042, U.S.A.
TEL No. (516) 328-5600

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

To automatically enter this information into your MultiPASS C755 peripheral, follow the instructions in Chapter 3 of this User's Guide.

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Users in Canada

Pre-Installation Requirements for Canon Facsimile Equipment

A. Location

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

B. Order Information

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

DDD (DIRECT DISTANCE DIAL) LINE

IDDD (INTERNATIONAL DIRECT DISTANCE DIAL) LINE IF YOU COMMUNICATE OVERSEAS



Canon recommends an individual line following industry standards [e.g., the 2500 (touch tone) or 500 (rotary/pulse dial) telephones]. A dedicated extension off a PBX without "Camp On" signals is also permissible with your MultiPASS C755. Key telephone systems are not recommended because they send non-standard signals to individual telephones for ringing and special codes, which may cause a fax error.

C. Power Requirements

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

Notice

The Industry Canada label identifies certified equipment. This certification means that the equipment meets telecommunications networks protective, operational and safety requirements as prescribed in the appropriate Terminal Equipment Technical Requirements document(s). The Department does not guarantee the equipment will operate to the user's satisfaction.

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

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

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



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



This Class B digital apparatus meets all requirements of the Canadian Interference-Note Causing Equipment Regulations.

Cet appareil numérique de la classe B respecte toutes les exigences du Règlement sur le matériel brouilleur du Canada.

The Ringer Equivalence Number (REN) assigned to each terminal device provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the Ringer Equivalence Numbers of all the devices does not exceed 5. The REN of this product is 0.3.

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

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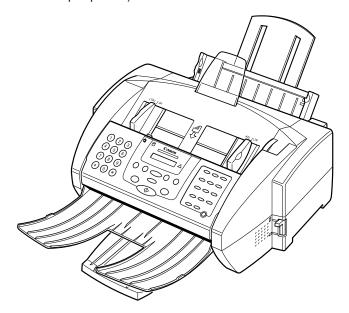
This chapter introduces you to your MultiPASS. You will find a summary of its features and details on how to use this guide.

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Welcome

Thank you for purchasing the Canon MultiPASS C755 peripheral (hereafter referred to as the MultiPASS peripheral).



The MultiPASS is a complete multifunction system for your home or small office. It combines the following essential office machines into a single, convenient, compact desktop unit:

- Color Printer
- Plain Paper Color Fax Machine
- PC Color Fax*
- Color Copier
- Color Scanner
- Telephone**

With its multitasking ability, the MultiPASS enables you to perform a number of operations simultaneously. For example, you can print, scan a document, or make copies at the same time you are sending a fax or receiving a fax into memory.

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^{*}PC black & white fax transmission/reception. PC color fax reception only.

^{**} Requires a telephone or an answering machine connected to the MultiPASS.

Main Features of the MultiPASS

■ Color Printer Features

- Canon Bubble Jet (BJ) printing for first-rate crisp printing, vibrant colors, and simple maintenance
- \bullet 1440 (horizontal) \times 720 (vertical) dpi high-resolution color printing at exceptional speed
- Wide variety of print media available for printing (e.g. glossy paper, transparencies, back print film, etc.)
- Convenient multi-purpose tray holds up to 100 sheets* of plain paper or other print media
- Excellent photo quality printing with the Photo BJ cartridge

■ Plain Paper Color Fax Features

- Automatic switching between fax and voice calls
- Color faxing to and from fax machines that support color faxing
- Increased transmission speed with G3 data encoding—up to approximately three seconds** per page for black & white transmissions
- 80-page** memory for storing faxes
- Canon's Ultra High Quality (UHQ™) Image Processing System for enhanced definition in faxed photos
- Error Correction Mode (ECM) reduces transmission errors when sending to or receiving from fax machines with ECM capability
- Automatic dialing and broadcasting—one-touch, coded speed dialing, and group dialing
- Answering machine connection possible to receive both messages and faxes automatically
- Automatic reduction of received faxes when paper in the MultiPASS does not match transmitted page size

■ PC Color Fax Features

- PC black & white sending and receiving, as well as reception of color faxes directly to your PC
- Canon's exclusive software package, the MultiPASS Suite, provides you with a "PC Fax" to print, fax, scan, and use the telephone from within your PC's Windows[®] environment

For more details on the MultiPASS Suite features, \rightarrow MultiPASS Suite User's Guide.

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^{*20} lb. (75 g/m²) paper

^{**} Based on ITU-T No. 1 Chart, standard mode.

■ Color Copier Features

- Color copying
- Black & white copying—up to 99 copies
- 180-dpi or 360-dpi high-resolution copying (single copies)
- Copy reduction—70%, 80%, or 90%
- Copy enlargement in COLOR SNAPSHOT mode—150% or 200%

■ Color Scanner Features

- TWAIN compatible to scan images using any graphics or optical character recognition (OCR) applications that also support the TWAIN standard
- \bullet 600 \times 600 dpi full color and 256-level grayscale scanning
- ADF (Automatic Document Feeder) for scanning up to 20 pages (letter or A4) at a time when using Windows® applications that support the TWAIN scanning standard and multipage scans
- Adjustable resolution for documents scanned into your PC

■ Telephone Features

- Connection for a telephone, answering machine, or data modem possible
- One-touch and coded speed dialing for easy and efficient calling

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Using Your Documentation

Your MultiPASS includes the following documentation to help you use your MultiPASS quickly and easily:

- MultiPASS C755 User's Guide (this guide): Provides detailed information on how to set up, operate, maintain, and troubleshoot your MultiPASS.
- MultiPASS Suite for Windows® Software User's Guide: Describes how to use your MultiPASS to print, fax, and scan from within your PC's Windows® environment. Refer to this guide whenever you need information about printing, faxing, or scanning using your PC.

How to Use This Guide

To make the best use of this guide in learning how to set up and operate your MultiPASS, be sure to do the following:

- Read this chapter to learn about the MultiPASS' main features and for guidelines on using the unit safely.
- Carefully follow the instructions in Chapter 2, *Setting Up*, to get your MultiPASS unpacked, assembled, and ready to operate.
- Read Chapter 3, Registering Information, to learn how to enter information in the MultiPASS via the operation panel, and how to register the required sender information.
- Refer to Chapter 4, *Document Handling*, for details on the document requirements for your MultiPASS, and how to load documents for automatic and manual feed.
- Refer to Chapter 5, *Paper Handling*, for details on paper and other print media you can use with your unit, and instructions for loading these in the MultiPASS.
- Read Chapter 6, *Speed Dialing*, to learn how to register numbers for speed dialing and how to use speed dialing to send documents.
- Read Chapters 7 through 10 to master the MultiPASS' operating procedures, such as sending and receiving faxes, special dialing, and making copies.
- Refer to Chapter 11, *Reports and Lists*, to learn about the reports and lists that can be automatically or manually printed from your MultiPASS.
- Look over Chapter 12, Maintenance, to become familiar with procedures for cleaning the MultiPASS, replacing the BJ cartridge and BJ tanks, and transporting the MultiPASS.
- If your unit is not operating properly, use Chapter 13, *Troubleshooting*, to try to solve the problem.
- Refer to Chapter 14, *Summary of Settings*, to learn how to change default settings on your MultiPASS, and how to customize your unit to your needs.
- Refer to the Appendix, *Specifications*, for the MultiPASS' technical specifications.

If you still have questions about how to use your MultiPASS, please contact the Customer Care Center. They will be happy to answer your questions.

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Type Conventions Used in This Guide

Please read the list below of symbols, terms, and abbreviations used in this guide. A complete glossary of terms is included at the end of this guide.



Cautions tell you how to avoid actions that could injure you or damage your MultiPASS. In order to use your unit safely, always observe these cautions.



Notes provide advice on using the MultiPASS more effectively, describe operating restrictions, and tell you how to avoid minor difficulties. Reading these is recommended to make the most of your unit and its functions.

 $(\rightarrow p. n-nn)$ A number preceded by an arrow and enclosed in parenthesis references a page number in this guide which contains more

information on the topic of the previous sentence.

→ MultiPASS Suite Refer to the MultiPASS Suite for Windows® Software User's User's Guide

Guide for details on the topic of the previous sentence.

default A setting that remains in effect unless you change it.

document or fax The original sheet(s) of paper you send or receive with the unit.

A list of settings from which you select an item to set up or menu

change. A menu has a title which appears in the LCD.

V and Λ buttons Used to select an item in a menu. Press V to select the next

item, and press Λ to select the previous item.

transaction number When you send or receive a document, your unit automatically

> assigns the document a unique transaction number. A transaction number is a four-digit number that will help you

keep track of documents you send and receive.

TX/RX NO. TX/RX NO. is the abbreviation used for *Transaction number*.

TX Denotes Sending. RXDenotes Receiving.

In addition, this guide uses distinctive typefaces to identify buttons and information in the LCD.

The buttons you press appear as illustrations or in this typface: Stop.

Information in the LCD appears in this typeface: USER SETTINGS.

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Customer Support

Your MultiPASS is designed with the latest technology to provide trouble-free operation. If you encounter a problem with the unit's operation, try to solve it by using the information in Chapter 13, *Troubleshooting*. If you cannot solve the problem or if you think your MultiPASS needs servicing, contact the Customer Care Center.

Getting Help From Canon

Canon Computer Systems, Inc. offers a full range of customer technical support* options:

- For e-mail technical support, the latest driver downloads and answers to frequently asked questions (www.ccsi.canon.com)
- 24-hour, 7-day-a-week automated support for troubleshooting issues on most current products (1-800-423-2366)
- 24-hour, Fax-On-Demand System for product specifications and technical information (1-800-526-4345)
- Free technical support Monday—Saturday for products still under warranty**
 (1-757-413-2848)
- Technical support 7 days a week for products no longer under warranty, for \$24.99 per call (1-800-423-2366), or for \$2.50 per minute, to a maximum of \$25.00 per call (1-900-246-1200)

Note: Within Canada, call for technical support 24 hours a day, 7 days a week (1-800-OK-CANON)

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^{*}Support program specifics subject to change without notice.

^{**}Refer to individual product information for warranty details.

Important Safety Instructions

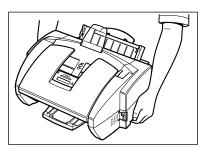
Read these safety instructions thoroughly before using your MultiPASS, and keep them handy in case you need to refer to them later.



Except as specifically described in this guide, do not attempt to service the MultiPASS yourself. Never attempt to disassemble the unit: opening and removing its interior covers will expose you to dangerous voltages and other risks. For all service, contact the Customer Care Center.

■ Handling and Maintenance

- Follow all warnings and instructions marked on the MultiPASS.
- Do not subject the MultiPASS to strong physical shock or vibration.
- Always unplug the MultiPASS before moving or cleaning it.
- To avoid paper jams, never unplug the power cord, open the printer cover, or remove paper from the multi-purpose tray while printing.
- Always lift the MultiPASS as shown below. Never lift it by its multi-purpose tray, document support, or document tray.



- Do not push objects of any kind into the slots or openings on the cabinet as they may touch dangerous voltage points or short out parts. This could result in fire or electric shock.
- Do not allow small objects (such as pins, paper clips, or staples) to fall into the MultiPASS. If something does fall into it, unplug the unit immediately and contact your local authorized Canon dealer representative.
- To avoid spillage in or around the unit, do not eat or drink near the unit. If you spill liquid or if any substance falls into the unit, unplug the unit immediately and contact the Customer Care Center.
- Keep the MultiPASS clean. Dust accumulation can prevent the unit from operating properly.
- Unplug the MultiPASS from the wall outlet and refer service to qualified personnel under the following conditions:
 - When the power cord or plug is damaged or frayed.
 - If liquid has spilled into the unit.
 - If the unit has been exposed to rain or water.
 - If the unit does not operate normally when you have followed the instructions in this

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- guide. Adjust only those controls that are covered by the operating instructions in this guide. Improper adjustment of other controls may result in damage and may require extensive work by a qualified technician to restore the product to normal operation.
- If the unit has been dropped or the cabinet has been damaged.
- If the unit exhibits a distinct change in performance, indicating a need for servicing.

■ Location

- Place the MultiPASS on a flat, stable, vibration-free surface that is strong enough to support its weight (approx. 14.6 lb./6.6 kg).
- Place the MultiPASS in a cool, dry, clean, well ventilated place.
 - Make sure the area is free from dust.
 - Make sure the location is not affected by extreme temperature changes, and always stays between 50° and 90.5°F (10° and 32.5°C).
 - Make sure the area's relative humidity is always between 20% and 85%.
- Keep the MultiPASS away from direct sunlight as this can damage it. If you have to place it near a window, install heavy curtains or blinds.
- Do not use the MultiPASS near water. Make sure that no wet or humid objects come into contact with the unit.
- Do not use or store the MultiPASS outdoors.
- Do not install the MultiPASS near devices that contain magnets or generate magnetic fields, such as speakers.
- If possible, place the MultiPASS near an existing telephone outlet to avoid the expense of installing a new one.
- Place the MultiPASS near a standard 120 V AC power outlet.
- Place the MultiPASS near the PC you will be connecting it to. Make sure you can reach it easily as you will be using it as a printer, fax machine, copier, scanner, and telephone.
- To ensure reliable operation of the MultiPASS and to protect it from overheating (which can cause it to operate abnormally and create a fire risk), do not block the exhaust vent and never block or cover any openings on the unit by placing it on a bed, sofa, rug, or other similar surface. Do not place the unit in a closet or built-in installation, or near a radiator or other heat register unless proper ventilation is provided. Install the unit approximately 4 inches (10 cm) away from walls and other equipment.
- Do not stack boxes or furniture around the power outlet. Keep the area free so you
 can reach the outlet quickly. If you notice anything unusual (smoke, strange odors,
 noises) around the MultiPASS, unplug the unit immediately. Contact your local
 authorized Canon dealer representative.
- Do not allow anything to rest on the power cord, and do not place the unit where the cord will be walked on. Make sure the cord is not knotted or kinked.

Chapter 1 Introduction 1-9

■ Power Supply

- The socket outlet shall be installed near the equipment and shall be easily accessible.
- Plug the MultiPASS into a standard 120 V AC 60 Hz, three-prong grounded outlet.
 Only operate the MultiPASS from the type of power source indicated on the unit's label. If you are not sure of the type of power available, consult your local authorized Canon dealer representative or your local power company.
- Use only the power cord that came with the unit. Using a longer cord or extension cord can cause the unit to malfunction. If you must use an extension cord with the MultiPASS, make sure that the total of the ampere ratings on the products plugged into the extension cord does not exceed the extension cord ampere rating. Also, make sure the total ampere rating of all products plugged into the wall outlet does not exceed the current amperage of the circuit breaker.
- The MultiPASS is equipped with a three-prong, grounding-type plug provided with a third (grounding) pin. This plug will only fit into a grounding-type outlet. This is a safety feature. If you are unable to insert the plug into your outlet, contact an electrician to replace your outlet. Do not defeat the safety purpose of the grounding-type plug by breaking off the third prong or using a 3-to-2 adapter.
- Do not plug the MultiPASS into the same circuit as an appliance such as an air conditioner, electric typewriter, television, or copier. Such devices generate electrical noise that can interfere with your MultiPASS' ability to send and receive faxes.
- During electrical storms, disconnect the power cord from the power outlet. (Please note that any documents stored in the unit's memory will be deleted when you unplug the unit.)
- Unplug the MultiPASS only by pulling on the plug itself. Never pull on the cord.
- Whenever you unplug the MultiPASS, wait at least five seconds before you plug it in again.
- Check the plug frequently and make sure that it is firmly plugged into the socket.



This product emits low level magnetic flux.

If you use a cardiac pacemaker and feel abnormalities, please move away from this product and consult your doctor.

1-10 Introduction Chapter 1

Chapter 2 Setting Up

This chapter explains how to prepare your MultiPASS for use.

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Unpacking the MultiPASS	2-2
Do You Have Everything?	2-2
Removing Shipping Materials	2-4
Assembling the MultiPASS	2-5
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Connecting the Telephone Line and Telephone, Answering Machine, or Data Modem	2-6
Connecting the MultiPASS to Your PC	2-7
Connecting the Power Cord	2-8
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Guidelines	2-13
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Chapter 2 Setting Up **2-1**

Choosing a Location for the MultiPASS

Before unpacking your MultiPASS, read the guidelines in *Important Safety Instructions* (\rightarrow p. 1-8) to make sure you choose a location best suited for the MultiPASS.

Dimensions

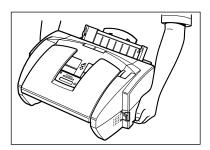
Make sure the location you choose provides enough space around the MultiPASS for adequate ventilation, and to allow paper to flow freely into and out of the unit. Install the MultiPASS approximately 4 inches (10 cm) away from walls and other equipment. For the dimensions of the MultiPASS, \rightarrow p. A-2.

Unpacking the MultiPASS

Follow the directions below to unpack the MultiPASS properly, and to make sure you have all its components and documentation.



When lifting the MultiPASS out of the box, or when you need to move it, lift it from the bottom and hold it firmly and level.



Do You Have Everything?

As you unpack the MultiPASS, save the carton and packing material in case you want to move or ship the unit in the future.

Carefully remove all items from the box. You should have someone help by holding the box while you lift the MultiPASS and its protective packaging out of the box.

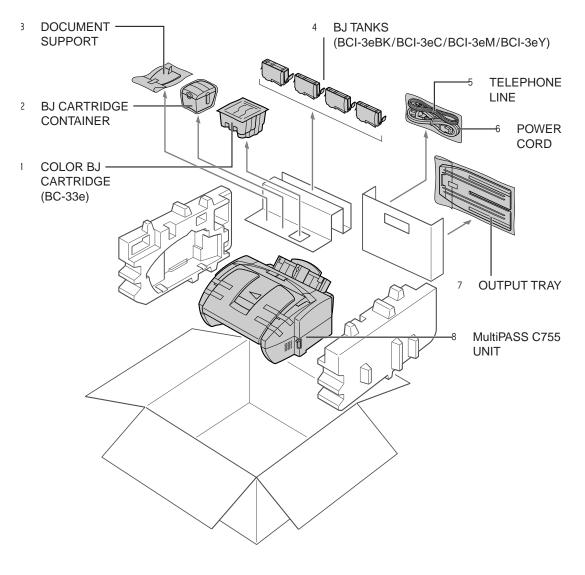
Make sure you have the following documentation as well as the items shown on the next page:

- QUICK START GUIDE
- STAND-ALONE FAX MANUAL
- MultiPASS SUITE SOFTWARE/PRINTER DRIVER CD-ROM
- LIMITED WARRANTY CARD

The following items are in MultiPASS SUITE SOFTWARE/PRINTER DRIVER CD-ROM:

- MultiPASS C755 USER'S GUIDE (this guide)
- MultiPASS SUITE FOR WINDOWS SOFTWARE USER'S GUIDE

2-2 Setting Up Chapter 2

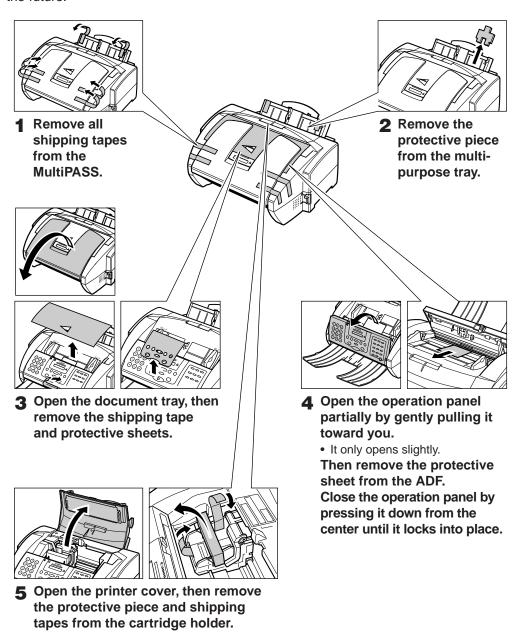


- If any of the items are damaged or missing, notify the Customer Care Center immediately.
- In addition to the items shipped with your MultiPASS, you will need to purchase a
 printer cable to connect your MultiPASS to a PC. (→ p. 2-7)
- Important! Save your sales receipt for proof of purchase in case your unit requires warranty service.

Chapter 2 Setting Up 2-3

Removing Shipping Materials

The MultiPASS has been packed with protective material to protect it during shipping. Remove this material as follows and keep it in case you need to transport the unit in the future:



The actual shipping materials may differ in shape, quantity, and position from the ones shown above.

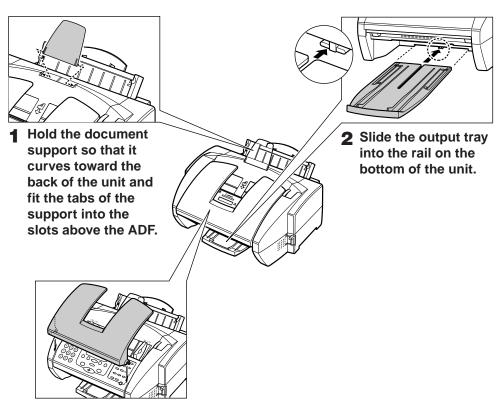
2-4 Setting Up Chapter 2

Assembling the MultiPASS

Assemble the MultiPASS as follows:



To see how the MultiPASS will look fully assembled, → *Main Components of the MultiPASS*, p. 2-9.



3 The MultiPASS comes with the document tray already attached. However, if you accidentally remove the tray, attach it by fitting the slots on the tray into the tabs on the unit.

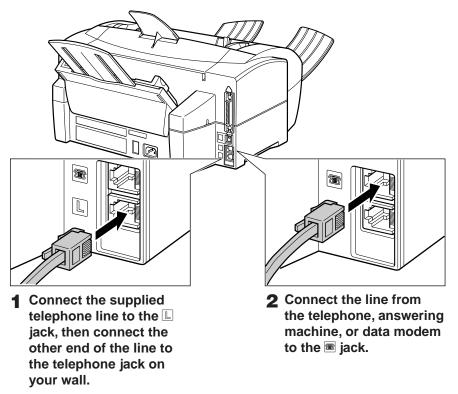
Chapter 2 Setting Up 2-5

Making Connections

Connecting the Telephone Line and Telephone, Answering Machine, or Data Modem

The MultiPASS has two jacks on the back for connection of the telephone line and an external device, such as a telephone, answering machine, or data modem. If you only have one telephone line and plan to use the MultiPASS for receiving both faxes and voice calls, you will need to connect a telephone and/or an answering machine to the unit.

Be sure to connect any external device before using your MultiPASS.





- If you have connected an external device to the MultiPASS, be sure to select the correct receive mode. (→ Chapter 8, Receiving Faxes)
- To connect a telephone as well as an answering machine, connect the telephone to the answering machine, and then the answering machine to the MultiPASS.
- If you connect a modem to your MultiPASS and you use it extensively or others access your PC frequently through the modem, you may want a dedicated telephone line for your modem.

2-6 Setting Up Chapter 2

Connecting the MultiPASS to Your PC

To connect the MultiPASS to your PC, you will need to purchase a printer cable that matches the interface connector on your PC:

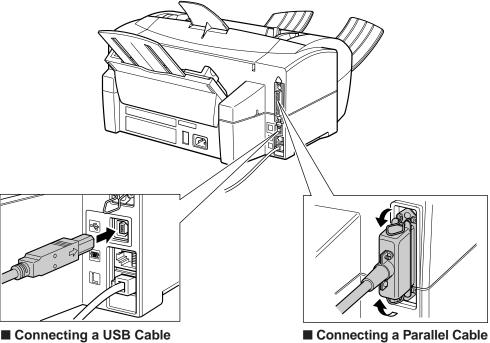
- A Centronics®-compatible parallel cable (IEEE 1284-compliant) no longer than 6.6 feet (2 meters)
 - -or-
- A USB cable no longer than 16.4 feet (5 meters)

You can purchase either of these cables from your local authorized Canon dealer.



You only need to connect one of the above cables.

Connect the appropriate cable as shown below:



Connect the USB cable during software installation to ensure proper operation of the printer driver. (→ MultiPASS Suite User's Guide)

Connect the USB cable to the MultiPASS and PC.

Connect the parallel cable to the MultiPASS and PC. Be sure to secure the cable connectors with the wire clips.



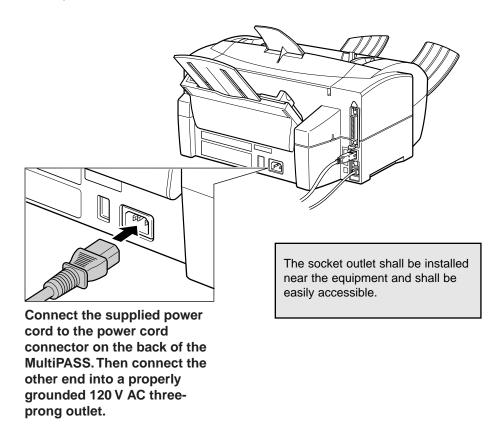
If using a USB cable, make sure your PC is running Microsoft Windows® 98 or Windows® 2000, preinstalled by a computer manufacturer on purchase. (The USB port operation also needs to be assured by the manufacturer.)

2-7 Chapter 2 Setting Up

Connecting the Power Cord

Before connecting the power cord, read the guidelines in *Important Safety Instructions*. $(\rightarrow p. 1-8)$

Connect the power cord as follows:



The MultiPASS has no power switch, so its power is on as long as it is plugged in. Once connected, though, the unit still needs to warm up before you can use it. Wait until the LCD no longer displays PLEASE WAIT.



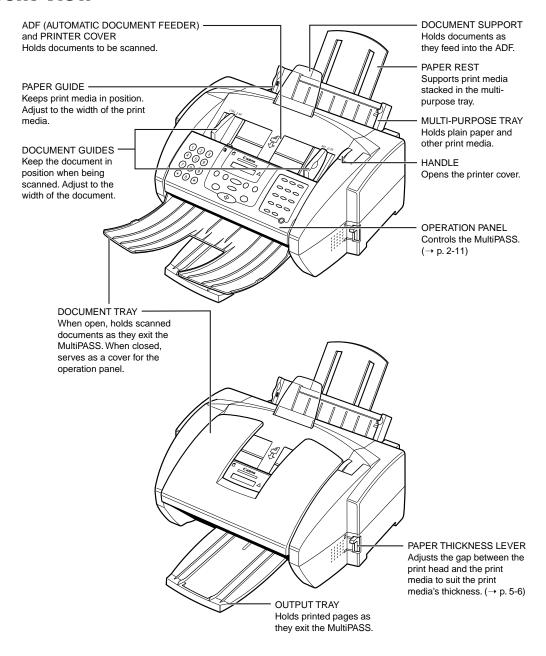
- The MultiPASS is equipped with a three-prong, grounding-type plug provided with a third (grounding) pin. This plug will only fit into a grounding-type outlet. This is a safety feature. If you are unable to insert the plug into your outlet, contact an electrician to replace your outlet. Do not defeat the safety purpose of the grounding-type plug by breaking off the third prong or using a 3-to-2 adapter.
- Do not plug the MultiPASS into the same circuit as an appliance such as an air conditioner, electric typewriter, television, or copier. Such devices generate electrical noise that can interfere with your MultiPASS' ability to send and receive faxes.

2-8 Setting Up Chapter 2

Main Components of the MultiPASS

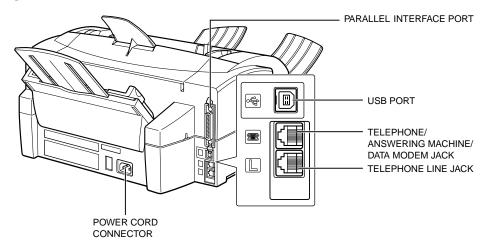
Before using your MultiPASS, take a few moments to look over the unit and become familiar with its components.

Front View

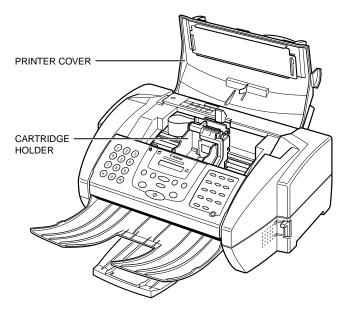


Chapter 2 Setting Up **2-9**

Back View



Inside View



2-10 Setting Up Chapter 2

Operation Panel

■ Numeric Buttons

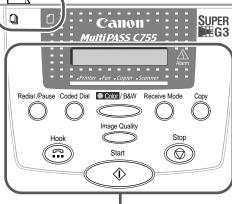
Enter numbers when dialing or registering fax/telephone numbers. Also enter characters when registering names.

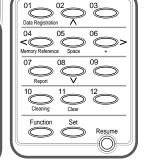
■ Document Feed Lever (\rightarrow p. 4-2)

■ One-Touch Speed Dialing/Special Function Buttons (→ p. 2-12)

Dial fax/telephone numbers pre-registered for one-touch speed dialing. Also used to perform special functions.







■ LCD

Displays messages and prompts during operation. Also displays selections, text, numbers, and names when registering information.

- Redial/Pause Button (→ pp. 7-10, 9-2) Redials the last number that was dialed with the numeric buttons. Also enters pauses between or after the fax/telephone number when dialing or registering numbers.
- Coded Dial Button (→ pp. 6-8, 6-12) Press this button and a two-digit code to dial a pre-registered fax/telephone number or group.
- Color/B&W Button (→ pp. 7-2, 7-3, 10-2) Sets the unit for color or black & white transmission or copying. For color transmission or color copying, press this button to turn on its light.

■ Hook Button

Engages or disengages the telephone line.

■ Alarm Light

Flashes when an error occurs, or when the MultiPASS is out of paper or ink.

■ Receive Mode Button

(→ Chapter 8, *Receiving Faxes*) Selects the receive mode.

- Copy Button (→ p. 10-2) Sets the MultiPASS to make copies.
- Image Quality Button (→ pp. 7-3, 10-2) Selects the resolution setting the MultiPASS uses for the document you are sending. Also selects the image quality setting (resolution and paper type) for the document you are copying.

■ Stop Button

Cancels sending, receiving, registering data, copying and other operations, and returns the MultiPASS to standby mode.

■ Start Button

Starts sending, receiving, scanning, and copying.

Chapter 2 Setting Up **2-11**

One-Touch Speed Dialing/Special Function Buttons

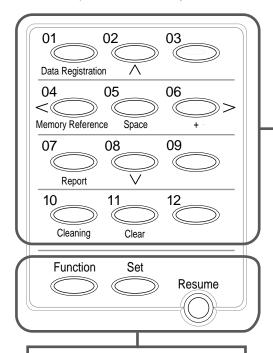
The buttons on the right of the operation panel have the following two functions:

• One-Touch Speed Dialing Buttons (→ p. 6-5)

The buttons marked 01 to 12 can be used to dial fax/telephone numbers preregistered under these buttons. To use the one-touch speed dialing buttons, the **Function** button's light must be off.

