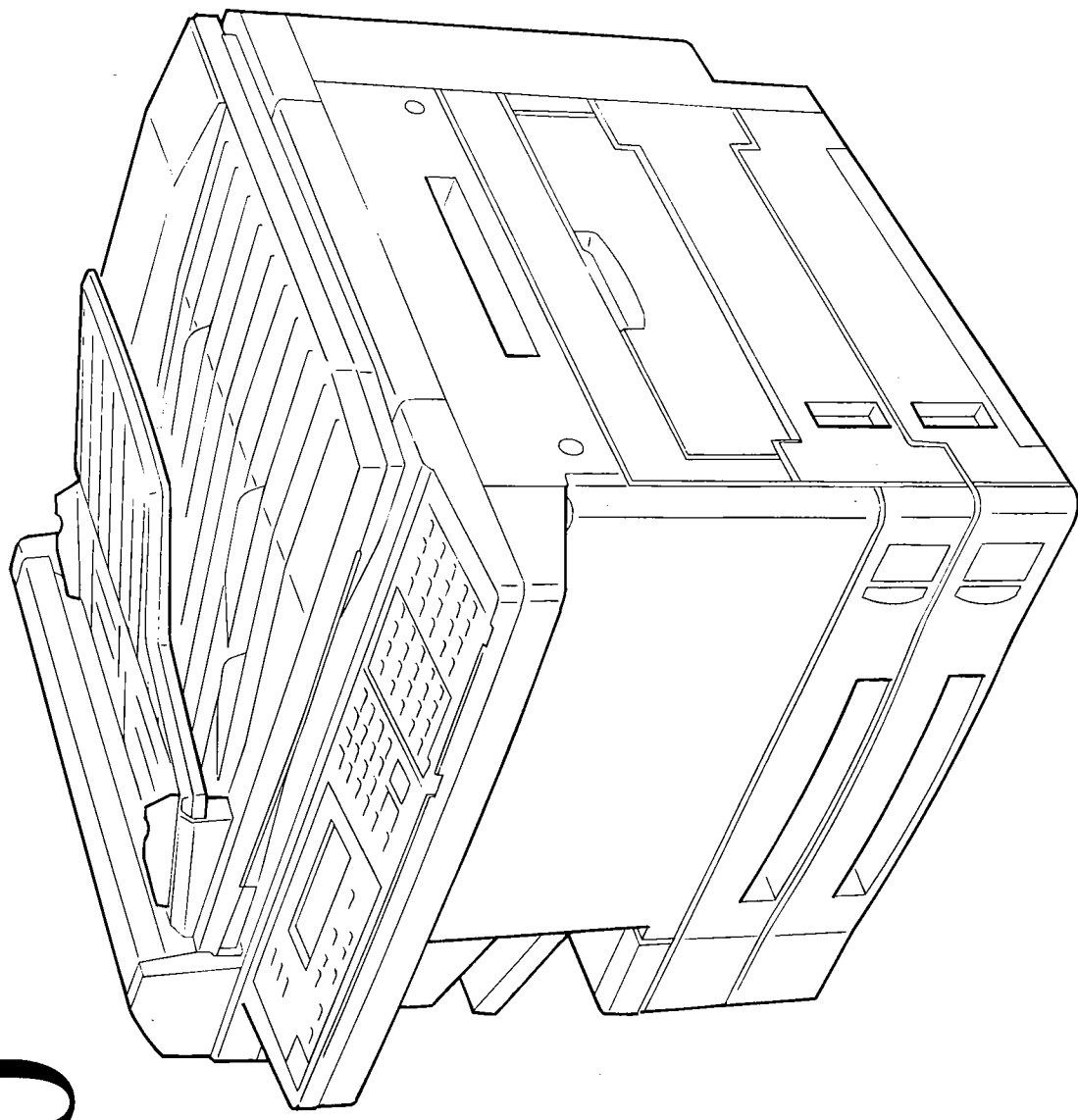


MEX-2000

*plain-paper
fax/copier*



Operating instructions

MuratecTM

Welcome . . .

muratec[™]



*As an ENERGY STAR® partner, Muratec America, Inc.
has determined that this product meets
the ENERGY STAR guidelines for energy efficiency.*

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Welcome to your Muratec fax/copier!

We know you want to use your machine *now*, without first having to climb over a mountain of jargon. So we've divided these instructions into three sections.

- **"Getting started"** (see page 1.1) covers only what you absolutely *have* to know to use your machine immediately.
- **"Beyond the basics"** (see page 2.1) provides more details. When you have time, look through it to learn more about your machine's many features, as well as fax in general.
- Finally, **"Just in case . . ."** (see page 3.1) will help you decide what to do if you ever have a problem with your machine. It also tells you how to give it the kind of easy, sensible care that should help keep troubles to a minimum.

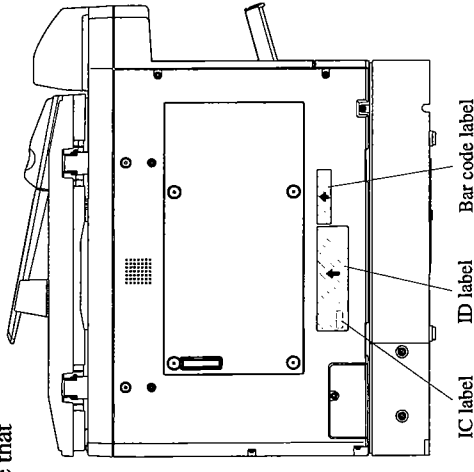
The next two pages show you the entire contents of these instructions. Skim through them now if you'd like (they'll prove more helpful as time passes), or just go on past them to "Getting started" and, well, get started!

And thanks for choosing Muratec.

Find your serial number and write it down

Before you go any further, please note that your machine's *serial number* is located on the *bar code label* as shown on the drawing at right. Due to the size of your machine, it's probably a good idea for you to copy this down *before* you set up your machine. Use the blank at the bottom of this column.

Note: The *IC label* and *ID label*, required by government regulations, *do not* contain serial number information.



Close up, the bar code label looks something like this:



Important: Of course, this is *not* the number which should appear on your machine's label! Rather, this is only to give you an *idea* of how your label will look.

Now, please copy down your machine's serial number, below, for future reference:

My machine's model number: **MFX-2000**

My machine's serial number: _____

What's in these operating instructions

Note: Each section also contains its *own* (more abbreviated) table of contents, as well.

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Getting started

In this section, we'll introduce you to your new machine. You'll see that it takes only minutes to . . . get started.

What's inside this section

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For a more detailed Table of Contents, please turn to the front of these instructions.

A quick introduction

This brief overview will help you to quickly learn how to use your fax machine. Of course, please be sure you read the rest of the instructions, too!

What is a "fax document"?

Simply put, a "fax document" is anything a fax user wants to fax to someone else. It can be just one page or as many pages as you need. It can be text, a photograph or even your child's latest drawing!

What is a "fax number"?

Because your fax operates on standard phone lines, a "fax number" is just a regular phone number and, because your fax is also a high-quality, full-featured telephone, your fax number can be your regular phone number. You can (but this isn't necessary) dedicate a phone number to your fax machine, letting you use one number for ordinary voice calls and one just for fax.

What are resolution and grayscale?

Just as cars are measured by engine size and stereo systems are measured by watts per channel, fax machines are measured by *resolution* and *grayscale*. So let's talk about these for a moment. Resolution refers to the sharpness of a fax transmission. It's expressed in *lines per inch* (lpi). An international agency has defined three specific levels of resolution:

- *Normal* (203 horizontal × 98 vertical lpi)
- *Fine* (203 × 196 lpi)
- *Superfine* (203 × 392 lpi).

Similarly, one can judge a fax transmission by its number of *grayscale levels*, or shades of gray — really, halftones such as you might see in a newspaper photo. It's likely most of your fax documents will be dark text on white paper. However, when you want to send photographs and other shaded items, you can set your fax machine to transmit in 64-scale grayscale.

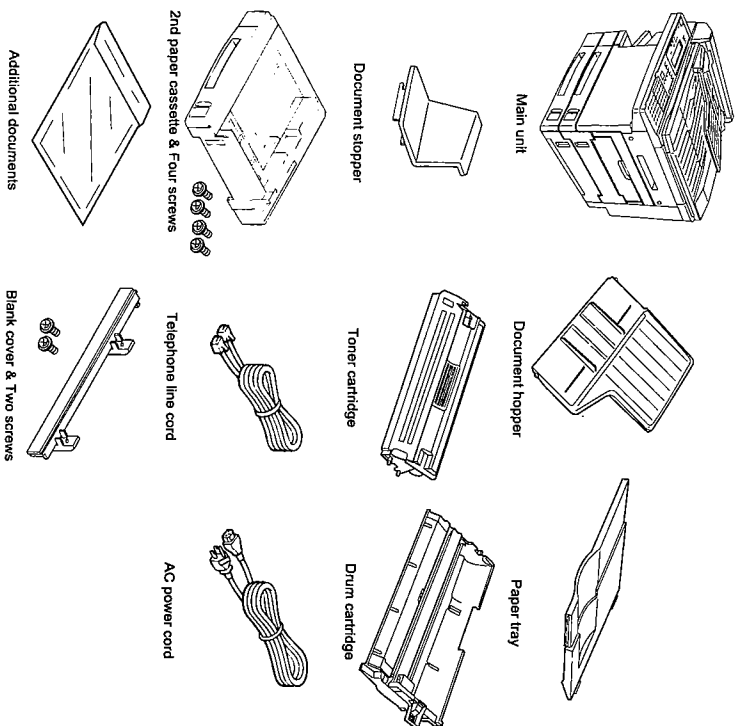
So why not *always* set your fax machine for superfine, or for grayscale?

Because these settings make your machine send more information, making transmissions last longer and (on long-distance calls) driving up your phone bills. That's why, as you'll see, we've made it easy for you to set your fax machine for the most efficient, and truest, transmission of the types of documents *you* send!

Your fax machine

Unpacking

The drawing, below, shows what should be included in the packaging:



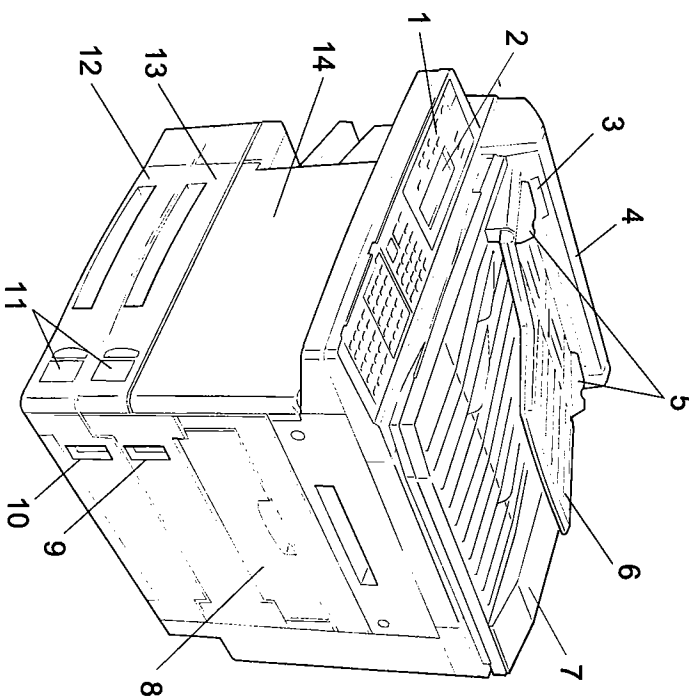
As you unpack your fax machine, check for the following items:

- ☐ Main unit
- ☐ Document tray
- ☐ Paper tray
- ☐ Document Stopper
- ☐ Toner cartridge
- ☐ Drum cartridge
- ☐ 2nd paper cassette (includes four screws)
- ☐ Blank cover (includes two screws)
- ☐ AC power cord
- ☐ Telephone line cord
- ☐ Additional documents (including these operating instructions)

Be sure to save the box (or boxes) and packing materials for reshipment.

Machine layout

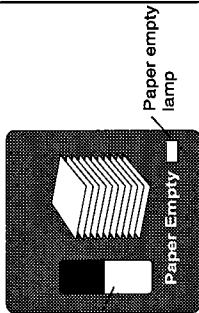
Note: Don't worry if some of the terms used here are unclear to you right now; we'll explain everything fully. Once you're more familiar with these terms, this page will be an even handier reference to your fax.



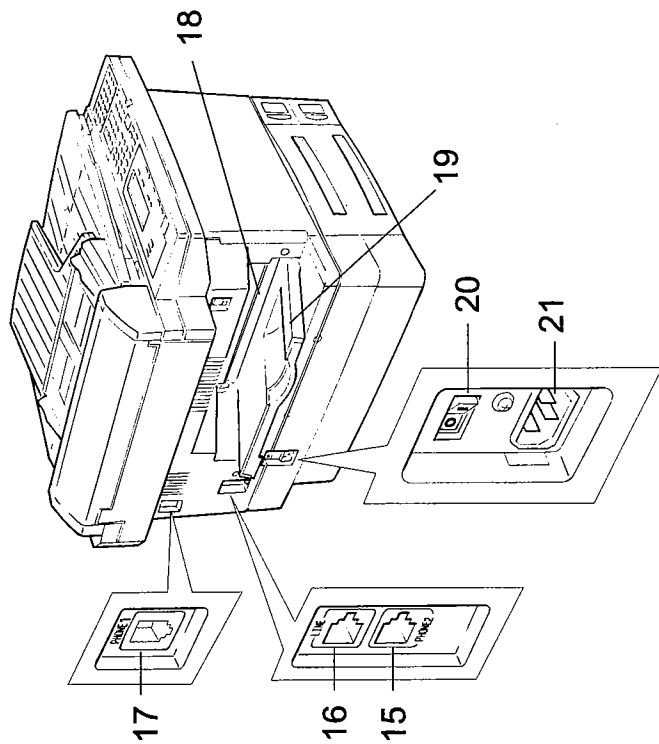
- 1. Control panel** — The keys you use to operate your fax machine. (See page 1.4 for more details.)
- 2. Display** (also known as a *liquid crystal display*, or *LCD*) — Uses a 4-line x 30-character window to show the machine's status and let you see what you're entering during various operations. (If the display is blank, the machine is off.)
- 3. Scanner cover release** — Pull up on this to open the scanner cover.
- 4. Scanner cover** — Opens to provide access to the *original document* (whatever you put into the machine for faxing or copying) during occasional jams.

- 5. Document guides** — You can adjust these to fit the width of the original document, so it will feed properly into the machine.
- 6. Document tray** — Supports the original document for straight feeding into the machine.
- 7. Book cover** — Opens for scanning your original document on the flatbed scanner.
- 8. Multipurpose tray** — Holds one sheet of paper. Pull down the tray toward you to open.
- 9. 1st paper cassette side cover** — Opens to let you fix printout jams.
- 10. 2nd paper cassette side cover** — Opens to let you fix printout jams.

- 11. Printout paper level indicator** — Shows the relative amount of printout paper remaining. White in the window indicates a full supply. An all-black display indicates empty paper (the **Paper empty** light will glow).

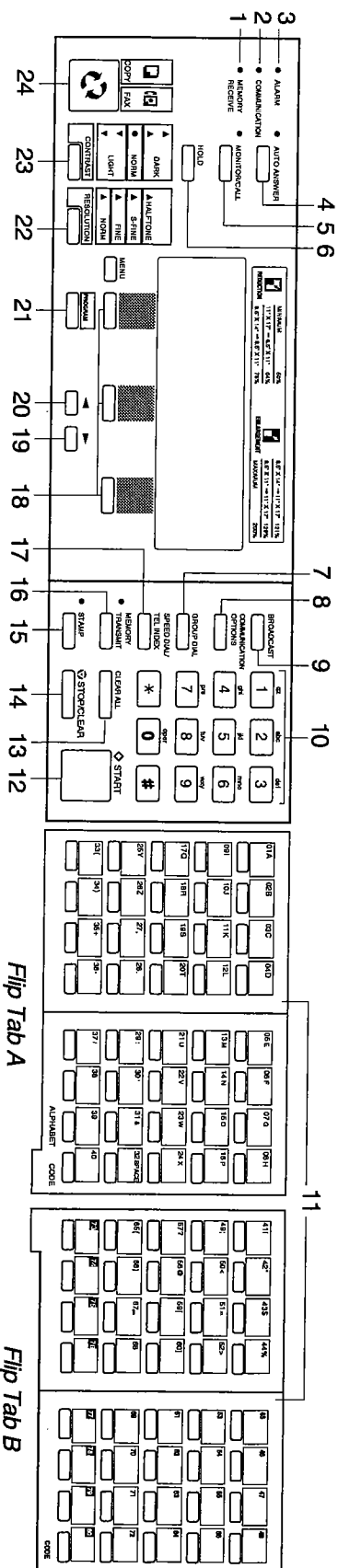


- 12. First paper cassette** — Holds up to 300 sheets of recording paper. Pull the cassette toward you to open.
- 13. Second paper cassette** — Holds up to 300 sheets of recording paper. Pull the cassette toward you to open.
- 14. Front cover** — Opens to provide access for changing the toner and drum cartridge (or, occasionally, fixing printout jams).



- 15. PHONE2 jack** — If you connect a second telephone to your machine, this is where you plug in the cord.
- 16. LINE jack** — Where you plug in the telephone line cord. (The other end of the cord plugs into a wall telephone jack.)
- 17. PHONE1 jack** — Where you plug in the optional handset.
- 18. Printed document exit** — Where the printout (fax or copy) emerges.
- 19. Paper tray** — Holds up the printout (fax or copy) after it emerges.
- 20. AC power switch** — Turns your fax machine on and off.
- 21. AC power jack** — Where you plug in the AC power cord.

Keypad layout



Here is a brief description of the keys on your fax machine and what they do, as well as a look at your machine's indicator lights and their meanings.

- 1. MEMORY RECEIVE light** — If glowing, indicates your fax machine is receiving an incoming fax document into the machine's electronic memory.
- 2. COMMUNICATION light** — If glowing, advises you the fax machine is performing communication.
- 3. ALARM light** — If glowing, indicates a problem has occurred during fax communication or printing. Check the display or a printed error report for more information.
- 4. AUTO ANSWER** — Selects which mode your fax machine uses to handle incoming calls: answering automatically as a fax machine (Fax Ready mode) or waiting for the user to pick up the optional handset (Tel Ready mode). The **AUTO ANSWER light** next to this key will glow when auto-answer mode is the current choice.
- 5. MONITOR/CALL** — During on-hook dialing, it turns the monitor speaker off or on. When you're sending a fax, this key activates the call request feature.
- 6. HOLD** — Either places a call on hold or takes it off hold. *This key works only if you have attached the optional handset to your fax machine.*
- 7. GROUP DIAL** — Helps you set up a fax transmission to a call group, a set of fax numbers which will receive the same document in one fax operation.
- 8. COMMUNICATION OPTIONS** — Chooses from among five fax options: delayed transmission, SecureMail transmission, relay broadcast, polling or batch transmission.
- 9. BROADCAST** — Helps you set up the process of a fax broadcast (sending the same document to more than one location).
- 10. Numeric keypad** — Just like the numeric keys on a regular tone-dialing phone. In addition to dialing phone and fax numbers, they also enter numbers when you're making certain settings.
- 11. One-touch keys** — The keys labeled **01-40** (or **41-80**, when you're using *FlipTab B*) offer one-touch dialing convenience. You also can use the keys labeled **73-80**, if you're using *FlipTab B*, for programmable functions: this lets you teach your machine an advanced multi-step function just once, then recall the function at any time by pressing one of these keys.
- 12. START** — Either begins manual fax communication (transmission or reception) or makes one or more copies of a document.
- 13. CLEAR ALL** — Press this key to cancel the current function and return to the standby mode.
- 14. STOP/CLEAR** — Stops the current operation, ejects a document from the document feeder and cancels alarms. Press this key to delete characters on the display and cancel commands you have entered into the machine.
- 15. SPEED DIAL/TEL INDEX** — Starts a speed-dialing operation, which you finish by pushing three keys on the numeric keypad. Also displays one-touch and speed dial entries, sorted alphanumerically as in a telephone directory.

16. **STAMP** — Press this key to set the machine to stamp each original document or page automatically when the machine transmits it successfully. The **STAMP light** next to this key glows when this operation is set to occur.

17. **MEMORY TRANSMIT** — Selects which transmission mode your machine uses, whether from memory or from the document feeder. If the **MEMORY TRANSMIT light** next to this key is glowing, your machine will scan documents completely into memory before trying to send them. Otherwise, your machine will send straight from the feeder, which is not only slower but also prevents others in your office from using the fax until your communication is absolutely complete.

Note: When you use the flatbed scanner, the machine automatically uses memory transmission.

18. **Multifunction keys** — Press to choose options that appear on the display.

19. **►** — Scrolls (moves) rightward through features and command options as shown on the display.

20. **◄** — Scrolls (moves) leftward through features and command options as shown on the display.

21. **PROGRAM** — Any function can be started by first pressing this key and then enter the function number.

22. **MENU** — Press to change the display to the next series of options.

23. **RESOLUTION** — Press this key to toggle among the three resolution modes and the halftone (grayscale) mode.

24. **CONTRAST** — Press this key to toggle among contrast settings — normal, a little dark, dark, a little light or light.

25. **COPY/FAX** — Press this key to toggle between Fax mode or Copy mode.

You're in control!

We've worked hard to make sure this fax machine is easy for you to use, despite its impressive set of features. *You control it* — not vice versa. So we've also tried to make these operating instructions just as easy. In that spirit, let's make sure there's no confusion about how to give your machine its marching orders.

To press: **0** (zero), **1**, **2**, **3**, **4**, **5**, **6**, **7**, **8**, **9**, **#** or *****

Use: The numeric keypad.

Tip: *At no (other) time in this manual will we refer to the letters printed below the numeric keys, such as abc by the **2** key. They are there only for your greater convenience in using your fax machine as a telephone.*

To press: **A**, **B**, **C**, **D** or any other letter key

Use: The one-touch key by that name.

Tip: *Please don't confuse the zero (**0**) with a letter **O**.*

Here's an example. If we say "press **PROGRAM**, **7**, **ENTER**, **0**, **8**, **ENTER**" ...

... you'd press **PROGRAM**
... then **7**
... then **ENTER**
... then **0** (the numeric key zero)
... then **8**
... and then (finally) **ENTER**

Important: Please note that you would **not** be entering commas or periods.

Those typographical characters appear in our instructions merely to serve their usual separative functions and are *not* intended for actual entry from your machine's control panel.

(In our Internet-savvy age, when even car commercials use phrases such as "*h t t p colon slash w w w dot muracars dot com slash x dash series* [etc.]," we can understand how you might otherwise become confused. But always keep in mind that your fax machine, advanced though it may be, is *not* a personal computer and doesn't accept the same kinds of instructions.)

While there is a function (broadcasting) which requires the entry of commas, we provide special ways to do that, as we'll explain when the time comes.

Setting up

Pick an installation spot before going ahead

To keep your fax machine in perfect working order, the location should be:

- **Clean** — Dust build-up can damage your machine. (However, *do not* use a cover! See next item.)
- **In the open** — Allow at least 16" of clearance around your machine. Be sure you *never cover* the machine; its vents must be able to "breathe."
- **Away from direct sunlight** — This helps avoid overheating.
- **Dry** — Avoid any location where splatters or sprays (such as from a water fountain) could reach your fax machine.
- **Level, and vibration-free.**
- **Near a phone jack** — Your fax machine uses a standard ("modular") telephone jack, also known as an *RJ-11*.
- **Near an AC power outlet** — The power cord is about 5' long if stretched to its limit (and, anyway, that's *not* the way to handle a power cord!).

Phone and electrical requirements

- Use a standard *three-pronged* 120 VAC outlet.
- Make sure the outlet *isn't* controlled by a wall switch. If it is, you'll risk inadvertent shutoffs of your machine, causing you to lose fax messages.
- Don't use an outlet which also is supplying power to a large appliance, such as a refrigerator or air conditioner. Such high-consumption appliances can cause "draw-downs" (temporary drops in the power available for other equipment on the circuit) which could damage your fax machine.
- If at all possible, use an *electrical surge suppressor*, preferably one which guards both telephone and electrical lines. This device helps to shield your fax machine from damaging high-voltage electrical surges.

Voltage requirements: 120 VAC $\pm$ 10 %, 50/60 Hz

Power consumption: *Standby*, 23w; *transmission*, 50w; *reception*, 620w; *copying*, 640 w; *maximum* (simultaneous copying, communicating and scanning), 1,067w.

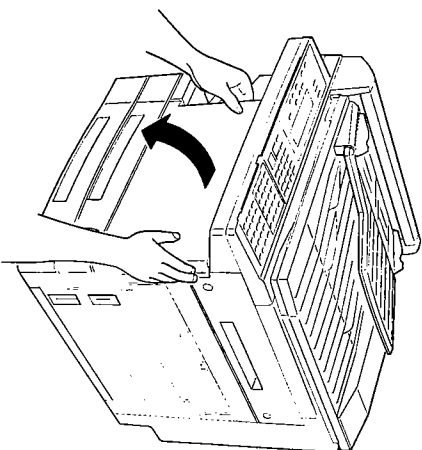
Installing the printing supplies

Your fax machine prints incoming faxes and copies with a *laser print engine*. The engine requires two types of printing supplies (or *consumables*):

- **The drum cartridge** — Yields up to 30,000 letter-sized printouts.*
- **The toner cartridge** — Yields up to 7,000 letter-sized printouts.*

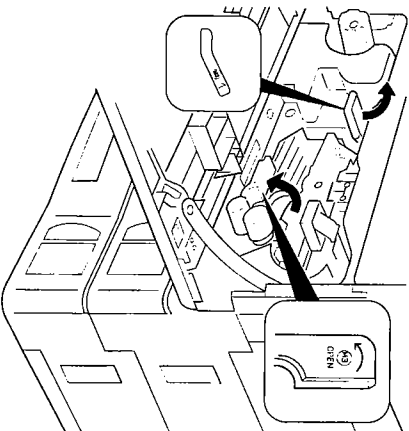
Here's how to install these supplies:

1. Open the front cover.



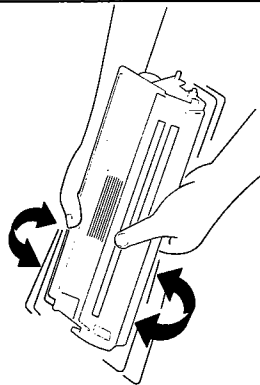
- 2.

Release the *M2* and *M3 levers* by pushing or turning each in the direction indicated by the arrow next to it.

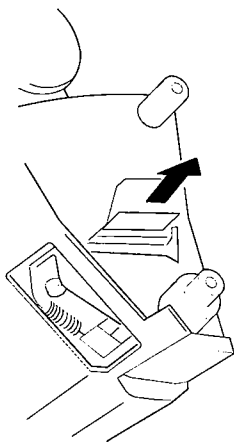


* See "Specifications," page A1.1.

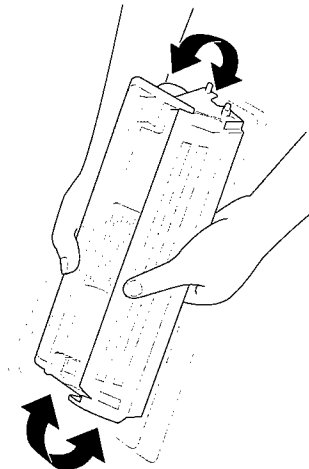
3. Unpack the *toner cartridge* from its carton. Then, holding the toner cartridge with both hands, shake it as shown (note the arrows).



4. Place the toner cartridge on a flat, clean surface. Steady the cartridge with one hand, and re-move the seal by gently pulling with your other hand.



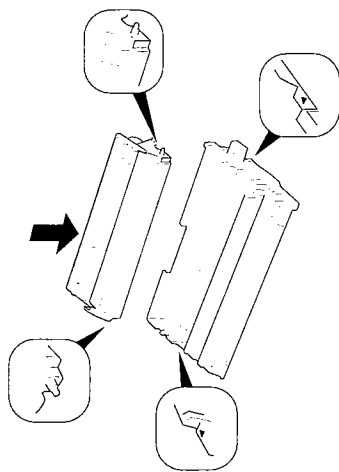
5. Holding the toner cartridge with both hands, *gently* shake it as shown (note the arrows).



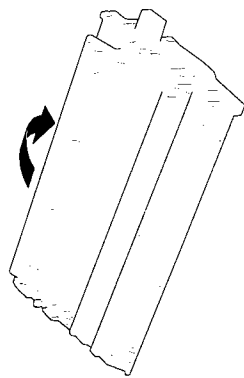
6. Unpack the *drum cartridge* from its carton.

Important: Shield the drum cartridge from light, especially strong light. Later, if you have to remove the cartridge from the machine, immediately wrap it in a thick cloth to protect it from light.

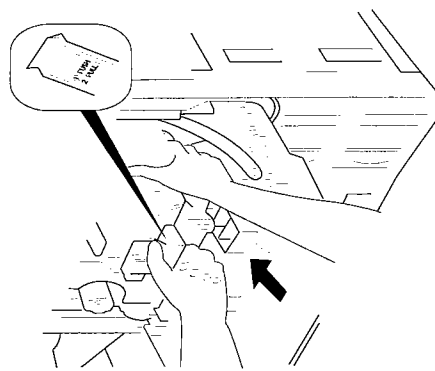
7. Install the toner cartridge in the drum cartridge, making sure that the toner cartridge's two pins (each at the front side) fit in the slits inside the drum cartridge frame.



8. Push the toner cartridge in the direction indicated by the arrow) to lock it.



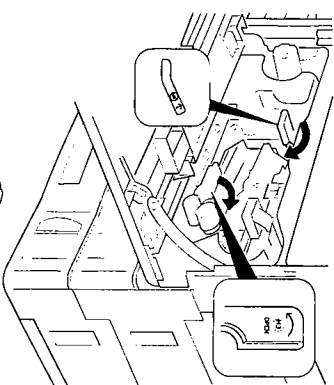
9. Gently slide the drum cartridge into the machine by aligning the cartridge's protrusions with the slits inside the machine's frame.



Important: When you install a new drum cartridge, you must also reset the drum counter. (See "When you install a new drum cartridge," next page.)

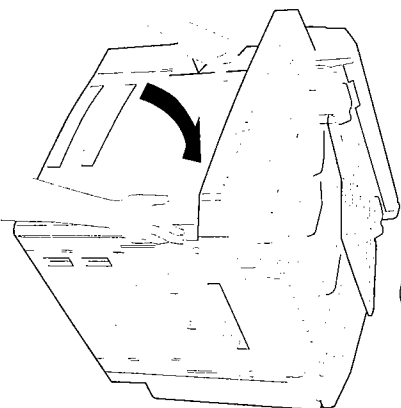
10.

To lock the drum cartridge in place, return the **M2** and **M3** levers to their normal positions, as shown.

**11.**

Close the front cover. Push on a portion of the cover to lock it into its normal position.

Note: The machine won't work if the cover isn't closed properly.



When you install a new drum cartridge

Your fax machine keeps track of how many pages go through the drum cartridge to let you know when the drum needs to be replaced. Thus, whenever you install a new drum cartridge, you must "notify" the machine by resetting the drum counter. (Obviously, before doing so the very first time, you'll have to finish installing the machine and then turn it on.)

Important: Do this *only* when you are installing a *new* drum cartridge.

Here's how to reset this counter:

1. Press **PROGRAM, J, 1, 6**. The display will show:

13. Stamp	16. Reset DR Ctr
14. RelayedRelay	
15. Connect PC	
▲	▼
Enter	Enter

2. Press **ENTER**.

Reset DR Ctr	
YES	
NO	
▲	▼
Enter	Enter

3. Select "YES" using ▲ or ▼. Then press **Enter** to reset the drum counter.

Reset DR Ctr	
YES	
NO	
▲	▼
Enter	Enter

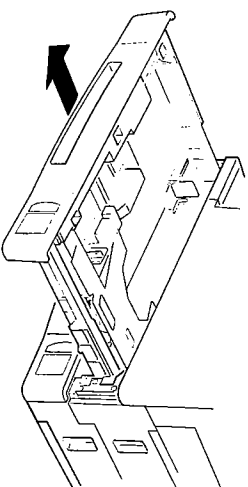
Loading printout paper

The following instructions tell you how to load the paper on which the fax machine prints copies and received faxes. Right out of the box, your machine can hold up to 601 sheets at a time: 300 sheets in each *cassette* and one sheet in the *multipurpose tray*. (Your machine can accept up to two more optional 300-sheet cassettes for a possible total of 1,201 sheets. Contact your authorized dealer for more information.)

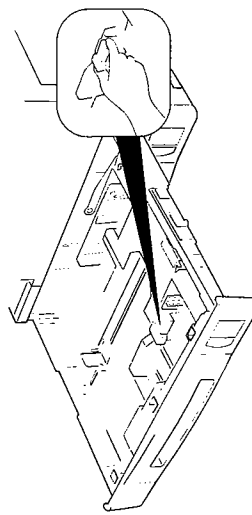
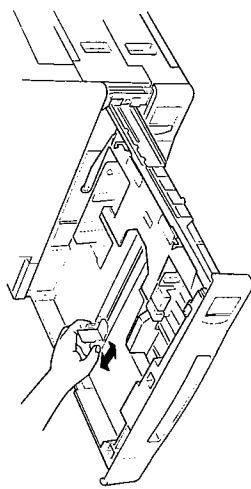
Loading a paper cassette

Each paper cassette can be adjusted to accept letter-, legal- and tabloid-sized paper.

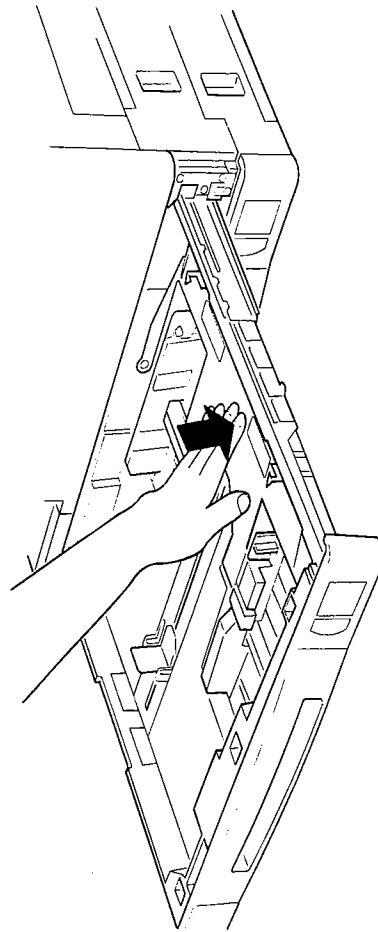
1. Pull forward on the paper cassette to open it.



- 2.** To set the paper cassette for a different paper size, slide the paper guide to the correct position.



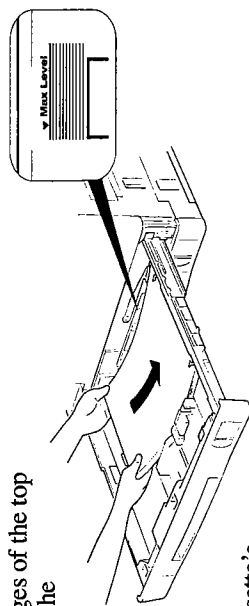
- 3.** Press down on the cassette plate until it clicks.
Note: *Before* you insert paper in the cassette (next step), stack it so that the stack's leading edge and sides are even.



- 4.** Insert the paper into the cassette.

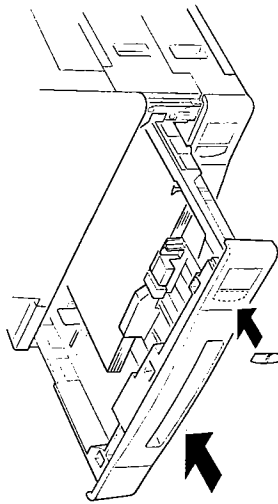
Each paper cassette can hold about 300 sheets of paper.
 • Make sure the top of the paper stack isn't higher than the *limit mark* on the cassette's side.

- Place the edges of the top sheet under the metal tabs on the left and right side of the cassette (viewed from the cassette's front, as shown).



- 5.** Push the paper cassette back into its original (closed) position. You'll feel a click when it's properly in place.

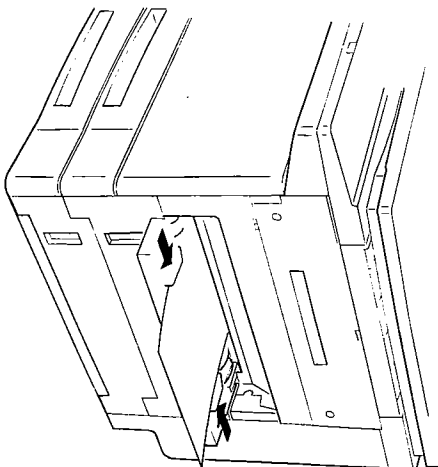
- Attach the *paper size label* on the cassette's front side.



Loading the one-sheet multipurpose tray

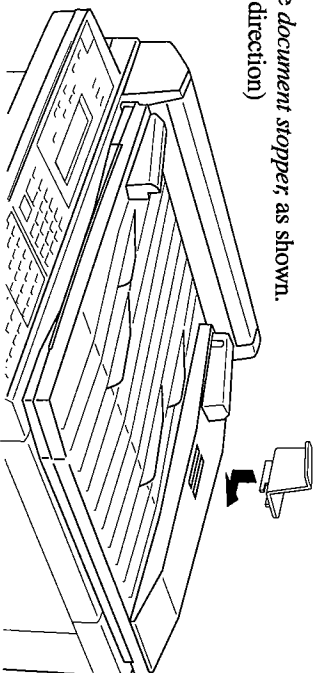
The *multipurpose tray* holds one sheet of either letter, legal or tabloid-sized paper.

