



OfficeBridge Online


User's Guide


for
MFX-1300
MFX-1700




Safety precautions


- Please read “Before using your Muratec fax machine” in the Operating Instructions 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 neglect of warnings.


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

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

- The following symbols are used to distinguish the types of alerts. (Shown below are the examples.)

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

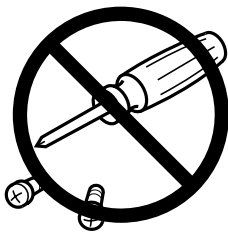
 This symbol indicates prohibition in handling. An illustration will give a concrete description.

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

Warning



Never attempt to disassemble, repair or modify the equipment.



It may cause electric shock or machine failure. Request repairs from the Customer Information Center.



Do not place anything on the equipment that contains water or chemical drug.



Do not place articles on the equipment such as flower vases, potted plants, beverage cups, cosmetics, containers of chemical drugs or water, or small metallic articles. These substances, once overturned and dropped inside of the equipment, may cause a fire or electric shock.

Caution



When any of the following occurs, stop operation immediately, unplug the power cable of the fax main unit from power outlet, and call our Information Center.

- ◆ Smoke generation or an unusually heated machine housing
- ◆ Abnormal noise



Never attempt anything other than what is specified in this manual.

It may cause unexpected accidents or machine failure.

Acknowledgement

Preface

Thank you for purchasing Muratec OfficeBridge Online. This User's Guide describes the operation procedures of the fax main unit, as well as the procedures for installing, registration and adjusting the settings on your PC. Before getting started, review the entire User's Guide and Follow the procedures apply to you.

This manual presupposes that its reader understands the basic operation and concepts of PC's, operating systems, networks and application software. Please refer to each manual respectively for details of operation.

Note: The information contained in this User's Guide is subject to change without notice.

For details of the fax main unit operations, please refer to the Operating Instructions that comes with the fax main unit.

Trademarks

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Adobe®, Adobe Acrobat®, Adobe Acrobat Reader® are registered trademarks of Adobe Systems Incorporated.

All other brand names and product names mentioned in this User's Guide are trade names, trademarks or registered trademarks of their respective owners.

Screen shots in this manual are shown under permission of Microsoft Corporation.

If problems arise

In the event your machine requires service or repairs, please contact your authorized Muratec dealer.

Users in the U.S.A.

Contact the Muratec Customer Support Center at 800-347-3296 (from U.S. only)

[Fttp://www.muratec.com](http://www.muratec.com)

Users in the other countries

Contact your authorized Muratec dealer.

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About the Manuals

User's Guide (on the CD) (this book):

This User's Guide describes the basically operation procedures of the OfficeBridge Online, as well as the procedures for installing, registration and adjusting the settings. For detail information of using the OfficeBridge Online on your computer, read the Reference manual on the OfficeBridge Online Installation Disk.

Reference Manual (on the CD):

This manual describes the details of using the OfficeBridge Online interface on your PC.

The Reference manual is made with the HTML file format. You can view this manual using the web browser such as Microsoft Internet Explorer or Netscape Communicator. (See "Installing the reference manual," page 100.)

Administrator's Manual (on the CD):

This manual describes administrator registration, forced printing of the received document and clear logon password, etc.

Summary of Major Features

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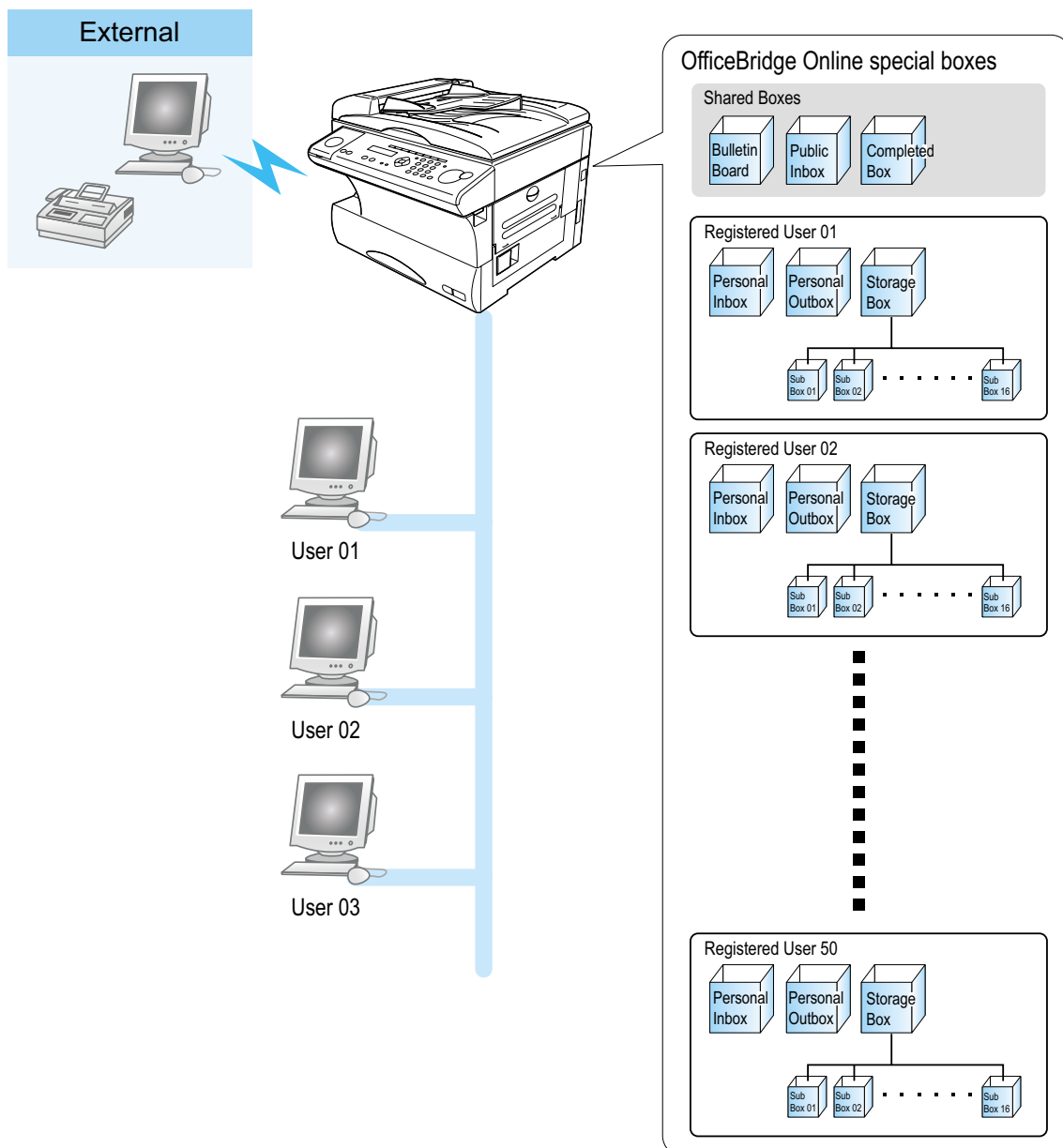
What is the OfficeBridge Online?

OfficeBridge Online is a system that allows documents that have been sent or received to be handled as electronic data by the browser without needing to use a dedicated fax server.

With OfficeBridge Online functions, such as PC-FAX transmission/reception, network scanner, bulletin board, circular board, processing request, and network printer can be used.

Office BridgeOnline provides a prepared bulletin boards and special boxes, such as an Inbox. Registering the users that will use this system not only allows them to use the special boxes, but also provides them with an individual box to allow individual management of faxes, etc.

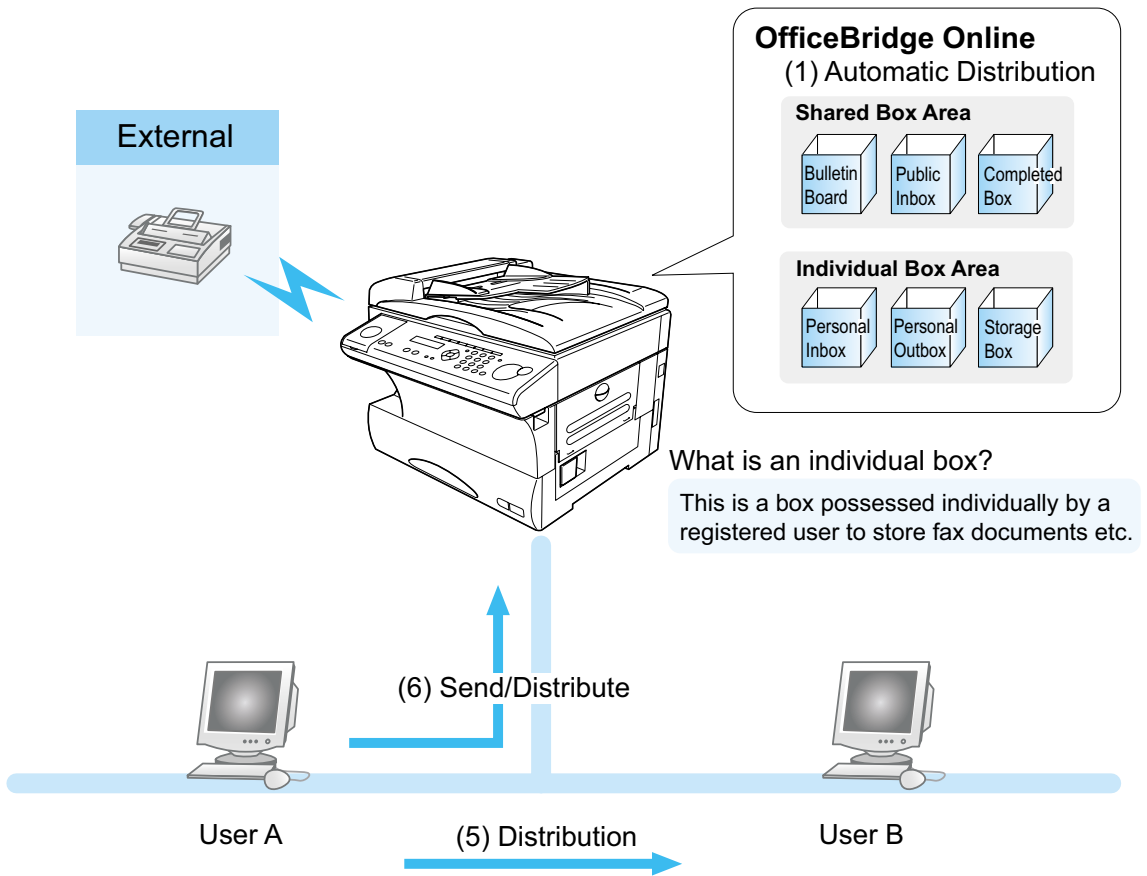
The received faxes and scanned documents are put in the OfficeBridge Online special boxes.



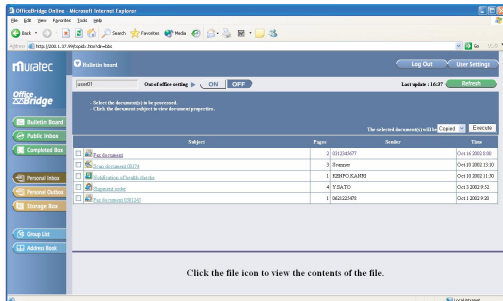
PC-FAX Transmission & Reception

Outline

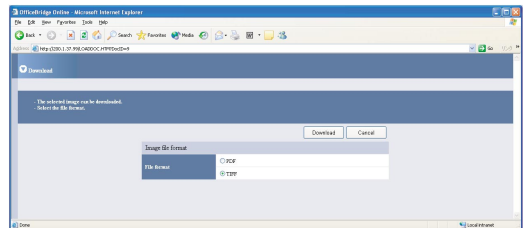
Fax transmission/reception is a function that allows faxes sent from an external location to be accessed via the browser and transmitted and the received fax document manipulated.



(2) Confirmation (3) Browser Operation



(4) Download



(1) Automatic Distribution

The received fax documents are not printed but instead are automatically stored in the individual boxes of users registered in accordance with the distribution settings set in advance. There is no need to distribute the fax to the person in charge.

Note: Refer to the “Received fax forwarding” settings on the “Admin tool” screen.

(2) Confirmation

The received fax document can be previewed on your computer. This conserves paper and toner.

Note: A new document arrival notice is sent to the users on the distribution list.
The new document arrival notice is only given when the InfoMonitor is running.
For information on the installation, refer to “InfoMonitor,” on page 95.

(3) Browser Operation

The processing of received faxes (download, forward, delete) can be done using the browser with the same feel as when accessing the Internet.

(4) Download

The received fax document can be downloaded to the specified location in TIFF or PDF format.

(5) Distribution

The received fax document can be distributed to other users (from user A to user B) and distributed to e-mail addresses.

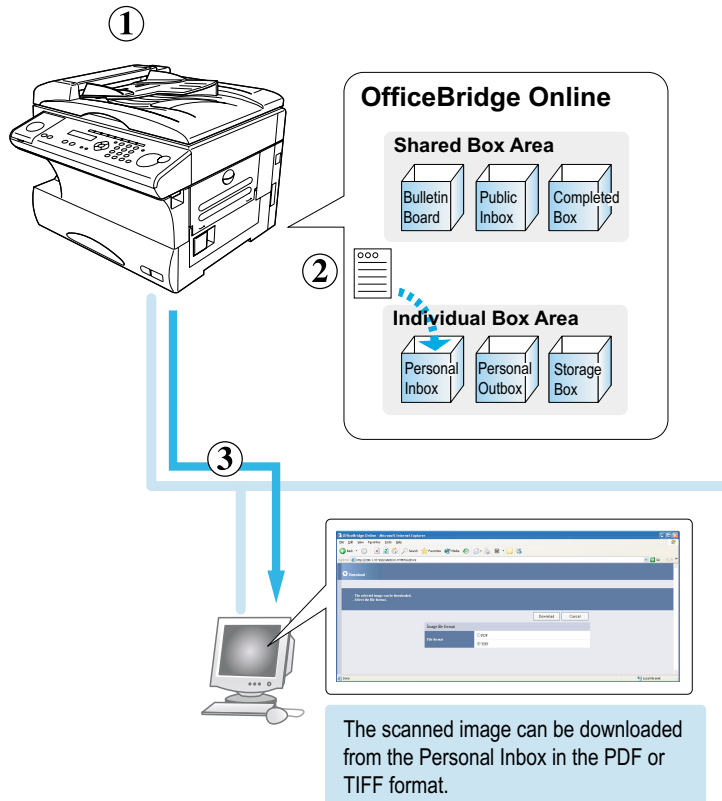
(6) Send/Reply

Documents created on your computer and replies to received fax documents can be sent as a fax directly to an external location from your computer.

Network Scanner

Outline

Network Scanner is a function that internally stores the image read by the unit and reuses the images when necessary.



(1) Scan the document

Change the main unit to the Scan mode by pressing **FAX/COPY/SCAN** key.
Enter the User ID then load the document in the unit and scan it.

(2) The scanned image is stored in the Personal Inbox

The scanned images up to Letter (or A4) in size can be stored to the Personal Inboxes (Individual) of the registered users.

(3) Confirmation & Download

The scanned image can be previewed on your computer.

If you want, download the scanned image (select the TIFF or PDF format), and save it in your computer.

The image can be read and edited using an image editing application that supports TWAIN. In addition, the scanned document can be managed with a commercially available document management application.

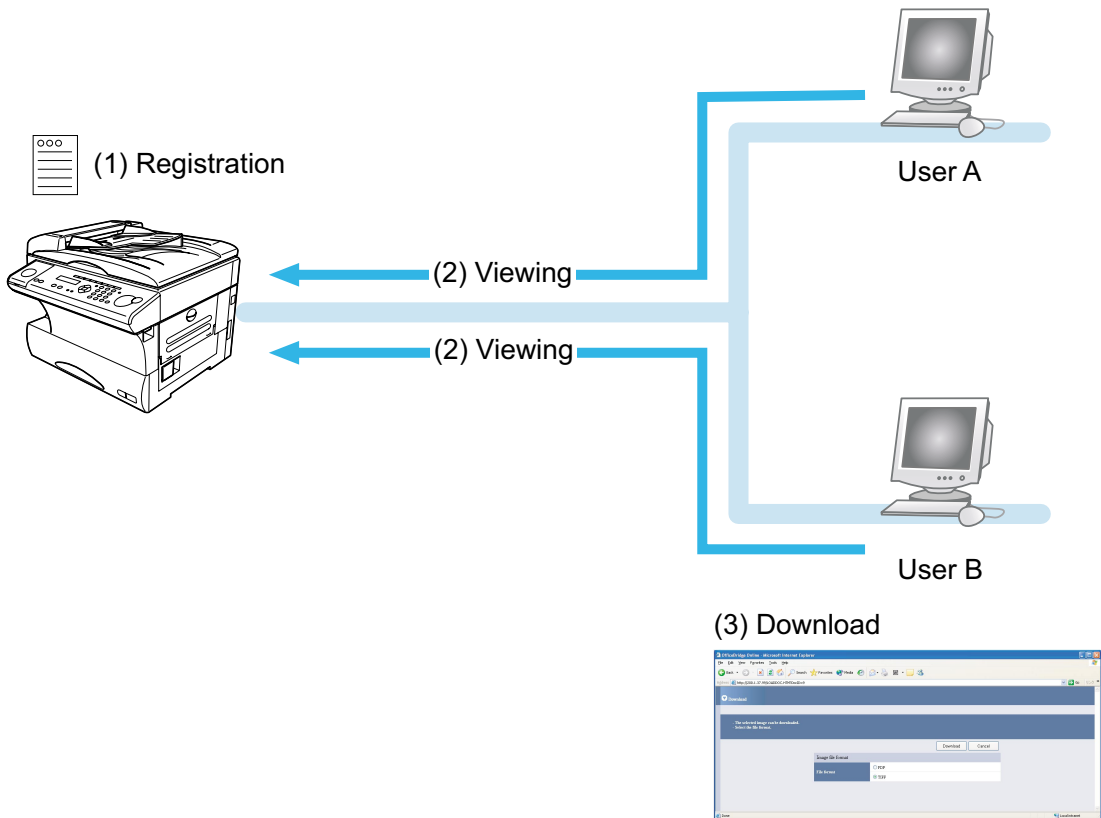
[TWAIN Standard]

This standard applies to the exchange of data between an image input device, such as a scanner, and an image editing application. The image input by a TWAIN standard scanner can be read by the computer using an image editing application that supports the TWAIN standard.

Bulletin Board

Outline

Bulletin Board is a function that makes it possible to share brief information among registered users.



(1) Registration

A document or image can be posted on the Bulletin Board as a shared document with comments attached. There is no need to print the posted document and hang it on the wall.

(2) Viewing

Registered users can use the browser to view a posted document. Registered users can use the browser to share information.

* If InfoMonitor is left running, it will automatically notify users when a new bulletin board document is posted.

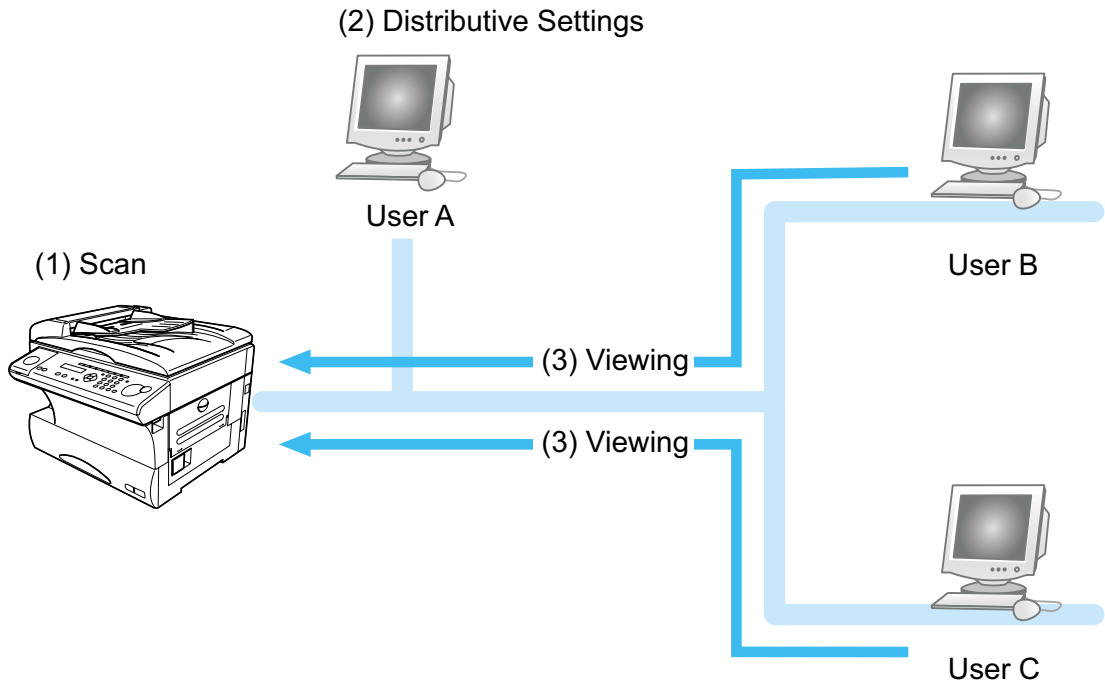
(3) Download

When necessary, a posted document can be downloaded to your computer or sent via e-mail.

Circular Board

Outline

This function specifies the users and circulates a document for viewing among users registered in the Circular Board.



(1) Scan

A received fax document or scanned image can be circulated among registered users. The circular document does not need to be printed.

(2) Circular Settings

The issuer can specify the subjects (users) to whom the circular will be sent to allow efficient circulation.

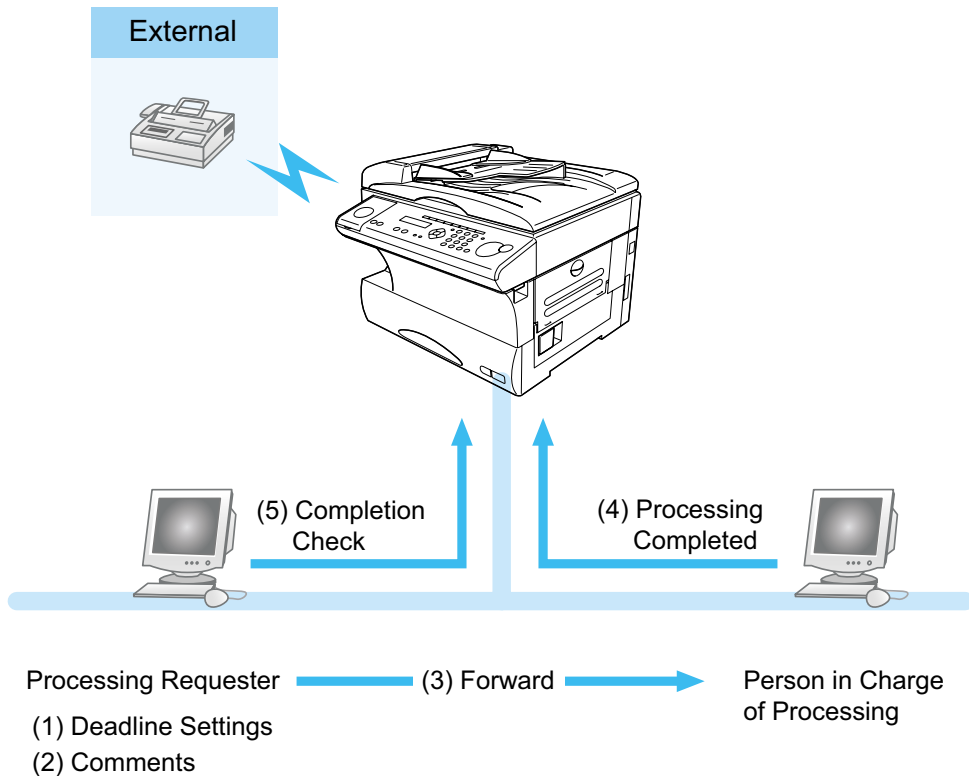
(3) Viewing

The contents of the circular can be viewed when a notice is received from the issuer. In addition, the issuer can check if the circular subjects (users) have read the circular.

Processing Request

Outline

Processing Request is a function that attaches deadlines and comments to information read using the unit and then requests processing of them by other users. The requester can check the processing status of the person in charge of the processing.



(1) Deadline Setting

When the processing requester makes a request to the person in charge of processing, he can set a processing deadline. Documents that are not processed by the deadline are printed to prevent them from remaining unprocessed.

(2) Comments

The process requester can write comments when making a request to the person in charge of processing. This allows the requester to accurately communicate the processing request.

(3) Processing request

A processing request can be sent to the user in charge for documents that require processing, such as forwarded orders and invoices.

(4) Processing completion

Person in charge of processing completion process specifies processing completion setting after the processing has been completed.

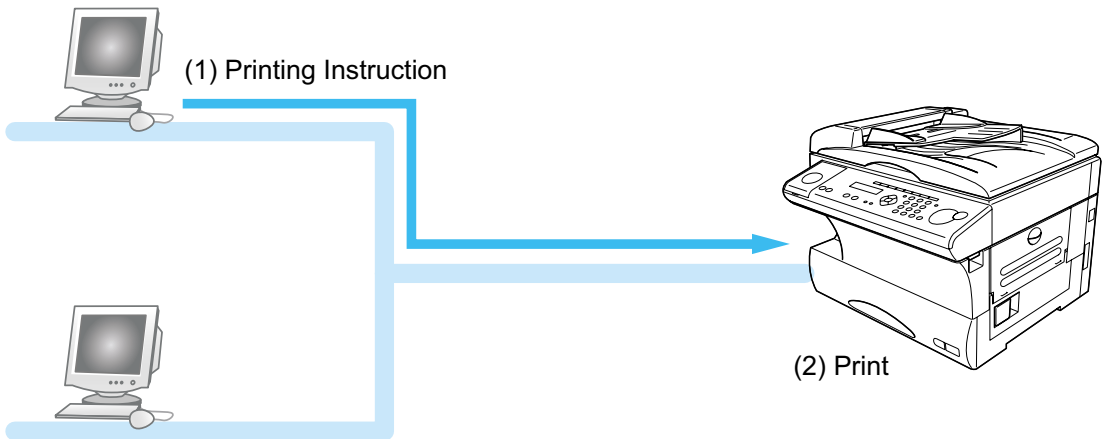
(5) Completion Check

The process requester can check if the person in charge of processing has completed the processing by checking the "Completed Box".

Network Printer

Outline

Network Printer is a function that uses the unit on the LAN as a network printer. Printouts with a maximum size of Letter (or A4) and resolution of 600 dpi can be printed.



(1) Printing Instructions

You can use the unit as a printer from your computer.

(2) Print

This allows you to print documents created using various applications at a resolution of 600 dpi.

Internet transmission & reception

Outline

Internet fax transmission:

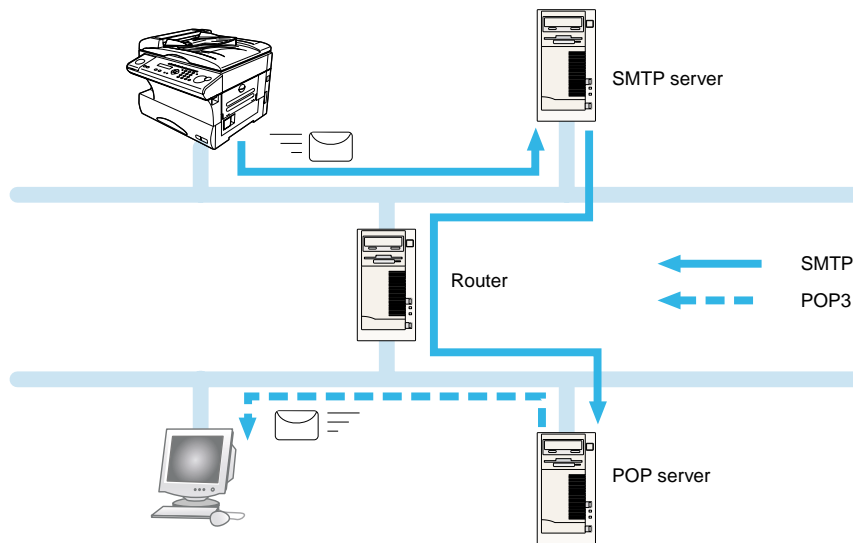
OfficeBridge Online allows you to transmit documents over the Internet to another Internet Fax or a PC. The scanned document data sent by e-mail as an attachment file.

When you send an e-mail message, OfficeBridge Online uses Simple Mail Transfer Protocol (SMTP) to transfer your outgoing mail to your SMTP mail server, which in turn uses SMTP to send your mail to the Internet.

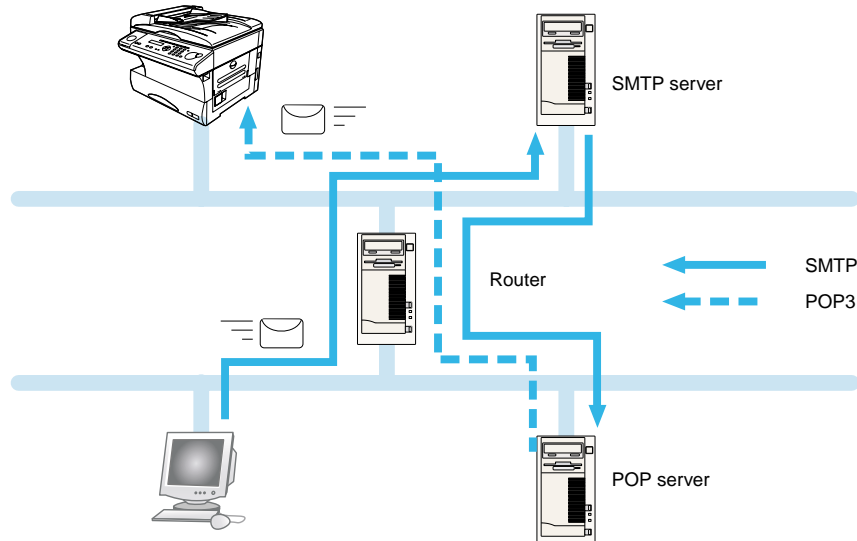
Internet fax reception:

OfficeBridge Online allows you to receive and print a PC transmitted e-mail automatically or manually, depending on its setup configuration.

E-mail transmission



E-mail reception



InfoMonitor

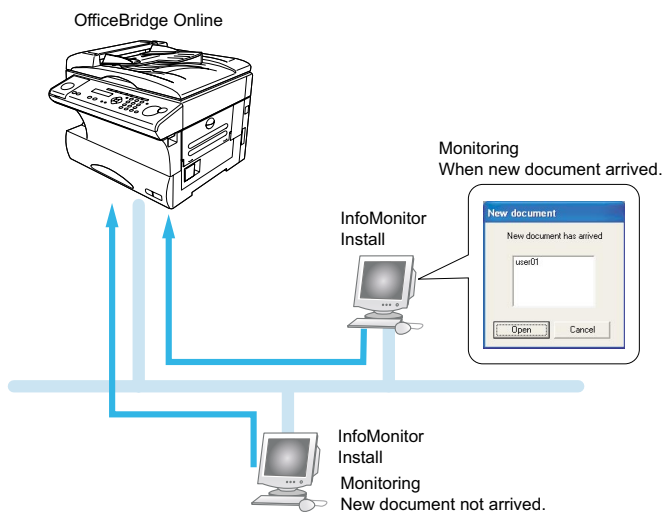
What is the InfoMonitor?

“InfoMonitor” is an application that is connected to “OfficeBridge Online” and monitors and downloads New documents from the specified box of the “OfficeBridge Online” to your computer. To monitor documents with “InfoMonitor,” users need to be registered on each computer.

When started up, “InfoMonitor” monitors “OfficeBridge Online.” When new fax, e-mail or scanned data arrives at specified box of the “OfficeBridge Online,” “InfoMonitor” notifies the registered users. The UserIDs of New documents are listed on your computer screen.

Note: For information on the installation, see page 95 on this manual.

