# *MP L6000*

# USER'S MANUAL

Canon

# Canon

**LASER PRINTER**
**FAX • COPIER • SCANNER**

**MULTIPASS™**
**L6000**

# User's Manual

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

Canon Canada
1-800-263-1121

## Copyright

## Disclaimer

## Trademarks

# USERS IN U.S.A.

## PRE-INSTALLATION REQUIREMENTS FOR CANON FACSIMILE EQUIPMENT

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

**B.  Order Information**
1.  Only a single line, touch-tone or rotary telephone set is to be used.

2.  Order an RJ11-C modular jack (USOC code), which should be installed by the phone company. If the RJ11-C jack is not present, installation cannot occur.

3.  Order a normal business line from your telephone company's business representative. The line should be a regular voice grade line or equivalent. Use one line per unit.

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

N
Canon recommends an individual line following industry standards [e.g., the 2500 (touch-tone) or 500 (rotary/pulse dial) telephones]. A dedicated extension off a PBX unit without "Call Waiting" can be used with your MultiPASS L6000. Key telephone systems are not recommended because they send non-standard signals to individual telephones for ringing and special codes, which may cause a fax error.

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

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

## IN CASE OF EQUIPMENT MALFUNCTION

Should any malfunction occur which cannot be corrected by the procedures described in this *User's Manual*, disconnect the equipment from the telephone line or unplug the power cord. The telephone line should not be reconnected or the power cord plugged in until the problem is completely resolved. Users should contact Canon Authorized Service Facilities for servicing of equipment. Information regarding Authorized Service Facility locations can be obtained by calling the Canon Computer Systems Customer Care Center. (See page 1-2 for details.)

## RIGHTS OF THE TELEPHONE COMPANY

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

## WARNING

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

N

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed, and used in accordance with the instructions, may cause harmful interference to radio communications.

However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one of the following measures:

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

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

To automatically enter this information into your MultiPASS L6000, follow the instructions in your *Quick Start Guide.*

# USERS IN CANADA

## PRE-INSTALLATION REQUIREMENTS FOR CANON FACSIMILE EQUIPMENT

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

**B. Order Information**
1. Provide only a single-line to touch-tone or rotary telephone set terminated with a standard 4-pin modular phone plug. (Touch-tone is recommended if available in your area.)

2. Order an RJ11-C modular jack (USOC code), which should be installed by the phone company. If the RJ11-C jack is not present, installation cannot occur.

3. Order a normal business line from your telephone company's business representative. The line should be a regular voice grade line or equivalent. Use one line per unit.

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

N Canon recommends an individual line following industry standards [e.g., the 2500 (touch-tone) or 500 (rotary/pulse dial) telephones]. A dedicated extension off a PBX unit without "Camp On" signals is also permissible with your MultiPASS L6000. Key telephone systems are not recommended because they send non-standard signals to individual telephones for ringing and special codes, which may cause a fax error.

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

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

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

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

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

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

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

<div align="center">

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

</div>

# Safety Information

## Laser Safety

The MultiPASS L6000 complies with 21 CFR Chapter 1 Subchapter J as a Class 1 laser product under the U.S. Department of Health and Human Services (DHHS) Radiation Performance Standard according to the Radiation Control for Health and Safety Act of 1968. This means that the MultiPASS L6000 does not produce hazardous laser radiation.

Because radiation emitted inside the MultiPASS L6000 is completely confined within protective housings, and external covers, the laser beam cannot escape from the machine during any phase of user operation.

## CDRH Regulations

The Center for Devices and Radiological Health (CDRH) of the U.S. Food and Drug Administration implemented regulations for laser products on August 2, 1976. These regulations apply to laser products manufactured from August 1, 1976. Compliance is mandatory for products marketed in the United States.

Use of controls, adjustments or performance of procedures other than those specified in this User's Manual may result in hazardous radiation exposure.

This label is attached to the laser scanner unit inside the MultiPASS and is not in an area that you can access.
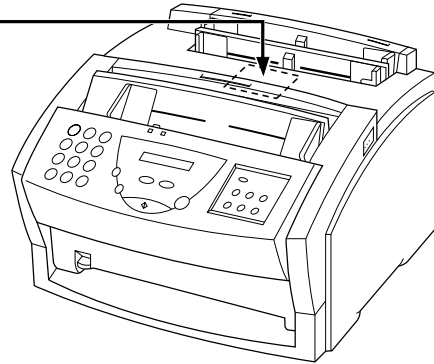


# Using Your Documentation

The following documentation is supplied with the MultiPASS™ L6000 to help you use your new Canon multi-talented laser printer.

### Quick Start Guide
This booklet describes how you unpack, set up, and start using your MultiPASS L6000. It includes how to install the software that comes with the MultiPASS, including the MultiPASS Printer Driver, MultiPASS Desktop Manager for Windows® 95, and ScanGear™ for MultiPASS. The software enables you to use all the features of the MultiPASS L6000—laser printing, copying, scanning, and PC faxing.

UserÕs Manual
This manual offers detailed information on how to operate your
MultiPASS L6000. It includes how to use the MultiPASS as a printer, how
to send and receive faxes, and how to copy and scan documents. It also
includes maintenance, troubleshooting, and specifications.

## Conventions

This *User's Manual* uses the following conventions to alert you to
information that will help you operate the MultiPASS L6000 correctly and
safely:

N
Notes provide advice or suggestions regarding the use of the MultiPASS.

C
Cautions alert you to operations that could cause damage to your hardware
or software, or cause injury to yourself.

Distinctive typefaces identify the buttons you press, the lights on the
operator panel, and any commands you enter at your computer.

❍ The buttons you press appear in this typeface: **START/COPY**.

❍ The names of lights you see appear in this typeface: ALARM.

❍ What you see in the LCD display appears in this typeface:
PLEASE WAIT.

❍ When you type something on your computer, it appears in this
typeface: DIR/P.

# Contents

# Introduction 1

Thank you for purchasing the Canon MultiPASS™ L6000—the multi-talented laser printer for your home office and the whole family. We are sure that your MultiPASS L6000 will provide all you need in one machine: laser printer, plain paper fax, PC fax, copier, and scanner.
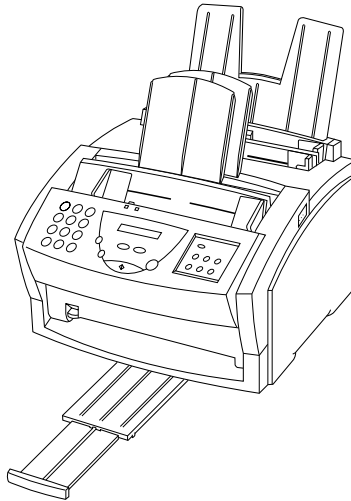
This chapter introduces you to the MultiPASS L6000. It includes:

❍ Supplies and accessories

❍ Customer Care Center

❍ Important safety instructions

❍ Examining the main components of the unit

❍ Using the operator panel

❍ Loading paper in the multi-purpose tray

❍ Preparing documents for faxing, copying, or scanning

❍ Identifying your documents

# Supplies and Accessories

Canon has an extensive dealer network equipped to offer you supplies as you need them. To find a dealer near you, call the Canon Referral Service at 1-800-848-4123.

If supplies are not available from your local dealer, you can order directly from Canon by calling 1-800-385-2155.

## Toner Cartridges

Your MultiPASS L6000 comes with one FX-3 Toner Cartridge.

N   For optimum printing results, Canon recommends that you use only the Canon FX-3 Toner Cartridge with your MultiPASS L6000.

# Customer Care Center

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

❍ 24-hour, 7-day-a-week, toll-free automated support for troubleshooting issues on most current products (1-800-423-2366)

❍ Speak to a technician free of service charge (currently Monday through Friday, 8:00 A.M. to 10:00 P.M. EST and Saturday, 12:00 P.M. to 6:00 P.M. EST, excluding holidays) for products still under warranty** (1-757-413-2848)

❍ Speak to a technician (currently $24.99) during holidays and days/hours not listed above regarding urgent product questions or for products no longer under warranty (1-800-423-2366)

❍ E-mail support via the Canon Computer Systems, Inc. Web site (www.ccsi.canon.com)

❍ 24-hour, toll-free Fax Retrieval System (1-800-526-4345)

❍ 24-hour Bulletin Board Service (1-757-420-2000)

*Support program specifics subject to change without notice.
**Refer to individual product information for warranty details.

Canon Canada
Customer support for Canadian residents is available 24 hours a day (seven days a week) at 1-800-263-1121.

In other countries, please contact your Canon dealer.

## Servicing the MultiPASS L6000

The Canon MultiPASS L6000 is designed with the latest technology to provide trouble-free operation. The warranty card that comes with your system describes Canon's limited warranty, which includes the InstantExchange warranty program. Be sure to read the warranty information to find out about the different service options available to you.

Save the warranty and keep your sales receipt for proof of purchase. In the event that your MultiPASS needs servicing, you will need your proof of purchase to obtain warranty service.

Be sure to register your new product. This will help Canon give you better support and warranty service. You can register electronically during installation; see your Quick Start Guide for details. You can also fill out the Registration card and fax it or mail it in. See the Registration card for details.

If you seem to have a problem, try to solve it by referring to the troubleshooting information in Chapter 10. If you cannot solve the problem, contact the Canon Computer Systems Customer Care Center (see previous page for details).

# Important Safety Instructions

Read these safety instructions and refer to them later if you have any questions.

C

Except as explained in this manual, do not attempt to service the MultiPASS L6000 yourself. Opening and removing interior covers may expose you to dangerous voltage points or other risks. Refer all servicing to a Canon Authorized Service Facility (ASF). Call the Customer Care Center for details.

❍ Follow all warnings and instructions marked on the MultiPASS and inside the front cover.

❍ Place the MultiPASS on a sturdy level surface. Do not place it on an unstable cart, stand, or table. If the unit falls, it could be seriously damaged.

❍ Do not use the MultiPASS near water. If you spill liquid on or into the unit, unplug it immediately and call the Customer Care Center.

❍ Slots and openings in the unit and on the back or bottom are provided for ventilation. To ensure reliable operation of the MultiPASS and to protect it from overheating, do not block or cover these openings. Do not block the openings by placing the unit on a bed, sofa, rug, or other similar surface. Do not place the unit near a radiator, nor in a closet or built-in cabinet unless proper ventilation is provided.

❍ Operate the MultiPASS only from the type of power source indicated on the unit's label. If you are unsure of the type of power available, consult your dealer or local power company.

❍ Do not allow anything to rest on the power cord, and do not locate the MultiPASS where the cord will be walked on. Make sure the power cord is not knotted or kinked.

❍ Do not push metal objects of any kind into the slots or openings on the cabinet. This could result in a risk of fire or electric shock.

❍ Do not allow small objects (such as pins, paper clips, or staples) to fall into the MultiPASS. If something does fall into it that you cannot remove, unplug the unit immediately and call the Customer Care Center.

❍ Unplug this product from the wall outlet and call the Customer Care Center if any of the following conditions exist:

● The power cord or plug is damaged or frayed.

● Liquid is spilled into the unit, or if the unit is exposed to rain or water.

● Smoke, unusual noises, or odors come from the unit.

● The unit has been dropped or the cabinet has been damaged.

● The unit does not operate normally when you have followed the operating instructions. Adjust only those controls that are covered by the operating instructions in the Quick Start Guide and this User's Manual. Improper adjustment of other controls may result in damage and may require extensive work by a qualified technician to restore the product to normal operation.

# Main Components of the MultiPASS L6000

Before using the MultiPASS L6000, it's a good idea to familiarize yourself with the components and understand their functions.

## Front View

**SUPPORT TRAY**
HOLDS PRINTED DOCUMENTS AS THEY EXIT IN FACEDOWN POSITION

**MULTI-PURPOSE TRAY**
HOLDS 100 SHEETS OF PLAIN PAPER

**PAPER REST**
SUPPORTS PAPER STACKED IN THE MULTI-PURPOSE TRAY

**MANUAL FEED SLOT**
HOLDS INDIVIDUAL SHEETS OR ENVELOPES

**SUPPORT TRAY**
HOLDS DOCUMENTS AS THEY FEED INTO ADF

**PAPER GUIDES**
ADJUST TO WIDTH OF PAPER

**AUTOMATIC DOCUMENT FEEDER (ADF)**
HOLDS DOCUMENTS TO BE SCANNED (UP TO 20 SHEETS)

**FACEDOWN DELIVERY SLOT**—PAPER EXITS IN FACEDOWN POSITION IN COLLATED SEQUENCE

**OPERATOR PANEL**
USE TO CONTROL THE MultiPASS L6000

**FRONT COVER**

**PAPER DELIVERY SELECTOR**
DETERMINES WHETHER PAPER EXITS FACEUP OR FACEDOWN

**FACEUP DELIVERY SLOT**
PAPER EXITS IN FACEUP POSITION IN NON-COLLATED SEQUENCE

**OUTPUT TRAY AND EXTENSION**
HOLDS PRINTED DOCUMENTS AS THEY EXIT THE MultiPASS L6000 IN FACEUP POSITION

# Back View

RELEASE LATCH

POWER CONNECTOR

BI-DIRECTIONAL PARALLEL PORT

TELEPHONE/ ANSWERING MACHINE JACK

TELEPHONE LINE JACK

# Inside the MultiPASS

FIXING ASSEMBLY

PAPER RELEASE LEVER

FX-3 TONER CARTRIDGE COMPARTMENT

TRANSFER CHARGING ROLLER

FRONT COVER

# Using the Operator Panel

This section presents a brief description of the operator panel on the MultiPASS L6000.
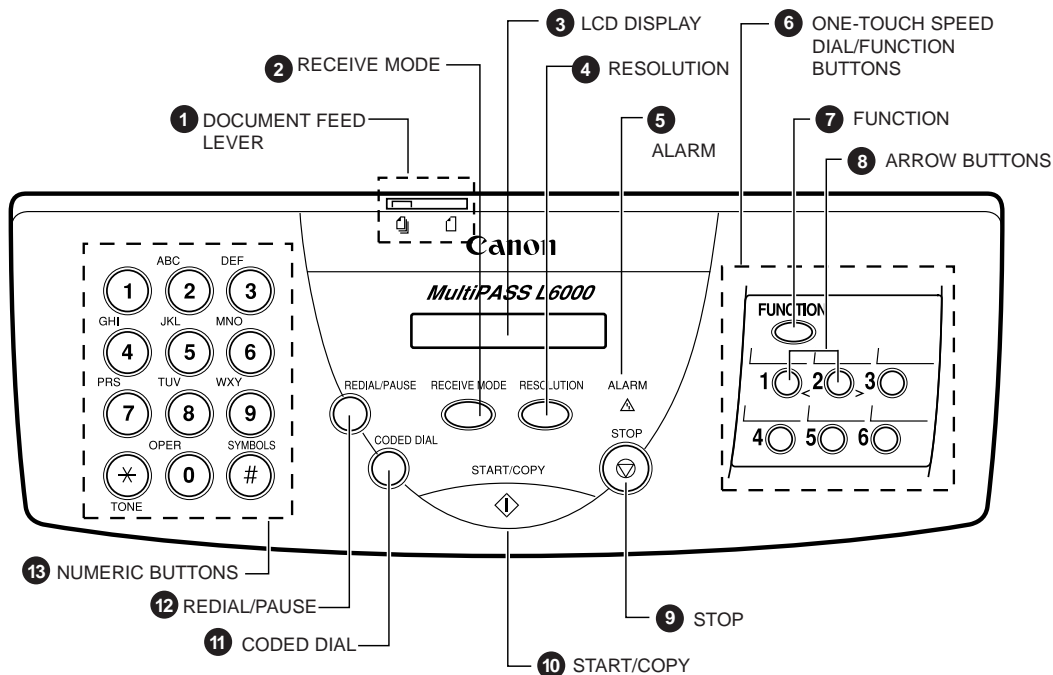
**1** Document feed lever
Set this lever to the left (⬛) for automatic feed or to the right (⬛) for manual document feed.

**2** **RECEIVE MODE** button
Press to change the Receive Mode: Manual mode, FaxOnly mode, Answer Machine mode, or FaxTel mode. The Receive Mode set during installation overrides this setting every time the MultiPASS Background is turned on.

LCD display
**3** Displays messages and prompts during operation. Displays selections, text, numbers, and names when registering information.

**RESOLUTION** button

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**4** Press to select the Resolution the MultiPASS will use for the document you are faxing or copying.

**ALARM** light

**5** Flashes when an error occurs, when the MultiPASS is out of paper or ink, or when received faxes are stored in memory.

One-touch Speed Dial/Function buttons

**6** Use for one-touch speed dialing, entering user information, and printing documents stored in memory.

**FUNCTION** button

**7** Use to register user settings or to print faxes stored in the MultiPASS L6000's memory.

Arrow buttons

**8** Use to scroll through menu selections, or to move the cursor when registering data.

**STOP** button

**9** Press to cancel sending, receiving, or any other operation.

**START/COPY** button

**10** Press to begin sending, receiving, copying, or other operations, or to select functions when registering information.

**CODED DIAL** button

**11** Press this button (followed by a two-digit code) to dial a number that you have registered for coded speed dialing.

**REDIAL/PAUSE** button

**12** Press to redial the last number that was dialed using the number buttons, or to enter pauses between digits when dialing fax numbers.

Numeric buttons

**13** Use these buttons to enter numbers and names when entering information, and to dial fax/telephone numbers that are not registered for automatic dialing.

# Loading Paper in the Multi-purpose Tray

The paper you load in the multi-purpose tray is used for printing documents or for incoming faxes. You can use any plain paper (such as copier paper).

When the message LOAD PAPER appears in the LCD display, you need to add paper to the multi-purpose tray. This tray holds approximately 100 sheets of plain paper.

**1**

Fan the paper.

❍ For best results, fan the paper before loading it.

❍ Always fan a stack of paper along the edge that will feed into the MultiPASS first.

❍ Stack the paper so the leading edge and sides are even.
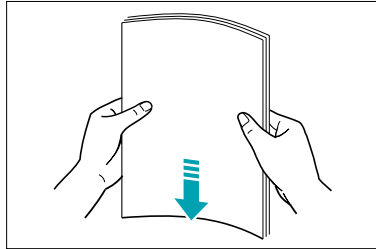
**2**

Open the paper guides to the approximate width of the stack of paper.
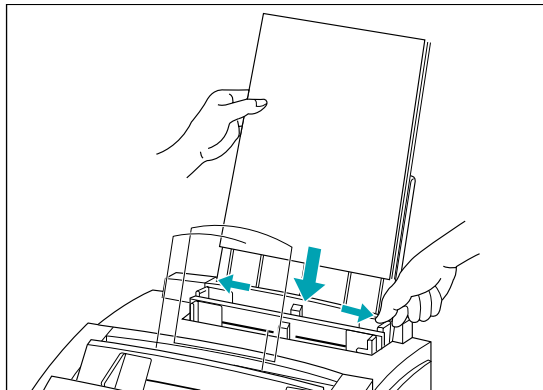
**3**

*Insert the stack of paper.*

❍ Insert the paper with the print side facing you and top edge first into the multi-purpose tray. (The multi-purpose tray is behind the manual feed slot.)

❍ Insert the stack until it stops, but do not force it in.

MULTI-PURPOSE
TRAY

MANUAL FEED SLOT

**4**
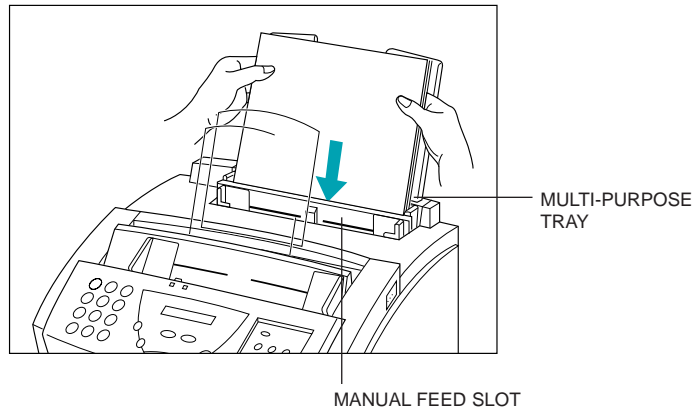
*Adjust the paper guides to the width of the paper.*
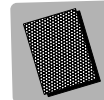
❍ Make sure there is no space between the paper guides and the stack of paper.

NO SPACE

PAPER
PAPER GUIDES

TOP VIEW
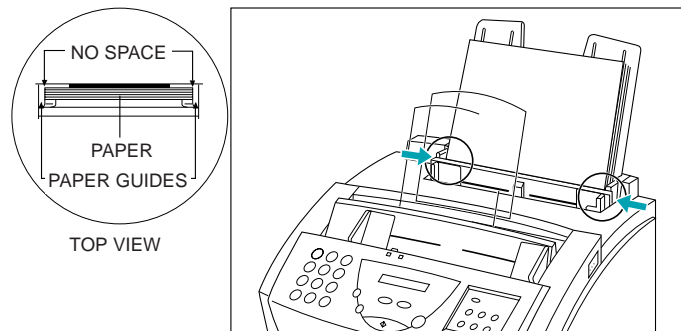
Your MultiPASS L6000 is now ready to print.

# Preparing Documents for Faxing, Copying, or Scanning

You can use the MultiPASS L6000 to fax, copy, or scan documents that are printed on standard letter, legal, or A4 size paper. Follow these guidelines to prepare your documents.

❍ Do not attempt to feed the following types of documents into the MultiPASS:

- wrinkled or creased paper

- curled or rolled paper

- torn paper

- carbon-paper or carbon-backed paper

- coated paper

- onion skin or thin paper

❍ Remove all staples, paper clips, and the like before feeding the document.

❍ Make sure any glue, ink, or correction fluid on the paper is completely dry before feeding the document.

❍ Make a photocopy of any document that will not feed into the MultiPASS. You can then feed the copy.

❍ Do not feed documents with pages that are different sizes or of different thicknesses.

# Loading the Document

You can load up to 20 letter or A4 size sheets and up to 10 legal size sheets at a time into the Automatic Document Feeder (ADF).

---

**1**

Stack your documents.

❍ For a multiple-page document, fan the sheets and tap the document on a flat surface to even the stack.



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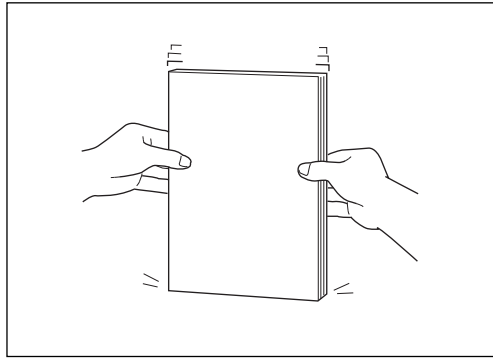
**2**

Adjust the document guides.

❍ Adjust the document guides to the width of the document.
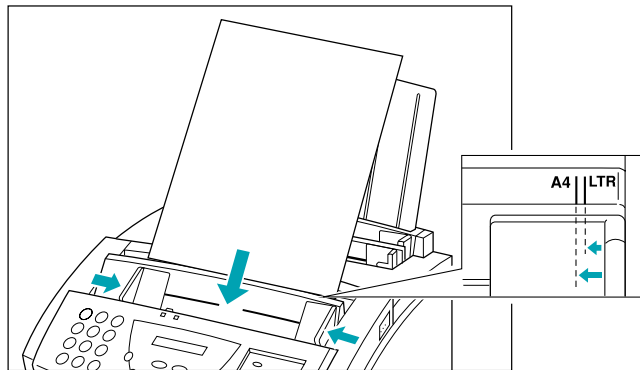
**Feed the document.** ❍ Gently insert the document facedown (letterhead first) into the ADF until it stops.
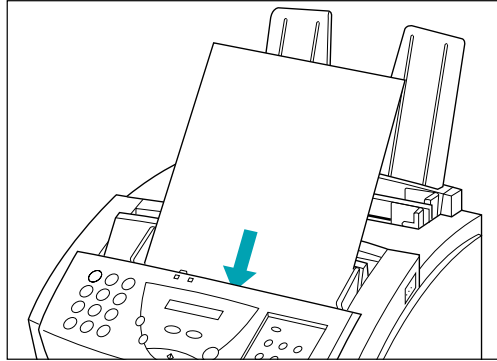
The document is now ready for scanning. The MultiPASS automatically feeds the pages one by one from the bottom of the stack.

If you have problems feeding a multiple-page document, remove the document and re-stack it tapping the edges on a flat surface. If problems persist, feed one page at a time.

N

Wait until your document has been scanned completely before inserting a new document.

# Adding Pages to the Document

If you want to add pages while the MultiPASS is sending a document, wait until the last page is feeding into the MultiPASS and then insert the new sheets. Insert the first new page so it overlaps the last page by about one inch (2.5 cm).

❍ Always wait until the last page is being fed into the MultiPASS before you add new pages.

❍ Insert the new page so that it overlaps the last page by about an inch (2.5 cm).



1" (2.5 cm)
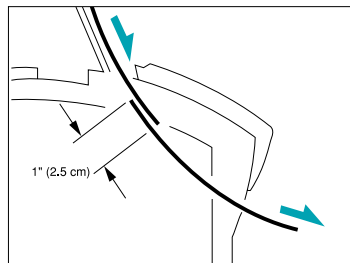
# Setting the Document Feed Lever

You use the document feed lever on the ADF to select multiple documents (🗊) or single sheets (🗋).
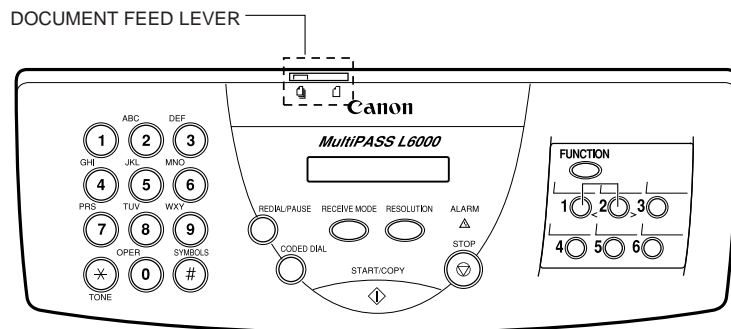


DOCUMENT FEED LEVER

Canon
MultiPASS L6000

Always set the document feed lever to single sheets and manually feed the following types of documents:

❍ Thick paper

❍ Thin paper

❍ Small documents (postcards, business cards)

❍ Documents with uneven surfaces

❍ Photographs

❍ Special types of paper

# Identifying Your Documents

When sending a document, the following information is printed out by the receiving fax: your fax number, your name, and the current date and time. This information is called your TTI (Transmit Terminal Identification) and appears at the top of the faxed document in small type.

N   In the United States, you are required by FCC regulations to include this information every time you send a fax.

By identifying the documents you send, the receiving party will recognize your fax messages at a glance. The illustration below shows a sample document with the identifying information.

```
02/06/98  10:10    FAX 800 526-4345    CANON FAX BACK    JOHN DOE    ☑001
```

THE DATE AND
TIME YOU SENT
THE DOCUMENT

**THE SLEREXE COMPANY LIMITED**

SAPORS LANE - BOOLE - DORSET - BH 25 8 ER

TELEPHONE  DOOLE ( 945 13 ) 51617   TELEX 123456

Our Ref. 350/PJC/EAC

YOUR FAX/
TELEPHONE
NUMBER

YOUR NAME OR
COMPANY NAME

THE NAME OF THE
PARTY WHO IS
RECEIVING THE
DOCUMENT
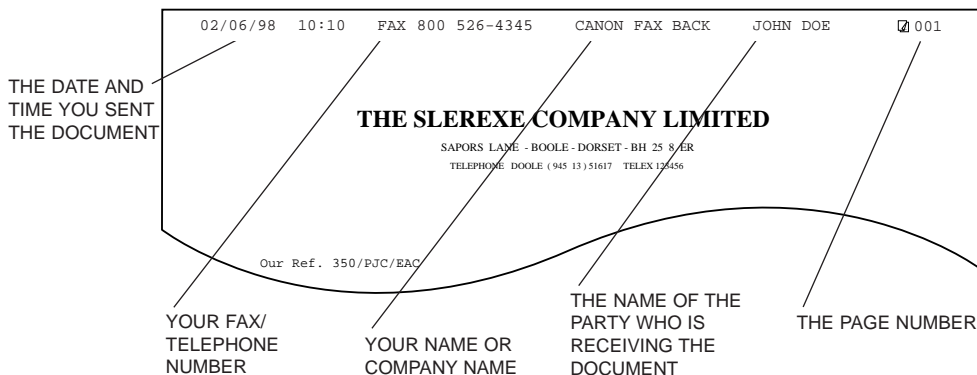
THE PAGE NUMBER

The top line includes the name of the receiving party if you send the document using one-touch speed dialing, coded speed dialing, or group dialing and you registered the party's name. It also includes the page number.

N    You entered your fax header information during the MultiPASS installation procedure. If you followed the installation procedure, this information will be printed on the top of your outgoing faxes. If you did not install the MultiPASS Desktop Manager, see Appendix B, Using the MultiPASS L6000 as a Stand-alone Fax, for details on how to enter this information.

# Printing With the    2

This chapter describes how to use the MultiPASS L6000 to print your documents. Once you have installed the MultiPASS Desktop Manager, you can use the MultiPASS for all your printing needs.

This chapter describes:

❍ Paper handling

❍ Installing a printer driver

❍ Printing a document

❍ Printer setup within Windows

❍ The paper path

❍ Selecting paper delivery

❍ Loading paper in the multi-purpose tray

❍ Loading envelopes in the multi-purpose tray

❍ Loading paper manually

## Paper Handling

Your MultiPASS produces letter quality print on most plain bond papers, including cotton bond and photocopying papers; it does not require special laser papers. However, the print quality varies with different paper types. Be sure to test a type of paper before you purchase a large quantity.

The MultiPASS supports paper sizes of letter, legal, and A4 in portrait orientation. You can use regular copier paper, cotton bond papers, and typical letterhead. Always use paper without curls, folds, staples, or damaged edges.

You can manually feed a single transparency or a single sheet of labels. Make sure any transparencies or labels you use are designed specifically for laser printing.

### Paper Guidelines

Printing

When selecting or loading paper, please remember the following:

❍ Attempting to print on damp, curled, wrinkled, or torn paper can cause paper jams and poor print quality.

❍ Use cut-sheet paper only. You cannot use multipart paper.

❍ Highly textured or extremely smooth or shiny paper does not print well.

❍ The laser printing process uses high temperatures to fuse toner to the paper. Use paper that will not melt, vaporize, discolor, or emit dangerous fumes at temperatures near 338°F (170°C). For example, do not use vellum paper in a laser printer. Make sure any letterhead or colored paper you use can withstand high temperatures.

❍ Make sure the paper is free of dust, lint, and oil stains.

❍ To keep the paper from curling, do not open paper packs until you are ready to use the paper. Store unused paper from opened packs in a cool, dry location in the original packaging.

❍ Your MultiPASS is factory-set to use letter-size paper. Whenever you change the size of the paper loaded in the MultiPASS, you must also set the MultiPASS Printer Driver to the new size.

❍ Do not use thicker paper than meets the specifications for this printer. See Appendix A for details.

❍ Do not print on both sides of the paper. This may cause several sheets to feed at one time.

# Installing a Printer Driver

Before you can use any type of printer with your computer, you must install a printer driver. The printer driver tells the computer what kind of a printer you are using. The printer driver also controls the various settings, such as print quality and paper type. You define these settings within the printer driver, and the printer driver then communicates the settings to both the computer and the printer.

You must install the MultiPASS Printer Driver and the MultiPASS Desktop Manager for Windows 95 before you can use the MultiPASS L6000 as a printer for your computer. See your Quick Start Guide for details on how to install this software.

# Printing a Document

This procedure describes the general steps required for printing from various Windows applications. The exact steps for printing a document may vary depending on the application program you are using. Refer to your software application's documentation for the exact printing procedure.

Start your application.

❍ Start the program you use to create documents, and open the document you want to print.

Make sure the Canon MultiPASS L6000 Printer is selected as your default printer.

❍ From the File menu, choose Print Setup.



❍ Click on the Properties or Setup button if you want to make any adjustments as appropriate for printing your document. (See *Printer Setup Within Windows* on the following page for details.)

❍ Select OK to close the Print Setup dialog box.

Choose Print from the File menu.

❍ After making any necessary changes to the printing parameters, select OK to start the print job.

# Printer Setup Within Windows

You can use the MultiPASS with all your Windows 95 applications.
Be sure to set the MultiPASS L6000 as the default printer for all your
Windows operations.

Most of your printing operations are controlled by your software
application. The following sections describe how you set certain options
directly from the printer driver; you only need this information if your
application does not control printing.

## Opening the Printer Properties Dialog Box in Windows 95

You can open the Properties dialog box in one of the following ways:

❍ From within any Windows application, you can select the Print or
Print Setup command.

❍ From the Printers folder, you can select the printer and then select the
Properties command from the File menu.

❍ From the Printers folder, you can select the printer, click the right
mouse button, and then select Properties from the drop down list.

## Using the Printer Driver in Windows 95

The printing options are displayed on these Windows 95 tabs: General,
Details, Paper, Graphics, and Setting. See Using the Windows Tabs section
(page 2-5) for details.

N For detailed information on any of the printing options, you can use the
Windows 95 on-line Help in the following ways:

❍ Use the right mouse button to click an item on the screen; then
click the What's This**?** command.

❍ Click ? and then click an item.

❍ Press **F1**.

# Using the Windows Tabs

The MultiPASS Printer Driver for Windows has several tabs from which you can select your printing options and learn about your printer driver as well as your MultiPASS L6000.

❍ General
This tab allows you to add comments regarding the printer driver and print a test page or a separator page. (You see this tab when you open the Properties dialog box from the Printers folder, not from within a Windows application.)

ADD COMMENTS
HERE

PRINT A
SEPARATOR
PAGE

PRINT A TEST PAGE

❍ Details
This tab allows you to specify printer port settings, spool settings, and time-out settings. (You see this tab when you open the Properties dialog box from the Printers folder, not from within a Windows application.)