1. Pull to open the multipurpose tray.
2. Adjust the tray for the width of paper you plan to load. Slide the guide to the slot that fits the paper size you'll be loading.
3. Insert a sheet into the tray until the sheet won't go in any farther. Make sure the guide setting you made in step 2, above, is correct.

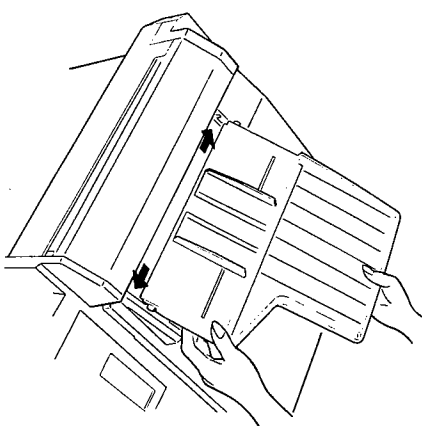


Attaching the paper-handling parts

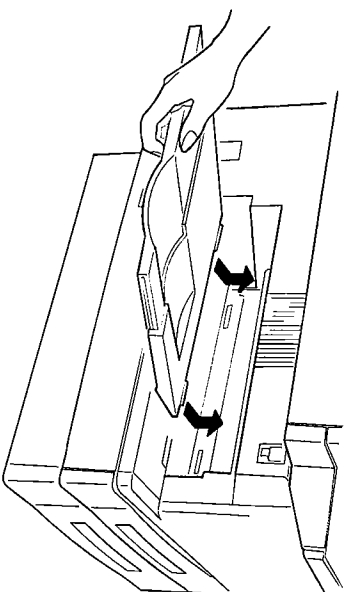
1. Attach the *document stopper*, as shown. (Note the direction)



2. Attach the document tray by inserting it into the appropriate holes, as shown.



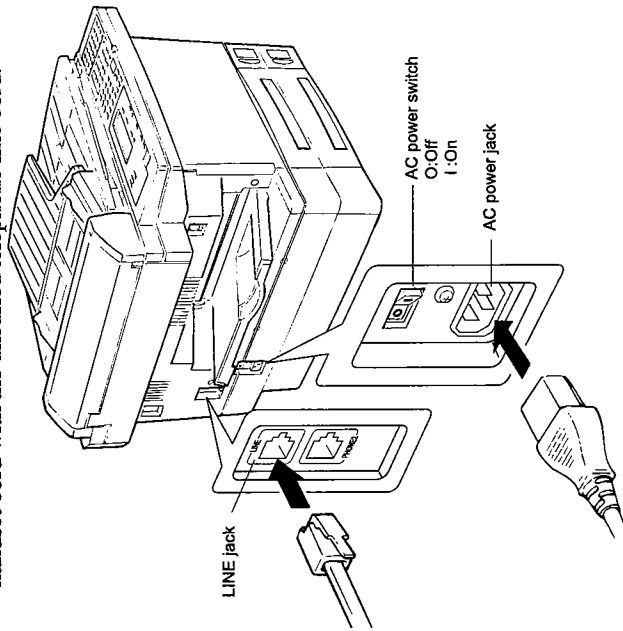
3. Attach the paper tray by inserting its two pegs at a slightly upward angle into the appropriate holes, as shown.



Plug in and power up

1. Plug one end of the telephone line cord into the **LINE** jack on the machine's left side. Plug the other end of the cord into a standard telephone wall jack, just as you would plug in a phone.

Note: If you have purchased an optional handset, do not confuse its curled handset cord with the uncurled telephone line cord.

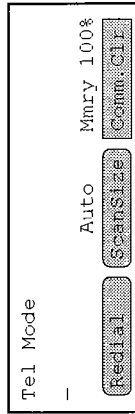


2. Plug the non-pronged end of the AC power cord into the AC power cord jack on the left side of the machine.
3. Plug the pronged end of the AC power cord into a 120 VAC electrical outlet (preferably on a surge suppressor, as mentioned on page 1.6).
4. Use the AC power switch to turn on your machine. The markings are international standards: **I** means *On*, **O** means *Off*.

Adjust the monitor speaker's volume

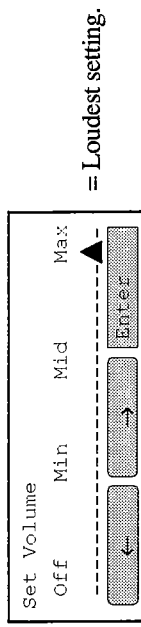
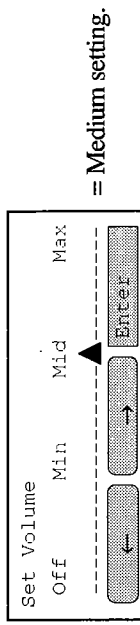
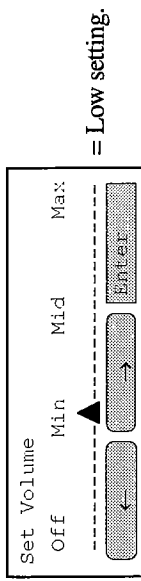
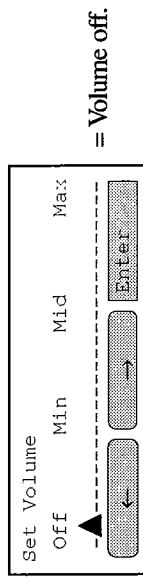
You can set the volume of the monitor speaker, assuring that on-hook dialing will be as loud (or as soft) as you require.

1. Press **MONITOR/CALL** on the control panel. You now should hear a dial tone, and the display will show:



Important: If you don't hear a dial tone, make sure your fax machine is plugged into a working phone line.

2. If the volume you hear is OK, skip to step 4. Otherwise, go on to step 3.
3. Adjust the volume as you wish:
To turn the volume up, press **▶**. To turn the volume down, press **◀**.
The display indicates the volume. Here are the possible settings:



4. Press **MONITOR/CALL** again to hang up.

Attaching a second phone

Want to attach a second phone (even a cordless model!) to your fax machine, so they can share the same phone jack? No problem.

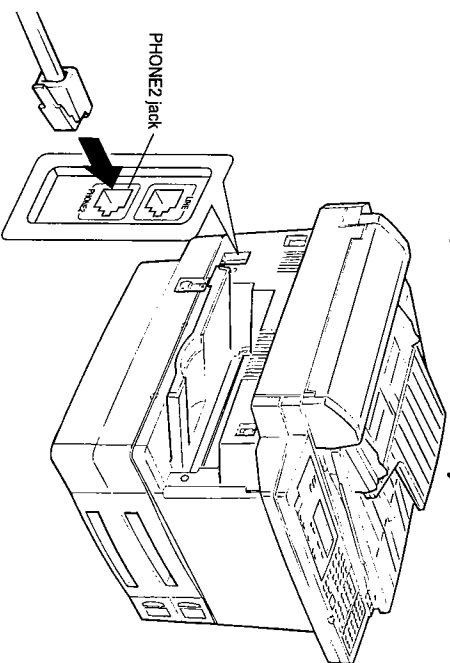
Before we go further, let's explain the idea. You're plugging the second phone's phone line into your fax machine's **PHONE2** jack, not the wall phone jack. In such a setup, only your fax machine connects to the wall. The second phone receives phone signals through your fax machine.

Now, let's proceed...

1. If your second phone is already plugged into a wall phone jack, disconnect it from that jack, at the jack. Hold onto the phone plug; you'll need it in step 2.

Note: Of course, if your second phone is a model which also requires AC power, as is true for the base of a cordless phone, don't unplug it from *its* AC power jack!

2. Using the plug mentioned in step 1, plug the phone cable from your second phone into the **PHONE2** jack on the left side of your fax machine.



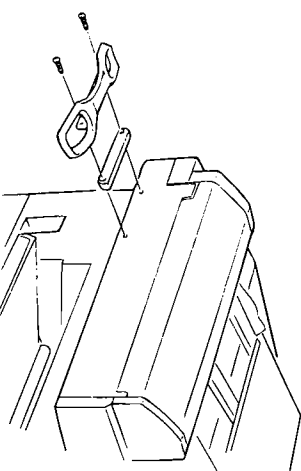
For information on how to use a connected second telephone with your fax machine, see "Receiving faxes," beginning on page 1.24.

Attaching an optional handset

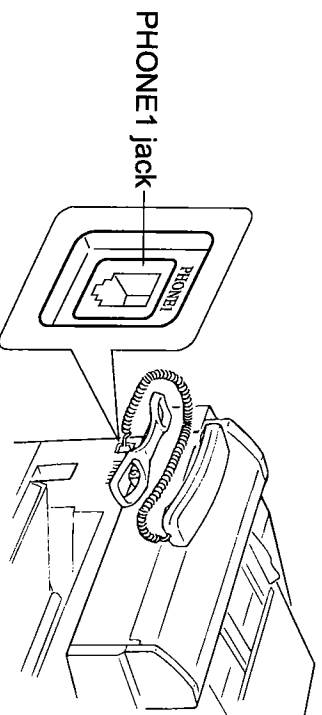
If you purchase an optional handset for your fax machine, it comes with installation instructions. However, here is a summary of how to attach the handset.

Important: Do not connect the handset directly to a telephone wall jack. Connect it only to your fax machine as the instructions describe.

1. Using a small Phillips-head screwdriver, attach the handset cradle to the side of your fax machine using the screws included with the cradle.



2. Plug one end of the handset cord (it's curled) into the **PHONE1** jack on the left of your fax machine.



3. Plug the other end of the handset cord into the jack on the handset.

If connected to a phone line, your fax machine is now "off-hook."

Note: The handset has a small "Flash" button which you can press while holding the handset, putting the fax machine back "on-hook" until you can hang up the handset properly in step 4.

4. Place the telephone handset onto the handset cradle. The cradle will press the handset's "Flash" button, hanging up the handset.

EasyStart

Your Muratec fax machine comes with *EasyStart*. It guides you in entering the basic settings required for normal operation — so it's *easy* for you to *start* using your machine quickly. (Of course, you can make other settings later or change these settings. We'll explain in "User settings," beginning on page 2.2.)

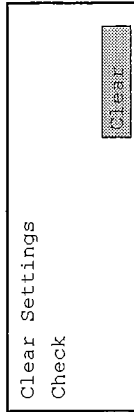
Clearing settings before beginning

Before using EasyStart, clear your machine's built-in *user data memory*, which stores settings. This insures the memory will hold only your settings.

Important: After you use EasyStart, please *do not* clear the memory again *unless* an authorized technician asks you to do so.

To clear the machine's memory:

1. Press **PROGRAM**, *, 2.
The display now asks whether you're sure about clearing the memory:



Note: If you don't want to proceed, just press **CLEAR ALL**.

2. If you are sure, press **Clear** to complete the process by clearing the existing user data memory settings.

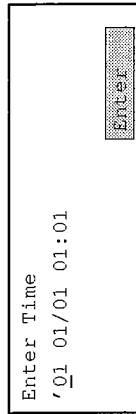
Using EasyStart to enter initial settings

Important: Be sure your fax machine has paper before you begin EasyStart, since this feature can print a handy settings list at the conclusion.

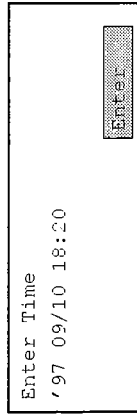
Important: If you press **CLEAR ALL** during EasyStart, your fax machine will return to standby mode (its normal condition) but will retain settings you saved (by pressing **Enter**, as described in these instructions).

1. Press **PROGRAM**, I, **Enter**.

The display will show the current setting of the fax's built-in calendar/clock, with a cursor appearing under the first digit.



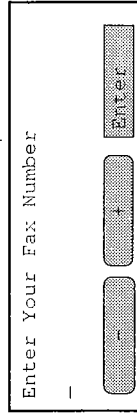
2. Use the numeric keypad to enter the correct date and time, using a *YYMMDD* format for the date and *24-hour* ("military") format for the time.
For instance, if it's 6:20 PM on September 10, 1997, press **9 7 0 9 1 0 1 8 2 0**, which results in the following:



Note: Your fax machine automatically inserts the spaces and date-slash. All you have to do is enter the digits.

To change only one digit, press ◀ to move the cursor leftward, or ▶ to move it rightward, to that digit. Then, enter the correct digit.

3. Press **Enter** to save the clock setting and continue EasyStart.



- 4.** The display now asks you to enter your fax number as you want it to appear on other fax machine's displays or printouts. This is called the *Subscriber ID*. Use the numeric keypad to enter the desired number. To put in a dash for easier reading, as shown here, press “—”. The number may contain up to 20 characters (numbers any dashes).

Enter Your Fax Number
972-364-3350

— + Enter

Note: If you make a mistake, press STOP/CLEAR to erase, leftward. Or, if you want to change just one character in the number, press ◀ to move the cursor leftward, or ▶ to move it rightward, to that character. Then re-enter until the fax number is just as you want it.

- 5.** Press **Enter** to save the number.

- 6.** The display now asks you to enter the name that you want to appear at the top of faxes you send. In the fax industry, this name is called the *TTY* (or *transmit terminal identifier*). On your machine, your TTY may as long as 22 characters. Enter whatever you feel is appropriate; it could be your company name, your department name, perhaps even *your* name—or a combination of some (or all) of these.

Important: You enter letters and other non-numeric characters through use of the one-touch keys.

Enter Your TTY
Upper
ABC Enter

“Upper” means the machine is currently set for entering only upper-case letters. If you press **R**, the machine will “see” it as an *R* (not an *r*).

To change it so that pressing a one-touch key will produce a lower-case letter rather than an upper-case letter, press **ALPHABET**.

Enter Your TTY
Lower
abc Enter

To switch back for upper-case entries, press **ALPHABET** again.

Additionally, here are the key combinations you can use with **CODE** to enter a wide variety of characters:

Second keypress

	0	1	2	3	4	5	6	7	8	9	A	B	C	D	E	F
First keypress			"	#	\$	%	&	'	(	)	*	+	,	-	.	/
3	0	1	2	3	4	5	6	7	8	9	:	<	=	>	?	
4	@	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
5	P	Q	R	S	T	U	V	W	X	Y	Z	[	\	]	^	_
6	`	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o
7	p	q	r	s	t	u	v	w	x	y	z	{		}	~	←

The legends just outside the box indicate which key you press, and in which order, to get a given character. For example, to get the carat (^) character, you'd press **5, E**. (The blank area for **2, 0** indicates where spaces occur.)

Enter Your TTY
Code [5E]
Enter

Note: If you make a mistake, press STOP/CLEAR to erase leftward. Or, if you want to change just one character in the name, press ◀ to move the cursor leftward, or ▶ to move it rightward, to that character. Then re-enter until the name is just as you want it.

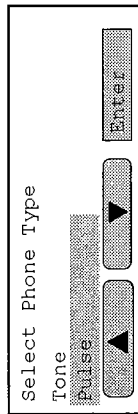
- 7.** Press **Enter** to save the setting and continue.

- 8.** The display now indicates the type of dialing, tone or pulse, for which the fax machine is set.

Select Phone Type
Tone
Pulse
▲ ▼ Enter

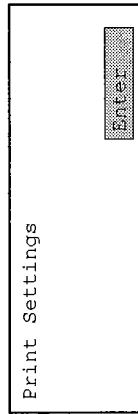
If the dialing setting is acceptable, skip to step 10. Otherwise, proceed to step 9.

9. To change the setting, press ▲ or ▼ once or twice until your choice appears (here, we've changed the setting to Pulse mode).



10. Press **Enter** to save the setting and continue.

11. One more thing to do! The display now asks whether you want to print a list of all of its settings (including some we'll cover in "User settings," which begins on page 2.2).



- If you want to print a list, press **Enter**. Your fax machine will print a list of all of its settings.
- If you don't want to print a list, press **STOP/CLEAR**. Your machine will return to standby mode.

Sending faxes

Some guidelines

How big — and small — your pages can be

While you'll probably be sending normal-sized documents the vast majority of the time, you can fax a piece of paper as small as a notepad sheet or nearly three feet long! To be precise, the acceptable dimensions (width × length) are:

Automatic document feeder (ADF) section

Single-sheet transmission

Maximum: 12.0" × 35.4"

Minimum: 4.7" × 3.9"

Multiple-sheet transmission

Maximum: 11.7" × 17.0"

Minimum: 5.8" × 4.1"

Flatbed scanner (FBS) section

Maximum: 11.7" × 17.0"

Minimum: 4.7" × 3.9"

Things *not* to put in your fax

To help avoid troubles ranging from paper jams to out-and-out damage to your machine, please **don't insert**:

- Folded, curled, torn, wrinkled or very thin pages
- Documents with staples, glue, tape, paper clips or correction fluid
- "Sticky notes" (or documents with "sticky notes" attached)
- Cardboard, newspaper or fabric
- Pages with duplicating carbon on either side
- Credit cards or similarly small, thick items

Resolution, grayscale and contrast

Reviewing resolution and grayscale

☐ HALFTONE
☐ S-FINE
☐ FINE
☐ NORM

RESOLUTION

- **Normal** resolution ("NORM" on the control panel) is suitable for most typed documents and simple drawings.
- **Fine** resolution ("FINE" on the control panel) is ideal for maps, moderately complicated drawings, financial or hand-written documents.
- **Superfine** resolution ("S-FINE" on the control panel; "S Fine" on the display) reproduces the detail of extremely complicated drawings or line art.

- **Grayscale** mode ("HALFTONE" on the control panel; "Gray" on the display) captures shades in photos and drawings.

Note: If you send a fax in superfine, certain fax models (especially older, non-Muratec models) will receive it only in fine mode. However, you can send a fax in grayscale mode to virtually any fax machine currently in use.

Contrast

The rightmost item appearing on the display (when there's a document in the feeder) is the *contrast* setting. You have five choices:

☐ DARK
☐ ▲
☐ NORM
☐ ▼
☐ LIGHT

CONTRAST

- **Dark** — Darkens weak, "washed-out" images.
- **▲** — Somewhat darkens weak, "washed-out" images.
- **Normal** ("NORM" on the control panel) — Suited to most documents.
- **▼** — Somewhat lightens up overly dark, "muddy" original documents.
- **Light** — Lightens up overly dark, "muddy" original documents.

Note: Until you become accustomed to using the Light and Dark settings, you might tend to confuse them. Just remember what we say above — "Light lightens" and "Dark darkens" — to keep it straight!

Entering a pause character when dialing

Your fax machine provides special dialing characters which you may find useful. We'll discuss most of them later (see page 2.7), but you may need to know now about the pause character. Some long-distance systems require dialing pauses, and pauses also can be useful when you're dialing through special telephone exchanges.

To insert a pause character:

1. Enter the number using the numeric keypad.
2. Press **Pause** (after you've dialed at least one other character). The pause character (- /) will appear on the display.

Press Start Key	
9-19723642009_	
- /	Pause
- /	Tone

Each pause you enter lasts for a factory-set five seconds (see "Changing the pause length," below, for how to change this setting). For example, assuming the pause is at the factory setting, pressing **9, Pause, 1 9 7 2 3 6 4 2 0 0 9** dials 9 [5-second pause] 19723642009.

Important: Each pause uses two of the characters you're allowed in a number.

Changing the pause length

The pause is set by the factory to last five seconds, but you can set it to last as long as ten seconds if necessary. *If you find the five-second pause is satisfactory when you use it with your phone system, do not make this change.* But, if you must:

1. Press **PROGRAM, J**.

J. User Settings M. Batch Tx	
K. Cover Page	
L. Department	
▲	▼
▲	Enter

2. Press **Enter**.

01. Scan Param. 04. # Of Rings	
02. Print Param. 05. Redial	
03. DialingPause 06. ECM Mode	
▲	▼
▲	Enter

3. Select "03. Dialing pause" using ▲, ▼, ◀ or ▶, then press **Enter**.

01. Scan Param. 04. # Of Rings	
02. Print Param. 05. Redial	
03. DialingPause 06. ECM Mode	
▲	▼
▲	Enter

4. Use the numeric keypad to enter the desired length of the dialing pause. Here, we've chosen nine seconds.

DialingPause	
09 Sec. (5-10)	
▲	▼
▲	Enter

Note: The length setting requires two digits, so there always must be a leading zero for lengths other than 10 seconds.

5. Press **Enter** to save the setting.

Potential problems with call-waiting and voice mail

Telephone call-waiting signals can stop fax transmission and reception. And, of course, any service — such as voice mail — which may intercept your calls can keep your fax machine from getting fax calls. If you must use only one phone line, please consult your telephone company for information on how you can temporarily disable call-waiting or voice mail while using your fax machine.

Overseas transmission mode

This mode instructs your fax to compensate for the poorer transmission characteristics of some overseas telephone lines. To set overseas mode:

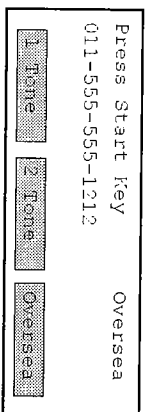
1. Enter the fax number using the numeric keypad.

Press Start Key	
011-555-555-1212	
-	Pause
-	Tone

2. Press **MENU**. The display will show:

Press Start Key	
011-555-555-1212	
1. Tone	2. Tone
1. Tone	Overseas

3. Press **Oversea** to activate the overseas mode.



Note: To deactivate this feature while still dialing, simply press **Oversea** again. The feature automatically deactivates itself following each dialing.

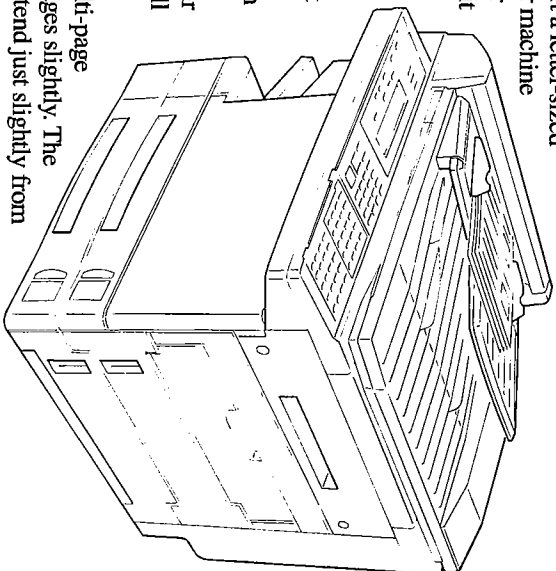
How to set a document

Inserting it into the ADF (automatic document feeder)

1. Adjust the document guides — by sliding either of them to the left or right — to fit the page(s) you'll be faxing. Your fax machine's automatic document feeder (ADF) will hold up to 50 pages of letter-sized paper, 25 pages of legal-sized paper or 15 pages of tabloid-sized paper.

Note: When you insert a letter-sized

document, your machine scans the center 8.2" and sends it unreduced (see pages 2.3-2.4 for more on fax reduction). This means that there will be a 0.15" margin on each side of the page which your fax machine will not scan.



2. If you're sending a multi-page document, "fan" the pages slightly. The bottom sheet should extend just slightly from the others.
3. Insert the document **face up**. When you have inserted your document sufficiently into the ADF, you will hear a short beep.

Placing it on the FBS (flatbed scanner)

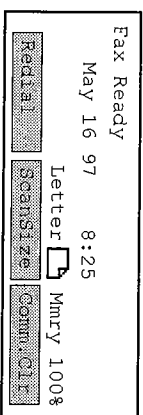
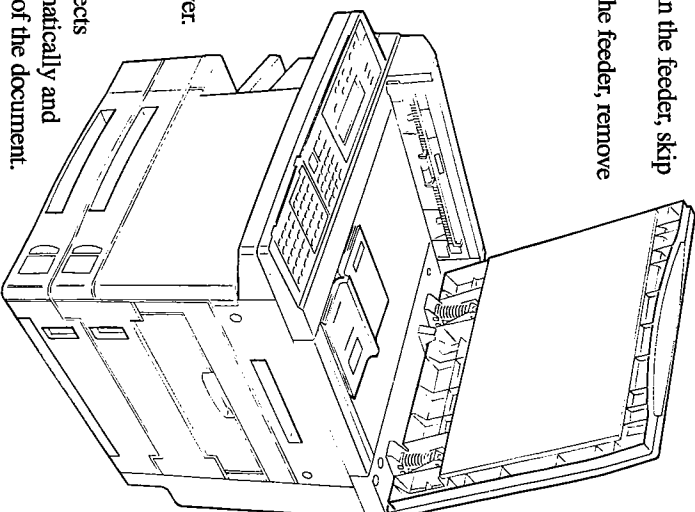
1. If there isn't a document in the feeder, skip to step 2. If there is a document in the feeder, remove it.

2. Open the book cover.

3. Place the document face down. Make sure the document is set at the right front corner, as indicated by the arrow on that edge of the platen.

4. Gently close the book cover.

5. If the ScanSize is set to "Auto," your machine detects your document size automatically and displays the detected size of the document.



Using memory transmission

Your fax machine has a great memory! And, because it does, it can finish fax jobs more quickly than otherwise would be possible.

By automatically scanning your fax document into, then transmitting from, its memory — rather than transmitting each part of the scan only as quickly as the receiving fax machine can receive it — your fax machine can hand you back your original document more rapidly.

And here's a real money saver on long distance fax calls: if you're transmitting to another memory-equipped Muratec fax machine, your machine will send the document directly into the other machine's memory and hang up! (The receiving machine then prints out your message from its memory.) This cuts your actual on-line time to a minimum.

Better still: set up a delayed command (see pages 2.25–2.27) to send your document to that other Muratec fax machine after hours, and you'll save two ways on the call: not only will the call itself be short, but also the line charges will be cheaper! You can set your fax machine always to transmit from memory as a default.

Note: Whichever choice you make, you can override that choice one transmission at a time by pressing **MEMORY TRANSMIT**. After completing the communication, your fax machine will return to your desired transmission setting.

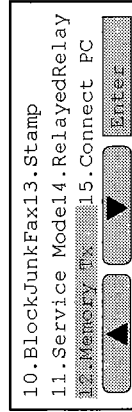
Note: Although it's probably best to decide to transmit from memory, be aware that certain types of documents can quickly exhaust even your machine's large memory supply. Obviously, documents with large numbers of pages qualify; so do documents with lots of dark areas, since darker pages create more data for your fax machine to "remember" and send. When the machine's memory supply is full, it can transmit only in normal, (*i.e.*, non-memory) mode.

Important: When you use the FBS, your machine transmits **only** from memory.

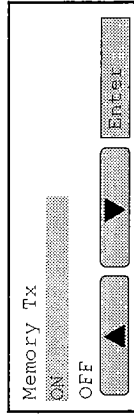
Memory transmission is user-selectable (using the following procedure) **only** when you use the ADF.

To make memory transmission the default:

1. Press PROGRAM, J, 1, 2.



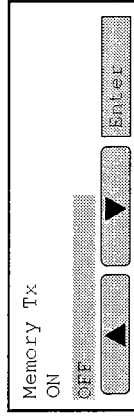
2. Press Enter.



If the setting you see is acceptable, skip to step 4. Otherwise, proceed to step 3.

3.

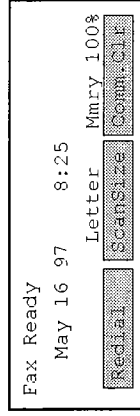
To change the setting, press **▲** or **▼** once or twice. In this example, we've chosen **OFF**.



4. Press Enter to save the setting.

Sending a fax using the ADF

1. Insert the document face up. The display shows the width of the document (see "Paper sizes" in the Glossary beginning on page 3.17):



2. Adjust resolution and contrast if necessary. If these are OK, skip to step 3. Otherwise, to adjust the resolution and/or contrast:

- Press **RESOLUTION** to change the resolution.
- Press **CONTRAST** to change the contrast.

3.

"Toggle" (switch on or off) memory transmission if necessary.

To use your default setting, skip to step 4.

Otherwise, press **MEMORY TRANSMIT** once to "toggle" memory transmission.

- 4.** Enter the fax number using the numeric keypad. You must enter at least three digits to transmit the document.

Note: For information on entering one-touch and speed-dial numbers, see pages 2.7–2.19.

(In fax terms, you're calling the *remote fax*, on its *remote fax number*.)

Press Start Key		
9-/19723642009_		
-	Pause	Tone

As you can see, you also enter any access codes (such as a 9 for “dialing out” from an office telephone system, or 1 for long-distance) along with the number, just as you would for a regular phone call.

- 5.** Press **START**.

- 6.** Now, everything is up to the machines — yours and the one you're dialing.

- If you've set the fax to transmit from memory, your machine scans the document into memory, then dials the other fax. When it makes contact, your machine sends the stored document from memory. While your machine scans your document(s) into memory, the display shows:

9-/19723642009	Storing
A4	Normal
01	
Next Page: NO	Mmry 100%
Yes	No

If you want to send any more document(s) using either the ADF or FBS (see next item), press **Yes** then follow the instructions on the display. Otherwise, press **No**.

- If the fax is set for non-memory transmission, your machine simply dials the other fax. When it makes contact, your machine feeds the document through, scanning and transmitting it as it goes.

Note: The more “stuff” (*black coverage*) your machine “sees” on a page, the more slowly your fax will scan it — especially when you transmit in non-memory mode. Even if the page itself is relatively clean, sending it in grayscale mode or certain resolution settings makes your machine “see” more “stuff.” The same is true if you set the contrast to Dark.

Note: What if the call fails for some reason? See “Re-dialing,” page 1.22.

Sending a fax using the FBS

- 1.** If there isn't a document in the feeder, skip to step 2. If there's a document in the feeder, remove it.

- 2.** Place the document face down on the FBS and gently close the book cover. If your machine's “ScanSize” is set to “Auto,” your fax machine will detect your document's size automatically and show the size on the display. In this example, we've set letter-sized paper in *landscape* (wide) mode.

Note: If the machine cannot detect the document size, you must enter the scan size manually (see the note following step 5).

Fax Ready			
May 16 97		8:25	
Letter		☐ Mmry 100%	
Rectal	ScanSize	Comm.Off	

- 3.** Adjust resolution and contrast if necessary. If these are OK, skip to step 3. Otherwise, to adjust the resolution and/or contrast:

- Press **RESOLUTION** to change the resolution.
- Press **CONTRAST** to change the contrast.

- 4.** Enter the fax number using the numeric keypad. You must enter at least three digits to transmit the document.

Note: For information on entering one-touch and speed-dial numbers, see pages 2.17–2.19.

(In fax terms, you're calling the *remote fax*, on its *remote fax number*.)

Press Start Key		
9-/19723642009_		
-	Pause	Tone

As you can see, you also enter any access codes (such as a 9 for “dialing out” from an office telephone system, or 1 for long-distance) along with the number, just as you would for a regular phone call.

5. Press START.

Note: If your fax machine couldn't detect your document size in step 2, the display will show:

Enter Scan Size	ScanSize
-----------------	----------

This indicates that you must manually enter the scan size of your document. To do so, press **ScanSize** to choose the size. The display will show:

Letter	Legal	A3
Letter	B5	A4
A4	B4	
▲ ▼		
Enter		

Select the correct scan size by using ▲, ▼, ◀, ▶ or ► to highlight your choice, then press **Enter**.

6. Your machine will scan the document into memory. The display will show:

9-/19724032009	Storing
Letter	Normal 01
Next Page: YES	Mmry 97%
Yes	No

7. If you want to send another page using either the ADF or the FBS, press Yes and go on to step 8.

If you don't wish to send any more pages, press **No** and skip steps 8–9.

8. The display will show:

9-/19724032009	Storing
Letter	Normal 01
Set Next Doc. and Press Start	
ScanSize	Start
End	

Place the next page in the ADF or the FBS and press **Start** to start scanning.

9. The display will show:

9-/19724032009	Storing
Letter	Normal 02
Next Page: YES	Mmry 94%
Yes	No

If you want to send yet another page, press **Yes** and go back to step 7. If you don't wish to send any more pages, press **End**.

Now, everything is up to the machines — yours and the one you're dialing. When it makes contact, your machine transmits the stored document from memory.

Note: What if the call fails for some reason? See "Re-dialing," page 1.22.

Sending a fax with on-hook dialing or a handset (manual transmission)

Important: Manual transmission is available only when you use the ADF.

You also can fax a document by dialing using either the monitor speaker ("on-hook dialing") or the optional handset. Here's how:

1. Insert the document into the ADF.
2. Adjust resolution and contrast if necessary. If these are OK, skip to step 3. Otherwise, to adjust the resolution and contrast:
 - Press **RESOLUTION** to change the resolution.
 - Press **CONTRAST** to change the contrast.
3. Obtain a dial tone. You can do this by either:
 - Activating the monitor speaker (by pressing **MONITOR/CALL**).

... Or ...

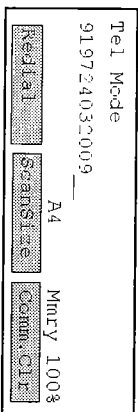
- Lifting the optional handset.

In either case, the display shows:

Tel Mode		A4	Mmry 100%
Redial	ScanSize	Comm.Clip	

4. Enter the fax number by using the numeric keypad.

Note: For information on entering one-touch and speed-dial numbers, see pages 2.7–2.19.



Enter access codes along with the number, just as for a regular phone call.

5. When you hear fax tones from the remote unit, press START.

Note: If a person answers the phone, tell him or her you're trying to send a fax. When his/her machine sends you fax tones, then press START.

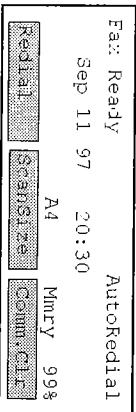
6. If you're using the monitor speaker, you have nothing more to do.

If you're using the handset, hang up (after pressing START).

Note: What if the call fails for some reason? See "Redialing manually," next column.

Redialing

If the call fails (and you were not using either the monitor speaker or a handset), your machine's display will show something similar to:



This means your fax machine is set to redial, automatically, the fax call you just tried. While in this Auto Redial mode, the machine can receive faxes and make as many as 20 fax transmissions.

If you dialed without using either the monitor speaker or a handset, your fax automatically re-dials the number every few minutes (you set the interval; see "Making redial settings," next column) until one of these happens first:

- It reaches the remote fax machine.
- It has automatically re-dialed the number for the last try (again, see "Making redial settings," next page).

Note: If you used either the speaker or a handset, redial manually (see below).

If the last try fails, your machine may print (and/or display) *error messages*. For more information, see pages 3.7–3.11.

Redialing manually

You always can redial fax or voice calls manually; indeed, you *must* redial manually if you dialed by using either the monitor speaker or the optional handset.

To redial a fax call manually without using the monitor speaker or optional handset:

1. Confirm that the document is still in the feeder and that your desired resolution and contrast settings are still correct.
2. Press **Redial**.

To redial a fax call manually by using the monitor speaker or optional handset:

1. Confirm that the document is still in the feeder and that your desired resolution and contrast settings are still correct.
2. Obtain a dial tone: either pressing **MONITOR/CALL** or lift the handset.
3. Press **Redial**.
4. When you hear fax tones from the remote unit, press **START**.

Note: If a person answers the phone, tell him or her you're trying to send a fax. When his/her machine sends you fax tones, then press **START**.

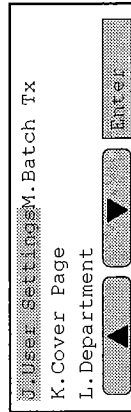
To redial a voice call (using the optional handset) manually:

1. Obtain a dial tone: either pressing **MONITOR/CALL** or lift the handset.
2. Press **Redial**. When the other person answers, speak to him/her on handset.

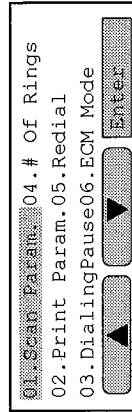
Making redial settings

It's up to you how many times the fax redials a number and how long it waits during redials (that's called the *redial interval*). Here's how to make those settings:

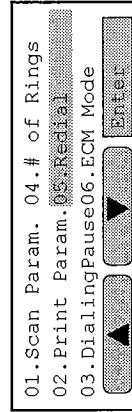
1. Press **PROGRAM**, **J**.



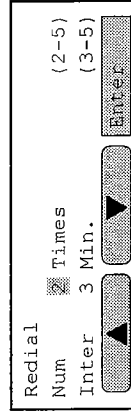
2. Press **Enter**.



3. Select "Redial" using **▲**, **▼**, **◀** or **▶**.



4. Press **Enter**.



If the number of redialings (in times) and redial interval (in minutes) you see is acceptable, skip to step 6. Otherwise, proceed to step 5.

5. To change the setting, use the numeric keypad to enter the desired number.

6. Press **Enter** to save the setting.

Canceling automatic redial: an introduction to Review Commands

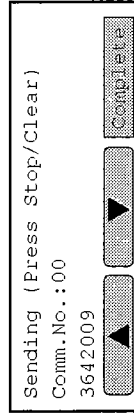
To cancel an automatic redial, you'll use the *Review Commands* function.

First, a bit of explanation, however...

- When your machine stores a document for automatic redial, that makes that document one of those stored commands.
- Because your fax machine can store multiple transmission commands in memory, it keeps track of each command by assigning it a command number — e.g., "Comm.No.:00."

The Review Commands function gives you the power not only to *check on* (review) each command currently pending in your machine's memory but also to *delete* a command if you decide not to go ahead with the command and send the document.

1. Press **Comm.Clr**. The display shows the first command, indicated by its command number and the phone number the command will dial (or, in this case, redial).



2. If this is the command you want to cancel, skip to step 4.
If this is *not* the command you want to cancel, proceed to step 3.
3. Press **▲** or **▼** to continue on to the next command in the *command queue*, then go back to step 2.
4. If you do want to cancel this command, press **STOP/CLEAR**.

5. The display now shows the next command.

If you want to cancel it, too, go back to step 4.

If you want to avoid canceling this command but do want to review other commands in the queue, press **▲** or **▼** and go back to step 2.