Special Function Buttons

The special function buttons (marked under or to the sides of the buttons) are described below. To access the special functions, press **Function** to turn on its light and then press the button you wish to access.



■ Function Button/Light

Switches between the special function buttons and the one-touch speed dialing buttons. To use the special function buttons, press this button to turn on its light. To use the one-touch speed dialing buttons, press to turn off its light.

■ Set Button

Selects and registers settings or information during data registration.

■ Resume Button

Form-feeds paper when printing, and resumes printing after an error is corrected.

■ Data Registration Button (→ p. 14-2)

Accesses the different menus for customizing your MultiPASS.

■ ∧, ∨ Buttons

Scroll through the settings so you can see other selections in the menus during data registration.

■ Memory Reference Button

 $(\rightarrow pp. 7-16, 7-17, 7-18, 8-15)$

Performs operations with documents stored in memory. Also prints documents in memory you no longer want to upload to your PC.

■<,> Buttons

Move the cursor left or right when registering data.

■ Space Button

Enters a space between letters and numbers when registering information.

■ + Button

Enters a plus sign (+) when registering your unit fax/telephone number.

■ Report Button

 $(\rightarrow pp. 3-8, 6-13, 11-3)$

Prints reports containing registered information and information on transactions.

■ Cleaning Button

(→ pp. 5-10, 12-9, 12-10, 12-15)
Prints the nozzle check pattern, performs cleaning operations, and aligns the BJ

cartridge print head position.

■ Clear Button

Clears an entire entry when registering information.

2-12 Setting Up Chapter 2

Installing the BJ Cartridge

Install the BJ cartridge as explained in this section.

For additional information on BJ cartridges and tanks, and for instructions on replacing, → BJ Cartridge, p. 12-6.

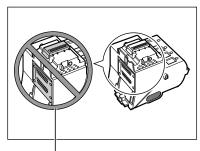
Guidelines

To ensure optimum performance of your BJ cartridges and tanks, follow these guidelines:

- Store BJ cartridges and tanks at room temperature.
- Keep BJ cartridges in their sealed packaging until you are ready to use them.
- Once opened, use BJ tanks within six months and BJ cartridges within one year.
- Do not remove BJ cartridges and tanks from the MultiPASS unnecessarily, or the ink in them may harden.
- Do not leave empty BJ tanks in a BJ cartridge. Remove them immediately when they
 run out of ink, and replace them with new BJ tanks. Do not leave a cartridge with one
 of its ink tanks missing as the ink in the cartridge will dry and adversely affect print
 quality.
- When changing BJ cartridges, always store the unused BJ cartridge in the BJ cartridge container provided with your MultiPASS.



- Keep BJ cartridges and tanks out or children's reach. If a child inadvertently ingests ink, consult a physician immediately.
- Do not touch the precision components on the BJ cartridge.



DO NOT TOUCH THIS AREA.

The ink in the BJ cartridges and tanks is difficult to clean up if spilled. Follow these precautions when handling:

- Carefully remove packaging from BJ cartridges and tanks.
- Do not attempt to disassemble or refill BJ cartridges or tanks.
- Do not shake or drop BJ cartridges or tanks, or tip the print head downward.

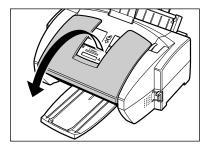
Chapter 2 Setting Up 2-13

Installing the BJ Cartridge in the MultiPASS

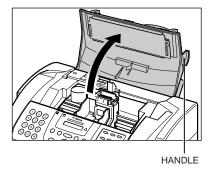
When there is no BJ cartridge installed in the MultiPASS, the LCD displays PUT IN CARTRIDGE.

Follow these steps to install the BJ cartridge:

- 1 Make sure the MultiPASS is plugged in.
- **2** Open the document tray.

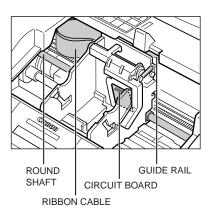


- 3 Lift the handle to open the printer cover.
 - The cartridge holder automatically moves to the center of the unit.



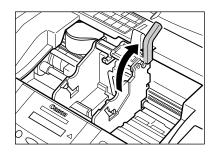


- Do not try to manually move or stop the cartridge holder since this may damage the unit.
- Do not touch the components shown or any metal parts since this may adversely affect operation of the unit and/or affect print quality.

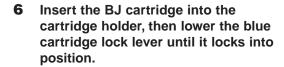


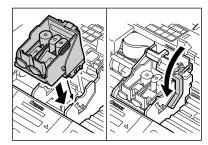
2-14 Setting Up Chapter 2

4 Raise the blue cartridge lock lever on the cartridge holder.



- **5** Remove the Color BJ cartridge from its package, then remove the orange protective cap ① and the protective tape ②.
 - Discard the cap and tape. Never attempt to reattach them to the BJ cartridge print head.
 - Install the BJ cartridge immediately after removing the cap and tape.

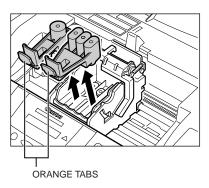




DO NOT TOUCH THESE PRECISION

COMPONENTS.

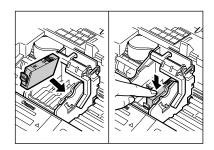
7 Press on the two orange tabs and remove the two orange pieces from the BJ cartridge.



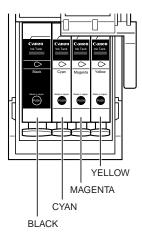
Chapter 2 Setting Up 2-15

- 8 Start with the Yellow BJ tank.
 Remove the packing film by pulling on the orange tape ①. Then grip the bottom of the BJ tank and twist off the orange protective cap in the direction shown ②.
 - Carefully remove the packing film taking care not to remove the label from the BJ tank.
 - Discard the packing film and cap. Never attempt to reattach them to the BJ tank.
 - Do not touch the ink port on the BJ tank.
 - Spilled ink can stain any surface; protect yourself and your work area.
- 9 Insert the Yellow BJ tank into the far right slot on the BJ cartridge, then press it down from the top until it clicks into position.





- 10 Repeat steps 8 and 9 to install the Magenta BJ tank, then the Cyan BJ tank, and finally the Black BJ tank. Be sure to install them in this order and to insert them in the slots from right to left.
 - Do not use the BJ cartridge with any of its BJ tanks missing as this can cause the BJ cartridge to clog.



11 Close the printer cover.

The LCD displays CART. RETURN while the cartridge holder moves to its home position
on the right side of the unit. The MultiPASS then cleans the print head which takes about
20 seconds.

12 Close the document tray.



If you need to unplug the MultiPASS, wait until the unit is in standby mode (date and receive mode displayed in the LCD). Otherwise the cartridge holder may not be in its home position causing the BJ cartridge to remain uncapped and dry out.

2-16 Setting Up Chapter 2

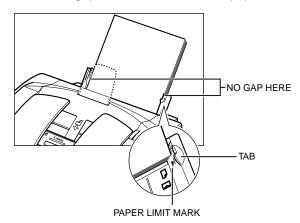
Loading Paper

This section describes how to load plain paper in the multi-purpose tray so that you can begin using your MultiPASS.

For complete details on the different print media you can use and instructions for selecting and loading other print media, → Chapter 5, *Paper Handling*.

Paper Guidelines

- Store all print media wrapped and on a flat surface until ready to use. Keep opened packs in their original packaging, in a cool, dry location.
- Store paper at 64.4°-75.2°F (18°-24°C), 40%-60% relative humidity.
- To avoid paper jams and poor print quality, do not print on damp, curled, wrinkled, or torn paper.
- Use cut-sheet paper only, not paper that comes on a roll.
- Do not use paper thicker than can be used for the MultiPASS (→ p. 5-2). Thick paper can come into contact with the print head nozzles and cause damage to the BJ cartridge.
- Do not load paper beyond the paper limit mark (►) or beyond the tabs on the multipurpose tray. Doing so may cause paper feeding or printing problems. Also, make sure there are no gaps on either side of the paper stack.



- If the print media has a print side, set it in the multi-purpose tray with the print side facing upward.
- The capacity of the output tray is 50 sheets of paper. To prevent paper jams, remove paper from the output tray before the count reaches 50.
- Let the paper run out before refilling the multi-purpose tray. Avoid mixing "new" paper with paper already loaded.

Chapter 2 Setting Up 2-17

- Do not leave paper stacked in the multi-purpose tray for long periods of time since it may bend or curl over time, and cause paper jams or misfeeding problems.
- Certain environmental conditions, such as extreme temperatures or humidity, can
 cause some print media to misfeed in the multi-purpose tray. If you have trouble with
 print media becoming skewed or multiple sheets being fed, do not stack them in the
 multi-purpose tray, but feed them one sheet at a time.
- Depending on the density of the printed pages, the ink may need time to dry. Within two or three seconds, the ink becomes smudge resistant. After drying for several minutes, the ink becomes water-resistant.
- If your printed page contains a large amount of graphics, the ink on the page may be damp due to the print density. Leave the page in the output tray for 30 to 60 seconds to allow the ink to dry. Then remove the page being careful not to touch the document tray (if it is open). Should you dirty the document tray when removing the page, wipe it clean with a clean, soft, lint-fee cloth moistened with water or diluted dishwashing detergent solution.
- Printing dense graphics on light paper stock may cause the paper to curl. Try using heavier stock.
- If paper curls after printing, remove it immediately; otherwise paper jams may occur.
- The platen (a roller inside the unit) may become inked if you print data beyond the
 width of the page. If this happens, clean the platen with a soft cloth. (→ Cleaning
 Inside the Printer Cover, p. 12-2)

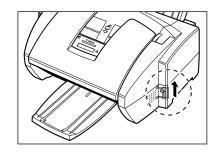
2-18 Setting Up Chapter 2

Loading Paper in the Multi-Purpose Tray

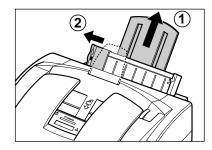
Load paper in the multi-purpose tray as follows:

1 Make sure the paper thickness lever is set to □ (up).

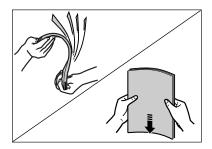
For details. \rightarrow p. 5-6.



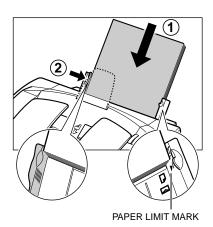
2 Raise the paper rest until stops ①, then move the paper guide to the left to match the size of your paper ②.



3 Prepare a stack of paper by fanning the edge that will feed into the unit first, and then tapping the stack on a flat surface to even its edges.



- 4 Insert the stack into the multi-purpose tray until it stops ①, so that the right edge of the stack is aligned with the right side of the multi-purpose tray. Slide the paper guide snugly against the left edge of the stack ②.
 - The multi-purpose tray holds up to 100 sheets of 20 lb. (75 g/m²) plain paper.
 - Make sure the stack is below the paper limit mark (►).



The MultiPASS is now ready to print.

Chapter 2 Setting Up 2-19

Testing the MultiPASS

After you have assembled the MultiPASS, installed the BJ cartridge, and loaded the paper, you can make sure the MultiPASS is printing properly by making several copies of a document. For instructions, → Chapter 10, *Making Copies*.

If you have problems printing, → Chapter 13, *Troubleshooting*.

2-20 Setting Up Chapter 2

Chapter 3 Registering Information

This chapter describes the methods and guidelines for entering information in the MultiPASS. You will also find instructions for entering the sender information which is required before using your unit.

Methods of Registering Information in the MultiPASS	3-2
Guidelines for Entering Numbers, Letters, and Symbols	3-3
Correcting a Mistake	3-5
Registering Required Sender Information	3-6
What is Sender Information?	3-6
Registering Sender Information	3-7
Printing a List to Check the Sender Information	3-8
Setting the Telephone Line Type	3-9

Chapter 3 Registering Information **3-1**

Methods of Registering Information in the MultiPASS

To customize the MultiPASS to your particular needs, you can adjust the general operation, sending, receiving, printing, system settings, and speed dialing settings. There are two methods of adjusting these settings:

■ Method 1: Using the MultiPASS operation panel

You can adjust settings directly via the operation panel of the MultiPASS. Detailed instructions are described in this guide. Adjusting settings through the operation panel is convenient when you do not have your MultiPASS connected to a PC.

■ Method 2: Using the MultiPASS Suite Software

You can adjust settings using the MultiPASS Suite software included with your MultiPASS. For detailed instructions, → MultiPASS Suite User's Guide.

Before adjusting any settings, decide whether you prefer to make changes from the operation panel or from the MultiPASS Suite. Using both—the operation panel and the MultiPASS Suite—may cause confusion. Changes made to settings through the operation panel will not be displayed in the MultiPASS Suite, and changes made in the MultiPASS Suite will override any corresponding settings made through the operation panel.



If your MultiPASS is connected to a PC, we recommend using the MultiPASS Suite to adjust settings.

Guidelines for Entering Numbers, Letters, and Symbols

When you come to a step that requires you to enter a name or number, refer to the table below to determine which numeric button to press for the character you want.

Button	Letters (:A)	Letters (:A) Numbers (:1)	
1		1	
ABC 2	ABCabc	2	
DEF 3	3 DEFdef		
GHI 4	GHIghi	4	
JKL 5	JKLjkl	5	
MNO 6	MNOmno	6	
PRS 7	PQRSpqrs	7	
TUV 8	TUVtuv	8	
wxy 9	WXYZwxyz	9	
OPER 0		0	
SYMBOLS #	*#!",;:^`_=/ '?\$@%&+()[]{}<>		
** Tone	Letter input (:A) ← → Number input (:1)		

If you pause for more than 60 seconds between entering characters, the unit will automatically return to standby mode.

■ Changing Between Number Mode and Letter Mode

Press to select number mode (:1) or letter mode (:A).

:1 (Number mode) (Letter mode)

	Entering Letters		
1	Press (*) to switch to letter mode (:A).	_ :	Α.
2	 Press the numeric button that contains the letter you want. Press repeatedly until the letter you want appears. Each button cycles through the letters it contains. If you are unsure which button to press for the letter you want, → p. 3-3. 	Ex: <u>C</u> ::	: A
3	Continue entering other letters using the numeric buttons. • If the next letter you want to enter is under a different numeric button, simply press that button until the letter you want appears. -or- If the next letter you want to enter is under the same numeric button you just pressed, press > to move the cursor to the right. Then press the same numeric button repeatedly until the letter you want appears. • To enter a space, press Space.	Ex: C <u>A</u> :	A
	Entering Numbers		
1	Press to switch to number mode (:1).		:1
2	Press the numeric button that contains the number you want. • To enter a space, press Space.	Ex: 1_ :	:1
3	Continue entering other numbers using the numeric buttons.	Ex: 10_ :	:1
	Entering Symbols		
1	Press repeatedly until the symbol you want appears.	Ex: #	:1
2	If you want to enter another symbol, press to move the cursor to the right.	Ex: #= :	:1

symbol you want appears.

then press $\overset{\text{\tiny SMBGLS}}{(\#)}$ repeatedly until the

Correcting a Mistake

You can clear an entire entry by pressing **Clear**. Alternatively, you can correct individual characters as follows.

- 1 Use Network Reference or 06 to move the cursor under the incorrect character.
- Ex: CANEN :A
- 2 Use the numeric buttons to enter the correct character over the incorrect character.
- Ex: CANON :A
- **3** When you have finished making corrections, press set to register your new entry.

Registering Required Sender Information

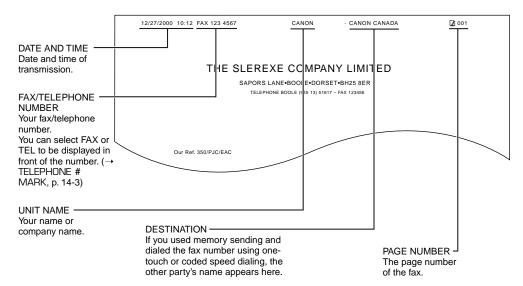
In the United States, FCC rules governing the use of facsimile equipment state that the following sender information must be printed on every facsimile transmission:

- Your fax number
- · Your personal name or company name
- The time and date of transmission

Your MultiPASS has been designed to print this information at the top of every fax you send. You must therefore register your unit's telephone/fax number, your personal name or company name, and the current date and time before using your MultiPASS. This section gives details on registering the sender information.

What is Sender Information?

When you receive a fax, you may notice that the name of the person or company who sent you the fax, their fax/telephone number, and the date and time of transmission will be printed in small type at the top of each page. This information is called the *Sender information* or the *Transmit Terminal Identification (TTI)*. Similarly, you must register your details in your MultiPASS so that whenever you send a fax, the other party knows who sent it, and when it was sent. Below is an example of how your sender information would print on a fax sent by you:





- You can set the sender information to print on the inside or outside of the image area.
 (→ TTI POSITION, p. 14-3)
- You can enter the sender information from the operation panel (→ next page) or from the MultiPASS Suite. (→ MultiPASS Suite User's Guide)

Registering Sender Information

Follow this procedure to set the current date and time, register the fax/telephone number for your MultiPASS, and register your name or company name:

1 Press .

2 Press Data Registration .

DATA REGSTRATION

3 Press three times.

• The date and time currently set for the unit are displayed.

USER SETTINGS

DATE & TIME

Ex: <u>1</u>2/20/2000 13:30

4 Use the numeric buttons to enter the correct month, day, year, and time.

11001

Ex: 12/27/2000 15:00

- Use the month/day/year format. Use the 24-hour format for the time (e.g. 1:00 p.m. as 13:00), and enter only the last two digits of the year.
- If you make a mistake, press Clear and enter the date and time again.

5 Press cet twice.

DATA ENTRY OK
UNIT TELEPHONE #

TEL=

6 Use the numeric buttons to enter your fax/ telephone number (max. 20 digits, including spaces).

Ex: TEL= 123 4567

- To enter a space, press **Space**.
- To enter a plus sign (+) before the number, press +.
- If you make a mistake, press Clear and start again.

7 Press cet twice.

DATA ENTRY OK

UNIT NAME

:A

8 Use the numeric buttons to enter your name or company name (max. 24 characters, including spaces).

Ex: CANON :A

- If you are unsure how to enter characters,
 → p. 3-3.
- If you make a mistake, press Clear and start again.

9 Press .

DATA ENTRY OK

TX TERMINAL ID

10 Press stop to return to standby mode.

Ex: 12/27 FaxTel

Printing a List to Check the Sender Information

You can print the User's Data List to check the sender information you have registered in the MultiPASS and also to check the current settings of your unit.

Follow this procedure:

- 1 Press .
- 2 Press Report.

ACTIVITY REPORT

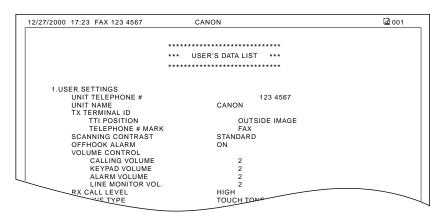
3 Use v or to select USER DATA LIST.

USER DATA LIST

- 4 Press .
 - The MultiPASS prints the User's Data List.

PRINTING REPORT

The sender information is shown at the beginning of the list. The current settings of the MultiPASS are listed after this.



Setting the Telephone Line Type

Before using your MultiPASS to make calls or send documents, you need to make sure the telephone line type setting of your unit matches the telephone line you have. If you are unsure of the type of telephone line you have, check with your local telephone company. Your unit is factory-set to operate with a tone line (TOUCH TONE). If you need to change the setting, follow this procedure:

- 1 Press .
- 2 Press Data Registration.

DATA REGSTRATION

3 Press $\stackrel{\text{Set}}{\bigcirc}$ twice.

USER SETTINGS

DATE & TIME

4 Use or or to select TEL LINE TYPE.

TEL LINE TYPE

5 Press $\stackrel{\text{Set}}{\bigcirc}$.

TOUCH TONE

6 Use or or to select ROTARY PULSE.

ROTARY PULSE

7 Press $\stackrel{\text{Set}}{\bigcirc}$.

REPORT SETTINGS

8 Press slop to return to standby mode.

Ex: 12/27 FaxTel

Chapter 4 Document Handling

This chapter gives details on the requirements for documents you load into the MultiPASS. Whether you are sending, copying, or scanning a document, read this section carefully for information on the types of documents you can load, and instructions on loading documents for your specific needs.

Document Requirements	4-2
Scanned Area of a Document	
Loading Documents	4-3
Problems With Multipage Documents	
Adding Pages to the Document	4-5

Chapter 4 Document Handling **4-1**

Document Requirements

The documents you load into the ADF for sending, copying, and scanning must meet the requirements shown in the table below.

Depending on your document, select automatic or manual document feed with the document feed lever located at the top of the operation panel.

	(Automatic Document Feed)	☐ (Manual Document Feed)	
Type of document	Multipage documents of the same thickness and weight.	Thick paper Document with uneven surfaces Photographs Small documents (e.g. business cards, postcards) Special types of paper (Use of a carrier sheet is recommended to avoid scratching the surface of documents)	
Size (W × L)	Max. 8.6 × Approx. 39 in. (Max. 218 mm × Approx. 1 m) Min. 8.27 × 5.83 in. (Min. 210 × 148 mm)	Max. $8.6 \times \text{Approx}$. 39 in. (Max. 218 mm $\times \text{Approx}$. 1 m) Min. 3.15×1.77 in. (Min. 80×45 mm)	
Quantity	Max. 20 letter- or A4-size sheets* Max. 10 legal-size sheets* 1 sheet for sizes other than these.	1 sheet	
Thickness	0.002 to 0.005 in. (0.06 to 0.13 mm)	0.002 to 0.017 in. (0.06 to 0.43 mm)	
Weight	10.7 to 24 lb. (40 to 90 g/m²)	10.7 to 90.7 lb. (40 to 340 g/m²)	

■ Problem Documents

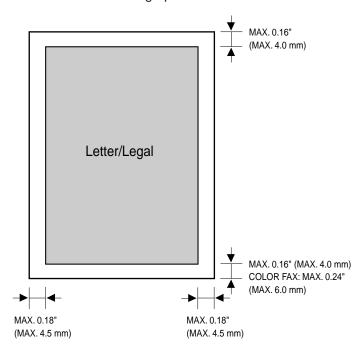
- To prevent document jams in the ADF, do not use any of the following:
 - Wrinkled or creased paper
 Carbon paper or carbon-backed paper
 - Curled or rolled paperCoated paper
 - Torn paper
 Onion skin or thin paper
- Remove all staples, paper clips, or any other fasteners before loading the document into the ADF.
- Make sure any glue, ink, or correction fluid on the paper is completely dry before loading the document into the ADF.
- If you have a document that will not feed properly into the ADF, make a photocopy of the document and load the copy instead.

*20 lb. (75 g/m²) paper

4-2 Document Handling Chapter 4

Scanned Area of a Document

The shaded area in the illustration below shows the scanned area of a document. Make sure your document's text and graphics are within this area.

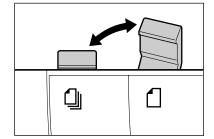


Loading Documents

Follow this procedure to load documents into the ADF:

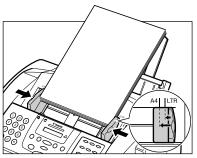
- 1 Open the document tray.
- 2 Set the document feed lever to

 ☐ (automatic) or ☐ (manual) document feed.
 - If you are unsure which to select, → p. 4-2.

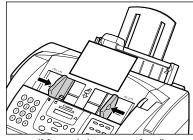


Chapter 4 Document Handling 4-3

3 Adjust the document guides to the width of the document.

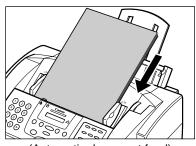


(Automatic document feed)

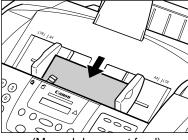


(Manual document feed)

- 4 Gently insert the document, face down (the top document first), into the ADF until you hear a beep.
 - Tap multipage documents on a flat surface to even the edges before inserting them into the ADF.



(Automatic document feed)



(Manual document feed)

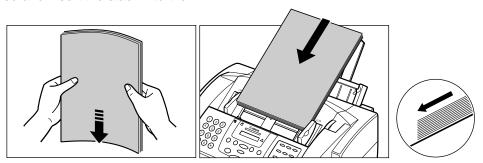
The document is now ready for scanning.

- For a multipage document, the pages are fed one by one from the bottom of the stack.
- Wait until all pages of your document have been scanned completely before starting a new job.

4-4 Document Handling Chapter 4

Problems With Multipage Documents

If you have trouble feeding multipage documents into the ADF, remove the stack and tap it on a flat surface to even the edges. Then "slant" the stack so that its front edge is bevelled and insert the stack into the ADF.

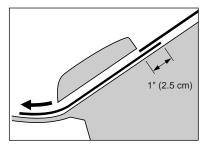




Make sure the document meets the document requirements. (\rightarrow p. 4-2)

Adding Pages to the Document

If you are using automatic document feed and you need to add pages to your document in the ADF, wait until the last page starts feeding, then load up to 20 additional pages (10 legal size). The last and first page should overlap by about one inch (2.5 cm).



Chapter 4 Document Handling **4-5**

4-6 Document Handling Chapter 4

Chapter 5 Paper Handling

This chapter describes how to select, prepare, and load print media in the MultiPASS. It also gives details on special print media.

Print Media Requirements	5-2
Printable Areas	5-3
Selecting Print Media	5-4
Setting the Paper Thickness Lever	5-6
Loading Paper	5-6
Loading Envelopes	5-7
Using Canon Specialty Print Media	5-9
Specialty Print Media Guidelines	5-9
Printing on High Resolution Paper	5-10
Using the Cleaning Sheet	5-10
Printing on Banner Paper	5-11

Chapter 5 Paper Handling **5-1**

Print Media Requirements

You can stack the following media in the multi-purpose tray:

Print Media	Size	Weight	Capacity	Paper Thickness Lever Position
Plain paper	Letter (8.5 × 11 in./ 215.9 × 279.4 mm)	17-24 lb. (64-90 g/m²)	Approx. 100 sheets* (Max. 0.4 in./10 mm stack)	□ (Up)
	Legal (8.5 × 14 in./ 215.9 × 355.6 mm)	17-24 lb. (64-90 g/m²)	Approx. 100 sheets* (Max. 0.4 in./10 mm stack)	□ (Up)
	A4 (8.27 × 11.69 in./ 210 × 297 mm)	17-24 lb. (64-90 g/m²)	Approx. 100 sheets* (Max. 0.4 in./10 mm stack)	□ (Up)
Envelopes	U.S. Commercial No. 10 (9.5 × 4.1 in./ 241.3 × 104.1 mm)		10 envelopes	(Down)
	European DL (8.66 × 4.33 in./ 220 × 110 mm)		10 envelopes	(Down)
Glossy photo paper	Letter, A4		10 sheets	□ (Up)
Banner paper	8.5 × 11 in. (215.9 × 279.4 mm) Max. length: 66 in. (1676 mm)		1 sheet (2 to 6 long)	◯ (Down)
High resolution paper	Letter, A4		Approx. 80 sheets	□ (Up)
Bubble Jet paper	Letter, A4		Approx. 100 sheets (Max. 0.4 in./10 mm stack)	□ (Up)
Transparencies	Letter, A4		30 sheets	□ (Up)
Back print film	Letter, A4		10 sheets	□ (Up)
High gloss photo film	Letter, A4		1 sheet	Ū (Up)
Glossy photo cards			1 card	□ (Up)

*20 lb. (75 g/m²) paper

Printable Areas

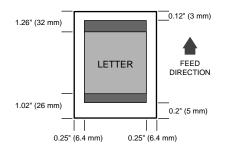
To ensure optimum print quality, the MultiPASS allows for a margin along each edge of the media. (The printing area varies according to the media size.)

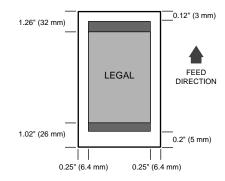
■ Papers

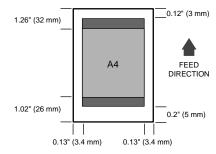
Please note that the term "printing area" represents both the recommended area for optimum print quality and the entire area where the MultiPASS can technically print.

Printing area (light shade): Canon recommends that you print within this area.

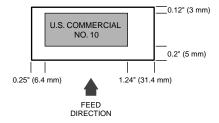
Printable area (dark shade): The area in which it is possible to print. However, printing in this area can adversely affect the print quality or the paper feed precision.

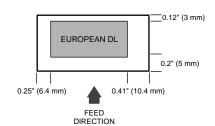






■ Envelopes





Chapter 5 Paper Handling **5-3**

Selecting Print Media

This section describes the different print media you can use with your MultiPASS. To achieve the best possible printing performance of your MultiPASS, be sure to select the correct print media.



- Be sure to test print media before purchasing large quantities.
- For Canon print media, be sure to purchase the recommended print media types. $(\rightarrow p. A-3)$

■ Plain Paper

The MultiPASS supports letter-, legal-, and A4-size paper in portrait orientation. You can use regular copier paper, cotton bond paper, and typical letterhead. Your unit does not require special ink jet paper, and produces letter quality print on most plain paper. Always use paper without curls, folds, staples, or damaged edges. Copier paper has a preferred side for printing. Look at the label on the package to see which side to print on.

■ Envelopes

The MultiPASS can print on U.S. Commercial No. 10 envelopes and European DL envelopes.

The following envelopes are not recommended because they may cause jams or smears, resulting in damage to your unit:

- Envelopes with windows, holes, perforations, cutouts, and double flaps.
- Envelopes made with special coated paper or deeply embossed paper.
- · Envelopes with peel-off sealing strips.
- · Envelopes with letters enclosed.

You may be able to stack envelopes of other sizes in the multi-purpose tray. However, Canon cannot guarantee consistent performance on envelope sizes other than U.S. Commercial No. 10 and European DL.

■ Glossy Photo Paper GP-301

Canon Glossy Photo Paper GP-301 is a high gloss, thick paper that produces the look and feel of a photograph. Use this paper with the Photo BJ cartridge to print photorealistic images.

■ Banner Paper

Canon Banner Paper is specifically designed for printing one continuous sheet in a banner format. The connected sheets are divided by perforations and you can print from two to six sheets at a time. Canon Banner Paper is specially designed for use with Bubble Jet printers and produces bright and vivid color images.

■ High Resolution Paper HR-101S/HR-101N*

Canon High Resolution Paper HR-101S/HR-101N is designed to produce nearphotographic quality print output with sharp and vivid graphics. For best results, use this paper with the Photo BJ cartridge.