DEFINE THE
PRINTER'S PORT

SPECIFY THE
PRINTER DRIVER

SPECIFY TIMEOUT
SETTINGS

SPECIFY SPOOL
SETTINGS

SPECIFY PORT
SETTINGS
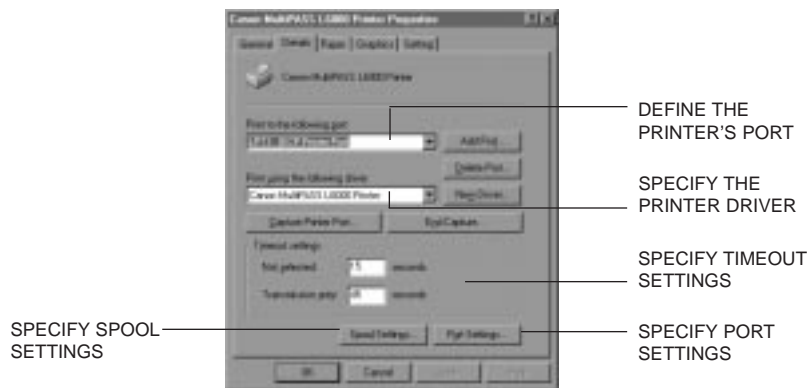
❍ Paper
This tab allows you to specify page orientation, paper size, and type of print media.

SPECIFY PAGE ORIENTATION

SPECIFY SIZE OF PAPER

SPECIFY PAPER FEED METHOD

SPECIFY TYPE OF PAPER
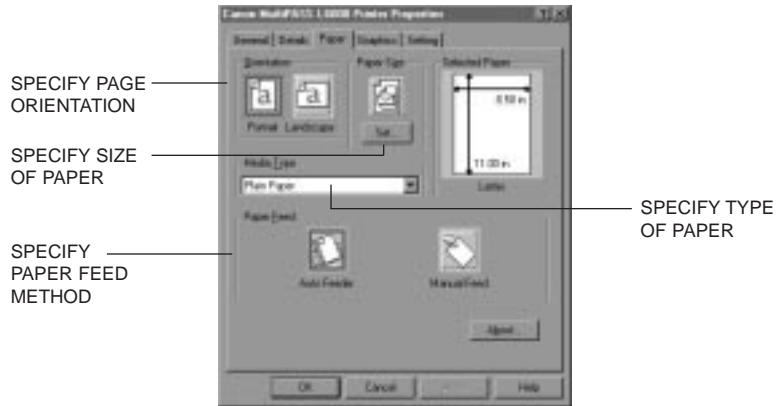
❍ Graphics
This tab allows you to specify print quality and print model.

SPECIFY PRINT QUALITY:

• 300 DPI (DEFAULT)— DRAFT MODE
• 600 DPI—HIGHER QUALITY PRINT BUT SLOWER PRINT SPEED

SELECT A PRINT MODEL:

• AUTOMATIC—PRINTER SELECTS SETTINGS FOR HIGHEST QUALITY
• GRAPHICS AND TEXT— FOR PRINTING DOCUMENTS THAT CONTAIN SOLID GRAPHICS AND TEXT
• PHOTO—FOR PRINTING SCANNED PHOTOGRAPHS OR BITMAPPED IMAGES
• CUSTOM—ALLOWS YOU TO SPECIFY HALFTONING AND INTENSITY IN THE CUSTOM SETTING DIALOG BOX

❍ Setting
This tab allows you to turn on or off the Setup Analyzer and the Toner
Saving feature. It also allows you to save up to four custom print
settings.



ENABLE OR
DISABLE SETUP
ANALYZER

ENABLE OR
DISABLE TONER
SAVING FEATURE

SAVE YOUR
CUSTOM PRINT
SETTINGS

Be sure to use the Windows 95 Help features to find out more about the
options on these screens.

## Specifying Your Printing Options

Be sure to use your on-line help to find out about the settings available for
each printing option.

❍ To move between the Windows tabs, click on any of the tabs.

❍ To select the settings and exit, click the OK button.

❍ To cancel your setting selections on a tab, click the Cancel button.

❍ To save your settings without exiting, click the Apply button.

❍ To access the Help file, click on the Help button.

❍ When you move the mouse cursor over one of the printing options, a
help message appears at the bottom of the tab.

# The Paper Path

Understanding how paper feeds through the MultiPASS will help you to determine how to load paper and handle paper jams.

The page travels first to the FX-3 Toner Cartridge. Here a laser beam "draws" the print image on the drum, then the drum applies toner to the page. The page then travels to the fixing assembly where the toner is fused to the page. The page then exits the unit from the front or top.

AUTOMATIC DOCUMENT FEEDER

RECORDING PAPER—MULTI-PURPOSE TRAY

FACEDOWN DELIVERY

MANUAL FEED SLOT

TONER CARTRIDGE

FACEUP DELIVERY
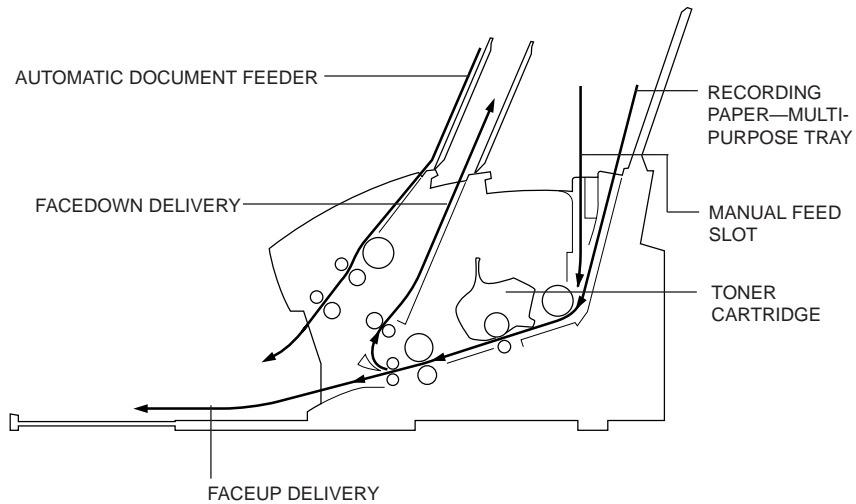
When you are printing, follow these guidelines:

❍ Always set the paper delivery selector before starting to print.

❍ Do not change the paper delivery selector while a document is printing. This may cause a paper jam to occur.

❍ Make sure there is enough room for the paper to exit from the faceup delivery slot.

❍ Do not pull the paper as it comes out of the unit.

❍ When using faceup delivery, be sure to remove each sheet of paper from the output tray.

# Selecting Paper Delivery

Received faxes, copies, and printed documents can be delivered through the faceup or facedown delivery slot. Choose paper delivery according to the job the MultiPASS is performing and the type of print media you are using.

FACEDOWN DELIVERY

PAPER DELIVERY SELECTOR

FACEUP DELIVERY
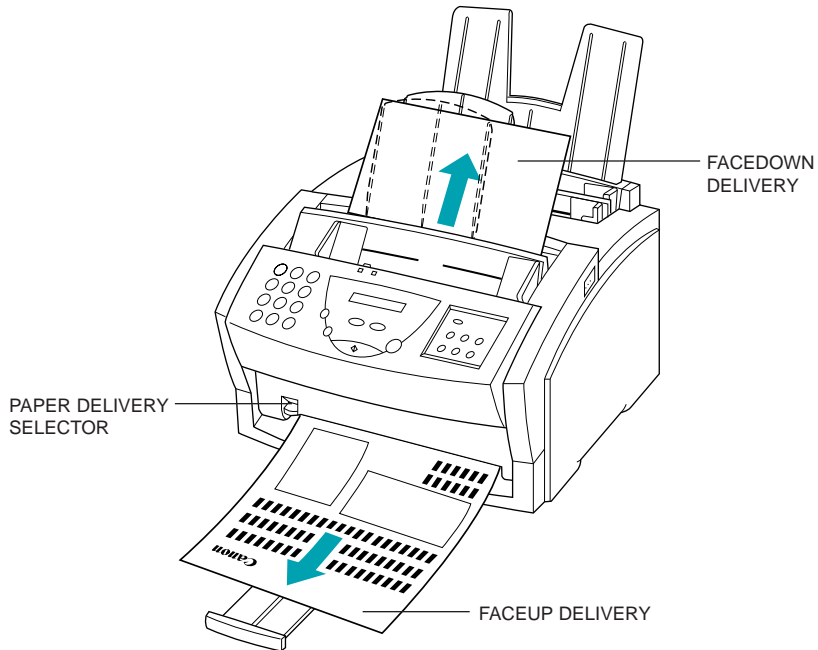
## Facedown Delivery

Use facedown delivery for most jobs and when using plain paper only (17 to 24 lbs or 64 to 90 g/m$^2$). Printed pages are stacked in the order printed in the facedown delivery slot. This slot holds up to 50 sheets of plain paper (20 lb or 75 g/m$^2$).

❍ Make sure the paper delivery selector is set up to the ⫝̸ mark.
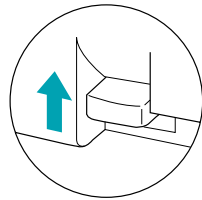

FACEDOWN DELIVERY
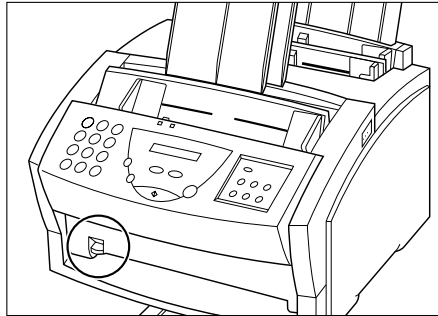
## Faceup Delivery

Use faceup delivery when printing on media other than plain paper, such as transparencies, labels, thick paper (up to 28 lb or 105 $g/m^2$), or envelopes. With faceup delivery, the sheet or envelope travels straight through the unit without bending, and thus prevents curling.

❍ Make sure the paper delivery selector is set down to the ⫝̸ mark.
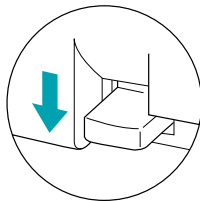

FACEUP DELIVERY
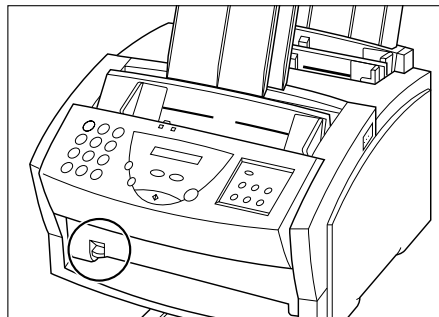
❍ Make sure the paper output tray is extended.

❍ Be sure to remove each sheet as it exits the faceup delivery slot.

# Loading Paper in the Multi-purpose Tray

You can stack up to approximately 100 sheets of plain paper (20 lb or 75 g/m$^2$) in the multi-purpose tray. The multi-purpose tray holds letter, legal, and A4 size paper, provided that its weight is 24 lb (90 g/m$^2$) or less.

To load the paper, follow the steps starting on page 1-9.

# Loading Envelopes in the Multi-purpose Tray

**1**

Prepare the envelopes.

❍ Arrange the stack of envelopes (up to 7) on a firm surface and press down firmly on the edges to make the folds crisp.

❍ Press around the envelopes to remove any curls and expel air from inside the envelopes.

❍ Press firmly on the area that corresponds to the edges of the flap.



FLAP

PRESS DOWN FIRMLY ON THE EDGES OF THE FLAP
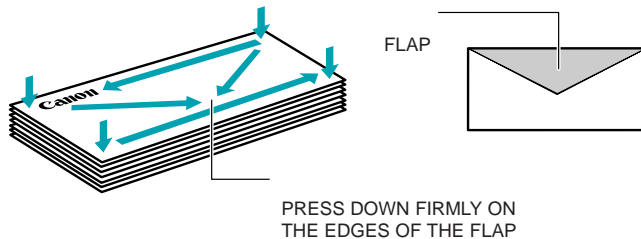
**2**

Insert the stack of envelopes in the multi-purpose tray.

❍ Make sure the print side is facing you.

❍ Open the paper guides to the approximate width of the stack of envelopes.

Printing

**3**

Insert the stack until it stops, but do not force it.

MULTI-
PURPOSE
TRAY

MANUAL FEED
SLOT

**4**
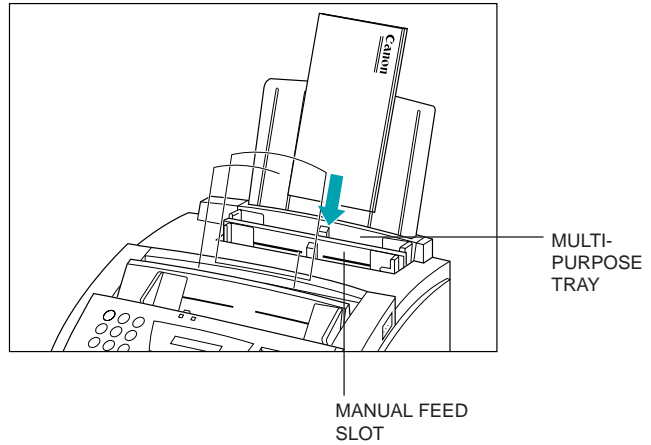
Adjust the paper guides to the stack of envelopes.
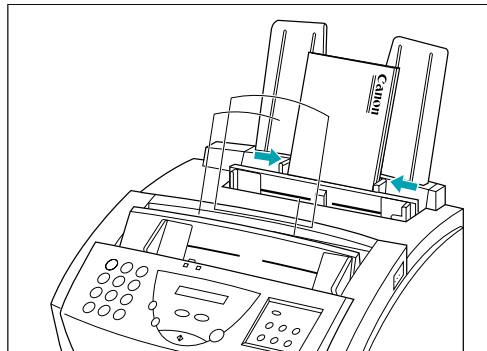
Move the paper
delivery selector
down to the  mark.

❍  Be sure to use faceup delivery when printing on envelopes.

FACEUP DELIVERY
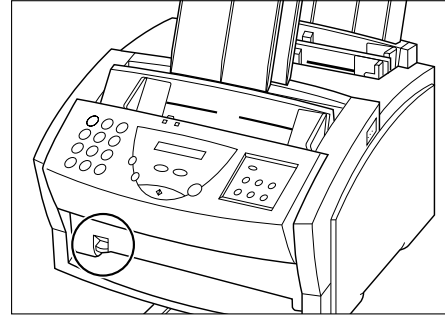
Printing

Your MultiPASS is now ready to print.

N    You can change the orientation of the envelopes through your application
     software. Check the orientation before printing.

# Loading Paper Manually

You can load paper manually, one sheet at a time, using the manual feed slot. You can load plain paper (17 to 28 lb or 64 to 105 g/m$^2$), transparencies, labels, envelopes, and other special papers.

**1**

Open the
paper guides.

❍ Adjust the paper guide to the approximate width of the sheet of paper.
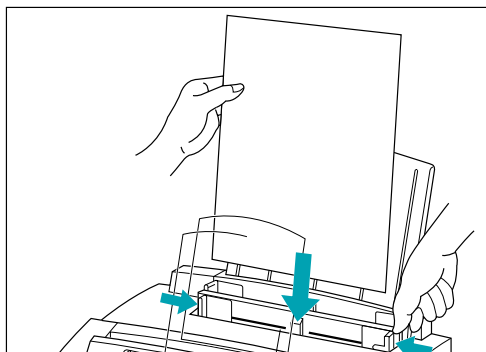
**2**

Insert one sheet
into the manual
feed slot.

❍ Make sure the print side is facing you and the top edge goes into the slot first.

❍ Insert the sheet until it stops, but do not force it in.
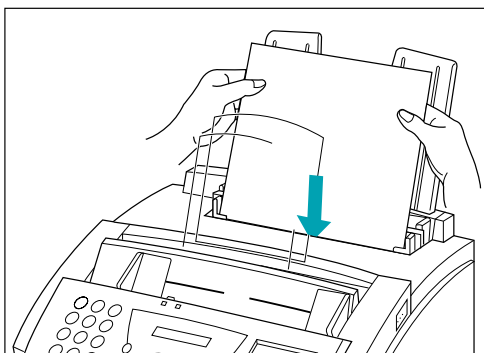
**3**

Adjust the paper
guides to the sheet
of paper.

❍ Make sure there is no space between the paper guides and
the sheet.

**4**

Move the paper
delivery selector
down to the
▱ mark.

❍ Be sure to use faceup delivery when printing on media
other than plain paper.
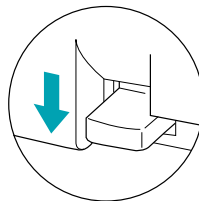
FACEUP DELIVERY
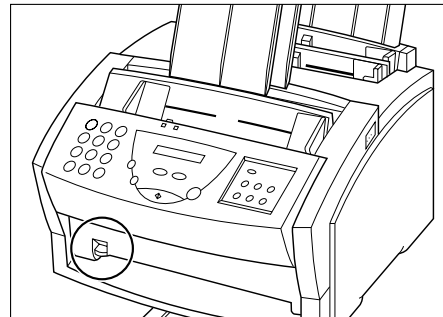
Your MultiPASS is now ready to print.

N

❍ If you insert a sheet into the manual feed slot when there is
paper stacked in the multi-purpose tray, the unit will feed
the sheet from the manual feed slot.

❍ Insert a sheet in the manual feed slot only when the
previous sheet has come out from the delivery slot. If you
insert a single sheet before the previous one has exited, a
paper jam may occur.

❍ If you have difficulty feeding a type of paper in the manual
feed slot, try feeding it through the multi-purpose tray—
one sheet at a time.

# Using the MultiPASS    3

The MultiPASS Desktop Manager is a full-featured Windows application that enables you to use your MultiPASS L6000 from your computer. The MultiPASS Desktop Manager coordinates the printing, PC faxing, and scanning functions of the MultiPASS L6000. Its features include:

❍ Printing, PC faxing, and scanning control functions

❍ Manipulating and editing the faxed or scanned documents

❍ An Address Book where you store the names and fax numbers for individuals and groups to whom you repeatedly send faxes

❍ Folders that hold your faxes and scanned documents

This chapter describes:

❍ Starting the MultiPASS Desktop Manager

❍ Exploring the MultiPASS Desktop Manager window

❍ Using the Desktop Manager folders

❍ Viewing documents in the Desktop Manager

❍ Setting up the Address Book

❍ Setting up speed dialing

❍ Using the Fax Log

N Your MultiPASS L6000 is designed to be used with the MultiPASS Desktop Manager. To use all the outstanding features of the MultiPASS requires use of the Desktop Manager. To use the unit as a stand-alone fax machine, see Appendix B.

# Starting the MultiPASS Desktop Manager

When you start Windows or open the Desktop Manager, the MultiPASS Background is automatically started as well. The MultiPASS Background enables and monitors the communication between the Desktop Manager and the MultiPASS L6000.

When you exit the Desktop Manager, you close only the Desktop Manager window. Any documents you have set up to PC fax or print remain active. If open, the MultiPASS Status Monitor, which tracks the progress of your active jobs, also remains open and active.

After it is installed, the MultiPASS Desktop Manager is an option on the Canon MultiPASS L6000 menu.

❍ Click the Start button and point to Programs.

❍ Point to Canon MultiPASS L6000 and then click MultiPASS Desktop Manager.

# Exploring the MultiPASS Desktop Manager Window

When you start the MultiPASS Desktop Manager, you see a screen similar to this:



Menu Bar
The menu bar contains commands that enable you to perform the various Desktop Manager tasks. Some of the commands can also be accessed by their corresponding icons on the toolbar or command bar.

Toolbar
The toolbar provides quick access to certain Desktop Manager tasks. When a task is unavailable, the toolbar button appears dimmed.
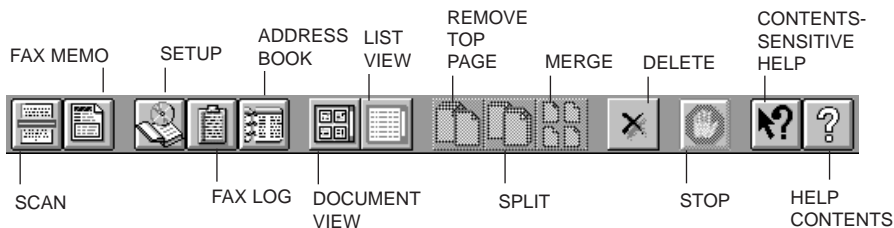


Pause the mouse over a button to see a description of the button. These are called ToolTips.

Folders List
The folders list contains folders that store your fax and scan documents. The list contains both system-defined folders, provided automatically when you install the software, and user-defined folders.

System-defined folders include In Box, Out Box, Scan, Sent Fax, and Trash. User-defined folders are folders you can create yourself.

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

You can adjust the width of the work area using the mouse pointer to move the border between the work area and folders list.

Command Bar
The command bar contains command icons, which enable you to perform a variety of tasks.



EXPORT—SAVES THE SELECTED ITEM

VIEW—DISPLAYS THE SELECTED ITEM

PHONE—DISPLAYS IF "TELEPHONE ATTACHED TO UNIT" IS ENABLED (SEE PAGE 8-3)

E-MAIL

PRINT—PRINTS THE SELECTED DOCUMENT

FAX—SENDS A PC FAX TO A NUMBER YOU SELECT
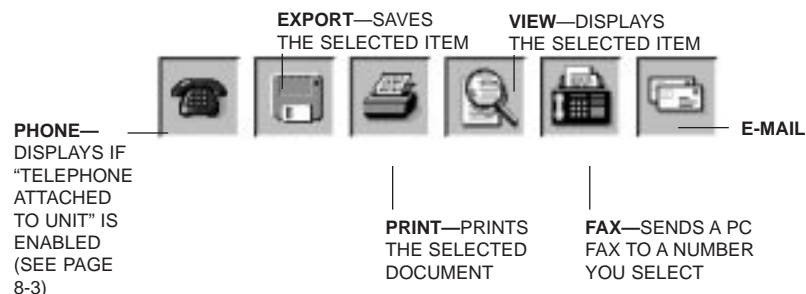
You can use the command icons as follows:

❍ Drag a document to the command icon
For example, you can drag a document to the Print command icon to start printing the document. The command icon signals its acceptance of the item by lighting up.

If a document is dragged to a command icon that cannot perform the task, the mouse pointer displays as a no-entry icon (a red circle with a diagonal bar drawn through it).

❍ Click a document and then click the command icon
This method activates the command for the selected document, as though the item had been dragged to the command icon.

Status Line
The status line displays information about the selected folder or document, such as the name of the folder or document and its creation date. You cannot edit this information.

If the Address Book is open, the status line displays information about the selected Address Book entry.

## Closing the Desktop Manager

When you exit the Desktop Manager, you close only the Desktop Manager window. Any documents you have set up to PC fax or print remain active. If open, the MultiPASS Status Monitor, which tracks the progress of your active jobs, also remains open and active.

To close the Desktop Manager, click Exit from the File menu.

N The MultiPASS Background will remain open.

# Using the Desktop Manager Folders

The Desktop Manager stores and organizes your fax and scan documents in folders. Only one folder can be open at a time. When you open another folder, the current folder automatically closes.

## System-defined Folders

When you install the Desktop Manager, these system-defined folders are automatically available: In Box, Out Box, Scan, Sent Fax, and Trash.

❍ With the exception of the Trash folder, only the Desktop Manager can place documents in the system-defined folders, based on faxes sent or received, or images scanned. You can only rename, copy, move, or remove documents from the folders.

❍ Including the Trash folder, the system-defined folders cannot be deleted or renamed.

A document remains in a system-defined folder until you move it to a user-defined folder, or delete it.

In Box
The In Box folder stores all incoming faxes received by the Desktop Manager. Each received fax displays a system-assigned name—*fax nnnn*, where *nnnn* is a number of up to four digits which is unique within the Desktop Manager. You can later change the name to something more descriptive.

Out Box
The Out Box folder is a chronological list of jobs you want to process. The jobs consist of faxes to be sent, or fax or scan documents to be printed from the Desktop Manager. A job in the Out Box folder is a copy of the original document, not the original document itself.

The list of jobs in the Out Box folder is sorted by order of action, with the next document to be printed or faxed at the head of the list. The job currently being processed—the active job—displays in a separate row at the top of the list, above the column titles.

You can select a job in the list to review information about that job in the Status Bar, including the original document from which the job came and a reason if the job failed.

Each job in the Out Box folder displays a system-assigned name: fax nnnn for a fax job, and print nnnn for a print job, where nnnn is a number of up to four digits which is unique within the Desktop Manager. You cannot rename a job in the Out Box folder.

Scan
The Scan folder stores all images you scan with the MultiPASS from the Desktop Manager. Each document displays a system-assigned name: scan nnnn, where nnnn is a number of up to four digits which is unique within the Desktop Manager. You can later change the name to something more descriptive.

Sent Fax
The Sent Fax folder contains all documents that have been successfully sent as faxes. If the fax had not been marked for deletion after sending, the sent fax is automatically moved from the Out Box folder (where the fax job is processed) to the Sent Faxes folder. By having sent faxes moved to their own folder, you can better track your completed fax communications and reserve the Out Box folder for jobs to be processed.

Trash
The Trash folder holds any documents that you want to delete. Once you drag a document from another folder to the Trash folder, you can hold the document until you are ready to delete it.

N    If you select a document and press the **Delete** key, or if you drag a document to the Delete icon, the document is deleted immediately. It is not stored in the Trash folder.

## User-defined Folders

You can create up to 255 folders for your own use. These folders are listed immediately following the system-defined folders.

When you install the Desktop Manager software, you are automatically provided an initial user-defined folder named *My Folder*. You can use this folder immediately for storing documents moved from the system-defined folders.

If you create additional folders that cause the folder list to grow beyond the visible list area, a vertical scroll bar displays. The scroll bar scrolls the entire list of system- and user-defined folders as a single entity.
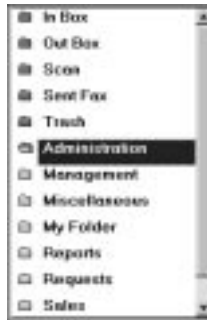
# Viewing Documents in the Desktop Manager

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

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

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

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

# Document View

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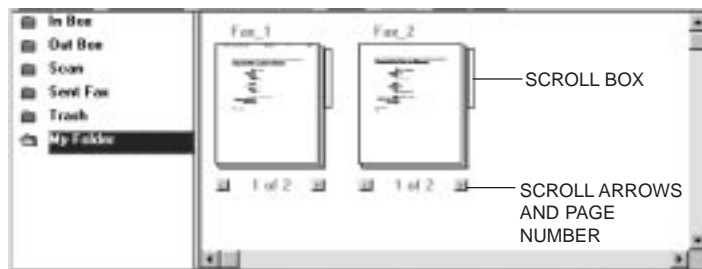


Document View enables you to work with an individual document at the page level: scrolling through the pages, removing a page, splitting a document, or merging two or more documents into a single document. You can rearrange the document thumbnails within the work area as needed.

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

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

# List View

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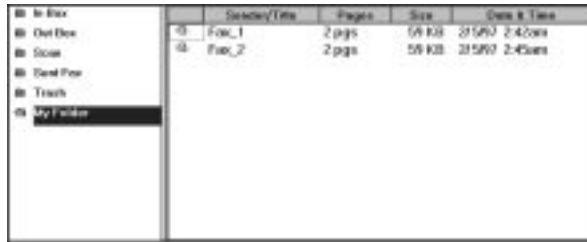


The icon designates the document type as fax, scan, or modified. A modified document is a document where the fax cover page has been removed from a fax, or a multipage document that has been split into multiple documents.

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

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

## Sorting the Documents in the List

Documents in the Out Box folder are listed by a combination of the date and time they were submitted for processing, any future scheduling time, and processing status. Documents in the other system-defined folders are listed in order of date and time. You cannot change the displayed order of the list in a system-defined folder.

However, you can change the order of the listed documents in the user-defined folders. Typically, documents in user-defined folders are sorted alphabetically by name. You can sort the documents based on criteria corresponding to the column labels displayed at the top of the list (such as type, name, number of pages, size, and date). Sorting by page, size, or date and time displays the documents with the largest document or most current document last. The list continues to display in the order you chose each time you open the folder.

To change the order of the list, click the title of the appropriate column at the top of the list.

| | Sender/Title | Pages | Size | Date & Time |
|---|---|---|---|---|
| 📄 | Doc_1 | 3 pgs | 224 KB | 2/25/97 8:40am |
| 📄 | Scan_3 | 2 pgs | 196 KB | 2/25/97 7:14am |

# Setting Up the Address Book

You set up the Address Book to create an easily accessible list of names and fax and/or phone numbers for your business and personal contacts. You use the entries in the Address Book to:

❍ Send a PC fax

❍ Assign one-touch speed dialing

❍ Assign coded speed dialing

❍ Assign group dialing

To display the Address Book, select Tools from the Desktop Manager menu bar.

**MultiPASS Desktop Manager**

File  Edit  Tools  Setup  Help

Status Monitor
Monochrome Scan
Address Book
Fax Log
Cover Page Designer

Now click Address Book. The MultiPASS Desktop Manager displays the Address Book window:



❍ Address Book Entries
Address Book entries are listed by row. The columns indicate the Address Book entry type (individual or group), name and address information, and phone and fax numbers. Address Book entries can be sorted based on a chosen column of information.

❍ Status Line
The status line displays additional information about the selected Address Book entry, based on whether the selected entry is an individual entry or group entry.

❍ Command Buttons
You use the command buttons to perform various tasks in working with your Address Book.

## Working With Address Book Entries

When open, the Address Book displays a list of the address entries you currently have set up, along with the corresponding information for each entry. The Address Book contains two types of entries:

❍ Individual
An individual entry enables you to identify each individual to whom you repeatedly send faxes. When you send a fax, you can then specify the recipient for your fax from the entries listed in the Address Book.

❍ Group

A group entry identifies the two or more individual Address Book entries to whom you repeatedly send the same fax. For example, you can set up a group to include those individuals involved in a particular business project. When you specify the group entry as the fax recipient on your fax, the fax is sent to each individual in the group.

## Sorting the Address Book

The Address Book is sorted alphabetically by last name. You can change the order of the list based on the column titles for the list. For example, you can sort the list based on the fax number.

To change the order of the Address Book entries, click the appropriate column title.



CLICK HERE TO SORT BY COMPANY NAME
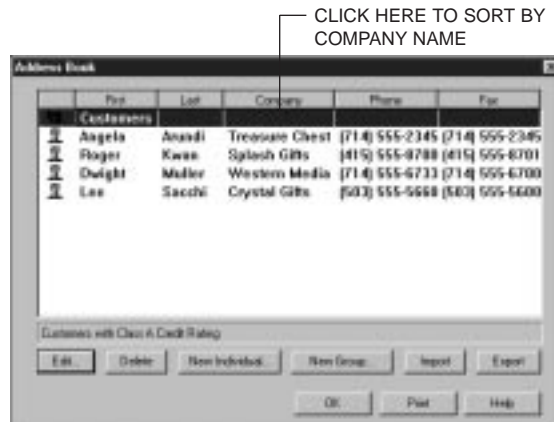
## Adding and Editing an Individual Entry

When setting up an individual Address Book entry, you must specify the contact's first and last names, and fax number. Optionally, if you want the information available for a fax cover page, you can provide the contact's phone number, title, company, address, and any comments.

To add an individual entry, click the New Individual button on the toolbar. To edit an individual, select the Address Book entry and click the Edit button.



Enter the appropriate information.

❍ You must type at least a First Name or Last Name and a Phone or Fax number before you can click Add.

❍ You can enter 20 characters in the First and Last Name text boxes, 40 characters in the Company Name text boxes, and 32 characters in the Phone and Fax Number text boxes.

❍ You can use the following:

| Characters | Activity |
| --- | --- |
| 0 to 9 * # + | Dialing digits |
| , p | Pause (2 seconds) |
| P | Last pause (10 seconds, at end of number only) |
| - ( ) Space | Display-only characters; space cannot be used at the beginning of a number |

❍ Be sure to include all numbers that need to be dialed, for example, 1-714-555-2222.

❍ If you entered an Outside Line Prefix number (such as 9) in the Phone/Fax Setup dialog box, do not enter it here.

If adding a new entry, click Add. If editing an entry, click Replace.

## Adding and Editing a Group Address

A group address contains addresses previously set up in the Address Book, either individual addresses or other group addresses.

The New Fax Group dialog box displays two lists—a list of all Address Book entries previously set up, and the list of addresses included in the group. You select addresses from the Address Book to include in the group.

You'll want to add addresses to a group when you will be PC faxing to this group. If you will be sending plain paper faxes, you'll want to set up the group in the speed dial list. See page 3-20 for details.

N    You cannot assign a group address to a speed dial code.

To add a group entry, click the New Group button on the toolbar. To edit a group, select the entry in the Address Book and click the Edit button.
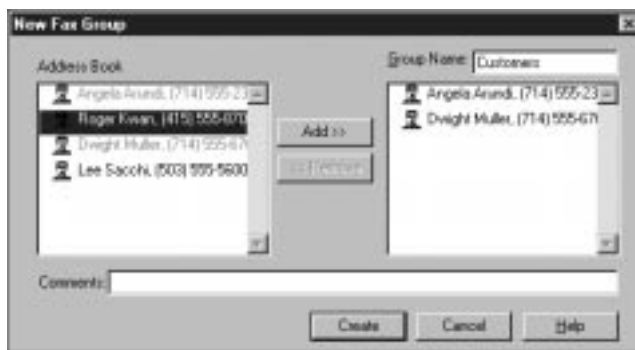


❍   Enter or edit the name you want assigned to this group.

❍   In the Address Book list box, click the individual entry you want to add to the group and click Add.

❍   To remove an entry from the group, click the entry in the group list box and click Remove.

❍   In the Comments box, you can enter a note for this group entry.

