

CANON

MultiPASS™

L60

SOFTWARE

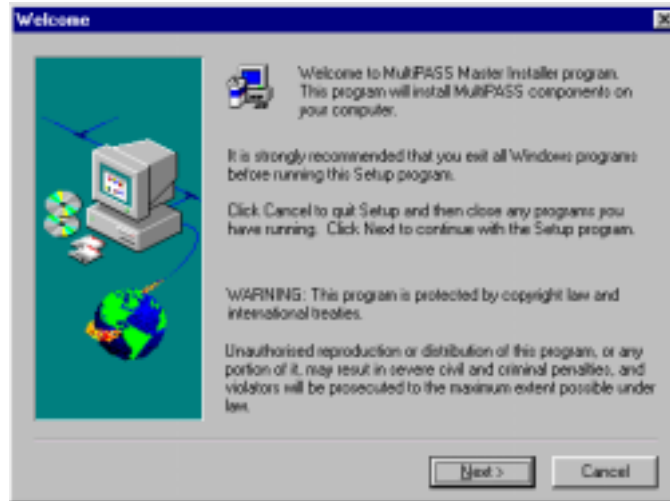
MANUAL

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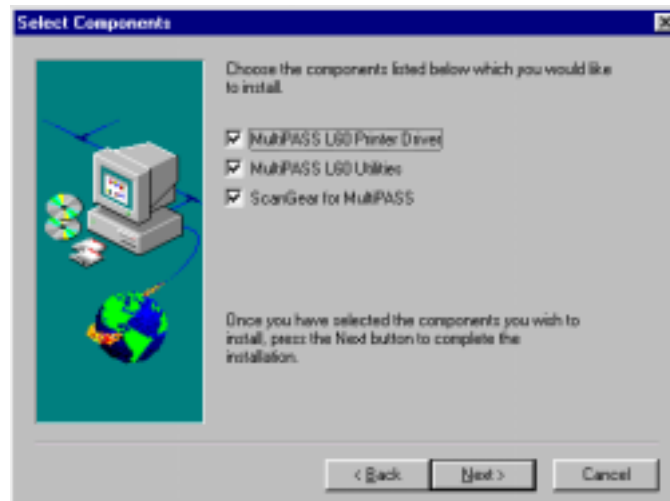
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TO INSTALL MultiPASS L60 PRINTER, DESKTOP MANAGER AND SCANNER DRIVER

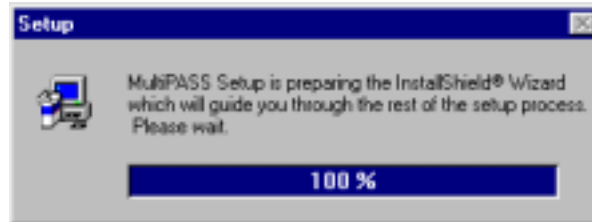
1. Once you have inserted the CD ROM into the drive, it will auto-detect and will start to run the initial setup.
2. The MultiPASS Installer will install the printer driver.



3. Click
4. Click on the boxes of the MultiPASS L60 Printer Driver, MultiPASS L60 Utilities and ScanGear for MultiPASS.
5. Click



- MultiPASS will finish installing the printer driver, after which it will prepare for the UTILITIES SETUP.



- Click **Next >**



- Click **Next >**



9. If you have previously installed the MultiPASS program to your system, the dialog box will be displayed as below.



EITHER: click on 'Keep existing database' to retain your previous data
OR: click on 'Overwrite existing database' to delete existing data.



10. Click



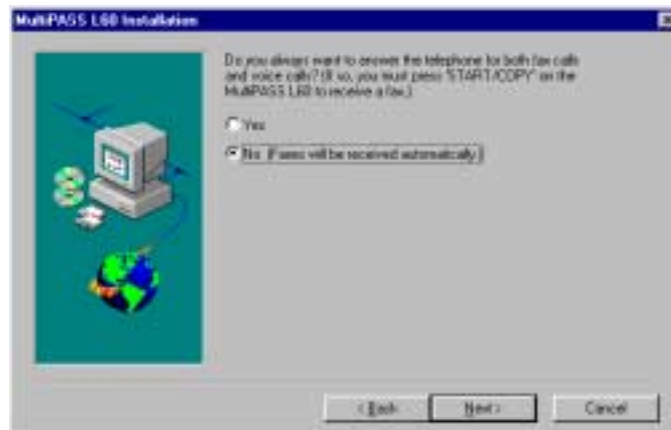
11. Click



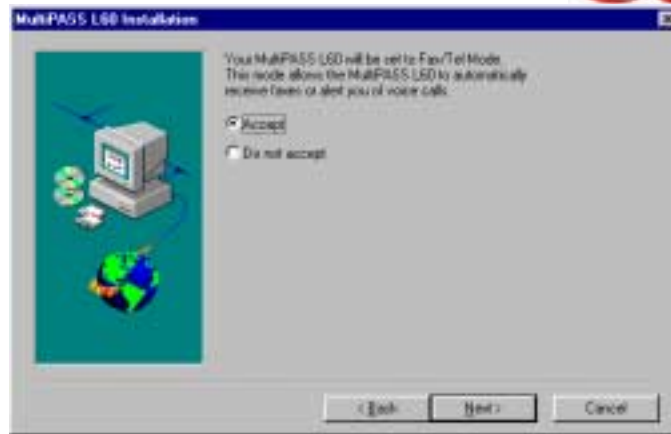
12. Click **Next >**



13. Click **Next >**



14. Click **Next >**



15. Click Accept

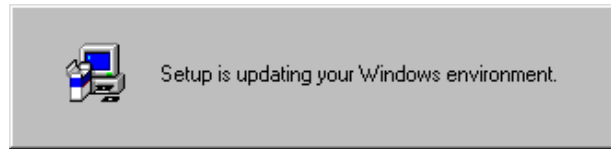
16. Click Next >



MultiPASS utilities software will now be downloaded.