Note: For information on the setup method, refer to the Online help of the “InfoMonitor.”



Machine configuration

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Setting the IP Address, Subnet mask and Gateway Address

To use the OfficeBridge Online on the Web browser such as “Microsoft Internet Explorer” (4.0 or later) or “Netscape Communicator” (4.5 or Later), you must do the following procedure to enter the correct IP address and subnet mask in advance. If you need any help, contact your network administrator.

Note: Dynamic Host Configuration Protocol (DHCP) is not supported.

- 1 Press **Program, G, 1, 0, 2.**

```
Network Settings
02 TCP/IP Setting
```

- 2 Press **ENTER.**

```
Set IP Address
. . .
```

- 3 Enter the IP address using the numeric keypad.

Note: To enter numbers less than 2 digits between the dots, use the cursor key to move the entry point.
To correct a wrong number entry, move the cursor with the cursor key and overwrite it.

- 4 Press **ENTER.**

```
Set Subnet Mask
. . .
```

- 5 Enter the subnet mask address using the numeric keypad.

Note: To enter numbers less than 2 digits between the dots, use the cursor key to move the entry point.
To correct a wrong number entry, move the cursor with the cursor key and overwrite it.

- 6 Press **ENTER.**

```
Gateway IP Address
. . .
```

- 7 Enter the Gateway IP Address if necessary. If you do not wish to set the Gateway IP address, do not enter any characters.

Note: To clear the number, press **CANCEL.**

- 8 Press **ENTER.**

```
Turn Off/On
To Active
```

- 9 To reflect the settings, turn the power off and then on according to the following order.

- 9-1. Turn the fax unit off.
- 9-2. Unplug the DC cable from the OfficeBridge box.
- 9-3. Plug the DC cable to the OfficeBridge box.
- 9-4. Turn the fax unit on.

Setting your Time Zone

“Time Zone” setting is added to the “User Install” by pressing **Program, I**.

The Time Zone is required as part of the E-mail header information when sending Internet faxes.

- 1 Press **Program, I**.

```
= Program =  
I User Install
```

- 2 Press **ENTER** repeatedly until the following display appears.

```
Time zone  
+09:00
```

- 3 Using the cursor key and numeric keypad, enter the Time Zone.
To change “+” or “-”, press ▼ or ▲ of the cursor key.

Example of Time Zone:

GMT-11:00	Midway Island
GMT-10:00	Hawaii
GMT-09:00	Alaska
GMT-08:00	Pacific Time (US & Canada)
GMT-07:00	Mountain Time (US & Canada)
GMT-06:00	Central Time (US & Canada)
GMT-05:00	Eastern Time (US & Canada)
GMT-04:00	Atlantic Time (Canada)
GMT-03:30	Newfoundland
GMT(Greenwich Mean Time):	Dublin, Edinburgh, Lisbon, London
GMT+01:00	Amsterdam, Berlin, Bern, Rome, Stockholm, Vienna
GMT+01:00	Brussels, Copenhargen, Madrid, Paris
GMT+10:00	Guam

- 4 Press **ENTER** to save the setting. The LCD will show the next setting of “User Install”.
- 5 Press **STOP** to exit.

Confirming the MAC Address

MAC Address is the hardware address, often referred to as MAC (Media Access Control) address that is assigned to the equipment. MAC address is hard-coded and is not configurable. The MAC address consists of 6 hexadecimal numbers separated by colons.

To confirm the MAC address:

- 1** Press **Program, G, 1, 0, 3**.

```
Network Settings
03 MAC Address
```

- 2** Press **ENTER**.

```
MAC Address
00:50:81:20:03:A6
```

- 3** Press **STOP** to exit.

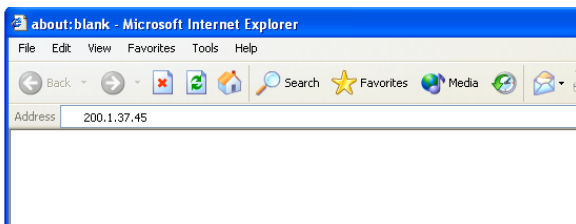
OfficeBridge Online screen

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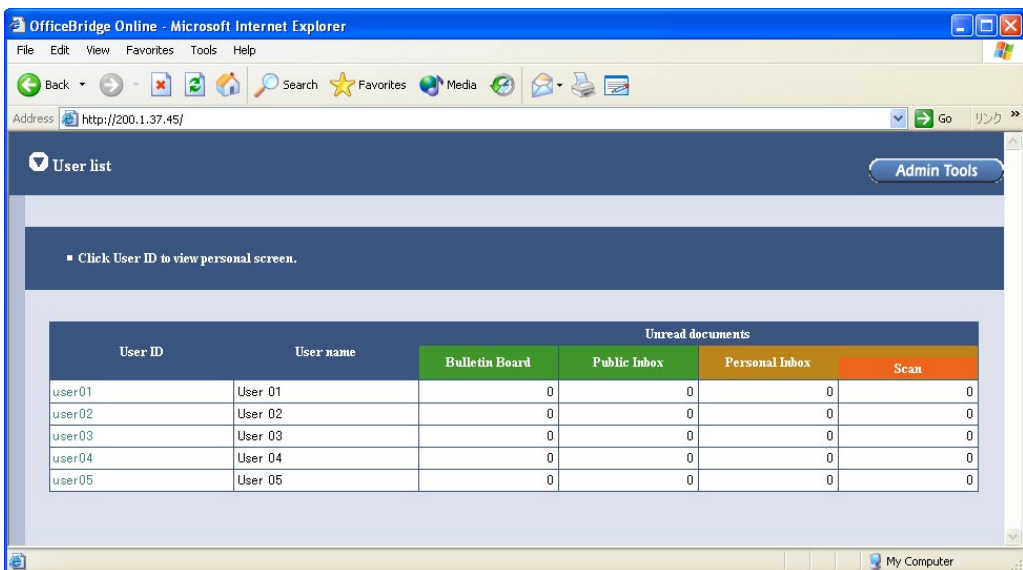
In this section, we describe only how to access to the OfficeBridge Online screen. For details of using the OfficeBridge Online screen on your PC, please refer to the Reference Manual on the CD.

Startup the OfficeBridge Online

- 1 Startup “Microsoft Internet Explorer” (4.0 or later) or “Netscape Communicator” (4.5 or Later).
Note: Use the latest browser version possible. Some old versions may not produce the correct display.
- 2 Enter the IP address in the address box, and press **Enter** on your computer’s keyboard.



- 3 The User list screen will appear.



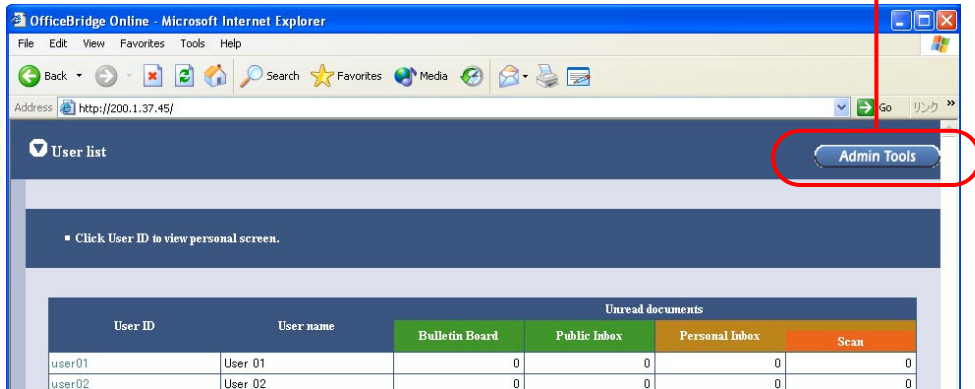
Note: If the “User List” screen does not appear, confirm the IP address in “Setting IP Address, Subnet mask and Gateway address” (page 17), and carry out power Off/On of the fax main unit to restart.

Adding this page to the Favorites list of your browser is convenient way if you do not remember the IP address for the OfficeBridge Online.

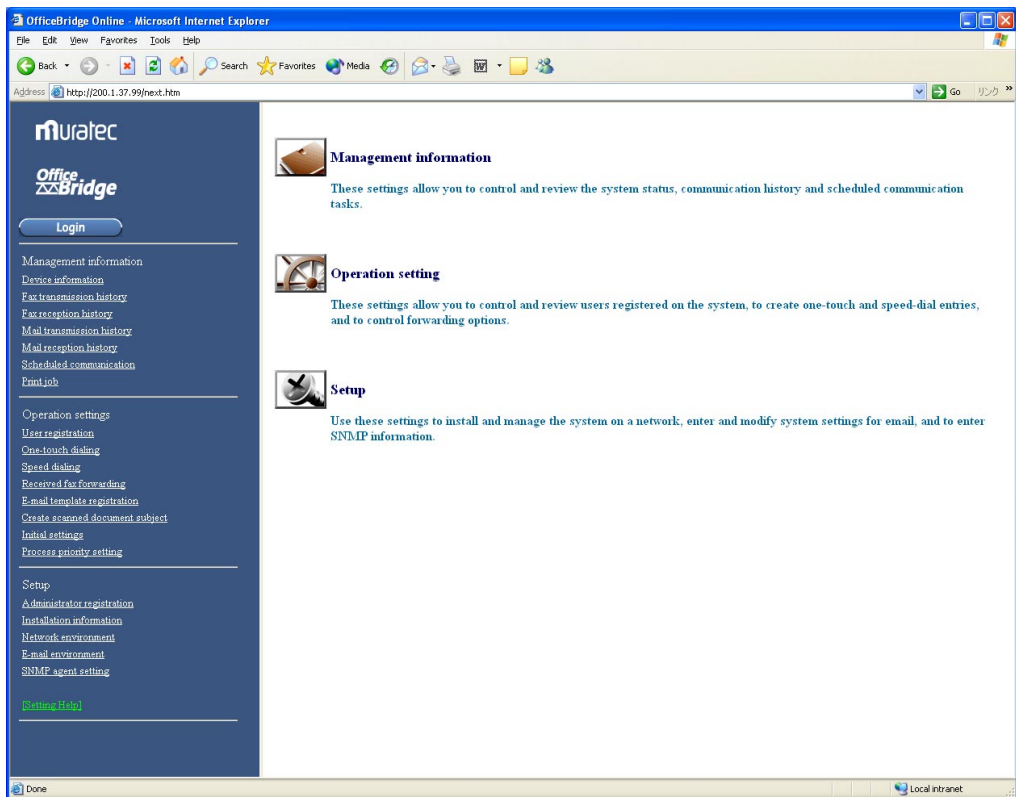
Access to an Administration tools

Administration tool is the program that enables adjustment of settings and registration of your unit with a Web browser. In addition to adjusting settings and registration, Administration tool enables the management and browsing of the unit information.

- 1 Click **Admin Tools** on the User List screen.



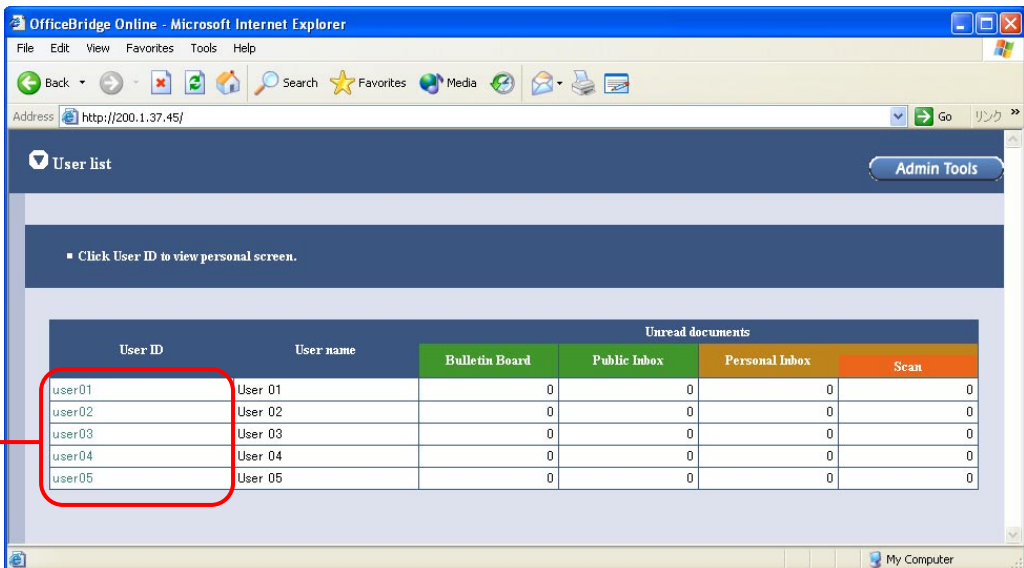
- 2 The Administration tool screen will appear.



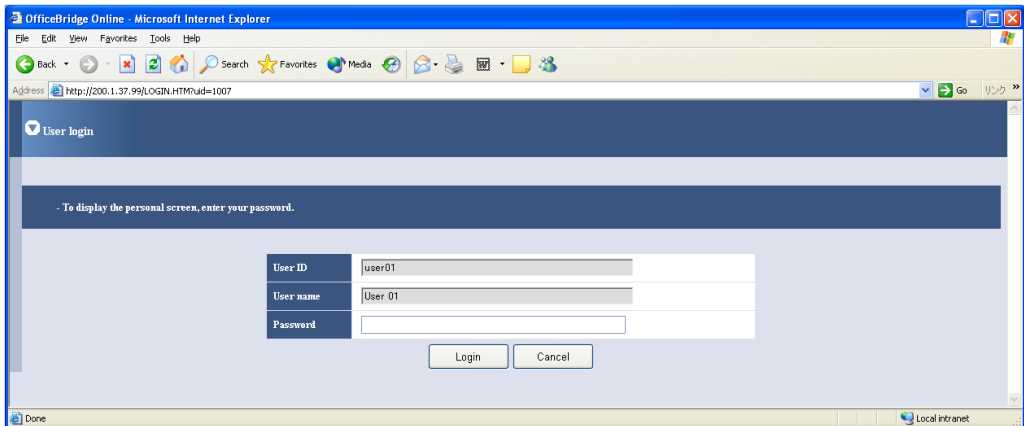
For information of using the Administration tools, refer to “Explanation of Administration tools screen” on Preface section of Setting edition of the Reference Manual on the CD.

Login the Personal screen

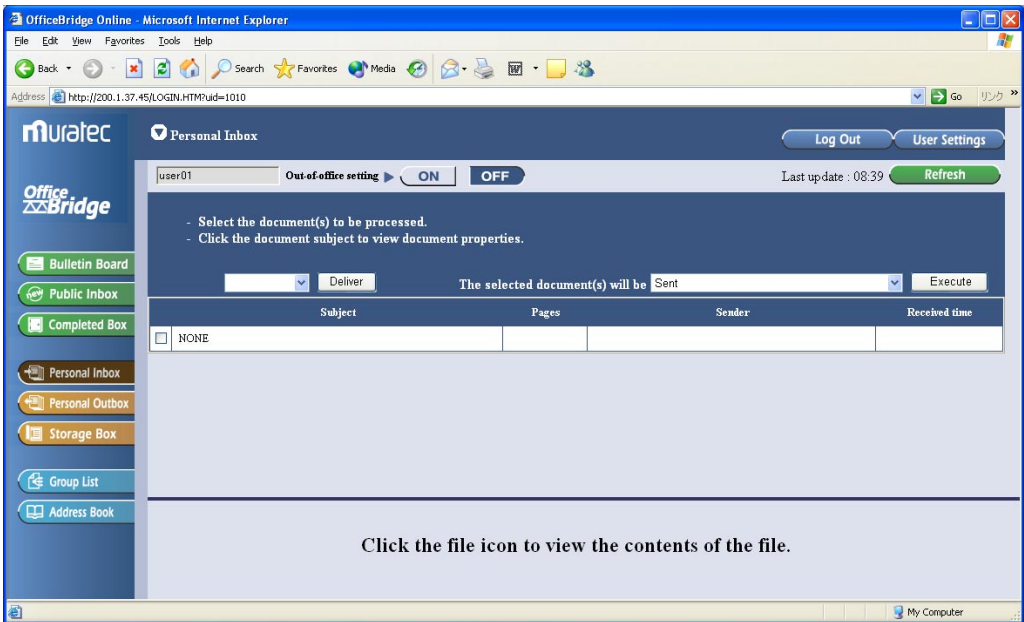
- 1 Click User ID you want to login on the User list screen.



- 2 Enter the login password.
Note: If the password is not set, this screen will not appear.



3 The Personal screen will appear.

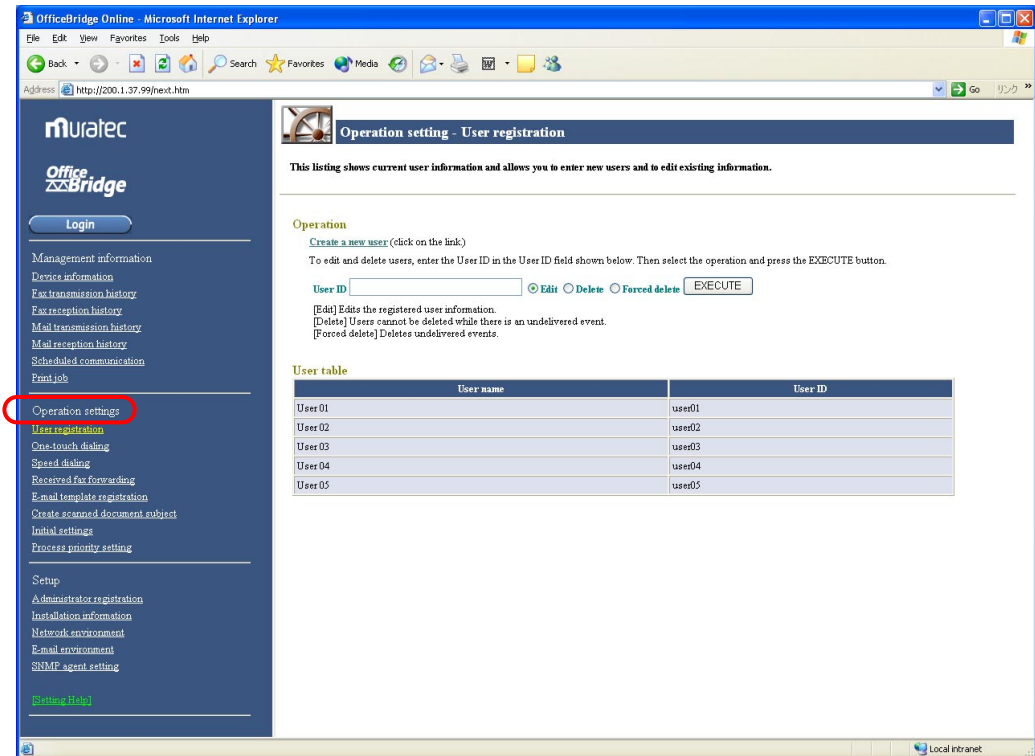


For information of using the Personal screen, refer to “Explanation of OfficeBridge Online screen” on Chapter 1 of the Operation edition of the Reference Manual on the CD.

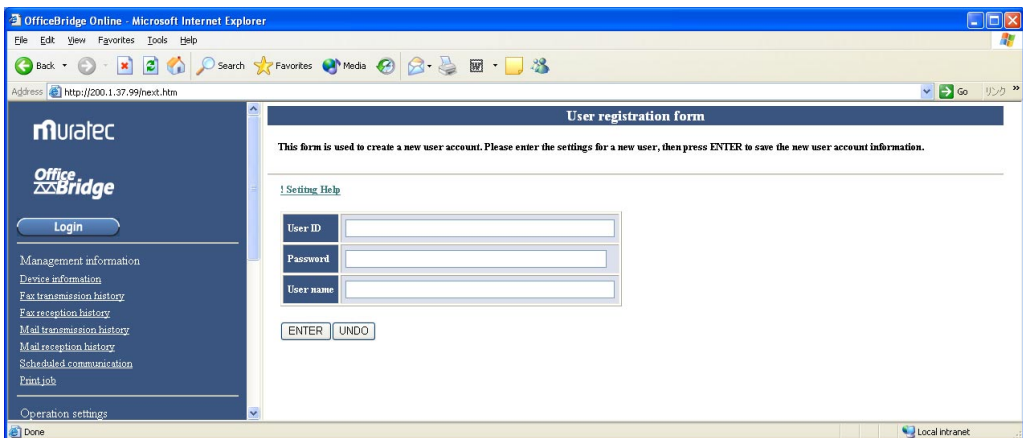
User Registration

To use any of OfficeBridge Online features, the person must be registered as an OfficeBridge Online user. You can register up to 50 users.

- 1 Access to the Administration Tools. (See page 22.)
- 2 Click **“User Registration”** under [Operation Settings].
In initial setting, the user 01 to user 05 are registered without password setting.



- 3 To register a new User ID, click **“Create a new user.”**



- 4 Enter the User ID, User name and Password (if necessary) then click **“ENTER”**.

PC-FAX Transmission & Reception

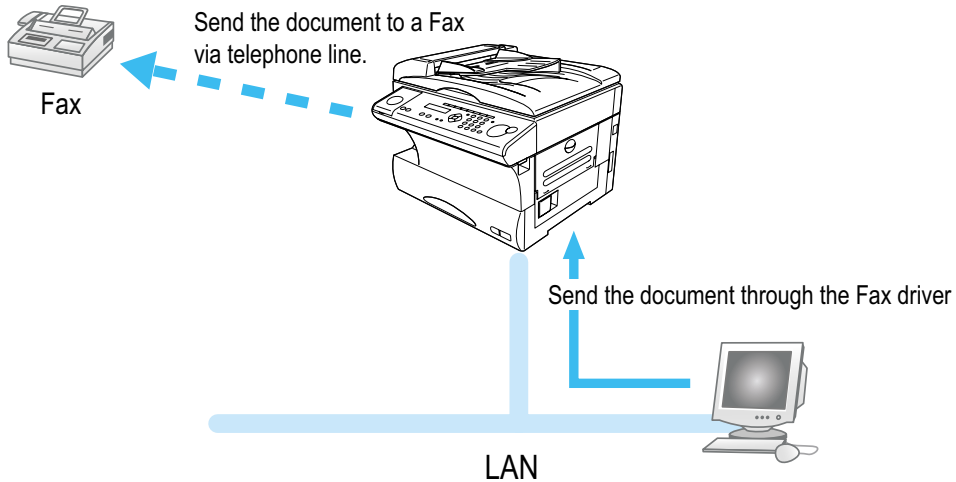
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PC-FAX Transmission

Send the document from the software application

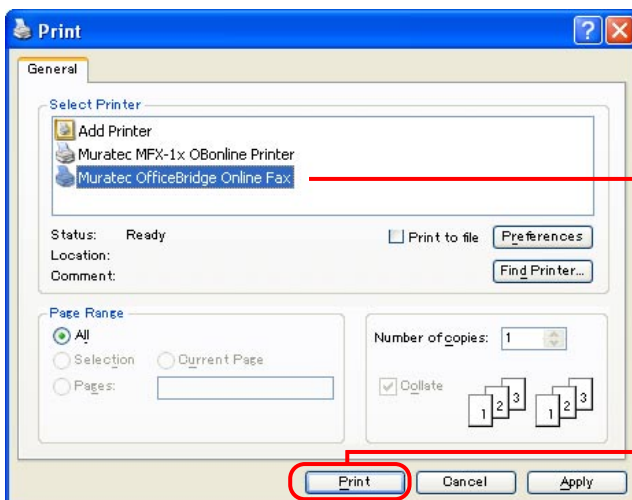
The OfficeBridge Online allows you to send the documents created on your PC using various software applications to other fax machine.

Note: To be able to use this feature, install the Muratec OfficeBridge Online Fax driver first. (See page 90.)



Note: According to the software application you are using, the names of features and functions listed in Print menus and dialog boxes may vary. The steps described in this section are using the Windows XP.

- 1 Create a document or open a file to send.
- 2 Select **Print** from the application software's **File** menu.
- 3 Send the document data to the OfficeBridge Online Fax driver.



(1) Select the **Muratec OfficeBridge Online Fax**.

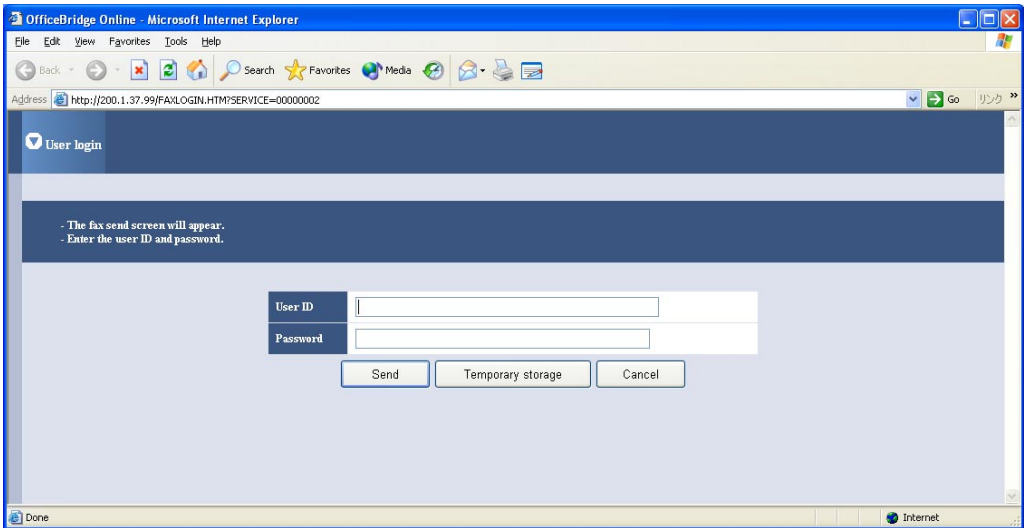
(2) Click **Print** or **OK**.

4 The OfficeBridge Online User login screen will appear.

(1) Enter the User ID and password.

Note: If the password is not set, do not need to enter it.

(2) Click **Send**.

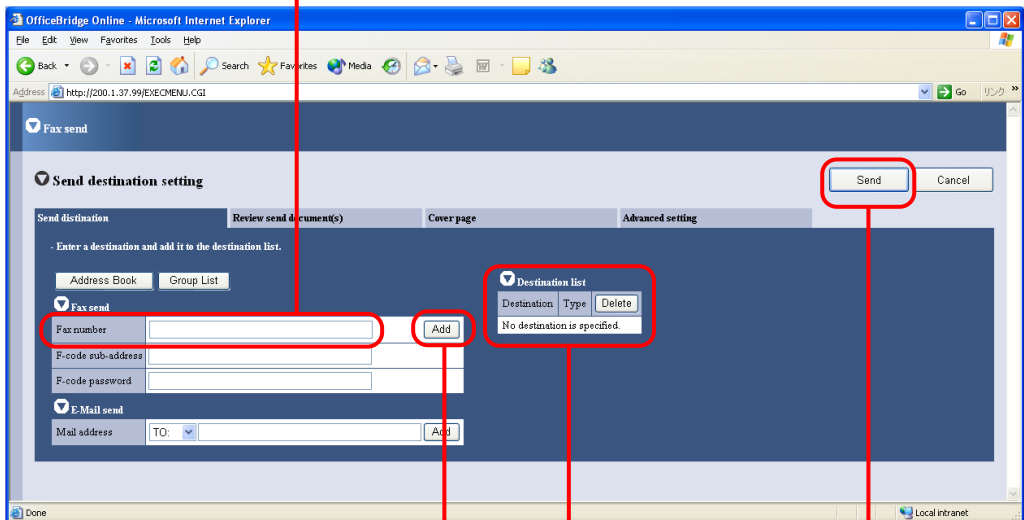


Note: If you want to store the document to send it later, click **Temporary Storage**.

The document is stored in the Personal Outbox. It will be named "Send document" followed by saving day and time (DDHHMMSS format). DD:day, HH:hour, MM:minutes, SS:seconds

5 The "Document Send" screen will appear. Enter the fax number.

(1) Enter the fax number .



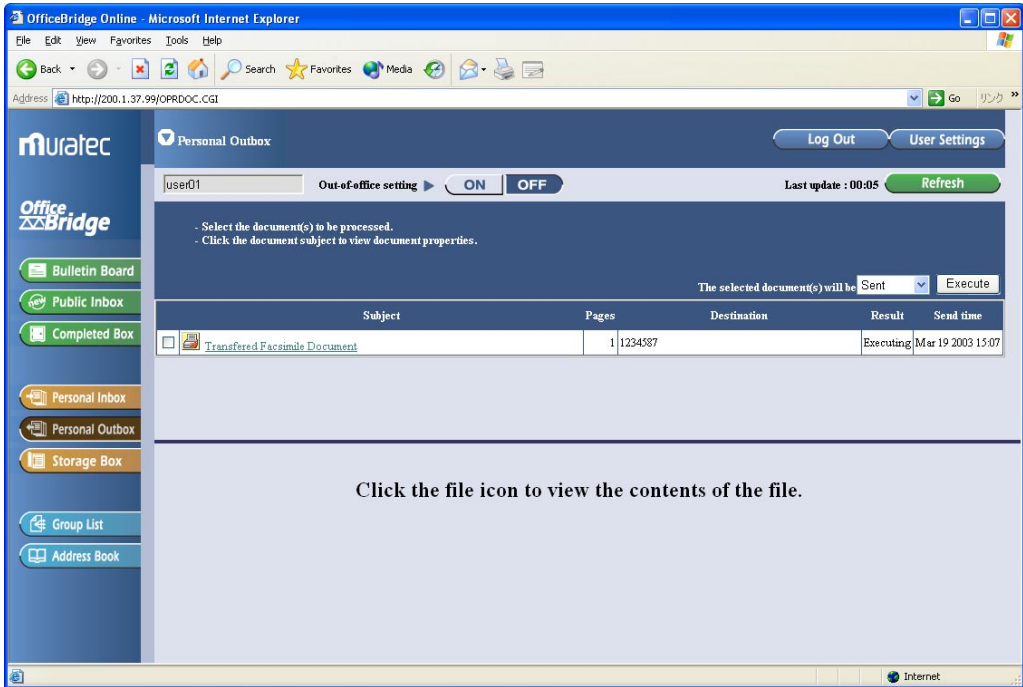
(2) Click **Add**.

If you want to send to more than one locations, repeat steps (1) to (2).

(3) Confirm the destination(s).

(4) Click **Send**.

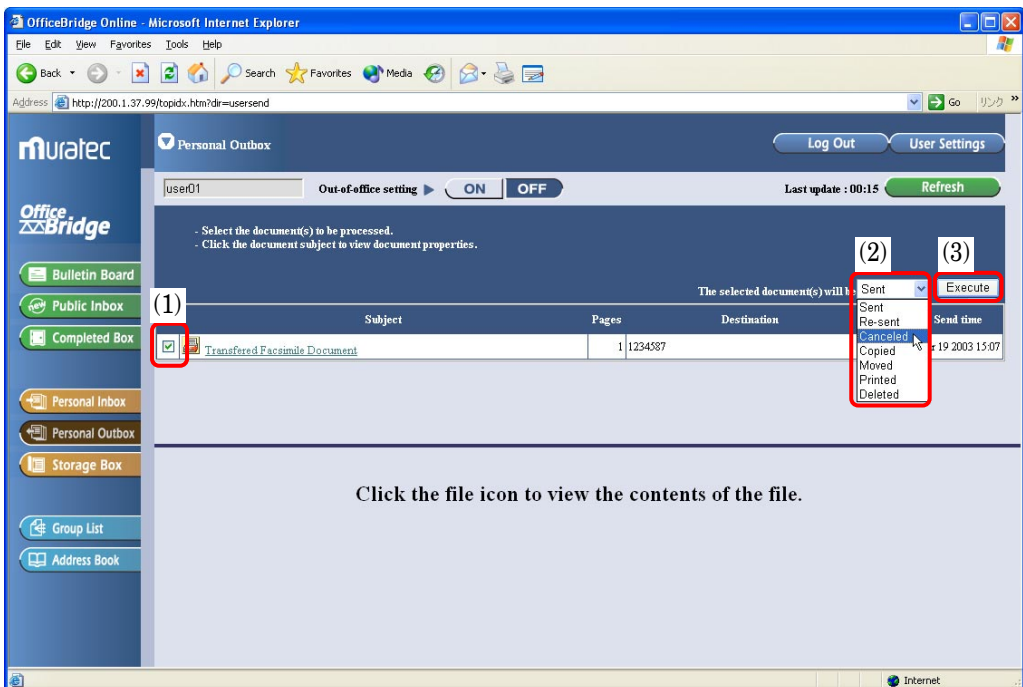
- 6 The screen will change to the “Personal Outbox” screen.
You can confirm the sending command status on this screen.



