muratec™

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800) 292-2492 to order paper and other supplies

972) 364-3314 to order operating instructions

972) 364-1053 to order fax parts

972) 364-3350 to speak with customer support

F-85 Operating Instructions

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Do You Have A Comment?

Your comments and suggestions regarding this manual are welcome. Fax comments to F-85 Manual, Murata Business Systems, Product Development, (214) 403-3499.

Copyright and Trademark Information

Specifications

Type: High-speed, plain-paper fax transmitter/receiver for office use. **Compatibility:** CCITT Group 3. **Trans. Speed:** 6 seconds* per page average. **Phone Lines:** Public Switched Telephone Network (PSTN) or the equivalent. **Modem:** 14400 bps, with automatic fallback to 12000, 9600, 7200, 4800, 2400 bps, per CCITT V.33, V.29, V.27 and V.17 ter. **Data Compression Method:** MH, MR, MMR. **Delayed Commands:** 8. **Document Feeder:** 30 pages. **Resolution:** Fine 203H x 196 lpi, Normal 203H x 98 V lpi. **Grayscale:** 16 levels. **Printing Width:** 8.2". **Scanning Width:** 10.1". **Scanning Method:** Solid-state CCD. **Recording Paper:** 20-pound bond paper, 8.5" x 11" or 8.5" x 14", user selectable. **Paper Capacity:** 250 sheets. **Second Cassette:** Second 8.5" x 11" tray optional; 300-sheet capacity. **Power Requirement:** AC 90 - 132 V, 50 - 60 Hz. **Dimensions:** 16"W x 15.5"H x 12"D. **Weight:** 39.7 lbs. **Original Doc. Size:** Min.: 5.8"W x 4.1"L, Max.: 11"W x 39.37''L. **Document Memory:** 36 pages**, upgradeable to 108 and 180 pages. **Toner Capacity:** Starter kit - 1000 sheets with 4% blackness per page. Replacement kit - 2000 sheets with 4% blackness per page.

* Based on memory-to-memory transmission of Muratec F-85 Test Chart to a Muratec F-85. Your transmission times will vary based on the size of the document, the complexity of images on the document and the transmission resolution.

** Based on CCITT Test Chart 1 stored at normal resolution. The number of pages stored in memory will vary based on the size of your documents and on the complexity of images on the pages scanned.

All information subject to change without notice.

Regulations

FCC Regulations

Ringer Equivalence Number: 1.0B

Note: This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment.

This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

Type of Service

This equipment complies with Part 68 of the FCC rules. Your fax is designed for use on standard device telephone lines. Your fax connects to the telephone line with a standard jack called the USOC RJ-11C. Connection to telephone company-provided coin service (central office implemented systems) is prohibited. Connection to party line service is subject to State tariffs. This equipment is Hearing Aid Compatible.

Telephone Company Procedures

The goal of the telephone company is to provide you with the best service it can. In order to do this, it may occasionally be necessary for them to make changes in their equipment, operations, or procedures. If these changes might affect your service or the operation of your equipment, the telephone company will give you notice, in writing, to allow you to make any changes necessary to maintain uninterrupted service.

If you have any questions about your telephone line, such as how many pieces of equipment you can connect to it, the telephone company will provide the information upon request.

In certain circumstances, it may be necessary for the telephone company to request information from you about the equipment which you have connected to your telephone line. Upon request of the telephone company, provide the FCC registration number and the ringer equivalence number (REN) of the equipment which is connected to your line. Both of these numbers are listed on the equipment label attached to your fax machine.

The sum of all RENs on your telephone line should be fewer then five (5) in order to assure proper service from the telephone company. Sometimes, a sum of five (5) may not be useable on a given telephone line.

If Problems Arise

If any of your telephone equipment is not operating properly, you should immediately remove it from your telephone line, as it may cause harm to the telephone network. If the telephone company notes a problem with your telephone line, they may temporarily discontinue service. When practical, they will notify you in advance of the disconnection. If advance notice is not feasible, you will be given the opportunity to correct the problem and be informed of your right to file a complaint with the FCC.

In the event repairs are ever needed on your fax, they should be done by Murata Business Systems, Inc., or an authorized representative of Murata Business Systems, Inc. For information, contact the Muratec Customer Support Center (see page 94).

DOC Regulations

DOC Load Number: 10

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

Le présent appareil numérique n'émet pas de bruits radioélectriques dépassant les limites applicables aux appareils numériques de la classe A prescrites dans le Règlement sur le brouillage radioélectrique édicté par le ministère des Communications du Canada.

Notice: The Canadian Department of Communications label identifies certified equipment. This certification means that the equipment meets certain telecommunications network protective, operational and safety requirements. The Department does not guarantee the equipment will operate to the user's satisfaction.

Before installing the 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 conditions above may not prevent degradation of service in some situations.

Repairs to certified equipment should be made by an authorized Canadian maintenance facility designated by the supplier. Any equipment malfunctions or repairs or alterations made by the user to this equipment may give the telecommunications company cause to request the user to disconnect the equipment. For information on authorized Canadian maintenance facilities, contact Murata Business Systems at (214) 403-3361.

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

Caution: Users should not attempt to make such connections themselves, but should contact the appropriate electrical inspection authority or electrician.

The load number assigned to each terminal device denotes the percentage of the total load to be connected to a telephone loop used by the device. Load numbers are assigned to prevent overloading. The termination on a loop may consist of any combination of devices, subject only to the requirement that the total of the load numbers of all the devices does not exceed 100. An alphabetic suffix is also specified in the load number for the appropriate ringing type (A or B), if applicable.

The load number for your Muratec F-85 is 10.

Before You Install

Telephone Requirements

Your fax connects to the telephone system with a standard modular jack, called a USOC RJ-11C. If you do not have an RJ-11C jack where you want to install your fax, call your telephone company for information on installation.

Do not connect your fax to a private branch exchange (PBX) system without first checking with the system manufacturer or service representative. Some PBX systems are not compatible with facsimile operation.

You may want to connect your fax to a telephone electrical surge protector. A protector can absorb and divert high-voltage surges caused by lightning or static electricity without interfering with normal telephone operation.

A Note About Call-Waiting Signals

Fax transmission and reception can be stopped by telephone call-waiting signals. If you have requested call-waiting service for the line to which you will connect your fax, you may experience interruptions of facsimile service.

Electrical Requirements

Power your fax from any standard three-pronged 115-volt electrical outlet. Do not plug your fax into an outlet that is turned off at the end of the day: Although your telephone directory and most other user settings are protected against power failure, documents stored in memory will be lost if you turn off power to your fax.

Don't install your fax on the same electrical circuit as an air conditioner, copying machine or other high-consumption electrical appliance. These appliances can cause electrical "draw-downs" when they operate—temporarily reducing the power available for other equipment on the circuit—and could damage your fax.

You may want to power your fax from an electrical surge protector connected to your wall outlet. A surge protector protects your fax from high-voltage surges in the AC line that may cause damage to your fax.

Voltage Requirements

90-132 volts AC, 50-60 Hz

Power Consumption

Standby during Power Save Mode	30 W		Standby	70 W
Copying	670 W		Reception	640 W
Printing	730 W		Transmission	640 W

Unpacking

Open the shipping carton and take out the accessory box, telephone handset, telephone cradle, telephone line, power cord, developer kit, drum kit and product documentation.

Carefully lift the fax and its protective foam braces out of the carton. Remove the foam braces and protective plastic bag.

Keep the bag, braces and carton for reshipment. Discard the silica desiccant shipped with your fax. Remove packing tape from the fax console. The tape strips are shown in Figure 1. Remove tape strips from the paper tray, shown in Figure 7.

After unpacking, check for the following:
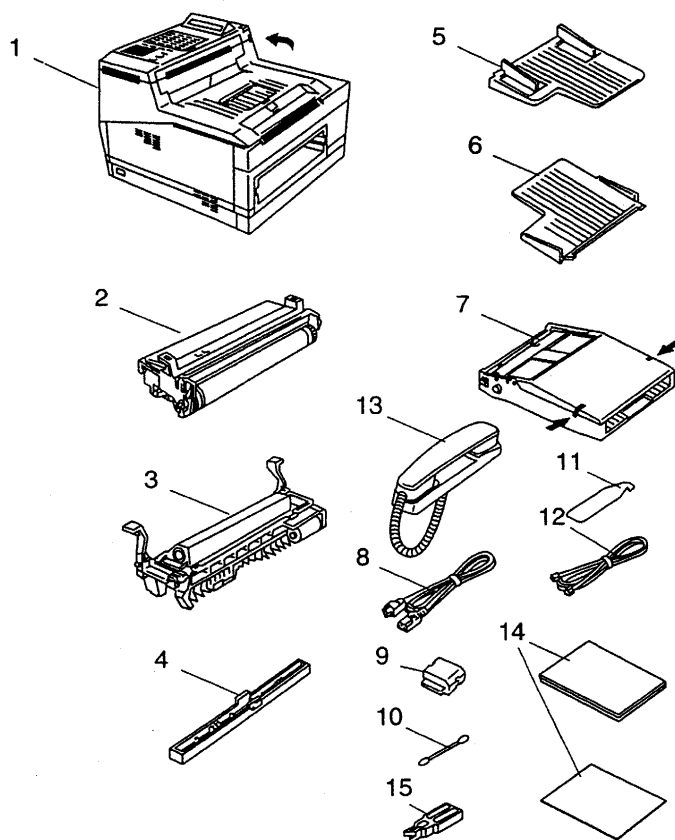
1. Fax console	9. Drum counter
2. Drum unit	10. Cotton swab
3. Developer unit and initial toner cartridge	11. Mylar scraper
4. Cleaning pad	12. Telephone line
5. Document hopper	13. Telephone handset
6. Document tray	14. Operating instructions
7. Paper cassette	15. Charger cleaner
8. Power cord	

Machine Layout
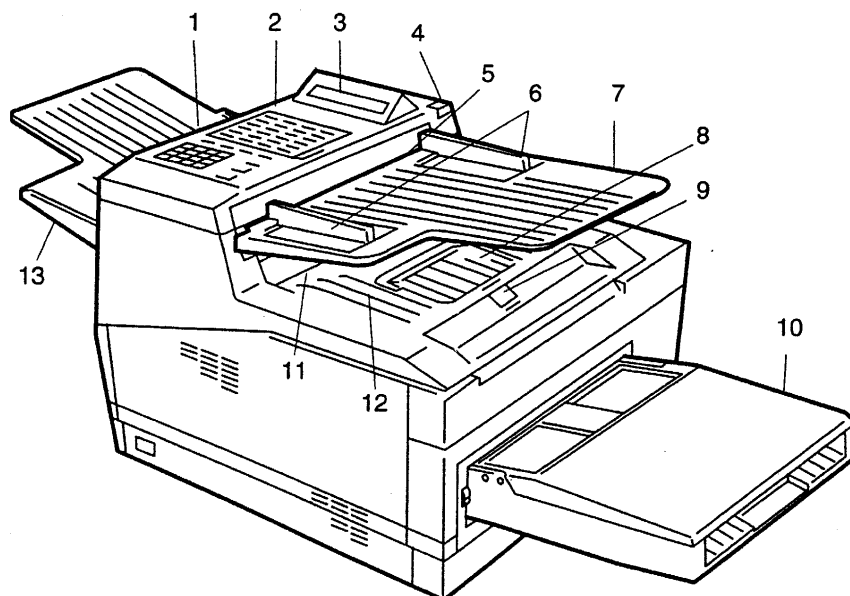
1. **Document exit**—Exit for original documents.

2. **Fax keypad**—See below for more information on each key.

3. **LCD**—Two-line, 20-character display shows system status and fax operation.

4. **Document release button**—Lift to open document feeder cover and remove a jammed document from the document feeder.

5. **Document feeder**—Automatically feeds pages through scanner for transmission or copying.

6. **Document guides**—Guides adjust to accept pages up to 11 inches wide.

7. **Document hopper**—Supports pages in feeder for transmission or copying.

8. **Document support extension**—Extends to support legal-size copies and received documents in receive/copy tray.

9. **Top cover release**—Firmly press button to open the top of the machine.

10. **Paper cassette**—Holds 250 sheets of letter- or legal-sized copier paper for your fax receptions and copies.

11. **Receive/copy exit**—Exit for received documents or copies.

12. **Receive/copy tray**—Holds up to 250 received documents and copies.

13. **Document tray**—Holds original documents after transmission and copying.

IS-100   Fax:972-364-3432   Aug 20 2002 14:33   P.09
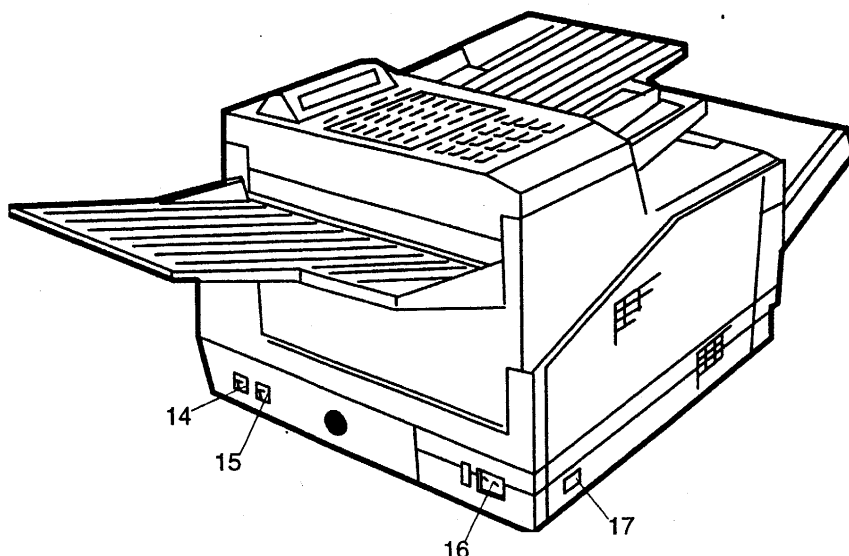
14. **Handset connector**—Standard RJ-11C modular jack for connecting the telephone handset to the fax.

15. **Telephone line connector**—Standard RJ-11C modular jack for connecting telephone line to wall jack.

16. **Power**—Plug the machine's power cord into this connector. Plug the other end into a three-pronged outlet.

17. **On/Off Switch**—Leave your fax on all the time so you never miss an important transmission.

18. **Drum unit**—The photosensitive drum should be replaced after about 10,000 impressions.
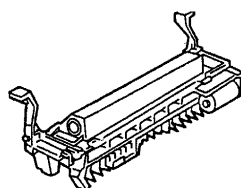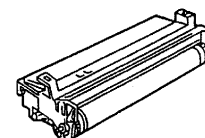
19. **Developer unit and initial toner cartridge**—The developer unit helps to produce the image on the surface of the printer's drum. The toner cartridge supplies toner for the unit. The cartridge that comes packed with your F-85 can last for about 1000 impressions. Replacement cartridges can last for about 2,000 impressions. Replacement toner cartridges can be ordered when the toner supply of the initial toner cartridge is low.

Keypad Layout
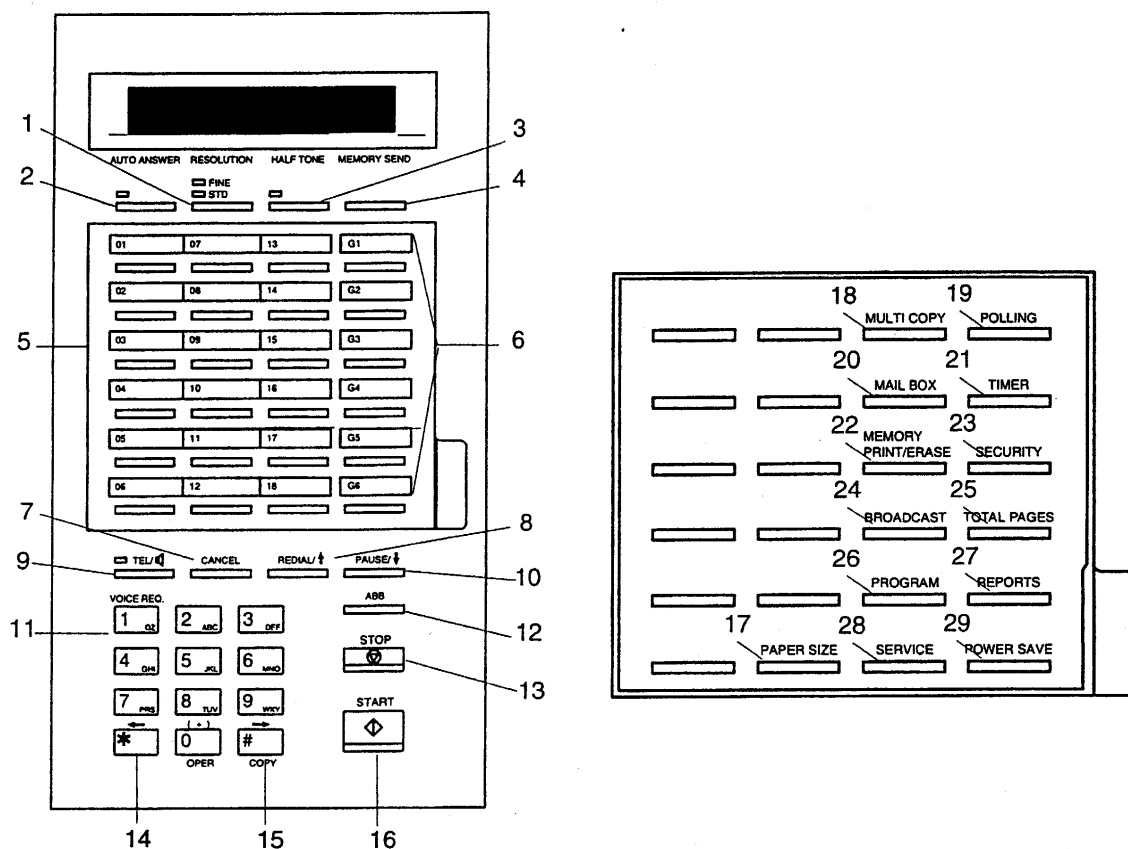
1. **Resolution**—Before transmission, use **Resolution** to choose the resolution needed. Choose between Standard and Fine resolutions.

2. **Auto Answer Key**—Press to select between automatic call reception and manual call reception (see page 31). The auto answer LED will light when automatic answer is chosen.

3. **Halftone**—Use when transmitting photographs so they arrive looking crisp and clear. When the halftone key is used, the Resolution key is not needed; halftone transmissions are in Fine mode. The Halftone LED will light when halftone is chosen.

4. **Memory Send**—Use when you want to transmit a document from memory immediately. Documents are scanned into the F-85's memory before sending. Memory transmissions are faster and can save money on your company's phone bill.

5. **One-Touch Keys**—Eighteen one-touch numbers are available for your frequently called numbers.

6. **Group**—Use these six keys, G1 through G6, to broadcast to up to 50 locations. Just enter the numbers as shown on page 52.

7. **Cancel**—When entering a telephone number or programming other information in your fax, press **Cancel** to delete the last character entered. Also used to delete previously programmed delayed commands.

8. **Redial\▲**—Press to redial the last number dialed. Can redial a number up to eight times. Also used to scroll up the command list.

9. **Tel/Voice Request**—While the telephone handset is down, press **Tel** to get a dial tone. During fax transmission or reception, press to signal that you would like to speak with the remote fax operator, if one is present (see page 46).

10. **Pause\▼**—Use when storing a one-touch or abbreviated-dial telephone number. Generates a dialing pause useful when dialing through some telephone exchanges or when calling overseas. Also used to scroll down the command list.

11. **Dial Keys**—Use for alphanumeric entry, confidential code and dialing.

12. **ABB key**—Press before entering a two-digit abbreviated number.

13. **Stop**—Press to stop the facsimile function underway and return your fax to standby mode.

14. *****—Scrolls cursor to the left.

15. **#/Copy**— Scrolls cursor to the right. Also used to make copies.

16. **Start**—Press to begin manual transmission or reception.

17. **Paper Size**—Use to select the preferred paper size for printing your received documents and copies.

18. **Multi Copy**—Use to make two or more copies. Choose sorted or stacked copies.

19. **Polling**—Use before a polling operation.

20. **Mail Box**—Use to save a document in the memory mail box or information box.

21. **Timer**—Use to program a delayed transmission.

22. **Memory Print/Erase**—Use to print or erase documents saved in memory.

23. **Security**—Use to program a security or confidential transmission.

24. **Broadcast**—Use this key when making a manual broadcast. This type of broadcast allows you to enter one-touch numbers, abbreviated numbers and numbers entered from the keypad.

25. **Total Pages**—Use to add total page information (1/3, 2/3, 3/3) to the ID and Logo. When activated, the total number of pages to be transmitted will appear at the top of each page of a transmission.

26. **Program**—Press to enter the program mode. Program mode is used to enter fax settings and parameters.

27. **Reports**—Use to print out reports and lists.

28. **Service**—For service use only. .

29. **Power Save**—Turns off the fax machine's printer after printing is complete. Allows you to save power when the fax is not in use. See page 26 for more information.

Removing the Packing Materials

Before you install your fax, remove the protective packing materials from inside the machine.
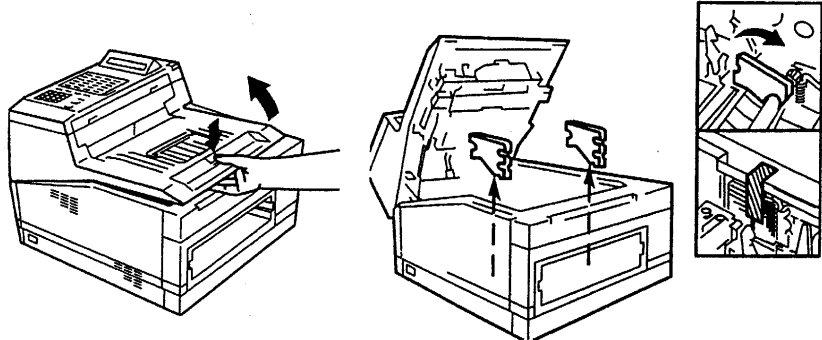
1. Push the top cover release to open the top cover.

