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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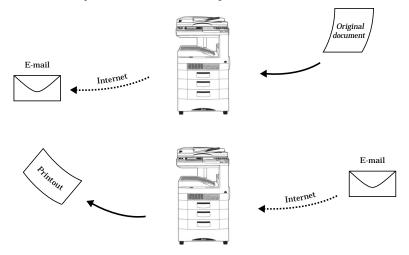
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Major features of OfficeBridge

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.



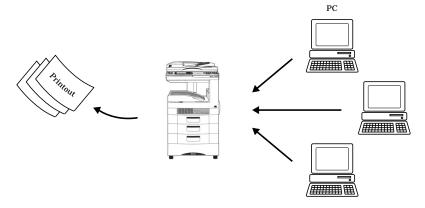
Network scanner function

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



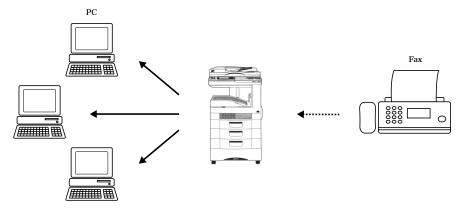
Network printer function

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

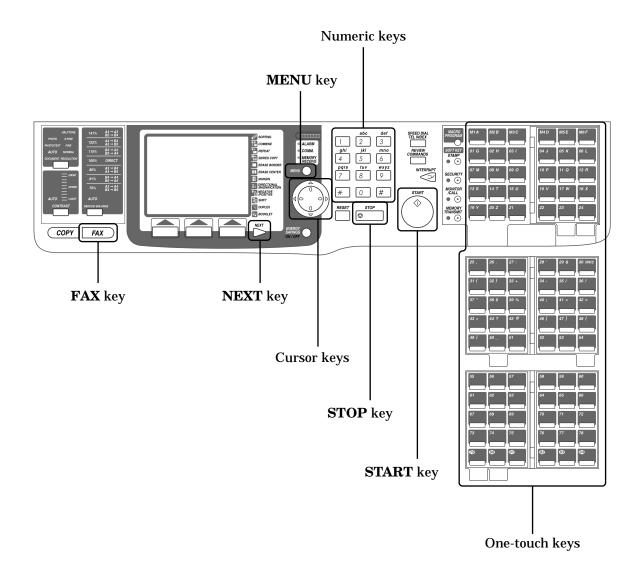


Received fax forwarding

- 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



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Chapter 1

Before use

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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.

WarningThis notation alerts the user to the potential for serious injury or death.**Mathematical 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.)



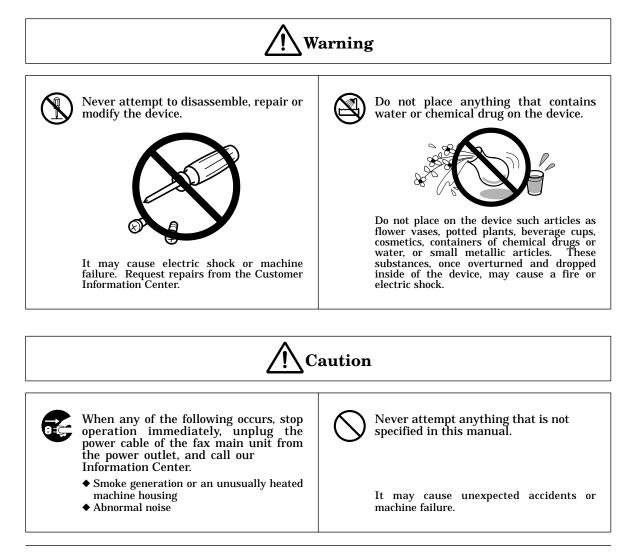
This symbol indicates warning or caution. An illustration will give a concrete description.



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.



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 сору

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

 $\ensuremath{\text{PC/AT}}$ compatible model able to run any of the above operating systems with Ethernet network connectivity

CPU

Pentium[®] 166MHz or higher microprocessor (or equivalent)

RAM

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

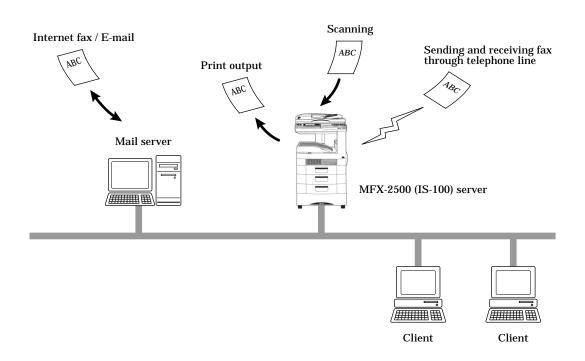
Netscape Navigator 4.0 or later version *³ Microsoft[®] Internet Explorer 4.01 SP1 or later version

Other requirements

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

- *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



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.

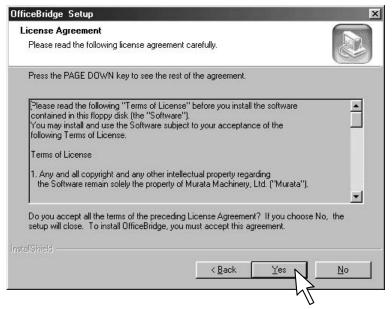


5 The [OfficeBridge Setup] screen appears. Click [Next>].



1

- 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>].

fficeBridge Setup	
User Information	
Please enter your name and the	name of the company for whom you work.
<u>U</u> ser Name:	
John Smith	
<u>C</u> ompany Name:	
ABC	
tallShield	
	< <u>B</u> ack <u>N</u> ext > Cancel
	U

9

8

The [Choose Destination Location] screen appears.

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

To change the installation folder, click [Browse].

hoose Folder		×
Please choose th	e installation folder.	
Path:		
C:\Program Files	\Muratec\OfficeBridge	
Directories:		
P (Muratec	
	DifficeBridge	
	- Cpage	
	Fax	
	murata	-
	ОК	Cancel
		Lancel

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

9	The [Select Program Folder] screen appears.	
	Click [Next>].	

OfficeBridge Setup	x
Select Program Folder Please select a program folder.	
Setup will add program icons to the Progr name, or select one from the existing fold Program Folders:	am Folder listed below. You may type a new folder ers list. Click Next to continue.
OfficeBridge	
Existing Folders:	
Accessories Adobe L&H Power Translator Pro Microsoft Reference Quark:XPress StartUp TRADOS Translation Solution	
InstallShield	
	Cancel

10 The [Server address setting] screen appears. Enter the IP address of the server (fax main unit), and click [Next>].

OfficeBridge Setup				X
Server address setting Please enter the IP address or dor	main name of the	Server.		
Please enter the IP address or dor To continue, click Next.	main name of the	Server.		
ļ.				
InstallShield		< <u>B</u> ack	<u>N</u> ext > N	Cancel
			5	

11 The [Start Copying Files] screen appears.Check [Current Settings], and click [Next>] to start installation.

OfficeBridge Setup	×
Start Copying Files Review settings before copying files.	
Setup has enough information to start copying the program files. If you wan change any settings, click Back. If you are satisfied with the settings, click copying files.	
Current Settings:	
Destination Folder: C:\Program Files\Muratec\OfficeBridge Program Folder: OfficeBridge Server:	×
T	Þ
InstallShield	
< <u>B</u> ack <u>Next</u> >	Cancel

12 Installation status is displayed.

OfficeBridge Setup	×
Setup Status	
OfficeBridge Setup is performing the requested operations.	
Installing:	
C:\Program Files\Muratec\OfficeBridge\UpData.exe	
95%	
InstallShield	
	Cancel

	InstallShield Wizard Complete
	The InstallShield Wizard has successfully installed OfficeBridge. Before you can use the program, you must restart your computer.
	Yes, I want to restart my computer now.
	C No, I will restart my computer later.
	Remove any disks from their drives, and then click Finish to complete setup.
A V	< Back Finish Canc

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.

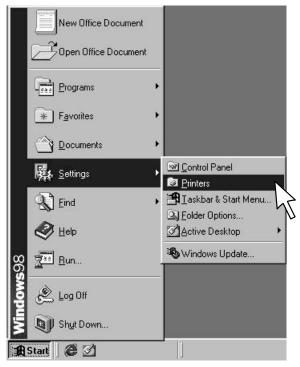
Installing IS Printer : Printer driver for network printing

* This printer driver is used to make print output from the fax main unit.

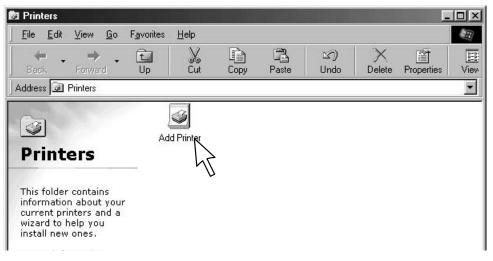
Caution : Make sure that OfficeBridge has been installed before installing the printer driver.

Windows 9x

- *1* Insert the Setup CD into your CD-ROM drive.
- 2 Click the [Start] button, point to [Settings] and then click [Printers].

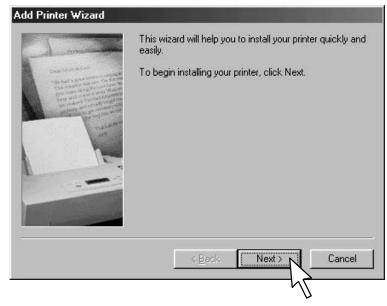


3 The printer folder opens. Double-click the [Add Printer] icon.

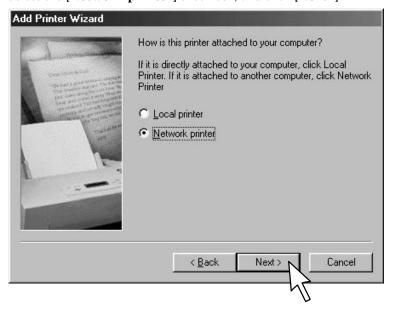


1

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

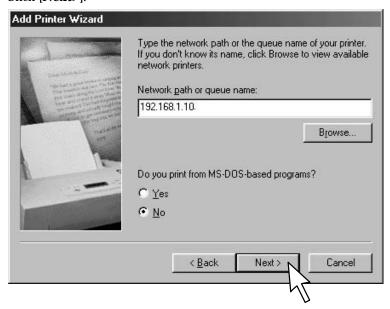


5 Specify the printer connection. Select the [Network printer] check box, and click [Next>].



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].

Add Prin	ter Wizard
Ì	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.
Manufa	cturers: <u>P</u> rinters:
Agfa Apple AST AT&T Brother Bull C-Itoh	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
	< <u>B</u> ack Next> Cancel

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.



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

Add Prin	ter Wizard
I	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:	Off. D.L. TWF
Murater	c OfficeBridge TiffFormer 5 MFX-2500/IS Printer c OfficeBridge Fax
1	<u>H</u> ave Disk
	< <u>B</u> ack Next > Cancel
	45

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].

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
2	< <u>B</u> ack Finish Cancel

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>].

Add Printer Wizard	
	Welcome to the Add Printer Wizard This wizard helps you install a printer or make printer connections. To continue, click Next.
	<back next=""> Cancel</back>

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

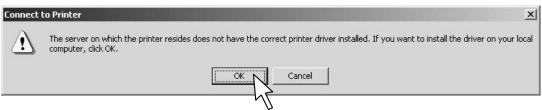
Is the printer attached to	o your computer?
	- ttached to your computer, click Local printer. If it is attached to ectly to the network, click Network printer.
C Local printer	
🔽 Automatically de	etect and install my Plug and Play printer
Network printer	
	< Back Next > Car

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**>].

d Printer Wizard	
Locate Your Printer How do you want to locate your printer?	
If you don't know the name of the printe	r, 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	
C Connect to a printer on the Internet	or on your intranet
URL:	
	<back next=""> Cancel</back>
	45

7 The [Connect to Printer] screen appears. Click [OK].



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

Add Printer Wiza	rd		×
an inst	allation disk, cliq	er and model of your printer. If your printer ck Have Disk. If your printer is not listed, c for a compatible printer. Printers:	
Agfa Alps Apollo Apple APS-PS AST AT&T	*	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	•
2			ve 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.
- \ast (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

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

Add Print	er Wizard	×
Ø	Select 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:		_
110000000000000000000000000000000000000	⊳ MFX-2500/IS Printer ∋ OfficeBridge Fax	
	c OfficeBridge TiffFormer	
	6-10-	
		1
	Have Disk	
		_
	Cancel	1
	OK Cancel	

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**>].

dd P	rinter Wizard
D	efault Printer Your computer will always send documents to the default printer unless you specify otherwise.
	Do you want your Windows-based programs to use this printer as the default printer?
	C Yes
	€ Ng
	< <u>Back</u> <u>N</u> ext> Cancel
	h

12 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: 192.168.1.10
	Default: Yes Location: Comment:
	To close this wizard, click Finish.
	KBack Finish Cancel

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>].

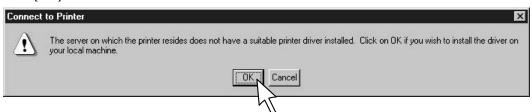
Add Printer Wizard	
	This wizard helps you install your printer or make printer connections. This printer will be managed by:
	this printer are managed by a print server that has been set up by an administrator.

5 The [Connect to Printer] screen appears.

Type the IP address of the server (fax main unit) into [Printer], and click [OK].

onnect to Printer		>
2rinter: 192.168.1.10	_	OK Cancel
<u>a</u> hared Printers:	Expand by Default	<u>H</u> elp
⁺圓 FXSERVER ⁺圓 HARADAM		
TE IRIEH		
⁺ ■ KOBAYASHIM ⁺ ■ NIGAS		
TAKADAY		
† 🗐 TAKEDAH		-
- Printer Information		
Description:		
Status:	Documents Wait	ing:

6 The message notifying invalid printer name appears. Click [OK].



7 The [**Printer wizard**] screen appears. Click [**Have Disk**].

anufacturers:	Printers:	
Agfa Apple APS-PS AST AT&T Brother Bull	AGFA-AccuSet v52.3 AGFA-AccuSetSF v52.3 AGFA-AccuSet 800 AGFA-AccuSet 800SF v52.3 AGFA-AccuSet 800SF v52.3 AGFA-AccuSet 1000 AGFA-AccuSet 1000SF v52.3	
Brother	AGFA-AccuSet 1000	

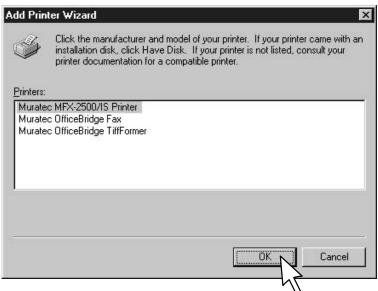
8 The [Install From Disk] screen appears.

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.

Install Fro	om Disk	×
_	Insert the manufacturer's installation disk into the drive selected, and then click OK.	Cancel
	Copy manufacturer's files from: D:\Driver\MFX2500\Winnt4_2k	Browse

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



* 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 ⓒ Na
	< Back Next > Cancel

10 The message notifying installation is finished appears. Click [Finish].

Add Printer Wizard	
	The network printer has been successfully installed.
	< <u>B</u> ack Finish Cancel

1

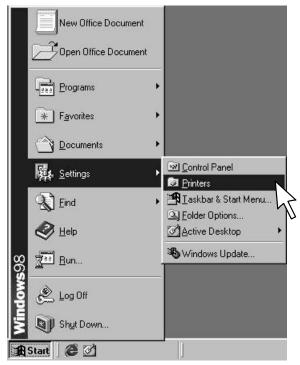
Installing OfficeBridge FAX : Printer driver for fax transmission

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

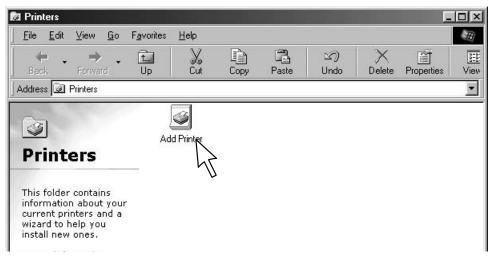
Caution : Make sure that OfficeBridge has been installed before installing the printer driver.