If you want to cancel the fax sending:

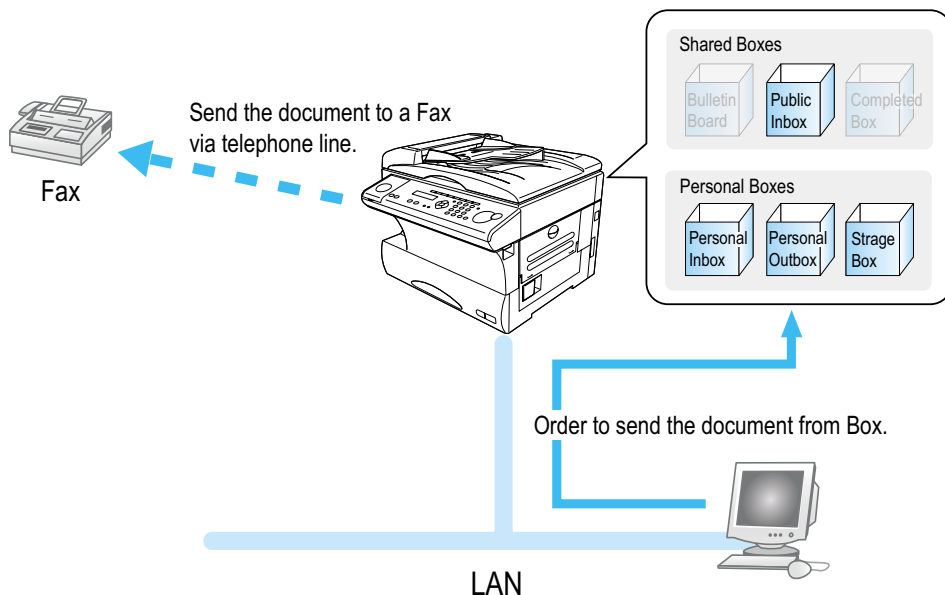
Perform the following steps on the Personal Outbox screen.

- (1) Select the document you want to cancel.
- (2) Select “**Canceled**” from action menu.
- (3) Click **Execute**.

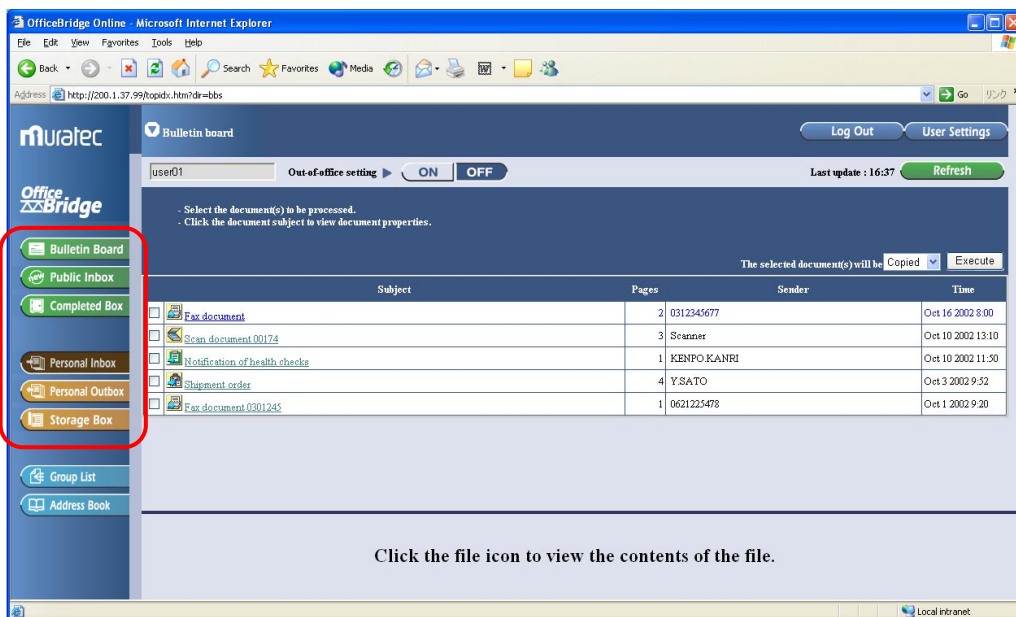


Send the document from specified box

You can send the document stored in the specified box of the main unit to other fax machine.

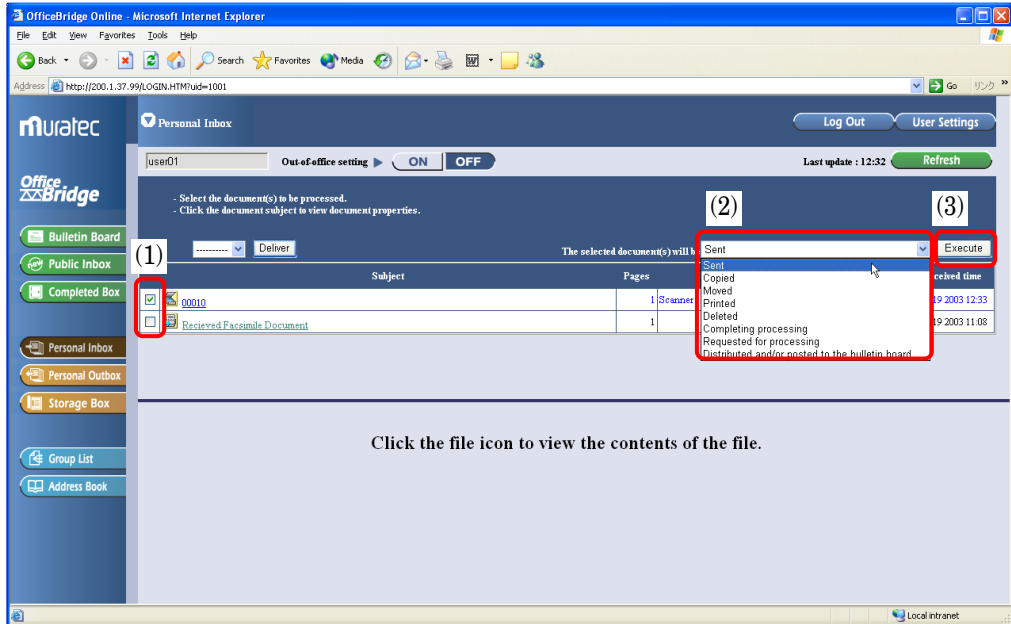


- 1 Login the Personal screen. (See page 23.)
- 2 Select the **Box** which has document you want to send.
You can select the **“Public Inbox,” “Personal Inbox,” “Personal Outbox”** and **“Storage Box.”**



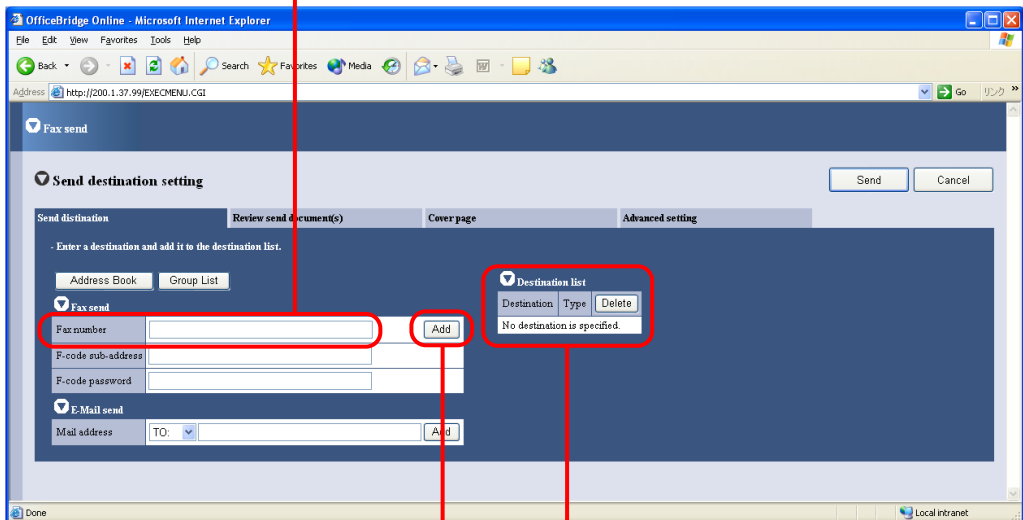
3 Select the document you want to send.

- (1) Check the document you want to send.
- (2) Select “Sent” from action menu.
- (3) Click **Execute**.



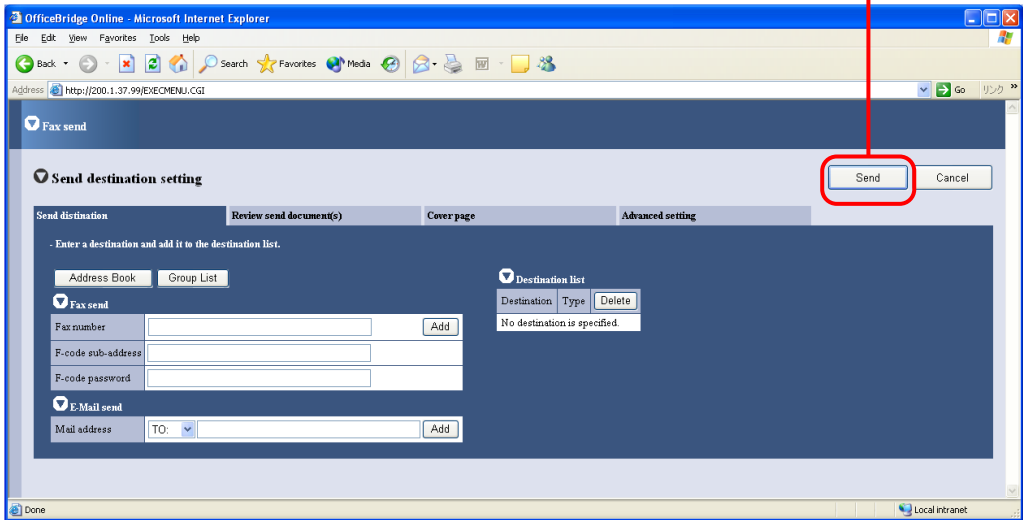
4 The “Document Send” screen will appear. Enter the fax number.

- (1) Enter the fax number .

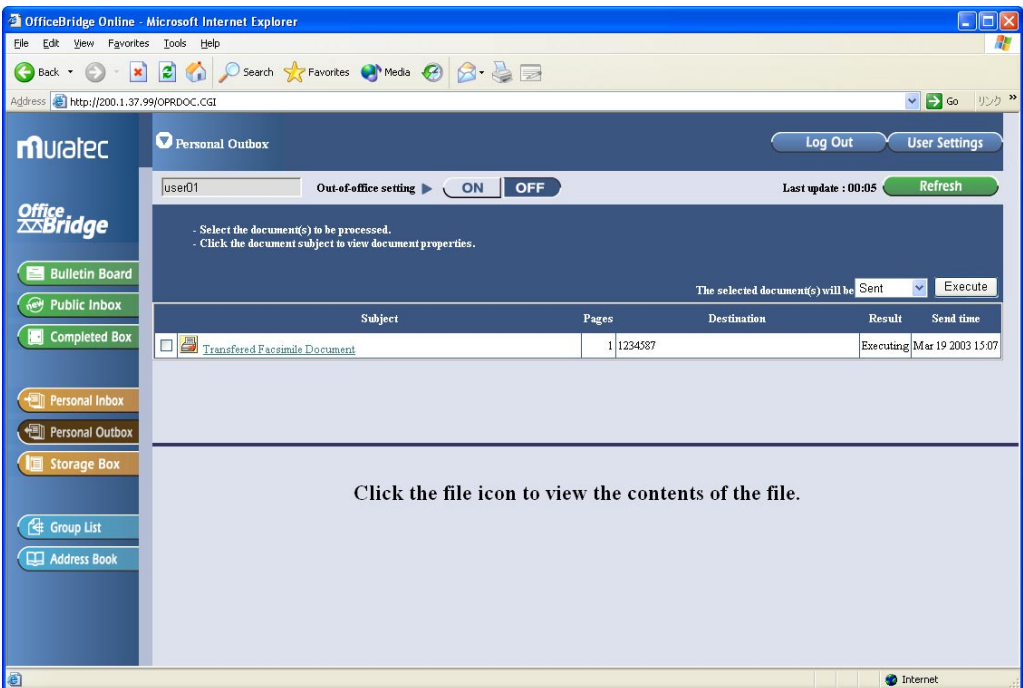


- (2) Click **Add**.
If you want to send to more than two locations, repeat steps (1) to (2).
- (3) Confirm the destination(s).

5 Click **Send**.



6 The screen will change to the “Personal Outbox” screen.
You can confirm the sending command status on this screen.



If you want to cancel the fax sending:

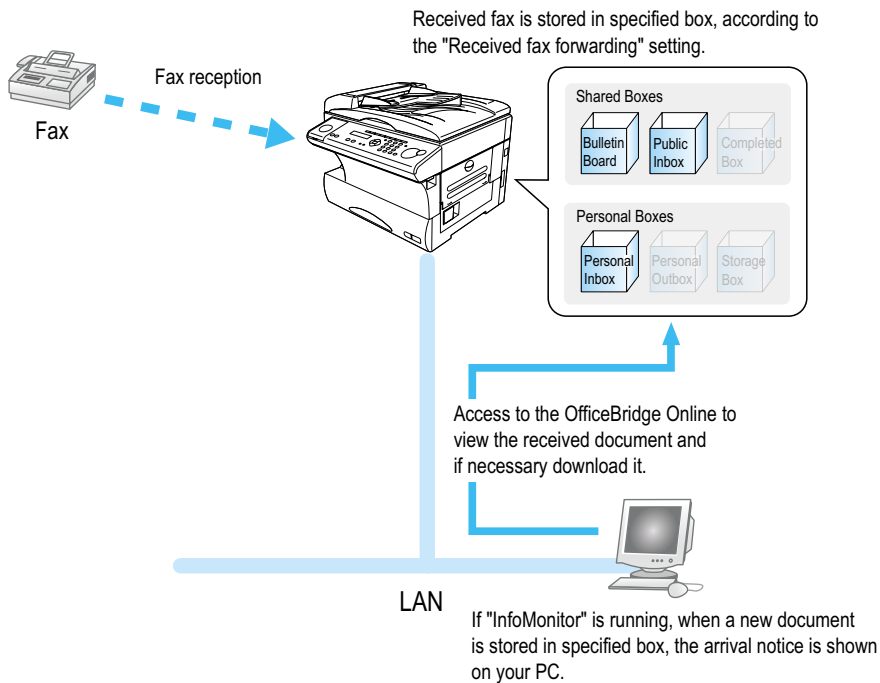
Perform the following steps on the Personal Outbox.

- (1) Check the document you want to cancel.
- (2) Select “**Canceled**” from action menu.
- (3) Click **Execute**.

PC-FAX Reception

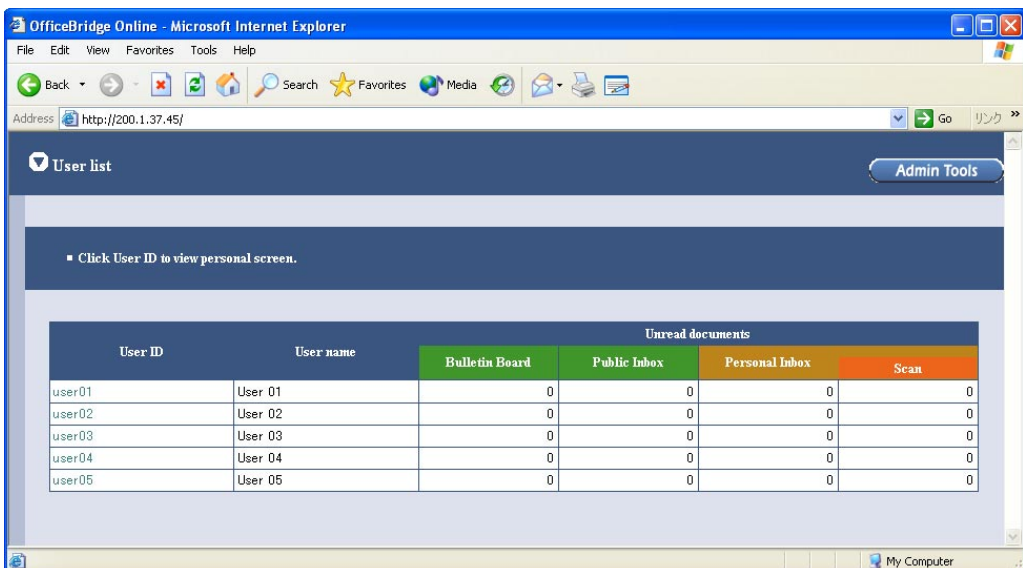
According to the "Received fax forwarding" setting, the received fax document will be stored in the specified box without printing on paper.

You can view the stored document on your PC and download it, if necessary.



View the received fax

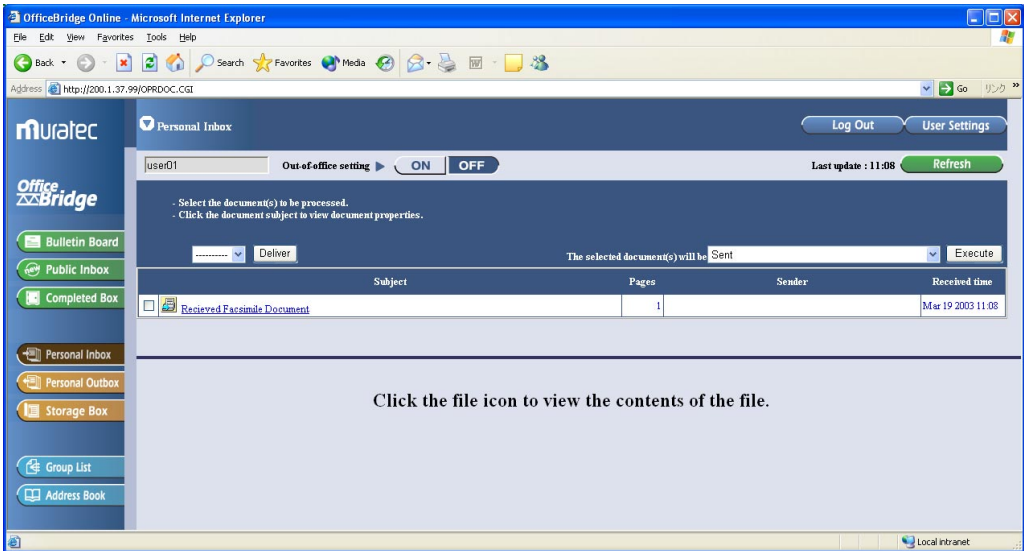
- 1 Startup the OfficeBridge Online. (See page 21.)
- 2 Check the Unread documents area on the table of your User ID. The number shows how many unread messages are in the box.



Note: If the “InforMonitor” (see page 15 and 95) is installed and setup its configurations, when you have got a new message in your box, the new message arrival notification will appear on your PC.

3 To view the received fax, login your personal screen and click the Document subject or File icon.

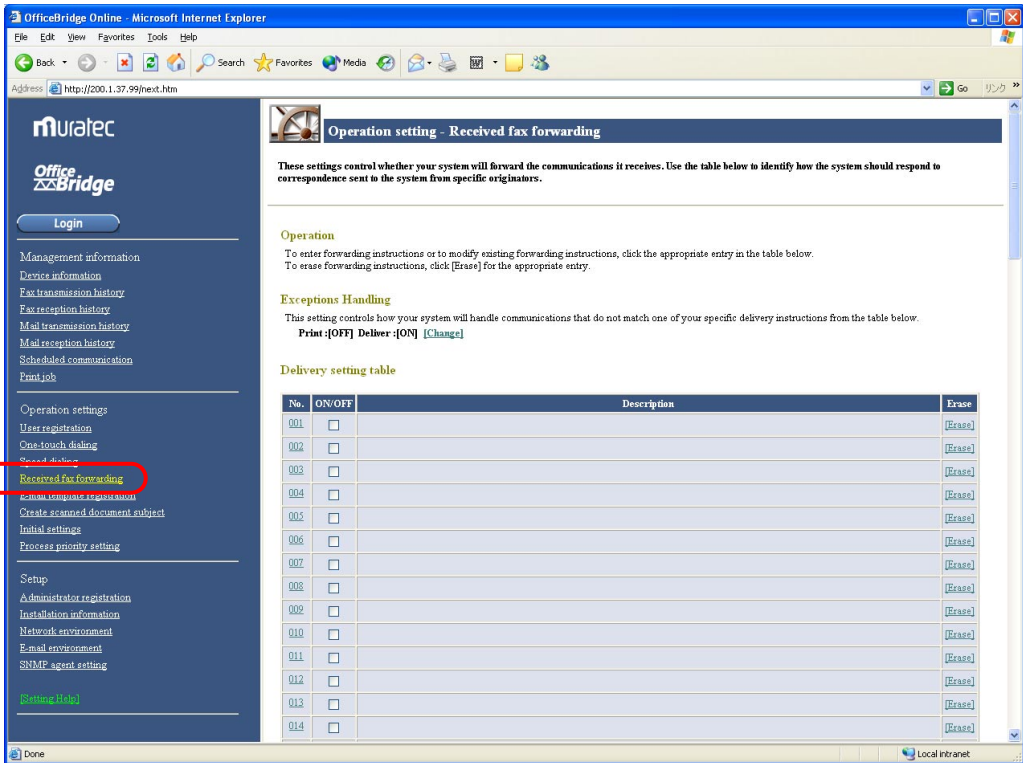
Note: According to the version of Windows and browser you are using, the appeared dialog box may vary.



“Received Fax forwarding” setting

You can create up to 100 rules for the received fax messages (Delivery setting), and also create a rule for the received fax messages not fitting the rules you created (Exceptions handling).

- 1 Access to the Administration Tools. (See page 22.)
- 2 Click “Received fax forwarding” under [Operation settings].



- 3 Create the rule for the received fax messages. For more information to create a rule, refer to the Help.

Override the print setting from the fax machine

You can instruct the machine to print the received fax message by simply pressing a Soft key, even it is set to no print the received fax message by the rule.

Settings:

- 1 Press **Program, G, 5**.

```
Network
5 Received Fax Print
```

- 2 Press **ENTER**.

```
Allow Forwarding:On
  ◀ / ▶ /Enter
```

- 3 Select **On** or **Off**.

- On:** The received fax message will be handled according to the rules you created on “Received fax forwarding” screen.
- Off:** Disable the rules for received fax messages. The machine will print all received fax messages. When you select “Off”, skip to step 5.

- 4 Press **ENTER**. If you select “On” in step 3, the machine asks you to print setting.

```
Print      :All
           ◀ / ▶ /Enter
```

You can select **All** or **Not-Routed**.

All: The machine prints all received fax messages regardless of the rules.

Not-Routed: The machine prints only the received fax message not fitting the rules.

- 5 Press **ENTER** to save the setting.

```
Received Fax Print
** Complete **
```

Assign the “Received Fax Print” function to the Soft key

To turn on or off this setting, press the Soft key which assigned “Received Fax Print.”

Here’s how to assign the “Received Fax Print” to the Soft key.

- 1 Press **Program key, B, 1, 0, 3, ENTER**.

```
Select Soft Key No.
1:Energy Saving
```

The function which assigned to this key is shown.

- 2 Press ◀ or ▶ until the Soft Key (1-3) you want to change appears. In this example, we’ve chosen 2.

```
Select Soft Key No.
2:Sort Copy
```

- 3 Press **ENTER**.

```
2:Sort Copy
  ◀ / ▶ /Enter
```

- 4 Press ◀ or ▶ until the “Received Fax Print” appears.

```
2:Received Fax Print
  ◀ / ▶ /Enter
```

- 5 Press **ENTER** to save the setting.

- 6 Press **STOP** to exit.

- 7 Attach the Soft key function label you just set.

What the Soft key?

Soft key is a shortcut key. You can program the Soft key to turn on or off any function with just the touch of a button. Your machine has three Soft keys on its control panel. If the light above any one of these keys glows, that means the setting programmed into that key is active.

When the OfficeBridge Online has been attached to your machine, the “Address/ID Entry” and “Received Fax Print” are added in the Soft key menu.

“Address/ID Entry” — You may use this key when you directly enter the User ID or E-mail address to use the Network scanner or Internet Fax feature. “Address/ID Entry” is automatically assigned to the Soft key 3 (the right-most of the Soft key) when the OfficeBridge Online board has been attached to your machine.

“Received Fax Print” — The “Received Fax Print” setting is turned on or off by pressing this key.

Enable the “Received Fax print” setting:

To enable this setting, press the Soft key which assigned “Received Fax Print.” (see above).

When the light next to the soft key glows, it means the setting is active.

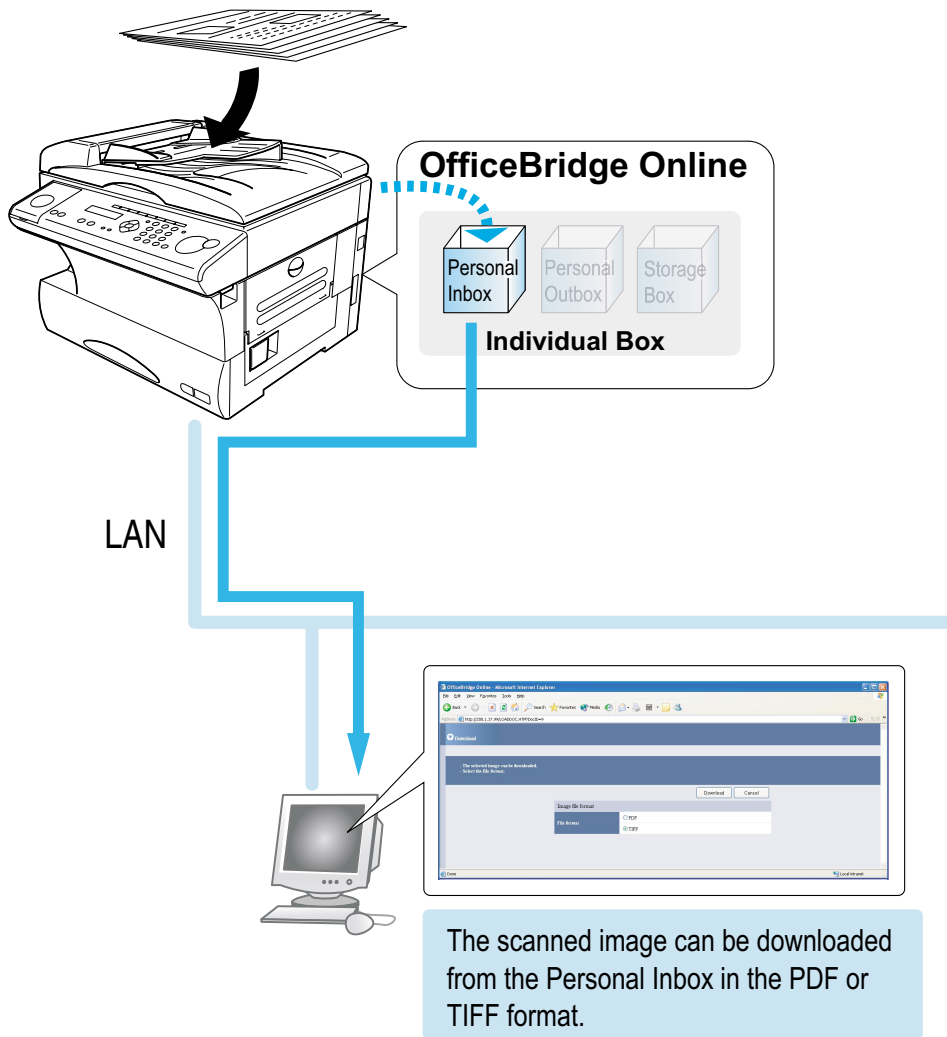
To turn off the setting, simply press the Soft key again.

Network Scanner

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Network Scanner

The scanned image is stored in the Personal Inbox of registered user. You can retrieve the scanned image from your PC in the PDF or TIFF format.



The basic operation for the Network scanner function

The operation for the Network scanner is summarized as follows:

- 1 *Scan* the document with your machine. The scanned data will be stored in the specific Personal Inbox. (See page 44.)
- 2 *Download* the scanned data from the Personal Inbox. (See page 47.)

If you want to change the default settings of the scanner parameter, see the "Scan parameter setting" (page 40) and "Scan mode setting" (page 41).

Setting Scan parameter

The following settings instruct your machine how to scan documents when using the Scan mode. The default settings are right for most applications, so try them before changing any of these settings:

- **Document type** — Set the document type according to the document you want to scan. You can select from:
 - Photo* — Select this mode when scanning photographs or drawings.
 - Photo/Text* — Select this mode when scanning documents containing photographs or drawings and text.
 - Text* — Select this mode when scanning text.
(The default settings is *Text*.)
- **Contrast** — Sets how light or dark you want the documents to be.
(The default settings is *Normal*.)
- **Resolution** — Sets the resolution for your documents.
 - If your machine is the MFX-1700, you can choose to scan at 200 dpi, 300 dpi, 400 dpi or 600 dpi.
(The default settings is *400 dpi*.)
 - If your machine is the MFX-1300, the resolution is fixed at 300 dpi.
 - Scanning at 600 dpi provides greater detail in scanned images, but creates large files and uses more memory in your PC and your Muratec machine.

To set scan parameters:

- 1 Press **Program, G, 1, 0, 1**.

```
Network Settings
01 Scan Parameters
```

- 2 Press **ENTER**. The machine asks you to select a document type:

```
Doc. Type :Text
          ◀ / ▶ / Enter
```

- 3 Press **◀** or **▶** until the mode you want appears. Then, press **ENTER**.

- 4 The machine asks you to select a contrast setting:

```
Contrast :Normal
          ◀ / ▶ / Enter
```

- 5 Press **◀** or **▶** until the mode you want appears.

Note: If your machine is MFX-1300, skip to step 7.

- 6 Press **ENTER**. The machine asks you to select a resolution:

```
Resolution :400dpi
          ◀ / ▶ / Enter
```

- 7 Press to **ENTER** to save the setting.

```
Network Settings
** Complete **
```

Setting Scan mode

The following settings instruct your machine how to scan documents when using the Scan mode.

- **Save Method** — You can select the following:
 - Batch On* — Select this mode if you want to store every page of the document in one file.
 - Batch Off* — Select this mode if you want to separately store each page of the document.
(The default settings is *Batch On*.)
- **Subject Select** — This mode allows you to select the file name of the scanned document.
On the default setting, “Scanned document (assigned number starting at 001)” is used as file name.
You can create up to 10 different Subject and select one of them for scanned document.
- **Scan Mode Prompt** — This mode allows you to set the Scan mode setting every time you perform the Network scanner feature. (The default settings is *Off*.)

To set the Save Method:

- 1 Press **Program, G, 3**.

```
Network
3 Scan Mode Setting
```

- 2 Press **ENTER**. The machine will show:

```
Scan Mode Setting
01 Save Method
```

- 3 Press **ENTER**.

```
Batch           :On
                ◀ / ▶ / Enter
```

- 4 Press **◀** or **▶** to select *On* or *Off*. Then press **ENTER**.
- 5 Press **STOP** to return to the standby mode.

To select subject for scanned document

The subject set here is used for a file name when performing the network scanner feature.