2. The packing materials are large styrofoam pieces located inside the fax on either side. To remove, pull up on the packing materials. The packing materials will snap off.

Handling Precautions

To ensure long life and reliability of your developer unit, drum and accessories:

- Store the developer unit, toner cartridges and drum in their original boxes and keep in a cool, dry place. For long life, store components where the temperature is between 32-95° F, with relative humidity between 20 and 80 percent with no condensation.

- Keep developer unit and drum away from water, oil and other liquids.

- Do not subject the developer unit, toner cartridges or drum to sudden temperature changes, vibrations or impact.

- Do not touch the toner surface or allow foreign objects to enter the developer unit.

- When the developer unit is temporarily removed from your unit, place it on a flat surface with the sealed side facing up.

- Lay toner cartridges flat for storing. Do not stand them on their ends.

- Do not touch the drum surface.

- Do not expose the drum's surface to direct sunlight or other strong light.

Installation

Attaching the Phone Line and Power Cord

1. Remove all packaging materials, including those inside the machine as shown on page 11. Make sure the **On/Off** switch at the front of the machine is off.

2. Facing the left side of the unit, plug the telephone line into the smaller, right-most RJ-11C jack on your fax. Plug the other end into the telephone wall jack.

3. Attach the power cord to the far right connector on the left side of the fax. Plug the other end into a three-pronged outlet.
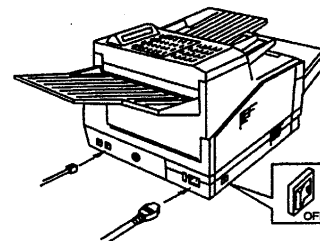
Attaching the Telephone Handset

The handset and its components include:
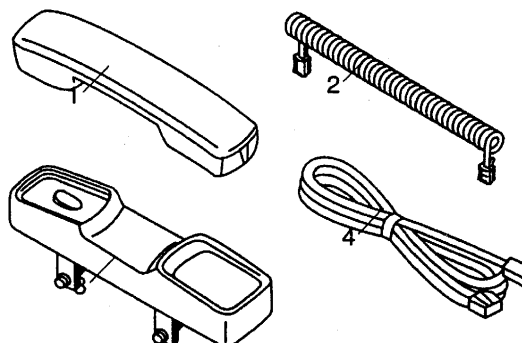
1. Handset
2. Curl cord
3. Cradle
4. Handset cord

To install the F-85's handset:

1. Make sure the **On/Off** switch at the front of the machine is off.

2. Turn the cradle over and plug the curl cord and handset cord into the block as shown at right. Then connect the other end of the curl cord to the handset.

3. Gently pull each cradle fastener out until you hear a "click."
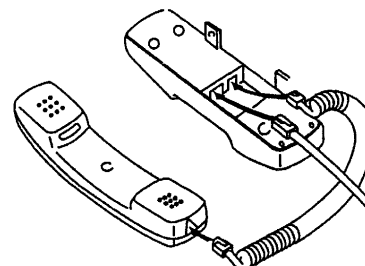
Note: The RJ-11C jack on the telephone handset and the handset jack on your fax machine are standard connections. You can purchase a longer curl cord from a telephone accessory store, if you wish to use one with your fax.

4. Align the holes in the plastic tabs on the cradle with the holes in the back of your F-85. Push on the center button of each cradle fastener to lock the cradle in place.

5. Plug the handset cable into the left-most RJ-11C jack as shown.
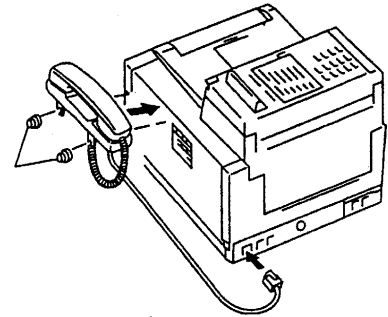
Opening the Top Cover

To open your fax's top cover:

Press on the top cover release (labelled "Push") and lift the top cover.
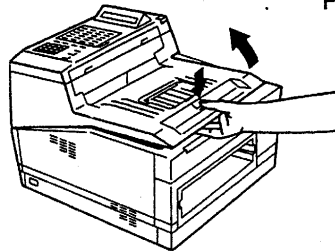
Installing the Drum Counter

The drum counter keeps track of the number of pages printed by your machine's drum. You will be alerted by an LCD when it's time to replace the drum. **Please note:** The drum and the drum counter must always be replaced together, and the fax will not work unless the drum counter is installed. See page 89 for more information on replacing the drum counter.

1. Make sure the fax's top cover is open, then remove the drum counter from its protective wrapping.

2. Look for the drum counter slot. This slot is located inside the fax, on the front right-hand side. It is indicated by a red arrow. Hold the drum counter by its handle, and insert the drum counter in the slot provided.
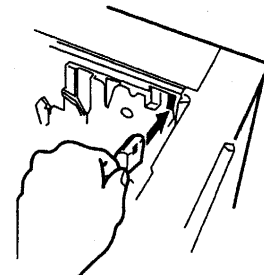
The drum counter is inserted properly when the handle is on the right of the red arrow.

Installing the Cleaning Pad

The cleaning pad cleans and lubricates the fuser rollers, and should be replaced each time the toner cartridge is replaced. The pad contains silicon oil which can irritate eyes, so make sure to wash your hands after handling the cleaning pad. See page 87 for information on replacing the cleaning pad.

To install the cleaning pad:

1. First, make sure the fax's top cover is open. Remove the cleaning pad from its protective wrapping.

2. Holding the green felt handles, insert the cleaning pad into its slot, with the white felt side down. This slot is located inside the fax, below the warning label that reads: "Hot surface avoid contact."
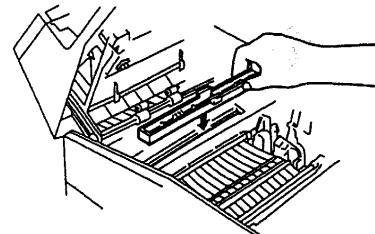
Installing the Developer Unit and Drum

The developer unit and drum unit work together to print your fax receptions and copies. The drum unit should be replaced after about 10,000 copies. For more information on replacing the drum, see page 89. When attached, the two components are called the "developer block."

To install the components of the developer block:
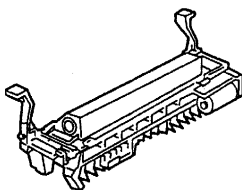
1. Make sure the fax's top cover is open. Remove the developer unit from its protective wrapping. Then remove the red plastic piece attached to the unit. Place the developer unit on a flat surface. The developer unit's handles should face up.

2. Remove the initial toner cartridge from the developer unit. To remove the initial toner cartridge, press the button on the left side of the developer unit and slide the toner cartridge to the left.
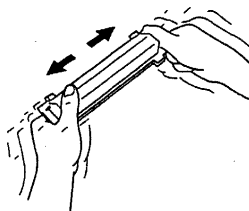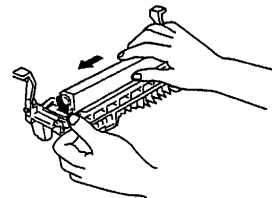
3. Gently shake the cartridge from side to side to loosen the toner.

To replace the initial toner cartridge, hold the cartridge so that the flat side faces down. Slide the toner cartridge into the developer unit so that the notches on the cartridge fit into the grooves on the developer unit.
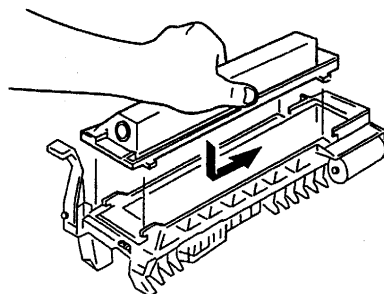
4. Grasp the edge of the film on the right side of the cartridge and pull to remove. Discard the film. Remember, once the drum surface is exposed, avoid touching, scratching or exposing the drum to light. The cartridge should remain attached to the developer unit.
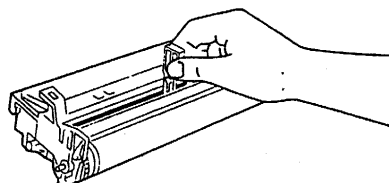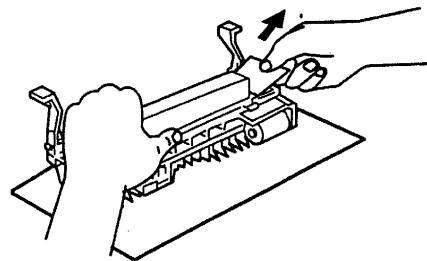
5. Remove the drum unit from its protective wrapping. Gently clean the charger wire with the charger cleaner. The charger wire is located inside the slot at the top of the drum.
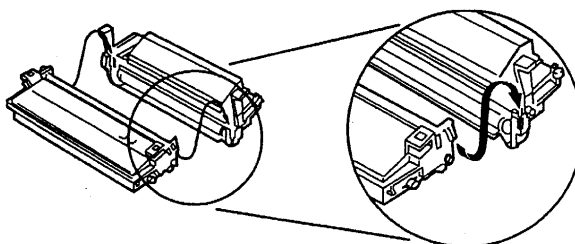
6. Holding the drum unit by the handles on either side, insert it into the developer unit.

The black knobs on either side of the drum should fit into the notches at the back of the toner cartridge, just behind the long green handles on the toner cartridge. The drum will click into place.
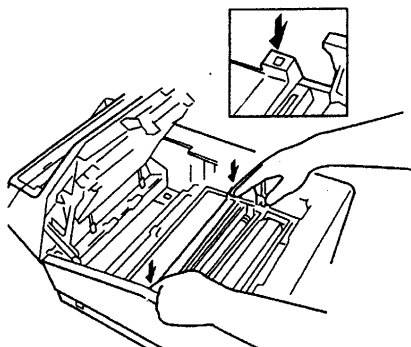
7. Holding the developer block by the long green handles, place it into the fax as shown.

Tip: The developer block is inserted correctly when the green knob at the front left of the developer unit is on the opposite side of the unit from the drum counter.

8. Press down on the handles located on either side of the drum (marked with green labels). The drum will click into place.

9. Close the top cover.
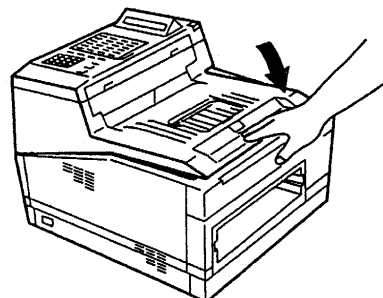
Installing Trays

Trays are included for holding original documents, as well as received documents and copies.

To install the document hopper:

1. Remove the document hopper from its protective wrapping. The document hopper is the tray that has the sliding page guides.

2. Insert the document hopper as shown. Hold the hopper at an angle and insert the two tabs into the slots on the fax. The hopper will be held in place by the position of the tabs.
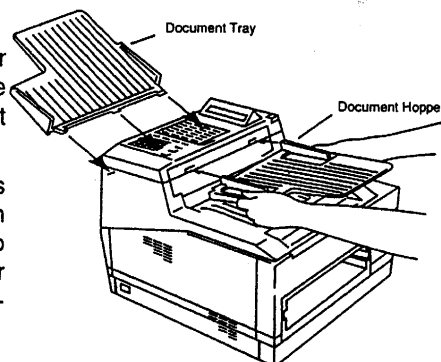
To install the document tray:

1. Remove the document tray from its protective wrapping.

2. Hold the tray at an angle so that the three tabs fit into the three slots on the side of the fax. Lower the tray into position.

To install the document support extension:

1. Remove the extension from its protective wrapping.

2. Snap the support extension into place.
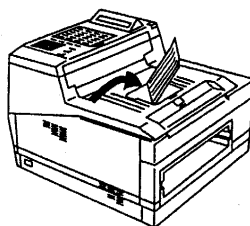
Installing the Paper Cassette

The paper cassette included with your fax holds up to 250 sheets of 20-pound bond paper. To install your fax's paper cassette:

1. Remove the paper cassette from its protective wrapping, then remove the tape from the cassette.
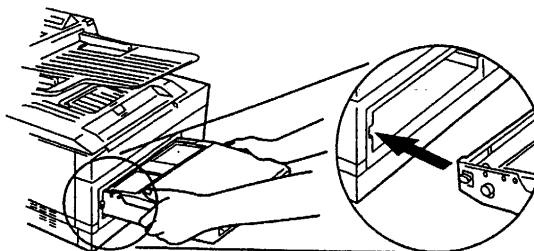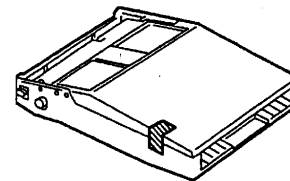
2. Insert the paper cassette so that its red marks are covered on both sides. The tabs on either side of the cassette will slide into the notches on the sides of the paper cassette slot. The paper cassette will click into place.

Important: Do not press down on the cassette tray. The correct position for the cassette tray is angled upward.

Installing Paper

What's the Right Paper For Your Fax?

To ensure smooth operation and long life of your Muratec fax, make sure to use the right paper in your machine. **We recommend high- or standard-quality 20-pound copier (or xerographic) bond paper. Remember that using the wrong paper can cause damage to your fax, cause paper feed problems and reduce reliability of your machine's printer.**

To install paper in your Muratec fax:

1. Lift up the cassette cover.

2. Adjust the paper guides if necessary. To move the paper guides, flip up the green cassette lever and move the guides as necessary. Return the cassette lever to its original position once the guides are adjusted.
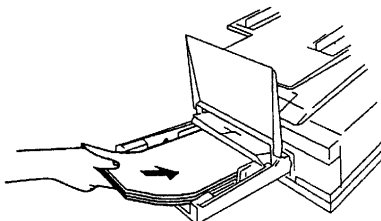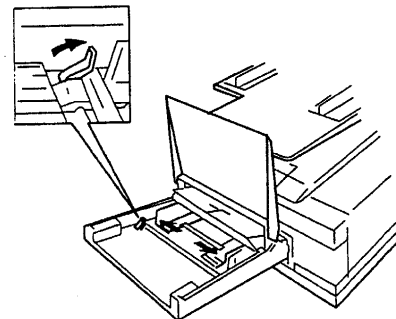
3. Place sheets of 8.5" x 11" (letter-sized) paper into the paper cassette tray. Make sure the paper lies underneath the brackets on the edges of the tray.

   Notes: Do not place more than 250 sheets of paper into the paper cassette tray at a time. A paper level indicator on the right side of the paper cassette shows you the maximum amount of paper allowed.

   If you're using legal-size paper, pull out the support extension. (See page 7.)

After you remove paper from a ream, tightly rewrap the remaining paper. Paper should not be exposed to humidity: Moisture can cause paper to stick together, resulting in paper jams.

A second paper cassette tray is available as an option. Call your local Muratec representative for details.

Power On and LCD Displays

Now that your fax is installed, you can turn the power on. The On/Off switch is located on the front of the machine, in the lower left-hand corner. Flip the On/Off switch to ON.
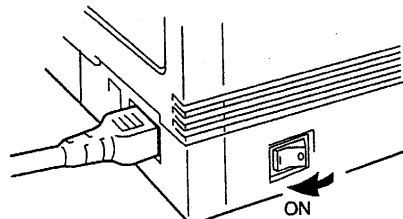
Standby

Your fax is in standby when it is not transmitting or receiving or being used as a copier. The standby LCD display will resemble the example below:

```
        1           2    3
        |           |    |
 ┌─────────────────────────────┐
 │ MAY-05 12:00 M100%   R       │
 │          LETTER             │
 └─────────────────────────────┘
             |
             4
```
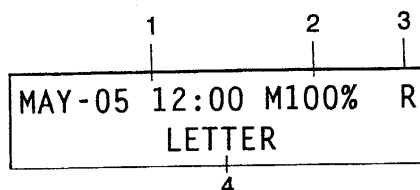
1. Date and time indication—The current date and time. For information on the Calendar setting, see page 28.

2. Remaining memory capacity—This shows the amount of memory remaining. Your fax can store approximately 36 pages in memory.

3. Reception in memory—An "R" will appear when there is a fax reception in memory.

4. Size of paper used—Your fax can be set to use letter- or legal-size paper. For information on setting the paper size, see pages 20 and 21.

Fax Communication

When your machine is transmitting or receiving, a display similar to the one shown below will appear:

```
      1          2   3
      |          |   |
 ┌─────────────────────────┐
 │ ONLINE RCV    G3 P01     │
 │ ID: NEW YORK            │
 └─────────────────────────┘
             |
             4
```
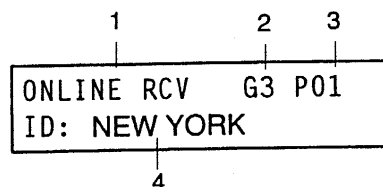
1. Type of communication—The communication type appears in this space. When you're transmitting, "XMT" is displayed; when you're receiving, "RCV" is displayed. "Online" means your fax is using the telephone line.

2. Communication mode—The type of communication being used. For example, G3 will appear if you are communicating with a Group 3 fax. See page 78 for an explanation of the possible modes.

3. Page count—The page number that is currently being transmitted or received. For example, the display will read P02 when the second page of a fax message is transmitted or received.

4. Transmitter's/Receiver's name or number—The name or telephone number of the fax with which you are communicating will appear in this space. This information can be programmed by the remote operator, so the name or number that appears in the LCD may not be the same as the number you have programmed for the location.

Programming

In programming mode, you can enter settings like one-touch numbers, and set parameters for your fax, such as number of redials.

```
                    1
                    |
  ┌──────────────────────────────┐
  │      PROGRAMMING             │
  │ PASSWORD SET      ↑↓ ◀▶      │
  └──────────────────────────────┘
          |              |
          2              3
```
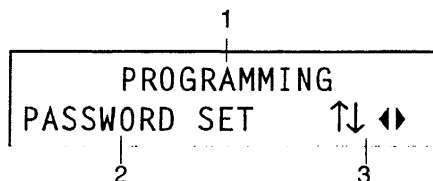
1. Communication mode—"Programming" appears in the LCD to show you that you are in programming mode.

2. Item being programmed—The setting or parameter being programmed appears in this space. In this example, the password is being set.

3. Operation instructions—These symbols are displayed to prompt you for your next step in programming. For example, the up and down arrows symbolize the **Pause/▼** and **Redial/▲** keys, used for scrolling through programming modes. The diamond-shaped character symbolizes the **Start** key.

Second Cassette Option

The F-85 second cassette option enables you to receive documents on both letter- and legal-size paper. The second cassette holds 300 sheets of letter-sized paper, giving you a 550-sheet capacity. To learn more about the F-85 second cassette option, see an authorized Muratec fax dealer or your Muratec representative.

Paper Selection

You can use either letter- or legal-size paper in your fax. The setting described in this section prepares your fax for the paper sizes you wish to use. If you are using one paper cassette, see the instructions below. If you have purchased the optional second cassette, see the instructions later in this section. If you choose to ignore the paper size setting, letter-size paper is used as the default.

Selecting Paper Size (When One Cassette is Installed)

To select the paper size used by your fax:

1. Make sure the fax is turned on, and open the book panel. Press the **Paper Size** key. The selected paper size is displayed.

```
┌──────────────────────┐
│ Paper Size           │
│ Letter               │
└──────────────────────┘
```

2. Select the desired paper size using the up and down arrow keys.

```
┌──────────────────────┐
│ Paper Size           │
│ Legal                │
└──────────────────────┘
```

3. Press **Start**.

```
┌──────────────────────┐
│ Set Completed        │
│ Legal                │
└──────────────────────┘
```

Your fax will return to standby.

Selecting Paper Size (When Two Cassettes are Installed)

You can choose the size of paper to be used for both paper cassettes in your fax.
Note: If you plan to use both letter- and legal-sized paper for your fax receptions and copies, select Legal for the first cassette and Letter for the second cassette. The second cassette should always be set to Letter.

To select the paper size for the paper cassettes:

1. Press the **Paper Size** key.

```
Paper Size
1st Cassette
```

2. Select the cassette you wish to set using the **Redial/▲** and **Pause/▼** keys.

3. Press **Start**. The default paper size will be displayed.

```
2nd Cassette Set
Letter
```

4. Use the up and down arrow keys to choose the desired paper size for the cassette.

5. Press **Start**.

Remember: The second cassette must be set for "Letter."

Make a Test Copy

Always use regular-weight (20-pound) copier paper in your fax.

1. Turn the power to your fax on. Allow the fax to warm up for about 30 seconds.
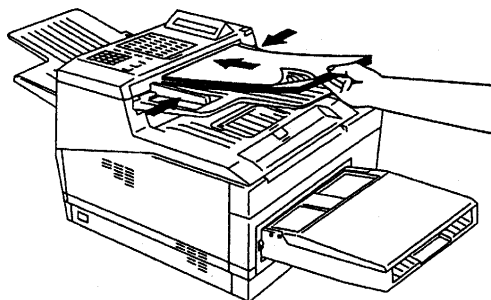
2. Place your document face down into the machine's document feeder. Use the **Resolution** key to select standard or time resolution.

3. Press **Copy**.

You can add pages face down into the feeder as the fax copies your document. Never place more than 30 pages in the feeder at one time.

Notes: Your fax will produce copies at 96 percent of the original size. (See page 25.) Your fax cannot respond to incoming telephone calls while being used as a copier.

If your copies are too light or too dark, adjust the print density knob inside the machine until the desired print density is achieved. (See page 83.)

Installation

"Supply Paper" LCD

If your fax is out of paper, it will display the following message:

```
Supply Paper
```

When your fax runs out of paper at night or when you are out of the office, up to 32 incoming messages will be stored in your fax's document memory. These messages will print automatically when you restock the paper.

If you have installed the optional second cassette and your fax's first cassette is empty, the following message will appear:

```
·1st:EMP.  2nd:LET.
```

When this message appears, replenish the paper supply of the first cassette.

If your fax's second cassette is empty, one of the following messages will appear:

```
1st:LET.  2nd:EMP.
```

```
1st:LEG.  2nd:EMP.
```

When one of these messages appears, replenish the second cassette's paper supply.