Windows 9x

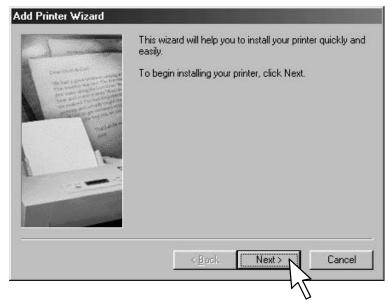
- *1* Insert the Setup CD into your CD-ROM drive.
- 2 Click the [Start] button, point to [Settings] and then click [Printers].



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

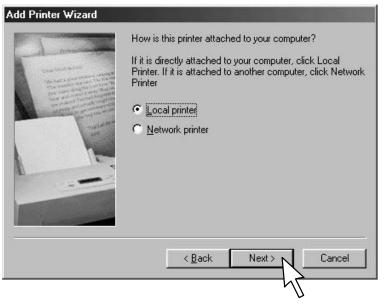


4 The [Add Printer Wizard] screen appears. Click [Next>].



5 Specify the printer connection.

Select the [Local printer] button, and click [Next>].



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

Add Prin	nter Wizard	
Ì		nd model of your printer. If your printer came with an ve Disk. If your printer is not listed, consult your printer patible printer.
<u>M</u> anufa	acturers: <u>P</u>	rinters:
Agra Apple AST AT&T Brother Bull C-Itoh	er and a second s	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 800SE v2013.108
		Have Disk
		< <u>B</u> 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 Fr	om Disk	×
9	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 Prin	ter Wizard
Ï	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:	
	c OfficeBridge TiffFormer c MFX-2500/IS Printer
	c OfficeBridge Fax
4	Have Disk
5	< Back Next > Cancel

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

dd Printer Wizard	Click the port you want to use with this printer, and then
- d manual and	click Next.
Constantion of the second	<u>Available ports:</u>
	FILE: Creates a file on disk LPT1: ECP Printer Port
and the second second	Partition of the second s
1	
	<u>C</u> onfigure Port
1	
	< <u>B</u> ack Next > Cancel
	5

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**>].

- Anna	You can type a name for this printer, or you can use the name supplied below. When you have finished, click Next.
	Muratec OfficeBridge Fax
	Do you want your Windows-based programs to use this
	printer as the default printer? C Yes
	© No

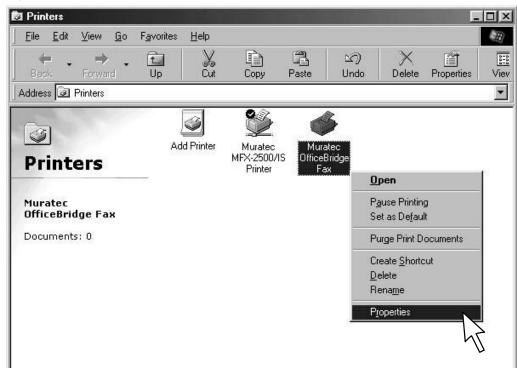
11 Select [No], and click [Finish].

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
5	< <u>B</u> ack 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].



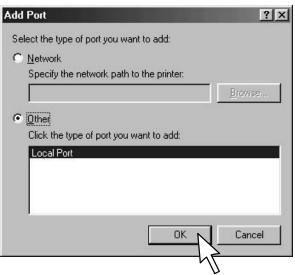
13 The properties screen appears.

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

uratec OfficeBridge Fax Prop	erties		?)
General Details Color Manager	nent Setting] Information	
Muratec OfficeBridge Fa	x		
Print to the following port:			7
LPT1: (ECP Printer Port)	_	Add Port	Ĺ
Print using the following driver:		Delete Port	Ń
Muratec OfficeBridge Fax	*	Ne <u>w</u> Driver	
Capture Printer Port	E <u>r</u>	d Capture	1
Timeout settings			
Not selected: 15	seconds		
Transmission retry: 45	seconds		
Spool S	ettings	P <u>o</u> rt Settings	
	ОК	Cancel	àpply

1

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].

Port Name	? ×
Enter a port name:	OK
Muratec FAX:	Cance

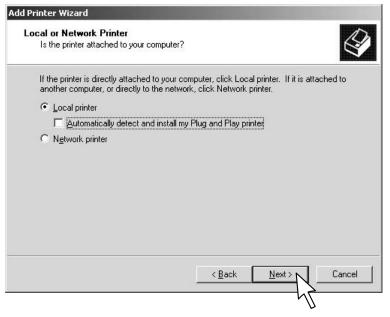
16 Click [OK] to close the properties screen.

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>].

Add Printer Wizard	
	Welcome to the Add Printer Wizard This wizard helps you install a printer or make printer connections. To continue, click Next.
	< Back. Cancel

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



1

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

elect the Printer I Computers comm	Port unicate with printers throug	gh ports.	6
Select the port you new port.	u want your printer to use.	If the port is not listed, you	u can create a
● Use the follow	ing port:		
Port	Description	Printer	•
COM5: COM6: FILE:	Serial Port Serial Port Print to File		
Muratec FAX			
200 1 27 4E	Mursta Mohuork Do	→ 20012745	↓)
Note: Most co	mouters use the LPT1: po	rt to communicate with a lo	ocal printer.
C Create a new			
Type:	Local Port		*
		< <u>B</u> ack <u>N</u> ext	> Cano

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

Add Printer Wizard			
Add Printer Wiza The manufactu		determine which printer to use.	
	ave Disk. If you	d model of your printer. If your printer came ar printer is not listed, consult your printer do Printers:	
Acto Alps Apollo Apple APS-PS AST AT*.T	•	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	Have Disk
		< <u>B</u> ack <u>N</u> ext >	Cancel

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.

Install Fro	om 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

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

dd Prin	iter Wizard
	Printer Wizard The manufacturer and model determine which printer to use.
İ	Select 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.
Murate	: ec MFX-2500/IS Printer ec OfficeBridge Fax ec OfficeBridge TiffFormer
	Have Disk

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**>].

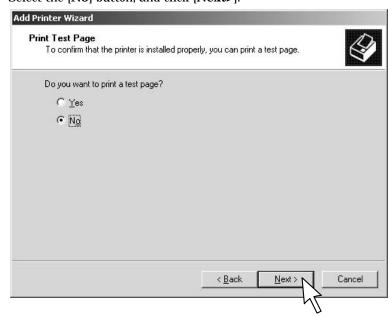
Printer Wizard	and the second
Name Your Printer You must assign a name for this printer.	
Supply a name for this printer. Some prog combinations of more than 31 characters	grams do not support server and printer name
Printer name:	
Muratec OfficeBridge Fax	
Do you want your Windows-based progr C Yes	ams to use this printer as the default printer?
€ N <u>o</u>	
	< <u>Back</u> <u>Next</u> Cancel
	\mathcal{N}

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

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

r inter Sharing You can share	this printer with other network users.
	er you want this printer to be available to other users. If you share this st provide a share name.
• Do not shar	e this printer
C Share as:	
	< Back Next > Cance

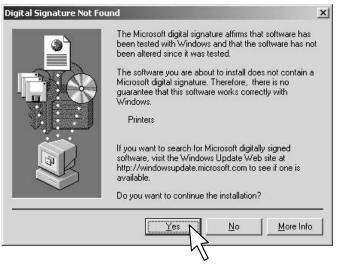
12 The [**Print Test Page**] screen appears. Select the [**No**] button, and click [**Next**>].



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

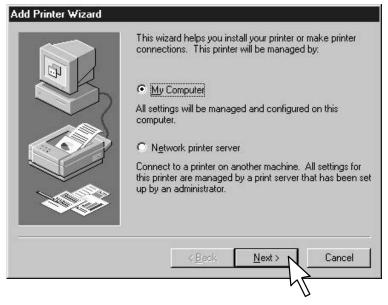
Add Printer Wizard		
	Wizarc You have su	- accessfully completed the Add Printer wizard.
		d the following printer settings:
	Name:	Muratec OfficeBridge Fax
	Shared as:	<not shared=""></not>
	Port:	Muratec FAX
	Model:	Muratec OfficeBridge Fax
	Default:	No
S.	Test page:	No
	To close this	s wizard, click Finish.
		< Back Finish Cancel
		. //

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>].

	<u>Available ports:</u>		
NA.	Port	Description	Printer
	Muratec F	🗙 Muratec Fax	•
\sim (LPT1:	Local Port	
	LPT2:	Local Port	
	LPT 3:	Local Port	
	🗆 сом1:	Local Port	
	🗆 сом2:	Local Port	
	Add Por		<u>C</u> onfigure Port
	Enable prin	ter pooling	
	orderall in		

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

Add Prin	ter ₩izard				
Ö	Click the manufact installation disk, cliq printer documentati	sk Have Disk. on for a compa	If your prin	ter is not listed,	
Manufac	sturers:	Printers:		-	
Agfa Apple		Carry Contraction Contraction	cuSet v52 cuSetSF v		<u> </u>
APS-P	S	AGFA-Ac	cuSet 800		
AST			cuSet 800		
AT&T Brother			cuSet 800 cuSet 100	SF v2013.108 n	
Rull			cuSet 100		-
				Ĺ	Have Disk
3		<	<u>B</u> ack	<u>N</u> ext >	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 Fro	om 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	<u>B</u> rowse

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

Add Prin	iter Wizard
İ	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:	Service and a service and a service and a service and a service a service and a service a service and a service and a service and a service and a service and a service and a service and a service and a service and a service and a service and a service and a service and a service and a service and a service and a service and a service and a service and a service and a service and a service and a service and a service and a service and a service and a service and a service and a service and a service and a service and a service and a service and a service and a service and a service and a service and a service and a service and a service and a service and a service and a service and a service and a service and a service and a service and a service and a service and a service and a service and a service and a service and a service and a service and a service and a service and a service and a service and a service and a service and a service and a s
Murate	c MFX-2500/IS Printer c OfficeBridge Fax c OfficeBridge TiffFormer
	<u>H</u> ave Disk
-	
	< <u>Back</u> <u>Next</u> >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**>].

	Type in the name of this printer. When you have
	finished, click Next.
E	Note: Exceeding 31 characters in the Server and Printer name combination may not be supported by some applications.
	Printer name:
	Muratec OfficeBridge Fax
	Do you want your Windows-based programs to use this printer as the default printer?
	C Yes
	< <u>B</u> ack <u>N</u> ext > Cancel

10 The [Sharing printer] screen appears. Select the [Not shared] button, and click [Next>].

Add Printer Wizard	Indicate whether this printer will be shared with other network users. If you choose sharing give this printer a share name. O Shared O Not shared
	Share Name: Select the operating systems of all computers that will be printing to this printer. Windows 95 Windows NT 4.0 MIPS Windows NT 4.0 Alpha Windows NT 4.0 PPC Windows NT 3.5 or 3.51 x86 Windows NT 3.5 or 3.51 MIPS
	< Back Next > Cancel

1

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

Add Printer Wizard	After your printer is installed, you 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) © Na
	< <u>Back</u> Finish Cancel

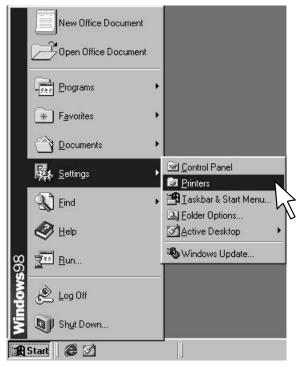
Installing TiffFormer : Printer driver for image file format conversion

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

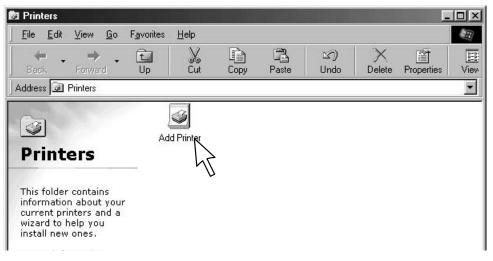
Caution : Make sure that OfficeBridge has been installed before installing the printer driver.

Windows 9x

- *1* Insert the Setup CD into your CD-ROM drive.
- 2 Click the [Start] button, point to [Settings] and then click [Printers].

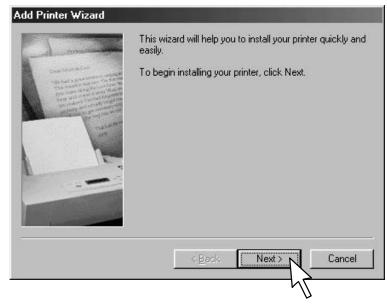


3 The printer folder opens. Double-click the [Add Printer] icon.

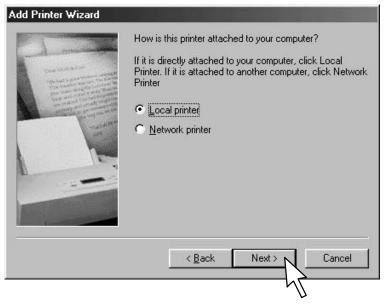


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4 The [Add Printer Wizard] screen appears. Click [Next>].



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



45

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

💓 installation disk	facturer and model of your printer. If your printer came with an , click Have Disk. If your printer is not listed, consult your printe for a compatible printer.
Manufacturers:	<u>P</u> rinters:
Agte Apple AST AT&T Brother Bull C-Itoh	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
	<u>Have Disk</u>
	< <u>B</u> 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.

om 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	<u>B</u> rowse
	Insert the manufacturer's installation disk into the drive selected, and then click OK.

1

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

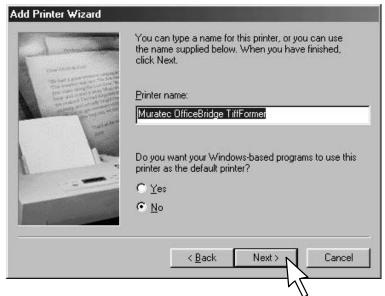
Add Prin	iter Wizard
Ï	Click the manufacturer and model of your printer. If your printer came with an installation disk, click Have Disk. If your printer is not listed, consult your printer documentation for a compatible printer.
Murate	c OfficeBridge TiffFormer c MFX-2500/IS Printer c OfficeBridge Fax
	Have Disk
	< Back Next > Cancel

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

	Click the port you want to use with this printer, and then click Next.
The second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second secon	\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
	< <u>B</u> ack 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].

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
	< <u>B</u> ack Finish Cancel

12 Click the [Start] button, point to [Settings] and then click [Printers]. The printer folder opens.

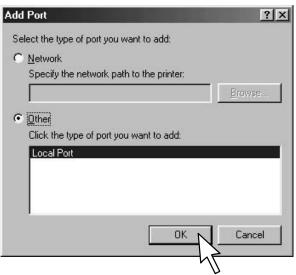


13 The properties screen appears.

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

iratec ()fficeBridge 1	TiffFormer Prope	rties	?
General	Details Colo	r Management Se	tting Information	
Ì	Muratec Office	eBridge TiffFormer		
100000000000000000000000000000000000000	the following <u>p</u> o c FAX: (Unkno		Add Port	
Juneirene	C PAN. (ORKRO	withocar port		
Print <u>u</u> s	ing the following	g driver:	Delete Po	
Murate	c OfficeBridge	TiffFormer	▼ New Drive	er
<u>C</u>	apture Printer P	ort	E <u>n</u> d Capture	
Timed	out settings	2007		
Not	<u>s</u> elected:	15 second	ds	
Tra	nsmission retry:	45 second	ds	
		Spool Settings	Port Settings	s
		OK	Cancel	Apply

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].