5-4 Paper Handling Chapter 5

^{*}The Canon High Resolution Paper HR-101N will be released in the near future.

■ Bubble Jet Paper LC-301

Canon Bubble Jet Paper LC-301 has been developed for high quality printing with minimal or no smearing or running when in contact with water or damp surfaces. This specially coated paper produces bright and vivid colors and stands up to normal office highlighters, unlike images printed on other paper.

■ Back Print Film BF-102

Canon Back Print Film BF-102 has been specially developed for Bubble Jet printers. This unique mylar-based translucent sheet is designed to deliver sharp, brilliant, high-intensity color images suitable for business presentations, design work, or professional reports. Back print film is printed on the back (non-glossy) side of the film in mirror image and then viewed from the front (glossy) side using a backlit device, such as a light box.

■ High Gloss Photo Film HG-201

Canon High Gloss Photo Film HG-201 features a bright white finish that lends striking visual power to charts, graphs, and photographic images. It creates a sharper and more vivid color output than is possible with coated paper. Use of this film gives your presentation materials and graphics a professional look. This film provides the best color print quality for the Color BJ cartridge.

■ Transparencies CF-102

Canon Transparencies CF-102 produce excellent contrast, sharpness, and color, creating crisp and professional overhead presentations.

Do not use normal transparencies in the MultiPASS as they do not absorb ink and may cause ink to run.

■ Glossy Photo Cards FM-101

Canon Glossy Photo Cards FM-101, made from the same stock as Glossy Photo Paper, allow you to print images over the entire area of the card. Print the image so that it extends beyond the perforations and then trim off the unwanted white margins.

Chapter 5 Paper Handling **5-5**

Setting the Paper Thickness Lever

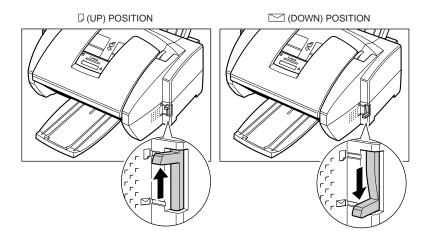
The paper thickness lever adjusts the gap between the print head and the print media to suit the print media's thickness. Before printing, be sure to set the paper thickness lever.

For details on which position to set the paper thickness lever for the print media you are using, \rightarrow p. 5-2.



If the paper thickness lever is not set correctly before printing, smudging and poor print

The paper thickness lever is located on the right side of the unit.



Loading Paper

You can load paper in the multi-purpose tray to feed it automatically into the MultiPASS. For details, \rightarrow p. 2-19.

You can also load other types of print media in the multi-purpose tray. (\rightarrow p. 5-2)

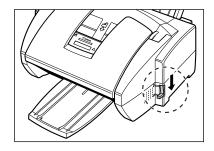
5-6 Paper Handling Chapter 5

Loading Envelopes

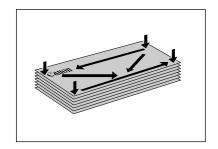
You can load up to 10 envelopes in the multi-purpose tray for automatic feeding into the MultiPASS. For details on the types of envelopes you can load, \rightarrow p. 5-4.

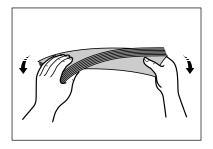
Follow this procedure:

- 1 Make sure the paper thickness lever is set to (down).
 - For details, \rightarrow p. 5-6.

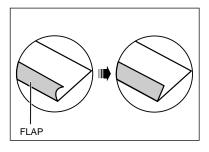


- 2 Prepare the envelopes as follows:
 - Arrange the stack of envelopes on a firm, clean surface, and press down firmly on the edges to make the folds crisp.
 - Press all the way around the envelopes to remove any curls and expel air from inside the envelopes. Also, press firmly on the area that corresponds to the edges of the back flap.
 - Remove any curling from the envelopes by holding the edges of the envelopes diagonally and bending them gently.



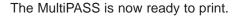


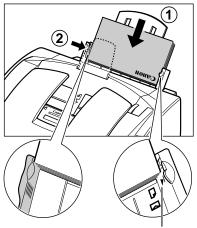
Press on the back flaps of the envelopes so that they are flat and not curled.



Chapter 5 Paper Handling 5-7

- 3 Insert the stack of envelopes into the multi-purpose tray until it stops ①, so that the right edge of the stack is aligned with the right side of the multi-purpose tray. Slide the paper guide snugly against the left edge of the stack ②.
 - Insert the envelopes with the print side up (flaps should not be visible).
 - Feed the top of the envelope (return address portion) into the multi-purpose tray first.
 - Make sure the stack is below the paper limit mark ().





PAPER LIMIT MARK

5-8 Paper Handling Chapter 5

Using Canon Specialty Print Media

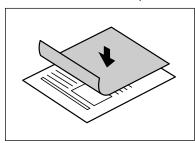
This section provides guidelines for printing on Canon specialty print media and describes special procedures required for high resolution paper and banner paper.

Specialty Print Media Guidelines

Be sure to read any instructions that come with your Canon specialty print media, as these provide important information on how to achieve the highest print quality.

Follow these guidelines:

- When feeding transparencies or back print film, remove each sheet after it is delivered, being careful not to touch the document tray. Do not allow film sheets to stack up in the output tray. (Should you dirty the document tray when removing the sheets, wipe the document tray clean with a clean, soft, lint-free cloth moistened with water or diluted dishwashing detergent solution.)
- Let the printed sheets of film or paper dry completely before storing them. Drying time:
 - -Canon High Gloss Photo Film, Canon Glossy Photo Paper, Canon Glossy Photo Cards: 2 minutes
 - -Canon Transparencies, Canon Back Print Film: 15 minutes
- When your output has dried completely, cover its printed side with a sheet of plain (not coated) paper before storing it. This is recommended even if you place the sheets of film in a clear file or plastic holder.



- When loading transparencies or back print film, insert one sheet of plain paper as the last sheet in the stack.
- Do not leave film in the multi-purpose tray for long periods of time. Dust and dirt may accumulate on the film resulting in spotty printing.
- To avoid smudging caused by fingerprints, use a pair of thin cloth gloves while loading and handling film.
- To avoid fading, do not expose printed film to prolonged sunlight.
- Store all print media flat. Do not remove them from their protective packaging until you are ready to use them.
- Store unused film at temperatures between 59° and 86°F (15° and 30°C). The relative humidity should be between 10% and 70%.

Paper Handling 5-9 Chapter 5

Printing on High Resolution Paper

To load high resolution paper in the MultiPASS, follow the same procedure as for loading paper in the multi-purpose tray. (\rightarrow p. 2-19)

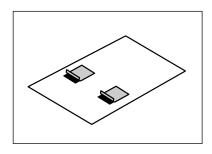
Some types of high resolution paper require you to clean the MultiPASS' rollers after using a package of this paper. Refer to the instructions included with the high resolution paper. If you need to clean the rollers, \rightarrow below.

Using the Cleaning Sheet

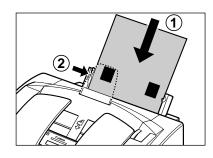
Read the instructions provided with the high resolution paper to see if you are required to clean the MultiPASS' rollers after using a package of this paper. A cleaning sheet may be included with the high resolution paper.

The cleaning sheet removes paper dust from the unit's rollers helping to prevent paper feeding problems. Follow this procedure:

1 Remove the backings from the two tapes on the cleaning sheet.



2 With the sticky side toward you and going into the multi-purpose tray first, insert the sheet into the multi-purpose until it stops ①, so that the right edge of the sheet is aligned with the right side of the multi-purpose tray. Slide the paper guide snugly against the left edge of the cleaning sheet ②.



- 3 Press .
- 4 Press Cleaning

5 Use or or to select ROLLER CLEANING.

NOZZLE CHECK

ROLLER CLEANING

- 6 Press .
 - The MultiPASS feeds the cleaning sheet into the unit and cleans the rollers.

5-10 Paper Handling Chapter 5

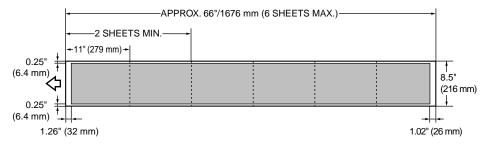
Printing on Banner Paper

Banner paper is a continuous sheet of paper with perforations at equal distances along its length, where it can be cut to the length required. For best results, use Canon Banner Paper.

To set up a print job on banner paper, you must decide on the number of sheets you need. You can print banners from two to six sheets in length.

Always leave an extra sheet at the end of the banner—just in case the type runs over.

The shaded portion of the illustration below shows the maximum recommended printing area of banner paper.

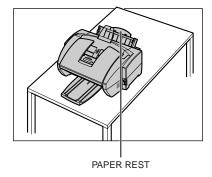




- To prevent ink from running over the edges of the sheet, print within the margins shown in the illustration above.
- Printing on banner paper may require considerable amounts of ink. If you think your BJ tanks may run out of ink, use new BJ tanks.
- For best print results on banner paper, use light design patterns.

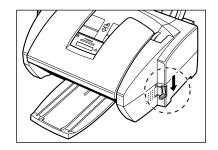
Load banner paper as follows:

- Place the MultiPASS near the edge of a table so that the paper can flow over the edge as it exits the unit.
 - Make sure the paper rest is lowered.

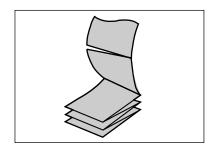


Chapter 5 Paper Handling **5-11**

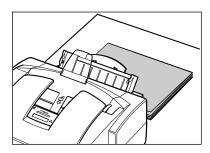
- 2 Make sure the paper thickness lever is set to (down).
 - For details, \rightarrow p. 5-6.



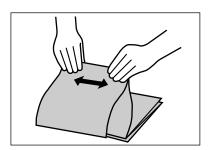
- 3 Cut the banner paper along one of the perforations to the length required.
 - Your banner can be up to six sheets (66 inches/1676 mm) long.



4 Place the banner paper behind the unit on a flat surface.

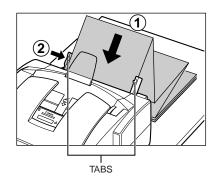


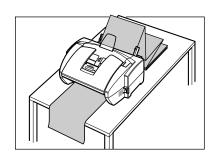
5 Gently fold along the perforations between the first and second sheets.



5-12 Paper Handling Chapter 5

- 6 Insert the first sheet into the multipurpose tray until it stops ①, so that
 the right edge of the sheet is aligned
 with the right side of the multi-purpose
 tray. Slide the paper guide against the
 left edge of the sheet, leaving a 0.04
 inch (1 mm) gap between the paper
 guide and the edge of the sheet ②.
 - Make sure the sheet is under the tabs on the multi-purpose tray.
 - Make sure the sheets behind the unit are aligned with the multi-purpose tray.
- 7 Your MultiPASS is now ready to print. Set your PC to print on the banner paper.
 - Allow the paper to flow over the edge of the table as it exits the MultiPASS.





Chapter 5 Paper Handling **5-13**

5-14 Paper Handling Chapter 5

Chapter 6 Speed Dialing

This chapter describes how to register and use the speed dialing features of your MultiPASS.

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6-9
6-9
6-12
6-13
6-13

Chapter 6 Speed Dialing **6-1**

What is Speed Dialing?

Speed dialing allows you to streamline and customize dialing procedures by registering a fax/telephone number and name under a button or code. You can then dial that number by pressing only one or a few buttons.

Speed Dialing Methods

The three speed dialing methods available with your MultiPASS are as follows:

■ One-Touch Speed Dialing (→ p. 6-3)

One-touch speed dialing allows you to send a document or dial a telephone number by pressing only one button. You can register up to 12 destinations for one-touch speed dialing.

■ Coded Speed Dialing (→ p. 6-6)

Coded speed dialing allows you to send a fax or dial a telephone number by pressing Coded Dial followed by a two-digit code of your choice. While coded speed dialing requires you to press more buttons, it allows you to register up to 100 destinations.

■ Group Dialing (\rightarrow p. 6-9)

Group dialing allows you to dial a group of registered one-touch and/or coded speed dialing fax numbers. By registering a group for one-touch or coded speed dialing, you press only one or three buttons to send the same fax to several destinations.

The following pages describe how to register numbers for speed dialing and how to send using speed dialing.



- You can also register numbers for speed dialing from the MultiPASS Suite. (→ MultiPASS Suite User's Guide)
 - Any settings adjusted from the MultiPASS operation panel will not be displayed in the MultiPASS Suite.
 - Settings changed from the MultiPASS Suite will override any settings made from the operation panel.

6-2 Speed Dialing Chapter 6

Speed Dialing

One-Touch Speed Dialing

Registering Numbers for One-Touch Speed Dialing

One-touch speed dialing allows you to dial a fax/telephone number at the press of one button. You can register up to 12 fax/telephone numbers; one for every one-touch speed dialing button on the operation panel.



You can also register fax/telephone numbers for one-touch speed dialing from the MultiPASS Suite. (→ MultiPASS Suite User's Guide)

Follow this procedure to register numbers and names for one-touch speed dialing:

- Press \bigcirc .
- Press Data Registration .

DATA REGSTRATION

Use $\stackrel{\circ^8}{\vee}$ or $\stackrel{\circ^2}{\wedge}$ to select TEL REGISTRATION.

TEL REGISTRATION

Press $\stackrel{\text{Set}}{\bigcirc}$ twice.

1-TOUCH SPD DIAL

01=

04=

Ex:

- Use or to select a one-touch speed dialing button (01 to 12).
 - If a one-touch speed dialing button has already been registered, the number registered under that button appears.
 - · If a group is already registered under a onetouch speed dialing button, GROUP DIAL appears.
- Press $\stackrel{\text{Set}}{\bigcirc}$ twice.

TELEPHONE NUMBER

TEL=_

6-3 Chapter 6 Speed Dialing

7	Use the numeric buttons to enter the fax/
	telephone number you want to register (max.
	120 digits, including spaces and pauses).

- TEL=20 545 8545
- To enter a space, press **Space**. Spaces are optional and are ignored during dialing.
- To enter a pause, press Redial/Pause.
- To correct a mistake in the number, press < to delete the rightmost digit.
- To delete an entire entry or to change a previous entry, press Clear.
- If you have already registered a number and you only want to change the name, ignore this step.
- To cancel one-touch speed dialing for the button you selected, press Clear then Set. Press **Stop** to return to standby mode. The fax/telephone number and name registered under that button will be deleted.

		Set	
8	Press		twice.

DATA ENTRY OK

NAME

:A

- Use the numeric buttons to enter the name that goes with the number (max. 16 characters, including spaces).
 - If you are unsure how to enter characters, → p. 3-3.
 - If you have already registered a name and want to keep the same name, ignore this step.

Ex: Canon EUROPA

10 Press ○.

DATA ENTRY OK

05=

11 To continue registering other one-touch speed dialing buttons, repeat the procedure from step 5.

-or-

Press stop to return to standby mode.

12/27 FaxTel

You can print the 1-Touch Spd Dial List showing all the numbers and names registered for one-touch speed dialing (→ p. 6-13). Keep this list near your MultiPASS so you can refer to it easily when dialing.

6-4 Speed Dialing Chapter 6

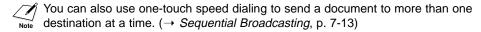
Speed Dialing

Using One-Touch Speed Dialing

To use this feature, you must first register a number for one-touch speed dialing. $(\rightarrow p. 6-3)$

Follow this procedure to send documents using one-touch speed dialing:

- 1 Open the document tray.
- 2 Adjust the document feed lever for the document you are loading. (→ p. 4-2)
- 3 Prepare the document and load it, face down, in the ADF. (→ p. 4-3)
 - For color sending, press Color/B&W to turn on its light. (→ p. 7-2)
 - To adjust the resolution and contrast,
 → pp. 7-2, 7-4.
- 4 Press the one-touch speed dialing button assigned to the number you wish to fax.
 - The number registered under that one-touch speed dialing button is displayed.
 - If you press the wrong button, press **Stop**, then press the correct button.
 - If no fax number is assigned to the one-touch speed dialing button you press, the LCD displays NO TEL #. If this happens, make sure you pressed the correct button and that the number you want to dial is registered under that button.
- **5** Press to begin scanning for sending, or wait a few seconds for the MultiPASS to begin scanning automatically.
 - If you prefer the MultiPASS never to scan a document automatically after a few seconds, disable the TIME OUT setting. (→ p. 14-5)



MEMORY USED 0%
(Currently used memory)

DOCUMENT READY
(Standby to scan)

Ex: TEL=905 795 1111

Chapter 6 Speed Dialing **6-5**

Coded Speed Dialing

Registering Numbers for Coded Speed Dialing

Coded speed dialing allows you to dial a fax/telephone number by pressing only three buttons. First you press **Coded Dial** and then you enter a two-digit code under which you have registered a fax/telephone number. You can register up to 100 fax/telephone numbers for coded speed dialing.

You can also register fax/telephone numbers for coded speed dialing from the MultiPASS Suite. (→ MultiPASS Suite User's Guide)

Follow this procedure to register numbers and names for coded speed dialing:

- 1 Press .
- 2 Press Data Registration .

3 Use $\overset{\circ\circ}{\vee}$ or $\overset{\circ\circ}{\wedge}$ to select TEL REGISTRATION.

TEL REGISTRATION

DATA REGSTRATION

4 Press .

5 Use v or to select CODED SPEED

CODED SPEED DIAL

1-TOUCH SPD DIAL

6 Press ^{Set} ○.

Use v or to select a coded speed

Ex: *\O1=

*00=

- dialing code (00 to 99).
 If a coded speed dialing code has already been registered, the number registered under that code appears.
- If a group is already registered under a coded speed dialing code, GROUP DIAL appears.

8 Press cet twice.

TELEPHONE NUMBER

TEL=_

6-6 Speed Dialing Chapter 6

п	

- Use the numeric buttons to enter the fax/ telephone number you want to register (max. 120 digits, including spaces and pauses).
- Ex: TEL=3 3758 2111_
- To enter a space, press Space. Spaces are optional and are ignored during dialing.
- To enter a pause, press Redial/Pause.
- To correct a mistake in the number, press < to delete the rightmost digit.
- To delete an entire entry or to change a previous entry, press Clear.
- If you have already registered a number and you only want to change the name, ignore this step.
- To cancel coded speed dialing for the code you selected, press Clear then Set. Press Stop to return to standby mode. The fax/telephone number and the name registered under that code will be deleted.

10 Press cet twice.

DATA ENTRY OK	
NAME	
_	:A

- 11 Use the numeric buttons to enter the name that goes with the number (max. 16 characters, including spaces).
- Ex: Canon Inc. :A
- If you are unsure how to enter characters,
 → p. 3-3.
- If you have already registered a name and want to keep the same name, ignore this step.

12 Press ○.

DATA ENTRY OK

*02=

13 To continue registering other coded speed dialing codes, repeat the procedure from step 7.

-or-

Press

stop to return to standby mode.

X: 12/27

FaxTel



You can print the Coded Speed Dial List showing all the numbers and names registered for coded speed dialing (\rightarrow p. 6-13). Keep this list near your MultiPASS so you can refer to it when dialing.

Chapter 6 Speed Dialing 6-7

Using Coded Speed Dialing

To use this feature, you must first register a number for coded speed dialing. (→ p. 6-6)

Follow this procedure to send documents using coded speed dialing:

- 1 Open the document tray.
- 2 Adjust the document feed lever for the document you are loading. (→ p. 4-2)
- 3 Prepare the document and load it, face down, in the ADF. (→ p. 4-3)
 - For color sending, press Color/B&W to turn its light. (→ p. 7-2)
 - To adjust the resolution and contrast,
 → pp. 7-2, 7-4.

4 Press Coded Dial

5 Use the numeric buttons to enter the two-digit code assigned to the number you wish to fax.

- The number registered under that coded speed dialing code is displayed.
- If you enter the wrong code, press Stop. Then press Coded Dial and enter the correct code.
- If no fax number is assigned to the coded speed dialing code you enter, the LCD displays NO TEL #. If this happens, make sure you entered the correct code and that the number you want to dial is registered under that code.

6 Press to begin scanning for sending, or wait a few seconds for the MultiPASS to begin scanning automatically.

 If you prefer the MultiPASS never to scan a document automatically after a few seconds, disable the TIME OUT setting. (→ p. 14-5)

You can also use coded speed dialing to send a document to more than one destination at a time. (→ Sequential Broadcasting, p. 7-13)

(Currently used memory)

DOCUMENT READY
(Standby to scan)

*

Ex: *****01

Ex: TEL=03 3758 2111

6-8

Speed Dialing

Chapter 6

Speed Dialing

Group Dialing

Creating Groups

If you frequently send the same document to several destinations, you can create a group of these destinations and register them under a speed dialing button or code. This enables you to press a single one-touch speed dialing button, or press **Coded Dial** and enter a two-digit code to send the same document to all the destinations in the group.



- You can only group numbers that have already been registered for one-touch or coded speed dialing.
- A group can contain up to 111 destinations.
- You can also create groups from the MultiPASS Suite. (→ MultiPASS Suite User's Guide)

Follow this procedure to create groups:

- 1 Press .
- 2 Press Data Registration .

DATA REGSTRATION

3 Use $\overset{\circ\circ}{\vee}$ or $\overset{\circ\circ}{\wedge}$ to select TEL REGISTRATION.

TEL REGISTRATION

4 Press .

1-TOUCH SPD DIAL

5 Use v or h to select GROUP DIAL.

GROUP DIAL

6 Press .

Ex: 01=1-TOUCH SPD

7 Select a one-touch speed dialing button or coded speed dialing code under which you want to register the group.

■ To register a group under a one-touch speed dialing button:

Use or to select the button under which you want to register the group (01 to 12).

Ex: 03=

 If a one-touch speed dialing button has already been registered, 1-TOUCH SPD or GROUP DIAL appears.

Chapter 6 Speed Dialing **6-9**

■ To register a group under a coded speed dialing code:

Press , then use the numeric buttons to enter the code under which you want to register the group (00 to 99).

Ex: *****21=

• If a coded speed dialing code has already been registered, CODED SPEED or GROUP DIAL appears.



If you wish to register a group under a button or code already registered for speed dialing, or you want to re-enter a group, you must delete the previous information first.

 $(\rightarrow pp. 6-3, 6-6)$

8 Press twice.

TELEPHONE NUMBER

TEL=

9 Enter the one-touch and/or coded speed dialing numbers you want to register in the group.

■ To enter a destination registered for onetouch speed dialing:

Press , then press the one-touch speed dialing button(s) assigned to the number(s) you want to register in the group. Then press function again.

Ex: 01=905 795 1111

■ To enter a destination registered for coded speed dialing:

Press , then use the numeric buttons to enter the two-digit code assigned to the number you want to register in the group. Repeat for other codes.

- The number registered under the button or code you enter appears, or GROUP DIAL appears if you select a group.
- You cannot enter numbers not registered for onetouch or coded speed dialing (i.e. with the numeric buttons).
- You can enter buttons or codes that have groups registered under them.
- To add destinations to a group already registered, simply enter them as explained in this step.
- If you enter the wrong destination, or if you want to delete a destination already registered in a group, use V or ∧ to select that entry, then press Clear.
- To cancel group dialing for the button or code you selected, press Clear until all entries are deleted.

Ex: *01=03 3758 2111

6-10 Speed Dialing Chapter 6

Speed Diali		_
Dia	Р	
	ì	Ø
Speed	(ב
Spee	ľ	ō
Spe		ቋ
S		ă
	(S

10 Press cet twice.

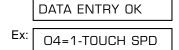
NAME	
_	:A

11 Use the numeric buttons to enter a name for the group (max.16 characters, including spaces).

Ex: l Canon GROUP 2_:1

- If you are unsure how to enter characters, → p. 3-3.
- To enter a new name for a group already registered, press Clear, then enter the new name.
- To cancel a group completely, press Clear.

12 Press $\stackrel{\text{Set}}{\bigcirc}$.



13 To continue registering other groups, repeat the procedure from step 7.

-or-

Press Stop to return to standby mode.

FaxTel



You can print the Group Dial List showing all the numbers and names registered for group Note dialing (\rightarrow p. 6-13). Keep this list near your MultiPASS so you can refer to it when dialing.

6-11 Speed Dialing Chapter 6

Using Group Dialing

To use this feature, you must first register a group of fax numbers for one-touch or coded speed dialing. (\rightarrow p. 6-9)

Follow this procedure to send a document to a group of destinations registered under a one-touch speed dialing button or coded speed dialing code:

- 1 Open the document tray.
- 2 Adjust the document feed lever for the document you are loading. (→ p. 4-2)
- 3 Prepare the document and load it, face down, in the ADF. (→ p. 4-3)
 - For color sending, press Color/B&W to turn on its light. (→ p. 7-2)
 - To adjust the resolution and contrast,
 → pp. 7-2, 7-4.

MEMORY USED 0% (Currently used memory)

DOCUMENT READY
(Standby to scan)

- 4 Enter the group registered under a onetouch speed dialing button or coded speed dialing code.
 - To enter a group registered under a onetouch speed dialing button:

Press the one-touch speed dialing button assigned to the group you wish to fax.

• If you press the wrong button, press **Stop**, then press the correct button.

TEL=GROUP DIAL

■ To enter a group registered under a coded speed dialing code:

Press , then use the numeric buttons to enter the two-digit code assigned to the group you wish to fax.

 If you enter the wrong code, press Stop. Then press Coded Dial and enter the correct code.

5 Press to begin scanning for sending, or wait a few seconds for the MultiPASS to begin scanning automatically.

 If you prefer the MultiPASS never to scan a document automatically after a few seconds, disable the TIME OUT setting. (→ p. 14-5) Ex: ***21**=

TEL=GROUP DIAL

6-12 Speed Dialing Chapter 6

Speed Dialing

Speed Dialing Lists

You can print lists of destinations registered for one-touch and coded speed dialing, and group dialing. Keep these lists near your MultiPASS so you can refer to them when dialing.

Printing Speed Dialing Lists

Follow this procedure to print speed dialing lists:

- 1 Press .
- 2 Press Report.
- 3 Use v or to select SPEED DIAL LIST.
- 4 Press .
- 5 Use or how to select the list you want to print.
 - You can select from the following:
 - 1-TOUCH LIST
 - CODED DIAL LIST
 - GROUP DIAL LIST
- 6 Press .
 - If you selected 1-TOUCH LIST or CODED DIAL LIST above, select in what order you want the destinations to be printed:

Press $\frac{1}{2}$ to print the list with the names of the destinations in alphabetical order.

-or-

Press # to print the list in code or button order.

• The MultiPASS prints the list.

Samples of the lists are shown on the following page.

ACTIVITY REPORT

SPEED DIAL LIST

1-TOUCH LIST

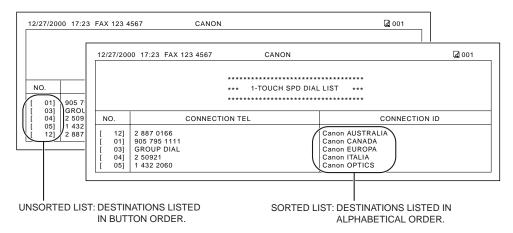
Ex: CODED DIAL LIST

SORTED OUTPUT

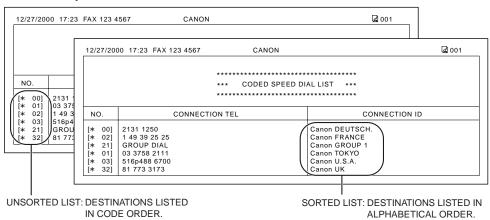
YES=(*) NO=(#)

Chapter 6 Speed Dialing **6-13**

■ 1-Touch Spd Dial List



■ Coded Speed Dial List



■ Group Dial List

```
12/27/2000 17:23 FAX 123 4567
                                     CANON
                                                                               2 001
                                 .........
                                 *** GROUP DIAL LIST ***
                                 *******
  [ 03] Canon GROUP 2
                              [* 00] 2131 1250
[* 02] 1 49 39 25 25
                                                                Canon DEUTSCH.
                                                                Canon FRANCE
                               [* 04] 2 50921
                                                                Canon ITALIA
                              [* 32] 81 773 3173
                                                                Canon UK
  [* 21] Canon GROUP 1
                                                                Canon CANADA
                                 01] 905 795 1111
                              [* 03] 516p488 6700
```

6-14 Speed Dialing Chapter 6

Chapter 7 Sending Faxes

This chapter describes how to use your MultiPASS to send faxes.

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Documents You Can Fax	7-2
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Setting Color or Black & White Transmission	7-2
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Chapter 7 Sending Faxes 7-1

Preparing to Send a Fax

Documents You Can Fax

For information on the types of documents you can fax, their requirements, and details on loading documents, → Chapter 4, Document Handling.

Adjusting the Quality of Your Faxes

Canon's Ultra High Quality (UHQ™) imaging technology enables you to send documents that are very close to the quality of the original. The MultiPASS allows you to send a document in color or black & white, and to adjust the resolution and contrast to best suit your particular document.

Setting Color or Black & White Transmission

Your MultiPASS can send faxes in black & white. It can also send faxes in color to fax machines with color capability. Before sending a document, you need to adjust whether the document will be sent in color, or in black & white only.

■ To send in black & white:

Make sure the Color/B&W button's light is off. If not, press Color/B&W to turn it off.

■ To send in color (to fax machines that support color fax reception): Press Color/B&W to turn on its light.



If you attempt to send a color document to a fax machine that does not support color faxing, the document will not be sent and the LCD will display TRY AGAIN IN B&W. Try sending again in black & white. Alternatively, you can enable the COLOR DIRECT TX setting (→ p. 14-5) that converts color faxes to black & white if the other party's fax machine does not support color faxing.

Setting the Scanning Resolution

Resolution is a measure of the fineness or clarity of a printout. Low resolutions may cause text and graphics to have a jagged appearance, while higher resolutions provide smoother curves and lines, crisp text and graphics, and a better match to traditional typeface designs.



The higher the resolution, the higher the output quality, but the slower the scanning speed.

7-2 Sending Faxes Chapter 7

Sending Faxes

■ For black & white sending, set the resolution as follows:

Color / B&W

- **1** Make sure the light above is turned off.
 - If not, press Color/B&W to turn it off.
- 2 Press to select the resolution setting you want.

Ex: FAX PHOTO

- You can select from the following:
 - FAX STANDARD
 Suitable for most text-only documents.
 - FAX FINE Suitable for fine-print documents.
 - FAX PHOTO
 Suitable for documents that contain images such as photos. With this setting, areas of the document that contain photos are automatically scanned with 64 levels of gray, rather than just two (black & white). This gives a much better reproduction of photos, though the transmission time is longer.