User Settings

Most user settings for your fax can be entered either when you install your fax or later, after you find a need for a particular feature. You can enter the settings below in any order, and ignore those that do not pertain to your fax use.

Book Panel Settings

Each of these settings is made through the keys inside the book panel, found on the top cover of your F-85 fax machine. Open the panel and review the various keys along with the instructions below.

1. To change a book panel user setting, open the book panel.

2. Press **Program** and close the book panel. Proper programming will not occur unless the panel is closed.

```
PROGRAMMING
ONE TOUCH SET    ↑↓<>
```

3. Press **Redial\▲**.

```
PROGRAMMING
PARAMETER SET    ↑↓<>
```

4. Press **Start**.

```
PARAMETER SET
PARAMETER NBR    --?↑↓
```

5. Enter the desired setting number using the numeric keypad. (See the chart on the next page for a complete list of settings.) Or press the **Redial/▲** or **Pause/▼** keys to scroll through your options.

```
JOURNAL AUTO PRINT
OFF          ↔↑↓<>
```

6. When the setting you want to change is displayed, press the * or # key to change the setting.

```
JOURNAL AUTO PRINT
ON           ↔↑↓<>
```

7. Press **Start**. To make another book panel setting, go to step 5.

```
SET COMPLETED
ON           ↔↑↓<>
```

8. Press **Stop** to return to standby.

User Settings

Settings Chart

Descriptions of each book panel setting are listed in the chart below. An asterisk indicates the initial setting. Read over the settings carefully to determine how to program the F-85 to work best for your office environment.

No.	LCD	Setting	Explanation
00	Journal Auto Print	**On*** - Automatically prints a journal after 32 communication transactions. **Off** - No journal printed automatically.	The Facsimile Journal displays information on your 32 most recent transmissions and receptions. You can also request a Facsimile Journal at any time (see page 70).
02	Receipt Auto Print	**On** - Transmission Receipt prints after each transmission. **When Error*** - Receipt prints only when an error occurs. **Off** - No receipt prints.	A Transmission Receipt is a printed message from your fax that indicates whether or not the document you set for transmission was sent to the location shown on the report. It is especially useful when using delayed commands to send documents after hours. To learn more about Transmission Receipts
03	Speaker Ring	**On*** - Fax rings audibly when called. **Off** - Fax does not ring when called.	Turn this feature off when your fax is in Auto Answer mode and you do not care to hear it ring.
05	Auto Rcv in Man Mode	**On*** - Your fax will answer incoming calls after a set number of rings. **Off** - Your fax will never respond to incoming calls.	This setting is turned on initially to ensure that all calls to your fax are received, even when your fax is in manual mode. Your F-85 will answer after a set number of rings (see setting below). You can manually answer the fax before it is answered automatically, or allow the fax to answer. Turn this setting off if you do not want your fax ever to answer automatically.
06	Ring Delay	Choose from **4, 5, 6***, **7, 8, 9, 10, 11,** or **12** rings.	Your fax is initially set to automatically receive in manual mode after six rings. Use this setting to select the number of times your fax will ring before it responds to an incoming call when in manual mode.
07	Resolution Position	**Home*** = STD **Home** = FINE	If most of your transmissions require the Fine transmission mode, use this setting to save a step in all future transmissions. When you select Fine as the primary resolution, your fax will send all documents at this resolution unless you specifically change it before transmissions.
08	Copy Resolution	**Not Fixed, Std, Fine***	Not Fixed allows you to choose copy resolution from the control panel. Choosing Standard or Fine as your resolution prevents you from selecting resolution from the keypad. If you have selected Fine but next time you want Standard

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10	Header Position	**Off** - No header printed. **Outside** - Header printed outside fax area. **Inside*** - Header printed within fax area.	A header that includes your fax's ID (telephone) number and logo (company name) is initially sent automatically at the top of each document you send. This setting allows you to choose if and where this header appears on your outgoing documents. If you are sending to a plain-paper fax, setting the header inside the fax area may keep your transmission from becoming so long that an extra sheet of paper is needed to include the header.
11	Redial Times	2 attempts, 5* attempts, 8 attempts	Your fax will automatically redial a busy number anytime you attempt transmission using a one-touch key, speed-dial number or a telephone number entered through the fax machine's numeric keypad. Use this setting to determine how many times your fax should redial the busy number.
15	XMT Secure Mode	**On,** **Off***	When the Transmit Secure Mode is activated, all transmissions carry your security code (see page 27). If the security code of the receiving F-85 does not match your security code, transmission is prevented. Remember, polling is a form of transmission, so anyone that polls your F-85 when XMT Secure Mode is activated must have your security code programmed into their F-85.
16	RCV Secure Mode	**On,** **Off***	Activate Receive Secure Mode to ensure that your F-85 only accepts transmissions from other F-85s programmed with a security code identical to yours.
19	Erase RCV File	**After Print*** - Automatically erases confidential reception files from memory after printing. **File Erase** - Confidential receptions are kept until you erase them.	Confidential receptions stored in memory can be erased automatically after they are printed or kept until you choose to erase them.
20	Retry When Comm. Err.	**On*,** **Off**	Activate this setting if communication errors are common in your memory transmissions. Transmissions interrupted by communication errors will be redialed.
21	Dial Method	**DP 10PPS,** **Tone***	Your fax works well on either tone or rotary phone lines, and is set initially to use tone signals. Your F-85 offers tone dialing plus rotary dialing at 10 pulses per second. If you do not know the correct setting, call your local phone company.
23	Reduction When Print	**On*, Off**	Your F-85 is initially set to reduce all printing by 96%. This can be helpful especially when receiving letter-size documents with identifiers (logo, ID number) added to the top of the page. **Note:** Images may be reduced automatically according to original document size even if Off is selected.

24	Calendar Format	YY-MM-DD, DD-MM-YY, MM-DD-YY*	Select the calendar format best suited to your needs with this setting.
25	Month Indication	Name* (Jan., Feb., Mar.), Numeric (01, 02, 03)	Set your fax to display month names or months in numbers.
26	Calling Wait Time	0, 1*, 2, 3, 4, or 5 minutes.	This setting allows you to specify the amount of time between every four calls of a group transmission.
27	ECM Mode	On*, Off	Error Correction Mode assures that important documents arrive looking clear and sharp. Select ECM - On to transmit all documents in ECM mode. ECM reduces the amount of fax memory available and may also slow transmission to and from your fax. Retransmitting damaged image data increases the time needed to send the complete document.

OTHER USER SETTINGS

Power Save Mode

Use the power save feature if you have frequent "off hours," or times when your fax is not in use, such as long holidays.

When the power save mode is activated, power to the printing unit of your fax is turned off and any received facsimiles are stored in memory. After each fax communication is complete, the printing unit heats and the receptions are printed from memory.

Warm-up time will take about one minute, depending on room temperature and when your last reception was printed. Any calls during this warm-up period will not be answered. After printing a fax message, the printing unit re-enters power save mode automatically.

Power save mode is most effective when you receive few documents. If memory becomes full during a reception, a communication error will result and only the pages received will be printed. If these errors occur frequently, do not activate the power save mode.

1. Open the book panel.

2. Press **Power Save** and close the book panel.

```
POWER  SAVE  MODE
OFF                    ↑↓<>
```

3. Press the **Redial/▲** or **Pause/▼** key to turn power save on.

```
POWER  SAVE  MODE
ON                     ↑↓<>
```

4. Press **Start**.

```
┌─────────────────────────────┐
│ SET COMPLETED        ·       │
│ ON                  ↑↓<>     │
└─────────────────────────────┘
```

If there is not enough memory available for your F-85 to receive while in power save mode, it will not enter power save mode. The display will read:

```
┌─────────────────────────────┐
│ NOT COMPLETED               │
│ INSUFFICIENT MEMORY         │
└─────────────────────────────┘
```

Set Password

The optional password in your fax can be used to protect documents set for secure polling or transmission to other F-85 machines.

This special password is for closed networks of Muratec F-85 fax machines. Other faxes with passwords, even other fax machines from Muratec, aren't compatible with your F-85's special password.

To cancel the password, enter **** instead of a numeric code. This setting allows any fax from any manufacturer to send to or poll from your unit.

Use this setting in conjunction with the Transmit Secure Mode setting (see page 25) to make your transmissions secure.

To block all receptions and polling attempts, enter #### as your password.

To set the password:

1. Open the book panel.

2. Press **Program** and close the book panel.

```
┌─────────────────────────────┐
│ PROGRAMMING                 │
│ ONE TOUCH SET       ↑↓<>    │
└─────────────────────────────┘
```

3. Press **Pause/▼** six times.

```
┌─────────────────────────────┐
│ PROGRAMMING                 │
│ PASSWORD SET        ↑↓<>    │
└─────────────────────────────┘
```

4. Press **Start**.

```
┌─────────────────────────────┐
│ PASSWORD SET                │
│ PASSWORD=****               │
└─────────────────────────────┘
```

5. Use the numeric keypad to enter your password. The example below shows password "1234" as a sample only. Your password can be any four digits.

```
┌─────────────────────────────┐
│ PASSWORD SET                │
│ PASSWORD=1234               │
└─────────────────────────────┘
```

```
┌─────────────────────────────┐
│ PRESS <>                    │
│ PASSWORD=1234               │
└─────────────────────────────┘
```

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6. Press **Start**.

```
SET COMPLETED
PASSWORD=1234
```

Set Date and Time

The clock in your fax is protected from power failures by an internal battery. The LCD displays time in a 24-hour format.

1. To set the clock, open the book panel.

2. Press **Program** and close the book panel.

```
PROGRAMMING
ONE TOUCH SET      ↑↓<>
```

3. Press **Pause/▼** five times.

```
PROGRAMMING
CALENDAR SET       ↑↓<>
```

4. Press **Start**.

```
CALENDAR SET
01-01-00   00:00
```

5. Use the numeric keypad to enter the first digit of the current month. Press the # key to move the cursor to the right. Then enter the second digit of the current month.

```
CALENDAR SET
04-01-00   00:00
```

6. Enter the current day, year and time, in 24-hour format, using the numeric keypad and the # key to move the cursor to the right. Or, press * to move the cursor to the left if you need to make corrections.

```
CALENDAR SET
04-11-92   15:00
```

7. Press **Start** when the entry is complete.

```
SET COMPLETED
04-11-92   15:00
```

Telephone Call Barrier

Your F-85 fax machine can be set to transmit a facsimile only when a pre-set password is entered, thus enabling you to limit the transmissions made from your unit.

This password can be set for you by a Muratec service technician. Check with your local Muratec fax dealer for more information, or call 1-800-347-3294.

The telephone call barrier is a feature designed to give the user control over excessive fax use. However, under some conditions this setting can be bypassed, therefore it should not take the place of general discretion.

Enter Your ID Number

Your programmable ID Number and Logo are sent automatically at the top of each document you send, to be printed by the receiving fax. The ID Number is your fax's telephone number.

1. To enter your ID Number, open the book panel.

2. Press **Program** and close the book panel.

```
PROGRAMMING
ONE TOUCH SET      ↑↓<>
```

3. Press **Pause/▼** three times.

```
PROGRAMMING
ID SET             ↑↓<>
```

4. Press **Start**.

```
ID SET     NBR/
—
```

5. Use the numeric keypad to enter your telephone number. To make it easy for anyone receiving messages from you to respond, include your telephone area code. Press **Redial/▲** to enter a space between numbers.

```
ID SET     NBR/
214 555 1212
```

6. Enter up to 20 numbers (including spaces). When your ID has been entered, press **Start**.

```
SET COMPLETED
214 555 1212
```

Enter Your Logo

Your logo can be your name, business name or any message up to 25 characters long. These letters, numbers, and symbols can be used in your logo.

Dial Key	Displayed Characters													
1	Q	Z	1	q	z									
2	A	B	C	2	Ä	Å	Æ	Ç	a	b	c	ä	å	æ	ç
3	D	E	F	3	d	e	f							
4	G	H	I	4	g	h	i							
5	J	K	L	5	j	k	l							
6	M	N	O	6	Ñ	Ö	m	n	o	ñ	ö			
7	P	R	S	7	p	r	s							
8	T	U	V	8	Ü	t	u	v	ü					
9	W	X	Y	9	w	x	y							
0	.	+	?	-	0	/	:	*	%	!	(	)	"	¡	¿

To enter your logo:

1. Open the book panel.

2. Press **Program** and close the book panel.

```
PROGRAMMING
ONE TOUCH SET      ↑↓<>
```

3. Press **Pause/▼** four times.

```
PROGRAMMING
LOGO SET           ↑↓<>
```

4. Press **Start**.

```
LOGO SET   NAME/
_
```

5. Now enter your logo. To enter the letters you need, refer to the keypad and the chart above. For example, to enter a capital letter M, press the "6" key once. To enter a lower case letter U, press the "8" key seven times. When the correct letter is displayed, press "#" to move the cursor to the right. Then select the next letter in the chosen name, using up to 25 letters.

```
LOGO SET   NAME/
MU_
```

6. When your logo has been entered, press **Start**.

```
SET COMPLETED
MURATEC
```

Reception and Copying

Your fax offers two ways to answer incoming telephone calls. You can answer manually, using the attached handset, or let your fax answer calls automatically.

Manual Reception

When your fax is set for manual reception, you can answer each call using the attached handset. Manual mode is active when the Auto Answer LED is off. To answer a call manually:

1. Verify that a document has not been inserted into the feeder. Then pick up the handset.

2. If it is a voice call, talk as you would normally. If you hear distinctive fax calling tones, press **Start**, then hang up the handset.

```
LINE RCV     G3 P01
ID: DALLAS
```

Your fax will print out the received message.

In Manual mode, your fax will answer incoming calls after a set number of rings, which you can control (see page 24). This fall-back ability is a fail-safe way to make sure you never miss an important fax message.

Automatic Reception

In automatic reception mode, your fax answers each call as soon as it is detected. Your fax will ring once or twice, and then immediately attempt to receive the incoming fax message.

To set your fax to answer automatically, press **Auto Answer** until the Auto Answer lamp is lit.

Security Receptions

To receive a secure fax from another F-85, you must have a security code programmed into your F-85 (see page 27). This setting prevents other fax machines, except F-85s with the proper security code, from transmitting to your unit. The transmitting F-85 must be programmed with the same security code as you have programmed into your unit.

Before your F-85 receives an incoming message, both it and the transmitting unit will compare security codes. If these codes match, the message is transmitted. If the security codes do not match, the transmission is terminated.

Confidential Receptions

Confidential receptions are stored as files in the memory of your F-85 for safekeeping until you retrieve them with a 4-digit confidential code—the same confidential code that was entered by the transmitter of the confidential message.

Your F-85 notifies you of a confidential reception with a memory receipt. This receipt lists the name or number of the transmitter, the file number of the reception, the number of pages in the document and the resolution at which the document was transmitted.

1. Open the book panel.

2. Press **Memory Print/Erase** and close the book panel.

```
MEMORY
FILE PRINT          ↑↓<>
```

3. Press **Start**.

```
FILE PRINT
FILE SELECT         ↑↓<>
```

4. Press **Pause/▼**.

```
FILE PRINT
.CONFID. FILE       ↑↓<>
```

5. Press **Start**.

```
CONFID. FILE PRINT
CONFID. CODE=____
```

6. Enter your personal 4-digit confidential code, using the dial keys.

```
CONFID. FILE PRINT
CONFID. CODE=1234
```

```
PRESS <>
CONFID. CODE=1234
```

7. Press **Start**. The confidential file will print.

```
FILE PRINTING
```

Note: If you have set user parameter 19 to "After Print," (see page 25) confidential reception files will be erased automatically after they are printed.

Voice Request

Your fax machine's voice request feature allows you to have both telephone and facsimile communication at different times during the same call.

To use this feature, the remote fax must have a similar voice request capability. To request a voice call during reception or transmission:

1. While the fax is receiving or sending, press **Tel**. To cancel the call request, press **Tel** again.

```
ONLINE XMT  G3  P01
VOICE REQUEST
```

2. When a tone sounds, pick up the handset and begin your conversation.

```
VOICE REQUEST
ID: DALLAS
```

If you press **Tel** during reception, the document currently printing will be completed and then a voice call can begin. When you are finished talking, press **Start** to resume

reception. If you press **Tel** during transmission, the voice request will be made after your final page has been transmitted.

If you make a voice request to another F-85 and the request is not answered, a voice request message will print at the remote machine.

Responding to a Call Request

1. When a remote operator requests a voice call during fax communication, your fax will ring and the LCD will read display the message "Voice Request."

2. To answer the call request, pick up the handset. When the remote fax operator picks up his handset, begin your conversation.

Memory Reception

If your fax runs out of paper at night or while you are out of the office, up to 32 incoming documents of up to 36 pages total can be stored in your fax machine's memory. If Error Correction Mode is used, up to 27 pages can be stored. When your fax receives a message into memory, an R will appear in the top right corner of the standby display. These messages will be printed automatically when you replace the paper.

The number of pages your fax can store in memory is determined in part by the page size of the document received and the resolution at which it was transmitted. Documents transmitted in fine resolution take twice the memory of a standard-resolution document. The amount of memory available in your fax is always displayed in the standby LCD.

After your fax machine's memory is full, it will ignore subsequent fax calls. It will not receive again until you replenish the paper or free memory by erasing files presently stored.

Your F-85 is set to erase files automatically after they are printed, freeing up memory for future receptions. See page 25, parameter 19 to learn more about the "File Erase" parameter setting.

Using Your Fax as a Copier

Your fax makes up to 99 copies, and even includes a convenient, user-selectable sorting option that allows you to sort copies if desired. Use 20-pound copier (xerographic) paper.

Do not copy: extremely thin or wrinkled pages; documents carrying staples, glue, tape or paper clips; pages with duplicating carbon on one side; newspaper; fabric or Post-It notes.

To make one copy:

1. Place your document face down into the machine's document feeder. Never place more than 30 pages in the feeder at one time.

```
APR-11   13:33 M100%
DOCUMENT READY
```

2. Press **Copy/#**.

```
COPY
NBR OF DOC=01
```

To make multiple copies
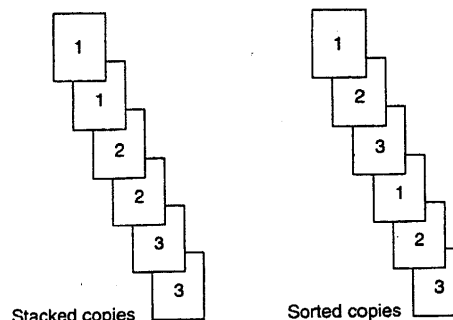
Stacked copies　　　　Sorted copies

1. Place your document face down into the machine's document feeder. Never place more than 30 pages in the feeder at one time.

```
APR-11  13:33 M100%
DOCUMENT READY
```

2. Open the book panel and press **Multi Copy**. Close the book panel.

```
MULTI COPY
STACK COPY        ↑↓<>
```

3. Press **Redial/▲** or **Pause/▼** to select stacked or sorted copying.

```
MULTI COPY
SORTER COPY       ↑↓<>
```

4. Press **Start**.

```
STACK COPY
NBR OF COPIES=__
```

5. Enter the desired number of copies using the numeric keypad. Remember to indicate numbers smaller than 10 in two-digit format.

```
STACK COPY
NBR OF COPIES=06
```

```
PRESS <>
NBR OF COPIES=06
```

6. Press **Start**.

```
STACK COPY
DOC. READING M 80%
```

Your fax cannot respond to incoming calls while copying.

Multiple-page documents are copied after being stored in memory. If the memory of your F-85 becomes low, "MEMORY FULL" is displayed and documents will not be stored for copying. In this case, use the procedure described on page 67 or free memory by erasing unneeded files.

Transmission

Each page inserted into your fax machine's feeder must fall within these page-size requirements.

Maximum: 11 (w) x 39.37 inches

Minimum: 5.8 (w) x 4.13 inches

When transmitting to a fax machine with an 8.5-inch print width, wider documents are reduced automatically to accommodate the receiving unit. To transmit images from documents smaller than the minimum or from newspaper, cardboard or overhead transparencies, first copy the document on a copier. Use the copied image for your transmission.

Do not transmit:

- Extremely thin or wrinkled pages
- Documents carrying staples, glue, tape or paper clips
- Pages with duplicating carbon on one side
- Newspaper
- Post-It notes
- Fabric

Inserting a Document

Your fax machine's document feeder holds up to 30 sheets of 20-pound xerographic paper. The feeder advances pages through your fax from the bottom of the inserted stack, so you can add more pages to your feeder during transmission.

Note: Do not press down on the document mount assembly or the document hopper. Any damage to these attachments could prevent document feeder operation.

1. Adjust the feeder guides to your document's width.

2. Insert your document face down into the feeder, making sure the pages are resting against the feeder.

3. Press **Resolution** to set the resolution at which your document will be transmitted. Standard is suited to most typed documents. Fine is ideal for detailed or handwritten documents.

4. Press **Half Tone** if you are transmitting photos. The Fine resolution LED will automatically light.

Before You Transmit ·

The following settings can be made before transmission.

Total Page Setting

Use the total page setting to print the total number of pages (1/4, 2/4, 3/4, 4/4) in your transmission at the top of each page transmitted.

1. Insert your document.

```
APR-11 13:33 M100%
DOCUMENT READY
```

2. Open the book panel.
3. Press **Total Pages** and close the book panel.

```
TOTAL PAGES
NBR=__
```

4. Enter the number of pages to be transmitted. Remember to indicate numbers smaller than 10 with a two- digit number.

```
TOTAL PAGES
NBR=05
```

```
PRESS <>
NBR=05
```

5. Press **Start** and continue with your transmission.

Secure Transmission Setting

An optional 4-digit password may be used to protect transmissions and receptions to other F-85 fax machines. To make a secure transmission to another F-85 set for secure reception, activate the setting below. See page 27 for instructions on how to enter the security password. This setting does not affect documents set to be polled.

This security setting lasts for only one transmission. If you would like all of your transmissions to be secure, see page 25, parameter setting 15 for further instructions.