Port Name	?×
Enter a port name:	ОК
Muratec FAX:	Cance
	U

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>].

Add Printer Wizard	
	Welcome to the Add Printer Wizard This wizard helps you install a printer or make printer connections. To continue, click Next.
	< Back, Next> Cancel

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

ocal or Network P Is the printer attach	hed to your computer?
Local printer	
	ally detect and install my Plug and Play printer
C Network printer	r
	< <u>B</u> ack Next > N Cance

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

Select the Printer Port Computers communicate with printers through ports. Select the port you want your printer to use. If the port is not listed, you can create a new port. Select the port you want your printer to use. If the port is not listed, you can create a new port. Output Description Port Description Port Description Port Description Port COM5: Serial Port COM5: COM5: Serial Port COM5: Serial Port PILE: Print to File Muratec Fax Port Port Opt1 27.45 Muratec Have Network Port Opt1 27.45 Muratec Have Network Port Opt1 27.45 Muratec Have Network Port Opt1 27.45 Muratec Have Network Port Opt1 27.45 Muratec Have Network Port Opt1 27.45 Muratec Market Port Opt1 27.45 Muratec Market Port Print Port	
new port.	$\langle\!\!\langle$
COM5: Serial Port COM6: Serial Port FILE: Print to File Murateo FAX Murateo Fax Port 200 1 27 45 Note: Most computers use the LPT1: port to communicate with a local printer. © Greate a new port:	
COM6: Serial Port FILE: Print to File Muratec FAX Muratec Fax Port 200 1 27 45 Image: Serial Port Note: Most computers use the LPT1: port to communicate with a local printer. C Greate a new port:	
300 1 37 45 Murate Moture/Revt 200 1 37 45 Note: Most computers use the LPT1: port to communicate with a local printer. C Create a new port:	
C Create a new port:	
Type: Local Port	
< Back Next > N Cano	meel
<u>A Back</u> <u>Next</u> Cance	ncei

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

Add Printer Wizard				
Add Printer Wiz The manufact		determine which printer	to use.	I
	lave Disk. If you	d model of your printer. I Ir printer is not listed, co Printers:		
Apple Apple Apple APS-PS AST AT*T		AGFA-AccuSet v52.3 AGFA-AccuSetSF v52 AGFA-AccuSet 800 AGFA-AccuSet 8005f AGFA-AccuSet 8005f AGFA-AccuSet 1000 AGFA-AccuSet 10005	2.3 F v52.3 F v2013.108	Have Disk
		<u> < B</u> a	ck <u>N</u> ext>	Cancel

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.

Install Fro	om Disk	×
9	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

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

	Printer Wizard The manufacturer and model determine which printer to use.
3	Select the manufacturer and model of your printer. If your printer came with an installatio disk, click Have Disk. If your printer is not listed, consult your printer documentation for a compatible printer.
	ec MFX-2500/IS Printer
5 5 6	OK. D.I. E
	ec OfficeBridge Fax ac OfficeBridge TiffFormer
	ec OfficeBridge TiffFormer

1

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**>].

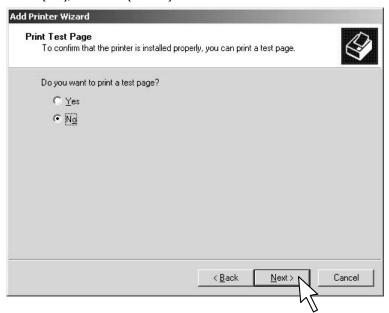
must assign a name for this printer. ly a name for this printer. Some programs inations of more than 31 characters. inter name: luratec OfficeBridge TiffFormer	s do not suppo	ort server and	printer name
inations of more than 31 characters. inter name:	s do not suppo	ort server and	printer name
luratec OfficeBridge TiffFormer			
ou want your Windows-based programs	to use this prir	nter as the de	fault printer?
' <u>Y</u> es			
No			
			32.0
	< Back	Next>	N Cance

11 The [Printer Sharing] screen appears.

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

vork users. De available to oth	ner users. If you	share this
pe available to oth	ner users. If you	share this
< <u>B</u> ack	Next > N	Cance
		<u>ч</u> —
	< <u>B</u> ack	< <u>B</u> ack <u>N</u> ext >

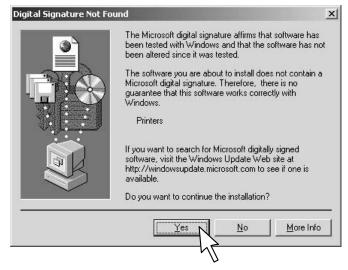
12 The [**Print Test Page**] screen appears. Select [**No**], and click [**Next**>].



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

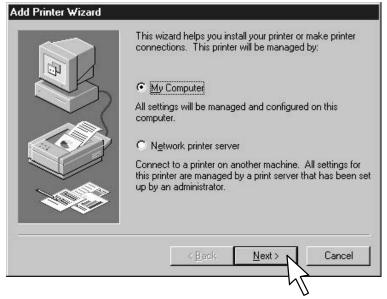
Add Printer Wizard	-	
	Wizaro	eting the Add Printer d uccessfully completed the Add Printer wizard.
	You specifie	ed the following printer settings:
	Name:	Muratec OfficeBridge TiffFormer
	Shared as:	<not shared=""></not>
	Port:	Muratec FAX
	Model:	Muratec OfficeBridge TiffFormer
	Default:	No
SZ ,	Test page:	No
	To close thi	s wizard, click Finish.
		< Back Finish Cancel

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>].

	Available ports:			
	Port	Description	Printer	-
	Muratec F/	📉 Muratec Fax		
\sim (LPT1:	Local Port		
	LPT2:	Local Port		
	LPT3:	Local Port		
	□ сом1:	Local Port		
	СОМ2:	Local Port		-
	Add Port	tari l	<u>C</u> onfigure P	ort
	Enable prin	ter pooling	<u></u>	
		12 - 13 - 13 - 13 - 13 - 13 - 13 - 13 -		

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

Add Print	ter Wizard	
Í	Click the manufacturer and model of your printer. If your printer came with a installation disk, click Have Disk. If your printer is not listed, consult your printer documentation for a compatible printer.	in
Manufac	cturers: <u>P</u> rinters:	
Agfa Apple APS-PS AST AT&T Brother Rull	AGFA-AccuSet 800SF v52.3 AGFA-AccuSet 800SF v2013.108	
	<u></u>	h
	< <u>B</u> ack <u>N</u> ext > 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 Fro	om 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	<u>B</u> rowse

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

Y	Click the manufacturer and model of your printer. If your printer came with installation disk, click Have Disk. If your printer is not listed, consult your printer documentation for a compatible printer.
Printers:	
	ec MFX-2500/IS Printer ec OfficeBridge Fax
	c OfficeBridge TiffFormer
	c OfficeBridge TiffFormer
	c OfficeBridge TiffFormer

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**>].

Type in the name of this printer. When you have finished, click Next.
Note: Exceeding 31 characters in the Server and Printer name combination may not be supported by some applications.
Printer name:
Muratec OfficeBridge TiffFormer
Do you want your Windows-based programs to use this printer as the default printer?
O Yes
• N <u>o</u>
<back next=""> Cancel</back>

10 The [Sharing printer] screen appears. Select the [Not shared] button, and click [Next>].

Add Printer Wizard	
	Indicate whether this printer will be shared with other network users. If you choose sharing give this printer a share name.
	C Shared C Not shared
	Share Name:
	Select the operating systems of all computers that will be printing to this printer.
	< Back Next > Cancel

1

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

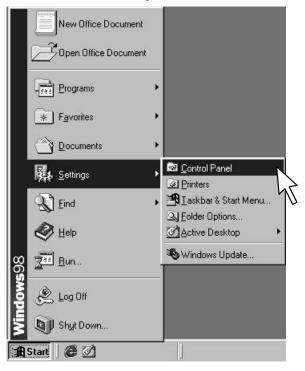
Add Printer Wizard	After your printer is installed, you can print a test page so you can confirm that the printer is set up properly. Would you like to print a test page? Ýes (recommended) Ng
	< Back Finish Cancel

Uninstalling OfficeBridge

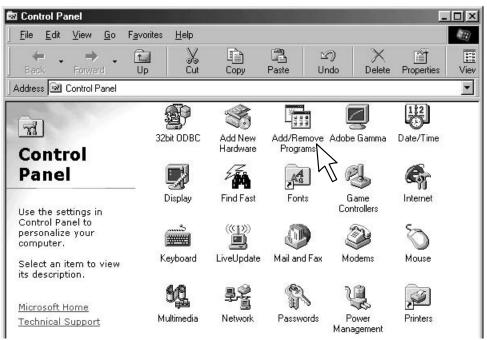
Caution : Before you uninstall OfficeBridge, close all applications in use.

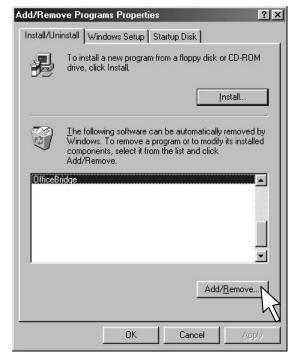
The printer drivers (IS Printer / OfficeBridge Fax / TiffFormer) must be removed before uninstalling OfficeBridge.

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



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





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

OfficeBridge V	er.2 Setup	×
OfficeBridge	Maintenance program	
Modify,repair	,or remove the program.	
C Modify	Select new program components to add or select currently installed components to remove.	
C Repair	Reinstall all program components installed by the previous setup.	
© <u>Remove</u>	Remove all installed components.	
InstallShield ——	< Back Next>	Cancel

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

5 The [Confirm File Deletion] screen appears. Click [OK] to start uninstalling.



6 The [Shared File Detected] screen appears.

Click [Yes] to remove the shared fil	e.
--------------------------------------	----

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.	1

7 The [Maintenance completed] screen appears. Click [Finish].

OfficeBridge Ver.2 Setup	
OfficeBridge Ver.2 Setup	Maintenance completed. OfficeBridge Mentenance program completed a maintenance properly.
	KBack 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.

OfficeBridge Ver.2 Setup	
	Maintenance completed. OfficeBridge Mentenance program completed a maintenance properly. In order to complete a maintenance, you must restart your computer. Yes, I want to restart my computer now. No, I will restart my computer later. Remove any disks from their drives, and then click Finish to complete setup.
	< Back Finish Carroel

Chapter 2

Basic operations

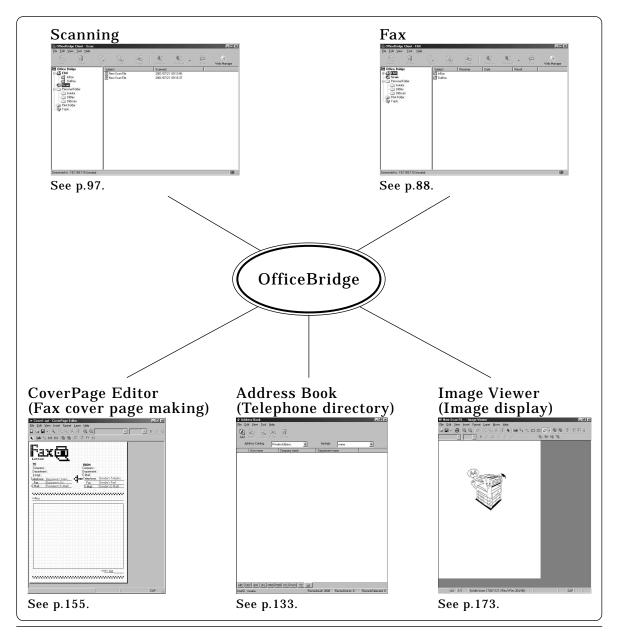
OfficeBridge	
How to log on	67
Sending fax	69
Scanning	70
Printing	72

OfficeBridge

What is OfficeBridge?

OfficeBridge offers the following functions.

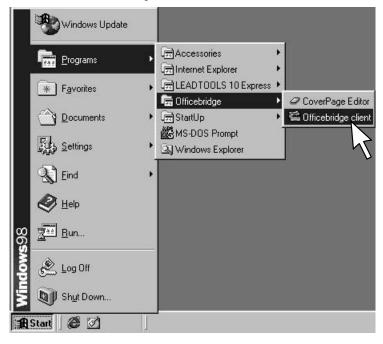
- ◆ Fax transmission and reception with a PC
- ◆ Scanning data from a paper document
- Print data output
- ♦ Recipients management
- * OfficeBridge cannot be used unless it is connected to a network by an Information Server. After you have logged on once, however, you can start it offline and perform a job such as checking image data.



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.

Logon	×
<u>U</u> ser Name :	murata
Password :	******
	Add into User List
	OK Offline Cancel

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'

🖆 UfficeBridge Client - murata	Sel X Sel ViticeBridge Client - akiyama
Elle Edit Yiew Iool Help	Elle Edit View Icol Help
- Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - Kongen - K	
Bit Office Bindge Date Receiver Date Result Image: State of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the	Ref Outer Indian Stated Recover Date Recover Image: State of the State Image: State of the State Image: State of the State Image: State of the State Image: State of the State Image: State of the State Image: State of the State Image: State of the State Image: State of the State Image: State Image: State of the State Image: State of the State
Connected to - 192168110 (murata)	👹 // Connected to - 192168.1.10 (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

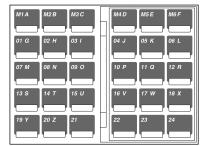
1 On the fax standby screen, press the NEXT key twice and then press [Mail Adr] key.



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.



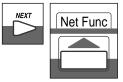
- 2 Enter the registered abbreviated numbers using the dial key (numeric keypad).
 * See 'Speed dial registration' (p.86).
- 3 Press the **START** key to begin transmission.



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.



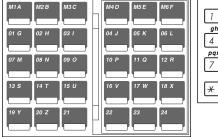
4 Designate the user.

Direct entry

1 Press [ID] key.



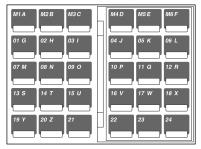
2 Enter the user ID using a one-touch key and the dial key (numeric keypad).



1	abc 2	def 3
ghi 4	jki 5	mno 6
pqrs 7	<i>tuv</i> 8	9 9
*	0	#

One-touch key operation

1 Press the one-touch key on which the user ID 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).
- 5 Press the **START** key to begin scanning.

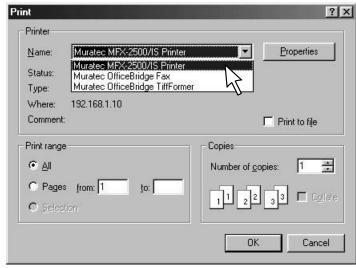


* For the procedure to view a scanned image, see p.97.

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

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Useful functions at a glance

Settings

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Operations

Fax	Viewing received fax	88
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	ReadConfirmation	.101
Others	Reading image using TWAIN driver	102
	Converting image to TIFF format	.104
	Backing up information	.107

Settings

Receiving fax with PC

1 Start up 'Web Manager'.

- 1 Log on to OfficeBridge.
- 2 Click [Web Manager].

Cross-reference / Page 67

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.

