

Canon MultiPASS F80/F60

MultiPASS™ Suite for Windows
Version 4.2
Software User's Guide

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Chapter 1

Introduction

Welcome and congratulations on your purchase of the Canon MultiPASS F80/F60 (also referred to in this guide as the printer) and its accompanying MultiPASS Suite for Windows.

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

- ❑ **Printing a document**
Print a document from any Windows application that supports printing. Define and customize print settings that affect the output of your printed documents.
- ❑ **Faxing a document (F80 only)**
Fax a document from your PC, attaching a predefined fax cover page as needed. Receive faxes directly into your PC.
- ❑ **Scanning an image**
Scan documents, photographs, and other images into your PC.
- ❑ **Viewing and managing your document**
View and manage a document that has been faxed or scanned to your PC.
- ❑ **Defining printer settings (F80 only)**
From your PC, define settings that affect fax operations of your printer.

System Requirements

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

- ❑ **Windows Operating System**
Microsoft Windows 98, Windows Me, Windows 2000, or Windows XP
- ❑ **Other Software**
Internet Explorer 4.01 or later
- ❑ **Computer Processor**
Windows 98: An IBM or compatible computer with a Pentium 90 processor or higher

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

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

Windows XP: An IBM or compatible computer with a Pentium 233 processor. A Pentium 300 processor or higher is recommended.
- ❑ **Memory**
Windows 98/Me: 32 megabytes (MB) of RAM. 64 MB of RAM or more is recommended.

Windows 2000/XP: 64 megabytes (MB) of RAM. 128 MB of RAM or more is recommended.
- ❑ **Hard Disk Space**
60 MB of available hard disk space. 150 MB of available hard disk space is recommended.
- ❑ **Disk Drive**
CD-ROM drive, or access to one over a network connection
- ❑ **Monitor**
256-color SVGA monitor or greater
- ❑ **Printer Cable**
A USB cable 16.4 feet (5 meters) in length or shorter.

About This Guide

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

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

Conventions Used in This Guide

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

Italicized text	Used to stress the importance of a word or phrase, or to refer to the title of another guide. For example: You <i>cannot</i> access the dialog box.... -or- ...the <i>MultiPASS Suite User's Guide</i>
Text in quotation marks	Used to refer to the title of a section within the guide. For example: ...the "Installing the Software" section....
Click, double-click	Use of the word click or double-click provides instructions for selecting or choosing a command or option, generally with a mouse. For example: Click OK to continue.

Monospaced text	Used for commands you might type when installing the software, or system messages that may display on your screen. For example: A: \SETUP
Capitalization	Used for all the key words in the name or title of an option on the screen. For example: In the dialog box, click Image Type to set....

Other User Assistance

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

- ❑ **Online Help**
Provides information online about a window or dialog box, and step-by-step instructions for performing MultiPASS Suite tasks.
- ❑ **Setup Sheet**
Read this sheet first!
This sheet includes instructions for setting up your machine and getting it ready for use. *Follow all steps in this sheet before using your machine.*
- ❑ **Basic Guide**
After following instructions in the Setup Sheet, we recommend you read this guide to familiarize yourself with basic operation of all functions of your machine. For detailed instructions or for advanced functions, you will be referred to either the PDF Software Guide or the PDF Comprehensive Guide described in the following page.

❑ **Comprehensive Guide**

This guide, included as a PDF file in the MultiPASS Suite software CD-ROM, includes comprehensive instructions on functions that can be performed directly from your machine. Refer to this guide if you are looking for in-depth instructions not included in the Basic Guide, or if you want to learn more about advanced features of your machine.

Chapter 2

Installing and Getting Started

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

- ❑ **Printer Driver**
Enables you to print in any Windows application that supports printing.
- ❑ **Fax Driver (F80 only)**
Enables you to send a PC fax from any Windows application that supports printing.
- ❑ **Scan Driver**
If you are using Windows 98/Me or 2000, ScanGear for MultiPASS will be installed. If you are using Windows XP, both the WIA Driver and ScanGear for MultiPASS will be installed.
 - ScanGear for MultiPASS (Windows 98/Me/2000/XP)
Enables you to scan an image into your PC when you use Windows 98/Me/2000/XP.
 - WIA Driver (Windows XP)
Enables you to scan an image into your PC when you use Windows XP.
- ❑ **My MultiPASS**
Enables you to store and manage your MultiPASS documents in folders on your PC.
- ❑ **MultiPASS Viewer**
Enables you to view your documents stored in My MultiPASS.
- ❑ **MultiPASS Status Monitor**
Tracks the activity occurring through the port to which the printer is connected. The Status Monitor can be set to start automatically each time you start Windows.

❑ **MultiPASS Toolbar**

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



If you are using Windows 2000/XP, MPService (MultiPASS Service) is automatically created and must be running for jobs to be processed with the MultiPASS Suite and the printer. MPService starts automatically when you start your computer, even if you have not yet logged into Windows. If you log off Windows and leave the computer on, MPService continues to run, to process any MultiPASS jobs.

Installing the MultiPASS Suite

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

MultiPASS Suite 4.1 or earlier must be removed from your PC before installing MultiPASS Suite 4.2.

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



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

If you are using Windows 98/Me/2000:

See “A) To install the MultiPASS Suite (Windows 98/Me/2000):” for instructions for installing the MultiPASS Suite.

If you are using Windows XP:

See “B) To install the MultiPASS Suite (Windows XP):” for instructions for installing the MultiPASS Suite.

A) To install the MultiPASS Suite (Windows 98/Me/2000):

1. Turn on the printer, but *do not connect* the printer to your PC until prompted.
2. Switch on your PC and when the New Hardware Found, Update Device Driver Wizard, or Add New Hardware Wizard appears, click Cancel. Then quit any applications (including virus checkers) that are currently running.
3. Insert the installation disk into your disk drive.

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

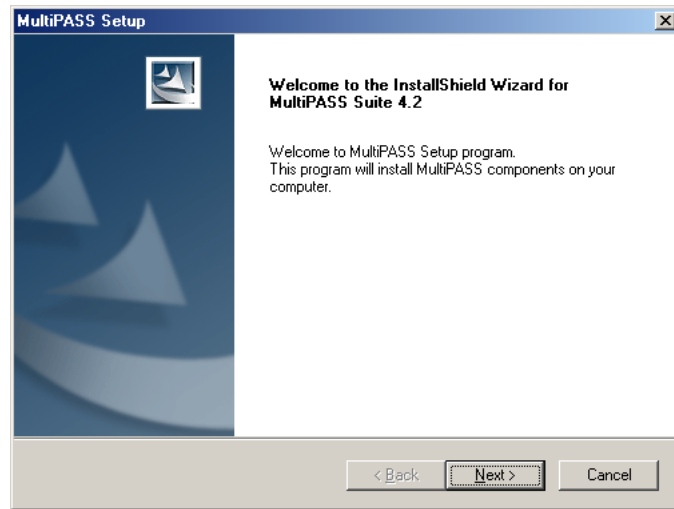
4. If AutoRun is enabled, the installation starts automatically.

If the CD-ROM does not run automatically, double-click My Computer in the Windows screen, double-click the CD-ROM icon, then double-click “csplash” or “csplash.exe”.

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

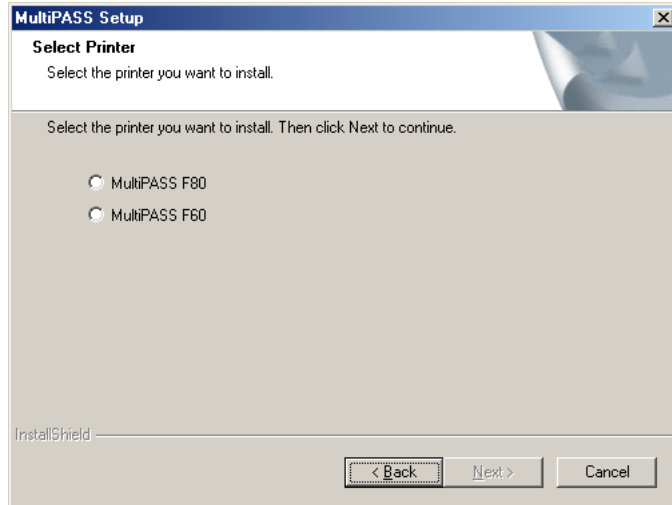


6. On the welcome screen, click Next.

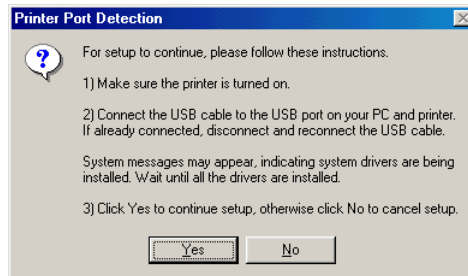


Follow the on-screen instructions.

7. Read the License Agreement. If you agree to the terms, click Yes. If you do not agree, click No. You will not be allowed to continue the installation process.
8. When prompted, click your printer model, and click Next.



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



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

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

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

B) To install the MultiPASS Suite (Windows XP):

1. Turn on the printer, but *do not connect* the printer to your PC until prompted.
2. Switch on your PC and when the New Hardware Found, Update Device Driver Wizard, or Add New Hardware Wizard appears, click Cancel. Then quit any applications (including virus checkers) that are currently running.
3. Insert the installation disk into your disk drive.

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

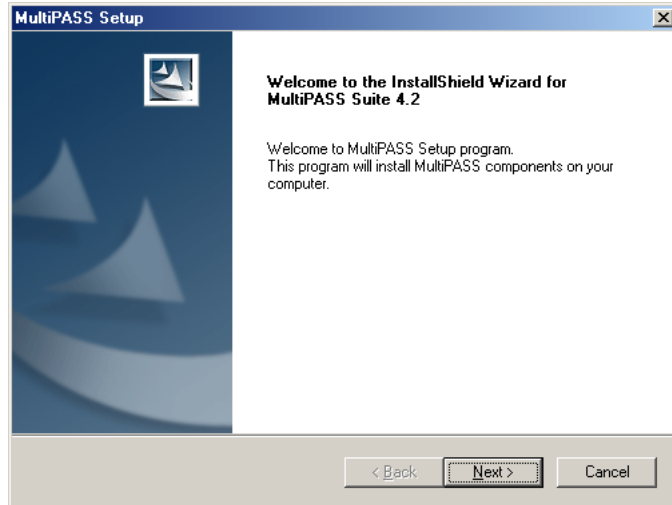
4. If AutoRun is enabled, the installation starts automatically.

If the CD-ROM does not run automatically, double-click My Computer in the Windows screen, double-click the CD-ROM icon, then double-click "csplash" or "csplash.exe".

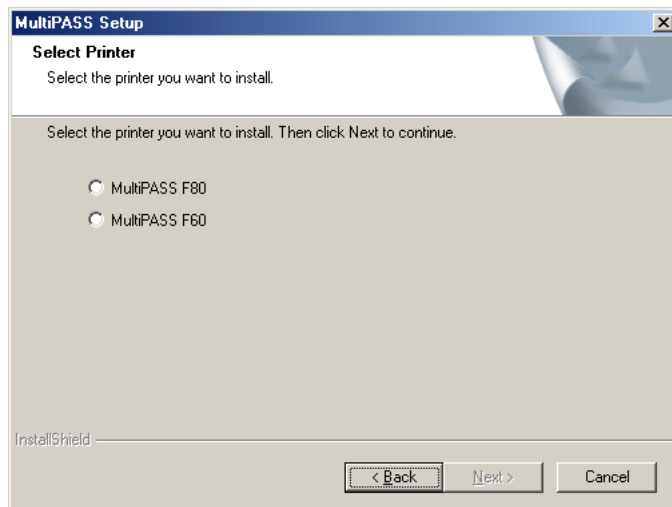
5. When the main menu appears, click Install MultiPASS Suite.



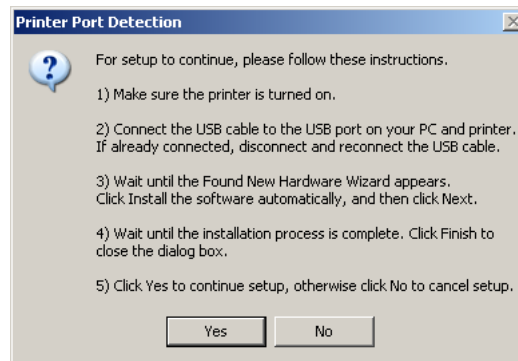
6. On the welcome screen, click Next.



7. Read the License Agreement. If you agree to the terms, click Yes. If you do not agree, click No. You will not be allowed to continue the installation process.
8. When prompted, click your printer model, and click Next.



9. When prompted, connect your USB cable to the ports on your printer and PC. Then, wait until the Found New Hardware Wizard appears.



10. In the Found New Hardware Wizard dialog box, click Install the Software Automatically, and then click Next. Wait until the installation process is complete. Click Finish to close the dialog box. Then, in the Setup dialog box, click Yes to continue. Follow the on-screen instructions to complete the installation.

If you are installing over a network, click Install from a list or specific location and specify the following files and folders.

MultiPASS/USBDrv/Win2KXP/mp42uNT.INF

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

Setting the Default Printer

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

To set the default printer:

1. On the Windows desktop, click Start.
2. On the Start menu, point to Settings and then click Printers (in Windows XP, click Printers and Faxes on the Start menu).
3. In the Printers window (in Windows XP, the Printers and Faxes window), click the printer icon.
4. On the File menu, click Set As Default (Windows 98/Me) or Set as Default Printer (Windows 2000/XP).

Sharing the Printer Installation

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

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

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

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

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

To set up the printer for sharing:

1. On the MultiPASS server system, on the Windows desktop, click Start.
2. On the Start menu, point to Settings and then click Printers (in Windows XP, click Printers and Faxes on the Start menu).
3. In the Printers window (in Windows XP, the Printers and Faxes window), click the MultiPASS printer icon.
4. On the File menu, click Sharing.

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

5. In the Properties dialog box, on the Sharing tab, click Shared, Shared As, or Share this printer.
6. In the Share Name box (Windows 98/Me/XP) or Shared As box (Windows 2000), type a name you want to assign to the shared printer.

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

7. If your situation matches the following, set up an alternate or additional driver:
 - Windows 2000/XP server system sharing with Windows 98/Me client systems

For detailed instructions, see Appendix B in this guide. (P. 185)

8. In the Properties dialog box, click OK.

To install the printer driver on a client system:

1. On the server system, verify that the Status Monitor is running.
2. On the client system, on the Windows taskbar, click Start.
3. On the Start menu, point to Settings, and then click Printers (in Windows XP, click Printers and Faxes on the Start menu).
4. In the Printers window (in Windows XP, the Printers and Faxes window), double-click Add Printer (in Windows XP, click Add a printer).
5. Follow the on-screen instructions.

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



You cannot install the printer driver on a client system that has a previous version of the MultiPASS software (version 4.1 or earlier).

Understanding the My MultiPASS Folders

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

❑ **Outbox (F80 only)**

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

You can manage faxes in the Outbox using the MultiPASS menu commands. For more information about managing faxes in the Outbox, see Chapter 4, “PC Faxing (F80 only).” (P. 63)

❑ **Received Faxes (F80 only)**

The Received Faxes folder stores received PC faxes. Received PC faxes are assigned a unique name with a .mlj file name extension.

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

❑ **Scan to Save**

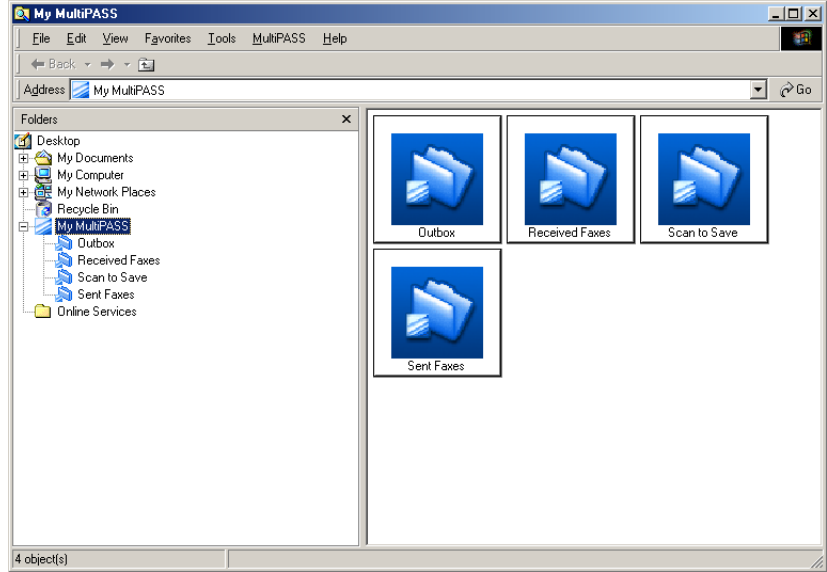
When the Save As button on the MultiPASS Toolbar is clicked on, the image is scanned from the computer and is usually stored in the My Pictures folder. The factory predefined setting is the My Pictures folder in My Documents.

If there is no My Pictures folder, the image will be stored in the My Documents folder. If there is no My Documents folder, it will be stored in this Scan to Save folder. Scanned documents are assigned a unique name with a file name extension such as .bmp, .tif, or .jpg according to the file format. If you have saved a picture and cannot find it you can search for it by the file name.

❑ **Sent Faxes (F80 only)**

After a PC fax is sent successfully, it moves from the Outbox into the Sent Faxes folder. Sent faxes in this folder are assigned a unique name with a .mlj file name extension.

Outbox, Received Faxes, and Sent Faxes folders: F80 only



The My MultiPASS folders work within Windows Explorer, and thus have a similar structure. However, only the system can place documents into these folders. In addition, you cannot delete, move, or rename these folders. The folders can only be deleted by uninstalling the MultiPASS Suite.

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

- You cannot copy a document in the Outbox folder.
- Documents always display as a list in the Outbox folder.

A document remains in a My MultiPASS folder until it is deleted by you or, additionally for the Outbox folder, moved by the system to the Sent Faxes folder.

To open My MultiPASS:

Do one of the following:

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

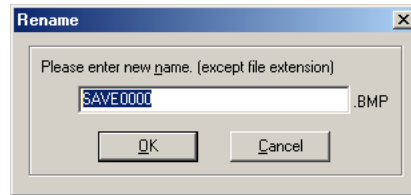


NOTE

When you open My MultiPASS, the MultiPASS menu appears on the menu bar.

To rename a document in a My MultiPASS folder:

1. In the My MultiPASS window, under My MultiPASS, click the desired folder (Received Faxes, Scan to Save, or Sent Faxes folder only).
2. Click the desired document.
3. On the File menu, click Rename.



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



NOTE

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

Reading photographs on the memory card

When you connect the printer, Removable Disk will appear in My Computer. This is the printer's memory card drive.

If a memory card used in a digital camera is inserted in the printer and you open the removable disk, you can open photographs on the memory card as well as copy them to the hard disk.

You do this in the same way as general files on the hard disk etc.

Chapter 3

Printing

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

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

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

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

To print a document:

1. With your document open in your Windows application, click the print command. (In most applications, the print command is on the File menu or toolbar.) To print your document with the current driver settings, click the print button on the toolbar.
2. In the Print dialog box, make sure the printer is selected in the Printer box.
3. Click the command to print your document (usually OK or Print).

Changing Print Settings

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

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

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

Print settings are changed in the printer's Properties dialog box. There are two methods of displaying the printer's Properties dialog box.

❑ Displaying from the Print dialog box when printing a document
When printing a document, click Properties in the Print dialog box. Changes made using this method will only be effective for the current print job.

❑ Displaying from the printer icon
On the Windows desktop click Start, point to Settings and click Printers. In the Printers window, right-click the printer icon, then click Properties. (If you are using Windows XP, click Start on the Windows desktop, then click Printers and Faxes. In the Printers and Faxes window, right-click the printer icon, then click Printing Preferences.)

Changes made using this method will be effective for all subsequent print jobs.

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

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

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

To change print settings using the Print Advisor:

1. In the Print dialog box when printing your document, click Properties.
2. In the Properties dialog box, on the Main tab, click Print Advisor.

3. Follow the on-screen instructions.

To change print settings manually:

1. In the Print dialog box when printing your document, click Properties.
2. In the Properties dialog box, on the appropriate tabs or dialog boxes, define your desired print settings.
3. If you are dissatisfied with your changes on a particular tab and want to revert to the default settings, click Defaults.
4. To accept your changes and close the dialog box, click OK.

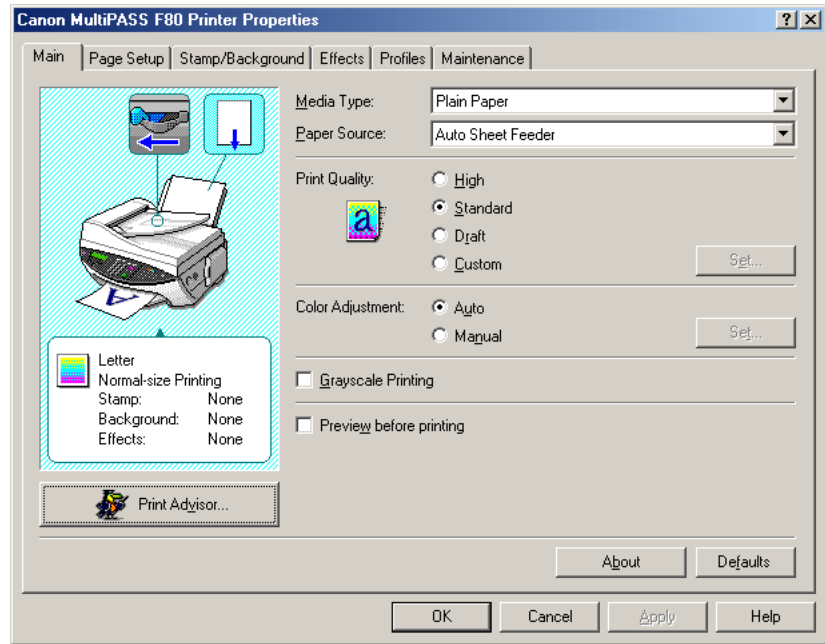
If available, to accept your changes while leaving the dialog box open, click Apply.

To cancel your changes and close the dialog box, click Cancel.

Defining Main Print Settings

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

To change settings on the Main tab:



- ❑ **Media Type**
Click the type of media you are printing to, such as plain paper.
- ❑ **Paper Source**
If a selection is available, click the source for feeding paper into your printer.
- ❑ **Print Quality**
Click the predefined print quality that best suits your document.
 - **High**
Click if you want to print your document with a higher print quality, which may print more slowly.
 - **Standard**
Click to print your document with average speed and quality.

- **Draft**
Click if you want to print your document quickly but with a lower print quality. This setting is ideal for longer documents and proofreading purposes.
- **Custom**
Click to set the print quality and halftoning individually. For details, see the “Setting a Custom Print Quality” section.
- ❑ **Color Adjustment**
Click the preferred method for adjusting the color in your document.
 - **Auto**
Click to have the printer driver automatically adjust the color.
 - **Manual**
Click to define the color adjustment manually. For details, see the “Setting a Custom Color Adjustment” section.
- ❑ **Grayscale Printing**
Click to print a black and white version of a color document.

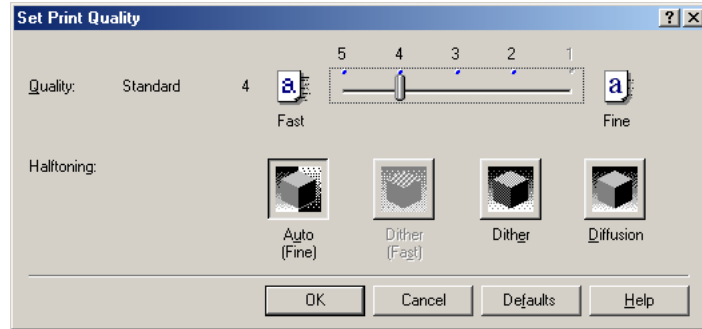
The printer picture illustrates the current settings.

- ❑ **Preview before printing**
You can display a preview of what you are going to print on your screen before you select to print it. Select Preview to display an example of what you are going to print.

Setting a Custom Print Quality

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

1. Under Print Quality, click Custom. Then, click Set.

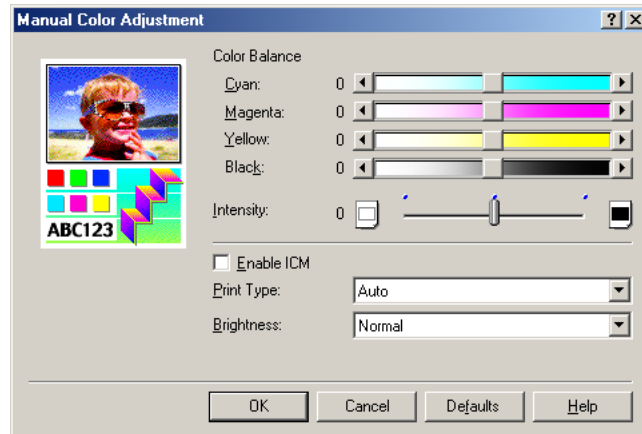


2. In the Set Print Quality dialog box, move the print quality slider to choose the best balance between printing speed and print quality.
3. Click the halftoning method:
 - Auto Fine (Auto in Windows 2000/XP)
Click to automatically change dithering and diffusion based on the characteristics of the image.
 - Auto Fast (Windows 98/Me)
When Quality is set to 5, Auto Fine changes to Auto Fast. Click to automatically change dithering and diffusion based on the characteristics of the image.
 - Dither and Dither Fast (Windows 98/Me), Dither (Windows 2000/XP)
Click to arrange image pixels in a fixed pattern to create halftones. This setting is suitable for business charts and graphics with well-defined color boundaries. Dither Fast prints at a higher speed after performing simple dithering.
 - Diffusion
Click to arrange image pixels randomly. This setting is suitable for photographs and graphics that require a finer color gradation.

