# *MultiPASS 1000*

# USER'S MANUAL

**Canon**

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## *Disclaimer*

Canon U.S.A., Inc. has reviewed this manual thoroughly to ensure that it will be an easy to use guide to your Canon MultiPASS 1000 Document Processing System. All statements, diagrams, technical information, and recommendations in this manual and in any guides or related documents are believed reliable, but the accuracy and completeness thereof are not guaranteed or warranted, and they are not intended to be, nor should they be understood to be, representations or warranties concerning the products described.

Your MultiPASS 1000 and the software media included with your unit have been sold to you subject to the limited warranties set forth in the warranty card and license agreement enclosed with the respective product. All software is licensed AS IS, as described in the license agreement enclosed with the software diskette. Further, Canon U.S.A. reserves the right to make changes in the specifications of the products described in this manual at any time without notice and without obligation to notify any person of such changes.

If you have any questions regarding your MultiPASS 1000 or the information in this manual, please call the Canon U.S.A. Consumer Information Center at 1-800-828-4040.

## *Trademarks*

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All other trademarks identified herein are the property of their respective owners.

As an Energy Star Partner, Canon has determined that the MultiPASS 1000 meets the Energy Star guidelines for energy efficiency.

## 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

**Note**

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 fax unit. 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 Guide,* disconnect the equipment from the telephone line or unplug the power cord. The telephone line should not be reconnected or the power cord plugged in until the problem is

completely resolved. Users should contact Canon Authorized Service Facilities for servicing of equipment. Information regarding Authorized Service Facility locations can be obtained by calling the Canon U.S.A. Consumer Information Center.

**CANON U.S.A. CONSUMER INFORMATION CENTER**
**1-800-828-4040**
MONDAY THROUGH FRIDAY 9 A.M. TO 6 P.M. EST
EXCEPT HOLIDAYS.

### 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.

**Note**: 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:

❏   Re-orient 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.

In order to program this information into your MultiPASS 1000, you should complete registering your number and name. See Chapter 3, *Registering Information in the MultiPASS 1000*, for details.

# 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

**Note**

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 a fax unit. 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 Canadian Department label identifies certified equipment. This certification means that the equipment meets certain telecommunications networks protective, operational and safety requirements. 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. In some cases, the company's inside wiring associated with a single line individual service may be extended by means of a certified connector assembly (telephone extension cord). The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.

The Load Number (LN) assigned to each terminal device denotes the percentage of the total load to be connected to a telephone loop which is used by the device, to prevent overloading. The termination on a loop may consist of any combination of devices subject only to the requirements that the total of the Load Numbers of all the devices does not exceed 100.

Repairs to certified equipment should be made by an authorized Canadian maintenance facility 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. Information regarding authorized service facility locations can be obtained by calling the nearest Canon Service Center below.

**Canon Canada Inc.**

WESTERN CANADA
2828 16th Street, N.E., Calgary, Alberta T2E 7K7
Telephone: (403) 291-4350

ONTARIO
6390 Dixie Road, Mississauga, Ontario L5T 1P7
Telephone: (905) 795-2146

QUEBÉC & MARITIME PROVINCES
10652 Côte de Liesse, Montreal, Quebéc H8T 1A5
Telephone: (514) 631-8821

Users should ensure for their own protection that the electrical ground connections 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.

This digital apparatus does not exceed the Class B limits for radio noise emissions from digital apparatus set out in the Radio Interference Regulations of the Canadian Department of Communications.

# Contents

# Chapter 1
# Before You Begin

Thank you for purchasing the new Canon MultiPASS™ 1000 Document Processing System. We are sure your MultiPASS 1000 will help you work more efficiently and expand your work capacity.
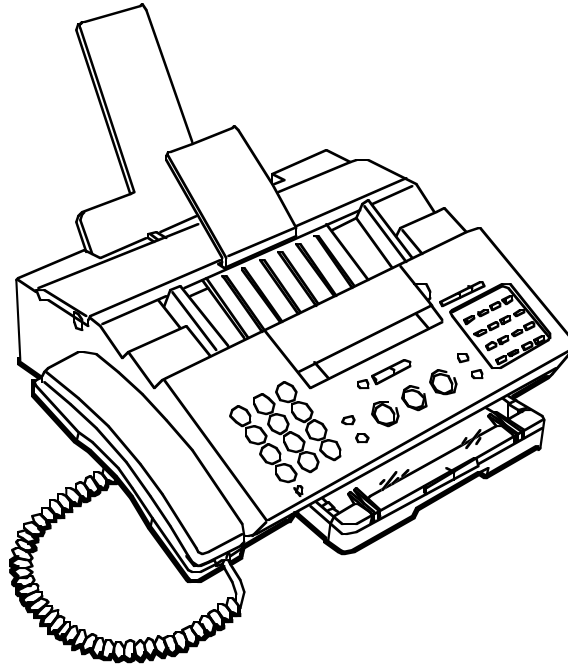
The new MultiPASS 1000 is a complete 6-in-1 desktop system for your home or small office. Your new system provides the following functions:

❏ Printer ❏ Scanner

❏ Plain paper fax ❏ Copier

❏ PC fax ❏ Telephone

The MultiPASS 1000 is equipped with a standard bi-directional parallel port, which enables it to transfer data to and from your computer. You can send scanned documents and received faxes from your MultiPASS 1000 to your computer, and you can send data to be printed and/or faxed from your computer to the MultiPASS 1000.

Your MultiPASS 1000 includes the MultiPASS Desktop Manager for Windows™ software. This exclusive Canon software package manages the printing, scanning, faxing, and telephone activities of the MultiPASS 1000 through your computer in a single management application.

As a scanner, the MultiPASS 1000 supports the TWAIN Scanning Standard, which allows you to scan images from any graphics or OCR applications program that supports the TWAIN standard.

Be sure to read this *MultiPASS 1000 User's Guide* and the *MultiPASS Desktop Manager for Windows User's Guide* to find out all you need to know about your new document processing system.

Before you begin setting up your MultiPASS 1000:

❏ Read this chapter to learn about your MultiPASS 1000's features, Canon's customer support procedures, and operating your new equipment safely.

❏ If you used your Quick Start Guide to set up the MultiPASS 1000, be sure to look through Chapter 2 for the additional information it provides. If you are new to fax machines and computer products, carefully follow all the instructions in Chapter 2 to set up your MultiPASS 1000 properly.

❏ Use the rest of this User's Guide to learn more about the features of your MultiPASS 1000, such as registering information, making copies, sending and receiving faxes, and using the telephone features of the system. You can also learn about the special features of the MultiPASS 1000, such as sending to more than one location, sending a confidential document, and receiving documents in memory.

❏ If you need help, see Chapter 13, *Maintaining the MultiPASS 1000*, or Chapter 14, *Troubleshooting*. For technical specifications, see Appendix A.

❏ Use your *MultiPASS Desktop Manager for Windows User's Guide* to find out how to use the MultiPASS 1000 with your Windows and non-Windows applications.

# *Features and Benefits*

The MultiPASS 1000 is a complete 6-in-1 document processing system that incorporates many useful features to meet all your communications requirements as well as your office printing and scanning needs.

**Excellent print quality**
The high performance print head offers 360 x 360 dots per inch (dpi) for high resolution text and graphics.

**Automatic switching between fax and voice calls**
Fax/tel switching allows you to receive both fax messages and normal phone calls automatically on a single line.

**Bubble Jet ink cartridge**
The BX-2 ink cartridge produces excellent print quality for crisp, clean looking documents.

**Convenient paper handling**
The paper cassette holds up to 200 sheets of plain paper and is adjustable to letter or legal size paper, and the Automatic Document Feeder (ADF) holds up to 30 pages.

**MultiPASS Desktop Manager for Windows software**
This exclusive Canon software package manages all your scanning and PC faxing activities as well as your printing activities from Windows.

**Simple maintenance**
The replaceable ink cartridge contains both the ink and the print head; when it runs out of ink, you simply replace it.

**Printer features**

❏   Built-in Bubble Jet printer

❏   Two resident printer control modes—Canon BJ mode and Epson® LQ™ mode

❏   When using the Canon BJ mode, you can select, among other drivers, the:

- IBM® Proprinter™

- IBM Proprinter X24E/XL24

- IBM Proprinter X24/XL24E

**Plain paper fax features**

❏   Transmission speed of nine seconds per page is based on the CCITT #1 Chart, Standard mode

❏ Memory receiving—approximately 70 pages based on the CCITT #1 Chart, Standard mode

❏ Memory transmission—approximately 50 pages based on the CCITT #1 Chart, Standard mode

❏ Error Correction Mode (ECM) reduces communication errors

❏ Sophisticated networking features include broadcasting, polling, confidential sending, restricted receiving, sending to a Canon relay fax

❏ Automatic dialing methods include one-touch speed dialing, coded speed dialing, group dialing, expanded dialing, directory dialing

**PC fax features**

❏ Fax address book

❏ Fax viewer

❏ Fax distribution lists

❏ Custom cover sheets

❏ ECM

**Scanner features**

❏ TWAIN scanning standard

❏ High quality scanning (200 x 200 dpi)

**Copier features**

❏ Plain paper copier

❏ Up to 99 copies

**Telephone features**

❏ Automatic dialing methods include one-touch speed dialing, coded speed dialing, expanded dialing, directory dialing

❏ Connection for an answering machine or extension telephone

❏ On-hook dialing

❏ Distinctive Ringing Pattern Detector capability

❏ Point and click telephone dialer

# *Using Your Documentation*

The following documentation is supplied with the MultiPASS 1000 to help you use your new document processing system more efficiently. Please read and use the manuals according to your requirements.

**Quick Start Guid**e
This fold-out card summarizes the steps you follow to unpack and set up your MultiPASS 1000. If you are an advanced user familiar with computers, printers, and fax machines, you can follow the steps illustrated on this card to start using your MultiPASS 1000 in minutes.

**User's Guide**
This manual offers detailed information on how to set up and operate your MultiPASS 1000. It includes initial setup procedures, how to register information, fax operations, daily maintenance, troubleshooting, and specifications.

Read this manual to set up your MultiPASS 1000 and master the basic operating procedures. Later you can refer to this manual when you have a problem or need to know the specifications of the MultiPASS 1000.

**Software User's Guide**
Your *MultiPASS Desktop Manager for Windows User's Guide* includes all the information you need to use your new MultiPASS 1000 with your Windows software applications. It describes how to use the MultiPASS 1000 for printing, scanning, and faxing in the Windows environment, as well as how to print from a non-Windows application.

See the Software User's Guide whenever you need information about printing, scanning, or PC faxing.

# Customer Support

Your Canon MultiPASS 1000 is designed with the latest technology to provide trouble-free operation. The warranty information at the back of this *User's Guide* describes Canon's limited warranty for its products. Be sure to read this warranty information.

If you encounter a problem, try to solve it by referring to the information in Chapter 14, *Troubleshooting*. If you cannot solve the problem, contact Canon's Consumer Information Center (see below).

If you think your Canon MultiPASS 1000 needs servicing, call the Consumer Information Center to locate the Canon Authorized Service Facility (ASF) nearest you. Only a Canon ASF will do warranty service.

**Note**

You must have your sales receipt for warranty service.

## Canon U.S.A.

Canon provides customer support and service for all Canon products. If you have any questions regarding your new MultiPASS 1000, call:

**Canon U.S.A. Consumer Information Center**
**1-800-828-4040**

Consumer information is available Monday through Friday, from 9 A.M. to 6 P.M. Eastern Standard Time (EST), except holidays.

For CompuServe® users, Canon U.S.A. provides support via the Canon Forum. Simply type GO CANON at any CompuServe prompt.

## Canon Canada

The following Canon Information and Service Centers are located in Canada:

Western Canada
2828 16th Street, N.E.
Calgary, Alberta T2E 7K7
Telephone: 403-291-4350

Quebéc & Maritime Provinces
10652 Côte de Liesse
Montreal, Quebéc H8T 1A5
Telephone: 514-631-8821

Ontario
6390 Dixie Road
Mississauga, Ontario L5T 1P7
Telephone: 905-795-2146

# *Important Safety Instructions*

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

2. Follow all warnings and instructions marked on the MultiPASS 1000.

3. Place the MultiPASS 1000 on a level surface. Do not place it on an unstable cart, stand, or table. If the MultiPASS 1000 falls, serious damage could occur.

4. Do not use the MultiPASS 1000 near water.

5. Slots and openings on the cabinet and on the back or bottom are provided for ventilation. To ensure reliable operation of the MultiPASS 1000 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, or near a radiator or heat register. Do not place the MultiPASS 1000 in a closet or built-in installation unless proper ventilation is provided.

6. Operate the MultiPASS 1000 only from the type of power source indicated on the unit's label. If you are not sure of the type of power available, consult your dealer or local power company.

7. The MultiPASS 1000 is equipped with a 3-prong, grounding-type plug; the plug has a third (grounding) pin. This plug will only fit into a grounding-type outlet. This is a safety feature. If you are unable to insert the plug into your outlet, contact an electrician to replace your outlet (do not use a 3-to-2 adapter). Do not defeat the safety purpose of the grounding-type plug.

8. Do not allow anything to rest on the power cord, and do not locate the MultiPASS 1000 where the cord will be walked on.

9. If you use an extension cord with the MultiPASS 1000, make sure that the total of the ampere ratings on the products plugged into the extension cord does not exceed the extension cord ampere rating. Also, make sure that the total of all products plugged into the wall outlet does not exceed the current amperage of the circuit breaker.

10. Do not push objects of any kind into the slots or openings on the cabinet as they may touch dangerous voltage points or short out parts, which could result in a risk of fire or electric shock.

11. Do not spill liquid of any kind on the MultiPASS 1000. If you spill liquid or if any substance falls into the unit, immediately unplug the MultiPASS 1000. Call your Canon Authorized Service Facility (ASF).

12. Unplug the MultiPASS 1000 from the wall outlet before cleaning. See Chapter 13, *Maintaining the MultiPASS 1000*, for details.

13. Except as explained elsewhere in this manual, do not attempt to service the MultiPASS 1000 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).

14. Unplug this product from the wall outlet and refer servicing to qualified service personnel under the following conditions:

    ❏ When the power cord or plug is damaged or frayed.

    ❏ If liquid has been spilled into the unit.

    ❏ If the MultiPASS 1000 has been exposed to rain or water.

    ❏ If the MultiPASS 1000 does not operate normally when you have followed the operating instructions. Adjust only those controls that are covered by the operating instructions in this 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.

    ❏ If the MultiPASS 1000 has been dropped or the cabinet has been damaged.

    ❏ If the MultiPASS 1000 exhibits a distinct change in performance, indicating a need for service.

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*Note*

You must register your fax number, your name or company name, and the date and time in the MultiPASS 1000 before you use it. This is required by the FCC rules governing the use of fax equipment. See Chapter 3, *Registering Information in the MultiPASS 1000*, for details.

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# Chapter 2
# Getting Started

This chapter describes how to properly set up and start using your MultiPASS 1000. It includes:

❏   Selecting a location for your MultiPASS 1000

❏   Unpacking the MultiPASS 1000

❏   Learning the MultiPASS 1000 controls and connections

❏   Setting up the MultiPASS 1000

  •   Attaching the handset
  •   Installing the paper cassette
  •   Connecting the telephone line
  •   Attaching the parallel cable
  •   Attaching the power cord
  •   Installing the ink cartridge
  •   Attaching the document supports
  •   Attaching the one-touch speed dialing faceplate

❏   Testing the MultiPASS 1000

  •   Printing the help list

If you have already set up your MultiPASS 1000 using the *Quick Start Guide*, you may want to look through this chapter to find any additional information it supplies.

# Selecting a Location for Your MultiPASS 1000

Before you set up your MultiPASS 1000, choose the best location for it.
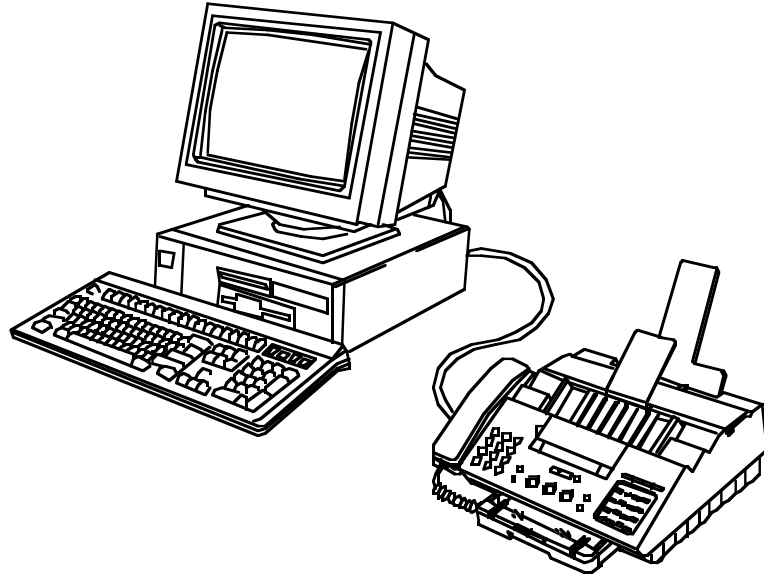
Follow these guidelines:

❏ Place the MultiPASS 1000 in a cool, dry, clean, and well ventilated area that is not subject to extreme changes in temperature or humidity. Make sure the unit is out of direct sunlight.

❏ Locate the MultiPASS 1000 near an existing telephone outlet. This will save you the unnecessary expense of installing a new outlet.

❏ Locate the MultiPASS 1000 next to your computer and make sure you can easily reach it. It will probably be getting a lot of use as you can use it as a printer, plain paper fax, PC fax, scanner, copier, and telephone.

❏ Locate the MultiPASS 1000 near an electrical wall outlet that accepts a three-prong, grounded plug. In the United States and Canada, the power source must be 120-volt AC (60 Hz), which is standard for a wall outlet.

❏ Do not plug the MultiPASS 1000 into the same circuit as another appliance, such as an air conditioner, electronic typewriter, or copier. Such devices generate "electrical noise" that may interfere with the sending and receiving of documents.

❏ Set the MultiPASS 1000 on a flat, sturdy surface that is not subject to vibration.

❏ Make sure there is enough room around the MultiPASS 1000 for the paper to flow freely into and out of the unit. Also, make sure there is adequate ventilation around the MultiPASS 1000. It requires this much space:
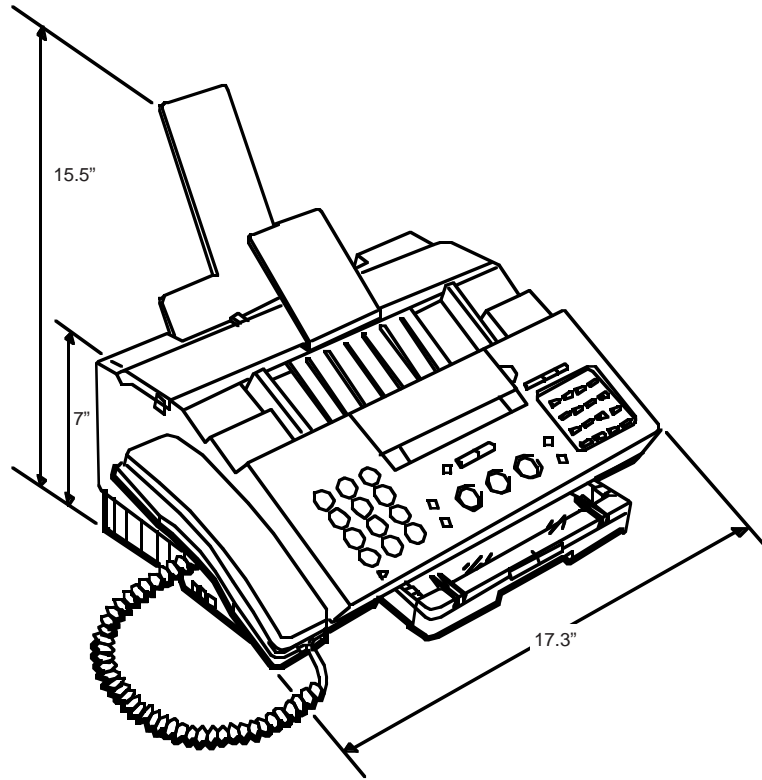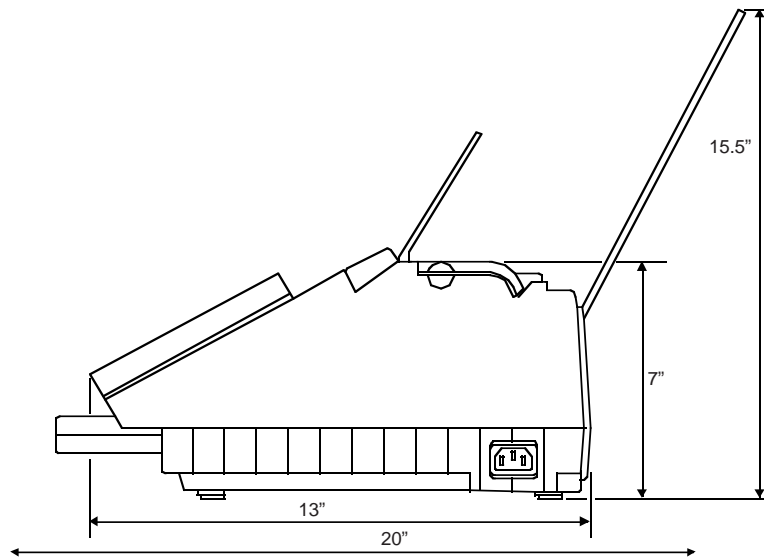
# Unpacking the MultiPASS 1000

As you unpack the MultiPASS 1000, save the carton and packing material in case you want to move or ship the unit in the future.

1.  Carefully remove all items from the box.

    ❏  It is best to have someone hold the box while you lift the MultiPASS 1000 and its protective packaging out of the carton.

PAPER CASSETTE

POWER CORD

INK CARTRIDGE

TELEPHONE LINE

HANDSET AND CRADLE

MultiPASS 1000

DOCUMENT SUPPORTS

MultiPASS DESKTOP MANAGER FOR WINDOWS PACKAGE

DOCUMENTATION AND FACEPLATE
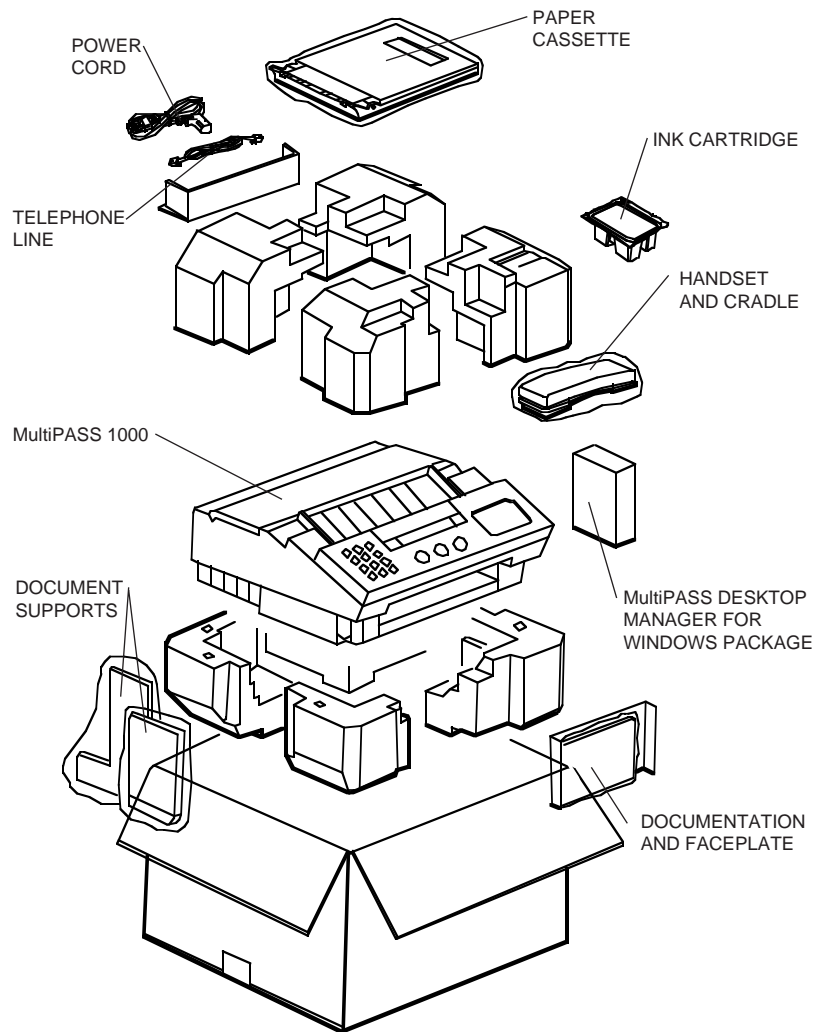
2.   Check to see that you have the following items:

❏   Hardware:
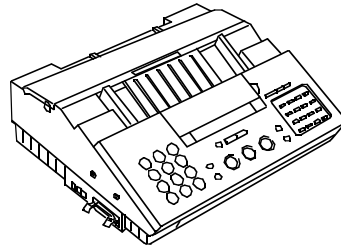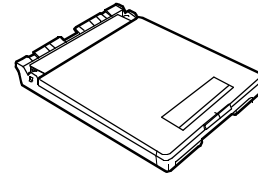


MultiPASS 1000                          PAPER CASSETTE
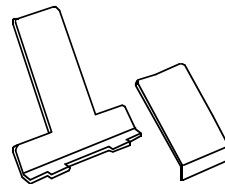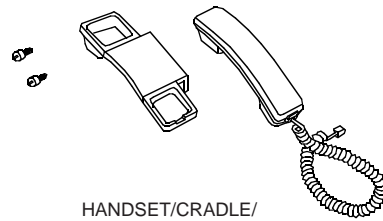


DOCUMENT SUPPORTS              HANDSET/CRADLE/
                                          TWO SCREWS
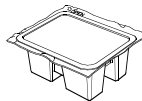


INK CARTRIDGE                          FACEPLATE
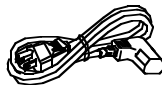


POWER CORD                              TELEPHONE LINE

❏   Miscellaneous:

*MultiPASS 1000 User's Guide* (this manual)
*Quick Start Guide* (fold-out card)
Registration card
MultiPASS Desktop Manager for Windows (package)

If any of these items are damaged or missing, notify your Canon
dealer immediately.



**Note**

❏   In addition to the items shipped with your MultiPASS 1000,
    you will need a Centronics®-compatible parallel interface
    cable, which you can purchase from your dealer. (A cable less
    than 6.6 feet is recommended.)

❏   Be sure to fill out your Registration card and send it to Canon
    U.S.A. Also, save your sales receipt for proof of purchase.

## Removing the Shipping Materials

1.  Remove the two pieces of shipping tape from the printer cover.

2.  Remove the two pieces of shipping tape from the printer panel cover.

PRINTER COVER

REMOVE THIS TAPE

OPERATION PANEL

PRINTER PANEL COVER

REMOVE THIS TAPE
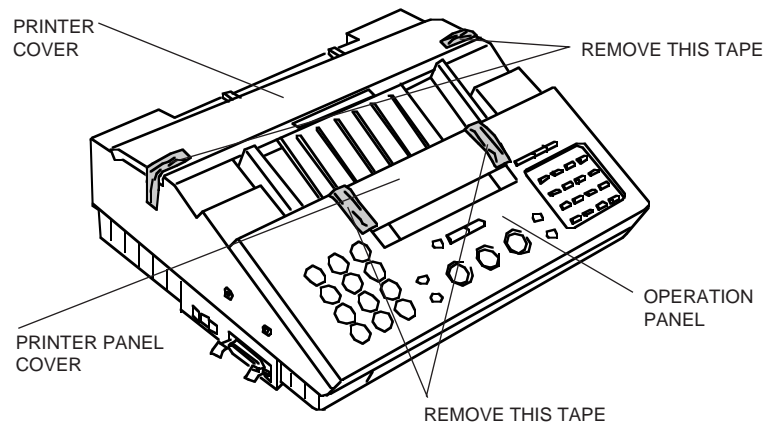
3.  Remove the shipping tape and protective piece of cardboard from the paper cassette.

    ❏ Press down on the metal paper rest on the bottom of the paper cassette.

    ❏ Pull out the piece of cardboard.

    ❏ Remove the tape that secures the piece of cardboard.

REMOVE THIS CARDBOARD

REMOVE THIS TAPE

PRESS HERE
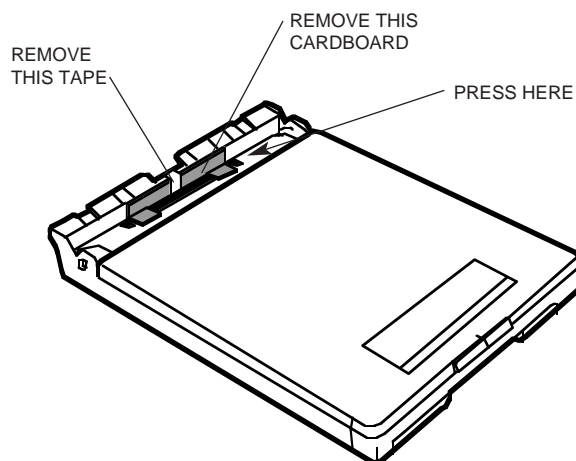
# Learning the MultiPASS 1000 Controls and Connections

Before using the MultiPASS 1000, it's a good idea to familiarize yourself with the components and understand their functions.

## From the Front

RECEIVED DOCUMENT SUPPORT

SENDING DOCUMENT SUPPORT

DOCUMENT GUIDES

AUTOMATIC DOCUMENT FEEDER (ADF)

SPEAKER VOLUME SWITCH

PRINTER COVER

HANDSET

OPERATION PANEL

PAPER CASSETTE

HANDSET CORD

LCD DISPLAY

PRINTER PANEL COVER

## From the Side

BI-DIRECTIONAL
PARALLEL PORT

TELEPHONE
LINE JACK

HANDSET JACK

ANSWERING MACHINE/
EXTENSION TELEPHONE/
MODEM JACK

POWER CORD
CONNECTOR

## Handset



HOOK BUTTON

RINGER VOLUME
SWITCH

OFF

LOW

HIGH

**Ringer volume switch**
Use this switch to adjust the volume of the ringer. There are three
settings: high, low, and off.

**Note**

Use the tip of a pen to change the position of the ringer volume
switch.

## Operation Panel



**1**    PRINTER BUTTON

**2** PRINT ERROR LIGHT

**3** PRINTER LIGHTS

**4** LCD DISPLAY

**5** FUNCTION BUTTONS AND LIGHTS

**6** SPEAKER VOLUME SWITCH

**7** ALARM LIGHT

**12** NUMERIC KEYPAD

**11** FAX/TELEPHONE OPERATION BUTTONS

**10** PRINTER PANEL COVER

**9** PC INTERFACE LIGHT

**8** ONE-TOUCH SPEED DIALING KEYPAD

---
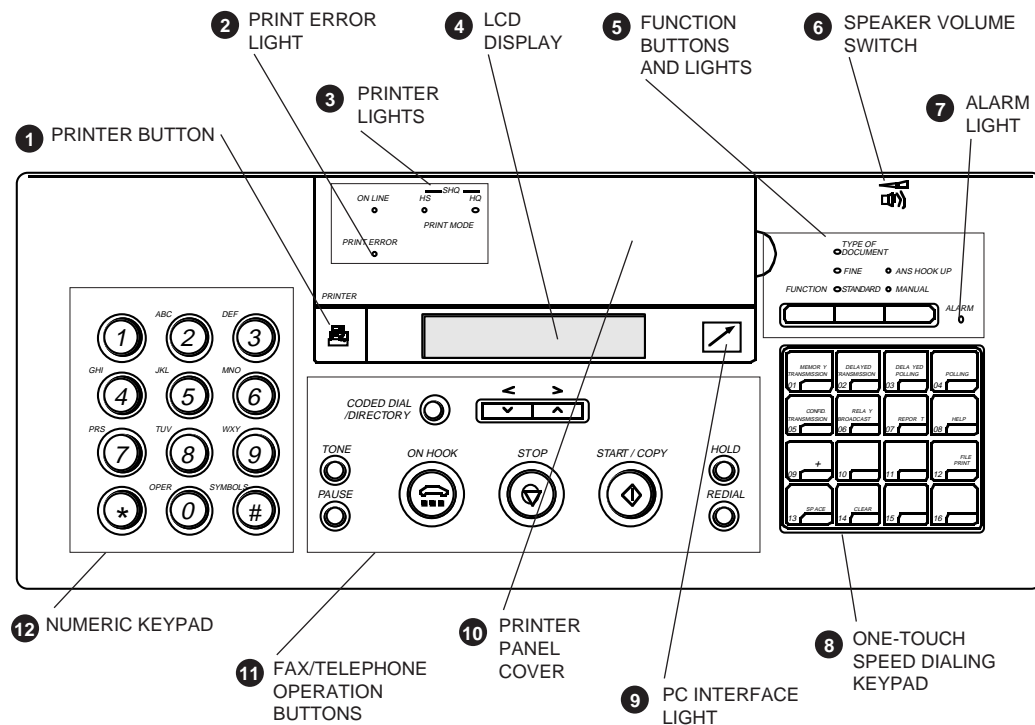
**➊**    **PRINTER button**
Use this button when you need to perform print head cleaning or you want to print from a non-Windows application. See your Software User's Guide for details on printing from a non-Windows application.

**➋**    PRINT ERROR **light**
Lights when a paper jam occurs if the MultiPASS 1000 is in printer mode.

**➌**    **Printer lights**
Indicate the status of the printer. See your Software User's Guide for details.

**➍**    **LCD display**
Displays messages, print errors, and MultiPASS 1000 settings.

**➎**    **Function buttons and lights**
Use these buttons for fax and telephone operations. The lights indicate the status of the MultiPASS 1000.

**➏**    **Speaker volume switch**
Use this switch to adjust the speaker's volume; it works in conjunction with the **ON HOOK** button.

**7** ALARM **light**
Flashes when an error occurs, when the MultiPASS 1000 is out of paper or ink, or when received documents are stored in memory.

**8** **One-touch speed dialing keypad**
Use these buttons for one-touch speed dialing and to perform special operations.

**9** **PC interface light**
Flashes when the computer is accessing the MultiPASS 1000 for scanning or PC faxing. See your Software User's Guide for details on using the MultiPASS 1000 with your software applications.

**10** **Printer panel cover**
Lift to access the printer panel, which you use to control printer operations. See your Software User's Guide for details on using the MultiPASS 1000 as a printer.

**11** **Fax/telephone operation buttons**
Use these buttons for fax and telephone operations.

**12** **Numeric keypad**
Use these buttons to enter numbers and names when registering information and to dial fax/telephone numbers that are not registered for automatic dialing.

## Numeric Keypad
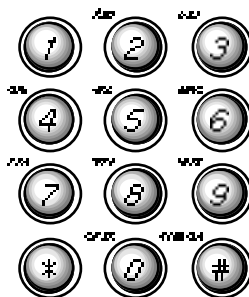
Use these buttons to enter numbers and names when registering information and to dial fax/telephone numbers that are not registered for automatic dialing. You use these buttons like the ones on your telephone dial.

## Function Buttons and Lights
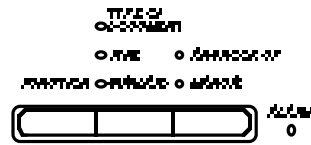
Use these buttons for fax and telephone operations. The lights indicate the status of the MultiPASS 1000.

### FUNCTION button

Use this button with the numeric keypad and the one-touch speed dialing keypad when performing certain operations. You press this button to start most procedures.

### DOCUMENT (resolution) button

Use this button to select the resolution you want the MultiPASS 1000 to use for scanning, sending, or copying your document. The lights above the button indicate the setting:

❏ TYPE OF DOCUMENT—Lights when you set the MultiPASS 1000 to send documents using special document settings that you select in advance.

❏ FINE—Lights when you set the MultiPASS 1000 to increase the clarity of the documents you send.

❏ STANDARD—Lights when you set the MultiPASS 1000 to send normal, typewritten, or word processed documents.

### ANS HOOK UP/MANUAL button

Use this button to set the MultiPASS 1000 to receive documents automatically or manually. The lights above the button indicate the setting:

❏ ANS HOOK UP—Lights when you set the MultiPASS 1000 to perform answering machine operations.

❏ MANUAL—Lights when you set the MultiPASS 1000 to receive documents manually.

❏ When the ANS HOOK UP and MANUAL lights are off, the MultiPASS 1000 is set to receive documents automatically.

## *One-touch Speed Dialing Keypad*
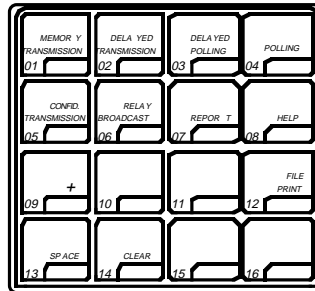


Use these buttons for one-touch speed dialing and to perform special operations. The following buttons perform special operations when used in conjunction with the **FUNCTION** button:

❏ **MEMORY TRANSMISSION**—Press to send documents from memory.

❏ **DELAYED TRANSMISSION**—Press to send documents at a preset time.

❏ **DELAYED POLLING**—Press to request other fax machines to send documents at a preset time.

❏ **POLLING**—Press to request other fax machines to send documents.

❏ **CONFID. TRANSMISSION**—Press to send confidential documents to another Canon fax machine.

❏ **RELAY BROADCAST**—Press to send documents to more than one location through a Canon relay fax machine.

❏ **REPORT**—Press to print reports.

❏ **HELP**—Press to print out an instruction sheet for basic fax operations.

❏ **+** —Press to insert the plus symbol (+) when registering information.

❏ **FILE PRINT**—Press to print documents that are stored in memory for uploading to your computer. (Once you print the file, it is erased from memory and cannot be uploaded to your computer.)

❏ **SPACE**—Press to enter a space when registering information.

❏ **CLEAR**—Press to clear entries when registering information.

## *Fax/Telephone Operation Buttons*
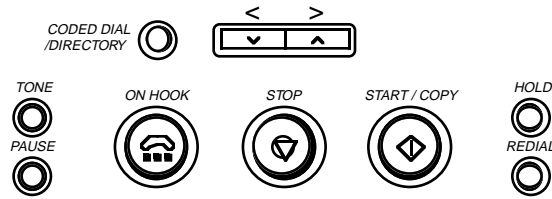
Use these buttons for fax and telephone operations:
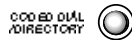
**CODED DIAL/DIRECTORY**—This button has two functions:

❏ Press this button once (followed by a two-digit code) to dial a fax/telephone number registered for coded speed dialing.

❏ Press this button twice to search for fax/telephone numbers by the name under which they are registered.

Arrow buttons—Use these buttons for the following operations:

❏ Press these buttons to search for items in menus and lists that appear in the LCD display.

❏ Press these buttons to move the cursor when entering information.

**TONE**—Press to temporarily set the MultiPASS 1000 to send tone signals when using pulse dialing.

**PAUSE**—Press to enter a pause in a fax/telephone number when registering or dialing.

**ON HOOK**—Press to engage or disengage the telephone line (hands-free dial).

**STOP**—Press to stop an operation.

**START/COPY**—Press to start an operation or select a setting.

**HOLD**—Press to place a telephone call on hold.

**REDIAL**—Press to redial the last fax or telephone number you dialed manually using the numeric keypad.

---

# Setting Up the MultiPASS 1000

Place the main unit of the MultiPASS 1000 on a level surface with plenty of room to work.

## Attaching the Handset

1. Locate the handset, handset cradle, and two screws shipped with the MultiPASS 1000.
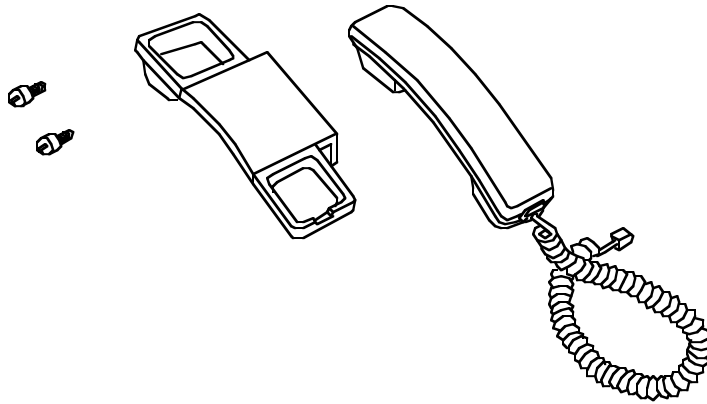
2. Align the handset rest with the two screw openings on the left side of the fax.