After about 10 seconds, the LCD returns to standby mode.

■ For color sending, set the resolution as follows:

1 Press to turn on its light.

2 Press to select the resolution setting you want.

Ex: FAX FINE

- You can select from the following:
 - FAX STANDARD

Provides standard color resolution.

FAX FINE
 Provides a higher quality color resolution.

After about 10 seconds, the LCD returns to standby mode.



You can change the resolution setting while the document is being scanned for sending. However, please note that your new setting will only be effective from the next page scanned.

Chapter 7 Sending Faxes **7-3**

Setting the Scanning Contrast

Contrast is the difference in brightness between the lightest and darkest parts of a printed document. You can adjust the contrast the MultiPASS uses to send faxes. Adjust according to how light or dark your document is.

You can also set the scanning contrast from the MultiPASS Suite. (→ MultiPASS Suite User's Guide)

Follow this procedure:

- 1 Press .
- 2 Press Data Registration.

DATA REGSTRATION

3 Press twice.

DATE & TIME

4 Use or or to select SCAN CONTRAST.

SCAN CONTRAST

STANDARD

- 5 Press .
- Guse or not not to select the scanning contrast you want.

Ex: DARKER

Ex:

- You can select from the following:
 - STANDARD

Adequate for most documents.

- DARKER
- Suitable for light documents.

 LIGHTER
- Suitable for dark documents.

Press . OFFHOOK ALARM

8 Press stop to return to standby mode. Ex: 12/27 FaxTel

7-4 Sending Faxes Chapter 7

Dialing Methods

There are several ways of dialing the number of the party you want to send to. They are as follows:

Regular Dialing

Dial a fax number by using the numeric buttons, just like dialing a telephone number.

One-Touch Speed Dialing

Dial a fax number by pressing the one-touch speed dialing button (01 to 12) that the number is assigned to. For details on registering and using one-touch speed dialing, \rightarrow pp. 6-3, 6-5.

Coded Speed Dialing

Dial a fax number by pressing **Coded Dial** followed by the two-digit code (00 to 99) that the number is assigned to. For details on registering and using coded speed dialing, \rightarrow pp. 6-6, 6-8.

Group Dialing

Send a document to a predefined group of fax numbers. (The numbers must already be registered under one-touch speed dialing buttons or coded speed dialing codes.) For details on creating groups and using group dialing, \rightarrow pp. 6-9, 6-12.

PC Dialing

Dial a fax number from your PC using the MultiPASS Suite. (→ *MultiPASS Suite User's Guide*)

Chapter 7 Sending Faxes **7-5**

Sending Methods

This section describes the methods and advantages of the two main sending methods: *Memory sending* and *Manual sending*.

Memory Sending

Memory sending is a quick and easy way to send a document. The MultiPASS scans the document into its memory, and as the first page of a multipage document is being scanned, the unit begins calling the other party and transmitting the information even as the remaining pages are being scanned.

Since the MultiPASS is multitasking, you can even scan a document into memory while sending another document, receiving a document, or printing a report.

The MultiPASS has enough memory to store up to 80 pages* (fewer if the document contains many graphics or particularly dense text).

Follow this procedure for memory sending:

- 1 Open the document tray.
- 2 Adjust the document feed lever for the document you are loading. (→ p. 4-2)
- 3 Prepare the document and load it, face down, in the ADF. (→ p. 4-3)
 - For color sending, press Color/B&W to turn on its light. (→ p. 7-2)
 - To adjust the resolution and contrast,
 → pp. 7-2, 7-4.
 - You may not be able to use memory sending if the percentage shown in the LCD is close to 100%. Use manual sending instead. (→ p. 7-7)
- 4 Dial the other party's fax number.
 - For dialing methods, → p. 7-5.
 - If you enter the wrong number, press Stop, then enter the correct number.
 - If you must first dial a digit to get an outside line ("9", for example), add a pause after that digit by pressing Redial/Pause, as shown in the LCD on the right.

MEMORY USED 0% (Currently used memory)

DOCUMENT READY (Standby to scan)

Ex: TEL= 9p7654321

7-6 Sending Faxes Chapter 7

^{*}Based on ITU-T No. 1 Chart, standard mode.

Sending Faxes

- 5 Press to begin scanning for sending, or if you used speed dialing, wait a few seconds for the MultiPASS to begin scanning automatically.
 - If you prefer the MultiPASS never to scan a document automatically after a few seconds, disable the TIME OUT setting. (→ p. 14-5)
 - To cancel sending once dialing has started, press Stop then ★. (→ p. 7-9)



- You can scan up to 30 different documents for memory sending.
- When an error occurs during sending, the document is automatically deleted from memory, even if it is not sent completely.
- If you attempt to send a color document to a fax machine that does not support color faxing, the document will not be sent and the LCD will display TRY AGAIN IN B&W. Try sending again in black & white. Alternatively, you can enable the COLOR DIRECT TX setting (→ p. 14-5) that converts color faxes to black & white if the other party's fax machine does not support color faxing.

Manual Sending

Manual sending allows you to talk to the other party before sending the document. This method is useful if the other party must manually set their fax machine to receive before they can receive a fax.

Follow this procedure for manual sending:



For this mode, you need to have a telephone connected to your unit. (\rightarrow p. 2-6)

- 1 Open the document tray.
- 2 Adjust the document feed lever for the document you are loading. (→ p. 4-2)
- 3 Prepare the document and load it, face down, in the ADF. (→ p. 4-3)
 - For color sending, press **Color/B&W** to turn on its light. (→ p. 7-2)
 - To adjust the resolution and contrast,
 → pp. 7-2, 7-4.



 You can also lift the handset of the telephone connected to your unit instead of pressing Hook. MEMORY USED 0% (Currently used memory)

DOCUMENT READY

(Standby to scan)

TEL=

Chapter 7 Sending Faxes 7-7

5 Dial the other party's fax/telephone number.

- For dialing methods, → p. 7-5.
- If you make a mistake during dialing, press **Hook** or hang up the handset and start again from step 4.
- Ex: TEL= 7654321

6 When you hear the other party answer the call, pick up the handset to start talking.

- If you pressed **Hook** in step 4 instead of lifting the handset, you will hear the other party's voice but they will not be able to hear you through the speaker. Pick up the handset to talk to the other party.
- If you hear a high-pitched signal instead of the other party's voice, press Start. If you picked up the handset to dial, press Start and hang up the handset. The MultiPASS will begin sending the document.
- 7 When you are ready to send the document, ask the other party to press the start button on their fax unit.
- 8 When you hear the high-pitched signal of the other party's fax unit press on the

MultiPASS and then hang up the handset.

• The unit begins sending the document.



- Be sure to hang up the handset *after* you press **Start** on the MultiPASS; otherwise the call will be disconnected.
- The unit will beep if the handset is not hung up properly. Make sure the handset is seated properly in its cradle. If you do not want the unit to beep, disable the OFFHOOK ALARM setting. (→ p. 14-3)
- If you attempt to send a color document to a fax machine that does not support color faxing, the document will not be sent and the LCD will display TRY AGAIN IN B&W. Try sending again in black & white. Alternatively, you can enable the COLOR DIRECT TX setting (→ p. 14-5) that converts color faxes to black & white if the other party's fax machine does not support color faxing.

7-8 Sending Faxes Chapter 7

Sending Faxes

Canceling Sending

Follow this procedure if you want to stop sending a document before transmission is completed:

■ Cancel manual sending as follows:

- 1 Press .
 - The transmission is canceled.
 - The MultiPASS prints an Error TX Report.
 (→ p. 11-4)

■ Cancel memory sending as follows:

Stop

1 Press 🔘 .

 The MultiPASS asks you to confirm that you want to cancel sending. CANCEL? *YES #NO

YES=(*) NO=(#)

- 2 Press to cancel sending.
 - Sending is not canceled until you press X.
 - If you change your mind and want to continue sending, press #.
 - To cancel transmission of a document waiting to be sent from memory (because the unit is waiting to redial), → Canceling Automatic Redialing, p. 7-10.
 - To cancel transmission of a document waiting to be sent from memory (delayed sending, for example), → Deleting a Document From Memory, p. 7-18.
 - The MultiPASS prints an Error TX Report.
 (→ p. 11-4)



When you cancel sending, you may need to open the operation panel to remove the document from the ADF. (\rightarrow p. 13-3)

Chapter 7 Sending Faxes **7-9**

Redialing When the Line is Busy

There are two methods of redialing: *Manual redialing* and *Automatic redialing*. This section explains these two methods.

Manual Redialing

Press **Redial/Pause** to dial the last number you dialed with the numeric buttons. (This starts redialing regardless of whether automatic redialing is enabled.)

Canceling Manual Redialing

To cancel manual redialing, press Stop.

Automatic Redialing

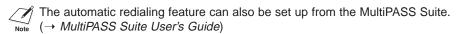
What is Automatic Redialing?

When you are sending using memory sending and the other party's line is busy, the unit waits the specified time and then dials the same number again. You can set the MultiPASS to redial several times if previous attempts fail because of a busy signal. This feature is called *Automatic redialing*.

After the initial dial attempt, the MultiPASS is factory-set to wait two minutes and then try to dial again. If the second attempt fails because the line was busy, the MultiPASS will again wait for two minutes and make a final attempt to complete the call.*

Automatic redialing can be turned off and on. The number of redialing attempts and the time interval between attempts can also be adjusted. (\rightarrow p. 7-11)

If all redialing attempts are unsuccessful, the MultiPASS will cancel the transmission and print an Error TX Report to remind you that the transmission was not completed. $(\rightarrow p. 11-4)$



When automatic redialing is in use, the LCD alternately displays AUTO REDIAL and the transaction number (TX/RX NO.) while it is waiting to redial.

Canceling Automatic Redialing

Automatic redialing cannot be canceled with the **Stop** button while the unit is waiting to redial. To cancel automatic redialing, do the following:

1	Wait until	the	MultiPASS	begins	redialing.
---	------------	-----	------------------	--------	------------

DIALING
DIALINO

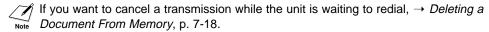
7-10 Sending Faxes Chapter 7

^{*} Even if the MultiPASS is set to redial several times, it will redial only once if there is no tone or there is a ring back tone during the first attempt.

Sending Faxes

- 2 Press .
 - The MultiPASS asks you to confirm that you want to cancel.
- CANCEL? *YES #NO
 YES=(*) NO=(#)

- **3** Press $\overset{\textcircled{*}}{\underset{\text{Tone}}{}}$ to cancel redialing.
 - Redialing is not canceled until you press X.
 - If you change your mind and want to continue redialing, press #.
 - The MultiPASS prints an Error TX Report.
 (→ p. 11-4)



Setting the Options for Automatic Redialing

You can set the following options for automatic redialing:

- · Whether or not the MultiPASS redials automatically.
- The number of times the MultiPASS attempts to redial.
- The time interval between redialing attempts.

Follow this procedure to adjust the automatic redialing settings:

- 1 Press .
- 2 Press Data Registration .

DATA REGSTRATION

3 Press .

USER SETTINGS

4 Use or \(\text{or} \) or \(\text{or} \) to select TX SETTINGS.

TX SETTINGS

5 Press .

ECM TX

6 Use or or to select AUTO REDIAL.

AUTO REDIAL

7 Press $\stackrel{\text{\tiny set}}{\bigcirc}$.

- Ex:
- To disable automatic redialing, use V or Λ to select OFF, then press Set. Press Stop to return to standby mode.
- To enable automatic redialing, use V or Λ to select ON. Continue with the steps below.

ON

0	Set 4i.		
8	Press ctwice.		REDIAL TIMES
		Ex:	2TIMES
9	Use the numeric buttons to enter the number of times you want the unit to redial. • You can select from 1 to 10 times. • The default setting is twice.	Ex:	5TIMES
10	Press continued twice.		REDIAL INTERVAL
		Ex:	2MIN.
11	Use the numeric buttons to enter the time interval between redialings. • You can select from 2 to 99 minutes. • The default setting is 2 minutes.	Ex:	5MIN.
12	Press .		TIME OUT
13	Press stop to return to standby mode.	Ex:	12/27 FaxTel

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Sending Faxes

Sequential Broadcasting

Sending a Document to More Than One Destination

This feature allows you to scan a document once and send it to several destinations. You can send the document to a maximum of 113 destinations using a combination of the following dialing methods:

- One-touch speed dialing: up to 12 destinations
- Coded speed dialing: up to 100 destinations
- Regular dialing (using the numeric buttons): one destination

You can enter the destinations in any order. (Be sure to press **Set** after your entry with the numeric buttons.)



If you frequently send the same document to the same group of destinations, you can group them and register these numbers for group dialing. You can register up to 111 fax numbers with group dialing and send the same document to these numbers at the press of one or three buttons. (\rightarrow p. 6-9)

Follow this procedure to send a document to more than one destination:

- 1 Open the document tray.
- 2 Adjust the document feed lever for the document you are loading. (→ p. 4-2)
- 3 Prepare the document and load it, face down, in the ADF. (→ p. 4-3)
 - For color sending, press Color/B&W to turn on its light. (→ p. 7-2)
 - To adjust the resolution and contrast,
 → pp. 7-2, 7-4.

MEMORY USED 0% (Currently used memory)

DOCUMENT READY (Standby to scan)

- 4 Enter up to 113 fax numbers using any of the following methods:
 - One-touch speed dialing:

Press the desired one-touch speed dialing button(s).

Ex: TEL=905 795 1111

■ Coded speed dialing:

Press \bigcirc , then use the numeric buttons to enter the two-digit code. Repeat for other codes.

• Be sure to press Coded Dial before each code.

*01

TEL=03 3758 2111

Chapter 7 Sending Faxes **7-13**

■ Regular dialing:

Use the numeric buttons to enter the fax number, then press $\stackrel{\text{Set}}{\bigcirc}$ to add the number to the broadcast list.

You can only enter one fax number this way.



- If you enter the incorrect destination, press **Function**, then **Clear**. Then press **Function** again, and enter the correct destination.
- You must enter the second number within five seconds of entering the first number. All subsequent numbers must be dialed within 10 seconds. If you wait longer than these times, the MultiPASS begins scanning the document for sending. If you prefer the MultiPASS not to do this, disable the TIME OUT setting. (→ p. 14-5)
- If you want to review the numbers you entered, press Function and use V or ∧ to scroll through the numbers.
- **5** Press to begin scanning for sending, or wait a few seconds for the MultiPASS to begin scanning automatically.
 - If you prefer the MultiPASS never to scan a document automatically after a few seconds, disable the TIME OUT setting. (→ p. 14-5)
 - To cancel sending, press **Stop** then X. Sending to all destinations you specified in step 4 will be canceled. (You cannot cancel only one destination.)



- If a number is busy, the unit will continue sending to the other destinations and then redial the number that was busy.
- If the MultiPASS' memory becomes full while scanning your document, MEMORY FULL
 will appear in the LCD. If this happens, remove the remainder of the document from the
 ADF (you may need to open the operation panel to do so), then divide the document into
 several sections and send each section separately.

TEL=2 887 0166

 The document is automatically deleted from memory when the MultiPASS completes sending the document to all destinations.

Sending a Document Using Group Dialing

If you frequently send faxes to the same group of people, you can create a group. Groups are stored under one-touch speed dialing buttons or coded speed dialing codes. For details, \rightarrow p. 6-9.

7-14 Sending Faxes Chapter 7

Delayed Sending

You can use your MultiPASS to send faxes at a preset time. This feature is called *Delayed sending* or *Timer sending*. By using this feature, you can take advantage of lower long distance rates at night, for example.



- You can only set this feature from the MultiPASS Suite. (→ MultiPASS Suite User's Guide)
- To use this feature, your PC must be turned on and connected to the MultiPASS.

Sending Other Documents While the MultiPASS is Set for Delayed Sending

The MultiPASS is a multitasking unit, so you can send, receive, print, or copy other documents even when you have set the MultiPASS for delayed sending.

To print, copy, or send other documents after setting the MultiPASS for delayed sending, simply follow the procedures described in this guide.

Chapter 7 Sending Faxes **7-15**

Documents Stored in Memory

Printing a List of Documents in Memory

The MultiPASS can print a list of documents stored in memory, along with the transaction number (TX/RX ND.) of each document. Once you know the transaction number of a document in memory, you can print it or delete it. These procedures are described later in this chapter.

Follow this procedure to print a list of documents in memory:

- 1 Press .
- 2 Press Memory Reference.

DOC. MEMORY LIST

3 Press ^{Set} .

• The MultiPASS prints the Doc. Memory List.

PRINTING REPORT

/27/2000 23:4	2 FAX 123 4567	CANON		☑ 001
		************	**	
		*** DOC. MEMORY LIST **	**	
		*******	**	
TX/RX NO	MODE	CONNECTION TEL/ID	PGS.	SET TIME
0046	TRANSMIT	[* 01] Canon TOKYO	3	12/27 23:24
0047	TRANSMIT C	OL [04] Canon ITALIA	2	12/27 23:24
0048	B'CAST	[01] Canon CANADA	1	12/27 23:38
		[* 02] Canon FRANCE		
0049	B'CAST	03 Canon GROUP 2	1 1	12/27 23:39

Printing a Document in Memory

Before printing a document, make sure you have the correct BJ cartridge installed.

	Black & White Document in Memory	Color Document in Memory
Color BJ cartridge	Printing possible.	Printing possible.
Black BJ cartridge	Printing possible.	Printing possible if converted to black & white.
Photo BJ cartridge	Printing possible.	Printing possible.

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Press Memory Reference . DOC. MEMORY LIST

Use $\overset{^{08}}{\smile}$ or $\overset{^{02}}{\frown}$ to select PRINT DOCUMENT. PRINT DOCUMENT

Press Set Ex: TX/RX NO. 0001

Use v or to select the transaction number (TX/RX NO.) of the document you want to print.

Ex: TX/RX NO. *0003

- The marks before the transaction number (TX/RX NO.) mean the following:
 - (No mark): Black & white document
 - *: Color document

Press \bigcirc .

- #: Black & white document being sent or printed
- &: Color document being sent or printed
- If you are unsure of the transaction number (TX/RX NO.), print the Doc. Memory List. $(\to p. 7-16)$
- Use < or > to display details of the transaction (destination, for example).

Press .

1ST PG ONLY?

YES=(*) NO=(#)

Press $\overset{(\star)}{\overset{(\star)}{}}$ to print the first page only, or press

to print all pages of the document.

- The MultiPASS prints the document.
- If you are printing a color document and have the Black BJ cartridge installed, these messages alternate in the LCD:

Press X to print the document in black & white with the Black BJ cartridge, or press # to cancel printing. The unit returns to step 5.

CONVERT CLR>B&W?

YES=(*) NO=(#)

To continue printing other documents in memory, repeat the procedure from step 5. -or-

Press stop to return to standby mode.

12/27 FaxTel

Deleting a Document From Memory

Follow this procedure to delete a document from memory:

1 Press .

2 Press O4 COME Memory Reference .

DOC. MEMORY LIST

3 Use or or to select DELETE DOCUMENT.

DELETE DOCUMENT

4 Press .

Ex: TX/RX NO. <u>0</u>001

5 Use or to select the transaction number (TX/RX N0.) of the document you want to delete.

Ex: TX/RX NO. *0004

- The marks before the transaction number (TX/RX NO.) mean the following:
 - (No mark): Black & white document
 - *: Color document
 - #: Black & white document being sent or printed
 - &: Color document being sent or printed
- If you are unsure of the transaction number (TX/RX NO.), print the Doc. Memory List. (→ p. 7-16)
- Use < or > to display details of the transaction (destination, for example).

6 Press ^{Set} .

 The MultiPASS asks you to confirm that you want to delete the document. OK TO DELETE?

YES=(*) NO=(#)

7 Press to delete the document.

- If you change your mind and want to keep the document in memory, press #.
- The MultiPASS deletes the document.

8 To continue deleting other documents in memory, repeat the procedure from step 5.

Press stop to return to standby mode.

ERASING END

Ex: 12/27 FaxTel

7-18 Sending Faxes Chapter 7

Chapter 8 Receiving Faxes

This chapter explains the different methods for receiving faxes and also contains useful information on fax reception.

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Chapter 8 Receiving Faxes 8-1

Different Ways to Receive a Fax

The MultiPASS provides you with several modes for receiving faxes. To determine which mode best suits your requirements, refer to the table below:

Receive Mode	Main Use	Operation	Requirements	Details
Fax/Tel Mode	Fax/Tel	Automatically switches between fax and voice calls. Receives faxes automatically and rings for voice calls.	Telephone connected to the MultiPASS.	p. 8-3
MANUAL MODE	Tel	MultiPASS rings for every call, whether a fax call or a voice call. For a fax call, you have to manually activate reception of the fax.	Telephone connected to the MultiPASS.	p. 8-6
FAX ONLY MODE	Fax	MultiPASS answers all calls as fax calls. It receives faxes automatically and disconnects voice calls.	Separate telephone line for fax use only.	p. 8-8
ANS.MACHINE MODE	Fax/Tel	Receives faxes automatically and routes voice calls to the answering machine.	Answering machine connected to the MultiPASS.	p. 8-9
DRPD	Fax/Tel	Allows you to have separate fax and telephone numbers which you distinguish by the type of ring.	Subscription to a DRPD service. Telephone connected to the MultiPASS.	p. 8-10
MultiPASS Suite	PC Fax	Directs faxes to your PC.	PC connected to the MultiPASS and MultiPASS Suite installed. (→ MultiPASS Suite User's Guide)	p. 8-15

Once you have decided which mode is suitable for your needs, set the mode as described in this chapter. You can change the mode at any time.

8-2 Receiving Faxes Chapter 8

Receiving Both Faxes and Telephone Calls Automatically: Fax/Tel Mode

Set this mode if you want your MultiPASS to automatically switch between voice and fax calls.



For this mode, you need to have a telephone connected to your unit. (→ p. 2-6)

Setting Fax/Tel Mode

Your MultiPASS is factory-set to Fax/Tel Mode. If you have not changed the receive mode to FAX ONLY MODE or DRPD, simply follow this procedure:

- Receive Mode to select Fax/Tel Mode. Press
 - After a few seconds, the LCD changes to the this display:

Fax/Tel Mode Ex: FaxTel

If Fax/Tel Mode does not appear in the LCD when you press Receive Mode, follow this procedure to set this mode:

- Press \bigcirc .
- Press Data Registration .

DATA REGSTRATION

 $\mathsf{Press} \overset{^{\mathsf{Set}}}{\bigcirc}.$

USER SETTINGS

Use $\stackrel{08}{\sim}$ or $\stackrel{02}{\sim}$ to select RX SETTINGS.

RX SETTINGS

Press Set

ECM RX

Use v or to select RX MODE.

RX MODE

Press .

Ex: FAX ONLY MODE

Use $\overset{\circ^2}{\vee}$ or $\overset{\circ^2}{\wedge}$ to select FAX/TEL AUTO SW.

FAX/TEL AUTO SW

Press Set

RING START TIME

10 Press storeturn to standby mode.

Ex: 12/27 FaxTel

- **11** Confirm that FaxTel is displayed in the LCD.
 - If FaxTel is not displayed, press Receive Mode to select Fax/Tel Mode. After a few seconds, the LCD returns to standby mode.

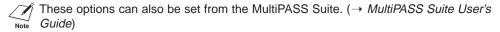
Ex: 12/27 FaxTel

8-3 Chapter 8 Receiving Faxes

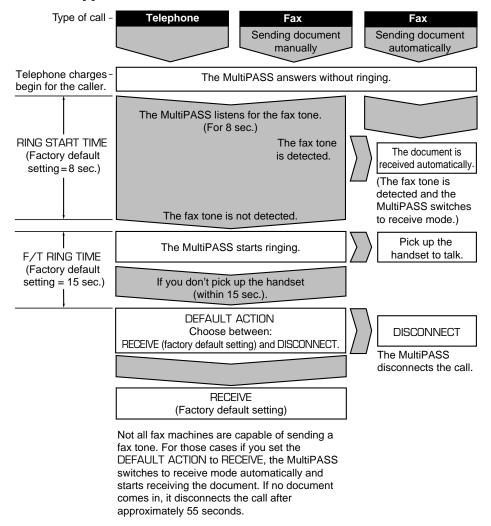
Setting the Options for Fax/Tel Mode

If you set Fax/Tel Mode, you can control precisely how the MultiPASS handles incoming calls by adjusting the following settings:

- Adjust the time the unit takes to check whether a call is from a fax machine or a telephone (RING START TIME setting).
- Adjust the length of time the unit rings when the call is a voice call (F/T RING TIME setting).
- Set whether the MultiPASS switches to receive mode after the ring time set in F/T RING TIME has elapsed (DEFAULT ACTION setting).



■ What Happens When Fax/Tel Mode is Selected



8-4 Receiving Faxes Chapter 8

Set	the Fax/Tel Mode options as follows:		
1	Follow steps 1 to 9 on page 8-3.		RING START TIME
2	Press ○.	Ex:	8SEC
3	Use the numeric buttons to enter the time the unit waits before ringing when it receives a call. • You can select from 0 to 30 seconds. • The default setting is eight seconds.	Ex:	9SEC
4	Press cet twice.		F/T RING TIME
		Ex:	15SEC
5	Use the numeric buttons to enter the time the unit rings while waiting for someone to pick up the handset of the telephone. • You can select from 10 to 45 seconds. • The default setting is 15 seconds.	Ex:	30SEC
6	Press $\stackrel{\text{\tiny Set}}{\bigcirc}$ twice.		DEFAULT ACTION
		Ex:	RECEIVE
7	Use or or to select RECEIVE or DISCONNECT. • This setting tells the unit what to do if no one	Ex:	DISCONNECT

- This setting tells the unit what to do if no one picks up the handset of the telephone within the specified ring time set in step 5.
- Select RECEIVE to receive the call, or DISCONNECT to disconnect the call.
- The default setting is RECEIVE.

8 Press . INCOMING RING

9 Press to return to standby mode. Ex: 12/27 FaxTel

Chapter 8 Receiving Faxes 8-5

Receiving Faxes Manually: MANUAL MODE

In MANUAL MODE, if you connect a telephone to your MultiPASS, you can receive voice calls as well as manually activate reception of faxes. You can activate reception from the MultiPASS or from the telephone connected to the unit (this is called Remote receivina).

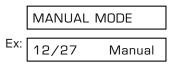


- → For this mode, you need to have a telephone connected to your unit. (→ p. 2-6).
 - Make sure the REMOTE RX setting is enabled (→ p. 14-6). You can also enable this setting from the MultiPASS Suite. (→ MultiPASS Suite User's Guide)

Setting MANUAL MODE

Follow this procedure to set the receive mode to MANUAL MODE:

- to select MANUAL MODE. Press
 - · After a few seconds, the LCD changes to this display:



Receiving a Fax Manually

Follow this procedure to receive a fax manually:

- Make sure Manual is displayed in the LCD. (→ above)
- 12/27 Manual
- Make sure you have connected a telephone to the MultiPASS. (\rightarrow p. 2-6)
- 3 When you hear the telephone ring, pick up the handset.
- If you hear a person's voice:

Start your conversation. If the caller wants to send a fax after talking to you, ask them to press the start button on their fax machine.

When you hear a slow beep, press on the MultiPASS to begin receiving the fax. Hang up the handset.

- If the telephone is located away from your unit, dial 25 (the remote receiving ID) on your telephone and hang up.
- The MultiPASS receives the fax.

8-6 Receiving Faxes Chapter 8

■ If you hear a slow beep tone or silence:

Someone is trying to send you a fax.

If the telephone is close to your unit, press on the MultiPASS to begin receiving the fax. Hang up the handset.

- If the telephone is located away from your unit, dial 25 (the remote receiving ID) on your telephone and hang up.
- · The MultiPASS begins receiving the fax.



- You can change the number for the remote receiving ID (00 to 99), or disable remote receiving. (→ REMOTE RX, p. 14-6)
- The unit will beep if the handset is not hung up properly. Make sure the handset is seated properly in its cradle. If you do not want the unit to beep, disable the OFFHOOK ALARM setting. (→ p. 14-3)
- Be sure to hang up the handset after you press Start or dial the remote receiving ID; otherwise the call will be disconnected.
- If you have an answering machine connected to your MultiPASS that can carry out remote-control operations (controlling your answering machine from a remote telephone), the security code for this function may be the same as the remote receiving ID. If so, make sure you change the MultiPASS' remote receiving ID to make it distinct from the answering machine's security code. (→ REMOTE RX ID, p. 14-6)

Chapter 8 Receiving Faxes 8-7

Receiving Faxes Automatically: FAX ONLY MODE

If you have a separate telephone line for the MultiPASS, set FAX ONLY MODE for the MultiPASS to answer all calls as fax calls.

Setting FAX ONLY MODE

Follow this procedure to set the receive mode to FAX ONLY MODE:

- 1 Press .
- 2 Press Data Registration .

DATA REGSTRATION

3 Press ^{Set} .

USER SETTINGS

4 Use v or to select RX SETTINGS.

RX SETTINGS

5 Press $\stackrel{\text{Set}}{\bigcirc}$.

ECM RX

6 Use or or to select RX MODE.

RX MODE

7 Press .

Ex: FAX/TEL AUTO SW

8 Use or or to select FAX ONLY MODE.

FAX ONLY MODE

9 Press ^{Set} .

INCOMING RING

10 Press storeturn to standby mode.

-x: 12/27 FaxOnly

11 Confirm that FaxOnly is displayed in the LCD.

Ex: 12/27 FaxOnly

 If FaxOnly is not displayed, press Receive Mode to select FAX ONLY MODE. After a few seconds, the LCD returns to standby mode.

The MultiPASS assumes all incoming calls are from fax machines sending faxes. It receives the documents automatically and disconnects all voice calls.

In FAX ONLY MODE, you can control whether or not the MultiPASS rings when it receives a fax call (→ INCOMING RING, p. 14-6). You can also set this option from the MultiPASS Suite (→ *MultiPASS Suite User's Guide*). Please note that even if you enable this option, the MultiPASS will only ring if you have a telephone connected to it.

8-8 Receiving Faxes Chapter 8

Receiving With an Answering Machine: ANS.MACHINE MODE

Connecting an answering machine to the MultiPASS allows you to receive faxes and telephone messages while you are out of the office.

In ANS.MACHINE MODE, the MultiPASS allows the answering machine to answer incoming calls, then listens for the fax tone and automatically receives the fax if it detects this tone.