Setting a Custom Color Adjustment

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

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

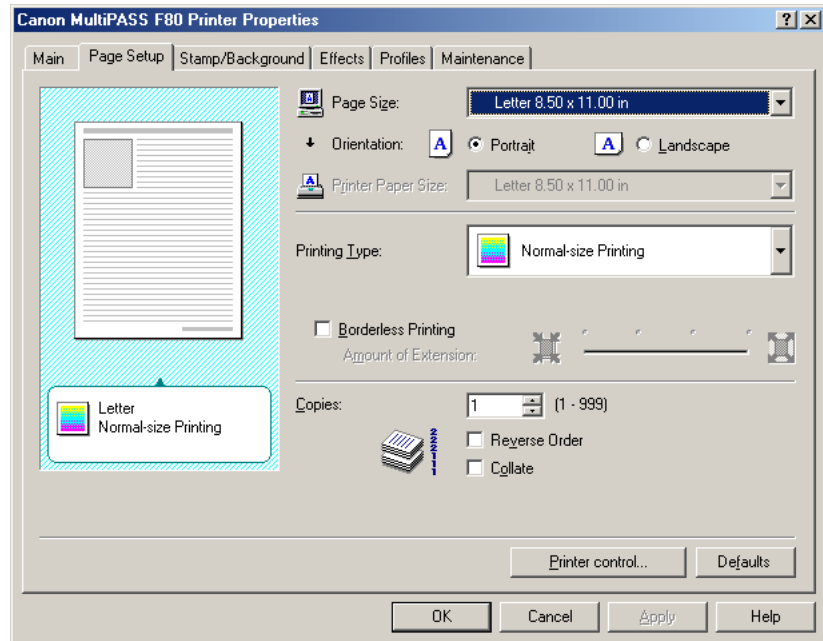


2. In the Manual Color Adjustment dialog box, move the color balance sliders to adjust the color balance and intensity.
3. Click Enable ICM (Image Color Management) to activate the color correction function built into Windows.
4. In the Print Type box, click the type of image you are printing.
5. In the Brightness box, click a level of brightness you prefer for your image.

Defining Page Settings

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

To change the settings on the Page Setup tab:



❑ Page Size

Click the size of the page you are printing, which matches the page size specified in the Windows application. To specify a custom size paper, click Custom or Custom Size. For details, see the “Defining a Custom Paper Size” section.

❑ **Orientation**

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

❑ **Printer Paper Size**

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

❑ **Printing Type**

Click the type of printing you want to use for your document.

- If your page size and printer paper size are different, click Fit-to-Page Printing to automatically print your document to fit the printer paper size.
- If you want to enlarge or reduce the printed document, click Scaled Printing.
- If you want to print more than one page on a single sheet of paper (for example, to conserve paper for reviewing the draft copy of a report), click Page Layout Printing.

See the “Printing More Than One Page on a Single Sheet” section for details.

- If you want to print your image as a poster, click Poster Printing. For details, see the “Printing a Poster” section.
- If you want to print your image or document as a banner, click Banner Printing. For details, see the “Printing a Banner” section. Banner Printing can be performed only when Plain Paper is selected under Media Type.

❑ **Scaling**

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

Borderless Printing

Click to make your data larger than the paper size and print over the entire surface of the paper with no white borders.

For borderless printing, use PR-101 and GP-301/GP-301N. For all other media types, the print quality may decrease.

If borderless printing is selected, it is not possible to set the following:

Printer Paper Size and Printing Type on the Page Setup tab, and all items on the Stamp/Background tab.

Amount of Extension

When you select Borderless Printing, the sections that extend beyond the paper are not printed because the image is enlarged to a size slightly larger than the paper size. You can use the slide bar to adjust how much the image extends beyond the paper. It is recommended that you normally set the slide bar to the right end. If you move the slide bar to the left to reduce the extension amount, a border may appear.

Copies

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

Reverse Order

If you are printing a multiple page document, click to print pages in sequence, starting with the last page. The result is the pages of the document are stacked in the proper order.

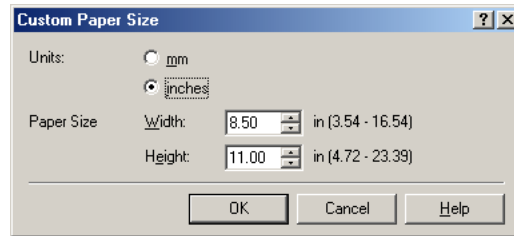
Collate

If you are printing multiple copies of a multiple page document, click to print all pages of the document before the next copy is printed. When not selected, each page is printed for the specified number of copies before the next page is printed.

Defining a Custom Paper Size

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

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

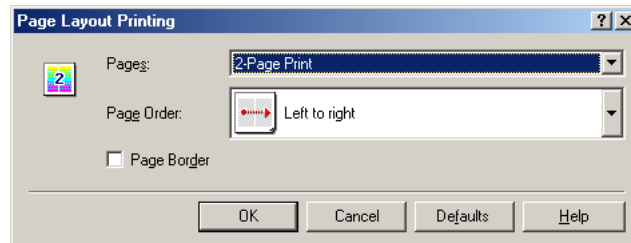


2. In the Custom Paper Size dialog box, click a unit of measure, and specify the width and height.

Printing More Than One Page on a Single Sheet

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

1. In the Printing Type box, click Page Layout Printing. Then, click Specify.

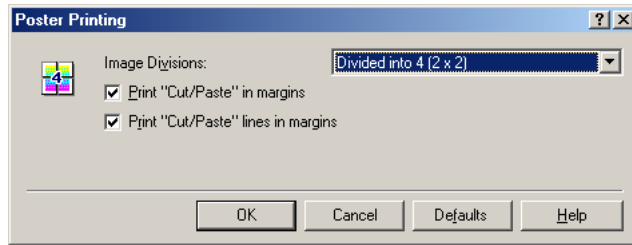


2. In the Page Layout Printing dialog box, in the Pages box, click the number of pages you want to print on a single sheet.
3. To rearrange the printing order of the pages, in the Page Order box, click the desired position.
4. To print a border around each page, click Page Border.

Printing a Poster

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

1. In the Printing Type box, click Poster Printing. Then, click Specify.



2. In the Poster Printing dialog box, under Image Divisions, click the number of pages on which to print the poster.
3. Click if you want the words “Cut” and “Paste,” cut lines, or both printed in the margins as guidelines.

Printing a Banner

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

- You can print a document as a banner on banner paper from two to six sheets in length.
- Banner printing consumes large quantities of ink. You will not be able to change an ink tank during printing, so check the ink supply before printing, and load a new ink tank if needed.

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

To prepare your printer for banner printing:

1. Cut the banner paper one sheet longer than the document requires.
2. Insert the banner paper into your printer. Make sure the printing surface faces up.
3. Gently hold the sheet in place until paper feeding starts.

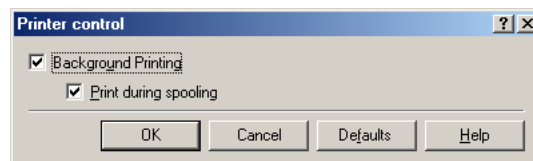
To set your banner printing options and print your banner:

1. In the Printing Type box, click Banner Printing.
2. If the banner printing message box appears, click OK.
3. In the Printer Properties dialog box, click OK.
4. In the Print dialog box click the print command (usually OK or Print). If you are prompted to accept your printing options, click OK.

Using Printer Control (Windows 98/Me only)

You can define settings that control certain print operations.

1. On the Page Setup tab, click Printer Control.



2. In the Printer Control dialog box, click Background Printing if you want printing to continue in the background while you process other work on your PC.
3. If you selected Background Printing, click Print During Spooling if you want printing to start while the document is being sent to the print queue. Otherwise, printing will not begin until the entire document is sent to the queue.

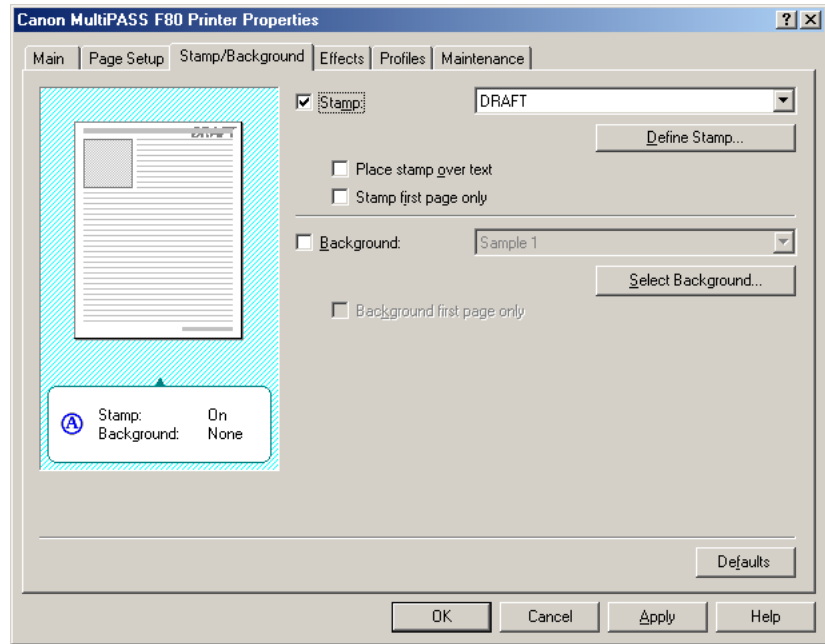
Using Stamps and Backgrounds

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

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

To use a stamp:

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



2. To print the stamp over the text in your document, click Place Stamp Over Text.

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

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

To use a background:

1. In the Printer Properties dialog box, on the Stamp/Background tab, click Background and then click a background in the list.
2. To print the background on the first page only, rather than all the pages, click Background First Page Only.

Creating or Changing a Stamp or Background

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

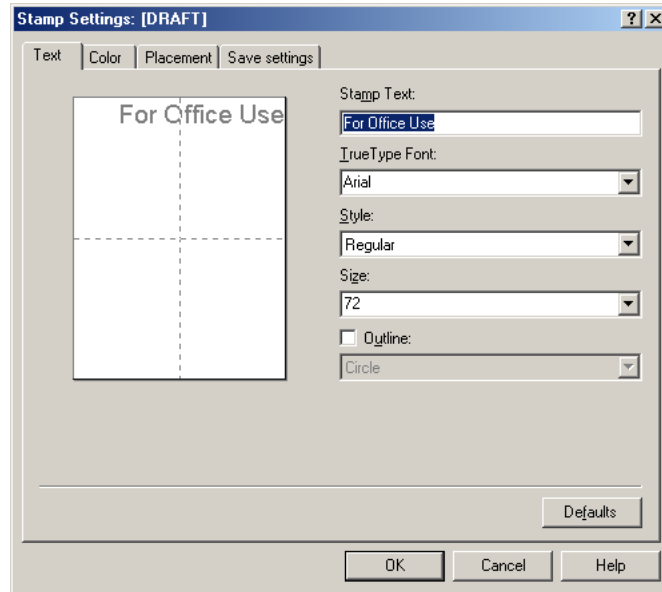
Once you select a background image from the factory-predefined list or by importing one, you can define the settings for the background.

To create or change a stamp:

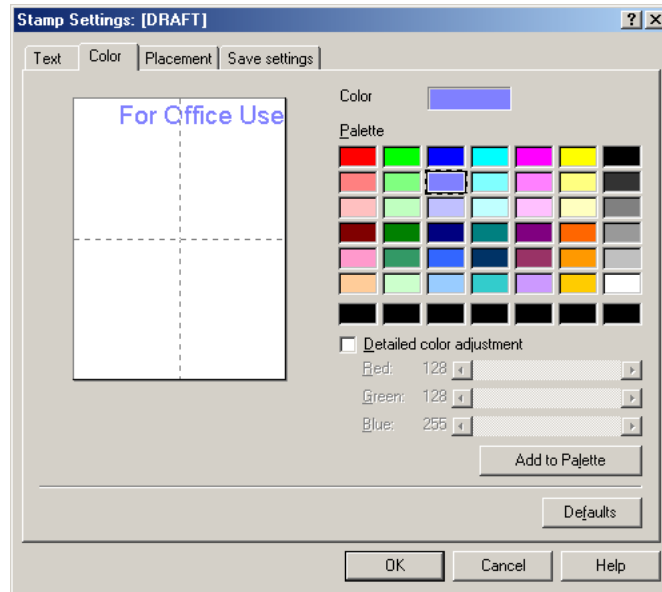
1. On the Stamp/Background tab, do one of the following:
 - To change an existing stamp, click Stamp and then click the name of the stamp in the list.
 - To create a new stamp, clear Stamp.
2. Click Define Stamp.
3. In the Stamp Settings Properties dialog box, on the appropriate tabs, set your desired options.

To define the text and color of a stamp (Windows 98/Me):

1. On the Text tab, enter the stamp text.



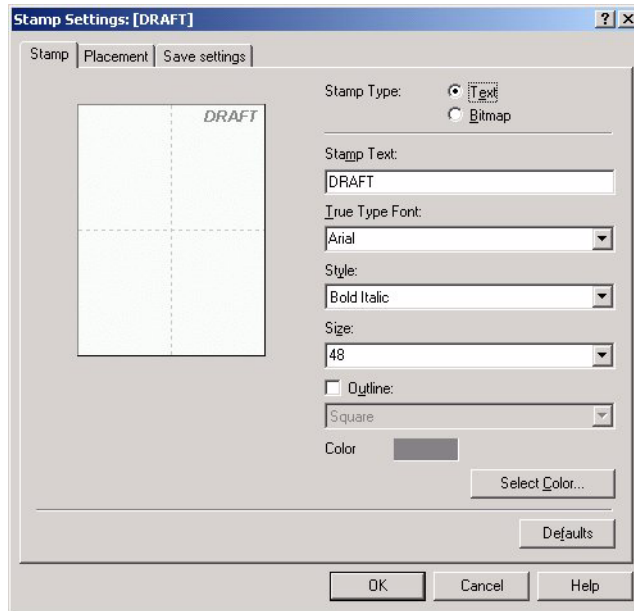
2. Specify the font characteristics, such as type, style, size, and outline.
3. On the Color tab, under Palette, click an available color shown in the palette.



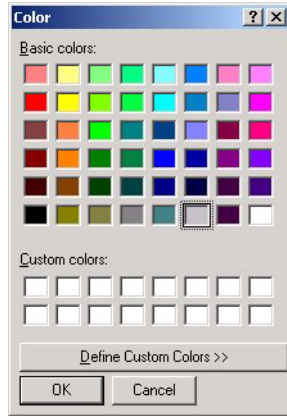
4. If you want to customize a stamp color, under Palette, click the color that is closest to your desired custom color. Then, click Detailed Color Adjustment.
5. Move the slider for each of the listed colors until you have reached the desired mix for your custom color.
6. If you want to save the custom color in the palette, click Add to Palette. The newly created color is added to the last row on the color palette. If the last row has been filled with custom colors you created previously, you can choose to replace the earliest existing custom color.

To define the text and color of a text stamp (Windows 2000/XP):

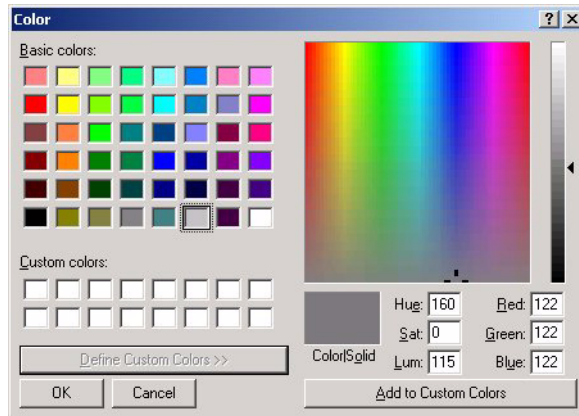
1. On the Stamp tab, click Text for the Stamp Type.



2. In the Stamp Text box, enter the stamp text.
3. Specify the font characteristics, such as font type, style, size and outline.
4. Click Select Color to change the color of your stamp text.



5. In the Color dialog box, under Basic Colors, click an available color.
6. If you want to customize a stamp color, under Basic Colors, click the color that is closest to your desired custom color. Then, click Define Custom Colors.

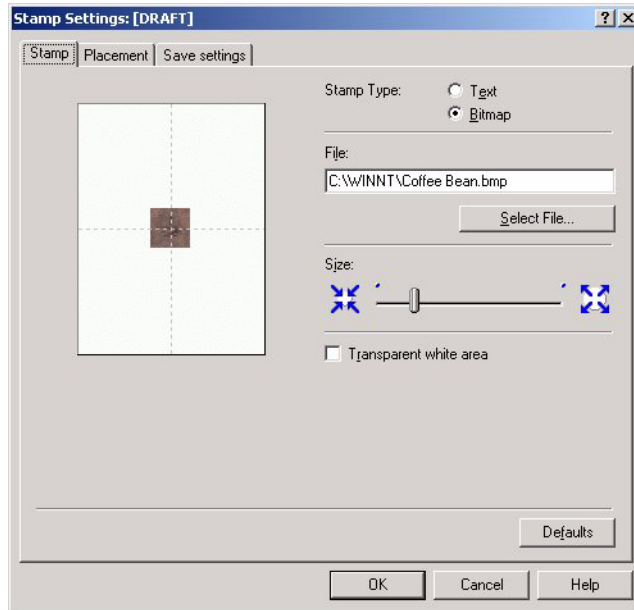


7. Move the slider, or enter the color values, until you have reached the desired mix for your custom color.

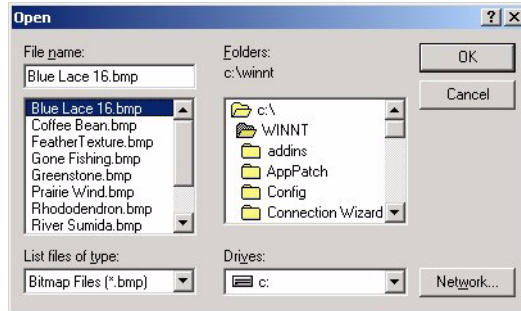
8. If you want to save the custom color in the Custom Colors palette, click Add to Custom Colors. The newly created color is added to the Custom Colors palette. If the Custom Colors palette is filled with custom colors you created previously, the earliest existing custom color is replaced.

To define the image for a graphic stamp (Windows 2000/XP):

1. On the Stamp tab, click Bitmap for the Stamp Type.



2. Click Select File.

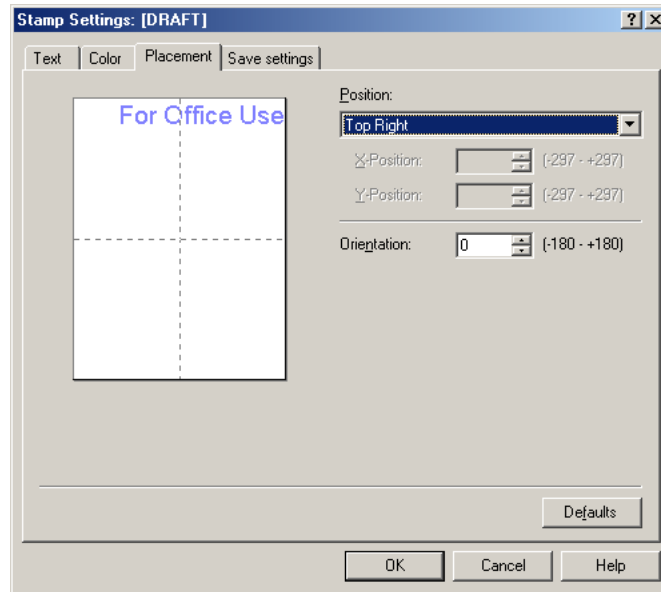


3. In the Open dialog box, specify the path and filename for your graphic. Then, click OK.
4. On the Stamp tab, move the Size slider to the left to decrease the size of the graphic, right to increase.
5. Click Transparent White Area to make the white areas in the graphic transparent.

To define the placement of a stamp:

On the Placement tab, specify the following settings:

Values for X-Position and Y-Position may vary with the operating system



❑ **Position**

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

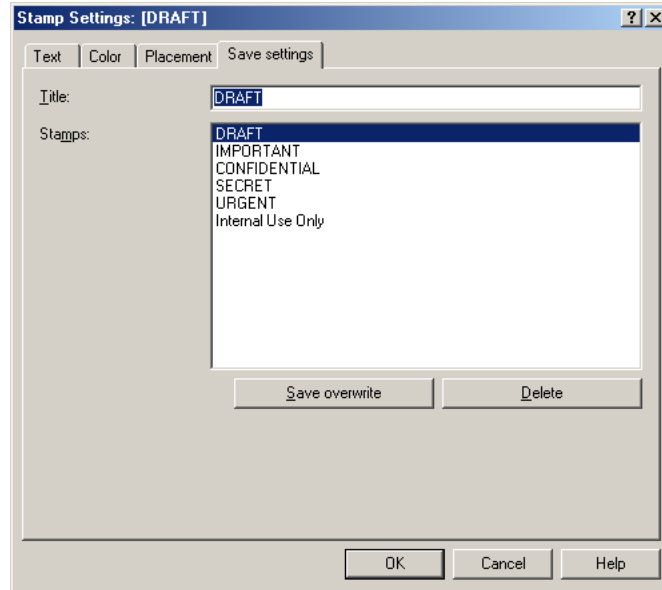
You can also click the stamp in the page illustration on the left and drag the stamp to the desired position on the page.

❑ **Orientation (Text Stamp)**

Click or type the number of degrees to specify the angle of rotation of your stamp. A negative number of degrees rotates the stamp clockwise. A positive number of degrees rotates the stamp counter clockwise.

To save a stamp:

1. On the Save Settings tab, in the Title box, enter a name for the stamp.



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

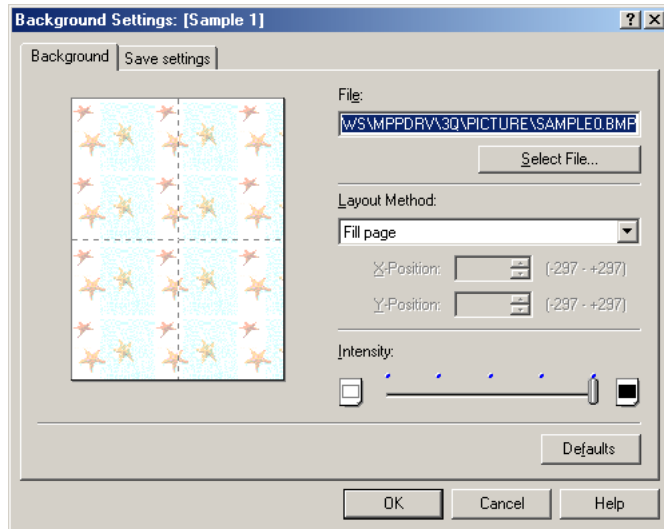
To delete a stamp:

1. On the Save Settings tab, click the stamp in the list that you want to delete.
2. Click Delete.
3. When prompted, confirm that you want to delete the stamp.

To select and define a background:

1. On the Stamp/Background tab, do one of the following:
 - To change the properties of an existing background, click Background and then the name in the list.
 - To select a new background image, clear Background.
2. Click Select Background.

Values for X-Position and Y-Position may vary with the operating system



To select a new background image:

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

To define the properties of the background:

1. In the Background Settings Properties dialog box, make sure the name of the graphic you want to change displays in the File box.
2. On the Background tab, specify the layout method for the background image. If you want to define your own layout position, click Custom.

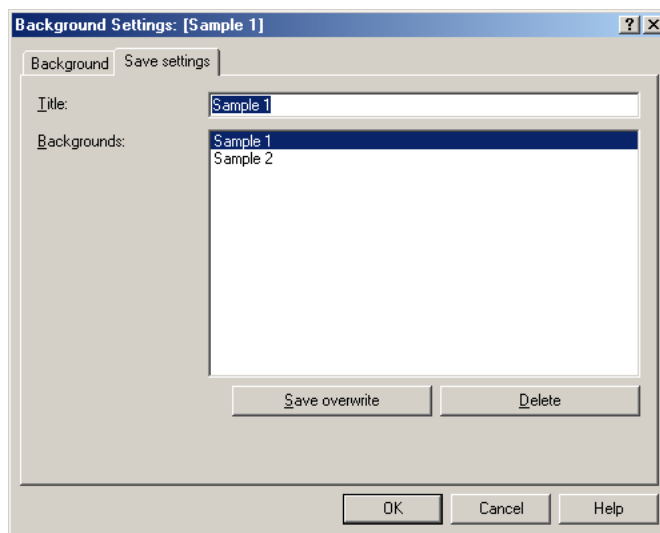
When Center, Top Left, Top Right, Bottom Left, Bottom Right, or Custom is selected under Layout Method, you can also click the background image in the page illustration on the left and drag the background image to the desired position on the page.

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

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

To save a background:

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



2. In the Title box, enter a name for the background. Then, click Save.
3. When prompted, confirm that you want to save the setting.

