muratec
F-68P
User's Guide
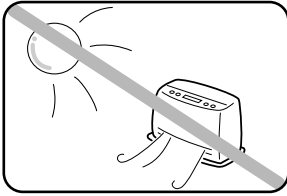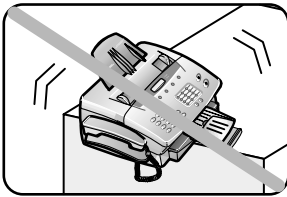
Before using your Muratec fax machine

Where to set up your fax machine

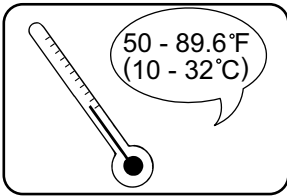Follow these guidelines when setting up your fax machine:

Away from direct sunlight

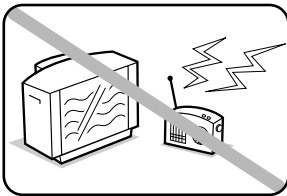To avoid overheating, set up your fax machine away from direct sunlight or a heater.

Level, and vibration-free

To avoid damage to the machine or injuries, set the fax machine up in a level, vibration-free location.

Avoid extreme high / low temperature

Use your fax machine within the temperature range of 10º C to 3 2º C (50º F to 89.6 º F).

Away from a television or radio

Many appliances and office equipment, including televisions, radios, copy machines, air conditioners and computers, can generate electronic noise that can interfere with the operation of your fax machine.
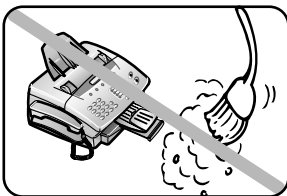
Clean

Dust buildup can damage your fax. Periodically clean your fax machine as described in the operating instructions. Do not use a dust cover, which can cause damaging overheating.
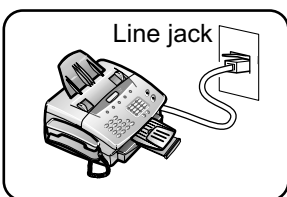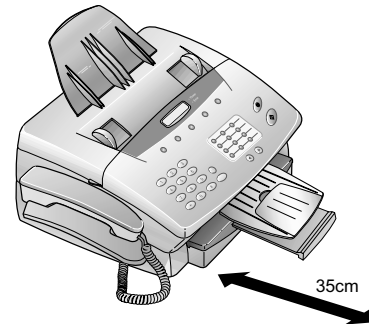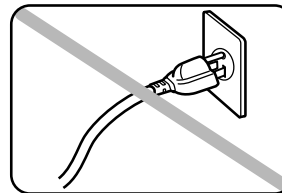
Near a phone jack

Your fax machine uses a standard (modular) telephone jack.

Space around the fax machine

To ensure proper ventilation and easy operation, set up the machine in an area that meets the minimum requirements for clearance as illustrated below.

35cm

Power requirements

Plug in the power cord

Plug the power cord carefully and completely into a wall outlet. Do not leave any portion of the electrical cord's metal plugs exposed. Doing so could cause a fire and poses a risk of electrical shock.
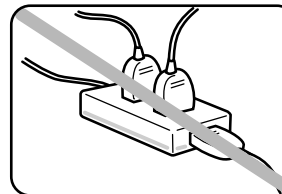
Do not share an extension cord

connector with other plugs

It can cause electrical shock.
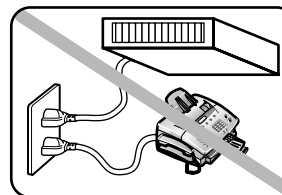
Do not share an outlet with a large appliance

High-consumption appliances such as a refrigerator

or air conditioner can cause " draw-downs" which could damage your fax machine.
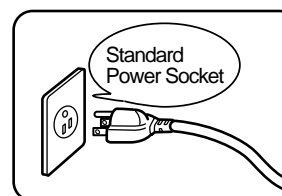
Use standard power supply

Use a standard electrical outlet to power your fax machine. Using any other electrical outlet will cause damage to your fax.

For domestic use only

Never use your fax machine outside the country in which you purchased it. Doing so may violate telecommunication and safety regulations of that country, and variations in electrical and telephone standards can cause poor performance and damage to your fax.

General Precautions

Never disassemble your fax machine!

Disassembling your fax machine can cause serious injury to you and damage to your fax. If service is required, call your authorized Muratec dealer.
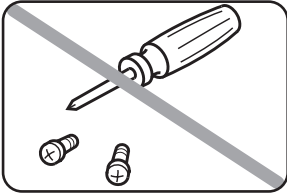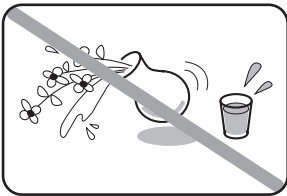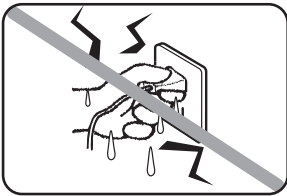
Keep away from liquids

Keep liquids and metal pins or other objects away from your fax machine. If something falls into the fax machine, remove the plug from the outlet, and call your authorized Muratec dealer.

Never handle your fax machine or power cord with wet hands

Never touch your fax machine or power cord if your hands are wet.
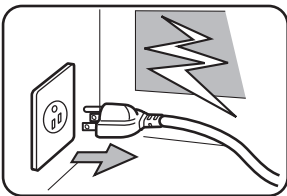
During electrical storms, disconnect the plug from the outlet

Electrical storms can cause electrical shock or

damage to the fax machine.
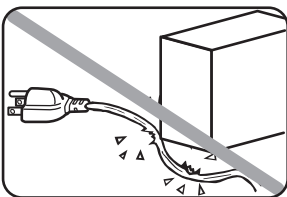
Do not put furniture or equipment on the power cord

Do not put anything on or over the electrical power cord, and do not route the power cord under rugs or carpets. Doing so can damage the power cord or fax, and can cause fire or electrical shock.
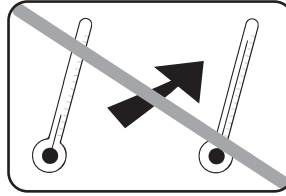
Avoid temperature fluctuations

Sudden changes in temperature can cause damaging condensation to form inside your fax machine.
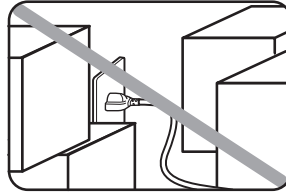
Allow clearance around the outlet

Don't stack boxes or furniture around the outlet.

Use caution when carrying the fax

Lift and carry the fax machine as described in your operating instructions. Some fax machines require two people to safely and properly carry.

Use supplies manufactured specifically for Muratec fax machines

Using toner cartridges and other supplies that are not manufactured specifically for Muratec machines may affect the operation of your unit.

Storing and handling toner cartridge

To avoid damage to your fax machine and to assure the best performance possible, follow these guidelines when storing and handling toner cartridge:

Do not stand the cartridge on its end and do not store it upside down.

Do not open the protective bag of the cartridge until you are ready to install the cartridge.

Do not store cartridges in areas of:

> Direct sunlight

> Dusty conditions

> Near floppy disks or other computer media, computer screens, or any other materials sensitive to magnetic fields.

DO NOT BURN TONER CARTRIDGES!

The toner powder is extremely flammable. Exposure to flame can cause toner cartridges to burn or explode, causing serious injury.

Be careful not to get the toner powder in your eyes.

If the toner powder gets in your eyes, wash your eyes well and see a doctor.

Keep cartridges away from water or oil.

Do not expose cartridges to direct sunlight.

Do not expose the cartridges to static or other electrical shock.

For your printout quality

Your fax machine has a page counter inside to alarm you replacing the toner cartridge. When it comes to a certain amount, the display shows "`LOW TONER !`" .

However the toner spent varies depending on the using conditions. In some conditions, the toner may run out before your machine alarms you for replacing it.

So in order to have always a good printout quality, check the printout quality by yourself. When the received faxes or copies are too light, the toner may be almost gone.

There is a case that you may extend the toner service life by shaking the toner cartridge several times. In such case, make also sure that you have a new toner cartridge on hand for the toner finally runs out.