If you want to stop reviewing the stored commands, press **Complete** or **CLEAR ALL** to return the machine to standby mode.

This function gives you enormous control over your machine's most powerful features. For more about the Review Commands function, please see page 2.26.

Receiving faxes

So what's the big deal, anyway?!

That may be what you're wondering, upon seeing the title above. After all, telling you how to *send* faxes in one thing, but — as long as the fax machine is running and has paper installed — why spend time on explaining how to *receive* faxes?

Well, you have a point. Still, there are just a few little niceties you may find helpful to know. So...

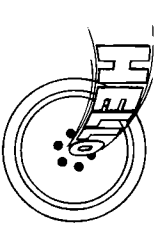
Different ways to get the job done

Reception modes

Your fax machine has two different reception modes — Tel Ready and Fax Ready — each of which we'll explain in a moment — along with giving you an idea of *which* one you should use, depending upon your set-up.

Answering calls manually — for either reception mode

In either reception mode, you can always answer calls manually *if you have an optional handset installed*. Just pick it up, as you would if using a normal phone.



If you hear someone speaking to you...

... go ahead and have a normal phone call.



If you hear distinctive fax tones ("beep — beep — beep")...

... press **START** and hang up the optional handset. Your fax machine will begin receiving a fax.

Note: Don't try to answer a call by pressing **MONITOR/CALL**. The monitor function is only for on-hook dialing. Your fax machine does not have a speakerphone.

Tel Ready mode: when Auto Answer is off

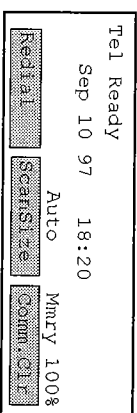
Use it if:

- You intend to use the same line for both fax and phone calls *and*
- You're using, on that line, at least one other phone which is not connected to your fax machine *and*

- You have installed an optional handset on your fax machine.

In this mode: Your fax machine never answers calls automatically; you must answer each call and handle it as described in "Answering calls manually — for either reception mode" (this page, left column).

To select Tel Ready, press **AUTO ANSWER** once or twice until the Auto Answer light is off and the display shows:



Fax Ready mode

Use it if:

You have your fax machine installed on a "dedicated" line (one it doesn't share with a second phone).

In this mode:

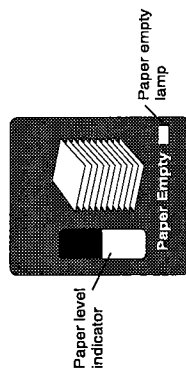
Your fax machine answers each incoming call after a certain number of rings (see pages 2.4–2.5) and attempts fax reception.

To select Fax Ready, check whether the Auto Answer light is lit. If it is not, press **AUTO ANSWER** once or twice until the light is lit.

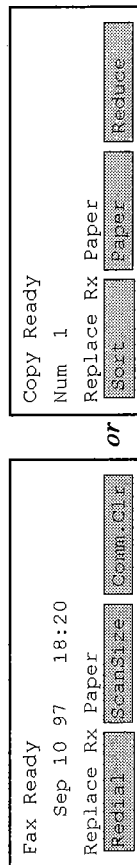
When the paper runs out

Getting the word from your machine

When all paper cassettes in your machine have run out of paper, the machine beeps and the **ALARM** light glows. The *recording paper level indicator* on each paper cassette's front side of paper cassette shows the relative amount of recording paper remaining. White in the window indicates a full supply. An all-black indicator indicates empty paper (and the **Paper empty** light will glow).



The machine display indicates that paper runs out with one of two messages, depending upon whether the machine is in *Copy mode* or *Fax mode*, as shown. (For more on *Copy mode* — otherwise known as *Copy Ready mode* — see pages 1.26–1.27.)



Of course, your fax machine cannot print fax messages or copies without paper. However ...

Receiving when fresh out of paper

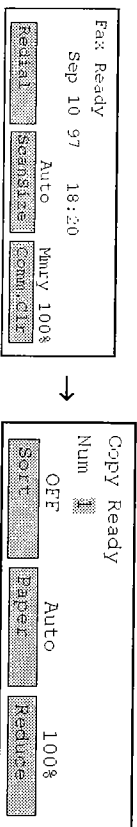
If your machine runs out of paper while you're away, it will store in memory up to 25 separate receptions (see the note, below). This is called *out-of-paper reception*. Then, when you replenish the paper supply, the fax machine will print the stored messages automatically! This is a great ease to your peace of mind, especially for overnight and weekend sessions.

Note: How many pages (as opposed to receptions) your fax machine can store for out-of-paper reception will vary. It depends upon not only your machine's memory capacity but also the types of documents being sent, and the resolution settings at which the documents are sent, to your machine.

Making copies

One of the best things about your fax machine is that it doubles as a copy machine! While this has long been true of fax machines, your machine has the added advantage of the flatbed scanner (FBS). This gives it many of the copying functions you have previously expected only from "normal" copiers.

Press **COPY/FAX** to toggle to *Copy Ready mode*.



Let's quickly explain the three buttons the copy display gives you, as shown.

Sort

Your machine can either *sort* or *stack* multiple copies of a document. If it *stacks* them, it will make four copies of a two-page document as: 1, 1, 1, 1 — 2, 2, 2, 2. If it *sorts* them, it will make four copies of the same two-page document as: 1, 2 — 1, 2 — 1, 2 — 1, 2. Press **Sort** to toggle between sorting and stacking. (If the display shows sorting is "OFF", the machine will stack.)

Paper

This selects the *default paper supply source*. You may choose from either Paper Cassette 1 or Paper Cassette 2. The "Auto" setting attempts to choose the right source automatically, based on the paper size in each cassette and the size of the document you want to copy. However, if the machine cannot detect your document size or there is no suitable paper in each source, the machine asks you which paper size you use. (See "If the machine cannot detect your document size...", page 1.27.)

Reduce

Your fax machine is capable of enlargement and reduction. For more information, see "Setting of enlargement or reduction for copying," page 1.27.

Note: The copy enlargement and reduction rate setting is available only for copying. It does not affect fax print reduction (see pages 2.3–2.4).

To make a copy with your fax machine:

1. If necessary, press **COPY/FAX** to change to Copy Ready mode.

Insert your document face up into the ADF or place the document face down on the FBS. Your machine will detect your document size automatically. (When you use the ADF, the machine will detect your document size after scanning it.)

If your machine's paper source setting is "Auto," your machine will select the suitable paper source automatically and shows the paper size on the display after detecting your document size.

If the machine cannot detect your document size or there isn't suitable paper in each paper cassette, the display still shows "Auto." However, see "If the machine cannot detect your document size...", page 1.27.

3. Adjust resolution and contrast if necessary.

If these are OK, skip to step 3.

Otherwise, to adjust the resolution and contrast:

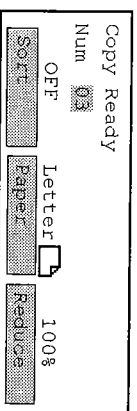
- Press **RESOLUTION** to change the resolution.

Note: You can select only either S-FINE or HALFTONE for copying.

- Press **CONTRAST** to change the contrast.

4. Use the numeric keypad to enter the desired number of copies for each page in the document. You may choose one ("01"), see the Note below) to 99 copies. Here, we've chosen three copies of letter sized paper.

Note: The setting requires two digits, so there always must be a leading zero for quantities below 10 copies.

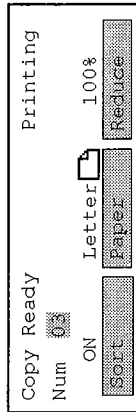


5. "Toggle" (switch on or off) sorting copy if necessary.

If you want to use your default setting, skip to step 6.

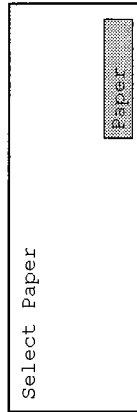
Otherwise, press **Sort** once to "toggle" between sorting ("ON") and stacking ("OFF").

- 6.** Press **START** to begin the copying process. The display shows:

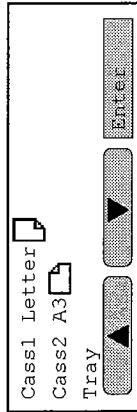


If the machine cannot detect your document size...

If the machine cannot detect your document size or there is no suitable paper in any paper cassette, the machine asks which paper size you want to select before beginning the copying process.

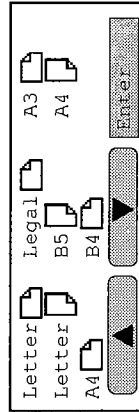


- 1.** Press **Paper**, then select the paper source using **▲** or **▼**.



If you selected **Tray** (multipurpose tray) in step 1, proceed to step 2. Otherwise, skip to step 3.

- 2.** Select the paper size you will use in the multipurpose tray.



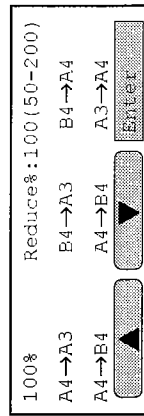
- 3.** Press **Enter**. The machine will begin the copying process.

Setting of enlargement or reduction for copying

Your fax machine can make a copy that is as small as 50%, or as large as 200%, of the original's document's size.

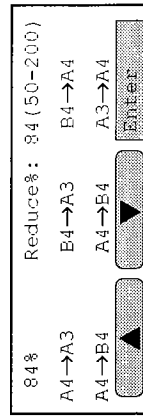
Note: This setting is available only for copying. Your machine also has fax reduction features but they work differently (see pages 2.3-2.4).

1. If necessary, press **COPY/FAX** to change to Copy Ready mode.
2. In Copy Ready mode, press **Reduce**. The display shows the current setting for the copy enlargement or reduction rate:



If the setting you see is acceptable, skip to step 4. Otherwise, proceed to step 3.

- 3.** To change the setting, using the numeric keypad to enter the reduction or enlargement rate you want — or press **▲**, **▼**, **▲**, or **▼** until your choice appears. In this example, we've entered 84, for 84%.



- 4.** Press **Enter** to save the setting.

Beyond the basics

*We've covered
the "musts."
Now, let's explore
the goodies.*

What's inside this section

Getting everything just the way you want it	2.2
Autodialer	2.7
It's a great phone, too	2.20
Broadcasting	2.21
The time machine: delayed transmission	2.25
Batch transmission	2.28
Special features	2.34
Programmable one-touch keys	2.44
Security	2.56
SmartPort: fax/computer connectivity	2.65

For a more detailed Table of Contents, please turn to the front of these instructions.

Getting everything just the way you want it

The EasyStart feature guided you through the basic settings on your machine. In the next few pages, we'll cover other settings.

Setting up for scans

You can set three parameters regarding how your machine scans documents for faxing:

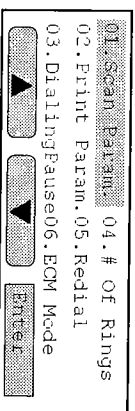
- **Primary transmission mode** — Gives you four ways to send faxes, either one of the three resolution modes — normal, fine or superfine ("S Fine" on the display) — or in grayscale mode ("Gray").

- **Primary contrast mode** — Sets how light or dark you want faxed documents to be when they arrive at their destinations.

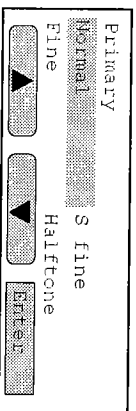
- **Scanner width** — Sets how wide an area your fax machine scans per page.

Note: This setting doesn't affect *copies* you may make with your machine.

1. Press PROGRAM, J, 0, 1.

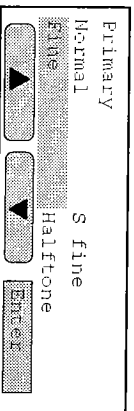


2. Press Enter. The display asks which resolution you select:

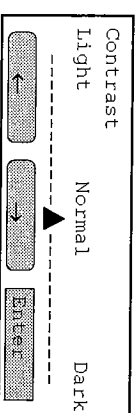


If the setting you see is acceptable, skip to step 4. Otherwise, proceed to step 3.

3. To change the setting, press ▲, ▼, ◀ or ▶ to select your chosen mode. In this example, we've chosen fine resolution.

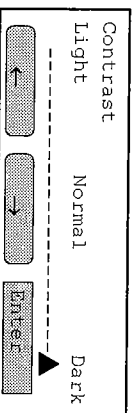
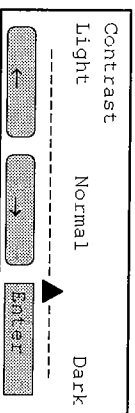
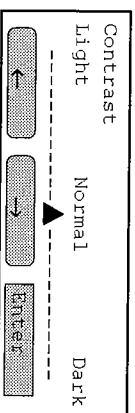
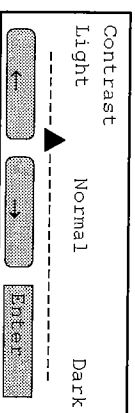
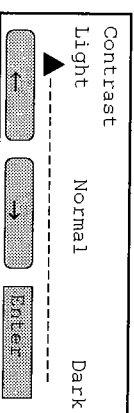


4. Press Enter to save the setting. The display asks which contrast setting you select:

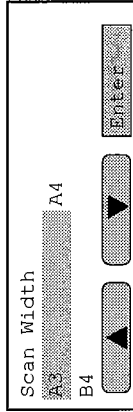


If the setting you see is acceptable, skip to step 6. Otherwise, proceed to step 5.

5. To change the contrast setting, press ← (lightens) or → (darkens). Here are the possible settings:



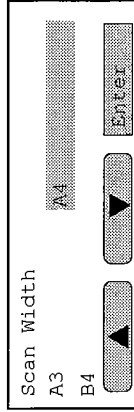
- 6.** Press **Enter** to save the setting. The display asks which *scanning width* you select:



For most uses, "A4" is the proper setting; it scans the central 8.2" of each page. However, for documents of unusual width, you may wish to use the "B4" and "A3" settings, which scans the central 9.9" and 11.6" of each page. (See "Paper sizes" in the Glossary beginning on page 3.17.)

If the setting you see is acceptable, skip to step 8. Otherwise, proceed to step 7.

- 7.** To change the setting, press **▲**, **▼**, **◀** or **▶** to select your chosen setting. In this example, we've chosen "A4."



- 8.** Press **Enter** to save the setting.

Of course, you *always* can change the resolution and contrast before sending. (You can change the scanning width only through the previously described procedure.)

To adjust the resolution and contrast:

- Press **RESOLUTION** to change the resolution.
- Press **CONTRAST** to change the contrast.

Making settings for printing faxes

You can set three parameters for printing received fax messages:

- **Print reduction rate**
- **Reduction margin**
- **Half-page reception**

You set all three in the same operation, but each deserves its own brief explanation.

Print reduction rate

Print reduction lets you set the machine to reduce a large incoming document to a size which will fit on your paper. This setting doesn't affect *copies* you may make with your machine. Fortunately, however, it also has *copy reduction* (see "Setting of enlargement and reduction for copying," page 1.27).

Here are the options for print reduction setting:

- **Auto:** Automatically reduces printouts at variable rates down to a minimum of 50%. Tries to reduce printout to fit on one sheet of your selected paper size; if can't, prints the image at 100% size on two or more pages.
- **Variable:** Set the fixed reduction rates at 1% interval from 100% to 50%.

Reduction margin

Your fax machine's *reduction margin* is measured in millimeters (mm). We'll define it by explaining how it's used:

When a fax message enters your machine's electronic brain, the machine measures the message's length and compares it to (a) the length of your selected paper **plus** (b) the reduction margin you set. If the length of the incoming message is shorter than the sum of (a) and (b), your machine prints the message on just one sheet; otherwise, it prints the message on more than one sheet.

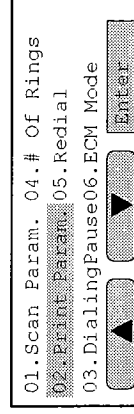
Note: An *Auto* reduction setting and a reduction margin setting of 24 mm will print most incoming faxes as single pages. Try this combination first and then, only if you have problems with it, select different settings.

Half-page reception

Half-page reception is especially handy for saving paper if some of the faxes you receive are short, "memo-sized" messages. When activated, this feature tells the machine to combine two of these half-page receptions onto a single sheet. Half-page reception combines separate half-page messages if sent back-to-back during the same transmission. (Even if you have half-page reception turned on, your fax *won't* hold a *standalone* half-page reception in memory until the *next* transmission of a half-page message.)

To make the printing settings:

- 1.** Press **PROGRAM, J, 0, 2.**



2. Press **Enter**. The display asks which *reduction setting* you select:

Rx Reduction		
Auto		
Variable		
▲	▼	Enter

If the setting you see is acceptable, skip to step 4.
Otherwise, proceed to step 3.

3. To change the setting, press ▲ or ▼ to select your chosen reduction setting. In this example, we've chosen *Variable*.

Rx Reduction		
Auto		
Variable		
▲	▼	Enter

4. Press **Enter** to save the setting. The display shows the current settings for the reduction rate and reduction margin:

Rx Reduction		
Set Reduction (50-100)	100	%
Set Margin (0-85)	24	mm
▲	▼	Enter

If the setting you see is acceptable, skip to step 7.
Otherwise, proceed to step 5.

5. To change the reduction rate setting, use the numeric keypad to enter the reduction rate you want. In this example, we've chosen *80%*. Do *not* press **Enter**.

Rx Reduction		
Set Reduction (50-100)	80	%
Set Margin (0-85)	35	mm
▲	▼	Enter

6. To change the reduction margin, press ▲ or ▼ to select margin setting. Then use the numeric keypad to enter the reduction margin you want. In this example, we've chosen *35 mm*.

7. Press **Enter** to save the setting. The display shows the current setting for half-page reception:

Half Page Recept		
ON		
OFF		
▲	▼	Enter

If the setting you see is acceptable, skip to step 9.
Otherwise, proceed to step 8.

8. To change the setting, press ▲ or ▼ to select your choice. In this example, we've chosen *ON*.

Half Page Recept		
ON		
OFF		
▲	▼	Enter

9. Press **Enter** to save the setting.

Setting the number of rings

You can set how many times your fax machine will ring before answering a call. You may choose one to nine rings.

1. Press **PROGRAM, J, 0, 4**.

04. # Of Rings	07. Passcode
05. Redial	08. Closed Net
06. ECM Mode	09. Security Tx
▲	▼
Enter	Enter

2. Press **Enter**. The display will show:

# Of Rings	(1-9)
2	
▲	▼
Enter	Enter

If the setting you see is acceptable, skip to step 4.
Otherwise, proceed to step 3.

- 3.** To change the setting, use the numeric keypad to enter the desired number of rings, from one to nine. Here, we've chosen four rings.

Of Rings (1-9)
4 Times
▲ ▼ Enter

Note: If you enter 0 (zero), the machine will beep briefly to warn you that it can't accept that setting.

- 4.** Press **Enter** to save the setting.

Setting ECM

Do you ever hear static on the line during a phone call? It's a real nuisance — but, worse, it may ruin your attempts to communicate via fax. This is because “*line noise*” can easily disrupt the flow of data from one fax machine to another.

That's why your fax machine gives you the chance of operating in *Error Correction Mode (ECM)*. When two fax machines communicate while running in ECM, the sending machine automatically *checks* the data, “block” by “block,” as it sends. If the receiving fax machine can't verify the transmission, the first machine will re-send as necessary. (Essentially, the sending machine asks, “Did you ‘hear’ that segment?” and the other machine answers either “Yes; go on” or “No; try it again.”)

Note: While using ECM gives you a better chance of getting a fax document through a troublesome phone line, it also could slow down the transmission time — and increasingly so in proportion to how bad the phone line is. That's why we let you turn ECM on or off as you require.

Note: Not all fax machines have ECM. If you've activated ECM and then transmit to a fax machine not currently using ECM, there will no change in the fax transmission from a usual, non-ECM transmission.

- 1.** Press **PROGRAM, J, 0, 6**.

04.# Of Rings 07.Passcode
05.Redial 08.Closed Net
06.ECM Mode 09.Security Tx
▲ ▼ Enter

- 2.** Press **Enter**. The display shows the current ECM setting:

ECM Mode
ON
OFF
▲ ▼ Enter

If the setting you see is acceptable, skip to step 4. Otherwise, proceed to step 3.

- 3.** To change the setting, press ▲ or ▼ to select your chosen setting. In this example, we've chosen *OFF*.

ECM Mode
ON
OFF
▲ ▼ Enter

- 4.** Press **Enter** to save the setting.

Setting the transmission confirmation stamp

You can set your fax machine so that it will automatically place a small *stamp* mark on the front of each *original* document that it successfully scans.

Note: This feature is available only for document through the document feeder.

Important: Be sure that this feature is turned off if you are sending original documents you don't want the fax to stamp.

- 1.** Press **PROGRAM, J, 1, 3**.

13.Stamp 16.Reset DR Ctr
14.RelayedRelay
15.Connect PC
▲ ▼ Enter

- 2.** Press **Enter**. The display shows your fax's current setting:

Stamp
ON
OFF
▲ ▼ Enter

If the setting you see is acceptable, skip to step 4. Otherwise, proceed to step 3.

3. To change the setting, press ▲ or ▼ to select your chosen setting. In this example, we've chosen *ON*.

4. Press **Enter** to save the setting.

Printing your settings

After you have your machine set as you want, have it print a *settings list*. We recommend this particularly if you'll be sharing the machine with other users, who might change the settings for one reason or another.

With this list, you can quickly confirm that all settings are as you want, without having to go back and check them by viewing them on the display. Or, if you *do* need to undo someone else's changes, this list guides you in returning the machine to your preferred settings.

Note: Some settings on the list affect only certain operations we'll explain later.

To print the settings list:

1. Press **PROGRAM, I**.

2. Press **Enter**.

3. Press **Enter** repeatedly until the display shows:

4. Press **Enter** to print the settings list.

Printing a program list

You also can have your machine print a *program list*. This list gives a brief summary of the various instructions available on your machine, organized in a "program tree" so you can see which key combinations produce which instructions.

Note: Some settings on the list affect only certain options we'll explain later.

To print a program list, press **PROGRAM, ***. Your machine will print the list.

Note: If you have certain options installed on your machine, the list will be two pages in length.

Autodialer

Your fax machine's *autodialer* is one of its most versatile features. It stores your most frequently called phone and fax numbers for instant recall so you don't have to remember them. Now, it's easy to dial even the most complicated *international* calls!

Autodialer basics

How do you autodial?

There are two kinds of autodialer numbers. The difference between the two is how you "call them up," so to speak:

- *One-touch* — Pressing one of the keys, marked **01-40** (fliptab **a**) and **41-72** (fliptab **b**) on the right side of the control panel.
- *Speed-dial* — Pressing **SPEED DIAL/TEL INDEX** followed by a three-digit identifier, from **001** to **120**.

How big is the memory?

How many numbers can your fax store? A total of 192 — up to 72 one-touch numbers and up to 120 speed-dial numbers.

Which number is which?

Your fax machine's autodialer will hold more than just fax numbers: you can store Mom's phone number along with your warehouse's fax number. How? Because, when you command the autodialer to dial a number, the fax checks to see whether there's a document in the feeder or the flatbed. If there is, the machine dials as a fax machine (*i.e.*, dials while sending fax tones). If there isn't, it dials as a regular (voice) phone.

EasyDial directory: A preview

Your machine also features a built-in *EasyDial directory* (see page 2.19). This lets you enter your fax/phone numbers along with descriptive names. (Your machine calls this name a *Location ID*.) The Autodialer sorts these listings alphabetically so, with EasyDial, you can look them up *by name* as if you were using a phone book! As you store the numbers — we'll get to that shortly — you'll see how to enter the names so you can use this extremely handy feature.

Special dialing characters

Which number do you find easier to read: *919725552009* or *9-1-972-555-2009*? Obviously, it's the second one. The hyphen (or dash) character ("—") separates the number into its various parts — in this example, a 9 for outside-line access, a 1 for long-distance access, the area code and the phone number.

Imagine how much more important this can be if you also have to use special long-distance access codes, country codes for international calling, etc.

Also, certain calls require special symbols *besides* just numerals to get through. If you make calls to other countries — or just have your fax machine on an unusual phone system — you'll want to be able to put the appropriate characters in the numbers you store. Otherwise, your autodialer won't be so "auto" after all!

That's why your fax machine allows you to enter *special dialing characters*. Here's a brief description of these characters, as well as how you can put them in the numbers you store in the autodialer. Note that with two of them, you must use the **MENU** key to see the appropriate "keys" on the display. When you are done, press **MENU** again to return the display to normal.

Character	What it does	Keystroke(s)
-	Makes long numbers easier to read. Doesn't change dialing operation.	-
/	(<i>Has no effect in the United States.</i>)	MENU , 2nd Tone
!	Tells your fax machine to pause until it "hears" a dial tone.	MENU , 1st Tone
-/	Enters a pause. Each pause lasts five seconds (or whatever length you set; see page 16). Each pause uses <i>two</i> of the characters you can store in one phone number.	Pause [after entry of at least one other character]
-!	If your machine is on a pulse (<i>not</i> tone-dialing) line, switches from pulse- to tone ("DTMF")-dialing. Use after the actual phone number but before any characters, such as a long-distance carrier's access code, which must be in DTMF tone. Do not use this character on a tone-dialing line.	Tone

Considering call groups

Your machine can scan the same fax document once and then send it to numerous other fax machines. This is called *broadcasting* (for more information, see pages 2.21–2.24). To make this easier, set up *call groups* as you “train” your autodialer.

Call groups are sets of phone numbers, arranged as you see fit, to simplify broadcasting. For example, you could set up one call group consisting of all your sales representatives. Another could have all your vendors. Still another could hold the various financial institutions with which you deal. Also, one number can belong to multiple groups, indeed, one can belong to *all* of your machine’s call groups if you wish (we’ll explain how you set that). Your machine can store up to 192 numbers—*i. e.*, the autodialer’s maximum capacity—in its 32 possible call groups.

In the following explanations of how to store autodialer numbers, you’ll see that it’s easy to assign those numbers to call groups, for *your* maximum convenience! Also, you can easily print a *directory* of your call groups (see page 2.18).

Using one-touch numbers

Entering or changing a one-touch number

Important: To *erase* a number, see “Erasing a one-touch number” (page 2.12).

1. Press PROGRAM, A.

A. OneTouchDial	D. Polling
E. Speed Dial	E. SecureMail
C. P. One-Touch	F. Commands
▲	▼
Enter	Enter

2. Press Enter.

A. OneTouchDial	Erase
Set	
List	
▲	▼
Enter	Enter

3. Select “Set” using ▲, ▼, ◀ or ▶. Then press Enter.

Depending on whether you already have a number entered for one-touch number 01, the display shows one of the following:

Select One-Touch No. (01-72)

1m01: No Stored

▲ ▼ Enter

Select One-Touch No. (01-72)

1m01: 9-1-555-345-6789
Texas Office

▲ ▼ Enter

If 01 is the key you want to set, skip to step 5. (However, our sample displays from here on will say “02” rather than “01.”)

4. Press the one-touch key in which you want either to store a number or to change a previously stored number. Here, we’ve selected 02 and the display shows one of the following:

Select One-Touch No. (01-72)

1m02: No Stored

▲ ▼ Enter

Select One-Touch No. (01-72)

1m02: 9-1-555-987-6543
S.W. Region Office

▲ ▼ Enter

5. If you change your mind and wish to select a different one-touch key, just press that key before going on to step 6.

6. Press Enter. Depending on whether you already have a number entered for this one-touch number, the display now shows one of the following:

1m02:

Enter Fax Number

Pause Enter

1m02:

Enter Fax Number
9-1-555-987-6543

Pause Enter

7. Use the numeric keypad to enter the number *exactly* as your machine should dial it, including whatever access codes your phone system may require. (You may want to review “Special dialing characters,” page 2.7.) The number can be up to 40 characters in length.

f002:	
Enter Fax Number	
9-1-5559292039	Enter

Your display can show only 30 characters at a time. To view characters beyond those 30 (such as with an international long-distance number), press ◀ to scroll leftward or ▶ to scroll rightward.

Note: If you make a mistake or want to erase characters entered in a previous setting, press STOP/CLEAR to erase leftward. Or, if you want to change just one character in the number, press ◀ to move the cursor leftward, or ▶ to move it rightward, to that character and press STOP/CLEAR to erase it. Then re-enter until the number is just as you want it.

8. When the number is as you want it, press **Enter** to store it.

9. The display now shows:

f002: 9-1-5559292039	
Name	GroupNo.
Alt.No.	End
Enter	Enter

The machine now is prompting you for a name — a *Location ID*, remember? — so you can find it easily in the EasyDial directory (see page 2.19). If you *do not* wish to enter or change this number’s Location ID, skip to step 13. If you *do* wish to enter or change this number’s Location ID, proceed to step 10.

10. Select “Name” using ▲, ▼, ◀ or ▶. Then press **Enter**. The display now shows one of the following:

f002: 9-1-5559092039	
Name	Upper
Enter	Enter

f002: 9-1-5559292039	
Name	Upper
S.W.Region	Office
Enter	Enter

11. A number’s Location ID may be up to 24 characters in length. You enter the Location ID the same way you entered your fax name during EasyStart. We’ll review the process, here. (If you’re changing a previously entered Location ID, see the note at the end of this step.)

Important: As in EasyStart, you enter letters and other non-numeric characters through the one-touch keys.

f002: 9-1-5559092039	
Name	Upper
Enter	Enter

The word “Upper” means the machine is currently set for entering only upper-case letters. If you press **R**, the machine will see it as an *R* (not an *r*). To change it so that pressing a one-touch key will produce a lower-case letter rather than an upper-case letter, press **ALPHABET**. The display will change to:

f002: 9-1-5559092039	
Name	Lower
Enter	Enter

This means pressing one-touch keys will enter lower-case letters: pressing **R** will produce an *r* (not an *R*) on the display.

To switch back for upper-case entries, press **ALPHABET** again.

To enter spaces, punctuation and symbols, enter the characters shown on the one-touch keypad.

To use the **CODE** function at **CODE** to enter a wide variety of characters, please review the explanation on page 1.14. The vast majority of the time, you will probably find the **ALPHABET** key to be sufficient.

Note: If you make a mistake or want to erase characters entered in a previous setting, press stop/clear to erase leftward. Or, if you want to change just one character in the name, press ◀ to move the cursor leftward, or ▶ to move it rightward, to that character and press STOP/CLEAR to erase it. Then re-enter until the name is just as you want it.

12. Press **Enter** to save the setting and continue.

13. The display now shows:

Name		GroupNo.	
Alt.No.		End	
▲	▼	Enter	

You may now enter (or change) an *alternate* number, just as you entered the regular number. This number, too, can be up to 40 characters long. During a transmission or *polling* operation (see pages 2.39–2.42), your machine will try to reach this alternate number if the primary number (*i. e.*, the one you entered first) is busy.

Note: If *both* lines are busy, the fax machine will try to redial the primary number several times before alerting you with a beeping alarm tone.

If you *do* wish to enter or change an alternate number, proceed to step 14.

To skip the alternate number and move on to changing this one-touch number's call group status, skip to step 17.

To end this one-touch number's settings, skip to step 20.

14. Select *Alt.No.* using ▲, ▼, ◀ or ▶. Then press **Enter**. The display shows one of the following:

Name		GroupNo.	
Alt.No.		End	
▲	▼	Enter	

To enter or change an alternate number, do so by using the numeric keypad the same way you did in step 7.

15. Press **Enter** to save the setting.**16.** The display now shows:

Name		GroupNo.	
Alt.No.		End	
▲	▼	Enter	

To enter or change this number's call group status, proceed to step 17.

To end this one-touch number's settings, skip to step 20.

17. Select "GroupNo." using ▲, ▼, ◀ or ▶. Then press **Enter**. The display now shows one of the following:

Name		GroupNo.	
Alt.No.		End	
▲	▼	Enter	

You may now designate up to 32 call groups to which this number will belong. (If necessary, review "Considering call groups," page 2.6.)

18. Use the numeric keypad to enter the call group(s) to which this number will belong. There are 32 possible call groups, numbered 1–32. Here, we've pressed 3 to assign this one-touch number to Call Group 3:

Name		GroupNo.	
Alt.No.		End	
▲	▼	Enter	

Note: You do *not* have to insert a leading zero.

Note: To assign this number to *all* 32 call groups, enter 0 (zero).

To assign the number to more than one call group, insert a *comma* after each number (except the last one, of course) by pressing **Comma (,)**.

For example, if you enter 3 **Comma (,)** 6 **Comma (,)** 7 to assign this one-touch number to call groups 3, 6 and 7, the display will show:

Name		GroupNo.	
Alt.No.		End	
▲	▼	Enter	

Note: If you make a mistake or want to erase characters entered in a previous setting, press **STOP/CLEAR** to erase leftward. Or, to change just one character in the setting, press ◀ to move the cursor leftward, or ▶ to move it rightward, to that character and press **STOP/CLEAR** to erase it. Then re-enter the setting.

19. Press **Enter** to save the setting.

20. The display now shows:

{m02: 9-1-5559292039	
Name	GroupNo.
Alt.No.	End
▲	▼
Enter	Enter

If you *do not* wish to enter any more one-touch numbers, press **CLEAR ALL** to finish.

If you *do* wish to enter another one-touch number, select "End" using

▲, ▼, ◀ or ▶. Then . . .

If you *do not* wish to enter the *currently displayed* one-touch number but *do* want to enter *another* one-touch number, go back to step 4.

If you *do* wish to enter this one-touch number, go back to step 6.

One-touch dialing: Sending a fax

Now that you've stored a one-touch number or two, let's discuss the ease of using one-touch keys to make calls. You'll probably use one-touch numbers to dial fax (not voice) calls most of the time. On the next page, we'll show you how to dial a one-touch *voice* call; but, first, here's how to dial a *fax* call using a one-touch number.

Note: Please refer to "Sending faxes" on pages 1.16–1.23 for more detail.

1. Insert the document.
2. Adjust resolution and contrast if necessary.
3. Toggle between transmission from the feeder or from memory if necessary, by pressing **MEMORY TRANSMIT**.
4. Press the one-touch key in which you've stored the number.

The machine will handle the call from here, although the exact sequence of events will vary depending upon whether you specified transmission from memory or transmission from the feeder.

If you specified transmission from memory:

- Your fax scans your document into memory first, then dials the other fax.
- The display shows the Location ID, along with the document's width and resolution settings:

{m01	Storing
A4	Normal 03
Next Page :	No Mmry 99%
Yes	No

Note: If the one-touch number doesn't have a Location ID, the fax number appears.

- When the other machine answers, your fax will transmit the document directory from memory. (To review memory transmission, see page 1.19.)

Katz's Cat	Transmit
A4	Normal
Fax Ready	Mmry 99%
Redial	ScanSize
Comm.Clr	Comm.Clr

If you specified transmission from the feeder:

- Your fax machine dials the other fax machine.
- When the other machine answers, your fax feeds the document through its scanner, transmitting as it goes.
- The display shows the stored number and the document's width and the resolution settings:

Katz's Cat	Transmit
A4	Normal
Redial	ScanSize
Comm.Clr	Comm.Clr

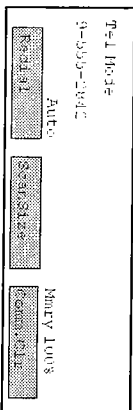
One-touch dialing: Making a regular phone call

To dial a *phone* call using a one-touch number, you *must* have an optional handset attached to your machine. (Contact your authorized Muratec dealer for more information on this optional item.)

Here's how to make the call:

1. Obtain a dial tone by doing one of the following:
 - Lifting the optional handset
 - Press **MONITOR/CALL** to use the monitor speaker.

2. Press the one-touch key in which you've stored the number. As the machine dials, it will show the number on the display:

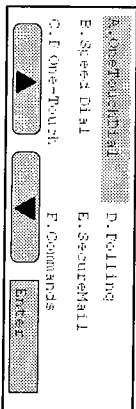


Note: Remember that your fax machine's monitor speaker is *not* a speakerphone; so, if you dialed by using the monitor speaker, be sure to pick up the handset and speak to the other person when he/she answers!

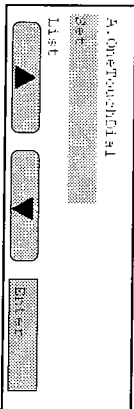
Note: You also can use this method to dial a fax call when, for some reason, you want to hear the other fax's answering fax tones. (Make sure there's a document in the feeder.) When you do hear those tones, press **START** to send the document in the feeder; if you'd lifted the handset, hang it up at this point.

Erasing a one-touch number

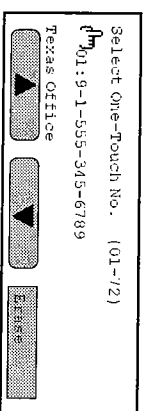
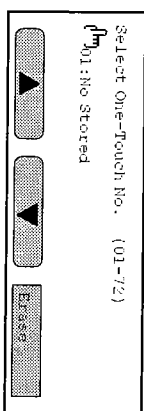
1. Press **PROGRAM, A**.



2. Press **Enter**.

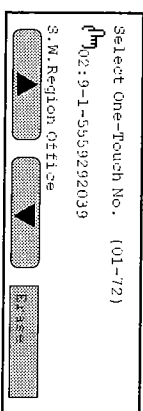


3. Select "Erase" using **▲**, **▼**, **▶** or **◀**. Then press **Enter**. The display shows one of the following:



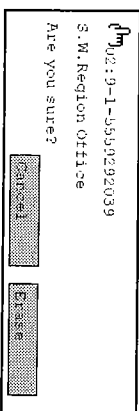
If **01** is the key you want to erase, skip to step 5. (However, our example from here will say "02" rather than "01".)

4. Press the key for the one-touch number you want to erase. Here, we've selected **02**:



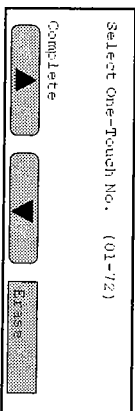
5. If you change your mind and wish to erase the number stored in a different one-touch key, just press that key before going on step 6.