3. Attach one screw and then the other. Twist the screws clockwise to tighten them.
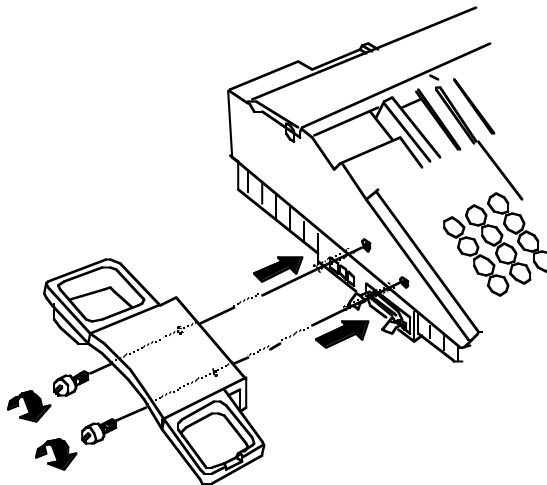
4.   Set the handset in the handset cradle.

5.   Connect the handset to the handset jack marked ▣.
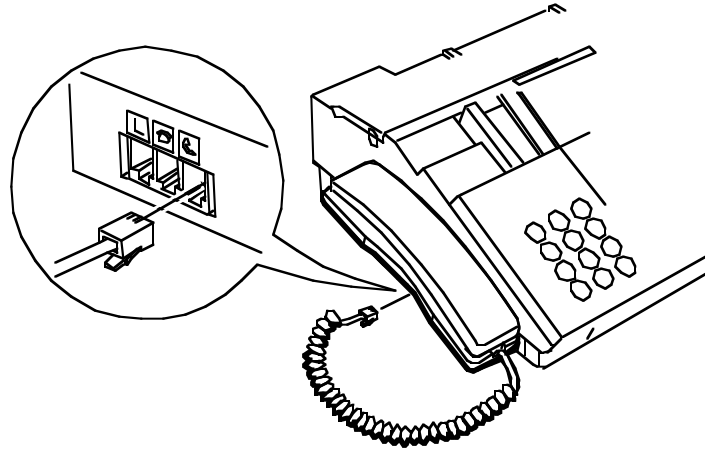


## *Installing the Paper Cassette*

Before you install the paper cassette, you'll want to load it with a
stack of paper. For the best quality printing, use white copier paper
or 20 lb cotton bond paper. (Do not use glossy paper.)

You can load up to 200 sheets of paper in the cassette. Make sure
the paper is not curled, torn, or wrinkled.

Follow these steps:

1.   Locate the paper cassette shipped with the MultiPASS 1000.

2.   Before removing the paper from its wrapping, check the label
     for installation instructions.

3.   Fan the stack of paper.

4. Open the cover on the paper cassette.
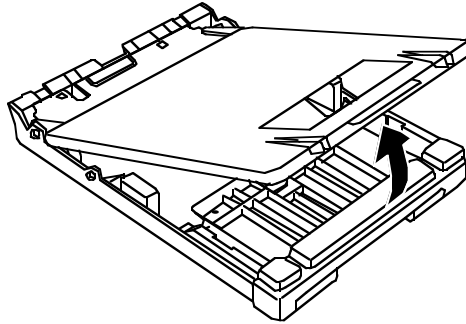
5. Make sure the cover is open all the way.

   ❏ This lowers the metal paper rest on the bottom of the paper cassette.
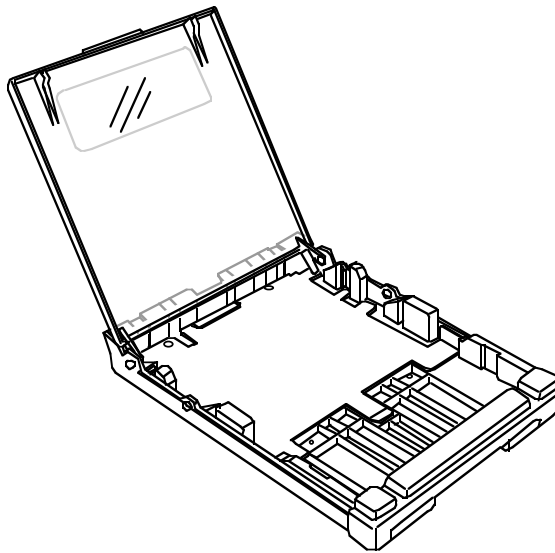
6. Insert the stack of paper into the paper cassette with the printable surface face up.
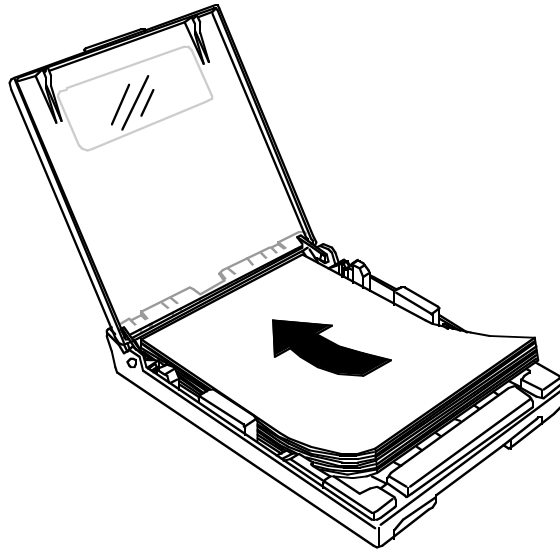
7. Make sure the paper goes all the way in.

   ❏ Press down on the four corners of the stack of paper to make sure it is flat in the cassette.

8. Close the cover on the paper cassette.

   ❏ Check that the corners of the stack are completely beneath the retaining tabs at the back of the cassette.
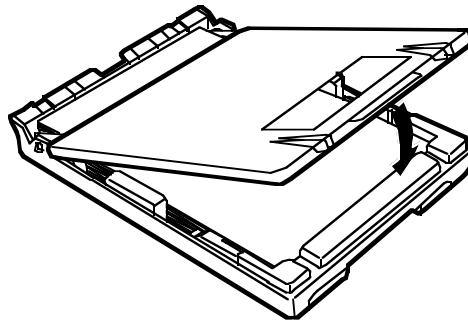
9. Check the MultiPASS 1000 making sure the slot for the paper cassette is clear.

❏ Make sure the area is free of any jammed paper.

10. Align the paper cassette with the slot on the bottom of the MultiPASS 1000 and slowly press it all the way into the slot.

❏ Always grip the paper cassette by its handle.

❏ The paper cassette clicks into place.

❏ Make sure the paper cassette is securely in place.

❏ The top sheet feeds about 1/4 inch.
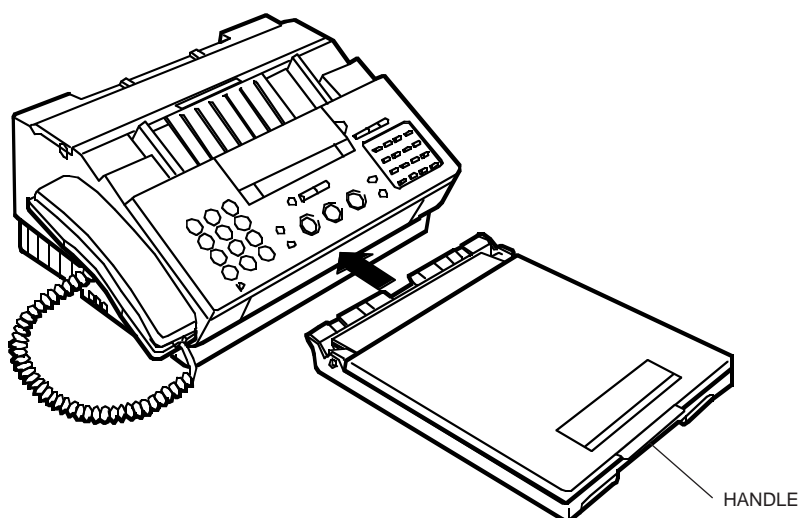
HANDLE

| | |
|---|---|
| **Note** | To remove the paper cassette, grip the handle (in the center of the cassette). Gently, but firmly, lift the cassette until it clicks, and then slide it out. |

## *Connecting the Telephone Line*

1. Connect the telephone line to the line jack $\boxed{\text{L}}$ .
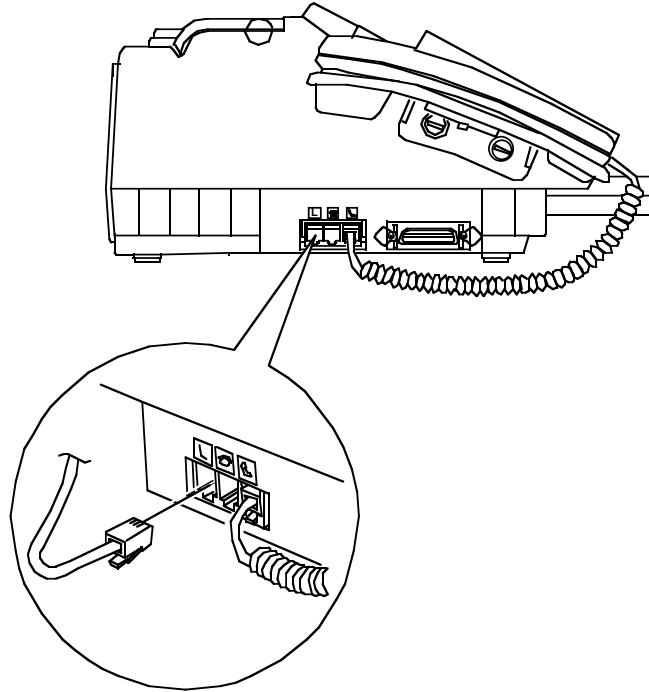


2. Connect the other end of the line to your telephone jack.

## *Attaching the Parallel Cable*

Your MultiPASS 1000 has an 8-bit, bi-directional, parallel interface port, which allows you to use it with IBM PCs and compatible computers. You need to purchase a Centronics-compatible, parallel interface cable from your dealer. Ask your dealer for assistance if you need help selecting the right cable.
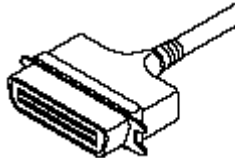


**Note**

For reliable data communications between your computer and the MultiPASS 1000, it is recommended that you use a short cable, 6.6 feet or less in length.

To connect the MultiPASS 1000 to the host computer, follow these steps:

1. Make sure the computer is turned off.

2. Connect the parallel cable.

   ❏ Align the cable connector with the interface port so the shapes match.

   ❏ Gently press the cable connector into the port.

   ❏ Secure the cable connector by snapping the two wire clips (located on the sides of the port) into the cable connector.
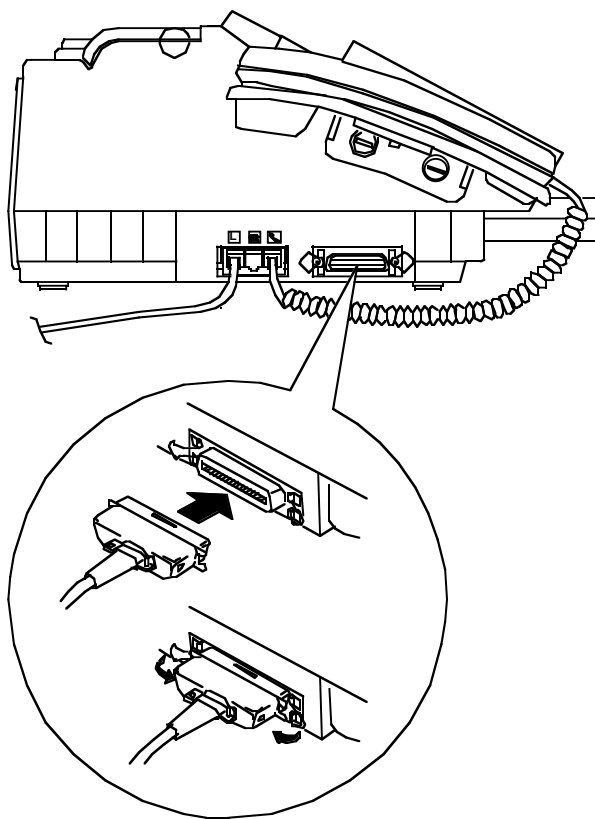


3. Connect the other end of the interface cable to the parallel interface port on your computer.

## Attaching the Power Cord

**Caution**

❏ Use only the power cord that came with the MultiPASS 1000. Using a longer cord or an extension cord may result in reduced voltage or malfunctions.

❏ When unplugging the power cord, always remove it by holding the plug and not the cord.

❏ Make sure no appliances that can cause electrical noise are on the same outlet.

❏ Do not allow anything to rest on the power cord. Make sure the cord is located where it cannot be walked on or tripped over.

❏ Do not overload the electrical outlet.

To attach the power cord, follow these steps:

1. Attach the power cord to the power receptacle on the MultiPASS 1000.
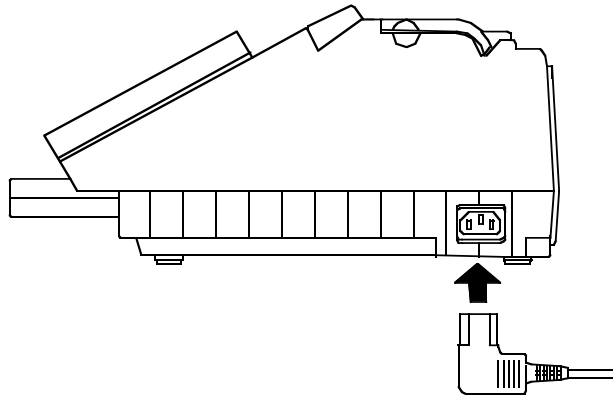


2. Plug the power cord into a properly grounded AC outlet (three-prong outlet).

   ❏ Make sure the MultiPASS 1000 is firmly plugged in to assure proper electrical contact.

The MultiPASS 1000 has no power switch so the power is on whenever you plug in the power cord.

**Note**

Because you have not installed the ink cartridge yet, the ALARM light blinks and the LCD displays REINSTALL CARTRIDGE. Be sure to install the ink cartridge next.

## Installing the Ink Cartridge

The MultiPASS 1000 comes with one Canon BX-2 ink cartridge. You can use the BX-2 ink cartridge or a Canon BC-02 ink cartridge with your MultiPASS 1000.

To install the ink cartridge, follow these steps:

1.  Make sure the MultiPASS 1000 is plugged in.

    ❏ The date and time appear in the LCD display. Don't worry if the date and time are not correct; you will set them later.
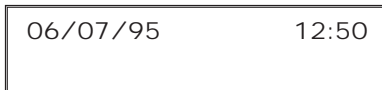
    ```
    06/07/95              12:50
    ```

2.  Open the printer cover.

    ❏ Lift from both sides.

    ❏ The cartridge holder may move to the left side of the MultiPASS 1000 or it may be there already. (Wait for it to stop moving.)
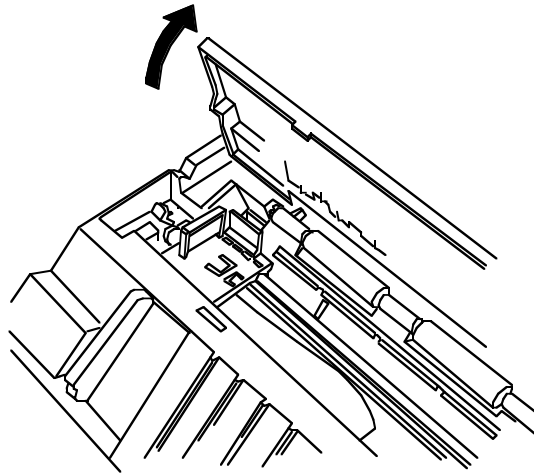
3. Pull the green lever on the cartridge holder forward towards the front of the unit (to the open position).
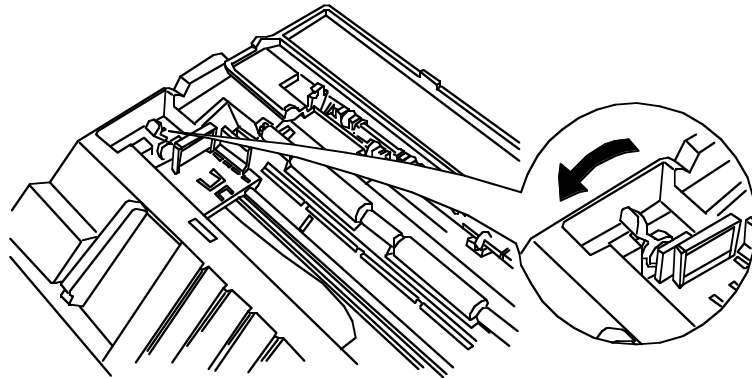
4. Take the ink cartridge out of its box and remove the protective packaging from the cartridge.

   ❏ Lift off the orange cap from the print head and remove the orange tape.

PRINT HEAD
CAP

PRINT HEAD
(DO NOT TOUCH)

PROTECTIVE TAPE

5. Set the ink cartridge straight down onto the cartridge holder.

   ❏ Center the cartridge slot over the yellow post and place the cartridge gently on the post. (The cartridge will not be aligned yet.)

CARTRIDGE SLOT

YELLOW
POST
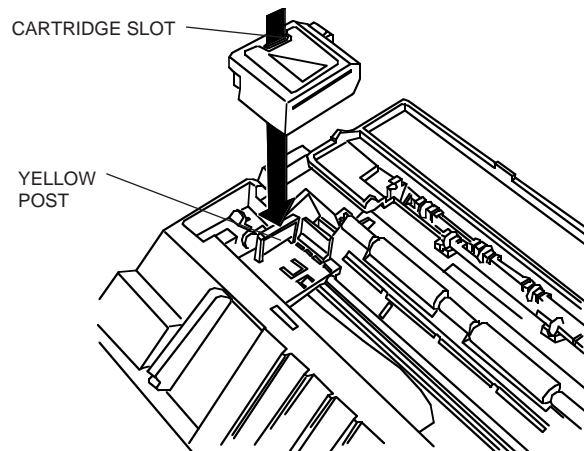
6. Push the green lever up and back until it locks the ink cartridge into place.

❏ The ink cartridge will align automatically as you press the lever back.

❏ Make sure the ink cartridge is secure.
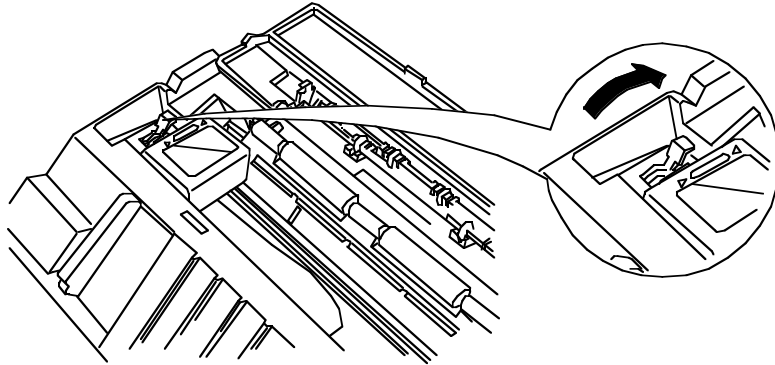
7. Close the printer cover.
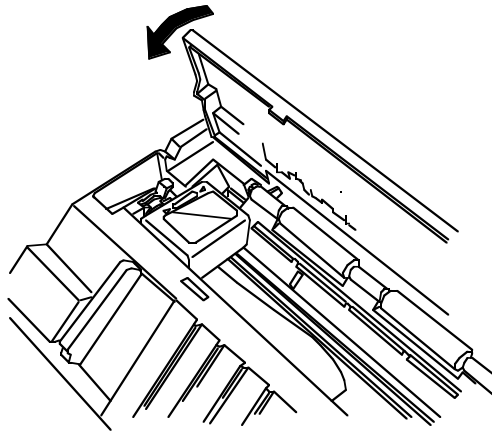
Do not move the ink cartridge holder. Attempting to do so may damage the print mechanism.

**Caution**

If the ALARM light is still flashing, press the **STOP** button.

**Note**

## Cleaning the print head

You must clean the print head on a new BX-2 or BC-02 ink cartridge to ensure the best possible print quality.

1. Turn on the printer.

   ❏ Press the **PRINTER** button.

   ❏ Make sure the printer light comes on.

2. Make sure the printer is on-line.

   ❏ The ON LINE light will be on.

3. Open the printer panel cover.

PRINTER PANEL COVER

4. Press and hold the **ON LINE** and **PRINT MODE** buttons (together) until the ON LINE light starts to blink.

   ❏ The ON LINE light blinks for about 12 seconds while the MultiPASS 1000 cleans the print head.

PRESS HERE
FOR CLEANING

ON LINE     LF/FF     HS     SHQ     HQ
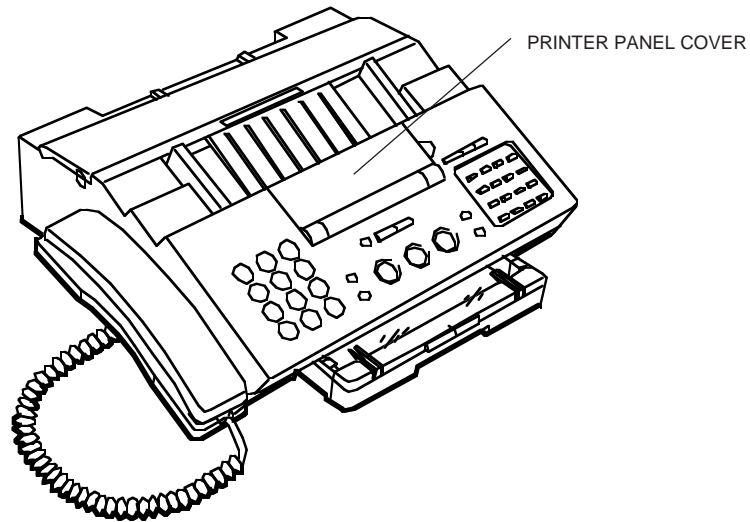
PRINT MODE
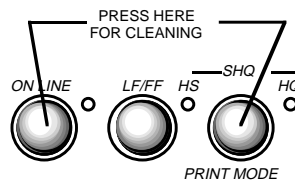
5. After cleaning, press the **PRINTER** button to turn off the printer.

## *Attaching the Document Supports*

Now that the ink cartridge is installed, you can attach the received document support and the sending document support.

1. The tabs on the received document support fit into the slots toward the back of the MultiPASS 1000.

   ❏ The support then rests on the MultiPASS 1000.

RECEIVED DOCUMENT
SUPPORT

---
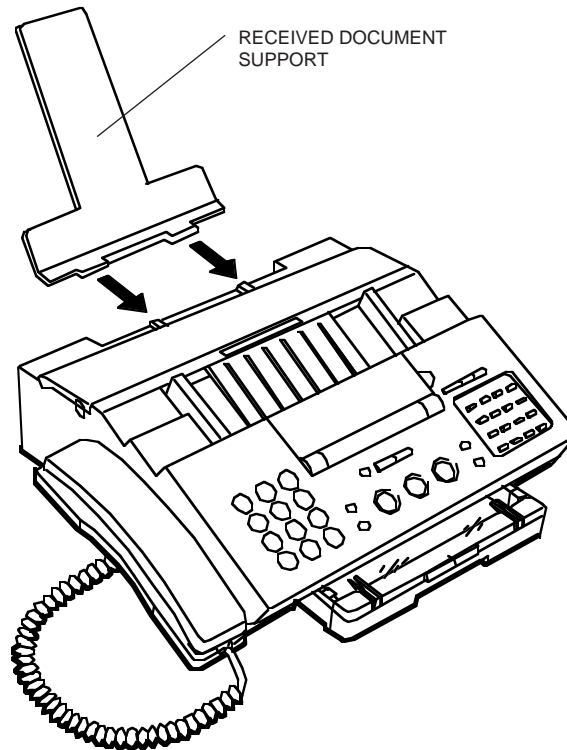
2. The tab on the sending document support fits into the slot above the Automatic Document Feeder (ADF) on the MultiPASS 1000.

❏ The support then rests on the MultiPASS 1000.

SENDING DOCUMENT
SUPPORT
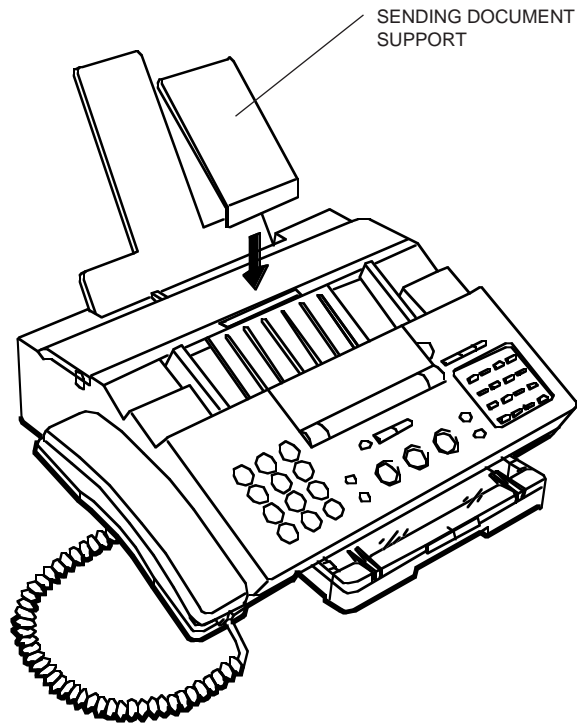
## *Attaching the One-touch Speed Dialing Faceplate*

Attach the faceplate for the one-touch speed dialing keypad over the dialing buttons.

❏   It fits only one way—the tabs on the faceplate fit into slots on the MultiPASS 1000.
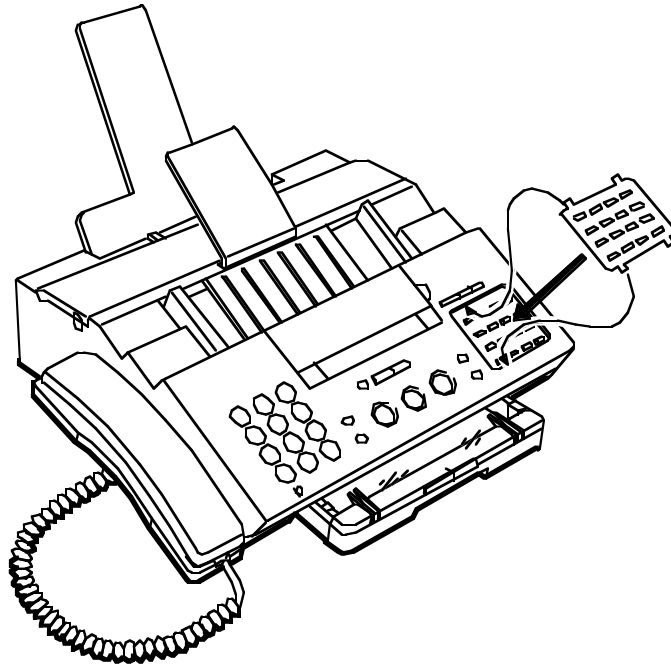
Be sure to put the faceplate for the one-touch speed dialing keypad on the MultiPASS 1000; it identifies the buttons you use for various operations as well as the numbers you assign for one-touch speed dialing.

# Testing the MultiPASS 1000

Now that the MultiPASS 1000 is set up, you'll want to test it by printing a help list.

## Printing the Help List

The fastest way to test the MultiPASS 1000 is to print a help list that is built into the system. The help list describes basic operating instructions.

1. Press the **FUNCTION** button. The LCD displays:

```
SELECT MENU
```

2. Press **HELP** on the one-touch speed dialing keypad. The LCD displays:

```
PRINTING
```
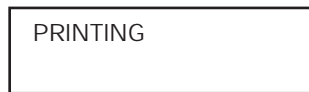
The MultiPASS 1000 prints out the help list.

If the help list does not print for any reason, see Chapter 14, *Troubleshooting*.

# Chapter 3
# Registering Information in
# the MultiPASS 1000

This chapter describes how to register information in your
MultiPASS 1000. It includes:

❏ Registering guidelines
- Using the menu system
- Entering numbers
- Entering names during registration

❏ Personalizing your MultiPASS 1000
- Identifying your documents
- Setting the date and time
- Registering your fax number
- Registering your name

❏ Customizing the MultiPASS 1000
- Customizing your ID
- Customizing the LCD display
- Customizing MultiPASS 1000 sounds

## *Guidelines for Registering Information*

When you are registering information in your MultiPASS 1000,
follow these guidelines:

❏ If you pause and do not make an entry for more than 60
seconds, the MultiPASS 1000 returns to standby mode. You
must start the procedure over from the beginning.

❏ If you make a mistake while entering registration information,
you can press **STOP** and start the procedure over from the
beginning, or you can press **CLEAR** (on the one-touch speed
dialing keypad) and re-enter the current information.

❏ If the MultiPASS 1000 rings while you are entering registration
information, press **STOP** and lift the handset.

- If you hear nothing or a slow beep, someone is trying to
send a fax; press **START/COPY**.

- If it is a phone call, you can converse normally.

After the call, start the registration procedure again from the
beginning.

## Using the Menu System

The MultiPASS 1000 includes a menu system that you use to register information and select fax, telephone, and printer operations. The main menu includes these items:

| | |
|---|---|
| 1.TEL REGISTRATION | 5.RX SETTINGS |
| 2.USER SETTINGS | 6.PRINTER SETTINGS |
| 3.REPORT SETTINGS | 7.BJ PRINT SETTINGS |
| 4.TX SETTINGS | 8.SYSTEM SETTINGS |

For a complete description of the menu structure, see Appendix B, *Menu System Summary*.

In general, you follow these steps to access the menus and make selections:

1. Press **FUNCTION**. The LCD displays:

   ```
   SELECT MENU
   ```

2. Press the number of the menu you wish to access. The LCD displays the menu title. For example:

   ```
   SELECT MENU
     2.USER SETTINGS
   ```

3. Press **START/COPY**. The LCD displays the first selection for the selected menu.

   ```
   USER SETTINGS
     1.SET TIME
   ```
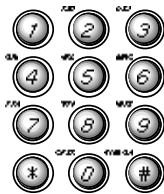
4. You can now make a selection in one of two ways:

   ❏ Press the arrow buttons to view the possible selections.

   ❏ Enter data using the numeric keypad.

5. After selecting or entering a value, press **START/COPY**.

6. Repeat steps 4 and 5 as needed.

7. When the operation is complete, press **STOP**.

❏ Registration ends and the fax returns to standby mode.

## *Entering a Number*

Whenever you are prompted to enter a fax number or a telephone number, follow these procedures.

Use the numeric keypad to enter the number.

TEL=
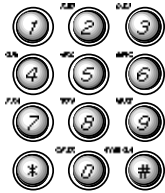
❏ You can enter up to 20 digits for a fax number, 32 digits for a speed dialing number, or 118 digits for an expanded dialing number.

❏ Be sure to enter **1** and the area code, if necessary, to dial a different area code.

❏ Do not enter dashes, slashes, commas, or other punctuations.

❏ If you need to enter a pause for any reason, see *Using the PAUSE button* in Chapter 9.
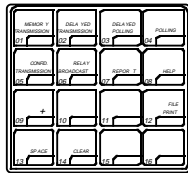
Use the one-touch speed dialing keypad as follows:

❏ To enter a space between numbers, press **SPACE**.

❏ If you make a mistake, press **CLEAR** and enter the number again.

❏ To erase a previously registered number, press **CLEAR**. You can also enter a new number over the old one.

## *Entering a Name*

Whenever you register a fax number or a telephone number, you can assign a name to that number. To enter a name from the operation panel, you use the numeric keypad to create alphanumeric characters.

When entering a name, you will normally see a prompt similar to this:

```
USER NAME                    :A

```

❏ The :A prompt indicates that you are to enter letters and symbols.

❏ To enter a digit in the name, press the * (asterisk) button on the numeric keypad. This brings up the :1 prompt:

```
USER NAME                    :1

```

❏ The :1 prompt indicates that you are to enter a digit.

❏ Press * on the numeric keypad to switch between entering letters and digits.

To enter the identifying name, you use the numeric keypad:

❏ Use the chart below to determine which number to press for each character:

| To enter | Press this key | To enter | Press this key |
|----------|----------------|----------|----------------|
| ABCabc | 2 | PQRSpqrs | 7 |
| DEFdef | 3 | TUVtuv | 8 |
| GHIghi | 4 | WXYZwxyz | 9 |
| JKLjkl | 5 | - . * # ! " , ; : ^ ` | |
| MNOmno | 6 | _ = / \| ' ? $ @ % | # |
| | | & + ( ) [ ] { } < > | |

❏ First press the numeric button corresponding to the character you want.

❏ Press the numeric button repeatedly until the character you want appears in the display. For example, to enter a capital C, press 2 three times:

```
USER NAME            :A
  C
```

❏ You can enter up to 16 characters in a name.

❏ Use the arrow buttons to move the cursor. Press **>** to move the cursor to the right, or press **<** to move the cursor to the left.

❏ To enter a digit in the name, press the **\*** button. Press **\*** again to switch back to letters.

While entering a name, you can use the one-touch speed dialing keypad as follows:

❏ To enter a space between names, press **SPACE**.

❏ To correct a mistake, use the arrow buttons to move the cursor under the mistake; then enter the correct character. You can also press **CLEAR** to begin again; then simply enter the name again.

❏ To erase a previously registered name, press **CLEAR** or simply enter the new name over the old one.

Registering Information

# Personalizing Your MultiPASS 1000

## Identifying Your Documents

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

**Note**

In the United States, you are required to include this information every time you send a fax. So be sure to enter your TTI information in your MultiPASS 1000 now.

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:

THE DATE AND TIME YOU SENT THE DOCUMENT

YOUR FAX/TELEPHONE NUMBER

YOUR NAME OR COMPANY NAME

THE NAME OF THE PARTY WHO IS RECEIVING THE DOCUMENT

THE PAGE NUMBER/ NUMBER OF PAGES SENT

06/10/95  18:00      321-456-7777      CANON U.S.A.      WESTERN REGION      001-/001

**Canon**

CANON U.S.A., INC.
ONE CANON PLAZA
LAKE SUCCESS, N.Y. 11042-1113
Telephone: (516) 488-6700
General Fax Telephone
(516) 328-5069

Spring 1995

Dear Canon Customer:

Thank you for purchasing the new Canon MultiPASS 1000 Document Processing System. We are sure your new system will help you work more efficiently and expand your work capacity.

The new MultiPASS 1000 is a complete 6-in-1 desktop system for your home or small office. Your new system provides the following functions:

- ❏ Plain paper fax
- ❏ PC fax
- ❏ Printer
- ❏ Scanner
- ❏ Copier
- ❏ Telephone

Your MultiPASS 1000 includes the MultiPASS Desktop Manager for Windows. This exclusive Canon software package manages the printing, scanning, and faxing activities of your MultiPASS 1000 on your computer in a single management application.

As a scanner, the MultiPASS 1000 supports the Twain Scanning Standard, which allows you to scan images from any graphics or OCR applications program that supports the TWAIN standard.

Once again, we thank you and hope you enjoy your new MultiPASS 1000.

Sincerely,

Canon U.S.A.

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

## Setting the Date and Time

Follow the steps below to set the date and time for your MultiPASS 1000. The date and time appear in the LCD display as well as on the documents you send.

1. Press **FUNCTION**.

```
SELECT MENU
```

2. Press **2**.

```
SELECT MENU
  2.USER SETTINGS
```

3. Press **START/COPY**.

```
USER SETTINGS
  1.SET TIME
```

4. Press **START/COPY**.

```
SET TIME
* 06/07/95 12:50
```

5. Use the numeric keypad to enter the date and time.

```
SET TIME
* 06/06/95 15:30
```

❏ Enter the month, day, and year in mm/dd/yy format.

❏ Set the time using the 24-hour clock system. Precede single digits with a zero. Example:

   07:30 = 7:30 a.m.
   17:05 = 5:05 p.m.

❏ If there is a previously registered date and time, you can enter the new setting over the old one.

❏ If you make a mistake or you want to change an existing date setting, press **CLEAR** (on the one-touch speed dialing keypad). Then enter the date.

6. Press **START/COPY**.

7. Press **STOP**.

## Registering Your Fax Number

Follow the steps below so that your fax number appears on the top of each document you send.

1. Press **FUNCTION**.

```
SELECT MENU
```

2. Press **2**.

```
SELECT MENU
  2.USER SETTINGS
```

3. Press **START/COPY**.

```
USER SETTINGS
  1.SET TIME
```

4. Press the arrow buttons until the following appears:

```
USER SETTINGS
  2.ENTER YOUR TEL
```

5. Press **START/COPY**.

```
ENTER YOUR TEL
TEL=
```
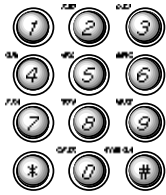
6.  Use the numeric keypad to enter your fax number.

```
ENTER YOUR TEL
TEL = 19876543211
```

❏  You can enter up to 20 digits.

❏  Do not enter dashes, slashes, commas, or other
    punctuation.

Use the one-touch speed dialing keypad as follows:
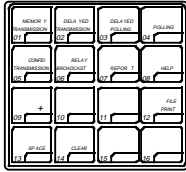
❏  To enter a space between numbers, press **SPACE**.

❏  If you make a mistake, press **CLEAR**. Then enter the
    number again.

❏  To erase a previously registered number, press **CLEAR** or
    simply enter the new number over the old one.

❏  If you want a plus sign (+) to appear in the number when
    using a country code, press + on the one-touch speed
    dialing keypad when entering the fax number.

7.  Press **START/COPY**.

8.  Press **STOP**.

Registering
Information

## Registering Your Name

Follow the steps below so that your name and/or company name appears on the top of each document you send.

1. Press **FUNCTION**.

> SELECT MENU

2. Press **2**.

> SELECT MENU
>   2.USER SETTINGS

3. Press **START/COPY**.

> USER SETTINGS
>   1.SET TIME

4. Press the arrow buttons until the following appears:

> USER SETTINGS
>   3.USER NAME

5. Press **START/COPY**.

> USER NAME              :A
>   _

❏ The :A prompt indicates that you are to enter letters and symbols.

❏ The :1 prompt indicates that you are to enter a digit.

❏ Press the * (asterisk) button on the numeric keypad to switch between entering letters and digits.
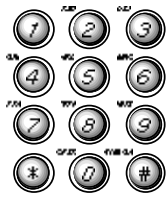
6. Using the numeric keypad and the chart below, enter your name and/or company name by pressing the buttons on the numeric keypad.

| To enter | Press this key | To enter | Press this key |
|---|---|---|---|
| ABCabc | 2 | PQRSpqrs | 7 |
| DEFdef | 3 | TUVtuv | 8 |
| GHIghi | 4 | WXYZwxyz | 9 |
| JKLjkl | 5 | - . * # ! ” , ; : ^ ` | |
| MNOmno | 6 | _ = / \| ’ ? $ @ % | # |
| | | & + ( ) [ ] { } < > | |

❑ First press the numeric button corresponding to the character you want.

❑ Press the numeric button repeatedly until the character you want appears in the display. For example, to enter a capital C, press 2 three times:

```
USER NAME            :A
  C
```

❑ You can enter up to 16 characters in a name.

❑ Use the arrow buttons to move the cursor. Press **>** to move the cursor to the right, or press **<** to move the cursor to the left.

❑ To enter a digit in the name, press the **\*** button. Press **\*** again to switch back to letters.

Use the one-touch speed dialing keypad as follows:

❑ To enter a space between names, press **SPACE**.

❑ To correct a mistake, use the arrow buttons to move the cursor under the mistake; then enter the correct character. You can also press **CLEAR** to begin again; then simply enter the name again.

