muratec

Information Server Kit
OfficeBridge

User's Guide

for
MFX-2500
MFX-2530

Introduction

Thank you for purchasing Muratec's Information Server Kit OfficeBridge.
This manual describes the procedures for installing, adjusting settings and operating OfficeBridge. Please read this manual carefully before starting operation of OfficeBridge.

* OfficeBridge operates after installation of the information server kit on to the fax main unit.
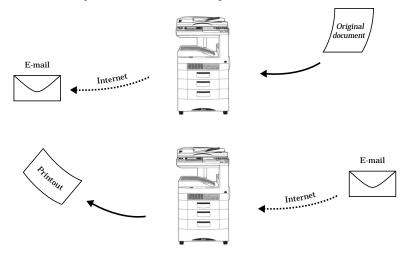
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Internet fax transmission and reception

◆ A fax can be transmitted and received via the Internet.
The internet fax function contributes to savings on communication costs, especially for long-distance and overseas fax transmissions.

◆ Transmission to an ordinary e-mail address is also possible.

PC-FAX transmission

◆ When sending a document composed on a PC by fax, it can be transmitted directly from the PC with no need of a printout copy, keeping a high image quality with no deterioration.

◆ Direct transmission saves consumption of paper, which is otherwise needed to print a copy only for fax transmission.

PC-FAX reception

◆ A message received by the fax main unit can be downloaded into a PC without printing, and printout can be limited to only the message truly needing it. Paper consumption can be reduced by not printing unimportant incoming messages. Circulation of a received fax can be handled easily from a PC.
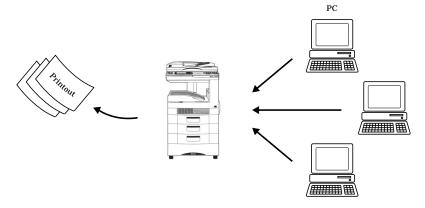
Network scanner function

◆ Using the main unit scanner, a paper document can be scanned into a PC.
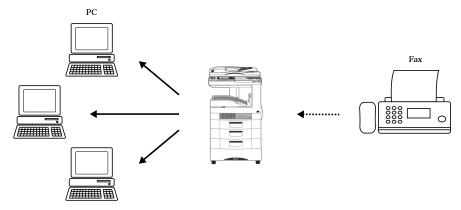◆ ADF enables efficient scanning of high volume documents.

Network printer function

◆ The unit can be efficiently used as a shared printer for multiple networked PCs with no need for additional printer installation.
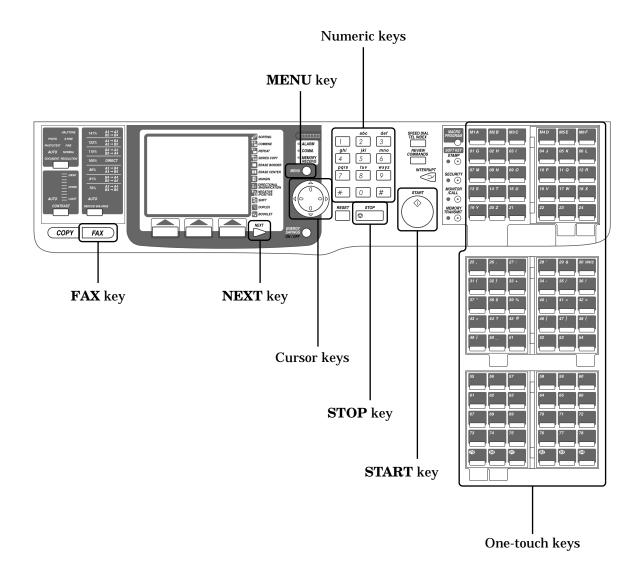
Received fax forwarding

◆ Based on a preset condition like the sender's fax number, a received fax meeting this condition can be forwarded to the designated user PC.
◆ Because an e-mail address can be specified as the forwarding destination, a person away from the office can receive a message simply by checking for e-mail arrival if carrying a mobile computer.
◆ A received fax can be stored and managed as electronic data, which eliminates concerns about paper filing locations and space. Integrated data management is possible if a shared folder is produced on the network.

Fax main unit operation panel

Numeric keys

MENU key

FAX key

NEXT key

Cursor keys

STOP key

START key

One-touch keys

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Chapter 1

Before use

Safety precautions

● Please read "Safety precautions" in the operation manual of the fax main unit.

● The following notations are used to alert the user to harm or damage that could result from mishandling due to negligence of precautions.

⚠ **Warning**   This notation alerts the user to the potential for serious injury or death.

⚠ **Caution**   This notation alerts the user to the potential for bodily harm or damage to hardware.

● The following symbols are used to distinguish the types of alerts. (Shown below are the examples.)
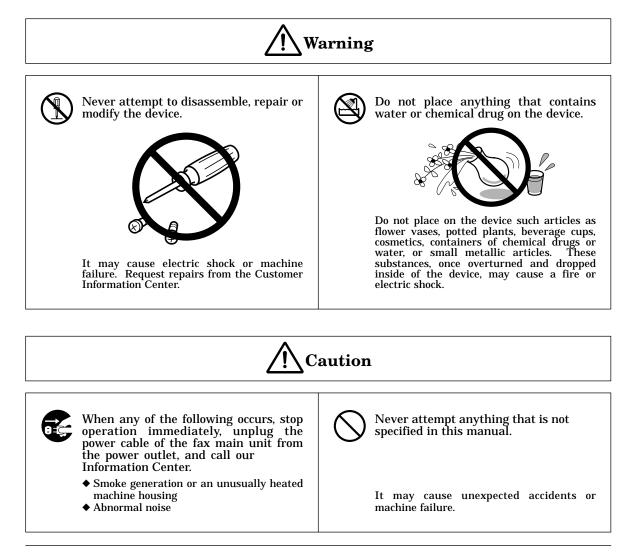
⚠   This symbol indicates warning or caution. An illustration will give a concrete description.

🚫   This symbol indicates prohibition in handling. An illustration will give a concrete description.

❗   This symbol indicates mandatory handling. An illustration will give a concrete description.

⚠ **Warning**

🚫 **Never attempt to disassemble, repair or modify the device.** It may cause electric shock or machine failure. Request repairs from the Customer Information Center.	🚫 **Do not place anything that contains water or chemical drug on the device.** Do not place on the device such articles as flower vases, potted plants, beverage cups, cosmetics, containers of chemical drugs or water, or small metallic articles. These substances, once overturned and dropped inside of the device, may cause a fire or electric shock.

⚠ **Caution**

When any of the following occurs, stop operation immediately, unplug the power cable of the fax main unit from the power outlet, and call our Information Center. ◆ Smoke generation or an unusually heated machine housing ◆ Abnormal noise	🚫 **Never attempt anything that is not specified in this manual.** It may cause unexpected accidents or machine failure.

Product package

Before starting to use this software, please check the contents of the product package and confirm that the following items are included.
Contact your dealer or our Information Center (shown on back cover of this manual) if you find any item missing, or if there is a missing page or anything unclear in this manual.

Setup CD .... 1 piece

End-user license agreement .... 1 sheet

Operation manual .... 1 copy

Caution

An end-user license agreement is a legal instrument to permit the use of this product.
Be sure to read this agreement before you start to use this product, and to make a user registration. Be careful to keep the document so that you can refer to it anytime later.

System configuration

Software and hardware requirements

Basic software (Operating system: OS)

Microsoft® Windows® 95 *1, Windows® 98, Windows® ME, Windows NT® and Windows® 2000

Computer

PC/AT compatible model able to run any of the above operating systems with Ethernet network connectivity

CPU

Pentium® 166MHz or higher microprocessor (or equivalent)

RAM

Windows® 95 / Windows® 98 / Windows® ME ....32MB minimum
Windows NT® / Windows® 2000..64MB minimum

Hard disk

Approx. 20MB of free space for installation of OfficeBridge
Adequate free space to save faxes and scanned data

Disk drive device

CD-ROM drive *2

Network protocol
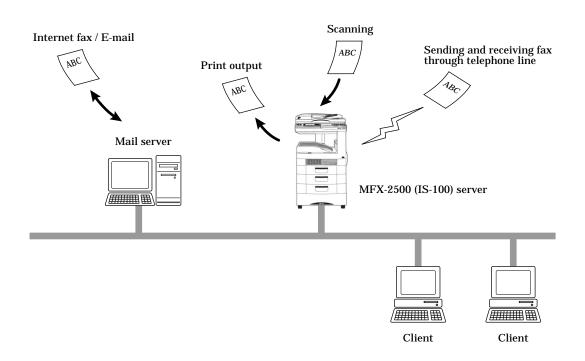
TCP/IP protocol must be installed.

Browser

Netscape Navigator 4.0 or later version *3
Microsoft® Internet Explorer 4.01 SP1 or later version

Other requirements

Minimum 800 ✕ 600 pixels resolution and 256 colors display capability graphic accelerator board, network interface board

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*1 Version 4.00.950 needs to be updated by Microsoft Windows® 95 Service Pack 1.

*2 This product is supplied only in the media of CD-ROM. For procedures to install on a computer without a CD-ROM drive, please consult your dealer or our Information Center (shown on back cover).

*3 Even when you use Netscape Navigator, it is necessary that your PC has Microsoft® Internet Explorer 4.01 SP1 or a later version installed.

Network schematic

Internet fax / E-mail

ABC

Scanning

ABC

Print output

ABC

Sending and receiving fax through telephone line

ABC

Mail server

MFX-2500 (IS-100) server

Client   Client

Installation of a MFX-2500 (IS-100) server on the network provides the following capabilities.

◆ Print output of the data composed by a PC application program, as well as fax transmission and reception
◆ Internet fax transmission and reception
◆ Scanned data loading

The following requirements need to be met in order to make the above capabilities available.

◆ Connection to a mail server (SMTP/POP3) *
◆ Connection of a MFX-2500 (IS-100) server to client PCs in the same LAN segment

* There is no need for a mail server connection if Internet fax is not used.

Software functionality

OfficeBridge Client

OfficeBridge Client enables fax transmission of a document or image produced by application software, as well as the image data scanned by MFX-2500.
It is also possible to manage fax messages, both sent and received.
An image can be scanned to save it as image data using the fax main unit scanner.
Scanned image data can be managed as well.

CoverPage Editor

CoverPage Editor produces a cover page used when sending a fax. You can design your own cover pages in different styles to be used on different occasions.

Address Book

Recipients of a fax or Internet fax can be registered in Address Book. The recipient's department name and address can be registered as well for efficient database management.

Image Viewer

Image Viewer displays a received fax or scanned image. It is also possible to retouch the image.

Printer driver functionality

MFX-2500/IS Printer

This printer driver is used to make print output of a document or image composed by application software. Make sure to install this driver when printer functionality is required.

Muratec OfficeBridge Fax

This printer driver is used to send by fax a document or image composed by application software. Make sure to install this driver when fax functionality is required.

Muratec OfficeBridge TiffFormer

This printer driver is used to convert a document or image composed by application software into Tiff image format.

Installation and uninstallation

Installing the program

To use this product, it must first be installed on the PC that will use it.

Besides installing the program directly from the Setup CD, another installation method is also available in which the Setup CD is copied and used for installation.

The descriptions offered in this manual are limited to the procedure to install the program directly from the Setup CD. Depending on the user's environment, please follow whichever procedure is appropriate.

This product requires a Microsoft Windows® 95 or later operating system environment.   Before installation, please check if your PC meets the software and hardware requirements.

When you install the program on a PC with either a Windows® 2000 or Windows NT® operating system, consult your system administrator and follow its instructions.

* See 'Software and hardware requirements' on p.4.

Installing OfficeBridge

1   Start your computer.

2   Insert the Setup CD into your CD-ROM drive.

3   Click the [**Start**] button, and then click [**Run**].

4   The [**Run**] screen appears.

Enter [*(Drive letter)***:\Setup.exe**] in [**Open**], and click [**OK**].

* *(Drive letter)* is the letter assigned to your CD-ROM drive.
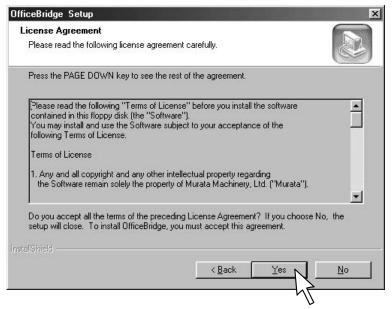
5   The [**OfficeBridge Setup**] screen appears.
Click [**Next>**].

6 The [**License Agreement**] screen appears. Read the agreement carefully and, if you agree, click [**Yes**].

* OfficeBridge cannot be installed unless you agree.
* To cancel the setup, click [**No**].

7 The [**User Information**] screen appears.

Enter (or confirm) [**User name**] and [**Company name**]. Then click [**Next>**].

8   The [**Choose Destination Location**] screen appears.

If the folder shown is agreeable, click [**Next>**].

To change the installation folder, click [**Browse**].

Determine the installation folder, and then click [**OK**].
The previous screen appears.
Click [**Next>**].

9 The [**Select Program Folder**] screen appears.

Click [**Next>**].

10 The [**Server address setting**] screen appears.

Enter the IP address of the server (fax main unit), and click [**Next>**].

11 The [**Start Copying Files**] screen appears.

Check [**Current Settings**], and click [**Next>**] to start installation.

12 Installation status is displayed.

13

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If you select the [**Yes, I want to restart my computer now**] button and click [**Finish**], the computer will be restarted.

* If you are running other application programs, end the session after saving the data. Then, click [**Finish**].

* If you select the [**No, I will restart my computer later**] button and click [**Finish**], the installation has not been completed correctly. Make sure to restart your computer.
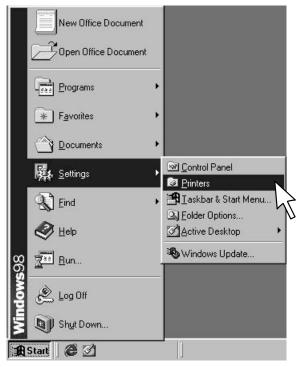
Installing IS Printer : Printer driver for network printing

* This printer driver is used to make print output from the fax main unit.
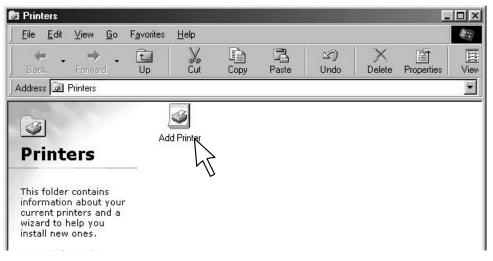
Caution : Make sure that OfficeBridge has been installed before installing the printer driver.

Windows 9x

1   Insert the Setup CD into your CD-ROM drive.

2   Click the [**Start**] button, point to [**Settings**] and then click [**Printers**].

3   The printer folder opens.
Double-click the [**Add Printer**] icon.

4   The [**Add Printer Wizard**] screen appears.
Click [**Next>**].

This wizard will help you to install your printer quickly and easily.

To begin installing your printer, click Next.

< Back   Next >   Cancel
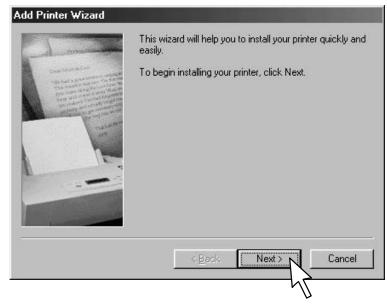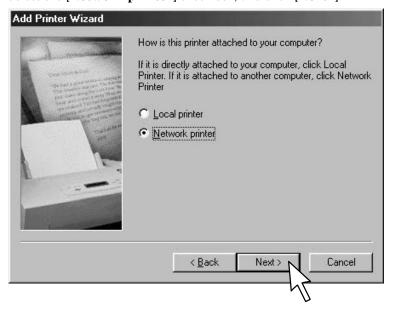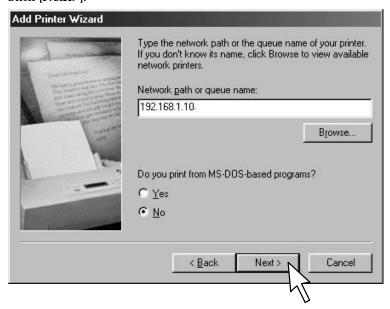
5   Specify the printer connection.
Select the [**Network printer**] check box, and click [**Next>**].