❍ If adding a new group, click Create.

❍ If editing a group, click Replace.

### Using a Group Address

When you specify a group address when sending a fax, the individual addresses for the contained group are listed. If you specify more than one group address for a fax, and each group contains the same individual address, the duplicate address is removed. Separate fax jobs are created for each recipient in the group.

# Importing an Address Book

You may have an address book in another program that you want to use in the MultiPASS Desktop Manager. You can import your address book and use it in the Desktop Manager.

You can import addresses from any ASCII text file containing information that is separated by a comma or tab.

❍ If the fields in the text file are separated by commas, the text file extension must be .CSV.

❍ If the fields in the text file are separated by tabs, the text file extension must be .TXT.

You must save your text file as a comma- or tab-separated text file before you import it into the MultiPASS Desktop Manager. For more information about saving your text file, see your application's documentation. If you attempt to import information from an improperly formatted text file, the system alerts you to a problem with importing.

When you import the text file, you assign the appropriate field names to each column of information. For example, the column containing the contact's name must be titled as the name.

**1**

To import addresses
from a text file,
click on the Import
button.

❍ You see this screen:



**2**

In the Import
Address Book
dialog box,
specify the location
and filename to
import. Then
click OK.
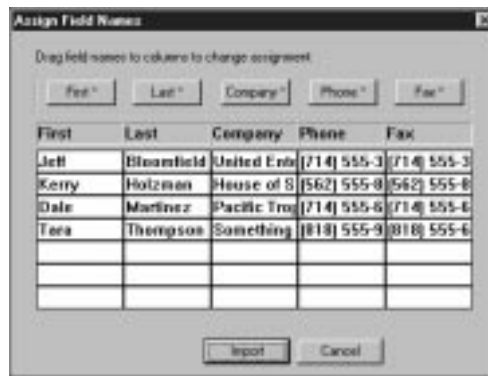


❍ In the Assign Field Names dialog box, the address
information is listed in columns, with a column title that
identifies the type of information within the column. The
button above the column titles enables you to reassign the
column titles where necessary.

**3**

Assign the
appropriate name
to each column
as the title.

❍ To remove a field name from the column heading, drag the
column heading text off the dialog box.

❍ To assign the correct name, drag the titled button to the
column title.

Click Import.  ❍ When the appropriate names appear at the top of each column, click Import.

# Exporting the Address Book

You can export the Address Book from the MultiPASS Desktop Manager to an ASCII text file. The address information can be separated by either commas or tabs.

❍ If you choose to have the address information separated by commas, the text file extension is .CSV.

❍ If you choose to have the address information in the text file separated by tabs, the text file extension is .TXT.

To export the Address Book, click on the Export button.  ❍ You see this screen:
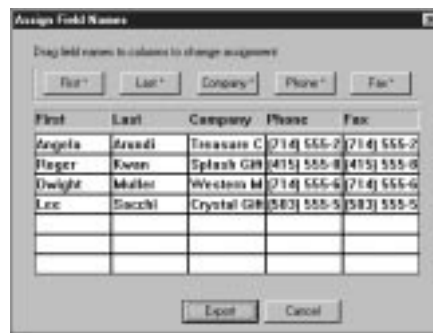




❍ In the Assign Field Names dialog box, the address information is listed in columns, with a column title that identifies the type of information within the column. You can reassign the column titles where necessary.

**Assign the appropriate name to each column as the title.**

❍ To remove a field name from the column heading, drag the column heading text off the dialog box.

❍ To assign the correct name, drag the titled button to the column title.

**Click Export.**

❍ When the appropriate names appear at the top of each column, click Export.

❍ In the Export Address Book dialog box, select the file type (.CSV or .TXT), location, and filename for saving the file. Then click OK.



# Setting Up Your Speed Dial Assignments

To set up speed dialing, you use the fax recipients set up in your Address Book, and assign the desired individual recipients to speed dial codes. If you have not set up the recipient in the Address Book, you can add the recipient while creating speed dial assignments. You can also set up a group speed dial by assigning two or more individual speed dial assignments to a single speed dial assignment.

N You cannot assign a group address from the Address Book to a speed dial code.

To set up your speed dialing assignments, select Setup from the Desktop Manager menu bar, and then click on the Speed Dial tab.



# Assigning an Individual Recipient to a Speed Dial Code

To assign a fax recipient to a speed dial code:

❍ In the Address Book list box, select the recipient that you want to assign to a speed dial code.

❍ Select the speed dial code to which you want to assign the Address Book, and click Add.

To remove a recipient from a speed dial code:

❍ In the speed dial list box, select dial assignment, and then click Remove.

To print the speed dial assignment list:

❍ Click the Print List button.

To add a recipient to the Address Book:

❍ Click New.

❍ In the New Individual Entry dialog box, complete the appropriate information for the recipient and then click Add.

# Defining a Group Speed Dial Code

You'll want to assign multiple recipients to a speed dial code when you will be sending plain paper faxes to this group. If you will be PC faxing, you can set up the group in your Address Book. See page 3-14 for details.

To assign two or more recipients to a speed dial code:

❍ On the Speed Dial tab, make sure the desired recipients for your group are set up as individual speed dial assignments.

❍ Select the speed dial code to which you want to assign the group of recipients, and click Group Dial.



❍ In the Group Dial dialog box, enter a name for the group assignment in the Group Name box.

❍ In the Speed Dial list box, select the first recipient and click Add. Repeat this procedure until the desired recipients are included in the Member(s) list box.

❍ To remove a member from the group, select the member in the Member(s) list box and click Remove.

❍ When all the desired members are listed in the Member(s) list box, click OK to save your group.

❍ To close the dialog box without saving your group, click Cancel.

❍ To complete the operation, click OK to close the Setup Options dialog box.

# Using the Fax Log

The Fax Log contains a list of the fax activity (PC faxes sent from and received to the Desktop Manager) for the last two months. Each fax is listed with historical information, such as transmission status, date and time the fax was sent or received, the recipient of the fax, and the number of pages. You can use the Fax Log for a variety of reasons, such as reviewing the error status of a PC fax that failed.

While reviewing the Fax Log, you can print the log.

## Displaying the Fax Log

In the Desktop Manager, click Fax Log on the Tools menu.

You can also click on the Fax Log icon on the toolbar.



❍ In the Fax Log dialog box, click a specific fax document to review additional information in the Details and Log Note boxes.

❍ Click the Print button to print the Fax Log.

# Sending Faxes With the    4

You can use the MultiPASS L6000 to send paper faxes or PC faxes. PC faxing is the ability to send a fax from an application without first printing the document. Using the MultiPASS L6000 and the MultiPASS Desktop Manager, you can PC fax documents from any Windows application that supports printing.

Before sending faxes, you may want to set up the numbers you plan to use for automatic dialing methods such as one-touch speed dialing. To do this, you first set up your Address Book; then you assign speed-dialing numbers. See Setting Up the Address Book on page 3-10.

This chapter describes:

❍ Sending a document

❍ Sending a document to more than one location

❍ Adjusting the quality of your faxes

❍ Sending PC faxes

❍ Creating a fax memo in the MultiPASS Desktop Manager

❍ Designing a fax cover page

N Because the MultiPASS is a multitasking device, you can send a fax and print a document at the same time.

Sending Faxes

# Sending a Document

The MultiPASS starts sending a document while it is being scanned into memory. When scanning a multipage document, the unit calls the other party as the first page is being scanned. Once connection is made, the MultiPASS begins to transmit the information while the remaining pages are being scanned. This is called Memory Sending.

## Regular Dialing

1 ─────────────────────────────────────────────────

Feed the document.

❍ Place the document facedown in the Automatic Document Feeder (ADF). See page 1-12.

❍ The LCD display shows how much of the unit's memory is in use, then displays the current resolution, and then the message DOCUMENT READY.

> MEMORY USED   0%

> STANDARD

> DOCUMENT READY

❍ Change the resolution if necessary. See page 4-13.

**2**

Dial the other party's fax number.

○ Use the numeric buttons to dial the number.
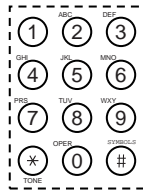
| TEL= 555 7899 |
| --- |

○ To enter a pause, press **REDIAL/PAUSE**.

• A pause within a number (p) is two seconds. (You can enter more than one.)

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

**3**

Press START/COPY.

START/COPY

The MultiPASS begins scanning the document, and dials the number.

| TX |
| --- |

○ After a few seconds, the display shows the number of pages it has scanned followed by the transaction number for the fax. This is a unique number the MultiPASS assigns to the document and uses to identify the document in transaction reports.

| SCANNING    P.001 |
| --- |

| TX/RX NO.    0001 |
| --- |

The LCD continues to show these displays in order while the fax is being sent.

**Sending Faxes**

❍ When the document has been sent successfully, the display shows this message.

TRANSMITTING OK

The MultiPASS automatically redials if the receiving fax does not answer, if the line is busy, or if a transmission error occurs. You can specify the number of times it redials using the Automatic Retries option in the Send Fax dialog box of the MultiPASS Desktop Manager (see page 8-4). If all redial attempts fail, the MultiPASS beeps intermittently for a few seconds. If this happens, check the fax number and try sending the fax again.

If the ALARM light is flashing, correct the error described in the LCD display, and then press **STOP**. You may need to open the operator panel to remove the document from the ADF (see page 10-3).

## Automatic Dialing

You can send a document using one-touch speed dialing, coded speed dialing, or group dialing. You must register the one-touch speed dialing numbers, the coded speed-dialing numbers, and the group dialing numbers using the MultiPASS Desktop Manager before you can send documents using these automatic dialing methods. See Setting Up Your Speed Dial Assignments on page 3-18.

1

Load the document.

❍ Place the document facedown in the ADF.

DOCUMENT READY

**2**

Use automatic dialing.

❍ Press the one-touch speed dialing button (1 through 6) assigned to the number you wish to fax to; the name you assigned to that button is displayed.

FUNCTION
1 2 3
4 5 6
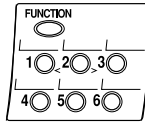
▶ CANON FAX BACK

OR

❍ Press **CODED DIAL** and enter the appropriate two-digit coded speed dialing code.

CODED DIAL
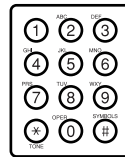
▶ 1 2 3 / 4 5 6 / 7 8 9 / * 0 # ▶ CCSI/MKT

❍ If a number is not registered for the button or codes, the LCD displays NO TEL # message. Make sure you pressed the correct button or entered the correct code and that the number you want to dial is entered correctly.

❍ If you make a mistake, press **STOP**. Then press the correct one-touch speed dialing button or press **CODED DIAL** and re-enter the code.

**3**

Press START/COPY.

START/COPY ▶ DIALING

❍ If you do not press **START/COPY** within five seconds, the MultiPASS starts sending your document automatically.

❍ If the ALARM light is flashing for any reason, correct the error and press **STOP**. You may need to open the operator panel to remove the document from the ADF (see page 10-3).

Sending Faxes

# Sending a Document Using Group Dialing

If you frequently send plain paper faxes to the same group of people, you can use the MultiPASS Desktop Manager to assign a "group" of numbers to a speed dial code. See page 3-20.

**1**

Feed the document. ❍ Place the document facedown in the ADF.

> DOCUMENT READY

**2**

Choose the group you wish to send to. ❍ Press the one-touch speed dialing button or press **CODED DIAL** and the code under which you registered the group.

> TEL=CANON GROUP 1

**3**

Press START/COPY.

START/COPY ◇ ▶ | SCANNING      P.001 |

❍ The MultiPASS starts scanning your document into memory five seconds after you select the group to which you will send the fax, even if you do not press **START/COPY** (ten seconds if you are sending to more than one group).

❍ After scanning the document into memory, the MultiPASS automatically dials each number in the group.

❍ If there is no group registered under the one-touch speed dialing button or the two-digit code, the LCD displays the NO TEL # message. Make sure you entered the correct number and that the group has been registered correctly to a speed dial code.  See page 3-20.

❍ If you make a mistake when dialing, press **STOP**. You can try again.

# Redialing

## Manual

To start dialing again, just press the **REDIAL/PAUSE** button. The MultiPASS redials the previous number you dialed with the numeric buttons. Make sure the document is in the ADF.

## Automatic

The MultiPASS automatically redials if the first attempt at sending fails (for example, if the line is busy). The unit redials twice, and the time between redials is two minutes. (These are the default settings.) The LCD displays AUTO REDIAL and the transaction number while the MultiPASS is redialing.

```
AUTO REDIAL
```

```
TX/RX NO.      XXXX
```

If the MultiPASS fails to make a connection after the last redial, it beeps. The LCD displays BUSY/NO SIGNAL; try sending again later.

```
BUSY/NO SIGNAL
```

You can change the number of redials and the time between redials. The redialing options are set in the Send Fax dialog box of the MultiPASS Desktop Manager; see page 8-4.

**Sending Faxes**

## To Cancel Automatic Redialing

**STOP**

To cancel automatic redialing, press the **STOP** button. However, you cannot cancel redialing while the LCD displays AUTO REDIAL (the unit is waiting to redial). In this case, wait until dialing begins and then press **STOP** to cancel redialing. The MultiPASS asks you to confirm:

CANCEL?  *YES  #NO

To cancel the redialing, press *. The MultiPASS L6000 beeps and the LCD displays:

TX/RX    CANCELLED

TX/RX NO.      XXXX

The unit then prints an error report:

PRINTING REPORT

# Resending a Fax After an Error

If you get an error while sending a fax from memory, the MultiPASS can resend it to the same destination without having to rescan it. To do this, the On Error Resend option must be set in the Advanced: Send Fax dialog box of the MultiPASS Desktop Manager. See page 8-5 for details.

You can also set how much of the fax is sent again:

❍ The pages following the page on which the error occurred (ERROR PAGES)

❍ The first page of the document and the pages following that on which the error occurred (ERROR & FIRST PAGES)

❍ The entire document (ALL PAGES)

N The fax is erased from memory after it is successfully sent or after the resending fails.

# Manual Sending

If you would like to speak with the other party before sending a fax to them, you may do so; this is called manual sending. To use manual sending, you must have a telephone connected to the MultiPASS.

**1**

Feed the document.    ❍ Place the document facedown in the ADF.

> DOCUMENT READY

**2**

Pick up the telephone and dial the other party's fax number.

> TEL=        4567899

❍ You can use regular dialing or any of the automatic dialing methods.

**3**

Converse with the other party.

❍ If a person answers, you can converse normally. When you are ready to send the fax, ask them to press the start button on their fax machine. Then press **START/COPY** on your unit and hang up the telephone.

START/COPY    ▶ Faxing starts.

❍ Be sure to press **START/COPY** before you hang up, or you will disconnect the call.

# Messages Displayed During Sending

When sending a document, the MultiPASS displays the following messages as the call progresses.

> TRANSMIT

> TX/RX NO.    XXXX

When it is finished sending the document, the MultiPASS beeps once; the LCD displays:

> TRANSMITTING OK

# Cancel Sending

To stop sending before a fax is complete, follow these steps:

**1**

Press STOP.    ❍ If you are sending manually, the transmission is cancelled immediately.

❍ If you are sending from memory, the LCD displays:

STOP
⊘  ▶  CANCEL?  *YES  #NO

**2**

Press *
or #.    ❍ Press * to cancel or press # to continue the transmission.

✳  ▶  TX/RX CANCELLED

#  ▶  Transmission continues.

If you press **STOP** while the document is being scanned, you may need to open the operator panel to remove the document (see page 10-3).

# Sending a Document to More Than One Location (Sequential Broadcasting)

Sequential broadcasting sends one document to more than one location. You can send to a total of 57 destinations as follows:

| | | |
|---|---|---|
| One-touch speed dialing | = | up to 6 destinations |
| Coded speed dialing | = | up to 50 destinations |
| Regular dialing (numeric buttons dialing) | = | 1 destination only |

You can enter the one-touch and coded speed dialing numbers in any order. You simply press the one-touch speed dialing button, or press **CODED DIAL** followed by the two-digit code.

You can also include one destination using regular dialing. This must be the last number you enter because you must press **START/COPY** after entering the number.

N If you often send to the same group of destinations, use group dialing (see page 4-6).

## Transmitting the Document

**1**

Feed the document. ❍ Place the document facedown in the ADF.

```
DOCUMENT READY
```

Sending Faxes

**2**

Dial the other party's number.
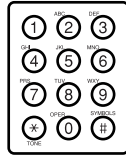


▶ TEL=          4567899

❍ Simply enter the numbers one after the other: press the desired one-touch speed dialing button or press **CODED DIAL** followed by the two-digit code.

❍ If you are sending to group dialing destinations, use the one-touch speed dialing buttons and the **CODED DIAL** button (along with the two-digit codes) to enter the groups.

❍ You must press the second speed dialing number within five seconds of pressing the first one. Each subsequent speed dialing number must be entered within ten seconds of the preceding one.

❍ You can enter only one number directly from the numeric keypad using regular dialing. This must be the last number you enter.

**3**

Press START/COPY.

START/COPY

▶ TX

❍ The MultiPASS scans the entire document into memory and begins sending.

❍ The MultiPASS begins the operation approximately ten seconds after you press the last button (five seconds if you press only one button) even if you do not press **START/COPY**.

❍ The MultiPASS dials the destinations in numerical order starting with the coded dial numbers, then the one-touch numbers, and finally the regular-dial number (regardless of the order in which you entered the numbers).

❍ To cancel a transmission, press **STOP** during the dialing or transmission. All subsequent transmissions in the sequence are cancelled. (You may need to open the operator panel to remove the document; see page 10-3.)

N If the memory becomes full while scanning your document, the LCD displays MEMORY FULL. (You may need to open the operator panel to remove the document; see page 10-3.) You can split the document into two or three different jobs, or you can try sending the document to one location at a time.

# Adjusting the Quality of Your Faxes

Canon's Ultra High Quality (UHQ™) imaging technology enables you to send faxes that have a print quality very close to that of the original document. The MultiPASS also allows you to adjust the resolution and contrast it uses in sending faxes to best suit your particular document.

## Setting the Resolution

Resolution is a measure of the fineness or clarity of a printout and is usually expressed in horizontal and vertical dots per inch (dpi). Low resolutions may cause text and graphics to have a jagged appearance, while higher resolutions provide smoother curves and lines, crisp text and graphics, and a better match to traditional typeface designs.

The MultiPASS has three resolution settings:

❍ STANDARD
Standard resolution (203 × 98 dpi) is adequate for most text documents.

❍ FINE
Fine resolution (203 × 196 dpi) is suited for documents with fine print (smaller than the print in this sentence).

❍ PHOTO
Photo resolution (203 × 196 dpi with halftones) is for documents that contain photographs. With this setting, areas of the document that contain photos are automatically scanned with 64 levels of gray, rather than just two (black and white)—which it uses otherwise. This gives a much better reproduction of the photos, though transmission time is longer.

You use the **RESOLUTION** button to set the resolution for faxing documents.



RESOLUTION
BUTTON

**1**
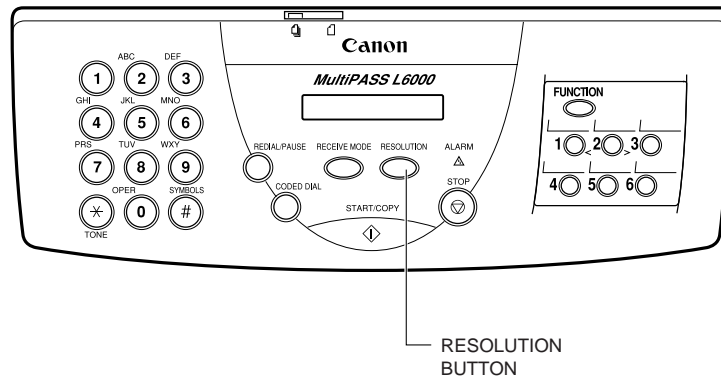
❍ The LCD shows the current resolution.

RESOLUTION ▷▷ | STANDARD |

**2**

❍ Press **RESOLUTION** once or twice more to display the resolution you want (STANDARD, FINE, or PHOTO).

RESOLUTION ▷▷ | STANDARD |

RESOLUTION ▷▷ | FINE |

RESOLUTION ▷▷ | PHOTO |

❍ After about five seconds, the LCD returns to Standby mode.

| 12/11/97   FaxTel |

## Setting the Contrast

Contrast is the difference in brightness between the lightest and darkest parts of a printed document. You can adjust the contrast the MultiPASS uses for sending faxes (Darker, Standard, or Lighter) through the Advanced: Send Fax dialog box in the MultiPASS Desktop Manager. (See page 8-5 for details.) Standard is the default, and is adequate for most documents. To darken a light original, choose Darker; to lighten a dark original, use Lighter.

**Sending Faxes**

# Sending PC Faxes

You can create and send a PC fax from any Windows application that supports printing or you can create a fax in the MultiPASS Desktop Manager. You can PC fax the document immediately, send it at a specific time, or hold it in the Out Box to be sent at a future time.

## Sending a PC Fax From a Windows Application

**1**

Create a PC fax document.

❍ Open the Windows application.

❍ Create and save the document.

**2**

Open the Print window in the application.

❍ It varies between Windows applications but is generally found in one of two ways:

- From the File menu, choose Print Setup.

  OR

- From the File Menu, choose Print. In the Print Dialog box, click Print Setup.

❍ Select and set up the Canon MultiPASS L6000 Fax as the current printer.
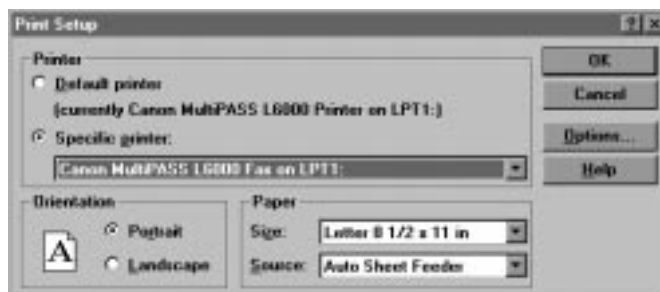


❍ Click OK.

❍ The Send Fax dialog box appears:



3

Complete the information in the dialog box.

❍ Choose individuals or fax groups from the Address Book list on the left by clicking a name and clicking the Add button.

● To remove a name from the Recipients list, click the name and click the Remove button.

● To add a new entry to the Address Book, click New.

❍ For a single, one-time recipient, enter the appropriate information in the Last Name, First Name, Company, Prefix, and Fax Number boxes.

❍ To attach a coversheet, enter the name of the coversheet from the drop-down list or click None.

❍ To revise the name and phone number indicating from whom the fax is being sent, enter the changes in the From and Phone boxes.

❍ To add comments or notes for the fax on the cover page, enter the text in the Memo box.

❍ To have the fax deleted after you send it, click Delete after Sending.

❍ To send the fax with any annotations that were added to the document using the MultiPASS Desktop Manager Document Viewer, click Include Annotation.

❍ To add a reference comment for the fax log, enter the text in the Log Note box.

**4**

❍ Send Now
Sends the document right now.

❍ Send Later
Saves the document in the Out Box.

❍ Hold
Places the document in the Out Box until you select it and specify a time for it to be sent. The MultiPASS Background must be open for the PC fax to be sent at the specified time.

❍ Cancel
Closes the dialog box without sending the fax and cancels the specified options.

## Defining Send Fax Options

Attaching a Cover Page
You can attach a cover page to your fax. The MultiPASS Desktop Manager contains a library of predefined fax cover pages, designed with different styles and suggested uses. In addition, you can design your own cover page, thereby adding it to the library. The available cover pages are listed alphabetically by name in the Coversheet drop-down list box.

Previewing the Cover Page
To check the appearance of the cover page you have chosen, click Preview. The cover page displays, including the recipients and other fax information you have specified; you cannot edit the cover page during Preview.

Identifying the Fax Sender
You can enter your name and phone number in the From and Phone
boxes. After sending the first PC fax, this information is automatically
displayed the next time you send a PC fax. You can change the fax sender
information as needed.

Entering a Memo
You enter a memo to be included on the fax cover page. The memo
appears on the cover page if the cover page is designed to include it. The
font, style, and size of the memo text is determined by the particular
design of the cover page you select.

Deleting the Fax After Sending
If you select the Delete After Sending option, the fax is automatically
deleted from the Out Box folder after it is successfully transmitted. This
option enables you to more easily clear your system of unneeded
documents, thereby freeing disk space.

If the option is not selected, the sent fax is moved from the Out Box folder
to the Sent Fax folder after successful transmission.

Including Annotations
Using the editing capabilities within the MultiPASS Desktop Manager
(described in Chapter 7, Working With Documents in the Desktop
Manager), you may have modified your document—for example, by
adding text annotations, stamps, or highlighting. In this case, you can
choose to include the modifications by clicking the Include Annotation
option.

If the option is not selected, the original version of the document is faxed,
without any annotations.

Entering a Fax Log Comment
The Fax Log maintains a history of each fax sent. By providing a log note,
you can include descriptive text on the fax log that has particular meaning
to you. The log note may be an account number for billing purposes, or a
personal note about the particular document, recipient, or fax
transmission.

**Sending Faxes**

# Creating a Fax Memo in the MultiPASS Desktop Manager

You can create and send a Fax Memo that consists of a coversheet with a message you type. This allows you to quickly send a memo without using another Windows application.

Simply choose Fax Memo from the File menu. The Send Fax dialog box appears:
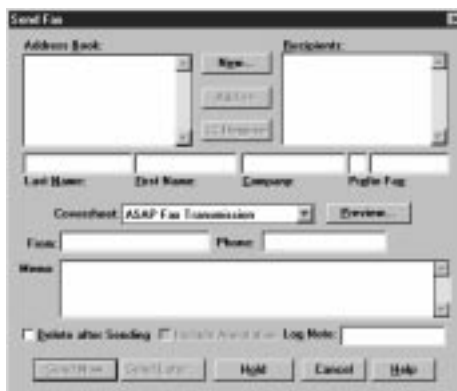


Specify this information exactly like you do for a regular PC fax. See page 4-17.

# Designing a Fax Cover Page

In addition to the set of predefined fax cover pages that are installed with your system, you can design your own fax cover page. You can edit any existing cover page—one installed with your system or created by you.

When you create a new cover page, you use a previously designed background as your base page, and then place the fax information fields on the page. The fax information fields, or variable fields, provide areas where you place recipient and sender information for a specific fax. You can specify the size, font, and style of the text displayed in each field.

# Preparing the Cover Page Background

The cover page background provides the permanent information and any graphics you want included on your cover page. You then position the variable fields in the appropriate locations on the background. For example, for your background, you may want to include heading text that provides your company name and address information, labels for the variables fields (such as To: and From:), and one or more graphics that may represent your company logo or your signature. The background you plan to use with the Cover Page Designer must be black and white, and must be saved in a TIFF file format.

The following instructions provide the recommended procedure for preparing a cover page background. Using the recommended procedures, you process a document (created by a word processing application) as a held fax. Once the document is in the Desktop Manager, you export the document to save it in a TIFF file format. The TIFF file can then be used as the background for a new cover page.

---

### 1

**Create and print your background.**

❍ In a word processing application (such as Word for Windows), create a full-page, black-and-white document that includes the desired features of your background: heading text, field labels, and any graphics or pictures.

❍ When you have completed the document, print the document using the Canon MultiPASS L6000 Fax driver.

To do so, click the Print command. In the Print dialog box, select Canon MultiPASS L6000 Fax as the printer, and click the command to print (usually OK or Print).

---

### 2

**Specify and hold the fax.**

❍ Select None as the cover page to attach. Then click Hold.

❍ Once the fax document is placed on hold, open the Out Box Folder in the Desktop Manager.

Sending Faxes

❍ Locate the held fax document and open it in the Document
Viewer.

● Double-click the document, select the document and
click Open Document on the File menu, or drag the
document to the Open Document button on the
toolbar.

❍ With the document open in the Document Viewer, export
the document in a TIFF file format.

● On the File menu, click Export. In the Export dialog
box, specify the drive, directory, filename, and file type
for saving the document. Click OK.

Once you have exported the document in a TIFF file format, you can use
the TIFF file as the background of your new cover page.

Another way to prepare the cover page background is to use a graphics
application (such as Paint or Photoshop) to prepare the cover page
background. The background graphic you prepare must be a black-and-
white image, 1728 pixels wide, saved in a TIFF file format.

## Opening the Cover Page Designer

You open the Cover Page Designer from either the Windows desktop or
the MultiPASS Desktop Manager.

❍ From the Windows desktop:

● Click Start, then click Programs. On the Programs menu, click
Canon MultiPASS L6000, then click Cover Page Designer.

❍ From the MultiPASS Desktop Manager:

● On the Tools menu, click Cover Page Designer.
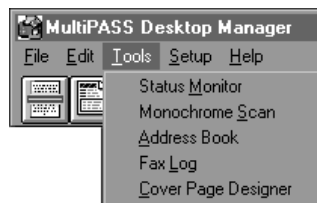
# Using the Cover Page Designer

The Cover Page Designer window consists of the following components.

MENU BAR ——

TOOLBAR ——

VARIABLES BIN ——

LAYOUT AREA ——
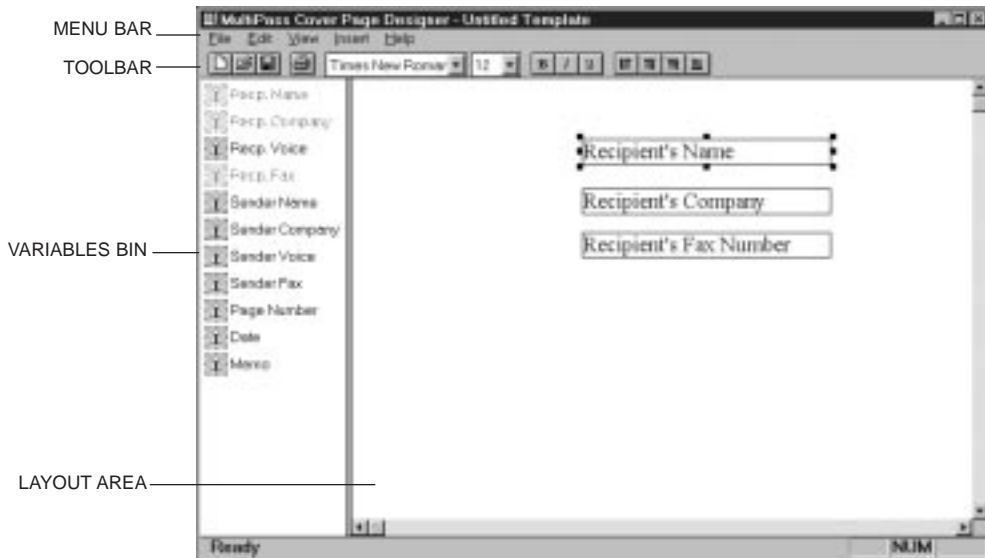
Menu Bar
The menu bar contains commands that enable you to create, edit, and print your fax cover page. Some commands can also be accessed by their corresponding buttons on the toolbar.

Toolbar
The toolbar provides you quick access to commands needed to create, edit, and print a fax cover page.

NEW COVER    SAVE    BOLD    UNDER-LINE    ALIGN RIGHT    ALIGN BOTTOM

OPEN    PRINT    ITALIC    ALIGN LEFT    ALIGN TOP
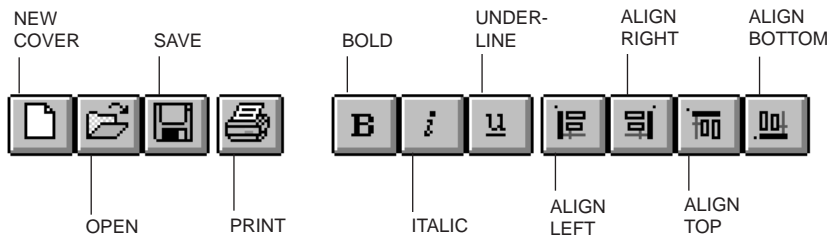
In addition to the buttons, the toolbar also provides you with drop-down list boxes that enable you to select a font and font size for the text of a variable field.

Variables Bin
The variables bin contains the fields of information you want to include on the cover page for your fax. When you use the cover page for sending a fax with the Desktop Manager, these fields are automatically filled in with the appropriate information for that specific fax transmission.

Layout Area
The layout area allows you to visually create and edit the features of your cover page. The size of the layout area corresponds to the size of a standard fax page. You use the horizontal and vertical scroll bars to view different portions of the cover page.

# Creating a New Cover Page

**1**

Have your background template ready.

❍ Prepare or have available a black-and-white background, in TIFF file format, to use as the template of your new cover page. (See page 4-21 for details.)

❍ With the Cover Page Designer open, click New Cover on the File menu or toolbar.

❍ In the displayed dialog box, specify the drive, directory, and name of the TIFF file for your cover page background.

**2**

Add variable fields.

❍ In the layout area, where the black-and-white background is now displayed, insert the variable fields you want to include with the fax. (See page 4-25 for details.)

❍ Position the fields in the desired locations on your background.

❍ Optionally, adjust the appearance of each field as necessary. (See page 4-25 for details.)

Save your cover page.

❍ When you have completed the cover page design, click Save on the File menu or toolbar.

❍ In the Save Cover Page Template dialog box, enter the name of your cover page and click OK.

## Inserting Variable Fields

You insert variable fields that are filled in with actual data when you attach the cover page to a particular fax you are sending. You can choose any or all of the available fields, and place each at the desired location in the layout area. A field is placed on top of any cover page background. Each field displays sample text to illustrate the current font, font size, and text attributes used.

Only the variable fields that display in the variables bin or on the Insert menu are available for you to use on your cover page. You cannot add or delete a field to or from the existing set. You cannot use a single field more than once on a cover page.

To insert a field:

❍ Drag a field from the variables bin to the desired location in the layout area.

❍ On the Insert menu, click the field you want to insert. Then position the cursor at the desired location in the layout area and click to place the field.