❑ To erase a previously registered name, press **CLEAR** or simply enter the new name over the old one.

7. Press **>** to move the cursor to the right, or press **<** to move the cursor to the left.

```
USER NAME            :A
  C_
```

8. Repeat steps 6 and 7 until the entire name appears in the display:

```
USER NAME            :A
  CANON USA
```

9. Press **START/COPY**.

10. Press **STOP**.

# Customizing the MultiPASS 1000 Operations

The following sections describe features of your MultiPASS 1000 that you can change to meet your individual needs.

## Customizing Your ID

You can customize your ID (also known as TTI for Transmit Terminal Identifier) using the following USER SETTINGS:

❏ TX TERMINAL ID
You can specify whether or not to print the ID (or TTI). In the United States, you must print this information, so always set this option to ON.

❏ TTI POSITION
You can specify the position where the ID (or TTI) appears on your document. It can appear just above the document area or inside the document area. In either case, it appears at the top of the document.

The OUTSIDE IMAGE setting places the ID outside the actual document area, just above the document.

The INSIDE IMAGE setting places the ID inside the document area at the very top.

❏ TTI MARKER
You can include the word FAX or the symbol ( in your ID.

The FAX setting inserts the word FAX into the ID.

The TEL setting inserts the ( symbol into the ID.

Follow these steps:

1. Press **FUNCTION**.

```
SELECT MENU
```

2. Press **2**.

```
SELECT MENU
  2.USER SETTINGS
```

START/COPY

3. Press **START/COPY**.

```
USER SETTINGS
  1.SET TIME
```

4. Press the arrow buttons until the following appears:

```
USER SETTINGS
  4.TTI OPTION SET
```

START/COPY

5. Press **START/COPY**.

```
TTI OPTION SET
  1.TX TERMINAL ID
```

6. Press the arrow buttons to display the item you want to change.

TX TERMINAL ID
TTI POSITION
TTI MARKER

START/COPY

7. Press **START/COPY**. The LCD displays the setting for the option you select. For example:

```
TX TERMINAL ID
                    ON
```

8. Press the arrow buttons to display the selection you want to make.

TX TERMINAL ID
– ON
– OFF

TTI POSITION
– OUTSIDE IMAGE
– INSIDE IMAGE

TTI MARKER
– FAX
– TEL

9. Press **START/COPY**.

```
TX TERMINAL ID
DATA ENTRY OK
```

10. If you want to change other settings, start again from step 6.
Otherwise press **STOP**.

## Customizing the LCD Display

Use the following procedure to:

❏ Format the date shown on the display

❏ Choose the language of the display and reports

❏ Set the display brightness

The following items are found in the SYSTEM SETTINGS menu:

❏ DATE SETUP
Choose one of three formats: USA, European, Japanese
MM/DD/YY:       USA
DD/MM 'YY:      European
'YY MM/DD:      Japanese

❏ DISPLAY LANGUAGE
Choose one of three: ENGLISH, FRENCH, SPANISH

❏ LCD BRIGHTNESS
Changes the brightness of the display
STANDING UP: Set for viewing the display from a standing position.
SITTING DOWN: Set for viewing the display from a sitting position.

Follow these steps to change the LCD display:

1. Press **FUNCTION**.

```
SELECT MENU
```

2. Press **8**.

```
SELECT MENU
  8.SYSTEM SETTINGS
```

3.  Press **START/COPY**.

```
SYSTEM SETTINGS
  1.RX RESTRICTION
```

4.  Press the arrow buttons to display the item you want to change. For example:

```
SYSTEM SETTINGS
  7.LCD BRIGHTNESS
```

5.  Press **START/COPY**.

```
LCD BRIGHTNESS
              SITTING DOWN
```

6.  Press the arrow buttons to select a setting. For example:

```
LCD BRIGHTNESS
              STANDING UP
```

7.  Press **START/COPY**.

```
LCD BRIGHTNESS
DATA ENTRY OK
```

8.  If you want to change other settings, start again from step 4. Otherwise press **STOP**.

## Customizing MultiPASS 1000 Sounds

You can vary the different sounds and sound levels used by the MultiPASS 1000 by:

❏   Changing the volume of MultiPASS 1000 sounds

❏   Changing the tone of the ringer

❏   Turning the MultiPASS 1000 dialing sound on or off

❏   Turning the off hook alarm on and off (The off hook alarm sounds when the handset is not properly placed in its cradle.)

❏   Turning the hold melody on and off

---

You'll find the following items in the USER SETTINGS menu:

❏ OFF HOOK ALARM
Turns the off hook alarm on and off
　　OFF
　　ON

❏ HOLD MELODY
Turns the hold melody on and off
　　OFF
　　ON

❏ VOLUME CONTROL
Changes the volume of the MultiPASS 1000 ring (separate from the volume of the handset), alarm sound, and keypad touch sound
　　CALLING VOLUME
　　ALARM VOLUME
　　KEYPAD VOLUME

You can set the volume as follows:
　　VOL MID:　Medium volume
　　VOL MAX:　Maximum volume
　　VOL MIN:　Minimum volume

❏ RX CALL LEVEL
Changes the tone of the MultiPASS 1000 ring
　　LOW
　　HIGH

❏ DIALING TONE
Turns the sound the MultiPASS 1000 makes when dialing on or off
　　OFF
　　ON

Follow these steps to change any of the sounds made by the MultiPASS 1000:

1. Press **FUNCTION**.

```
┌─────────────────────────────┐
│                             │
│  SELECT MENU                │
│                             │
│                             │
└─────────────────────────────┘
```

2. Press **2**.

```
┌─────────────────────────────┐
│  SELECT MENU                │
│   2.USER SETTINGS           │
│                             │
└─────────────────────────────┘
```

Registering
Information

3. Press **START/COPY**.

> USER SETTINGS
>   1.SET TIME

4. Press the arrow buttons to display the item you want to change. For example:

> USER SETTINGS
>   8.HOLD MELODY

5. Press **START/COPY**. The LCD displays the setting for the option you select; for example:

> HOLD MELODY
>                     OFF

6. Press the arrow buttons to select a setting. For example:

> HOLD MELODY
>                     ON

7. Press **START/COPY**.

> HOLD MELODY
> DATA ENTRY OK

8. If you are changing one of the VOLUME CONTROL options, press the arrow buttons until one of the following appears:

   VOL MID:  Medium volume
   VOL MAX:  Maximum volume
   VOL MIN:  Minimum volume

   ❑ After making your selection, press **START/COPY**.

9. If you want to change other items, start again from step 4. Otherwise press **STOP**.

# Chapter 4
# Preparing Documents and
# Making Copies

This chapter explains how to prepare your documents and then feed them into the MultiPASS 1000. It also describes how to make copies.

It includes:

❏ Preparing documents

❏ Feeding documents

- Adding pages while sending

❏ Making copies

- Receiving while making a copy

❏ Adjusting the paper cassette for legal-size paper

## *Preparing Documents*

Follow these guidelines to prepare your documents:

❏ Remove clips, staples, or other similar objects from documents before feeding them into the MultiPASS 1000.

❏ Let ink, paste, or correction fluid on documents dry completely before feeding the document into the MultiPASS 1000.

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

❏ Do not attempt to feed the following types of documents into the MultiPASS 1000:

Wrinkled or creased paper
Curled or rolled paper
Torn paper
Carbon paper or carbon-backed paper
Coated paper
Glossy pictures
Onion-skin or thin paper
Envelopes

These types of paper may cause jams.

You can automatically feed paper that is between 0.002 and 0.005 inches (0.06 and 0.13 mm) thick.

See Appendix A, *Specifications*, for the document sizes supported by the MultiPASS 1000.

**Note**

Make a photocopy of any document that will not feed into the MultiPASS 1000; you can then feed the copy.

# *Feeding Documents*

You can stack up to 30 sheets of paper in the Automatic Document Feeder (ADF).

You can specify the resolution of the document you are sending using the **DOCUMENT** (resolution) button, as follows:

❏ TYPE OF DOCUMENT
Use this setting for special documents, such as photographs or blue prints. See Chapter 5, *Sending Fax Documents*, for details.

❏ FINE
Use this setting for documents that contain very small characters or lines, such as maps or diagrams.

❏ STANDARD
Use this setting for normal typewritten, word-processed, or printed documents.

Follow these steps to feed a document into the MultiPASS 1000:
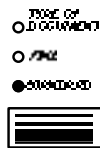
1. Press the **DOCUMENT** (resolution) button for the kind of document you are sending. The lights show the setting.

   ❏ If you are sending a special document, such as photographs or blueprints, see Chapter 5, *Sending Fax Documents*, for details on how to select a special document type.

2. Adjust the paper guides for the width of the document.

Preparing
Documents
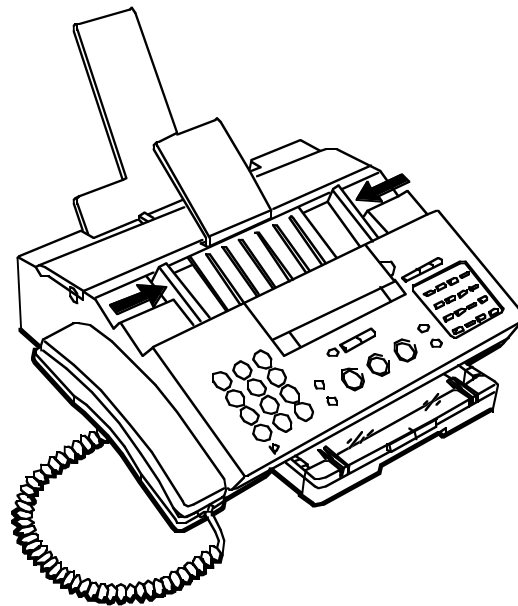
3. Insert the document face-down into the Automatic Document Feeder (ADF) until you hear a beep.
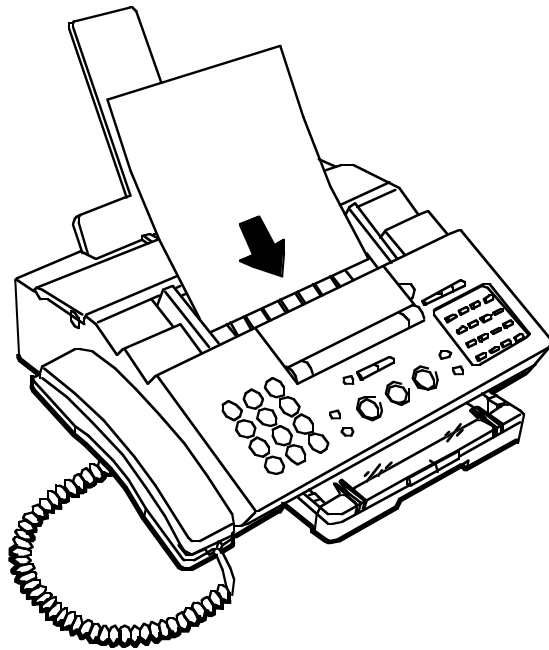


❏ Insert the top of the page first (for example, your letterhead).

❏ You can stack up to 30 sheets of letter-size paper at one time.

4. Press the arrow buttons to change the density setting for the document you are sending.



❏ Choose from 1 (darkest) to 7 (lightest); the standard setting of 4 is for a normal typewritten or word-processed document.

❏ The default setting is 4; to change the default, see Chapter 5, *Sending Fax Documents.*

The MultiPASS 1000 automatically feeds the pages one by one from the bottom.

If a page jams or stops while feeding, see Chapter 14, *Troubleshooting.*

## *Adding Pages While Sending*

If you want to add pages while the MultiPASS 1000 is sending a document, insert the first new page so it overlaps the last page by about 3/4 inch (2 cm).
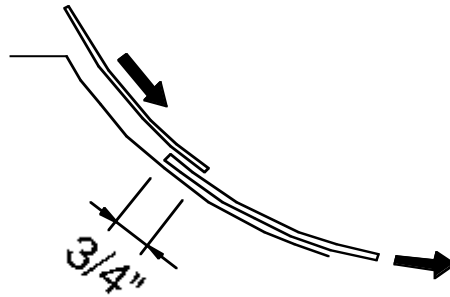


Wait until the last page is being fed into the MultiPASS 1000 before you add new pages.
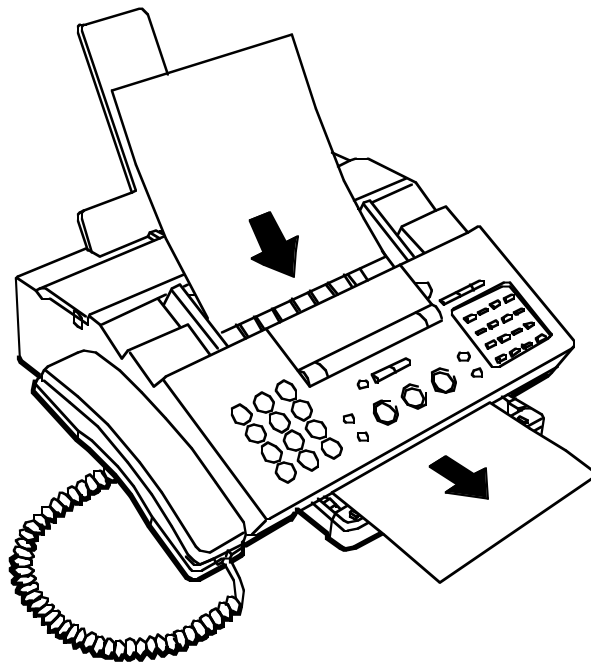
# Making Copies

One of the great features of your MultiPASS 1000 is its ability to make high quality copies. You can make up to 99 copies of one document at a time.

**Note**

❏ You cannot copy if the handset is off the hook.

❏ Any dust or foreign matter on the document scanning glass will lower the quality of the image. Always keep the glass clean. For details on cleaning the document scanning glass, see Chapter 13, *Maintaining the MultiPASS 1000*.

Follow these steps to make a copy:

1. Set the document face-down in the Automatic Document Feeder (ADF).
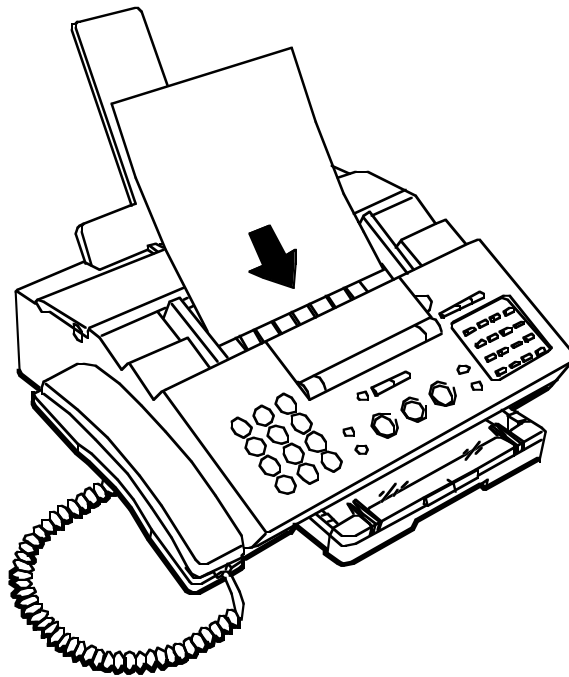


❏ The LCD displays:

```
DOCUMENT READY
```

2. Press **START/COPY**.

❑ When you press **START/COPY** without entering a phone number, the LCD displays:

```
COPY              O1
COPY PAGE
```

**Note**

To make a single copy, press **START/COPY** once more.
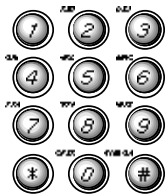
3. To make multiple copies, use the numeric keypad to enter the number of copies.

❑ The MultiPASS 1000 can make up to 99 copies at one time. If you make a mistake when entering the number, press **CLEAR** on the one-touch speed dialing keypad; then enter the number again.

```
COPY              37
COPY PAGE
```

4. Press **START/COPY**.

❑ The LCD displays the number of the copy. It starts with the total number of copies and decreases the number for each copy.

```
COPY              37
COPY PAGE        P.O37
```

If you want to stop copying, press **STOP**.

## Receiving a Fax While Making a Copy

If someone tries to send you a document while the MultiPASS 1000 is copying, follow these steps to receive the document:

1. Press **STOP**.

   ❏ Wait for the print head to stop moving (if necessary).

2. Gently open the operation panel.

   ❏ Do not force it; it opens only slightly.

3. Remove the document you were copying.

4. Close the operation panel.

   ❏ Press gently until it clicks into place.

5. Press the **ANS HOOK UP/MANUAL** button.

   ❏ The MANUAL light comes on to show you that the MultiPASS 1000 is set for manual receiving.

6. Now lift up the handset and press **START/COPY** to receive the incoming document.

After receiving the fax, you can start the copying procedure over again.

See Chapter 7, *Receiving Fax Documents*, for more details on receiving documents manually.

# Adjusting the Paper Cassette
# for Legal-size Paper

The paper cassette that comes with the MultiPASS 1000 supports
both letter-size and legal-size paper. To load legal-size paper in the
paper cassette, follow these steps:

1. Remove the paper cassette from the MultiPASS 1000.
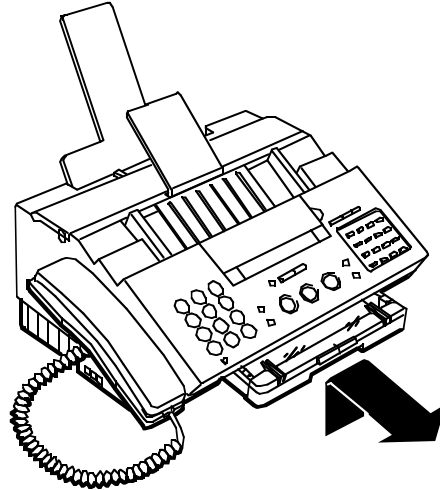


2. Open the cover on the paper cassette and remove any paper
   from the cassette.

3. Loosen the two screws on the bottom of the paper cassette by
   turning them counterclockwise. (The screws come all the way out.)

Preparing
Documents
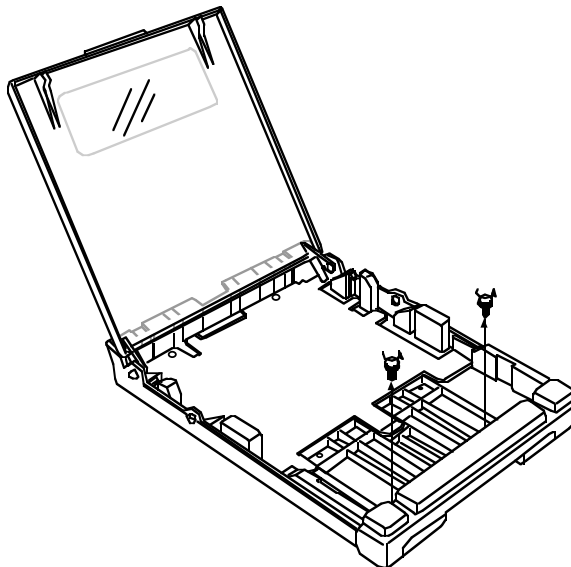
4. Grip the handle on the front of the cassette and pull out the cassette's extension.
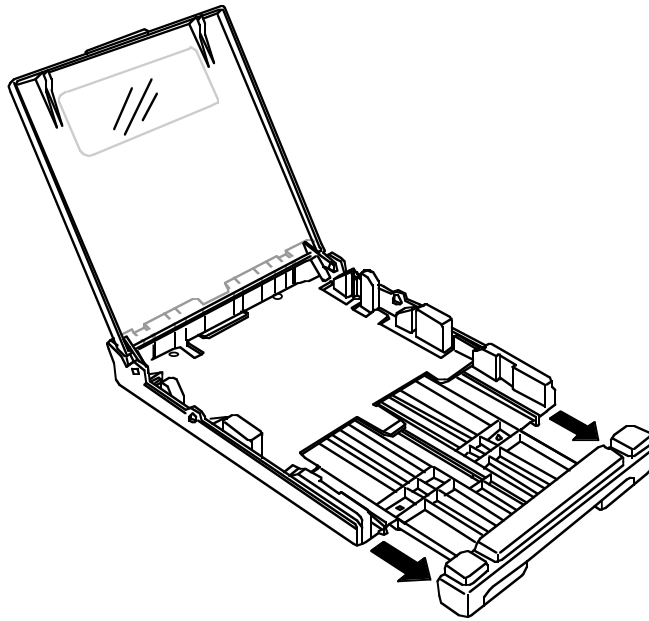
5. Align the second set of holes on the cassette's extension with the holes in the bottom of the cassette and insert the two screws.

❏ Secure the screws by turning them clockwise.
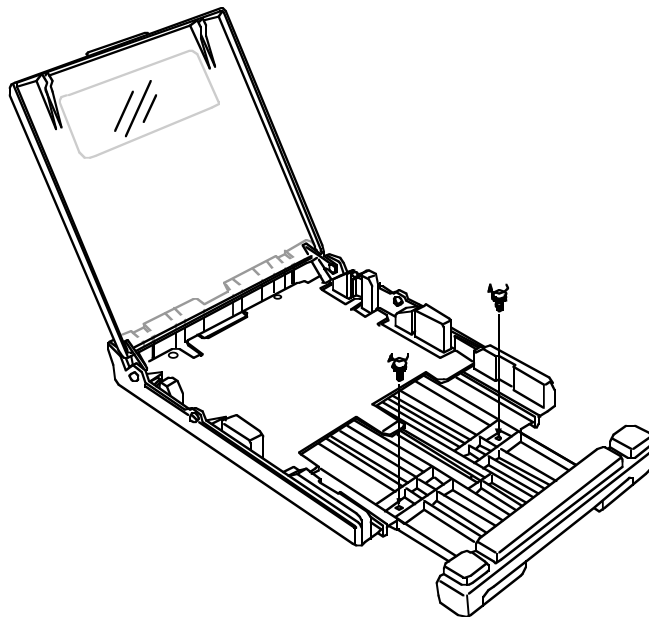
6. Remove the cover from the paper cassette.

❏ Grip the sides of the cover near the paper cassette and gently press in on the plastic.
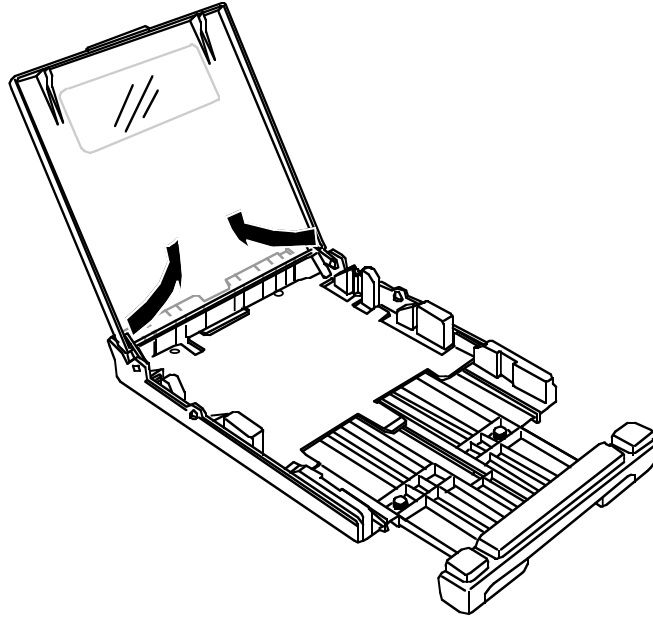
7. Lift the cover off the paper cassette.

**Preparing Documents**
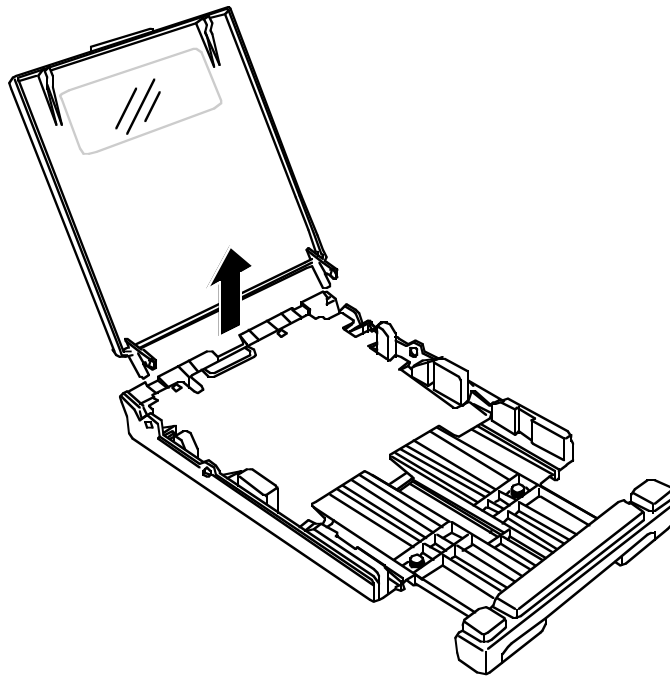
8. Align the tabs on the side of the cover with the slots on the side of the paper cassette (closer to the front of the cassette).

❏ Again, press in slightly on the plastic to fit the tabs into the slots on the paper cassette.
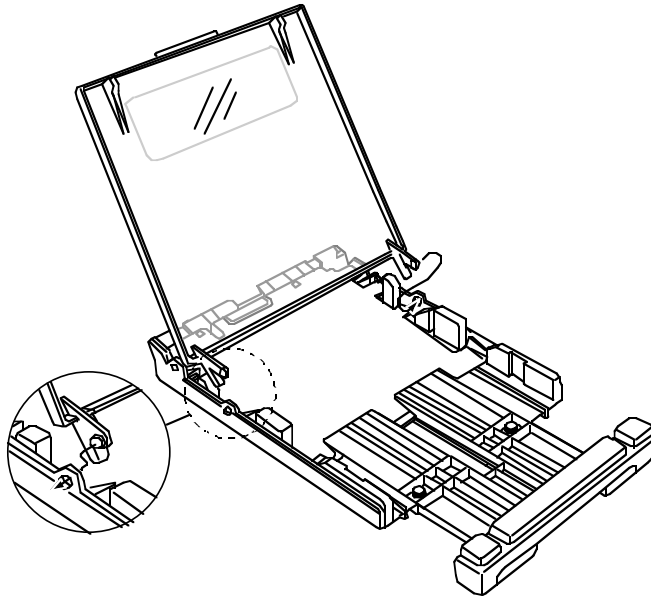


9. Close the cover.
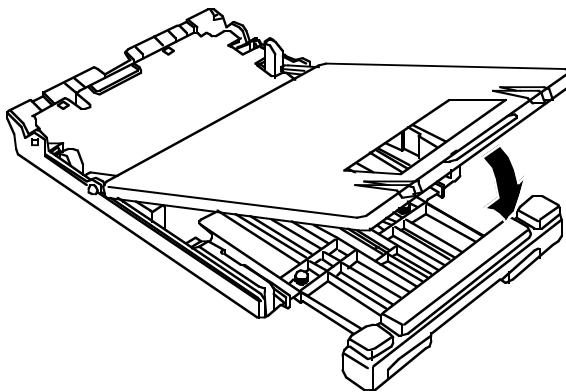


You can now use the paper cassette to load legal-size paper.

When you want to use letter-size paper, follow the same steps. Return the extension to the letter-size position and replace the cover in the back slots.

# Chapter 5
# Sending Fax Documents

This chapter explains how to send fax documents with your MultiPASS 1000. It includes:

❏ Sending a document using regular dialing

❏ Sending a document directly

❏ Sending a document from memory

❏ Sending procedures

- Sending large documents

- Customizing the transmission mode

- Transmitting the document

❏ Selecting document settings

- Type of document

- Density control

❏ Setting up special transmission procedures

- ECM sending

- Auto redial

❏ Customizing the transmission speed

# Sending a Document Using Regular Dialing

You can use regular dialing to enter a fax number that you have
not registered for one of the automatic dialing methods.

1.  Feed the document face-down into the Automatic Document
    Feeder (ADF).
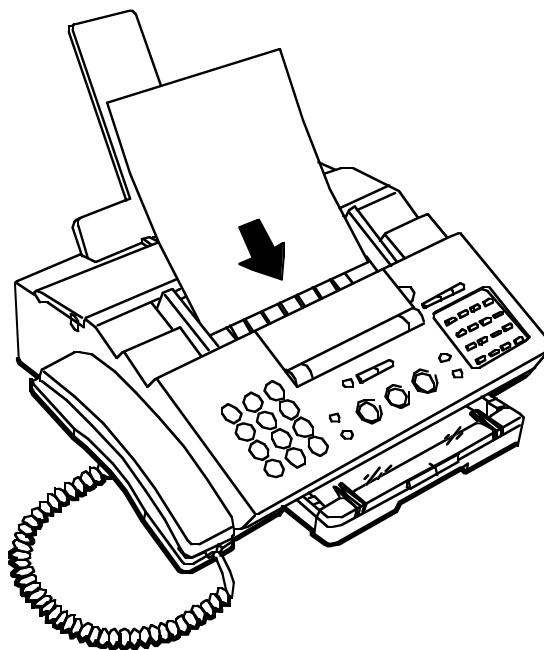


❏ The LCD displays the density control box for a few seconds:

2.  Press the arrow keys to change the density.

    ❏  Press **<** to darken the image and press **>** to lighten
       the image.

    ```
    DOCUMENT READY
    ```
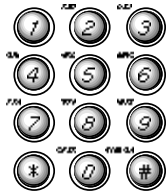
3.  Dial the number of the receiving fax.

    ```
    TEL =        12345678999
    ```

    ❏  Use the numeric keypad to enter the number. See page 3-3
       for details.

4.  Press **START/COPY**.

The MultiPASS 1000 begins sending the document.

```
TRANSMITTING OK
```

❏  The MultiPASS 1000 beeps once to indicate that the document
   has been sent successfully.

❏  If an error occurs during sending, the MultiPASS 1000 beeps
   intermittently for a few seconds. If this happens, try sending
   the fax again.

❏  The MultiPASS 1000 automatically redials if the receiving
   fax machine does not answer or if the line is busy. (You can
   specify the number of times it redials; see *Auto Redial*, on
   page 5-17.)

❏  To stop sending before the fax is finished, press **STOP**. You
   may need to lift the operation panel to remove the document.
   If so, be sure to close the operation panel and press **STOP**
   again.

❏  If the ALARM light is flashing for any reason, correct the
   problem and then press **STOP**. If necessary, refer to Chapter 14,
   *Troubleshooting*.

Sending Fax
Documents

# Sending a Document Directly

To scan and transmit a document one page at a time without first storing it in memory, follow the steps below. This procedure is called "direct sending."

1.  Feed the document face-down into the Automatic Document Feeder (ADF).
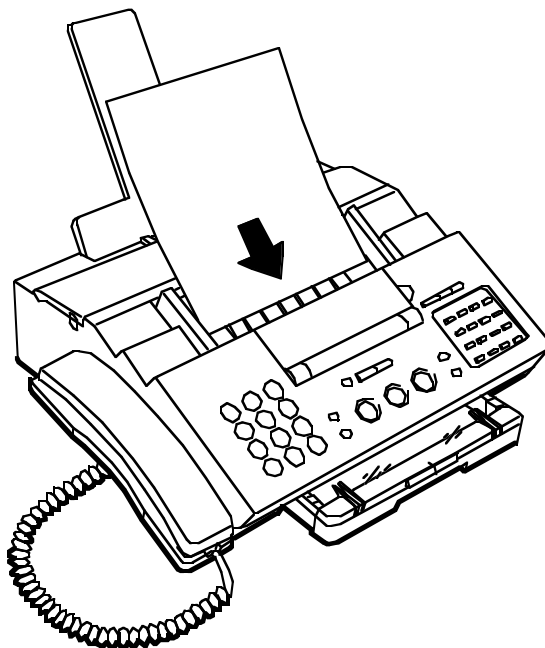
❏   The LCD displays the density control box for a few seconds:

2. Press the arrow keys to change the density.

❏ Press **<** to darken the image and press **>** to lighten the image.

```
DOCUMENT READY
```
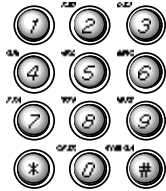
3. Dial the number of the receiving fax.

```
TEL =        15164886700
```

❏ Use the numeric keypad to enter the number. See page 3-3 for details.

❏ You can also use any of the automatic dialing methods described in Chapter 6, *Using Automatic Dialing.*

4. Press **START/COPY**.

The MultiPASS 1000 begins sending the document.

```
TRANSMITTING OK
```

❏ The MultiPASS 1000 beeps once to indicate that the document has been sent successfully.

❏ If an error occurs during sending, the MultiPASS 1000 beeps intermittently for a few seconds. If this happens, try sending the fax again.

❏ The MultiPASS 1000 automatically redials if the receiving fax machine does not answer or if the line is busy. (You can specify the number of times it redials; see *Auto Redial,* on page 5-17.)

❏ To stop sending before the fax is finished, press **STOP**. You may need to lift the operation panel to remove the document. If so, be sure to close the operation panel and press **STOP** again.

❏ If the ALARM light is flashing for any reason, correct the problem and then press **STOP**. If necessary, see Chapter 14, *Troubleshooting.*

**Sending Fax Documents**

# Sending a Document from Memory

You can use memory sending to send your document. With memory sending, the MultiPASS 1000 quickly scans the document into memory. Then, after it dials the receiving party, it sends the document from memory. This means you do not have to wait for the MultiPASS 1000 to finish sending before you can retrieve your original document.

You can send up to 50 letter-size pages (based on CCITT #1 Chart) at one time with memory sending.

❏ If memory becomes full while scanning your document and you are sending to one location, the MultiPASS 1000 stops scanning in the document. It sends the pages in memory and then switches to direct sending to send the rest of the document.

❏ If memory becomes full while scanning your document and you are sending to multiple locations, the LCD displays MEMORY FULL and the MultiPASS 1000 erases the document from memory. If this happens, start the procedure from the beginning.

---

The definition of a letter-size page for memory storage purposes is based on CCITT #1 Chart.

**Note**

---

Before using memory sending, it is a good idea to print out any received documents stored in memory. If a received document is stored in memory, the LCD displays:

```
06/31/95              11:17
RECEIVED IN MEMORY
```

See *Receiving Documents in Memory* on page 7-7 for details.

To send a document from memory, follow these steps:

1. Feed the document face-down into the Automatic Document Feeder (ADF).
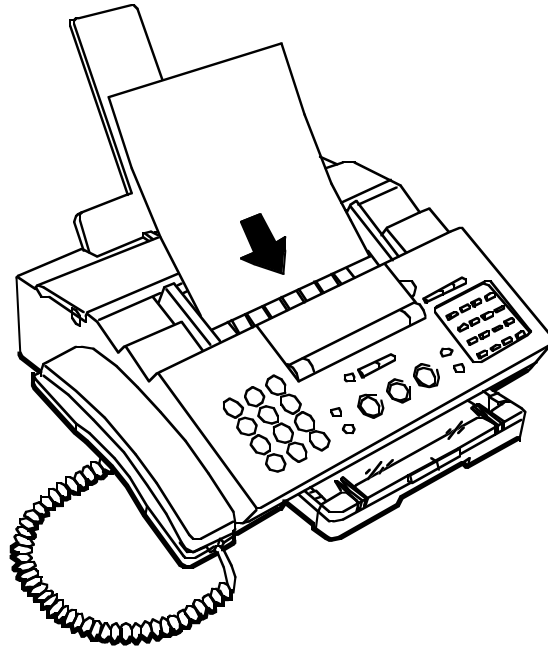


❏ The LCD displays:

```
DOCUMENT READY
```

2. Press **FUNCTION**.

```
SELECT MENU
```

3. Press **MEMORY TRANSMISSION**.

```
DOCUMENT READY
MEMORY
```
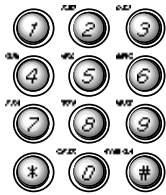
4. Dial the number of the receiving fax.

```
TEL = 9876543333
```

❑ Use the numeric keypad to enter the number. See page 3-3 for details.

❑ You can also use any of the automatic dialing methods described in Chapter 6, *Using Automatic Dialing*.

5. Press **START/COPY**.

The MultiPASS 1000  scans the document into memory.
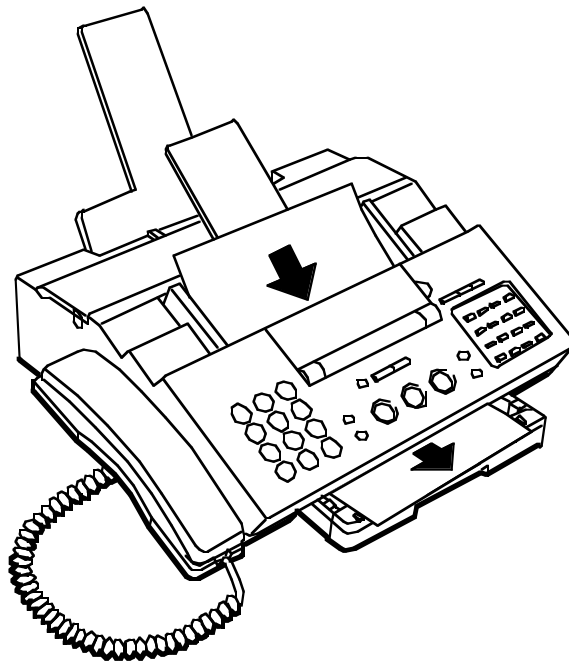
❑ The LCD displays:

```
TRANSMIT              XXXX
MEMORY INPUT          P.OO1
```

After scanning the document into memory, the MultiPASS 1000 dials the fax number and sends the document.

```
TRANSMITTING OK
```

❏ The MultiPASS 1000 beeps once to indicate that the document has been sent successfully.

❏ After the document is sent, it is erased from memory.

❏ If an error occurs during sending, the MultiPASS 1000 beeps intermittently for a few seconds. If this happens, try sending the fax again.

❏ The MultiPASS 1000 automatically redials if the receiving fax does not answer or if the line is busy. (You can specify the number of times it redials; see *Auto Redial*, on page 5-17.)

❏ To stop sending before the fax is finished, press **STOP**. Any information stored in memory is erased.

❏ If memory becomes full while scanning your document, the MultiPASS 1000 stops scanning in the document. It sends the pages in memory and then switches to direct sending to send the rest of the document.

❏ If the ALARM light is flashing, make sure the error has been corrected and then press **STOP**. If necessary, refer to Chapter 14, *Troubleshooting*.

**Sending Fax Documents**

# Sending Procedures

You can use the features described in this section with other sending features.

## Sending Large Documents

The MultiPASS 1000 scans up to 50 letter-size pages into its memory (based on CCITT #1 Chart).

❏ If you have more than 50 pages to send, divide the document and send each 50-page or less section separately.

❏ You can send up to 50 letter-size pages (based on CCITT #1 Chart) at one time with memory sending.

  • If memory becomes full while scanning your document and you are sending to one location, the MultiPASS 1000 stops scanning in the document. It sends the pages in memory and then switches to direct sending to send the rest of the document.

  • If memory becomes full while scanning your document and you are sending to multiple locations, the LCD displays MEMORY FULL and the MultiPASS 1000 erases the document from memory. If this happens, start the procedure from the beginning.

❏ The Automatic Document Feeder (ADF) holds 30 sheets of paper, but you can add pages to the stack as the MultiPASS 1000 feeds the paper. See page 4-5 for details.

## Customizing the Transmission Mode

When you register a fax number for one-touch speed dialing or coded speed dialing, you will see this LCD display after you enter the fax number and name:

```
NEED TO SET TX MODE?
    YES < > NO
```

This allows you to select the initial transmission speed, the long distance setting, and whether you want to send the document confidentially or to a Canon relay fax machine. Regular sending is the default.

This starting speed is the speed at which the MultiPASS 1000 first tries to send a document over the telephone line. There are two starting speeds, 9600 bps and 4800 bps. The higher the speed, the faster the documents are sent.

Normally you do not need to select a starting speed. When you send a document, the MultiPASS 1000 automatically tries to send at the fastest speed possible (9600 bps). If there is a lot of noise on the line, the MultiPASS 1000 automatically reduces the sending speed for the best transmission.