How is this printer attached to your computer?

If it is directly attached to your computer, click Local Printer. If it is attached to another computer, click Network Printer

○ Local printer

● Network printer

< Back   Next >   Cancel

6   The network path entry screen appears.

Enter the IP address of the server (fax main unit) in [**Network path or queue name**]. Select [**No**] under [**Do you print from MS-DOS-based programs?**].
Click [**Next>**].

7   Select the manufacturer and model of your printer.
Click [**Have Disk**].

8 The [**Install From Disk**] screen appears.

Under [**Copy manufacturer's files from**], type [*(Drive letter)*:**\Driver***(Model name)***\Win9x**], and click [**OK**].

* It is also possible to click [**Browse**] and choose the folder.
* *(Drive letter)* is the letter assigned to your CD-ROM drive.
* *(Model name)* is the model name of the fax main unit.

Install From Disk

Insert the manufacturer's installation disk into the drive selected, and then click OK.

OK

Cancel

Copy manufacturer's files from:

D:\Driver\MFX2500\Win9x

Browse...

9 Select [**Muratec MFX-2500/IS Printer**], and click [**Next>**].

Add Printer Wizard

Click the manufacturer and model of your printer. If your printer came with an installation disk, click Have Disk. If your printer is not listed, consult your printer documentation for a compatible printer.

Printers:

Muratec OfficeBridge TiffFormer
Muratec MFX-2500/IS Printer
Muratec OfficeBridge Fax

Have Disk...

< Back   Next >   Cancel

10 Confirm that [**Muratec MFX-2500/IS Printer**] is shown under [**Printer name**].

When any other printer driver has already been installed, the message [**Do you want your Windows-based programs to use this printer as the default printer?**] appears.
Select either the [**Yes**] or [**No**] button, and click [**Next>**].

11 Select the [**No**] button, and click [**Finish**].

Windows 2000

1   Insert the Setup CD into your CD-ROM drive.

2   Click the [**Start**] button, point to [**Settings**] and then click [**Printers**].

3   The printer folder opens.
       Double-click the [**Add Printer**] icon.

4   The [**Add Printer Wizard**] screen appears.
       Click [**Next>**].

5   The [**Local or Network Printer**] selection screen appears.
       Select the [**Network printer**] button, and click [**Next>**].

6   The [**Locate Your Printer**] screen appears.

Select the [**Type the printer name…**] button, type the IP address of the server (fax main unit) into [**Name**], and click [**Next>**].

Add Printer Wizard

Locate Your Printer
How do you want to locate your printer?

If you don't know the name of the printer, you can browse for one on the network.

What do you want to do?

⦿ Type the printer name, or click Next to browse for a printer

Name: 192.168.1.10

○ Connect to a printer on the Internet or on your intranet

URL:

< Back   Next >   Cancel

7   The [**Connect to Printer**] screen appears.

Click [**OK**].

Connect to Printer

⚠ The server on which the printer resides does not have the correct printer driver installed. If you want to install the driver on your local computer, click OK.

OK   Cancel

1

8   Select the manufacturer and model of your printer.
Click [**Have Disk**].

9   The [**Install From Disk**] screen appears.
Under [**Copy manufacturer's files from**], type [*(Drive letter)***:\Driver***(Model name)***\
Winnt4_2k**], and click [**OK**].
  * It is also possible to click [**Browse**] and choose the folder.
  * *(Drive letter)* is the letter assigned to your CD-ROM drive.
  * *(Model name)* is the model name of the fax main unit.

10   Select [**Muratec MFX-2500/IS Printer**], and click [**OK**].

11   The [**Default Printer**] screen appears.

When any other printer driver has already been installed, the message [**Do you want your Windows-based programs to use this printer as the default printer?**] appears.

Select either the [**Yes**] or [**No**] button, and click [**Next>**].

12   The [**Completing the Add Printer Wizard**] screen appears.

Check the contents, and click [**Finish**].

Windows NT

1   Insert the Setup CD into your CD-ROM drive.

2   Click the [**Start**] button, point to [**Settings**] and then click [**Printers**].

3   The printer folder opens.
Double-click the [**Add Printer**] icon.

4   The [**Add Printer Wizard**] screen appears.
Select the [**Network printer server**] button, and click [**Next>**].

5   The [**Connect to Printer**] screen appears.
Type the IP address of the server (fax main unit) into [**Printer**], and click [**OK**].

6   The message notifying invalid printer name appears.

Click [**OK**].

7   The [**Printer wizard**] screen appears.

Click [**Have Disk**].

8   The [**Install From Disk**] screen appears.

Under [**Copy manufacturer's files from**], type [*(Drive letter)***:\Driver***(Model name)***\ Winnt4_2k**], and click [**OK**].

* It is also possible to click [**Browse**] and choose the folder.

* *(Drive letter)* is the letter assigned to your CD-ROM drive.

* *(Model name)* is the model name of the fax main unit.

1

9   Select [**Muratec MFX-2500/IS Printer**], and click [**OK**].

Add Printer Wizard

Click the manufacturer and model of your printer. If your printer came with an installation disk, click Have Disk. If your printer is not listed, consult your printer documentation for a compatible printer.

Printers:

Muratec MFX-2500/IS Printer
Muratec OfficeBridge Fax
Muratec OfficeBridge TiffFormer

[OK]   [Cancel]

* When any other printer driver has already been installed, the message [**Do you want your Windows-based programs to use this printer as the default printer?**] appears.
Select either the [**Yes**] or [**No**] button, and click [**Next>**].

Add Printer Wizard

Do you want your Windows-based programs to use this printer as the default printer?

   ○ Yes
   ⊙ No

< Back   Next >   Cancel

10 **The message notifying installation is finished appears.**
Click [Finish].
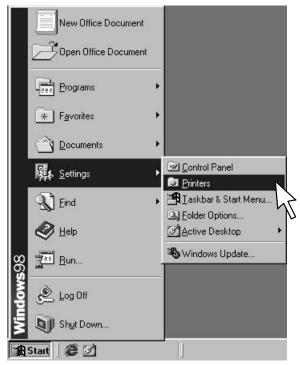
Installing OfficeBridge FAX : Printer driver for fax transmission

　　　　* This printer driver is used to perform fax transmissions from a computer.

　　　　Caution : Make sure that OfficeBridge has been installed before installing the printer driver.

Windows 9x

1　　Insert the Setup CD into your CD-ROM drive.

2　　Click the [**Start**] button, point to [**Settings**] and then click [**Printers**].

3　　The printer folder opens.
　　　Double-click the [**Add Printer**] icon.

4   The [**Add Printer Wizard**] screen appears.
Click [**Next>**].

5   Specify the printer connection.
Select the [**Local printer**] button, and click [**Next>**].

1

6 Select the manufacturer and model of your printer.
Click [**Have Disk**].

Add Printer Wizard

Click the manufacturer and model of your printer. If your printer came with an installation disk, click Have Disk. If your printer is not listed, consult your printer documentation for a compatible printer.

Manufacturers:
- Agfa
- Apple
- AST
- AT&T
- Brother
- Bull
- C-Itoh

Printers:
- AGFA-AccuSet 1000
- AGFA-AccuSet 1000SF v2013.108
- AGFA-AccuSet 1000SF v52.3
- AGFA-AccuSet 1500
- AGFA-AccuSet 1500SF v2013.108
- AGFA-AccuSet 800
- AGFA-AccuSet 800SF v2013.108

[Have Disk...]

[< _B_ack] [Next >] [Cancel]

7 The [**Install From Disk**] screen appears.

Under [**Copy manufacturer's files from**], type [*(Drive letter)*:**\Driver***(Model name)***\Win9x**], and click [**OK**].

* It is also possible to click [**Browse**] and choose the folder.
* *(Drive letter)* is the letter assigned to your CD-ROM drive.
* *(Model name)* is the model name of the fax main unit.

Install From Disk

Insert the manufacturer's installation disk into the drive selected, and then click OK.

[OK]
[Cancel]

Copy manufacturer's files from:
D:\Driver\MFX2500\Win9x   [Browse...]

8   Select [**Muratec OfficeBridge Fax**], and click [**Next>**].

Add Printer Wizard

Click the manufacturer and model of your printer. If your printer came with an installation disk, click Have Disk. If your printer is not listed, consult your printer documentation for a compatible printer.

Printers:

Muratec OfficeBridge TiffFormer
Muratec MFX-2500/IS Printer
Muratec OfficeBridge Fax

Have Disk...

< Back   Next >   Cancel

9   Select the printer port.
Select [**LPT1**], and click [**Next>**].

Add Printer Wizard

Click the port you want to use with this printer, and then click Next.

Available ports:

FILE: Creates a file on disk
LPT1:   ECP Printer Port

Configure Port...

< Back   Next >   Cancel

10 Confirm that [**Muratec OfficeBridge Fax**] is shown under [**Printer name**].

When another printer driver has already been installed, the message [**Do you want your Windows-based programs to use this printer as the default printer?**] appears.
Select either the [**Yes**] or [**No**] button, and click [**Next>**].

Add Printer Wizard

You can type a name for this printer, or you can use the name supplied below. When you have finished, click Next.

Printer name:

Muratec OfficeBridge Fax

Do you want your Windows-based programs to use this printer as the default printer?

○ Yes
◉ No

< Back   Next >   Cancel
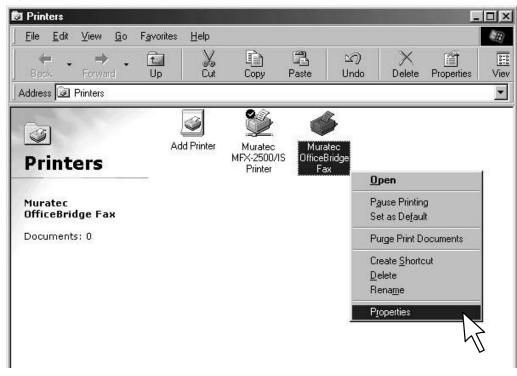
11 Select [**No**], and click [**Finish**].

Add Printer Wizard

After your printer is installed, Windows can print a test page so you can confirm that the printer is set up properly.

Would you like to print a test page?

○ Yes (recommended)
◉ No

< Back   Finish   Cancel

12   Click the [**Start**] button, point to [**Settings**] and then click [**Printers**].

The printer folder opens.
Right-click [**Muratec OfficeBridge Fax**], and click [**Properties**].

13   The properties screen appears.
Select the [**Details**] tab, and click [**Add Port**].

14 Select the type of port to be added.

Select the [**Other**] button and [**Local port**], and then click [**OK**].

15 Enter the port name.

Under [**Enter a port name**], type [**Muratec FAX:**] and click [**OK**].

16 Click [**OK**] to close the properties screen.

Windows 2000

1   Insert the Setup CD into your CD-ROM drive.

2   Click the [**Start**] button, point to [**Settings**] and then click [**Printers**].

3   The printer folder opens.
     Double-click the [**Add Printer**] icon.

4   The [**Add Printer Wizard**] screen appears.
     Click [**Next>**].

5   The [**Local or Network Printer**] selection screen appears.
     Select the [**Local printer**] button, and click [**Next>**].

6 The [**Select the Printer Port**] screen appears.
Select the [**Use the following port**] button and [**Muratec FAX**], and then click [**Next>**].

7 Select the manufacturer and model of your printer.
Click [**Have Disk**].

8   The [**Install From Disk**] screen appears.

Under [**Copy manufacturer's files from**], type [*(Drive letter)***:\Driver***(Model name)***\ Winnt4_2k**], and click [**OK**].

* It is also possible to click [**Browse**] and choose the folder.
* *(Drive letter)* is the letter assigned to your CD-ROM drive.
* *(Model name)* is the model name of the fax main unit.

9   Select [**Muratec OfficeBridge Fax**], and click [**Next>**].

1

10 The [**Printer name**] screen appears.

Confirm that [**Muratec OfficeBridge Fax**] is shown under [**Printer name**].
When any other printer driver has already been installed, the message [**Do you want your
Windows-based programs to use this printer as the default printer?**] appears.
Select either the [**Yes**] or [**No**] button, and click [**Next>**].

```
Add Printer Wizard

  Name Your Printer
    You must assign a name for this printer.

    Supply a name for this printer. Some programs do not support server and printer name
    combinations of more than 31 characters.

        Printer name:
        Muratec OfficeBridge Fax

    Do you want your Windows-based programs to use this printer as the default printer?

        ○ Yes
        ● No

                              < Back      Next >        Cancel
```

11 The [**Printer Sharing**] screen appears.

Select the [**Do not share this printer**] button, and click [**Next>**].

```
Add Printer Wizard

  Printer Sharing
    You can share this printer with other network users.

    Indicate whether you want this printer to be available to other users. If you share this
    printer, you must provide a share name.

        ● Do not share this printer
        ○ Share as:   [                              ]

                              < Back      Next >        Cancel
```
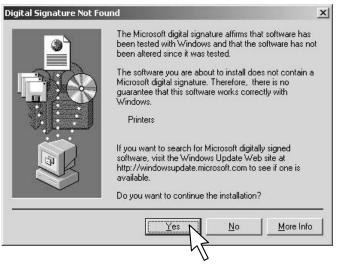
12 The [**Print Test Page**] screen appears.

Select the [**No**] button, and click [**Next>**].

```
Add Printer Wizard

  Print Test Page
     To confirm that the printer is installed properly, you can print a test page.

     Do you want to print a test page?
        ○ Yes
        ⦿ No




                              < Back      Next >        Cancel
```

13 The [**Completing the Add Printer Wizard**] screen appears.

Check the contents, and click [**Finish**].

```
Add Printer Wizard

              Completing the Add Printer
              Wizard

              You have successfully completed the Add Printer wizard.

              You specified the following printer settings:

              Name:        Muratec OfficeBridge Fax
              Shared as:   <Not Shared>
              Port:        Muratec FAX
              Model:       Muratec OfficeBridge Fax
              Default:     No
              Test page:   No



              To close this wizard, click Finish.

                              < Back      Finish        Cancel
```

1

14 The [**Digital Signature Not Found**] screen appears.
Click [**Yes**].

Windows NT

1 Insert the Setup CD into your CD-ROM drive.

2 Click the [**Start**] button, point to [**Settings**] and then click [**Printers**].

3 The printer folder opens.
Double-click the [**Add Printer**] icon.

4 The [**Add Printer Wizard**] screen appears.
Select the [**My Computer**] button, and click [**Next>**].

5   Select the printer port.

Under [**Available ports**], select the [**Muratec FAX**] check box, and click [**Next>**].

6   Select the manufacturer and model of your printer.

Click [**Have Disk**].

7 The [**Install From Disk**] screen appears.

Under [**Copy manufacturer's files from**], type [*(Drive letter)***:\Driver***(Model name)***\ Winnt4_2k**], and click [**OK**].

* It is also possible to click [**Browse**] and choose the folder.
* *(Drive letter)* is the letter assigned to your CD-ROM drive.
* *(Model name)* is the model name of the fax main unit.

Install From Disk

Insert the manufacturer's installation disk into the drive selected, and then click OK.

OK

Cancel

Copy manufacturer's files from:

D:\Driver\MFX2500\Winnt4_2k

Browse...

8 Select [**Muratec OfficeBridge Fax**], and click [**Next>**].

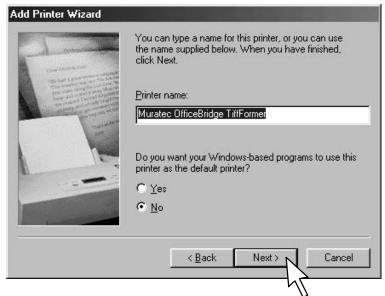**Add Printer Wizard**

Click the manufacturer and model of your printer. If your printer came with an installation disk, click Have Disk. If your printer is not listed, consult your printer documentation for a compatible printer.

Printers:

Muratec MFX-2500/IS Printer
Muratec OfficeBridge Fax
Muratec OfficeBridge TiffFormer

Have Disk...

< Back   Next >   Cancel

9   The [**Printer name**] screen appears.

Confirm that [**Muratec OfficeBridge Fax**] is shown under [**Printer name**].