Table of Contents

Installation

Packaging contents

Included in your machine's packaging:

1 Main unit with 125-sheet paper cassette installed

2 Toner cartridge

3 Telephone handset

4 Document feeder tray

5 Document exit tray

6 Telephone line cord

7 Printer cable

8 User manual

9 CD-ROM for connecting to a computer

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

Parts of your machine

Note: Any terms used here that are unclear to you right now will be explained in detail in the coming pages.
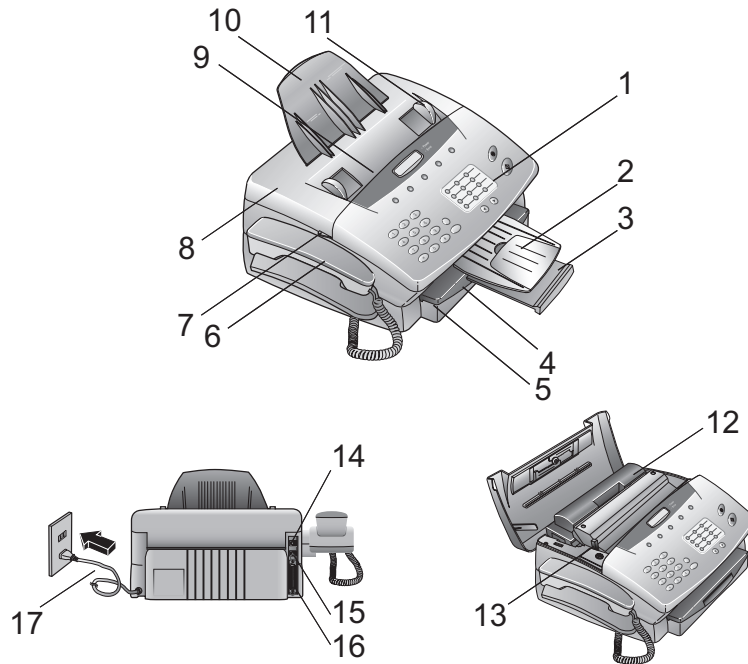
1 Control Panel : The keys you use to operate your machine. (See pages 1.3 for more details.)

2 Document exit tray : Where your original document comes out after being scanned.

3 Paper exit tray : Where the printout comes out.

4 Paper cassette : Set paper here. It can hold up to 125 sheets.

5 Paper cassette cover

6 Handset : Used for voice communication.

7 Top cover grip : Use these trips on both sides, when opening the top cover.

8 Top cover : Open this cover to remove original document jam.

9 Document feeder : Where you insert the original document for scanning. It can hold up to 20 sheets.

10 Document feeder tray : Holds original documents placed for scanning into the machine.

11 Document guide : Adjust these to fit the width of the original document, so it will feed properly into the machine.

12 Toner cartridge

13 Paper eject lever : Pull this to release jammed paper.

14 line jack : Where you plug in the telephone line cord. The other end of the cord, plug into a wall telephone jack.

15 USB port : Where you plug in the USB cable.

16 Printer cable connector port : Where you plug in the printer cable.

17 AC power code : Where you plug in the out let.

Control Panel Overview
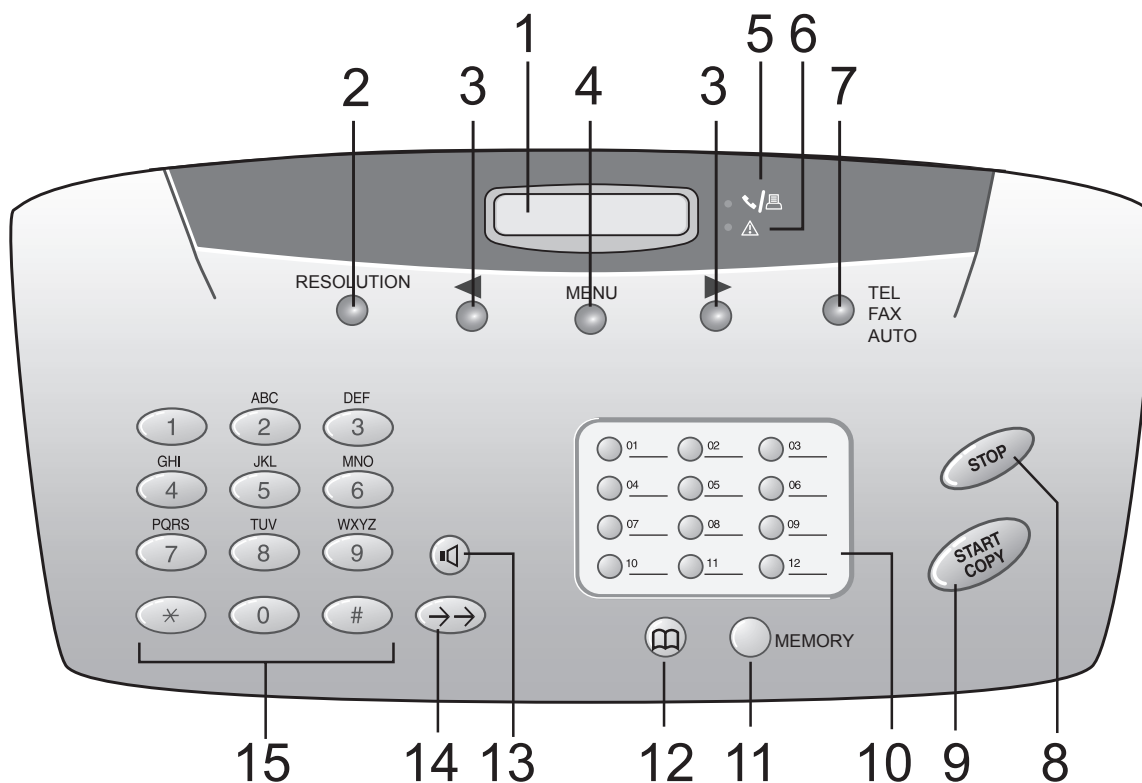
1. **Liquid crystal display (LCD)** : Shows the machine's status and lets you see what you're programming into the machine. The display shows 2 lines, 20 characters per line. If the LCD is blank, the machine is off.

2. **RESOLUTION** : This key improves the clarity of text and drawing when sending and copying.

3. **◄ / ►** : This key selects options, set volume, or move display cursor.

4. **MENU** : Press this key to select functions.

5. ✎/🖨 : This lamp indicates that you are making a telephone call/ dialing on-hook/ printing from the PC.

6. ⚠ : If this symbol flashes please read the display.

7. **TEL/FAX/AUTO** : Use this key to set receive mode (**TEL/FAX/AUT/TAM**).For details about setting the receive mode, see page 4.1.

8. **STOP** : Press this key to interrupt the current operation, ejects a document, and cancels the input.

9. **START/COPY** : Starts fax transfer or copies document.

10. **SPEED DIAL keys** : Press these keys to dial stored numbers.

11. **MEMORY** : Pressing this key for memory functions.

12. 📖 : Look up names and telephone numbers.

13. 🔊 : By on-hook dialing, press this key to signal a voice request after sending or receiving documents.

14. →→ : Press these keys to redial the last five numbers dialed, or insert a pause between two digits.

15. **Numeric keypad** : Just like the numeric keys on a regular tone-dialing phone. Use these to dial phone and fax numbers and to enter numbers when you are setting up the machine.

Inserting Accessories

Document Feeder Tray
Insert the document feeder tray firm-
ly into the opening behind the docu-
ment feeder until it locks.
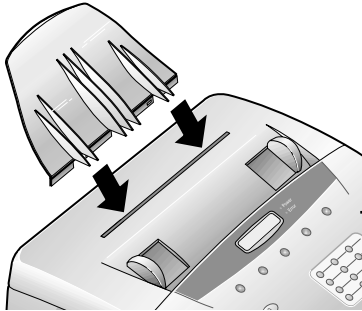
Document Exit Tray
First put in one end of the tray,
then put in the other by slightly
bending the tray.
If documents are long, pull out the
extension tray.
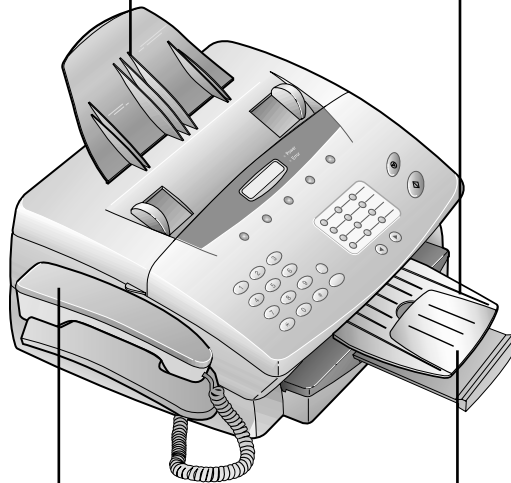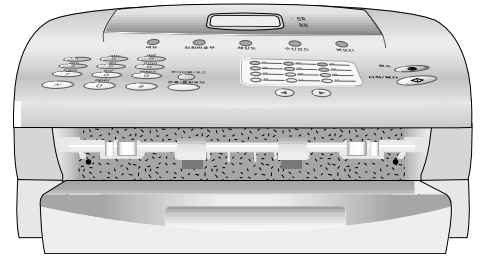
Handset
Insert the handset with the spiral
cable into the socket marked HAND-
SET on the underside of the
machine. For details on connecting
further devices to the EXIT socket
see Installation/Additional tele-
phones.(See page 1.6)
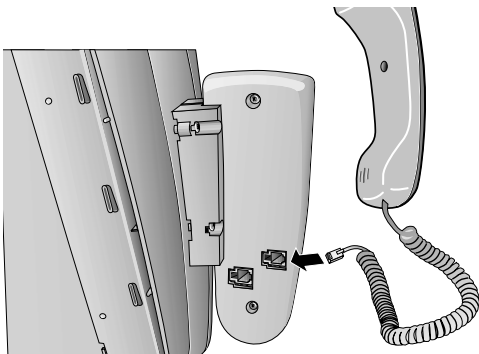
Paper Exit Tray
The paper exit tray is perma-
nently attached to the paper
tray. When pilling out the paper
exit tray, keep one hand on the
paper tray.
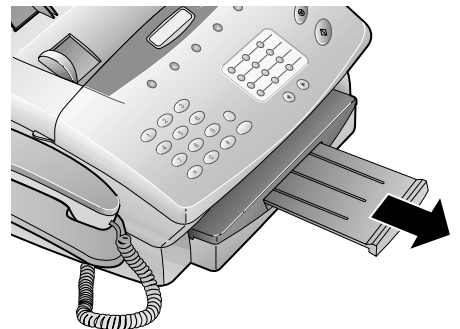
Loading paper