6. Press **Erase**. The display shows:



Important: If you want to quit without erasing the one-touch number you've selected, press **Cancel**. The fax will return to step 4.

7. Press **Erase** to erase the number.



To erase another one-touch number, repeat steps 4-7. Or press **CLEAR ALL** to return to standby mode.

Printing a list of your one-touch numbers

Whoops! Forgot which number is “in” which one-touch key? Don’t worry: just print a list of your one-touch numbers. The list includes each key’s letter, the Location ID (if any), number and group number[s] (if any) you’ve stored in the key: To print the list:

1. Press PROGRAM, A.

A. OneTouchDial	D. Polling
B. Speed Dial	E. SecureMail
C. P One-Touch	F. Commands
▲	▼
Enter	Enter

2. Press Enter.

A. OneTouchDial
Set Erase
List
▲
▼
Enter

3. Select “List” using ▲, ▼, ◀ or ▶. Then press Enter.

Using speed-dial numbers

As we mentioned before, your fax machine will store up to 120 speed-dial numbers, designated by three-digit identifier codes from 001 (the first number) through 120.

Important: When entering the identifier code for a speed-dial number, you must enter leading zeros, if necessary, to make three digits (*e.g.*, 001 or 027).

Entering or changing a speed-dial number

Important: To *erase* a number, see “Erasing a speed-dial number” (pages 2.17–2.18).

1. Press PROGRAM, B.

A. OneTouchDial	D. Polling
B. Speed Dial	E. SecureMail
C. P One-Touch	F. Commands
▲	▼
Enter	Enter

2. Press Enter.

B. Speed Dial
Set Erase
List
▲
▼
Enter

3. Select “Set” using ▲, ▼, ◀ or ▶. Then press Enter.

Depending on whether you already have a number entered for speed-dial number 001, the display shows one of the following:

Enter Speed-Dial (001-120):
001: No Stored
▲
▼
Enter

Enter Speed-Dial (001-120):
001: 9-555-584-6950
ABC Sales
▲
▼
Enter

If 001 is the speed-dial number you want to set, skip to step 5. (However, our examples from here will say “005” rather than “001.”)

4. Use the numeric keypad to enter the desired speed-dial number’s identifier code. Here, we’ve entered 005 and the display shows one of the following:

Enter Speed-Dial (001-120):
005: No Stored
▲
▼
Enter

Enter Speed-Dial (001-120):
005: 9-555-397-0123
West Coast Sales
▲
▼
Enter

5. If you change your mind and wish to select a different speed-dial number, just repeat step 4 until the desired number appears, then go on to step 6.

6. Press Enter. Depending on whether you already have a number entered for this speed-dial number, the display now shows either:

005:
Enter Fax Number
—
Pause
Enter

005:
Enter Fax Number
9-555-397-0123
—
Pause
Enter

- 7.** Use the numeric keypad to enter the speed-dial number *exactly* as your machine should dial it, including whatever access codes your phone system may require. The number can be up to 40 characters in length:

005:	
Enter Fax: Number	
9-1-555-567-1234	
-	Pause Enter

Your display can show only 30 characters at a time. To view characters beyond those 30, press ◀ to scroll leftward or ▶ to scroll rightward.

Note: If you make a mistake or want to erase characters entered in a previous setting, press STOP/CLEAR to erase leftward. Or, if you want to change just one character in the number, press ◀ to move the cursor leftward, or ▶ to move it rightward, to that character and press STOP/CLEAR to erase it. Then re-enter until the number is just as you want it.

- 8.** When the number is as you want it, press **Enter** to store it.

- 9.** The display now shows:

005: 9-1-555-567-1234	
Name	GroupNo.
Alt.No.	End
▲	▼ Enter

The machine now is prompting you for a name (Location ID) so you can find it easily in the EasyDial directory (see page 2.19).

If you *do not* wish to enter or change this number's Location ID, skip to step 13.

If you *do* wish to enter or change this number's Location ID, proceed to step 10.

- 10.** Select "Name" using ▲, ▼, ◀ or ▶. Then press **Enter**. The display now shows one of the following:

005: 9-1-555-567-1234	
Name	Upper
-	Enter

005: 9-1-555-567-1234	
Name	Upper
West Coast Sales	Enter

11.

A number's Location ID may be up to 24 characters in length. You enter the Location ID the same way you entered your fax name during EasyStart. We'll review the process, here. (If you're changing a previously entered Location ID, see the note at the end of this step.)

Important: As in EasyStart, you enter letters and other non-numeric characters through the one-touch keys.

005: 9-1-555-567-1234	
Name	Upper
-	Enter

The word "Upper" means the machine is currently set for entering only upper-case letters. If you press R, the machine will "see" it as an R (not an r).

To change it so that pressing a one-touch key will produce a lower-case letter rather than an upper-case letter, press ALPHABET. The display will change to:

005: 9-1-555-567-1234	
Name	Lower
-	Enter

This means pressing one-touch keys will enter lower-case letters: pressing R will produce an r (not an R) on the display.

To switch back for upper-case entries, press ALPHABET again.

To enter spaces, punctuation and symbols, enter the characters shown on the one-touch keypad you want.

To use CODE to enter a wide variety of characters, please review the explanation on page 1.14. The vast majority of the time, you will probably find the ALPHABET key to be sufficient.

Note: If you make a mistake or want to erase characters entered in a previous setting, press STOP/CLEAR to erase leftward. Or, if you want to change just one character in the name, press ◀ to move the cursor leftward, or ▶ to move it rightward, to that character and press STOP/CLEAR to erase it. Then re-enter until the name is just as you want it.

12.

Press **Enter** to save the setting and continue.

13. The display now shows:

005: 9-1-555-567-1234	
Name	GroupNo.
Alt.No.	End
▲	▼
Enter	Enter

If you *do* wish to enter or change an alternate number, proceed to step 14.
 If you *do* wish to change this number's call group status, skip to step 17.
 If you *do* wish to end this number's settings, skip to step 20.

14. Select "Alt.No." using ▲, ▼, ◀ or ▶. Then press **Enter**.
 The display now shows one of the following:

005: 9-1-555-567-1234	
Enter Alt. No.	
9-1-555-789-3556	
Pause	Enter

You may now enter (or change) an *alternate number*, just as you entered the regular number. This number, too, can be up to 40 characters long. During a transmission or polling operation (see pages 2.34-2.37), your fax machine will try to reach this alternate number if the primary number (the one you entered first) is busy. If *both* lines are busy, your fax machine will try to redial the primary number several times before alerting you with a beeping alarm tone.

To enter or change an alternate number, do so by using the numeric keypad the same way you did in step 7.

15. Press **Enter** to save the setting.**16.** The display now shows:

005: 9-1-555-567-1234	
Name	GroupNo.
Alt.No.	End
▲	▼
Enter	Enter

If you *do* wish to change this number's call group status, proceed to step 17.
 To finish making this number's settings, skip to step 20.

17. Select "GroupNo." using ▲, ▼, ◀ or ▶. Then press **Enter**.
 The display now shows one of the following:

005: 9-1-555-567-1234	
Enter Group No.	(0-32)
1,4,12	
Comma(,)	Enter

You may now designate up to 32 call groups to which this number will belong. (If necessary, review "Considering call groups," page 2.8.)

18. Use the numeric keypad to enter the call groups to which this number will belong. There are 32 possible call groups, numbered 1-32. Here, we've pressed **6** to assign this speed-dial number to Call Group 6:

005: 9-1-555-567-1234	
Enter Group No.	(0-32)
6	
Comma(,)	Enter

Note: You **do not** have to insert a leading zero.

Note: To assign this number to all 32 call groups, enter **0** (zero).

If you want to assign the number to more than one call group, insert a *comma* after each number (except the last one, of course) by pressing **GROUP DIAL**. Here, we've pressed **6 GROUP DIAL 7 GROUP DIAL 1 0** to assign this speed-dial number to Call Groups 6, 7 and 10:

005: 9-1-555-567-1234	
Enter Group No.	(0-32)
6,7,10	
Comma(,)	Enter

Note: If you make a mistake or want to erase characters entered in a previous setting, press **STOP/CLEAR** to erase leftward. Or, to change just one character in the setting, press ◀ to move the cursor leftward, or ▶ to move it rightward, to that character and press **STOP/CLEAR** to erase it. Then re-enter the setting.

19. Press **Enter** to save the setting.

20. The display now shows:

Phone No.: 9-1-5559292039	
Name	Group No.
Alt. No.	End
Left Arrow	Right Arrow
Enter	

If you *do not* wish to enter any more speed-dial numbers, press **CLEAR ALL** to finish.

If you *do* wish to enter another speed-dial number, select "End" using **▲**, **▼**, **▶** or **◀**. Then...

If you *do not* wish to enter the *currently displayed* speed-dial number but *do* want to enter *another* speed-dial number, go back to step 4.
If you *do* wish to enter this speed-dial number, go back to step 6.

Speed-dialing: Sending a fax

Note: Please refer to "Sending faxes," pages 1.16-1.23, for more details.

To dial a *fax* call using a speed-dial number:

1. Insert the document.
2. Adjust resolution and contrast if necessary.
3. Toggle between transmission from the feeder or from memory if necessary, by pressing **MEMORY TRANSMIT**.
4. Press **SPEED DIAL/TEL INDEX**. The display will show:

Enter Speed-Dial No.	
S _	
Left Arrow	Right Arrow
Pause	Tone

5. Use the numeric keypad to enter the three-digit identifier (such as 018, in this example) for the speed-dial number you want to dial. The display will show:

Press Start Key	
S018 _	
Left Arrow	Right Arrow
Pause	Tone

6. Press **START**.

The machine will handle the call from here. The sequence will vary depending upon whether you specified transmission from memory or transmission from the feeder:

If you specified transmission from memory:

- Your fax scans your document into memory first, then dial the other machine.
- The display shows the Location ID and the document's width and resolution settings:

S001		Storing	
A4	Normal	03	
Next Page	: No	Mmry	99%
Yes	No		

Note: If the speed-dial number doesn't have a Location ID, the number appears.

- When the other machine answers, your fax will transmit the document directory from memory. (To review memory transmission, see page 1.19.)

Shipping & Receiving Transmitt	
A4	Normal
Fax Ready	Mmry 99%
Redial	ScanSize
Comm.Off	

If you specified transmission from the feeder:

- Your fax machine dials the other fax machine.
- When the other machine answers, your fax feeds the document through its scanner, transmitting as it goes.
- The display shows the stored number and the document's width and the resolution settings:

Shipping & Receiving Transmitt	
A4	Normal
Mmry	100%
Redial	ScanSize
Comm.Off	

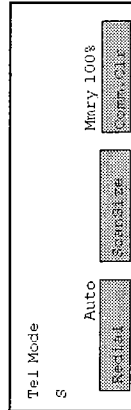
Speed-dialing: Making a regular phone call

To dial a *phone* call using a speed-dial number, you *must* have an optional handset attached to your machine. (Contact your authorized Muratec dealer for more information on this optional item.)

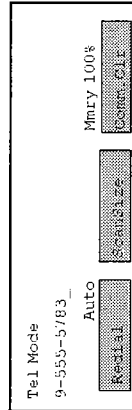
Here's how to make the call:

1. Obtain a dial tone by doing one of the following:
 - Lifting the handset
 - Press **MONITOR/CALL** to use the monitor speaker.

2. Press **SPEED DIAL/TEL INDEX**. The display will show:



3. Use the numeric keypad to enter the three-digit identifier (such as 018, in this example) for the speed-dial number you want to dial. The display will show:

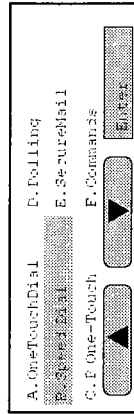


Note: Remember that your fax machine's monitor speaker is *not* a speakerphone; so, if you dialed by using the monitor speaker, be sure to pick up the handset and speak to the other person when he/she answers!

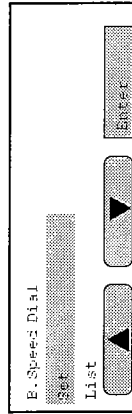
Note: You also can use this method to dial a fax call when, for some reason, you want to hear the other fax's answering fax tones. (Make sure there's a document in the feeder.) When you do hear those tones over either your handset or the monitor speaker, press **START** to send the document in the feeder; if you're using your handset, hang it up at this point.

Erasing a speed-dial number

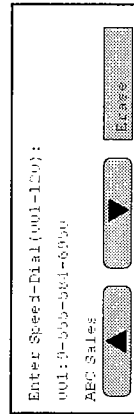
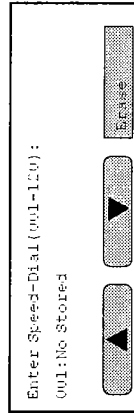
1. Press **PROGRAM, B**.



2. Press **Enter**.

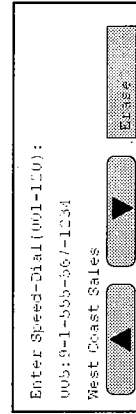


3. Select "Erase" using **▲**, **▼**, **◀** or **▶**. Then press **Enter**. The display shows one of the following:



If 001 is the speed-dial number you want to erase, skip to step 5. (However, our examples from here will say "005" rather than "001.")

4. Use the numeric keypad to enter the three-digit identifier for the speed-dial number you want to erase. Here, we've selected 005:



5. If you change your mind and wish to erase a different speed-dial number, just go back to step 4 and perform it before going on step 6.

6. Press Erase. The display shows.

005: 9-1-555-567-1234
West Coast Sales
Are you sure?

Cancel
Erase

Important: If you want to quit without erasing the speed-dial number you've selected, press **Cancel**. The fax will return to step 4.

7. Press Erase to erase the number.

Enter Speed-Dial (001-120) : _
Complete

Erase

To erase another speed-dial number, repeat steps 4-7. Or press **CLEAR ALL** to return to standby mode.

Printing a list of your speed-dial numbers

You can easily print a list of your speed-dial numbers. The list includes each number's three-digit identifier, the Location ID (if any), number and any group number(s) you've stored in the number.

To print the list:

1. Press PROGRAM, B.

A. OneTouchDial D. Polling
B. Speed Dial E. SecureMail
C. F One-Touch F. Commands

Enter

2. Press Enter.

B. Speed Dial Erase
Set
List

Enter

3. Select "List" using ▲, ▼, ◀ or ▶. Then press Enter.

Printing a call group directory

Another convenient feature your fax machine offers is the ability to print a *call group directory*. (If necessary, review "Considering call groups," page 2.8.) This lists all your stored autodialer numbers by Location ID and indicates to which of the 32 possible call groups each belongs.

The directory divides the call groups into four banks, 00-09, 10-19, 20-29 and 30-32. (00 means a number is in *all* call groups.) For example, the directory might show:

No.	Location	00	10	20	30
001	And Sew It G	2 4			
002	DS Enterprises	7	0	1	
003	Katz Cat Car			0	2
01	Max Effort C	4	0 4		
02	Texas Office	1			
03	e.e.gummings	0			

In this list, speed-dial number 001 is in call groups 2 and 4; speed dial number 002 is in groups 7, 10 and 21; speed dial number 003 is in groups 20 and 32; one-touch number 01 is in groups 4, 10 and 14; one-touch number 02 is in group 1; and one-touch number 03 is in all of the call groups on the machine.

To print a call group directory:

1. Press PROGRAM, H.

G. Journal J. User Settings
H. Group List K. Cover Page
I. Installation L. Department

Enter

2. Press Enter.

EasyDial directory dialing

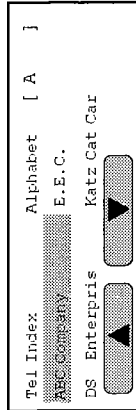
The *EasyDial directory dialing* feature makes your autodialer even more like an electronic phone book. EasyDial sorts and displays numbers alphabetically according to their Location IDs, so you can easily find them and dial them. When the name you want appears, you just press **START** to begin a call (either phone or fax).

1. To use EasyDial to send a fax, insert the document and proceed to step 2.
- To use EasyDial to make a regular phone call, *make sure there's no document in the feeder or the flatbed* and obtain a dial tone by doing either of the following:
 - Lifting the handset.
 - Press **MONITOR/CALL** to use the monitor speaker.
 - ... and then skip to step 4.

2. Adjust resolution and contrast if necessary.

3. If you want to toggle between transmission from memory and transmission from the feeder, press **MEMORY TRANSMIT**.

4. Press **SPEED DIAL/TEL INDEX** twice. The display shows the *alphabetically first* listing in your fax machine's EasyDial directory:



Note: Here, the **[A]** indicates this listing begins with a letter. If it began with a symbol or number, this would instead be **[Symbol]**.

(If this listing is the one you want to dial, skip to step 6.)

5. Scroll through the listings to find the one you want using **▲**, **▼**, **◀** or **▶**.
6. When the cursor is showing the name you want to dial, press **START**.
 - If there is a document in the feeder or the flatbed, your machine will dial a *fax call* to the selected autodialer number.
 - Otherwise, your machine will activate the monitor speaker and dial a regular phone call.

Note: Remember that your fax machine's monitor speaker is *not* a speakerphone; so, if you dialed by using the monitor speaker, be sure to pick up the handset and speak to the other person when he/she answers!

What if an EasyDial call doesn't go through?

If an EasyDial call fails (for example, because of a busy signal), what happens next depends upon the kind of call it was.

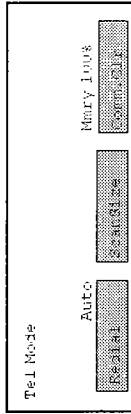
If it was a fax call ...

- ... Your fax machine automatically redials the number after the redial interval (see pages 1.22–1.23). It keeps trying until either of the following occurs first:
 - It successfully reaches the other number (and, if it's a fax call, makes contact with the machine on the other end).
 - It has automatically redialed the number the last try (see pages 1.22–1.23).

If it was a regular phone call ...

... You'll have to redial manually:

1. Obtain a dial tone by **either** lifting the handset or pressing **MONITOR/CALL**.



2. Press **Redial**.

It's a great phone, too

As you've probably guessed by now, your fax machine is a dandy *telephone*, too! Let's see just *how* dandy by looking briefly at the machine's phone features.

Important: All of the instructions on this page assume you have attached an optional handset to your fax machine.

Redial

Press **Redial** on the display to — you guessed it! — redial the last number you dialed. (Be sure *that* attempt, too, was also a regular phone call. In a multi-user setting, someone else may have quickly sent a fax without your knowing it.)

Hold

You can put a call on hold during a conversation by pressing **HOLD**.

At this point, you can either hang up the handset or leave it off the hook. To return to your conversation:

- If you hung up the handset, pick it up.
- If you didn't hang up the handset, press **HOLD** again.

On-hook dialing

Because your machine has a monitor speaker, you can dial without picking up the optional handset. For hands-free dialing:

1. Press **MONITOR/CALL**. You'll hear a dial tone (unless you have set your speaker volume to *off*; see page 1.11), and the display will show:



2. Dial the number you want. You may use either the numeric keypad, a one-touch key or a speed-dial number.

Note: Remember, your fax machine's monitor speaker is *not* a speaker-phone; so, be sure to pick up the optional handset if the other person answers!

Note: You also can dial a fax call this way if, for some reason, you want to hear the other machine's answering fax tones. (Make sure there's a document in the feeder.) When you do hear those tones, press **START** to send the document.

You can EasyDial regular phone calls, too

Just in case you didn't notice, the EasyDial directory dialing feature is available for regular phone calls as well as fax calls. (If necessary, review the EasyDial instructions on page 2.19.)

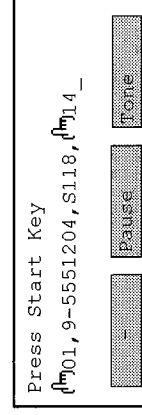
Broadcasting

The basics of broadcasting

The fastest way to fax *one* document to *multiple* recipients is *broadcasting* — and your fax machine has very powerful broadcasting capabilities. **You can use broadcasting from *any* function requiring the entry of a fax number.** So, you can perform *delayed* broadcasting (see this page), *SecureMail* broadcasting (see pages 2.56–2.60) and even broadcasting to “hub” units for *relay broadcast initiation* (see pages 2.22–2.23) and relayed relay broadcasting (see page 2.23–2.24).

In an ordinary broadcast, you send as normal, except that you add more fax numbers! You can enter up to 197 numbers (five normally dialed plus 192 from the autodialer). We'll assume you've become familiar with regular fax transmission, and shorten the instructions a bit so you can more readily see the differences.

1. Insert the document and make any necessary adjustments as usual.
2. Press **BROADCAST**.
3. Enter the *first* fax number — a one-touch number, a speed-dial number, a call group or just a regular number dialed from the numeric keypad as usual.
4. To add each *successive* fax number, press **BROADCAST** between each one to insert a *comma* (**GROUP DIAL** inserts its own comma), then enter the number as in step 3. You can specify up to 197 numbers (and/or call groups) for a broadcast.



Important: Do **not** insert a comma after the *last* fax number.

Note: If you enter characters by mistake, just press **STOP/CLEAR** to clear them before proceeding.

5. Press **START**. Your fax machine will scan the document into memory and then send it to each number or call group you've entered.
- The main idea is: when it's time within an operation for entering the fax number to which you're to send your document, you enter multiple numbers until you've either reached the maximum 197 numbers or finished dialing all you want to dial for this document.

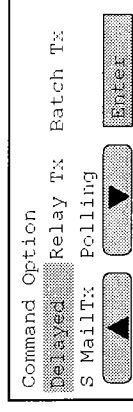
Delayed broadcasting

What if you want the broadcast to happen later? That's the purpose of setting up a *delayed broadcast*.

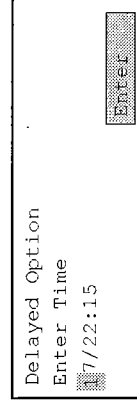
Note: Actually, we're jumping the gun a bit here; the *main* discussion of delayed commands comes up in “Delayed transmission” (pages 2.25–2.27). You may wish to read that material before proceeding.

Important: Your machine remembers only the *day* of the month, not the month itself, when it's supposed to perform a delayed broadcast. So, if you want your fax to do something at 5:05 PM on **June 26**, don't make that setting sooner than 5:06 PM on **May 26**.

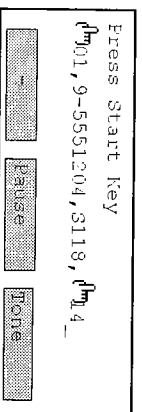
1. [Same as steps 1–4 of “The basics of broadcasting” (left column).]
2. Press **COMMUNICATION OPTION**. The display will show:



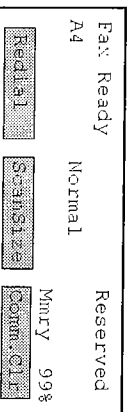
3. Press **Enter**.
4. Use the numeric keypad to enter the day of the month and time when you want the fax to perform the broadcast. Here, we've set it to occur at 10:15 PM on the 17th.



5. Press Enter.



6. Press START. Your machine will return to its normal standby mode, while showing this on the display:



This means your fax machine is “reserved” for the delayed broadcast you just programmed.

If you have set the machine for transmission from memory (see page 1.19), it will scan the document into memory, after which you can use the machine normally. If you have set the machine for transmission from the feeder (*i.e.*, non-memory transmission), the machine can *receive* faxes but can't *transmit* until after the delayed broadcast occurs.

Relay broadcasting and relay broadcast initiation

Relay broadcasting is a powerful function that takes advantage of a remote Muratec “hub” fax machine's memory to reduce your total communication costs.

A “hub” fax machine is one to which you send a document, so the “hub” can *relay* it to other machines which you don't actually call. The “hub” performs a *relay broadcast*, and the machine which sends the original document to the “hub” has performed a *relay broadcast initiation*. Your fax machine can perform either operation; in other words, your machine can either *send* to a “hub” unit or *be* a “hub” unit.

How it works

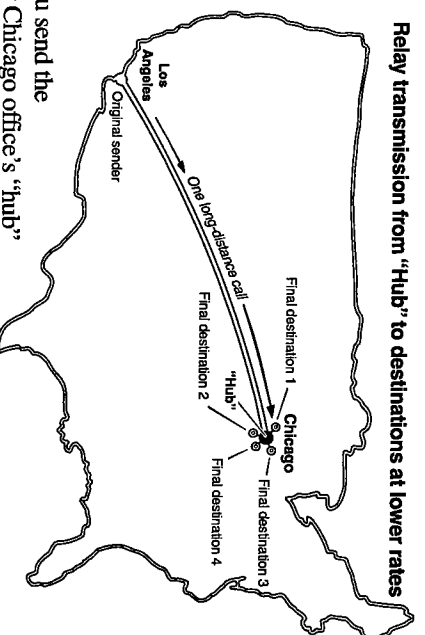
Let's say you're in Los Angeles and need to fax the same

document to four locations in the Chicago area. You could send four normal fax transmissions, but that would be four long-distance calls.

However, with relay broadcast initiation, you send the document *once* to your Chicago office's “hub” fax, which then sends it on to each of the four locations (and each is a local call for that Chicago office, of course).

Now, let's be a little more specific about what happens when you perform relay broadcast initiation:

- You use your fax machine to send a document to at least one call group in a remote “hub” machine's autodialer. This can occur either immediately or as a delayed command (see pages 2.25–2.27).
- The remote “hub” unit receives your document and stores it in memory.
- The remote machine retransmits, or *relays*, the document to each fax number in each call group you specified. This is the *relay broadcast* you initiated.



Setting it up, or initiating the initiation

For you to perform relay broadcast initiation, three things must be true:

- The remote machine must be a Muratec fax machine with “hub” capability.
- Note:** If you're not sure whether the unit to which you want to transmit is a true “hub” unit, please consult your authorized Muratec dealer or call the Muratec Customer Support Center at (972) 364-3350.
- The call group(s) must exist on the remote fax machine.
 - You must know each call group's identifier number.

To set up a relay broadcast initiation:

1. Insert the document and make any necessary adjustment as usual.

2. Press **COMMUNICATION OPTIONS**.

Command Option	
Delayed	Relay Tx Batch Tx
S MailTx	Polling

3. Select "Relay Tx" using , , or . Then press **Enter**.
The display will show:

Relay TxOption	
Enter Group No.	(0-32)

4. Use the numeric keypad to enter each applicable call group in the remote "hub" fax machine you'll be calling. You may specify up to 10 groups for each relay broadcast initiation. **Do not press START**.

To add each group after the first one, press **Comma(,)** to add a comma. Below, we've entered **2, Comma(,), 4**.

Relay TxOption	
Enter Group No.	(0-32)
2, 4,	

Important: Do **not** insert a comma after the *last* fax number.

Note: If you enter characters by mistake, just press **STOP/CLEAR** to clear them before proceeding.

5. Press **Enter**. The display will show:

Enter Fax Number	

6. Enter the fax number for the remote "hub" unit. You may either press a one-touch key, enter a speed-dial number or just use the numeric keypad as usual. **However, do not press START**.

7. What you do now depends upon when you wish to begin initiating the relay broadcast.

- If you want it to begin *now*, skip to step 9.
- If you want to *delay* it, press **COMMUNICATION OPTIONS**, **Enter**.

Note: For more information on delayed transmission, see pages 2.25–2.27.

8. Use the numeric keypad to enter the day of the month and the time when you want to begin initiating the relay broadcast. Then press **Enter**.

9. Press **START**.

If, in step 7, you chose an immediate relay broadcast initiation, your fax machine will begin dialing the remote "hub" machine. However, if you requested a delayed command, the machine will display "Reserved" on the display's top line; this means the command is in memory.

The next level: Relayed relay broadcasting

Your machine also can perform what some people call *relayed relay broadcasting*. You might say it's "relay broadcasting on steroids." This powerful feature is an even faster way to transmit to numerous locations. The primary difference between relayed relay broadcasting and regular relay broadcasting as we just explained it is that *there are multiple levels of "hub" units involved*. That is . . .

- You initiate the relayed relay broadcast by sending to another "hub" unit.
- That "hub" unit then relays the transmission on to "hub" units stored in the call groups (on that "hub") that you designate.
- Each of *those* "hubs" further relays the transmission to the *same* call groups (i. e., call groups with the same two-digit identifiers as the ones you specified for the first "hub") on *other* machines.

Note: If *any* remote "hub" machine in the broadcast is capable of relayed relay broadcasting **and** if the function is "on" on the machine, make sure that your fax machine is not in that machine's designated call groups.

For you to perform relayed relay broadcasting, three things must be true:

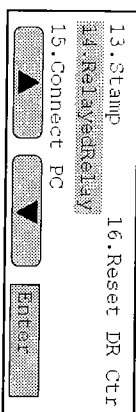
- Each "hub" machine in the process must be a Muratec fax with "hub" capability.

Note: If you're not sure whether the unit to which you want to transmit is a true "hub" unit, please consult your authorized Muratec dealer or call the Muratec Customer Support Center at (972) 364-3350.

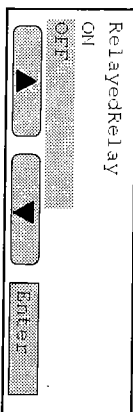
- The call group(s) must exist on *each* remote "hub" fax in the relay.
- You must know each call group's identifier number.

To set up a relayed relay broadcast:

1. Press PROGRAM, J, 1, 4.

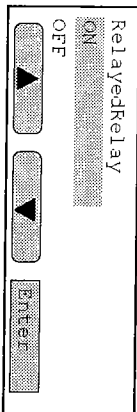


2. Press Enter. The display shows the current setting:



If the setting you see is acceptable, skip to step 4. Otherwise, proceed to step 3.

3. To change the setting, press ▲ or ▼ to select your chosen setting. In this example, we've chosen ON.



4. Press Enter to save the setting.

To perform a relayed relay broadcast, follow the same instructions as you would with a normal relay broadcast (see pages 2.22–2.23). Each "hub" in the chain will relay the transmission to the call group(s) you have designated.

Broadcast news; or, making changes

If you need to make changes in a broadcast after setting it to proceed, you'll make need to make use of **Comm.Clr** (see "Reviewing or canceling parts of a broadcast," page 2.26).

Delayed transmission

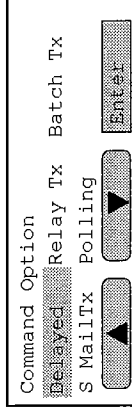
Take advantage of lower evening and weekend long-distance rates with *delayed transmission*. Your machine can store up to 70 delayed transmission commands, each of which you can program up to 31 days in advance.

Important: Your fax remembers only the *day* of the month when it's to perform a delayed transmission. So, to set your fax to transmit at 5:05 PM on June 26, don't make that setting sooner than 5:06 PM on May 26.

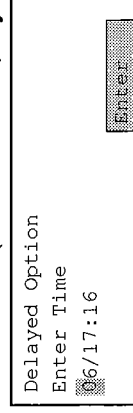
Important: If you program all 70 delayed transmission commands, no further *memory* transmission is possible until the machine performs at least one of the delayed commands. (To review memory transmission, see page 1.19.)

Setting up a delayed transmission

1. Insert the document and make any necessary adjustment as usual.
2. Press **COMMUNICATION OPTIONS**. The display will show:



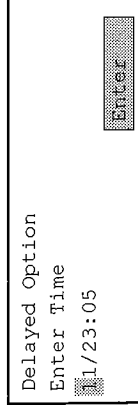
3. Press **Enter**. The display shows the current day of the month, followed by the current time (in 24-hour format, as you'll recall):



4. Use the numeric keypad to enter the day of the month and the time when you want the fax to perform the delayed transmission.

Note: To move the cursor to a specific digit, press **◀** to move the cursor leftward, or **▶** to move it rightward, to that digit.

Here, we've set the transmission to occur on the 11th at 11:05 PM:



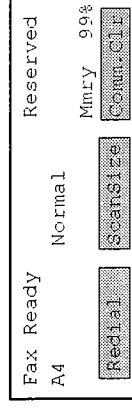
5. When the date and time entry is as you wish, press **Enter** to save the delayed transmission. The display shows:



6. Enter the fax number to which the delayed transmission should go. You may either press a one-touch key, enter a speed-dial number or just use the numeric keypad normally.

Note: If you make a mistake or want to erase characters entered in a previous setting, press **STOP/CLEAR** to erase leftward. Or, if you want to change just one character in the number, press **▶** to move the cursor leftward or **▶** to move it rightward, to that character and press **STOP/CLEAR** to erase it. Then re-enter until the number is just as you want it.

7. Press **START**. Your machine will return to its normal standby mode, while showing this on the display:



This means your fax machine is "reserved" for the delayed transmission command you just programmed.

If you had set the machine for transmission from memory, it will scan the document into memory, after which you can use the machine normally.

If you had set the machine for transmission from the feeder, the machine can *receive* faxes but can't *transmit*.

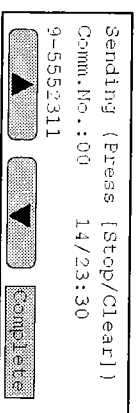
Reviewing or canceling delayed commands

If you've stored a delayed command in your fax machine, it will hold it in memory until it either completes the command successfully or reaches its maximum number of redial attempts (see pages 1.22–1.23). Your machine can store up to 70 delayed commands. It identifies each by a two-digit *command number* ranging from 00 to 69. The same procedure lets you both display your machine's stored commands and have a chance to cancel them, if necessary:

1. Press **Comm.Clr.**

If your machine is currently holding *no* delayed commands, it will beep briefly, display "No Command" on the display and then return to standby mode.

But if there *are* commands in your machine's memory, the display will display them *chronologically* (based on when they are set to "go"). Here, the one currently set to "go" first:



Here, you see the command number, followed by the time the fax machine is to perform the command and the phone number it's to call.

If the command is a *broadcast*, "Review Broadcast" will appear instead of the phone number. (See "Broadcasting," pages 2.21–2.24.)

If the command is a *batch transmission* (such as "Box No.:01") rather than the command number. (See "Batch transmission," pages 2.28–2.33.)

Note: If your machine is attempting to perform a command *now*, it will appear on the display.

To cancel this command, skip to step 3.

To review a different command, proceed to step 2.

2. If necessary, press ▲ or ▼ to scroll through currently stored commands.

Note: You may stop this operation any time you wish; just press **Complete**.

3. If you want to cancel the currently shown command, press **STOP/CLEAR**. Your machine returns to step 2 to view other commands.

Note: See also "Reviewing or canceling parts of a broadcast," next column.

Reviewing or canceling parts of a broadcast

You also can review or cancel certain numbers within a broadcast:

1. Press **Comm.Clr.**

Note: If your machine is attempting to perform a command *now*, it will appear on the display.

To cancel this command, skip to step 3.

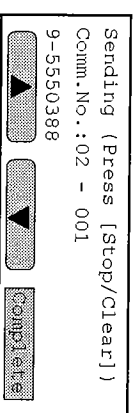
To review a different command, proceed to step 2.

2. If necessary, press ▲ or ▼ to scroll through currently stored commands.

Note: You may stop this operation any time you wish; just press **Complete**.

3. If you want to cancel the currently shown command, press **STOP/CLEAR**.

4. To review *individual* numbers within this broadcast, press **BROADCAST** to see the first number. The display will show:



If this is the number you want to cancel, skip to step 6. If it is not, proceed to step 5.

5. Press ▲ or ▼ to move on to the next number, and keep doing so until you find a number you *do* wish to cancel; then proceed to step 6.

6. Press **STOP/CLEAR**. The next number will appear.

If you wish to cancel this number, as well, repeat this step.

If you wish to cancel a different number, go back to step 5.

Printing a delayed command list

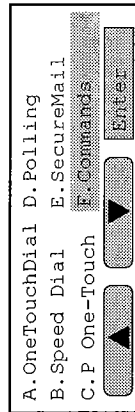
Can't remember some details about a delayed transmission command you set up? Or, let's say, someone else in your office is the one who set it up, but now he or she has left for the night and you have no idea why the machine is "reserved" and how long it'll stay that way!

Fortunately, your machine can print a *command list* which tells you:

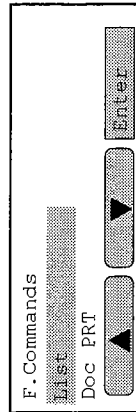
- The command's identification number
- The phone number, or "remote location"
- The start time (which appears in the same *DD, HH:MM* format you saw in the previous instructions for actually setting up a delayed transmission command)
- A "note" telling if the command is a *polling* or *relay broadcast initiation* operation (see pages 2.39–2.42 for more on the former and pages 2.22–2.23 for more on the latter)
- Any selected call groups, SecureMail boxes or database files

To print a delayed command list:

1. Press **PROGRAM, F**.



2. Press **Enter**.



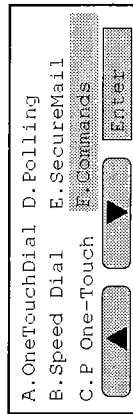
3. Select "List" using **▲** or **▼**.

4. Press **Enter**.

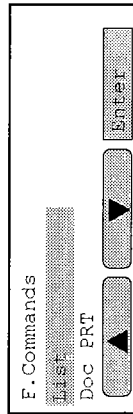
Printing a stored document

Your fax machine can produce a printout of each document stored for delayed transmission. You'll need to know the document's command number, which you can confirm by either reviewing the commands (see page 2.26) or printing a delayed command list (see left column).

1. Press **PROGRAM, F**.

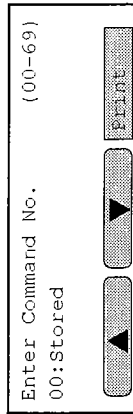


2. Press **Enter**.



3. Select "Doc PRT" using **▲** or **▼**.

4. Press **Enter**. The display shows:



5. Use the numeric keypad to enter the two-digit command's identification number. (Enter a leading zero if the command number is lower than 10.) Or, press **▲** or **▼** to scroll through currently stored commands.