When any other printer driver has already been installed, the message [**Do you want your Windows-based programs to use this printer as the default printer?**] appears.

Select either the [**Yes**] or [**No**] button, and click [**Next>**].

10   The [**Sharing printer**] screen appears.

Select the [**Not shared**] button, and click [**Next>**].

11 The [**Test page print**] screen appears.
Select [**No**], and click [**Finish**].

Installing TiffFormer : Printer driver for image file format conversion

* This printer driver is used to convert image data's file format to Tiff.

Caution : Make sure that OfficeBridge has been installed before installing the printer driver.

Windows 9x

1   Insert the Setup CD into your CD-ROM drive.

2   Click the [**Start**] button, point to [**Settings**] and then click [**Printers**].

3   The printer folder opens.
Double-click the [**Add Printer**] icon.

4   The [**Add Printer Wizard**] screen appears.
Click [**Next>**].

5   Specify the printer connection.
Select the [**Local printer**] button, and click [**Next>**].

6   Select the manufacturer and model of your printer.

Click [**Have Disk**].

7   The [**Install From Disk**] screen appears.

Under [**Copy manufacturer's files from**], type [*(Drive letter)***:\Driver***(Model name)***\Win9x**], and click [**OK**].

* It is also possible to click [**Browse**] and choose the folder.
* *(Drive letter)* is the letter assigned to your CD-ROM drive.
* *(Model name)* is the model name of the fax main unit.

8 Select [**Muratec OfficeBridge TiffFormer**], and click [**Next>**].

Add Printer Wizard

Click the manufacturer and model of your printer. If your printer came with an installation disk, click Have Disk. If your printer is not listed, consult your printer documentation for a compatible printer.

Printers:

Muratec OfficeBridge TiffFormer
Muratec MFX-2500/IS Printer
Muratec OfficeBridge Fax

Have Disk...

< Back   Next >   Cancel

9 Select the printer port.
Select [**Muratec FAX**], and click [**Next>**].

Add Printer Wizard

Click the port you want to use with this printer, and then click Next.

Available ports:

\DISTASST.PS	Unknown local port
COM1:	Communications Port
COM2:	Communications Port
FILE:	Creates a file on disk
LPT1:	ECP Printer Port
Muratec FAX:	Unknown local port

Configure Port...

< Back   Next >   Cancel

10 Confirm that [**Muratec OfficeBridge TiffFormer**] is shown under [**Printer name**].

When any other printer driver has already been installed, the message [**Do you want your Windows-based programs to use this printer as the default printer?**] appears.
Select either the [**Yes**] or [**No**] button, and click [**Next>**].

11 Select [**No**], and click [**Finish**].

12 Click the [**Start**] button, point to [**Settings**] and then click [**Printers**].

The printer folder opens.
Right-click [**Muratec OfficeBridge TiffFormer**], and click [**Properties**].

13 The properties screen appears.

Select the [**Details**] tab, and click [**Add Port**].

14 Select the type of port to be added.

Select the [**Other**] button and [**Local port**], and then click [**OK**].

15 Enter the port name.

Under [**Enter a port name**], type [**Muratec FAX:**] and click [**OK**].

16 Click [**OK**] to close the properties screen.

Windows 2000

1   Insert the Setup CD into your CD-ROM drive.

2   Click the [**Start**] button, point to [**Settings**] and then click [**Printers**].

3   The printer folder opens.
      Double-click the [**Add Printer**] icon.

4   The [**Add Printer Wizard**] screen appears.
      Click [**Next>**].

5   The [**Local or Network Printer**] selection screen appears.
      Select the [**Local printer**] check box, and click [**Next>**].

6 The [**Select the Printer Port**] screen appears.

Select the [**Use the following port**] button and [**Muratec FAX**], and then click [**Next>**].

7 Select the manufacturer and model of your printer.

Click [**Have Disk**].

8   The [**Install From Disk**] screen appears.

Under [**Copy manufacturer's files from**], type [*(Drive letter)***:\Driver***(Model name)***\ Winnt4_2k**], and click [**OK**].

* It is also possible to click [**Browse**] and choose the folder.
* *(Drive letter)* is the letter assigned to your CD-ROM drive.
* *(Model name)* is the model name of the fax main unit.

9   Select [**Muratec OfficeBridge TiffFormer**], and click [**Next>**].

10 The [**Name Your Printer**] screen appears.

Confirm that [**Muratec OfficeBridge TiffFormer**] is shown under [**Printer name**].
When any other printer driver has already been installed, the message [**Do you want your Windows-based programs to use this printer as the default printer?**] appears.
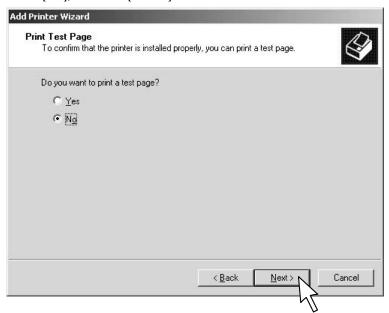Select either the [**Yes**] or [**No**] button, and click [**Next>**].

11 The [**Printer Sharing**] screen appears.

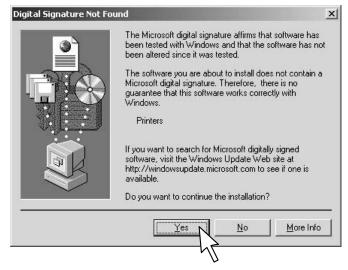Select the [**Do not share this printer**] button, and click [**Next>**].

1

12 The [**Print Test Page**] screen appears.
Select [**No**], and click [**Next>**].

13 The [**Completing the Add Printer Wizard**] screen appears.
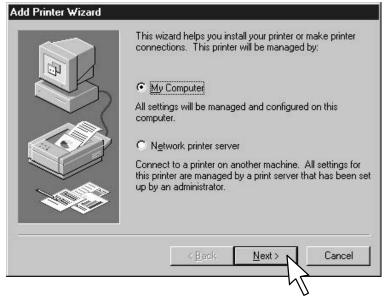Check the contents, and click [**Finish**].

14 The [**Digital Signature Not Found**] screen appears.
Click [**Yes**].

Windows NT

1 Insert the Setup CD into your CD-ROM drive.

2 Click the [**Start**] button, point to [**Settings**] and then click [**Printers**].

3 The printer folder opens.
Double-click the [**Add Printer**] icon.

4 The [**Add Printer Wizard**] screen appears.
Select the [**My computer**] button, and click [**Next>**].

1

5 Select the printer port.

Under [**Available ports**], select the [**Muratec FAX**] check box, and click [**Next>**].

Add Printer Wizard

Click the check box next to the port(s) you want to use.
Documents will print to the first available checked port.

A̲vailable ports:

Port	Description	Printer
☑ Muratec FAX	Muratec Fax ...	
☐ LPT1:	Local Port	
☐ LPT2:	Local Port	
☐ LPT3:	Local Port	
☐ COM1:	Local Port	
☐ COM2:	Local Port	

Add Port...   C̲onfigure Port...

☐ E̲nable printer pooling

< B̲ack   N̲ext >   Cancel

6 Select the manufacturer and model of your printer.

Click [**Have Disk**].

Add Printer Wizard

Click the manufacturer and model of your printer. If your printer came with an
installation disk, click Have Disk. If your printer is not listed, consult your
printer documentation for a compatible printer.

M̲anufacturers:

| Agfa |
| Apple |
| APS-PS |
| AST |
| AT&T |
| Brother |
| Bull |

P̲rinters:

| AGFA-AccuSet v52.3 |
| AGFA-AccuSetSF v52.3 |
| AGFA-AccuSet 800 |
| AGFA-AccuSet 800SF v52.3 |
| AGFA-AccuSet 800SF v2013.108 |
| AGFA-AccuSet 1000 |
| AGFA-AccuSet 1000SF v52.3 |

H̲ave Disk...

< B̲ack   N̲ext >   Cancel

7 The [**Install From Disk**] screen appears.

Under [**Copy manufacturer's files from**], type [*(Drive letter)*:**\Driver***(Model name)***\ Winnt4_2k**], and click [**OK**].

* It is also possible to click [**Browse**] and choose the folder.
* *(Drive letter)* is the letter assigned to your CD-ROM drive.
* *(Model name)* is the model name of the fax main unit.

Install From Disk

Insert the manufacturer's installation disk into the drive selected, and then click OK.

OK

Cancel

Copy manufacturer's files from:

D:\Driver\MFX2500\Winnt4_2k

Browse...

8 Select [**Muratec OfficeBridge TiffFormer**], and click [**Next>**].

Add Printer Wizard

Click the manufacturer and model of your printer. Click Have Disk. If your printer came with an installation disk, click Have Disk. If your printer is not listed, consult your printer documentation for a compatible printer.

Printers:

Muratec MFX-2500/IS Printer
Muratec OfficeBridge Fax
Muratec OfficeBridge TiffFormer

Have Disk...

< Back   Next >   Cancel

9 The [**Printer name**] screen appears.

Confirm that [**Muratec OfficeBridge TiffFormer**] is shown under [**Printer name**].
When any other printer driver has already been installed, the message [**Do you want your Windows-based programs to use this printer as the default printer?**] appears.
Select either the [**Yes**] or [**No**] button, and click [**Next>**].

10 The [**Sharing printer**] screen appears.

Select the [**Not shared**] button, and click [**Next>**].

11 The [**Test page print**] screen appears.
Select [**No**], and click [**Finish**].
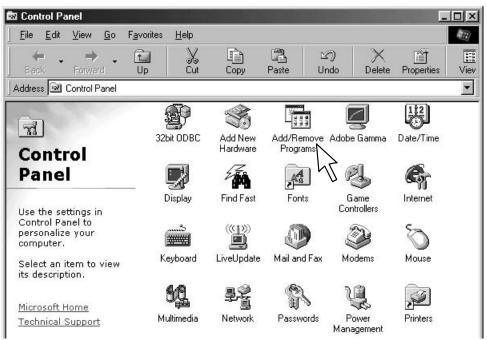
Uninstalling OfficeBridge

Caution : Before you uninstall OfficeBridge, close all applications in use.
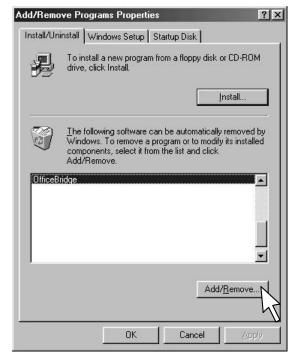The printer drivers (IS Printer / OfficeBridge Fax / TiffFormer) must be removed before uninstalling OfficeBridge.

1   Click the [**Start**] button, point to [**Settings**] and then click [**Control Panel**].

2   Double-click the [**Add/Remove Programs**] icon.

3   Select [**OfficeBridge**], and click [**Add/Remove**].

4   The [**OfficeBridge Maintenance Program**] screen appears.
Select [**Remove**] button, and click [**Next>**].

1

5   The [**Confirm File Deletion**] screen appears.

Click [**OK**] to start uninstalling.

Confirm File Deletion   ⊠

Do you want to completely remove the selected application and all of its components?

[OK   ]   [Cancel   ]

6   The [**Shared File Detected**] screen appears.

Click [**Yes**] to remove the shared file.

Shared File Detected   ⊠

The file C:\WIN98\SYSTEM\ltscr10n.ocx may no longer be needed by any application. You can delete this file, but doing so may prevent other applications from running correctly. Select Yes to delete the file.

☐ Don't display this message again.

[Yes   ]   [No   ]   [Cancel   ]

7   The [**Maintenance completed**] screen appears.

Click [**Finish**].

OfficeBridge Ver.2 Setup

Maintenance completed.

OfficeBridge Mentenance program completed a maintenance properly.

[< Back   ]   [Finish   ]   [Cancel   ]

If the following screen appears, click [**Yes**] and then click [**Finish**] to restart the computer.
◆ When you are running other programs, save your sessions and end the programs. Then, click [**Yes**].
◆ When you click [**No**], OfficeBridge is not uninstalled correctly. Be sure to restart your computer.

Chapter 2

Basic operations
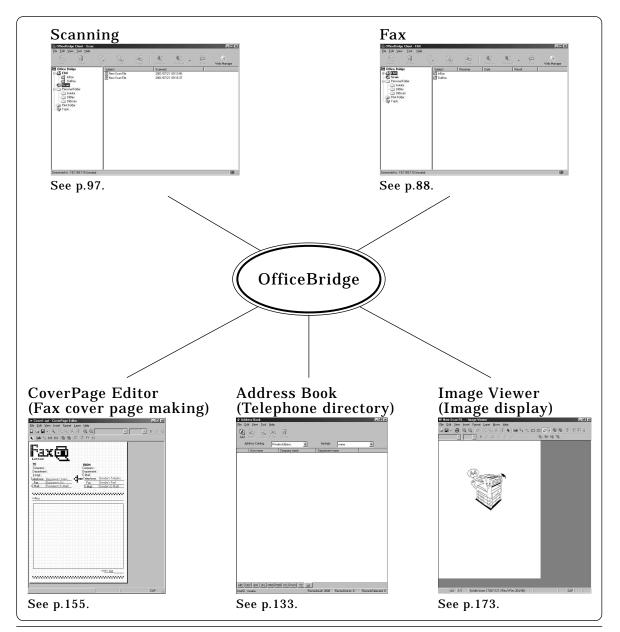
OfficeBridge

What is OfficeBridge?

OfficeBridge offers the following functions.
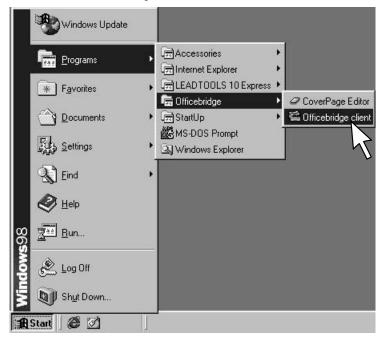
◆ Fax transmission and reception with a PC

◆ Scanning data from a paper document

◆ Print data output

◆ Recipients management

* OfficeBridge cannot be used unless it is connected to a network by an Information Server. After you have logged on once, however, you can start it offline and perform a job such as checking image data.

Scanning

Fax

OfficeBridge

CoverPage Editor
(Fax cover page making)

Address Book
(Telephone directory)

Image Viewer
(Image display)

How to log on

How to log on

1   Click the [**Start**] button, point to [**Programs**] and [**OfficeBridge**], and click [**OfficeBridge Client**].

2   Type your user ID and password on the log-on screen.

Once the [**Add into User List**] check box is selected, a user ID can be chosen from a drop down list by clicking the ▼ button next time you start up.

Information : In order to log on to OfficeBridge, user registration to the fax main unit is needed. For the user registration procedure, see the IS-100 operation manual (p.33).

Multi-user operation

It is possible to log on with a user ID different from the one used in the above example.

* OfficeBridge has a limit on the number of usable PCs, but there is no limit for the number of users on a single PC.

**** Benefit ****

In multi-user operation, the Personal Folder of each user can be utilized for orderly data management.

Screen of user ID 'murata'   Screen of user ID 'akiyama'

Sending fax

How to send fax

* The explanations offered below are about the Internet fax, which sends a fax by e-mail.
For the procedure for sending a fax to a recipient's fax machine, see in the fax main unit operation manual.

1   Place the original on the ADF (Automatic Document Feeder) or on the book scanner.

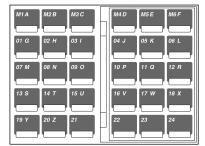*2*   Designate the recipient.

Direct entry

1   On the fax standby screen, press the **NEXT** key twice and then press [**Mail Adr**] key.

2   Enter the recipient's e-mail address using a one-touch key and the dial key (numeric keypad).

One-touch key operation

1   Press the one-touch key on which the destination is registered.

* See 'One-touch dial registration' (p.84).

Speed dial operation
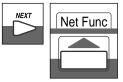
1   Press the **SPEED DIAL TEL INDEX** key.

2   Enter the registered abbreviated numbers using the dial key (numeric keypad).
* See 'Speed dial registration' (p.86).

3   Press the **START** key to begin transmission.

Scanning

How to scan

1 Place the original on the ADF (Automatic Document Feeder) or on the book scanner.

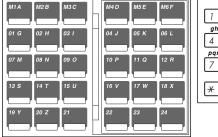*2* Press the **NEXT** key twice and then press [**Net Func**] key.