Note: To select the subject in this setting, subject should be registered in advance on the “Create scanned document subject” screen, see next page.

- 1 Press **Program, G, 3**.

```
Network
3 Scan Mode Setting
```

- 2 Press **ENTER**. The machine will show:

```
Scan Mode Setting
01 Save Method
```

3 Press ▼ to select “02 Subject Select”.

```
Scan Mode Setting
02 Subject Select
```

4 Press ENTER.

```
Subject Select:00▼▲
Scanned document
```

5 Press ▼ or ▲ to select the subject for scan data file.

```
Subject Select:01▼▲
Not Stored
```

6 Press STOP to return to the standby mode.

Create scanned document subject

1 Access to the Administration Tools. (See page 22.)

2 Click “Create scanned document subject” under [Operation Settings].

OfficeBridge Online - Microsoft Internet Explorer

Address: http://200.1.37.99/next.htm

Operation setting - Create scanned document subject

The subject for a scanned document can be created or edited.

Operation
To created or edit the subject, click on the subject No.
To delete the subject, click on the [Erase] button.

List of the subjects

No.	Subject	Erase
[01]	ScanData 01	[Erase]
[02]	ScanData 02	[Erase]
[03]		[Erase]
[04]		[Erase]
[05]		[Erase]
[06]		[Erase]
[07]		[Erase]
[08]		[Erase]
[09]		[Erase]
[10]		[Erase]

3 Enter the subject for scanned data. For more information to enter subject, refer to the Help.

To set the Scan mode prompt:

If this setting is set to *On*, the machine will ask you to set the Scan mode settings — Save Method, Subject Select and Scan Mode Prompt — every time you perform the Network scanner feature.

(The default settings is *Off*.)

- 1 Press **Program, G, 3**.

```
Network
3 Scan Mode Setting
```

- 2 Press **ENTER**. The machine will show:

```
Scan Mode Setting
01 Save Method
```

- 3 Press **▼** twice to select “03 Scan Mode Prompt.”

```
Scan Mode Setting
03 Scan Mode Prompt
```

- 4 Press **ENTER**.

```
Scan Mode Prompt:Off
◀/▶/Enter
```

- 5 Press **▼** or **▲** to select the subject for scan data file.

```
Scan Mode Prompt:On
◀/▶/Enter
```

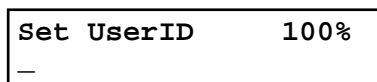
- 6 Press **STOP** to return to the standby mode.

Scanning the document

The scanned document will be stored in the Personal Inbox of the specific UserID you entered.

To scan the document:

- 1 Press **COPY / FAX / SCAN** repeatedly until the following display is shown:



In Scanner mode, the COPY light and FAX light will be turned off.

- 2 Set the document in the ADF (Automatic Document Feeder) or on the FBS (FlatBed Scanner) glass.

- 3 To improve the scanning quality, you can temporarily change the following settings.

- Document type — Press **DOCUMENT / RESOLUTION** to select the document type from *Text*, *Photo/Text* or *Photo* you want.
- Contrast — Press **CONTRAST** to select the contrast you want.
- Reduction/Enlargement — You can select the preset ratio by pressing **▲** or **▼**, or press **SPEED DIAL/ TEL INDEX** twice (**ZOOM** right will glow) and adjust the ratio by 1 percent increments using **▲** or **▼**, or directly enter any percentage between 50 % and 200 % by following procedure.
 1. Press #.
 2. Using the numeric key to enter your desired ratio (50 to 200).
 3. Press # again.

Note: The enlargement is available only for scanning using the FBS. It is not available for scanning through the ADF.

Note: The Scanning resolution does not change in this time. If you are using the MFX-1700 and you want to change the scanning resolution, see “Setting scan parameter” on page 40.

- 4 Enter the User ID by using by any combination of the following methods:

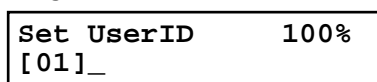
- Using One-touch key
- Using Speed dial number
- Directly entering

Note: To use One-touch key and Speed dial number, the User ID should be registered with them in advance. You can register them on the “**Administration Tools**” screen, page 22.

Note: To enter many User IDs of recipient, press **BROADCAST** first.

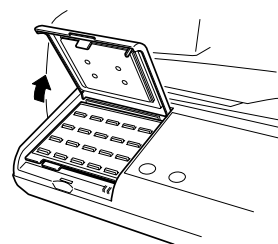
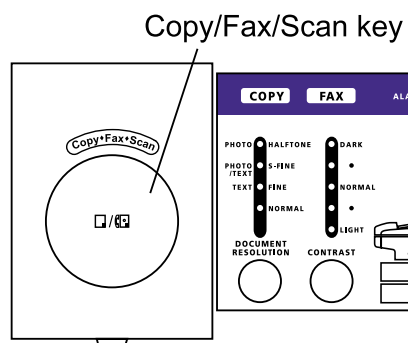
Using One-touch key:

1. Press One-touch key where the User ID you want to send is registered.



2. Go to step 10.

Note: If the “Scan Mode Prompt setting” has been set to On (see page 43), go to step 5.



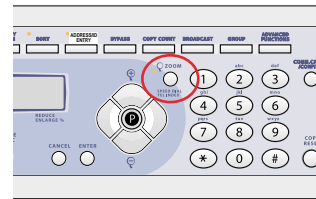
Using Speed dial number:

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

```
Enter Speed-Dial No.  
S_
```

2. Use the numeric keypad to enter three-digit identifier of the User ID you want to send.

```
Enter Speed-Dial No.  
S001_
```

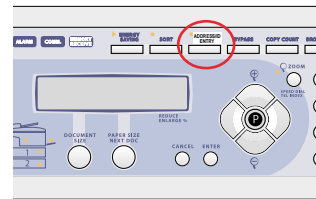


Directly entering:

1. Press the **ADDRESS/ID ENTRY**.

```
Set UserID ;Upper  
_
```

2. Use the one-touch keys and numeric keypad to enter the User ID.



- 4 After you have enter all of User IDs, press **START**.
- 5 If the “Scan Mode Prompt setting” has been set to *On* (see page 43), the LCD shows the following display. Otherwise, skip to step 10.

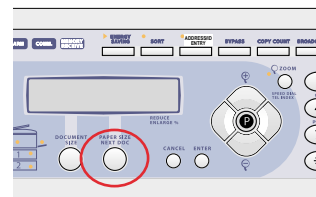
```
Subj.:ScanDoc  
Batch:On Enter/Start
```

- 6 If you want to change the Subject and/or the Batch setting, press **ENTER**. If the displayed setting is OK, press **START** and skip to step 10.

```
Scan Mode Setting  
01 Save Method
```

- 7 Press **▼** repeatedly until the setting you want to change is appeared. Then press **ENTER**.
- 8 Change the setting as you want, then press **ENTER**. To change other settings, repeat steps 6 to 8.
- 9 After you have changed all settings as you want, press **START**.
- 10 Your machine will start scanning. If you set the document in the ADF, proceed to step 11. If you placed the document on the FBS glass, enter your document size by pressing **DOCUMENT SIZE**, then press **START** then skip to step 12.

- 11 If you have more documents to scan, press **NEXT DOC** during scanning. Then proceed to step 11. Otherwise, the machine will return to the standby mode after it has finished scanning.



12 When the scanning is done, the LCD will show:

Next Page → NextDoc
Completed → Start

If you want to scan more pages, proceed to step 13.

Otherwise, press **START** to finish scanning, and the machine will return to the standby mode.

13 Place the next page. Press **NEXT DOC** to start scanning.

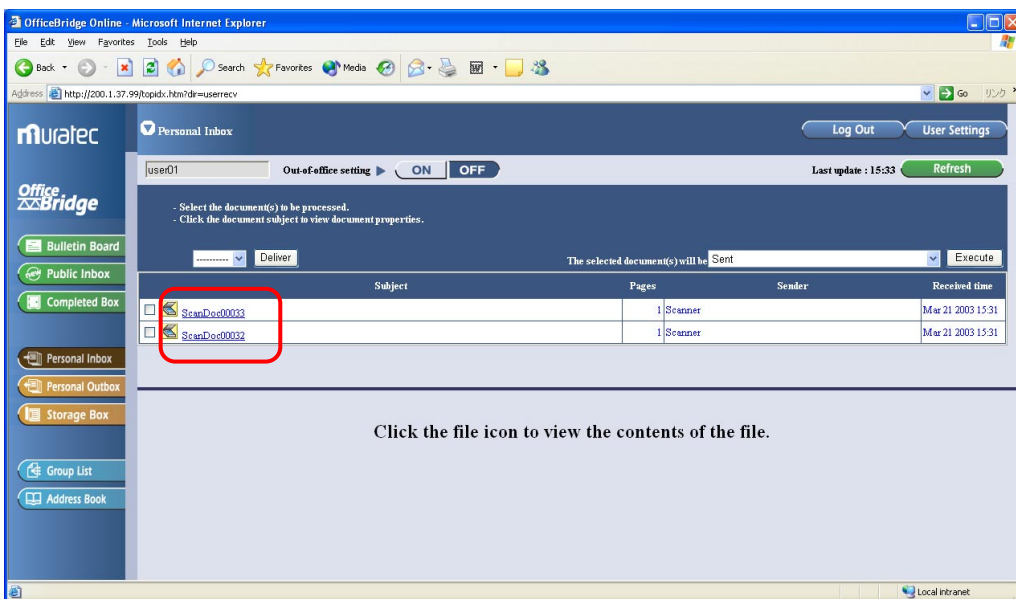
To scan more pages, repeat steps 12–13.

Otherwise, press **START** to finish scanning, and the machine will return to the standby mode.

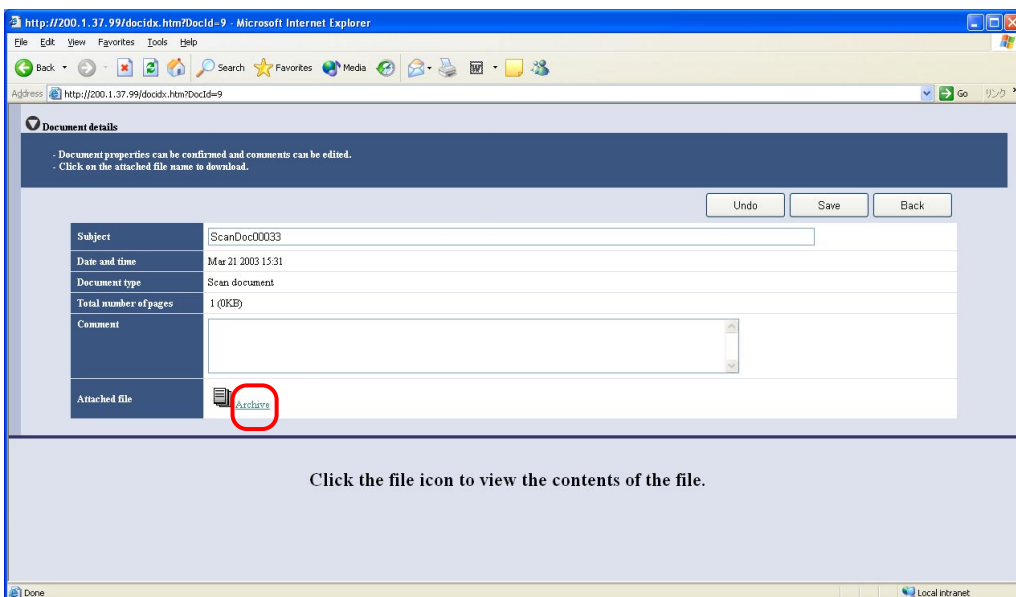
Download the scanned image from the Personal screen

Follow this procedure to download the scanned image from the Personal screen.

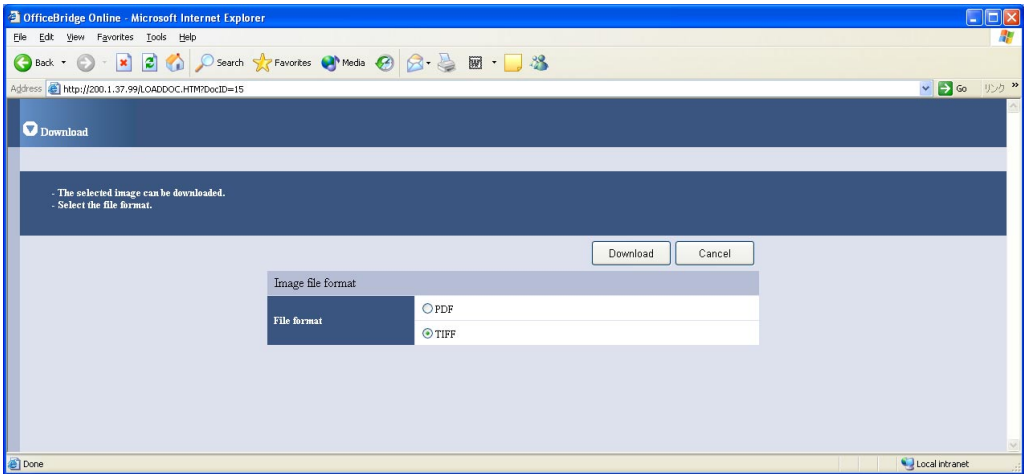
- 1 Login the Personal screen. (See page 23.)
- 2 Click the **“Subject”** you want to download on the Personal Inbox.



- 3 The Document details screen will appear. Click the **“Archive.”**



4 Select file format, PDF or TIFF. Then click **“Download.”**



5 The file will be opened with application software installed in your Windows.

Note: According to the version of Windows and Browser you are using, File down load dialog box will appear. In this case, if you want to save the file with PDF format, click **“Open this file from its current location,”** then save the file on the application software. Otherwise, the file will be saved with CGI document format.

6 Save the file using the save command of the application software.

Download the scanned image from application software

Note: To be able to use this feature, install the Muratec OfficeBridge Online TWAIN Connector first (see page 95). And the application software you are using should supports TWAIN scanning.

Access to the OfficeBridge Online TWAIN connector

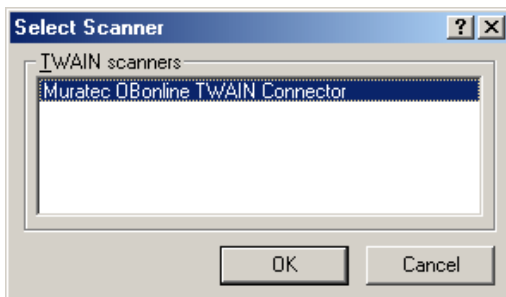
Using the TWAIN driver, the documents stored in any of the boxes for “OfficeBridge Online” can be read into TWAIN-compliant application software.

Follow the steps below to access the OfficeBridge Online TWAIN connector from your application software:

- 1 Start the application software that supports TWAIN scanning.
- 2 Select “OfficeBridge Online TWAIN connector” in your application software. If you need help, refer to your software’s help file.

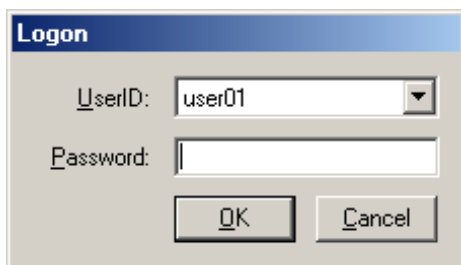
The following steps describes the “Imaging for Windows®” as an example. (OS: Windows® Me)

- 3 Choose “Select Scanner” from the File menu. Choose “Muratec OfficeBridge Online TWAIN Connector” then click **OK**.



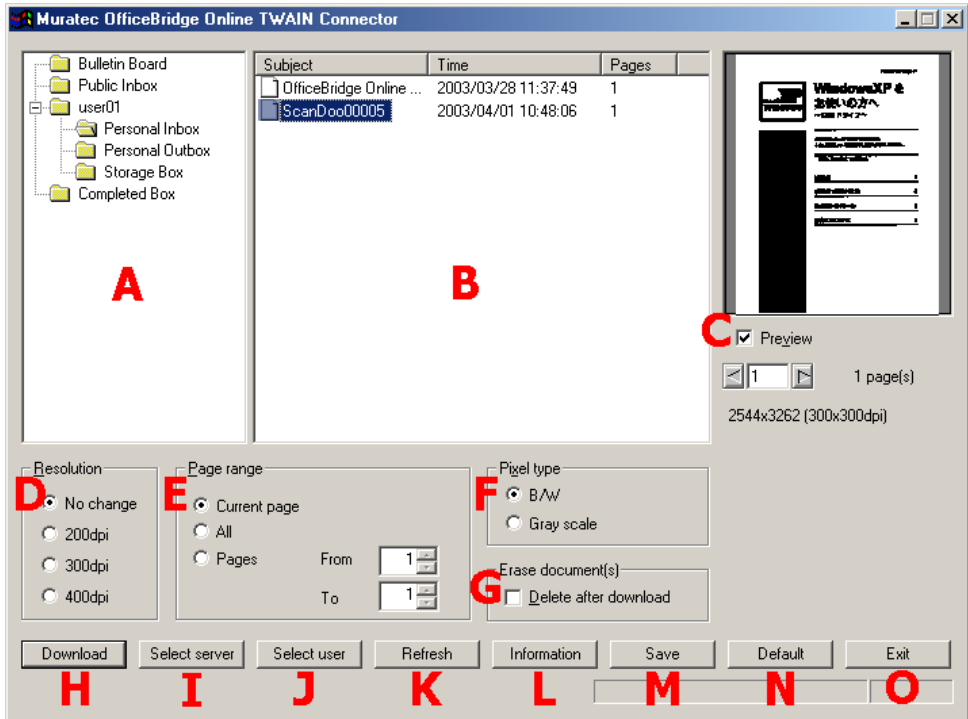
Note: If “Muratec OfficeBridge Online TWAIN Connector” is already selected as the read-in device, this step is not required.

- 4 Select “Scan New” from the File menu. The “User Logon” screen will show:



- 5 Select the User ID and enter the Password. Then click **OK**. The following dialog box will appear. The “Muratec OfficeBridge Online TWAIN Connector” screen (list of the scan (image) documents in the “Personal Inbox” of the selected user) is displayed.

Note: If no password was set during user registration, password input is not required



A. List

The currently opened level is displayed.

B File list

Displays a list of the opened box documents.
When reading in a document, click it to select it.

C Preview display

Displays a preview of the selected document.
When a check is placed by [Preview], previews of the document can be displayed.
When you click a button or input a number into the text box, the display moves to that page.

D Resolution

Set the linear resolution for the document.
When not changing the linear resolution, put a check by [No change]; when changing the linear resolution, put a check by [200dpi], [300dpi], or [400dpi].

E Page range

Set the number of pages of the document to read in.

F Pixel type

Select the display type for the document read in as either [B/W] or [Grayscale].

G Erase document(s)

When you place a check by a document, after it is scanned, it is automatically deleted from the box into which “OfficeBridge Online” scanned it.

H [Download] button

When you click here, the scanning of the scan document starts.

I [Select server] button

When you want to access to other server (OfficeBridge Online), click this button and enter the IP Address, then click **OK**. Then select User ID and enter Password registered on other OfficeBridge Online.

J [Select user] button

Displays the user of the document scan destination.

When changing the user, select the UserID and enter the password.

If no password was set during user registration, password is not required.

K [Refresh] button

When you click, the [File list] display is refreshed.

L [Information] button

Displays [Muratec OfficeBridge Online TWAIN Connector] information.

M [Save] button

When you click, the current settings are saved. You cannot click this button unless the settings have been changed.

N [Default] button

When you click, the settings are initialized to their factory settings.

O [Exit] button

When you click, the [Muratec OfficeBridge Online TWAIN Connector] ends.

6 After setting each item, select the scan document (image) from the [File list], then click the **“Download”** button. The document is read into “Imaging for Windows”.

dpi (dots per inch)

dpi is a numeric unit expressing the dot fineness for screen display and print out in terms of the number of dots per one inch straight line. This unit is generally used to express the resolution of scanners, displays, and printers. The larger the dpi value, the smaller each dot, so the more finely pictures and characters are expressed and the greater the resolution.

B/W and grayscale

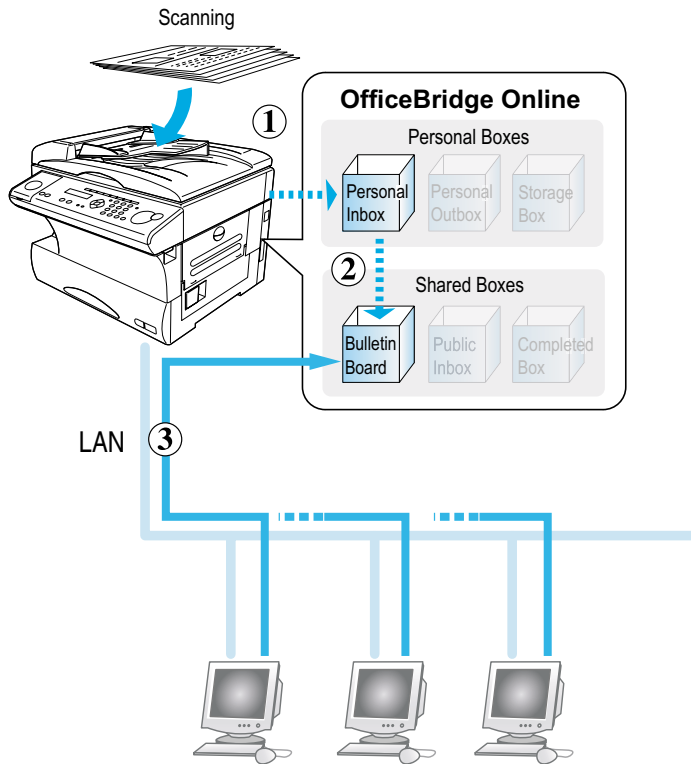
When images are handled by a computer, they are expressed as collections of dots. The simplest mode of expression using just two types of dots, black and white, is called binary. When handling photographs, images with intermediate colors, etc., one mode of expression for giving each point darkness information (giving each point tone information) is called grayscale.

Bulletin board Distribution Processing request

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Bulletin board

Bulletin Board is a function that makes it possible to share brief information among registered users.



The basic operation for the Bulletin board function

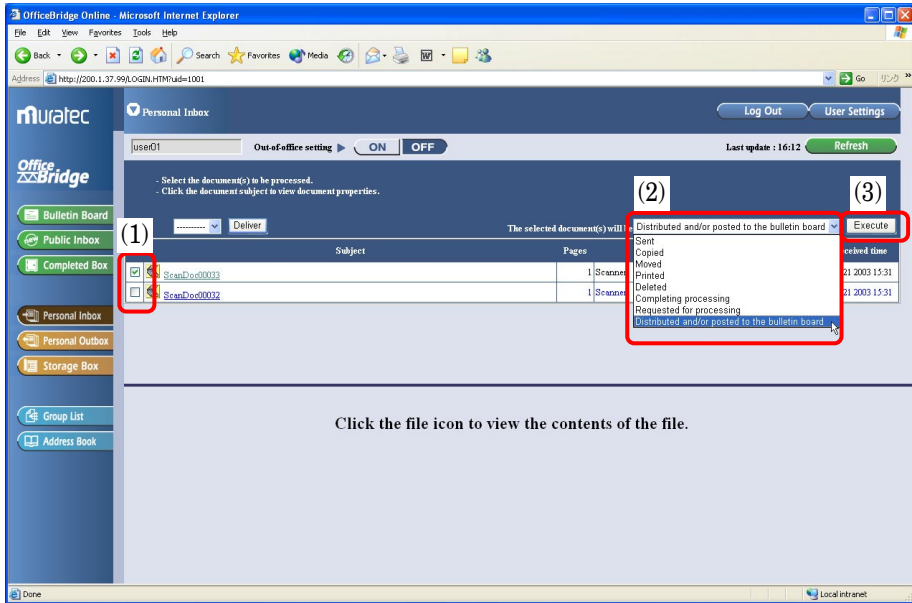
The operation for the Bulletin board is summarized as follows:

- 1 *Scan* the document with the machine. The scanned data will be stored in the specific Personal Inbox.
- 2 *Post* to the Bulletin board.
- 3 Registered users can use the browser to view a posted document.

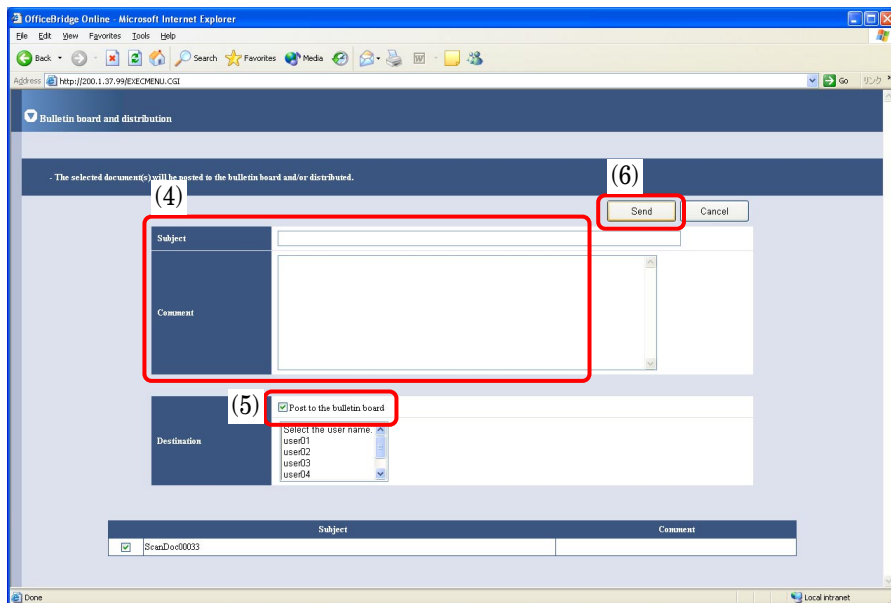
Note: If “InfoMonitor” is left running, it will automatically notify registered users when a new bulletin board document is posted.

Post the document to the Bulletin board

- 1 Scan the document you want to post to the Bulletin board.
Regarding scanning document, refer to “Scanning the document,” page 44.
- 2 Login the Personal screen. (See page 23.)
- 3 Post the document to the Bulletin board.
 - (1) Select the document.
 - (2) Select **“Distributed and/or posted to the bulletin board”** from action menu.
 - (3) Click **Execute**.



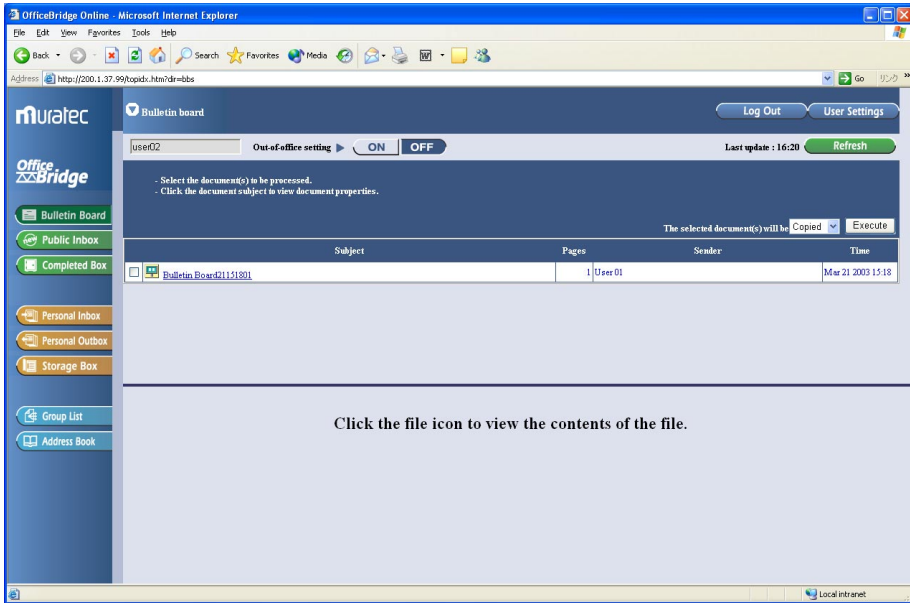
- (4) Enter the subject and comment, if necessary.
- (5) Check the box next to **Post to the bulletin board**.
- (6) Click **Send**.



View the posted document

Note: If “InfoMonitor” (see pages 15 and 95) is left running, it will automatically notify registered users when a new bulletin board document is posted.

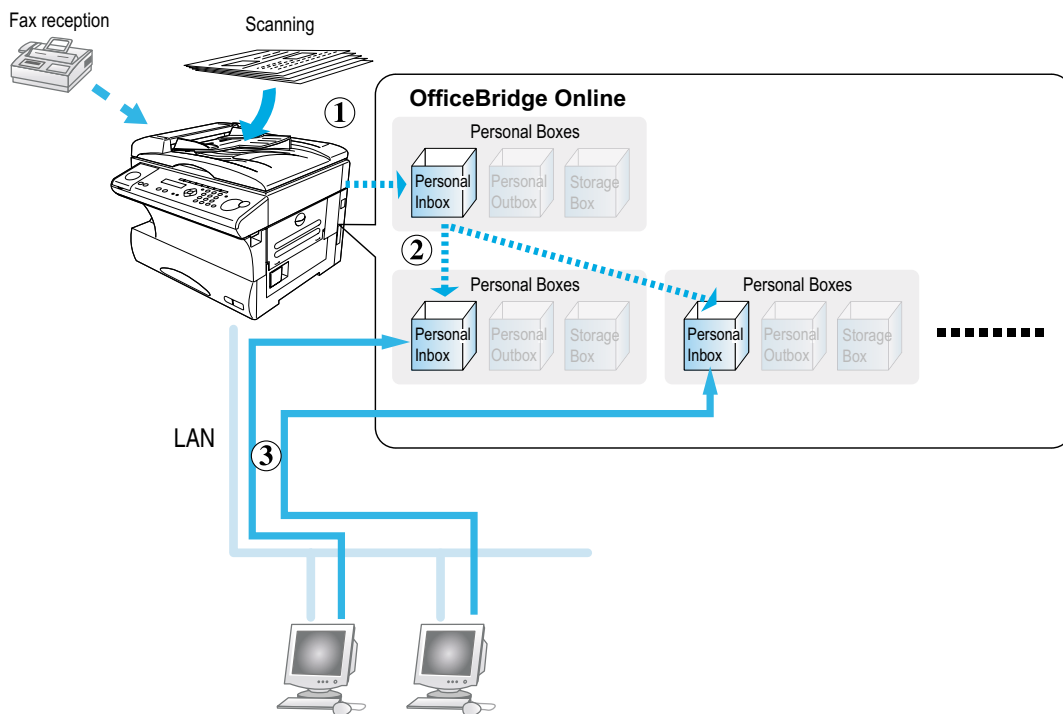
- 1 Login the Personal screen. (See page 23.)
- 2 Click **Bulletin Board** to show the Bulletin board screen.



- 3 Click the icon to view the posted document.

Distribution

This function allows you to send a document to multiple registered users at a time.



The basic operation for the Distribution function

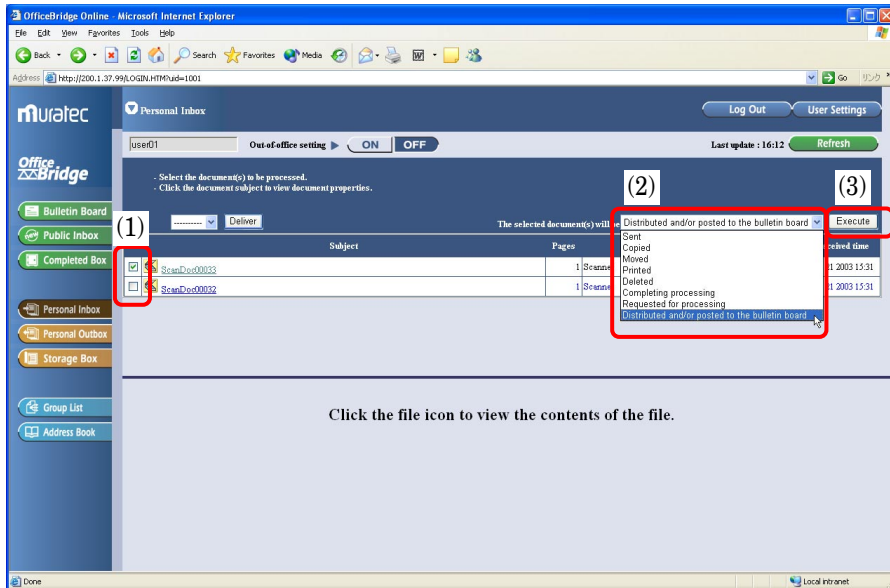
The operation for the Bulletin board is summarized as follows:

- 1** The scanned or received document will be stored in Personal Inbox.
- 2** Select the document and specify the users you want to send it.
- 3** The document is distributed to each Personal Inbox of the registered users.
The registered user can use the browser to view the document.