Setting ANS.MACHINE MODE



For this mode, you need to have an answering machine or a telephone with an answering Note machine connected to your unit. $(\rightarrow p. 2-6)$

Follow this procedure to set the receive mode to ANS.MACHINE MODE:

- to select ANS.MACHINE Press MODE.
 - · After a few seconds, the LCD changes to this display:

ANS.MACHINE MODE

12/27 AnsMode

Using the MultiPASS With an Answering Machine

Follow these guidelines when using the MultiPASS with an answering machine:

- Set the answering machine to answer on the first or second ring.
- When recording the outgoing message on the answering machine:
 - The entire message must be no longer than 15 seconds.
 - In the message, tell your callers how to send a fax. For example:
 - "Hello. I can't answer the phone right now, but please leave a message after the beep. I'll return your call as soon as possible. If you would like to send a fax, press the start button on your fax machine after you leave your message. Thank you."

8-9 Chapter 8 Receiving Faxes

Receiving Using the Distinctive Ring Pattern Detection Feature: DRPD

Some telephone companies offer a Distinctive Ring Pattern (DRP) service whereby they assign two or more telephone numbers with distinctive ring patterns to a single telephone line. If your telephone company offers such a service, you can have both a fax number(s) and a telephone number(s) for your MultiPASS using only one telephone line.

Your MultiPASS will automatically monitor incoming calls and based on the distinctive ring pattern, it will determine if the call is from a fax machine trying to send a document or from a telephone trying to make a voice call.

Use the information in this section to set up the MultiPASS for use with a DRP service. For more details on the DRP service, contact your local telephone company. (Your telephone company may have a different name for this service. Also, this service may not be offered in all areas.)

Types of Ring Patterns

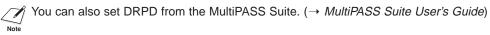
Your telephone company will assign a distinctive ring pattern to each number when you order the DRP service. The setting you make in the MultiPASS must match the setting assigned by the telephone company.

You can set the MultiPASS for the following ring patterns:

- NORMAL RING
 Ring type of normal telephone line (Recommended for voice calls.)
- DOUBLE RING
 Two short rings at regular intervals (Recommended for fax calls.)
- SHORT-SHORT-LONG (Triple ring)
 Short-short-long rings at regular intervals
- SHORT-LONG-SHORT (Triple ring) Short-long-short rings at regular intervals
- OTHER RING TYPE
 Patterns other than those described above
- FAX/TEL AUTO SW

Setting DRPD

To set DRPD as the receive mode, follow this procedure:



1 Press .

2 Press Data Registration .

DATA REGSTRATION

8-10 Receiving Faxes Chapter 8

_	Set	
3	Press .	USER SETTINGS
_	Use or to select RX SETTINGS.	
4	Use v or A to select HX SETTINGS.	RX SETTINGS
5	Press .	
J	11635	ECM RX
_	Use or to select RX MODE.	
ь	Use v or A to select HX MIUDE.	RX MODE
7	Press .	
•	Press .	Ex: FAX/TEL AUTO SW
_	Use or to select DRPD.	
8	Use v or A to select DRPD.	DRPD
_	Press .	
9	Press \bigcirc .	NORMAL RING
	Use v or to select the type of ring	
10	Use ∨ or ⊼ to select the type of ring pattern you want to set.	Ex: DOUBLE RING
	pattern you main to set.	

You can select from the following:

- NORMAL RING
- DOUBLE RING
- SHORT-SHORT-LONG
- SHORT-LONG-SHORT
- OTHER RING TYPE
- -FAX/TEL AUTO SW (Go to step 11 on page 8-13.)

■ If you selected a setting other than FAX/TEL AUTO SW in step 10:

11 Press $\stackrel{\text{Set}}{\bigcirc}$ twice.

UNIT TELEPHONE #

TEL=

12 Use the numeric buttons to enter the fax/ telephone number assigned for receiving a call for the ring pattern you selected in step 10 (max. 20 digits, including spaces).

- This number is transmitted to the caller's fax machine and displayed in the caller's LCD as verification.
- To enter a space, press Space.
- To enter a plus sign (+) before the number, press +.
- If you make a mistake, press Clear and start again.

Ex: TEL= 123 4567

13 Press twice.		
TO TICSS — twice.		DATA ENTRY OK
		UNIT NAME
		_ :A
14 Use the numeric buttons to enter your name or company name for the ring pattern you	Ex:	CANON :A
selected in step 10 (max. 24 characters, including spaces).		
 This name is transmitted to the caller's fax machine and displayed in the caller's LCD as 		
verification. • If you are unsure how to enter characters,		
 → p. 3-3. • If you make a mistake, press Clear and start again. 		
15 Press ^{Set} twice.		
		DATA ENTRY OK
		RX MODE
	Ex:	FAX
16 Use $\overset{08}{\checkmark}$ or $\overset{02}{\checkmark}$ to select the type of call to	_	
be received for the ring pattern you selected	Ex:	FAX/TEL AUTO SW
in step 10.		
You can select from the following:TEL		
– FAX – FAX/TEL AUTO SW		
17 Press .		
17 Fiess C.	Ex:	SHORT-SHORT-LONG
18 To continue registering other ring patterns, repeat the procedure from step 10.		
-or-		
Press to return to standby mode.	Ex:	12/27 DRPD
If the RX MODE setting is set to DRPD, only DRPD w	ill be	displayed in the LCD wher

8-12 Receiving Faxes Chapter 8

■ If you selected FAX/TEL AUTO SW in step 10 (on page 8-11): 11 Press twice. RING START TIME Ex: 8SEC **12** Use the numeric buttons to enter the Ex: 9SEC time the unit waits before ringing when it receives a call. You can select from 0 to 30 seconds. • The default setting is eight seconds. 13 Press twice. F/T RING TIME Ex: 15SEC 14 Use the numeric buttons to enter the time Ex: **23SEC** the unit rings while waiting for someone to pick up the handset of the telephone. You can select from 10 to 45 seconds. • The default setting is 15 seconds. 15 Press twice. **DEFAULT ACTION** Ex: RECEIVE 16 Use $\stackrel{08}{\checkmark}$ or $\stackrel{02}{\wedge}$ to select RECEIVE or Ex: DISCONNECT DISCONNECT. • This setting tells the unit what to do if no one picks up the handset of the telephone within the specified ring time set in step 14. • Select RECEIVE to receive the call. or DISCONNECT to disconnect the call. • The default setting is RECEIVE. 17 Press $\stackrel{\text{Set}}{\bigcirc}$. INCOMING RING **18** Press stop to return to standby mode.

If the RX MODE setting is set to DRPD, only DRPD will be displayed in the LCD when **Receive Mode** is pressed.

12/27

DRPD

Chapter 8 Receiving Faxes 8-13

How DRPD Responds to Calls

When there is an incoming call, the MultiPASS checks the incoming ring pattern and determines the type of pattern being received. The MultiPASS may require up to 10 seconds to determine the pattern type. During this time, any telephone device connected to the MultiPASS reacts according to how you registered the setting.

Your Setting	Incoming Call From Fax	Incoming Call From Telephone
TEL	Rings to alert you to pick up the handset of the telephone. Press Start to receive the fax (similar to MANUAL MODE).	Rings to alert you to pick up the handset of the telephone and take the call.
FAX	Receives the fax.	Answers as a fax machine.
FAX/TEL AUTO SW	Switches to receive mode for fax transmission signals.	Rings to alert you to pick up the handset of the telephone and take the call.

Communicating Using the Distinctive Ring Pattern Detection (DRPD) Feature

Using the MultiPASS with a DRP service is almost the same as using it with a normal telephone line.

When you turn on DRPD, the receive mode defaults to DRPD.

When someone calls using the number assigned for telephone communication, the MultiPASS rings in the pattern you registered for voice calls. When you hear this pattern, simply pick up the handset of the telephone connected to the MultiPASS and talk. If you do not pick up the handset, the MultiPASS continues to ring until the other party hangs up.

When someone sends a fax using the number assigned for fax communication, the MultiPASS receives the fax automatically.

8-14 Receiving Faxes Chapter 8

Receiving Faxes to the MultiPASS Suite

When your PC is on, you can set the MultiPASS Suite to automatically upload incoming faxes from the MultiPASS to your PC. (→ MultiPASS Suite User's Guide)

When Your PC is Off

If you have set the MultiPASS Suite to upload received faxes from the MultiPASS to your PC, but your PC is off, the MultiPASS stores the received faxes in its memory. When you turn on your PC, the faxes will automatically be uploaded to your PC.

If you want to print a fax stored in memory instead of uploading it to your PC, follow this procedure:

Press .

Press Memory Reference

DOC. MEMORY LIST

Use $\overset{08}{\smile}$ or $\overset{02}{\wedge}$ to select FILE PRINT.

FILE PRINT

- 4 Press .
 - The MultiPASS prints all received faxes that were to be uploaded to your PC.



- The faxes you print are erased from memory and can no longer be transferred to the PC.
 - For your MultiPASS to receive faxes in memory, the MEMORY RX setting must be enabled. (→ MEMORY RX, p. 14-6)

8-15 Chapter 8 Receiving Faxes

Receiving in Color

Your MultiPASS has been factory-set to receive faxes in color from fax machines with color capability. When receiving a fax, your MultiPASS detects if the incoming fax is a color or black & white transaction, and prints the fax accordingly.

For automatic printing of received color faxes, you need to have the Color or Photo BJ cartridge installed in your unit. If you have the Black BJ cartridge installed, the MultiPASS will receive the color fax in memory. Once received, the LCD will alternate REC'D IN MEMORY and INSTALL BC-33.

Replace the Black BJ cartridge with the Color BJ cartridge (→ p. 12-11). The unit then automatically prints the color fax stored in memory.

Setting Color Reception

Your MultiPASS is factory-set to receive in color when you receive color faxes from fax machines that have color capability. Follow this procedure to disable or enable this setting:

Press . DATA REGSTRATION 3 Press . **USER SETTINGS** Use or \(\text{or} \) or \(\text{or} \) to select RX SETTINGS. **RX SETTINGS** Press Set ECM RX Use $\stackrel{08}{\checkmark}$ or $\stackrel{02}{\land}$ to select COLOR RX. COLOR RX 7 Press . Ex: ON Use $\stackrel{08}{\sim}$ or $\stackrel{02}{\sim}$ to select OFF or ON. Ex: OFF Press Set PRINTER SETTINGS **10** Press sup to return to standby mode. 12/27 FaxTel

8-16 Receiving Faxes Chapter 8

Receiving While Registering, Copying, or Printing

Since the MultiPASS is a multitasking device, it can receive faxes and voice calls while you are entering your user information, making copies, or printing.

If you receive a fax while you are copying or printing, the MultiPASS stores the incoming fax in memory. Then, as soon as you finish copying or printing, the MultiPASS automatically prints the fax. If you are registering information, the fax is printed as soon as it is received, and does not go into memory.

Receiving Faxes in Memory When a Problem Occurs

If the MultiPASS encounters a problem when it is receiving a fax, the unit automatically stores the unprinted pages of the fax in memory, and the LCD displays REC'D IN MEMORY as well as one or more messages. For details on the action to take, → p. 13-5.



- The MultiPASS memory can store up to approximately 80 pages.*
- You can set the MultiPASS not to store faxes in memory if a problem occurs during reception. (→ MEMORY RX, p. 14-6)
- Once the pages are printed, they are deleted from memory.
- If the memory becomes full, you will not be able to receive the remaining pages. Contact the other party and ask them to send the fax again.

Canceling Receiving

Follow this procedure if you want to stop receiving a fax before reception is completed:

1 Press 💮 .

The MultiPASS asks you to confirm that you want to cancel.

CANCEL? *YES #NO

YES=(*) NO=(#)

- 2 Press to cancel receiving.
 - Receiving is not canceled until you press X.
 - If you change your mind and want to continue receiving, press #.
 - The MultiPASS prints an RX Report.

TX/RX CANCELLED

Ex: TX/RX NO. 5003

Chapter 8 Receiving Faxes 8-17

^{*}Based on ITU-T No. 1 Chart, standard mode.

8-18 Receiving Faxes Chapter 8

Chapter 9 Special Features

This chapter describes the special features of the MultiPASS.

Special Dialing	9-2
Dialing Through a Switchboard	9-2
Dialing an Overseas Number (With Pauses)	9-2
Switching Temporarily to Tone Dialing	9-3

Chapter 9 Special Features 9-1

Special Dialing

This section explains special dialing features, such as dialing through a switchboard, dialing overseas numbers, and switching temporarily to tone dialing.

Dialing Through a Switchboard

A PBX (Private Branch Exchange) is an on-site telephone switchboard. If your MultiPASS is connected through a PBX or other telephone switching system, you have to dial the outside line access number first, and then dial the number of the party you are calling.

Dialing an Overseas Number (With Pauses)

When you dial or register an overseas number, you may need to insert a pause within and/or after the number. The length and location of the pause depends on the telephone system of your country.

Follow this procedure to dial an overseas number with pauses:

- 1 Open the document tray.
- 2 Adjust the document feed lever for the document you are loading. (→ p. 4-2)
- 3 Prepare the document and load it, face down, in the ADF. (→ p. 4-3)
 - For color sending, press Color/B&W to turn on its light. (→ p. 7-2)
 - To adjust the resolution and contrast,
 → pp. 7-2, 7-4.
- 4 Use the numeric buttons to dial the international access code.
 - If you enter the wrong number, press **Stop**, then enter the correct number.
 - For details on international access codes, contact your local telephone company.
- 5 If necessary, press
 - to enter a pause.
 - A pause entered within a number (p) is two seconds long.
 - For a longer pause, press Redial/Pause again for another two-second pause. Alternatively, you can change the length of the pause.
 (→ MID PAUSE SET, p. 14-5)









9-2 Special Features Chapter 9

6	Use the numeric buttons to dial the country
	code, the area code, and the fax/telephone
	number of the other party.

Ex: TEL= 011p811234

 If you enter the wrong number, press Stop and start again from step 4.



7 If necessary, press

 A pause at the end of a number (P) is fixed to ten seconds.

- 8 Press to begin scanning for sending.
 - To cancel the transmission once dialing has started, press Stop then ★. (→ p. 7-9)



To take advantage of the speed dialing features of your MultiPASS, register frequently used overseas numbers for one-touch or coded speed dialing. (→ pp. 6-3, 6-6)

Switching Temporarily to Tone Dialing

Many information services for banks, airline reservations, hotel reservations, etc., require tone dialing for their services. If your MultiPASS is connected to a rotary pulse line, follow this procedure to set the unit temporarily for tone dialing:

1 Press Hook

 You can also lift the handset of the telephone connected to your unit instead of pressing Hook.



- 2 Use the numeric buttons to dial the telephone number of the information service.
- Ex: TEL= 7654321
- The unit connects using the pulses required by your telephone line.
- When the recorded message of the information service answers, press to switch to tone dialing.
- Ex: TEL= 7654321T
- When \times is pressed, T is displayed in the LCD.
- If you pressed **Hook** in step 1, you can pick up the handset of the telephone if you need to talk to the other party.

Chapter 9 Special Features 9-3

4 Use the numeric buttons to enter the numbers requested by the information service.

• Numbers entered after pressing X will be dialed using tone dialing.

5 When you have finished, press to disconnect the call.

- If you used the telephone, hang up the handset to disconnect the call.
- Tone dialing is canceled when you disconnect the call.

TEL=7654321T*34

9-4 **Special Features** Chapter 9

Chapter 10 Making Copies

This chapter describes how to use your MultiPASS to make copies and explains how to adjust settings for copying and printing.

Documents You Can Copy	10-2
Copying Documents	10-2
Setting the Length of the Bottom Margin	10-4

Chapter 10 Making Copies 10-1

Documents You Can Copy

For information on the types of documents you can copy, their requirements, and details on loading documents, → Chapter 4, *Document Handling*.

Copying Documents

One of the MultiPASS' convenient features is its ability to make high-quality black & white and color copies.

Follow this procedure to make copies:

- 1 Open the document tray.
- 2 Adjust the document feed lever for the document you are loading. (→ p. 4-2)
- 3 Prepare the document and load it, face down, in the ADF. (→ p. 4-3)

MEMORY USED 0% (Currently used memory)

DOCUMENT READY
(Standby to scan)

4 Press .

COPY 100% 01

5 • For color copying:

Press to turn on its light, then press linage Quality to select the image quality setting you want.

Ex: COLOR DRAFT

- You can select from the following:
 - PLAIN PAPER

For color copying on plain paper.

-HIGH RES. PAPER

For color copying on high-resolution paper.

- COLOR SNAPSHOT

For copying color photos that are narrower than a letter-size page. Use high-resolution paper with this setting.

- COLOR DRAFT
 - For high-speed color copying at a lower resolution.
- If you have the Photo BJ cartridge installed, you can only select HIGH RES. PAPER and COLOR SNAPSHOT.

10-2 Making Copies Chapter 10

■ For black & white copying:

Make sure the button's light is off, then press to select the image quality setting you want.



- If the Color/B&W button's light is on, press Color/B&W to turn it off.
- · You can select from the following:
 - -B&W TEXT
 - Suitable for most text documents.
 - -B&W PHOTO

Suitable for documents that contain photographs.

To make a reduction or enlargement of your document, press Function, then use 08 or 02



to select the percentage you want.

- You can select from the following:
 - -70%
 - -80%
 - 90%
 - 100%
 - 150% (COLOR SNAPSHOT mode only)
 - -200% (COLOR SNAPSHOT mode only)

(Please note that although you can select 150% and 200% in other modes, you can only make enlargements in COLOR SNAPSHOT mode.)

7 If you want to make multiple black & white copies, use the numeric buttons to enter the number of copies.



- You can make up to 99 black & white copies.
- You can only make one color copy at a time.
- 8 Press to begin copying.

 To stop copying, press Stop. You may then need to open the operation panel to remove the document. (→ p. 13-3)





You will be unable to make multiple copies if MEMORY FULL appears in the LCD. Print or delete any documents stored in memory (→ pp. 7-16, 7-18, 8-15, 8-17) to free up space in the MultiPASS' memory, then start again. Also, if you are copying multiple pages with many graphics, separate the pages into smaller stacks or make the desired number of copies one at at time as needed.

Chapter 10 Making Copies 10-3

Setting the Length of the Bottom Margin

You can adjust the length of the bottom margin for color copying and color reception.

The default margin length is NORMAL. (Color copying and reception: 1.02 inches/ 26 mm.)

Follow this procedure to set the length of the bottom margin:

- 1 Press .
- 2 Press Data Registration.
- **3** Press ^{Set} .
- 4 Use or to select PRINTER SETTINGS.
- **5** Press ^{Set} ○.
- 6 Use or to select BOTTOM MARGIN.
- **7** Press ^{Set} .
- 8 Use v or to select the length of the bottom margin for color copying and color reception.
 - You can select from the following:
 - NORMAL

The bottom margin is larger than the bottom margin of a black & white printed page. (Color copying and reception: 1.02 inches/26 mm.)

- SMALLER

The bottom margin is the same length as the bottom margin of a black & white printed page (0.28 inches/7 mm).

- 9 Press .
- **10** Press stop to return to standby mode.

DATA REGSTRATION

USER SETTINGS

PRINTER SETTINGS

RX REDUCTION

BOTTOM MARGIN

Ex: NORMAL

Ex: SMALLER

PHOTO INK PRINT

Ex: 12/27 FaxTel

10-4 Making Copies

Chapter 10

Chapter 11 Reports and Lists

This chapter describes the reports and lists that can be printed from your MultiPASS.

Summary of Lists and Reports	11-2
Activity Report	11-3
Transmission (TX) Report	11-4
Multi-Transaction (TX/RX) Report	11-5
Reception (RX) Report	11-5

Chapter 11 Reports and Lists 11-1

Summary of Lists and Reports

The table below shows the lists and reports that can be printed from your MultiPASS. Refer to the pages indicated for more details.

Report or List	Description	Details
User's Data List	Lists the current settings of your MultiPASS and the registered sender information.	p. 3-8
Activity Report	Shows recent facsimile transactions performed by your MultiPASS. Prints automatically after every 20 transactions. You can enable or disable automatic printing of this report. You can also manually set the MultiPASS to print it.	p. 11-3 p. 14-4
Transmission (TX) Report	Prints after transmission of a document. You can enable or disable this feature, or set the MultiPASS to print a report only when an error occurs. You can also set the MultiPASS to print the first page of the document below the transmission report to remind you of the contents of the document.	p. 11-4 p. 14-4
Reception (RX) Report	Prints after reception of a document. You can enable or disable this feature, or set the MultiPASS to print a report only when an error occurs.	p. 11-5 p. 14-4
Multi Transaction (TX/RX) Report	Prints after sequential broadcasting of a document.	p. 11-5
Doc. Memory List	Lists the documents currently stored in the MultiPASS' memory.	p. 7-16
Memory Clear Report	Prints automatically when power is restored to the MultiPASS after a power failure. Lists the documents deleted from memory.	p. 13-26
1-Touch Spd Dial List	Lists the numbers and names registered under one-touch speed dialing buttons.	p. 6-13
Coded Speed Dial List	Lists the numbers and names registered under coded speed dialing codes.	p. 6-13
Group Dial List	Lists groups registered under one-touch speed dialing buttons and coded speed dialing codes.	p. 6-13

11-2 Reports and Lists Chapter 11

Activity Report

The MultiPASS is factory-set to automatically print an Activity Report after every 20 transactions. If you want to print an Activity Report before it is automatically printed, follow this procedure:

If you prefer the MultiPASS not to print an Activity Report after every 20 transactions, disable the AUTO PRINT setting. (\rightarrow p. 14-4)

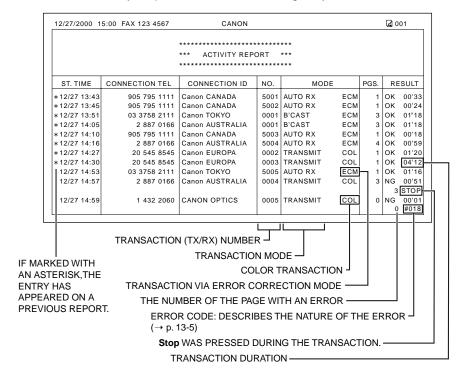
- 1 Press .
- 2 Press Report.

ACTIVITY REPORT

- 3 Press ^{Set} ...
 - The MultiPASS prints an Activity Report.

PRINTING REPORT

Transactions in the Activity Report are listed chronologically.

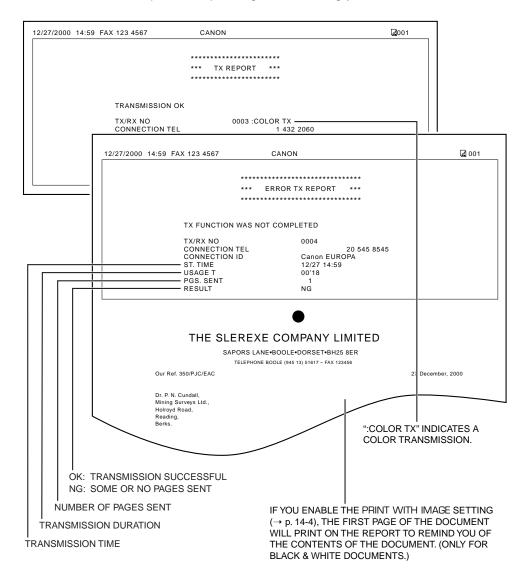


Chapter 11 Reports and Lists 11-3

Transmission (TX) Report

The MultiPASS is factory-set to print a transmission (TX) report only when an error occurs during sending. To change this setting, → TX REPORT, p. 14-4.

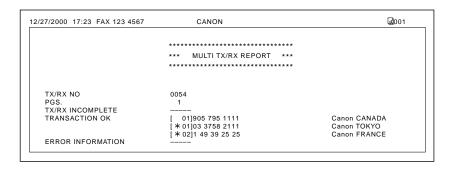
If you set the MultiPASS to print a report, a TX Report or an Error TX Report, similar to the ones below, will be printed depending on the setting you select.



11-4 Reports and Lists Chapter 11

Multi-Transaction (TX/RX) Report

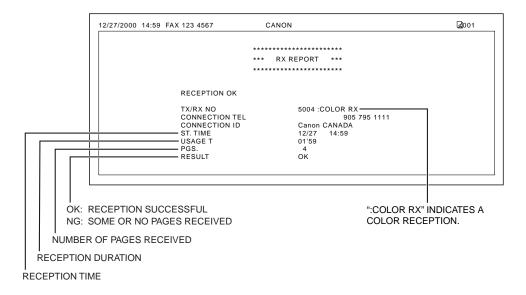
If the transmission was a sequential broadcast, a Multi TX/RX Report, similar to the one below, will be printed.



Reception (RX) Report

The MultiPASS is factory-set not to print a reception (RX) report even if an error occurs during reception. To change this setting, → RX REPORT, p. 14-4.

If you set the MultiPASS to print a report, an RX Report, similar to the one below, will be printed.



Chapter 11 Reports and Lists 11-5

11-6 Reports and Lists Chapter 11

Chapter 12 Maintenance

This chapter explains periodic cleaning procedures and replacement of BJ cartridges and tanks.

Periodic Cleaning	12-2
Cleaning the MultiPASS' Exterior	12-2
Cleaning the MultiPASS' Interior	12-2
Cleaning Inside the Printer Cover	12-2
Cleaning the Scanner Components	12-4
Cleaning the Rollers	12-5
BJ Cartridge	12-6
BJ Cartridges and BJ Tanks	12-6
When to Replace a BJ Cartridge or BJ Tank	12-7
Testing and Cleaning the BJ Cartridge Print Head	12-9
Printing the Nozzle Check Pattern	12-9
Cleaning the BJ Cartridge Print Head	12-10
Replacing the BJ Cartridge	12-11
Aligning the Print Head	12-15
Replacing a BJ Tank	12-17
Transporting the MultiPASS	12-20

Chapter 12 Maintenance 12-1

Periodic Cleaning

Your MultiPASS requires little periodic maintenance. This section describes the necessary cleaning procedures for your MultiPASS. Please note the following before cleaning your unit:

- Be sure to disconnect the power cord before cleaning the MultiPASS. Since
 documents in memory are erased when the power is disconnected, print any
 documents stored in memory before disconnecting the power cord. (→ pp. 7-16, 8-15,
 8-17)
- Do not use tissue paper, paper towels, or similar materials for cleaning; they can stick to the components or generate static charges.



Never use volatile liquids such as thinners, benzene, acetone, or any other chemical cleaner to clean the interior of the MultiPASS; these can damage the MultiPASS components.

Cleaning the MultiPASS' Exterior

Clean the MultiPASS' outer casing as follows:

- Disconnect the power cord from the MultiPASS.
- 2 Wipe the MultiPASS' exterior with a clean, soft, lint-free cloth moistened with water or diluted dishwashing detergent solution.
- 3 When you are finished, reconnect the power cord.

Cleaning the MultiPASS' Interior

Cleaning Inside the Printer Cover

To prevent ink spots and paper dust from accumulating inside the MultiPASS and affecting print quality, clean the unit's print area periodically as follows:

- Disconnect the power cord from the MultiPASS.
- 2 Open the document tray.

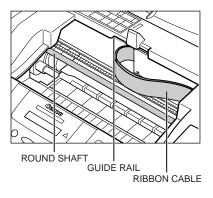
12-2 Maintenance Chapter 12

3 Lift the handle to open the printer cover.

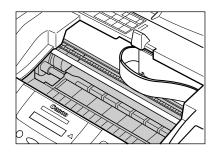


AUTHON

Do not touch the components shown or any metal parts since this may adversely affect operation of the unit and/or affect print quality.



- 4 Use a clean, soft, dry, lint-free cloth to remove any ink or paper debris from the unit's interior (shaded area), especially around the platen.
 - Be careful not to touch the BJ cartridge or its holder.



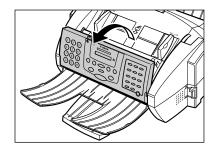
- 5 Check the small black rollers. If they are dirty, clean them with a soft, dry toothbrush.
- **6** When you are finished, close the printer cover.
- 7 Close the document tray.
- 8 Reconnect the power cord.

Chapter 12 Maintenance 12-3

Cleaning the Scanner Components

Periodically check and clean the scanner components as explained below:

- Disconnect the power cord from the MultiPASS.
- 2 Open the document tray.
- 3 Open the operation panel partially by gently pulling it toward you.
 - It only opens slightly.



- 4 While holding the operation panel open, clean these components:
 - Separation guide and separation roller Wipe with a clean, soft, dry, lint-free cloth.
 - White sheet and scanning glass
 Wipe with a clean, soft, lint-free cloth
 moistened with water, then wipe with a
 clean, soft, dry, lint-free cloth.

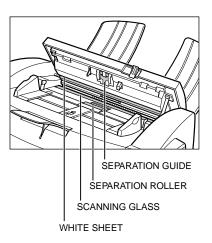


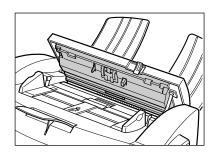
- If the scanner components are dirty, the documents you send or copy will also be dirty.
- Be sure to use a soft cloth to avoid scratching the components.



Do not use tissue paper, paper towels, or similar materials for cleaning; they can stick to the components or generate static charges.

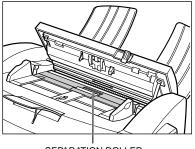
- 5 Clean the shaded areas of the operation panel.
 - Dirt and dust particles that collect on the underside of the operation panel affect the quality of the documents you copy or send.





12-4 Maintenance Chapter 12

6 Use a clean, soft, dry, lint-free cloth to wipe up paper dust from the areas (shaded) surrounding the separation roller.



SEPARATION ROLLER

- 7 When you are finished, close the operation panel by pressing it down from the center.
 - Be sure to close the operation panel until it locks into place, or the unit will not function properly.
- 8 Close the document tray.
- 9 Reconnect the power cord.

Cleaning the Rollers

You may need to clean the MultiPASS' rollers after using a package of high resolution paper. This process removes paper dust from the unit's rollers, preventing paper feed problems. For details, → *Using the Cleaning Sheet*, p. 5-10.

Chapter 12 Maintenance 12-5

BJ Cartridge

BJ Cartridges and BJ Tanks

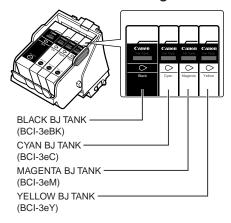
A BJ cartridge is made up of a "holder" that contains the print head unit, and different color BJ ink tanks that are placed inside the "holder." You can replace individual BJ tanks as they run out.

Canon offers several BJ cartridges for use with the MultiPASS.

■ Color BJ Cartridge (Included with your MultiPASS)

Prints in color and monochrome. It contains four BJ tanks: Black, cyan, magenta, and yellow.