## Adjusting the Appearance of the Fields

Once you have placed the desired variable fields into the layout area, you can adjust the appearance of any field. You can resize, move, or delete a field. When you delete a field, the field is removed from the layout area and returned to the variables bin.

Additionally, you can set the text attributes for a field and align two or more fields on the right, left, top, or bottom. Text attribute changes are reflected in the sample text shown in the field.

Sending Faxes

❍ To select a field in the layout area:

  ● To select a single field, click the field.

  ● To select more than one field, hold down the **Ctrl** key and click the desired fields.

  ● To select all fields, on the Edit menu, click Select All.

❍ To move a field, drag the selected field to a new location.

❍ To delete a field, select the field and click Delete on the Edit menu or press the **Delete** key.

Resizing a Field
With the exception of the Memo field, most of the variable fields consist of a single line of text. If the variable information to be placed in the field is longer than the field size, the text does not automatically wrap onto a next line. The text is truncated to fit the length of the field. For this reason, you may want to resize a field to ensure the full line of text is visible on the cover page for the fax.

Because the Memo field typically contains multiple lines of information, this variable field does provide automatic text wrapping. However, make sure the size of the Memo field is large enough to accommodate the length of memo text that you may enter in the Send Fax dialog box. If the Memo field is not large enough, not all the lines of a memo text may be visible when the fax cover page is sent.

To resize the field, click the field and drag any sizing handle.

Changing the text attributes
Once you have placed fields in the layout area, you can change the font and font size for the text to be displayed in the field. You can also choose a text style (bold, italic, underline). If you have multiple fields to which you want to assign the same attributes, you can select the fields together and make the change to all the selected fields. You can change the text attributes assigned to predefined cover pages installed with the Desktop Manager.

You choose the desired font and font size from drop-down list boxes on the toolbar. The sample text in the variable field reflects the font and font size you choose.

To change the text attributes, select the field you want to change in the layout area. Now choose the appropriate text attributes:

❍ Select the font and font size from the drop-down list boxes on the toolbar.

❍ Click Bold, Italic, and/or Underline on the toolbar.

Aligning fields
When placing the variable fields in the layout area, you can align two or more selected fields, based on the position of the first field you select. The first field selected in the set of fields to be aligned is the anchor for the alignment.

Fields that are placed in a column can be aligned on the right or left border of the first field you select. Fields that are placed in a row (one next to the other) can be aligned on the top or bottom border of the first field you select.

For example, if you want to align a column of fields on the right, the right border of the first field selected is used as the anchor. The other selected fields are lined up with the right border of the first field selected.

To align fields:

❍ Select the two or more fields you want to align on the right or left, or on the top or bottom.

❍ Click Align Left, Align Right, Align Top, or Align Bottom on the toolbar.

# Editing an Existing Cover Page

You can edit any existing cover page to change the variable fields placed on it. You can add, move, or remove fields, or adjust the existing fields.

To edit an existing cover page:

❍ With the Cover Page Designer open, click Open on the File menu or toolbar.

❍ In the Open Cover Page Template dialog box, specify the name of the cover page you want to edit, and click OK.

❍ In the layout area, make the appropriate changes.

❍ Save your changes.

To save the changes under the same name:

❍ Click Save on the File menu or toolbar.

To save the changes under a different name:

❍ On the File menu, click Save As. In the Save Cover Page Template dialog box, specify the name of the cover page, and click OK. (This retains the opened cover page under its original name.)

To rename the originally opened cover page:

❍ On the File menu, click Rename. In the Rename dialog box, specify the new name and click OK.

## Deleting a Cover Page

You can delete a cover page that you no longer need. You do not need to open the cover page to delete it.

❍ With the Cover Page Designer open, on the File menu, click Delete.

❍ In the Delete Cover Page Template dialog box, click the name of the cover page you want to delete. Then click OK.

# Printing a Fax Cover Page

You can print a cover page to produce a hard copy for review or to use when sending a fax directly from the MultiPASS. The hard copy includes the name of the cover page and the date last modified, printed at the uppermost edge of the page.

**1**

With the Cover Page Designer open, on the File menu, click Print Setup.

❍ In the Print Setup dialog box, specify your print options and click OK.



**2**

Preview before printing.

❍ With the cover page open, on the File menu, click Print Preview.

❍ To print the cover page, click Print.

❍ To enlarge or reduce the view size, click Zoom In or Zoom Out.

❍ To close the preview window, click Close.



❍ Because a cover page is not typically more than one page,

Sending Faxes

you will not use the remaining commands.



Print the
cover page.

❍ With the cover page open, click Print on the File menu or toolbar.

❍ Complete the Print dialog box and click OK.

# Receiving Faxes 5
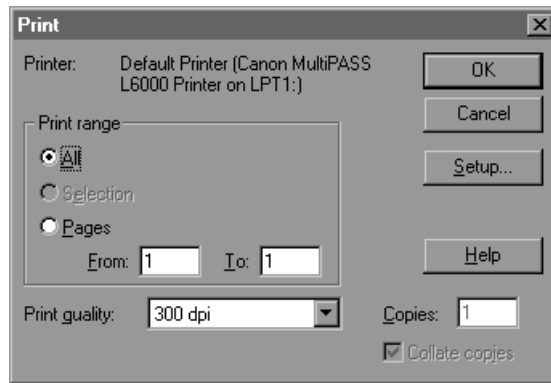
The MultiPASS L6000 has four Receive Modes:

❍ Fax Only Mode

❍ FaxTel Mode

❍ Manual Mode

❍ Answer Machine Mode

You set the Receive Mode during the MultiPASS installation procedure. (See your Quick Start Guide for details.)

You can change the Receive Mode and the Receive Fax options through the MultiPASS Desktop Manager. See page 8-7 for details.

This chapter describes:

❍ Receiving documents

❍ Printing documents received in memory

❍ Receiving while copying, printing, or registering

❍ Receiving faxes to the MultiPASS Desktop Manager

❍ Using the Distinctive Ring Pattern Detection (DRPD) feature

# Receiving Documents

During reception of a fax:

❍ If the unit runs out of paper or if the toner cartridge runs out of toner, the MultiPASS receives the remainder of the document in memory.

❍ To stop receiving before the document is complete, press **STOP**.

❍ If the ALARM light is flashing for any reason, correct the error and then press **STOP**. If necessary, see Chapter 10, Troubleshooting.

❍ If an error occurs, the MultiPASS beeps intermittently for a few seconds. If this happens, contact the other party and have them resend the document.

# Receiving Documents Automatically Fax Only Mode

When you set up the MultiPASS for a dedicated fax line, the unit automatically receives the document whenever a call comes over the fax line. If a voice call comes in, the caller will hear the fax tone.

# Receiving Both Documents and Telephone Calls Automatically FaxTel Mode

In FaxTel Mode, the MultiPASS monitors all incoming calls over the telephone line. When the MultiPASS receives an incoming call, it checks to see if the call is from another fax machine trying to send a document or from someone wanting to talk to you. You must have a telephone connected to the MultiPASS to use this mode.

## How FaxTel Mode Works

In FaxTel Mode, the MultiPASS does not ring when it receives a call from another fax machine that is trying to send a document. This is so that you are not disturbed when your MultiPASS is communicating with another fax machine. The unit automatically receives the document.

If the call is from a person, the MultiPASS rings to alert you to pick up the phone. You must pick up the telephone connected to the MultiPASS.

If you do not pick up the telephone connected to the MultiPASS within 15 seconds (set by the Ring Time option), the unit stops ringing. It checks again to make sure the call is not from a fax machine and then hangs up.

N The MultiPASS does not recognize an extension telephone connected to another phone jack (that is, not connected to the MultiPASS). If a call comes in and you pick up an extension phone, the MultiPASS will continue to ring for 15 seconds, check for a fax, and then hang up.

## Receiving Documents ManuallyÑManual Mode

You will want to set your MultiPASS to receive documents manually when you want to personally check each incoming call to see if it is from a fax or from a person. You must have a telephone attached to the MultiPASS.

When the MultiPASS rings, pick up the telephone.

❍ If you hear a person's voice, start your conversation. If the caller wants to send a document after talking to you, wait on the line until you hear a slow beep or silence (depending on the sending fax unit), then press **START/COPY** to receive the document.

❍ If you hear a slow beep or silence, another fax is trying to send you a document. Press **START/COPY**.

START/COPY
◇         ▶         Your MultiPASS begins receiving the document.

❍ Hang up the telephone after the MultiPASS displays RECEIVE. If you don't hang up, the MultiPASS beeps intermittently for a few seconds after you receive the document. To disable the beeping, turn off the Off Hook Alarm option in the Advanced: Send Fax dialog box. (See page 8-5 for details.)

### Using the Telephone to Receive a Fax

If you have a telephone connected to the MultiPASS, you can start receiving a document manually by entering a two-digit ID code from the phone. This is particularly convenient if you are using a cordless phone and you answer the phone away from the MultiPASS.

To use this feature, the telephone must be plugged into the telephone jack of the MultiPASS (see your Quick Start Guide for details). The Remote

Receive option must be enabled in the Advanced: Receive Fax dialog box. (The default is enabled.) For details, see page 8-8.

Use the telephone to receive manual calls as follows:

1.  When you answer a call and hear a long beep or silence, a fax is being sent.

2.  Enter the two-digit ID code on your telephone (the default code is 25). Wait for five seconds, then hang up. The MultiPASS then begins receiving the document.

N   If you have an answering machine connected to your MultiPASS and you can control your answering machine from a remote telephone, make sure the security code for this function is different than the two-digit ID code described above. You change the two-digit ID code used by the MultiPASS to make it distinct from the answering machine's security code. See page 8-10.

## Using an Answering MachineÑAns. Machine Mode

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

In Answer Machine Mode, the MultiPASS allows the answering machine to answer incoming calls, then listens for a fax tone or for four seconds of silence (also an indication that a fax is coming in), and automatically receives the fax if it detects the tone or a four-second silence. (Four seconds is the default; you can change this value.)

N   Canon does not recommend using an "answering service" (like those offered by local telephone companies that provide voice mail) on the telephone line you are connecting to the MultiPASS. If you do subscribe to an answering service, you may want to dedicate a separate line for fax communication only and connect that line to the MultiPASS. Or, you can see if your telephone company offers a Distinctive Ring Pattern (DRP) service (see page 5-10 for details).

### Using the MultiPASS With an Answering Machine

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

❍ Set the answering machine to answer on the first or second ring.

❍ If the MultiPASS runs out of paper or toner in Answer Machine Mode, it receives all faxes into its memory. The faxes then print automatically when you add paper or replace the toner cartridge.

❍ When recording the outgoing message on the answering machine:

   • The entire message must be no more than 15 seconds long.

   • In the message, tell your callers how to send a fax. For example:

     "Hello. I can't answer the phone right now, but please leave a message after the beep. I'll return your call as soon as possible. If you would like to send a fax, press the start button on your fax machine after you leave your message. Thank you."

# Printing Documents Received in Memory

If one of the following errors occurs while the MultiPASS is receiving a document, the unit stores the document in memory:

❍ Toner cartridge runs out of toner

❍ Toner cartridge is not installed

❍ Multi-purpose tray runs out of paper

❍ Paper jam occurs

The MultiPASS can store up to 122 letter-size pages (based on the CCITT No. 1 chart).

The LCD display shows REC'D IN MEMORY alternating with the error message when the memory contains documents. The MultiPASS will automatically print the contents of memory when you correct the problem.

After printing the document(s) stored in memory, the MultiPASS erases the document(s) from memory.

N    If you are using the MultiPASS Desktop Manager and it is set to *Save in memory,* the MultiPASS stores incoming faxes in its memory when the computer is off. In this case, you will see the REC'D IN FILE message. See page 5-8 for details on receiving faxes with the MultiPASS Desktop Manager.

# Receiving While Copying, Printing, or Registering

Because the MultiPASS supports multitasking, you can receive a document or a phone call while you are:

❍ Making a copy

❍ Printing a document

❍ Entering information

If you are making copies or printing a document and the MultiPASS receives a fax, it stores the document in its memory. It then prints the document as soon as you finish making copies or printing. If you are entering information into the LCD menu system and the MultiPASS receives a fax, it prints the document immediately (it does not store the document in memory).

# Receiving Faxes to the MultiPASS Desktop Manager

When your computer is on, you can automatically receive incoming faxes to the MultiPASS Desktop Manager.

When your computer is off, the MultiPASS stores received faxes in its memory until you either print them or you turn on the computer. When you turn on the computer, you can send the faxes to the MultiPASS Desktop Manager.

The MultiPASS can also print incoming faxes directly. If your computer is going to be off for a while and you are expecting incoming faxes, it's a good idea to set the MultiPASS to automatically print incoming faxes.

## Receiving a Fax Into the In Box

To receive a fax into the In Box of the MultiPASS Desktop Manager, your computer must be on and MultiPASS Background must be running. You must also have selected Upload Fax in the Receive Conditions of the Desktop Manager. (See page 8-7 for details.)

The Receive Options determine how your faxes are received by the MultiPASS.

❍ When the Computer is Off

- Set this to Print Fax to always print an incoming fax.

- Set this to Save in memory to save an incoming fax in the MultiPASS's memory. You can then print the fax, or upload it to the MultiPASS Desktop Manager after you turn on the computer.

❍ When the Computer is On

- Set this to Upload Fax to receive all your faxes to the MultiPASS Desktop Manager.

- Set this to Print Fax to always print an incoming fax.

Receiving Faxes

# Printing a Received Fax When Your Computer Is Off

When a document is in its memory, the MultiPASS displays the message REC'D IN FILE and alternately flashes the date.

To upload the fax to the MultiPASS Desktop Manager, simply turn on the computer.

If you want to print a fax that is stored in the MultiPASS's memory without turning on the computer, follow these steps:

**1**

On the MultiPASS, press the FUNCTION key.

FUNCTION

▷  FUNCTION

**2**

Select FILE PRINT.

○ Use the < or > buttons to select FILE PRINT.

1 ○ < 2 ○ >

▷  FILE PRINT

**3**

Press START/COPY.

START/COPY

▷ The MultiPASS begins printing the document.

N  Once the MultiPASS prints a fax, it erases the fax from its memory.

# Using the Distinctive Ring Pattern Detection (DRPD) Feature

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

Your MultiPASS will automatically detect incoming calls. Based on the distinctive ring pattern, the MultiPASS knows if the call is from a fax machine trying to send a document or from a telephone trying to make a voice call.

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

## Types of Ring Patterns

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

You can set the MultiPASS for the following ring patterns:

❍ Normal ring—Ring type of normal telephone line (Recommended for voice calls)
❍ Double ring—Two short rings at regular intervals (Recommended for fax calls)
❍ Triple ring—Short-short-long at regular intervals
❍ Triple ring—Short-long-short at regular intervals
❍ Other ring type—Patterns other than those described above

You set the DRPD Switch Options in the Advanced: Receive Fax dialog box (see page 8-10 for details).

You must set all DRPD ring numbers in the MultiPASS. You select the ring pattern and then specify whether the pattern is for telephone calls, faxes, or both (FaxTel switching). See the next section for details.

# How DRPD Responds to Calls

When there is an incoming call, the MultiPASS checks the incoming ring pattern and determines the type of pattern being received. The MultiPASS may require up to 10 seconds to determine the pattern type. During this time, any telephone device connected to the MultiPASS will not ring if Silent Receive is enabled. After the pattern is detected, the MultiPASS reacts according to how you registered the setting.

| Your Setting | Incoming Call From Fax | Incoming Call From Telephone |
|---|---|---|
| Fax | Receives the fax document without ringing. | Answers as a fax machine. |
| Tel | Rings to alert you to pick up the telephone. Press **START/COPY** to receive the fax (Manual Mode). | Rings to alert you to pick up the telephone and take the call. |
| FaxTel | Switches to receive mode for fax transmission signals and does not ring. | Rings to alert you to pick up the telephone and take the call. |

# Communicating Using the Distinctive Ring Pattern Detection (DRPD) Feature

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

When you turn on DRPD, the Receive Mode defaults to FaxTel Mode. (You cannot change this Receive Mode.)

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

When someone sends a fax using the number assigned for fax communication, the MultiPASS does not ring. It receives the document automatically.

# Copying and Scanning With the MultiPASS L6000

You can use the MultiPASS L6000 as a copier and a scanner. This chapter describes:

❍ Setting the document feed lever
❍ Copying documents using the operator panel
❍ Scanning documents with the MultiPASS L6000

## Setting the Document Feed Lever

To copy or scan, you set the document in the Automatic Document Feeder (ADF). See the instructions starting on page 1-12 for details.
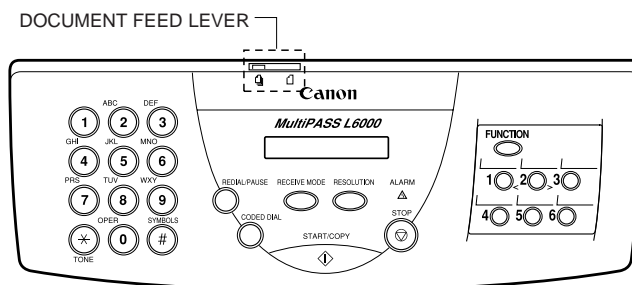


You use the document feed lever on the ADF to select multiple documents (⬛) or single sheets (⬜). Always set the document feed lever to single sheets and manually feed the following types of documents:

❍ Thick paper
❍ Thin paper
❍ Small documents (postcards, business cards)
❍ Documents with uneven surfaces
❍ Photographs
❍ Special types of paper

---

# Copying Documents Using the Operator Panel

One of the convenient features of the MultiPASS is its ability to make high-quality copies. You can make up to 99 copies of one document at a time.

**1**

Feed the document.

❍ Place the document facedown in the ADF. The LCD displays these messages:

MEMORY USED    0%

FINE

DOCUMENT READY

**2**

Press START/COPY.

START/COPY
◇

COPY    100%    01

❍ The display shows the size of the copy (the default is 100%) and the number of copies (the default is 1).

**3**

Change the resolution if necessary.

❍ To set the resolution, press the **RESOLUTION** button.

RESOLUTION

FINE

PHOTO

N

❍ Use FINE resolution for copying most text documents.

❍ Use PHOTO resolution when copying documents that contain photographs. This scans areas of the document that contain photos with 64 levels of gray, and results in a much better reproduction of the photograph.

❍ STANDARD resolution is not available for making copies.

**4**

**Select Reduction mode if necessary.**

❍ To reduce the size of the copies, use the < and > buttons to select the reduction percentage you want (70%, 80%, 90%, or 100%):

1 ○< 2 ○>    ▶    | COPY    80%    01 |

**5**

**Enter the number of copies.**

❍ To make multiple copies, use the numeric buttons to enter the number of copies (up to 99).

① ② ③
④ ⑤ ⑥
⑦ ⑧ ⑨
✳ ⓪ #

▶    | COPY    100%    05 |

**6**

**Press START/COPY.**

START/COPY
◇    ▶    | COPY |

❍ To stop copying at any time, press **STOP**. You may need to lift the operator panel to remove the document (see page 10-3 for details).

❍ If an error occurs and the LCD displays START AGAIN, reload the document and start copying again.

N ❍ If the LCD displays MEMORY FULL while making multiple copies of a document, do not use the multiple copy feature for copying the document. Make single copies of the document instead (as many times as required).

❍ You may be able to make multiple copies if you first print out any faxes that are stored in memory (see page 5-5).

❍ The MultiPASS makes single copies at $600 \times 300$ dpi and multiple copies at $300 \times 300$ dpi. For the higher resolution, make one copy at a time.

# Scanning With the MultiPASS L6000

To scan a document into the MutliPASS Desktop Manager you use the Monochrome Scan option.

The MultiPASS Desktop Manager scans each document page, gives it a system-assigned name, and places it in the Scan folder as a TIFF document. You can review, annotate, print, or send as a fax each scan document. For more information on these tasks, refer to Chapter 7, Working With Documents in the Desktop Manager.

A document remains in the Scan folder until you move or delete it.

**1**

**Feed the document.** ❍ Place the document facedown in the ADF.

**2**

**Click the Scanner icon.** ❍ You can also click Monochrome Scan from the Tools menu.



CLICK MONOCHROME
SCAN

❍ Scan Mode
   Selects the type of image you are scanning:

   Black and White—Scans an image at one bit per pixel.

   Grayscale—Scans an image at eight bits per pixel; when scanning a color image in black and white, this option retains the greatest tonal range.

   Text Enhanced—Scans an image in grayscale, converted to black and white using Canon Image Trust technology.

❍ Scan Resolution
   Selects the resolution in dots per inch. Use the scroll bar to view the various resolutions, or choose Custom for further selections. Generally, a higher resolution provides better image quality.

❍ Selection
   Defines the size of the image you are scanning and the scale (enlarging or reducing).

N  For details on the scan options you can set, please use the on-line documentation for the MultiPASS Desktop Manager. Simply click the ? on the toolbar and select Scanning to learn all about the scan options.

**4**

**In the Tone tab,
you specify the
Contrast and
Brightness for
grayscale
scanning.**

❍ This tab appears only when the Scan Mode is set to
Grayscale.



**5**

**In the Preferences
tab, you specify
preferred options.**



❍ Text Enhanced—Use Text Enhanced instead of Black and
White for OCR software
This option is designed for use with OCR (Optical
Character Recognition) software. Set this option to increase
the contrast in black and white scanning to promote the
accurate recognition of characters in OCR software. For
OCR scans, set the resolution to at least
300 dpi.

❍ Color Matching
This option is not applicable for the MultiPASS L6000.

In the
L6000 tab,
you specify
options for a
Black **&** White
scan.

❍ Page Size
   Specifies the size of image you are scanning.

❍ Black & White Options
   Specify the Threshold, Brightness, and Contrast of the
   image.

   In the Black & White Options list box, select the desired
   option:

   Threshold
   Provides a high contrast evaluation of the image in terms of
   black and white only.

   Halftone
   Simulates the tonal range of an image with a precise pattern
   of lines and dots.

**To start the scan, click the Preview or Scan button.**

❍ If you click Preview, the image is displayed in the ScanGear window. You can adjust the properties of the images as needed for the final scan, such as:

- Crop the image

- Reverse the color or tone

- Mirror the image

- Rotate the image

- Scale the output size

- Adjust the tone

- Adjust the contrast/brightness of a black and white image

When you click Scan, the scanned image is stored in the Scan folder with an assigned number such as SCAN_19. From the Scan folder, you can save (Export), rename, print, or delete the scanned image—just like any other file.

❍ You can PC fax a scanned document. For information on PC faxing, see Chapter 4, Sending Faxes With the MultiPASS L6000.

# Scanning From a Windows Application

You can use the MultiPASS to scan documents directly into a Windows application that supports a TWAIN interface (such as Adobe® PageMaker®). Some applications allow multiple page scans, while others do not. If you are unsure whether your Windows application supports this feature, refer to your user documentation for the application.

The following instructions summarize the procedures for scanning an image. For specific information about scanning with your Windows application, refer to the user documentation for the application.

**1** ────────────────────────────────

Feed the document.

❍ Place the document facedown in the ADF.

**2** ────────────────────────────────

In your Windows application, specify the MultiPASS as the scan device.

❍ Normally, you select Acquire and then Select Source from the File menu. Now you select the MultiPASS.

❍ Then you select Acquire and then Image.

**3** ────────────────────────────────

In the ScanGear window, specify the scan options, and then click Preview or Scan.



❍ For information on the scan options, see page 6-5.

The scanned image appears in your application.

# Working With Documents in the Desktop Manager

This chapter contains information and instructions for managing, manipulating, and modifying your documents in the MultiPASS Desktop Manager. It includes:

❍ Managing your documents in the Desktop Manager

❍ Annotating a document

The MultiPASS Desktop Manager screen looks similar to this:

MENU BAR
TOOLBAR
FOLDERS LIST
WORK AREA
COMMAND BAR
STATUS LINE

**Documents in Desktop Manager**

## Managing Your Documents in the Desktop Manager

Once you send a PC fax, receive a fax, or scan an image, the resulting document is available in the Desktop Manager. You can perform a variety of tasks with and on your documents, as described in this chapter.

## Selecting Documents in the Desktop Manager

To work with a document, you select it in the open folder. To select a document in Document View, simply click the document thumbnail. To select more than one document, hold the **Ctrl** key while you click on each document you want to select.
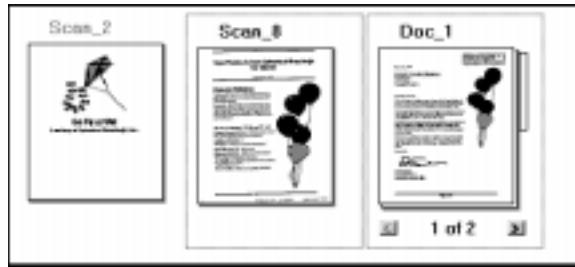


To select a document in List View, simply click the document name in the list.



## Printing a Document in the Desktop Manager

You can print a document from any folder in the Desktop Manager.

**1**

**Select the document.**

❍ Click the document you want to print. Then on the File menu, click Print.

OR

❍ Drag the document to the Print button on the command bar.

In the Print dialog
box, specify the
number of copies
and click OK.
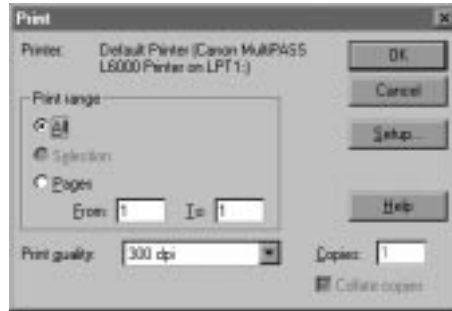
○ A copy of the document to be printed is sent to the Out Box folder. The job is assigned a unique name. When printing is complete, the copy is automatically deleted from the Out Box folder.

N  Annotations will not be printed. To print a document with annotations, you must print from the Viewer. See page 7-14 for details on Annotating a Document.

## Working With Jobs in the Out Box Folder

For each PC fax you send, fax you receive, or document you print in the Desktop Manager, a job is created in the Out Box folder. The job currently being processed—the active job—displays at the top of the list.

Each job in the Out Box folder displays with a system-assigned name. A job remains in the Out Box folder until it is successfully processed or deleted. You cannot rename a job in the Out Box folder, or move the job to another folder.

You can select a job in the list to review information about that job in the status bar. This information includes the name of the original document from which the job came, as well as the reason the job failed (if it did).

The Out Box folder displays the current status of each job. While in the Out Box, you can work with your jobs in the following ways:

❍ Stop an active job from PC faxing or printing

❍ Send a PC fax that has been scheduled for sending later, held, or has failed

❍ View on-hold, stopped, and failed jobs

❍ Print a job

❍ Delete a job that is not active

## Job Status

Each job in the Out Box folder is assigned a status:

❍ Active
The active job is the job currently being PC faxed or printed using the Desktop Manager. When an active fax job completes successfully, it is automatically moved to the Sent Fax folder or deleted (based on whether you specified to delete after sending in the Send Fax dialog box). When an active print job completes successfully, it is automatically deleted.

❍ Queued
A queued job is a job waiting to be PC faxed or printed. Queued jobs are processed in chronological order.

❍ Scheduled
A scheduled job is a PC fax you chose to send at a later time. You can select a scheduled fax job at the appropriate time to have it sent.

❍ Retry

A PC fax job receives the Retry status if:

- The MultiPASS L6000 is busy with another task, and thus unable to transmit the PC fax, or

- The receiving fax line is busy.

The Desktop Manager continues to try sending the fax until the transmission is successful or the Desktop Manager exceeds the defined number of retries. If a job cannot be completed successfully within the specified number of retries, the job is marked with a Failed status. The job remains in the Out Box folder until you reprocess or delete it.

❍ On Hold
A held job is a PC fax you chose to place on hold, rather than send immediately. The held fax job remains in the Out Box folder until you choose to send or delete it. You can print a job that is on hold.

❍ Failed
A job receives a Failed status because a PC fax could not be sent successfully. This occurs because the Desktop Manager exceeded the defined number of retries. For example, a PC fax may have failed because of a continuously busy fax line or an incorrect fax number. The failed job remains in the Out Box folder until you attempt to reprocess or delete it.

❍ Stopped
A stopped job is an active job that you stopped from processing before it was completed. The stopped job remains in the Out Box folder until you attempt to reprocess or delete it.

❍ Error
An error results for a job if there is a problem with the MultiPASS L6000, such as a loss of communication with the Desktop Manager or memory is full. You can display the nature of the error in the status line by selecting the job or reviewing the Fax Log.

## Stopping an Active Job

If necessary, you can stop the active job from processing. When you do so, the Desktop Manager retains the job in the Out Box folder as a stopped job. You can later reprocess or delete the job.

To stop an active job, open the Out Box folder and click Stop on the Edit menu or toolbar.

## Sending a Scheduled, Held, Failed, or Stopped PC Fax

A PC fax job continues to reside in the Out Box folder if it is scheduled for sending later, if it is on hold, if it failed to transmit in the specified number of retries, or it was stopped. You can reprocess the PC fax job for sending now or you can reschedule it for a different time.

When you send a PC fax from the Out Box folder, the Send Fax dialog box displays the information initially entered for the PC fax. You can change the information as needed. For example, for a PC fax that failed because of a wrong fax number, you can correct the fax number. For a scheduled PC fax, you can specify a different time for transmission.

If a cover page is attached, the Desktop Manager displays the style and any memo text and you can edit it.

### 1

**Send the fax.**

❍ In the Out Box folder, drag the document to the Send Fax button on the command bar.

OR

❍ Select the document and click Send Fax on the File menu.

### 2

**Process the fax.**

❍ In the Send Fax dialog box, change any fax options as needed.

❍ To process the fax for immediate sending, click Send Now.

❍ To schedule the fax for a later time that you specify, click Send Later.

# Creating a Folder

To better organize your documents in the MultiPASS Desktop Manager, you can create additional folders. When you create a new folder, you assign a unique name.

**1**

From the File menu, click New Folder.

**Create Folder**

Enter New Folder Name: [                    ]

OK          Cancel

**2**

Name the folder.

❍ In the Create Folder dialog box, enter the desired name of your new folder and click OK.

# Moving a Document

You can move a document from:

❍ System-defined folder (except the Out Box folder) to a user-defined folder

❍ System-defined folder (except the Out Box folder) or user-defined folder to the Trash folder

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

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

Simply open the folder containing the document you want to move. Then drag the document to the desired folder. The document is placed in the appropriate sort order.

# Renaming a Document or Folder

You can rename a user-defined folder or a document at any time. Folder names must be unique within the Desktop Manager. Document names must be unique within a folder.

Whenever you attempt to rename a folder or document, the system verifies whether the new name is unique. In the event of a conflict, the system alerts you of the conflict. A folder or document name can contain blank spaces.

❍ To rename a document, click the document. Then, on the File menu, click Rename. In the Rename dialog box, enter the new name and then click OK.
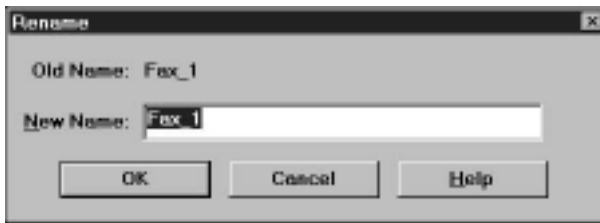


❍ To rename a folder, simply click the folder name and enter the new name in the highlighted rectangle.

# Deleting a Document or Folder

You can delete a document or user-defined folder when it is no longer needed.

When deleting a document, you can delete the document permanently, which removes the document from the Desktop Manager immediately. You can also move it to the Trash folder where it is stored until you later decide you want to delete it permanently, or empty the Trash folder.

When deleting a folder, you must first delete all documents from the folder. You can delete only user-defined folders.

❍ To delete a document permanently, open the folder with the document you want to delete and click the document. Then, on the Edit menu, click Delete.

❍ To delete a folder, delete all documents from the folder you want to delete. Then click the folder. On the Edit menu, click Delete.

## Emptying the Trash Folder

If you moved documents to the Trash folder, the documents remain in the folder until you move them again to a user-defined folder, delete them individually, or empty the Trash folder.

As you move more documents to the Trash folder, more space is used on your hard disk for storing the documents. To prevent out-of-date documents from unnecessarily using space on your disk, you should periodically review your Trash folder and remove the documents no longer needed.

To empty the Trash folder, click Empty Trash on the File menu. If prompted, confirm that you want to empty the Trash folder.

## Importing a Document

If you have a document residing on your hard disk or a diskette, you can import the document into a user-defined folder in the Desktop Manager. To be imported and usable in the Desktop Manager, the document must be in monochrome TIFF file format.

To import a document:

1. Open the user-defined folder into which you want to import a document.

2. On the File menu, click Import Tiff.

3. In the Import Tiff File dialog box, specify the drive, directory, and name of the file you want to import, and click OK.



N  The Desktop Manager examines the file before importing it. If any page in the file is more than 400 dpi, the Desktop Manager will not import the file.

# Exporting a Document

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

To export a document:

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

2. Drag the document to the Export Tiff File button on the command bar.

   OR

   Click the document you want to export and, on the File menu, click Export Tiff.

3. In the Export Tiff File dialog box, specify the drive and directory where you want to place the exported file, and click OK.



# Attaching a Document to Electronic Mail (E-mail)

If you have an e-mail application installed on your system and it supports document attachments, you can attach a document in the Desktop Manager to an e-mail message. When you select a document and use the E-mail command, the Desktop Manager opens your e-mail application, attaching the selected document to a blank e-mail message.

To attach a document to an e-mail message, select the document you want to attach and drag the document to the E-mail button on the command bar. Or, on the File menu, click E-mail.

# Manipulating a Document in Document View

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

## Arranging the Documents in Document View

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

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

To arrange documents manually, select one or more documents and drag them to a different location within the work area.

To arrange documents automatically, click Arrange on the View menu.