Note: If "InfoMonitor" is left running, it will automatically notify registered users when a new document is stored in Personal Inbox.

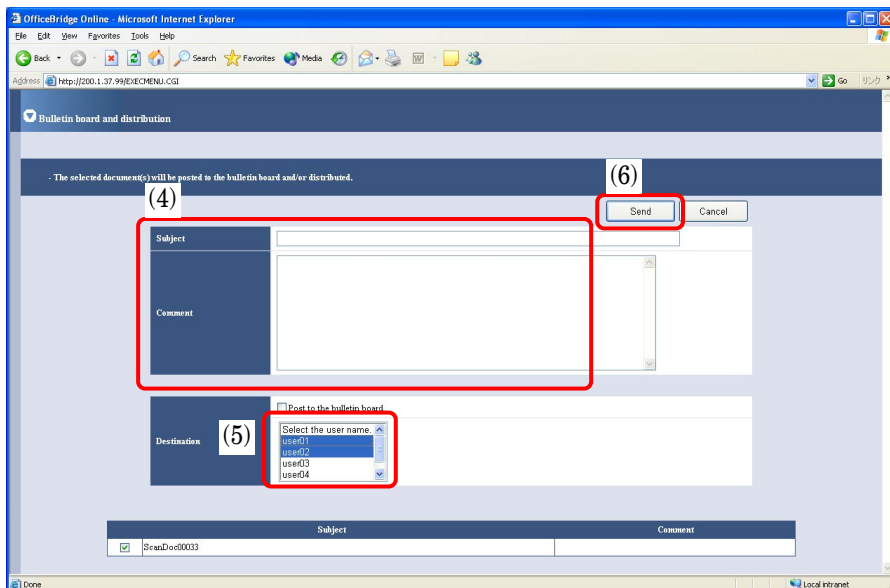
Distribute the document to registered users

- 1 Login the Personal screen. (See page 23.)
- 2 Distribute the document.
 - (1) Select the document you want to send.
 - (2) Select **“Distributed and/or posted to the bulletin board”** from action menu.
 - (3) Click **Execute**.



- (4) Enter the subject and comment, if necessary.
- (5) Select the users you want to send the document.

To select consecutive users, click the first user, press and hold down SHIFT, and then click the last user.
To select non-consecutive users, press and hold down CTRL, and then click each user.
- (6) Click **Send**.



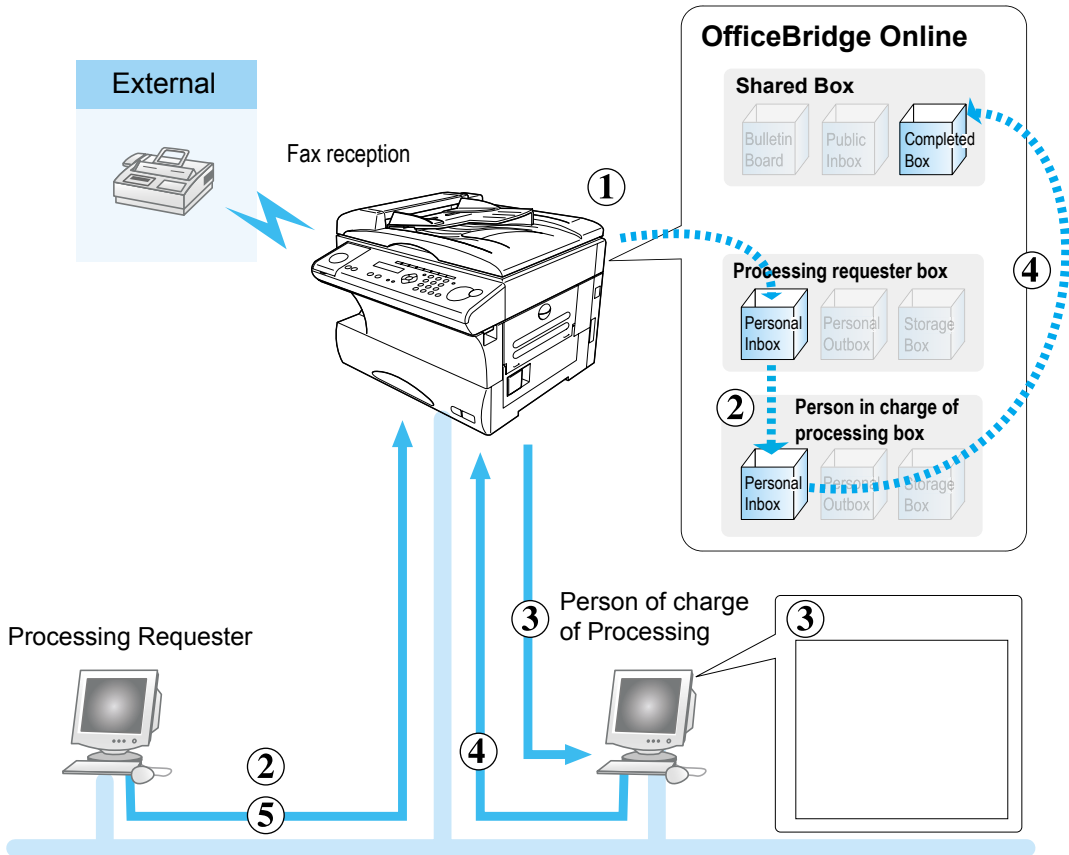
- 3 The document will be distributed to the Personal Inbox of the registered users you specified.

Processing request

Processing Request is a function that attaches deadlines and comments to information read using the unit and then requests processing of them by other users. The requester can check the processing status of the person in charge of the processing.

Example: Requesting Processing of Received Documents

The person in charge of fax reception attaches deadlines and comments to the faxes and requests processing of the people in charge of operations. The people in charge of operations process the forwarded faxes.

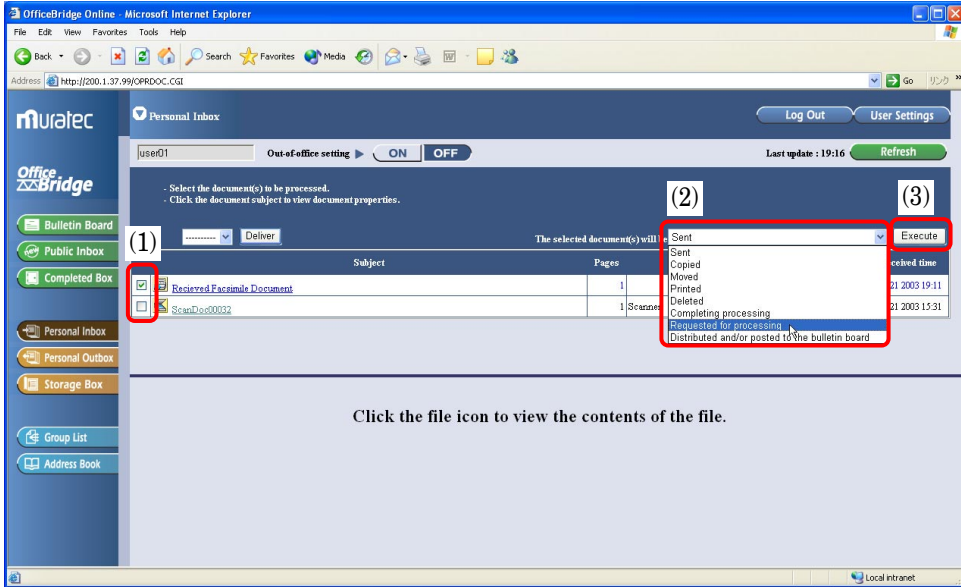


This processing is optimum for documents that have an operations flow, such as forwarding from the person in charge of operations to the person in charge of sales/shipment, or from the sales assistant to the person in charge of processing.

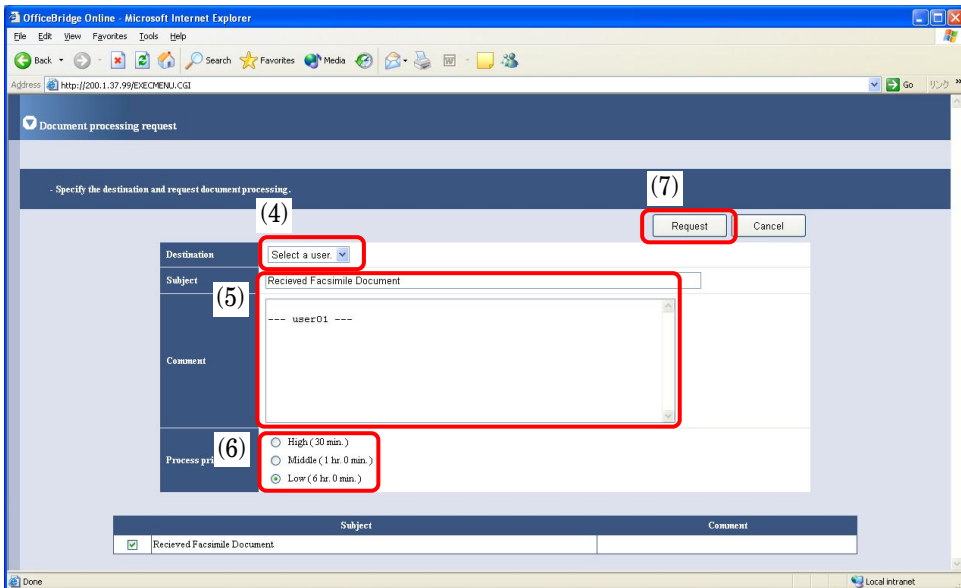
Note: For information on the operations related to this page, refer to the "8. Requesting Document Processing" and "9. Completing Processing of Requested Documents" in Chapter 2 Convenient Usage of Operation Volume of the Reference manual on the CD.

- 1 A fax is received from an external location.
- 2 The processing requester checks the fax document in the Personal Inbox and sets a processing deadline for the received fax document.
He (or she) then adds comments explaining the required processing and then forwards the fax document for which processing is being requested to the person in charge of processing.

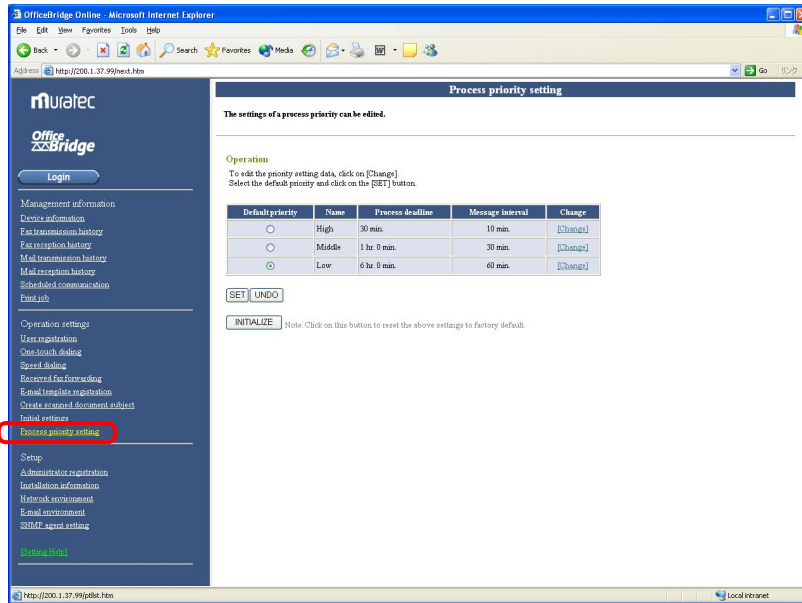
- (1) Select the document.
- (2) Select **“Requested for processing”** from action menu.
- (3) Click **Execute**.



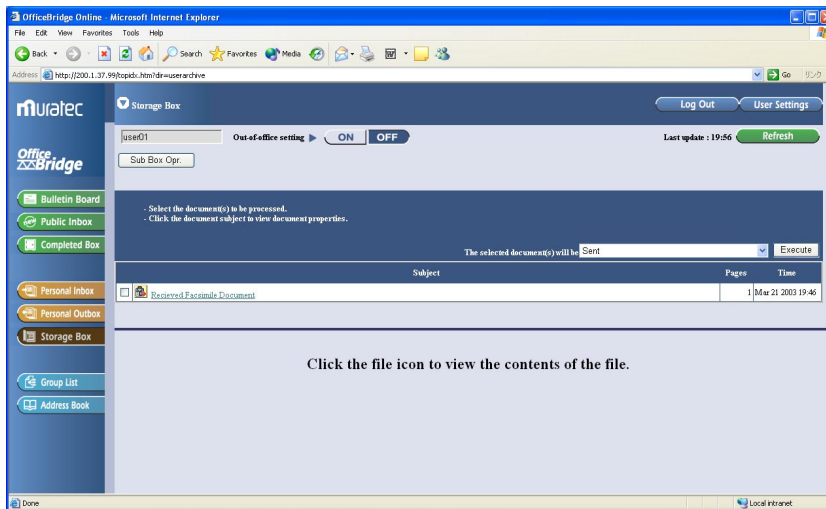
- (4) Select the person in charge of processing.
- (5) Enter the comments explaining the required processing
- (6) Select Processing deadline.
- (7) Click **Request**.



Note: The time of deadline can be changed on “Administration Tools” screen, below. Click **“Process priority setting”** under [Operation settings].



Note: A copy of the process requested document is keeping in the **Storage Box** until the person in charge of processing complete the requested job.

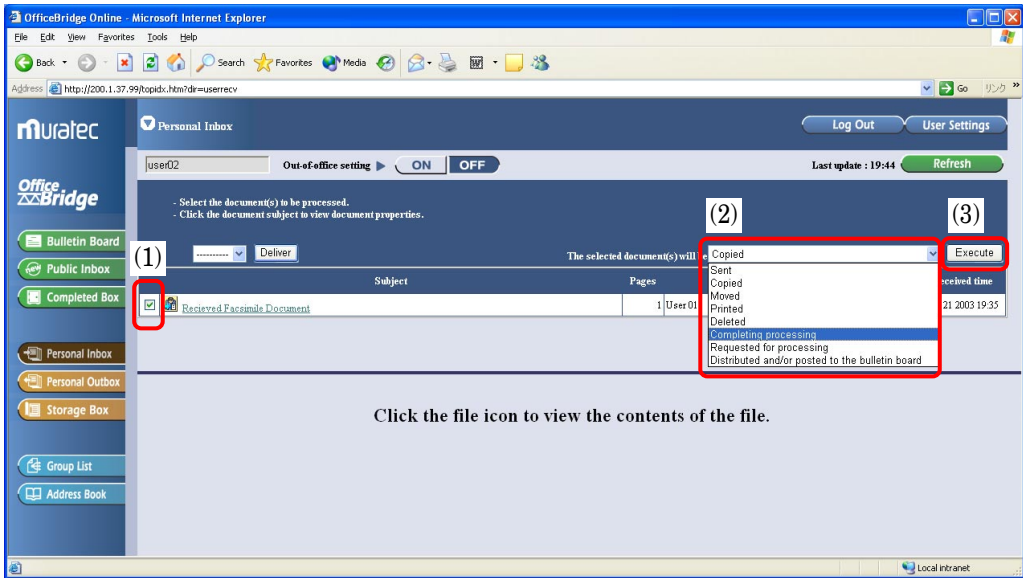


3 A new document arrival notification is sent to the computer of the person in charge of processing.

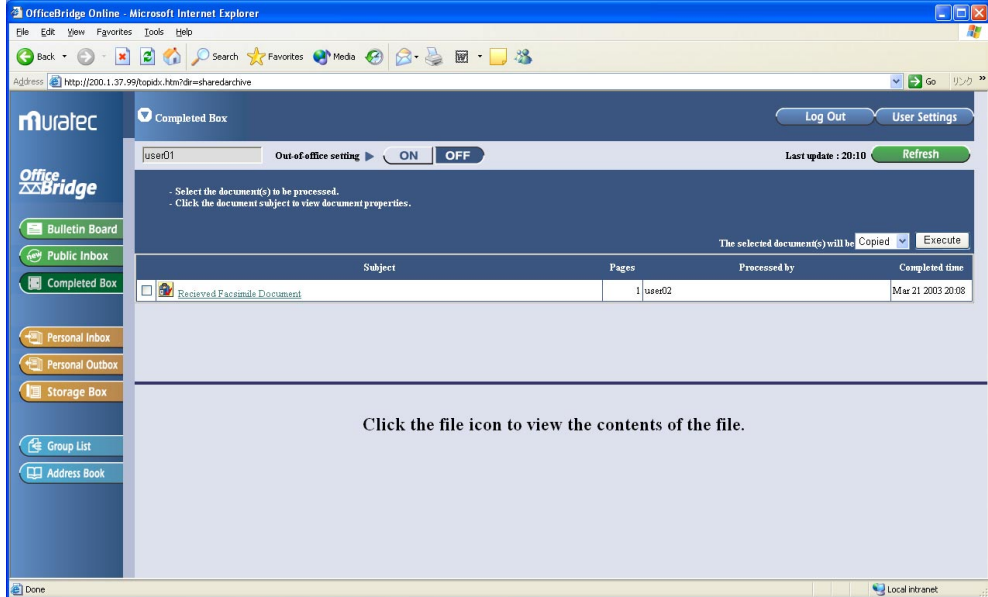
Note: The new document arrival notice is only given when the “InfoMonitor” (see pages 15 and 95) is running.

4 When the person in charge of processing completed the requested processing, he or she specifies when the processing is completed.

- (1) Select the document.
- (2) Select **“Completing processing”** from action menu.
- (3) Click **Execute**.



5 The processing requester checks the Completed Box to see if the processing has been completed.



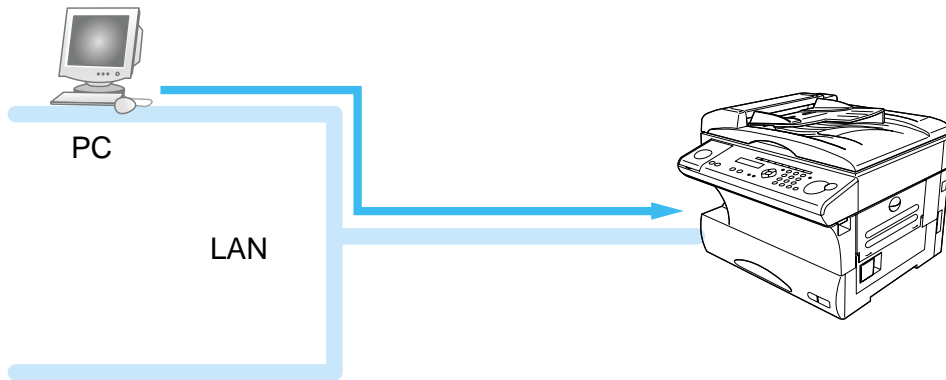
Network Printer

Network Printer 63

Network Printer

The OfficeBridge Online allows you to print documents created on your PC using various software applications.

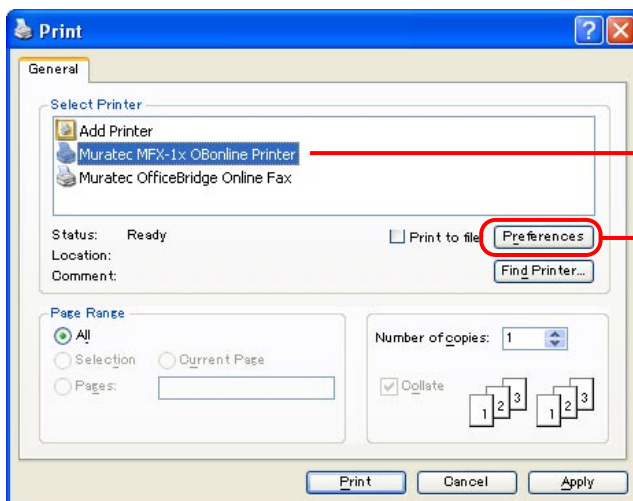
Note: To be able to use this feature, install the Muratec MFX-1x OOnline Printer Driver first. (See page 90.)



Printing the document

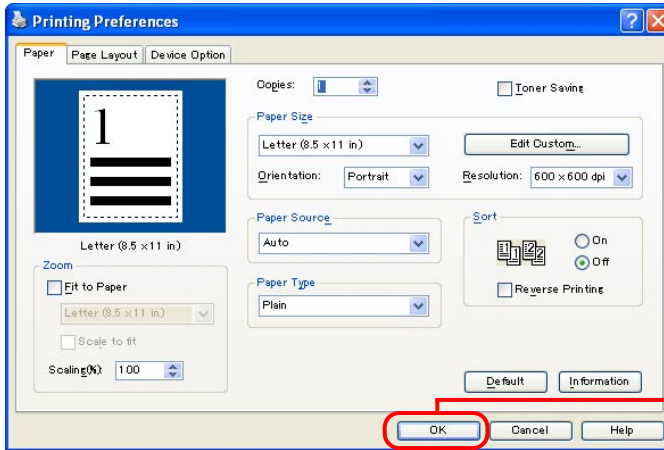
Note: According to the software application you are using, the names of features and functions listed in Print menus and dialog boxes may vary. The steps described in this section are for printing in Windows XP.

- 1 Create a document or open a file to print.
- 2 Open Printer Properties dialog box.
 - (1) Select **Print** from the application software's **File** menu.



- (2) Select the **Muratec MFX-1x OOnline Printer**.
- (3) Click **Preferences** (or **Properties**).

3 Specify the required settings.

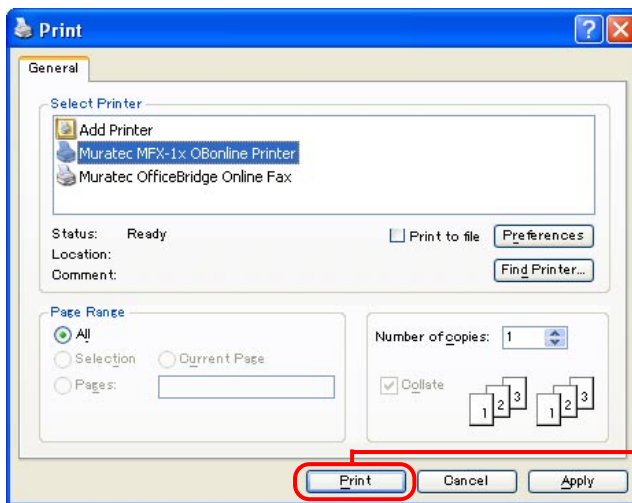


(1) Specify the required settings.

(2) Click **OK**.

Note: For detail about printer driver functions, refer to the Help.

4 Print the document.



(1) Click **Print** or **OK**.

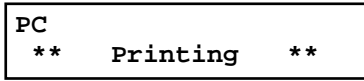
Note: You can cancel a print job in progress by pressing the **STOP** button on the main unit. See “Canceling the printing job,” next page.)

Canceling a printing job

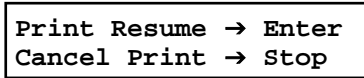
Canceling a print job in progress

You can cancel a print job in progress by pressing **STOP** on the main unit.

- 1 During printing, the main unit will display the following:



- 2 If you want to cancel the current printing, press **STOP** on the main unit's control panel.

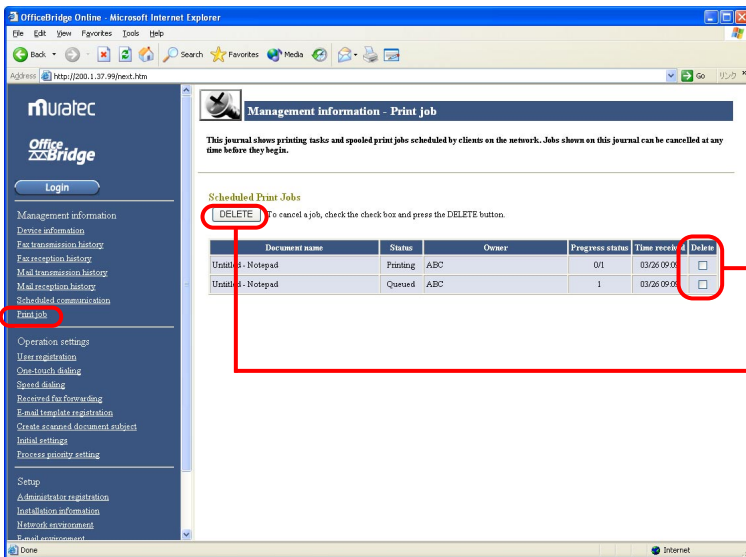


- 3 If you wish to do cancel the current print job, press **STOP**.
If you wish to do **not** cancel the current print job, press **ENTER**.

Canceling a print job in the queue

- 1 On your PC, access to the **Administration tools**. (See page 22.)
- 2 Cancel a Print Job in the queue.

(1) Click **"Print job"** under [Management information].



(2) Select a document you want to stop printing.

(3) Click **DELETE** to cancel a document printing.

Acceptable paper size

The Muratec MFX-1x OOnline Printer driver supports printing on the following paper size. This also indicates the paper source where each paper can be loaded.

Inch version:

Paper	Size	C1	C2	Bypass Tray
Legal (S)	8.5" × 14"	Yes	Yes	Yes
Letter (S)	8.5" × 11"	Yes	Yes	Yes
Half Letter (L)	8.5" × 5.5"	Yes	Yes	Yes
Executive (S)	7.25" × 10.5"	No	No	Yes
A4 (S)	210 × 297 mm	No	No	Yes
A5 (S)	148 × 210 mm	No	No	Yes
A5 (L)	210 × 148 mm	No	No	Yes
A6 (S)	105 × 148 mm	No	No	Yes
F4 (S)	210 × 330 mm	No	No	Yes
COM 10 (S)	4.125" × 9.5"	No	No	Yes
Monarch (S)	3.875" × 7.5"	No	No	Yes
DL (S)	110 × 220 mm	No	No	Yes
Postcard (S)	100 × 148 mm	No	No	Yes
Custom Paper	Scanning Direction	No	No	3.82" to 8.5"
	Feed Direction	No	No	5.5" to 14.0"

(S) : Short edge feeding
(L) : Long edge feeding
C1 : 1st paper cassette
C2 : 2nd paper cassette

(1 inch = 25.4 mm)

Metric version:

Paper	Size	C1	C2	Bypass Tray
Legal (S)	8.5" × 14"	No	No	Yes
Letter (S)	8.5" × 11"	No	No	Yes
Half Letter (L)	8.5" × 5.5"	No	No	Yes
Executive (S)	7.25" × 10.5"	No	No	Yes
A4 (S)	210 × 297 mm	Yes	Yes	Yes
A5 (S)	148 × 210 mm	No	No	Yes
A5 (L)	210 × 148 mm	Yes	Yes	Yes
A6 (S)	105 × 148 mm	No	No	Yes
F4 (S)	210 × 330 mm	Yes	Yes	Yes
COM 10 (S)	4.125" × 9.5"	No	No	Yes
Monarch (S)	3.875" × 7.5"	No	No	Yes
DL (S)	110 × 220 mm	No	No	Yes
Postcard (S)	100 × 148 mm	No	No	Yes
Custom Paper	Scanning Direction	No	No	97 mm to 216 mm
	Feed Direction	No	No	140 mm to 356 mm

(S) : Short edge feeding
(L) : Long edge feeding
C1 : 1st paper cassette
C2 : 2nd paper cassette

(1 inch = 25.4 mm)

Paper Mismatch error

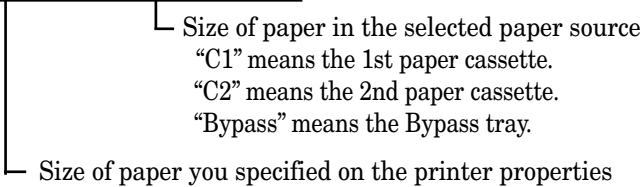
If the size of paper in the paper cassette does not match the paper size you specified on the printer properties, your unit will show the following message:

Paper Mismatch
Start/Stop

To start the printing:

- 1 Press **START**.

Please Select Paper
Leg1 → C1:Ltr



- 2 Change the paper in the paper cassette you selected (if necessary, see your fax machine’s operating instructions). Then press **Program** and select the same size of paper you loaded using the cursor key. After you change the paper, press **ENTER**. Your machine will start the printing automatically.

–or–

If another paper source (e.g. 2nd cassette) has the correct size paper for this print job, press **PAPER SIZE** to select it. Then press **START** to start printing.

Note: If you want to print on the paper that is not available on the paper cassette, use the Bypass tray. To know what size paper is available for your unit, see “Acceptable Paper size” on page 66.

Note: If you want to abort the printing job, press **STOP**.

Internet FAX Transmission & Reception

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Setting the Internet Parameters

Pre Installation information

For the Internet Fax feature to work properly, certain information must be set in advance. Please contact your network administrator for the required information and connection to the LAN.

Please set the following information before installation.

Internet Parameters

1*	IP Address	
2*	Subnet Mask	
3*	Default Gateway IP Address	
4*	DNS Server IP Address	
5*	Name of your machine	
6*	E-mail Address	
7*	SMTP Server Name or IP Address	
8*	SMTP User ID ^{Note1}	
9*	SMTP Password ^{Note1}	
10*	SMTP Receiving Domain Name ^{Note2}	
11*	POP Server Name or IP Address	
12*	E-mail Account (POP User Name)	
13*	E-mail Password (POP Password)	
14	Acceptable Domain Name or E-mail Address for Relay Transmission	
15	MAC Address	

* Contact your Network Administrator for this information.

Note1: This item should be set only when SMTP authentication is required from your Internet service provider.

Note2: Enter the domain name when receiving e-mail from the SMTP mail server.

Note: Dynamic Host Configuration Protocol (DHCP) is not supported.

Explanation of contents

- | | | |
|---|----------------------------|--|
| 1 | IP Address | : The Internet Protocol (IP) Address assigned to your machine. |
| 2 | Subnet Mask | : Subnet mask assigned by the Network Administrator. |
| 3 | Default Gateway IP Address | : The IP Address of your default gateway. |
| 4 | DNS Server IP Address | : The IP Address of the DNS server. |
| 5 | Name of your machine | : The name assigned to your machine. |
| 6 | E-mail Address | : The e-mail address assigned to your machine for sending and receiving. |

- 7 SMTP Server Name or IP Address : The SMTP mail server name or the SMTP server IP Address.
- 8 SMTP User ID : SMTP server user name.
- 9 SMTP Password : SMTP password.
- 10 SMTP Receiving Domain Name : The Domain name of SMTP mail server for e-mail receiving.
- 11 POP Server Name or IP Address : The POP mail server name or the POP server IP Address.
- 12 E-mail Account (POP User Name) : User name assigned to your machine.
- 13 E-mail Password (POP Password) : Password assigned to your machine.
- 14 Acceptable Domain Name or E-mail address for Relay Transmission : Domain name or e-mail address that are authorized to access your machine for Relay transmission request.
- 15 MAC Address : Hardware address hard-coded into your machine. If require, can be displayed by pressing **Program, G, 1, 0, 3, ENTER** (see page 19).