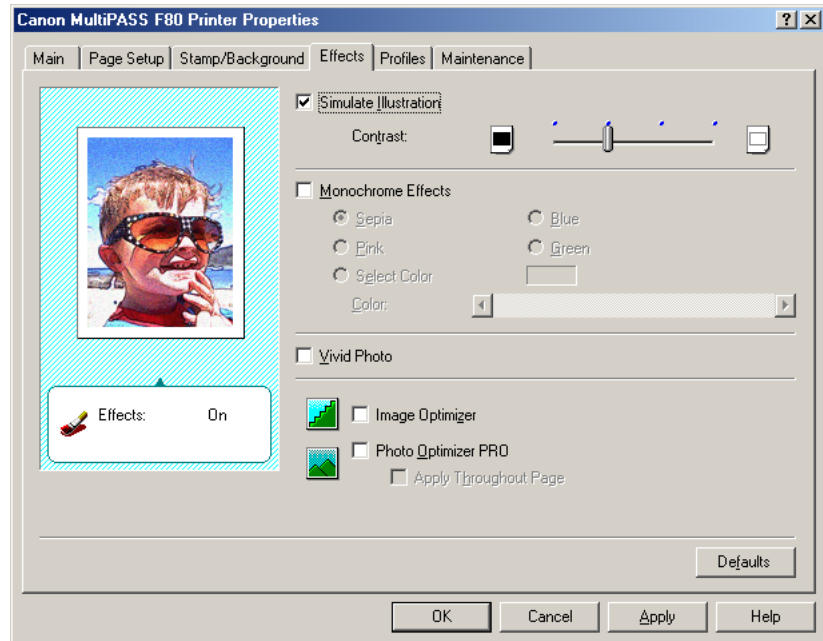
To delete a background setting:

1. In the Printer Properties dialog box, on the Stamp/Background tab, click the background you want to delete in the Background list.
2. Click Select Background.
3. In the Background Settings Properties dialog box, click the Save Settings tab.
4. In the Title box, confirm the background setting you want to delete appears. Then, click Delete.
5. When prompted, confirm that you want to delete the setting.

Defining Special Effects

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

To change the settings on the Effects tab:



- Simulate Illustration**
Click to convert full-color and 256-color images into a simulated hand-drawn illustration. When Simulate Illustration is selected, the Contrast option enables you to adjust the image contrast using the slider.
- Monochrome Effects**
Click to display full-color and 256-color images in a single color. Then, click the desired color from those listed.

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

Vivid Photo

Click to use the vivid photo function. This function allows you to print images in vivid colors.

By using this function, you can reproduce breathtaking sceneries in which colors, especially blues and greens, appear even more brilliant. A major feature of this function is its ability to create vivid backgrounds of fields, trees, oceans, and sky, while maintaining the natural skin tones of people that appear in the images.

Image Optimizer

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

Photo Optimizer PRO

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

Apply Throughout Page

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

Saving Your Settings As a Print Profile

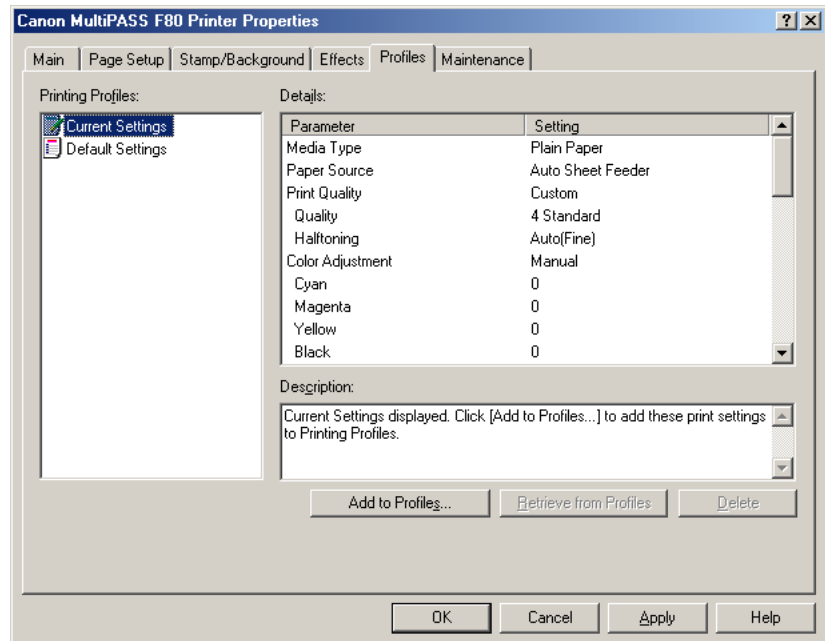
If you use certain print settings frequently, you can save these settings as a print profile to use for printing future documents. A print profile can be easily retrieved for use at any time. The settings associated with the profile are then applied to the options on the **Main**, **Page Setup**, **Stamp/Background**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

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

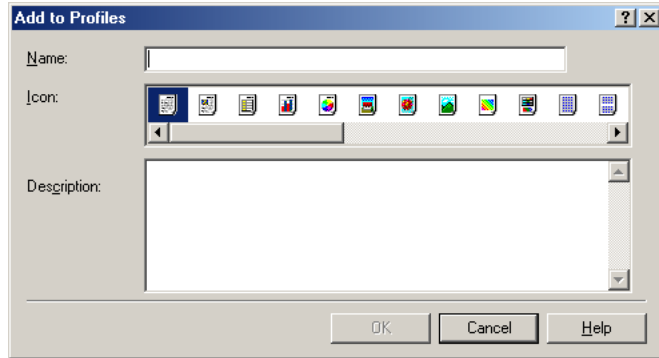
After using a custom print profile, you can restore the settings on the Main, Page Setup, Stamp/Background and Effects tabs to their factory-predefined settings.

To save a print profile:

1. Specify your desired print settings on the Main, Page Setup, Stamp/Background and Effects tabs.
2. Click the Profiles tab.



3. Click Add to Profiles.



4. In the Add to Profiles dialog box, in the Name box, enter a name for the profile.
5. In the Icon box, click an icon to associate with the profile.
6. Enter a description of the profile.

To retrieve and use a print profile:

1. On the Profiles tab, in the Printing Profiles list, click the desired profile.
2. Click Retrieve from Profiles. When the confirmation message appears, click OK.

To delete a print profile:

1. On the Profiles tab, in the Printing Profiles list, click the profile.
2. Click Delete. When the confirmation message appears, click OK.

To restore the factory-predefined settings:

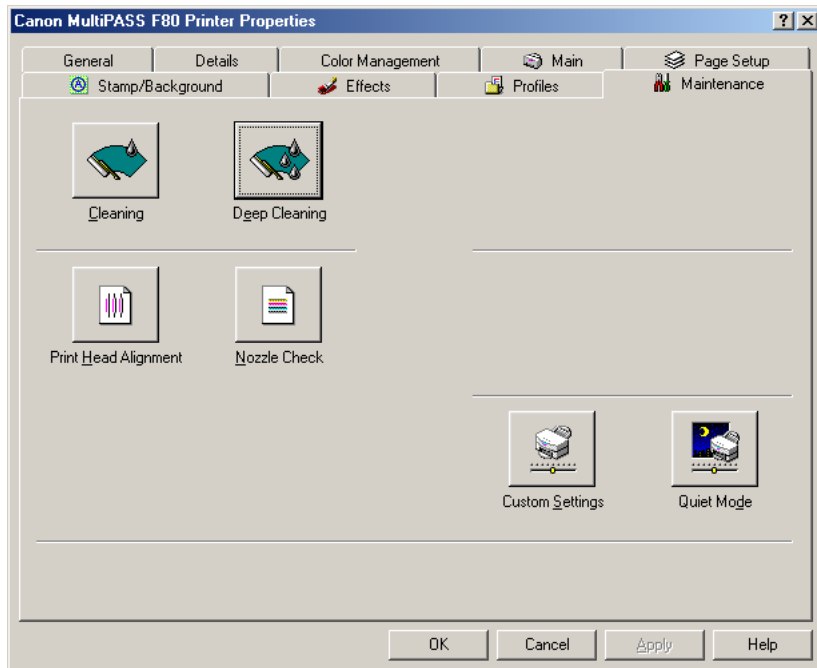
1. On the Profiles tab, in the Printing Profiles list, click Default Settings.
2. Click Retrieve from Profiles. When the confirmation message appears, click OK.



To change the default printer settings before actually printing a document, do the following: On the Windows desktop, click Start, point to Settings, and then click Printers (in Windows XP, click Start, and then click Printers and Faxes). In the Printers window (in Windows XP, the Printers and Faxes window), click the icon of the printer that you want to use. On the File menu, click Properties (in Windows 2000/XP, click Printing Preferences). In the next window that appears, specify your changes and click OK.

Cleaning printhead, setting quiet mode and various other functions

On the Maintenance tab, you can adjust cleaning of the printhead, printing of the nozzle check pattern, quiet mode, and various other functions.



❑ **Cleaning (Head Cleaning)**

Removes blockages in the printhead nozzles.

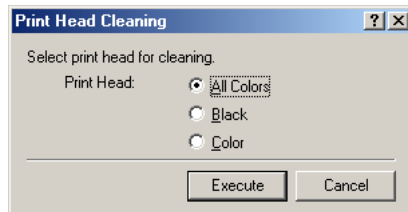
Use if printing is blurred or a particular color is not printing even though there is enough ink.

Click Cleaning and in the Print Head Cleaning dialog box choose from one of the following and then click Execute.

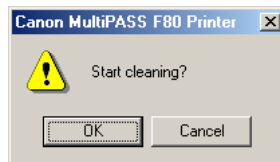
All Colors: To clean the four colors of cyan, magenta, yellow and black.

Black: To clean black only.

Color: To clean the three colors of cyan, magenta and yellow.



When the following dialog box appears, click OK. Do not perform another operation while the printhead is being cleaned.



Please note that if you use Cleaning too often, the ink will be consumed quickly.

❑ **Deep Cleaning (Head Refreshing)**

Use if you have tried the Cleaning option several times and there has been no improvement in printing results. Deep Cleaning will give the printhead an even deeper clean than Cleaning (Head Cleaning). Click Deep Cleaning (Head Refreshing) and when the following dialog box appears, click OK. Do not perform another operation while the printhead is being cleaned.

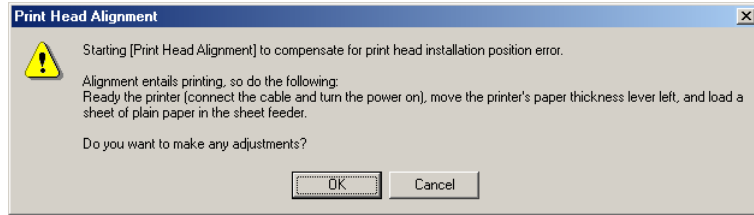


Please note that Deep Cleaning will use even more ink than Cleaning.

❑ **Print Head Alignment**

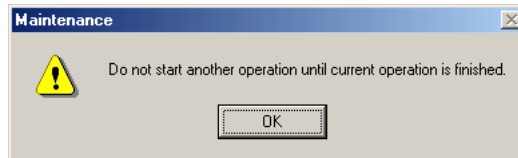
Align the printhead if the color is uneven or if streaks appear in the nozzle check pattern.

1. Load paper in the machine.
2. On the Windows desktop, click Start.
3. On the Start menu, point to Settings and then click Printers (in Windows XP, click Printers and Faxes).
4. In the Printers window (in Windows XP, the Printers and Faxes window), click the printer icon.
5. On the File menu, click Properties (Windows 98/Me) or Printing Preferences (Windows 2000/XP).
6. In the Properties dialog box, on the Maintenance tab, click the printhead alignment icon.
7. Click OK.



8. Click OK.

Do not perform another operation until printhead alignment is completed.



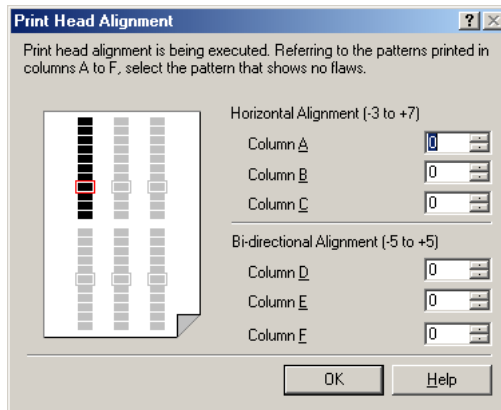
9. After the pattern is printed, click Yes.

If the pattern is not printed successfully, check that the ink tanks are properly installed.

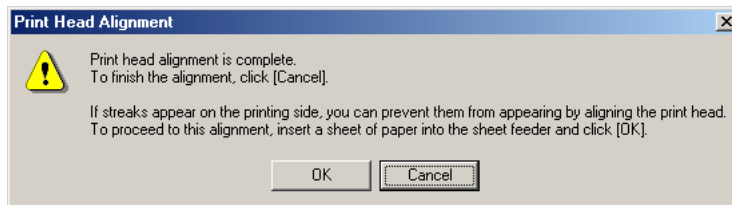


10. In the samples of printed pattern A, find the one in which the vertical lines are the least obvious, enter the number and press Tab.

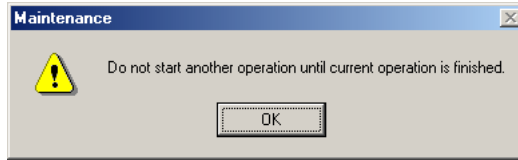
In the same way, enter the number of the B–F sample in which the vertical lines are the least obvious, and finally click OK.



11. Click OK.

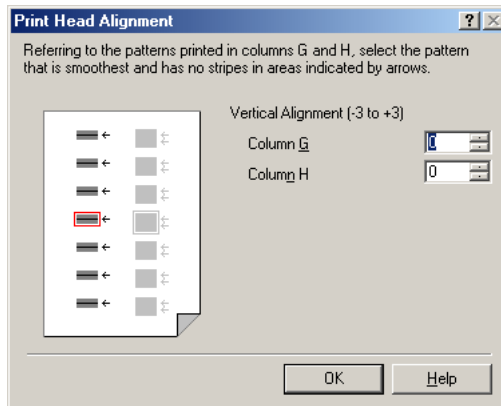
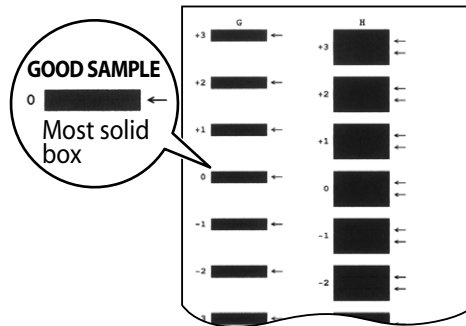


12. Click OK.



- In the samples of printed pattern G, find the one in which the horizontal line is the least obvious, enter the number and press Tab.

In the same way, enter the number of the H sample in which the horizontal line is the least obvious, and click OK.



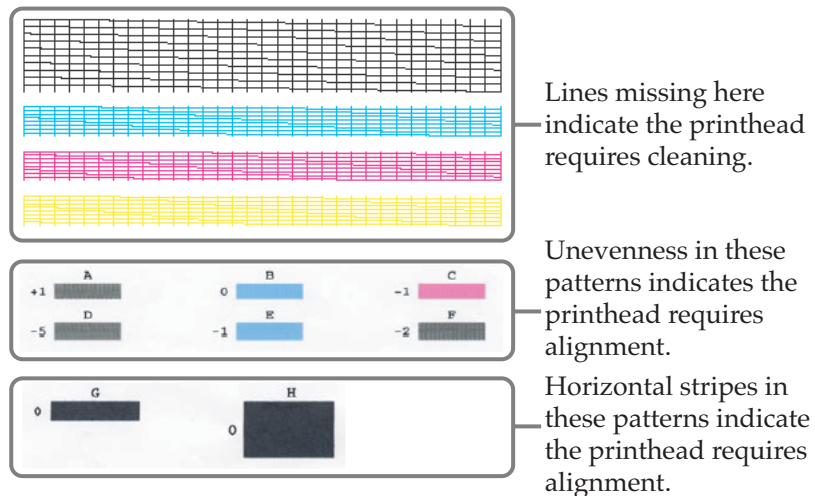
- Click OK.



❑ **Nozzle Check**

Print the nozzle check pattern if printing is blurred or if a particular color is not printing even though there is enough ink. You can see the condition of the printhead by looking at the nozzle check pattern. Load paper in the machine. Click Nozzle Check and when the following dialog box appears, click OK. If you click OK in the next dialog box also, the nozzle check pattern will be printed.

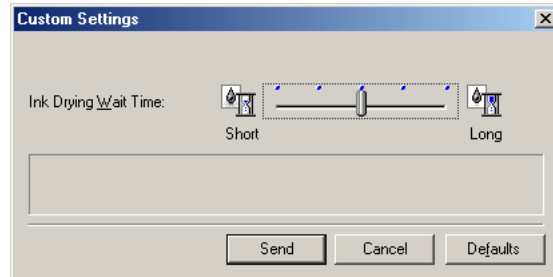
The nozzle check pattern should appear as follows when ink is discharged properly.



❑ Custom Settings

This function can only be used when the printer properties dialog box is opened from the printer icon. (See *Displaying from the printer icon*, P. 24.)

You can switch between drying wait times for the printer ink. Click Custom Settings and the Custom Settings dialog box will appear.



- Ink Drying Wait Time

If you are printing on paper that takes a long time for the ink to dry or if you are printing at a high density, adjust the time it takes to print with the slide bar.

The further right you slide it, the more the printer will rest and rubbing of the printhead against the paper will diminish.

The further left you slide it, the less the printer will rest and printing speed will be faster.

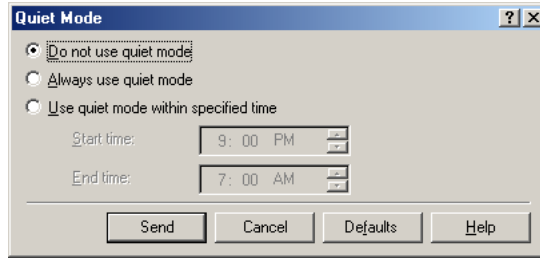
Once set up, check that the printer is on, click Send and the settings will be registered in the printer.

To return the settings in this dialog box to default settings, click Defaults.

❑ Quiet Mode

This function can only be used when the printer properties dialog box is opened from the printer icon. (See *Displaying from the printer icon*, P. 24.)

Click to control the sound of the printer when operating. Click the button and the Quiet Mode dialog box appears.



- **Do not use quiet mode**
Select if you do not want to use quiet mode. The printer is normally set on this setting.
- **Always use quiet mode**
Select if you want the printer to use quiet mode. The printer will continue to use quiet mode regardless of the time. Printing speed will be slower than normal.
- **Use quiet mode within specified time**
Select if you wish to automatically use quiet mode within certain times.

You can set the printer on quiet mode at nighttime.

Select and you will be able to enter times in Start time and End time using the 24-hour clock.

Once set up, check that the printer is on, click Send, and in the following dialog box, click OK. The settings will be registered in the printer.

To return the settings in this dialog box to default settings, click Defaults.

Chapter 4

PC Faxing (F80 only)

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

Before sending a PC fax, confirm that you have specified a unit name and fax number for your printer in the Device setup. For more information, see Chapter 7, "Fine-tuning the MultiPASS Suite." (P. 147)

Sending a Fax from Your Computer (PC Faxing)

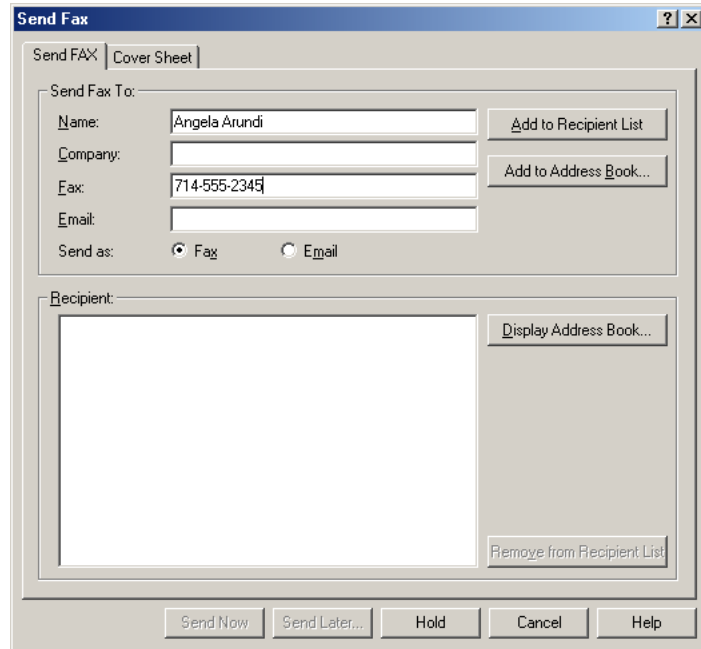
You can send a PC fax from any Windows application that supports document printing.

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

You can send a fax as an e-mail message if you have a Messaging Application Program Interface (MAPI) compliant application installed. The e-mail application must be set up as the system default MAPI client. For details, see your e-mail application documentation.

To send a PC fax:

1. With the document you want to fax open in a Windows application (such as Word), click the Print command. (In most Windows applications, the command is on the File menu.)
2. In the Print dialog box, click Canon MultiPASS FAX in the Printer list, and then click OK.



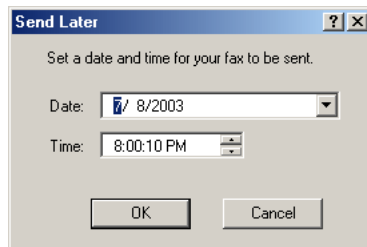
3. In the Send Fax dialog box, on the Send FAX tab, enter the required recipient information: recipient's name and fax number or e-mail address. Then, click Add to Recipient List.
 - A maximum of 150 recipients can be added.
 - When you enter a fax number, you use the actual numeric characters plus any valid characters that separate the different segments of the number. For example, you can use 0 through 9, dash (-), and parentheses (). For a complete list of valid characters, see Appendix A. (P. 183)

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

- If you have a MAPI compliant e-mail application installed on your system (as described earlier in this chapter), you can use the e-mail address to transmit a document as an e-mail message.
4. Specify your Send As setting. Click Fax if you want to send the document as a fax; otherwise, click Email.
 5. Process the job.
 - Click Send Now to send the fax now. The fax document is sent to the Outbox until it is transmitted. Once transmission is complete, the fax is moved to the Sent Faxes folder.
 - Click Send Later to schedule the fax for sending later. Send Later is only available for faxes.
 - Click Hold to store the fax until you decide to send or delete it. Held faxes are stored in the Outbox. Any fax information you specified is preserved.

If you clicked Send Later, to schedule the fax:

In the Send Later dialog box, select the desired date and time.



The fax is sent to the Outbox folder for processing at the specified date and time.

Specifying a Fax Recipient from the Address Book

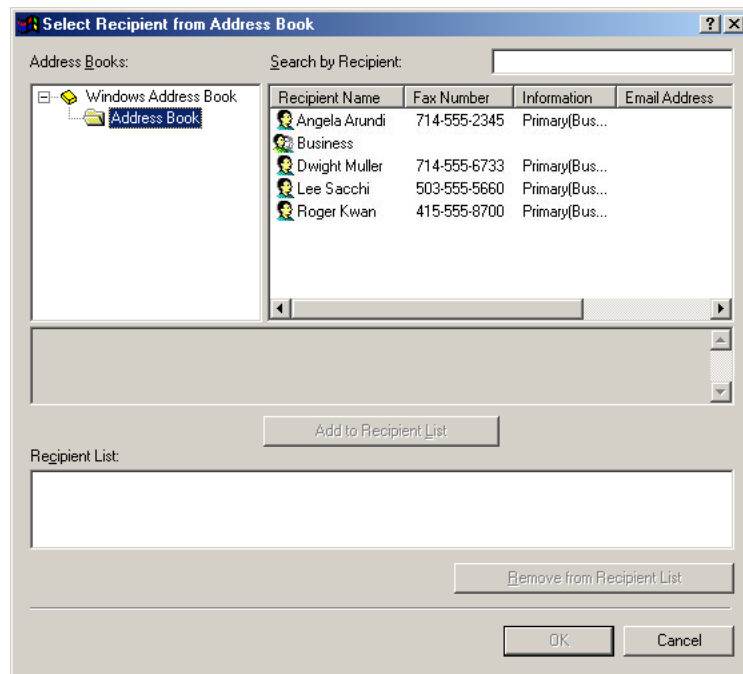
In addition to entering recipient information directly into the Send Fax dialog box, you can specify a fax recipient from the Address Book. This prevents you from having to re-enter the information of recipients that you often send faxes to.

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

The first time you open the Address Book, the Setup Windows Address Book dialog is displayed. For details see “Setting Up an Address Book.”

To specify a recipient from the Address Book:

1. In the Send Fax dialog box, on the Send FAX tab, click Display Address Book.



2. In the Select Recipient From Address Book dialog box, select the desired recipient in the Recipients list and click Add to Recipient List. Then click OK.
3. If the entry you added has both a fax and e-mail address, the entry is automatically added with the fax number. If you want to send the fax as an e-mail message instead, in the Send Fax dialog box, on the Send FAX tab, in the Recipient list, right click the recipient. Then, on the displayed menu, click Email.

To add a recipient to the Address Book:

1. In the Send Fax dialog box, on the Send FAX tab, enter the recipient information in the Name, Fax, and Email boxes.
2. Click Add to Address Book.