	10 ^L				
Operation settin	g - Received fax	forwarding			
		Ch.	Cr.	11	Cr.
These settings control whether you		e communications it receives. Use	the table below to identify how	the system should respond t	o correspondence se:
o the system from specific originat	ors.				
1	3	1	1	1	
Operation					
S AG					
		warding instructions, click the app	ropriate entry in the table below	r	
Γο erase forwarding instructions,	chck [Erase] for the app	ropnate entry.			
xceptions Handling					
This setting controls how your sy	zstem will handle commu	inications that do not match one o	f your specific delivery instruct	ions from the table below.	
[Change]					
Print: ON					
Deliver : -					
Deliver : -					
elivery setting table					
	Condition	Sub address	Destinat	ion	Print Erase
Origination number	Condition	Sub address	Destinat	ion	
Origination number	r Condition	Sub address	Destinat	ion	[Erase]
001 002	Condition	Sub address	Destinat	ion	[Erase] [Erase]
Origination number	Condition	Sub address	Destinat	ion	[Erase]
001	Condition	Sub address	Destinat	ion	[Erase] [Erase]

- Delivery setting No.001 Sets delivery No.001. Enter the parameters and click the SET button. ! Setting Help A <Prev List Next Include any of the conditions below C Include all of the conditions below 1. Deliver according to transmitter's origination number Origination number 0987-65-4321 В Search condition 2. Deliver according to sub address sent by transmitter Sub address Password 1. Deliver to user Selectuser. nurata akivama Mutiple users can be selected 2. Forward to remote fax machine C Delivery destination Enter the fax number If you enter more than one fax location, use a semicolon (;) to separate fax numbers 3. Forward by e-mail Enter the mail addres: If you enter more than one email location, use a semicolon (;) to separate email D -Print C ON . OFF REDO
- 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.

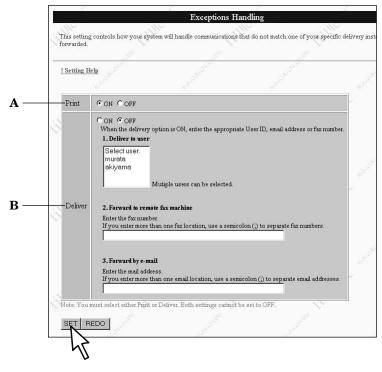
3 Exceptions Handling

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.

· CT	100				
Operation setti	ing - Received fax	forwarding			
These settings control whether w	v rour evetem will forward th	e communications it receives. Us	e the table helow to identify how	r the cristem should respo	nd to correctiondence
o the system from specific origin		e continuine autoris in receives. Os	e are lable below to identify nov	an system should respo	na to conceptination
1990 - 1990 - 1990 - 1990 - 1990 - 1990 - 1990 - 1990 - 1990 - 1990 - 1990 - 1990 - 1990 - 1990 - 1990 - 1990 -	1	1	25		a start and a start and a start a start a start a start a start a start a start a start a start a start a start
Operation					
To erase forwarding instruction Exceptions Handling	0	(1100 C			
This setting controls how your	system will handle commu	mications that do not match one	of your specific delivery instruc	tions from the table below	
This setting controls how your [Chruge]	system will handle commu	mications that do not match one	of your specific delivery instruc	tions from the table below	
	system will handle commu	mications that do not match one	of your specific delivery instruc	tions from the table below	
[Charge]	system will handle commu	nications that do not match one	of your specific delivery instruc	tions from the table below	
Pril MON	system will handle commu	nications that do not match one	of your specific delivery instruc	tions from the table below	
[Charge]	MGIEL Manager	mications that do not match one	of your specific delivery instruc	WEIGHT PART	Print Erase
Delivery setting table	MGIEL Manager	Well' and a state of the	Will' wanter	WEIGHT PART	ar de la companya de la companya de la companya de la companya de la companya de la companya de la companya de
Delivery setting table	MGIEL Manager	Well' and a state of the	Will' wanter	WEIGHT PART	Print Erase
Pri Don Pri Don Delivery setting table No. Origination numb	MGIEL Manager	Well' and a state of the	WORL MANNER	WEIGHT PART	Print Erase
Pri pri pri pri pri pri pri pri pri pri p	MGIEL Manager	Well' and a state of the	WORL MANNER	WEIGHT PART	Print Erese [Erese] [Erese]

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

3

- 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.

	A.		N	1
nese settings allow	you to identify up	to five forwarding addre	esses for a registered u	ser on the system
S.	Č	35	S.	2
Ip to five forwar	ding destinatio	ns can be entered f	or each user.	
Enter the user ID an	nd password and cl	lick the ENTER button.		
User ID				
Password				
ENTER				

81

Chapter 3 Useful functions

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

	×		×*		Individual fax for	warding	S.		\$
Ì	These are A	the forwarding in: \mathbf{B}	structions for user: mu	Č	D		Ē		F
1	! Setting 1	Help		a production	and the		8		
	Setting	Destination typ	e Forwardi	ng destination	Interval type		Interval		Repeat
	₽ 1	User 💌	murata		Month/day 💌	Start : Month * Day * End : Month * Day *		 Hour 0 ▼ Hour 0 ▼ 	Repeat
	Γ2	User <u>-</u>			Month/day 💌	Start : Month * Day * end : Month * Day *		 Hour 0 ▼ Hour 0 ▼ 	T Repeat
	Г 3	User 💌]		Month/day 💌	Start : Month * Day * End : Month * Day *		 Hour 0 ▼ Hour 0 ▼ 	F Repeat
	Γ4	User 💽]		Month/day 💌	Start : Month Day *		 Hour 0 ▼ Hour 0 ▼ 	E Repeat
	Γ5	User 💌			Month/day 💌	Start : Month * Day * End : Month * Day *		 Hour 0 ▼ Hour 0 ▼ 	F Repeat
[SET F	REDO							
ſ	Set	ERASE No	te: Click this button to	erase the contents of	fthe selected settings.				

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'.

Cross-reference / Page 75

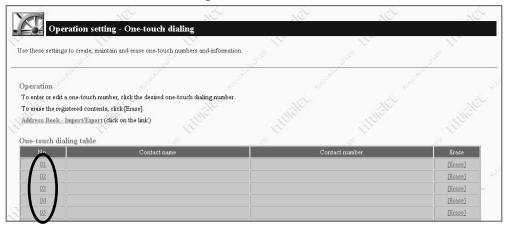
2 Make a one-touch dial registration.

New registration

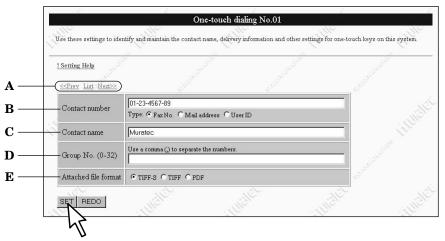
1 Click [One-touch dialing] under [Operation setting].



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'.

Cross-reference / Page 75

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.

	NOL	Net.	Net.	Not Not
Operation s	etting - Speed dialing			
Use these settings to identify	r and maintain the contact name, delive	ry information and other settings	for speed-dial numbers on this sy:	stem.
Operation				
To enter or edit a speed-dia	l number, click the desired speed-dial d	ialing number in the list below.		
To erase a speed-dial numb	er, click [Erase].			
Address Book - Import/Exp	ort (click on the link.)			
Speed dialing table 🔗				50
No	Contact name		Contact number	Erase
001				[Erase]
002				[Erase]
003				[Erase]
004				[Erase]
005				[Erase]

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

! Setting Help	
-Contact number	01-23-4567-89 Type: © Fax No. C Mail Address C User ID
Contact name	Muratec
-Group No. (0-32)	Use a comma (,) to separate the numbers.
Attached file format	C TIFF-S C TIFF C PDF

* Entry items are the same as described in 'One-touch dial registration'. Cross-reference / Page 85

Editing

Click the number in the list to be edited, and enter the editing data. Click the $\left[\textbf{SET}\right]$ button.

Deletion

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

Fax operations

Viewing received fax

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.



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.

* See 'Using Image Viewer' (p.173).

Sending data by fax from PC

Sending data in OfficeBridge

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

🖆 OfficeBridge Client - Scan			
<u>F</u> ile <u>E</u> dit ⊻iew <u>T</u> ool <u>H</u> elp			
EQ Delete Cut		SendFax ReSend Print	🔮 Web Manager
🗃 Office Bridge	Subject	Scanned	
🖻 🥌 FAX	📰 New Scan File	2001/07/21 09:13:40	
InBox	📰 New Scan File	2001/07/21 09:16:37	
CutBox	New Scan File	2001/07/21 11:55:57	
Scan Personal Folder Oldfax Oldscan Print Folder Trash	📰 New Scan File	2001/07/21 12:03:38	
Connected to - 192.168.1.10 (murata)			

2 The SendFax screen appears.

SendFax				×
_ <u>R</u> eceiver				
-			•	Browse
Receive	er List			Name
				Add
				Delete
				Detail
1				
File Property				
C <u>o</u> ver:	Nothing		▼ <u>V</u> iew	Edit
<u>S</u> ubject:				
Saplect				
<u>C</u> omment:				A
				*
<u>F</u> ileName:	Subject		Day	
	Scan File 2		2001/07/21 09	3:16:37
		Attach Dejete	E Prove 1	Next
		Mildolli	<u>E</u> rev	THEN
		Se	nd Cancel	Help
			0.02	-1020 - 10

3 Designate the Receiver.

Direct entry

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.

Address Book			×
Catalog			
All database		Arrange : Name	•
All database Private Address		<u>R</u> eceiver:	
Share Address Vist Reference		Receiver List	Reference
Share Group 57890	<u>A</u> dd :		
One Touch Prh.it.murat	>		
Speed Dial Vrh.it.murat	<u>D</u> elete :		
S murata	۷.	1	
	DeļAll		
	<<	1	
		0K Can	cel Help

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].

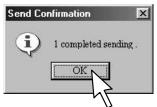
4 Select Cover.

endFax <u>R</u> eceiver				
[•	Browse
S murata	er List			Neme
File Property Cover: Subject: Comment:	Nothing Nothing COVER1(A4) COVER2(A4)		<u>V</u> iew	<u>E</u> dit
_ <u>F</u> ileName:	Subject	U	Day	
	Atta	c<u>h</u> Dejete	Erev	Next

* 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.

Printer	-			
<u>N</u> ame:	Muratec OfficeBridge F	ах	<u> </u>	roperties
Status: Type:	Muratec MFX-2500/IS Muratec OfficeBridge F Muratec OfficeBridge T	ax		
Where: Comment:	192.168.1.10	45	☐ Pr	int to file
^o rint range		Copies		
• <u>A</u> II		Numbe	er of <u>c</u> opies:	1 📩
C Pages			22 33	

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].

ndFax				Þ
Receiver			•	Browse
1. 12			<u> </u>	DIOMSe
Receive				Name
6 01-012-0	Л23			Add h
				Delete
				Detail
J				
File Property				
	Nothing			<u>E</u> dit
<u>S</u> ubject:				
<u>C</u> omment:				4
				Ŧ
FileName:	Subject		Day	
	Scan File 2		2001/07/21 0	9:16:37
		1	1	
	Attach	Dejete.,	. Erev	Next
		Ser	d Cancel	Help
		1		_

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

User <u>N</u> ame :	John Smith	
<u>C</u> ompany :		<u>B</u> rowse
Department :		
ZipCode :		
<u>A</u> ddress1 :		
A <u>d</u> dress2 :		
<u>T</u> elephone :		
Eaxnumber :	01-012-0123	
<u>S</u> ubadress :	Ĵ.	
Password :		
E-mail(<u>M)</u> :		
Use <u>r</u> ID :		

- * 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.

Cross-reference / Page 88

2 Click the \checkmark 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.

		<u>▼</u> <u>B</u> rowse
nurata <salut< th=""><th></th><th>Mana</th></salut<>		Mana
kiyama <sali< th=""><th>utation></th><th>Hame</th></sali<>	utation>	Hame
		<u>≜</u> dd.
		Delete
		Detail
<u>C</u> omment:		
<u>F</u> ileName:	Subject Scan File 2	Day 2001/07/21 09:16:37

3 After this, follow the procedure for sending.

3

ReSend

- *1* Resending an unconfirmed Fax
 - 1 Click the data you want to resend in the OutBox folder.
 - 2 Click [ReSend].

	g e Client - OutBo w <u>I</u> ool <u>H</u> elp	ж				_ 🗆 🗵
View	Delete	Cut Copy	Paste	SendFax Res	2 - Ö	🛞 Web Manager
🗃 Office Brid	lge	To	Subject	Sent	havilt	
FAX Trash	Box Il Folder Folder	 murata murata akiyama murata murata aaaa@123 murata murata murata aaaa@123 	forwarding	2001/07/21 09:21: 2001/07/21 13:27: 2001/07/21 17:44: 2001/07/24 17:06: 2001/07/25 10:17: 2001/07/25 10:35: 2001/07/27 11:26: 2001/07/27 11:28:	48 Complete sending 29 Complete sending 51 Complete sending 13 The Server service en 03 Complete sending 48 Complete sending	ror. (3062)
Open SendFax D)ialog					e //.

- 3 The recipient of a failed transmission is shown.
- 4 After this, follow the procedure for sending.

Cross-reference / Page 88

- 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**].

Ka 🔐	Cut Copy Pa	ste SendFax ReSend	Print Web Manag
Office Bridge	To Subject	t Sent Resend uncon	firmed <u>F</u> ax
FAX	1 murata	2001/07/21 Resend <u>a</u> ll Fax	
📑 InBox	🖺 murata	2001/07/21 13:27:48 Comple	ete se
🔄 🚰 OutBox	🗂 akiyama	2001/07/21 17:44:29 Comple	ete sendi
Scan	🗂 murata	2001/07/24 17:06:51 Comple	ete sending
- 🛅 Personal Folder - 🏠 Shared Folder	murata 🔝	2001/07/21 10:17:13 The S	erver service error.(3062)
- @ Print Folder			
- 🞯 Trash			

- 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**].

Cross-reference / Page 88

ndFax X	
<u>B</u> rowse	
Receiver List Name Image: Display the second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second seco	
<u>Delete</u>	
Detal.	
File Property	
Cover: Nothing	
Comment	
EileName: Subject Day Scan File 2 2001/07/21 09:16:37	
Attach Dejete <u>B</u> rev <u>N</u> ext	
Send Cancel Help	

2 Select the [ScheduledTime] check box, set the desired time, and click [OK].

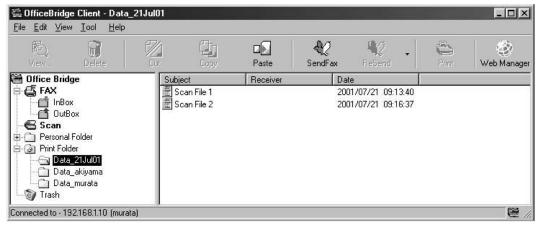
vanced Setting	
Send Mode	Confirmation
C ECode:	☐ SendConfirmation
<u>S</u> ubAddress :	
Eassword :	□ <u>R</u> eadConfirmation
C InternetFAX:	
Lo:	Priority: Middle 💌
Salutastion Fax	I Set as <u>a</u> ll
<u>U</u> serID :	Save as <u>d</u> efault
Time Send	
✓ ScheduledTime	
Begin Time : 2001/08/15	day 10 📩 hour 00 📩 minute
	OK Cancel Help
	hr

3 After this, follow the procedure for sending.

Batch transmission

1 Arranging the data to send

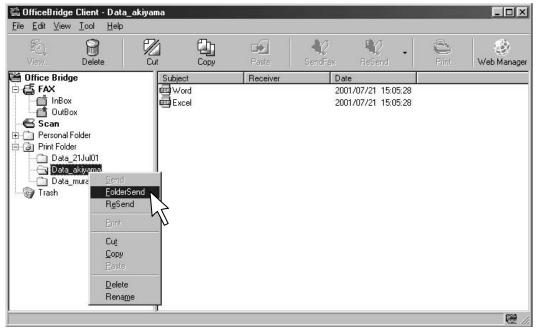
- 1 Open the Print Folder.
- 2 Click [File] in the menu bar, and click [New Folder].
- 3 Put the sending data into a newly created folder.