3 Press [**Scanner**] key.

4 Designate the user.

Direct entry

1 Press [**ID**] key.
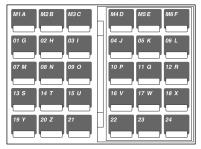
2 Enter the user ID using a one-touch key and the dial key (numeric keypad).

One-touch key operation

1 Press the one-touch key on which the user ID is registered.

M1 A	M2 B	M3 C	M4 D	M5 E	M6 F
01 G	02 H	03 I	04 J	05 K	06 L
07 M	08 N	09 O	10 P	11 Q	12 R
13 S	14 T	15 U	16 V	17 W	18 X
19 Y	20 Z	21	22	23	24

* See 'One-touch dial registration' (p.84).

Speed dial operation

1 Press the **SPEED DIAL TEL INDEX** key.

> SPEED DIAL
> TEL INDEX

2 Enter the registered abbreviated numbers using the dial key (numeric keypad).
* See 'Speed dial registration' (p.86).

5 Press the **START** key to begin scanning.

> START
> ◇
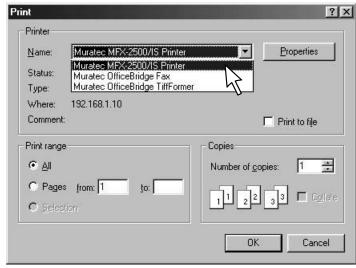
* For the procedure to view a scanned image, see p.97.

Printing

How to print

1   Open the data file to be printed, using the related application program.

2   On the [**Print**] screen of the program, select [**Muratec** *(Model name)* **/ IS Printer**] as the printer name.

3   Click [**OK**] to start printing.

Chapter 3

Useful functions

Useful functions at a glance

Settings

Operations

Settings

Receiving fax with PC

1   Start up '**Web Manager**'.

    1   Log on to OfficeBridge.

    2   Click [**Web Manager**].

       Information : Clicking [**Tool**] in the menu bar and then [**Web Manager**] can also start up '**Web Manager**'.

2   Settings for Received fax forwarding

1   Click [**Received fax forwarding**] under [**Operation setting**].

2   Click the number in the list you want to register.

3   Fill in each field, and click the [**SET**] button.

Descriptions

A. [<<Prev] [List] [Next>>]

[<<Prev]

The previous registration number screen appears.

[List]

The list screen appears.

[Next>>]

The next registration number screen appears.

B. Search condition

The sender's number or a sub-address designated by the sender can be the condition to enable delivery.
Enter the sender's number or sub-address you want to set as the condition.
Also enter the password if the password accompanying the sub-address is to be included in the condition.
It is not possible to set the password without designating the sub-address.
The sender's number can be entered in up to 20 digits of numbers and symbols (0-9, *, #, - and +).
The sub-address can be entered in up to 20 digits of numbers 0-9.
The password can be entered in up to 20 digits of numbers and symbols (0-9, * and #).
Check either of the following two search conditions.

[Include any of the conditions below]

Delivery is carried out when a received fax conforms to either the sender's number or sub-address
(plus password).

[Include all of the conditions below]

Delivery is carried out when a received fax conforms to all settings including the sender's number
and sub-address (plus password).

C. Delivery destination

This setting is used to decide where to deliver a received fax which conforms to search conditions.

The following deliveries are available.

[Deliver to user]

When a user is selected as the destination, the received fax is delivered to the user if it conforms to search conditions.

Multiple users are selectable. Click users while keeping the <**Ctrl**> key pressed.

[Forward to remote fax machine]

When a fax number is designated as the destination, the received fax is forwarded to that remote fax.

When making multiple fax number entries, separate them with a semicolon (;).

A single fax number can be entered with up to 40 digits of numbers and symbols (0-9, *, #, -, / and !).

For multiple entries, up to 1000 characters are allowed (including semicolons).

[Forward by e-mail]

When an e-mail address is designated as the destination, the received fax is delivered by e-mail as an attachment file.

When making multiple e-mail address entries, separate them with a semicolon (;).

A single e-mail address can be entered with up to 80 characters.

For multiple entries, up to 1000 characters are allowed (including semicolons).

D. Print

Choose ON for this setting to deliver and simultaneously print out received fax documents.

Choose OFF for this setting when you want to deliver, but not print out, received fax documents.

(When a gateway user is designated, print setting becomes invalid.)

[SET] button

Click this button to register the entry.

After registration, the next number registration screen appears.

[REDO] button
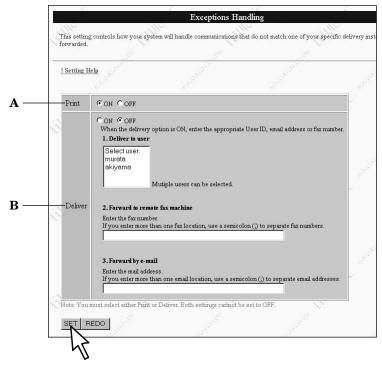
Click this button to restore the current settings.

3   Exceptions Handling

This setting is used to decide in advance how to handle a received fax that does not conform to any of the registered delivery settings.

1   Click [**Change**] under Exceptions Handling in the Received fax forwarding screen.

2   Fill in each field, and click the [**SET**] button.

Descriptions

A. Print

Click ON if the received fax is to be printed out with this device's printer.

B. Deliver

Click ON if the received fax is to be delivered to a user, remote fax or e-mail address.

[Deliver to user]

When a user is selected as the destination, the received fax is delivered to that user if it conforms to search conditions.

Multiple users are selectable. Click users while keeping the <**Ctrl**> key pressed.

[Forward to remote fax machine]

When a fax number is designated as the destination, the received fax is forwarded to that remote fax.

When making multiple fax number entries, separate them with a semicolon (;).

A single fax number can be entered in up to 40 digits of numbers and symbols (0-9, *, #, -, / and !).

For multiple entries, up to 1000 characters are allowed (including semicolons).

[Forward by e-mail]

When an e-mail address is designated as the destination, the received fax is delivered by e-mail as an attachment file.

When making multiple e-mail address entries, separate them with a semicolon (;).

A single e-mail address can be entered with up to 80 characters.

For multiple entries, up to 1000 characters are allowed (including semicolons).

[SET] button

Click this button to register the entry.

[REDO] button

Click this button to restore the current settings.

Forwarding received fax

The fax delivered to each user by means of "Received Fax Forwarding" can be forwarded to further destinations.

1   Start up '**Web Manager**'.   Cross-reference / Page 75

2   Make the settings for Individual fax forwarding.

    1   Click [**Individual fax forwarding**] under [**Operation setting**].

    2   Enter the user ID and password, and click the [**ENTER**] button.

3   Fill in each field, and click the [**SET**] button.

Descriptions

A. Setting

Check the box to activate forwarding with specified conditions.
To suspend the forwarding operation temporarily, clear the check. No forwarding will be carried out.

B. Destination type

Select the type of destination from user, e-mail address or remote fax.

C. Forwarding destination

Set the destination to which the delivered fax should be forwarded.
Enter the user ID, fax number or e-mail address.
Only one address can be entered. No multiple entries are allowed.

D. Interval type

Select the type to designate the period that will activate the forwarding operation.
Select [**Month/day**], [**Day-of-week**] or [**Time**].

E. Interval

Set the starting and ending times of the period that will activate the forwarding operation.
In [**Month/day**] designation, set the month, day and time for both starting and ending. There is no need to set the day of the week.
In [**Day-of-week**] designation, set the day of the week and time for both starting and ending. There is no need to set the month and day.
In [**Hour**] designation, set the time for both starting and ending. There is no need to set the month, day and day of the week.

F. Repeat

Check here to activate the set period repeatedly.
In [**Month/day**], the check is invalid.
In [**Day-of-week**], the set period becomes effective every week.
In [**Hour**], the set period becomes effective every day.

[SET] button

>   Click this button to register the entry.

[REDO] button

>   Click this button to restore the current settings.

Deletion of setting

Select the setting number, and click the [**ERASE**] button.

One-touch dial registration
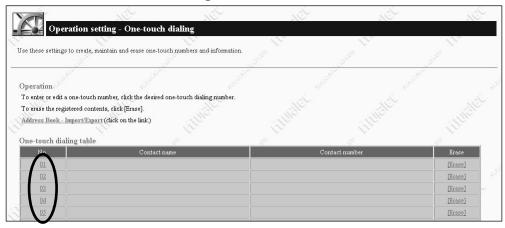
1 Start up '**Web Manager**'.

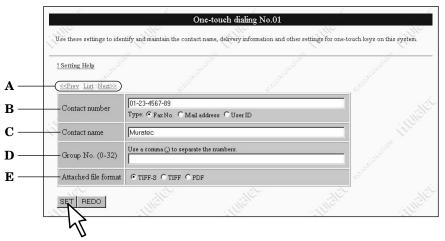*2* Make a one-touch dial registration.

New registration

1 Click [**One-touch dialing**] under [**Operation setting**].

2 Click the number in the list to be registered.

3   Fill in each field, and click the [**SET**] button.

Descriptions

A.   [<<Prev] [List] [Next>>]

[<<Prev]

The previous registration number screen appears.

[List]

The list screen appears.

[Next>>]

The next registration number screen appears.

B.   Contact number

Enter the fax number, e-mail address or user ID. Select the Type.

An e-mail address can be entered with up to 80 characters.

A fax number can be entered with up to 40 digits of numbers and symbols (0-9, *, #, -, / and !).

C.   Contact name

Enter the recipient's name.

D.   Group No. (0-32)

Specify the group number from 0-32.

For multiple entries, separate them with a comma (,).

Group 0 means it belongs to all groups from 1 to 32.

E.   Attached file format

Select the image data format for the attachment out of TIFF-S, TIFF (Expansion) and PDF.

[SET] button

Click this button to register the entry.

After registration, the next number registration screen appears.

[REDO] button

Click this button to restore the current settings.

Editing

Click the number in the list to be edited, and enter the editing data.
Click the [**SET**] button.

Deletion

Click the [**ERASE**] button in the list for the number to be deleted.

Speed dial registration

1　Start up '**Web Manager**'.　　　　　　　　　　　　　　　

2　Make a speed dial registration.

New registration

1　Click [**Speed dialing**] under [**Operation setting**].

2   Click the number in the list to be registered.

3   Fill in each field, and click the [**SET**] button.

* Entry items are the same as described in 'One-touch dial registration'.

Editing

Click the number in the list to be edited, and enter the editing data.
Click the [**SET**] button.

Deletion

Click the [**ERASE**] button in the list for the number to be deleted.

Fax operations

Viewing received fax

1 When a fax is received, the Complete Fax message box appears.
  * When you have not yet logged on, this notification appears the next time you log on.

2 Click [**Yes**]. Image Viewer starts up and shows the image.

  When there are multiple faxes received, the fax that was received most recently appears.
  (If you do not want to view the fax, click [No].)
  The received fax is saved in the 'InBox' folder.

Sending data by fax from PC

Sending data in OfficeBridge

1 Select the data to send, and click [**SendFax**].

2   The SendFax screen appears.

3   Designate the Receiver.

Direct entry

1   Enter the recipient's fax number or e-mail address under Receiver.
   * Recipients can be registered in Private Address. See 'Recipient registration on the SendFax screen' (p.92).

Sending to registered recipient

1   Click [**Browse**].

2   Select the Catalog.

Information : When [**Arrange**] and [**Company**] are clicked, the recipients are sorted in company name order.

3   Click the recipient, and the Add (>) button.

4   Click [**OK**].
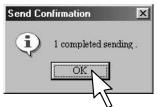
4   Select Cover.

* Click [**View**] to see the selected cover page.

* See 'Using CoverPage Editor' (p.155).

5   Enter the subject and comment in each text box, and click [**Send**].

6   With the [**Send Confirmation**] message, confirm that the transmission has been directed. Click [**OK**].

Sending data made by other programs

1   Open the data file you want to send, using the related application program.

2   On the [**Print**] screen of the program, select [**Muratec OfficeBridge Fax**] as the printer name.

3   Click [**OK**] to start printing.

After this, follow steps 2-6 in 'Sending data in OfficeBridge' mentioned above.

* When OfficeBridge has not yet been started, the log-on screen appears. Log on to OfficeBridge.

**** Recipient registration on the SendFax screen ****

1   Select the recipient you want to register, and click [**Name**].

2   Fill in each field, and click [**Insert**].

* For a description of each item above, see 'Registering address' (p.138).

Caution : No correction is allowed for the items entered before registration (fax number or e-mail address).

Sending fax to recipient in the log

1   Display the SendFax screen according to the sending procedure.

2   Click the ▼ button under [**Receiver**]. Then, up to 100 recipients appear, to which faxes were previously sent. Select the desired recipient by clicking, and click [**Add**]. The recipient's name appears in the Receiver List.

3   After this, follow the procedure for sending.

ReSend

1   Resending an unconfirmed Fax

    1   Click the data you want to resend in the OutBox folder.

    2   Click [**ReSend**].

    3   The recipient of a failed transmission is shown.

    4   After this, follow the procedure for sending.　　　　　　　

2   Resending to all recipients

    1   Click the data you want to resend in the OutBox folder.

    2   Click the ▼ button beside [**ReSend**], and select [**Resend all Fax**].

    3   All recipients are shown.

    4   After this, follow the procedure for sending.

Set a time to send fax

1   According to the sending procedure, designate the recipient and click [**Detail**].

2   Select the [**ScheduledTime**] check box, set the desired time, and click [**OK**].
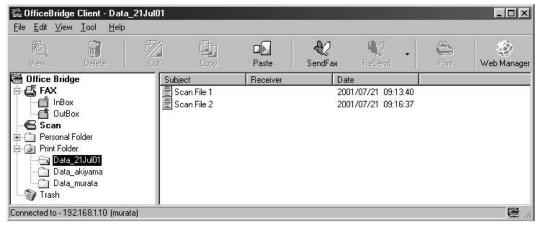
3   After this, follow the procedure for sending.

Batch transmission

1   Arranging the data to send
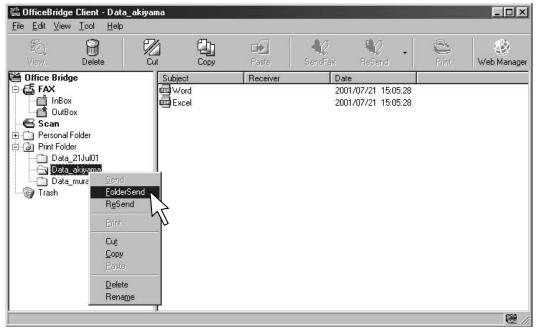
    1   Open the Print Folder.

    2   Click [**File**] in the menu bar, and click [**New Folder**].

    3   Put the sending data into a newly created folder.

2   Sending the data

    1   Select the newly created folder, and right-click it.

    2   Select [**FolderSend**].

        Information : You may also click [**Tool**] in the menu bar and then [**FolderSend**] to perform sending.
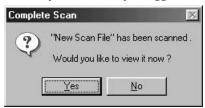
    3   After this, follow the procedure for sending.

Scanner operations

Viewing scanned image

1   When scanning is finished with the fax main unit, the Complete Scan message box appears.
      * When you have not yet logged on, this notification appears the next time you log on.

2   Click [**Yes**]. Image Viewer starts up and shows the scanned image.

      When there is multiple scanned data, the data the most recently scanned data appears.
      (If you do not want to view the image, click [**No**].)
      The scanned data is saved in the 'Scan' folder.
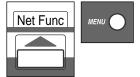
Setting scanner
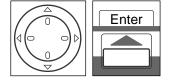
1   On the fax standby screen, press the **NEXT** key twice.

2   Press the [**Net Func**] key and then the **MENU** key.
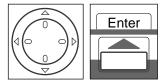
3   Press the cursor key to select "**B. User Settings**", and press the [**Enter**] key.