The screenshot shows a window titled "Lee Sacchi Properties" with a tabbed interface. The "Name" tab is active. The "First" field contains "Lee", "Middle" is empty, and "Last" contains "Sacchi". The "Display" field shows "Lee Sacchi". The "E-Mail Addresses" section is empty. There are "Add", "Edit", "Remove", and "Set as Default" buttons. At the bottom, there is a checkbox for "Send E-Mail using plain text only" and "OK" and "Cancel" buttons.

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

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

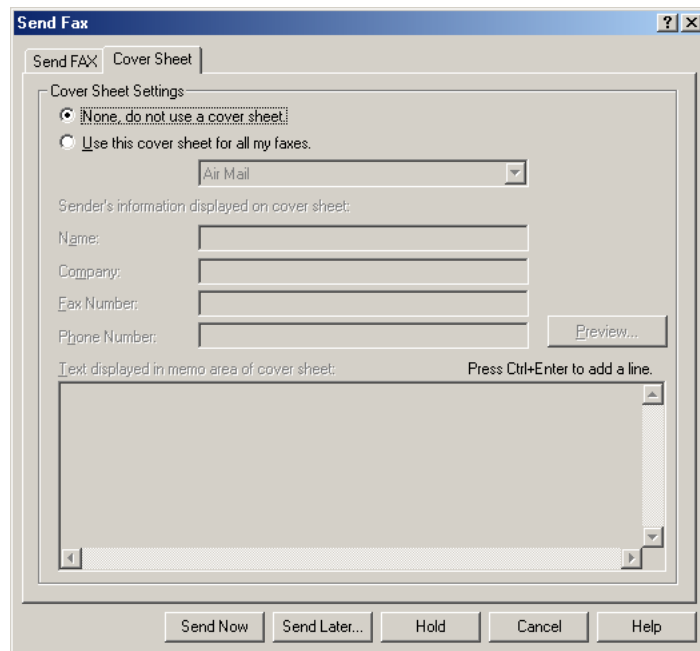
For more information about setting up the address book, see the “Setting Up an Address Book” section.

Attaching and Previewing a Cover Sheet

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

To attach a cover sheet:

1. In the Send Fax dialog box, click the Cover Sheet tab.



2. On the Cover Sheet tab, click Use this cover sheet for all my faxes. Then, click a cover sheet style in the list.

3. Enter the sender's information in the Name, Fax Number, and Phone Number boxes. Optionally enter the sender's company name in the Company box.
4. In the Memo box, optionally enter a memo to display on the cover sheet.

To preview a cover sheet:

With the desired cover sheet selected, click Preview.

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

Characters such as transmission destination are not displayed in the preview.

To print a cover sheet:

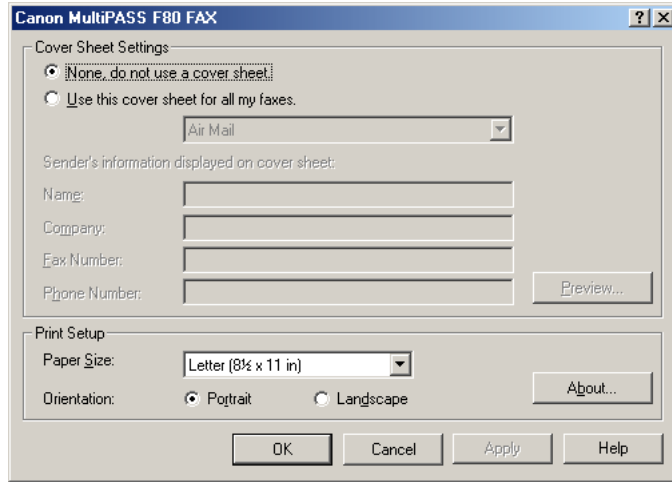
1. With the cover sheet open in the Viewer window, click Print on the File menu or toolbar.
2. In the Print dialog box, specify your printing options.

Defining Fax Settings

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

To define fax settings:

1. In the Print dialog box, click the Fax Options tab (Windows 2000), or click Properties (Windows 98/Me) or click Preferences or Properties (Windows XP).



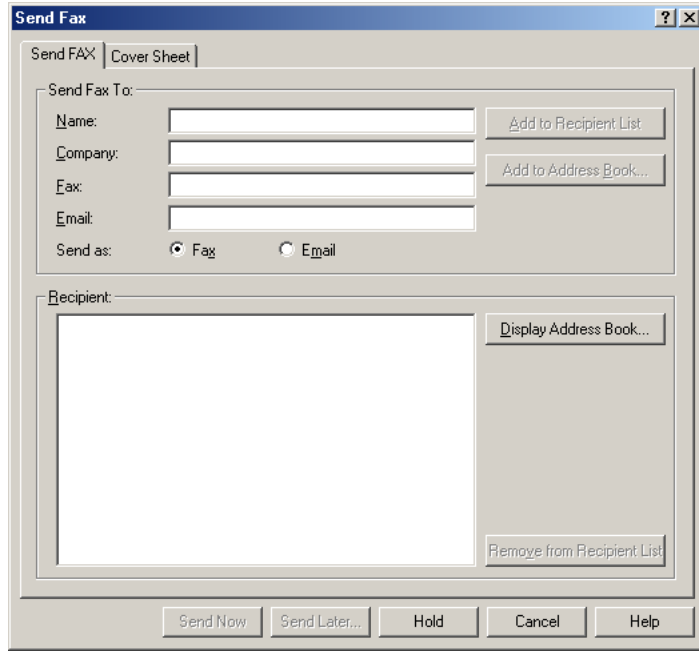
2. On the Fax Options tab (Windows 2000/XP) or dialog box (Windows 98/Me), specify the preferred fax settings.

Creating and Sending a Quick Fax

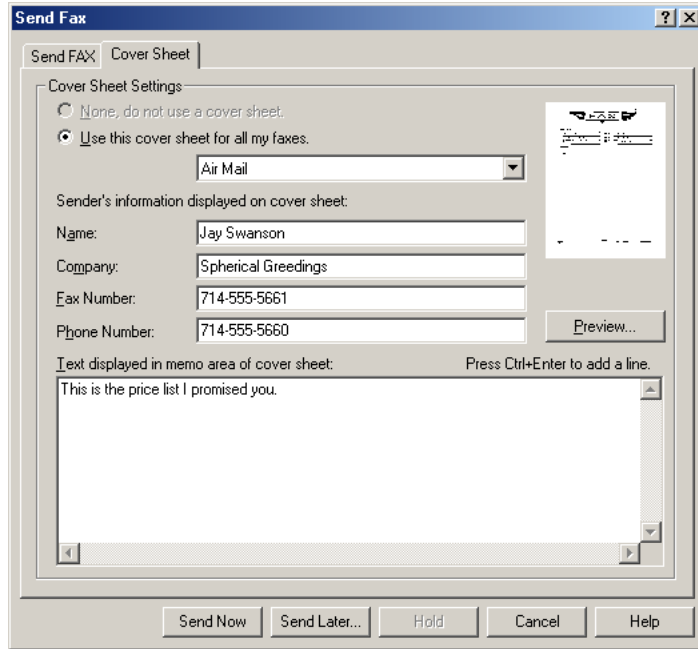
A Quick Fax is a brief, one-page fax sent directly from My MultiPASS. You specify the fax information as described in the previous sections of this chapter.

To create and send a Quick Fax:

1. In My MultiPASS, click Send Quick Fax on the MultiPASS menu.



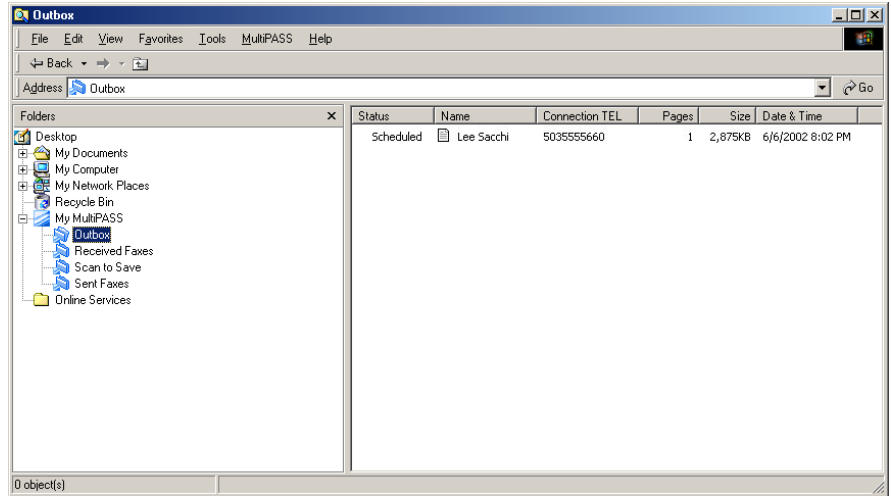
2. In the Send Fax dialog box, on the Send FAX tab, specify your recipient information as described in the previous sections.



3. On the Cover Sheet tab, select a cover sheet and specify your sender information.
4. Because the fax memo is not originating from a document created in another Windows application, enter the memo message in the Memo box.
5. After completing the entries in the Send Fax dialog box, click Send Now or Send Later.

Working with Jobs in the Outbox Folder

The Outbox folder stores the active job currently being sent, queued jobs, jobs that were stopped from being sent, jobs that failed during sending, faxes that are scheduled for later, and jobs that were put on hold. You can perform a variety of tasks to these jobs.



To view a fax:

Click the job you want to view, and then click Open on the MultiPASS menu. Or, double-click the job.

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

To stop the active fax:

Click the active job, and then click Stop on the MultiPASS menu.

To delete a fax:

1. Click the job you want to delete. To select all the jobs, click Select All on the Edit menu.
2. Click Delete on the File menu, or press the Delete key.
3. When prompted, confirm that you want to permanently delete the job.

To send, resend, hold a fax, or change fax information:

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

3. With the appropriate job selected, click Resend on the MultiPASS menu.
4. In the Send Fax dialog box, change any fax information as needed on the Send FAX tab.

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

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

Receiving a Fax

All incoming faxes are received by your printer. The incoming faxes can be uploaded to the Received Faxes folder in My MultiPASS, based on what you specified for the MultiPASS Receive Fax settings. (For more information about Receive Fax settings, see Chapter 7, “Fine-tuning the MultiPASS Suite.” (P. 147))

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

If the computer is on

If your computer is turned on when the printer receives a fax, depending on the When Computer is On setting, the fax is either printed directly by the printer, or uploaded to the My MultiPASS Received Faxes folder.

If the computer is off

If your computer is turned off when the printer receives a fax, depending on the When Computer is Off setting, the fax is either printed directly by the printer, or saved in printer memory.

If your computer is going to be off for a long time, or you are expecting many incoming faxes, it is recommended that you set the printer to automatically print incoming faxes. This setting enables you to leave the computer off for a long time, and still be assured of receiving your faxes.

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

To move received faxes from printer memory to My MultiPASS:

1. Turn on your computer and start Windows.
2. Open My MultiPASS.



NOTE

In Device Setup, on the Receive Fax tab, the When Computer is Off option must be set to Save in Memory and the When Computer is On option must be set to Send to PC. See the “Defining Device Fax Settings” section. (P. 147)

Automatically Forwarding Received Faxes

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

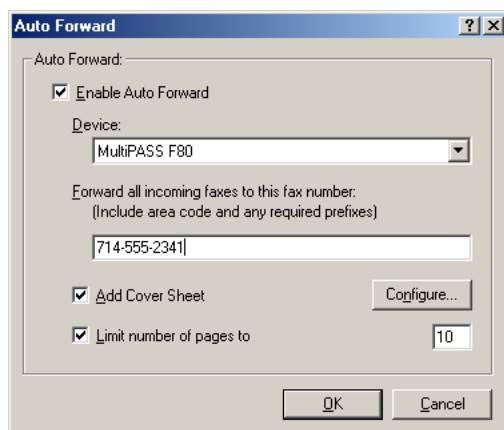
When you automatically forward faxes, color faxes are forwarded as black and white documents.

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

- The PC must be on. Standby or Sleep mode must be inactive.
- The power to the printer is on and the device is connected to the computer with a USB cable.
- In the Device Setup, on the Receive Fax tab, the When Computer Is On option must be set to Send to PC.

To setup fax forwarding:

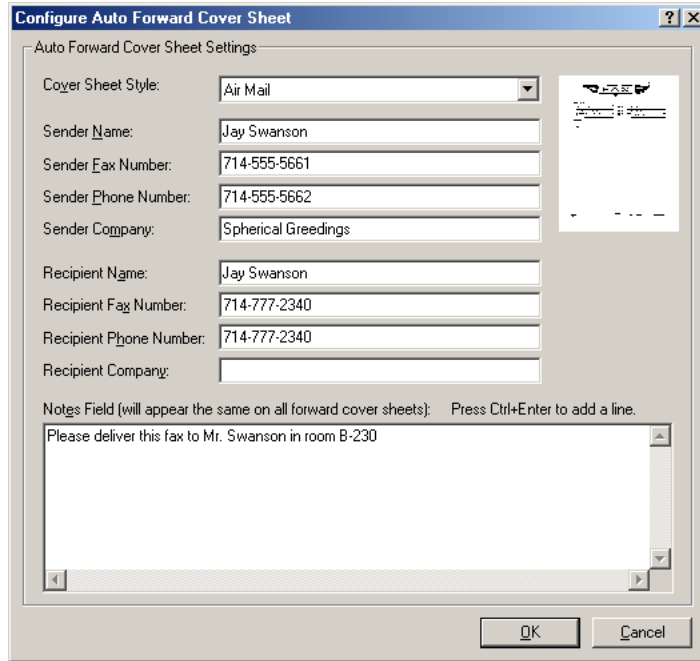
1. On the MultiPASS menu, click Auto Forward.



2. In the Auto Forward dialog box, click Enable Auto Forward and specify your auto-forwarding options.
 - Click the device that you want to automatically forward your faxes.
 - Enter the desired fax number.
 - Click to add a cover sheet.
 - Select whether to limit the number of pages of each automatically forwarded fax.

If you clicked Add Cover Sheet, to configure the cover sheet:

1. Click Configure.



2. In the Configure Auto Forward Cover Sheet dialog box, click the cover sheet style to use.
3. In the Sender and Recipient boxes, enter the sender and recipient information that applies to all forwarded faxes.
4. In the Notes Field box, optionally enter memo text. The text displays on the cover sheet each time a fax is forwarded.

To disable fax forwarding:

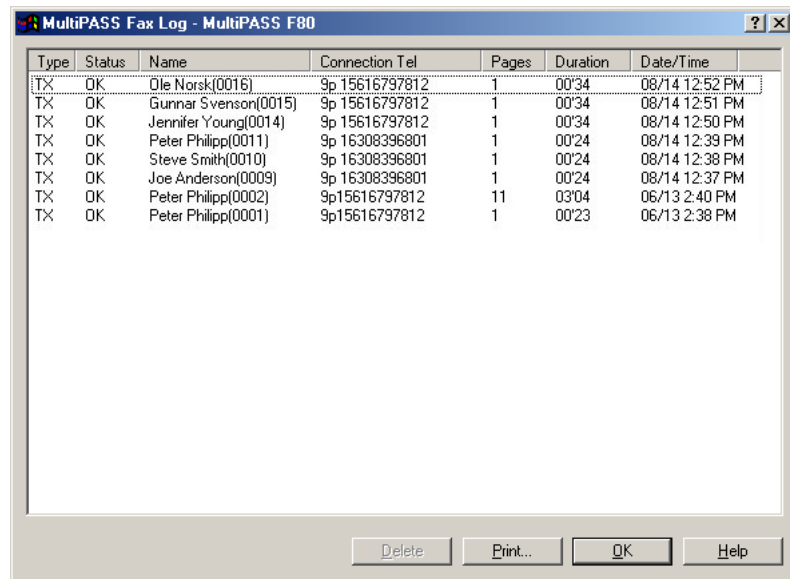
1. On the MultiPASS menu, click Auto Forward.
2. In the Auto Forward dialog box, clear Enable Auto Forward.

Using the Fax Log

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

To display the Fax Log:

In My MultiPASS, on the MultiPASS menu, click Fax Log.



The screenshot shows a window titled "MultiPASS Fax Log - MultiPASS F80". It contains a table with the following data:

Type	Status	Name	Connection Tel	Pages	Duration	Date/Time
TX	OK	Ole Norsk(0016)	9p15616797812	1	00'34	08/14 12:52 PM
TX	OK	Gunnar Svenson(0015)	9p15616797812	1	00'34	08/14 12:51 PM
TX	OK	Jennifer Young(0014)	9p15616797812	1	00'34	08/14 12:50 PM
TX	OK	Peter Philipp(0011)	9p16308396801	1	00'24	08/14 12:39 PM
TX	OK	Steve Smith(0010)	9p16308396801	1	00'24	08/14 12:38 PM
TX	OK	Joe Anderson(0009)	9p16308396801	1	00'24	08/14 12:37 PM
TX	OK	Peter Philipp(0002)	9p15616797812	11	03'04	06/13 2:40 PM
TX	OK	Peter Philipp(0001)	9p15616797812	1	00'23	06/13 2:38 PM

At the bottom of the window, there are four buttons: "Delete", "Print...", "OK", and "Help".

To print the Fax Log:

1. In the Fax Log dialog box, click Print.
2. In the Print dialog box, specify the desired print options.

To delete an entry in the Fax Log:

Click the job you want to delete. Then, click Delete.

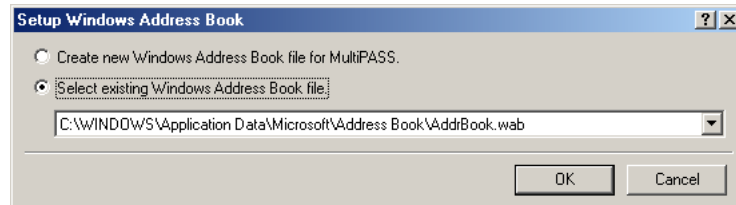
Setting Up an Address Book

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

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

To designate the address book to use:

1. On the Windows Desktop, click Start, point to Programs or All Programs, point to Canon MultiPASS Suite, and then click Canon MultiPASS Address Book Profile.



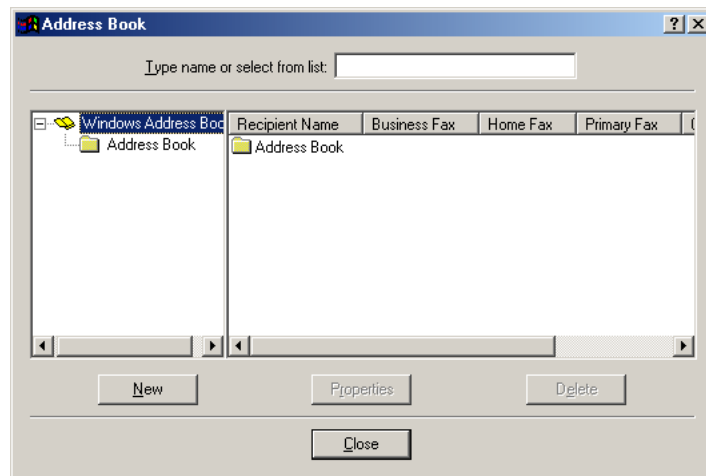
2. In the Setup Windows Address Book dialog box, click if you want to create the address book file in MultiPASS or if you want to use an existing address book file.

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

3. If a WAB file already exists, you clicked the Select existing Windows Address Book file, and if the system detects more than one file available, click the desired file in the list box.
4. Click OK.
5. In the Address Books dialog box, click OK.

To open the address book you designated:

In My MultiPASS, on the MultiPASS menu, click Address Book.



Working with the Address Book

The address book contains the following types of entries:

❑ **WAB Contact**

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

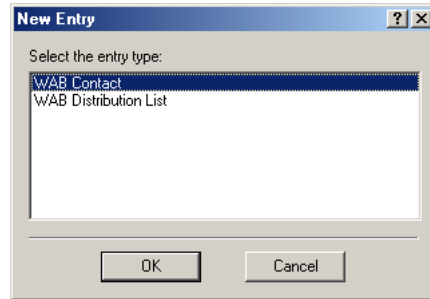
❑ **WAB Distribution List**

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

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

To add a contact:

1. In the Address Book dialog box, click New.



2. In the New Entry dialog box, click WAB Contact, and then click OK.

The screenshot shows a Windows-style dialog box titled "Lee Sacchi Properties". It has several tabs: Summary, Name, Home, Business, Personal, Other, NetMeeting, and Digital IDs. The "Name" tab is selected. Below the tabs, there is a small icon of a person and the text "Enter name and e-mail information about this contact here." Below this, there are input fields for "First:" (containing "Lee"), "Middle:", "Last:" (containing "Sacchi"), "Title:", "Display:" (a dropdown menu showing "Lee Sacchi"), and "Nickname:". Below these is an "E-Mail Addresses:" section with an empty list box and buttons for "Add", "Edit", "Remove", and "Set as Default". At the bottom left, there is a checkbox labeled "Send E-Mail using plain text only." At the bottom right, there are "OK" and "Cancel" buttons.

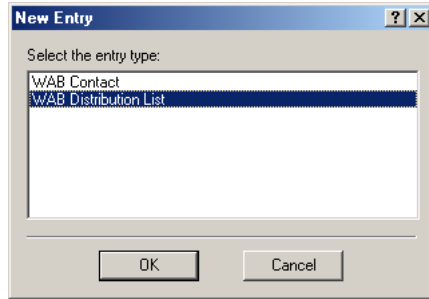
3. In the Properties dialog box, enter the following required information:
 - First name and last name
 - Fax number (home or business) or e-mail address.

To edit a contact entry:

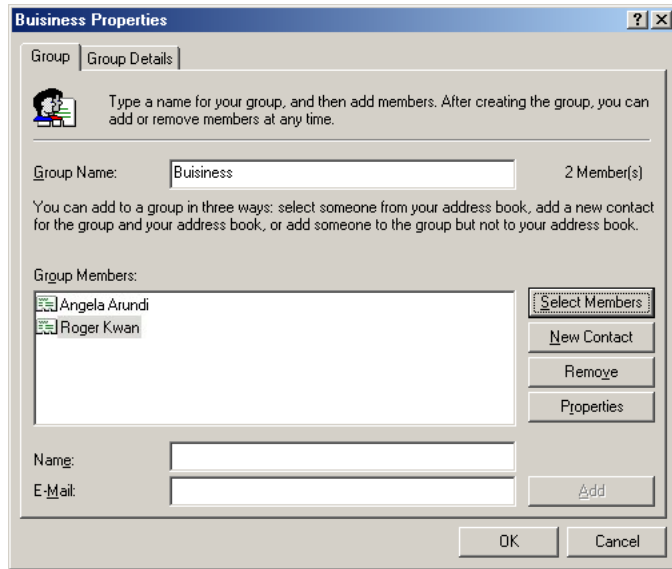
1. In the Address Book dialog box, click the entry to edit in the Recipient list, and then click Properties.
2. In the Properties dialog box, make the desired changes.

To add a distribution list entry:

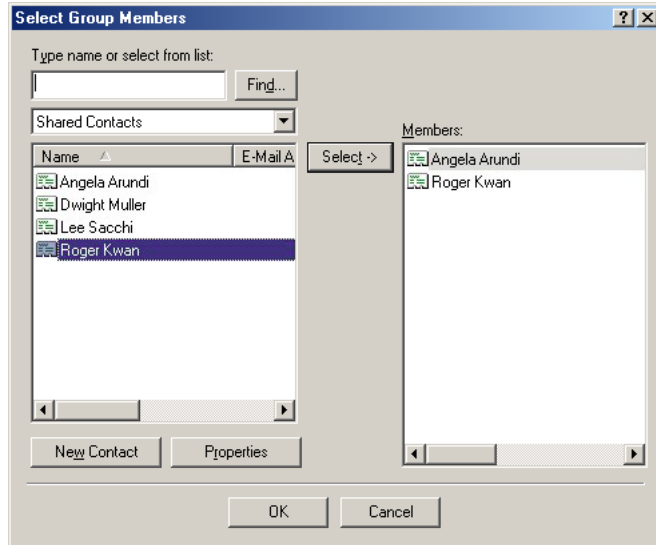
1. In the Address Book dialog box, click New.



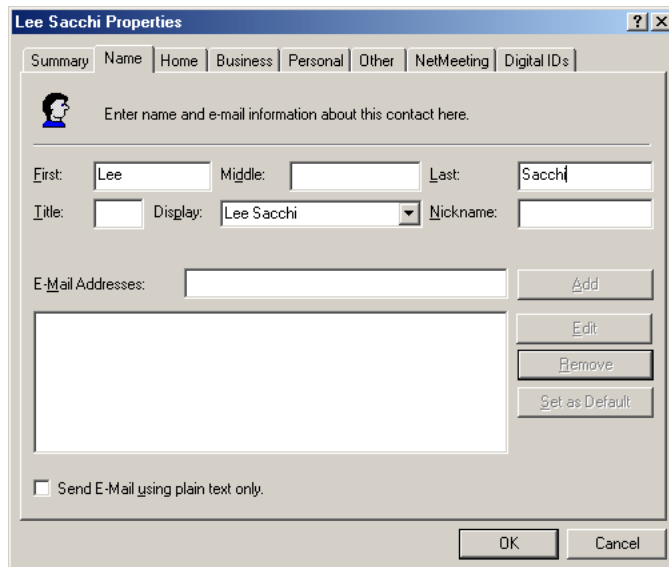
2. In the New Entry dialog box, click WAB Distribution List, and then click OK.



3. In the Properties dialog box, in the Group Name box, enter the name of the distribution list.
4. To add members to the group, do one of the following.
 - Click Select Members to add existing address book contacts to the group.



- Click New Contact to create a new contact for the group.