6. Press **Print**. Your fax machine will print a copy of the stored document.

Batch transmission

Broadcasting (see pages 2.21–2.24) gets the same document to multiple locations, but what about the reverse? What if you could just stack *several* documents into an electronic “basket” and then fax the *entire* contents of that basket to *one* location? Well, you can: it’s called *batch transmission*. You can store up to 40 documents (*not* pages) into your machine’s electronic *batch boxes*. The machine can use up to five of these batch boxes, in which you set in advance when the transmission is to occur and to what remote number it should go. When that date and time arrives, your machine will transmit each document in the batch box to the remote fax machine.

Creating or modifying a batch box

The first step to using the batch transmission feature is to create batch boxes in your fax machine. This procedure also lets you modify existing batch boxes.

Important: To *erase* a batch box, see “Erasing an empty batch box” (page 2.30).

1. Press PROGRAM, M.

J.User Settings: Batch Send
K.Cover Page
L.Department

2. Press Enter.

M.Batch Send
Doc PRT Erase Box List
List PRT Box Set Box Erse

3. Select “Box Set” using ▲, ▼, ◀ or ▶.

4. Press Enter. Depending on whether you already have a number entered for batch box 1, the display shows one of the following:

Enter Box No. (1-5)
1: No Stored

Enter Box No. (1-5)
1: 9-1-555-345-6789
House cleaning

If this is the batch box you want to set, skip to step 6. (However, our sample displays from here on will refer to batch box 3 rather than batch box 1.)

5. Use the numeric keypad to enter the number (1–5) of the batch box you wish to create or modify. Here, we’ve pressed 3 and see one of the following:

Enter Box No. (1-5)
3: No Stored

Enter Box No. (1-5)
3: 9-555-2110
Bookkeeping

6. If you change your mind and wish to select a different batch box, just use the numeric keypad to enter the correct batch box number before going on to step 7.

7. Press Enter. The display now shows one of the following:

3: Enter Fax Number

3: Enter Fax Number
9-555-2110

8. Use the numeric keypad to enter the fax number *exactly* as your machine should dial it, including whatever access codes your phone system may require. (You may want to review “Special dialing characters,” page 2.7.) The number can be up to 40 characters in length:

3: Enter Fax Number
9-1-555-871-9052

Your display can show only 30 characters at a time. To view characters beyond those 30 (such as with an international long-distance number), press ◀ to scroll leftward or ▶ to scroll rightward.

Note: To erase previously entered characters, press STOP/CLEAR to erase leftward. Or, to change just one character in the number, press ◀ to move the cursor leftward, or ▶ to move it rightward, to that character and press STOP/CLEAR to erase it. Then re-enter until the number is just as you want it.

- 9.** When the fax number is as you want it, press **Enter**. The display now shows one of the following:

3:9-1-555-871-9052
Enter Time
*/**:*

Enter

3:9-1-555-871-9052
Enter Time
6/14:00

Enter

- 10.** Instruct your fax to send from this batch box in *one* of the following ways:

Option 1: Once at a certain time on a certain day of the month (e.g., "Do this at 5:05 PM on the 30th.") — Use the numeric keypad to enter the date and time when the fax should perform the command:

3:9-1-555-871-9052
Enter Time
30/17:05

Enter

Option 2: At a certain time *each day* you press the key (e.g., "Do this at 5:05 PM today.") — Use the numeric keypad to enter **0, 0** (i.e., 00), and then the time when the fax should perform the command:

3:9-1-555-871-9052
Enter Time
00/17:05

Enter

Note: To change a digit in the date or the time, press ◀ to move the cursor leftward, or ▶ to move it rightward, to that character. Then re-enter until the number is just as you want it.

- 11.** When the date and time are as you wish, press **Enter**.

- 12.** The display now shows one of the following:

3:9-1-555-871-9052
Name
—

Enter

3:9-1-555-871-9052
Name
Bookkeeping_

Enter

The machine now is prompting you for a *name* for this batch box.

If you *do not* wish to enter or change this batch box's name, skip to step 14.
If you *do* wish to enter or change this batch box's name, proceed to step 13.

13.

A batch box's name may be up to 16 characters in length. You enter the name the same way you entered your fax name during EasyStart. We'll review the process, here. (If you're changing a previously entered name, see the note at the end of this step.)

Important: As in EasyStart, you enter letters and other non-numeric characters through the one-touch keys.

3:9-1-555-871-9052
Name
Upper

Enter

The word "Upper" means the machine is currently set for entering only upper-case letters. If you press **R**, the machine will see it as an *R* (not an *r*). To change it so that pressing a one-touch key will produce a lower-case letter rather than an upper-case letter, press **ALPHABET**. The display will change to:

3:9-1-555-871-9052
Name
Lower

Enter

This means pressing one-touch keys will enter lower-case letters: pressing **R** will produce an *r* (not an *R*) on the display.

To switch back for upper-case entries, press **ALPHABET** again.

To enter spaces, punctuation and symbols, enter the characters shown on the one-touch keypad you want.

To use the **CODE** function to enter a wide variety of characters, please review the explanation on page 1.14. The vast majority of the time, you will probably find the **ALPHABET** key to be sufficient.

Note: If you make a mistake or want to erase characters entered in a previous setting, press **STOP/CLEAR** to erase leftward. Or, if you want to change just one character in the name, press ◀ to move the cursor leftward, or ▶ to move it rightward, to that character and press **STOP/CLEAR** to erase it. Then re-enter until the name is as you want.

Press **Enter** to save the batch box information.

To create or modify another batch box, repeat steps 5–14.

To finish, press **CLEARALL**.

14.

Erasing an empty batch box

You can erase an empty batch box (if a box has documents stored in it, you cannot erase it; see the first "Important" note after step 7, below). To erase an empty batch box:

1. Press PROGRAM, M.

J. User Settings	M. Batch Send
K. Cover Page	
L. Department	
▲	▼
Enter	

2. Press Enter.

M. Batch Send		
Doc PRT	Erase	Box List
List PRT	Box Set	Box Erse
▲	▼	Enter

3. Select "Box Erse" using ▲, ▼, ◀ or ▶.

4. Press Enter. The display shows one of the following:

Enter Box No.	(1-5)
1: No Stored	
▲	▼
Erase	

Enter Box No.	(1-5)
1: 9-1-555-345-6789	
House cleaning	
▲	▼
Erase	

If this is the batch box you want to erase, skip to step 6. (However, our examples from here will refer to batch box 2 rather than batch box 1.)

5. Use the numeric keypad to enter the number (1-5) of the batch box you wish to erase. Here, we've pressed 2 and see:

Enter Box No.	(1-5)
2: 9-1-972-5559900	
Shopping Center	
▲	▼
Erase	

6. If you change your mind and wish to erase a different batch box, just go back to step 5 and perform it before going on step 7.

7. Press Erase. If the batch box is empty, the display shows:

2: 9-1-972-5559900
Are you sure?
Shopping Center
Cancel
Erase

Important: If you select a batch box which is *not* empty, the machine beeps and briefly displays:

Enter Box No.	(1-5)
Document Stored	
▲	▼
Erase	

Erase any documents stored in the batch box (see pages 2.32-2.33), then repeat *this* procedure from the beginning to erase the box.

Important: If you want to quit without erasing the batch box you've selected, press **Cancel**. The fax will return to step 5.

Important: If you want to quit without erasing *any* batch box, press **CLEAR ALL**. The machine will return to standby mode.

8.

Press **Erase** to erase the batch box.
To erase another batch box, repeat steps 5-8.
To finish, press **CLEAR ALL**.

Printing a list of your batch boxes

You can easily print a list of your batch boxes. The list includes each box's identifier number, the Location ID (if any), fax number and date/time of start. To print the list:

1. Press **PROGRAM**, **M**.

J.User Settings M.Batch Send
K.Cover Page
L.Department

2. Press **Enter**.

M.Batch Send
Doc PRT Erase Box List
List PRT Box Set Box Erse

3. Select "Box List" using **▲**, **▼**, **◀** or **▶**.

4. Press **Enter**.

Storing a document for batch transmission

Your fax machine can store up to 40 *documents* (as opposed to *pages*) in each batch box until the date and time you designate for a batch transmission.

Note: For this operation to work, two things must be true:

- The batch box must exist on your fax machine.
 - You must know the batch box's one-digit number (1-5).
- To store a document in a batch box for batch transmission:

1. Insert the document and make any necessary adjustments as usual.
2. Press **COMMUNICATION OPTIONS**. The display will show:

Command Option
Delayed Relay Tx Batch Tx
S MailTx Polling

3. Select "Batch Tx" using **▲**, **▼**, **◀** or **▶**.

Note: Tx is a common abbreviation for *transmission*.

4. Press **Enter**. The display will show:

Batch TxOption
Enter Box No. (1-5)
1:9-1-555-345-6789

5. Use the numeric keypad to enter the one-digit number for the batch box you wish to use. Here, we've entered **5** to indicate batch box 5.

Batch TxOption
Enter Box No. (1-5)
5:9-1-972-789-5678

6. Press **Enter**. The display will show:

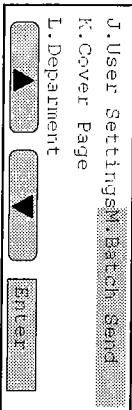
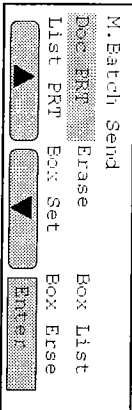
Batch TxOption
Box No. 5:9-1-972-789-5678
Receipt# 0

Important: The *receipt number* (shown above as 0) tells you how many documents are in this batch box. Your machine numbers files 0-39. You need to know a file's number to erase or print it on your fax. See also "Printing a list of stored batch documents," next column.

7. Press **Enter**. If it wasn't already doing so due to a previous command, the machine will display "Reserved" on the top line of the display. This means the document is stored in memory.

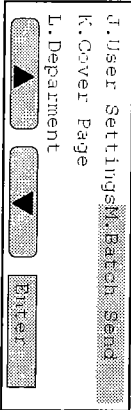
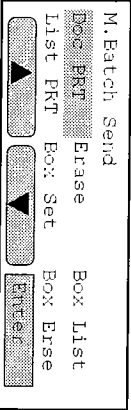
Printing a list of stored batch documents

You can print a list of all the documents stored in your machine's batch boxes. This will provide you with the document's file numbers so you can erase or print them if necessary. You need to know a file's number to erase or print it on your machine. To print the list:

1. Press **PROGRAM, M**.

2. Press **Enter**.

3. Select "List PRT" using **▲, ▼, ◀ or ▶**.
4. Press **Enter**.

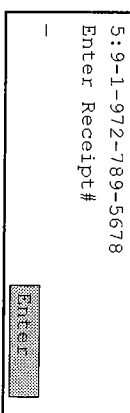
Printing a document stored in a batch box

You can print — *without* erasing from memory — a document stored in a batch box set up on your fax machine. Here's how:

1. Press **PROGRAM, M**.

2. Press **Enter**.

3. Select "Doc PRT" using **▲, ▼, ◀ or ▶**.

4. Press **Enter**. The display shows:

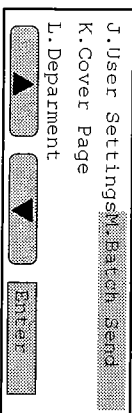
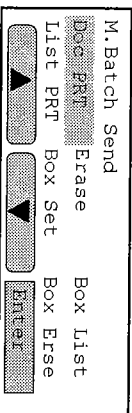
Enter Box No.	(1-5)
1:9-1-555-345-6789	
House Cleaning	
▲	▼
	Print

5. Use the numeric keypad to enter the number (1-5) of the batch box currently "holding" the document you wish to print.
6. Press **Print**. The display will show:

7. Use the numeric keypad to enter the document's file number (0-39).
8. Press **Enter**.

Your fax machine will print the desired document, then return to standby mode.

Erasing a document stored in a batch box

It's easy to erase a document stored in a batch box set up on your fax machine:

1. Press **PROGRAM, M**.

2. Press **Enter**.

3. Select "Erase" using **▲, ▼, ◀ or ▶**.

4. Press **Enter**. The display will show:

Enter Box No.	(1-5)
1:9-1-555-345-6789	
House Cleaning	
▲	▼
Erase	

5. Use the numeric keypad to enter the number (1-5) of the batch box currently "holding" the document you wish to print.

6. Press **Erase**. The display will show:

1:9-1-555-345-6789
Enter Receipt#
-
Enter

7. Use the numeric keypad to enter the document's file number (0-39).

8. Press **Enter**. The fax machine now gives you one last chance to change your mind about the erasure.

1:9-1-555-345-6789
Are you sure?
0
Cancel
Erase

Important: To quit the operation without erasing this particular document, press **Cancel** and go back to step 5.

Important: To quit the operation without erasing this or any other document, press **CLEARALL**. The machine will return to standby mode.

9. Press **Erase**. The fax machine will erase the desired document, then return to standby mode.

Special features

Your machine has numerous special features to make your communications easier. We'll cover them here.

Cover page

For your greater convenience, your fax machine can store a *cover page* to send at the beginning of each outgoing fax. This page includes the current date and time, your Location ID and your fax number (as stored in the TTY) and a message of up to 40 characters in length. The information appears in a box similar to this:

Fax Message From:

May 26 '97 14:00

Name: And Sew It Goes Co.
 Fax Number: 972-555-2009

We appreciate your business. Thank you!

Note: If you send to another plain-paper fax machine, that machine will print this cover page as a full-sized page with the information box at the top, followed by the actual document you're faxing.

If you send to a thermal-paper fax machine, that machine will use only enough thermal paper to print the cover page information box plus top and bottom margins, then proceed to print your faxed document.

Toggling the cover page

1. Press PROGRAM, K.

J.User SettingsM.Batch Send

K.Cover Page

L.Department

Enter

2. Press Enter. The display shows:

K.Cover Page

Set Transmit

List

Enter

3. Select "Transmit" using ▲, ▼, ◀ or ▶.

4. Press Enter.

5. To tell the fax machine it *should* send a cover page before each document you transmit, select "ON" using ▲ or ▼.

Cover Page

ON

OFF

Enter

Note: If you want to abort the operation so the cover page feature *won't* work, select "OFF" using ▲ or ▼ and press CLEAR ALL.

6. Press Enter to save the setting.

Now, the cover page feature is working but your message line — shown in the example (left column) as "We appreciate your business. Thank you!" — is blank. To enter that message, see "Entering the cover page message" (next page).

Entering the cover page message

1. Press **PROGRAM**, **K**.

2. Press **Enter**. The display shows:

3. Select "Set" using **▲**, **▼**, **◀** or **▶**.

4. Press **Enter**.

5. Now, use the one-touch keypad to enter a message for the cover page. The message can be up to 40 characters in length. You enter the message the same way you entered your fax name during EasyStart. We'll review the process, here. (If you're changing a previously entered message, see the note at the end of this step.)

Important: As in EasyStart, you enter letters and other non-numeric characters through the one-touch keys.

The word "Upper" means the machine is currently set for entering only upper-case letters. If you press **R**, the machine will see it as an *R* (not an *r*).

To change it so that pressing a one-touch key will produce a lower-case letter rather than an upper-case letter, press **ALPHABET**. The display will change to:

This means pressing one-touch keys will enter lower-case letters: pressing **R** will produce an *r* (not an *R*) on the display.

To switch back for upper-case entries, press **ALPHABET** again.

To enter spaces, punctuation and symbols, enter the characters shown on the one-touch keypad you want.

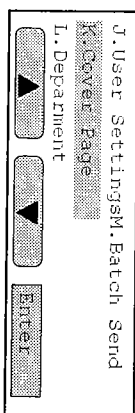
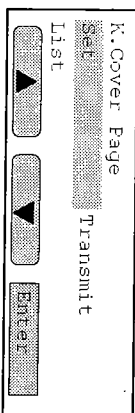
To use the **CODE** function to enter a wide variety of characters, please review the explanation on page 1.14. The vast majority of the time, you will probably find the **ALPHABET** key to be sufficient.

Note: If you make a mistake or want to erase characters entered in a previous setting, press **STOP/CLEAR** to erase leftward. Or, to change just one character in the message, press **◀** to move the cursor leftward, or **▶** to move it rightward, to that character and press **STOP/CLEAR** to erase it. Then re-enter until the message is as you want it.

6. When the message is as you want it, press **Enter** to save it.

Printing the cover page

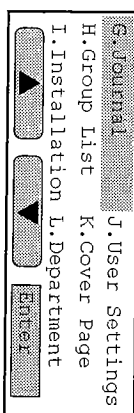
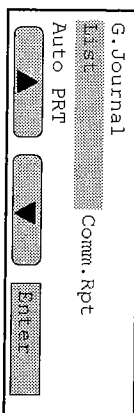
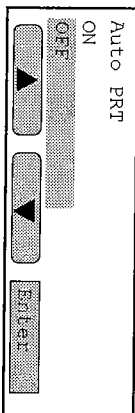
To confirm that the cover page is as you wish, it's easy to print a sample cover page from your fax machine.

1. Press PROGRAM, K.**2. Press Enter. The display shows:****3. Select "List" using ▲, ▼, ◀ or ▶.****4. Press Enter.****Managing your fax with its journal and reports****Setting the activity journal**

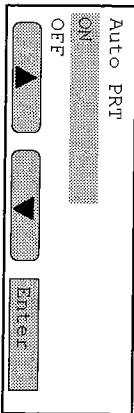
Just as a checkbook records your daily financial transactions, your fax machine keeps an *activity journal* which records approximately the machine's 50 most recent fax transactions. The activity journal lists the following information for each fax transaction:

- *Assigned number*, starting over each day at 001
- *Remote location* called
- *Resolution mode*
- *Starting date and time*
- *Duration*, in minutes and seconds
- *Length*, in number of pages
- *Department code* (see pages 2.62–2.64)
- *Result* of the call
- *Any special operations* (e.g., a fax call made using the monitor speaker or an optional handset will appear as "Manual")

If you wish, your fax machine will print the activity journal automatically after approximately 50 transactions. To toggle this automatic printing on or off:

1. Press PROGRAM, G.**2. Press Enter. The display shows:****3. Select "Auto PRT" using ▲, ▼, ◀ or ▶.****4. Press Enter. The display shows:**

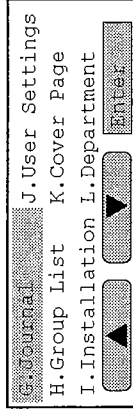
If this setting you see is acceptable, skip to step 6. Otherwise, proceed to step 5.

5. To change the setting, press ▲ or ▼ to select your desired choice. Here, we've chosen On.**6. Press Enter to save the setting.**

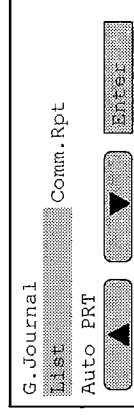
Printing an activity journal manually

If you need to see an activity journal but can't wait until your fax has finished the approximate 50 fax transactions and prints the journal automatically, just print the journal *manually* at any time. To do so:

1. Press PROGRAM, G.



2. Press Enter. The display shows:



3. Select "List" using ▲, ▼, ◀ or ▶.

4. Press Enter.

Setting the reports: TCRs and RCRs

You can set your fax machine to print *confirmation reports*.

There are two different reports: a *transmit confirmation report (TCR)* and a *receive confirmation report (RCR)*. You can receive a TCR after sending a fax to *any* group 3 fax machine, but the *RCR* function works only when you send a fax to a compatible Muratec machine. (Consult your authorized Muratec dealer, or call Muratec Customer Support at [972] 364-3350, with any questions about such compatibility.) Choose the type of report you want, based on the brand of fax machines to which you'll be transmitting.

Note: If receiving a fax from another Muratec machine (even the same model as yours), your fax machine cannot cause a sending Muratec fax machine to generate an RCR. Instead, the sending machine will print a TCR.

Information, please: what the reports tell you

TCR

The TCR gives you the following information for each communication:

- *Date and time* of the TCR's printout
- *Remote location* called
- *Resolution mode*
- *Starting date and time*
- *Duration*, in minutes and seconds
- *Length*, in number of pages
- *Result* of the call
- *Any special operations* — For example, a fax call made using an optional handset will appear as "Manual"
- *Sample of the document* — An image of the first page of the document

If an error occurs, the TCR tells you the remote location called and the *error code* and *error message* (see pages 3.7–3.11).

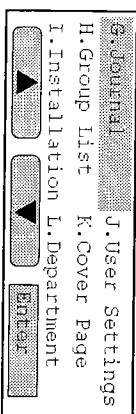
RCR

The RCR gives you the following information for each communication:

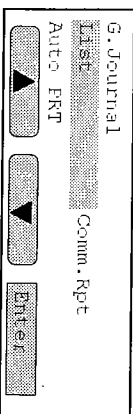
- Date and time
- Remote location called
- Assigned number, starting over each day at 001
- Resolution mode
- Duration, in minutes and seconds
- Length, in number of pages
- Result of the call — Either "OK" or an error code (see pages 3.7–3.11).

To set the printing of either, or both, of these reports:

1. Press PROGRAM, G.

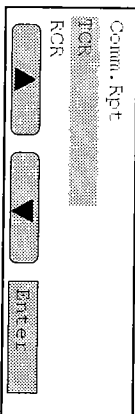


2. Press Enter. The display shows:



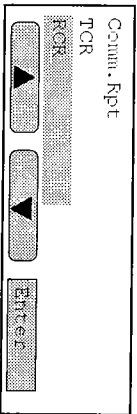
3. Select "Comm.Rpt" using ▲, ▼, ◀ or ▶.

4. Press Enter. The display shows:

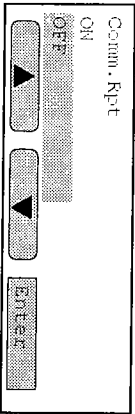


If you see the report you wish to set, skip to step 6. Otherwise, proceed to step 5.

5. To change the setting, press ▲ or ▼ to select your desired choice. Here, we've chosen RCR.

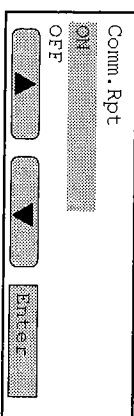


6. Press Enter to save the setting. The display shows:



Now your machine is asking whether it should print the selected report automatically after every fax you send. If you see the printing setting you want, skip to step 8. Otherwise, proceed to step 7.

7. To toggle the printing setting, press ▲ or ▼ to select your desired choice. Here, we've chosen On.



8. Press Enter to save the setting.

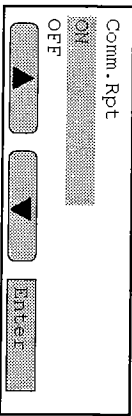
Your fax machine also lets you override this setting for *only* the *next* fax transmission. This means you can choose not to print to report even if you've specified "Auto Print: On" — which might make sense if you were low on paper and didn't really need a report on this particular transmission. On the other hand, it also means you can choose to go ahead and print the report although you've specified "Auto Print: Off" — which could let you get peace-of-mind on a really important transmission without forcing you to print a report after all the other transmissions!

So, to turn on or turn off the confirmation report feature for *only* the next fax transmission:

1. Press MENU. The display shows:



2. Press Comm.Rpt. The display shows:



3. To change the setting, press ▲ or ▼. To activate automatic printing of a confirmation report after the next transmission only, select "ON." To disable automatic printing of a confirmation report after the next transmission only, select "OFF." Once this setting is as you wish, press Enter.

After printing the report for the next transmission, your fax machine will return to the default setting you previously specified (in step 7, above).

Polling

Polling allows someone to fax a document to you *without* the other person having to make (and pay for) the call. Your machine can perform:

- *Regular polling* — Retrieves a document from the remote fax machine.
- *Database polling* — (Possible only in communication with certain memory-equipped Muratec or Murata fax machines.) Retrieves a document stored as a file in the remote fax machine's memory. Great for getting work assignments, updated price lists, contest standings and other frequently updated documents.

Regular polling

To perform *regular* polling of a document from any remote fax machine:

1. Make sure that the document is actually sitting in the feeder of the remote fax machine.

2. Press **COMMUNICATION OPTIONS**.

3. Select "Polling" using ▲, ▼, ◀ or ▶.

4. Press **Enter twice**. The display will show:

5. Enter the remote machine's number by either pressing a one-touch key, entering a speed-dial number or just dialing the number normally through the numeric keypad.

6. To perform the *regular* polling *now*, skip to step 10.
To perform *delayed* regular polling, proceed to step 7.

7. Press **COMMUNICATION OPTIONS**, **Enter**. The display will show:

8. Use the numeric keypad to enter the date and time when your machine should perform the delayed regular polling.

9. Press **Enter**.

10. Press **START**.

When it performs the polling command, your machine will dial the number and, upon making contact with the other machine, begin receiving the document as if the other machine had placed the call.

Database polling

To poll a document from a remote fax machine's memory:

1. Make sure that:

- The remote machine is a memory-equipped Muratec or Murata fax machine which has a file stored in its memory, ready for polling.
- You know the one- or two-digit *database file number* of each file you wish to poll from the remote machine.

2. Press **COMMUNICATION OPTIONS**.

3. Select "Polling" using ▲, ▼, ◀ or ▶.

4. Press **Enter**. The display will show:

5. Enter the *database file number* for the document you wish to poll. You can enter as many as 10 file numbers in one operation. To enter more than one (as in this example), press **Comma(,)** between each to insert a comma—but **do not** insert a comma after the *last* file number.

Polling Option
Enter File No. (0-9999)
5,26,84_
Comma(,) Enter Exit

6. When you're done with the file number entry, press **Enter**. The display will show:

Enter Fax Number

Pause Enter

7. Enter the remote fax machine's number by either pressing a one-touch key, entering a speed-dial number or just dialing the number normally through the numeric keypad.
8. To perform the database polling *now*, skip to step 12. To perform *delayed* database polling, proceed to step 9.
9. Press **COMMUNICATION OPTIONS**, **Enter**. The display will show:

Delayed Option
Enter Time
7/22:15
Enter

10. Use the numeric keypad to enter the date and time when your machine should perform the delayed database polling.
11. Press **Enter**.
12. Press **START**.

Your machine will dial the number and, upon making contact with the other machine, begin receiving the file(s) as if the other machine had placed the call.

Being polled

Not only can you poll, you also can *be* polled. To set up a document for regular or database polling by another Muratec or Murata machine:

1. If your fax machine is set for Tel Ready reception, press **AUTO ANSWER** to change it to Fax Ready reception, causing the **AUTO ANSWER** light to glow. **Important:** Your machine **can't** be polled if it's in Tel Ready mode.
2. Insert the document.
3. Adjust resolution and contrast if necessary. (Your fax machine will be transmitting to the machine doing the polling.)

4. Press **PROGRAM, D**.

A. OneTouchDial D. Polling
B. Speed Dial E. SecureMail
C. P. One-Touch F. Commands
▲ ▼ Enter

5. Press **Enter** *twice*. The display will show something like:

Polling
No Stored
▲ ▼ Enter

6. If you are storing this document for *regular* polling, skip to step 7. If you are storing this document for database polling, proceed to step 6. Use the numeric keypad to enter a one- or two-digit database file number (00-99) to identify the stored document. Or, press **▲** or **▼** to scroll through the files to find the one you want.

DB Polling
Enter File No. (00-99)
00:No Stored
▲ ▼ Enter

7. Press **Enter**. Your fax will scan the document into memory and return to standby mode. **Note:** If you were using "Tel Ready" mode before step 1 and wish to return to it, press **AUTO ANSWER** to turn off Auto Answer, causing the **AUTO ANSWER** light to cease glowing. But do this *only* after you are sure the remote machine has polled your document.

Erasing a stored polling document

To erase from your machine's memory a document you've stored for either regular or database polling by another machine:

1. Press PROGRAM, D.

2. Press Enter.

3. Select "Erase" using ▲, ▼, ◀ or ▶. Then press Enter.

4. If you are erasing a document set up for regular polling, skip to step 6. If you are erasing a document set up for database polling, proceed to step 5.

5. Use the numeric keypad to enter a one- or two-digit database file number to identify the stored document. Or, press ▲ or ▼ to scroll through the files to find the one you want.

6. Press Erase. The display shows one of the following:

Important: To quit without erasing the polling document you've selected, press **Cancel**. The fax will return to standby.

7. Press Erase to erase the polling document. Your fax machine will erase the document from memory.

To erase another database file number, repeat steps 5–7. Or press **CLEARALL** to return to standby mode.

Printing a stored polling document

To print, *without erasing*, a document you've stored for regular or database polling:

1. Press PROGRAM, D.

2. Press Enter.

3. Select "Doc PRT" using ▲, ▼, ◀ or ▶. Then press Enter.

4. If you are printing a document set up for regular polling, skip to step 6. If you are printing a document set up for database polling, proceed to step 5.

5. Use the numeric keypad to enter a one- or two-digit database file number to identify the stored document. Or, press ▲ or ▼ to scroll through the files to find the one you want.

DE Polling		
Enter File No.	(00-99)	
00:Stored		
▲	▼	Print

6. Press **Print**. Your fax machine will print the document.

Limiting polling access to your fax machine

Your fax machine's *closed network* setting (see page 2.61) works for polling, as well. If a calling fax doesn't "present" the proper passcode, it cannot poll from your fax.

Note: However, if you're using the Block Junk Fax feature (see page 2.62), even incoming calls which meet the passcode test must come from appropriate phone numbers.

Call request

Wondering why your monitor speaker's activation key is called **MONITOR/CALL** (i.e., rather than just **MONITOR**)? Now, we'll explain the **CALL** part of the name. It may be hard to believe, but you actually can send or receive a fax *and* have a regular phone conversation *on the same call* (although, obviously, not at the same time). In fax industry lingo, this is a *call request*. It doesn't matter whether you're sending the fax or receiving it. You may fax first and then talk, or talk first and then fax.

Important: For this feature to work, the remote fax machine must have a similar call-request capability. Also, of course, your machine must have an optional handset attached.

Faxing/receiving first, then talking

To send or receive a fax first and then talk:

1. While your machine is sending or receiving the fax, press **MONITOR/CALL**.
2. At the remote fax machine, the ringer will ring after that machine receives each page.
3. If someone answers at the remote fax machine, your fax machine will ring several times. If so, pick up the optional handset. In a few seconds, the line will open and you can begin your conversation.

Talking first, then sending a fax

To talk first and then send a fax:

1. When your phone conversation is through, *don't hang up*.
2. Insert the document you wish to fax.
3. Adjust resolution and contrast if necessary.
4. Tell the person at the other fax machine to press **START** and to hang up his/her handset. *Don't hang up your handset yet!*
5. When you hear fax tones, press **START** and — *now!* — hang up the optional handset. Your fax machine will send the document.

Talking first, then receiving a fax

To talk first and then receive a fax:

1. When your phone conversation is through, *don't hang up*.
2. Tell the person at the other fax machine to press **START** and to hang up his/her handset. *Don't hang up yours yet!*
3. When you hear fax tones, press **START** and — *now!* — hang up your machine's optional handset. Your machine will receive and print out the document.

Responding to a call request

If someone requests a call *from* you during a fax communication, you'll hear a long ring after the receiving machine has received each page. To answer the call request:

1. Lift your machine's optional handset, and listen for a few seconds. You may hear a brief series of fax tones.
2. Shortly, the line will open and the person at the other end will answer. You and he/she now can have a normal phone conversation.

Numbering pages

Just before sending a fax, you can set your fax machine to *number* each page in order. This will help the recipient (or recipients) keep track of all pages.

To set up *page numbering*:

1. Count the number of pages in your document.
2. Insert the document.
3. Adjust resolution and contrast, if necessary.
4. If you want to toggle between transmission from the feeder or transmission from memory, press **MEMORY TRANSMIT**.
5. Press **MENU**. The display shows:

Fax Ready
Jul 15 97 8:30 Mmry 100%
Comm Rpt #OfPages

6. Press **#OfPages**. The display shows:

#OfPages
Enter Number Of Pages (1-30)
1 Enter

7. Use the numeric keypad to enter a one or two-digit count of the number of pages in your document, based on what you counted in step 1.
8. Press **Enter**.

Enter Fax Number
- Pause Enter

From here, proceed normally with the desired type of transmission. When the remote fax machine prints your document, a note on the right side of your TTI will indicate the number of the page — such as “p.02” for page two.

The power of TriAccess

Your fax's *TriAccess* feature sharply reduces the time you might otherwise spend waiting for the machine to finish *its* work and let you get back to *your* own work. TriAccess is a more powerful version of what already is a pretty powerful feature, called *dual access*.

While a fax with normal dual access performs one memory operation, you can do a second operation: set up a memory or delayed transmission, print a report, make settings (including on the autodialer) or even make copies. But your fax's TriAccess allows a minimum of *three* operations at once. *For example*, even if the machine is (1) printing a copy and (2) receiving into memory, it is (3) still available for you to scan in documents for memory transmission.

Programmable one-touch keys

Using the programmable one-touch keys

The *programmable one-touch keys* 73–80 simplify complex fax operations, letting you really tap into your machine's power.

Note: If necessary, turn the fliptab to see programmable one-touch keys.

You can “teach” these keys the following multi-step operations for one-keypress convenience (the pages shown contain instructions for the specific operations):

- Delayed transmission (see pages 2.25–2.27)
- Broadcasting (see pages 2.21–2.24)
- Relay broadcast initiation (see pages 2.22–2.24)
- SecureMail transmission (see pages 2.56–2.60)
- Polling, regular and database (see pages 2.39–2.42)

There is a great deal of similarity among how you set the various operations; but, for your convenience, we'll give you full instructions for each one. Just FYI, however, we'll summarize by saying that, each time, you tell the machine four simple things:

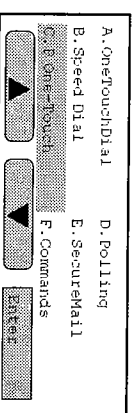
- **How** — The key you're programming
- **Who** — The number(s) the machine should dial
- **What** — The operation it should perform
- **When** — The date(s) and time(s) when you want it to perform the operation.

Programming a delayed transmission

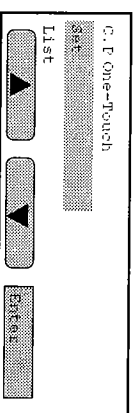
Note: To *erase* a programmable one-touch key, see pages 2.54–2.55.

To program a delayed transmission into a programmable one-touch key:

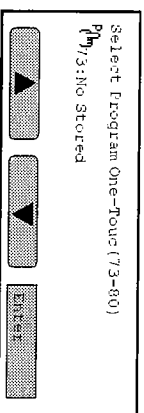
1. Press PROGRAM, C.



2. Press Enter.

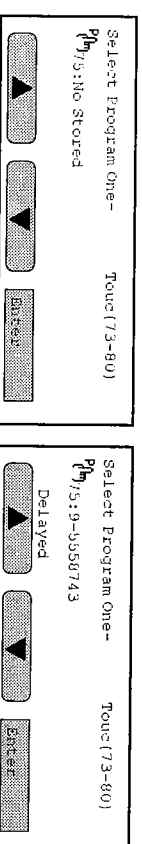


3. Select “Set” using ▲, ▼, ◀ or ▶. Then press Enter. The display shows:



... or indicates a command already is programmed into this key. If **73** is the key you want to program, skip to step 5. (However, our examples from here will say “75” rather than “73.”)

4. Select the key in which you want to program a command or change a previously stored command — if necessary, turn the fliptab to see it — and then press it. Or, select it using ▲ or ▼. Here, we've selected 75.



5. If you change your mind and wish to select a different programmable one-touch key, go back to step 4 *before* going on to step 6.

6. Press **Enter**. The display now shows one of the following:

P _h 75: Enter Fax Number 9-5558743 [Pause] [Enter]	P _h 75: Enter Fax Number 9-5558743 [Pause] [Enter]
--	--

7. Use the numeric keypad to enter the number *exactly* as your machine should dial it, including whatever codes your phone system may require. The number can be up to 40 characters in length:

P _h 75: Enter Fax Number 9-5550629 [Pause] [Enter]
--

Your display can show only 30 characters at a time. To view characters beyond those 30 (such as with an international long-distance numbers), press **◀** to scroll leftward or **▶** to scroll rightward.

Note: If you make a mistake or want to erase characters entered in a previous setting, press **STOP/CLEAR** to erase leftward. Or, if you want to change just one character in the number, press **◀** to move the cursor leftward, or **▶** to move it rightward, to that character and press **STOP/CLEAR** to erase it. Then re-enter until the number is just as you want it.

8. Press **Enter**. The display shows:

P _h 75:9-5550629 Delayed Relay Tx End S MailTx Polling [Left Arrow] [Right Arrow] [Enter]

9. Select "Delayed" using **▲**, **▼**, **◀** or **▶**. Then press **Enter**. The display shows:

P _h 75:9-5550629 Enter Time */**:* [Enter]	P _h 75:9-5550629 Enter Time 11/20:30 [Enter]
--	--

10. There's a choice to make. Instruct your fax to carry out this delayed command in *one* of the following ways:

Option 1: Perform the command *once* at a certain time on a certain day of the month (For example, "Do this at 5:05 PM on the 30th.") To select this option, use the numeric keypad to enter the date and time when the fax should perform the command:

P _h 75:9-5550629 Enter Time 30/17:05 [Enter]
--

Option 2: Perform the command at a certain time *each day* you press *the key*. (For example, "Do this at 5:05 PM today.") To select this option, use the numeric keypad to enter **0**, **0** (*i.e.*, 00), and then the time when the fax should perform the command:

P _h 75:9-5550629 Enter Time 00/17:05 [Enter]
--

11. Press **Enter**.

P _h 75:9-5550629 Delayed Relay Tx End S MailTx Polling [Left Arrow] [Right Arrow] [Enter]

12. If you *do not* wish to enter any more programmable one-touch numbers, press **CLEAR ALL** to finish.

If you *do* wish to enter another programmable one-touch number, select "End" using **▲**, **▼**, **◀** or **▶**. Then ...