4   Confirm that "**01. Network Scan Settings**" is selected, and press the [**Enter**] key.

5   Use the cursor key to select each item, and press the [**Enter**] key to enter the setting.

6   Check the setting of each item, and press the [**Exit**] key.

Specifying folder to save scanned data

1   Select [**Tool**] in the menu bar, and then click [**Specify scan file**].

2   Specify the folder to save the scanned image in, name the folder, and then click [**OK**].

```
Scan Folder Specify                              ×

  Scan Location

  Office Bridge\Personal Folder        Browse...

  Name

  Scan File

              OK        Cancel      Help
```

3   When a user is specified on the main unit, the scanned data will be saved in the specified folder.

Internet fax operations

SendConfirmation

It is possible to give a user notification confirming that an Internet fax has reached the recipient.
This notification is not possible, however, if the recipient's mail server is not compatible with this function.

1   According to the sending procedure, designate the recipient and click [**Detail**].

2   Select the [**SendConfirmation**] check box, and click [**OK**].

3   After this, follow the procedure for sending.

ReadConfirmation

It is possible to give a user notification confirming that the recipient has opened the Internet fax the user had sent.
This notification is not possible, however, if the recipient's mail server is not compatible with this function.

1   According to the sending procedure, designate the recipient and click [**Detail**].

2   Select the [**ReadConfirmation**] check box, and click [**OK**].

3   After this, follow the procedure for sending.

Other operations

Reading image using TWAIN driver

Scanned data can be read into TWAIN compatible application programs.
The procedure is described here using 'Imaging'.
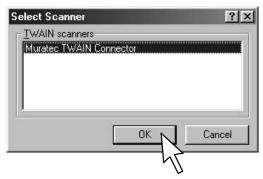
1　Log on to OfficeBridge.　　　　　　　　　　　　　　Cross-reference / Page 67
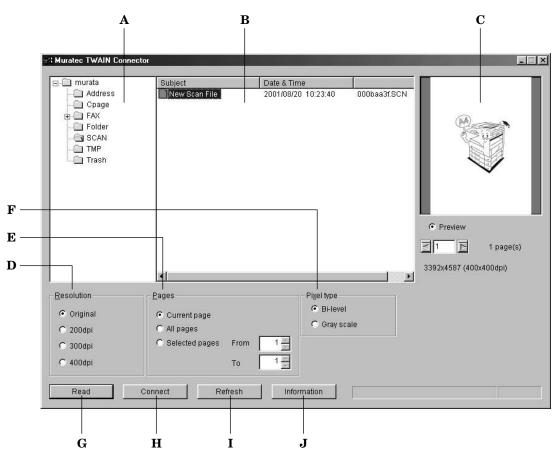
2　Start up the application program.

3　Open the Select Scanner screen.

4　Select [**Muratec TWAIN Connector**] under TWAIN scanners, and click [**OK**].

5   Upon selection of [**Scan New**], the [**Muratec TWAIN Connector**] starts up.
      After making each setting, start reading the image data.

Descriptions

A. List
   Shows the directory of the open folder

B. Files
   Shows a list of files in the open folder
   Click to select the file to be read.

C. Preview
   Shows a scanned image of the selected file
   Check the button to get a preview shown.
   Click ◁▷ to turn the page, or enter the page number.

D. Resolution
   Image resolution can be changed.
   Select the desired resolution.
   Select [**Original**] if no change is required.

E. Pages
   Select the page to be read in.

F. Pixel type
   Select either [**Bi-level**] or [**Gray scale**].

G. Read

Click to read the image.

H. Connect

Starts OfficeBridge and connects to the fax main unit.

I. Refresh

Updates the list

J. Information

Displays information about the [**Muratec TWAIN Connector**]

Converting image to TIFF format

1   Using the related application program, open the data file you want to convert into TIFF format and select [**Print**].

2   Select [**Muratec OfficeBridge TiffFormer**] as the printer name, and click [**OK**].

3   Enter the file name, select where you want to save it, and then click [**OK**].
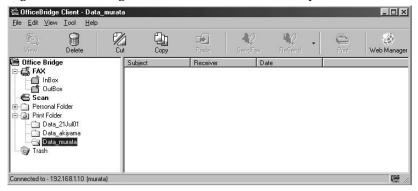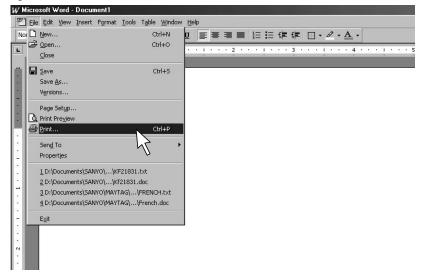
*** Example of operation ***

Sending a Word document and an Excel document simultaneously

1   Log on to OfficeBridge, and create a new folder in the print folder.

2   Open the Word document, and select [**Print**].
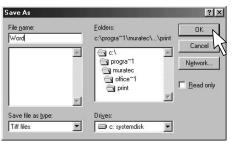
3   On the [**Print**] screen, select [**Muratec OfficeBridge TiffFormer**]. Click [**OK**].
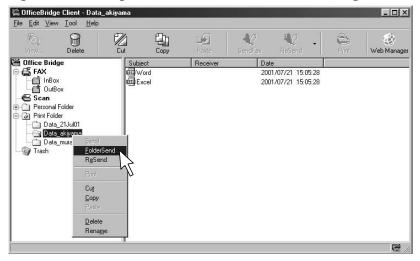
4   Enter [**Word document**] under file name, specify the folder created in 1 above, and click [**OK**].

　　　Information : The [**OfficeBridge**] folder is created in the location specified during the installation.

5   Follow the same steps as described above for the Excel document also. On the [**Print**] screen, select [**Muratec OfficeBridge TiffFormer**], and put the file in the same folder.

6   Log on to OfficeBridge. Select the folder created in 1 above, right-click it, and select [**FolderSend**].

7   Designate recipient, select the cover page, enter a subject and comments, and then click [**Send**].

By following the above steps, a Word document and an Excel document can be sent simultaneously by fax.

Backing up information

OfficeBridge data can be backed up in another folder.
Conversion of data into TIFF format for backup is also possible. This enables viewing of the image even while OfficeBridge is not running.

1   Log on to OfficeBridge.
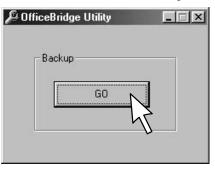
2   Open the [**OfficeBridge**] folder, and double-click the [**UpData.exe**] icon.

   Information : The [**OfficeBridge**] folder is created in the location specified during the installation.

UpData.exe

3   Click the [**GO**] button for backup.

   Information : When you do not log on to OfficeBridge, the screen to the right appears.
   Click [**OK**], log on to OfficeBridge, and retry the backup.
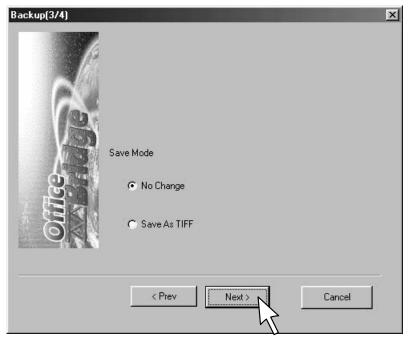
4   Enter the name of the folder you want to back up, and click [**Next>**].
You may also click [**Browse**] and select the folder.

Backup(1/4)

Please select source folder .

Personal Folder   Browse...

< Prev   Next >   Cancel
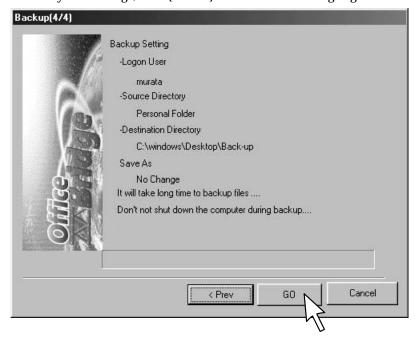
5   Enter the name of folder where you want to save the backup data, and click [**Next>**].
You may also click [**Browse**] and select the folder.

Backup(2/4)

Please select destination folder .

C:\windows\Desktop\Back-up   Browse...

< Prev   Next >   Cancel

6   Select whether to convert the data into TIFF format or to save it without changes, and click [**Next>**].

7   Check the settings, and click [**GO**] if they are correct.
To modify the settings, click [**<Prev**] and enter the settings again.

8   Click [**OK**].

Chapter 4

Management with OfficeBridge

Environment settings
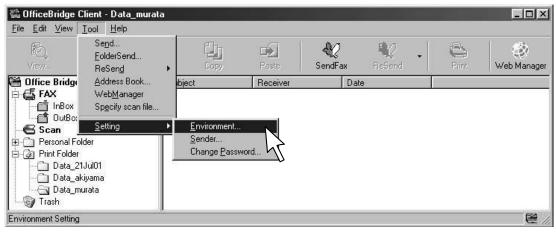
Deleting file after fax transmission

1   Log on to OfficeBridge.

2   Select [**Tool**] - [**Setting**] - [**Environment**].

3   Under [**Send File**], select [**Delete after send**] and click [**OK**].

Information : Select [**Retain after send**] if the file should not be deleted.
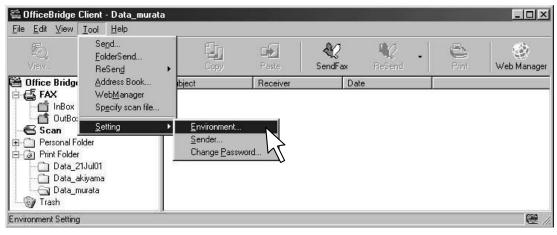
Auto log-on

The auto log-on setting makes it unnecessary to enter a password when logging on.
This will allow anyone to log on regardless of password knowledge.

1 Log on to OfficeBridge.

2 Select [**Tool**] - [**Setting**] - [**Environment**].

3 Under [**Auto Logon**], select [**Logon**] and click [**OK**].

Information : Select [**Do not logon**] to clear the auto log-on setting.

Minimized screen setting

You can set screen actions when the screen minimization button is clicked.

1 Log on to OfficeBridge.

2 Select [**Tool**] - [**Setting**] - [**Environment**].

3 Select either [**Task Tray**] or [**Task Bar**] in [**Window Minimum**] and click [**OK**].

Descriptions

Task Tray

When the screen minimization button is clicked, the OfficeBridge icon is placed on the task tray.

 —— OfficeBridge icon

The icon flashes in red when receiving incoming data.
Double-click the icon to restore the screen size.

Task Bar

When the screen minimization button is clicked, the screen name is shown on the task bar.
Click it to restore the screen size.

Managing data

Creating a new folder

* A new folder can be created in the print folder and the personal folder.

1   Open the print folder, and select [**File**] - [**New folder**].

Renaming a folder

1   Right-click the folder, and select [**Rename**].

Information : You may also select [**File**] - [**Rename**] to modify the folder name.

2   Enter a new folder name.

Deleting a folder

1   Click the folder you want to delete.

2   Click [**Delete**].

Information : You may also right-click the folder and select [**Delete**] to delete the folder.

Moving a folder

1   Click the folder you want to move, and click [**Cut**].

Information : You may also right-click the folder and select [**Cut**] to cut the folder.

2   Click the destination folder, and click [**Paste**].

Information : You may also right-click the destination folder and select [**Paste**] to paste the folder.

Copying a folder
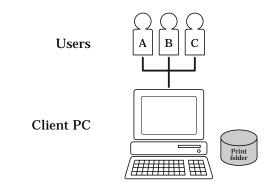
1   Click the folder you want to copy, and click [**Copy**].

Information : You may also right-click the folder and select [**Copy**] to copy the folder.

2   Click [**Paste**].

Information : You may also right-click the destination folder and select [**Paste**] to paste the folder.
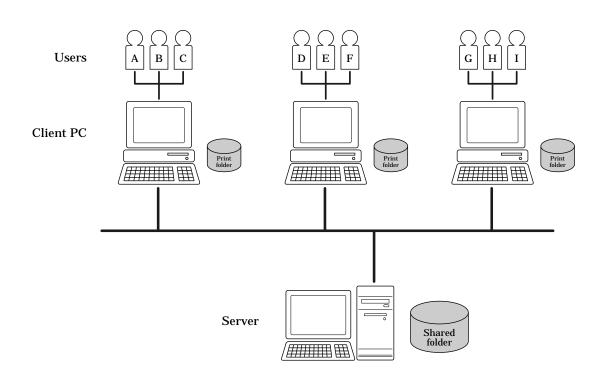
Sharing data

Sharing data on single PC

1   Copy the data you want to share into the print folder.

　　* The print folder is a folder for sharing. When multiple users work on a single PC, the data in this folder can be shared among the users.

Sharing data with multiple PCs on the network

1   Select [**Tool**] - [**Setting**] - [**Environment**].

2   Select [**I want to use shared folder**], and click [**Browse**].
   * You may also directly type in the [**Directory Name**] box.

3   Select the folder you want to save shared data in, and click [**OK**].

4 Click [**OK**].

5 A [**Shared Folder**] is added in the tree view.

* The data in this folder can be shared among users who have done the above 1-4 steps. Copy (or move) scanned data or other data in a personal folder into this folder and use them as shared data.

Making print output
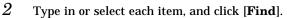
1 Click the data you want to print.

2 Click [**Print**].
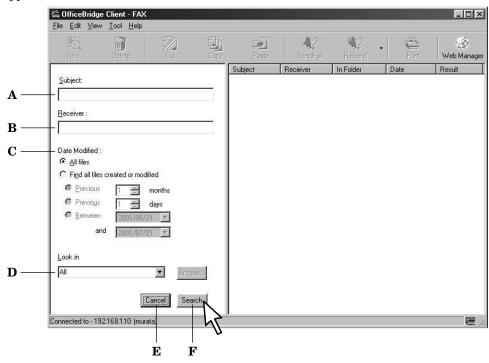
   Information : You may also select [**File**] - [**Print**] to produce print output.

4

Searching for file

1   Select [**Edit**] - [**Find**].

2   Type in or select each item, and click [**Find**].

Descriptions

A.   Subject
   Enter the subject.

B.   Receiver
   Enter the receiver's name.

C.   Date Modified
   Specify the date and time when the file was created.
   If you do not want to specify the date and time, select [**All files**].

D.   Look in
   Specify the folders you want to search.
   [**Personal Folder**] : The fax folder, scan folder and personal folder are searched.
   [**Specify Folder**]   : The folder selected after clicking [**Browse**] is searched.
   [**All**]   : All folders are searched.

E.   [Cancel] button
   The previous screen appears.

F.   [Search] button
   The search starts.

3   Click [**Cancel**] and return to the screen before the search.
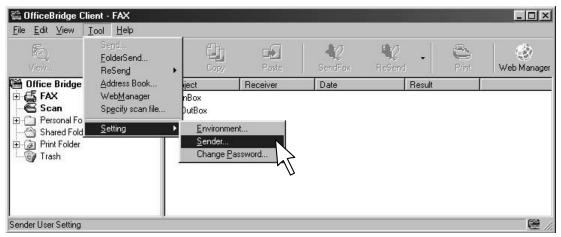
Registering sender
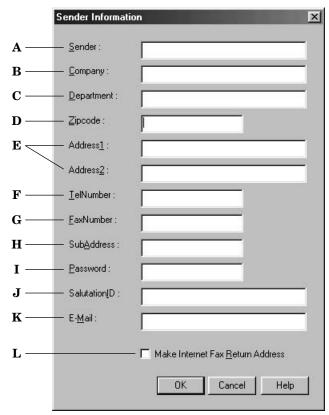
The sender you register here will appear as the sender's information on the fax cover page.

Registration of sender

1   Select [**Tool**] - [**Setting**] - [**Sender**].

2   Fill in each field, and click [**OK**].

Descriptions

A. **Sender**
   Enter sender's name.

B. **Company**
   Enter company's name.

C. **Department**
   Enter department's name.

D. **Zipcode**
   Enter zip code.

E. **Address**
   Enter address.

F. **TelNumber**
   Enter telephone number.

G. **FaxNumber**
   Enter fax number.

H. **SubAddress**
   Enter sub-address.

I. **Password**
   Enter password to use sub-address.

J. **SalutationID**
   Enter Salutation ID or user ID.

K. **E-mail**
   Enter e-mail address.

L. **Make Internet Fax Return Address**
   When this check box is selected, the e-mail address entered above can be specified as the return e-mail address for an Internet Fax.

Changing password

You can change the password for logon.