## Scrolling Through a Multi-page Document

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

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

**Documents in Desktop Manager**

To scroll the pages in a document:

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

❍ Drag the scroll tab on the right side of the document.
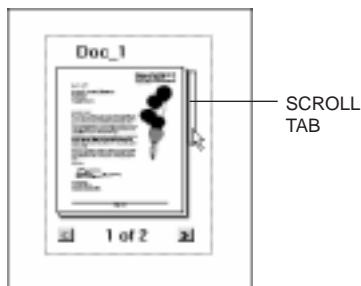


SCROLL TAB

## Removing a Page from a Document

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

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

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

## Splitting a Document

You can split a document into two documents. You can split a document from any page after the first page within the document. In other words, you cannot split a document on page 1 of the document. For example, you split a 10-page document, beginning at page 5. The original document consists of pages 1 through 4. The newly created document consists of pages 5 through 10.

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

To split a document:

1. Scroll to the page where you want to split the document. The top page represents the first page for the newly created document.

2. Click Split on the Edit menu or toolbar.
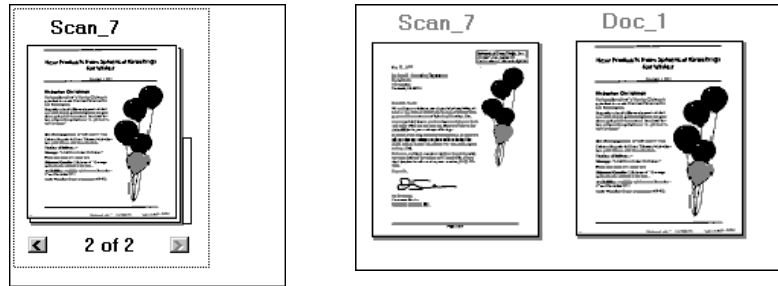


## Merging a Document

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

To merge two or more documents:

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

2. Click Merge on the Edit menu or toolbar.

# Annotating a Document

You can open a document to view its contents, and annotate it with notes, highlighting, stamps, or graphics (line/arrow, rectangle, circle). Although you can save the document with your annotations, any annotations you make are only added markings placed on the original document. The original contents of the document remain intact. If you choose to fax or print the modified document, you have the option not to include the annotations with the document. Following are some sample annotations you can add to your document.
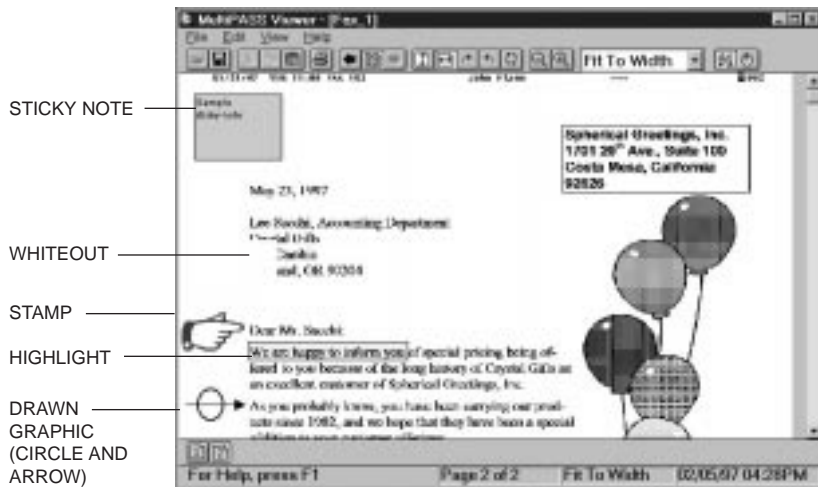


For example, if you insert a whiteout on your document (such as over a paragraph of text), the area is no longer visible. However, the paragraph is still part of your document. You can fax or print the document with or without the whiteout annotation. You can later remove the whiteout annotation from the document, restoring the hidden area.

When you open a document for annotations, the document displays in the MultiPASS Document Viewer. You can open one document at a time.

**Open the
document in the
Document Viewer.**

❍ Double-click the document.

❍ Select the document you want to open. On the File menu,
click Open Document.

❍ Drag the document to the Open Document button on the
toolbar.

**Annotate
the document.**

❍ With the document open in the Document Viewer, adjust
the size of your view of the document as needed.

❍ Create the desired annotations on your document.

❍ On the File menu, click Save to save the annotations with
your document in the Desktop Manager.

**Close the
Document
Viewer.**

❍ On the File menu, click Exit.

❍ If you have not saved your annotations, you are prompted
to do so.

**Documents in
Desktop Manager**

# Features of the Document Viewer Window
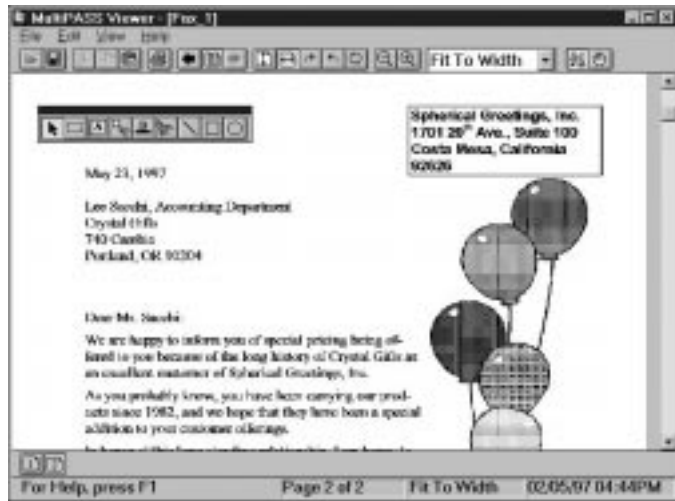


❍ Menu Bar
The menu bar contains commands that enable you to perform various tasks with your document. Some of the commands can also be accessed by their corresponding buttons on the toolbar.

❍ Toolbar
The toolbar provides you quick access to performing certain Document Viewer tasks. In circumstances where a task is not possible, the toolbar button is unavailable, appearing dimmed.



SAVE  COPY  PRINT  PAGE PANEL

CUT  PASTE  PREVIOUS PAGE  NEXT PAGE



FIT TO WINDOW  ROTATE RIGHT  ROTATE 180°  ZOOM IN  SCROLL

FIT TO WIDTH  ROTATE LEFT  ZOOM OUT  ANNOTATION PANEL
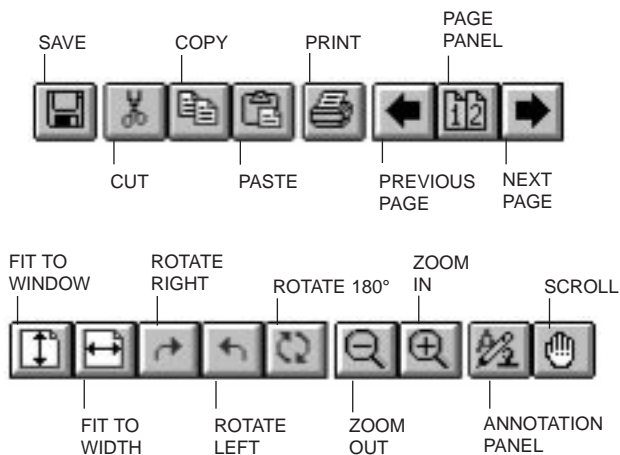
In addition to the buttons, the toolbar also provides you with a drop-down list box that enables you to select a display size for your document.

❍ Document Display Area
The document itself is displayed and modified in the Document Display Area. You can page or scroll through the document, enlarge or reduce the view of the document, or change the orientation. The display area contains the results of any annotations you may make.

❍ Annotation Panel
The annotation panel is a set of tools for annotating your open document. When you select a tool on the panel, an additional panel may open enabling you to specify specific features for the tool. You can move the panel around the window to position it for working on your document. You can also hide the display of the panel.
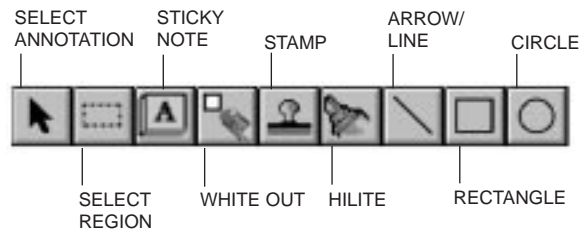
❍ Page Panel
The page panel contains a number of buttons, one for each page in the document you are currently viewing. The page panel provides a quick visual indication of the number of pages in the document and a method for moving to another page. The page panel normally displays along the bottom edge of the Document Viewer window, above the status bar.

❍ Status Bar
The status bar appears at the bottom of the window, and contains useful information about the document that you are currently viewing.

# Adjusting Your View of the Document

You can adjust your view of the open document in a number of ways, to provide a more workable display area for making annotations. For example, you can hide or show the different components of the Document Viewer.

To show/hide the components of the window:

❍ On the View menu, click Toolbar, Status Bar, Annotation Panel, and/or Page Panel. Clicking the same command turns the display of the item on and off.

❍ For the annotation panel, you can also click the Annotation Panel button on the toolbar.

## Changing the Document Orientation

You may need to rotate a document for easier reading. For example, the document may represent a fax you received that was originally sent in landscape mode or was fed into a fax machine in an inverted position. The change in orientation applies to the entire document, not just a currently displayed page.

To change the document orientation:

❍ On the View menu, click Rotate. On the Rotate menu, click Right, Left, or 180 to rotate the document right by 90°, left by 90°, or 180° (flipping the document upside down).

❍ On the toolbar, click Rotate Right, Rotate Left, or Rotate 180.

## Adjusting the Display Size

The Document Viewer offers different levels of magnification to enable you to work at the most comfortable size for your document. You can zoom in and out at predefined increments, or specify a particular size or scale.

You can use the Fit to Width option which fills the width of the window with your page display, or Fit to Window which adjusts the document image size so that the entire document is visible within the window.

To enlarge or reduce the size:

❍ To enlarge the document by increments, click Zoom In on the View menu or the toolbar.

❍ To reduce the size of the document by increments, click Zoom Out on the View menu or the toolbar.

❍ To select a specific size or scale for enlarging or reducing the document, click Zoom on the View menu. On the Zoom menu, click the desired size. Or, click the size or scale from the drop-down list box on the toolbar.

## Adjusting the Image Display

For ease of viewing and better visibility, you can adjust or invert the light and dark levels of your displayed document. When you invert the display colors, you change the black areas to white and vice versa. Any colors you use for annotations are not changed, although highlight annotations may be difficult to see against a black background.

You may find that the Gray Scale setting is more pleasing to the eye; however, it is slower to generate an image. For speed and reasonable image display, consider the Darkest setting.

To lighten or darken the image:

❍ On the View menu, click Image Enhancement. On the Image Enhancement menu, click the desired setting.

To reverse the colors of the image:

❍ On the View menu, click Invert.

## Paging Through Your Document

For multipage documents, you can move to the next or previous page, or a particular page you specify.

To page through your document:

❍ Click Next Page or Previous Page on the View menu or toolbar.

❍ On the View menu, click Go to Page. On the Go To Page dialog box, enter the page number you want to display and click OK.
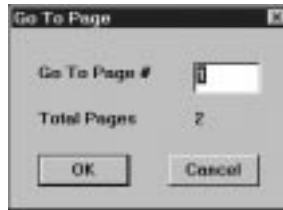


❍ Click the page on the Page Panel.

## Reviewing Information About the Document Image

As a reference, you can display information about the document currently displayed in the Document Viewer. This information includes the name and size of the file, when the file was created, the number of pages, the width and height, the resolution (pixels per inch), the number of bits used to represent each pixel (thus, the number of colors that can be displayed), and the scaling.

To review information about the image, click Image Info on the View menu.

# Adding Annotations to Your Document

The following sections describe the various ways you can annotate your document.

## Adding a Sticky Note

You can add a text note on any portion of your document. When you do so, you can choose the text attributes: font, font size, and special effects (boldface, italic, underline, strikeout). Sticky notes always appear as black text on a yellow background.

You can type any text that you want for the note, editing the note later if necessary. If you select a font, font size, or special effect, it affects the entire note. If you change any of the attributes while editing a note, or while the note is selected, it changes all the text in the note.

If you switch away from the note to do something else (such as change the text size or switch to a different tool) before entering your text, the sticky note is removed. This is to prevent you from creating unwanted blank sticky notes.

To add a sticky note:

1.  Click the Sticky Note tool on the annotation panel.
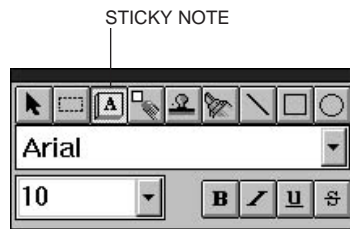
STICKY NOTE

2.  Select the font, font size, and any special effects.

3.  At the desired location on the displayed page, drag the cursor to draw the size of the sticky note. A dotted line displays to show you where the sticky note will be placed. When you release the mouse button, the sticky note is created.

4.  Type the text of your note.

To edit the text in a sticky note:

1.  Make sure the Sticky Note tool is selected on the annotation panel.

2.  Move your mouse pointer over the sticky note. The cursor changes to an insertion point.

3.  Click at the location where you want to make your changes.

4.  Edit the text as needed.

## Concealing a Region

You can conceal a region of your document to hide certain areas. For example, you can hide a paragraph before you fax the document to a business contact. You can conceal the paragraph with either an opaque whiteout or blackout annotation, which is always a rectangle. Once applied, the whiteout or blackout annotation can be moved, resized, or deleted.

To conceal a region:

❍ On the annotation panel, click the White Out tool.

At the desired location on the displayed page, drag the cursor to draw the whiteout annotation. A dotted line displays to show you where the whiteout annotation will be placed. When you release the mouse button, the annotation is drawn.

❍ On the annotation panel, click the Select Region tool.

At the desired location on the displayed page, drag the cursor to draw the outline of the region. A dotted line displays the region. On the Edit menu, click White Out or Black Out.

## Inserting a Stamp

You insert a stamp to place a bitmap image on the displayed page of your document. The Desktop Manager contains a library of available stamp images, stored as .BMP files that were installed with the Desktop Manager. You can use only those stamps installed with the Desktop Manager.

To insert a Stamp:

1. On the annotation panel, click the stamp tool. You see this dialog box:

**Choose Stamp**

Cancelled
Confidential
Copy
Faxed
FYI
Left Hand
Right Hand
Happy Face
Jagged Line
Original
Pad
Sample

**SAMPLE**

Width: 1.88 inches
Height: 0.73 inches

Accept    Cancel

2. In the Choose Stamp dialog box, select the desired stamp from the list box and click Accept.

3. Click the cursor in the desired location for placing the stamp. The stamp is placed at that location.

## Highlighting Your Document

You can add a color highlight to the text or other images in your document. You select a color and draw a rectangular highlight over the desired area. All highlight colors are transparent and display as the color you selected. When you print the document, the highlighted region prints as gray shadings.

To highlight your document:

1. On the annotation panel, click the Hilite tool.

HILITE TOOL

2. Select the color of the highlighting.

3. At the desired location on the displayed page, drag the cursor to draw

the highlight region. A dotted line displays to show you where the highlight region will be placed. When you release the mouse button, the highlight is created.

## Creating a Drawing Graphic

You can annotate your document with one or more drawing objects that include a straight line, single- and double-headed arrow, hollow rectangle, and a hollow circle or ellipse. When you draw the object, you can select the color and width of the line for the object.

To create a drawing object:

1.  On the annotation panel, click the drawing object tool: Arrow/Line, Rectangle, or Circle.
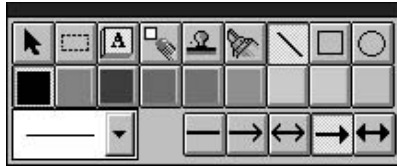
ANNOTATION PANEL FOR
AN ARROW OR LINE

ANNOTATION PANEL FOR A
RECTANGLE OR CIRCLE

2.  Select the color and width of the line for the object you are drawing. For an arrow or line, also select the particular style you want to use.

3.  At the desired location on the displayed page, drag the cursor to draw the object. A dotted line displays to show you where the drawn object will be placed. When you release the mouse button, the object is created.

## Showing and Hiding Your Annotations

As you add annotations to your document, you can turn the display of the annotations on and off for viewing.

To show or hide your annotations, click Annotations on the View menu. On the Annotations menu, click the command to hide or show your annotations. For color annotations, click B&W Preview to display the annotations in black and white.

# Revising Your Annotations

Once you have created annotations in your document, you can revise the annotations as needed. For example, you may want to resize, move, delete or cut, or copy and paste an annotation.

## Selecting One or More Annotations

To revise an annotation, you must first select it. In most situations, you can select one or more annotations at a time.

❍ To select a single annotation, click the Annotation Select button on the annotation panel. Then click the annotation.

❍ To select all annotations, click Select All on the Edit menu. This method selects all the annotations in the open document on all pages. You cannot resize an annotation using this method.

❍ To select annotations within a specified region, click the Region Select tool on the annotation panel. At the desired location on the displayed page, drag the cursor to draw a rectangle enclosing the annotations you want included within the region. A dotted line displays to indicate the region. On the Edit menu, click Select in Region. Graphic handles display for the annotations that are selected.

❍ To select the base page of your document, click Select Base Image on the Edit menu.

## Moving an Annotation

You can move an annotation currently displayed from its present position in your document to another. You can also change the layering order of annotations that occupy the same position. Normally, an annotation you add to the document in the same position as a previously added annotation is layered on top. As needed, however, you can move the background annotation to the front, or the foreground annotation to the back.

❍ To move an annotation, select the annotation and drag it to the desired location.

❍ To change the layered position of an annotation, select the annotation and do one of the following:

- To bring the annotation to the foreground, click Bring to Front on the Edit menu.

- To place the annotation on the background, click Send to Back on the Edit menu.

## Resizing the Annotation

When you create an annotation, you draw it to the desired size. If the original size proves unsuitable, you can resize the annotation either smaller or larger.

❍ To adjust the size, click the border of the annotation and drag any sizing handle.

## Copying and Pasting an Annotation

If you want an annotation to appear more than once within your document, you can create the first annotation, and then copy and paste it any number of times. When you copy an annotation, it is placed on the Document Viewer clipboard. From the clipboard, it can be pasted to any location on any page of your document.

To copy and paste an annotation:

1. Select the annotation to be copied and click Copy on the Edit menu or toolbar.

2. With the annotation copied, click Paste on the Edit menu or toolbar.

3. Move the pasted annotation to the desired location in your document.

# Saving All or Part of a Base Page of Your Document

You can select the original base page, or a region of the page, and save the selection to a bitmap (.BMP) file. Once it is saved as a bitmap file, you can import the file into another Windows application as needed.

1.  Select either the base page or a region of the page in your document.
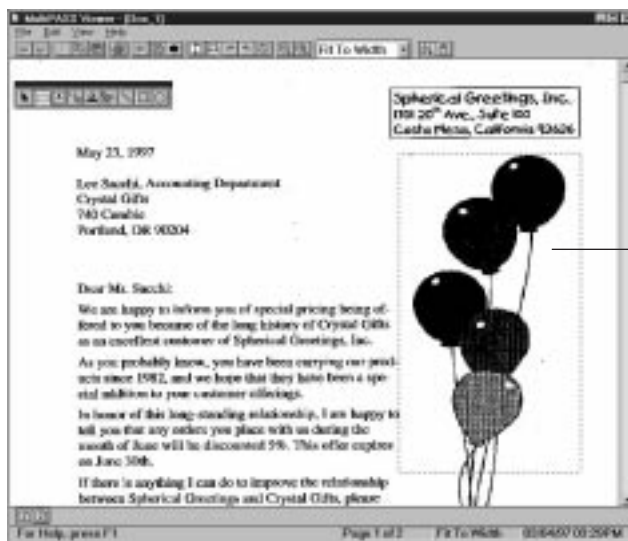


A REGION OF THE PAGE SELECTED

2.  Click Copy on the Edit menu or toolbar.

3.  Once copied, on the Edit menu, click Paste to File.

4.  When prompted, specify the drive, directory, and name of the file for saving.

## Removing an Annotation

If you decide you no longer want an annotation to appear in your document, you can remove the annotation, either permanently or by moving it to the clipboard.

To remove an annotation, select the annotation and do one of the following:

❍ To delete the annotation permanently, press the **Delete** key.

❍ To remove the annotation to the clipboard, click Cut on Edit menu or toolbar.

## Exporting the Document

You can save a copy of the document currently open in the Document Viewer to a file on a specified drive and directory. The document is saved as a graphic file, and can include or not include any annotations you may have created. Typically, you would save the document to use in a graphics application of your choice. To determine the appropriate file type for saving the document, refer to the user documentation for the graphics application to which you want to import the file.

1. On the File menu, click Export.
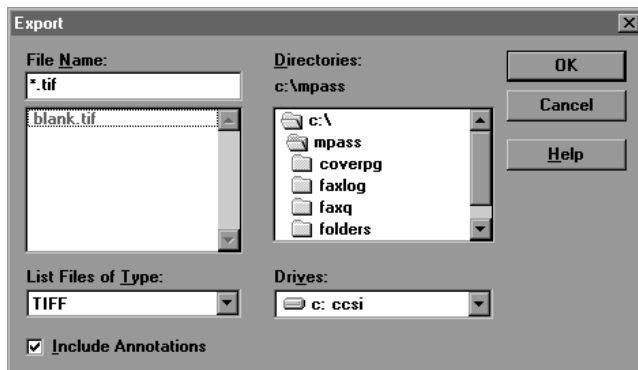


2. In the Export dialog box, specify the drive, directory, filename, and file type for the file you want to save. Specify also whether you want to save any annotations with the document. Then click OK.

---

# Adjusting the Document Viewer Default Options

As you work in the Document Viewer, you can change the options that affect your view of the open document, such as the size and lightness or darkness of the image. However, if you have view settings that you generally prefer to use in most situations, you can define default settings. These settings are activated when you first open the Document Viewer.

To adjust the initial Document Viewer options:

1.  On the File menu, click Initial Options.

2.  On the Initial Options menu, click the appropriate command to set default options:

    ❍ Scale Factor
      To select the appropriate view size

    ❍ Image Enhancement
      To select the level of lightness or darkness

To return the options to their original settings when you installed the Desktop Manager, click Reset All to Default.

# Setup and Other Utilities in the Desktop Manager

**8**

This chapter contains information and instructions on changing your MultiPASS L6000 Setup Options in the Desktop Manager, and using other Desktop Manager utilities. It includes:

❍ Setting up the MultiPASS L6000 Setup Options in the Desktop Manager

❍ Making a phone call from the Desktop Manager

❍ Using the Status Monitor

❍ Closing the MultiPASS Background

❍ Disconnecting the MultiPASS L6000

❍ Using MultiPASS Diagnostics

❍ Uninstalling the Desktop Manager

**Setup and Utilities Desktop Manager**

# Setting Up MultiPASS L6000 Options in the Desktop Manager

The Desktop Manager contains Setup Options that define the operation of your MultiPASS.

When you first install the Desktop Manager, the Setup Options are set to default settings that enable you to begin using your MultiPASS with the Desktop Manager immediately. However, you can change the option settings as needed.

To change Setup Options in the Desktop Manager:

1. From the Setup menu, click the group of Setup Options you want to change.

2. In the Setup Options dialog box, click the appropriate tab for the options you want to display.

3. On the appropriate setup tab, specify your changes.

4. To save any changes and close the dialog box, click OK.

   To exit the dialog box without saving your changes, click Cancel.

When you click OK, the Desktop Manager downloads the software changes to the MultiPASS. The Desktop Manager displays a dialog box to remind you that the Setup Options are being updated.

---
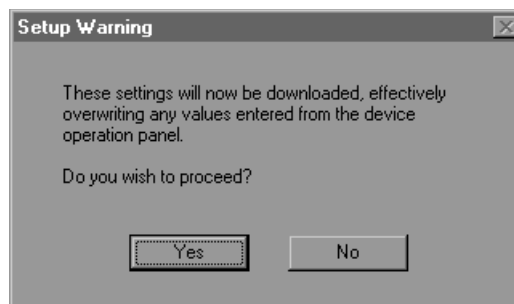
# Setting Up Preferences
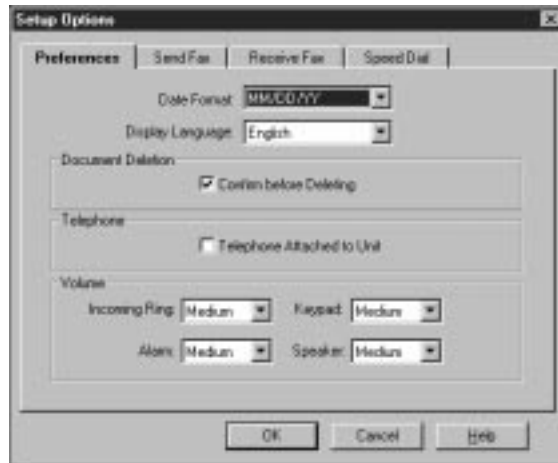


○ **Date Format and Display Language**
Select the format in which you want to enter the date and the
language you want to see in the Desktop Manager screens.

○ **Document Deletion**
Select this option if you want to be prompted each time you delete a
document from the Desktop Manager.

○ **Telephone**
Select this option if you have attached a telephone to your MultiPASS.
With this option selected, you can use the Desktop Manager to dial a
phone number.

○ **Volume**
You can set the volume level of the various sound components of your
MultiPASS to suit your office environment. The settings are
Minimum, Medium, or Maximum for Incoming Ring, and OFF,
Minimum, Medium, or Maximum for Alarm, Keypad, and Speaker.

# Setting Up Send Fax Options



❍ Fax Information
You specify the information that displays as the header for a PC fax:
your name, company name, and your fax number. Initially, this
information was set up when you installed the Desktop Manager.

❍ Phone Line
You specify the dialing method the MultiPASS will use: touch-tone
or rotary pulse. You also specify any prefix used to access an outside
phone line. Initially, this information was set up when you installed
the Desktop Manager.

❍ Automatic Retries
You specify the number of retries (1-10) the system should attempt
when sending a fax transmission, and the length of time between each
retry (2-99 minutes).

❍ Automatic Report
You specify whether or not you want a report to print with each fax
transmission, or only when there is an error with the transmission. You
can also specify if you want an image of the first page of the fax
included in the report.

## Restoring the Default Settings

If, after making changes, you decide to restore the default settings for the options, click the Use Defaults button.

## Setting Up Advanced Send Fax Options

When you click on the Advanced button on the Send Fax tab, you see this dialog box:
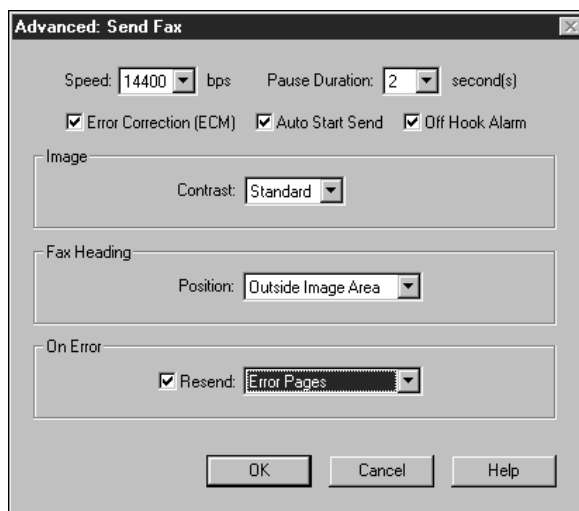
❍ **Speed**
You set the transmission speed used to send faxes. The higher the setting, the faster the transmission. If you experience problems when sending faxes, try a lower speed setting.

❍ **Pause Duration**
You set the length of the pause that will be inserted when you enter a pause in a phone number (1-15 seconds).

❍ **Error Correction (ECM)**
You select this option 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
When you select this option, the MultiPASS starts scanning automatically five or ten seconds after you enter a phone number. When you don't select this option, you must press **START/COPY** to scan the document, or the unit returns to standby mode after 60 seconds.

❍ Off Hook Alarm
You select this option to turn on the alarm if the telephone's handset is off hook.

❍ Image
You select a contrast setting that determines the level of contrast in the faxes you send. The Standard setting is usually appropriate for most documents. However, based on the lightness or darkness of your original fax document, you may prefer to lighten or darken the contrast for the fax transmission.

❍ Fax Heading
You select the position 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). It can be printed either inside or outside the image area of your fax page.

❍ On Error
You select Resend option if you want the MultiPASS to automatically redial when an error occurs while sending a fax. You also select which pages are to be resent: only the page on which the error occurred, the page on which the error occurred and the first page of the fax, or all pages.

# Setting Up Receive Fax Options
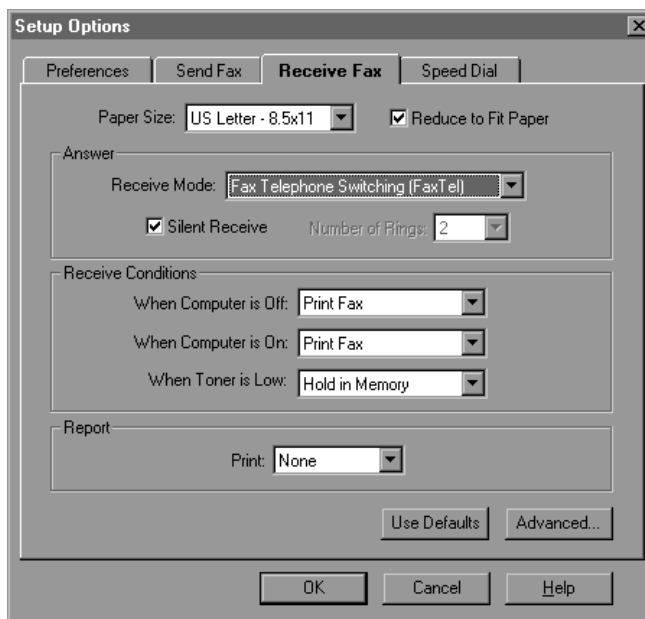


○ **Paper Size and Reduction**
You specify the size of paper in the sheet feeder and whether you want an incoming fax reduced (approximately 98%) to ensure the contents fit on the paper on which it is printed.

○ **Answer**
You specify the Receive Mode. Initially, you set the Receive Mode when you installed the Desktop Manager.

You use the Silent Receive option to specify whether the optional telephone should ring when you receive a call. The type of call for which the device will ring is determined by the Receive Mode. The ringing will occur for a fax call only (Fax Only mode), or fax and telephone calls (FaxTel mode).

You can set the number of rings (1-99) before the MultiPASS will respond to any call. If the Receive Mode is Fax Only, this is the number of rings before the MultiPASS answers the call. In FaxTel mode, this is the number of rings before the MultiPASS answers to determine if the call is from a fax or a telephone.

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

• When your computer is turned off:
You set the MultiPASS to print the fax or save the fax in its memory.

• When your computer is turned on:
You set the MultiPASS to move (upload) the fax to the Desktop Manager on your computer, or to print the fax.

• When toner is low:
You set the MultiPASS to hold the fax in memory until more toner is added, or to continue printing the fax even though toner is low.

❍ Report
You specify whether or not you want a report to print with each fax reception, or only when there is an error with the fax reception.

## Restoring the Default Settings

If, after making changes, you decide to restore the default settings for the options, click the Use Defaults button.

## Setting Up Advanced Receive Fax Options

When you click on the Advanced button on the Receive Fax tab, you see this dialog box:

❍ Speed
You set 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)
You select this option 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.

❍ Ink/Toner Saver
You select this option to print documents in the Desktop Manager using a reduced amount of toner. When using Ink/Toner Saver mode, the print document may appear less bright or contrasted.

❍ Fax/Telephone Switching Options
You specify these options when your Receive Mode is Fax/Telephone Switching (FaxTel mode).

● Listen Time Before Ringing
When a call is received, the MultiPASS checks to see if the call is from a fax machine or a telephone. You use this option to set the appropriate amount of time (0-30 seconds) to allow the MultiPASS to check for the type of call. If your MultiPASS does not have enough time to detect the fax tone, it assumes the call is from a telephone.

● Ring Time
When your MultiPASS is set to receive both fax and telephone calls (FaxTel mode), it rings to inform you of an incoming telephone call. You use this option to set the appropriate amount of time (10-45 seconds) the MultiPASS will ring. If you do not pick up the telephone within a certain amount of time, the MultiPASS stops ringing.

● Ring Tone
You set the tone of the ring.

- **Default Action if No Answer to Telephone**
  You set this option to Receive if you want the MultiPASS 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 MultiPASS automatically disconnects the unanswered call without switching to try and receive a fax.

❍ **Answering Machine Mode Options**
You select this option to set the MultiPASS L6000 to automatically switch to fax receive mode if your telephone caller does not speak within the specified amount of time.

You can set the number of seconds (1-99) the MultiPASS L6000 will wait before switching to fax receiving mode if the telephone caller does not speak.

❍ **Remote**
You select the Receive option so that you can receive a fax by pressing an ID code on the telephone attached to the MultiPASS. You assign a remote Identification Number (00-99) that signals the MultiPASS to receive the fax. The default number is 25.

❍ **DRPD Switch Options**
If you select DRPD for the Receive Mode, you need to set up the Ring Pattern, Action, Fax ID, and Fax Number. See the DPRD description starting on page 5-9 for complete details on how these settings work with your MultiPASS.