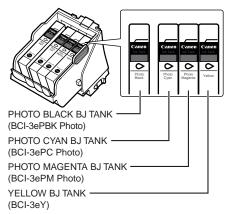
BC-33e Color BJ Cartridge



■ Photo BJ Cartridge (Sold separately)

Prints photo-realistic images in color. It contains four BJ tanks: Photo black, photo cyan, photo magenta, and yellow.

BC-34e Photo BJ Cartridge

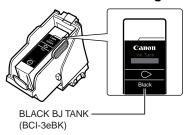


12-6 Maintenance Chapter 12

■ Black BJ Cartridge (Sold separately)

Prints in monochrome. It contains one black BJ tank.

BC-30e Black BJ Cartridge





- To help ensure the maximum life of your BJ cartridges, always follow the guidelines for cartridge maintenance. (→ p. 2-13)
- For optimum printing results and to avoid printing problems, Canon recommends that the only Canon BJ cartridges and tanks you use are those mentioned in this guide.

When to Replace a BJ Cartridge or BJ Tank

How frequently you need to replace a BJ cartridge or tank depends on how you use your MultiPASS. If you print many graphics, halftones, or grayscales, you will need to replace them more often than if you print mainly text.

In general, you will need to replace a BJ cartridge in the following situations:

- If you have been using a BJ cartridge for over a year.
- If your printed output is not crisp and clear or has gaps in the characters (missing dots).
- If the BJ tanks have ink in them but your color printouts appear to be missing a color.

In general, you will need to replace a BJ tank in the following situations:

- If you have been using a BJ tank for over six months.
- If your output is blank.
- If your printouts appear to be missing a color.
- If one of the messages below appears in the LCD:
 - C INK EMPTY (Cyan BJ tank is empty.)
 - M INK EMPTY (Magenta BJ tank is empty.)
 - Y INK EMPTY (Yellow BJ tank is empty.)
 - К INK EMPTY (Black BJ tank is empty.)

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

If one or more of the above messages appear in the LCD, replace the BJ cartridge or tank(s) as described later in this chapter. If no messages appear, refer to the flow chart on the next page to determine the problem.

Chapter 12 Maintenance 12-7

2 There is no problem with 1 Print the nozzle check Satisfactory pattern. (\rightarrow p. 12-9) the BJ cartridge or tanks. Try adjusting the print settings. (→ MultiPASS Unsatisfactory Suite User's Guide) 2 Perform normal print head cleaning (HEAD CLEANING setting). (→ p. 12-10) You can clean the print head up to five consecutive times if necessary. 3 Print the nozzle check You should now be able to Satisfactory pattern again. (\rightarrow p. 12-9) print properly. Unsatisfactory 4 Perform deep print head cleaning (HEAD REFRESHING setting). (\rightarrow p. 12-10) 5 Print the nozzle check You should now be able to Satisfactory pattern again. (→ p. 12-9) print properly. Unsatisfactory 6 Replace the BJ cartridge or tank(s). (\rightarrow pp. 12-11, 12-17) • After replacing the BJ cartridge. be sure to align the print head. $(\rightarrow p. 12-15)$



- To help ensure the maximum life of your BJ cartridges, always follow the guidelines for cartridge maintenance. (→ p. 2-13)
- For optimum printing results and to avoid printing problems, Canon recommends that the only Canon BJ cartridges and tanks you use are those mentioned in this guide.
- For BJ cartridge yields, → p. A-4.

12-8 Maintenance Chapter 12

Testing and Cleaning the BJ Cartridge Print Head

The print head in the BJ cartridge contains nozzles through which ink is propelled onto the paper. To maintain the best possible print quality, these nozzles need to be cleaned from time to time. Your MultiPASS is equipped with a print head cleaning function that does this.

Printing the Nozzle Check Pattern

Before cleaning the print head, you may want to print the nozzle check pattern to test the print head of the BJ cartridge installed in the MultiPASS. This test shows if each print head nozzle is operating properly.

Refer to the flow chart (\rightarrow p. 12-8) for the correct order of testing and cleaning the BJ cartridge print head.

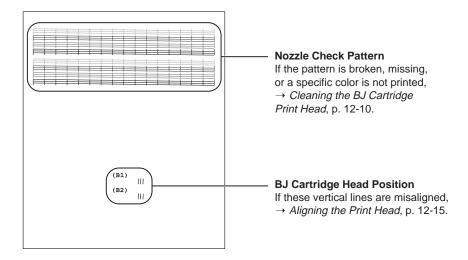
Follow this procedure to print the nozzle check pattern:

- 1 Press .
- 2 Press Cleaning.

NOZZLE CHECK

- 3 Press .
 - The MultiPASS prints the nozzle check pattern.

When the Color BJ cartridge is installed, the pattern includes all four colors; yellow, magenta, cyan, and black.





Print the nozzle check pattern again after cleaning the BJ cartridge print head to check if cleaning corrected the problem.

Chapter 12 Maintenance 12-9

Cleaning the BJ Cartridge Print Head

If your printouts become faint or streaked, or if their quality otherwise deteriorates, print the nozzle check pattern to see if the print head nozzles are operating properly $(\rightarrow p. 12-9)$. If the pattern is broken, missing, or a specific color is not printed, clean the BJ cartridge print head.

There are two print head cleaning procedures: normal (HEAD CLEANING setting) and deep (HEAD REFRESHING setting). Always perform normal print head cleaning first, and if this does not correct the problem, perform deep print head cleaning.

Refer to the flow chart (\rightarrow p. 12-8) for the correct order of testing and cleaning the BJ cartridge print head.



- To maintain the best possible print quality, clean the BJ cartridge print head from time to
 - · Cleaning the print head consumes a small amount of ink. Cleaning too often reduces the amount of ink in the BJ tanks.
 - If your printing is faint, you can often correct the problem by adjusting the print settings. (→ MultiPASS Suite User's Guide)

Follow this procedure to clean the BJ cartridge print head:

- Press \bigcirc .
- Press Cleaning

NOZZLE CHECK

Use $\stackrel{08}{\sim}$ or $\stackrel{02}{\sim}$ to select the cleaning procedure.

HEAD CLEANING

- You can select from the following:
 - HEAD CLEANING (normal print head cleaning)
 - HEAD REFRESHING (deep print head cleaning)
- 4 Press \bigcirc .
 - The MultiPASS cleans the print head.



- After cleaning, print the nozzle check pattern to check if cleaning corrected the problem. $(\to p. 12-9)$
- If cleaning does not improve print quality, replace the BJ cartridge (→ p. 12-11) or $tank(s). (\rightarrow p. 12-17)$

12-10 Maintenance Chapter 12

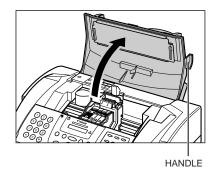
Replacing the BJ Cartridge

This section describes how to replace the BJ cartridge. Before replacing the BJ cartridge, be sure to read the section *When to Replace a BJ Cartridge or BJ Tank*. (\rightarrow p. 12-7)

Follow these steps to replace the BJ cartridge:

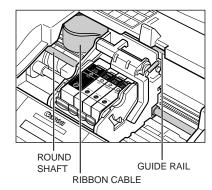


- The procedure explained here is the same for replacing an old BJ cartridge with a new one, or simply exchanging the BJ cartridge for one of the optional BJ cartridges.
- Do not replace the BJ cartridge while the MultiPASS is printing or performing another operation.
- 1 Make sure the MultiPASS is plugged in.
- 2 Open the document tray.
- 3 Lift the handle to open the printer cover.
 - The cartridge holder automatically moves to the center of the unit.

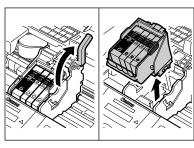




- Do not try to manually move or stop the cartridge holder since this may damage the unit.
- Do not touch the components shown or any metal parts since this may adversely affect operation of the unit and/or affect print quality.

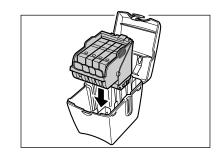


- 4 Raise the blue cartridge lock lever on the cartridge holder and remove the BJ cartridge.
 - Discard the old BJ cartridge immediately according to the local laws and regulations for disposal of consumables.
 - Spilled ink can stain any surface; protect yourself and your work area.

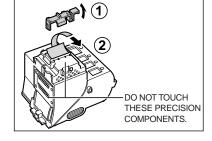


Chapter 12 Maintenance 12-11

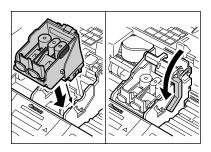
 If removing a BJ cartridge to use one of the optional BJ cartridges, be sure to store the BJ cartridge in the container provided with your MultiPASS. Otherwise the ink will dry and affect print quality.



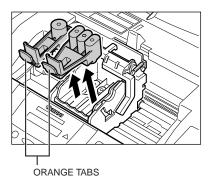
- **5** Remove the new BJ cartridge from its package, then remove the orange protective cap ① and the protective tape ②.
 - Discard the cap and tape. Never attempt to reattach them to the BJ cartridge print head.
 - Install the BJ cartridge immediately after removing the cap and tape.



6 Insert the BJ cartridge into the cartridge holder, then lower the blue cartridge lock lever until it locks into position.



7 Press on the two orange tabs and remove the two orange pieces from the BJ cartridge.



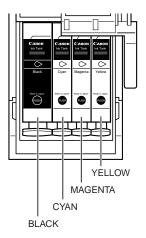
12-12 Maintenance Chapter 12

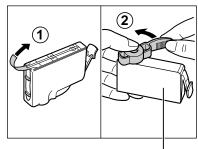
- 8 Install the BJ tanks into the BJ cartridge. Be sure to install them in their correct slot. The illustration here shows the correct color array of BJ tanks in a BJ cartridge.
 - For details on the BJ tanks for each BJ cartridge, → p. 12-6.

Start with the far right BJ tank. If you are installing a new BJ tank, remove the packing film by pulling on the orange tape ①. Then grip the bottom of the BJ tank and twist off the orange protective cap in the direction shown ②.

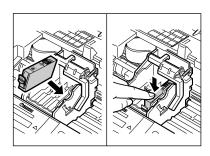
- If you are simply replacing the BJ cartridge and not the BJ tanks, reinsert the partially used BJ tanks into the new BJ cartridge. Be sure to insert them in their correct slot and from right to left.
- For a new BJ tank, carefully remove the packing film taking care not to remove the label from the BJ tank.
- Discard the packing film and cap. Never attempt to reattach them to the BJ tank.
- Do not touch the ink port on the BJ tank.
- Spilled ink can stain any surface; protect yourself and your work area.
- 9 Insert the BJ tank into the far right slot on the BJ cartridge, then press it down from the top until it clicks into position.

Color or Photo BJ cartridge





TO PREVENT INK SPILLS, DO NOT PRESS THE SIDES OF THE BJ TANK.



Chapter 12 Maintenance 12-13

- 10 For the Color and Photo BJ cartridges, repeat steps 8 and 9 to install the other BJ tanks. Be sure to install them in the correct order and to insert them in the slots from right to left.
 - · Do not use the BJ cartridge with any of its BJ tanks missing as this can cause the BJ cartridge to clog.

11 Close the printer cover.

• The LCD displays CART. RETURN while the cartridge holder moves to its home position on the right side of the unit. The MultiPASS then cleans the print head which takes about 20 seconds.

12 Close the document tray.

13 Align the print head. (\rightarrow p. 12-15)



If you need to unplug the MultiPASS, wait until the unit is in standby mode (date and Note receive mode displayed in the LCD). Otherwise the cartridge holder may not be in its home position causing the BJ cartridge to remain uncapped and dry out.

12-14 Chapter 12 Maintenance

Maintenance

Aligning the Print Head

When you replace an old BJ cartridge for a new one, you need to align the print head position of the BJ cartridge before printing.

Follow this procedure to align the print head:

- 1 Press .
- 2 Press Cleaning.

NOZZLE CHECK

3 Use or or to select ALIGN PRINT HEAD.

ALIGN PRINT HEAD

4 Press cset twice.

• The MultiPASS prints the HS pattern.

(→ sample below)

HS PATTERN PRINT
HS CHANGE VALUE

5 Press $\stackrel{\text{Set}}{\bigcirc}$ again.

HS B1: 0

6 For the printed B1 pattern, use or to enter the value above the perfectly aligned lines.

Ex: HS B1: +4

7 Press .

DATA ENTRY OK

HS B2: O

8 For the printed B2 pattern, use vor to enter the value above the perfectly aligned lines.

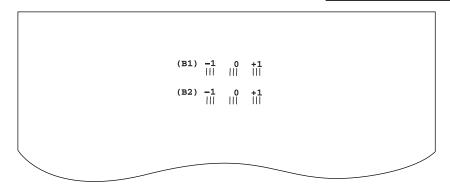
Ex: HS B2: +4

Chapter 12 Maintenance 12-15

- 9 Press twice.
 - The MultiPASS prints the HQ pattern.
 (→ sample below)

HQ PATTERN PRINT

HQ CHANGE VALUE



10 Press $\stackrel{\text{Set}}{\bigcirc}$ again.

HQ B1: 0

11 For the printed B1 pattern, use v or
to enter the value above the perfectly aligned lines.

Ex: HQ B1: +1

12 Press $\stackrel{\text{Set}}{\bigcirc}$.

DATA ENTRY OK

HQ B2: 0

13 For the printed B2 pattern, use vor to enter the value above the perfectly aligned lines.

Ex: HQ B2: +1

14 Press $\stackrel{\text{Set}}{\bigcirc}$.

HS PATTERN PRINT

15 Press $\stackrel{\text{Stop}}{\bigcirc}$ to return to standby mode.

Ex: 12/27 FaxTel

12-16 Maintenance Chapter 12

Replacing a BJ Tank

This section describes how to replace a BJ tank in the installed BJ cartridge. Before replacing BJ tanks, be sure to read the section *When to Replace a BJ Cartridge or BJ Tank*. (\rightarrow p. 12-7)



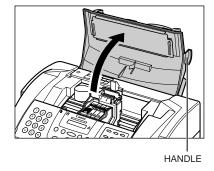
Do not leave empty BJ tanks in the BJ cartridge. Remove them immediately when they run out of ink

Leave the BJ cartridge installed in the MultiPASS and replace a BJ tank as follows:



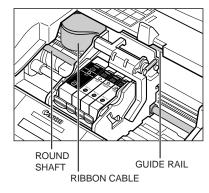
 $\label{eq:decomposition} \mbox{Do not replace BJ tanks while the MultiPASS is printing or performing another operation.}$

- 1 Make sure the MultiPASS is plugged in.
- **2** Open the document tray.
- 3 Lift the handle to open the printer cover.
 - The cartridge holder automatically moves to the center of the unit.





- Do not try to manually move or stop the cartridge holder since this may damage the unit.
- Do not touch the components shown or any metal parts since this may adversely affect operation of the unit and/or affect print quality.

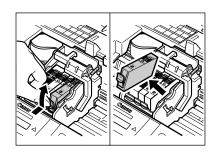


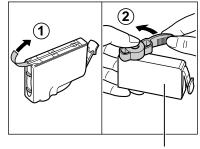
Chapter 12 Maintenance 12-17

4 Press on the tab to release the empty BJ tank, then remove it from its slot.

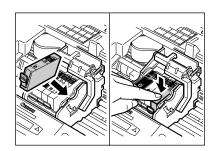
- Do not remove the BJ cartridge from the MultiPASS.
- Do not remove several BJ tanks together.
 Remove and replace each one individually to ensure that they are inserted in the correct slot. Inserting them in the wrong slot will cause colors to print incorrectly.
- If a partially used BJ tank must be removed for some reason, keep the BJ tank installed in a BJ cartridge. Otherwise the ink will dry and adversely affect print quality.
- Discard empty BJ tanks immediately according to the local laws and regulations for disposal of consumables.
- Spilled ink can stain any surface; protect yourself and your work area.
- By tank by pulling on the orange tape

 1. Then grip the bottom of the BJ tank and twist off the orange protective cap in the direction shown 2.
 - Carefully remove the packing film taking care not to remove the label from the BJ tank.
 - Discard the packing film and cap. Never attempt to reattach them to the BJ tank.
 - Do not touch the ink port on the BJ tank.
 - Spilled ink can stain any surface; protect yourself and your work area.
- 6 Insert the BJ tank into the correct slot on the BJ cartridge, then press it down from the top until it clicks into position.





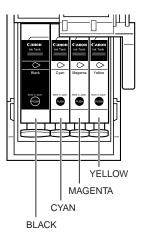
TO PREVENT INK SPILLS, DO NOT PRESS THE SIDES OF THE BJ TANK.



12-18 Maintenance Chapter 12

- 7 Repeat steps 4 to 6 to remove and install other BJ tanks. Be sure to install them in their correct slot. The illustration here shows the correct color array of BJ tanks in a BJ cartridge.
 - For details on the BJ tanks for each BJ cartridge, → p. 12-6.

Color or Photo BJ cartridge



8 Close the printer cover.

 The LCD displays CART. RETURN while the cartridge holder moves to its home position on the right side of the unit. The MultiPASS then cleans the print head which takes about 20 seconds.

9 Close the document tray.



If you need to unplug the MultiPASS, wait until the unit is in standby mode (date and receive mode displayed in the LCD). Otherwise the cartridge holder may not be in its home position causing the BJ cartridge to remain uncapped and dry out.

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Transporting the MultiPASS

Whenever you plan to transport the MultiPASS, you need to prepare it so it will not be damaged during the move.

- **1** Disconnect the power cord.
- 2 DO NOT remove the BJ cartridge from the MultiPASS. With the cartridge holder on the right side of the unit, tape the BJ cartridge and cartridge holder to the side of the unit.
- 3 Disconnect the telephone, answering machine, or data modem from the MultiPASS (if connected). (→ p. 2-6)
- 4 Disconnect the telephone line. (\rightarrow p. 2-6)
- **5** Disconnect the parallel cable or USB cable from the MultiPASS. (\rightarrow p. 2-7)
- **6** Remove the document support. $(\rightarrow p. 2-5)$
- **7** Remove the output tray. (\rightarrow p. 2-5)
- 8 Make sure the document tray is closed. (You do not need to remove this tray.)
- 9 Replace all tapes and shipping materials you removed when you first unpacked the MultiPASS. (→ p. 2-4)
- **10** Pack the MultiPASS and all its components in the original shipping carton. (→ p. 2-3)



- Do not remove the BJ cartridge from the MultiPASS or ship a BJ cartridge or tank from
 which you have removed the protective cap. An opened BJ cartridge or BJ tank that is
 not installed in the MultiPASS or the BJ cartridge container may leak, and the print head
 may dry out. Also, if you do not tape the BJ cartridge to the side of the MultiPASS, ink
 may spill into the unit.
- If you no longer have the shipping carton your MultiPASS came in, pack the unit in a suitably sized, sturdy cardboard box, and use bubble wrap or other suitable packing materials. (If you use foam peanuts, be sure to wrap the MultiPASS in plastic first to prevent the packing materials from entering any openings on the unit.)

12-20 Maintenance Chapter 12

Chapter 13 Troubleshooting

If your MultiPASS is not operating properly, use the information in this chapter to try and solve the problem.

If You Cannot Solve the Problem	13-2
Clearing Jams	13-3
Jams in the ADF	13-3
Jams in the Multi-Purpose Tray	13-4
LCD Messages	13-5
Printing Problems	13-13
Print Quality Problems	13-15
Color Printing and Color Copying Problems	13-17
Paper Feeding Problems	13-18
Faxing Problems	13-20
Sending Problems	13-20
Receiving Problems	13-21
Telephone Problems	13-23
Copying Problems	13-24
General Problems	13-25
If the Power Goes Out	13-26

If You Cannot Solve the Problem

If you have a problem with your MultiPASS and you cannot solve it by referring to the information in this chapter, contact the Customer Care Center.

Canon's support personnel are trained in the technical support of Canon's products and should be able to help you with your problem.



Attempting to repair the MultiPASS yourself may void the limited warranty. See the limited warranty card for details.



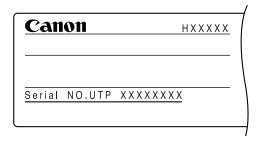
If the MultiPASS makes strange noises, emits smoke or strange smells, unplug it immediately and contact the Customer Care Center. Do not attempt to disassemble or repair the unit yourself.

If you need to contact Canon directly, make sure you have the following information:

Product name
 MultiPASS C755

Serial number

The serial number is on the label located at the back of the unit.



- MultiPASS Suite version number
 - → MultiPASS Suite User's Guide
- Place of purchase
- Nature of problem
- Steps you have taken to solve the problem and the results

13-2 Troubleshooting Chapter 13

Troubleshooting

Clearing Jams

On occasion, the document feeding into the MultiPASS' ADF or the paper in the multipurpose tray may misfeed or jam. If this happens, you can usually fix the problem using one of the procedures described in this section.

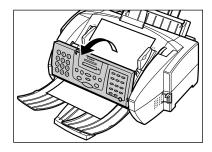


You do not need to unplug the MultiPASS when clearing paper jams.

Jams in the ADF

When a document jams or misfeeds in the ADF, the LCD displays CHECK DOCUMENT. Follow this procedure to remove the document:

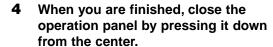
- 1 Press Stop
- 2 Open the operation panel partially by gently pulling it toward you.
 - It only opens slightly.
 - Do not try to pull the document out without opening the operation panel since you may tear or smudge the document.



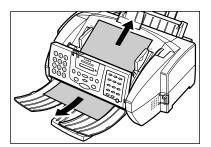
- **3** While holding the operation panel open, remove the document.
 - Pull it gently in either direction.
 - If a multipage document is loaded, remove the entire document from the ADF.



If the paper does not pull out easily, do not force it. Contact the Customer Care Center.



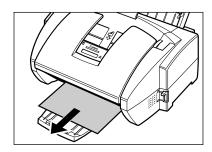
- Be sure to close the operation panel until it locks into place, or the unit will not function properly.
- **5** Press to start the operation again.



Jams in the Multi-Purpose Tray

If paper or other print media jams in the multi-purpose tray, the LCD displays CLEAR PAPER JAM. Follow this procedure to clear the iam:

- 1 Close the document tray if necessary.
- 2 Gently pull any jammed paper out of the unit as shown.



- Remove the paper stack from the multipurpose tray and reload it. (→ p. 2-17)
 - Make sure the stack is below the paper limit mark (►).

Resume

- Press O to start the operation again.
 - If you are printing from a Windows® application, follow the instructions displayed by the software on your PC.



If the paper jam occurred while a fax was being received into the MultiPASS' memory, that fax will print automatically when the jam is cleared and you press Resume.

13-4 Troubleshooting Chapter 13

LCD Messages

The following messages are displayed in the LCD when the MultiPASS is performing a function or encounters an error. The error code appears in the Activity Report. (\rightarrow p. 11-3)

Message	Error Code	Cause	Action
AUTO REDIAL	_	The unit is waiting to redial the other party's number because the line was busy or the other party did not answer when you tried to send the document.	Wait for the unit to automatically redial the number. If you want to cancel automatic redialing, wait until the unit starts dialing the number, press Stop then ★. (→ p. 7-10)
BUSY/NO SIGNAL	#005/018	The telephone number you dialed is busy.	Try sending the document at a later time.
		The fax number dialed was incorrect.	Check the fax number and dial again.
		The other party's fax machine is not working.	Contact the other party and have them check their fax machine.
		The other party is not using a G3 machine.	Contact the other party and ask them to send or receive the document using a G3 machine.
		The touch tone/rotary pulse setting on your unit is incorrect.	Set your unit to the setting that matches your telephone line. (→ p. 3-9)
		The receiving fax machine did not answer within 55 seconds (after all automatic redialing attempts).	Contact the other party and have them check their fax machine. You can try to send the document manually (→ p. 7-7). For an overseas call, add pauses to the registered number. (→ p. 9-2)
C INK EMPTY	_	The Cyan BJ tank in the Color or Photo BJ cartridge is empty.	Replace the BJ tank (→ p. 12-17). The unit will then print automatically any faxes received in memory.
CALLING	_	The unit is calling the other party's fax machine.	If you want to cancel the transmission, press Stop then \bigstar . (\rightarrow p. 7-9)

Message	Error Code	Cause	Action
CART. RETURN	_	The cartridge holder is returning to its home position.	Wait until this message no longer appears before starting an operation.
CARTRIDGE JAMMED	_	The cartridge holder cannot move. This is normally due to a paper jam.	Clear the paper jam or whatever is obstructing the cartridge holder and then press Resume . Do not attempt to move the cartridge holder manually.
CHECK COVER	_	You opened the printer cover during an operation. Also appears after CHANGE CARTRIDGE is displayed.	Close the printer cover.
CHANGE CARTRIDGE	#052	The printer cover is open and the cartridge holder is moving to the center of the unit.	Wait until the cartridge holder stops, then replace the BJ cartridge or tanks (→ pp. 12-11, 12-17). When you are finished, close the printer cover and wait for the unit to return to standby mode.
CHECK DOCUMENT	#001	The document is jammed in the ADF.	Remove the document you are trying to send or copy (→ p. 13-3) and start again.
		The document feed lever is set to ☐ (manual document feed) for a multipage document.	Set the document feed lever to ¹ (automatic document feed). (→ p. 4-2)
CHECK PAPER SIZE	_	The size of the paper in the multi-purpose tray and that specified in the PAPER SIZE setting are different.	Load the correct paper size or change the PAPER SIZE setting. (→ p. 14-7)
CHECK PRINTER	_	There may be an obstruction that is not allowing the cartridge holder mechanism to move.	Check for a paper clip or other small object. Check also for a paper jam and clear the jam if necessary (→ p. 13-4). Then press Resume and start again.

13-6 Troubleshooting Chapter 13

Message	Error Code	Cause	Action
CHECK PRINTER (Continued)	-Enor Code	The BJ cartridge may be defective.	Press Resume . Reinstall the BJ cartridge (→ p. 2-13) and start again.
			In either case, if the error does not clear, try unplugging the unit. Wait several minutes, then plug it back in. Also, try installing a new BJ cartridge. (→ p. 12-11)
		The waste ink tank (which holds the ink used for print head cleaning) may be full.	Contact your local authorized Canon dealer representative to have the waste ink tank replaced immediately.
CLEAR PAPER JAM	_	There is a paper jam.	Clear the paper jam (→ p. 13-4) and reload paper in the multi-purpose tray. Press Resume .
CONVERT CLR>B&W?	_	The unit is confirming that it is all right to convert a color document to black & white and print it with the Black BJ cartridge.	Press *\(\text{to convert the color document to black & white and print, or press # to cancel.}\)
DIALING	_	The unit is dialing the receiving fax machine.	Press Stop then *\frac{\tau}{} if you want to cancel the transmission.
DOC. TOO LONG	#003	The document is longer than 39.4 inches (1 meter).	Use a copier to make a reduced copy of the document and then send the copy.
DOCUMENT READY	_	The document in the ADF is ready for faxing, scanning, or copying.	Send the document, scan the document, or make the copy.
ECM RX	_	The unit is receiving a fax using Error Correction Mode (ECM).	ECM receptions may take longer than normal receptions. Turn off ECM if you need to receive quickly, or if you know your local lines are in good condition. (→ ECM RX, p. 14-6)

Message	Error Code	Cause	Action
ECM TX	_	The unit is sending a fax using Error Correction Mode (ECM).	ECM transmissions may take longer than normal transmissions. Turn off ECM if you need to transmit quickly, or if you know your local lines are in good condition. (→ ECM TX, p. 14-5)
HANG UP PHONE	_	The handset of the telephone is off hook.	Place the handset properly in its cradle.
INSTALL BC-33	_	You tried to make color copies with the installed Black BJ cartridge.	Remove the Black BJ cartridge and install the Color BJ cartridge. (→ p. 12-11)
		You tried to print a received color fax with the installed Black BJ cartridge.	Remove the Black BJ cartridge and install the Color BJ cartridge (→ p. 12-11). If you do not have this BJ cartridge available, you can convert a received color fax in memory to black & white and print the fax with the Black BJ cartridge. (→ p. 7-16)
		You disabled the PHOTO INK PRINT setting (→ p. 14-7) and tried to print a received color fax with the installed Photo BJ cartridge.	Remove the Photo BJ cartridge and install the Color BJ cartridge. Alternatively, enable the PHOTO INK PRINT setting. (→ p. 14-7)
		You tried to make a color copy in PLAIN PAPER or COLOR DRAFT mode with the installed Black BJ cartridge.	Remove the Black BJ cartridge and install the Color BJ cartridge. (→ p 12-11)

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Message	Error Code	Cause	Action
INSTALL BC33/30	_	You disabled the PHOTO INK PRINT setting (→ p. 14-7) and tried to make a black & white copy, print a received black & white fax, print a report, or print a black & white document in memory with the installed Photo BJ cartridge.	Remove the Photo BJ cartridge and install the Color or Black BJ cartridge (→ p. 12-11). Alternatively, enable the PHOTO INK PRINT setting. (→ p. 14-7)
INSTALL BC33/34	_	You tried to make a color copy in HIGH RES. PAPER or COLOR SNAPSHOT mode with the installed Black BJ cartridge.	Remove the Black BJ cartridge and install the Color or Photo BJ cartridge. (→ p. 12-11)
K INK EMPTY	_	The Black BJ tank in the Color, Photo, or Black BJ cartridge is empty.	Replace the BJ tank (→ p. 12-17). The unit will then print automatically any faxes received in memory.
LINE IN USE	_	The unit is set to Fax/Tel Mode and you are receiving a voice call.	Answer the call.
LOAD PAPER	_	The multi-purpose tray is empty.	Load paper in the multi- purpose tray (→ p. 2-17). Make sure the stack is below the paper limit mark (►). Then press Resume .
M INK EMPTY	_	The Magenta BJ tank in the Color or Photo BJ cartridge is empty.	Replace the BJ tank (→ p. 12-17). The unit will then print automatically any faxes received in memory.
MEMORY FULL	#037	The unit's memory is full because it has received too many documents, or a very long or detailed document.	Print any documents stored in memory (→ p. 7-16). Then start again.