- If you *do not* wish to enter the *currently displayed* programmable one-touch number but *do* want to enter *another* programmable one-touch number, go back to step 4.
- If you *do* wish to enter this programmable one-touch number, go back to step 6.

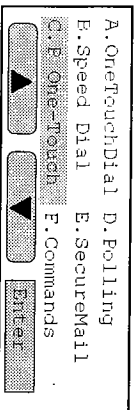
Programming a broadcast

Note: To *erase* a programmable one-touch key, see pages 2.54–2.55.

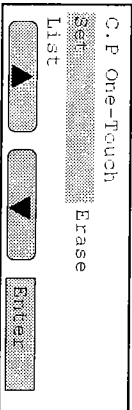
Programming a broadcast is very similar to programming a delayed transmission except that, rather than specifying just *one* phone number, you set up *multiple* numbers to which the transmission should go.

To program a broadcast into a programmable one-touch key:

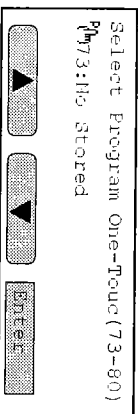
1. Press PROGRAM, C.



2. Press Enter.



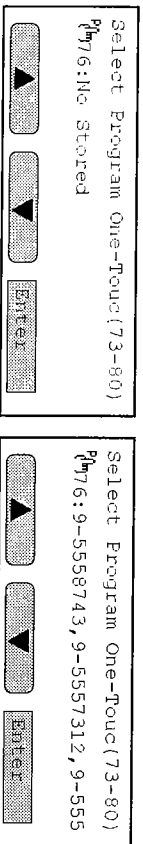
3. Select "Set" using ▲, ▼, ◀ or ▶. Then press Enter. The display shows:



... or indicates a command already is programmed into this key.

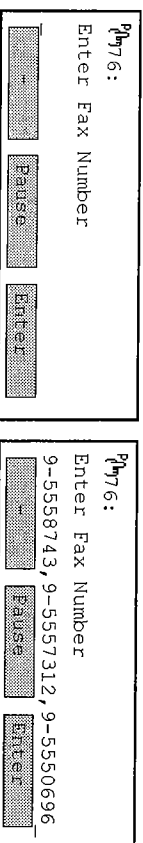
If **73** is the key you want to program, skip to step 5. (However, our examples from here will say "76" rather than "73."

4. Select the key in which you want to program a command or change a previously stored command — if necessary, turn the fliptab to see it — and then press it. Or, select it using ▲ or ▼. Here, we've selected **76**.



5. If you change your mind and wish to select a different programmable one-touch key, go back to step 4 *before* going on to step 6.

6. Press Enter. The display now shows either:



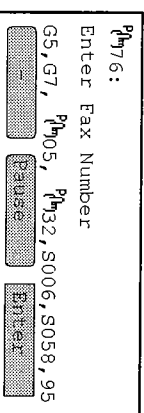
7. Use the numeric keypad to enter up to 197 fax numbers — any combination of call groups, other one-touch keys, speed-dial numbers and numbers you enter with only the numeric keypad.

Important: *Do not* press Enter.

Between each number or call groups, press BROADCAST to enter a comma. **Important:** *Do not* insert a comma after the last number.

To enter a speed-dial number, press SPEED DIAL/TEL INDEX and the number's three-digit identifier.

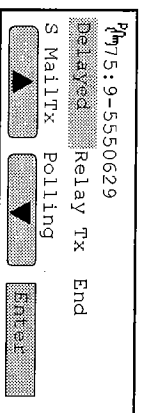
To enter a call group, press GROUP DIAL and the group's identifier number.



Your display can show only 30 characters at a time. To view characters beyond those 30 (such as with an international long-distance numbers), press ◀ to scroll leftward or ▶ to scroll rightward.

Note: If you make a mistake or want to erase characters entered in a previous setting, press STOP/CLEAR to erase leftward. Or, if you want to change just one character in the number, press ◀ to move the cursor leftward, or ▶ to move it rightward, to that character and press STOP/CLEAR to erase it. Then re-enter until the number is just as you want it.

8. Press Enter. The display shows:



9. If you want the broadcast to begin *immediately* every time you press the key, skip to step 13.

If you want to *delay* the broadcast (perhaps to take advantage of lower phone rates), proceed to step 10.

10. Select “Delayed” using ▲, ▼, ◀ or ▶.

11. There’s a choice to make. Instruct your fax to carry out this delayed command in *one* of the following ways:

Option 1: Perform the command *once* at a certain time on a certain day of the month (For example, “Do this at 5:05 PM on the 30th.”) To select this option, use the numeric keypad to enter the date and time when the fax should perform the command:

P176:G5,G7,1705,1732,S006,S058
Enter Time
30/17:05
Enter

Option 2: Perform the command at a certain time *each day you press the key*. (For example, “Do this at 5:05 PM today.”)

To select this option, use the numeric keypad to enter **0, 0** (i.e., 00), and then the time when the fax should perform the command:

P176:G5,G7,1705,1732,S006,S058
Enter Time
00/17:05
Enter

12. Press **Enter**.

P176:G5,G7,1705,1732,S006,S058
Delayed Relay Tx End
S MailTx Polling
Enter

13. If you *do not* wish to enter any more programmable one-touch numbers, press **CLEAR ALL** to finish.

If you *do* wish to enter another programmable one-touch number, select “End” using ▲, ▼, ◀ or ▶. Then ...

- If you *do not* wish to enter the *currently displayed* programmable one-touch number but *do* want to enter *another* programmable one-touch number, go back to step 4.
- If you *do* wish to enter this programmable one-touch number, go back to step 6.

Programming a SecureMail transmission

Note: To *erase* a programmable one-touch key, see pages 2.54–2.55.

Note: For this operation to work, three things must be true:

- The remote fax machine must be a Muratec fax machine (other than an F-76, F-85 or F-86) with SecureMail reception capability..
- The SecureMail mailbox into which you’re faxing must exist on the remote machine.
- You must know the mailbox’s one-digit mailbox number.

To program a SecureMail transmission into a programmable one-touch key:

1. Press **PROGRAM, C**.

A. OneTouchDial	D. Polling
B. Speed Dial	E. SecureMail
C. P. One-Touch	F. Commands
Enter	Enter

2. Press **Enter**.

C. P. One-Touch
Set
Erase
List
Enter

3. Select "Set" using ▲, ▼, ◀ or ▶. Then press **Enter**. The display shows:

Select Program One-Touc(73-80)
P₇₇:No Stored

▲ ▼ Enter

... or indicates a command already is programmed into this key.

If 73 is the key you want to program, skip to step 5. (However, our examples from here will say "77" rather than "73."

4. Select the key in which you want to program a command or change a previously stored command — if necessary, turn the fliptab to see it — and then press it. Or, select it using ▲ or ▼. Here, we've selected 77.

Select Program One-Touc(73-80)
P₇₇:No Stored

▲ ▼ Enter

Select Program One-Touc(73-80)
P₇₇:9-5552208
S MailTx

▲ ▼ Enter

5. If you change your mind and wish to select a different programmable one-touch key, go back to step 4 *before* going on to step 6.

6. Press **Enter**. The display now shows one of the following:

P₇₇:
Enter Fax Number

— Pause Enter

P₇₇:
Enter Fax Number
9-5552208

— Pause Enter

7. Use the numeric keypad to enter the number *exactly* as your machine should dial it, including whatever codes your phone system may require. The number can be up to 40 characters in length.

P₇₇:
Enter Fax Number
9-5558422

— Pause Enter

Your display can show only 30 characters at a time. To view characters beyond those 30 (such as with an international long-distance numbers), press ◀ to scroll leftward or ▶ to scroll rightward.

Note: If you make a mistake or want to erase characters entered in a previous setting, press STOP/CLEAR to erase leftward. Or, if you want to change just one character in the number, press ◀ to move the cursor leftward, or ▶ to move it rightward, to that character and press STOP/CLEAR to erase it. Then re-enter until the number is just as you want it.

8. Press **Enter**. The display shows:

P₇₅:9-5550629
Delayed Relay Tx End
S MailTx Polling

▲ ▼ Enter

9. Select "S MailTx" using ▲, ▼, ◀ or ▶. Then press **Enter**. The display shows:

P₇₇:9-5558422
Enter S Mail No. (0-9)

— Enter

10. Use the numeric keypad to enter the appropriate one-digit SecureMail mailbox number. In this example, the number is 5.

P₇₇:9-5558422
Enter S Mail No. (0-9)

5_ Enter

11. Press **Enter**. The display shows:

12. If you want the transmission to begin *immediately* every time you press the key, skip to step 16.

If you want to *delay* the transmission (perhaps to take advantage of lower phone rates), proceed to step 13.

13. Select "Delayed" using **▲**, **▼**, **◀** or **▶**.

14. There's a choice to make. Instruct your fax to carry out this delayed command in *one* of the following ways:

Option 1: Perform the command *once* at a certain time on a certain day of the month (For example, "Do this at 5:05 PM on the 30th.") To select this option, use the numeric keypad to enter the date and time when the fax should perform the command:

Option 2: Perform the command at a certain time *each day* you press the key. (For example, "Do this at 5:05 PM today.")

To select this option, use the numeric keypad to enter **0, 0** (*i.e.*, **00**), and then the time when the fax should perform the command:

15. Press **Enter**.

16. If you *do not* wish to enter any more programmable one-touch numbers, press **CLEAR ALL** to finish.

If you *do* wish to enter another programmable one-touch number, select "End" using **▲**, **▼**, **◀** or **▶**. Then ...

- If you *do not* wish to enter the *currently displayed* programmable one-touch number but *do* want to enter *another* programmable one-touch number, go back to step 4.
- If you *do* wish to enter this programmable one-touch number, go back to step 6.

Programming a relay broadcast initiation

Note: To *erase* a programmable one-touch key, see pages 2.54–2.55.

Note: For this operation to work, three things must be true:

- The remote fax machine must be a Muratec fax machine (other than an F-86) with "hub" capability.
- The call group(s) to which you're faxing must exist on the remote machine.
- You must know the two-digit mailbox number for each call group to which you're faxing.

To program a relay broadcast initiation into a programmable one-touch key:

1. Press **PROGRAM**, **C**.

2. Press **Enter**.

3. Select "Set" using ▲, ▼, ◀ or ▶. Then press **Enter**. The display shows:

Select Program One-Touc(73-80)
Ph78:No Stored

▲ ▼ Enter

... or indicates a command already is programmed into this key.

If **73** is the key you want to program, skip to step 5. (However, our examples from here will say "78" rather than "73".)

4. Select the key in which you want to program a command or change a previously stored command — if necessary, turn the fliptab to see it — and then press it. Or, select it using ▲ or ▼. Here, we've selected **78**.

Select Program One-Touc(73-80)
Ph78:No Stored

▲ ▼ Enter

Select Program One-Touc(73-80)
Ph78:9-5558743
Relay Tx

▲ ▼ Enter

5. If you change your mind and wish to select a different programmable one-touch key, go back to step 4 *before* going on to step 6.

6. Press **Enter**. The display now shows one of the following:

Ph78:
Enter Fax Number

Pause Enter

Ph78:
Enter Fax Number
9-5558743

Pause Enter

7. Use the numeric keypad to enter the "hub" machine's number *exactly* as your machine should dial it, including whatever codes your phone system may require. The number can be up to 40 characters in length:

Ph78:
Enter Fax Number
9-5550629

Pause Enter

Your display can show only 30 characters at a time. To view characters beyond those 30 (such as with an international long-distance numbers), press ◀ to scroll leftward or ▶ to scroll rightward.

Note: If you make a mistake or want to erase characters entered in a previous setting, press **STOP/CLEAR** to erase leftward. Or, if you want to change just one character in the number, press ◀ to move the cursor leftward, or ▶ to move it rightward, to that character and press **STOP/CLEAR** to erase it. Then re-enter until the number is just as you want it.

8. Press **Enter**. The display shows:

Ph78:9-5550629
Delayed Relay Tx End

S MailTx Polling

▲ ▼ Enter

9. Select "Relay Tx" using ▲, ▼, ◀ or ▶. Then press **Enter**. The display now shows:

Ph78:9-5550629
Enter Group No. (0-32)

Comma(,) Enter

- 10.** Use the numeric keypad to enter the one- or two-digit identifier (0–32) for the first call group. You can specify up to 10 separate groups for each relay broadcast initiation; between the entry of each new group, press **Comma(,)** to insert a comma but *do not* insert a comma after the *last* group number. For example, here, we’ve entered **4, Comma(,), 1, 1, Comma(,), 2, 4:**

P78:9-5550629
Enter Time
4,11,24
Comma(,) Enter

Important: Again, do not insert a comma after the last group number.

- 11.** Press **Enter**. The display shows:

P78:9-5550629
Delayed Relay Tx End
S MailTx Polling
▲ ▼ Enter

- 12.** If you want the transmission to begin *immediately* every time you press the key, skip to step 16.
If you want to *delay* the transmission (perhaps to take advantage of lower phone rates), proceed to step 14.
- 13.** Select “Delayed” using ▲, ▼, ◀ or ▶.

- 14.** There’s a choice to make. Instruct your fax to carry out this delayed command in *one* of the following ways:

Option 1: Perform the command *once* at a certain time on a certain day of the month (For example, “Do this at 5:05 PM on the 30th.”) To select this option, use the numeric keypad to enter the date and time when the fax should perform the command:

P78:9-5550629
Enter Time
00/17:05
Enter

Option 2: Perform the command at a certain time *each day* you press the key. (For example, “Do this at 5:05 PM today.”) To select this option, use the numeric keypad to enter **0, 0** (i.e., 00), and then the time when the fax should perform the command:

P78:9-5550629
Enter Time
00/17:05
Enter

- 15.** Press **Enter**.

P78:9-5550629
Delayed Relay Tx End
S MailTx Polling
▲ ▼ Enter

- 16.** If you *do not* wish to enter any more programmable one-touch numbers, press **CLEAR ALL** to finish.
If you *do* wish to enter another programmable one-touch number, select “End” using ▲, ▼, ◀ or ▶. Then ...
- If you *do not* wish to enter the *currently displayed* programmable one-touch number but *do* want to enter *another* programmable one-touch number, go back to step 4.
 - If you *do* wish to enter this programmable one-touch number, go back to step 6.

Programming regular and database polling

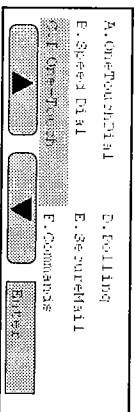
Note: To erase a programmable one-touch key, see pages 2.54–2.55.

Note: For database polling to work, three things must be true:

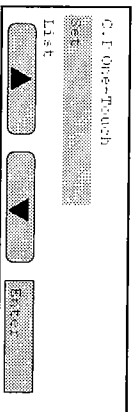
- The remote fax machine must be a memory-equipped Muratec fax machine (other than an F-76, F-85 or F-86) with a file stored in its database memory and ready for polling.
- The database file which you're polling must exist on the remote machine.
- You must know the one- or two-digit file number for each database file you wish to poll.

To program a polling operation, whether regular or database, into a programmable one-touch key:

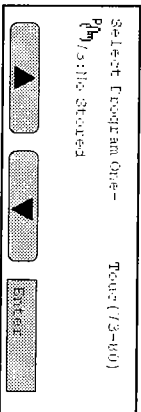
1. Press PROGRAM, C.



2. Press Enter.

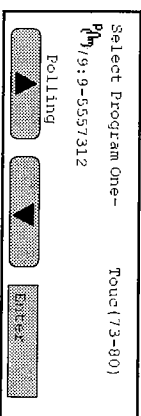
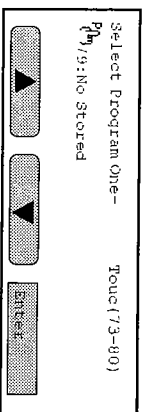


3. Select "Set" using ▲, ▼, ◀ or ▶. Then press Enter. The display shows:



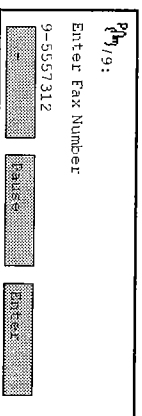
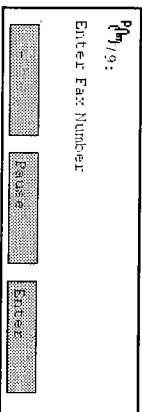
... or indicates a command already is programmed into this key. If 73 is the key you want to program, skip to step 5. (However, our examples from here will say "79" rather than "73".

4. Select the key in which you want to program a command or change a previously stored command — if necessary, turn the fliptab to see it — and then press it. Or, select it using ▲ or ▼. Here, we've selected 79.

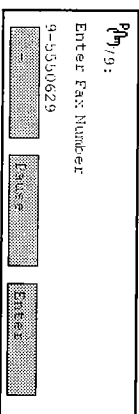


5. If you change your mind and wish to select a different programmable one-touch key, go back to step 4 *before* going on to step 6.

6. Press Enter. The display now shows either:



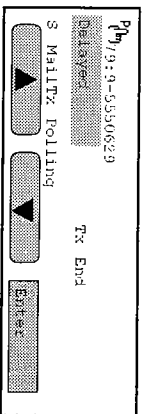
7. Use the numeric keypad to enter the number *exactly* as your machine should dial it, including whatever codes your phone system may require. The number can be up to 40 characters in length.



Your display can show only 30 characters at a time. To view characters beyond those 30 (such as with an international long-distance numbers), press ◀ to scroll leftward or ▶ to scroll rightward.

Note: If you make a mistake or want to erase characters entered in a previous setting, press STOP/CLEAR to erase leftward. Or, if you want to change just one character in the number, press ▶ to move the cursor leftward, or ▶ to move it rightward, to that character and press STOP/CLEAR to erase it. Then re-enter until the number is just as you want it.

8. Press Enter. The display shows:



- 9.** Select "Polling" using ▲, ▼, ◀ or ▶. Then press **Enter**. The display now shows:

If you're performing regular (*not* database) polling, skip to step 13.

- 10.** Use the numeric keypad to enter the identifier for each database file you want to poll. You can specify up to 10 files; between the entry of each new file number, press **Comma(,)** to insert a comma **but do not** insert a comma after the *last* file number.

For example, here, we've entered **2, 6, Comma(,), 2, 7, Comma(,), 2, 8, Comma(,)** (the letter in preparation for another file number):

Important: Again, **do not** insert a comma after the last file number.

- 11.** Press **Enter**. The display shows:

- 12.** If you want the polling to begin *immediately* every time you press the key, skip to step 16.

If you want to *delay* the polling (perhaps to take advantage of lower phone rates), proceed to step 14.

- 13.** Select "Delayed" using ▲, ▼, ◀ or ▶.

- 14.** There's a choice to make. Instruct your fax to carry out this delayed command in *one* of the following ways:

Option 1: Perform the command *once* at a certain time on a certain day of the month (For example, "Do this at 5:05 PM on the 30th.") To select this option, use the numeric keypad to enter the date and time when the fax should perform the command:

Option 2: Perform the command at a certain time *each day* you press the key. (For example, "Do this at 5:05 PM today.") To select this option, use the numeric keypad to enter **0, 0** (i.e., 00), and then the time when the fax should perform the command:

- 15.** Press **Enter**.

- 16.** If you *do not* wish to enter any more programmable one-touch numbers, press **CLEAR ALL** to finish.

If you *do* wish to enter another programmable one-touch number, select "End" using ▲, ▼, ◀ or ▶. Then ...

- If you *do not* wish to enter the *currently displayed* programmable one-touch number but *do* want to enter *another* programmable one-touch number, go back to step 4.
- If you *do* wish to enter this programmable one-touch number, go back to step 6.

Programmable one-touch fax dialing

To dial a fax call using a programmable one-touch number:

1. Insert the document.
2. Adjust resolution and contrast if necessary.
3. Toggle between transmission from the feeder or from memory if necessary, by pressing **MEMORY TRANSMIT**.
4. Press the programmable one-touch key in which you've stored the number.

The machine will handle the call from here, performing the operation you've programmed either now or later, depending on what you specified.

Note: To review the details of each available operation, please review its appropriate area in these instructions. See page 2.44 for a list of where you may find each operation.

If you programmed this key to delay its operation, the display will show:

Fax: Ready	Normal	Reserved
A4		Memory 99%
Redial	ScanSize	Comm. Off

However, if you programmed this key to perform the operation immediately after the keypress, the display will show the number:

9-5557312	Transmit
A4	Normal
Fax Ready	Memory 99%
Redial	ScanSize
	Comm. Off

Erasing a programmable one-touch key

1. Press **PROGRAM, C**.

A. OneTouchDial	D. Polling
B. Speed Dial	E. SecureMail
C. P One-Touch	F. Commands
▲	▼
Enter	Enter

2. Press **Enter**.

C. P One-Touch	Erase
Set	
List	
▲	▼
Enter	Enter

3. Select "Erase" using ▲, ▼, ◀ or ▶. Then press **Enter**. The display shows something like:

Select Program One-Touch (73-80)		
Ph73: 9-5558743		
Delayed		
▲	▼	Erase

If **73** is the key you want to erase, skip to step 5. (However, our examples from here will say "79" rather than "73.")

4. Press the programmable one-touch key you want to erase. Here, we've selected **79**:

Select Program One-Touch (73-80)		
Ph79: 9-5550629		
Polling		
▲	▼	Erase

5. If you change your mind and wish to erase a different programmable one-touch key, just press that key before going on step 6.

6. Press **Erase**. The display shows:

79: 9-5550629
Polling
Are you sure?

Cancel
Erase

Important: If you want to quit without erasing the programmable one-touch key you've selected, press **Cancel**. The fax will return to step 4.

7. Press **Erase** to erase the number.
To erase another programmable one-touch key, repeat steps 4-7.
Or press **CLEAR ALL** to return to standby mode.

Printing a list of your programmable one-touch keys

Your fax machine can print a list of the commands you've stored in your programmable one-touch keys. The list includes each key's one-touch letter, the telephone number, when the command should start, which command you've selected and — if applicable — the selected call group(s), SecureMail mailbox(es) or database file(s) you've stored in the key.

To print the list:

1. Press **PROGRAM**, **C**.

A. OneTouchDial D. Polling
B. Speed Dial E. SecureMail
C. P. One-Touch F. Commands

▲
▼
Enter

2. Press **Enter**.

C. P. One-Touch
Set Erase
List

▲
▼
Enter

3. Select 'List' using ▲, ▼, ◀ or ▶. Then press **Enter**.

Security

Your machine has a number of features to enhance the security of your fax communications. These security features can help you let your private fax documents *stay* private, avoid unwanted outside communication and even protect against unauthorized use of your machine — as well as *control* its *authorized* use.

Receiving and sending SecureMail

Perhaps you don't want to protect *all* receptions, but, just *certain* faxes and at *any* time (without having to set it, as in "Allowing timed access: security reception"). Or, for that matter, you may wish to *send* secure documents to someone else and not worry about whether an unauthorized person near that person's fax might happen to see the documents.

That's why your fax machine has Muratec's time-tested *SecureMail* feature.

SecureMail uses some of your fax's memory as paperless "electronic mailboxes."

Your machine can use up to 10 of these mailboxes.

Note: Please don't confuse SecureMail's 10 electronic mailboxes with your machine's five electronic batch boxes (see pages 2.28-2.33). While both use electronic memory, they are *not* the same.

Also, you can *send* SecureMail to any of certain Muratec fax machines. (Your authorized Muratec dealer can give you further information, or you may call Muratec Customer Support at [972] 403-3350.)

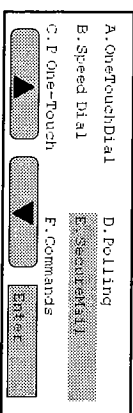
Receiving SecureMail

Creating, modifying or clearing a SecureMail mailbox

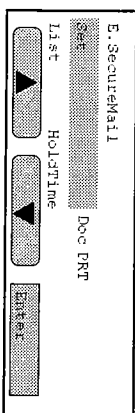
To receive SecureMail, you must have SecureMail mailboxes set up on your fax machine. You may wish also to modify existing SecureMail mailboxes (but, to do so, you must know each mailbox's ID code; see step 4, below).

To create, modify or clear a SecureMail mailbox:

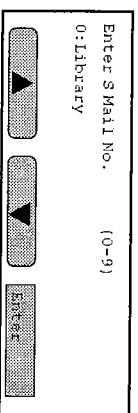
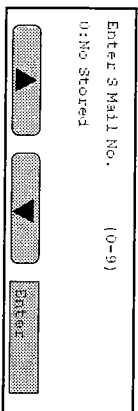
1. Press PROGRAM, E.



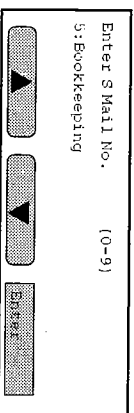
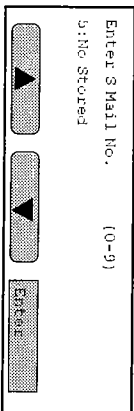
2. Press Enter.



3. Select "Set" using ▲, ▼, ◀ or ▶. Then press Enter. The display shows one of the following:



4. Use the numeric keypad to enter the number, 0-9, of the mailbox you wish to create. Here, we've entered 5:



5. Press **Enter**. The display will show one of the following:

5: Name —	Upper	Enter
-----------------	-------	-------

5:Bookkeeping Enter I'D Code ***	Enter
--	-------

6. Your next move depends on whether you're creating or modifying the mailbox:

- *If creating* — Proceed to step 7.
- *If modifying* — Use the numeric keypad to enter the proper ID code and press **Enter**. If you enter an invalid ID code, the fax machine will reject the attempt and abort this operation.

7. The machine now is prompting you for a name for this mailbox. For example, you may wish to name it *Bookkeeping* (see example, at right below) if that department is going to be the usual recipient of SecureMail faxed to this mailbox.

5: Name —	Upper	Enter
-----------------	-------	-------

5:Bookkeeping Name Bookkeeping_	Upper	Enter
---------------------------------------	-------	-------

If you *do not* wish to enter or change this batch box's name, skip to step 9.
If you *do* wish to enter or change this batch box's name, proceed to step 8.
If you wish to *clear* this SecureMail mailbox, press **STOP/CLEAR** to erase *all* characters in the mailbox name and skip to step 12.

8.

A mailbox's name may be up to 16 characters in length. You enter the name the same way you entered your fax name during EasyStart. We'll review the process, here. (If you're changing a previously entered name, see the note at the end of this step.)

Important: As in EasyStart, you enter letters and other non-numeric characters through the one-touch keys.

5: Name —	Upper	Enter
-----------------	-------	-------

The word "Upper" means the machine is currently set for entering only upper-case letters. If you press **R**, the machine will see it as an *R* (not an *r*).

To change it so that pressing a one-touch key will produce a lower-case letter rather than an upper-case letter, press **ALPHABET**. The display will change to:

5: Name —	Lower	Enter
-----------------	-------	-------

This means pressing one-touch keys will enter lower-case letters: pressing **R** will produce an *r* (not an *R*) on the display.

To switch back for upper-case entries, press **ALPHABET** again.

To enter spaces, punctuation and symbols, enter the characters shown on the one-touch keypad you want.

To use **CODE** to enter a wide variety of characters, please review the explanation on page 1.14. The vast majority of the time, you will probably find the **ALPHABET** key to be sufficient.

Note: If you make a mistake or want to erase characters entered in a previous setting, press **STOP/CLEAR** to erase leftward. Or, if you want to change just one character in the name, press **◀** to move the cursor leftward, or **▶** to move it rightward, to that character and press **STOP/CLEAR** to erase it. Then re-enter until the name is just as you want it.

9. Press **Enter** to save the mailbox information. The display now shows:

5:Bookkeeping Enter I.D Code ***	Enter	5:Bookkeeping Enter I.D Code 1111	Enter
--	-------	---	-------

The machine is asking for the SecureMail box's four-digit *ID code*. This is the code which, as we will see, one must enter in order to print a document which any remote SecureMail-compatible fax sends to this mailbox. If you *do not* wish to change this batch box's four-digit ID code, skip to step 12.

Otherwise, proceed to step 10.

10. Decide upon, and then write down, the four-digit SecureMail ID code (0001-9999) for this mailbox and put it in a safe place.

Important: After you proceed with the *next* step, one *must* know this code to print documents sent to this mailbox.

Important: Do *not* use 0000 as a code.

11. Use the numeric keypad to enter the four-digit ID code for this mailbox.

12. Press **Enter** to save the mailbox information.

Printing a SecureMail mailbox list

You can easily print a list of all the SecureMail mailboxes set up on your machine:

1. Press **PROGRAM, E**.

A. OneTouchDial	D. Polling
B. Speed Dial	E. SecureMail
C. P One-Touch	F. Commands
▲	▼
Enter	Enter

2. Press **Enter**.

E. SecureMail	Doc PRT
Set	HoldTime
List	▲
▼	Enter

3. Select "List" using ▲, ▼, ◀ or ▶. Then press **Enter**.

Note: To assure the mailboxes' security, the list *doesn't* print the ID code.

Setting SecureMail storage time

Your fax machine can store incoming documents in SecureMail mailboxes (up to the limits of its memory) as long as 31 days. After that, it automatically erases the documents. To set the storage time:

1. Press **PROGRAM, E**.

A. OneTouchDial	D. Polling
B. Speed Dial	E. SecureMail
C. P One-Touch	F. Commands
▲	▼
Enter	Enter

2. Press **Enter**.

E. SecureMail	Doc PRT
Set	HoldTime
List	▲
▼	Enter

3. Select "HoldTime" using ▲, ▼, ◀ or ▶. Then press **Enter**. The display now shows:

Enter S Mail Hold Time	(01-31)
3	▲
▼	Enter

4. Use the numeric keypad to enter a two-digit number indicating how long, in number of days (01-31), you want your fax machine to keep received SecureMail documents. *This setting affects all SecureMail mailboxes set up on your machine.* Here, we've entered 09, for nine days:

Enter S Mail Hold Time	(01-31)
9	▲
▼	Enter

5. Press **Enter** to save the setting.

Printing SecureMail you receive

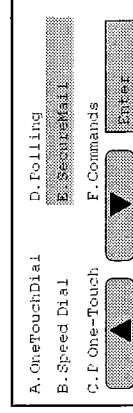
When your fax machine receives a SecureMail document from another Muratec fax machine, your machine will print a message alerting the person for whom the document is intended. Then that person (or at least someone, such as a trusted assistant, to whom that person has divulged his/her SecureMail mailbox's ID code) has a certain number of days (see "Setting SecureMail storage time," left column) in which to print out the message before your machine automatically erases it.

Note: For this operation to work, two things must be true:

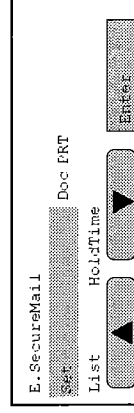
- You must know the SecureMail mailbox's one-digit mailbox number
- You must know the mailbox's four-digit ID code.

To print a received SecureMail message:

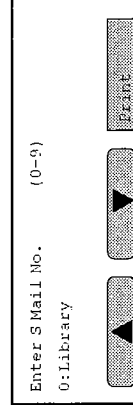
1. Press PROGRAM, E.



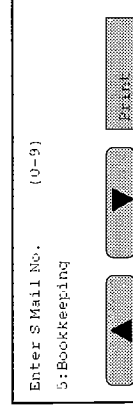
2. Press Enter.



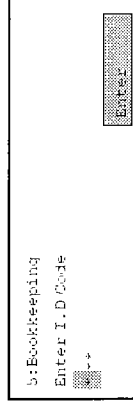
3. Select "Doc PRT" using ▲, ▼, ◀ or ▶. Then press Enter. The display now shows:



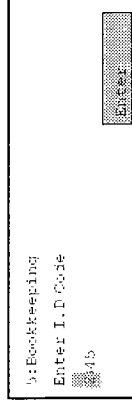
4. Use the numeric keypad to enter the number of the mailbox whose contents you wish to print. Here, we're entered 5:



5. Press Print. The display shows:



6. Use the numeric keypad to enter the mailbox's four-digit ID code. Here, we've entered 2345:



7. Press Enter.

- If you've entered the correct ID code, your fax machine will print all documents in — and then erase them from — the mailbox.
- If you've entered an incorrect code, your fax machine will refuse to print the document.

Sending SecureMail

In addition to *receiving* SecureMail on your machine, you also can *send* SecureMail to other Muratec fax machines with SecureMail reception capabilities. (If necessary, consult your authorized Muratec dealer for more details, or you may call the Muratec Customer Support Center at [972] 364-3350.)

Note: For you to send SecureMail to a remote fax machine's SecureMail mailbox, three things *must* be true:

- The remote fax machine must be a Muratec fax machine with SecureMail reception capability.
- The SecureMail mailbox must exist on the remote fax machine.
- You must know the mailbox's one-digit SecureMail mailbox number.

To send a SecureMail transmission:

1. Insert the document.
2. Adjust resolution and contrast if necessary.
3. If you wish to toggle between transmission from the feeder and transmission from memory, press **MEMORY TRANSMIT**.

4. Press COMMUNICATION OPTIONS.

Command	Option	Relay Tx	Batch Tx
Delayed	Relay Tx	Batch Tx	
S MailTx	Polling		
▲	▼	Enter	

5. Select "S MailTx" using ▲, ▼, ◀ or ▶. Then press **Enter**. The display will show:

S MailTx:Option	(0-9)
Enter S Mail No.	
—	Enter

6. Use the numeric keypad to enter the appropriate one-digit number for the desired SecureMail mailbox in the remote machine. In this example, the number is 8:

S MailTx:Option	(0-9)
Enter S Mail No.	8
—	Enter

Note: If you make a mistake, press STOP/CLEAR to back up, then enter the correct one-digit number.

7. Press **Enter**. The display will show:

Enter Fax Number	
—	Pause
	Tone

8. Enter the fax number either by pressing a one-touch key, entering a speed-dial number or dialing from the numeric keypad. *Do not press START.*

9. What you do now depends upon when you wish the transmission to begin.

- To have it begin *now*, skip to step 11.
- To delay it, press COMMUNICATION OPTIONS, **Enter**.

Note: For more information on delayed transmission, see pages 2.25–2.27.

10. Use the numeric keypad to enter the day and time when the SecureMail transmission should begin; then press **Enter**.

11. Press START.

If, in step 9, you chose an immediate transmission, your fax machine will begin dialing.

If you chose a delayed command, the machine will display "Reserved" on the top line of the display, indicating that the machine has stored the command in memory and will perform it later.

Setting security transmission

Your fax's security transmission feature provides extra assurance that your documents go where you're sending them. When this feature is activated and your machine sends a fax, the machine compares the last four digits of the dialed number to the other unit's *Subscriber ID* (the phone number at the top of that unit's transmissions; see page 1.14). If these digits match, your call goes through. If they don't, your machine disconnects the call and prints an error message telling you to check the condition of the remote unit.

Before you activate this feature, please consider:

- *Not all fax machine owners enter their phone numbers in their Subscriber IDs.* — Indeed, some machines (especially older ones) don't even have a Subscriber ID. So, with security transmission activated, your machine would disconnect its calls to such machines.

- *Access codes can cause confusion.* — If an autodialer entry ends with a long-distance or other access code, activating this feature prevents calls to that fax. (After all, the other fax's users won't put *your* codes at the end of *their* Subscriber IDs.)

Note: In the following instructions, the display abbreviates *Transmission* as *Tx*.

1. Press PROGRAM, J, 0, 9.

07. Passcode	10. BlockJunkFax
08. Closed Net.	11. Service Mode
09. Security Tx	12. Memory Tx
▲	▼
Enter	Enter

2. Press **Enter**. The display shows the current setting:

Security Tx	
ON	
OFF	Enter
▲	▼

If the setting you see is acceptable, skip to step 4. Otherwise, proceed to step 3.

3. To change the setting, press ▲ or ▼ to select your chosen setting. In this example, we've chosen *ON*.

Security Tx	
ON	▼
OFF	▲
Enter	

4. Press **Enter** to save the setting.

Setting for use of a closed network

For maximum communications security, use a *closed network*. This limits your machine to faxing to and from only other Muratec fax machines which can “present” the proper passcode. Once set this way, your machine will disconnect calls coming in from other machines.

To set your fax machine's closed network passcode:

1. Decide upon, and then *write down*, the four-digit closed network passcode (0000–9999) you want to use and *put it in a safe place*.
2. Press **PROGRAM, J, 0, 7**.

07. Passcode	10. BlockJunkFax
08. Closed Net.	11. Service Mode
09. Security Tx	12. Memory Tx
▲	▼
Enter	

3. Press **Enter**. The display shows the current code

Passcode
0000
Enter

If the setting you see is acceptable, skip to step 5. Otherwise, proceed to step 4.

4. Use the numeric keypad to enter the desired four-digit closed network passcode.

Passcode
5627
Enter

5. Press **Enter** to save the setting.

Note: To turn off the closed network passcode and return to normal fax reception, change the code to 0000 by repeating steps 1–5 and entering 0000 in step 4.

To set your fax machine to operate in a closed network:

1. Press **PROGRAM, J, 0, 8**.

07. Passcode	10. BlockJunkFax
08. Closed Net.	11. Service Mode
09. Security Tx	12. Memory Tx
▲	▼
Enter	

2. Press **Enter**. The display shows the current setting:

Closed Net.	
ON	▼
OFF	▲
Enter	

If the setting you see is acceptable, skip to step 4. Otherwise, proceed to step 3.

3. To change the setting, press ▲ or ▼ to select your chosen setting. In this example, we've chosen *ON*.

Closed Net.	
ON	▼
OFF	▲
Enter	

4. Press **Enter** to save the setting.

Setting Block Junk Fax

Although it's illegal, unauthorized fax traffic — "junk fax" — keeps coming. Your fax machine's *Block Junk Fax* feature lets you bar the gates . . . *but*, first, please understand *how* this feature works, to determine whether it is right for you.