1 Pull out the paper tray.

2 Fan the paper to prevent more than one sheet being drawn through at a time.
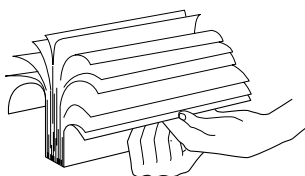
3 Open the cover of the paper tray and insert paper up to the mark. (Standard A4 210 x 297mm)
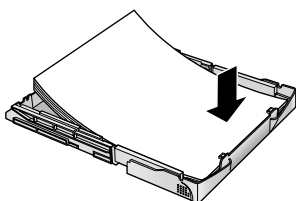
4 Insert documents that need to be printed or copied (such as templates or headed paper) with the printed side (face down).
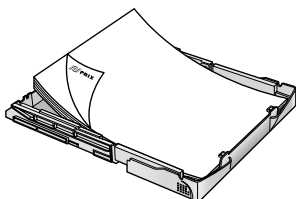
5 Push the paper down until the small lever (A) locks into place. Replace the cover.

"A"
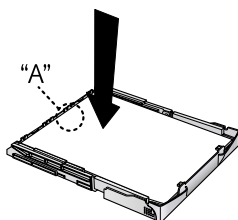
6 Carefully push in the paper tray.

Inserting and changing the toner cartridge

Before you can send, receive or copy documents, there must be a toner cartridge in the fax machine. A free toner cartridge is included with your fax machine. When you first insert the tonner cartridge, begin from **step 2**. When changing the tonner cartridge, begin from step 1.

1 Open the top cover and take out the toner cartridge.
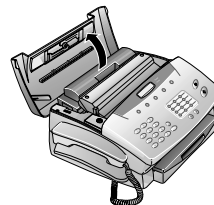
2 Take the cartridge out of the packaging and remove the extra paper.

3 Shake the toner several times to improve the print quality.

> **Note:** Do not touch the underside of the toner cartridge as this can affect the print quality.
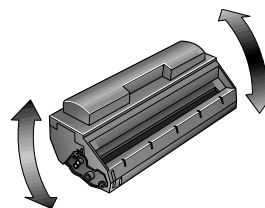
4 Carefully pull out the tab on the left-hand side of the cartridge.
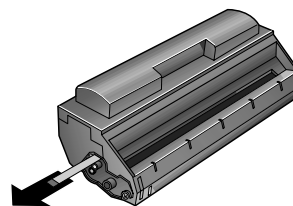
5 Grip the cover at the sides and fold it backwards. Insert the toner cartridge into the holder until it locks.

6 The display shows **"NEW TONER?(Y/N)"**. Use ◄ / ► to select **"Y"**. Press **START/COPY** to confirm and close the cover.

Important: DO NOT use a used toner cartridge.
You can obtain toner cartridge from specialist retailers.
Only use Muratec original TS6 8A toner cartridge.

Connecting the machine

To the mains

1 Plug the fax machine into the wall socket.

2 After warming up, the machine passes into the energy save mode.
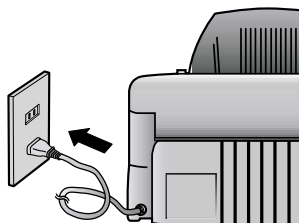
To the telephone line

Connect the telephone cable to the fax machine by inserting it into the socket labeled LINE on the rear of the machine.

Additional telephones

(not available in all countries)

In addition to your fax machine, you can connect other devices to your telephone line such as cordless phones, answering machines, charge counters or modems to a single telephone line.If you want to use other equipment with your fax machine please contact your dealer.
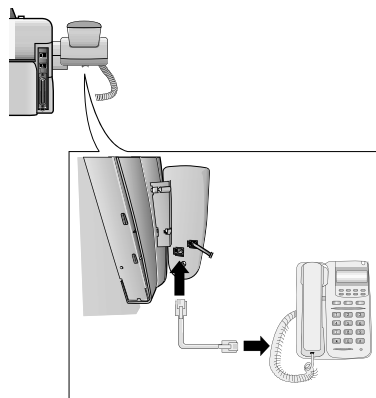
ISDN connection

Your fax machine does not support ISDN fax (Group 4). It is an analog fax machine (Group 3). It cannot be directly connected to an ISDN connection but requires an (analog) adapter or an ISDN system with connections for analog terminals.

For further information please see the user guide for your ISDN system.

Private branch exchange (PABX)

PABXs are common in large companies. ISDN systems that are now often used in homes are also PABXs. To obtain a connection from an extension on such a system to the public network a digit must be dialed before each call to get an out-side line.

1 To connect your fax machine to a PABX, press **MENU, 3, 3, 6**. Then press **START/COPY**. The display shows **"LINE TYPE:PSTN"**.

2 Use ◄ / ► to select the PABX mode: **"LINE TYPE :PABX"**.

3 Press **START/COPY** and then **STOP** twice.

Note: The exchange code is provided by the manufacturer. It may be **0** (known as FLASH on some systems) or any other.

Computer connection

In order to be able to use your fax machine as a printer and scanner in conjunction with your computer, you must connect it to the computer and install the software provided with the fax machine.
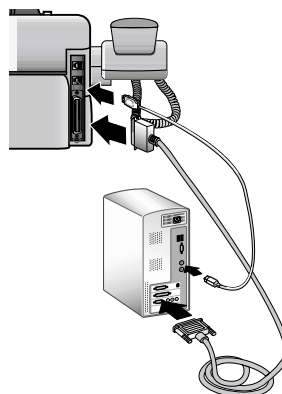
See " Copier/Printer/Scanner" on page 5.1-5.3 for installing the software.

Basic Settings

Display language

1 To set the display language press **MENU,1,7**. The display shows **"17 LANGUAGE"**.

2 Press **START/COPY**. Use ◄ / ► to select the display language.

3 To confirm the entry press **START/COPY** and then **STOP** twice.

Your number

When you enter your number, it will appear on the recipient's fax printout. You can enter up to 20 digits for your number.

1 Press **MENU, 1, 4**. The display shows **"14 YOUR TEL.N."**.

2 Then press **START/COPY**. The display shows **"ENTER NUMBER"**.

3 Enter your telephone or fax number using the digit keys. Use ► to move the cursor one position to the right. Use ◄ to delete the last digit. To delete the whole entry press **STOP**.

4 Confirm the entry by pressing **START/COPY** and then **STOP** twice.

Your name

You can use the digit keys to write up to 32 letters to enter your name. Each key is assigned several letters (see table on next line above). By pressing a digit key several times you can reach the next character in the table.

1 Press **MENU, 1, 5**. The display shows **"15 YOUR NAME"**.

2 Press **START/COPY**. The display shows **"ENTER NAME"**.

3 Enter your name using the keypad. Use ► to move the cursor one position to the right. Use ◄ to delete the last digit. To delete the whole entry press **STOP**.

4 Confirm the entry by pressing **START/COPY** and then **STOP** twice.

Note: Your name and your telephone number are transmitted at the top of each page together with the date, time and page number.

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

Time and date

1 Press **MENU, 1, 6**. The display shows **"DATE &TIME"**.

2 Press **START/COPY**: **"YEAR:2003"**.

3 Enter the year using the keypad.

4 Press **START/COPY**. The display shows **"MONTH:05"**.

5 Enter the month (e.g. 05 for May).

6 Press **START/COPY** and enter the day (e.g. 07 for 7 May 2003).

7 Finalize the entry by pressing **START/COPY**. The display shows **"TIME:00:00"**.

8 Enter the exact time (e.g. 2330 for 11.30 pm). The display shows **"TIME:23:30"**.

9 To confirm the entry press **START/COPY** and then **STOP** twice.

Volume

Ringing tone

You can set the volume of the ringing tone when the machine is in standby mode or is actually ringing.

1 Press ◄ / ►. You will see the current setting displayed for approximately 3 seconds and hear the volume.

2 To change the value, press ◄ / ► until the desired volume is reached.

Note: If the volume level is set to zero, no ringing tone will be heard but faxes will still be automatically received.

Loudspeaker

1 Press 🔊 to set the loudspeaker volume.

2 Set the volume using ◄ / ►.

3 Exit using 🔊 or **STOP**.

Key tones

1 Press **MENU, 2, 2**. The display shows `"BEEPER VOL"`.

2 Press **START/COPY**. Use ◄ / ► to select the volume of the key tones.

3 To confirm the entry press **START/COPY** and then **STOP** twice.

Energy save mode

Energy save mode reduces the energy consumption in standby mode. You can select how many minutes after its last printig the energy save mode is activated.