1   Select [**Tool**] - [**Setting**] - [**Change Password**].

2   Fill in each field, and click [**OK**].

Caution : Each typed letter appears as a *.

Others

How to use Trash
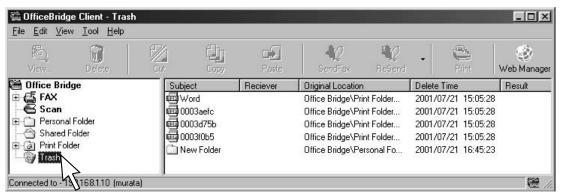
Any data deleted, from the personal folder for example, is moved to the Trash folder.
The data in the Trash can be moved to any other folder until it is completely deleted by 'Deleting data' or 'Emptying Trash'. Retrieving data from the Trash is useful when the data was deleted by mistake.

Retrieving data from Trash

1   Drag the data from Trash back into its original folder.

Deleting data

1   Click the Trash folder.

2   Select desired data, and click [**Delete**].

Information : You may also select [**File**] - [**Delete**] to delete the data.

Emptying Trash

1   Select the Trash folder or the data in it.
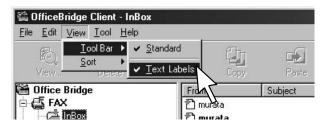
2   Select [**File**] - [**Empty Trash**].

Showing and hiding toolbars

Select [**View**] - [**Tool Bar**] - [**Text Labels**] to show toolbars with button descriptions. Clear the selection to hide the button descriptions.
Similarly, select [**View**] - [**Tool Bar**] - [**Standard**] to show toolbars, and clear the selection to hide toolbars.

Toolbars with button descriptions   Toolbars without button descriptions   Hidden toolbars

* It is not possible to show button descriptions only.
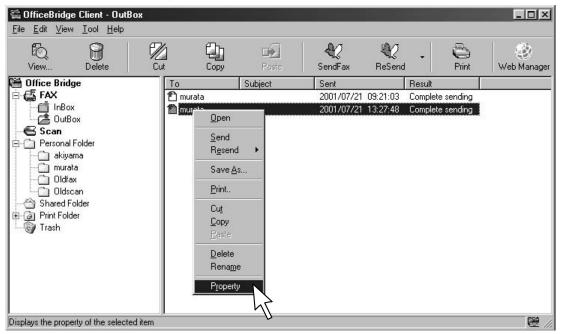
Checking fax transmission information

You can check information about a sent fax, such as recipient and status of transmission.

1   Select the fax data, right-click it, and then click [**Property**].

Information : You can also open this menu by pressing the <**Shift**> and <**F10**> keys simultaneously.

2   Click [**Prev**] or [**Next**] to view the information on other recipients to whom the fax was sent simultaneously.

Information : You can also open the property screen by pressing the <**Alt**> and <**Enter**> keys simultaneously.
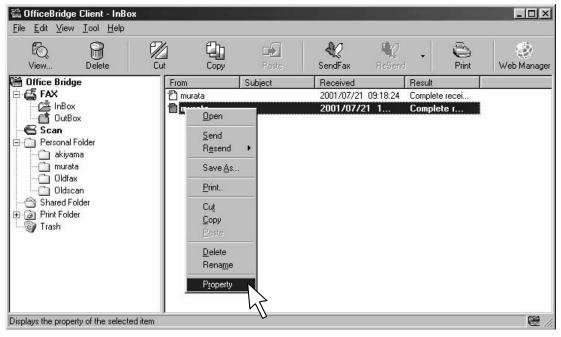
* Click [**OK**] to go back to the previous screen.

Checking fax reception information

You can check information about a received fax, such as sender name and status of reception.

1   Select the fax data, right-click it, and then click [**Property**].

> **Information :** You can also open this menu by pressing the <**Shift**> and <**F10**> keys simultaneously.

> **Information :** You can also open the property screen by pressing the <**Alt**> and <**Enter**> keys simultaneously.
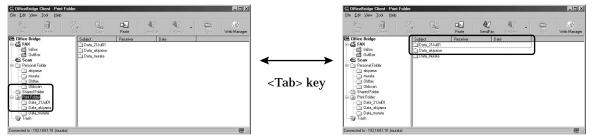
* Click [**OK**] to go back to the previous screen.

Switching selection in tree view or in list view

Press the <**Tab**> key to switch the selection in tree view (left side view) or in list view (right side view).

<Tab> key

How to set printer

4

> * The printer setting done in OfficeBridge also works in Image Viewer, and vice versa.

OfficeBridge

1 Select [**File**] - [**Print Setup**].

2 Select options under Print Mode, and click [**OK**].

Image Viewer

1   Select [**File**] - [**Print Setup**].

2   Click [**Option**].

3   Select options under Print Mode, and click [**OK**].

Sorting data

Click an item, such as To, to sort the data in ascending or descending order.

Information : You may also click [**View**] - [**Sort**] to rearrange data similarly.

Chapter 5

Using Address Book

Address Book overview

What is Address Book?

Registration of fax and Internet fax recipients saves the job of entering the recipient's fax number or e-mail address every time a fax is sent.

Capable of including such data as company name, department name and address, the registration is useful as an address book.

Startup

* When started up, the Address Book screen you previously used appears.

1   Log on to OfficeBridge.
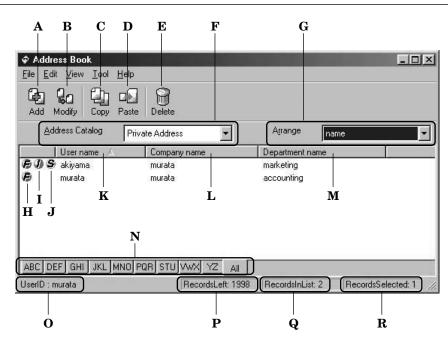
Information : Address Book cannot be opened without logging on to OfficeBridge.
If you have not logged on, the screen to the right appears.
Click [**OK**], log on to OfficeBridge and restart.

2   Select [**Tool**] - [**Address Book**].

G. Arrange

Registered recipients can be sorted either by recipient name or by company name.

By recipient name:

Registered recipients are sorted by recipient name.

By company name:

Registered recipients are sorted by company name.

H.

Appears when a fax number is registered.

I.

Appears when an e-mail address is registered.

J.

Appears when a user ID is registered.

K. User name

Registered recipient name appears.

L. Company name

Registered company name appears.

M. Department name

Registered department name appears.

N. Index

Registered recipient names, or company names when recipient names are not registered, are sorted in alphabetic order. When a letter tab is clicked, the recipients, sorted by letter, appear.
Click [**All**] to show all recipients registered.

O. User ID

ID of the user who logged on appears.

P. Records Left

Displays the number of records that can be added to the selected address catalog

Q. Records In List

Displays the number of records now shown

R. Records Selected

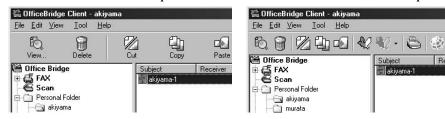Displays the number of records now selected

*** Showing and hiding toolbars ***

Select [**View**] - [**Tool Bar**] - [**Text Labels**] to show toolbars with button descriptions. Clear the selection to hide button descriptions.
Similarly, select [**View**] - [**Tool Bar**] - [**Standard**] to show toolbars, and clear the selection to hide toolbars.

Toolbars with button descriptions

Toolbars without button descriptions

Hidden toolbars
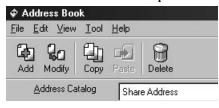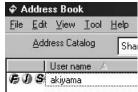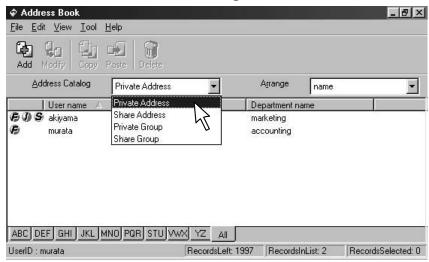
* It is not possible to show button descriptions only.

Registering address

Registration on Private Address

1   Click the ▼ button of the Address Catalog, and select [**Private Address**].

2   Click [**Add**].

Information : You may also click [**Edit**] - [**Add**] to add a registration.

3   Fill in each field, and click [**OK**].

New private address	✕
A —— User *n*ame:	John Smith
B —— *C*ompany:	muratec Browse... —— **L**
C —— De*p*artmet:	
D —— *Z*ip code:	
E —— *A*ddress1:	
—— A*d*dress2:	
F —— *T*elephone:	01-234-5678
G —— *F*ax number:	01-234-5679
H —— *S*ubaddress:	
I —— Pass*w*ord:	
J —— E-*m*ail:	
K —— User *I*D:	
	OK Cancel Help

5

Descriptions

A.   User name
Enter recipient name. Up to 255 characters can be entered.

B.   Company
Enter recipient company name. Up to 255 characters can be entered.

C.   Department
Enter recipient's department name. Up to 255 characters can be entered.

D.   Zip code
Enter zip code of recipient.

E.   Address 1 / Address 2
Enter recipient's address.

F.   Telephone
Enter recipient's telephone number.

G.   Fax number
Enter recipient's fax number.

H.   Subaddress
Enter recipient's F-code sub-address.
Only numbers, # and * can be entered.
Up to 20 characters can be entered.

I.   Password
Enter recipient's F-code password.
Only numbers, # and * can be entered.
Up to 20 characters can be entered.

J.   E-mail
Enter recipient's e-mail address.

K.   User ID

Enter recipient's user ID.

L.   Browse

You can select a company already registered and copy its registration data (company name, department, zip code, address, telephone number and fax number).

Caution : You cannot finish registration until entries in the following items are completed.

◆ **[User name]** or **[Company]**

◆ **[Fax number]** or **[E-mail]**

Registration on Share Address

1   Click the ▼ button of the Address Catalog, and select [**Share Address**].

2   Click [**Add**].

Information : You may also click [**Edit**] - [**Add**] to add registration.

3   Fill in each field, and click [**OK**].

A	User name:	John Smith	
B	Company:	muratec	Browse... — L
C	Departmet:	marketing	
D	Zip code:		
E	Address1:		
	Address2:		
F	Telephone:		
G	Fax number:	123-456-7890	
H	Subaddress:		
I	Password:		
J	E-mail:		
K	User ID:		

New share address

OK   Cancel   Help

* Description of each item is the same as 'Private Address'.

Registration on Private Group

1   Click the ▼ button of the Address Catalog, and select [**Private Group**].

2   Click [**Add**].

Information : You may also click [**Edit**] - [**Add**] to add a registration.

3   Fill in the Group field, and click [**OK**].

Descriptions

A. Group
Enter a name you want to register. Up to 255 characters can be entered.

4 Click the ▼ button of the Address Catalog, and select [**Private Address**].

5 Click the recipient you want to register, and click [**Add**].

6   The following screen appears when two or more items among fax number, e-mail address and user ID have been registered for the selected recipient. Determine the transmission method, and click [**OK**].
(The screen does not appear when just one item has been registered.)

Description of Set Send Method

[FAX Send]
   Sends to the registered fax number

[Internet FAX Send]
   Sends to the registered e-mail address
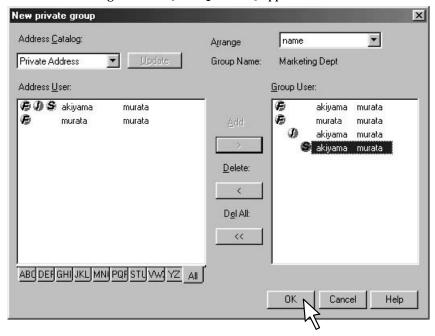
[Salutation FAX Send]
   Sends to the registered user ID

Only one send method is selectable for a single transmission. If more than two send methods are to be used for the same recipient, designate the recipient again and select another method.

7   To add recipients in the Address Catalog (Private Address, One Touch, Speed Dial, User ID) to GroupUser, repeat steps 4-6 above.

8   Check the recipients under [**Group User**], and click [**OK**].
   The name to be registered in [**Group Name**] appears.

Registration on Share Group

1   Click the ▼ button of the Address Catalog, and select [**Share Group**].

2   Click [**Add**].

Information : You may also click [**Edit**] - [**Add**] to add registration.

3   Fill in the Group field, and click [**OK**].

A ——— Group: [Basketball team   ]

[OK]   [Cancel]   [Help]

New share group

Descriptions

A. Group
Enter the name you want to register. Up to 255 characters can be entered.

4   Register recipients in the Share Group.
* The registration procedure is the same as described in "Private Group" above.

5

Modification, copy, paste and deletion

Modification

1   Select the recipient or group name you want to modify.

2   Click the [**Modify**] button.

Information : You may also click [**Edit**] - [**Modify**] to make modifications.

3   In the cases of 'Private Address' and 'Share Address', the 'Modify private address' or 'Modify share address' screen appears. Modify the entry and click [**OK**].
In the cases of 'Private Group' and 'Share Group', the 'Modify private group' or 'Modify share group' screen appears. Modify the registration and click [**OK**].

Copy

1   Select the recipient or group name you want to copy.

2   Click the [**Copy**] button.

Information : You may also click [**Edit**] - [**Copy**] to make copy.

Paste

Paste the copied recipient or group.

1   Select the Address Catalog to which you want to paste.

Caution : You cannot paste a recipient in 'Private Address' or in 'Share Address' to 'Private Group' or to 'Share Group'.
You cannot paste recipients in 'Private Group' or in 'Share Group' to 'Private Address' or to 'Share Address'.

2   Click the [**Paste**] button.

Information : You may also click [**Edit**] - [**Paste**] to paste the copy.

Deletion

1   Select the recipient or group name you want to delete.

2   Click the [**Delete**] button.

Information : You may also click [**Edit**] - [**Delete**] to make deletion.

Sharing address

This setting enables you to use the Share Address and Share Group data of other users.

1   Select [**Tool**] - [**Setting**].

2   Select [**Other share addressbook set**], and click [**Browse**].

3   Select the address data you want to share, and click [**Open**].

For example, when Murata's (User ID) Private Address is designated as the Share Address, the path to the address data is [**OfficeBridge**] - [**murata**] - [**Address**] - [**AdrUsr.dat**].

Information : The [**OfficeBridge**] folder is created in the location specified during the installation.

Importing and exporting address

Importing address

CSV format data in other programs can be imported to the address book.

1 Select [**File**] - [**Import**].

2 Select the file you want to import, and click [**Open**] to import the data.
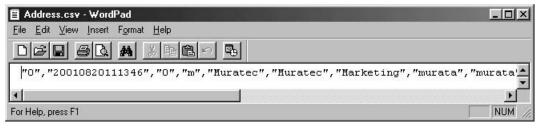
*** Details of import format ***

Caution : Use a text editor when you edit the data.

Address book data has the following format.

Each field is defined with quotation marks (" ") and separated by a comma (,).

Examples

Description of each field (From top to end)

Field	Description
ID number	"" (No entry needed)
Last date of register	"" (No entry needed)
Address Catalog	Enter '0' for Private and '1' for Share Address.
Display tab	Enter A.
Company	Up to 255 characters can be entered.
Department	Up to 255 characters can be entered.
Name	Up to 255 characters can be entered.
Zip code	Up to 255 characters can be entered.
Address 1	Up to 255 characters can be entered.
Address 2	Up to 255 characters can be entered.
Telephone	Up to 255 characters can be entered.
Fax number	Up to 255 characters can be entered.
Subaddress	Up to 20 characters can be entered.
Password	Up to 20 characters can be entered.
E-mail	Up to 255 characters can be entered.
User ID	Up to 255 characters can be entered.
Flag	"" (No entry needed)

5

Exporting address

Address book data can be converted to CSV format data.
For details of exporting to other programs, consult the instruction manual of each program.

1 Select [**File**] - [**Export**].

2 Select where to save, type a file name, and click [**Save**] to convert the data into CSV format.

Chapter 6

Using CoverPage Editor

CoverPage Editor overview
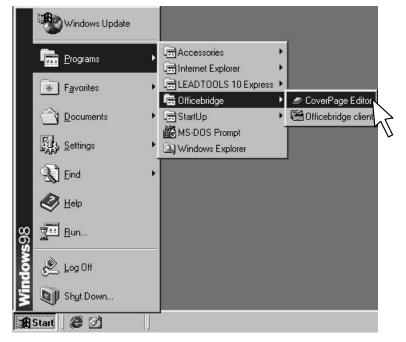
What is CoverPage Editor?
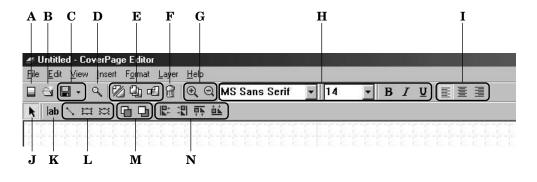
CoverPage Editor helps you create a fax cover page.
As it is capable of inserting the information registered in the Address Book, there is no need to make a cover page for each recipient.