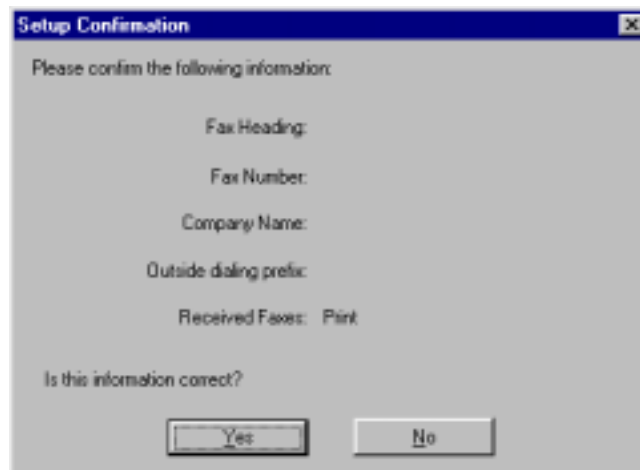
17. Click Next >



Setup will now be updating your Windows operating systems.

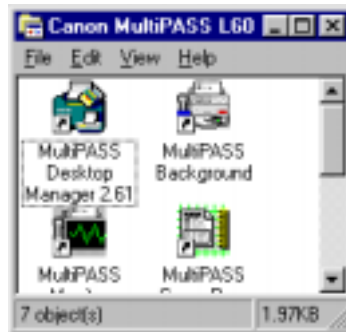


18. Enter your company's name, fax number and the fax heading that you would like your fax to appear when the other party received the document. You can choose **NOT** to enter.



19. Click **YES** if the information that you have entered are correct, otherwise Click **NO** if you need to change the information.

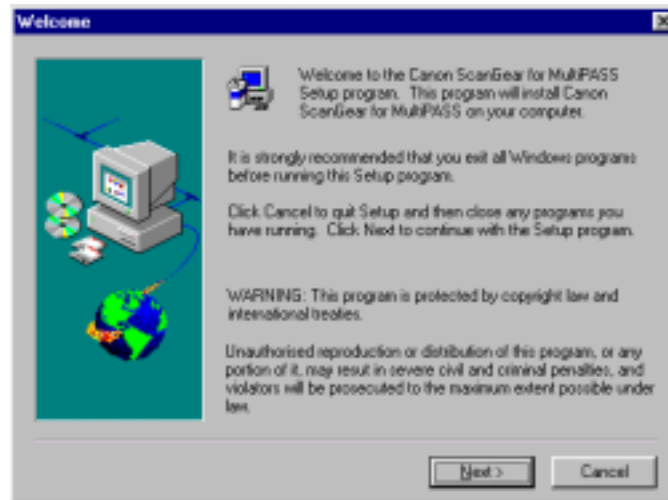
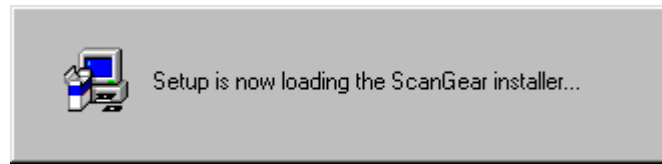
The setup is now creating the MultiPASS utilities and the program icons. Please wait.



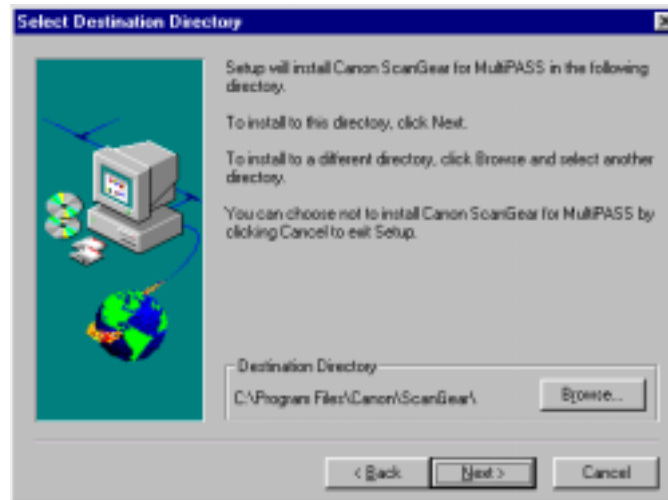
20. Click

Once the installation of the MultiPASS Utilities software is completed, the system will now start to install the scanning (SCANGEAR) software.

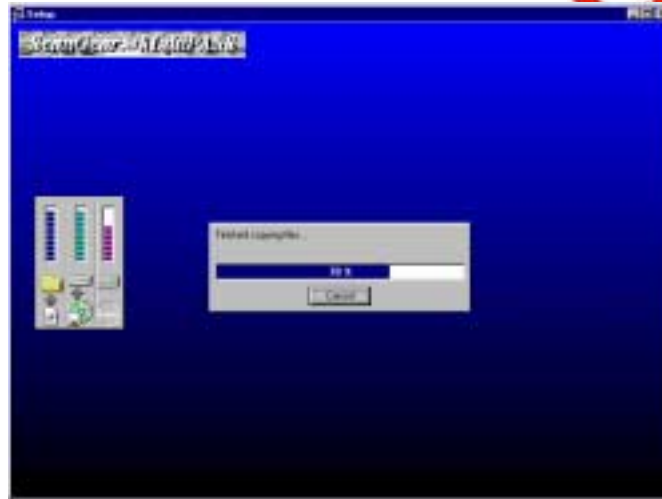
INSTALLATION OF SCANGEAR FOR MultiPASS L60