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.

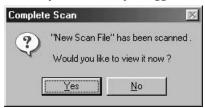


3 After this, follow the procedure for sending.

Scanner operations

Viewing scanned image

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.



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.

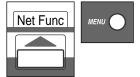
* See 'Using Image Viewer' (p.173).

Setting scanner

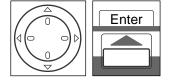
1 On the fax standby screen, press the **NEXT** key twice.



2 Press the [Net Func] key and then the MENU key.



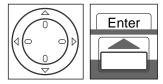
3 Press the cursor key to select "**B. User Settings**", and press the [**Enter**] key.



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].

an Folder Specify			
Scan Location			
Office Bridge\Personal Folder			<u>B</u> rowse
<u>N</u> ame			
Scan File			-
	OK N	Cancel	Help
		2	dee.

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**].

SendFax × Receiver ▼ <u>B</u>rowse... Receiver List Name. Delete.. Detail...N File Property Cover: Nothing * Subject: Commen A 7 FileName: Subject Scan File 2 Day 2001/07/21 09:16:37 Attach... Dejete... Cancel Help

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

Send Mode	Confirmation
C <u>F</u> Code :	SendConfirmation
<u>S</u> ubAddress :	
Eassword:	<u> </u>
🔿 InternetFAX :	· · · · · · · · · · · · · · · · · · ·
Io:	Priority: Middle
Salutastion Fag	☐ Set as <u>a</u> ll
UserID:	Save as <u>d</u> efault
Time Send	
ScheduledTime	
Begin Time : 2001/07/21 📩 day 15	+ hour 24 + minute
	OK Cancel Help

3 After this, follow the procedure for sending.

Cross-reference / Page 88

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**].

Cross-reference / Page 88

leceiver				
			<u>-</u>	Browse
Receive	er List			Name
₱ 01-012-	0123			Add
				Delete
				Detail
2				
ile Property-				h
	Nothing		iew	Edit
	Intering		Alew	Ealt
Subject:				
	,			
<u>C</u> omment:	, 			~
<u>C</u> omment:				4
<u>C</u> omment: FileName:	Subject		Dau	×
_	Subject Scan File 2		Day 2001/07/21	09:16:37
_	Subject Scan File 2			09:16:37
_	Subject Scan File 2			09:16:37
	Subject Scan File 2 Attac <u>h</u>	Dejete	2001/07/21	09:16:37
	Scan File 2	Dejete Sen:	2001/07/21	<u>N</u> ext

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

Send Mode	Confirmation
C <u>F</u> Code :	☐ Send <u>C</u> onfirmation
<u>S</u> ubAddress :	
Eassword:	■ ReadConfirmation
O_InternetFAX:	
Io:	Priority: Middle 👱
Salutastion Fax	☐ Set as <u>a</u> ll
UserID :	Save as <u>d</u> efault
Time Send	
☐ ScheduledTim <u>e</u>	
Begin Time : 2001/07/21	day 15 🚊 hour 24 🚊 minute
	OK Cancel Help
	OK Cancel Help

3 After this, follow the procedure for sending.

Cross-reference / Page 90

Other operations

Reading image using TWAIN driver

Scanned data can be read into TWAIN compatible application programs. The procedure is described here using 'Imaging'.

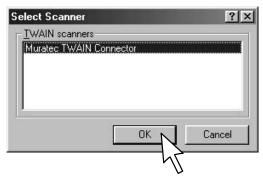
1 Log on to OfficeBridge.

Cross-reference / Page 67

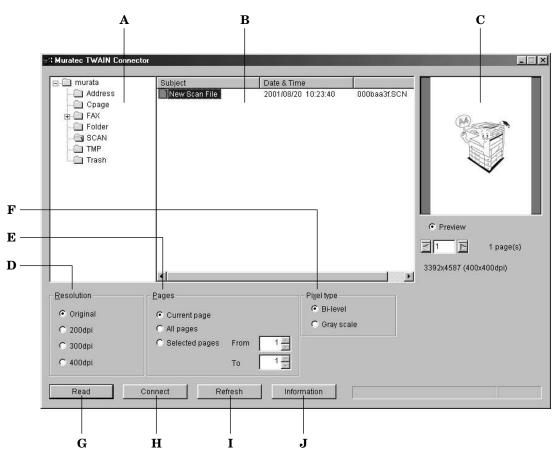
- 2 Start up the application program.
- **3** Open the Select Scanner screen.

Maging	
File Edit View Page Zoom Iools Annotation Help	
New Ctrl+N Open Ctrl+O Save Ctrl+S Save As Ctrl+S	
S <u>c</u> an New	
Select Scanner	
Properties	
Erint Ctrl+P Color Management Sen <u>d</u>	
1 D:\Documents\MURATA\Illust.tif	
Exit	
Selects the current scanner	

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 I 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].

<u>N</u> ame:	Muratec OfficeBridge TiffForm	er <u>P</u> roperties
Status:	Ready	
Туре:	Muratec OfficeBridge TiffForme	۲.
Where:	Muratec FAX:	
Comment	10	📕 Print to file
Print rang All Page Selec	s <u>f</u> rom: 1 <u>t</u> o:	Copies Number of <u>c</u> opies: 1 *
	40m	OK N Cancel

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

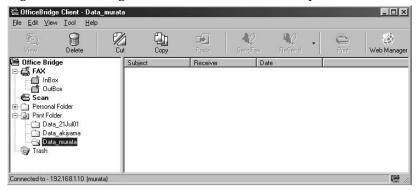
Save As		? ×
File <u>n</u> ame: ^FAX1376.tif	Eolders: c:\progra~1\muratec\\print c:\ progra~1 muratec office~1 print	OK Cancel N <u>e</u> twork
Save file as <u>type:</u> Tiff files	Drives:	

3

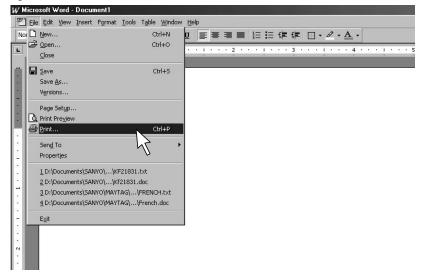
*** Example of operation ***

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].

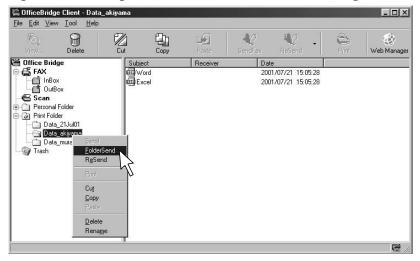
^o rint				? ×
Printer <u>N</u> ame:	🐗 Muratec OfficeBridge Ti	iffFormer	F	Properties
Status: Type: Where: Comment:	Idle Muratec OfficeBridge TiffFor Muratec FAX:	mer		Print to file
	: page © Selection umbers and/or page ranges by commas. For example, 1,3,1		of <u>c</u> opies:	1 📩
Print <u>w</u> hat: Options	Document	Print:	All pages in rar OK	ige 💽 Close
				h

105

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].

dFax		
leceiver		
		<u>▼</u> <u>B</u> rowse
Receiv	er List	Mame
S murata		Add
		Delete
		Detail
<u>S</u> ubject: <u>C</u> omment: <u>F</u> ileName:	Word and Excel I here attach Word and Please confirm them.	
<u>r</u> ievanie.	Subject Word Excel	Day 2001/07/21 15:05:28 2001/07/21 15:05:28
	Attach	Dejete <u>P</u> rev <u>N</u> ext
		Send Cancel Hel
		ht

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.

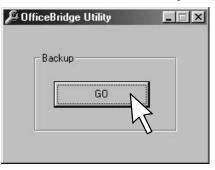
Cross-reference / Page 67

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.

a Officebridge					- 🗆 🗵	
∫ <u>File E</u> dit <u>V</u> iew <u>G</u> o F <u>a</u> v	vorîtes <u>H</u> elp				H	
	Jp Cut	L Copy		(J) () Undo Dele		
Address 🗀 C:\Program Files\m	uratec\Officebric	lge			•	
	Address	CPage	Fax	Folder	murata	
Officebridge Select an item to view	Print	Scan	test	Tmp	Trash	
its description.	AdBook	CPEditor	FaClient	lviewer	UpData	UpData.exe
	Adbook.cnt	Cpeditor.cnt	Faclient.cnt	Iviewer.cnt	Client.dat	

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.



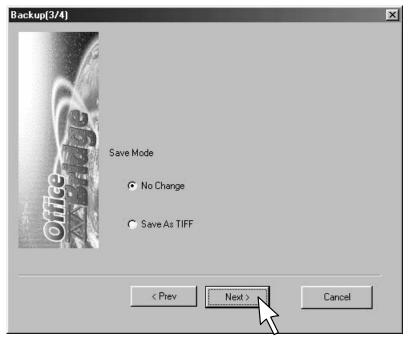
4 Enter the name of the folder you want to back up, and click [Next>]. You may also click [Browse] and select the folder.

Backup(1/4)		×
	ase select source folder . sonal Folder	<u>B</u> rowse
	<pre> Next ></pre>	Cancel

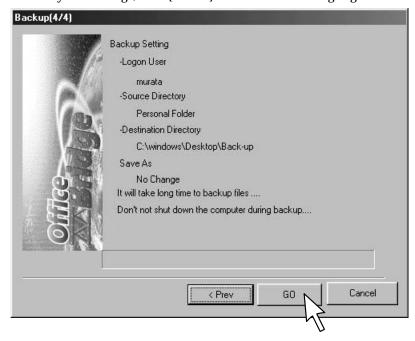
5 Enter the name of folder where you want to save the backup data, and click [Next>]. You may also click [Browse] and select the folder.

Backup(2/4)	×
Please select destination folder . C:\windows\Desktop\Back-up	<u>B</u> rowse
< 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	112
Managing data	115
Sharing data	116
Making print output	119
Searching for file	120
Registering sender	122
Changing password	124
Others	125

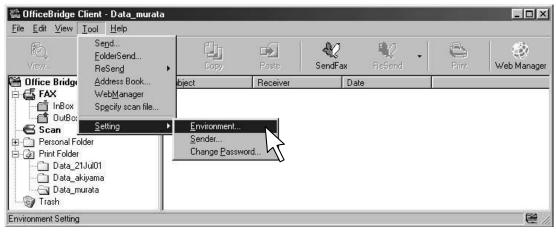
Environment settings

Deleting file after fax transmission

1 Log on to OfficeBridge.

Cross-reference / Page 67

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



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

vironment Setup		
Shared Folder :		
● I do not want to use	shared folder	
C I want to use shared	folder	
Directory <u>N</u> ame :	192	Browse
Send File	Auto Logon	Window Minimum
C <u>R</u> etain after send	Do not logon	Iask Tray
• Delete after send	C Logon	⊂ Ta <u>s</u> k Bar
Server Informatiom	,	
	168.1.10	
		Cancel Help
	h	1

Information : Select [Retain after send] if the file should not be deleted.

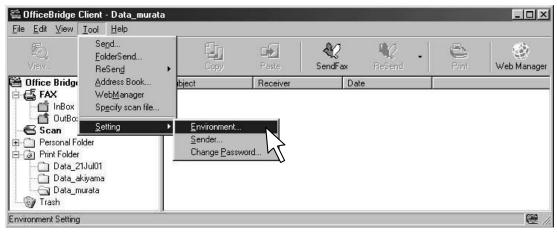
Auto log-on

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.

Cross-reference / Page 67

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



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

Environment Setup		×
Shared Folder :		
I do not want to use	shared folder	
C I want to use shared	folder	
Directory <u>N</u> ame :		Browse
Send File	Auto Logon	Window Minimum
Retain after send	C Do not logon	Task Tray
C Delete after send	€ <u>L</u> ogon	🔿 Ta <u>s</u> k Bar
Server Informatiom)
IP Address : 192.	168.1.10	
	ОК	Cancel Help
		2
		Π

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.

Cross-reference / Page 67

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

	Client - Data_murata Tool Help						<u>- 0 ×</u>
€ View	Se <u>n</u> d <u>F</u> olderSend ReSen <u>d</u>)	Сору	Paste	SendFax	ReSend .	- Print	💮 Web Manager
Office Bridge FAX FAX OutBox OutBox OutBox Personal Fo Print Folder Data_2 Otat_m Data_m	1Jul01 kiyama	bject <u>Environment.</u> <u>S</u> ender Change <u>P</u> ass			Jate		
Environment Setting							e //

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

nvironment Setup		
Shared Folder :		
I do not want to use	shared folder	
C I want to use shared	folder	
Directory <u>N</u> ame :		Browse
Send File	- Auto Logon	Window Minimum
<u> R</u> etain after send	Do not logon	I ask Tray
C Delete after send	C Logon	🔿 Ta <u>s</u> k Bar
Server Informatiom IP <u>A</u> ddress : 192.	168.1.10	
	ОК	Cancel Help
	h	[

Descriptions

Task Tray

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

🗃 OfficeBridge Client - FAX

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. Start &

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

- 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

- 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.

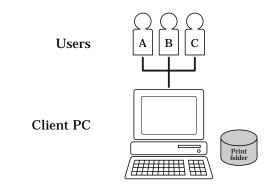
Copying a folder

- 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.

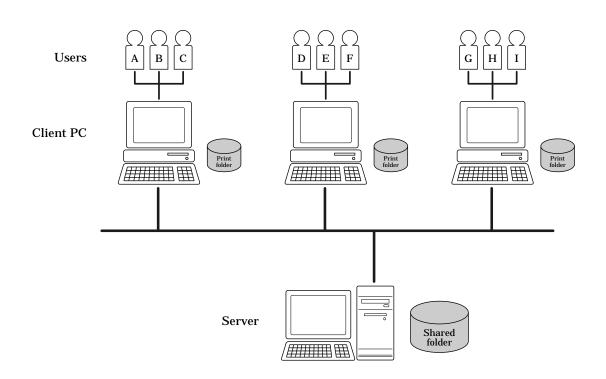
Sharing data

Sharing data on single PC



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].