If you know that the telephone line over which you will be sending has a lot of noise that may interfere with transmission, you will want to set the transmission speed. You can specify one of the following speeds: 9600 bps or 4800 bps.

When you set the starting speed, the MultiPASS 1000 also allows you to select a long distance setting. You can choose from four long distance settings: 0, 1, 2, and 3.
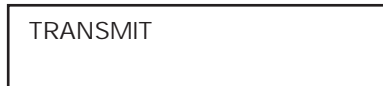
Always try setting 1, LONG DISTANCE, first. If you have problems transmitting your documents, you can try the other settings: LONG DISTANCE 2 and LONG DISTANCE 3. Keep trying different settings until you correct the problem.

Choosing 0, LONG DISTANCE 0, turns off the long distance feature.

For details on how to send a document, either confidentially or to a Canon relay fax machine, see Chapter 10, *Special Sending Procedures.*

## Transmitting the Document

When the MultiPASS 1000 begins sending the document, the LCD displays:

```
TRANSMIT
```

❏ The MultiPASS 1000 beeps each time it successfully sends the document to a destination.

❏ The MultiPASS 1000 automatically redials if a receiving fax does not answer or if the line is busy. (You can specify the number of times it redials; see *Auto Redial* on page 5-17.)

❏ The MultiPASS 1000 erases the document from memory after sending it.

❏ If an error occurs during sending, the MultiPASS 1000 beeps intermittently for a few seconds. If this occurs, try sending the document again.

❏ To interrupt sending to all destinations you dialed, press **STOP**. You may need to lift the operation panel to remove the document. If so, be sure to close the operation panel and press **STOP** again.

❏ If the ALARM light is flashing for any reason, correct the problem and then press **STOP**. If necessary, refer to Chapter 14, *Troubleshooting.*

# Selecting Document Settings

You can use the MultiPASS 1000's USER SETTINGS to register a document type and to change the default density setting used by the MultiPASS 1000.

## Type of Document

Before using the TYPE OF DOCUMENT setting on the operation panel, you must select a document type through the USER SETTINGS. The MultiPASS 1000 allows you to choose from six different document types:

❏ HALFTONE
For documents containing intermediate tones, such as a photograph. Use this setting for black and white or color photographs.

❏ AA (Auto Adjust)
For documents containing both photographs and text.

❏ BLUEPRINT
For blueprints or blue-colored line drawings. The quality of the reproduction will depend on the contrast of the original. Generally, the higher the contrast, the better the reproduction.

❏ TRACING PAPER
For slightly transparent documents, such as line drawings on tracing paper or similar material.

❏ HIGHLIGHT MARKER
For typewritten documents that you have marked with a colored felt-tip pen or a highlight marker. Highlights made with blue or green markers may not reproduce clearly.

❏ IMAGE REVERSAL
For documents within which you want to reverse the tones; for example, you can change white areas to black and vice versa. If the document you are sending has a large white area, remember that reversing an image may create an all black background that requires a lot of ink.

After you register a setting, you can select it when sending a document by pressing the **DOCUMENT** (resolution) button until the TYPE OF DOCUMENT light comes on. The setting remains in effect until you register a new one.

Follow these steps:

1. Press **FUNCTION**.

```
SELECT MENU
```

2. Press **2**.

```
SELECT MENU
  2.USER SETTINGS
```

3. Press **START/COPY**.

```
USER SETTINGS
  1.SET TIME
```

4. Press the arrow buttons until the following display appears:

```
USER SETTINGS
  5.TYPE OF DOCUMENT
```

5. Press **START/COPY**.

```
TYPE OF DOCUMENT
              HALFTONE
```

6. Press the arrow buttons to select the type of document image you want to register.

   ❏ Select one of the following:

   ```
   HALFTONE
   AA
   BLUE PRINT
   TRACING PAPER
   HIGHLIGHT MARKER
   IMAGE REVERSAL
   ```

7. Press **START/COPY**.

```
TYPE OF DOCUMENT
  DATA ENTRY OK
```

8. Press **STOP**.

Sending Fax
Documents

## Density Control

Each time you feed a document into the MultiPASS 1000, the default density setting of 4 is displayed. You can change this setting if you normally send documents that require a lighter or darker setting. The new setting remains in effect until you change it.

The density control box looks like this:

```
  1   1   1   4   1   1   7
◀ ☐   ☐   ☐   ◼   ☐   ☐  ☐▷
```

There are seven settings, from 1 to 7. The smaller the number, the darker the image. The normal setting is 4; 1 is the darkest and 7 is the lightest.

1. Press **FUNCTION**.
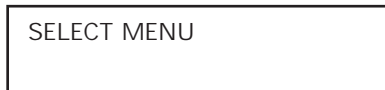
```
SELECT MENU
```

2. Press **2**.

```
SELECT MENU
  2.USER SETTINGS
```

3. Press **START/COPY**.

```
USER SETTINGS
  1.SET TIME
```

4. Press the arrow buttons until the following display appears:

```
USER SETTINGS
  6.DENSITY CONTROL
```

5. Press **START/COPY**.

```
   1  |  |  4  |  |  7
 ◖☐ ☐ ☐ ■ ☐ ☐ ☐▷
```

6. Press the arrow buttons to select the density you use most often.

```
   1  |  |  4  |  |  7
 ◖☐ ☐ ☐ ☐ ☐ ■ ☐▷
```

7. Press **START/COPY**.

DENSITY CONTROL
DATA ENTRY OK
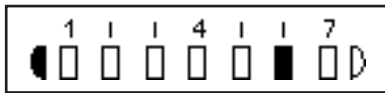
8. Press **STOP**.


# *Setting Up Special Transmission Procedures*

The TX SETTINGS menu of your MultiPASS 1000 includes options for ECM sending and auto redial.

## *ECM Sending*

Your MultiPASS 1000 incorporates Error Correction Mode (ECM), an automatic feature that greatly reduces system and line errors when sending documents. To communicate with the ECM feature, the receiving fax must also have ECM. If the receiving fax has ECM, your MultiPASS 1000 automatically switches to ECM and the LCD display shows:

ECM TX

If the receiving fax does not have ECM, you can communicate normally using any procedures described in this manual.

Keep in mind that even with ECM operating, line errors may occasionally occur. If you communicate over a telephone line affected by line noise, transmitting time may be slightly slower with the ECM feature on. In this case, you can decrease the transmitting time by turning off the ECM feature.

### *Changing the ECM sending option*

1. Press **FUNCTION**.

```
SELECT MENU
```

2. Press **4**.

```
SELECT MENU
  4.TX SETTINGS
```

3. Press **START/COPY**.

```
TX SETTINGS
  1.ECM TX
```

4. Press the arrow buttons until the following display appears.

```
TX SETTINGS
  1.ECM TX
```

5. Press **START/COPY**.

```
ECM TX
                OFF
```

6. Press the arrow buttons to set the ECM TX feature to ON or OFF.

```
ECM TX
                 ON
```

7. Press **START/COPY**.

```
ECM TX
  DATA ENTRY OK
```

8. Press **STOP**.

## Auto Redial

You can turn the auto redial feature on or off. Auto redial is the ability of your MultiPASS 1000 to redial a number if the line is busy or there is no answer.

If you want auto redial on, you can set the amount of time the MultiPASS 1000 waits before redialing and the number of times the MultiPASS 1000 redials.

### Changing the AUTO REDIAL feature

1.  Press **FUNCTION**.

    ```
    SELECT MENU

    ```

2.  Press **4**.

    ```
    SELECT MENU
      4.TX SETTINGS
    ```

3.  Press **START/COPY**.

    ```
    TX SETTINGS
      1.ECM TX
    ```

4.  Press the arrow buttons until the following display appears.

    ```
    TX SETTINGS
      3.AUTO REDIAL
    ```

5.  Press **START/COPY**.

    ```
    AUTO REDIAL
                    OFF
    ```

6.  Press the arrow buttons to set the AUTO REDIAL feature to ON or OFF.

    ```
    AUTO REDIAL
                    ON
    ```

7. Press **START/COPY**.

```
REDIAL TIMES
                    2
```

8. If you turned on the AUTO REDIAL feature, continue with the following steps. Otherwise, go to step 13.

9. Use the numeric keypad to enter the number of times (between 1 and 10) you want the MultiPASS 1000 to redial.

```
REDIAL TIMES
                    4
```
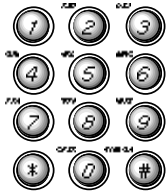
10. Press **START/COPY**.

```
REDIAL INTERVAL
                    2
```

11. Use the numeric keypad to enter the time in minutes (between 2 and 99) between redials.
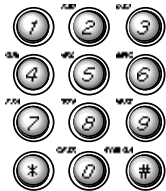
```
REDIAL INTERVAL
                   10
```

12. Press **START/COPY**.

```
REDIAL INTERVAL
  DATA ENTRY OK
```

13. Press **STOP**.

# *Customizing the Transmission Speed*

Use the following procedure to set the starting speed when
sending documents.

The following item is found in the SYSTEM SETTINGS menu:

❑ TX START SPEED
Changes the initial sending speed the MultiPASS 1000 uses to
send documents. (If the quality of the telephone line is poor
such that the connection cannot be made at a fast speed, the
MultiPASS 1000 automatically reduces the speed until it makes
the connection.)
9600 bps: fastest
7200 bps
4800 bps
2400 bps: slowest

Follow these steps to change the transmission speed:

1. Press **FUNCTION**.

> SELECT MENU

2. Press **8**.

> SELECT MENU
>   8.SYSTEM SETTINGS

3. Press **START/COPY**.

> SYSTEM SETTINGS
>   1.RX RESTRICTION

4. Press the arrow buttons to display the item you want to
change. For example:

> SYSTEM SETTINGS
>   5.TX START SPEED

5. Press **START/COPY**.

> TX START SPEED
>                 9600 bps

6. Press the arrow buttons to select a setting. For example:

```
TX START SPEED
                    4800 bps
```

7. Press **START/COPY**.

```
TX START SPEED
DATA ENTRY OK
```

8. If you want to change other settings, start again from step 4. Otherwise press **STOP**.

# Chapter 6
# Using Automatic Dialing

The MultiPASS 1000 gives you several time-saving features that allow you to send documents and make calls with the touch of one or three buttons. This chapter describes how to make fax and telephone calls using these automatic dialing methods:

❏ One-touch speed dialing

❏ Coded speed dialing

❏ Group dialing

❏ Expanded dialing

❏ Directory dialing

## Using One-touch Speed Dialing

The quickest way to dial a fax number or a telephone number is to use one-touch speed dialing. This allows you to dial a number by pressing a single button.

Before you can use one-touch speed dialing, you must register the receiving numbers with your MultiPASS 1000.

### Registering Your Most Frequently Called Fax Numbers

Each of the 16 one-touch speed dialing buttons, located on the right of the operation panel, can contain both a fax number and a telephone number, and each can contain up to 32 digits. To register your most frequently called fax numbers in memory, follow these steps:

1.  Press **FUNCTION**.

    ```
    SELECT MENU
    ```

2.  Press **1**.

    ```
    SELECT MENU
      1.TEL REGISTRATION
    ```

3. Press **START/COPY**.

```
TEL REGISTRATION
  1.1-TOUCH SPD FAX
```

4. To register a fax number, press **START/COPY** again.

```
1-TOUCH SPD FAX
FO1=
```

5. Press the arrow buttons until you see the one-touch speed dialing number for which you want to register a fax number (FO1, FO2, etc.).

```
1-TOUCH SPD FAX
FO7=
```

❏ If a number is already registered for this one-touch speed dialing button, the LCD displays the number.

6. Use the numeric keypad to enter the fax number.

```
1-TOUCH SPD FAX
FO7=         19876543210
```

❏ See page 3-3 for details.

7. Press **START/COPY**.

```
1-TOUCH SPD NAME       :A
FO7=_
```
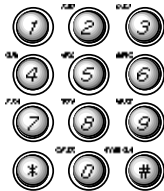
8. Use the numeric keypad to enter the name you want to use to identify the current fax number.

❏ See page 3-4 for details.

❏ You can enter up to 16 characters.

9. Press **START/COPY**.

```
NEED TO SET TX MODE?
      YES <   > NO
```

10. Press the arrow buttons to choose whether or not to set the sending speed, long distance setting, and/or select to send the fax confidentially or to a Canon relay fax machine.

❏ For now, press **>** for regular sending.

❏ If you want to set the sending speed and long distance setting, see Chapter 5, *Sending Fax Documents.*

❏ To send the document confidentially or to a Canon relay fax machine, see Chapter 10, *Special Sending Procedures.*

11. If you want to enter additional one-touch speed dialing fax numbers, start again with step 5. Otherwise press **STOP**.

## *Sending a Document Using One-touch Speed Dialing*

After registering the one-touch numbers, you can send documents using one-touch speed dialing as follows:

1. Feed your document face-down into the Automatic Document Feeder (ADF).

```
DOCUMENT READY
```

2. Press the one-touch speed dialing button for the number to which you wish to fax.

```
TEL = 12345678999
FO1 = CANON USA
```
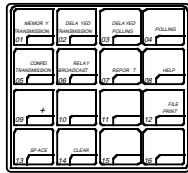
❏ If no number is registered for the one-touch speed dialing button you pressed, the LCD display shows the NO TEL # message. Make sure you pressed the correct one-touch speed dialing button and that the number you want to dial is registered correctly.

❏ If you make a mistake by pressing the wrong one-touch speed dialing button, press **STOP** twice. Then press the correct one-touch speed dialing button.

❏ If the ALARM light is flashing for any reason, correct the error and press **STOP**. If necessary, refer to Chapter 14, *Troubleshooting*.

## Registering Your Most Frequently Called Telephone Numbers

To register your most frequently called telephone numbers in memory, follow these steps:

1. Press **FUNCTION**.

```
SELECT MENU
```

2. Press **1**.

```
SELECT MENU
  1.TEL REGISTRATION
```

3. Press **START/COPY**.

```
TEL REGISTRATION
  1.1-TOUCH SPD FAX
```

4. Press the arrow buttons until the following display appears:

```
TEL REGISTRATION
  2.1-TOUCH SPD TEL
```
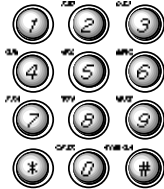
5. Press **START/COPY**.

```
1-TOUCH SPD TEL
TO1=
```

6.  Press the arrow buttons until you see the one-touch speed dialing number for which you want to register a telephone number (TO1, TO2, etc.).

```
1-TOUCH SPD TEL
TO1=
```

❏  If a number is already registered for this one-touch speed dialing button, the LCD displays the number.

7.  Use the numeric keypad to enter the telephone number.

```
1-TOUCH SPD TEL
TO1=        12345678900
```

❏  See page 3-3 for details.

8.  Press **START/COPY**.

```
1-TOUCH SPD NAME     :A
TO1= _
```
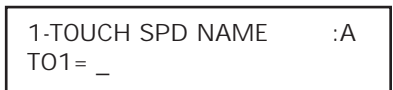
9.  Use the numeric keypad to enter a name.

❏  See page 3-4 for details.

❏  You can enter up to 16 characters.

10. Press **START/COPY**.

```
1-TOUCH SPD NAME     :A
DATA ENTRY OK
```
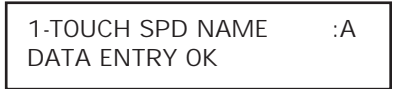
11. If you want to enter additional one-touch speed dialing telephone numbers, start again from step 6. Otherwise, press **STOP**.

Using Automatic Dialing

## *Making a One-touch Speed Dialing Telephone Call*

To dial a telephone number at the press of one button, use one-touch speed dialing.

After registering the one-touch numbers, you can speed dial as follows:

1. Press **ON HOOK** or lift up the handset.
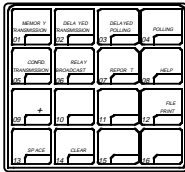
2. Press the one-touch speed dialing button you wish to call.

```
TEL=        12345678900
TO1 CANON PHONE
```
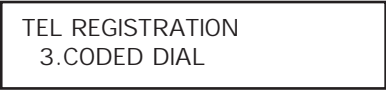
❏ If no number is registered for the one-touch speed dialing button you pushed, the LCD display shows the NO TEL # message. Make sure you pressed the correct one-touch speed dialing button and that the number you want to dial is properly registered.

❏ If you make a mistake by pressing the wrong one-touch speed dialing button, press **STOP**. Then go back to step 1.

# Using Coded Speed Dialing Numbers

To dial a telephone number at the press of three buttons, use coded speed dialing. Each two-digit coded speed dialing number can contain either a fax number or a telephone number.

## Registering Coded Speed Dialing Numbers

You can register up to 80 locations with each number containing up to 32 digits.

1. Press **FUNCTION**.

```
SELECT MENU
```

2. Press **1**.

```
SELECT MENU
  1.TEL REGISTRATION
```

3. Press **START/COPY**.

```
TEL REGISTRATION
  1.1-TOUCH SPD FAX
```

4. Press the arrow buttons until the following display appears.

```
TEL REGISTRATION
  3.CODED DIAL
```

5. Press **START/COPY**.

```
CODED DIAL
 *OO=
```

6. Press the arrow buttons until the display shows the two-digit code under which you want to register the fax or telephone number.

❏ If a two-digit code already has a number assigned to it, that number will appear on the display.

Using Automatic Dialing
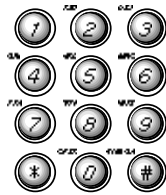
7. Use the numeric keypad to enter the fax or telephone number.

```
CODED DIAL
*10=        12223334000
```

❏ See page 3-3 for details.

8. Press **START/COPY**.

```
CODED DIAL NAME      :A
*10=_
```
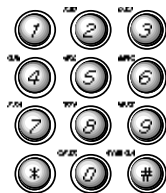
9. Use the numeric keypad to enter a name that corresponds to the fax or telephone number you entered.

❏ See page 3-4 for details.

❏ You can enter up to 16 characters.

10. Press **START/COPY**.

```
NEED TO SET TX MODE?
       YES < > NO
```

11. Press the arrow buttons to choose whether or not to set the sending speed, and the long distance setting, and/or select to send the fax confidentially or to a Canon relay fax machine.

❏ For now, press **>** to select NO for regular sending.

❏ If you want to set the sending speed and the long distance setting, see Chapter 5, *Sending Fax Documents*.

❏ To send the document confidentially or to a Canon relay fax machine, see Chapter 10, *Special Sending Procedures*.

12. To register additional numbers for coded one-touch speed dialing, start this procedure again from step 6. Otherwise press **STOP**.

## Using Coded Speed Dialing for Fax Numbers

1.  Place the document face down in the Automatic Document Feeder (ADF).
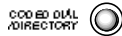
```
DOCUMENT READY
```

2.  Press the **CODED DIAL / DIRECTORY** button in the middle of the operation panel.

```
*
```

3.  Use the numeric keypad to enter the appropriate two-digit coded speed dialing code.

```
TEL=            1234567
*01
```

❏  If no number is registered for the code you entered, the LCD display shows the NO TEL # message. Make sure you pressed the correct buttons and that the number you want to dial is registered correctly.

❏  If you make a mistake by pressing the wrong code digits, press **STOP**. Then go back to step 1.

## Using Coded Speed Dialing for Telephone Numbers

1.  Press the **ON HOOK** button or lift the handset.
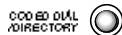
2.  Press the **CODED DIAL / DIRECTORY** button in the middle of the operation panel.
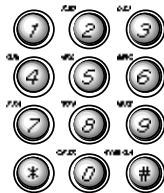
3.  Use the numeric keypad to enter the appropriate two-digit coded speed dialing code.

❏  If no number is registered for the code you entered, the LCD display shows the NO TEL # message. Make sure you pressed the correct buttons and that the number you want to dial is registered correctly.

❏  If you make a mistake by pressing the wrong coded speed dialing digits, press **STOP**. Then go back to step 1.

**Using Automatic Dialing**

---

# Using Group Dialing

To dial a group of registered one-touch or coded speed dialing fax numbers, use group dialing. By registering each group under a one-touch speed dialing button or coded speed dialing code, you press only one or three buttons to send a document to many different locations.

You can use group dialing to

❑ Send to more than one destination

❑ Send to multiple destinations through Canon relay fax machines

❑ Send confidential documents

## Registering Group Dialing Numbers

**Note**

You must register the one-touch speed dialing and coded speed dialing numbers before you can enter them in a group dialing number.

1. Press **FUNCTION**.

```
SELECT MENU
```

2. Press **1**.

```
SELECT MENU
  1.TEL REGISTRATION
```

3. Press **START/COPY**.

```
TEL REGISTRATION
  1.1-TOUCH SPD FAX
```

4. Press the arrow buttons until the following display appears.

```
TEL REGISTRATION
  4.GROUP DIAL
```

5. Press **START/COPY**.

```
GROUP DIAL
F01=1-TOUCH SPD DIAL
```

6. Press the arrow buttons until the number of the one-touch speed dialing button or the two-digit code you want to register as a group appears.

❏ The MultiPASS 1000 tells you if a number is assigned to another type of dialing method.

❏ You can press the **CODED DIAL/DIRECTORY** button and a two-digit code to skip the one-touch speed dialing buttons.

7. Press **START/COPY**.

```
TEL=
```

8. Enter the fax numbers you want included in the group as follows:

❏ To enter one-touch speed dialing numbers, press **#**. Then use the numeric keypad to enter the appropriate one-touch speed dialing numbers. Press **#** before you enter each one-touch speed dialing number. Also, be sure to enter both digits; for example, zero and 1 for 01.

❏ To enter coded speed dialing numbers, press **CODED DIAL/DIRECTORY**. Then use the numeric keypad to enter the two-digit code. Press **CODED DIAL/DIRECTORY** before you enter each coded speed dialing number.

---

**Note**

You must register the one-touch speed dialing and coded speed dialing numbers before you can enter them in a group dialing number.

---

9. Press **START/COPY**.

```
TEL=            5556666
DATA ENTRY OK
```
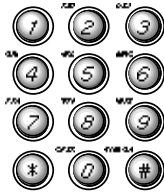
10. Use the numeric keypad to enter the group name.

   ❏ See page 3-4 for details.

   ❏ You can enter up to 16 characters.

11. Press **START/COPY**.

```
GROUP DIAL NAME      :A
DATA ENTRY OK
```

12. To register additional fax numbers for group dialing, start this procedure again with step 6. Otherwise press **STOP**.

## Sending a Document Using Group Dialing

1. Place the document face down in the Automatic Document Feeder (ADF).

```
DOCUMENT READY
```

2. Enter the group number you wish to dial:

   ❏ Press the one-touch speed dialing button under which you registered the group.

      or

   ❏ Press the **CODED DIAL/DIRECTORY** button followed by the two-digit code under which you registered the group.

```
TEL=GROUP DIAL
F08 CANON GROUP
```

The MultiPASS 1000 automatically scans the document into memory.

```
TRANSMIT          0001
MEMORY INPUT      P.001
```

After scanning the document into memory, the MultiPASS 1000 automatically dials each number in the group. It dials the numbers in the order that you registered them.

❏ If there is no group registered under the one-touch speed dialing button or two-digit code, the LCD displays the NO TEL # message. Make sure you entered the correct number and that the group whose numbers you want to dial has been registered correctly for group dialing.

❏ If you make a mistake when dialing, press **STOP**. Then try again.

## Changing a Group Dialing Number

Use these steps when you need to make group dialing changes to:

❏ Add or delete numbers in a group

❏ Change the name of the group

❏ Cancel group dialing for a specific one-touch button or coded dial code

1. Follow the same steps that you would use to register the group dialing numbers and names.

   ❏ See steps 1-5 starting on page 6-10.

2. Press the arrow buttons to display the one-touch or coded speed dialing number that contains the group you want to change.

```
GROUP DIAL
F08=GROUP DIAL
```

3. Press **START/COPY**.

```
TEL=        2226663000
F16 JONES & ASSOC.
```

   ❏ The MultiPASS 1000 displays the first speed dialing number in the group.

4. If you want to add one-touch or coded speed dialing numbers to the group, enter them now.

   ❏ Follow the instructions starting with step 8 on page 6-11.

5. If you want to erase one-touch or coded speed dialing numbers from the group, first press the arrow buttons to locate the number you want to erase.

```
TEL=              2228052000
 *03 SMITH GRAPHICS
```

❏ Then press **CLEAR**.

```
ERASING END
 *03 SMITH GRAPHICS
```

6. Press **START/COPY**.

❏ If you want to change the name of the group, enter the new name now; see page 3-4 for details.

7. Press **START/COPY**.

```
GROUP DIAL
F09=
```
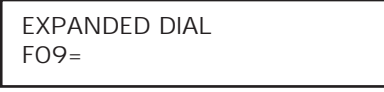
8. If you want to change more group dialing numbers, start this procedure again. Otherwise, press **STOP**.

# Using Expanded Dialing

To dial a long fax number (up to 118 digits) at the touch of one to three buttons, use expanded dialing. You can register each entry under a one-touch or coded speed dialing number.

## Registering Expanded Dialing Numbers

To dial a long fax number (up to 118 digits) at the touch of one to three buttons, use expanded dialing. You can register each entry under a one-touch or coded speed dialing number.

1. Press **FUNCTION**.

```
SELECT MENU
```

2. Press **1**.

```
SELECT MENU
  1.TEL REGISTRATION
```

3. Press **START/COPY**.

```
TEL REGISTRATION
  1.1-TOUCH SPD FAX
```

4. Press the arrow buttons until the following display appears.

```
TEL REGISTRATION
  5.EXPANDED DIAL
```

5. Press **START/COPY**.

```
EXPANDED DIAL
FO1=1-TOUCH SPD DIAL
```

6. Press the arrow buttons until the number of the one-touch speed dialing button or the two-digit code you want to register as an expanded dial number appears.

```
EXPANDED DIAL
FO9=
```

❏ The MultiPASS 1000 tells you if a number is assigned to another type of dialing method.

7. Press **START/COPY**.

```
EXPANDED DIAL
FO9=
```
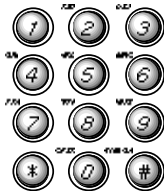
8. Use the numeric keypad to enter the fax number.

   ❏ See page 3-3 for details.

9. Press **START/COPY**.

```
EXPANDED DIAL NAME:A
FO9=_
```
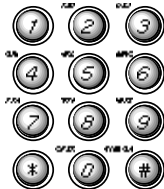
10. Use the numeric keypad to enter the name.

    ❏ See page 3-4 for details.

    ❏ You can enter up to 16 characters.

11. Press **START/COPY**.

```
EXPANDED DIAL NAME:A
DATA ENTRY OK
```

12. Press **STOP**.

## Sending a Document Using Expanded Dialing

1. Place the document in the Automatic Document Feeder (ADF).

2. Press the one-touch speed dial button or press the **CODED DIAL/DIRECTORY** button followed by the two-digit code assigned to the expanded dialing number you want to dial.

# *Using Directory Dialing*

To dial any fax or telephone number that is registered for one-touch or coded speed dialing, you can use directory dialing. Directory dialing is similar to using a telephone book because it allows you to look up a number by the name under which it is registered.

You must make entries for directory dialing within 60 seconds after starting or the MultiPASS 1000 returns to standby mode.

1. When you reach a step asking you to dial, press the **CODED DIAL/DIRECTORY** button in the middle of the operation panel two times.

```
SEARCH TEL DIRECTORY
```

❑ Be sure to press the **CODED DIAL/DIRECTORY** button twice.
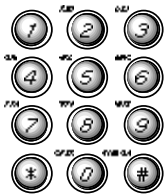
2. Press the numeric button with the letter corresponding to the first letter of the name you want to recall. The display shows the first name in the fax or telephone name list that begins with that letter.

❑ If the name begins with a number or symbol, first press the **#** button to view the names.

❑ If no names are listed under the letter you choose, the display shows a message similar to this:

```
[ T U V ]
NOT FOUND!
```
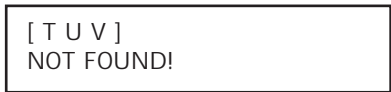
3. Press the arrow buttons until the name whose number you want to dial appears on the display.

❑ To search the list in alphabetical order, press **<**.

❑ To search the list in reverse alphabetical order, press **>**.

4. When the name you want to send to or call appears, press **START/COPY**.

**Using Automatic Dialing**

# Chapter 7
# Receiving Fax Documents

This chapter explains how to receive fax documents with your MultiPASS 1000. It includes:

❏ Receiving documents over a dedicated fax line

❏ Receiving both documents and telephone calls over a shared fax/telephone line (FAX/TEL SWITCH)

❏ Receiving documents in memory

❏ Receiving documents manually

❏ Receiving documents using an extension telephone

❏ Customizing the receiving operations

• Receiving oversized documents

• Setting up special receiving features

• Customizing the FAX/TEL SWITCH feature

• Restricted receiving

• Customizing the receiving speed

The procedures for receiving depend on whether you use the MultiPASS 1000 for both fax and telephone communication or just for fax communication.

❏ If you have one phone line in your office, you probably intend to use the MultiPASS 1000 for both fax and telephone communication.

❏ If you have two phone lines in your office, you probably plan to use one line for the MultiPASS 1000 and the other line for your telephone.

---

**⚠ Caution**

Do not pull received documents or printouts from your MultiPASS 1000. Always wait until the unit ejects a page completely and beeps before you remove a page. If you pull a document out before it is ejected, the message DARK PAPER USED may appear in the LCD display. If you see this message, refer to Chapter 14, *Troubleshooting*.

---

# Receiving Documents Over a Dedicated Fax Line

The MultiPASS 1000 is set up at the factory for both fax transmission and telephone calls. If you have a dedicated fax line, you need to set the MultiPASS 1000 for dedicated receiving.

## Setting Up the MultiPASS 1000 for Dedicated Receiving

When you set the MultiPASS 1000 for dedicated receiving, the unit picks up each call after two rings and automatically treats the call as a fax transmission.

If you have a separate phone line for your MultiPASS 1000 machine, follow these steps:

1. Press **FUNCTION**.

```
SELECT MENU
```

2. Press **5**.

```
SELECT MENU
  5.RX SETTINGS
```

3. Press **START/COPY**.

```
RX SETTINGS
  1.ECM RX
```

4. Press the arrow buttons until the following display appears.

```
RX SETTINGS
  2.FAX/TEL SWITCH
```

5. Press **START/COPY**.

```
FAX/TEL SWITCH
                    ON
```

6. Press the arrow buttons to change the setting to OFF.

```
FAX/TEL SWITCH
                         OFF
```

START/COPY

7. Press **START/COPY**.

```
FAX/TEL SWITCH
DATA ENTRY OK
```
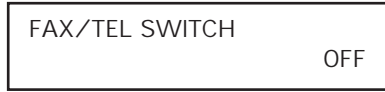
STOP

8. Press **STOP**.

## Receiving Documents Automatically Over a Dedicated Fax Line

When the MultiPASS 1000 is set up for a dedicated line, it automatically receives documents whenever a call comes over the fax line.

**Note**

The MultiPASS 1000 cannot receive automatically if you are making copies, printing reports, or registering information.
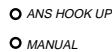
1. Make sure the MultiPASS 1000 is set to receive over a dedicated fax line.

O ANS HOOK UP

O MANUAL

2. Press the **ANS HOOK UP/MANUAL** button.

   ❏ Make sure both the ANS HOOK UP and MANUAL lights are off.

The MultiPASS 1000 assumes all incoming calls are from another fax machine sending a document. It receives the documents automatically.

❏ The MultiPASS 1000 receives documents in memory if the paper runs out or if the ink cartridge runs out of ink. (See *Receiving Documents in Memory* on page 7-7.)

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

❏ If the ALARM light is flashing for any reason, correct the problem and then press **STOP**. If necessary, see Chapter 14, *Troubleshooting.*

Receiving Fax
Documents

# Receiving Both Documents and Telephone Calls Over a Shared Fax/Telephone Line (FAX/TEL SWITCH)

If you have only one phone line in your office, you can set up the MultiPASS 1000 to receive both documents and telephone calls.

## Setting Up the MultiPASS 1000 for a Shared Line

**Note**

The MultiPASS 1000 is automatically set up (at the factory) for a shared line. You only need to follow this procedure if you have changed the factory settings.

1. Press **FUNCTION**.

   ```
   SELECT MENU
   ```

2. Press **5**.

   ```
   SELECT MENU
     5.RX SETTINGS
   ```

3. Press **START/COPY**.

   ```
   RX SETTINGS
     1.ECM RX
   ```

4. Press the arrow buttons until the following display appears.

   ```
   RX SETTINGS
     2.FAX/TEL SWITCH
   ```

START/COPY

5. Press **START/COPY**.

```
FAX/TEL SWITCH
                    OFF
```

< >

6. Press the arrow buttons to change the setting to ON.

```
FAX/TEL SWITCH
                    ON
```

START/COPY

7. Press **START/COPY**.

```
FAX/TEL SWITCH
DATA ENTRY OK
```
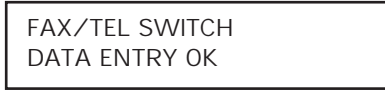
STOP

8. Press **STOP**.

## Receiving Both Documents and Telephone Calls Automatically

You can set the MultiPASS 1000 to monitor all incoming calls over the fax/telephone line. When the MultiPASS 1000 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.

**Note**

The MultiPASS 1000 cannot receive automatically if you are making copies, printing reports, or registering information.

1. Make sure you have set the MultiPASS 1000 for both fax and telephone communication (FAX/TEL SWITCH is ON). See page 7-4.

○ ANS HOOK UP

○ MANUAL

2. Press the **ANS HOOK UP/MANUAL** button.

❏ Make sure both the ANS HOOK UP and MANUAL lights are off.

When the MultiPASS 1000 receives a call, it checks to see whether the call is from another fax machine or from a telephone.

```
06/01/95            17:00
```

Receiving Fax Documents
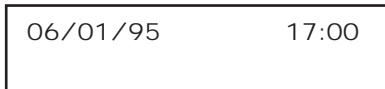
❏ If the INCOMING RING function is set to OFF, the MultiPASS 1000 does not ring when it receives a call from another fax machine that is trying to send a document. This is so that you are not disturbed when your MultiPASS 1000 is communicating with another fax machine. The MultiPASS 1000 automatically receives the document. (See page 7-17 for details.)

❏ If the call is from a person, the MultiPASS 1000 rings to alert you to pick up the phone.

```
TALK
```
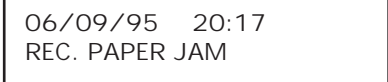
❏ If you do not pick up the handset within 22 seconds, the MultiPASS 1000 stops ringing. It checks again to make sure the call is not from a fax machine and then hangs up.

❏ If the paper runs out or if the ink cartridge runs out of ink, the MultiPASS 1000 receives the rest of the document in memory. (See page 7-7 for details.)

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

❏ If the ALARM light is flashing for any reason, make sure the error is corrected and press **STOP**. If necessary, see Chapter 14, *Troubleshooting.*

# Receiving Documents in Memory

When the MultiPASS 1000 is set for automatic receiving and the paper or ink runs out, the unit stores incoming documents in memory. The MultiPASS 1000 can store up to 70 letter-size pages (based on CCITT #1 Chart).

When the MultiPASS 1000 receives documents in memory, you see one of the following messages and you must perform one of the following actions:

| *LCD display* | *Action* |
|---|---|
| 06/09/95   20:17<br>SUPPLY REC. PAPER | Load paper into the paper cassette. |
| 06/09/95   20:17<br>CHANGE CARTRIDGE | Install a new ink cartridge. Press **STOP**. |
| 06/09/95   20:17<br>DARK PAPER USED | Load clean, white paper into the paper cassette. Press **STOP**. |
| 06/09/95   20:17<br>REC. PAPER JAM | Clear the paper jam. Press **STOP**. |

See Chapter 14, *Troubleshooting*, for details on these messages.

To print the received documents stored in memory, follow these steps:

START/COPY

1. Press **START/COPY**.

   MEMORY COPY

The MultiPASS 1000 begins printing the received pages stored in memory.

❑ After printing the pages, the MultiPASS 1000 erases the documents in memory. The ALARM light will stop blinking.

❑ If there is a power failure or you unplug the MultiPASS 1000 while documents are stored in memory, the documents are erased.

# Receiving a PC Fax Document in Memory

You can use your MultiPASS 1000 as a PC fax through the MultiPASS Desktop Manager for Windows. See your Software User's Guide for details.

Through the desktop manager, you can set up the MultiPASS 1000 to upload received documents to your computer. When you select this option, the MultiPASS 1000 does not print out the received document.

If your computer is turned off or otherwise cannot upload a document, the received document remains in the memory of the MultiPASS 1000. In this case, you must not unplug the MultiPASS 1000. If the MultiPASS 1000 loses power, the document will be erased from memory.

When received documents are in memory, you see this message.

```
 06/26/95          21:50
RECEIVED IN FILE
```

To upload the document, simply turn on your computer. The document will be uploaded automatically to your computer.

If you want to print the document on the MultiPASS 1000, follow these steps:

1. Press **FUNCTION**.

```
SELECT MENU
```

2. Press **FILE PRINT**.

```
MEMORY COPY
```

The MultiPASS 1000 begins printing the document.

**Note**

If you print the document, it will be erased from memory and you will not be able to upload it to the computer.

# Receiving Documents Manually

You may want to set the MultiPASS 1000 to receive documents manually in the following cases:

❏ You want to receive a document while you print reports, register information, or use the MultiPASS 1000 as a computer printer.

❏ You want to personally check each incoming call to see if it is from a fax or from a person.

Keep in mind that you cannot use manual receiving if a document is in the Automatic Document Feeder (ADF) waiting to be sent.
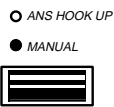
○ ANS HOOK UP

● MANUAL

1. Press the **ANS HOOK UP/MANUAL** button.

   ❏ The MANUAL light is on to show that the MultiPASS 1000 is set for manual receiving.

   ❏ If the light is not on, press the **ANS HOOK UP/MANUAL** button to turn it on.

2. When the MultiPASS 1000 rings, pick up the handset.

START/COPY

3. If you hear a person's voice, start your conversation. If the caller wants to send a document after talking to you, press **START/COPY** to receive the document.

   or

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

Your MultiPASS 1000 begins receiving the document.

❏ Hang up the handset after the MultiPASS 1000 displays RECEIVING. If you don't hang up, the MultiPASS 1000 beeps intermittently for a few seconds after you receive the document. To turn off the beeping, see the OFF HOOK ALARM description on page 3-17.

❏ The MultiPASS 1000 beeps once to show that the document was received. If an error occurs, the MultiPASS 1000 beeps intermittently for a few seconds. If this happens, contact the other party and have them resend the document.

❏ To stop receiving before completion, press **STOP**.

❏ If the ALARM light is flashing, correct the error condition and press **STOP**. If necessary, refer to Chapter 14, *Troubleshooting*.

Receiving Fax Documents

## Setting the MultiPASS 1000 to Switch Automatically from Manual to Automatic Receiving

To prevent you from missing incoming documents when the MultiPASS 1000 is set to manual receiving, you can set the unit to automatically answer the phone and switch to automatic receiving after it rings for a certain amount of time.

1. Press **FUNCTION**.

```
SELECT MENU
```

2. Press **5**.

```
SELECT MENU
  5.RX SETTINGS
```
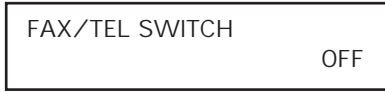
3. Press **START/COPY**.

```
RX SETTINGS
  1.ECM RX
```

4. Press the arrow buttons until the following display appears.

```
RX SETTINGS
  5.MAN/AUTO SWITCH
```

5. Press **START/COPY**.

```
MAN/AUTO SWITCH
                    OFF
```

6. Press the arrow buttons until ON appears.

❏ If you want to turn this feature off, press the arrow buttons until OFF appears. Then go to step 9.

7. Press **START/COPY**.

```
RING TIME
                    1
```
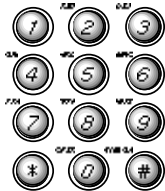
8. Use the numeric keypad to enter how many seconds (from 1 to 99) you want the MultiPASS 1000 to ring before switching to automatic receiving and answering the telephone.

```
RING TIME
                   1O
```

9. Press **START/COPY**.

```
RING TIME
DATA ENTRY OK
```

10. Press **STOP**.

# *Receiving Documents Manually Using an Extension Telephone*

If your extension telephone is connected to the MultiPASS 1000 but is not located near the unit, you can activate reception of a document manually by answering the extension telephone without physically touching the MultiPASS 1000.