Message	Error Code	Cause	Action
MEMORY FULL (Continued)		The unit's memory is full because you tried to send or copy too many pages at once, or a very long or detailed document.	Divide the document and send or copy each part separately. To free up space in the unit's memory, print or delete any documents in memory you no longer need. (→ pp. 7-16, 7-18, 8-15, 8-17)
MEMORY USED nn%	_	Shows the percentage of memory currently in use.	If you need more space, wait for the unit to send any faxes. Also, print or delete any documents in memory you no longer need. (→ pp. 7-16, 7-18, 8-15, 8-17)
NO ANSWER	#005	The receiving fax machine does not answer.	Make sure you dialed the correct number. Try again later.
NO RX PAPER	#012	The other party's fax machine is out of paper or its memory is full.	Contact the other party and have them load paper in their fax machine or free up space in their fax machine's memory.
NO TEL #	#022	The one-touch speed dialing button or coded speed dialing code you entered has not been registered.	Register the one touch speed dialing button or coded speed dialing code. (→ pp. 6-3, 6-6)
NOT AVAILABLE	#025	In manual sending, you entered a speed dialing number that is assigned to a group.	Use regular dialing, or enter a one touch speed dialing button or coded speed dialing code that only has one fax/telephone number registered.
PHOTO INK IN USE	_	The Photo BJ cartridge is installed in the unit.	Change to a different BJ cartridge type if necessary. (→ p. 12-11)
PLEASE WAIT	_	The unit is warming up.	Wait until the date and receive mode appear in the LCD, then start your operation.

13-10 Troubleshooting Chapter 13

Message	Error Code	Cause	Action
PRINT W/ BC-34?	_	You disabled the PHOTO INK PRINT setting (→ p. 14-7) and the unit is confirming that it is all right to print a color document in memory with the installed Photo BJ cartridge.	Press ★ to print the color document with the Photo BJ cartridge, or press # to cancel printing. Alternatively, enable the PHOTO INK PRINT setting. (→ p. 14-7)
PUT IN CARTRIDGE	_	The BJ cartridge is not installed correctly.	Make sure the BJ cartridge is installed correctly and that the blue cartridge lock lever is down. (→ p. 2-13)
		The BJ cartridge is not installed.	Install a BJ cartridge. (→ p. 2-13)
REC'D IN MEMORY		The unit received the fax in memory because paper or ink ran out, a paper jam occurred, or the incorrect BJ cartridge was installed.	Load paper in the multi- purpose tray (\rightarrow p. 2-17), replace the BJ cartridge or tank(s) (\rightarrow pp. 12-11, 12-17), clear the paper jam (\rightarrow p. 13-4), or install the correct BJ cartridge. (\rightarrow p. 12-11)
RECEIVED IN FILE	_	Your PC was off and a document was received in the unit's memory.	Upload the document to your PC, or print the document. (→ p. 8-15)
	_	The MultiPASS Status Monitor is not running.	On the Windows® desktop, click Start and point to Programs. On the Programs menu, point to MultiPASS Suite, then click MultiPASS Status Monitor.
START AGAIN	_	An error has occurred in the telephone line or in the system.	Start the procedure again from the beginning.
TRY AGAIN IN B&W	#085	You tried sending a color document to a machine that does not support color faxing.	Try sending again in black & white (\rightarrow p. 7-2). Alternatively, enable the COLOR DIRECT TX setting. (\rightarrow p. 14-5)
TX/RX CANCELLED	_	You pressed Stop to cancel the transmission.	If required, try sending again.

Message	Error Code	Cause	Action
TX/RX NO. nnnn	_	When the unit sends or receives a fax, it assigns it a unique identification number (<i>nnnn</i>).	Write the number down if you will need it later.
TX/RX NO. nnnn SCANNING P.nnn (Two messages toggle.)	_	The unit is sending a document and its memory is full.	The unit continues to send the document as memory becomes available.
WAIT COOLING	_	During printing, the BJ cartridge print head may have become too hot.	Allow the unit to cool down. The unit will resume printing when it has cooled down.
Y INK EMPTY	_	The Yellow BJ tank in the Color or Photo BJ cartridge is empty.	Replace the BJ tank (→ p. 12-17). The unit will then print automatically any faxes received in memory.

13-12 Troubleshooting Chapter 13

Printing Problems

■ The Alarm light comes on and the MultiPASS beeps while printing.

The MultiPASS may have a paper jam.

- Clear the paper jam. (→ p. 13-4)
- If the MultiPASS has no paper jam, unplug the unit and wait five seconds, then plug it in again. If the problem is fixed, the Alarm light will turn off, the cartridge holder will move to its home position on the right side of the unit, and the LCD will return to standby mode. If the Alarm light remains lit, contact your local authorized Canon dealer representative.

■ Data from the PC is not printed.

The power cord may not be plugged in securely.

Check that the power cord is plugged securely into the MultiPASS and into the wall
outlet (→ p. 2-8). If the unit is plugged into a power strip, make sure the power strip is
plugged in and turned on.

The printer cable may not be securely connected to the MultiPASS and PC.

• Check the printer cable connection. (→ p. 2-7)

The printer cable may not be the correct type.

Make sure you have the correct printer cable type. (→ p. 2-7)

The MultiPASS may have been plugged in or the PC may have been turned on when you connected the printer cable.

- Unplug the MultiPASS and turn off the PC. Plug the unit back in and turn the PC back on again.
- If you are using a USB cable, make sure you connect it during software installation to ensure proper operation. (→ MultiPASS Suite User's Guide)

The protective tape may not be removed from the BJ cartridge.

Be sure to remove the protective tape from the BJ cartridge before you install it.
 (→ p. 2-15)

The BJ cartridge or tanks may not be installed properly.

 \bullet Make sure the BJ cartridge and tanks are installed properly. (\rightarrow p. 2-13)

The BJ cartridge print head may need cleaning.

Refer to the flow chart (→ p. 12-8) and clean the BJ cartridge print head if necessary.
 (→ p. 12-10)

The BJ cartridge or tanks may need to be replaced.

 Determine if the problem is with the BJ cartridge or tanks (→ p. 12-7), and replace if necessary. (→ pp. 12-11, 12-17)

For the following, → *MultiPASS Suite User's Guide*:

- -The application you are printing from may not be set up properly.
- -The MultiPASS may not be set as the default printer or the selected printer.
- -The printer driver may be configured with the wrong port.

- -The PC's parallel interface port may be disabled.
- Another hardware device or software application is attempting to communicate with the same parallel interface port to which the MultiPASS is connected.

■ The BJ cartridge moves, but ink does not appear.

The protective tape may not be removed from the BJ cartridge.

Be sure to remove the protective tape from the BJ cartridge before you install it.
 (→ p. 2-15)

The BJ cartridge or tanks may not be installed properly.

Make sure the BJ cartridge and tanks are installed properly. (→ p. 2-13)

The nozzles on the BJ cartridge print head may be clogged.

Refer to the flow chart (→ p. 12-8) and clean the BJ cartridge print head if necessary.
 (→ p. 12-10)

One or more BJ tanks in the installed BJ cartridge may be empty.

Check for an error message in the LCD (→ p. 13-5) and replace if necessary.
 (→ p. 12-17)

■ The printed output is not what you expected.

The printer cable may not be securely connected to the MultiPASS and PC.

Check the printer cable connection. (→ p. 2-7)

The printer cable may not be the correct type.

Make sure you have the correct printer cable type. (→ p. 2-7)

The printer cable may be too long.

Make sure you have the correct length cable. (→ p. 2-7)

For the following, → *MultiPASS Suite User's Guide*:

- -There may be a communication problem between the MultiPASS and your PC.
- You may not be using the correct printer driver.
- Another hardware device or software application is attempting to communicate with the same parallel interface port to which the MultiPASS is connected.
- You may not have the best media type selected.
- Previous software settings may not be cleared.

■ Printout does not match paper size.

Paper may not be loaded and aligned correctly in the multi-purpose tray.

Make sure the paper is loaded and aligned correctly. (→ p. 2-17)

For the following, → *MultiPASS Suite User's Guide*:

- -The application's page size and margin settings may be incorrect.
- -The MultiPASS printer driver may not be selected.

If the BJ cartridge print head prints on the platen, clean the ink off the platen by launching Notepad and setting the application to print 2 or 3 blank sheets of paper.

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■ The MultiPASS suspends printing after each line.

The BJ cartridge print head may have become too hot. If this happens, the MultiPASS may be slowing its printing speed at the end of each line to protect the BJ cartridge print head.

• Stop your print operation and wait several minutes to allow the MultiPASS to cool. Then start your operation again.

■ Print jobs vanish or you are printing garbage.

For the following, → *MultiPASS Suite User's Guide*:

- Another Windows® application on the PC may be trying to communicate with the printer port the MultiPASS Server is using. This conflict can result in strange printing behaviour.
- -The MultiPASS Service (MPService) may not be loaded properly.

■ The printout curls.

Your page may include a large amount of ink.

- Leave the page in the output tray for 30 to 60 seconds to allow the ink to dry. Then remove the page being careful not to touch the document tray (if it is open). Allow the page to dry further, then roll it in the opposite direction of the curl. (Should you dirty the document tray when removing the page, wipe it clean with a clean, soft, lint-free cloth moistened with water or diluted dishwashing detergent solution.)
- The paper you are using may be too thin. Printing dense graphics on light paper stock may cause the paper to curl. Try using heavier stock.

■ Your PC indicates a device time-out.

A device time-out occurs when the PC sends data to the MultiPASS, but the unit does not respond. The MultiPASS may be unplugged, not connected to the PC, or have a paper jam.

Make sure the MultiPASS is plugged in (→ p. 2-8), and that the printer cable is securely connected to the unit and PC (→ p. 2-7). Clear any paper jams (→ p. 13-4), and make sure paper is loaded properly in the multi-purpose tray. (→ p. 2-17)

Print Quality Problems

■ The print quality is not what you expect; print is not clear, is splashed, has missing dots or white streaks.

The print media you are using may not be supported by the MultiPASS.

• Make sure you are using the recommended print media. (\rightarrow p. 5-2)

You may be printing on the wrong side of the paper.

• Some papers have a "right" side for printing. If the print quality is not as clear as you would like it to be, try turning the paper over and printing on the other side.

The nozzles on the BJ cartridge print head may be clogged.

Refer to the flow chart (→ p. 12-8) and clean the BJ cartridge print head if necessary.
 (→ p. 12-10)

The BJ cartridge or tanks may not be installed properly.

Make sure the BJ cartridge and tanks are installed properly. (→ p. 2-13)

One or more BJ tanks in the installed BJ cartridge may be empty.

Check for an error message in the LCD (→ p. 13-5) and replace if necessary.
 (→ p. 12-17)

The BJ cartridge print head may be worn out.

 Determine if the problem is with the BJ cartridge print head (→ p. 12-7) and replace the BJ cartridge if necessary. (→ p. 12-11)

You may not have aligned the BJ cartridge print head after installing a new BJ cartridge.

Align the BJ cartridge print head. (→ p. 12-15)

■ Output appears jagged.

The resolution selected via the printer driver may be Draft.

• → MultiPASS Suite User's Guide

■ Fonts do not print as smoothly rounded characters.

For the following, → *MultiPASS Suite User's Guide*:

- -Bitmapped fonts designed for dot matrix printers do not print smoothly rounded characters when used with high resolution printers like the MultiPASS.
- -Certain MS fonts, such as MS Serif, will print jagged.

■ Output is faint.

You may be using Draft print quality.

• → MultiPASS Suite User's Guide

■ Printing takes too long.

You may be using Fine mode.

• → MultiPASS Suite User's Guide

■ The printout contains blurred or smudged ink.

The print media you are using may not be supported by the MultiPASS.

 \bullet Make sure you are using the recommended print media. (\rightarrow p. 5-2)

You may be printing on the wrong side of the paper.

• Some papers have a "right" side for printing. If the print quality is not as clear as you would like it to be, try turning the paper over and printing on the other side.

13-16 Troubleshooting Chapter 13

■ The print side is rubbed and stained.

The paper thickness lever is not set correctly.

Color Printing and Color Copying Problems

■ The MultiPASS prints only in black. (You are printing from an application that supports color printing but your output is black ink only.)

The BJ cartridge or tanks may not be installed properly.

Make sure the BJ cartridge and tanks are installed properly. (→ p. 2-13)

The BJ cartridge print head may need cleaning.

Refer to the flow chart (→ p. 12-8) and clean the BJ cartridge print head if necessary.
 (→ p. 12-10)

For the following, → *MultiPASS Suite User's Guide*:

- -The MultiPASS printer driver may not be selected.
- The application you are using may not support color printing.

■ Colors are broken or uneven.

For the following, → *MultiPASS Suite User's Guide*:

- -The print mode may be wrong.
- -If you are printing a thin line with a nonprimary color, your software may be telling the MultiPASS to place a color every other dot, with a space in between.

■ Colors print incorrectly.

For the following, → *MultiPASS Suite User's Guide*:

- -The MultiPASS printer driver may not be selected.
- -The printer driver may not be selecting the right media.

Some colors are impossible to match exactly, though the MultiPASS is designed to come as close as possible.

■ Colors are missing.

The BJ cartridge print head may need cleaning.

Refer to the flow chart (→ p. 12-8) and clean the BJ cartridge print head if necessary.
 (→ p. 12-10)

■ Colors in a line are uneven or different from previous lines.

The print settings may not be the best for the images you are printing.

- → MultiPASS Suite User's Guide
- Experiment with different settings and different types of paper.

■ Hue changes.

The nozzles on the BJ cartridge print head may be clogged.

Refer to the flow chart (→ p. 12-8) and clean the BJ cartridge print head if necessary.
 (→ p. 12-10)

One or more BJ tanks in the installed BJ cartridge may be empty.

Check for an error message in the LCD (→ p. 13-5) and replace if necessary.
 (→ p. 12-17)

■ Blue looks like purple.

Blue prints out as purple because of the difference in color technology used by the screen and the MultiPASS; the screen uses RGB (Red, Green, Blue) color and the MultiPASS uses CMYK (Cyan, Magenta, Yellow, Black) color. Due to the technology differences, when cyan and magenta are mixed together, blue prints dark blue or purple compared to the screen.

• → MultiPASS Suite User's Guide

■ Color images are missing some detail.

Check to see if your MultiPASS printer driver is set to Plain Paper, Color Mode, and Halftoning is set to Diffusion.

• → MultiPASS Suite User's Guide

Paper Feeding Problems

■ Paper does not load.

The multi-purpose tray may contain too many sheets.

Make sure the paper stack in the multi-purpose tray is below the paper limit mark (►).
 (→ p. 2-17)

Paper may not be loaded correctly.

 Make sure the paper stack is loaded properly in the multi-purpose tray, and that the paper guide is adjusted correctly. (→ p. 2-17)

■ Paper is loaded skewed. (Printing is skewed.)

Paper may not be loaded correctly.

- Make sure the paper stack is loaded properly in the multi-purpose tray, and that the paper guide is adjusted correctly. (→ p. 2-17)
- Make sure the right edge of the paper stack is aligned with the right side of the multipurpose tray and the paper guide is aligned with the left edge of the stack. (→ p. 2-19)
- Make sure the paper exit path is clear.

13-18 Troubleshooting Chapter 13

■ Multiple sheets load into the MultiPASS at the same time.

Paper may not be loaded correctly.

 Make sure the paper stack is loaded properly in the multi-purpose tray, and that the paper guide is adjusted correctly. (→ p. 2-17)

Sheets of paper may be sticking together.

 Be sure to fan the paper stack before loading it in the multi-purpose tray. This keeps the sheets of paper from sticking together. (→ p. 2-19)

The multi-purpose tray may contain too many sheets.

- Make sure the paper stack in the multi-purpose tray is below the paper limit mark (►).
 (→ p. 2-17)
- Do not exceed the maximum loading capacity of the multi-purpose tray. (→ p. 5-2)
- Do not force the paper stack into the multi-purpose tray.

Different types of paper may be loaded in the multi-purpose tray.

- Load only one type of paper.
- Make sure you load paper that meets the paper requirements for the MultiPASS.
 (→ Chapter 5, Paper Handling)

■ Transparencies or back print film do not feed correctly.

The transparencies or back print film may not be loaded correctly.

Make sure they are loaded properly (→ p. 2-17). Do not load more than 30 transparencies or 10 back print film sheets in the multi-purpose tray.

■ Repeated paper jams occur.

The paper you are using may be causing the jams.

- Be sure to fan the paper stack before loading it in the multi-purpose tray. This keeps the sheets of paper from sticking together. (→ p. 2-19)
- Check that the paper you are using and your printing environment are within the specifications of the unit. (→ Chapter 5, *Paper Handling*)

■ Envelopes do not load.

Envelopes may not be loaded correctly.

Make sure the envelopes are loaded properly (→ p. 5-7). Do not load more than 10 envelopes in the multi-purpose tray.

You may need to choose the envelope setting in your printer driver.

→ MultiPASS Suite User's Guide

The envelopes you are using may not meet the requirements for the MultiPASS.

• Envelopes must be U.S. Commercial No. 10 or European DL envelopes. (→ p. 5-4)

Faxing Problems

Sending Problems

■ You cannot send a fax.

The MultiPASS may have overheated.

 Unplug the MultiPASS and let it cool for several minutes. Then plug it back in and try sending again.

The MultiPASS may not be set for the type of telephone line in use (pulse/tone).

If you have a pulse line, make sure the MultiPASS is set for pulse dialing. (→ p. 3-9)

The document may not have been loaded correctly into the ADF.

- Remove the document, stack it if necessary, and load it into the ADF correctly.
 (→ p. 4-3)
- Check that the document feed lever is set for the type of document you are sending.
 (→ p. 4-2)
- Make sure the operation panel is closed.

The one-touch speed dialing button or coded speed dialing code you entered may not be registered for the feature you want to use.

 Check the one-touch speed dialing button or coded speed dialing code and make sure it is registered correctly. (→ Chapter 6, Speed Dialing)

You dialed or have been provided with an incorrect number.

• Dial the number again, or check that you have the correct number.

The other party's fax machine may be out of paper.

• Call the other party and ask them to make sure paper is loaded in their fax machine.

You may have sent a document in color to a fax machine that does not support color faxing.

 If you attempt to send a color document to a fax machine that does not support color faxing, the document will not be sent and the LCD will display TRY AGAIN IN B&W.
 Try sending again in black & white. Alternatively, you can enable the COLOR DIRECT TX setting (→ p. 14-5) that converts color faxes to black & white if the other party's fax machine does not support color faxing.

There may be other documents being sent from memory.

Allow time for those documents to finish sending.

An error may have occurred during sending.

Print an Activity Report and check for an error. (→ p. 11-3)

The telephone line may not be working properly.

 Make sure there is a dial tone when you press Hook or when you lift the handset of the telephone connected to the MultiPASS. If there is not dial tone, contact your local telephone company.

13-20 Troubleshooting Chapter 13

The receiving fax machine may not be a G3 fax machine.

• Make sure the receiving fax machine is compatible with the MultiPASS (which is a G3 fax machine).

■ Images on received faxes from the MultiPASS are spotted or dirty.

The receiving fax machine may not be working properly.

 Check the MultiPASS by making a copy (→ p. 10-2). If the copy is clear, the problem may be in the receiving fax machine.

The document may not have been loaded correctly into the ADF.

Remove the document, stack it if necessary, and load it into the ADF correctly.
 (→ p. 4-3)

■ Cannot send using Error Correction Mode (ECM).

The other party's fax machine may not support ECM.

• Some fax machines do not support ECM. If the other party's fax machine does not support ECM, then the document is sent in normal mode without error checking.

ECM may be disabled.

Make sure ECM is on. (→ ECM TX, p. 14-5)

■ Errors occur frequently while sending.

The telephone lines may be in poor condition, or you may have a bad connection.

Lower the transmission speed. (→ TX START SPEED, p. 14-7)

Receiving Problems

■ Cannot receive a fax automatically.

The MultiPASS may not be set to receive automatically.

 For the MultiPASS to receive faxes automatically, the receive mode must be set to FAX ONLY MODE, Fax/Tel Mode, ANS.MACHINE MODE, or DRPD (→ Chapter 8, Receiving Faxes). If you have set ANS.MACHINE MODE, confirm that an answering machine is connected to the MultiPASS and that it is turned on with an outgoing message properly recorded. (→ p. 8-9)

The MultiPASS may have a document stored in memory.

• Print out any documents stored in memory. (→ pp. 7-16, 8-15, 8-17)

The MultiPASS Suite may have received the fax.

• → MultiPASS Suite User's Guide

An error may have occurred during reception.

• Check the LCD for an error message. (→ p. 13-5)

Print an Activity Report and check for an error. (→ p. 11-3)

The multi-purpose tray may be empty.

Make sure paper is loaded in the multi-purpose tray. (→ p. 2-17)

The telephone line may not be connected properly.

Make sure all line connections are secure. (→ p. 2-6)

■ The MultiPASS does not switch automatically between telephone and fax reception.

The MultiPASS may not be set to switch automatically between telephone and fax reception.

For the MultiPASS to switch automatically, the receive mode must be set to Fax/Tel Mode, ANS.MACHINE MODE, or DRPD (→ Chapter 8, Receiving Faxes). If you have set ANS.MACHINE MODE, confirm that an answering machine is connected to the MultiPASS and that it is turned on with an outgoing message properly recorded. (→ p. 8-9)

An error may have occurred during reception.

- Check the LCD for an error message. (→ p. 13-5)
- Print an Activity Report and check for an error. (→ p. 11-3)

The multi-purpose tray may be empty.

• Make sure paper is loaded in the multi-purpose tray. (\rightarrow p. 2-17)

The sending fax machine may not send the CNG signal that tells the MultiPASS that the incoming signal is a fax.

Some fax machines cannot send the CNG signal that tells your MultiPASS the
incoming call is from a fax machine. In such cases, you will have to receive the fax
manually. (→ p. 8-6)

■ Cannot receive a document manually.

You may have disconnected the call by pressing Start or dialing the remote receiving ID after hanging up the handset of the telephone.

• Always press **Start** or dial the remote receiving ID *before* hanging up the handset. Otherwise you will disconnect the call.

■ Print quality is poor.

You may not be using the correct type of paper.

Make sure you load paper that meets the paper requirements for the MultiPASS.
 (→ Chapter 5, Paper Handling)

The BJ cartridge print head may need cleaning.

Refer to the flow chart (→ p. 12-8) and clean the BJ cartridge print head if necessary.
 (→ p. 12-10)

The sending fax machine may not be functioning properly.

 The sending fax machine usually determines the fax's quality. Call the sender and have them make sure the top cover and scanning glass of their fax machine are clean.

Error Correction Mode (ECM) may be disabled.

Make sure ECM is on. (→ ECM RX, p. 14-6)

13-22 Troubleshooting Chapter 13

■ Faxes do not print.

The protective tape may not be removed from the BJ cartridge.

Be sure to remove the protective tape from the BJ cartridge before you install it.
 (→ p. 2-15)

The BJ cartridge or tanks may not be installed properly.

Make sure the BJ cartridge and tanks are installed properly. (→ p. 2-13)

The BJ cartridge print head may need cleaning.

Refer to the flow chart (→ p. 12-8) and clean the BJ cartridge print head if necessary.
 (→ p. 12-10)

The BJ cartridge or tanks may need to be replaced.

 Determine if the problem is with the BJ cartridge or tanks (→ p. 12-7), and replace if necessary. (→ pp. 12-11, 12-17)

■ Fax images print blotched or uneven.

The telephone lines may be in poor condition, or you may have a bad connection.

• Error Correction Mode (ECM) sending/receiving should eliminate such problems. However, if the telephone lines are in poor condition, you may have to try again.

The sending fax machine may not be functioning properly.

• The sending fax machine usually determines the fax's quality. Call the sender and have them make sure the top cover and scanning glass of their fax machine are clean.

■ Cannot receive using Error Correction Mode (ECM).

The other party's fax machine may not support ECM.

• Some fax machines do not support ECM. If the other party's fax machine does not support ECM, then the document is received in normal mode without error checking.

ECM may be disabled.

Make sure ECM is on. (→ ECM RX, p. 14-6)

■ Errors occur frequently while receiving.

The telephone lines may be in poor condition, or you may have a bad connection.

• Lower the reception speed. (→ RX START SPEED, p. 14-7)

The sending fax machine may not be functioning properly.

• Call the sender and have them check that their fax machine is functioning properly.

Telephone Problems

■ You cannot dial.

The telephone line may not be connected properly.

Make sure all line connections are secure. (→ p. 2-6)

The power cord may not be plugged in securely.

Check that the power cord is plugged securely into the MultiPASS and into the wall
outlet (→ p. 2-8). If the unit is plugged into a power strip, make sure the power strip is
plugged in and turned on.

The MultiPASS may not be set for the type of telephone line in use (pulse/tone).

If you have a pulse line, make sure the MultiPASS is set for pulse dialing. (→ p. 3-9)

■ The telephone disconnects while you are talking.

The power cord may not be plugged in securely.

Check that the power cord is plugged securely into the MultiPASS and into the wall
outlet (→ p. 2-8). If the unit is plugged into a power strip, make sure the power strip is
plugged in and turned on.

Copying Problems

■ The MultiPASS will not make a copy.

One or more BJ tanks in the installed BJ cartridge may be empty.

Check for an error message in the LCD (→ p. 13-5) and replace if necessary.
 (→ p. 12-17)

You may be trying to make copies with the incorrect BJ cartridge installed in the MultiPASS.

- The MultiPASS cannot make copies in color while the Black BJ cartridge is installed.
 Replace the BJ cartridge with the Color BJ cartridge. (→ p. 12-11)
- If you have disabled the PHOTO INK PRINT setting (→ p. 14-7), you will be unable
 to make black & white copies with the Photo BJ cartridge. Replace the Photo BJ
 cartridge with the Color or Black BJ cartridge. Alternatively, enable the PHOTO INK
 PRINT setting. (→ p. 14-7)

The handset of the telephone may be off hook.

• Make sure the handset is seated properly in its cradle.

The document may not have been loaded correctly into the ADF.

- Remove the document, stack it if necessary, and load it into the ADF correctly.
 (→ p. 4-3)
- Check that the document feed lever is set for the type of document you are copying.
 (→ p. 4-2)
- Make sure the operation panel is closed.

13-24 Troubleshooting Chapter 13

The BJ cartridge or tanks may not be installed properly.

Make sure the BJ cartridge and tanks are installed properly. (→ p. 2-13)

The MultiPASS may not be operating properly.

• Print the nozzle check pattern. (→ p. 12-9)

■ MEMORY FULL appears in the LCD when making multiple copies.

The MultiPASS' memory is full.

 Print or delete any documents stored in memory (→ pp. 7-16, 7-18, 8-15, 8-17) to free up space in the MultiPASS' memory, then start again.

The document you are copying may have too many graphics.

• If multiple pages are being copied, separate the pages into smaller stacks. If not, make the desired number of copies one at a time as needed.

General Problems

■ The MultiPASS has no power.

The power cord may not be plugged in securely.

 Check that the power cord is plugged securely into the MultiPASS and into the wall outlet (→ p. 2-8). If the unit is plugged into a power strip, make sure the power strip is plugged in and turned on.

The power cord may not be supplying power.

• Check the power cord by substituting with another, or by using a voltmeter to test it for continuity.

■ The MultiPASS will not print reports.

The Black BJ tank of the installed BJ cartridge may be empty.

Check for an error message in the LCD (→ p. 13-5), and replace if necessary.
 (→ p. 12-17)

The Photo BJ cartridge is installed in the MultiPASS and the PHOTO INK PRINT setting is disabled.

If you have disabled the PHOTO INK PRINT setting (→ p. 14-7), you cannot print
reports with the Photo BJ cartridge. Replace the Photo BJ cartridge with the Color or
Black BJ cartridge. Alternatively, enable the PHOTO INK PRINT setting. (→ p. 14-7)

■ Nothing appears in the LCD.

The power cord may not be plugged in securely.

Check that the power cord is plugged securely into the MultiPASS and into the wall
outlet (→ p. 2-8). If the unit is plugged into a power strip, make sure the power strip is
plugged in and turned on. If the LCD remains blank, unplug the unit, wait five
seconds, then plug it in again.

Chapter 13 Troubleshooting 13-25

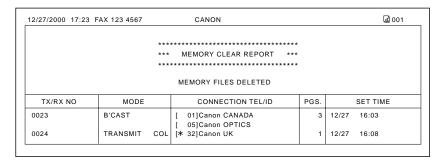
If the Power Goes Out

If power is suddenly lost due to an outage or accidental unplugging, a built-in battery retains the user data settings and the speed dialing settings. However, any sent or received documents stored in memory will be lost.

During a power failure, functions are limited as follows:

- You cannot make telephone calls.
- You cannot send, receive, or copy documents.
- You can only use the MultiPASS to receive voice calls if you connected a telephone to your unit.

When power is restored to the MultiPASS, the unit will automatically print a list of documents that were stored in memory at the time of the power failure.





If there is no paper in the multi-purpose tray when power is restored, the LCD displays LOAD PAPER. If this happens, press **Resume** to return to standby mode. (The Memory Clear Report will not be printed.)

13-26 Troubleshooting Chapter 13

Settings

Chapter 14 Summary of Settings

This chapter explains how to access the different menus of your MultiPASS, and contains tables of all the settings you can adjust through the menu system of your MultiPASS.

Understanding the Menu System	14-2
Accessing the Menus	14-2
User Settings Menu	
Report Settings Menu	14-4
TX (Transmission) Settings Menu	
RX (Reception) Settings Menu	14-6
Printer Settings Menu	14-7
System Settings Menu	14-7

Chapter 14 Summary of Settings 14-1

Understanding the Menu System

The MultiPASS menu system allows you to customize the way your unit operates. It consists of six menus, each containing settings that control different functions of your MultiPASS.

If your MultiPASS is connected to a PC, we recommend you use the MultiPASS Suite to adjust settings. (\rightarrow p. 3-2)

Accessing the Menus

Follow this procedure to access the different menus:

- 1 Press .
- 2 Press Data Registration

DATA REGSTRATION

3 Press ^{Set} .

USER SETTINGS

RX SETTINGS

- 4 Use $\stackrel{08}{\checkmark}$ or $\stackrel{02}{\frown}$ to select the menu you want.
 - You can select from the following:
 - -USER SETTINGS (→ p. 14-3)
 - -REPORT SETTINGS (→ p. 14-4)
 - -TX SETTINGS (→ p. 14-5)
 - -RX SETTINGS (→ p. 14-6)
 - -PRINTER SETTINGS (→ p. 14-7)
 - -SYSTEM SETTINGS (→ p. 14-7)
- Press to access the settings under the menu you selected.

ECM RX

- 6 Refer to the appropriate table (→ following pages) and use these guidelines to select and register settings:
 - \blacksquare Use \vee or \wedge to move through the settings.
 - To register a setting or access sub-settings, press Set.
 - To return to a previous level, press Data Registration.
 - In order for your settings to be registered, be sure to press
 Set after making a selection or entering information.
 - If at any stage you wish to return to standby mode, press Stop.
 - If you pause for more than 60 seconds while accessing a menu, the unit will automatically return to standby mode.
- 7 When you are finished, press to return to standby mode.