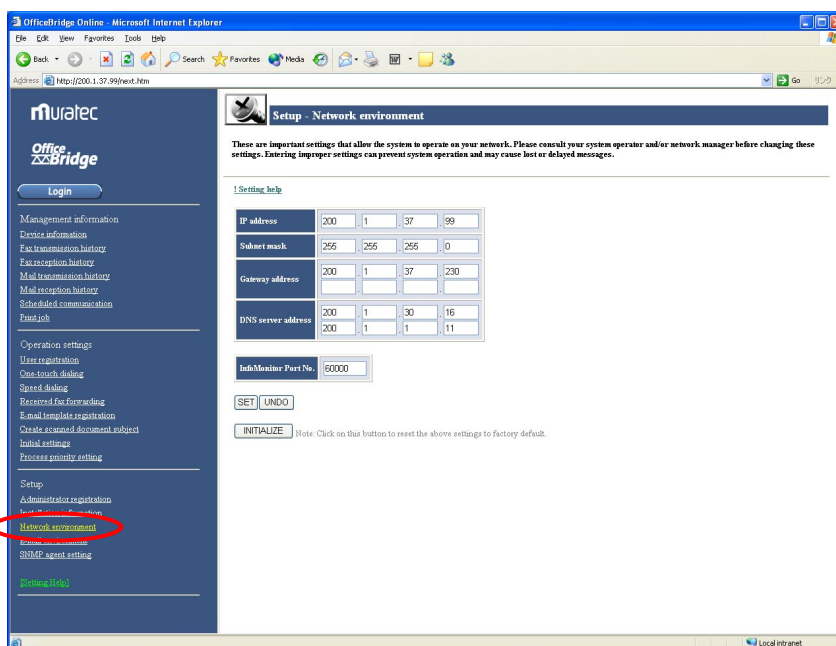
Setting the IP Address, Subnet mask and Gateway Address

To set the IP Address, Subnet mask and Gateway IP Address, press **Program, G, 1, 0, 2, ENTER**.
For more information, refer to page 17.

Setting the network environment

If the DNS server is available, enter the IP Address of DNS server on the “Network environment” screen as below.
You can also enter or change the IP Address, Subnet mask and Gateway address in here.

- 1 Access to the Administration Tools. (See page 22.)
- 2 Click “**Network environment**” under [Setup].
- 3 Fill in each of the following fields, and then click the “**SET**”.



Note: When you changed the IP Address or Subnet mask, turn the power OFF and then ON according to the following order to reflect the settings.

- (1) Turn the fax unit off.
- (2) Unplug the AC adapter from the OfficeBridge board.
- (3) Plug the AC adapter to the OfficeBridge board.
- (4) Turn the fax unit on.

Setting the e-mail environment

- 1 Access to the Administration Tools. (See page 22.)
- 2 Click **“E-mail environment”** under [Setup].
- 3 Fill in each of the following fields, and then click the **“SET”**.

OfficeBridge Online - Microsoft Internet Explorer

Address: <http://200.1.37.99/next.htm>

muratec
Office Bridge
Login

Management information
 Device information
 Fax transmission history
 Fax reception history
 Mail transmission history
 Mail reception history
 Scheduled communication
 Print job

Operation settings
 User registration
 One-touch dialing
 Speed dialing
 Received fax forwarding
 E-mail template registration
 Create scanned document subject
 Initial settings
 Process priority setting

Setup
 Administrator registration
 Installation information
 Network environment
E-mail environment
 SNMP agent setting

[\[Setting Help\]](#)

Setup - E-mail environment

These are important settings that allow the system to send and receive email. Please consult your system operator and/or network manager before changing these settings. Entering improper settings can prevent system operation and may cause lost or delayed messages.

[! Setting help](#)

Name	OfficeBridge Online
E-mail address	ce-teq-ppfl@muratec.co.jp
Send mail (SMTP) server	mail-i.muratec.co.jp Port No. (Usually 25) 25 <input type="checkbox"/> Receive before send.
SMTP Authentication	Select AUTH method: Do not use User ID Password
SMTP receiving domain name	
Receive mail (POP3) server	pop1-i.muratec.co.jp Port No. (Usually 110) 110 <input type="checkbox"/> Use APOP as an authentication scheme.
E-mail account	ceteqppf
E-mail password	*****
Check for new mail	Interval: 0 hr 10 min 0 sec. (hr:0-99 min:0-59 sec:0-59)
Sent document format conversion	<input type="radio"/> TIFF-S (T.37 simple mode) <input type="radio"/> TIFF <input checked="" type="radio"/> PDF
TIFF image encoding method	<input type="radio"/> MH <input type="radio"/> MR <input checked="" type="radio"/> MMR <input type="radio"/> JBIG
Insert text when sending mail	<input type="radio"/> Do not insert text <input checked="" type="radio"/> Insert text Language: English The sender information is: not attached
Request receipt verification when sending mail	<input checked="" type="radio"/> Delivery status notification (DSN) from receive server <input type="radio"/> Message disposition notification (MDN) showing that recipient read the mail <input type="radio"/> Request both reception notifications. <input type="radio"/> Do not request both reception notifications.
When mail requesting MDN is received	<input type="radio"/> Do not send MDN. <input checked="" type="radio"/> Send MDN. When you are not To (For Cc, Bcc) Send To limit mail that returns MDN, enter the mail address or domain name.
When mail that cannot be analyzed is received	<input checked="" type="radio"/> Return error notice to author. <input type="radio"/> Return mail to author. <input type="radio"/> Forward mail to others. Forwarding mail address
When mail that requests forwarding to fax machine is received	<input type="radio"/> Reject forwarding request. <input checked="" type="radio"/> Accept forwarding request. To limit mail that accepts forwarding requests, enter the mail address or domain name.

SET UNDO

INITIALIZE Note: Click on this button to reset the above settings to factory default.

Local Intranet

Internet Fax sending

Sending the document from your machine

Basic operation

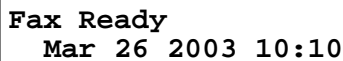
You can send the document via LAN to single or multiple e-mail addresses. The following method can be selected:

- Using One-touch key
- Using Speed dial number
- Tel index search
- Directly entering

Note: To use One-touch key, Speed dial number and Tel index, the e-mail address should be registered into One-touch key or speed dial number in advance. You can register them on the “**Administration Tools**” screen, page 22.

To send document via LAN from your machine:

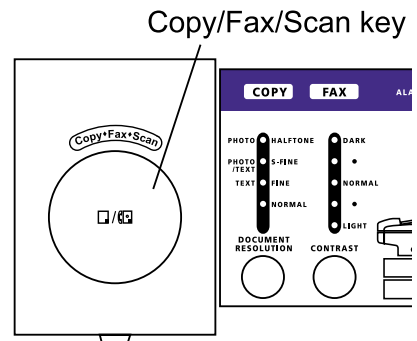
- 1 Press **COPY / FAX / SCAN** repeatedly until the following display is shown:



Fax Ready
Mar 26 2003 10:10

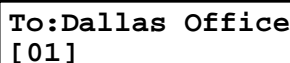
In Fax mode, the FAX light will glow.

- 2 Set the document in the ADF (Automatic Document Feeder) or on the FBS (FlatBed Scanner) glass.
- 3 To improve the scanning quality, you can temporarily change the following settings.
 - Resolution — Press **DOCUMENT / RESOLUTION** to select the resolution from *Normal, Fine, Super fine* or *Halftone* you want.
 - Contrast — Press **CONTRAST** to select the contrast you want.
- 4 Enter e-mail address:



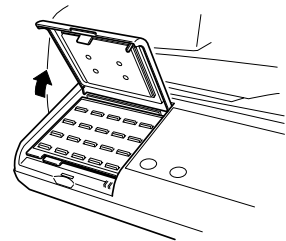
Using One-touch key:

1. Press One-touch key where the e-mail address you want to send is registered.



To: Dallas Office
[01] _

2. Go to step 10.



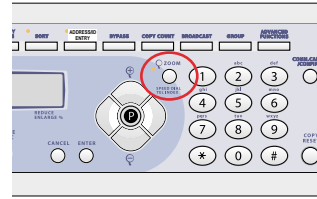
Using Speed dial number:

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

Enter Speed-Dial No.
S_

2. Use the numeric keypad to enter three-digit identifier of the e-mail address you want to send.

To:Kyoto Office
S001_



Tel index search:

1. Press the **SPEED DIAL/TEL INDEX** twice.

Telephone Index [D]
Dallas Office :[01]

The EasyDial directory sorts entries alphabetically in the following order:

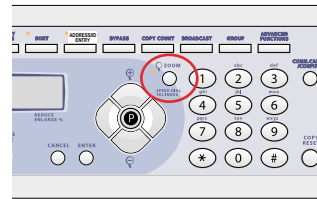
(1) by alphabet, (2) by number and (3) by symbol.

2. Scroll through the listings to find the one you want. You do this by pressing the following cursor key:

- ▲ or ▼ to select the character set — alphabet, number or symbol — for the first character of the Location id.
- ◀ or ▶ to check different listings within that character set.

Note: The scrolling is “open-ended.” For example, when you run out of listings beginning with alphabet “A”, pressing ◀ or ▶ automatically moves you into listings beginning with other characters.

3. When the LCD displays the name you want to send, press **START**.

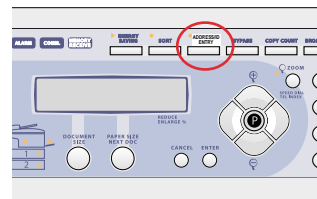


Directly entering:

1. Press the **ADDRESS/ID ENTRY**.

Mail Address;Lower
To:_

2. Use the one-touch keys and numeric keypad to enter the e-mail address.



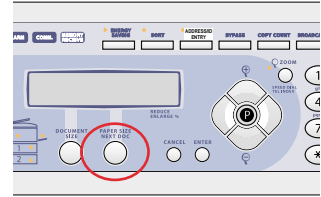
- 4 After you have entered e-mail address, press **START**.

- 5 If you set the document in the ADF, proceed to step 6.

If you placed the document on the FBS glass, enter your document size by pressing **DOCUMENT SIZE**, then press **START** then skip to step 7.

- 6 If you have more documents to scan, press **NEXT DOC** during scanning. Then proceed to step 7. Otherwise, skip to step 8.
- 7 When the scanning is done, the LCD will show:

```
Next Page → NextDoc
Completed → Start
```



If you want to scan more pages, place the next page then press **NEXT DOC** to start scanning. To scan more pages, repeat steps 5 to 7. Otherwise, press **START** to finish scanning, and skip to step 8.

- 8 The scanned document is sent by e-mail as an image data attachment.

Broadcasting

The fastest way to fax one document to many recipients is by broadcasting.

Using the **BROADCAST** key

- 1 Press **COPY / FAX / SCAN** to change to Fax mode. In Fax mode, the FAX light will glow and the following standby display is shown:

```
Fax Ready
Mar 26 2003 10:10
```

- 2 Set the document in the ADF (Automatic Document Feeder) or on the FBS (FlatBed Scanner) glass.
- 3 To improve the scanning quality, you can temporarily change the following settings.
 - Resolution — Press **DOCUMENT / RESOLUTION** to select the resolution from *Normal*, *Fine*, *Super fine* or *Halftone* you want.
 - Contrast — Press **CONTRAST** to select the contrast you want.
- 4 Press **BROADCAST**.
- 5 Enter e-mail address. Following are the three methods you can use to enter the e-mail addresses for broadcasting:

Use the One-touch keys to send up to 55 destinations.

```
To:Dallas Office
[01]_
```

Use the Speed dial numbers to send up to 145 destinations.

```
To:Kyoto Office
S001_
```

Up to 10 destinations can be entered directly.

```
Mail Address;Lower
To:Web@muratec.com_
```

- 6 Select “To”, “Cc” or “Bcc” by pressing ▼ or ▲ of the cursor key.

```
To:Dallas Office
[01]_
```

- 7 To add more e-mail addresses, repeat steps 4 to 6.
You can send up to 210 numbers for a broadcast.

To:Kyoto Office
[01],S001_

Note: If you enter characters by mistake, press **CANCEL** to erase them.

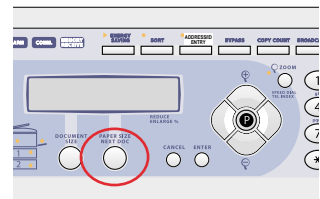
To confirm “To,” “Cc” or “Bcc,” move the cursor to the destination number you want to confirm.
“To,” “Cc” or “Bcc” will be shown on the first line of the LCD followed by destination’s name or e-mail address.

To:Kyoto Office
[01],S001

Note: If you want to change “To,” “Cc” or “Bcc,” press ▼ or ▲ of the cursor key.

- 8 After you have entered all e-mail addresses, press **START**.

- 9 If you set the document in the ADF, proceed to step 10.
If you placed the document on the FBS glass, enter your document size by pressing **DOCUMENT SIZE**, then press **START** then skip to step 11.



- 10 If you have more documents to scan, press **NEXT DOC** during scanning. Then proceed to step 11. Otherwise, skip to step 12.

- 11 When the scanning is done, the LCD will show:

Next Page → NextDoc
Completed → Start

If you want to scan more pages, place the next page then press **NEXT DOC** to start scanning.
To scan more pages, repeat steps 9 to 11.
Otherwise, press **START** to finish scanning, and skip to step 12.

- 12 The scanned document is sent by e-mail as an image data attachment.

Using Group number

To use this feature, the Group number should be registered into One-touch keys or Speed dial numbers at first.
You can register the group number on the “One-touch dialing” or “Speed dialing” screen of “Administration Tools.”

- 1 Press **COPY / FAX / SCAN** to change to Fax mode.
In Fax mode, the FAX light will glow and the following standby display is shown:

Fax Ready
Mar 26 2003 10:10

- 2 Set the document in the ADF (Automatic Document Feeder) or on the FBS (FlatBed Scanner) glass.
- 3 To improve the scanning quality, you can temporarily change the following settings.
- Resolution — Press **DOCUMENT / RESOLUTION** to select the resolution from *Normal*, *Fine*, *Super fine* or *Halftone* you want.
 - Contrast — Press **CONTRAST** to select the contrast you want.

- 4 Press **GROUP**.

Enter Group No.
G_

- 5 Enter Group number (0 - 32).

Press Start
G33_

Note: If you want to send a e-mail to several groups at a time, press **BROADCAST** then repeat steps 4–5.

- 6 After you have entered all group numbers, press **START**.

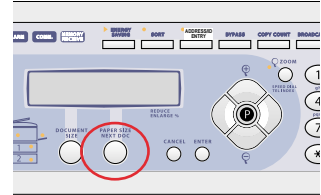
- 7 If you set the document in the ADF, proceed to step 8.

If you placed the document on the FBS glass, enter your document size by pressing **DOCUMENT SIZE**, then press **START** then skip to step 9.

- 8 If you have more documents to scan, press **NEXT DOC** during scanning. Then proceed to step 9. Otherwise, skip to step 10.

- 9 When the scanning is done, the LCD will show:

Next Page → NextDoc
Completed → Start



If you want to scan more pages, place the next page then press **NEXT DOC** to start scanning.

To scan more pages, repeat steps 7 to 9.

Otherwise, press **START** to finish scanning, and skip to step 10.

- 10 The scanned document is sent by e-mail as an image data attachment.

Mixed Broadcasting

You can simultaneously send e-mail and fax.

The fastest way to fax one document to many recipients is by broadcasting.

- 1 Press **COPY / FAX / SCAN** to change to Fax mode.

In Fax mode, the FAX light will glow and the following standby display is shown:

Fax Ready
Mar 26 2003 10:10

- 2 Set the document in the ADF (Automatic Document Feeder) or on the FBS (FlatBed Scanner) glass.

- 3 To improve the scanning quality, you can temporarily change the following settings.

- Resolution — Press **DOCUMENT / RESOLUTION** to select the resolution from *Normal*, *Fine*, *Super fine* or *Halftone* you want.
- Contrast — Press **CONTRAST** to select the contrast you want.

- 4 Press **BROADCAST**.

- 5 Enter the e-mail address or fax numbers.

Following are the three methods you can use to enter destinations for broadcasting:

Use the One-touch keys to send up to 55 destinations.

To: Dallas Office
[01]_

Dallas Office
[01]_

Use the Speed dial numbers to send up to 145 destinations.

To:Kyoto Office
S001_

Kyoto Office
S001_

Up to 10 e-mail addresses and up to 30 fax numbers can be entered directly.

Mail Address;Lower
To:Web@muratec.com_

Press Start
12345678_

- 6 If you enter the e-mail address, you can select “To”, “Cc” or “Bcc” by pressing ▼ or ▲ of the cursor key.

To:Dallas Office
1234565,[01]_

- 7 To add more e-mail addresses, repeat steps 4 to 6.
You can send up to 240 numbers for a broadcast.

To:Kyoto Office
[01],S001_

Note: If you enter characters by mistake, press CANCEL to erase them.

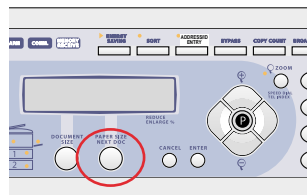
- 8 After you have entered all destinations, press **START**.

- 9 If you set the document in the ADF, proceed to step 10.
If you placed the document on the FBS glass, enter your document size by pressing **DOCUMENT SIZE**, then press **START** then skip to step 11.

- 10 If you have more documents to scan, press **NEXT DOC** during scanning. Then proceed to step 11. Otherwise, skip to step 12.

- 11 When the scanning is done, the LCD will show:

Next Page → NextDoc
Completed → Start



If you want to scan more pages, place the next page then press **NEXT DOC** to start scanning.

To scan more pages, repeat steps 9 to 11.

Otherwise, press **START** to finish scanning, and skip to step 12.

- 12 The scanned document is sent by e-mail as an image data attachment.

E-mail Subject and text message

The OfficeBridge Online will automatically add the default Subject and text message to all outgoing e-mails.

The default Subject and text message are as follows:

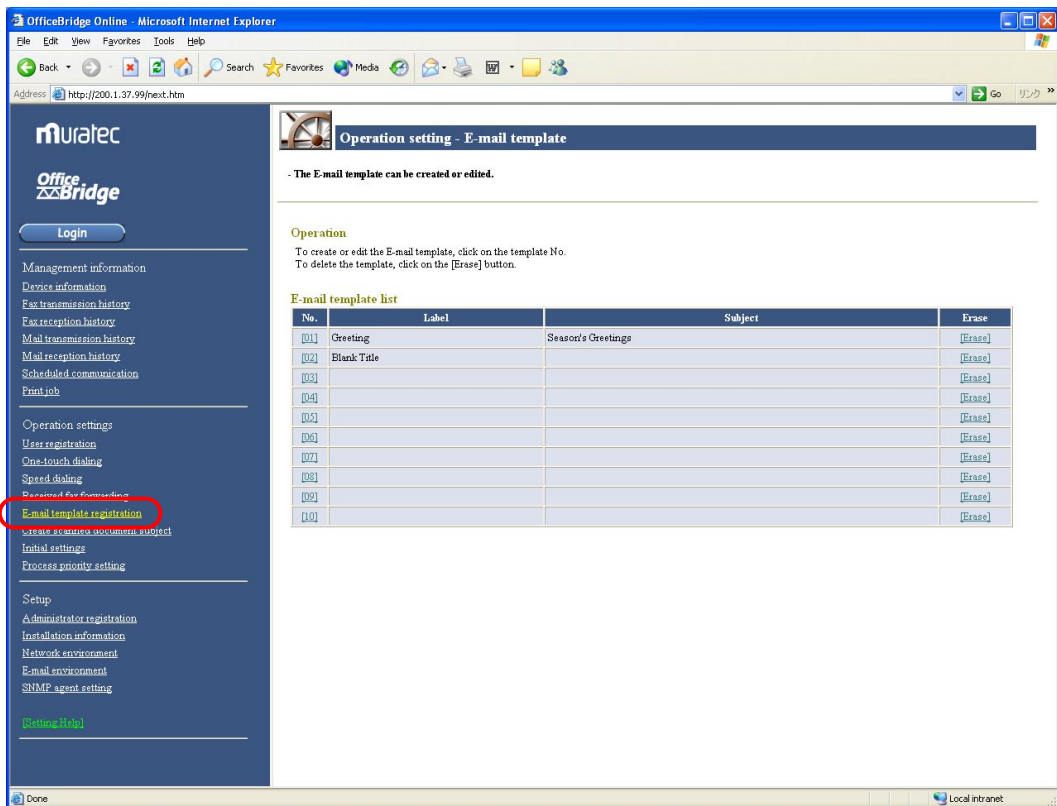
Subject :*Internet Facsimile Message*

Text Message :*This is an internet facsimile message. Please see the file attached.*

You can create up to 10 different Subject and text messages on the “**E-mail template registration**” screen in “**Operation settings**” of “**Administration Tools**” through the web browser.

To create or edit the e-mail subject and text message:

- 1 Access to the Administration Tools. (See page 22.)
- 2 Click “**E-mail template registration**”.



The screenshot shows a web browser window displaying the OfficeBridge Online Administration Tools interface. The page title is "Operation setting - E-mail template". The main content area includes a heading "Operation" with instructions: "To create or edit the E-mail template, click on the template No. To delete the template, click on the [Erase] button." Below this is a table titled "E-mail template list" with columns for No., Label, Subject, and Erase. The table contains 10 rows, with the first row having a subject of "Season's Greetings". The "E-mail template registration" link in the left sidebar is circled in red.

No.	Label	Subject	Erase
[01]	Greeting	Season's Greetings	[Erase]
[02]	Blank Title		[Erase]
[03]			[Erase]
[04]			[Erase]
[05]			[Erase]
[06]			[Erase]
[07]			[Erase]
[08]			[Erase]
[09]			[Erase]
[10]			[Erase]

- 3 Create or edit the subject and message you want.
Note: The default Subject and message cannot edit.

Select the e-mail Subject and text message

Note: The Subject and text message selected in this setting effects for all e-mail transmissions from your machine. And it will be keep after finishing that e-mail transmission.

- 1 Press **Program, G, 2**.

```
Network
2 Email Template
```

- 2 Press **ENTER**. The registered label of the e-mail subject and text message will appear.

```
Email Template:00▼▲
Default Message
```

- 3 Press ▼ or ▲ to select the label.

```
Subject Select:01▼▲
Greeting
```

- 4 Press **ENTER**. The registered e-mail subject and text message will appear.
Press ▼ or ▲ to toggle the Subject and Text message. You can view the message by pressing ◀ or ▶.

```
Subj.:Season's Greet
▲/▼/◀/▶/Enter
```

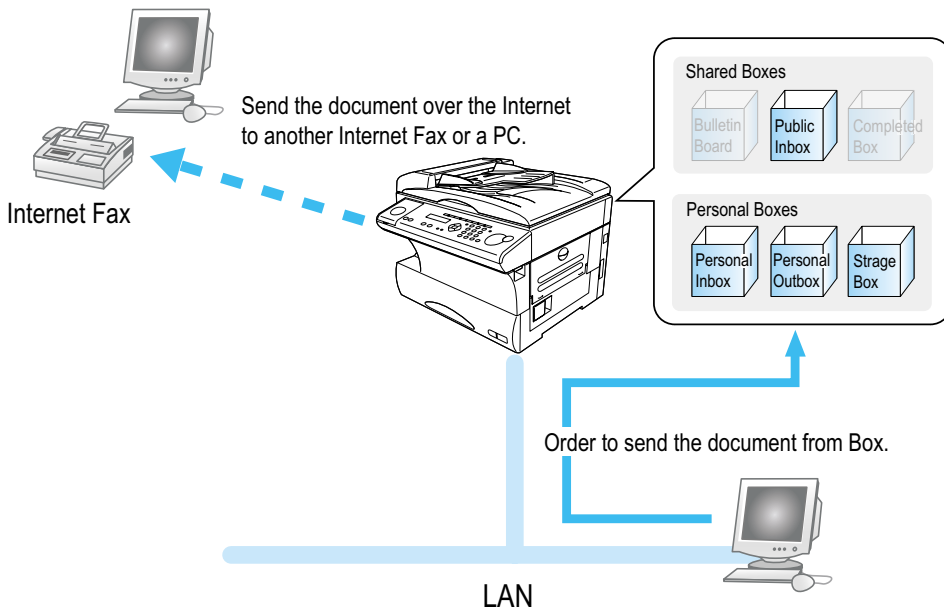
```
Text :Merry X'mas
▲/▼/◀/▶/Enter
```

Note: If you want to edit the message, you can edit it on the “**E-mail template registration**” of the “Administration Tools”. (See “To create or edit the e-mail subject and text message,” page 78.)

- 5 If it is OK, press **ENTER**.

Send the document from specified box

You can send the document stored in the specified box to another Internet Fax or a PC.



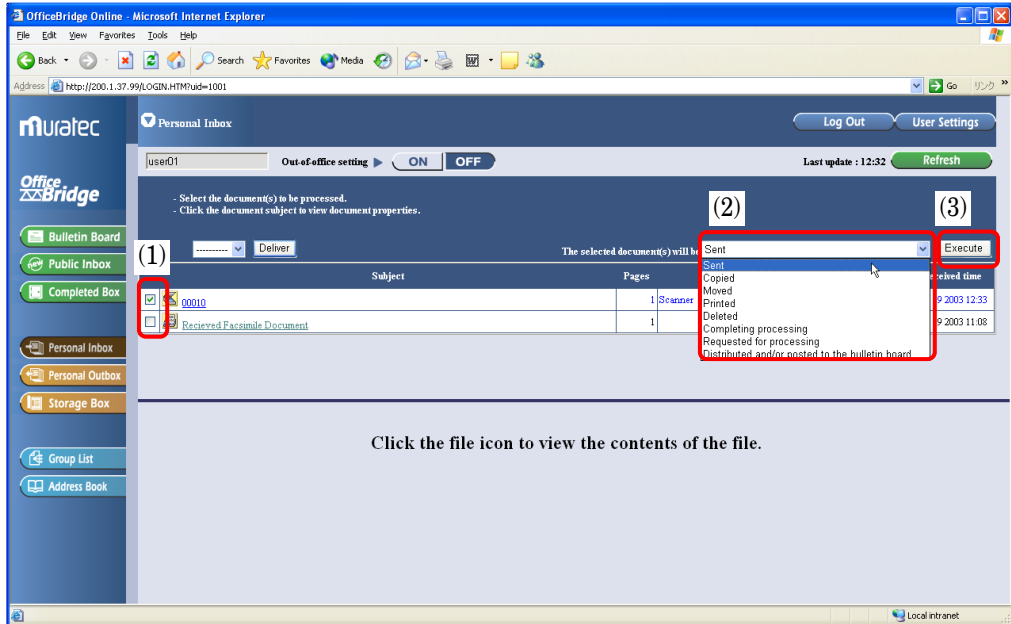
- 1 Login the Personal screen. (See page 23.)
- 2 Select the **Box** which has document you want to send.
You can select the **“Public Inbox,” “Personal Inbox,” “Personal Outbox”** and **“Storage Box.”**

The screenshot shows the OfficeBridge Online interface in Microsoft Internet Explorer. The address bar shows "http://200.1.37.99/topdir.htm?dr=bb". The interface includes a navigation sidebar with options like Bulletin Board, Public Inbox, Completed Box, Personal Inbox, Personal Outbox, Storage Box, Group List, and Address Book. The main content area displays a list of documents with columns for Subject, Pages, Sender, and Time. Below the list, there is a button labeled "Click the file icon to view the contents of the file."

	Subject	Pages	Sender	Time
<input type="checkbox"/>	Fax document	2	0312345677	Oct 16 2002 8:00
<input type="checkbox"/>	Scan document 00174	3	Scanner	Oct 10 2002 13:10
<input type="checkbox"/>	Notification of health checks	1	KENPO KANRI	Oct 10 2002 11:50
<input type="checkbox"/>	Shipment order	4	Y.SATO	Oct 3 2002 9:52
<input type="checkbox"/>	Fax document 0301245	1	0621225478	Oct 1 2002 9:20

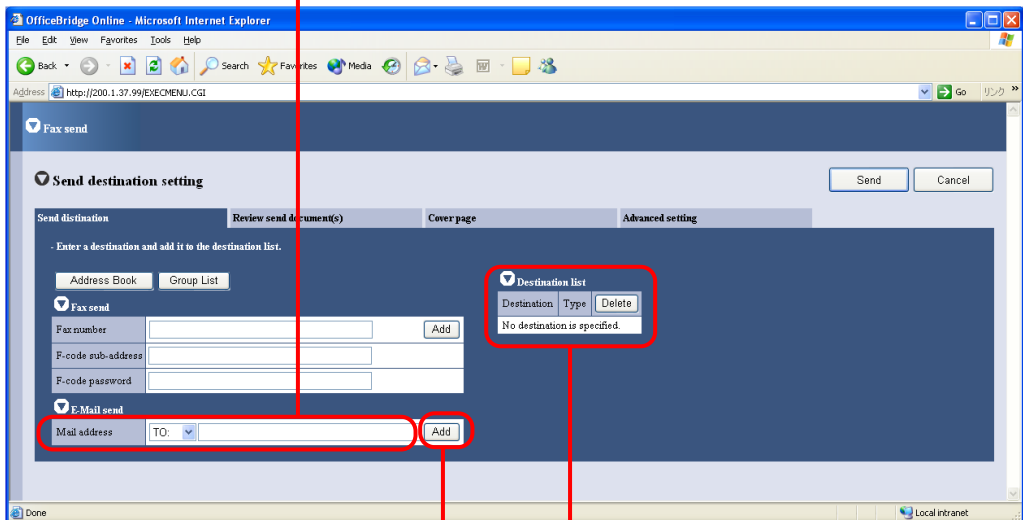
3 Select the document you want to send.

- (1) Check the document you want to send.
- (2) Select “Sent” from action menu.
- (3) Click **Execute**.



4 The “Document Send” screen will appear. Enter the e-mail address.

- (1) Enter the e-mail address.



- (2) Click **Add**.
If you want to send to more than two locations, repeat steps (1) to (2).
- (3) Confirm the destination(s).

5 In Internet fax sending, the following default subject and text message are added automatically to outgoing e-mail.

Subject :Internet Facsimile Message

Text Message :This is an internet facsimile message. Please see the file attached.

If you want to add a different subject and text message:

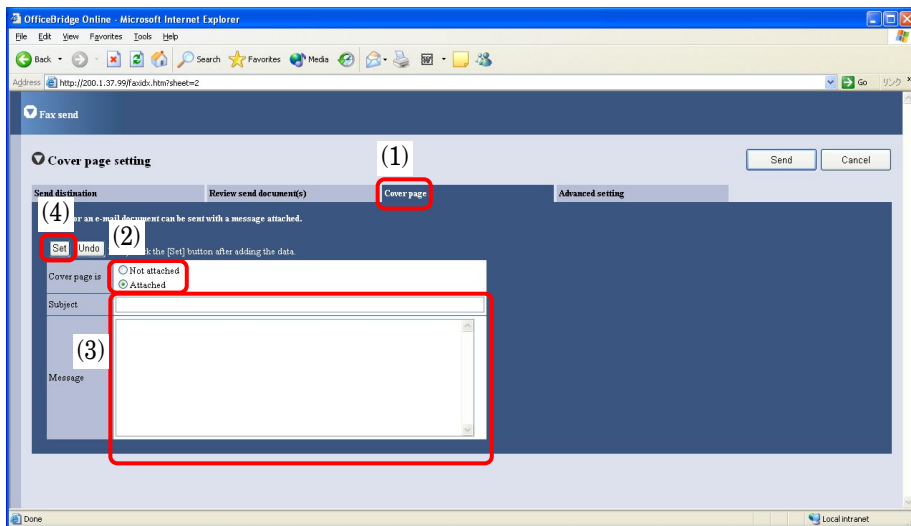
(1) Click “Cover page” tab.

(2) Click “Attached”.