Startup

1   Select [**Start**] - [**Programs**] - [**OfficeBridge**] - [**CoverPage Editor**].

A B C D   E F G   H   I

ᴢᵣ **Untitled - CoverPage Editor**

File Edit View Insert Format Layer Help

[toolbar] MS Sans Serif ▼ 14 ▼ **B** *I* U [align icons]

▶ lab \ ↔ ◇ ┌ ┐ ┣ ┫ ┳ ┻

J K   L   M   N

Descriptions

A. [New]
Makes a new file

B. [Open]
Opens existing files

C. [Save]
Saves a file

D. [Print preview]
Displays the print image

E. [Cut] [Copy] [Paste]
[Cut]
    Cuts a selected object
[Copy]
    Copies a selected object
[Paste]
    Pastes a copied object

F. [Delete]
Deletes a selected object

G. [Zoom in] [Zoom out]
[Zoom in]
    Displays a magnified image
[Zoom out]
    Displays a reduced image

H. [Font] [Font Size] [Bold] [Italic] [Underline]
[Font]
    Shows the font name of the selected text
[Font Size]
    Shows the font size of the selected text
[Bold]
    Shows the selected text in bold
[Italic]
    Shows the selected text in italics
[Underline]
    Adds an underline to the selected text

I. [Align Left] [Center] [Align Right]
[Align Left]
    Left-justify the selected text
[Center]
    Center-justify the selected text
[Align Right]
    Right-justify the selected text

6

J.   [Select]

Selects an object

K.   [Text]

Shows a text box to enter text

L.   [Line] [Rectangle] [Ellipse]

[Line]

Draws a straight line

[Rectangle]

Creates a rectangle

[Ellipse]

Creates an ellipse

M.   [Bring Forward] [Send Backward]

[Bring Forward]

Brings selected object to the front

[Send Backward]

Sends selected object to the back

N.   [Align Left] [Align Right] [Align Top] [Align Bottom]

[Align Left]

Aligns the left end of selected object

[Align Right]

Aligns the right end of selected object

[Align Top]

Aligns the top of selected object

[Align Bottom]

Aligns the bottom of selected object

CoverPage Editor operations

Entering text

1   Click the [**Text**] button.

Information : You may also select [**Insert**] - [**Text Object**] to enter text.

2   Drag the pointer and define the space to enter text.

3   Enter text.

To change font and font size, drag to select the text.
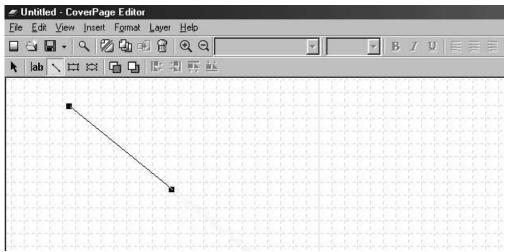
6

Creating objects

Straight line

1   Click the [**Line**] button.

Information : You may also select [**Insert**] - [**Draw Object**] - [**Line**] to draw lines.

2   Drag the pointer wherever you want to draw a line.

Rectangle

1   Click the [**Rectangle**] button.

Information : You may also select [**Insert**] - [**Draw Object**] - [**Rectangle**] to create a rectangle.

2   Drag the pointer wherever you want to create a rectangle.

Ellipse

1   Click the [**Ellipse**] button.

Information : You may also select [**Insert**] - [**Draw Object**] - [**Ellipse**] to create an ellipse.

2   Drag the pointer wherever you want to create an ellipse.

Object setup
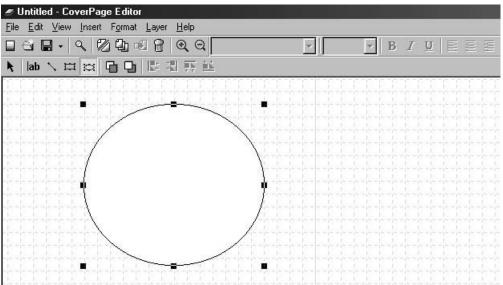
1   Select the object, right-click it and select [**Config Object**].

> **Information :** You can also display the menu screen by pressing the <**Shift**> and <**F10**> keys simultaneously.

2   Click the [**Font**], [**Colors and Lines**] and [**Config**] tabs to make the proper adjustments.

Changing objects layout

Bringing object forward

1   Click the [**Select**] button, and then click the object you want to bring forward.

2   Click the [**Bring Forward**] button.

Information : You may also select [**Layer**] - [**Bring Forward**] to perform this job.

3   The object is brought to the front.

Sending object Backward

1   Click the [**Select**] button, and then click the object you want to send backward.

2   Click the [**Send Backward**] button.

Information : You may also select [**Layer**] - [**Send Backward**] to perform this job.

3   The object is sent to the back.

Information : When you select [**Layer**] and [**Bring to front**] or [**Send to Back**], the object is brought to the front or sent to the back, respectively.

Aligning left end of object

1   Click the [**Select**] button, and drag the pointer to select the objects you want to align.

Information : You may also select objects by clicking multiple objects while pressing the <**Shift**> key.

2   Click the [**Align Left**] button.

Information : You may also select [**Layer**] - [**Align Objects**] - [**Align Left**] to align the left end of an object.

3   The left end of the selected object is aligned.

Aligning right end of object

1   Click the [**Select**] button, and drag the pointer to select the objects you want to align.

2   Click the [**Align Right**] button.

Information : You may also select [**Layer**] - [**Align Objects**] - [**Align Right**] to align the right end of an object.

3   The right end of the selected object is aligned.

Aligning top of object

1   Click the [**Select**] button, and drag the pointer to select the objects you want to align.

2   Click the [**Align Top**] button.

> **Information :** You may also select [**Layer**] - [**Align Objects**] - [**Align Top**] to align the top of an object.

3   The top of the selected object is aligned.

Aligning bottom of object

1   Click the [**Select**] button, and drag the pointer to select the objects you want to align.

2   Click the [**Align Bottom**] button.

> **Information :** You may also select [**Layer**] - [**Align Objects**] - [**Align Bottom**] to align the bottom of an object.

3   The bottom of the selected object is aligned.

Cut, copy and paste of object

Cut

1   Click the [**Select**] button, and select the object you want to cut.

2   Click the [**Cut**] button.

> **Information :** You may also select [**Edit**] - [**Cut**] to cut an object.

Copy

1   Click the [**Select**] button, and select the object you want to copy.

2   Click the [**Copy**] button.

      Information : You may also select [**Edit**] - [**Copy**] to copy an object.

Paste

1   After selecting the object you want to paste by clicking the [**Cut**] or [**Copy**] button, click the [**Paste**] button.

      Information : You may also select [**Edit**] - [**Paste**] to paste an object.

Deleting object

1   Select the object you want to delete.

2   Click [**Delete**].

      Information : You may also select [**Edit**] - [**Delete**] or use the <**Del**> key to delete an object.

Viewing image

Magnification

1   Click the [**Zoom in**] button.

Information : You may also select [**View**] - [**Zoom In**] to get a magnified view.

Reduction

1   Click the [**Zoom out**] button.
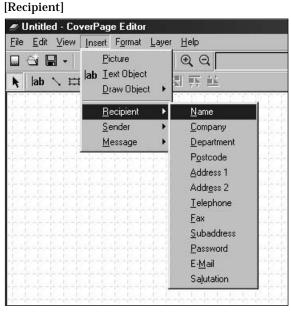
Information : You may also select [**View**] - [**Zoom Out**] to get a reduced view.

Showing grid lines

1   Select [**View**] - [**Grid**] to show grid lines. Clear the selection to hide them.

Inserting information

1   Select the desired information from [**Insert**] in the menu.

[Recipient]
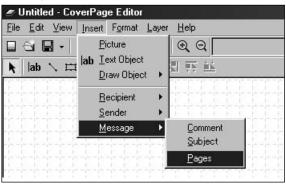
The recipient's selected information, registered in the Address Book, is automatically inserted.

[Sender]

The sender's selected information, registered in OfficeBridge, is automatically inserted.

[Message]

Comment : Inserts the comment to be entered when sending.
Subject : Inserts the subject to be entered when sending.
Pages : Inserts automatically the number of pages to be sent.

2 Click the [**Select**] button, and adjust the text box size and position.

3   Click the [**Select**] button, and select the font and font size.

Inserting graphics

1   Select [**Insert**] - [**Picture**].

2   Select the picture file you want to insert, and open it.

Scrolling screen

The magnified view screen can be scrolled by keyboard operation.
(This can be done when none of the objects are selected)

< ↑ >   Scrolls up

< ↓ >   Scrolls down

< ← >   Scrolls leftward

< → >   Scrolls rightward

<Home>   Moves to the top of current page

<End>   Moves to the bottom of current page

6

Print preview

1   Click the [**Print preview**] button.

Information : You may also select [**File**] - [**Print Preview**] to view a print image.

Print

Select [**File**] - [**Print**] to print output.

Save

1   Click the [**Save**] button.

* If you want to rename and save, click the ▼ button and select [**Save as**].

Information : You may also select [**File**] - [**Save**] to save a file.

Chapter 7

Using Image Viewer

Image Viewer overview

What is Image Viewer?

Image Viewer can display a fax or scanned image received by OfficeBridge. Image Viewer can also retouch an image or convert its file format into another format.

Startup

1   Double-click a fax data file (*.fax) or scanned data file (*.scn).
Image Viewer starts up, and the image appears.

Descriptions

A. **[Open]**
   Opens existing files

B. **[Save]**
   Saves a file

C. **[Print]**
   Prints a file

D. **[Zoom in] [Zoom out]**
   [Zoom in]
       Displays a magnified image
   [Zoom out]
       Displays a reduced image

E. **[Rotate]**
   Rotates an image

F. **[Cut] [Copy] [Paste]**
   [Cut]
       Cuts a selected object
   [Copy]
       Copies a selected object
   [Paste]
       Pastes a copied object

G. **[Delete]**
   Deletes a selected object

H. **[Select]**
   Selects an object

I. **[Text]**
   Shows a text box to enter text

J. **[Freehand] [Line] [Rectangle] [Ellipse]**
   [Freehand]
       Draws a freehand line
   [Line]
       Draws a straight line
   [Rectangle]
       Creates a rectangle
   [Ellipse]
       Creates an ellipse

K. **[Eraser]**
   Erases a part of the image
   (Unable to delete an object)

L. **[Bring Forward] [Send Backward]**
   [Bring Forward]
       Brings selected object to the front
   [Send Backward]
       Sends selected object to the back

7

M. [Align Left] [Align Right] [Align Top] [Align Bottom]

[Align Left]
  Aligns the left end of selected object
[Align Right]
  Aligns the right end of selected object
[Align Top]
  Aligns the top of selected object
[Align Bottom]
  Aligns the bottom of selected object

N. [Font] [Font size] [Bold] [Italic] [Underline]

[Font]
  Shows the font of the selected text
[Font size]
  Shows the font size of the selected text
[Bold]
  Shows the selected text in bold
[Italic]
  Shows the selected text in italics
[Underline]
  Adds an underline to the selected text

O. [Align Left] [Center] [Align Right]

[Align Left]
  Left-justify the selected text
[Center]
  Center-justify the selected text
[Align Right]
  Right-justify the selected text

P. [First Page] [Previous Page] [Next Page] [Last Page]

[First Page]
  Displays the first page
[Previous Page]
  Displays the previous page
[Next Page]
  Displays the next page
[Last Page]
  Displays the last page

Q. Paper size

Shows the paper size of the current page

R. Page

Shows the page number currently displayed and the total number of pages

S. Image quality

Shows the image quality when sending and receiving the fax

Image Viewer operations

Entering text
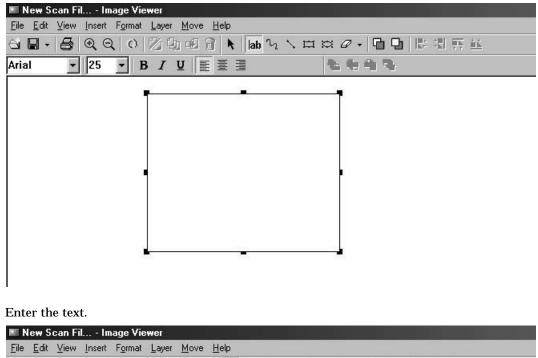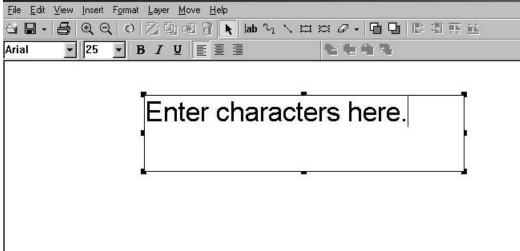
1 Click the [**Text**] button.

|ab|

Information : You may also select [**Insert**] - [**Text Object**] to enter text.

2 Drag the pointer and define the space to enter the text.

3 Enter the text.

To change the font and font size, drag to select the text.

Creating objects
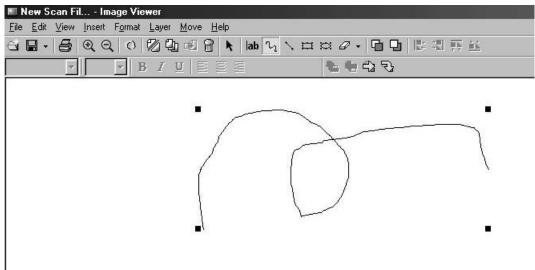
Freehand line

1   Click the [**Freehand**] button.

Information : You may also select [**Insert**] - [**Draw Object**] - [**Freehand**] to draw freehand lines.

2   Drag the pointer wherever you want to draw a line.

Straight line

1   Click the [**Line**] button.

Information : You may also select [**Insert**] - [**Draw Object**] - [**Line**] to draw lines.

2   Drag the pointer wherever you want to draw a line.

Rectangle

1   Click the [**Rectangle**] button.

Information : You may also select [**Insert**] - [**Draw Object**] - [**Rectangle**] to create a rectangle.

2   Drag the pointer wherever you want to create a rectangle.

Ellipse

1   Click the [**Ellipse**] button.

Information : You may also select [**Insert**] - [**Draw Object**] - [**Ellipse**] to create an ellipse.

2   Drag the pointer wherever you want to create an ellipse.

Object setup

1   Select the object, right-click it and select [**Config Object**].

2   Click the [**Font**], [**Colors and Lines**] and [**Config**] tabs to make the proper adjustments.

Erasing image
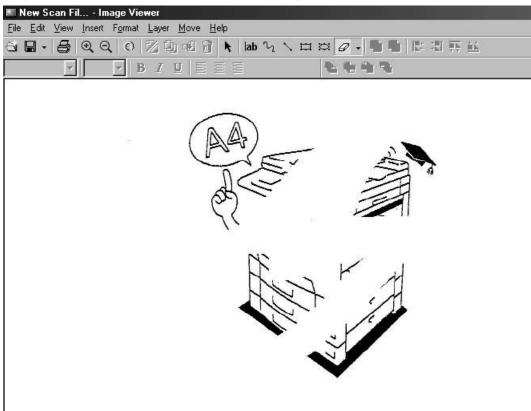
Caution : An object cannot be deleted with this operation.
See 'Deleting object' (p.186).

1   Click the [**Eraser**] button.

Click the ▼ button to change the size.

Information : You may also select [**Insert**] - [**Draw Object**] - [**Eraser**] - [**Large**], [**Middle**] or
[**Small**] to erase an image.