DRPD Switch Options

| Ring Pattern | Action | Fax ID | Fax Number |
|---|---|---|---|
| ☐ Normal | ▼ | | |
| ☐ Double | ▼ | | |
| ☐ S-S-L | ▼ | | |
| ☐ S-L-S | ▼ | | |
| ☐ Others | ▼ | | |

# Setting Up Speed Dial Assignments
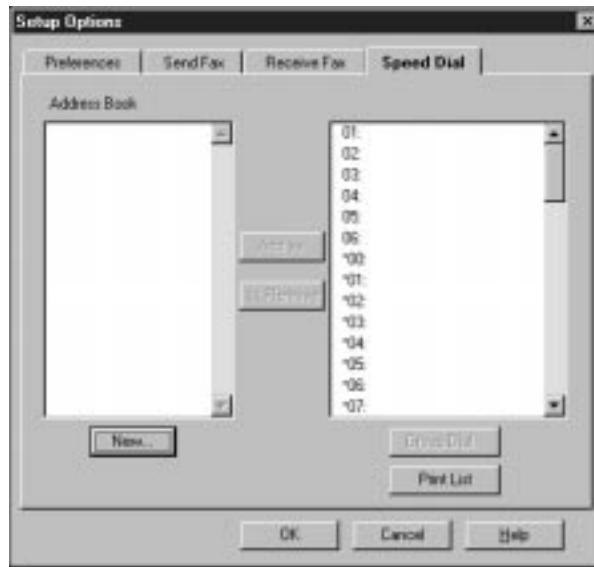


On the Speed Dial tab, you can set up fax numbers for speed dialing with the MultiPASS. You use the fax recipients set up in your Address Book, and assign the desired individual recipients to speed dial codes. If the recipient has not yet been set up in the Address Book, you can add the recipient while creating speed dial assignments. 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.

**Setup and Utilities**
**Desktop Manager**

# Making a Phone Call From the Desktop Manager

You can use the MultiPASS and Desktop Manager to dial telephone calls if:

❍  You have a telephone attached to the MultiPASS.

❍  You enabled the Telephone Attached to Unit option on the Preferences tab in the Setup Options dialog box in the Desktop Manager. (See page 8-3.)

You can place a call to any individual you want, whether or not the individual has been set up in the Address Book. At the time you are attempting to make your call, you can set up an individual entry in the Address Book.

---

**1**

In the Desktop Manager, click Phone on the File menu or command bar.

**In the Phone dialog box, enter the phone number you want to call.**

❍ You can enter the phone number in the Prefix and Phone boxes, or select an Address Book entry.

❍ When you enter the phone number, you use the applicable numeric characters and any valid characters that separate the different segments of the phone number. For example, you can use 0 through 9, dash (-), or parentheses (). Other characters are also available for entering a phone number.

❍ To add an individual to the Address Book, click New Individual and complete the New Individual Entry dialog box. For details on completing the New Individual Entry dialog box, refer to Chapter 3, *Using the MultiPASS Desktop Manager*.

**When the phone number is entered or selected, click Dial.**

| Dialing Phone ... | ✕ |
| --- | --- |
| Phone: (714) 555-2345 | Exit |
| Name: Angela Arundi | Stop |
| Dialing... | |
| Please pick up the handset now. | |

❍ When the Dialing Phone dialog box displays, you are prompted to pick up the telephone.

❍ If you want to stop the number from being dialed, click Stop.

❍ When you have completed your call, click Exit.

**Setup and Utilities
Desktop Manager**

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# Using the Status Monitor

The Status Monitor is a utility that enables you to track the current status of the MultiPASS, incoming and outgoing faxes, print and scan jobs, and any error conditions needing your attention. You can open the Status Monitor either from the Windows desktop or the MultiPASS Desktop Manager.

The Status Monitor displays as a button and can also display as a window. Whether displayed as an icon or window, the Status Monitor alternates the status message shown for more than one activity occurring at the same time. For example, if the sending of a fax and an out-of-paper error condition occur at the same time, the Status Monitor alternates the display of the corresponding messages.

## Opening the Status Monitor

❍ On the Windows desktop—Click Start, and then point to Programs. On the Programs menu, point to Canon MultiPASS L6000. Then click MultiPASS Monitor.

❍ In the Desktop Manager, click Status Monitor on the Tools menu.



## Using the Minimized Status Monitor

With Windows 95, the minimized Status Monitor appears as a button on the Windows desktop in the taskbar.



The graphical appearance of the icon or button depicts the type of activity it is reporting. For example, the scan graphic is used to depict the status of scan activity.

A menu contains commands that enable you to open the Status Monitor window, open the Desktop Manager, and close the Status Monitor.

❍ To open the menu on the minimized Status Monitor, click the right mouse button on the Status Monitor icon or button.

❍ To open the Status Monitor window from the icon or button, click Restore on the Status Monitor menu.

❍ To open the Desktop Manager from the Status Monitor icon or button, click Go to Manager on the Status Monitor menu.

❍ To close the Status Monitor, click Close on the menu.

## Using the Status Monitor Window

The Status Monitor window displays the status of MultiPASS activity *only*. You cannot use the Status Monitor to interrupt an activity.



CLOSE BUTTON

DESKTOP MANAGER BUTTON    MINIMIZE BUTTON
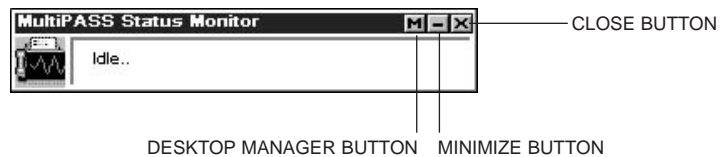
The Status Monitor window contains commands that enable you to: specify the Status Monitor as the top window at all times, close the window and return to the minimized Status Monitor, open the Desktop Manager, and close the Status Monitor.

❍ To open the menu on the Status Monitor window, click the right mouse button in the Status Monitor window.

❍ To specify the Status Monitor as the top window, click Always On Top on the displayed menu.

❍ To return to the Status Monitor icon or button, click the Minimize button in the window title bar. Or, click Minimize on the Status Monitor menu.

❍ To open the Desktop Manager, click the Desktop Manager button in the window title bar. Or, click Go To Manager on the menu.

❍ To close the Status Monitor, click the Close button in the title bar.

# Status Messages

The Status Monitor reports the following statuses for the MultiPASS.

❍ Idle
The MultiPASS is currently inactive.

❍ Scanning
The MultiPASS is scanning an image. The Status Monitor window displays the number of the page currently being scanned.

❍ Printing
The MultiPASS is printing a document. The Status Monitor window displays the number of the page currently being printed.

❍ Sending Fax
The MultiPASS is sending a fax document. The Status Monitor window displays the number of the page currently being faxed.

❍ Receiving Fax
The MultiPASS is receiving a fax document. The Status Monitor window displays the fax number or name of the sender (if available), and the number of the page currently being received.

❍ Attention Needed
The MultiPASS needs your attention for situations such as being out of paper. The Status Monitor window describes the nature of the attention required.

When you have corrected the situation, the status message automatically clears.

❍ Error Warning
The MultiPASS has a problem that needs your immediate attention, such as when the Status Monitor can no longer detect the MultiPASS. The Status Monitor window displays the nature of the problem, with a comment indicating a corrective action.

When you have corrected the situation, the status message automatically clears.

# Closing the MultiPASS Background

The MultiPASS Background is a utility that monitors and controls activity between your computer and your MultiPASS, including:

❍ Input and output (such as sent and received faxes) to and from the Desktop Manager

❍ Output (print and PC fax activity) from Windows applications.

When you installed the Desktop Manager, the MultiPASS Background was placed in the Windows StartUp group and is automatically opened when you open Windows.

If you decide you need to disconnect the MultiPASS from the designated port and/or attach another device to the port, you should close the MultiPASS Background first. If you close the MultiPASS Background first, you avoid receiving error messages when the MultiPASS Background detects it can no longer communicate with the MultiPASS.

When you start the Desktop Manager again at a later time, the MultiPASS Background is automatically reopened if your MultiPASS L6000 has been reconnected to the port. You can also open the MultiPASS Background without opening the Desktop Manager.

N If you are closing the MultiPASS Background, you may want to set the MultiPASS to print any received faxes. With the MultiPASS Background closed, received faxes cannot be moved to the Desktop Manager. Received faxes can also be stored in the MultiPASS memory. However, if the memory becomes full, the MultiPASS is unable to receive more faxes until you print the faxes stored in memory.

To close the MultiPASS Background in Windows 95:

1. Close the MultiPASS Desktop Manager.

2. On the Windows taskbar, click the right mouse button on the MultiPASS Background button. In the displayed menu, click Close.

Do not delete the MultiPASS Background icon from the Canon MultiPASS L6000 group.

# Removing MultiPASS Background From StartUp

Closing the MultiPASS Background does not remove it from the Windows StartUp group. If you have disconnected your MultiPASS, the next time you start Windows, the MultiPASS Background will try to open. At that time, the MultiPASS Background will be unable to detect the device, displaying an error message.



Click OK to close the message dialog box. The MultiPASS Background closes automatically, since it cannot detect the MultiPASS device. Your port remains available for you to use with other devices.

However, if you would like to prevent the message from displaying each time you start Windows, you can remove the MultiPASS Background from the StartUp group.

The following instructions summarize the procedures for removing a program from Windows StartUp. For more details, refer to your Windows user documentation.

To remove the MultiPASS Background from StartUp:

1. On the Windows desktop, click the right mouse button on Start.

2. On the displayed menu, click Open.

3. In the Start Menu window, double-click the Programs icon.

4. In the Programs window, double-click the StartUp icon.

5. In the StartUp window, click the MultiPASS Background icon and press the **Delete** key.

# Restarting the MultiPASS Background

If you reconnect the MultiPASS to the port and want to begin using the Desktop Manager again, the MultiPASS Background is restarted automatically when you open the Desktop Manager. You can also open the MultiPASS Background without opening the Desktop Manager.

To restart the MultiPASS Background:

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

2. On the Programs menu, point to Canon MultiPASS L6000. Then click MultiPASS Background.

   The MultiPASS Background starts automatically.

# Adding MultiPASS Background to StartUp

When you reconnect your MultiPASS device, you will probably want to add the MultiPASS Background to the StartUp group again (if you removed it as described earlier). With the MultiPASS Background in StartUp, the MultiPASS Background automatically opens when Windows is started.

To add MultiPASS Background to StartUp:

1. Open the Windows Explorer.

2. Display the contents of the \MPASS directory and click the right mouse button on MPSERVER.EXE.

3. In the displayed menu, click Create Shortcut. (A shortcut item appears.)

4. Click the plus (+) signs next to the Windows folder, the Start Menu folder, and then the Programs folder.

5. Drag the shortcut item (created in Step 3) to the StartUp folder.

The MultiPASS Background will be automatically started when you start Windows.

**Setup and Utilities
Desktop Manager**

# Disconnecting the MultiPASS

You can disconnect the MultiPASS if you want to use the parallel port for another purpose. Before disconnecting your unit, be sure to close the MultiPASS Background.

1. Turn off your computer.

2. Unplug your computer from all electrical sources.

3. Unplug the MultiPASS from all electrical sources.

4. On the back of your computer, remove the cable connector from the parallel printer port.

5. On the MultiPASS, release the wire clips and remove the cable connector from the port.

6. Plug your computer back into the electrical source.

# Using MultiPASS Diagnostics

If you have difficulties with your MultiPASS software or hardware, you can use the MultiPASS Diagnostics. You use the MultiPASS Diagnostics to verify your MultiPASS software and hardware installation, and identify hardware problems.

The MultiPASS Diagnostics produces a report with information you can use to resolve your problem. You can save the report to an ASCII text file on your hard drive.

1. Open the MultiPASS Diagnostics.

    - On the Windows desktop, click Start, and then point to Programs. On the Programs menu, click Canon MultiPASS L6000. Then click MultiPASS Diagnostics.

    - The MultiPASS Diagnostics displays a message indicating if all tests were performed successfully. Messages appear suggesting solutions for any problems detected.

2. When prompted in a dialog box, click Yes to view the log file.

3. In the MultiPASS Diagnostics window, to save the log file, choose Save As on the File menu.

4. In the Save As dialog box, specify the drive, directory, and filename for saving the file. Then click OK.

5. To exit the MultiPASS Diagnostics window, click Exit on the File menu.

# Uninstalling the Desktop Manager

If you are planning on reinstalling the MultiPASS Desktop Manager, you must first uninstall the current installation of the software. When you uninstall the software, you remove the MultiPASS Desktop Manager and related printer driver. The following items are not removed, so that you can reinstall the MultiPASS Desktop Manager at a later time and continue to use your data files:

❍ MPASS directory

❍ Data folders and files (such as Fax Log and Address Book)

❍ System files shared with other applications

To uninstall the Desktop Manager:

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

2. Close the MultiPASS Background (see page 8-17).

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

4. From the Programs menu, point to Canon MultiPASS L6000, and then click MultiPASS Uninstaller.

5. Follow the on-screen instructions.

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

❍ To remove the printer driver:

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

2. On the Settings menu, click Printers.

3. In the Printers dialog box, click the Canon MultiPASS L6000 Printer icon and press the **Delete** key.

   Repeat this step for the Canon MultiPASS L6000 Fax icon.

# Maintaining the MultiPASS L6000

**9**

This chapter describes the routine maintenance required for your MultiPASS L6000. It includes:

❍ MultiPASS L6000 guidelines

❍ Routine maintenance

❍ Cleaning inside the MultiPASS

❍ Cleaning the scanner components

❍ Toner cartridge guidelines

❍ Replacing the toner cartridge

❍ Transporting the MultiPASS

## MultiPASS L6000 Guidelines

Follow these guidelines to avoid damage to your MultiPASS and harm to you or others:

❍ Place the MultiPASS on a stable surface. Do not use an angled stand. Avoid setting the unit in direct sunlight.

❍ Do not install the MultiPASS near devices that contain magnets or generate magnetic fields, such as speakers.

❍ Do not subject the MultiPASS to strong physical shock or vibration.

❍ Make sure the area where you use the unit is free from dust.

❍ Keep the MultiPASS clean. Dust accumulation can prevent the unit from operating properly.

❍ To assure proper electrical contact, make sure the unit is firmly plugged in.

❍ Never pull on the cord to unplug the MultiPASS. Pull on the plug itself.

❍ Do not overload the electrical outlet where the MultiPASS is plugged in.

❍ For your safety, unplug the MultiPASS during electrical storms.

❍ Lift the MultiPASS from the bottom only. Do not lift the unit by the operator panel, front cover, or any of its trays.

GRIP HERE
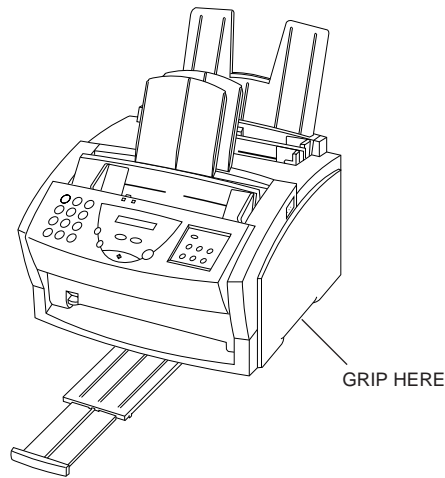
# Routine Maintenance

Your MultiPASS requires little routine maintenance. Follow these guidelines to keep your MultiPASS in good operating condition:

❍ Before you clean the MultiPASS, be sure to print any faxes stored in memory.

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

❍ Be sure to disconnect the power cord before cleaning the unit.

❍ Lightly wipe the unit's exterior with a clean, soft, lint-free cloth moistened with water or diluted dishwashing detergent solution.

❍ Never use thinner, benzene, alcohol or any other organic solvent, as it may damage the surface of the MultiPASS.

# Cleaning Inside the MultiPASS

To prevent toner powder and paper dust from accumulating and affecting the unit's print quality, clean the inside of the MultiPASS periodically.

N   When you unplug the unit, any faxes stored in memory will be erased. Be sure to print out any documents stored in memory before unplugging the unit. See Printing Documents Received in Memory on page 5-5.

### 1

**Unplug the MultiPASS and open the front cover.**

❍ Open the front cover by pressing the release latches on the sides of the unit.

❍ Lift the cover forward to its open position.

Maintaining the MultiPASS L6000
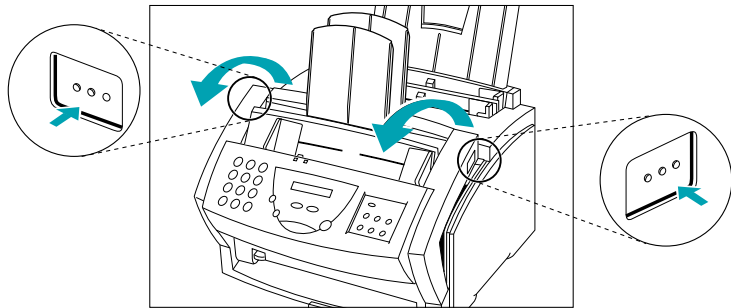
**2**

**Remove the toner cartridge.**

❍  Hold the cartridge by its handle and remove it.

HANDLE
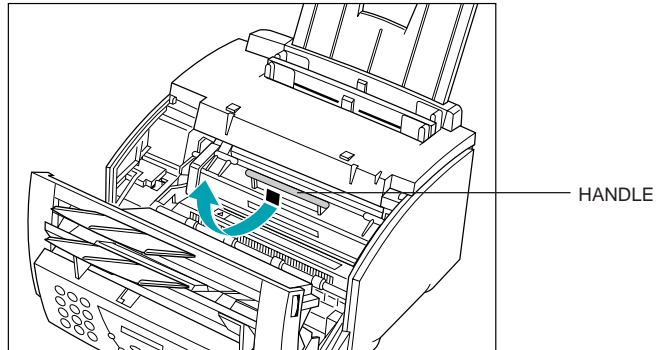
❍  Store the cartridge in its protective bag to avoid exposure to light.

**3**

**Use a clean, soft, dry, lint-free cloth to remove any toner or paper debris from the shaded area.**

TRANSFER CHARGING ROLLER (BLACK)
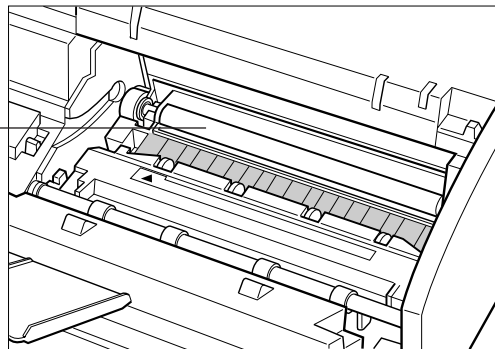
C   Do not touch the transfer charging roller (black) at the back, as this may affect the print quality of your faxes.

**4**

**When you have finished cleaning the MultiPASS, replace the toner cartridge.**

❍ Gently press the cartridge into the unit as far as it will go. Press down and back on the cartridge's handle.
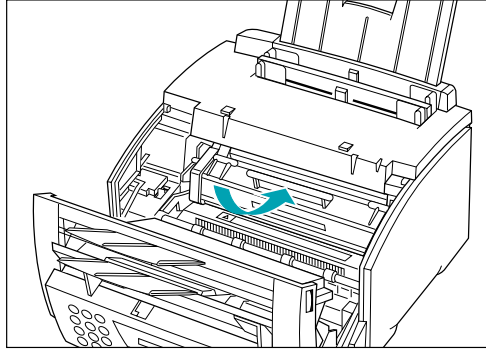


**5**

**Close the front cover.**

❍ Use both hands to lift the cover back into the closed position.



❍ Plug the unit back in.

**Maintaining the MultiPASS L6000**
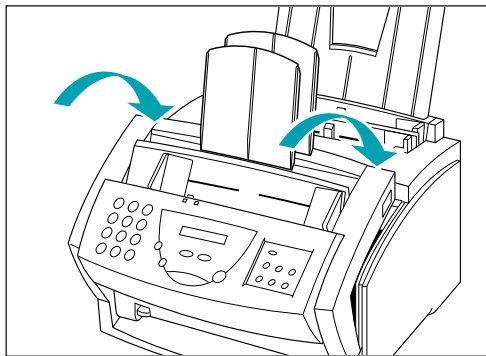
# Cleaning the Scanner Components

Periodically check the scanning glass and rollers.

N When you unplug the unit, any faxes stored in memory will be erased. Be sure to print out any documents received in memory before unplugging the unit. See Printing Documents Received in Memory on page 5-5.

**1**

**Unplug the MultiPASS and open the operator panel.**
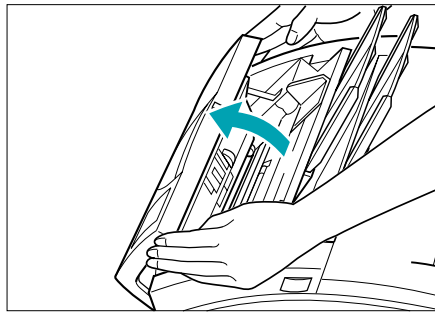
**2**

**Use a soft, dry clean cloth to clean the scanning glass and rollers (shaded areas).**

❍ If the document scanning glass and rollers are dirty, the documents you send or print will also be dirty.

❍ Clean with a soft cloth that will not scratch the glass or rollers.

SCANNING GLASS
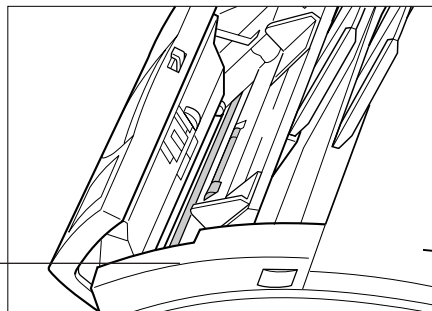
**Clean the shaded areas of the operator panel and the unit.**

❍ Dirt and dust particles that collect on the underside of the operator panel also affect the quality of documents you copy and send.
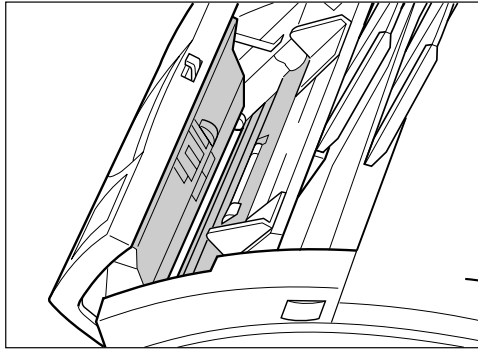
**Use a soft, dry clean cloth to wipe up paper dust around the rollers.**
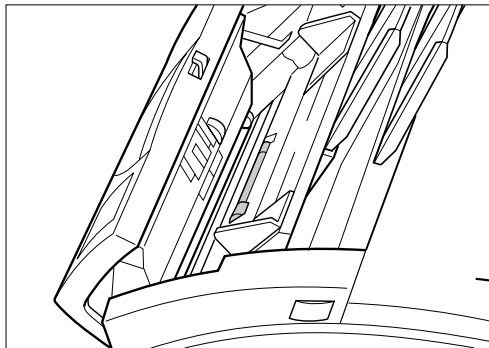
When you are finished, close the operator panel by pressing it down from the center.
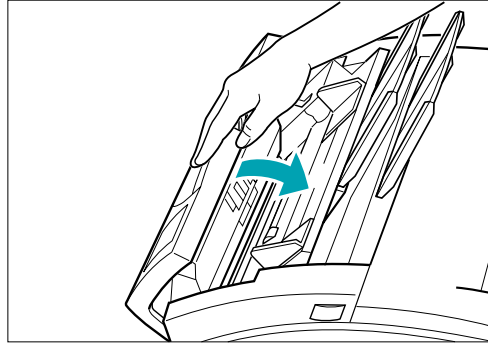


N Be sure to close the operator panel until it locks into place. Otherwise the unit will not function properly.

❍ Plug the MultiPASS back in.

# Toner Cartridge Guidelines

The FX-3 Toner Cartridge contains a photosensitive component called the drum and black carbon powder called toner. The drum is extremely light sensitive and may deteriorate if exposed to light. Also, poor print quality may result if the toner becomes unequally distributed inside the cartridge.
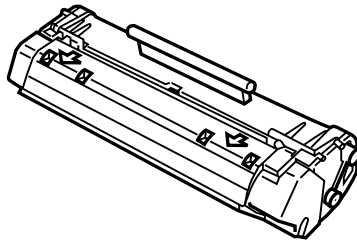
When storing toner cartridges, follow these guidelines:

❍ Store cartridges in their protective bags. Do not open a protective bag until you are ready to install the cartridge in the MultiPASS.

❍ Store cartridges where they will not be exposed to direct sunlight.

❍ Store cartridges right side up—not on their ends or upside down. This helps prevent the toner particles from settling to one side of the cartridge, which may cause streaks or lines on your printed pages.

❍ Store cartridges in areas where the temperature is comfortable and stable. Avoid areas with high temperatures, high humidity, or extreme changes in either.

❍ Store cartridges away from a monitor's CRT, disk drives, and diskettes. The cartridge contains a magnet that could destroy the image data in the CRT or data on the disks.

After opening the toner cartridge's protective bag, follow these guidelines:

❍ The cartridge has a handle in the center. Always hold the cartridge by its handle.

❍ Do not expose a cartridge to direct sunlight. Do not expose it to room light for more than five minutes.

❍ Do not open the drum's protective shutter on the bottom of the cartridge. Avoid touching the protective shutter.

❍ Do not attempt to disassemble the cartridge.

❍ Remove the toner cartridge from the MultiPASS before transporting the unit. Store the cartridge in its original protective package or wrap it in a thick cloth to avoid exposure to light.

C   Do not incinerate the cartridge. The toner powder is flammable.

Canon instituted the Clean Earth Campaign to recycle used cartridges. To participate in this program, simply follow the instructions packed with your new FX-3 Toner Cartridge. Canon encourages you to return used cartridges to us at no cost to you.

For more information about the Canon Clean Earth Campaign, you can call 1-800-962-2708 in the continental United States.

## FX-3 Toner Cartridge Warranty

The Canon FX-3 Toner Cartridge is warranted against defects in materials and workmanship for 90 days from the date of original purchase, under the terms of the Limited Warranty packaged with the cartridge. Refer to the Limited Warranty for a full statement of your warranty rights.

Under the Limited Warranty, a defective FX-3 Toner Cartridge will be exchanged for a new cartridge. You can return the defective cartridge to Canon Computer Systems, Inc., or to one of their Authorized Service Facilities. To obtain the name and address of the Canon Computer Systems shipping location or the Authorized Service Facility nearest to you, please call the Canon Computer Systems Customer Care Center at 1-800-423-2366.

Before shipping the defective cartridge, place it in its original protective bag. Seal the bag and place it in the original box and packaging.

You must include the following with your defective cartridge.

❍ Your name and address

❍ A copy of the proof of purchase (bill of sale)

❍ A print sample from the defective cartridge

❍ A complete explanation of the problem

# Replacing the Toner Cartridge

The actual amount of toner that you use will vary depending on the print density of a page. If the majority of your output is graphics, you may need to change cartridges more often than when you are printing text only. See Appendix A, Specifications, for details on the life expectancy of the toner cartridge.

## Preparing the Toner Cartridge

**1**

**Remove the new FX-3 Toner Cartridge from its protective bag.**

❍ Save the protective bag; you may need to repack the cartridge later.

**2**

**Rock the cartridge.**

❍ Gently rock the cartridge from front to back and from side to side several times to distribute the toner evenly inside the cartridge.

❍ Poor print quality may result if the toner becomes unequally distributed inside the cartridge.
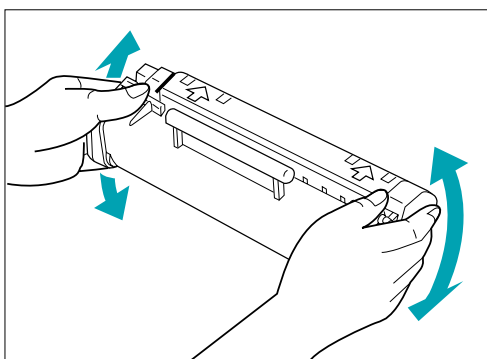
❍ Place the cartridge on a flat, clean surface, and steady it with one hand.

❍ Remove the seal by gently pulling on the plastic tab with your other hand.

❍ Use a firm even pull to remove the plastic seal. To avoid breaking the seal, do not jerk on it unevenly.

| SIDE VIEW | TOP VIEW |
|---|---|
| PULL IN THIS DIRECTION | PULL IN THIS DIRECTION |
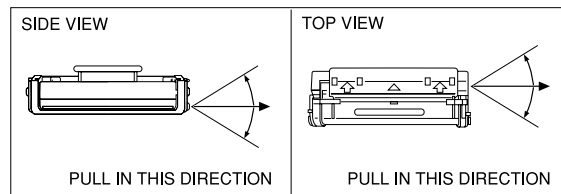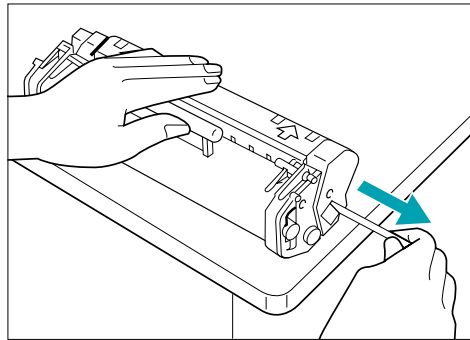
# Inserting the Cartridge

**1**

**Open the front cover.**

❍ Press the release latches on the sides of the unit.

❍ Lift the cover forward to its open position.
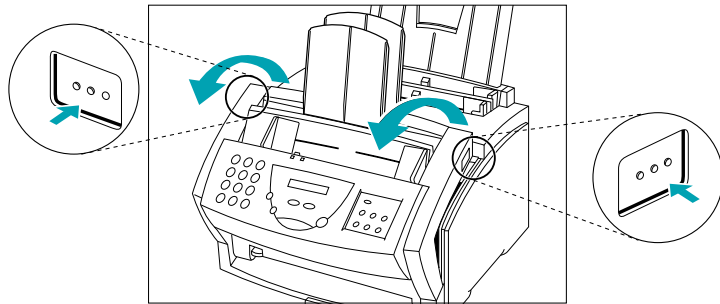


**2**

**Remove the old cartridge.**
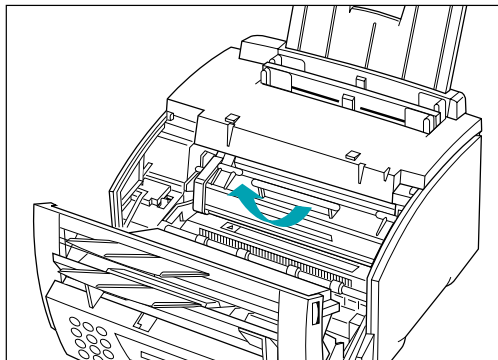


❍ Dispose of the toner cartridge properly. To recycle your used cartridge, follow the instructions included with your new FX-3 Toner Cartridge.

**3**

**Insert the new toner cartridge into the unit.**

❍ Align the rails on the left and right sides of the cartridge with the guides inside the unit.

❍ Slide the unit into position.

❍ Always hold the cartridge by its handle when inserting it in the unit.
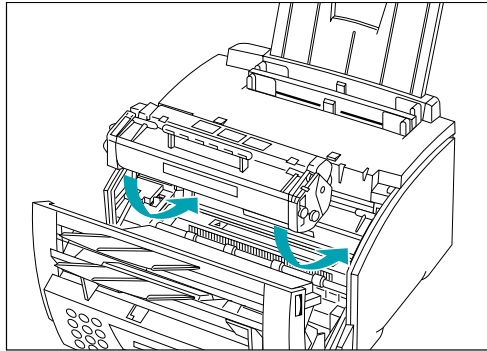


**4**

**Gently press the cartridge into the unit as far as it will go.**

❍ Press down and back on the cartridge's handle.
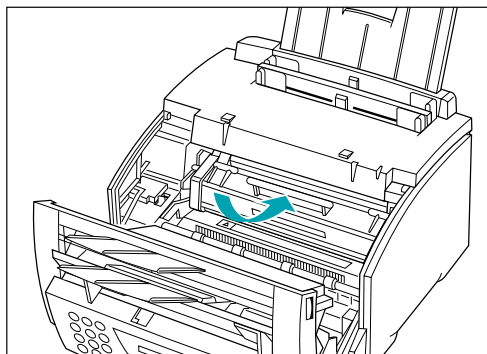
**Close the front cover.**
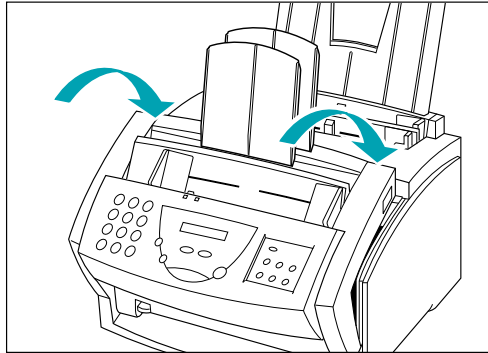
# Transporting the MultiPASS

If you need to transport the MultiPASS, be very careful.

**1**

**Disconnect all cables.**

❍ Unplug the power cord.

❍ Disconnect the telephone lines and parallel cable.

**2**

**Remove any paper.**

❍ Remove any paper from the multi-purpose tray or manual feed slot.

❍ Remove any document from the ADF.

**3**

**Remove the toner cartridge.**

❍ Open the front cover and remove the toner cartridge.

❍ Store the toner cartridge in its original protective bag or wrap it in a thick cloth to avoid any exposure to light.

**Maintaining the MultiPASS C5000**

**4**

Remove
all trays.

- ❍ Remove the paper rest.
- ❍ Remove the support trays.
- ❍ Close the output tray and extension.

**5**

Pack the unit.

- ❍ Replace all shipping tape and shipping materials.
- ❍ Carefully pack the unit in its original packing materials.

N If you no longer have the shipping carton your MultiPASS came in, pack the unit in a suitably sized, sturdy cardboard box, using bubble wrap, foam peanuts, or other suitable packing materials. (If you use foam peanuts, be sure to wrap the unit in plastic first to prevent the packing materials from entering any openings in the unit.)

# Troubleshooting  1

○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○

This chapter contains information to help you solve problems you may have when using the MultiPASS L6000. It includes:

❍ Paper jams

❍ LCD messages

❍ Printing problems

❍ Print quality problems

❍ Paper feeding problems

❍ Faxing problems

❍ Telephone problems

❍ Copying problems

❍ General problems

❍ Technical notes

❍ Memory Clear Report

If you have a problem with your MultiPASS and you cannot resolve it by referring to the information in this chapter, contact the Canon Computer Systems Customer Care Center. See page 1-2 for details.