1. Insert your document and open the book panel.

```
APR-11 13:33 M100%
DOCUMENT READY
```

2. Press **Security** and close the book panel.

```
SECUR/CONFID
SECURITY ON        ↑↓<>
```

3. Press **Start** and continue with your transmission.

```
APR-11 13:33 M100%
DOC. READY   S=ON
```

Confidential Transmission Setting

Confidential transmissions are sent to memory files in other F-85 fax machines, where they are protected by an access code that you enter. If you are transmitting confidentially, the receiver must know the confidential code you entered to retrieve the message. After the remote fax receives your confidential transmission, it will print a Memory Receipt so that your intended recipient knows the document is in memory.

1. Insert your document.

```
APR-11 13:33 M100%
DOCUMENT READY
```

2. Open the book panel.

3. Press **Security** and close the book panel.

```
SECUR/CONFID
SECURITY ON        ↑↓<>
```

4. Press **Pause/▼** twice.

```
SECUR/CONFID
CONFID. ON         ↑↓<>
```

5. Press **Start**.

```
CONFIDENTIAL
CODE=____
```

6. Enter your 4-digit confidential code. The example shows 1234, but you may use any four digits for your code. Remember, the remote operator must know this code to retrieve the message.

```
CONFIDENTIAL
CODE=1234
```

```
PRESS <>
CODE=1234
```

7. Press **Start**.

```
APR-11  13:33 M100%
DOC. READY    C=ON
```

This confidential setting lasts for only one transmission.

Confidential and security transmission can be programmed simultaneously. Confidential transmission settings cannot be used when cross polling.

Redialing Busy Numbers

To transmit to the last number dialed:

1. Insert your document.

```
APR-11 13:33 M100%
DOCUMENT READY
```

Transmission

2. Press **Redial/▲**

To stop the redial transmission, press **Stop**.

When your fax reaches a busy signal, it automatically attempts to redial the busy number five times. The number of redial attempts can be changed by a setting on page 25.

Transmission Using the Keypad

1. Insert your document. Make the desired resolution, half tone, total page, secure or confidential settings.

```
APR-11 13:33 M100%
DOCUMENT READY
```

2. Press **Tel** or lift the handset.

```
SPEAKER
```

3. Use the numeric keypad to dial the telephone number for the remote fax. Enter up to 64 digits, including blank spaces. You can use blank spaces to make long numbers easier to read. The blanks do not alter the way your fax machine operates. To enter a blank space, press **Redial/▲**.

```
DIALING
TEL: 1 214 555 1212
```

If you are dialing with the handset lifted off-hook, wait to hear fax tones from the remote fax and press **Start** for transmission to begin. Then replace the handset. If you are transmitting with the monitor, your fax will turn off the monitor automatically when it detects fax tones from the remote machine.

```
CONNECTING
```

```
ONLINE XMT   G# P01
ID: MBS
```

```
APR-11 13:33 M100%
COMPLETED
```

After transmission is complete, the telephone line automatically disconnects.

One-Touch Transmission

1. Insert your document. Make the desired resolution, half tone, total page, secure or confidential settings.

```
APR-11 13:33 M100%
DOCUMENT READY
```

2. Press the one-touch key programmed for the receiving fax. The name you have programmed to identify the one-touch key or the telephone number

of the remote fax is displayed in the LCD while your fax dials the remote unit.

```
DIALING
OT01: Muratec
```

If your fax encounters a busy signal, it will try to redial the number.

Abbreviated Dial Transmission

1. Insert your document. Make the desired resolution, half tone, total page, secure or confidential settings.

```
APR-11 13:33 M100%
DOCUMENT READY
```

2. Press **ABB** followed by the two-digit abbreviated dial number programmed for the remote fax.

```
ENTER ABB NBR
ABB:02
```

3. The name you have programmed to identify the abbreviated dial number or the telephone number of the remote fax is displayed in the LCD while your fax dials the remote unit.

```
DIALING
AB02:MURATEC
```

If your fax encounters a busy signal, it will try to redial the number.

Alphabetical Dialing

You can scroll through the names entered into your autodialer to find a number quickly and easily.

1. Insert your document. Make the desired resolution, half tone, total page, secure or confidential settings.

```
APR-11 13:33 M100%
DOCUMENT READY
```

2. Use the numeric keys to enter the first letter of the name you need. For example, press the 2 key to display alphabetical entries under the letters A, B, and C. The first time you press the 2 key, the first name that begins with the letter A is displayed. Press the 2 key again for the first name that begins with B, and so on.

   If no name is displayed under the letter you choose, then there are no names in your autodialer that begin with that letter. Remember, these names are entered when you program a number into the autodialer.

```
ALPHABETICAL
OT05: Alice
```

3. Press **Pause/▼** or **Redial/▲** to scroll through the names beginning with the selected letter.

```
ALPHABETICAL
OT02: Anna
```

4. When you reach the desired name, press **Start**.

```
DIALING
OT02: Anna
```

Memory Transmission

Transmitting several pages is quick and easy with the memory transmission feature. Once documents are scanned into memory, the fax does all the work and you don't do any waiting.

1. Insert your document. Make the desired resolution, half tone, total page, secure or confidential settings.

```
APR-11 13:33 M100%
DOCUMENT READY
```

2. Press **Memory Send**.

```
MEMORY SEND 1
ENTER OT/ABB/DIAL
```

3. Enter a one-touch key or press **ABB** and the two-digit abbreviated dial number needed. Or dial direct, entering the number using the fax machine's keypad.

```
PRESS <>
AB01: MBS
```

4. Press **Start**. Your document is quickly scanned and stored in memory.

```
MEMORY SEND 1
DOC. READING M 60%
```

After storage is complete, transmission begins automatically. To cancel a memory transmission before it is sent, press **Cancel**.

```
MEMORY SEND 1
SET COMPLETED
```

You can initiate a memory transmission whenever your fax is in standby mode or waiting to redial a number.

Up to three memory transmissions may be programmed into your F-85. (If your first memory transmission is unsuccessful, you may store another memory transmission while the first is in redial mode, for up to three memory transmissions.)

If memory is full, delete any unwanted files in memory and then attempt memory transmission. After the transmission is complete, the pages stored for the memory transmission are erased automatically.

Delayed Transmission

Delaying your transmissions until after business hours means there's less chance your fax will contact a machine that's busy, and may also reduce your telephone charges.

1. To set a document for delayed transmission, insert the document into the feeder. Up to 8 delayed commands can be scanned into memory to be transmitted. Make the desired resolution and half tone settings.

```
APR-11 13:33 M100%
DOCUMENT READY
```

2. Open the book panel.

3. Press **Timer** and close the book panel.

```
TIMER RESERVATION
TIMER XMT        ↑↓<>
```

4. Press **Start**.

```
TIMER XMT
TIME --:--
```

5. Use the numeric keypad to enter the time you want transmission to take place. Remember to enter the time in 24-hour format.

```
TIMER XMT
TIME 20:50
```

```
PRESS <>
TIME 20:50
```

6. Press **Start**.

```
TIMER XMT
ENTER OT/ABB/DIAL/GR
```

7. Enter a one-touch key or press ABB and the two-digit abbreviated dial number needed. You can also dial direct by entering a number using the machine's keypad, or enter a group using one of the six group keys.

```
TIMER XMT
OT01:MBS
```

```
PRESS <>
OT01:MBS
```

8. Press **Start**. Now make the desired total page, security or confidential settings.

```
TIMER XMT
SELECT OPTION/<>
```

9. Press **Start**. Your fax scans the document into memory, then displays the start time of the next delayed command. To cancel a delayed transmission before it is sent, press **Cancel**.

```
TIMER XMT  20:50
DOC. READING  M90%
```

```
APR-11 13:33 M90%
TIMER XMT  20:50
```

Broadcasting

Use the F-85's broadcasting feature to transmit a document to several different fax machines. Six group keys allow you to broadcast to groups of up to 50 locations—all with one command.

1. Insert your document. Make the desired resolution, half tone, total page, secure or confidential settings.

```
APR-11 13:33 M100%
DOCUMENT READY
```

2. Press the desired group key.

```
BROADCAST
GR1:EUROPE REPS
```

3. Your document is stored in memory.

```
BROADCAST
DOC. READING M 70%
```

4. The first number in the selected group is dialed.

```
BROADCAST
AB04: TIFFANY
```

5. After the group transmission is complete, a broadcast report is printed. (See page 77 for an example of a broadcast report.)

```
LIST PRINTING
BROADCAST REPORT
```

To cancel a specific number in a broadcast, press **Stop** while that number is being dialed. Subsequent numbers will be dialed thereafter. To cancel the broadcast, press **Cancel**.

Delayed Broadcast

Delaying your broadcast until after business hours means there's less chance your fax will contact a machine that's busy, and may also reduce your telephone charges.

1. To set a document for delayed broadcast, insert the document into the feeder. Up to 8 delayed commands can be scanned into memory to be transmitted. Make the desired resolution and half tone settings.

```
APR-11 13:33 M100%
DOCUMENT READY
```

2. Open the book panel.

3. Press **Timer** and close the book panel.

```
TIMER RESERVATION
TIMER XMT          ↑↓<>
```

4. Press **Start**.

```
TIMER XMT
TIME --:--
```

5. Use the numeric keypad to enter the time you want the broadcast to begin, pressing the pound (#) key to move the cursor to the right. Remember to enter the time in 24-hour format.

```
TIMER XMT
TIME 20:50          .
```

```
PRESS <>
TIME 20:50
```

6. Press **Start**.

```
TIMER XMT
ENTER OT/ABB/DIAL/GR
```

7. Enter one-touch and abbreviated dial numbers, a group number or numbers entered manually through the keypad. Press **Start** between numbers.

```
TIMER XMT
GR1: International
```

```
PRESS <>
GR1: International
```

8. Press **Start**. Now make the desired total page, secure or confidential settings.

```
TIMER XMT
SELECT OPTION/<>
```

9. Press **Start**. Your fax scans the document into memory, then displays the start time of the next delayed broadcast.

```
TIMER XMT  20:50
DOC. READING  M90%
```

```
APR-11 13:33 M90%
TIMER XMT  20:50
```

Manual Broadcast

Manual broadcasting allows you to transmit to a group of phone numbers, even if the numbers are not programmed into one of your group keys or your autodialer. With

Transmission

manual broadcasting, you can transmit your document to up to 50 destinations, using one-touch keys, abbreviated-dial numbers, and numbers entered from the numeric keypad.

1. Insert your document. Make the desired resolution, half tone, total page, secure, or confidential settings.

```
APR-11 13:33 M100%
DOCUMENT READY
```

2. Open the book panel.

3. Press **Broadcast**.

```
MANUAL BROADCAST
ENTER OT/ABB/DIAL/<>
```

4. Close the book panel. Now select the first telephone number to be included in the broadcast, choosing from numbers in your one-touch autodialer, abbreviated dial numbers, and numbers entered directly through the keypad. You can enter up to 50 destinations.

```
PRESS <>
OT01: MBS
```

5. Press **Start** to enter the selected number. Enter another one-touch, abbreviated dial, or directly dialed number until all the desired broadcast numbers have been entered.

```
PRESS <>
1 214 403 3499
```

6. Press **Start** to save the numbers.

```
MANUAL BROADCAST
ENTER OT/ABB/DIAL/<>
```

7. When all numbers have been entered, press **Start**. Your document is stored in memory, and the broadcast transmission begins.

```
MANUAL BROADCAST
DOC. READING M 50%
```

After the broadcast is complete, a Manual Broadcast Report is printed (see page 77).

Chain-dialing

With chain-dialing, you can use speed-dial numbers and one-touch keys to automate the special prefixes, dialing pauses and long-distance service passwords needed for some long-distance services.

With many long-distance telephone companies, a long-distance call involves three dialing sequences: the access number for the long-distance service, the number of the remote fax you're calling, and a unique pass code for your long-distance account. An example is shown below. Remember: Dialing pauses (-) are especially helpful when entering long dialing sequences. A limit of 64 digits per call includes these pauses. When the number of digits reaches 32, subsequent numbers must be direct dialed from the numeric keypad.

Long distance service number   9-1 800 555 1212-

Number you are calling	214 403 3499
Long-distance password	55555555

Some long-distance services require only the first two dialing strings. For either system, to shorten the string of numbers needed, program the dialing information as separate abbreviated-dial and one-touch numbers.

Store the long-distance service number as, for example, abbreviated dial number 01. Then store the number for the remote fax as abbreviated dial 02. Finally, store the password required for your long-distance service as one-touch 01.

To transmit the example above:

1. Press **Tel**.

```
SPEAKER
```

2. Now enter the one-touch and abbreviated dial numbers in the order that they should be dialed.

```
DIALING
TEL:9-1 800 555 1212-
```

```
DIALING
TEL:214 403 3499-
```

```
DIALING
TEL:55555555
```

3. Insert your document. If you want to change the transmission resolution, press **Resolution**. To transmit photos, press **Half Tone**.

```
ONLINE XMT
ID: DALLAS OFFICE
```

To make sure that the correct number was dialed, print a Transmission Receipt. (See page 71.)

Telephone Call Barrier

If you choose to have a telephone call barrier set by a Muratec service technician, a pre-set password must be entered to clear the barrier before any operation can be performed. Only one dialing operation may be performed after the call barrier is cleared. If the password is entered, but no phone number is dialed, the F-85 returns to Barrier On mode within two minutes. To clear the telephone call barrier:

1. Enter your pre-set telephone call barrier password.

```
APR-11   13:33 M100%
BARRIER ON
```

```
APR-11   13:33 M100%
PASSWORD=1234
```

2. Press **Start**. If you entered the correct password, the barrier is cleared. You may perform one dialing operation.

```
APR-11  13:33 M100%
DOCUMENT READY
```

3. After your transaction is complete, the F-85 returns to telephone call barrier mode automatically.

```
APR-11  13:33 M100%
BARRIER ON
```

Voice Request

Your F-85's voice-request feature allows you to have both telephone and facsimile communication at different times during the same call. Without a voice request, your fax prevents telephone conversations after it begins fax communication.

To use this feature, the remote fax must have a similar voice-request capability.

To request a conversation during transmission or reception:

1. While the fax is sending or receiving, press **Tel**.

```
ONLINE XMT  G3
VOICE REQUEST
```

2. If someone at the remote fax responds to the voice request, your fax will sound a special tone. Lift the handset and begin your conversation.

```
VOICE REQUEST
ID: NEW YORK
```

Note: To transmit after your conversation, insert a document into your fax before hanging up. At the end of your call, instruct the operator of the remote fax to press **Start** before hanging up. When you hear facsimile tones, press **Start** and hang up the handset.

If you place a voice request during reception, you can talk to the transmitting party after receiving the document. To continue receiving after the conversation, press **Start**.

Responding to a Voice Request

1. When a remote operator places a voice request during fax communication, your fax sounds a special tone after each page of the document is received.

2. To answer a voice request, pick up the handset and begin your conversation.

Autodialer

Your fax stores up to 118 telephone numbers—100 abbreviated and 18 one-touch numbers. For fax or voice calls, the F-85 puts your most-needed telephone numbers just a touch away. Autodialer numbers are kept in memory, and are protected by a battery. This battery stores your autodialer numbers during brief interruptions like power outages and while you move your fax within the office.

Set Abbreviated Dial

The 100 abbreviated dial numbers available for your fax are represented by the two-digit numbers 00 to 99 on your dialing keypad.

1. To enter an abbreviated dial number, open the book panel.

2. Press **Program**.

```
PROGRAMMING
ONE TOUCH SET      ↑↓<>
```

3. Press **Pause/▼**.

```
PROGRAMMING
ABB NBR SET        ↑↓<>
```

4. Press **Start** and close the book panel.

```
ABB NBR SET
ENTER ABB/CANCEL
```

5. Press **ABB**.

```
ENTER ABB NBR
ABB:_
```

6. Use the numeric keypad to enter the abbreviated-dial number needed. Remember to enter abbreviated-dial numbers below 10 in two-digit form: 00, 01, 02, etc.

```
ENTER ABB NBR
ABB:00
```

```
ABB00      NBR/<>
TEL:
```

7. Now use the numeric keypad to begin entering the telephone number needed. The number can include up to 32 digits, including pauses and spaces. To enter a brief pause in dialing, press **Pause/▼** To enter a blank space, press **Redial/▲**.

```
ABB00      NBR/<>
TEL:9-1 214 555 1212
```

8. Press **Start**.

```
ABB00      NAME/<>
NAME:
```

9. Now enter a name for this abbreviated-dial number. The name you enter is used when you scroll through autodialer entries automatically (see page 39) and makes a printed list of your autodialer numbers easy to read. To enter the letters you need, refer to the keypad and the chart on page 30. For example, to enter a capital letter M, press the "6" key once. To enter a lower case letter U, press the "8" key seven times. When the correct letter is displayed, press "#" to move the cursor to the right. Then select the next letter in the chosen name, using up to 15 letters.

```
ABB00      NAME/<>
NAME: Muratec
```

10. Press **Start**. To program another abbreviated dial, return to step 5 and begin again. Or press **Stop** to return to standby mode.

```
ABB NBR SET
ENTER ABB/CANCEL
```

Cancel Abbreviated Dial

Use this feature to delete an abbreviated dial number.

1. Open the book panel.
2. Press **Program** and close the book panel.

```
PROGRAMMING
ONE TOUCH SET      ↑↓<>
```

3. Press **Pause/▼**.

```
PROGRAMMING
ABB NBR SET        ↑↓<>
```

4. Press **Start**.

```
ABB NBR SET
ENTER ABB/CANCEL
```

5. Press **Cancel**.

```
CANCEL ABB NBR
ABB:_
```

6. Using the numeric keypad, enter the two-digit abbreviated dial number to be cancelled.

```
CANCEL ABB NBR
ABB:00
```

```
CANCEL OK?          <>
AB00:MURATEC
```

7. Press **Start**. To cancel another abbreviated dial number, go to step 5.

```
CANCEL ABB00
COMPLETED
```

```
ABB NBR SET
ENTER ABB/CANCEL
```

8. Press **Stop** when you are finished cancelling abbreviated dial numbers.

Set One-Touch Dial

Eighteen one-touch keys are available in your fax. Use the setting below to enter telephone numbers for each key.

1. To enter a one-touch number, open the book panel.

2. Press **Program**.

```
PROGRAMMING
ONE TOUCH SET   ↑↓<>
```

3. Press **Start** and close the book panel.

```
ONE TOUCH SET
ENTER OT/CANCEL
```

4. Press the one-touch key needed.

```
OT01           NBR/<>
TEL:
```

5. Use the numeric keypad to begin entering the telephone number needed. The number can include up to 32 digits, including pauses and spaces. To enter a brief pause in dialing, press **Pause/▼**. To enter a blank space, press **Redial/▲**.

```
OT01           NBR/<>
TEL:1 214 555 1212
```

6. Press **Start**.

```
FULL PROGRAM
↑=SET ↓=SKIP
```

7. To enter the Full Program Mode press **Redial/▲**. Full Program Mode allows you to set the resolution, security and confidentiality of your document. You can also indicate international dialing and choose error correction mode (ECM) for the call. If you do not need to set any of these modes, press **Pause/▼** and go to step 14.

```
RESOLUTION
NOT FIXED          ↑↓<>
```

8. Press **Redial/▲** or **Pause/▼** to view resolution options for your one-touch transmission. Choose from Not Fixed, Standard, and Fine modes. (See pages 24 and 35 for more about transmission resolutions.) When you have selected the resolution for transmission when using this one-touch key, press **Start** to continue.

```
SECURITY MODE
NOT FIXED            ↑↓<>
```

9. Press **Redial/▲** or **Pause/▼** to view security options for your one-touch transmission. Choose from Not Fixed, On, and Off. (See page 36 to learn more about security transmission.) Press **Start** to continue.

```
CONFIDENTIAL MODE
.NOT FIXED          ↑↓<>
```

10. Press **Redial/▲** or **Pause/▼** to view confidential transmission options for your one-touch transmission. Choose from Not Fixed, On, and Off. (See page 37 for confidential transmission information.) Press **Start** to continue. If you chose to turn confidential mode on for your one-touch transmission, enter the appropriate confidential code using the numeric keypad.

```
CONFIDENTIAL CODE
        CODE=_____
```

```
Press<>
        CODE=1234
```

11. Press **Start**.

```
INTERNATIONAL CALL
OFF                 ↑↓<>
```

12. Press **Redial/▲** or **Pause/▼** to choose international transmission. This setting will improve communication conditions when you are transmitting internationally, but can result in long phone calls, and therefore, a higher phone bill. Press **Start** to continue.

```
ECM MODE
NOT FIXED           ↑↓<>
```

13. Press **Redial/▲** or **Pause/▼** to choose Error Correction Mode for your transmission. "Not Fixed" should appear in your LCD to allow ECM to work with your transmission. ECM first must be activated by parameter setting 27 (see page 26). Press **Start** to continue.

```
OT01        NAME/<>
NAME:_
```

14. Now enter a name for this one-touch number. The name you enter is used when you scroll through autodialer entries automatically (see page 39) and makes a printed list of your autodialer numbers easy to read. To enter the letters you need, refer to the keypad and the chart on page 30. For example, to enter a capital letter M, press the "6" key once. To enter a lower case letter U, press the "8" key seven times. When the correct letter is displayed, press "#" to move the cursor to the right. Then select the next letter in the chosen name, using up to 15 letters.

Press Start.

```
OT01          NAME/<>
NAME: Muratec
```

15. To select the next one-touch key to enter, press **Start** and go to step 4, or press **Stop** to return to standby mode.

15. Press Start.
To program another one-touch
key, return to step 4 or
press Stop to return to
standby.

```
SET COMPLETED
NAME:Muratec
```

```
ONE TOUCH SET
ENTER OT/CANCEL
```

Cancel One-Touch Dial

Use this feature to delete a one-touch key.

1. Open the book panel.

2. Press **Program** and close the book panel.

```
PROGRAMMING
ONE TOUCH SET    ↑↓<>
```

3. Press **Start**.

```
ONE TOUCH SET
ENTER OT/CANCEL
```

4. Press **Cancel**.

```
CANCEL ONE TOUCH
ENTER ONE TOUCH
```

5. Press the one-touch key to be canceled.

```
CANCEL OK?
OT00: Muratec
```

6. Press **Start**.

```
CANCEL OT01
COMPLETED
```

```
ONE TOUCH SET
ENTER OT/CANCEL
```

7. To cancel another one-touch key, begin again from step 4. Or press **Stop** to complete the cancel process.

Set Broadcast Group

You can call up to 50 numbers with one quick command by creating and using a broadcast group. Broadcasting can be delayed, to take advantage of late-night phone rates, or started immediately.