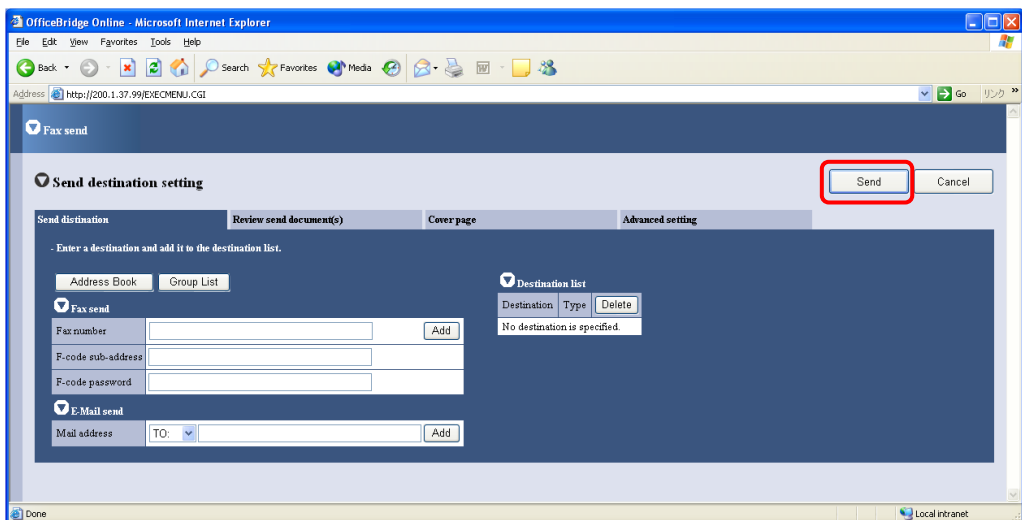
(3) Enter Subject and Message. You can up to enter 80 characters for Subject and up to 864 characters for text message..

(4) Click “Set” to after you entered.

Note: The Subject and message entered on the Cover page tab are only effective for this e-mail transmission. It will be discarded after finishing this e-mail transmission.



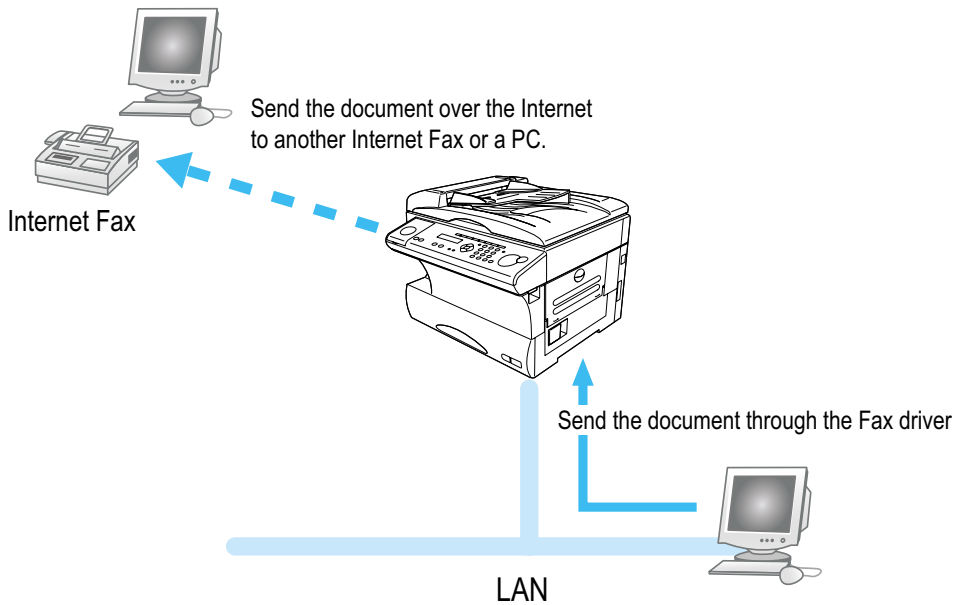
6 Click Send.



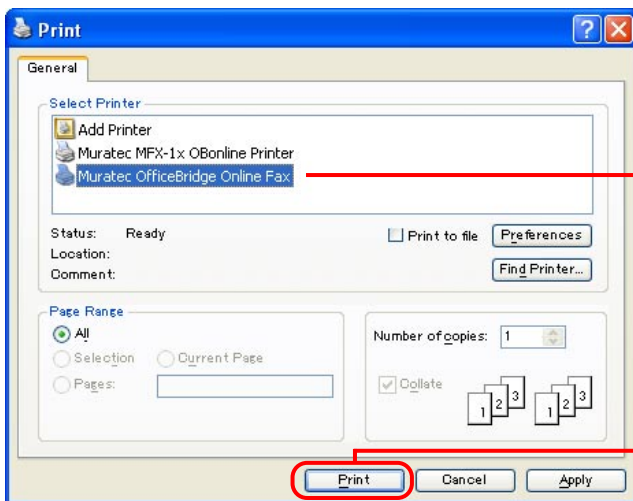
7 The screen will change to the “Personal Outbox” screen. You can confirm the sending command status on this screen.

Send the e-mail from application software

Note: To be able to use this feature, install the Muratec OfficeBridge Online Fax driver first. (See page 90.)



- 1 Create a document or open a file to send.
- 2 Select **Print** from the application software's **File** menu.
- 3 Send the document data to the OfficeBridge Online Fax driver.



(1) Select the **Muratec OfficeBridge Online Fax**.

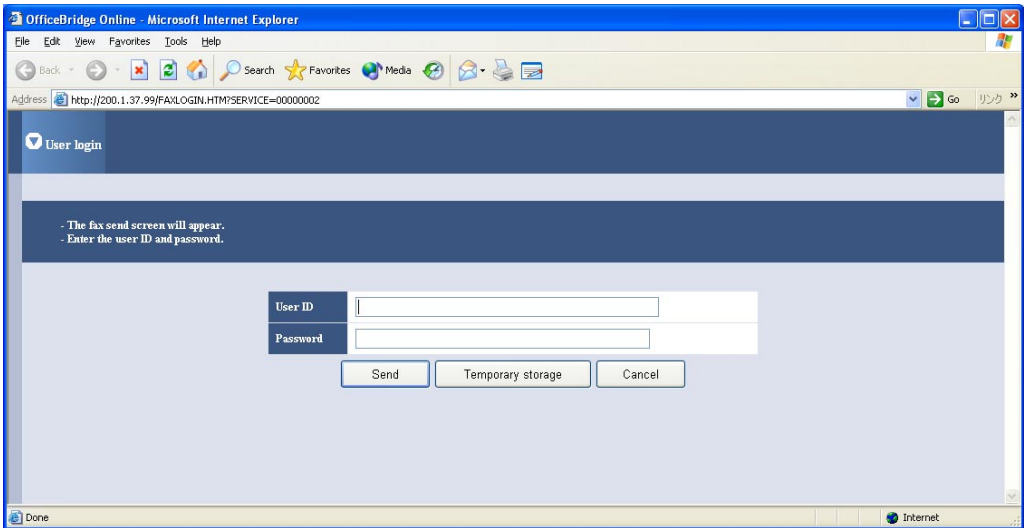
(2) Click **Print** or **OK**.

4 The OfficeBridge Online User login screen will appear.

- (1) Enter the User ID and password.

Note: If the password is not set, do not need to enter it.

- (2) Click **Send**.

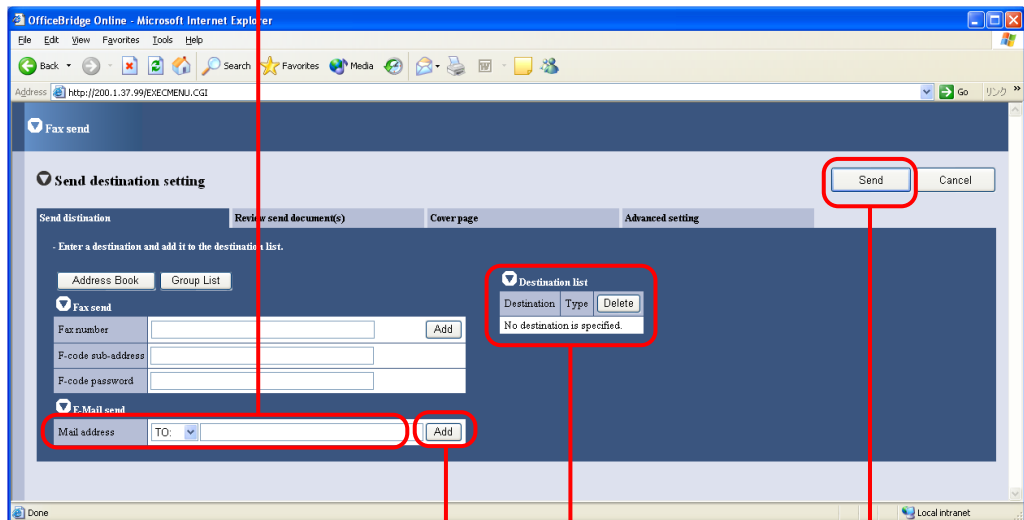


Note: If you want to store the document to send it later, click **Temporary Storage**.

The document is stored in the Personal Outbox. It will be named "Send document" followed by saving day and time (DDHHMMSS format). DD:day, HH:hour, MM:minutes, SS:seconds

5 The "Document Send" screen will appear. Enter e-mail address.

- (1) Enter e-mail address.



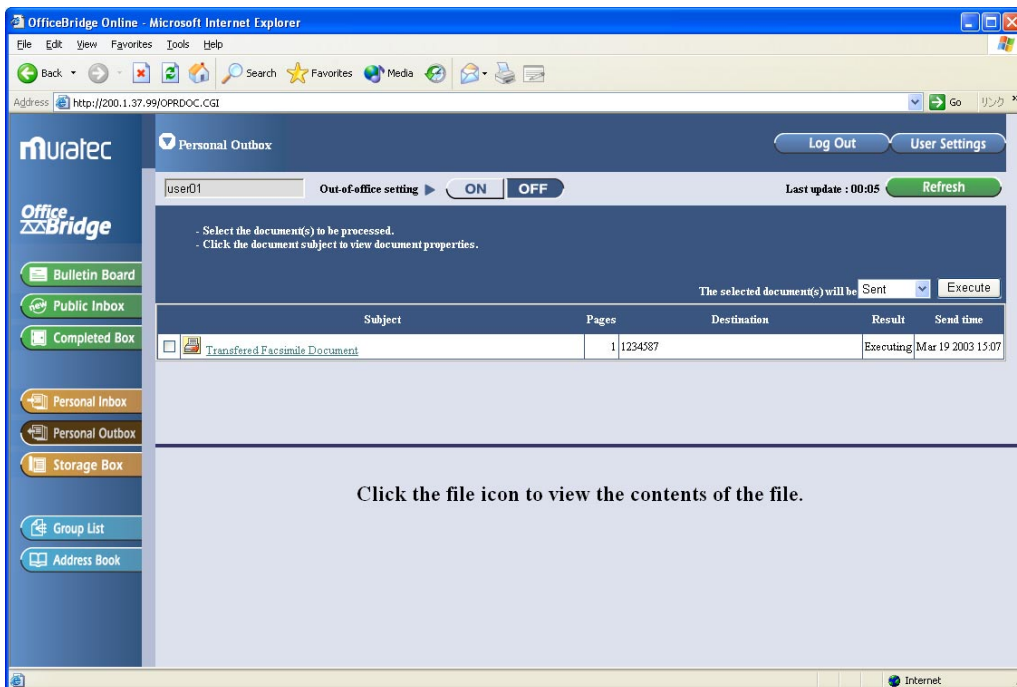
- (2) Click **Add**.

If you want to send to more than one locations, repeat steps (1) to (2).

- (3) Confirm the destination(s).

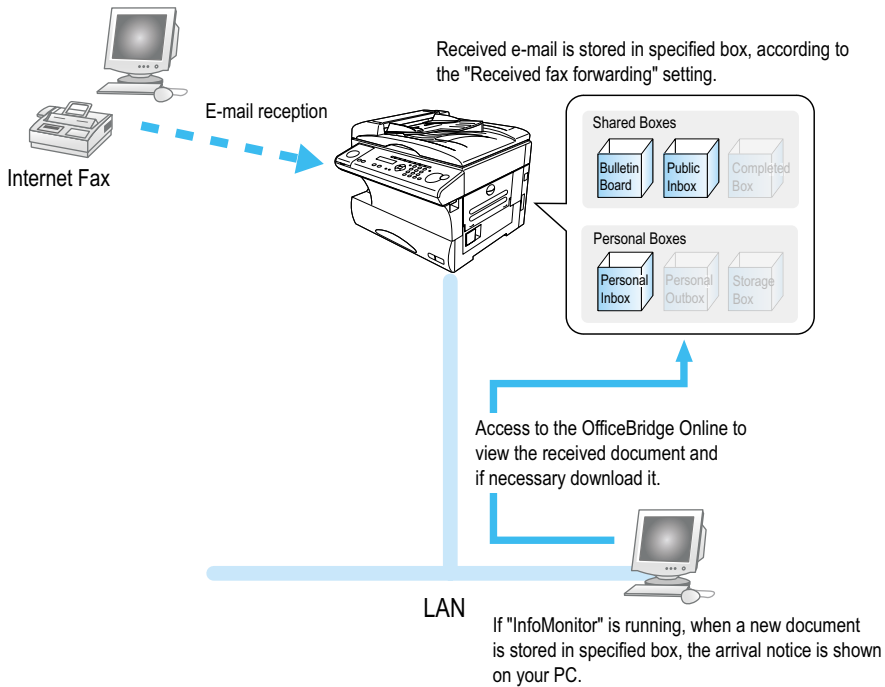
- (4) Click **Send**.

- 6 The screen will change to the “Personal Outbox” screen.
You can confirm the sending command status on this screen.



Internet Fax Reception

According to the "Received fax forwarding" setting, the incoming e-mail will be stored in the specified box without printing on paper. You can view the stored document on your PC and download it, if necessary.



View the received fax

- 1 Startup the OfficeBridge Online. (See page 21.)
- 2 Check the Unread documents area on the table of your User ID. The number shows how many unread messages are in the box.

OfficeBridge Online - Microsoft Internet Explorer

Address: http://200.1.37.45/

User list

Admin Tools

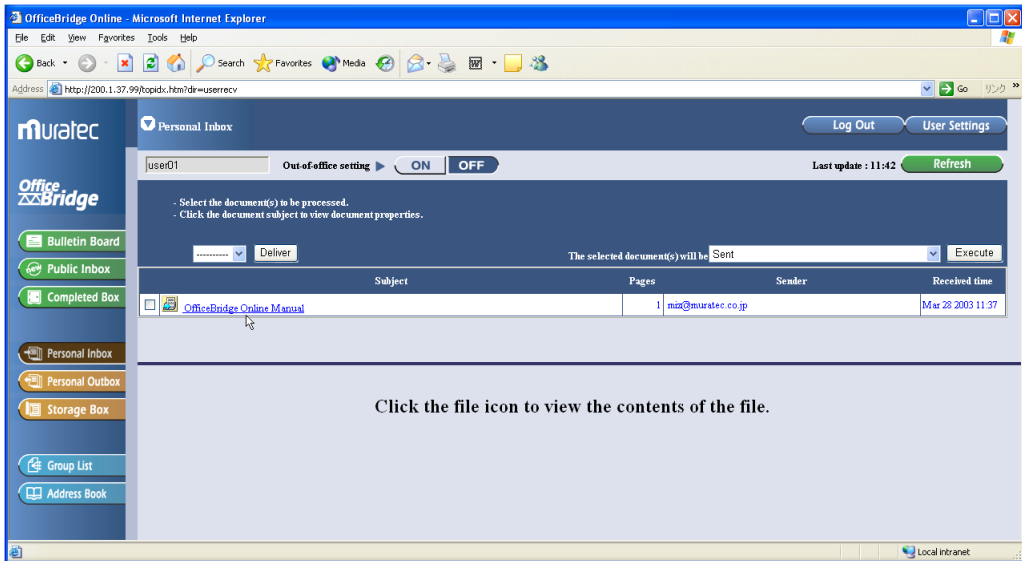
Click User ID to view personal screen.

User ID	User name	Unread documents			
		Bulletin Board	Public Inbox	Personal Inbox	Scan
user01	User 01	0	0	0	0
user02	User 02	0	0	0	0
user03	User 03	0	0	0	0
user04	User 04	0	0	0	0
user05	User 05	0	0	0	0

Note: If the “InforMonitor” (see pages 15 and 95) is installed and setup its configurations, when you have got a new message in your box, the new message arrival notification will appear on your PC.

3 To view the incoming e-mail, login your personal screen and click the Document subject or File icon.

Note: According to the version of Windows and browser you are using, the appeared dialog box may vary.

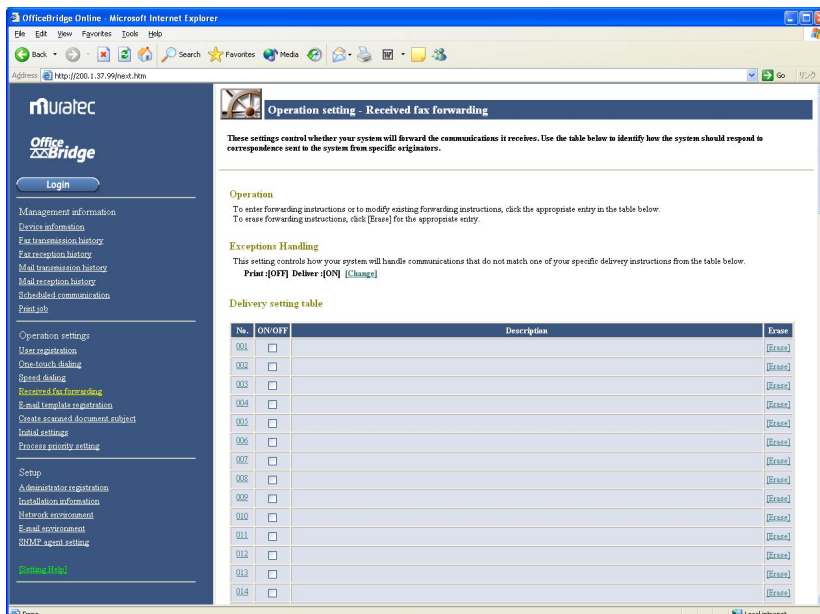


“Received Fax forwarding” setting

You can create up to 100 rules for the received fax or e-mail messages (Delivery setting), and also create a rule for the received fax or e-mail messages not fitting the rules you created (Exceptions handling).

1 Access to the Administration Tools. (See page 22.)

2 Click “Received fax forwarding.”



3 Create the rule for the received messages. For more information to create a rule, refer to the Help.

Forwarding received e-mail to fax

There are two ways of forwarding the received e-mail to other fax machine.

One way is set by "Received fax forwarding setting". You can create up to 100 forwarding rules (see above).

The other way of forwarding is forward only the e-mail that contains the designated fax number in a text.

All you have to do is to send mail with forwarding fax numbers in a text. When the OfficeBridge Online received that e-mail, it analyzes and forwards e-mail messages to the fax number(s) in the e-mail.

Designate Fax Forwarding numbers in the text of the mail as follows:

FAXNO:=<xxxx>

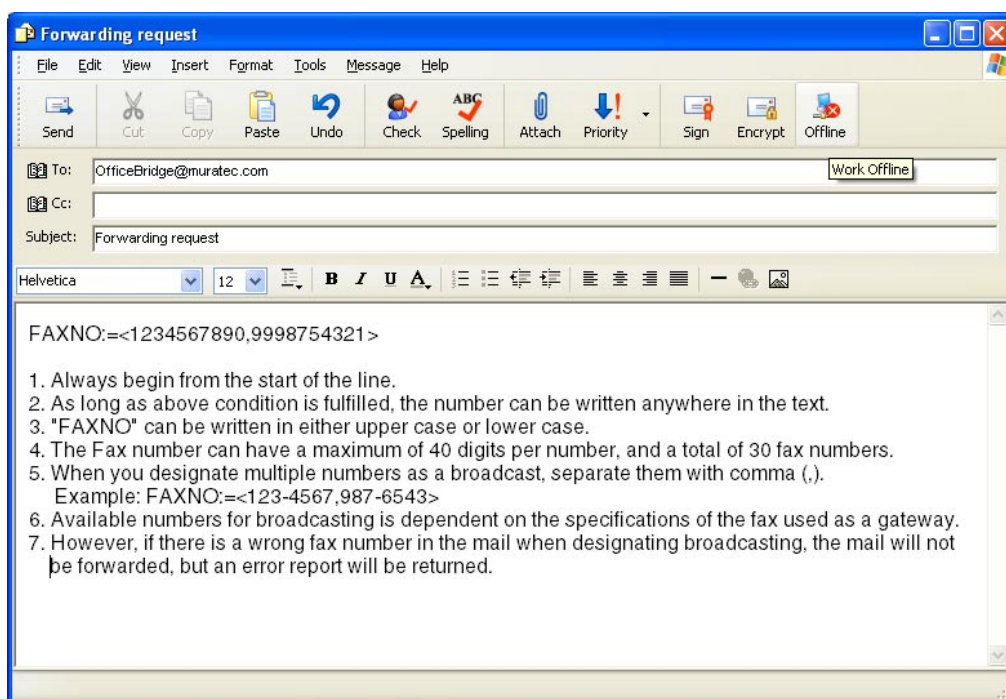
xxxx: forwarding fax number

1. Always begin from the start of the line.
2. As long as above condition is fulfilled, the number can be written anywhere in the text.
3. "FAXNO" can be written in either upper case or lower case.
4. The Fax number can have a maximum of 40 digits per number, and a total of 30 fax numbers.
5. When you designate multiple numbers as a broadcast, separate them with comma (,).

Example: FAXNO:=<123-4567,987-6543>

6. Available numbers for broadcasting is dependent on the specifications of the fax used as a gateway.
7. However, if there is a wrong fax number in the mail when designating broadcasting, the mail will not be forwarded, but an error report will be returned.

Example:



Accepting / Rejecting Fax Forwarding request

With “**Administration Tools**”, you can set conditions on whether you reject or accept Fax Forwarding requests. You can also limit mail that accepts forwarding requests by entering the mail address or domain name, as you desire.

Setting of Fax Forwarding request conditions

- 1 Access to the Administration Tools. (See page 22.)
- 2 Click “**E-mail environment**” under [Setup].
- 3 Select one desired condition from [When mail that requests forwarding to fax machine is received].

The screenshot shows the 'Setup - E-mail environment' page in a Microsoft Internet Explorer browser. The page title is 'OfficeBridge Online - Microsoft Internet Explorer'. The address bar shows 'http://200.1.37.99/next.htm'. The page content includes a navigation menu on the left with 'E-mail environment' highlighted in red. The main content area is a form with various settings. A red circle highlights the 'When mail that requests forwarding to fax machine is received' section, where the 'Accept forwarding request' option is selected. Below the form are buttons for 'SET', 'UNDO', and 'INITIALIZE'.

Setting	Value
Name	OfficeBridge Online
E-mail address	ce-teq-ppf1@muratec.co.jp
Send mail (SMTP) server	mail-i.muratec.co.jp Port No. (Usually 25) 25 <input type="checkbox"/> Receive before send
SMTP Authentication	Select AUTH method: Do not use User ID: <input type="text"/> Password: <input type="password"/>
SMTP receiving domain name	<input type="text"/>
Receive mail (POP3) server	pop1-i.muratec.co.jp Port No. (Usually 110) 110 <input type="checkbox"/> Use APOP as an authentication scheme.
E-mail account	ce-teq-ppf1
E-mail password	*****
Check for new mail	Interval: 0 hr 10 min 0 sec (hr:0-99 min:0-59 sec:0-59)
Sent document format conversion	<input type="radio"/> TIFF-S (T.37 simple mode) <input type="radio"/> TIFF <input checked="" type="radio"/> PDF
TIFF image encoding method	<input type="radio"/> MH <input type="radio"/> MR <input checked="" type="radio"/> MMR <input type="radio"/> JBIG
Insert text when sending mail	<input type="radio"/> Do not insert text <input checked="" type="radio"/> Insert text Language: English The sender information is: not attached
Request receipt verification when sending mail	<input checked="" type="radio"/> Delivery status notification (DSN) from receive server <input type="radio"/> Message disposition notification (MDN) showing that recipient read the mail <input type="radio"/> Request both reception notifications. <input type="radio"/> Do not request both reception notifications.
When mail requesting MDN is received	<input type="radio"/> Do not send MDN. <input checked="" type="radio"/> Send MDN When you are not To (For Cc, Bcc) Send: <input type="text"/> To limit mail that returns MDN, enter the mail address or domain name.
When mail that cannot be analyzed is received	<input checked="" type="radio"/> Return error notice to author. <input type="radio"/> Return mail to author. <input type="radio"/> Forward mail to others. Forwarding mail address: <input type="text"/>
When mail that requests forwarding to fax machine is received	<input type="radio"/> Reject forwarding request. <input checked="" type="radio"/> Accept forwarding request. To limit mail that accepts forwarding requests, enter the mail address or domain name.

* When you enter multiple mail address or domain names to limit, separate them with a semicolon (;).

Note: When Fax forwarding is rejected, the mail will be returned to the sender.

Installing the OfficeBridge Online Printer & Fax driver

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Installing Printer & Fax driver

Muratec OfficeBridge Online Printer driver (MFX1x OOnline Printer) — This is the printer driver that allows you to use the Muratec fax machine as a printer.

Muratec OfficeBridge Online Fax driver — This is the driver that makes you possible to send a document as a fax document, directly from the application software you are using.

Muratec OfficeBridge Online Port — It creates a connection port on your computer where you can connect OfficeBridge Online driver that pass data into and out of a computer.

To install the OfficeBridge Online Printer & Fax drivers:

Note: For Windows® XP or Windows® 2000 or Windows NT®, log on to Windows as a member of the Administrators group.

Note: According to the Windows version you are using, the name of items listed in dialog boxes may vary. The following example utilizes Windows XP.

- 1 Start Windows.
- 2 Insert the OfficeBridge Online Installation CD into your CD-ROM drive.
- 3 Click **Start**, and then click **Run**.

In **Open**, type **<Drive>:\Driver\Setup\Setup.exe**.
<Drive> is the drive letter for your CD-ROM drive.

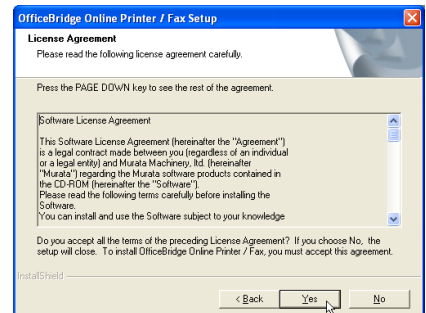
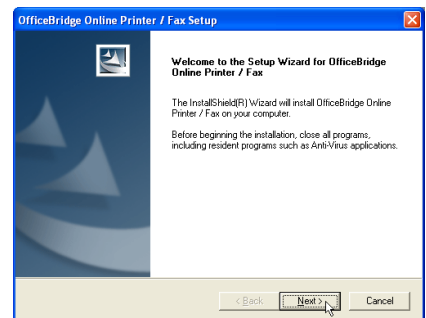
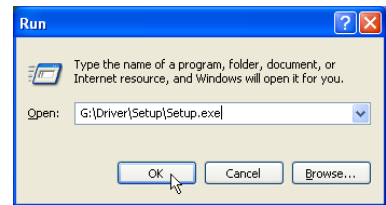
You can also browse through the folders to find the Setup.exe by clicking **Browse**.

Click **OK**.

- 4 The Setup wizard will appear. Click **Next**.

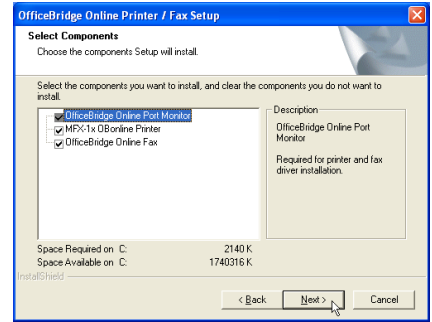
- 5 The “License Agreement screen” will appear. Read the agreement carefully and, if you agree, click **Yes**.

Note: To cancel the setup, click **No**.



6 The “Select Components” dialog box will appear. Select driver you want to install and click **Next**.

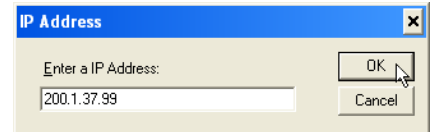
Note: The OfficeBridge Online Port must be installed. It creates a connection port on your computer where you can connect OfficeBridge Online driver that pass data into and out of a computer.



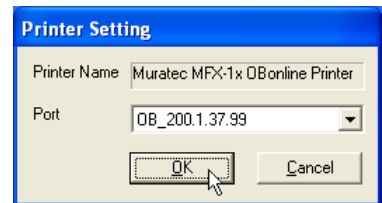
7 Enter the IP Address assigned to your fax machine. In this example, we've entered 200.1.37.99.

Note: If necessary, you can see the IP Address by following procedure:

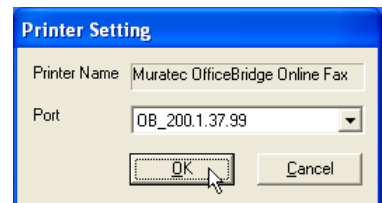
Open the “Network environment” screen of the Admin Tools on your computer or press Program, G, 1, 0, 2, ENTER on your fax machine.



8 Select the port “OB_(IP Address)” for OfficeBridge Online Printer driver. In this example, we've selected “OB_200.1.37.99.”



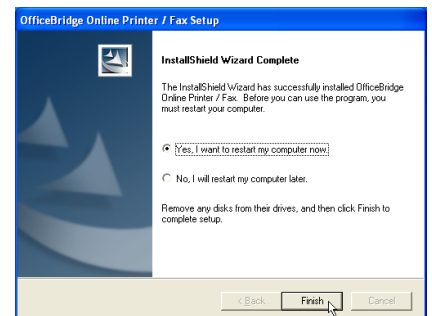
9 Select the port “OB_(IP Address)” for OfficeBridge Online Fax driver. In this example, we've selected “OB_200.1.37.99.”



10 The “Setup Complete screen” will appear. Select “**Yes, I want to restart my computer now**” and click **Finish**, the computer will restart.

Note: If you are running other application programs, save your data and close the applications. Then, click **Finish**.

Note: If you select “**No, I will restart my computer later**” and click **Finish**, the installation will be not fully completed. You will need to restart your computer to complete installation.



Uninstalling Printer & Fax driver

Note: For Windows® XP or Windows® 2000 or Windows NT®, log on to Windows as a member of the Administrators group.

Note: According to the Windows version you are using, the name of items listed in dialog boxes may vary. The following example utilizes Windows XP.

To remove the OfficeBridge Online Printer & Fax drivers:

1 Open **Add or Remove Programs** in Control Panel.

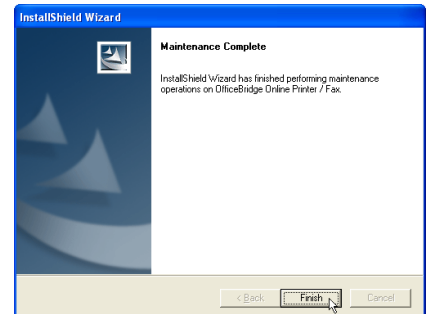
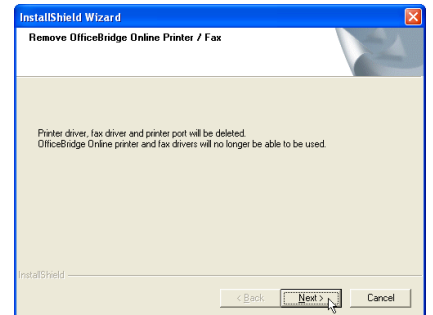
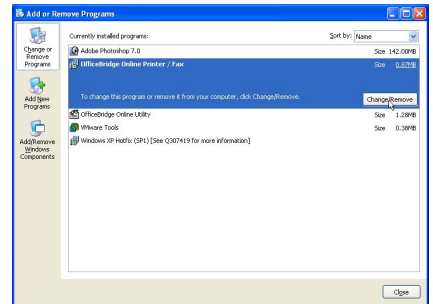
Note: To open Add or Remove Programs, click Start, click Control Panel, and then double-click Add or Remove Programs.