For this feature, you must be using a touch-tone extension telephone, and it must be plugged into the telephone jack of the MultiPASS 1000. See Chapter 8 for details on *Using an Extension Telephone Connected to the MultiPASS 1000.*

## *Setting Up the MultiPASS 1000 to Receive a Document Manually Using an Extension Telephone*

First set up the MultiPASS 1000 to receive a fax manually using a remote receiving ID.

1. Press **FUNCTION**.

```
SELECT MENU
```

2. Press **5**.

```
SELECT MENU
  5.RX SETTINGS
```

3. Press **START/COPY**.

```
RX SETTINGS
  1.ECM RX
```

4. Press the arrow buttons unti the following display appears.

```
RX SETTINGS
  6.REMOTE RX
```

START/COPY

5. Press **START/COPY**.

```
REMOTE RX
                    OFF
```

6. Press the arrow buttons until ON appears.

```
REMOTE RX
                    ON
```

START/COPY

7. Press **START/COPY**.

```
REMOTE RX ID
                [2] [5]
```
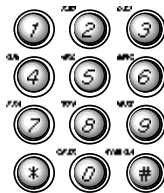
8. Use the numeric keypad to enter the remote receiving (RX) ID number.

```
REMOTE RX ID
                [5] [8]
```

❏ The remote receiving ID is the number you enter from the extension telephone to start the remote receiving operation.

❏ You can choose any two-digit number between 00 and 99. You can also use * and #.

❏ Make sure the ID you choose is not used by your telephone system for any other function. For example, in large offices, certain numbers may access an outside line, the company operator, or remote features on a Telephone Answering Device (TAD).

START/COPY

9. Press **START/COPY**.

```
REMOTE RX ID
DATA ENTRY OK
```

STOP

10. Press **STOP**.

**Receiving Fax Documents**

## Receiving a Document Manually Using the Extension Telephone

You can activate reception of a fax manually by using the remote receiving ID on your extension telephone.

**Note**

The extension telephone must be connected to the MultiPASS 1000 and must be a touch-tone phone.

1. Make sure that you have connected the extension telephone to the MultiPASS 1000.

   ❏ See Chapter 8, *Using the Telephone, an Answering Machine, and a Modem.*

2. Set the MultiPASS 1000 to receive a fax manually using a remote receiving ID. See page 7-12.

3. When the telephone rings, lift the handset of the extension telephone.

   ❏ If you hear a voice, it is a telephone call, and you may converse with the person on the other end.

   ❏ If you hear either a slow, high-pitched beep or silence on the phone, a fax machine is trying to send you a document. Continue with the following steps.

4. Use the numeric keypad on the extension telephone to enter the remote receiving ID.

5. Wait for a high-pitch tone and then hang up the extension telephone.

The MultiPASS 1000 begins receiving the document.

❏ The MultiPASS 1000 beeps once when the document has been received.

❏ If an error occurs, the MultiPASS 1000 beeps intermittently for a few seconds. In this case, contact the other party and ask them to resend the document.

❏ If the ALARM light is flashing, correct the error condition and press **STOP**. If necessary, refer to Chapter 14, *Troubleshooting.*

# Customized Receiving Operations

The following sections describe various receiving operations you can customize using the MultiPASS 1000 menu system.

## Receiving Oversized Documents

To receive a document longer than the paper installed in your paper cassette, you can set the MultiPASS 1000 to reduce the received document and select how the document is reduced (vertically or proportionally). The MultiPASS 1000 is preset to reduce oversized documents proportionally by 10%. Use this procedure to change the setting or turn off this feature.

The PRINTER SETTINGS menu contains these options:

❏ SELECT REDUCE %
Sets the reduction for oversized images as a percent of the original size of the received document. When you set this option to ON, you can specify the desired reduction percentage: 75%, 85%, 90%, or 95%.

❏ SELECT REDUCE DIR
Sets the MultiPASS 1000 to reduce the image. When you set this option to ON, you can specify the type of reduction: vertical only or horizontal and vertical. The MultiPASS 1000 reduces the image by the amount specified above.

---

**Note**

When you turn on RX REDUCTION, the MultiPASS 1000 reduces all incoming documents.

---

1. Press **FUNCTION**.

   ```
   SELECT MENU
   ```

2. Press **6**.

   ```
   SELECT MENU
      6.PRINTER SETTINGS
   ```

3. Press **START/COPY**.

   ```
   PRINTER SETTINGS
      1.SELECT PAPER SIZE
   ```

Receiving Fax
Documents

4. Press the arrow buttons unti the following display appears.

```
PRINTER SETTINGS
  2.RX REDUCTION
```

5. Press **START/COPY**.

```
RX REDUCTION
                    OFF
```

6. Press the arrow buttons until ON appears.

```
RX REDUCTION
                     ON
```

7. Press **START/COPY**.

```
RX REDUCTION
  1.SELECT REDUCE %
```

8. Press the arrow buttons to select the item you want to change. For example:

```
RX REDUCTION
  1.SELECT REDUCE %
```

9. Press **START/COPY**.

```
SELECT REDUCE %
                    90%
```

10. Press the arrow buttons to select the setting. For example:

```
SELECT REDUCE %
                    95%
```

11. Press **START/COPY**.

```
SELECT REDUCE %
DATA ENTRY OK
```

12. To set the other reduction feature, begin again from step 8. Otherwise, press **STOP**.

If you set RX REDUCTION to OFF and the sending party sends only one page, the MultiPASS 1000 may print an extra blank page after receiving the document.

## *Setting Up Special Receiving Features*

Using the RX SETTINGS menu on the MultiPASS 1000, you can turn the following features on or off to suit your particular needs, including:

❏ ECM RX
Error Correction Mode (ECM)—Greatly reduces system and line errors

❏ INCOMING RING
Controls the ringing of the handset and optional extension telephone (described in the next section)

❏ MEMORY RX
Determines whether or not documents are received in memory

❏ MEMORY RX ALARM
Allows you to set continuous beeps (alarm) as a reminder that a document has been stored in memory

❏ RX PAGE FOOTER
Turns on or off the receiving time, date, and transaction number as a page footer

You select these options from the RX SETTINGS menu. Follow these steps:
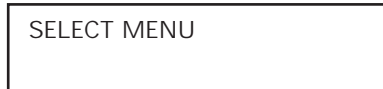
1. Press **FUNCTION**.

```
SELECT MENU

```

2. Press **5**.

```
SELECT MENU
  5.RX SETTINGS
```

3. Press **START/COPY**.

```
RX SETTINGS
  1.ECM RX
```

4. Press the arrow buttons until the item you wish to change appears.

```
1.ECM RX
3.INCOMING RING
7.MEMORY RX
8.MEMORY RX ALARM
9.RX PAGE FOOTER
```

5. Press **START/COPY**. For example:

```
MEMORY RX
                   OFF
```

6. Press the arrow buttons until ON or OFF appears. For example:

```
MEMORY RX
                    ON
```

7. Press **START/COPY**.

```
MEMORY RX
DATA ENTRY OK
```

8. If you want to change other receiving features, begin from step 4. Otherwise, press **STOP**.

### *Incoming ring*

This function controls the ringing of the handset and optional extension telephone. When you turn this function on, you can also set the number of times the MultiPASS 1000 rings.

1. Press **FUNCTION**.

```
SELECT MENU
```

2. Press **5**.

```
SELECT MENU
  5.RX SETTINGS
```

3. Press **START/COPY**.

```
RX SETTINGS
  1.ECM RX
```

4. Press the arrow buttons until the following display appears.

```
RX SETTINGS
  3.INCOMING RING
```

5. Press **START/COPY**.

```
INCOMING RING
                    OFF
```

6. Press the arrow buttons until ON appears.

```
INCOMING RING
                    ON
```

7. Press **START/COPY**.

```
RING COUNT
                    2
```
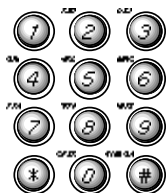
8. Use the numeric keypad to enter the number of times (from 1 to 99) you want the MultiPASS 1000 to ring.

```
RING COUNT
                    8
```

9. Press **START/COPY**.

```
RING COUNT
DATA ENTRY OK
```

10. Press **STOP**.

The following table shows how this function works with the FAX/TEL SWITCH setting:

| Settings | Rings |
| --- | --- |
| FAX/TEL SWITCH = OFF<br>INCOMING RING = OFF | The MultiPASS 1000 never rings. |
| FAX/TEL SWITCH = ON<br>INCOMING RING = OFF | The MultiPASS 1000 does not ring when it receives a fax, but does ring when it receives a telephone call. |
| FAX/TEL SWITCH = OFF<br>INCOMING RING = ON<br>or<br>FAX/TEL SWITCH = ON<br>INCOMING RING = ON | The MultiPASS 1000 rings to alert you that a telephone call is coming in. |

## Customizing the FAX/TEL SWITCH Feature

When you plan to use the MultiPASS 1000 for both fax communications and telephone calls, you set the FAX/TEL SWITCH to ON. The FAX/TEL SWITCH function also allows you to:

❏ Change the amount of time the MultiPASS 1000 uses to check incoming calls

❏ Change the number of times the MultiPASS 1000 rings when it receives a call

❏ Set the MultiPASS 1000 to attempt to receive a fax or to immediately disconnect after receiving a call

When you set the FAX/TEL SWITCH to ON, you can also set these options.

❏ RING START TIME
When a call comes in, the MultiPASS 1000 checks to see if it is a person wanting to talk to you or a fax machine trying to send a document. If your MultiPASS 1000 does not have enough time to detect the fax tone, it assumes the call is from a telephone. Use the RING START TIME option to increase the time the MultiPASS 1000 takes to check whether a call is from a fax machine or a telephone. You can select a ring start time from 0 to 30 seconds; the default is 8 seconds.

❏ F/T RING TIME
When your MultiPASS 1000 is set to receive both fax and telephone calls automatically, it rings to alert you to pick up the handset if the call is from a person. If you do not pick up the handset within a certain amount of time, the MultiPASS 1000 stops ringing. Use this option to change the number of times the MultiPASS 1000 rings, from 15 to 300 seconds. The default is 22.

❏ F/T SWITCH ACTION
If you set this option to RECEIVE and you do not pick up the handset when another party tries to call you, the MultiPASS 1000 switches to automatic receiving. This feature keeps you from missing incoming documents if your MultiPASS 1000 is unable to detect a fax signal when the other party tries to send a document.

Because it is expecting a document, automatic receiving keeps your MultiPASS 1000 busy for about 35 seconds after a call comes in. If you want your telephone to be free immediately after receiving a phone call, you can turn off automatic switching by setting the F/T SWITCH ACTION to DISCONNECT.

You select these options from the RX SETTINGS menu when FAX/TEL SWITCH is ON.

1. Press **FUNCTION**.
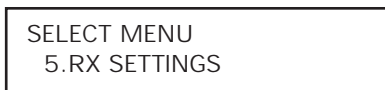
```
SELECT MENU
```

2. Press **5**.

```
SELECT MENU
   5.RX SETTINGS
```

3. Press **START/COPY**.

```
RX SETTINGS
   1. ECM RX
```

4. Press the arrow buttons until the following display appears.

```
RX SETTINGS
   2.FAX/TEL SWITCH
```

5. Press **START/COPY**.

```
FAX/TEL SWITCH
                    ON
```

6. Press **START/COPY**.

```
FAX/TEL SWITCH
   1.RING START TIME
```

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7. Press the arrow buttons until the item you wish to change appears.

> 1.RING START TIME
> 2.F/T RING TIME
> 3.F/T SWITCH ACTION

8. Press **START/COPY**. For example:

> RING START TIME
>                                    8
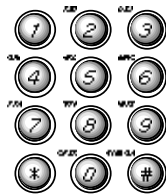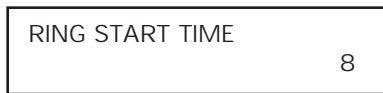
9. Make your selection in one of two ways:

❏ Use the numeric keypad to enter the number of seconds.

❏ Use the arrow buttons to change settings.

10. Press **START/COPY**.

> RING START TIME
> DATA ENTRY OK

11. If you want to change other settings, begin from step 7. Otherwise, press **STOP**.

## Restricting Incoming Documents

To avoid unwanted "junk mail" from vendors or other persons, you can restrict receiving to parties who are registered for one-touch or coded speed dialing. When you use this procedure, only persons whose fax numbers are registered in your MultiPASS 1000 can send documents to you.

1. Press **FUNCTION**.
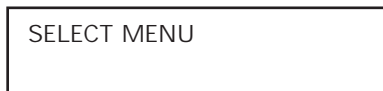
> SELECT MENU

2. Press **8**.

> SELECT MENU
>   8.SYSTEM SETTINGS

**START/COPY**

3. Press **START/COPY**.

```
SYSTEM SETTINGS
  1.RX RESTRICTION
```

4. Press the arrow buttons until the following display appears.

```
SYSTEM SETTINGS
  1.RX RESTRICTION
```

**START/COPY**

5. Press **START/COPY**.

```
RX RESTRICTION
                OFF
```

6. Press the arrow buttons until ON appears.

```
RX RESTRICTION
                ON
```

**START/COPY**

7. Press **START/COPY**.

```
RX RESTRICTION
DATA ENTRY OK
```

**STOP**

8. Press **STOP**.

## Customizing the Receiving Speed

Use the following procedure to set the starting speed when receiving documents.

The following item is found in the SYSTEM SETTINGS menu:

❏ RX START SPEED
Changes the starting speed the MultiPASS 1000 uses to receive documents. (If the quality of the telephone line is poor such that the connection cannot be made at a fast speed, the MultiPASS 1000 automatically reduces the speed until it makes the connection.)
  9600 bps: fastest
  7200 bps
  4800 bps
  2400 bps: slowest

Follow these steps to change the speed:

1. Press **FUNCTION**.

```
SELECT MENU
```

2. Press **8**.

```
SELECT MENU
  8.SYSTEM SETTINGS
```

3. Press **START/COPY**.

```
SYSTEM SETTINGS
  1.RX RESTRICTION
```

4. Press the arrow buttons until the following display appears.

```
SYSTEM SETTINGS
  6.RX START SPEED
```

5. Press **START/COPY**.

```
RX START SPEED
             9600 bps
```

6. Press the arrow buttons to select a setting. For example:

```
RX START SPEED
             4800 bps
```

7. Press **START/COPY**.

```
RX START SPEED
DATA ENTRY OK
```

8. Press **STOP**.

# Chapter 8
# Using the Telephone, an
# Answering Machine, and a Modem

You can use the MultiPASS 1000 for telephone calls in one of three ways: by itself with its built-in handset and keypad to make telephone calls, with an answering machine connected to receive phone messages, or with an extension telephone connected to make calls or use for remote receiving. This chapter describes:

❏ Using the telephone

❏ Using an answering machine

❏ Using an extension telephone

❏ Using a data modem

## Using the Telephone

The procedures in this chapter are based on using your MultiPASS 1000's built-in telephone features on a shared fax/telephone line. To make sure your MultiPASS 1000 is set up for a shared fax/telephone line (FAX/TEL SWITCH must be ON), see page 7-4.

### Making a Regular Dial Telephone Call

1. Press **ON HOOK**.

   ```
   TEL=
   ```
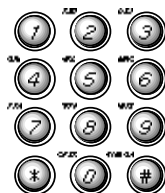
2. Enter the telephone number you wish to call using the numeric keypad.

   ```
   TEL=        12345678900
   ```

3. When the other party answers, lift up the handset.

   ❏ If you get a busy signal, press **ON HOOK** or **STOP** to disconnect the line.

4. When you finish speaking, return the handset to the cradle to disconnect the line.

## Making a One-touch Speed Dial Telephone Call

To dial a telephone number at the press of one button, use one-touch speed dialing. Before you can use one-touch speed dialing, you must register the telephone numbers in your MultiPASS 1000. See Chapter 6, *Using Automatic Dialing*, for details.

After registering the one-touch numbers, you can make a speed dialing call as follows:

1. Press **ON HOOK** or lift up the handset.
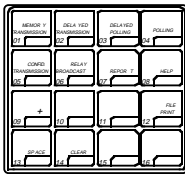
2. Press the one-touch speed dialing button you wish to call.

```
TEL=          12345678900
TO1 CANON PHONE
```

❏ If no number is registered for the one-touch speed dialing button you pressed, the LCD display shows the message NO TEL #. Make sure you pressed the correct one-touch speed dialing button and that the number you want to dial is properly registered.

❏ If you make a mistake by pressing the wrong one-touch speed dialing button, press **STOP**. Then go back to step 1.

## Receiving Calls and Documents Automatically on a Shared Fax/Telephone Line

To receive both telephone calls and fax documents automatically, you first set the MultiPASS 1000 for both fax and telephone communication as described on page 7-4. Then you can turn on automatic receiving for calls and documents.

1. Make sure you set the MultiPASS 1000 for both fax and telephone communication (FAX/TEL SWITCH is ON).

2. Press the **ANS HOOK UP/MANUAL** button.

❏ Make sure both the ANS HOOK UP and MANUAL lights are off.

When a call comes in, the MultiPASS 1000 checks to see if the call is from a telephone or fax machine.

❏ If the call is from a telephone, the machine rings to alert you and the LCD displays:

```
TALK
```

❏ If you do not pick up the handset within 22 seconds, the ringing stops. To change the ring time, see *Customizing the FAX/TEL SWITCH Feature* on page 7-20.

❏ If the call is from a fax machine and the INCOMING RING function is set to OFF, the MultiPASS 1000 does not ring. It receives the document automatically.

❏ To set the MultiPASS 1000 to ring whenever it receives a call, whether from a fax machine or telephone, you use the INCOMING RING function; see page 7-18.

## *Placing a Call on Hold*

1. While talking on the telephone, press **HOLD**.

   ❏ The MultiPASS 1000 plays a melody over the line and the ON HOOK light blinks.

2. Return the handset to the cradle.

   ❏ If you do not resume the call within about 3 minutes, the line disconnects.

3. To take the call off hold and continue talking, simply lift the handset or press **HOLD** again.

While a call is on hold, the MultiPASS 1000 plays a melody. The person on the receiving end hears the tune. To turn off the hold melody, see *Customizing MultiPASS 1000 Sounds* on page 3-16.

# Using an Answering Machine Connected to the MultiPASS 1000

You can connect an answering machine to the MultiPASS 1000 to enable you to receive telephone messages as well as documents when you are away from your office. All incoming calls go first to the answering machine. One of the following results can occur:

❏ If the call is a regular telephone call, the caller can leave a message only.

❏ If the call is from a fax/telephone, the caller can leave a message and send a document with just one call.

❏ If the call is from a fax machine, your MultiPASS 1000 automatically receives the document.

## Hints When Using the MultiPASS 1000 with an Answering Machine

❏ Always turn off the answering machine when you do not need it. Otherwise, the answering machine may interfere with your normal fax and telephone use.

❏ Let callers know that they can leave a message on the answering machine and send a fax with just one call. Callers should manually start the sending operation from their fax machines after they finish recording their message. To inform callers of this feature, record an outgoing message similar to the following:

"Hello. This is (your name or company name). Please leave a message after the beep. If you would also like to send a fax without hanging up, you may do so after you finish leaving your message. Place your document in the sheet feeder and press START after you leave a message. Thank you."

❏ Set your answering machine to pick up all calls after one or two rings only.

❏ Make sure the length of your outgoing message (OGM) is 15 seconds or less.

❏ When recording your outgoing message, do not speak for the first four seconds; then record your message making it as short as possible.

❏ If you experience problems with your answering machine hanging up before the caller can send a fax, see *Adjusting the MultiPASS 1000 for Different Types of Answering Machines* on page 8-7.

## Connecting the Answering Machine

Connect the answering machine to the telephone jack marked ▣ :
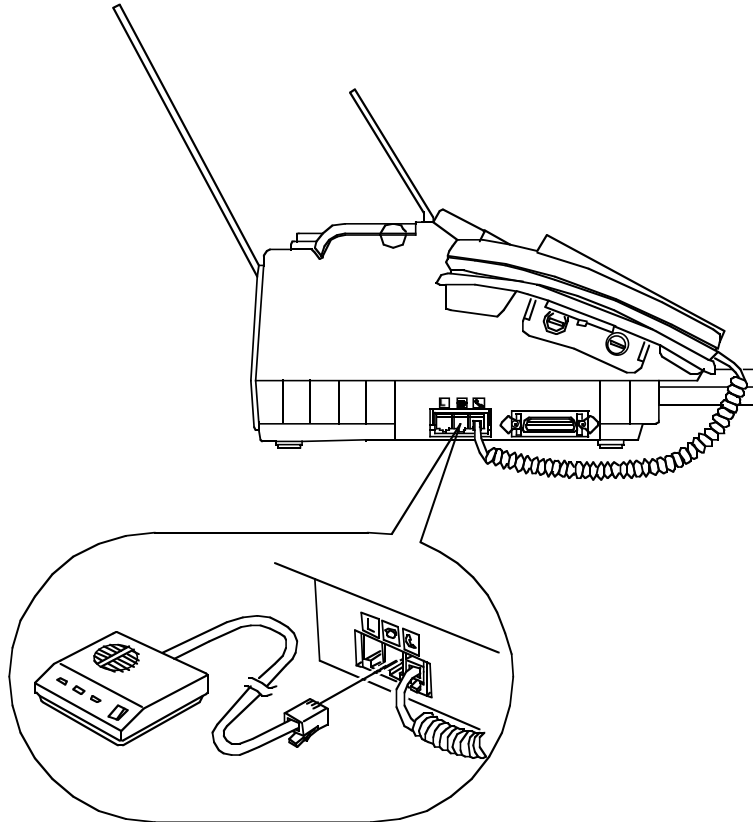
If you have already connected an extension telephone to the
MultiPASS 1000, you must unplug it to connect the answering
machine.

To connect both an answering machine and an extension telephone
to the MultiPASS 1000, you must connect the telephone to the
answering machine. (Follow the directions in your answering
machine's manual to connect the extension telephone to the
answering machine.)

## Turning on Automatic Receiving for Messages and Documents

To set the MultiPASS 1000 to allow callers to leave a message and send documents when you are away from your office, follow these steps:

1. Make sure the answering machine is properly connected to the MultiPASS 1000 (see page 8-5).

● ANS HOOK UP
○ MANUAL

2. When you leave the office, press the **ANS HOOK UP/MANUAL** button until the ANS HOOK UP light comes on.

   ❏ Now callers may leave messages and/or send documents.

   ❏ If your MultiPASS 1000 runs out of paper or ink, it receives the document and stores it in memory. (To print out documents in memory, see *Receiving Documents in Memory* on page 7-7.)

○ ANS HOOK UP
○ MANUAL

3. When you return, press the **ANS HOOK UP/MANUAL** button until both lights are off. Also, turn off the answering machine.
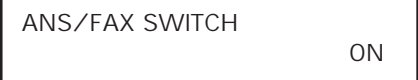
   ❏ Alternatively, press the **ANS HOOK UP/MANUAL** button until only the MANUAL light is on. In this case, the MultiPASS 1000 will only receive documents manually. (See *Receiving Documents Manually* on page 7-9.)

## Adjusting the MultiPASS 1000 for Different Types of Answering Machines

When you use the MultiPASS 1000 with an answering machine, the MultiPASS 1000 automatically switches to automatic receiving after a caller leaves a message. This allows the caller to send a document after leaving a message.

However, most answering machines hang up after a certain period of silence. If the MultiPASS 1000 has not switched to automatic receiving before your answering machine disconnects the call, the caller must make another call to send a document.

If you experience this problem, follow these steps to make the MultiPASS 1000 switch to automatic receiving more quickly.

1. Press **FUNCTION**.

```
SELECT MENU
```

2. Press **5**.

```
SELECT MENU
  5.RX SETTINGS
```

3. Press **START/COPY**.

```
RX SETTINGS
  1.ECM RX
```

4. Press the arrow buttons until this display appears:

```
RX SETTINGS
  4.ANS/FAX SWITCH
```

5. Press **START/COPY**.

```
ANS/FAX SWITCH
                OFF
```

6. Press the arrow buttons to change the setting to ON.

```
ANS/FAX SWITCH
                ON
```

7. Press **START/COPY**.

```
ANS/FAX SWITCH TIME
                   4
```
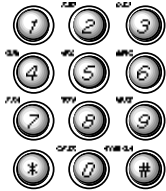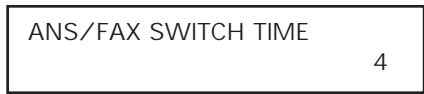
8. Press the numeric buttons to enter the number of seconds you want the MultiPASS 1000 to wait before switching to automatic receiving.

   ❏ You can choose from 1 to 99 seconds. The number of seconds you choose must be less than the time it takes the answering machine to hang up the phone after the caller finishes leaving a message. (This will depend on the model of the answering machine.)

   ❏ In this example, the MultiPASS 1000 will switch to fax mode after four seconds of silence.

9. Press **START/COPY**.

```
ANS/FAX SWITCH TIME
DATA ENTRY OK
```
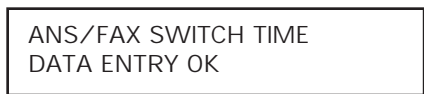
10. Press **STOP**.

---

**Note**

If your answering machine does not record at all or does not finish recording the voice message, change the ANS/FAX SWITCH to OFF. When the ANS/FAX SWITCH is set to OFF, the MultiPASS 1000 switches to automatic receiving only for fax machines that use CNG (calling tone). Some fax machines (especially older models) do not send a CNG tone. In this case, you need to set the ANS/FAX SWITCH to ON.

---

# Using an Extension Telephone Connected to the MultiPASS 1000

You can connect an extension phone to the MultiPASS 1000 and use it to make and receive phone calls.

## Connecting the Extension Telephone

If you have already connected an answering machine to the telephone jack, you must unplug it to connect an extension telephone to this jack.

To connect both an answering machine and an extension telephone to the MultiPASS 1000, you must connect the telephone to the answering machine. (Follow the directions in your answering machine's manual to connect the extension telephone to the answering machine.)

Connect the extension phone to the telephone jack marked  ☎ :
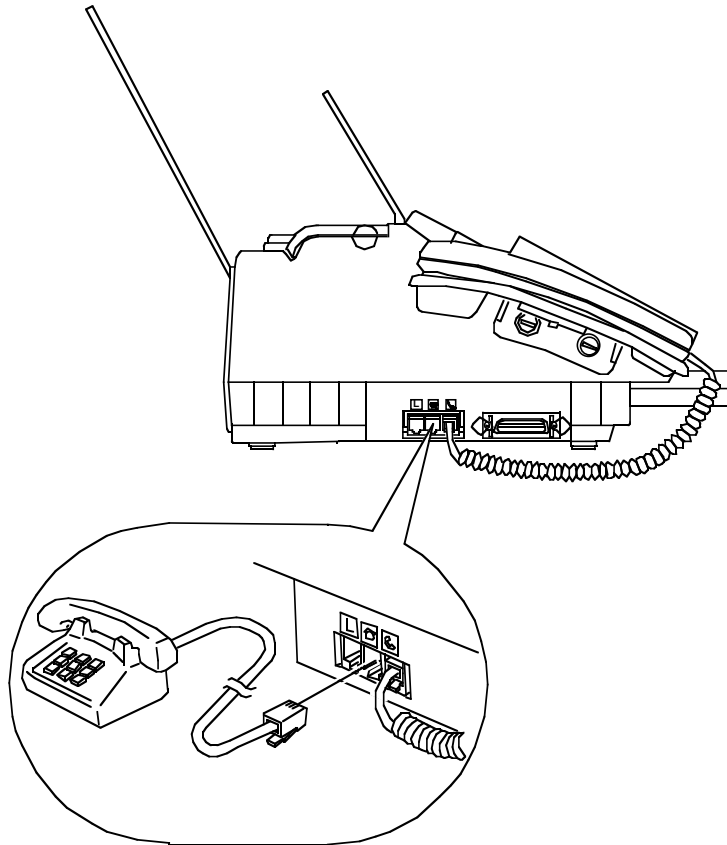
### Calling with the Extension Telephone

1. Lift the handset.

2. When you hear the dial tone, dial the number you wish to call.

### Receiving Calls and Documents Automatically with the Extension Telephone

You can receive phone calls and documents with the extension telephone connected exactly as if you were using the handset of the MultiPASS 1000. See *Receiving Calls and Documents Automatically on a Shared Fax/Telephone Line* on page 8-2.

## Using a Data Modem with the MultiPASS 1000

### Connecting the Data Modem

Connect the line jack on your data modem to the extension phone jack ⬚ on the MultiPASS 1000.
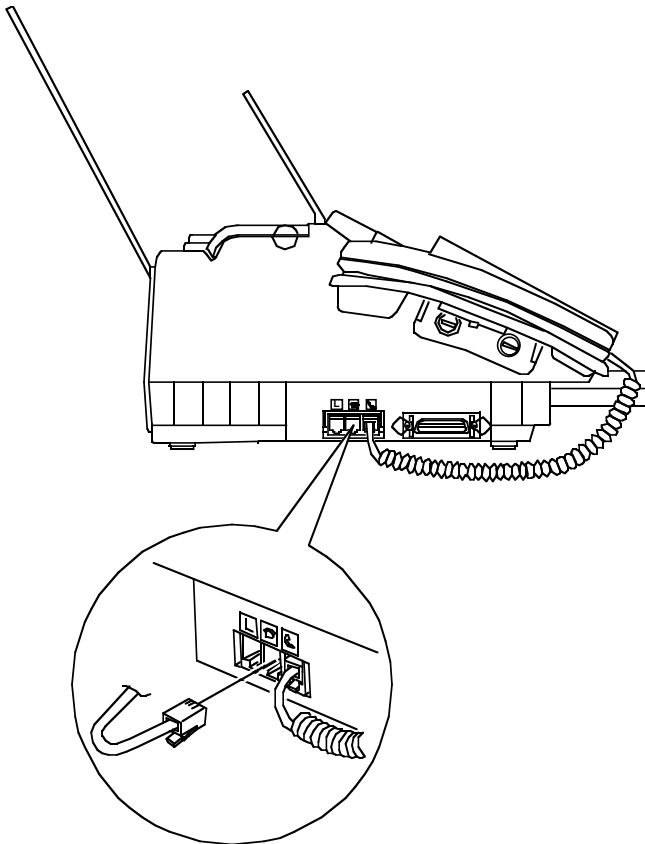
## Avoiding Conflict Between Fax and Data Communications

When you are using your data modem for communications, the MultiPASS 1000 recognizes that the line is busy and does not attempt to use the line to start fax communication. However, when the MultiPASS 1000 is in a fax communication, the data modem cannot recognize that the line is being used by the MultiPASS 1000.

Before starting data communication with your modem, you must check the LCD display on the MultiPASS 1000 to see if it is in the standby mode. Only start data communications when the MultiPASS 1000 is in standby mode.

**Note**

Only share the phone line attached to the MultiPASS 1000 with your data modem if you will use the modem to initiate calls. If you would like to have others access your computer by calling you, or if you use your modem very frequently, you will need a dedicated telephone line for your modem.

# Chapter 9
# Using Special Dialing

This chapter helps you:

❏ Change dialing systems depending upon your access needs.

❏ Learn where and how to insert pauses when dialing telephone and fax numbers or connecting through a switchboard.

❏ Use a distinctive ringing pattern (DRP) service.

This chapter includes:

❏ Changing dialing systems

- Switching to pulse dialing

- Switching to tone dialing temporarily to access on-line services

❏ Using the PAUSE button

- Dialing or registering long distance numbers

- Connecting through a switchboard

- Entering pauses

- Changing the length of the pause time

❏ Using the MultiPASS 1000 with a distinctive ringing pattern (DRP) service

- Setting the MultiPASS 1000 for DRPD use

- Communicating using a distinctive ringing pattern detector

# Changing Dialing Systems

There are two dialing systems: touch-tone and rotary pulse. If you need to switch to pulse from the factory-set tone setting, use the procedure described in the following section.

If you are unsure what type of dialing setting to use, contact your local telephone company.

## Switching to Pulse Dialing

1. Press **FUNCTION**.

```
SELECT MENU
```

2. Press **2**.

```
SELECT MENU
  2.USER SETTINGS
```

3. Press **START/COPY**.

```
USER SETTINGS
  1.SET TIME
```

4. Press the arrow buttons until the following display appears.

```
USER SETTINGS
  12.TEL LINE TYPE
```

5. Press **START/COPY**.

```
TEL LINE TYPE
              TOUCH TONE
```

6.   Press the arrow buttons until the following display appears.

```
TEL LINE TYPE
              ROTARY PULSE
```

7.   Press **START/COPY**.

```
TEL LINE TYPE
DATA ENTRY OK
```

8.   Press **STOP**.

## Switching to Tone Dialing Temporarily to Access On-line Services

If your telephone system uses pulse dialing, you can still use on-line services that require tone dialing to make selections. The following procedure allows you to temporarily set the MultiPASS 1000 to send tone signals.

1.   Dial the telephone number of the on-line information service.

2.   Press TONE.

3.   Use the numeric keypad to make your selections.
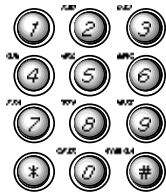
When you hang up, the MultiPASS 1000 automatically switches back to pulse dialing.

---

*Chapter 9*                                            *Using Special Dialing*   **9-3**

# Using the PAUSE Button

In certain cases, to dial long distance numbers and to dial through a switchboard, you must enter a pause using the **PAUSE** button.

## Dialing or Registering Long Distance Numbers

When dialing or registering long distance fax/telephone numbers, you sometimes need to insert a pause. The location of the pause and the actual pause time differ depending on the telephone number being dialed and the telephone network in which you are communicating. See *Entering Pauses* below for examples of where you may have to insert pauses. If you are unsure about where to enter a pause in a number, contact your local telephone company.

## Connecting Through a Switchboard

If your MultiPASS 1000 is connected to a switchboard (PBX internal switching system), you may first have to dial an outside line access number when dialing or registering fax/telephone numbers. See *Entering Pauses* below for examples of where you may have to insert pauses. If you are unsure about where to enter a pause in a number, contact your local telephone company.

## Entering Pauses

The following examples show where you may have to insert a pause.

❏ A pause within a telephone number

9**PAUSE**13334445600   (2 seconds)

❏ A pause at the end of a telephone number

9884444**PAUSE**          (10 seconds)

❏ Continuous pauses

7**PAUSE  PAUSE**14445556700   (2 second + 2 second = 4 seconds)

You can change the length of the pause time of pauses entered within a telephone number. See the next section.

Pauses entered at the end of numbers are fixed at 10 seconds and cannot be changed.

## Changing the Length of the Pause Time

To change the length of the pauses that you enter within a telephone number by pressing the **PAUSE** button, follow these steps.

1. Press **FUNCTION**.

```
SELECT MENU
```

2. Press **4**.

```
SELECT MENU
  4.TX SETTINGS
```

3. Press **START/COPY**.

```
TX SETTINGS
  1.ECM TX
```

4. Press the arrow buttons until the following display appears.

```
TX SETTINGS
  2.MID PAUSE SET
```

5. Press **START/COPY**.

```
MID PAUSE SET
                    2
```
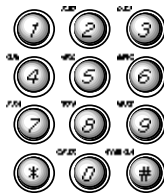
6. Use the numeric keypad to enter the pause time in seconds (between 1 and 15).

```
MID PAUSE SET
                    8
```

7. Press **START/COPY**.

```
MID PAUSE SET
DATA ENTRY OK
```

8. Press **STOP**.

# Using the MultiPASS 1000 with Distinctive Ringing Pattern (DRP) Service

Some phone companies offer a distinctive ringing pattern (DRP) service whereby they assign two or more telephone numbers with distinctive ringing patterns to an existing 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 1000 using only one telephone line.

Your MultiPASS 1000 will automatically detect incoming calls. Based on the distinctive ringing pattern, the MultiPASS 1000 will know 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 1000 for use with a DRP service.

**Note**

This feature is called Distinctive Ringing Pattern Detector (DRPD).

For more details on a 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.)

## Setting the MultiPASS 1000 for DRP Use

Your telephone company will assign a distinctive ringing pattern to each number when you order the DRP service.

**Note**

The setting you make with the following procedure must match the setting assigned by the telephone company.

You can set the MultiPASS 1000 to ring in different ways:

❏ Normal ring:     Ring type of normal telephone line

❏ Double ring:     Two short rings at regular intervals

❏ 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

To set the MultiPASS 1000 to ring in different ways with DRP
service, follow these steps:

1. Press **FUNCTION**.

```
SELECT MENU
```

2. Press **5**.

```
SELECT MENU
  5.RX SETTINGS
```

3. Press **START/COPY**.

```
RX SETTINGS
  1.ECM RX
```

4. Press the arrow buttons until the following display appears.

```
RX SETTINGS
1O. DRPD
```

5. Press **START/COPY**.

```
DRPD
                OFF
```

6. Press the arrow buttons until the following display appears.

```
DRPD
                ON
```

7. Press **START/COPY**.

```
DRPD
  1.NORMAL RING
```

8.  Press the arrow buttons until the type of ringing pattern you want to set appears. Choose from:

    1. NORMAL RING
    2. DOUBLE RING
    3. SHORT-SHORT-LONG
    4. SHORT-LONG-SHORT
    5. OTHER RING TYPE

9.  Press **START/COPY**.

```
DOUBLE RING
                    FAX
```

10. Press the arrow buttons until the communication type you wish to assign to the ring pattern just selected appears. Choose from:

    TEL—Ringing pattern assigned to telephone number
    FAX —Ringing pattern assigned to fax number
    FAX/TEL SWITCH—Ringing pattern assigned to shared
                  fax/telephone number

11. Press **START/COPY**.

```
DOUBLE RING
DATA ENTRY OK
```

12. If you want to set the ringing pattern for other numbers, start again with step **8**. Otherwise, press **STOP**.

---

**Note**

When DRPD is set to ON, the communication type for each ringing pattern defaults to FAX. After you select the ringing pattern that has been assigned for your fax communications, you must set the other ringing patterns to TEL. Otherwise, the MultiPASS 1000 may answer as a fax for each ringing pattern.

---

# Communicating Using the Distinctive Ringing Pattern Detector (DRPD) Feature

Using the MultiPASS 1000 with a DRP service is almost the same as using it with a normal telephone line. When you receive calls, however, the MultiPASS 1000 responds somewhat differently, as described below.

**Note**

It's a good idea to use DRP service with automatic receiving only.

### MultiPASS 1000 set for automatic receiving
### (*ANS HOOK UP* **and** *MANUAL* **lights off)**

❏ When someone calls using the number assigned for telephone communication, the MultiPASS 1000 rings in the pattern you registered in the above procedure. When you hear the telephone call ring pattern, simply pick up the handset (or extension phone) and talk. If you do not pick up the handset, the MultiPASS 1000 continues to ring until the other party hangs up.

❏ When someone sends a fax using the number assigned for fax communication, the MultiPASS 1000 does not ring. It receives the document automatically.

### MultiPASS 1000 set for manual receiving
### (*MANUAL* **light on)**

When you receive a call over any of the numbers in the DRP system, the MultiPASS 1000 rings in the appropriate pattern you registered earlier. Pick up the handset.

❏ If the call is from a person, talk normally.

❏ If you hear a slow beep, press **START/COPY** to receive a fax.

### MultiPASS 1000 set for an answering machine
### (*ANS HOOK UP* **light on)**

❏ When someone calls using the number assigned for telephone communication, the MultiPASS 1000 rings in the pattern you registered earlier. While the MultiPASS 1000 rings, the answering machine connects and then takes over the call.

❏ When someone sends a fax using the number assigned for fax communication, the MultiPASS 1000 receives the document automatically.

### *MultiPASS 1000 set for automatic switching between fax and telephone calls*

The MultiPASS 1000 monitors all incoming calls for all the numbers with DRPD and rings in the patterns registered earlier. It then answers the telephone for you and checks to see if the call is from another fax machine or from a person wanting to talk to you. If the call is from another fax, the MultiPASS 1000 automatically receives the document. If the call is from a person, the MultiPASS 1000 rings again to alert you to pick up the phone.