To create a broadcast group:

1. Open the book panel.

2. Press **Program** and close the book panel.

```
PROGRAMMING
ONE TOUCH SET   ↑↓<>
```

3. Press **Pause/▼** twice.

```
PROGRAMMING
·GROUP SET          ↑↓<>
```

4. Press **Start**.

```
GROUP SET
ENTER GR/CANCEL
```

5. Press the group key needed.

```
GR1    OT/ABB/↑↓/<>
```

6. Press the desired one-touch key, or press **ABB** plus the abbreviated-dial number you would like entered into the broadcast group.

```
ENTER ABB NBR
ABB:_
```

7. Press **Start**. The number you chose in step six is now assigned to the selected group key. Select another one-touch or abbreviated dial number to enter into the group, or go to step 8.

```
GR1    OT/ABB/↑↓/<>
```

8. Press **Start**.

```
GR1            NAME/<>
NAME:_
```

9. Now enter a name for this group. The name you enter makes a printed list of your group numbers easy to read. To enter the letters you need, refer to the keypad and the chart on page 30. For example, to enter a capital letter M, press the "6" key once. To enter a lower case letter U, press the "8" key seven times. When the correct letter is displayed, press "#" to move the cursor to the right. Then select the next letter in the chosen name, using up to 15 letters.

```
GR1            NAME/<>
EUROPE GROUP
```

10. Press **Start**.

```
SET COMPETED
NAME: EUROPE GROUP
```

```
GROUP SET
ENTER GR/CANCEL
```

11. To program another group key, begin again from step 5. Or press **Stop** to return to standby mode.

Add to a Group

There's no need to start from scratch to add numbers to a broadcast group. Add one or several numbers to any group by using the setting below.

1. Open the book panel.

2. Press **Program** and close the book panel.

```
PROGRAMMING
ONE TOUCH SET      ↑↓<>
```

3. Press **Pause/▼** twice.

```
PROGRAMMING
GROUP SET          ↑↓<>
```

4. Press **Start**.

```
GROUP SET
ENTER GR/CANCEL
```

5. Press the group key to be modified. The first abbreviated dial or one-touch number within the group will be shown in the LCD.

```
GR1    OT/ABB/↑↓/<>
AB15:GERMANY
```

6. Press the **Redial/▲** and **Pause/▼** keys to look at the list of numbers in the group. The numbers are stored in the order they will be dialed. Choose a position for the new entry. The new entry is added before the position selected.

```
GR1    OT/ABB/↑↓/<>
OT03:PARIS
```

7. Enter the number to be added to the group.

```
PRESS <>
OT10:ROME
```

8. Press **Start**. To add another number to the group, return to step 6.

```
GR1    OT/ABB/↑↓/<>
OT03:PARIS
```

9. Press **Start** when all new numbers have been added to the broadcast group.

```
GR1          Name/<>
EUROPE GROUP
```

Note: You can also change the group name at this time if desired.

10. Press **Start** to save your changes.

11. Press **Stop** to return to standby mode.

Removing Group Entries

To remove a single number from a broadcast group, follow the steps below.

1. Open the book panel.

2. Press **Program** and close the book panel.

```
PROGRAMMING
ONE TOUCH SET      ↑↓<>
```

3. Press **Pause/▼** twice.

```
PROGRAMMING
GROUP SET          ↑↓<>
```

4. Press **Start**.

```
GROUP SET
ENTER GR/CANCEL
```

5. Press the group key to be modified.

```
GR1    OT/ABB/↑↓/<>
AB15:GERMANY
```

6. Press the **Redial/▲** and **Pause/▼** keys to choose the number to be deleted.

```
GR1    OT/ABB/↑↓/<>
OT03:PARIS
```

7. Press **Cancel**.

```
CANCEL OK?     <>
OT03:PARIS
```

8. Press **Start** to confirm the deletion. To remove other numbers from the group, return to step 5.

```
GR1     OT/ABB/↑↓/<>
```

9. Press **Start** when the desired numbers have been deleted.

```
R1              Name/<>
EUROPE GROUP
```

10. Press **Start** again.

11. Press **Stop** to return to standby mode.

Deleting all Group Entries

1. Open the book panel.

2. Press **Program** and close the book panel.

```
PROGRAMMING
ONE TOUCH SET    ↑↓<>
```

3. Press **Pause/▼** twice.

```
PROGRAMMING
GROUP SET         ↑↓<>
```

4. Press **Start**.

```
GROUP SET
ENTER GR/CANCEL
```

5. Press **Cancel**.

```
CANCEL GROUP
ENTER GROUP KEY
```

6. Press the appropriate group key. Deleting a call group will prevent you from using the group for broadcasting or polling, but it does not erase the settings for the abbreviated-dial and one-touch keys that made up the group.

```
CANCEL OK?
GR1:EUROPE GROUP
```

7. Press **Start**. To delete another group key's contents, return to step 5.

```
CANCEL GROUP1
COMPLETED
```

8. Press **Stop** to return to standby mode.

Polling

Polling lets you store a document in your fax for automatic transmission to a remote fax when that fax calls. Polling also lets you call a remote fax and retrieve a document set to be polled.

Polling a Document

Use polling to retrieve documents set to be polled in other fax machines.

If the F-85 you are polling is set for secure transmission, set your unit to receive in secure mode. See page 25, setting 16 to learn about setting your fax to receive in secure mode.

1. To poll from a remote fax, remove any documents from the document feeder.

2. Open the book panel.

3. Press **Polling** and close the book panel.

```
APR-11   13:33 M100%
POLLING
```

4. Enter a one-touch or abbreviated-dial number, or press a group key to poll all the units in a group. Or press **Tel** and dial direct, using the fax machine's numeric keypad.

```
DIALING
TEL:1 214 555 1212
```

The remote fax is dialed and polling begins.

To cancel polling, press **Stop**. To cancel a group polling before it begins, press **Cancel**.

Delayed Polling

Polling can be started immediately, or delayed to take advantage of late-night phone rates. To start delayed polling:

1. Remove any documents from the document feeder.

2. Open the book panel.

3. Press **Timer** and close the book panel.

```
TIMER RESERVATION
TIMER XMT            ↑↓<>
```

4. Press **Pause/▼** to select "Timer Polling."

```
TIMER RESERVATION
TIMER POLLING     ↑↓<>
```

5. Press **Start**.

```
TIMER POLL
TIME --:--
```

6. In 24-hour format, enter the time you want delayed polling to take place.

```
TIMER POLL
TIME 15:45
```

```
PRESS <>
TIME 15:45
```

7. Press **Start**.

```
TIMER POLLING    15:45
ENTER OT/ABB/DIAL/GR
```

8. Enter the one-touch or speed-dial number for the remote unit. Or press a group key to poll all the locations programmed in the group, or dial direct, using the fax machine's keypad.

```
PRESS <>
OT01: PARIS
```

9. Press **Start**.

```
TIMER POLLING 15:45
SELECT OPTION/ <>
```

10. If you are polling a document which requires a confidential code, press **Security**. If not, go to step 14.

```
SECUR./CONFID.
SECURITY ON       ↑↓<>
```

11. Press **Pause/▼** twice.

```
SECUR./CONFID.
CONFID. ON        ↑↓<>
```

12. Press **Start**.

```
CONFIDENTIAL CODE
      CODE = ____
```

13. Enter the 4-digit confidential code using the numeric keypad.

```
CONFIDENTIAL CODE
      CODE = 1234
```

14. Press **Start** twice.

```
TIMER POLLING   15:45
SELECT OPTION/ ↑↓<>
```

```
TIMER XMT    15:45
SET COMPLETED
```

```
APR-11  13:33 M100%
TIMER 1 15:45
```

To cancel delayed polling, press **Cancel**.

Cross Polling

Cross polling allows you to transmit a document to another F-85 and then poll the same machine, all with one command. Confidential cross polling is not available.

To cross poll another F-85:

1. Insert your document. If you want to change the transmission resolution, press **Resolution**. To transmit photos, press **Half Tone**.

```
APR-11 13:33 M100%
DOCUMENT READY
```

2. Open the book panel.

3. Press **Polling** and close the book panel.

```
SELECT POLL.MODE
POLLING STANDBY  ↑↓<>
```

4. Press **Pause/▼**.

```
SELECT POLL.MODE
CROSS POLLING     ↑↓<>
```

5. Press **Start**.

```
APR-11  13:33 M100%
CROSS POLLING
```

6. Enter the one-touch or abbreviated-dial number for the remote unit. Or press **Tel** and dial direct, using the fax machine's keypad. Do not use a group key to cross poll.

```
DIALING
OT01:MBS
```

```
DIALING
1 215 555 1212
```

```
ONLINE XMT P01
ID:Murata Business
```

7. Your document is transmitted. After transmission is complete, the remote unit is polled.

```
ONLINE RCV    P01
ID:Murata Business
```

```
APR-22  13:33 M100%
COMPLETED
```

Delayed Cross Polling

Delaying your cross polling until after business hours means there's less chance your fax will contact a machine that's busy, and may also reduce your telephone charges. Confidential delayed cross polling is not available.

To delayed cross poll:

1. Insert your document. If you want to change the transmission resolution, press **Resolution**. To transmit photos, press **Half Tone**.

```
APR-11 13:33 M100%
DOCUMENT READY
```

2. Open the book panel.
3. Press **Timer** and close the book panel.

```
TIMER RESERVATION
TIMER XMT        ↑↓<>
```

4. Press **Pause/▼** twice to select "Timer C-Poll."

```
TIMER RESERVATION
TIMER C-POLL     ↑↓<>
```

5. Press **Start**.

```
TIMER CROSS POLLING
TIME --:--
```

6. In 24-hour format, enter the time you want delayed cross polling to take place.

```
TIMER C-POLL
TIME 15:45
```

```
PRESS <>
TIME 15:45
```

7. Press **Start**.

```
TIMER C-POLL  15:45
ENTER OT/ABB/DIAL
```

8. Enter the one-touch or abbreviated-dial number for the remote unit. Or dial direct, using the fax machine's keypad. Do not use a group key to delayed cross poll.

```
PRESS <>
OT01:MBS
```

9. Press **Start.** If you would like this to be a secure operation, go to step 11. If not, go to step 12.

```
TIMER C-POLL   15:45
SELECT OPTION/<>
```

10. Press **Security.** Press **Pause/▼**to turn the Security feature on.

```
SECUR./CONFID.
SECURITY ON        ↑↓<>
```

11. Press **Start.**

```
TIMER C-POLL   15:45
SELECT OPTION/<>
```

12. Press **Start.**

```
TIMER C-POLL    15:45
DOC. READING M 90%
```

```
TIMER 1    15:45
SET COMPLETED
```

```
APR-11   13:33 M 90%
TIMER 1   15:45
```

To cancel delayed cross polling, press **Cancel.**

Storing Documents to be Polled

Your fax lets you store a document for polling in internal memory to be retrieved by a remote unit. You can also print the document out for review at any time without erasing it from memory (see page 65). After your document is polled from memory by a remote fax, it is erased automatically and cannot be polled by a subsequent caller.

If you would like to protect the document set to be polled, set your F-85 for secure transmission with user parameter 15 (see page 25). When your unit is polled, it transmits the stored document to the polling unit. That way, only another F-85 with the correct password may retrieve your document.

1. Insert your document. If you want to change the resolution at which the document will be polled, press **Resolution.** Press **Half Tone** when storing photographs.

```
APR-11 13:33 M100%
DOCUMENT READY
```

2. Open the book panel.

3. Press **Polling** and close the book panel.

```
SELECT POLL. MODE
POLLING STANDBY  ↑↓<>
```

4. Press **Start**. The document will be scanned into memory.

```
POLLING STANDBY
DOC. READING M90%
```

```
POLLING STANDBY
SET COMPLETED
```

```
APR-11 15:45 M90%
POLLING STANDBY
```

If memory is full, delete any unwanted files in memory and then store your document.

Storing Documents for Confidential Polling

Your F-85 provides two convenient ways to store documents that are to be confidentially polled by another F-85: the Information Box and the Mail Box.
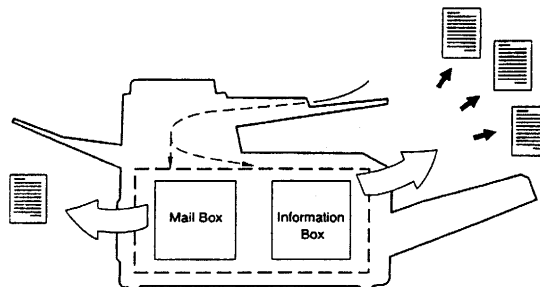
Documents stored in the Information Box can be retrieved by other F-85 fax machines an unlimited number of times, until you erase them. Use the Information Box to store documents that will be confidentially polled again and again—sales reports, company-wide memos, even user instructions.

The F-85's Mail Box stores documents that are only to be polled once. Personal and confidential memos, those only to be retrieved once, should be stored in the Mail Box.

To store a document in the Information or Mail Box:

1. Insert your document. If you want to set the resolution at which the document will be polled, press **Resolution**. Press **Half Tone** when storing photographs.

```
APR-11 13:33 M100%
DOCUMENT READY
```

2. Open the book panel.

3. Press **Mailbox** and close the book panel.

```
MEMORY BOX
MAIL BOX          ↑↓<>
```

4. Press **Pause/▼** or **Redial/▲** to choose Mail Box or Information Box document storage. Remember, documents stored in the Information Box can be polled again and again until you erase them. Documents stored in the Mail Box can be polled only once and are then erased.

```
MEMORY BOX
INFORMATION BOX    ↑↓<>
```

5. Press **Start.**

```
INFORMATION BOX
CONFID. CODE=____
```

6. Enter a 4-digit confidential code. Remember, the party that is to poll the document must be informed of this confidential code. The same confidential code can be assigned to several documents.

   When the polling party enters the confidential code, all documents in the Information and Mail boxes with that corresponding code will be transmitted.

```
INFORMATION BOX
CONFID. CODE=1234
```

```
PRESS <>
CONFID. CODE=1234
```

7. Press **Start.** Your document is fed through the document feeder and stored.

```
INFORMATION BOX
DOC. READING M 96%
```

8. A memory receipt is printed for your records.

```
LIST PRINTING
MEMORY RECEIPT
```

If memory is full, delete any unwanted files in memory and try storing your document.

Confidential Polling

To poll a confidential document from the Mail/Information box of another F-85, you must know the confidential code under which the document is stored.

To poll a confidential document from another F-85:

1. Open the book panel.

2. Press **Polling**.

```
APR-11  13:33 M100%
POLLING
```

3. Press **Security** and close the book panel.

```
SECUR./CONFID.
SECURITY ON      ↑↓<>
```

4. Press **Pause/▼** twice.

```
SECUR./CONFID.
CONFID. ON        ↑↓<>
```

5. Press **Start**.

```
CONFIDENTIAL CODE
      CODE=____
```

6. Enter the required 4-digit confidential code using the numeric keypad.

```
CONFIDENTIAL CODE
CODE=1234
```

```
PRESS <>
      CODE-=1234
```

7. Press **Start**.

```
APR-11   13:33 M100%
POLLING    C=ON
```

8. Enter the one-touch or abbreviated-dial number for the remote unit. Or press **Tel** and dial direct, using the fax machine's keypad, and press **Start**.

```
DIALING
OT01:MBS
```

Delayed Confidential Polling

Set your F-85 to poll after work hours to cut down on traffic at the fax and reduce phone costs. See page 57 for more information on delayed confidential polling.

Memory

Your F-85 stores up to 32 files in memory, for a wide variety of uses:

Mail/Information box files	Files stored to be confidentially polled by an F-85.
Confidential receptions	Documents your fax has received from another F-85. These documents bear a confidential code set by the sender. To retrieve the reception, you must know the code.
Memory transmission or Memory Send	Documents that you store in memory to be transmitted immediately.
Broadcast	Documents stored to be transmitted to a designated group.
Manual broadcast	Documents stored to be transmitted to more than one destination.
Delayed transmission	Documents stored to be transmitted at a preset time.
Delayed cross polling	Documents stored to be transmitted at a preset time during cross polling.
Polling	Documents stored to be polled by another fax.

Printing Files in Memory

Memory files can be printed by file number, or by entering the confidential code assigned to the file. If you print by confidential code, all the files that share that code will be printed.

When printing by file number, a Memory List may be helpful in determining what specific file number to print. See page 76 for instructions on printing a memory list. To print a document by file number:

1. Open the book panel.

2. Press **Memory Print/Erase** and close the book panel.

```
MEMORY
FILE PRINT          ↑↓<>
```

3. Press **Start**.

```
FILE PRINT
FILE SELECT         ↑↓<>
```

4. Press **Start** again.

```
SELECTED FILE PRINT
      FILE NBR=--
```

5. Enter the 2-digit file number to be printed.

```
SELECTED FILE PRINT
       FILE NBR=01
```

```
PRESS <>
       FILE NBR=01
```

6. Press **Start**.

```
FILE PRINTING
       FILE NBR=01
```

Adding Documents to a File

You can add pages to any file you have stored in the Information or Mail Box.

To add a document to a file:

1. Insert your document. If you want to set the resolution at which the document will be polled or transmitted, press **Resolution**. Press **Half Tone** when storing photographs.

```
APR-11 13:33 M100%
DOCUMENT READY
```

2. Open the book panel.

3. Press **Mail Box** and close the book panel.

```
MEMORY BOX
MAIL BOX              ↑↓<>
```

4. Press **Pause/▼** twice.

```
MEMORY BOX
ADD FILE             ↑↓<>
```

5. Press **Start**.

```
ADD FILE
       FILE NBR=--
```

6. Enter the 2-digit file number to which you want to add pages.

```
ADD FILE
       FILE NBR=02
```

```
PRESS <>
       FILE NBR=02
```

Muratec F-85

7. Press **Start**.

```
ADD FILE
CONFID. CODE=____
```

8. Enter the file's 4-digit confidential code.

```
ADD FILE
CONFID. CODE=1234
```

```
PRESS <>
CONFID. CODE=1234
```

9. Press **Start**.

```
ADD FILE
DOC. READING M 70%
```

After storing the document in memory, your F-85 will print a memory receipt for your convenience.

Erasing Files In Memory

It is a good idea to keep as much of your F-85's memory free as possible by eliminating any unnecessary files. To erase a file in memory:

1. Open the book panel.
2. Press **Memory Print/Erase** and close the book panel.

```
MEMORY
FILE PRINT        ↑↓<>
```

3. Press **Pause/▼**.

```
MEMORY
FILE ERASE        ↑↓<>
```

4. Press **Start**.

```
FILE ERASE
      FILE NBR=--
```

5. Enter the 2-digit file number of the file to be erased.

```
FILE ERASE
      FILE NBR=02
```

```
PRESS <>
      FILE NBR=02
```

6. If the file has a confidential code, enter the code.

```
FILE ERASE
CONFID. CODE=____
```

```
FILE ERASE
CONFID. CODE=1234
```

7. Press **Start**. The file is erased and a memory receipt is automatically printed.

```
FILE ERASE
COMPLETED
```

```
LIST PRINTING
MEMORY RECEIPT
```

Using the Cancel Key

Memory communications are cancelled using the **Cancel** key instead of the **Stop** key. To cancel any delayed communication, memory transmission, broadcast, manual broadcast or group polling, follow the instructions below.

1. Press **Cancel**.

```
CANCEL MODE
TIMER 1  20:20   ↑↓<>
```

2. Press **Redial/▲** or **Pause/▼** to select the communication transaction to be cancelled.

```
CANCEL MODE
POLLING STANDBY  ↑↓<>
```

3. Press **Start**.

```
CANCEL P-STANDBY
PRESS <>
```

4. Press **Start** again to complete the cancellation.

```
CANCEL P-STANDBY
COMPLETED
```

Reports and Lists

Your Muratec fax keeps you updated on machine status, user settings, stored documents, autodialer numbers, completed transmissions and much more. These reports are available from your fax. The right-hand column below shows how these report names appear in your LCD.

Type of Report	LCD Wording
Facsimile Journal	FAX JOURNAL
Transmission Receipt	XMT RECEIPT
One-Touch Dial List	ONE TOUCH DIAL
Abbreviated Dial List	ABB DIAL
Alphabetical List	ALPHABETICAL
Group List	GROUP DIAL
Timer Confirmation List	TIMER LIST
Parameter List	PARAMETER LIST
Memory List	MEMORY LIST

To print out any of the reports listed above:

1. Open the book panel and press the **Report** key.

```
REPORT PRINT
FAX JOURNAL
```

2. Press **Redial/▲** or **Pause/▼** to select the list you want to print. **Note:** If you wish to print out a Group list, see the instructions later in this section.

```
REPORT PRINT
PARAMETER LIST
```

3. When the desired list appears in the LCD, press **Start** to print the list. If you request a list for which no information exists—for example, you request a One-Touch Dial List and no one-touch numbers are programmed—the following LCD will appear:

```
NO ENTRY
```

The following LCD will appear when you have chosen Group Dial List:

```
REPORT PRINT
GROUP DIAL
```

1. Press **Start**.

```
GROUP LIST
PRESS 0 (ALL)/GROUP
```

2. To select all groups containing entries, press "0."

```
LIST PRINTING
ALL GROUP
```

3. To select a specific group, press the desired group key.

```
LIST PRINTING
GROUP NBR:2
```

An example of each type of report and list follows, along with a complete description of its function.