🖆 OfficeBridge	Client - Data_murata						_ 🗆 🗵
<u>File E</u> dit <u>V</u> iew	<u>T</u> ool <u>H</u> elp						
Roj. View	Se <u>n</u> d <u>F</u> olderSend ReSen <u>d</u>	Сору	D Paste	SendFax	ReSend	- Print	Web Manager
Giffice Bridge FAX InBox OutBo:	Web <u>M</u> anager Sp <u>e</u> cify scan file	ibject	Receiver	D	ate		
	21Jul01 skiyama	Environment Sender Change Passu					
Environment Setting	1						🕮 //,

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

Shared Folder :	ala area d'Antolana	
 I do not want to use I want to use shared 		
Directory <u>N</u> ame :		Browse
Send File	- Auto Logon	- Window Minimum
• <u>R</u> etain after send	Do not logon	I ask Tray
○ <u>D</u> elete after send	C Logon	🔿 Ta <u>s</u> k Bar
Server Informatiom	,,	
IP <u>A</u> ddress : 192.	168.1.10	

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

Browser		? ×
Network Neighborhood Entire Network Akiyama Murata Server Dublic Shared folder Smith		
	OK	Cancel

4

Shared Folder :		
C I do not want to use		
I want to use shared	folder	
Directory <u>N</u> ame : W	Sys\shared folder	<u>B</u> rowse.
Send File	- Auto Logon	- Window Minimum-
Retain after send	Do not logon	Task Trav
C Delete after send	C Logon	C Ta <u>s</u> k Bar
Server Informatiom		<u>.</u>
IP <u>A</u> ddress : 192.	168.1.10	

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

Context State State Sta	er					
View Delete	t Copy	Paste	SendFax.	ReSend	• Pint	Web Manager
Office Bridge FAX InBox OutBox OutBox Personal Folder Print Folder Data_21Jul01 Data_akiyama Data_murata Trash	Subject FAX252F New Scan File New Scan File New Scan File New Scan File New Scan File TIF file	Receiver	Date 2001/07/21 2001/07/21 2001/07/21 2001/07/21 2001/07/21 2001/07/21 2001/07/21	15:05:28 09:13:40 09:16:37 11:55:57 12:03:38 15:12:43	esult	
Connected to - 192.168.1.10 (murata)						🕮 <i>//.</i>

* 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

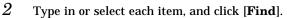
- *1* Click the data you want to print.
- 2 Click [Print].

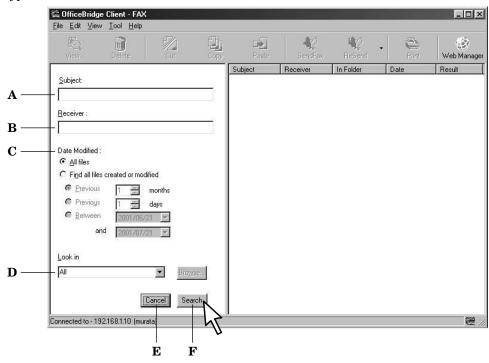
Information : You may also select [File] - [Print] to produce print output.

Searching for file

1 Select [Edit] - [Find].

😭 O <u>F</u> ile	fficeBridge <u>E</u> dit <u>V</u> iew		X Lelp						<u>_</u> _×
24	Cu <u>T</u> Copy Paste	Ctrl+X Ctrl+C Ctrl+V	Cut	Сору	Paste	SendFax.	ReSend	Print	😵 Web Manager
	Personal Fi Shared Fol Print Folder	der		nBox JutBox					
	🔰 Trash								
Find F	ile\Find								e /





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.

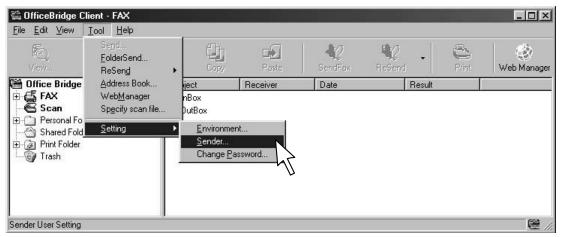
4

Registering sender

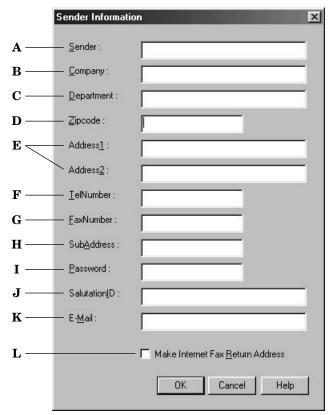
The sender you register here will appear as the sender's information on the fax cover page.

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].

🚔 OfficeBridge C	lient - FAX						- D ×
<u>F</u> ile <u>E</u> dit ⊻iew	<u>I</u> ool <u>H</u> elp						
€ View	Se <u>n</u> d <u>F</u> olderSend ReSen <u>d</u>	Сору	D Paste	↓ 2 SendFax	ReSend	Print	Web Manager
🗃 Office Bridge	Address Book	iject	Receiver	Date	Result	1	
	Web <u>M</u> anager Sp <u>e</u> cify scan file	nBox DutBox					
 Encode Former Personal Former Personal Former Point Folder 	C 00000	Environmer Sender Change <u>P</u> a					
Change Password							🕮 //,

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

Change Password	×
<u>O</u> ld password :	
<u>N</u> ew password :	
Confirm new password :	
	OK Cancel
	h

Caution : Each typed letter appears as a *.

Others

How to use Trash

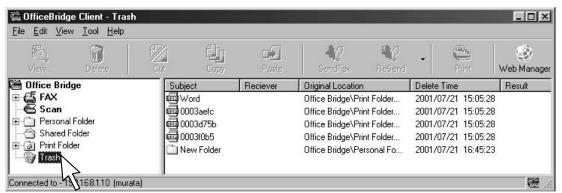
Any data deleted, from the personal folder for example, is moved to the Trash folder. The data in the Trash can be moved to any other folder until it is completely deleted by 'Deleting data' or 'Emptying Trash'. Retrieving data from the Trash is useful when the data was deleted by mistake.

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].

≝OfficeBridge Client - Trash Eile Edit ⊻iew Iool Help						<u>_</u> _×
View Delete	Cut Copy	Paste	SendFax	ReSend	•	😵 Web Manage
🗎 Office Bridge	Subject	Reciever	Original Locatio	on	Delete Time	Result
E 🗗 FAX V	Word	Word		Office Bridge\Print Folder		5:05:28
- 🗲 Scan	0003aefc	0003aefc 0003d75b		Office Bridge\Print Folder Office Bridge\Print Folder		5:05:28
🕀 🚞 Personal Folder	0003d75b					5:05:28
	0003f0b5		Office Bridge\P	rint Folder	2001/07/21 1	5:05:28
⊡-@g Print Folder @g Trash	C New Folder		Office Bridge\F	Personal Fo	2001/07/21 1	6:45:23
Connected to - 192.168.1.10 (murate	a)					e //

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

Emptying Trash

1 Select the Trash folder or the data in it.

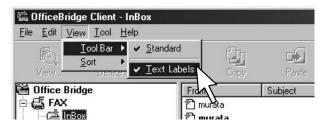
2Select [File] - [Empty Trash].

Restore	EZ/a	Ch		10	10			-
Empty Trash	Cut	Сору	Paste	SendFax	ReSend	•	Print	Web Manage
Delete	Subj	ect	Reciever	Original Locatio	n	Delete Tir	me	Result
Property Ctrl+R V		/ord		Office Bridge\P	rint Folder	2001/07/	/21 15:05:28	3
Logon		003aefc		Office Bridge\P	rint Folder	2001/07/	/21 15:05:28	}
FoBourn		003d75b		Office Bridge\P	rint Folder	2001/07/	/21 15:05:28	}
Exit		003f0b5		Office Bridge\P	rint Folder	2001/07/	/21 15:05:28	3
👦 rmicronaci – – – – – – – – – – – – – – – – – – –	D N	ew Folder		Office Bridge\P	ersonal Fo	2001/07/	/21 16:45:23	3

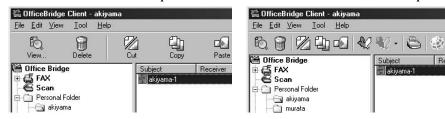
Showing and hiding toolbars

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

Subject

akiyama-1

Hidden toolbars



* It is not possible to show button descriptions only.

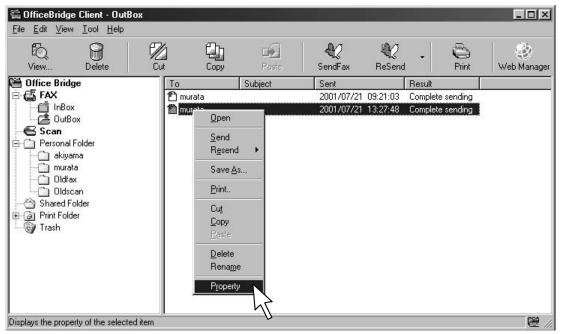
Rec

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.

Transmitter :	akiyama		Prev Next		
Sub Address :		Password :			
end Status —					
ScheduledTime	: 2001/08/22 17:29:24	Priority :	Middle		
SentConfirmation : No Confirmation		ReadConfirmation : No Confirmation			
Result : Cor	nplete sending				
ile Information :					
PaperSize :	B4	TotalPage :	1		
Resolution :	Normal	FileSize :	12.6KB		

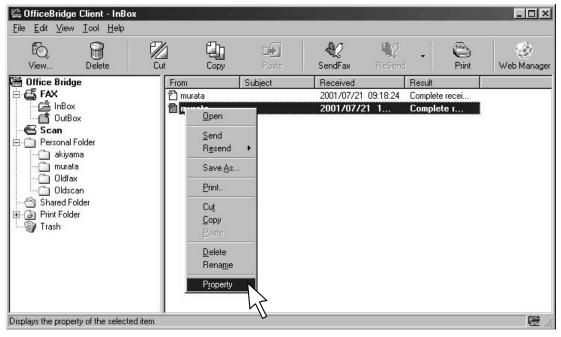
* Click [OK] to go back to the previous screen.

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.



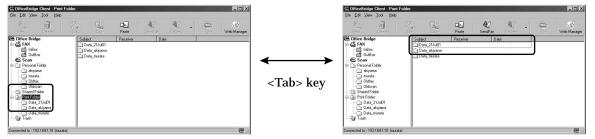
Information : You can also open the property screen by pressing the <**Alt**> and <**Enter**> keys simultaneously.

Sender Information :	
sender Information :	
Sender: murata	
Received Status	
Received Time : 2001/0	07/21 13:25:09
Result : Complete receivin	ng
File Information :	
PaperSize : B4	TotalPage: 1
Resolution : Normal	FileSize : 3.8KB

* 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).



How to set printer

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

OfficeBridge

1 Select [File] - [Print Setup].

ile <u>Edit View Iool H</u> elp New Folder Open Delete	Cut Copy Paste	SendFax ReSend
Rena <u>m</u> e	Subject	Scanned
Property Ctrl+R	New Scan File	2001/07/21 09:13:40
Save As	New Scan File	2001/07/21 09:16:37
	📰 New Scan File	2001/07/21 11:55:57
Print Set <u>u</u> p	New Scan File	2001/07/21 12:03:38
Erint	New Scan File	2001/07/21 15:12:43
Logon		
Exit		

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

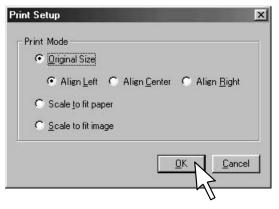


Image Viewer

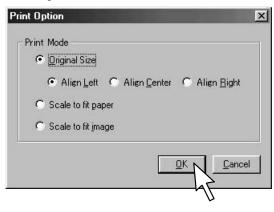
1 Select [File] - [Print Setup].

	New Scan Fi	l Image Viewer					
Eile	<u>E</u> dit <u>V</u> iew	Insert Format Lay	er <u>M</u> ove <u>H</u>	elp			
Ξ	<u>0</u> pen	Ctrl+O	h - 1 f	▶ a	bIJ	V E	1 X Ø • 1 1 18 3 F
	<u>S</u> ave	Ctrl+S	U E				666
	Save <u>A</u> s						
8	Print	Ctrl+P					
	Print Se <u>u</u> p						
	1 c:\program I	files\\0007c419	1				
	2 c:\program I	files\\0007c2de	4				
	3 c:\program I	files\\0020b56e					
	$\underline{4}$ c:\program I	files\\0019ae9d					
	5 c:\program I	files\\000879ec					
	E <u>x</u> it						
			-				

2 Click [Option].

Print Setup		? >
Printer		
<u>N</u> ame:	Muratec OfficeBridge TiffFormer	▼ Properties
Status:	Ready	50
Type:	Muratec OfficeBridge TiffFormer	
Where:	Muratec FAX:	
Comment		
- Paper	0	Drientation
Si <u>z</u> e:	A4 210 x 297 mm 💌	Portrait
<u>S</u> ource:	Auto Selection	C Landscape
	OptionN	OK Cancel
		1995 - 1995 - 1995 - 1995 - 1995 - 1995 - 1995 - 1995 - 1995 - 1995 - 1995 - 1995 - 1995 - 1995 - 1995 - 1995 -

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



Sorting data

e <u>E</u> dit ⊻iew <u>T</u> ool <u>H</u> elp						
View Delete				BeSen	d Print	Web Mana
Office Bridge	To	Subject			Result	
E FAX			2001/07	7/21 09:21:03	Complete conding	
InBox	🗂 🔁 murata	3	2001/07	7/21 13:27:48	Complete sending	
🖾 OutBox	🚹 🔁 akiyar	na	2001/07	7/21 17:44:29	Complete sending	
🗲 Scan	0.000 0.000					
Personal Folder						
— 🛄 akiyama						
- 🛄 murata						
Oldfax						
Cldscan						
Shared Folder						
B Print Folder						
Data_21Jul01						
— 🛄 Data_akiyama						
Data_murata						
- 🮯 Trash						

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	134
Registering address	138
Modification, copy, paste and deletion	148
Sharing address	150
Importing and exporting address	152

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.

Cross-reference / Page 67

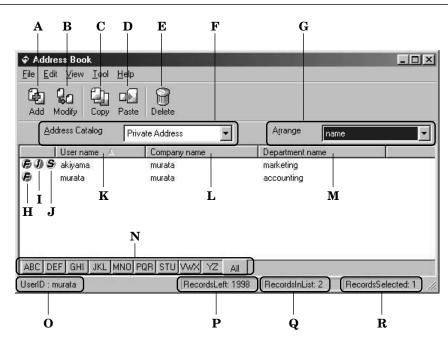
Information : Address Book cannot be opened without logging on to OfficeBridge. If you have not logged on, the screen to the right appears.

Click **[OK]**, log on to OfficeBridge and restart.



2 Select [Tool] - [Address Book].

🛍 OfficeBridge C	Client - FAX						- O ×
<u>F</u> ile <u>E</u> dit ⊻iew	<u>I</u> ool <u>H</u> elp						
₩ View	Se <u>n</u> d <u>F</u> olderSend ReSen <u>d</u> ►	Сору	Paste	SendFax	ReSend	Print	🛞 Web Manager
🗎 Office Bridge		iject	Receiver	Date	Resul	t /	
 EAX Scan Personal Fo Shared Fold Print Folder Print Folder 	Colline A	A Box					
Open AddressBook							🕮 //,



Descriptions

A. Add

New recipient can be registered.

B. Modify

Recipient's data registered in the Address can be changed.

C. Copy

Recipient's data registered in the Address can be copied.

D. Paste

Copied recipient's data can be pasted.

E. Delete

Recipient's data registered in the Address can be deleted.

Information : You can hide the buttons A-E.

See "Showing and hiding toolbars" below (p.137).

F. Address Catalog

Type is selectable from Private Address, Share Address, Private Group and Share Group.

Private Address

This is the user's private address book.

Other users cannot use it.

Share Address

Share address can be used in the same way as Private Address, but it can also be used by other users. Other user's address books can be made usable with due setting. (See p.150.)

Private Group

Multiple recipients can be registered as a group.

Other users cannot use it.

The recipients you register are selectable from Private Address, the recipients registered with onetouch or speed dial, as well as from user IDs.

Share Group

Multiple recipients can be registered as a group.

Other users can use it. Share Address, of other users is also usable.

The recipients you register are selectable from Share Address, the recipients registered with onetouch or speed dial, as well as from user IDs.

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.

Н. 🦻

Appears when a fax number is registered.