**Note**

No matter which number receives a call, if you hear a slow beep signifying another fax trying to send you a document, press **START/COPY** to receive the document.

# Chapter 10
# Special Sending Procedures

This chapter describes sending procedures you can use to save time and money. It includes:

❏  Sending to more than one location.

❏  Sending documents at a preset time.

❏  Sending through a relay fax.

❏  Sending a confidential document.

❏  Requesting documents from other fax machines (polling).

## *Sending to More than One Location (Broadcasting)*

You can feed a document once and automatically send it to up to 97 destinations when you use an automatic dialing method (other than directory dialing). See Chapter 6, *Using Automatic Dialing*, for details on using the automatic dialing methods.

If you often send to the same group of destinations, see *Group Dialing* in Chapter 6 to register the fax numbers for the group.

You can send to a total of 97 destinations as follows:

|  |  |  |
|---|---|---|
| One-touch speed dialing | = | 16 destinations |
| Coded speed dialing | = | 80 destinations |
| Regular dialing | = | 1 destination |

or

|  |  |  |
|---|---|---|
| Group dialing | = | 95 destinations |

You can enter the one-touch speed dialing and coded speed dialing destinations in any order. You simply press the one-touch speed dialing button, or press the **CODED DIAL/DIRECTORY** button followed by the two-digit code (on the numeric keypad).

You can also include one destination using regular dialing. Remember that when using regular dialing, you must press **START/COPY** after entering the number.

**Note**

To send a document to more than one location, you must use memory sending. You can send up to 50 letter-size pages (based on the CCITT #1 Chart).

## *Transmitting the Document*

To send your document to more than one location, follow these steps:

1.  If necessary, press **START/COPY** to print any documents that have been received in memory. (See *Receiving Documents in Memory* on page 7-7 for details.)

    ❏   The LCD display alerts you if a received document is stored in memory.

2.  Place your document face down in the Automatic Document Feeder (ADF).

    ❏   If the document has more than 30 pages, see *Sending Large Documents* on page 5-10.

3.  Press **FUNCTION**.

    > SELECT MENU

4.  Press **MEMORY TRANSMISSION** on the one-touch speed dialing keypad.

    > DOCUMENT READY
    > MEMORY
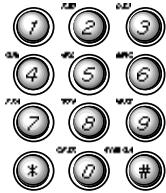
5.  Enter the fax numbers.

    > TEL=          12345678999

    ❏   You can send to up to 97 destinations.

    ❏   Simply enter the numbers one after the other: press the desired one-touch speed dialing button or press **CODED DIAL/DIRECTORY** followed by the two-digit code (on the numeric keypad).

**Note**

You can enter only one number directly from the keypad using regular dialing. Remember to press **START/COPY** after entering the number.

You must press each button within five seconds of the preceding one. The MultiPASS 1000 begins the operation approximately five seconds after you press the last button.

6. Press **START/COPY**.

---

*Note* | If the last number you enter is regular dialing, you must press **START/COPY** twice.

---

# Sending Documents at a Preset Time

To take advantage of lower late-night, long-distance rates given by some telephone companies, you can send a document at a pre-selected time.

You can use any dialing method to dial fax numbers to send a document to up to 97 destinations at a preset time. See *Sending to More Than One Location* on page 10-1 for details.

1. If necessary, press **START/COPY** to print any documents that have been received in memory. (See *Receiving Documents in Memory* on page 7-7 for details.)

   ❑ The LCD display alerts you if a received document is stored in memory.

2. Place the document you want to send face down in the Automatic Document Feeder (ADF).

   ❑ If the document has more than 30 pages, see *Sending Large Documents* on page 5-10.

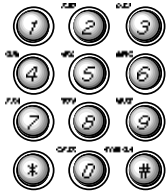3. Press **FUNCTION**.

   ```
   SELECT MENU
   ```

4. Press **DELAYED TRANSMISSION** on the one-touch speed dialing keypad.

   ```
   DELAYED TX
   SET TIME          14:15
   ```

5.  Use the numeric keypad to enter the time you want to send the document.

    ❏ Set the time using the 24-hour system. If the hour or minute is a single digit, precede it with a zero. For example:

    07:30 = 7:30 a.m.
    17:05 = 5:05 p.m.

    ❏ If you make an error entering the time, press **CLEAR**. Then enter the correct time.

6.  Press **START/COPY**.

    ```
    TEL=
    ```

7.  Enter the fax number(s).

    ❏ You can use any dialing method: regular dialing, one-touch speed dialing, or coded speed dialing.

    ❏ You can send to up to 97 destinations. See *Sending to More Than One Location* on page 10-1 for details.

    ---

    You can enter only one number directly from the keypad using regular dialing. Remember to press **START/COPY** after entering the number.

    If the last number you enter is regular dialing, you must press **START/COPY** twice.

    ---

8.  Press **START/COPY**.

    ❏ The MultiPASS 1000 scans the pages into memory. See *Sending Large Documents* on page 5-10 for details.

    The MultiPASS 1000 sends the document at the preset time. See *Transmitting the Document* on page 5-11 for details.

    To cancel the preset sending operation, see *Canceling Preset Sending* on page 10-5. To change the settings for preset sending, first cancel the preset sending operation; then repeat this procedure from the beginning.

    After the MultiPASS 1000 sends the document, the preset time clears. The preset time also clears if you unplug the unit or if there is a power failure.

---

## Sending Other Documents While the MultiPASS 1000 Is Set for Preset Sending

You can send, receive, and copy other documents even when the MultiPASS 1000 is set for sending at a preset time.

**Note**

The MultiPASS 1000 can only register one preset sending operation at a time.

To send or copy other documents after setting the MultiPASS 1000 to send at a preset time, simply send or copy using any sending procedure in this manual. Make sure there is enough room in memory to store the additional documents.

## Canceling Preset Sending

To cancel preset sending, follow these steps:

1. Press **FUNCTION**.

```
SELECT MENU
```

2. Press **DELAYED TRANSMISSION**.

```
DELAYED TX
SET TIME            14:17
```

3. Press **CLEAR**.

```
DELAYED TX
SET TIME               :
```

4. Press **START/COPY**.

```
ERASING END
```

Preset sending is canceled. To register a new time or fax number, see *Sending Documents at a Preset Time* on page 10-3.

# Sending Through a Relay Fax

Using a Canon relay fax can save you time and money. For example, if you want to send a document long distance to a group of offices located in the same area, you can save on telephone charges by sending through a Canon relay fax. First you send the document to the relay fax. The relay fax receives the document as one long distance telephone call. The relay fax then sends the document to the other destinations as either local or short distance toll calls.

You can send a document to up to 97 relay fax machines.

## Sending Documents to a Relay Fax

If you often use the same relay fax, you can register the procedure for one-touch or coded speed dialing; see page 10-8 for details.

1. Make sure the party relaying your document has a Canon fax with relay capability.

2. Find out the group number (also called the "table number") from the relaying party.

   ❏ A group number is a two-digit number between 00 and 99 that contains the fax numbers of all the offices to receive the document.

3. Make sure your fax number is registered with the relay fax.

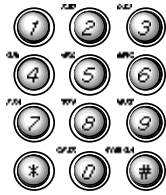4. Place the document face down in the Automatic Document Feeder (ADF).

5. Press **FUNCTION**.

   ```
   SELECT MENU
   ```

6. Press **RELAY BROADCAST** on the one-touch speed dialing keypad.

   ```
   RELAY BROADCAST
   RELAY TX GROUP #        OO
   ```

7. Use the numeric keypad to enter the group number.

❏ If the group number is a single digit, precede it with 0.

❏ If you make an error entering the group number, press **CLEAR** and then enter the number correctly.

8. Press **START/COPY**.

```
DOCUMENT READY
RELAY 08
```

9. To use memory sending or to send to more than one relay fax, press **FUNCTION**. Otherwise, go to step 11.

```
SELECT MENU
```

---

**Note**

If you are sending to more than one relay fax, you must use memory sending.

---

10. Press **MEMORY TRANSMISSION**.

```
DOCUMENT READY
RELAY 08 MEMORY
```

11. Enter the fax number(s).

❏ If you are using direct sending, you can send to one relay fax only.

❏ If you are using memory sending, you can send to up to 97 relay fax machines. See *Sending to More Than One Location* on page 10-1 for details.

12. Press **START/COPY**.

❏ If you are using memory sending, the MultiPASS 1000 scans up to 50 letter-size pages (based on CCITT #1 Chart) into memory. See *Sending Large Documents* on page 5-10 for details.

The MultiPASS 1000 sends the document to the relay fax(es). See *Transmitting the Document* on page 5-11 for details.

## Registering the Relay Procedure for One-touch or Coded Speed Dialing

If you often send documents through the same relay fax machine, you can register the entire relay sending procedure for one-touch or coded speed dialing.

1. Make sure the party relaying your document has a Canon fax with relay capability.

2. Find out the group number (also called the "table number") from the relaying party.

   ❏ A group number is a two-digit number between 00 and 99 that contains the fax numbers of all of the destinations to receive the document.

3. Press **FUNCTION**.

   ```
   SELECT MENU
   ```

4. Press **1**.

   ```
   SELECT MENU
    1.TEL REGISTRATION
   ```

5. Register the relay fax number for either one-touch speed dialing or coded speed dialing.

   ❏ To register the relay fax number for one-touch speed dialing, see page 6-1 (steps 3 to 6).

   ❏ To register the relay fax number for coded speed dialing, see page 6-7 (steps 3 to 7).

6. Press **START/COPY**.

   ❏ Enter the name you want associated with this relay fax number; see page 3-4.

7. Press **START/COPY**.

```
NEED TO SET TX MODE?
        YES <  > NO
```

8. You must set the transmission mode, so press **<** to choose YES.

   ❏ If you do not have any problems sending faxes to the relay location, press **START/COPY** twice and go to the next step.

   ❏ If you have problems faxing to the relay location, see page 5-10 for details on *Customizing the Transmission Mode* before you proceed.

```
CODED DIAL        MODE 3
 *OO=REGULAR TX
```

9. Press the arrow buttons to display ORIG RELAY TX.

```
CODED DIAL        MODE 3
 *OO=ORIG RELAY TX
```

10. Press **START/COPY**.

```
CODED DIAL        MODE 3
DATA ENTRY OK
```
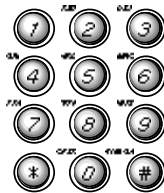
11. Use the numeric keypad to enter the group number of the relay fax.

```
CODED             RELAY TX
 *OO=GROUP #          OO
```

12. Press **START/COPY**.

```
CODED             RELAY TX
DATA ENTRY OK
```

13. To register additional fax numbers for relay sending, begin again from step 5. Otherwise, press **STOP**.

---

## *Using One-touch or Coded Relay Sending*

Before starting, confirm the following:

❏ Your fax number is registered with the relay fax.

❏ The fax numbers of the receiving fax machines (final destinations) are registered with the relay fax.

❏ Your fax number is registered in your MultiPASS 1000.

❏ You have registered the relay procedure for one-touch or coded speed dialing as described above.

Follow these steps:

1. Place the document face down in the Automatic Document Feeder (ADF).

2. To use memory sending or to send to more than one relay fax, press **FUNCTION** and then press **MEMORY TRANSMISSION**. Otherwise, skip this step.

3. Press the one-touch speed dialing button or press **CODED DIAL/DIRECTORY** and the two-digit code (on the numeric keypad) that you registered for relay sending.

    ❏ If you are using direct sending, you can send to only one relay fax.

    ❏ If you are using memory sending, you can send to up to 97 relay fax machines. See *Sending to More Than One Location* on page 10-1 for details.

        • First make sure that each speed dialing number is registered for relay sending.

        • You can also use one-touch or coded speed dialing buttons registered for group dialing as long as each number in the group is registered for relay sending.

If you are using memory sending, the MultiPASS 1000 scans the document into memory. See *Sending Large Documents* on page 5-10 for details.

The MultiPASS 1000 sends the document to the relay fax machine(s). See *Transmitting the Document* on page 5-11 for details.

# Sending a Confidential Document

You can send a confidential document to another Canon fax that has the confidential mailbox capability. When the confidential document is sent, it is stored in the confidential mailbox of the receiving fax rather than being printed out. The user of the receiving fax can print the document only after supplying the correct password.

1. Make sure you have the confidential mailbox number of the receiving party.

2. Place the document face down in the Automatic Document Feeder (ADF).
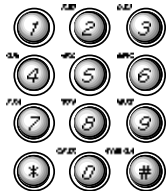
3. Press **FUNCTION**.

```
SELECT MENU
```

4. Press **CONFID. TRANSMISSION** on the one-touch speed dialing keypad.

```
CONFIDENTIAL TX
SET CONFID MBOX # OO
```

5. Use the numeric keypad to enter the confidential mailbox number of the receiving party.
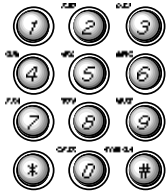
```
CONFIDENTIAL TX
SET CONFID MBOX # 55
```

❏ Confidential mailbox numbers are two-digit numbers between 00 and 99. If the mailbox number is a single digit, precede it with a zero.

❏ If you make a mistake when entering the number, press **CLEAR** and enter the number again.

6. Press **START/COPY**.

```
DOCUMENT READY
CONF.55
```

**Special Sending Procedures**

7.  Dial the number of the receiving fax.

```
TEL=                    4445588
```

❏  You can use regular dialing, one-touch speed dialing, or coded speed dialing. See Chapter 6, *Using Automatic Dialing*, for details on speed dialing.

8.  Press **START/COPY**.

```
DIALING                 4445588
```

The MultiPASS 1000 begins sending the document. See *Transmitting the Document* on page 5-11 for details.

## Sending One-touch or Coded Speed Dialing Confidential Documents

If you often send confidential documents to the same party, you can register the entire confidential sending procedure for one-touch or coded speed dialing. After you register the procedure, all you have to do is feed your document into the MultiPASS 1000 and press the appropriate speed dialing button or the **CODED DIAL/DIRECTORY** button and two-digit code (on the numeric keypad).

### Registering the confidential sending procedure for one-touch or coded speed dialing

1.  Make sure the receiving party has a Canon fax with confidential receiving capability.

2.  Find out the confidential mailbox number of the receiving party.

3.  Press **FUNCTION**.

```
SELECT MENU
```

4.  Press **1**.

```
SELECT MENU
 1.TEL REGISTRATION
```

5. Register the fax number for either one-touch speed dialing or coded speed dialing.

   ❑ To register the fax number for one-touch speed dialing, see page 6-1 (steps 3 to 6).

   ❑ To register the fax number for coded speed dialing, see page 6-7 (steps 3 to 7).

6. Press **START/COPY**.

   ❑ Enter the name you want associated with this confidential number, see page 3-4.

7. Press **START/COPY**.

```
NEED TO SET TX MODE?
     YES <  > NO
```

8. You must set the transmission mode, so press **<** to choose YES.

   ❑ If you do not have any problems sending faxes to the confidential location, press **START/COPY** twice and go to the next step.

   ❑ If you have problems faxing to the confidential location, see page 5-10 for details on *Customizing the Transmission Mode* before you proceed.

```
1-TOUCH SPD       MODE 3
FO4=REGULAR TX
```

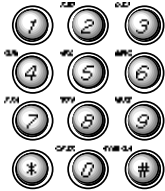9. Press the arrow buttons to display CONFIDENTIAL TX.

```
1-TOUCH SPD       MODE 3
FO4=CONFIDENTIAL TX
```

10. Press **START/COPY**.

```
1-TOUCH SPD CONFID
FO4=MAILBOX #         OO
```

11. Use the numeric keypad to enter the confidential mailbox number of the receiving party.

```
1-TOUCH SPD CONFID
FO4=MAILBOX #         16
```

12. Press **START/COPY**.

```
1-TOUCH SPD CONFID
DATA ENTRY OK
```

13. To register additional fax numbers for confidential sending, begin again from step 5. Otherwise, press **STOP**.

### *Using one-touch or coded confidential sending*

1. Make sure the receiving party has a Canon fax with confidential receiving capability.

2. Find out the confidential mailbox number of the receiving party.

3. Make sure the fax number is registered for confidential sending.

4. Place the document into the Automatic Document Feeder (ADF).

5. To use memory sending or to send to more than one destination, press **FUNCTION** and then press **MEMORY TRANSMISSION**. Otherwise, skip this step.
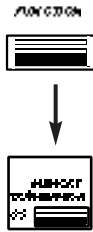
   ```
   DOCUMENT READY
   MEMORY
   ```

6. Press the one-touch speed dialing button or press **CODED DIAL/DIRECTORY** and the two-digit code that you registered for confidential sending.

   ❏ If you are using direct sending, you can only send to one location.

   ❏ If you are using memory sending, you can send to up to 97 locations. See page 10-1 for details.

   • First make sure that each speed dialing number is registered for confidential sending.

   • You can also use one-touch or coded speed dialing buttons registered for group dialing as long as each number in the group is registered for confidential sending.

If you are using memory sending, the MultiPASS 1000 scans the document into memory. See page 5-6 for details.

The MultiPASS 1000 sends the document. See *Transmitting the Document* on page 5-11 for details.

# Requesting Documents from Other Fax Machines (Polling)

The polling feature allows you to request a document to be sent from another fax machine. Whenever you are ready to receive the document, you request it. The sending party simply leaves the document in the Automatic Document Feeder (ADF) of their fax machine.

This section shows you how to:

❏ Register your polling ID

❏ Poll other fax machines

❏ Allow other fax machines to poll you

❏ Poll at a preset time

❏ Cancel preset polling

## Registering Your Polling ID

Polling IDs are eight-digit numbers consisting of only zeros and ones. Keep in mind these special polling IDs:

| | |
|---|---|
| 11111111 | Your MultiPASS 1000 sends documents when it receives a polling request even if the other party's polling ID does not match or the other party does not have a Canon fax. |
| 00000000 | This ID turns off the polling feature. |

*Note*

If you use a polling ID other than 11111111, the other party must be a Canon fax and your IDs must match.

1.  Make sure the ID you register matches the other IDs in the polling network.

2.  Press **FUNCTION**.

> SELECT MENU

3. Press **8**.

```
SELECT MENU
  8.SYSTEM SETTINGS
```

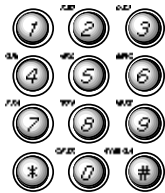4. Press **START/COPY**.

```
SYSTEM SETTINGS
  1.RX RESTRICTION
```

5. Press the arrow buttons until the following display appears.

```
SYSTEM SETTINGS
  2.PASSWORD
```

6. Press **START/COPY**.

```
PASSWORD
              00000000
```

7. Use the numeric keypad to enter your 8-digit polling ID.

❏ Use 0s and 1s to enter the polling ID.

❏ If you make an error entering a number, press **CLEAR**. Then enter the number again.

8. Press **START/COPY**.

```
PASSWORD
DATA ENTRY OK
```

9. Press **STOP**.

## Polling Other Fax Machines

Use this procedure to request that another fax machine send a document. The other fax must have polling capability and the document must be placed in the document feeder or loaded in memory to be polled.
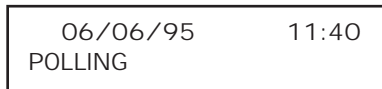
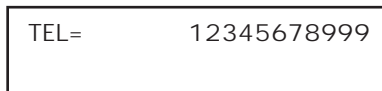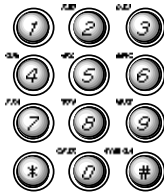1. Make sure no documents are fed into your MultiPASS 1000.

2. Press **FUNCTION**.

```
SELECT MENU
```

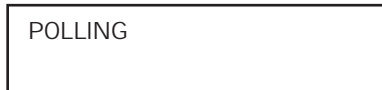3. Press **POLLING** on the one-touch speed dialing keypad.

```
 06/06/95          11:40
POLLING
```

4. Enter the fax number(s) you want to poll.

   ❏ You can poll up to 97 destinations. See page 10-1 for details.

```
TEL=        12345678999
```

5. Press **START/COPY**.

```
POLLING
```

Your MultiPASS 1000 receives the document.

❏ The MultiPASS 1000 beeps once when the document is received without errors.

❏ The MultiPASS 1000 automatically redials if the other fax does not answer or if the line is busy. (You can specify the number of times it redials; see *Auto Redial* on page 5-17.)

❏ If an error occurs during reception, the MultiPASS 1000 beeps intermittently for a few seconds. If this happens, try polling again.

❏ To stop polling while receiving, press **STOP**.

❏ If the ALARM light is flashing, clear the error and press **STOP**. If necessary, refer to Chapter 14, *Troubleshooting*.

## Allowing Others to Poll Your MultiPASS 1000

Use this procedure to allow others to call your MultiPASS 1000 to receive a document. Your polling ID must be 11111111 or the other fax must be a Canon fax and must have your polling ID registered.

○ ANS HOOK UP

○ MANUAL

1. Press the **ANS HOOK UP/MANUAL** button.

   ❏ Both the ANS HOOK UP and MANUAL lights should be off. If they are not off, press the **ANS HOOK UP/MANUAL** button again until both lights are off.

2. Make sure you make the appropriate settings for sending the fax.

**Note**

Remember the receiving fax has no control over the document settings (such as density control, type of document).

3. Place the document into the Automatic Document Feeder (ADF).

Your MultiPASS 1000 sends the document when it receives a polling request from the other fax.

To cancel polling before the MultiPASS 1000 sends the document, remove the document from the feeder.

**Note**

To turn off this feature, set your ID to 00000000.

## Polling at a Preset Time

Use this procedure to request a document from another fax at a preset time.

FUNCTION

1. Press **FUNCTION**.

   ```
   SELECT MENU
   ```

2. Press **DELAYED POLLING** on the one-touch speed dialing keypad.

   ```
   DELAYED POLLING
   SET TIME          15:24
   ```

3. Use the numeric keypad to enter the time that you want to poll the other fax.

❏ Set the time using the 24-hour system. If the hour or minute is a single digit, precede it with a zero. For example:

07:30 = 7:30 a.m.
17:05 = 5:05 p.m.

❏ If you make an error entering the time, press **CLEAR**. Then enter the correct time.

4. Press **START/COPY**.

```
TEL=
```

5. Dial the fax number(s) you want to poll.

❏ You can poll up to 97 destinations. See page 10-1 for details.

6. Press **START/COPY**.

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

The LCD displays:

```
06/21/95              17:10
TIMER
```

Your MultiPASS 1000 begins receiving the document at the preset time.

❏ The MultiPASS 1000 beeps once when the document is received without errors.

❏ The MultiPASS 1000 automatically redials if the other fax does not answer or if the line is busy. (You can specify the number of times it redials; see *Auto Redial* on page 5-17.)

❏ If an error occurs during reception, the MultiPASS 1000 beeps intermittently for a few seconds. If this happens, try polling again.

❏ To stop polling while receiving, press **STOP**.

❏ If the ALARM light is flashing, clear the error and press **STOP**. If necessary, refer to Chapter 14, *Troubleshooting*.

## Canceling Preset Polling

1. Press **FUNCTION**.

```
SELECT MENU
```

2. Press **DELAYED POLLING** on the one-touch speed dialing keypad.

```
DELAYED POLLING
SET TIME              16:54
```

3. Press **CLEAR** on the one-touch speed dialing keypad.

```
DELAYED POLLING
SET TIME                  :
```

4. Press **START/COPY**.

```
ERASING END
```

# Chapter 11
# Printing Fax Reports

This chapter describes how to use the MultiPASS 1000 for printing different fax transaction and management reports, how to print a generic fax cover page, and how to print lists of your registered information. It includes:

❏ Printing a fax cover sheet

❏ Printing activity reports

   • Printing a single transaction activity report

   • Printing an activity management report

   • Printing a selective activity report

   • Receiving a relay broadcast report

   • Receiving a memory clear report

❏ Printing lists of registered information

   • Printing automatic dialing lists

   • Printing a user's data list

❏ Customizing reports and lists

# Printing a Fax Cover Sheet

1. Press **FUNCTION**.

```
SELECT MENU
```

2. Press **REPORT**.

```
SELECT MENU
 1.ACTIVITY REPORT
```

3. Press the arrow buttons until the following appears.

```
SELECT MENU
 7.PRT FAX COVER PG.
```

4. Press **START/COPY**.

```
PRINTING
```

The MultiPASS 1000 prints a generic fax cover page you can use when sending your fax information.

```
                    FACSIMILE MESSAGE


                                  DATE: _____

      TO:              _____

      FROM:            _____

      PHONE/FAX:  _____

      SUBJECT:      _____

                    NUMBER OF PAGES INCLUDING COVER _____
```

# Printing Activity Reports

To help you monitor sending and receiving activities, the
MultiPASS 1000 can print many useful reports. These reports help
you confirm the date and time of a fax transaction, and whether or
not each transaction was successfully completed.

___

**Note**

Before printing a report, confirm that the MultiPASS 1000 is
displaying the correct date and time so your reports will show the
correct information. See page 3-7 for details.

___

## Printing a Single Transaction Activity Report

You can set the MultiPASS 1000 to print a single transaction
activity report every time you send or receive a document.

The REPORT SETTINGS menu contains selections for transmitting
(TX REPORT) and receiving (RX REPORT). For both of these
selections, you can specify the following:

❏ OUTPUT NO
   Turns off the activity report features

❏ OUTPUT YES
   Prints an activity report after every sending/receiving
   transaction

❏ PRINT ERROR ONLY
   Prints an activity report only if an error occurs while sending
   or receiving

If you chose OUTPUT YES or PRINT ERROR ONLY for the TX REPORT,
you can also select whether or not to automatically print the first
page of the document. This option is available if you are sending
from memory. You will see the TX CONFIRMATION REP option,
which includes these selections:

❏ OUTPUT YES
   Prints a copy of the first page (it may not print the entire page)

❏ OUTPUT NO
   Does not print a copy of the first page

Follow these steps to change the transaction activity report settings:

1. Press **FUNCTION**.

```
SELECT MENU
```

2. Press **3**.

```
SELECT MENU
   3.REPORT SETTINGS
```

3. Press **START/COPY**.

```
REPORT SETTINGS
   1.TX REPORT
```

4. Press the arrow buttons until the type of report you wish to set appears.

   **1.**TX REPORT—for sending operations
   **2.**RX REPORT—for receiving operations

5. Press **START/COPY**.

```
TX REPORT
               OUTPUT NO
```

6. Press the arrow buttons to choose the setting you want. For example:

```
TX REPORT
            PRINT ERROR ONLY
```

7. Press **START/COPY**.

```
TX REPORT
DATA ENTRY OK
```

8. If you selected a TX REPORT in step 6, press the arrow buttons to choose whether or not you want to automatically print the first page of a document.

```
TX CONFIRMATION REP.
               OUTPUT YES
```

**START/COPY**

9. Press **START/COPY**.

```
TX CONFIRMATION REP.
DATA ENTRY OK
```

**STOP**

10. To change settings for another report, repeat this procedure from step 4. Otherwise, press **STOP**.

Each single transaction activity report shows:

❏ The transaction mode and number

❏ The telephone number and name of the party (if the name is registered in your MultiPASS 1000 or the number identifies a Canon fax)

❏ The start time (date and time) and usage time of a transaction

❏ The number of pages and the result of the transaction

```
06/10/95  18:00     333-444-5566     CANON U.S.A.     WESTERN REGION     001-/001

                    ****************************
                    *****  ACTIVITY REPORT  *****
                    ****************************

                     TRANSMISSION OK

         TX/RX NO.             0008
         CONNECTION TEL        3460 8403
         CONNECTION ID         ZUD'S
         START TIME            01/13 11:29
         USAGE TIME            00'53
         PAGES                 1
         RESULT                OK
```

**Canon**

CANON U.S.A., INC.
ONE CANON PLAZA
LAKE SUCCESS, N.Y. 11042-1113
Telephone: (516) 488-6700
General Fax Telephone
(516) 328-5069

Spring 1995

Dear Canon Customer:

Thank you for purchasing the new Canon MultiPASS 1000 Document Processing System. We are sure your new system will help you work more efficiently and expand your work capacity.

The new MultiPASS 1000 is a complete 6-in-1 desktop system for your home or small office. Your new system provides the following functions:

❏ Plain paper fax          ❏ Scanner
❏ PC fax                   ❏ Copier
❏ Printer                  ❏ Telephone

Your MultiPASS 1000 includes the MultiPASS Desktop Manager for Windows. This exclusive Canon software package manages the printing, scanning, and faxing activities of your MultiPASS 1000 on your computer in a single management application.

| | |
|---|---|
| *Note* | To print this activity report, the bottom portion of your document will not be printed. |

If the result of a transmission is NG, the transaction is not complete. The number under NG shows you the number of pages that were sent normally; the number following the # sign is an error code. See *Display Messages and Actions* in Chapter 14 for error codes.

## Printing an Activity Management Report

An activity management report provides information on the last 20 sending and receiving transactions performed.

Whenever you want to print an activity management report, follow these steps:

1. Press **FUNCTION**.

```
SELECT MENU
```

2. Press **REPORT** on the one-touch speed dialing keypad.

```
SELECT MENU
  1.ACTIVITY REPORT
```

3. Press **START/COPY**.

The MultiPASS 1000 prints the activity management report. Each report shows:

❏ The transaction mode

❏ The telephone number and names of the parties sending or receiving (if the name is registered in your MultiPASS 1000 or the number identifies a Canon fax)

❏ The start time (date and time) of the transactions

❏ The usage time, which is the amount of time it took to send or receive the fax.

❏ The number of pages of the transaction

❏ The result, which indicates whether each transaction was successfully completed

```
                    ***************************
                    ***** ACTIVITY REPORT *****
                    ***************************

 MODE          CONNECTION TEL CONNECTION ID   START TIME   USAGE T   PAGES   RESULT

*TX        G3  16667778888    JOHN DOE        06/25 09:08  07'00     8       OK
*TX        G3  12086662233    LINDA SMITH     06/25 09:22  02'57     3       OK
*TX        G3  14192223344    MARY JONES      06/25 09:51  01'51     4       OK
*TX        G3  15163334455    CANON USA       06/25 10:30  00'35     0       NG
                                                                             0 ##280
*TX        ECM 15163334455    CANON USA       06/25 10:32  00'34     0       NG
                                                                             0 ##280
*MEMORY RX ECM 15163336666    PRINT CORP.     06/25 10:32  00'34     0       OK
                                                                             0 ##280
*TX        ECM 15163334455    CANON USA       06/25 10:34  02'07     3       OK
*RX        ECM 15163334455    CANON USA       06/25 10:42  07'48     15      OK
*TX        ECM 15163334455    CANON USA       06/25 11:38  18'41     30      OK
*TX        ECM 17147778988    GRAPHICS CORP.  06/25 11:59  00'21     0       NG
                                                                             0 ##280
*TX        G3  17147778999    GRAPHICS CORP.  06/25 12:04  00'22     0       NG
                                                                             0 ##280
*TX        G3  1208666777     BRAD THOMAS     06/25 12:07  00'00     0       NG
                                                                             0 ##280
*TX        ECM 15163334455    CANON USA       06/25 12:08  07'00     18      OK
*AUTO RX   ECM 15163334499    CANON FAX - HQ  06/25 19:46  03'37     9       OK
*AUTO RX   ECM 15163336666    CANON USA FAX   06/25 20:19  03'03     7       OK
*AUTO RX   ECM 15165557777    CANON USA FAX   06/25 20:41  00'57     2       OK
*TX        G3  17145557788    MICHELE JONES   06/25 12:22  02'57     5       OK
*TX        G3  15163334455    CANON USA       06/25 12:51  01'51     4       OK
```

If the result of a transaction is NG, the transaction is not complete. The number on the left shows the number of pages that were sent normally. The number following the # sign is an error code. See *Display Messages and Actions* in Chapter 14 for error codes.

## Printing Selective Activity Management Reports

To print an activity management report automatically, you can select one of the following options:

❏ AUTO PRINT
Prints an activity management report automatically after each 20 transactions

❏ DAILY REPORT TIME
Prints an activity management report automatically at the same time each day

❏ TX/RX SEPARATE
Divides the activity management report into sending and receiving transactions

Follow these steps:

1. Press **FUNCTION**.

```
SELECT MENU
```

2. Press **3**.

```
SELECT MENU
  3.REPORT SETTINGS
```

3. Press **START/COPY**.

```
REPORT SETTINGS
  1.TX REPORT
```

4. Press the arrow buttons until the following display appears.

```
REPORT SETTINGS
  3.ACTIVITY REPORT
```

5. Press **START/COPY**.

```
ACTIVITY REPORT
  1.AUTO PRINT
```

6. Press the arrow buttons until the option you wish to select appears.

```
1.AUTO PRINT
2.DAILY REPORT TIME
3.TX/RX SEPARATE
```

7. Press **START/COPY**. For example:

```
DAILY REPORT TIME
           OUTPUT NO
```

8. Press the arrow buttons to make your selection. For example:

```
DAILY REPORT TIME
           OUTPUT YES
```

9. Press **START/COPY**.

```
DAILY REPORT TIME
DATA ENTRY OK
```

**Note**

If you select DAILY REPORT TIME, you will be prompted to enter the time. Enter the time and then press **START/COPY**.

10. Press **STOP**.

## Receiving a Relay Broadcast Report

After sending a document through a relay fax, you may receive a Relay Broadcast Report from the fax machine that relayed the document. This shows whether or not the document was successfully relayed to all the offices.

If you do not receive a report, it could be that the relay fax is not set for sending relay broadcast reports. If in doubt about the outcome of a relay transaction, contact the operator of the relay fax machine.

## Receiving a Memory Clear Report

If a power failure occurs while there is a document in memory waiting to be sent, the MultiPASS 1000 automatically prints a memory clear report. This report shows important information about the document so that you can locate it and try to send it again.

```
*******************************
***** MEMORY CLEAR REPORT *****
*******************************
```

| TX/RX NO. | MODE | CONNECTION TEL | PAGES | SET TIME | START TIME |
|---|---|---|---|---|---|
| 0001 | MEMORY RX | 3214569877 | 1 | 06/13 10:32 | |
| 0002 | MEMORY RX | 5678521 | 3 | 06/13 10:45 | |
| 0003 | MEMORY RX | 4758888 | 6 | 06/13 10:49 | |

# Printing Lists of Registered Information

To make sure the information you registered in the MultiPASS 1000 is current, you can print out lists by categories.

## Printing Automatic Dialing Lists

You can print the lists of fax and telephone numbers registered for automatic dialing. The lists available are:

❏ 1-TOUCH SPD LIST
Fax and telephone numbers registered for one-touch speed dialing

❏ CODED SPD LIST
Fax and telephone numbers registered for coded speed dialing

❏ GROUP DIAL LIST
Fax numbers registered for group dialing

❏ EXPANDED DIAL LIST
Fax and telephone numbers registered for expanded dialing

Follow these steps to print a list:

1. Press **FUNCTION**.

   ```
   SELECT MENU

   ```

2. Press **REPORT** on the one-touch speed dialing keypad.

   ```
   SELECT MENU
     1.ACTIVITY REPORT
   ```

3. Press the arrow buttons until the list you want to print appears. For example:

   ```
   SELECT MENU
     2.1-TOUCH SPD LIST
   ```

4. Press **START/COPY**.

```
ACTIVITY REPORT
```

The following sample shows a one-touch speed dialing list:

```
*****************************************
***** 1-TOUCH SPD DIALING FAX LIST *****
*****************************************
```

| SD # | CONNECTION TEL | CONNECTION ID | MODE | TX SPEED | BOX |
|---|---|---|---|---|---|
| [F04] | 15163334455 | JOHN DOE | | 9600BPS  0 | |
| [F05] | 4993377 | JUDY JOHNSON | | 9600BPS  0 | |
| [F05] | 17144447777 | MICHELE JONES | CONFID.TX | 9600BPS  0 | 16 |
| [F09] | 12086667777 | BRAD THOMAS | | 9600BPS  0 | |
| [F010] | 17147778888 | GRAPHICS CORP. | CONFID.TX | 9600BPS  0 | 28 |
| [F011] | 17146662222 | STOP THE PRESS | | 9600BPS  0 | |
| [F013] | 7772244 | BOB BUTLER | ORIG.TX | 9600BPS  0 | 00 |

```
*****************************************
***** 1-TOUCH SPD DIALING TEL LIST *****
*****************************************
```

| SD # | CONNECTION TEL | CONNECTION ID |
|---|---|---|
| [T01] | 18008920020 | CANON USA |
| [T02] | 43339977 | JUDY JOHNSON |
| [T05] | 17144447788 | MICHELE JONES |
| [T09] | 18006667777 | GRAPHICS CORP. |

## Printing a User's Data List

If you want to review all of the settings available and the selections currently in place for your MultiPASS 1000, such as your company name and telephone number, print a USER'S DATA LIST following these steps:

1. Press **FUNCTION**.

```
SELECT MENU
```

2. Press **REPORT**.

```
SELECT MENU
 1.ACTIVITY REPORT
```

3.  Press the arrow buttons until the following display appears.

```
SELECT MENU
  6.USER'S DATA LIST
```

4.  Press **START/COPY**.

```
ACTIVITY REPORT
```

The following sample shows the first page of a user's data list.

```
            ****************************
            ***** USER'S DATA LIST *****
            ****************************

   USER SETTINGS

       USER'S TEL_____        XXXXXXXXXXX
       USER'S ID _____        XXXXXXXXXXXXXX
       TTI OPTION SET
           TX TERMINAL ID    _____  ON
           TTI POSITION      _____  OUTSIDE IMAGE
           TTI MARKER        _____  FAX
       TYPE OF DOCUMENT      _____  HALFTONE
       DENSITY CONTROL       _____  4
       OFFHOOK ALARM         _____  ON
       HOLD MELODY           _____  OFF
       VOLUME CONTROL
           CALLING VOLUME    _____  VOL MIN
           ALARM VOLUME      _____  VOL MIN
           KEYPAD VOLUME     _____  VOL MIN
       RX CALL LEVEL         _____  LOW
       DIALING TONE          _____  ON
       TEL LINE TYPE         _____  TOUCH TONE


   REPORT SETTINGS

       TX REPORT _____        OUTPUT NO
       RX REPORT _____        OUTPUT NO
       ACTIVITY REPORT
           AUTO PRINT        _____  OUTPUT NO
           TX/RX SEPARATE    _____  ON
       REPORT FONT SET       _____  ROMAN
       PRT DIRECTION         _____  BI-DIRECTION PRT
       ECONOMY PRT           _____  OFF
```

# Customizing Reports and Lists

You can change how reports and lists print on your MultiPASS 1000 by changing these REPORT SETTINGS:

❏ REPORT FONT SET
Changes the typeface (font) of the fax reports; you can choose from:
>ROMAN
>SANS SERIF
>DRAFT
>COURIER
>PRESTIGE
>SCRIPT
>ORATOR
>ORATOR-S

❏ PRT DIRECTION
Changes the fax print speed for reports
>BI-DIRECTION PRT: Faster print, normal print quality
>ONE DIRECTION PRT: Slower print, high print quality

❏ ECONOMY PRT
Changes the print quality for fax reports
>ON: Ink-saving, normal print quality
>OFF: Normal ink usage, high print quality

---

**Note**

These options affect only how reports and lists print.