1 Press **MENU, 3, 3, 5**. The display shows `"35 SAVE MODE"`.

2 Press **START/COPY**. Use ◄ / ► to select `"1 POWER SAVE"`.

3 Press **START/COPY**. Use ◄ / ► to select **5m, 15m, 30m, 60m or OFF**.

4 To confirm the entry press **START/COPY** and then **STOP** three times.

Toner save mode

The toner save mode decreases the consumption of the toner.

Printing quality may fall off.

1 Press **MENU, 3, 3, 5**. The display shows `"35 SAVE MODE"`.

2 Press **START/COPY**. Use ◄ / ► to select `"2 TONER SAVE"`.

3 Press **START/COPY**. Use ◄ / ► to select `"ON"` or `"OFF"`.

4 To confirm the entry press **START/COPY** and then **STOP** three times.

List of settings

You can print out a list of all functions and settings currently available.

1 Press **MENU, 6, 6, 6** and **START/COPY**.

2 A list of all settings is printed.

Help list

1 Press **MENU, 6, 6, 7** and **START/COPY**.

2 A list of functions (including a brief description of the main functions) is printed.

Telephone

Making a call

1 Key in the number you want to dial.

2 Lift the handset.

Note: If you want to dial without lifting the handset, press ◁ .

Re-dialling

By means of →→ you can redial the last five numbers.

1 Press →→.

2 Press ◄ / ► until the number you want appears.

3 The machine will dial the number automatically.

Speed dialling

There are twelve speed dial keys for numbers you use regularly.

Storing numbers

1 Press **MENU, 1**. The display shows **"11 SPEED DIAL"**.

2 Press **START/COPY**.

3 Press the speed dial key where you want to store the entry and confirm by pressing **START/COPY**.

4 Enter a name using the digit keys (up to 32 characters) and press **START/COPY**.

5 Enter the fax number or the telephone number. Press **START/COPY** to confirm.

6 Press **STOP** three times to end the function.

Using speed dial

1 Press the relevant speed dial key.

2 Lift the handset or, if you want to send a fax, press **START/COPY**.

Changing speed dial entries

1 Press **MENU, 1** and **START/COPY**.

2 Press the relevant speed dial key and press **START/COPY** to confirm.

3 Enter a name using the digit keys (up to 32 characters) and press **START/COPY**.

4 Enter the fax number. Press **START/COPY** to confirm.

5 Press **STOP** three times to end the function.

Speed dial list

1 Press **MENU, 6, 6, 2** and **START/COPY**.

2 The speed dial list will be printed out.

Phonebook

Your fax machine has space to store around 99 names and numbers. The precise number will depend on the length of the entries.

Storing numbers

1 Press **MENU, 1, 2** and **START/COPY**.

2 Use ◄ / ► to select **"ENTRY:NEW"** and press **START/COPY** to confirm.

3 Enter a name using the digit keys (up to 32 characters) and press **START/COPY**.

4 Enter the fax number. Press **START/COPY** to confirm.

5 Press **STOP** three times to end the function.

Using the phonebook

1 Press ▭ and **START/COPY**. The first name in the alphabet will appear on the display. Use ◄ / ► to select the desired entry.

2 Lift the handset or, if you want to send a fax, press **START/COPY**.

Correcting entries

1 Press **MENU, 1, 2** and then **START/COPY**.

2 Use ◄ / ► to select **"ENTRY:OLD"** and press **START/COPY** to confirm.

3 Press **START/COPY** again and use ◄ / ► to find the entry you want to correct.

4 Press **START/COPY** and make the changes.

5 Press **START/COPY** again and then **STOP** twice to end the function.

Deleting entries

1 Press **MENU, 1, 2** and then **START/COPY**.

2 Use ◄ / ► to select **"ENTRY:OLD"** and press **START/COPY** to confirm.

3 Press **START/COPY** again and use ◄ / ► to find the entry you want to delete.

4 Press **STOP**.

5 Use ◄ / ► to select **"DELETE?Y"** and press **START/COPY** to confirm. If you don't want to delete the entry, press **"N "** .

6 Press **STOP** twice to end the function.

Printing the phonebook

1 Press **MENU, 6, 6, 3** and then **START/COPY**.

2 The fax numbers stored are printed out.

Calling line identification

(not available in all countries)

Your fax machine can display the telephone number of the caller before you lift the handset. Check with your telephone company whether you can activate this function on your telephone line.

The numbers of the last twenty callers are stored.

Printing a caller list

The caller list contains the numbers of the last twenty telephone and fax calls received, provided the callers have activated calling line identification.

1 Press **MENU, 6, 6, 5** and then **START/COPY**.

2 The caller list is printed out.

The caller list can be printed out automatically as soon as it reaches twenty entries.

1 Press **MENU** and **2, 2, 7**. The display shows **"27 LIST AUTO PRT"**.

2 Press **START/COPY** and use ◄ / ► to select **"2 CALLER LIST"**.

3 Press **START/COPY** and use ◄ / ► to select **"ON"** or **"OFF"**.

4 Press **START/COPY** and then **STOP** three times to end the function.

Printing a journal

The journal contains the numbers of the last forty calls or faxes sent or received.

1 Press **MENU, 6, 6** and then **START/COPY**.

2 The journal is printed out.

The journal can be printed out automatically.

1 Press **MENU** and **2, 2, 7.** The display shows **"27 LIST AUTO PRT"**.

2 Press **START/COPY** and use u to select **"1 JOURNAL"**.

3 Press **START/COPY** and use ◄ / ► to select **"ON"** or **"OFF"**.

4 Press **START/COPY** and then **STOP** three times to end the function.

Fax

Fax switch

The built-in fax switch enables a single telephone connection to be used to make phone calls, send and receive faxes and use extra devices. There are four operating modes. Your machine is preset to FAX mode.

1 The desired operating mode can be selected using **TEL/FAX/AUTO**. Press the button until the desired mode appears.

TEL mode

In TEL mode your fax machine behaves like a normal telephone. If you receive a fax call (you will hear a high-pitched tone or nothing at all) you can press **START/COPY** to start fax reception. Automatic fax reception is turned off.

FAX mode

In FAX mode the machine rings twice and then answers automatically. This mode is only suitable for fax operation.

AUT mode

In AUT mode your machine will ring up to nine times depending on the setting and will decide whether the incoming call is a voice or fax call. Faxes are received automatically.

1 To set the number of rings press **MENU, 2, 2, 2**. The display shows **"22 AUTO RING CNT"**.

2 Press **START/COPY** and enter the desired number of rings.

3 Press **START/COPY** and then **STOP** twice.

TAM mode

(not available in all countries)

In this mode you can connect an external telephone answering machine.

Note: Ensure that the number of rings is greater than the number of rings set on the external answering machine.

1 To set the number of rings press **MENU, 2, 2, 3**.

2 Press **START/COPY** and enter the desired number of rings.

3 Press **START/COPY** and then STOP twice.

Note: If the volume level is set to zero, no ringing tone will be heard but faxes will still be automatically received.

Fax reception from a different phone

(not available in all countries)

If you pick up another phone and hear a fax call (you will hear a high-pitched tone or nothing at all) you can start the fax machine using a code. If this does not work, press **START/COPY** on the fax machine.

1 To define the code press **MENU, 2, 2, 4**. The display shows **"24 REM.FX START"**.

2 Press **START/COPY**. Use ◄ / ► to select **"ON"** or **"OFF"**.

3 Press **START/COPY** and enter the last digit of the code. This always starts with "* ".

4 Press **START/COPY** and then **STOP** twice.

Inserting a document

Note: It is best only to use A4 documents (80 g/m²). Documents smaller than A5 may jam in the machine.

Note: Do not try to send documents that are...

... damp, coated with correction fluid, dirty or have coated surfaces,

... written on in soft pencil, ink, crayon or charcoal,

... taken from newspaper (printer's ink!),

... held by paper clips or staples; always remove these before faxing,

... wrinkled or torn,

... glued together, too thick or too thin or covered with any adhesive notes ("Post-It®" notes),

... made of foil or continuous paper.

1 Place the document face down in the document feeder.
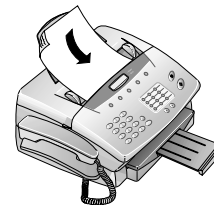
2 Adjust the guides to match the width of the document.

Sending a fax

1 Dial the number.

2 To improve the image quality press **RESOLUTION**.

3 Press **START/COPY**.

Transmission starts. If the fax machine is unable to establish a connection, it will redial automatically after a certain time.

Note: If you wish to cancel automatic redial, press **STOP**. The document will be ejected.

Note: If you wish to cancel automatic redial without ejecting the document, press **MENU, 7, 7, 3** and then **START/COPY**. Press **START/COPY** to confirm.

Resolution

Your fax machine has four different resolutions. In addition to **"STANDARD"** (for faxes), there is **"FINE"** (for small print and drawings), **"SUPER FINE"** (for copies) and **PHOTO** (for photographs and other such images). Keep pressing **RESOLUTION** until the display shows the option you want.

Reducing

To ensure that faxes that are longer than A4 are printed out on one page, you can automatically reduce the page. You can define the extent to which the page is reduced.