Canon's support personnel are trained in the technical support of Canon's products and should be able to help you with your problem. If your printer requires service, they can provide you with the telephone number of your local Canon Authorized Service Facility (ASF).

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

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

❍ Product name—MultiPASS L6000

❍ Serial number

❍ MultiPASS Desktop Manager version number

❍ Place of purchase

❍ Nature of problem

❍ Steps you have taken to solve the problem and the results

The serial number is located on the label on the back of the unit:

```
                                              RS5-8658
        CANON INC.(DA1)                     MADE IN JAPAN
        ─────────────────────────────────────────────
        NO.  X X X X X X X X
                                    ─────── SERIAL
                                            NUMBER
```
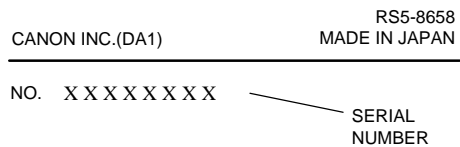
The version number of MultiPASS Desktop Manager is included in the About information. In the Desktop Manager, click Help and then click About.

# Paper Jams

On occasion, the document feeding into the MultiPASS or the paper in its multi-purpose tray may misfeed or jam. You can usually clear the problem easily.

N  You need not unplug the MultiPASS to clear paper jams.

## Jams in the Automatic Document Feeder (ADF)

CHECK DOCUMENT

**1**

Press STOP.

STOP

▶ Stops the operation.

**2**

Open the operator panel.

❍ Gently pull the operator panel toward you.
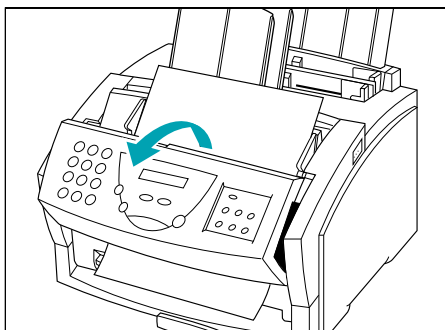
N  Do not try to pull out the document without opening the operator panel; you may tear or smudge the document.

**3**

**Remove the document.**

❍ Pull the jammed page in either direction, but DO NOT force it.
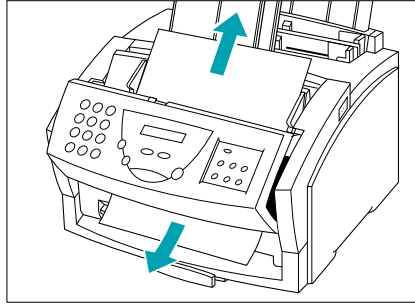


❍ If a multipage document is loaded, remove the entire document from the ADF.

**4**

**Close the operator panel.**

❍ Gently press the operator panel until it clicks closed.
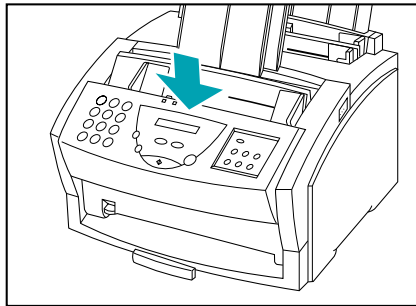


❍ Fan and stack the sheets, and replace the stack in the ADF.

❍ Press **STOP** to clear the error message.

❍ Start your operation again.

# Jams in the Output Slots

CLEAR PAPER JAM

**1**

Gently pull
any jammed paper
out of the unit.

FACEDOWN
OUTPUT SLOT

FACEUP OUTPUT
SLOT
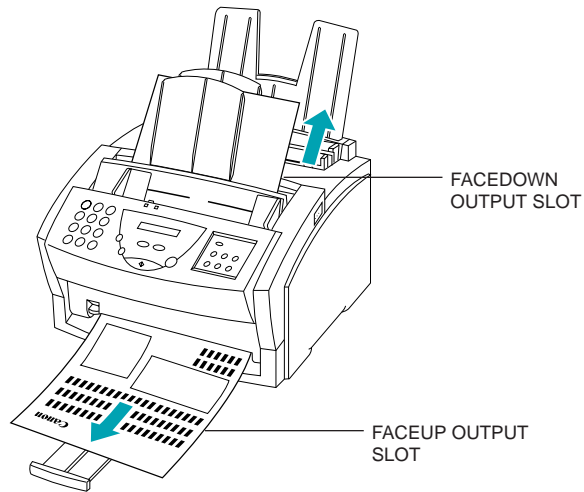
**2**

Remove the
stack of paper
from the multi-
purpose tray.

❍ Fan the paper, and tap it on a flat surface to even out the
stack.

❍ Reload the paper into the multi-purpose tray. Make sure
you adjust the paper guide to the stack, and that the stack
does not exceed the limit mark.

If you are printing from a Windows application, follow any instructions
displayed on your computer.

If the paper jam occurred while a fax was being received, the MultiPASS
will store the fax in memory and print it when the jam is cleared.

**Troubleshooting**

# Jams Inside the Unit

C

❍ The fixing assembly (shaded) becomes extremely hot when the MultiPASS is in use. Be very careful not to touch it, as injury may result.

❍ When removing the jammed paper, be careful not to touch the transfer charging roller, as its surface is very delicate and susceptible to finger oil and scratches, which may lead to print deterioration.
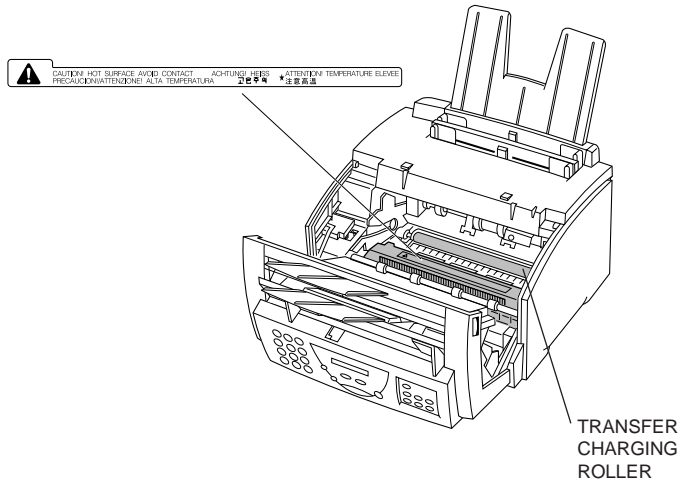


CAUTION! HOT SURFACE AVOID CONTACT    ACHTUNG! HEISS    ATTENTION! TEMPERATURE ELEVEE
PRECAUCION/ATTENZIONE! ALTA TEMPERATURA    고온주의    注意高温

TRANSFER
CHARGING
ROLLER

---

**1**

**Open the front cover.**

❍ Press the release latches on the sides of the unit.

❍ Lift the cover forward to its open position.
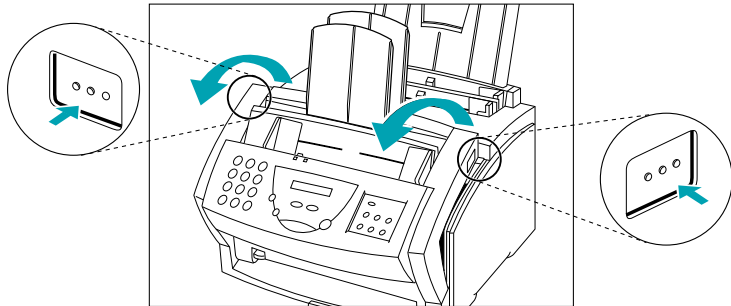
**Remove the toner cartridge.**

❍ Hold the cartridge by its handle and remove it from the unit.

❍ Cover the cartridge to protect it from the light.
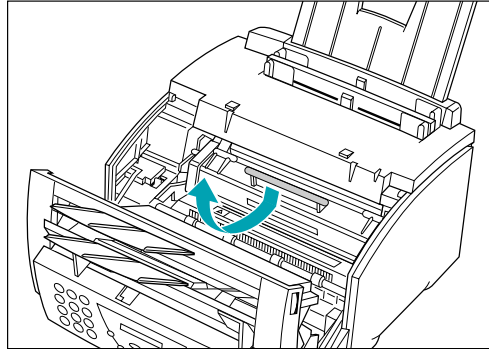
**Press the paper release lever toward the back of the unit.**
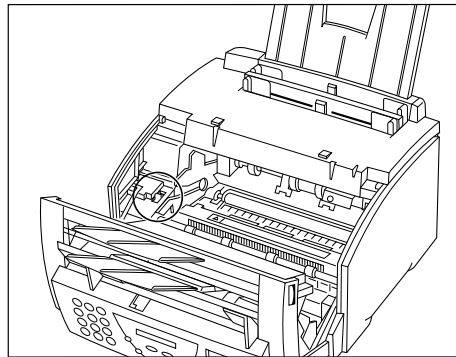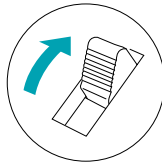


Now locate the jammed piece of paper.

## Jams in the Back Area of the Unit

If the paper has jammed near the multi-purpose tray slot:

❍ Hold the unit steady and pull the jammed paper straight out from the unit.
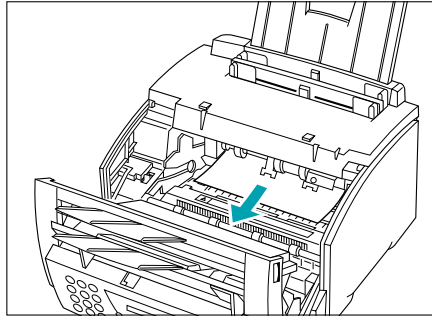


N

❍ If the jammed sheet tears, remove all of the paper scraps from the unit.
❍ Be careful not to spill the toner on the jammed sheet. The toner is not fused to the paper yet, and any toner spilled inside the unit may adversely affect print quality.
❍ Be careful not to get toner on your hands or clothing. If you do, wash it off immediately with cold water.

If the top edge of the paper is in the fixing assembly:

❍ First move the jammed paper toward the back of the unit (1)

❍ Then pull it toward you to remove it (2).
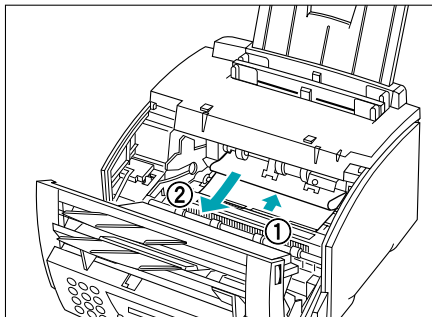
## Jams in the Front Area of the Unit

If the top edge of the paper has passed through the fixing assembly:

❍ Pass the paper under the roller.
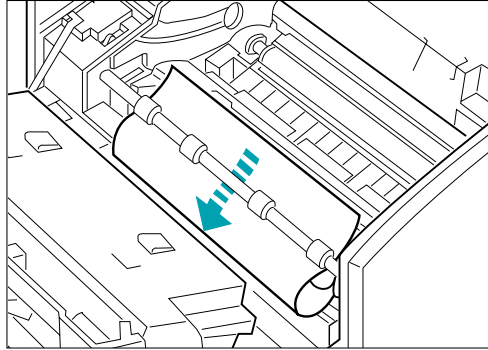
❍ Use both hands to carefully pull the jammed paper.

❍ Pull gently being careful not to tear the paper. Make sure no paper remains inside the unit.

❍ Be sure to remove all the jammed paper. Any remaining paper will cause more jams.

Troubleshooting
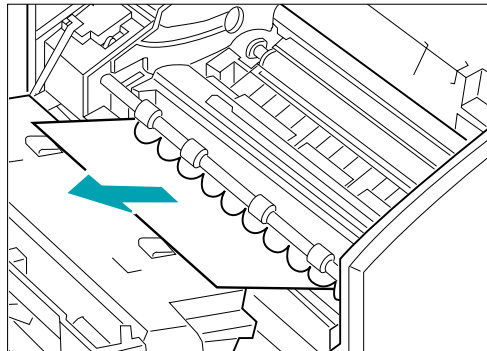
If the paper is jammed near the faceup delivery slot:

❍ Hold the front cover and gently pull the sheet through the exit slot.
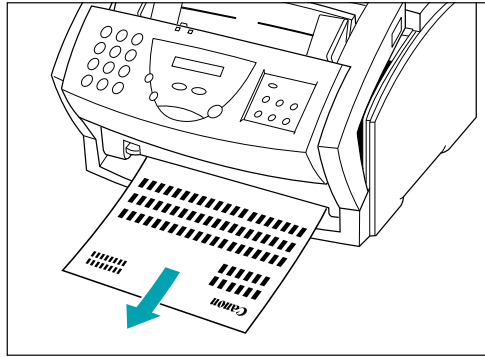
N  Do not close the front cover while removing a jammed sheet of paper. This
will return the paper release lever to its closed position.

## After Clearing a Paper Jam

After removing the jammed paper, follow these steps:

1. Install the FX-3 Toner Cartridge back in the unit.

2. Move the paper release lever back to its original position (toward
   the front).

3. Close the front cover to reset the unit.

4. Load paper in the multi-purpose tray.

If you are experiencing repeated paper jams, it may be due to the paper
you are using:

❍ Tap the paper on a flat surface before stacking it in the multi-purpose
tray.

❍ Check that the paper you are using and your printing environment are
within the specifications of the unit. See Appendix A, Specifications.

❍ Make sure you have removed any scraps of paper from inside the unit.
Any remaining paper will cause another paper jam.

# LCD Messages

The following messages are displayed in the LCD when the MultiPASS is performing a function or encounters an error. The Error Code appears on the Activity Report.

| Message | Error Code | Cause | Action |
|---|---|---|---|
| AUTO REDIAL | — | The MultiPASS is waiting to redial the other party's number because the line was busy or the other party did not answer when you tried to send the document. | Wait for the MultiPASS to try redialing. If that doesn't work, wait until the MultiPASS starts to dial the number, then press **STOP** to cancel redialing. Try to send the document again at a later time. |
| BUSY/NO SIGNAL | #005/018 | The telephone number you dialed is busy. | Try sending the document at a later time. |
| | | The fax number dialed was incorrect. | Check the fax number and dial again. |
| | | The other party's fax is not working. | Contact the other party and have them check their fax. |
| | | The other party is not using a G3 machine. | Contact the other party and have them send or receive the document using a G3 machine. |
| | | The touch-tone/rotary pulse setting on your MultiPASS is incorrect. | Set your MultiPASS to the setting that matches your telephone line (see page 8-4). |
| | | The receiving fax did not answer within 55 seconds. | Contact the other party and have them check their fax. You can try to send the document manually. For an overseas call, add pauses at the end of the registered number. |
| CALLING | — | The MultiPASS is calling the receiving fax machine. | Press **STOP** if you want to cancel the transmission. |

Troubleshooting

| Message | Error Code | Cause | Action |
|---------|-----------|-------|--------|
| CHANGE CARTRIDGE | — | The toner cartridge may be empty. | Rock the cartridge to distribute the toner inside (see page 9-11). |
| | | | If necessary, replace the toner cartridge. Any documents received in memory will be printed automatically. |
| | | Memory may be full because toner ran out. | Replace the toner cartridge and have the other party send the fax again. |
| CHECK COVER/CART | — | The toner cartridge is not installed properly. | Make sure the toner cartridge is installed properly. |
| | | The front cover is open. | Close the front cover. |
| CHECK DOCUMENT | #001 | The document is jammed in the ADF. | Remove the document you are trying to send or copy and start again. |
| CHECK PAPER SIZE | | The size of the paper in the multi-purpose tray and that specified in the MultiPASS setup are different. | Set the correct paper size in the Receive Fax dialog box of the Setup Options in the MultiPASS Desktop Manager (see page 8-7). |
| CHECK PRINTER | — | The toner cartridge may be defective. | Reinstall the cartridge and try your operation again. |
| | | | If the error does not clear, try unplugging the unit. Wait several minutes, then plug it back in. Also, try installing a new toner cartridge. |
| | | The unit is connected to an uninterruptible power supply (UPS). | Make sure the power cord is plugged into an AC outlet. |
| CLEAR PAPER JAM | #009 | There is a paper jam or the multi-purpose tray is empty. | Remove any paper from the multi-purpose tray. Clear the paper jam (see pages 10-5 to 10-10). Then reload paper in the multi-purpose tray. Any documents received in memory will be printed automatically. |

| Message | Error Code | Cause | Action |
|---|---|---|---|
| COMMUNICATING PLEASE WAIT | — | You tried to send a fax manually when the MultiPASS was already sending a fax from memory. | Wait until the fax is sent, or use memory sending. |
| DOC TOO LONG | #003 | It took more than 32 minutes to send or copy a document. | Divide the document and send or copy each part separately. |
| | | It took more than 32 minutes to receive a document. | Contact the other party. Have them divide the document and send each part separately. |
| | | The document is longer than 39.4 inches (1 m). | Use a copy machine to make a reduced copy of the document and send the copy. |
| DOCUMENT READY | — | The document in the ADF is ready for faxing, scanning, or copying. | Send the fax, scan the document, or make a copy. |
| ECM RX ECM TX | — — | The MultiPASS is receiving (RX) or sending (TX) a fax using ECM. | ECM transmissions may take longer than normal transmissions. Turn off ECM if you need to receive or send quickly, or if you know your local lines are in good condition. |
| HANG UP PHONE | — | The telephone is off hook. | Place the telephone properly into its cradle. |
| LOAD PAPER | — | The MultiPASS is out of recording paper (the multi-purpose tray is empty). | Load paper in the multi-purpose tray. Any documents received in memory will be printed automatically. |
| MEMORY FULL | #037 | The memory of the MultiPASS is full because it has received too many documents, or a very long or detailed document. | Print out any documents that are stored in memory. Then start the operation again. |
| | | Memory is full because you tried to send too many pages at once, or a very long or detailed document. | Divide the document and send each part separately. |
| MEMORY FULL PLEASE WAIT | — | The MultiPASS is sending a fax and its memory is full. | The MultiPASS continues to send the fax as memory becomes available. |

Troubleshooting

| Message | Error Code | Cause | Action |
|---|---|---|---|
| MEMORY USED nn% | — | Shows the percentage of memory currently in use. | If you need more space, print or send any documents in memory. |
| NO ANSWER | #005 | The receiving fax machine does not answer. | Make sure you dialed the correct number. Try again later. |
| NO RX PAPER | #012 | The other party's fax is out of paper or its memory is full. | Contact the other party and have them install paper in their fax. |
| NO TEL # | #022 | The one-touch or coded speed dialing number has not been registered. | Register the number (see page 3-18). |
| NOT AVAILABLE | — | In manual sending, you entered a speed dialing number that is assigned to a group. | Use regular dialing. |
| PLEASE WAIT | — | The MultiPASS is warming up. | Wait until the date and Receive Mode appear in the LCD display, then begin. |
| REC'D IN MEMORY | — | The paper or toner ran out, or a paper jam occurred, so the MultiPASS received the document in memory. | Add paper to the multi-purpose tray, change the toner cartridge, or clear the paper jam. The MultiPASS automatically prints the document stored in memory. |
| RECEIVED IN FILE | — | The computer was off and a document was received in the memory of the MultiPASS. | Turn the computer on to upload the file to the Desktop Manager.<br><br>To print the document, press **FUNCTION** then scroll to **FILE PRINT** and press **START/COPY**. |
| START AGAIN | — | An error has occurred in the phone line or in the system. | Start the procedure again from the beginning. |
| TX/RX CANCELLED | — | You pressed **STOP** to cancel the transmission. | Try sending again. |
| TX/RX NO. nnnn | — | When the MultiPASS sends or receives a fax, it assigns it a unique identification number. | Write the number down if you'll need it later. |

# Printing Problems

| Problem | Cause | Solution |
|---------|-------|----------|
| The ALARM light comes on and the MultiPASS L6000 beeps while printing | The MultiPASS may have a paper jam. | Clear any paper jams. See page 10-3. |
| | | If you cannot clear the problem, unplug the MultiPASS, wait 15 seconds, then plug it in again. (You will lose any documents stored in memory.) If the problem is fixed, the ALARM light will be off and the LCD display will show the date and Receive Mode (Standby Mode). |
| | | If the ALARM light stays on, call the Customer Care Center. See page 1-2. |
| Data from computer is not printed | The power cord may not be plugged in securely. | Check that the power cord is plugged securely into the unit and into the wall outlet. If the MultiPASS is plugged into a power strip, make sure the power strip is plugged in and turned on. |
| | The interface cable may not be securely connected to the MultiPASS and the computer. | Check the interface cable connection. |
| | The interface cable may not be the correct type. | Make sure the cable is a bi-directional parallel interface cable less than 6.6 feet (2 m) in length. |
| | The MultiPASS or computer may have been turned on when you connected the interface cable. | Unplug the MultiPASS and turn off the computer. Plug the unit back in and turn the computer back on again. |
| | The toner cartridge may need to be replaced. | Rock the toner cartridge. See page 9-11. |
| | The application you are printing from may not be set up properly. | Check the computer and the application to make sure they are configured correctly. |

**Troubleshooting**

| Problem | Cause | Solution |
|---|---|---|
| Data from computer is not printed (continued) | The MultiPASS L6000 may not be set as the default printer or the selected printer. | Make sure the MultiPASS L6000 is selected as the default or current printer. |
| | | Make sure MultiPASS Background is running. |
| | The printer driver may be configured with the wrong port. | Make sure the MultiPASS Printer Driver is configured to use the computer's parallel port. See page 2-5. |
| | The computer's parallel port may be disabled. | Make sure your computer's CMOS has the primary parallel port set to LPT1. (Your computer should have a Setup Program that lets you do this.) See your computer's documentation. |
| The printed output is not what you expected | There may be a communication problem between the MultiPASS and your computer. | Make sure the computer and the application are configured correctly for communicating with the MultiPASS. |
| | The interface cable may not be securely connected to the MultiPASS and the computer. | Check the interface cable's connections. |
| | The interface cable may not be the correct type. | Make sure you are using a bi-directional parallel interface cable that is less than 6.6 feet (2 m) long. |
| | You may not be using the correct printer driver. | Make sure you have selected the MultiPASS printer in your application. |
| | Previous software settings may not be cleared. | Make sure the MultiPASS was cleared of the previous software settings before the print job started. See the application's documentation. |

| Problem | Cause | Solution |
|---|---|---|
| Printout does not match paper size | Paper may not be loaded and aligned correctly in the multi-purpose tray. | Make sure the paper is loaded and aligned correctly. See page 1-9. |
| | The application's page size and margin settings may be incorrect. | Make sure the paper size and margin set in your application are correct for the paper in the multi-purpose tray. |
| | The selected printer driver may be incorrect. | Make sure you select the MultiPASS printer in your application. |
| Print jobs vanish or you are printing garbage | Another Windows application on your computer may be trying to communicate with the printer port the MultiPASS Background is using. This conflict can result in strange printing behavior. | Turn off spooling in the MultiPASS Printer Driver. See page 2-5. |
| | Make sure the MultiPASS Background is loaded. | If the MultiPASS Background icon does not appear on the bottom of your screen, turn on the MultiPASS Background. |
| The printout curls | Your pages may include a large amount of toner. | Remove each sheet as it is printed. Allow it to dry, then roll it in the opposite direction of the curl. |
| Your computer indicates a device time-out | A device time-out occurs when the computer sends data to the MultiPASS, but the MultiPASS does not respond. The MultiPASS may be unplugged, not connected to the computer, or have a paper jam. | Make sure the MultiPASS is plugged in, and that its interface cable is securely attached to the unit and to the computer. Clear any paper jams, and make sure paper is loaded properly in the multi-purpose tray. |

Troubleshooting

# Print Quality Problems

| Problem | Cause | Solution |
|---|---|---|
| Print is not clear | The paper you are using may not be supported by the unit. | Make sure you are using paper that matches the specifications (see page A-1). |
| | You may be printing on the wrong side of the paper. | Some paper has a right side for printing. If the print quality is not as clear as you would like it to be, try turning the paper over and printing on the other side. |
| Printed output has vertical white lines | Toner may be low or unevenly distributed. | Remove the toner cartridge and gently rock it from front to back and from side to side to evenly distribute the toner. If this does not solve the problem, replace the toner cartridge. |

# Paper Feeding Problems

| Problem | Cause | Solution |
|---|---|---|
| Paper does not load | The multi-purpose tray may contain too many sheets. | Make sure the stack of paper in the multi-purpose tray does not exceed the limit mark. |
| | Paper may not be inserted correctly in the multi-purpose tray. | Make sure the stack of paper is inserted into the multi-purpose tray, and the paper guides are adjusted correctly. |
| | Certain types of paper may not feed properly through the manual feed slot. | Try feeding the paper through the multi-purpose tray, one sheet at a time. |
| Paper is loaded skewed (printing is skewed) | Paper may not be stacked correctly in the multi-purpose tray. | Make sure the stack of paper is straight in the multi-purpose tray. |
| | | Make sure there are no gaps between the stack of paper and the paper guides. |
| | | Make sure the paper exit path is clear. |

| Problem | Cause | Solution |
|---|---|---|
| Several sheets load into unit at the same time | Paper may not be loaded correctly in the multi-purpose tray. | Make sure paper is inserted correctly in the multi-purpose tray. |
| | Sheets of paper may be sticking together. | Be sure to fan the stack of paper before placing it in the multi-purpose tray. |
| | Too much paper may be stacked in the multi-purpose tray. | Make sure the paper rest is extended and the paper is stacked correctly in the multi-purpose tray. |
| | | Do not force the stack into the multi-purpose tray. |
| | Different types of paper may be stacked in the multi-purpose tray. | Load just one type of paper. |
| | | Make sure you are loading paper that matches the specifications of this unit. See Appendix A, *Specifications*, for details. |
| Transparencies do not feed correctly | The transparency may not be loaded correctly. | Make sure you load only one transparency at a time. |
| Repeated paper jams occur | The paper you are using may be causing the jams. | Fan the paper before stacking it in the multi-purpose tray. This keeps the sheets of paper from sticking together. |
| | | Check that the paper you are using and your printing environment are within the specifications of the unit. See Appendix A, *Specifications*, for details. |
| Envelopes do not feed | Envelopes may not be loaded correctly. | Make sure the envelopes are loaded properly. (See page 2-11.) |
| | | Make sure there are no more than 7 envelopes in the multi-purpose tray. |
| | You may need to choose the envelope setting in your printer driver. | Make sure you select the correct envelope size in the Paper Setting dialog box in your printer driver. |
| | Envelopes may not match the specifications for this unit. | Envelopes must be U.S. Commercial number 10 ($9.5 \times 4.1$ inches) or European DL ($220 \times 110$ mm). |

Troubleshooting

# Faxing Problems

| Problem | Cause | Solution |
|---------|-------|----------|
| Cannot send a document | The MultiPASS may have overheated. | Unplug the unit and let it cool for several minutes. Try sending again. |
| | The MultiPASS may not be set for the type of telephone line in use (pulse/tone). | If you have a pulse line, be sure the MultiPASS is set for pulse dialing. |
| | The document may not have been fed correctly into the MultiPASS. | Remove the document, stack it, and load it into the ADF correctly (see page 1-12). |
| | | Make sure the operator panel is closed. |
| | The one-touch or coded speed dialing number you used may not be registered for the feature you want to use. | Check the one-touch or coded speed dialing button and be sure it is registered correctly. |
| | The receiving fax may be out of paper. | Call the other party and ask them to make sure paper is loaded. |
| | There may be other documents being sent from memory. | Allow time for the current document to finish sending. |
| | An error may have occurred during sending. | Check the LCD for an error message. |
| | The telephone line may not be working properly. | Make sure there is a dial tone when you lift the telephone. If not, contact the local telephone company. |
| | The receiving fax machine may not be a G3 fax machine. | Make sure the receiving fax machine is compatible with the MultiPASS (which is a G3 fax machine). |
| Images on faxes received from the MultiPASS are spotted or dirty | The receiving fax machine may not be working properly. | Check the MultiPASS by making a copy. If the copy is clear, the problem may be in the receiving fax machine. |
| | The document may not be properly inserted in the ADF. | Remove the document and load it correctly into the ADF. See page 1-12. |

| Problem | Cause | Solution |
|---|---|---|
| Cannot send or receive using Error Correction Mode (ECM) | The other party's fax may not support ECM. | Some fax units do not support ECM transmission. If the other party's fax does not support ECM transmission, then the document is sent in the normal mode without error checking. |
| Errors occur frequently while sending or receiving | The phone line may be in poor condition, or you may have a poor connection. | Lower the transmission speed. See the Advanced: Send Fax dialog box (page 8-5) and the Advanced: Receive Fax dialog box (page 8-8). |
| | The sending fax machine may not be functioning properly. | The sending fax machine usually determines the fax's quality. Call the sender and have them make sure the top cover and scanning glass on their fax machine are clean. |
| Cannot receive a fax automatically | The MultiPASS may not be set to receive automatically. | To receive faxes automatically, the Receive mode must be Fax Only, FaxTel, or Ans. Machine mode. |
| | The MultiPASS may have a document stored in memory. | Print out any document stored in memory. (See page 5-5.) |
| | The MultiPASS Desktop Manager may have received the fax. | Check the In Box in the Desktop Manager. |
| | An error may have occured during reception. | Check the LCD for an error message. (See page 10-11.) |
| | The multi-purpose tray may be empty. | Make sure paper is loaded in the multi-purpose tray. |
| | The telephone line may not be connected properly. | Make sure all phone line connections are secure. |
| | The MultiPASS is printing a document. | The incoming fax is stored in memory and will print when the print job is complete. |

| Problem | Cause | Solution |
|---|---|---|
| The MultiPASS does not switch automatically between telephone and fax transmissions | The MultiPASS may not be in FaxTel mode. | For the MultiPASS to switch automatically between fax and telephone reception, the Receive Mode must be set to FaxTel mode. |
| | In the Advanced: Receive Fax options, the "Default Action if No Answer To Telephone" is set to Disconnect. | Make sure this option is set to Receive. (See page 8-8). |
| | There may be a document in memory. | Make sure you have printed out any documents in memory. |
| | An error may have occured during reception. | Check the LCD for an error message. (See page 10-11.) |
| | The multi-purpose tray may be empty. | Make sure paper is loaded in the multi-purpose tray. |
| | The sending fax may not send the CNG signal that tells the MultiPASS that the incoming signal is a fax. | Some fax units cannot send the CNG signal that tells your MultiPASS the incoming signal is from a fax. In such cases, you will have to receive the document manually. |
| Cannot receive a document manually | You may have pressed **START/COPY** after hanging up the telephone. | Always press **START/COPY** before hanging up the telephone. Do not press **START/COPY** after you hang up the telephone; this will disconnect the call. |

| Problem | Cause | Solution |
|---|---|---|
| Print quality is poor | You may not be using the correct type of paper. | Be sure you are using paper that meets the paper requirements for the MultiPASS (see page A-1). |
| | The sending party may be having a problem. | Make a copy on your MultiPASS. If the image is OK, then your MultiPASS is operating properly. Contact the other party and have them check their machine. |
| | Error correction (ECM) may be disabled. | Make sure Error correction (ECM) is set to on in the Advanced: Receive fax dialog box of the Desktop Manager. |
| Faxes do not print | The toner cartridge may not be installed correctly. | Make sure the toner cartridge is installed correctly (see page 9-11). |
| | The toner cartridge may need to be replaced. | Try another toner cartridge. |
| Fax images print blotched or uneven | The telephone lines may be in poor condition, or you may have a bad connection. | ECM sending/receiving should eliminate such problems. However, if the telephone lines are in poor condition, you may have to try again. |
| | The other party's fax may have a problem. | Remember, the sending fax usually determines document quality. Be sure the other party's top cover and scanning glass are clean. |

# Telephone Problems

| Problem | Cause | Solution |
|---|---|---|
| You cannot dial | The telephone line may not be connected properly. | Be sure the telephone line is correctly connected to the MultiPASS (see your *Quick Start Guide*). |
| | The unit may not be getting power. | Make sure the power cord is connected to the MultiPASS and to an AC outlet; make sure the AC outlet has power. |
| | The MultiPASS may not be set for the type of telephone line in use (pulse/tone). | If you have a pulse line, be sure the MultiPASS is set for pulse dialing (see page 8-4). |
| The phone disconnects while you are talking on the line | The MultiPASS may not be plugged in properly. | Make sure the MultiPASS is plugged in correctly. |
| | If the MultiPASS is in Answer Machine Mode and Silent Receive is enabled, the unit will switch to fax receive mode when it detects a period of silence. | Disable the "If Silence is heard for" option in the Answering Machine Mode Option of the Advanced Receive Fax dialog box. |

# Copying Problems

| Problem | Cause | Solution |
|---|---|---|
| The MultiPASS will not make a copy | The document may not be loaded correctly in the ADF. | Make sure the document is set facedown in the ADF and the LCD displays DOCUMENT READY. |
| | | Make sure the operator panel is closed. |
| | The telephone may be off hook. | Make sure the telephone is in its cradle. |
| | The toner cartridge is not installed. | Make sure the toner cartridge is installed correctly. |
| | The MultiPASS may not be be operating properly. | Try to print a document from your computer. |

| Problem | Cause | Solution |
|---------|-------|----------|
| MEMORY FULL appears in the LCD when you are making multiple copies | The MultiPASS's memory is full. | Print out any faxes stored in memory. Then print one copy at a time. |
| | The documents you are trying to print may have too much graphic or detailed information. | If nothing is stored in memory, print one copy at a time. |

# General Problems

| Problem | Cause | Solution |
|---------|-------|----------|
| The MultiPASS has no power | The power cord may not be securely plugged into the unit. | Make sure the power cord is plugged securely into the unit and into a wall outlet. |
| | | If the power cord is connected to a power strip, make sure the strip is connected to an outlet and turned on. |
| | The power cord may not be supplying power. | Check the power cord by substituting another, or by connecting the power cord to a wall outlet you know to be working. |
| Nothing appears in the LCD display | The MultiPASS may not be receiving power. | Check the plug and be sure it is firmly plugged into the power connector and the wall outlet. |
| | | Open and close the front cover. |
| | | If the display remains blank, unplug the MultiPASS, wait five seconds, then plug it in again. |

Troubleshooting

# Technical Notes

## Using Other Bi-directional Devices

If you have another bi-directional device (such as a Windows Printing System printer or a later-model laser printer) installed on your computer and you are attempting to use the same port on which you have the MultiPASS connected, you may experience undesirable results when printing a document.