Ex: 12/27 FaxTel

User Settings Menu

For details on accessing the settings below, \rightarrow p. 14-2.

Setting	Description	Sub-Settings
DATE & TIME	Sets the current date. (→ p. 3-7)	_
UNIT TELEPHONE #	Enters the fax/telephone number you want to appear at the top of each fax page you send. (→ p. 3-7)	-
UNIT NAME	Enters the name or company name you want to appear at the top of each fax page you send. (\rightarrow p. 3-7)	_
TX TERMINAL ID	Sets the options for the identification header (TTI).	_
TTI POSITION	Selects the position for the identification header (TTI) that appears on every page you send.* (→ p. 3-6) OUTSIDE IMAGE: TTI positioned outside the image area. INSIDE IMAGE: TTI positioned inside the image area.	OUTSIDE IMAGE/ INSIDE IMAGE
TELEPHONE # MARK	Selects the prefix for the identification header (TTI) fax or telephone number. (\rightarrow p. 3-6)	FAX/TEL
SCAN CONTRAST	Selects the scanning contrast. (→ p. 7-4) STANDARD: Select for normal documents. DARKER: Select for light documents. LIGHTER: Select for dark documents.	STANDARD/ DARKER/ LIGHTER
OFFHOOK ALARM	Enables/disables the off hook alarm. This alarm alerts you that the handset of the telephone is not seated properly in its cradle.	ON/OFF
VOLUME CONTROL	Sets the options for the MultiPASS sounds.	_
CALLING VOLUME	Selects the volume of the ring produced when the MultiPASS detects a voice call.	1/ 2 /3
KEYPAD VOLUME	Selects the volume of the keypad touch beep. (To turn off the sound, select O.)	0/1/ 2 /3
ALARM VOLUME	Selects the volume of the error alarm sound. (To turn off the sound, select 0.)	0/1/ 2 /3
LINE MONITOR VOL	Selects the volume of the line monitor (sound during dialing). (To turn off the sound, select 0.)	0/1/ 2 /3
RX CALL LEVEL	Selects the volume of incoming calls.	HIGH/STANDARD
TEL LINE TYPE	Selects the dialing method the MultiPASS uses to match the telephone line type you have. (\rightarrow p. 3-9)	TOUCH TONE/ ROTARY PULSE

(Default settings are shown in **bold** type.)

Chapter 14 Summary of Settings 14-3

^{*} Can only be adjusted for black & white transmissions. For color transmissions, the TTI information is positioned inside the image area.

Report Settings Menu

For details on accessing the settings below, \rightarrow p. 14-2.

Setting	Description	Sub-Settings
TX REPORT	Enables/disables automatic printing of a transmission report. (→ p. 11-4) PRINT ERROR ONLY: Prints a transmission report only when a transmission error occurs. OUTPUT YES: Prints a transmission report every time you send a document. OUTPUT NO: No transmission report is printed.	PRINT ERROR ONLY/ OUTPUT YES/ OUTPUT NO
PRINT WITH IMAGE	If you select PRINT ERROR ONLY or OUTPUT YES above, enables/disables printing of the first page of the fax with the transmission report. (Black & white faxes only.)	ON/OFF
RX REPORT	Enables/disables automatic printing of a reception report. (→ p. 11-5) OUTPUT NO: No reception report is printed. PRINT ERROR ONLY: Prints a reception report only when a reception error occurs. OUTPUT YES: Prints a reception report every time you receive a document.	OUTPUT NO/ PRINT ERROR ONLY/ OUTPUT YES
ACTIVITY REPORT	Sets the Activity Report option. (→ p. 11-3)	_
AUTO PRINT	Enables/disables automatic printing of the Activity Report after every 20 transactions.	ON/OFF

TX (Transmission) Settings Menu

For details on accessing the settings below, \rightarrow p. 14-2.

Setting	Description	Sub-Settings
ECM TX	Enables/disables Error Correction Mode (ECM) during transmission.	ON/OFF
MID PAUSE SET	Selects the length of the pause entered when you press Redial/Pause.	2 SEC (1 to 15)
AUTO REDIAL	Enables/disables automatic redialing if the other party's line is busy on the first attempt. (\rightarrow p. 7-10)	ON/OFF
REDIAL TIMES	Selects the number of redial attempts.*	2 TIMES (1 to 10)
REDIAL INTERVAL	Selects the period of time between redial attempts.	2 MIN. (2 to 99)
TIME OUT	Enables/disables automatic scanning of documents after the fax number is entered. ON: Scanning begins automatically five seconds after entering the fax number (10 seconds if sending to multiple destinations). OFF: Scanning does not start automatically. (You need to press Start to begin scanning.)	ON/OFF
COLOR DIRECT TX	Enables/disables sending of color documents to fax machines that do not have color faxing capability. (The document is converted to black & white.) OFF: Color documents cannot be sent to fax machines that do not support color faxing. ON: Color documents can be sent to fax machines that do not support color faxing. (The document is converted to black & white.)	OFF/ON

(Default settings are shown in \boldsymbol{bold} type.)

Chapter 14 Summary of Settings 14-5

^{*} Even if the MultiPASS is set to redial several times, it will redial only once if there is no tone or there is a ring back tone during the first attempt.

RX (Reception) Settings Menu

For details on accessing the settings below, \rightarrow p. 14-2.

Setting	Description	Sub-Settings
ECM RX	Enables/disables Error Correction Mode (ECM) during reception.	ON/OFF
RX MODE	Selects the receive mode. (→ Chapter 8, <i>Receiving Faxes</i>)	FAX/TEL AUTO SW/
	If you select FAX/TEL AUTO SW or DRPD, you can select additional sub-settings. (→ pp. 8-4, 8-10)	FAX ONLY MODE/ DRPD
INCOMING RING	When the MultiPASS is set to FAX ONLY MODE or FAX/TEL AUTO SW, enables/disables ringing when the MultiPASS receives a call.*	OFF/ON
RING COUNT	Selects the number of incoming rings before the MultiPASS answers.	2 TIMES (1 to 99)
MAN/AUTO SWITCH	When the MultiPASS is set to MANUAL MODE, determines if the MultiPASS switches to fax receive mode after it rings for a specified time.	OFF/ON
F/T RING TIME	If you select ON above, selects the length of time the MultiPASS rings before switching to fax receive mode.	15 SEC (1 to 99)
REMOTE RX	Enables/disables remote receiving.	ON/OFF
REMOTE RX ID	If you select ON above, selects the remote receiving ID.	25 (00 to 99)
MEMORY RX	Enables/disables memory reception of a document (e.g. when an error occurs).	ON/OFF
COLOR RX	Enables/disables color fax reception. (→ p. 8-16)	ON/OFF

(Default settings are shown in **bold** type.)

^{*} Even if you have set INCOMING RING to ON, the MultiPASS will only ring if you have connected a telephone to your unit.

Printer Settings Menu

For details on accessing the settings below, \rightarrow p. 14-2.

Setting	Description	Sub-Settings
RX REDUCTION	Enables/disables reduction of faxes to fit on the recording paper.	ON/OFF
REDUCE DIMENSION	Selects the direction of the reduction.	VERTICAL ONLY/ HORIZ & VERTICAL
PAPER SIZE	Selects the size of the paper loaded in the multi- purpose tray.	LTR/LGL/A4
BOTTOM MARGIN	Selects the length of the bottom margin for color copying and color reception. (→ p. 10-4)	NORMAL/ SMALLER
PHOTO INK PRINT	Enables/disables printing of received faxes, documents in memory, reports, and black & white copying with the Photo BJ cartridge.	ON/OFF

System Settings Menu

For details on accessing the settings below, \rightarrow p. 14-2.

Setting	Description	Sub-Settings
DATE SETUP	Selects the date format displayed in the LCD and printed on the faxes you send.	MM/DD/YYYY DD/MM YYYY YYYY MM/DD
DISPLAY LANGUAGE	Selects the language of the LCD messages.	ENGLISH/ FRENCH/ SPANISH
TX START SPEED	Selects the speed at which the MultiPASS starts transmitting. Select a lower speed if you have difficulties connecting over long distance or noisy lines.	33600bps / 14400bps/ 9600bps/ 7200bps/ 4800bps/ 2400bps
RX START SPEED	Selects the speed at which the MultiPASS starts receiving. Select a lower speed if you have difficulties connecting over long distance or noisy lines.	33600bps / 14400bps/ 9600bps/ 7200bps/ 4800bps/ 2400bps

(Default settings are shown in **bold** type.)

14-8 Summary of Settings Chapter 14

Appendix Specifications

The MultiPASS specifications are listed in this Appendix.

General Specifications	A-2
Printer	A-3
BJ Cartridges	A-4
Facsimile	
Telephone	A-5
Copier	
Scanner	

Appendix Specifications A-1

General Specifications

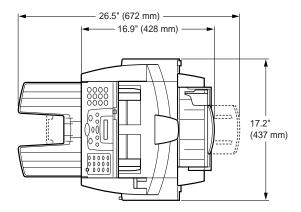
• Power Source: 120 V/60 Hz

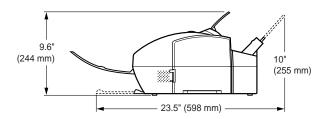
• Power Consumption

Maximum: Approx. 39.6 W Standby: Approx. 5.8 W

• Weight: 14.6 lb./6.6 kg (With components attached)

• Dimensions (W \times D \times H):





Environmental Conditions

Temperature: $50^{\circ}-90.5^{\circ}F$ ($10^{\circ}-32.5^{\circ}C$)

Humidity: 20%–85%

• Liquid Crystal Display (LCD): 16×1

• Display Languages: English/French/Spanish

Applicable Standards

Electrical Safety: UL, C-UL

Radiation: FCC Part 15 Class B IC

PTT: FCC Part 68 IC

Other: Energy Star compliant

A-2 Specifications Appendix

Printer

Printing Method: Bubble Jet ink on-demand

Paper Handling: Automatic feed

Multi-Purpose Tray Capacity: → p. 5-2
 Print Media Size: → p. 5-2

Recommended Print Media

Glossy Photo Paper: Canon Glossy Photo Paper GP-301

Banner Paper: Canon Banner Paper

High Resolution Paper: Canon High Resolution Paper HR-101S/HR-101N*

Bubble Jet Paper: Canon Bubble Jet Paper LC-301
Back Print Film: Canon Back Print Film BF-102

High Gloss Photo Film: Canon High Gloss Photo Film HG-201

Transparencies: Canon Transparencies CF-102
Glossy Photo Cards: Canon Glossy Photo Cards FM-101

Envelopes: U.S. Commercial No. 10,

European DL

• Print Media Weight: 17 to 30 lb. (64 to 105 g/m²)

Print Speed**

Color Printing With Color

BJ Cartridge: Fast: Up to 4 pages/minute

Black Printing With Color

BJ Cartridge: Fast: Up to 6 pages/minute

Black Printing With Optional

BC-30e Black BJ Cartridge: Fast: Up to 9 pages/minute

• Maximum Print Width: 8 in. (203.2 mm)

• Resolution: 1440 (horizontal) × 720 (vertical) dpi

• Printable Areas: → p. 5-3

Appendix Specifications A-3

^{*}The Canon High Resolution Paper HR-101N will be released in the near future.

^{**} High speed draft mode.

BJ Cartridges

• Color BJ Cartridge

(BC-33e)

Nozzles: 48 per color

Ink Colors: Black, cyan, magenta, yellow

Cartridge Yield*: Approx. 300 sheets (at 7.5% coverage per color)

Print Head Life: 3000 pages

Photo BJ Cartridge

(BC-34e)

Nozzles: 48 per color

Ink Colors: Photo Black, photo cyan, photo magenta, yellow

Cartridge Yield**: Approx. 300 sheets

Print Head Life: 3000 pages

Black BJ Cartridge

(BC-30e)

Nozzles: 160 Ink Color: Black

Cartridge Yield***: Approx. 500 sheets

Print Head Life: 5000 pages

Facsimile

Applicable Line: Public Switched Telephone Network (PSTN)

• Compatibility: G3

• Data Compressing System: MH, MR, MMR, JBIG, JPEG

Modem Type:
 Fax modem

• Modern Speed: 33600/14400/9600/7200/4800/2400 bps

Automatic fallback

• Transmission Speed

Black & White: Approx. 3 seconds/page[†] at 33.6 Kbps, ECM-MMR,

transmitting from memory

Color: Approx. 1 minute/page^{††} at 33.6 Kbps, ECM-JPEG,

transmitting from memory

Scanning Image Processing: – UHQ™ (Ultra High Quality) image enhancement

Halftones: 64 levels of grayDensity adjustment: 3 levels

A-4 Specifications Appendix

^{*}Based on the number of sheets per BJ tank over the printable area on plain paper.

^{**} Based on Canon Multi Drop Head Standard Chart.

^{***} Based on ITU-T No. 1 Chart.

[†]Based on ITU-T No. 1 Chart, standard mode.

^{**}Based on the ITU-T Chart#1 (MMR/standard mode) at 33.6 Kbps modem speed when transmitting to another v.34 fax machine. The Public Switched Telephone Network (PSTN) currently supports 28.8 Kbps modem speeds or lower, depending on telephone line conditions..

Transmission/Reception Memory: − 6.67 MB DRAM, MR storage

Up to 80* pagesUp to 30 documents

- LCD displays memory used

- Direct transmission when memory full

Fax Scanning Speed:
 5.8 seconds/page*

• ADF: → p. 4-2

Fax Resolution

Black & White Standard Mode: 203 pels/in. \times 98 lines/in. (8 pels/mm \times 3.85 lines/mm) Black & White Fine Mode: 203 pels/in. \times 196 lines/in. (8 pels/mm \times 7.7 lines/mm)

Color Standard Mode: 200×200 dpi Color Fine Mode: 200×200 dpi

• Dialing: – Automatic dialing:

One-touch speed dialing (12 destinations)
Coded speed dialing (100 destinations)
Group dialing (Maximum: 111 destinations)
Regular dialing (with numeric buttons)

Regular dialing (with numeric buttons)

Automatic redialingManual redialingPause button

Networking:
 Sequential broadcast (up to 113 destinations)

Automatic receptionNon-ring receptionECM deactivation

- DRPD (Distinctive Ring Pattern Detection)

Report/Reference

Activity Report (up to 20 transactions)

Non-delivery report

- TTI (Transmit Terminal Identification)

Telephone

Connection:
 - Telephone/answering machine (CNG detecting)

signal)/data modem

Features: – Automatic Fax/Tel switchover

DRPD (Distinctive Ring Pattern Detection)

Remote reception by telephoneRemote receiving ID (Default: 25)

Tone buttonPause buttonRedial button

Appendix Specifications A-5

^{*}Based on ITU-T No. 1 Chart, standard mode.

Copier

Scanning Resolution

B&W TEXT: $360 \times 360 \text{ dpi}$

B&W PHOTO: 360×360 dpi with halftoneCOLOR DRAFT: 180×180 dpi, full colorPLAIN PAPER: 360×360 dpi, full colorHIGH. RES. PAPER: 360×360 dpi, full colorCOLOR SNAPSHOT: 360×360 dpi, full color

Black & White Direct Copy: 360 × 360 dpi

Black & White Memory Copy: 203 pels/in. \times 196 lines/in.

(8 pels/mm \times 7.71 lines/mm)

• Printing Resolution: 360 × 360 dpi

• ADF: → p. 4-2

• Default Size: 100%

• Reduction: 70%, 80%, 90%

Enlargement: 150%, 200% (COLOR SNAPSHOT mode only)

Copy Speed

Black & White Copy: Letter size: Approx. 3 pages/minute

Color Copy: – COLOR DRAFT mode, letter size:

Approx. 30 seconds/page

PLAIN PAPER mode, letter size:
 Approx. 210 seconds/page

- HIGH RES. PAPER mode. letter size:

Approx. 305 seconds/page

- COLOR SNAPSHOT mode. 4 × 6 in.:

Approx. 120 seconds/page

No. of Copies

Black & White: Maximum 99 copies

Color: 1 copy

A-6 Specifications Appendix

Scanner

• Scanning Method: Solid-state electronic scanning by contact image sensor

3611

Scanning Image Processing

Halftones: 256 levels of gray Color: 16,777,216 colors

• ADF: → p. 4-2

• Resolution: 600 × 600 dpi

• Effective Scanning Width: 8.4 in. (214 mm)

• Compatibility: TWAIN

Scanning Speed

B&W Text (30-150 dpi): 5.4 seconds/page B&W Text (151-300 dpi): 10.9 seconds/page B&W Text (301-600 dpi): 21.7 seconds/page Grayscale (30–150 dpi): 5.4 seconds/page Grayscale (151–300 dpi): 10.9 seconds/page Grayscale (301–600 dpi): 21.7 seconds/page Color (30-150 dpi): 16.3 seconds/page Color (151-300 dpi): 32.6 seconds/page Color (301-600 dpi): 65.2 seconds/page

• Scanned Area: → p. 4-3

Appendix Specifications A-7

A-8 Specifications Appendix

Glossary

AC

Alternating current. The type of electrical current available from a wall outlet.

Activity Report

A journal of the MultiPASS' fax transactions, both sent and received.

ADF

Automatic Document Feeder. The device included in the MultiPASS that automatically feeds the document being faxed, copied, or scanned into the MultiPASS.

Application program

Software prepared for a specific function or set of functions. Examples include word-processing programs and the MultiPASS Suite. Developers who make application programs include drivers that support different types of printers.

Auto FAX/TEL switching

See Fax/Tel switching.

Automatic dialing

Dialing fax or telephone numbers by using a shortcut of pressing one or three buttons. To use automatic dialing, you must register the numbers. See also *One-touch speed dialing*, *Coded speed dialing*, and *Group dialing*.

Automatic image reduction

The MultiPASS can print the date, time, name or company name, and a fax/telephone number at the top of the faxes it receives. To prevent this information from crowding the faxed image on the page and possibly lengthening the fax, the MultiPASS automatically reduces the size of the image on the page.

Automatic redialing

When the receiving fax machine is busy, the MultiPASS waits a specified time and then automatically redials the number. You define the number of times the unit redials and the length of time between redialings.

B

Bi-directional parallel interface port

An interface connection that is capable of both sending and receiving. For example, when you print or send a fax from your PC, data goes from your PC to the MultiPASS; when you scan or receive a fax into your PC, data goes from the MultiPASS to your PC.

Glossary G-1

BJ cartridge

The printing mechanism that contains the print head unit and holds the BJ tanks.

BJ tank

The special type of ink container housed by the BJ cartridge. The Color BJ cartridge contains four BJ tanks: Black, cyan, magenta, and yellow.

bps

Bits per second. Refers to the speed with which a fax machine sends and receives data.

Broadcasting

Transmitting documents to more than one destination.

Bubble Jet (BJ) printing

An ink jet type printer that heats the ink to a boiling point in a nozzle to form a bubble. When the bubble expands, there is no room left in the nozzle for the ink and the ink is projected onto paper.

C

CCITT/ITU-TS

Formerly known as CCITT, Consultative Committee for International Telegraph and Telephone. CCITT has been replaced by ITU-TS (International Telecommunications Union-Telecommunications Sector), a committee created to set international standards for telecommunications.

Centronics®

An interface standard for parallel data transmission. The interface on the MultiPASS is a Centronics®-type parallel interface.

CNG

Stands for *Calling Signal*. This is a signal sent by fax machines to identify the call as a fax transmission. When the receiving fax machine detects this signal, it automatically starts receiving the fax. The majority of fax machines in use today can send and detect CNG signals.

Coded speed dialing

An automatic dialing method that allows you to dial a fax or telephone number by pressing **Coded Dial** and a two-digit code using the numeric buttons.

cps

Characters per second. A unit of measurement that indicates the printer's speed.

Cursor

The underline symbol you see in the LCD when you register numbers and names in the MultiPASS.

Glossary

dB(A)

Stands for *decibel level* (a decibel being a unit of measurement for the intensity of the sound coming from the unit), adjusted for background noise.

Delayed sending

The ability to send a document at a preset time in the future. You do not have to be in your office to use delayed sending to one or more destinations. (You can only set up one delayed transmission at a time from the MultiPASS Suite.)

Dialing methods

Ways of pressing one or more buttons to access a number to connect to an outside party or fax machine. Dialing methods include one-touch, coded speed dialing, group dialing, and regular dialing.

Document

The sheet of paper containing the data that you send to, or receive from a unit.

dpi

Dots per inch. A unit of measurement for indicating a printer's resolution.

DRPD

Distinctive Ring Pattern Detection. Allows you to assign different ring patterns to distinguish voice and fax calls using your telephone company's special services.

Dual access (Multitasking)

Enables the MultiPASS to receive a fax (in memory), even if it is copying or printing a document. Also enables you to scan other faxes into memory, make copies, print reports, print documents, or register information while the MultiPASS sends a fax from memory.

E

ECM

Error Correction Mode. The ability of your MultiPASS to reduce system and line errors when sending or receiving from another fax machine with ECM capability. ECM is most effective in areas where the telephone lines are in poor condition or there is frequent interference on the line.

F

Factory default

The MultiPASS is preprogrammed in the factory with settings that we recommend. These are known as factory default settings. You can customize your MultiPASS by changing the factory default settings.

Glossary G-3

Fax/Tel switching

The ability of the MultiPASS to automatically detect whether a call is from a fax machine or telephone. With this feature, one telephone line can be shared by both the telephone and the fax machine.

FINE

The resolution setting for documents with very small characters and lines.

Font

A complete set of characters of the same size and type; a particular implementation of a typeface. For example, 12-point Courier bold.

Form feed

A printer function that automatically ejects the current page and advances the printer to the top of the next page.

G

G3, Group 3 fax machine

Defined by ITU-T. Uses encoding schemes to transmit image data while reducing the amount of data that needs to be transmitted, thus reducing transmission time. G3 fax machines can transmit one page in less than one minute. Encoding schemes for G3 fax machines are Modified Huffman (MH), Modified READ (MR), and Modified Modified READ (MMR).

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

Representing color in black & white as a result of different intensities of color. Different colors and intensities of colors appear as different shades of gray.

Group dialing

A dialing method that enables you to dial up to 111 registered one-touch speed dialing or coded speed dialing numbers together as a group. This means that you can press just one or three buttons to enter numbers when sending the same document to many destinations.

Halftone

Using this method, the MultiPASS produces shades of gray or of colors by mapping dots to be printed. For color printing, different colored dots of ink are placed closely together to create illusions of other colors.

G-4 Glossary

IEEE 1284

IEEE 1284 is the new specification standard for computer-to-peripheral bi-directional parallel interface communications. The new standard was adopted by IEEE, Institute of Electrical and Electronic Engineers, Inc., in 1993. Some of the benefits it provides are: bi-directional communication between PCs and peripheral devices, a higher speed data transfer rate, and protection against data loss due to noise interference.

Ink Jet printer

A nonimpact printer that ejects ink onto paper to form characters. The MultiPASS has a special type of ink jet printer built in called a Bubble Jet printer.

Intensity

The amount of color. More intense or more saturated colors are more pure. Less intense or less saturated colors are less vivid.

Interface port

The MultiPASS comes with one IEEE 1284, bi-directional parallel interface port, located at the back of the unit. You attach the parallel cable that connects your PC and the MultiPASS to this port.

ITU-T No. 1 Chart

A test chart, defined by ITU-TS, used to measure the transmission speed as well as the transmitting and receiving memory capacity of a fax machine.

ITU-TS

International Telecommunications Union-Telecommunications Sector. A committee created to set international standards for telecommunications.

Jack

The telephone receptacles on your wall and MultiPASS used to connect the MultiPASS to the telephone line and telephone, answering machine, or data modem.

Landscape orientation

Refers to printing across the length of the page (as opposed to portrait orientation, which is printing across the width of the page).

Line feed

A printer function that advances the paper one line.

Manual receiving

A method of receiving faxes in which you manually activate reception from the MultiPASS or from a telephone connected to the MultiPASS.

Glossary G-5

Manual redialing

When you use regular dialing, you can redial a number "manually" by simply pressing **Redial/Pause**. The last number dialed with the numeric buttons is the number redialed.

Memory broadcast

Allows you to send a scanned fax to as many as 113 destinations, using a combination of one-touch speed dialing, coded speed dialing, and regular dialing.

Memory sending

Scans a document into memory before the MultiPASS dials the number(s) and sends it. This method allows you to retrieve your document immediately after scanning.

Modem

A device that converts (MOdulates) digital data for transmission over telephone lines. At the receiving end, this device converts the modulated data (DEModulates) to digital format that the PC understands.

MultiPASS Suite software

Canon's exclusive software package that allows you to use the MultiPASS with your Windows® software applications. You must install the MultiPASS Suite to use your MultiPASS as a printer, scanner, and PC fax.

Noise

A term applied to a variety of problems that impair the operation of telephone lines used for faxing.

Noise level

See dB(A).

Numeric buttons

The round, numbered buttons on the operation panel marked the same as a standard telephone keypad. Press them to perform regular dialing. They are also used to enter numbers, letters, and symbols when registering numbers and names, and for entering two-digit codes for coded speed dialing.

Off-line

The printer's communication status in which you cannot transfer data from your PC to the printer.

On-line

The printer's communication status in which it is being controlled by your PC and is ready to receive data.

G-6 Glossary

One-touch speed dialing

An automatic dialing method that allows you to dial a fax or telephone number by pressing a single one-touch speed dialing button. The MultiPASS can store up to 12 numbers for one-touch speed dialing.

One-touch speed dialing buttons

The buttons numbered 01 to 12 on the operation panel, each of which may be registered with a fax or telephone number. Once a number is registered, you press one button to dial the entire number.

\blacksquare P

Page orientation

Refers to the direction of print on the page. Printing across the width of a page is called portrait orientation. Printing across the length of a page is called landscape orientation.

Pause

A timing entry required for registering certain overseas or long distance numbers and for dialing out through some telephone systems or switchboards. Pressing **Redial/Pause** enters a pause between or after digits of a fax/telephone number.

PC fax

An electronic way to send and receive faxes. A PC fax is sent from or received in a PC. Using the MultiPASS allows you to send and receive PC faxes and the MultiPASS Suite lets you save, sort, and print the PC faxes.

Photo

The document setting you use for sending or copying documents with intermediate tones, such as photographs.

Platen

The printer component that holds the paper in position during ink transfer.

Portrait orientation

Refers to printing across the width of the page (letter style). This is the opposite of landscape orientation, which is printing across the length of the page.

Print head

The printing mechanism of the BJ cartridge that contains print nozzles and ejects the ink for printing.

Print head capping

An automatic protection function that prevents the BJ cartridge print head from drying out or becoming clogged with dust.

Printable area

The area of a sheet of paper on which the MultiPASS can reproduce text or graphics (the printing area is smaller than the paper).

Glossary G-7

Printer driver

Software that sends printing instructions to a printer (in this case, the MultiPASS). The printer driver keeps track of the attributes of a printer and the codes the program must send to access those attributes.

Pulse

See Rotary pulse.



Quick-on-line sending

Quick-on-line sending is the easiest and quickest way to send a document. After a document is loaded into the ADF, the MultiPASS begins scanning the entire document into memory. As the first page of a multipage document is being scanned, your MultiPASS begins calling the other party, and transmits the information even as the remaining pages are being scanned.

R

RAM

Random Access Memory. Memory that is used for temporary storage of information such as: documents you want to print, scanned and received documents, and downloaded fonts.

Receiving

Receiving transmission is also defined as *RX* or *Reception*. This refers to how the MultiPASS receives a fax.

Reception

See Receiving.

Redialing-automatic

See Automatic redialing.

Redialing-manual

See Manual redialing.

Reduction mode

See Automatic image reduction.

Registering

A process by which you place fax or telephone numbers, names, and other information in the MultiPASS' memory.

Regular dialing

Pressing the individual numeric buttons to dial a fax or telephone number. Also known as Manual dialing.

Glossary

Remote receiving ID

The two-digit code that enables you to manually activate reception of a fax using a telephone connected to the MultiPASS. (The default code is 25.)

Remote reception

Activating reception of a fax by answering a telephone that is connected to the MultiPASS, but that is not located near the MultiPASS. You need to dial the remote receiving ID to start reception of a fax.

Report

A document printed by the MultiPASS containing information about the faxes it has sent or received.

Resolution

The density of dots for any given output device. Expressed in terms of dots per inch (dpi). Low resolution causes font characters and graphics to have a jagged appearance. Higher resolution means smoother curves and angles, as well as a better match to traditional typeface designs. Resolution values are represented by horizontal data and vertical data, for example, 360×360 dpi.

Rotary pulse

A telephone dialing system where a dial is rotated to send pulses to the telephone switching system. When you pulse dial, you hear clicks. When you touch-tone dial, the most common dialing system, you hear tones.

RX

See Receiving.



Scanning contrast

A setting that darkens or lightens the scanning of documents.

Sender ID

Information printed at the top of a fax (also called *TTI* or *Transmit Terminal ID*). This data appears only if the sending fax machine has been programmed with the information.

Sending

Sending transmission is also defined by *TX* or *Transmit*. A fax document that has been scanned by a fax machine and sent over telephone lines, in the form of electrical pulses, to another fax machine is a sending transmission. The MultiPASS also allows you to send a black & white document directly from your PC (PC faxing).

Sending speed

The rate at which faxes are transmitted through the telephone line. See also bps.

Glossary G-9

Smoothing mode

A printer mode in which the printer enhances the horizontal resolution of black ink.

STANDARD

A document setting for sending normal typewritten or printed documents containing only text and no drawings, photographs, or illustrations.

Standby

The mode in which the MultiPASS is on and ready to use. All operations start from standby mode when the LCD displays the date and reception mode.

IT

Timed sending

See Delayed sending.

Tone/pulse setting

The ability to set the MultiPASS to match the telephone dialing system your telephone line uses: touch-tone or rotary pulse.

Transaction number

A unique number assigned to each document sent (TX NO.) or each fax received (RX NO.) by the MultiPASS and used to identify that particular fax.

Transmit

See Sending.

TTI

Transmit Terminal ID. See Sender ID.

TWAIN

An industry standard that allows you to input image data directly from a scanner or other input device. Because your MultiPASS supports TWAIN, you can use the scanning features of the MultiPASS with any Windows® application that also supports TWAIN.

TX

See Sending.

UHQ™

Ultra High Quality. An exclusive Canon digital image processing system that incorporates 64 shades of gray along with a special edge enhancement feature which ensures that text and photos are transmitted with ultimate clarity.

USB port

This port, located at the back of the MultiPASS, is for connecting the MultiPASS to your PC. Connect a USB cable to the USB ports on the MultiPASS and PC.

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