Facsimile Journal

The Facsimile Journal prints automatically after 32 fax transactions (see page 24 for the parameter setting that turns auto print on and off). You can also print your journal any time and keep track of your transmissions and receptions. Because the Facsimile Journal breaks down your fax communication, it can help you with recordkeeping: With it you can track fax calls, evaluate patterns of fax use, and identify communication billable to clients or vendors.

```
                    *** Facsimile Journal ***

APR-11-92   13:33       ID:1 214 403 3499              MURATEC

                            GRAND  TOTAL XMT PAGES=000100
                            GRAND  TOTAL RCV PAGES=000255
                            GRAND  TOTAL COPY PAGES=000135

NBR       DATE    START  MODE   IDENTIFICATION   PAGE   TIME CODE

01        APR-09  20:55  ECM/T  RACKLEY FARMS     03    00'40  OK
 .          .       .      .          .            .       .    .
32
```

The top line of this report lists the date and time of the printout, your fax number (ID) and your Logo. Other fields include:

Grand Total XMT Pages: Shows total number of pages transmitted; Grand Total RCV Pages: Shows total number of pages received; Grand Total Copy Pages: Shows total number of copied pages.

Nbr—Each fax transmission or reception is numbered sequentially.

Date—The month and date the fax transaction occurred.

Start—Indicates the time the transmission or reception took place.

Mode—The communication type — transmission, polling or reception — is listed here. See "Explanation of Communication Modes" later in this chapter for explanations of the abbreviations for types of transmissions and receptions.

Identification—Information identifying the sender or receiver is recorded in this space. The information printed in this column is sent to your fax by the remote unit and can be programmed by the remote operator as desired, so it may not be the same telephone number or business name you entered in your autodialer. When communicating with Muratec-manufactured fax machines, the remote unit's Logo will be recorded here. When communicating with other fax machines, their phone number will be printed.

Page—Records the number of pages transmitted or received.

Time—Records the length of each transaction, from the time the phone connection is made to the time the last page finishes transmitting or receiving. This entry helps you keep track of phone costs.

Code—Shows the outcome of a transmission or reception. If an error occurs, the error code is listed here. See "Explanation of Codes" later in this chapter for an explanation of codes.

Transmission Receipt

The Transmission Receipt verifies that your document was sent, and is especially useful when you use delayed commands to send documents after hours.

A Transmission Receipt is a signal from your fax that the document you set for transmission was sent to the location shown on the report. You can set your fax to print the report automatically after each transmission, or just when an error occurs. (See page 24.)

```
                    ***TRANSMISSION RECEIPT***

        APR-11-92 12:30  ID:214 403 3499            MURATEC

        START TIME                 APR-11-92 10:00
        TELEPHONE NUMBER           214 555 1234
        NAME (ID NUMBER)           SKRABAL GROCERY
        TRANSMISSION MODE          ECM
        RESOLUTION                 STD
        PAGES TRANSMITTED          3
        CONFIDENTIAL               OFF
        SECURITY                   OFF
        INFORMATION CODE           OK
        REDIALING TIME             01
        MACHINE ENGAGED            01'30
```

The top line of this report lists the date and time of the printout, your fax number (ID) and your Logo. Other fields include:

Start Time—The date and time your transmission occurred.

Telephone Number—The telephone number of the receiving fax. This number will not print for your polling operations.

Name (ID Number)—Information identifying the receiver is recorded in this space. The information printed in this column is sent to your fax by the remote unit and can be programmed by the remote operator as desired, so it may not be the same telephone number or business name you entered in your autodialer. When communicating with Muratec-manufactured fax machines, the remote unit's Logo will be recorded here. When communicating with other fax machines, their phone number will be printed.

Transmission Mode—The type of communication used for the transmission. Transmission modes include SECM, ECM, HHM and G3. (See "Explanation of Communication Modes" later in this chapter for more information about these modes.)

Resolution—The resolution used for the transmission. Resolution modes include STD (Normal) and Fine.

Pages Transmitted—The number of pages in the transmission.

Confidential—Tells status of the confidential feature. Confidential transmission is either ON or OFF.

Security—Tells status of the security feature. Security transmission is either ON or OFF.

Information Code—Tells the communication result. See page 78 for explanations of these codes.

Redialing Times—Number of times the fax redialed the remote fax number.

Machine Engaged—The length of the fax transmission in minutes and seconds.

One-Touch Dial List

This list allows you to keep a record of your one-touch numbers. Your fax can store 18 one-touch numbers.

The top line of the report includes the date and time of printout, your fax number (ID) and Logo. This list also includes:

```
                    *** ONE TOUCH DIAL LIST ***

         APR-11-92  13:33    ID:214 403 3499          MURATEC

NBR
 01   NAME: BAILEY'S PETS                TEL NUMBER: 555 1212
 DOC: FINE   SECURE:ON CONFID: ON    INTERNATIONAL:OFF ECM: OFF
   .       .        .          .                .            .
   .       .        .          .                .            .
 18
```

Nbr—The one-touch number that represents the telephone number saved.

Name—The name assigned to the remote fax for a specific one-touch number.

Tel Nbr—The number of the remote fax.

The following fields are set when full programming is used. If full programming is not used and these fields are not set, a long dash (---) appears in the space.

Doc.—The resolution setting for documents sent to this number. The resolution choices are STD (Normal) and Fine.

Secure—Gives status of security feature. Security is either ON or OFF.

Confid—Gives status of confidential feature. Confidential transmission is either ON or OFF.

International—Indicates whether the one-touch number is programmed as an international number.

ECM—Gives status of error correction mode. Error correction is either ON or OFF.

Abbreviated Dial List

This list allows you to keep a record of your abbreviated dial numbers. The top line of the report includes the date and time of printout, your fax number (ID) and Logo. This list also includes:

```
            *** ABBREVIATED DIAL LIST ***

    APR-11-92  13:33      ID:214 403 3499      MURATEC

    NBR        NAME             TELEPHONE NUMBER

    00         CARR DESIGNS     214 555 1122
    01         RACKLEY FARMS    512 555 1234
```

Nbr—The abbreviated-dial number. Your fax can store 100 abbreviated-dial numbers.

Name—The name you have entered to identify the abbreviated-dial number.

Telephone Number—The telephone number for the remote unit.

Alphabetical List

This list gives you a convenient listing of your abbreviated-dial and one-touch numbers, arranged alphabetically by the names and company names you have assigned them. Alphabetical listing lets you find the fax numbers you need quickly and easily. Numbers in your autodialer that do not have names assigned to them will not print on the Alphabetical List. This list can include all 118 numbers in your autodialer, and prints on three pages. The top line of the Alphabetical List includes the date and time of the printout, your fax number (ID) and Logo.

Alphabetical lists also include:

```
            *** ALPHABETICAL LIST ***

    APR-11-92  13:33       ID:214 403 3499      MURATEC

    NAME              TELEPHONE NUMBER      ENTRY

    BAILEY'S PETS     915 555 5432          AB23
    RACKLEY FARMS     512 555 1234          OT12
```

Name—The name assigned to the remote fax number.

Telephone number—The telephone number for the remote fax.

Entry—Identifies the one-touch or abbreviated-dial number. For example, OT12 is One-Touch 12 and AB23 is abbreviated-dial number 23.

Group List

This is a listing of the call groups and the numbers assigned to each group. Your machine offers six call groups. The top line of the Group List includes the date and time of the printout, your phone number (ID) and Logo. The Group List also includes, for each group:

```
                    *** GROUP LIST ***

    APR-11-92   13:33        ID:214 403 3499        MURATEC

    GROUP 1     EUROPE
        NBR         NAME        TELEPHONE  NUMBER          ENTRY

        01          GERMANY     01 234 5551234            AB15
        02          FRANCE      01 345 555 2345           OT02
```

Nbr—Indicates the dialing order in the group. For example, a number identified as "03" is the third number dialed in a group transaction.

Name—The name assigned to the remote fax number, if one is assigned.

Telephone number—The telephone number of the remote fax.

Entry—The one-touch or abbreviated-dial assignment for the remote telephone number. For example, OT12 is One-Touch 12 and AB01 is abbreviated-dial number 01.

Timer Confirmation List

The Timer Confirmation List gives you information about the delayed commands you have stored in your fax before they are performed. The top line of the timer confirmation list includes the date and time of the printout, your phone number (ID) and Logo. The entries on the list also include:

```
                *** TIMER CONFIRMATION LIST ***

    APR-11-92   13:33        ID:214 403 3499        MURATEC

    TIMER 1 (TRANSMISSION)
        START TIME              17:00
        NAME                    SAN ANTONIO
        TELEPHONE NUMBER        512 555 1234   OT02
        DOCUMENT PAGES          02
        CONFIDENTIAL            OFF
        SECURITY                OFF
        RESOLUTION              STD

    TIMER 2 (GROUP POLLING)
```

Timer number—The timer number is the number of the delayed command. For example, Timer 3 is the third delayed command in memory. The communication type, for example, transmission, is also listed here.

Start Time—The start time for your transmission.

Name—The name assigned to the remote fax. This name prints for one-touch, abbreviated dial and group dial numbers that have names assigned to them.

Telephone Number—The number for the remote fax.

Document Pages—The number of pages in the transmission.

Confidential—Status of confidential feature.

Security—Status of security feature.

Resolution—Resolution at which document is transmitted. Documents can be transmitted in STD (normal) or Fine. Halftone transmissions are recorded as "Fine" on the Memory List.

Parameter List

The Parameter List gives information about the settings you have chosen for your fax. The status of 39 fax settings appears in the parameter list; however, many are not set by the user. The top line of the Parameter List includes the date and time of the printout, your telephone number (ID) and Logo. The list also includes:

Nbr—The corresponding number of the setting described.

Parameter—The setting is listed in this column.

Condition—The status of the setting.

```
                  *** PARAMETER LIST ***

          APR-11-92 13:33          ID:214 403 3499

  NBR    PARAMETER                    CONDITION

  00     JOURNAL AUTO PRINT        .. ON
  01     NOT USED
  02     RECEIPT AUTO PRINT        .. WHEN ERROR
  .
  .
```

Memory List

The Memory List gives information about files stored in memory. The top line of the

```
                  *** MEMORY LIST ***

        APR-11-92  13:33      ID:214 403 3499          MURATEC

  F-NBR   PAGE  STORAGE   TIME   CONTENTS        REMOTE TEL NUMBER
  01      05    APR-9-92 14:52  DALLAS OFFICE
  02      02    MAR-1-92 12:30  MEMORY SEND 1    9 1 512 555 1234
  .       .        .                .                 .
```

Memory List includes the date and time of the printout, your telephone number (ID) and Logo. The Memory List also includes:

F-Nbr—The number of the file stored in memory.

Page—Indicates the number of pages in a specific file.

Storage Time—Gives the date and time the file was created.

Contents—Lists document information that is in memory or operations that will occur from memory.

Remote Tel Number—The telephone or autodialer number for the fax communication.

To print the memory list:

1. Open the book panel.

2. Press the **Reports** key.

```
Report Print
Fax Journal
```

3. Press the **Pause/▼** key seven times.

```
Report Print
Memory List          ↑↓<>
```

4. Press **Start** to print the list.

Automatic Reports and Lists

The following reports print out automatically: Polling Report, Broadcast Report, Manual Broadcast Report, Memory Receipt and Power Failure Report.

An example of each type of report and list follows, along with a complete description of its function.

Polling Report

The Polling Report prints automatically after you have polled a group of fax machines, and gives information about your polling operations. The top line of the Polling Report includes the date and time of the printout, your telephone number (ID) and Logo. Also included:

```
                    *** POLLING REPORT ***

      APR-11-92   13:33     ID:214 403 3499      MURATEC

GROUP 1  NETWORK
     NBR     NAME      TELEPHONE NUMBER      ENTRY      RESULT
     00      GERMANY   01 23 555 1234        AB15         OK
     .         .            .                  .           .
     50
```

Group number and name—The number you have assigned for a group of one-touch and abbreviated-dial numbers. Your fax offers six call groups. This field also includes the name for that group, if one is assigned.

Nbr—Shows the order in which telephone numbers in a group will be called in a polling operation.

Name—The name assigned to the remote fax number.

Telephone number—The telephone number of the remote fax.

Entry—The one-touch or abbreviated-dial assignment for the remote telephone number. For example, OT12 is One-Touch 12 and AB01 is abbreviated-dial number 01.

Result—Result of polling operation, either OK or NG (error).

Broadcast Report

The Broadcast Report prints automatically after a broadcast to a group. The top line of the Broadcast Report includes the date and time of the printout, your telephone number (ID) and Logo. Also included in the Broadcast Report:

```
                    ***BROADCAST REPORT ***

        APR-11-92  13:33     ID:214 403 3499      MURATEC

GROUP 1  GROUP USA
        NBR     NAME     TELEPHONE  NUMBER    ENTRY      RESULT
        01      AUSTIN   512 555 4321          AB62         OK
         .        .           .                 .           .
```

Group number and name—The number you have assigned for a group of one-touch and abbreviated-dial numbers. Your fax offers six call groups. This field also includes the name for that group, if one is assigned.

Nbr—Shows the order in which telephone numbers in a group will be called in a broadcast operation.

Name—The name assigned to the remote fax number.

Telephone number—The telephone number of the remote fax.

Entry—The one-touch or abbreviated-dial assignment for the remote telephone number. For example, OT12 is One-Touch 12 and AB01 is abbreviated-dial number 01.

Result—Result of broadcast operation, either OK or NG (error).

Manual Broadcast Report

The Manual Broadcast Report is identical to the Broadcast Report. This report prints automatically after a manual broadcast. A manual broadcast is an operation that may use group numbers and one-touch and abbreviated-dial numbers, as well as numbers entered from the fax keypad.

Memory Receipt

The Memory Receipt gives information about files stored and deleted. The Memory Receipt also prints out when the memory is full. The top line of the Memory Receipt includes the date and time of the printout, your telephone number (ID) and Logo. The Memory Receipt also includes:

```
                  *** MEMORY RECEIPT ***

        APR-11-92  13:33     ID:214 403 3499      MURATEC

FILE CREATED
        FILE CONTENTS         RECEIVED FROM:  LONDON
        FILE NUMBER           02
        DOCUMENT PAGES        15
        RESOLUTION            STD
        CONFIDENTIAL          ****
        MEMORY FREE           85%
```

File status (File Created, File Erased or Memory Full)—Gives file status. "File Created" will print for a file stored in memory. "File Erased" will print when a file is erased from memory. "Memory Full" alerts you that it's time to erase unneeded files in memory.

File Contents—Source of file in memory. The file may reside in the Mail Box or the Information Box.

File Number—Indicates the file number. Your Muratec fax can store up to 32 files in memory.

Document Pages—The number of pages stored in a particular file.

Resolution—Resolution at which the document is transmitted.

Confidential—If you have stored your document for confidential. transmission, this field will record your 4-digit passcode. If the document was stored for normal transmission, you will see asterisks instead of a 4-digit passcode.

Memory Free—Indicates the percentage of memory still available.

Power Failure Report

The Power Failure Report prints automatically when the power to the fax is turned off or if a power failure occurs. For more information about this report, see page 79.

Explanation of Codes

The following messages are printed on the Facsimile Journal and Transmission Receipt, and indicate the result of the fax communication.

Code	Description
OK	Transmission/reception completed successfully.
STOP	Communication cancelled by pressing STOP.
CALL	The calling party made a voice call and did not use the fax function.
OKVC	A voice request was made during the call.
OKVR	A voice request was made during the call, with no response.
ND	Your fax attempted transmission without a document loaded in the feeder.
PE	The paper cassette was empty, or a polling transaction could not take place.

Explanation of Communication Modes

The following codes appear on your Facsimile Journals and Transmission Receipts to identify the type of fax communication used.

Code	Description
ECM	Error Correction Mode
G3	Group 3
R	Reception
RP	Polling reception
T	Transmission
TP	Polling transmission
S	Secure
HHM	High-speed halftone mode. Used when transmitting halftones to another F-85.
SECM	Error Correction Mode when transmitting from one F-85 to another F-85.

Problem Solving

Power Failure Report

If a power failure occurs, your fax will print out a Power Failure Report after power is restored. The report gives information about the files lost from memory when the power was interrupted.

F-Nbr	Number assigned to erased file.
Page	Number of pages in erased file.
Storage time	Time that file was stored or received.
Contents	Gives information about erased file, including file type. (Types of files include polling standby, mail box, information box, broadcast, manual broadcast, memory send, timer, transmission, timer broadcast and timer cross polling.) For files received in memory reception mode, the transmitter's name and ID number are printed.
Remote Tel Number	Lists telephone numbers for documents stored for transmission from memory.

Paper Jams

You may occasionally encounter a paper jam when using your fax. The types of paper jams are listed in the sections below. Before clearing a paper jam from the paper transport unit, receive/copy exit or paper cassette, please take a minute to read the following precautions and tips:

- Be careful not to stain your skin or clothing with toner. If toner stains your clothing, wash the stain with cold water immediately.
- The fax's heater operates at extremely high temperatures. Be careful when removing jammed pages from the area near the heater.
- Make sure to keep the developer block away from bright light. Keep the drum covered with a piece of paper whenever it is out of the unit.
- After a jammed page is removed, the first sheet printed may be stained. Subsequent copies will print normally.

Document Feeder

To remove a page jammed in the document feeder:

1. Lift the document release to open the document feeder cover.
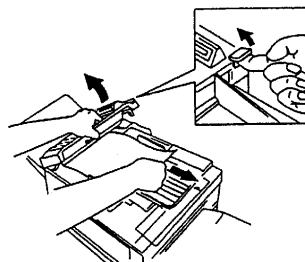
2. Remove the jammed page.

3. Firmly close the document feeder cover.
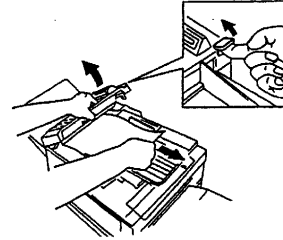
Paper Transport Unit or Receive/Copy Exit

To remove a page jammed in the paper transport unit or receive/copy exit:

1. Press the top cover release to open the top cover.

2. Remove the developer block. To remove the developer block, pull it out by the green handles. Reminder: When the developer block is removed from the fax, keep the developer block out of bright light.

3. Remove the jammed page. Precautions: Take care not to get toner on your skin or clothing. Do not touch the heater unit: The fax's heater operates at extremely high temperatures.

4. Replace developer block and firmly close the top cover.
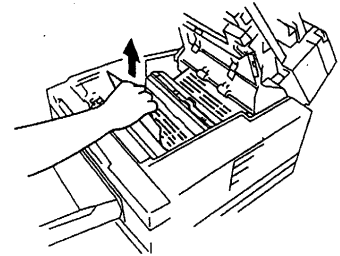
Paper Cassette Section

To remove a page jammed in the paper cassette:

1. Press the top cover release to open the top cover.

2. Remove the developer block. To remove the developer block, lift it out holding the long green handles. Reminder: When the developer block is removed from the fax, keep the developer block out of bright light.

3. Pull up on the paper feed release and remove the jammed page. The paper feed release is a green lever inside the fax on the left-hand side.

4. Replace the developer block and close the top cover.
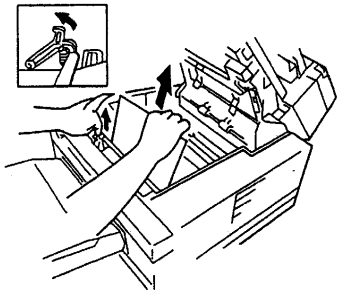
Troubleshooting

Occasionally your unit will detect a problem with the telephone line in use or encounter some trouble in transmission or reception.

You can identify the problem with the LCD display messages and error codes printed on the Facsimile Journal. See the following sections for information about these troubleshooting methods.

LCD Messages

These error messages appear in your unit's LCD and help in troubleshooting fax communication problems.

LCD	Cause	Solution
Document Jam	Your document was not inserted correctly during transmission or your document is longer than 39 inches.	Open the book cover panel and try the transmission again or, if you're attempting to transmit an extra-long document, try transmitting a shorter page.
Paper Empty	Your paper cassette is out of paper.	Add paper to your F-85's paper cassette.
Paper Jam	A page is jammed in the fax.	See page 79 for information on the four types of paper jams.
Cover Open	One or both of the covers to your unit is not closed.	Press firmly on the covers to close them.
Comm.Fail	A communication error occurred. An error code will be printed on your Facsimile Journal.	Print your Facsimile Journal and refer to the list of error codes on page 82.
Memory Full	File Full	The document being scanned into your unit's internal memory requires more memory than your unit has available. Up to 32 files, totalling up to 36 pages may be stored. Clear some of your machine's memory by deleting a delayed command, or transmit from the document feeder rather than from internal memory.
No Drum Unit	The drum unit is not installed.	See page 15 for instructions on installing the drum unit and developer unit.
Drum Near End	It's time to order a replacement drum unit.	Order a replacement drum unit from your Muratec fax dealer or representative.
Change Drum Unit	The drum can no longer be used to print fax messages.	Install a new drum immediately. See page 15 for instructions on installing the drum unit and developer unit.

Toner Empty	You are almost out of toner. (See page 86.)	Please replenish your machine's developer unit with the contents of one toner cartridge. (See page 86).
No Counter	The drum counter is not installed.	Install the drum counter (see page 14).
System Error	A system error has occurred.	Turn your fax off and on. If the problem remains, call an authorized Muratec serviceperson.
Warming Up	Your fax print engine is warming up and cannot print.	Wait 60 seconds. When the LCD returns to standby, begin your fax operation.

Error Codes

These codes are printed on your unit's Facsimile Journal and can be used with the other messages to identify the cause of an error.

Code	Cause	Solution
001	One or both covers is open.	Firmly close both covers.
002	Your document was not inserted correctly during transmission or your document is longer than 39 inches.	Open the top cover and try the transmission again. If this is unsuccessful, the remote unit did not respond properly to your facsimile and may not be working. Call the operator of the remote unit.
003	The paper is jammed.	See pages 79 and 80 for instructions on removing paper jams.
005-010	Telephone line error.	Try your transmission again.
014	Read or print error.	Try your transmission again.
103 - 105	A remote fax machine make a polling request when no document was stored for polling.	Store the appropriate document for polling, and instruct the remote operator to try again.
106-108	Password is not accepted.	Contact the remote operator for clarification.
111	You are attempting a confidential or secure transaction with a non-compatible machine.	Call the remote operator.
112-211	Telephone line error.	Try your transmission again.

Print Quality

When your fax machine's components are stained or need replacing, the quality of printed pages may be poor. The specific types of print problems are listed below, along with possible solutions.