Automatic

If this function is activated, an over-long fax is reduced by the amount specified in the function described below (see Limit).

1 Press **MENU, 3, 3, 4**. The display shows **"34 REDUC-TION"**.

2 Press **START/COPY** and use ◄ / ► to select **"1 AUTOREDUCTION"**.

3 Press **START/COPY** and use ◄ / ► to select **"ON"** or **"OFF"**.

4 Press **START/COPY** and then **STOP** three times to end the function.

Limit

This function lets you select the amount by which an over-long fax is to be reduced.

1 Press **MENU, 3, 3, 4**.

2 Press **START/COPY** and use ◄ / ► to select **"2 THRESHOLD"**.

3 Press **START/COPY** use ◄ / ► to select a value between 0 and 30 mm .

4 Press **START/COPY** and then **STOP** three times.

Memory

If there is no paper in the paper tray or if the toner is empty, incoming faxes will be stored in memory (around 120 pages according to SLEREXE letter). If an incoming fax has been stored in memory the display will show **"FAX IN MEMORY"**.

Once the paper tray is refilled or the toner replaced all the faxes stored in memory can be printed out (see Printing from memory).

When a fax has been printed, it is deleted from memory. If printing is interrupted all the faxes that have not yet been printed in full remain in memory. Once the memory is full no further pages can be stored.

Printing later

You can choose whether faxes are to be printed immediately from memory or later.

1 Press **MENU, 3, 3, 3**. The display shows **"33 MEMORY MODE"**. Press **START/COPY**.

2 Use ◄ / ► to select **"PRINT NOW"** (faxes are printed out as soon as the paper tray is refilled) or **"PRINT LATER"** (faxes are printed out when you want).

3 Press **START/COPY** and then **STOP** twice.

Printing from memory

If there is a document in memory the display will show **"FAX IN MEMORY"**.

1 Press **MEMORY, 3**.

2 Press **START/COPY**. If faxes are stored they will be printed out.

Sending from memory

You can scan in documents, store them in memory and send them from memory. When they have been sent, the faxes are cleared from memory.

1 Place the document to be faxed loosely in the document feeder, **face down**.

2 Press **MEMORY, 1**.

a If you want to sent the fax immediately, select **"1.NOW"** and press **START/COPY**.

b If you want to send the fax later select **"2.LATER"**, and press **START/COPY**. Enter the time you want to send it (within 24 hours, e.g. 18 30 for 6.30 pm) and press **START/COPY**.

3 Enter the fax number and press **START/COPY**. The document will be scanned and sent.

Canceling

1 Press **MEMORY, 4** and **START/COPY**. The display shows **"ARE YOU SURE?"**

2 Press **START/COPY** to delete the faxes from memory or press **STOP** to cancel.

If the line is busy, automatic redial is activated.

1 If you wish to cancel automatic redial, press **MENU, 7, 7, 4** and then **START/COPY**.

Note: A power failure will clear the faxes from memory.

Clearing memory

With this function you can delete faxes or documents from memory.

1 Press **MEMORY, 4** and START/COPY. The display shows **"ARE YOU SURE?"**

2 Press **START/COPY** to delete the faxes from memory or press **STOP** to cancel.

Groups

You can combine entries in your phonebook into groups so you can send a fax to several people at the same time, for example.

Setting up a group

1 Press **MENU, 1, 3**. The display shows **"13 GROUPS"**. Press **START/COPY**.

2 Use ◄ / ► to select the digit under which you want to store the group (max of five groups), e.g. **"GROUP NO.:G1"**.

3 Press **START/COPY**.

4 Enter a name for the group using the digit keys (up to 32 characters) and press **START/COPY**.

5 The display shows **"NUMBER:01"**. Enter the first fax number. Press **START/COPY** to confirm.

6 The machine will automatically ask you for the next number (maximum of ten). Press **START/COPY** to confirm each time.

7 Press **STOP** four times to end the function.

Sending to a group

1 Place the document to be faxed **face down** in the document feeder.

2 Press **MEMORY, 2**. The display shows **"2 BROAD-CAST"**. Press **START/COPY**.

a If you want to sent the fax immediately, select **"1.NOW"** and press **START/COPY**.

b If you want to send the fax later select **"2.LATER"** and **START/COPY**. Enter the time you want to send it (within 24 hours, e.g. 18 30 for 6.30pm) and press **START/COPY**.

3 Use / to select **"DIAL NUM.:GROUP"** and press **START/COPY**.

4 Use ◄ / ► to select the group and press **START/COPY**.

5a If you want to enter further numbers, use ◄ / ► to select **"ANOTHER?Y"**, press **START/COPY** and enter the numbers you want.

b When you have finished entering numbers, use ◄ / ► to select **"ANOTHER?N"**. Then press **START/COPY**.

6 The document is scanned and automatically sent.

Canceling

To cancel the current job, press **MENU, 7, 7, 6** and **START/COPY**. Press **START/COPY** again to confirm.

Note: If you want to clear the fax from the memory, press **STOP**.

Note: If the line is busy, automatic redial is activated.

Correcting groups

1 Press **MENU, 1, 3** and then **START/COPY**.

2 Use ◄ / ► to select the group you want to change and press **START/COPY** to confirm.

3 Use ◄ / ► to select **"ENTRY:OLD"** and press **START/COPY**.

4 You can now change the name of the group. When you have done this, press **START/COPY**.

5 Change the entry you want to change and press **START/COPY**.

6 Press **STOP** four times to end the function.

Deleting a group

1 Press **MENU, 1, 3** and then **START/COPY**.

2 Use ◄ / ► to select the group you want to delete and press **START/COPY** to confirm.

3 Use ◄ / ► to select **"ENTRY:DELETE"** and press START/COPY.

4 Use ◄ / ► to select **"DELETE?Y"** and press **START/COPY**.

5 Press **STOP** three times to end the function.

Group overview

1 Press **MENU, 6, 6, 4** and **START/COPY**.

2 The group overview is printed out.

Broadcast

You can send the fax either to a group you have already stored or to individual fax numbers.

1 Place the document to be faxed loosely in the document feeder, **face down**.

2 Press **MEMORY, 2**. The display shows **"2 BROAD-CAST"**. Press **START/COPY**.

a If you want to sent the fax immediately, select **"1.NOW"** and press **START/COPY**.

b If you want to send the fax later select **"2.LATER"** and press **START/COPY**. Enter the time you want to send it (within 24 hours, e.g. 18 30 for 6.30pm) and press **START/COPY**.

3 The display shows **"DIAL NUM.:GROUP"**. Enter the recipients:

a If you want to sent the fax to a group, use ◄ / ► to select **GROUP** and press **START/COPY**. Use ◄ / ► to select the group. You can also use the digit keys to select a group. Press **START/COPY**.

b If you want to send the fax to specific fax numbers, use ◄ / ► to select **"NUMBER"** and press **START/COPY**. Enter the fax number and press **START/COPY**.

4 If you want to enter further numbers, use ◄ / ► to select **"ANOTHER?Y"** and press **START/COPY** to confirm. When you have finished adding numbers, press **"AN-OTHER?N"**.

5 Finally, press **START/COPY**. The document will be scanned and automatically sent.

Broadcast list

The broadcast list contains the numbers of all the addresses in a broadcast (up to 50 telephone numbers).

1 Press **MENU, 6, 6, 4**. The display shows **"64 GROUP LIST"**.

2 Press **START/COPY**. The list will be printed out.

Sending later

If you wish to take advantage of off-peak telephone charges or if you know that the person to whom you are sending a fax is available only at certain times you can set up your fax machine to send a fax automatically at a later time (within 24 hours).

1 Place the document to be faxed loosely in the document feeder, **face down**.

2 Press **MENU, 4, 4**. The display shows **"41 SEND LATER"** . Press **START/COPY**.

3 Enter the time you want to send it (within 24 hours, e.g. 18 30 for 6.30pm) and press **START/COPY**.

4   Enter the fax number and press START/COPY.

Canceling

If you remove the document the delayed fax job will be canceled.

You can also cancel the time. To do this, press **MENU, 7, 7** and **START/COPY**. The display shows **"ARE YOU SURE?"** Press **START/COPY** again to confirm.

Sending with code

If your fax partner has entered a code to protect the fax reception please follow the procedure:

1   Place the document to be faxed loosely in the document feeder, **face down**.

2   Press **MENU, 4, 4, 2** and **START/COPY**.

3   Enter the code which you have received from your fax partner (up to 20 digits) and press **START/COPY**.

4   Enter the fax number and press **START/COPY**.

Receive polling

This function enables you to receive documents that have been stored for you in a remote fax machine.

Quick polling

1   Press **MENU, 5, 5, 2**. The display shows **"52 POLLING RX"**. Press **START/COPY** twice.

2   Enter the telephone number and press **START/COPY**.

Receive polling with code

If your fax partner has entered a code to protect the documents, proceed as follows:

1   Press **MENU, 5, 5, 2**. The display shows **"52 POLLING RX"** . Press **START/COPY**.

2   Use ◄ / ► to select **"W/CODE"** and press **START/COPY**.

3   Enter the code (up to 20 digits) and press **START/COPY**.

4   Enter the fax number and press .

Delayed polling

If you wish to take advantage of off-peak telephone charges you can poll a fax at a later time (within 24 hours).