2   Drag the pointer wherever you want to erase an image.
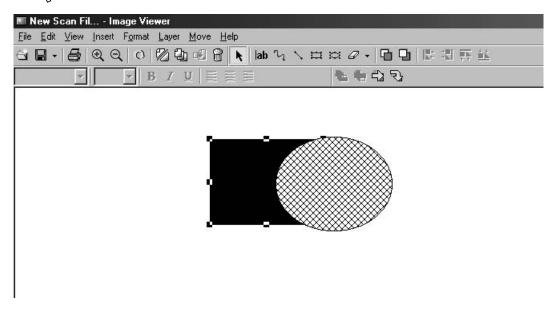
Changing objects layout

Bringing object forward

1   Click the [**Select**] button, and then click the object you want to bring to the front.

2   Click the [**Bring Forward**] button.

Information : You may also select [**Layer**] - [**Bring Forward**] to perform this job.

3   The object is brought to the front.

Sending object backward

1   Click the [**Select**] button, and then click the object you want to send backward.

2   Click the [**Send Backward**] button.

Information : You may also select [**Layer**] - [**Send Backward**] to perform this job.

3   The object is sent to the back.

7

Information : When you select [**Layer**] and [**Bring to front**] or [**Send to Back**], the object is brought to the front or sent to the back, respectively.

Aligning left end of object

1　Click the [**Select**] button, and drag the pointer to select the objects you want to align.

Information : You may also select objects by clicking multiple objects while pressing the <**Shift**> key.

2　Click the [**Align Left**] button.

Information : You may also select [**Layer**] - [**Align Objects**] - [**Align Left**] to align the left end of an object.

3　The left end of the selected object is aligned.

Aligning right end of object

1　Click the [**Select**] button, and drag the pointer to select the objects you want to align.

2　Click the [**Align Right**] button.

Information : You may also select [**Layer**] - [**Align Objects**] - [**Align Right**] to align the right end of an object.

3　The right end of the selected object is aligned.

Aligning top of object

1   Click the [**Select**] button, and drag the pointer to select the objects you want to align.

2   Click the [**Align Top**] button.

> **Information :** You may also select [**Layer**] - [**Align Objects**] - [**Align Top**] to align the top of an object.

3   The top of the selected object is aligned.

Aligning bottom of object

1   Click the [**Select**] button, and drag the pointer to select the objects you want to align.

2   Click the [**Align Bottom**] button.

> **Information :** You may also select [**Layer**] - [**Align Objects**] - [**Align Bottom**] to align the bottom of an object.

3   The bottom of the selected object is aligned.

7

Cut, copy and paste of object

Cut

1   Click the [**Select**] button, and select the object you want to cut.

2   Click the [**Cut**] button.

> **Information :** You may also select [**Edit**] - [**Cut**] to cut an object.

Copy

1   Click the [**Select**] button, and select the object you want to copy.

2   Click the [**Copy**] button.

> **Information :** You may also select [**Edit**] - [**Copy**] to copy an object.

Paste

1   Click the [**Select**] button, and select the object you want to paste.

2   Click the [**Paste**] button.

> **Information :** You may also select [**Edit**] - [**Paste**] to paste an object.

Deleting object

1   Select the object you want to delete.

2   Click [**Delete**].

> **Information :** You may also select [**Edit**] - [**Delete**] or use the <**Del**> key to delete an object.

Viewing image

Magnification

1   Click the [**Zoom in**] button.

Information : You may also select [**View**] - [**Zoom In**] to get a magnified view.

Reduction

1   Click the [**Zoom out**] button.

Information : You may also select [**View**] - [**Zoom Out**] to get a reduced view.

Fitting Width

You can fit the width of the document to the width of the viewer.

1   Select [**View**] - [**Fit Width**].

Fit Window

You can fit the size of the document to the window size of the viewer.

1   Select [**View**] - [**Fit Window**].

Rotation

1   Click the [**Rotate**] button.

Information : You may also select [**View**] - [**Rotate**] to rotate the page.
* Information of rotation is stored without performing an operation to save it.

Showing grid lines

1   Select [**View**] - [**Grid**] to show grid lines. Clear the selection to hide them.

Displaying first page

1   Click the [**First Page**] button.

Information : You may also select [**Move**] - [**First Page**] to display the first page.

Displaying previous page

1   Click the [**Previous Page**] button.

Information : You may also select [**Move**] - [**Previous Page**] to display the previous page.

Displaying next page

1   Click the [**Next Page**] button.

Information : You may also select [**Move**] - [**Next Page**] to display the next page.

Displaying last page

1   Click the [**Last Page**] button.
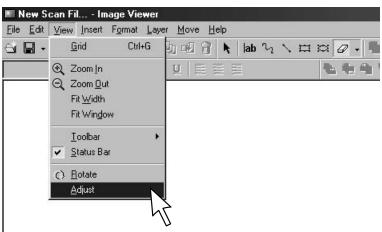
Information : You may also select [**Move**] - [**Last Page**] to display the last page.
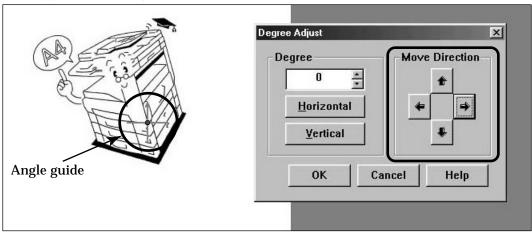
Adjusting angle

You can incline the image to any angle you want.
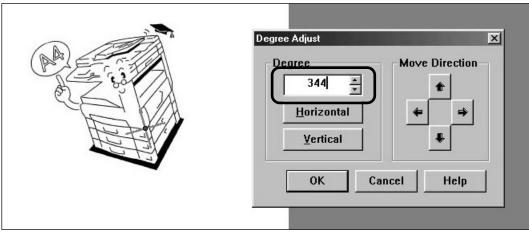
1   Select [**View**] - [**Adjust**].

2   Click the arrow buttons under [**Move Direction**], and bring the Angle guide to the reference position vertically and horizontally.

Angle guide

3   Enter the angle or change it with the key. Adjust the guide angle to the reference in 2 above, and click the [**Horizontal**] or [**Vertical**] button.

4   If the adjustment is acceptable, click [**OK**].
    If you want to adjust the image further, repeat steps 2-3 above.

7

Print

1   Click the [**Print**] button.

Information : You may also select [**File**] - [**Print**] to print output.

Save

1   Click the [**Save**] button.

* If you want to rename and save, click the ▼ button and select [**Save as**].

Information : You may also select [**File**] - [**Save**] to save a file.

Chapter 8

Device Management on PC

Viewing fax communication history

1   Start up '**Web Manager**'.

2   Click [**Fax transmission (reception) history**] under [**Management information**].

3   A list of sent (received) faxes is displayed.

Management information - Fax document transmission history

This journal keeps a record of your fax transmissions, showing the contact, date, resolution and other important attributes of your communication.

Line No. : 1

No.	Contact name	Mode	Date	Time	Pages	Dept.	Result	Remarks

Management information - Fax document reception history

This journal keeps a record of your fax receptions. Contact information in this journal may be sent from the units with which your system communicates. In some cases, these fields can be blank, preventing your system from recording contact information.

Line No. : 1

No.	Contact name	Mode	Date	Time	Pages	Dept.	Result	Remarks

Up to 125 fax events, including sent and received faxes, can be recorded.

8

Viewing e-mail communication history

Mail transmission history check
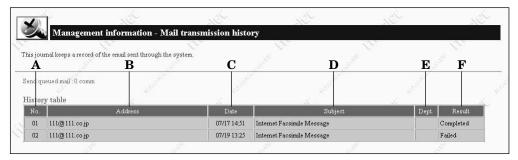
1　Start up '**Web Manager**'.　　　　　　　　　　　　　Cross-reference / Page 75

2　Click [**Mail transmission history**] under [**Management information**].

3   A list of the latest 50 e-mail items sent is displayed.

Descriptions

A. **No.**
    Displays numbers 01-50 serially

B. **Address**
    Displays only one address at the top

C. **Date**
    Displays the date of transmission

D. **Subject**
    Displays the subject of the sent e-mail

E. **Dept.**
    Displays the department code

F. **Result**
    Displays [**Completed**] or [**Failed**]

8

Mail reception history check

*1*   Start up '**Web Manager**'.   Cross-reference / Page 75

2   Click [**Mail reception history**] under [**Management information**].

3 A list of the latest 50 e-mail items received is displayed.

Descriptions

A. No.
Displays numbers 01-50 serially

B. Sender
Displays the sender's e-mail address

C. Date
Displays the date of reception

D. Subject
Displays the subject of the received e-mail

E. Result

[Completed]	: Completed reception
[Forwarding denied]	: Rejected forwarding to fax
[Connection failed]	: Failed in connecting to the mail server
[Reception failed]	: Received e-mail unrecognizable

F. Remarks

[Print]	: Printed out received e-mail
[Fax forwarding]	: Forwarded received e-mail to fax
[Mail forwarding]	: Forwarded to preset e-mail address because received e-mail is unrecognizable
[Reply]	: Sent back e-mail to sender because it is unrecognizable
[Error notice reply]	: Sent error notice to sender because received e-mail is unrecognizable
[Erase]	: Erased received e-mail because it was not normal

8

Confirming or canceling Scheduled communication
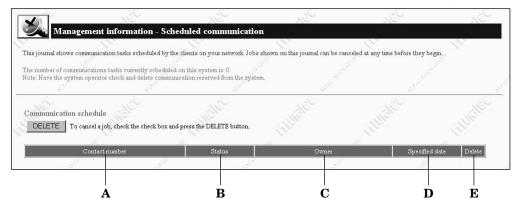
1   Start up '**Web Manager**'.   Cross-reference / Page 75

2   Click [**Scheduled communication**] under [**Management information**].

3 A communication schedule from the fax main unit and from client PCs is displayed.

Descriptions

A. Contact number
Displays the recipient's telephone number

B. Status
Displays the transmission status

C. Owner
Displays the name of the client requesting the job

D. Specified date
Displays the date and time requested for transmission
Displays the current time in case of immediate transmission

E. Delete
To cancel the job, put a checkmark in this field and press the [**DELETE**] button.

8

Confirming or canceling print job
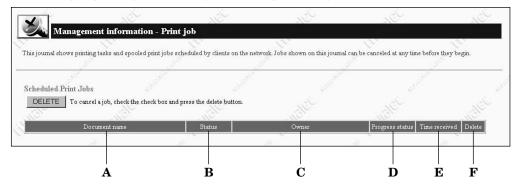
1   Start up '**Web Manager**'.   Cross-reference / Page 75

2   Click [**Print job**] under [**Management information**].

3 A list of ongoing print jobs and the jobs spooling is displayed.

Descriptions

A. **Document name**
   Displays the document name of the job

B. **Status**
   Displays the current status of the job

C. **Owner**
   Displays the name of the client requesting the job

D. **Progress status**
   Displays the progress of the job

E. **Time received**
   Display the date and time when the job was accepted

F. **Delete**
   To cancel the job, put a checkmark in this field and press the [**DELETE**] button.

8

Chapter 9

Troubleshooting guide

Troubleshooting guide

1. Displayed message

Message	Remedy
Logon Failed. Please confirm the network.	Check with 'Web Manager' to see if the server is operating normally. Restart the client PC.
The new password was not correctly confirmed. Be sure that the confirmation password exactly matches the new password.	The password entered for confirmation is not identical to the new password. Double-check and enter again.
Invalid password.	Password is not correct. Double-check and enter again.
Application Error. (4517)	If the program was running normally before the error, some failure is likely due to a factor such as installation of another program. Reinstall the program.
	Delete the image data on the cover page, and retry to send.
Client error occurred. (3039)	Insufficient hardware resources are the likely cause. Restart the PC.
	If the program was running normally before the error, some failure is likely due to a factor such as installation of another program. Reinstall the program.
The Server service error. (3060)	Time-out exists in the communication with the server. Check the network for the presence of overly heavy traffic or too many client PCs connected.
This user is already logged on to the server.	Another client is already logged on with the same ID. Use a different ID to log on, or end the log-on client operation and try to log on again.
Not enough storage is available to complete the operation.	When there are multiple print jobs and transmission jobs on hold, try to send again after the jobs are finished. When there are no such jobs on hold, split the transmission document to be sent.
This document that has been deleted on the server side exists.	Scanned data on the server has been deleted. (Scanned data can be stocked up to 20 items. When scanning is done without starting the client PC, the oldest data is deleted. Make sure to start the client PC before continuously performing scanning jobs.)
	Fax data on the server has been deleted. When received fax data exceeds the server's memory capacity and is unable to be kept in memory, the oldest data is deleted after it is printed out.
This internet address(TO:) does not exist. Do you want to send this Fax ?	When sending an Internet fax, at least one recipient entry after TO is recommended. Current transmission job does not show a recipient after TO. Press OK to send it compulsively.
The active communication was aborted. All data will be lost. OK ?	The data is being forwarded between the client PC and the server now. If the client PC is shut down in this condition, the data under communication will be lost.

Message	Remedy
Server is disconnected. Please logon again.	Select [File] - [Log on] and log on again. If unable to log on, check the server connection and restart the client PC.
Cannot find shared Address Book. Please confirm Address Book setting again.	Check the setting. Also check the operation of the computer sharing the setting.

2. Other symptom

Symptom	Remedy
Stopped fax delivery	Check the 'Web Manager' setting for received fax forwarding.

9

Main specifications

Basic specifications

System configuration	1 server / 5 clients
Network interface	Ethernet 10Base-T / 100Base-TX
Network protocol	TCP / IP
Client OS	Windows95*[1] / 98 / Me / 2000 / NT
Client PC	PC/AT compatible / PC-98NX series
Hardware requirements (Minimum)	CPU : Pentium 166MHz or higher RAM : 32MB or more HD : 20MB or more free space
Remarks	The client browser requirement is either Microsoft® Internet Explorer 4.01 SP1 or a later version, or Netscape Navigator 4.0 or a later version

Internet fax

E-mail communication protocol	SMTP / POP3
Original document size	A3 / B4 / A4
Resolution	Max. 400 × 400 dpi equivalent
Encoding method	MH / MMR
Standard	T.37
Halftones	256 gradation
E-mail / fax mixed group transmission	Available
Total number of jobs in queue in Scheduled communication	Up to 100
Address	Private (10,000 items) / Share (10,000 items)
Data attachment format	TIFF

PC-FAX

Original document size	A3 / B4 / A4
Resolution	Max. 400 × 400 dpi equivalent
Encoding method	MH / MR / MMR / JBIG
Compatibility	Super G3
Transmission speed	33.6Kbps
Halftones	256 gradation
Group transmission	Available
Total number of jobs in queue in Scheduled communication	Up to 100
Cover page transmission	Available
F code communication	Available
Reception routing	Available (User ID / FAX / E-mail)
Address	Private (10,000 items) / Share (10,000 items)

Network scanner

Scanning size	11✕17 / Letter / Letter ⌐ / Half Letter ⌐
Scanning resolution	400dpi / 600dpi
Halftones	256 gradation
Data format	Proprietary
Scanning speed	1.7 seconds (400 dpi) / 2.5 seconds (600 dpi)
Reduction / Enlargement	Default (141 / 122 / 115 / 86 / 81 / 70%) *2
Contrast	5 grades

Network printer

Paper size	A3 / B4 / A4 / A4 ⌐ / B5 / B5 ⌐ / A5 / A5 ⌐ / A6 / Postcard Letter / Letter ⌐ / Legal
Resolution	200dpi / 400dpi / 600dpi
Halftones	256 gradation
Printer language	GDI system
Print speed	15PPM
Warm-up time	Less than 60 seconds
Print volume	99
Sorting	Available

Viewer

Storage format	Proprietary / BMP / TIFF / JBIG / DCX
Magnification / Reduction	Available
Rotation	Available
Text box	Available
Drawing	Available

Device management

Device information display	Device information / Device status
Transmission and reception history	Fax / E-mail
Job cancellation	Fax / Printer
Dialer setting capability	One-touch dial / Speed dial
Received fax forwarding	User ID / Fax number / E-mail address
Individual fax forwarding	User ID / Fax number / E-mail address
Environment setting capability	Network environment / E-mail environment
SNMP Agent	Security setting / TRAP sending destination

*1 Compatible with Windows 95 Service Pack 1 or later.
*2 When the enlarged size becomes bigger than A3, the scanned data covers up to A3 size.

Index

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