Important note: When you try the remedies listed below, begin with the first solution suggested. If the first solution does not yield better copy quality, try the second solution, and so forth.
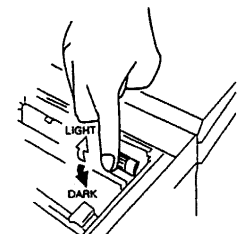
Too light or too dark   If your printed pages are too light or too dark, use the print density adjustment to achieve the desired density of toner for your copies and receptions.

To change the print density:

1. Open your fax and find the print density adjustment. It is the green knob inside your fax.

2. For darker toner density (darker pages), turn the adjustment downward. For lighter toner density (lighter pages), turn the adjustment upward.

Vertical black lines   Move the fax so it is out of direct sunlight.

Clean the charger wire using a cotton swab. (See page 91.)

Clean the base of the drum unit using a clean cloth. (See page 93.)

Replace the drum unit if you see the Change Drum Unit LCD. (See page 88.)

If you have tried all the above remedies and still get a vertical black line, call an authorized Muratec serviceperson.

Horizontal black lines or horizontal white lines   Clean the paper transport with a clean cloth.

Replace the drum. (See page 88.)

If you have tried all the above remedies and still get horizontal lines, call an authorized Muratec serviceperson.

Vertical white lines   Clean the magnet roller of the developer unit using a mylar scraper. (See page 92.)

Clean the transfer charger wire using a cotton swab. (See page 92.)

Clean the lens using a lens cleaner. (See page 92.)

If you have tried all the above remedies and still get vertical white lines, call an authorized Muratec serviceperson.

Black page   Check the drum unit's charger wire. If the charger wire is broken, replace the drum.

If you have replaced the drum and are still experiencing poor copy quality, call a serviceperson.

White page   Replace the developer unit when printed pages are white.

If replacing the developer unit does not improve copy quality, call a serviceperson.

Blurred pages   Make sure the paper in the paper cassette is dry. Damp paper can affect copy quality.

Clean the charger wire using a cotton swab. (See page 91.)

Clean the lens using a lens cleaner. (See page 92.)

Make sure the developer block is installed properly. (See page 15.)

Clean the terminals of the developer unit, drum unit and paper guide with a clean cloth. (See pages 91-94.)

Make sure the fax is placed on a flat surface.

If none of the above suggestions improve copy quality, replace the drum unit.

If you have tried the above remedies and are still experiencing poor copy quality, call a serviceperson.

Stained pages   Make sure the base of the drum and the paper transport are clean.

Replace the cleaning pad. (See page 87.)

Replace the drum. (See page 88.)

If you have tried the above remedies and are still experiencing poor copy quality, call a serviceperson.

Maintenance

With proper installation and a little maintenance, your Muratec fax machine should provide dependable fax service for years to come.

Although little day-to-day care is required for your fax, you can take three simple precautions to ensure long system life:

- Make sure your unit is installed according to Muratec's specifications.
  Proper installation is crucial to the maintenance of your unit. Review the requirements on page 5 before you install your unit. Don't install your fax where it can overheat or in an area that's not properly ventilated. It should be located in a place where it will not gather dust or get splashed by water or other liquids.

- Replace fax components when necessary.

- Clean your fax when you replace consumables.

Replacing Toner and Drum Accessories

Proper care and prompt replacement of components will help ensure long life and dependable performance from your fax. Your unit will alert you with an LCD message when it's time to replace your developer unit and drum components.

Please note: The drum and toner components are user-replaceable supply items and are not protected under warranty. Call your Muratec dealer for information on ordering these parts.

Toner Kit   Your toner kit contains the following:
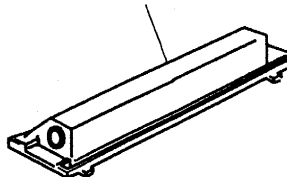
Toner cartridge   Cleaning pad
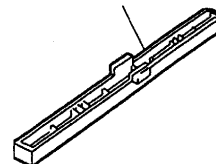
"Toner Empty" LCD

The following LCD will alert you when it's time to replace the toner cartridge and cleaning pad:

```
Toner Empty
```

The initial toner cartridge is good for 750 to 1000 pages. The replacement toner cartridge and cleaning pad will last for about for 1500 to 2000 pages.

Before you replace the toner and cleaning pad, clean the following components of your machine to ensure optimum print quality and machine reliability:

| transfer charger | p. 92 | discharger | p.92 |
| paper guides | p. 92 | developer unit | p.92 |

Replacing the Toner Cartridge

To replace the toner cartridge:

1. Spread paper or a drop cloth over your work area to protect your clothing and furniture from toner spills.
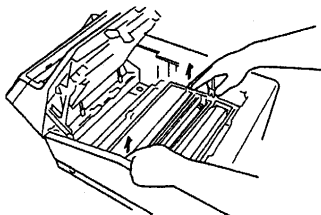
2. Make sure the fax is turned off and open your fax. Pull the green handles to remove the developer block.

3. Separate the drum unit from the developer unit. To separate the drum unit from the developer unit, pull up on the handles of the drum unit. (The handles for the drum unit are black and marked with green tabs.)
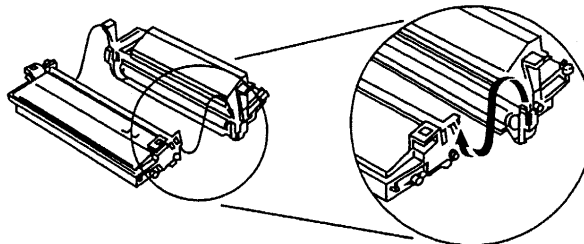
ON ☐ ☐ **OFF**
➡

Before you turn the power off on your Muratec F-85, ensure that you do not have any of the following stored in memory:
• Documents stored for transmission or polling
• Delayed commands
• Confidential messages

These will be erased when you turn the power off.

Remember: Keep the drum covered when removed from fax. Do not leave the drum unit outside the fax for extended periods of time. Exposure of the drum unit to light may affect print quality.

Do not touch or damage the drum surface and magnet roller.

4. Lightly tap the toner cartridge so that the remaining toner falls into the developer unit. To remove the used toner cartridge, press the green button on the left side of the developer unit and slide the toner cartridge to the left. Discard the used toner cartridge.
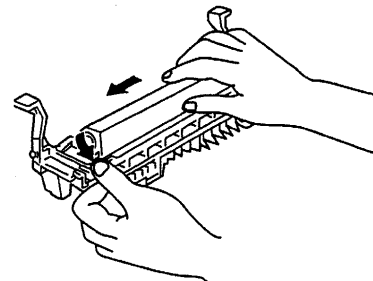
5. Gently shake the new cartridge from side to side to loosen the toner. Then slide the toner cartridge into the developer unit so that the notches on the cartridge fit into the grooves on the developer unit.
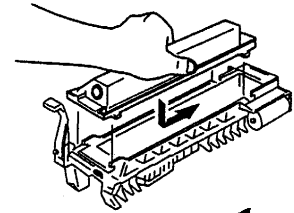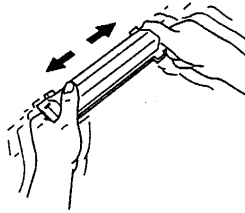
6. Pull the edge of the film on the right side of the cartridge until it is completely removed. Discard the film.
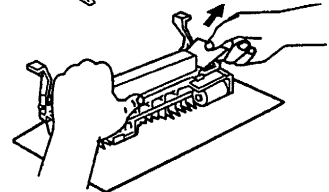
7. Holding the drum unit by the handles on either side, insert it into the developer unit. The black knobs on either side of the drum unit should fit into the notches at the back of the developer unit, just behind the long green handles on the developer unit. The drum will click into place.
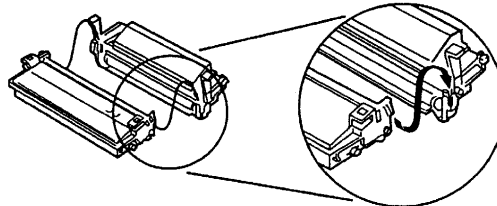
Now your fax's developer block is ready to be installed.

8. Holding the developer block by the long green handles, place it into the fax. Press down on the handles on either side of the drum unit (marked with green labels). The drum will click into place.
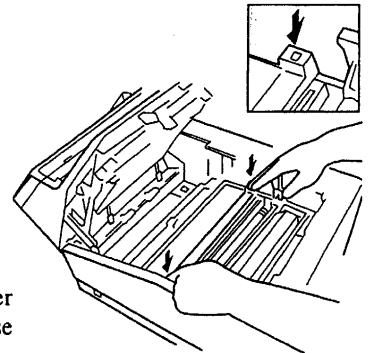
Note: Use only toner cartridges which are approved for use in the Muratec F-85: Toner cartridges which are not approved for use may cause damage to your fax.

Now replace the cleaning pad.

Replacing the Cleaning Pad

Replace the cleaning pad each time you replace the toner cartridge. When replacing the cleaning pad, avoid touching any part of the unit except the cleaning pad handle. The printer heater is located below the cleaning pad, and operates at very high temperatures.

To replace the cleaning pad:

1. Open the top cover to your unit. Remove the used cleaning pad as shown, then discard.
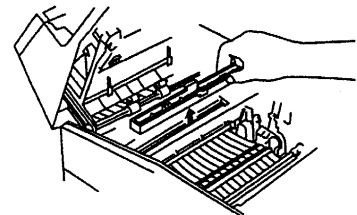
2. Holding the green felt handles, insert the new cleaning pad into its slot, the white felt side down.

3. Close the top cover.
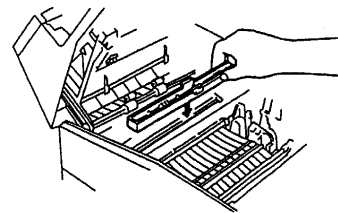
"Drum Near End" LCD

Your fax will alert you with the following LCD when your drum has 200 copies remaining, and again when your drum has 100 copies remaining.

```
DRUM NEAR END
```

"Change Drum Unit" LCD

Your fax printer's drum and drum counter are good for about 10,000 pages. The following LCD message will appear when it's time to replace your printer drum and drum counter:

```
CHANGE DRUM UNIT
```

Before you replace the drum and drum counter, clean the following components of your machine to ensure optimum print quality and machine reliability:

charger	p. 91	transfer charger	p.92
discharger	p. 92	paper guides	p.92
developer unit	p. 92	lens	p.92

Drum Kit

Your drum kit contains the following items:
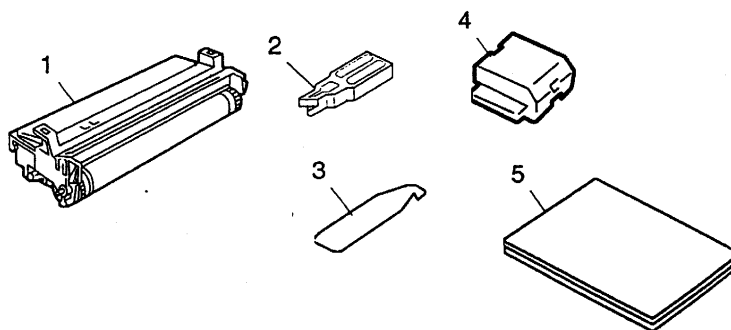
1. Drum unit
3. Mylar scraper
5. Shipping materials

2. Charger cleaner
4. Drum counter

Now it's time to replace the drum counter and drum unit.
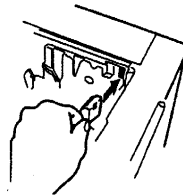
Replacing the Drum Counter
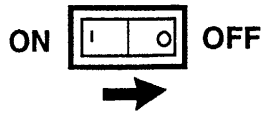
Before you begin, protect your work area with newspaper or cloth.

To replace the drum counter:

1. Make sure the fax is turned off. Open the top cover, then remove the developer block by pulling up on the long green handles. Be careful not to stain your clothing with toner.

Remember: Do not leave the drum unit outside the fax for extended periods of time. Exposure of the drum unit to light may affect print quality. Do not touch or damage the drum surface and magnet roller. Doing so may affect print quality.

ON ▯ OFF

➡

Before you turn the power off on your Muratec F-85, ensure that you do not have any of the following stored in memory:
- Documents stored for transmission or polling
- Delayed commands
- Confidential messages

These will be erased when you turn the power off.

2. Remove the drum counter from its slot. The drum counter is located inside the fax, at the front right-hand side. (The drum counter has a green handle and is indicated by a red arrow.)
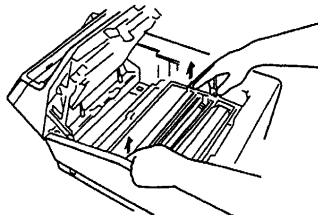
3. Remove the new drum counter from its protective wrapping. Hold the new drum counter by its handle, and insert it in the slot provided.

The drum counter is inserted properly when the handle is on the right of the red arrow.

Now it's time to replace the drum unit.

Replacing the Printer Drum

To replace the printer drum:

1. Making sure the fax is turned off, open up your fax. Pull up on the green handles to remove the developer block.

Be careful not to stain your clothing with toner.

2. Separate the drum unit from the developer unit. To separate the drum unit from the developer unit, pull up on the handles of the drum unit. (The handles for the drum unit are black and marked with green tabs.) Discard the used drum unit.
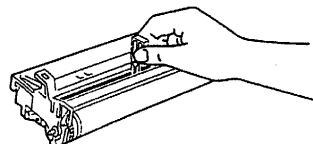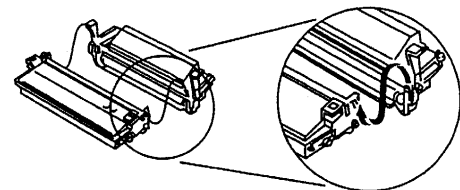
3. Remove the new drum unit from its protective wrapping. Gently clean the charger wire of the new drum unit with the charger cleaner. The charger wire is inside the slot at the top of the drum unit.

4. Holding the drum unit by the handles on either side, insert it into the developer unit. The black knobs on either side of the drum should fit into the notches at the back of the developer unit, just behind the long green handles on the developer unit. The drum unit will click into place. Now your fax's developer block is ready to be installed.
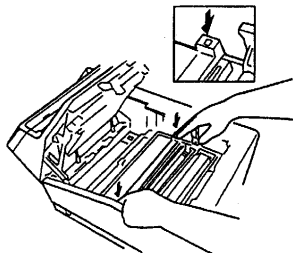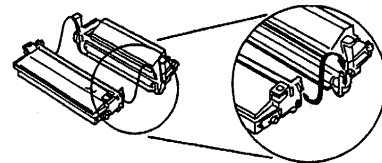
5. Holding the developer block by the green handles, place it into the fax. Press down on the handles on either side of the drum unit (marked with green labels). The drum unit will click into place. Close the top cover.
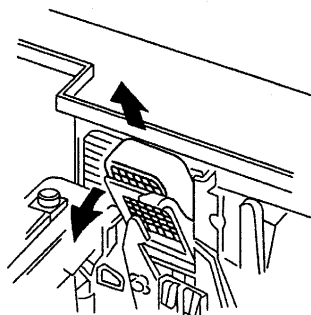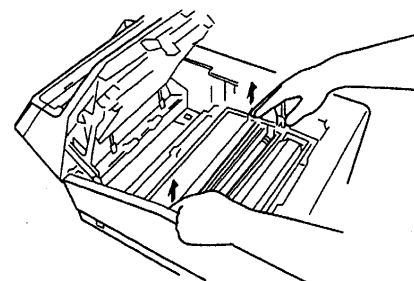
Replacing the Ozone Filter

The ozone filter should be replaced every six months.

Before you replace the ozone filter, clean the following components of your machine to ensure optimum print quality and machine reliability:

charger	p. 91	transfer charger	p. 92
discharger	p. 92	paper guides	p. 92
developer unit	p. 92	lens	p. 92

To replace the ozone filter:

1. Open the top cover of the fax.

2. Remove the developer block. To remove the developer block, pull up on the long green handles of the developer unit. Remember to cover the drum unit with a piece of paper when it is removed from the fax so that it is not exposed to light. Do not touch the surface of the drum.

3. Remove the tape covering the ozone filter case. Open the case and remove the used ozone filter. The ozone filter case is a door inside your fax, on the right side.

4. Remove the protective covering from the replacement ozone filter and insert it in the ozone filter case.

5. Shut the door of the ozone filter case, replace the developer block and shut the top cover.

Muratec F-85   Maintenance

Muratec Fax Care Products

Muratec offers a complete Faxcessory Fax Care kit for your facsimile machine, with cleaning solution, swabs, wipes, compressed air, case and cabinet cleaner and a telephone surge protector.

The cleaning components gently and effectively remove fingerprints, dust and lint from your unit—outside and in. The surge protector guards against damaging voltage surges in your facsimile machine's telephone line. Together, the cleaning components and surge protector keep your fax in top shape.

Get a Muratec Faxcessory Fax Care kit, Muratec item master number MK2034, for your fax. Ask your Muratec representative or facsimile retailer for one today. For more information and the closest source of Muratec products, call Murata Business Systems at 1-800-543-4636.

General Cleaning Tips

Always unplug your unit before cleaning.

• Use lint-free swabs, a specially formulated cleaning solution and a supply of compressed dust-free air to clean inside your fax.

• Use a lint-free cloth moistened with cleaning solution to wipe plastic surfaces inside your unit.

• Use the lint-free swabs moistened with cleaning solution to gently wipe components inside your fax.

• Use dry, dust-free compressed air to gently blow dust and other material from areas you cannot reach with swabs.

• Never attempt to clean inside sealed areas of your unit and never spray cleaning solution directly onto your fax.

• Protect your work area with newspaper before you clean the developer unit. Take special care when cleaning your developer unit: Toner may stain your clothing, desktop or carpet.

Cleaning the Charger

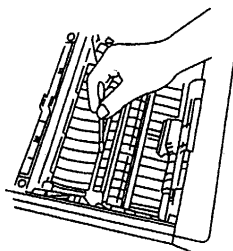The charger should be cleaned when the toner, drum or ozone filter is replaced.

To clean the charger:

1. Open the top cover to your fax and remove the developer block.

2. Detach the drum unit from the developer unit. Do not touch the drum surface.

3. Using a cotton swab, clean the charger wire. Take care not to damage the charger wire.

Maintenance
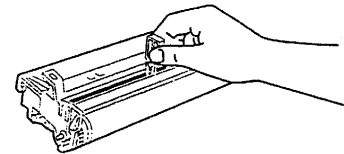
Cleaning the Transfer Charger and Discharger

The transfer charger and discharger should be cleaned when the toner cartridge, drum unit or ozone filter is replaced. To clean the transfer charger and discharger:
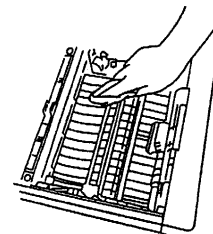
1. Open the top cover to your fax and remove the developer block. Remember to cover the drum so it is not exposed to light.

2. Carefully clean the transfer charger and the discharger using a cotton swab. The transfer charger wire and discharger wire are located inside the silver troughs in your fax.

Cleaning the Paper Guides

The paper guides should be cleaned when the toner, drum or ozone filter is replaced. To clean the paper guides:

1. Open the top cover to your fax and remove the developer block. Remember to cover the drum so it is not exposed to light.

2. Clean the paper guide with a dry, clean cloth. The paper guide is the ridged black plastic area above the discharger.

Cleaning the Developer Unit

The developer unit should be cleaned when the toner, drum or ozone filter is replaced. To clean the developer unit:

1. Open the top cover to your fax and remove the developer block. Remember to cover the drum so it is not exposed to light.

2. Clean the mylar sheet of the developer unit using a cotton swab. Do not clean this component using alcohol.
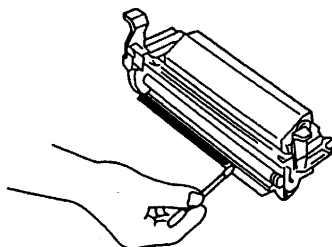
Cleaning the Lens

Clean the lens when you replace the drum or ozone filter. To clean the lens:

Open the fax's top cover and clean the lens using a lens cleaning cloth. The lens is the curved plexiglass strip located under the fax's top cover.

Muratec F-85   Maintenance

Special Cleaning Needs

You may experience poor quality if your fax machine's consumables need replacing or if your fax is not cleaned on a regular basis. See the Problem Solving section (page 79) for remedies for each kind of print problem. When you have identified the cleaning procedure required for your specific print problem, see the following section.

Cleaning the Developer Unit (White Vertical Lines)

To clean the developer unit:

1. Open the top cover to your fax and remove the developer block. Separate the developer unit from the drum unit. Remember to cover the drum so it is not exposed to light.
2. Place the developer unit on a flat surface. Using the mylar scraper, scrape off the toner between the metal blade and the magnet roller.

Cleaning the Metal Edges of Drum (Dark Pages)

To clean the metal edges of the drum:

1. Open the top cover to your fax and remove the developer block. Separate the drum unit from the developer unit.
2. Taking care not to touch the drum surface, clean the metal edges on either side of the drum.

Cleaning the Magnet Roller (Uneven Print)

To clean the magnet roller:

1. Open the top cover to your fax and remove the developer block. Separate the developer unit from the drum unit. Remember to cover the drum so it is not exposed to light.
2. Clean both ends of the magnet roller using a cotton swab.
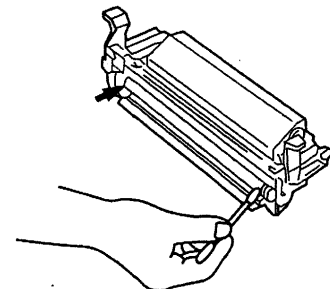
Cleaniny the Terminals under the Developer Block (Blurred Print)

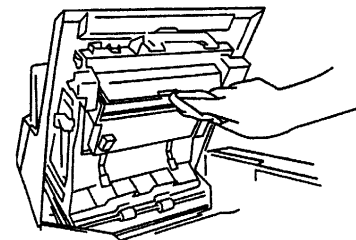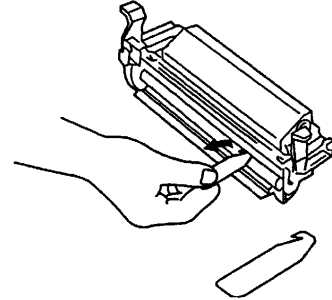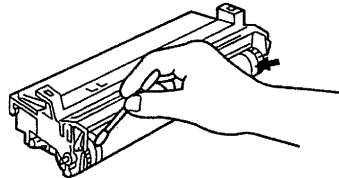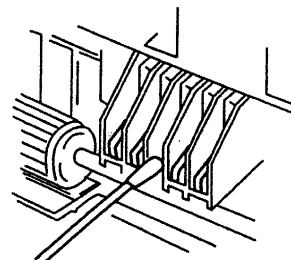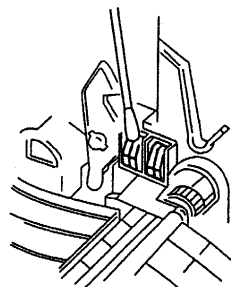1. Open the top cover to your fax and remove the developer block. Remember to cover the drum so it is not exposed to light.