---

Follow these steps to change the print speed and quality or the typeface of reports:

1. Press **FUNCTION**.

> ```
> SELECT MENU
> ```

2. Press **3**.

> ```
> SELECT MENU
>   3.REPORT SETTINGS
> ```

3. Press **START/COPY**.

> ```
> REPORT SETTINGS
>   1.TX REPORT
> ```

4. Press the arrow buttons until the item you want to change appears on the display. For example:

```
REPORT SETTINGS
  5.PRT DIRECTION
```

5. Press **START/COPY**.

```
PRT DIRECTION
          BI-DIRECTION PRT
```

6. Press the arrow buttons to select the setting. For example:

```
PRT DIRECTION
          ONE DIRECTION PRT
```

7. Press **START/COPY**.

```
PRT DIRECTION
DATA ENTRY OK
```

8. If you want to change other items, start again from step 4. Otherwise, press **STOP**.

# Chapter 12
# Miscellaneous Printer Operations

This chapter describes miscellaneous printer operations you can perform with your MultiPASS 1000. It includes:

❏ Changing printer settings

## *Changing Printer Settings*

You can customize the built-in bubble jet printer settings by changing the following selections in the PRINTER SETTINGS menu:

❏ SELECT PAPER SIZE
   Changes the paper size that the MultiPASS 1000 uses: letter, (8.5 x 11") legal (8.5 x 14") or A4 (8.25 x 11.7").
   > LTR
   > A4
   > LEGAL

❏ RX REDUCTION
   Selects a reduction mode for incoming documents. When reduction mode is turned on, you can select a reduction size of 75%, 85%, 90%, or 95%. Also, you can specify whether the reduction is to be vertical only or both vertical and horizontal. When set to ON, all documents are reduced.
   > ON
   > OFF

❏ INK DETECTOR
   Turns the ink detector on or off; the ink detector prints a small square box on the bottom right of incoming documents to help you estimate the amount of ink remaining. Turning this feature on allows the MultiPASS 1000 to check automatically if there is enough ink in the cartridge.
   > ON
   > OFF

**Note**
When set to OFF, the MultiPASS 1000 cannot detect when an ink cartridge runs out of ink. Instead of displaying the CHANGE CARTRIDGE message and storing the document in memory, the MultiPASS 1000 continues to print (even blank pages).

❏ PRINTING DENSITY
Changes the print density of documents from lighter to darker; the light setting lightens documents you receive or copy (for example, lines appear thinner).
STANDARD
LIGHT

❏ PRT DIRECTION
Changes the print speed of documents by selecting bi-directional or unidirectional; bi-directional is faster print speed, normal print quality; unidirectional is slower print speed, high print quality. Setting this option to unidirectional produces clearer print quality, but slower print speed.
BI-DIRECTION PRT
ONE DIRECTION PRT

❏ ECONOMY PRT
Prints using less ink to extend cartridge life; print appears lighter on page.
ON: Ink-saving, normal print quality
OFF: Normal ink usage, high print quality

To change any of the printer settings, follow these steps:

1.  Press **FUNCTION**.

> SELECT MENU

2.  Press **6**.

> SELECT MENU
>    6.PRINTER SETTINGS

3.  Press **START/COPY**.

> PRINTER SETTINGS
>    1.SELECT PAPER SIZE

4.  Press the arrow buttons until the item you want to change appears on the display. For example:

> PRINTER SETTINGS
>    4.PRINTING DENSITY

5.  Press **START/COPY**.

> PRINTING DENSITY
>              STANDARD

6.  Press the arrow buttons to select the setting. For example:

> PRINTING DENSITY
>              LIGHT

7.  Press **START/COPY**.

> PRINTING DENSITY
> DATA ENTRY OK

8.  If you want to change other items, start again from step 4. Otherwise, press **STOP**.

# Chapter 13
# Maintaining the MultiPASS 1000

This chapter covers the care and maintenance required for your Canon MultiPASS 1000. It includes:

❏ Cleaning the MultiPASS 1000

❏ Cleaning the print head unit

❏ Ink cartridge guidelines

❏ Replacing the ink cartridge

## *Cleaning the MultiPASS 1000*

Your MultiPASS 1000 requires little routine maintenance. Perform the following maintenance, as necessary, to keep your MultiPASS 1000 in good operating condition.

**Note**

❏ Be very careful when cleaning the MultiPASS 1000.

❏ Do not use tissue paper when cleaning the unit; tissue paper can stick to the components or generate a static charge.

❏ If necessary, press **START/COPY** to print out any documents in memory. See *Receiving Documents in Memory* on page 7-7 for details.

To clean the outer casing, follow these steps:

1. Unplug the MultiPASS 1000 from the electrical outlet.

2. Lightly wipe the MultiPASS 1000 with a clean, soft cloth moistened with water or a diluted dishwashing detergent solution.

**Caution**

Do not use thinner, benzene, alcohol, or other inorganic solvents on, inside, or near your MultiPASS 1000. These substances may discolor the unit or cause an equipment malfunction.

## Cleaning the Scanner Components

If you notice that documents you copy have black vertical lines (or if the receiving party complains that the documents you send are dirty), follow this procedure to clean the MultiPASS 1000 components.

1. Unplug the MultiPASS 1000 from the electrical outlet.

2. Lift open the operation panel.

   ❏ Carefully reach into the document feeder area and pull the operation panel toward you.

OPERATION PANEL

BACK OF UNIT
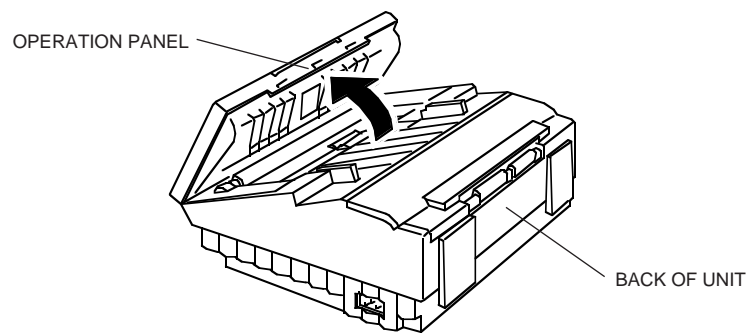
3. Lift the white roller up as far as possible from the scanning glass.

   ❏ Lift the roller on one side, either the right or left.

   ❏ The roller comes up about 1/2 inch; it does not come all the way out.
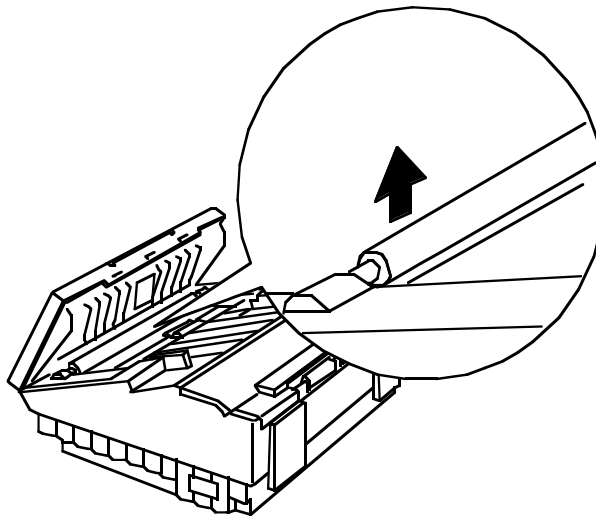
4.  Use a soft cotton swab (either dry or moistened with water) to gently wipe the scanning glass under the roller.

    ❏   Hold the roller up with one hand and hold the cotton swab in the other hand.

    ❏   Move the cotton swab from side to side several times to clean the scanning glass.
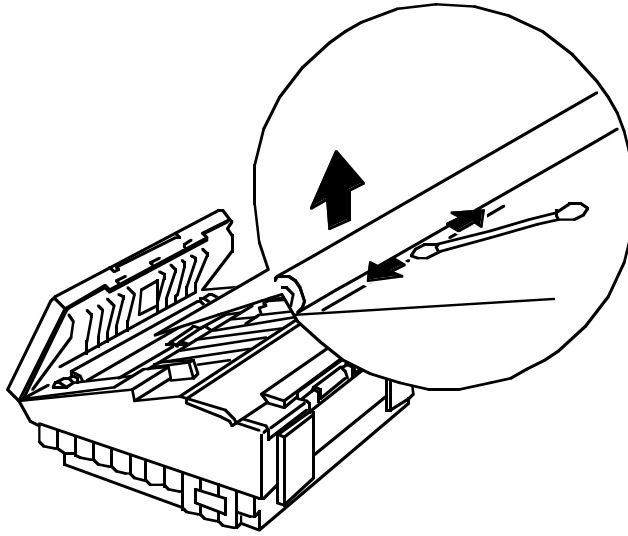


5.  Use a clean soft cloth to clean the roller.

    ❏   Do not use tissue paper when cleaning the unit; tissue paper can stick to the components or generate a static charge.

6.  Wipe out any paper debris or dust from the feeder area.

7.  Set the roller gently in place without touching the scanning glass.

**Maintaining the
MultiPASS 1000**

8. Press down on the operation panel until it clicks.

❏ Make sure the operation panel is securely closed.

❏ Check that the date and time appear in the LCD display.
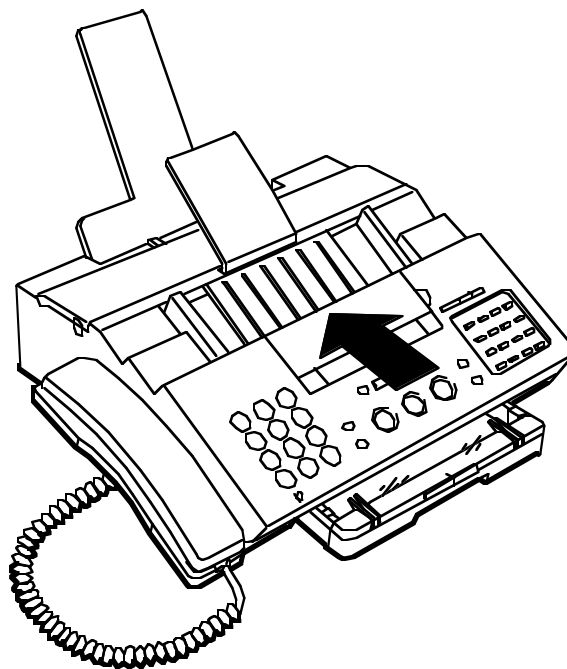
## *Cleaning the Printer Area*

To prevent ink spots and paper dust from accumulating and affecting the print quality of documents, clean the printer area as follows:

1. Unplug the MultiPASS 1000 from the electrical outlet.

2. Open the printer cover.

BLACK ROLLER

CLEAN THIS AREA
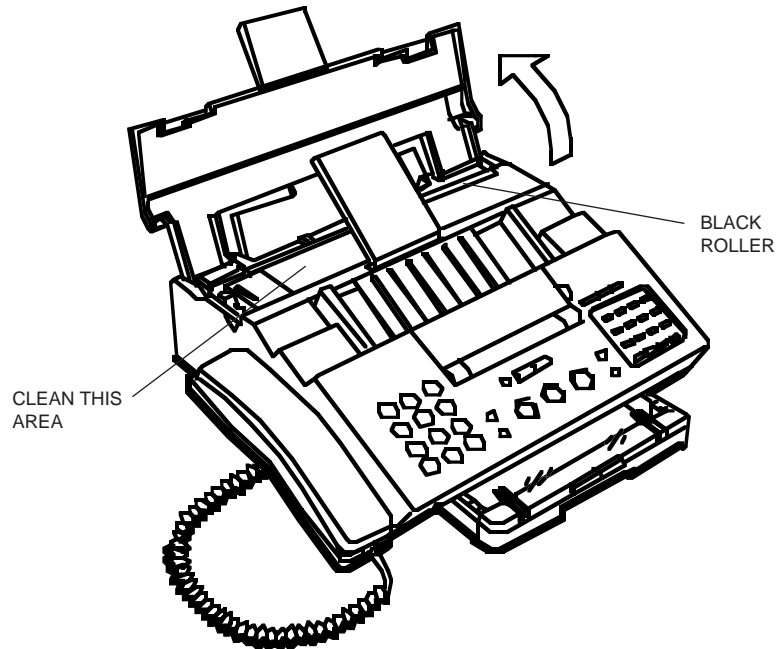
3. Using a dry, soft cloth, gently wipe out the area next to the ink cartridge. Make sure you do not touch the ink cartridge and avoid touching the black roller with your hands.

4. Close the printer cover.

**Maintaining the MultiPASS 1000**

# Cleaning the Print Head

The print head contains nozzles through which ink is propelled onto the paper. The print head nozzles must be free from paper particles and dust in order to maintain a high level of print quality.

The MultiPASS 1000 has an automatic cleaning function that clears away paper particles and dust. The MultiPASS 1000 initiates this automatic cleaning function each time you turn the printer on.

However, you can manually activate the print head cleaning procedure whenever print quality is poor.

**Note**

You must clean the print head when installing a new BX-2 or BC-02 ink cartridge to ensure the best possible print quality.

## Starting Print Head Cleaning

To start print head cleaning, follow these steps:

1. Turn on the printer.

   ❏ Press the **PRINTER** button.

   ❏ Make sure the printer light comes on.

2. Make sure the printer is on-line.

   ❏ The ON LINE light will be on.

3. Open the printer panel cover.

4. Press and hold the **ON LINE** and **PRINT MODE** buttons (together) until the ON LINE light starts to blink.

   ❏ The ON LINE light blinks for about 12 seconds while the MultiPASS 1000 cleans the print head.
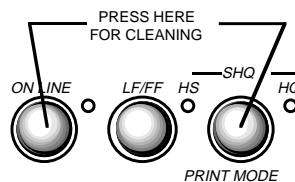


4. After cleaning, press the **PRINTER** button to turn off the printer.

❏ Clean the print head only when you encounter a print quality problem or when you have installed a new BX-2 or BC-02 ink cartridge. Unnecessary and repetitive print head cleaning wastes ink.

## *Ink Cartridge Guidelines*

Use only the Canon BX-2 or BC-02 ink cartridge with the MultiPASS 1000.
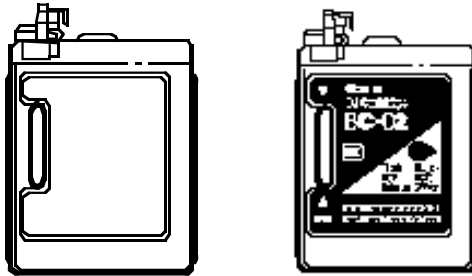
Each ink cartridge contains enough ink to print about 700 pages in standard mode and 1400 pages in economy mode (based on CCITT #1 Chart).

The actual amount of ink that you use will vary depending on the print density of a page. If the majority of your printed output is graphics, you may need to change the ink cartridge more often than when you are receiving or printing text only.

You may need to replace the ink cartridge when either of the following conditions exist:

❏ Your printed output is not crisp and clear, and there are gaps in the characters (missing dots) even after you have cleaned the print head once or twice and you have removed and reinstalled the ink cartridge a few times.

❏ You have been using the ink cartridge for over six months.

Canon makes numerous ink cartridges; the BX-2 and BC-02 ink cartridge are designed to be used with the MultiPASS 1000 and are the only ones you should use.

**Maintaining the
MultiPASS 1000**

## Ink Cartridge Maintenance

One of the most important things you can do to extend the life of your MultiPASS 1000 and to ensure optimum print quality is take care of the ink cartridges.

To ensure excellent print quality, follow these guidelines for maintaining the ink cartridges:

❏ Store ink cartridges at room temperature and protect them from direct sunlight.

❏ Keep the ink cartridge in its sealed container until you are ready to use it.

❏ Install the ink cartridge in the MultiPASS 1000 immediately after opening the sealed container.

❏ Keep the ink cartridge in its home position (left side of the printer) when you are not using the MultiPASS 1000. Leaving it out of its home position will cause the print head to dry out. (Make sure the printer light is off whenever you unplug the MultiPASS 1000.)

❏ Perform the print head cleaning when your print quality is not satisfactory. (See page 13-6 for instructions.)

❏ Replace the ink cartridge when the print quality does not improve after one or two print head cleanings. (Also try removing and reinstalling the ink cartridge a few times.)

❏ Do not touch the print head area on the ink cartridge. Ink may leak out and cause stains.

❏ Do not vigorously shake the ink cartridge while handling it.

❏ Do not attempt to disassemble or refill an ink tank.

If spilled, the ink is very difficult to clean. Therefore, always follow these precautions and carefully handle the ink cartridges.

# Replacing the Ink Cartridge

1. Open the printer cover.

   ❏ Lift from both sides.

   ❏ The cartridge holder may move to the left side of the MultiPASS 1000 or it may already be there.
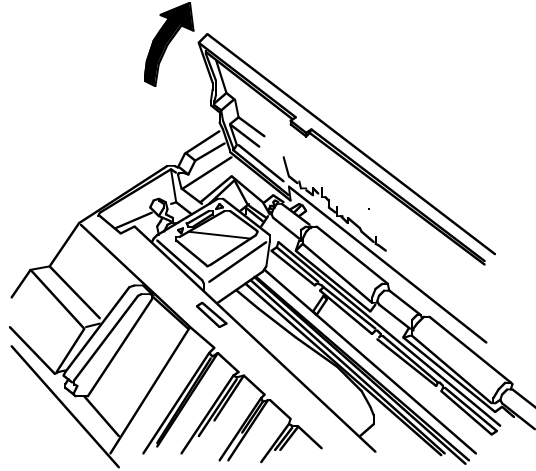
2. Pull the green lever on the cartridge holder forward to the open position.

**Maintaining the MultiPASS 1000**
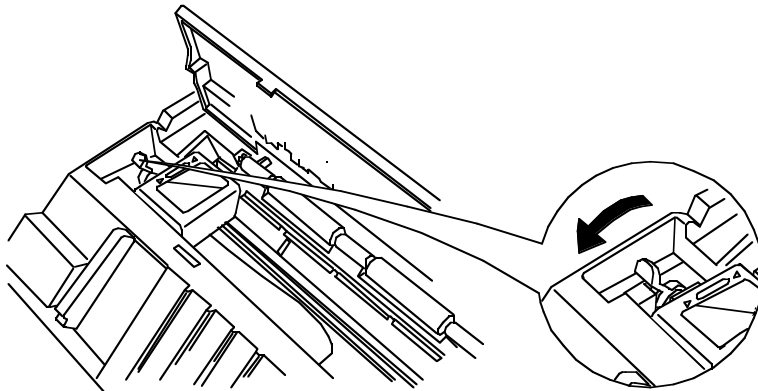
3. Remove the used ink cartridge.

❏ Lift it straight up and off the yellow post of the cartridge holder.
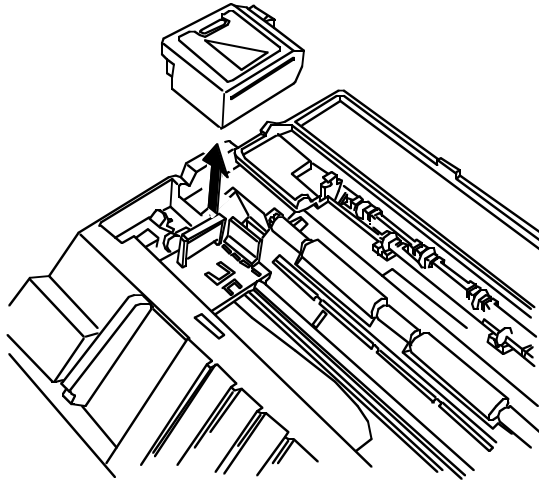
4. Take the new ink cartridge out of its box and remove the protective packaging from the cartridge.

❏ Lift off the orange cap from the print head and remove the orange tape.

PRINT HEAD
(DO NOT TOUCH)

PRINT HEAD
CAP

PROTECTIVE TAPE

5.  Set the ink cartridge straight down onto the cartridge holder.

    ❑   Center the cartridge slot over the yellow post and place the cartridge gently on the post. (The cartridge will not be aligned yet.)

CARTRIDGE SLOT

YELLOW POST
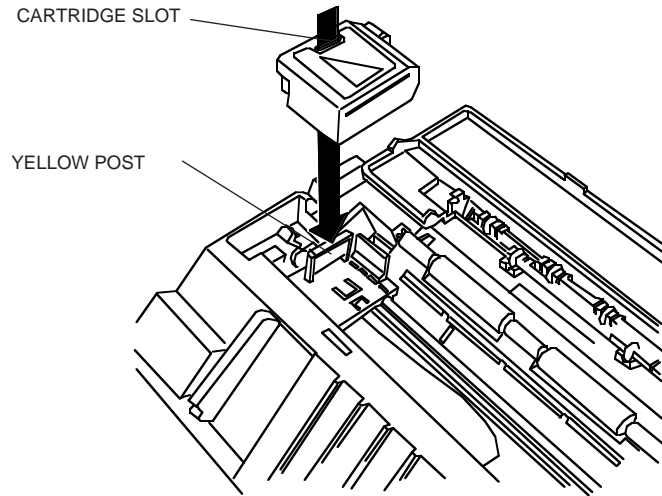
6.  Push the green lever up and back until it locks the ink cartridge into place.

    ❑   The ink cartridge will align automatically as you press the lever back.

    ❑   Make sure the ink cartridge is securely in place.

**Maintaining the MultiPASS 1000**

7.  Close the printer cover.



**Caution**
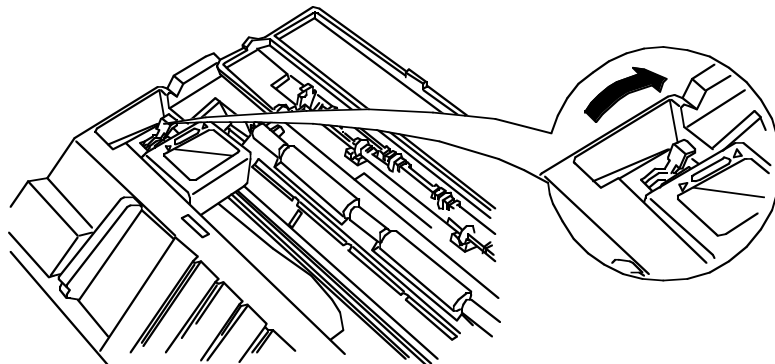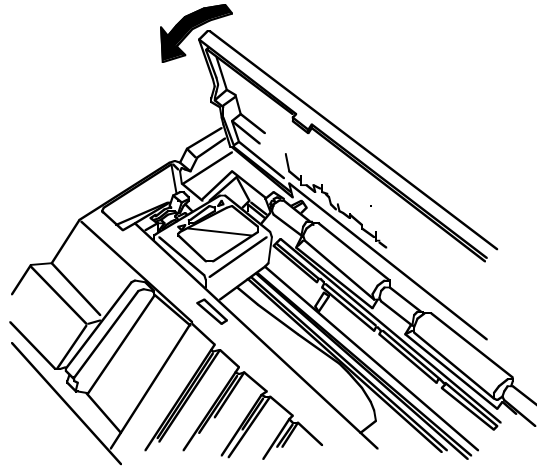
Do not try to move the ink cartridge holder manually. Attempting to do so may damage the print mechanism.

8.  Press **STOP** on the operation panel.

9.  Clean the new print head.

    ❏   See page 13-6 for instructions.

If the LCD displays the CHANGE CARTRIDGE message, repeat these steps until the date and time appear.

# Chapter 14
# Troubleshooting

This chapter contains information to help you solve problems that may occur while you are using your MultiPASS 1000. It includes:

❏ Clearing paper jams

❏ Problems and solutions

❏ Display messages and actions

A problem may have one or a combination of causes, including a malfunction in your computer, the software, the parallel cable, or the MultiPASS 1000 itself. The information presented in this chapter will help you locate the problem.

This chapter also lists the messages that appear in the LCD display of your control panel. Messages may provide the status of the MultiPASS 1000 or may indicate a problem has occurred.

If your MultiPASS 1000 is not operating properly, try the suggestions in this chapter. If you have a problem you cannot resolve by referring to the information in this chapter, contact:

**Canon U.S.A. Consumer Information Service**
**1-800-828-4040**

The staff can provide you with the telephone number of your local Canon Authorized Service Facility (ASF).

**Note**

Attempting to repair the MultiPASS 1000 yourself may void the warranty.

Before contacting Canon, make sure you have the following information:

❏ Product name

❏ Serial number

❏ Place of purchase

❏ Nature of problem

❏ Steps you have taken to solve the problem and the results

# Clearing Paper Jams

| Note | Do not unplug the MultiPASS 1000. This will erase any data stored in memory. |
| --- | --- |

## Removing Jammed Paper from the Cassette Area

1. Remove the paper cassette.
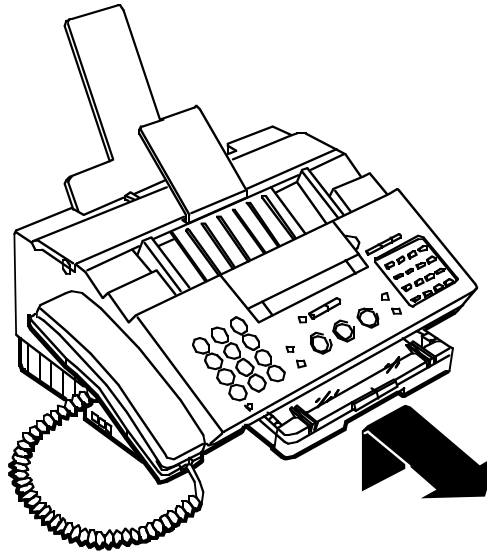


2. Gently pull the jammed paper out.
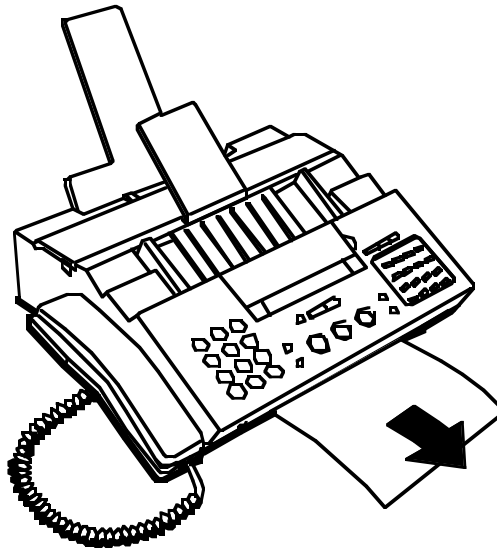
3. Remove the paper from the cassette.

❏ Fan the paper and tap it on a flat surface to even out the stack.

❏ Then reinsert the paper into the cassette making sure to push it down under the tabs at the back of the cassette.

❏ Make sure the thickness of the stacked paper is less than 3/4 inch (20 mm). (Use plain white, 20 lb paper.)

4. Insert the paper cassette until it is securely in place.

❏ Make sure the slot for the paper cassette is free of any jammed paper.

5. Press **STOP** to clear the LCD display and turn off the ALARM light.

If you cannot reach the jammed paper from the paper cassette slot, lift the top cover and check for the paper. (See the next section.)

## Removing Jammed Paper from the Printer Area

1. Open the printer cover.

❏ The cartridge moves to the left (it may already be in the left position). Wait until the cartridge holder stops moving.
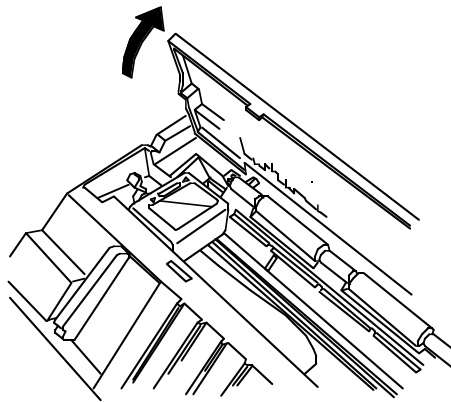


2. Gently pull the jammed paper out. (See the illustration on the next page.)

❏ Make sure the printer light is off.

❏ If the cartridge is not all the way to the left and the paper is jammed there, gently move the cartridge left and remove the paper.
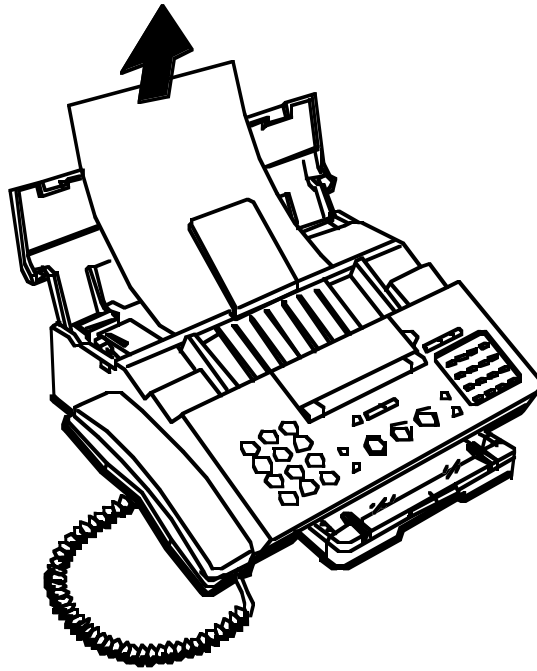
3. Close the printer cover.

4. Press **STOP**.

## *Removing Jammed Paper from the Bottom of the MultiPASS 1000*

If you have looked in both the paper cassette area and the printer area and have not been able to locate the jammed paper, follow these steps:

1. Remove the paper cassette and the document supports from the MultiPASS 1000.

2. Hold the front of the MultiPASS 1000 and carefully tilt it back.

3. Notice the opening on the bottom of the unit.

   ❏ If the paper is jammed in this opening, remove it now.

4. Carefully lower the MultiPASS 1000.

5. Replace the paper cassette and the document supports.

6. Press **STOP**.

# Problems and Solutions

This section lists common problems and their solutions.

## Sending Problems

### You cannot send documents

❏ Make sure you are feeding the document properly into the Automatic Document Feeder (ADF). See Chapter 4, *Preparing Documents and Making Copies.*

❏ Make sure the other party has installed recording paper in their fax and that their fax is in the receive mode.

❏ Make sure there is a dial tone when you lift the handset.

❏ Make sure your dialing method, touch tone or pulse, is set correctly. See Chapter 9, *Using Special Dialing,* for details.

❏ Print an activity report and check for an error code. See *Printing Activity Reports* on page 11-3.

### You cannot send documents through relay units

❏ Make sure the other unit is a Canon fax machine with relay capability.

❏ Make sure you have registered your fax number in the MultiPASS 1000. See Chapter 3, *Registering Information in the MultiPASS 1000.*

❏ Make sure your fax number is registered with the relay fax unit.

❏ Make sure that the fax numbers of the receiving "final destinations" are registered with the relay fax.

### You cannot send confidential documents

❏ Make sure the other unit is a Canon fax machine with confidential receiving capability.

❏ Make sure the confidential mailbox number you entered matches that of the other party.

❏ Make sure the other party has registered the mailbox to which you are sending.

❏ See Chapter 10, *Special Sending Procedures,* for details on sending a confidential document.

**Troubleshooting**

### *The images you send are dirty or spotted*

❏ Make sure the document scanning glass is clean.

❏ Clean the scanning glass. See Chapter 13, *Maintaining the MultiPASS 1000*, for details.

## Receiving Problems

### *You cannot receive documents automatically*

❏ Make sure all the MultiPASS 1000 connections are secure.

❏ Make sure the MultiPASS 1000 is set to receive documents automatically. See Chapter 7, *Receiving Fax Documents.*

❏ Make sure you have printed out any documents received in memory. See *Receiving Documents in Memory* on page 7-7 for details.

❏ Make sure paper is installed in the paper cassette.

❏ Check the LCD display for an error message. See page 14-10 for details.

❏ Print an activity report and check for an error code. See *Printing Activity Reports* on page 11-3.

### *You cannot receive documents manually*

❏ Make sure you have not fed a document into the Automatic Document Feeder (ADF).

❏ Make sure you press **START/COPY** before hanging up the receiver.

❏ Make sure you have printed out any documents received in memory. See *Receiving Documents in Memory* on page 7-7 for details.

❏ Check the LCD display for an error message. See page 14-10 for details.

### *The images you receive are dirty or spotted*

❏ Make sure the other party's fax machine is working properly.

❏ Print a report and then make a copy on the MultiPASS 1000. If the image is OK, then the MultiPASS 1000 is operating properly. Contact the other party and have them check their machine.

### You cannot poll other units

❏ Make sure you have not fed a document into the Automatic Document Feeder (ADF).

❏ Make sure your polling ID matches that of the other party.

❏ Make sure paper is loaded in the paper cassette.

❏ Make sure the other party has set their fax to receive automatically.

❏ Make sure the other party has properly fed the document into their fax.

❏ See Chapter 10, *Special Sending Procedures*, for details on polling.

### Nothing appears on the printed page

❏ Clean the print head several times.

❏ Make sure the ink cartridge is installed properly. See *Replacing the Ink Cartridge* on page 13-9.

❏ Make sure the INK DETECTOR option is set to ON. See *Changing Printer Settings* on page 12-1.

❏ Try another ink cartridge.

## Other Problems

### You cannot make copies

❏ Make sure the handset is on the hook.

❏ Make sure a document is set in the Automatic Document Feeder (ADF).

❏ Print an activity report to ensure the MultiPASS 1000 is working properly.

### You cannot use the answering machine

❏ Make sure the ANS HOOK UP light is on.

❏ See Chapter 8, *Using the Telephone, an Answering Machine, and a Modem*, for details.

**Troubleshooting**

### You cannot make a phone call using regular dialing

❏ Make sure you set the MultiPASS 1000 according to the kind of telephone line you have.

❏ Check the cable connections.

❏ Make sure the power cord is plugged in.

### You cannot make a phone call using the one-touch speed dialing buttons

❏ Make sure there is not a document fed into the MultiPASS 1000.

❏ Print a one-touch speed dialing list and confirm that the numbers are registered correctly. See Chapter 11, *Printing Fax Reports.*

### The MultiPASS 1000 does not switch from fax communication to phone communication

❏ Make sure you set the MultiPASS 1000 for both fax and telephone communications.

❏ Make sure the MultiPASS 1000 is set-up to receive both documents and telephone calls automatically.

❏ See Chapter 7, *Receiving Fax Documents*, for details.

### Nothing appears on the LCD display

❏ Make sure the power cord is firmly plugged in.

❏ Unplug the power cord and plug it back in.

### You cannot do anything with the MultiPASS 1000

❏ The MultiPASS 1000 may have overheated and shut itself down. Let it cool down, then try using it again.

❏ Unplug the MultiPASS 1000. Wait ten seconds and plug it in again. Then try the procedure again.

❏ Sometimes the problem may be caused by the other party's fax. If you are sure your MultiPASS 1000 is working properly, have the other party check their fax. Make sure the fax you are trying to communicate with is a G3 (group 3) compatible fax machine.

❏ If you still cannot solve the problem, contact your local Canon authorized sales or service representatives. You can call the Canon Consumer Information Service at 1-800-828-4040 for this information.

### *The ALARM Light is Flashing but*
### *No Message Appears*

❑   A communications error has occurred. Follow these steps:

1.   Press **STOP**.

```
┌─────────────────────────────────┐
│                                 │
│  06/25/95              15:44     │
│                                 │
└─────────────────────────────────┘
```

2.   Press **FUNCTION**.

```
┌─────────────────────────────────┐
│                                 │
│  SELECT MENU                     │
│                                 │
└─────────────────────────────────┘
```

3.   Press **REPORT**.

```
┌─────────────────────────────────┐
│  SELECT MENU                     │
│    1.ACTIVITY REPORT             │
│                                 │
└─────────────────────────────────┘
```

4.   Press **START/COPY**.

```
┌─────────────────────────────────┐
│                                 │
│  ACTIVITY REPORT                 │
│                                 │
└─────────────────────────────────┘
```

The MultiPASS 1000 prints the current activity report. Check this report for a communication error.

# Display Messages and Actions

This section describes the messages you see in the LCD display of your MultiPASS 1000.

❏ The Error Code appears on the activity report.

| Message | Error code | Cause | Action |
|---------|-----------|-------|--------|
| BUSY/NO SIGNAL | # 005/ # 018 | The telephone number you dialed is busy. | Try sending the document at a later time. |
| | | 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 1000 is incorrect. | Set your MultiPASS 1000 to the setting that matches your telephone line. See page 9-2. |
| | | The receiving fax did not answer within 35 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 to the registered number. See page 9-4. |
| CHANGE CARTRIDGE | | The ink in the ink cartridge has run out. | Install a new ink cartridge. See page 13-9. |
| | | The ink in the cartridge is clogged. | Clean the print head. See page 13-6. |
| CHECK DOCUMENT | # 001 | Document is jammed. | Remove the document you are trying to send or copy and start again. |
| | # 011 | The MultiPASS 1000 tried to receive instead of send because you did not feed the document properly. | Feed the document into the MultiPASS 1000 and start the operation again. |
| | | The MultiPASS 1000 tried to poll another unit but the other fax did not have a document to send. | Contact the other party and have them set the document for polling. |

| Message | Error code | Cause | Action |
|---|---|---|---|
| CHECK PAPER COVER | | The printer cover is open. | Close the cover. |
| CHECK PRINTER | | An error occurred in the printer. | Press **STOP**. Try your operation again. |
| DARK PAPER USED | | Colored or stained paper is loaded in the paper cassette. | Use clean, white paper, and print out any documents stored in memory. Press **STOP** then **START/COPY** to print out the documents stored in the memory. |
| | | You may have pulled the paper out before the MultiPASS 1000 ejected it completely, causing an error. | Press **STOP**. The document is still stored in memory. Press **START/COPY** to print the received documents that remain in the memory. |
| | | The received document support is not properly installed, causing the MultiPASS 1000 to operate incorrectly. | Press **STOP**, then install the received document support properly. See page 2-27. |
| | | There may be a lot of print around the ink detector mark, causing the paper to bow or fold. This will shift the ink detector mark slightly and cause the ink detector to see black instead of white. | Press **STOP**, then set PRINT DENSITY to LIGHT or set ECONOMY to ON. This will lighten the image so the paper will not bow as much. |
| DOCUMENT 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. |
| HANG UP PHONE | | The handset is off the hook. | Hang up the handset. |
| INCORRECT CARTRIDGE | | The wrong type of cartridge is installed in the MultiPASS 1000. | Install a Canon BX-2 or BC-02 ink cartridge. See page 13-9. |

Troubleshooting

| Message | Error code | Cause | Action |
|---------|-----------|-------|--------|
| MEMORY FULL | # 037 | The memory of the MultiPASS 1000 is full because it has received too many documents. | Print out any documents that are stored in memory. Then start the operation again. See page 7-7 for details. |
| | | The memory is full because you tried to send too many pages at once. | Divide the documents and send each part separately. See page 5-10 for details. |
| MULTI TRANSACTION ON | | Your MultiPASS 1000 is sending to more than one location. | If you want the MultiPASS 1000 to continue, do nothing. If you want to stop sending, press **STOP**. |
| NO CONFID. TX | # 033 | You cannot send a confidential document because the other party's fax does not have confidential receiving capability. | Have the other party use a Canon fax that has the confidential receiving feature. |
| | # 034 | The confidential box number you specified does not exist in the other party's fax. | Contact the other party to obtain the correct confidential box number. |
| | | The memory of the other fax is full. | Contact the other party and have them print out the documents already stored in the memory of their fax so you can send your document. |
| NO ORIGINAL RELAY TX | # 035 | You cannot relay documents because the other party's fax does not have relay capability. | Have the other party use a Canon fax that has relay capability. |
| | # 036 | The other party did not set their fax to operate as a relay fax. | Contact the other party and have them make the appropriate settings in their fax. |
| | | You have specified the wrong relay group number. | Contact the other party to obtain the correct relay group number. |
| | | The memory of the other fax is full. | Contact the other party and have them print out the documents already stored in the memory of their fax so you can send your document. |

| Message | Error code | Cause | Action |
|---|---|---|---|
| NO RX PAPER | # 012 | The other party's fax is out of paper. | Contact the other party and have them install paper in their fax. |
| NO TEL # | # 022 | The automatic one-touch speed dialing button you pressed has not been registered. | Register the telephone information before using the one-touch speed dialing button. See page 6-1. |
| POLLING ID ERROR | # 008 | Other units cannot poll your MultiPASS 1000 because the polling IDs do not match. | Register your polling ID so that it matches that of the other unit, or set your polling ID to 11111111. See page 10-16. |
| | # 021 | You cannot poll the other party's fax because the polling IDs do not match. | Register your polling ID so that it matches that of the other fax unit, or have the other party set their polling ID to 11111111. See page 10-16. |
| RECEIVED IN FILE | | The MultiPASS 1000 is in memory receiving mode set by the MultiPASS Desktop Manager for Windows. However, it cannot upload the received documents. | Check the connections on each end of the parallel interface cable. Make sure your computer is turned on. See page 7-8. |
| RECEIVED IN MEMORY | | The paper or ink ran out, or a paper jam occurred, so the MultiPASS 1000 received the document in the memory. | Add paper to the paper cassette, change the ink cartridge, or clear the paper jam. To print out the document from memory, press **STOP** and then press **START/COPY**. See page 7-7. |
| REC. PAPER JAM | # 009 | The paper has jammed. | Clear the paper jam. See page 14-2. |
| | | The paper cassette has not been completely inserted into the MultiPASS 1000. | Insert the paper cassette all the way into the MultiPASS 1000, and then press **STOP**. |

**Troubleshooting**

| Message | Error code | Cause | Action |
|---|---|---|---|
| REDIALING | | The MultiPASS 1000 is waiting to redial the other party's number because the line was busy or the other party did not answer when you first tried to send the document. | Wait for the MultiPASS 1000 to try redialing. If that doesn't work, wait until the MultiPASS 1000 starts to dial the number, then press **STOP** to cancel redialing. Try to send the document again at a later time. |
| REINSTALL CARTRIDGE | | The ink cartridge is not installed correctly. | Remove and reinstall the cartridge. See page 13-9. |
| | | Dirt has built up on the contact. | Try removing and reinstalling the ink cartridge a few times. If this does not clear the message, clean the contact with a cotton swab dampened with isopropyl alcohol. (The contact is located on the inside of the yellow post that holds the ink cartridge.) |
| SUPPLY REC. PAPER | | The paper cassette is not installed correctly or it is out of paper. | Check the paper cassette. Make sure paper is loaded and the cassette is installed correctly. |
| | | | If this message appears and the paper cassette is loaded with paper and seems to be installed correctly, remove the paper cassette. Try pressing down on the stack of paper toward the back of the cassette. Press down firmly several times; this may loosen the springs that hold the paper firmly in the cassette. |
| | | | Make sure the thickness of the stacked paper is less than 3/4 inch (20 mm). |

# Appendix A
# Specifications

| | |
|---|---|
| **Scanning sheet size** | Maximum width—8.5" (216 mm) |
| | Minimum width—5.8" (148 mm) |
| | Maximum length—39.4" (1 m) |
| | Minimum length—4.2" (105 mm) |
| | Maximum thickness—0.005" (0.13 mm) |
| | Minimum thickness—0.002" (0.06 mm) |
| | |
| **Effective image size** (when scanning) | Width (letter, legal)—8.4" (214 mm) |
| | |
| **Printing paper size** | Letter—8.5"x 11" |
| | Legal—8.5" x 14" |
| | |
| **Transmission time** (Letter-size, standard document) | G3 ECM MMR approx. 9 seconds* |
| | G3 MR Standard mode approx. 18 seconds |
| | G3 MH Standard mode approx. 19 seconds* |
| | |
| **Scanning line density** | Horizontal—203 pels/inch (8.00 pels/mm) |
| | Vertical |
| |    Standard—98 lines/inch (3.85 lines/mm) |
| |    Fine—196 lines/inch (7.70 lines/mm) |
| | |
| **Scanning method** | Solid state electronic scanning by contact image sensor |
| | |
| **Recording method** | Bubble Jet printing |
| | |
| **Paper cassette capacity** | 200 pages (letter/legal) of 20 lb (75g/m$^2$) paper weight |
| | |
| **Paper type** | Plain cut sheet paper |
| | Paper weight—20 to 24 lb (75 to 90 g/m$^2$) |
| | Paper thickness—0.003" to 0.004" (00.1 to 0.12 mm) |

*Based on CCITT # 1 Chart, Standard mode

| | |
|---|---|
| **Applicable lines** | Subscriber's telephone circuit (PSTN) |
| **Auto dial functions** | One-touch speed dialing (registration for 16 numbers)<br>Coded speed dialing (registration for 80 numbers) |

**Ink Cartridge**

| | |
|---|---|
| Type: | Canon BX-2 or Canon BC-02 (single cartridge ink supply) |
| Ink color: | Black |
| Print head: | 64 bubble jet nozzles |
| Number of characters printed: | Approx. 700 pages* per cartridge in standard mode<br>Approx. 1400 pages* per cartridge in economy mode |
| Ink amount: | Approx. 27 ml |

| | |
|---|---|
| **Power source** | 120V/60Hz |

**Power consumption**

| | |
|---|---|
| Standby | Approx. 7 W, maximum 7.8 W<br>68° F (20° C) room temp. |
| Operation | Approx. 27 W, maximum 40 W<br>(based on all black copy) |

| | |
|---|---|
| **Operating environment** | Temperature 50° to 90.5° F<br>(10° to 32.5° C)<br>Humidity 20 to 80% RH |
| **Dimensions** | 17.3" (W) x 13" (D) x 7" (H)<br>440 mm (W) x 332 mm (D) x 179 mm (H) |
| **Weigh**t | Approx. 15.4 lbs. (7 kg) excluding paper |

---

**Note** Specifications subject to change without notice.

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*Based on CCITT # 1 Chart, Standard mode

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# *Document Sizes*

The following illustrations show the maximum and minimum document sizes that can be fed into the fax.