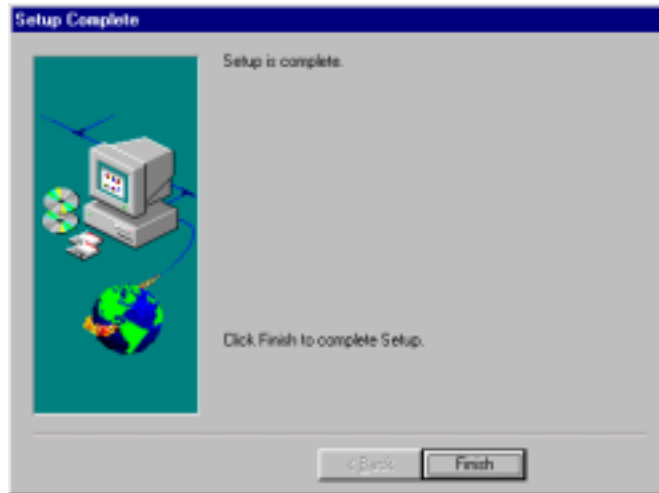
21. Click



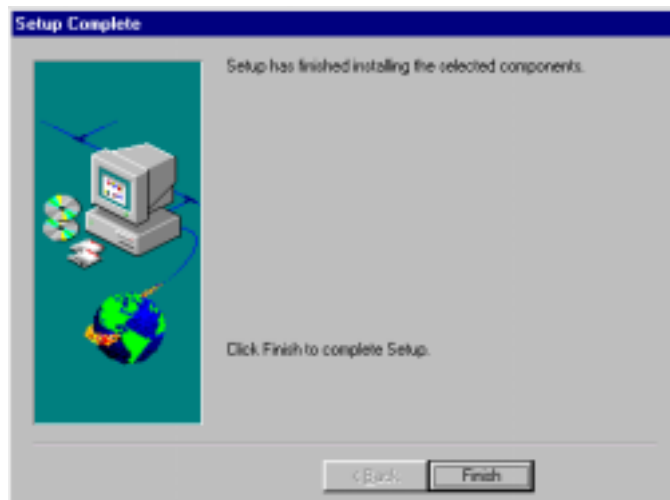
22. Click



The SCANGEAR is now being downloaded.



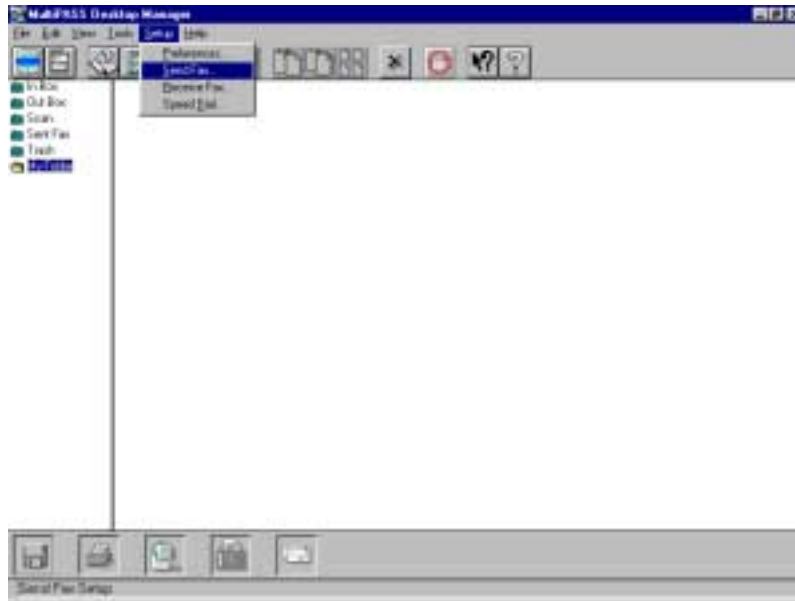
23. Click **FINISH**



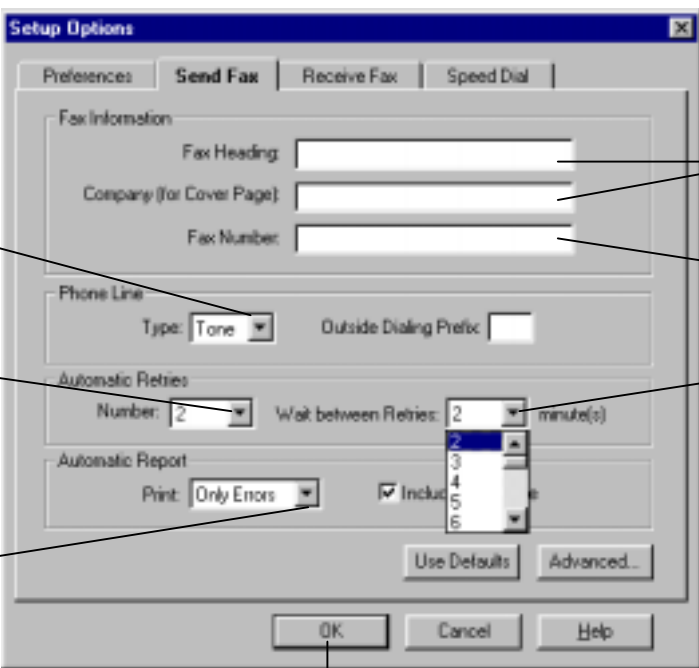
24. Click **FINISH**

25. Restart your computer.

TO CUSTOMISE SETTINGS FOR SENDING FAX



1. Click **Start**
2. Go to **Programs**
3. Click **Canon MultiPASS L60**
4. Click **MultiPASS Desktop Manager 2.61**
5. Click **Setup**
6. Click the **Send Fax** tab



ENTER COMPANY NAME

ENTER FAX NUMBER

ALWAYS SET TO TONE

ENTER THE NUMBER OF REDIALS DESIRED

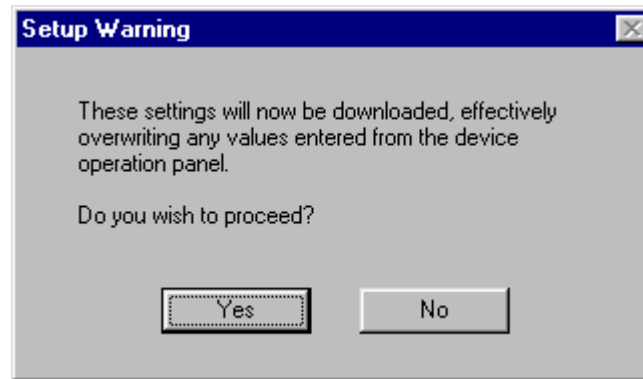
THE INTERVAL WAITING TIME FOR RETRIES TO TAKE PLACE