2. Clean the metal terminals inside the fax using a cotton swab. There are three sets of terminals. (One set of terminals is located below the transfer charger wire, on the left side. A set of terminals is located right side. The third set of terminals is located below the print density adjustment.)
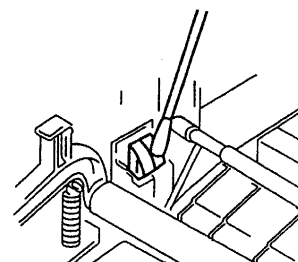
Service Questions

If you have questions about your fax or its use, call Muratec's Customer Support Center at **1-800-347-3294.**

Trained Muratec customer service assistants are available from 8:30 a.m. to 5:30 p.m. Monday through Friday, excluding holidays, to resolve any questions not answered in this manual.

Have your fax's serial number ready for the customer service assistant when you call. The serial number is printed on a bar code label on the left side of your machine. The last eight numbers of the alpha-numeric bar code make up your serial number.

Common Questions

Installation

Q: I followed the instructions for installing paper in my fax machine's paper cassette tray, but I keep getting paper jams. What's the problem?

A: Perhaps you have installed paper that's too thick or too thin. Your fax accepts regular-weight copier paper.

Q: How do I know my developer unit and drum unit are installed correctly?

A: Make sure to carefully follow the instructions on installation beginning on page 13. Proper installation of printer components is essential to smooth operation of your fax.

Q: I don't want to install a dedicated phone line for my fax, so I've connected my fax to a PBX phone system. When I get a fax call, all the phones ring. How do I prevent this?

A: Call your telephone company for assistance. They may be able to convert one of the PBX lines for fax use only.

Q: Can I use a dust cover on my fax?

A: No: A dust cover blocks air circulation and could cause your fax to overheat.

Paper Jams

Q: My page is jammed in the document feeder. How do I remove it?

A: Lift the top cover release to open the document feeder cover of the fax. See pages 79 and 80 for more information.

Q: My pages are jammed inside the fax, and the fax is not printing.

A: Press the top cover release to open the top cover of the fax. Remove the developer block from the fax, then remove the jammed page. See page 80 for more information.

Serial Number

Q: Where is the serial number on my fax?

A: Look on the left side of your fax. You will see a label with a bar code printed on it. The last eight numbers form your serial number.

Transmission

Q: Sometimes my fax machine transmits very slowly. Is there any way to speed transmission time?

A: Your fax can transmit at 14400 bps, the fastest transmission possible for a Group 3 fax machine. Sometimes, however, it must slow down to compensate for poor phone lines or an older, slower fax machine.

Q: **People I send fax messages to say all my documents are received at a reduced size. Is the problem with my machine or with theirs, and what can I do to correct this problem?**

A: Make sure that the guides on your document feeder are adjusted to the width of the pages you send. If you leave the guides adjusted for an 11-inch wide page, for example, any 8.5-inch-wide pages you transmit will be reduced when printed at the remote machine.

Q: **Do I have to dial a "1" for long distance?**

A: Yes. Remember to include any numbers needed for long-distance dialing when you program your one-touch and speed-dial numbers. You can even include a special pause character needed when calling through a telephone system that requires "9-" to reach an outside line (see page 47).

Q: **How do I send to an overseas telephone number?**

A: Dialing requirements for overseas calls may vary depending on your local telecommunication company's requirements. For most overseas calls, dial 011, then the appropriate country code, city code and phone number. Country and city codes are frequently included in the front section of telephone directories.

Q: **How do I send to a fax unit that's on a telephone system extension or PBX?**

A: Insert your document into the feeder and place your call using your fax machine's handset. When the system operator answers, ask for the desired extension. When you hear fax tones from the remote unit, press Start, then hang up the handset.

Q: **Can I transmit if my fax is out of paper?**

A: Yes, however Transmission Receipts are not available when transmitting without paper in your fax.

Q: **Can I transmit pages from a newspaper?**

A: No. Newspaper can jam in your document feeder.

Q: **My manual says the average transmission speed for a page is 6 seconds, but when I transmit a page it can take much longer to transmit one page. Why?**

A: The average transmission speed stated in your manual is based on transmission of the Muratec F-85 Test Chart 1. The test chart is a letter used to test fax transmission times.

Some reasons for varying transmission speeds follow:

1. The pages you transmit may contain more information to be scanned than the Muratec F-85 Test Chart.

2. The transmission time measured for test documents does not include handshake time. The handshake is the protocol fax machines use to "introduce" themselves.

3. Your transmissions that use Fine or Grayscale take longer to transmit than transmissions using Normal mode.

Reception

Q: **I have not been able to receive fax calls manually. I tried pressing Start when I hear fax tones, but the phone line disconnects. What am I doing wrong?**

A: When you pick up the handset and hear calling tones from a remote fax, press Start before you hang up the handset. Your machine will begin reception.

Q: How can I manually receive a fax while I am talking on the phone?

A: If you want to receive a fax message, tell the operator to insert a document in the remote unit and press Start. After you hear fax tones, press Start. Your fax will take over the line and receive the document. If you wish to reconnect the voice line after the message has been received, press Tel while the fax is printing. After the transmission is complete, your fax machine will ring. You can then pick up the handset and resume your conversation.

Q: When I answer my fax calls manually, I wait for calling tones, press Start, then the line goes dead. I'm worried I might lose a call.

A: The phone goes dead after you press Start because the call has been disconnected from the phone and switched over to the fax.

Print Quality

Q: My received and copied pages are too dark. What can I do to adjust the print density?

A: Use the print density adjustment to adjust the density of toner on the pages printed by your fax. The print density adjustment is located inside your fax. See page 83 for more information.

Q: A white vertical line appears on the pages I receive. How can I prevent it?

A: Your printer's toner is not being distributed evenly. In most cases, you can remedy this by cleaning the components of your fax machine's printer. For instructions, see page 83 of the Maintenance section.

Q: Vertical black lines appear on the pages I receive. How can I remedy this?

A: Several things can cause this to occur. See page 83 for more information.

Q: Horizontal black lines appear on the pages I receive. How can I remedy this?

A: The paper guides inside your fax machine may be stained. See page 92 for cleaning instructions. If black lines appear after the area is cleaned, replace the drum unit. For instructions on replacing the drum unit, see page 89.

Q: Black dots are appearing on my printed pages. What can I do to remedy this?

A: The black dots are a sign that one of the following is stained:

> the bottom of the drum unit
>
> the paper transport
>
> the cleaning pad

See page 83 for instructions on cleaning these areas.

Q: White dots are appearing on my printed pages. What can I do to remedy this?

A: The white dots are a sign that on of the following is stained:

> the bottom of the drum unit
>
> the paper transport
>
> the cleaning pad

See page 83 for instructions on cleaning these areas.

Q: My copies and received pages are completely black. What is the problem?

A: Check to see if your drum unit's charger wire is broken. (See page 89.) If it is broken, replace the drum unit. If not, call a serviceperson.

Q: **My copies and received pages are completely white. What is the problem?**

A: Make sure the developer block (the developer unit and drum unit) is installed properly. (See page 15 for instructions on installing the developer block.) If the developer block is properly installed, try cleaning the terminals on the developer unit and drum unit. (See page 94 for cleaning instructions.) If neither solution provides a remedy, call for service.

Q: **My copies and received pages are blurred. What can I do to remedy this?**

A: Many things can cause blurred pages. See page 83 for more information.

Q: **My copies and received pages are stained. What can I do to remedy this?**

A: Stained pages may result when the printing area needs to be cleaned. The following parts of the printing area may be stained:

> the bottom of the drum unit
>
> the paper transport
>
> the cleaning pad

See page 92 for instructions on cleaning these areas.

Polling

Q: **Remote operators have tried to poll my fax, but aren't able to retrieve the stored document. What's wrong?**

A: You probably entered a passcode restricting transmissions from your fax. When your F-85 is polled, it transmits a document to the fax machine that polled it. Setting your fax for secure transmissions only will restrict fax machines without the proper passcode from polling your F-85.

Facsimile Journal

Q: **The telephone number that appeared on my Facsimile Journal is not the same as the number I dialed. Why not?**

A: The Location information that appears on the Activity Journal doesn't come from your fax: It is received from the remote fax during transmission and reception.

Let's say you transmit to a fax at telephone number 1-214-403-3499. It's possible your Facsimile Journal will just show 403-3499, or even another number altogether, because the information is programmed by the remote operator. (And because your ID Number and Logo appear on the journals of remote units, take a minute to make sure the information is correct and includes your area code. That way, people you communicate with always receive your full name and telephone number.)

Q: **Sometimes a phone number appears in the Remote Location column of my Facsimile Journal, and sometimes a company name appears. Why?**

A: When your fax communicates with another F-85, the name for the remote unit (see page 70) is saved in your Facsimile Journal. When you communicate with other units, the telephone number of the remote fax is saved. If no number is programmed into the remote machine, "G3" may be printed on the journal, indicating that you reached a Group 3 fax machine.

Q: **How do I clear my Facsimile Journal?**

A: There is no need to clear your journal: The Facsimile Journal displays only the 32 most recent transmissions and receptions. When your fax reaches the 32-transaction limit, it will drop the oldest entry and add the most recent to the bottom of the journal.

Q: When I unplug my machine, will I lose programmed information like my Logo, one-touch and abbreviated-dial numbers and calendar information?

A: No. The battery for your fax will protect user settings if power fails or you decide to move your fax. Remember, however, that battery back-up does not extend to documents and delayed commands in memory.

Autodialer

Q: I called the number 011-555-555-1212, but only a few digits appear on my Transmission Receipt. Why didn't the whole number appear, and how can I be sure my document was transmitted to the right location?

A: The numbers you enter using the fax keypad are temporarily stored in a memory "buffer." That means the last part of the phone number is all that the fax machine's buffer remembers. An easy way to avoid getting incomplete telephone numbers on your printouts is to store your most frequently used numbers in the autodialer. Numbers stored in the autodialer will appear in their entirety on your reports.

Glossary

The terms and words below are often used when discussing facsimile machines and fax communication. Not every word or term included below will apply to your Muratec fax. Some, like "private line" and "analog facsimile", are included even though they do not apply to your unit because you may encounter them during your fax use.

Use these definitions for your reference only. Specifications and technical information are subject to change, so call the Muratec Customer Support Center (see page 94) if you have any questions.

A4, B4, A3   Standard stationery sizes defined by the International Standards Organization, an agency of the United Nations. A4 paper is 8.5 inches wide. B4 is 10.1 inches wide and A3 paper is 11.9 inches wide.

Analog Facsimile   An analog facsimile machine converts each picture element of black or white into an electrical signal. These signals in turn generate constantly changing electrical signal that is transmitted to a receiving fax. Analog facsimile machines are characterized by extremely slow document transmission, three minutes per page or more, and are more susceptible to the signal "noise" encountered on standard telephone lines.

Automatic Reduction   Many Muratec fax machines will automatically reduce documents being transmitted to accommodate the effective printing width of the receiving unit. For example, a fax machine with a 10-inch scanning width can send an image 10 inches wide to a unit with an 8.5-inch print width. The complete image will be transmitted and reduced in size when printed at the receiving unit.

Bit   The smallest unit of information in a computer. Contraction of "binary digit". Some Muratec fax machines, which are themselves computers used for telecommunications, allow you to change bits of information to provide or cancel features through software settings. Check your operating instructions.

BPS   Bits per second. Used to express the speed of transmission. Because fax transmission treats a document as a graphic image rather than as a series of alphabetic and numeric characters, bps does not correspond to the number of characters transmitted per second. Your Muratec fax machine transmits and receives at 14400 bps, with automatic fallback to 12000, 9600, 7200, 4800 and 2400 bps if required by poor telephone line conditions.

Broadcast Some Muratec fax machines offer broadcasting, a feature that lets you transmit a single document to dozens of preprogrammed locations in a call group.

Byte A group of digital elements, usually sent as eight bits to the byte.

Call-Waiting Service Many telephone systems offer an optional call-waiting service that identifies when another party is calling while you are on the phone. Call-waiting signals may cause interruption of facsimile transmission or reception.

CCD Charged coupled device arrays. The scanning mechanism used in Muratec fax machines to convert a document image into digital facsimile information. Fluorescent light reflected off your document is received by the CCD array and is converted into a digital signal for transmission.

CCITT Abbreviation for the Consultative Committee for International Telegraph and Telephone, a telecommunications forum for member countries of the United Nations. CCITT Study Group XIV established the primary groups for facsimile equipment, covering communication protocol and transmission. Muratec's Group 3 fax machines offer the fastest transmissions allowed by CCITT when communicating with other Group 3 units. Some Muratec fax machines offer compatibility with older Group 2 and North American FM systems, as well.

CCITT V. 33, V.29 V.27 and V.17 ter. A standard set of communication procedures allowing fax machines to talk to all other units adhering to those standards.

Compatibility The term "compatible" describes the ability of separate things to function together. Muratec fax machines offer CCITT Group 3 compatibility, the modern standard for worldwide communication.

Copy Mode You can use your Muratec fax as a convenience copier. Many Muratec units can copy in two or more levels of resolution.

Data Compression Used in digital fax machines to speed transmission. See Digital Facsimile, MH, MR and MSE, SMSE.

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Digital

The description of information using a series of two characters or signals. Morse code, for example, represents each character of the alphabet with a unique series of dashes and dots. Digital fax machines convert the graphic image of your document into a series of zeros and ones.

Digital Facsimile

Unlike analog systems that scan every portion of a document, digital fax machines survey a document's overall picture content. Digital fax machines scan a line and convert the information into a binary code of zeros and ones. The fax machine can take this information and compress it, providing transmission speeds of less than one minute per page. Muratec units offer the standard Group 3 data compression method for rapid transmissions to any other Group 3 fax, and many Muratec units offer proprietary transmission speeds for faster transmissions between Muratec-manufactured units.

DTMF

For dual tone, multiple frequency. The dialing signals generated by push-button or "touch-tone" telephone systems. DTMF telephone service is an option in most North American telephone systems.

ECM

Error correction mode. A CCITT-approved feature for Group 3 fax machines. ECM transmission sends document image data in blocks, and retransmits each block until received properly by the receiving unit.

Effective Printing Width

The widest image that can be printed on your fax. The effective width can be influenced by the CCITT group of the unit transmitting to your fax machine.

Effective Scanning Width

The maximum width the scanner in your fax can scan during transmission.

Encryption Device

This device adds security to your fax messages by "scrambling" the fax signal during transmission. The message is unscrambled by a similar encryption device at the receiving end.

Facsimile

Although business fax use has grown rapidly since the advent of fast, powerful Group 3 units, facsimile communication itself has a surprisingly long history. The first facsimile system was introduced in 1842, and wide-spread service was underway before 1910. In the United States, fax units attached to home radios provided facsimile newspaper service in several cities through the late 1940s. Facsimile's growing success for news transmission was halted, however, by the development of commercial television.

Facsimile Interface Processor

An upgrade that allows some Muratec fax machines to operate with asynchronous ASCII host devices, coupling the power of computers with the scanning and transmission capabilities of fax machines for high-volume communication, graphics input and direct computer-to-fax transmissions.

Facsimile Journal

Muratec fax machines offer a Facsimile Journal to help track and account for your transactions. Made up of individual transmit and receive journals, the activity journal includes information on the transmission mode, number of pages sent, result and any errors encountered. You can set the Facsimile Journal to print automatically or on demand.

Fallback

Group 3 fax machines operate at the highest transmission speed possible on a given telephone line. Muratec systems offer automatic fallback, so if line quality drops during transmission your fax machine will reduce speed to the fastest possible level.

Fine Resolution

203H x 196V lpi. Also shown as G3F on some units.

Group 4

A CCITT standard for capturing, processing, communicating and outputting all forms of data. Group 4 will be used for extremely high-volume fax communication in coming years, but the expense of leased, dedicated digital telephone lines will continue to make Group 3 fax the best choice for millions of fax owners.

Group Key

A key used to dial a group of fax locations used by Muratec units with internal memory to speed broadcasting, polling and other functions.

Halftone

Not a level of resolution, but a method of scanning and transmitting halftone, or grayscale images. Muratec fax machines with halftone abilities interpret photographs in levels of gray between white and black. The transmitting fax machine must have halftone ability to send a photographic image accurately, but the receiving machine does not need it to print the image.

Handshaking

Used by telecommunications and computer equipment to "introduce" two systems to each other. Facsimiles use a handshaking protocol, for example, to identify the CCITT group of each unit and to begin fax communication.

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Hz   Or hertz. A measure of frequency equal to one cycle per second. Used in the specifications for your fax, it identifies the AC power your unit requires. Call your electrician if you don't know the specifications of your office outlets.

ID Number   The ID Number is your unit's telephone number. Part of your logo, your ID Number, is printed at the top of each page received from your unit.

LCD   Liquid crystal display. Used on some Muratec units for status displays.

LED   Light emitting diode. Used on some Muratec units for displays and lamps.

LPI   Lines per inch.

Load Number   A number assigned to telecommunications equipment used in Canada and designed to prevent overloading on a telephone circuit. Read the Canadian Department of Communications information in your operating instructions or call your local telecommunications company for more information.

Logo   Your programmable logo is sent automatically with every page you send, and appears at the top of each page printed by the receiving unit. The logo can be your personal or business name or any other identifier.

MH   Modified Huffman, the CCITT Group 3 standard data compression method. A feature of all Muratec fax machines, MH assures better than one-page-per-minute transmissions when communicating with other Group 3 units, regardless of manufacturer.

MR   Modified Read, the optional CCITT Group 3 data compression method. Used in some Muratec fax machines and in Muratec's Facsimile Interface Processor and FIP-PC Application Software.

Modem   Originally an abbreviation of modulator-demodulator, but now a common word in fax and computer use. A modem is a digital device that converts digital data (like the information from your fax machine) into an analog signal for transmission over analog lines (like your ordinary telephone line). A modem is included in your fax machine and allows it to be connected directly to your PSTN telephone line.

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MSE, SMSE Proprietary data compression methods, allowing transmissions faster than with MH and MR whenever you are communicating with a Muratec-manufactured unit. MSE and SMSE are features on many Muratec fax machines.

Original Document Size Used when defining the largest (or smallest) document that can be fed safely through your fax machine. Check your unit's operating instructions for more information.

Passcode A proprietary feature available on some Muratec fax machines. The four-digit passcode limits access to information set to be polled to units with the same passcode. The code also allows several Muratec systems to create a closed network, limiting access to the network to systems with the same code.

PBX Private branch exchange. Often called PBX, PABX and others. Privately owned telephone equipment serving a particular building, business or area. Many PBX systems use digital transmission lines which, unlike more common PSTN lines, are not compatible with fax machine use. Do not connect your Muratec unit to a PBX without first checking with the system manufacturer or service representative.

Polling Polling allows you to set a document in your fax machine for automatic transmission to a remote unit when that unit calls, or to call a remote unit and receive a document set to be polled. Polling is convenient whenever a central unit must receive information from one or several remote units. By polling the remote units, the central facility bears all telephone charges and prevents several remote units from calling at the same time.

PPS Pulses per second. Used to identify rotary dialing requirements.

Private Line Or Leased Line. A service offered by many telephone systems that provides an exclusive phone circuit between two geographic points. Your Muratec unit does not require a private line.

PSTN Public switched telephone network. PSTNs are the most common type of telephone lines and service in use, and are in contrast to private or leased lines. Muratec units provide fast, reliable data transmission over PSTN lines. You do not need a special line or a dedicated telephone line for your Muratec unit.

Resolution

The resolution of documents transmitted or copied by fax machines is measured by the number of horizontal (H) and vertical (V) lines per inch the unit can print. Your Muratec unit offers:

Norm	203H x 98V lpi
Fine	203H x 196V lpi

Your Muratec fax also offers 16-level grayscale transmissions for accurate reproduction of photographs.

RJ-11C

A standard plug-in telephone jack. The RJ-11C is commonly used in North America for telephone line connections, but call your telephone company if you are unsure of the type of jacks in your office.

Rotary, Tone Dialing

Most telephone systems in the United States offer rotary and touch-tone dialing options. Muratec units are compatible with both rotary and tone dialing signal requirements. Check your operating instructions for information on setting your unit for rotary or touch-tone dialing. Muratec units also offer two types of rotary dialing signals: 20 pps and 10 pps. Check with your telephone company if you have rotary dialing service.

Standard Resolution

Shown as Std. 203H x 98V lpi. The standard resolution mode for Group 1 and 2 units, and available on all Group 3 units.

Surge Protector

A device that protects your telephone or electrical lines. A telephone power surge protector can absorb and divert high-voltage surges caused by lightning or static electricity without interfering with normal telephone operation. An electrical surge protector protects you fax from high-voltage surges in the AC line that may cause damage to your fax and other appliances.

Timer Transmission

Some Muratec fax machines offer one or more delayed commands, allowing you to load documents into your fax machine during work hours for transmission after hours.

Touch-Tone

A push-button telephone or the characteristic tones made by such a phone. Also a registered trademark of Western Electric for a brand of telephones.

Transmit Confirmation Report

A TCR provides proof that the document you set for transmission was sent. Printed after transmission, the TCR identifies the telephone number to which you programmed the document to be sent.