2 Click **Change or Remove Programs**, and then click the **OfficeBridge Online Printer / Fax**.

Then click **Change/Remove** to remove.

3 The InstallShield wizard will appear. Click **Next**.

4 To finish the uninstalling, click **Finish**.



Installing the OfficeBridge Online Utilities

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Installing the OfficeBridge Online Utilities

Muratec OfficeBridge Online InfoMonitor — Activating this software let the users of OfficeBridge Online know when a new document arrives into the specified box of the OfficeBridge Online.

Muratec OfficeBridge Online TWAIN Connector — With this driver software, you can download the scanned image into software application that supports TWAIN scanning.

To install the OfficeBridge utilities:

Note: For Windows® XP or Windows® 2000 or Windows NT®, log on to Windows as a member of the Administrators group.

Note: According to the Windows version you are using, the name of items listed in dialog boxes may vary. The following example utilizes Windows XP.

- 1 Insert the OfficeBridge Online Installation CD into your CD-ROM drive.
- 2 Click **Start**, then select **Run**.

In **Open**, type **<Drive>:\Utility\Setup\Setup.exe**.
<Drive> is the drive letter for your CD-ROM drive.

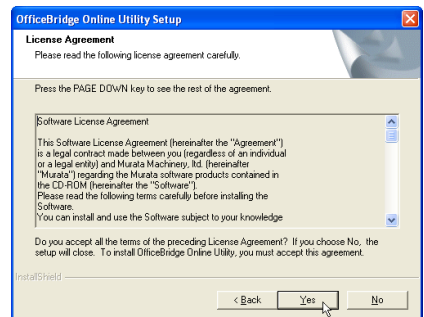
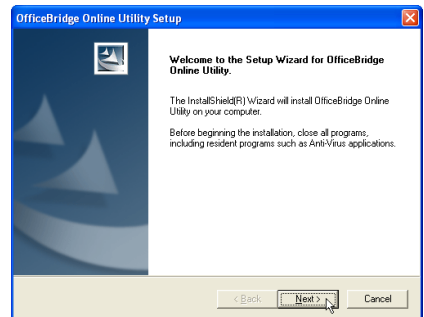
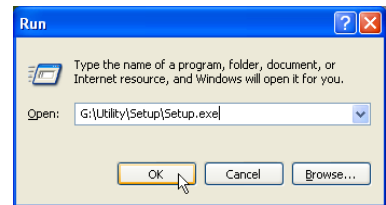
You can also browse through the folders to find the Setup.exe by clicking **Browse**.

Click **OK**.

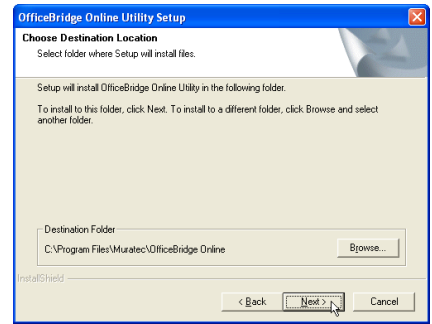
- 3 The Setup wizard will appear.
Click **Next**.

- 4 The “License Agreement screen” will appear.
Read the agreement carefully and, if you agree, click **Yes**.

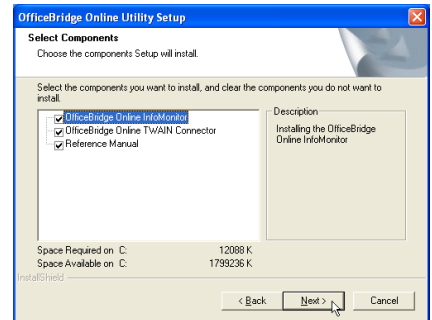
Note: To cancel the setup, click **No**.



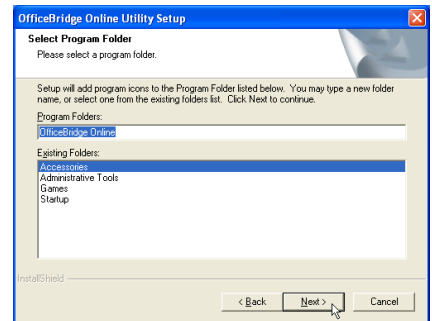
- 5 The “Choose Destination Location” dialog box will appear. Specify the location where you want to install the utilities and click **Next**.



- 6 The “Select Components” dialog box will appear. Select driver you want to install and click **Next**.



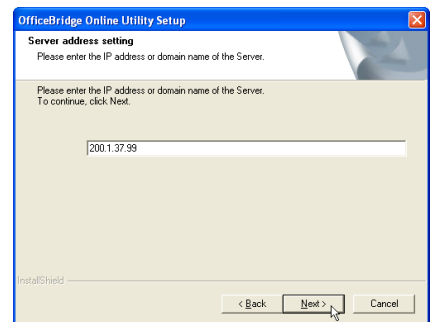
- 7 The “Select Program Folder” dialog box will appear. Click **Next**.



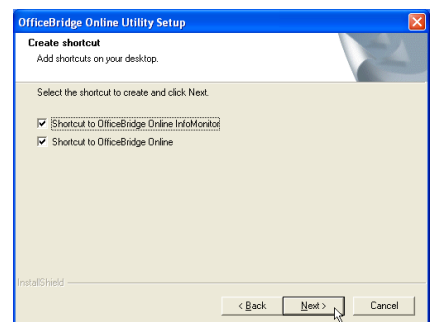
- 8 The “Server address setting” dialog box will appear. Enter the IP Address assigned to your fax machine. In this example, we’ve entered 200.1.37.99.

Note: If necessary, you can see the IP Address by following procedure:

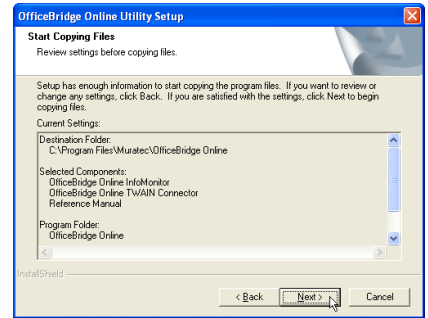
Open the “Network environment” screen of the Admin Tools on your computer
or press Program, G, 1, 0, 2, ENTER on your fax machine.



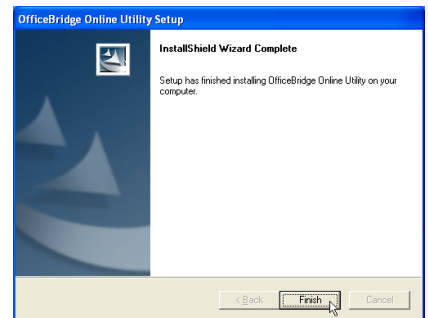
- 9 The “Create shortcut” dialog box will appear. If you want to create the shortcut of OfficeBridge Online, select items appears on the screen. Click **Next**.



10 Confirm the installation components, click **Next**.



11 To finish the installing, click **Finish**.



To add or remove the OfficeBridge utilities:

Note: For Windows® XP or Windows® 2000 or Windows NT®, log on to Windows as a member of the Administrators group.

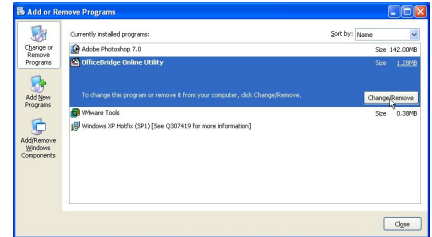
Note: According to the Windows version you are using, the name of items listed in dialog boxes may vary. The following example utilizes Windows XP.

1 Insert the OfficeBridge Online Installation CD into your CD-ROM drive.

2 Open **Add or Remove Programs** in Control Panel.

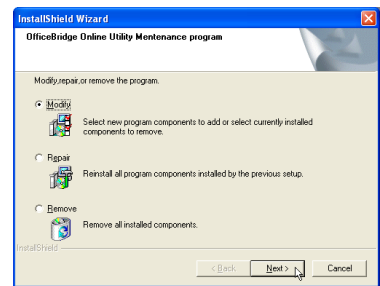
Note: To open Add or Remove Programs, click Start, click Control Panel, and then double-click Add or Remove Programs.

3 Click **Change or Remove Programs**, and then click the **OfficeBridge Online Utility**. Then click **Change/Remove** to remove.

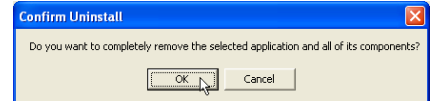


4 Select **Modify** and then click **Next**. Skip to step 6.

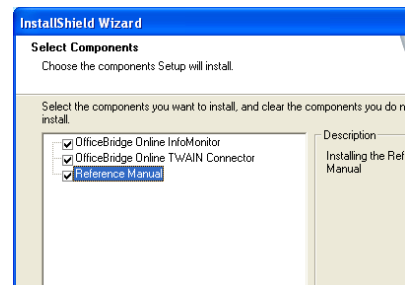
If you want to remove all installed components (includes the InfoMonitor and TWAIN connector), select **Remove** and click **Next**. Go to next step.



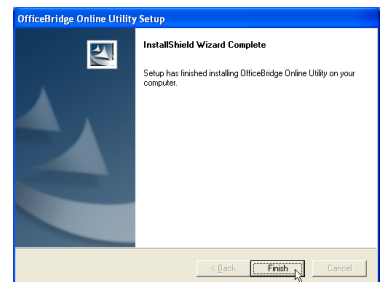
5 Click **OK**. Go to step 7.



6 The “Select Components” dialog box will appear. Select or clear the component you want to install or uninstall and then click **Next**.



7 To finish the installing, click **Finish**.



Uninstalling the OfficeBridge Online Utilities

Note: For Windows® XP or Windows® 2000 or Windows NT®, log on to Windows as a member of the Administrators group.

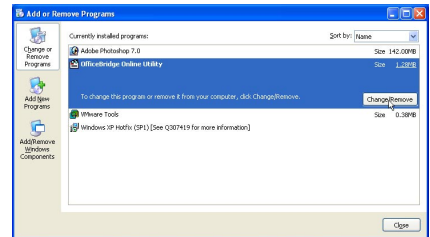
Note: According to the Windows version you are using, the name of items listed in dialog boxes may vary. The following example utilizes Windows XP.

To remove all installed OfficeBridge Online utilities:

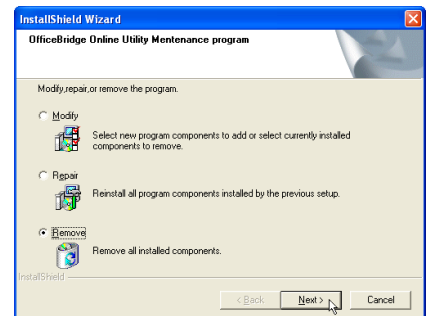
- 1 Open **Add or Remove Programs** in Control Panel.

Note: To open Add or Remove Programs, click Start, click Control Panel, and then double-click Add or Remove Programs.

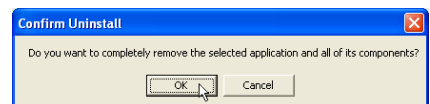
- 2 Click **Change or Remove Programs**, and then click the **OfficeBridge Online Printer / Fax**. Then click **Change/Remove** to remove.



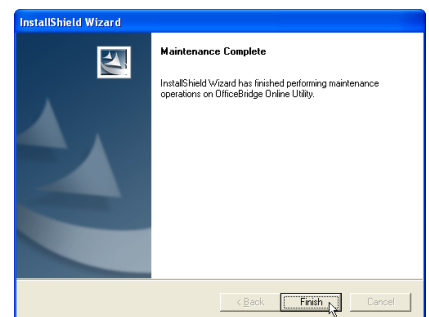
- 3 The InstallShield wizard will appear. Select **Remove** and click **Next**.



- 4 Click **OK**.



- 5 To finish the uninstalling, click **Finish**.



Installing Reference Manual

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Installing the Reference Manual

Muratec OfficeBridge Online Reference Manual — This is the online manual referring how to setup and operate OfficeBridge Online. Read it for more detailed information of OfficeBridge Online.

You can install the Reference manual on your computer, however if you do not wish to install it, you can read it by double-clicking the “Index.html” file in the “Manuals” folder on the OfficeBridge Online Installation CD.

Note: For Windows® XP or Windows® 2000 or Windows NT®, log on to Windows as a member of the Administrators group.

Note: According to the Windows version you are using, the name of items listed in dialog boxes may vary. The following example utilizes Windows XP.

In case of the OfficeBridge Online Utilities — InfoMonitor or TWAIN connector — has been installed into your computer:

- 1 Insert the OfficeBridge Online Installation CD into your CD-ROM drive.
- 2 Click **Start**, then select **Run**.

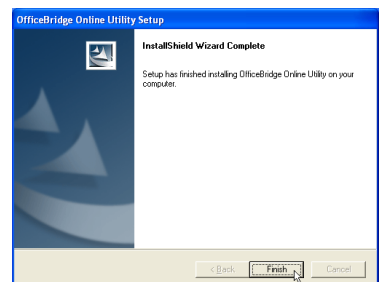
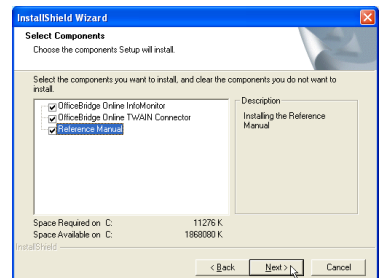
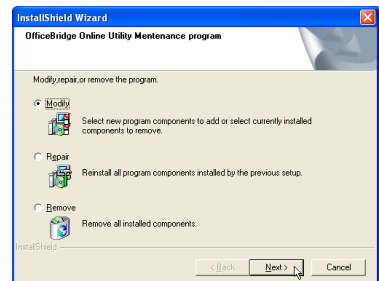
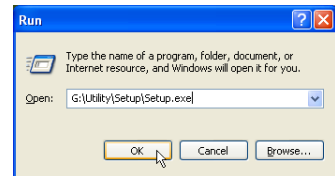
Type `<Drive>\Utility\Setup\Setup.exe`, then click **OK**.
<Drive> is the drive letter for your CD-ROM drive.

You can also browse through the folders to find the Setup.exe by clicking **Browse**.

- 3 Select **Modify** and then click **Next**.

- 4 The “Select Components” dialog box will appear. Select **Reference Manual** and click **Next**.

- 5 To finish the installing, click **Finish**.



In case of the OfficeBridge Online Utilities — InfoMonitor or TWAIN connector — has been not installed into your computer:

- 1 Insert the OfficeBridge Online Installation CD into your CD-ROM drive.
- 2 Click **Start**, then select **Run**.

In **Open**, type **<Drive>:\Utilities\Setup\Setup.exe**.
<Drive> is the drive letter for your CD-ROM drive.

You can also browse through the folders to find the Setup.exe by clicking **Browse**.

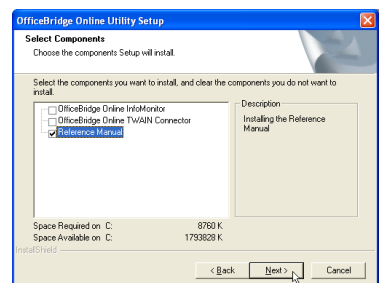
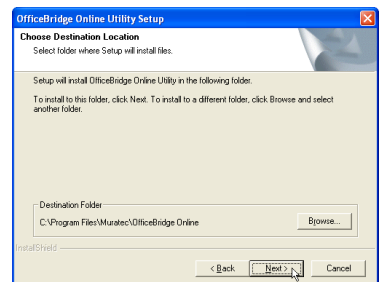
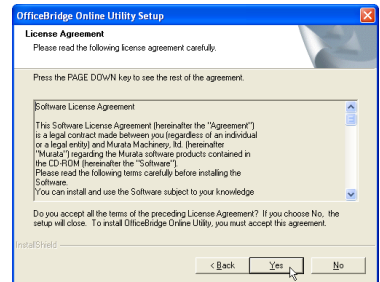
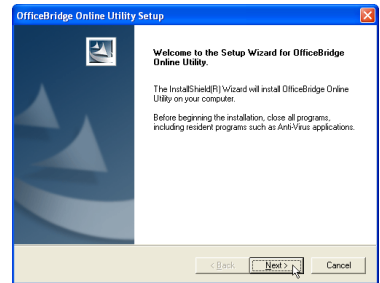
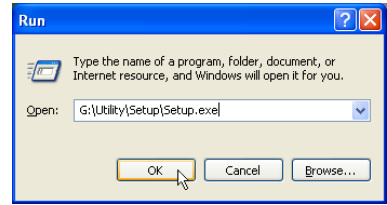
Click **OK**.

- 3 The Setup wizard will appear.
Click **Next**.

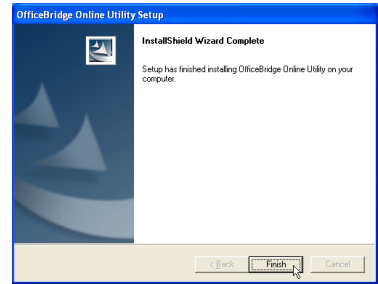
- 4 The “License Agreement screen” will appear.
Read the agreement carefully and, if you agree, click **Yes**.
Note: To cancel the setup, click **No**.

- 5 The “Choose Destination Location” dialog box will appear.
Specify the location where you want to install the utilities and click **Next**.

- 6 The “Select Components” dialog box will appear.
Select **Reference manual** and click **Next**.



7 To finish the installing, click **Finish**.



Uninstalling the Reference Manual

Note: For Windows® XP or Windows® 2000 or Windows NT®, log on to Windows as a member of the Administrators group.

Note: According to the Windows version you are using, the name of items listed in dialog boxes may vary. The following example utilizes Windows XP.

1 Open **Add or Remove Programs** in Control Panel.

Note: To open Add or Remove Programs, click Start, click Control Panel, and then double-click Add or Remove Programs.

2 Click **Change or Remove Programs**, and then click the **OfficeBridge Online Utility**. Then click **Change/Remove** to remove.

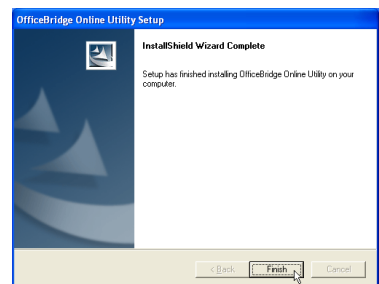
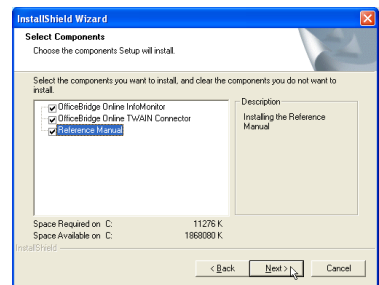
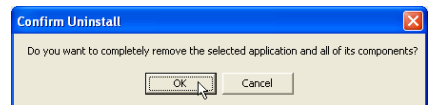
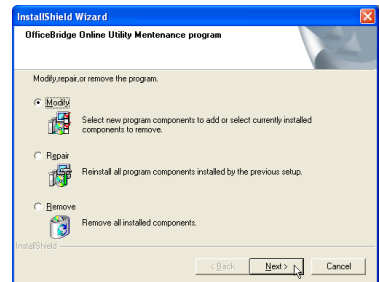
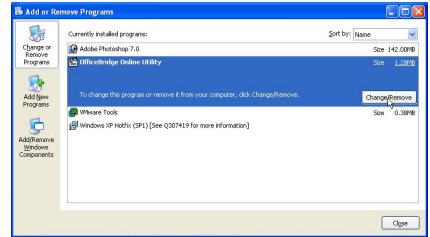
3 Select **Modify** and then click **Next**. Skip to step 5.

If you want to remove all installed components (includes the InfoMonitor and TWAIN connector), select **Remove** and click **Next**. Go to next step.

4 Click **OK**. Go to step 6.

5 The “Select Components” dialog box will appear. Clear the check box of **Reference Manual** and then click **Next**.

6 To finish the installing, click **Finish**.



Troubleshooting

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Trouble with screen operation

Trouble	Cause	Solution
Cannot connect to "OfficeBridge Online"	Is the address of "OfficeBridge Online" that are you trying to connect to correct?	Check the address for "OfficeBridge Online" and try connecting again.
	Is there a mistake in the settings for the proxy server or proxy server exception address in the LAN settings of the web browser you are using.	Consult the network administrator and make the correct settings.
The size of the characters is different from the manual capture screen.	Has the character size setting in the web browser you are using been changed?	Try adjusting the size with the character size setting in the web browser you are using.
The size of tables, space between characters, and space between lines are different from the manual capture screen.	The display states are different for Internet Explorer and Netscape Navigator.	Always use Internet Explorer 4.01 or later or Netscape Navigator 6.0 or later.
Characters overlap, for example in pull-down menu sections.	The display state can also be different or characters displayed overlapped for some versions of the same browser	
When login was attempted from the [User list] screen, the "Access was denied. Log in again." message screen was displayed. Also, the browser's security warning message was displayed.	With "OfficeBridge Online", "cookies" are used for managing the connection between "OfficeBridge Online" and the web browser. Is your web browser set to prohibit the use of cookies or to issue a warning when one is used?	Either enable the use of cookies on your web browser or set "OfficeBridge Online" to permit the use of "cookies".
On the [OfficeBridge Offline] screen, there is a section partially not displayed or the "Last update" time in the personal Inbox is not displayed.	The "Last update" time is displayed using JavaScript. Are scripts or JavaScript disabled in your web browser? Also, with Netscape Navigator, if JavaScript is disabled, some parts are not displayed on the "OfficeBridge Online" screen.	Either enable scripts and JavaScript on your web browser or enable scripts of JavaScript on "OfficeBridge Online".
When an attempt was made to display a fax or scan preview image, it was not displayed on the "OfficeBridge Online" screen, but in a separate window.	"OfficeBridge Online" displays preview images using the computer's image viewer. In Netscape Navigator, the standard setting is for the image viewer to start in a separate window. In Windows XP too, the standard setting is for the image viewer to start in a separate window.	If necessary, purchase, install, and set a TIFF image viewer that can display previews with your web browser.

Trouble	Cause	Solution
<p>When more than one web browser was started, when “OfficeBridge Online” was accessed, the “Log in again” message was displayed.</p> <p>When fax sending is started via the OfficeBridge Online Fax driver, the previously opened web browser’s “OfficeBridge Online” screen displays the “Login again” message was displayed.</p>	<p>For some Windows and web browser versions, if more than one web browser is started, sometimes cookies are not managed independently by the different web browsers and management of the connection with “OfficeBridge Online” may not function normally.</p>	<p>When starting a new screen with your web browser, set it to start with “New process” or “Separate processes”.</p>
<p>When the [SET], [Add], [Sent], or other such button was clicked in order to display a separate box, the “Access was denied. Log in again.” message was displayed.</p>	<p>Did you leave “OfficeBridge Online” longer than a certain period of time without accessing it with the Web Browser screen displayed.</p>	<p>When you leave the screen displayed for a long time, always “Logout” and return to the [User list] screen.</p> <p>“Access was denied. Log in again.”. If this is displayed, log in again from the [User list] screen.</p>
<p>When the “OfficeBridge Online” screen was switched with the web browser’s [Back] button and the display moved to a different user screen, the “Access was denied. Log in again.” message was displayed.</p>	<p>When the screen is moved with the Web browser’s [Back] button, the connection management information is not sent to “OfficeBridge Online”, so connection management sometimes does not function normally.</p>	<p>When switching the user, click the [Log Out] button on the “OfficeBridge Online” screen and log in again from the [User list] screen.</p> <p>Also, for screen refreshes due to screen (box) moving/changing, use the box name tab or [Refresh] button provided on the “OfficeBridge Online” screen and do not use the Web browser’s [Back], [Forward], or [Refresh] buttons.</p>
<p>After the [Send] button was clicked on the [Document send] Screen or after the web browser’s [Refresh] button was clicked, and the “Invalid form data was sent.” message was displayed.</p>	<p>Did you press the [Send] button twice before the screen was refreshed and completely displayed.</p>	<p>After pressing the [Send] button or the like, do not click any button until the refreshed screen or the next screen is displayed completely.</p> <p>Also, when updating the “OfficeBridge Online” screen, do not use the web browser’s [Refresh] button. Use the box name tab or [Refresh] button provided on the “OfficeBridge Online” screen.</p>
<p>When operating with the web browser, when the screen changed, “503 Service Unavailable” was displayed and operation stopped being possible.</p>	<p>There is a possibility that the user who made the operation was deleted from another web browser.</p>	<p>Use the “OfficeBridge Online” administrator setting screen to check if that user has been deleted.</p>

Trouble with InfoMonitor

Trouble	Cause	Solution
<p>Newly arrived document monitoring settings were made but even when a new document arrives, the notice screen is not displayed.</p>	<p>Is there security software such as Personal Firewall running on the same computer as “InfoMonitor”? If this type of software is running, the No. 60000 of the UDP port used by “InfoMonitor” is closed.</p>	<p>Exit the security software running on the same computer as “InfoMonitor” and open UDP port No. 60000.</p>
	<p>Were the “OfficeBridge Online” network setting “InfoMonitor port number” setting and the “InfoMonitor” environment setting port number setting mixed up?</p>	<p>Set the same setting for the “OfficeBridge Online” network setting “InfoMonitor port number” setting and the “InfoMonitor” environment setting port number setting.</p>
	<p>Are the computers on which “OfficeBridge Online” and “InfoMonitor” are running in different LAN segments? It is possible that a broadcast packet has not arrived.</p>	<p>Set the “InfoMonitor” environment setting “Notice interval” to an appropriate time duration. At this set interval, inquiries about new arrivals are made from “InfoMonitor” to “OfficeBridge Online”.</p>
<p>Download frequently fail.</p>	<p>Is automatic deletion after downloading of a document set with “InfoMonitor” on another computer.</p>	<p>Do not download from that other computer.</p>
<p>An attempt was made to select a user with the monitor settings, but the user list was displayed blank and selection was not possible.</p>	<p>Is a user registered for “OfficeBridge Online”?</p>	<p>Check that the user is registered in “OfficeBridge Online”, check that the server address is set correctly in the environment settings, then restart “InfoMonitor”.</p>
	<p>Was “OfficeBridge Online” started when “InfoMonitor” was started?</p>	
	<p>Is the server address in the environment settings set correctly?</p>	

Trouble with a printer

Trouble	Cause	Solution
<p>Cannot print with the “OfficeBridge Online” printer.</p>	<p>Is the address of “OfficeBridge Online” that are you trying to connect to correct?</p>	<p>Check the “OfficeBridge Online” address.</p>
	<p>After installation, is the “OfficeBridge Online” address different?</p>	
<p>The “OfficeBridge Online” printer connection status is not “offline”, but the print document becomes “Error - Printing - Investigation required” on the spool screen and the document is not printed.</p>	<p>Is the address of “OfficeBridge Online” that are you trying to connect to correct?</p>	
	<p>After installation, is the “OfficeBridge Online” address different?</p>	
<p>“Paper Mismatch” is displayed on the fax machine’s display.</p>	<p>The size of paper in the paper cassette does not match the paper size you specified on the printer properties.</p>	<p>See page 67.</p>

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Specifications

Basic specifications

Operating System	Windows® 95 Service Pack 1 or later. (English version) Windows® 98 (English version) Windows® Me (English version) Windows® NT® 4.0 Workstation 4.0 SP 6a or later (English version) Windows® 2000 Professional (English version) Windows® XP (English version)
Minimum hardware requirements	PC/AT compatible
CPU:	Conformed to the recommended operational environment of your Windows version.
RAM:	Conformed to the recommended operational environment of your Windows version.
HD	20MB or more free space
Network interface	Ethernet 10Base-T / 100Base-TX
Network protocol	TCP / IP
Browser	Microsoft® Internet Explorer 4.01 SP1 or a later version, or Netscape Navigator 6.0 or a later version

Internet fax

E-mail communication protocol	SMTP / POP3
Original document size	Letter☐, A4☐
Resolution	MFX-1300: 8 dots/mm x 15.4 line/mm (203 dots/inch x 392 line/inch) MFX-1700: 16 dots/mm x 15.4 line/mm (406 dots/inch x 392 line/inch)
Encoding method	MMR
Standard	T.37
Halftones	256 levels
E-mail / fax mixed transmission	Sending from PC: Up to 2000 destinations (e-mail: up to 300 destinations) Sending from fax machine: Up to 240 destinations
Transmission commands	Up to 100 commands or up to 300 e-mail destinations
Broadcasting	Sending from PC: Up to 300 e-mail destinations Sending from fax machine: Up to 210 e-mail destinations
Data attachment format	TIFF or PDF

PC-FAX

Original document size	Letter☐, A4☐
Resolution	600 x 600 dpi equivalent
Encoding method	MH / MR / MMR / JBIG(MFX-1700 only)
Compatibility	Super G3
Transmission speed	MFX-1700: 33.6 Kbps MFX-1300: 14.4 Kbps
Halftones	128 levels
Broadcasting	Up to 2000 destinations
Delayed commands	Up to 100 commands or 2000 destinations
Cover page transmission	Available
F-code communication	Available
Reception routing	User ID / FAX / E-mail
Address book	Up to 2,000 destinations

Network scanner

Scanning size	Legal☐, Letter☐, A4☐, Half letter☐
Scanning resolution	MFX-1300: 300 dpi MFX-1700: 600, 400, 300, 200 dpi
Halftones	256 levels
Data format	TIFF
Scanning speed	MFX-1300: 3.5 seconds (Legal☐, 300 dpi); 3.7 seconds (A4☐, 300 dpi) MFX-1700: 1.9 seconds (Legal☐, 200 dpi); 2.1 seconds (A4☐, 200 dpi)
Reduction / Enlargement	Inch version: 200 %, 129 %(Half letter -> Letter), 100 %, 78 %(Legal -> Letter), 64 %(Letter -> Half letter), 50% Metric version: 200 %, 141 %(A5 -> A4), 122 %(A5 -> B5), 115%(B5 -> A4), 86 %(A4 -> B5), 81 %(B5 -> A5), 70%(A4 -> A5), 50%
Contrast	5 levels
TWAIN	Compatible

Network printer

Paper size	Letter, Legal, Half-letter☐, A4, A5, A5☐, A6, F4, Executive, DL, COM10, Monarch, Post card(3.9 x 5.8 inch (100 x 148 mm)), Custom size
Resolution	600 dpi
Halftones	128 levels
Printer language	GDI system
Print speed	MFX-1300: 13 ppm TBD MFX-1700: 17 ppm TBD
Warm-up time	MFX-1300: Less than 19 seconds (at 20 degrees centigrade) MFX-1700: Less than 23 seconds (at 20 degrees centigrade)
Number of copies	99
Collate	Available

Printer & Fax driver operational environment

Operating System	Windows® 95 Service Pack 1 or later. (English version) Windows® 98 (English version) Windows® Me (English version) Windows® NT® 4.0 Workstation 4.0 SP 6a or later (English version) Windows® 2000 Professional (English version) Windows® XP (English version)
Computer	PC/AT compatible
Hard disk space for installing	20 MB or more available disk space

OfficeBridge Online Utilities operational environment

Operating System	Windows® 95 Service Pack 1 or later. (English version) Windows® 98 (English version) Windows® Me (English version) Windows® NT® 4.0 Workstation 4.0 SP 6a or later (English version) Windows® 2000 Professional (English version) Windows® XP (English version)
Computer	PC/AT compatible
Hard disk space for installing	OfficeBridge Online InfoMonitor: At least 4 MB OfficeBridge Online TWAIN Connector: At least 1.5 MB
Import a scanned image to application software	Application software that supports the TWAIN standard is required.

Reference manual operational environment

Operating System	Windows® 95 Service Pack 1 or later. (English version) Windows® 98 (English version) Windows® Me (English version) Windows® NT® 4.0 Workstation 4.0 SP 6a or later (English version) Windows® 2000 Professional (English version) Windows® XP (English version)
Computer	PC/AT compatible
Hard disk space for installing	At least 20 MB
CD-ROM drive	2x or more access speed
Browser	Microsoft® Internet Explorer 4.01 SP1 or a later version or Netscape Navigator 6.0 or a later version



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