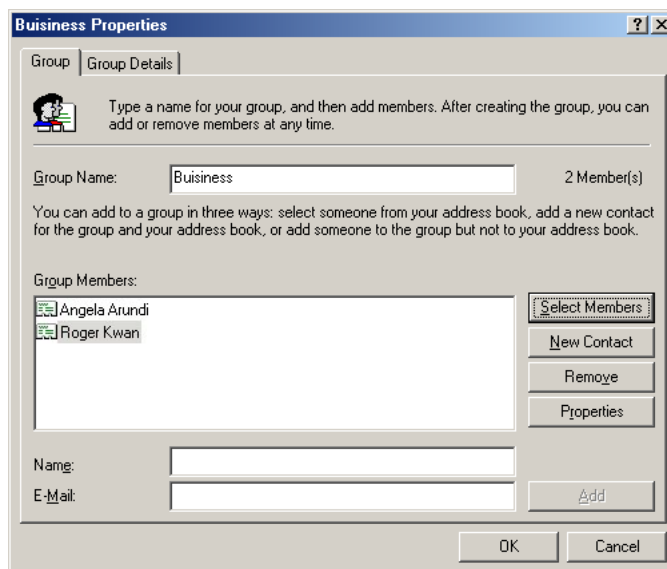


5. Do one of the following:

- If you clicked Select Members in the previous step, in the Select Group Members dialog box, in the Address Book list, click the individual entry you want to add to the group, and then click Select. When you have added all the desired members, click OK.
 - If you clicked New Contact in the previous step, in the Properties dialog box, enter the new member's information and click OK. Repeat this step for each individual that is not in your Contact list.
6. To remove an entry from the group, click the name in the Distribution list, and then click Remove.
 7. Click OK to add your new group to your address book.

To edit a Distribution List entry:

1. In the Address Book dialog box, in the Recipient list, click the Distribution List entry to edit. Then click Properties.



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

To search for an entry in the address book:

Enter the name of the contact you want in the Type Name or Select From List box. If an entry exists with that name, it is selected.

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

To sort the address book:

Click the applicable heading for the column containing the information by which you want to sort the list. For example, to sort the list by name, click the column heading Recipient Name.

To delete an address book entry:

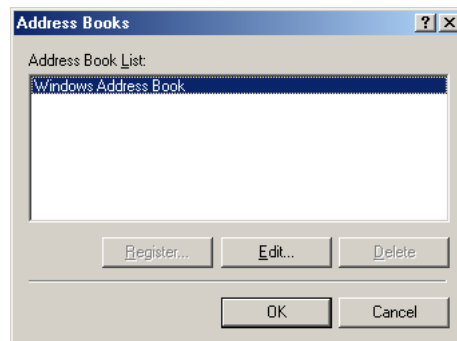
Click the name in the list. Then click Delete. If prompted, confirm that you want to delete the entry.

Designating a Different Windows Address Book

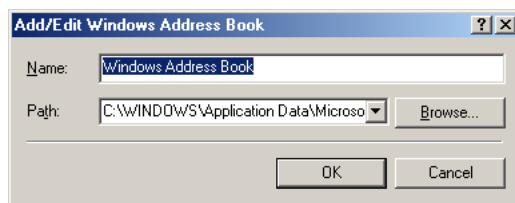
You can designate to use a different Windows address book file for MultiPASS, from the one you previously designated. You can change the designated WAB file as needed.

To change the designated Windows address book for MultiPASS:

1. On the Windows Desktop, click Start, point to Programs or All Programs, point to Canon MultiPASS Suite, and then click Canon MultiPASS Address Book Profile.



2. In the Address Books dialog box, click Windows Address Book, and then click Edit.



3. In the Add/Edit Windows Address Book dialog box, enter a name for your WAB file.
4. Click Browse. In the Select WAB File dialog box, specify the path and name of the .wab file you want to use. Then, click Open.

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



As an Alternative: Importing Your Address Book

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

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

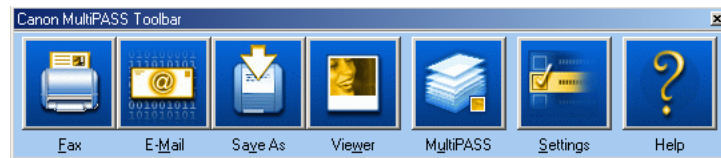
Chapter 5

Scanning

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

❑ **Using the MultiPASS Toolbar**

The MultiPASS Toolbar (also referred to as the Toolbar) enables you to scan a document or image into your PC. The appearance of the Toolbar can change based on the settings (such as shown buttons and size) you define for the Toolbar.



❑ **Using a TWAIN or WIA compliant Windows application**

If you are using Windows 98/Me/2000, use ScanGear for MultiPASS, the TWAIN-compliant driver. You cannot use a WIA-compliant driver. If you are using Windows XP, you can use either the ScanGear for MultiPASS or the WIA-compliant driver. On the MultiPASS Toolbar, click on Settings and then choose which driver you would like to use. Both drivers allow you to use a printer to scan documents to a Windows application such as a PhotoShop, that supports a TWAIN interface. Some applications allow multiple page scans, while others do not. If you are unsure whether your Windows application supports this feature, refer to the user documentation for the application you are using.

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

To scan an image with the Toolbar:

When two or more pages are scanned from the ADF (Automatic Document Feeder) (F80 only) and the scanned documents are set up to be saved, if the file format is TIFF, one file is created with a multi-page TIFF format and all the pages are saved in this file. BMP format and JPG format files are saved into separate files as separate pages.

1. Place your image facedown on the platen glass, or load it in the automatic document feeder (F80 only), of your printer.

If the file format is not TIFF, only one sheet can be scanned if you plan on scanning with the Viewer, OCR, Custom1, Custom2, or Custom3 button (see next step).

2. On the Windows desktop, on the MultiPASS Toolbar, click the appropriate scan button.
 - Click Fax to scan your document and automatically send it as a fax from your PC (F80 only).
 - Click E-Mail to scan your document and automatically attach it to a message in your e-mail application.
 - Click Save As to scan your document and automatically save it in the My Pictures folder in the My Documents folder. When MultiPASS Suite is installed and there is no My Pictures folder, images will be saved to the My Documents folder. If there is no My Documents folder either, the images are set up to be saved to the Scan to Save folder.
This save location can be changed with the Toolbar Settings. Scanned documents are assigned a unique name with a file name extension such as .bmp, .tif, or .jpg according to the file format.
 - Click Viewer to scan your document and automatically have it display in a graphic application (such as MultiPASS Viewer).
 - If the buttons appear on the Toolbar, click OCR, Custom1, Custom2, or Custom3 to scan your document and automatically have it display in an application you assigned in the Toolbar settings (such as OmniPage or Microsoft Paint).

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

For details on setting the scanner window to appear, see the “Defining Toolbar Settings” section. For details on defining scan settings, see the “Working with Scan Settings in ScanGear” or “Working with Scan Settings in WIA” section.

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

4. When the scan is complete, do one of the following:
 - If you clicked Fax in Step 2 (F80 only):
In the Send Fax dialog box, enter the appropriate information and send the fax.
 - If you clicked E-Mail in Step 2:
In the e-mail message window, enter the appropriate information and send the e-mail message.
 - If you clicked Save As in Step 2:
The image is automatically saved in the My Pictures folder, or if not available, in the My Documents folder or Scan to Save folder.
 - If you clicked Viewer in Step 2:
The image automatically appears in the associated graphic application.
 - If you clicked OCR, Custom1, Custom2, or Custom3 in Step 2:
The image automatically appears in the software application set up as the linked application in your Toolbar settings.

To scan an image from a TWAIN or WIA compliant Windows application:

1. Place your image facedown on the platen glass, or load it in the automatic document feeder (F80 only), of your printer.
2. In your Windows application, click the command to scan a document.

In some applications, the appropriate command may be listed as Acquire or Acquire Image.

3. In the scanner window, specify the preview scan options for your document as necessary.
4. Click Preview.
5. Review the display of your scanned preview image. Adjust the properties of the image as necessary.
6. Replace your document in the automatic document feeder (F80 only).
7. Click Scan.

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

Multi-Photo Scan / Multi Crop in ScanGear

You can scan two or more photos (small documents) at one time using Multi-Photo Scan (Simple Mode) or Multi Crop (Advanced Mode). Each photo will constitute as one image.

Multi-Photo Scan (Scanning two or more photos at one time (No detailed settings))

When scanning two or more photos without having to specify in detail such things as the scanning area, use Multi-Photo Scan in Simple Mode. However, photos that have an overall whitish appearance or have a whitish border may not be cropped accurately. Also, documents other than photos (particularly documents printed on white paper, handwritten text, business cards etc.) may also not be cropped accurately.

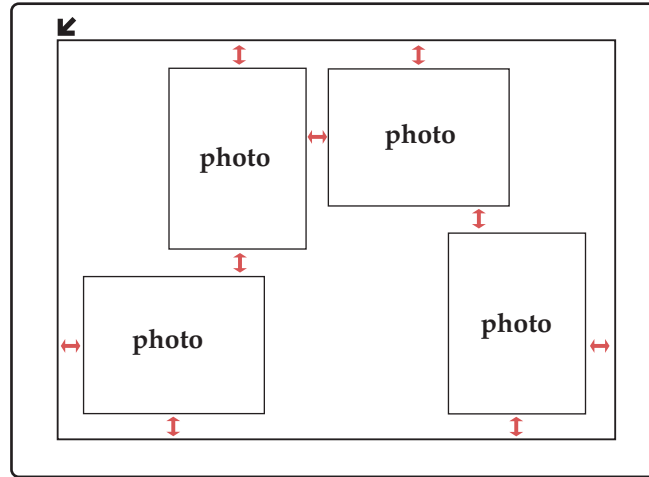
Automatically there is a correction of documents that are not straight. However this will not happen if the image is off by more than 10 degrees.

The document is scanned in the Color Mode of Color and Resolution of 300 dpi.

1. If using the Toolbar to scan, click Settings on the Toolbar. On the Toolbar Settings tab, click Show scanner driver before scanning, select it and click OK.

2. Place the photos on the platen glass.

Please leave a gap of at least 0.4 inches (1 cm) between each photo and the edge of the platen glass. You should be able to place up to 10 photos on the platen glass at any one time if desired.



↔ Keep more than 0.4 inches (1 cm) between the photos and edges of the platen.

3. Either click a button on the Toolbar, or in a TWAIN-compliant application select a command such as Acquire or Acquire Image to scan the document. You can use the Fax (F80 only) and E-mail buttons on the Toolbar. You can also use the Save As, Viewer, OCR, Custom 1, Custom 2, and Custom 3 buttons when TIFF is selected as the Save as type. See "To scan an image with the Toolbar" for the function of individual buttons.
4. Please note, the image source will change to the Platen Glass if set on the document feeder (F80 only).
5. Click the Simple Mode button if it is displayed.
6. Click Preview if you wish to see a preview. The image will be scanned provisionally as a preview.

7. Click Multi-Photo Scan.
8. When the Multi-Photo Scan dialog box appears, click Next. Scanning of multiple photos will begin.
9. Depending on which operation was selected in 3, continue with the procedures that follow.

Multi Crop (Scanning two or more photos at one time (Detailed settings)):

If you use Multi Crop (Advanced Mode), you can specify detailed settings for scanning of two or more photos (small documents) at one time.

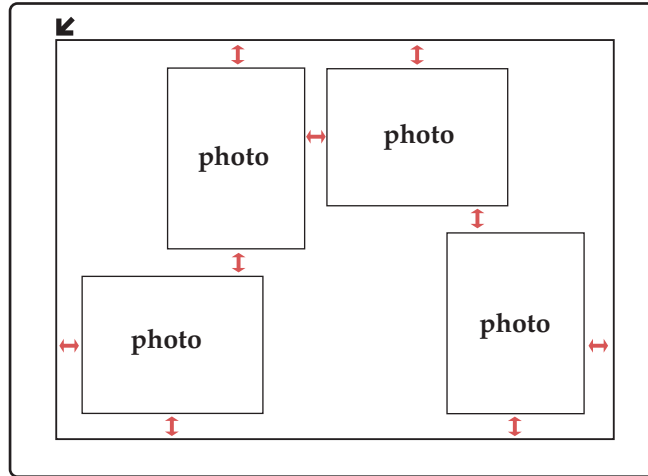
In the same way as Multi-Photo Scan, photos that have an overall whitish appearance or have a whitish border may not be cropped accurately. Also, documents other than photos (particularly documents printed on white paper, hand-written text, business cards etc.) may also not be cropped accurately.

Automatically there is a correction of documents that are not straight. However this will not happen if the image is off by more than 10 degrees.

Unlike Multi Crop, Color Mode and Resolution can be set freely.

1. If using the Toolbar to scan, click Settings on the Toolbar. On the Toolbar Settings tab, click Show scanner driver before scanning, select it and click OK.
2. Place the photos on the platen glass.

Please leave a gap of at least 0.4 inches (1 cm) between each photo and the edge of the Platen glass. You should be able to place up to 10 photos on the platen glass at any one time if desired.



↔ Keep more than 0.4 inches (1 cm) between the photos and edges of the platen.

3. Either click a button on the Toolbar, or in a TWAIN-compliant application select a command such as Acquire or Acquire Image to scan the document. You can use the Fax (F80 only) and E-mail buttons on the Toolbar. You can also use the Save As, Viewer, OCR, Custom 1, Custom 2, and Custom 3 buttons when TIFF is selected as the Save as type. See "To scan an image with the Toolbar" for the function of individual buttons.
4. Please note, the image source will change to the Platen Glass if set on the Document Feeder (F80 only).
5. Click the Advanced Mode button if it is displayed.
6. Click Preview. The image will be scanned provisionally as a preview.
7. If necessary, specify settings.
8. On the Main tab, click Multi Crop.

Each of the preview photos is surrounded by dotted lines. Each of the documents is separated from the others by its frame of dotted lines and is scanned as a separate document.

9. Drag the dotted lines with your mouse pointer if you wish to adjust the frame of the dotted lines.

If you wish to delete the frame, right-click the frame and then click Delete.

10. Click Scan.

Scanning of multiple photos will begin.

11. Depending on which operation was selected.



You may not be able to crop when the resolution is low. If you cannot crop properly, increase the resolution and try cropping again.

Viewing the Scanner Driver

When scanning with the MultiPASS Toolbar (also referred to as the Toolbar), you can set the scanner driver to always appear before scanning is performed.

To view the scanner driver:

1. On the Windows desktop, on the Toolbar, click Settings.
2. Click Show scanner driver before scanning, in the Toolbar Settings tab.



If the Show scanner driver before scanning option is cleared, the image is scanned based on the scan settings defined in the Toolbar settings.

Changing the scanner driver (Windows XP only)

Specify before you begin scanning whether you want to use the ScanGear or the WIA-compliant driver. See below to switch between them.

1. On the Windows desktop, on the Toolbar, click Settings.
2. In Select driver type, click either ScanGear driver or WIA driver.

Working with Scan Settings in ScanGear (Windows 98/Me/2000/XP)

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

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

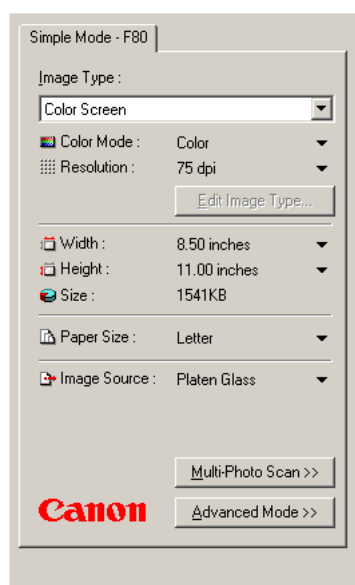
To scan an image in ScanGear:

1. On the Toolbar, click one of the following buttons:
Fax (F80 only), E-Mail, Save As or Viewer, OCR, or Custom (1, 2, 3).
2. In the ScanGear window, click whether you want to work in Simple Mode or Advanced Mode.
3. On the appropriate tabs, specify the desired preview scan settings for your image, such as the color mode, scan resolution, and page size.
4. Click Preview.
5. Review the display of the scanned preview image. Adjust the properties of your image as necessary.

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

Defining Preview Scan Settings in Simple Mode

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



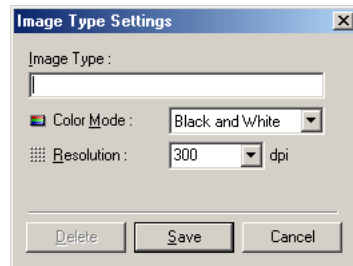
To define preview scan settings in Simple Mode:

1. On the Simple Mode tab, in the Image Type box, click the type of image you are scanning, which automatically sets the color mode and resolution.
2. In the Paper Size list, click the size of the source document or image you are scanning.

3. In the Width and Height lists, click the unit of measure by which you want to display the dimensions of your selected paper size.
4. With the F80, click either Platen Glass (flatbed) or Document Feeder (ADF) in Image Source.

To define a custom image type:

1. In the Image Type box, click Custom.
2. Click Edit Image Type.



3. In the Image Type Settings dialog box, enter a name for the image type you are defining.
4. Click the preferred color mode and resolution.
5. Click Save.

To delete a custom image type:

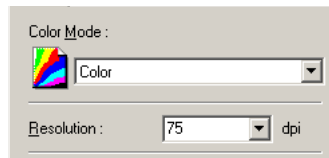
1. In the Image Type box, click the name of the image type you want to delete.
2. Click Edit Image Type.
3. In the Image Type Settings dialog box, click Delete.
4. When prompted, click Yes to delete the image type.

Defining Preview Scan Settings in Advanced Mode

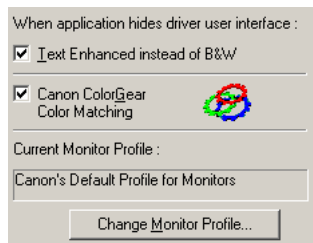
In addition to defining scan settings similar to Simple Mode, Advanced Mode enables you to adjust the preview image before the final scan. These adjustments can include setting the tone and brightness of your scanned image.

To define preview scan settings in Advanced Mode:

1. On the Main tab, click the color mode for your image.



2. Click or type the resolution, as dots per inch (dpi).
3. On the Preferences tab, set the following:



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

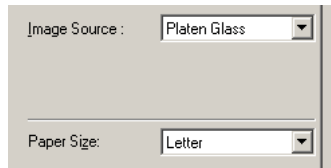
If selected, the text enhanced setting is used for applications that request a black and white scan and do not use the scan window (including most OCR applications).

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

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

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

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



4. On the F80 (F60) tab, in the Paper Size list, click the size of the source image you are scanning.

Adjusting the Preview Image for Final Scan

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



To resize a preview image, to better view its details:

1. On the toolbar, click Zoom.
2. To enlarge the view, left-click the mouse pointer on the image.

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



To move an enlarged image:

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



To reverse the tone of an image:

On the toolbar, click Negative/Positive.



To create a mirrored view of your image:

On the toolbar, click Flip.



To rotate the image 90° left or right:

On the toolbar, click Rotate Left or Rotate Right to change the orientation of the image.



To display rulers in the preview area:

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

To remove the current preview image:

Click Clear if the preview image does not serve your purpose.

To reduce the moire pattern in the preview image:

In Advanced Mode, on the F80 (F60) tab, click Descreen.

It is only effective for images which are a color or grayscale picture type and which are less than 600 dpi.

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

To sharpen the outline of an image:

In Advanced Mode, click Unsharpmask in the F80 (F60) tab.

Select to sharpen an image in a natural way without changing the brightness and contrast, or hue of an image.

Photos with a soft focus can also be sharpened.

If moire does not disappear even if you have selected Descreen, try turning off Unsharpmask.

It is only effective for images which are a color or grayscale picture type.

Cropping Your Preview Image

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

There are different methods available for cropping your image.

To automatically crop the image:



Click Auto Crop. Click repeatedly to reduce the size of the cropped area.

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

To manually define the cropped area:

1. Click Advanced Mode.



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

3. Do one of the following:



- To draw the cropped area:
Click Select. Position the mouse point at the upper left corner of the area you want to select, and drag the mouse to the lower right corner of the desired area.
- To define the cropped area by its size:
In the Width and Height boxes, type the appropriate dimensions.

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

- In the Width and Height boxes, type the appropriate dimensions.
- Drag any sizing handle on the crop border.

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

6. If you want to clear the current selection, click outside the crop border.
7. To preview the cropped image, click Preview.

Scaling the Image Output Size

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

To set an image scale:

On the Main tab, in the Scale box, enter a percentage.

Adjusting the Tone of a Color or Grayscale Image in Advanced Mode

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



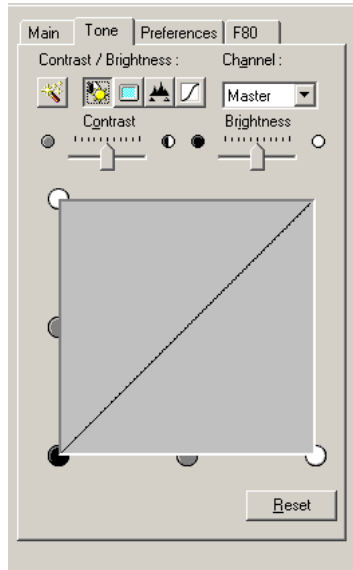
To automatically correct the tone:

Click Auto on the ScanGear toolbar or the Tone tab.



To adjust the contrast or brightness of an image:

1. On the Tone tab, click Contrast/Brightness.

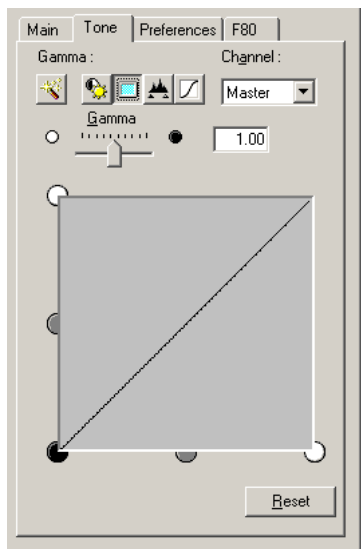


2. If you are working with a color image, click the appropriate color channel.
3. Move the Contrast and Brightness sliders to the left for less contrast or brightness, and to the right for more contrast or brightness.
4. To return to the original setting, click Reset.

To adjust the tone with the gamma value:



1. On the Tone tab, click Gamma.

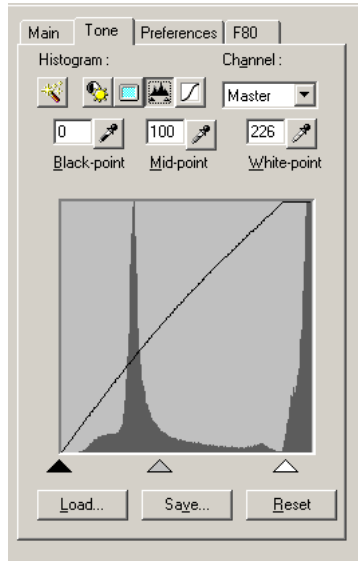


2. If you are working with a color image, click the appropriate color channel.
3. Move the slider to the left to decrease, to the right to increase, the contrast displayed in the middle of the tonal range (midtones) of your image. Or, enter the value in the box.
4. To return to the original setting, click Reset.

To adjust the tone using a histogram:



1. On the Tone tab, click Histogram.



2. If you are working with a color image, click the appropriate color channel.
3. For the black-point, midpoint, or white-point, do one of the following to make a change:



- Click the appropriately labeled button. Then click the portion of the image in the preview area that is darkest (for black-point), lightest (for white-point), or in the middle of the tonal range (for midpoint).
- Drag the appropriate arrow at the bottom of the histogram to the level you want.

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

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

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

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

To save the histogram setting:

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

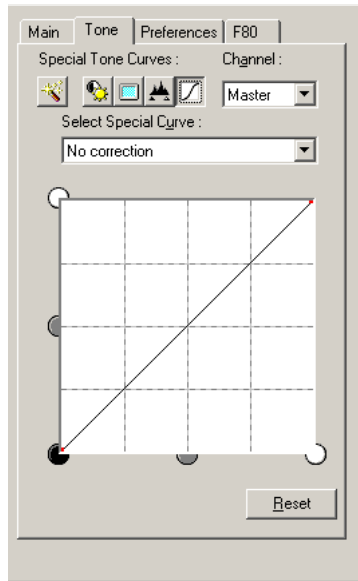
To open a previously saved histogram setting:

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

To correct a common tone problem with a predefined tone curve:



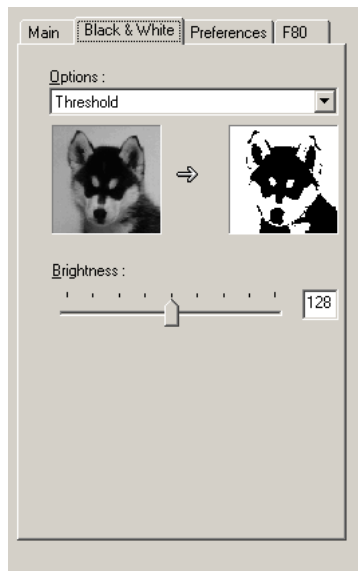
1. On the Tone tab, click Special Tone Curves.



2. If you are working with a color image, click the appropriate color channel.
3. In the Select Special Curve box, click the desired correction.
4. To return to the original setting, click Reset.

Adjusting the Tone of a Black and White Image in Advanced Mode

If you selected Black and White as your color mode, you can define the following tone settings on the Black & White tab.