I. 🕖

Appears when an e-mail address is registered.

J. S

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.

Address Book

<u>File</u> <u>E</u>dit <u>V</u>iew

ya.

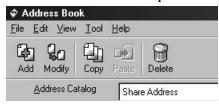
Address Catalog

Hearnaw

Con.



Toolbars with button descriptions



Toolbars without button descriptions

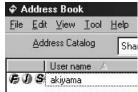
A

Share Address

Company name

<u>T</u>ool <u>H</u>elp



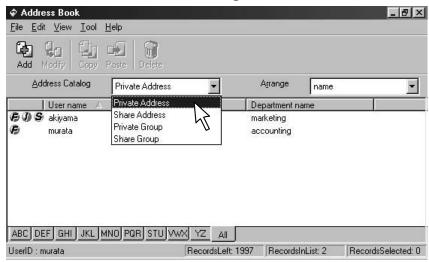


* It is not possible to show button descriptions only.

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 a	ddress			×	1
A —	—— User <u>n</u> ame:	John Sm	ith			
в —	<u> </u>	muratec			Browse	<u> </u>
с —	— De <u>p</u> artmet:					
D —	—			-		
E	<u> </u>			17		
	Address2:					
F —	<u> </u>	01-234-5	678			
G —	— <u>F</u> ax number:	01-234-5	679	-		
н—	<u> </u>					
I —	—— Pass <u>w</u> ord:					
J —	——— E- <u>m</u> ail:			17		
К —	User <u>I</u> D:					
			ОК	Cancel	Help	

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).

Select company	×
Company	<u>D</u> epartment
murata	accounting marketing
	OK Cancel Help

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 \checkmark button of the Address Catalog, and select [Share Address].

Address Book					_ 8 ×
<u>F</u> ile <u>E</u> dit ⊻iew <u>T</u> ool	<u>H</u> elp				
Add Modify Copy	Paste Delete				
Address Catalog	Share Address	▼ A	grange	name	-
User name	Private Address	Dep	artment name		
	Share Address Private Group Share Group	43			
	<i>b</i>				
ABC DEF GHI JKL	IND POR STU VWX	YZ AII			
UserID : murata		RecordsLeft: 1997	RecordsInt	List: 0 Reco	ordsSelected: 0

2 Click [Add].



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

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

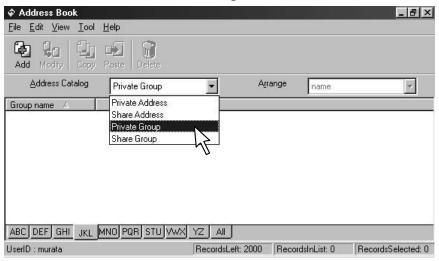
	New share add	ress		×	
A —	— User <u>n</u> ame:	John Smith	_		
в —	— <u>C</u> ompany:	muratec	- 1) ²	Browse	I
с —	— De <u>p</u> artmet:	marketing			
D —	— <u>Z</u> ip code:			-	
E —	<u> </u>		H.		
	A <u>d</u> dress2:				
F —	<u> </u>				
G —	<u> </u>	123-456-7890			
н —	<u> </u>				
I —	— Pass <u>w</u> ord:		2		
J —	—— E- <u>m</u> ail:		Ť	-	
К —	User <u>I</u> D:	-			
		OK	Cancel	Help	

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

Cross-reference / Page 139

Registration on Private Group

1 Click the \checkmark 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].

	New privat	e group		x
A ——	<u> </u>	Marketing Dep	ot	
		OK	Cancel	Help

Descriptions

A. Group

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

4	Click the $ ebla$	' button of the	Address C	atalog, and	select [Priv	vate Address]
---	-------------------	-----------------	-----------	-------------	--------------	---------------

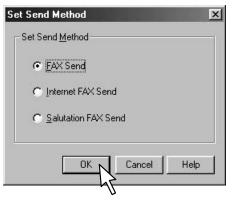
Address <u>C</u> atalog:	A <u>r</u> range	name	
Private Address 💽 Update	Group Name:	Marketing Dept	
Private Address One Touch Speed Dial	_	<u>G</u> roup User:	
User ID V	<u>A</u> dd:		
	<u>D</u> elete:		
	<		
	D <u>e</u> l All:		
	<<		
ABC DEF GHI JKL MN PQF STUVW YZ	All	1	
		OK Cancel	Help

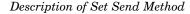
5 Click the recipient you want to register, and click [Add].

New private group			×
Address <u>C</u> atalog:	A <u>r</u> range	name Mada Vice Deet	
Private Address	Group Name:	Marketing Dept	
Address <u>U</u> ser:		<u>G</u> roup User:	
🗭 🕐 🥞 akiyama murata nurata murata	Add:		
	r I	OK Cancel	Help

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.)





[FAX Send]

Sends to the registered fax number

[Internet FAX Send]

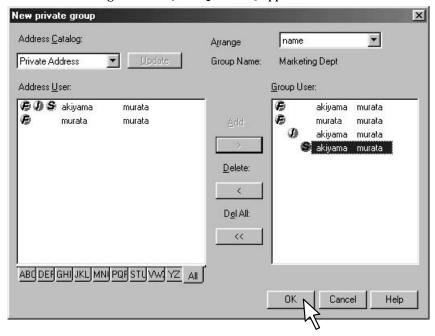
Sends to the registered e-mail address

[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 \checkmark button of the Address Catalog, and select [Share Group].

Address Book				_ 8 ×
<u>F</u> ile <u>E</u> dit ⊻iew <u>T</u> ool	<u>H</u> elp			
Add Modify Copy	Paste Delete			
Address Catalog	Share Group	▼ Aj	range name	*
Group name A	Private Address Share Address Private Group Share Group	YZ AII		
			D. HUND	
UserID : murata		RecordsLeft: 1999	RecordsInList: 0	RecordsSelected: 0

2 Click [Add].



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

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

	New share	group		x
A ——	<u> </u>	Basketball team	1	
		OK	Cancel	Help

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.

Cross-reference / Page 144

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].

Address Book					_ 8 ×
<u>File E</u> dit ⊻iew <u>I</u> ool <u>H</u>	elp				
Add Modify					
Address Catalog	Private Address	-	Arrange	name	<u> </u>
User name 🛛	Company nam	e D	epartment na	me	
ABC DEF GHI JKL MN	10 PQB STU VWX	YZ All		_	
Set share addressbook path		RecordsLeft: 199	6 Record	sInList: 0	RecordsSelected: 0

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

Setting	X
<u>S</u> et Share Addr	388
C <u>U</u> se defa	ult share addressbook
	re addressbook set
<u>F</u> ile Name:	C:\Program Files\Muratec\Office Bridge\murata\ Browse
	OK Cancel Help

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

Database Se	elect				? ×
Look in: 🧲	Address	• È			
AdrUsr.da	1			194	_
File name:	AdrUsr		_	<u>O</u> per	N
10 77					

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].

Address Book				_ 8 ×
<u>File</u> <u>E</u> dit ⊻iew <u>T</u> ool	<u>H</u> elp			
Import CtrI+0 Export CtrI+S Exit	Paste Delete			
Audress Catalog	Private Address	-	Agrange name	-
User name 🛛 🛆	Company nam	e De	partment name	
ABC DEF GHI JKL	MNO POR STU VWX	YZ AII		
32		RecordsLeft: 1996	RecordsInList: 0	RecordsSelected: 0

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

Open									? ×
Look jn: 🔂	My Documents			•	ŧ		ř	6-6- 6-6- 6-6-	
🗐 ls_100									
Office Brid	ge								
Public									
Shared fol	der								
File <u>n</u> ame:	Address			_	_			<u>O</u> per	N
Files of type:		Defected	0 (* ****)			-		Cance	47
riles of type.	CSV (Commar	i Delimited	ij (.csvj					Cance	 //

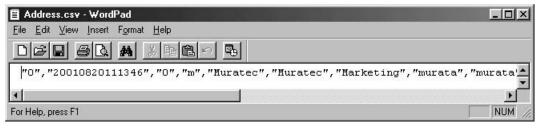
*** Details of import format ***

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)

1	1 /
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)

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].

Address Book			_ 8 ×
<u>File</u> <u>E</u> dit <u>View</u> <u>Tool</u> <u>H</u> elp			
Import Ctrl+0	11 🕋		
Export Ctrl+S	Delete		
Exit	i Universitation		
Budiess catalog Pr	ivate Address 📃 💌	Agrange na	ame 🗾
User name 🛛 🛆	Company name	Department name	
		ъп I	
ABC DEF GHI JKL MNO			
	Records	Left: 1996 RecordsInList:	0 RecordsSelected: 0

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

Save As					? ×
Save jn: 合	My Documents	-	1 🗈 📝		ь-ь- 5-6- 5-6-
Is_100					
Office Bridg	je				
😡 Public					
Shared fold	ler				
File <u>n</u> ame:	Address			2	ave
Save as <u>t</u> ype:	CSV (Comman Delim	ited) (*.csv)	-	C	ancel 5

Chapter 6

Using CoverPage Editor

CoverPage Editor overview	156
CoverPage Editor operations	159
Cover age Euler operations	

CoverPage Editor overview

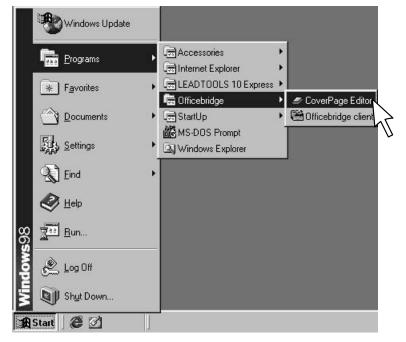
What is CoverPage Editor?

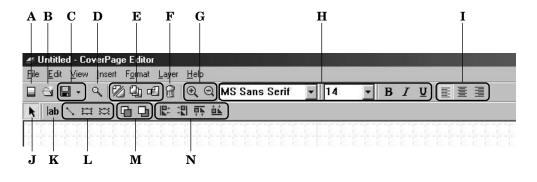
CoverPage Editor helps you create a fax cover page.

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].





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]

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

🝠 Untitled - CoverPage Editor				
<u>Eile E</u> dit <u>V</u> iew <u>I</u> nsert F <u>o</u> rmat <u>L</u> ayer <u>H</u> elp				
	Arial	• 14	• B I	⊻ ≣ ≣ ≣
	<u>k</u>			
	🖡 - la - la - la - la - la - la			
-666-				
12 12 12				

3 Enter text.

Untitled - CoverPage Editor				
<u>File Edit View Insert Format Layer Help</u>				
	Arial	• 14	• B I	<u>u</u> <u>E</u> <u>=</u> <u>=</u>
▶ 🔤 丶 ⇔ ⇔ 🖬 🖬 🛤 幕 🗄	<u>k</u>			
Enter Characters here.				
12-12-12				
	$ _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- _{1}^{-}- $			
199999				
19-19-19-19-19-19-19-19-19-19-19-19-19-1				

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

Creating objects

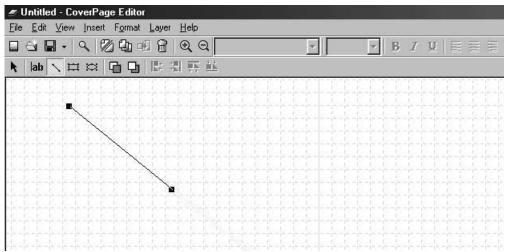
Straight line

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.



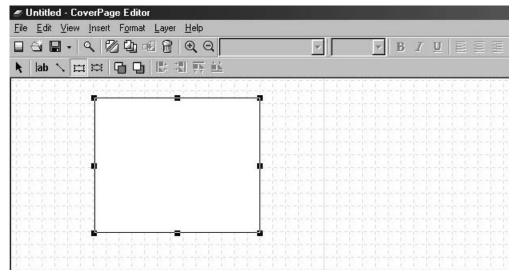
Rectangle

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.



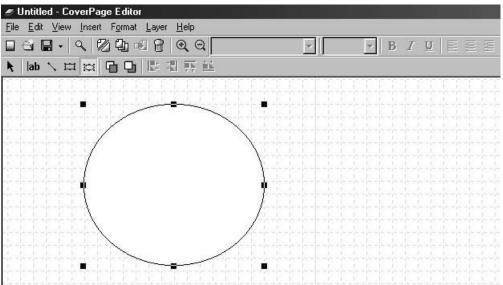
Ellipse

1 Click the [Ellipse] button.



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

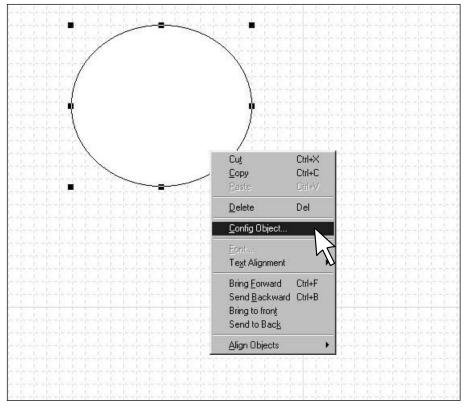
2 Drag the pointer wherever you want to create an ellipse.



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.

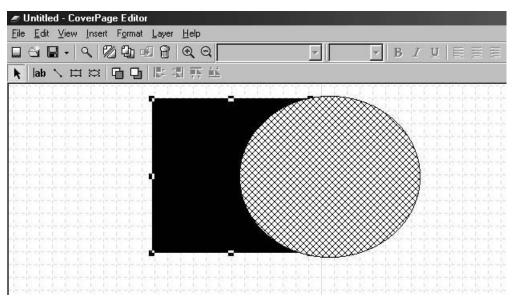
Object Confi	g	x
Font Col	ors and Lines Config	1
Fill	Auto 🔽 🗖 Semiţransparei	8
Line C <u>o</u> lor:	Auto	10
<u>S</u> tyle:	Solid Line 💌 Weight: 🚺 🕂 PT	
	OK Cancel Help	

Changing objects layout

Bringing object forward

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



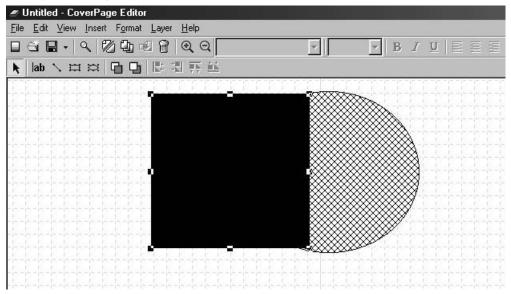


2 Click the [Bring Forward] button.



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.



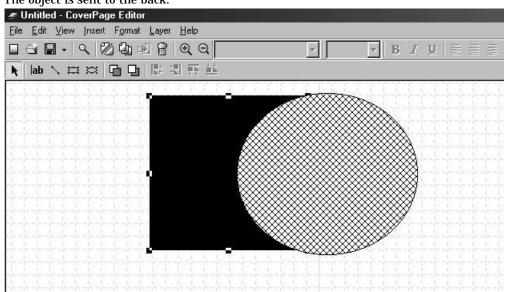
SUntitled - CoverPage Editor	
<u>File E</u> dit <u>V</u> iew <u>I</u> nsert F <u>o</u> rmat <u>L</u> ayer <u>H</u> elp	
□ 3 □ • < < Ø ₽ • 8 @ Q Q	▶ B <i>I</i> <u>U</u> E E E
k ab \ \ □ \ □ \ □ \ □ \ □ \ □ \ □ \ □ \ □	

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.