CUSTOMISE THE WAY FOR INDIVIDUAL REPORT PRINTOUT

CLICK **OK TO CONFIRM ENTRIES**

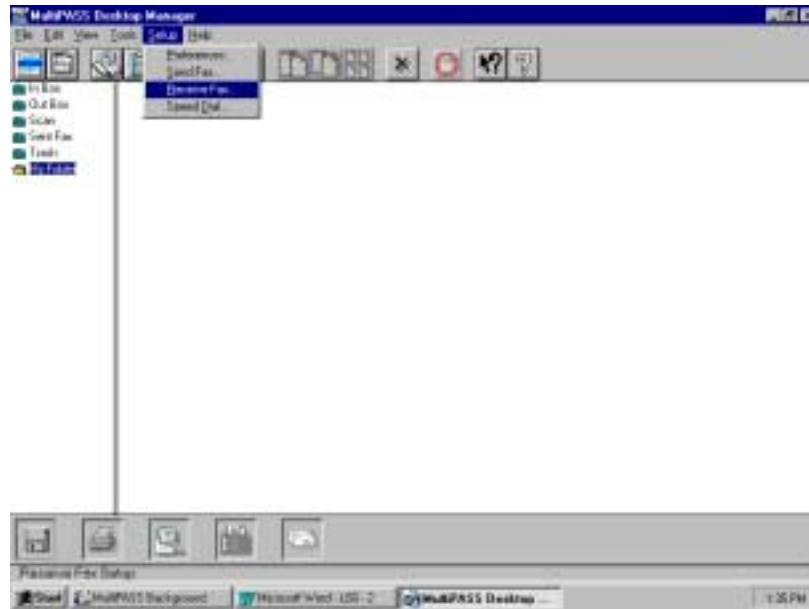
7. Enter the relevant details
8. Click

A dialog box will appear as below:



9. Click and the new settings and information will be downloaded to the facsimile machine.

TO CUSTOMISE THE SETTINGS FOR RECEIVING FAX



1. Click **Start**
2. Go to **Programs**
3. Click **Canon MultiPASS L60**
4. Click **MultiPASS Desktop Manager 2.61**
5. Click **Setup**
6. Click **Receive Fax**

SELECT PAPER SIZE

UPOM RECEIVING, DOCUMENT TO BE REDUCED IN SIZE

TYPE OF RECEIVING METHOD CAN BE SELECTED

HOW FAX DOCUMENT SHOULD BE RECIEVED

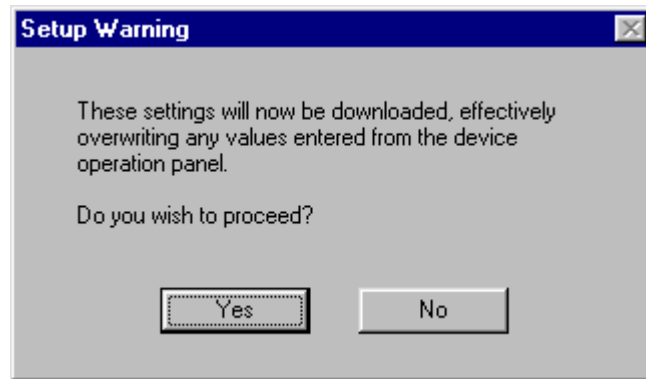
TO PRINT INDIVIDUAL REPORT

TO ACTIVATE FAX MACHINE TO RECEIVE IN SILENCE

CLICK OK TO CONFIRM ENTRIES

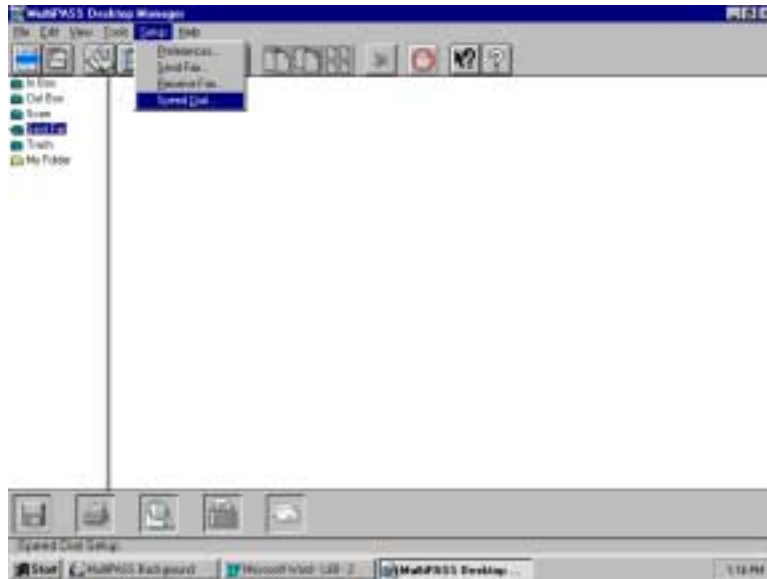
7. Enter the relevant details
8. Click

A dialog box will appear as below:

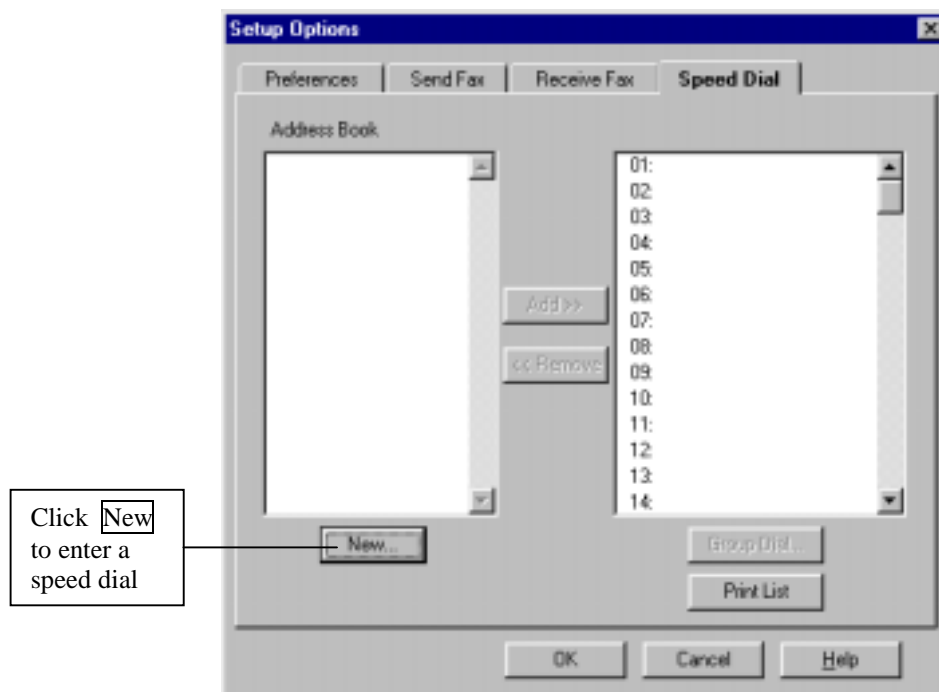


9. Click and the new settings and information will be downloaded to the facsimile machine.

TO SET UP ADDRESS BOOK



1. Click **Start**
2. Go to **Programs**
3. Click **Canon MultiPASS L60**
4. Click **MultiPASS Desktop Manager 2.61**
5. Click **Setup**
6. Click **Speed Dial**



Enter company's name

Enter company's fax number

Click Add to enter into data into address book

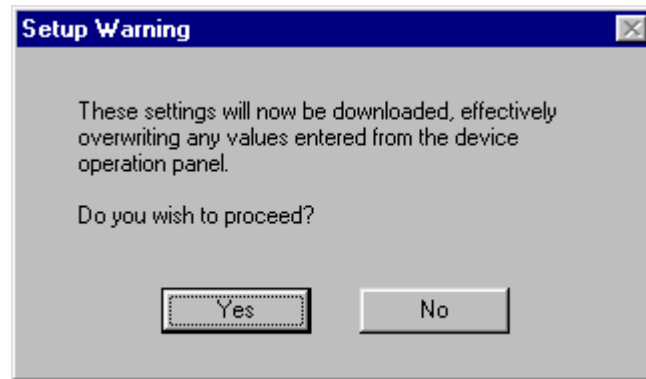
5. Enter the particulars of the customer as indicated above.
6. Click **Add**

Click **New** to enter another company's details

Click to confirm entries

7. Address Book will appear the customer's name
8. To continue with another entry, click **New**
9. Click **OK** when the whole list of numbers are stored.

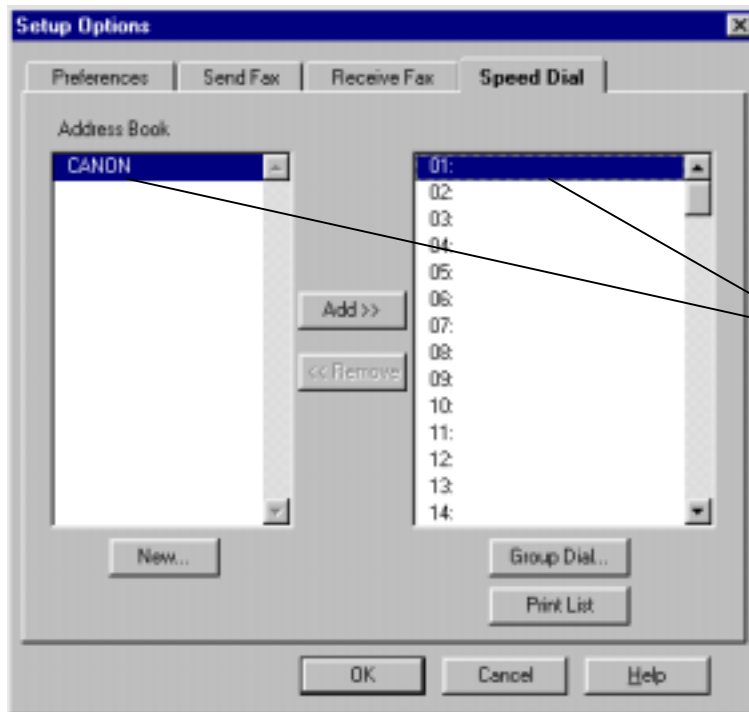
A dialog box will appear as below:



10. Click **YES** and the new settings and information will be downloaded to the L60 machine.

TO ASSIGN ADDRESS BOOK ENTRIES TO ONE-TOUCH / CODED SPEED DIAL LOCATIONS

1. Facsimile numbers must first be stored into the address book (refer previous page).
2. Highlight by clicking both the company's name and the desired position of the speed dial located on the right column.