❑ **Options**

Click the method that produces the most desirable results for your black and white image, based on how the method represents the black and white portions of your image. To better understand how each method affects the black and white portions of your image, it is recommended that you select each method in turn and preview the results in the sample image.

❑ **Brightness**

Move the slider to the right to decrease the brightness, to the left to increase the brightness, or enter a value in the box.



NOTE

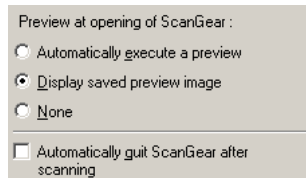
Although the Black & White tab appears when you select Text Enhanced as the color mode, the settings are not available and cannot be changed.

Adjusting ScanGear Preferences

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

To adjust scan behavior preferences:

1. In Advanced Mode, click the Preferences tab.

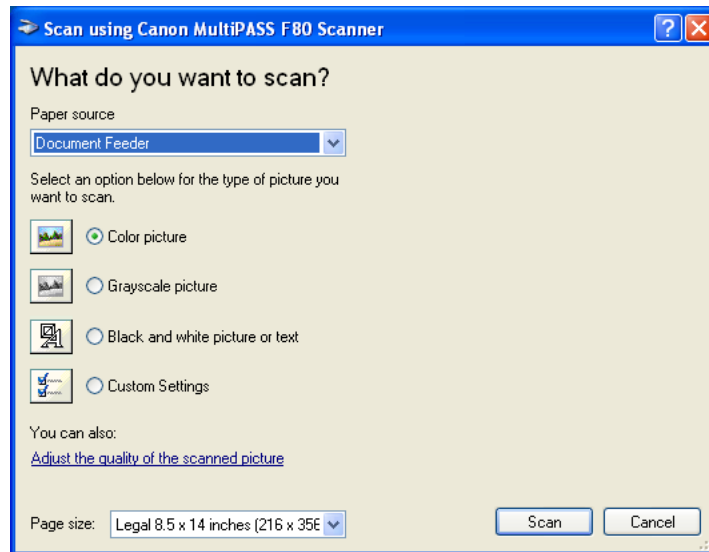


2. Under Preview at Opening of ScanGear, click whether or not you want ScanGear to automatically scan a preview of the image in your printer, or to display the previous preview image.
3. Since not all Windows scan applications may close the ScanGear window automatically, click if you want to ensure that ScanGear will automatically close after the final scan is complete.

Working with Scan Settings in WIA (Windows XP only)

You can scan a document by placing it on the flatbed (platen glass) or the automatic document feeder (ADF) (F80 only). Furthermore, you can specify the picture type, such as color or grayscale, and then scan the document.

To scan an image:



If you are using the Automatic Document Feeder (ADF) (F80 only), specify the desired picture type and page size, and then click Scan.

To specify a picture type:

In the Scan dialog box, click the type of picture to scan.

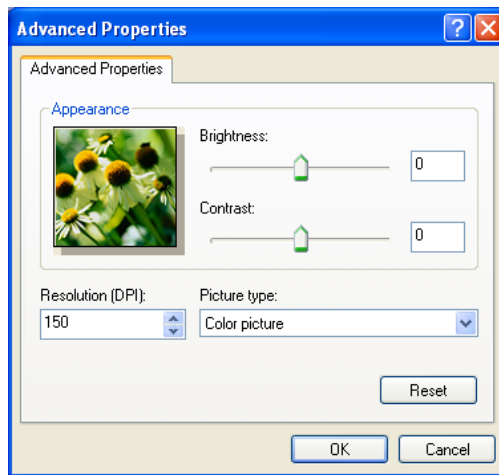
- Click a predefined picture type to scan a color, grayscale, or black and white image using predefined settings.

- ❑ Create a customized picture type by making changes to a predefined picture type or defining your own custom picture type.

To customize a picture type:

1. Do one of the following:
 - To customize a predefined picture type, click the picture type, and then click Adjust the quality of the scanned picture.
 - To customize a picture type, click Custom Settings and then click Adjust the quality of the scanned picture.

Contrast slider available for Color and Grayscale picture types



2. In the Advanced Properties dialog box, specify the desired scan settings.
 - Click the desired picture type.
 - To adjust brightness, move the slider to the left for less brightness, or to the right for more. Or, enter the desired values.
 - For color or grayscale picture types, to adjust contrast, move the slider to the left for less contrast, or to the right for more. Or, enter the desired values.

- Click or enter the desired resolution.
3. Click OK to enable the scan settings you specified in the previous step and close the Advanced Properties dialog box.
Click Cancel to disable the scan settings you specified in the previous step and close the Advanced Properties dialog box.
Click Reset to restore the default scan settings.

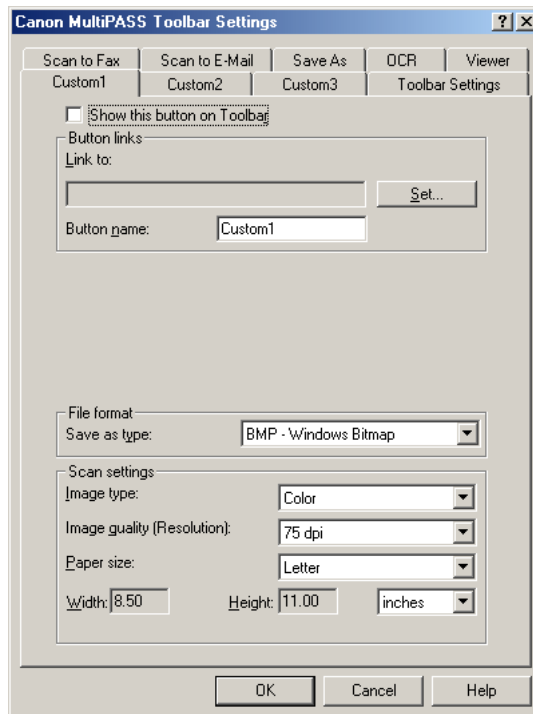
Defining Toolbar Settings

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

To change the scan button settings:

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

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



3. On the appropriate tab, make your preferred changes:

- **Show This Button on Toolbar**
Click to display the button associated with this scan destination on the Toolbar. If this option is cleared, the button does not appear on the Toolbar.
- **Link To**
On the Scan to Fax tab (F80 only), this setting displays the fax driver that is used to send your scanned document as a fax.

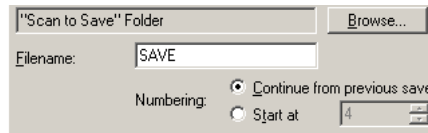
On the OCR, Viewer, and Custom tabs, this setting displays the path and executable file for the application associated with the scan destination. The OCR and Viewer buttons may be factory-predefined with an application bundled with your MultiPASS Suite. For example, the OCR button may be linked to the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

- **Set**
On the Scan to Fax tab, click to change the fax options used when faxing the scanned document with the Fax button. In the FAX Properties dialog box, specify your changes (such as paper size) and click OK (F80 only).

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

- **Button name**
Enter name (up to nine characters), to be displayed in the Toolbar for Custom 1, Custom 2, and Custom 3.
- **Open folder after scanning (Save As tab only)**
If you select Open folder after scanning, the folder in which scanned images were saved with Save As will be displayed in Explorer after scanning.

- **Image File**
On the Save As tab, click Browse to select a location (drive and folder) where you want your image files to be saved. The factory-predefined setting is the My Pictures folder in My Documents. When MultiPASS Suite is installed and there is no My Pictures folder, images will be saved to the My Documents folder. If there is no My Documents folder either, the images are set up to be saved to the Scan to Save folder.



- **Filename and Numbering**
On the Save As tab, in the Filename box, enter the base file name you want to use to define your own preference for naming files. For Numbering, click whether you want to continue numbering from the previously saved file, or to begin the numbering from the specified number.

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

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

- **Save as Type**
If available, click the file format in which you want your scanned image saved, such as BMP or TIF. This option is available only for those scan destinations where saving the image file is appropriate.
- **Image Type**
If available, click the type of image you are scanning, such as Black and White.

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

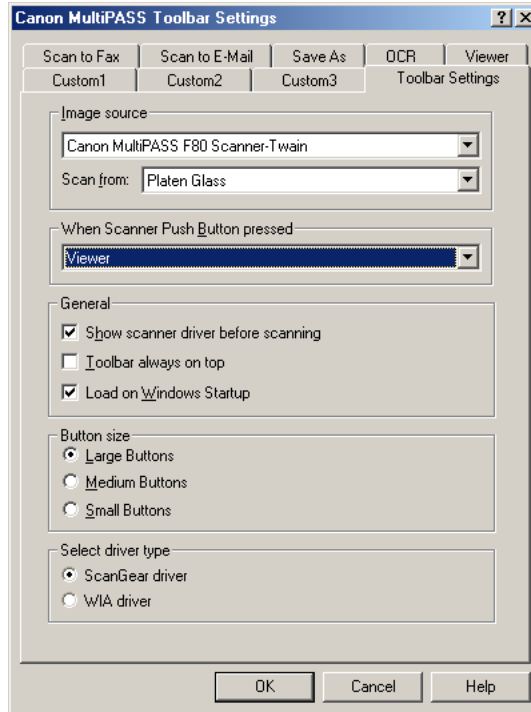
- **Paper Size (if available)**
Click the physical size of the image being scanned, such as letter or business card size.

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

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

To change general Toolbar settings:

1. On the Windows desktop, on the Toolbar, click Settings.



2. On the Toolbar Settings tab, specify your changes:

- **Image Source**
Click the printer you prefer to use for scanning.
- **When Scanner Push Button Pressed**
Click the desired action that occurs when you push the scan button on your printer. For example, you can set the button to display the Toolbar, or to send the scanned document to a particular destination, such as E-mail.
- **Show scanner driver Before Scanning**
Click to display the scanner window or dialog box before scanning an image. In the window or dialog box, you can select the desired scan options.

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

- **Toolbar Always on Top**
Click to keep the Toolbar displayed on top of all applications that may appear on the Windows desktop.
- **Load on Windows Startup**
Click to open the Toolbar when Windows is started. If this setting is cleared, you need to open the Toolbar when you want to use it.
- **Button Size**
Click your preferred display size for the Toolbar buttons.
- **Select driver type**
If you use Windows XP, choose whether you will use ScanGear driver (TWAIN-compliant driver) or the WIA driver for scanning.

Viewing the Toolbar

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

To open the Toolbar:

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

To close the Toolbar:

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

To minimize the Toolbar open on the desktop:

On the Toolbar, click the Close button on the title bar.

To maximize the Toolbar from an icon on the taskbar:

Double-click the Toolbar icon.



NOTE

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

Chapter 6

Viewing and Enhancing Images

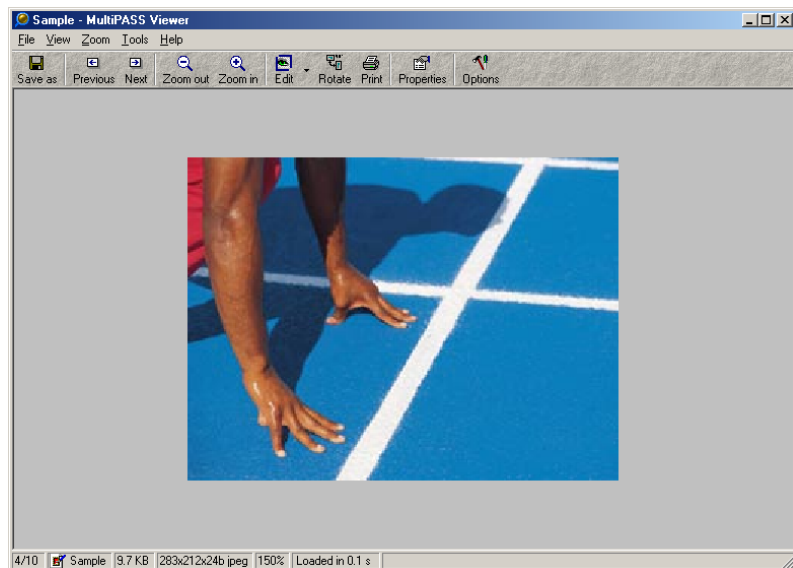
You can open and view documents stored in the My MultiPASS folders with the MultiPASS Viewer (also referred to as the Viewer).

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

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

To open a document in the Viewer:

In the My MultiPASS folders, click the document, and then click Open on the File menu. Or, double-click the document.

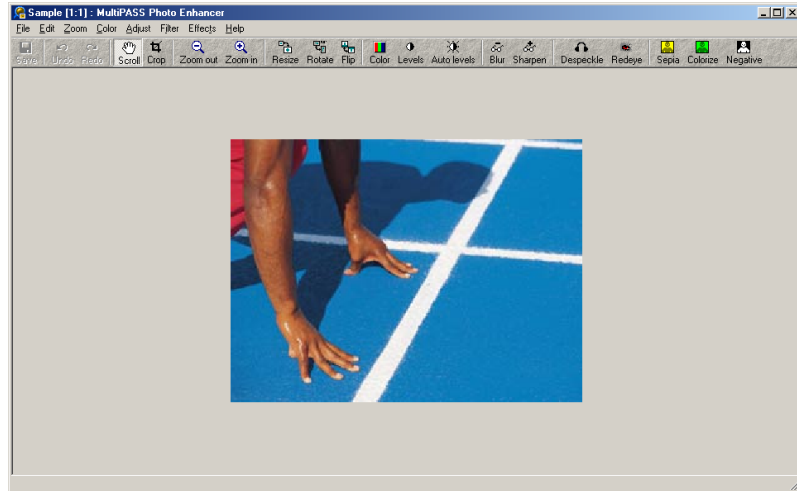


To close the Viewer:

On the File menu, click Exit.

To open an image in the Photo Enhancer:

1. Open the document that you want to edit in the Viewer.
2. Click Edit on the Viewer toolbar or Tools menu.



NOTE

Documents containing metadata can be opened with the Photo Enhancer. However, if the document is edited and saved, all metadata is lost.

To close the Photo Enhancer:

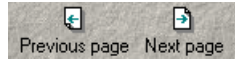
On the File menu, click Exit.

Specifying Display Preferences

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

To page through a multipage document:

1. Open your multipage document in the Viewer or Photo Enhancer.
2. In the Viewer:
On the View menu, point to Page. Then, click to the next, previous, first, or last page. Or, on the toolbar, click Previous Page or Next Page.



In the Photo Enhancer:

On the Page toolbar, click to the previous, next, first, or last page.



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

To move through the images in a My MultiPASS folder (Viewer):

1. Open an image from the My MultiPASS folder you want to page through.
2. On the View menu, point to Image. Then, click to the next, previous, first, or last image. Or, on the toolbar, click Previous or Next.



To adjust the magnification of the document or image:

In the Viewer or Photo Enhancer, do one of the following:



- On the Zoom menu or toolbar, click to zoom out or in, decreasing or increasing the magnification, by increments.
- On the Zoom menu, click a specific setting.
 - In the Viewer, display the image at its full size, resized so that the entire image fits the window, resized so the image width fits the window (while maintaining the aspect ratio for the height), or resized so the image height fits the window (while maintaining the aspect ratio for the width).
 - In the Photo Enhancer, display the image resized so that the entire image fits the window, or at its full size.

To specify the magnification at which the image will open next (Viewer):

Click Lock in the Zoom menu and set to ON. Images opened with Next and Previous will be displayed at the magnification at which the image was displayed when you set Lock to ON. If Lock is set to OFF, images will be displayed according to settings such as Fit Image set to ON in the Zoom menu.

If Lock is set to ON, the * mark will appear in the magnification display at the bottom of the window.

To scroll through a zoomed document (Viewer):

Drag the mouse pointer to move your view of the image.



To scroll through a zoomed image (Photo Enhancer):

1. On the toolbar or Edit menu, click Scroll.
2. In the image layout area, drag the mouse pointer to move your view of the image.

To view the document in full-screen mode (Viewer):

On the View menu, click Full Screen.

The document displays as the only item on the screen.

To return from full-screen to the regular window view (Viewer):

1. Right-click anywhere in the document.
2. Clear Full Screen.

To hide or show the toolbar or status bar (Viewer):

On the View menu, do one of the following:

- To toggle the toolbar on or off, click Toolbar.
- To toggle the Status bar on or off, click Status Bar.

Manipulating a Document or Image

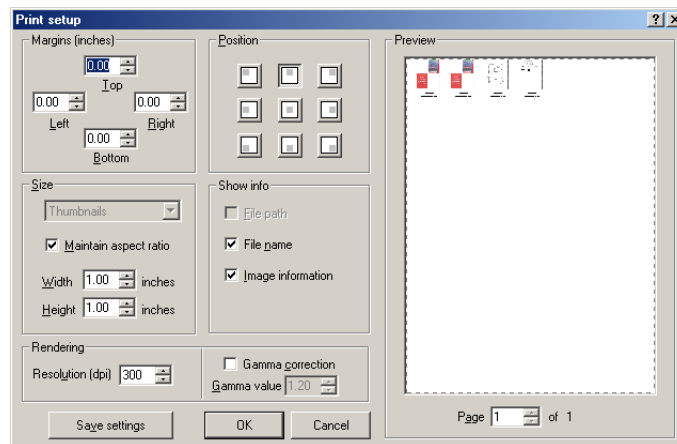
You can perform a variety of tasks that affect your document image, such as printing, reloading, and changing the orientation of your document; flipping the image on a horizontal or vertical axis; and rotating the image clockwise or counter-clockwise by selected increments.

To print a document (Viewer):

1. On the File menu or Viewer toolbar, click Print.
2. In the Print dialog box, specify the desired print options.

To print documents in a folder as thumbnails (Viewer):

1. Open a document in the folder that you want to display thumbnails of.
2. On the File menu, click Print Thumbnails.
3. In the Print dialog box, select the printer and click OK (in Windows 2000/XP, click Print). The thumbnails display in the Preview window.

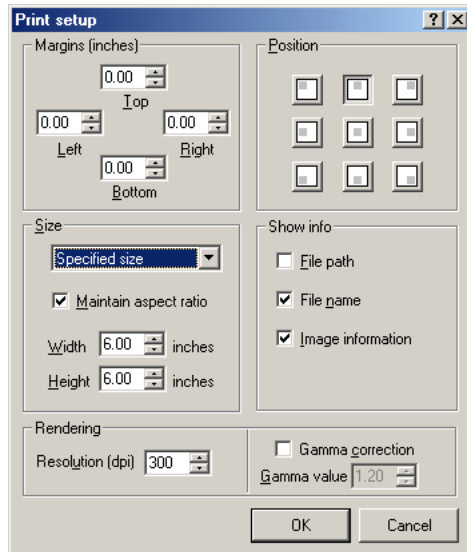


4. In the Print Setup dialog box, specify your print settings:

- Click, or type, the margins you want to use along the edge of the paper.
- If the one or more thumbnail images do not fill the page, click the position where the thumbnails should be printed.
- Click the size you want to use for the thumbnails. To keep the width and height properly proportioned, click Maintain Aspect Ratio. Then, enter the appropriate width or height.
- Click other information you may want shown on the printed document.
- Click the preferred resolution for the printed document. Generally, the higher the resolution, the higher the print quality. However, print speed may be slower.
- Click if you want to correct the image's brightness and contrast (gamma). Then, specify the gamma value. Generally, the higher the value, the higher the correction to produce a more subtle brightness and contrast.

To change the print setup (Viewer):

1. On the File menu, click Print Setup.



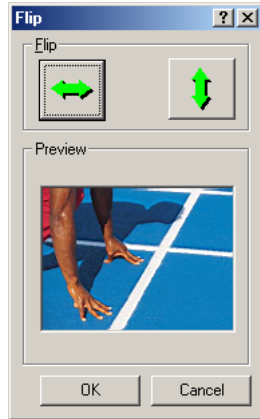
2. In the Print Setup dialog box, make the desired changes:
 - Click, or type, the margins you want to use along the edge of the paper.
 - If the image does not fill the page, click the position where the image should be printed.
 - Click how you want the image sized. To specify a size, click Specified Size. To keep the width and height properly proportioned, click Maintain Aspect Ratio. Then, enter the appropriate width or height.
 - Click other information you may want shown on the printed document.
 - Click the preferred resolution for the printed document. Generally, the higher the resolution, the higher the print quality. However, print speed may be slower.

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



To flip an image (Photo Enhancer):

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



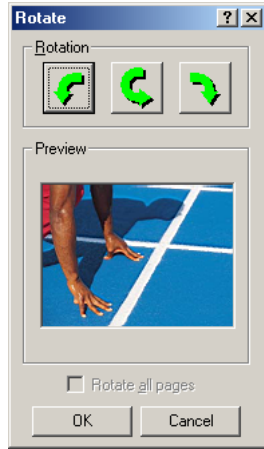
2. In the Flip dialog box, click the Horizontal or Vertical Flip button.

To rotate a document or image:

1. Do one of the following:



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



2. In the Rotate dialog box, click the Rotation button that corresponds to the direction you want to rotate the document or image.
3. Click Rotate All Pages or Rotate All Pages of This Image if you want to rotate all the pages in the document.

To reload a document or image:

Do one of the following:

- To reload a document that you have already saved, in the Viewer, on the View menu, click Reload.
- In the Photo Enhancer, on the File menu, click Revert.

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

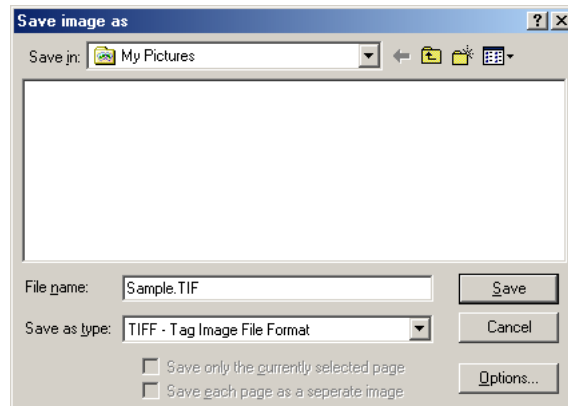
Saving Documents and Images

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

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

To save a document or image:

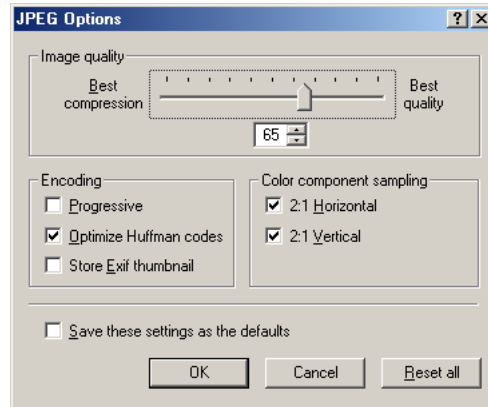
1. On the File menu, click Save As.



2. In the Save Image As dialog box, specify the Windows folder where you want to save the file.
3. Enter a name for the file in the File Name box.
4. Click a file type in the Save As Type list.
5. If you are working with a multipage document, click if you want to save only the currently selected page, or each page as a separate image (.mlj and .tif file types only).

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

If you selected .jpg as the save as type, and clicked Options:



1. In the JPEG Options dialog box, move the Image Quality slider or enter a value to specify the desired compression.

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

2. Click the appropriate Encoding.
 - **Progressive**
Click to create an image that displays progressively in a Web browser. The image displays as a series of overlays, enabling viewers to see a low-resolution version of the image before downloading it completely. Progressive .jpg files are not supported by some browsers and require more RAM for Viewing.
 - **Optimize Huffman Codes**
Click to optimize the color quality of the image while making a slightly more compressed file. Optimized .jpg images are not supported by some Web browsers.

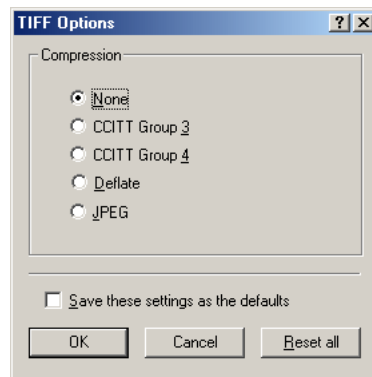
- **Store Exif Thumbnail**
Click to create a preview thumbnail for the image. Preview thumbnails appear as icons on the desktop and in file lists (when the view is set to Large Icons). Selecting this option will increase the file size of the saved image. This option is available only if you did not click Progressive.

3. Select whether to use color component sampling.

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

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

If you selected .tif as the save as type, and clicked Options:



1. In the TIFF Options dialog box, click the desired compression type. If you do not want to compress the image data, click None.
 - **CCITT Group 3**
Click if your image is black and white and you want to optimize viewing in PDF or PostScript language file formats.

- **CCITT Group 4**
Click to compress the file more than CCITT Group 3. Use this technique if you want to achieve the same goals as CCITT Group 3, while compressing the image more.
 - **Deflate**
Click if your image contains large areas of a single color. This technique is supported by the PDF file format, but is not supported by all .tif file format readers.
 - **JPEG**
Click for continuous-tone images (such as photographs) that you want to compress, but save in the .tif file format. This technique is supported by both the PDF and PostScript language file formats.
2. Click **Save These Settings as the Defaults** if you always want .tif images saved in these settings.

Specifying Viewer Preferences

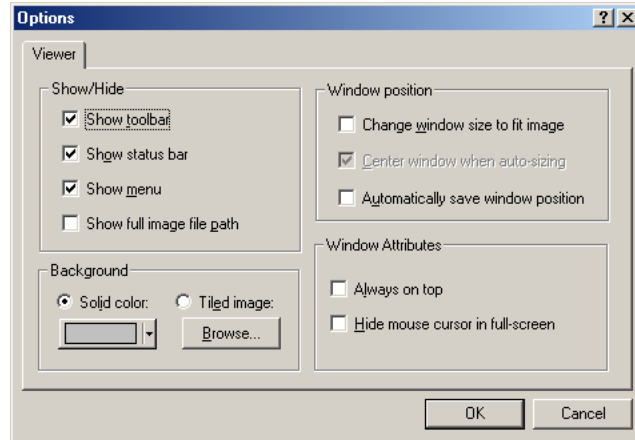
You can set the Viewer window and photo editor preferences. You can also set the current document as the desktop wallpaper.