1   Press **MENU, 5, 5, 2**. Press **START/COPY**.

2   You now have two options:

a   If you want to poll a fax without a code, use ◄ / ► to select **"LATER"** and press **START/COPY**. Enter a time (within 24 hours, e.g. 18 30 for 6.30pm) and press **START/COPY**.

b   If you want to enter a code, use ◄ / ► to select **"LATER/C"** and press **START/COPY**. Enter a time for polling and press **START/COPY**. Now enter the code (up to 20 digits) and press **START/COPY**.

3   Enter the fax number and press **START/COPY**.

Important: If the line is busy, automatic redial is activated. If you wish to cancel automatic redial, press **MENU, 7, 7, 5**. The display shows **"75 POLL REDIAL"**. Press **START/COPY**.

Important: If you wish to cancel the entire process, press **MENU, 7, 7, 1** and **START/COPY**.

Transmit polling

You can program your fax machine to send documents when it is polled by a remote fax machine.

1   Place the document to be faxed loosely in the document feeder, face down.

2   Press **MENU, 5, 5**. The display shows **"51 POLLING TX"** . Press **START/COPY**.

3   You can now choose whether or not to protect the fax against unauthorized access.

a   If you want to protect the fax, use ◄ / ► to select **"W/CODE"** and press **START/COPY**. Enter a code (up to 20 digits) and press **START/COPY**. Anyone you give this code to will be able to poll the fax.

b   If you do not want to use a code, use ◄ / ► to select **"NOW"** and press **START/COPY**.

The process is canceled as soon as you remove the document.

You can also cancel the process by pressing **MENU, 7, 7, 2** and **START/COPY** twice.

Important: Poll coding is based on the international ITU standard. However, there are manufacturers who use different procedures . Their machines are therefore not compatible.

Transmission speed

If the telephone connection used for transmission is poor, transmission errors may occur at normal speed (14,400 bps). In such cases it is best to reduce the speed. When you have successfully sent the fax, remember to set your fax machine back to the standard speed.

1   Press **MENU** and **3, 3**: **"31 TX SPEED"**.

2   Press **START/COPY** and use ◄ / ► to select the speed you want.

3   Press **START/COPY** and then **STOP** twice.

Reception speed

If the telephone connection used for reception is poor, errors may occur at normal speed (14.400 bps). In such cases it is best to reduce the speed. When you have successfully received the fax, remember to set your fax machine back to the standard speed.

1   Press **MENU** and **3, 3, 2**: **"32 RX SPEED"**.

2   Press **START/COPY** and use ◄ / ► to select the speed you want.

3   Press **START/COPY** and then **STOP** twice.

Transmission report

In the default setting, a transmission report is printed out only in the event of a transmission error. However, you can change this setting so that a transmission report is printed for every fax transmitted, only in the event of an error or never.

1 Press **MENU** and **2, 2, 5**: `"25 TX REPORT"`.

2 Press **START/COPY** and use ◀ / ▶ to select `"ERROR"`, `"OFF"` or `"ON"`.

3 Press **START/COPY** and then **STOP** twice.

Reception report

In the default setting, a reception report is printed out only in the event of a transmission error. However, you can change this setting so that a reception report is printed for every fax received, only in the event of an error or never.

1 Press **MENU, 2, 2, 6**: `"26 RX REPORT"`.

2 Press **START/COPY** and use ◀ / ▶ to select `"ERROR"`, `"OFF"` or `"ON"`.

3 Press **START/COPY** and then **STOP** twice.

Fax

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Copier / Printer / Scanner

Making copies

You can use your fax machine to make copies of an original. Resolution **"STANDARD"** is set by default. To select a better image quality press **RESOLUTION** (see page 4.2 Resolution).

1 Place the document in the document feeder, face down.

2 To select a better image quality press RESOLUTION.

Single copies

1 To make a single copy of the original, press **START/COPY** three times. Copying starts immediately.

Multiple copies and enlarging/reducing

1 To make multiple copies of the original, press **START/COPY** once.

2 The display shows **"COPY COUNT:01"**. Use the digit keys to enter the number of copies you want (maximum of 99). Press **START/COPY**.

3 The display shows :**"SIZE:100%"**. Use ◄ / ► to enlarge or reduce the copy.

   Note: You can reduce the copy to 50% and enlarge it up to 200%.

4 Press **START/COPY**. The fax machine will scan the first page of the document and start copying it.

Using as a Printer

Installing the printer and scanner driver

To use your machine as a printer or a scanner, install the drivers on the CD-ROM to your computer.

Before installing the printer and scanner driver to the PC, be sure that your machine is connected to the PC either by printer cable or by USB cable.

The following operation systems are supported;

        Windows 95/98/Me
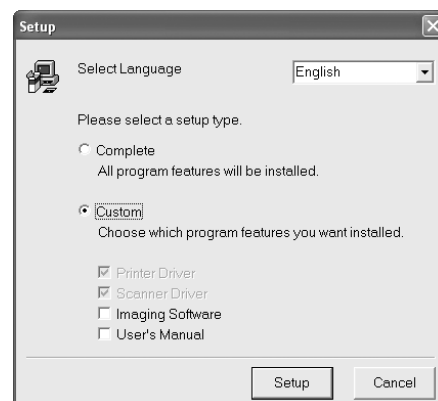
        Windows NT 4.0

        Windows 2000/XP

Note: To install the printer driver software using Windows NT, Windows2000 or WindowsXP, you must be logged in as the administrator.

Note: According to your Windows version, the procedure may vary. In this case, follow the instructions on the screen to install it.
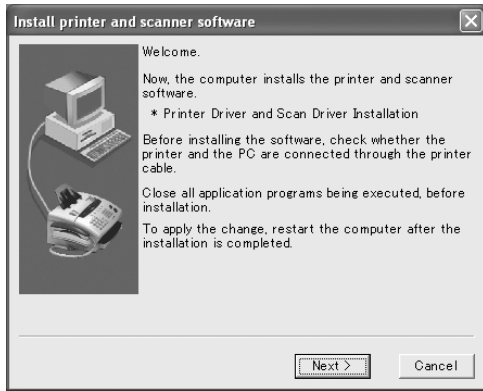
1 Insert the CD-ROM into your CD-ROM driver. The setup program begins.
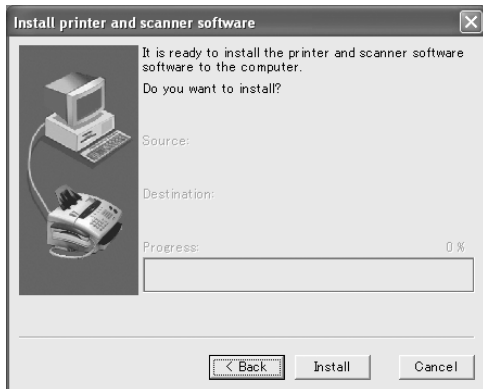
2 Select language and setup type.

When you select "Custom" for setup type, check boxes wether to install Imaging software and User's manual.
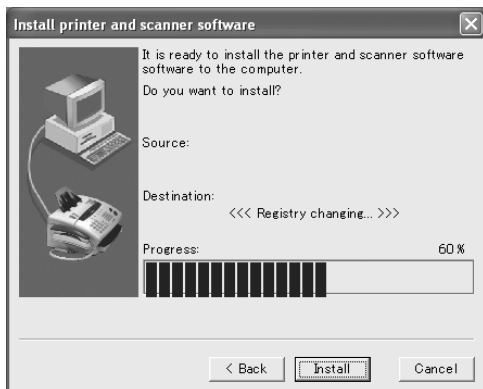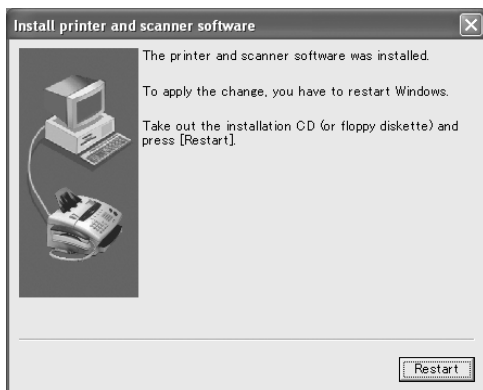
3 A screen appears. Click **Next**.

4 Click **Install**.

5 The setup program begins.

6 When the setup program is finished, click **Restart** and restart your computer.

Note: To uninstall the FAX printer software select the menu Pro-grams / FAX printer / Uninstall FAX printer.

Installing the USB driver

**Note:** USB Port currently not supported in Windows 95 and Windows NT 4.0.

Note: To install the USB driver software using Windows2000 or WindowsXP, you must be logged in as the administrator.

Note: According to your Windows version, the procedure may vary. In this case, follow the instructions on the screen to install it.

1 Connect USB cable to the USB port of computer and printer, and turn on your printer's power.

2 Turn your computer on. After Booting, insert Installation Disc into your CD-ROM.

3 "Found New Hardware Wizard" dialog box appears. Select **Install from a list or specific location**. Click **Next**.