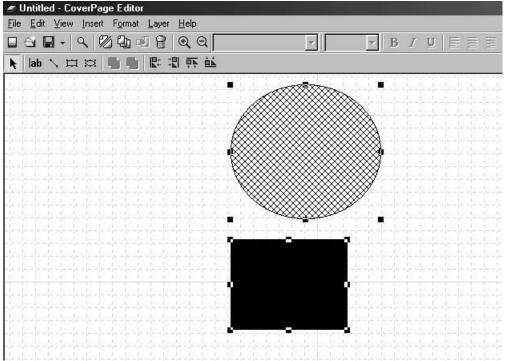
Information : You may also select objects by clicking multiple objects while pressing the <Shift> key.

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 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.



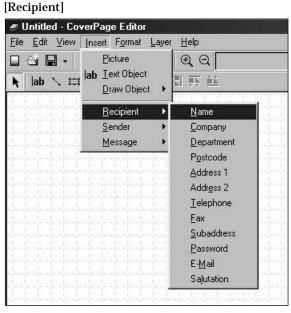
Information : You may also select [View] - [Zoom Out] to get a reduced view.

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.



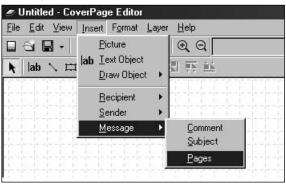
The recipient's selected information, registered in the Address Book, is automatically inserted. Cross-reference / Page 138

[Sender]				
🝠 Untitled - Cover	Page Editor			
<u>F</u> ile <u>E</u> dit ⊻iew <u>I</u> n	isert F <u>o</u> rmat <u>I</u>	ayer	<u>H</u> elp	
🖬 🗠 🖬 - 🛛	<u>P</u> icture		Q Q	
▶ ab ∖ ≕ ^a	b <u>Text</u> Object <u>Draw</u> Object	•	a 🕫 🖻	
	<u>R</u> ecipient	•	- -	
12222	<u>S</u> ender	•	<u>N</u> ame	1000
	<u>M</u> essage	•	<u>C</u> ompany	
-la -la -la -la -la -l a -la			<u>D</u> epartment	-ll-
- -			P <u>o</u> stcode	
			Address 1	1000
			Addr <u>e</u> ss 2	10707
n en en en en en en			Telephone	10202
			<u>F</u> ax	
- -			Subaddress	
- -		2-1	_ Password	
			– E- <u>M</u> ail	1-1-1-
		11		10707
-2-2-2-2-2-2-2			-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1	

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

Cross-reference / Page 122

[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.

✓ Untitled - CoverPage Editor Eile Edit View Insert Format Layer Help				
		<u>~</u>]	<u>▼</u> B <i>I</i> <u>U</u> ≡ ≣	
t ab ∖ ¤				
Company:	{Sender's Company}	$\begin{array}{c ccccccccccccccccccccccccccccccccccc$		
Subject :	{Subject}			
Comment :	{Comment}			

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

	🖞 🖅 🔐 🍳 🤇 MS Sans Serif 🔻 11 💽 B I 🖳
ab $\setminus \boxplus \bowtie \mathfrak{g}$	
Company :	{Sender's Company}
Subject :	{Subject}
	(auriec)
Comment :	{Comment}

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></home>	Moves to the top of current page
<end></end>	Moves to the bottom of current page

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

-	174	Image Viewer overview
Image Viewer operations17	177	Image Viewer operations

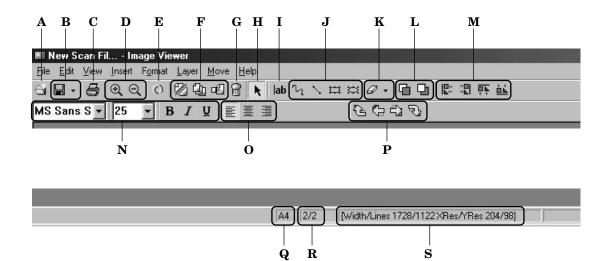
Image Viewer overview

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.



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

М.	[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
0	[Align Left] [Center] [Align Right]
0.	[Align Left]
	Left-justify the selected text
	[Center]
	Center-justify the selected text
	[Align Right]
	Right-justify the selected text
Р.	[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

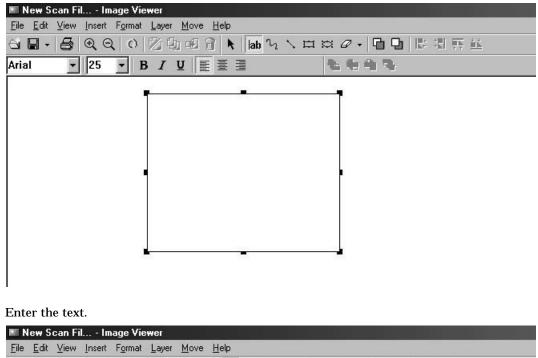
1 Click the [**Text**] button.

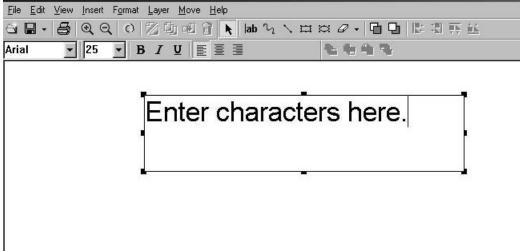


3

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

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





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

Creating objects

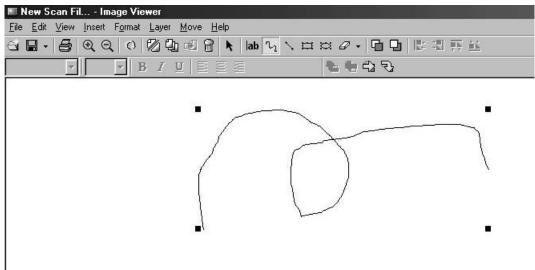
Freehand line

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.



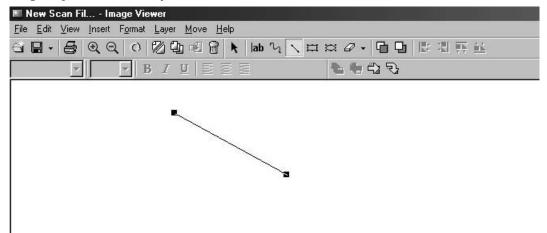
Straight line

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.



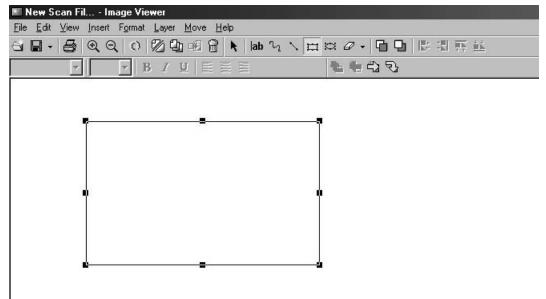
Rectangle

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.



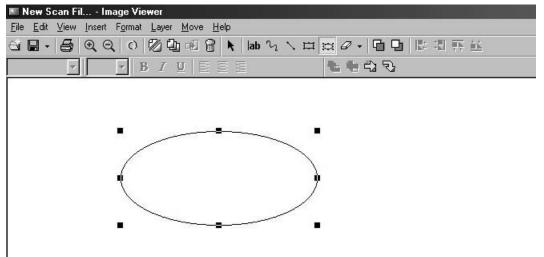
Ellipse

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

- Cut Ctrl+X <u>С</u>ору Ctrl+C Delete Del Config Object. Text Alignment Bring Forward Ctrl+F Send Backward Ctrl+B Bring to front Send to Back Align Objects
- *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.

Object Config		×
Font Colo	rs and Lines Config	1
Fill	Auto	
Line C <u>o</u> lor:	Auto	
<u>S</u> tyle:	Solid Line Veight 1	₽T
	OK Cancel	Help

Erasing image

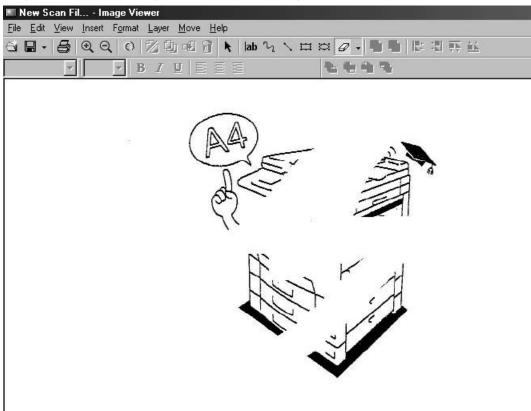
Caution : An object cannot be deleted with this operation. See 'Deleting object' (p.186).

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

Click the $\mathbf{\nabla}$ 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.

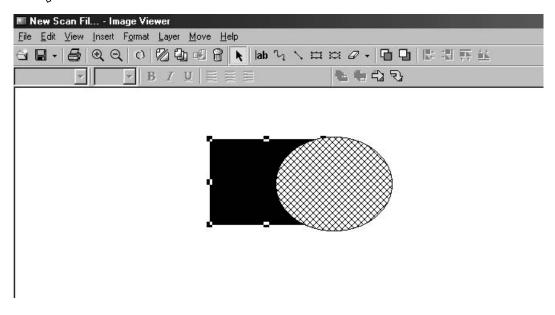


Changing objects layout

Bringing object forward

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



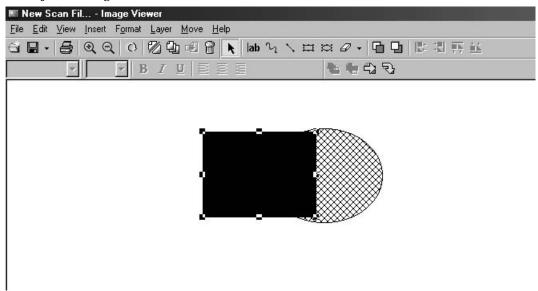


2 Click the [**Bring Forward**] button.



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

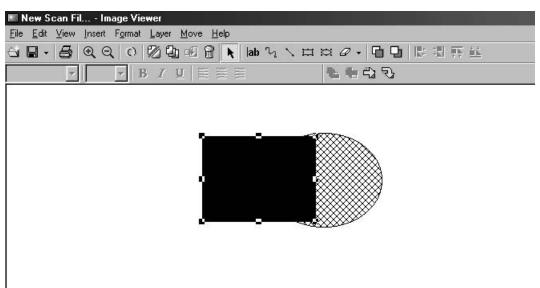
3 The object is brought to the front.



Sending object backward

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



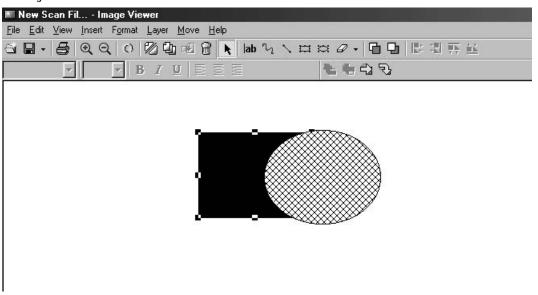


2 Click the [Send Backward] button.



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

3 The object is sent to the back.



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.



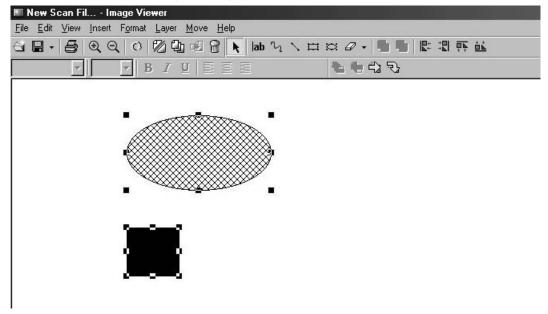
Information : You may also select objects by clicking multiple objects while pressing the <Shift> key.

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 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 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.

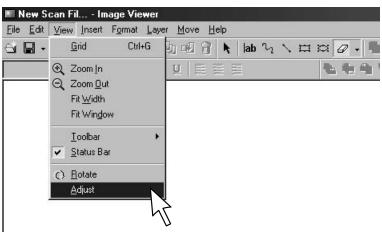


Information : You may also select [Move] - [Last Page] to display the last page.

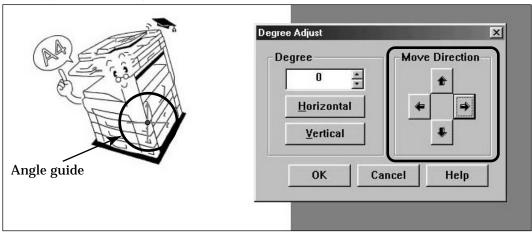
Adjusting angle

You can incline the image to any angle you want.

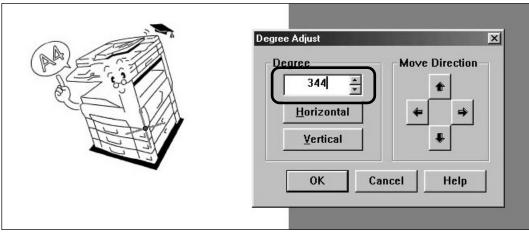
1 Select [View] - [Adjust].



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



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.

Degree Adjust
Degree Move Direction
OK Cancel Help

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	192
Viewing e-mail communication history	194
Confirming or canceling Scheduled communication	198
Confirming or canceling print job	200

Viewing fax communication history

1 Start up 'Web Manager'.

Cross-reference / Page 75

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



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



Manageme	nt information - Fa	x document rec	eiption histo	ory				
	of your fax receptions. Cont ur system from recording co		ournal may be set	nt from the unit:	s with which y	rour system co	mmunicates. In s	some cases, these fi
i de diank, prevenung yo	ur system from fecording co	ontact mromation.						
					110			
ne No. : 1								
ne 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.

Viewing e-mail communication history

Mail transmission history check

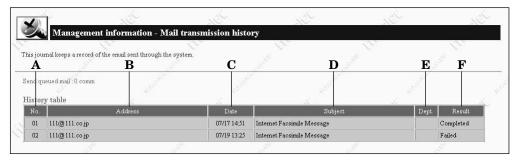
1 Start up 'Web Manager'.

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]

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.

	14°	1	la la	12		
nis ji A	ournal records your email receipts. B	С		D	E	F
List	ory table	Carl Start	and the second second second second second second second second second second second second second second second	ALCONTACT.	and the first of	
No.	Sender	Date		Subject	Result	Remarks
01	murata@muratec.co.jp	07/17 13:57	Internet Facsimile Message		Completed	Print
02	murata@muratec.co.jp	07/17 15:07	RE: Internet Facsimile Message		Completed	Print
03	murata@muratec.co.jp	07/17 15:36	Internet Facsimile Message		Completed	Print
04	murata@muratec.co.jp	07/17 15:41	Internet Facsimile Message		Completed	Print

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

Confirming or canceling Scheduled communication

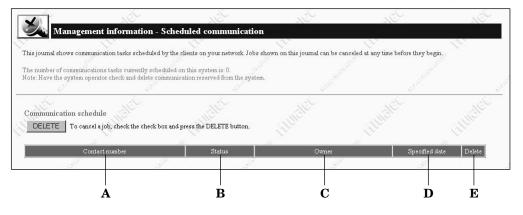
1 Start up 'Web Manager'.

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.

Confirming or canceling print job

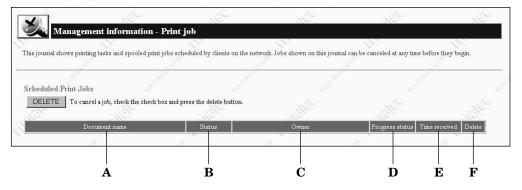
1 Start up 'Web Manager'.

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.

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.

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 $Microsoft^{\ast}$ 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 X 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 X 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.

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