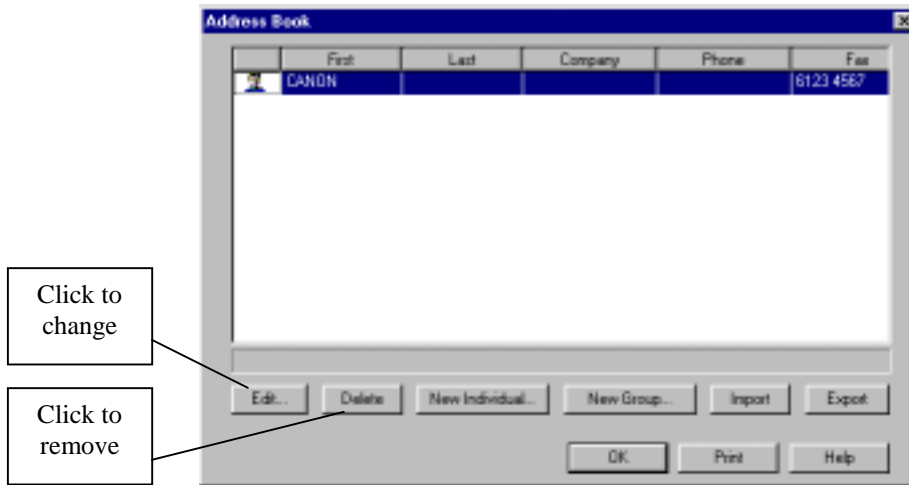


3. Click **Add>>**

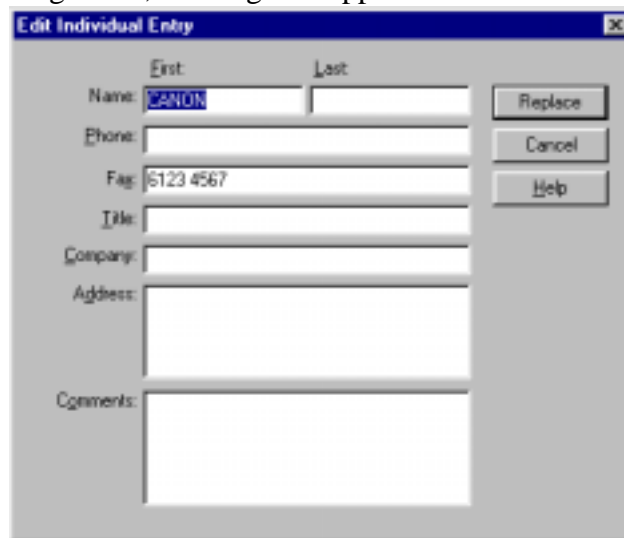
TO EDIT / DELETE ENTRIES IN THE ADDRESS BOOK



1. Click Address Book
2. Highlight the entry that you wish to edit /delete.



3. To make changes in an entry, click **Edit**
Otherwise, to remove an entire entry, click **Delete**, then go to step No.5.
Under editing mode, a dialog will appear:

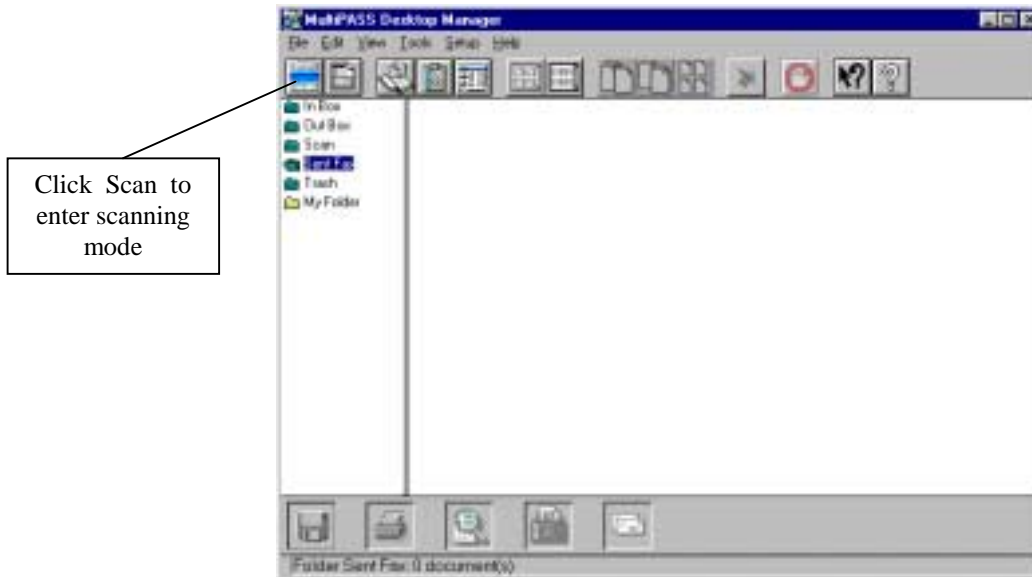


4. After changes have been done, click **Replace**

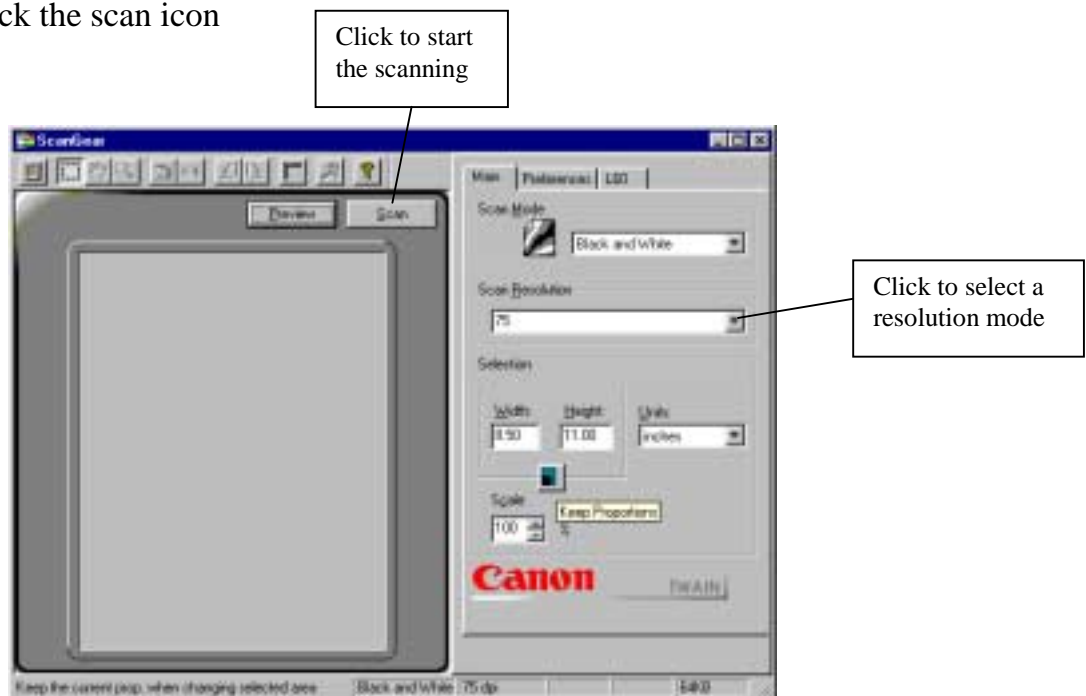


5. Click **OK** to exit from Address Book and then following instructions to download settings.

TO SCAN A DOCUMENT



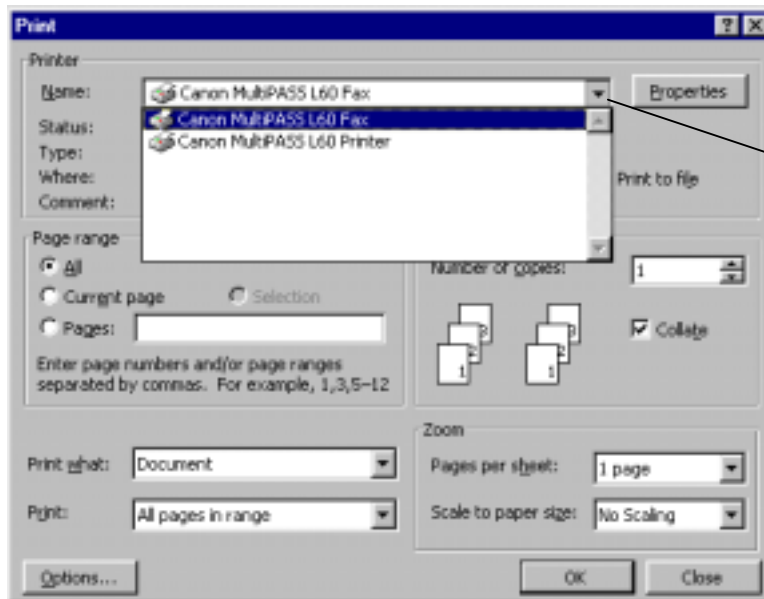
1. Place document on the document feeder
2. Click the scan icon



3. Select the **Scan Resolution Mode**
4. Click **Scan** icon

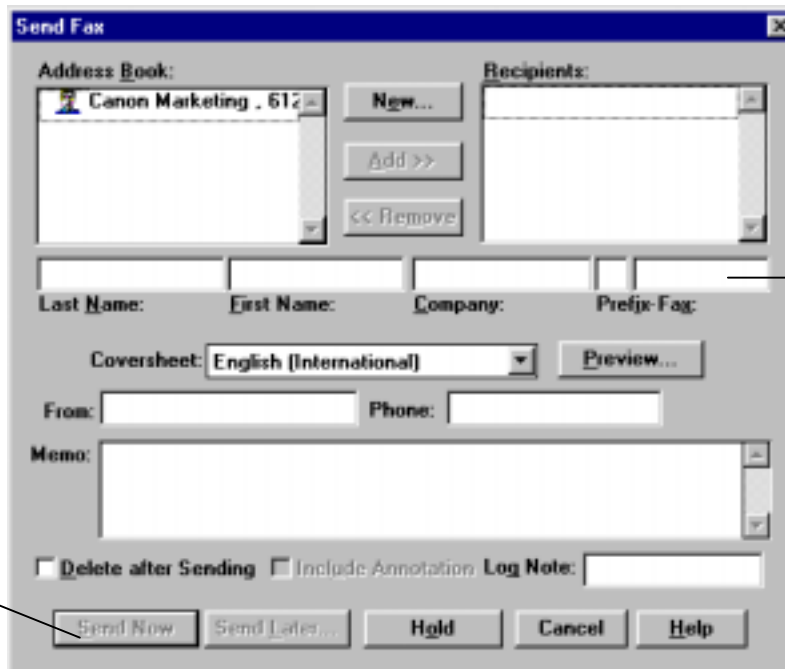
TO PC FAX A DOCUMENT FROM MS OFFICE OR WORDPAD

1. Click **File**
2. Click **Print**



3. Select Canon MultiPASS L60 Fax driver
4. Click **OK**

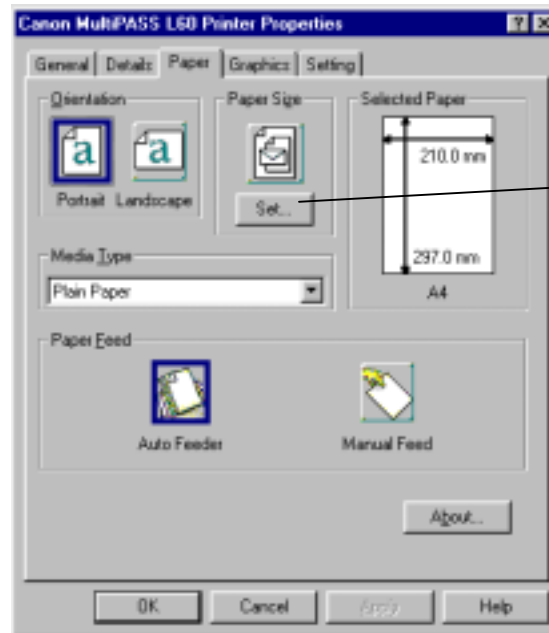
A **Send Fax** dialog box will appear



5. Enter the fax number
6. Click **Send Now**

TO DEFAULT THE PAPER SIZE SELECTION TO A4 or LETTER

1. Click **Start**
2. Go to **Settings**
3. Select **Printers**
4. Right click on the MultiPASS L60 Printer
5. Click **Properties**