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



To specify and save Viewer window options:

1. On the Viewer toolbar or Tools menu, click **Options**.

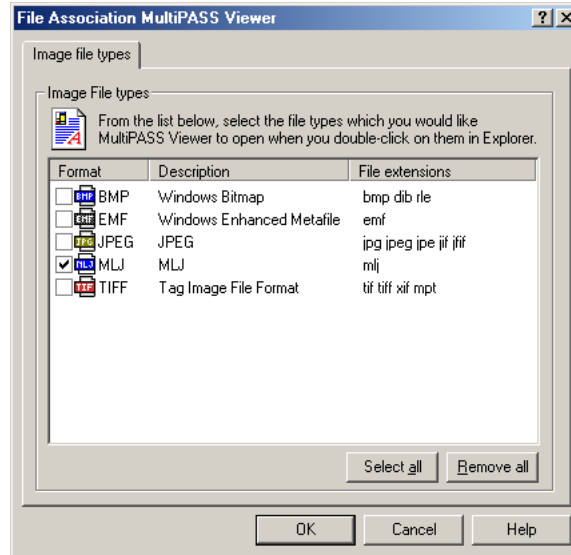


2. In the Options dialog box, specify whether to show or hide Viewer window attributes, such as the toolbar, or status bar.
3. Specify your Viewer window background preferences. Click a color from the color list or browse to an image to be used for the Viewer window background.
4. Specify your window position options.
 - Click Change Window Size to Fit Image if you want the Viewer Window to automatically shrink to fit the displayed image.
 - If you clicked Change Window Size to Fit image, you can also click Center Window When Auto-sizing to center the Viewer window after the window is resized.
 - Click Automatically Save Window Position if you want to save the Viewer window position for the viewing of future images.
5. Specify your window attributes.
 - Click Always On Top if you want the Viewer window to stay in the forefront of other windows.

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

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

1. On the Tools menu, click File Associations.



2. In the File Associations dialog box, select the desired image file types.

To set the current document as the desktop wallpaper:

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

- Click Centered to center a single document image on the desktop.
- Click Tiled to tile multiple document images to fill the desktop area.

To restore the previous desktop wallpaper:

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

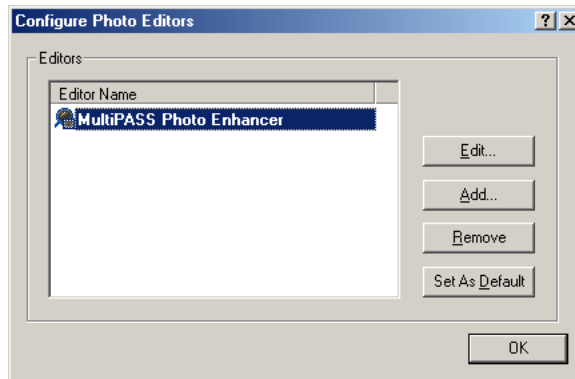
Specifying a Photo Editor

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



To add a photo editor:

1. On the Viewer toolbar, click the Edit arrow button. Then, click Configure Editors.



2. In the Configure Photo Editors dialog box, click Add.



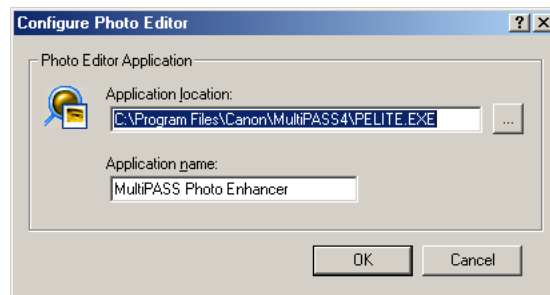
3. In the Browse for Photo Editor Application dialog box, locate the executable file for the editor you want to add, and then click Open.
4. In the Configure Photo Editor dialog box, change the application name as needed. Then, click OK.

To specify a different default photo editor:

1. On the Viewer toolbar, click the Edit arrow button, and then click Configure Editors.
2. In the Configure Photo Editors dialog box, click the photo editor that you want, and then click Set As Default.

To edit the properties of the associated photo editor:

1. On the Viewer toolbar, click the Edit arrow button. Then, click Configure Editors.
2. In the Configure Photo Editors dialog box, select the photo editor to edit, and then click Edit.



3. Make the desired changes to the name and/or location.

To remove a photo editor:

1. On the Viewer toolbar, click the Edit arrow button. Then, click Configure Editors.
2. In the Configure Photo Editors dialog box, select the photo editor that you want to remove, and then click Remove.

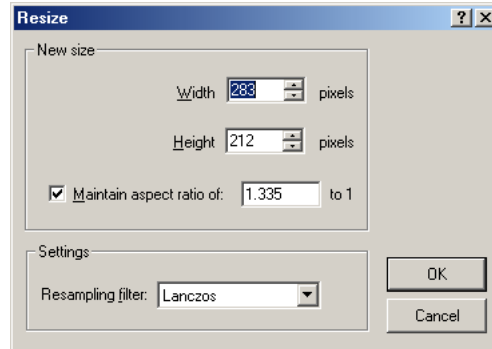
Enhancing Your Images (Photo Enhancer)

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



To resize an image:

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



2. In the Resize dialog box, if you want to maintain the original image proportions, click Maintain Aspect Ratio.
3. Click or enter the dimensions of the new size in the Width or Height boxes.
4. Click the desired resampling filter. Changing the pixel dimensions (and therefore display size) of an image is referred to as resampling. The Lanczos setting generally gives the best quality to the resized image.



To crop an image:

1. On the toolbar or Edit menu, click Crop.
2. Drag the mouse pointer so that the area you want is framed, and then double-click the area.

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

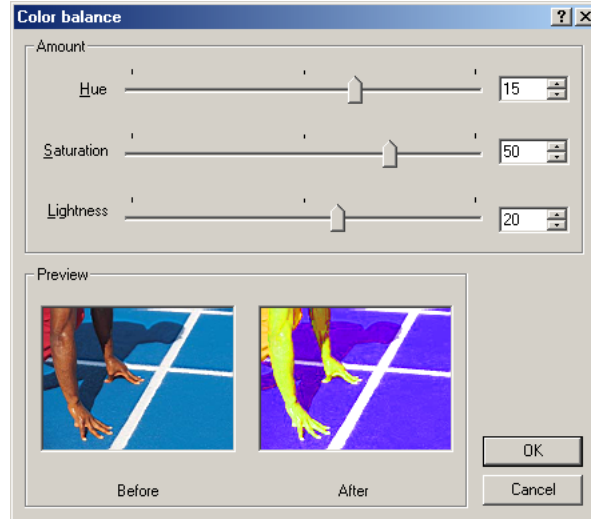
To adjust the image type:

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



To adjust color balances (Truecolor image type):

1. On the toolbar or Adjust menu, click Color Balance.



In the Color Balance dialog box, the original image appears on the left. As you modify the image, you can see the results on the right.

2. Move the sliders to the left to decrease, to the right to increase. Or, enter the desired value in the appropriate box.
 - When you adjust the hue, you adjust the shade or tint of colors in the image. Hue is measured on a circular spectrum running from red to green to blue and returning to red.
 - When you adjust the saturation, you adjust the purity of the hue. A color with 100% saturation is bright and vivid, and a color with -100% saturation is a shade of gray.

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



To automatically adjust color levels (Truecolor, 256 Grays image types):

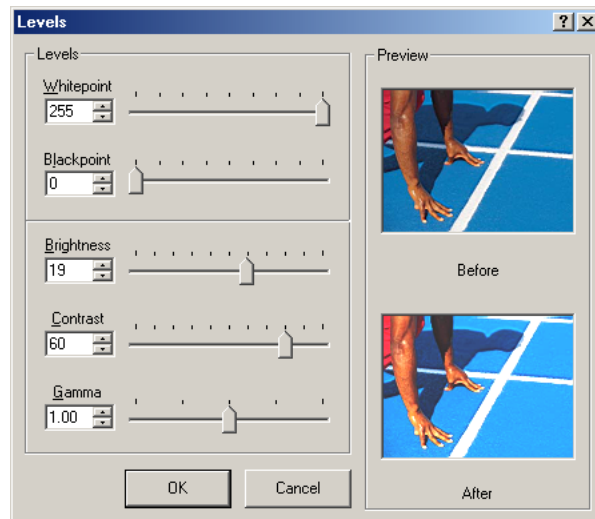
On the Adjust menu or toolbar, click Auto Levels.

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



To manually adjust color levels (Truecolor, 256 Grays image types):

1. On the toolbar or Adjust menu, click Levels.



In the Levels dialog box, the original image appears on top. As you modify the image, you can see the results on the bottom.

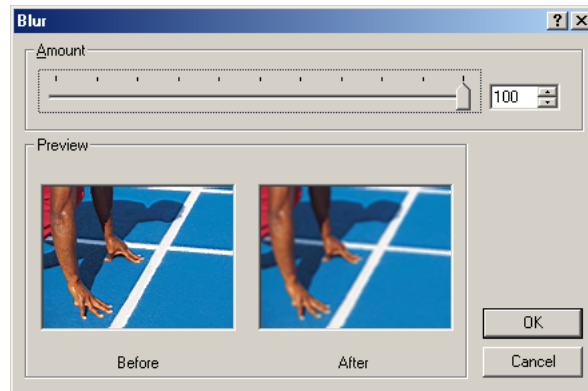
2. Move the sliders to the left to decrease, to the right to increase. Or, enter the desired value in the appropriate box.
 - When you adjust the black point and white point levels, you specify what you want the darkest and lightest points in the range to be when you change the brightness and contrast.

- When you change the brightness and contrast, you set the values in the specified black point and white point range.
- When you change the gamma, you adjust the mid-tones of the image to increase its contrast and enhance the overall image. When you increase the gamma value, light areas are made lighter, and dark areas are made darker.



To blur an image (Truecolor image type):

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



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

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

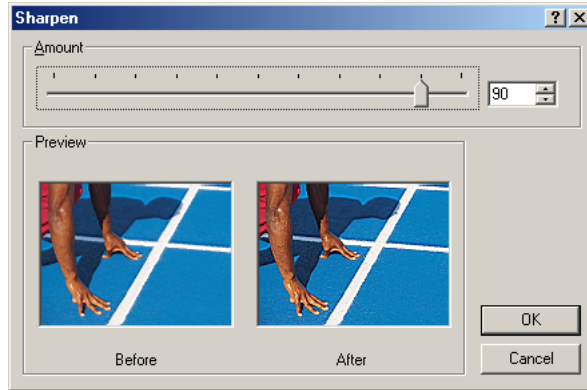
2. In the Blur dialog box, specify the desired value or move the slider to the left for less blur, right for more blur.

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



To sharpen an image (Truecolor image type):

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



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

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

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

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



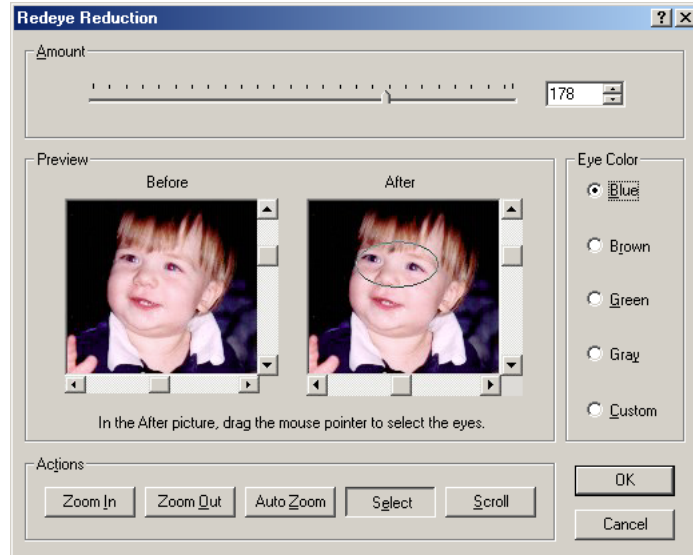
To remove noise (despeckle) from an image (Truecolor image type):
On the toolbar or Filter menu, click Despeckle.

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



To reduce the redden effect (Truecolor image type):

1. On the toolbar or Filter menu, click Redeye Reduction.



In the Redeye Reduction dialog box, the original image appears on the left. As you modify the image, you can see the results on the right.

2. Click Zoom In to zoom in on the eyes.
3. After zooming, if the eyes do not appear in the After box, click Scroll. On the image in the After box, use the mouse pointer to circle the eyes.
4. Click Select. On the image in the After box, drag the mouse pointer to outline the eyes.
5. Click the appropriate eye color.
6. Move the slider to the right to increase the colored area, to the left to decrease. Or, specify a value in the Amount box.

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

To make your image sepia-toned (not available with Black and White or 2 Color image types):



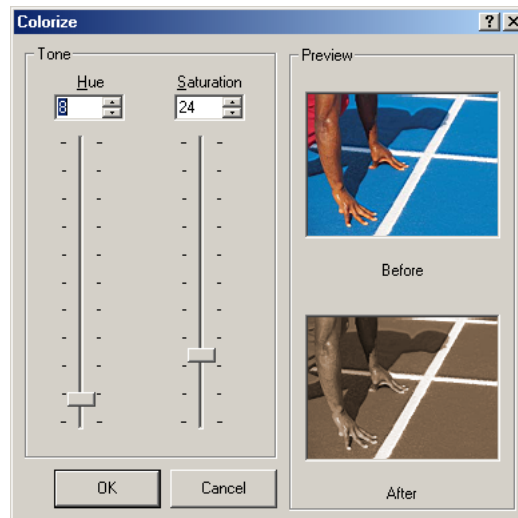
On the toolbar or Effects menu, click Sepia.

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

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



1. On the toolbar or Effects menu, click Colorize.



The original image appears on top in the Colorize dialog box. As you modify the image, you can see the results on the bottom.

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

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

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



On the toolbar or Effects menu, click Negative.

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

Chapter 7

Fine-tuning the MultiPASS Suite

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

Defining Device Fax Settings (F80 only)

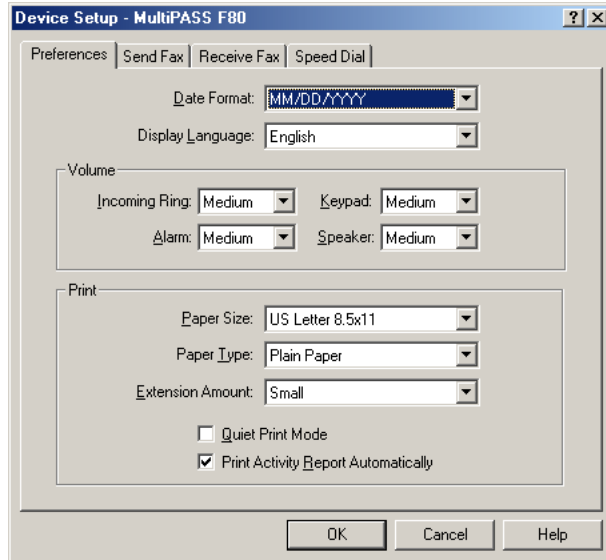
Although you can set fax options directly in the printer itself, you can also define the settings on your PC. You define settings that affect general preferences for sending and receiving a fax and speed dial assignments. In My MultiPASS, on the MultiPASS menu, point to Device Setup / Speed Dial, and then click MultiPASS F80.



Once in the Device Setup Window, this chapter will guide you through the fine-tuning of the MultiPASS Software and the performance of the F80.

To define general fax preferences:

On the Preferences tab, define the following settings:



- ❑ **Date Format**
Click the format you want to use to display the date on the printer LCD and for printing the date on a fax.
- ❑ **Display Language**
Click the language you want to use on the printer LCD.
- ❑ **Volume**
Click the volume level of the various sound components of your printer to best suit your office environment.
- ❑ **Paper Size**
Click the size of the paper you are using for printing a fax, based on the source of the paper.
- ❑ **Paper Type**
Click the paper on which you want to print faxes.

Extension Amount

Specify the extension amount that will print beyond the edges of the paper for borderless printing or direct printing from a memory card. Because the image is enlarged and printed, if the extension amount is increased, the part of document that does not print will increase. If the extension amount is reduced, there may be a white margin.

Large: approximately 10%

Small: approximately 5%

Quiet Print Mode

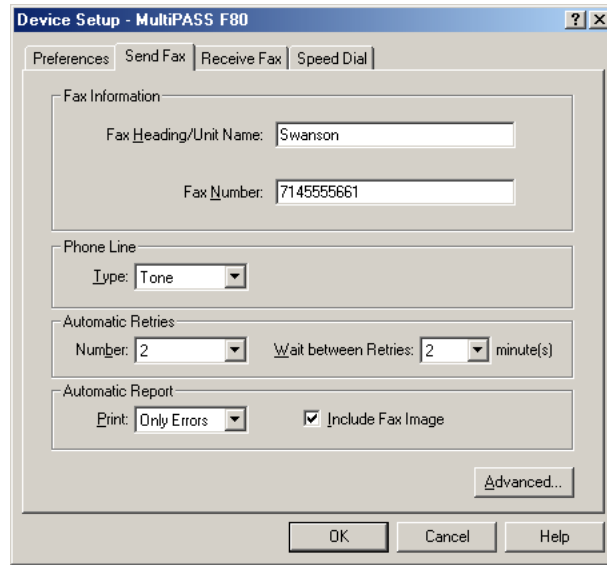
When printing a local job, you will need to specify if you want quiet printing. Printing noise is reduced when quiet printing is on.

Print Activity Report Automatically

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

To define send fax settings:

On the Send Fax tab, define the following settings:



❑ **Fax Information**

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

❑ **Phone Line**

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

❑ **Automatic Retries**

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

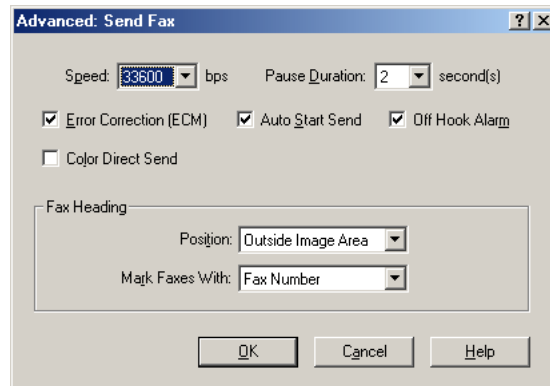
❑ **Automatic Report**

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

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

To define advanced send fax options:

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

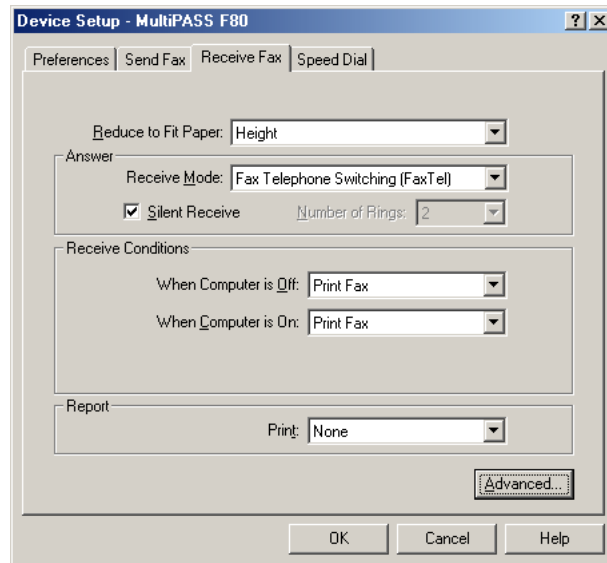


- Speed**
Click the transmission speed to want to use to send faxes. The higher the setting, the faster the transmission. If you experience problems when sending faxes, try a lower speed setting.
- Pause Duration**
Click the length of the pause that you may have to insert when dialing a long distance number.
- Error Correction (ECM)**
Click to reduce system and line errors when sending a fax. With this option selected, the system checks each outgoing fax for lost data. If data has been lost from a portion of a page, the system transmits that portion again after confirming that all data within that portion can be transmitted successfully.
- Auto Start Send**
Click if you want the unit to start scanning automatically if a speed dial number is pressed.
- Off Hook Alarm**
Click to turn on the alarm after the printer has received or sent a fax if the telephone is off-hook.

- ❑ **Color Direct Send**
Click to have a color fax printed in black and white if the receiving fax machine cannot receive a color fax.
- ❑ **Position**
Click where you want the sent fax heading information (your fax number, your name, and date and time) to print on the faxes you send. This information is known as the Transmit Terminal Identification (TTI).
- ❑ **Mark Faxes With**
Click how you would like to identify the fax/phone number in the header of a fax you send. For example, if you typically use the designated number for phone calls rather than sending faxes, you can identify the number as a telephone number. Otherwise, identify the number as a fax number, used primarily for sending and receiving faxes.

To define receive fax options:

On the Receive Fax tab, define the following settings:



Reduce to Fit Paper

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

Answer Receive Mode

Click the mode by which you want the printer to receive incoming calls:

- Automatically switch for receiving a call either as a fax or telephone call
- Automatically receive only fax calls
- Require you to manually answer the incoming call, and then set the printer for an incoming fax
- Automatically receive a call with your answering machine
- Automatically switch between receiving a call either as a fax or telephone call based on the ring tone for each type of call. (U.S. only. This setting is applicable only if you subscribe to a special network service with your phone company that defines multiple ring tones for your phone line.)

Answer Silent Receive

Click to set the printer not to ring for an incoming fax.

Answer Number of Rings

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

Receive Conditions

Click how the system should handle an incoming fax under the following conditions:

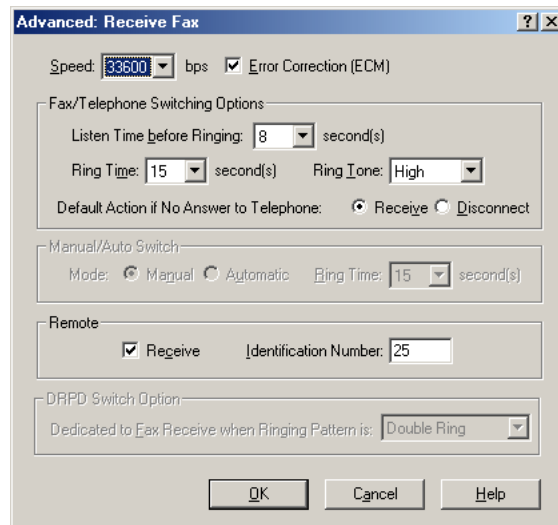
- If your computer is turned off:
Click to set the printer to print the fax or save the fax in its memory.
- If your computer is turned on:
Click to set the printer to move the fax to your computer, or to print the fax.

Report Print

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

To define advanced receive fax settings:

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



Speed

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

- Error Correction (ECM)**
Click to reduce system and line errors when receiving a fax. With this option selected, the system checks each incoming fax for lost data. If data has been lost from a portion of a page, the system receives that portion again after confirming that all data within that portion can be received successfully.
- Listen Time Before Ringing**
When a call is received, the printer checks to see if the call is from a fax machine or a telephone.
- Ring Time**
When your printer is set to receive both fax and telephone calls, it rings to inform you of an incoming telephone call. If you do not pick up the telephone receiver within a certain amount of time, the printer stops ringing. Click to set the appropriate amount of time the printer should ring.
- Ring Tone**
Click to set the volume level of the ring tone.
- Default Action If No Answer to Telephone**
Click Receive if you want the printer to handle an incoming call, detected as a telephone call that is not answered, as an incoming fax. If no fax is received, the line is then disconnected. If you set this option to Disconnect, the printer automatically disconnects the unanswered call, without switching to try and receive a fax.
- Manual/Auto Switch**
To prevent missing incoming documents when the printer is set to manual receiving, click to set the unit to automatically answer the phone and switch to automatic. The unit can receive the incoming fax after the specified ring time (the number of seconds you specify).
- Remote Receive**
Click so that you can set the printer, from a telephone extension, to receive a fax if an incoming call is ringing on the printer. If you select this option, you must assign a remote identification number that signals the printer to receive the fax.

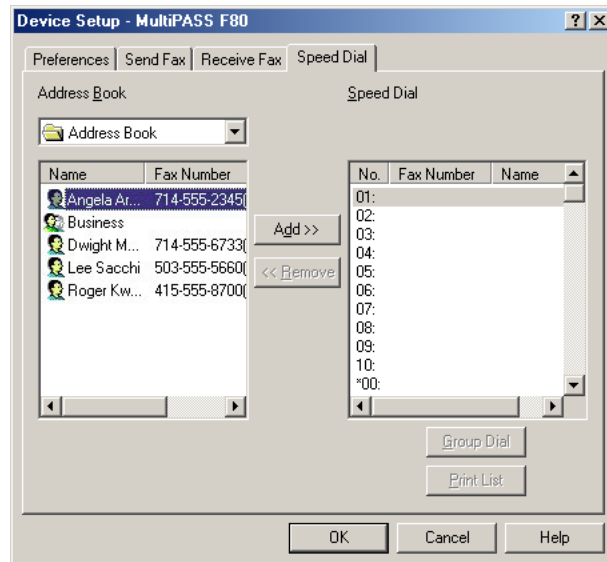
- ❑ **Remote Identification Number**
If the Remote Receive option is selected, enter the identification number you will use to set the printer to receive a fax.
- ❑ **DRPD Switch Option**
If you subscribe to the Distinctive Ring Pattern Detection (DRPD) service through your phone company click the desired ring pattern.