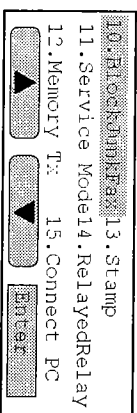
If Block Junk Fax is active and a fax call arrives, your fax machine checks to see if any phone number in your autodialer matches the last four digits of the remote fax's Subscriber ID — remember, that's the phone number part of the TTI. If it *doesn't* find such a match, your machine then disconnects the call.

So, before activate the Block Junk Fax feature, please consider:

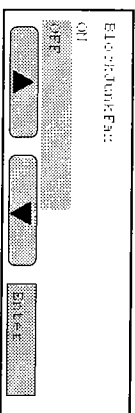
- *Not all fax machine owners enter their phone numbers in their Subscriber IDs.* — Indeed, some fax machines don't even *have* a Subscriber ID. So, with Block Junk Fax activated, your machine would reject faxes from such machines.
- *Access codes can cause confusion.* — If some of your autodialer entries end with long-distance or other access codes, Block Junk Fax will block out calls from those fax machines. (After all, those other fax users won't put *your* codes at the end of *their* Subscriber IDs.)

If you do decide to go ahead with activating Block Junk Fax, here's how:

1. Press PROGRAM, J, 1, 0.

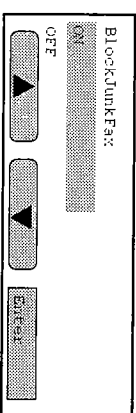


2. Press Enter. The display shows the current code



If the setting you see is acceptable, skip to step 4. Otherwise, proceed to step 3.

3. To change the setting, press ▲ or ▼ to select your chosen setting. In this example, we've chosen ON.



4. Press Enter to save the setting.

Using department codes

You can keep track of how your machine is used through its *department code* feature. When the department code setting is activated, the machine reminds each user to enter his/her department code before sending or polling a document. The Activity Journal then keeps track of fax transactions by department.

After you turn on this setting, assign specific code numbers to your office's fax users and tell them to enter the codes before proceeding with fax jobs.

Note: Please note that using this setting blocks access to the fax machine.

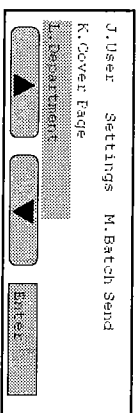
Entering or modifying a department code

Your machine can hold up to 50 separate department codes.

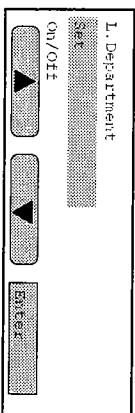
Note: To *clear* a department code, see "Clearing a department code," next page.

To enter or modify a department code:

1. Press PROGRAM, L.



2. Press Enter. The display shows:



3. Select "Set" using ▲ or ▼. Then press **Enter**. The display will show:

Enter Department No.

Comma(,)

Enter

4. Use the numeric keypad to enter the department code, 0-9999. To add another department code after the first one, press **Comma(,)** to add a comma. Below, we've entered 1, Comma(,), 2.

Enter Department No.

1,2_

Comma(,)

Enter

Note: If you make a mistake or want to erase characters entered in a previous setting, press **STOP/CLEAR** to erase leftward. Or, if you want to change just one character in the number, press ◀ to move the cursor leftward, or ▶ to move it rightward, to that character and press **STOP/CLEAR** to erase it. Then re-enter until the number is just as you want it.

5. Press **Enter** to save the setting.

Clearing a department code

1. Press **PROGRAM, L.**

J.User SettingsM.Batch Send

K.Cover Page

L.Department

▲

▼

Enter

2. Press **Enter**. The display shows:

Enter Department No.

0001,0002_

Comma(,)

Enter

3. Press **STOP/CLEAR** to erase all department codes.

4. Press **Enter** to save the setting.

Activating (or turning off) the department code setting

1. Press **PROGRAM, L.**

J.User SettingsM.Batch Send

K.Cover Page

L.Department

▲

▼

Enter

2. Press **Enter**. The display shows:

L.Department

Set

On/Off

▲

▼

Enter

3. Select "On/Off" using ▲ or ▼. Then press **Enter**. The display will show:

Department

ON

OFF

▲

▼

Enter

If the setting you see is acceptable, skip to step 5. Otherwise, proceed to step 4.

4. To change the setting, press ▲ or ▼ to select your chosen setting. In this example, we've chosen *ON*.

Department

ON

OFF

▲

▼

Enter

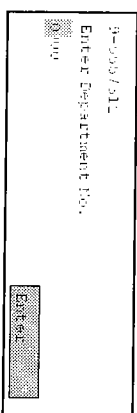
5. Press **Enter** to save the setting.

Sending a fax using a department code

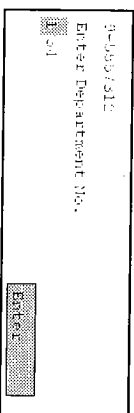
Note: For this operation to work, two things must be true:

- The four-digit department code must exist on your fax machine
- You must know the department code.

- 1.** Insert the document.
- 2.** Adjust resolution and contrast if necessary.
- 3.** If you want to toggle between transmission from the feeder or from memory, press **MEMORY TRANSMIT**.
- 4.** Enter the fax number by either pressing a one-touch key, entering a speed-dial number or dialing from the numeric keypad.
- 5.** Press **START**.



- 6.** Use the numeric keypad to enter the appropriate four-digit department code. In this example, we've entered *1234*:



- 7.** Press **Enter**.

SmartPort: fax/computer connectivity

Thanks to its built-in SmartPort feature, your fax machine isn't only a fax machine—it also can be an image scanner and plain-paper printer for your computer!

SmartPort requirements for your computer

For you to use your fax machine's SmartPort feature with your computer, your computer must meet three simple tests:

- It has a properly installed fax modem, either internal or external.
 - It has properly installed fax software.
 - Its fax software can perform *manual receive* (for scanning) and *manual transmit* (for printing) operations. (You may wish to consult that software's instructions.)
- Important:** It doesn't matter whether your computer is IBM® PC- or Macintosh®-compatible, or which of those two platforms' various operating systems it runs, so long as it meets these three conditions.

An important note about compatibility

While SmartPort works with a variety of fax modems and fax software packages, it doesn't work with *every* fax modem and/or with *every* fax software package.

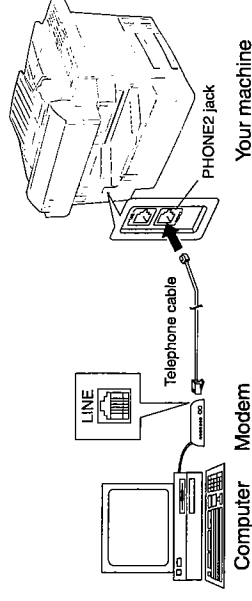
If you experience trouble, try the following (*in this order*):

- Please confirm that you are following our directions. (Sometimes, one missed step, or one step out of order, makes all the difference.) Give it several more tries, strictly following our instructions.
- If you still have trouble, please contact the company that made your fax modem.
- If the advice you get from your fax modem's maker doesn't help you, please contact your fax software package's maker.
- If the advice from your fax software package's maker doesn't help, then, unfortunately, SmartPort won't work with your computer setup.

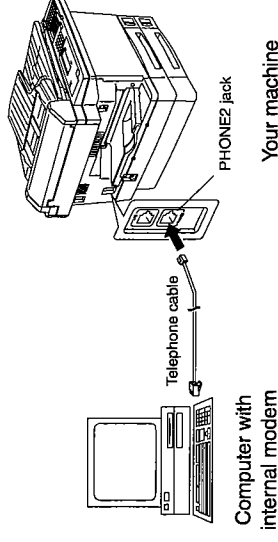
A preview of the plug-in

We'll give you detailed hook-up steps in a moment, but first, here's a preview...

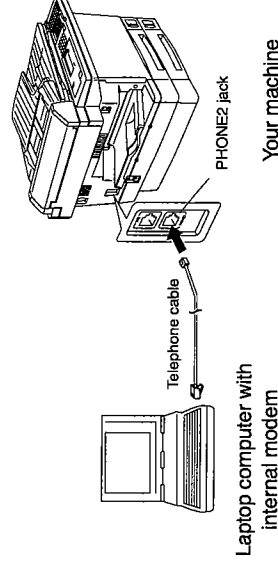
If you're using an *external* fax modem, you'll do it this way:



If you're using an *internal* fax modem, you'll do it this way:



Or, with a laptop computer with an *internal* fax modem, you'll do it this way:



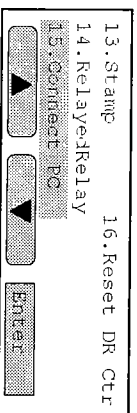
Making the SmartPort connection

Here's how to set up your fax machine and computer for using SmartPort:

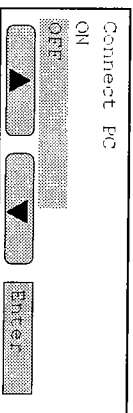
1. Turn off your fax machine, your computer and its fax modem.
2. Find the *line jack* on your computer's fax modem. (If there already is a phone line cable plugged into a wall phone jack, unplug the cable from the jack. **Hold onto this plug; you'll need it in step 4.**)
Note: Keep the telephone cable plugged into your modem's line jack.
3. Confirm that your fax machine is plugged into a wall phone jack.
4. Connect the plug (see step 2) into the PHONE2 jack on your fax machine.
Note: If an external phone cable (*i.e.*, from a second phone) already is plugged into your machine's PHONE2 jack, unplug the cable.
Note: If you're been using your fax for both phone and fax communications, you may wish to plug another telephone cable and phone into the wall phone jack so you can continue to receive regular phone calls while using this feature.
5. Turn on your fax machine, your computer and its fax modem.

Setting SmartPort

1. Press **PROGRAM, J, 1, 5.**

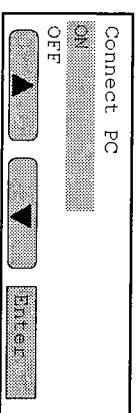


2. Press **Enter**.



If the setting you see is acceptable, skip to step 4. Otherwise, proceed to step 3.

3. To change the setting, press ▲ or ▼ to select your chosen setting. In this example, we've chosen **ON**.



4. Press **Enter** to save the setting.

Now you're set to scan and print!

Scanning from your fax machine to your computer

The *exact* procedure for SmartPort scanning will vary depending upon how your computer's particular fax software works, but here are the essentials.

1. Connect your fax machine to your computer's fax modem, as described in "Making the SmartPort connection" on this page.
2. **Fax machine:** Turn on the SmartPort feature, as described in "Setting SmartPort" on this page.
3. **Fax machine:** Insert the document. Adjust resolution and contrast if necessary.
4. **Computer:** Command your fax software to perform a *manual receive* command.
Note: If necessary, please consult your fax software's operating instructions.
5. **Fax machine:** Your fax machine feeds the document through, scanning and transmitting it as it goes.
6. **Computer:** Your fax software will "receive" the fax onto your computer.
Note: Please consult your fax software's operating instructions for details on how to view, save and otherwise use received fax images.

Printing from your computer to your fax machine

SmartPort also lets you *print* documents *from* your computer onto your plain-paper fax machine. For this feature to work, three things must be true:

- Your computer's modem must send a CNG ("calling") fax signal. (Consult your modem's documentation for more information.)
- Your fax software must be set *not* to detect dial tone before dialing a fax number.
- The time until your computer's modem dials a fax number after off-hook must be less than 15 seconds.

As with SmartPort scanning, the *exact* procedure for SmartPort printing will vary depending upon how your computer's particular fax software works. Nonetheless, here are the basics.

1. Connect your fax machine to your computer's fax modem, as described in "Making the SmartPort connection" (previous page).
2. *Fax machine:* Turn on the SmartPort feature, as described in "Setting SmartPort" (previous page).

3. *Computer:* Use your application — for example, a word-processing program — to send the document to your fax software, just as if you actually were going to fax the document.

Note: For example, this may involve setting the application to "print to" a *fax driver* which processes and forwards documents to the fax modem.

4. *Computer:* When the fax software asks for a fax number to which to send the document, type any number (one digit will do).

5. *Computer:* Order your fax software to perform a *manual transmit* command. **Note:** Please consult your software's operating instructions to confirm what should occur after you give a manual transmit command.

6. *Computer:* If your computer is waiting for a "go-ahead" command (such as "Ok"), tell it to proceed as your fax software requires.

7. *Fax machine:* Your fax machine will receive the document from your computer and it will begin to print.

Sending faxes with your computer

Not only can you scan/print documents *into/from* your computer, but SmartPort also can *transmit* documents from your computer to other faxes.

As with scanning, the *exact* procedure for sending will vary depending upon how your computer's particular fax software works.

To transmit documents from your computer to other faxes:

1. Connect your fax machine to your computer's fax modem, as described in "Making the SmartPort connection" (previous page).
2. *Computer:* Set your fax software so that it will *not* have to detect a dial tone before dialing.
3. *Computer:* Set your software so that it will pause 15–20 seconds after first going "off hook" *before* it sends the initialization string to your modem.
4. *Computer:* Order your fax software to perform a *transmit* command.

Note: Please consult your software's operating instructions for more details.

Note: Even if the SmartPort feature is turned off on your fax machine, you can still transmit normally from your computer's fax modem normally.

Just in case . . .

*Now, here's how to care
for your machine.*

*Also, we'll suggest
procedures to try
in case of trouble.*

*Finally, the Glossary
will explain fax terms
you may encounter.*

What's inside this section

Clearing paper jams	3.2
Print quality problems	3.5
Communication problems	3.7
Caring for your fax machine	3.12
Common questions	3.14
Glossary	3.17

For a more detailed Table of Contents, please turn to the front of these instructions.

We're on-line to help you!

Before you try calling for help, first please give the *Muratec Information System* a try.

The Muratec Information System is available to you 24 hours a day, seven days a week. You can use your fax machine to call this "fax-on-demand" system and receive printouts of information, such as the most frequently asked questions (FAQs) concerning your machine. Often, *this* is the fastest way to find out the answer to any question you may have. And it's a free call!

To call the Muratec Information System:

- 1.** On your fax machine, obtain a dial tone by pressing **MONITOR/CALL**. (If you're in a noisy area and have an optional handset attached to your machine, you may wish simply to lift the handset instead.)
- 2.** Call **1-800-215-1698**.
- 3.** Follow the voice instructions you'll receive from the system.

Clearing paper jams

We have designed your fax machine to work reliably for years. However, you may occasionally experience one type or another of paper jam. Here's what to do.

If the original document jams

1. If an original document jams, the display will show:

Remove Document
Continue to Store?

Store Cancel

If you do wish to continue the operation, press **Store** and proceed to step 2. To abort the operation, press **Cancel**. This will delete from memory all pages stored during this operation, and the machine will return to the standby mode.

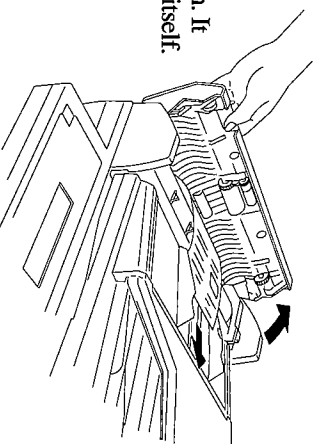
2. The display will show which page (*i. e.*, which page number) is jammed. To continue the scanning from jammed page, press **Start** (not the START key) after clearing the document jam. Press **Stop** to transmit or copy only the pages already stored up to now.

Open and Close Scanner Cover
Page: 2 Reset Document

Start Stop

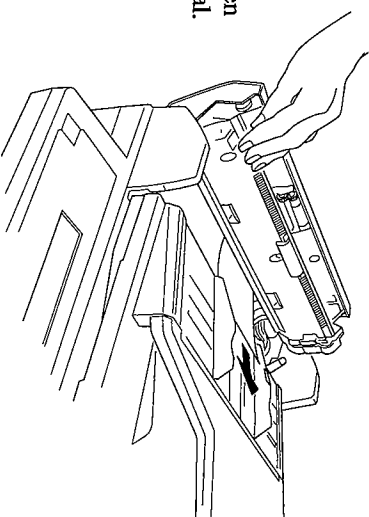
3. To remove the document, open the scanner cover by holding the scanner cover release.

Important: Hold the cover open. It won't stay open by itself.



4. Lift the original document from the machine.

Note: If you cannot remove the original, open the inner cover as shown at right, then remove the original.

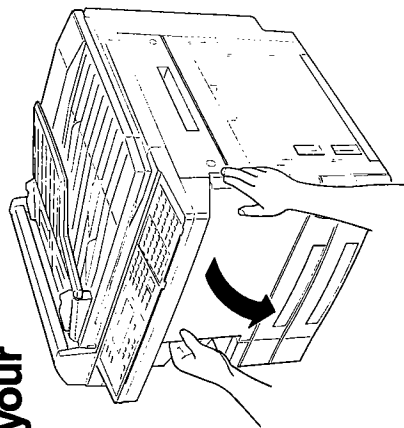


5. Gently close the scanner cover, making sure both sides are snapped down securely. Then re-try the transmission.

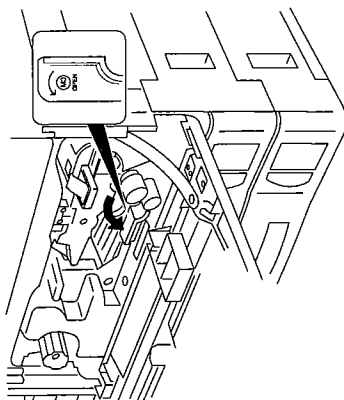
Important: If the original document has become wrinkled or torn, **don't** re-send it. (If necessary, review "Things *not* to put in your fax," page 1.16.)

If a printout jams inside your machine

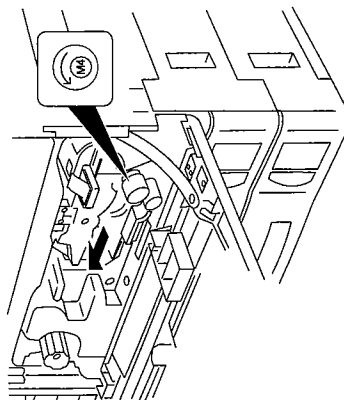
1. Open the front cover.



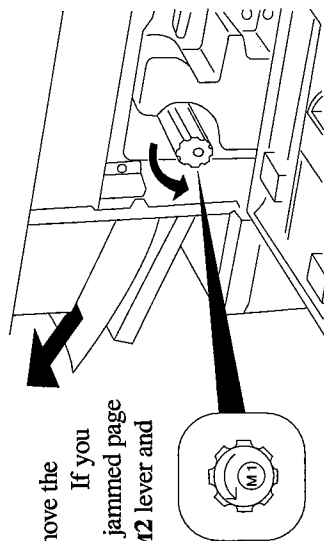
2. Release the *M3 lever* by turning in the direction indicated by the arrow.



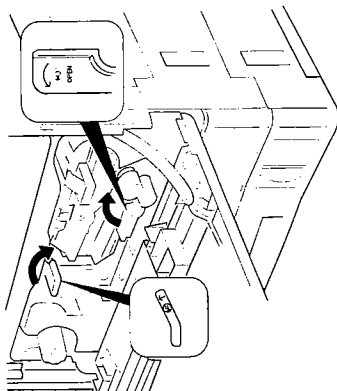
3. Turn the *M4 knob* to release the jammed paper.



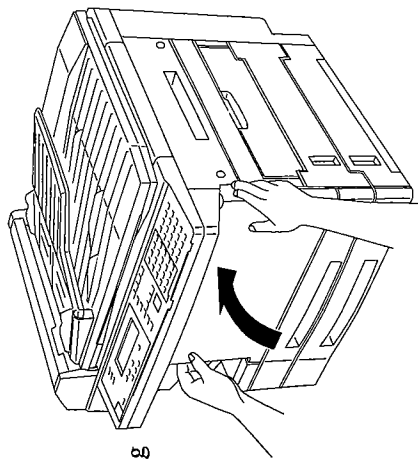
4. Turn the *M1 knob* to remove the jammed paper. **Note:** If you still can't get the jammed page out, release the *M2 lever* and remove the drum/toner unit. Then try again.



5. Return the *M3 lever* to its normal position. (Do the same for the *M2 lever* if you had released it.)

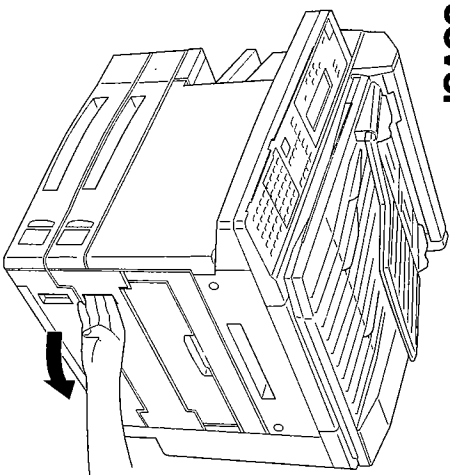


6. Gently close the front cover, pressing firmly on the both sides of the front cover until you hear it click.

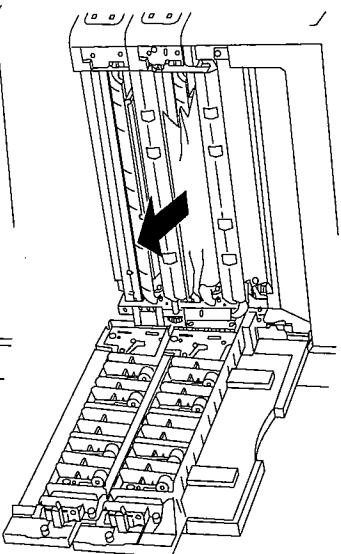


If a printout jams inside at a paper cassette's side cover

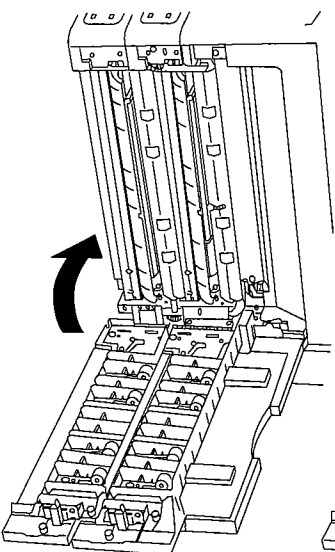
1. Pull the cassette's side cover, as shown, to open it.



2. Carefully remove the jammed sheet(s) from the machine.

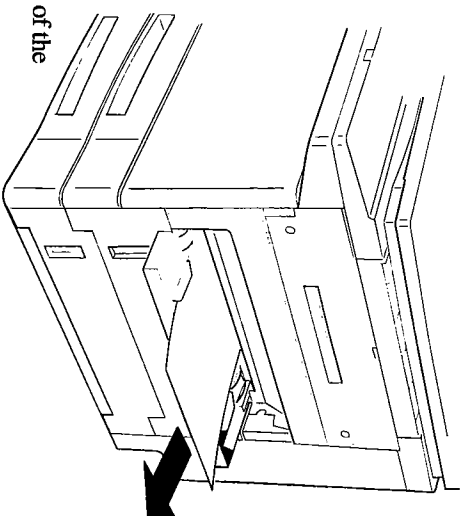


3. Push the cassette's side cover back into its normal position.



If a printout jams at the multipurpose tray

1. Carefully remove the jammed paper from the machine, as shown.

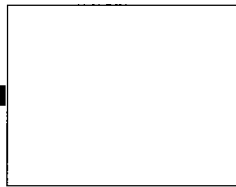


2. If possible, reload the paper into the tray.

Note: *Do not reload* any sheets which may have become crinkled or torn during either the jam itself or your removal of the jammed paper.

Print quality problems

If your machine's printouts — either received faxes or copies — develop quality problems, check the following descriptions. When you find the one which appears to be the most like yours, try the suggested solution(s). If the problems do not go away, please contact your authorized Muratec dealer or call the Muratec Customer Support Center at (972) 364-3350.



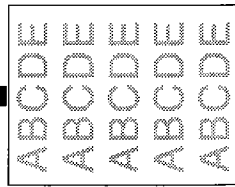
Pages are blank

- The drum cartridge or toner cartridge may not be installed correctly.
Install each cartridge correctly.
- The toner cartridge may be out of, or very low in, toner.
Remove the toner cartridge and shake it a few times to redistribute the toner inside.
If the problem persists, replace the toner cartridge.
- The toner cartridge may be defective.
Remove and check the toner cartridge for damage.
If the problem persists, replace the toner cartridge.



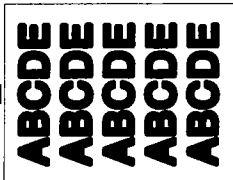
Pages are black

- The toner cartridge may be defective.
Remove and check the toner cartridge for damage.
If the problem persists, replace the toner cartridge.
- Your fax machine's printer may be due for a service check.
Call your dealer or contact Muratec Customer Support.



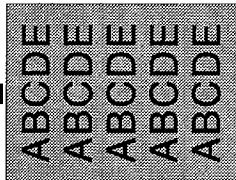
Printouts are too light

- The toner cartridge may be out of, or very low in, toner.
Remove the toner cartridge and shake it a few times to redistribute the toner inside.
If the problem persists, replace the toner cartridge.
- The toner cartridge may be defective.
Remove and check the toner cartridge for damage.
If the problem persists, replace the toner cartridge.



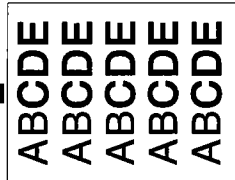
Printouts are too dark

- The toner cartridge may be defective.
Remove and check the cartridge for damage.
If the problem persists, replace the toner cartridge.



Printouts have a blurred background

- The toner cartridge may be defective.
Remove and check the cartridge for damage.
If the problem persists, replace the toner cartridge.



Printouts are of uneven density

- The toner may be unevenly distributed inside the toner cartridge.
Remove the cartridge and shake it a few times to redistribute the toner inside.
- The drum cartridge may be defective.
Remove and check the drum cartridge for damage.
If the problem persists, replace the drum cartridge.



Printouts have irregularities

ABCDE
ABCDEF
ARCLÉ
A 1CNE
AJCDE

- The paper you're using may have absorbed moisture, perhaps due either to high humidity or water having been spilled on the paper supply at some point. Toner will not adhere well to paper at the location where the paper has been wet.
Replace the paper with dry paper and try the printing again.



ABCDE
ABCDE
ABCDE
ABCDE
ABCDE

Printouts have white and/or black lines

- The toner cartridge or drum cartridge may be defective. *Remove and check the cartridge for damage. If the problem persists, replace either or both of the cartridges as indicated.*
- The charger may be dirty. *Your machine normally cleans the charger automatically. If other solutions fail, please contact your authorized Muratec dealer or call Muratec Customer Support.*



Printouts have toner smudges

ABCDE
ABCDE
ABCDE
ABCDE
ABCDE

- The toner may be unevenly distributed inside the toner cartridge. *Remove the toner cartridge and shake it a few times to redistribute the toner inside. If the problem persists, replace the cartridge.*
- The toner cartridge or drum cartridge may be defective. *Remove and check the cartridges for damage. If the problem persists, replace either or both of the cartridges as indicated.*
- If you find smudges on the back of the printouts, the transport roller may be dirty. *Your machine normally cleans the transport roller automatically. If the other procedures suggested above do not solve the problem, please contact your authorized Muratec dealer or contact Muratec Customer Support.*



ABCDE
ABCDE
ABCDE
ABCDE
ABCDE

Printouts have white spots

- The charger may be dirty. *Your machine normally cleans the charger automatically. If other solutions fail, please contact your authorized Muratec dealer or contact Muratec Customer Support.*

Communication problems

Occasionally during transmissions, your fax machine will detect a problem with the phone line or will encounter some other trouble in transmission or reception. When it does, it will alert you with an alarm. You can further identify the problem with display messages, printed check messages and error reports. In the next few pages, we'll tell you more about these troubleshooting methods.

Alarm

Your fax machine will sound the alarm tone — a series of short beeps — if it suffers either of these two problems:

- It has trouble transmitting or receiving.
- It runs out of paper.

Display error messages

What you see on the display

What it means/What to do (if applicable)

Reset Document

Your document wasn't inserted correctly, or the fax to which you're sending can't handle the document's page length. *Reset the page and try again.*

Insert Document

There was no document in the document feeder when you tried to send a fax or make a copy. *Place a document and try again.*

Hang Up Phone

The handset is off-hook. *Hang it up, making sure the upper part of the handset presses down on the "hook" button.*

Too Many Characters

You attempted to enter too many numbers or other characters in the current operation. *Press STOP/CLEAR to delete the extra characters, then try again.*

Invalid Number

You pressed a key which has no function during the current operation, or you dialed fewer than four digits when attempting manual transmission.

What you see on the display

No Stored

What it means/What to do (if applicable)

You selected an autodialer number for which there is no phone number programmed.

Either choose another autodialer number or dial directly through the numeric keypad.

... or ...

You tried to turn on the department code setting but there are no department codes stored in your fax machine.

Store at least one department code, then try again.

Communication Error

A communication error disrupted the reception or transmission.

If you were transmitting, press STOP/CLEAR to clear the error message and then re-try the transmission. If you were receiving a fax, try to contact the other person and have him/her re-try the transmission. (The problem may be entirely with his/her machine, phone line, etc.)

The scanner cover is open. *Close it.*

The book cover is open. *Close it.*

The front cover is open. *Close it.*

The first paper cassette is open. *Close it.*

The second paper cassette is open. *Close it.*

The first paper cassette's side cover is open. *Close it.*

The second paper cassette's side cover is open. *Close it.*

No Report

You requested an activity journal or confirmation report, but your fax machine has no record of any fax jobs having occurred.

<i>What you see on the display</i>	<i>What it means/What to do (if applicable)</i>
Enter No. (0-32)	You tried to enter a call group number greater than 32. Your machine can maintain 32 call groups, numbered 01–32 (call group 00 covers all the groups). <i>Determine the correct call group's and re-enter its identifier number.</i>
Enter No. (1-99)	You entered a number greater than 99 while trying to print a database polling document. Your machine can store 100 files, numbered 00–99, for database polling. <i>Determine the file's correct number and re-enter it.</i>
Enter No. (1-99)	You tried to request more than 99 copies from your fax, which can create 1–99 copies of a document. <i>Select the correct quantity and re-enter it.</i>
No Document Stored	You tried to print a document from memory, but your fax machine had none stored.
No Command	You press Comm.Clr to review upcoming commands, but your fax machine had none stored.
No Command Stored	You have tried to review or print a list of delayed commands, but your fax machine does not have any delayed commands in memory.
Invalid I.D. Code	The SecureMail passcode you entered isn't valid. <i>Try re-entering your SecureMail passcode.</i>
Memory Overflow	During transmission (or copying), you tried to enter more pages into memory than your fax could store. <i>Press START to tell your fax to keep as many pages in memory as possible, or press STOP/CLEAR to delete from memory all pages stored during this operation (but not previous operations).</i>
All Commands In Use	Your fax machine has all of its 70 possible delayed commands (an automatic redialing counts as one) stored in memory and cannot accept another. <i>Delete an existing command by using Comm.Clr, or wait until your fax has completed one of the delayed commands.</i>
<i>What you see on the display</i>	<i>What it means/What to do (if applicable)</i>
Check Number Of Pages	You placed fewer pages into your fax machine than you indicated in your page-numbering setting (see page 2.43). <i>Carefully recount the pages in your document, then re-try the transmission, being sure to enter the correct number of pages if you use the page-numbering function.</i>
Replace Toner	The toner cartridge is empty. <i>Replace it.</i>
Replace Drum	Your drum cartridge has reached its design life. <i>Please replace it, being sure to reset the drum counter when you do so (see page 1.8).</i>
No Drum/Toner Unit	The Drum/Toner unit is missing or has not been properly installed in your fax machine. <i>Please properly install the drum/toner unit.</i>
Replace Rx Paper	Both the paper cassette or multipurpose tray are out of paper. <i>Add paper to the cassette and/or the tray.</i>
Supply Paper in 1st Cassette	The first paper cassette is out of paper. <i>Add paper to the cassette.</i>
Supply Paper in 2nd Cassette	The second paper cassette is out of paper. <i>Add paper to the cassette and/or the tray.</i>
Set Multi-Tray Paper:(size)	Set the displayed size paper on the multipurpose tray to copying on the multipurpose tray.
Jam in 1st paper cassette	A paper jam has occurred at 1st paper cassette. <i>Remove the jammed paper.</i>
Check Rx Paper	A paper jam has occurred at 2nd paper cassette. <i>Remove the jammed paper.</i>
Too Many Locations	You tried to enter too many numbers for a broadcast. You can enter up to 10 one-touch or speed-dial numbers and numbers entered through the numeric keypad. <i>Press STOP/CLEAR to delete the extra numbers and try again.</i>
Scanner In Use	The command you're trying to enter requires the use of the scanner, which is already in use. <i>Wait for the fax to complete the scan, then try again.</i>
Feeder In Use	The command you're trying to enter requires the use of the feeder, which is already in use. <i>Wait for the fax to stop using the feeder, then try again.</i>

<i>What you see on the display</i>	<i>What it means/What to do (if applicable)</i>
Printer In Use	The command you're trying to enter requires the use of the printer, which is already in use. <i>Wait for the fax to finish printing, then try again.</i>
Document Stored	You tried to store the polling document in your fax, where one already had been stored. <i>Wait for the fax to complete the polling operation, then try again.</i> ... or ... You tried to erase a batch box which contains at least one document. <i>Erase the document(s), then try again.</i>
40 Pages or Less	You tried to store too many files in a batch box. A batch box can store up to 40 files.
5 Locations or Less	You tried to enter too many numbers for a broadcast or polling. You can enter up to five numbers entered through the numeric keypad. <i>Press STOP/CLEAR to delete the extra numbers and try again.</i>
Call For Service	The scanner lamp is dim or inoperable. Make repeated copies to help evaporate any internal moisture. If that doesn't resolve the problem, call your authorized Muratec dealer or Muratec Customer Support.
Please Wait	Your fax machine's printer is either warming up or busy. <i>Please wait until the fax is finished printing and try your command or operation again.</i>
Copying Not Completed	You tried to switch to the fax mode by pressing COPY/FAX during copying from the multipurpose tray. <i>Complete the copying first, then try again.</i>
Already Stored	While setting up a broadcast, you entered the same one-touch or speed dial number more than once. <i>Press STOP/CLEAR to delete the duplicate entry.</i>
Mirror Carriage Error	
Printer Unit Error	
Printer Scan Error	
Printer HSVNC Error	If you see any of the messages shown at left, your machine's printer engine has ceased to function. <i>Call your authorized dealer or contact Muratec Customer Support.</i>
Printer Motor Error	
Printer Inside Fan Error	
Printer ps Fan Error	
Printer Serial Error	
Printer No Counter Error	
Printer Reset Error	
Errors	
When sending faxes, your machine occasionally will run into <i>communication errors</i> . These can be caused by anything from lightning to telephone line interference. (These same factors causes the static, or line noise, you sometimes hear on phone calls.) They also can be caused by problems with the fax machine at the other end of the line. Often, simply trying your call again is all that's necessary. However, if the problem persists regularly, call your local telephone company for help. If that call doesn't help and the problem persists regularly, call your authorized Muratec dealer or call the Muratec Customer Support Center at (972) 364-3350.	
Error reports	
When an error occurs, your fax machine prints an error report. Each fax error report lists an error message which includes:	
• A possible solution to the problem. • The sending location (if the remote fax stores a Location id of its own). • The result — which is a special error code. • A sample of the document's first page.	

Kinds of error codes

The error code listed in the "Result" column of the error report indicates the specific problem encountered:

- "D" codes — Occur while dialing
- "R" codes — Occur during reception
- "T" codes — Occur during transmission

Let's quickly summarize the error codes you may see on an error report:

Dialing errors

D.0.1, D.0.3, D.0.8 The remote unit didn't respond, the call could not be completed or someone pressed STOP/CLEAR was pressed while the unit was dialing. Try the call again. If the message is repeated, call the operator of the remote unit to verify the unit's operation.

D.0.2 The remote fax machine is busy. Call again.

D.0.6, D.0.7 Either the remote fax unit didn't respond, the call somehow didn't go through or someone pressed STOP/CLEAR while the calling fax machine was dialing. Call again.

Reception errors

R.1.1 The calling fax machine didn't respond to your fax machine. This can happen if someone dials a wrong number or if the remote machine restricts access through use of a passcode.

R.1.2 The two fax machines were incompatible. Your machine sends and receives only ITU-T Group 3 (see Glossary, pages 3.17–3.20) fax communication, the industry standard since the early 1980s.

R.1.4 Someone pressed STOP/CLEAR at the receiving fax machine.

R.1.5 Your machine didn't detect the silence period required when closing the communications "channel" when receiving an RCR.

R.2.1 A compatibility error occurred (junk fax detection).

R.2.3 Poor phone line conditions made fax communication impossible. Call someone at the remote fax machine.

R.3.1 The sending fax machine detected too many errors from the receiving fax machine.

R.3.3 The sending fax machine is incompatible or had a document feeder program during transmission.

R.3.4

Poor phone line conditions may have prevented your fax machine from properly printing some or all of the pages it received.

R.3.5

Poor line conditions prevented reception.

R.4.2

Either the line disconnected before transmission or the transmitting fax machine needs maintenance.

R.4.4

The fax machine has reached its memory capacity.

R.5.1, R.5.2

ECM reception failed (perhaps due to line noise).

Transmission errors

T.1.1 The remote fax machine didn't respond to your machine. Call someone at the remote machine.

T.1.4

Someone pressed STOP/CLEAR at the remote unit in the middle of the "handshake" (the very first part of the fax communication, when the two units "agree" on the settings they'll share).

T.2.1

Either the phone line disconnected during transmission or fax communication became impossible due to bad phone line conditions. Re-try the call.