Click **Set** to begin selection

6. Under the **Paper** tab, click **Set** at the Paper Size icon



Click A4 or Letter

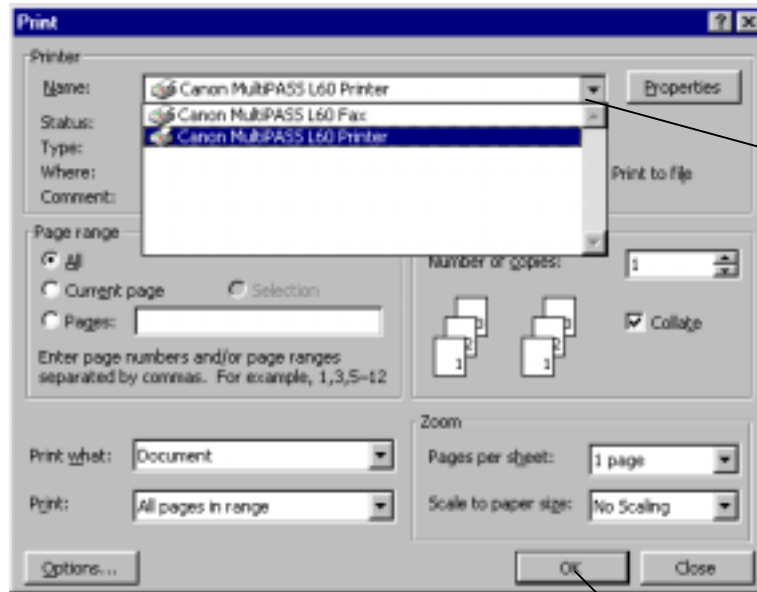
Click to confirm the default size

7. Select **A4** size or **Letter** size as desired
8. Click **OK** twice

TO PRINT A DOCUMENT

1. Click **File**
2. Click **Print**

A print dialog box will now be shown

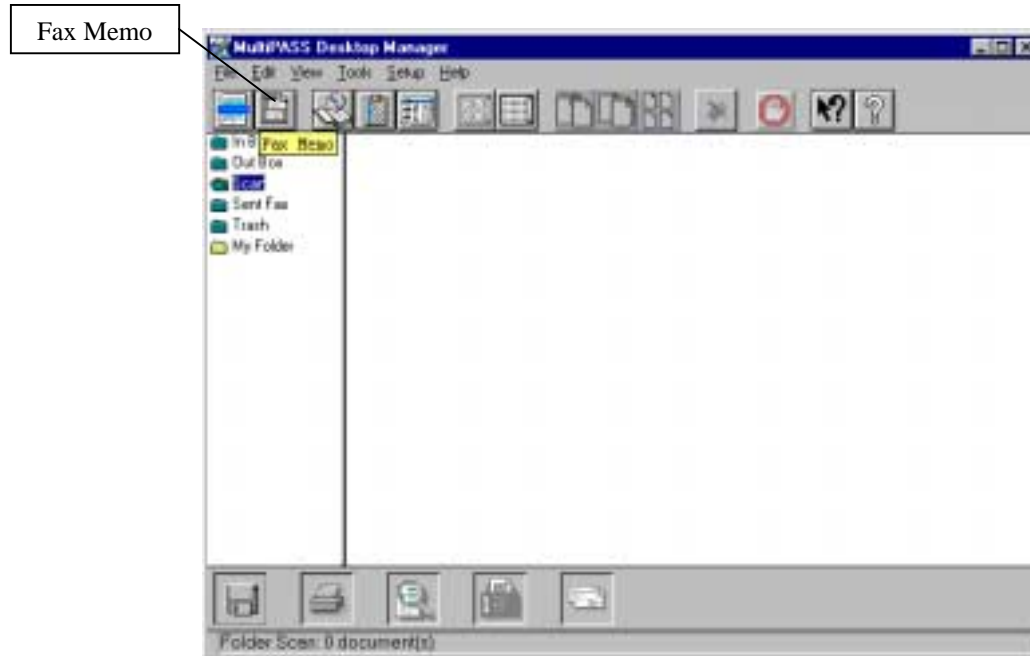


Select Printer Driver

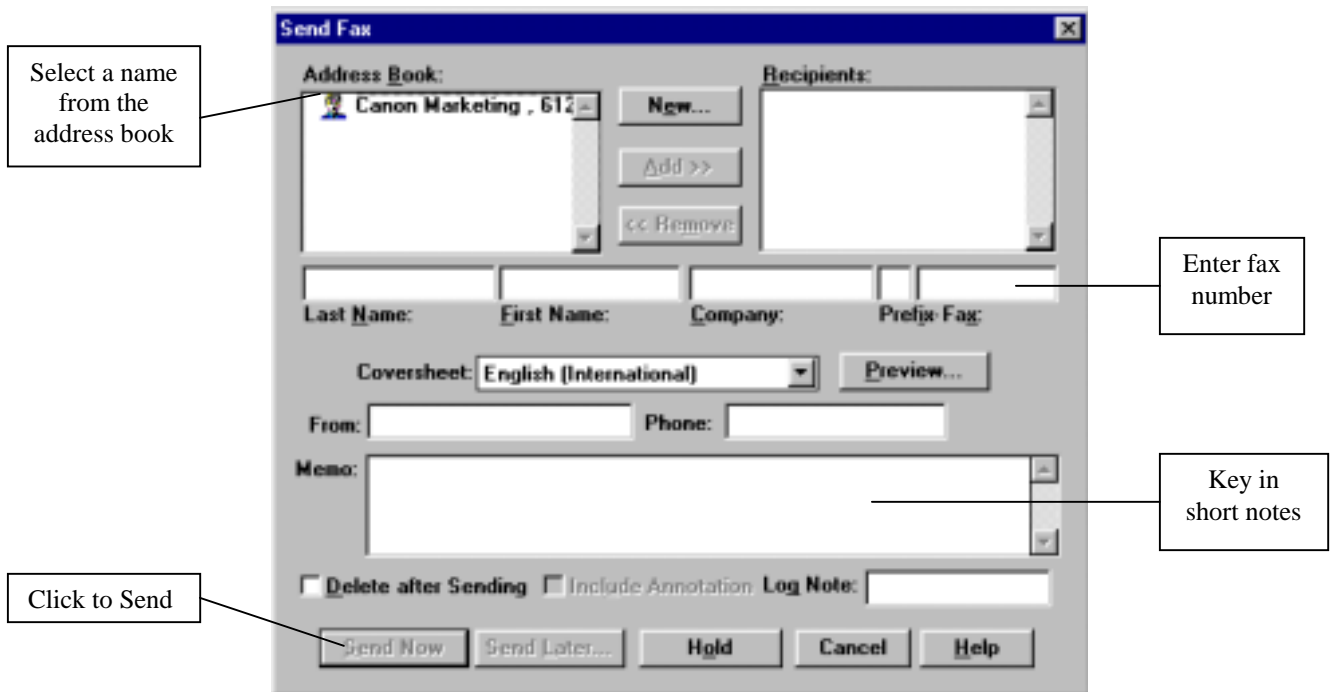
Click to starting printing

3. Click **OK** to start print job

TO FAX A MEMO FROM DESKTOP MANAGER



1. Click the **Fax Memo** icon



2. Enter short notes in the Memo box
3. Enter the fax number OR click an entry from the Address Book
4. Click **SEND NOW**