4 Select **Include this location** in search to find location of USB device driver. **(e.g.,D:\English\WinXP if your CD-ROM is set as "D" drive)** Click **Next**.
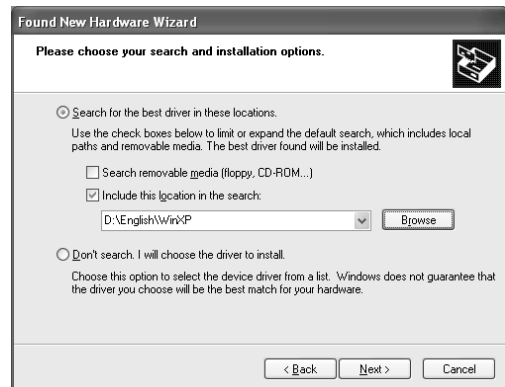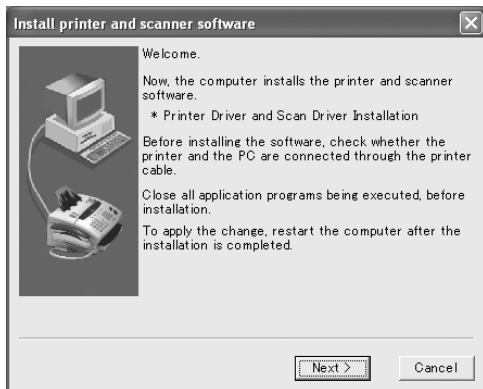

5 Click **Continue Anyway**. Files are being copied to your Hard Drive.

6 Click **Finish** to complete USB Device Driver Installation. Printer & Scanner Driver Installation procedure is continued right after.

7 See page 5.1-5.2 **Installing the printer and scanner driver** from **step 3**, and install the driver.

Important: If you are installing the USB driver on Windows 98, Windows Me or Windows 2000, the printer driver's installation does not begin automatically. See page 5.1-5.2 **Installing the printer and scanner driver** and install the driver by yourself.

8 How to enable bidirectional support.
Click **Printers and Faxes** folder.
Click **Fax Printer(USB).** Click **File**. Select **Properties**.
Click **Ports** tab. Click **Enable**.
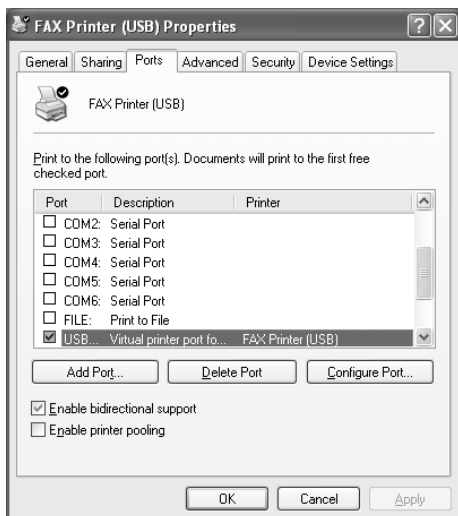
Printing a document

If the software installation has been performed successfully, your fax machine is now set up as a standard printer. You can now print out on the fax machine from any program you like.

1 Simply choose the print command in the application from which you wish to print.

2 You can modify the printer settings for each respective application. If you give a print command or select printer installation, a dialogue box opens. Select the command which will take you to printer setting and make the desired modifications.

Setting up as the default printer

You can set the fax machine as a standard printer.

1 Click **Start**, point to **Settings**, and click **Printers**.

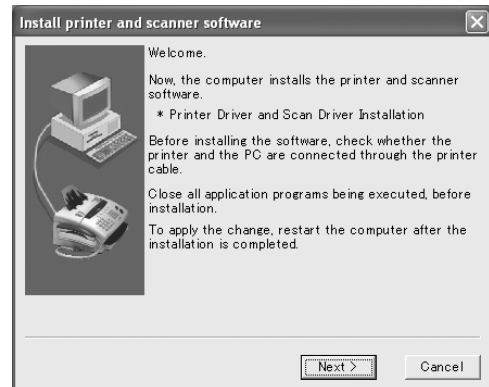**2** Right-click the FAX printer, and select **"Set as Default Printer".**

Setting up the printer option

You can modify the printer settings for all applications.

1 Click **Start**, point to **Settings**, and click **Printers**.

2 Right-click the FAX printer, select **"Properties"** and make the desired modifications.

Printing over the Network

You can use the printer over the Network.

Note: It is imperative that FAX printer has to be installed respectively on the computer connected to the printer and over the network.
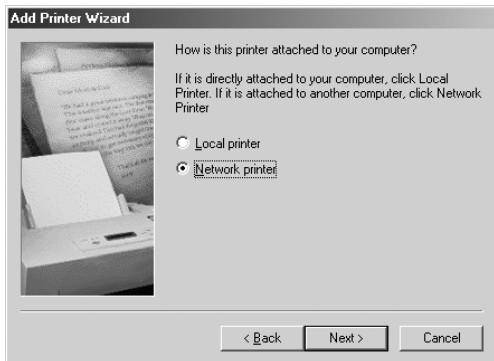
(Setting for the Server)

1 Click **Start**, point to **Settings**, and click **Printers**.

2 Right-click the FAX printer, select **"Properties"**.

3 Select the **Sharing Tab**. Enter the share name and comment, then click **OK**.
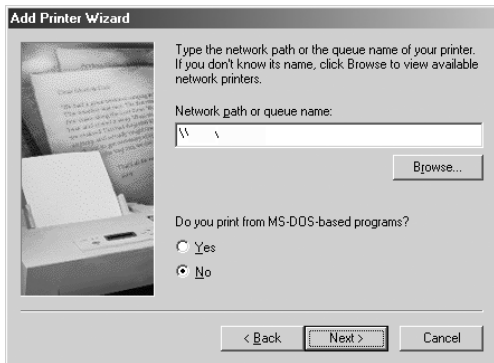
Copier / Printer / Scanner

1 Click **Start**, point to **Settings**, and click **Printers**.

2 Double-click the **Add Printer** icon.
The **"Add Printer wizard"** starts.

3 Click **Next**.
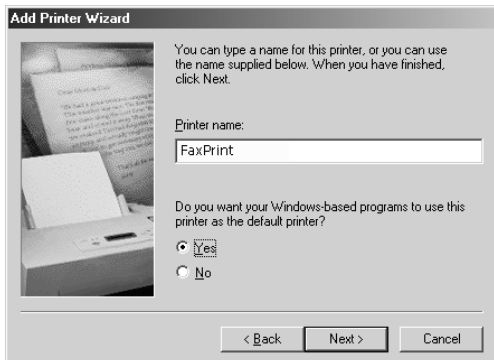

4 Select **Network Printer**. Click **Next**.

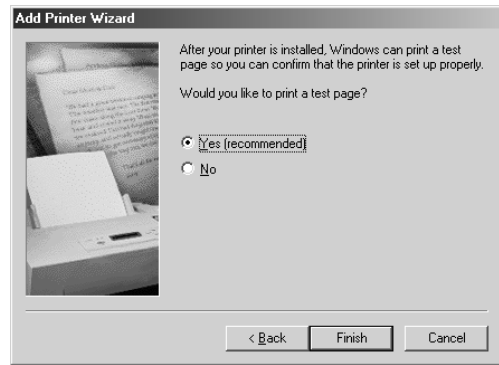**5** Click the Browse button to locate network printer.
Click **Next**.

6 Select Yes and click **Next**.

Note: Windows based printing option is only available.


7 Click **Finish** to complete adding network printer.
If you choose **Yes**, Test is performed

Changing the Printer Port

Note: Available only in Windows 98/ME/2000/XP.

1 Click **Start**, point to **Settings**, and click **Printers**.

2 Right-click the FAX printer, select **"Properties"**.

3 Select the **Details** Tab.
Click the **Print to the following port** to find the port and
select the printer port.
Click **OK**.

a Printing to Parallel Port:
Select a port in **LPT1, LPT2, LPT3**.

b Printing to USB Port:
Windows 98/Me : select **USB/FAX**
Windows 2000/XP : select **USB001, USB002**
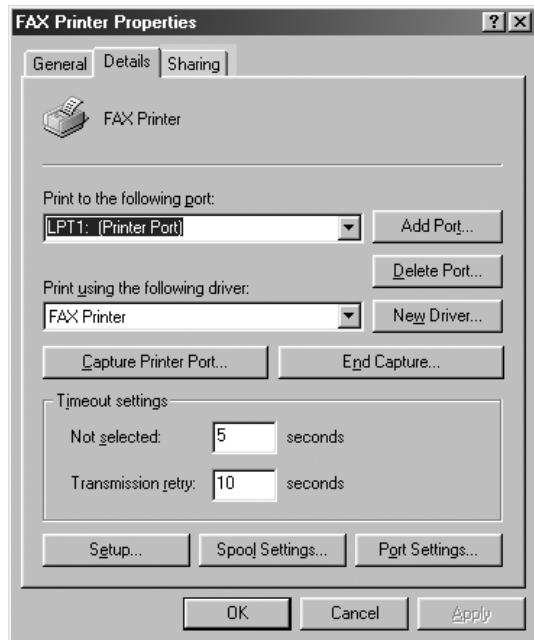
Using as a Scanner

To use your machine as a scanner, first follow the steps of **Installing the printer and scanner driver** (see page 5.1-5.2), and **Installing the USB driver** (see page 5.2-5.3) if needed.