Setting Up Speed Dial Assignments

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

To assign a fax recipient to a speed dial code:

1. On the Speed Dial tab, in the Address Book box, click Address Book to display the contents.



Any speed dial entries assigned using the printer or this dialog box will be displayed in the Speed Dial list.

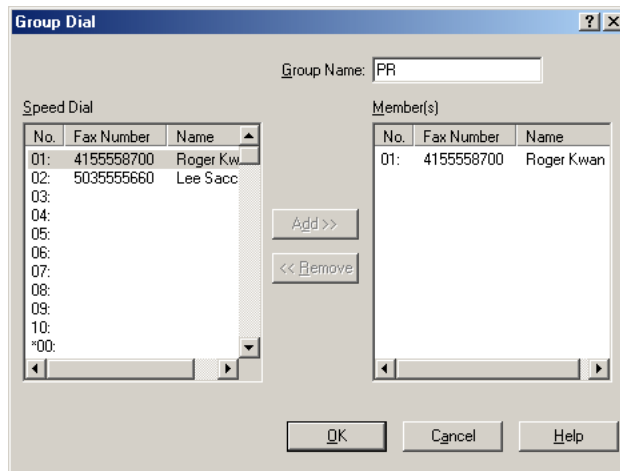
2. In the Address Book list, click the recipient that you want to assign to a speed dial code.
3. On the Speed Dial list, click the speed dial number to which you want to assign the recipient, and click Add.
4. To remove a recipient from a speed dial number, in the Speed Dial list, click the speed dial number, and then click Remove.
5. When all the desired members are listed in the Member's list, click OK to save your group. To close the dialog box without saving your group, click Cancel.

To print the speed dial assignment list:

Click Print List.

To define a group speed dial:

1. On the Speed Dial tab, make sure the desired recipients for your group are set up as individual speed dial assignments.
2. Click the speed dial number to which you want to assign the group of recipients, and click Group Dial.



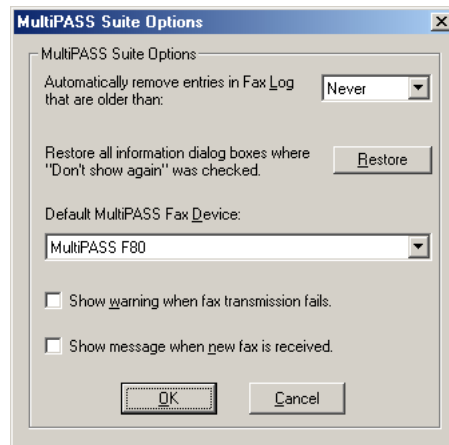
3. In the Group Dial dialog box, in the Group Name box, enter a name for the group.
4. In the Speed Dial list, click the first recipient and click Add. Repeat this procedure until the desired recipients are included in the Members list.
5. To remove a member from the group, click the member in the Members list and click Remove.

Defining System Settings (F80 only)

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

To define general system preferences:

In My MultiPASS, on the MultiPASS menu, click Options. In the Options dialog box, define the following settings:



- Click at what point entries in the Fax Log should be automatically removed.
- Click to restore showing any dialog boxes where “Don’t show again” had been clicked previously.
- Click the MultiPASS printer model that you want to use as the default fax device.
- Click whether you want a warning message to appear when a fax transmission fails.
- Click whether you want a message to appear when a new fax is received.

Using the MultiPASS Status Monitor

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

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

Status Monitor window



To open the Status Monitor, if currently closed:

On the Windows desktop, click Start, point to Programs or All Programs, point to MultiPASS Suite, and then click MultiPASS Status Monitor.

To display the Status Monitor menu:

Right-click the Status Monitor window or icon.

To display the Status Monitor window:

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

To specify the Status Monitor window as the top window:

Click Always On Top on the Status Monitor menu.

To display the port on which the printer is connected:

Click Device Information on the Status Monitor menu.

To minimize the Status Monitor window:

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

To set the Status Monitor to open when you start Windows:

Click Load on Windows Startup on the Status Monitor menu.

To close the Status Monitor:

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

Removing the MultiPASS Suite

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



NOTE

If you are using Windows 2000/XP, you must log on as a member of the Administrator group to remove the MultiPASS Suite software.

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

To remove the MultiPASS Suite:

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

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

2. On the Windows desktop, click Start, point to Settings, and then click Control Panel (in Windows XP, click Start, and then click Control Panel).
3. In Control Panel, double-click Add/Remove Programs (in Windows XP, click Add or Remove Programs).
4. In the Add/Remove Programs Properties dialog box (in Windows XP, the Add or Remove Programs Properties dialog box), click MultiPASS Suite, and then click the Add/Remove button (Windows 98/Me) or the Change/Remove button (Windows 2000/XP).
5. Follow the on-screen instructions.

When prompted, click Remove to remove the MultiPASS Suite.

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



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

If you are still unable to install using the method above, carry out the operation in Chapter 8, “Installation stops before it is completed”.

Reinstalling the MultiPASS Suite

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

Changing the Port Connection

To change ports between USB ports, or a USB port with a hub:

Simply disconnect the USB cable from the USB port on your computer and, when ready, reconnect to the other USB port or hub.

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

Chapter 8

Troubleshooting

Problems installing and removing software

See below if you were unable to install or remove the software.

Cannot install the software.

1. **Have you followed the instructions in the Setup Sheet to install the software?**

If you have not followed the installation procedure correctly, try reinstalling the software. If there was an error during installation and installation was not completed, restart your computer and try installing again.

2. **Are any other applications open?**

If you have other applications open, quit all of these and try installing again.

3. **Have you installed an earlier version of the MultiPASS Suite software (version 4.1 or earlier)?
(Is Canon MultiPASS registered as the startup item in the Start menu program?)**

Remove the old version of the MultiPASS Suite software following the instructions in the Software Guide of that version and try installing again.

During installation, you were prompted to connect a USB cable, and you could not proceed further.

Remove the device from the Device Manager as follows:

1. In the dialog box prompting you to connect a USB cable, click No and exit installation of the MultiPASS Suite.
2. On the Windows desktop, click Start, point to Settings, then click Control Panel. (Windows XP: On the Windows desktop, click Start, then Control Panel.)
3. In the Control Panel window, double-click System. (Windows XP: Click Performance and Maintenance, then System.)
4. On the Device Manager tab (Windows 2000/XP: On the Hardware tab, click Device Manager), under Other Devices, click MultiPASS F80 or MultiPASS F60, then press the Delete key.

If you follow this procedure and are unable to remove the device, repeat the procedure.

5. Remove the USB cable from the port.
6. Install the MultiPASS Suite following the instructions in this guide.

Installation or removal of the MultiPASS Suite cannot be completed.

1. On the Windows desktop, double-click My Computer, then double-click the CD-ROM icon. In the MultiPASS folder, in Setup, click FrcInst or FrcInst.exe.
2. Install the MultiPASS Suite following the instructions in this guide.

Cannot use the MultiPASS Suite software after upgrading to Windows XP.

If the MultiPASS Suite was installed in Windows 98/2000/Me and you upgraded to Windows XP without removing the MultiPASS Suite, the machine may not be recognized.

Follow this procedure to remove the device from the Device Manager, remove the MultiPASS Suite and then reinstall it:

1. On the Windows desktop, click Start, then Control Panel.
2. In the Control Panel window, click Performance and Maintenance, then System.
3. On the Hardware tab, click device Manager. Under Other devices, click MultiPASS F80 or MultiPASS F60, then press the Delete key.

If you follow this procedure and are unable to remove the device, repeat the procedure.

4. Remove the MultiPASS Suite (P. 162).
5. Restart your computer.
6. Reinstall the MultiPASS Suite (P. 8).

Problems turning on the computer (when the MultiPASS Suite opens)

When you install the MultiPASS Suite and you turn on your computer, the MultiPASS Toolbar is set to open.

See below if you have problems executing job.

The message <Unable to communicate with the device> appears on your computer.

The MultiPASS Suite operates after checking that there is a USB cable connecting the machine and the computer.

This message appears and the MultiPASS Suite will not open if there is no USB cable connected or the machine is not turned on.

1. Is there anything displayed in the LCD?

If nothing is displayed, see *Basic Guide*.

2. Is the USB cable connecting the computer to the machine?

The USB cable may have become disconnected when the MultiPASS Suite was running. If it has, connect the cable.

3. Is another printer connected to the USB port?

You might have connected a different printer to the USB port allocated to the machine when the MultiPASS Suite was running. Reconnect the machine to the USB port.

4. Replace the USB cable with another USB cable.

The USB cable may be too long or defective. Replace it with another USB cable that complies with the requirements (P. 1).

5. The machine has been configured to use a port on the computer which does not exist or which is malfunctioning.

Disconnect the USB cable. Reconfigure the port, then reconnect the USB cable.

6. Did you disconnect then reconnect the USB cable during standby?

Reconnect the USB cable.

Problems printing from your computer

See below if you have tried unsuccessfully to print from your computer, or if you cannot print images scanned or faxed to your computer.

Cannot print at all.

- 1. Is there anything displayed in the LCD?**

If nothing is displayed, see *Basic Guide*.

- 2. Is the Alarm light blinking?**

If it is blinking, see *Basic Guide*.

- 3. Is there a warning or attention displayed in the Status Monitor?**

If displayed, see *Basic Guide*.

- 4. Print the nozzle check pattern (P. 59).**

- 5. Are you trying to print in DOS?**

You can only print in Windows and not in DOS.

- 6. Is there an application error or General Protection Fault error displayed on the computer?**

Is the application you are using to print with compatible with the operating system?

Refer to the application's documentation. If the application is not compatible, generally you will be unable to print.

Has the application been allocated enough memory?

If other applications are open, close them to increase the available memory.

Refer to the application's documentation to check the amount of memory the application requires.

If a problem occurs when printing a specific document

Try printing again after opening and editing the document.

7. Does the hard disk have enough available space?

If not, delete files you do not need to increase the available disk space.

8. Restart the computer.

9. There may be a problem with the printer driver.

Remove the MultiPASS Suite software and try installing again.

To remove the MultiPASS Suite, see P. 162. To install, see P. 8.

Cannot print to a shared printer.

1. Is the server (the computer to which the machine is connected) turned on?

Turn the server on.

2. Is the server set up for printer sharing?

Set up the server for printer sharing (P. 15).

3. Is the server set up to allow your system access to the shared printer?

Set up the server to allow your system access to the shared printer.

Printing stops in the middle.

1. Has the machine been printing continuously over a long period?

If so, the printhead will overheat. To protect the printhead, printing will stop temporarily and resume after a period of time. Interrupt printing when appropriate, turn off the machine and wait 15 minutes.

⚠ CAUTION

- **The area around the printhead may be extremely hot. Do not under any circumstances touch it.**

2. Are you printing large files such as photographs or illustrations?

If you are printing large files, it will take time to process the data and printing will appear to have stopped. Wait until data is processed.

Meaningless characters and symbols are printing.

1. If this problem only occurs when printing a specific document

Open and edit the document and try printing again. If this does not work, there may be a problem with the application. Contact the application's manufacturer.

White streaks appear on the printout.

1. Print the nozzle check pattern (P. 59).

2. Are you printing on coated paper?

In the Properties dialog box, on the Main tab, click High in Print Quality.

Printout is rubbed or stained.

1. Is the paper thickness lever set correctly?

When you print documents that contain large quantities of ink such as documents with a lot of detail, the paper may curl and rub. Move the paper thickness lever to the right (*Basic Guide*).

2. Does the paper stack exceed the paper limit mark (⏏) or exceed the capacity of the multipurpose tray?

If so, reduce the amount of paper.

3. Are you printing outside the printable area?

Change the margin settings in the application to keep the document within the recommended printable area.

4. Is intensity set too high?

The paper may curl or rub if intensity is set too high in the printer driver. In the Properties dialog box, on the Main tab, click Manual in Color Adjustment, then click Set. In the Manual Color Adjustment dialog box, reduce the intensity with the Intensity slider.

5. Are you using recommended print media?

For recommended print media, see *Basic Guide*.

6. Clean the machine's interior.

If the machine's interior is dirty with ink or there is a build-up of paper dust, your printout may contain ink stains. Clean the machine (*Basic Guide*).

7. Are you printing on the wrong side of the paper?

Some papers have a "right" side for printing. Turn the paper over and try printing again. There are also types of paper such as Photo Paper Pro that can only be printed on one side.

8. Borderless printing

Check the print media.

For borderless printing, the quality of the printout at the top and bottom edges of the paper may deteriorate or the printout may be stained. If the printout is dirty even on recommended print media, move the paper thickness lever to the right (*Basic Guide*).

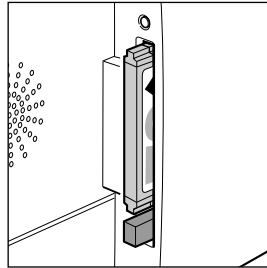
Problems using a memory card

See the information below if the memory card is not recognized when inserted into the card slot, or the image data is not being read.

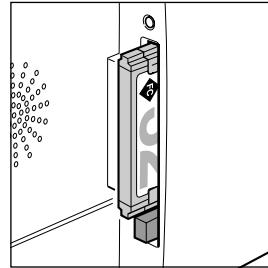
Memory card is not recognized.

1. Is the memory card securely inserted into the card slot?

When securely inserted, a PCMCIA-compatible memory card will click into position and protrude a maximum of 0.3 inches (7 mm) from the slot.



Correct



Incorrect

2. The memory card is not recognized although it is inserted securely into the card slot.

Remove and reinsert the memory card as explained on *Basic Guide*.

3. Are there any images on the memory card?

Check if there is any image data on the memory card using your digital camera or computer.

4. Is the image data valid?

If standby mode is displayed in photo print mode, there are valid images on the memory card. If a message is displayed, see *Basic Guide*.

You have followed the procedures above and the memory card is still not recognized.

1. **Try again with another memory card.**
 1. Try with another memory card and if you do not experience a problem, the first memory card may be damaged. In this case, reformat the memory card with the digital camera. When you reformat the memory card with the digital camera, all the data on the memory card will be deleted. If you can read image data on the computer, reformat the memory card after you have backed up the image data.
 2. If you still have a problem with another memory card, the PC card adapter may be defective, or the card is having difficulties operating with the machine. Try again with a recommended memory card and PC card adapter.

Cannot write to the memory card (write protect error displayed in Windows).

1. **Is the machine in photo print mode and card protection set to <ON>?**

Windows 98/ME: Switch to a different mode and set the <CARD PROTECT> setting to <OFF> (*Basic Guide*). Then disconnect and reconnect the USB cable.

Windows XP: Switch to a different mode and set the <CARD PROTECT> setting to <OFF> (*Basic Guide*).

If necessary, disconnect then reconnect the USB cable.

2. **If a delayed write failed error is displayed in Windows 2000**

This error appears if you do not disconnect then reconnect the USB cable after setting <CARD PROTECT> to <ON> or switching to photo print mode. Disconnect then reconnect the USB cable after setting <CARD PROTECT> to <ON> or switching to photo print mode.

⚠ CAUTION

- **In Windows 2000, when you move from the hard disk to the memory card, writing will fail and the original file may be lost.**

3. If you have connected in Windows XP

The date and time of access is written in the Windows XP preview and if <CARD PROTECT> is set to <ON> or photo print mode is selected, a write protect error may be displayed. Disconnect then reconnect the USB cable.

Removable disk does not appear in Windows Explorer.

This behavior can occur if you map a network drive to the next available drive letter after the local volumes and CD-ROM drives have been assigned drive letters. Do the following if you experience this problem:

1. Assign the network drive to any other drive letters.
2. Restart your computer.

Problems scanning to a computer

See below if you have problems scanning a document to your computer from the machine.

Cannot scan a document.

1. **Is there anything displayed in the LCD?**

If nothing is displayed, see *Basic Guide*.

2. **Is the Alarm light blinking?**

If it is blinking, see *Basic Guide*.

3. **Is there a warning or attention displayed in the Status Monitor?**

If displayed, see *Basic Guide*.

4. **Is the document loaded correctly?**

Check that the document is loaded correctly on the platen glass or ADF (F80 only) (*Basic Guide*).

5. **Restart the computer.**

6. **If using a USB hub or repeater, try connecting the USB cable directly to the computer.**

If you can scan when the USB cable is connected directly to the computer, the USB hub or repeater may be defective. Replace them.

7. **Is the paper feed method set correctly in the MultiPASS Toolbar settings (F80 only)?**

Choose between loading the document on the platen glass or ADF.

8. After installing the MultiPASS Suite, did you install a TWAIN-compatible application?

If this is the case, the TWAIN system file is replaced with something inappropriate and you will be unable to scan images. If this happens, reinstall the MultiPASS Suite.

9. Is the machine recognized in the Scanners and Cameras Windows Control Panel (XP only)?

Follow this procedure to check if Canon MultiPASS is in Scanners and Cameras.

1. On the Windows desktop, click Start, then Control Panel.
2. In the Control Panel window, click Printers and Other Hardware, then Scanners and Cameras.
3. If Canon MultiPASS F80 scanner or Canon MultiPASS F60 scanner is present, the machine is recognized. If not, remove the MultiPASS Suite and reinstall.

Computer has hung up or frozen.

1. Quit other open applications and try again.

Memory may be insufficient. Quit other open applications and try again.

2. Does the hard disk have enough available space?

Check that hard disk has enough available space, in particular when scanning large documents at a high resolution. For example, a letter-size document scanned at 600 dpi, full color requires a minimum of 300 MB of space.

3. If an error occurs when scanning an image in Photoshop

Change the allocated memory. On the Edit menu, point to References, then click Memory & Image Cache. Change the Physical Memory Usage to 10% or 20%.

4. **Remove the MultiPASS Suite software and reinstall.**

When you click a button on the Toolbar, another application opens.

When you click a button on the Toolbar, you want another application to open.

1. Set the application you want to open in Link To in the Toolbar Settings dialog box (P. 114).

The image you have scanned looks dirty.

1. If the image looks grainy, increase the scan resolution (P. 114).
2. Display the image at 100%.

Some applications do not display an image well at small sizes. Try displaying the image at 100% magnification.

3. **There is moire when you scan printed material.**

In ScanGear, click Descreen (P. 102).

4. **Set the monitor display colors to 16-bit or higher.**

In Display Properties, set the display colors to Medium (16-bit), High Color 16 bit color or 24 bit color or higher.

5. **Clean the platen glass and document cover (*Basic Guide*).**

White margins appear around the scanned image.

1. Specify the scan area.

In ScanGear, click Multi-Photo Scan to automatically specify the scan area.

If there are white margins around documents such as photographs, or if you want to trim a document (i.e. you want to scan only one part of a document), specify the area of the scan manually (P. 103).

To display ScanGear when scanning: On the Windows desktop, on the Toolbar, click Settings. Click Show scanner driver before scanning (P. 118).

2. When you do not want to display ScanGear

Even if you do not want to display ScanGear, you can make a scan at the paper size specified and the area outside the paper size will not be scanned. Do the following:

On the Windows desktop, on the Toolbar, click Settings. In the Toolbar Settings dialog box, in the tab for the button used to scan, specify the paper size (P. 114).

White lines appear on the left side of the image.

- 1. Place the document approximately 0.1 inches (3 mm) from the edge of the platen glass.**

Cannot scan multiple photographs correctly.

- 1. Does the position of the photographs and the way they are positioned fulfil the following requirements?**
 - There should be a gap of at least 0.4 inches (1 cm) between the edge of the platen glass and photographs.
 - There should be a gap of at least 0.4 inches (1 cm) between the edges of the photographs.

- There should be no more than ten photographs.
 - The photographs should be straight (any tilting should be kept within 10 degrees).
2. **Some applications do not accept multiple scans of more than two images.**

Check the application's documentation or contact the application's manufacturer.
 3. **Clean the platen glass and document cover (*Basic Guide*).**

Scanned image is displayed at a large (small) size on the computer screen.

1. **Enlarge or reduce the image display in the application.**

However, if you open the image in Paint or Imaging, it may display at a large size and you will not be able to reduce it. Open it in the MultiPASS Viewer.

2. **Change the resolution in ScanGear and try scanning again.**

The image will be large if resolution is high. It will be small if resolution is low (P. 99).

Appendix A

Fax/Phone Characters

Whenever entering or setting up a fax or phone number in the MultiPASS Suite—when sending a PC fax, setting up an entry in the Address Book, or making a phone call—you use only the following characters.

<u>Character</u>	<u>Description</u>
0 to 9 * #	Dialing digits
, p	Pause
P	Last Pause
T	Tone switch over function
.	DT detection function (Europe)
R	PSTN/PBX switchover function (Europe)
+ - () Space	Display-only characters. Space cannot be used at the beginning of a number.

Appendix B

Sharing Your Printer Cross-Platform in Windows 2000/XP

If you are using Windows 2000/XP, you may need to set up an additional driver in the following situation:

- ❑ Windows 2000/XP server system sharing with Windows 98/Me client systems

For the setup procedure, have the MultiPASS Suite installation disk available.

To share your printer in Windows 2000/XP:

1. On the MultiPASS server system, on the Windows taskbar, click Start, point to Settings, and then click Printers (in Windows XP, click Start, and then click Printers and Faxes).
2. In the Printers window (in Windows XP, the Printers and Faxes window), click the printer icon.
3. On the File menu, click Sharing.
4. In the Properties dialog box, on the Sharing tab, click Shared As or Share this printer.
5. In the Shared As box or Share name box, type a name you want to assign to the shared printer.
6. Click Additional Drivers.
7. Follow the on-screen instructions:
 - When prompted in the Additional Drivers dialog box, click the environment you want to support on your Intel Pentium system: Windows 95/98 (Windows 2000).
Windows 95/98 and Me (Windows XP).

- When prompted to insert your Windows 2000 disk into your disk drive, insert the MultiPASS Suite installation disk instead (if you are using Windows 2000).
When Please provide a printer driver dialog box appears, insert the MultiPASS Suite installation disk (if you are using Windows XP).
- When prompted for an .inf file, browse your MultiPASS Suite installation disk for the following folder:

`MultiPASS\PrnDrv\F80F60\Win98Me`

Glossary

A

application

Software prepared for a specific function or set of functions. Examples of an application program include word processing programs and the MultiPASS Viewer. Developers who make application programs include drivers that support different types of printers.

ASCII

Acronym for American Standard Code for Information Interchange. A set of definitions for the bit composition of characters and symbols. ASCII defines 128 symbols using 7 binary bits and 1 parity bit.

automatic feed

Method by which paper can be fed into the printer when the built-in document feeder is used.

D

default setting

A value or a setting that the software assumes until or unless you specify another value.

dpi

Dots per inch. A unit of measurement for indicating a printer's resolution.

G

gamma

Contrast displayed within the middle of the tonal range (midtones) of your image.

graphic

A written, printed, or electronically displayed symbol or drawing. Also, characters or text that have been generated by a computer graphics application program.

grayscale

A color in black and white as a result of different intensities of black.

H

halftone

A bilevel (single bit) image composed of dots, lines, or another pattern, that mimics the appearance of a black and white image.

L

landscape orientation

The horizontal orientation of your document or image across the length of the page. The term landscape is derived from pictures of the landscape, which are usually horizontal in format.

M

MAPI

Acronym for Messaging Application Program Interface.

metadata

Data about data. Metadata describes how, when, and by whom a particular set of data was collected, and how the data is formatted. For example, the title, subject, author, and size of a document or image file constitute metadata about the file.

midtone

The middle of the tonal range of your image.

P

paper feed

Movement of a sheet of paper into the printer's paper path.

PC fax

An electronic way to send and receive faxes from your computer. A PC fax is sent from or received in a computer. Using the printer you can send and receive PC faxes and the MultiPASS Suite lets you save, sort, and print the PC faxes.

portrait orientation

The vertical orientation of your document or image across the width of the page (letter style). This is the opposite of landscape orientation.

printer driver

Software that sends printing instructions to a printer. The printer driver keeps track of the attributes of a printer and the codes a program must send to access those attributes.

T**threshold**

In a bilevel (single bit) image, the point at which a gray pixel is determined to become black or white.

TWAIN

Both a protocol and an application programmer's interface (API) that allows you to input image data directly from any source (for example: desktop and handheld scanners, video capture boards, digital cameras, and other imaging equipment) without requiring you to switch out of the application. It provides compatibility between image input devices and applications by acting as the liaison between hardware devices and software applications. Because your printer supports TWAIN, you can use the scanning features of the printer with any Windows application that supports TWAIN. Twain, the industry standard, was developed by the TWAIN working group which consists of representatives from many leaders in the scanner hardware and software industry.

U**USB**

Universal Serial Bus (USB) is a connectivity specification for attaching peripherals to computers. It eliminates the need to install cards into dedicated computer slots and reconfigure the system.

W**WAB**

Acronym for Windows Address Book. The associated file is named with the .wab file extension.

WIA

Windows Image Acquisition is a standard for downloading images from scanners and digital cameras. The MultiPASS Suite includes a TWAIN-compliant driver and a WIA-compliant driver. If you are using Windows 98/Me/2000/XP, ScanGear, which is TWAIN-compliant, will be installed. If you are using Windows XP, both the WIA driver and ScanGear will be installed. Both of these drivers allow you to use a printer to scan documents to Windows applications, such as PhotoShop, that support a TWAIN interface.

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