8.5"
(216 mm)

5.8"
(148 mm)

4.2"
(105 mm)

Up to a maximum of 32 minutes
for sending each page

or

39.4" (1 m) in length
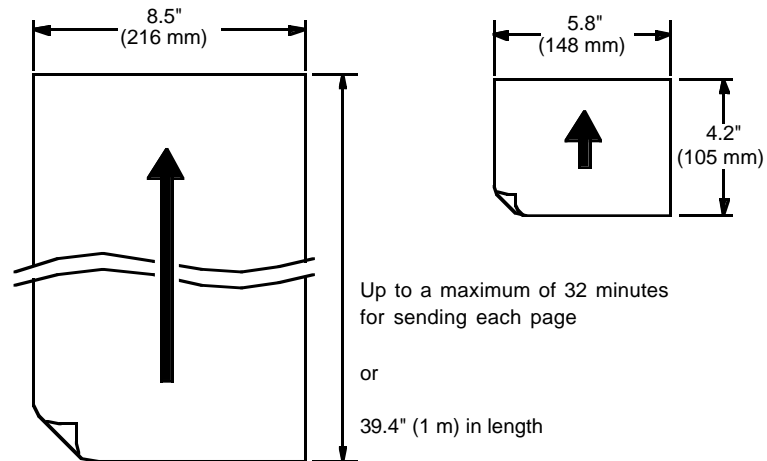
The receiving fax machine does not record information in 0.04 inch of the left and right margins, as shown below:

**Legal/Letter**

0.04"
(1 mm)

8.42"
(214 mm)

0.04"
(1 mm)

**Note**
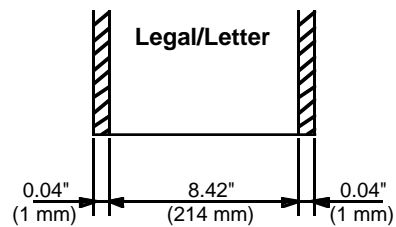
Document thickness:
  Maximum 0.005" (0.13 mm)
  Minimum 0.002" (0.06 mm)

# Interface Specifications

The MultiPASS 1000 is equipped with a standard bi-directional parallel port, which supports the IEEE™ 1284-B standard.

The port on the MultiPASS 1000 enables it to transmit data back and forth to your computer. Therefore, you can send documents from your computer to your MultiPASS 1000 to be printed and faxed (transmitted). Also the MultiPASS 1000 can send scanned documents and received faxes directly to your computer.

The standard bi-directional parallel port does not require a special parallel port on your computer, nor do you need to purchase an interface board. The bi-directional parallel port is compatible with most standard Centronics-type parallel interface ports that come with computers. The parallel interface connector on the MultiPASS 1000 is a standard 36-pin, Amphenol type with two metal-wire retaining clips:



BI-DIRECTIONAL
PARALLEL PORT
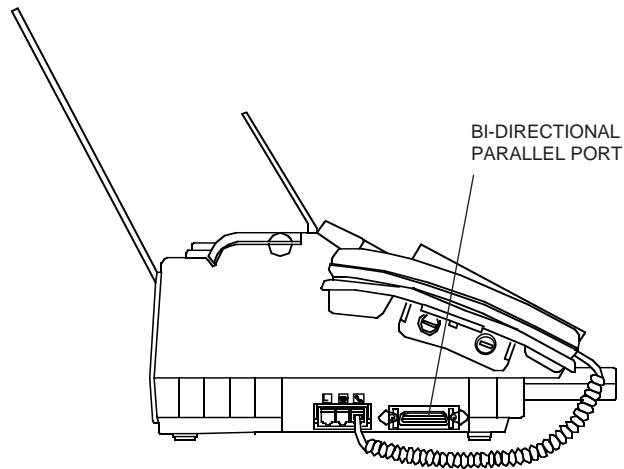
You can also use this port as a normal Centronics-type uni-directional parallel port when you use the MultiPASS 1000 as a normal printer.

The interface cable must be constructed of American Wire Gauge (AWG) No. 28 or larger. The maximum length of the twisted-pair, shielded cable must be approximately 6.6 feet (2.0 m).

| | |
|---|---|
| **Interface type** | IEEE 1284-B |
| | Bi-directional parallel |
| | Centronics parallel |
| | |
| **Data transmission** | 8-bit parallel interface (compatible with |
| Host to peripheral | IBM and other personal computers) |

| | |
|---|---|
| **Signal voltage levels** | Low: 0.0 V to +0.4 V<br>High: +2.4 V to +5.0 V |
| **Interface cable** | Twisted-pair, shielded cable<br>AWG28 or larger<br>Up to 6.6 feet (2.0 m) |
| **Interface connectors** | Amphenol 57-40360 (or equivalent) at<br>MultiPASS 1000<br>Amphenol 57-30360 (or equivalent) at<br>cable side |

**Input circuit**
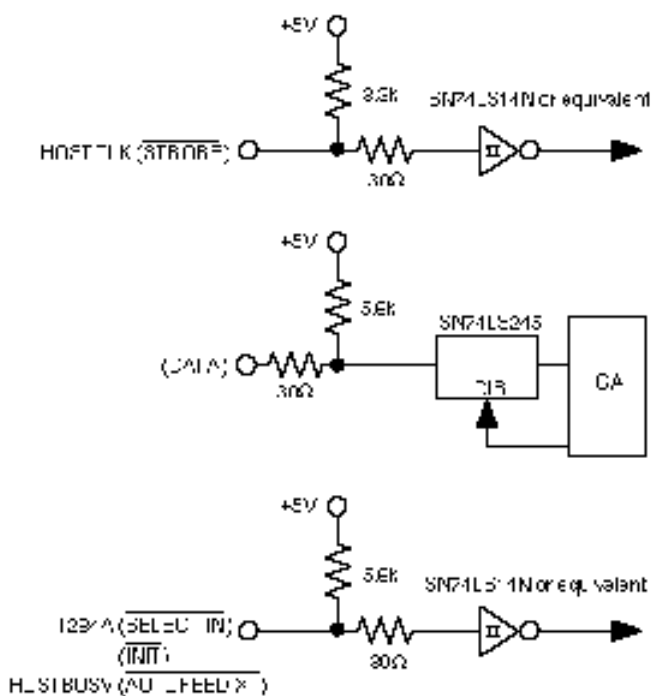


**Output circuit**
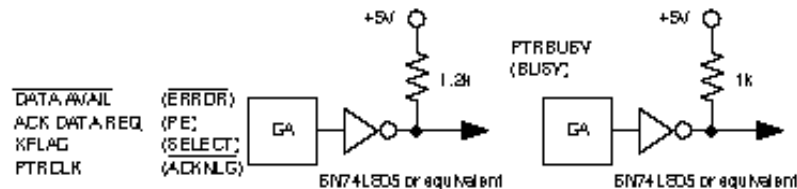


The names in parentheses show the signals when you use the MultiPASS 1000 as a normal printer.

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**Pin assignments**

The following table lists the signals and input/output status of the pin assignments used for parallel communication. (The names in parentheses show the signals when you use the MultiPASS 1000 as a normal printer.)

| No. | Signal | I/O | No. | Signal | I/O |
|-----|--------|-----|-----|--------|-----|
| 1 | (STROBE) HOSTCLK | IN | 19 | STROBE-RET[1] | |
| 2 | (DATA 1) | IN/OUT | 20 | DATA 1-RET | |
| 3 | (DATA 2) | IN/OUT | 21 | DATA 2-RET | |
| 4 | (DATA 3) | IN/OUT | 22 | DATA 3-RET | |
| 5 | (DATA 4) | IN/OUT | 23 | DATA 4-RET | |
| 6 | (DATA 5) | IN/OUT | 24 | DATA 5-RET | |
| 7 | (DATA 6) | IN/OUT | 25 | DATA 6-RET | |
| 8 | (DATA 7) | IN/OUT | 26 | DATA 7-RET | |
| 9 | (DATA 8) | IN/OUT | 27 | DATA 8-RET | |
| 10 | ($\overline{\text{ACKNLG}}$) PTRCLK | OUT | 28 | $\overline{\text{ACKNLG}}$-RET | |
| 11 | (BUSY) PTRBUSY | OUT | 29 | BUSY-RET | |
| 12 | (P.E.) ACK DATA REQ | OUT | 30 | PAPER END-RET | |
| 13 | ($\overline{\text{SELECT}}$) XFLAG | OUT | 31 | ($\overline{\text{INIT}}$) | IN |
| 14 | ($\overline{\text{AUTO FEED XT}}$[2]) HOST BUSY | | 32 | ($\overline{\text{ERROR}}$) $\overline{\text{DATA AVAIL}}$ | OUT |
| 15 | NO CONNECTION | | 33 | GND | |
| 16 | GND | | 34 | NO CONNECTION | |
| 17 | GND | | 35 | +5.0V[3] | OUT |
| 18 | PERIPHERAL LOGIC HIGH[4] | | 36 | ($\overline{\text{SELECT IN}}$[2]) 1284 ACTIVE | |

[1] All RETs are connected to GND.

[2] These signals are valid only in Epson LQ printer control mode.

[3] The level is raised to +5.0V at 3.3k $\Omega$ register.

[4] The level is raised to +5V at 390 $\Omega$ register.

When you use the MultiPASS 1000 as a normal printer, each signal is defined as follows:

**STROBE**
When the MultiPASS 1000 receives the $\overline{\text{STROBE}}$ low pulse with a width greater than 1 μs from the computer, it reads the data from the interface and sets the $\overline{\text{BUSY}}$ line high.

**DATA**
These signals are the 8 bits of parallel data sent from the computer. A high level indicates a logical 1; a low level indicates a logical 0. The MultiPASS 1000 reads the DATA lines when it receives a $\overline{\text{STROBE}}$ pulse.

**ACKNLG**
The $\overline{\text{ACKNLG}}$ pulse tells the computer that the MultiPASS 1000 has read the data from the previous $\overline{\text{STROBE}}$ pulse. An $\overline{\text{ACKNLG}}$ pulse is also generated when the MultiPASS 1000 is powered on or at the completion of the MultiPASS 1000 initialization by an $\overline{\text{INIT}}$ signal requested from the computer.

**BUSY**
When the MultiPASS 1000 sets BUSY high it cannot receive data. The BUSY line goes high in response to a $\overline{\text{STROBE}}$ pulse. This line remains high until the data is read. BUSY is also high under the following conditions:

❏ The receive buffer is full of data.

❏ The MultiPASS 1000 receives an $\overline{\text{INIT}}$ signal.

❏ You press the **ON LINE** button to set the MultiPASS 1000 printer off-line.

❏ An error condition, such as out-of-paper, occurs.

**PAPER END**
The MultiPASS 1000 sets PAPER END high when it is out of paper or when a paper jam occurs. PAPER END remains high until you load paper and press the **ON LINE** button.

**SELECT**
When the MultiPASS 1000 is ready, it sets the $\overline{\text{SELECT}}$ line high. The $\overline{\text{SELECT}}$ line goes low when:

❏ You press the **ON LINE** button to set the MultiPASS 1000 printer off-line.

❏ An error condition, such as out-of-paper, occurs.

❏ The MultiPASS 1000 receives the Printer Deselect command. It ignores all incoming data except DC1, which returns it to a selected state.

**AUTO FEED XT**
When this signal is low, the MultiPASS 1000 automatically feeds the paper one line when it receives a carriage return (CR) control code. This signal is valid only in Epson LQ mode.

**INIT**
$\overline{INIT}$ from the computer resets the MultiPASS 1000 to its initial power-on state. The BUSY line goes high and any received data is printed. When $\overline{INIT}$ goes low, the MultiPASS 1000 resets to the power-on default state.

**$\overline{ERROR}$**
The MultiPASS 1000 sets the $\overline{ERROR}$ line low if it detects an error, such as an out-of-paper condition.

**$\overline{SELECT\ IN}$**
When this signal is high, the DC1 and DC3 control codes are valid; otherwise they are invalid. This signal is valid only in Epson LQ mode.

## Timing Chart

When you use the MultiPASS 1000 as a normal printer, the parallel interface transfers data in one direction only—from the computer to your MultiPASS 1000. The data path is 8 bits wide. The MultiPASS 1000 and computer synchronize data transfer with the interface signals $\overline{STROBE}$, $\overline{ACKNLG}$, and BUSY.

When the computer is ready to send a byte of data to the MultiPASS 1000, it puts the byte of data on the data lines (DATA 1 through DATA 8). Then the computer sends a $\overline{STROBE}$ pulse to the MultiPASS 1000, which responds with a BUSY signal.

When the MultiPASS 1000 receives the data, it pulses the $\overline{ACKNLG}$ line. This signals the computer that the MultiPASS 1000 has read the byte of data into memory. If the buffer is not full and it can receive more data it removes the BUSY signal.

The timing charts below illustrate the data and handshake lines during transfer of one data byte to the computer. DATA 1 through DATA 8 and the $\overline{STROBE}$ line are driven by the computer; the $\overline{ACKNLG}$ line is driven by the MultiPASS 1000.

**Note**

The use and time of the signals for IEEE 1284-B have not been made public.

**Timing chart in BJ-10 mode**
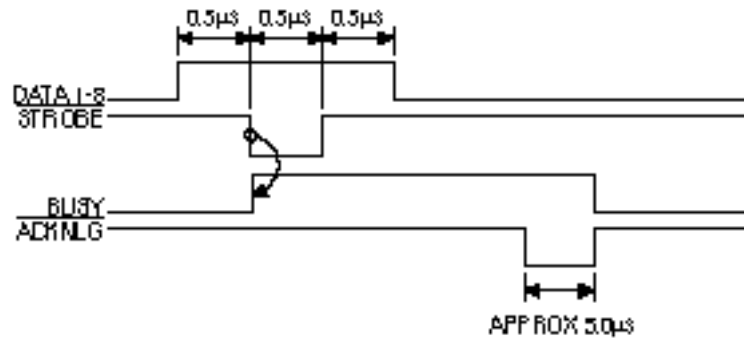


**Timing chart in Epson LQ mode**
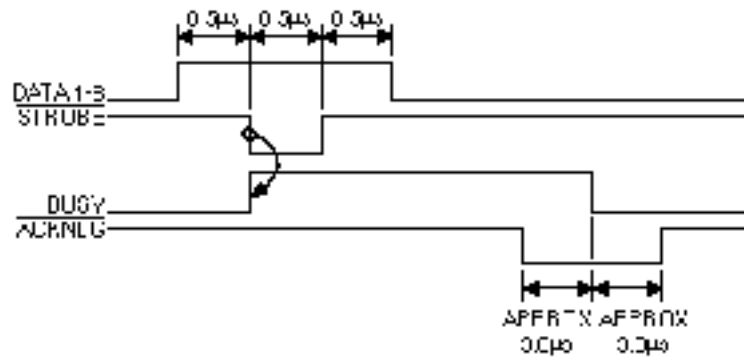
# Appendix B
# Menu System Summary

This appendix lists each item in the menu system of the
MultiPASS 1000.

❏ An asterisk (*) indicates the factory setting.

❏ To make selections using the menu system, use the following
buttons on the operation panel:

- Press **FUNCTION**.
- Press the arrow buttons.
- Press **START/COPY**.
- Press **STOP** to return to standby mode.

| *Menu item* | *Page* |
|---|---|

**1.TEL REGISTRATION**
Registration items related to one-touch and coded speed
dial functions.

    1.1-TOUCH SPD FAX                6-1
    Register one-touch speed dialing fax numbers
        FO1 = Enter fax number
        FO1 = Enter name

             NEED TO SET TX MODE?
             YES < > NO
                If YES
                    MODE 1 (choose one)
                       9600
                       4800
                    MODE 2 (choose one)
                       0, 1, 2, or 3
                    MODE 3 (choose one)
                       REGULAR TX
                     ORIG RELAY TX
                       Group number =
                       00 to 99
                     CONFIDENTIAL TX
                       Mailbox number =
                       00 to 99

| Menu item | Page |
|---|---|

2.1-TOUCH SPD TEL      **6-4**
Register one-touch speed dialing telephone
numbers
    TO1 = Enter telephone number
    TO1 = Enter name

3.CODED DIAL      **6-7**
Register coded speed dialing fax or telephone
numbers
    *OO= Enter fax or telephone number
    *OO= Enter name

        NEED TO SET TX MODE?
          YES < > NO
            If YES
              MODE 1 (choose one)
                9600
                4800
              MODE 2 (choose one)
                O, 1, 2, or 3
              MODE 3 (choose one)
                REGULAR TX
                ORIG RELAY TX
                  Group number =
                  OO to 99
                CONFIDENTIAL TX
                  Mailbox number =
                  OO to 99

4.GROUP DIAL      **6-10**
Register group dialing numbers and names

5.EXPANDED DIAL      **6-15**
Register expanded dialing numbers
and names

**2.USER SETTINGS**
Registration items related to basic fax functions

1.SET TIME      3-7
Register date and time (In the United States, you
are required to enter the date and time.)

2.ENTER YOUR TEL      3-8
Register your fax number (In the United States,
you are required to enter your fax number.)

3.USER NAME      3-10
Register your name or your company name
(In the United States, you are required to enter
your name or company name.)

| *Menu item* | *Page* |
|---|---|

4.TTI OPTION SET                                                  3-13

**Print your ID (transmitting terminal ID) on each page you transmit**

    1.TX TERMINAL ID
        ON* (In U.S., must be ON.)
        OFF

    2.TTI POSITION
        OUTSIDE IMAGE*
        INSIDE IMAGE

    3.TTI MARKER
        FAX*
        TEL

5.TYPE OF DOCUMENT                                       5-12

**Assign a document mode to the TYPE OF DOCUMENT setting**
    HALFTONE*
    AA
    BLUEPRINT
    TRACING PAPER
    HIGHLIGHT MARKER
    IMAGE REVERSAL

6.DENSITY CONTROL                                      5-14

**Adjust the scanning density**
    From 1 (dark) to 7 (light); default is 4

7.OFF HOOK ALARM                                    3-16

**Enable or disable the off hook alarm, which alerts you if the handset is not set in the cradle**
    ON*
    OFF

8.HOLD MELODY                                          3-16

**Set the hold melody, which plays when you press the HOLD button**
    ON*
    OFF

9.VOLUME CONTROL                                      3-16

**Adjust the volume of the MultiPASS 1000**

    1.CALLING VOLUME
        VOL MIN
        VOL MID*
        VOL MAX

**Menu System Summary**

| Menu item | Page |
|---|---|

**3.ACTIVITY REPORT**          11-7
Print activity management report

    1.AUTO PRINT
    Print activity report after every 20 transactions
       OUTPUT YES*
       OUTPUT NO

    2.DAILY REPORT TIME
    Print activity report at a preset time each day
       OUTPUT NO*
       OUTPUT YES
          REPORT TIME XX:XX

    3.TX/RX SEPARATE
    Print activity report separating transmission
    and reception activity
       OFF*
       ON

**4.REPORT FONT SET**          11-13
Select font in which reports are printed
    ROMAN*
    SANS SERIF
    DRAFT
    COURIER
    PRESTIGE
    SCRIPT
    ORATOR
    ORATOR-S

**5.PRT DIRECTION**          11-13
Select unidirectional or bi-directional (faster)
printing of reports
    BI-DIRECTION PRT*
    ONE DIRECTION PRT

**6. ECONOMY PRT**          11-13
Select economy printing mode to save ink, this
will reduce print quality
    OFF*
    ON

**4.TX SETTINGS**
Registration items related to fax transmission of
documents

    1.ECM TX          5-15
    Enable or disable the ECM transmission mode
       ON*
       OFF

Menu System
Summary

| Menu item | Page |
|---|---|

**2.MID PAUSE SET** — 9-5
Set length of pause when pressing **PAUSE** button
    1 to 15 seconds; default is 2

**3.AUTO REDIAL** — 5-17
Select whether to perform automatic redial when
other line is busy
    OFF*
    ON
        REDIAL TIMES
            From 1 to 10 times; default is 2
        REDIAL INTERVAL
            From 2 to 99 seconds; default is 2

**5.RX SETTINGS**
Registration items related to reception of fax documents

**1.ECM RX** — 7-17
Enables or disables the ECM receiving mode.
    ON*
    OFF

**2.FAX/TEL SWITCH** — 7-2
Select fax/telephone switching — 7-4
    OFF*
    ON

        1.RING TIME START
            From 0 to 30 seconds; default is 8

        2.F/T RING TIME
            From 15 to 300 seconds; default is 22

        3.F/T SWITCH ACTION
            RECEIVE*
            DISCONNECT

**3.INCOMING RING** — 7-18
Select whether to sound incoming ring
    OFF*
    ON
        RING COUNT
            From 1 to 99 seconds; default is 2

**4.ANS/FAX SWITCH** — 8-7
Select whether to go into reception when no sounds
occurs during ANS mode (ANS HOOK UP light is on)
    OFF*
    ON
        ANS/FAX SWITCH TIME
            From 1 to 99 seconds; default is 4

| Menu item | Page |
|---|---|

**5.MAN/AUTO SWITCH**     7-10
Select whether to go into automatic receiving while
in manual mode (MANUAL light is on)
> OFF*
> ON
>> RING TIME
>>> From 1 to 99 seconds; default is 10

**6.REMOTE RX**     7-12
Receive from a remote telephone when a pre-set
ID is used
> OFF*
> ON
>> REMOTE RX ID
>>> Default is 25
>>> From 0 to 99, *, #

**7.MEMORY RX**     7-17
Select whether to perform memory reception
> ON*
> OFF

**8.MEMORY RX ALARM**     7-17
Alert user when data is received in memory
> OFF*
> ON

**9.RX PAGE FOOTER**     7-17
Print footer on received images
> ON*
> OFF

**10.DRPD**     9-6
Select reception mode based on ringing pattern
of the telephone line using special telephone
company services
> OFF*
> ON

>> 1.NORMAL RING
>>> FAX*
>>> TEL
>>> FAX/TEL SWITCH

>> 2.DOUBLE RING
>>> FAX*
>>> TEL
>>> FAX/TEL SWITCH

3.SHORT-SHORT-LONG
    FAX*
    TEL
    FAX/TEL SWITCH

4.SHORT-LONG-SHORT
    FAX*
    TEL
    FAX/TEL SWITCH

5.OTHER RING TYPE
    FAX*
    TEL
    FAX/TEL SWITCH

**6.PRINTER SETTINGS**
Registration items related to printing

1.SELECT PAPER SIZE            12-1
Select size of paper being used
    LTR*
    A4
    LEGAL

2.RX REDUCTION            7-15
Receive images at a reduced size      12-1
    OFF*
    ON

    1.SELECT REDUCT %
        75%
        85%
        90%*
        95%

    2.SELECT REDUCE DIR
        VERTICAL ONLY*
        HORIZ & VERTICAL

3.INK DETECTOR            12-1
Print an ink detection mark on bottom right of
printed page
    ON*
    OFF

4.PRINTING DENSITY            12-2
Adjust the print density
    STANDARD*
    LIGHT

5.PRT DIRECTION        12-2
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# Glossary

## A

**AA**
Automatic Adjust. The document setting you use for sending documents such as text and photos.

**AC**
Alternating current. The type of electrical current available from a wall outlet.

**Activity report**
Journal of transactions, both sent and received.

**ADF**
Automatic Document Feeder. The document tray on the MultiPASS 1000; it holds 30 sheets of paper.

**Automatic dialing**
Dialing fax or telephone numbers by pressing one or three buttons. To use automatic dialing, you must register the numbers in the MultiPASS 1000's memory. *See also* One-touch speed dialing, Coded speed dialing, and Group dialing.

**ANS HOOK UP/MANUAL**
The light and button that indicate and control how the MultiPASS 1000 detects whether a call is from a fax or a telephone. When you use the MultiPASS 1000 with an answering machine, turn the ANS HOOK UP light on so the answering machine will pick up the calls. When the MANUAL light is on, the MultiPASS 1000 will work as a phone until you manually engage it to receive a faxed document. When both lights are off, the MultiPASS 1000 is in automatic mode and will use the FAX/TEL switching capabilities.

**Auto fax/tel switching**
*See* FAX/TEL switching.

## B

**Baud rate**
*See* Sending speed.

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 1000; when you scan and when you receive a fax into your computer, data goes from the MultiPASS 1000 to your computer.

**Bi-directional printing**
The ability of the MultiPASS 1000 to print both left to right and right to left. This printing method provides a fast speed. *See also* Unidirectional printing.

**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 (through the MultiPASS 1000's memory).

**Bubble Jet printing**
An ink-jet type printing method that heats the ink to a boiling point to form a bubble. When the bubble expands, there is no room left in the nozzle for the ink and the ink is projected onto the paper.

## C

**CCITT #1 Chart**
A test chart, defined by CCITT, used to check the transmission speed as well as the transmitting and receiving memory capacity of a fax machine.

**CCITT/ITU-TS**
Formally 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**
An interface standard for parallel data transmission. The interface on the MultiPASS 1000 is a Centronics-type parallel interface.

**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 three buttons—the **CODED DIAL/DIRECTORY** button and a two-digit code using the numeric keypad. You can register up to 80 coded speed dialing numbers in the MultiPASS 1000.

**Confidential mailbox number**
Two-digit numbers between 00 and 99 used to arrange for
confidential sending of documents. *See* Confidential sending.

**Confidential sending**
The ability to send a document confidentially. The receiving fax
machine will keep the document in memory until the intended
recipient enters a two-digit code to print the document.

**Cursor**
The underline symbol you see on the LCD display when you
register numbers and names in the MultiPASS 1000. Press the
arrow buttons to move the cursor.

## D

**Default**
The preset value or factory setting used when you do not set a
different one. You can change default values by using the
**FUNCTION** button to access the menu system.

**Delayed transmission**
The ability to send a document at a preset time in the future. You
do not have to be in your office to use delayed sending to one or
more destinations. (You can set up only one delayed transmission
at a time on the MultiPASS 1000.)

**Density control**
A setting that darkens or lightens the scanning of documents.

**Dialing methods**
Ways of pressing one or more buttons to access a number to
connect to an outside party or fax machine. Dialing methods
include one-touch, coded speed dialing, group dialing, directory
dialing, and manual (regular).

**Direct sending**
Transmitting a fax document one page at a time without having
the document scanned into memory.

**Directory dialing**
A dialing method that allows you to dial any telephone or fax
number registered for one-touch or coded speed dialing. You recall
the number by the name you entered when registering the number.

**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. Your MultiPASS 1000 prints at a resolution of 360 x 360
dpi and scans at a resolution of 200 x 200 dpi.

**DRPD**
Distinctive Ringing Pattern Detector. Allows you to assign up to five different ring patterns to distinguish voice and fax calls using your telephone company's special services.

## E

**ECM**
Error Correction Mode. The ability of your MultiPASS 1000 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. Do not use ECM if you need to send a document quickly and you are sure the other party can read your transmission without it (turning off ECM also turns off MMR.).

**Emulation**
A technique where one device imitates (acts like) another device.

**Expanded dialing**
Ability to register and then dial a fax or telephone number up to 118-digits long by pressing just one or three buttons.

**Extension**
A telephone connected to the MultiPASS 1000 that is used in place of the handset. You can use the extension telephone to activate incoming reception of documents manually.

## F

**FAX/TEL switching**
This option allows you to set the MultiPASS 1000 to automatically detect whether a call is from a fax or a telephone. If the call is from another fax, the transmission is automatically received. If the call is from a telephone, the fax rings to let you know, so you can pick up the handset. With this feature, one telephone line can be shared by both the telephone and the fax.

**FINE**
The setting for documents with very small characters and lines.

## G

**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. G3 fax machines can transmit one page in less than one minute. Encoding schemes for G3 fax machines are Modified Huffman (MH), Modified Read (MR), and Modified Modified Read (MMR)

**Group dialing**
A dialing method that enables you to dial up to 95 registered one-touch speed dialing or coded speed dialing numbers together as a group. This means that you can press just one or three buttons to send the same document to many destinations.

**Group number**
A 2-digit number (between 00-99) associated with a relay fax machine. The group number is registered on the fax machine with relay capability. If you want to send a fax to another machine and have it relayed, you must know the group number and enter it when you register the one-touch or coded speed dialing number for the relay fax machine. The group number of the relay fax machine will contain a list of all faxes to receive the relayed document.

## H

**HALFTONE**
The document setting you use for sending documents with intermediate tones, such as photographs.

**HOOK**
The button that engages and disengages the telephone line.

## I

**Ink cartridge**
The special type of ink cartridge used with Canon Bubble Jet printers. The ink cartridge for the MultiPASS 1000 includes the print head and ink. Use either the BX-2 or BC-02 ink cartridge only.

**Ink detector**
The printer setting that allows the MultiPASS 1000 to check if there is enough ink in the ink cartridge. This option prints a small box in the bottom right corner of incoming documents.

**Interface**
The connection between two devices that makes it possible for them to communicate with each other. The MultiPASS 1000 features a parallel interface, which makes it compatible with IBM and other similar personal computers.

**Interface port**
The MultiPASS 1000 comes with one Centronics, 8-bit, bi-directional parallel interface port. You attach the cable to this port that connects your computer to the MultiPASS 1000. *See also* Bi-directional parallel interface port.

## J

**Jacks**
The telephone receptacles on your wall or in your MultiPASS 1000 used to connect the MultiPASS 1000 to the telephone line, handset, answering machine, extension telephone, or data modem.

## M

**Manual dialing**
Pressing the individual buttons on the numeric keypad to dial a fax or telephone number. Also called regular dialing.

**Manual receiving**
A setting that allows you to answer all incoming telephone and fax calls. If you hear a slow beep it indicates an incoming fax transmission from another machine. Just push the **START/COPY** button to receive the incoming fax.

**Manual redialing**
When you use regular dialing, you can redial a number manually simply by pressing **REDIAL** on the operation panel. The last number called is the number redialed.

**Memory broadcast**
The ability to scan documents into memory and send it to as many as 97 locations using automatic or manual dialing. If you use this feature regularly for the same locations, see Group dialing. The MultiPASS 1000 can hold approximately 50 pages (based on CCITT #1 Chart) in memory.

**Memory sending**
Scans a document into memory before the MultiPASS 1000 dials the number and sends it. This method is faster than direct sending and it allows you to retrieve your original document immediately after scanning.

**Modem**
A device that converts (MOdulates) digital data from 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 software**
Canon's exclusive software package that allows you to use the MultiPASS 1000 with your Windows software applications. You must install the desktop manager to use your MultiPASS 1000 as a printer, scanner, or PC fax.

# N

**Noise**
A term applied to a variety of problems that impair the operation of telephone lines used for fax and modem communication.

**Numeric keypad**
The round numbered buttons on the operation panel marked the same as a standard telephone keypad. Press them to perform manual dialing. You also use the numeric buttons to enter numbers and letters when you register numbers and names, and for entering coded speed dialing or confidential sending codes with two or more digits.

# O

**One-touch speed dialing keypad**
The rectangular buttons numbered 01 to 16 on the operation panel, each of which may be registered as a fax and/or telephone number. Once a number is registered, you press one button to dial the entire number.

# P

**Pause**
A timing entry required for registering certain long distance numbers and for dialing out through some telephone systems or switchboards.

**PBX**
Private branch exchange. *See* Switchboard.

**Polling**
Requesting another fax machine to send a document to your MultiPASS 1000. This feature is useful for obtaining a document when the original document is waiting in the other fax and the fax operator is not there. *See* Polling ID.

**Polling ID**
An eight-digit binary number (binary = 0 or 1) used to control your ability to request another fax machine to send documents to your MultiPASS 1000. The polling ID you register must match the ID used in the polling network. *See* Polling.

**Pulse**
*See* Rotary pulse.

## R

**RAM**
Random Access Memory. Memory that is used for temporary storage of information such as your scanned or received documents.

**Redialing—automatic**
When the fax you dial does not answer or a sending error occurs, the MultiPASS 1000 waits for a specified interval and then redials the same fax number. You can adjust the number of redials and the length of time between redialing.

**Redialing—manual**
When you use the regular dialing method, you can quickly call the last number dialed by pressing the **REDIAL** button.

**Reduction mode**
The MultiPASS 1000's automatic feature that slightly reduces the received image to allow room at the top of the page for the sender's ID information. You can also reduce the size of large incoming documents using the RX REDUCTION option.

**Registering**
A process by which you place fax or telephone numbers and names in the MultiPASS 1000's memory for automatic dialing so that you can save time dialing frequently called destinations.

**Regular dialing**
*See* Manual dialing.

**Relay broadcast**
*See* Relay sending.

**Relay sending**
Transmitting a document to more than one location through another Canon relay fax. This is cost effective if you want to send a document long distance to a group of offices located in the same area. Sending the document directly to each office would require one long distance call per document; sending the document through a relay fax would require one long distance call and the relay fax would make local or short toll calls to send to the nearby destinations. Also called relay broadcast.

**Remote receiving ID**
The two-digit code that enables you to manually activate a fax using an extension telephone that is connected to the MultiPASS 1000.

**Remote reception**
Activating a fax by answering an extension telephone that is connected to the MultiPASS 1000, but that is not located near the MultiPASS 1000.

**Resolution**
The density of dots for any given output device. Expressed in terms of dots per inch (dpi). Low resolution causes font characters and graphics to have a jagged appearance. Higher resolution means smoother curves and angles as well as a better match to traditional typeface designs. Resolution values are represented by horizontal data and vertical data, for example, 360 x 360 dpi.

**Restricted reception**
The ability of your MultiPASS 1000 to restrict incoming documents. With this feature turned on, the MultiPASS 1000 will receive documents only from speed dialing numbers registered in the unit.

**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. Rotary pulse dialing requires certain setting adjustments.

## S

**Sender ID**
The identifying information from the sender at the top of a document including: date and time, the sender's fax/telephone number, sender's name, receiver's name or company name, and page number. *Also called* TTI or Transmit Terminal ID.

**Sending speed**
The bits per second rate at which documents are sent. *See also* bps.

**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 when the MultiPASS 1000 is on and ready to use. All operations start from standby mode when the LCD displays the date and time.

**Switchboard**
Also called a PBX (Private Branch Exchange) internal switching system. A telephone system, usually for a large company office with many extensions, whereby you must dial an outside line number along with the regular telephone or fax number. Dialing out through a switchboard sometimes requires use of the **PAUSE** button.

## T

**Timed sending**
Setting the MultiPASS 1000 to transmit documents at a preset time in the future. *See also* Delayed transmission.

**Tone/pulse setting**
The ability to set the MultiPASS 1000 to match the telephone dialing system your telephone line uses: touch-tone or rotary pulse.

**TONE**
A button that allows you to temporarily switch to touch-tone from pulse dialing. In some countries, on-line data services may require that you use tone dialing.

**TTI**
Transmit Terminal ID. *See* Sender ID.

**TWAIN**
Both a protocol and an application programmer's interface (API) that allows you to input image data directly from any source (for example: desktop and handheld scanners, video capture boards, digital cameras, and other imaging equipment) without requiring users to switch out of the application. It provides compatibility between image input devices and applications by acting as the liaison between hardware devices and software applications. Because your MultiPASS 1000 supports TWAIN, you can use the scanning features of the MultiPASS 1000 with any Windows application that also supports TWAIN. TWAIN, the industry standard, was developed by the TWAIN working group which consists of representatives from many leaders in the scanner hardware and software industry.

## U

**Unidirectional printing**
Printing in one direction only, left to right. This printing method on the MultiPASS 1000 provides a higher image quality but slower print speed. *See also* Bi-directional printing.

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