Scanning a document

1 Place your documents **face down** in the document feeder.

2 There are two ways you can call up the scan function:

a Click on the **START** symbol on the left lower edge of your screen. Choose the Program menu and select **FAX printer**. A sub-menu will appear. Select the Imaging Software. Choose the command **Scan New** in the pull down menu **File**.

b Open the graphics program into which you wish to scan. Select as source the FAX scanner driver and choose the command to acquire an image.

3 The FAX scanner window will open.
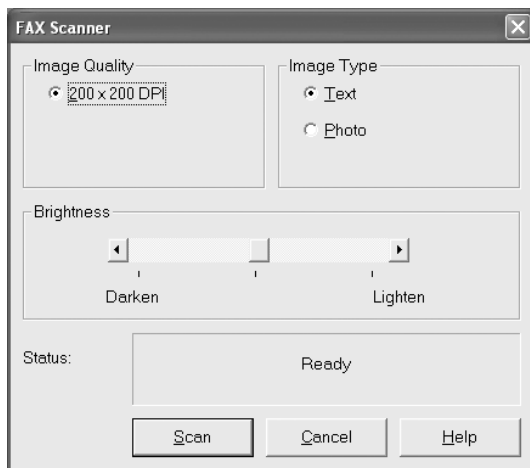
4 Select the desired scan settings.

5 Click **Scan**.

6 Once the scanning procedure is completed, the image of the document can be stored.

Copier / Printer / Scanner

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Troubleshooting

Maintenance

PAPER JAM Received faxes or copies are not ejected.	Open the cover and take the toner out of the machine. Pull the lever towards you. Carefully remove the paper without tearing it. **Important:** When you open the cover, the display shows "**NEW TONER? (Y/N)**". **DO NOT** choose "Y" for this resets the page counter inside the machine counting for the spend of toner.
CHECK PAPER	Take out the paper cassette and remove the paper. Fan it and straighten it on a smooth surface and replace it.
CHECK DOCUMENT	Press **STOP**. The document will be ejected. If not, pull it gently out of the machine.
SERVICE	Disconnect the machine from the mains and plug it back in. If the display still says **SERVICE** please contact customer services.
LOW TONER !	The toner is almost gone. Replace a new toner cartridge. In some conditions, the toner may run out before this massage appears on the display. When the received faxes and copies are too light, replace the toner cartridge.

Problems faxing or printing

Cannot send a fax.	Check that the recipient's machine is working. Check whether the display shows an error message. Lift the handset to check whether you are getting dial tone. If not, check the telephone connection.
Cannot receive a fax.	Check that you have selected the **FAX, AUT** or **TAM** mode. Lift the handset to check whether you are getting dial tone. If not, check the telephone connection.
You or the recipient has received a blank sheet.	The sender has faxed the back of the document. Check the machine by making a copy of the document. If the copy is OK the recipient's fax machine may be faulty.
Your document has been sent without an error message, but has not been printed out on the recipient's machine.	Ask the recipient if their machine is working.
The documents you send are arriving with loss of quality.	Check the document or increase the resolution. Reduce the transmission speed. Check the machine by making a copy of the document. If the copy is OK the recipient's fax machine may be faulty.
Received faxes and copies are too light.	Make a copy of any document. If the copy is OK there is a problem with sender's fax machine. Inform the sender. If the copy is also too light the toner is almost all gone. Shake the cartridge a few times. If the toner cartridge is empty, replace it. You can obtain toner from specialist retailers. Only use Muratec original TS6 8A toner cartridges.
There are white lines on the printout.	Clean the toner drum with a soft cloth.
There are black lines on the printout.	The toner cartridge is damaged and must be replaced. Only use Muratec original TS6 8A toner cartridge.

Problems with the connection

No dial tone.	Check that the machine is connected to the mains and to a telephone line.
Receive polling does not work.	Check that the machine from which you are trying to receive faxes is set for automatic fax operation and for polling. If you need a code, check you have the right one.

Error codes when sending faxes

# 102	No document in the feeder.
# 104	Fault on the telephone line.
# 105	The receiving fax machine has a transmission error.
# 109	The receiving fax machine is not responding.
# 110	There is no signal from the receiving fax machine at the end of transmission.
# 111	An error message is sent by the receiving fax machine at the end of transmission.
# 113	The receiving fax machine requests a second transmission as there were too many transmission errors in the first transmission.
# 114	The document is too long.
# 115	Transmission of one page took too long (more than eight minutes).

Error codes when receiving faxes

# 152	An error message is received from the sending fax machine at the start of reception.
# 153	The person polling the fax has entered an incorrect password.
# 154	The sending fax machine does not send a signal at the start of reception.
# 158	The sending fax machine does not send a standard signal.
# 160	The machine is not correctly connected to the telephone line or there is no signal from the sending fax machine.
# 161	At the end of the reception process the sending fax machine does not send a signal or the connection was interrupted.
# 166	There are repeated errors in the received data.
# 167	The data received contains so many errors that a second transmission is needed.
# 168	At the start of password-protected polling the machine detects that the wrong
	password has been entered on the sending fax machine.
# 169	In attempting to poll a fax, the machine detects that the sending fax machine has not been set up correctly for polling.

Other error codes

# 201	The correct protocol signal is not sent during the transmission process.
# 202	The correct protocol signal is not sent during the reception process.
# 205	Transmission is canceled by the other fax user.
# 206	There is not enough memory capacity during transmission.
STOP BUTTON PRESSED	The **STOP** button was pressed during transmission.
NO RESPONSE	The other fax user does not answer during transmission and the connection is interrupted.

Appendix and Index

Specifications

Compatibility	ITU-T Group 3
Connection type	Exchange line (PSTN) / Extension (PABX)
Paper size	Minimum: 210 x 140 mm Maximum: 3 58 x 218 mm
Document feeder	20 pages
Paper	A4 210 x 297 mm
Capacity of paper tray max.	125 sheets
Maximum scan width	208 mm
Scan and copy resolution:	
horizontal	8 points/mm (200 dpi)
vertical standard	3 .85 lines/mm (200 x 98 dpi)
vertical fine	7.7 lines/mm (200 x 196 dpi)
vertical super fine	15.4 lines/mm (200 x 3 00 dpi)
photo	6 4 greyscales
Print resolution	6 00 x 6 00 dpi
Data compression scheme	MH, MR
Modulation	V29, V27ter, V23 , V21(Control Signal), V17
Transmission speeds	14400/12200/96 00/ 7200/4800/2400 bps
Fax memory	2 MB, approx. 120 pages
Recording method	Laser
Print speed	8 ppm
Toner capacity Initial unit: TS6 8A toner cartridge:	1,6 50 pages* 5,000 pages*
Speed dial	12 entries
Phonebook	99 entries
Group dial	5 entries, maximum of 10 digits each
Dimensions (WxDxH)	419x3 25x16 5 mm excl. paper holder
Weight approx.	9 kg (Without tray)
Power consumption Standby	less than 15 W
Operation:	less than 200 W
Temperature range	10-3 2°C
Relative humidity	20-80 % (relative)

*   based upon 3 % toner coverage and A4-sized printing

* *   Specification may vary in countries.
For more information contact your authorized Muratec dealer.

Glossary

Additional fax machine, additional telephone: You can use your fax machine with additional equipment such as cord-less phones and answering machines connected to a single telephone line.

Calling line identification: When you receive a call the telephone number of the caller is displayed (not in all countries).

Document: The typed or handwritten sheet, sketch or drawing you want to fax to someone else.

DTMF (Dual Tone Multiple Frequency): This tone dialing signal lets you start the fax machine from any phone that has tone dialing.

Fax switch, ring patterns: The fax switch analyzes incoming calls and selects the appropriate ring pattern. It detects whether the call is a normal voice call or a fax call. In **TEL** mode, faxes have to be received manually; in other modes they are received automatically.

ITU (International Telecommunications Union): An international body that publishes telecommunications standards.

Laser: A printing method in which black powder (see Toner cartridge) is burnt onto paper by means of a laser.

Memory: Faxes that are not printed out are stored in memory.

PABX, number for outside line: PABXs (private automatic branch exchanges) are installed in all companies over a certain size. They provide a kind of internal telephone network. To obtain an outside line from a PABX you need to dial a particular digit.

Paper: Standard A4 paper (210 x 297 mm)

Polling: This lets you receive documents stored in another fax machine.

Pulse dialing: Pulse dialing is the old dialing method in which each number dialed produces a certain number of pulses.

Receive polling: This lets you receive documents stored in another fax machine.

Sender ID: The name and telephone number of the user can be entered on most fax machines. This sender ID is printed out on the transmission report and also appears on fax machines to which you send documents.

Toggling: Switching from one call to another and back again.

Toner cartridge: This contains the black powder, known as toner, that is transferred to the paper by heat. White stripes on the printout indicate that the toner is running out. The cartridge can be shaken to provide a short-term solution, but will need replacing before long.

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