Be sure the MultiPASS is the only device configured to a particular port. The MultiPASS operates properly only with a dedicated parallel port. (Note that you can set the WPS driver to file, or use a PCL emulation driver for the WPS printer, or install a second parallel port—one for each printer.)

## MultiPASS Hardware Cannot Initialize

1. Remove any pass-through devices, switch boxes, zip drives, tape backups, docking stations, scanners, and any software associated with these products.

2. Make sure that the MultiPASS is connected directly to the computer with a bi-directional (IEEE 1284-compliant) interface cable that is 6 feet or shorter. Do not attempt to use a longer cable.

3. Shut down the computer and unplug the MultiPASS. Disconnect and reconnect the interface cable. Plug in the MultiPASS and wait until the LCD displays the date and Receive Mode. Once the unit is in Standby mode (the LCD displays the date and Receive Mode), turn on the computer.

4. Check that the parallel port is set for ECP or bi-directional mode in the computer's BIOS. If you do not know how to enter the BIOS or make the changes, contact the computer manufacturer.

5. If the above procedures do not resolve the problem, please call the Canon Computer System Customer Care Center. See page 1-2 for details.

# Using Switch Boxes

Canon does not recommend using a switch box with the MultiPASS. To use more than one printer, it's a good idea to add a second parallel port to your computer.

# If the Power Goes Out

If power to the MultiPASS L6000 is cut off, any documents stored in its fax memory will be lost. (The MultiPASS automatically prints a list of the lost documents when power is restored.) Because of this, be sure to print documents stored in memory or resend them as soon as possible.

While the power is out, the MultiPASS will receive telephone calls if a telephone is attached. However, you cannot make calls (unless you are using a cordless phone) or send or receive faxes.

Avoid unplugging the MultiPASS unless absolutely necessary. This is the same as a power outage.

## Memory Clear Report

The Memory Clear Report summarizes the documents that were cleared from memory when a power failure occurred. This report is generated automatically.

❍ If you experience a power failure, any documents stored in memory will be lost.

❍ When you turn on the MultiPASS after power is restored, the MultiPASS automatically prints out a list of documents that were stored in the memory at the time of the power failure.

```
12/11/98 FRI 10:12  FAX 321 456 7777       CANON                           ☑ 001

                        ***************************
                        ***  MEMORY CLEAR REPORT  ***
                        ***************************

                             MEMORY FILES DELETED
```

| TX/RX NO | MODE | CONNECTION TEL/ID | PGS. | SET TIME | ST. TIME |
|----------|------|-------------------|------|----------|----------|
| 0001 | B'CAST | [  01] Canon TOKYO | 3 | 12/11 09:07 | |
| | | [  02] CANON ESPAÑA | | | 09:09 |
| 0002 | TRANSMIT | [* 01] Canon TOKYO | 1 | 12/11 10:10 | 10:11 |

Troubleshooting

N If there is no paper in the multi-purpose tray when the power goes out, the LCD will display LOAD PAPER and PRINTING REPORT when the power is restored. If this happens, load paper in the multi-purpose tray and wait for the unit to print the Memory Clear Report. You will be unable to send documents or receive faxes in memory until you do
this. If you have no paper available and you urgently need to send a document or receive a fax in memory, press the **STOP** button to enable sending and receiving. However, please note that once you have pressed the **STOP** button, the unit will no longer print the Memory Clear Report.

# Laser Printer

**Printing method**
Laser beam printing

**Printing resolution**
$300 \times 300$ dpi (default)
$600 \times 600$ dpi

**Paper handling**
Automatic feed
Manual feed

**Multi-purpose tray capacity**

| | |
|---|---|
| Plain paper (20 lb or 75 $g/m^2$) | Approx. 100 sheets |
| Envelopes | 7 envelopes (U.S. Commercial number 10 or European DL) |

**Paper size**

| | |
|---|---|
| Letter | 8.5 in $\times$ 11 in |
| Legal | 8.5 in $\times$ 14 in |
| A4 | 210 mm $\times$ 297 mm |
| U.S. Commercial number 10 envelope | 9.5 in $\times$ 4.1 in |
| European DL envelope | 220 mm $\times$ 110 mm |

**Media type**

| | |
|---|---|
| Plain paper | Auto (100 sheets) or manual feed |
| Transparencies | Manual feed only (faceup delivery) |
| Envelopes | Auto (7 envelopes) or manual feed (faceup delivery) |

**Paper weight**

| | |
|---|---|
| Automatic feed | 17 to 24 lb (64 to 90 $g/m^2$) |
| Manual feed | 17 to 28 lb (64 to 105 $g/m^2$) |

**Printing width**

| | |
|---|---|
| Maximum | 8.56 in (212 mm) |

**Print speed**
Up to 6 ppm

## Printable areaÑPapers
The shaded portion in the following figure shows the printing area for papers.
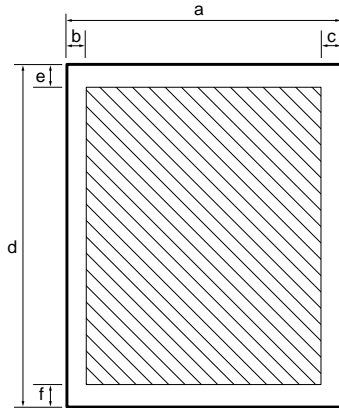


| Letter size | | Legal size | |
|---|---|---|---|
| a | 8.5 in | a | 8.5 in |
| b | 0.16 in (max) | b | 0.16 in (max) |
| c | 0.20 in (max) | c | 0.20 in (max) |
| d | 11.0 in | d | 14.0 in |
| e | 0.22 in (max) | e | 0.22 in (max) |
| f | 0.40 in (max) | f | 0.42 in (max) |

### A4 size

| a | 210 mm |
|---|---|
| b | 4.0 mm (max) |
| c | 5.0 mm (max) |
| d | 297 mm |
| e | 5.5 mm (max) |
| f | 10.1 mm (max) |

## Printable areaÑEnvelopes
The shaded portion in the following figure shows the printing area for an envelope.
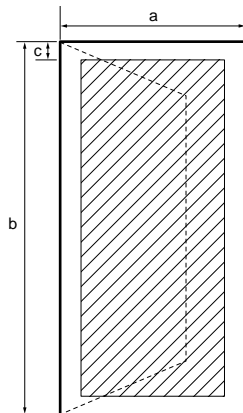


| U.S. Commercial number 10 | | European DL | |
|---|---|---|---|
| a | 4.1 in | a | 110 mm |
| b | 9.5 in | b | 220 mm |
| c | 0.22 in (max) | c | 5.5 mm (max) |

## Interface
IEEE 1284-compatible, bi-directional parallel interface

# Toner Cartridge

### FX-3 Toner Cartridge
Cartridge yield                 Approx. 2700 pages/cartridge
                                at 4% paper coverage

# Facsimile

### Applicable line
Public switched telephone network

### Compatibility
G3

### Data compression system
MH, MR, MMR (ECM-MMR)

### Modem type
Fax modem

### Modem speed
14400/9600/7200/4800/2400 bps
    Automatic fallback

### Transmission speed
Approx. 6 seconds/page* at 14.4 Kbps, G3 ECM-MMR
    transmitting from memory

### Transmission/reception memory
Approx. 1.4 MB DRAM, MR storage
Approx. 122 pages* (up to 20 documents)
LCD displays memory used
Uses direct transmission when memory full

### Automatic Document Feeder (ADF)
20 pages, letter or A4 size (based on 20 lb paper)
10 pages, legal size
1 page, other sizes

### Fax printing speed
Approx. 6 pages/minute*

*Based on the CCITT #1 Chart, Standard mode

## Fax resolution

Fine mode—203 pels/in $\times$ 196 lines/in
(8 pels/mm $\times$ 7.7 lines/mm)

Standard mode—203 pels/in $\times$ 98 lines/in
(8 pels/mm $\times$ 3.85 lines/mm)

## Dialing

Automatic dialing
   One-touch speed dialing (6 locations)
   Coded speed dialing (50 locations)
   Group dialing (55 locations)
Manual dialing (with numeric buttons)
Automatic redialing (including error redialing)
   Redial times: 1-10
   Redial interval: 2-99 min
Manual redialing
Pause button (variable length: 1-15 sec)

## Networking

Delayed transmission (through Desktop Manager only)
Sequential broadcast (up to 57 locations through operator panel and up
   to 65 locations through Desktop Manager)
Automatic receiving
Non-ring reception
Deactivate ECM
DRPD (Distinctive Ring Pattern Detection)

## Report/reference

Activity report (up to 20 transactions)
Non-delivery report
TTI (Transmitter Terminal Identification)

## Toner saver

Economy mode for printing received faxes extends
cartridge life to approx. 2700 pages

# Copier

### Scanning resolution
$600 \times 300$ dpi (Direct copy)
$300 \times 300$ dpi (Memory copy)

### Printing resolution
$600 \times 600$ dpi

### Default size
100%

### Reduction sizes
70%, 80%, 90%

### Copy speed
One copy only—25 seconds
First copy of multiple copies—45 seconds
Subsequent copies—10 seconds

### Multiple copies
Up to 99 copies of a document

# Scanner

### Scanning method
Solid-state electronic scanning by contact image sensor

### Scanning image processing
UHQ™ (Ultra High Quality image enhancement)
Halftones—256 levels of gray

### Automatic document feeder
Paper size—Up to 20 letter-size or A4-size sheets
   10 legal size sheets
   1 sheet for other sizes
   (Based on 20 lb paper)
Document thickness—
   Auto feed—0.002 to 0.005 in (0.07 to 0.13 mm)
   Manual feed—0.023 to 0.0118 in (0.06 to 0.3 mm)
Document weight—
   Auto feed—13 to 24 lb (50 to 90 g/m$^2$)
   Manual feed—10.6 to 90 lb (40 to 340 g/m$^2$)

## Scanning resolution
200 × 200 dpi, 300 × 300 dpi, and 600 × 600 dpi

## Effective scanning width
8.42 in (214 mm)

## Compatibility
TWAIN

## Scanning speed
B&W Text mode—8.7 sec/page (300 × 300 dpi)
                    17.5 sec/page (600 × 600 dpi)
Grayscale mode—35 sec/page (300 × 300 dpi)
                    70 sec/page (600 × 600 dpi)

## Document sizes (W × L)
Maximum—Auto feed—8.5 × 14 in (216 × 355.9 mm)
                Manual feed—8.5 × 39 in (216 × 1 mm)
Minimum—Auto feed—4.1 × 5.8 in (105 × 148 mm)
                Manual feed—3.5 × 1.75 in (88.9 × 44.5 mm)



8.5 in
(216 mm)

Up to a maximum
of 32 minutes for
sending each page
or
14 in (355.9 mm) in
length (AUTO FEED) or
approx. 39 in (1 m) in
length (MANUAL FEED)

AUTO FEED
4.1 in
(105 mm)

5.8 in
(148 mm)

MANUAL FEED
3.5 in
(88.9 mm)

1.75 in
(44.5 mm)
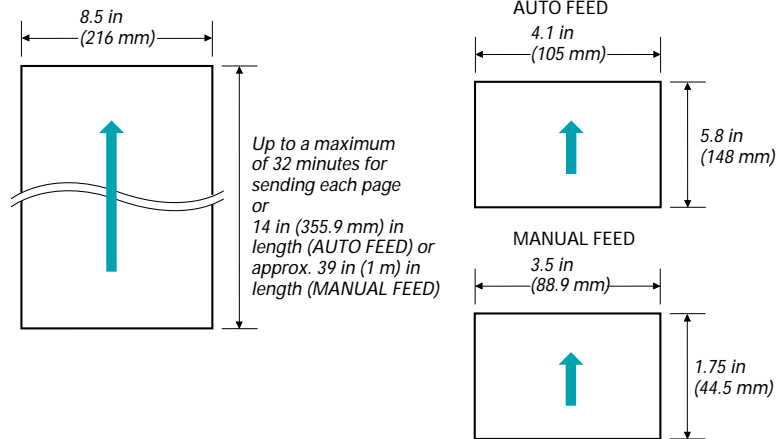
### Scanned image

The actual scanned image size for the MultiPASS is shown below. This information applies to documents that will be scanned for faxing or copying.

```
                                        0.16  in
                                        (4.0 mm)



              Legal/Letter



                                        0.16  in
                                        (4.0 mm)
        8.42  in
   0.12  in  (214 mm)   0.12  in
   (3.0 mm)             (3.0 mm)
```
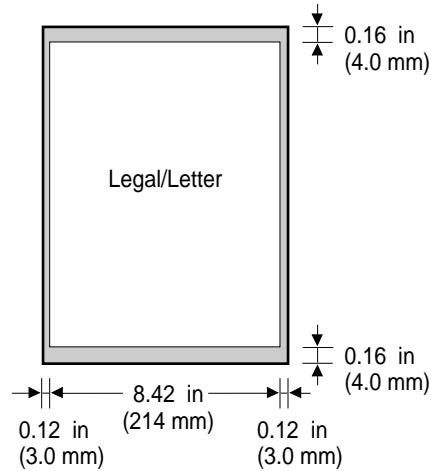
There is a 0.12 in (3.0 mm) margin on either side of the sheet and a 0.16 in (4.0 mm) margin on the top and bottom that are outside the scanning area.

# MultiPASS Desktop Manager for Windows

### System Requirements

IBM® PC or compatible computer with a 486DX 66 MHz or
   higher processor
16 MB of memory
25 MB of free hard disk space
Microsoft Windows 95
Bi-directional Centronics-compatible parallel cable (IEEE 1284-compliant)
CD ROM drive

### PC Fax

Canon proprietary MultiPASS Desktop Manager for Windows
Fax/Telephone address book
Fax Viewer
Fax Log
Fax distribution lists
Real-time MultiPASS hardware status available through computer

# General Specifications

**Power Source**
120V/60Hz

**Power Consumption**
Approx. 620W (Maximum)
Approx. 7W (Standby)

**Dimension (W x D x H)**
144 in $\times$ 14.4 in $\times$ 9.5 in
(365 mm $\times$ 365 mm $\times$ 242 mm)
Main unit – no trays

**Weight**
19.0 lb (8.6 kg)

**Environmental Conditions**
Temperature: 50° F - 90.5° F (10° C - 32.5° C)
Humidity: 20% to 80% RH

**Liquid Crystal Display (LCD)**
16 $\times$ 1

**Display Languages**
English, French, Spanish

**Telephone**
Automatic FAX/TEL switchover
Answering machine connection
    (CNG detecting signal, no sound)
Telephone connection
Remote reception by telephone
Remote receiving ID (Default): 25
Tone button
Pause button (variable length: 1-15 sec)

## Space Requirements

TOP VIEW

27.0" (685 mm)

14.3" (365 mm)

14.3" (365 mm)

SIDE VIEW

15.3" (390 mm)

9.5" (242 mm)
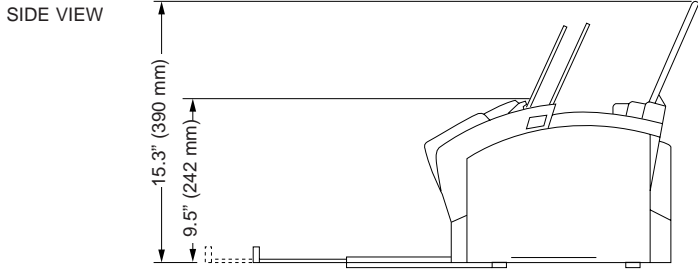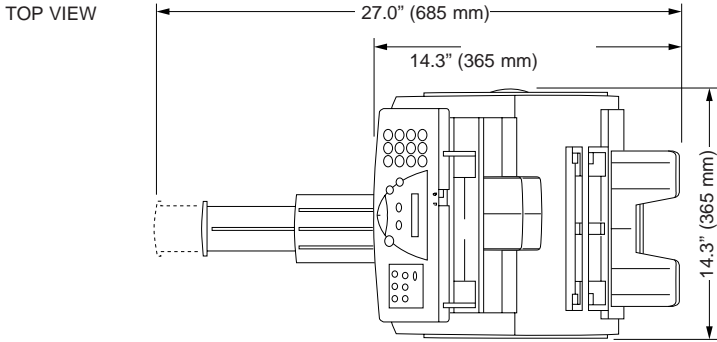
# Receiving Faxes and Phone Calls AutomaticallyÑFaxTel Mode

In FaxTel mode, the MultiPASS monitors all incoming calls to see whether the call is from another fax machine or from a telephone:

| *Type of call* | **Telephone** | **Fax**<br>Sending document manually | **Fax**<br>Sending document automatically |
|---|---|---|---|

Telephone charges begin for caller.

MultiPASS answers without ringing

**RING START TIME**
(Factory default setting = 8 sec)

MultiPASS listens for FAX TONE
(For 8 sec)

FAX TONE detected

FAX TONE is not detected

Document received automatically.
(FAX TONE is detected and the MultiPASS switches to receive mode.)

**F/T RING TIME**
(Factory default setting = 15 sec)

MultiPASS starts ringing

Pick up the handset to talk.

If you don't pick up the handset
(within 15 sec)

**F/T SW ACTION**
Choose between:
Receive (factory default setting) and Disconnect

**DISCONNECT**

The MultiPASS disconnects the call.

**RECEIVE**
(Factory default setting)

# Using the MultiPASS L6000    B
## as a Stand-alone Fax

○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○

If you plan to use the MultiPASS as a stand-alone fax, and you do not install the MultiPASS Desktop Manager, you must enter your name and fax number from the operator panel. If you choose to use the MultiPASS this way, you will not be able to use its many features, such as speed dialing, PC faxing, or scanning. Canon recommends that you install the MultiPASS software as described in the *Quick Start Guide*. See Chapter 3 for details on using the MultiPASS Desktop Manager.

## LCD Menu System

Default settings are shown in **bold.**

| Option | Description/Settings |
| --- | --- |
| USER SETTINGS | |
| DATE & TIME | Set the date and time (24-hour clock) using the numeric buttons. |
| UNIT TELEPHONE # | Enter your fax number using the numeric buttons (up to 20 characters). |
| UNIT NAME | Enter the name you want to appear at the top of each fax page you send (up to 24 characters). |
| TEL LINE TYPE | Sets the dialing method the MultiPASS L6000 uses to match the type of phone line you have, TOUCH TONE or ROTARY/PULSE. |
| FILE PRINT | Prints documents stored in the MultiPASS memory (when the MultiPASS Desktop Manager is installed). |

# Entering Information in the MultiPASS

When using the MultiPASS as a stand-alone fax machine, you must enter your user information into the unit through the operator panel.

When entering information through the operator panel of the MultiPASS, follow these guidelines.

❍ If you pause and do not make an entry for more than 60 seconds, the MultiPASS returns to Standby mode. You must start the procedure over from the beginning.

❍ If you make a mistake while entering registration information, you can correct it in one of two ways:

● Press < or > to move the cursor under the wrong character, and then enter the correct character.

● Press **STOP** and reenter the information.

## Entering Your User Information

Follow the steps below to set the date and time for your MultiPASS and to enter your fax number and your name. The date and time appear in the LCD display as well as on the documents you send. Your fax number and name appear on each document you send.

**1**

Press FUNCTION on the one-touch speed dialing keypad.

FUNCTION

▶ FUNCTION

Then press the > button.

1 < 2 >

▶ USER SETTINGS

**2**

Press START/COPY twice.

START/COPY

▶ DATE & TIME

START/COPY

▶ 06/08/97    15:36

**3**
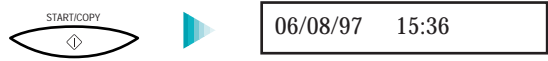
Enter todayÕs date and the time using the numeric buttons.

❍ Use the month-day-year format (mm/dd/yy).

❍ Precede single digits with a zero.

```
 ABC  DEF
1  2  3
GHI JKL MNO
4  5  6
PRS TUV WXY
7  8  9
    OPER SYMBOLS
*  0  #
TONE
```

▶ 11/15/97    00:00

❍ Set the time using the 24-hour clock system.

❍ Example:

07:30 = 7:30 A.M.
17:05 = 5:05 P.M.

| | |
|---|---|
| ① ② ③<br>④ ⑤ ⑥<br>⑦ ⑧ ⑨<br>✳ ⓪ # | 11/15/97    08:1<u>5</u> |

**4**

Press START/COPY twice when the date and time are entered.

START/COPY ▷ DATA ENTRY OK
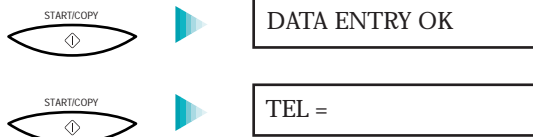
START/COPY ▷ TEL =

**5**

Enter your fax number (up to 20 digits) using the numeric buttons.

| | |
|---|---|
| ① ② ③<br>④ ⑤ ⑥<br>⑦ ⑧ ⑨<br>✳ ⓪ # | TEL =  6665552222 |

❍ You can enter a space with the > button to make your number easier to read.

**6**

Press START/COPY
when the
fax number
is entered.

START/COPY
⬖

▶ | DATA ENTRY OK |

❍ After a few seconds, the LCD display changes to:

▶ | UNIT NAME |

Then press
START/COPY
again.

START/COPY
⬖

▶ |                    |

**7**

Enter your
name (up to
24 characters)
using the
numeric buttons.

❍ Press the button with the letter you want to enter; for
example, press 2 three times to enter a capital C.

| CANON FAX BAC<u>K</u> |

| **Button** | **Characters** |
|---|---|
| 1 | 1 |
| 2 | ABCabc2 |
| 3 | DEFdef3 |
| 4 | GHIghi4 |
| 5 | JKLjk15 |
| 6 | MNOmno6 |
| 7 | PQRSpqrs7 |
| 8 | TUVtuv8 |
| 9 | WXYZwxyz9 |
| 0 | 0 |
| # | -.*#!",;:^'_=/|'?$@%&+()[]{}<> |

❍ Correct errors by moving the cursor to the error using
< or > (on the one-touch speed dialing keypad) and
entering the correct character.

**8**

Press START/COPY
when you finish
entering your
name.

START/COPY

DATA ENTRY OK

**9**

Press STOP to
complete the
registration.

STOP

The MultiPASS returns to Standby
Mode.

# Glossary G

Glossary

**Activity report**
Journal of fax transactions, both sent and received.

**Address Book**
The electronic Address Book provided by the MultiPASS Desktop Manager that allows you to create a list of people with their phone and fax numbers.

**Automatic dialing**
Dialing fax or telephone numbers by using a shortcut of pressing one to three buttons. To use automatic dialing, you must register the numbers in the MultiPASS Desktop Manager. *See also* one-touch speed dialing keypad, coded speed dialing, and group dialing.

**Automatic document feeder (ADF)**
Refers to the document tray in which you stack the document you want to fax, copy, or scan.

**Automatic redialing**
When the receiving fax machine is busy or does not answer, or when an error occurs while sending, the MultiPASS waits a specified amount of time and then automatically redials the number. You define the number of times the unit redials and the length of time between redialing.

**Bi-directional parallel interface port**
An interface connection that is capable of both sending or receiving. For example, when you print and when you send a fax from your computer, data goes from your computer to the MultiPASS; when you scan and when you receive a fax into your computer, data goes from the MultiPASS to your computer.

**bps**
*Bits per second.* Refers to the speed with which a fax machine sends and receives data.

**Broadcasting**
Transmitting documents to more than one location.

---

CCITT #1 Chart
A test chart, defined by CCITT/ITU-TS, used to measure the transmission speed as well as the transmitting and receiving memory capacity of a fax machine.

CCITT/ITU-TS
Formerly known as CCITT, Consultative Committee for International Telegraph and Telephone. CCITT has been replaced by the International Telecommunications Union-Telecommunications Sector (ITU-TS), a committee created to set international standards for telecommunications.

Centronics
The popular name for the parallel printer port used by most printers and personal computers.

CNG
Calling Tone. This is a signal sent by fax machines to identify the call as an incoming document. When the receiving fax detects this signal, it automatically starts to receive the fax transmission. The majority of fax machines in use today can send and detect CNG signals.

Coded speed dialing
An automatic dialing method that allows you to dial a fax or telephone number by pressing the **CODED DIAL** button and a two-digit code using the numeric buttons.

cps
*Characters per second.* A unit of measurement that indicates the printer's speed.

dB(A)
Stands for decibel level (a decibel being a unit of measurement for the intensity of the sound coming from the unit), adjusted for background noise.

Dialing methods
Ways of pressing one or more buttons to access a number to connect to an outside party or fax machine. Dialing methods include one-touch speed dialing, coded speed dialing, group dialing, and manual (regular) dialing.

Document
The sheet of paper containing the data that you send to or receive from a fax.

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

### DRPD
*Distinctive Ring Pattern Detection.* Allows you to assign up to five different ring patterns to distinguish voice and fax calls using your telephone company's special services.

### ECM
*Error Correction Mode.* The ability of your MultiPASS to reduce system and line errors when sending or receiving from another fax with ECM capability. ECM is most effective in areas where the telephone lines are in poor condition or there is frequent interference on the line.

### FAX/TEL switching
The ability of the MultiPASS to automatically detect whether a call is from a fax or telephone. With this feature, one telephone line can be shared by both the telephone and the fax.

### FINE
The fax setting for documents with very small characters and lines.

### Fine mode
One of the printer's print modes. Use this mode when printing on transparencies or printing a halftone image that produces grayscale or intermediate colors.

### Font
A complete set of characters of the same size and style; a particular implementation of a typeface. For example, 12-point, Courier bold.

### G3, Group 3 fax machine
Defined by CCITT. Uses encoding schemes to transmit image data while reducing the amount of data that needs to be transmitted, thus reducing transmission time. Encoding schemes for G3 fax machines are Modified Huffman (MH), Modified Read (MR), and Modified Modified Read (MMR).

### Grayscale
Representing color in black and white as a result of different intensities of color. Different colors and intensities of colors appear as different shades of gray.

### Group dialing
A dialing method that enables you to dial up to 55 registered one-touch speed dialing or coded speed dialing numbers together as a group. This means that you can press just one to three buttons to enter numbers when sending the same document to many destinations.

### Halftone
Using this method, the MultiPASS produces shades of gray by mapping dots to be printed.

### IEEE 1284
IEEE 1284 is the new specification standard for computer-to-peripheral bi-directional parallel interface communications. The new standard was adopted by IEEE, Institute of Electrical and Electronic Engineers, Inc., in 1993. Some of the benefits it provides are: bi-directional communication between computers and peripheral devices, a higher speed data transfer rate, and protection against data loss due to noise interference.

### Interface port
The MultiPASS comes with one IEEE 1284, bi-directional parallel interface port, located on the back of the unit. You attach the cable that connects your computer and MultiPASS to this port.

### Jack
The telephone receptacles (RJ11 type) on your wall or in your MultiPASS used to connect the MultiPASS to the telephone line, telephone, answering machine, or data modem.

### Landscape orientation
Refers to printing across the length of the page (as opposed to portrait orientation printing across the width of the page).

### Manual feed
A method of feeding paper into the printer one sheet at a time.

### Manual receiving
A method of receiving faxes in which you answer all incoming calls using a telephone.

### Manual redialing
When you use regular dialing, you can redial a number "manually" simply by pressing **REDIAL** on the operator panel. The last number called is the number redialed.

### Memory broadcast
Allows you to send a scanned fax to as many as 57 locations at once, using a combination of one-touch speed dialing, coded speed dialing, and regular dialing.

### Modem
A device that converts (Modulates) digital data for transmission over telephone lines. At the receiving end, this device converts the modulated data (DEModulates) to digital format that the computer understands.

### MultiPASS Desktop Manager for Windows
Canon's exclusive software package that allows you to use the MultiPASS with your Windows software applications. You must install the Desktop Manager to use your MultiPASS as a printer, scanner, or PC fax.

### Noise
A term applied to a variety of problems that impair the operation of telephone lines used for faxing.

### Noise level
*See* dB(A).

### Numeric buttons
The round numbered buttons on the operation panel marked the same as a standard telephone keypad. Press them to perform manual dialing, to enter numbers and letters when you register numbers and names, and to enter coded speed dialing codes with two or more digits.

### One-touch speed dialing keypad
The round buttons numbered 1 to 6 on the operator panel, each of which may be registered as a fax or telephone number. Once a number is registered, you press one button to dial the entire number.

### Page orientation
Refers to the direction of print on the page. Printing across the width of a page is called portrait orientation. Printing across the length of a page is called landscape orientation.

### Pause
A timing entry required for registering certain long distance numbers and for dialing out through some telephone systems or switchboards. Pressing the **REDIAL/PAUSE** button enters a pause between digits of a telephone number.

## PC fax
An electronic way to send and receive faxes. A PC fax is sent from or received directly into a computer. Using the MultiPASS Desktop Manager you can send and receive PC faxes, and save, sort, and/or print the PC faxes.

## Portrait orientation
Refers to printing across the width of the page (letter style). This is the opposite of landscape orientation, which is printing across the length of the page.

## Printable area
The area of a sheet of paper or envelope on which a printer can reproduce text or graphics (the printable area is smaller than the paper).

## Printer driver
Software that sends printing instructions to a printer (in this case, the MultiPASS). The printer driver keeps track of the attributes of a printer and the codes the program must send to access those attributes.

## Pulse
*See* Rotary pulse.

## RAM
Random Access Memory. Memory that is used for temporary storage of information such as documents you want to print, scanned and received documents, and downloaded fonts.

## Receiving
Receiving faxes is also defined as RX or reception. This refers to how the MultiPASS receives fax documents.

## Redialing, automatic
*See* Automatic redialing.

## Redialing, manual
*See* Manual redialing.

## Reduction mode
The automatic feature of the MultiPASS that reduces the received image to ensure it fits on the page. You can turn this feature on/off with the Reduce to Fit Paper option in the Receive Fax dialog box of the MultiPASS Desktop Manager.

### Registering

A process by which you place fax or telephone numbers and names in the MultiPASS's memory for automatic dialing so that you can save time dialing frequently called destinations. You register numbers using the Address Book in the MultiPASS Desktop Manager.

### Regular dialing

Pressing the individual numeric buttons to dial a fax or telephone number.

### Remote receiving ID

A two-digit code that enables you to manually activate a fax using a telephone that is connected to the MultiPASS. (The default code is 25.)

### Remote reception

Activating a fax by answering a telephone that is connected to the MultiPASS, but that is not located near the unit (such as a cordless phone). You need to dial a remote receiving ID number to start remote reception.

### Resolution

The measurement of a printer's quality expressed in dots per inch (dpi). Low resolution causes font characters and graphics to have a jagged appearance. Higher resolution means smoother curves and angles as well as a better match to traditional typeface designs. Resolution values are represented by horizontal data and vertical data, for example, $600 \times 600$ dpi.

### Rotary pulse

A telephone dialing system where a dial is rotated to send pulses to the telephone switching system. When you pulse dial, you hear clicks. When you touch-tone dial, the most common dialing system, you hear tones.

### RX

*See* Receiving.

### Sender ID

Information printed at the top of a fax (also called TTI or Transmit Terminal ID). This data appears only if the sending fax has been programmed with the information.

### Sending

Sending transmission is also defined as TX or transmit. A fax document that has been scanned by a fax machine and sent over telephone lines, in the form of electrical pulses, to another fax machine is a sending transmission. The MultiPASS also allows you to send a document directly from your computer (PC faxing).

### Sending speed

The rate at which faxes are transmitted through the phone line. *See* also bps (bits per seconds).

STANDARD
A document setting for sending normal typewritten or printed documents containing only text and no drawings, photographs, or illustrations.

Standby
The mode in which the MultiPASS is on and ready to use. All operations start from Standby mode when the LCD displays the date and time.

Tone/pulse setting
The ability to set the MultiPASS to match the telephone dialing system your telephone line uses: touch-tone or rotary pulse.

Toner Saver
You can enable or disable economy printing (toner saving feature) when receiving faxes. By enabling the Toner Saver Mode, toner consumption can be decreased by as much as fifty percent, resulting in a longer effective cartridge life. You set Toner Saver Mode in the Advanced: Receive Fax dialog box.

Transaction number
A unique number assigned to each fax document sent (TX NO.) or received (RX NO.) by the MultiPASS and used to identify that particular fax document.

Transmit
*See* Sending.

TrueType font
The scalable font technology built into Microsoft Windows. It offers you the same font images both on computer displays and printer outputs.

TTI
*Transmit Terminal ID. See* Sender ID.

TWAIN
An industry standard that allows you to input image data directly from a scanner or other input device. Because your MultiPASS supports TWAIN, you can use the scanning features of the MultiPASS with any Windows application that also supports TWAIN.

TX
*See* Sending.

Typeface
The printed design of characters. For instance, Courier, Script, and Roman typefaces all print characters of different designs.

Typestyle
Refers to how the typeface appears: slanted (italic) or upright.

UHQ (Ultra High Quality)
An exclusive Canon digital image processing system that incorporates 64 shades of gray along with a special edge enhancement feature which ensures that text and photos are transmitted with ultimate clarity.

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# MultiPASS L6000 LCD Menu System

**Normal Functions**
**Press Function and use arrows to scroll.**

## User Settings

| | |
|---|---|
| Date & Time | Uses 24hr clock |
| Unit Telephone # | Up to 20 Characters |
| Unit Name | Up to 24 Characters |
| Tel Line Type | Selects line type |
|    Touch Tone | |
|    Rotary Pulse | |

## File Print

**Special Functions**
**Press Function and then "0", Scroll with arrows**

## Memory Clear

Service Data
Image Memory
All Clear

## Line Test

| | |
|---|---|
| Line Disconnect | |
| Line Connect | Press "1" For This Option |

## Print report

Activity Report
Speed Dial List
Users Data List
Error Report