T.2.2

The two fax machines were incompatible. Your fax machine sends and receives only ITU-T Group 3 (see "Glossary," pages 3.17–3.20) fax communication.

T.2.3

Bad phone line conditions made fax communication impossible. Conditions can change rapidly, so re-try the call later.

T.3.2

Your fax machine didn't detect the silence period required when closing the communications "channel."

T.4.2

After transmission began, poor line conditions developed. Re-try the call.

T.4.4

Poor line conditions prevented transmission. Re-try the call.

T.5.1, T.5.2, T.5.3

ECM transmission failed (perhaps due to line noise). Conditions can change rapidly, so re-try the call later.

“Check Message” printouts

When a fax call goes awry and your machine detects an error, it produces an error printout headed by the words “Check Message.” This printout lists the following information about the transmission:

- The resulting error code (see previous page)
- A communications error message (see pages 3.7–3.9)
- The phone number (or, perhaps, TTI) of the fax machine with which your machine had attempted to communicate

What error messages can mean

The error messages on Check Message printouts can mean a variety of things. Here’s a brief summary:

Error Message	Possible Meanings
Check condition of remote fax	• Remote machine malfunctioned • No “handshake” signals from remote fax • Wrong phone number reached
Repeat transmission	• Poor phone line conditions • No “handshake” signals from remote fax • Document misfeed or miscount • Unable to reach remote machine after attempting specified number of redial tries
Line is busy	• Remote machine’s line was busy • Remote machine’s line didn’t answer
Check received documents	• Receive confirmation signal not received from remote fax • Poor line conditions caused a poor image
Memory full	• Remote fax’s memory capacity exceeded
Dialing number is not set	• Stored phone number failed to dial properly
Stopped	• Someone pressed STOP/CLEAR at the remote fax in the middle of the “handshake”

Caring for your fax machine

With proper installation and a little maintenance, your fax machine should give you dependable service for years to come. Although it requires little day-to-day care, you can take these simple precautions to keep it in top form:

- **Always** make sure your fax machine is installed according to our specifications, including using an electrical surge suppressor. (If necessary, review "Pick an installation spot before going ahead," page 1.6.)
- **Always** use good, copier-quality, 20-pound paper.
- **Always** clean your fax machine as needed (see "Cleaning tips," below).
- **Never** install your fax machine where it can overheat, gather dust or get splashed by any liquid (even water).

Cleaning tips

Here are some things to keep in mind about cleaning your fax machine:

- **Do** clean it! Dust and dirt, especially around the fax machine's air vents can shorten your machine's life.
- **Always** unplug the fax machine *before* you clean it.
- **Never spray any cleaner DIRECTLY onto your fax machine.** The drifting spray could damage components inside.
- **Never try to clean SEALED areas inside your fax machine.** They're sealed for a purpose: to protect your safety and the machine!
- This tip applies *only* to cleaning external surfaces, such as the cover and handset — use a mild cleaning solution sprayed onto a lint-free towel or cloth.
- **Always** use a lint-free cloth (or lint-free swabs) moistened with alcohol to wipe — *gently* — components inside your machine. (See also the next step.)
- In areas you can't reach with swabs, **always** use dry, dust-free compressed air *gently* to blow away dust and other material.

Corrective cleaning

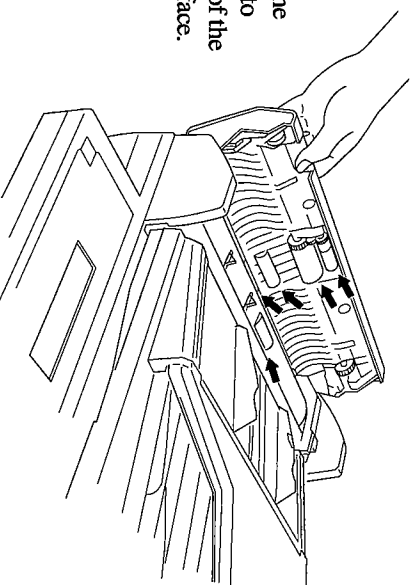
Here are some simple cleaning procedures for keeping your fax machine operating smoothly. Use each as the need arises.

Curing frequent jams in the document feeder

If you're having trouble with getting your original documents to feed properly, try this procedure:

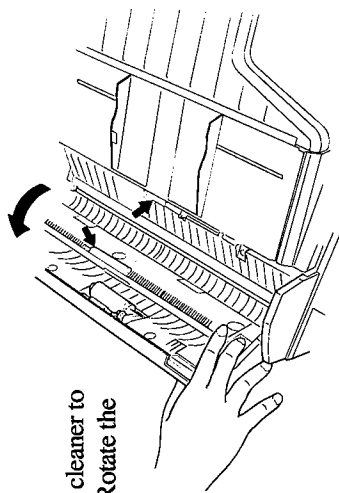
1. Turn off your fax machine.
2. Get two soft, lint-free cloths and moisten them as follows:
One with a cleaner suitable for use on platen/rubber rollers. We'll refer to this in steps 4 and 6 as the *rollers cleaner*.
The other with isopropyl alcohol.
3. Open the scanner cover by holding the scanner cover release.
Important: You must hold the cover open. It won't stay open by itself.

4. Use the cloth with the rollers cleaner to clean the face of the rollers. Rotate the rollers by hand to allow cleaning of the entire roller surface.



5. Open the inner cover.

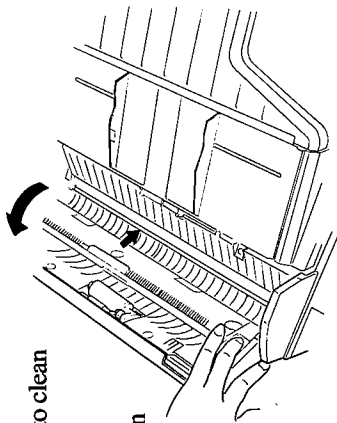
Important: You must hold the cover open. It won't stay open by itself.



6. Use the cloth with the rollers cleaner to clean the face of the rollers. Rotate the rollers by hand to allow cleaning of the entire roller surface.

7. Use the cloth with isopropyl alcohol to clean the contact glass.

Important: You must hold the cover open. It won't stay open by itself.



8. Gently close the scanner cover, making sure you securely snap down both sides.

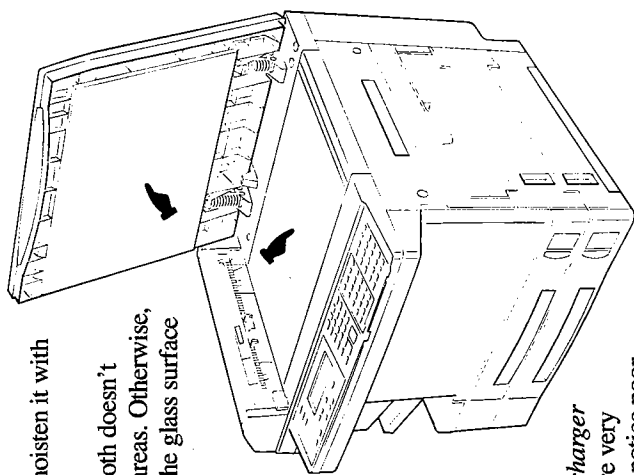
Cleaning the FBS

1. Open the book cover.

2. Get a soft, lint-free cloth and moisten it with isopropyl alcohol.

Important: Make sure the cloth doesn't have any rough areas. Otherwise, it could scratch the glass surface of the FBS.

3. Using the cloth, gently clean the glass surface of the FBS and the white background area on the underside of the book cover.



If you have unsatisfactory printout quality

Your machine automatically cleans its *charger* and *transport roller*; two items which are very important to printout quality. So, if you notice poor printout quality (whether on received faxes or on copies), it may mean that your machine requires service. Review "Print quality problems" (pages 3.5-3.6), and see whether any of the proposed solutions helps your machine. If none do, please call your authorized Muratec dealer or call the Muratec Customer Support Center at (972) 364-3350.

Common questions

If you have a question about using your fax machine, read the section that applies to your particular question.

General questions

- Q:** Where do I add ink or toner to make my fax machine's printouts darker?
- A:** You can't adjust the darkness of an incoming fax printout, but you can adjust the darkness of a copy (or copies) of a transmission. Insert a document and press **CONTRAST** repeatedly to adjust the contrast setting. "Dark" prints at the darkest setting. The machine will reset automatically to normal contrast after the copying or sending.
- Note:** You can't adjust the darkness of an incoming fax printout.
- Q:** When I unplug my machine or if the power goes off, will I lose the information I've stored — such as my TTI, Autodialer entries, the time and date, etc.— and have to re-enter them?
- A:** No. There's a special battery built into your fax machine which protects user settings for several days if power fails or if you decide to move your machine. However, while the battery will last for years, we do advise you to restore power to the machine as soon as possible.
- Q:** Can I use a dust cover on my fax machine?
- A:** No! A dust cover blocks air circulation, which could cause your machine to overheat. (See page 1.6 for other guidelines.)

Sending faxes

- Q:** Sometimes, I try to send a fax while using either the handset (optional) or the **MONITOR/CALL** feature. But, when the other side answered, I hear a horrible screeching sound, so I hang up. What happened?
- A:** That was the other fax machine trying to say "Hello" to your machine! You'll hear sounds like that any time you call a fax machine which is set to answer automatically (as when you set your machine to Fax Ready mode). It's by using these tones that fax machines send faxes over ordinary phone lines. So, next time you hear such tones, press **START** (and, if you're using the handset, hang up) to send a fax.

- Q:** I just sent a fax. However, the number that appeared in my machine's display during the transmission wasn't the number I dialed. Why?
- A:** That number you saw is programmed into the remote fax machine by the user. Some users (perhaps for privacy's sake?) prefer different numbers to appear than the ones they're really using; and, frankly, some people take over others' already-programmed fax machines and don't know how to change the originally set number!
- Q:** Can I transmit and receive at the same time?
- A:** No. Use the call request feature (see page 2.42) to ask the person at the remote fax machine if he or she wants to transmit or receive after your fax communication is complete.
- Q:** Do I have to dial a 1 for a long-distance call?
- A:** Yes. Dialing a fax number is just like dialing any other phone number, so be sure to include any special long-distance codes or dialing pauses when dialing. Also, remember to include them when you set your autodialer number.
- Q:** How do I send a fax to an overseas telephone number?
- A:** Dialing requirements for international calls may vary depending on your local telephone company's requirements. For most international calls, call 011, then the appropriate country code, city code and phone number. (You may find country and city codes in the front section of the telephone directory.)
- Q:** Can I transmit if my fax machine runs out of paper?
- A:** Yes, however, confirmation reports (see pages 2.37–2.38) aren't available when you transmit without recording paper in your fax machine.
- Q:** Can I transmit a document that's extra long?
- A:** Yes, if the receiving fax machine is equipped to handle long documents. Many machines have a special setting which allows them to receive documents that exceed the normal length.
- Q:** Can I transmit a page from a newspaper?
- A:** No. A newspaper page can jam in your document feeder. First, use a copying machine to make an appropriately sized copy of the material in the newspaper page, then transmit the copy.
- Q:** Can I transmit a page with correction fluid on it?
- A:** Yes, if the fluid is completely dry before you begin transmission.

Q: How can I be sure my fax was received?

A: Set your machine to print a confirmation report after each transmission (see page 2.38).

Q: I don't want to install a dedicated phone line for my fax machine. So I've connected the machine to a PBX phone system. When I get a fax call, all the phones ring! How do I prevent this?

A: Call your PBX manufacturer or telephone company for assistance. Either may be able to convert one of the PBX lines for use only by your fax machine.

Q: Sometimes when I dial a fax call by using either the handset or **MONITOR/CALL**, I don't hear fax receiving tones from the other machine. Am I doing something wrong?

A: When this happens, try pressing **START** (and then hanging up the handset if you're using it), as usual. It's possible you're calling an older, non-standard fax machine that doesn't emit answering tones. Even a few Group 3 faxes (see "Glossary," pages 3.17–3.20) on the market sound a sending tone but don't sound a receiving tone. After you transmit, call the person at the other fax machine to see if he/she got your document.

Q: I inserted a document in the feeder and dialed a fax number, but my machine didn't transmit the document; instead, "Auto Redial" now appears on my display. What does this mean?

A: The remote fax machine was busy, so your machine "reserved" in its memory a command to try the call again. As long as it hasn't stored more than 70 delayed commands, counting automatic redials, your machine should still accept commands from you. If it has exceeded this quantity and will accept no more commands, try canceling one of the delayed commands (see pages 2.25–2.27). If the machine still won't co-operate, keep canceling commands until it does.

Q: The specifications (page A1.1) list an average per-page transmission time, but when I transmit a page it can take much longer. Why?

A: We base this specification on transmission of an industry-standard test document called ITU-T Test Document 1 (sometimes also called the "Slerex letter"). Fax manufacturers use this method to test transmission speeds. However:

- The pages you send may be darker, or otherwise contain more information, than ITU-T Test Document 1.
- The transmission time measured for test documents doesn't include *handshake time* — the time during which two fax machines "introduce" themselves to each other and "agree on" the parameters of the call.
- The specification time is based on the use of normal resolution mode. You may be using fine, superfine or grayscale transmission, each of which takes longer than normal mode.

Reports

Q: I called the number 011-555-555-1212, but not all of the digits appear on my transmit confirmation report (TCR). Why didn't the whole number appear? How can I be sure my document went to the right location?

A: The numbers you enter using the fax keypad are temporarily stored in a memory "buffer"; and it's only the last part of the phone number that the buffer "remembers." An easy way to avoid getting incomplete telephone numbers on your printouts is to store your most frequently used numbers as one-touch keys or speed-dial numbers. These autodialer numbers will appear in their entirety on your TCR.

Receiving faxes

Q: My fax never answers. What's wrong?

A: Check to make sure your fax machine is properly connected to a working AC power outlet and phone jack (see page 1.11). If you're using a second phone with your machine, make sure it's connected properly (see page 1.12) and your machine is set to work with it.

Q: Sometimes when I answer my machine with the optional handset, I hear a beeping sound that repeats every few seconds. Is this a fax?

A: Yes. When you hear such tones, someone is trying to send you a fax. Next time, press **START** and hang up the handset. Your fax will now receive the message.

Q: Does my fax machine have to be plugged in (i.e., into the AC power) just to receive a message?

A: Yes. Your phone will ring if the phone line is connected, but you can't receive a fax unless your fax machine is plugged into both the phone jack and the AC power jack. Make sure your fax machine is always plugged in so you never miss an important fax message.

Q: Can I receive a fax if I'm using the phone on my machine?

A: You can receive a fax from the person to whom you're talking. When that person has a document ready in his/her machine's feeder, press **START**.

Polling

Q: What's the purpose of polling?

A: Polling lets you automatically "pull" a document from another fax machine's document feeder. You can poll whenever you need to retrieve information and don't want the source to pay for the phone call. With polling, you pay for the call and get the information you need.

How your fax machine works

So just exactly how *does* your fax machine work? It's simpler than you think.

This analogy will help you understand. Let's say you want to mail a gift to a friend:

- You *take* the item, *wrap* it and *send* it.
- Days later, your friend *receives* the package, *unwraps* it and *uses* it.

Now, let's apply that to fax communication.

You put a page into your fax machine's feeder and call a fax number. Your machine makes a satisfactory connection with the other machine, and then . . .

- An image scanner in your fax machine examines the information on the page. That's how your machine *takes* the document.
- Your fax machine translates the scanned information into a numeric code and compresses the code for the fastest possible transmission speed. That's how your machine *wraps* the document.
- Finally, your fax machine sends the compressed code. That's how your machine *sends* the document.

On the other end of the line . . .

- The remote fax machine *receives* the code.
- The remote fax machine uncompresses and deciphers the code, turning it into a representation of the scan your machine made. That's how your machine *unwraps* the document.
- The remote fax machine prints the representation. Now, the recipient can *use* the document.

. . . and that's how fax works!

The only difference between a regular telephone call and a fax call is the *content* of the transmission:

- On a regular call, your telephone send your voice.
- On a fax call, your fax machine sends a coded image.

The way fax machines work is regulated closely by international standards applied by the International Telecommunications Union (ITU), an agency of the United Nations. These standards ensure the compatibility of your fax machine with millions of other fax machines world-wide. However, they also limit the way you can use your machine with a second phone. Nonetheless, this is a small price to pay—for the ability to send documents just about anywhere on earth!

Glossary

This glossary contains terms and words you may encounter when discussing or reading about fax machines and fax communication. Please use these definitions for reference only. Of course, all information is subject to change without notice.

A4, B4, A3

Standard stationery sizes defined by the International Standards Organization, an agency of the United Nations. See also *Paper sizes*.

Autodialing

Enables users to store pre-programmed telephone numbers in the unit's memory. Storage capability varies from unit to unit.

Automatic fallback

The ability of a fax machine, when communicating with another fax which is communicating at a slower rate, to slow down ("fall back") to the other unit's speed.

Automatic reduction

Many Muratec fax machines will automatically reduce documents being transmitted to accommodate the effective printing width of the receiving unit. This allows, for example, a fax machine with a 10" scanning width to send an image 10" wide to a unit with an 8.5" print width; the receiving fax machine will receive a reduced-size printout of the complete image.

Bit

The smallest unit of information in a computer. Contraction of the term *binary digit*. Some Muratec fax machines, which are themselves computers "dedicated" to telecommunications, allow users to change bits of information to provide or cancel features through software settings.

Bits per second — See *bps*.

Black density

Also called *black coverage*. The amount of non-white area on a page. For example, most regular office correspondence has a black density under 10%, due to the presence of margins, spaces between words, spaces between lines and paragraphs and even spaces within letters (such as *e* and *o*). However, drawings and photographs have a much higher black density, sometimes approaching 100%. The higher a page's black density, the more slowly a fax machine can send it.

bps

Bits per second. Used to express the speed of transmission of data. 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.

Byte

A group of digital elements, usually sent as eight bits to the byte.

Call reserve

Also called *call request*. An ITU-T standard fax feature which allows a user to request voice communication prior to, during or after transmission.

Call waiting service

An optional telephone company service that identifies when another party is calling while one is already on the phone. Call-waiting signals often cause interruption of fax transmission or reception.

ccITT — See *ITU-T*.

CCD, CIS

Charged coupled device, contact image sensor. Two type of scanning mechanisms used in some Muratec fax machines. The CCD "reads" fluorescent light bouncing off a document. The CIS uses a flat bar of light-emitting diodes (LEDs).

Compatibility

The term "compatible" describes the ability of separate things to function together. Your Muratec fax machine features ITU-T Group 3 compatibility, the modern standard for world-wide fax communication.

Confidential transmission — See *SecureMail*.

Confirmation report — See *RCR* and *TCR*.

Copy mode

Lets one use a fax machine as a convenience copier.

Cover page (automatic)

A small, user-created message; can be the first page of every transmission.

Database polling — See *Polling*.

Data compression

Used in digital fax machines to speed transmission. See also *Digital fax*, *MH*, and *MSE*, *SMSE*.

Delayed command

Transmission or polling operation set by the user to occur later, automatically, at a predetermined time. Great for reducing costs by making fax calls during times, such as late at night or on weekends, when telephone costs are lowest.

Digital

Using the binary system—i.e., either 0 or 1—to describe everything, so that 0 means *off* and 1 means *on*; digital fax machines convert the graphic image of your document into a series of zeros and ones by using the binary system of transmission to encode black and white occurrences. This increases transmission speed by passing over white spaces. See also *White-line skip*.

Digital fax

Unlike analogue 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 takes this information and compresses it, providing high transmission speeds. Many Muratec units offer proprietary method for faster transmission between Muratec-manufactured units (see also *MSE, SMSE*).

Effective printing width

The widest image that can be printed on a fax.

Effective scan width

The maximum width the scanner in a fax can scan during transmission.

Facsimile (or fax)

A form of communication involving the scanning and decoding of a document into electrical signals and transmitting of the document, over telephone lines to another device which then reconstructs the signals to produce an exact duplicate of the document. Also, a machine that performs such communication.

Fallback

Group 3 fax machines operate at the highest transmission speed possible on a given telephone line. Muratec systems offer automatic fallback; if line quality drops during transmission, the fax machine will reduce speed to the fastest possible level.

Fine resolution

203H x 196V lpi. Also shown as *G3F* ("Group 3 fine") on some fax units.

Grayscale

Not a level of resolution, but a method of scanning and transmitting halftone images. Fax machines with grayscale abilities interpret photographs in levels of gray between white and black. The transmitting fax machine must have grayscale ability to send a photographic image accurately, but the receiving machine does not need it to print the image.

Group 3

Refers to fax machines that use digital encoding. These units transmit one page in less than one minute and produce resolution of 203 x 98, 203 x 196, or 203 x 392 lpi.

Halftone — See *Grayscale*.

Handshaking

A data interchange between telecommunications and/or computer equipment that "introduces" two systems to each other. For example, faxes use a handshaking protocol to identify the ITU-T group of each unit and to begin fax communication.

Hub — See *Relay broadcasting*.

Hz(or Hertz)

A measure of frequency equal to one cycle per second. Used in the specifications for a fax machine, it identifies the AC power the unit requires.

ITU-T

International Telecommunications Union — Telecommunications Sector. (Formerly known as *CCITT*, for *Consultative Committee for International Telegraph and Telephone*.) A telecommunications forum for member countries of the United Nations; its Study Group XIV established the primary groups for fax equipment, covering communication protocol and transmission. Muratec Group 3 fax machines offer the fastest transmissions allowed by ITU-T when communicating with other Group 3 units.

ITU-T Test Document 1

Also called the *Sleraxe* ("slehn-rehks") letter; sometimes erroneously called *ITU-T Test Chart 1*. An ITU-T standard document with a known black density which fax makers often use in testing, and subsequently publicizing, the transmission speeds of their fax machines.

ITU-T V.29 and V.27ter.

A standard set of communication procedures allowing fax machines to talk to all other units adhering to those standards.

Laser printing

A plain-paper printing system. Toner is attached to a charged drum and an image is transferred onto plain paper through electrical currents, then fused with heat and pressure to produce a dry, permanent printout.

LCD

Liquid crystal display. Used on some Muratec units for status displays.

Leased line — See *Private line*.

Location ID — See *Station ID*.

lpi

Lines per inch. The way fax image resolution is measured. (For example, see *Normal resolution*.)

MH

Modified Huffman, the standard ITU-T Group 3 data compression method. A one-dimensional coding scheme that compresses data in horizontal direction only. A feature of all Muratec fax machines, MH assures transmissions faster than one page per minute when communicating with other Group 3 units, regardless of manufacturer. See also *MSE*, *SMSE*.

Modem

A device that converts digital data, like information from a fax machine, into an analogue signal for transmission over ordinary (analogue) telephone lines. Contraction of *modulator-demodulator*. A modem is included in a fax machine and allows it to be connected directly to a PSTN telephone line.

Monitor

A speaker in most Muratec fax machines which can allow one to hear the dialing process. This is not a speakerphone, because it has no microphone for speaking to the person being called; for regular two-way voice communication, one must use the handset. See also *On-hook dialing*.

MSE, SMSE

Muratec's proprietary data compression methods, allowing a Muratec-manufactured fax machine to transmit more quickly when communicating with another Muratec-manufactured unit. MSE and SMSE are features on many Muratec fax machines. See also *MH*.

Normal resolution

Shown as "norm"; 203H x 98V lpi. Default resolution mode for all Muratec fax machines.

One-touch dialing

Allows the fax user to store frequently used fax numbers for dialing with the touch of one key. See also *Autodialing* and *Speed-dialing*.

On-hook dialing

Dialing numbers by using the keypad on the fax unit without lifting the handset. On most Muratec fax models, one can do this either silently or by using the monitor. See also *Monitor*.

Original document size

The largest (or smallest) document that can be fed safely through a fax machine.

Paper sizes

All are width x length:

Letter = 8.5" x 11.0"

A5 = 5.8" x 8.3"

B5 = 7.2" x 10.1"

Legal = 8.5" x 14.0"

A4 = 8.3" x 11.7"

B4 = 10.1" x 17.0"

Tabloid = 11.0" x 17.0"

A3 = 11.7" x 16.5"

B3 = 14.3" x 20.3"

Passcode

A four-digit code-number. On your fax machine, the protection passcode lets the user limit access to fax operations in general, as well as certain settings and even documents readied for polling (in the latter case, only calling machines whose users enter the proper passcode will be able to poll the document.)

PBX (or PABX)

Private branch exchange; 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. The user should not connect a fax unit to a PBX without first checking with the system manufacturer or service representative.

Polling

Automatic transmission to a calling remote fax, or reception of a document from a remote fax set for this operation. Polling is convenient whenever a central unit must receive information from one or several remote faxes. The caller bears all telephone charges and prevents several remote units from calling at the same time. In database polling, a remote fax polls a document directly from the memory of a Muratec fax. (Regular polling requires the document to be physically in the polled fax's feeder.) See also *Secure polling*.

Private line (or Leased line)

A service offered by many telephone systems; provides an exclusive phone circuit between two geographic points. A Muratec fax does not require a private line. See also *PSTN*.

Proprietary

Non-standard. In fax, refers to a fax feature which works only in communications between same-branded fax machines.

PSTN

Public switched telephone network; the most common type of telephone lines and service in use, in contrast to private or leased lines. A Muratec fax provides fast, reliable data transmission over a PSTN line, and does not need a special or dedicated telephone line. See also *Private line*.

RCR

Receive confirmation report. An RCR is your assurance that the document you transmitted was received. The RCR prints after your transmission, identifying the receiving unit and recording the date, time, transmission mode, number of pages sent and the result. The RCR is an exclusive feature of Muratec fax machines and is available only when transmitting to other, compatible Muratec fax machines. See also *TCR*.

Receiver ID — See *Station ID*.

Redialing

The dialing again, either manually or automatically, of the most recently dialed fax or phone number. Automatic redialing follows an unsuccessful dialing attempt.

Relay broadcasting

Lets some Muratec fax machines store a document in internal memory, transmit the document to the memory of a remote "hub" fax and then instruct that unit to relay (i.e., re-transmit) the document to each fax in a call group in the "hub" unit. This feature speeds extremely high-volume fax communication and allows a single command to initiate document transmission to hundreds of pre-programmed fax locations; also saves phone charges for the originating fax machine. Your machine can either serve as a "hub" unit or initiate a relay broadcast.

Remote fax machine

The machine on the other "end" of a fax communication.

Resolution

The resolution of documents transmitted or copied by fax machine is measured by the number of horizontal (H) and vertical (V) lines per inch (lpi) the unit can print. A Muratec unit may offer one or more of these resolution levels:

Normal	203 H x 98 V lpi
Fine	203 H x 196 V lpi
Superfine	203 H x 392 V lpi

Some Muratec units also offer grayscale transmission (see also *Grayscale*) for accurate reproduction of photographs and other shaded originals.

Scanning width — See *Effective scanning width*.

SecureMail

Allows a Muratec fax user to send a document (usually something confidential) to, or receive one into, an "electronic mail box." The transmission is protected at the receiving Muratec fax by an access code; the receiving fax prints the document only when an authorized user enters the code.

Secure polling

Polling in which pre-set passcodes are checked between two machines before polling is allowed to take place.

Speed-dialing

Allow the fax user to store frequently used fax numbers for dialing with the touch of three keys — an identifier key (either * or #) and then a two-digit code — for each number. See also *Autodialing* and *One-touch dialing*.

Station ID

(Also called *Location ID* or *Receive ID*.) An Autodialer feature which lets the fax user enter a descriptive name to correspond with the number in an Autodialer entry. For example, rather than entering only 1-972-555-3465, one can enter that number and a name, such as *Dallas Branch Office*. (Many Muratec models with this feature allow entry of both upper-case and lower-case letters, for greater ease of reading.)

Subscriber ID

A fax machine's telephone number, as identified by a user setting. See *TTY*.

Superfine resolution

203H x 392V lpi. Your Muratec fax machine's superfine transmission mode is Group-3-compatible, not the more limited proprietary version.

TCR

Transmit confirmation report; this provides proof that your Muratec fax did send the document you set for transmission. Printed after transmission, the TCR also identifies the telephone number to which the fax sent the document, plus the actual time of transmission and how many pages the unit transmitted. See also *RCR*.

Thermal (paper) printing

A thermal head heats chemically treated, thermally sensitive paper in patterns conforming to the image the machine has scanned, creating a printed image. Thermal paper's tendency to discolor and fade, in addition to its curliness and the usual difficulty in writing on it, have made this method considerably less popular than plain-paper fax printing — particularly as plain-paper fax machines have dropped sharply in price.

TTY

Transmit terminal identifier. A user-programmable line of information sent automatically with every page a fax machine sends; it appears at the top of each page printed by the receiving unit.

Transmission speed

How fast a fax machine is sending a fax document. This speed depends upon the modern speed of each unit, the resolution setting, the content of the document, the encoding technique and the condition of the phone line (clean, noisy, etc.). Any change in any one of these five conditions will affect the speed, perhaps significantly.

White-line skip

A technique used to speed up fax transmission by bypassing redundant areas, such as white space.

Appendix and index

Specifications

Type: High-speed facsimile transmitter and receiver for home and office use.

Phone line: Normal Public Switched Telephone Network (PSTN) or equivalent.

Modem speed: 14,400 bps with fallback to 12,000, 9,600, 7,200, 4,800 and 2,400 bps per ITU-T, V.33, V.17, V.29 and V.27 ter.

Compatibility: ITU-T Group 3.

Transmission speed: 6 seconds per page.*

Copier type: Digital; scan-once/print-many.

Copier first-copy-out time (FCOT): 9.6 seconds.

Automatic document feeder capacity: Letter-sized: 50 pages; legal-sized: 25 pages; tabloid-sized: 15 pages.

Multipurpose tray capacity: 1 sheet.

Resolution (in lpi, horizontal x vertical): Normal, 203 x 98; fine, 203 x 196; superfine, 203 x 392, other (Muratec-proprietary), 305 x 293.

Grayscale: 64-level.

Printing width: 11.7" (ADF, letter-sized sheets).

Scanning width:

ADF — 11.6", 9.9" or 8.2", selectable.

FBS — 11.6", 10.1", 9.9", 8.5" or 8.2", selectable.

Scanning method: Flatbed CCD.

Printing method: Dry electrophotographic (laser) process.

Consumables yield: Drum cartridge, 21,000–30,000 pages; toner cartridge, 5,500–7,000 pages.**

Recording paper capacity: Each paper cassette, 300 sheets; multipurpose tray, one sheet.

Acceptable document size (width x height):

ADF, single sheet — 12" x 35.4" maximum, 4.7" x 3.9" minimum.

ADF, two or more sheets — 11.7" x 17.0" maximum, 5.8" x 4.1" minimum.

FBS — 11.7" x 17.0" maximum, 4.7" x 3.9" minimum.

Weight: 111.1 pounds.

Dimensions (width x depth x height): 22.9" x 24.2" x 20.6"

Power: 120VAC ± 10%, 50–60 Hz.

* Based on transmission of ITU-T Test Document 1 to a Muratec fax. Your transmission times will vary, but your Muratec fax machine always will provide the fastest transmission speeds possible under ITU-T guidelines and phone line conditions.

** Based on letter-sized sheets and 4% document coverage. In each case, lower figure is for two-page printing cycle, while higher figure is for continuous printing.

Regulatory information

United States of America

Federal Communications Commission (FCC) information

Ringer Equivalence Number (REN): AC REN, 3.5B; DC REN, 0.3

This facsimile machine 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 such interference in a residential installation.

This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation.

If this equipment causes interference to radio or television reception (which can be determined by turning the equipment off and on), the user is encouraged to try to correct the interference by one or more of the following measures:

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

This equipment complies with Part 68 of the FCC rules. At the back of this equipment is a label that contains, among other information, the FCC registration number and REN for this equipment. If requested, you must provide this information to the telephone company.

An FCC-compliant telephone cord and modular plug is provided with this equipment. This equipment is designed to be connected to the telephone network or premises wiring using a compatible modular jack which is Part-68-compliant.

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 have to make changes in its 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 this 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 than five (5) in order to assure proper service from the telephone company. Sometimes, a sum of five (5) may not be usable on a given telephone line.

Note: This equipment is hearing-aid-compatible (HAC).

Notice: The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device to send any messages, via a telephone fax machine, unless such message clearly contains — either in a margin at the top or bottom of each transmitted page or on the first page of the transmission — the date and time it was sent and an identification of the business or other entity, or other individual, sending the message and the telephone number of the sending machine of such business, entity or individual. For instructions on programming this information (the “TTY”) into your fax machine, see pages 1.13–1.15.

Type of service

Your fax is designed for use on standard-device telephone lines. The fax connects to the telephone line with a standard line called the USOC RJ-11. Connection to telephone-company-provided coin service (central-office-implemented systems) is prohibited. Connection to party line service is subject to State tariffs.

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, they may temporarily stop service. When practical, they will notify you before this disconnection. If advance notice is not feasible, you will be notified as soon as possible. When you are notified, you will be given the opportunity to correct problem and will be informed of your right to file a complaint with the FCC.

In the event repairs are ever needed on your fax machine, they should be done by Muratec America, Inc., or an authorized representative of Muratec America, Inc. For information, contact the Muratec Customer Support Center at 972-364-3350 (from the U. S. only).

Dominion of Canada

Industry Canada (IC) regulations

IC Load Number (LN): 1.4.

This digital apparatus does not exceed the Class A limits for radio noise emissions from digital apparatus as set out in the interference-causing equipment standard entitled “Digital Apparatus,” ICES-003 of the Department of Communications.

Cet appareil numérique respecte les limites de bruits radio électriques applicables aux appareils numériques de Classe A prescrites dans le nomme sur le matériel brouilleur: “Appareils Numériques,” NMB-003 édictée par le Ministère des Communications.

Notice: The Canadian Department of Communications label identifies certified equipment. This certification means 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 this equipment, users should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. Sometimes, the company’s inside wiring associated with a single-line individual service may be extended with a certified connector assembly (telephone extension cord). The customer should be aware that compliance with these conditions 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.

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. This precaution may be particularly important in rural areas.

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

The Load Number (LN) assigned to each terminal device denotes the percentage of the total load to be connected to a telephone loop which is used by the device to prevent overloading. The termination on a loop may consist of any combination of devices subject only to the requirement that the total of the load numbers of all the devices doesn’t exceed 100. The IC Load Number for your equipment is 1.4.

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Limited warranty

This warranty is made by Muratec America, Inc. (hereafter referred to as "Muratec"). This warranty is valid only on Muratec products purchased and used in the United States of America. This warranty applies to the product only while owned and used by the original purchaser ("Customer"). If ownership of this product is transferred, this warranty terminates. This warranty does not apply to any product in use for rental purposes.

This Muratec product is warranted against defects in material and workmanship for ninety (90) days commencing the date of original Customer purchase. If the product is defective in material and/or workmanship (normal wear and tear excepted) during the warranty period, Muratec or its authorized representative will, during Muratec's established service availability hours, make necessary adjustments and repairs, including, at Muratec's option, installation of replacement parts. Muratec's service availability hours are 8:30 AM to 5:00 PM (Central time) Monday through Friday, excluding Muratec-recognized holidays. Muratec will complete the necessary adjustments and repairs within a reasonable time period, as dictated by the nature of the problem and by Muratec's service schedule. Replacement parts may have been used and/or reconditioned. Parts that have been replaced will remain the property of Muratec. This warranty is subject to the OBLIGATIONS and EXCLUSIONS set forth.

Obligations

1. This warranty will be honored only on presentation of the original dated authorized Muratec bill of sale or Muratec dealer bill of sale or sales slip to an authorized Muratec service representative or service center. For the name of your authorized service center, contact Muratec (from the United States, call 1-972-364-3350; from Canada, check your in-box materials for the number to call).
2. During the warranty period, the Customer must notify Muratec by telephone of any defective product material and/or workmanship.
3. Transportation (including prepayment of freight and insurance charges) of the product to and from an authorized service center, designated by Muratec, is the responsibility of the Customer.
4. If Muratec provides maintenance or responds to a call which is outside the scope of this warranty, such maintenance shall be billed to the customer at Muratec's then-current rates for maintenance and parts and shall be due and payable in full upon receipt of invoice.

Exclusions

1. This warranty shall not cover a product with missing or altered original identification marks.
2. This warranty applies only to products that the purchaser has properly installed, adjusted and operated in accordance with the instructions set forth in or provided with product literature. This warranty does not apply to any product which has been subjected to tampering, alteration, misuse, abuse, neglect, improper installation or transportation damage. Nor does it apply to costs for any service requested for demonstration or to confirm proper operation of this product.
3. The warranty shall not apply to adjustments, repairs or replacements necessitated by any cause beyond the control of Muratec (whether foreseeable or not) including, but not limited to, any malfunction, defects or failure caused by or resulting from any of the following: improper unpacking or installation, unauthorized service or parts, or improper maintenance or cleaning, modification or repair by the Customer, accident (including, without limitation, unavoidable accidents), fire, flood or other Acts of God, improper telephone or electrical power or surges thereof, interconnection with or use of non-compatible equipment or supplies (including paper), or placement of the product in an area which does not conform to Muratec space, electrical and/or environmental requirements.
4. Muratec will not be required to make adjustments, repairs or replacements if the product is installed or used at a location deemed by Muratec to be hazardous to health or safety, or if Muratec is not provided with free and reasonable access to the product and a telephone during service availability hours, or if the product location is not accessible by an authorized Muratec service vehicle.

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Some States do not allow the exclusion or limitation of incidental or consequential damages, and some States do not allow limitations on how long an implied warranty lasts, so the above limitations or exclusions may not apply to you. This warranty gives you specific legal rights, and you may also have other rights which vary from State to State.

order number: OMMFX2000



Muratec™

Muratec America, Inc. • 6400 International Parkway, Suite 1500 • Plano, Texas 75093-8213 • *phone:* 972/364-3300 • *fax:* 972/364-3400 • *http://www.muratec.com*

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MAI order number: OMMF-X2000



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